

BEST FREE

Mobile Apps For
Document Management
On-The-Go



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OFFICE SUITES

Microsoft Office Mobile (iOS, Android): Provides access to Word, Excel, and PowerPoint. You can view, edit, and create documents on your mobile device.

Google Drive (iOS, Android): Allows you to store, access, and share documents in the cloud. It also includes Google Docs, Sheets, and Slides for creating and editing documents.

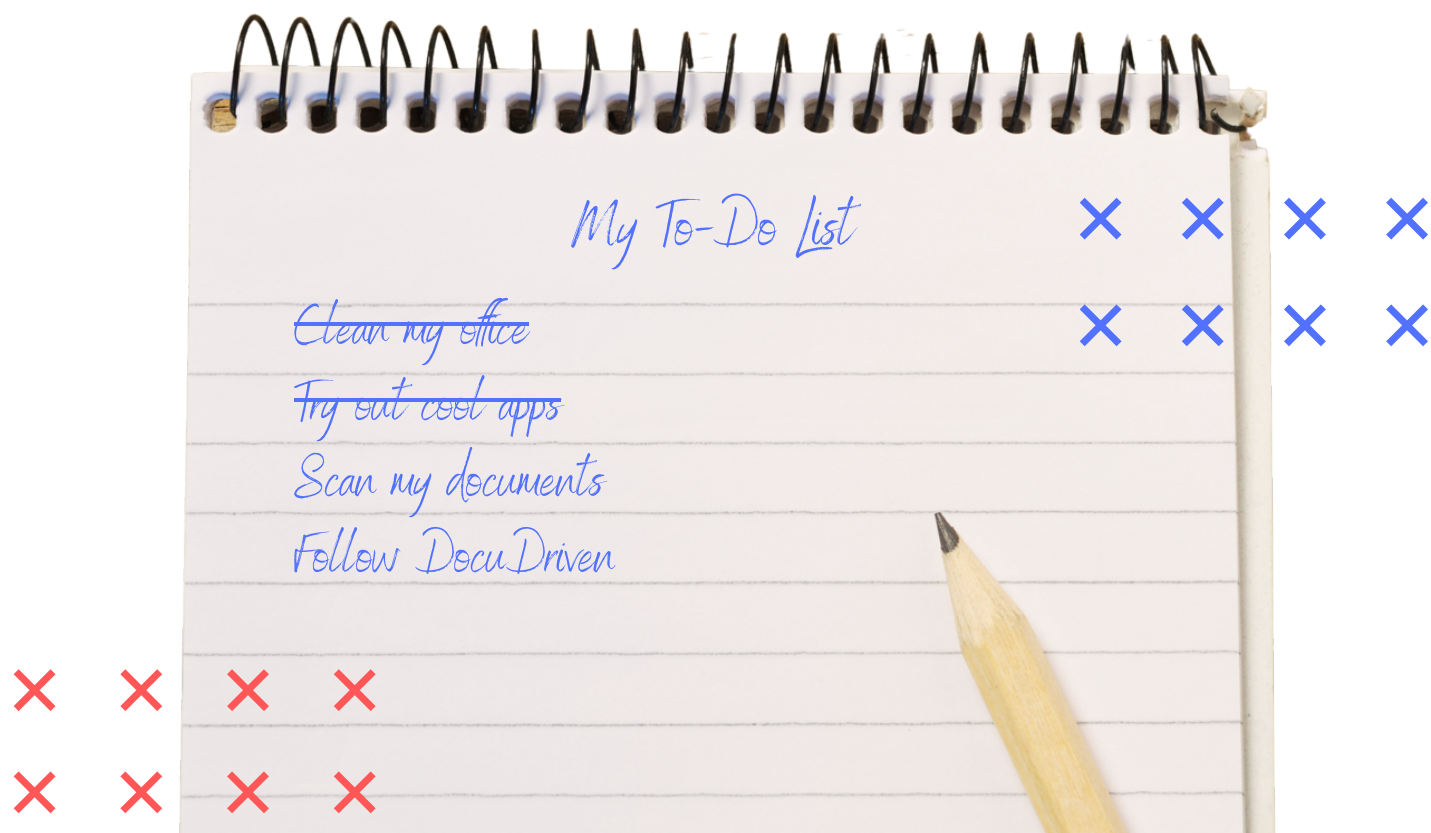
WPS Office (iOS, Android): A comprehensive office suite that includes Writer, Presentation, and Spreadsheets. It supports various file formats and is suitable for document editing on the go.



NOTE-TAKING & ORGANIZATION

Evernote (iOS, Android): A versatile note-taking app that allows you to capture and organize notes, documents, and images. It supports collaboration and syncing across devices.

OneNote (iOS, Android): Microsoft's note-taking app that allows you to create and organize notes, including text, images, and audio recordings. It syncs across devices and integrates with other Microsoft Office apps.



CLOUD STORAGE & FILE MANAGEMENT

Google Drive (iOS, Android): Allows you to store, access, and share documents in the cloud. It also includes Google Docs, Sheets, and Slides for creating and editing documents.

Dropbox (iOS, Android): Offers cloud storage for documents, photos, and videos. You can access your files from anywhere and share them with others.

Microsoft OneDrive (iOS, Android): Microsoft's cloud storage service that enables you to store, access, and share files. It integrates seamlessly with Microsoft Office apps and provides collaboration features.

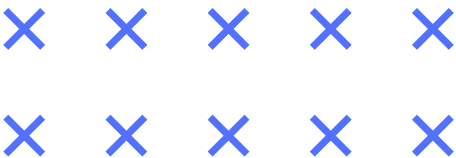


DOCUMENT SCANNING & OCR

Adobe Scan (iOS, Android): Turns your mobile device into a powerful scanner. You can capture and convert documents, receipts, and whiteboards into PDFs.

CamScanner (iOS, Android): Similar to Adobe Scan, CamScanner lets you scan and digitize documents. It also includes features for OCR (optical character recognition).

Scanner Pro (iOS): An iOS-exclusive app for scanning documents and receipts. It has features like OCR, document editing, and the ability to create multi-page PDFs.



MIND MAPPING

SimpleMind (iOS, Android): If mind mapping is part of your document management strategy, SimpleMind is a free app that lets you create and organize mind maps on your mobile device.



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Try out some of these apps for easy and convenient document management on-the-go. Any apps we didn't cover? Let us know all about them in the comments below!



Consider following for more weekly insights on scanning, shredding, storing and business process optimization.