

21st Century

Tips and Resources for



Communication

Collaborative Tools Handout

Track projects and tasks



www.Trello.com Free version includes:

- Unlimited boards, lists, cards, members, checklists, attachments, etc.
- Basic integrations with Box, Drive, and Dropbox
- File attachments up to 10MB



www.Asana.com Free version includes:

- Unlimited tasks, projects, and conversations
- Up to 15 team members
- Basic dashboards

Share and edit documents



www.DropBox.com Free version includes:

- Store, synchronize and share files online with public access.
- Free version offers up to 16 GB and free mobile app.
- Provides a desktop client for Windows and Mac.



www.Google.com/Drive Free version includes:

- File storage that allows users to store files in the cloud, share files, and edit documents with collaborators.
- Encompasses Google Docs, Sheets and Slides.
- Free version offers up to 15 GB and free mobile app.

Online meetings and screen sharing



www.Join.Me Free version includes:

- 10 meeting participants
- 5 video feeds
- Screen sharing, chat and Internet calling



www.MeetingBurner.com Free version includes:

- 10 meeting participants
- Streaming video host
- Screen sharing, chat and audio conferencing (telephone, computer)

Create your own professional graphics



www.Canva.com Free version includes:

- Create graphics for presentations, photo/image banners for social media, posters, postcards, etc. and publish to PDF or image file
- Design templates, image cropping, add text to photos, photo transparency, photo enhancer or blur, free icons, frames, etc.



<https://Pablo.Buffer.com> Free version includes:

- Create graphics for presentations, photo/image banners for social media, etc. and publish to PNG image file
- Design templates, add text to photos, free images, etc.