



Think Tasks, Not Apps:

The Benefits Of
Having A Big
Bundle Of Tools In
One Application



SETAPP



Introduction

In our digital-first working environment, apps matter. If you don't have the right apps that facilitate you doing your best work efficiently, you may end up working longer hours and causing yourself headaches.

Setapp offers a big bundle of tools all in one app so that you can make the most of your resources, boost team productivity, and turn your group projects into an unforgettable experience (for all the right reasons). Without further ado, let's take a deep dive into the benefits of the one and only Setapp, where every app is a gem.

Table Of Contents



Chapter 1

Do You Have The Right Project Management Tools For Your Workflow?

page **4**



Chapter 2

How Authoring Apps Can Help You Create Your Best Writing And So Much More

page **13**



Chapter 3

How Can Time And Goal Tracker Apps Help With Personal And Professional Projects?

page **23**



Chapter 4

How To Make Your Next Group Project A Nice And Fun Experience

page **31**



Conclusion

page **39**





Chapter 1

Do You Have The Right Project Management Tools For Your Workflow?

Project managers typically find themselves bouncing between meetings with stakeholders, creating documentation for project briefs, managing a massive task list for themselves and teammates, and generally exercising their project management skills to push the project they lead to completion.

Luckily, there's an entire suite of apps that help you with things you do daily, like task management. The right workflow keeps you organized, efficient, productive, and leading your team rather than helping them do the work.



Chapter 1

How to organize all your tasks?

An organized process can have a meaningful effect on your projects. With the right workflow, you can prove the right suite of apps has a measurable impact. A good task tracker and/or project tracker is helpful, of course, but not the only tools you'll need.

It's important to find apps that can handle large pieces of the project, but it may be unwise to have a single app handling everything. Your team may need robust planning software or a to-do-list app with tons of features, but cobbling them together means a lot can get lost in the shuffle. (Think about it: how often do you use Outlook for email but have never thought twice about its 'to-do list' feature?)

Sometimes, the best project management software is not one platform but a series of really great apps that pull their weight so your project is completed on time.



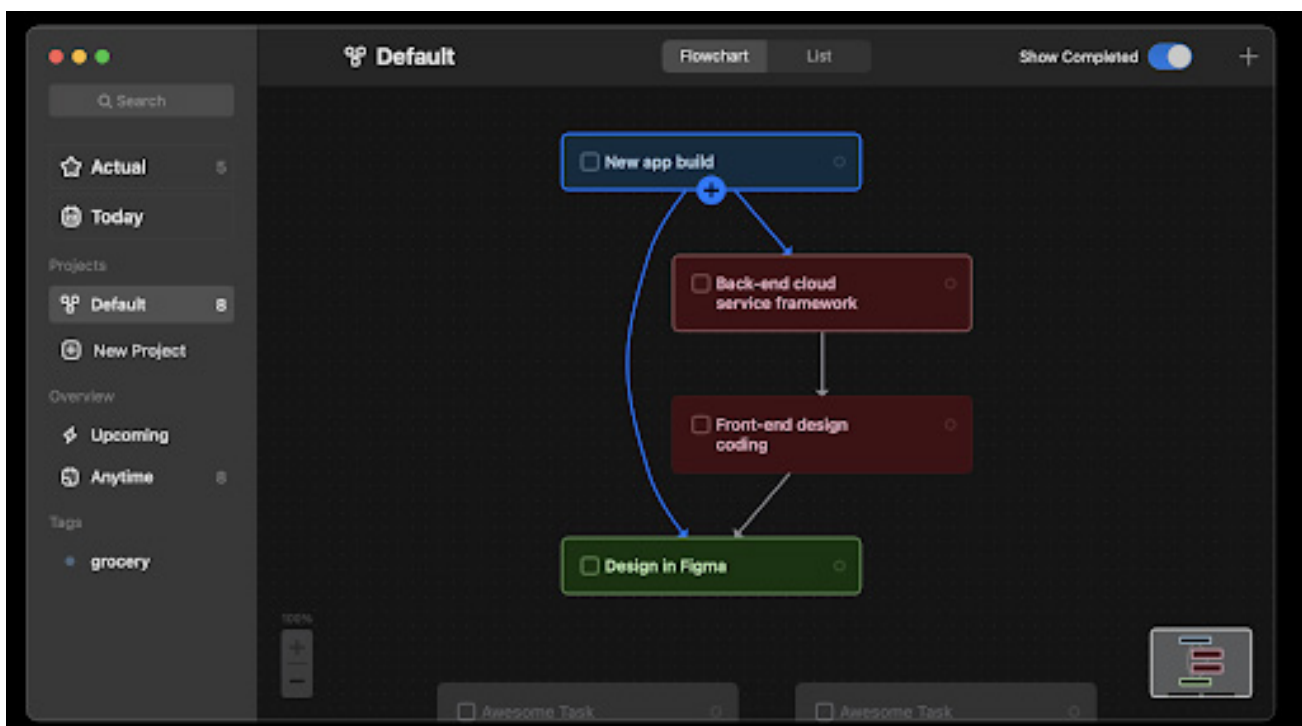
Chapter 1

How to organize tasks using TaskHeat

There's a reason we still use whiteboards when planning projects: visual guides are an easy way to plan and communicate large projects with many teams and lots of things to do. Organizing tasks is essential for leaders and stakeholders to understand things from a holistic view and for disparate teams to understand their role in the process.

[Taskheat](#) replaces whiteboards and allows for far more customization and project management. It's mind-mapping software that allows you to color-code tasks for teams, set delivery dates, delegate tasks, and add tags to each section or task. There are even location-based reminders that alert you when you're offsite meeting with third-party vendors that they may have a task due you need to inquire about.

You can also build connections between tasks so people understand dependencies and can communicate what may be blocking completion. Flowcharts can be printed or shared, making it a great platform for weekly communications to leadership; just save your updated flowchart as a PDF and include it in your presentation!



Chapter 1

What is a project plan and how to create it?

Simply put, a project plan is a series of documents that outline how a project will be completed and delivered. It should have the following:

- ◆ The lifecycle of the project
- ◆ How each stage will be completed and implemented
- ◆ Tools required for the project
- ◆ Total budget projections
- ◆ The change management process for the project
- ◆ Performance measurement objectives
- ◆ Communications plan
- ◆ Necessary teams and/or people involved
- ◆ Measurables for success of the project
- ◆ How and when a project will be reviewed upon completion

With an initial investment in a project plan, you'll save time by following through on a well-planned project. Without a solid plan of action, you will spend more time clearing up discrepancies, communicating across teams (which may create more confusion than you imagined), and solving issues you didn't envision because you didn't have a plan.

How to create a project plan using Merlin Project Express

Not all project plans require you to negotiate several Word documents or Excel spreadsheets from the start. Creating a plan of action starts with ideating the framework for your project and creating specific documentation where it's needed.

Chapter 1

Moreover, you need a centralized place people can access for the project plan and its various documents. [Merlin Project Express](#) has been designed for that exact purpose.

Merlin Project Express is templating software that can help you plan even the most complex projects quickly. It's a linear project planner and CRM in one, which can help you keep contacts and log important details like pay rates in one centralized location. This is especially helpful for those who manage several outside contractors and need to manage a budget. You can even create cost generation reports!

Start with the core objectives of a project and create subtasks from there, assigning the work to staff and assigning due dates as needed. Its Gantt chart view helps you visualize the project's scope quickly. Attach necessary documents to each item in your plan, create milestones, and more. Spend more time planning and less time problem-solving with Merlin Project Express.

The screenshot displays the Merlin Project Express interface for a project titled "Big birthday". The main view is a Gantt chart showing tasks and their durations. The tasks are organized into a hierarchy:

- 0 Big birthday (Feb 23, 2022)
- 1 > Set date (1 day)
- 2 Preparation
- 3 Guest list
- 4 > Create guest list (1 day)
- 5 Guest list created
- 6 Location
- 7 > Make location inquiries and compare (1 day)
- 8 > Negotiate terms (1 day)
- 9 > Book location (1 day)
- 10 Celebration location booked & confirmed
- 11 Invitation
- 12 > design (2 days)
- 13 > print (2 days)
- 14 > send (1 day)
- 15 > Note confirmations (5 days)
- 16 Invitations sent & RSVP'd
- 17 Catering

The Gantt chart shows the timeline for these tasks, with resources assigned to each. The right sidebar shows the "File Info" for the selected task, including the title "Invitation card", author, status, and a preview of the invitation card. The bottom section shows a list of attachments, including "Hotel reservation", "Invitation card", "Invitation e-mail", and "Menu".

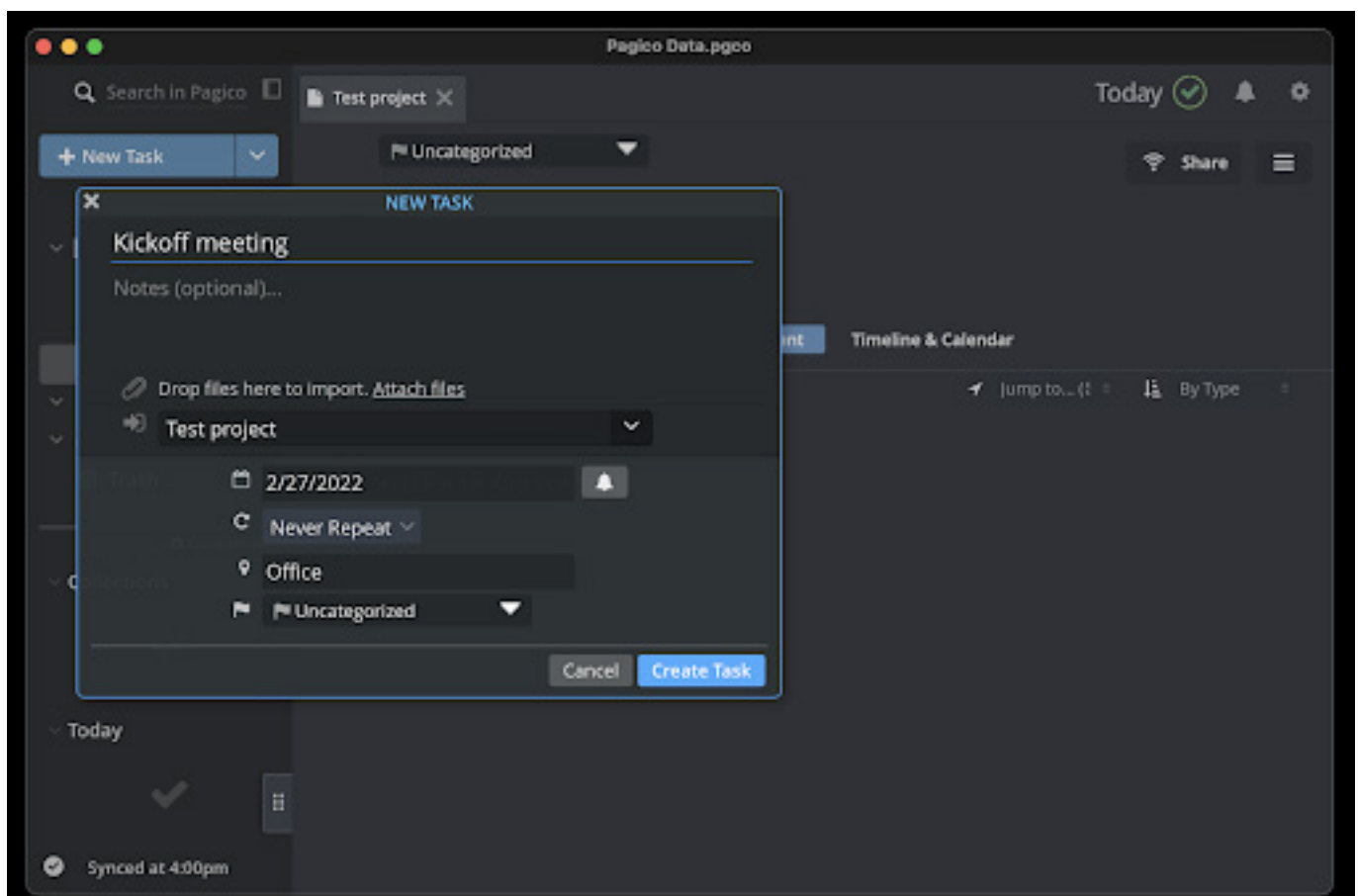
Chapter 1

What is the best project management software?

The best project management software is the platform or service that makes sense to you and helps move the project towards completion. [Pagico](#) via Setapp has an interactive timeline for projects and supports drag-and-drop for a more gesture-based project management experience.

Pagico's tagging feature allows you to use tags in search to align teams and people efficiently. If you've got a web-based project, Pagico has a great feature that turns any webpage into a task on a project, which you can assign due dates to as well. The timeline visualization in Pagico serves as a centralized dashboard in a calendar-based format so the entire team can see how a project is progressing.

For day-to-day project management, Pagico has a Today View that surfaces urgent tasks so you can plan your days accordingly.



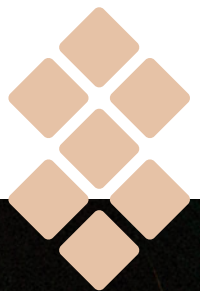
Chapter 1

What is the best scheduling app?

Time management is one of the more critical skills a project manager can have. Managing your own time is vital and it shouldn't be overlooked managing how others spend their time on a project is sometimes just as crucial to ensuring projects are completed.

Missed deadlines are often ruinous to a project. A single slipped deadline can wreak havoc on the rest of a project, especially if there are several dependencies for that task. Moreover, those working on the task may not fully understand how a missed deadline can wreak havoc on other teams and the project.

You may also need to manage time spent on tasks so budgets don't become unruly. To that, you may need to closely manage teams, contractors, or others whose time spent working on a project can adversely affect the total budget.



Chapter 1



How to track productivity per project using Timemator

[Timemator](#) is time management software that can keep track of how you or your team are spending time on projects—no matter how many projects you're trying to manage. You can color-code tasks as you see fit and choose to tag timed projects as billable or non-billable.

There's even a handy auto-timing feature that starts timing tasks as you open files. You can trigger Timemator to start tracking time when you open an app like Taskheat or specific files in Word. Rules are highly customizable and can be tailored to your unique needs.

Each Timemator user can set up their own rules, too. It's great for large projects and several teams. Designers can trigger time tracking in Timemator when they open Figma or Sketch, developers can set up rules to track time on specific code files, and other stakeholders can automate tracking based on the files, folders, or apps they use, too.

All timed events can be exported as reports, which show detailed data on how time was spent per tracked project. If the time is billable, hourly rates per project can be added for budgeting purposes.

Chapter 1

Conclusion

Project management is far more than holding meetings and making sure everyone is working toward the same goals. Great project managers write detailed project plans, document everything in detail, and track progress across teams and functions in specific ways.

Great apps help project managers do more with the valuable time they have in their days. It's important that, in addition to managing time and ensuring a project is progressing properly, project managers are able to provide a clear roadmap to those working on the project and can communicate to leadership and other stakeholders where a project is at in real time.

That's why apps like Timemator, Merlin Project Express, Pagico, and Taskheat are so valuable to the project management workflow. Whether you want to use one or all of these apps, crafting your perfect mini-suite of apps that smooth out your workflow will help you lead the team and project to success.

These four apps and over 200 others are available for free during a seven-day trial of Setapp, the world's biggest and best suite of productivity apps for the Mac. During your week-long trial of Setapp, you'll be able to use any (or all!) of the 200-plus apps in the Setapp suite for free. Pick and choose apps you feel will help you manage projects efficiently and effectively.

When your trial period ends, Setapp is only \$9.99 per month for unlimited access to the massive (and growing) Setapp catalog of apps. There is also special pricing available for teams.

Give Setapp a try today and get started on your path to effective time management, smart leadership, and projects being completed on time and under budget.





Chapter 2

How Authoring Apps Can Help You Create Your Best Writing And So Much More

We all write daily. Even if it's simply texting with friends, keeping a daily journal, sending emails, or as robust as crafting research papers or other academic writing for graduate work at school or creating incredible manuscripts, writing is critical.

You only get good at writing with practice, and the right writing app can make all the difference. Apps can teach you proper grammar, help hone your voice, and edit your work so it's clear, concise, and professional.

But how do you know which editing software is right for you? It can be as simple as trial and error, but knowing what apps you might need (and why) is an important first step.



Chapter 2

How to become an editor?

An editor spends a lot of time living up to their job title: they edit words.

Becoming a professional editor takes time, and almost all editors start as writers. Writing helps editors understand what the people they're editing go through day to day, including how workflow can make or break great content.

Editors often return work to writers when there are large issues like inaccurate statements, but editors spend a lot of time fixing minor errors or omissions. A good editor knows focus is important when editing the work of others.



Chapter 2

How to become an editor using Ulysses

[Ulysses](#) (text editor) for Mac is a distraction-free environment that's incredible for writing and perhaps better for editing. Its simple interface provides an editor with nothing but words in an app window so they can focus on what matters.

Editors or writers working on several projects will love Ulysses' file tree system which is also great for your daily journal entries, which you can categorize by week, month, or year as needed. This system also keeps all writing in the Ulysses app for better organization, and all files are synced via iCloud so you can access them on any device.

When you're done editing your work or the work of others, Ulysses allows you to publish directly to a WordPress or Medium blog. You can even export larger documents as eBooks or PDFs.

Ulysses is great for our long-form writing projects but is equally at-home as an editing tool. Those familiar with markdown will love Ulysses' full support for markdown and its visually appealing WYSIWYG interface so you always know exactly what will be published.

Plain, Pure Writing.

Simple, elegant, immersive.

Second Crop of Corn

When Pencroft had once got a plan into his head, he had no peace till it was executed. Now he wished to visit Tabor Island, and as a boat of a certain size was necessary for this voyage, he determined to build one.

What wood should be employed? Elm or fir, both of which abounded in the island? They decided for the fir, as being easy to work, but which stands water as well as the elm.

These details settled, it was agreed that since the fine season would not return before [six months](#), Cyrus Harding and Pencroft should work alone at the boat. Gideon Spillett and Herbert were to continue to hunt [fowls](#), and neither Nab nor Master Jap his assistant were to leave the domestic duties which had devolved upon them.

Directly the trees were chosen, they were felled, stripped of their branches, and sawn into planks as well as sawyers would have been able to do it. A week after, in the recess between the Chimneys and the cliff, a dockyard was prepared, and a keel five-and-thirty feet long, furnished with a stern-post at the stern and a stem at the bow, lay along the sand.

Cyrus Harding was not working in the dark at this new trade. He knew as much

Chapter 2

What is the best app for writing a book?

Writing a book is a long, arduous process requiring a ton of organization and constant editing. From *Diary of a Wimpy Kid* to *War and Peace*, all books undergo a lot of planning and editing you don't see.

Like all writing projects, the right app can make an arduous process much simpler. Organization becomes second nature, and editing takes less time because you've created better copy due to being organized! Writing a book will never be a quick process, but it can be simpler and more enjoyable if you have the right tools.



Planning matters when writing a book, too. Most books have storylines ideated well before the act of writing begins, and a lot of that is done with a project plan for the book itself. A project plan is often just a lineup of the chapters and general flow for the book's story or arc, depending on the type of book it is.

Chapter 2

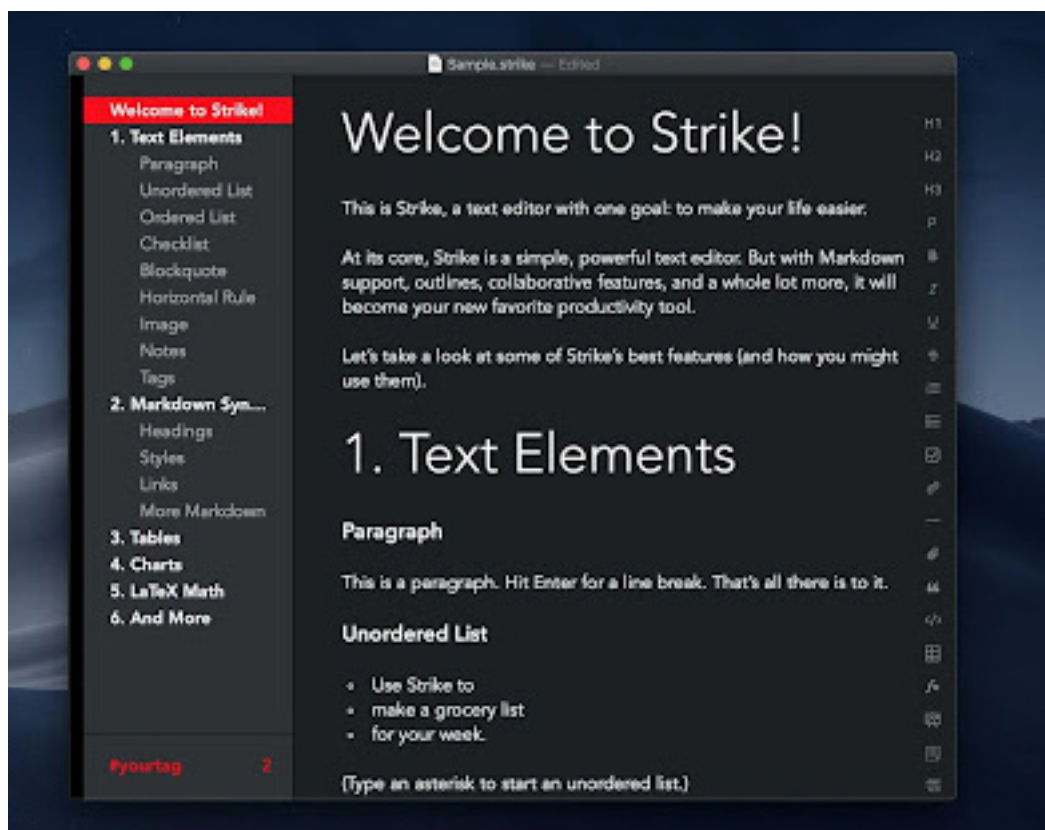
How to create a project plan using Strike

[Strike](#) for Mac helps you plan a great book and supports you as you begin writing. When crafting your project plan, all you have to do is start typing and formatting your text, and Strike will turn it into an interactive project plan.

Type your words, highlight them, and select the proper formatting from the right side of the app window. This automatically turns your headers into interactive sections on the left rail. Strike is a powerful and easy-to-use text editor for Mac that helps your project plans come to life instantly.

The left rail outline is interactive, too. If you decide an H3 needs to be moved to another section under a different H2, just drag and drop it there! The header and associated text will follow, and your entire outline will change in real time.

Strike supports real-time collaboration for up to 10 other people, sharing via Messages, AirDrop, and files can be exported to PDF for use as attachments, as needed.



Chapter 2

How to journal daily?

Once you get into the habit of journaling, you won't want to stop. It's a great way to help clear your mind and understand your feelings. Your daily journaling can also help your future diary be much better. Remember, practice makes perfect!

Many people keep a daily journal so they have a private timeline of events that doesn't live on a social media platform. For many, privacy is paramount, and apps like Facebook or Instagram will never be truly private. Families who want to keep memories safe and avoid exposing their children to social media often keep journals that can be exported or shared with people they choose.



Chapter 2

How to journal daily with Diarly?

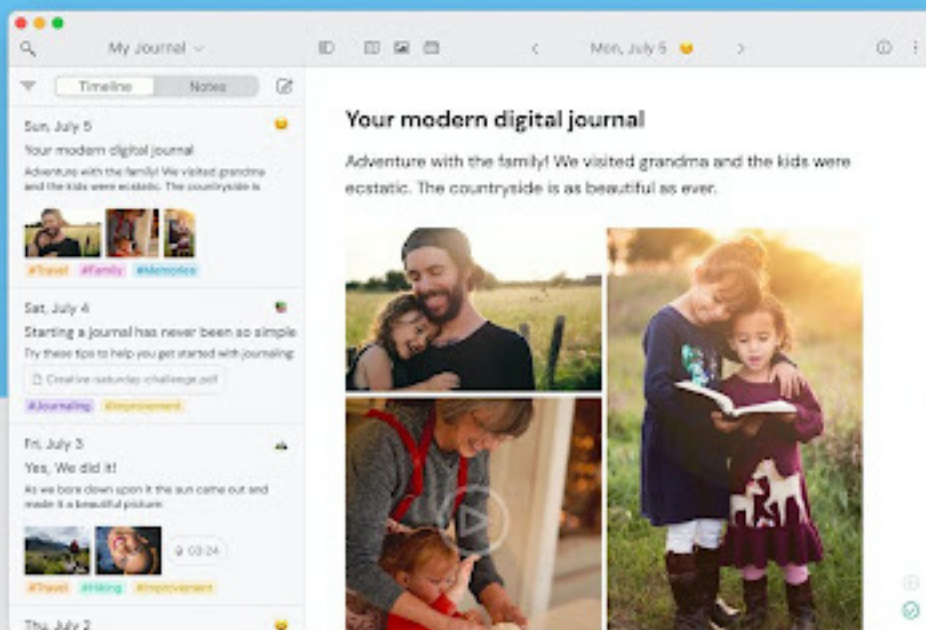
Diarly is available for your Mac or iOS devices and is a popular daily journaling app that helps you put thoughts down on "paper" so you can keep a clear mind. Sometimes the simple act of personal writing can help you work through things so you can do your best professional writing!

Beyond the mental health benefits journaling provides, Diarly is simply a great writing and editing platform. It supports adding photos or video, and even opens images up in Preview so you can use it as a photo editor. Though there are no options to open a video into a video editor app, you can either play them in the Diarly app or open in QuickTime player. (If you're looking to know what editing software YouTubers use, it's iMovie, not QuickTime.)

Diarly keeps track of how often you journal, supports markdown, and has a calendar feature for finding older entries.



Journaling made easy

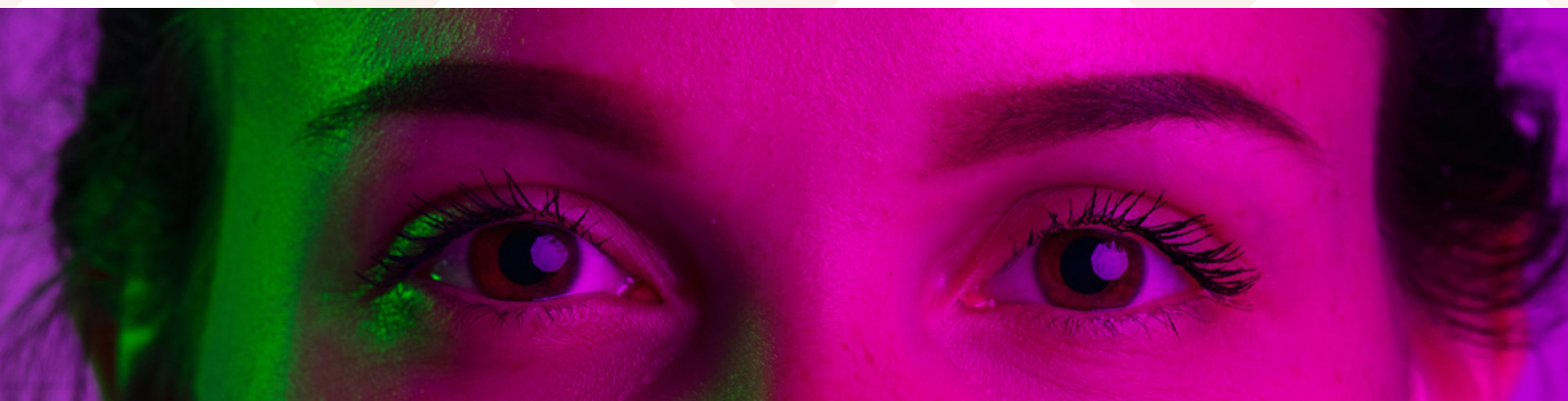


Chapter 2

What is academic writing?

Academic writing is typically long research papers that take months (or longer) to research, write, edit, and perform data verification. When you read an academic paper, know it is the end result of unimaginable hours spent planning, researching, and creating the content.

Depending on the subject matter, academic writing can be simple text or include dozens of graphs, charts, or other visual elements. Sources are always cited, and there is often a need for unique editing or formatting steps.



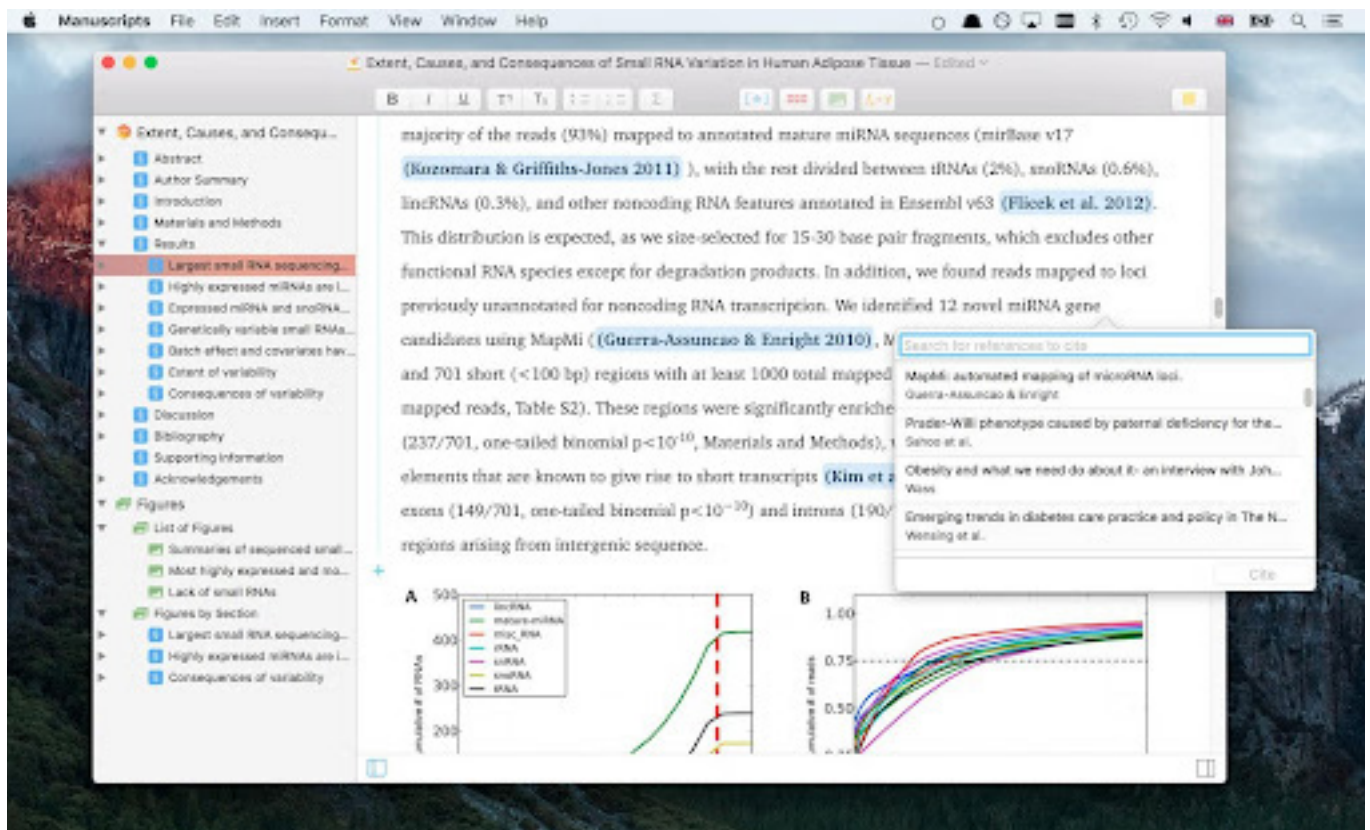
Chapter 2

Tired of boring and difficult scholarly writing? Use Manuscripts!

[Manuscripts](#) is the perfect app for creating, editing, and presenting academic work. It has a file tree format that keeps the project synced, and supports version history if you need to revert to an older version to recover work or start fresh.

The app has a full citation and bibliography feature set including formatting and embedding. Manuscripts supports LaTeX, Docbook, MS Word, HTML, and markdown importing and can be shared via Notes, email, or Messages.

Because Manuscripts keeps you organized, it makes academic writing far simpler. Without the exercise of digging through notebooks or dipping and diving through various writing and note-taking apps, you'll be able to focus on the work and access or reference notes as you write. Organization is important for academic writing, and there's no better app producing great work for academia than Manuscripts.



Chapter 2

Conclusion

Staying organized and creating work in a straightforward environment are two important factors for great writing. The more you allow yourself to be distracted or navigate between apps or platforms, the longer your process becomes and the work suffers.

Ulysses, Strike, Manuscripts, and Diarly are four great apps that help you do your best writing and editing. Whether you want to use them for personal or professional use, you're bound to find a lot to love.

These apps and over 200 others are all available for free during a seven-day trial of Setapp for Mac. With your free trial, you can use all of the apps in the massive (and growing) Setapp suite. Once your week-long trial ends, Setapp is only \$9.99 per month for unlimited access. It's a great deal, so don't hesitate—give Setapp a try today!





Chapter 3

How Can Time And Goal Tracker Apps Help With Personal And Professional Projects?

Think about it: how often do you allow yourself to be distracted only to end up behind on key projects? We all do it. The key problem is that you're not tracking time carefully, or maybe at all.

Days go by and you promise yourself you'll get to the big project the next day. When the next day comes, you make even more excuses. Your internal focus timer isn't set properly and your to-do list just keeps growing. You set task reminder notifications, but they just end up as red bubbles on your home screen.

Time tracking software may be exactly what you need. You live a digital-first life and proper timing may not be your best attribute, but a focus timer or time tracker can keep you productive

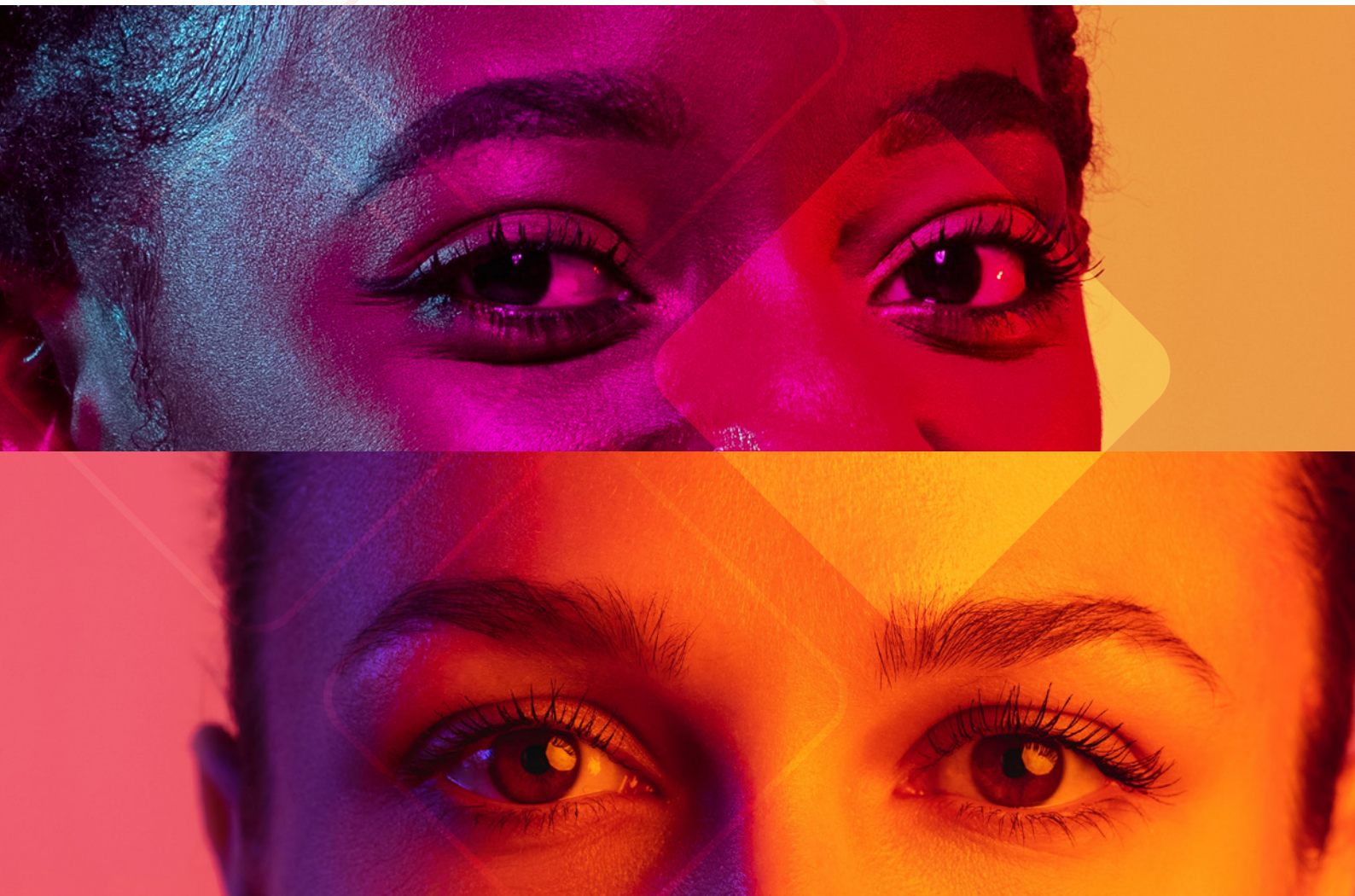


Chapter 3

How to track productivity?

There are several ways to track productivity, of course, but the truth is it all comes down to tracking the time you spend working towards your goals—without spending endless hours time-tracking on your own. This is especially true for those working on multiple projects at the same time, each of which requires unique time tracking.

Of course, spending time logging hours spent working on specific projects can be tedious. You may bounce from project to project without remembering to start tracking time for each task you're working on, which can lead to wasted time trying to decipher how you spent your day.



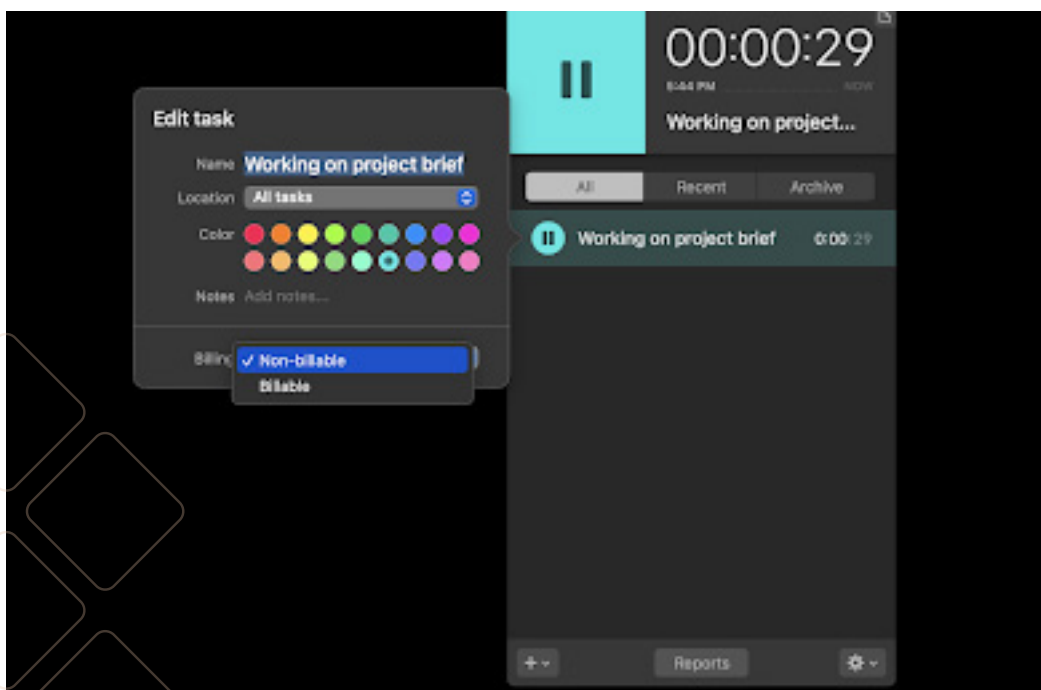
Chapter 3

How to track productivity using Timemator

Timemator for Mac is a time app that helps track the hours spent on specific projects without you having to remember to activate it. All you have to do is set up some rules for Timemator to follow, and its powerful hours tracker features kick into gear while you work normally.

It's the perfect app for those who bounce between several projects, whether those projects are specific tasks on a larger project or several bespoke projects. You can set Timemator to activate tracking for your project based on the file you open or app you use for the project. You can set Timemator up before projects start; we used it to begin tracking from the project brief stage of a new app build.

Timemator keeps track of all your work in a single timeline and has detailed reports that can be exported with a goal tracker so you know exactly how you're progressing and if you're on track to complete the project on time. If you don't want to set up rules, Timemator supports the more traditional start/stop manual tracking, and entries can be edited if you make a mistake tracking the hours spent on a project.



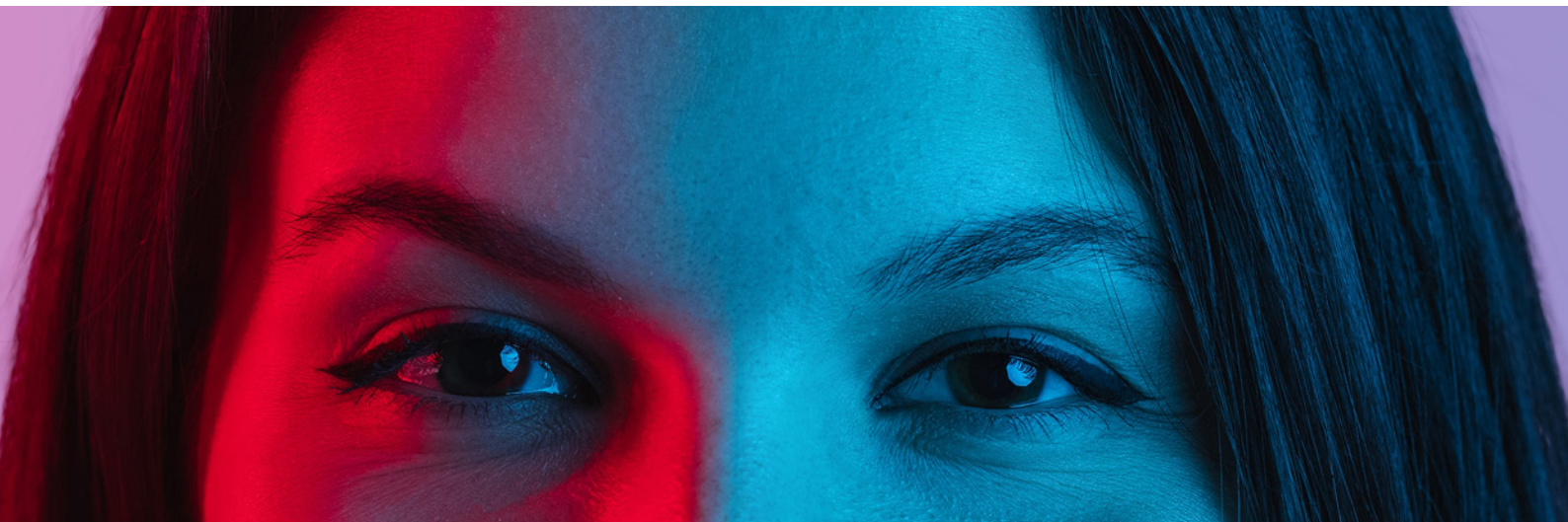
Chapter 3

How to be more focused?

When you are focused, you do your best work. The problem many of us encounter is that we allow distractions to interfere with our focus. Time management and focus are skills that work hand in glove for being productive.

A popular option for creating space to focus is the Pomodoro technique. This technique, developed in the 1980s, suggests you set aside blocks of time to focus entirely on one thing, and provide yourself breaks between those focus intervals.

Using the Pomodoro technique, you will find yourself becoming more productive as you ultimately learn to ignore distractions that can lead to diminished productivity. A focused person can do—and does—so much more, and better, when they make the choice to focus and disallow distractions.



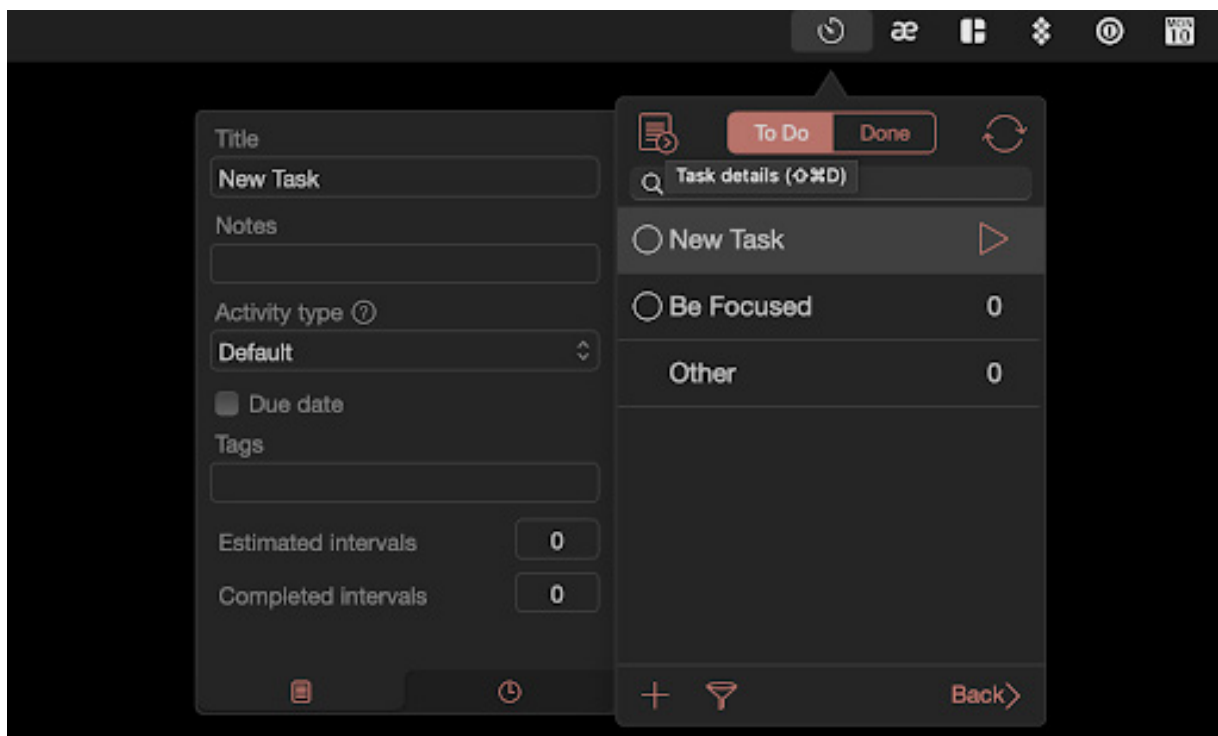
Chapter 3

How to be more focused with Be Focused

[Be Focused](#) for Mac employs the Pomodoro method better than any other app available and uses a familiar to-do list interface to help you achieve more. You can tag each item on your to-do list, which then creates specific sub-lists from your main to-do list. You can choose to separate home and work tasks with tags, for instance, and filter your list by tags to get more done.

This can be especially handy in our modern “work from home” environment, where the lines between personal and professional are blurred. Keeping your tasks listed in Be Focused—and filtering by tags—allows you to physically toggle work or personal mode so you can focus on what matters at the appropriate time.

Be Focused works across your devices and has exportable files for reporting the hours spent on tasks if needed. Because it uses the Pomodoro technique, you’ll be able to set break times so you don’t overwork yourself. Burn-out is also a productivity killer!



Chapter 3

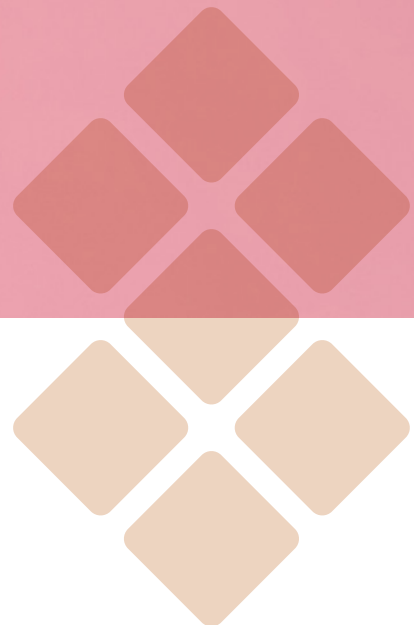
What is a timeline?

Those juggling several projects—or several tasks for a larger project—understand how critical managing time is. If one project stalls, it can be a domino effect that leads to entire workflows crashing.

One smart way to track projects or tasks is a timeline. A timeline helps you set goals for projects or tasks so you understand when something should be finished. A timeline also allows you to proactively adjust future events should a task or project be delayed.

Timelines are helpful when work or life seems too busy. As tasks mound, you might find yourself overwhelmed and unable to keep track of everything. A timeline is a great way to visually track your week, month, or even year.

Best of all, timelines can be reflective, too. As you work through a project, you might need to see when something was finished so you know when to start on something that was dependent on that task.

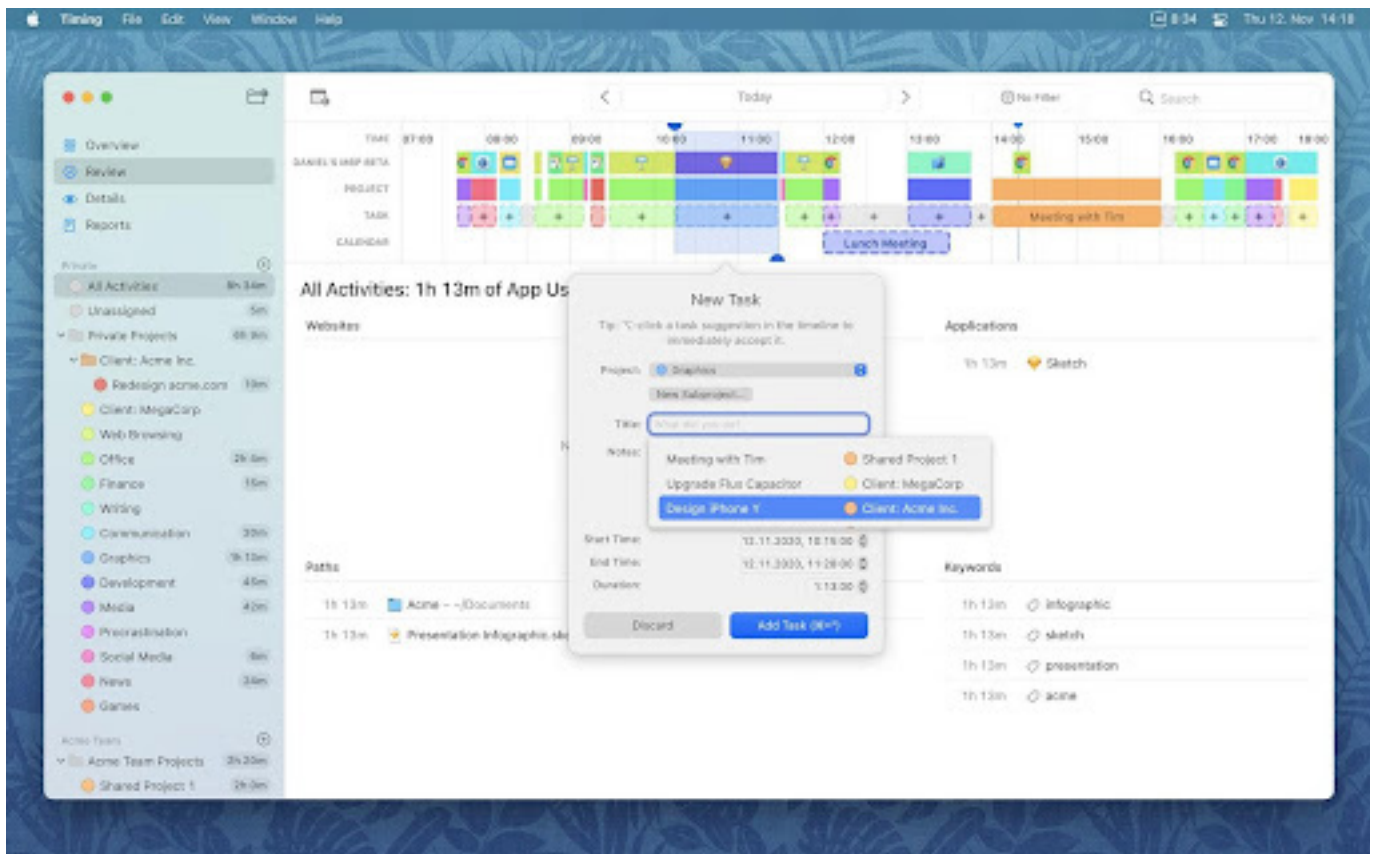


Chapter 3

How to make a timeline with Timing?

Timing for Mac is a great app for tracking the time you spend working on projects or within apps. Timing is also great at helping you create specific timelines for each project you're working on so you can quickly and easily see what needs to be done as you move through your day or week.

Whether you need to work on several projects at work or are a freelancer with multiple clients, Timing can help you proactively manage your time and create smart timelines so your various projects don't interfere with one another. Timing also tracks your productivity for each project, including apps used and tasks or subtasks worked on in that time. Those reports can be exported, too.



Chapter 3

Conclusion

Productivity and time management are intertwined. You can't be productive unless you manage your time wisely. Even though most of us get distracted from time to time, you're still better off being diligent about setting aside time to do projects and tracking your progress on each task.

Be Focused, Timing, and Timemator are three of over 200 apps available in the Setapp catalog for Mac, all of which are available to test for free during a seven-day trial. You can peruse any (or all) of the apps in the gigantic and growing Setapp suite.

When your trial ends, Setapp is only \$9.99 per month. It's an incredible bargain, so add "get a free trial of Setapp" to your to-do list today!





Chapter 4

How To Make Your Next Group Project A Nice And Fun Experience

A group project with friends, classmates, or coworkers always sounds like a good idea. Often they end up a swirling mess where one person feels as though they do more than the others. It can cause people to feel unappreciated.

When working on a project, it's a good idea to split the work up as evenly as possible. This helps everyone contribute and feel as though they're valued. Knowing how to work in a group effectively is also important; the more you collaborate instead of arguing, the smoother everything will go.

It's all easier said than done, of course. Collaboration and working in groups are difficult in the best circumstances. But don't worry! Our tips and tricks will have you and others in your cohort doing your best work and getting along better than ever.



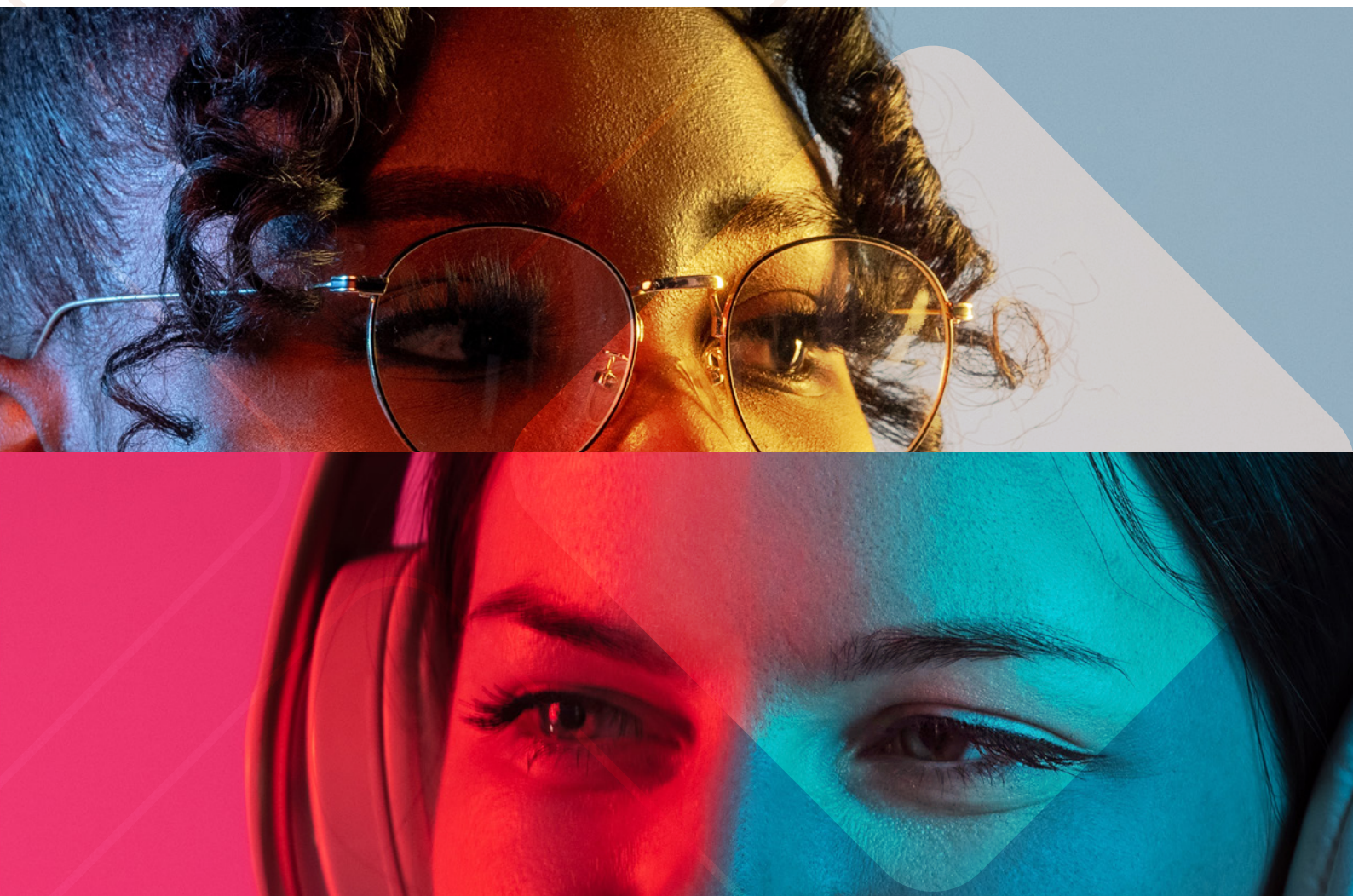
Chapter 4

Simplify the work with PDFs

How much of the work for your group project involves PDFs? If it's a research project, probably a lot.

We all know how difficult PDFs can be to work with. Editing them is one thing, but finding information in a PDF can also be tricky. Using the Preview app on your Mac is one option. A much better option is using [PDF Search](#)—which is available to try for free when you sign up for a seven-day trial of Setapp for Mac.

PDF Search lets you search PDF document files for just about anything. It has a powerful OCR (Optical Character Recognition) engine that speeds through PDF documents in seconds. Search for any word or phrase and get results in a snap.

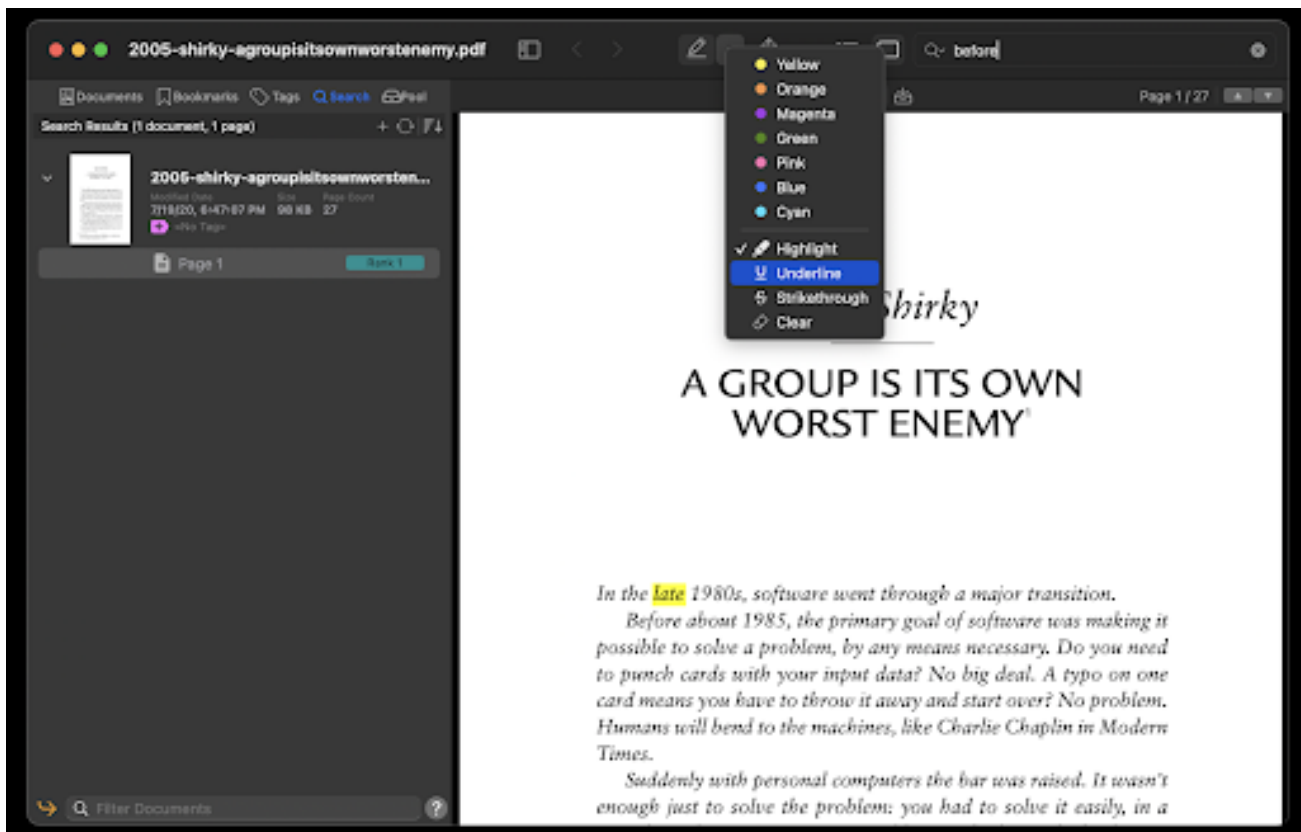


Chapter 4

Results returned by PDF Search are ranked, too. When you search for a word or phrase, PDF Search scans all the PDFs in each folder or your whole Mac. If there are multiple instances of a word or phrase in multiple PDFs, PDF Search will rank the results independently. If you want to limit your search to a single document or just the table of contents in a document, PDF Search can do that too.

PDF Search has a full suite of markup options like highlight, underline, and strikethrough in a variety of color options. It's a great idea for PDFs with multiple people. Assign everyone a color and let them mark documents up as needed!

Convert Office 365, iWork, and RTFs to PDFs in PDF Search and keep everyone in the same workflow and app to make collaboration on group projects streamlined and effective. There's also an iOS version of PDF Search so you and your teammates can work on any document on the go.



Chapter 4

Explain your thoughts better

There's a good reason our digital culture is so dependent on PowerPoint, Keynote, and other presentation software for Macs. Both are excellent ways to convey thoughts or project updates to an audience.

Presentations take a lot of time, though. You have to arrange your thoughts onto slides and make sure it all makes sense. Sometimes you just want to talk through your work. The work you and your team are doing may also be too new to discuss fully.

And can you imagine trying to organize everyone to submit slides in a presentation? That would be a nightmare.

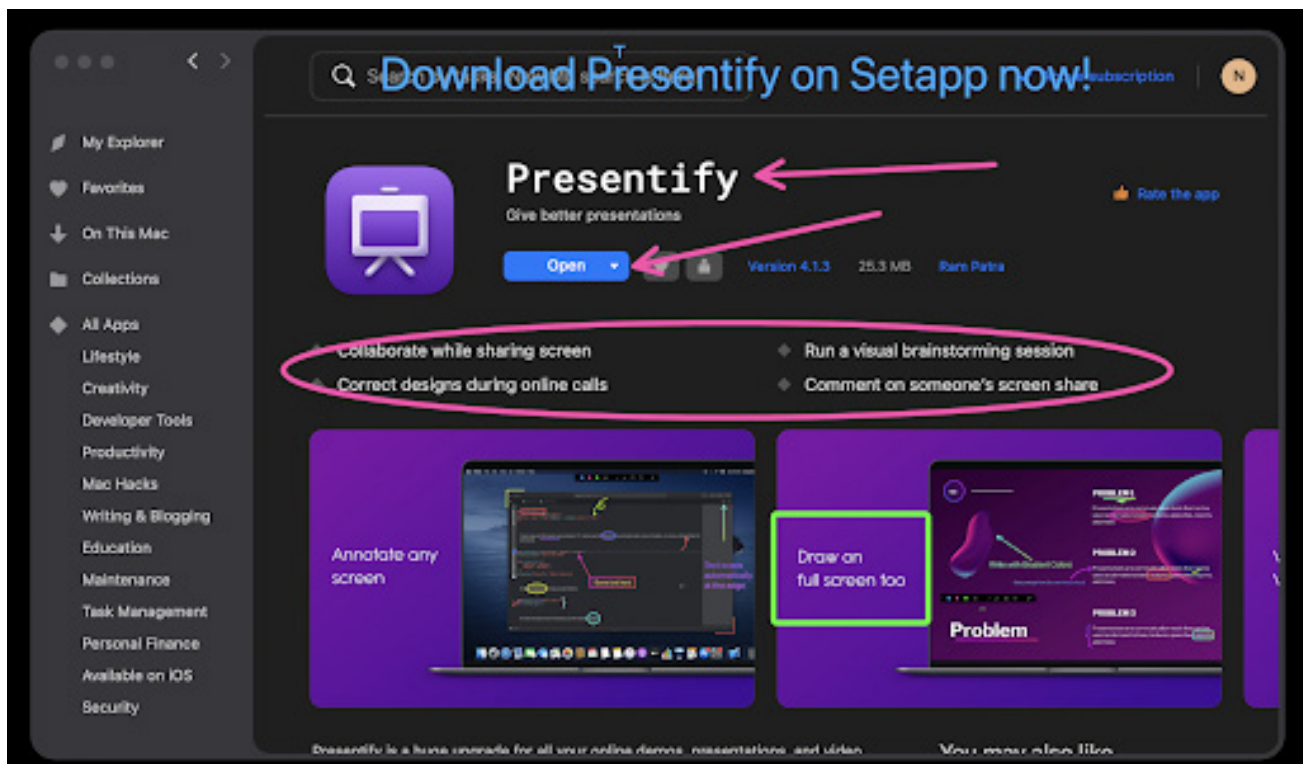


Chapter 4

Sign up for a trial of Setapp and download [Presentify](#), the only app you really need to create incredible presentations. Instead of a fussy presentation, Presentify lets you mark your screen up with arrows, boxes, text, circles, or free-form drawings. You can choose from a variety of colors and toggle between markup tools as needed.

When you just want to share your screen and talk your way through a project, Presentify is the best option. Instead of constantly asking if everyone sees what you're talking about, just mark the screen up and draw their attention to the points you need to make. When you place the cursor on highlighter, options selected in Presentify spring into action.

When you close Presentify, all annotations disappear. Nothing you mark up is permanent, so you can (and should!) mark your screen up with Presentify as much as you like.

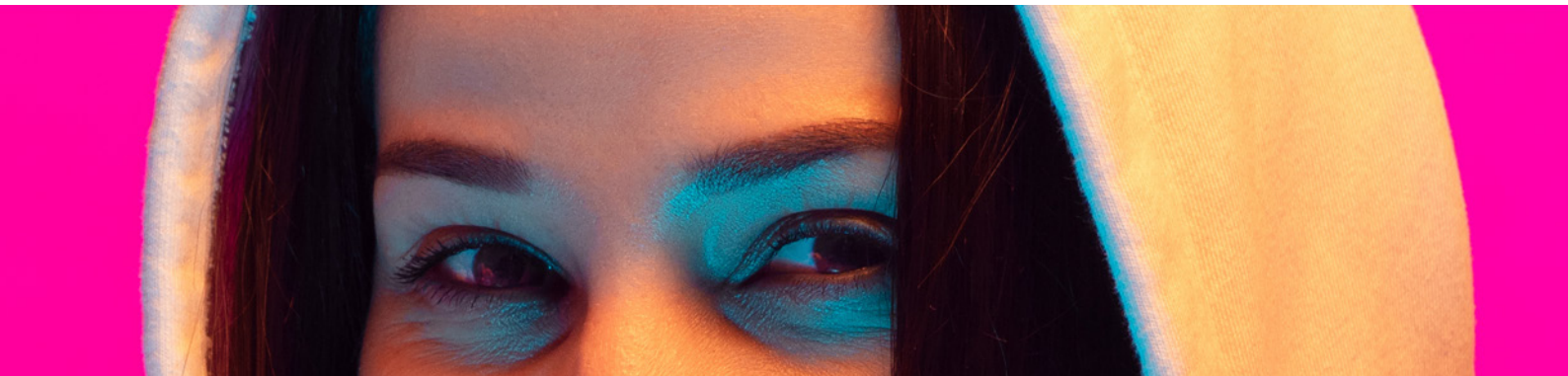


Chapter 4

Make research and work together

When you and your team have to work on a document together, there can be a lot of crossfire and missed communications. We've all encountered times when we're working from an older version of a document than others. Often, this is because whoever edited a document last neglected to share it with others.

This can cause a lot of duplicated effort and a ton of frustration across the team. You can collaborate on platforms like Google Docs or Office 365, but those options have their own issues. Does everyone have an account? Is the account paid or free? Are the documents syncing across everyone's devices?



See, it's a headache. The smarter way to collaborate on documents is to host them yourself and share with others so everyone can work together. Document collaboration is vital for group projects, but hosting and sharing seem like really technical problems you're not equipped for.

[Collabio](#) can save you and your team from tons of headaches and frustration. It's a document editing app anyone on your team can host and share with others. All the rest of the team will need is a PIN for the document if they're on the same Wi-Fi network as the host, or a link to the document if they're elsewhere. Collabio documents live in a hosted cloud platform that's open to anyone with the link or PIN.

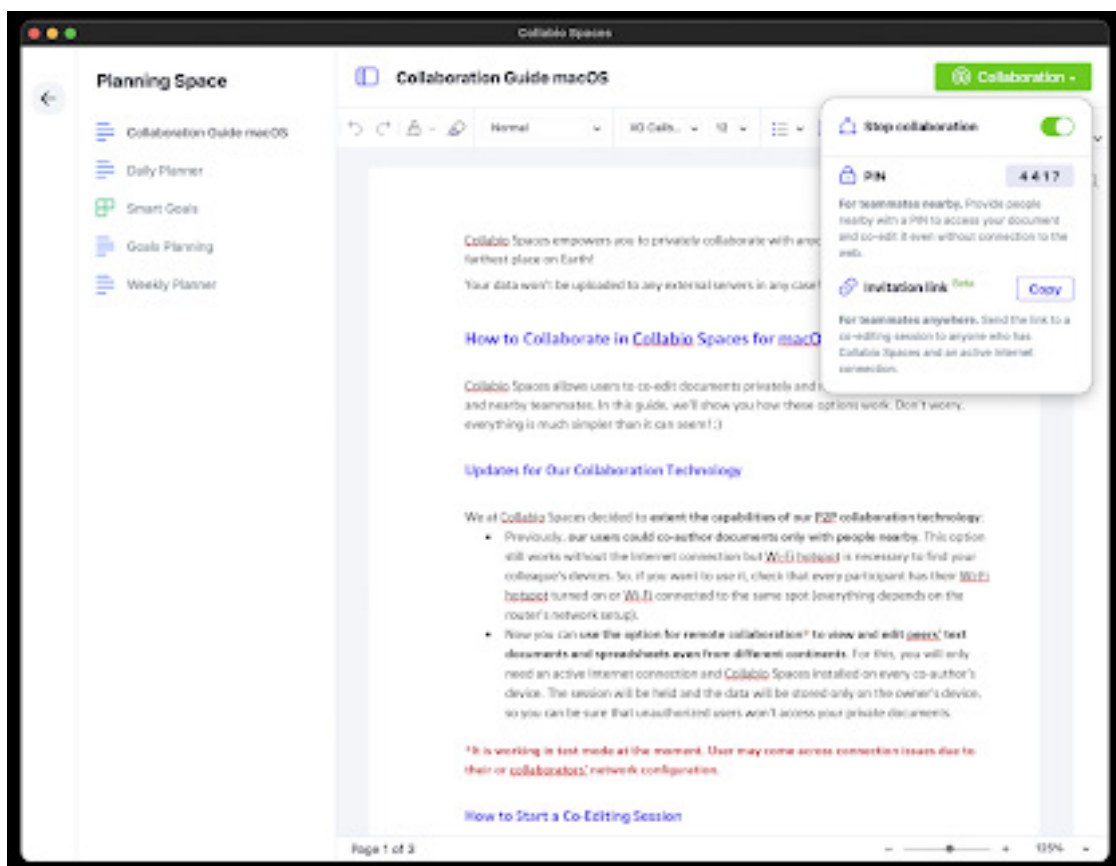
Chapter 4

Documents can be authored directly in Collabio, online or offline, and edited collaboratively when you're connected to the internet. Collabio has all the professional-grade formatting and text styling tools you need (bold, underline, headers, etc.) and supports spreadsheets as well.

When working on spreadsheets, you can use all the same formulas, charts, and filters you're used to. You can even add images if you need to, and cells or text can be formatted as well.

If you have an existing document, import it directly into Collabio and start working with your team! Collabio also sports a powerful OCR (Optical Character Recognition) engine that will come in really handy on longer documents that require you to search for vital information.

All told, Collabio is one of the best collaborative document editors for your Mac, and you can try it for free with your free trial of Setapp!



Chapter 4

Conclusion

The best way to make a group project run smoothly is with an organized, collaborative approach. Every team needs a leader, and leaders choose tools that work best for the team.

Collabio, PDF Search, and Presentify are three excellent options you and your team will love. Each allows everyone to collaborate or present data in natural ways. There's no doubt your entire squad will love working with all three apps.





Conclusion

From managing your time effectively to authoring amazing content, this big bundle of tools has it all.

Your team can use the 200-plus apps in the Setapp catalog for free during our seven-day trial. Each app is totally unlocked, too! Setapp is the largest and best suite of Mac apps you'll find.

When your week-long trial ends, continued access to the full Setapp suite is only \$9.99 per month. It's an incredible deal everyone will love, so why wait any longer? Give Setapp a try today!

Think tasks, not apps.
Start Your 7-Day Free Trial!

Start Now!

