freelancing.ph

The Freelancer Toolkit

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INTRODUCTION

Here in freelancing.ph, we're committed to help make your freelancing career easier.

So we've compiled a freelancing kit e-book for you absolutely FREE. The e-book is complete with tools to help you perform efficiently. Whether you're just starting out or have already begun a freelancing career a few months ago, this ebook is perfect for you.

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Password Managers

Helps you save time from remembering and typing your passwords when you log in to your frequently visited sites.

LastPass

Lastpass is a password management service that stores encrypted passwords in the cloud and synchronize it with other browsers.

- One master password
- Importing and exporting passwords
- Cross-platform availability

Web-based application	Free and Paid	www.lastpass.com

1Password

1Password is a desktop and mobile application that stores all website passwords and fill it out automatically on respective sites.

- One master password to access and login to different websites
- Store your PIN codes, passports, documents, credit cards and more
- Share a vault among multiple users

Web-based application	Free and Paid	www.1password.com

Passpack

Passpack is an online username and password storage created so such information are automatically

- It automatically fills in your username and passwords to various sites
- Links within Passpack can be shared to others
- Ability to import usernames and passwords from CSV files

Web-based application	Free and Paid	www.passpack.com

Web Browser Plugin

Software features providing ease of use by adding shortcut functionalities directly on the web browser, such as the ability to view movies, run Java applets, or see Flash animations.

Adblock Plus is a free extension file that allows users to block ads, disable tracking and block domains known to spread malware.

- It is free to download and use
- Can block tracking, malware domains, banners, pop-ups and video ads - even on Facebook and YouTube
- Unobtrusive ads aren't being blocked in order to support websites
- Available for Android, Chrome, Firefox, Internet Explorer, Maxthon, Opera, Safari and Yandex
- Adblock Plus uses filters that you choose to block all unwanted elements

Multi-platform	Free	www.adblockplus.org

Reminderfox displays reminders and to-do lists on a Firefox web browser.

- Remember all of your important dates via easy-to-use lists, alerts, and alarms
- Be reminded right in your browser without the need for a separate calendar application
- Offers integration with Mozilla email systems to attach a reminder to any email
- Preview and Printing-Agenda

Multi-platform	Free	www.reminderfox.org

Buffer is a new and smarter way to publish posts on social networking sites.

- Posting to different social media account like Facebook, Pinterest & Twitter
- Schedule of posts
- Analytics
- Social Media Calendar lets you see all of your queued posts on a week-by-week basis
- Buffer for Business that can connect from 25 up to 150 social profiles

Multi-platform	Free and Paid	www.buffer.com

Trello is a web-based project management application for fun and flexible approach to team collaboration.

- Boards contain task lists
- Post comments for instant feedback
- Upload files from your computer, Google Drive, Dropbox, Box, and OneDrive
- Add checklists, labels, due dates, and more
- Notifications make sure you always know when important stuff happens

Multi-platform	Free and Paid	www.trello.com

Pocket is a tool to save posts, articles, photos or videos to later review.

- Downloadable application.
- Is integrated into more than 1500 apps including Flipboard, Twitter and Zite
- Available for major devices and platforms including iPad, iPhone, Android, Mac, Kindle Fire, Kobo, Google Chrome, Safari, Firefox, Opera and Windows
- Save via e-mail
- View when ready even when you're offline

Multi-platform	Free	www.getpocket.com

Productivity / Office

Software applications for producing information in files such as documents, presentations, worksheets, databases, charts, graphs, digital paintings, electronic music and digital video.

Microsoft Office 365 is a subscription plan used to access Microsoft Office applications plus other productivity services that are enabled over the Internet (cloud services).

- Office applications are always accessible - online or offline
- Email and calendars
- Available for PC/Mac or iOS, Android™, or Windows device
- Online meetings
- File sharing and online storage

Multi-platform	Paid	www.products.office.com/en/home

Libre Office is a powerful office suite of several applications including word processing, spreadsheets, presentations and databases.

- Applications: Writer (word processing), Calc (spreadsheets), Impress (presentations), Draw (vector graphics and flowcharts), Base (databases), and Math (formula editing)
- Easy extensible through its powerful extensions mechanisms
- Get even more features and document templates on website
- Compatible with a wide range of document formats such as Microsoft®
- Available for the following operating systems: Linux, Mac, Windows

Multi-platform	Free	www.libreoffice.org

Apache Open Office is a free office application for word processing and presentation essentials.

- Applications: word processor (Writer), a spreadsheet (Calc), a presentation application (Impress), a drawing application (Draw), a formula editor (Math), and a database management application (Base)
- Software reads all major competitors' files
- Open development process means anyone can report bugs, request new features, or enhance the software
- Compatible with a wide range of office suites
- Available for the following operating systems: Linux, Solaris and Windows

Multi-platform	Free	www.openoffice.org

VYM - View Your Mind is a productivity tool to generate and manipulate users' thoughts displayed in a form of a map.

- The maps are used for time management, to get an overview over complex contexts, to sort your ideas etc
- can be used without using the mouse
- Flexible file formats
- User can change settings
- Various webbrowsers and pdf readers supported

GNU/Linux	Free	www.insilmaril.de/vym/

XMind is a mind mapping tool to help clarify thinking, manage complex information, run brainstorming and get work organized.

- Have charts like tree chart, organizational chart, logic chart, fishbone chart
- Timeline to track milestones and schedules of projects
- Brainstorming mode where all your thoughts flow into your mind map
- Presentation to demonstrate your mind map in an elegant way
- Has a cloud storage

GNU/Linux	Free and Paid	www.xmind.net

File Transfer / Storage

As more and more devices emerge in the market, software applications for accessibility such as cloud storage and online file transfer and sharing have been in the most wanted list.

Google Drive is a secured cloud storage system which can be installed to multiple devices using a single account for easy access to files and folders.

- open and edit your files from any device
- automatically get 15 GB of storage for free
- Upload files
- Organize files

Multi-platform	Free and Paid	www.drive.google.com

Microsoft One Drive is a safe for accessing files anytime and anywhere using any device and platform.

- Get to your files from anywhere on any device
- Collaborate with Word, Excel, PowerPoint
- PDF annotation allows you to highlight, draw, and sign
- OneDrive albums help you keep them organized and searchable
- Real-time notifications

Web-based application	Free	www.onedrive.live.com

Dropbox is a personal cloud storage service frequently used for sharing and collaboration.

- Share files with your team instantly
- Service provides 2 gigabytes (GB) of storage for free
- Up to 100 GB on various for-fee plans
- Create and collaborate on ideas using text, code, images, and even embeds from your favorite apps
- Can be accessed from anywhere with an Internet connection

Multi-platform	Free and Paid	www.dropbox.com

We Transfer is an online software created for transferring files from sender to receiver in just a click.

- Send up to 2GB
- Free file transfer
- No registration
- Simple and secure

Multi-platform	Free and Paid	www.wetransfer.com

Share File enables businesses to securely store, sync and share business documents and files, both inside and outside the company, across multiple devices.

- Customize features for your unique business needs
- Protect data with state-of-the-art security
- Encrypt emails and bypass attachment restrictions
- Integrate into your existing workflow with easy-to-use tools
- Access files anywhere with secure mobile apps

Multi-platform	Free and Paid	www.sharefile.com/try

Filezilla is a powerful, free file management tool for FTP access to your Web site's server.

- The search functionality can now also be used to search local file
- Reduced CPU consumption of adding files to the list of search results
- Opening the remote context menu while holding shift allows copying URLs to clipboard that include the password
- Added an option to the configuration file through which initiating drag & drop can be disallowed
- Reduced memory footprint of some data structures

Multi-platform	Free	www.filezilla-project.org

Sugar Sync is a cloud service that enables active synchronization of files across computers and other devices for file backup, access, syncing, and sharing.

- enables businesses to sync any file or folder from any device to the cloud service and
- collaborate by sending files of any size from any device to anyone
- with options to control permissions for all shared files

Multi-platform	Paid	www.sugarsync.com

Computer Programming Sites

Computer programming language is a set of logical rules that provides a process of instructing computers of the specific operations to perform.

Microsoft Visual Studio is an integrated development environment (IDE) that is used to develop computer programs for Microsoft Windows, as well as web sites, web applications and web services. It provides tools for every developer and every app.

- Uses Windows API, Windows Forms, Windows Presentation Foundation, Windows Store and Microsoft Silverlight
- Within Visual Studio are the sub-segments that can aid in your programming needs:

(1) Visual Studio Community: A free, fully-featured, and extensible IDE for creating modern applications
(2) Visual Studio Team Services: Cloud-based collaboration services for version control, agile planning, continuous delivery, and application analytics
(3) Visual Studio Code: Build and debug modern web and cloud applications

Web-based application	Free and Paid	www.adblockplus.org

Python is a programming language that lets you work more quickly and integrates your systems more effectively across multiple platform.

- Python is developed under an OSI-approved open source license, making it freely usable and distributable, even for commercial use. Python's license is administered by the Python Software Foundation
- The Python Package Index (PyPI) hosts thousands of third-party modules for Python

Multi-platform	Free	www.python.org

Notepad ++ is a text and source code editor application which supports tabbed editing, allowing users to work with multiple files in a single window.

- Written in C++ and uses pure Win32 API and STL which ensures a higher execution speed and smaller program size
- Optimizes as many routines as possible without losing user friendliness

Uses Microsoft Windows as platform	Free	www.notepad-plus-plus.org

Content Management System

Content Management System is a computer application that supports the creation and modification of digital content using a common user interface and thus, supporting multiple users working in a collaborative environment.

SharePoint

SharePoint is a web-based intranet that helps improve the organization's effectiveness by streamlining the management and access to data.

Web-based application	Free and Paid	www.products.office.com

MediaWiki

MediaWiki is an open source wiki package written in PHP, originally for use on Wikipedia.

- Licensed under the GNU General Public License (GPL), it's designed to run on a large server farm for a website that gets millions of hits per day
- It was originally developed by the Wikimedia Foundation and runs on many websites, including Wikipedia, Wiktionary and Wikimedia Commons

Web-based application	Free	www.adblockplus.org

WordPress.org

WordPress is web-based software for creation and broadcast of blogs and multimedia posts.

- With WordPress.org, you could host your own blog or website
- WordPress.org is where you'll find the free WordPress software that you can download and install on your own web server

Web-based application	Free	www.wordpress.com

Communication Software

Applications or programs designed to pass information from one system to another, multiple users allowed.

Skype is an online communications platform that allows users to place voice calls to Skype users, landlines and mobile numbers; or video calls with other Skype users.

- May be used on mobile phone or computer or a TV with Skype on it
- Used for a two-way or group communication

Multi-platform	Free	www.skype.com

Viber is a mobile application for making and receiving phone calls and text messages, photos, videos or other supported files free of charge.

- Viber can be used on iPhone®, iPad®, Android™phones and tablets, Windows Phone, Windows®, Windows 8®, Mac, Linux and Symbian devices over 3G/4G or WiFi connections
- Allows group chats
- Lets you follow brands and celebrities on Viber Public Chats

Multi-platform	Free	www.viber.com

WhatsApp Messenger is a cross-platform mobile messaging app which allows you to exchange messages without having to pay for network SMS.

- You can also create groups, send unlimited images, video and audio media messages
- Available for iPhone, BlackBerry, Android, Windows Phone and Nokia
- Lets you follow brands and celebrities on Viber Public Chats

Multi-platform	Free	web.whatsapp.com

Noise-Cancelling Headphones

Noise-cancelling headphones are built to pick up voice signals and cancel background noise.

Plantronics Blackwire 700

- With a dynamic EQ feature that enhances voice quality when on calls and automatically adjusts the EQ settings when listening to music or multi-media playback
- Call control across multiple soft phones
- UC presence automatically updates when on a call; both PC calls, and on mobile calls. (Microsoft Lync and Skype only)
- Two wearing options: dual ear or single ear

Plantronics .Audio 995

- Wireless connection with 40-foot range
- On-ear controls for volume adjustment and controlling tracks on iTunes and Windows Media Player
- Fast Mic Mute feature that automatically mutes the sound when the boom is raised
- Easy plug-and-play setup; no software required

Jabra UC Voice 750

- A corded Unified Communications(UC) headset series intended for heavy UC voice users and featuring a lightweight design
- Peak Stop technology immediately removes potentially harmful loud sounds or tones before they reach your ears
- Flexible boom arm tip for easy microphone adjustment.
- Plug-and-play USB connectivity

Sennheiser PC 21-II

- Extremely lightweight single-ear headset provides crisp, clear internet voice communications
- Fully flexible boom arm; adjust the microphone for optimal voice pick-up and comfort
- The microphone is specially designed for your device's speech recognition function

Logitech - H390 USB

- Plug-and-play USB headset gives you quick access to volume and mute controls
- The noise-canceling microphone cuts background noise—and rotates out of the way when you're not using it
- With plush ear pads and padded headband

Philips Fidelio NC1

- Long battery life. (30 hours)
- Folding design and include a cloth-covered cable with an inline/microphone
- Uses a feed-forward and feed-backward active noise cancellation solution

Bose Quietcomfort 15

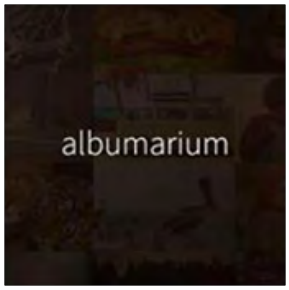
- Comfortable, around-the-ear fit; ideal for frequent flyers
- Includes airline adapter, carrying case, and two audio cables
- AAA battery included: 35 hours average life

Samsung Level on Wireless PRO

- Level On Wireless PRO headphones offer top-quality sound, as well as a broad range of convenient features, perfect for listening on the go
- Talk-In Mode allows you to turn ambient noise on or off while listening to audio
- Up to 10 hours talk/listening time with ANC on and 20 hours talk/listening time with ANC off*

Websites for Free Images

Royalty-free, or RF, refers to the right to use copyrighted material or intellectual property without the need to pay royalties or license fees for each use or per volume sold, or some time period of use or sale.



Albumarium

- High-resolution photographs, organised in different albums
- Photographs on this site are contributed by users on Creative Common licenses
- Web image archives and compilations, contain copyrighted images only
- Category: various

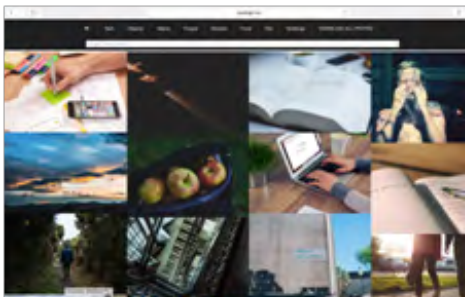
www.albumarium.com

BARN IMAGES

Albumarium

- Completely free of charge- for both commercial and personal needs
- With more than 1,000 photos available
- Category: various

www.barnimages.com



Boss Fight

- 10-20 new free High-Resolution Stock Images and Photos, Photography... daily
- Category: nature,animals

www.bossfight.co

Bucketlistly

- A bucket list community that sets out to help everyone unlock achievements in real life and inspire others to do the same.
- Over 2800+ travel photos anyone can use
- Category: travel

www.photos.bucketlistly.com

Canva

- Easily create beautiful designs and documents
- Category: various

www.canva.com

Free Nature Stock

- Royalty-free Nature Stock Photos
- Category: Nature

www.freenaturestock.com

FreeImages

- Free hundreds of thousands of high-quality, hand-picked stock photos and graphics
- Category: Various

www.freeimages.com

Freepik

- High quality graphic designs: exclusive illustrations and graphic resources for personal and commercial use
- Category: Various

www.freepik.com

Foodies Feed

- Realistic food images in high resolution and free digital goods related to food
- Category: Food

www.foodiesfeed.com

Free JPG

- Free stock Photos for Commercial and Editorial Use
- Category: Landscape, architectural

www.en.freejpg.com.ar

Project Management Software

Software applications aiding users manage projects properly, with tools for efficient communication and collaboration.

Central Desktop

- Automatically assign tasks, update databases, send email reminders and route documents for approval

Multi-platform | Free and Paid | www.centraldesktop.com

Podio

- Organizes all your project's deadlines, files and conversations into one transparent place

Multi-platform | Free and Paid | www. podio.com/site/en

Asana

- A web-based and mobile application designed to help teams track their work
- Hit deadlines, run productive meetings, and track everything

Multi-platform | Free and Paid | www.app.asana.com

Zoho

- A web-based and mobile application designed to help teams track their work
- Hit deadlines, run productive meetings, and track everything

Multi-platform | Free and Paid | www.zoho.com

Trello

- Introducing the Trello Board:It's a list of lists filled with cards, used with a team or by yourself
- Stay in sync across all your devices, wherever you are.
- Post comments, upload files, add labels, etc

Multi-platform | Free and Paid | www.trello.com

Red Booth

- A collaboration and communication platform that provides a single place for shared tasks, discussions, file sharing, group chat and HD video conferencing

Multi-platform	Free and Paid	www. redbooth.com

Basecamp

- A private, secure space online where people working together can organize and discuss everything they need to get a project done. See it, track it, discuss it, act on it

Multi-platform	Free and Paid	www.basecamp.com

Remote Troubleshooting Online

A webinar is a presentation, lecture, workshop or seminar that is transmitted over the Web using video conferencing software.

GoToAssist

- Access and control end users' computers to resolve issues quickly. Transition from a call or chat to an online support session with just one click
- Connect at any time to unattended machines for emergency work or routine maintenance

Multi-platform | Free and Paid | www.gotoassist.com

GoToMeeting

- HD video conferencing software in a simple yet powerful way to collaborate in real time
- Online presentation

Multi-platform | Free and Paid | www. gotomeeting.com

Team Viewer

- Remote support, remote access, and online meeting software
- Online presentation and Remote Control

Multi-platform | Free and Paid | www.teamviewer.com

LogMeIn

- Remote access your computers from any device
- Store, share, and collaborate on files in one click

Multi-platform | Free and Paid | www.secure.logmein.com/home

Join.Me

- Free screen sharing, unlimited audio and video conferencing.
- No registration required

Multi-platform | Free and Paid | www.teamviewer.com

Google Hangouts

- Allows users to hold text or video chats directly from a Gmail window, mobile device, Chrome browser, or desktop app
- Hangouts chat is enabled by default for all new domains

Multi-platform | **Free and Paid** | **www.hangouts.google.com**

Productivity Tools

Applications for users' boost in productivity by creating efficient task listing, notes and reminder keeping and other means to manage work focus.

Todoist

- Manage tasks and projects anywhere.
- With apps and extensions for 10+ platforms, your tasks are always there: on mobile devices, web browsers, inboxes, and more
- Share unlimited tasks with anyone, real-time

Multi-platform | Free and Paid | www. todoist.com

Evernote

- Keeps your projects, ideas, and inspiration handy across all your digital devices

Multi-platform | Free and Paid | www. evernote.com

StayFocused

- Increases your productivity by limiting the amount of time that you can spend on time-wastingOnline presentation and Remote Control
- Once the allotted time has been used up, the sites blocked will be inaccessible for the rest of the day

Multi-platform | Free and Paid | http://www.stayfocusedapp.me

keepmeout!

- Using the bookmark will prevent you from visiting other web-sites too often

Multi-platform | Free and Paid | www.keepmeout.com/en/

Pomodoro

- TomatoTimer is a flexible and easy to use online Pomodoro Technique Timer
- The Pomodoro Technique is a time management method that breaks down work into intervals, traditionally 25 minutes in length, separated by short breaks

Multi-platform | Free and Paid | www.keepmeout.com/en

Time Tracker

Applications used to keep track of time spent on a particular project, tasks or clients.

Time Doctor

- Time tracking and time management software.
- Other uses: Integration, avoid distractions, payroll

www. todoist.com

Toggl

- Time tracking and time management software.
- Tracks the time spent on various projects and analyze productivity
- Cloud-based

www. evernote.com

Tahometer

- Track time and visualize the work process from your computer
- For Mac, Windows and Linux

www.tahometer.com

Screen Monitor

- For remote, office and freelance time tracking

www.screenshotmonitor.com

Basecamp

- A private, secure space online where people working together can organize and discuss everything they need to get a project done. See it, track it, discuss it, act on it

Worksnaps

- Remote time tracking service for your remote team, leveraging screenshots as proof of work completed
- Review screenshots, mouse clicks and key strokes each minute

www. worksnaps.net/

KDEnLive

- Provides dual video monitors, a multi-track timeline, clip list, customizable layout support, basic effects, and basic transitions
- Platform: Linux
- Free

www. todoist.com

Video Editor

Video editing applications are programs with functionalities including cutting segments (trimming), re-sequencing clips, and adding transitions and other special effects.

VLC

- Plays most multimedia files as well as DVDs, Audio CDs, VCDs, and various streaming protocols layout support, basic effects, and basic transitions
- Multi-platform
- Free

www. videolan.org/vlc/index.html

BS player

- Used by more than 70 million multi media users throughout the world and it has been translated into more than 90 languages worldwide
- Equipped with advanced subtitle options which enable the users to watch video content with subtitles from many popular subtitle formats
- Multi-platform
- Free

www. bsplayer.com

Adobe Premier Pro

- Used for video editing, graphic design, and web development.
- Multi-platform
- Paid

www. adobe.com/products/premiere-elements.html

Synfig Studio

- Creates film-quality animation using a vector and bitmap artwork
- 2D animation software
- Multi-platform
- Free

www. synfig.org/cms/

Graphic Editor

Software applications to create and edit images interactively and save it in multiple file types like "bitmap" or "raster" and formats such as JPEG, PNG, GIF and TIFF.

GIMP

- For photo retouching, image composition and image authoring
- Multi-platform
- Free

www.gimp.org

paint.net

- An intuitive and innovative user interface with support for layers, unlimited undo, special effects, and a wide variety of useful and powerful tools photo retouching, image composition and image authoring
- Platform: Microsoft Windows
- Free

www.getpaint.net/index.html

Blender

- All-in-one 3D modelling and animation suite
- Multi-platform
- Free

www.blender.org

Pixlr

- A browser photo editor for all your editing needs
- Apply overlays, filters, and stickers to make any photo beautiful
- Multi-platform
- Free and Paid

www. pixlr.com

PicMonkey

- Fix your photos and add beautiful filters and text. Touch up facial features or create outstanding graphics
- Platform: Web-based
- Free

www.picmonkey.com

Pablo by Buffer

- Create the visuals, share them across all social media platforms and then analyze them with Buffer's analytics to know how well they're performing
- Platform: Web-based
- Free

www.pablo.buffer.com/

Audio Editor

Computer applications for audio and sound editing, trimming, and converting into various audio file formats.

Audacity

- A versatile and comprehensive audio editing program
- Can record and play sounds and import and export .WAV, .AIFF, .MP3, and .OGG files
- Multi-platform
- Free

www.audacityteam.org

WavePad

- Sound editing functions include cut, copy, paste, delete, insert, silence, auto-trim and more
- Audio effects include amplify, normalize, equalizer, envelope, reverb, echo, reverse and many more
- Multi-platform
- Free

www.nch.com.au/wavepad/