TOOLS FOR
Editors & Publishers

DON’T

Work HARD

Work SMART

Agenda

To introduce different tools for editors and small publishers.

- Tools for Brainstorming and Research
- Tools for Writing
- Tools for Proof Reading
- Tools for Design and Layout
- Free Photos, Vectors, Icons, Fonts
- Tools for Scheduling and project management
- Tools for File Sharing and Storage
- Outsourcing
- Resources to Equip Yourself

Tools for Brainstorming and Research

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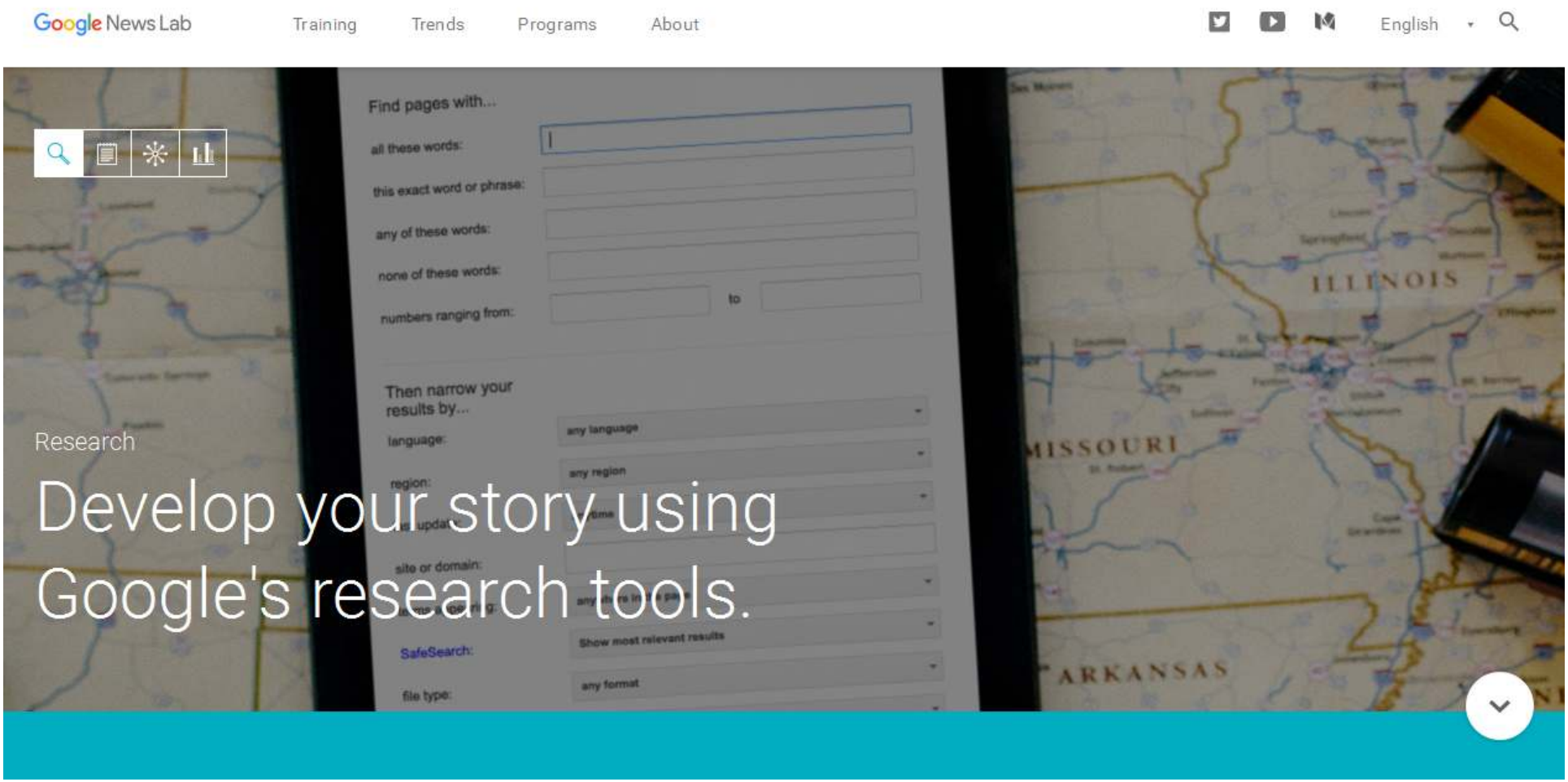
https://newslab.withgoogle.com



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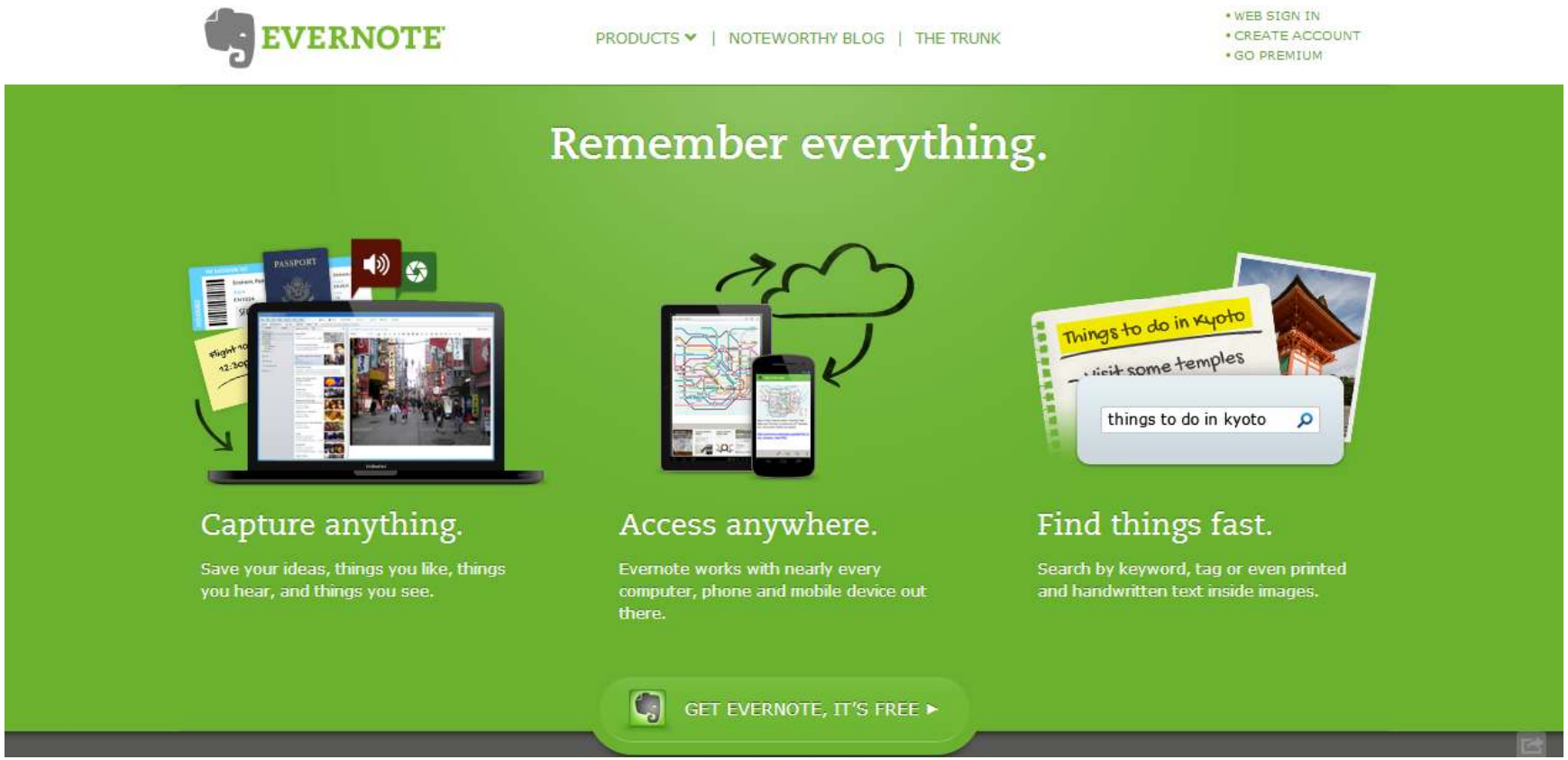

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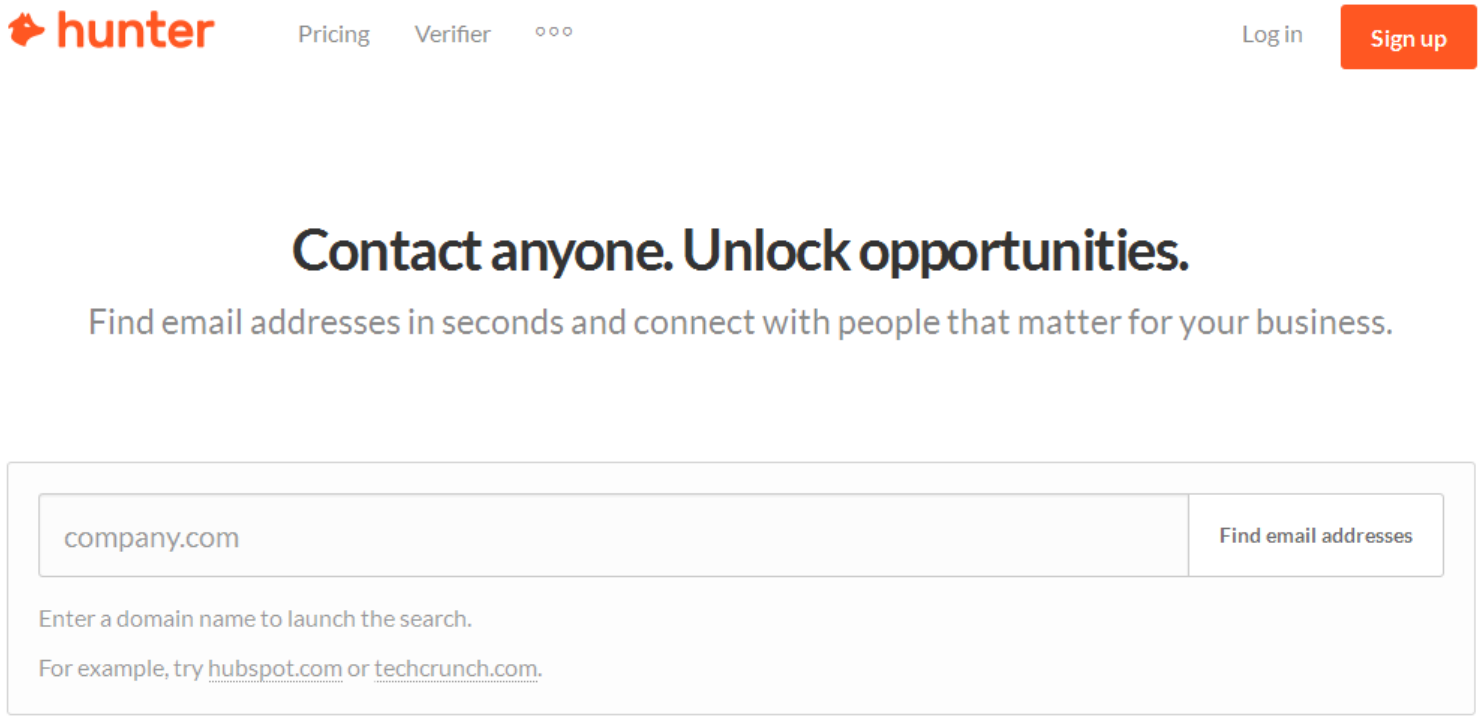

Tools for Writing

www.openoffice.org

Apache OpenOffice™ The Free and Open Productivity Suite

search

Language: English (en)

Apache OpenOffice 4.1.3 released

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I want to learn more about OpenOffice

What is Apache OpenOffice? And why should I use it?

I want to download Apache OpenOffice

(Most recent release: 4.1.3)

Download Apache OpenOffice for free **(really!)** | Click here to get more information.

I need help with my OpenOffice

Help is at hand whenever you need it.

I want to do more with my OpenOffice

Extend Apache OpenOffice with additional functionality, templates and clipart.

I want to participate in OpenOffice

Recent Blog Posts

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28 November 2016:
Over 200 million downloads of Apache OpenOffice
12 October 2016:
Announcing Apache OpenOffice 4.1.3
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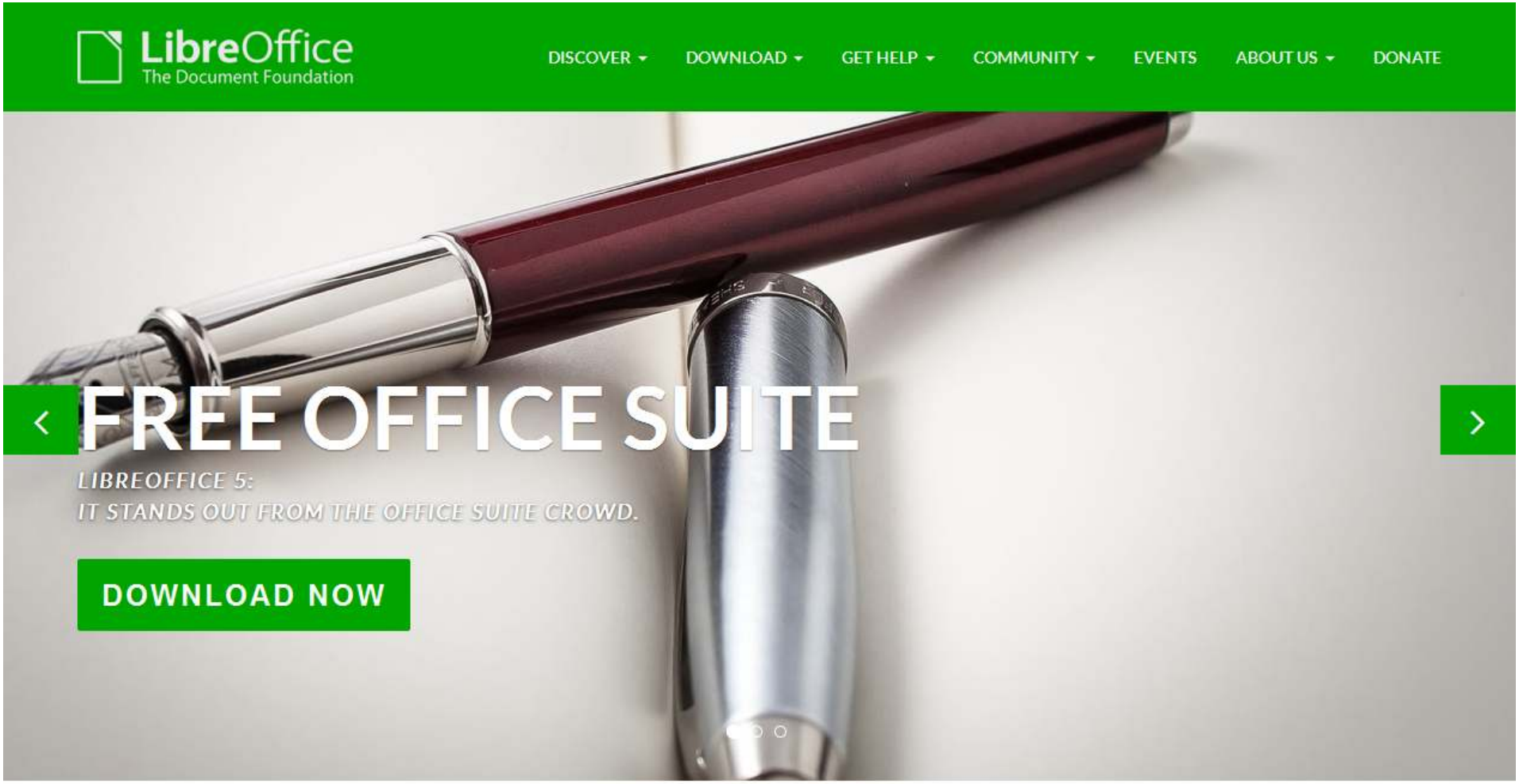
Apache OpenOffice 4.1.3 released

12 October 2016: The Apache OpenOffice project announces the official release of version 4.1.3. In the Release Notes you can read about all new bugfixes, improvements and languages. Don't miss to download

www.libreoffice.org



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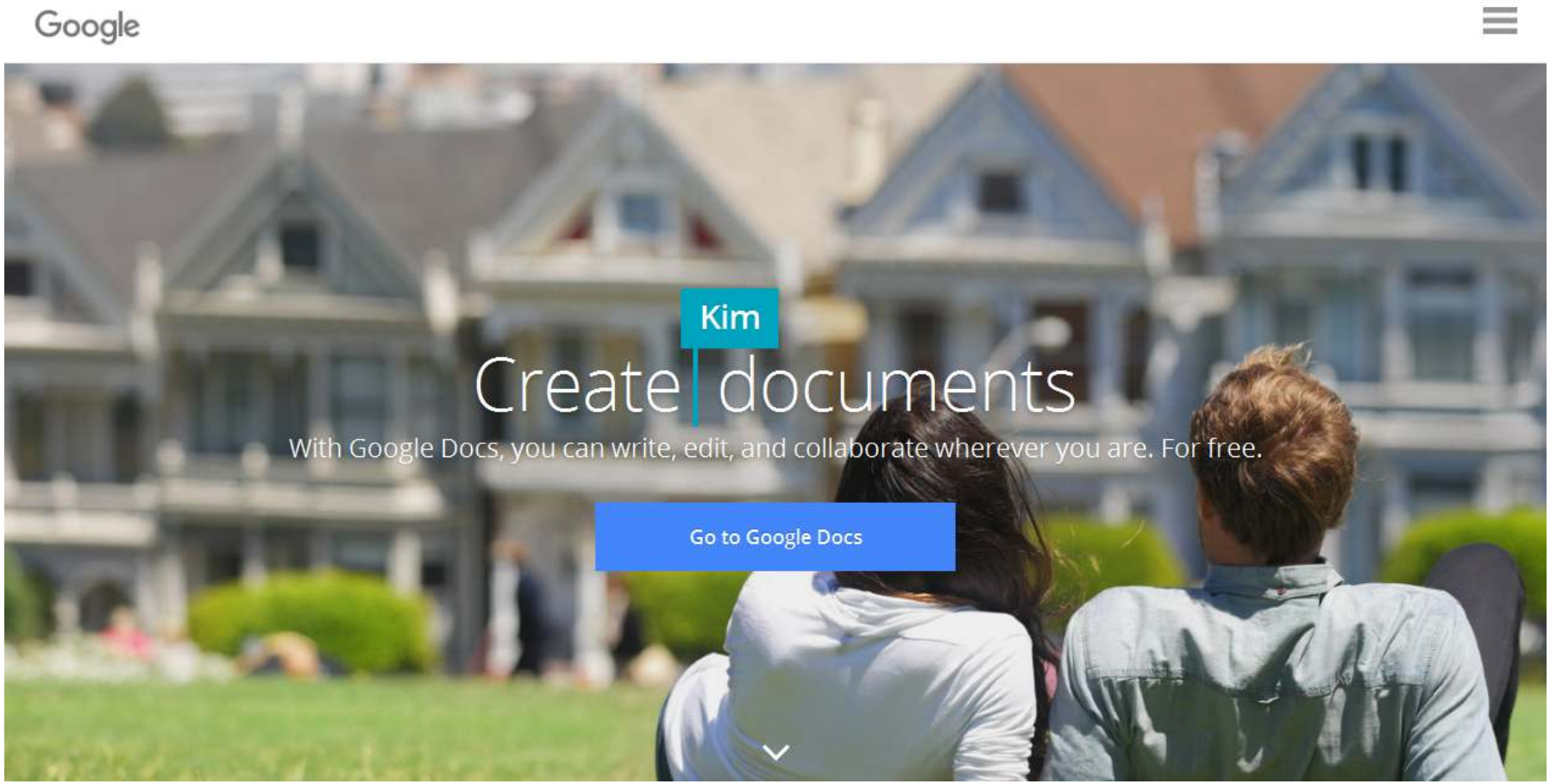

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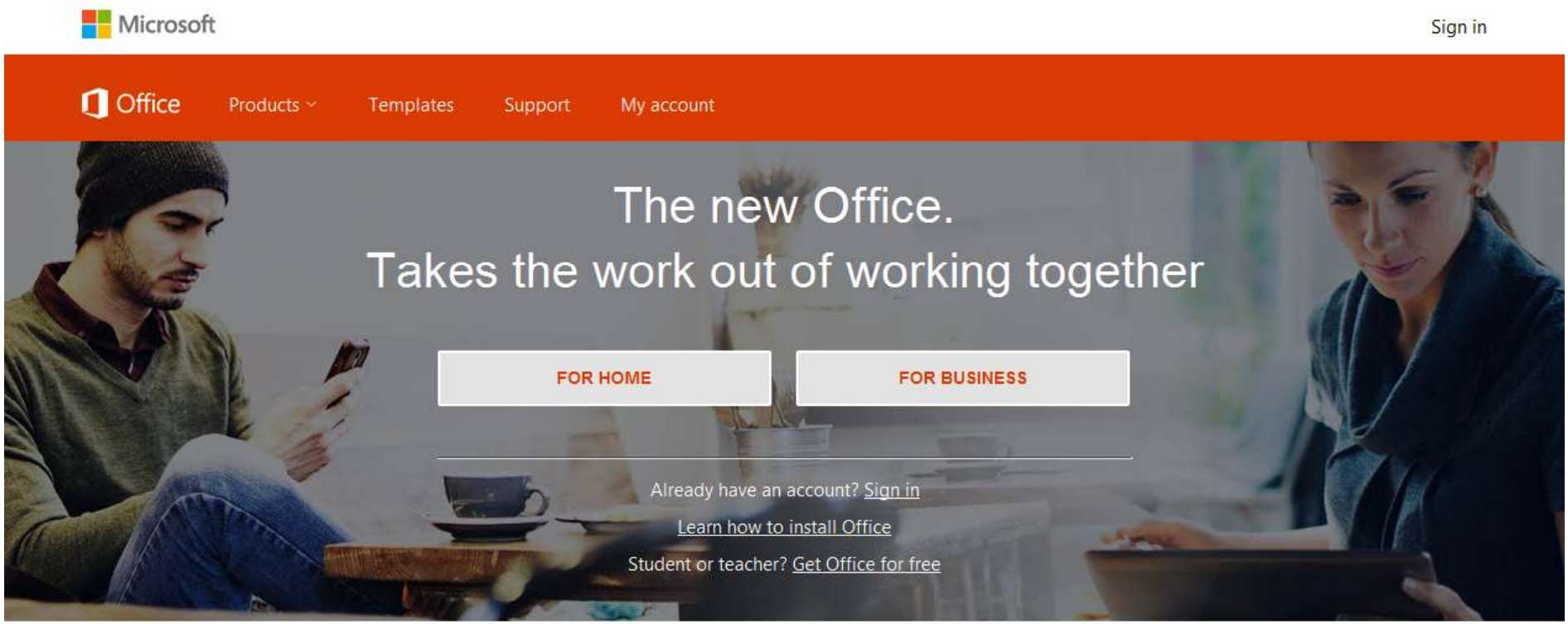

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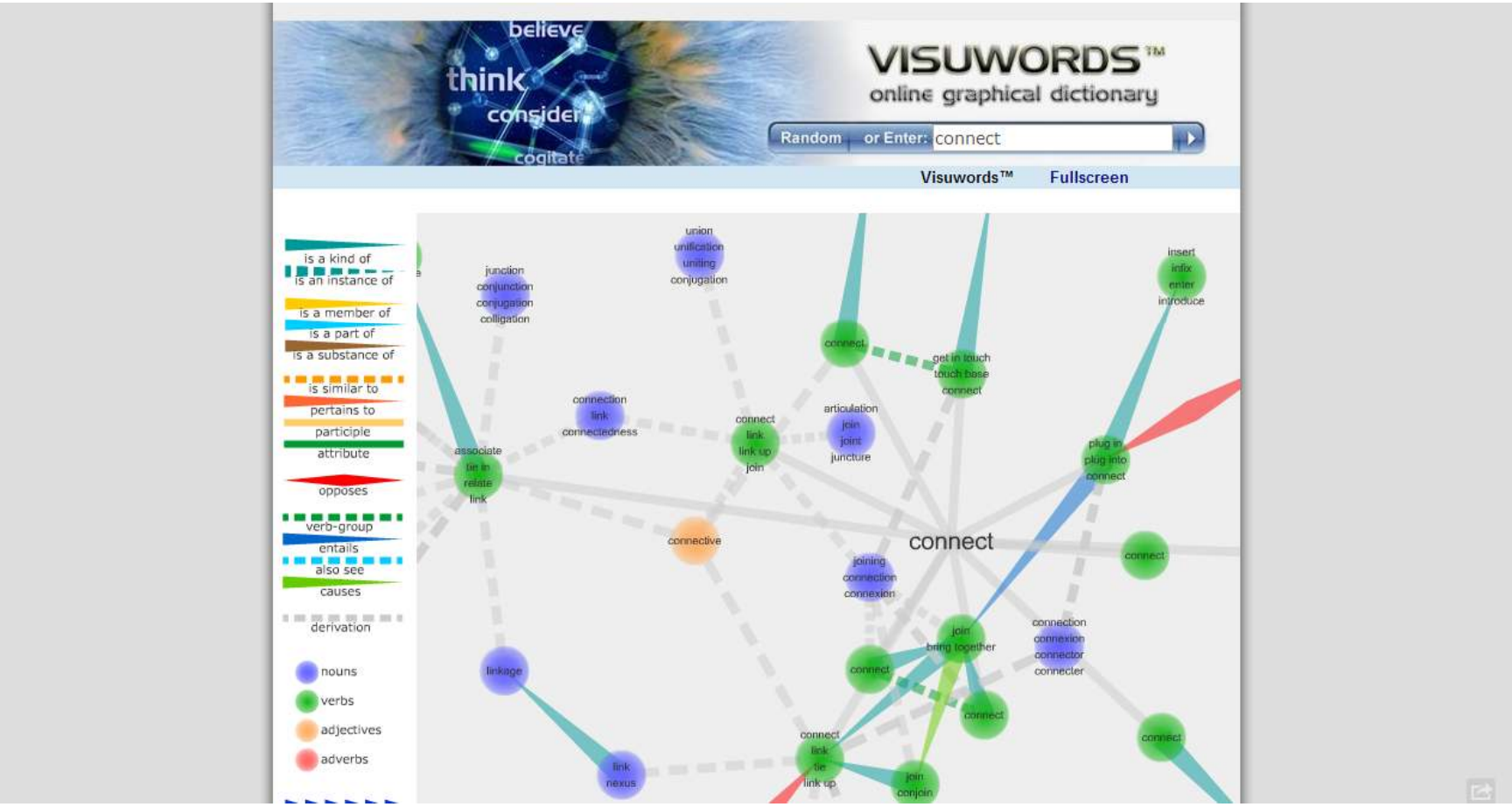

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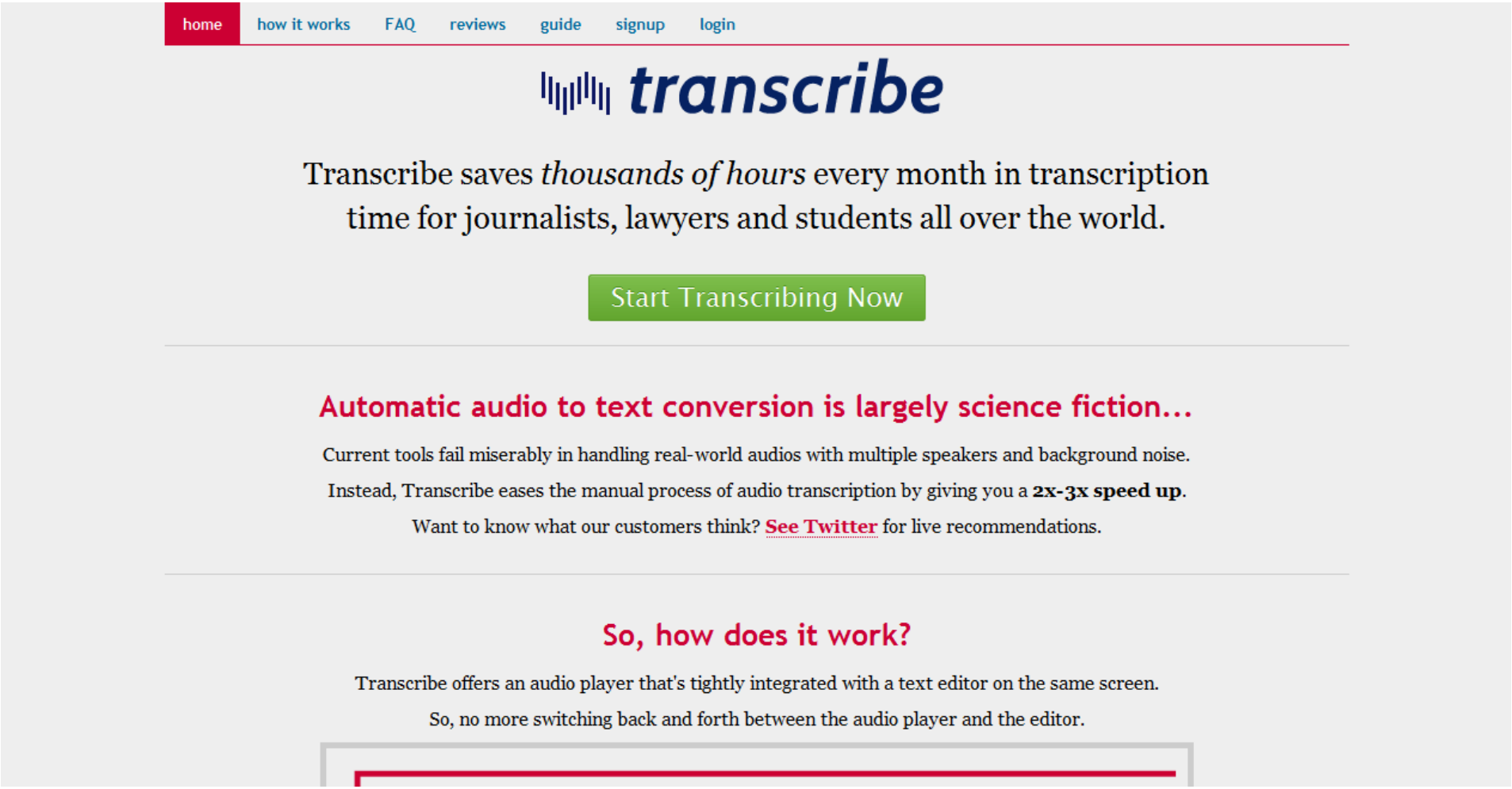

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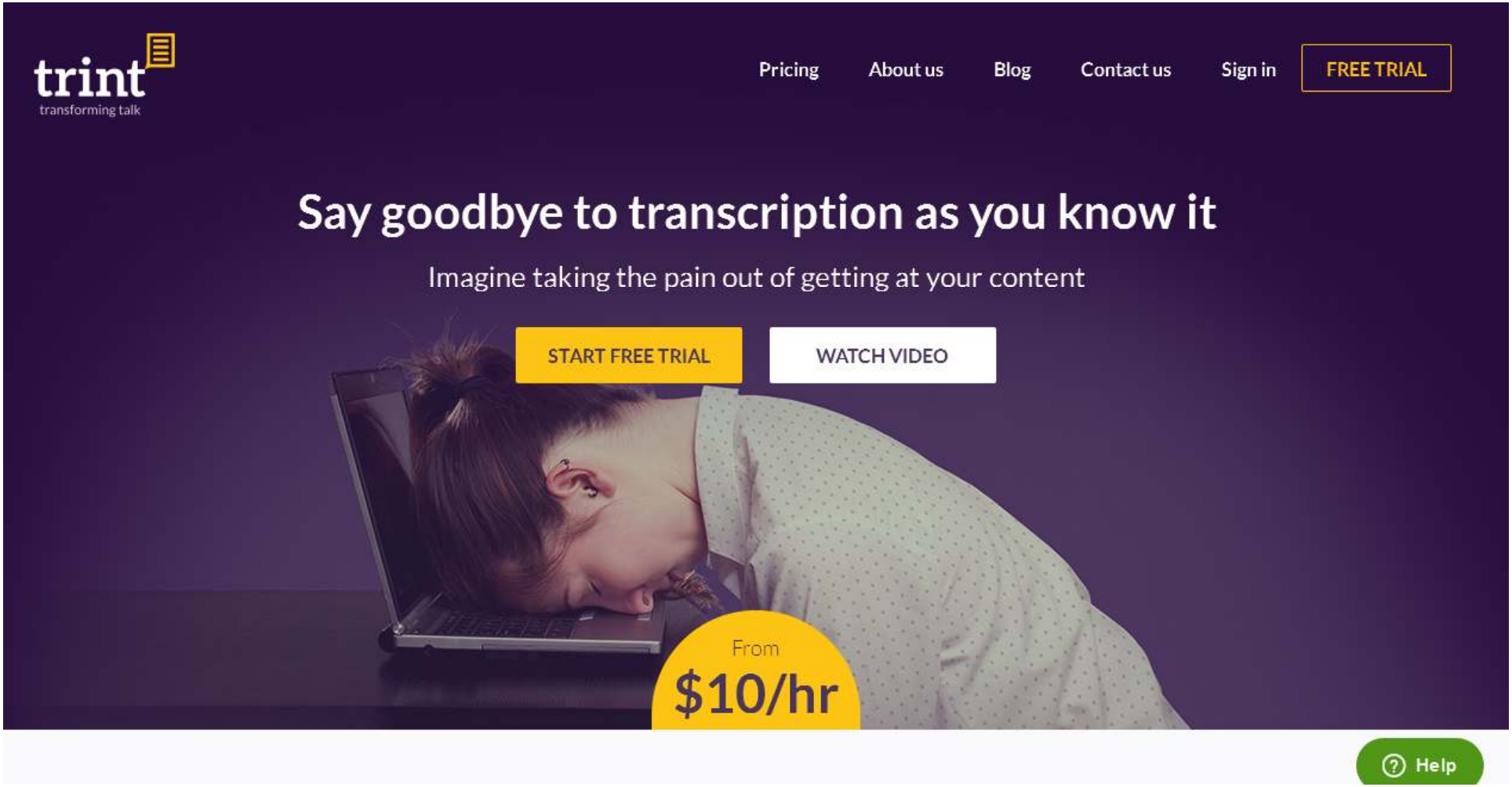
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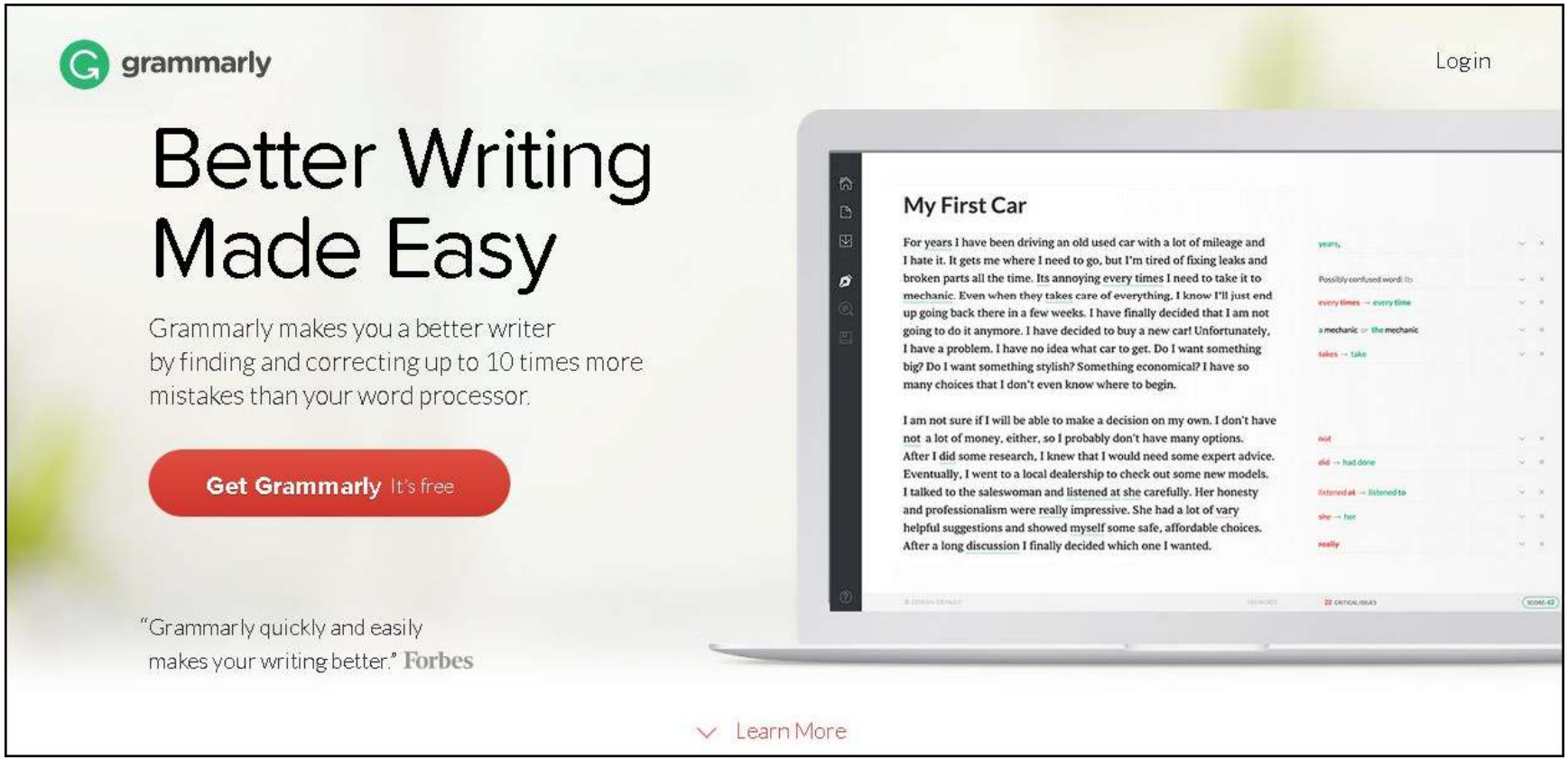

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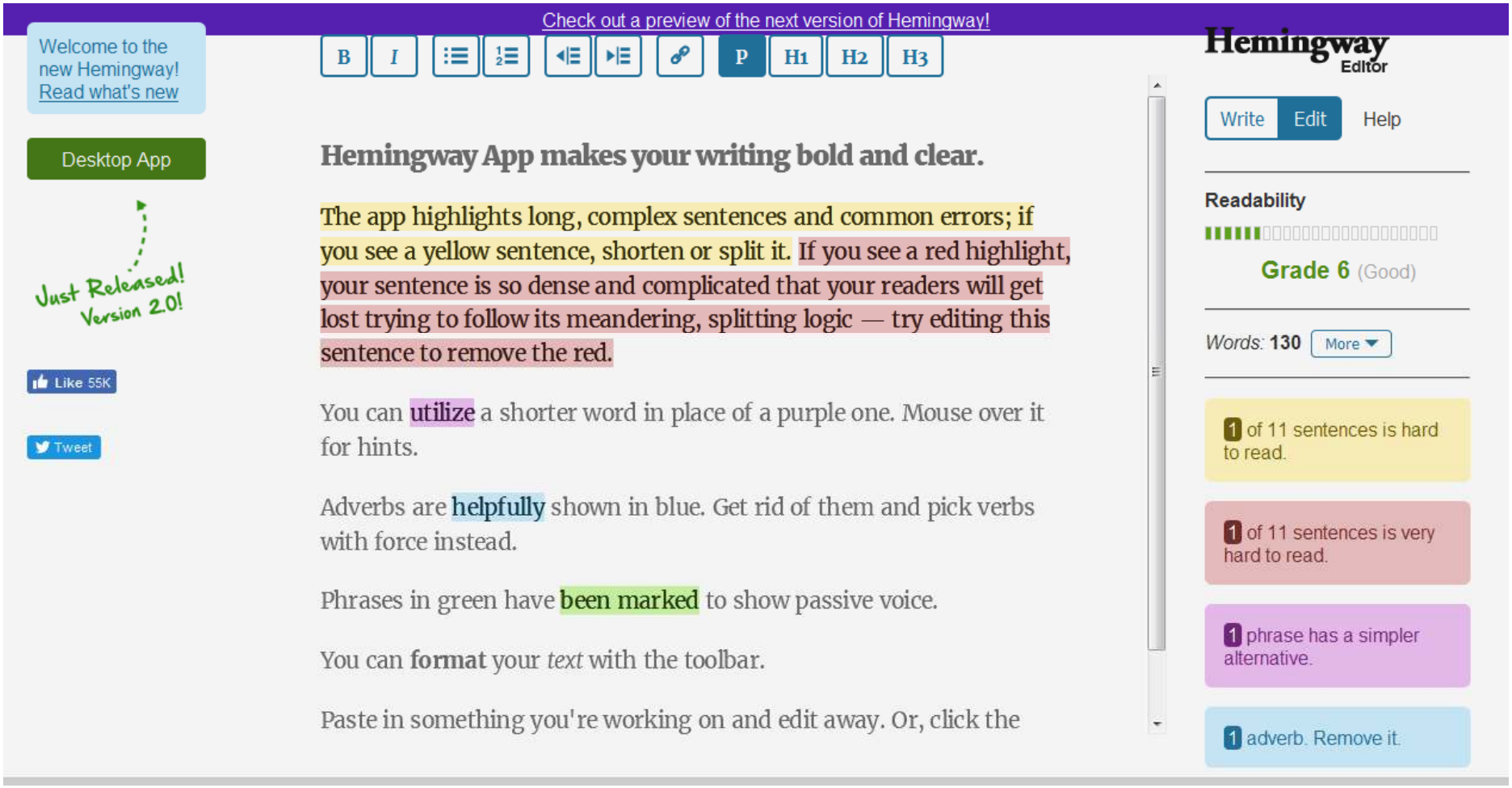

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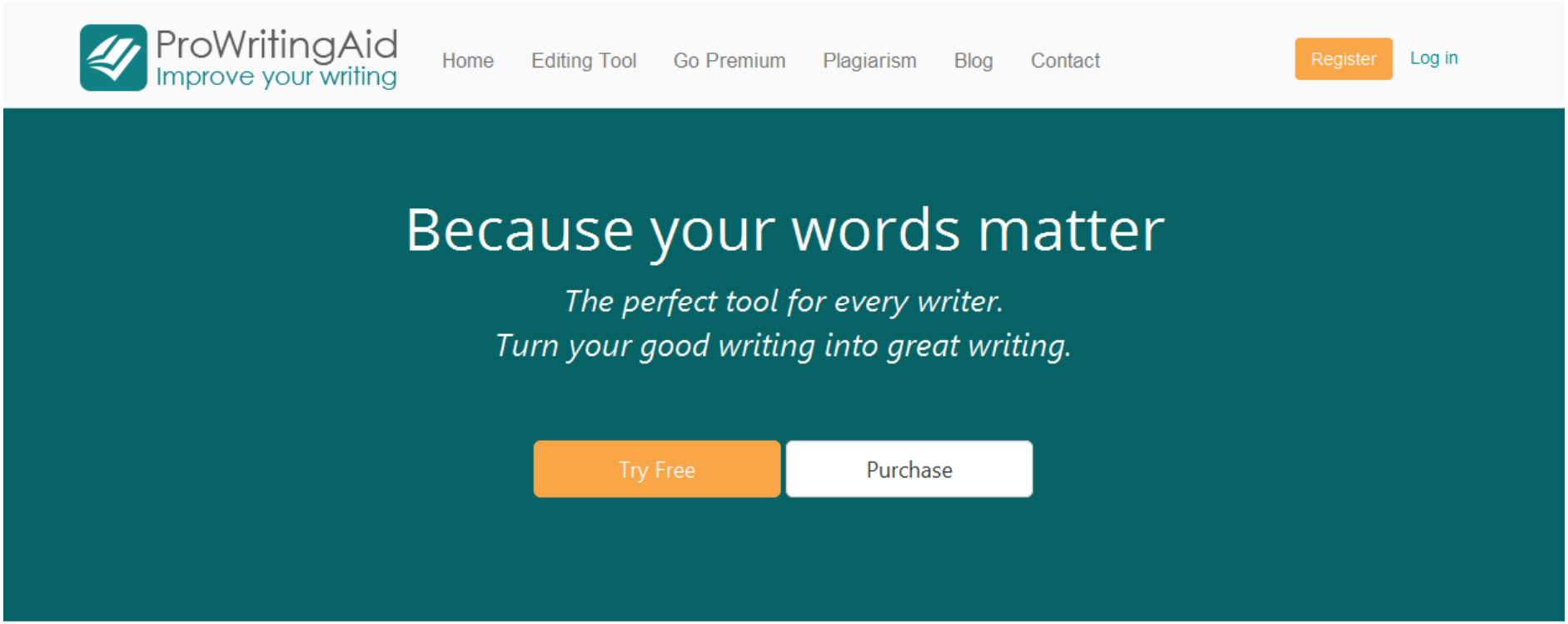

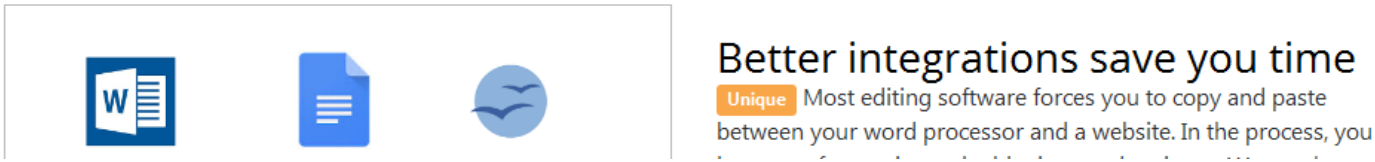

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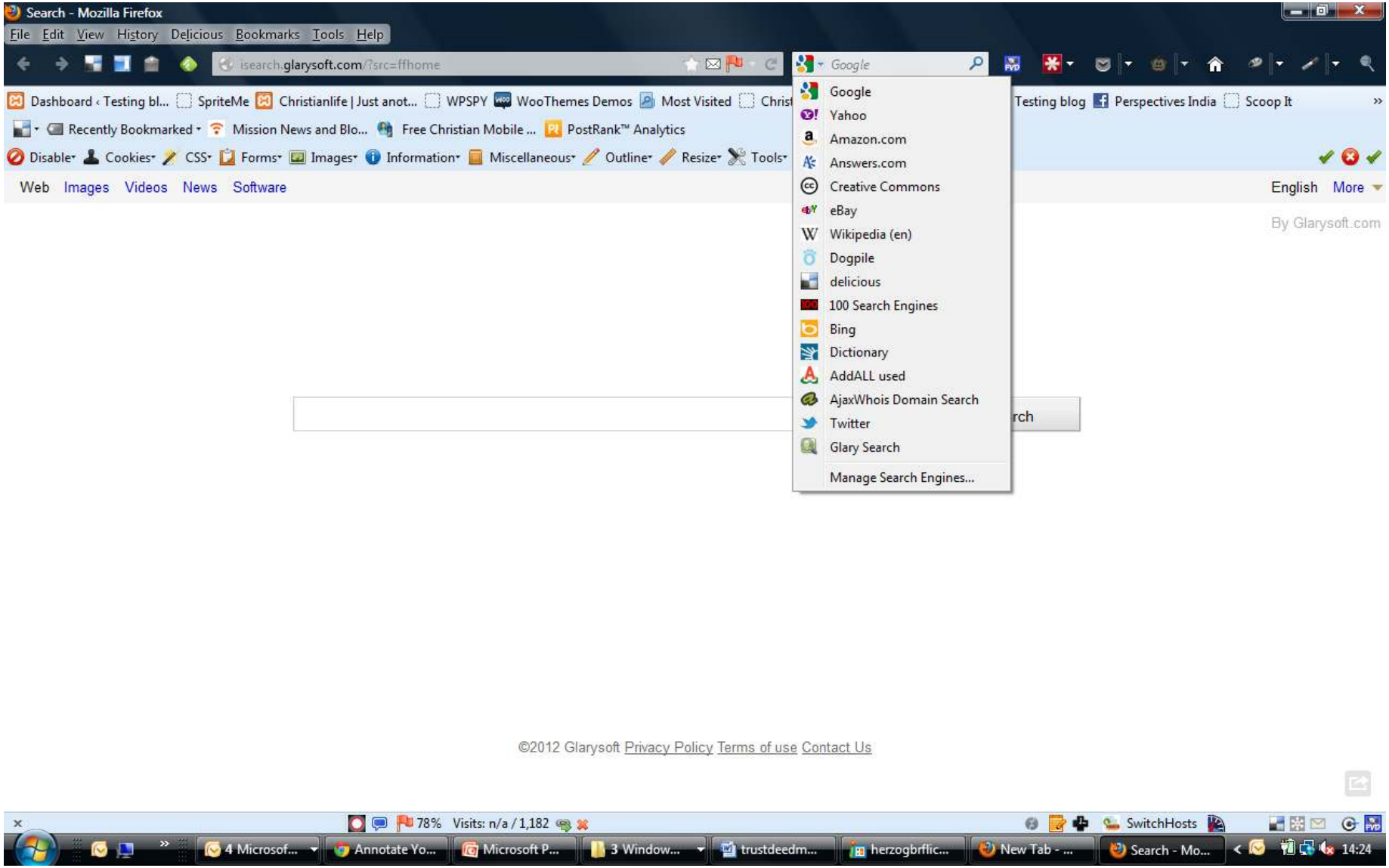
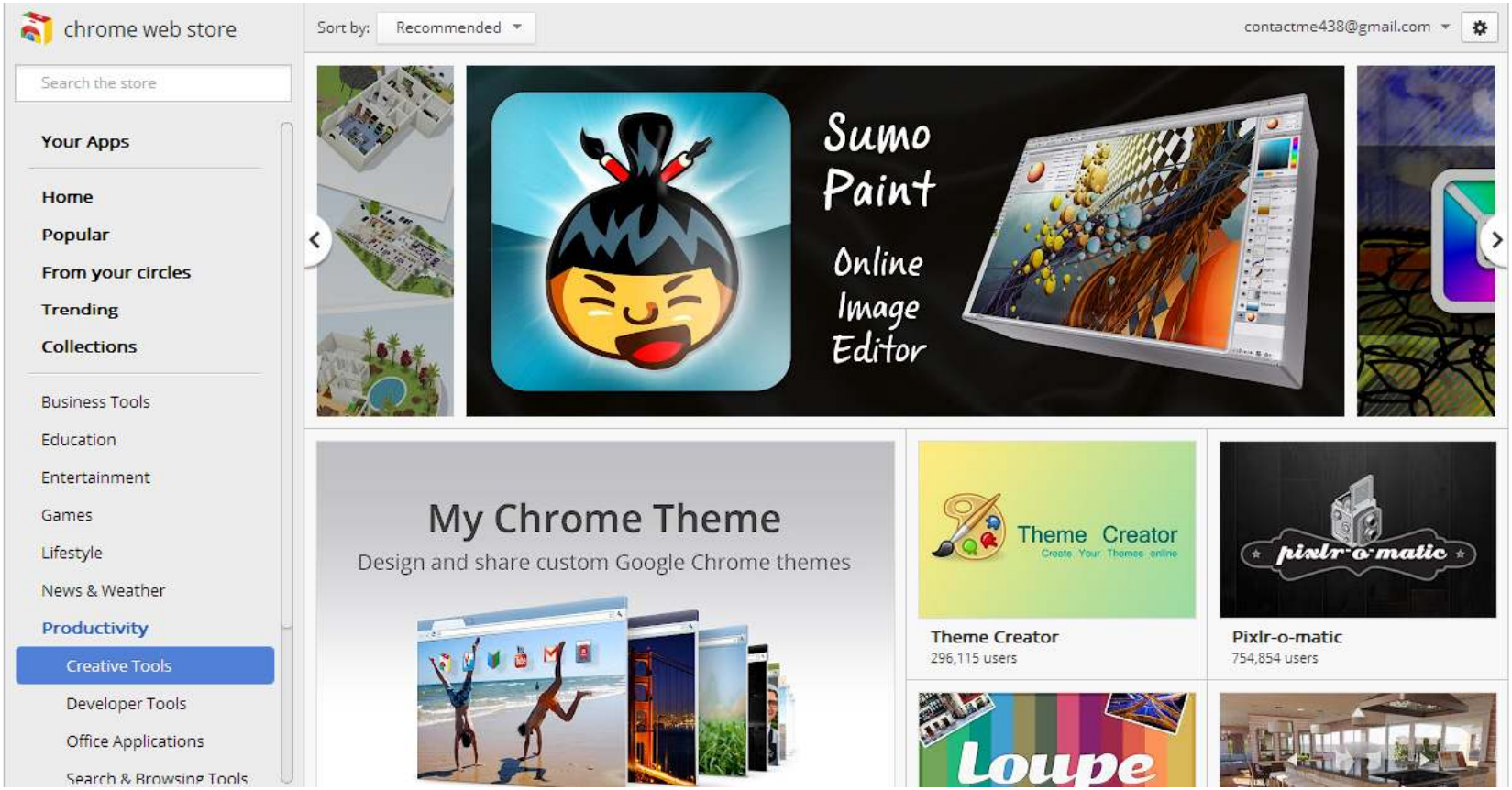


Chrome Extension Creative tools



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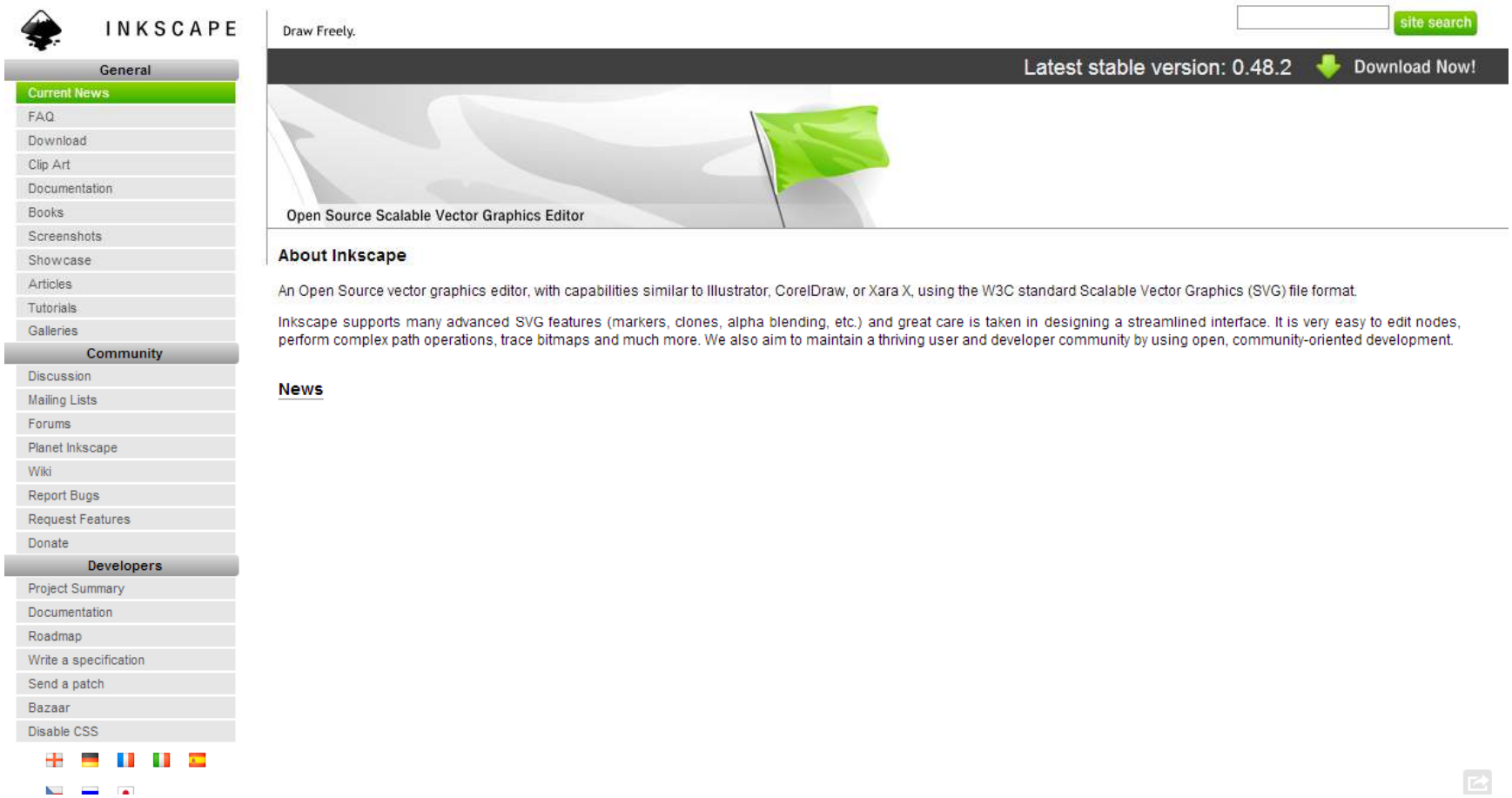

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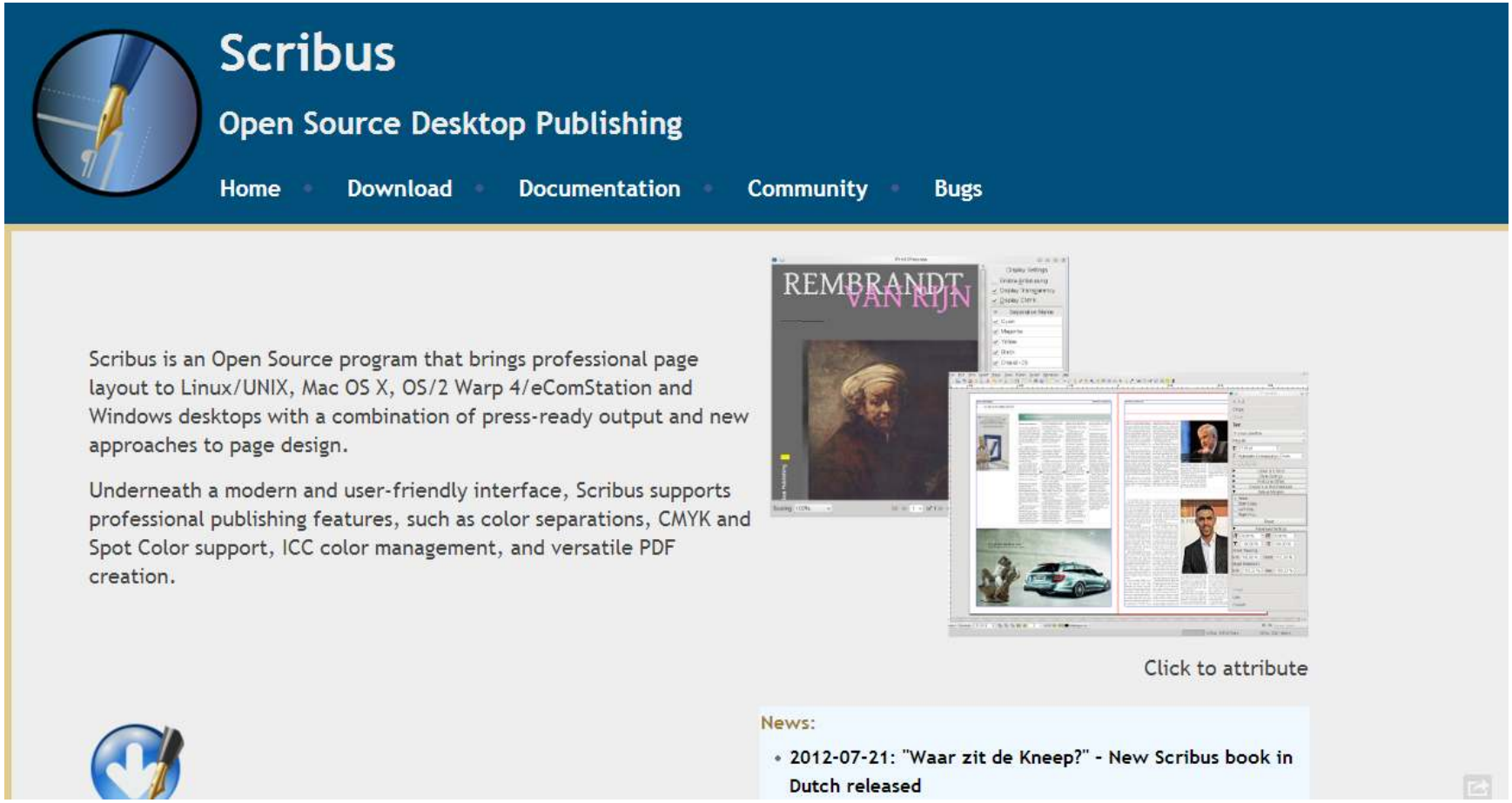

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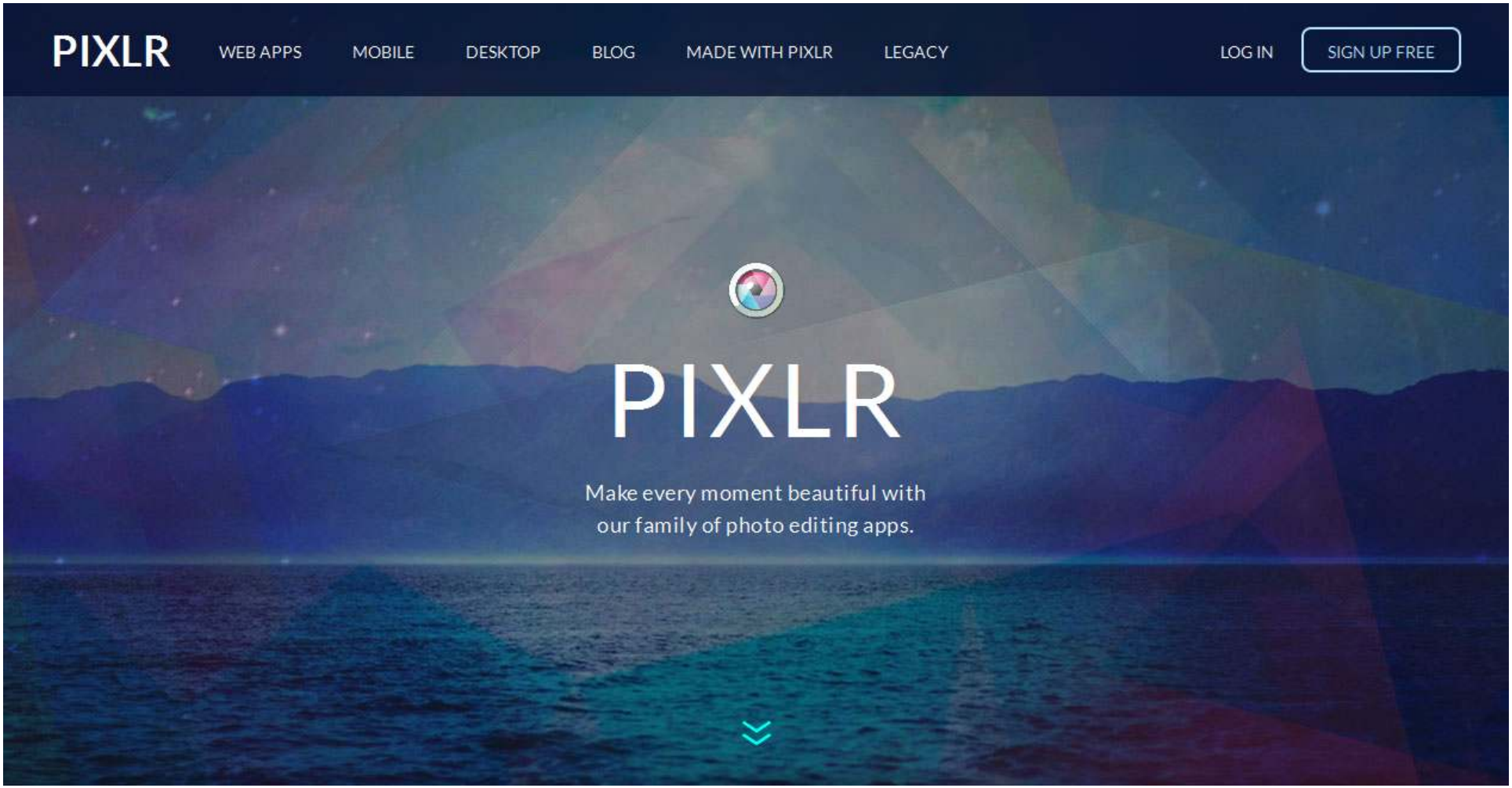

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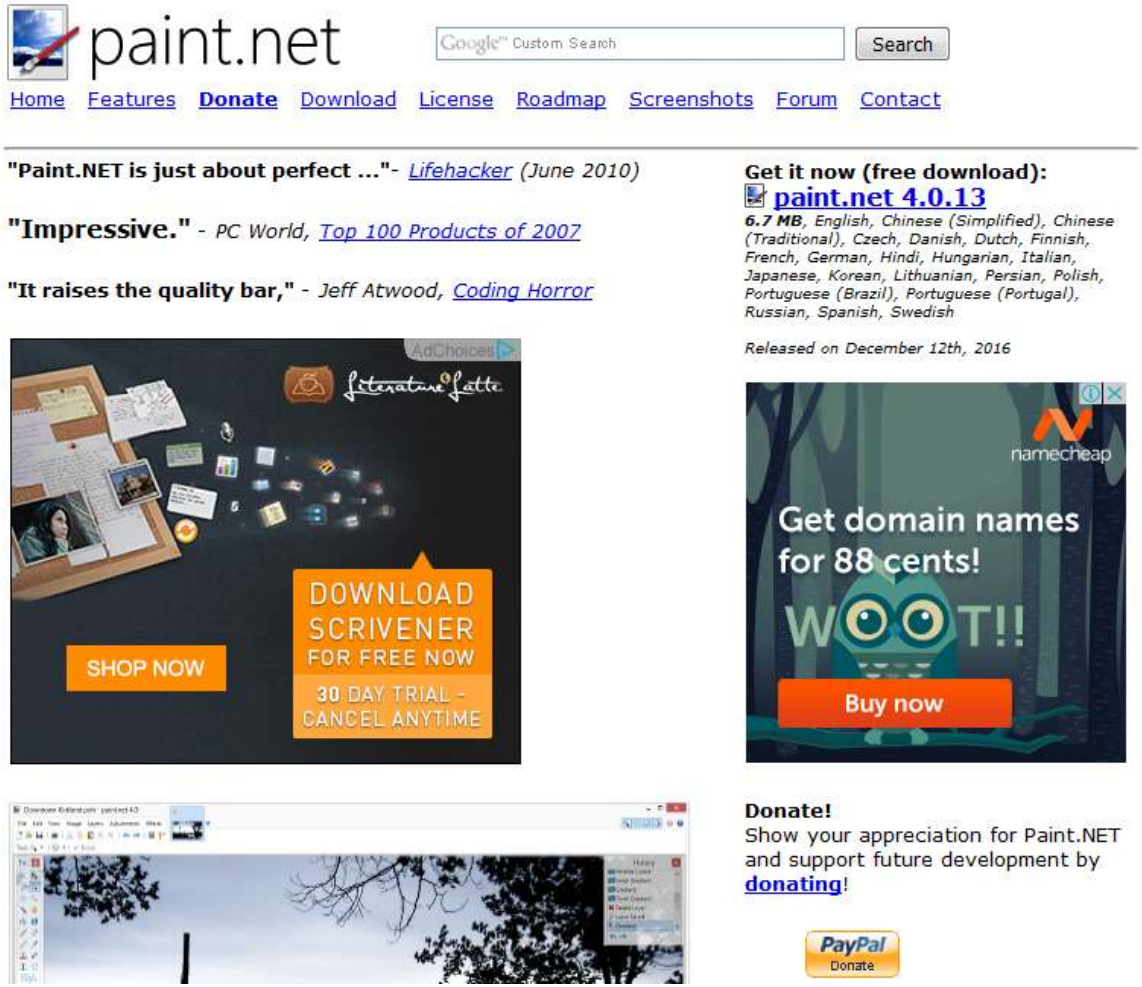
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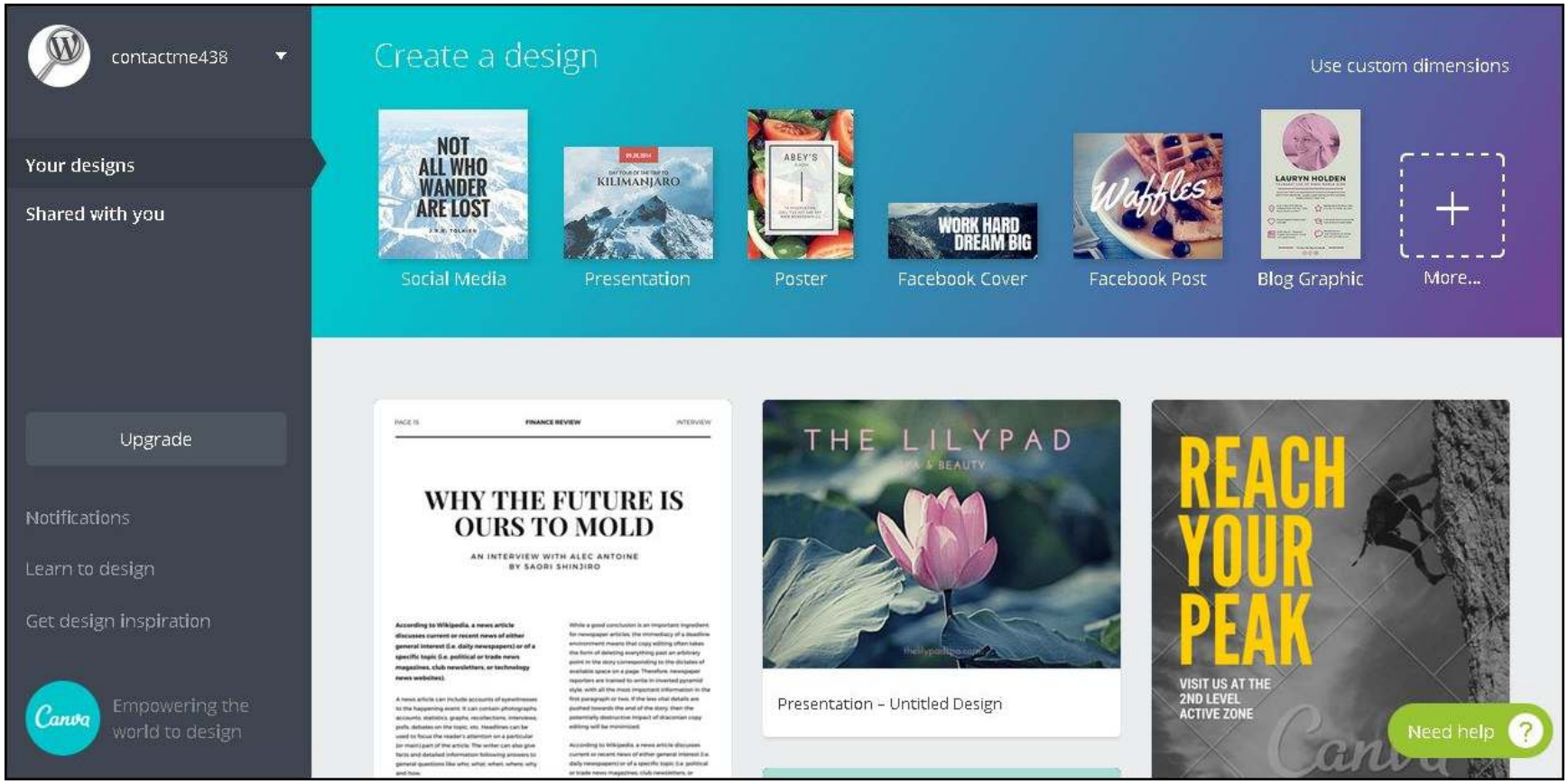

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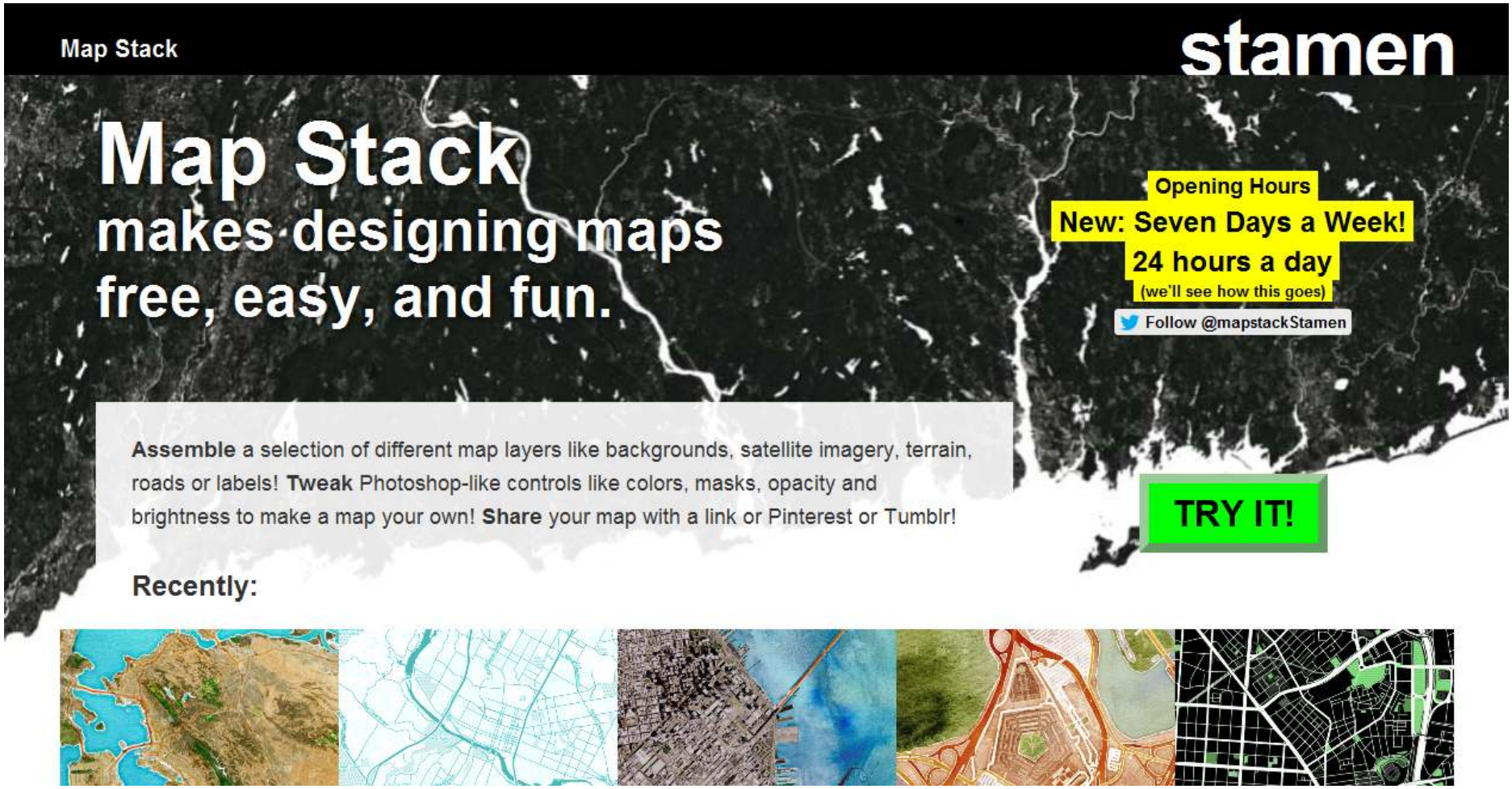

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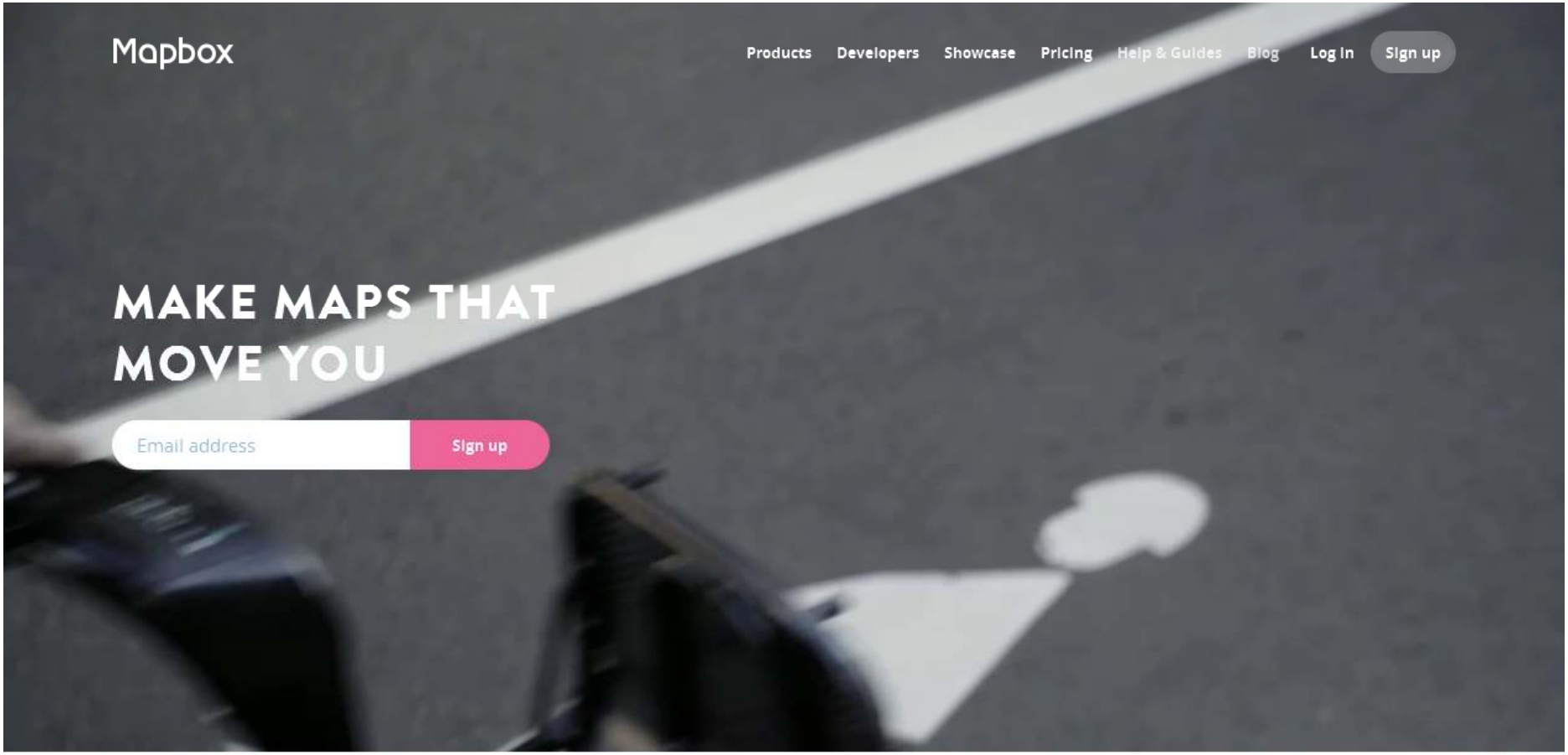
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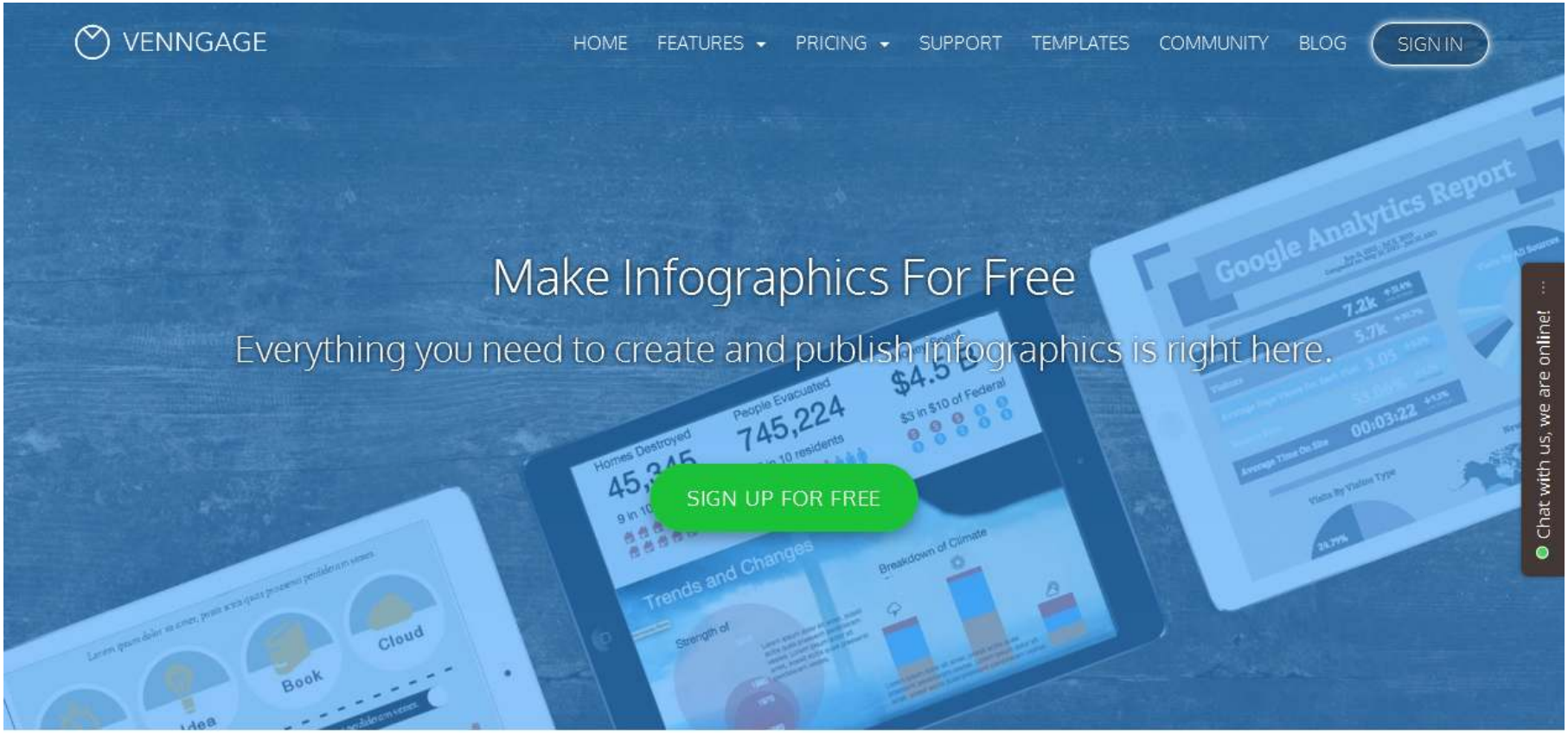

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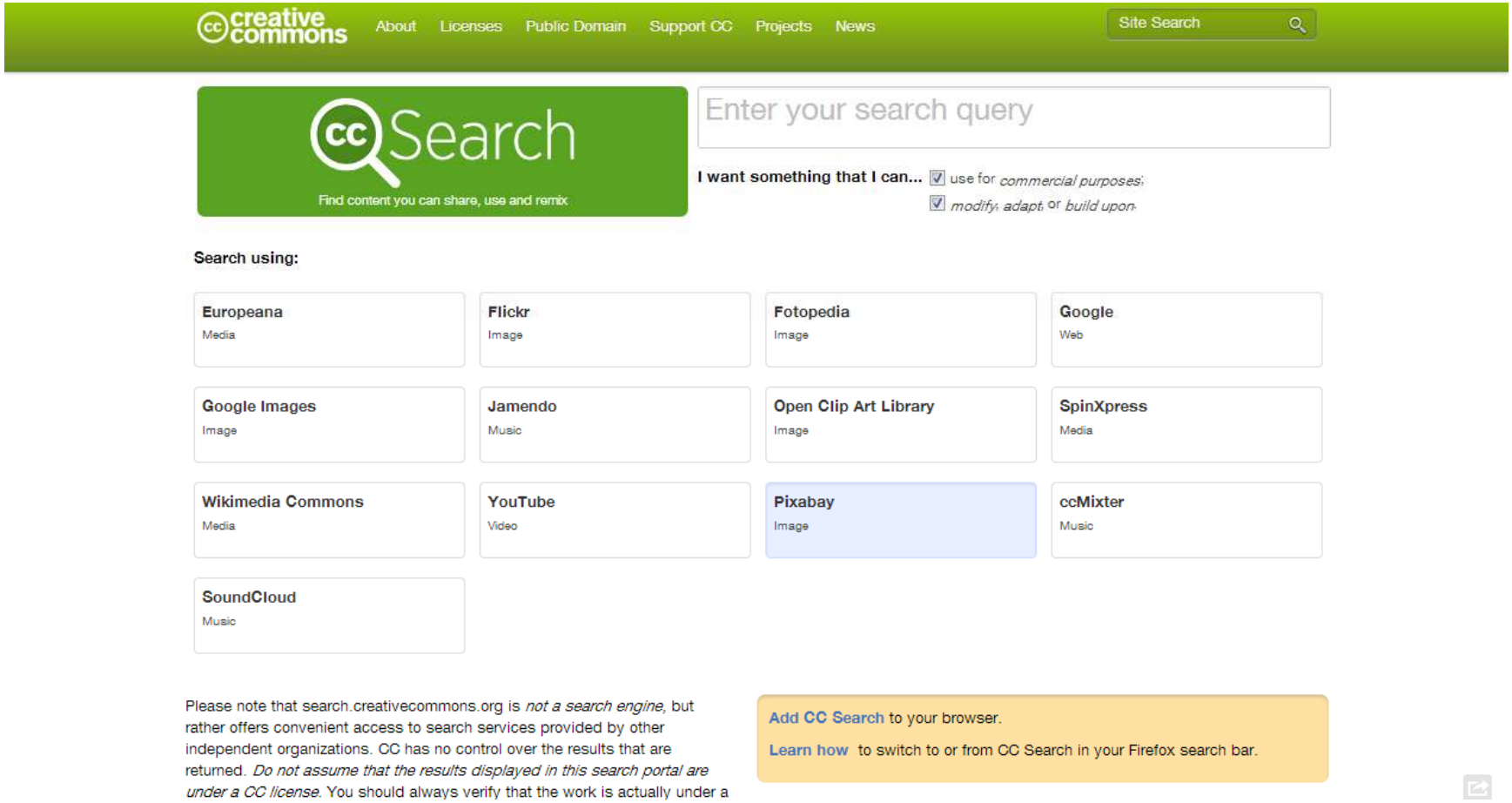

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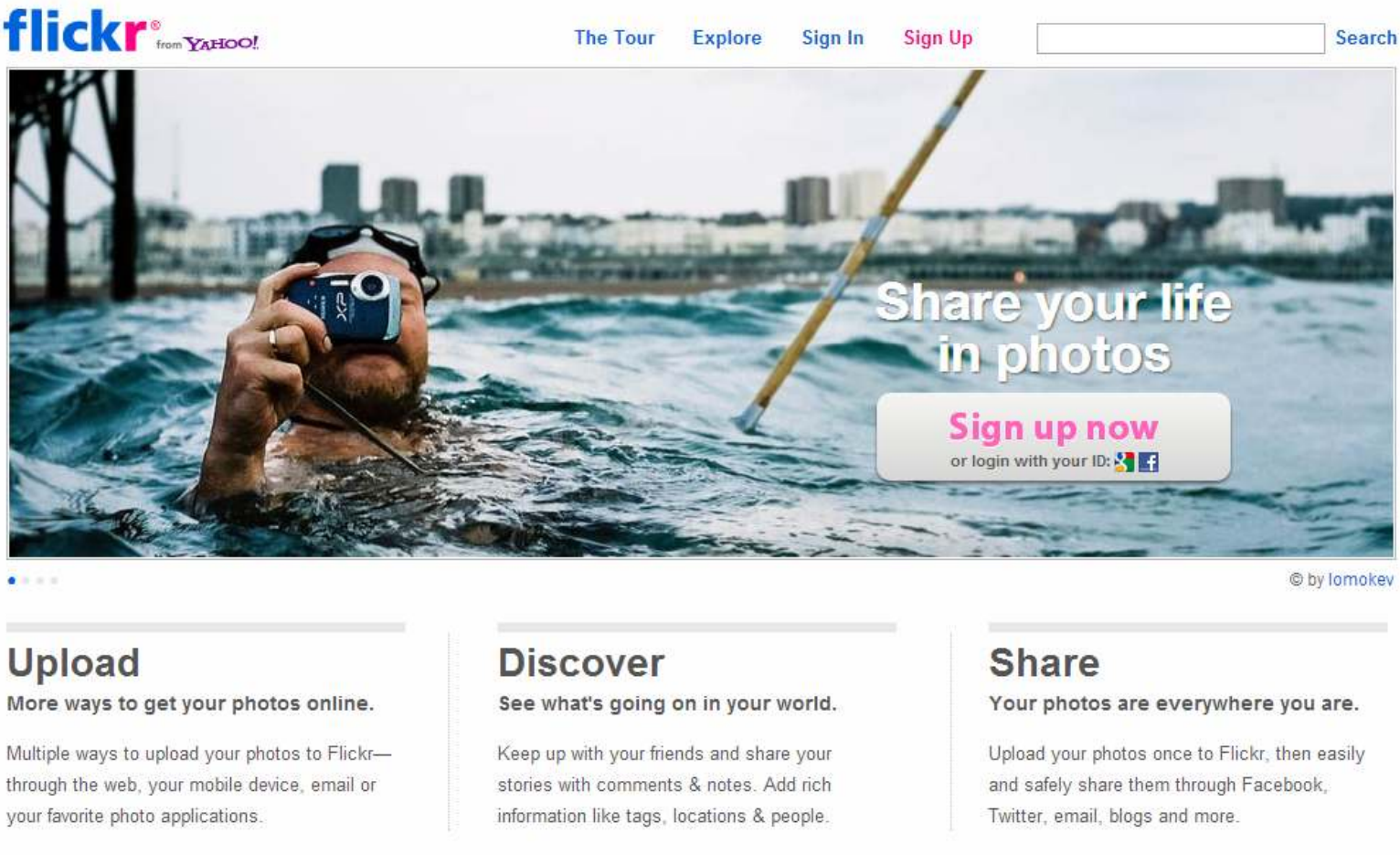

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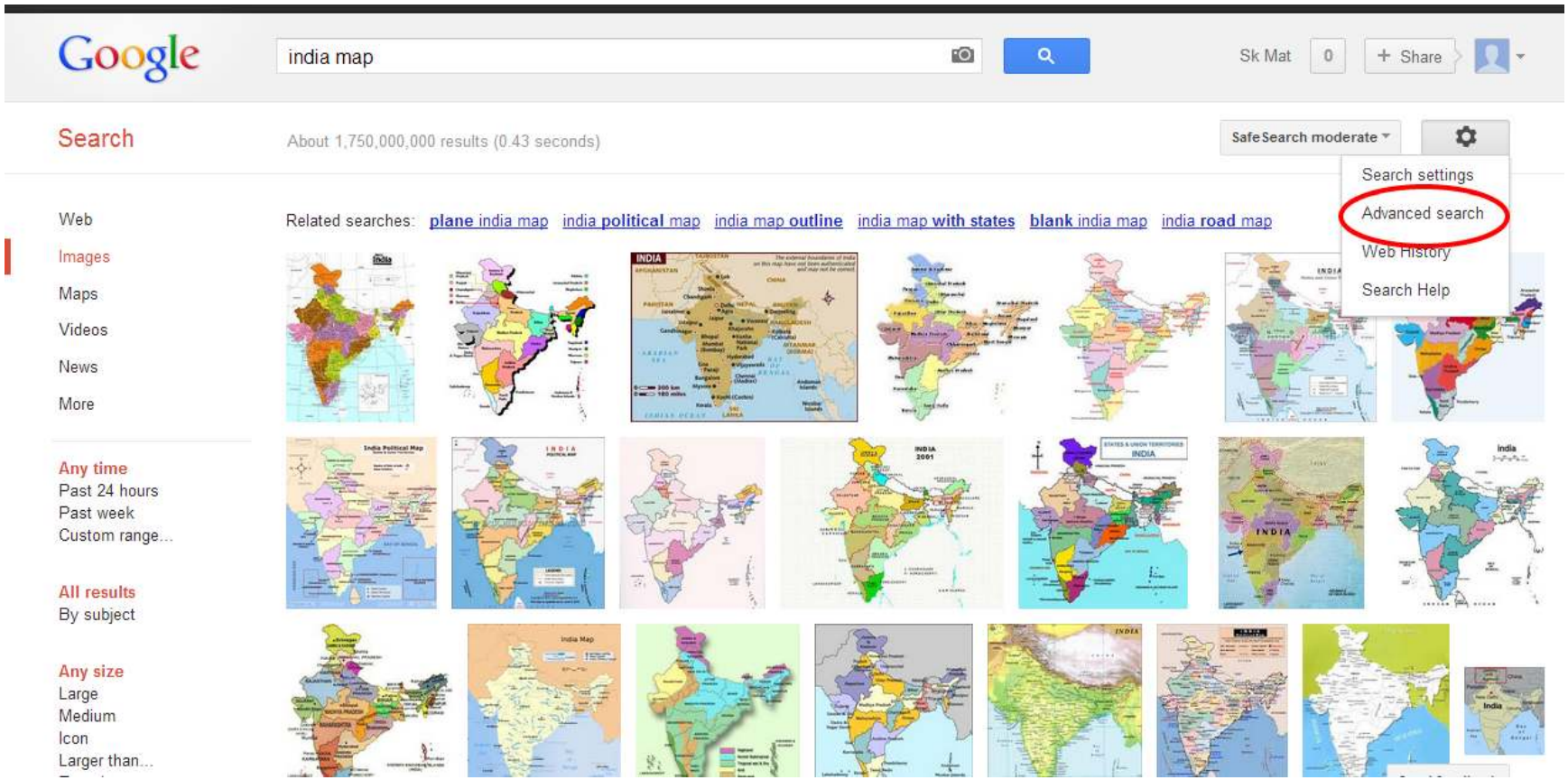

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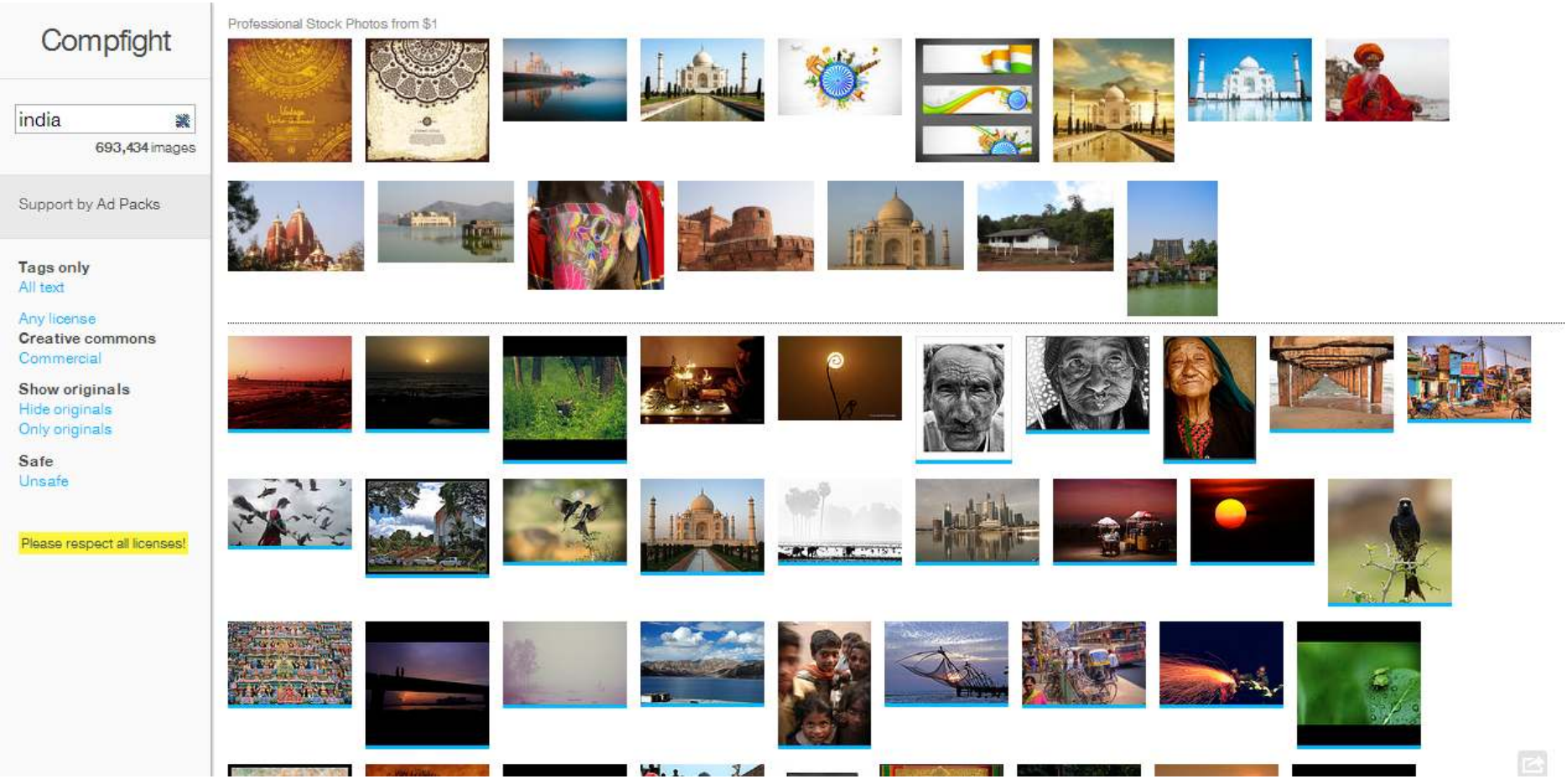

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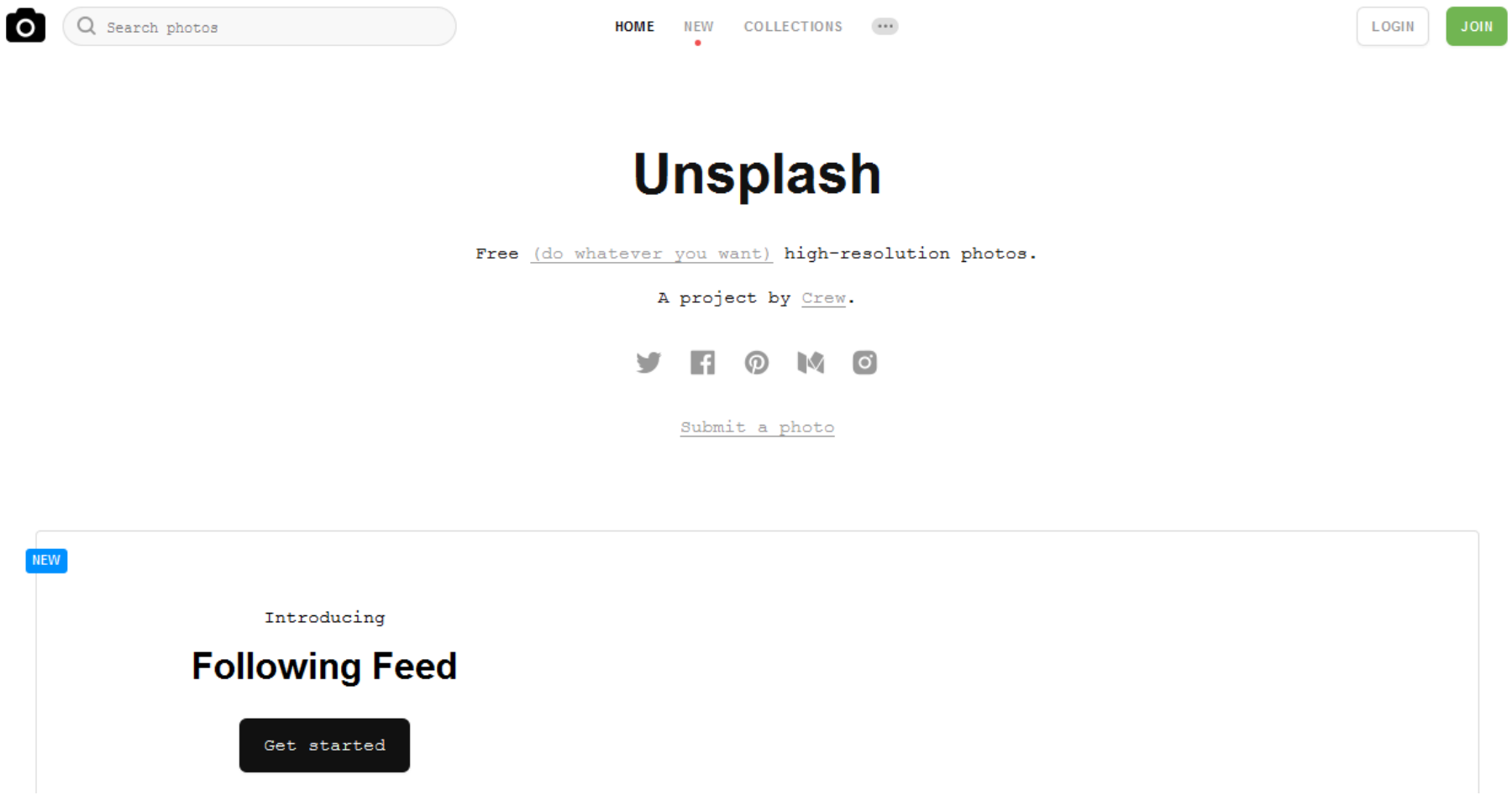

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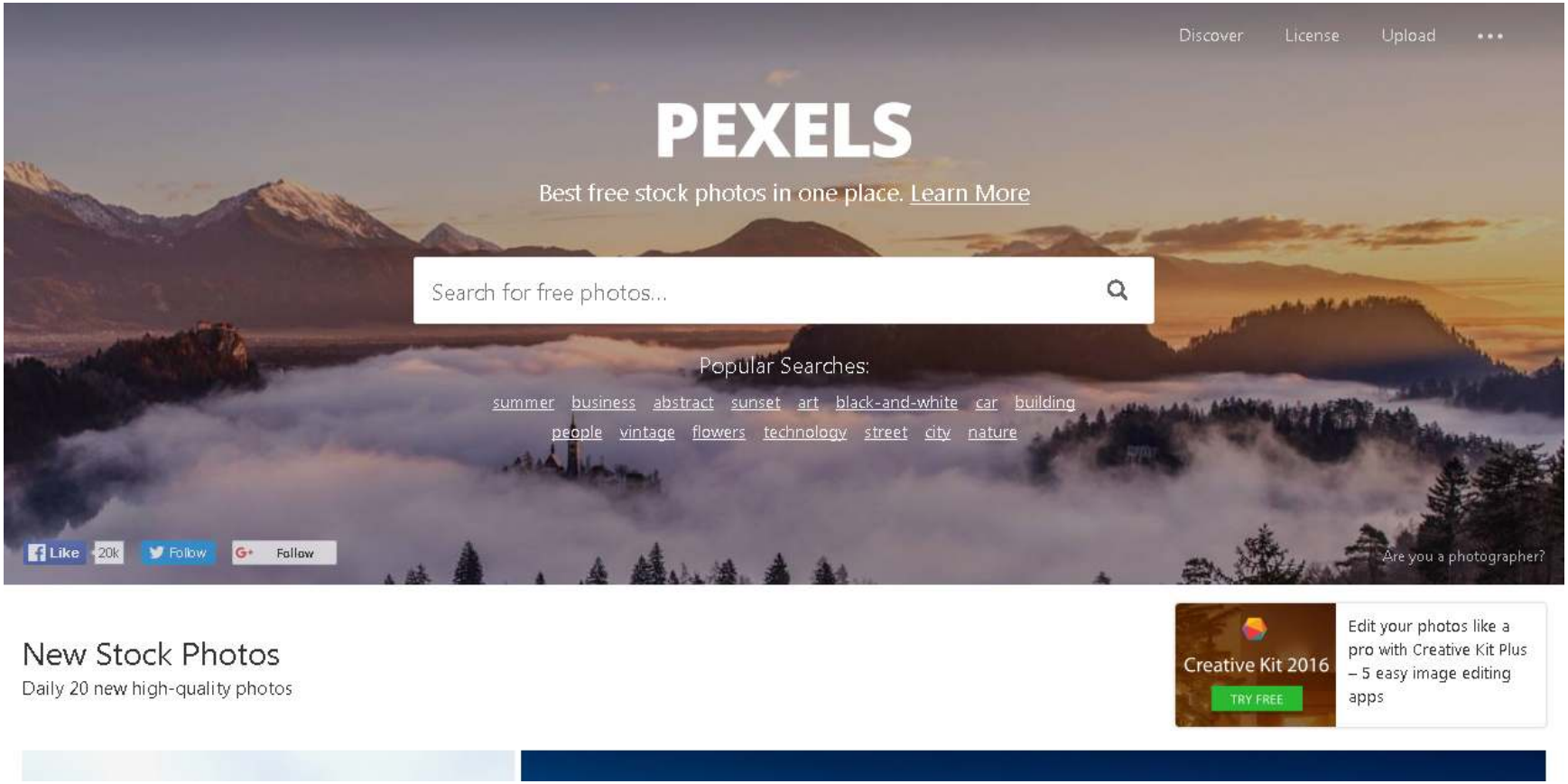

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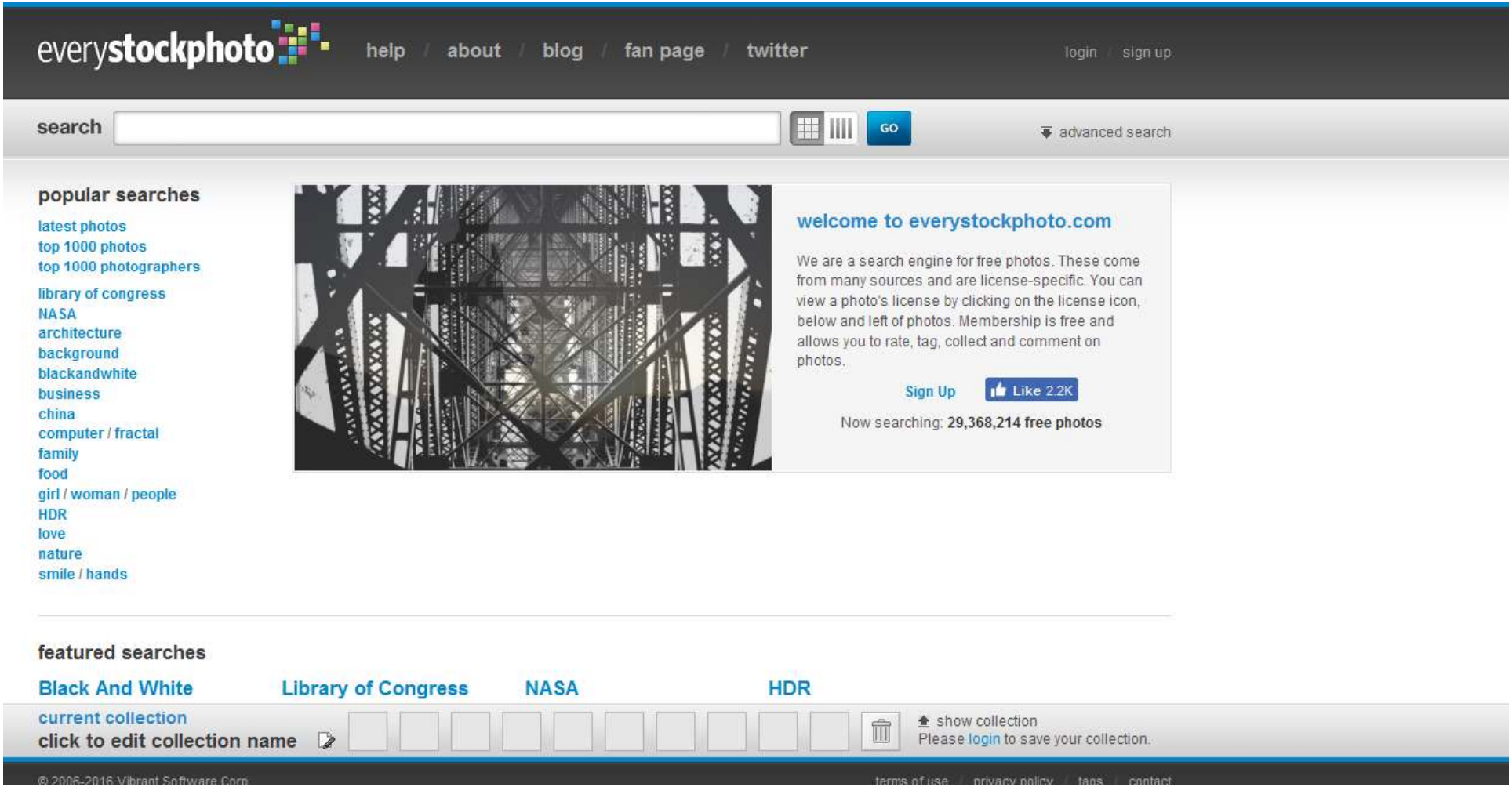

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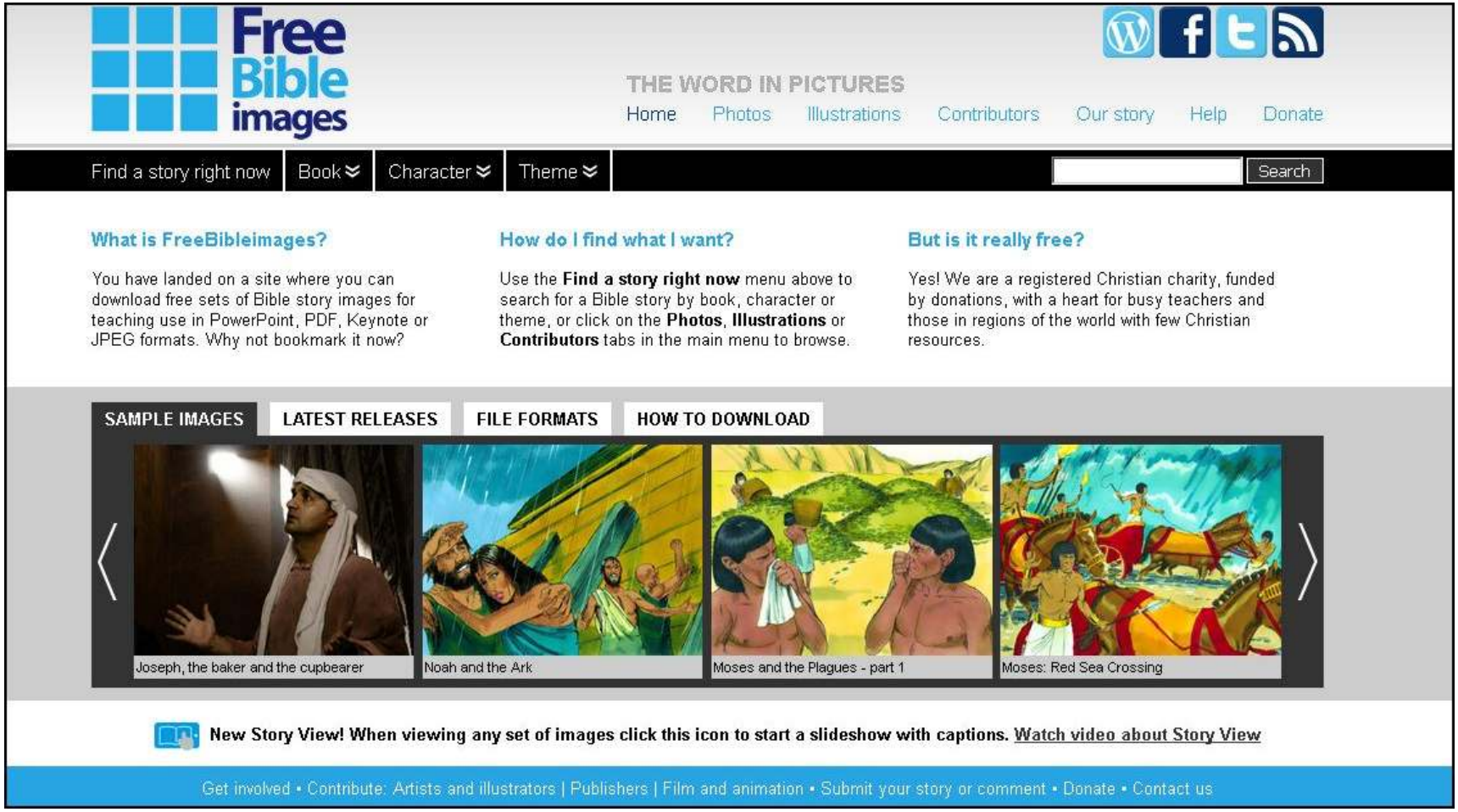

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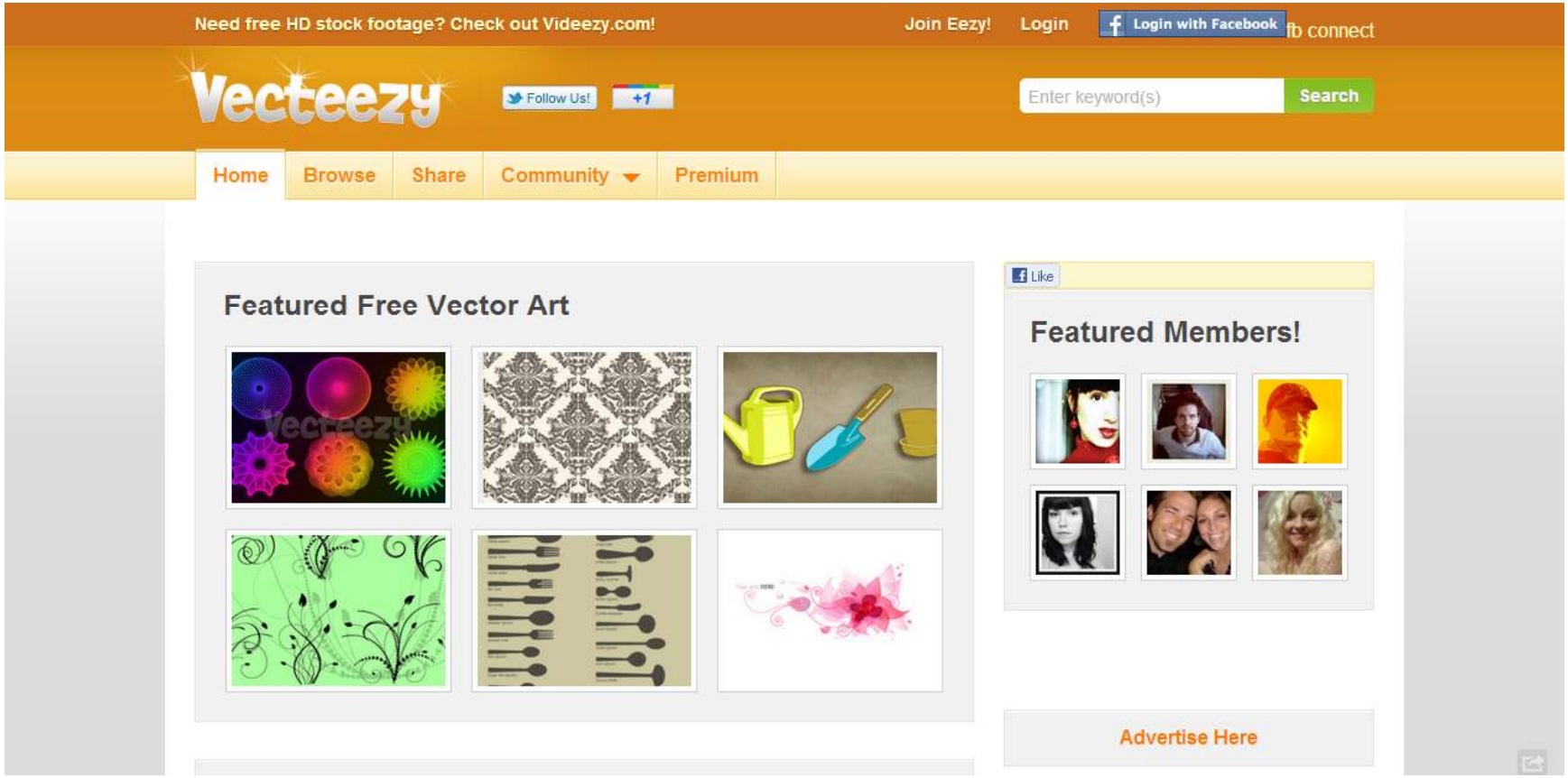

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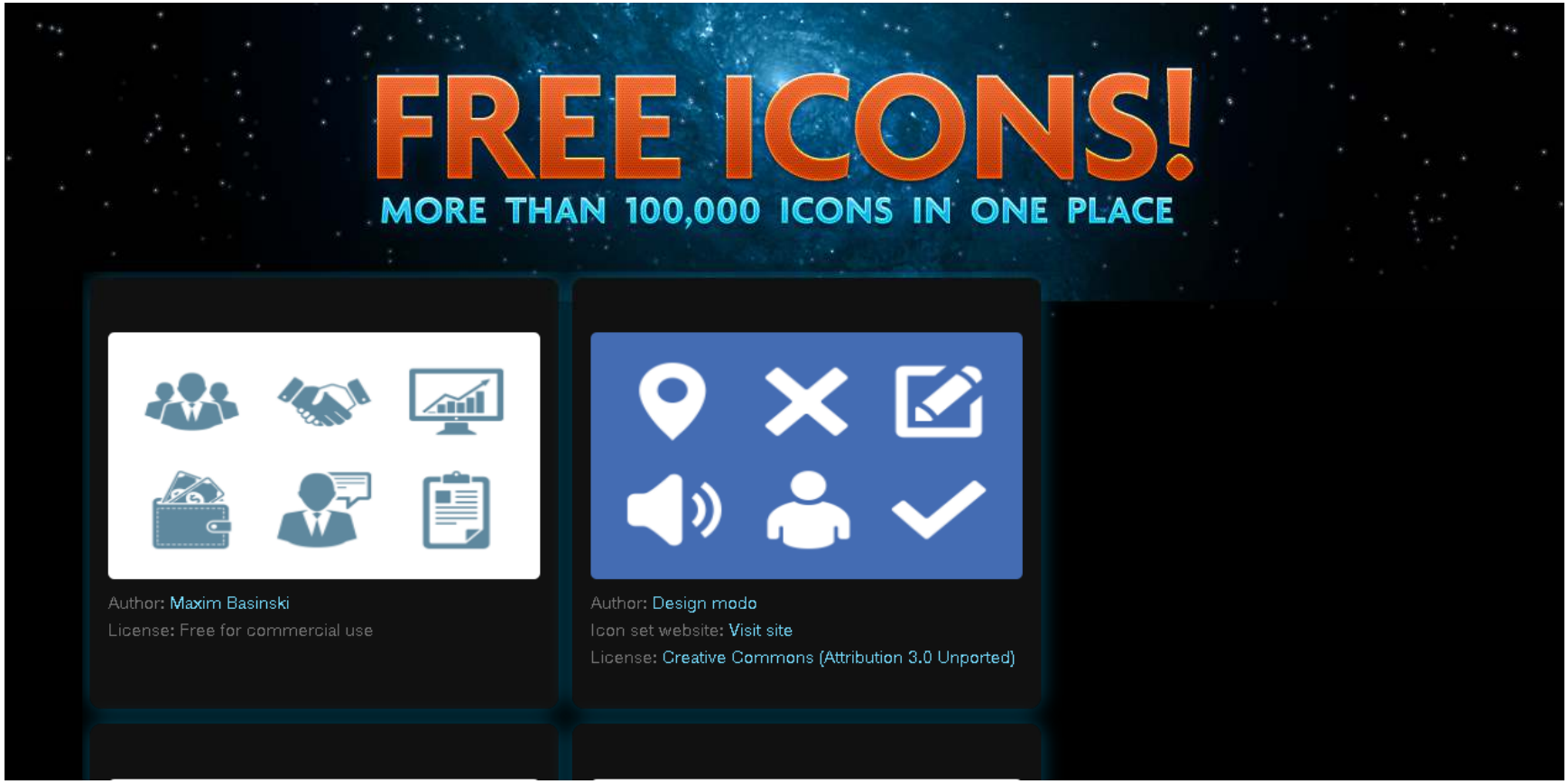

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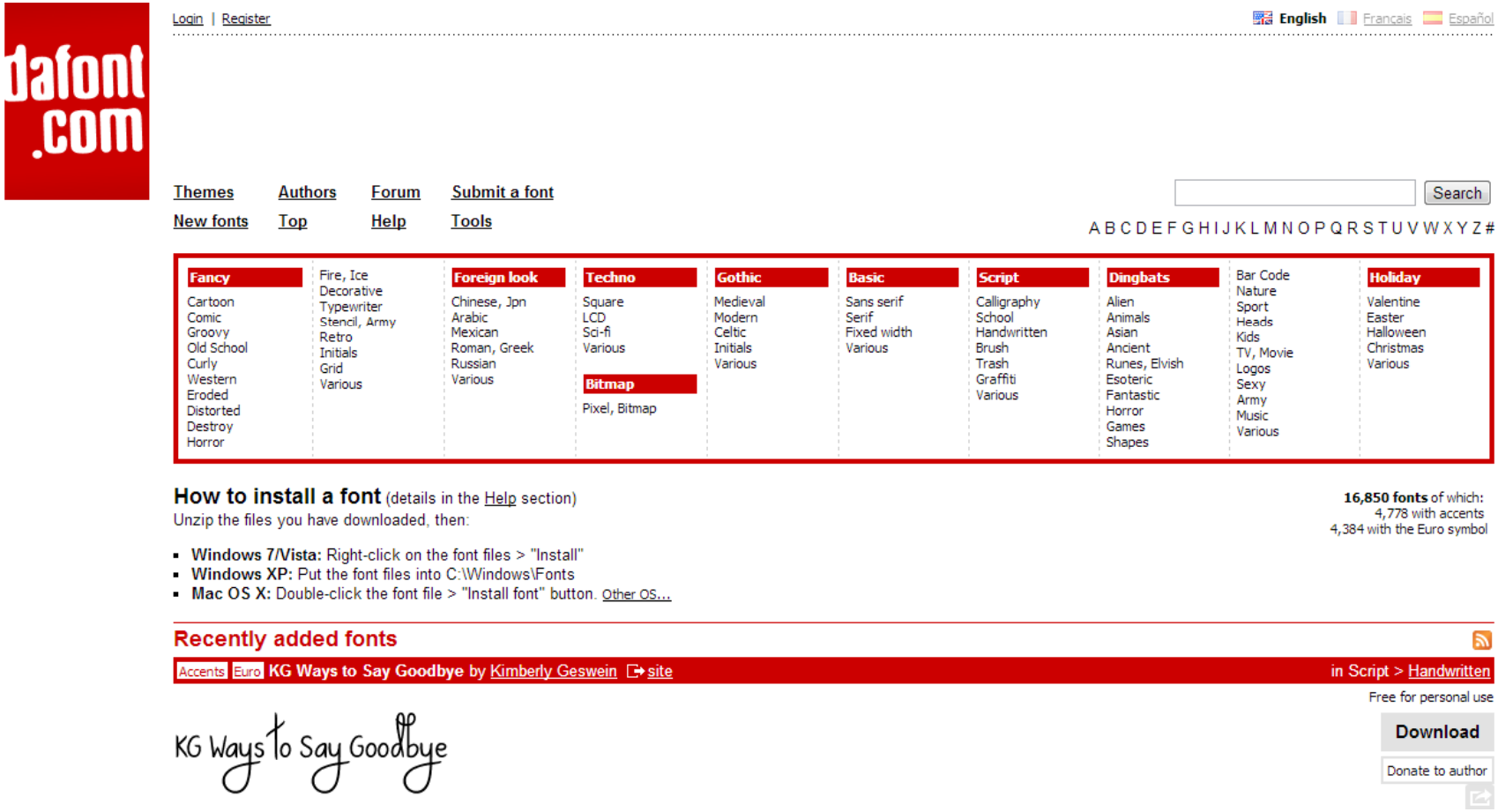
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Windows XP: Put the font files into C:\Windows\Fonts
Mac OS X: Double-click the font file > "Install font" button. Other OS...
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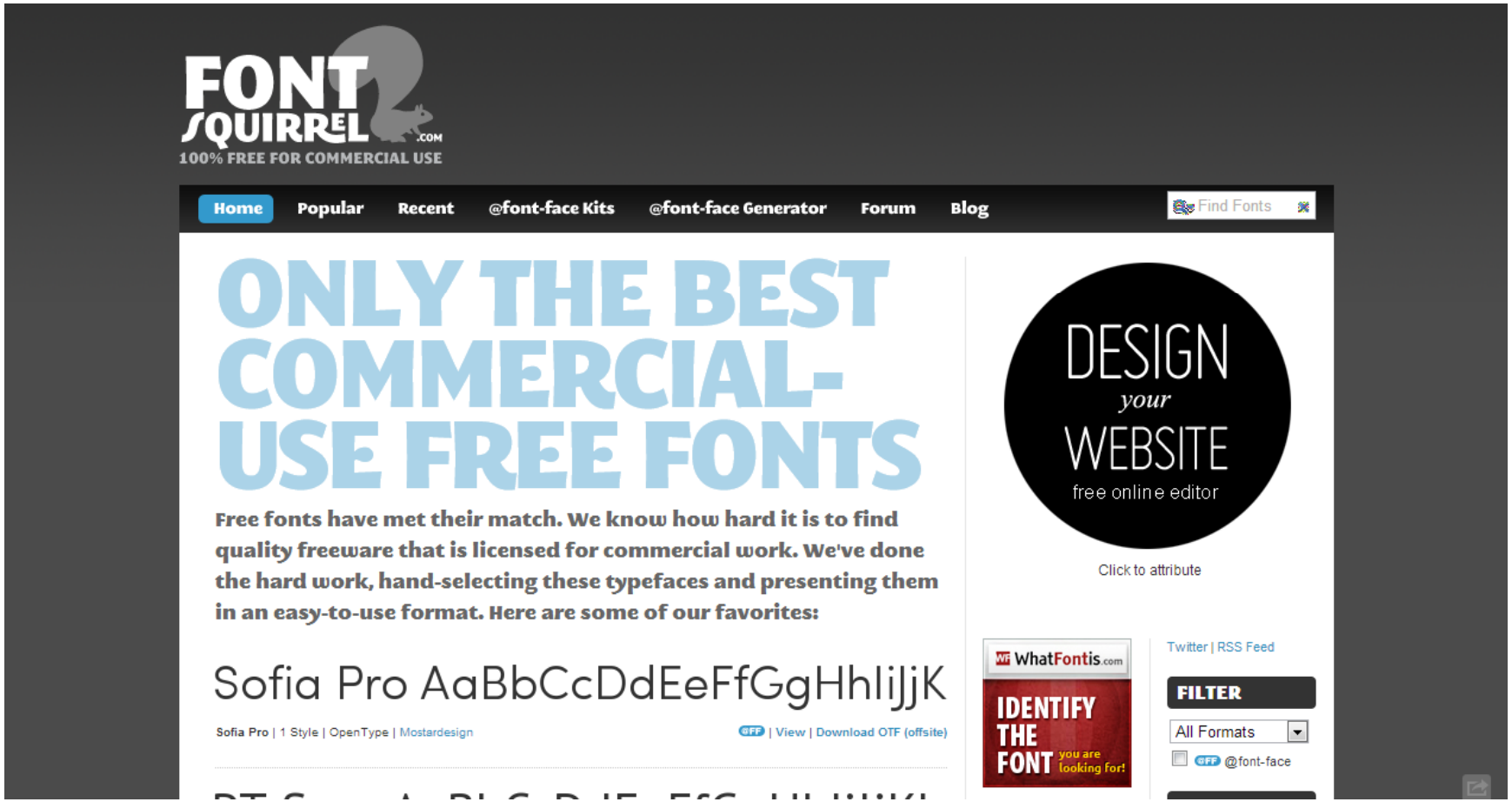

Tools for Scheduling

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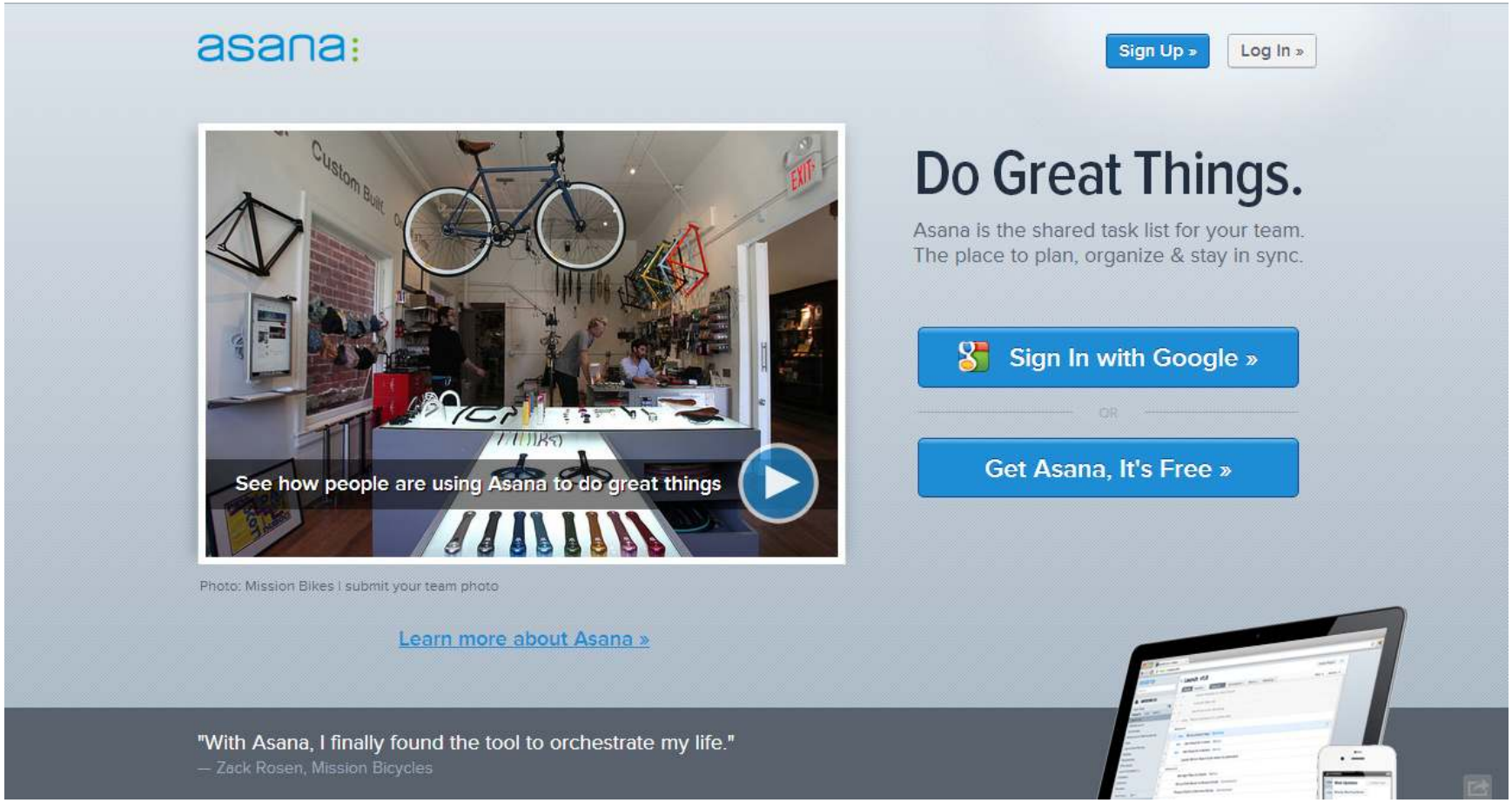

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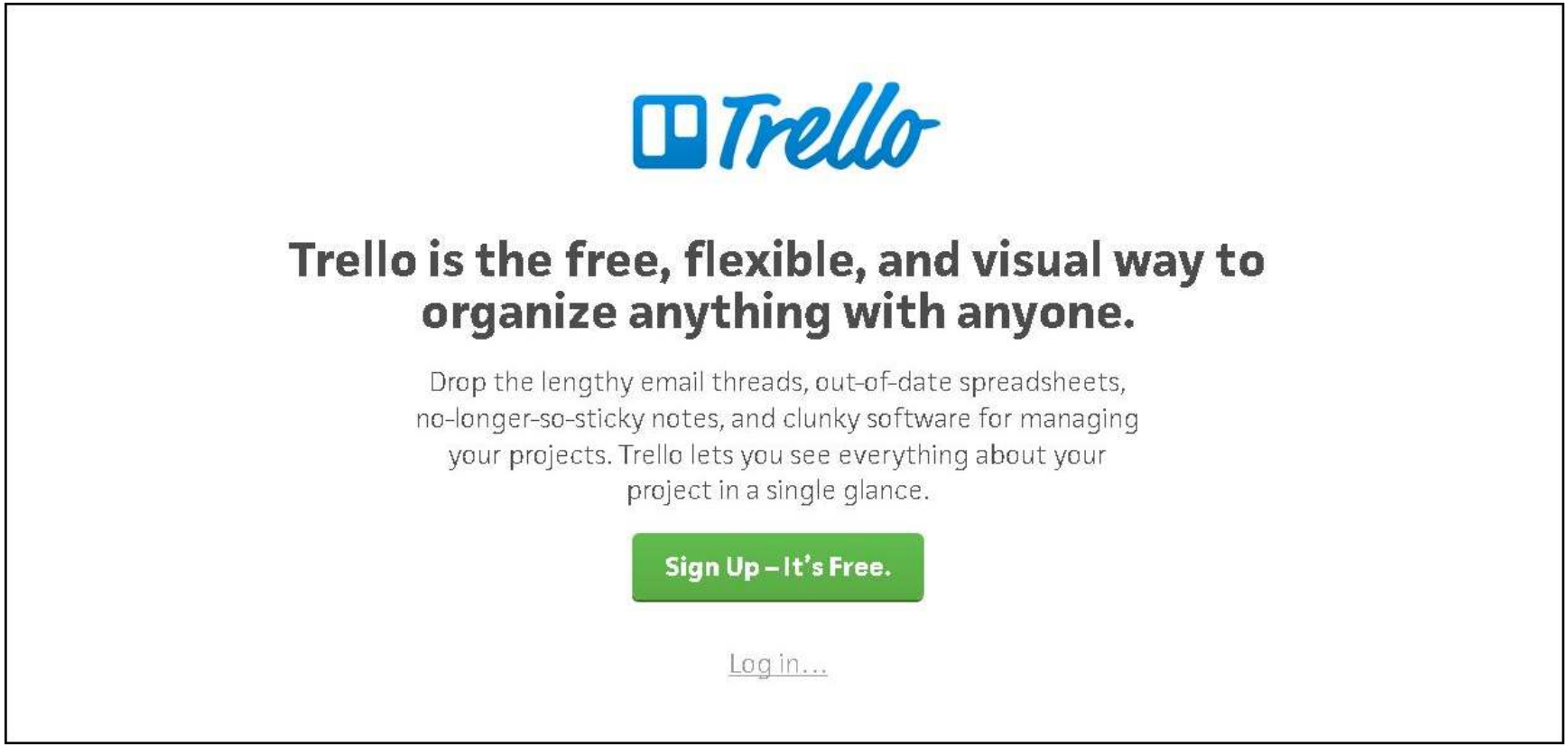
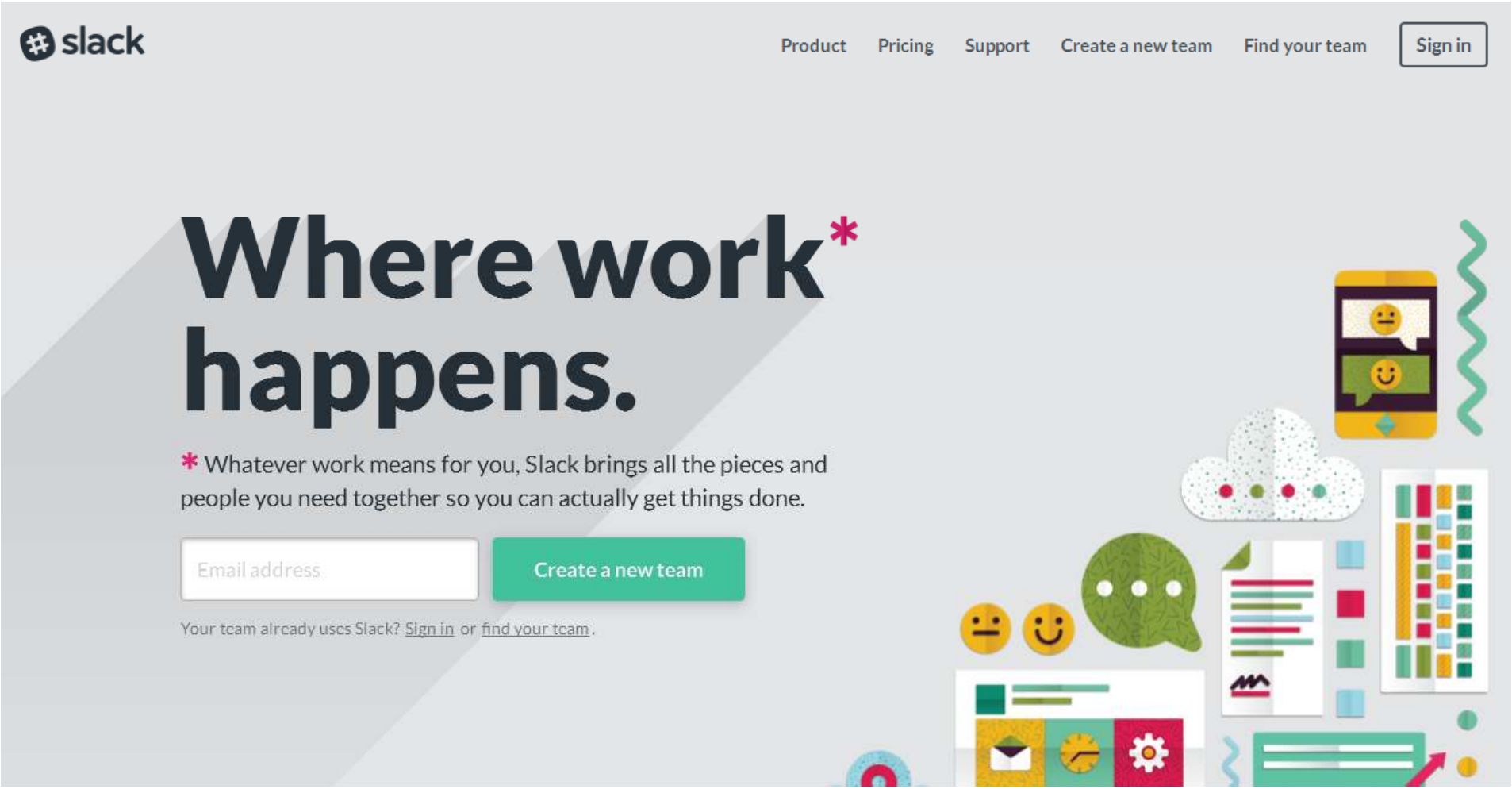


Slack.com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Find your team
Sign in
Where work* happens.
* Whatever work means for you, Slack brings all the pieces and people you need together so you can actually get things done.
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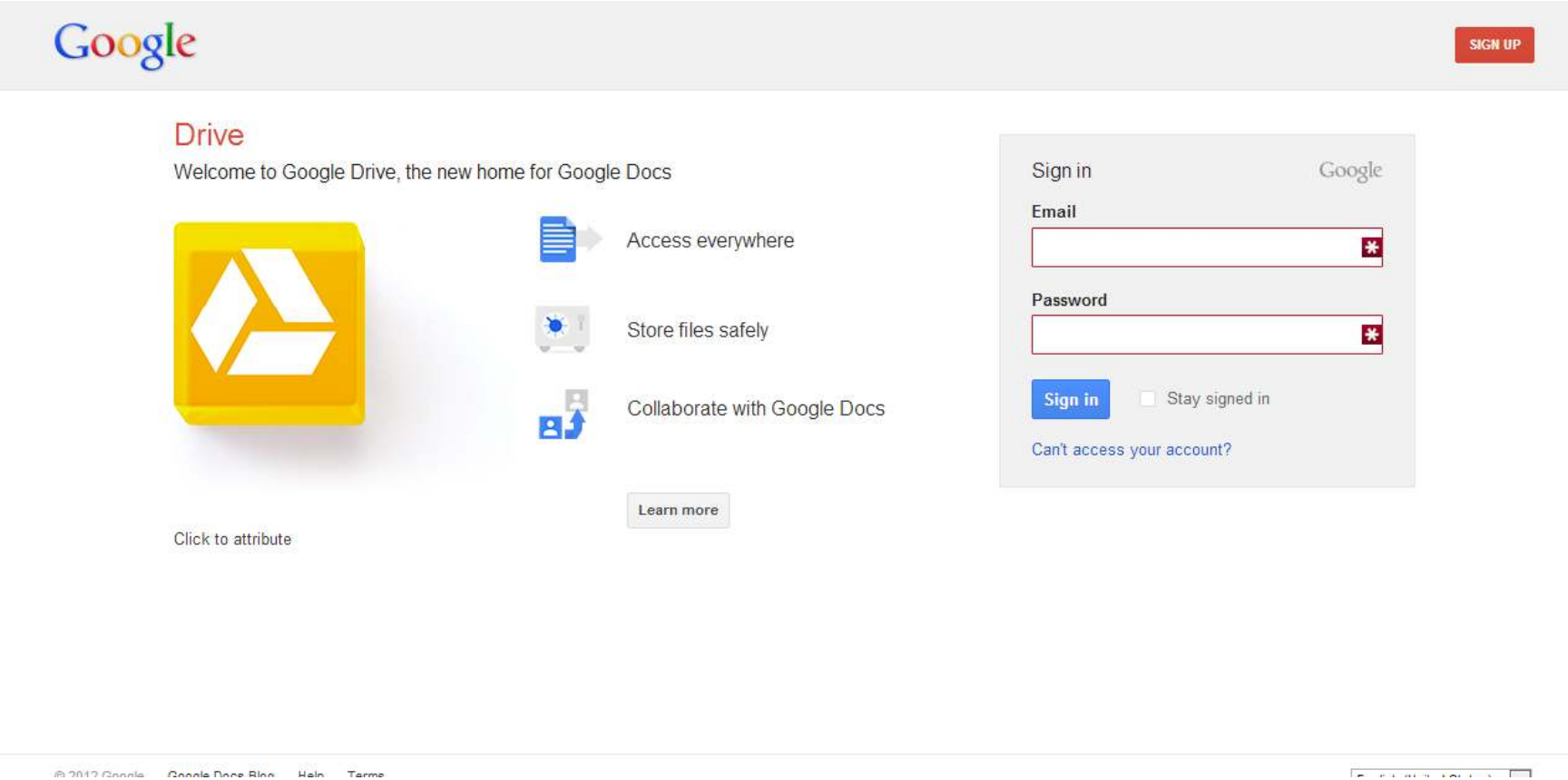
File Sharing Tools and Storage

Google Drive



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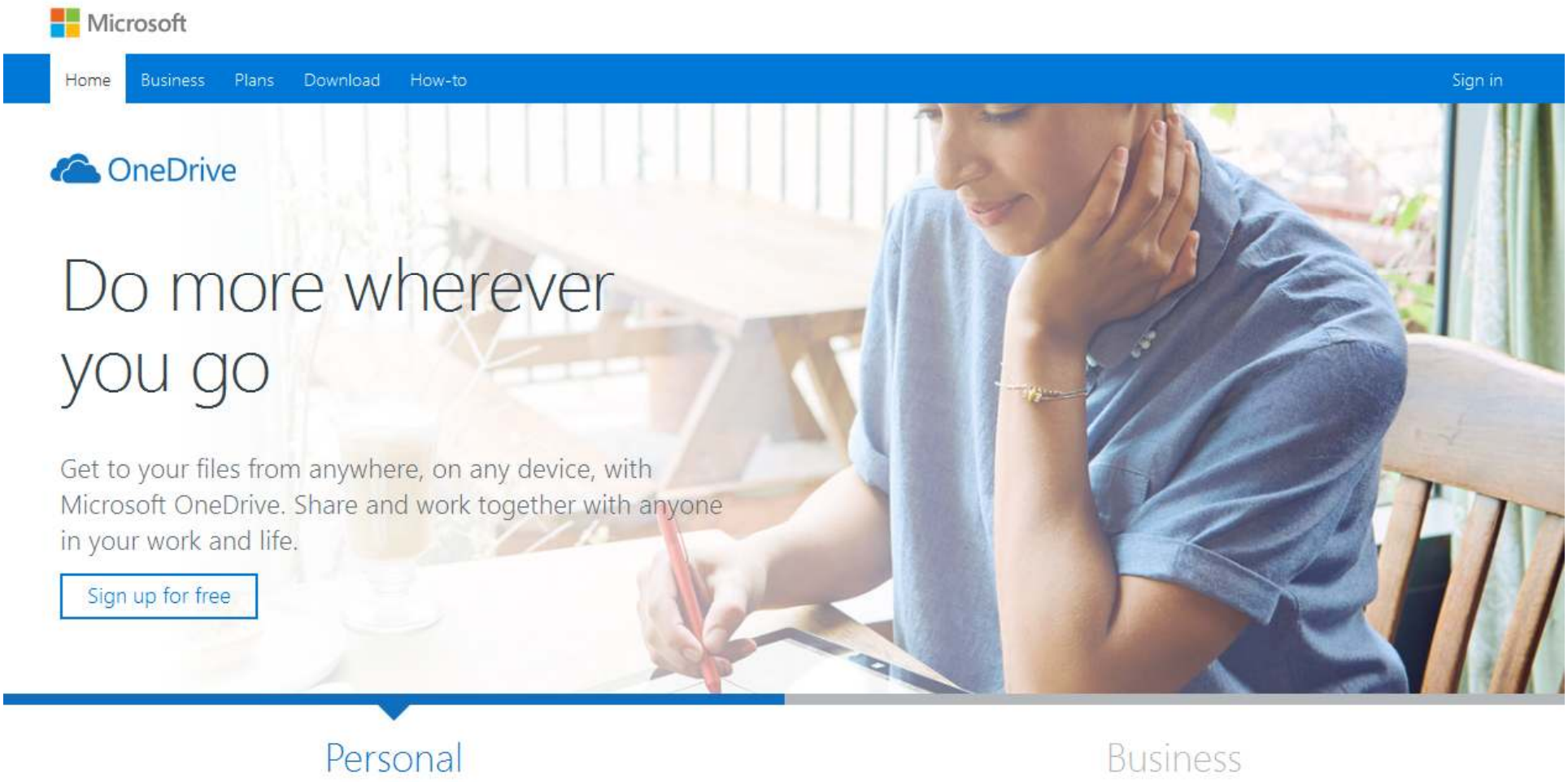
www.onedrive.live.in



Outsourcing

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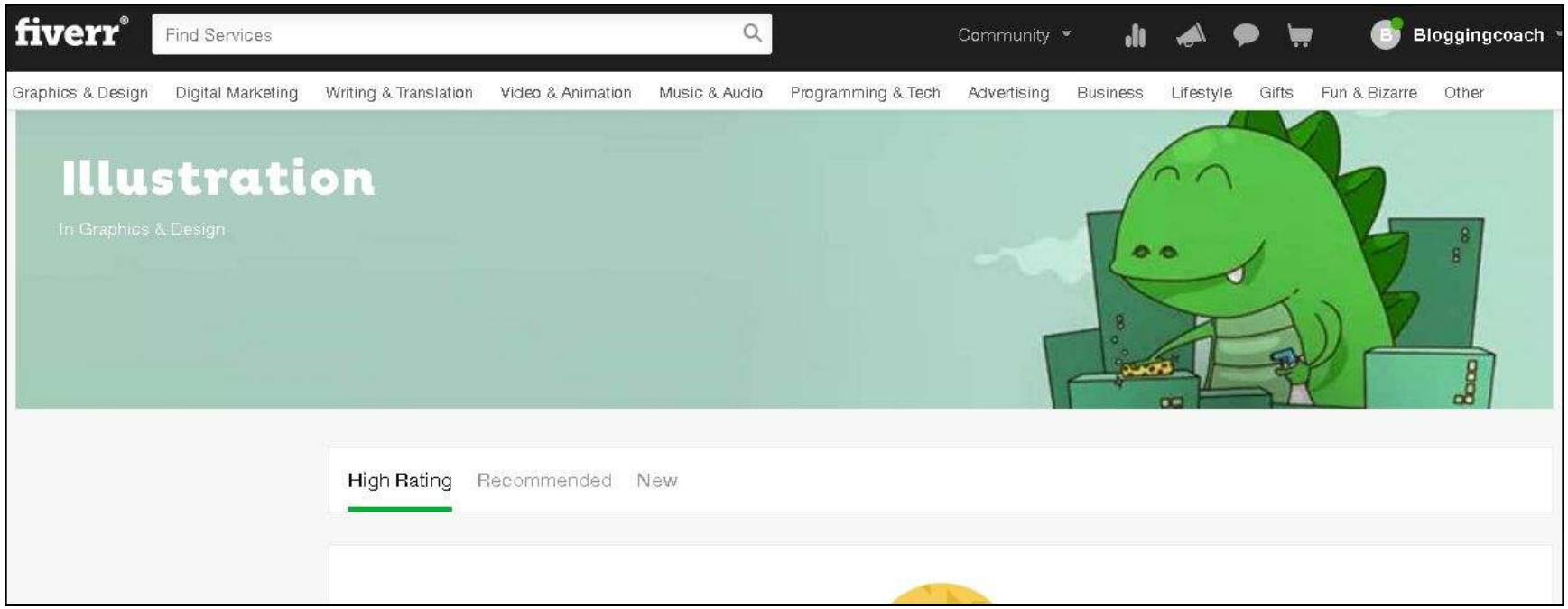

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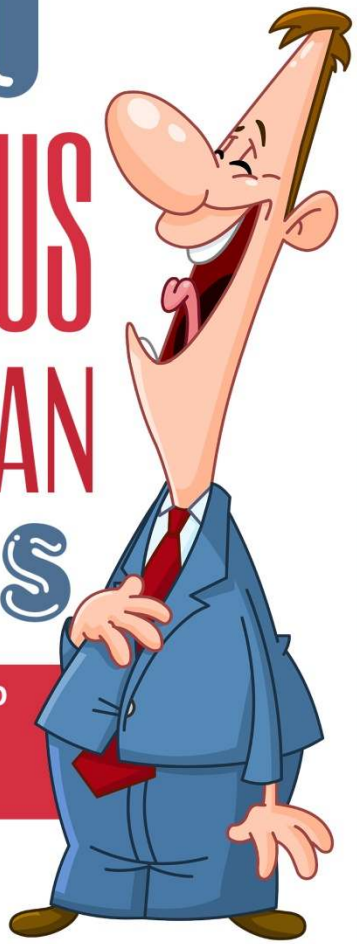

Topic wise jokes to break the ice on any occasion

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Journalist's Toolbox Update: Jan. 31, 2016

Business resources: Vizala is a great tool that helps you easily find financial data on countries.

Tools to learn in 2016: Journalism2ls has a great place to start: 16 Journalism Tools Worth Exploring in 2016. And you can tinker with these tools that The Next Web has listed: The 14 Best Data Visualization Tools

Finding data: InterHactives has a great place to get you started: 19 Great Places to Find Data. It includes one of my favorites: DataPortals.org, which lists more than 400 data portals from around the world. Find more tools on the Toolbox's Data Visualization page.

Gas prices: Mapquest has a page to track gas prices in your area. Use resources in the Toolbox's Business Resources section to track the housing market , gas prices, food costs and other economic issues.

Mobile journalism: RJI has compiled a great list of five mobile journalism basics that will help during training. Mashable has compiled a helpful list: 100 Best iPhone Apps of All-Time. Read more on the Toolbox's Mobile Journalism page.

Elections: If you're looking to track campaign finance money, a good place to start is the Follow the Money site.

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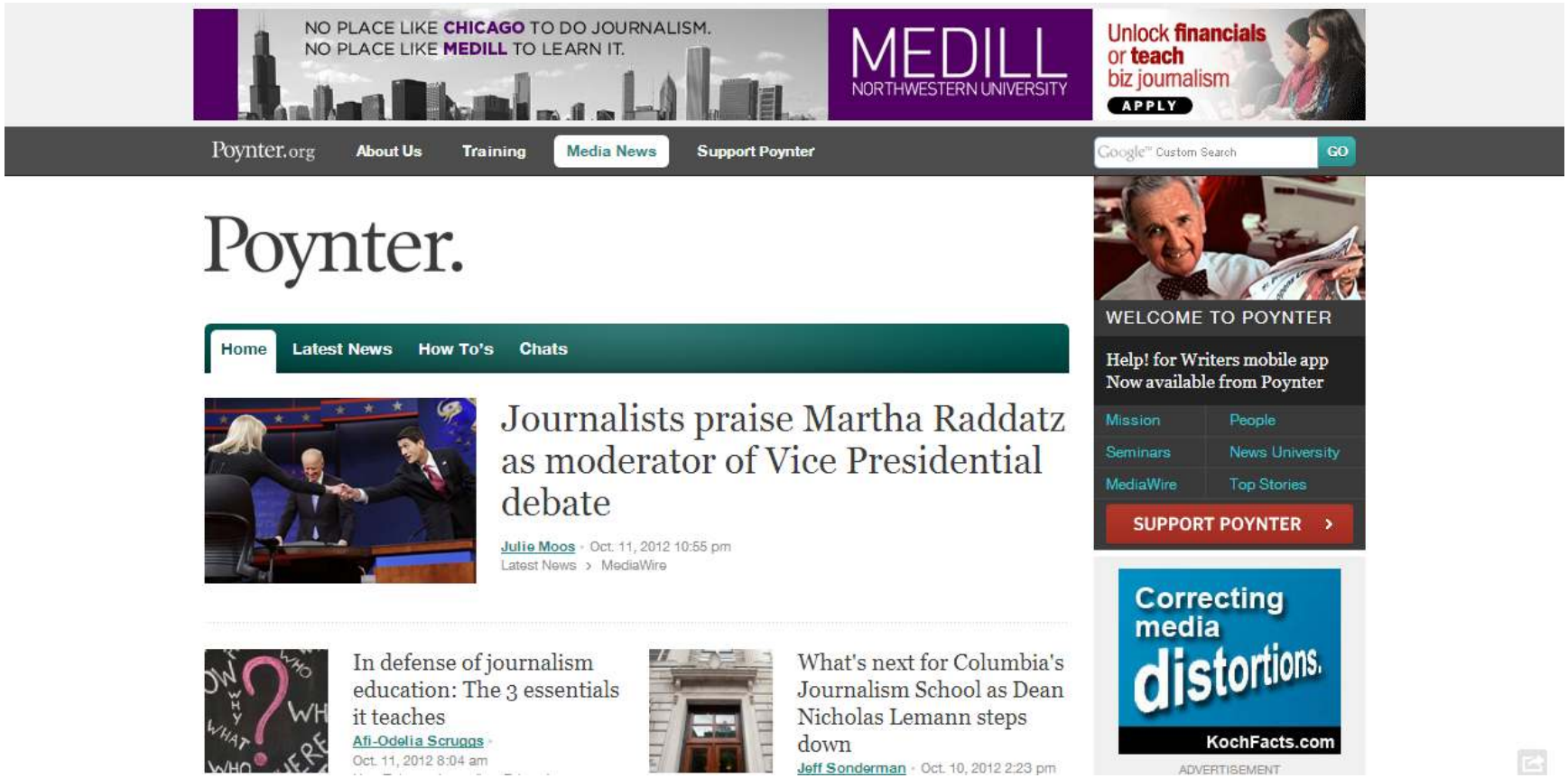

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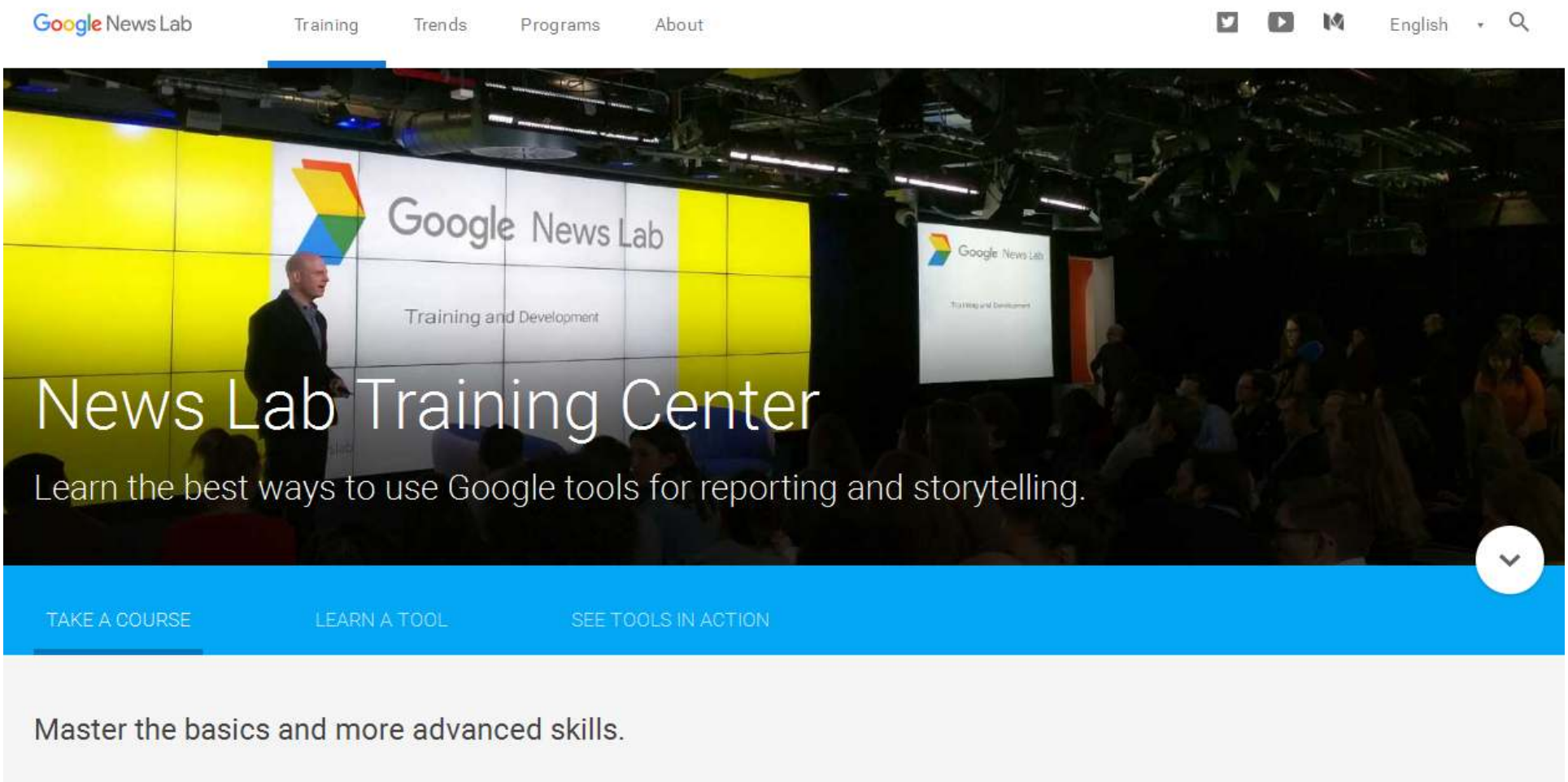

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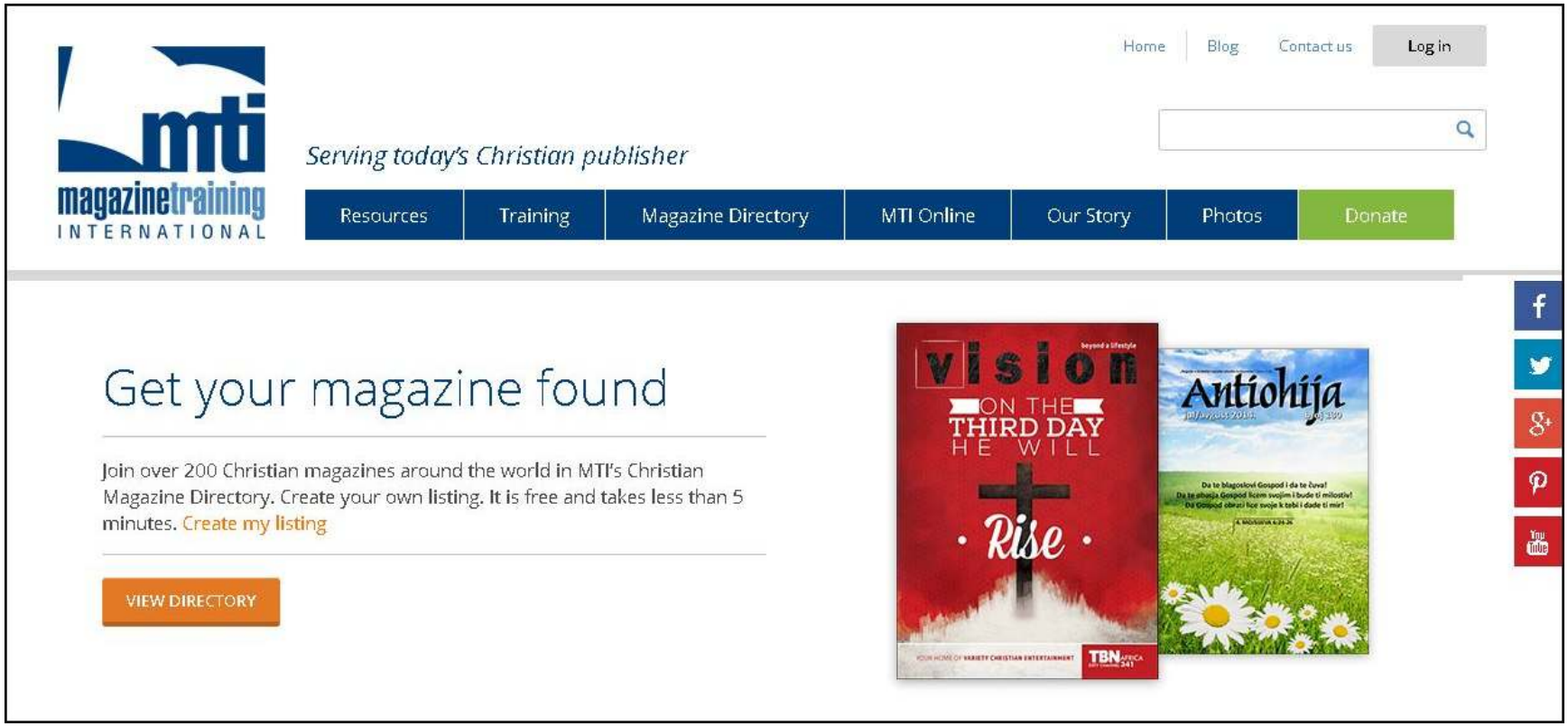

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Shibu K Mathew

editor@ethne.com

mathew.shibuk@gmail.com

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