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# **Useful Software and Equipment for Medical Writers**

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## Summary

This “Useful Software and Equipment for Medical Writers” report is compiled by yours truly, but essentially written by responders who generously contributed their time. Thanks to everyone who provided such useful suggestions in response to a survey put out on the HittList™.

The survey this year allowed for mostly open-ended responses, which I think provides more useful information than asking a multiple choice question. The individual responses are available in the remainder of the report, beginning on page 7. Below are some observations, mostly anecdotal on my part, but hopefully helpful.

This report is free, but if you are interested in any of these products, please go to [www.6weekcourse.com/resources](http://www.6weekcourse.com/resources) and purchase there if available (this page is currently under development). If you do it that way, we earn a small affiliate fee, which would be much appreciated. Thanks in advance!

Emma Hitt Nichols  
[www.6weekcourse.com](http://www.6weekcourse.com)  
[www.nascentmc.com](http://www.nascentmc.com)

Some observations about the responses (my editorial comments in italics):

### Respondent Background

Over half of the 124 participants (58%) had more than 5 years of experience as a medical writer. Over two thirds (69.3%) described themselves as predominantly self-employed.

Q1. The one piece of software (or software as a service) that you find helpful or essential as a medical writer

Overwhelmingly, the major response was MS Word for Mac or PC, although a few people expressed that they are not necessarily a fan.

Some people said that they could get by on Word and the MS Office suite alone, especially the subscription based Office 365.

“Google Docs” was notably absent from the responses, except one person mentioned that it is useful when collaborating.

A few people expressed positive feelings about Scrivener for organizing research. Learning curve is steep though. ReadCube – “allows me to comment and store my references simply and links through to PubMed”

Endnote seemed to be much more popular than RefMan or other referencing programs. With Endnote you can automatically download citations from PubMed. AMWA members may receive a discount. There’s also ProQuest’s RefWorks with Write n Cite.

PerfectIt3 (and PerfectIt Pro) looks interesting. “Editing software that goes above and beyond grammar/spell-check. It functions as a copy-editor and final check for all projects before I send them to the client.” 30-day free trial and then \$99 <http://www.intelligentediting.com/products-pricing/>

Medical spellcheckers: Inductel (Mac and PC), Spellex for Mac, and Stedman’s for PC. I think every medical writer should use have a medical spellchecker loaded on their computer.

Dragon Naturally Speaking might now be worth purchasing now. Improve its accuracy with a good mic. That really helps. I am buying my copy today.

Statistical analysis: R, SAS, MS SQL Server.

Adobe Creative Cloud (Acrobat, Photoshop, Audition, etc.).

Q2. Any other useful pieces of software (or software as service) that you find helpful or essential as a medical writer?

I would encourage you to read the individual responses associated with question 2. There are too many interesting ones to list in the summary and it’s worth a quick read. So many useful things are mentioned.

Adobe Acrobat comes in is a close second to Microsoft office suite to being indispensable.

I am using Dragon Naturally Speaking as I write this on the basis of a recommendation in these responses. (Cost = \$175 for the Mac version). I have tried using this program over and over again for years and have not been happy with the quality. But now the quality seems to be sufficient to use it. Yay. You have to use it with a headset and microphone for the best results. I am using a Logitech headset H540 that cost about \$30 at Best Buy.

Jing SnagIt is amazing for a quick capture of a screen. I find myself using this several times a day and don’t know what I would do without it.

Q3. What websites do you visit most often while performing work as a medical writer? (113 responses)

PubMed was the overwhelming winner in this category.

Please go through the individual responses to see many interesting useful websites.

Google Scholar got some high rankings.

AMA manual of style online is useful.

Here is a comprehensive list of the biggest hits from one responder:

PubMed - NCBI NIH.gov Individual Medical Journals websites ScienceDirect.com Merck Manuals  
CDC.gov HHS.gov Medscape.com Medicinenet.com BioMed Central Freemedicaljournals.com  
NEJM.org WebMD.com

Q4. Any additional comments for anyone equipping their home office (or corporate office) these days

Lots of interesting comments in this section. Again, would suggest going through and picking out the interesting information.

As in previous years, two monitors are considered essential by many.

Several people cited a walking treadmill as being essential.

Several valuable comments on what type of desks to buy.

# Respondent Background

## Years of experience as a medical writer

Answer	0%	100%	Number of Responses	Response Ratio
Not applicable			<a href="#">5</a>	4.0%
<1 year			<a href="#">11</a>	8.8%
>1 year 5 years			<a href="#">24</a>	19.3%
>5 years			<a href="#">72</a>	58.0%
Other ( <a href="#">View all</a> )			<a href="#">11</a>	8.8%
No Responses			1	<1%
<b>Totals</b>			<b>124</b>	<b>100%</b>

## Are you predominantly self employed?

Answer	0%	100%	Number of Responses	Response Ratio
Yes			<a href="#">86</a>	69.3%
No			<a href="#">38</a>	30.6%
No Responses			0	0.0%
<b>Totals</b>			<b>124</b>	<b>100%</b>

Q1. What is the one piece of software (or software as a service) that you find helpful or essential as a medical writer? Please describe why you like it. Does it work on mac or PC or both? (121 responses)

## Answers

Scrivener Writing Software for Mac and Windows.

I 'stumbled' upon Scrivener while writing a 100 page research report for my first major client. Having everything I need in one application (media files, pdfs, any and everything) easily accessible saved me valuable time. Being able to add files / documents during literature review and research, just drag and drop (love easy!) and viewing documents side by side - the 45\$ was worth it. Also, sync with MS Word. However, it does have a fairly steep learning curve, but once you get the hang of it - it's easy!

Scrivener for Mac. Organizes long stories and different kinds of research sources.

Reference Manager. I believe it does, but I'm not sure. I use a PC.

EndNote. Both PC and Mac. Best way to retrieve, manage, and format references.

Word, PC (hate it but there is no real alternative)

EndNote, PC, literature references

Adobe Acrobat X Pro, PC, for PDFs

Excel, PC

PleaseReview

For any very limited writing I do perform, I use MS Word.

## Individual Responses

EndNote X7.5 for organizing references and creating content. The new update works on both Mac and PC and finally allows you to share, although it's limited to one library and 14 users. Some limited features with PowerPoint as well.

I am PC based.

WP obviously, so a good word processor. I default to Microsoft Word.

I'm also a big fan of Scrivener.

Word

primarily use Word (as well as PowerPoint and Excel), no fancy software aside from that

N/A

MS Office is a basic requirement, mostly Word and PowerPoint. Although there are alternative WP programs, compatibility with client systems means MS is just so much easier to work with, either PC or MAC

Open Office

Word

Microsoft Office - it's universal, everyone operates on this platform Endnote - it is indispensable. These two make up my core work package. There are mac and pc versions of each that work interchangeably.

MS Word (works on both platforms)



## Individual Responses

Word - I guess for obvious reasons, any word processing program is an absolute must for my job.

Endnote

Microsoft 365 is well worth the annual fee because new versions of software are free. The latest version of PPT, for example, is vastly improved and I saved money with the subscription rather than having to buy the new version - and I can install on laptop, PC, etc. Works on both MAC and PC.

Endnote - saves me so much time when formatting references. Works on MAC and PC.

MS Office -PC

PerfectIt3 I use it with Microsoft Word for Windows. It is editing software that goes above and beyond grammar/spell-check. It functions as a copy-editor and final check for all projects before I send them to the client.

Microsoft Word

I use Word 2003. Any version from 2000 up is perfectly usable - I regularly work with documents created by clients on the most recent Word versions, with no problem. There are no significant capabilities missing from earlier versions, plus there is no need to deal with ribbons, low-contrast layouts, etc., and it's easy to create custom buttons for my macros.

I work on a Mac exclusively... the software I use every day is Word for Mac (used to use Pages, but had some problems with outlines when exported to Word for clients). Nothing fancy.

Word

Excel

Endnote - so useful for compiling and managing references and has so many options for formatting in a bibliography. Couldn't live without it. I think it works on a mac, but I always use it on a PC.

## Individual Responses

AMA Manual of Style 10e--great reference (I work on PC)

MS Office -- it's the only one I can't live without. I use it every day for project I work on. Available for both Mac & PC.

Reference Manager because it simplifies importing references, citing references, and creating the reference list.

EndNote - absolutely essential, ties in with PubMed, automatically looks for PDFs if they are available for free. The cite-while-you-write add-in for MS Word is also an essential tool, especially when working on large reports or reviews.

MS WORD - 1st  
Work horse

Currently I find I use Google drive quite a lot, although I have office installed. Some software just seems to have too many options for word processing.

Endnote works great on a PC with Word 2010 and 2013. You have to look for an extension/add in for Firefox to automatically download citations from PubMed. Once you have this, it is easy peasy to use.

Sorry, no idea how/if Endnote works on Macs.

Libre office writer. It is compatible with Windows and I use it on my PC (I am not aware if this will work on Macs).

I really like Adobe Acrobat Reader DC because it's very easy to use, accessible for my proofreading projects. I own a PC; I'm afraid I don't know enough about Macs to comment.

SharePoint - mostly works on PC - essential for file sharing with editing team

## Individual Responses

I use MS Word every day. It is the one tool I consider essential to my craft. I write the vast majority of my content in Word, as do most of my clients; that facilitates editing and commenting on each other's drafts. I use a PC, but there's usually no problem working with Word documents created on a Mac.

Microsoft Office suite including Word, Excel, and PowerPoint. I use the software on PC. Nearly all of my project deliverables are in the form of an MS Word file. I use Excel to track project details and PowerPoint to create info graphics and prepare slide presentations.

Microsoft Word

EndNote

There are certain topics that I work on a lot. EndNote makes it a lot easier to produce deliverables with different referencing formats for different clients while maintaining one archive of sources. Well worth the investment for the time I save.

There are both Mac and PC versions.

Microsoft office

Microsoft office

I think Endnote is pretty useful for reference management, especially when revising an article and having to delete reference numbers in the text as Endnote updates the numbers automatically, which saves a lot of time and stress.

MS Office

MS Word because that is the only software I use to write.

## Individual Responses

For general writing I find an online Thesaurus very useful. I intend to get the AMA style guide.

As a medical editor, I find Inductel's Medical Spellchecker essential because I work primarily in Microsoft Word, with occasional forays into PowerPoint, and their spellcheck functions are thoroughly discombobulated by medical terms. Inductel works with both programs and has an extensive medical dictionary. I use a Mac but it's available for PCs as well.

Dragon Naturally Speaking dictation software. Helps me save significant amounts of time. I think it is available for both Mac and PC systems.

Express Scribe - PC

Microsoft Office!

Software: R

Works on: both Mac and PC

Why I like it:

This free program produces excellent graphics and statistical analysis.

Word processor - MS word - both Mac and PC

Adobe CC. Cloud storage, Mac and PC functionality.

Microsoft Word & Both.

Dropbox

Dragon Naturally Speaking on a computer that lets it type as fast as I speak increases my efficiency. I use it on a PC and have no experience with it on a Mac.

## Individual Responses

Microsoft Office

MS Word

I work on a Mac (desktop and laptop) but many clients have PCs.

Adobe professional PC

EndNote-- absolutely essential for managing a list of references in a document. I believe that AMWA members receive a discount.

The program does work on Mac and PC  
<http://endnote.com/product-details/compatibility>

MS Word. Work on both Mac and PC. I use PC.

Datavision

Microsoft Word.

I use the subscription service, Office 365 for PC. The Personal version has been sufficient for my needs as a solo freelancer. Although it comes with cloud storage, I save my documents locally, so it works the same as an installed version of Word except that it includes updates to new versions.

Endnote - reference manager that works on Mac and PC

Word processing of course and due to work am limited to Microsoft Word. I miss Word Perfect (old school).

PC version of Word similar to Mac for the most part.

## Individual Responses

I have used Microsoft Office: Word, PowerPoint, and Excel during my academic career. I continue to use these programs as I transition to Medical Writing.

I like Office mainly because I know it pretty well, having used it since the early 90s.

I use a PC, but it's compatible with Macs.

I tried to upgrade to Office 365, but so far it doesn't seem to be compatible with Windows 10. At least, after installation, I haven't been able to find it! Working on it...

Nothing special, but good data backup on Google or MedMD and so on are helpful

I've only used Word

Word for PC. Mac version of Word not as good.

I don't use anything more sophisticated than Word and Adobe. I am probably missing out on some useful software.

I haven't had to use these programs yet, but SAS, MS SQL Server and R will come in handy. They work on PC, as far as I know. These software packages are for analyzing data and producing statistical output.

AMWA. It works both on PC and Mac. I am new to this and would like to pursue a career as medical writer. I use Endnote for writing manuscripts. Hope this answers the question.

EndNote is essential when I am writing for clients that don't have a platform that includes a reference managing system put in. It is important in keeping track and organizing the literature sources I use.

## Individual Responses

Word

Word 2016

Microsoft Office. On both my Mac and PC. Need Outlook to organize email. Need Word to work. Excel helps with figures. Need PowerPoint to work.

Kana Reminder - Incredibly easy-to-use reminder software. Can set up reminders for future events days, weeks, months in advance. Can specify when to receive the first reminder and how frequently thereafter. Has saved me from missing more appointments and deadlines that I can begin to count. For people who are into cloud computing, the saved reminders can't be saved to the cloud, although I haven't checked on any bells and whistles that might have been added to the basic (free) version that I continue to use. I've used it only on PCs. Don't know whether a version for Mac exists.

Word 2010; I only use a PC.

MS Word--on PC.

I work on Mac and Word is my indispensable piece of software. It's not always intuitive, but for my needs - which include rough layout and design - it can be made to do the job. Of course, I also use other elements of the Microsoft Office suite.

Endnote bibliography software. The ability to organize and subdivide the databases make it so easy to create customized libraries to share. Works on both Mac and PC.

.Microsoft Word

Microsoft Office - I couldn't be a medical writer without this package.

Word

## Individual Responses

Microsoft word, Mac Pages and Adobe Photoshop

EndNote! I mostly do editing for academics. EndNote is just essential for references. I find so many errors when someone tries to enter them manually.

Adobe Acrobat Pro is great for commenting and making screen shots of anything you'd like to share with someone else. It's available for both mac and pc and is incredibly expensive but the expense is tax-deductible if you're a freelancer!

Microsoft office/Mac

MS Office

Microsoft Office

Words on both Macs and PCs

MS Word. Couldn't work without it. Don't like it, but it's industry standard. Have tried most of the copies, starting with OpenOffice, but all seem to lack compatibility in important areas like tracked changes. Mac & PC

Microsoft office (PC and Mac)

Word on PC

MS Office suite

PubMed and Google  
No specific software

Microsoft word



## Individual Responses

Microsoft word for Mac

ReadCube - allows me to comment and store my references simply and links through to PubMed. Only use it on a PC, not sure if it works on a Mac

MS Word, weirdly enough. If you know how to program autocorrect and if you use replace all almost as though it's a program, you can do quite a lot. I often write slide kits on Word first, because editing is so much easier.

Endnote. Helps in referencing. Works on Microsoft word

This may not be relevant, but I use coschedule.com, which syncs with Word press, to automate the social media scheduling of my blog posts. You can set them and forget them and get more mileage from each post.

Libre Office on PC (not sure about Mac)

Word  
Mostly, it just works.  
It is the standard across platforms.

Microsoft Word

Microsoft Office for the Mac. Been using it for over 35 yr

Word

MSWord for Mac -- I can't imagine trying to use another word processing software program.

EndNote for reference formatting. It works on both PC and Mac, but I use the Mac version.

Microsoft office. I couldn't write anything without it.

## Individual Responses

Google Docs. MS Word is standard and useful, but I do collaborative work, and Google Docs makes it very easy.

Word for PC. All my writing is done in Word. While the changes from version to version can be annoying, mostly it has improved over the years.

Microsoft Word. I use the Mac version, but of course it works on PC also. I don't necessarily like everything about it, but it does have many useful features for my work (more editing than writing) and it is the industry standard.

I would also be lost without high-speed internet.

MS Word

Office 2011 for Mac

I don't especially like it, but my clients use Office and this version is reasonably stable on my Mac Pro running OS X El Capitan.

I love my 11-inch Mac Air, which I connect to a large monitor and keyboard when I'm in my office. When I'm working elsewhere, I just use it as is.

Dropbox is an essential for me. I pay for extra storage space and use as a backup for active project files so I can access them while traveling. I also use for general backup in addition to a portable hard drive. And I like that I can use it to transfer large folders of files to clients, really useful when I have to transfer large numbers of annotated PDFs and PowerPoints with a lot of content, e.g., animation and those clients have a limit on the size of attachments they can receive by email. I like that I can put files there from my desktop then pick them up on my Surface Pro while traveling.

ProQuest's RefWorks with Write n Cite. I use it on a PC. Not sure if it's available for Macs. I like it for managing references and citations when writing papers.

## Individual Responses

MS Word. I create all my documents in Word. I use it because it is the gold standard for regulatory and publications documents. I like it because I know it - foibles and all. I can make it do what I want. Word is available for use on Mac and PC, of course, but I have no interest in Mac and in my working life, I have no need for Apple's closed environment.

Microsoft word. Works on both.

Microsoft Office (Word, Excel, PowerPoint) in order to write documents, analyze data, and create slide kits.

Microsoft office

Q2. Any other useful pieces of software (or software as service) that you find helpful or essential as a medical writer? Please describe why you like them. Do they work on Mac or PC or both? (89 responses)

## Answers

Scapple

Scrivener's twin mind mapping software. I need my ideas and thoughts in visuals that I can build on as the project progresses. Scapple serves me as road map through the unknown terrain of a new project.

Easy to use and customize can be imported to scrivener too.

Skype with Call Recorder for Mac is indispensable--has saved me a fortune in phone bills and has only corrupted one audio file in 8 years. Also RSI Guard for Mac is helpful; forces you to take breaks. f.lux for Mac dims blue tones on screen at night for melatonin preservation. And Pomodoro Pro app for Android is an excellent motivator.

Statistical Package for the social Sciences (SPSS). My company does a lot of survey work, and SPSS allows us to quickly calculate frequencies, etc.

Currently trying Function Fox for time management and generating invoices. Might be more than I need, but free technical support.

Adobe Acrobat, although I have not upgraded to DC

WatchMe allows you to track time spent on multiple jobs at once.

Write again for contact, manuscript tracking, even billing.

adobe

## Individual Responses

N/A

AcroBat Professional is an essential for document portability, referencing, artwork corrections and searchability. I rent it to stay constantly updated. A yearly worldwide subscription to Skype is good; means not getting big phone bills talking to clients and colleagues on other continents, also allows screen-sharing and other webconferencing advantages with little, if any additional cost. Also means being able to talk to others 'hands-free' while continuing to work on screen. If not using a laptop, a mike and speakers will need adding to your desktop PC for this.

Carbonite for automatic backup. Peace of mind.

Excel and Power Point

Skype, Acrobat, QuickTime, Firefox, WebEx

MS PowerPoint (works on both platforms)  
Both Word and PPT are industry standard packages

Adobe is pretty essential to me too, just because of having to constantly access PDF journal articles.

SmartDraw  
Adobe Acrobat

The TurboScan phone app is the best scanner I have ever used. Can create multipage scanned attachments in seconds. Very useful for travel/conference coverage/receipts or scanning handwritten notes or whiteboard notes, etc.

Microsoft WORD. Most ubiquitous software for writing and sharing documents.

Adobe Pro for annotations - PC

## Individual Responses

Dropbox, cloud storage. It allows me to access my files from any computer or device. Also useful for quickly sharing files with clients.

PDF Password Remover for the large number of documents that don't allow copy to clipboard and other important functions. Ashampoo Snap 8 for copying charts and illustrations from any document. Dragon Naturally Speaking. It's come a long way, and I'm constantly surprised at its ability to deal with complex medical terms that I have difficulty in pronouncing (I don't use the Medical version of Dragon, just the regular one). A good microphone is the key to consistent performance. Irfanview, a superb free "Swiss Army Knife" image editor for general image handling, resizing, etc. I love its single-key shortcuts. This little program will handle most jobs, leaving Adobe Photoshop for only the more demanding tasks.

I use BOX ([app.box.com](http://app.box.com)) for uploading and transferring references to clients after highlighting. It's very simple and clients can access references using a link exclusive to each upload without having to sign in or register. BOX works for both Mac and PC.

Some other software that I use:

- XMind for mind-mapping
- Kashoo for accounting
- Toggl for time tracking
- Office for word processing
- Prezi for presentations

Endnote--I can use my literature library over and over again as I expand it

Dragon Naturally Speaking--great for dictation

Adobe Acrobat --great for working with pdfs (marking them up, converting to Word or jpg)

I work on a PC

## Individual Responses

I use QuickBooks accounting software for my business -- I can't say I like it, it's not exactly intuitive. I use it because it's used so universally, including by my CPA, so it makes most sense for me to have it. I've mastered how to enter the things I repeatedly need it for - and it's easy enough for my CPA to give me mini QB tutorials when I need them for more complex/new issues.

Adobe Acrobat

I have recently purchased a LiveScribe pen which I find very useful for covering expert meetings. It records voice and you can get a free app that converts your notes into typed text. In small meetings I find a) I can't type quite fast enough and b) It is too loud/rude to be typing in a small meeting. The LiveScribe Pen solves this problem. You can also go back and listen to what was being said exactly when you wrote your notes which saves a lot of time.

Adobe Acrobat Professional - Great for editing  
MS Power Point - For putting together presentations  
MS EXCEL - Create graphics

I like active inbox for dealing with email. It works with Gmail turning emails into actionable tasks. Since it is connected with Gmail it works with any computer.

I use MS Excel 2013 and 2010 to make graphs/charts for papers. I have not yet had to resort to Adobe Illustrator, but I hear it is pretty powerful. There are monthly subscriptions that are very reasonable for the cloud format.  
Again, no idea how this works on a Mac...

Printer, of course!

I absolutely love SnagIt; that's a lifesaver when I need to take screenshots of my work or invoices.

## Individual Responses

Dropbox - video file sharing GarageBand - audio file creation

I don't use EndNote often, but on those occasions when I do, it saves me several steps in referencing. Adobe is also essential, though I find the latest version more clunky than the previous versions. Since there are so many important documents (particularly journal articles), I can't imagine functioning without Adobe.

Endnote for reference citations.

Adobe Acrobat Standard for generating PDFs and marking up source PDF documents.

Tresorit for cloud file storage.

N/A

Spellex Medical Spellchecker for Mac. Stedman's doesn't work on Mac products. Spellex has been an excellent alternative.

Endnote, snagit, and Photoshop

EndNote

EndNote

Internet browser for research. Not sure I am understanding these questions with such obvious answers.

I have seen entries in the discussion mentioning editing software. I would be interested in those.



## Individual Responses

Toggl ([www.toggl.com](http://www.toggl.com)) for time tracking and Intuit Quickbooks<sup>1</sup> for invoicing. Both are inexpensive and help save significant amounts of time. They can also be accessed across multiple devices. I also use Google Apps for Business as my e-mail service provider and for file storage through Google Drive, which help me access my files from anywhere. It also helps that I don't have to worry about backing up my files.

Acrobat professional for editing/highlighting purposes

EndNote for managing references  
PDF writer for editing PDF documents  
Excel for manual calculations of summary tables  
MS Visio for preparing charts, scheme  
MS Project for Gantt chart / project planning  
MS Power point for presentations  
Babylon for thesaurus / dictionary  
All programs work on both PC and MAC

MS Office Suite.

Sigma Stat & Not certain.

Carbonite: excellent product, tech support and customer service

The rest of the MS Office Package (MS Outlook, MS Excel, PowerPoint); Drop Box; QuickBooks; TurboTax Internet browser for research. Not sure I am understanding these questions with such obvious answers.

Graph Pad Prism 6, PC

MS excel. Good number cruncher and organizer. On both MAC and PC.

## Individual Responses

Adobe Pro. Must have for ensuring document sharing across many platforms + good commenting tools.

n/a

I haven't encountered others as of yet.

Microsoft office is the main software package I use. I believe it is has user friendly software. For PPT, I wish it had a few more professional looking options for backgrounds and patterns. Excel is pretty good for spread sheets but I sometimes rely on other softer (GraphPad prism) when doing statistical analysis.

Reference manager

Adobe pdf; Excel; Olympus DS

Endnote and Adobe Acrobat Pro. Endnote helps with references for manuscripts (can get around and do manually but much more difficult). Acrobat Pro is critical for annotating references - can read without the Pro, but can't highlight without it.

PerfectIt 3 - PC only. Catches common errors (words spelt differently, capitalization, heading styles,...). Absolutely essential before sending off a piece.

Stylewriter 4 Pro. It does allow for different styles of writing but it's meant for more "ordinary" writing than professional papers. It is useful to get a quick overview of the worst sentences.

Excel  
PowerPoint  
Visio  
Prims

## Individual Responses

Adobe Acrobat is essential for converting PDFs to Word docs.

Endnote - great for referencing

Dropbox - great for ensuring backup of documents

Evernote - for capturing research (particularly internet research)

Toggl - for tracking time

Both

The "Track Changes" function in Word. I also do quite a bit with PDFs, so Acrobat Pro.

Endnote

PerfectIt3

EndNote for Bibliography works on both Macs and PCs and is very useful to work with a MS Word document.

Skype. Mac & PC as far as I know. Great way to save money on international calls. Most researchers and a lot of clinicians already use it, especially outside the US, which means free calls between Skype users. Can also use it to call phones (land line and mobile) for cheap rates. Not always the best quality, but have used successfully for podcasts.

Adobe InDesign (Mac/pc)

Adobe Acrobat (Mac/pc)

Excel, PowerPoint

Endnote or Reference Manager; GraphPad Prism

## Individual Responses

Zotero for reference management

Nope.

Nitro PDF, on PC (not sure about Mac)

Acrobat Pro

Any platform.

Although I don't edit PDFs, the ability to manipulate PDFs files is such a time saver -- rearranging pages, exporting to Microsoft office formats, etc. I use it multiple times per week.

Adobe Acrobat (full version); Microsoft PowerPoint and Excel

I only write for journals so Word is sufficient for me.

Livescribe smartpen is great at conferences where I'm taking notes and photos.

EndNote--if you're writing anything that needs referencing, this makes it much simpler. It works on both Mac & PC, and sharing libraries in the latest version is much easier.

Fanurio--it's a time tracking software product. I use it to reference past projects when I'm submitting estimates for future projects.

EndNote/RefMan and Prism

Natural Soft Natural Reader- I find the ability to listen to work incredibly useful in self editing, and it saves me so much time. I know it works on PC. There may be a Mac version as well.

## Individual Responses

Natural Soft Natural Reader- I find the ability to listen to work incredibly useful in self editing, and it saves me so much time. I know it works on PC. There may be a Mac version as well.

Firefox. Where would we be without the net? I began as a freelance medical writer making long trips to the medical library and long hours at the copy machine. I do all that from my desk now.

Express Scribe for transcribing. Easy to use, crucial for interview-based work.

PDF Converter Professional from Nuance. I use it for reading and annotating papers, as well as making PDFs. Well worth the \$80 investment, many times over.

Excel for keeping track of invoices and payments.

Document clean-up software for Word documents:

Consistency checker (limited version of PerfectIt for Mac), FREdit (compilation of clean-up macros from Paul Beverley).

Adobe Illustrator, Endnote, Adobe Acrobat,

EndNote (love/hate, mostly the latter) Firefox Still looking for a good time-tracking and billing app (all Mac)

Apple iPhone with AT&T, which lets me be online and on the phone simultaneously.

MS PowerPoint

MS Project

Cisco Jabber or MS Lync (for IM and video conferencing)

Please Review

MS Excel (least favorite)

I use these on a PC. I don't know if there are versions that work on a Mac.

## Individual Responses

Endnote for referencing. Works on both.

EndNote referencing software - great time saver while writing needs assessments, etc. Also formatting will always be correct - stress free.

Adobe Acrobat Pro for editing pdf docs.

Dropbox is useful for transferring large files.

If you dabble in editing images, Photoshop is also great if you know how to use it.

refman or Endnote