Learning Objectives

Participants will be able to:

• Describe three phases of utilizing notes.
• Understand advantages and disadvantages of dedicated recorders, smart pens, and note-taking software options.
• Identify at least three note-taking software applications.

Note-taking Difficulties

• Physically writing fast enough
• Writing legibly
• Identifying main ideas
• Multi-tasking
• Spelling
Activities

• Taking notes in lectures
• Personal notes
• Taking notes when reading

Stages

• Recording notes
• Organizing notes
• Reviewing notes

Low-tech solutions

• Instructor handouts
• Shared notes
• Organization
  • Separate notebooks for each class
  • Binder with pockets for handouts
Note-taking strategies

- Review material before class
- Don't write everything
- Use symbols, abbreviations
- Don't worry about spelling
- Listen for key words and other cues to important material
- Review notes after class

Cornell System

Digital Recorders

- Ease of recording
- Audio quality
- Battery life
Digital Recorders

- Differential features:
  - Folders for organizing notes
  - Ability to sync with computer
  - Variable speed playback
  - Ability to set bookmarks/index

Note-taking and Visual Impairment

- Olympus Digital Recorders with Voice Guidance
- Braille Notetakers

Digital Recorder Apps

- Voice recorder apps come packaged with iOS and Android devices
- Audio quality and features may not meet all needs
Digital Recorder Apps

- HT Professional Recorder (iOS, $14.99)

Digital Recorder Apps

- List Recorder (iOS; $0.99, $7.99 in-app upgrade for recordings longer than 10 seconds)
- Create list items by audio recording; assign due dates
- Designed for compatibility with VoiceOver

Note-taking Apps - Evernote

- Free for Android, iOS
- Syncs with cloud and desktop software
- Multimodal input
  - Type
  - Handwrite
  - Take photos
  - Record audio
- Organize notes in folders
- Set notes as reminders
- 60 MB/month limit for free version
Note-taking Apps – OneNote

• Free for Android, iOS
• Similar features to Evernote
• 15 GB free storage; Office 365 subscription required for more storage

Note-taking Apps – Notability

• iOS ($2.99)
• Take notes using handwriting or onscreen keyboard
• Add photos, write on top of images
• Audio recording syncs with handwriting or typing

Note-taking Apps – Super Notes

• iOS ($2.99)
• Typed notes
• Audio recording
• Photos
Livescribe Smartpen

- Audio recorder
- Syncs handwriting and audio using micro-dot paper

Livescribe Paper “Buttons”
Review
• Pen & notebook
• Headphones
• Upload to computer or tablet
  • Hear and see notes
  • Organize
  • Save/Archive

Misconceptions
• Smart pens do not translate audio recording into text
• Smart pens themselves do not translate written text into printed text

Indications
• Able to write a significant portion of notes
  • Able to grasp pen (large diameter)
  • Read own handwriting
  • Multi-task
  • Able to manage pen & multiple notebooks
Strategies
• Brief notes, outline, abbreviations
• Drawings
• Reduce concern with spelling
• Review and fill in details

Models
• Echo
  • Syncs via USB with desktop
• Sky
  • Syncs via WiFi with Evernote
• Livescribe 3
  • Syncs via Bluetooth with Android or iOS app

Livescribe+ App
• Review notes on tablet or smartphone
• Handwriting recognition
Typing

- Laptop
- Tablet with Bluetooth keyboard
- Dedicated word processor
  - Alphasmart

Desktop Software

- Evernote
- OneNote

Audio Notetaker

- Record and visualize audio
- Annotate
Audio Notetaker

• Import PowerPoint slides

Taking Notes While Reading

• Read & Write, Kurzweil highlighter features
  • Highlight text
  • Collect highlights in a separate document

Thank You

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