



**TheyMayNotKnow**  
FREE WEBINAR SERIES

*Apps to Take Notes On-the-Go*

2/22/22 with Joan Green


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## My unique lens/ Perspective




- Speech-language pathologist
- Assistive Technology Specialist
- Online Tech Coach
- Eldercare provider & mother of 4 young adults
- Focus on solutions
- Promote a happy, balanced, meaningful life


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## Joan L. Green





<https://www.innovativespeech.com>



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## Handout

QR code- Hold up smartphone camera toward the design- tap the URL (bit.ly..) to go to the folder - 2 PDFs of this presentation- 6 slides per page and one slide per page



[\(https://www.qrcode-monkey.com/\)](https://www.qrcode-monkey.com/)  
<https://bit.ly/TMNKNotesDownload>


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## Accessibility Check



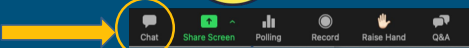
- ❖ You are muted 
- ❖ We can't see you 
- ❖ Close extra tabs and refresh if problems 
- ❖ Log out and in again as needed
- ❖ Live captioning enabled 
- ❖ Everyone will have access to on-demand recording- 1 week
- ❖ Explore view options


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## Participate

Let's help each other and connect!



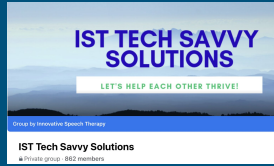




## IST Tech Savvy Solutions Facebook Group

Watching the replay?

Join our FB group and feel free to connect and be part of the community!



<https://www.facebook.com/groups/ISTTechSavvySolutions/>



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Free Webinar Series  
TheyMayNotKnow.com

*Dedicated to the memory of my wonderful brother Robert (Bob) Lipman*



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## Framework for Leveraging Benefits of Tech



Learn about what's possible ★  
Match user's needs to helpful features  
Set up the environment for success  
Try out tech tools and **adapt** as needed



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## All Access Pass

- TMNK webinar recordings
- 2 Spotlight Sessions
- \$25.00
- Until 2/28/22

\$25 one time fee at  
<https://learn.innovativespeech.com/bundles/webinar-recordings>

- Captions and subtitles
- SmartPens- liverscribe
- Digital Books
- Live transcription- otter.ai
- Mote



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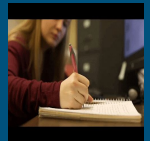
## Why do we take notes?



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## We take notes to...

- Record information to refer to or study from later
- Help process the material
- Stay engaged and focus
- Remember to do things and meet deadlines
- Share information with others



via [Roanoke College](#) on [GIPHY](#)



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## We take notes for different reasons..

- **At work**- track deadlines, think quickly and document interactions.
- **In the classroom**- study new material, engage our brain, reliably capture information.
- **Personal**- to free our brain from holding/ recalling info- reduces stress. "Think on paper."
- **Everywhere**- capture ideas when "on the go."



## Different note-taking methods...

- **Cornell notes**- Helps with studying. Divide the page into three areas. Helps with studying. Question, answers, summary
- **Outlining**- Heading and bullet points
- **Mind Mapping**- main topic at center and subtopics branch off. Summarizes relationships. Non-linear.



But, it's not so easy or efficient for everyone..



!?

"I'll remember...don't need to write it down"

"How is that working for you?"

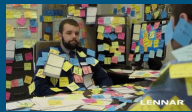


Where did I write that down?



## Challenges

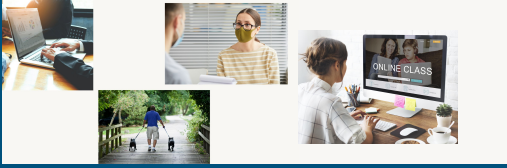
- Taking notes may reduce learning and participation
- Notes may get lost or be illegible
- There may be no effective strategy for acting on the notes
- The content isn't helpful for learning or achieving follow up tasks



Let's explore strategies, apps and options for taking notes



## What- What is your intention for the note?



## Full transcript vs one or two facts?

- Taking a college course
- You are the recording secretary
- Team project
- Getting results from a doctor
- You've been given slides/ handout/ agenda



## Where- Where will the note be when you need it?



## Consistent location to store the notes



## Anticipate how you will search for and take action on the note



## What features do you need for efficient and effective note taking?



## How do you want to record the information?



### Handwritten notes

Paper- SmartPen - Touchscreen/ tablet



Type on keyboard- with traditional typing or speech input



## Will visuals help?



Video recording



Take a photo



Screenshot/ screen capture



## Would an audio recording help?



Audio recording



### iOS- Voice Memos

Free, send files using Airdrop, text, email, save to iCloud, Google Drive and Dropbox, add to Notes and more..



Android- Voice Recorder



## Would transcription help?

See and save what is said aloud

- Some are live- can add images and highlight as listening
- Others offer delayed transcripts



## What's available, efficient and helpful?

Outline/ Handout  
A full transcript (text)  
A complete audio recording  
A video recording  
A copy of someone else's notes  
A few key concepts/ notations



How will we handle our time- be efficient and productive



Or, maybe your action items are all you need!



To do/ task list



Calendar



Reminder/ Alarm



A mind map centered on "Taking Notes" with six branches: What, Where, How, After, During, and Before. Each branch has associated questions or instructions.

- What:** What do you need to record or learn?
- Where:** Where are you when you want to take notes? Will they be easy to find when needed?
- How:** Do you prefer to write or type? Will capturing images or audio help? Other features?
- After:** What is the plan for reviewing and acting on the notes?
- During:** Minimize distractions and think about content - symbols, drawings, rephrase
- Before:** Can you preview the material to get an overview to set your intention?

**Innovative SPEECH THERAPY** 31

- Think outside the box to leverage the benefit of tech
- Person-centered approach
- Start with what you already have and use
- Know your options- different tools for different situations

**Innovative SPEECH THERAPY** 32

1. Set your expectations- preview materials, create ?s
2. Make the most of the interaction
3. Review the content and act on it- keywords, diagrams, study guide, to-do list

**Innovative SPEECH THERAPY** 33

### Cloud- based organizational systems

Robust mainstream platforms for creating, sharing, storing and retrieving content

- <https://Drive.google.com>
- <https://onedrive.live.com/>
- <https://www.dropbox.com/>
- <https://www.apple.com/icloud/>

**Innovative SPEECH THERAPY** 34

### Google Docs and Microsoft Word

- Use the apps on mobile devices and log in to your Google or Microsoft account
- Use the outline tool to assist with organization
- Can insert images, videos, URLs and more
- Wide range of templates
- Easy to share and collaborate
- Works well in Google or Microsoft Ecosystems - Google Drive, Microsoft One Drive

**Innovative SPEECH THERAPY** 35

### Google Docs- docs.google.com

iOS and Android mobile app

A screenshot of the Google Docs web interface showing the 'Outline' feature. The text in the document reads: "Outline feature: The outline feature is helpful for long documents. Dictation: The voice typing feature in the toolbar is helpful for speech to text. Google Drive: To stay organized, it may help to find access notes in Google Drive. It can be used offline and will sync when online."

**Innovative SPEECH THERAPY** 36

## Google Docs- Templates docs.google.com

Customize as needed and save

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## Google Drive

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## Joan's Google Toolkit Course

Explore the latest features of some primary Google Tools to **EMPOWER** individuals to **OVERCOME BARRIERS** to *reading, writing, memory, cognition, communication, and productivity!*

Highlighted Tools...

<https://innovativespeech.com/your-google-toolkit/>

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## Microsoft Word

**Microsoft 365**

**Learn to Leverage the Benefits of Technology**

It would be my pleasure to share with you my insights and experiences as I help you implement solutions to improve your use of technology. I've learned a lot about how many come to a speech therapist and struggle with understanding and use of a variety of helpful devices, features, and tools. While the equipment itself is designed to be as user-friendly as possible, the "how" of using it and the way that it is used often is not always obvious. I've learned that the most important thing is to take the time to learn how to use the technology in a way that works for you. I've also learned that the most important thing is to take the time to learn how to use the technology in a way that works for you. I've also learned that the most important thing is to take the time to learn how to use the technology in a way that works for you.

**Getting Started**

Learn how to use Microsoft Word and click on the "Learn More" link to see all the details.

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## Microsoft Word for Web- Record then transcribe audio

- Visit the recording that is time stamped with the audio and edit as needed.
- Need to be using an online version of Word.

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## Microsoft OneDrive

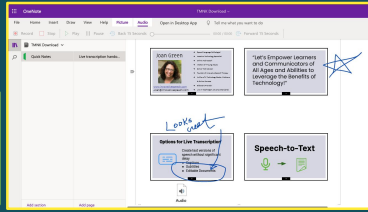
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## Microsoft OneNote- annotate PDFs and record audio



### Start drawing with digital pen

You can start drawing immediately using your digital pen on a touchscreen device. Tip: Use Draw > Draw with Touch to draw with your finger and mouse. If turned off, moving your finger across a touchscreen will scroll content instead of drawing.

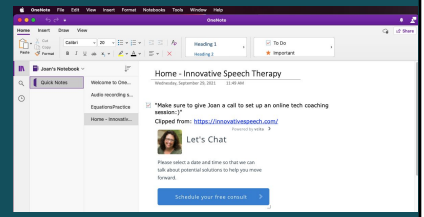


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## Microsoft OneNote



- To Do
- Important
- Question
- Remember for later
- Definition
- Used in this Notebook



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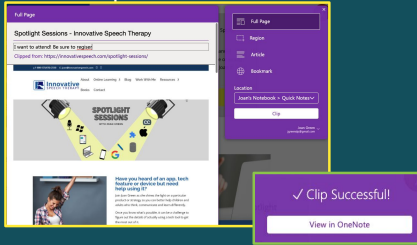
## Microsoft OneNote- Clip items from the web



### Save anything on the web to OneNote in one click

Add the OneNote Web Clipper to your web browser to save pages, articles, and organize anything from the web.

Get OneNote Web Clipper for Chrome



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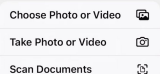
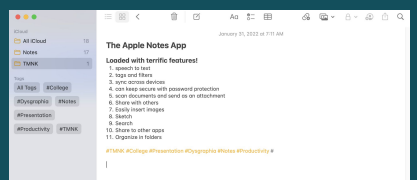
## Apple Notes

- Syncs Notes on phone, iPad and Mac via iCloud
- Capture a quick thought- type or use microphone
- Create checklists
- Sketch new ideas
- The first line of the note is the title
- Draw pictures
- Use tags and smart folders to stay organized and filter across folders



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## Apple Notes



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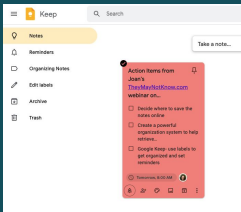
## Apple Notes

- Access from device control center
- "Hey, Siri- Start a new note"
- Scan and sign documents
- Add attachments- videos, web links, photos or documents you scan
- Pin important ones to the top
- Create folders to stay organized
- Amazing search feature
- Keep safe with password protection




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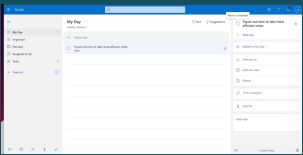
## To do lists - task manager- [keep.google.com](https://keep.google.com)




- Use color
- Reminders
- Share lists
- Searchable

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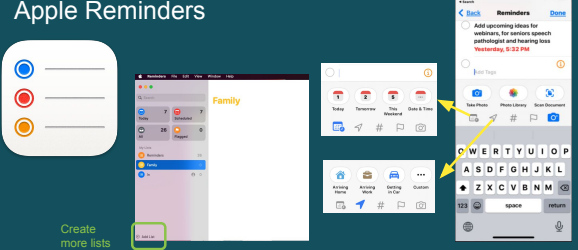
## To do lists - task manager- <https://todo.microsoft.com/>




- Prioritize tasks for the day
- Reminders
- Share lists
- Integrates with other Microsoft apps

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## Apple Reminders



Create more lists

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## Smart Assistants can help...


(Need to enable the hands free option)

"Hey, Siri- remind me to call Mom and Dad at 7:15 PM tonight" (reminders app)


"Alexa, take a note" - (lists for 10 sec)- (go on alexa app under lists and notes to find)


- My Notebook note taking skills - send notes to OneNote and Evernote


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## Smart Assistants can help...




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## Google Slides and Microsoft Powerpoint- Use multimedia to take and organize notes



- Use color
- Insert images and videos
- Collaborate
- Smaller chunks
- Easy to reorganize
- Use Mote Chrome extension to add speech to audio

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# Specialized Tech Tools for Taking Notes....



## Digital Pens- Smart Pens



Use smart pens to:

- Write on special paper or on a special tablet
- Streamline digital storage
- Sync audio to the drawing and words written
- Send highlighted text to digital docs
- Write on top of PDFs
- Convert handwriting into text



## Digital Pens: An Introduction

August 2021  
TheyMayNotKnow.com  
Free Webinar Series  
Joan Green, M.A. CCC-SLP



<https://learn.innovativespeech.com/bundles/webinar-recordings>

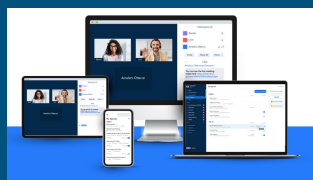


Livescribe Pens (Echo 2- available mid Feb. 2022)  
Neo Pen and Reco Recorder  
ScanMarker Air  
Remarkable 2 tablet  
Rocketbook  
Apple Pencil

<https://learn.innovativespeech.com/bundles/webinar-recordings>



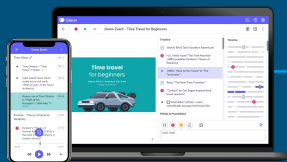
## Transcription with audio



- Edit along the way- real time annotation
- Search for keywords
- Share voice conversations
- Synchronized word highlighting during playback
- Audio input from built in mic, bluetooth and airpods.
- Insert web and movie recordings
- Add Images
- Great for students & workplace



## Glean- Audio blocks



- Pay attention while audio captured
- Mark up audio blocks
- Scaffolds the note taking
- Focus on capturing info you need later
- Add to notes as you review the content
- Does not currently transcribe the text



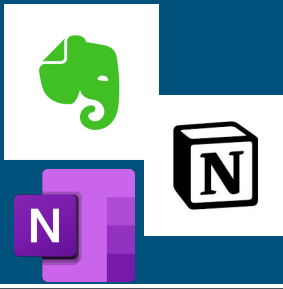


## Evernote and Notion

Robust set of features!

Create notes with text, drawings, images, audio, and captured web content.

Annotate PDFs

Compare to Microsoft OneNote

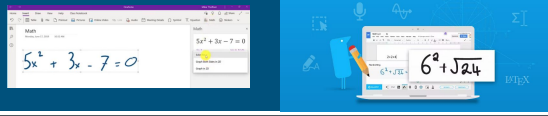






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## Help writing math equations

Microsoft One Note- 365- Math Tools- Class- [https://www.youtube.com/watch?v=24j\\_v2ol9seo](https://www.youtube.com/watch?v=24j_v2ol9seo)

Equatio by TextHelp- <https://www.texthelp.com/products/equatio/>

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## SPOTLIGHT SESSIONS WITH JOAN GREEN



Next Spotlight Session Workshop- Feb. 23, 2022 1:00-2:30 PM ET  
Digital Notes- A closer look Limited Enrollment \$49.95

<https://innovativespeech.com/spotlight-sessions/>

[joan@innovativespeech.com](mailto:joan@innovativespeech.com)





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## Watch Prior Webinars- TheyMayNotKnow.com

- ❖ Technology for Seniors
- ❖ Chrome Extensions
- ❖ Digital Pens
- ❖ Digital Books
- ❖ Captions and Subtitles
- ❖ Iphone Tips & Tricks
- ❖ Free Features, Apps and Websites
- ❖ Amazon Alexa
- ❖ Complex Communication Needs
- ❖ Organization and Productivity
- ❖ Aphasia
- ❖ Back to School

All Access Pass for 1 Month- \$25.00- limited time

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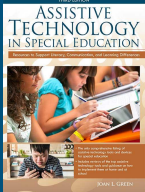





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## Assistive Technology Book, 3rd edition by Joan Green

Resources to support literacy, communication and learning differences

Available on Amazon and many other online bookstores

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## IST Tech Savvy Solutions Facebook Group



<https://www.facebook.com/groups/ISTTechSavvySolutions/>




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- New Online Courses, Spotlight Sessions & Webinars
- 1:1 Online Tech Coaching
- Customized Online Presentations

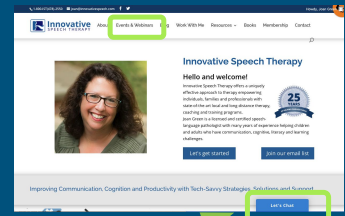
[Joan@innovativespeech.com](mailto:Joan@innovativespeech.com)  
[www.innovativespeech.com](http://www.innovativespeech.com)



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Let's Chat! [www.innovativespeech.com](http://www.innovativespeech.com)

I offer free 15 minute phone consultations to help you figure out your next steps...



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