



TheyMayNotKnow

FREE WEBINAR SERIES

Apps to Take Notes On-the-Go

2/22/22 with Joan Green



Innovative
SPEECH THERAPY

My unique lens/ Perspective

Speech-language pathologist

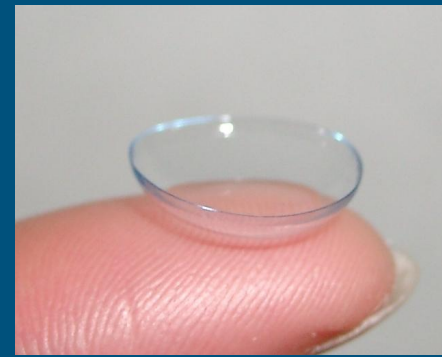
Assistive Technology Specialist

Online Tech Coach

Eldercare provider & mother of 4 young adults

Focus on solutions

Promote a happy, balanced, meaningful life



Joan L. Green



The screenshot shows the homepage of Innovative Speech Therapy. At the top is a navigation menu with links for "About", "Events & Webinars", "Blog", "Work With Me", "Resources", "Books", "Membership", and "Contact". Below the menu is a search icon. The main content area features a portrait of Joan Green on the left. To the right of the portrait is the heading "Innovative Speech Therapy" followed by "Hello and welcome!". Below this is a paragraph describing the therapy's approach and Joan Green's credentials. A "25 YEARS" anniversary badge is also present. At the bottom of the main content area are two buttons: "Let's get started" and "Join our email list". A footer banner contains the text "Improving Communication, Cognition and Productivity with Tech-Savvy Strategies, Solutions and Support" and a "Let's Chat" button on the right.

<https://www.innovativespeech.com>



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://bit.ly/TMNKNotesDownload>



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Accessibility Check

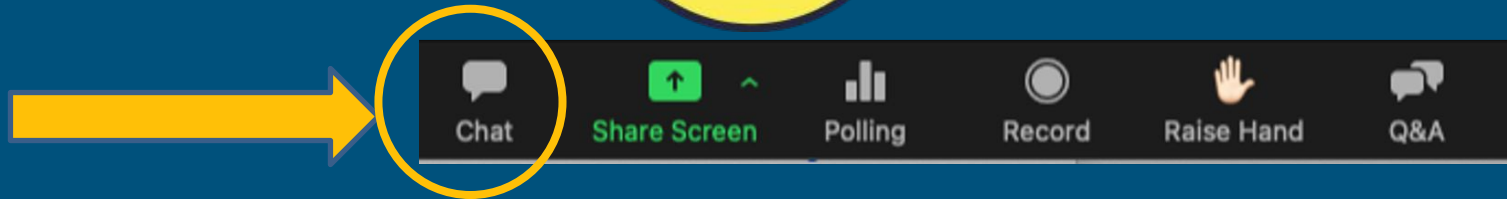


- ❖ You are muted 
- ❖ We can't see you 
- ❖ Close extra tabs and refresh if problems 
- ❖ Log out and in again as needed
- ❖ Live captioning enabled 
- ❖ Everyone will have access to on-demand recording- 1 week
- ❖ Explore view options



Participate

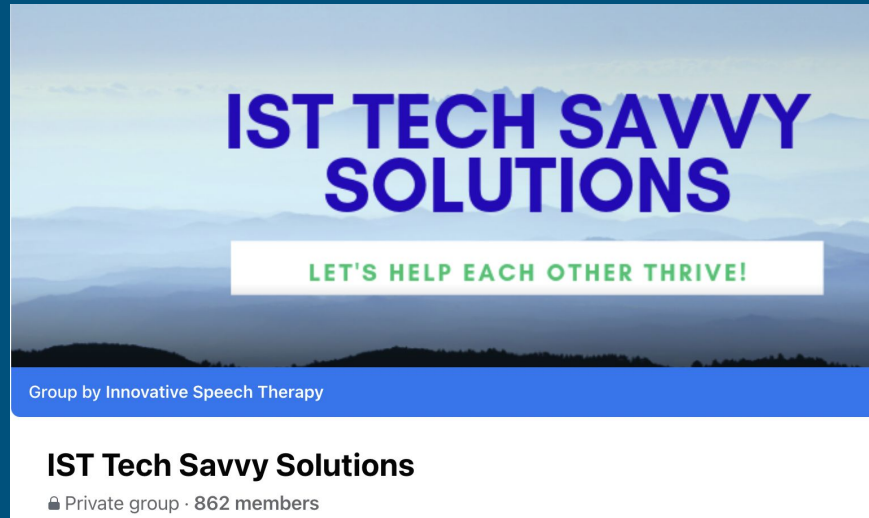
Let's help each other and connect!



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/>



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



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- livescribe
- Digital Books
- Live transcription- otter.ai
- Mote



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Why do we take notes?



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?”



A top-down view of a cluttered desk with various items including a keyboard, mouse, pen, and several sheets of paper. A white semi-transparent box is overlaid on the center of the image.

**Where did I write that
down?**



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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



via [Lennar](#) on [GIPHY](#)



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



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



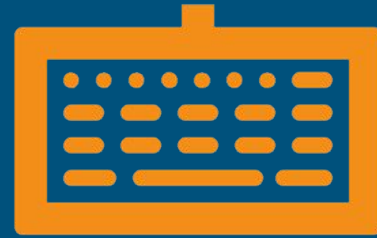
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How do you want to record the information?



Handwritten notes

Paper- SmartPen - Touchscreen/ tablet



Type on keyboard- with traditional typing or speech input



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Will visuals help?



Video
recording



Take a
photo



Screenshot/
screen capture



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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

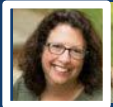


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Would transcription help?

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



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Or, maybe your action items are all you need!



To do/ task list

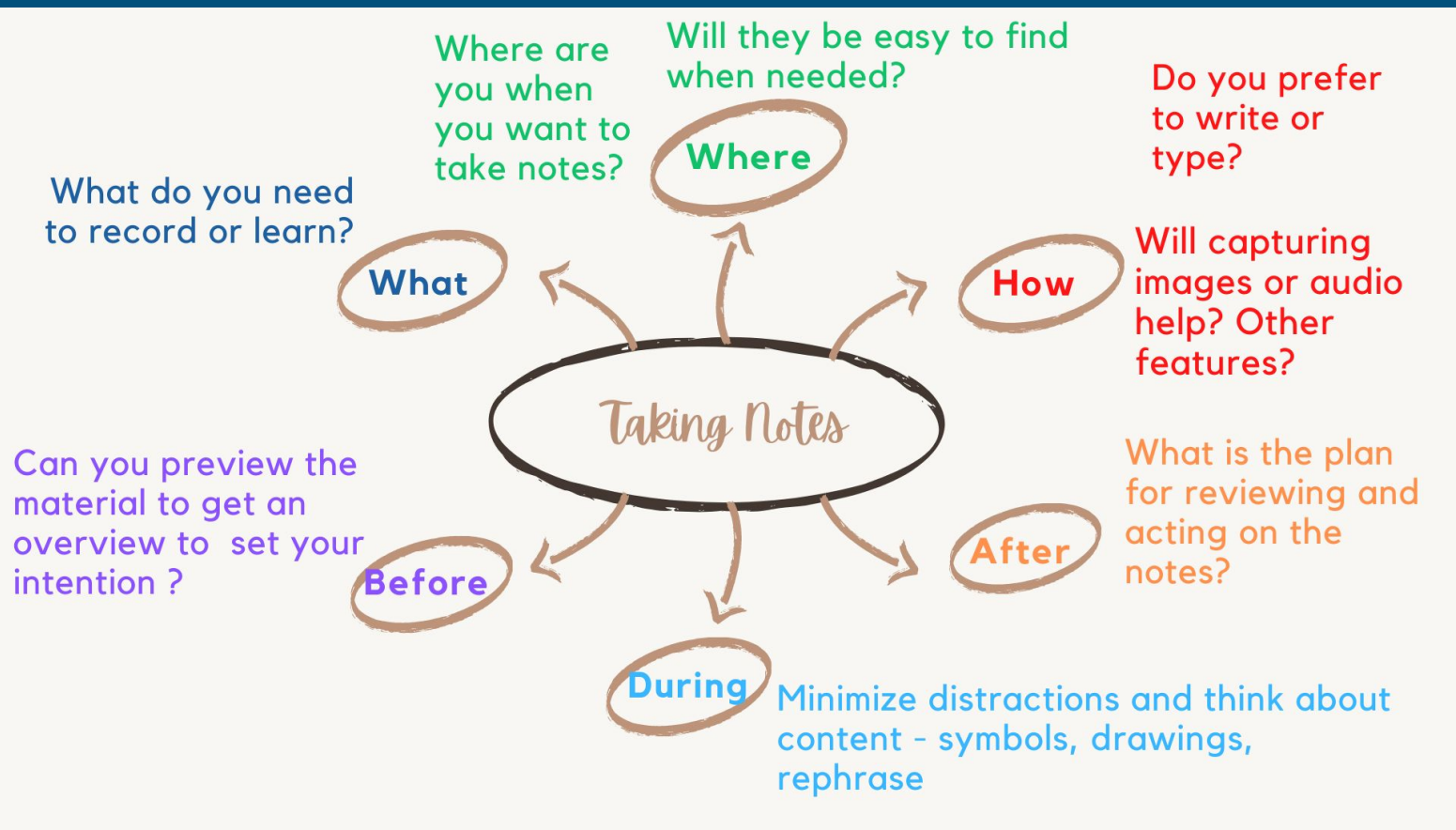


Calendar



Reminder/ Alarm







- 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



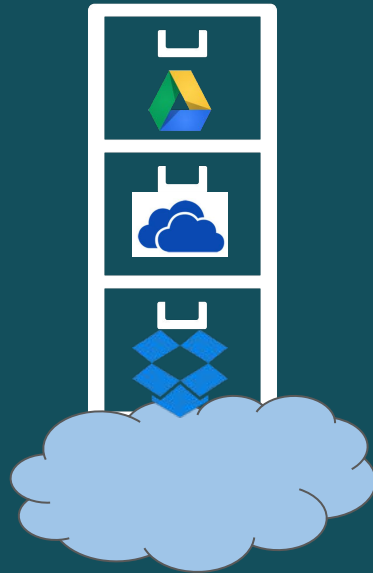


1. Set your expectations- preview materials, create ?s
2. Make the most of the interaction
3. Review the content and act on it- keywords, diagrams, study guide, to-do list



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/>



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Google Docs and Microsoft Word

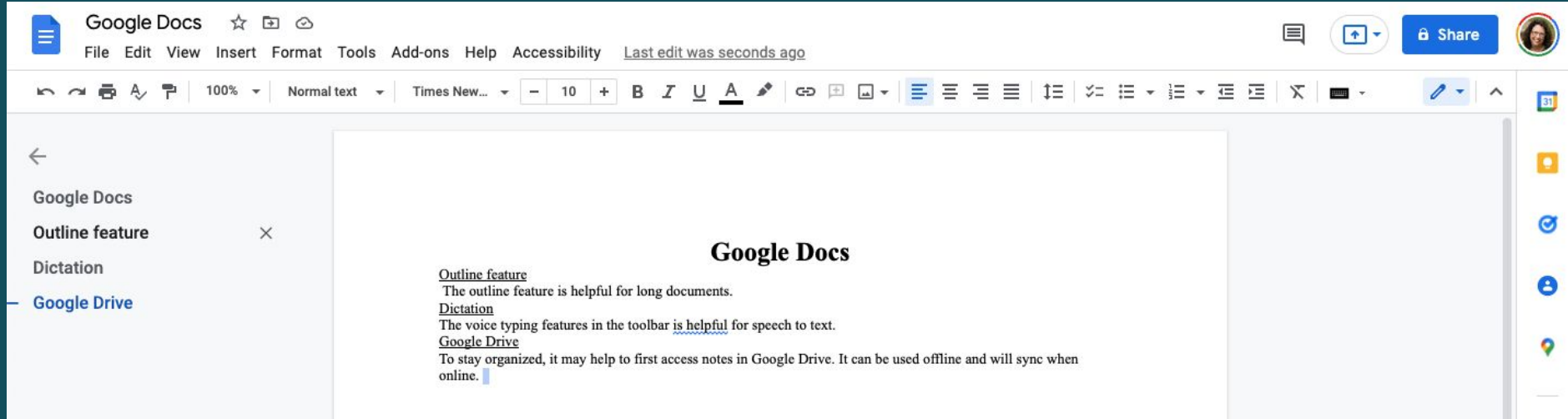


- Use the apps on mobile devices and log in to your Google or Microsoft account
- Use the outline tool to assist with organization
- Can insert images, videos, URLs and more
- Wide range of templates
- Easy to share and collaborate
- Works well in Google or Microsoft Ecosystems - Google Drive, Microsoft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



Google Docs- docs.google.com

iOS and Android mobile app



The screenshot displays the Google Docs web interface. At the top, the 'Google Docs' logo is visible, along with navigation icons for star, share, and refresh. The menu bar includes 'File', 'Edit', 'View', 'Insert', 'Format', 'Tools', 'Add-ons', 'Help', and 'Accessibility'. A status bar indicates 'Last edit was seconds ago'. The right side of the header features a 'Share' button and a user profile picture.

The main editing area contains the following text:

Google Docs

Outline feature
The outline feature is helpful for long documents.

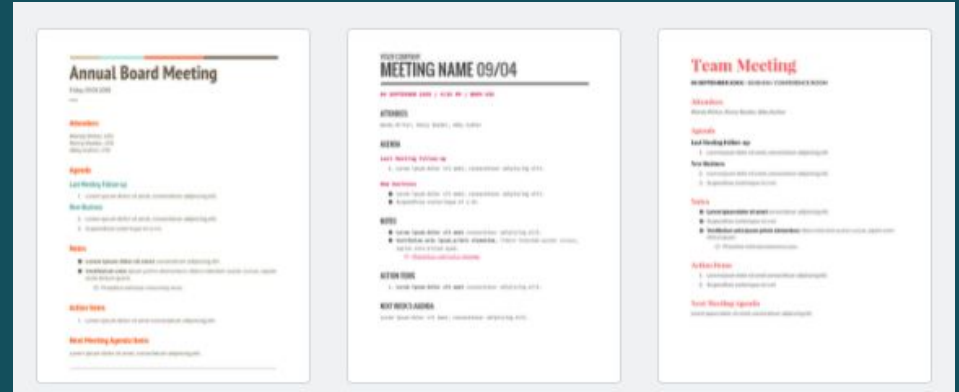
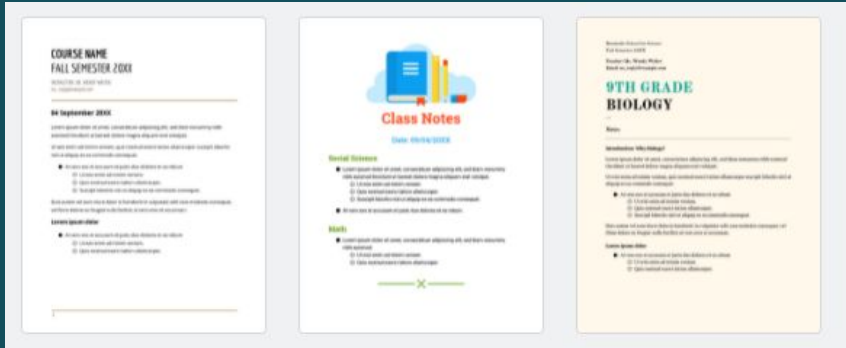
Dictation
The voice typing features in the toolbar is helpful for speech to text.

Google Drive
To stay organized, it may help to first access notes in Google Drive. It can be used offline and will sync when online.

The left sidebar shows navigation options: 'Google Docs', 'Outline feature', 'Dictation', and 'Google Drive'. The right sidebar contains various utility icons like calendar, mail, and location services.



Google Docs- Templates docs.google.com

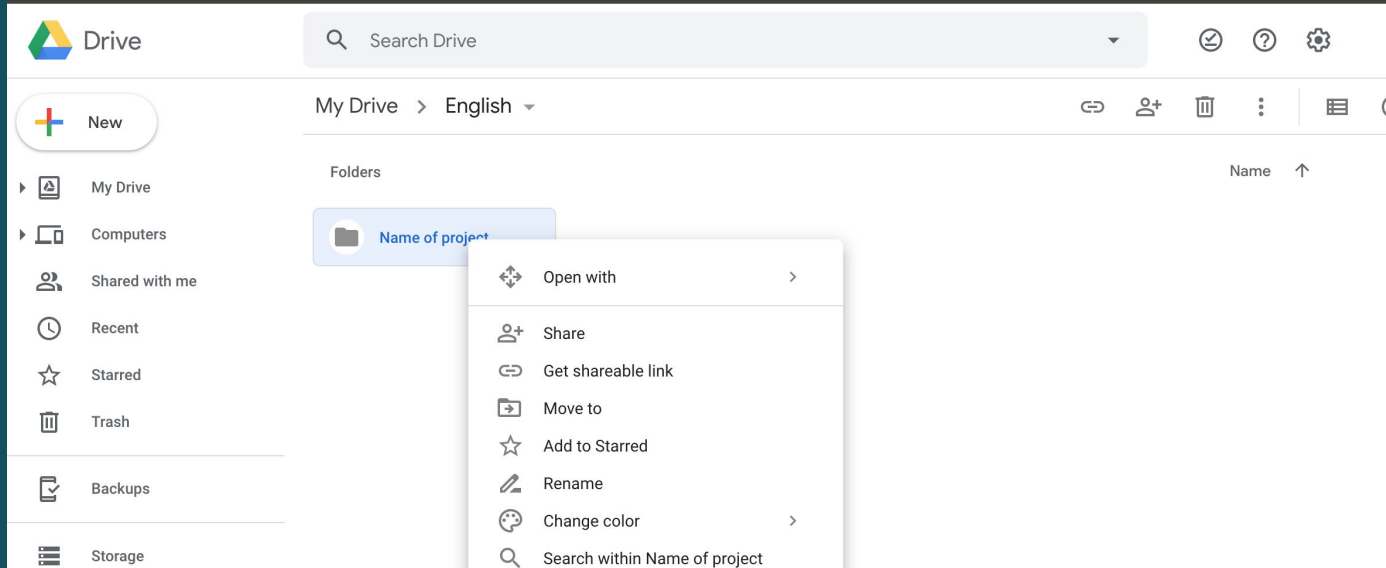


Customize as needed and save

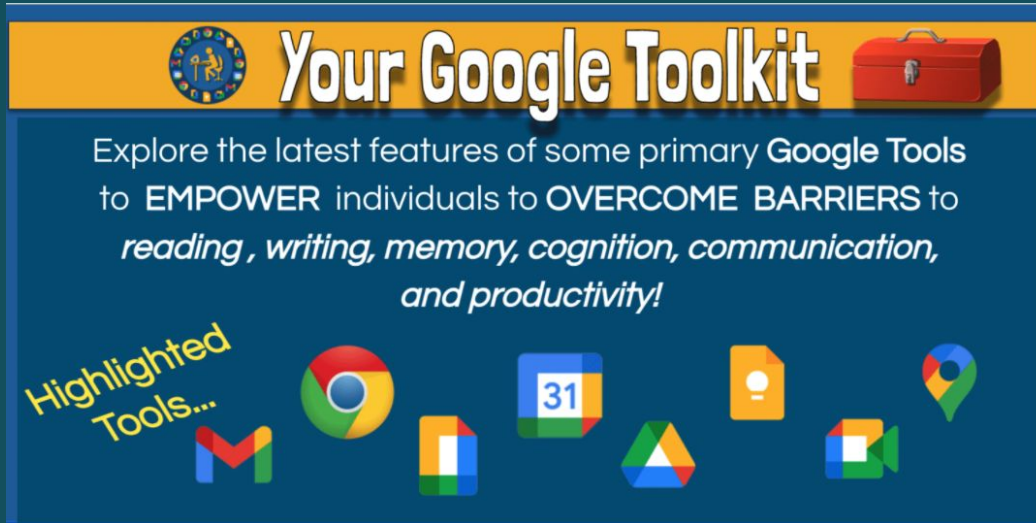



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Google Drive




Joan's Google Toolkit Course



Your Google Toolkit 

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...



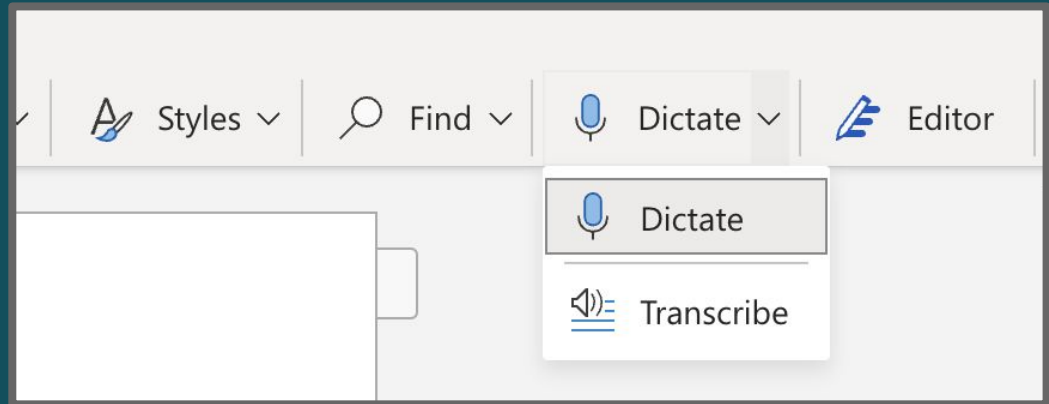
<https://innovativespeech.com/your-google-toolkit/>



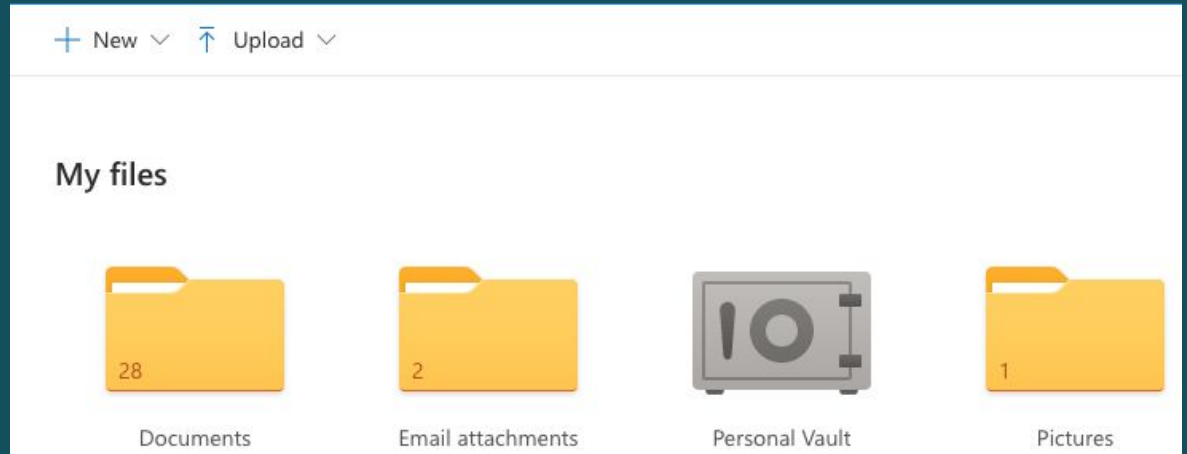
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Microsoft Word for Web- Record then transcribe audio

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



Microsoft OneDrive



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.

A screenshot of the Microsoft OneNote application interface. The top ribbon shows the 'Audio' tab selected, with recording controls (Record, Stop, Play, Pause, Back 15 Seconds, Forward 15 Seconds) and a timer at 00:00 / 00:00. The main content area displays a PDF document with several text boxes. The first box contains a profile for 'Joan Green' with a photo and a list of credentials. The second box contains the text 'Let's Empower Learners and Communicators of All Ages and Abilities to Leverage the Benefits of Technology!' with a blue star drawn next to it. The third box is titled 'Options for Live Transcription' and lists 'Captions', 'Subtitles', and 'Editable Documents', with a blue circle and arrow pointing to 'Editable Documents' and the handwritten text 'Looks great' above it. The fourth box is titled 'Speech-to-Text' and shows a microphone icon and a document icon. The bottom of the interface shows 'Add section' and 'Add page' buttons.



Microsoft OneNote



- To Do
- ★ Important
- ? Question
- A Remember for later
- A Definition

Used in this Notebook ▶

A screenshot of the Microsoft OneNote application interface. The window title is "OneNote". The menu bar includes "File", "Edit", "View", "Insert", "Format", "Notebooks", "Tools", "Window", and "Help". The ribbon shows "Home", "Insert", "Draw", and "View". The "Home" ribbon includes options for "Paste", "Cut", "Copy", "Format", font settings (Calibri, 20), bullet points, numbering, text color, and background color. There are also buttons for "Heading 1", "Heading 2", "To Do", and "Important". The left sidebar shows "Joan's Notebook" with a search icon and a "Quick Notes" section. The main content area displays a note titled "Home - Innovative Speech Therapy" dated "Wednesday, September 29, 2021 11:49 AM". The note contains a checked checkbox with the text "Make sure to give Joan a call to set up an online tech coaching session:)", followed by "Clipped from: <https://innovativespeech.com/>" and "Powered by vcita". Below this is a profile picture of a woman and the text "Let's Chat". A paragraph follows: "Please select a date and time so that we can talk about potential solutions to help you move forward." At the bottom is a blue button that says "Schedule your free consult" with a right-pointing arrow.

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 so you can save, annotate, and organize anything from the web.

[Get OneNote Web Clipper for Chrome](#)

The screenshot shows a web browser window with a purple OneNote Web Clipper overlay. The web page is titled "Spotlight Sessions - Innovative Speech Therapy" and contains the text "I want to attend! Be sure to register" and the URL "https://innovativespeech.com/spotlight-sessions/". The clipper menu is open, showing options like "Full Page", "Region", "Article", "Bookmark", and "Location". The "Location" dropdown is set to "Joan's Notebook > Quick Notes". A "Clip" button is visible at the bottom of the menu. The background of the clipper shows a preview of the web page content, including a "SPOTLIGHT SESSIONS WITH JOAN GREEN" banner and a section titled "Have you heard of an app, tech feature or device but need help using it?".

✓ Clip Successful!

[View in OneNote](#)

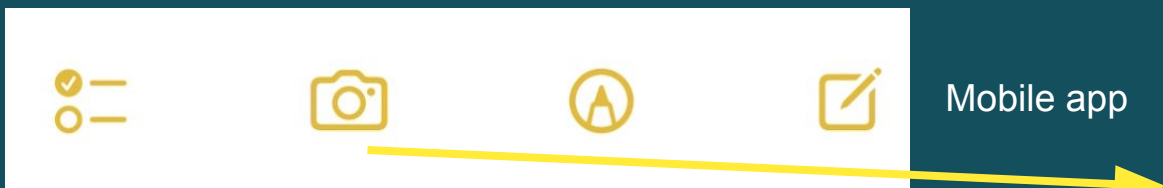
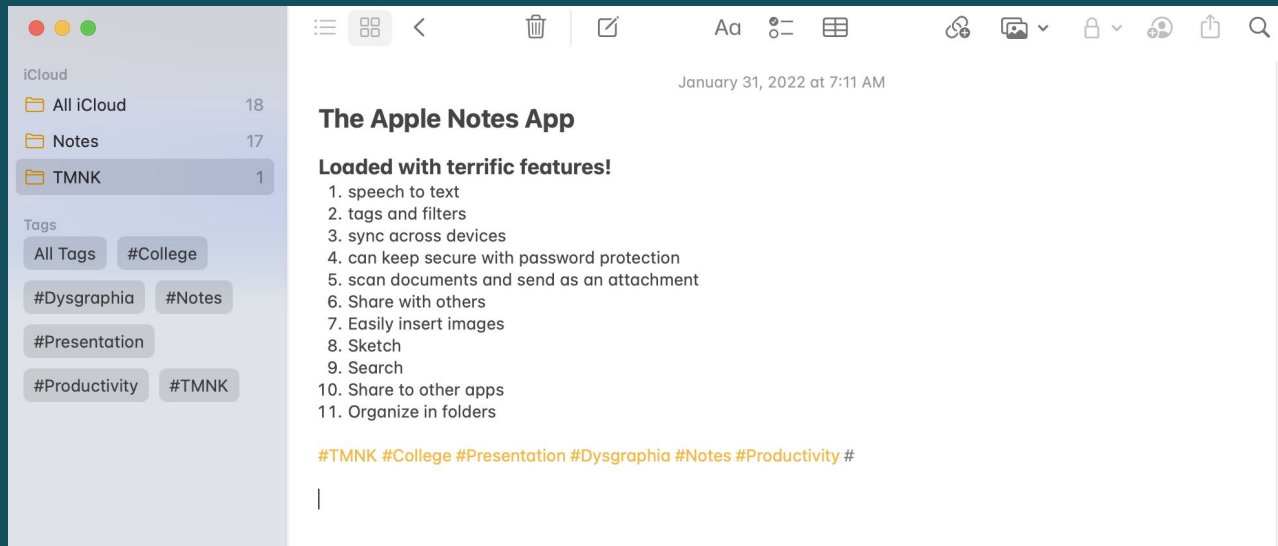


Apple Notes

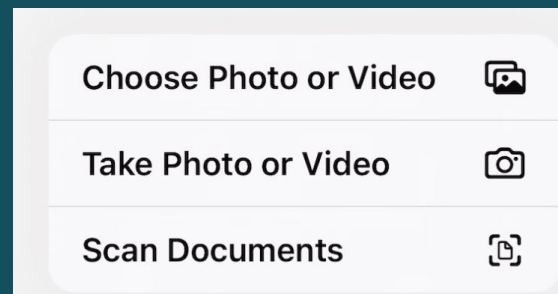
- Syncs Notes on phone, iPad and Mac via iCloud
- Capture a quick thought- type or use microphone
- Create checklists
- Sketch new ideas
- The first line of the note is the title
- Draw pictures
- Use tags and smart folders to stay organized and filter across folders



Apple Notes



Mobile app

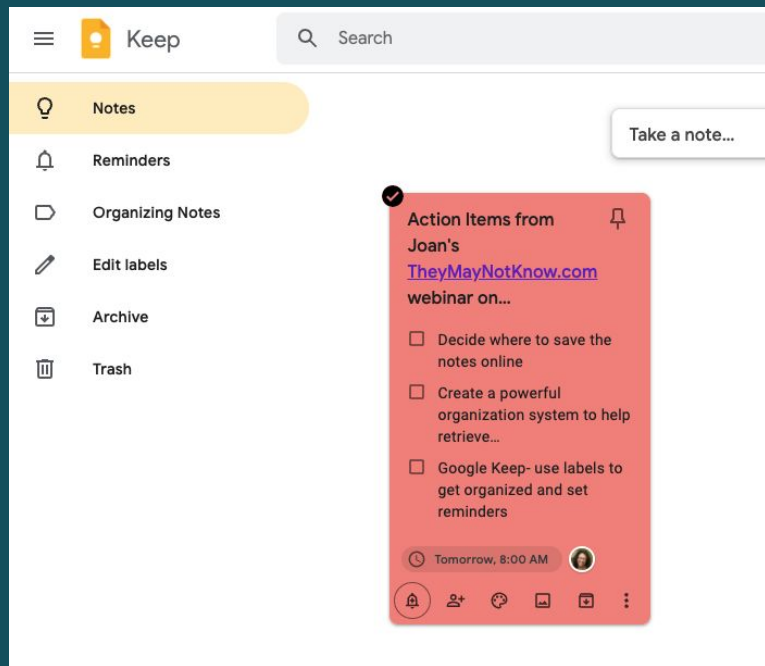


Apple Notes

- 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



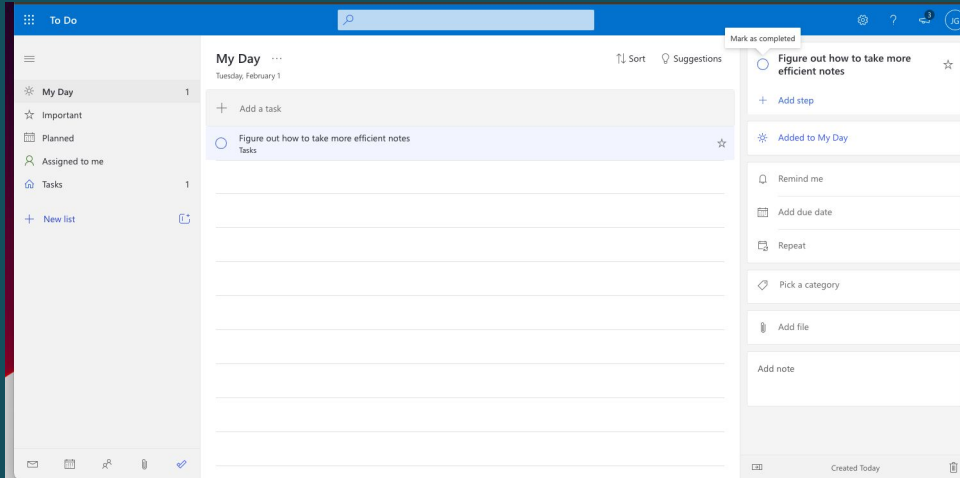
To do lists - task manager- keep.google.com



- Use color
- Reminders
- Share lists
- Searchable



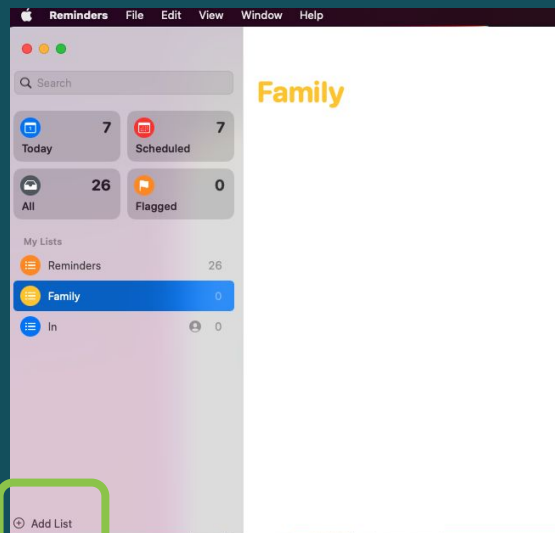
To do lists - task manager- <https://todo.microsoft.com/>



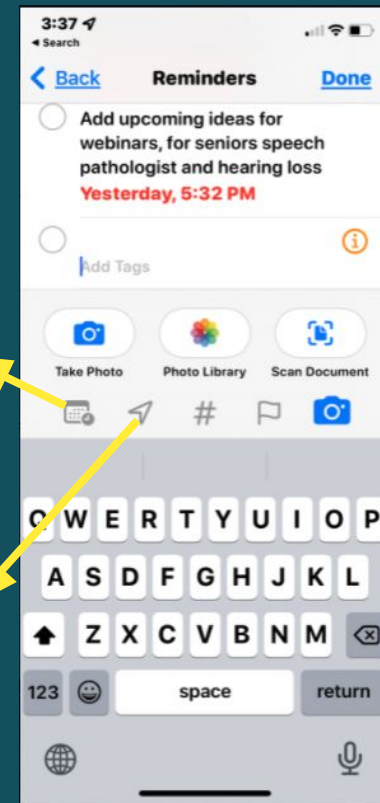
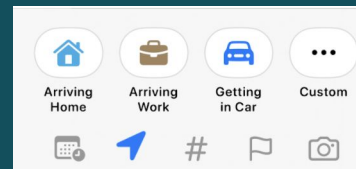
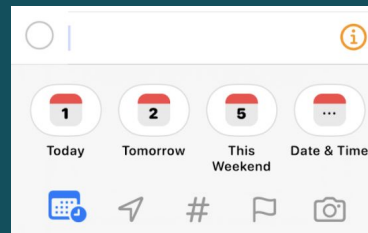
- Prioritize tasks for the day
- Reminders
- Share lists
- Integrates with other Microsoft apps



Apple Reminders



Create more lists



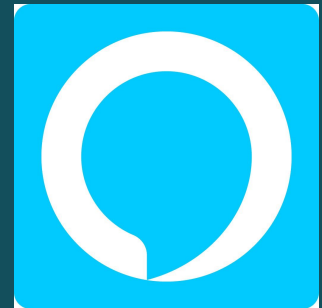
Smart Assistants can help...

(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



Smart Assistants can help...



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



Specialized Tech Tools for Taking Notes.....



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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

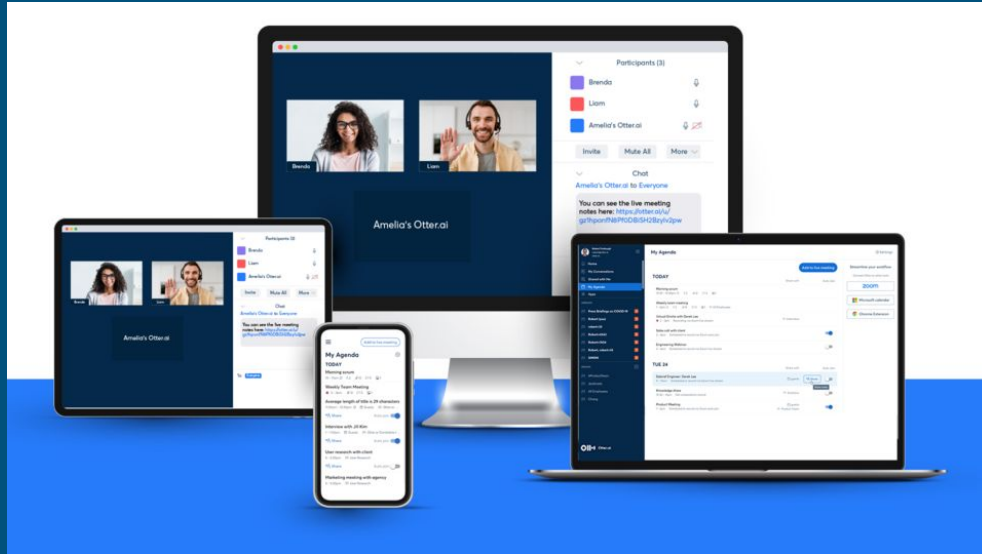
<https://learn.innovativespeech.com/bundles/webinar-recordings>



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Transcription with audio



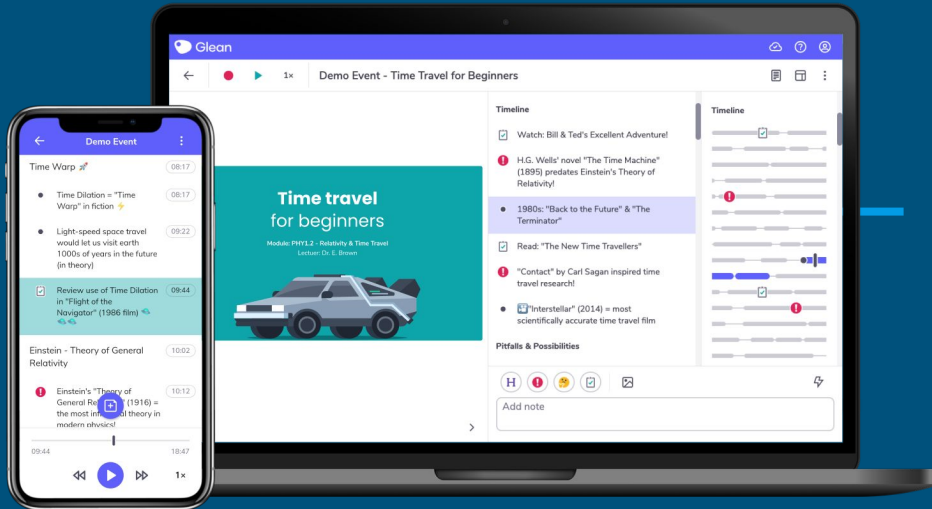
- Edit along the way- real time annotation
- Search for keywords
- Share voice conversations
- Synchronized word highlighting during playback
- Audio input from built in mic, bluetooth and airpods.
- Insert web and movie recordings
- Add images
- Great for students & workplace



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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



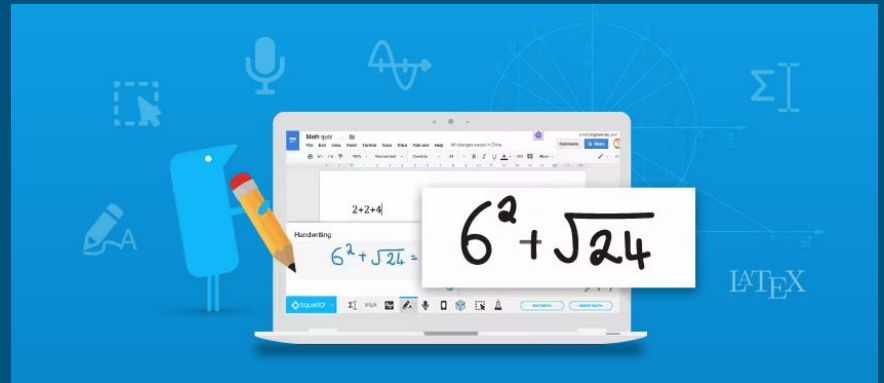
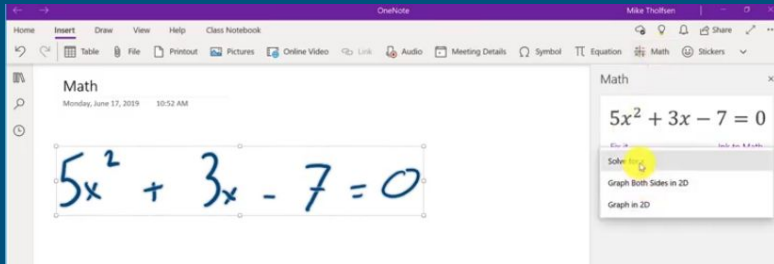
Help writing math equations



Microsoft One Note- 365- Math Tools- Class-

<https://www.youtube.com/watch?v=24Ly2ol9seo>

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





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



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

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

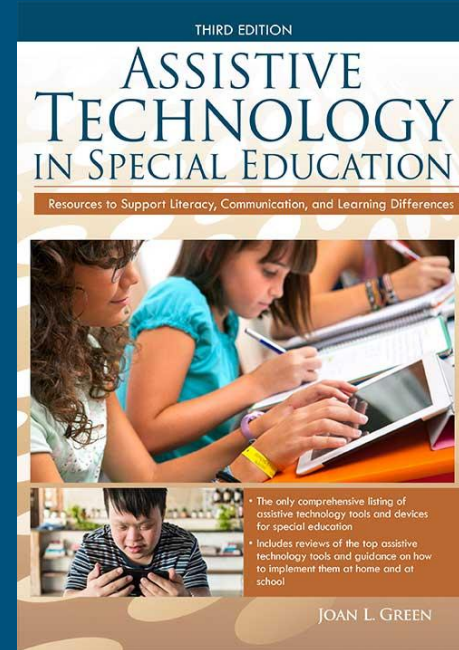


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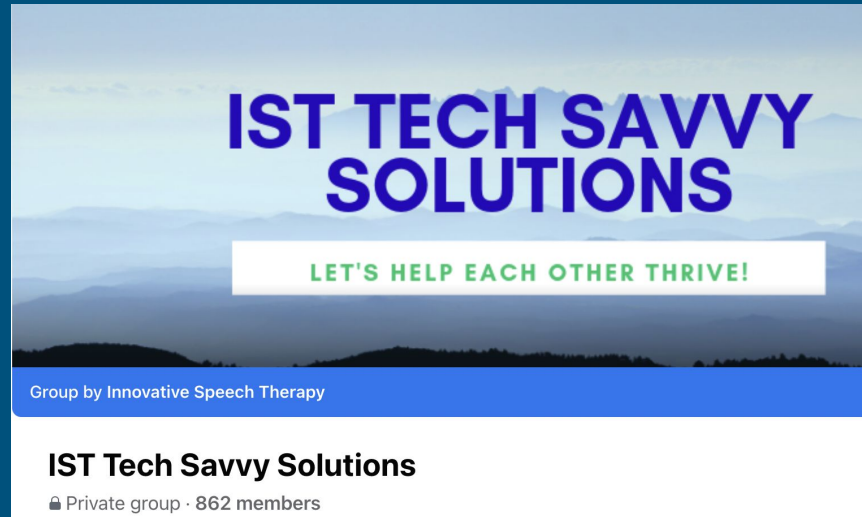
Assistive Technology Book, 3rd edition by Joan Green

Resources to support literacy,
communication and learning differences

Available on Amazon and many other online
bookstores



IST Tech Savvy Solutions Facebook Group



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



- New Online Courses, Spotlight Sessions & Webinars
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- Customized Online Presentations

Joan@innovativespeech.com

www.innovativespeech.com



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Let's Chat! www.innovativespeech.com

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

1-800-1ST(478)-2550 joan@innovativespeech.com f t Howdy, Joan Green

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Innovative Speech Therapy

Hello and welcome!

Innovative Speech Therapy offers a uniquely effective approach to therapy empowering individuals, families and professionals with state-of-the-art local and long-distance therapy, coaching and training programs.

Joan Green is a licensed and certified speech-language pathologist with many years of experience helping children and adults who have communication, cognitive, literacy and learning challenges.

25 YEARS OF HELPING FAMILIES THRIVE

Let's get started Join our email list

Improving Communication, Cognition and Productivity with Tech-Savvy Strategies, Solutions and Support

Let's Chat

