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# Note-taking Options Learning Lab

TRAINING MODULE – STUDENT BOOKLET

| TRAINING MODULE OVERVIEW | |
|---|---|
| PURPOSE | To present some methods of note taking on your device. |
| OUTCOME | You will be able to take and share notes |
| OWNER | Student IT<br>Contact us…<br>Phone: 034795170<br>Facebook page and chat: www.facebook.com\uostudentit<br>Web: www.otago.ac.nz/studentit |
| REVISION | 5/02/2020 |

# Note-taking Options Learning Lab

*If you need clarification with some of the suggestions on this brochure, please come see us at the AskOtago Hub in the Central Library (contact details above).*

Here are a few questions to think about.

- Do you expect to take notes on printed copies of lecture slides?

- Do you have a Gmail account already, and are considering Google Docs/Drive for note-taking?

- Have you downloaded/installed Office 2016 – and have OneNote 2016? (Note: if a Windows 10 device, check and see if you have OneNote 2016 installed, e.g. two very similar looking icons – OneNote and OneNote 2016)

- Have you logged into OneDrive and/or Office 365 with your student credentials? You can get problems if you (unknowingly) keep using your secondary school credentials, and then lose access partway through the academic year.

## For students who wish to use OneNote:

Ensure that you know the difference between OneNote (free in Windows 10), OneNote 2016 and logging in online via Office 365 (having it open in a browser). There are differences in each, explained briefly here: https://support.office.com/en-us/article/What-s-the-difference-between-OneNote-and-OneNote-2016-a624e692-b78b-4c09-b07f-46181958118f

1. **Account**: ensure you are using your university accounts, not your secondary school ones.
2. **Setting up your OneNote**: one way that has worked for a lot of 1$^{st}$ -3$^{rd}$ year undergrads is to have a Notebook for the year, Sections for each paper, and Pages for each lecture/lecture group.
3. **Tools: Tables**, typing in text boxes (anywhere!), importing handouts as images, adding pictures, drawing (using stylus if they're on a tablet etc.). We recommend ITS Training courses for more in-depth overview, or the online Microsoft support.
4. **Syncing to OneDrive**: working offline and online – Check it is syncing properly.
5. **Sharing and backup**: You need to know how to share and backup. On Windows there is an export function/option. If a Mac user, note that there is no option to create a local copy as a backup. Load your notebook on the student desktop so that you have a proper backup).

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Note: OneNote on Mac OS has quite a few known issues, including the inability to create a local backup and difficulties transferring notebooks. For this reason, Apple users should be wary and backup regularly.

| Advantages | Limitations – known issues |
|---|---|
| <ul><li>Time saving</li><li>Accessibility and backup -- when it works well, you have a cloud backup of your notes and Windows users can export a file easily</li><li>Ability to keep everything in one place</li><li>Share ability - share an entire notebook or section to your friends (even if they don't have OneNote)</li></ul> | <ul><li>Students not being aware of what account they're using (e.g. continuing to use one from high school, and then losing access to it)</li><li>Difficult to transfer large notebooks from one Microsoft account to another</li><li>Syncing issues -- Wi-Fi connection, but also the size of the data</li><li>Best functionality for lectures is if you have a stylus -- otherwise limited to text box</li><li>Sometimes annotations aren't saved where you put them</li></ul> |

## For students who wish to use Google Drive and Google Docs:

It is worthwhile spending some time setting up the your Google Drive (especially folders) logically and clearly and to keep your Google Docs organized and easily accessible:

1. **Folders:** A good starting point is to create one main folder per academic year. To do this, from the main My Drive page, click on **New** and select **Folder**. Give it a title (e.g. HSFY 2018).
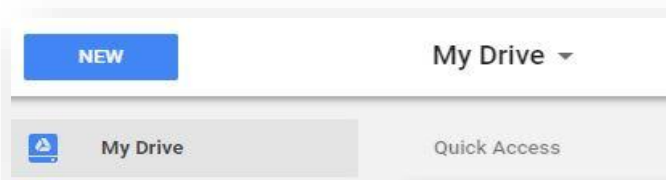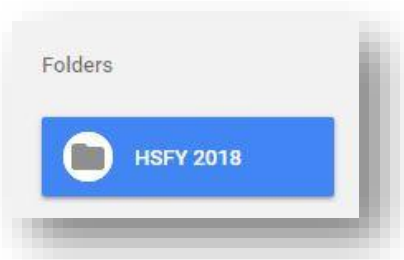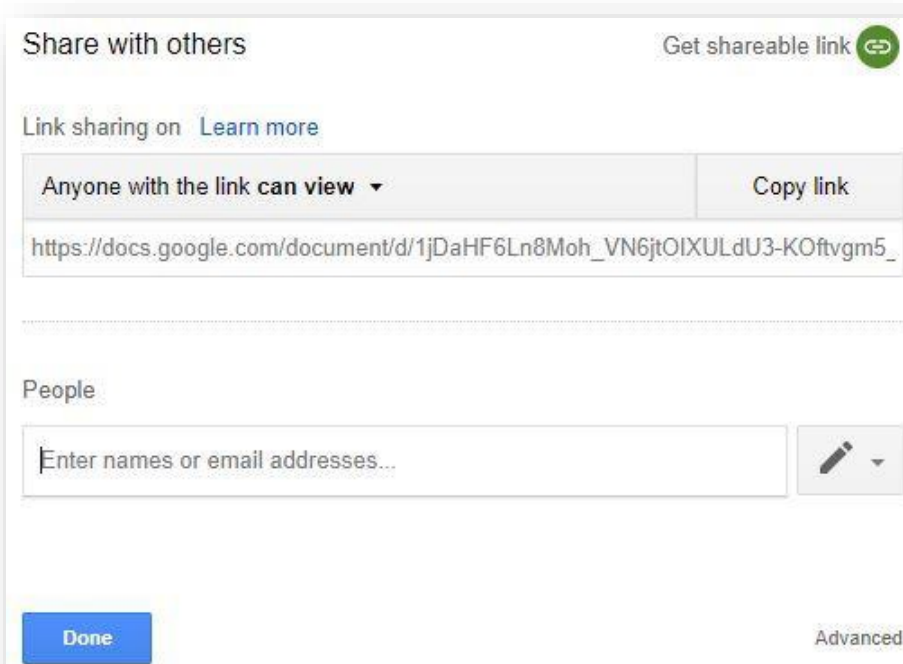
2. **Sub Folders**: Confusingly, also called Folders, but created under the larger folder. Here, you might like to have one folder per paper (e.g. HUBS 191)
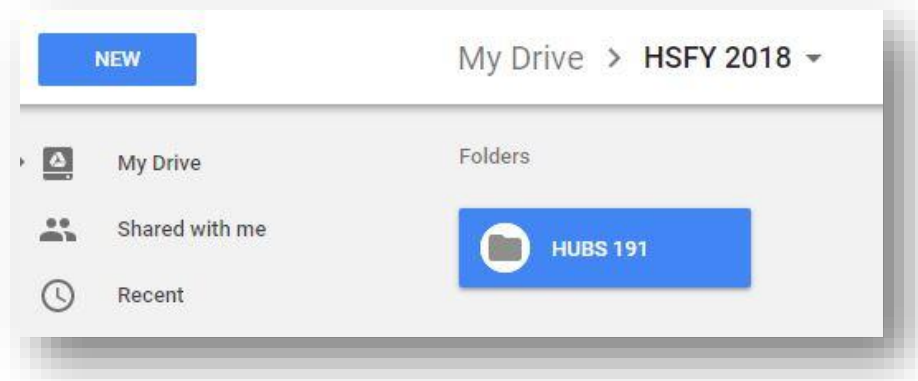


3. **Google Docs**: -- All documents initially are **Untitled**. Best practice is to change this ASAP e.g. Module, or lecture series so that you don't get lost. Create the Docs within the folder you wish to keep them. Keep track of lecture numbers and using learning outcomes/ intentions to organize your notes.
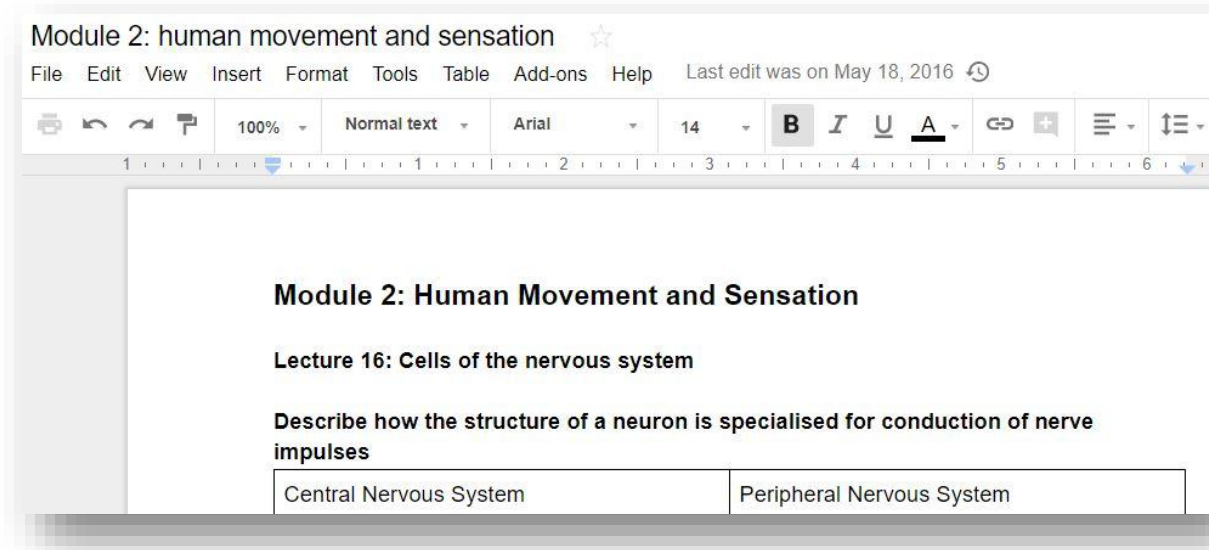


4. **Document format**: Under the File menu, select **Page setup** to adjust margins, etc. The 'Insert' menu has a range of useful features, including images, page numbers, etc. The **Table** menu is useful, too.
5. **Inserting images**: if you want to comment near to images, a suggestion is to put the image in a table, and have one table field beside/ under to write notes or comments.
6. **Sharing and collaboration possibilities**: Click on the blue **Share** button in the corner to access the menu. You can generate a shareable link so that people without a Google account can access the Google Doc, or you can share directly with those. The pen icon beside the names allows you to control permission (e.g. allow editing, viewing or commenting, depending on your preferences).

| Advantages | Limitations |
|---|---|
| ● Google is free and easily shareable<br>● Great for summary notes<br>● Great for collaboration | ● No easy way to download whole handouts or lecture slides into a document<br>● Not as many formatting options as word (e.g. no columns in Google Docs) |

## For students who wish to print the lecture slides for note-taking by hand during lectures:

How to best access and print lecture slides for note-taking depends largely on how a student's lecturer has made the slides accessible.

**If it's a PowerPoint File:**

1. **Download it** (for the best range of options), the go to **File, Print**.
2. **Colour or B&W?** Change via printer properties (but always double check at the MFD)
3. **Printer** – mPrint on student-owned devices, or Black and White/ Colour on Student Desktop
4. **Print All Slides** -- option in drop down here/ underneath to specify the range. Always double check what you need.

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5. **Full page slides:** Change to Handouts and specify how many slides per page (most find 4 or 6 best). Change to Handout 3 slides per page to give you ruled section to write beside

**If it's a PDF:**

1. **Opening/viewing the PDF**: Single right click to open in a browser tab or download to open in Acrobat Reader.
2. **From a browser tab**, select print (icon in top right-hand corner): Here, you can ensure that the destination is correct, and specify the page range. (Note: always check the document to see if there are bits that don't need to be printed. Some lecturers will give full page slides and a reduced, condensed 6 slides to page format at the end.)
3. **From Acrobat Reader,** select print (icon in taskbar, towards top left of document): Select printer, Select pages. Under paper size and handling, select multiple and adjust pages per sheet, page order and Orientation until it is the most logical for your purposes.

**General Printing tips:**

- Double side at the printer to save paper (but not money).
- Double check your document to ensure that you print only what you need.

| Advantages | Limitations |
|---|---|
| • For courses with a lot of content, this means you can be paying attention to what is said about the slides, not writing down what's on them<br>• Research says taking notes by hand helps us to remember it better<br>• Doesn't rely on technology working when you're in lecture -- Wi-Fi difficulties, devices with insufficient battery etc. | • If a PDF file is all that is available, very limited in how it can be printed -- can't get note-taking pane for example<br>• Cost<br>• Must use another strategy to produce summary notes<br>• Impermanence – paper can be lost |