

Note Taking & List Making

ITS Lunch & Learn

March 20, 2015

Note Taking

- Evernote
- OneNote



List Making

- Wunderlist
- Trello



**Reminder: Do not store
FERPA/student data or sensitive
data on these cloud systems.**



Wunderlist



EVERNOTE





Everything you store in your Evernote account is automatically synced across all of your devices, making it easy to capture, browse, search and edit your notes everywhere you have Evernote, including smartphones, tablets, computers and on the Web.

Syncs your notes across your devices:

- Mac/Windows Desktop
- Windows 8 Touch
- iOS (ipad, iphone)
- Android
- Windows Phone



Organize

- Organize **Notes** into **Notebooks**
- Organize your **Notebooks** into **Stacks**
- **Tag** your notes for easy filtering or searching
- Powerful **Search** across full text notes/tags
- Create **Shortcuts** to current notes to find them easily
- Easily **Merge** Notes



Share

You can share individual notes with others via social media, email, or a public link.

You can also share your notebooks and the notes they contain with anyone, whether they are an Evernote user or not.

- Invite individuals: allows you to share the notebook with specific Evernote users (read access).
- Create a public link.

You can also easily disable your shared links at any time if you decide to no longer share the info.



- Email your notes, snapshots, and audio clips directly into Evernote
 - Emailed notes go into your default notebook
 - Find your email address under Settings
- Add Attachments to your notes: including files, images and audio.
- Web Clipper: with one click, clip part or all of any webpage, including text, images, and links.



DEMO: <https://www.evernote.com>

The screenshot displays the Evernote web interface. At the top, there is a green navigation bar with the text "Get Premium for Free" on the left, "Go Premium" in the center, and a user profile for "Christine Droesser" on the right. Below this is the Evernote logo and a search bar containing "Notebook: Web Clippings". A "+ New Note" button is visible to the right of the search bar.

The main content area is divided into three sections:

- Shortcuts:** A box with the text "Drag notes, notebooks or tags here for quick access".
- Notebooks:** A list of notebooks including "All Notes (3)", "Common Solutions", "Meetings (1)", "Projects (1)", "Trainings", "Web Clippings (1)", and "Trash".
- Tags:** A list of tags including "Asset Management (1)", "Support", "Systems", and "Web/Communications (1)".

The selected notebook, "Web Clippings", is open, showing a note titled "Getting Started with Evernote Web | Evernote" created on Mar 19, 2015. The note content includes:

- A heading: "Here is some info on Evernote".
- A sub-heading: "Remember Everything."
- Text: "Welcome! Evernote is the easy and powerful way to remember everything, from lifelong memories and vital information to daily reminders and to-do lists."
- Text: "Everything you store in your Evernote account is automatically synced across all of your devices, making it easy to capture, browse, search and edit your notes everywhere you have Evernote, including smartphones, tablets, computers and on the Web."
- Text: "This guide will introduce you to the basics of using Evernote, including how to create, organize, sync, search and share notes."



Microsoft OneNote

- Free-form note taking app
- Requires a Microsoft account to use (free)
 - This enables the program to sync your notes across multiple devices
- Capable of capturing keyboard input, hand-writing (Surface), drawings, screen-clips and audio notes.
- Notes are taken on *pages*, which are organized in *sections*, sections are organized in *notebooks*
- Apps for iOS, Android, Windows and OSX



Wunderlist

A cloud based Task Management Tool

Create lists that sync across all of your devices.

- Wunderlist is available for free on your iPhone, iPad, Android, Windows Phone, Windows 8, Windows 7, Mac, Chromebook, Kindle Fire and the Web.



Wunderlist

- Organize your Lists
- Turn emails into actions by simply forwarding them to Wunderlist
- Use hashtags to add more context to your to-dos
- Set Due Dates and Reminders



Wunderlist

- Add Notes to capture all of your ideas.
- Share your lists with others (sends an email invite)
- Publish your list to a public link
- Integrate your Due Dates from Wunderlist into your calendar (iCal, Outlook, Google). Items are posted as an all day event.



Wunderlist

DEMO: <http://www.wunderlist.com>

The screenshot displays the Wunderlist mobile application interface. At the top, the user's name 'Christine Droesser' is visible along with notification, chat, and search icons. A left-hand navigation menu lists various categories: 'Inbox', 'Assigned to me' (1), 'Starred' (1), 'Today' (1), 'Week' (2), 'Replicon Project' (2), 'High Priority' (2), and 'Research Tasks' (4), which is currently selected and highlighted in blue. The main content area shows a list of tasks under the heading 'Add an item in "Research Tasks"...'. The tasks listed are: 'Online Registration & Payment Systems' (with a red star icon), 'Two-Factor Options for Solutions' (with a grey star icon), 'Video/Image Asset Management' (with a grey star icon), and 'IT Asset Management' (with a grey star icon). At the bottom of the screen, there is a floating action bar with icons for 'Share', 'Publish', 'Sort', and 'More'.



- Trello introduces concept of boards
- A Trello board is a list of lists
- These lists are filled with cards
- Cards can contain comments, checklists, file attachments, due dates and more
- Cards can be moved by simply dragging and dropping to a new list
- Invite other Trello users to collaborate on a board
- Use the web app at your desk or grab the phone app when you need Trello on the go

And Lots More...

- Google Keep
- Sticky Notes
- Box Notes
- Google Docs
- Simple Note
- Workflowy
- Remember the Milk
- ...

Questions?

We are here to help!

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