Notetaking Resources
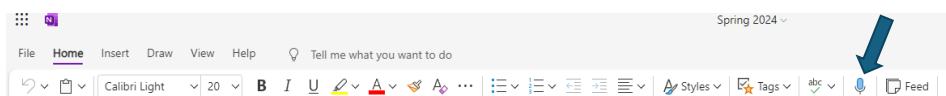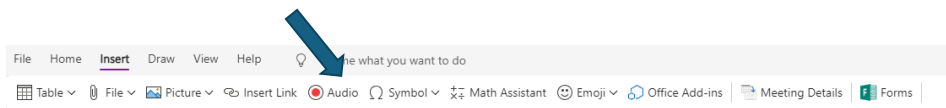
OneNote

Browser Version

Dictation
Speech to text tool for brainstorming and writing essays with your voice.

Audio tool
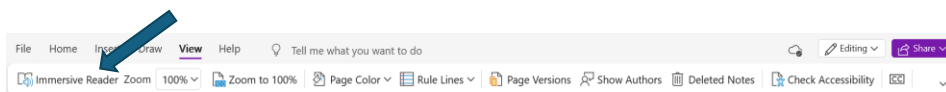Allows you to record lectures while also taking notes. The recording will be accessible on the document.
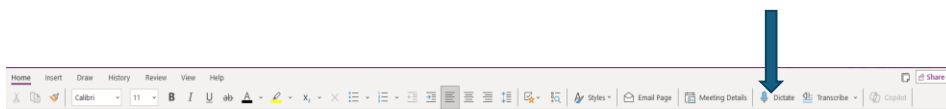

Immersive Reader
Distraction free reading environment that includes screen reader capabilities.


Desktop Version

Dictation ("Dictate")
Speech to text tool for brainstorming and writing essays with your voice. The "Dictate" button can be found by clicking on the "Home" tab.

Transcribe

The transcribe feature converts speech to a text transcript with each speaker individually separated. Click the "Insert" tab, then "Transcribe". You will be able to generate a a transcript by uploading an audio file or starting a recording.

Step 1
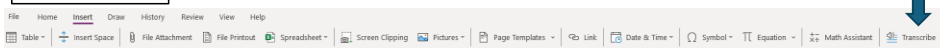
Step 2
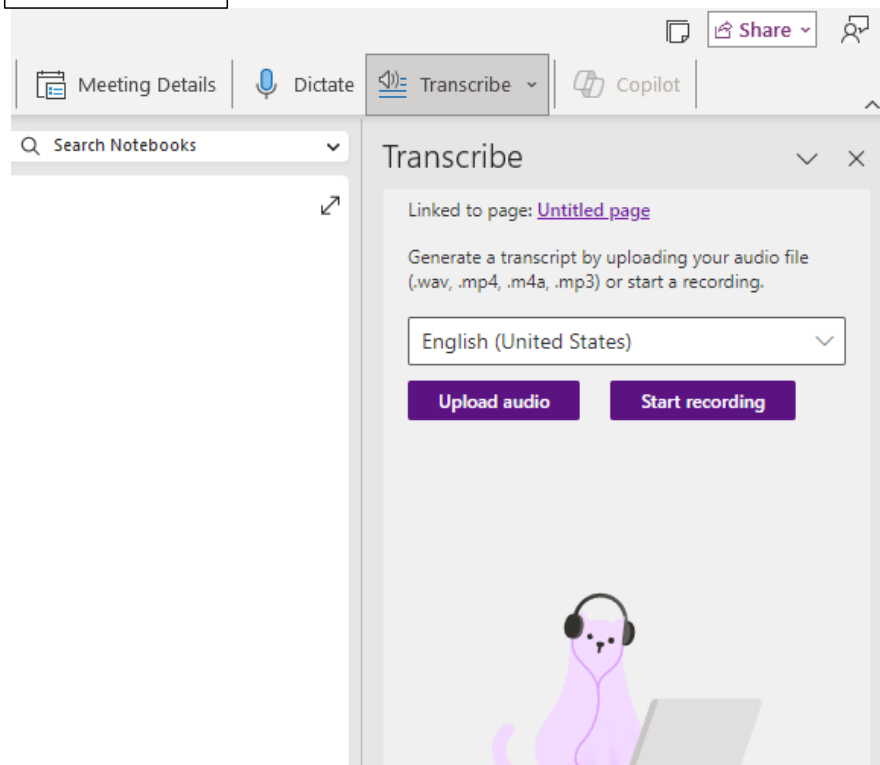
Audio tool

Allows you to record lectures while also taking notes. The recording will be accessible on the document. Click the "Insert" tab, go to "Transcribe", you will find the "Record Audio" button in the scroll down menu.

Step 1

File   Home   Insert   Draw   History   Review   View   Help

Table ∨ Insert Space File Attachment File Printout Spreadsheet ∨ Screen Clipping Pictures ∨ Page Templates ∨ Link Date & Time ∨ Ω Symbol ∨ π Equation ∨ Math Assistant Transcribe ∨

Step 2

Untitled page - OneNote   Search   Akashtina Reidy

Insert   Draw   History   Review   View   Help   Share ∨

Insert Space File Attachment File Printout Spreadsheet ∨ Screen Clipping Pictures ∨ Page Templates ∨ Link Date & Time ∨ Ω Symbol ∨ π Equation ∨ Math Assistant Transcribe ∨ Record Video ⋯

                                                                                                Transcribe   Search Notebooks
                                                                                                Record Audio

Word

Browser Version

Dictation

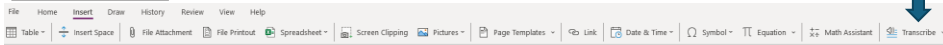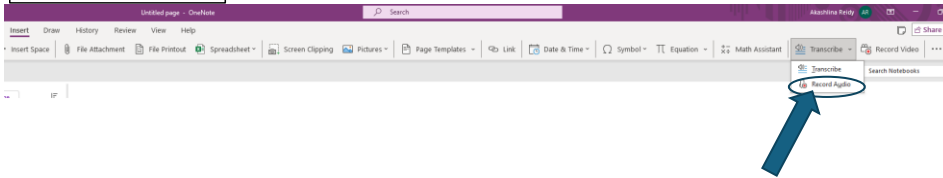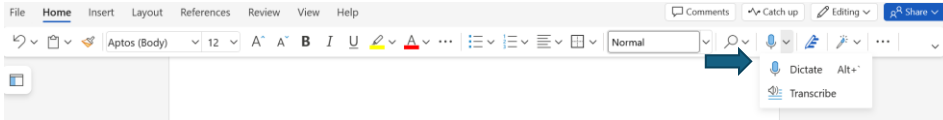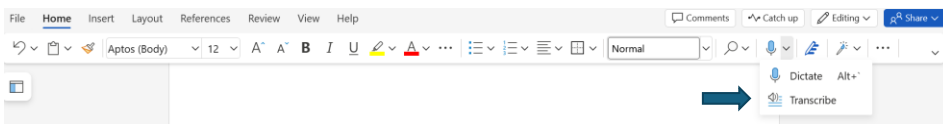Speech to text tool for brainstorming and writing essays with your voice. You cannot be typing simultaneously while using dictation.

File   Home   Insert   Layout   References   Review   View   Help   Comments   Catch up   Editing ∨   Share ∨

↺ ∨ ▢ ∨   Aptos (Body) ∨ 12 ∨ A˘ A˘ B I U ✎ ∨ A ∨ ⋯ ☰ ∨ ☰ ∨ ☰ ∨ ⊞ ∨   Normal   ∨   ⌕ ∨   🎤 ∨   ✎   ⋯

                                                                                              🎤 Dictate   Alt+`
                                                                                              ≡ Transcribe

Transcribe

Speech to text tool that is useful during lectures, as the transcriber will detect different speakers. Additionally, you can type notes at the same time without impacting the transcription.

File   Home   Insert   Layout   References   Review   View   Help   Comments   Catch up   Editing ∨   Share ∨

↺ ∨ ▢ ∨   Aptos (Body) ∨ 12 ∨ A˘ A˘ B I U ✎ ∨ A ∨ ⋯ ☰ ∨ ☰ ∨ ☰ ∨ ⊞ ∨   Normal   ∨   ⌕ ∨   🎤 ∨   ✎   ⋯

                                                                                              🎤 Dictate   Alt+`
                                                                                              ≡ Transcribe

The transcription can be directly recorded or uploaded.
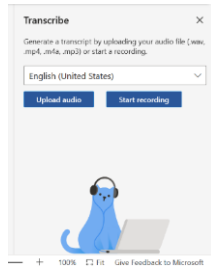
Desktop Version

Windows Tools

Dictation for Windows

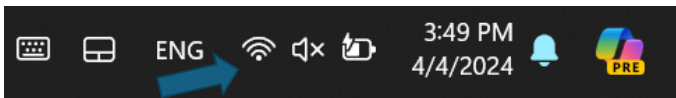Converts speech to text for any text box by selecting windows key + H

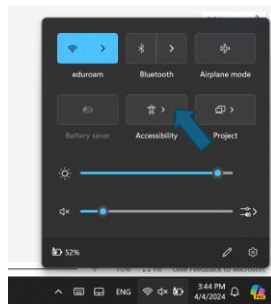# Live Captions (available for Windows 11)
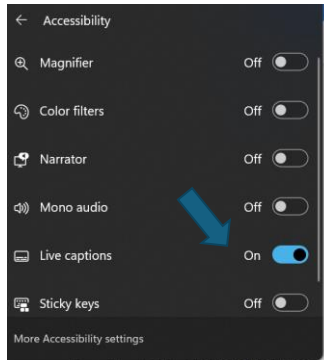
Press Windows logo key + Ctrl + L.
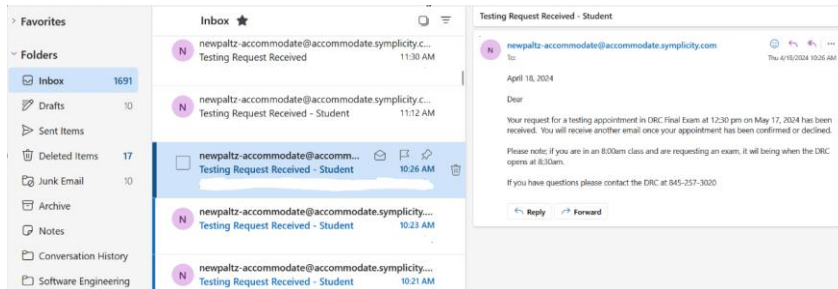
Or

Navigate to Toolbar

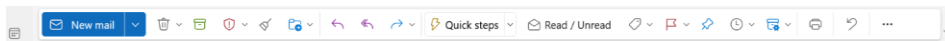

Click on accessibility
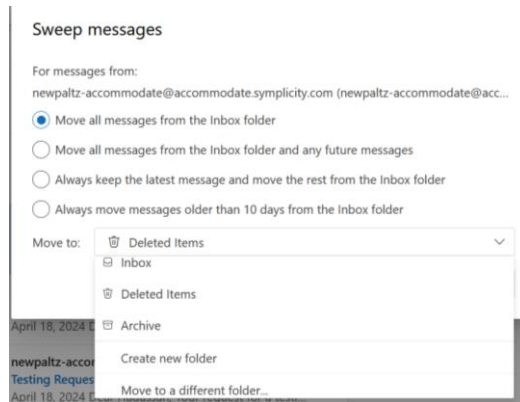

Switch live captions on

Outlook

Sweep Tool

Tool to organize distracting emails into separate folders.

Select email or emails to move to specified folder.

Select the broom icon

1. Move All Messages from the Inbox Folder

Choosing the option to move all messages will move all existing emails from the chosen sender to the selected folder.

2. Move All Messages from the Inbox Folder and any future Messages

Moves all existing and future messages into a specified folder.

3. Always keep the latest message and move rest from the inbox folder

The latest message will be viewable in your inbox

4. Always Move Messages Older than 10 Days from the Inbox Folder

Messages within the past 10 days will be viewable in the inbox. After ten days, messages will be sent to the selected folder.

Note: I recommend selecting the last option from senders that are important, so that you will receive a notification in your inbox.
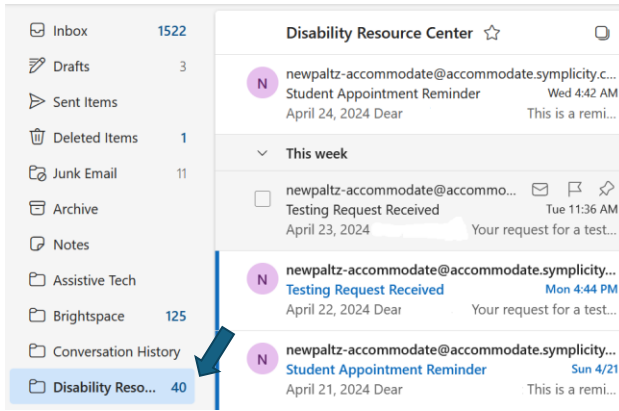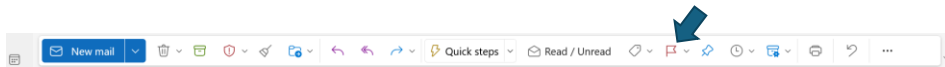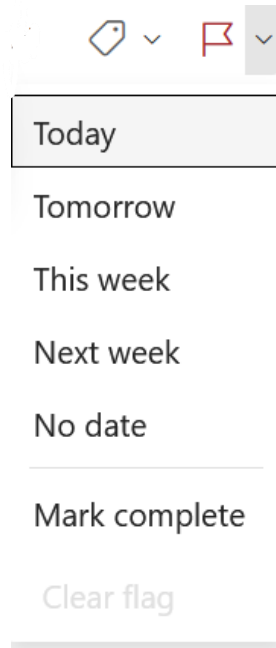
Now emails will be organized in the specified folder.

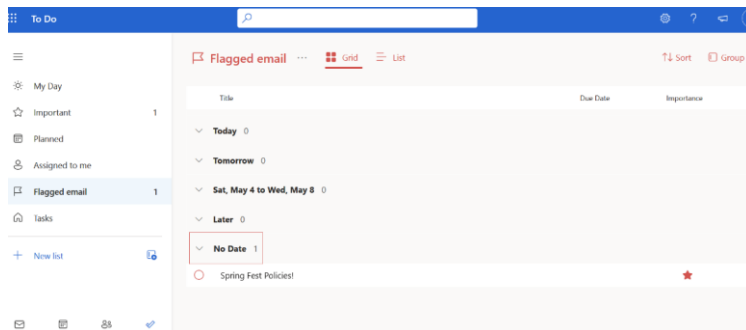## Flag Tool

Visual reminders to follow up on emails.

To access flag tool, click on the flag icon located on the ribbon on the top of your page.
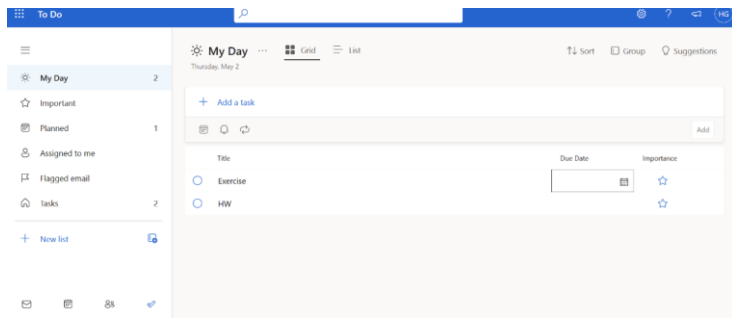
After clicking on the flag icon, choose the date you would like to be reminded.

Note: Flagged emails will be able to be seen in Microsoft To Do which enables you to check off emails after followup.

To Do

☰

My Day   2

☆ Important

🗓 Planned   2

👤 Assigned to me

🏳 Flagged email

🏠 Tasks   2

☰ This Week   1

＋ New list   🗇

✉   🗓   👥   ✅

Reminders can be set to notify you at a specified time