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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.

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	āble ∨	Ø File∨	🔜 Pictu	ure 🗸	ල Insert Link) Auc	dio Ω Symbol∨	$^{+-}_{\times \div}$ Math Assistant	🙂 Emoji 🗸	Office Add-ins	Meeting Details	Forms

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.

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Step 2	
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Meeting Details	Transcribe ~ Copilot
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27	Linked to page: <u>Untitled page</u>
	Generate a transcript by uploading your audio file (.wav, .mp4, .m4a, .mp3) or start a recording.
	English (United States)
	Upload audio Start recording
	\bigcirc
	••••

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.



Word

Browser Version

Dictation

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

Commented [HG1]: I will confirm this

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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.

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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.



Sweep r	nessages											
For messages from: newpaltz-accommodate@accommodate.symplicity.com (newpaltz-accommodate@a												
Move all messages from the inbox folder												
O Move a	Il messages from the Inbox folder and any future messages	ges										
Always	keep the latest message and move the rest from the Inb	oox folder										
Always	move messages older than 10 days from the Inbox folde	er										
Move to:	Deleted Items	~										
	⊖ Inbox											
	Deleted Items											
April 18, 2024 E	I Archive											
newpaltz-accor	Create new folder											
Testing Reques April 18, 2024 D	Move to a different folder											

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



To access flag tool, click on the flag icon located on the ribbon on the top of your page.

Commented [HG2]: Need to learn more about this and how it can be used for organization



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.

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=			🏳 Flagged email \cdots 📑 Grid 🚍 List	14 se	ort 🔲 Group
-jó;	My Day		Tala	Due Date Impo	rtance
☆	Important	1			1
₽	Planned		∨ Today 0		
8	Assigned to me		V Tomorrow 0		
F	Flagged email	1	✓ Sat, May 4 to Wed, May 8 0		
Ŵ	Tasks		∼ Later 0		
+	New list	6	✓ No Date 1		
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To Do



\equiv ò. My Day 2 ☆ Important ::: Planned 2 8 Assigned to me Flagged email \Box ഹ Tasks 2 Ξ This Week 1 Ŀ +New list ::: ട്ട് \square \checkmark



Reminders can be set to notify you at a specified time