

MarginNote User Manual

Ver 2.0.3

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Manage Books & Notebooks

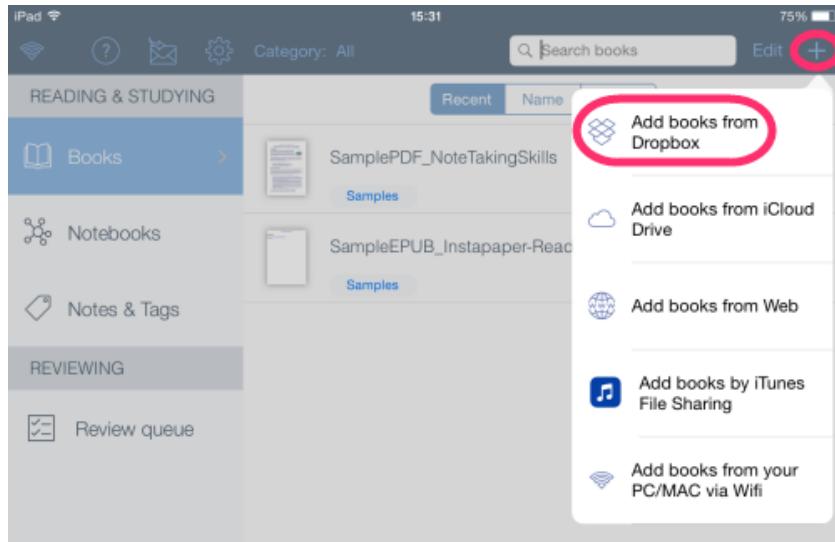
Book & Notebook

You can add books and web pages to your library from various sources such as Dropbox, iCloud, iTunes, PC/Mac, websites, other apps, and embedded web browsers. MarginNote supports *.PDF, *.ePub, and *.marginnotes files.

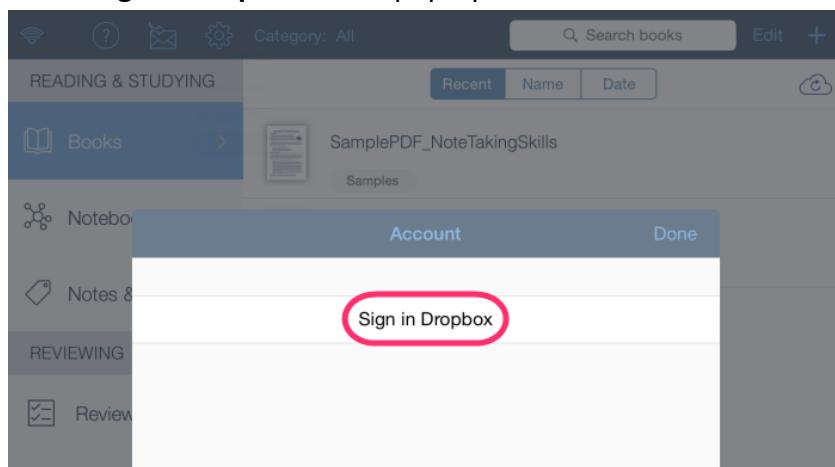
Manage Books

Import Books from Dropbox

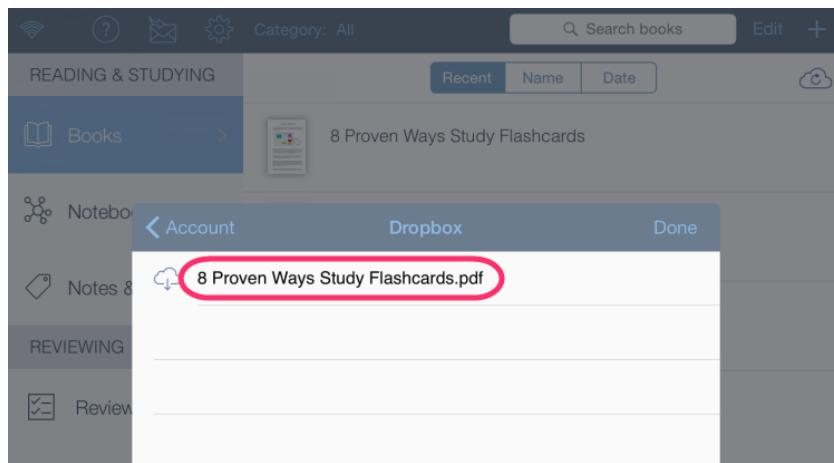
1. In the **Books** panel, tap "+".
2. Select **Add books from Dropbox** in the drop-down menu.



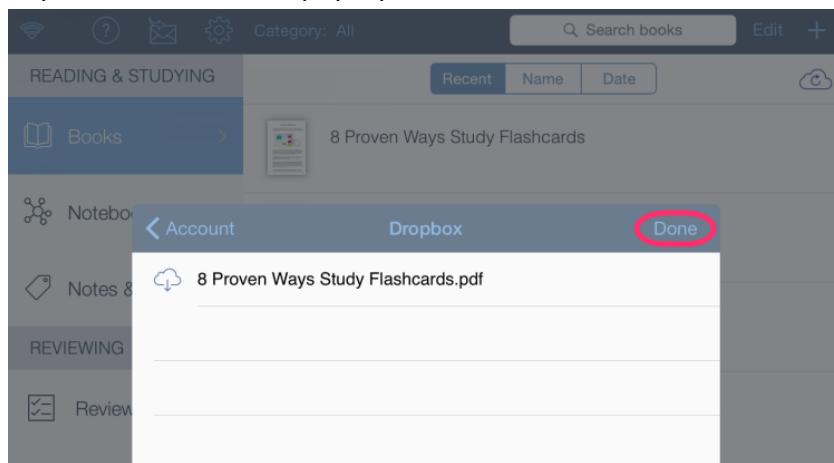
3. Select **Sign in Dropbox** in the pop-up window.



4. Sign in to your Dropbox account.
5. Find and tap the required file in your Dropbox. This file will be imported to your MarginNote library.

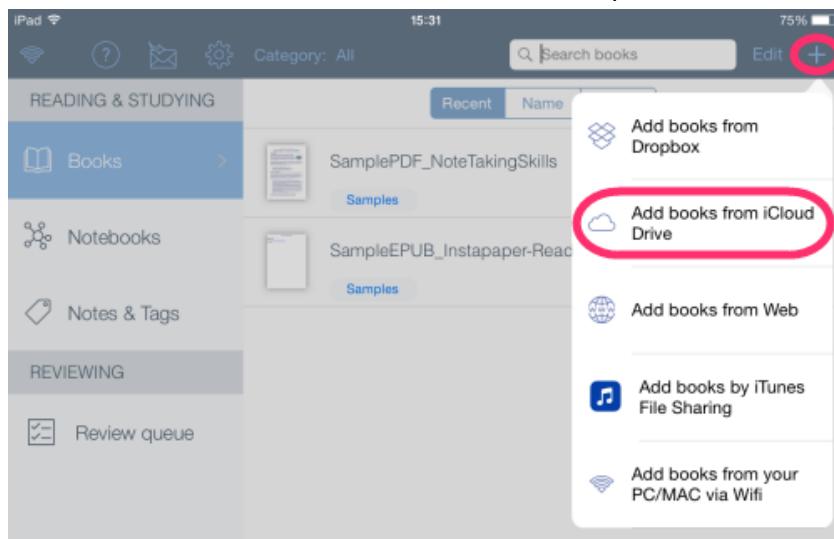


6. Tap **Done** to close the pop-up window.

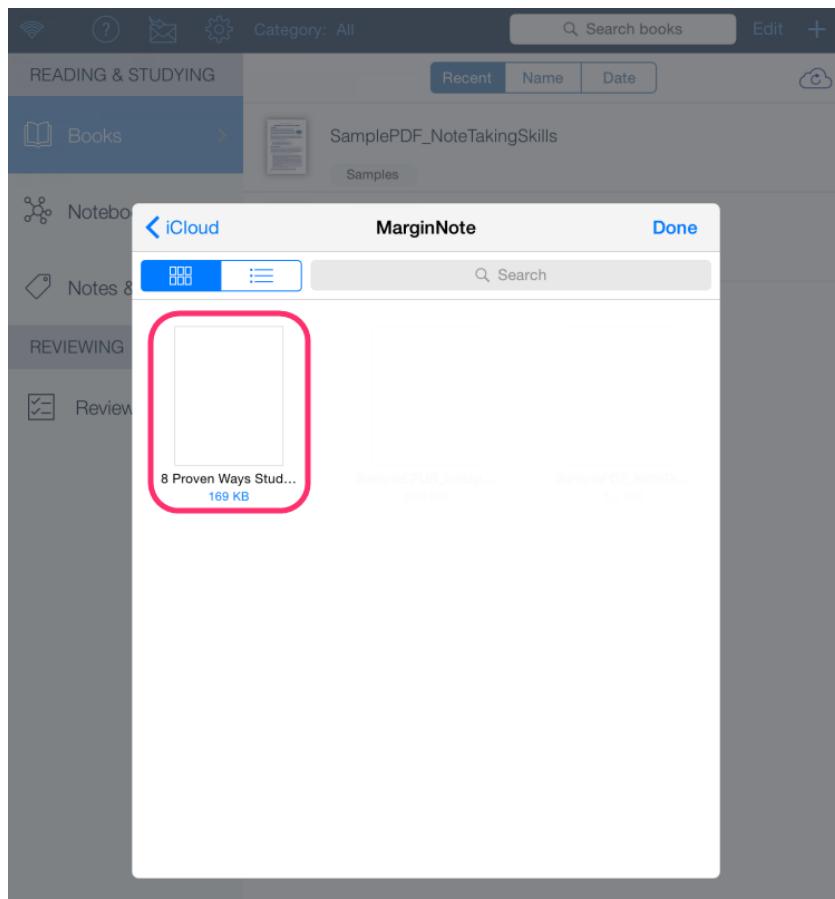


Import Books from iCloud Drive

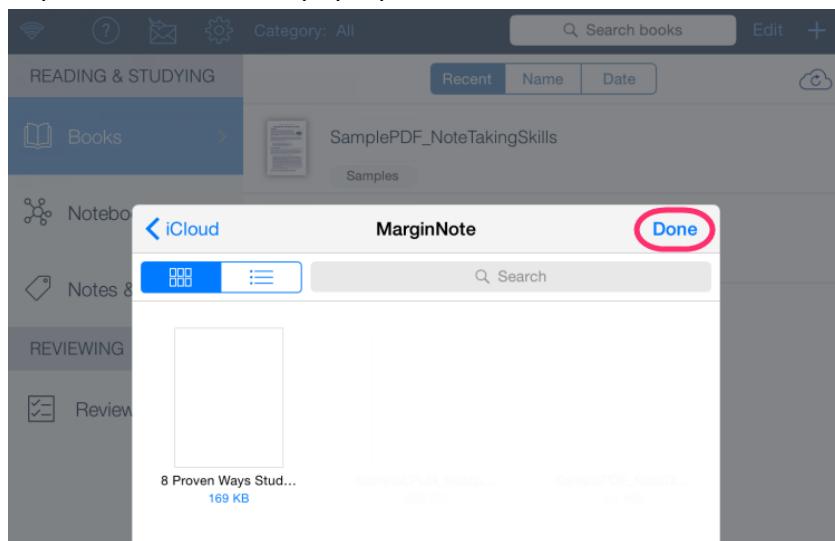
1. In the **Books** panel, tap "+".
2. Select **Add books from iCloud Drive** in the drop-down menu.



3. In the pop-up window, find and tap the required file from your iCloud. This file will be imported to your MarginNote library.

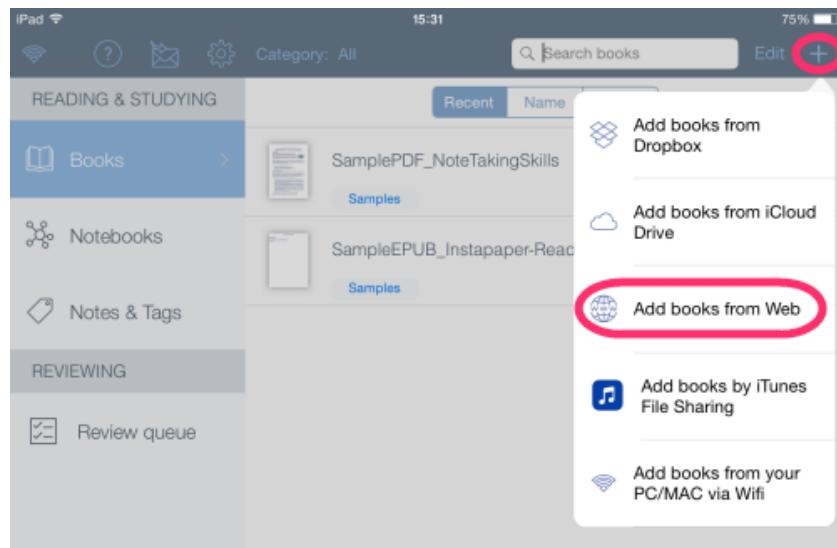


4. Tap **Done** to close the pop-up window.



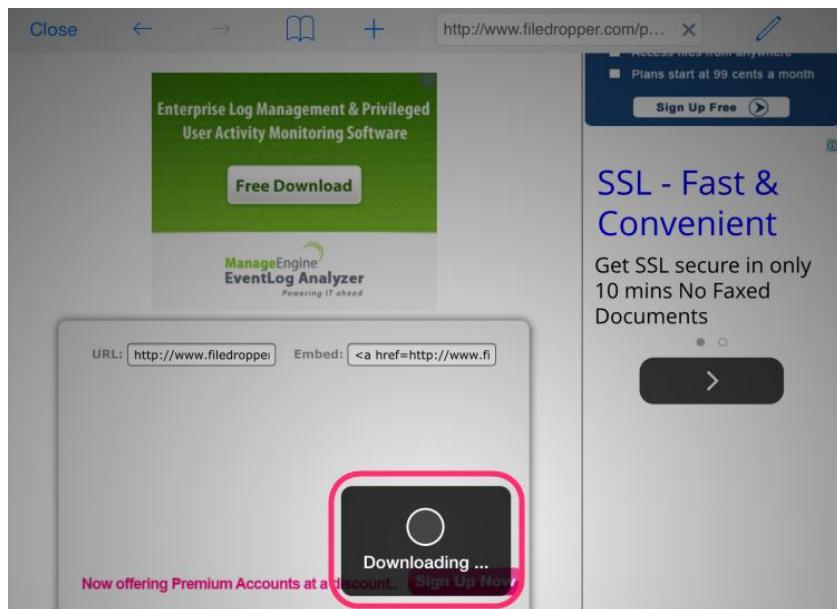
Import Books from Web

1. In the **Books** panel, tap "+".
2. Select **Add books from Web** in the drop-down menu.



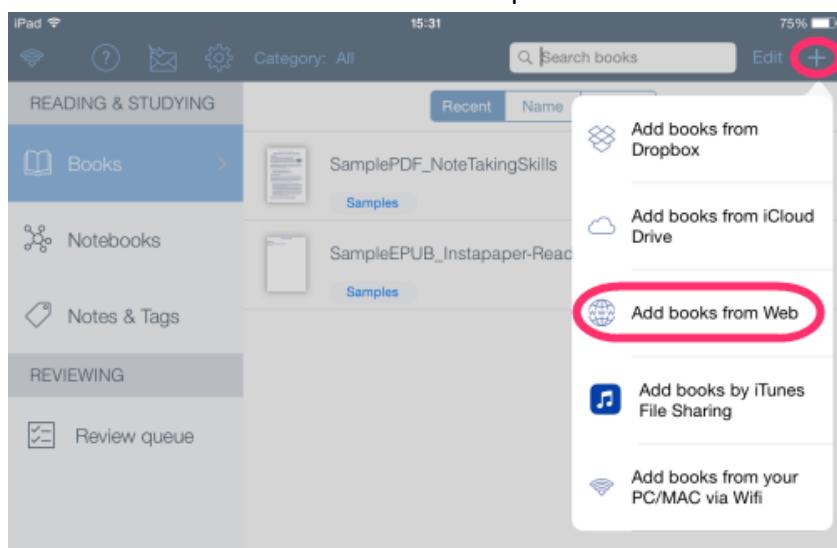
3. Open the required website, find a file that you want to import, and download it according to this website's procedure. This file will be imported to your MarginNote library.

The image shows the File Dropper website. At the top, there's a banner for 'File Dropper Online Storage'. Below it, a section says 'Easiest way to back and share your files' with two bullet points: 'Access files from anywhere' and 'Plans start at 99 cents a month'. There's a 'Sign Up Free' button. On the left, there's an advertisement for 'SMARTER PASSWORD' with a laptop icon. At the bottom, there's a download panel with a URL input field containing 'http://www.filedropper.com/8...', an 'Embed' field with '<a href=http://www.fi', and a large red-outlined 'Download This File' button.

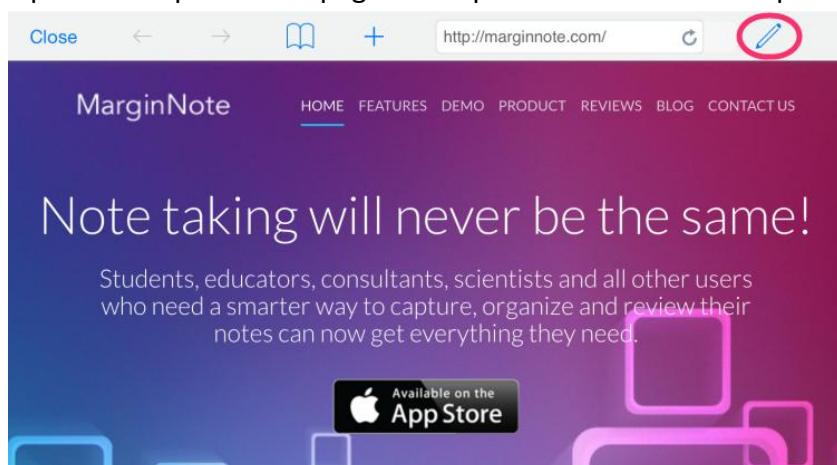


Convert & Import Books from Web

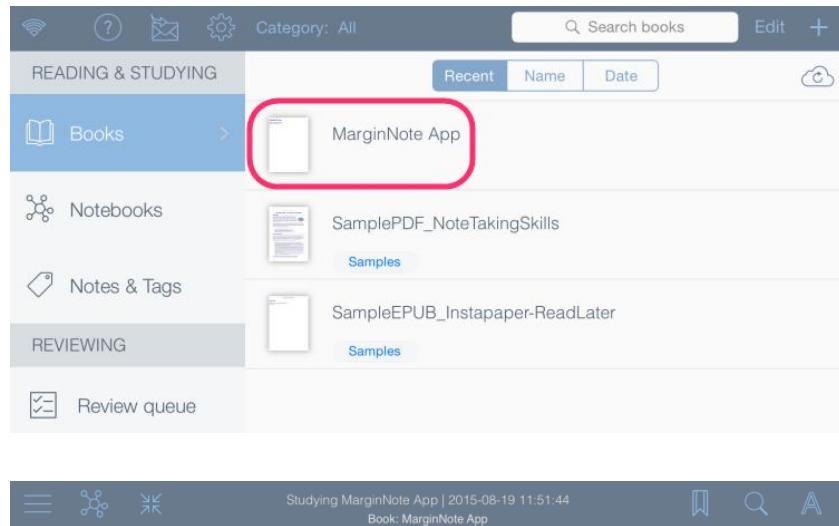
1. In the **Books** panel, tap "+".
2. Select **Add books from Web** in the drop-down menu.



3. Open the required web page and tap the **Pen** icon in the top bar of web browser.



- This web page will be converted to ePub and imported to your MarginNote library.



First Slide

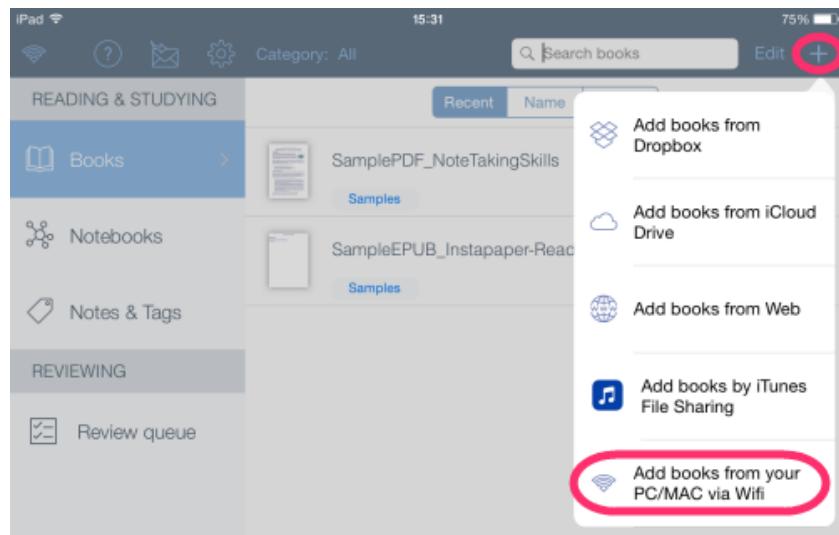
Students, educators, consultants, scientists, and all other users who need a smarter way to capture, organize and review their notes can now get everything they need – and plenty of extra features like seamless Evernote syncing and more -- by downloading the must-have new no-cost iPad productivity app MarginNote Reader

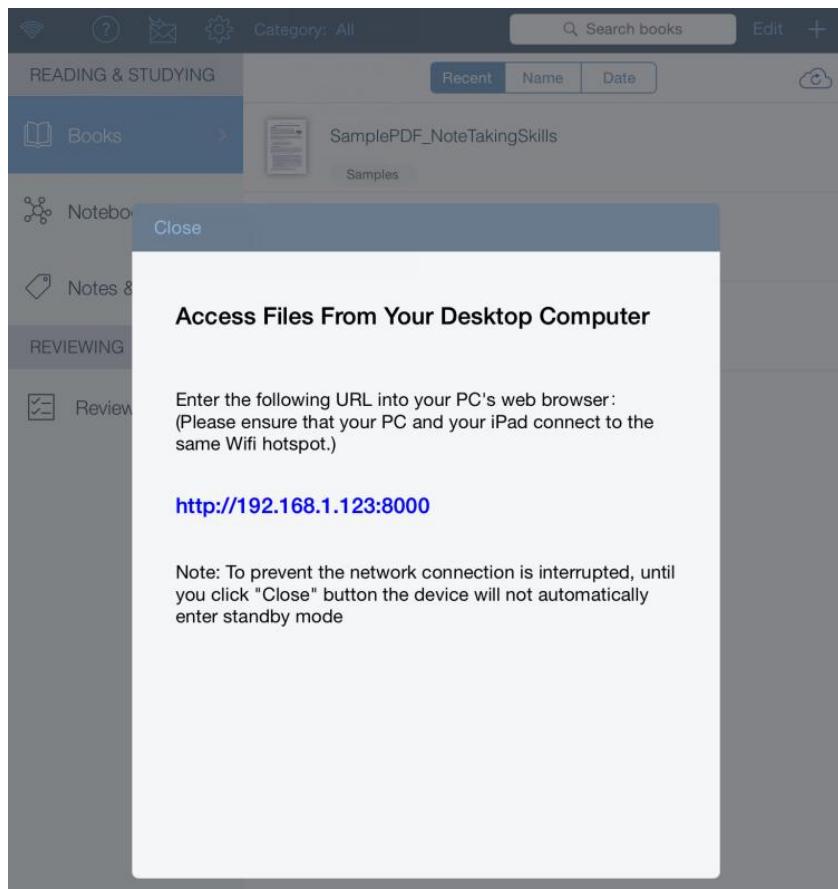
Import Books by iTunes File Sharing

- Connect your iPad to your desktop by USB.
- Open iTunes and find MarginNote App's section.
- Drag the required file to the **Documents** panel. This file will be imported to your MarginNote library after syncing is finished.

Import Books from PC/Mac

- In the **Books** panel, tap "+".
- Select **Add books from your PC/MAC via Wifi** in the drop-down menu. The pop-up window with further instructions will appear.





3. Connect your PC to the same Wi-Fi hotspot as your iPad.
4. Enter the following URL into your PC's web browser:

<http://192.168.1.123:8000>

Note: To prevent the network connection from being interrupted, the device will not automatically enter standby mode until you tap **Close** in the pop-up window.

5. Once the URL is open in your browser, choose the required file on your PC and click the **Submit** button. This file will be imported to your MarginNote library.

Upload Files

Book: *.PDF/*.EPUB
Notebook: *.marginnotes

Choose File 8 Proven W...hcards.pdf
Choose File No file chosen
Choose File No file chosen
Choose File No file chosen
Choose File No file chosen

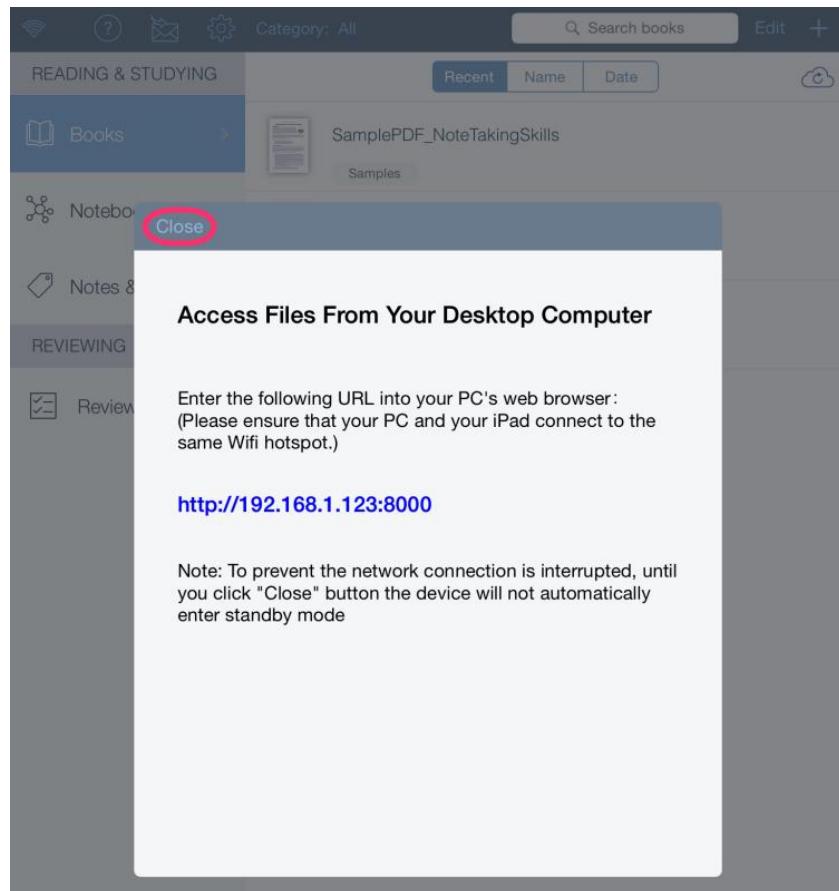
Submit

Books & Notebooks

Download Book	Download Study Board	Last modified	Size
SampleEPUB_Instapaper-ReadLater.epub		2015-08-17 03:38:28 +0000	565615
	Notebook(StudyboardSample2.)	2014-09-17 02:01:42 +0000	

Download Book	Download Study Board	Last modified	Size
SamplePDF_NoteTakingSkills.pdf		2015-08-17 03:38:24 +0000	1121301
	Notebook(StudyboardSample1.)	2015-08-18 11:52:11 +0000	

- Check the importing progress on your iPad. Once the file is imported, you can tap **Close** in the pop-up window.



Read Books

- In the **Books** panel, tap on the required book. The picture below demonstrates the book reading interface.

Open Notebook in full screen

Open Notebook bar

Top menu bar

Bookmark

Styles & Themes

Search in book's Table of Contents

Open Margin bar

The screenshot shows the Studyboard Sample 2 interface. At the top is a dark blue header bar with several icons: a menu icon (three horizontal lines), a gear icon, a search icon, a magnifying glass icon, and a font size icon. Below the header is a light blue navigation bar with the text "StudyboardSample2" and "Book: SamplePDF_NoteTakingSkills". The main content area has a title "Note taking skills - from lectures and readings" and a sub-section "Introduction". The text discusses the challenges of note-taking at university. To the right of the text is a cartoon character of a person sitting on a stack of papers. The bottom of the screen features a "Page controller" with icons for Cloud, Undo, Redo, Settings, Go back, and Go forward.

- To switch to the **Notebook + Book** mode, tap the **Open notebook bar** icon in the top menu bar. In this mode, you can simultaneously read the book and work with your notes in **Outline** or **MindMap**.

The screenshot shows the Studyboard Sample 2 interface in Notebook + Book mode. The top menu bar now includes an "Open Notebook bar" icon, which is circled in red. The rest of the interface is identical to the previous screenshot, featuring the "Note taking skills - from lectures and readings" page with its introduction and cartoon character.

Search note cards Close StudyboardSample Book: SamplePDF_NoteT...

Outline MindMap

Note taking skills - from lectures and readings

Introduction

When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing. You may even think that you have to copy down everything you hear or read. When you are at a face-to-face lecture it is sometimes difficult to tell what is important and what is not. Distance learning students might feel the need to copy out fact after fact from readings and textbooks. When preparing for an exam or assignment, it's tempting to produce extensive notes on page after page of A4 paper. These methods of note taking are generally time consuming and ineffective and there is an easier way!

Effective note taking should have a purpose, should be well organised, and can be a time saving skill. This information sheet outlines the basic lecture and written source note taking skills. Firstly, we will try to understand why notes are an important part of studying. Then we will learn how to take, organise and store notes. At the end of this information sheet you will find an activity that can be used to test yourself. Your tutor or the Student Support Officer can provide feedback on this activity.

When you've finished this study skills package, you should be able to:

- List the reasons why students should take notes
- Evaluate which information is useful and important and which is not
- Organise lecture or reading notes using a mind-mapping tool
- Demonstrate good note taking practice in the context of your subject area
- Understand how to effectively store and review your notes

Notes as a study tool

While most students anticipate that they will have to take notes at university, not many students take the time to discover how to take effective notes. In fact, some students even try to avoid taking notes by using tape recorders or by sharing notes with other students. Initially, these strategies may seem like a good idea, but in an academic context note taking is as important as assignment writing in that you are taking in information and then writing it back out again as a learning process (Rowntree, 1976: 112). Tape recorders and 'buddy' note-taking arrangements should only ever be used in addition to your original notes, and never as a substitute.*

The following list provides a few reasons why note taking is an important activity:

- Taking notes will help you to extend your attention (Rowntree, 1976: 112). When reading or listening, your mind may tend to wander off. You might be inclined to think about work, money, or relationships. It is quite easy for other aspects of your mind to pop into your head while you are listening to a lecture or while you are reading. Taking notes will help you to keep your attention focused on the task at hand (Kesselsman-Turkel and Petersen, 1982: 2).
- Taking notes will help you to remember what you have heard or read (Kesselsman-Turkel and Petersen, 1982: 3). We learn more effectively when we use multiple senses and multiple activities. When note-taking we are using listening and writing skills and we are using our brain and muscles. Also, by writing down what you have heard or read, you are giving your brain a chance to process the information. This means that you are more likely to understand what you review the notes. And as an adult learner you are more likely to remember what you have heard or read if you take an active part in your learning. Rather than passively listening to a lecture or reading a text, you are physically involved in the process. This makes your own work and are a visible reminder of the effort you have put into the course. This in itself can be a motivational factor for your study!
- Notes will help you to organise the ideas you are learning about (Kesselsman-Turkel and Petersen, 1982: 3-4). Good notes should arrange topics into easy-to-review chunks of information that are clear and well referenced. This is important if you're using your notes to review for an examination or for as a starting point in an assignment (Rowntree, 1976: 112).

3. To switch to the **Book + Margin** mode, open the **Margin** bar. In this mode, you have the ability to see your notes and the main document at the same time.

StudyboardSample2 Book: SamplePDF_NoteTakingSkills

Note taking skills - from lectures and readings

Introduction

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The screenshot shows a mobile application interface. At the top, there are navigation icons: three horizontal lines, a gear, a network icon, and a search icon. The title "StudyboardSample2" and "Book: SamplePDF_NoteTakingSkills" are displayed. On the right side, there are icons for a bookmark, a magnifying glass, and a font size adjustment.

Department of Lifelong Learning: Study Skills Series

Note taking skills - from lectures and readings

Introduction

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- Taking notes will help you to remember what you have heard or read (Kesselman-Turkel and Peterson, 1982: 2). When we are listening to a lecture or reading a text, we are using listening and writing skills and we are using our brain and muscles. Also, by writing down notes, you are paraphrasing the lecture or reading material into your own words and into a format that you are more likely to understand when you review the notes. And as an adult learner you are more likely to remember what you have heard or read if you take an active part in your learning. Rather than being a passive listener or reader, note taking makes you an active learner. The notes you produce are your own work and are a visible reminder of the effort you have put into the course. This in itself can be a motivational factor for your study!

#attention

EXTEND YOUR ATTENTION SPAN

#attention

SQ3R

Organize Books by Categories

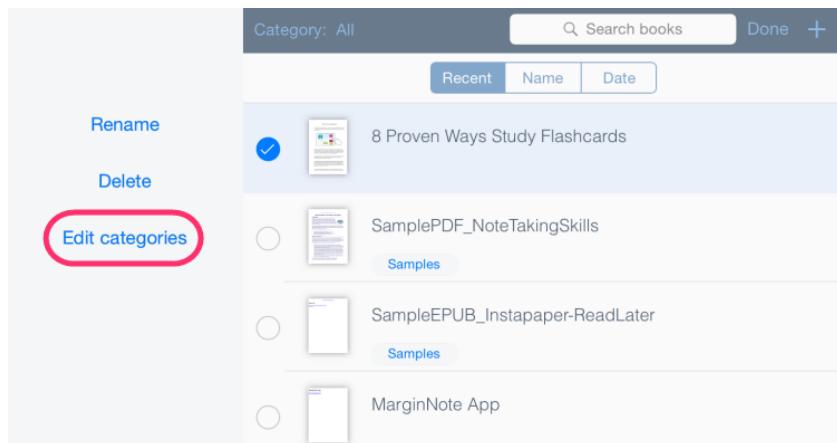
1. In the Books panel, tap Edit.

The screenshot shows the "Books" panel in the Studyboard app. At the top, there are icons for signal strength, a question mark, an envelope, and a gear. The "Category: All" button is shown. To the right is a search bar with the placeholder "Search books" and an "Edit" button circled in red. Below this is a "+" button.

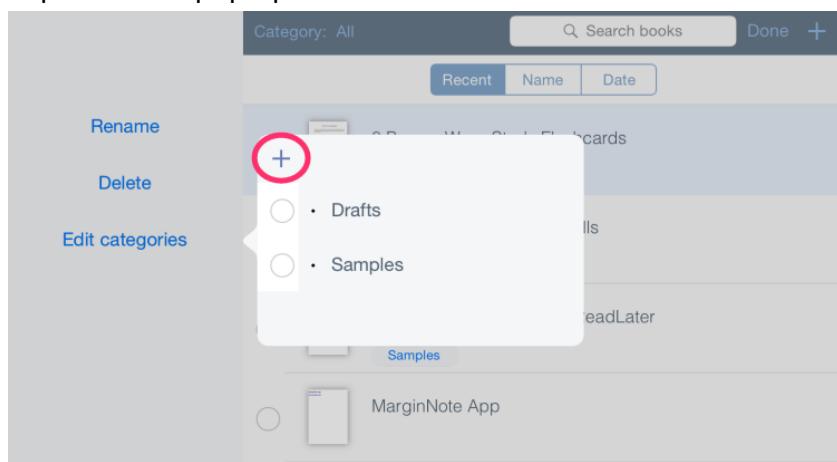
The main area is divided into sections:

- READING & STUDYING** (selected):
 - Books**: Shows "8 Proven Ways Study Flashcards".
 - Notebooks**: Shows "SamplePDF_NoteTakingSkills" with a "Samples" link.
 - Notes & Tags**: Shows "SampleEPUB_Instapaper-ReadLater" with a "Samples" link.
- REVIEWING**:
 - Review queue**: Shows "MarginNote App".

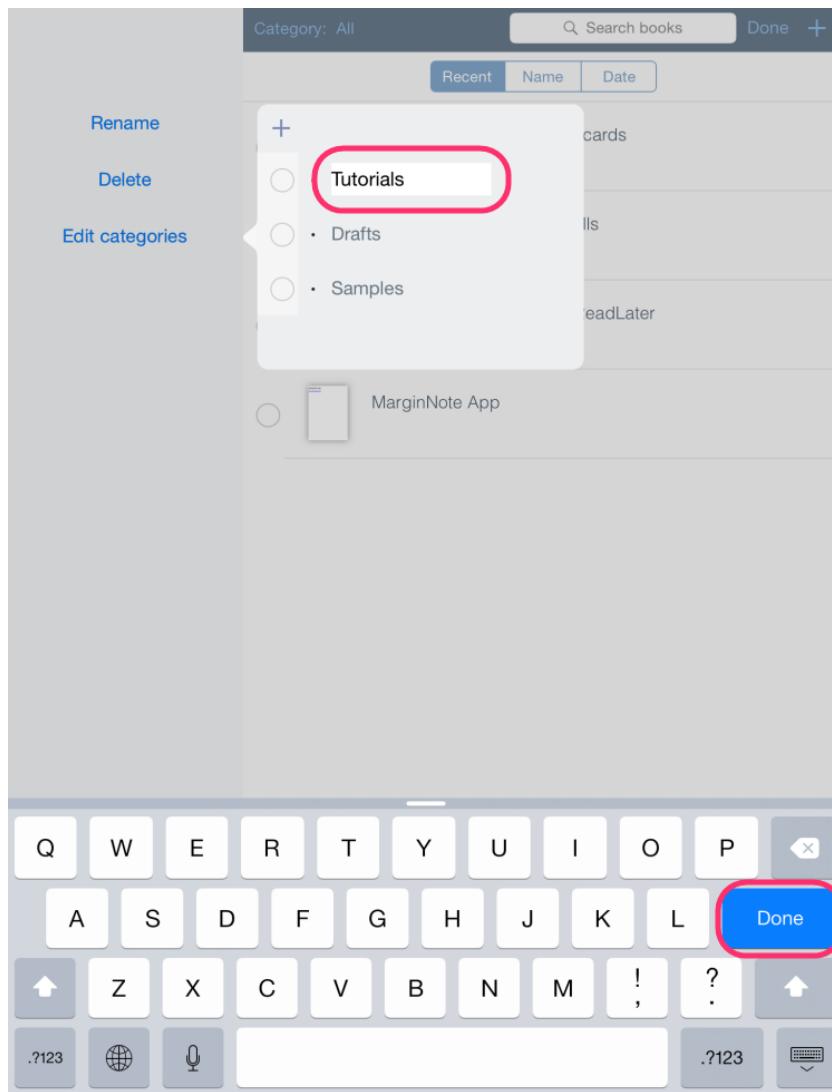
2. Select the required book and tap Edit categories.



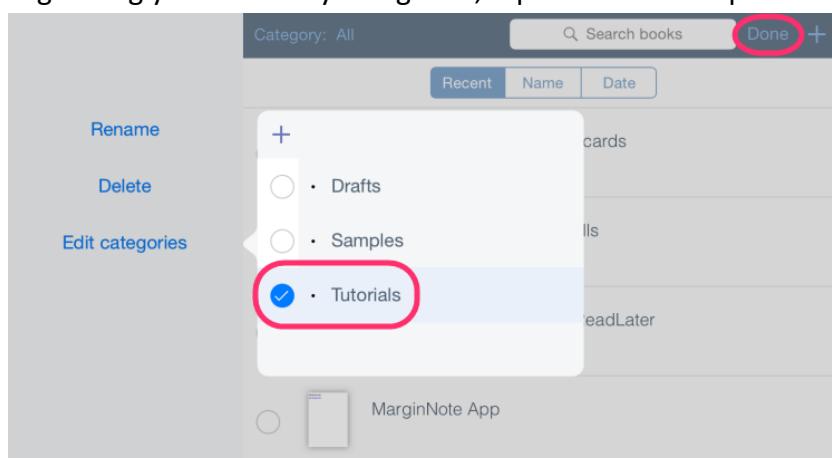
3. Tap "+" in the pop-up window.



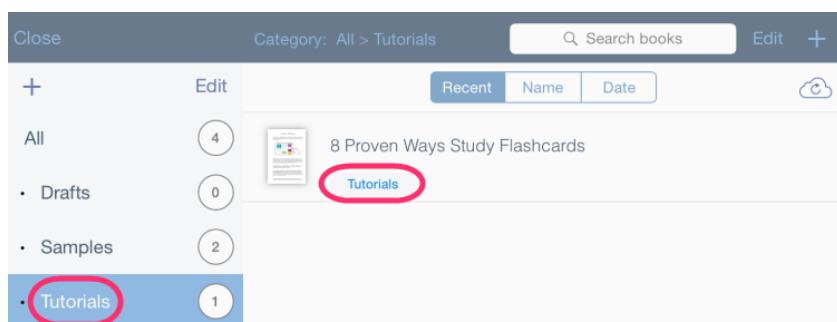
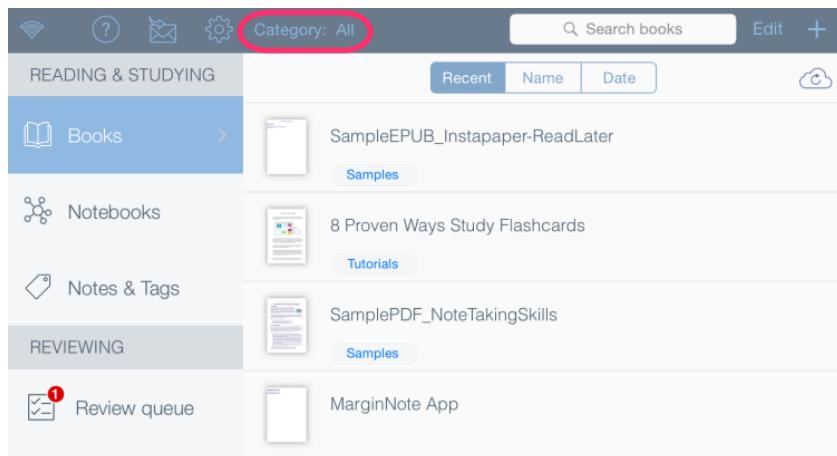
4. Type the name of a category that you want to create using the keyboard that appears. Once you have finished typing, tap **Done**.



5. To assign a category to the selected book, tap on this category. Once you have finished organizing your books by categories, tap **Done** in the top menu bar.



6. To view all books of the same category, tap the required category name in the **Books** view or tap **Category: All** in the top menu bar and select the required category.

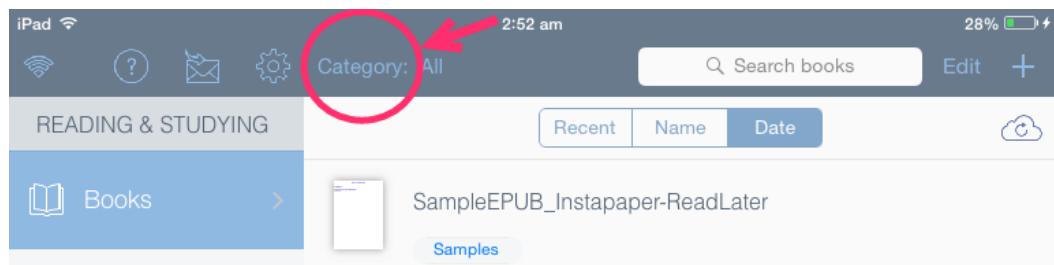


Manage Categories

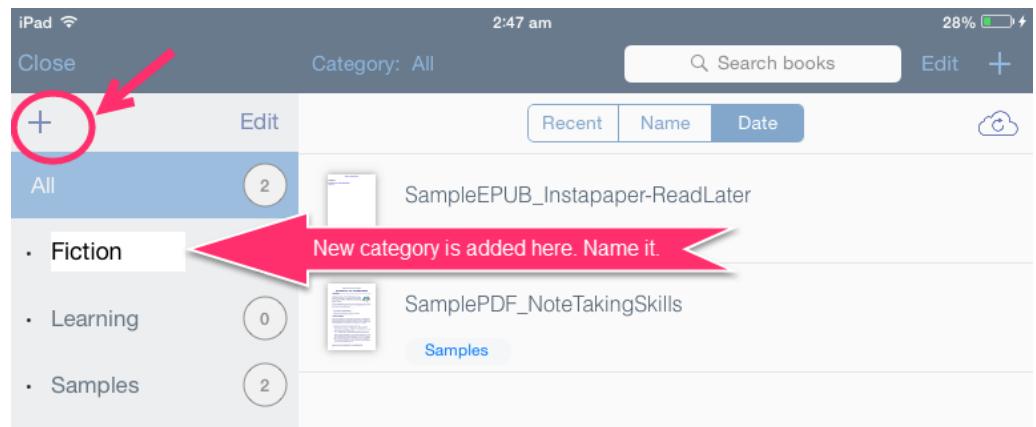
Creating Categories

To create a new category:

1. On the Action Bar, tap Category.



2. On the left Navigation Pane, tap and give a category name in the field provided.



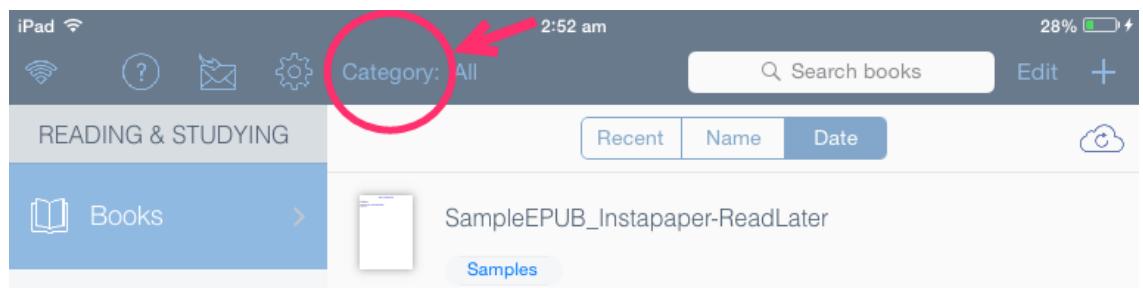
3. Tap anywhere in the screen to save the category.

The new category is listed now.

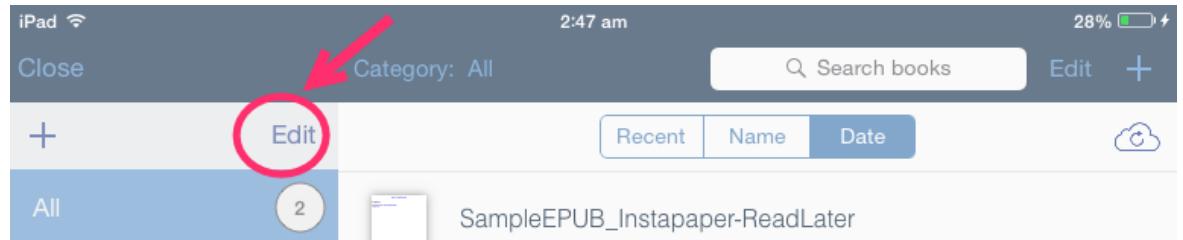
Editing Category

To edit an existing category:

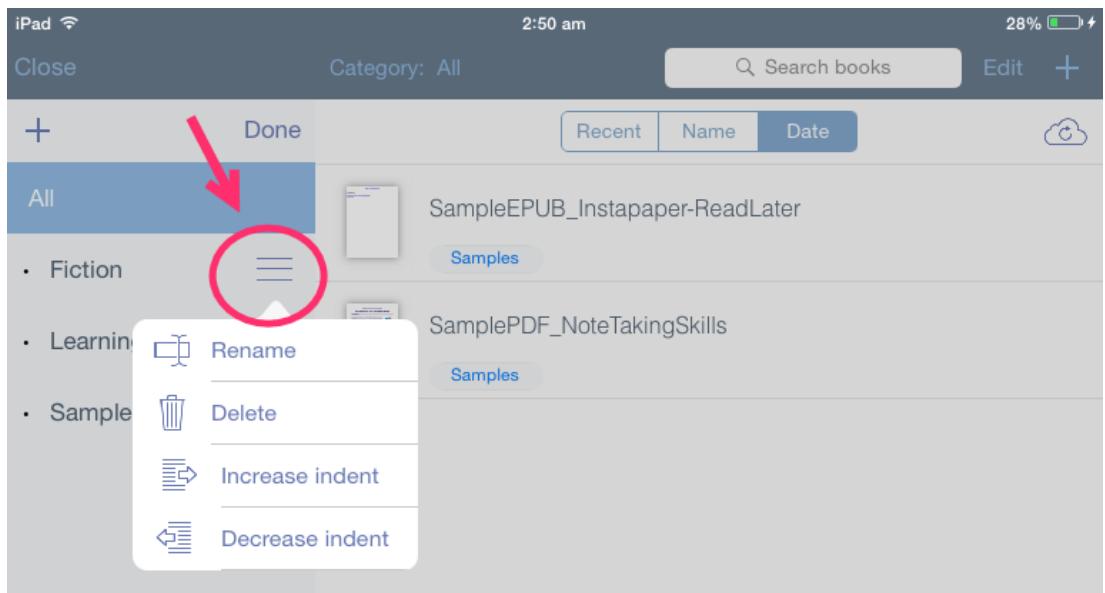
1. On the Action Bar, tap **Category**.



2. On the left **Navigation Pane**, tap **Edit**.



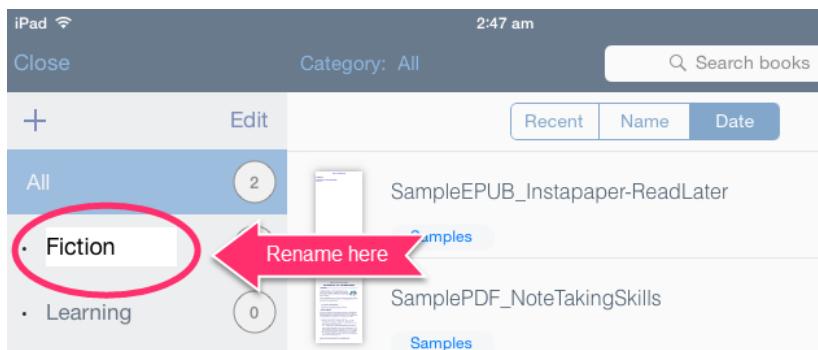
3. Click the icon beside the name of the category to be edited.



A category can be renamed, deleted, and indented from this section. Read on for more information.

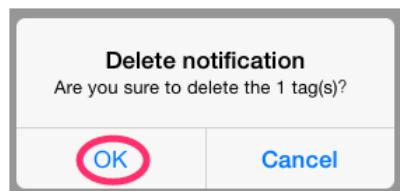
4. To rename, tap **Rename** and give a new name to the category. To save it, tap anywhere.

The category is renamed.



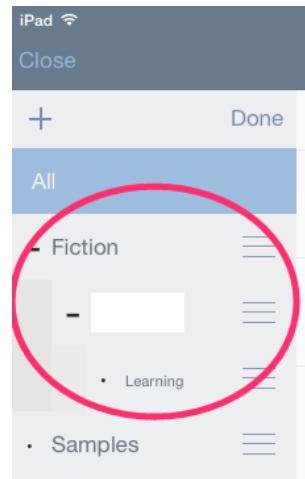
5. To delete a category, tap **Delete**. To confirm deletion, tap **OK**

The category is deleted.



6. To make a sub-category, tap **Increase Indent**.

The category is indented to right, making it a sub-category.

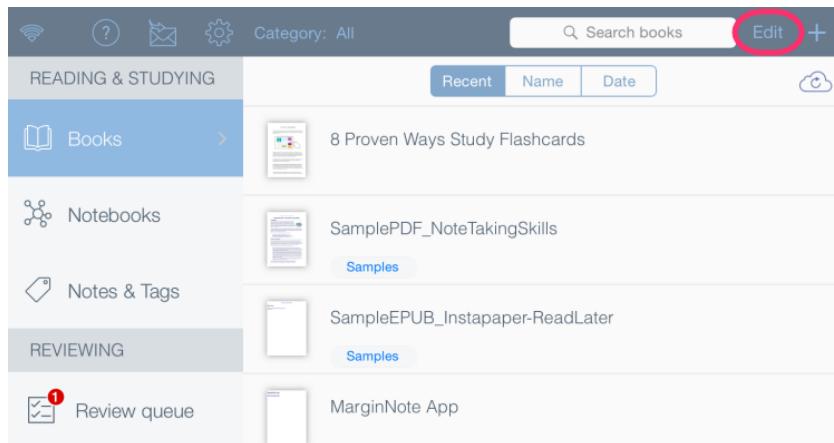


7. To make a sub-category a main category, tap **Decrease Indent**.

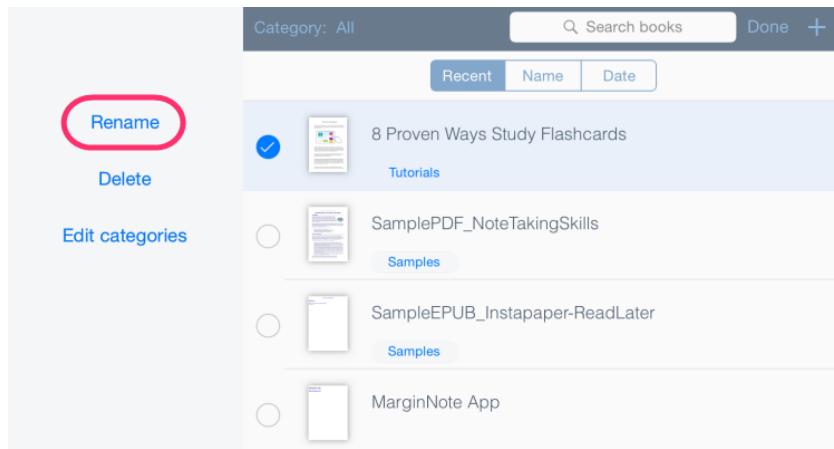
The category is indented to left, making it a main category.

Rename Books

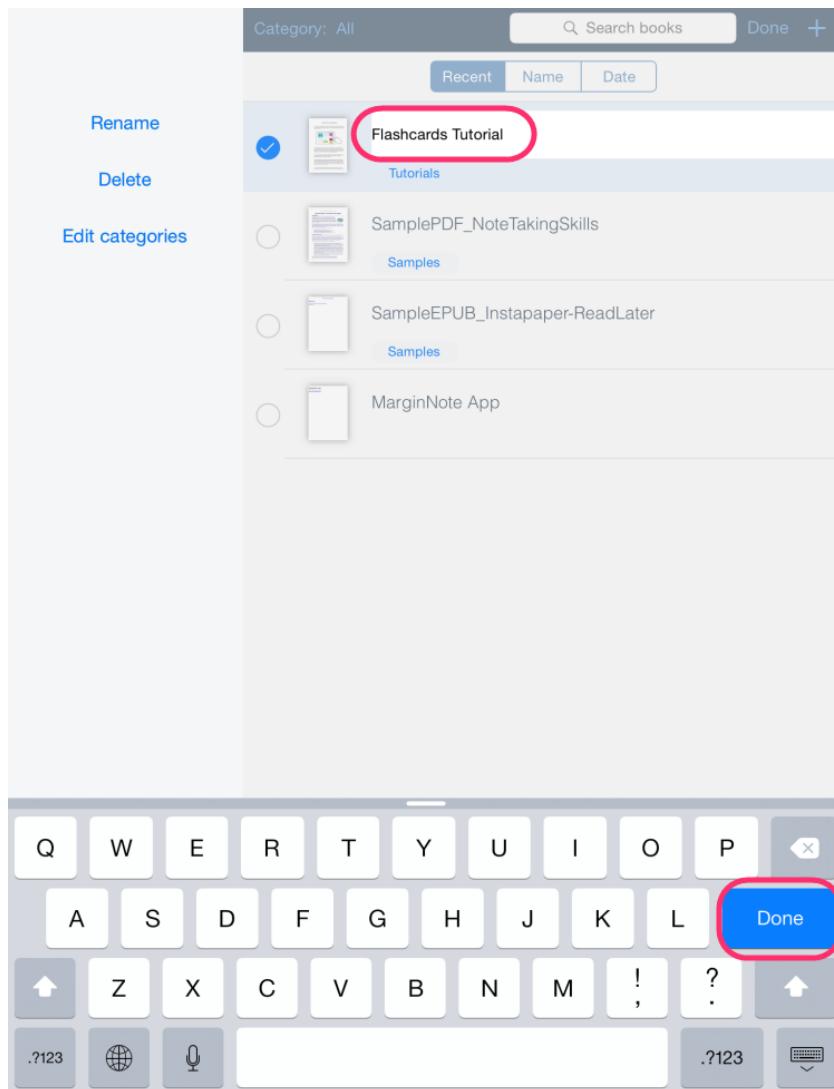
1. In the **Books** panel, tap **Edit**.



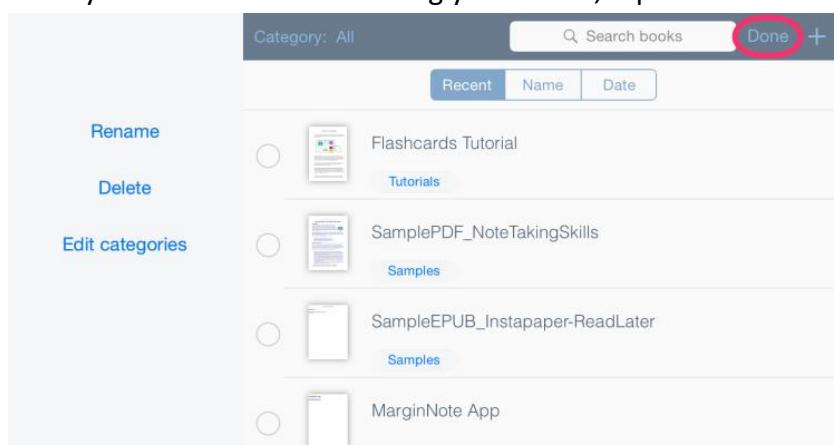
2. Select the book that you want to rename. The book editing sidebar will become active.
3. Tap **Rename** in the sidebar.



4. Type a new name of the book using the keyboard that appears. Once you have finished typing, tap **Done**. The book name will be changed to the new one.

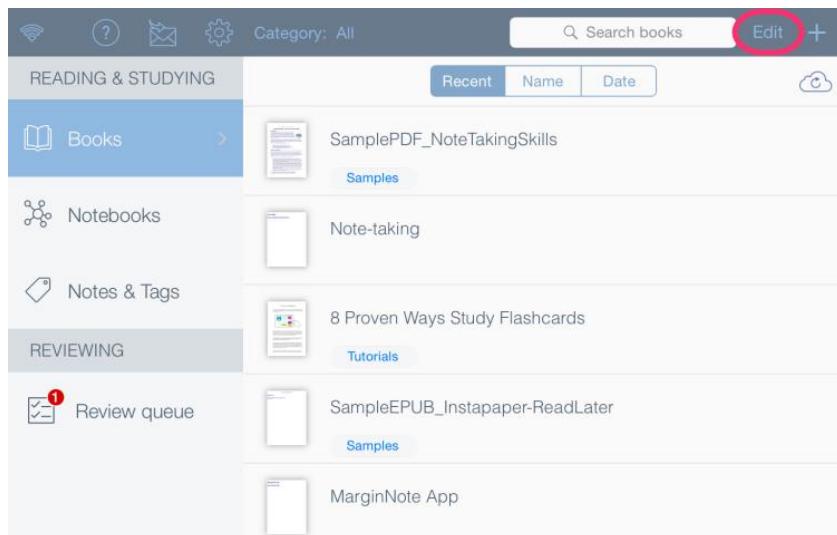


5. Once you have finished renaming your books, tap **Done** in the top menu bar.

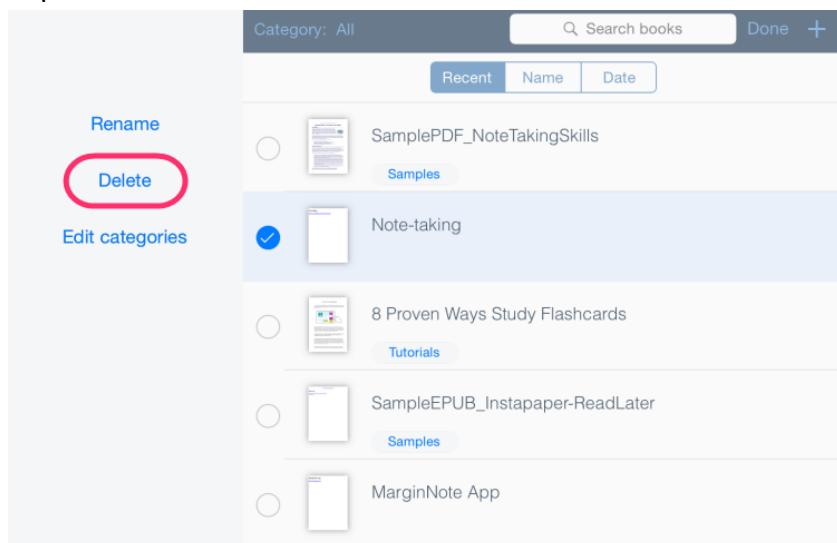


Delete Books

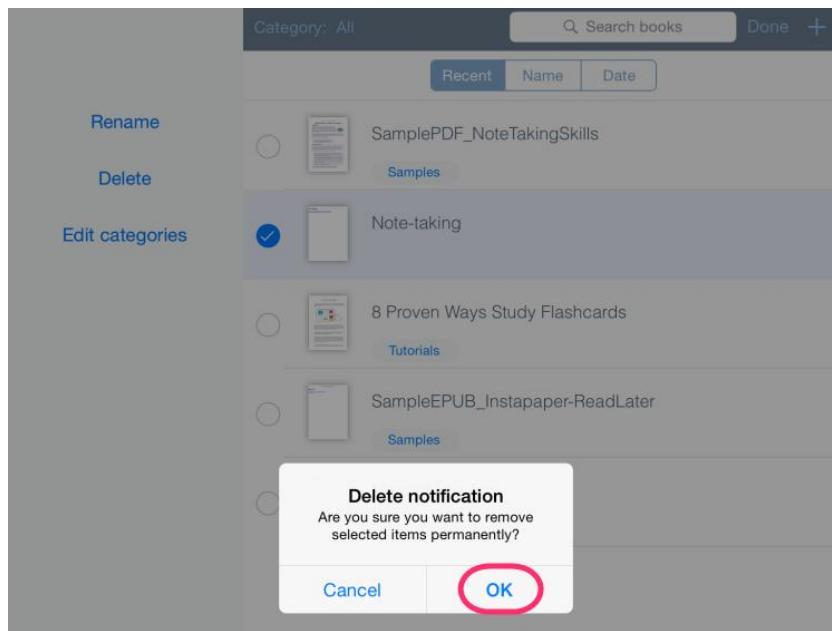
1. In the **Books** panel, tap **Edit**.



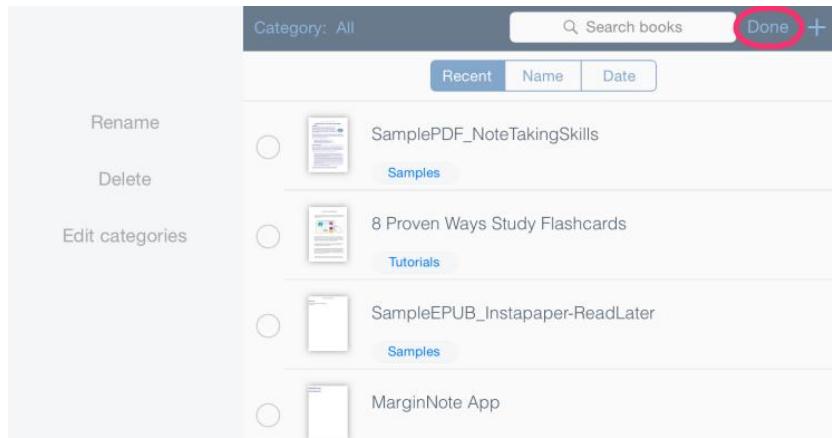
2. Select the book that you want to delete. The book editing sidebar will become active.
3. Tap **Delete** in the sidebar.



4. To confirm the deletion, tap **OK** in the pop-up window. The selected book will be permanently deleted.



- Once you have finished deleting books, tap **Done** in the top menu bar.



Sync Books with iCloud

- In the book reading interface, tap the **Cloud Settings** icon in the bottom menu bar.

Note taking skills - from lectures and readings

Introduction

When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing. You may even think that you have to copy down everything you hear or read. When you are at a face-to-face lecture it is sometimes difficult to tell what is important and what is not. Distance learning students might feel the need to copy out fact after fact from readings and textbooks. When preparing for an exam or assignment, it is tempting to produce extensive notes on page after page of A4 paper. These methods of note taking are generally time consuming and ineffective and there is an easier way!



Effective note taking should have a purpose, should be well organised, and can be a time saving skill. This information sheet outlines the basic lecture and written source note taking skills. Firstly, we will try to understand why notes are an important part of studying. Then we will learn how to take, organise and store notes. At the end of this information sheet you will find an activity that can be used to test yourself. Your tutor or the Student Support Officer can provide feedback on this activity.

When you've finished this study skills package, you should be able to:

- List the reasons why students should take notes
- Evaluate which information is useful and important and which is not
- Organise lecture or reading notes using a mind-mapping tool
- Demonstrate good note taking practice in the context of your subject area
- Understand how to effectively store and review your notes

Notes as a study tool

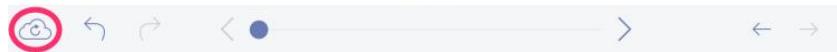
While most students anticipate that they will have to take notes at university, not many students take the time to discover how to take effective notes. In fact, some students even try to avoid taking notes by using tape recorders or by sharing notes with other students. Initially, these strategies may seem like a good idea, but in an academic context note taking is as important as assignment writing in that you are taking in information and then writing it back out again as a learning process (Rowntree, 1976: 112). Tape recorders and 'buddy' note-taking arrangements should only ever be used in addition to your original notes, and never as a substitute.*

The following list provides a few reasons why note taking is an important activity:

- Taking notes will help you to extend your attention span (Rowntree, 1976: 112). When reading or listening, your mind may tend to wander off. You might be inclined to think about work, money, or relationships. It is quite easy for other aspects of your life to pop into your head while you are listening to a lecture or while you are reading. Taking notes helps keep you focussed on your subject area and to the task at hand (Kesselman-Turkel and Peterson, 1982: 2).
- Taking notes will help you to remember what you have heard or read (Kesselman-Turkel and Peterson, 1982: 3). We learn more effectively when we use multiple senses and multiple activities. When note-taking we are using listening and writing skills and we are using our brain and muscles. Also, by writing down notes, you are paraphrasing the lecture or reading material into your own words and into a format that you are more likely to understand when you review the notes. And as an adult learner you are more likely to remember what you have heard or read if you take an active part in your learning. Rather than being a passive listener or reader, note taking makes you an active learner. The notes you produce are your own work and are a visible reminder of the effort you have put into the course. This in itself can be a motivational factor for your study!
- Note taking helps you to organise the ideas you are learning about (Kesselman-Turkel and Peterson, 1982: 3-6). Good notes should arrange topics into easy-to-review chunks of information that are clear and well referenced. This is important if you're using your notes to review for an examination or for as a starting point in an assignment (Rowntree, 1976: 112).

It may be tempting not to take notes and to just sit back and listen to an interesting lecture or to become engrossed in an interesting reading. The disadvantage of these strategies is that at the end of the lecture or reading you may only have a vague recollection of the

1 / 10



2. Tap **iCloud** so that a check mark appears next to this option. As a result, MarginNote will save the current book to iCloud.

The screenshot shows a web-based study skills package. At the top, it says "StudyboardSample2" and "Book: SamplePDF_NoteTakingSkills". Below this is the title "Note taking skills - from lectures and readings". A section titled "Introduction" follows, containing text about the challenges of note-taking and a cartoon character of a person sweating and looking overwhelmed. Another section discusses the purpose and organization of notes. A sidebar on the left provides options for saving current books and notebooks to various cloud services: iCloud (selected), Local only, Dropbox, and Evernote. It also includes links for "Sync Notes to cloud" and "Settings".

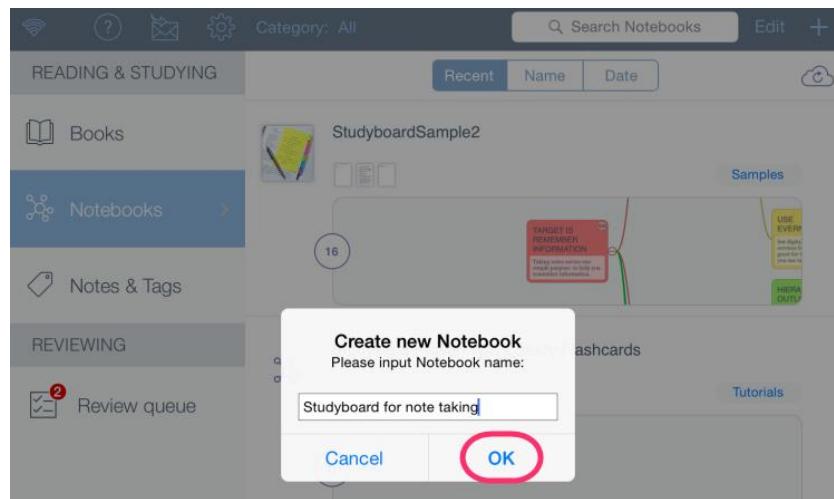
Manage Notebooks

Create New Notebook

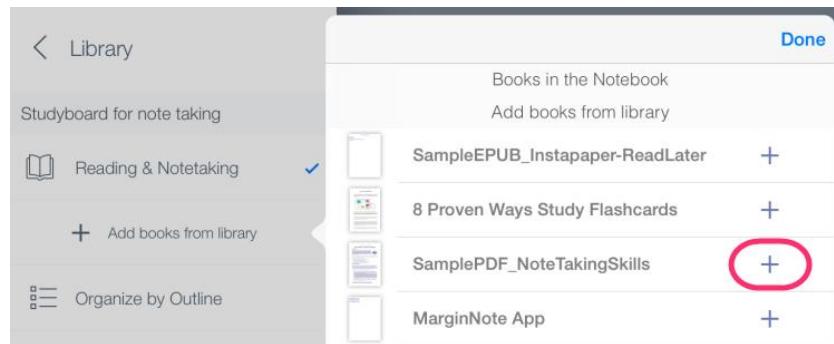
1. In the **Notebooks** panel, tap "+".

The screenshot shows the Evernote mobile application interface. At the top, there are navigation icons (Wi-Fi, Help, Mail, Settings) and a search bar. The main area is titled "READING & STUDYING" and shows a list of notebooks. One notebook, "StudyboardSample2", is selected and shown in detail. This detail view includes a thumbnail, a title "Samples", and a preview of the notebook's contents. Below the main list, there are sections for "REVIEWING" (with a "Review queue" item) and "Tutorials". A large red circle highlights the "+" button at the top right of the screen, which is used to create a new notebook.

2. Type the name of the new notebook in the pop-up window and tap **OK**.



- To add the book from your library as a reference book for the current notebook, tap "+" next to the required book.



- Once the selected book has become a reference book for the current notebook, each highlight and note that you create in this book will be shown in the notebook.

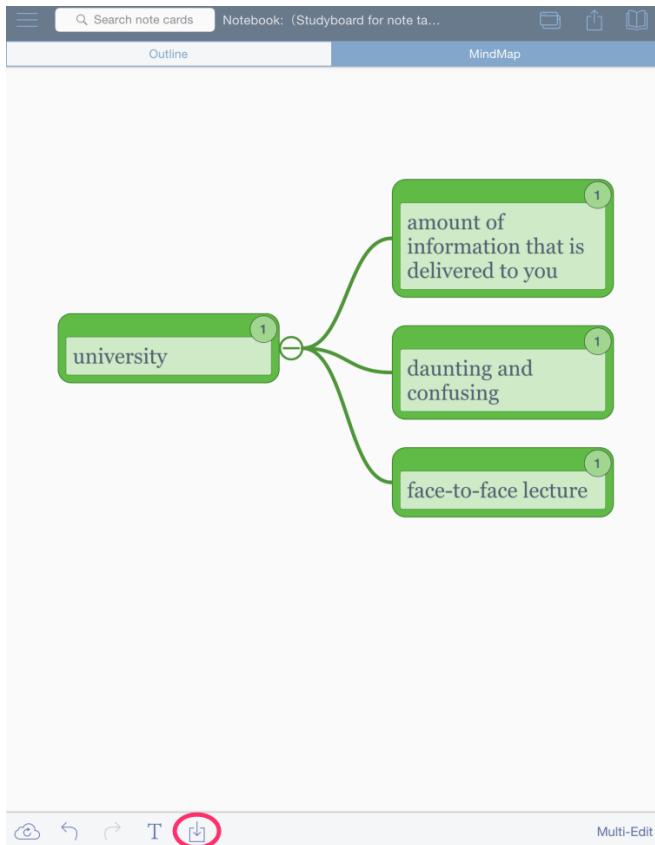
This screenshot shows a notebook titled 'Studyboard for not... Book: SamplePDF_Note...'. The interface includes a toolbar with search, close, and other icons. Below the toolbar, tabs for 'Outline' and 'MindMap' are visible, with 'MindMap' currently selected. The main content area displays a mind map with a central node 'university' connected to a green box containing the text 'amount of information that is delivered to you'. To the right, a note card is open with the title 'Note taking skills - from lectures and readings' and a sub-section 'Introduction'. The note card contains text about note-taking purposes and a cartoon illustration of a person thinking.

Work in Notebooks

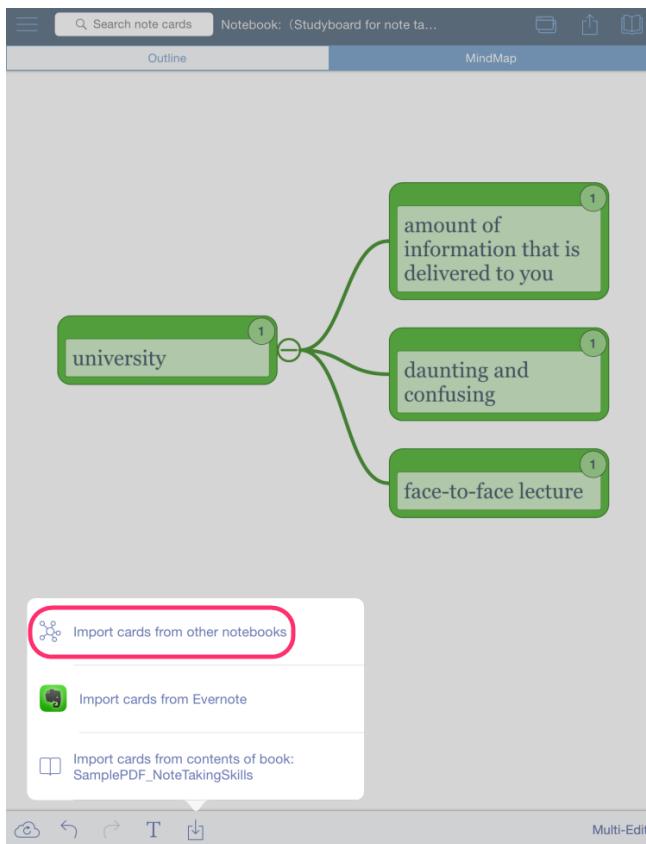
- In the **Notebooks** panel, tap on the required notebook. The picture below demonstrates the interface of notebook.

Import Notes from other Notebook

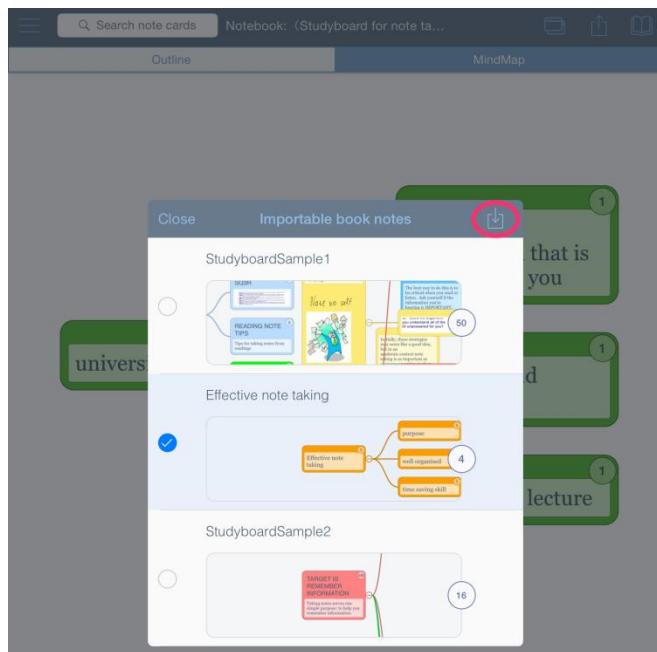
1. In the **Notebook** view, tap the **Import** icon in the bottom menu bar.



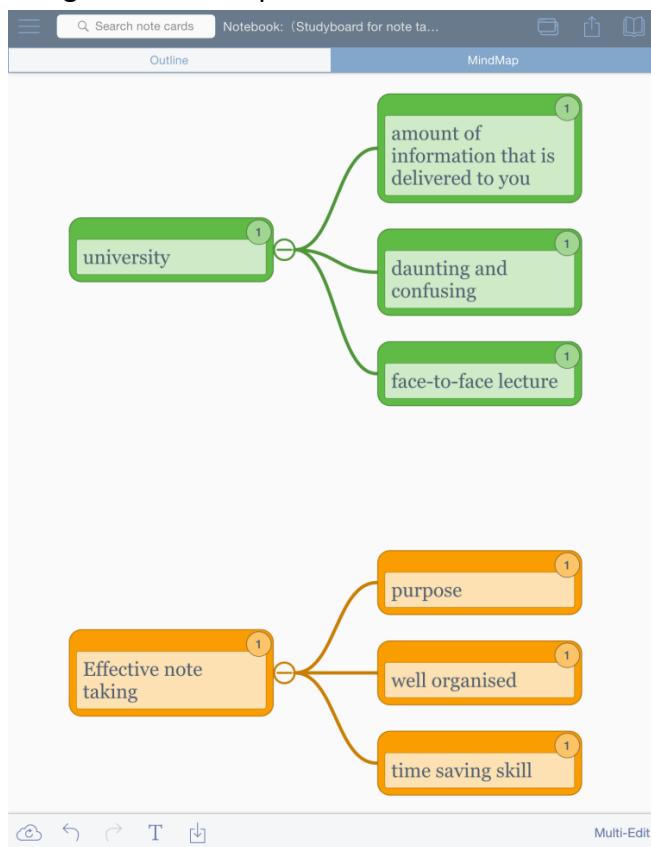
2. Tap **Import cards from other notebooks**.



3. In the pop-up window, select where to import notes from and tap the **Import** icon.



4. MarginNote will import the notes to the current notebook.

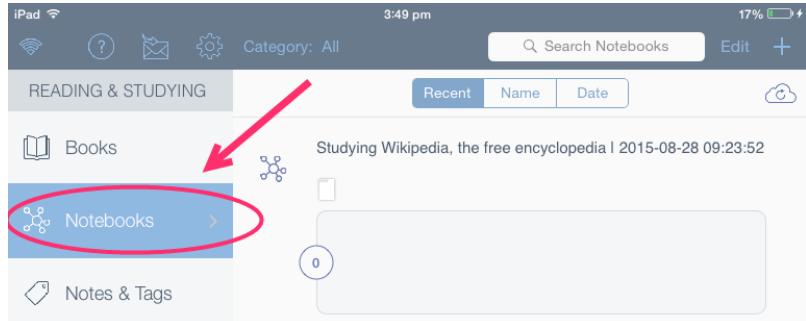


Organizing Notebooks by Categories

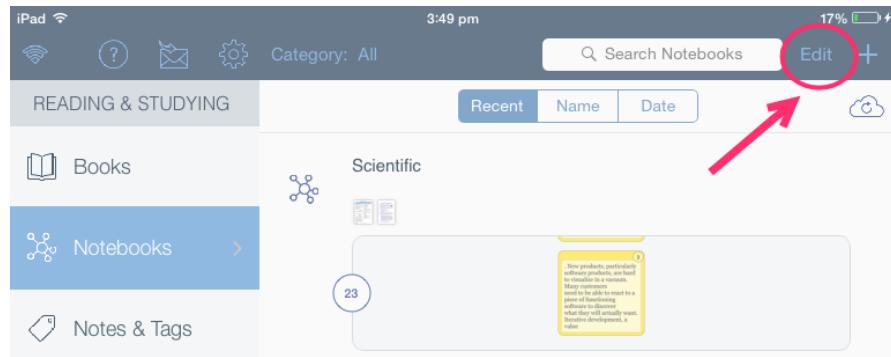
You can organize the notebooks in the same way as a book is organized. First step is 错误！未找到引用源。 and then second step is organizing the notebooks within them.

To add notebooks in a category:

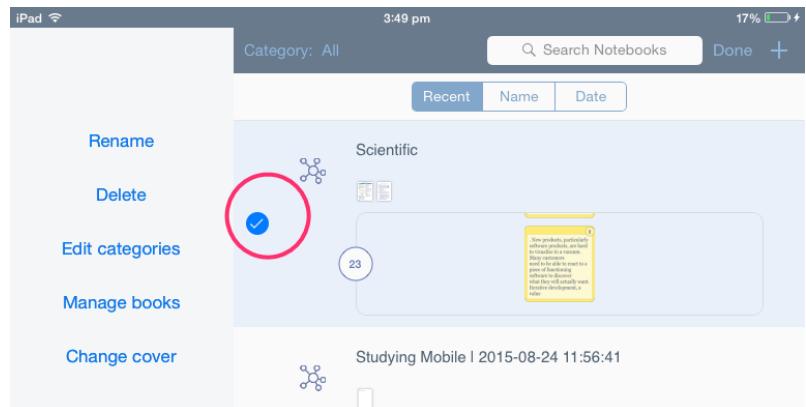
1. In the left Navigational Column, tap the Notebooks tab.



2. On the Action Bar, tap Edit.



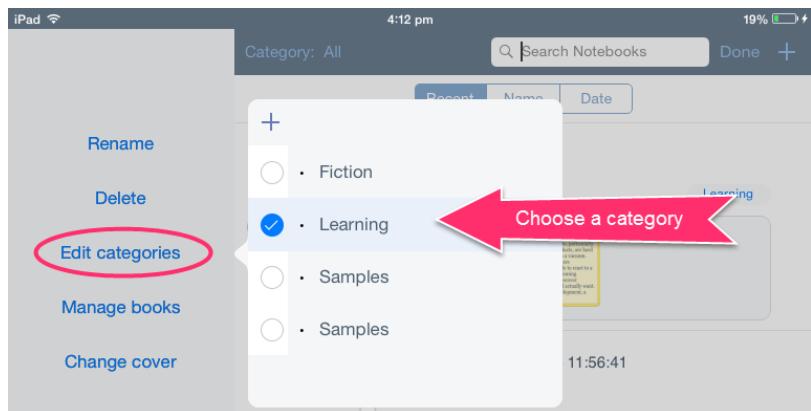
3. To select the notebook, tap the name of the notebook.



You can select multiples books to add to a category.

4. Tap Edit Categories and choose a category to add the notebook.

The notebook (s) is be added to this category.



You can rename and delete the book from this page. Read 'Editing Books' section for more information.

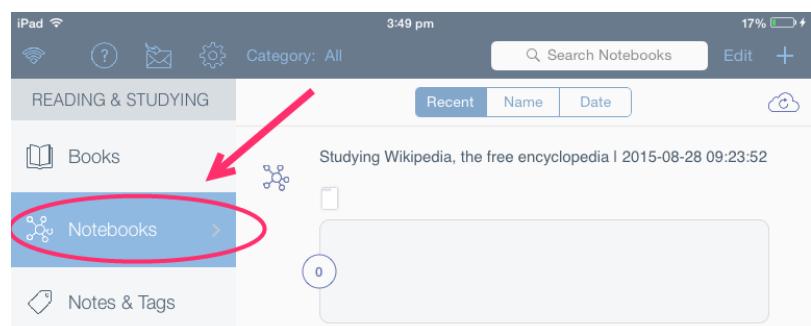
Editing Notebooks

You can rename and delete a notebook, and manage books in a notebook in the MarginNote reader.

Renaming Notebooks

To rename a notebook in MarginNote:

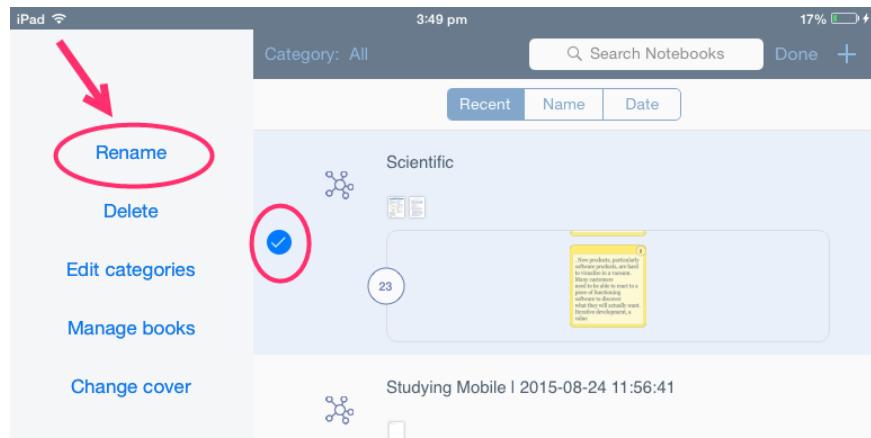
1. On the left **Navigation Pane**, tap the **Notebooks** tab.



2. On the **Action Bar**, tap **Edit**.



3. Select the notebook, and tap **Rename** and give a new name to the notebook in the field provided.



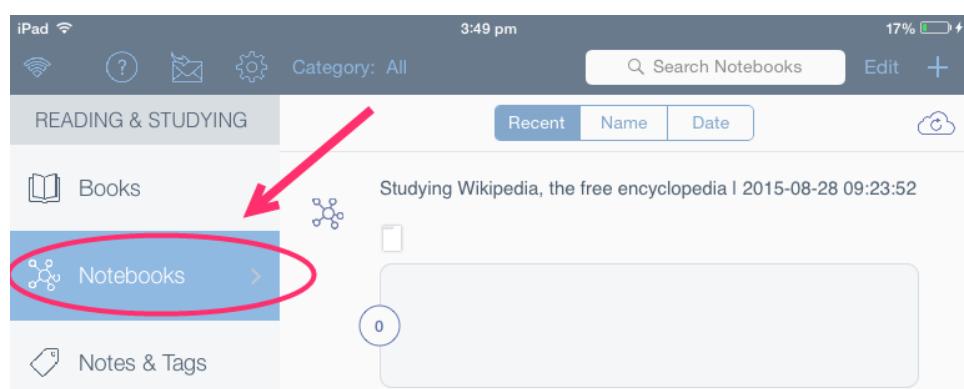
4. Tap anywhere in the iPad to save the changes and then tap **Done**.

The notebook is renamed now.

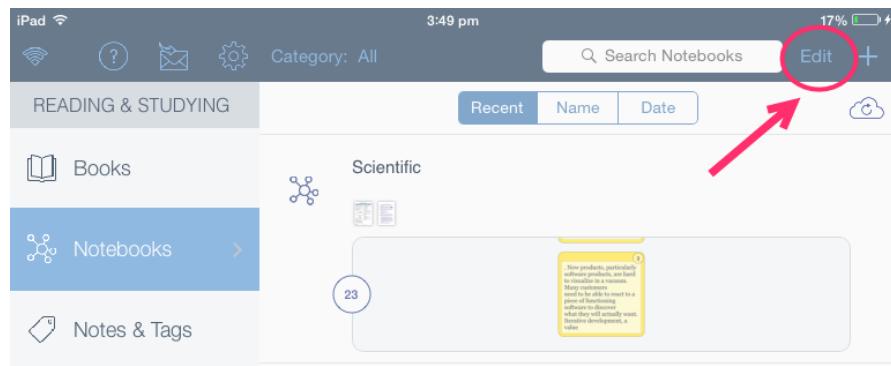
Deleting Notebooks

To delete notebooks from MarginNote:

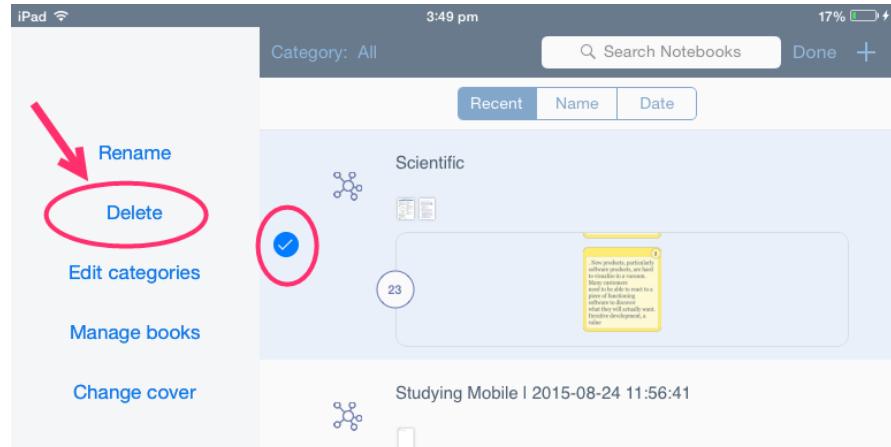
1. On the left **Navigation Pane**, tap the **Notebooks** tab.



2. On the **Action Bar**, tap **Edit**.

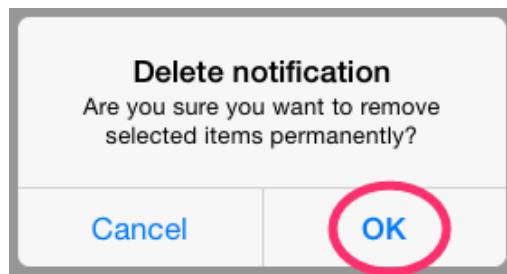


3. Select the book and tap **Delete**.



4. In the pop-up window, tap **OK**.

The notebook is deleted from the MarginNote reader.

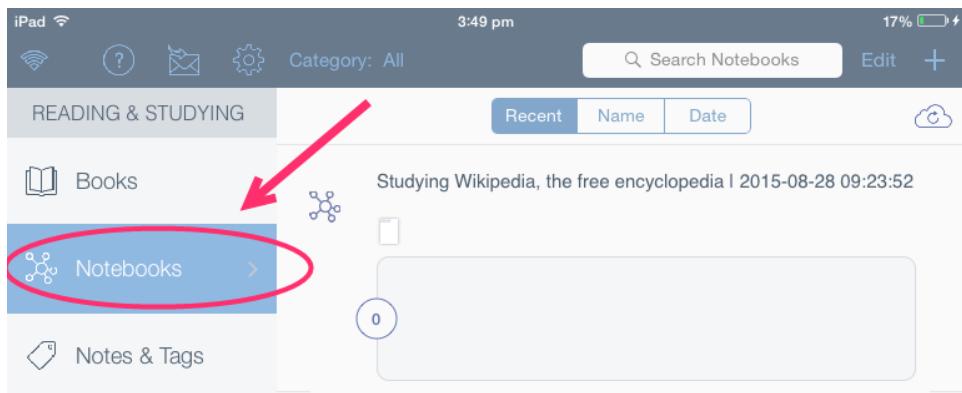


5. To go back to the **Notebooks** panel, tap **Done**.

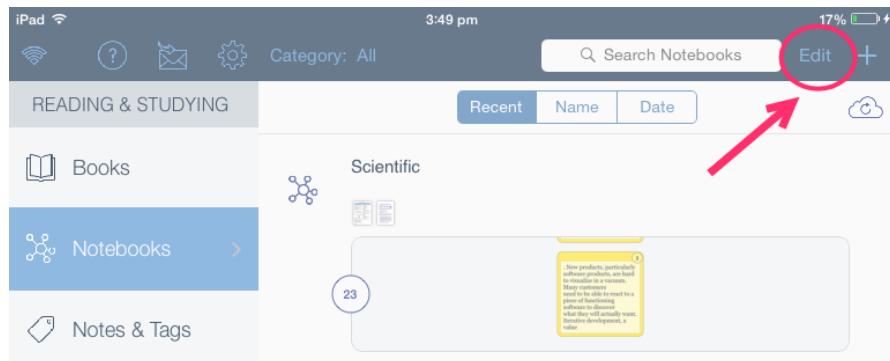
Managing Books in a Notebook

To manage books in a notebook:

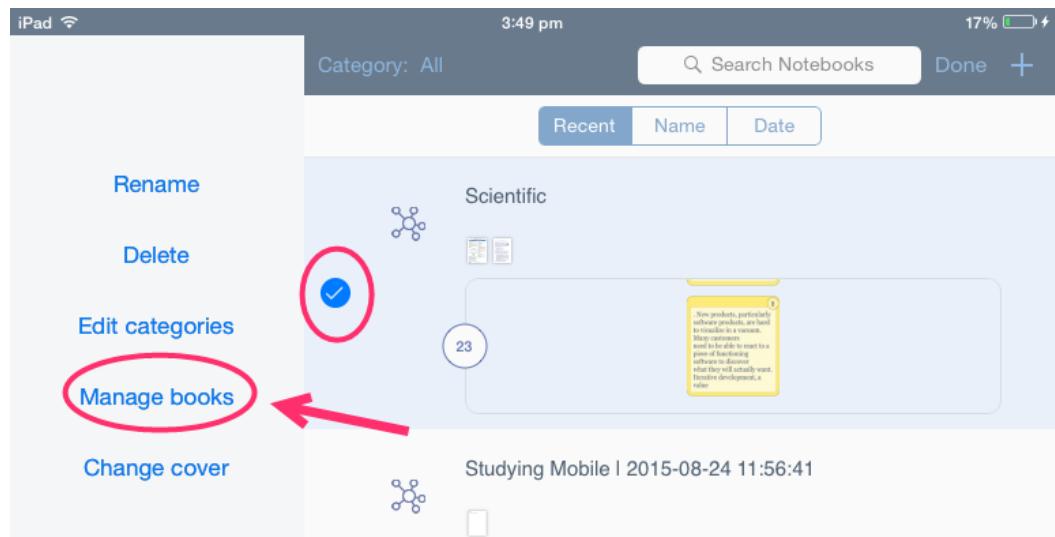
1. On the left **Navigation Pane**, tap the **Notebooks** tab.



2. On the Action Bar, tap **Edit**.



3. Select the notebook and tap **Manage books**.



4. Tap **+** to add books in a notebook.

The book is added in the notebook.

5. Tap **-** to remove books from a notebook.

The book is deleted from the notebook.

6. Repeat step 4 and 5 to add/remove the other books from a notebook.

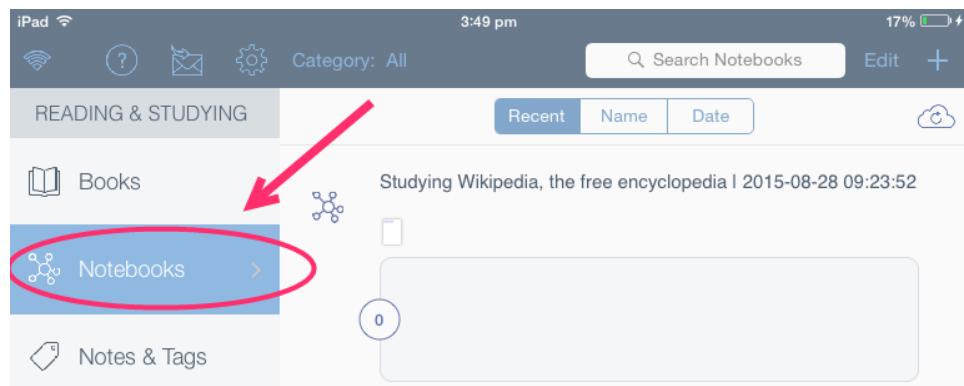


The books that have notes cannot be unreferenced from a notebook.

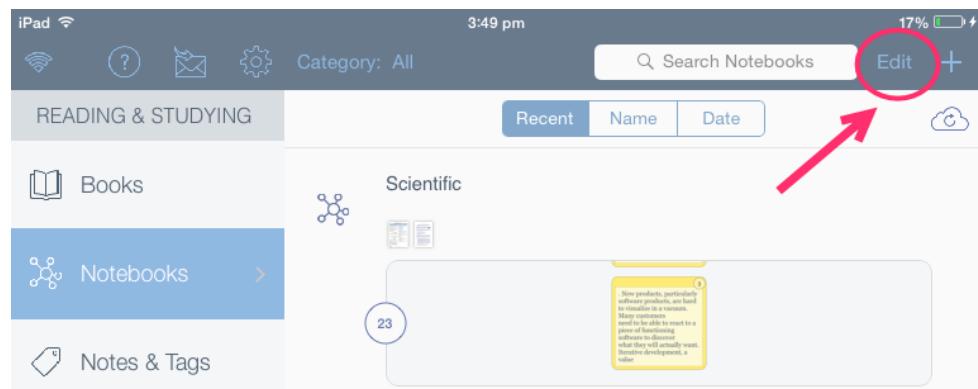
Changing Cover of a Notebook

To change the cover of a notebook:

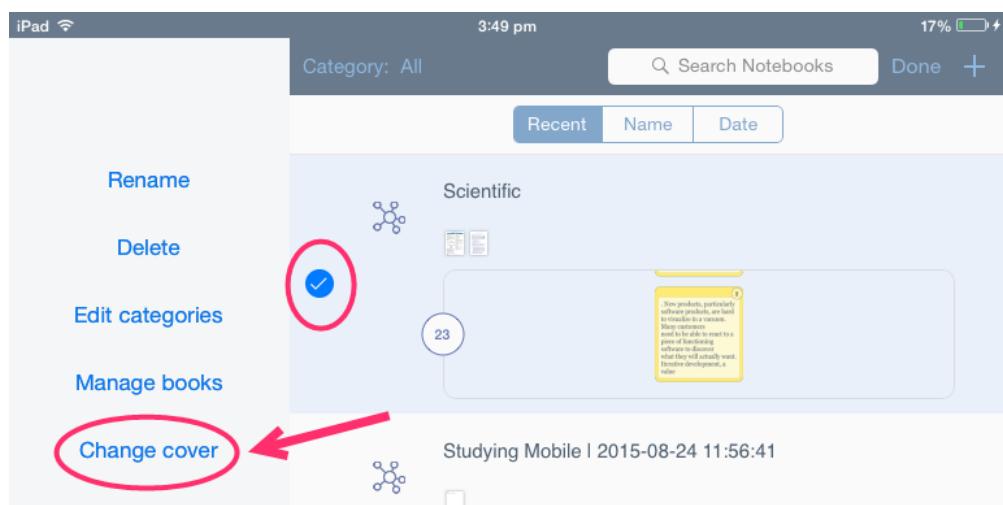
1. On the left **Navigation Pane**, tap the **Notebooks** tab.



2. On the **Action Bar**, tap **Edit**.



3. Select the notebook and tap **Change Cover**.



4. Choose the image to make it a cover of the notebook.

5. Tap **Done**.

The cover of the notebook is changed.

Syncing Notebooks with Dropbox or Evernote

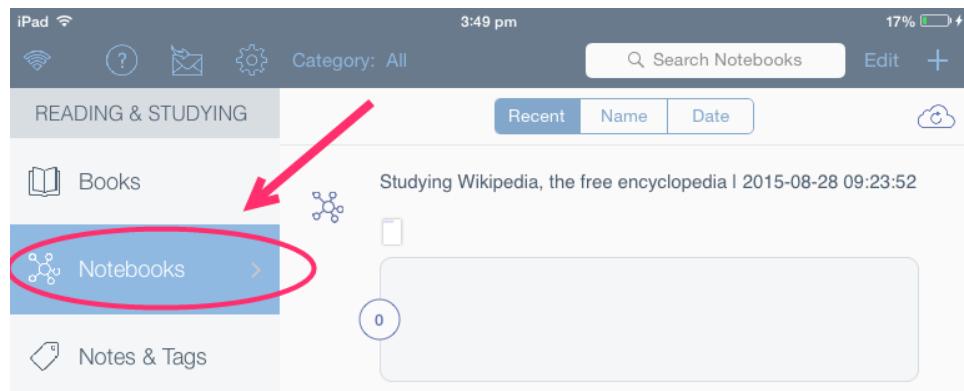
You can sync notebooks with Evernote & Dropbox. When user connect Evernote or Dropbox in a new device, all notebooks in Evernote or Dropbox will be synced back automatically.



MarginNote sync all notebooks with Dropbox by default if signed in Dropbox.

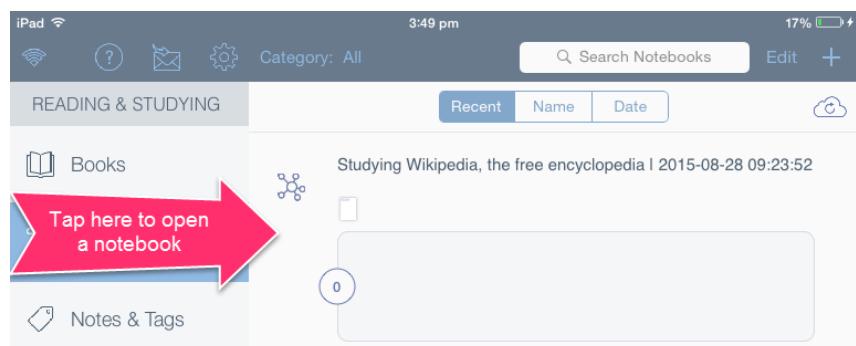
To sync a notebook:

1. On the left **Navigation Pane**, tap the **Notebooks** tab.

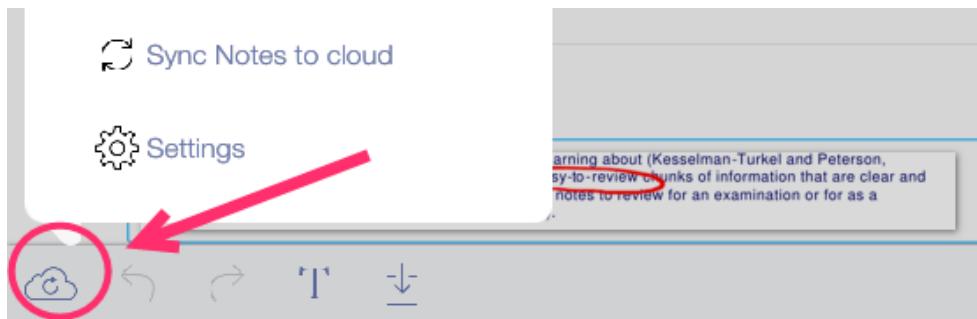


2. In the **Notebook** panel, tap a notebook to open.

The notebook is opened in the **Outline** mode.

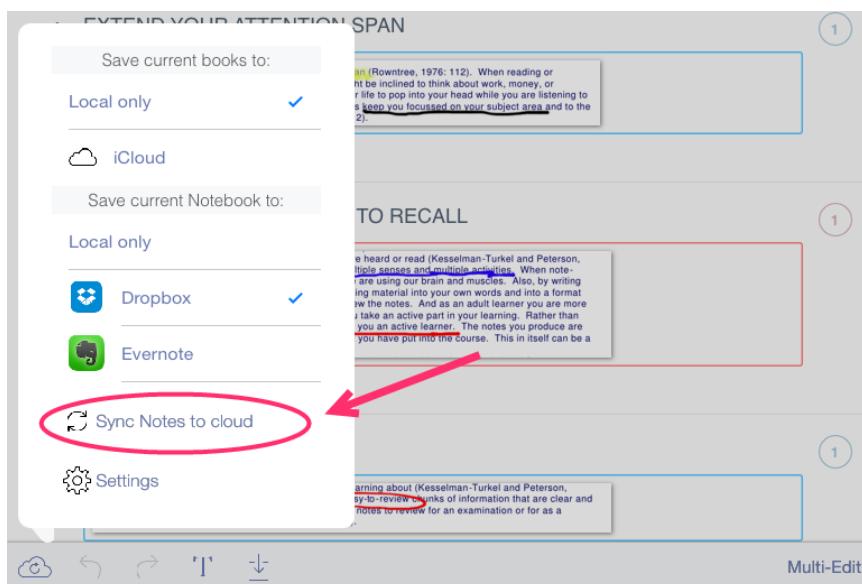


3. Click the icon at the bottom left corner.



4. In the **Save Current Notebook to:** section, tap **Sync Notes to Cloud** option.

The notebook is now sync to cloud.



You can also sync the current book of the notebook to iCloud.

Highlighting & Note Taking

MarginNote allows you to create highlights in the books by means of selecting and dragging. Use the method of selecting text fragments to create text highlights. When using the dragging method, you are able not only to create text highlights in PDF and ePUB files, but also create screenshot highlights in PDF. In MarginNote, you can make annotations right on the screenshot highlights. To find the definition or additional information about the selected word, use the **Dictionary** and **Wiki** tools.

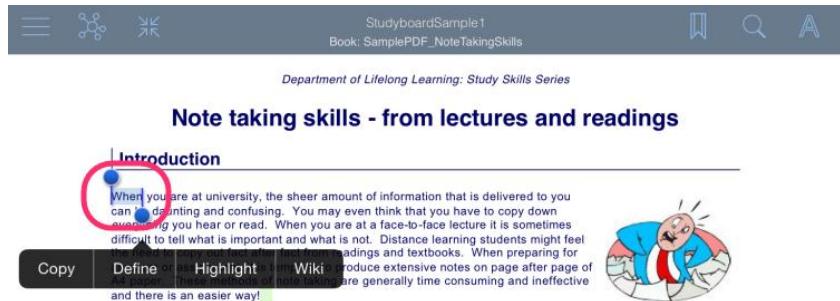
Once you have created a highlight, it is possible to change its color, view it in **Outline** or **MindMap**, take notes on the highlight. MarginNote gives you the ability to edit the components of notes, add and manage different kinds of comments, assign hashtags to notes. Moreover, you can see your main document and your notes all at once.

In this chapter, you will learn how to properly create highlights, add, view and manage notes, as well as use other effective tools for a better studying or working process.

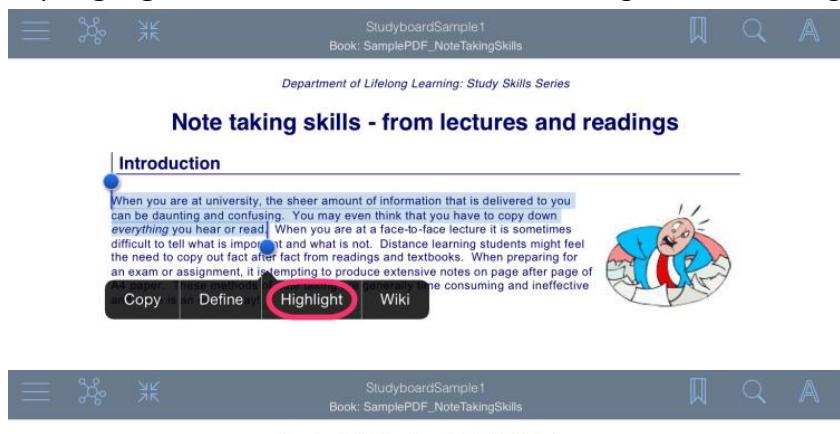
Highlighting

Select & Create Highlight

1. In the book reading interface, tap and hold on the required word.



2. Expand the selection to include an entire text fragment that you want to highlight.
3. Tap **Highlight** in the context menu. The text fragment will be highlighted.



Drag & Create Text Highlight

1. Tap and hold on the required word until it is highlighted, and then drag your finger to include an entire text fragment that you want to highlight.

The screenshot shows a digital study board interface. At the top, there are icons for navigation and search. The title "StudyboardSample1" and "Book: SamplePDF_NoteTakingSkills" are displayed. Below the title, the text "Department of Lifelong Learning: Study Skills Series" is shown. A section titled "Note taking. You may be from lectures and readings" is visible. A specific sentence "When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing. You may even think that you have to copy down everything you hear or read." is highlighted with a yellow box. The word "When" is circled in red. To the right of the text is a cartoon character of a person with a worried expression.

This screenshot shows a similar digital study board interface. The highlighted text "When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing. You may even think that you have to copy down everything you hear or read." has the word "When" circled in red. The cartoon character is present on the right.

2. The text fragment will be highlighted.

The screenshot shows a digital study board interface. The highlighted text "When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing. You may even think that you have to copy down everything you hear or read." has the word "When" circled in red. Below the text, there is a row of color-coded circular icons (black, yellow, green, blue, red, orange) followed by the text "Executive note-taking should have a purpose, should be well organised, and can be a time saving skill. This".

Note: This type of highlight can be created both in PDF and ePub.

Drag & Create Screenshot Highlight

1. Tap and hold on the required word until it is highlighted, and then drag your finger across the text until the highlight is transformed into rectangle. Once you release your finger from the screen, the screenshot highlight will be created.

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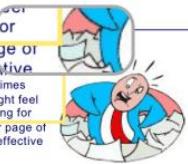
StudyboardSample1
Book: SamplePDF_NoteTakingSkills

Department of Lifelong Learning: Study Skills Series

Note taking skills - from lectures and readings

Introduction

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2. Adjust the rectangle's size to include an entire text fragment that you want to highlight.

StudyboardSample1
Book: SamplePDF_NoteTakingSkills

Department of Lifelong Learning: Study Skills Series



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Note: This type of highlight can only be created in PDF.

Annotate on Screenshot Highlight

1. Tap on a screenshot highlight. The toolbar for making annotations will appear.

StudyboardSample1
Book: SamplePDF_NoteTakingSkills

Department of Lifelong Learning: Study Skills Series



Introduction

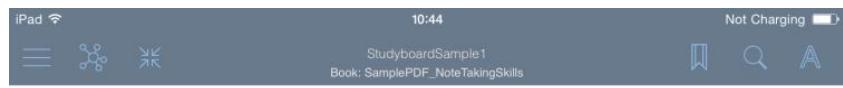
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2. Tap on one of the following icons in the toolbar and annotate on the screenshot highlight:
 - Line —

- Line —



Department of Lifelong Learning: Study Skills Series

Note taking skills - from lectures and readings

● Introduction

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When you've finished reading this information sheet:

- List the reasons why notes are an important part of studying.

● Pen



Department of Lifelong Learning: Study Skills Series

Note taking skills - from lectures and readings

● Introduction

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When you've finished reading this information sheet:

- List the reasons why notes are an important part of studying.

● Marker



Department of Lifelong Learning: Study Skills Series

Note taking skills - from lectures and readings

● Introduction

When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing. You may even think that you have to copy down everything you hear or read. When you are at a face-to-face lecture it is sometimes difficult to tell what is important and what is not. Distance learning students might feel the need to copy out fact after fact from readings and textbooks. When preparing for an exam or assignment, it is tempting to produce extensive notes on page after page of A4 paper. These methods of note taking are generally time consuming and ineffective and there is an easier way!



Effective note taking should have a purpose, should wellorganised and can be a time saving skill. This information sheet outlines the basic steps involved in note taking skills. Firstly, we will try to understand why notes are an important part of studying. Then we will learn how to take, organise and store notes. At the end of this information sheet, there is a self-test section. You can test yourself. Your tutor or the Student Support Officer

When you've finished reading this information sheet:

- List the reasons why notes are an important part of studying.

3. To change the color or size of the selected tool, tap on the required color sample or size option.



Department of Lifelong Learning: Study Skills Series

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Effective note taking should have a purpose, should be well organised and can be a time-saving skill. This information sheet outlines the basic steps involved in effective note taking skills. Firstly, we will try to understand why notes are a useful skill to have. Then you will find an activity to take, organise and store notes. At the end of this information sheet you will find an activity that can be used to test yourself. Your tutor or the Student Support Officer can provide feedback on this activity.

When you've finished reading this information sheet you will be able to:

- List the reasons for note taking

When you've finished reading this information sheet you will be able to:

- Evaluate which information is important

When you've finished reading this information sheet you will be able to:

- Demonstrate good note taking skills

When you've finished reading this information sheet you will be able to:

- Understand how to effectively store notes

Notes as a study tool

While most students anticipate the need to take notes, many do not know how to take effective notes. Some students record notes by listening to tape recordings, some by writing notes in a notebook, others by sharing notes with friends. In all academic contexts note taking is an essential skill. It is important to remember that writing it back out again as a learning exercise is a good way to reinforce what has been learned. Note-taking arrangements should only ever be made with the teacher's permission.



The following list provides a few reasons for note taking:

- Taking notes will help you to remember what you have heard or seen. By listening, your mind may tend to wander and forget things. It is quite easy to forget what you have heard or seen during a lecture or while you are reading a book. If you take notes, you will remember what you have heard or seen more easily.

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- To change the color of the selected tool to a custom color, tap the **Color Picker** icon and select the required color in the palette.

- To erase the annotation, use the **Eraser** icon.

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Note: You can annotate on a screenshot highlight only in PDF.

Change Color of Highlight

1. Tap on the required highlighted fragment.
2. In the context menu, tap on the required color sample. The color of the highlight will be changed.



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Note taking skills - from lectures and readings

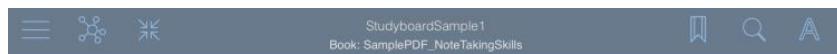
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3. To change the color of the highlight to a custom color, tap the **Color Picker** icon in the context menu and select the required color and/or line in the palette.



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StudyboardSample1
Book: SamplePDF_NoteTakingSkills

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Effective note taking should have a purpose, should be well organised, and can be a time saving skill. This information sheet outlines the basic techniques of effective note taking.

Current color:

When you've finished:

- List the reason
- Evaluate which
- Organise lecture
- Demonstrate g
- Understand ho

Notes as a student:

While most students discover how to take notes by recording or by sharing academic context notes, writing it back out again arrangements should

Style in Book:

The following list provides some options for styling your notes:

- Taking notes while listening, your relationships, a lecture or while task at hand (K)

Default **Color&line** **Color only** **Line only**

Students take the time s by using tape to make a good idea, but in an in information and then and 'buddy' note-taking substitute."

When reading or work, money, or while you are listening to subject area and to the

Dictionary Tool

1. Tap and hold on the required word to select it.
2. Tap **Define** in the context menu. The pop-up window with the selected word's definition will appear.

StudyboardSample1
Book: SamplePDF_NoteTakingSkills

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Copy **Define** Highlight Wiki

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Effective note taking should include outlines that show why notes are important; end of this information sheet Support Officer can provide.

When you've finished this section:

- List the reasons why notes are important
- Evaluate which information is important
- Organise lecture or reading notes
- Demonstrate good note-taking skills
- Understand how to evaluate notes

Notes as a study tool

While most students anticipate how to take effective notes, some may not know how to do so effectively. Recorders or by sharing notes academic context note taking writing it back out again as arrangements should only ever be used.

The following list provides a guide to effective note taking:

Dictionary information

information | ,infor'māSHən | noun

1. facts provided or learned about something or someone: a vital piece of information.

• **Law** a formal criminal charge lodged with a court or magistrate by a prosecutor without the aid of a grand jury: the tenant may lay an information against his landlord.

2. what is conveyed or represented by a particular arrangement or sequence of things: genetically transmitted information.

Students take the time to record their notes by using tape. This is a good idea, but in an emergency, it is better to store notes. At the tutor or the Student.

Manage **Search Web**

3. To search for the definition in other dictionaries, tap **Manage** in the pop-up window and select the required dictionaries.

StudyboardSample1
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Notes as a study tool

While most students anticipate how to take effective notes, some discover how to take effective notes by sharing notes with their academic context note-taking. Writing it back out again as a arrangement should only ever be done.

The following list provides a guide to effective note-taking:

American English
New Oxford American Dictionary

British English
Oxford Dictionary of English

Apple Dictionary

Dutch
Prisma woordenboek Nederlands

French
Multidictionnaire de la langue française

German
Duden-Wissensnetz deutsche Sprache

Italian
Dizionario Italiano da un affiliato di Oxford University

Japanese
スーパー大辞林

Japanese-English



When you've finished this sheet, you will try to understand more notes. At the tutor or the Student

4. To search for the definition on the Internet, tap **Search Web** in the pop-up window.

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Manage **Search Web**



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Students take the time to copy using tape. It's a good idea, but in an information and then 'buddy' note-taking substitute."

Google search results for "information". The top result is the Wikipedia page on Information, with a snippet of text: "Information (shortened as info or info.) is that which informs, i.e. an answer to a question, as well as that from which knowledge and data can be derived (as data ...)".

Wiki Tool

1. Tap and hold on the required word to select it.
2. Tap **Wiki** in the context menu. Wiki page related to the selected word will open.

The screenshot shows a mobile application for note-taking. A context menu is open over a piece of text. The 'Wiki' option in the menu is highlighted and circled in red. The text in the menu describes the difficulty of copying large amounts of information from lectures and the convenience of using a wiki for easier access.

The screenshot shows a web browser displaying the Wikipedia article on 'Information'. The title 'Information' is at the top. Below the title, there is a section titled 'Introduction' with a paragraph of text. At the bottom of the page, there is a sidebar containing a box with binary code and a note about ASCII codes for the word 'Wikipedia'.

Information

3. You can download this page as ePub by tapping the **Pen** icon in the top bar of web browser. Thus you will be able to highlight and take notes on the Wiki page.

The screenshot shows a web browser window with the URL <https://en.m.wikipedia.org/wi...>. The page title is "Information". A note has been added to the text: "The [checkbox] code for the word 'information' represented in **binary**, the numeral system most commonly used for encoding **textual computer information**". The note is highlighted with a yellow box.

For other uses, see [Information \(disambiguation\)](#).

Information (shortened as **info** or **info.**) is that which informs, i.e. an answer to a question, as well as that from which **knowledge** and **data** can be derived (as data represents values attributed to parameters, and knowledge signifies understanding of real things or abstract concepts).^[1] As it regards data, the information's existence is not necessarily coupled to an observer (it exists beyond an **event horizon**, for example), while in the case of knowledge, the information requires a cognitive observer.

The screenshot shows a mobile application interface with a note on a Wikipedia page. The note contains a binary code snippet and a link to the Wikipedia article "Information (disambiguation)".

For other uses, see [Information \(disambiguation\)](#).

101 0111
110 1001
110 1011
110 1001
111 0000
110 0101
110 0100
110 1001
110 0001

Wikipedia

The [checkbox] code for the word 'information' represented in **binary**, the numeral system most commonly used for encoding **textual computer information**

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Bookmarks

1. Open a page that you want to bookmark.
2. Tap **Bookmark** in the top menu bar. MarginNote will create a new note tagged as **#bookmarks**.

your notes according to the week, topic, or assignment.

Conclusion

Note taking is an important academic task that helps you to remember what you have learnt and helps you to review materials for re-use in revision and assignments. It is important that you are critical when note taking and that you only write or draw what you will need later on, and that you record the information in a format that is easy to understand. You should look out for clues about what is important. The lecturer or author will organise his or her material in a logical way so try to utilise their organisational skills when note taking. When taking notes you might like to try different study techniques such as the SQ3R approach or you might like to use a more visual approach such as a spray diagram. And most importantly, after taking effective notes, it is important to organise and store your notes effectively. Effective note taking should reduce your study time, should increase your retention of knowledge, and should provide you with a summarised list of resources for your future projects.



If you need any further help with this topic, please contact your tutor or the Student Support Officer, or you may wish to consult the 'Note taking reading list'.

(Samantha Dhann 2001)

- To locate the required page in the **Notebook** view, search for **#bookmarks** in **Outline** or **MindMap**.

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(Samantha Dhann 2001)

Note Taking

Start Note Taking

Method #1

1. Tap on the required highlighted fragment.
2. Tap the **Note** icon in the context menu. The pop-up window for note taking will appear.

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(Samantha Dhamm 2001)

StudyboardSample1
Book: SamplePDF_NoteTakingSkills

28 / 28 FullSize

Conclus

Note taking is learnt and he important that will need late understanding. Note taking will organise when note ta as the SQ3R diagram. And store your no increase your resources for

If you need a wish to consu

(Samantha D

Tap to add a title for this card (Max 250 chars)

Effective note taking

Add text

Method #2

1. Tap on the required highlighted fragment.
2. Open the **Margin** bar.

The screenshot shows a digital study board interface. At the top, there are navigation icons (three horizontal lines, a gear, a magnifying glass, a search icon, and a font size icon). The title "StudyboardSample1" and "Book: SamplePDF_NoteTakingSkills" are displayed. Below the title, a note-taking section titled "Conclusion" is shown. The note discusses the importance of note-taking for revision and assignment preparation, mentioning the SQ3R approach and the use of diagrams. It also emphasizes the need to organize and store notes effectively. A small illustration of a person in a blue jacket is present. At the bottom of the note, there is a link to a "Note taking reading list".

your notes according to the week, topic, or assignment.

Conclusion

Note taking is an important academic task that helps you to remember what you have learnt and helps you to review materials for re-use in revision and assignments. It is important that you are critical when taking notes and that you only write or draw what you will need to help you to record the information in a way that makes sense to you and to understand. You should look out for clues about what is important. The lecturer or author will organise his or her material in a logical way so try to utilise their organisational skills when note taking. When taking notes you might like to try different study techniques such as the SQ3R approach or you might like to use a more visual approach such as a spray diagram. And most importantly, after taking effective notes, it is important to organise and store your notes effectively. Effective note taking should reduce your study time, should increase your retention of knowledge, and should provide you with a summarised list of resources for your future projects.

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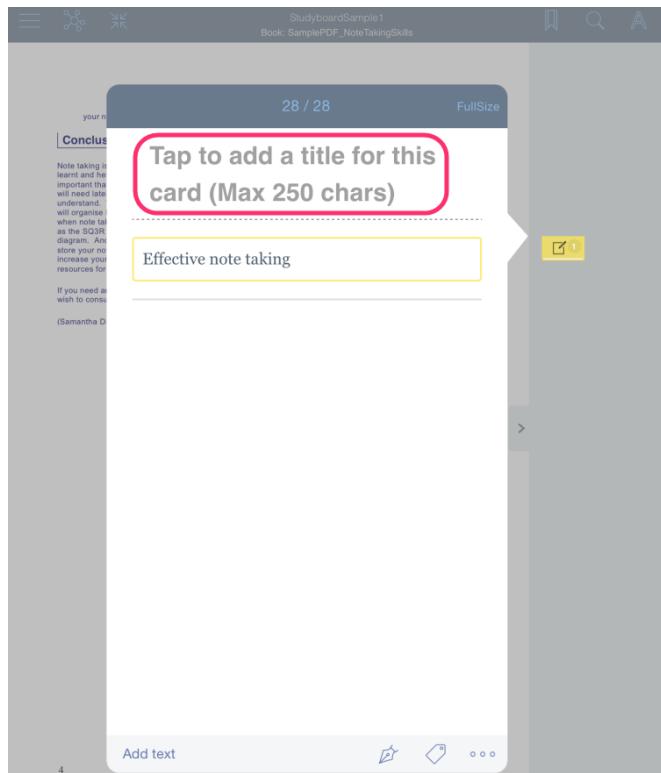
3. Tap the **Note** icon in the **Margin** bar. The pop-up window for note taking will appear.

The screenshot shows the same digital study board interface as the first one, but with a focus on the margin bar. The margin bar is located on the right side of the screen and contains several icons: a list icon, a circular icon with three dots, a circular icon with a plus sign, a circular icon with a minus sign, a circular icon with a question mark, and a circular icon with a checkmark. The icon with the checkmark is highlighted with a red circle. To the right of the margin bar, there is a large, semi-transparent pop-up window. The window has a yellow header bar with the text "28 / 28" and "FullSize". The main content area of the window has a light gray background and contains the text "Tap to add a title for this card (Max 250 chars)". Below this, there is a yellow input field containing the text "Effective note taking". In the bottom right corner of the pop-up window, there is a small yellow button with a checkmark icon. The rest of the study board interface is visible in the background.

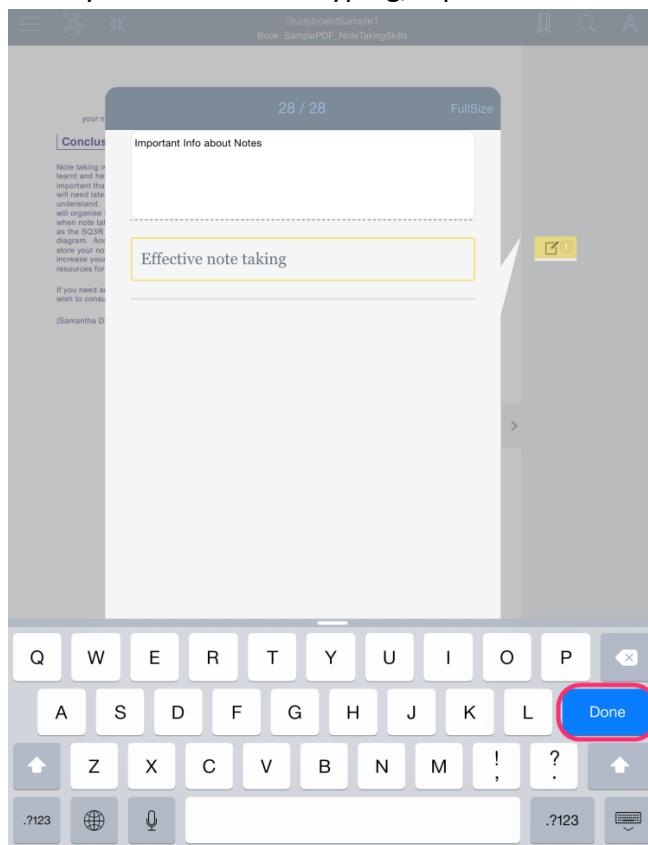
The screenshot shows the note-taking pop-up window from the previous image. The window is now fully visible, displaying the text "Tap to add a title for this card (Max 250 chars)" and the input field "Effective note taking". The yellow button with the checkmark icon is still present. The background of the study board interface is visible, showing the original note content and the margin bar.

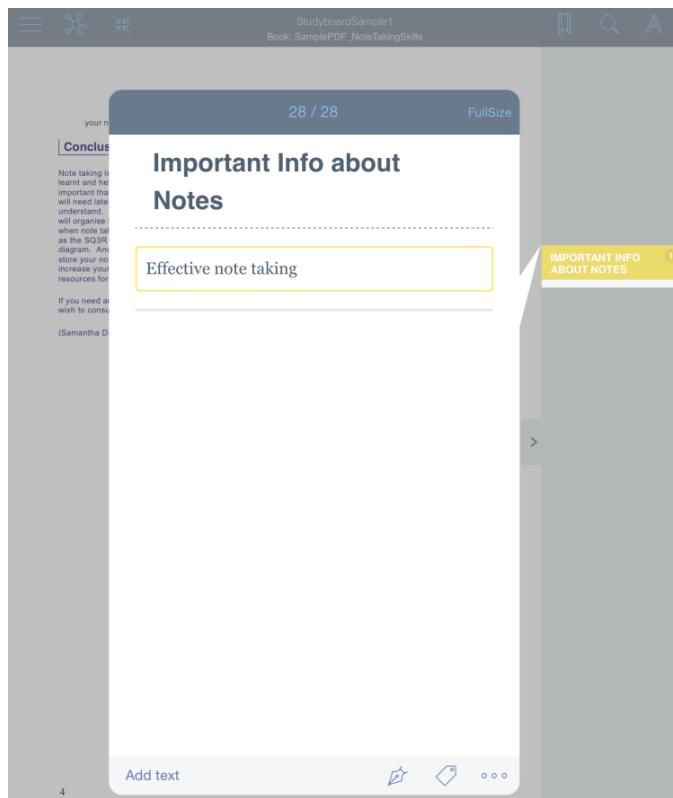
Add/Edit Title

1. In the note taking pop-up window, tap on the **Title** area.



2. Type a title using the keyboard that appears. Maximum title length is 250 characters. Once you have finished typing, tap **Done** on the keyboard.

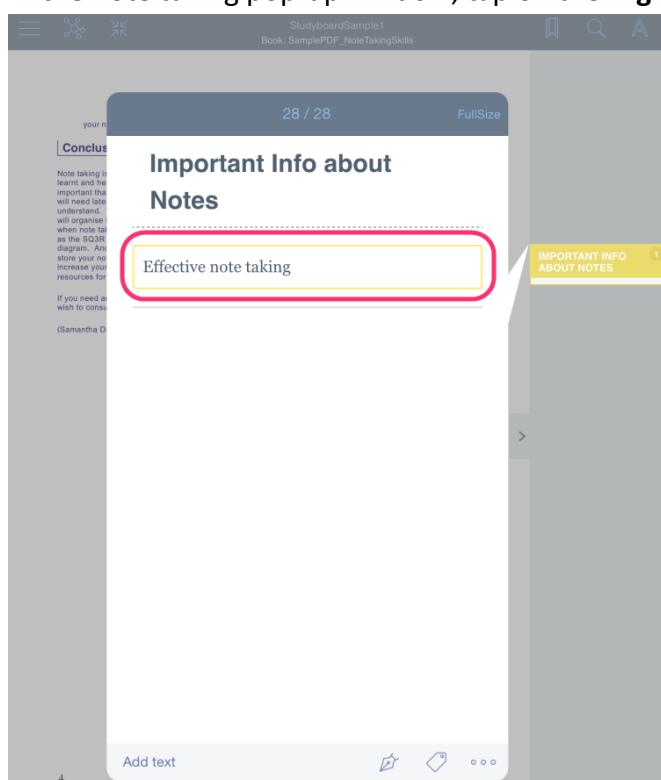




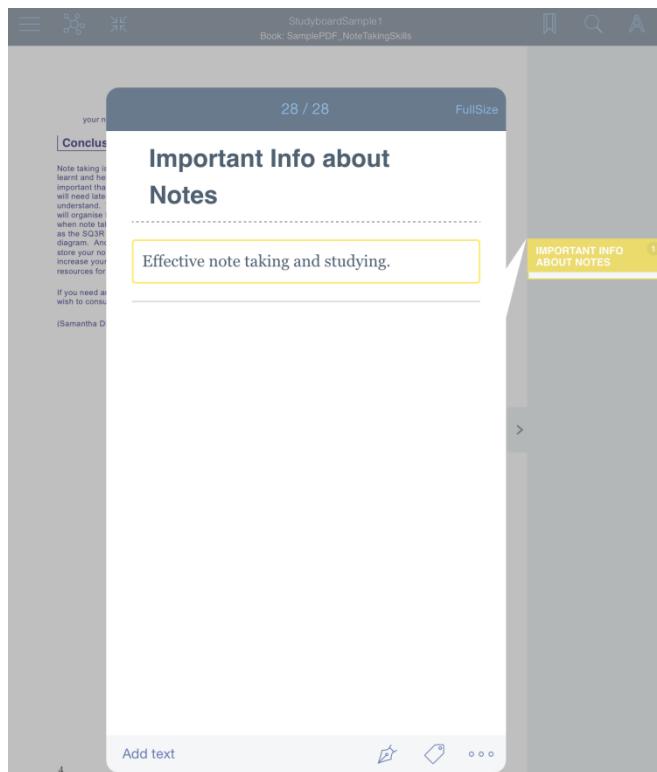
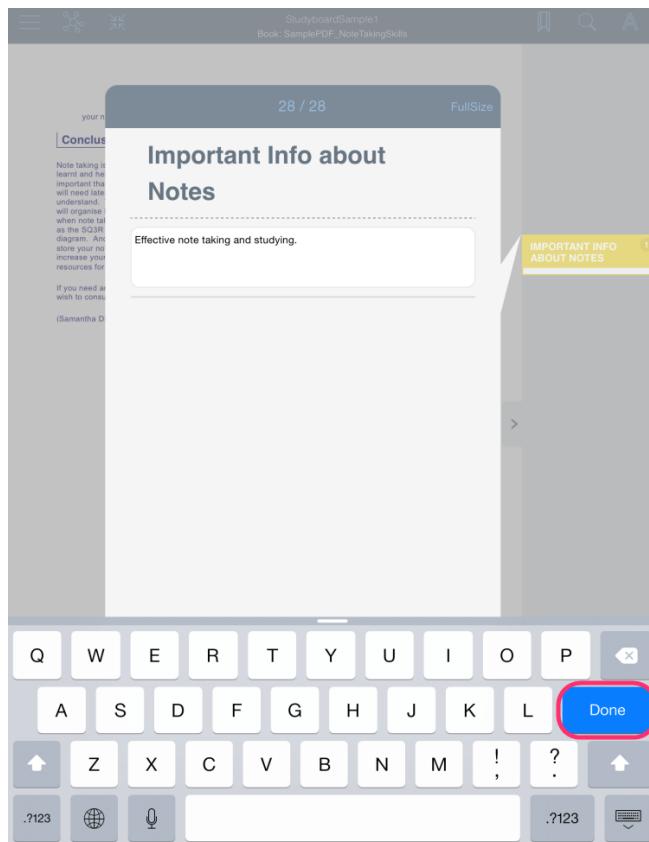
3. To edit the title, tap on it in the note taking pop-up window and make required changes.

Edit Highlight

1. In the note taking pop-up window, tap on the **Highlight** area.



2. Make changes to the highlight using the keyboard that appears. Once you have finished typing, tap **Done** on the keyboard.

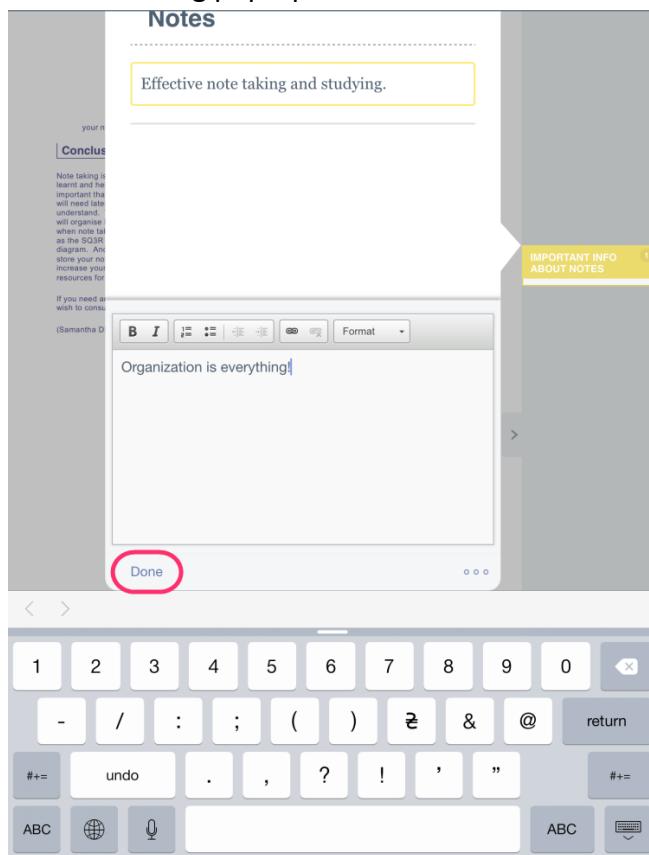


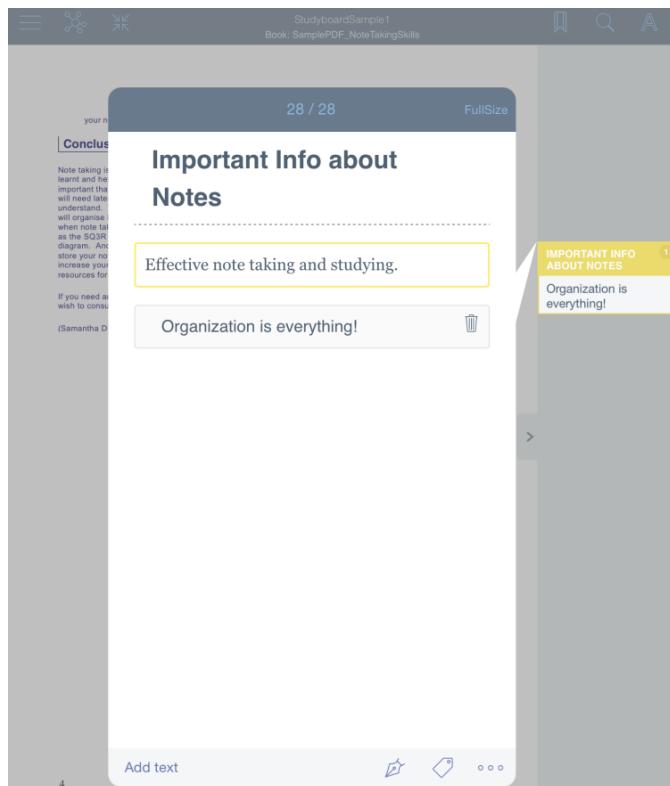
Add/Edit Text Comment

1. In the note taking pop-up window, tap **Add text**.



2. Type a comment using the keyboard that appears. You can configure the text format using the formatting panel. Once you have finished typing and configuring, tap **Done** in the note taking pop-up window.

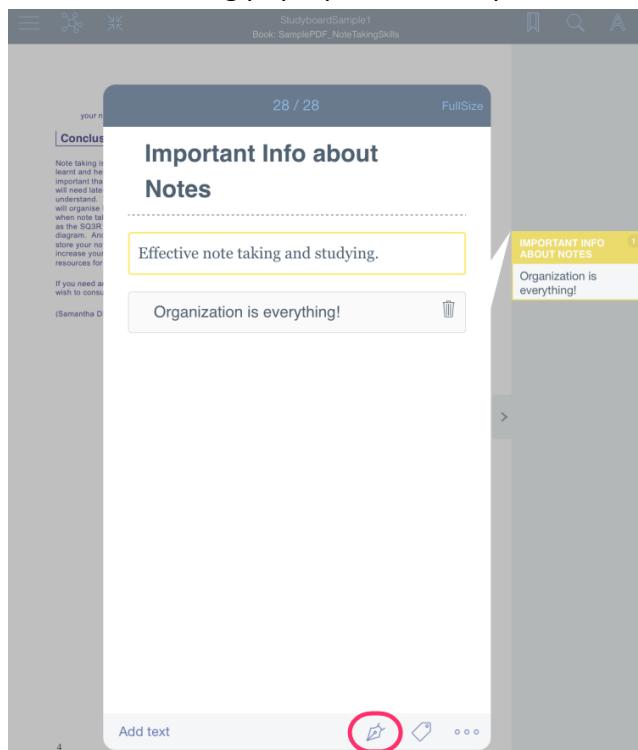




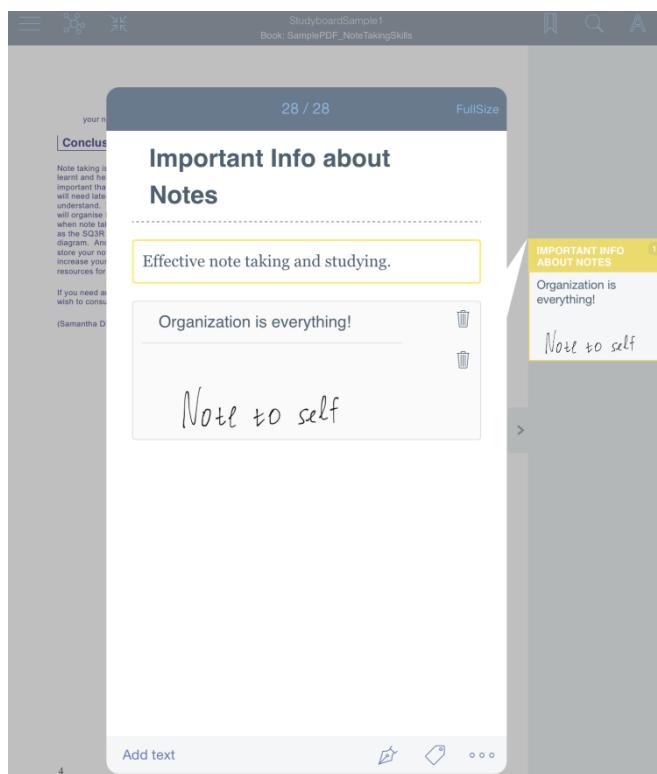
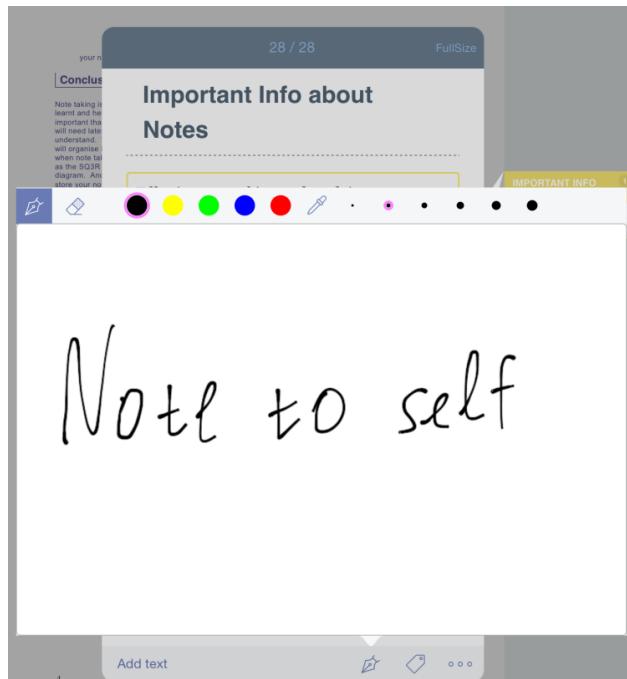
3. To edit the text comment, tap on it in the note taking pop-up window and make required changes.

Add/Edit Handwritten Comment

1. In the note taking pop-up window, tap the **Pen** icon.



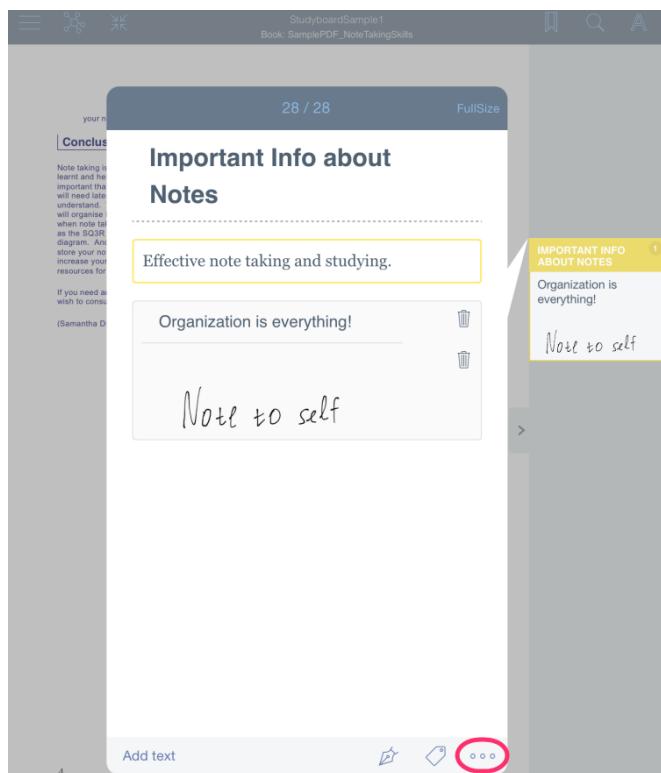
2. Handwrite a note and configure its color and style in the pop-up window that appears.
Tap outside of the pop-up window to apply.



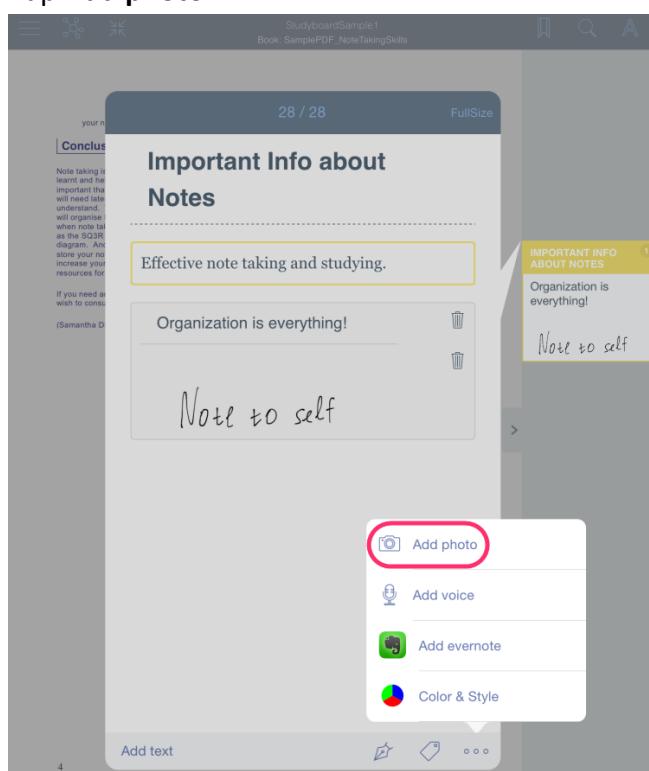
3. To edit the handwritten comment, tap on it in the note taking pop-up window and make required changes.

Add/Edit Photo Comment

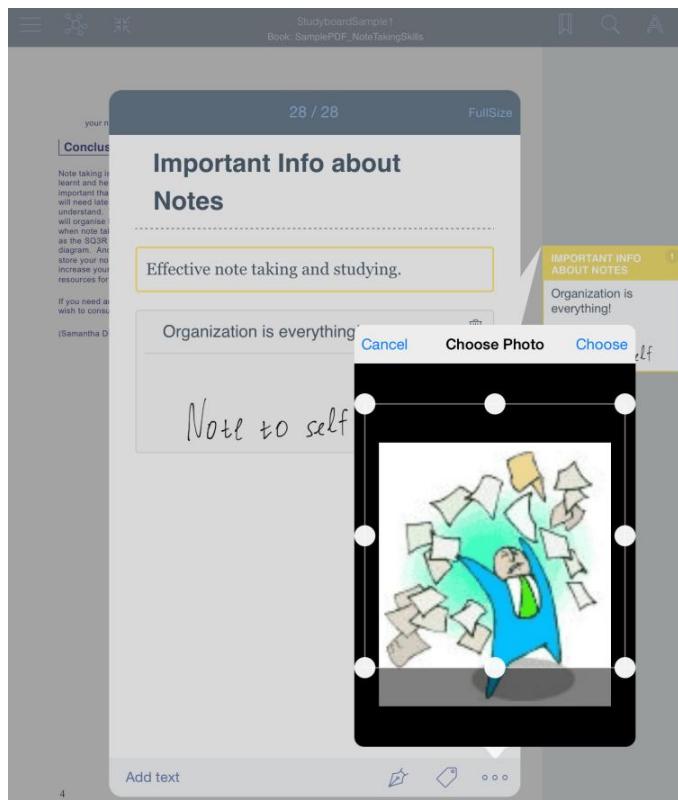
1. In the note taking pop-up window, tap the Ellipsis icon.



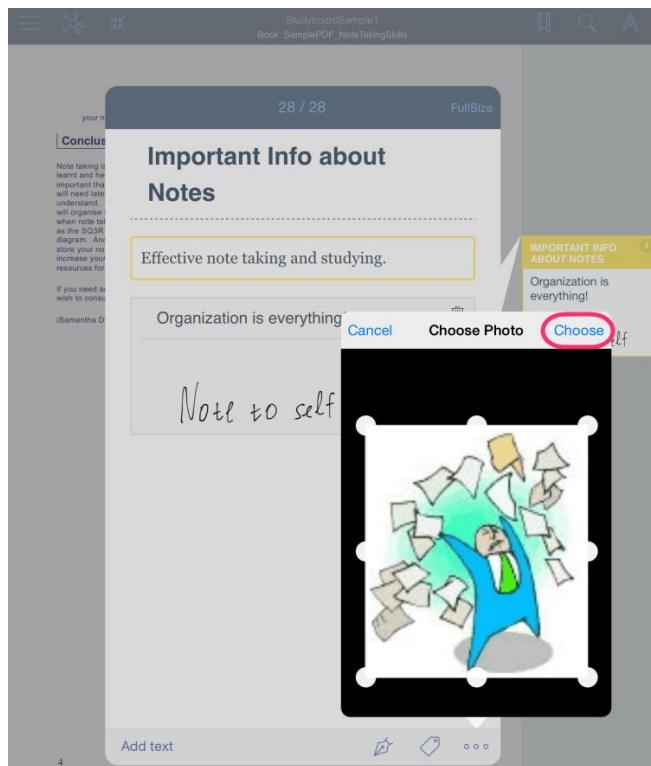
2. Tap Add photo.

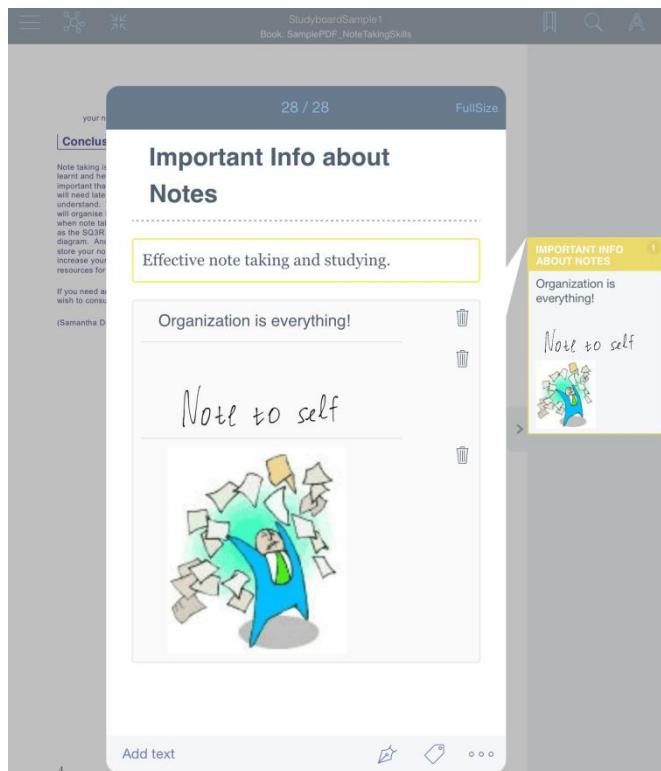


3. Select the required photo and adjust its size in the pop-up window that appears.



4. Tap **Choose** to apply.

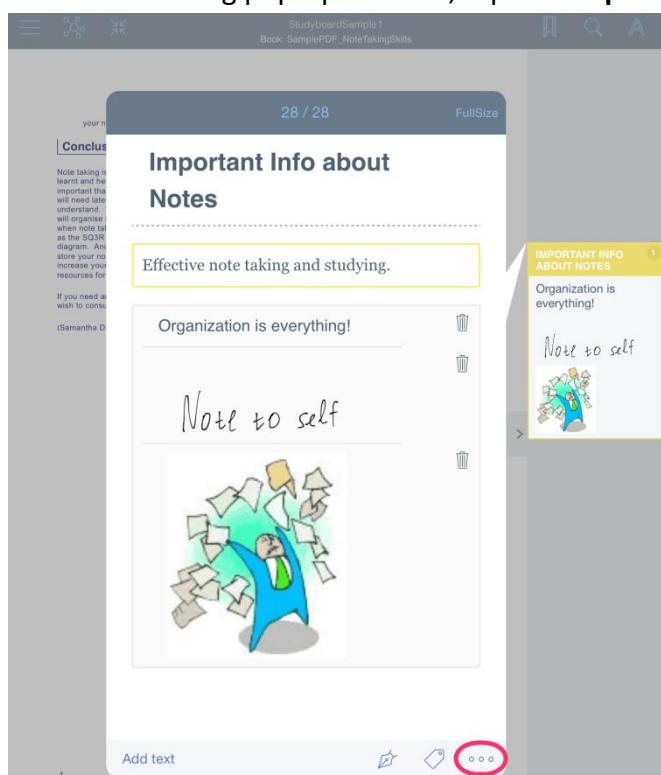




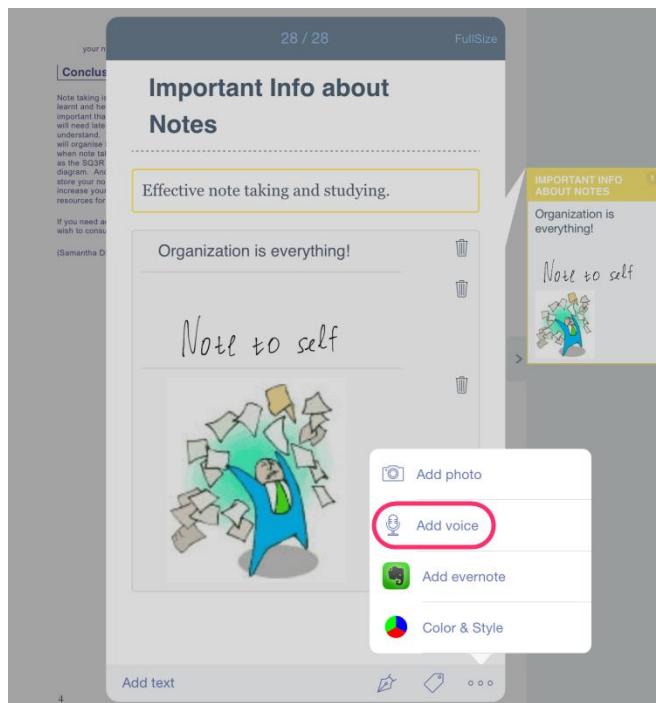
5. To edit the photo comment, tap on it in the note taking pop-up window and make required changes.

Add Voice Comment

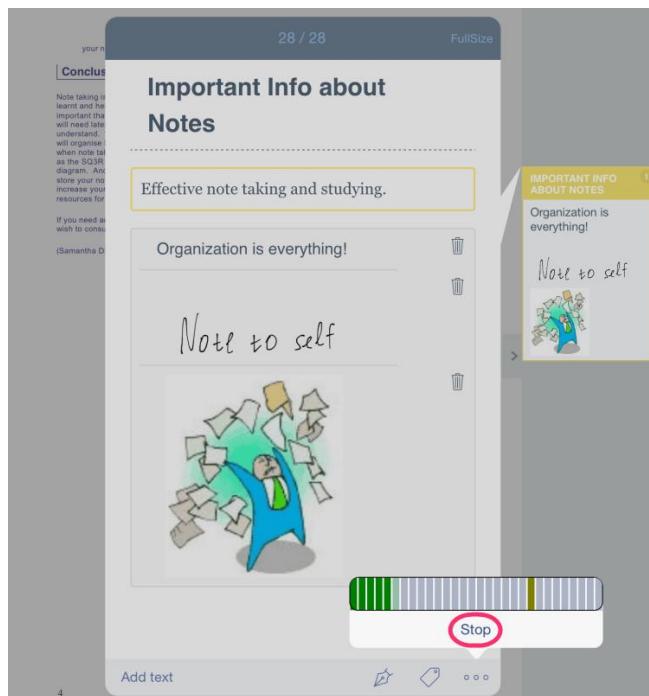
1. In the note taking pop-up window, tap the **Ellipsis** icon.



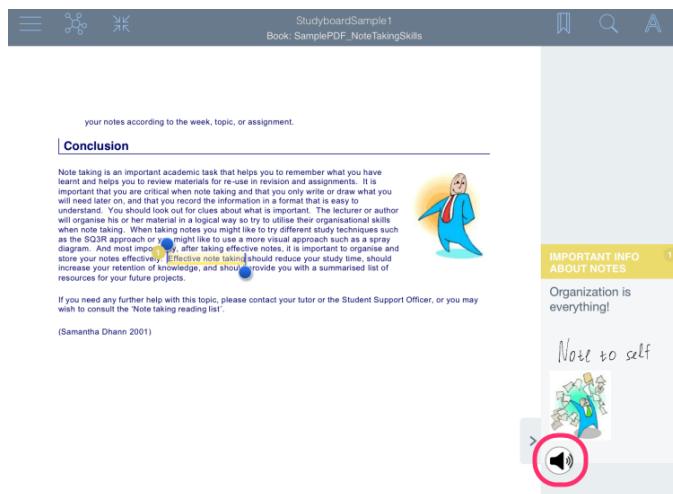
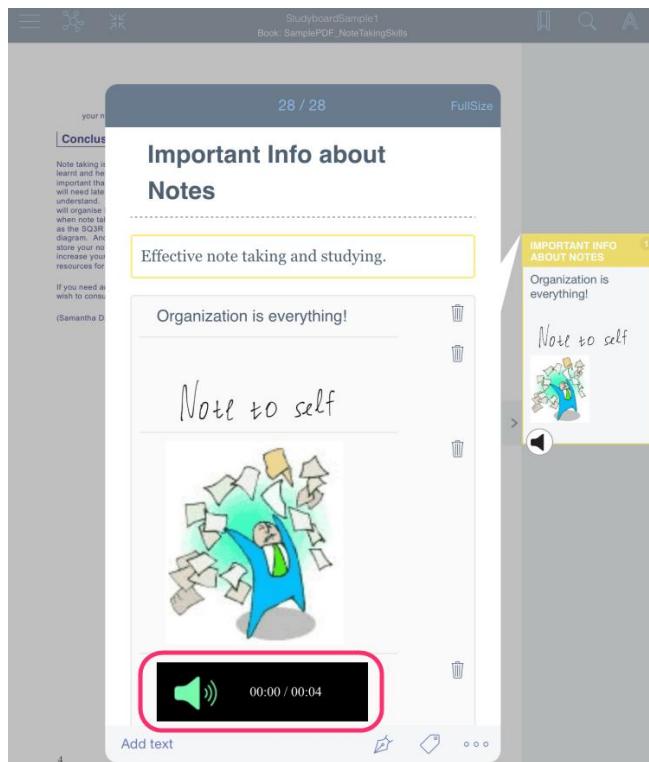
2. Tap **Add voice**. The recording process will start.



3. Say anything that you want to record. Once you have finished, tap **Stop**.

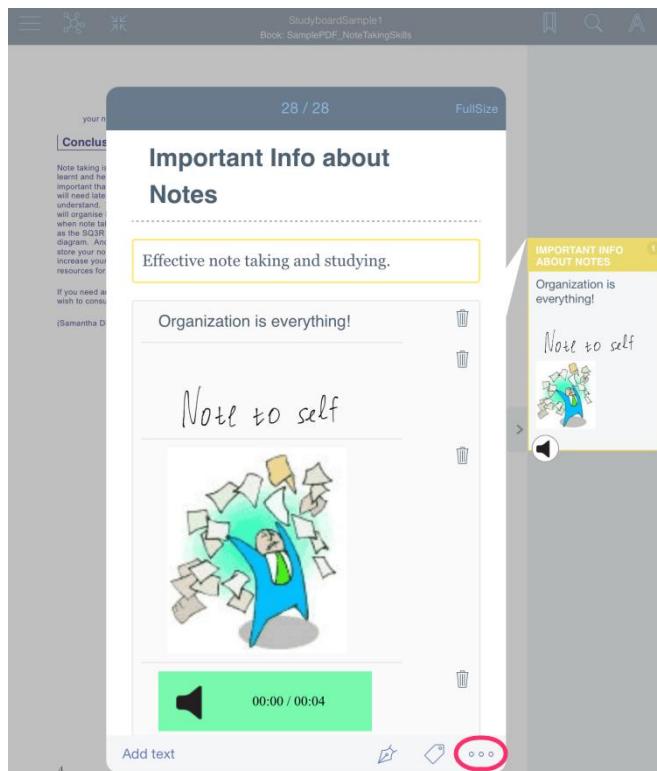


4. To listen to the voice comment, tap on it in the note taking pop-up window or in the **Margin bar**.

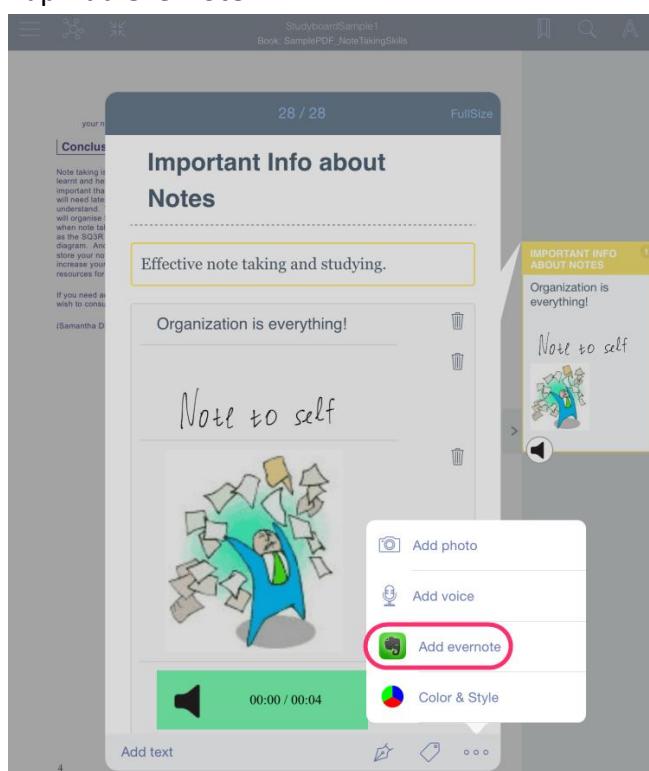


Add Evernote Comment

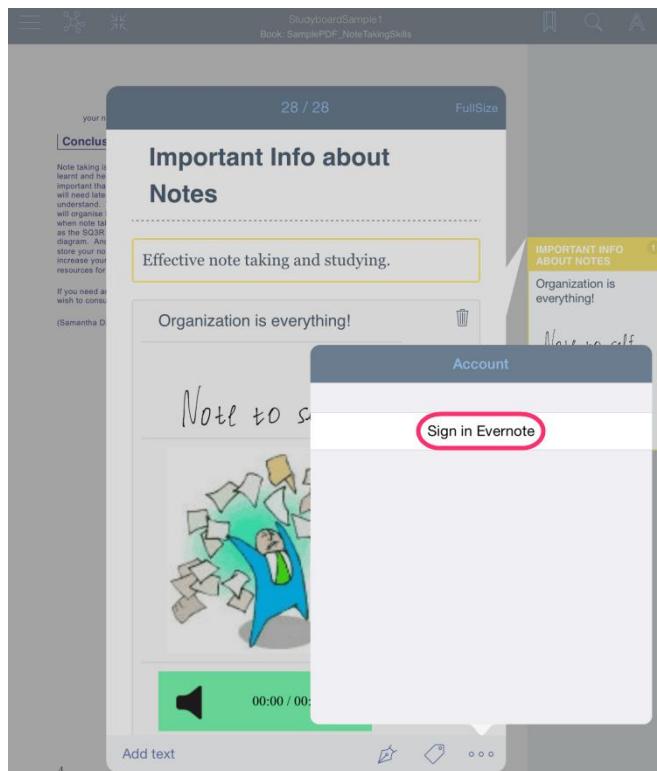
1. In the note taking pop-up window, tap the **Ellipsis** icon.



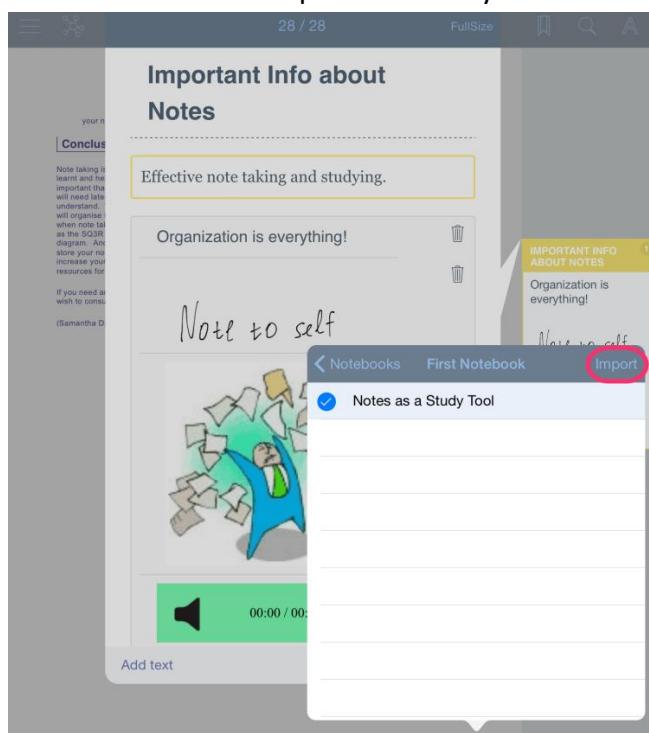
2. Tap **Add evernote**.

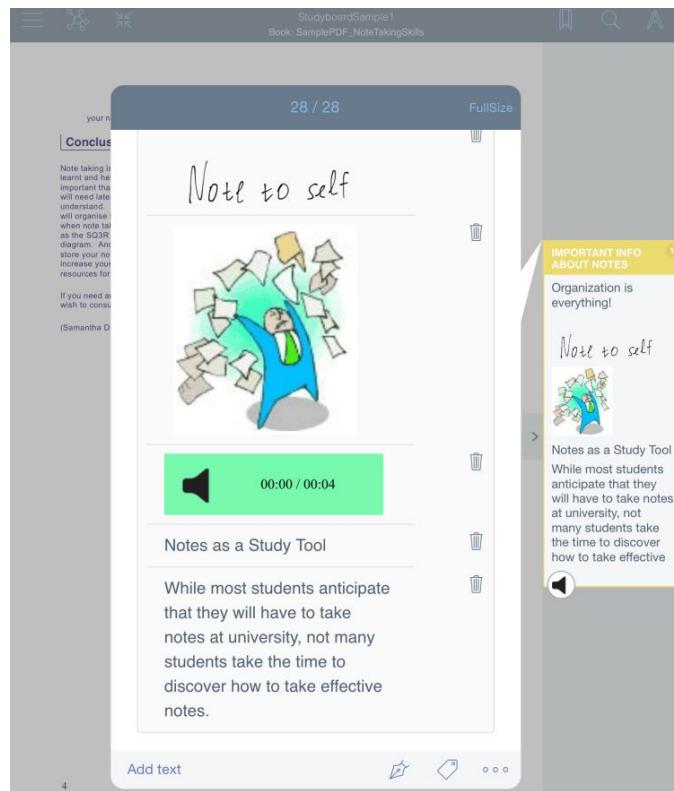


3. Select **Sign in Evernote** in the pop-up window.



4. Sign in to your Evernote account.
5. Find and select the required note in your Evernote. Tap **Import**.

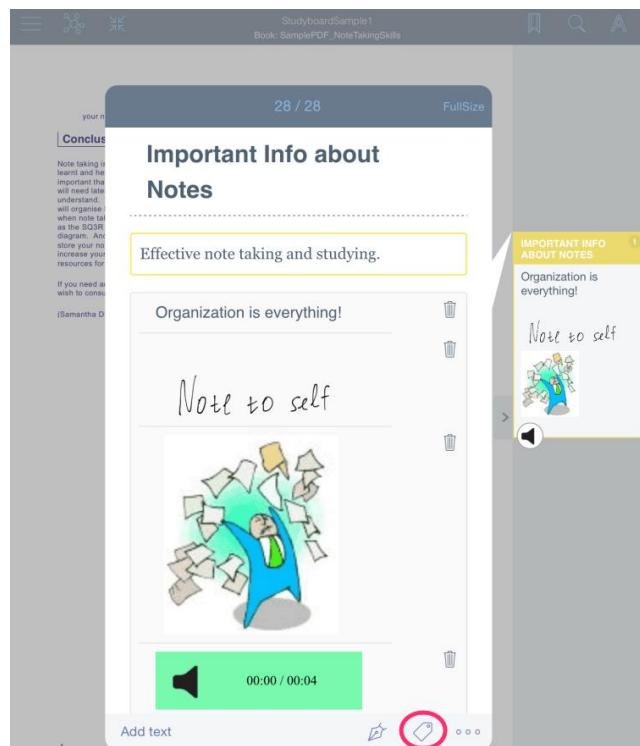




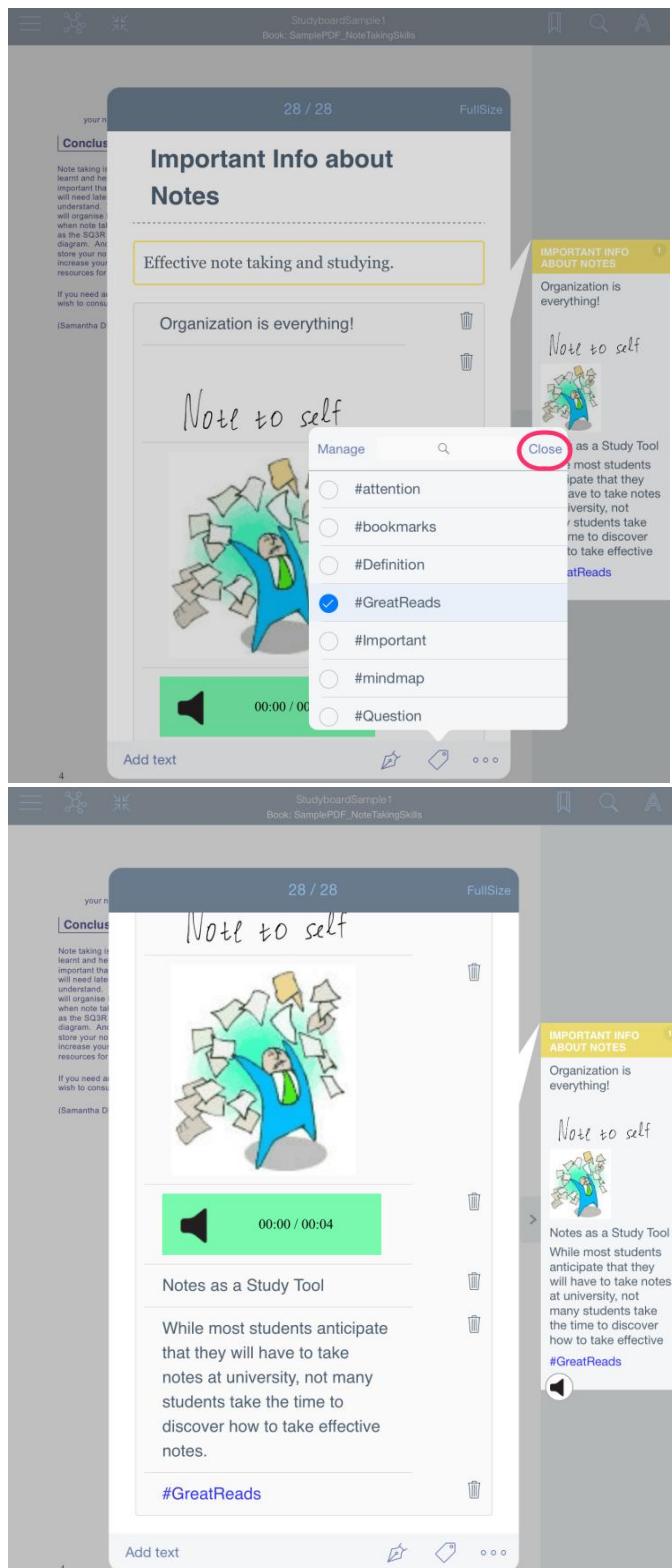
- To edit the Evernote comment, tap on it in the note taking pop-up window and make required changes.

Add Hashtag

- In the note taking pop-up window, tap the **Hashtags** icon.



2. Find and tap the required hashtag in the pop-up window that appears.
3. Tap **Close**.



Change Order of Comments

1. In the note taking pop-up window, hold on the required comment and drag it vertically until it reaches the required position.

StudyboardSample1
Book: SamplePDF_NoteTakingSkills

28 / 28 FullSize

your n

Conclusion

Note taking is important and the information will need later understanding. It will organise when note taking as the SQ3R diagram. And store your notes to increase your resources for future.

If you need any help or wish to consult me, you can do so at any time.

(Samantha D)

Important Info about Notes

Effective note taking and studying.

Note to self
Organization is everything!

00:00 / 00:04

Add text

IMPORTANT INFO ABOUT NOTES

Organization is everything!

Note to self

Notes as a Study Tool While most students anticipate that they will have to take notes at university, not many students take the time to discover how to take effective #GreatReads

00:00 / 00:04

Add text

...
...

StudyboardSample1
Book: SamplePDF_NoteTakingSkills

28 / 28 FullSize

your n

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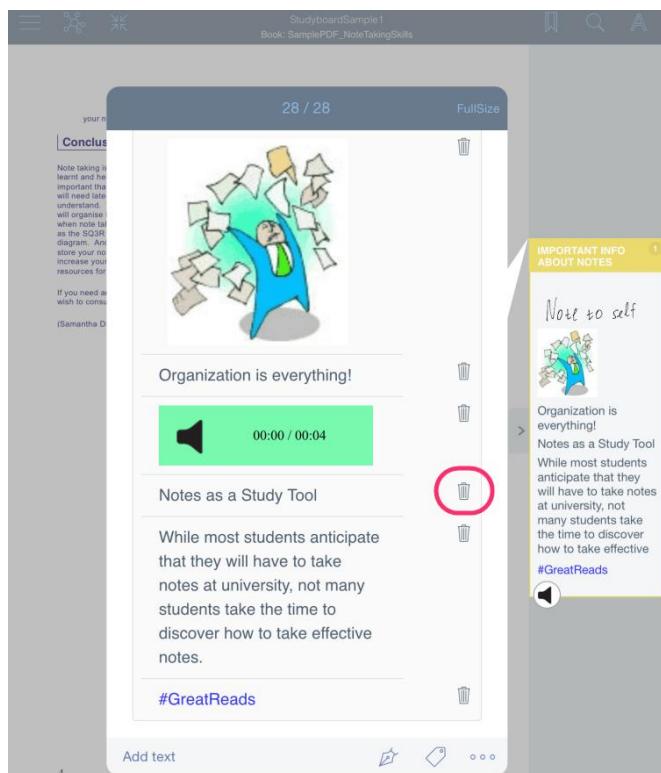
00:00 / 00:04

Add text

...
...

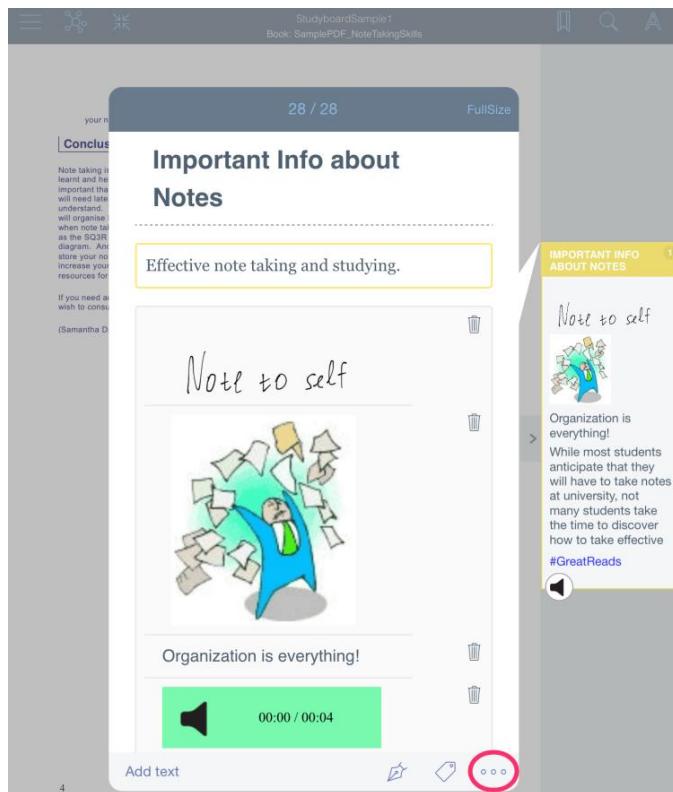
Delete Comment

1. In the note taking pop-up window, tap the **Delete** icon to the right of the comment that you want to delete. This comment will be permanently deleted.

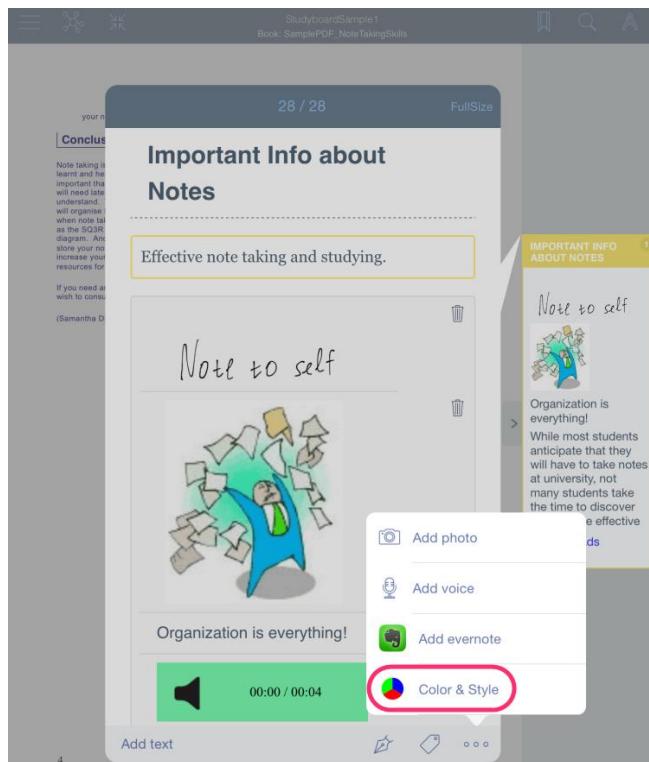


Change Color & Style

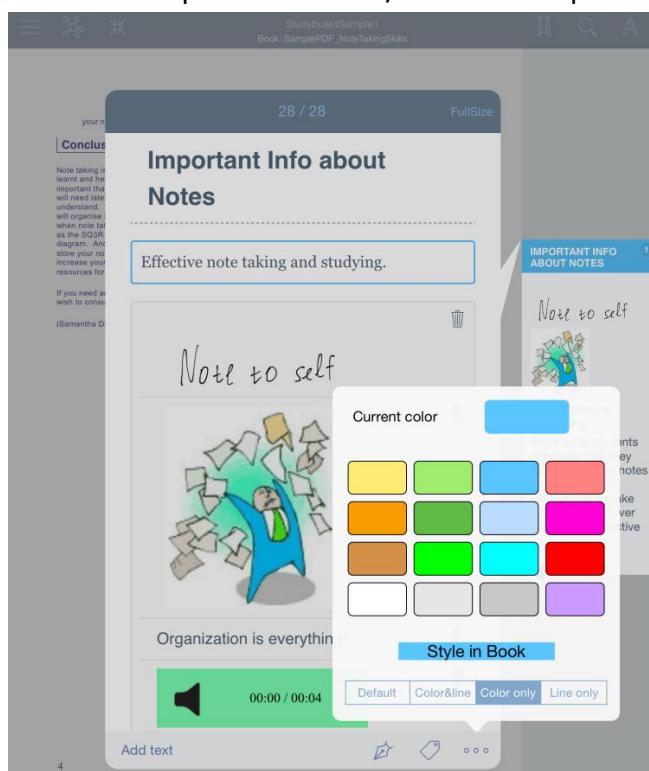
1. In the note taking pop-up window, tap the **Ellipsis** icon.



2. Tap **Color & Style**.



3. Select the required color and/or line in the palette.



Organize by Outline

MarginNote allows you to create outlines of important note files in order to easily and quickly find specific points. In the **Notebook** view, you can quickly switch between **Outline** and **MindMap** using the selector below the top menu bar.

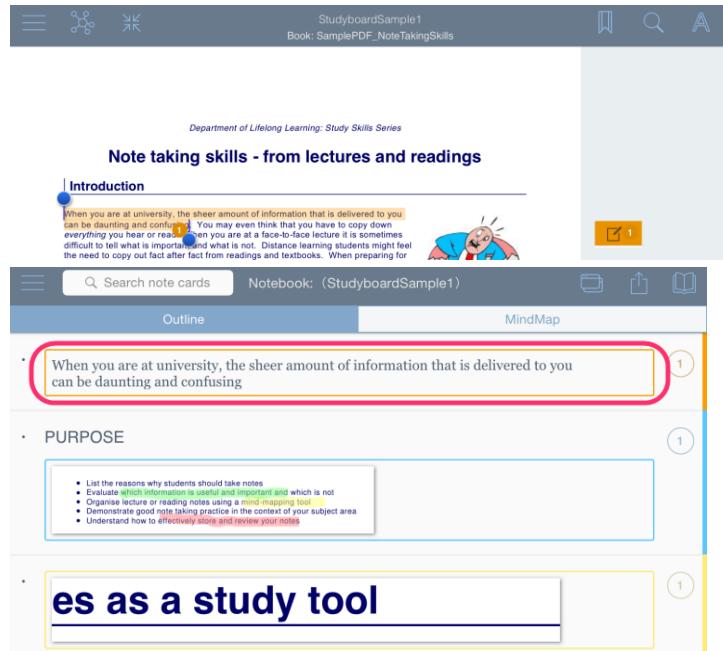
In **Outline**, you can add new highlight and text items, change their color, edit their components and hierarchy, assign hashtags, search for outline items. With the pinch gesture, you can easily switch **Outline** between the **List & Card** modes that display outline items in more compact and detailed form respectively.

In MarginNote, you can simultaneously make changes to multiple outline items in the **Multi-Edit** mode. For instance, after multi-selecting outline items, you can change their colors and hashtags, merge them into one outline item, group them, clone them to another notebooks.

This chapter will show you how to add your highlights and notes to **Outline**, manage their settings and hierarchy, perform multi-selection and multi-editing of outline items.

Add New Highlight Item

1. Once you create a highlight in a book, you will see it in **Outline** as a highlight item.



Add New Text Item

1. When in **Outline**, tap the **Text** icon in the bottom menu bar.

When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing

- PURPOSE
 - List the reasons why students should take notes.
 - Evaluate which information is useful and important and which is not.
 - Organise lecture or reading notes using a mind mapping tool.
 - Demonstrate good note-taking practice in the context of your subject area.
 - Understand how to effectively store and review your notes.

es as a study tool

Initially, these strategies may seem like a good idea, but in an academic context note taking is as important as assignment writing in that you are taking

- THE REASONS WHY STUDENTS SHOULD TAKE NOTE

The following list provides a few reasons why note taking is an important activity

concentrate, stimulates your ability to recall, and helps you to be organised.
- EXTEND YOUR ATTENTION SPAN
 - Taking notes helps you to remember information. When reading or listening, your mind may tend to wander off. You might be inclined to think about what you have heard or relationships. It is quite easy for other aspects of your life to pop into your head while you are listening to a lecture or while you are reading. Taking notes helps keep you focused on your subject area and to the task at hand (Desseboom-Turkel and Peterson, 1992: 2).

T Multi-Edit

- Type the text using the keyboard that appears. Once you have finished typing, tap **Done** on the keyboard.

Taking notes serves one simple purpose: to help you remember information.

When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing

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Q W E R T Y U I O P
A S D F G H J K L Done
Z X C V B N M ! ?
.123 #

- New text item will be created in **Outline**.

The screenshot shows the Studyboard app interface. At the top, there's a search bar and a notebook title "Notebook: (StudyboardSample1)". Below the search bar are two tabs: "Outline" (selected) and "MindMap". The main area displays an outline structure. The first item is highlighted with a red circle around it. The outline items are:

- TAKING NOTES SERVES ONE SIMPLE PURPOSE: TO HELP YOU REMEMBER INFORMATION.
- When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing
- PURPOSE
 - List the reasons why students should take notes
 - Evaluate which information is useful and important and which is not
 - Organise lecture or reading notes using a mind-mapping tool
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 - Understand how to effectively store and review your notes

Note: New text item will not be associated with a highlight. If you want to create an outline item associated with a highlight, see [Add New Highlight Item](#).

Edit Outline Item

1. Tap on the outline item that you want to edit.
2. In the context menu, tap the appropriate icon and make required changes to the outline item.

The screenshot shows the Studyboard app interface with a context menu open over an outline item. The menu items are:

- TAKING NOTES SERVES ONE SIMPLE PURPOSE: TO HELP YOU REMEMBER INFORMATION.
- When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing

The context menu icons are:

- take notes on the outline item
- change color of the highlight
- change color & style of the highlight
- add hashtag to the outline item
- increase level in hierarchy
- decrease level in hierarchy
- delete the outline item
- add/edit title of the outline item

– take notes on the outline item

– change color of the highlight

– change color & style of the highlight

– add hashtag to the outline item

– increase level in hierarchy

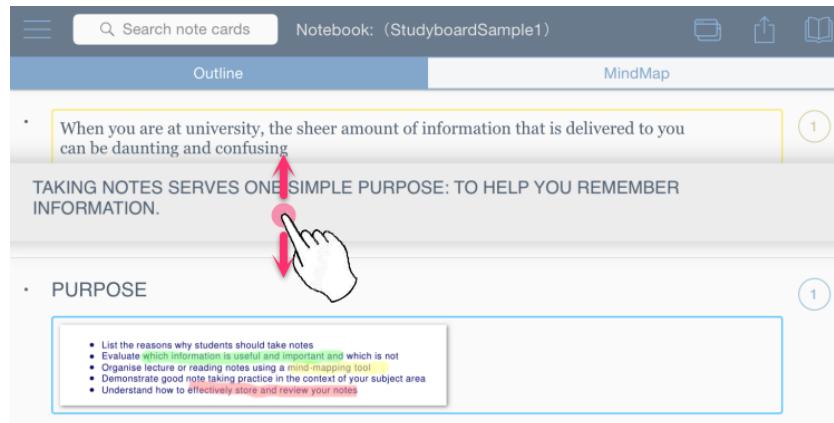
– decrease level in hierarchy

– delete the outline item

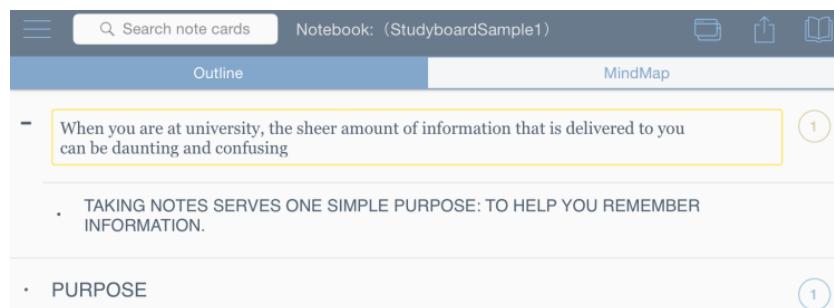
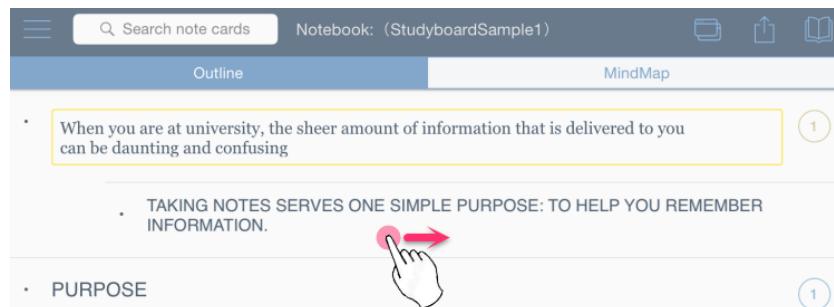
– add/edit title of the outline item

Edit Hierarchy of Outline

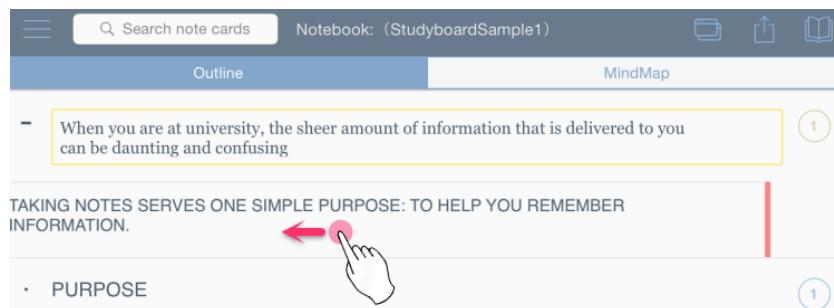
- To change the order of outline items, hold on the required item and drag it vertically until it reaches the required position.



- To decrease the level of the outline item in hierarchy, swipe the required item to the right.



- To increase the level of the outline item in hierarchy, swipe the required item to the left.



The screenshot shows a notebook titled "StudyboardSample1". The "Outline" tab is selected. A single outline item is visible, enclosed in a yellow rectangular border. The text inside the item is: "When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing". There is a small circular icon with the number "1" in the top right corner of the item's border.

- To delete the outline item and all of its children from hierarchy, do a long swipe to the right.

The screenshot shows the same notebook and outline tab. The outline item from the previous screenshot now has a red arrow pointing to its right edge, indicating it is selected for deletion. The text inside the item remains the same: "When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing".

Search for Outline Item

- Tap on the search field in the top menu bar and type a text fragment to search for. MarginNote will return outline items that contain this text fragment.

The screenshot shows the notebook with the search term "Note taking" typed into the search bar. The results are displayed under the "Outline" tab. The first result is an outline item titled "- READING NOTE TIPS" containing the text "Tips for taking notes from readings". The second result is an outline item titled "- VISUAL NOTE TAKING TOOLS" containing a detailed description of mind mapping and a small diagram of a mind map. A purple rectangular box highlights this second item.

- To search by hashtags, select the required hashtag in the search field. MarginNote will display outline items marked with this hashtag.

When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing

#Important

encoding textual computer information

Information

#Important

Switch Between List & Card Modes

1. To switch **Outline** to the **List** mode, pinch the screen with your thumb and finger.

When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing

#Important

PURPOSE

- List the reasons why students should take notes
- Explain the difference between note taking and which is not
- Organise lecture or reading notes using a mind-mapping tool
- Demonstrate good note taking practice in the context of your subject area
- Understand how to effectively store and review your notes

es as a study tool

Initially, these strategies may seem like a good idea, but academic context note taking is as important as anything else in that you are taking

THE REASONS WHY STUDENTS SHOULD

The following list provides a few reasons why note taking is an important activity

concentrate, stimulates your ability to recall, and helps you to be organised.

2. To switch **Outline** to the **Card** mode, spread the screen with your thumb and finger.

The screenshot shows a note card from the Studyboard app. The title of the note is "Notes as a study tool". The note content includes a bulleted list of reasons why students should take notes, such as "EXTEND YOUR ATTENTION SPAN" and "ORGANISE THE IDEAS". A large hand-drawn illustration of a hand writing on a notepad is overlaid on the note card. The bottom of the screen shows the app's navigation bar.

Multi-Edit Outline Items

Multi-Select Outline Items

1. Tap **Multi-Edit** in the bottom menu bar.

The screenshot shows the same note card from the previous image, but now with several outline items selected for multi-editing. The first item, "When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing", has a yellow border around its text area. The second item, "PURPOSE", has a blue border around its text area. The third item, "es as a study tool", has a green border around its text area. The bottom of the screen shows the app's navigation bar, with a red circle highlighting the "Multi-Edit" button.

2. The panel for multi-editing will appear in the bottom menu bar. Tap on multiple outline items to select them.

Search note cards Notebook: (StudyboardSample1)

Outline MindMap

- When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing

#Important
- PURPOSE
 - List the reasons why students should take notes
 - Evaluate which information is useful and important and which is not
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- EXTEND YOUR ATTENTION SPAN

Taking notes will help you to extend your attention span (Rowntree, 1976: 112). When reading or listening, your mind may tend to wander off. You might be inclined to think about work, money, or relationships. It is quite easy for other aspects of your life to pop into your head while you are listening to a lecture or while you are reading. Taking notes helps keep you focussed on your subject area and to the

Color Tag Merge Group Done

Edit Colors

- When in the Multi-Edit mode, tap Color in the bottom menu bar.

Search note cards Notebook: (StudyboardSample1)

Outline MindMap

- When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing

#Important
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- THE REASONS WHY STUDENTS SHOULD TAKE NOTE

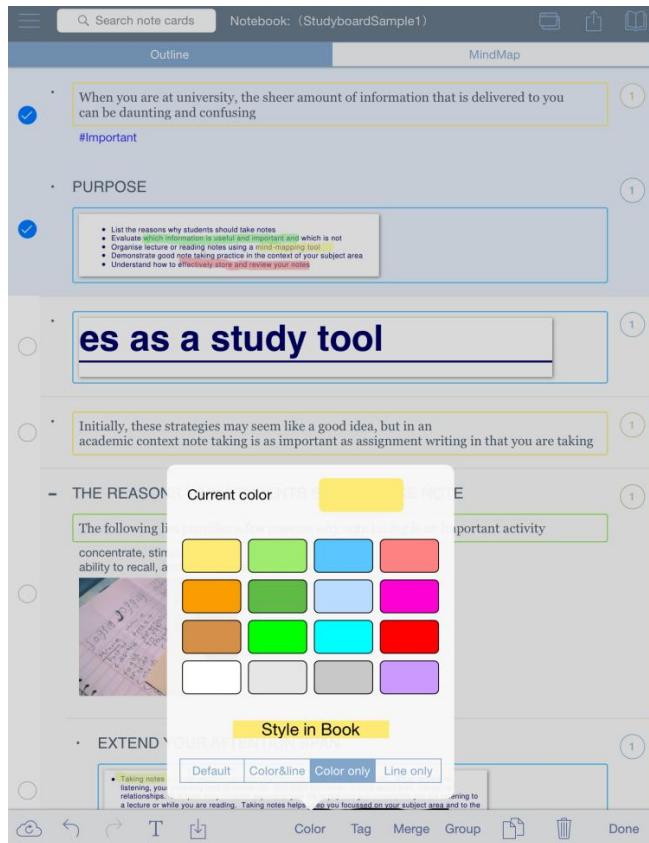
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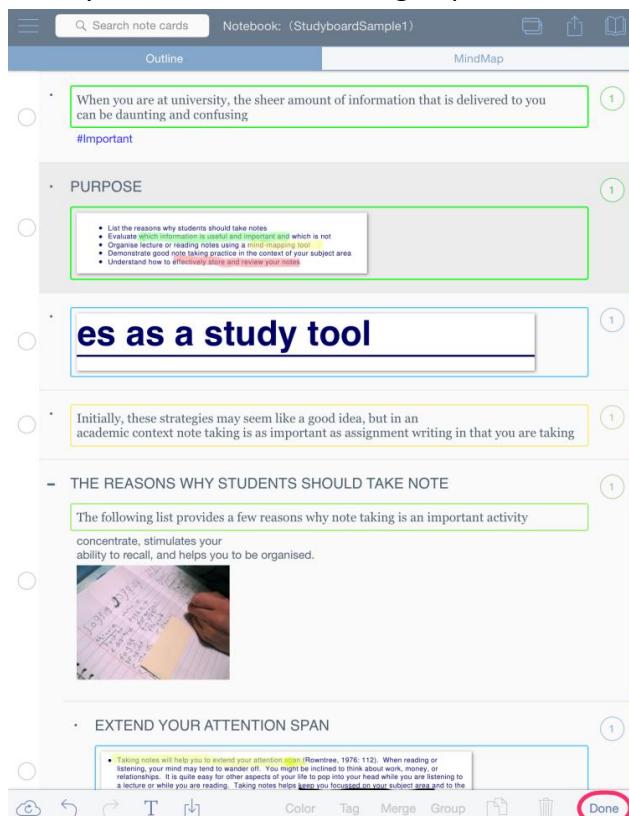
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Color Tag Merge Group Done

2. Select the required highlight color and/or line in the palette. The color and/or line will be applied to all selected outline items.

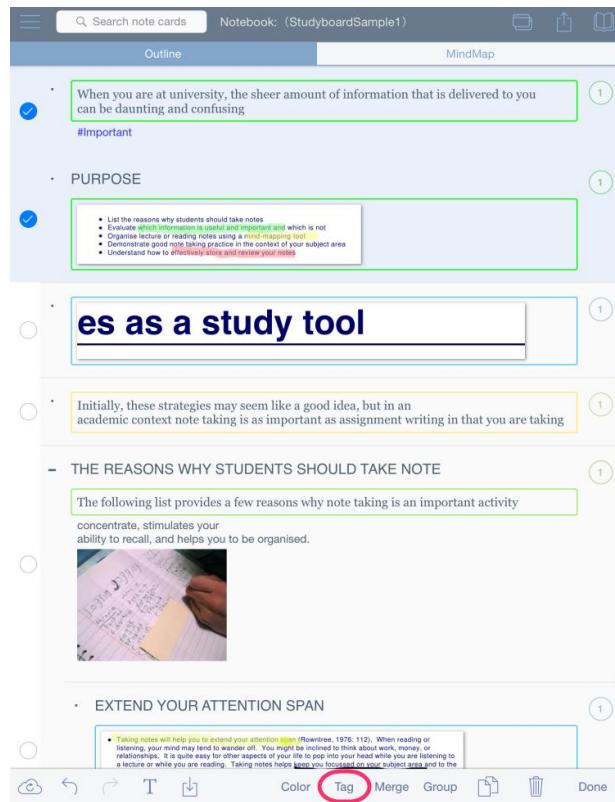


3. Once you have finished editing, tap **Done** to leave the Multi-Edit mode.

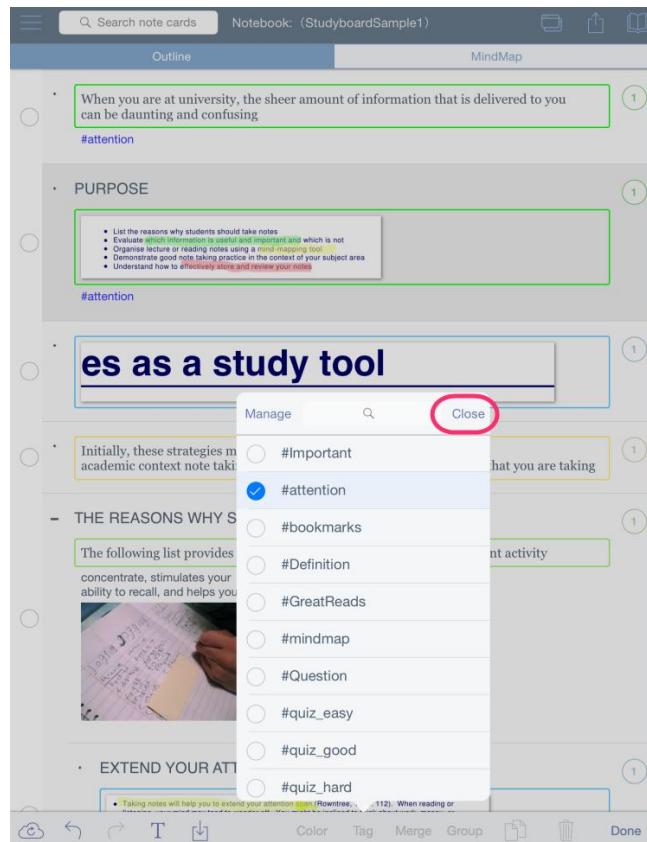


Edit Tags

- When in the Multi-Edit mode, tap Tag in the bottom menu bar.



- Select/deselect the required hashtags in the pop-up window that appears. The hashtags will be applied to all selected outline items.
- Tap Close in the pop-up window.



- Once you have finished editing, tap **Done** to leave the **Multi-Edit** mode.

Merge Outline Items

- When in the **Multi-Edit** mode, tap **Merge** in the bottom menu bar. All selected outline items will be merged into one item.

The screenshot shows the Noteboard app interface in Multi-Edit mode. A vertical green line on the right side indicates the merge boundary. Several outline items are selected and highlighted with green boxes:

- EFFECTIVENESS**: "Effective note taking should have a purpose" (with tag `#Important`)
- ORGANIZING NOTES**: "The taking of effective notes during the lecture or while you are reading is an important academic activity that helps you to concentrate, stimulates your ability to recall, and helps you to be organised."
- PURPOSE**: "When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing" (with tag `#attention`)
- es as a study tool**
- THE REASONS WHY STUDENTS SHOULD TAKE NOTE**: "Initially, these strategies may seem like a good idea, but in an academic context note taking is as important as assignment writing in that you are taking"

At the bottom of the screen, the menu bar includes icons for Cloud, Back, Forward, T, Merge (circled in red), Group, and Done.

The screenshot shows the Noteboard app interface after merging the outline items. The merged content is displayed in a single box under the **THE REASONS WHY STUDENTS SHOULD TAKE NOTE** section:

Effectiveness
Effective note taking should have a purpose
`#Important`

Organizing Notes
The taking of effective notes during the lecture or while you are reading is an important academic activity that helps you to concentrate, stimulates your ability to recall, and helps you to be organised.

PURPOSE
When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing
`#attention`

es as a study tool

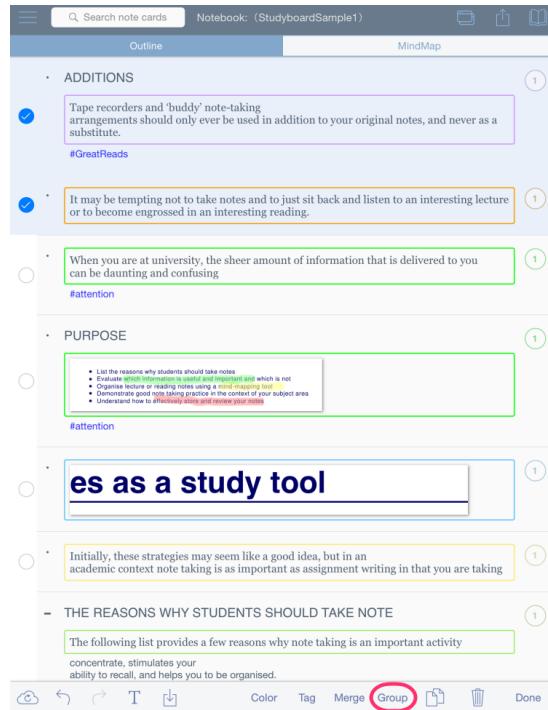
THE REASONS WHY STUDENTS SHOULD TAKE NOTE
Initially, these strategies may seem like a good idea, but in an academic context note taking is as important as assignment writing in that you are taking

At the bottom of the screen, the menu bar includes icons for Cloud, Back, Forward, T, Merge, Group, and Done.

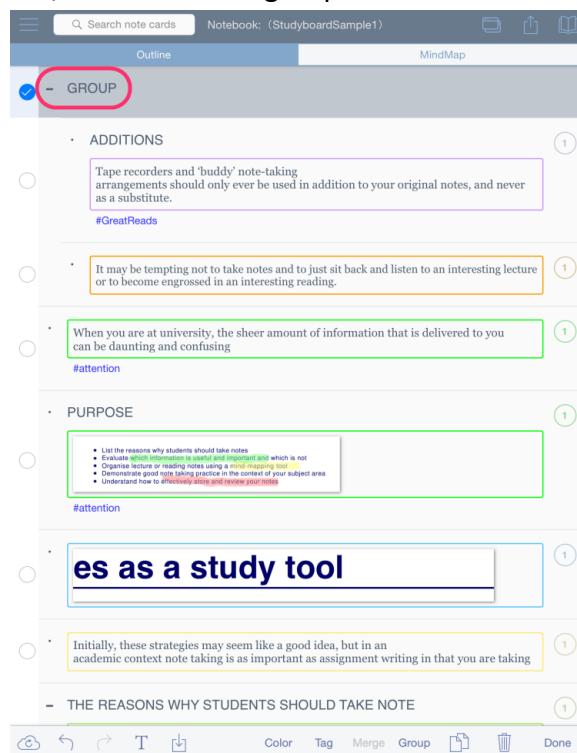
- Once you have finished merging, tap **Done** to leave the **Multi-Edit** mode.

Group Outline Items

- When in the **Multi-Edit** mode, tap **Group** in the bottom menu bar.



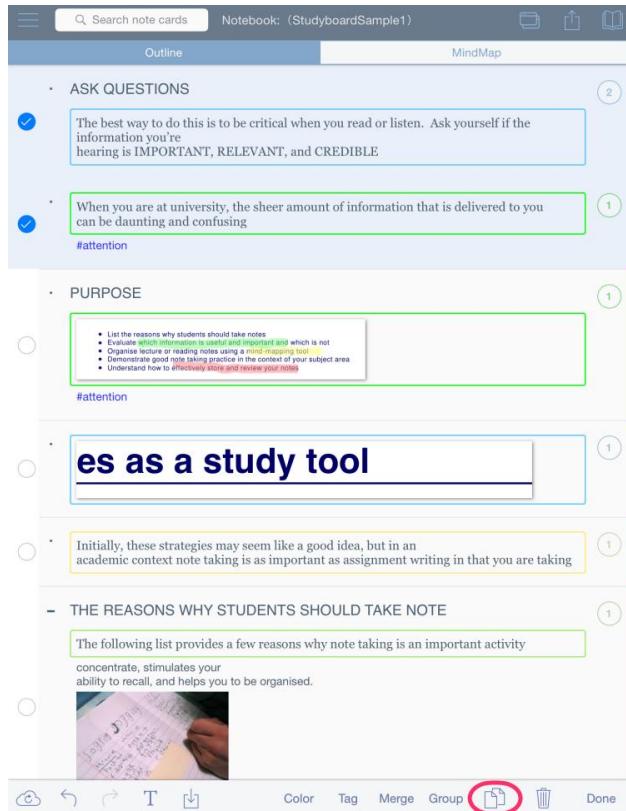
- All selected outline items will be grouped. To hide/show the contents of the group, tap "-"/"+" next to the group name.



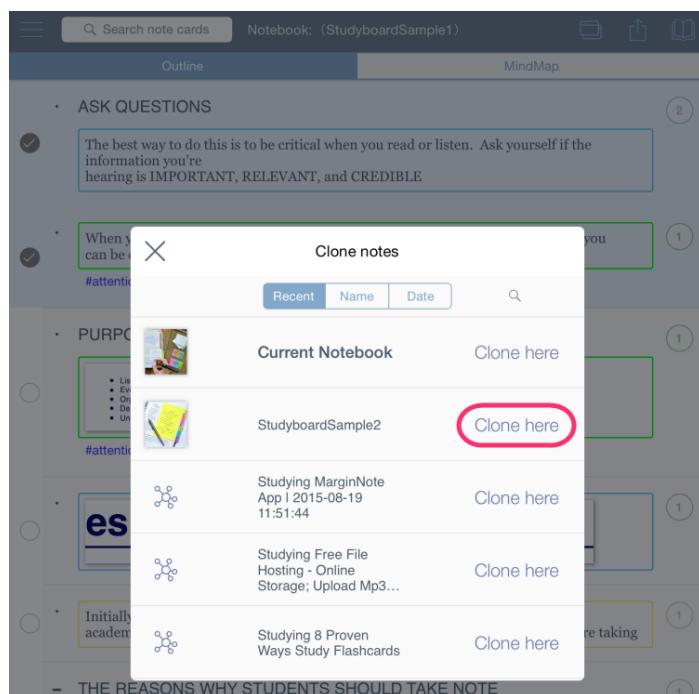
- Once you have finished grouping outline items, tap **Done** to leave the **Multi-Edit mode**.

Clone Outline Items

- When in the **Multi-Edit mode**, tap the **Clone** icon in the bottom menu bar.



- In the **Clone notes** pop-up window, find the required notebook and tap **Clone here** next to it. All selected outline items will be cloned to the chosen notebook.



The screenshot shows a note card with a green border containing the following text:

When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing

#attention

ASK QUESTIONS

The best way to do this is to be critical when you read or listen. Ask yourself if the information you're hearing is IMPORTANT, RELEVANT, and CREDIBLE

TARGET IS REMEMBER INFORMATION

Taking notes serves one simple purpose: to help you remember information.

Important and sometimes assessable issues. The lecture will be over with no chance to revisit the material, or the resources have to be read, which is time consuming and sometimes difficult. The sheer volume of information during a lecture and reading is an important academic activity that helps you to concentrate, stimulates your ability to learn, and develops your critical thinking skills.

* Please note: Students with dyslexia and other learning disabilities may find the use of a tape recorder beneficial to learning. However, please contact the Student Support Officer for advice on how to best use a tape recorder in addition to note-taking.

Taking notes

General tips

It is important to determine which pieces of information in a lecture or reading are important and which pieces are not. The best way to do this is to be critical when you read or listen. Ask yourself if the information you're hearing is IMPORTANT, RELEVANT, and CREDIBLE. In other words, does the information demonstrate a major point, is it relevant to the topic, and is it credible? If the answer is yes, then it is important.

When writing down notes, try to distinguish between facts, opinions, and examples. It is important to write down relevant facts. Facts are "true" statements that should be supported by research or evidence. It is also important to write down important, relevant, educated opinions. For example, if the lecturer is giving a lecture that compares two different theories, it is important to write down both theories and the lecturer's opinion in your notes. Lecturers and authors use examples to help explain difficult concepts and to maintain your interest. Examples are often used to support an argument or theory. When writing down notes, you may like to write a reference to an example that was particularly interesting or as a means of reminding you to do more research on the subject. When reviewing your notes, try to think of your own examples.

When reading or listening, don't write out notes word for word. Notes should not be an exact copy of the lecture or reading. They should be a summary of the main ideas and should be used to help jog your memory.

Use shortcuts that you will understand and that will make the writing process quicker. Abbreviations (= instead of for example's) symbols (= instead of equals), and drawings can sometimes help you take notes more quickly.

Use font, colour and size to draw attention to important points. For example, you might like to use a different colour to highlight a key concept or theory. You might use different writing sizes to indicate main points as being separate from supporting evidence.

When making notes, print clearly where possible. If your writing is poor, use a word processor when reviewing your notes, leaving spaces for handwritten diagrams and

- Once you have finished cloning outline items, tap **Done** to leave the **Multi-Edit** mode.

Delete Outline Items

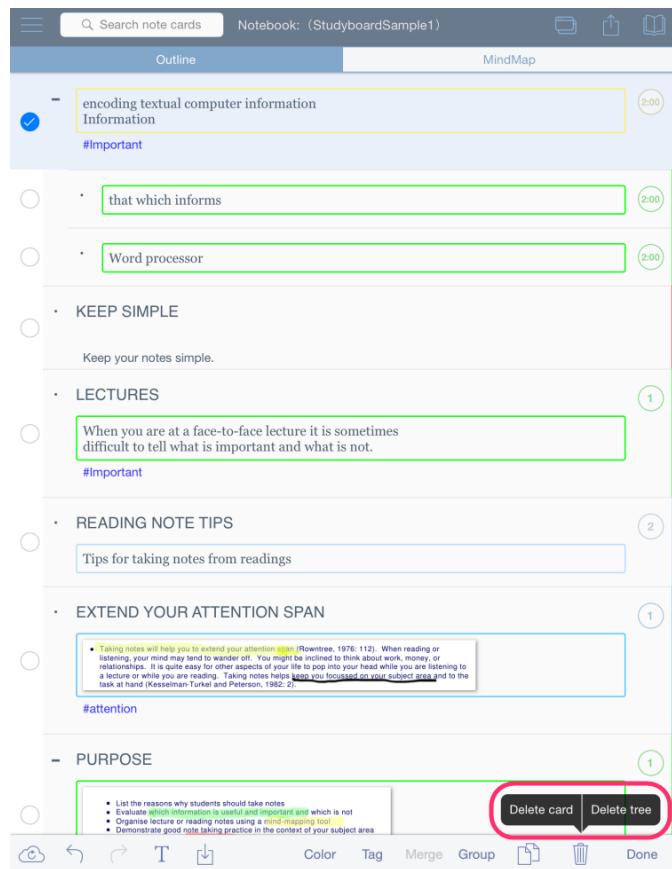
- When in the **Multi-Edit** mode, tap the **Delete** icon in the bottom menu bar. All selected outline items will be deleted.

The screenshot shows a list of outline items with checkboxes and circled numbers:

- Information (checkbox checked, circled 2)
- ASK QUESTIONS (checkbox checked, circled 2)
- When you are at university, the sheer amount of information that is delivered to you can be daunting and confusing (checkbox unchecked, circled 1)
- PURPOSE (checkbox unchecked, circled 1)
- es as a study tool (checkbox unchecked, circled 1)
- Initially, these strategies may seem like a good idea, but in an academic context note taking is as important as assignment writing in that you are taking (checkbox unchecked, circled 1)
- THE REASONS WHY STUDENTS SHOULD TAKE NOTE (checkbox unchecked, circled 1)

Color Tag Merge Group **Delete** Done

- If you selected only one item of the tree, then after tapping the **Delete** icon you will be prompted to choose between deleting the current card and the entire tree. Tap the required option depending on what you want to delete.



3. Once you have finished deleting outline items, tap **Done** to leave the **Multi-Edit** mode.

Organize by MindMap

In MarginNote, you can collect all your notes in **MindMap** mode, where it's easy to view, edit and rearrange them. In the **Notebook** view, you can quickly switch between **MindMap** and **Outline** by means of the selector below the top menu bar. **MindMap** displays all your notes in visual graphic form with clearly understandable hierarchy.

MarginNote allows you to add new highlight and text items to your **MindMap**. With tapping and dragging gestures, you can easily change the appearance of **MindMap** and edit relations between the items. It is also possible to edit features of the mindmap items, assign hashtags, perform a search of the items.

In the **Multi-Edit** mode, it is very convenient to edit several mindmap items at the same time, as well as merge, group and clone them.

This chapter covers the operations that you can perform in **MindMap** for more efficient collection and usage of notes.

Add New Highlight Item

- Once you create a highlight in a book, you will see it in **MindMap** as a highlight item.

The screenshot shows the Studyboard app interface. At the top, there are navigation icons: three horizontal lines, a gear, a star, and a magnifying glass. The title bar reads "StudyboardSample1" and "Book: SamplePDF_NoteTakingSkills". Below the title bar, the text "Department of Lifelong Learning: Study Skills Series" and "Note taking skills - from lectures and readings" are displayed. A sub-section titled "Introduction" is shown with the following text: "When you are at university, sheer amount of information that is delivered to you can be daunting and confusing. You may even think that you have to copy down everything you hear or read. If you are at a face-to-face lecture, it is often difficult to know what is important and what is not. Disorganized learners might feel the need to copy out fact after fact from readings and textbooks. When preparing for an exam or assignment, it is tempting to produce extensive notes on page after page of text." An illustration of a person looking overwhelmed is shown next to the text. On the right side of the screen, there is a purple box containing a checkmark icon and the number "1".

MindMap View:

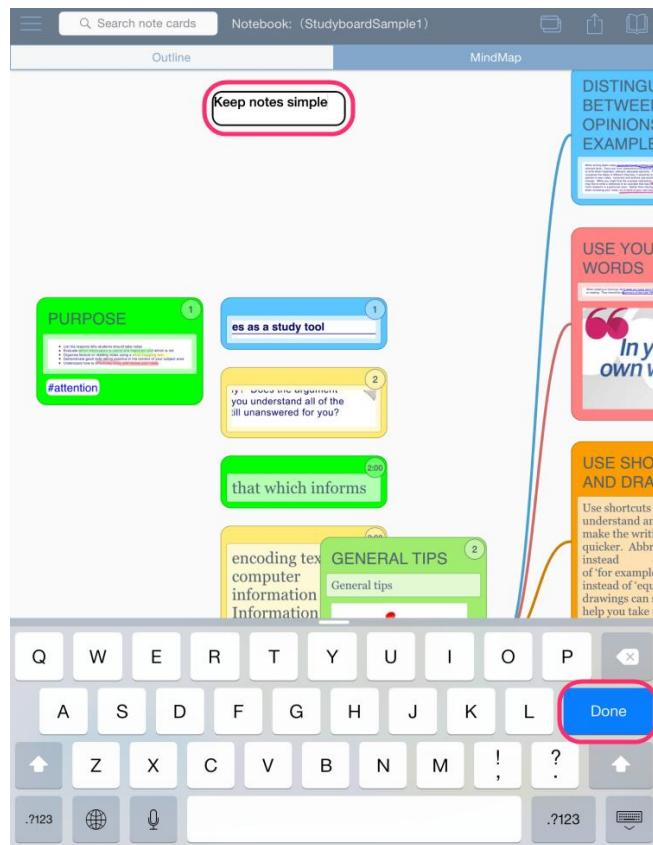
- Outline View:** Shows cards under categories like "ORGANISE THE IDEAS", "Information", "TIPS", and "IMPORTANT INFO ABOUT NOTES".
- MindMap View:** A hierarchical diagram where a purple-highlighted box in the "Information" section of the "ORGANISE THE IDEAS" card is connected by a line to a yellow "IMPORTANT INFO ABOUT NOTES" card.
- Separate Main Points:** A section with the text "Use font, colour and size to draw attention to important points" and an image of a hand writing on a notepad.

Add New Text Item

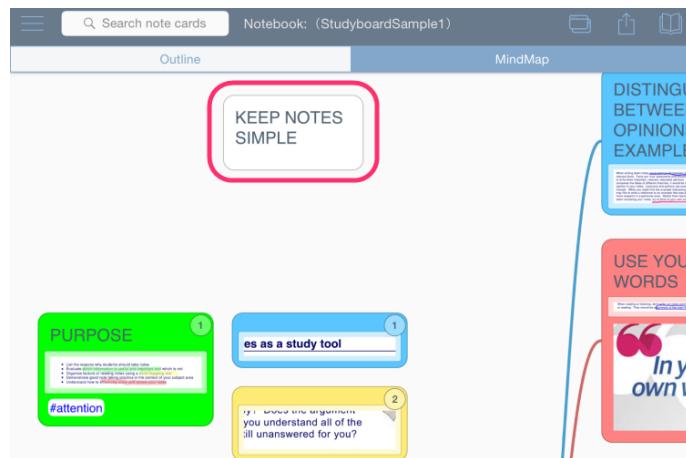
- When in **MindMap**, tap the **Text** icon in the bottom menu bar.

The screenshot shows the Studyboard app interface with a MindMap view. The bottom menu bar features icons for back, forward, search, and a red-highlighted "T" icon. A blue line connects the "T" icon to a new text item in the "GENERAL TIPS" card. The "GENERAL TIPS" card contains the text "Helpful Tips" and a small image of a sticky note. Other visible cards include "PURPOSE", "ORGANISE THE IDEAS", "USE YOUR WORDS", "USE SHORTCUTS AND DRAWINGS", and "SEPARATE MAIN POINTS".

- Type the text using the keyboard that appears. Once you have finished typing, tap **Done** on the keyboard.



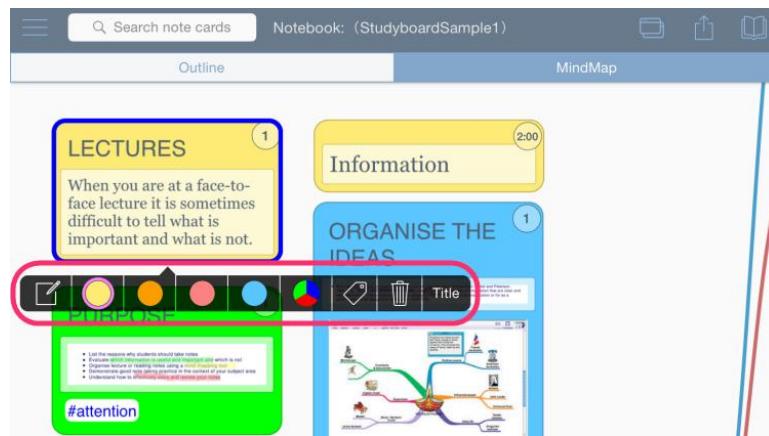
3. New text item will be created in **MindMap**.



Note: New text item will not be associated with a highlight. If you want to create an outline item associated with a highlight, see [Add New Highlight Item](#).

Edit MindMap Item

1. Tap on the mindmap item that you want to edit.
2. In the context menu, tap the appropriate icon and make required changes to the mindmap item.



– take notes on the mindmap item

– change color of the highlight

– change color & style of the highlight

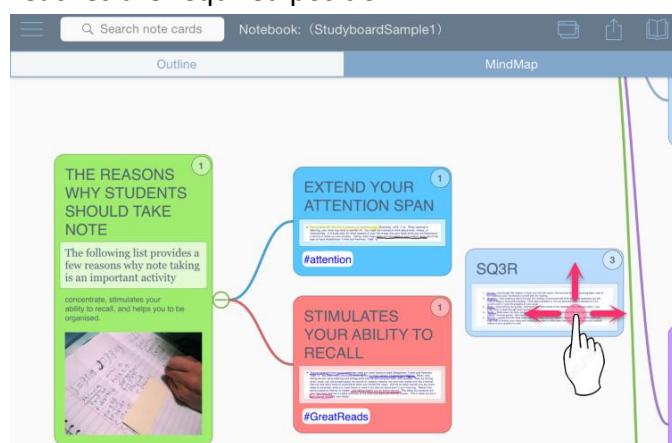
– add hashtag to the mindmap item

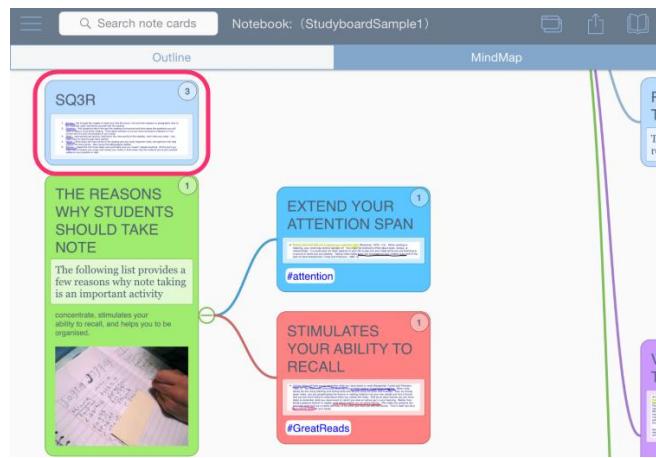
– delete the mindmap item

– add/edit title of the mindmap item

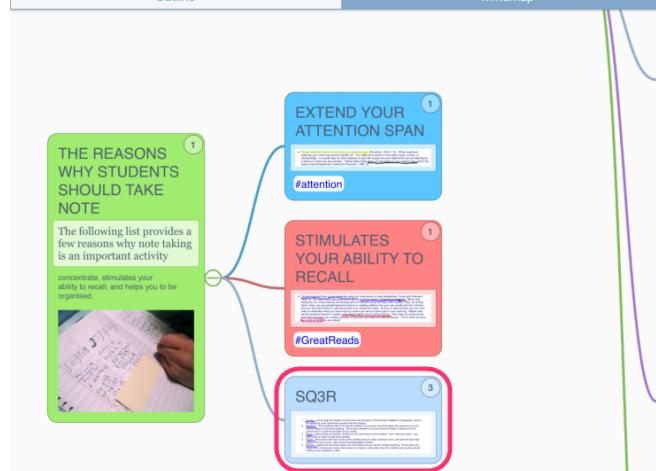
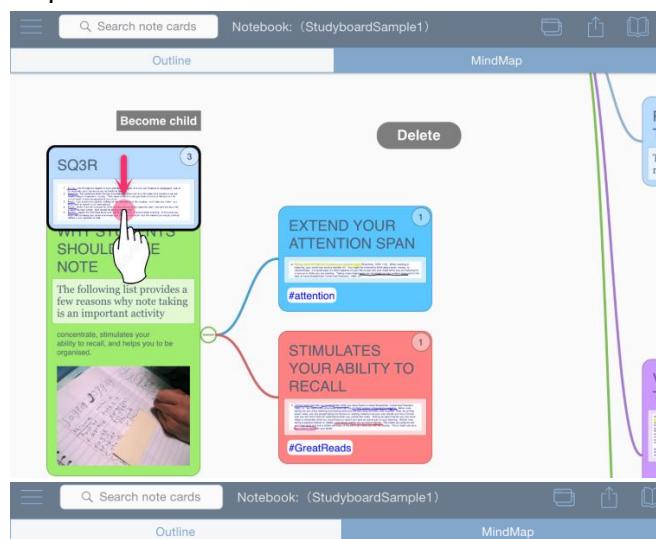
Edit MindMap Relation

- To move the mindmap item, hold on this item and drag it in any direction until it reaches the required position.

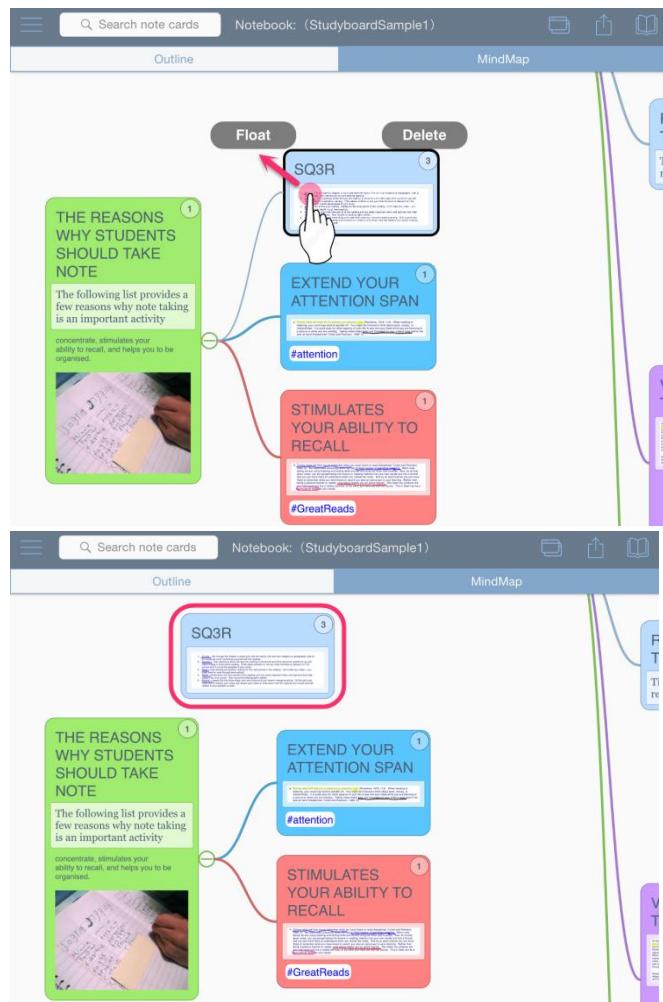




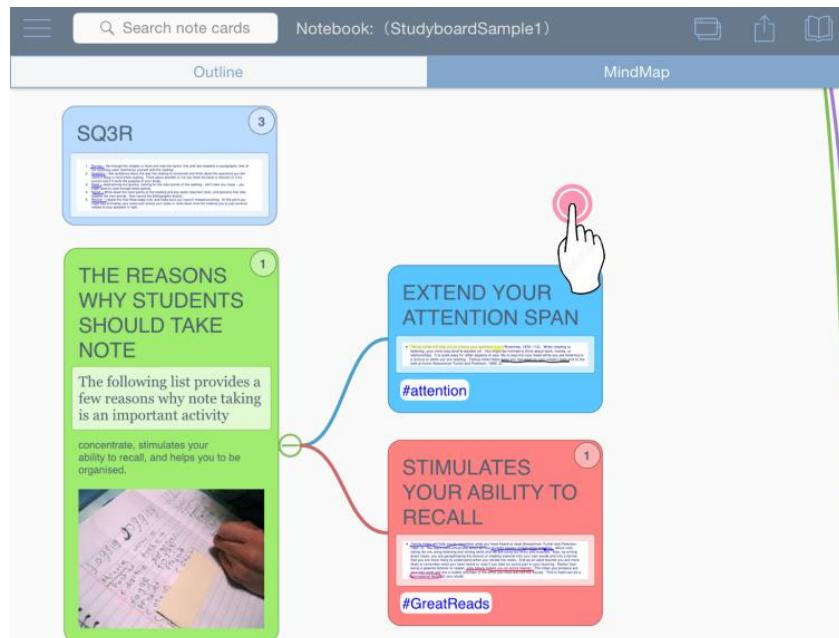
- To add the mindmap item as a child of another mindmap item, drag and drop it onto the required item.

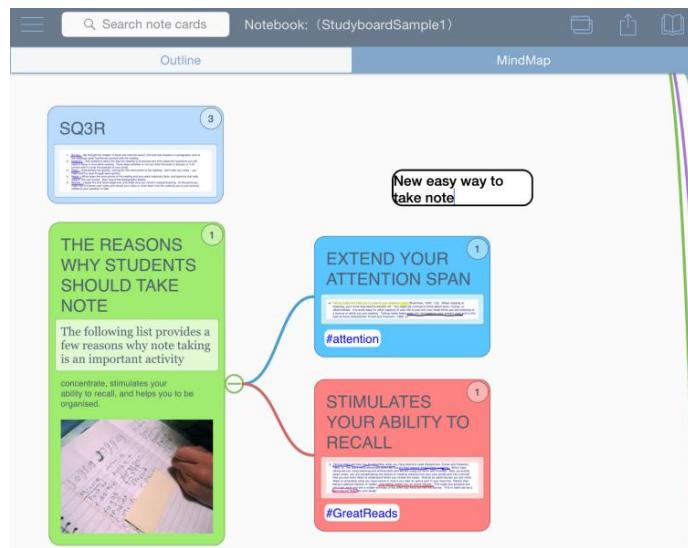


- To make the mindmap item floating, drag and drop it onto the **Float** area.

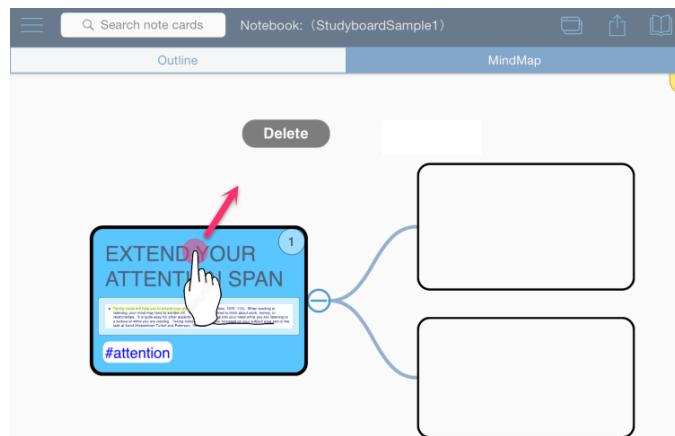


4. To create empty group item, do a double tap in empty area.



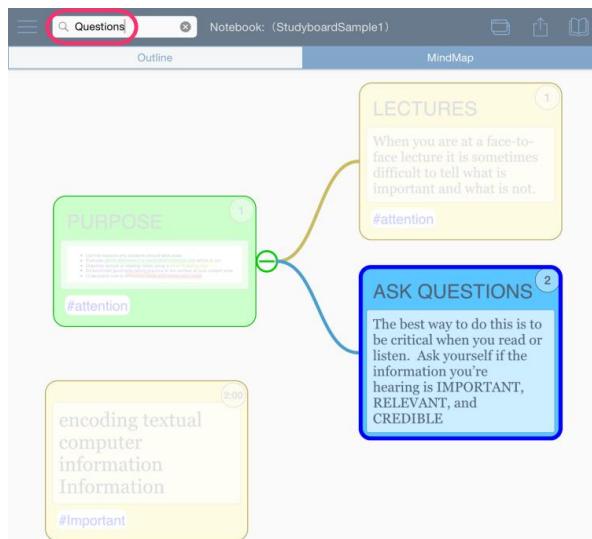


- To delete the item and all of its children from **MindMap**, drag and drop it onto the **Delete** area.

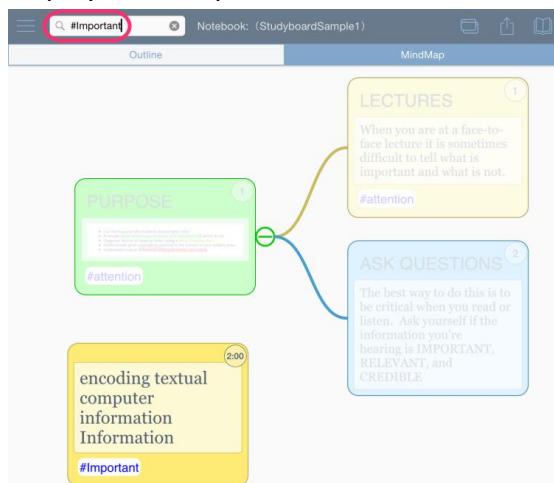


Search for MindMap Item

- Tap on the search field in the top menu bar and type a text fragment to search for. MarginNote will return mindmap items that contain this text fragment.



2. To search by hashtags, select the required hashtag in the search field. MarginNote will display mindmap items marked with this hashtag.

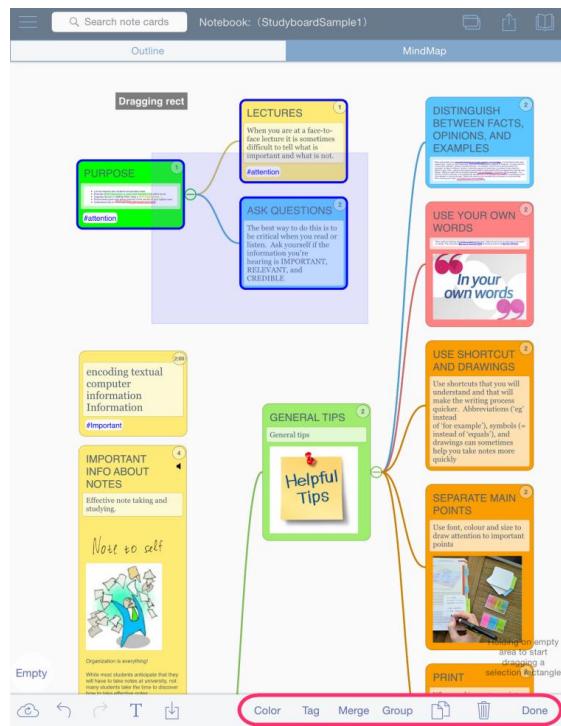


Multi-Edit MindMap Items

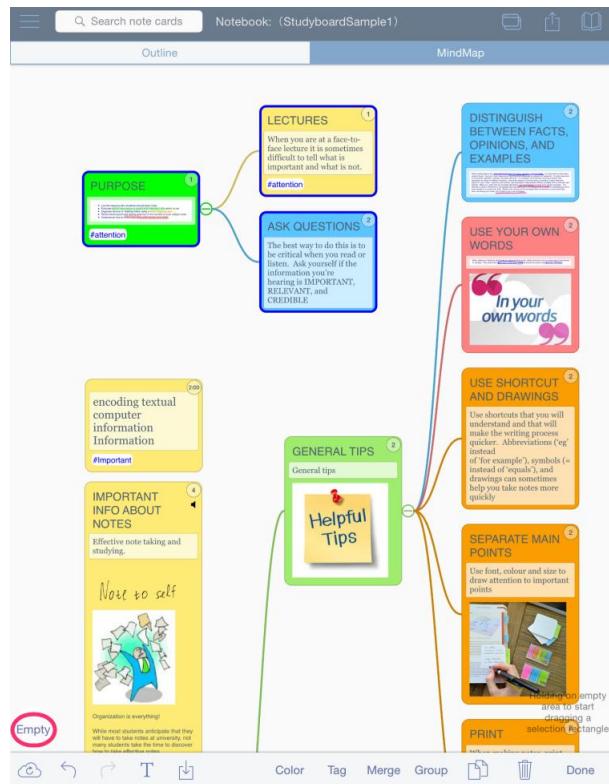
Multi-Select MindMap Items

Method #1

1. Hold on empty area and drag the selection rectangle onto multiple mindmap items that you want to select. The panel for multi-editing will appear in the bottom menu bar.



2. If you want to clear the multi-selection, tap **Empty**.

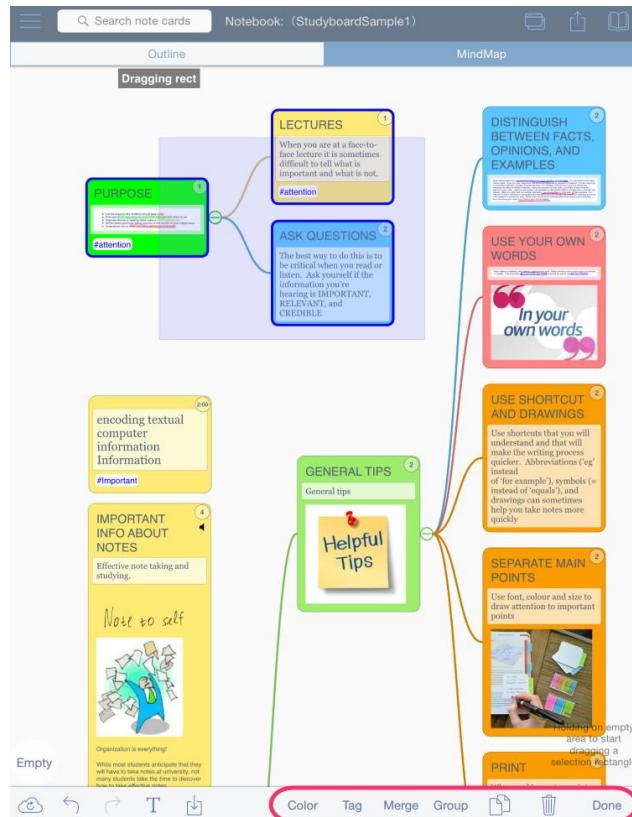


Method #2

1. Tap **Multi-Edit** in the bottom menu bar.



2. The panel for multi-editing will appear in the bottom menu bar. Hold on empty area and drag the selection rectangle onto multiple mindmap items that you want to select.



3. If you want to clear the multi-selection, tap **Empty**.



Arrange Items

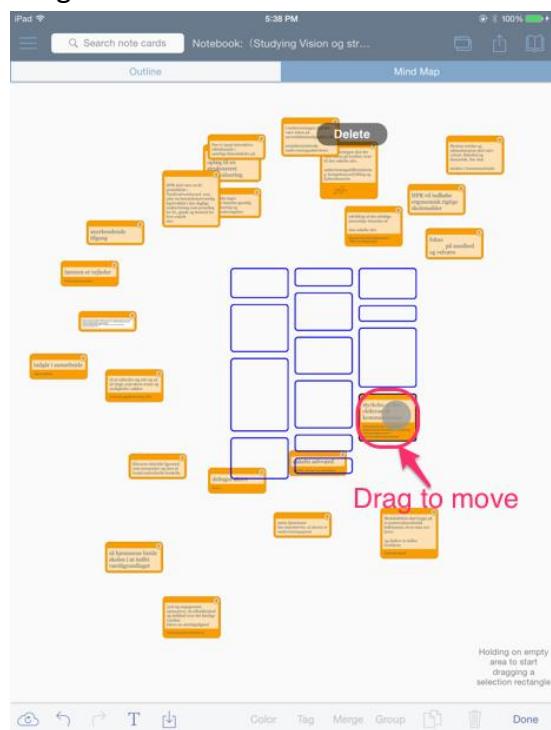
- When select multi items by Drag selection or Search, you can Arrange Items by just clicking **Arrange** button:



- Then the items selected will be arranged into a Block:

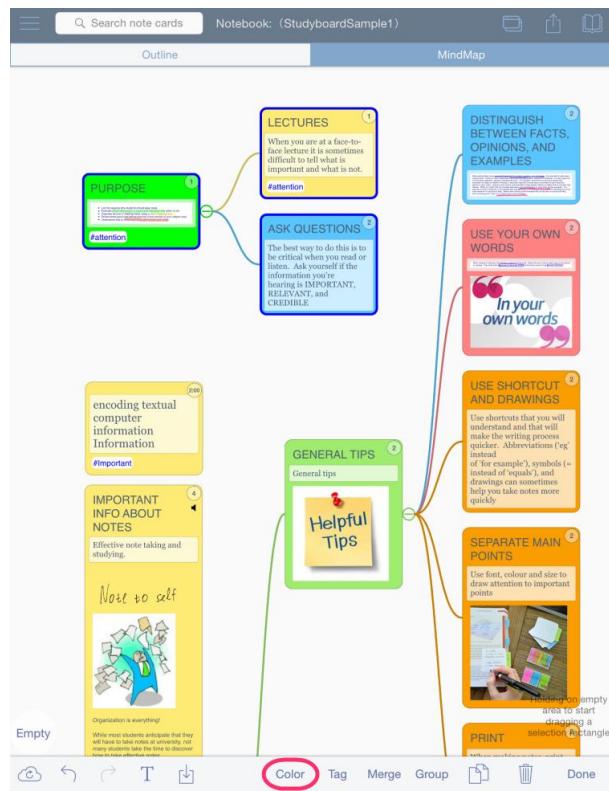


- Drag one of the selected notes to move all notes at same time:

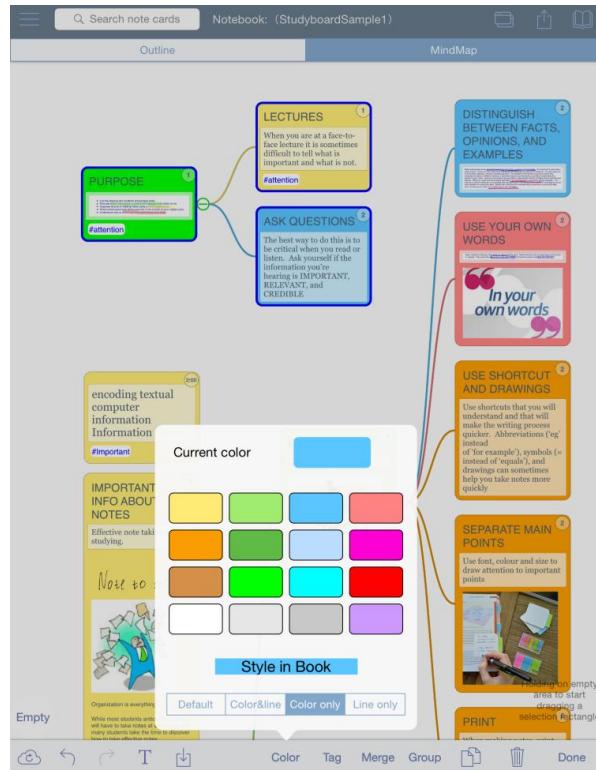


Edit Colors

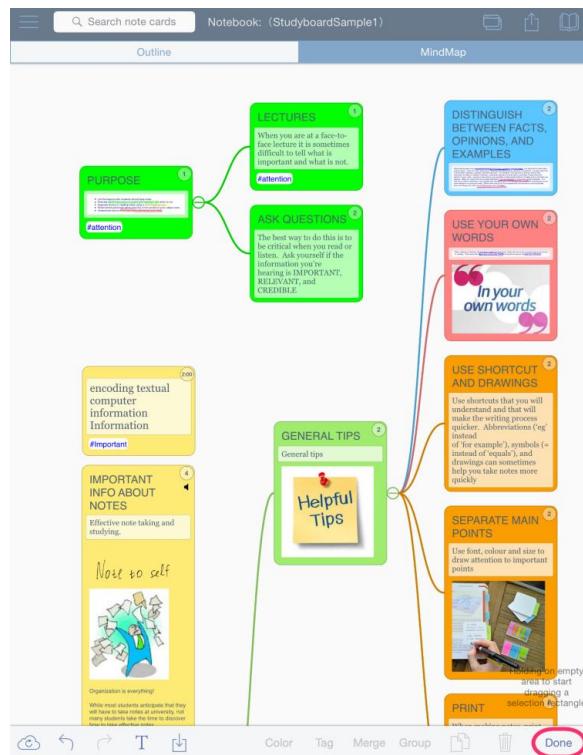
- When in the Multi-Edit mode, tap Color in the bottom menu bar.



2. Select the required highlight color and/or line in the palette. The color and/or line will be applied to all selected mindmap items.

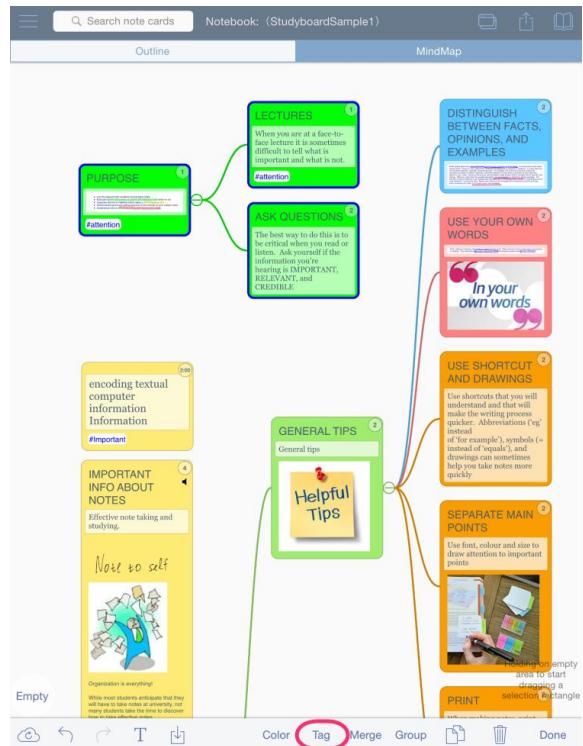


3. Once you have finished editing, tap **Done** to leave the **Multi-Edit** mode.

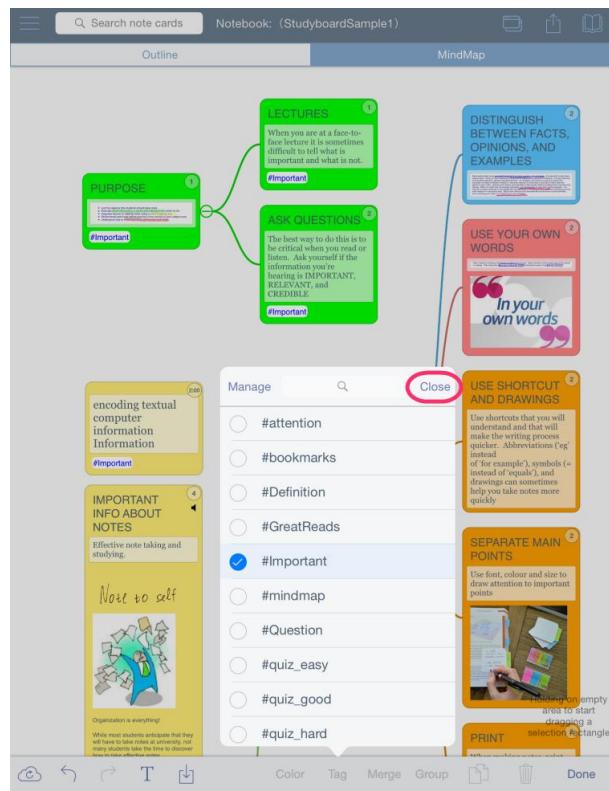


Edit Tags

- When in the **Multi-Edit mode**, tap **Tag** in the bottom menu bar.



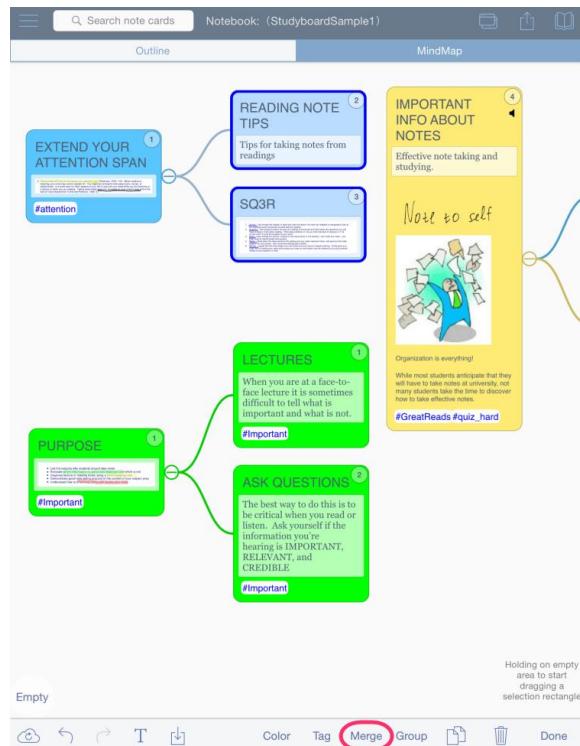
- Select/deselect the required hashtags in the pop-up window that appears. The hashtags will be applied to all selected mindmap items.
- Tap **Close** in the pop-up window.

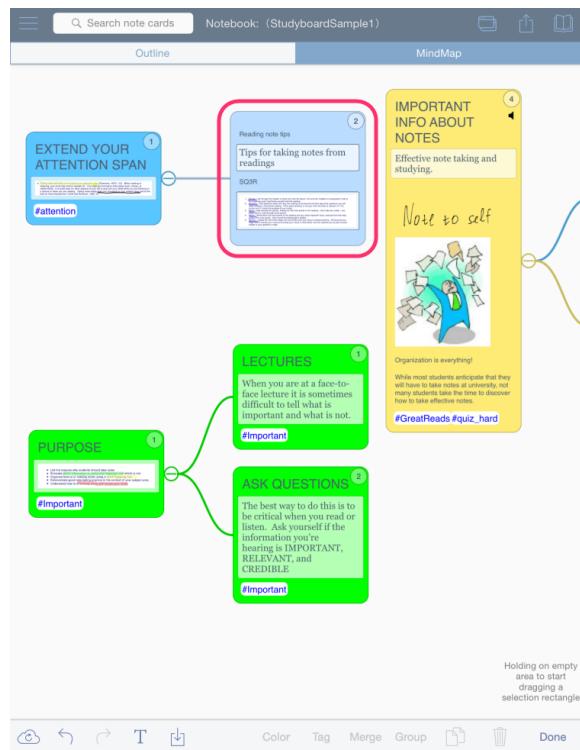


- Once you have finished editing, tap **Done** to leave the **Multi-Edit** mode.

Merge MindMap Items

- When in the **Multi-Edit** mode, tap **Merge** in the bottom menu bar. All selected mindmap items will be merged into one item.

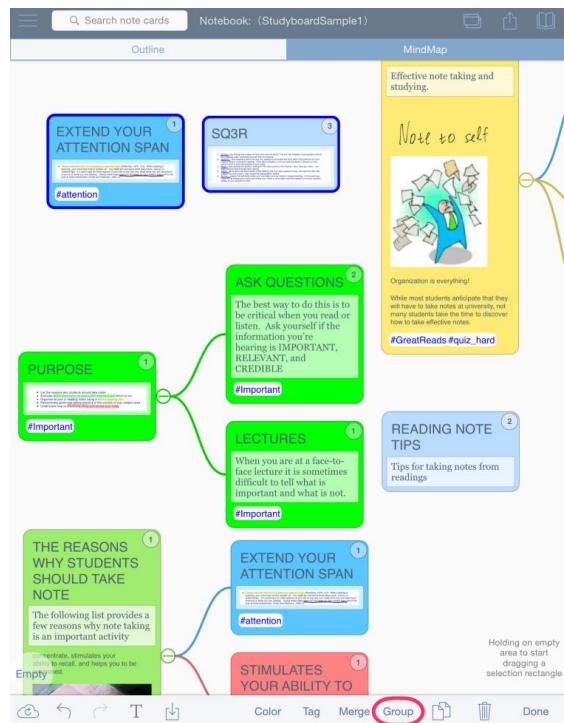




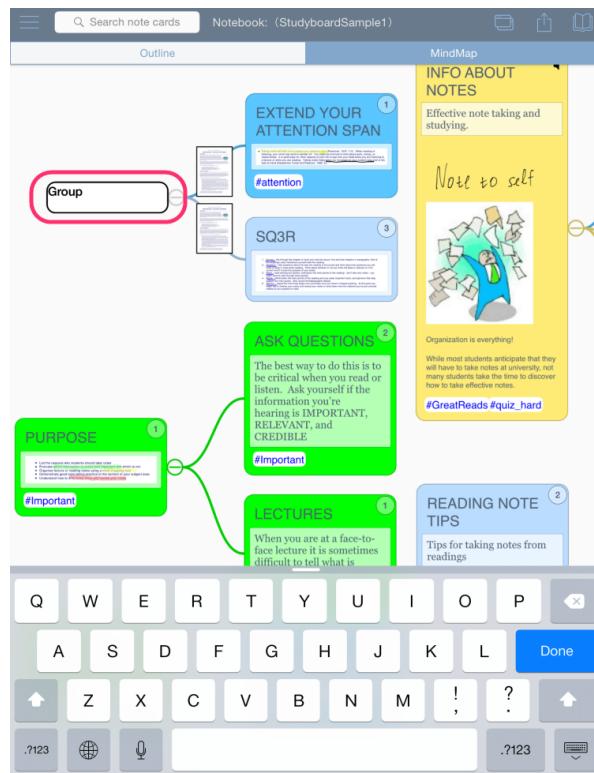
- Once you have finished merging, tap **Done** to leave the **Multi-Edit** mode.

Group MindMap Items

- When in the **Multi-Edit** mode, tap **Group** in the bottom menu bar.



- All selected mindmap items will be grouped. To hide/show the contents of the group, tap "-"/"+" next to the group name.



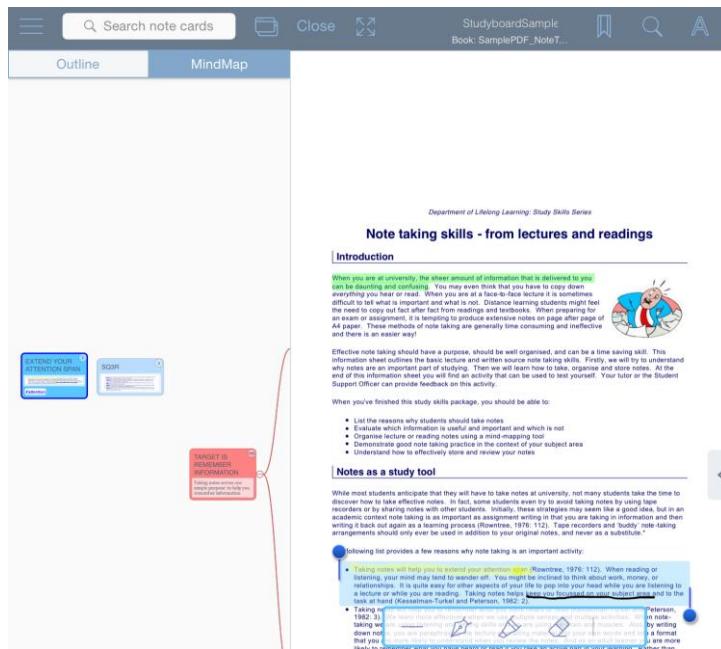
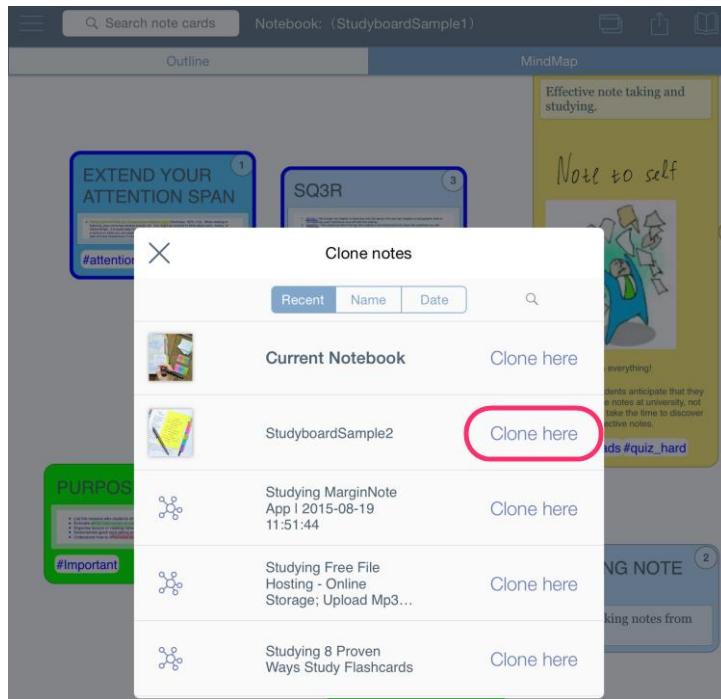
- Once you have finished grouping mindmap items, tap **Done** to leave the **Multi-Edit** mode.

Clone MindMap Items

- When in the **Multi-Edit** mode, tap the **Clone** icon in the bottom menu bar.



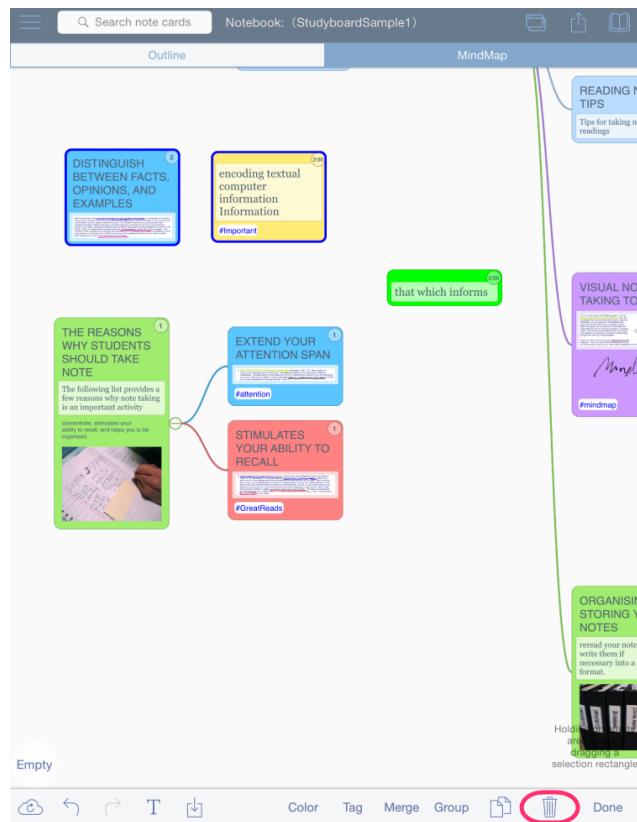
2. In the **Clone notes** pop-up window, find the required notebook and tap **Clone here** next to it. All selected mindmap items will be cloned to the chosen notebook.



3. Once you have finished cloning mindmap items, tap **Done** to leave the **Multi-Edit** mode.

Delete MindMap Items

1. When in the **Multi-Edit** mode, tap the **Delete** icon in the bottom menu bar. All selected mindmap items will be deleted.



2. If you selected only one item of the tree, then after tapping the **Delete** icon you will be prompted to choose between deleting the current card and the entire tree. Tap the required option depending on what you want to delete.



3. Once you have finished deleting mindmap items, tap **Done** to leave the **Multi-Edit** mode.

Hashtags

MarginNote gives you the ability to significantly simplify the use of your notes by marking them with hashtags. The app offers convenient default hashtags such as `#definition` and `#important`, but you can easily add and customize your own hashtags.

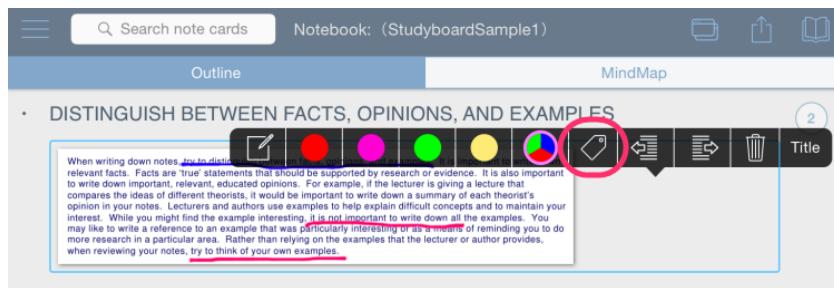
No matter whether you study your notes in the **Book** or **Notebook** view, you can promptly create a new hashtag and assign it to a note, mark a note with a single or multiple existing hashtags, remove unused or outdated hashtags. When reviewing your notes in **Outline** or **MindMap**, you can instantly find the required notes by hashtags assigned to them.

In MarginNote, you can turn the notes marked with particular hashtags into Q&A flashcards to greatly improve your studying process.

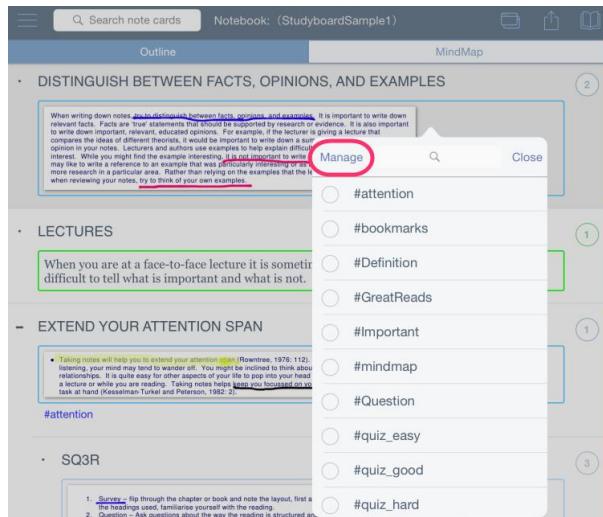
This chapter describes how to create and manage your hashtags, quickly search for specific notes by hashtags, and turn the tagged notes into flashcards.

Create Hashtag

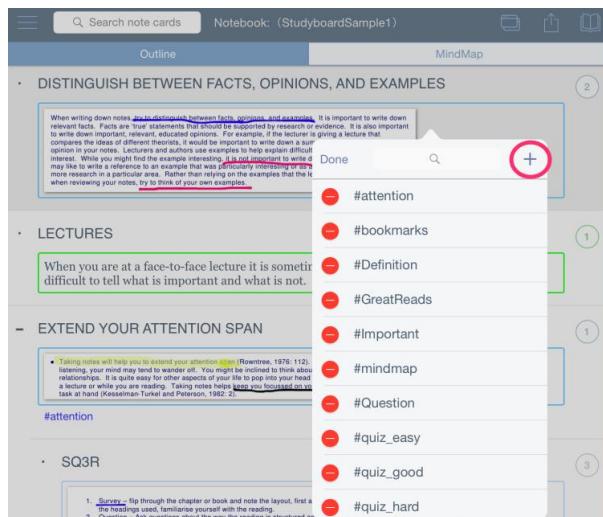
1. Tap on any note in the **Book** or **Notebook** view.
2. Tap the **Hashtags** icon in the context menu.



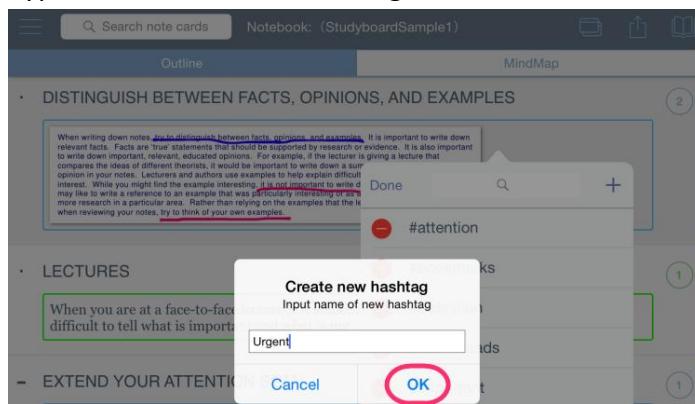
3. Tap **Manage** in the pop-up window that appears.



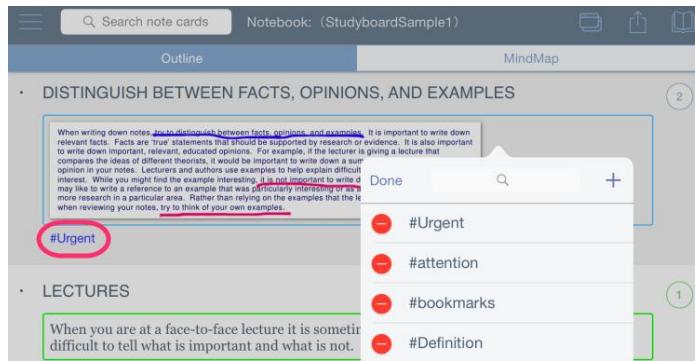
4. Tap "+".



5. Type a name of a new hashtag in the **Create new hashtag** pop-up window and tap **OK**.

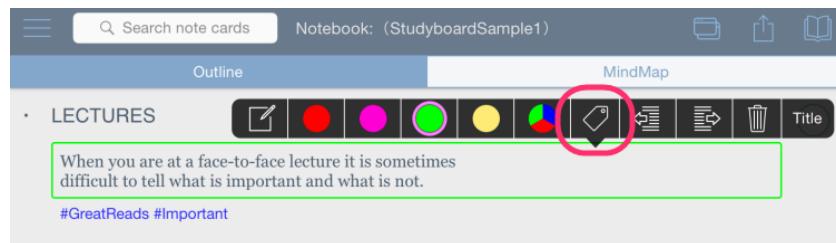


6. New hashtag will be added to the list of hashtags and assigned to the current note. Once you have finished creating hashtags, tap **Done**.

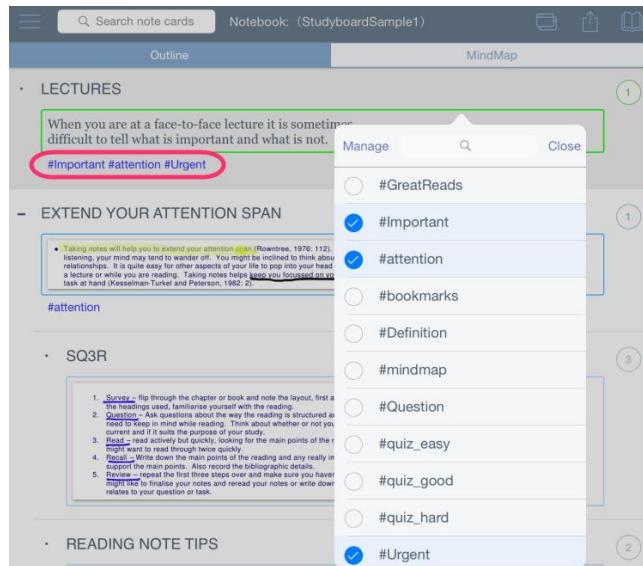


Edit Hashtags of Note

1. In the **Book or Notebook** view, tap on the note the hashtags of which you want to edit.
2. Tap the **Hashtags** icon in the context menu.

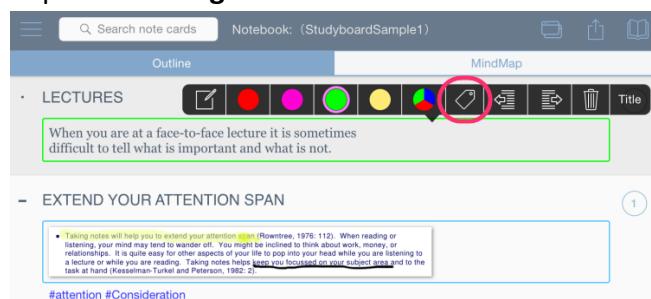


3. Select/deselect the hashtags that you want to assign/unassign from the current note.
4. Hashtags of the note will be changed according to your choice. Once you have finished editing hashtags, tap **Done**.

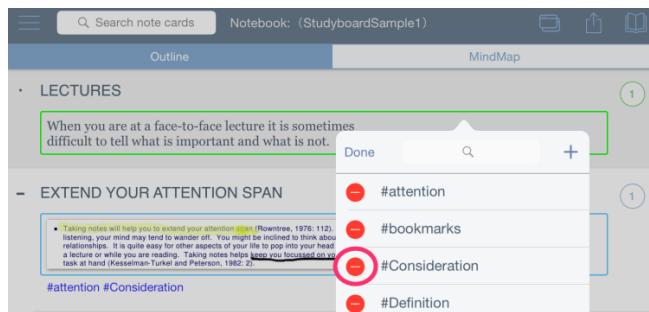


Delete Hashtag

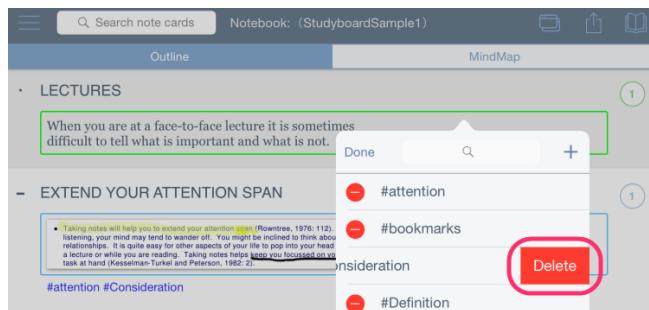
1. Tap on any note in the **Book** or **Notebook** view.
2. Tap the **Hashtags** icon in the context menu.



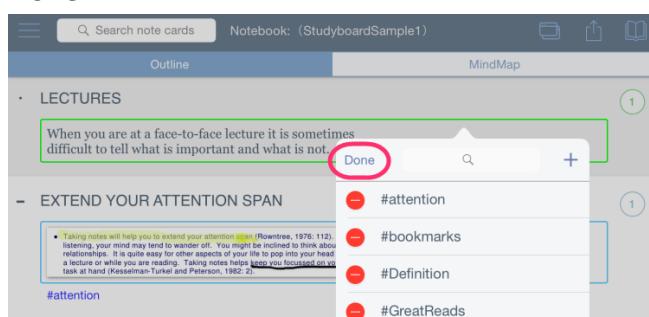
3. Tap **Manage** in the pop-up window that appears.
4. Tap "—" next to the hashtag that you want to delete.



5. Tap Delete.

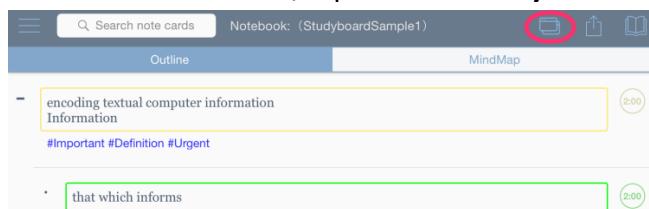


- The current hashtag will be deleted from the list of hashtags and unassigned from all the notes that it was previously assigned to. Once you have finished deleting hashtags, tap Done.

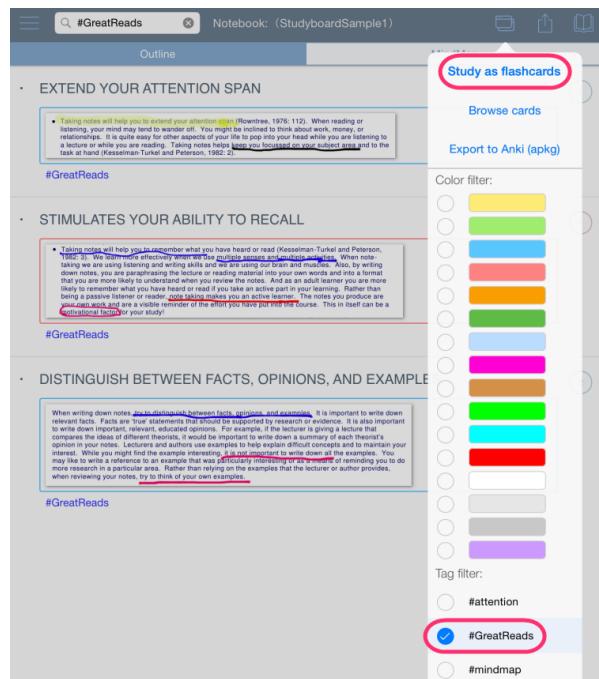


Study Flashcards by Hashtags

- In the Notebook view, tap the Review by Flashcards icon in the top menu bar.



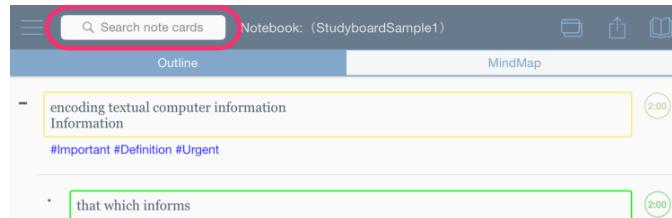
- Select the required hashtags in the drop-down menu.
- Tap Study as flashcards.



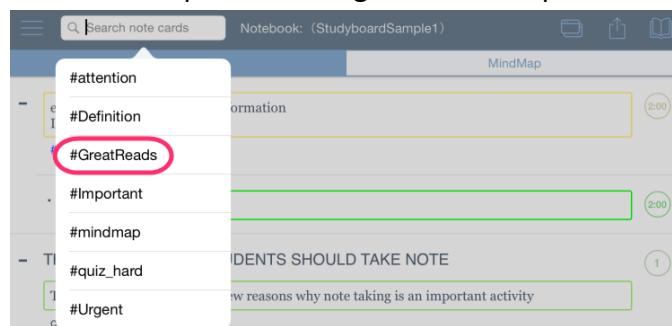
- MarginNote will turn all your notes marked with the selected hashtags into Q&A flashcards. Find more information about usage of flashcards in [Q&A Flashcards](#).

Search for Notes by Hashtags

- In the **Notebook** view, tap on the search field in the top menu bar.



- Select the required hashtag from the drop-down list.



- MarginNote will display only those notes marked with the selected hashtag.

#GreatReads

EXTEND YOUR ATTENTION SPAN

- Taking notes will help you extend your attention span (Rowntree, 1978; 112). When reading or listening, your mind may tend to wander off. You might be inclined to think about work, money, or relationships. It is quite easy for other aspects of your life to pop into your head while you are listening to a lecture or reading a book. Taking notes **keeps you focused on your subject area and to the task at hand** (Kesselman-Turkel and Peterson, 1982; 2).

#GreatReads

STIMULATES YOUR ABILITY TO RECALL

- Taking notes will help you remember what you have heard or read (Kesselman-Turkel and Peterson, 1982; 3). We remember effectively when we **use multiple senses and multiple actions**. When note-taking we are using listening and writing skills and we are using our brain and muscles. Also, by writing down what you are learning during the lecture or reading, you are **rehearsing the words and concepts that you are learning** to understand them and review the notes. And as an added benefit you are more likely to remember what you have heard or read if you take an active part in your learning. Rather than being a passive listener, **note-taking makes you an active learner**. The notes you produce are your own work and are a visible reminder of the effort you have put into the course. This in itself can be a **motivational factor** for your study!

#GreatReads

Q&A Flashcards

In MarginNote, you can review your notes as Q&A flashcards. Q&A flashcard is a double-sided card that displays a question and an answer on different sides of itself. You can turn all of your notes into flashcards with the tap of a finger. When studying your notes as Q&A flashcards, you can promptly switch to the book location of the required flashcard and back.

In the **Q&A** mode, you can edit your flashcards and navigate between them with ease. MarginNote gives you the ability to instantly switch between question and answer sides of a flashcard. On the answer side you can save the quiz results for future review. Depending on how you marked the quiz result (easy, good, or hard), MarginNote will notify you about reviewing a particular flashcard within the specific period of time (9 days, 4 days, or 9 hours respectively). You can see all due flashcards in the **Reviewing** area of the **Home** page.

In this chapter, you will learn how to study your notes as Q&A flashcards, switch between the sides of a flashcard, as well as between a book and a flashcard, save the quiz results, review due flashcards.

Create Q&A Flashcard

1. In the **Notebook** view, tap the **Review by Flashcards** icon in the top menu bar.

IMPORTANT INFO ABOUT NOTES

Effective note taking and studying.

Note to self

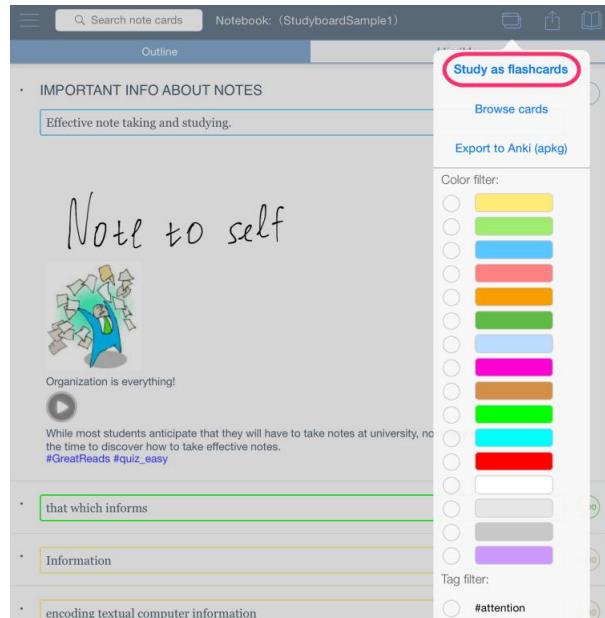
Organization is everything!

While most students anticipate that they will have to take notes at university, not many students take the time to discover how to take effective notes.
#GreatReads #quiz_easy

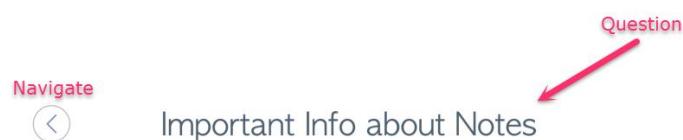
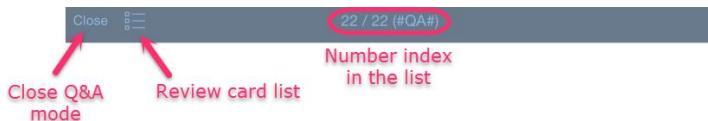
that which informs

Note: To turn your highlight into a Q&A flashcard, make sure that a highlight consists of two or more parts, e.g., a title and a highlight itself. MarginNote sets the first part of a card as a question part of Q&A, and other parts – as an answer part of Q&A.

2. Select **Study as flashcards** in the drop-down menu.



3. MarginNote will display your cards in Q&A mode. The two pictures below demonstrate the question and answer sides of Q&A flashcard.



Important Info about Notes

Effective note taking and studying.

Note to self



Organization is everything!



00:00 / 00:04

While most students anticipate that they will have to take notes at university, not many students take the time to discover how to take effective notes.

[Save quiz result](#)

Edit

Hard (9h) Good (4d) Easy (9d)

Flip



Flip Between Question & Answer Sides

1. In Q&A mode, tap **Flip** in the bottom menu bar.



Important Info about Notes

Flip



2. MarginNote will switch the flashcard to the answer side. To switch back to the question side, tap **Flip**.

Important Info about Notes

Effective note taking and studying.

Note to self



Organization is everything!



00:00 / 00:04

While most students anticipate that they will have to take notes at university, not many students take the time to discover how to take effective notes.

Edit

Hard (9h) Good (4d) Easy (9d)

Flip



Switch to Book and Back

1. In Q&A mode, tap the **Book** icon in the bottom menu bar.



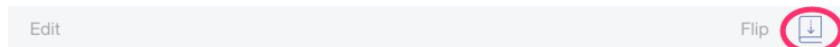
Important Info about Notes

Edit

Flip



- MarginNote will switch to the book location of the card. To switch back to Q&A mode, tap the **Book** icon in the top menu bar.



your notes according to the week, topic, or assignment.

Conclusion

Note taking is an important academic task that helps you to remember what you have learnt and helps you to review materials for re-use in revision and assignments. It is important that you are critical when note taking and that you only write or draw what you will need later on, and that you record the information in a format that is easy to understand. You should look out for clues about what is important. The lecturer or author will organise his or her material in a logical way so try to utilise their organisational skills when note taking. When taking notes you might like to try different study/techniques such as the SQ3R approach or you might like to use a more visual approach such as a spray diagram. And most importantly, after taking effective notes, it is important to organise and store your notes effectively. Effective note taking should reduce your study time, should increase your retention of knowledge, and should provide you with a summarised list of resources for your future projects.



If you need any further help with this topic, please contact your tutor or the Student Support Officer, or you may wish to consult the 'Note taking reading list'.

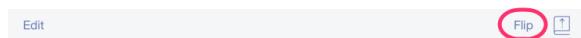
(Samantha Dhann 2001)

Mark as Hard/Good/Easy

- In Q&A mode, tap **Flip** in the bottom menu bar to switch to the answer side.



Important Info about Notes



- To save the quiz result, tap one of the following buttons in the bottom menu bar.

- Hard:** the app will notify to review in 9 hours.
- Good:** the app will notify to review in 4 days.
- Easy:** the app will notify to review in 9 days.

Important Info about Notes

Effective note taking and studying.

Note to self



Organization is everything!

00:00 / 00:04

While most students anticipate that they will have to take notes at university, not many students take the time to discover how to take effective notes.

Edit Hard (9h) Good (4d) Easy (9d) Flip ↑

Review Queue

1. Tap **Review queue** on the **Home** page. MarginNote will display all due cards to be reviewed at the moment.

READING & STUDYING

Due All Clear

Books StudyboardSample1

Notebooks

Notes & Tags

REVIEWING

Review queue >

LARGE PIECES OF PAPER WITH MARGINS

Write your notes on large pieces of paper. A4 size is best and be sure to leave a wide margin down one side for future notes or to add comments or references to other notes or reading materials.

#quiz_hard

IMPORTANT INFO ABOUT NOTES

Effective note taking and studying.

Export, Backup & Syncing

In MarginNote, you can export entire notebooks and their elements to a number of different formats. The app also offers the transfer of notebooks to iPhone or another iPad via Wi-Fi.

In order to study your flashcards not only in MarginNote but also in Anki, you can export them to *.apk format. There is also the ability to export books, notes and mindmap of the notebook

to Evernote. It will be convenient to transfer your mindmaps by email and review them in iThoughts or MindManager.

If you need to print margin notes, mindmap or outline, you can export them into one PDF file for convenient printing. MarginNote also allows you to export required notebooks and books as *.marginnotes or *.marginback files for reliable backup and recovery. Besides that, you can backup all of your notebooks at once with the tap of a finger.

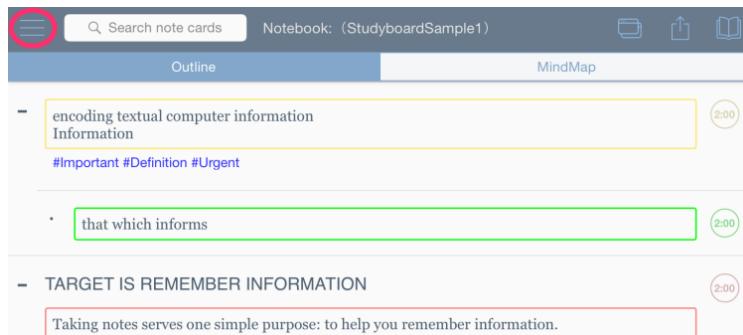
In MarginNote, you have the ability to store your documents and notes locally, as well as sync your books with iCloud, and your notebooks – with Dropbox and Evernote.

This chapter covers the export, backup and syncing procedures that you can perform in MarginNote.

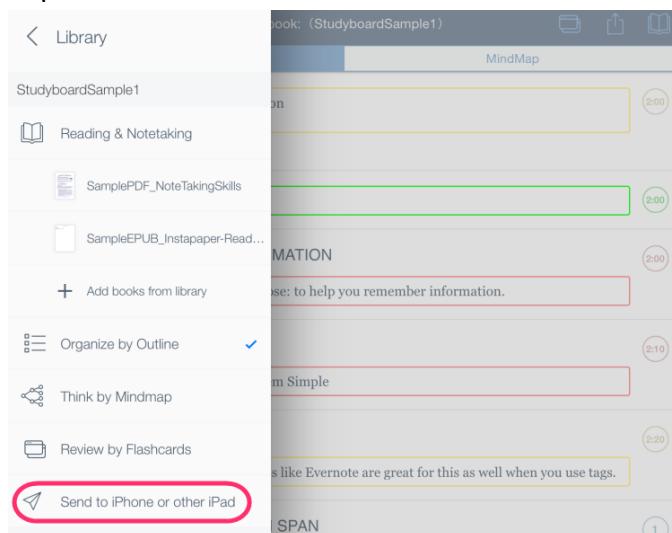
Send Between iPad & iPhone via Wi-Fi

MarginNote offers you the quick way of sending notebooks and their books between iPad and iPhone – via Wi-Fi. This type of transfer is faster than via Dropbox or Evernote.

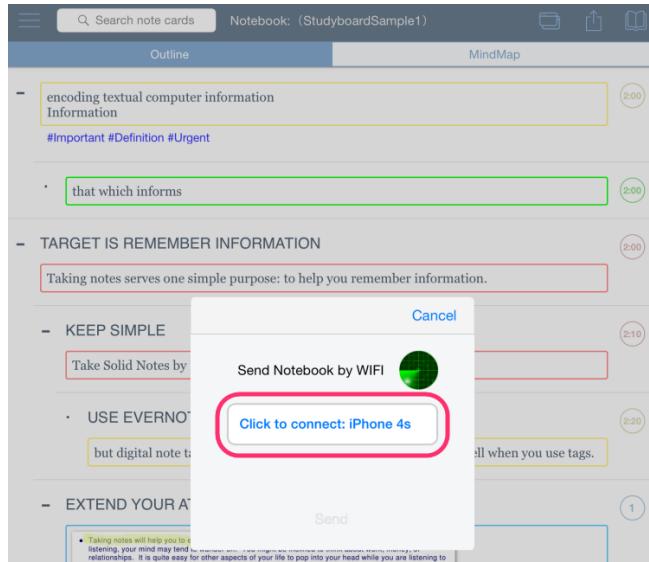
1. In the **Notebook** view, tap the **Menu** icon in the top menu bar.



2. Tap **Send to iPhone or other iPad**.



3. Connect iPhone or another iPad to the same Wi-Fi hotspot as the primary iPad. Open MarginNote on that iOS device.
4. On the primary iPad, tap **Click to connect**.



5. Once the devices have been connected, tap **Send**.
6. On the secondary device, accept the receiving of the notebook. The notebook and its books will be transferred to this device.

Export Flashcards to Anki

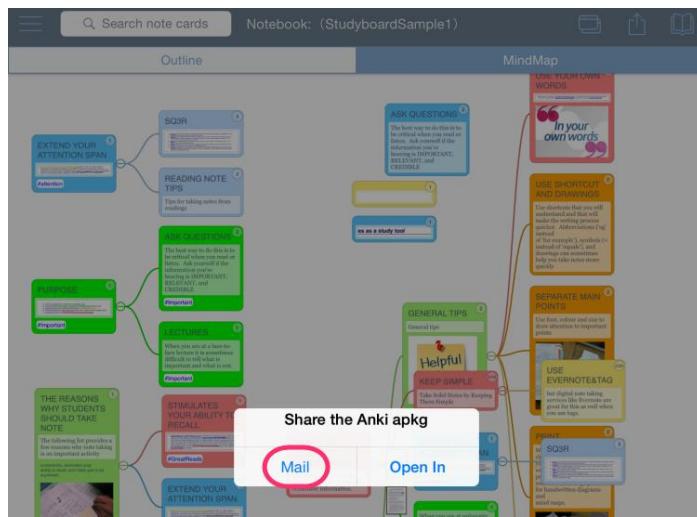
MarginNote supports export of notebooks to Anki's flashcards format (*.apkg). You can send it to your PC/Mac by Mail or AirDrop, and open it by Anki.

Method #1

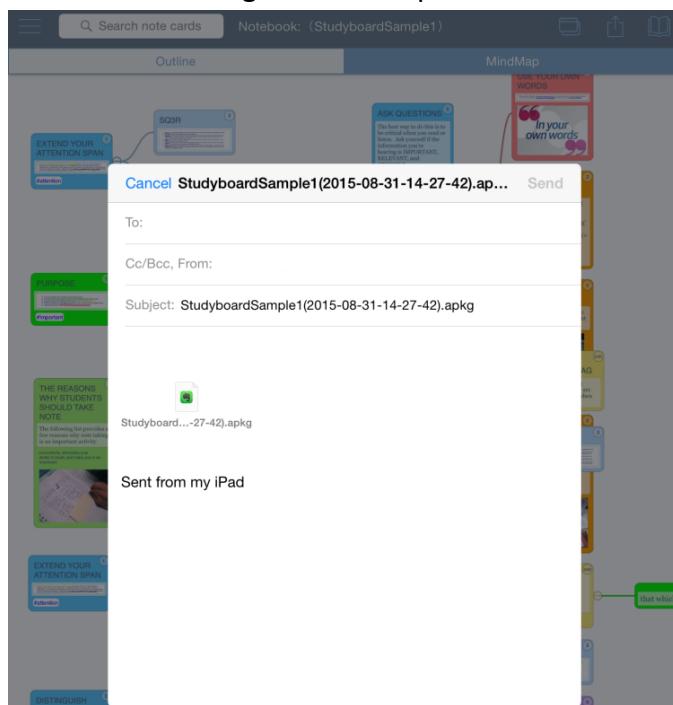
1. In the **Notebook** view, tap the **Review by Flashcards** icon in the top menu bar.
2. Tap **Export to Anki (apkg)**.



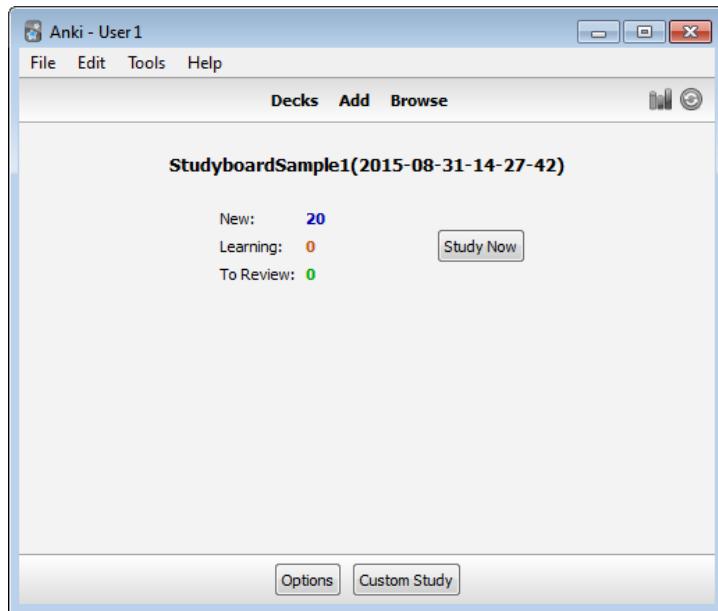
3. You could tap **Mail** to transfer file in the pop-up window that appears. If your iPad and Mac support **AirDrop**, you could tap **Open In** to send it by Airdrop. Or Open in by other Apps to transfer(Dropbox etc).



4. Fill out the sending form and tap **Send**.

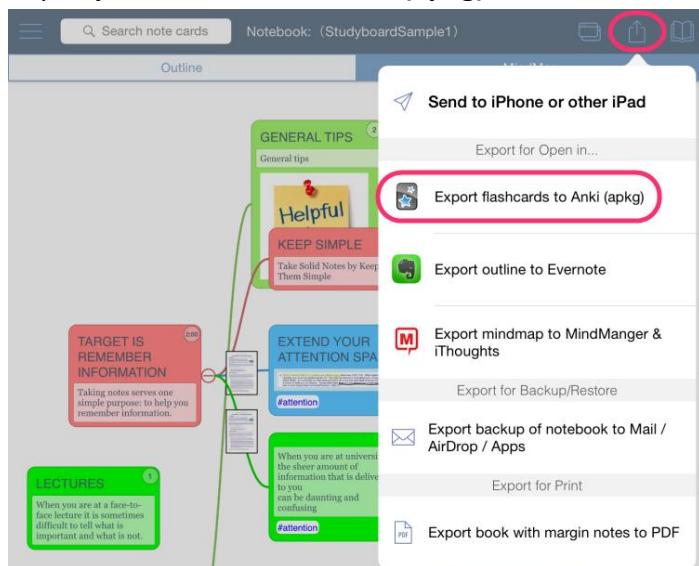


5. Check your email and open the *.apk file in Anki on your PC/Mac.



Method #2

1. In the **Notebook** view, tap the **Export** icon in the top menu bar.
2. Tap **Export flashcards to Anki (apkg)**.



3. Then the same with Method #1.

Export Outline to OmniOutliner

You can export the notebook to OmniOutliner.

1. In the **Notebook** view, tap the **Export** icon in the top menu bar.
2. Tap **Export outline to OmniOutliner**.

3. You could tap **Mail** to transfer file in the pop-up window that appears.
If your iPad and Mac support **Airdrop**, you could tap **Open In** to send it by Airdrop. Or **Open in by other Apps** to transfer(Dropbox etc)
4. Open the oo3 file exported by OmniOutliner in Mac.

Export Outline to MS Word (docx)

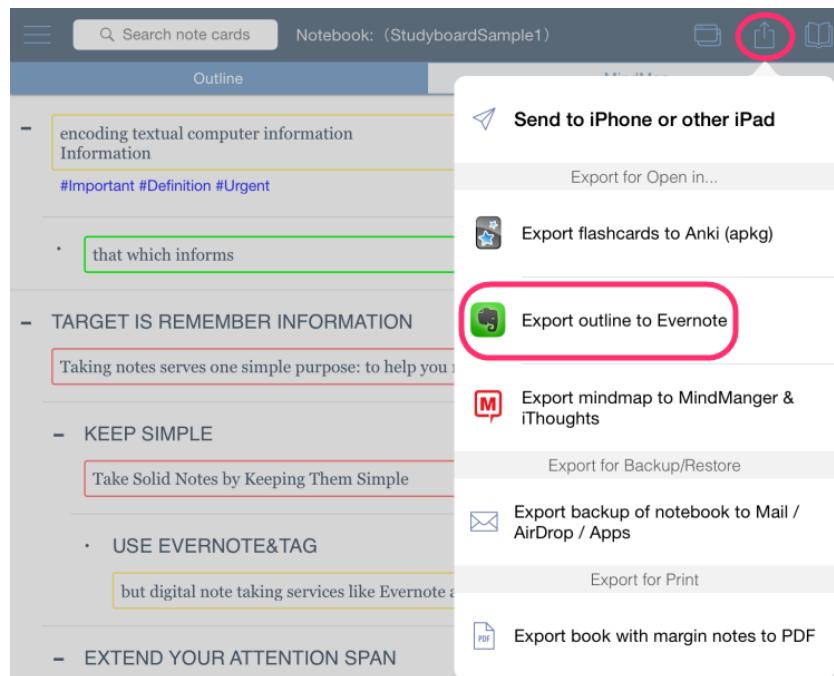
For current version, before export to Word, you should export to OmniOutliner first, then use the export feature provided by OmniOutliner to export to Word.

Export feature in OmniOutliner:

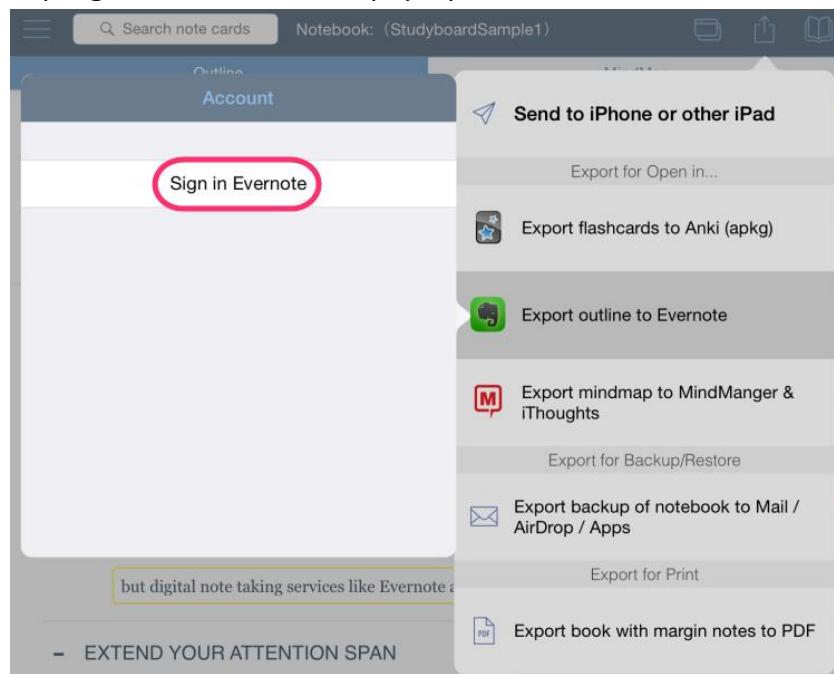
Export Outline to Evernote

You can export the notebook and its books to Evernote. All books, notes and mindmap of this notebook will be exported to one note in your Evernote. You will not be able to import them back from Evernote.

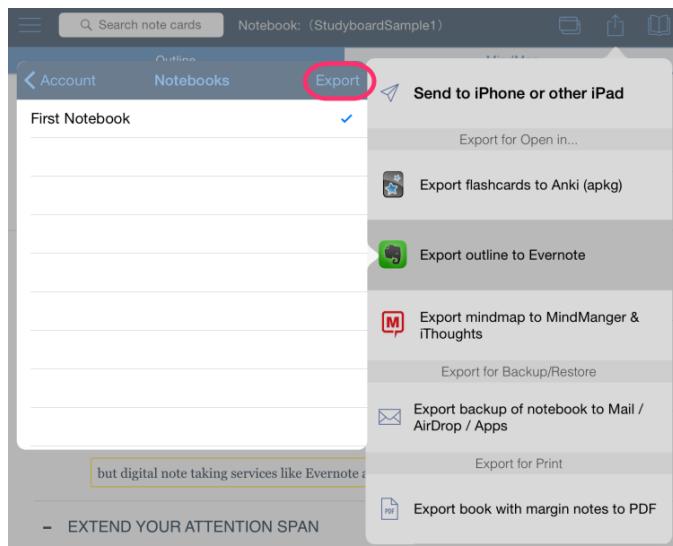
5. In the **Notebook** view, tap the **Export** icon in the top menu bar.
6. Tap **Export outline to Evernote**.



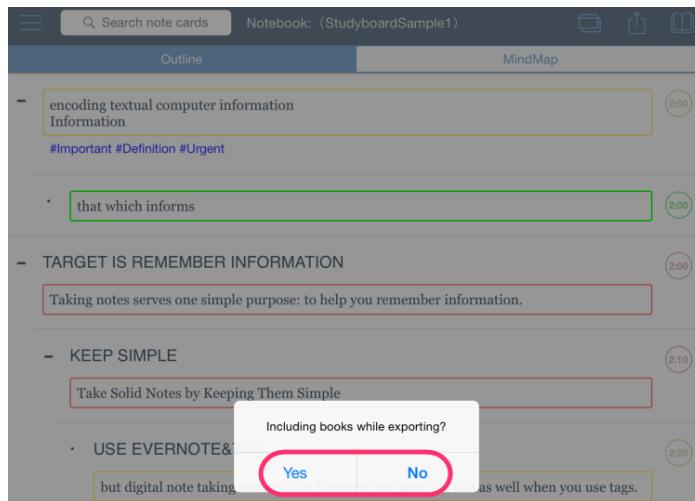
7. Tap **Sign in Evernote** in the pop-up window.



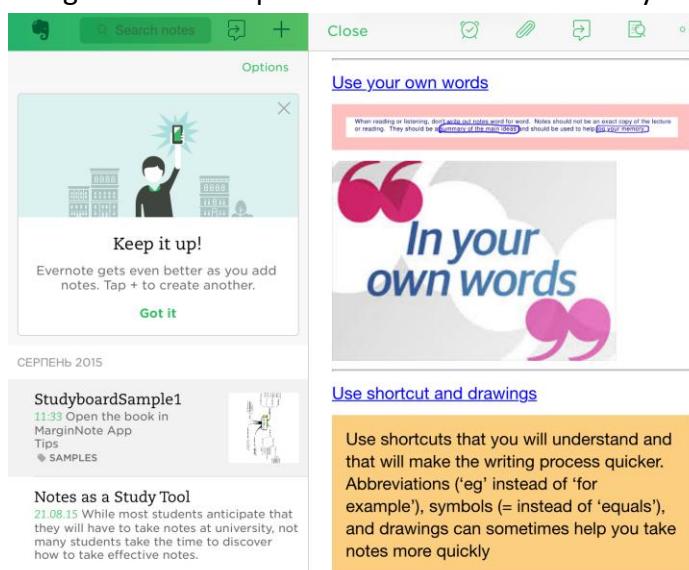
8. Sign in to your Evernote account.
9. Select where to export the notebook to and tap **Export**.



10. You will be asked whether to export books along with the notebook. Tap **Yes** or **No** depending on what you chose.



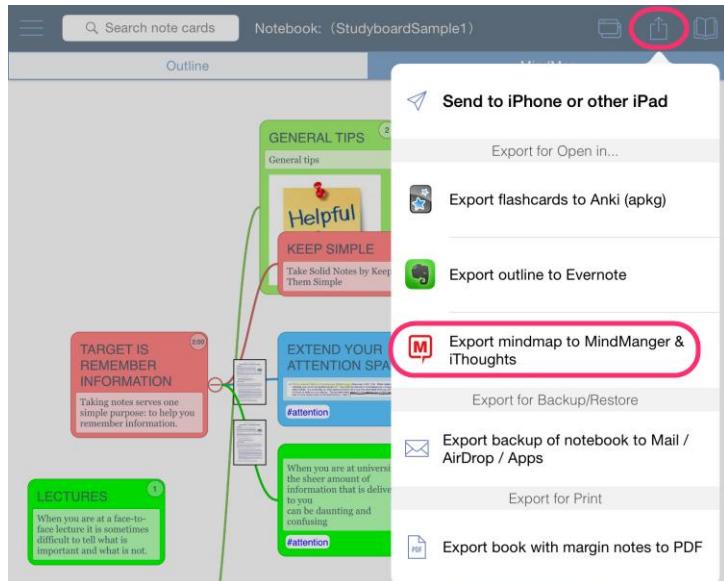
11. MarginNote will export the current notebook to your Evernote.



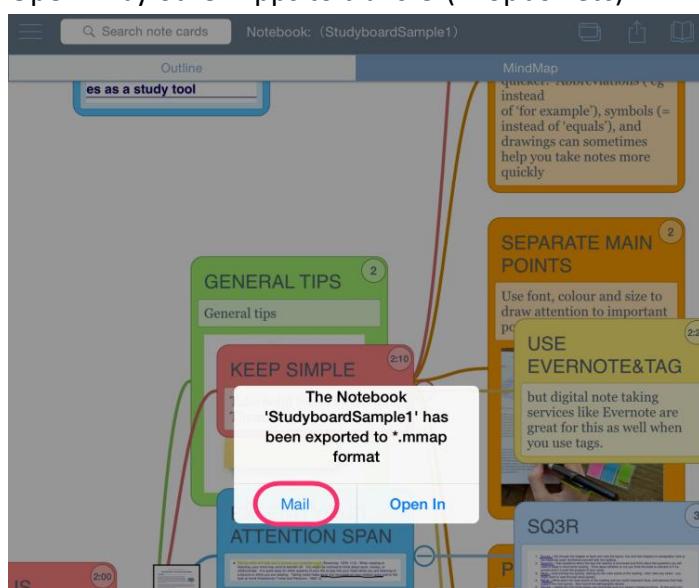
Export MindMap to MindManager and iThoughts

MarginNote allows you to export files in *.mmap format. You can further open such files in MindManager and iThoughts.

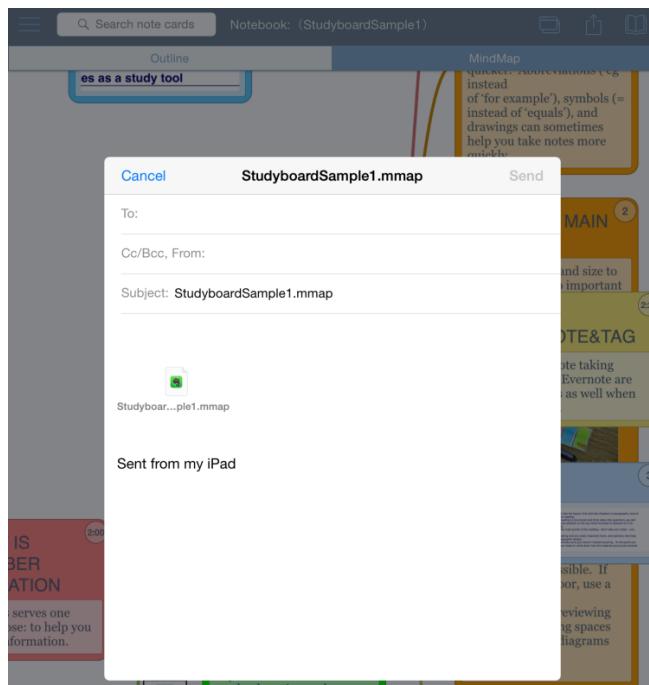
1. In the **Notebook** view, tap the **Export** icon.
2. Tap **Export mindmap to MindManager & iThoughts**.



6. You could tap **Mail** to transfer file in the pop-up window that appears.
If your ipad and Mac support **Airdrop**, you could tap **Open In** to send it by Airdrop. Or **Open in** by other Apps to transfer(Dropbox etc).



3. Fill out the sending form and tap **Send**.

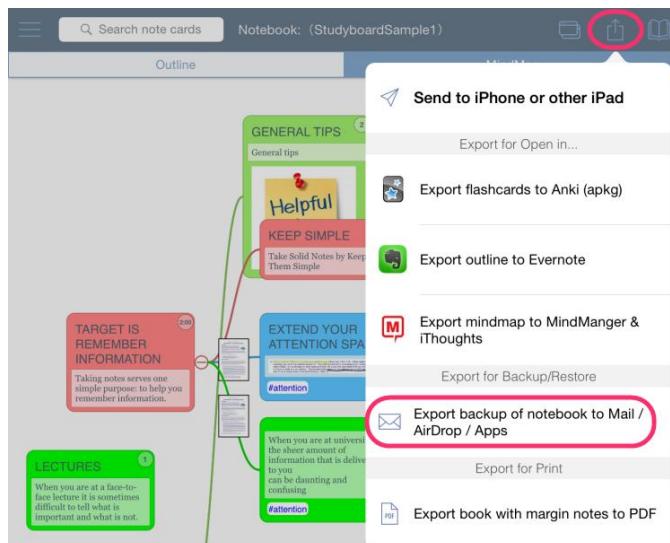


4. Check your email and open the *.mmap file either in MindManager on your PC/Mac or in iThoughts.

Export Notebook to Mail/AirDrop/Apps

In MarginNote, you can export required notebooks as *.marginnotes or *.marginback files. They can be further opened in MarginNote. Thus you will be able to backup and restore notebooks. Files in the *.marginnotes format only contain all notes in the notebook, while *.marginback files contain all notes and books associated with the notebook.

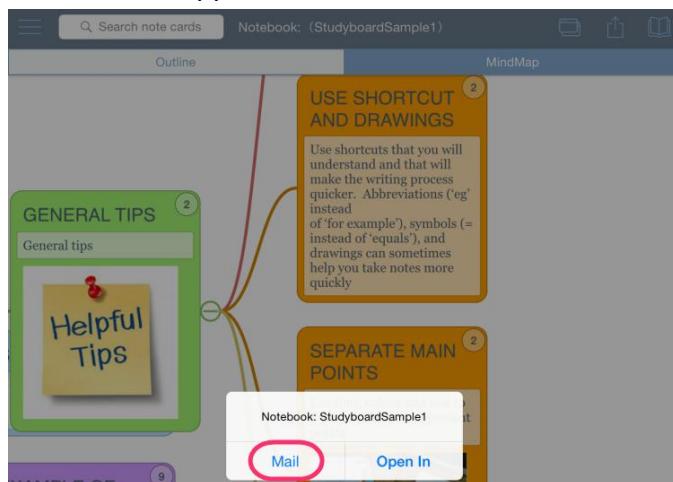
1. In the **Notebook** view, tap the **Export** icon in the top menu bar.
2. Tap **Export backup of notebook to Mail / AirDrop / Apps**.



3. You will be asked whether to export books along with the notebook. Tap **Yes** or **No** depending on what you chose.

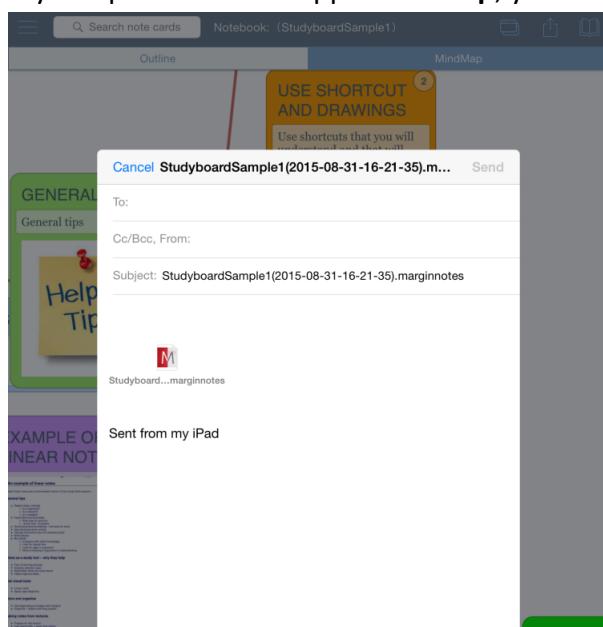


4. If you want to send the notebook to another app, just tap **Open In** and select the required app. If you want to export the notebook by mail, tap **Mail** in the pop-up window that appears.



5. Fill out the sending form and tap **Send**.

If your iPad and Mac support **Airdrop**, you can tap **Open In** to send it by Airdrop.



- If there will be a need to restore this notebook, check your email and open the *.marginnotes or *.marginback file in MarginNote. If you sent the notebook to another app, you can just open it in MarginNote to restore.

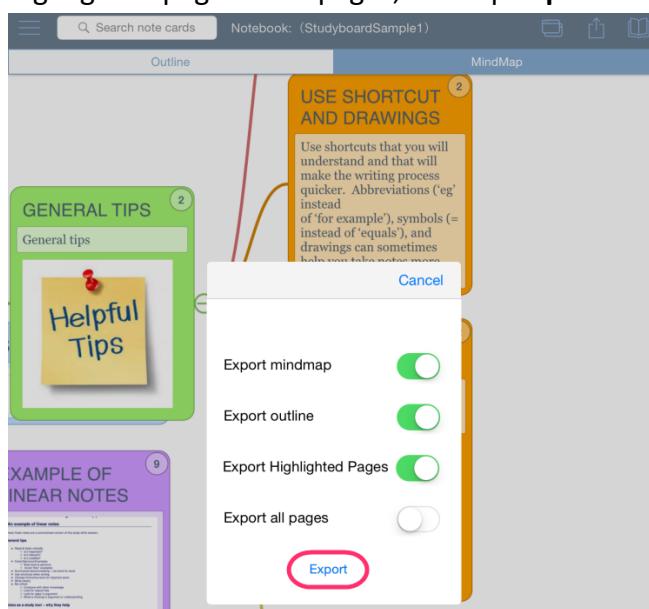
Export to PDF for Printing

MarginNote supports export of mindmap, outline and margin with notes into one PDF file intended for printing. If multiple books are associated with the current notebook, MarginNote will only export the current book.

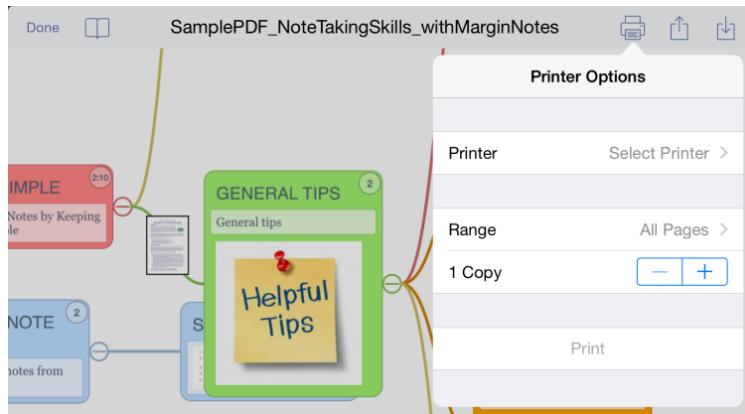
- In the **Notebook** view, tap the **Export** icon in the top menu bar.
- Tap **Export book with margin notes to PDF**.



- In the pop-up window, select whether you want to export mindmap, outline, highlighted pages or all pages, and tap **Export**.

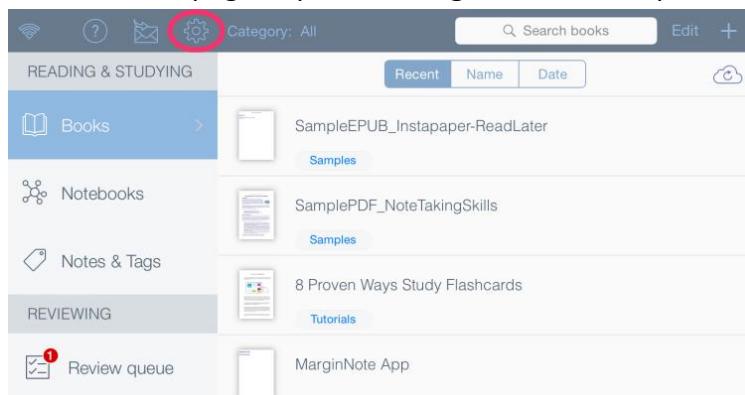


- MarginNote will export the selected elements into one PDF ready for printing.



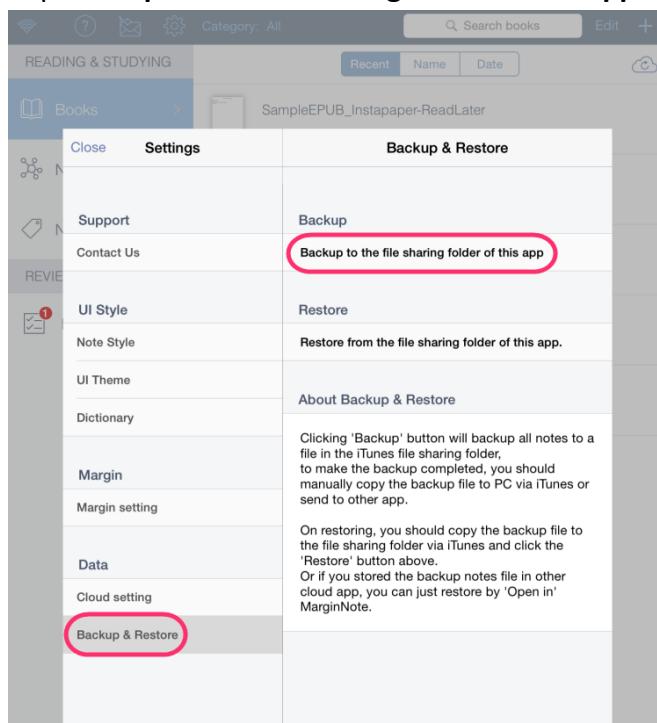
Backup & Restore Notebooks

- On the Home page, tap the Settings icon in the top menu bar.

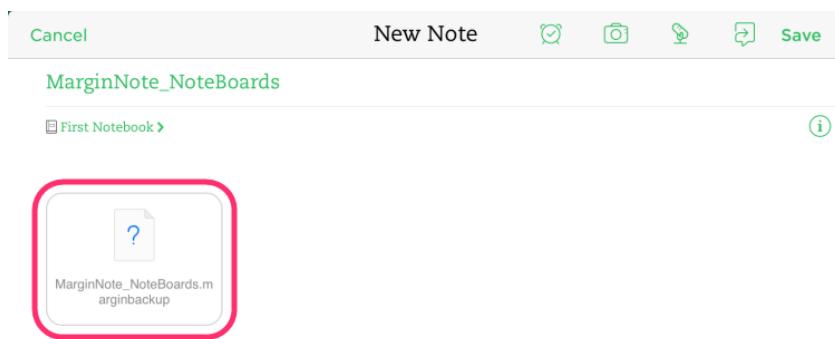
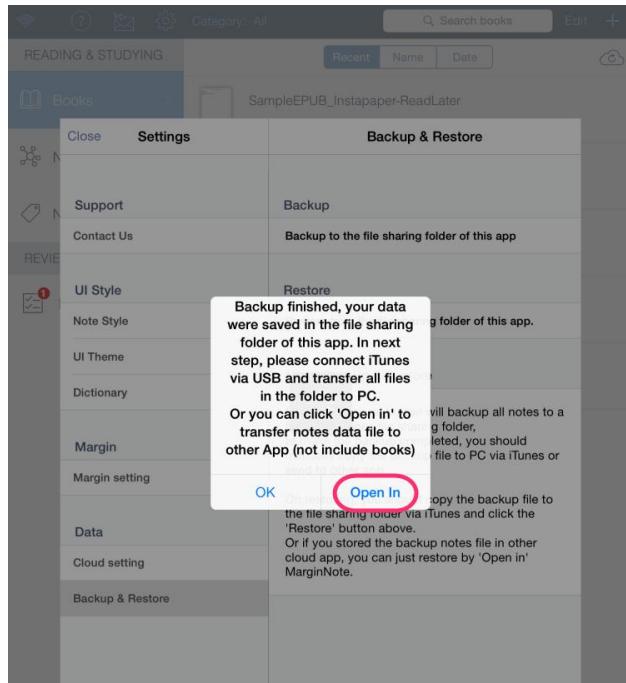


- Tap Backup & Restore.

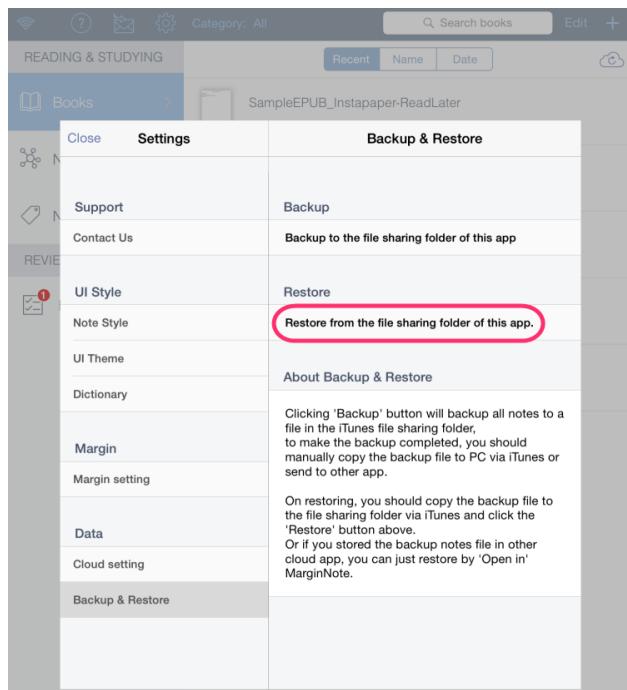
- Tap Backup to the file sharing folder of this app.



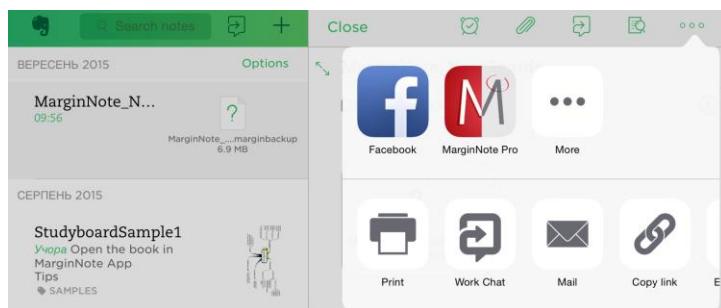
- MarginNote will backup all of your notes to a file in the iTunes file sharing folder. To complete the backup process, connect your iPad to PC via USB and manually copy all files in the folder. Alternatively, you can tap **Open In** to send the backup file to another app. Books will not be included in the backup file.



- To restore the notes from the backup file, copy this file to the file sharing folder via iTunes and tap **Restore from the file sharing folder of this app** in the **Settings** dialog.



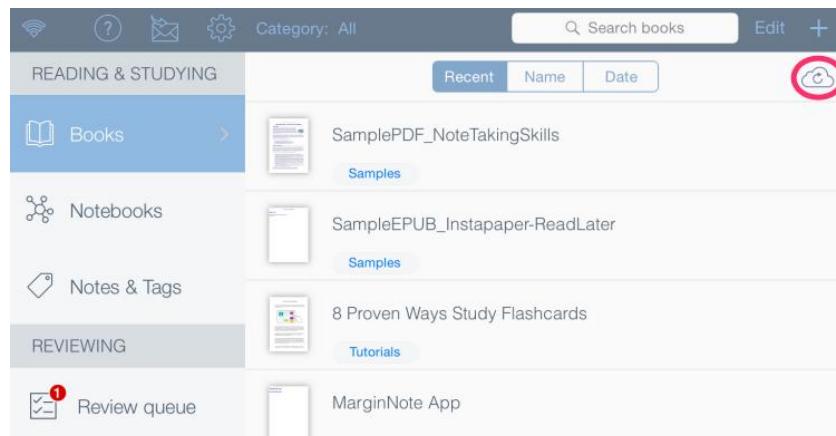
6. If you sent the backup file to another cloud app, you can just open it in MarginNote to restore.



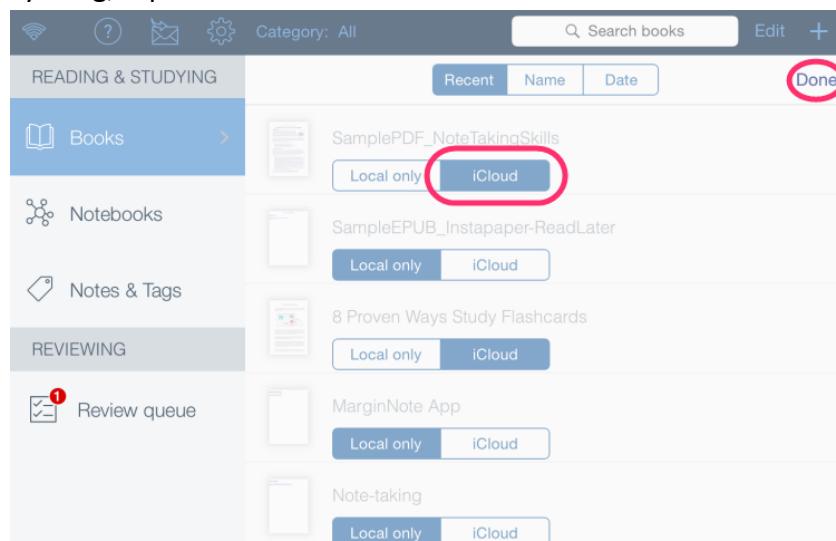
7. To backup a single specific notebook, you can use the **Export backup of notebook to Mail / AirDrop / Apps** option. Find more information about it in [Export Notebook to Mail/AirDrop/Apps](#).

Sync Books with iCloud

1. On the **Home** page, tap the **Cloud Settings** icon.



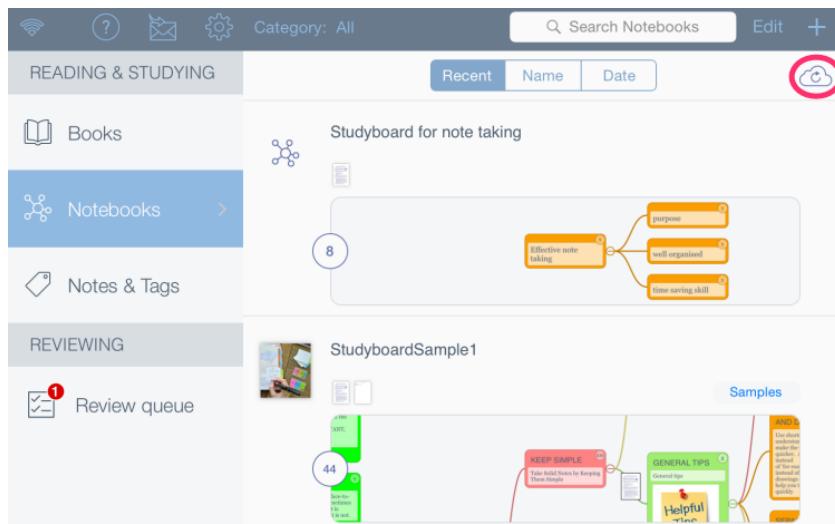
2. By default, MarginNote stores all documents locally. You can manually enable the syncing with iCloud for each required book. Once you have finished configuring the syncing, tap **Done**.



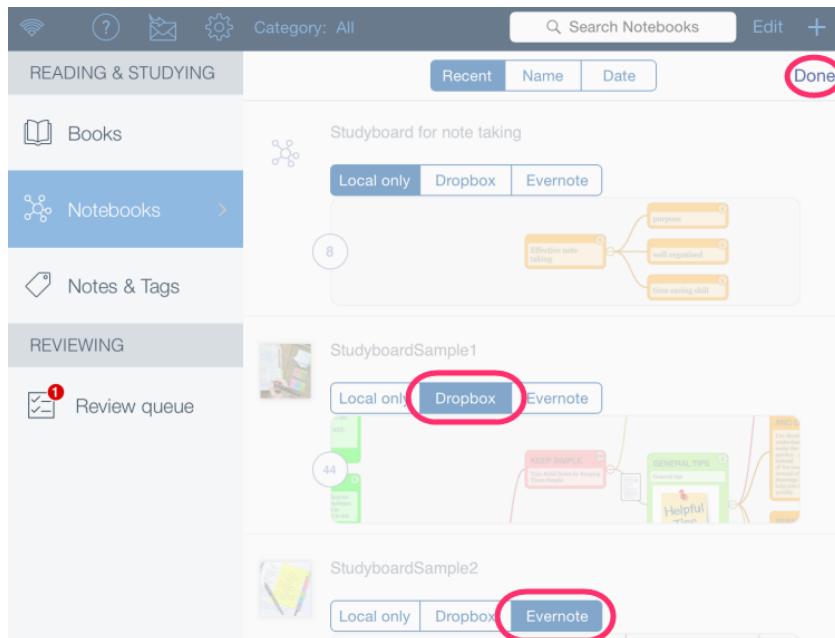
3. When you connect your iCloud to a new device, all documents will be synced back automatically.

Sync Notebooks with Evernote & Dropbox

1. On the **Home** page, tap the **Cloud Settings** icon.



2. If signed in Dropbox, MarginNote syncs all notebooks with Dropbox by default. You can manually enable the syncing with Evernote for each required notebook. Once you have finished configuring the syncing, tap **Done**.



3. When you connect your Dropbox or Evernote to a new device, all notebooks in Dropbox or Evernote will be synced back automatically.

Settings

MarginNote allows you to configure a great number of options in one place – the **Settings** dialog. This dialog comprises the settings of UI style, margins, data and support, and is divided into several sections.

In the **Support** section, you can contact the MarginNote support and follow the app on social networks. The **UI Style** section contains the settings of note font, title style, UI theme and dictionary pop-ups. You can adjust the width and content of the **Margin** bar in the **Margin**

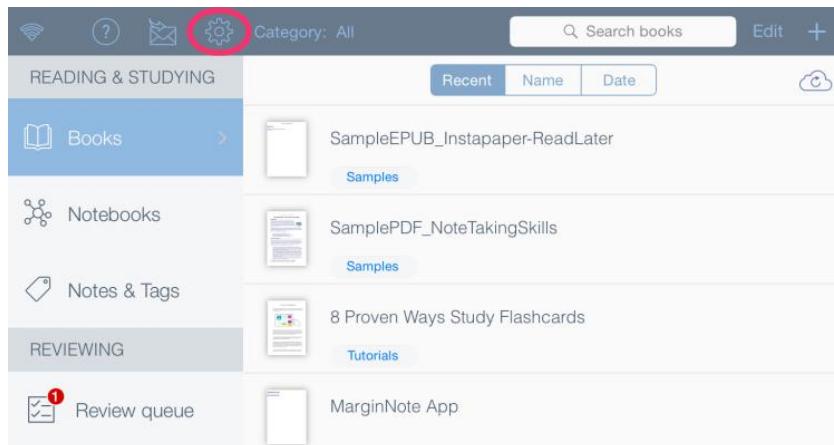
section. The **Data** section is intended for configuring cloud settings as well as for backing up and restoring your notes.

This chapter describes how to configure different functions of MarginNote in the **Settings** dialog.

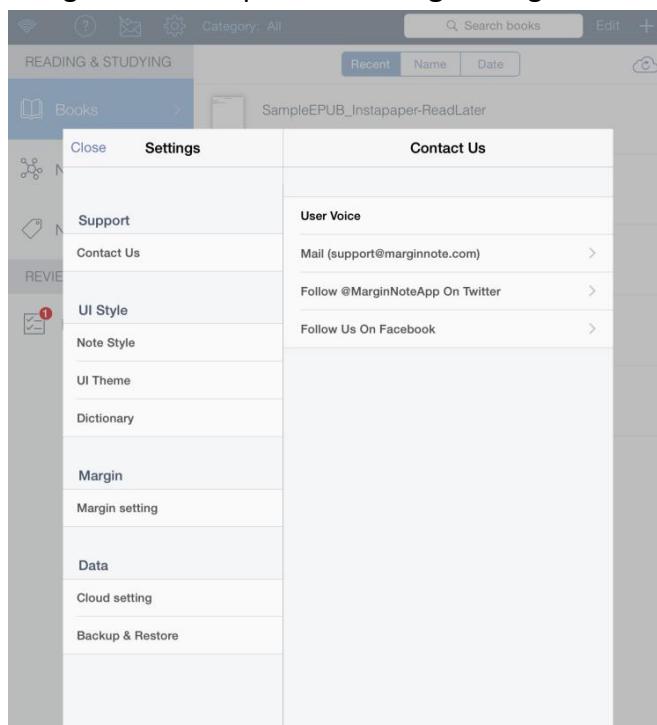
Open Settings Dialog

Method #1

1. On the **Home** page, tap the **Settings** icon in the top menu bar.



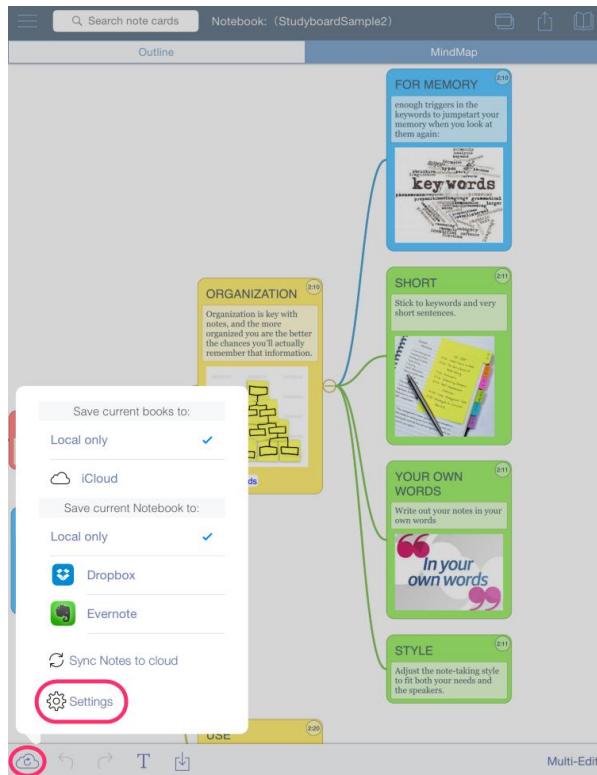
2. MarginNote will open the **Settings** dialog.



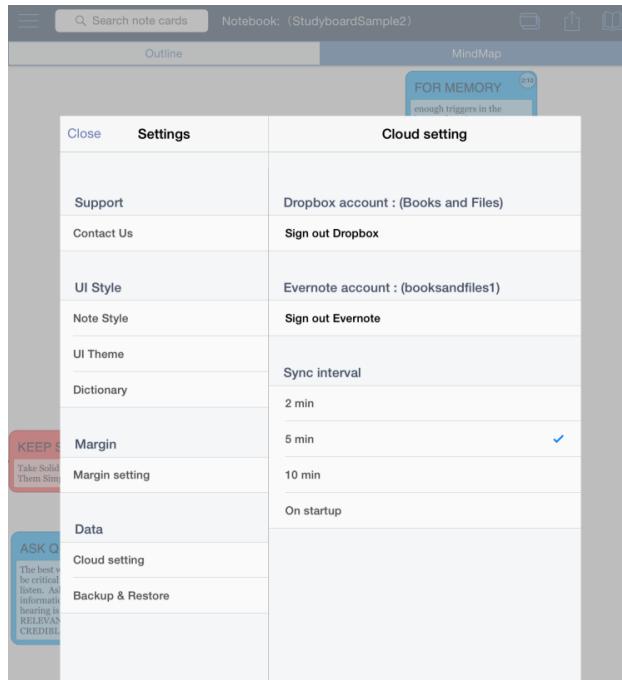
Method #2

1. In the **Book** or **Notebook** view, tap the **Cloud Settings** icon in the bottom menu bar.

2. Tap Settings.

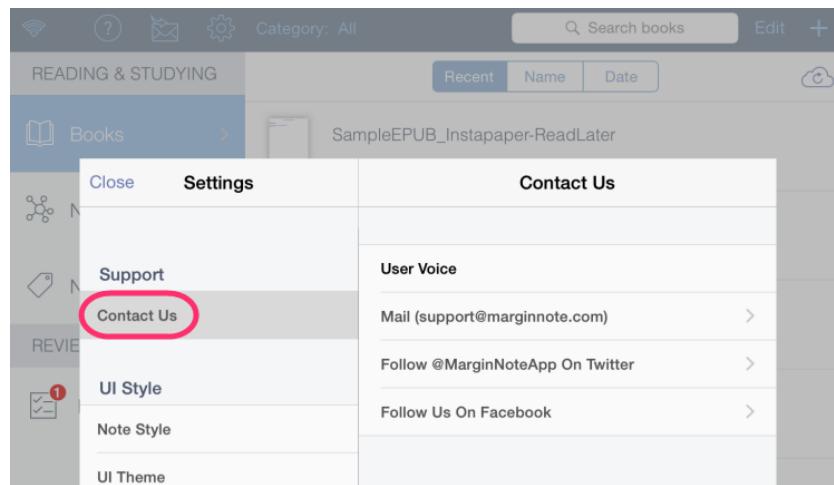


3. MarginNote will open the **Settings** dialog.

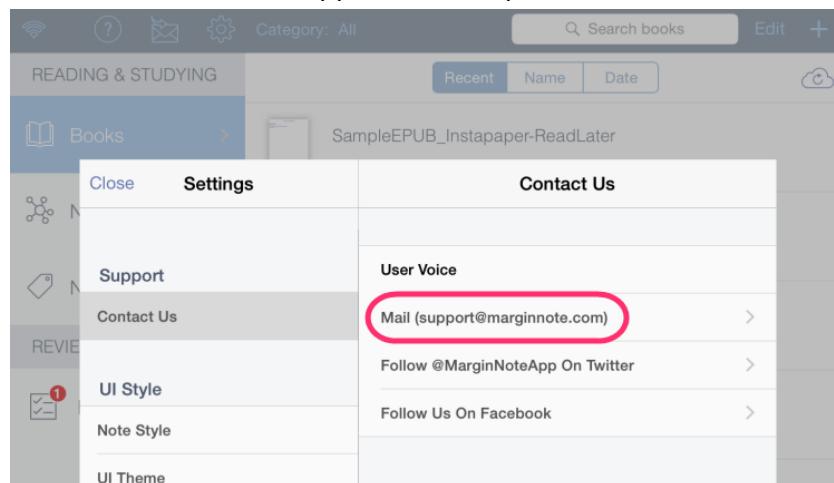


Support Settings

1. In the **Settings** dialog, tap **Contact Us**. MarginNote will display the **User Voice** block.

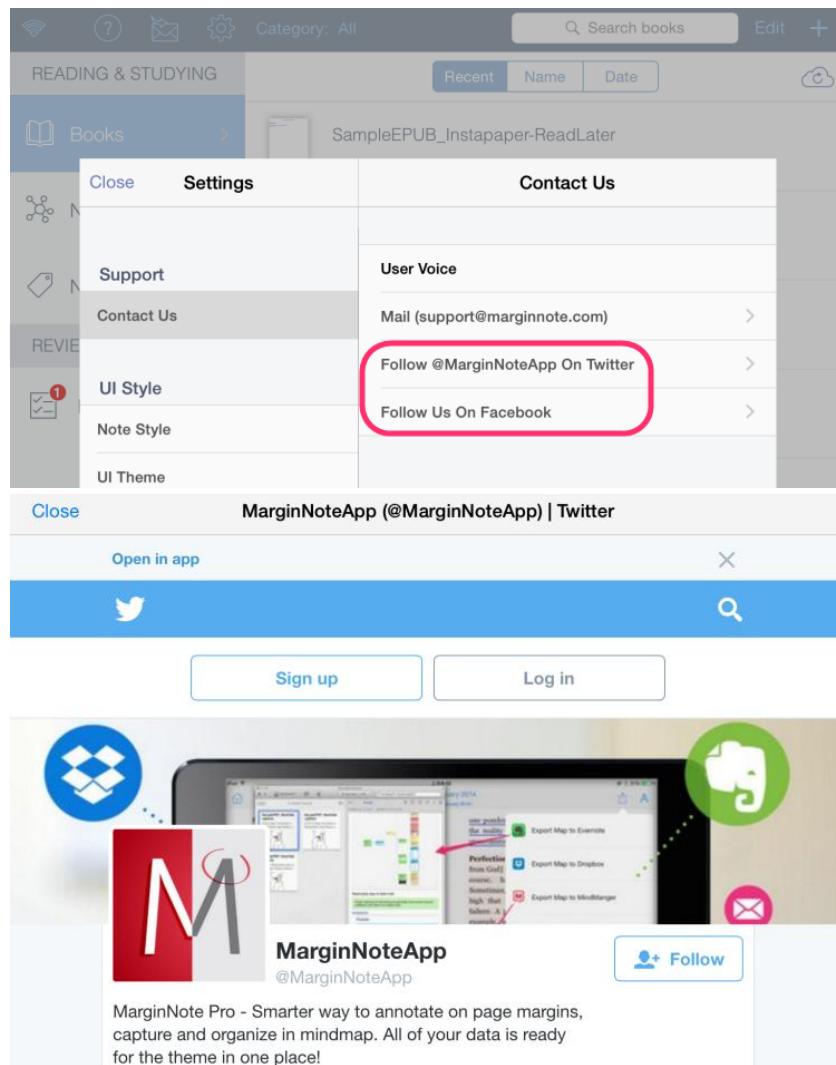


2. To send a letter to MarginNote support, tap **Mail (support@marginnote.com)**, write a letter in the form that appears, and tap **Send**.



Sent from my iPad

3. If you want to follow the app on social networks, tap **Follow @MarginNoteApp On Twitter** or **Follow Us on Facebook**.

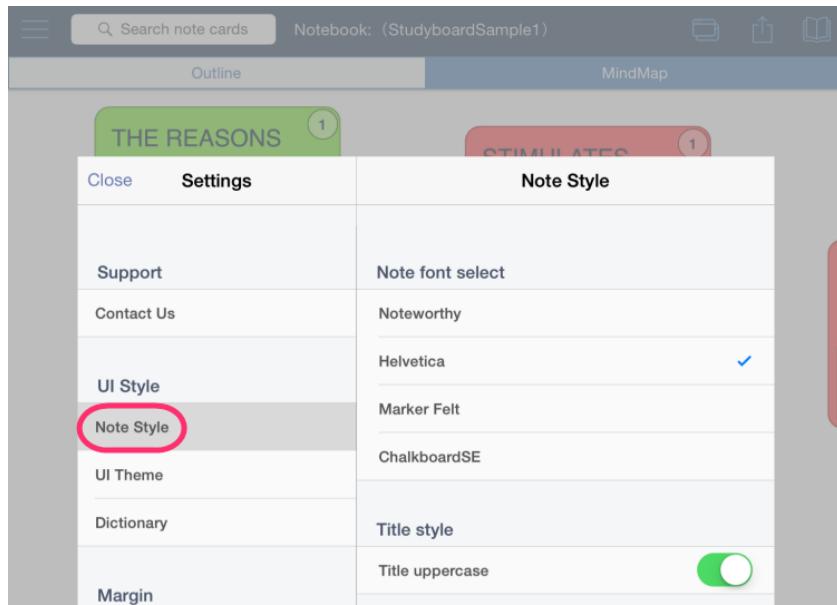


- Once you have finished working with settings, tap **Close** in the **Settings** dialog.

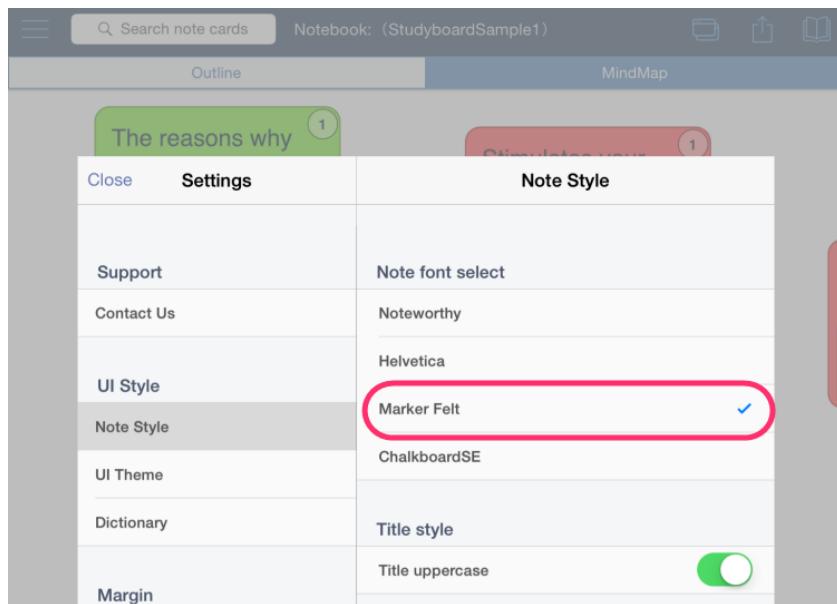
UI Style Settings

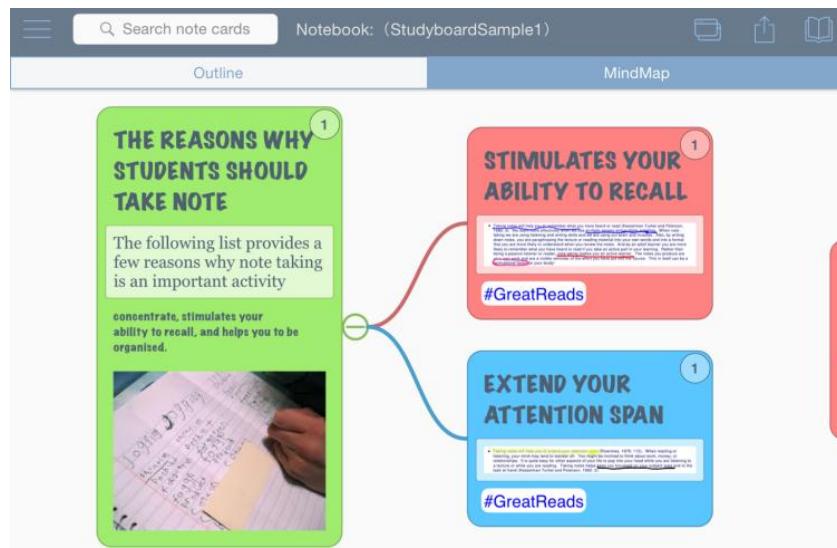
Note Style

1. In the **Settings** dialog, tap **Note Style**. MarginNote will display the **Note font select** and **Title style** blocks.

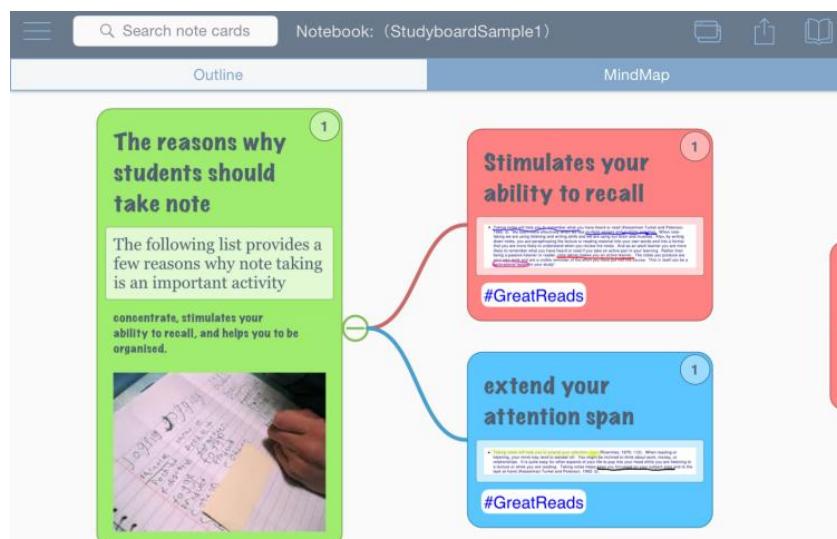
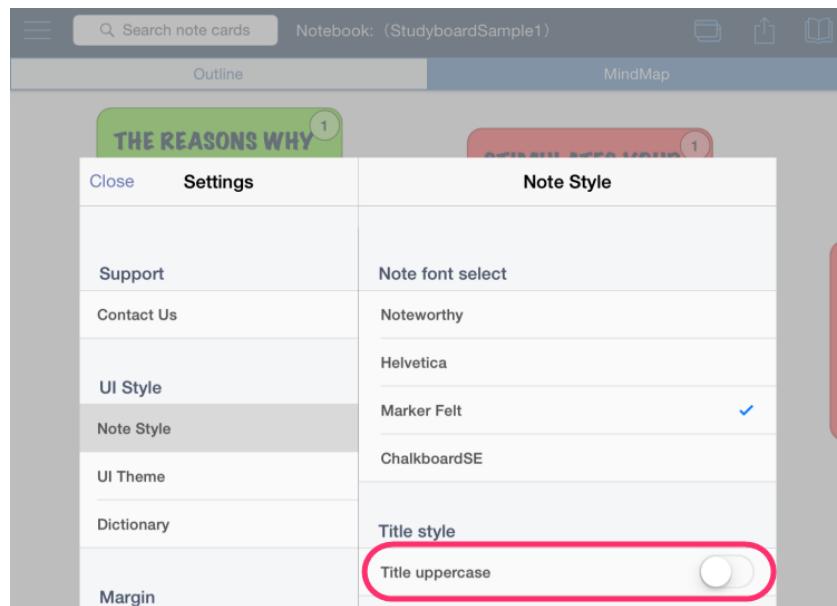


2. To change the typeface of notes, tap on the required font in the **Note font select** block. New typeface will be applied to your notes.





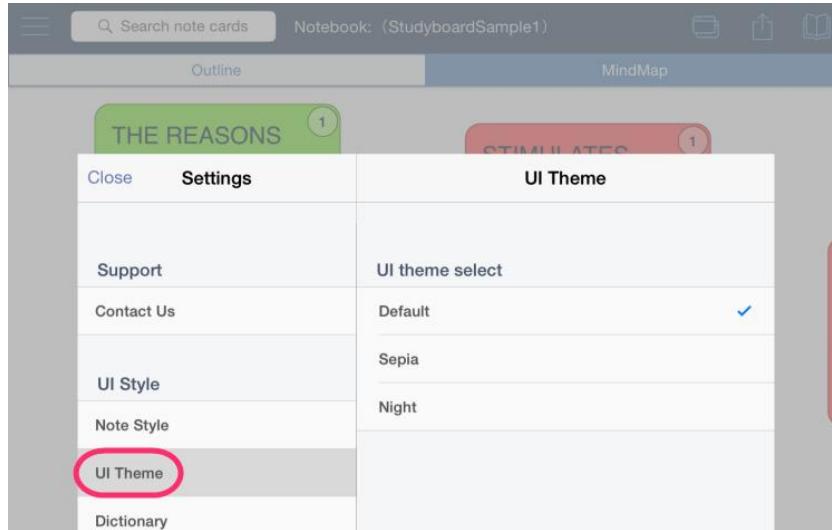
3. If you want the note titles to be displayed in uppercase/lowercase, you should enable/disable the **Title uppercase** option in the **Title style** block.



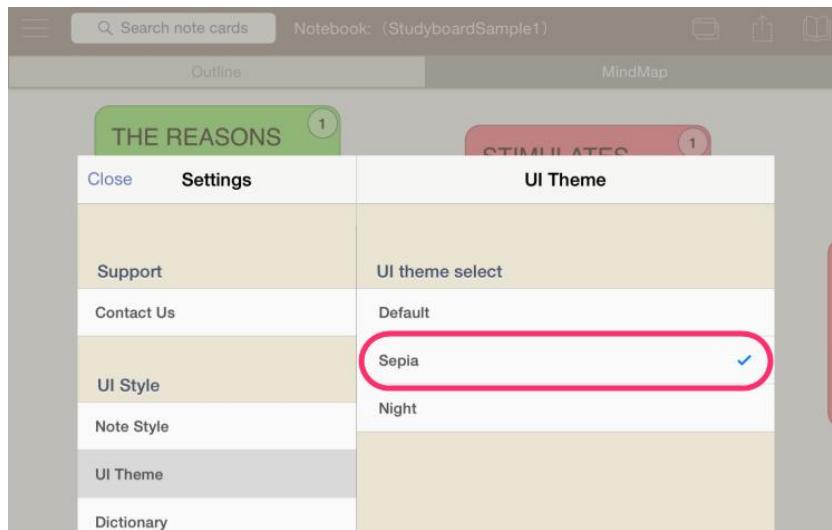
- Once you have finished working with settings, tap **Close** in the **Settings** dialog.

UI Theme

- In the **Settings** dialog, tap **UI Theme**. MarginNote will display the **UI theme select** block.



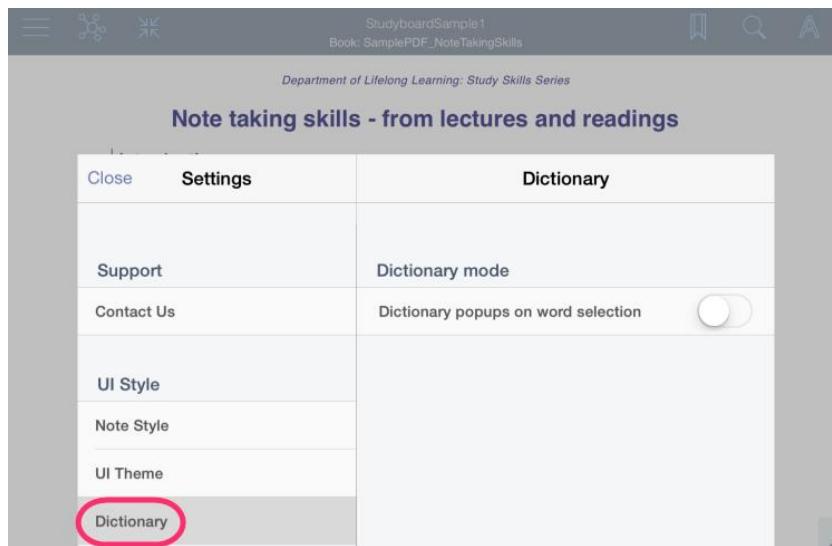
- To change theme of the MarginNote interface, tap on the required theme. New theme will be applied to the app.



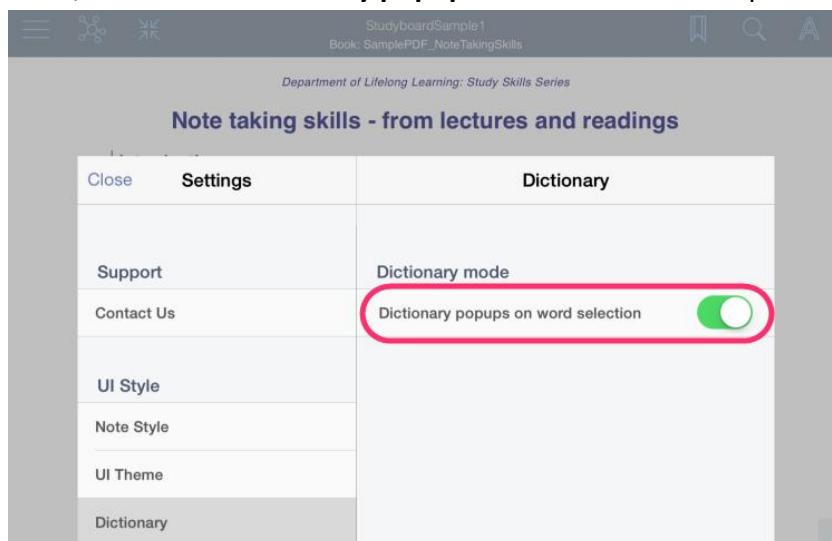
- Once you have finished working with settings, tap **Close** in the **Settings** dialog.

Dictionary

- In the **Settings** dialog, tap **Dictionary**. MarginNote will display the **Dictionary mode** block.



2. If you want pop-ups with the word definition to appear when you select a word in your book, enable the **Dictionary popups on word selection** option.

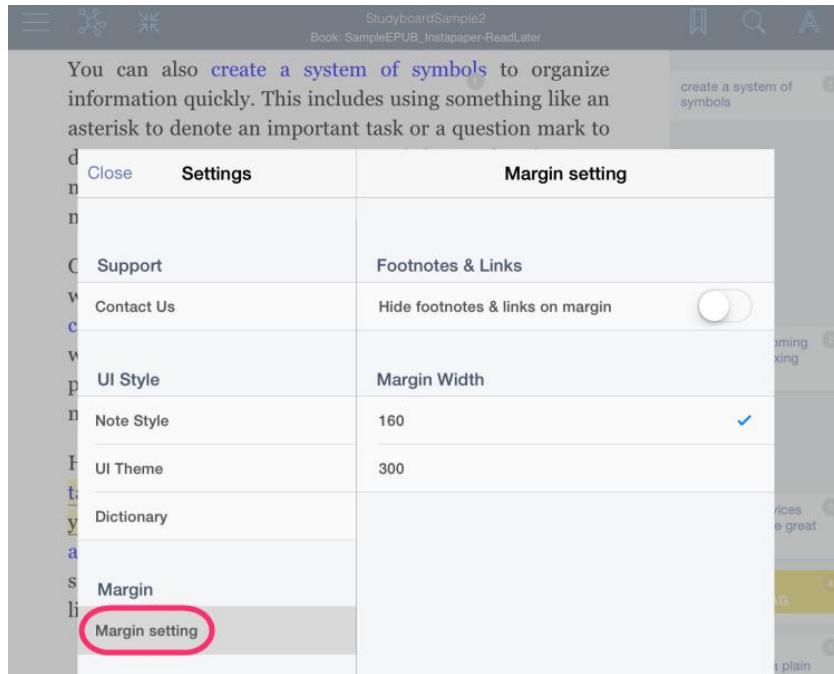


The screenshot shows a dictionary entry for the word 'university'. The entry includes the phonetic transcription '|yoo'-neuh'versuh-tee|', the part of speech ('noun'), and the plural form ('pl. universities'). A detailed definition follows, mentioning it's an educational institution designed for instruction, examination, or both, of students in many branches of advanced learning, conferring degrees in various faculties, and often embodying colleges and similar institutions. It also notes the use of the word in names (e.g., Oxford University) and as a modifier (e.g., university buildings). Below the definition, there are sections for 'PHRASES', 'Manage', and 'Search Web'. A green box highlights a list of study skills: 'When you've finished this study skills package, you should be able to:' followed by a bulleted list: 'List the reasons why students should take notes', 'Evaluate which information is useful and important and which is not', 'Organise lecture or reading notes using a mind-mapping tool', 'Demonstrate good note taking practice', and 'Understand how to effectively store and retrieve information'. At the bottom, there are buttons for 'Copy', 'Highlight', and 'Wiki', and a link to 'Notes as a study tool'.

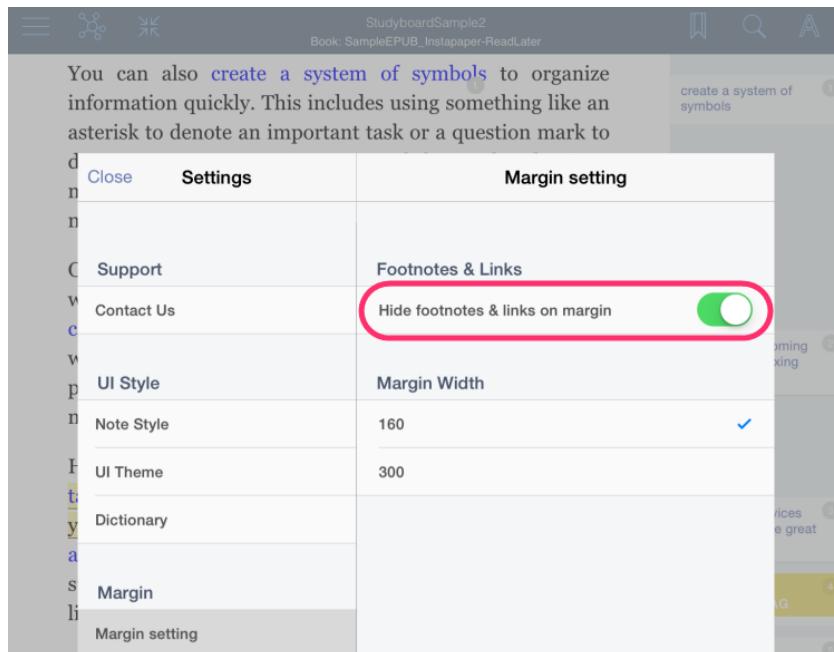
- Once you have finished working with settings, tap **Close** in the **Settings** dialog.

Margin Settings

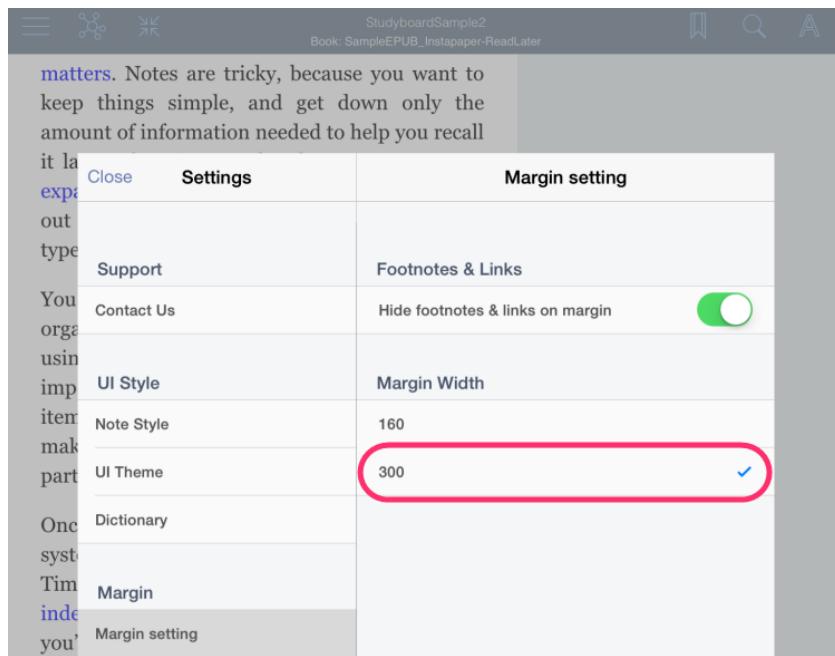
- In the **Settings** dialog, tap **Margin setting**. MarginNote will display the **Footnotes & Links** and **Margin Width** blocks.



- If you want links and footnotes not to be shown in the **Margin** bar, enable the **Hide footnotes & links on margin** option.



- To change the width of the **Margin** bar, tap on the required width in the **Margin Width** block. The changes you have made will be applied to the **Margin** bar.



The screenshot shows the main reading view of the Instapaper app. The text discusses note-taking methods and the benefits of using digital tools like Evernote. It includes a quote from Tim Ferriss about indexing systems. At the bottom, there is a yellow button labeled 'USE EVERNOTE&TAG'.

matters. Notes are tricky, because you want to keep things simple, and get down only the amount of information needed to help you recall it later. If you're not already using one, a text expander can also make the process of typing out notes a lot quicker by letting you instantly type our forms, bibliography info, and more.

You can also create a system of symbols to organize information quickly. This includes using something like an asterisk to denote an important task or a question mark to denote an item you want to research later. The idea is to make your notes easy to scan through to find the parts you need to pay more attention to.

Once you actually take the notes, you need a system to find what you're looking for. Writer Tim Ferriss recommends coming up with an indexing system so you can quickly find what you're looking for. This could mean hand-numbering pages, and writing out an index at the beginning of a notebook to quickly find notes.

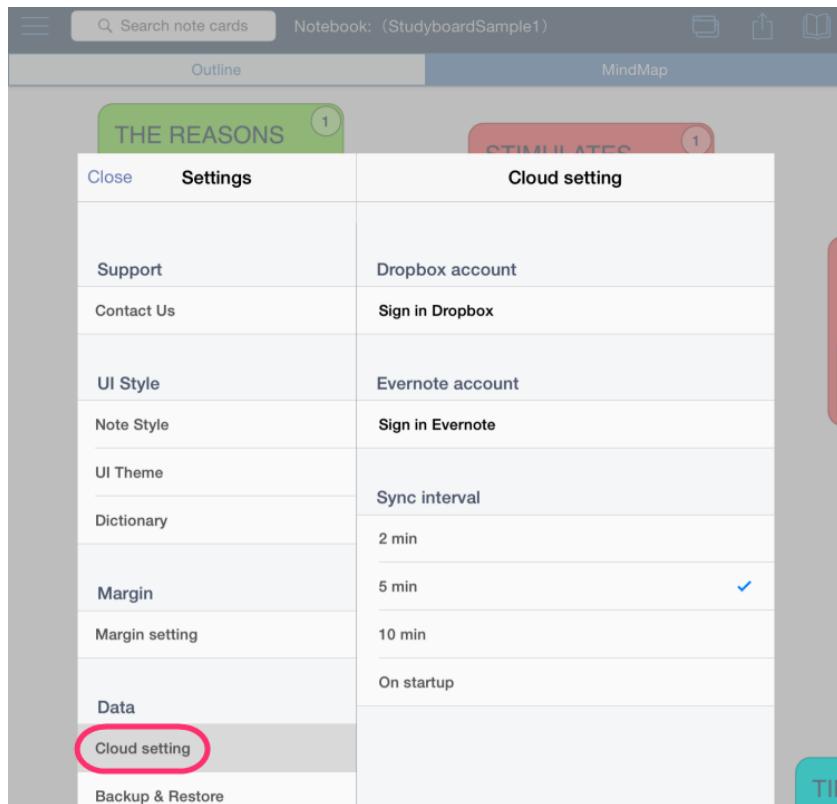
He talks about doing this with paper, but digital note taking services like Evernote are great for this as well when you use tags. For simplicity's sake, we also like Simplenote as a plain text method that also supports tags. Just make sure you always tag your notes with relevant information like the class, meeting, project, or chapter.

4. Once you have finished working with settings, tap **Close** in the **Settings** dialog.

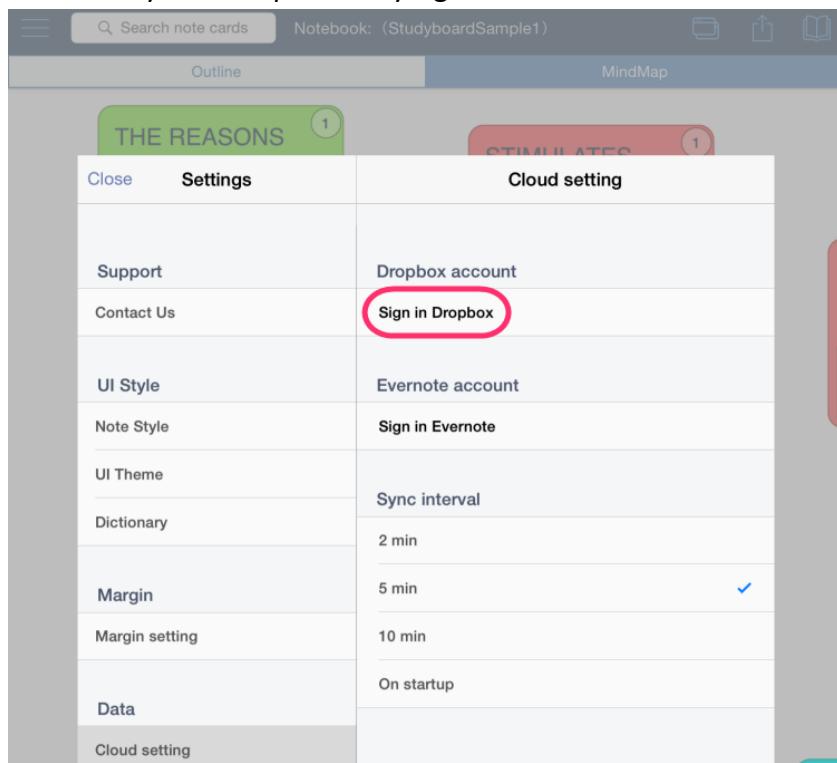
Data Settings

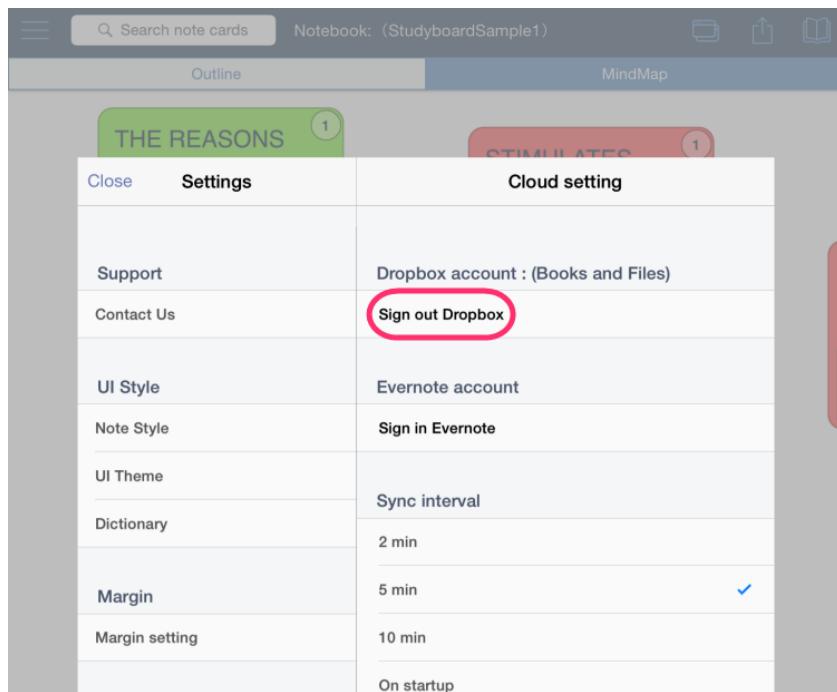
Cloud Setting

1. In the **Settings** dialog, tap **Cloud setting**. MarginNote will display the **Dropbox account**, **Evernote account** and **Sync interval** blocks.

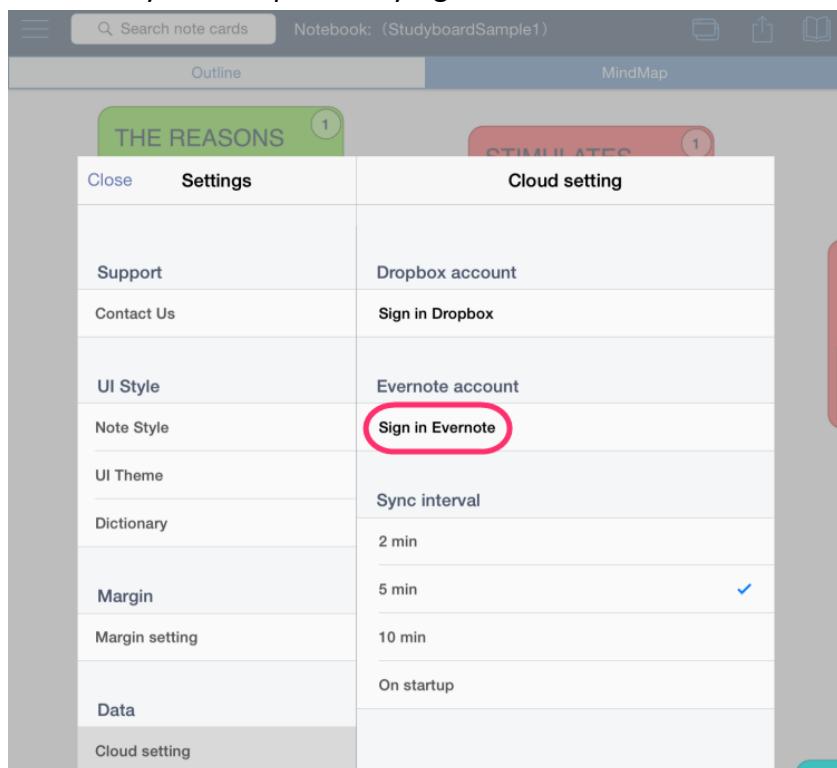


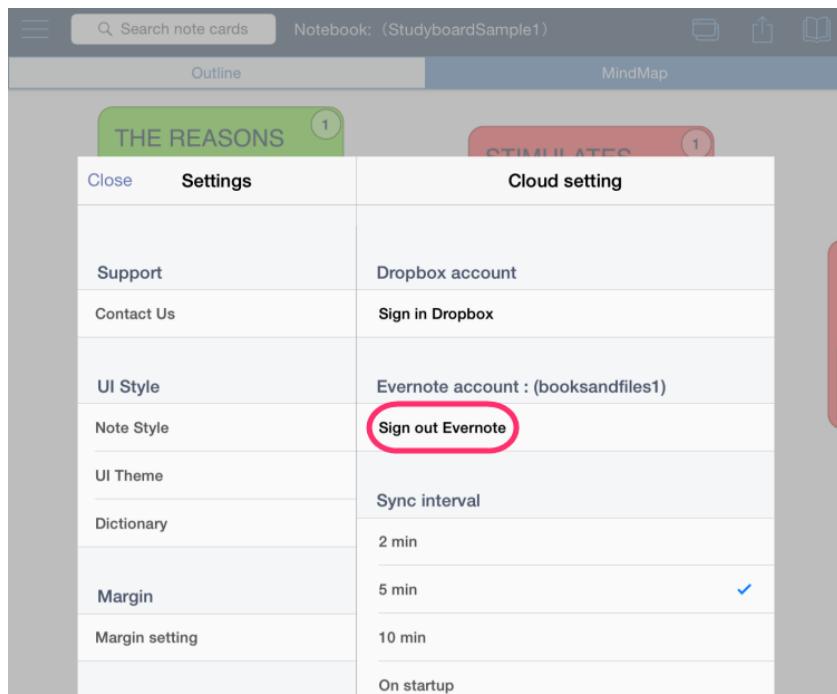
2. To allow MarginNote to access files in your Dropbox, tap **Sign in Dropbox** and sign in to your Dropbox account. You can also use this option to sign out from your Dropbox account if you were previously signed in.



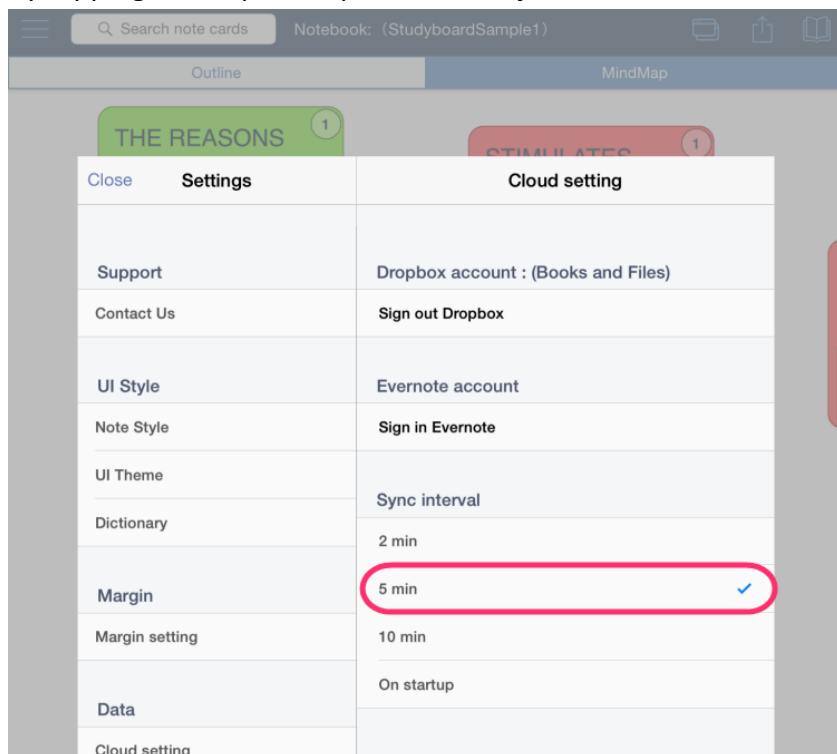


3. To allow MarginNote to access files in your Evernote, tap **Sign in Evernote** and sign in to your Evernote account. You can also use this option to sign out from your Evernote account if you were previously signed in.





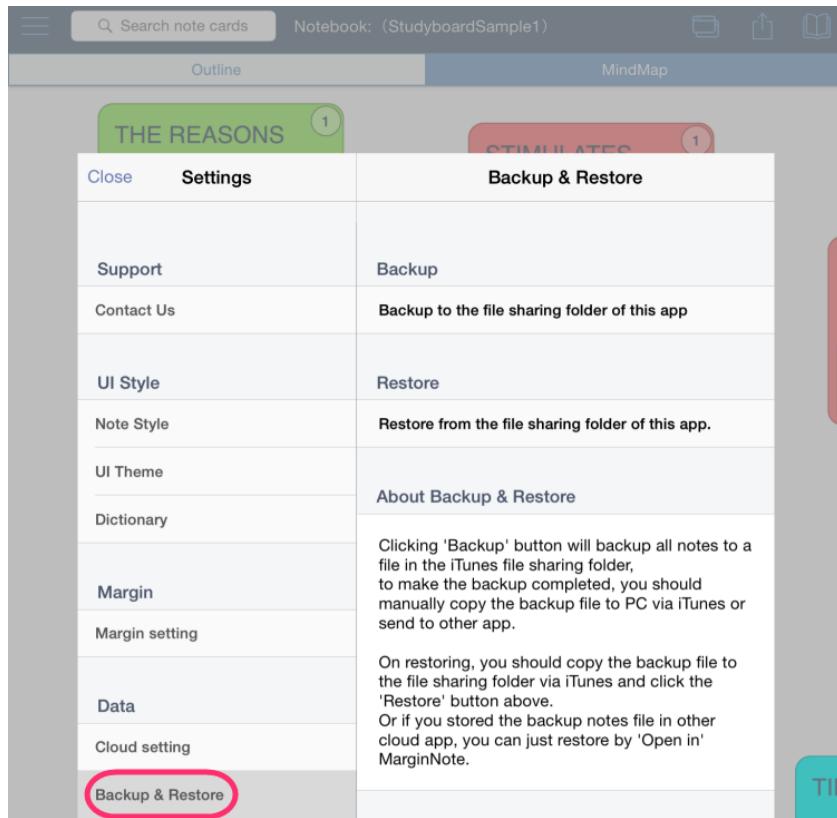
4. You can adjust the time period between syncing MarginNote files with other cloud apps by tapping the required option in the **Sync interval** block.



5. Once you have finished working with settings, tap **Close** in the **Settings** dialog.

Backup & Restore

1. In the **Settings** dialog, tap **Backup & Restore**. MarginNote will display the **Backup** and **Restore** blocks, as well as the **About Backup & Restore** informational block intended to help you with the process of backing up and restoring your notes.



2. If you want to backup all your notes, tap **Backup to the file sharing folder of this app**. Find more information about this option in [Backup & Restore Notebooks](#).
3. To restore your notes from the backup file, tap **Restore from the file sharing folder of this app**. Find more information about this option in [Backup & Restore Notebooks](#).
4. Once you have finished working with settings, tap **Close** in the **Settings** dialog.