



## HOW TO TAKE NOTES

Below you can find some useful apps that can help you take notes.

<b>Microsoft OneNote</b>		<p>Now, you can sort out all your thoughts and ideas by taking notes in OneNote, your own digital notebook. With OneNote you can record everything: spontaneous ideas, that one moment of inspiration, your shopping list or just a something simple you can't forget. You can always have your notes at hand, no matter whether you're at home, at the office or on the road, and you can share your notes with others and work together with them on multiple devices. Part of the downloadable software from mijnDinar.</p> <p>(available for smartphone, tablet and laptop)</p>	free	iOS  Android
<b>Evernote</b>		<p>There are dozens of different note-taking apps for smartphones and tablets, but one of the most user friendly and powerful apps is Evernote. This program for text, photo and sound is not only available by means of an app, but also exists in web version and software package for Mac and PC. Thus, a note you took can be consulted and changed everywhere. It is also possible to share your notes with others, to make task lists and to set reminders. <a href="http://evernote.com">http://evernote.com</a></p> <p>(available for smartphone, tablet and laptop)</p>	free	iOS  Android
<b>Moleskine</b>		<p>The notebooks from Moleskine are available online in different forms: regular paper, graph paper, recipe book, a weekly planner ...). You can take notes with the writing pen or you can type them down.</p> <p>(available for smartphone, tablet and laptop)  <a href="http://mymoleskine.moleskine.com/community/mymoleskine_apps.php">http://mymoleskine.moleskine.com/community/mymoleskine_apps.php</a></p>	free	iOS  Android
<b>Penultimate</b>		<p>Taking notes with the writing pen on the tablet. This program is connected with <b>Evernote</b>, so you can save your notes there as well.</p> <p><a href="http://evernote.com/penultimate">http://evernote.com/penultimate</a></p>	free	iOS  Android

### **What is the difference between taking notes with pen and paper and on your laptop?**

Some students prefer to take notes on their laptop. If you're good at typing, you can write a lot down during the lectures. To some extent, you can even literally write down what the lecturer says, but can this be recommended?

In February 2014 a study has shown that by literally typing down what the lecturer says, there occurs no selecting and processing of this information. Especially students who take notes on their laptop write down literally what has been said. Student who use pen and paper on the other hand just can't keep up with the speaker. They have to make a selection of what they will write down: They have to paraphrase, summarize and put information in schemes with little arrows. And it is this active processing during the note taking process that helps students to better remember the lecture.

Of course, it is entirely up to you whether you choose to take notes on paper or on your laptop. Whatever you choose, try not to write down literally what the lecturer says but process actively the material from the beginning. After all, studying starts during the lectures!