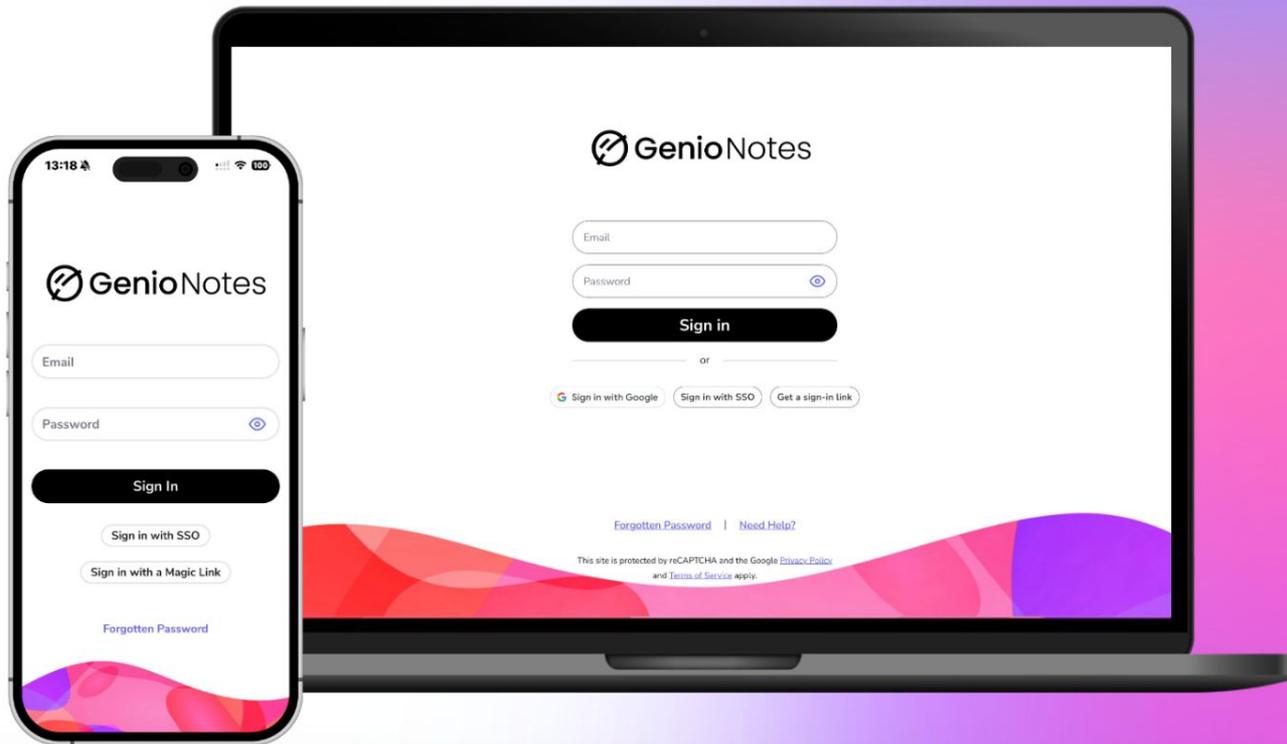




Product Features Guide

# Works anywhere and everywhere, whether you're online or offline

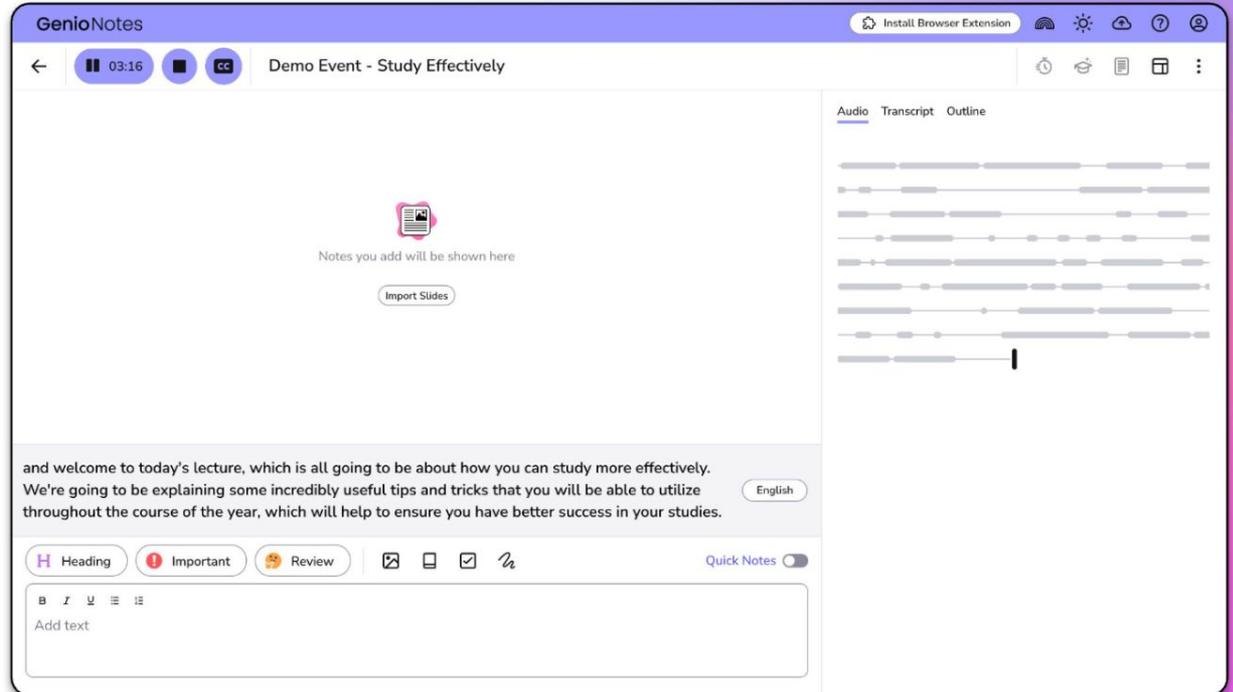
- ▶ Compatible with **Windows, Mac, Chromebook, Android** and **iOS** devices.
- ▶ **Works online or offline**, so you can use the key features, even when you don't have an internet connection!
- ▶ Provides local and cloud storage, with **auto-sync** across all your devices.



# Record everything that's said, whether in-person or remote

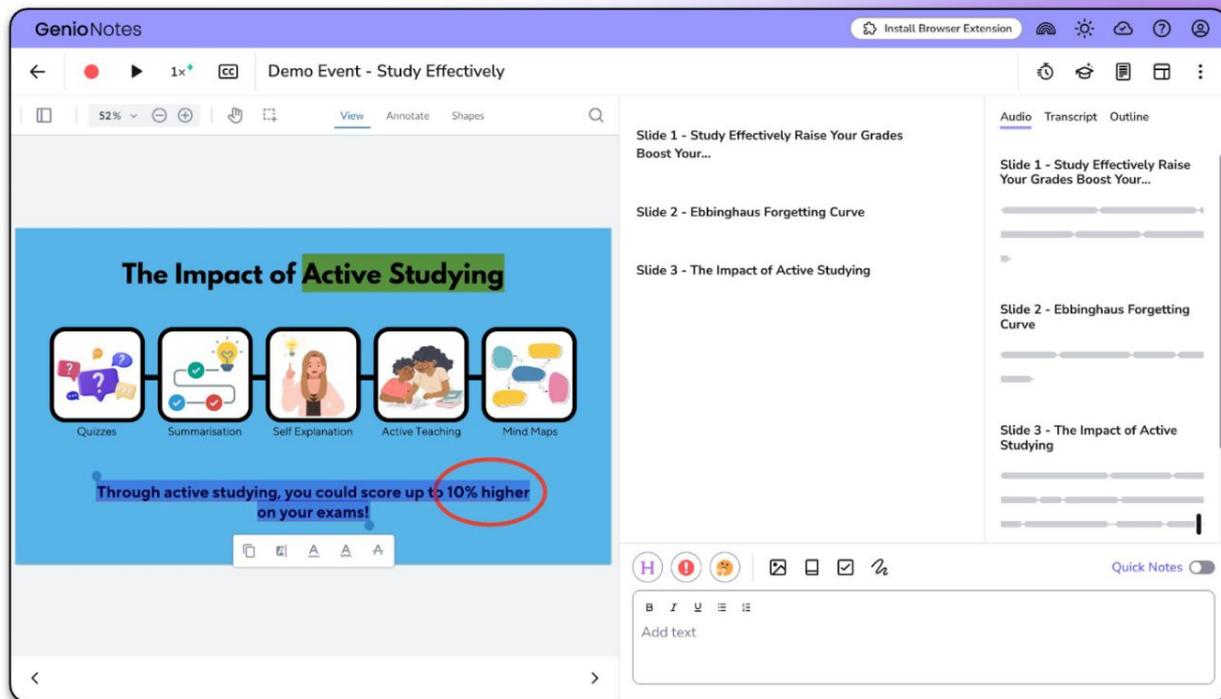
- ▶ **Record every word** from lectures, webinars, meetings and interviews.
- ▶ Works with **in-person sessions** and when you're **working online** using Zoom, Teams, Google Meet, or watching videos.
- ▶ Access accurate and scrollable **live captions** in multiple languages.\*

*\*The live captions feature is only available on the Glean Notes + Captions Edition.*



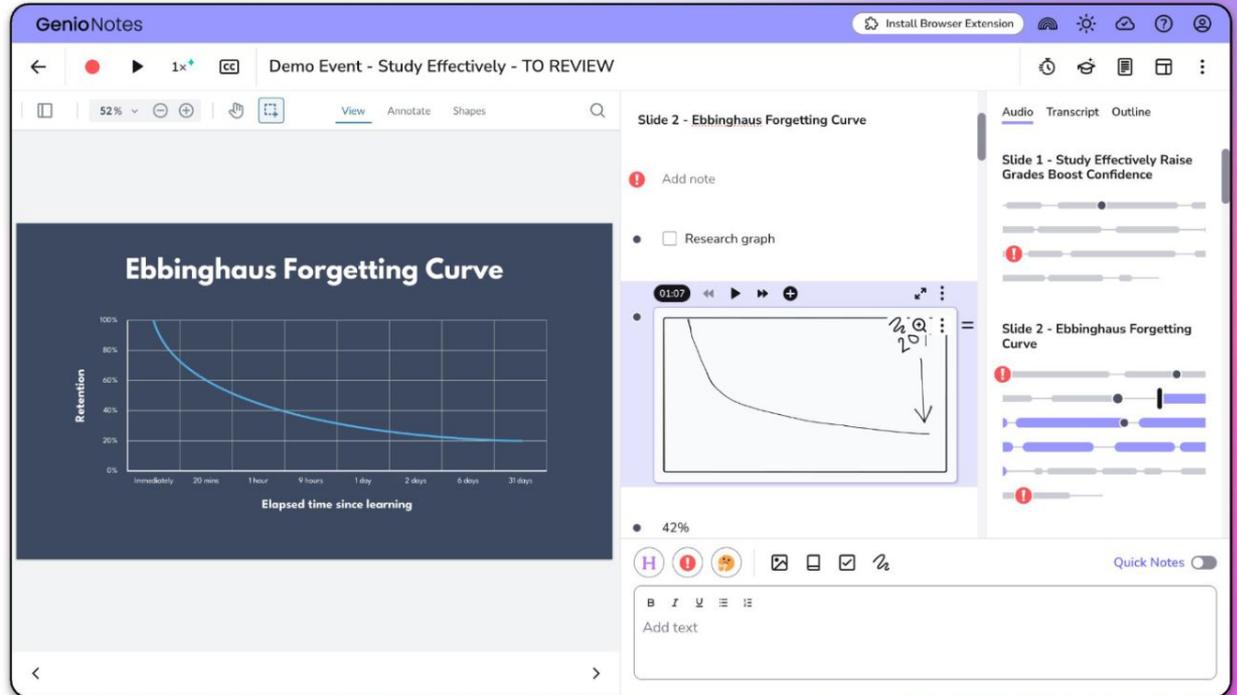
# Import and annotate presentation slides and PDF documents

- ▶ **Import presentation slides or PDFs** into your events, and synchronise slides with your recorded audio.
- ▶ **Annotate** useful information on your slides and **search for keywords** and phrases.
- ▶ **Post snippets** of text from your slides directly into your notes feed.



# Tag key moments with text notes, labels, tasks and scribbles

- ▶ Type brief **text notes**, and add **time stamped labels** quickly with a single click or keyboard press.
- ▶ Insert **headings** to break information into manageable sections and create **tasks** with or without due dates.
- ▶ Capture equations or create freehand drawings with our flexible **scribble** tool.



The screenshot displays the GenioNotes application interface. The main content area shows a video player with a slide titled "Ebbinghaus Forgetting Curve". The slide contains a line graph with "Retention" on the y-axis (0% to 100%) and "Elapsed time since learning" on the x-axis (immediately, 20 mins, 1 hour, 9 hours, 1 day, 2 days, 6 days, 31 days). The graph shows a blue curve that starts at 100% and decreases over time. A hand-drawn scribble in black ink is overlaid on the graph, showing a similar curve with a vertical arrow pointing down and some illegible text.

The interface includes a top navigation bar with "GenioNotes" and "Install Browser Extension" buttons. Below the video player, there is a notes panel with a "Add note" button and a "Research graph" checkbox. The bottom of the interface features a rich text editor with a toolbar containing icons for bold, italic, underline, list, and link, and a text input field with the placeholder "Add text".

On the right side, there is a sidebar with an "Outline" section showing a list of slides: "Slide 1 - Study Effectively Raise Grades Boost Confidence", "Slide 2 - Ebbinghaus Forgetting Curve", and "Slide 2 - Ebbinghaus Forgetting Curve". Each slide has a progress indicator and a red exclamation mark icon.

# Transcribe audio and use keyword searches to find information

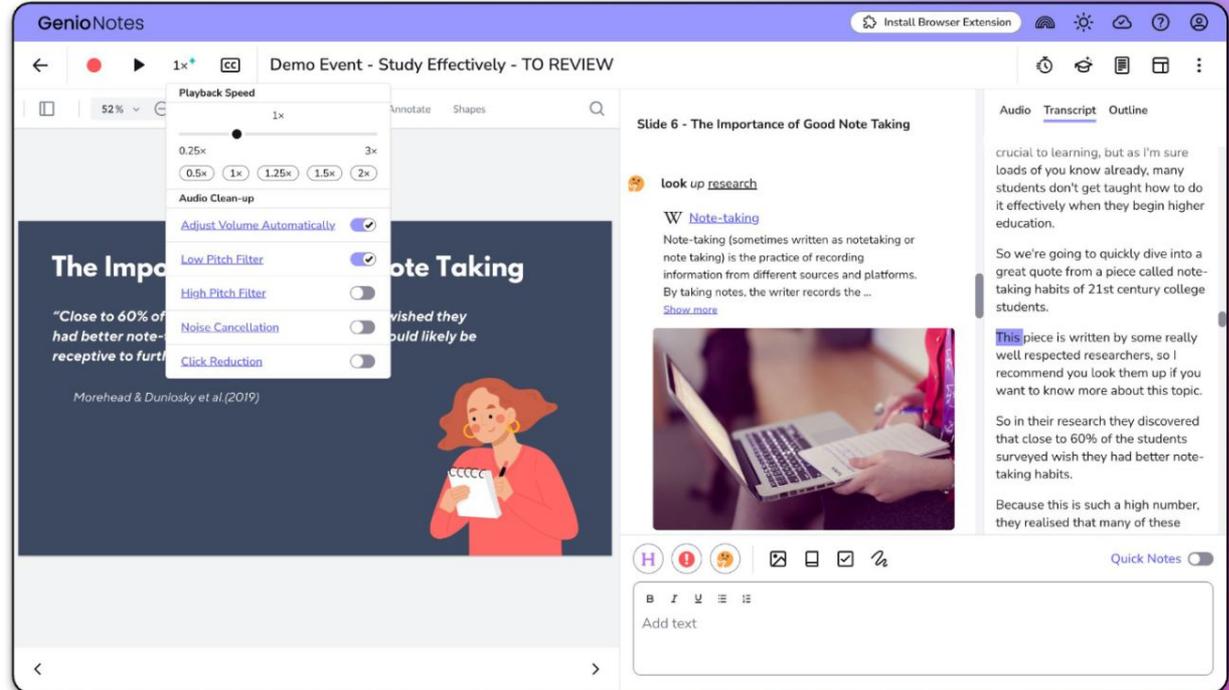
- ▶ **Transcribe** audio accurately into text, and listen back with **dual highlighting** .
- ▶ Identify **different speakers** and assign speaker names.
- ▶ **Post snippets** from your transcript directly into your notes feed.
- ▶ Perform **keyword searches** to find what you need in your transcript quickly.

The screenshot shows the GenioNotes application interface. At the top, the browser tab is titled "GenioNotes" and the page title is "Demo Event - Study Effectively - TO REVIEW". The interface is divided into several sections:

- Main Content Area:** Displays a slide titled "Retrieval Practice and Desirable Difficulty". It includes three practice methods:
  - Spaced practice:** Living some time in between your study sessions.
  - Interleaved practice:** Mixing the topics up in your studies.
  - Self-testing:** Testing yourself using quizzes and flashcards.A key message states: "Don't forget that learning involves challenge."
- Right Sidebar:** Contains a transcript of the audio. A search bar is visible at the top of the transcript. Below it, there are several notes and a list of items:
  - active
  - should engage brain
  - Slide 4 - Retrieval Practice and Desirable Difficulty
  - 03:25 [audio player controls]
  - There is a balance though. If it's too easy, it won't be effective. But if it's too difficult or you feel under a lot of pressure, you might struggle to engage with it properly.
  - Add note
  - Add note
- Bottom:** Features a rich text editor with various formatting options (bold, italic, underline, list, link) and a "Quick Notes" toggle.

# Listen back at your own pace and add more detailed notes

- ▶ Listen back and **improve audio clarity** with a range of audio clean-up features.
- ▶ Add more detailed notes and use our **text formatting** options to personalise them.
- ▶ Add **definitions** , find and insert **online images** and turn links into **URL previews** .



The screenshot displays the GenioNotes browser extension interface. At the top, the title bar reads "GenioNotes" and includes an "Install Browser Extension" button. Below the title bar, a video player is shown with the title "Demo Event - Study Effectively - TO REVIEW". The video player has a progress bar at 52% and a playback speed control set to 1x. A dropdown menu is open over the video player, showing playback speed options (0.25x, 0.5x, 1x, 1.25x, 1.5x, 2x, 3x) and audio clean-up features: "Adjust Volume Automatically" (checked), "Low Pitch Filter" (checked), "High Pitch Filter" (unchecked), "Noise Cancellation" (unchecked), and "Click Reduction" (unchecked). The main content area shows a slide titled "Slide 6 - The Importance of Good Note Taking". The slide text includes: "The Importance of Good Note Taking", "Close to 60% of students who wished they had better note-taking habits would likely be receptive to further education.", "Morehead & Dunlosky et al (2019)", and an illustration of a woman with red hair holding a notepad. The right sidebar contains an "Audio Transcript Outline" section with the text: "crucial to learning, but as I'm sure loads of you know already, many students don't get taught how to do it effectively when they begin higher education. So we're going to quickly dive into a great quote from a piece called note-taking habits of 21st century college students. This piece is written by some really well respected researchers, so I recommend you look them up if you want to know more about this topic. So in their research they discovered that close to 60% of the students surveyed wish they had better note-taking habits. Because this is such a high number, they realised that many of these". At the bottom, there is a note-taking interface with a toolbar containing icons for undo, redo, bold, italic, underline, list, and link, and a text input field with the placeholder "Add text".

# Generate a structured outline with headings and brief descriptions

- ▶ At the click of a button, use the Outline tool to **quickly organise your content** into structured, bitesize sections.
- ▶ Sections have a clear **heading** and brief **description**.
- ▶ Click a section in the Outline to **navigate to specific parts** of your audio recording.

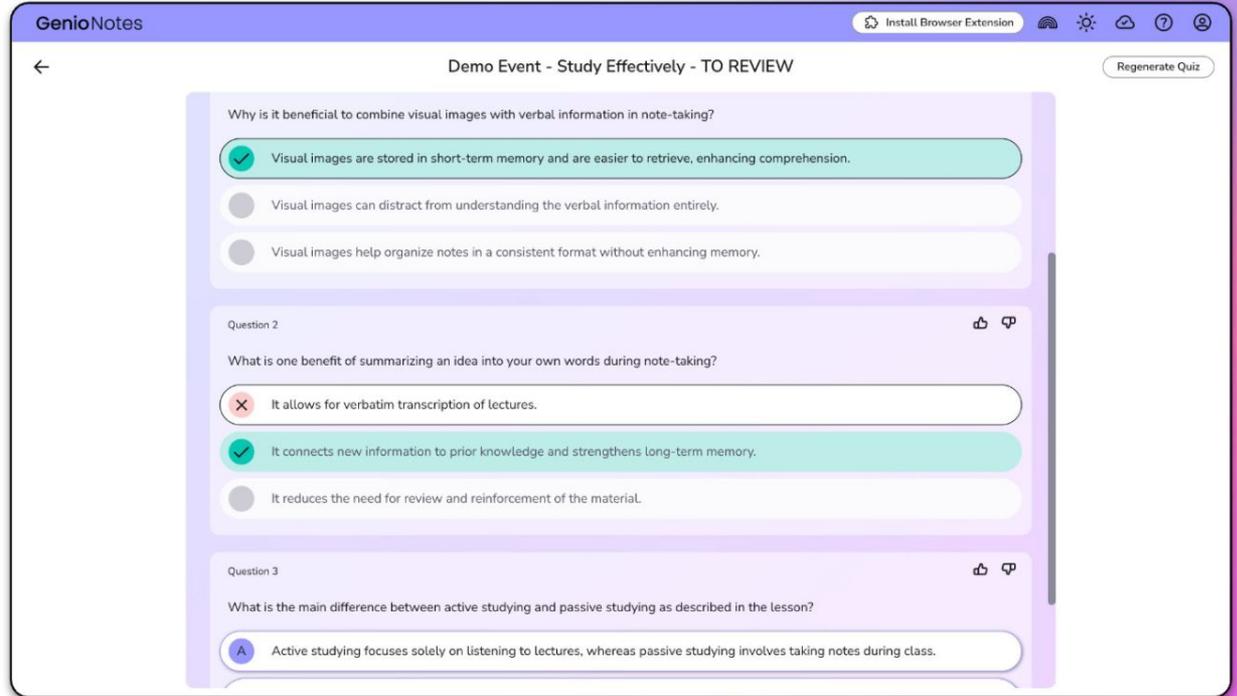
The screenshot displays the GenioNotes application interface. The main content area shows a slide titled "Note Taking Methods" with three columns:

- Paraphrasing**:  
**Original:** Summarising an idea or new knowledge into your own words is very effective for learning and retaining information. Take a fact and paraphrase it, using different words than before.  
**Paraphrase:** If you want to learn something well, try to explain it and write it down in your own words. This will help you remember it better. Pick something you know and try saying it differently.
- Mind Maps**:  
A central cloud labeled "Mind Maps" is connected to four surrounding clouds: "Connect pieces of information", "Merge brain function", "Create, visualise and engage", and "Makes thoughts more tangible".
- Cornell Method**:  
A table with two columns: "Questions/Prompts" and "Facts/Answers".  
Questions/Prompts: 1, 2, 3.  
Facts/Answers: 1, 2, 3.  
Below the table: "Summarise your learnings" with a list: 1, 2, 3.

The interface also features a navigation bar at the top with "View", "Annotate", and "Shapes" options. A media player is visible with a timestamp of 08:38. On the right, an "Outline" sidebar lists sections: "Retrieval practice techniques", "Active learning", "Effective note-taking methods", and "Effectiveness of AI in learning".

# Take a quiz to test your knowledge on the recorded content

- ▶ Test your knowledge by generating **multiple choice quiz questions**, all with plausible answers to **ensure desirable difficulty**.
- ▶ Receive **feedback** after the quiz, to find out what you need to work on next time.
- ▶ Retake the same quiz easily or **generate a new set of quiz questions** as required.



# Review, print and export your notes to Word, Google Docs and more

- ▶ Use the **Reading View** to review and digest your notes without distraction.
- ▶ Create a hard copy of your notes by **printing them out** .
- ▶ **Export notes** and **transcripts** into MS Word, Google Docs, or anywhere else.

