Genio Notes
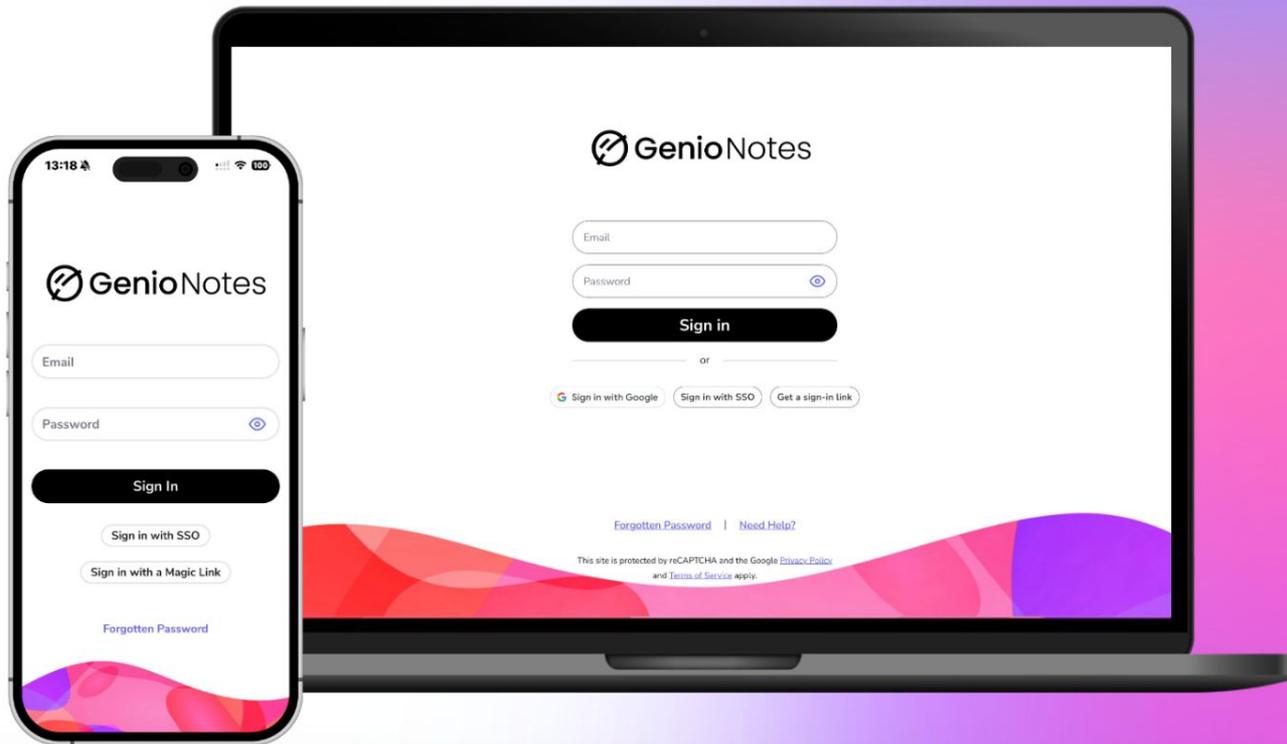
Product Features Guide

Works anywhere and everywhere, whether you're online or offline
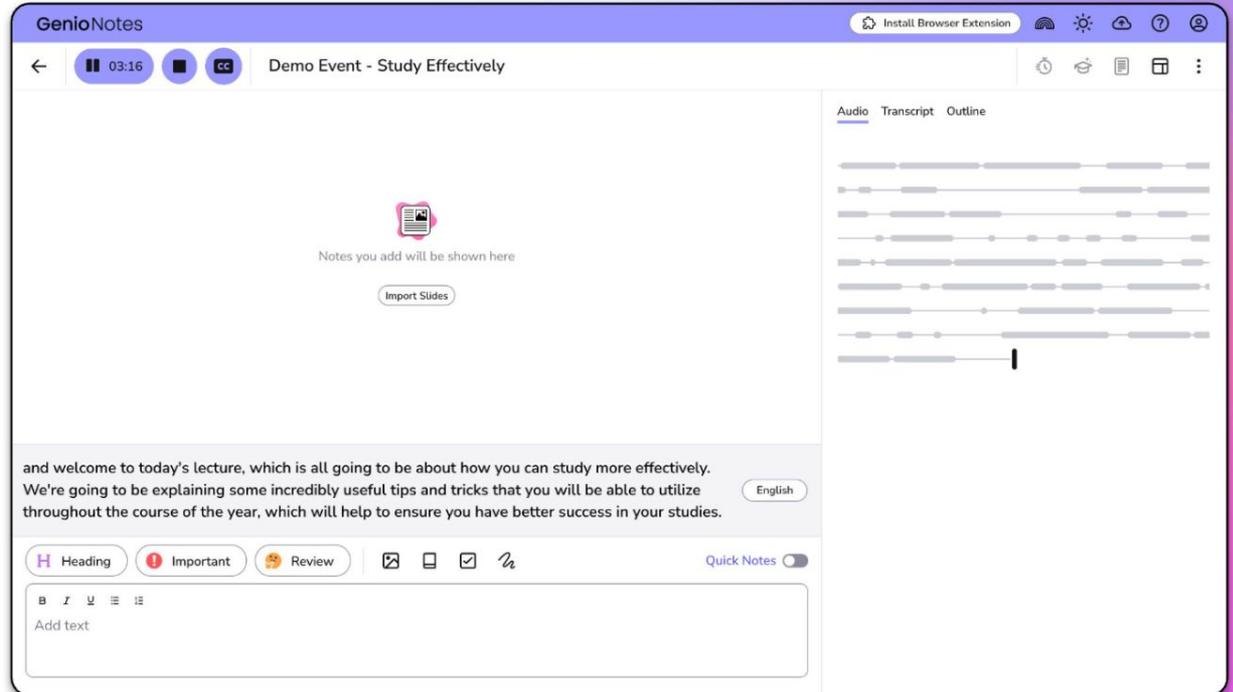
▶ Compatible with **Windows, Mac, Chromebook, Android** and **iOS** devices.

▶ **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.

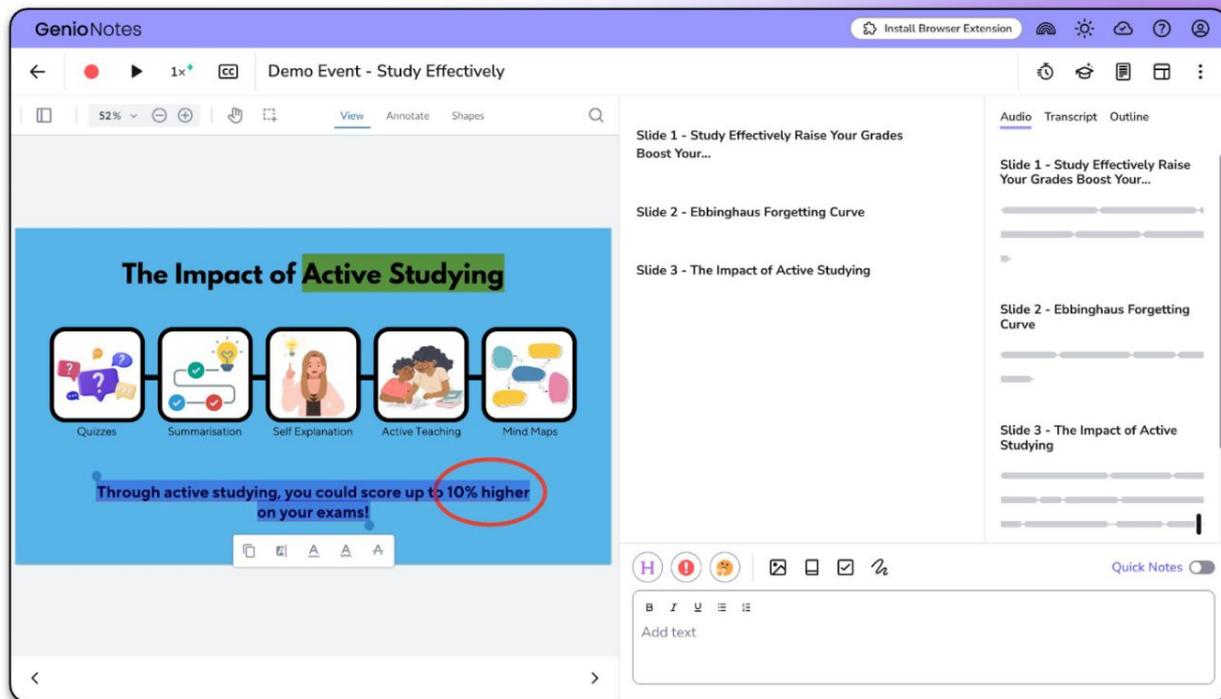# Record everything that's said, whether in-person or remote

▸ **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.*

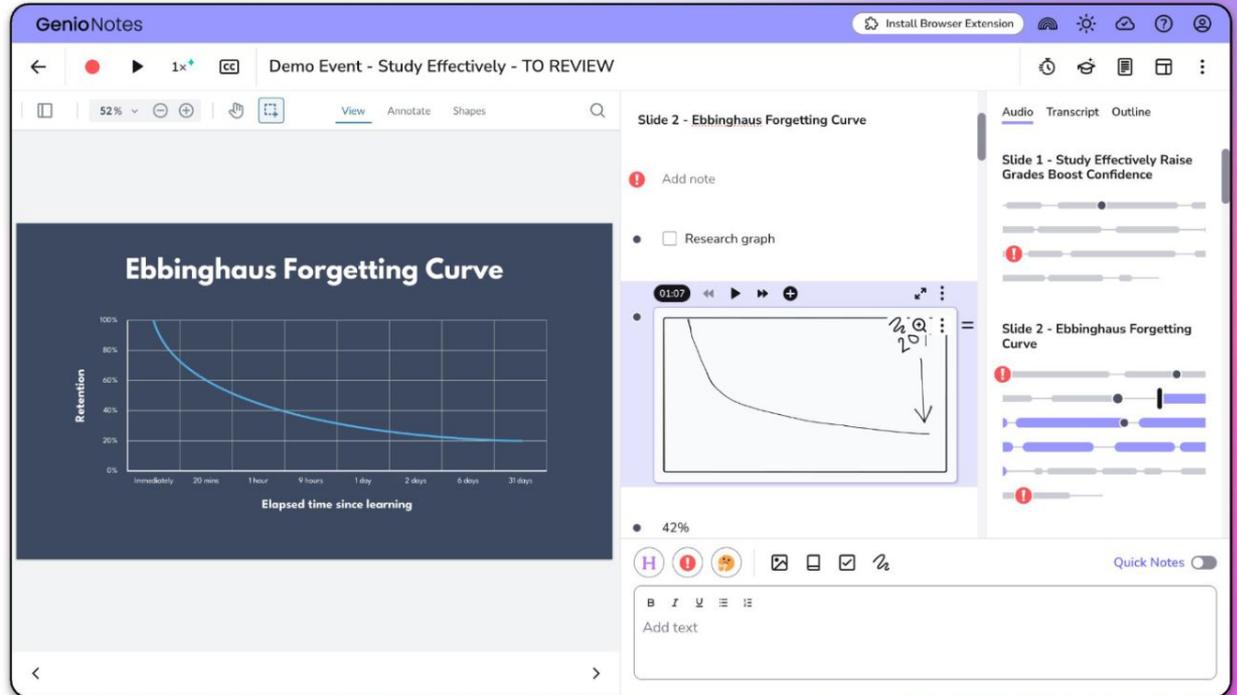*The live captions feature is only available on the Glean Notes + Captions Edition.*

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.

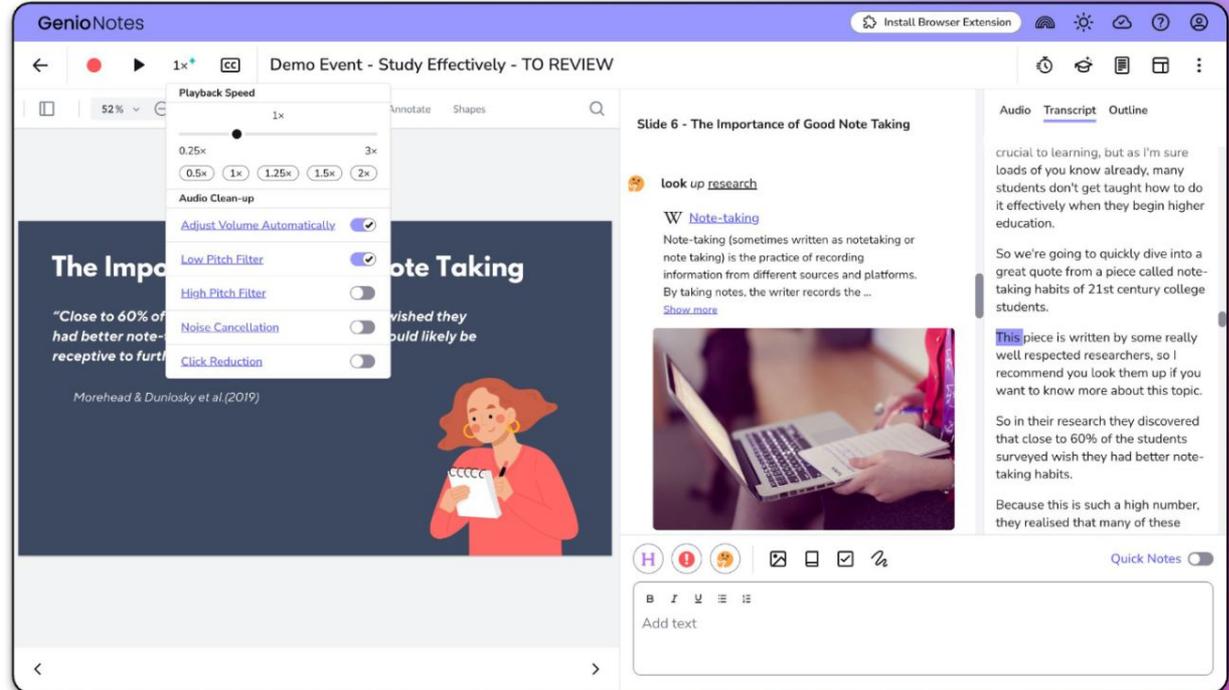# Transcribe audio and use keyword searches to find information

▶ **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.

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** .

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.**

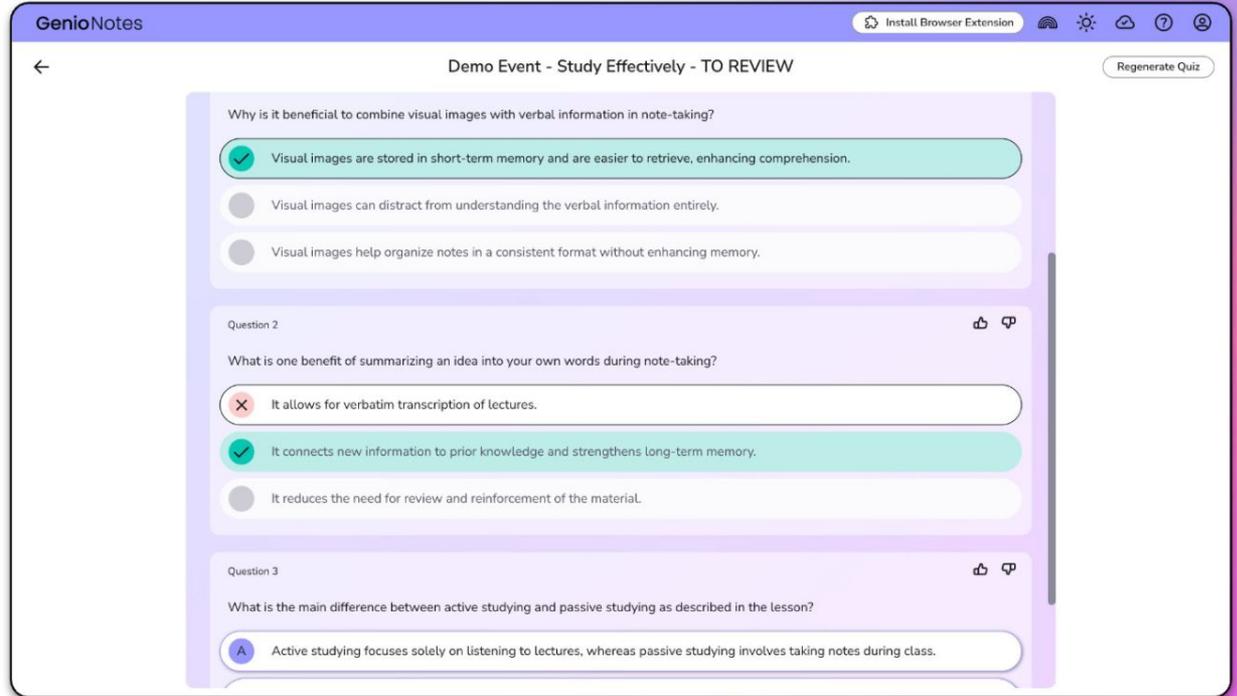▸ Click a section in the Outline to **navigate to specific parts** of your audio recording.

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.

GenioNotes

Install Browser Extension

← Demo Event - Study Effectively - COMPLETE

Slide 1 - Study Effectively Raise Grades Boost Confidence

Study Effectively Raise Grades Boost Confidence

There is more to studying than rereading and highlighting text - this isn't as useful as methods used throughout the lecture

Topics covered in this module:

1. Effective notes

2. Process for note taking

3. Active studying

4. New strategies

Slide 2 - Ebbinghaus Forgetting Curve