

NOTE-TAKING TOOLS

Need help deciding which note-taking software is best for you? Check out this list of pros and cons of the most common note-taking tools: Notion, Goodnotes, Evernote, & Notability.

1 Notion

Software application that manages notes, reminders, calendars, and databases to create your own workspace

PROS

- Free personal use with limited collaboration of 5 guests
- Available to download on Apple & Android
- Provides resources on how to get started
- Organizes files, compiles tasks lists, & creates different tabs

CONS

- Different plans vary in price
 - Student/professor discount available
- Template is provided but can be difficult to navigate its layout
- Time consuming if you want a particular aesthetic to customize

2 Goodnotes

Goodnotes

Note taking app for iPad

PROS

- Ability to handwrite notes & annotate documents as you download them
- Organize notes into personal folders
- Features different notebook styles
- Able to look at multiple docs at once
- Syncs with iCloud

CONS

- One time fee (\$7.99)
- Best used for iPad, which can be inaccessible to others
- Available only to Apple users

3 Evernote

Downloaded software to organize notes and tasks as well collaborate with other users in online workspace

PROS

- Free to download
- Organizes notes, makes schedules & tasks, and saves webpages
- Provides templates to get started
- Syncs with other devices & connects with Google calendar
- Scans documents

CONS

- Payment plan (\$7.99/month) if you want more options & features
 - 50% student discount available
- Can be daunting to look at first like Notion

4 Notability

Note taking app and PDF annotation

PROS

- Freely handwrite notes and organize them
- Audio recordings available to link with annotations
- Syncing feature with iCloud
- Work on multiple documents at once
- Practical interface

CONS

- Only available on Apple
- One time purchase of \$8.99
 - Student discount if enrolled in Apple's Volume Purchase Program for Education
- Most suitable for iPad

