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
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 uses 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 $9.99.
  - Student discount if enrolled in Apple's Volume Purchase Program for Education.
  - Most suitable for iPad.