




Product Features Guide

# Genio Notes: Features and benefits

Genio Notes empowers you to create more meaningful notes. Following a simple and structured process, you can capture audio and slides, annotate key moments with text, labels, and scribbles, then refine and use your notes utilising AI powered transcripts, outlines and quizzes, helping you to unlock better learning.

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

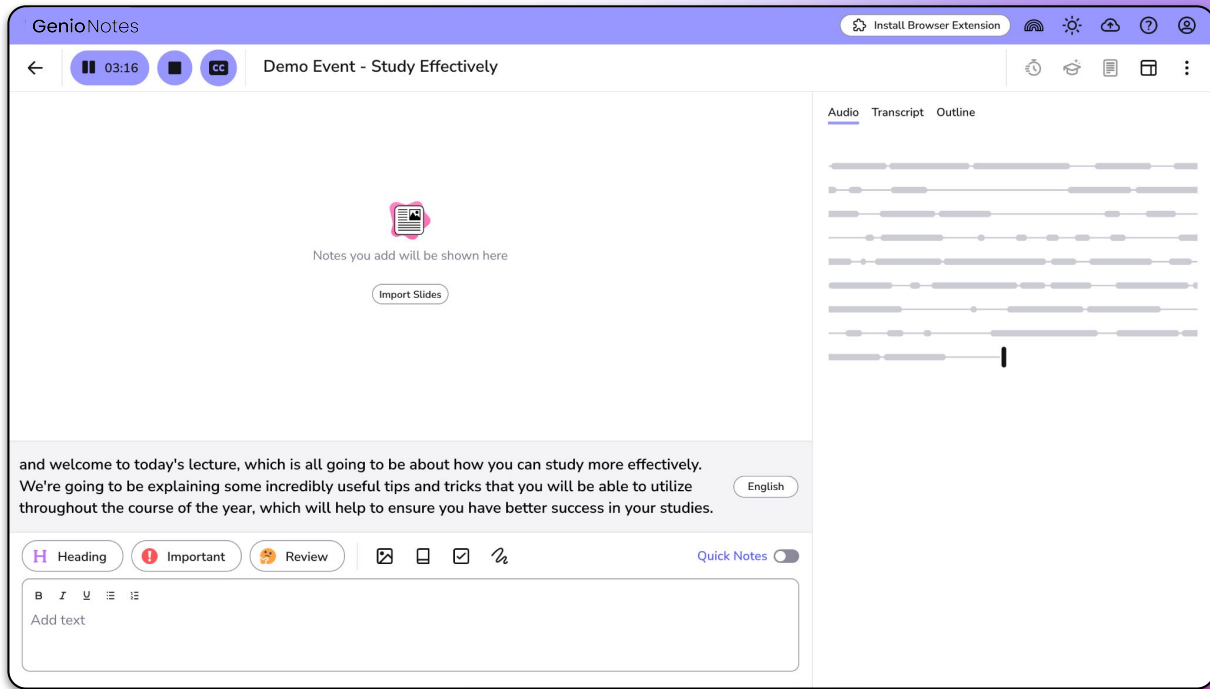
- ▶ Compatible with **Windows, Mac, Chromebook, Android** and **iOS** devices.
- ▶ **Works online or offline**, so you can use the key features, even when you don't have an internet connection!
- ▶ Provides local and cloud storage, with **auto-sync** across all your devices.



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

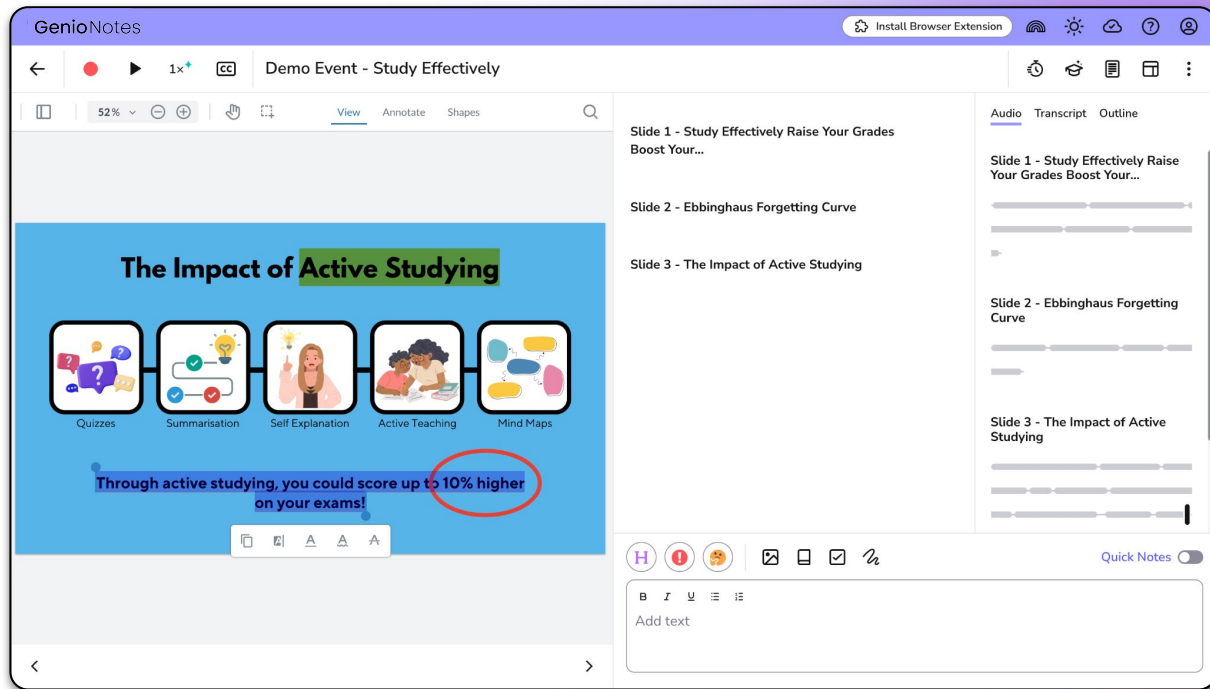
- ▶ **Record every word** from lectures, webinars, meetings and interviews.
- ▶ Works with **in-person sessions** and when you're **working online** using Zoom, Teams, Google Meet, or watching videos.
- ▶ Access accurate **live captions** in multiple languages.\*

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



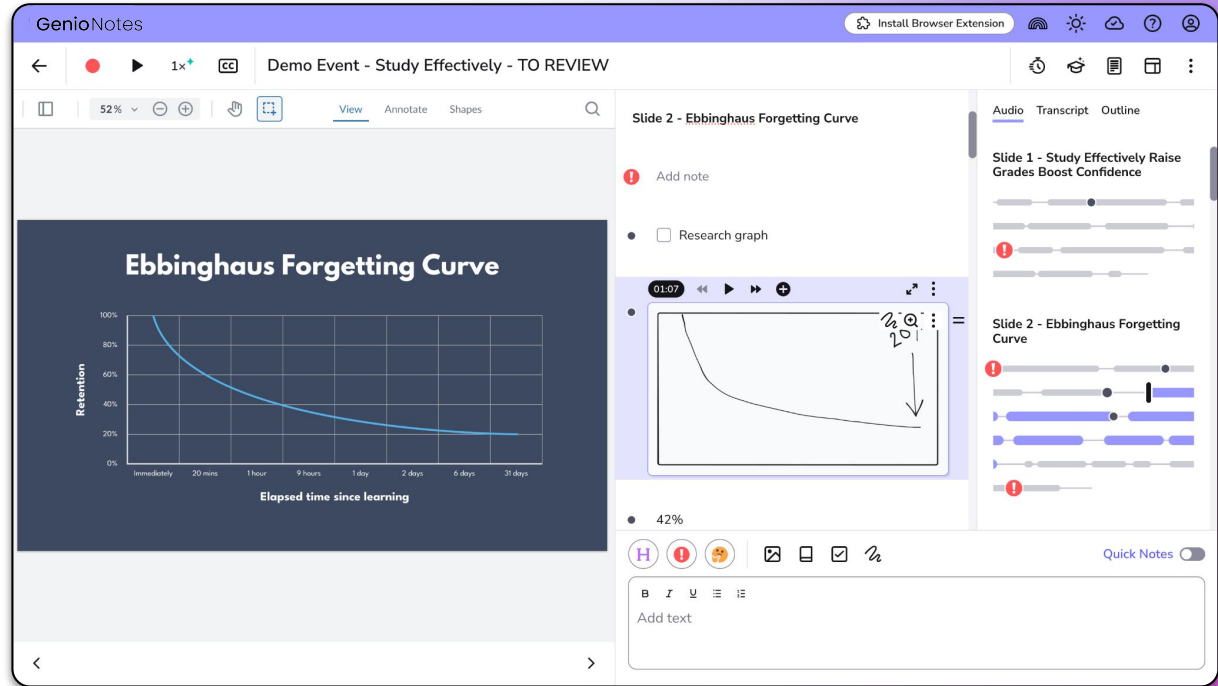
# Import and annotate presentation slides and PDF documents

- ▶ **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.



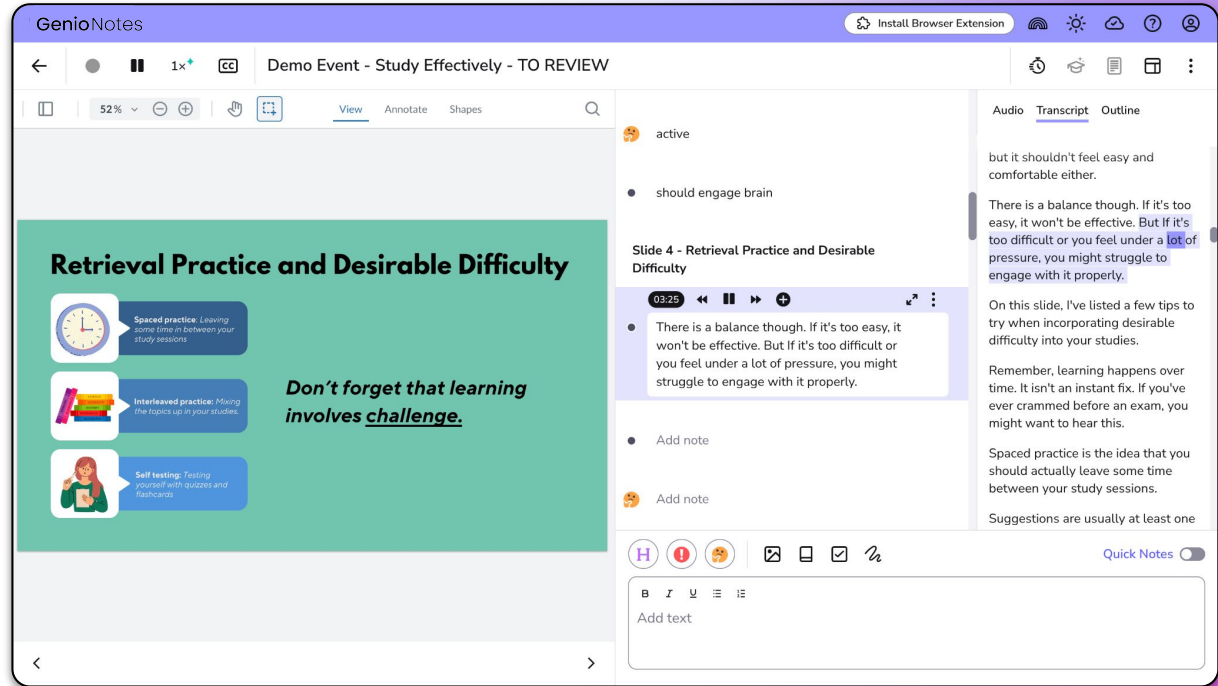
# Tag key moments with text notes, labels, tasks and scribbles

- ▶ 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.



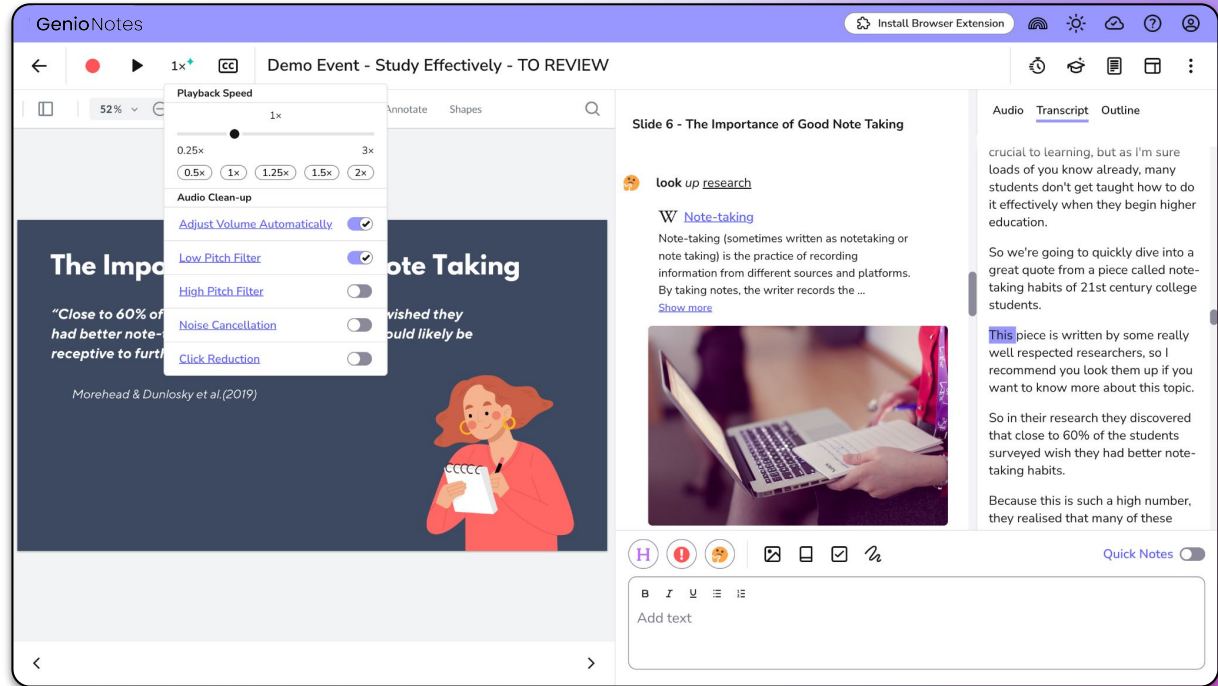
# Transcribe audio and use keyword searches to find information

- ▶ **Transcribe** audio accurately into text, and listen back with **dual highlighting** in your preferred colour.
- ▶ **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

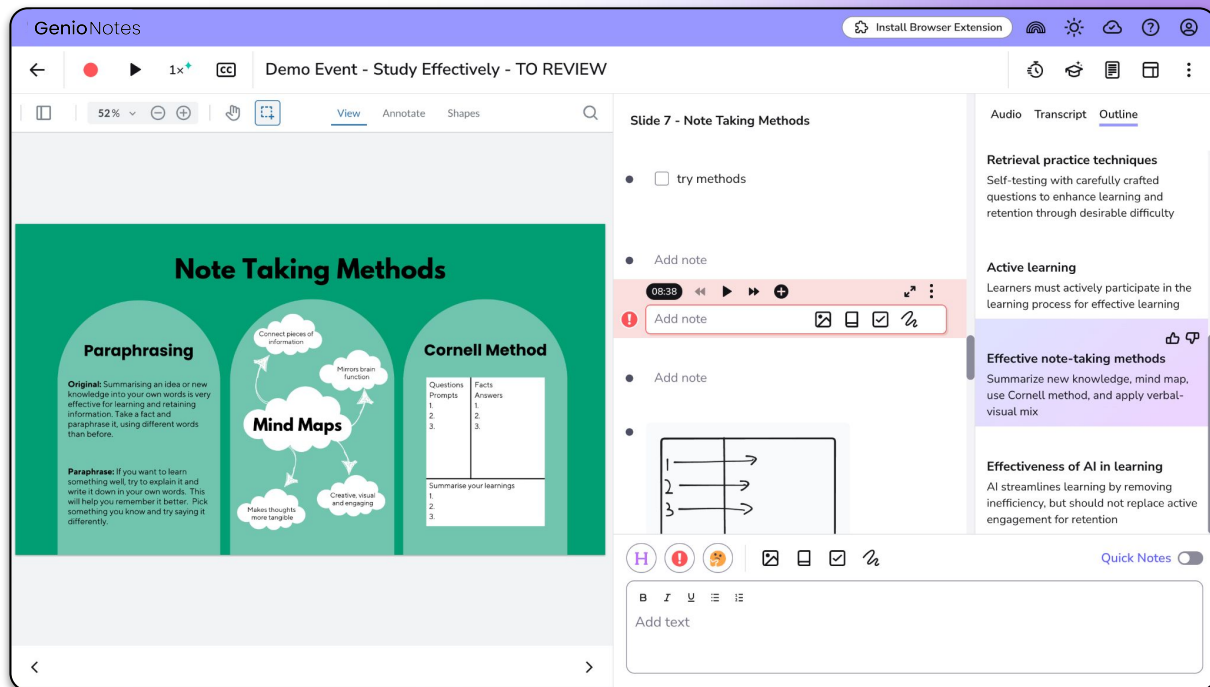
- ▶ Listen back and **improve audio clarity** with a range of audio clean-up features.
- ▶ Add more detailed notes and use our **text formatting** options to personalise them.
- ▶ Add **definitions** , find and insert **online images** and turn links into **URL previews** .





# 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.



The screenshot displays the GenioNotes application interface. The main content area shows a slide titled "Note Taking Methods" with three sections: "Paraphrasing", "Mind Maps", and "Cornell Method".

**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**

Connect pieces of information

Mimics brain function

Creative, visual and engaging

Makes thoughts more tangible

**Cornell Method**

Questions Prompts	Facts Answers
1.	1.
2.	2.
3.	3.

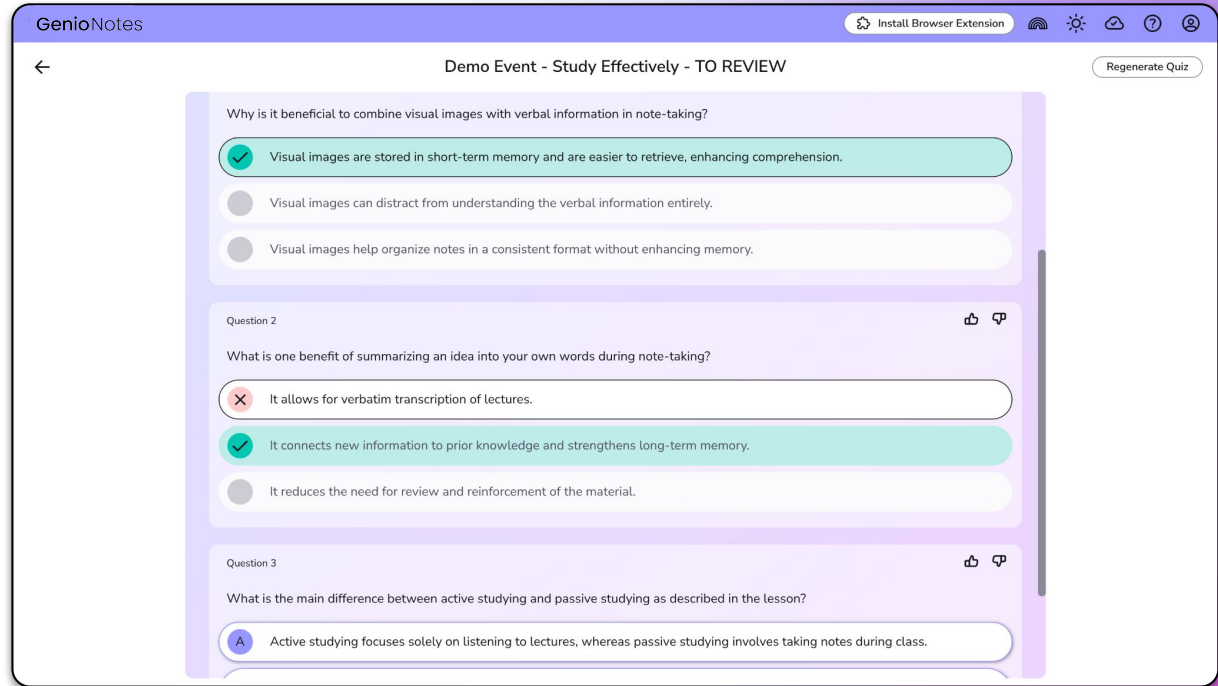
Summarise your learnings:

- 1.
- 2.
- 3.

The interface also includes a sidebar with an "Outline" tab, a "Quick Notes" section, and a bottom bar for adding text.

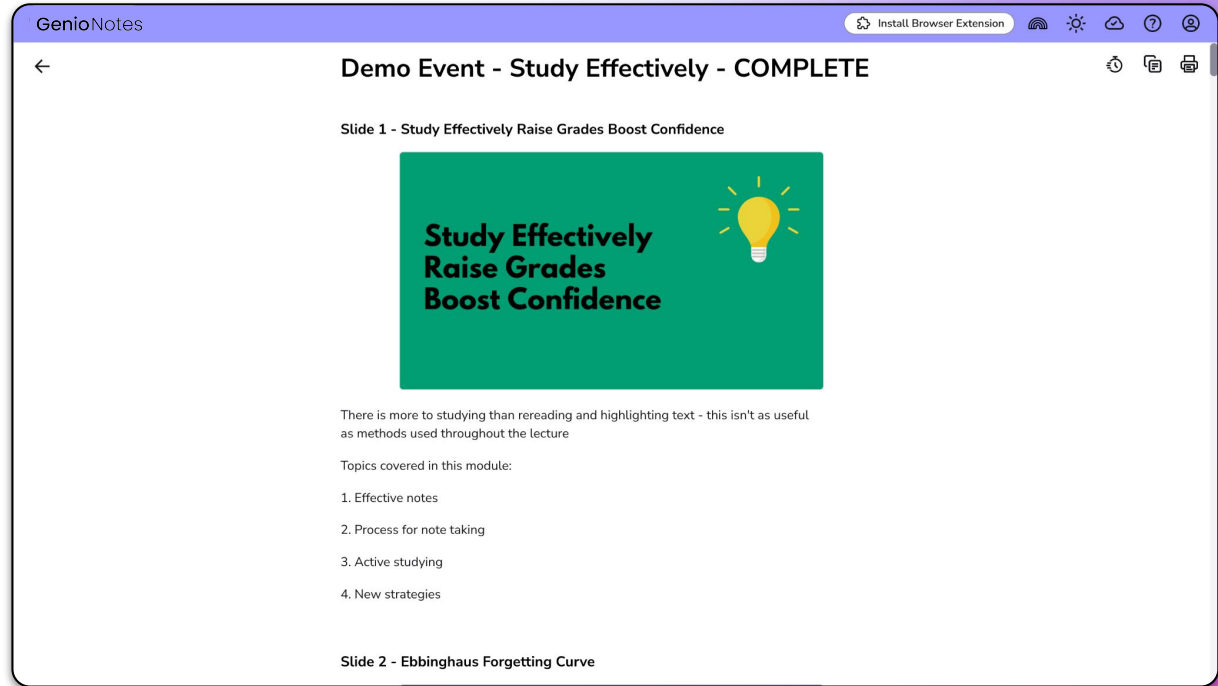
# Take a quiz to test your knowledge on the recorded content

- ▶ 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 and 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.





For more info, email **[dsa@genio.co](mailto:dsa@genio.co)**