

Facite

Journalize

Note-taking is the practice of recording information captured from another source.

Note-taking

By taking notes, the writer records the essence of the information, freeing their mind from having to recall everything. Notes are commonly drawn from a transient source, such as an oral discussion at a meeting, or a lecture (notes of a meeting are usually called minutes), in which case the notes may be the only record of the event.

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Journalize

Your Personal diary for your preferable tablet.

Journalizing your entries

In order to be effective and avoid excessive notetaking, here are some helpful annotations:

- **Bullets** annotate an entity
- ★ **Stars** annotate a special entity
- **Open box** annotate a To-Do task
- ☒ **X-mark box** annotate that a To-Do task was canceled
- ☑ **Check-mark box** annotate completed To-Do
- ~~abe~~ **Strikethrough** annotates a deleted entry
- ∞ **Infinity** annotates an [ever] lasting entry
- **Arrow** annotates [something] forward in time (pref. with a reference Y-W-M-D)

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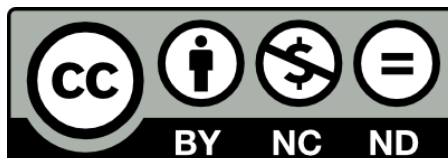
#BeGood #DoGood

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Version 0.0.2

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journalize2020@outlook.com



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