THE UNIVERSITY OF ARIZONA
College of Nursing

Great Apps for Reading, Writing, Dictating & Notetaking

All UA CON students have access to Read & Write, Microsoft OneNote and Office 365 Dictate apps. These are great tools to help with reading, organizing notes, recording lectures, dictating, and streamlining notetaking. And best of all, it is *free* to our students!

- **Read & Write** is text-to-speech software with tools to assist students with reading, writing, studying and research. This app can "read aloud" any ***electronic*** textbook, web page, WORD doc and pdf. The software's tools have the potential to increase student success and include:
    o Text-to-speech – listen to documents and web pages
    o Create an MP3 of documents to listen on the go
    o Color Overlay – apply a color filter to make reading easier
    o Highlighting tools – highlight key points in the document
    o Dictionary – to look up terms

  Check the *Quick Start Guides* and the *Why Use* sections for more information. Link for more information and to download the software: https://drc.arizona.edu/students/read-write

  DRC highly recommends students download the Chrome Extension to read online exams or articles/websites. (Check with faculty and exam proctoring services before taking exams to make sure software is compliant with your test taking situation.)

- **Microsoft OneNote:** All UA students have access to Microsoft OneNote through their Office 365 package. The app allows users to audio record lectures with sound being linked to their notes. Students can find more information on Microsoft's OneNote webpage. If you want to learn how to activate your free Office 365 account, please refer to the UA BookStore's website.

- **Office 365 Dictate** is voice recognition software available to all UA students as part of the Office 365 package. Dictation software lets you use speech-to-text to author content in Office with a microphone and reliable internet connection. It is a quick and easy way to get your thoughts out, create drafts or outlines, and capture notes. To activate Office 365 Dictate please go to Microsoft's support page to learn more.