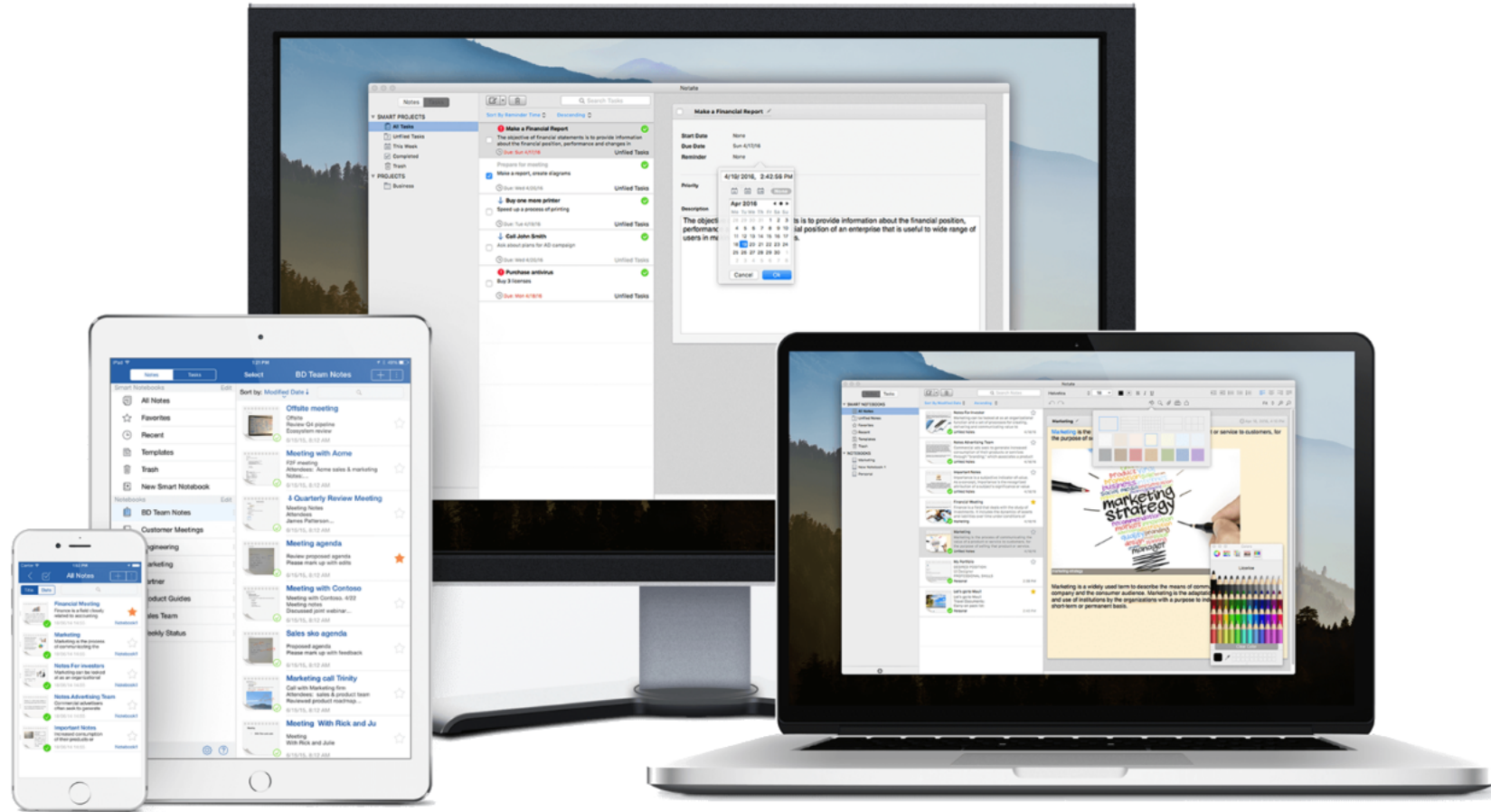# notate

Organize.  Collaborate.  Be Productive.

# Notate helps you get organized and stay productive.

Go paperless and improve collaboration

✓ **Notes**     Capture everything important

✓ **Tasks**     Make your work manageable

✓ **Calendar**     Collaborate in meetings

✓ **Contacts**     Scan business cards to Outlook

✓ **Files**     Find and edit attachments with ease

✓ **PDF**     Fill out forms & sign documents
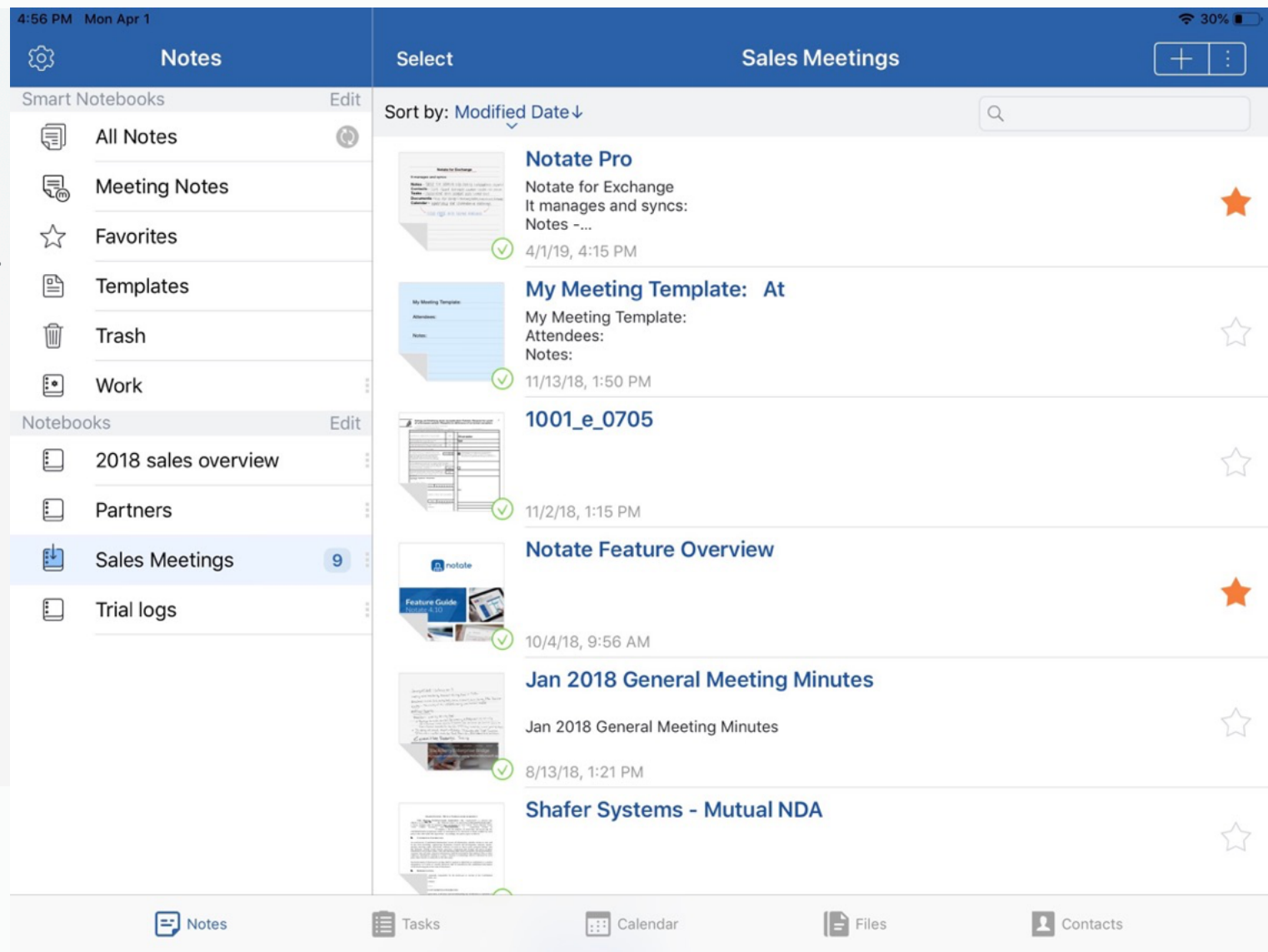
# Notes

## Save **Everything**

With Notate you can collect everything that matters knowing that you'll always be able to find it back easily.

- ✔ **Handwritten** meeting notes
- ✔ **Audio** recordings
- ✔ **Action Items**, **Tasks** and **Reminders**
- ✔ **Annotated** web clippings
- ✔ **Business cards** and **Barcodes**
- ✔ Photos **and more...**

# Tasks

## Make your life manageable again
*Synchronizes with Exchange/O365*

- Keep your work organized
- Plan for anything
- Never worry about forgetting things again
- Shared team folders for tasks

# Calendar

**Make your meetings productive**
*Works seamlessly with Outlook*

A shared virtual meeting space for every meeting keeps all the team's information in one place, easy for everyone to access.

✔ **Navigate Outlook** meeting schedule by agenda view.

✔ **Take meeting notes**. Near real time sharing.

✔ Take action items and **assign** them to attendees.

✔ Action items and notes are **synced** with Outlook.

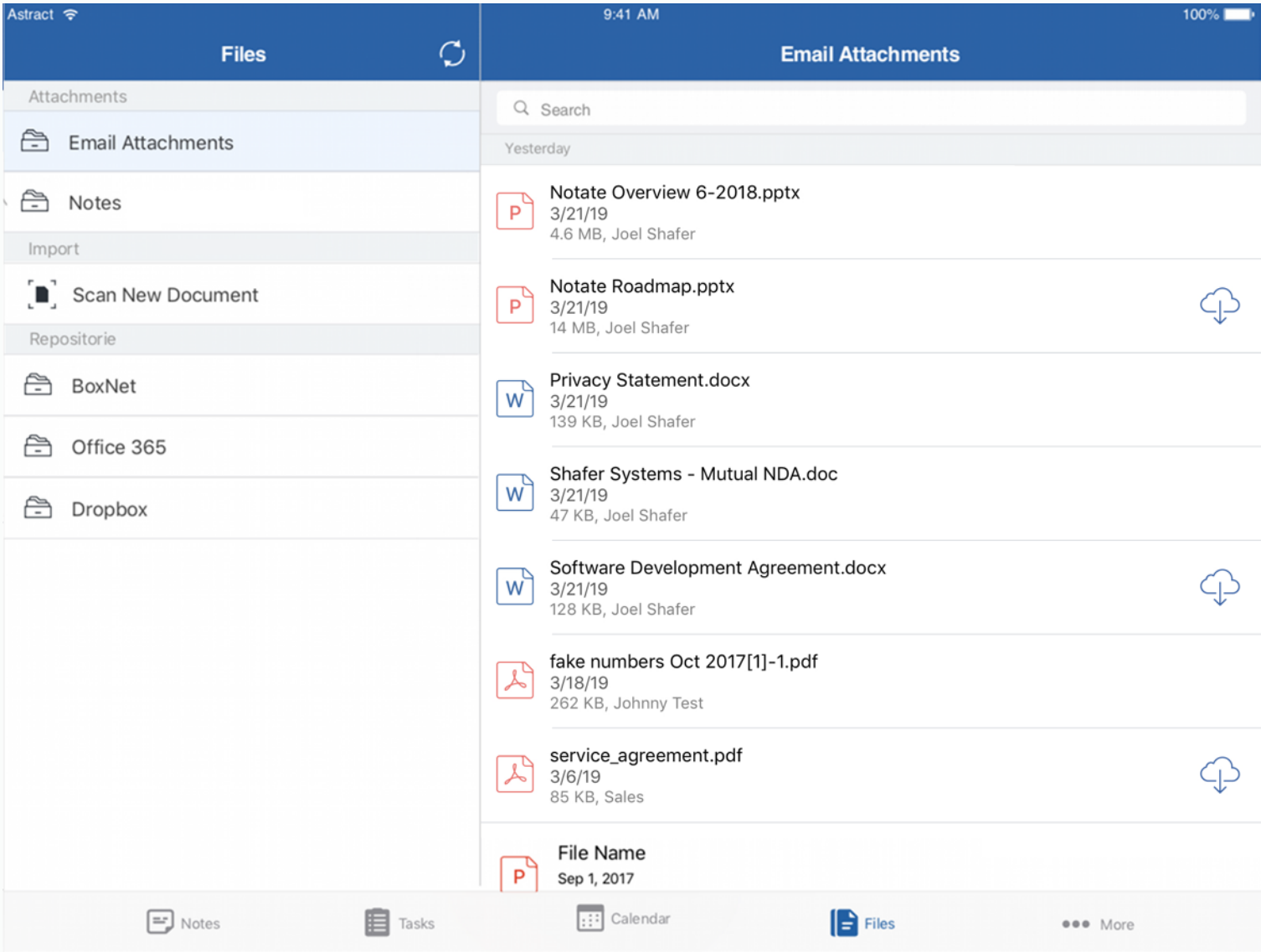✔ **Integrated** with Notate, so users can manage and complete their assigned action item.

# Files

## Stay Productive while Mobile

*No more searching through the inbox for an attachment*

- Find, Read, and **Edit email attachments**
- PDF editing and annotation
- Convert Office documents to PDF
- Scan paper documents

# Contacts

**Convert business cards into Outlook contacts**

Cards takes the chaos out of business cards. Never fumble through a stack of business cards again.

- ✔ **Scan and recognizes** business cards automatically
- ✔ Automatically **detects language**
- ✔ **Creates a contact** automatically in Outlook
- ✔ **Syncs** with Outlook and Exchange

# PDF Editor

## Desktop Quality PDF Editing

- Read large PDFs with ease
- **Annotate** and comment on documents
- Reply or **approve** others comments
- Fill out PDF **Forms** easily
- **Sign and return** documents