



# IT tips for students.

## Location of study/course planner sheets

Being organised is key to success and helps to alleviate stress. There are some planning templates at [Academic Learning Support](#)

## Cloud storage – [onedrive](#) for students 1TB

You can never have enough storage ... especially if it is free!

## MS office and other software free to UON students from UON

Can be installed on multiple devices. [Download](#) page link.

## Adobe acrobat

Annotating your PDF notes rather than rewriting important info during the lecture is easy! Use the **Comments** tab for annotating notes. On-campus, the uni computer version of acrobat allows you to combine pdf files into one document using the **Organize** tab – very useful when you want to search using find (**Control + F** | **mac Command + F**)

Download page link => ensure to **UNTICK the additional offers** - McAfee antivirus software.  
<https://get.adobe.com/reader/>

## Onotenote

Versatile free notetaking app that you can download onto any device.

You can upload a pdf file into **onenote** and easily annotate your notes rather than rewriting important info during the lecture. It also provides good online storage

Download page link => once downloaded you can upgrade to a later version

<https://www.onenote.com/download>

## Word – symbols and equations

Scientific courses use weird and wonderful symbols. Many of these can be found in

**Word > Insert tab > Symbols.**

Common symbols frequently used can be typed using shortcuts

eg  $\leq$  ... is type **2264**, highlight the number and press **Alt + X** to create  $\leq$  !

Mathematical expressions require more than just a few symbols.

**Word > Insert tab > Symbols > Equations** provides a number of options for maths type.

**Insert New Equation** – allows you to build the equation using a number of different pre-set options for fractions, indices, integration and so on

**Ink Equation** – allows you to write maths notation, one line at a time, and converts it into type.