

This email is being sent to Official Faculty & Official Staff

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## Technology Training and Tidbits

Technology training information, updates, and tips  
for Goucher faculty and staff.

Volume 1

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### Digital Meeting Assistants? Yes please!

In our fast-paced world, where we're constantly absorbing, exchanging, and collaborating on information, good notetaking is vital. Whether you're a student, a professional, or simply someone who loves to learn, taking reliable notes is the key to making things happen. Fortunately, thanks to the wonders of AI technology, the days of manual note taking, and transcription are rapidly becoming a thing of the past.

We've tested the free versions of two super cool note taking apps, Fireflies.ai and Otter.ai, that will make your life easier when it comes to capturing, processing, and acting on important information gleaned from meetings and conversations.

These tools not only transcribe meeting content but also include features such as summarization, key word search, sharing, and meeting analytics. Additionally, both integrate with meetings on your Outlook calendar.



With Fireflies.ai, you have a virtual meeting assistant that records video, transcribes speech to text, summarizes meeting content, alerts you to actionable items and analyzes your meeting. Participants will automatically receive meeting notes and summaries.



Otter.ai offers real-time transcription, slide capture from virtual meetings, insertion of images, custom vocabulary, topics tracking, and participant collaboration.

Both have free limited feature accounts as well as full-featured subscriptions. Discover how these modern-day note-taking tools can make your professional and personal life more organized and productive. Click the links below to create your free account and get started with digital note taking.

[Fireflies.ai | AI notetaker to transcribe, summarize, analyze meetings](#)  
[Otter.ai - Voice Meeting Notes & Real-time Transcription](#)

For more information on Fireflies.ai and Otter.ai, check out this blog comparing the features of both applications: [Compare Otter vs Fireflies: Features, Pricing & Alternative \[2023\] \(airgram.io\)](#).



Have a topic you would like us to highlight? Well, we would love to know about it. Send us your suggestions and we'll investigate them and feature them in an upcoming issue. Email your suggestions to [ITTraining@Goucher.edu](mailto:ITTraining@Goucher.edu).

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## Quick Tip!



### Discover more with Google Lens.

Google Lens is a neat little tool that lets you use your smartphone's camera to explore and learn about the world around you. It can identify objects and explore landmarks, read text, translate languages, and more with just a quick photo.

For instance, you can take a picture of a beautiful flower with your smartphone, and seconds later Google Lens not only identifies the flower but also provides all the botanical information for you. Or say you spot a new restaurant - simply take a photo of the restaurant sign and Google Lens returns the menu and restaurant reviews. You can also search for product information, capture text from an image or business card, or get help with a math equation with just a click of your camera.

It's like having a digital detective in your pocket. Give it a try using your laptop or mobile device. Here's how:

#### From your laptop:

1. From your laptop, open the Google Search engine, at [Google.com](https://www.google.com).
2. Look for the lens icon in the search bar and click to search images or text.

#### From your mobile device:

1. From mobile device, download the Google Search app from your app store.
2. From the app, locate the same lens icon in the search bar and click to search images or text.

Enjoy your adventures with Google Lens!

To view previous editions of the [Technology Training & Tidbits newsletter](#), view training workshop resources, or for IT technologies information, visit the [Goucher College Technology Knowledgebase](#) and enter your area of interest in the search box.

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## IT Training Events

### Teams Basics for Online Meetings

October 10, 2023 / 1:00 -2:00 p.m. / Online

### One Drive Basics

September 22, 2023 / 1:00 – 2:00 p.m. / ATH – Batza 448

October 19, 2023 / 10:00 – 11:00 a.m. / Online

October 25, 2023 / 2:00 – 3:00 p.m. / ATH – Batza 448

### IT Workshops

- **Creating Presentations that Pop - September 19, 2023 / 10:00 - 11:00 a.m. / ATH – 322**

*This course will explore the many ways you can make your slide presentation more than just text on a pretty background. Topics will include best practices for better audience reception, using SmartArt instead of bullets, using fonts and themes wisely, and exploring alternatives to clipart.*

- **Adding Value to Your Instructional Videos - September 26, 2023 / 10:00 - 11:00 a.m. / ATH – Batza 448**

*From your starting script to recording and sharing your work, learn how to produce quick instructional videos that engage your audience.*

- **Enhancing Your Instructional Videos – October 3, 2023 / 10:00 - 11:00 a.m. / ATH – 322**

*Learn how to enhance your instructional videos using post-production techniques such as trimming, cropping, and adding annotations.*

[Click here to register for Teams Basics, OneDrive Basics, or other IT workshops.](#)

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For more information or to make a training request for yourself or your department, contact the IT Help Desk at [HelpDesk@Goucher.edu](mailto:HelpDesk@Goucher.edu).