

...up with friends, new teachers, new courses, but also future exams, which are often sources of stress 😬

At SCRIBZEE, we are convinced that everything starts at the beginning of the school year by adopting good work and organisation habits. We'd like to share our 5 tips with you for a good school year from start to finish.

Let's get started! 🚀

Screenshot of the Scribzee app interface showing a file list for user 'juliette65'. The interface includes a search bar, a list of files, and a 'My Files' button at the bottom.

- All files (167)
- Shared with me (31 ELEMENTS)
- Red Flashcards (16 FLASHCARDS)
- Blue Index Folder (72 NOTES)
- My Notes (9 NOTES)
- Louise Bullet Jou (20 NOTES)

Partial screenshot of the Scribzee app interface showing a calendar view for the week of 2021. The calendar shows days from Wednesday to Saturday.

Day	Score
We	1
Th	2
Fri	3
Sa	4

Screenshot of the Scribzee app interface showing a contacts list. The contacts are listed with their names and email addresses.

- james\_greg@gmail.com
- lalc-pierre
- ljackson
- sadie890



**scribzee**

## How to work more efficiently

by storing all your notes in scribzee?



# How to **get the most out of scribzee** as a professional?



Follow these steps



Scan your documents so you always have them with you



Track the progress of your tasks with coloured statuses



Plan your appointments in the scribzee calendar



Organise your notes so you can read them again before an appointment



Set reminders so you never forget an appointment again

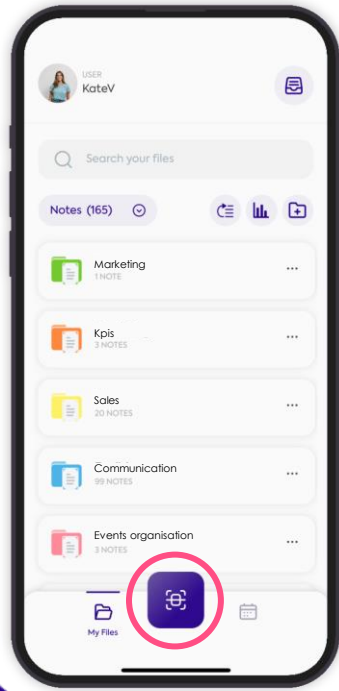


Find your documents in one click



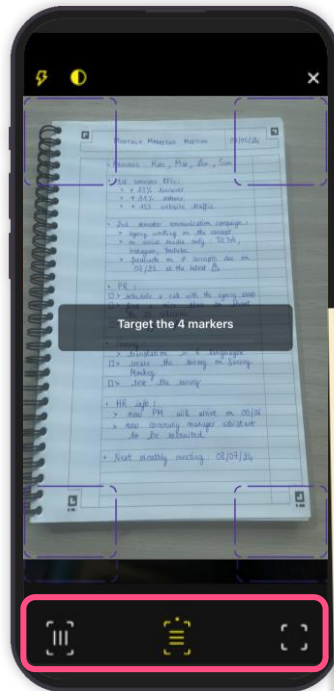
Share your meeting minutes with your colleagues

# 1. Scan your documents so you always have them with you



1

Click on « scan »

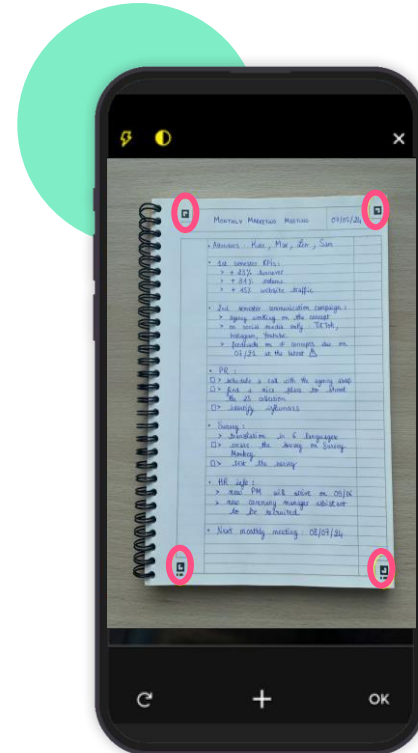


2

Select the correct scan mode

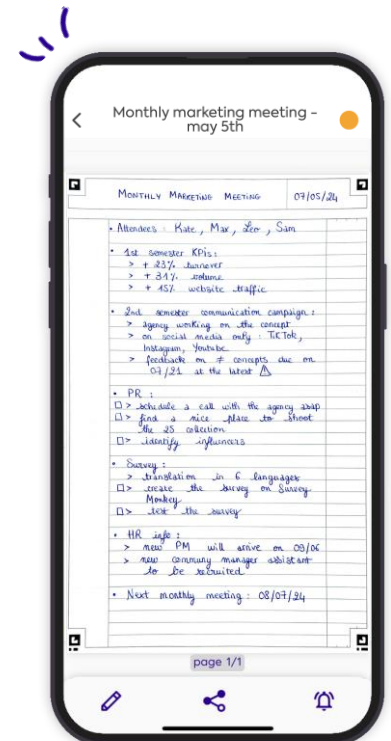
**Scanning modes**

- VERTICAL**  
All scans except spot notes and flashcards
- HORIZONTAL**  
All scans except diaries and spot notes
- SQUARE**  
Spot notes only



3

Target the markers in the corners and scribez detects the page



4

scribez reframes your scan

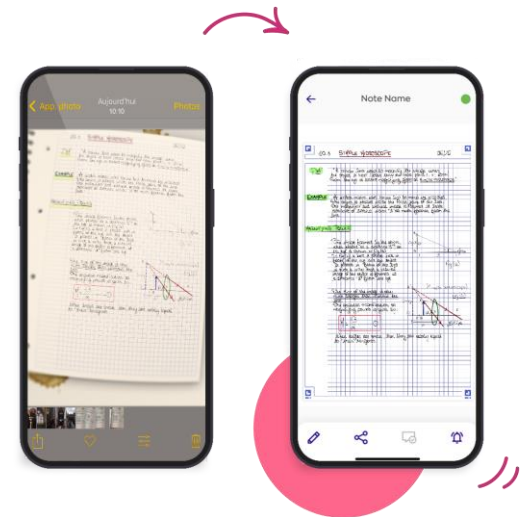


## Why scanning with scribzee?

- › By having everything within reach, on your phone, **you're free to consult your scanned documents whenever and wherever you want.** You no longer need to carry your diary and notebooks around with you.

## What's the difference with a picture taken with your phone?

- › scribzee reframes, straightens and enhances your scanned documents. As a result, your notes are very easy to read. Not like some of your pictures where bits of the pages are missing.
- › Moreover, in scribzee, **your scan isn't mixed up with the other photos in your gallery.**
- › And with scribzee, you have **access to a host of features** for managing your scans and professional appointments.



## Need help scanning?

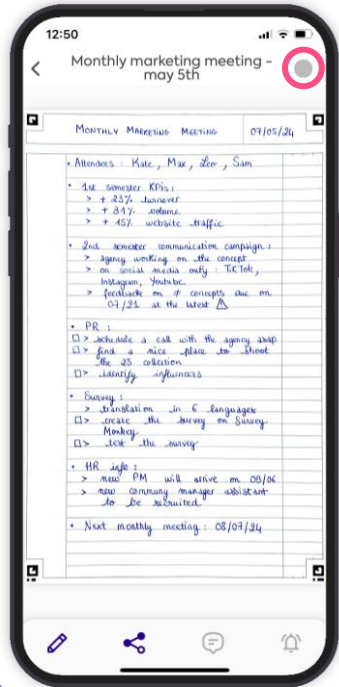
See our frequently asked questions:



<https://help.scribzee.com/hc/en-gb/articles/8255095865116-How-to-scan>

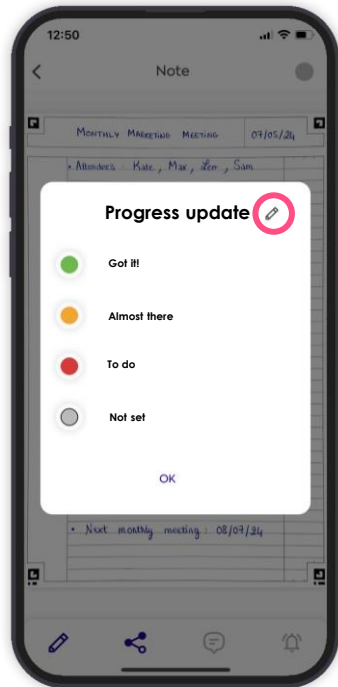


## 2. Track the progress of your tasks with coloured statuses



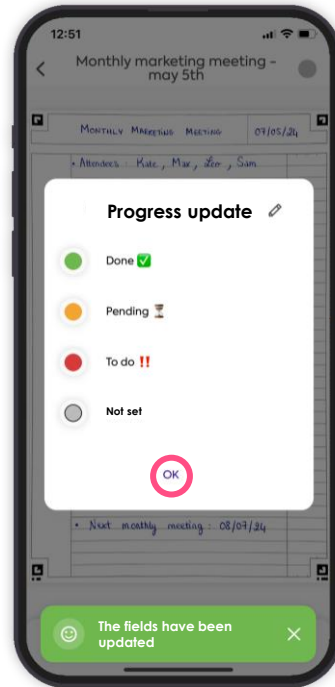
1

Go to your scan & click on the status icon



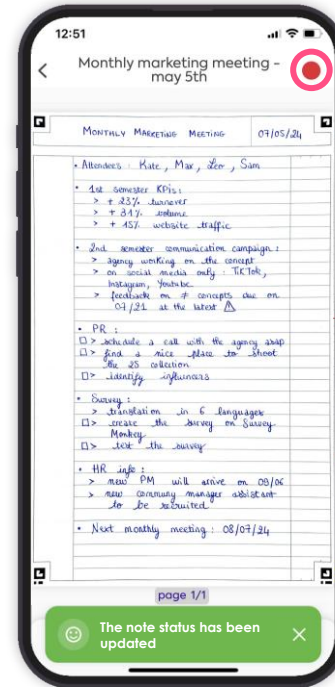
2

Update progress statuses



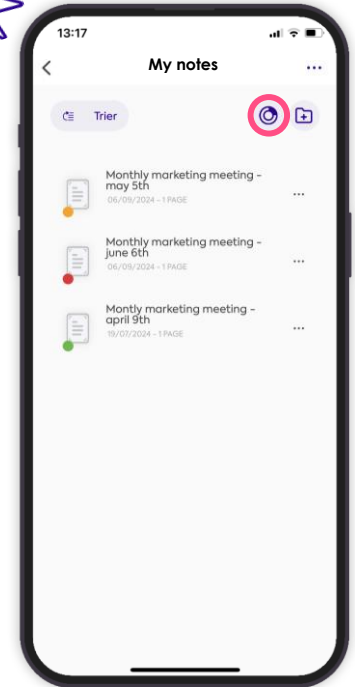
3

Customise the progress statuses as you see fit and click 'ok'.



4

Select the status corresponding to your progress. It will appear on your scan



5

In your folder, view the status of your documents



## Why use scribzee progress statuses?

- › To never have to ask yourself the question "where was I?" in the accomplishment of your professional missions,
- › Use the colour coding to quickly see which tasks you need to start first,
- › Seeing your **progress** over time: nothing could be more satisfying!



## Need advice on optimising your professional to-do lists?

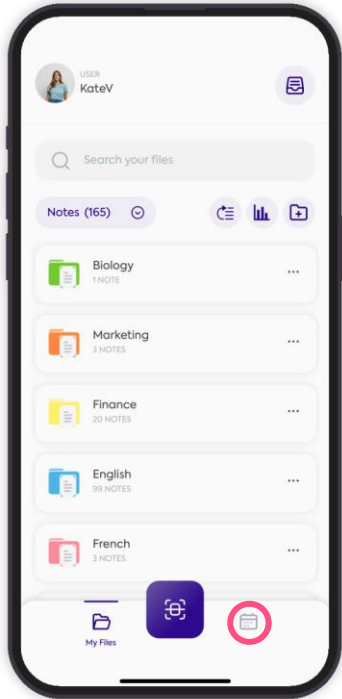
- › Read our article « Six habits to adopt to optimise your professional To-Do Lists » :



<https://www.my-oxford.com/en/blog/six-habits-to-adopt-to-optimise-your-professional-to-do-lists/>

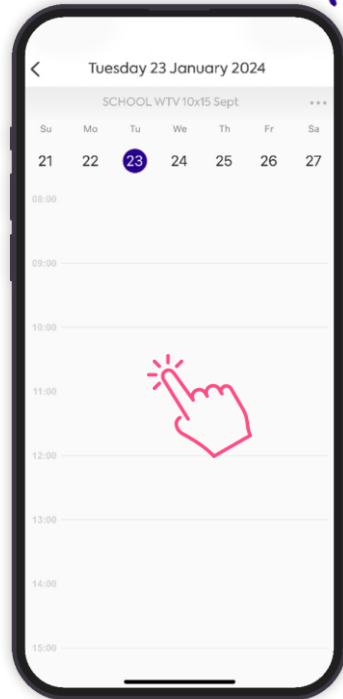


# 3. Plan your appointments in the scribzee calendar



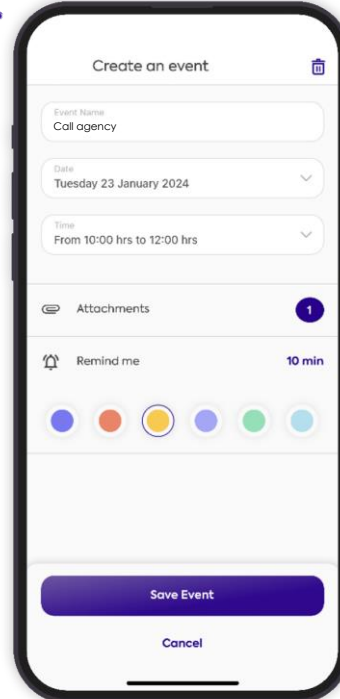
1

Click on « Calendar »



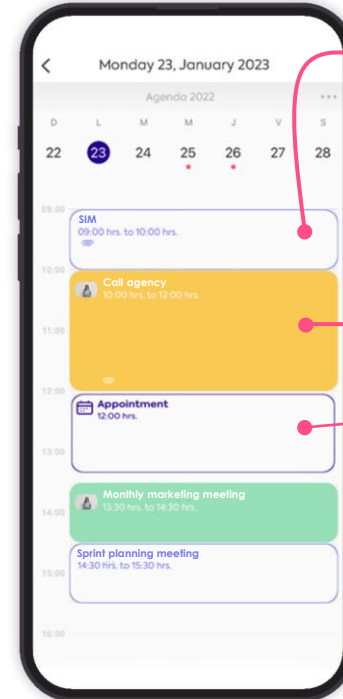
2

Go to the day of your choice & click to create an appointment



3

Fill in all the details for your appointment & don't forget to attach scans if necessary



4

All your appointments are displayed in your scribzee calendar

**Events from an external calendar :**  
By importing a calendar (Profile > Preferences > Import calendar), calendar events are visible in scribzee

**Events created manually**

**Events from compatible diaries :**  
After scanning, events are displayed in the calendar





## Why schedule appointments in scribzee?



- › Gather all your appointments in one place,
- › Be reminded of important appointments or notes to reread with reminders.
- › Make it easier to keep track of your appointments by linking your previous ones to your future appointments for review.

## Need help seeing all your appointments in the scribzee calendar?



- › How to create a digital appointment in your calendar?

<https://help.scribzee.com/hc/en-gb/articles/8280787325084-How-to-create-a-digital-appointment-in-your-calendar>



- › How do I link a scan to an appointment in my scribzee calendar?

<https://help.scribzee.com/hc/en-gb/articles/8280119829020-How-do-I-link-a-scan-to-an-appointment-in-my-Scribzee-calendar>



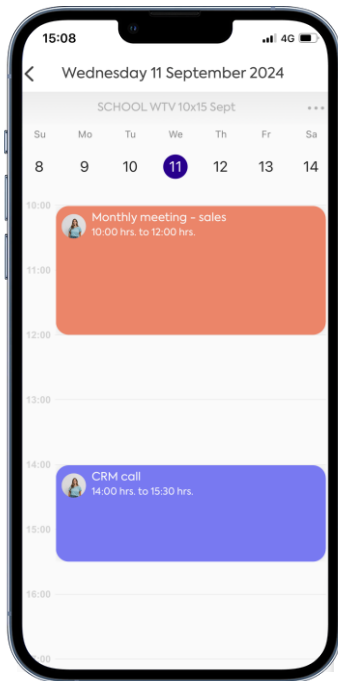
- › How do I import events from my smartphone calendar into scribzee?

<https://help.scribzee.com/hc/en-gb/articles/8269259978524-How-do-I-import-events-from-my-smartphone-calendar-into-Scribzee>



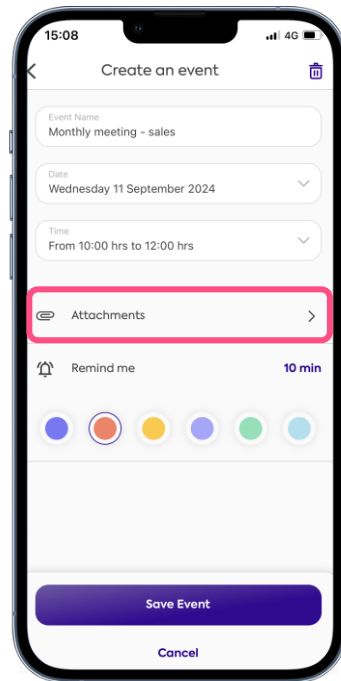


## 4. Organise your scans so you can read them again before an appointment



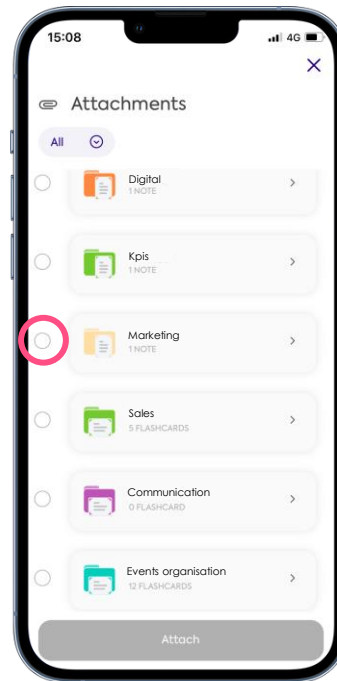
1

Select the day of your appointment



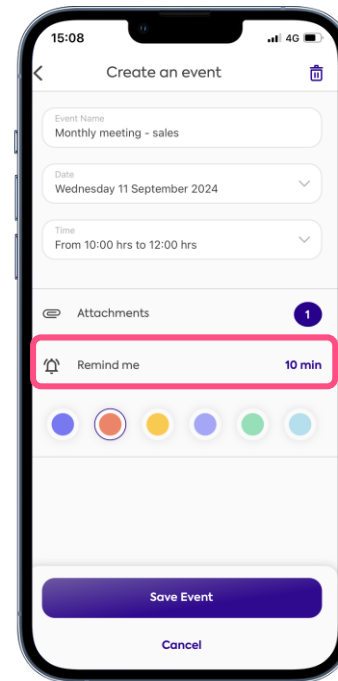
2

Click on the appointment to which you want to attach a scan and then on 'Attachments'.



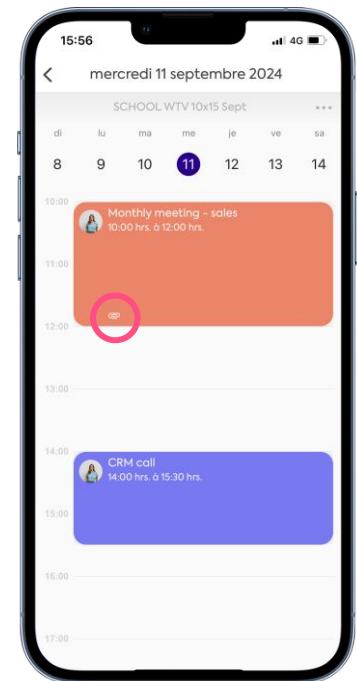
3

Select the file or scan you want to attach to your appointment



4

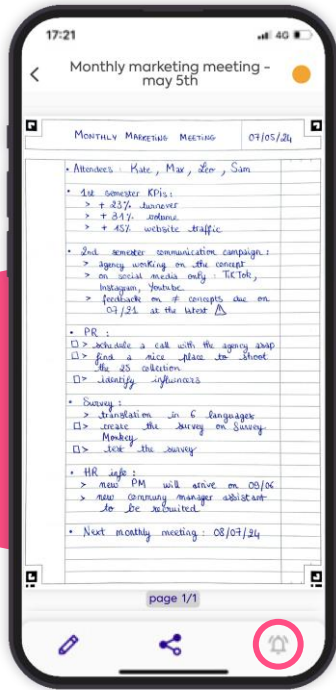
Once you have attached the scan, add a reminder before your appointment & save the event



5

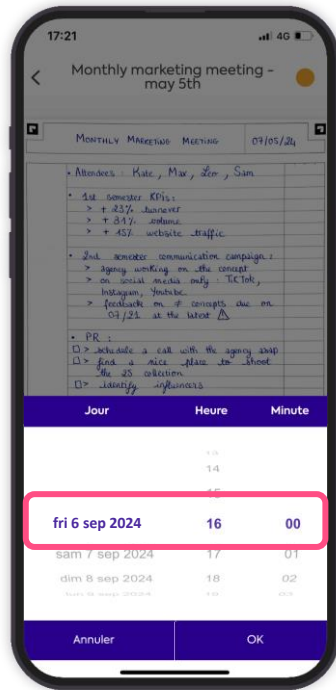
The scan is available directly from your calendar & you will be reminded to review it before your appointment

# 5. Set reminders so you never forget to reread a note before an appointment again



1

Go to the note to be read and click on the reminder



2

Choose the date and time of your reminder

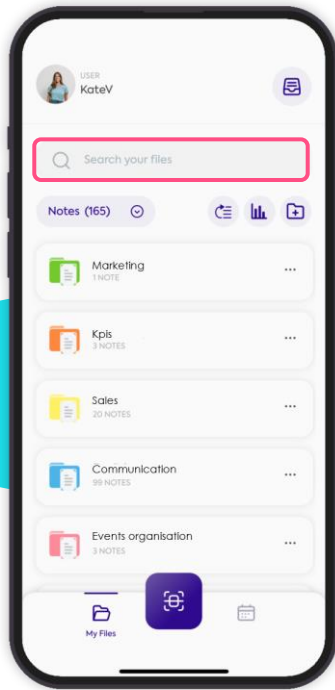


3

Scribzee reminds you of your appointments

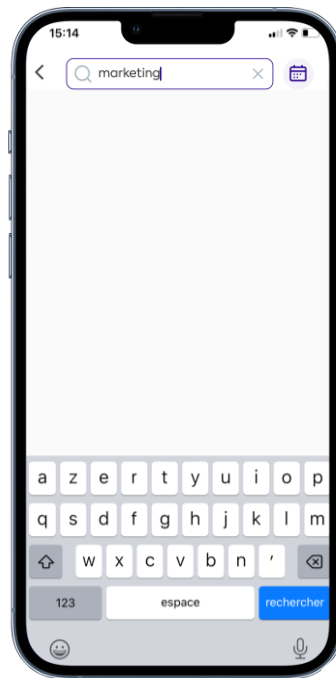


## 6. Find your documents in one click



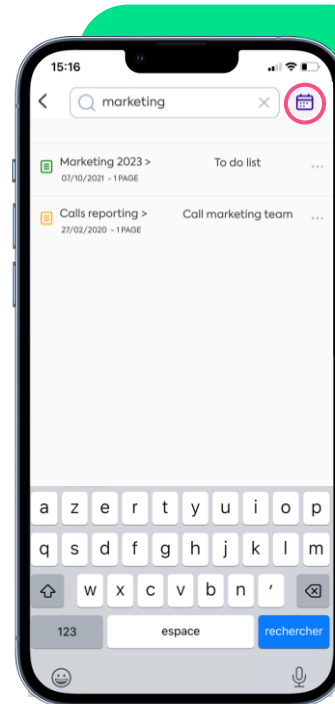
1

Perform a search by clicking on the search bar



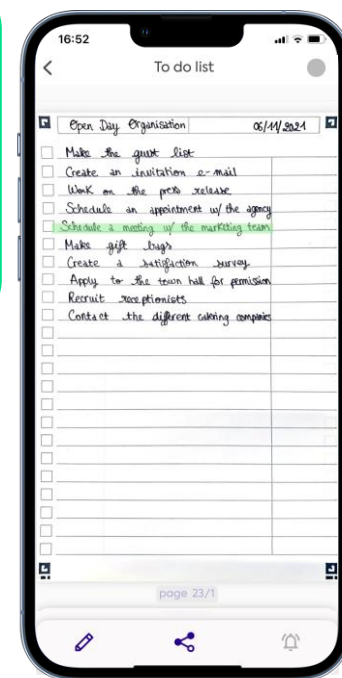
2

Enter the word you are looking for



3

The results are displayed. You can refine your search by date by clicking on the "calendar" icon.



4

Click on a result. Scribzee has underlined sentences containing the search word



## What are the advantages of searching in scribzee?

- › Scribzee first searches the **handwritten content** of your notes. If there are no results, scribzee searches the **titles** given to your notes. This way, **you'll find everything that's important to you.**
- › With handwritten content search, there's **no need to file your notes in folders or even rename your scans.** You don't have to worry about keeping everything organised, because **scribzee finds everything for you.**

## Need help with your scribzee searches?



- › **Searching in the handwritten content doesn't seem to work. What can I do?**

First, bear in mind that search in handwritten content is available 24 to 48 hours after scanning your notes. If you try to do a search just after scanning, no results will be available.

- › **How do I search?**

<https://help.scribzee.com/hc/en-gb/articles/8268663665052-How-to-search>



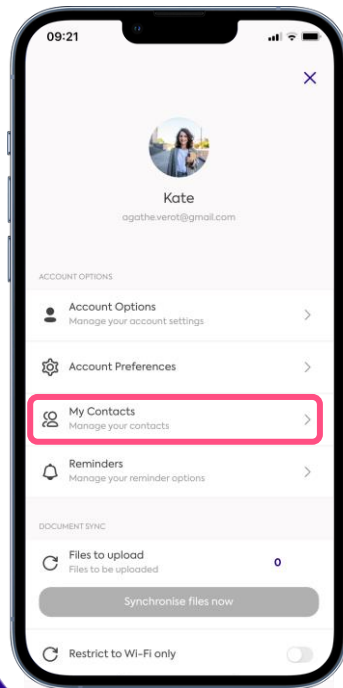
- › **How does the search work?**

<https://help.scribzee.com/hc/en-gb/articles/8255193667228-How-does-the-search-work>



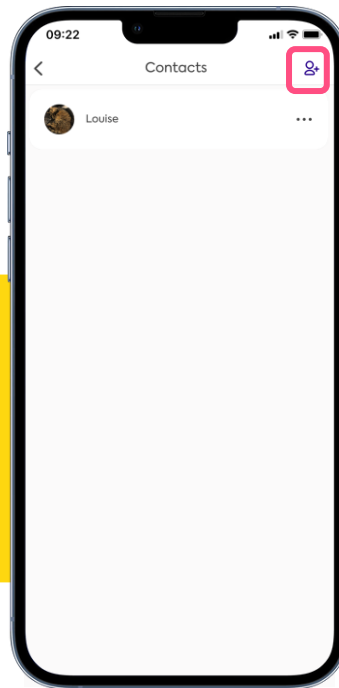
# 7. Share your notes with your colleagues

## 1. Sharing between contacts



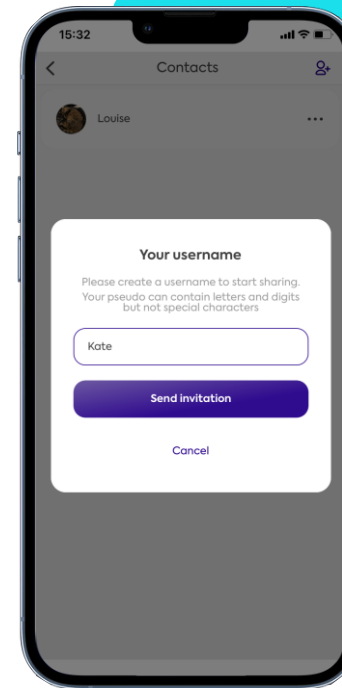
1

Go to your profile, in 'My contacts'.



2

Click on 'Add contacts'



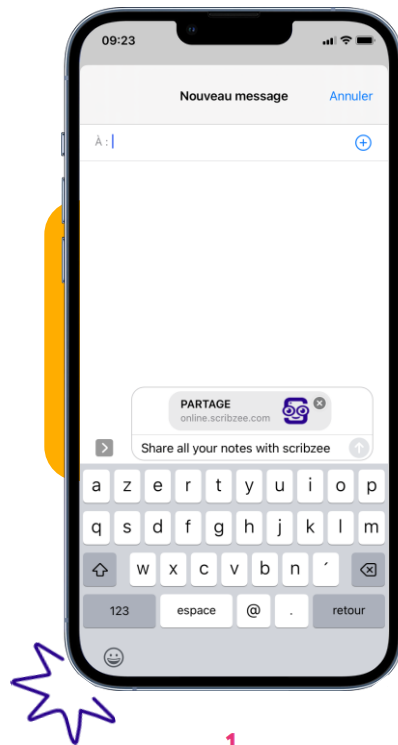
3

Enter your user name and click on 'Send invitation'



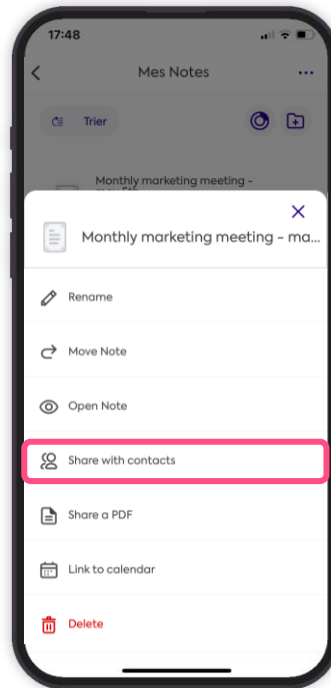
# 7. Share your notes with your colleagues

## 1. Sharing between contacts



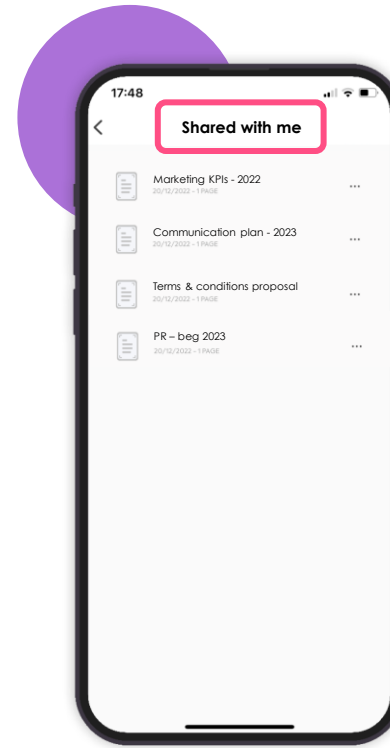
1

Connect with your colleagues via the app of your choice



2

Once your colleagues have accepted your invitation, share your scans with them



3

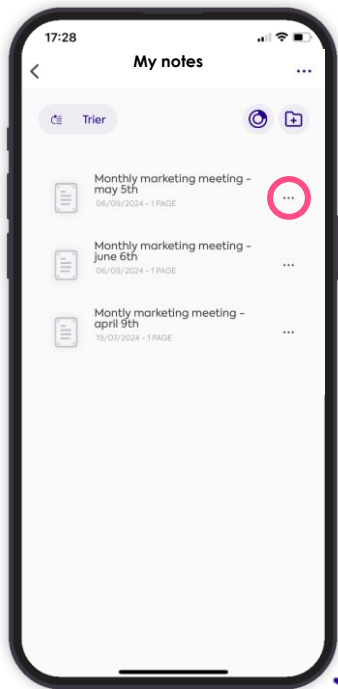
They receive scans shared in scribzee, in the 'Shared with me' folder



# 7. Share your notes with your colleagues

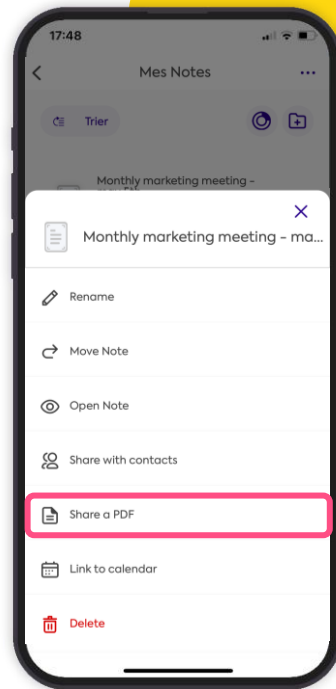


## 2. Sharing in PDF



1

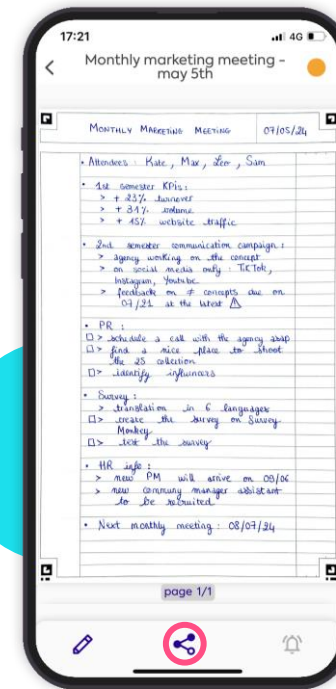
Go to the folder where the scan you want to share has been filed and click on the menu



2

Click on 'share as pdf' and send the scan via the app of your choice

## 3. Sharing in jpeg format



1

Go to the page you want to share and click on the 'share jpeg' icon



## Having trouble sharing with your colleagues?

Check out our video tutorials and related articles:

› How do I share a scan?

<https://help.scribzee.com/hc/en-gb/articles/8268492344988-How-to-share-a-scan>



› I can't accept the invitation to share between contacts. What should I do?

<https://help.scribzee.com/hc/en-gb/articles/13306018362268-I-can-t-accept-the-invitation-to-share-between-contacts-What-should-I-do>







# Ready to **optimise** your **productivity** with scribzee?

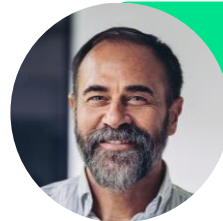
If you're still unsure, **take a look at what the professionals using it are saying:**



« I take my notes in a notebook and then, once I've finished, I put the notebook away in a cupboard and I can't find the information I'm looking for. With scribzee, I always have my notes, wherever I am, and I can find everything easily. »

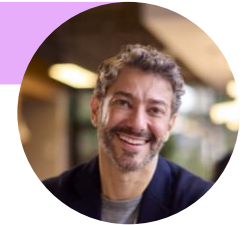


« Very good note scanner and organiser. I can share them as pdf files and add personalised reminders to my notes »



« Handy for organising my meeting minutes, sharing them and consulting them when I need to. »

« I take notes at the office which I use later for reports or team meetings. »



« As a healthcare professional, I use it to take notes during my consultations and plan a review before the next session with my patients. »



**NEED  
HELP?**

Contact us by e-mail at the following address



[scribzee.contact.uk@hamelinbrands.zendesk.com](mailto:scribzee.contact.uk@hamelinbrands.zendesk.com)



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