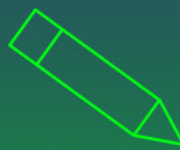
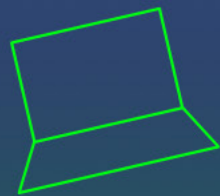




Resource Guide 02 on

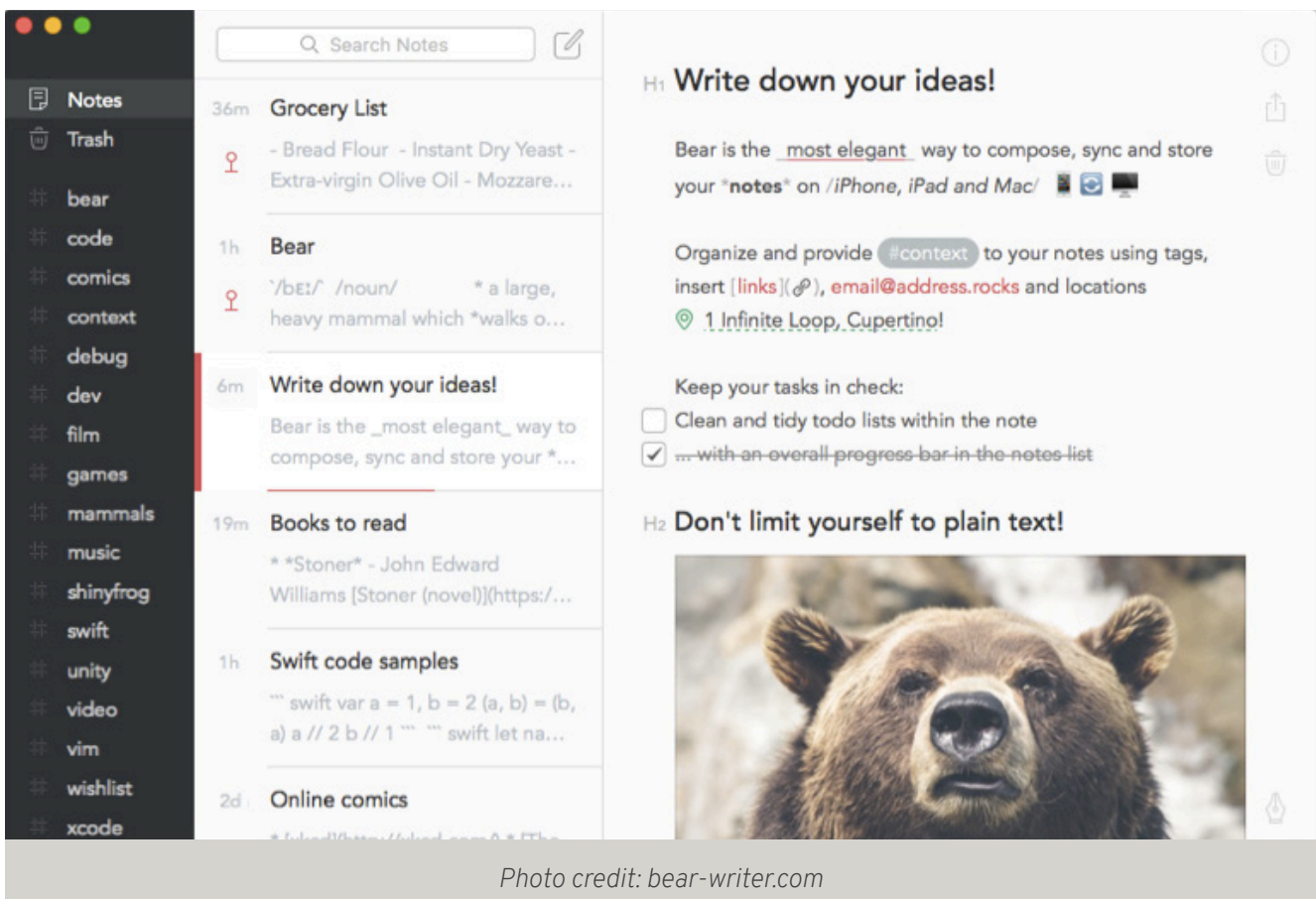
# EFFICIENT TOOLS FOR GATHERING REQUIREMENTS



# 2 TOOLS FOR EFFICIENT REQUIREMENTS GATHERING

*If you are not taking notes, you are not designing. One way or another, a client may just spill out the most important word that can change the whole project design direction.*

## Bear Writer



This app is such an amazing tool to make the notes more readable, it gives everyone the power to make their notes more beautiful and organized. Even the note can be directly present to the client without any problem. It saves the hassle of styling the note.

### How to use it

It'll allow you to craft beautiful notes and export them as pdf. You can sketch on it, include images, hashtags, checkboxes and even include emojis.

## Best way to get value from it

Hashtags help to organize your notes according topics, and make your notes readily accessible from the list of hashtags on the sidebar. Use it to create your project briefs.

## Useful links

- <https://www.theverge.com/2017/3/2/14785264/evernote-replacement-bear-app>
- <https://www.macstories.net/stories/why-im-considering-bear-as-a-notes-app-replacement>
- [https://thenextweb.com/apple/2017/06/14/bear-is-everything-we-wanted-apples-notes-app-to-be/#.tnw\\_cBcvWu0y](https://thenextweb.com/apple/2017/06/14/bear-is-everything-we-wanted-apples-notes-app-to-be/#.tnw_cBcvWu0y)

## Evernote

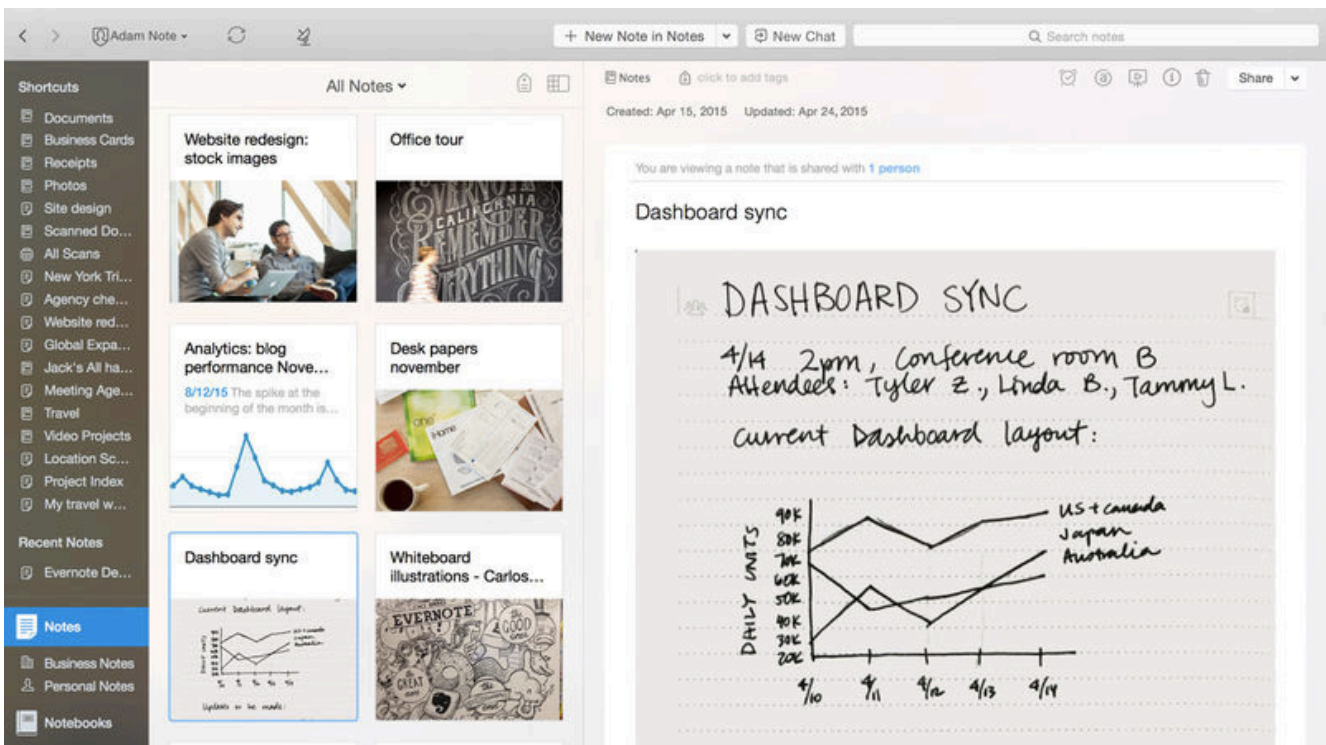


Photo credit: itunes.apple.com

One of the best note taking apps in the market. It allows synchronisation from all kind of devices. The search is powerful, it even allows the search to extend into words in PDF. It makes capturing feedback easier with its tool—Skitch.com.

## Best way to get value from it

Bend it to your will to do anything. You can record and share your meetings, create notes and share with your teammates or clients.

## Best way to get value from it

Sync your evernote across platforms, share the notes with your teammates for easy reference and editing so everyone gets a clear direction and can hold discussions from there. Organize your notes within your notebooks.

## Useful links

- <https://lifehacker.com/5989980/ive-been-using-evernote-all-wrong-heres-why-its-actually-amazing>

## Google Docs

Seamless tool for writing minutes, requirements or brief. Basically the online version of Microsoft Office.

## How to use it

It's just like Microsoft Word Docs, except it's on the cloud and you can share it with clients or teammates and work together on it simultaneously.

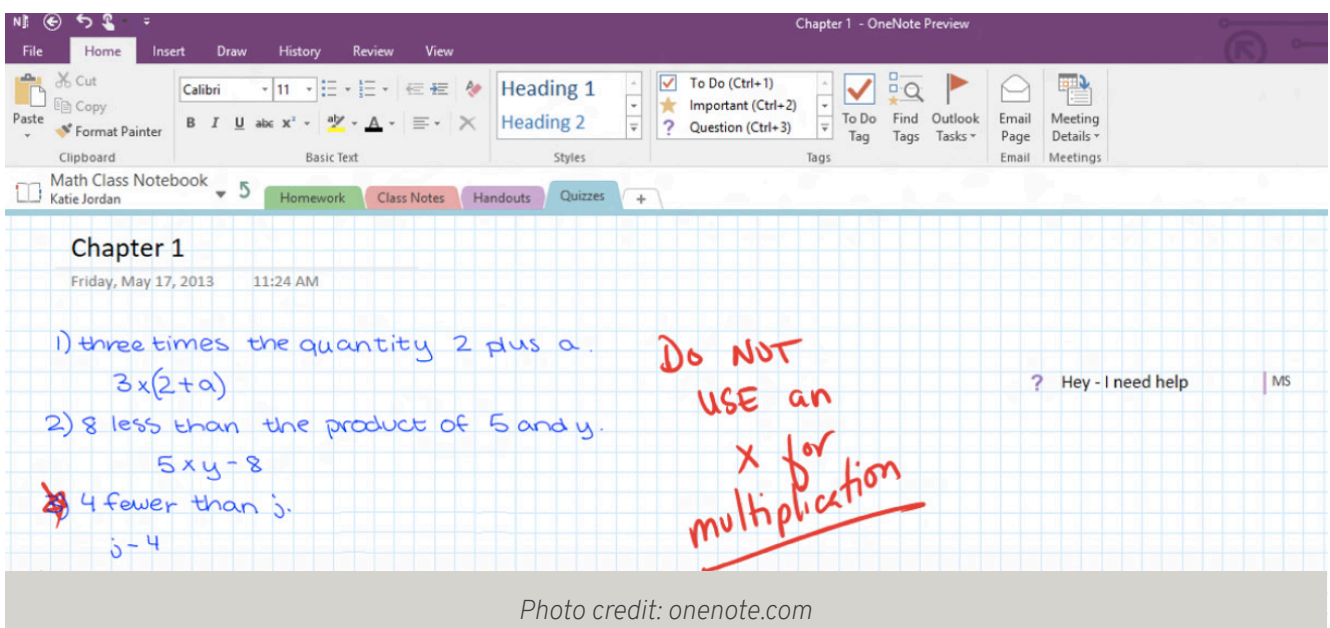
## Best way to get value from it

It's literally an online document, just download the mobile app and you are able access it on the go.

## Useful links

- <https://www.thebalance.com/google-docs-1356602>

## One Note



The screenshot shows the Microsoft OneNote application interface. The title bar reads "Chapter 1 - OneNote Preview". The ribbon includes tabs for File, Home, Insert, Draw, History, Review, and View. The Home tab is active, showing options for Cut, Copy, Paste, and Format Painter. The ribbon also includes sections for Basic Text (font face: Calibri, size: 11), Styles (Heading 1, Heading 2), Tags (To Do (Ctrl+1), Important (Ctrl+2), Question (Ctrl+3)), and other features like To Do Tag, Find Tags, Outlook Tasks, Email Page, and Meeting Details. The main content area shows a notebook page titled "Math Class Notebook" by "Katie Jordan". The page has tabs for Homework, Class Notes, Handouts, and Quizzes. The content is handwritten on a blue grid background. It starts with "Chapter 1" and "Friday, May 17, 2013 11:24 AM". There are three math problems listed: 1) "three times the quantity 2 plus a" with the equation  $3x(2+a)$ ; 2) "8 less than the product of 5 and y" with the equation  $5xy - 8$ ; and 3) "4 fewer than j" with the equation  $j - 4$ . A red handwritten note says "Do NOT USE an X for multiplication". A help button "Hey - I need help" and the MS logo are visible in the bottom right corner of the page.

Photo credit: onenote.com

OneNote's flexible canvas allows you to place content anywhere and even scan hand written notes or pages, making them searchable. Type, hand write, draw, and clip things from the web to get down your thoughts into your OneNote.

### **How to use it**

Use it as you would use any other note taking app.

### **Best way to get value from it**

If you use a surface pro, simply double click the eraser on your stylus and onenote opens for you. It has full integration with microsoft office and you are able to clip browsers – capturing content from the web, you can scan handwritten notes or pages making them searchable.

### **Useful links**

- <https://www.computerworld.com/article/2488890/desktop-apps/desktop-apps-onenote-vs-evernote-a-personal-take-on-two-great-note-taking-apps.html?page=1>
- <https://www.digitaltrends.com/mobile/evernote-vs-onenote>

## **Physical Notebook**

I cannot emphasize on how important having a physical notebook is. It's easy to type away on a laptop while you gather the requirements, however some notes can be better interpreted with points and drawings, cutting down the extra time in typing out and having the tendency to format the document properly. If you have an idea or just any thoughts, you can easily pull out your notebook anywhere and jot it down.

### **How to use it**

Keep a nice pen and scribble away! Write down whatever thoughts you have, write down whatever words you hear! Draw, illustrate, pen your thoughts.

### **Best way to get value from it**

Be organized, it's a physical form of your thoughts, don't erase, cancel, leave your mistakes, show your thought process.

### **Useful links**

- <https://us.moleskine.com/en>
- [https://www.lamy.com/content/index\\_eng.html](https://www.lamy.com/content/index_eng.html)



Contact us at

**hi@jin-design.com**

---

jin-design.com