

evernote vs onenote for project management

Evernote vs OneNote for Project Management: A Comprehensive Comparison

Evernote vs OneNote for project management presents a critical decision for individuals and teams aiming to streamline workflows, enhance collaboration, and boost productivity. Both platforms are robust note-taking and organization tools, but their strengths and weaknesses become apparent when applied to the dynamic demands of project management. This article delves deep into a comparative analysis, examining core features, integration capabilities, pricing structures, and user experience to help you determine which digital workspace best aligns with your project management needs. We will explore how each platform handles task management, information storage, team collaboration, and overall project oversight, providing a clear roadmap for making an informed choice.

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Understanding the Core Philosophies

At their heart, Evernote and OneNote approach digital organization from slightly different angles, which profoundly impacts their suitability for project management. Evernote's philosophy centers on creating a "second brain," emphasizing capturing and organizing information from a variety of sources into a searchable digital archive. It's designed to be a versatile repository for ideas, notes, web clippings, and documents, with a strong focus on individual retrieval and long-term storage.

OneNote, on the other hand, mimics a physical binder, offering a freeform canvas where users can place text, images, audio recordings, and drawings anywhere on the page. This visual and flexible structure makes it incredibly adaptable for brainstorming, mind mapping, and building interconnected notes, mirroring the often non-linear nature of project planning and development. This difference in foundational design influences how effectively each tool can be adapted for structured project workflows.

Feature Set for Project Management

When evaluating **Evernote vs OneNote for project management**, the specific features offered by each platform are paramount. While both are powerful note-taking applications, their built-in functionalities cater to different aspects of project execution. Evernote excels in its robust search capabilities, making it easy to find specific information within a vast archive of notes. Its web clipper is also a standout feature for saving online research and resources relevant to a project.

OneNote, with its canvas-like interface, provides a more fluid environment for brainstorming and outlining project plans. It offers better multimedia integration, allowing for seamless embedding of audio, video, and drawings, which can be useful for richer project documentation. However, its search, while capable, is generally considered less powerful than Evernote's for extremely large datasets.

Note-Taking and Content Creation

Both Evernote and OneNote allow for rich text formatting, the insertion of images, and the creation of checklists. Evernote's note editor is straightforward and efficient, focusing on clear content creation and organization within notebooks and stacks. It supports attachments and allows for the creation of templates, which can be beneficial for recurring project

documentation.

OneNote's content creation is more dynamic due to its freeform canvas. You can drag and drop elements anywhere, which is excellent for visual thinkers and for creating complex mind maps or flowcharts directly within your notes. It also boasts superior handwriting and drawing capabilities, making it ideal for projects that involve sketching designs, annotating documents, or taking handwritten notes during meetings.

Information Organization and Retrieval

Evernote organizes information through notebooks and stacks, allowing for hierarchical structuring. Tags can be added to individual notes for granular categorization, enabling highly effective filtering and searching. Its powerful search engine indexes not only text within notes but also text within attached documents and images (OCR technology), making it a formidable tool for retrieving specific data points, a crucial element in project management for tracking down client feedback or technical specifications.

OneNote uses a hierarchical structure of Notebooks, Sections, and Pages, mimicking a physical three-ring binder. While this structure is intuitive, it lacks the robust tagging system of Evernote. However, OneNote's search is quite effective for finding information within its own ecosystem, and it does offer some level of optical character recognition for image-based text. The ability to link pages within OneNote can also create a web of interconnected project information, aiding in navigation.

Task Management Capabilities

When considering **Evernote vs OneNote for project management**, the effectiveness of their built-in task management features is a key differentiator. Neither platform is a full-fledged project management suite like Asana or Trello, but they can certainly be adapted for personal task tracking and simple project workflows.

Evernote offers checklists within notes, which are a basic but effective way to track to-dos. You can mark items as complete, and there's a dedicated "Reminders" feature that allows you to set due dates and receive notifications. This is suitable for managing individual tasks or small, self-contained project steps.

OneNote also incorporates checkboxes that can be turned into to-do items. A notable advantage is its integration with Outlook tasks, allowing you to send a note or a part of it directly to your Outlook To-Do list with a due date. This can be a significant advantage for users heavily invested in the

Microsoft ecosystem, enabling a more seamless transition of actionable items from notes to a dedicated task manager.

Reminders and Due Dates

Evernote's reminder system allows you to set a specific date and time for a note to reappear as a reminder. This is useful for ensuring that important project tasks or follow-ups are not forgotten. While functional, it's not as sophisticated as dedicated reminder apps, lacking recurring reminders or complex scheduling options.

OneNote's integration with Outlook provides a more robust reminder system for those who use Outlook. You can flag an email for follow-up or create a task directly from a note, which then syncs with your Outlook tasks. This feature leverages the existing power of Outlook's scheduling and notification capabilities, offering a more integrated experience for task deadlines.

Information Organization and Retrieval

The ability to swiftly find and access project-related information is critical for efficient project management. Both Evernote and OneNote offer distinct approaches to this, catering to different organizational styles.

Searching and Tagging in Evernote

Evernote's search functionality is arguably its strongest suit for project management. Its powerful search engine can scan through text within notes, titles, tags, and even text embedded in images and PDFs (thanks to its OCR capabilities). This allows project managers to quickly locate specific documents, client communications, or meeting notes, even in a massive archive. The tagging system is also highly granular, enabling users to assign multiple tags to a single note, which facilitates complex filtering and discovery. For projects with extensive documentation, Evernote's search becomes an invaluable time-saver.

Notebooks, Sections, and Pages in OneNote

OneNote's organizational structure is based on notebooks, sections, and pages, which provides a clear hierarchy. While this is intuitive for many, it can feel less flexible than Evernote's tag-based system for complex cross-referencing. OneNote's search is still capable, and it does include OCR for

images. However, it generally doesn't match Evernote's speed and depth when searching across a very large volume of disparate data. The strength of OneNote lies in its visual layout, which can aid in understanding the flow of project information, but might require more manual effort to ensure comprehensive retrieval of specific data points compared to Evernote's dedicated search power.

Collaboration Features in Evernote vs OneNote

For any project management endeavor involving multiple team members, collaboration features are non-negotiable. The way Evernote and OneNote handle sharing and co-editing can significantly impact team efficiency.

Evernote offers note sharing, allowing users to invite others to view or edit specific notes. Shared notes can be collaborated on simultaneously, with changes visible in real-time. This is beneficial for collaborative brainstorming or document drafting. However, it's typically note-centric rather than project-centric, meaning you share individual pieces of information rather than a consolidated project workspace.

OneNote's collaboration is deeply integrated, especially for those within the Microsoft 365 ecosystem. Notebooks can be shared, and multiple users can edit them simultaneously. Changes sync across devices, making it ideal for teams working on shared project documentation, meeting minutes, or research. The ability to co-author notes in real-time makes OneNote a strong contender for team-based project planning and execution, offering a more cohesive collaborative environment for shared project knowledge.

Sharing and Permissions

Evernote allows you to share individual notes or entire notebooks with others via email invitation. You can grant either view-only or edit access. Shared notes are clearly marked, and you can see who else is currently viewing or editing. This granular control over individual notes is useful for specific collaborative tasks within a larger project.

OneNote offers robust sharing options for notebooks, sections, and pages. When a notebook is shared, all its contents are accessible to collaborators. Permissions can be set, but the primary sharing mechanism is often through a shared link or by adding individuals to a Microsoft account group. Real-time co-authoring is a significant advantage, ensuring that all team members are working with the most up-to-date information, which is critical for dynamic project environments.

Real-time Co-editing

Both platforms support real-time co-editing, allowing multiple users to work on the same note or page simultaneously. This feature is essential for efficient collaborative work, as it eliminates the need for manual merging of changes and provides instant feedback. In Evernote, you'll see cursors indicating where other editors are working. OneNote also provides this functionality, making it feel very much like a collaborative whiteboard or document.

Integration with Other Tools

The ability of a project management tool to integrate with other applications in your tech stack can amplify its usefulness. Both Evernote and OneNote offer integrations, though the scope and depth can vary.

Evernote has a broad range of integrations, including popular productivity apps like Slack, Google Drive, and Trello. These integrations often allow you to send notes to other platforms, save content from Evernote to cloud storage, or trigger actions based on Evernote activity. For example, you could set up an automation to create a Trello card from an Evernote note.

OneNote's integrations are heavily weighted towards the Microsoft ecosystem. It integrates seamlessly with Outlook, Teams, and SharePoint. This makes it a powerful tool for businesses already using Microsoft 365 for their project management needs. For instance, you can easily embed OneNote pages in Teams channels or link them to Outlook calendar events. While it has some third-party integrations via services like IFTTT or Zapier, its native strength lies within Microsoft's suite.

Evernote Integrations

Evernote's integration strategy focuses on connecting with a wide array of popular third-party applications. This allows users to build custom workflows by linking Evernote to tools they already use for communication, task management, and cloud storage. Common integrations include:

- **Slack:** Send notes to specific channels or save messages to Evernote.
- **Google Drive:** Attach Google Drive files to Evernote notes or save Evernote notes as Google Docs.
- **Trello:** Create Trello cards from Evernote notes or link Evernote notes to Trello cards.

- **Gmail:** Save email content directly into Evernote notes.

These integrations are often facilitated through platforms like Zapier or IFTTT, providing a high degree of flexibility for connecting Evernote to other services and automating repetitive tasks in your project workflows.

OneNote Integrations

OneNote's integrations are primarily centered around the Microsoft ecosystem, offering deep and seamless connections with other Microsoft products. This is a significant advantage for organizations that rely heavily on Microsoft 365 for their operations.

- **Microsoft Teams:** Embed OneNote notebooks directly into Teams channels for collaborative project documentation and meeting notes.
- **Outlook:** Send email messages to OneNote or create Outlook tasks from notes.
- **SharePoint:** Store and access OneNote notebooks within SharePoint document libraries.
- **OneDrive:** Sync OneNote notebooks across devices for seamless access.
- **Microsoft Planner:** While not a direct integration, OneNote can be used to plan tasks that are then managed in Planner.

These native integrations provide a cohesive experience, making it easier to manage project-related information within a unified Microsoft environment.

Pricing and Accessibility

The cost and availability of these tools are crucial factors for individuals and teams with budget constraints. Both Evernote and OneNote offer free tiers, but their paid plans unlock more advanced features and higher usage limits.

Evernote offers a free tier with limited monthly uploads and device syncs. Its paid plans, Personal and Professional, offer increased storage, more devices, offline access, and premium search features. The pricing is competitive, especially for individuals or small teams needing advanced note-taking and organization capabilities.

OneNote is essentially free for all users with a Microsoft account. While

there isn't a "paid tier" for OneNote itself, its advanced features and higher storage limits are tied to Microsoft 365 subscriptions. Users of Microsoft 365 get the full OneNote experience along with other Office applications. This makes OneNote an extremely cost-effective solution for many, particularly for businesses already subscribing to Microsoft 365.

Evernote Pricing Tiers

Evernote offers several pricing tiers designed to cater to different user needs:

- **Free:** Offers basic functionality, limited monthly uploads, and syncs across two devices.
- **Personal:** Provides increased upload limits, offline access on all devices, and more search features.
- **Professional:** The highest tier, offering the most storage, advanced search capabilities, and integrations.

These plans are subscription-based, with discounts often available for annual payments. The value proposition lies in its powerful search and extensive integrations for individual productivity.

OneNote Pricing and Bundling

OneNote is famously free to download and use for everyone with a Microsoft account. Its core functionality, including unlimited notes, syncing across devices, and basic organization, is available without charge. However, the deeper integration and increased cloud storage are unlocked through Microsoft 365 subscriptions. These subscriptions bundle OneNote with other powerful applications like Word, Excel, PowerPoint, Outlook, and OneDrive, making it an exceptional value for users who need a comprehensive productivity suite for their project management needs.

User Interface and Experience

The daily usability of a project management tool hinges on its interface and overall user experience. A cluttered or unintuitive interface can hinder productivity, regardless of the features offered.

Evernote's interface is generally clean and straightforward, prioritizing

accessibility and ease of navigation. Its layout is familiar to many, with notebooks on one side and notes within a selected notebook displayed in a list. The note editor is functional and unobtrusive. While it has undergone design changes over the years, its core usability has remained a strong point for those who appreciate a focused note-taking environment.

OneNote offers a more dynamic and visual interface, reflecting its freeform canvas. This can be incredibly engaging for users who prefer a more flexible and less rigid approach to organizing information. However, for some, the abundance of space and the ability to place elements anywhere can feel overwhelming or less structured than Evernote's more defined note pages. The ribbon interface, common in Microsoft Office applications, is present in OneNote, offering a familiar layout for many users.

Customization and Flexibility

The adaptability of a tool to fit unique project management workflows is a significant advantage. Both Evernote and OneNote offer degrees of customization, but they cater to different needs.

Evernote's customization comes through its robust tagging system, notebook organization, and the ability to create templates. Users can tailor how they categorize and structure their information to suit their personal or team's project management methodology. Its integration capabilities also allow for significant workflow customization by connecting it to other specialized tools.

OneNote's flexibility shines in its freeform canvas. Users can design their notes and project pages exactly as they envision them, incorporating various media and layouts. This is particularly useful for visual project planning, mind mapping, and creating dynamic project dashboards. While it lacks the deep tagging system of Evernote, its structural flexibility and rich multimedia support offer a different kind of adaptability, suited for creative and visual project planning.

Best Use Cases for Each Platform

Understanding the specific strengths of Evernote and OneNote can help determine which platform is best suited for particular project management scenarios. There isn't a single "better" tool; rather, there are optimal scenarios for each.

Evernote excels as a central repository for project research, documentation, and client communication archives. Its powerful search makes it ideal for

projects with a significant volume of information that needs to be easily retrieved. It's also a strong choice for individual project managers who need to keep track of diverse tasks and information streams across multiple projects. Its integrations empower it to act as a hub for information feeding into or out of other project management systems.

OneNote is an excellent choice for teams that require a collaborative digital workspace for brainstorming, planning, and in-depth documentation. Its freeform canvas and strong multimedia support are perfect for visual thinkers and for projects that benefit from rich, interactive notes. Teams heavily invested in the Microsoft 365 ecosystem will find its native integrations to be a significant advantage, streamlining workflows between communication, task management, and document storage within a familiar environment.

Evernote for Individual Project Management and Research

Evernote is often favored by individual project managers or freelancers who need a comprehensive system to manage diverse projects and vast amounts of information. Its ability to act as a digital archive for web clippings, articles, meeting notes, and client proposals makes it invaluable for research-intensive projects. The powerful search ensures that no critical piece of information gets lost, even in a rapidly growing knowledge base. For those who manage multiple, often unrelated projects, Evernote's flexible organization and search provide the agility needed to keep everything in order.

OneNote for Team Collaboration and Visual Planning

OneNote shines in scenarios requiring collaborative brainstorming, dynamic project planning, and the creation of rich, multimedia-enhanced project documentation. Its freeform canvas allows teams to sketch out ideas, create flowcharts, embed sketches, and annotate documents in a visually intuitive manner. For teams already operating within the Microsoft 365 suite, OneNote's seamless integration with Teams and Outlook streamlines communication and task delegation, making it a central hub for team-based project execution and knowledge sharing.

Making Your Decision

The ultimate choice between Evernote and OneNote for project management depends on a careful assessment of your team's specific needs, workflows, and existing technology stack. If your priority is a robust, searchable archive

for extensive project documentation and efficient individual information retrieval, Evernote might be the superior option. Its powerful search and broad integration capabilities make it a versatile tool for managing complex data.

Conversely, if your project management style leans towards collaborative brainstorming, visual planning, and seamless integration within the Microsoft ecosystem, OneNote presents a compelling case. Its freeform canvas and deep ties to Microsoft 365 offer a cohesive and dynamic environment for team-based project work. Consider your team's technical proficiency, budget, and the types of projects you undertake when making this critical decision.

Key Considerations for Choosing

To make an informed decision when comparing **Evernote vs OneNote for project management**, consider these key factors:

- **Team Size and Collaboration Needs:** Does your team require real-time co-editing and seamless sharing within a unified platform?
- **Information Volume and Search Requirements:** How much data will you store, and how critical is lightning-fast, in-depth search?
- **Existing Technology Stack:** Are you heavily invested in Microsoft 365, or do you use a wider variety of third-party tools?
- **Organizational Style:** Do you prefer a structured, tag-based system (Evernote) or a more freeform, visual canvas (OneNote)?
- **Budget:** Is a free or low-cost solution essential, or can you invest in premium features?
- **Multimedia Integration:** How important are rich media, handwriting, and drawing capabilities for your project documentation?

By thoroughly evaluating these points, you can align the features and functionalities of either Evernote or OneNote with your project management objectives, leading to improved organization and productivity.

Q: Which platform is better for capturing web content for project research?

A: Evernote is generally considered superior for capturing web content due to its highly effective and versatile web clipper, which allows for saving articles, screenshots, and full web pages with a high degree of fidelity and organization.

Q: Can OneNote replace a dedicated project management software like Asana or Trello?

A: While OneNote can be used for basic task management and project planning, it is not a full-fledged project management software. It lacks advanced features like Gantt charts, resource allocation, and complex workflow automation found in dedicated PM tools.

Q: How does Evernote handle large teams compared to OneNote?

A: OneNote, especially when integrated with Microsoft Teams and SharePoint, offers more robust and seamless collaboration features for larger teams within the Microsoft ecosystem. Evernote's collaboration is more note-centric and might require more manual coordination for large-scale team projects.

Q: Is Evernote or OneNote better for project budgeting and financial tracking?

A: Neither Evernote nor OneNote are specifically designed for financial tracking. However, their ability to embed tables and attach documents means you can store budget spreadsheets or financial reports within them. Dedicated financial software or advanced spreadsheet tools would be more appropriate for detailed budgeting.

Q: Which tool offers better offline access for project notes?

A: Both platforms offer offline access, but the specifics depend on the subscription tier. Evernote's paid plans typically provide robust offline access across multiple devices, while OneNote's offline capabilities are usually part of a Microsoft 365 subscription.

Q: If my team uses Google Workspace, which platform

is a better fit?

A: Evernote, with its wider range of integrations with popular third-party apps, might offer better connectivity with Google Workspace tools compared to OneNote, whose integrations are heavily focused on the Microsoft ecosystem.

Q: Which platform is easier for beginners to learn for project management purposes?

A: OneNote's binder-like structure and familiar Microsoft interface can make it easier for some beginners to grasp quickly, especially if they are already accustomed to Office applications. Evernote's extensive tagging and advanced search might have a slightly steeper learning curve for mastering its full potential.

Q: Can I use both Evernote and OneNote simultaneously for different project management tasks?

A: Yes, it is entirely possible and often beneficial to use both platforms for different aspects of project management. For example, you might use Evernote for research and archiving, and OneNote for team brainstorming and meeting notes.

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such a world? Part II (Building Places of Our Own for Digital Information) will be available in the Summer of 2012, and will consist of the following chapters: Chapter 5. Technologies to eliminate PIM?: We have seen astonishing advances in the technologies of information management -- in particular, to aid in the storing, structuring and searching of information. These technologies will certainly change the way we do PIM; will they eliminate the need for PIM altogether? Chapter 6. GIM and the social fabric of PIM: We don't (and shouldn't) manage our information in isolation. Group information management (GIM) -- especially the kind practiced more informally in households and smaller project teams -- goes hand in glove with good PIM. Chapter 7. PIM by design: Methodologies, principles, questions and considerations as we seek to understand PIM better and to build PIM into our tools, techniques and training. Chapter 8. To each of us, our own.: Just as we must each be a student of our own practice of PIM, we must also be a designer of this practice. This concluding chapter looks at tips, traps and tradeoffs as we work to build a practice of PIM and places of our own for personal information. Table of Contents: A New Age of Information / The Basics of PIM / Our Information, Always at Hand / Our Information, Forever on the Web

evernote vs onenote for project management: *Mastering Product Management: A Step-By-Step Guide* Kevin Brennan, 2019-10-25 *Mastering Product Management: A Step-by-Step Guide* offers practical, real-world advice on how to create and capture value as a Product Manager. It covers the full product life cycle, from idea discovery through end-of-life. Each section is scannable and concise, around two to three pages. Rather than diving deep into the theoretical background of a given area, it serves as a checklist of the key steps a Product Manager should take to complete a given task. - Source new ideas that succeed - Set a compelling product vision and strategy - Search for profitable new business models - Become a market expert - Effectively manage roadmaps - Ensure a successful product launch - Understand value and price profitably - Build and manage high-performance teams - And much more! This book is a convenient reference guide that you can use throughout your workday. It's meant for Product Managers of all levels and for anyone wishing to understand what it takes to define, develop, launch, and market new products successfully.

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evernote vs onenote for project management: *Project Management: Concepts, Methodologies, Tools, and Applications* Management Association, Information Resources, 2016-06-09 Organizations of all types are consistently working on new initiatives, product lines, or implementation of new workflows as a way to remain competitive in the modern business environment. No matter the type of project at hand, employing the best methods for effective execution and timely completion of the task at hand is essential to project success. *Project Management: Concepts, Methodologies, Tools, and Applications* presents the latest research and practical solutions for managing every stage of the project lifecycle. Emphasizing emerging concepts, real-world examples, and authoritative research on managing project workflows and measuring project success in both private and public sectors, this multi-volume reference work is a critical addition to academic, government, and corporate libraries. It is designed for use by project coordinators and managers, business executives, researchers, and graduate-level students interested in putting research-based solutions into practice for effective project management.

evernote vs onenote for project management: *Digital Note-Taking Tools* Zuri Deepwater, AI, 2025-02-22 *Digital Note-Taking Tools* explores how digital applications like Evernote and Notion can revolutionize learning and knowledge management in an age of information overload. The book

argues that the effectiveness of these tools relies on strategic integration with personal workflows and alignment with cognitive science principles. For example, integrating multimedia elements into notes can significantly enhance retention, and employing search capabilities allows for quick retrieval of information, addressing the challenges posed by the increasing volume and variety of data encountered daily. The book provides a comparative analysis of popular platforms, evaluating features like organization, search, and collaboration capabilities. It also explores effective note-taking strategies such as the Cornell method, Zettelkasten, and mind mapping, demonstrating how these can be enhanced within digital environments. By integrating business management principles with information technology and educational psychology, the book offers a holistic view of digital note-taking. Structured to guide readers progressively, the book begins with core concepts and a historical overview, moving into comparative analyses and strategy implementation. It culminates with practical applications and case studies across diverse fields, making it a valuable resource for students, professionals, and educators seeking to optimize their learning and productivity.

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evernote vs onenote for project management: Leadership Hacks Scott Stein, 2018-07-27 A lifesaver for those drowning in the demands of leadership *Leadership Hacks* is the business leader's guide to getting things done. Over the years, the leader's role has expanded to encompass more duties, more responsibility and more accountability — yet we're still stuck with the same 24 hours in every day. The evolving business environment leaves many of us struggling to achieve against constantly shifting priorities, competitors and deadlines, and we are forever expected to do more with less. Is it even possible to make a real impact? Yes! This book shows you how to sort through the madness and get back to getting results. Identify your major speed bumps, and let the action-focused discussion gives you practical workarounds that will streamline your day and help you make things happen. Covering hacks at personal, one-on-one, and team levels, this book is packed with tips, tricks and advice that will help you eliminate the distractions and harness technology; communicate effectively, delegate clearly and coach confidently; and make meetings and missions that matter for your team. You'll achieve greater results, open the channels of communication and look like a rock star to those still struggling with the daily deluge. Identify what distractions slow you down Fast-track your productivity to do more in less time Streamline delegation so your people perform faster Re-route meetings into productive conversations Learn the communication and technology shortcuts that get faster results Leaders are recognised for their results, but judged by their impact. Don't let yourself fall victim to ever-mounting demands. *Leadership Hacks* shows you how to hack your day, shift your approach, boost your communication and start making your way to the top.

evernote vs onenote for project management: Deadline Alchemy: Turn Time Pressure into Creative Power Helen Haldon, What if your deadlines didn't drain you—but drove your brilliance? *Deadline Alchemy* is a transformative guide for anyone who's ever stared down a ticking clock and panicked. Blending psychology, productivity science, and a dash of creative magic, this book shows how to harness time pressure as a force for focus, momentum, and extraordinary results. Whether you're a chronic procrastinator, a creative professional, or just someone juggling too many plates,

Deadline Alchemy offers practical tools, mindset shifts, and clever strategies to turn stress into structure—and chaos into calm. Stop dreading deadlines. Start using them to your advantage.

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