

EVERNOTE

ALL YOUR INFORMATION ON ALL YOUR DEVICES



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Main Line Macintosh Users Group
July 12, 2014

http://evernote.com/getting_started/

Evernote is by far the
greatest single tool you
can use to effectively
manage every detail of
your life.

The 2 Hour Guide to
Mastering Evernote

WHAT IS EVERNOTE ?

- A cloud-based app
- Data stored in the cloud and locally
- Accessible by all your digital devices
- Mac, PC, etc.
- Store all types of data (text, images, PDFs, web pages, audio, video)
- Data stored in notebooks (folders) and tagged
- PUT EVERYTHING INTO EVERNOTE (Almost)

4 BASIC CONCEPTS

Notebooks (limit 250)

Notes (limit 100,000)

Tags (limit 10,000)

No limit on overall file size

YOU CAN

Scan documents into Evernote

Save Web pages to Evernote

Save searches

Record lectures

Add picture to a note

Handwritten notes can be interpreted

Save searches

Scan or photo business cards

Scan documents on the road - Docscanner
app.com

Save receipts to Expensify account in
Evernote

Home decorating project notebook -
pictures, text

Voting smarter - Web clips, checklist of
qualities or positions

Home finances - picture of receipts or e-
mail receipts, sales info, notes on products,
gift ideas

School notebook - scan, pictures, text

Shopping list- always available

Home inventory - storage box, outside
labels, picture of contents, text

Plan vacation - notes, pictures, clips

Generate and capture ideas

Research - clippings, text, pictures, scans

Save materials to read later - pictures, web
clip

To do list

Collaborating with storyboarding or
whiteboarding - picture of the board

Archive websites, articles and blogs

Income tax notebook

Scouting locations - pictures and text

Class notes

Numbers to be remembered

ACCOUNTS

- **FREE: 60 MB** per month upload; 25 MB max file size; files stored on the web only; other view but not edit
- **PREMIUM:** \$5 per month or **\$45 per year**; **1 GB** per month upload; 100 MB max file size; **files stored on the web and/or locally**; note history; faster support response; chat with Evernote staff; searchable PDFs; others can modify your shared notes/folders; PIN number for security.

SYNCHRONIZING NOTES


- Sync across all devices notes, notebooks, tags & saved searches.
- Normally automatic
- I sync every 15 minutes
- Can sync manually by clicking in toolbar
- Determine at beginning if local only

NOTEBOOKS

- Up to 250 notebooks
- Similar to folders, but use much less
- Can make default notebook
- Can make local only notebook
- Temporary notebook-for project, then create tag and move into existing notebook
- Can share

+ New Notebook Find a notebook

Owner Name Count Updated

BIOGRAPHY 7 Notes	DEG Consulting Evernote Template Contest danielegold 47 Notes	Evernote Tips 114 Notes	Evernote User Stories evernoteshared 7 Notes	Import export test of dorzab notebook 4933 Notes	Investments 315 Notes	LEASING 56 Notes
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TO READ!! 39 Notes	TODO 6 Notes	 2 Notes				

- Announcements 4
- SHORTCUTS
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- 14.07.05 Personal Digital Arc...
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Notes 7330



Notebooks

- BIOGRAPHY 7
- DEG Consulting Evernote Template Contest 47
- Evernote Tips 114
- Evernote User Stories 7
- Investments 315
- LEASING 56
- MAC GROUPS 16
- MAC NOTES 992
- MLMUG 45
- NEWSLETTER NOTES 329
- PERSONAL 428
- POLITICS/DISC GROUP 4809
- RIDDLE VILLAGE 120
- TO READ!! 39
- TODO 6
- Trash 2



Tags



Atlas



Market



Premium

NOTES

- Drag/drop file from directory onto title bar of new note or Evernote icon on Desktop
- Scan PDF into Evernote
- Import folder - Windows only
- Forward email (with attachments) or email item
- Evernote Clipper. Add title, tags, words. Article. URL.
- Formatting available
- Can combine notes and can share individual notes
- Open note in new window - if keep needing

NOTES

- Business cards (searchable)
- Posters and flyers
- Products and barcodes
- Meeting notes and conference schedules
- Your license plate
- Todo list (use task tag with day tag)
- Text in note can be encrypted
- Note Templates - export & import when need

TAGS

- Notes can have multiple tags
- The more important, the more tags
- No need to tag words in the title - maybe
- Evernote provides tags that begin with letters as you type
- To add, click tag icon or side panel for tags
- Quick reference tags (**...)
- OR add keywords into note or title

+ New Tag

Find a tag

Name

Note Count

2012 election 341

krugman 221

GREAT 214

taxes 204

Republicans 200

europe 168

healthcare 168

iPad 155

Romney 155

Israel 143

apple 138

friedman 137

brooks 135

obama 131

climate change 116

deficit 108

budget 106

banking 101

Immigration 99

privacy 79

recovery 77

Middle east 76

iphone 74

Retirement 74

syria 74

unemployment 73

obamacare 71

Security 65

NSA 61

Russia 61

Dowd 58

medicare 57

egypt 56

Iran 55

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euro 54

Greece 54

Ryan 54

Debt 53

douthat 53

Mail 53

social security 53

china 50

fed 50

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Austerity 42

income distribution 42

Blow 40

Energy 40

Bruni 39

Evernote 38

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gun control 31

Keller 30

Debate 29

religion 29

Culture 28

Feminism 28

icloud 27

regulation 27

Net neutrality 26

Foreign policy 25

Putin 25

riddle 25

Troubleshooting 25

collins 24

kristof 24

Marriage 24

pogue 24

rubin 24

islam 23

Santorum 23

dragon dictate 22

ORGANIZING NOTES

- Organize notes by notebook (**LIMIT NUMBER**)
- Organize notes by tags (**BETTER THAN FILE TREES**)
- Previous versions of notes for premium members only
- iPhone: new note, take picture, & it's in Evernote
- Transfer from camera
- Voice recording: iPhone. iPad? New note, tap voice, Record

SEARCHING

- Extremely fast and powerful. **Better than computer.**
- Multiple operators like Google, including * & -
- Search on title, tag, content, date, etc.
- Premium users served first
- Search in Google, Bing & Yahoo includes Evernote
- **Saved** Searches. Do search. Then File ->New Saved Search. OK. In left window under Saved Searches.

SHARING NOTES & NOTEBOOKS

- Share with world or individuals. Gear. Select Notebook want to share. Contextual Menu.
- Premium users can share & allow others to modify
- Can stop sharing at anytime.
- Email note - Select note want to email, Contextual Menu - Share - Email note.

EXPORTING NOTES

- Data is yours
- Can export in HTML and XML.
- Can also store locally
- Only can export from desktop or laptop

SOCIAL MEDIA

- Interface with Twitter
- Interface with Facebook
- Interface with email

AUDIO & VIDEO

- Can have audio and video files
- iMac: File & New Audio Note
- iPhone and iPad: touch new note & microphone icon
- Difficult to have multiple audio clips in one note
- Not as good as SoundNote app

HELP

Evernote.com	YouTube - > 1,500 videos
Evernote Help & Support	Knowledge Base
Evernote Forums	Evernote Every Day
Evernote Guide For Mac	Evernote For Dummies
2 Hour Guide To Mastering Evernote	Mastering Getting Things Done The David Allan Way With Evernote
Evernote: The Unofficial Guide	Many other ebooks



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TIPS & STORIES

Inbox Hero: Email Into Evernote

Posted by Taylor Pipes on 14 Jun 2014

[COMMENT](#)

It's no secret that one of our most popular features is the ability to email notes directly into your Evernote account.

Email serves as a primary method for communicating with others at work and in your personal day to day. **Yet, it's also one of the things that bogs down your daily efforts.** And, it lacks some of the comprehensive organizational tools and search functionality that you already use in Evernote.

Whether you strive for inbox zero or hope to do a little archiving, use email into Evernote for a wide array of purposes:

- * Declutter your rapidly growing inbox.
- * *Auto-magically* file daily and weekly messages into content appropriate notebooks.
- * Wrangle e-receipts and purchases for easy expense report filing.

Beyond the app.

[SHOP NOW >](#)



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Introduction to Evernote

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Evernote is by far the
greatest single tool you
can use to effectively
manage every detail of
your life.