EVERNOTE ALL YOUR INFORMATION ON ALL YOUR DEVICES



Mark Bazrod Main Line Macintosh Users Group July 12, 2014

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

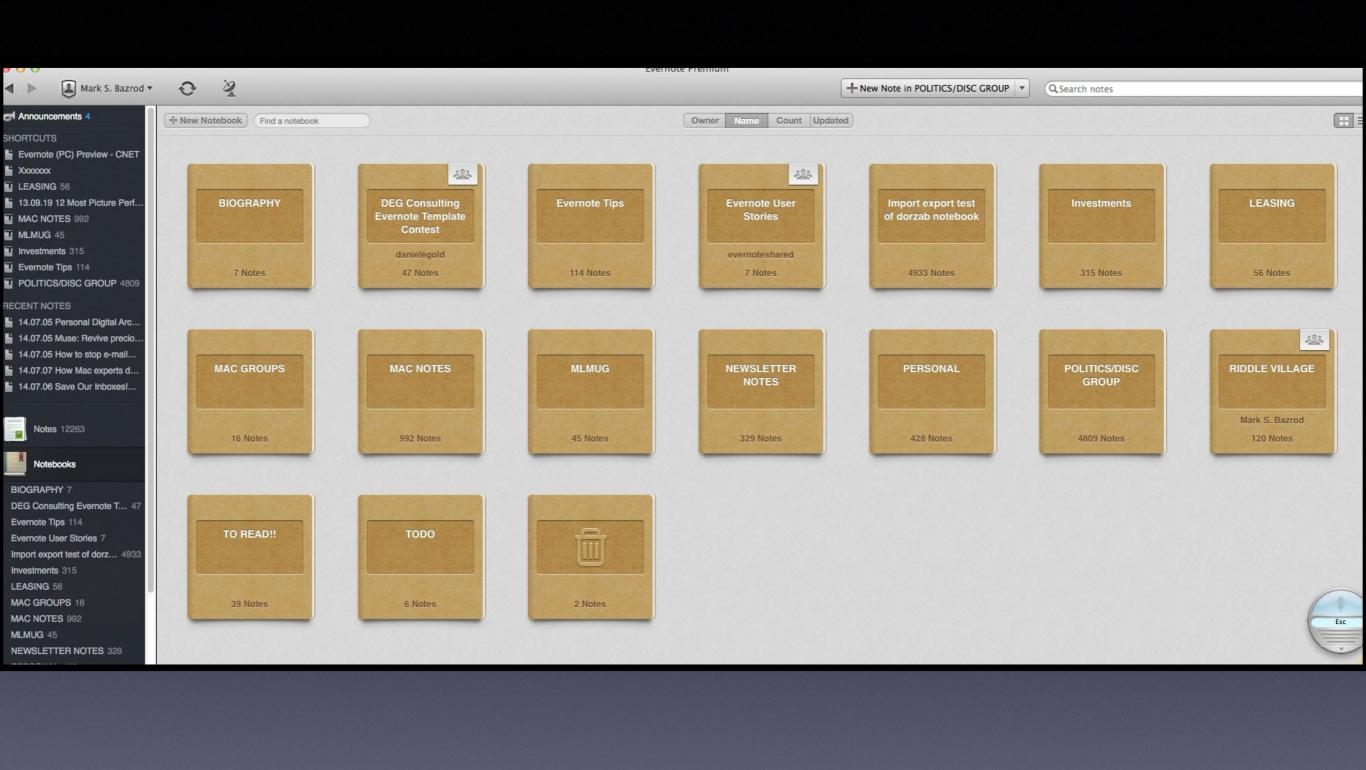
- FREE: 60 MB per month upload; 25 MB max file size; files stored on the web only; other view but not edit
- PREMIUM: \$5 per month or \$45 per year; I GB per month upload; I00 MB max file size; files stored on the web and/or locally; note history; faster support response; chat with Evernote staff; searchable PDFs; others can modify your shared notes/folders; PIN number for security.

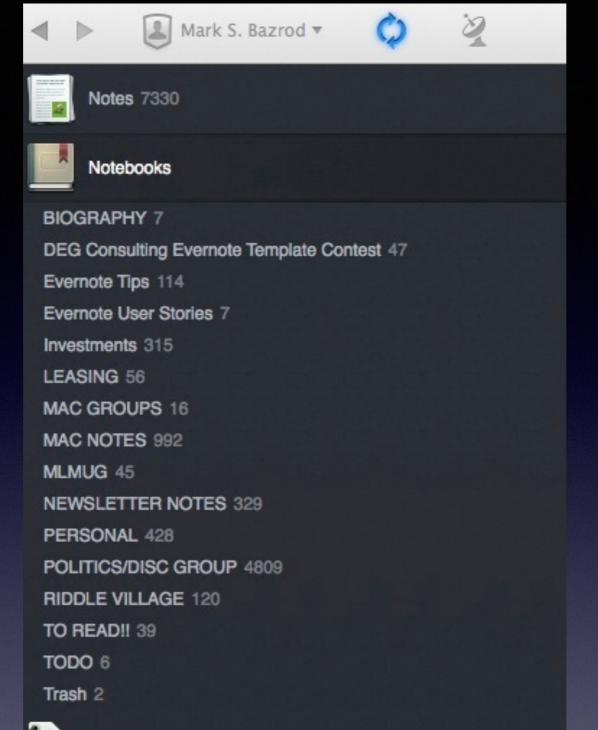
SYNCHRONIZING NOTES

- 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





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		Nan	ne Note Count
2012 election 341	iphone 74	Jobs 50	Iraq 33
krugman 221	Retirement 74	Supreme court 50	gun control 31
GREAT 214	syria 74	Diet 48	Keller 30
taxes 204	unemployment 73	cohen 47	Debate 29
Republicans 200	obamacare 71	health 46	religion 29
europe 168	Security 65	deficits 45	Culture 28
healthcare 168	NSA 61	Terrorism 45	Feminism 28
iPad 155	Russia 61	Catholic church 43	icloud 27
Romney 155	Dowd 58	Inequality 43	regulation 27
Israel 143	medicare 57	Austerity 42	Net neutrality 26
apple 138	egypt 56	income distribution 42	Foreign policy 25
friedman 137	Iran 55	Blow 40	Putin 25
brooks 135	drones 54	Energy 40	riddle 25
obama 131	euro 54	Bruni 39	Troubleshooting 25
climate change 116	Greece 54	Evernote 38	collins 24
deficit 108	Ryan 54	Exercise 38	kristof 24
budget 106	Debt 53	investments 38	Marriage 24
banking 101	douthat 53	education 37	pogue 24
Immigration 99	Mail 53	nocera 37	rubin 24
privacy 79	social security 53	Gingrich 36	islam 23
recovery 77	china 50	Windows 36	Santorum 23
Middle east 76	fed 50	ukraine 34	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

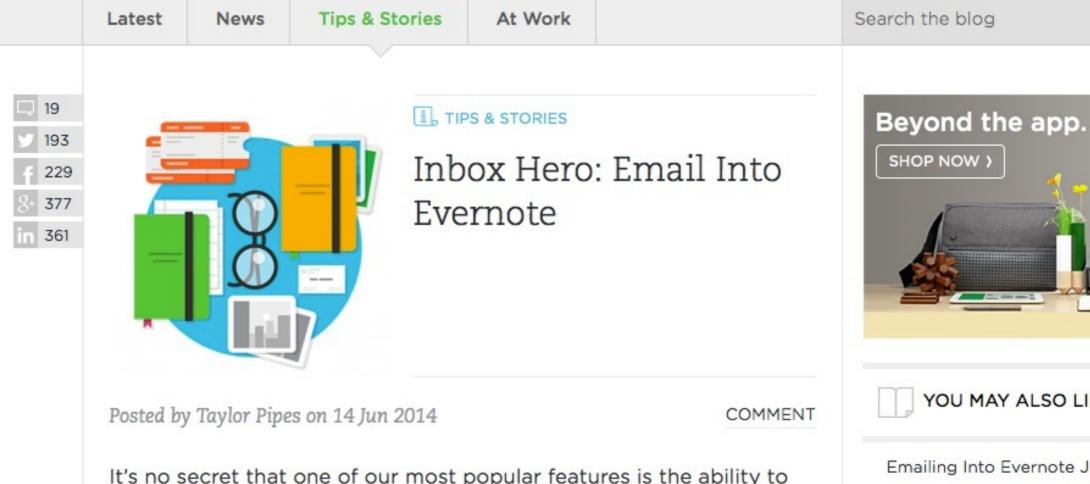
- Interface with Twitter
- Interface with Facebook
- Interface with email

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	



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.



Send Email Reminders About Shared



Notebooks

Quick Tip Friday: Emailing Into Your Evernote Account



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