EVERNOTE

Ginny Gustad
TIE 2014

WHAT IS IT?

Evernote is a suite of software & services designed for note taking and archiving. A "note" can be a piece of formatted text, a full webpage or webpage excerpt, a photograph, a voice memo, or a handwritten "ink" note. Notes can also have file attachments.

Evernote can be used on a PC, Android device, Mac computer, iPad or iPhone.

So you notes, memos and files go everywhere with you!

VERSIONS:

Free	Premium
• No charge	$5.00/month or $45/year
• 100,000 notes saved	100,000 notes saved
• max size: 25mb/upload	max size: 50mb
• 250 synchronized noteboooks	250 synchronized noteboooks
• unlimited local notebooks	unlimited local notebooks
• 10,000 Tags	10,000 Tags
• 100 Searches	100 Searches
• Paid for by advertisers	Advertisements hidden
• Can share notes with others	Can edit shared notes
	Version tracking
	One GB Upload
	Offline accessibility
	PDF Searchable
	Support is priority
	Pin lock

HOW TO ACQUIRE SOFTWARE

Mobile Devices:

    iPod touch

    iPad

    iPhone

Android

Windows Phone

Mac OS X

Windows Desktop

Windows 8 App

Web Access

evernote.com

go to respective application purchasing place and get the app for free

CREATE ACCOUNT

Go to evernote.com

Signup for an account

 email address

 username—will let you know if available

 enter a password

 Enter the numbers on the page (their security)

 Choose REGISTER

 Check email for confirmation code, enter code and follow
  onscreen directions

Logon to mobile app, desktop app etc to sync items between
devices

NOTEBOOKS

Main "containers" for information

Desktop applications, Web based applications and Mobile devices can create Notebooks

Choose the PLUS sign, Name the Notebook then start to save your items into those notebooks to help you stay organized

Local notebooks & notes: not synced across devices

NOTES

"meat & potatoes" of Evernote!
A NOTE can only be housed in one Notebook

Wide variety of extension types can be added to notes:
Plain & Rich text, Images, PDF

Simple text styling is available—font size, text sizes, bold & Italic
Ability to add tables

Series of attributes is assigned to each note item to make
searching easy: date, place, Tags or when modified etc
URL if clipped from Web

Mobile devices & laptops with LOCATION services turned on
will add GPS information that is searchable as well

TAGS

Tags are pieces of text that are attached to notes to help describe the note contents

Helps for searching, sorting and staying organized

Create Tags, then drag tag onto note to assign Tag to note
Can have more than one tag associated with a note

If decide to edit the name of a Tag, it will populate down or change through out all notes associated with that Tag

NOTES FROM EMAIL

Can send yourself an email to Evernote

To find your email address go to Account Info to find the email that Evernote assigns to each user
ginnysd.d9b88@m.evernote.com

Forward email to your email account and no need to retype
Edit the mail subject line to change your note title
Add @ [notebook] to send to specific Notebook
Add ! [date] to set a reminder on note
Add # [tag] to organize note with a tag
For example a forwarded   Subject line would be:
Evernote Presentation !2014/04/15 @Conferences #Tie
(Notebook and Tags must already exist)

MEDIA

Desktop Application: Record audio, Take Snapshot & add attachments

Mobile App: take picture, add picture or video from Photos, audio notes and other attachments

Web Application: less robust. Only adding attachments (up to 10 files) PDF not displayed in body of note
No drag and drop
Remember: restricted to 25 mb free or 50 mb Premium

EDITING NOTES

Desktop Application: can edit on the fly: choose note and start typing

Mobile Device: tap anywhere on the screen and keyboard will appear to allow editing

Web: must choose the PENCIL iCon to edit any part of note

EXTRAS

Evernote PEEK:turns notes in study materials   i.e.: flashcards

Evernote CLEARLY: distraction free reading save to read anytime anywhere

Evernote FOOD:

Evernote HELLO: enter info to help remember people you meet

Evernote WEB CLIPPER: save webpages forever

Penultimate: digital handwriting

Skitch: design software