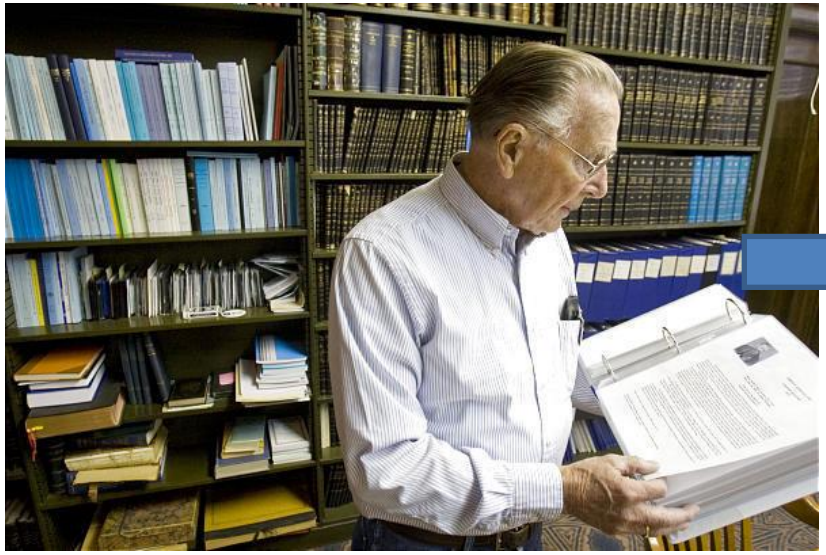
Remembering Everything Using Evernote



by Bob Ringo

What is Evernote?

- **Evernote is a notebook container.**
- **Evernote is a note-taking and a note-filing system.**
- **Evernote holds multiple notes within multiple notebooks.**
- **Evernote is a container for every scrap of paper, every note, and every digital scrap of paper that you save, putting them all in one convenient place.**

. . .what is Evernote?

- Evernote syncs all of your information across the web, your computer, and all of your mobile devices so that your notes go with you everywhere.
- Evernote makes all of your files searchable, even within an image.
- Evernote can be described as an “everything bucket.”

. . .what is Evernote?

- **In short: where you have piles of notes, piles of printouts, and piles of paper on your desk, on your computer, in your notebooks, and in your filing cabinets, you can now put all of these things into one searchable software application—Evernote.**

Types of Evernote Notes

- Text notes.
- Handwritten notes.
- Digital images.
- Photos,
- Audio files, and
- PDF files.

Things You Can Store in Evernote

Type of Note

- Research notes.
- Research logs.
- To-do lists.
- Checklists.
- Post-it notes.
- Web site clippings
- Screen shots.
- Bookmarks.
- E-mail messages.

Type of Note

- Scanned images.
- Photos.
- Business cards.
- Receipts.
- Recipes.
- Seminar notes.
- Webinar notes.
- Reminder notes.
- Travel notes.

EVERNOTE

click.to

Introduction to Evernote

[Evernote Introduction]

Installing Evernote on the Desktop

Remember everything.

Capture anything.

Save your ideas, things you like, things you hear, and things you see.

Access anywhere.

Evernote works with nearly every computer, phone and mobile device out there.

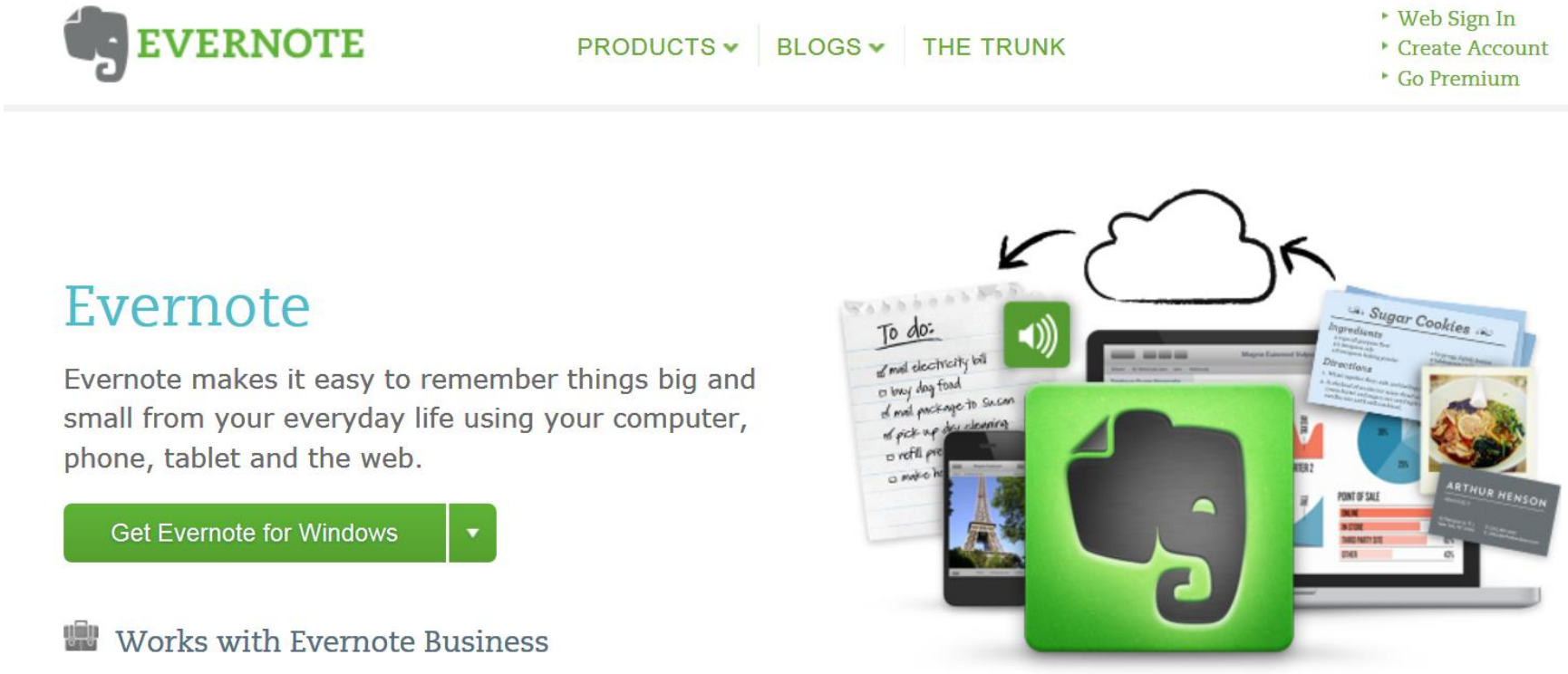
Find things fast.

Search by keyword, tag or even printed and handwritten text inside images.

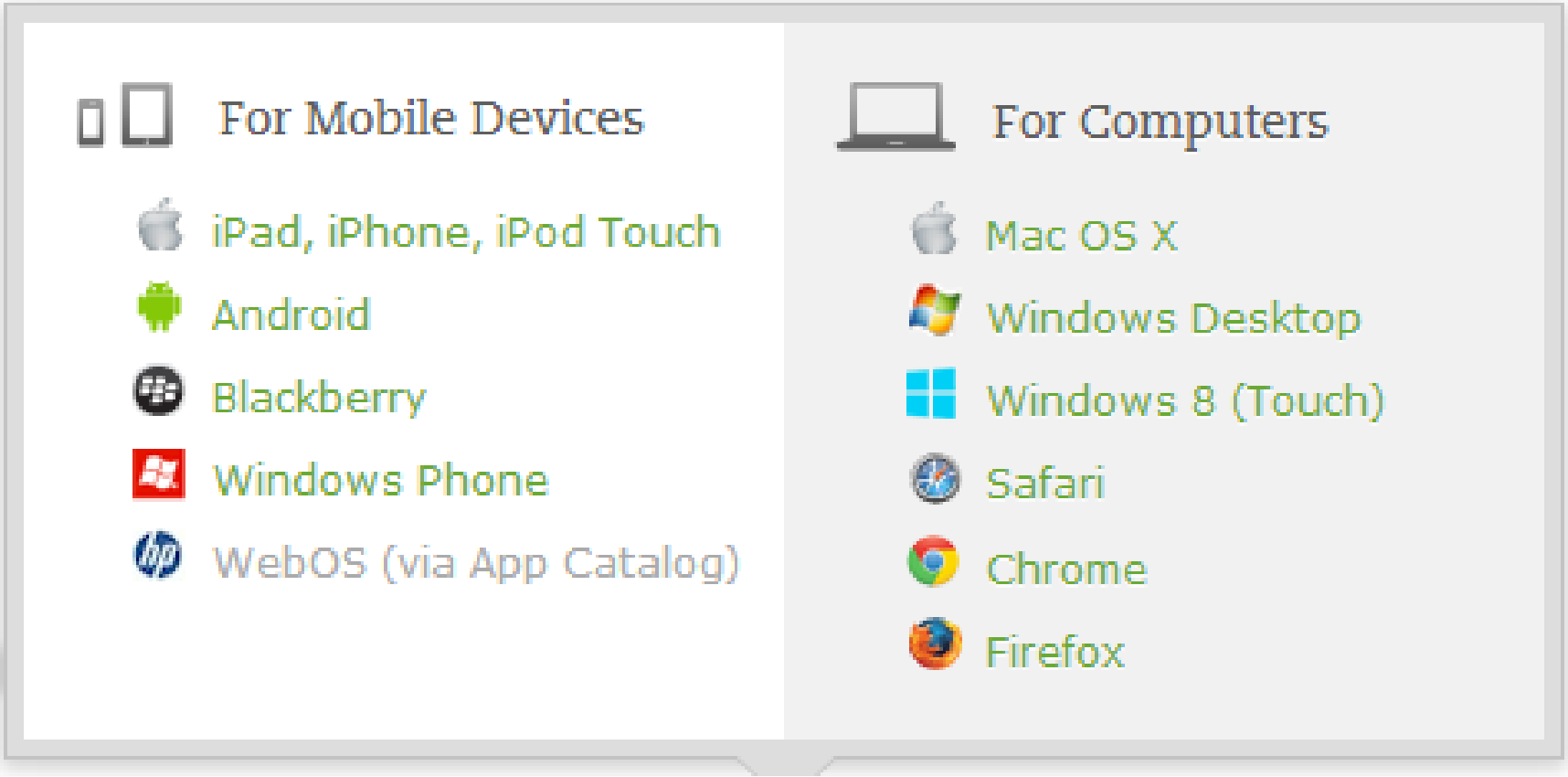
Get Evernote — It's Free

[Get Evernote]

Choose Evernote Platform(s)



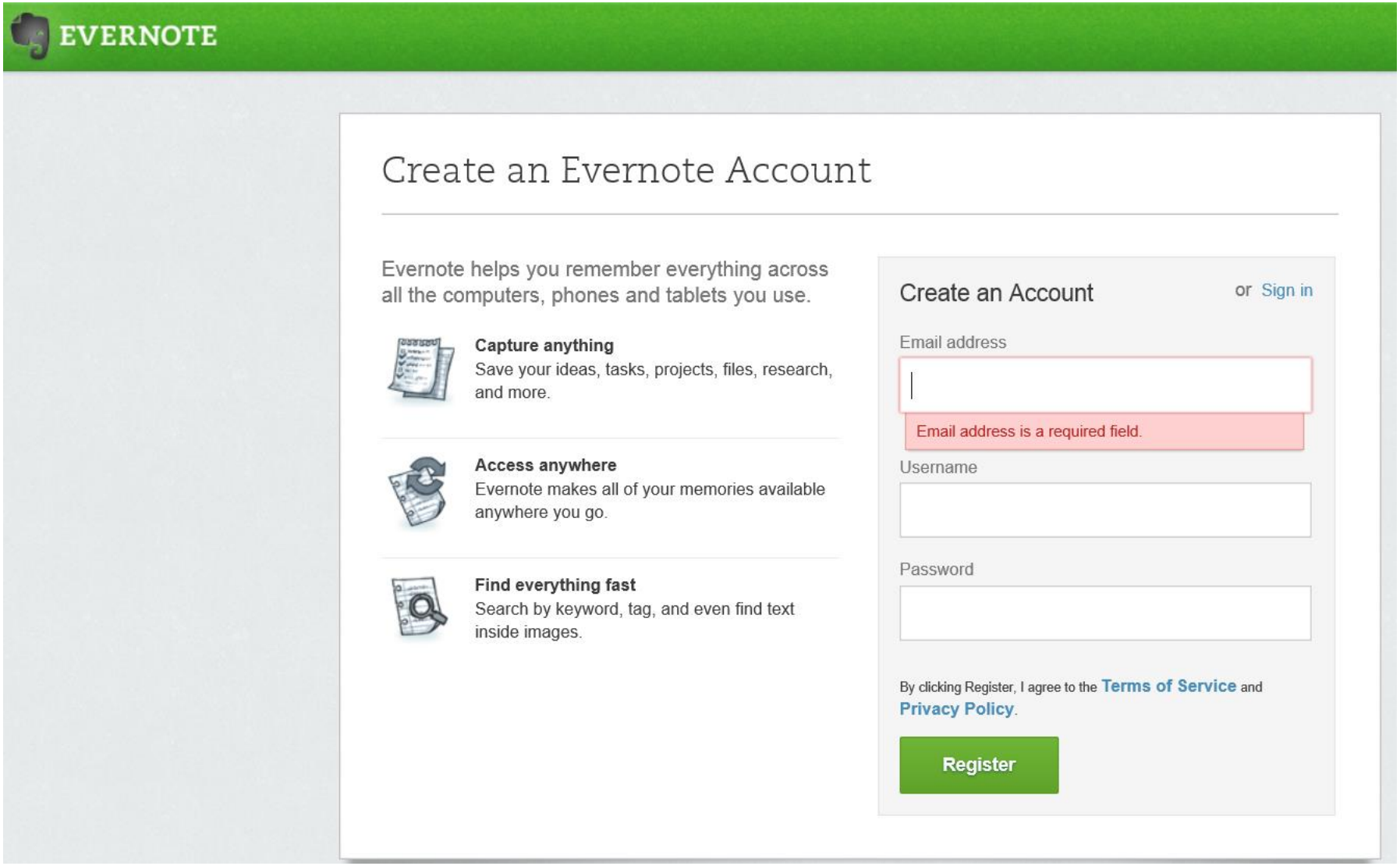
Evernote Platforms



Remember
You Must Install
Evernote
on All of Your Computers

One Account. . .Many Computers

Create an Evernote Account



Definitions Used in Evernote

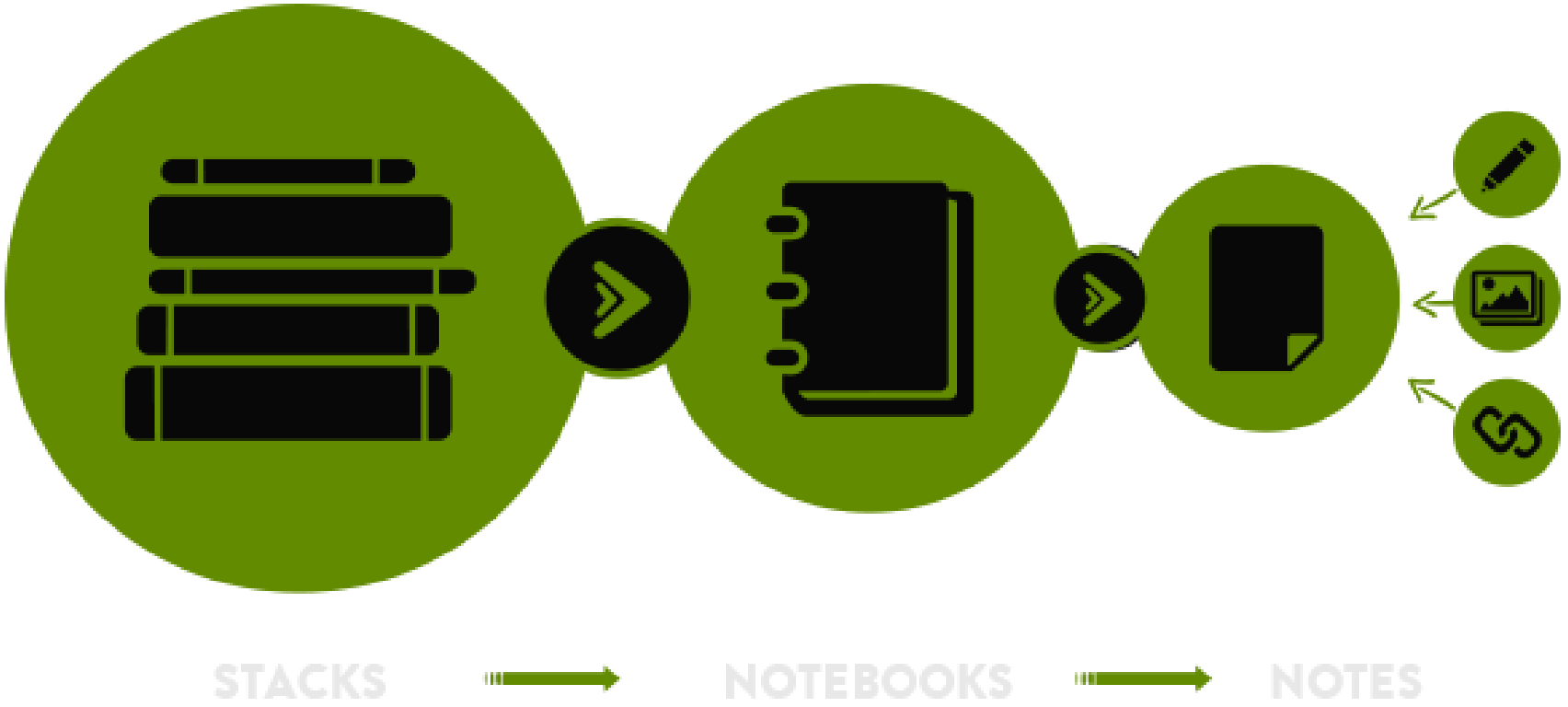
Note : A single item stored in **Evernote**.

Notebook : A container for notes.

Sync : The process by which your **Evernote** notes are kept up to date across all of your computers, phones, devices and the Web.

Account : A username and password that allows **Evernote** to identify your notes and make them available to you anywhere.

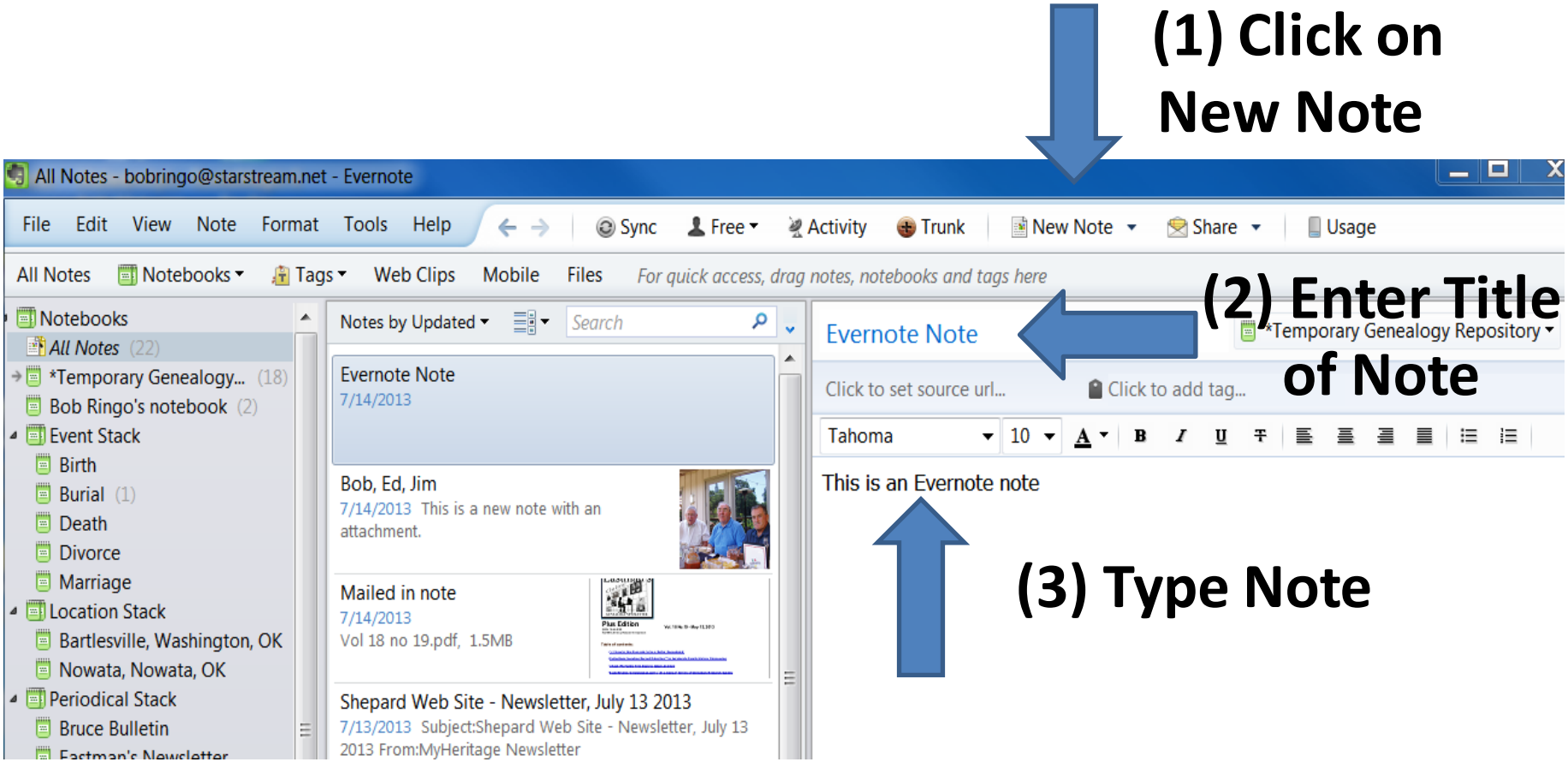
Notes. . .Notebooks. . .Stacks



Creating a Notebook

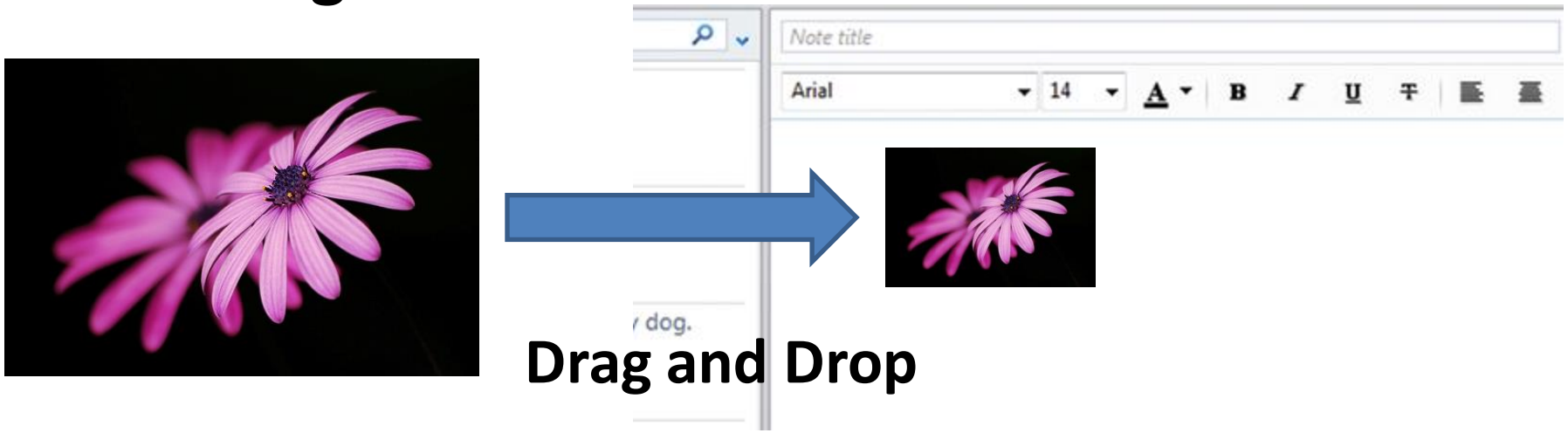
- **Choose File, New Notebook.**
- **Type a name for the Notebook.**

Creating a Basic Text Note



Adding an Image to a Note

- **Just click and drag an image into the body of a new Note.**
- **You also can drag and drop an image into an existing Note.**



Drag and Drop

Tags

Tags are keywords that are attached to Notes to help describe their contents.

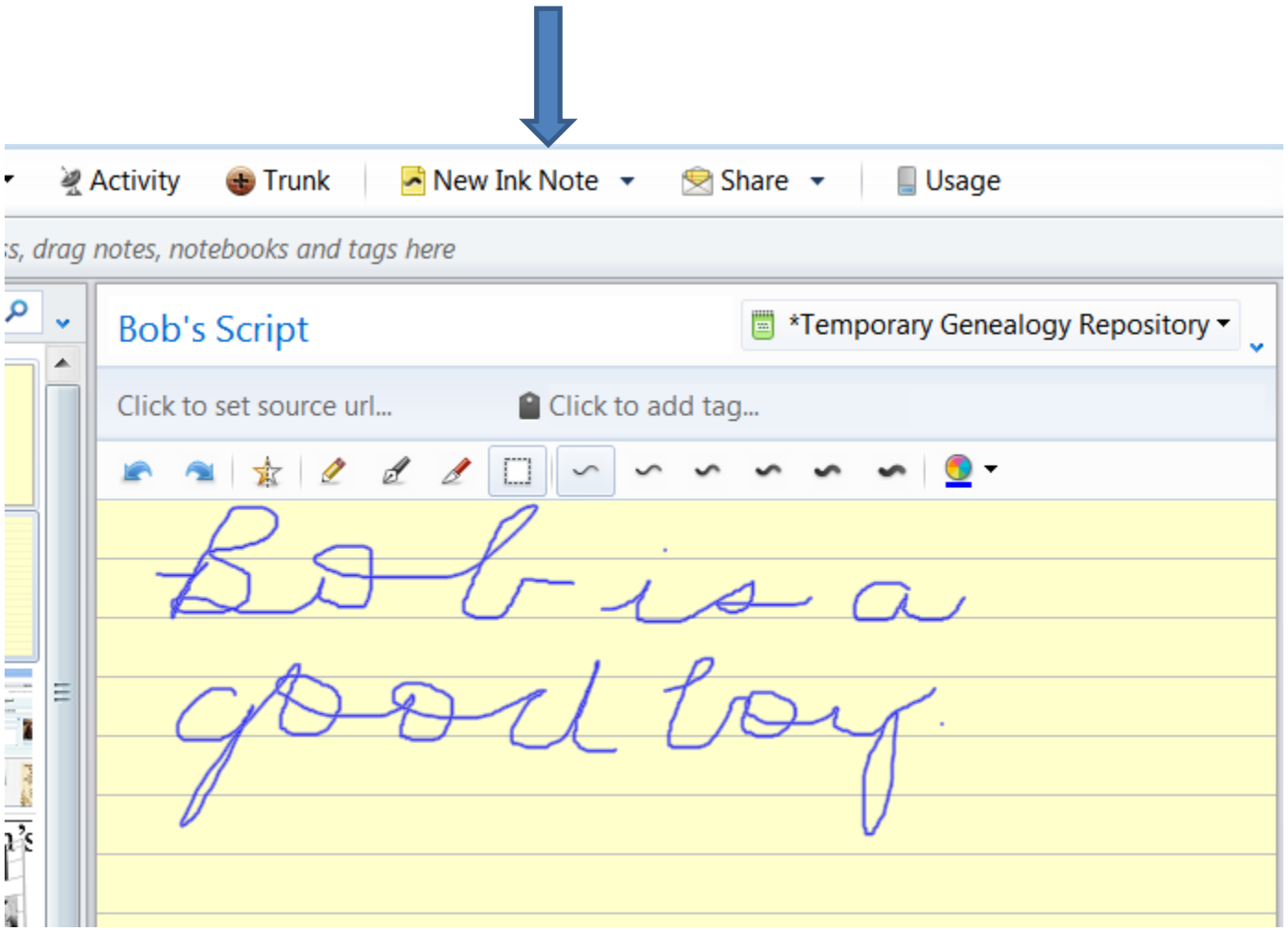
Examples of Genealogy Tags

- Adoption
- Baptist
- Census
- Death Records
- GEDCOM
- Heraldry
- Internet
- LDS

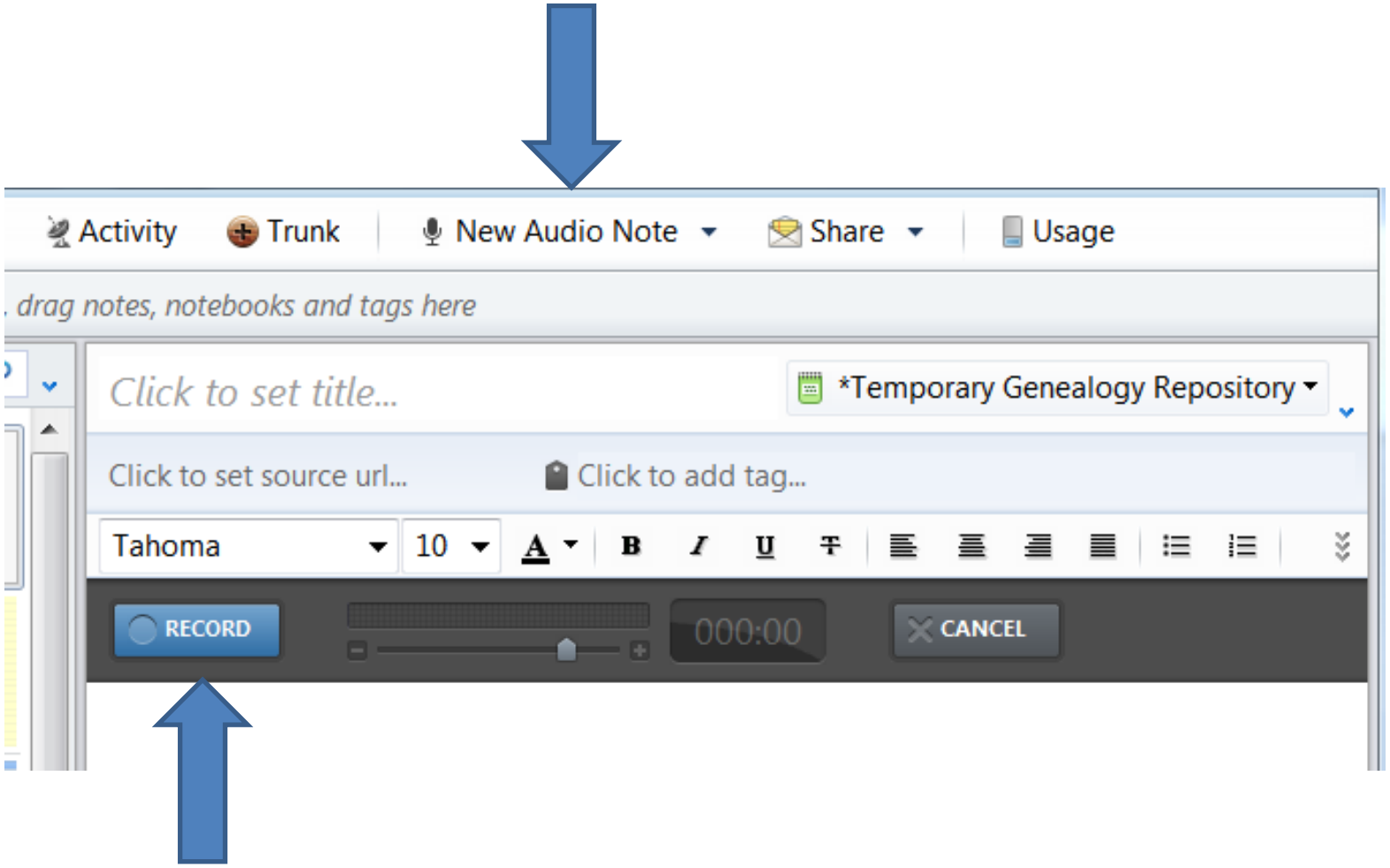
Examples of Genealogy Tags

- Marriage
- Newspaper
- Obituary
- Portugal
- Quaker
- Railroads
- WW I
- Wills

Creating an Ink Note



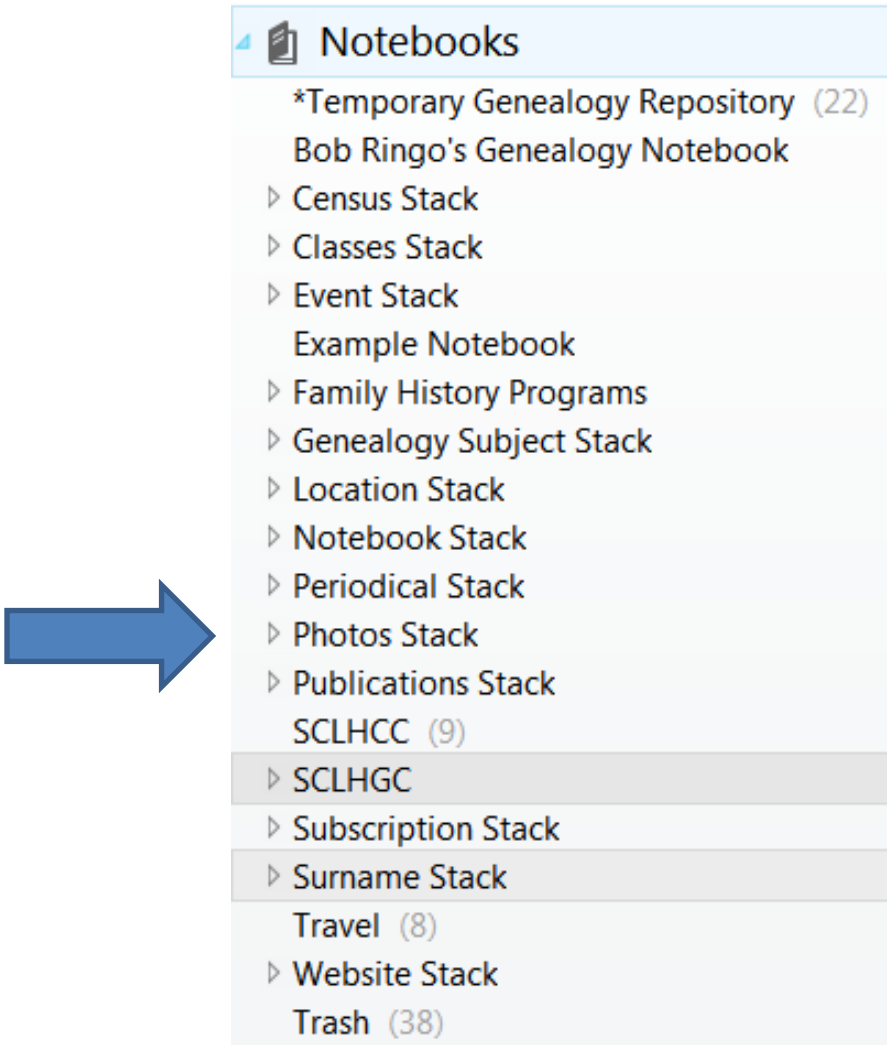
Recording Voice Notes



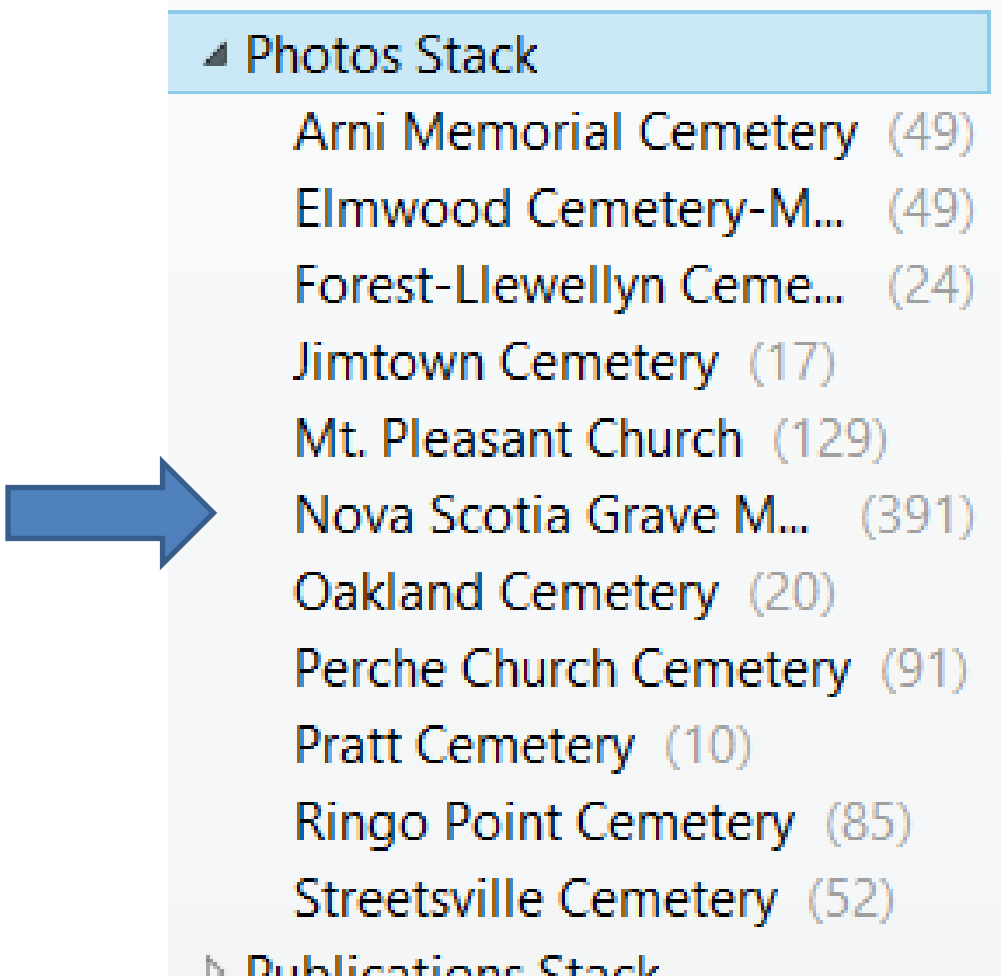
Stacking Notebooks

- **Create a Notebook for each item you wish to organize.**
- **Click one folder and drop it on top of the other to create a Notebook stack.**
- **Give the Notebook stack a more descriptive name.**

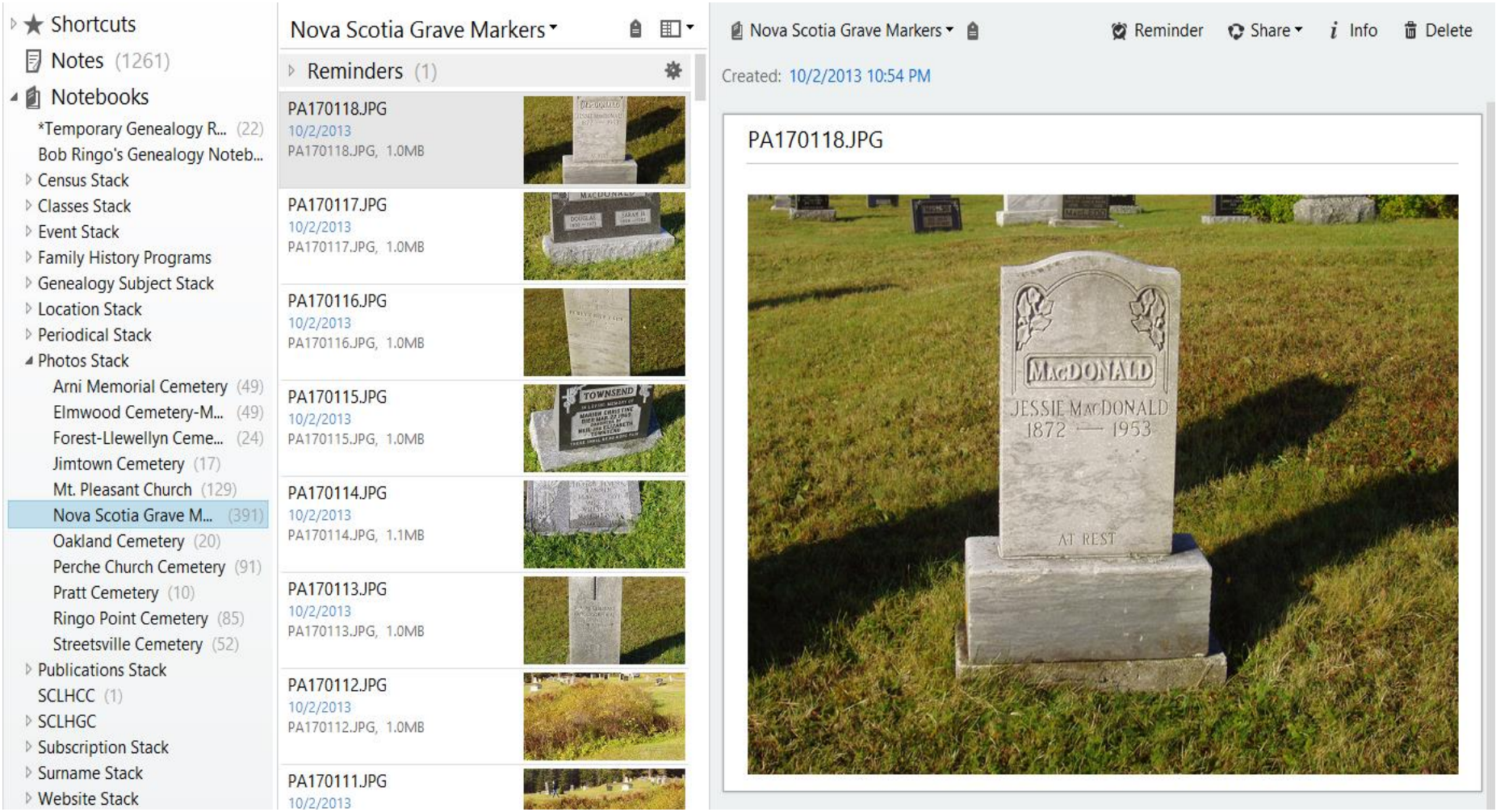
Bob's Stacks


Notebooks
*Temporary Genealogy Repository (22)
Bob Ringo's Genealogy Notebook
Census Stack
Classes Stack
Event Stack
Example Notebook
Family History Programs
Genealogy Subject Stack
Location Stack
Notebook Stack
Periodical Stack
Photos Stack
Publications Stack
SCLHCC (9)
SCLHGC
Subscription Stack
Surname Stack
Travel (8)
Website Stack
Trash (38)

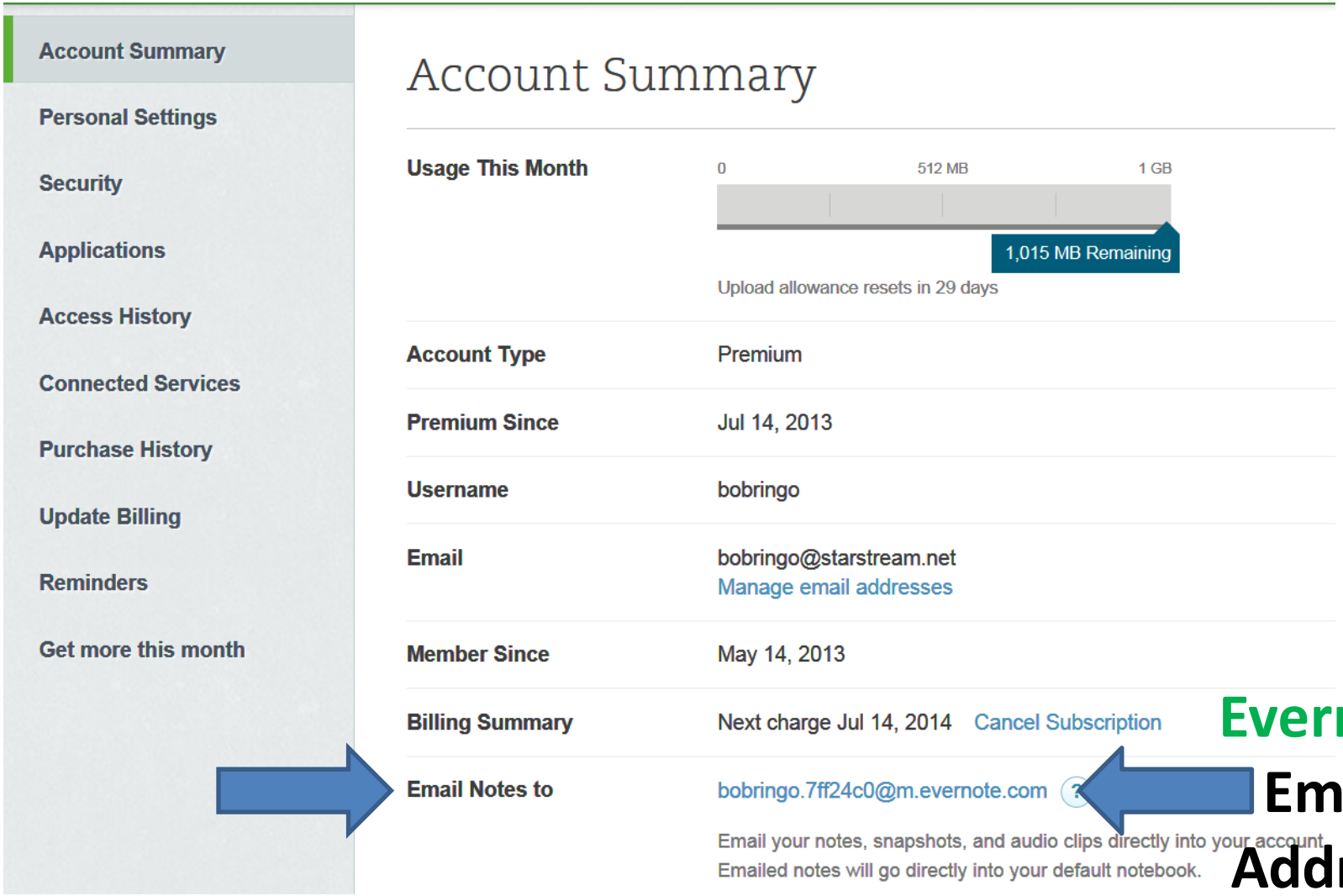
Bob's Photos Stack



Bob's Nova Scotia Grave Markers

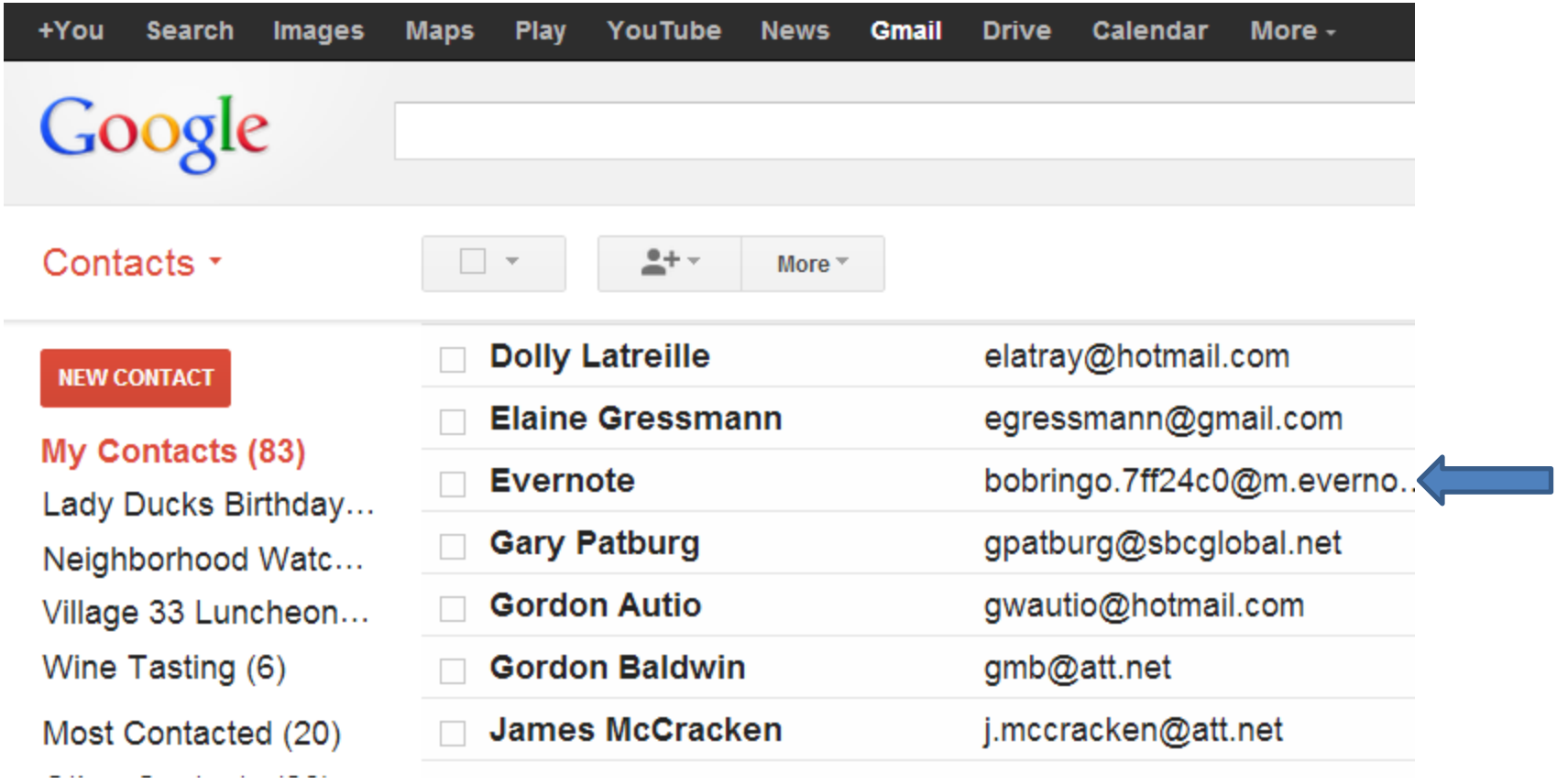


Evernote Account Summary



Help, Go to My Account Page

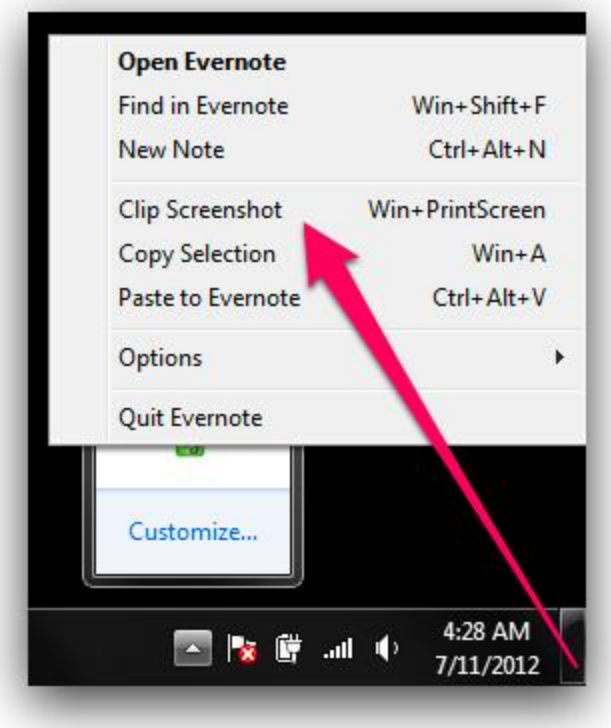
Place Evernote in Contacts for Each of Your Email Programs



Emailing to Evernote

We all get a lot of email. When you get something worth storing—jokes, documents, medical records, travel reservations, pictures, and the like—Evernote provides a private email address to make that happen with a simple forward of the message. To find your special address, check Account Info in the apps. Give that address out to your friends and they can send things to your Evernote account as well. The subject line will become the name of the note. You can make sure it's filed right by adding *@notebook*, *!date* for a reminder, and/or *#tag*. Here's an example: *Lowes Hose Purchase @Receipt !2014/05/05 #household*.

Capturing Screen/Part of Screen



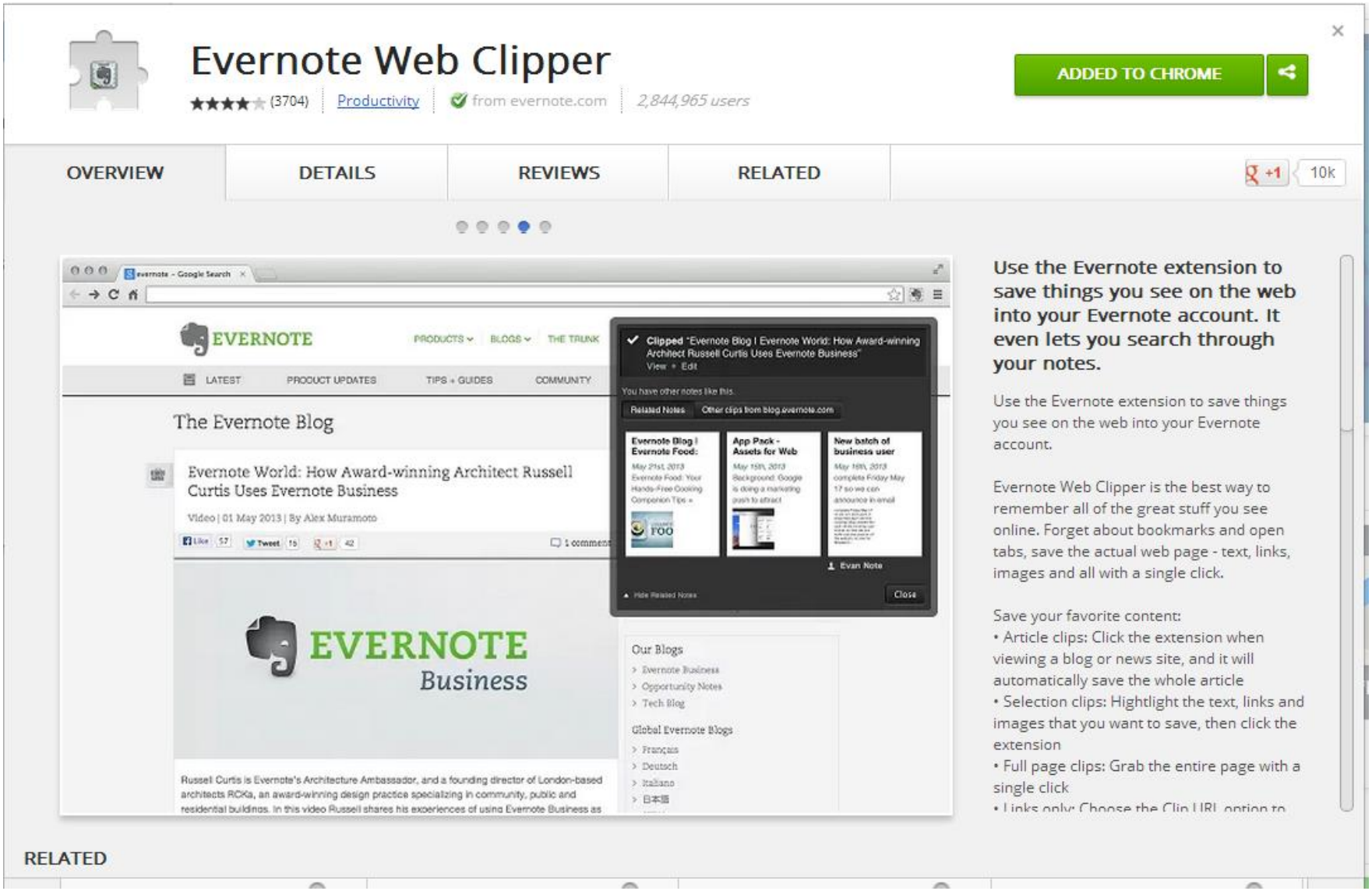
Right click on Evernote icon In System Tray.

Then Click on Clip Screenshot

To clip a window, click window as crosshairs become active.
To clip part of desktop, draw a rectangle with crosshairs.

Clipping the Web with Web Clipper

Perhaps the most important part of Evernote is the Evernote Web Clipper. The Web Clipper is a browser extension for Chrome, Firefox, Opera, Safari, and becomes part of Internet Explorer when you install Evernote for Windows. With Web Clipper, you can capture everything you see online, from an entire page to just one little section or picture. A menu will fly out from the right and provide several of options, from changing the notebook to inserting arrows or highlights or annotations. All it takes is a click on the Evernote icon.



Introduction to Web Clipper

Evernote Web Clipper

From interests to research, save anything you see online—including text, links and images—into your Evernote account with a single click.

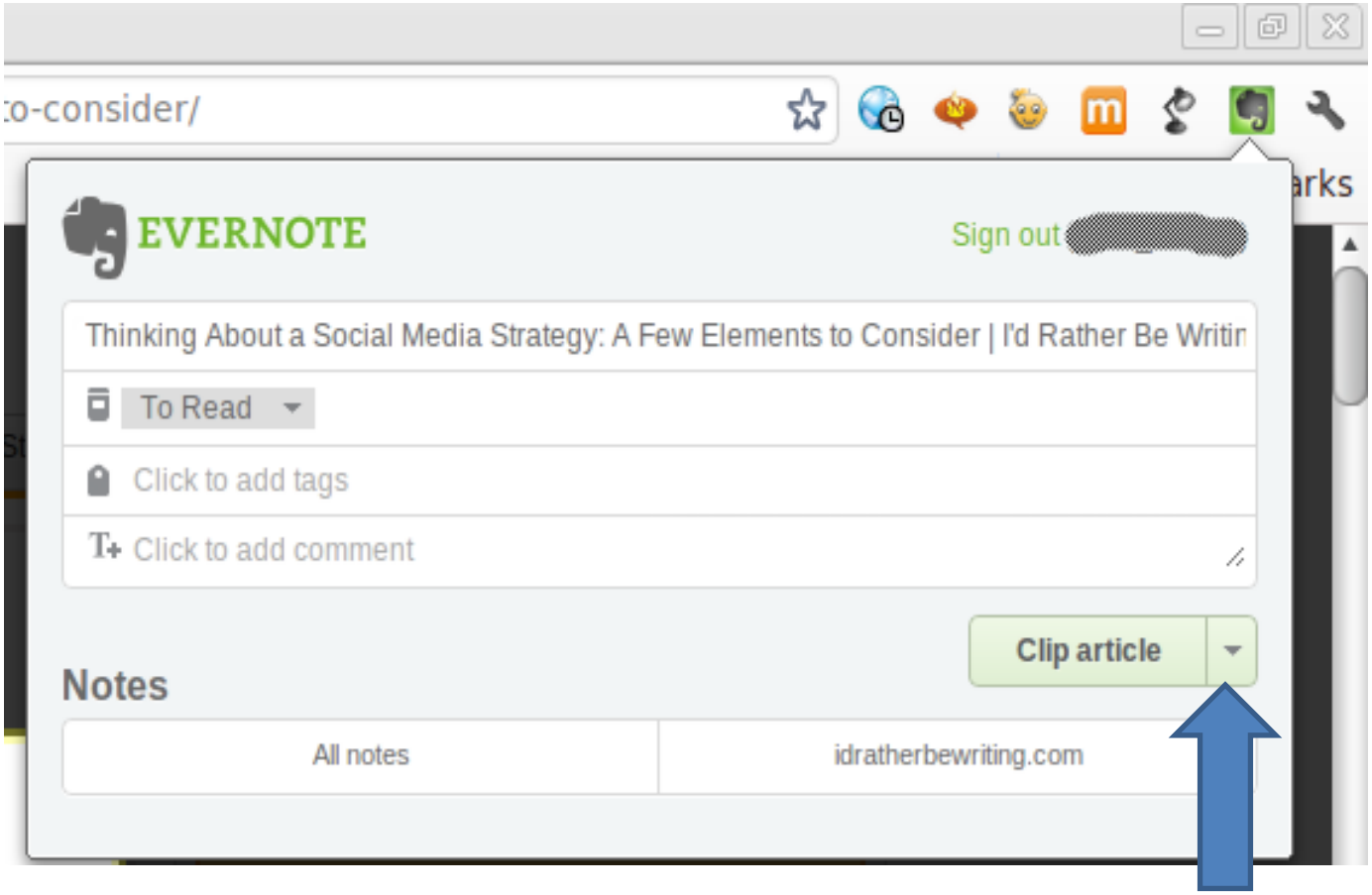
Get Web Clipper for Chrome

Works with Evernote Business

Chrome
Safari
Firefox
Opera
Internet Explorer

You Must Get Web Clipper of Each of Your Browsers

Evernote Web Clipper



Save Article
Save Selection
Save Full Page
Save PDF
Save Email
Save URL

Attaching a Video to Evernote

Simply drag and drop the video file to the body of a Note.

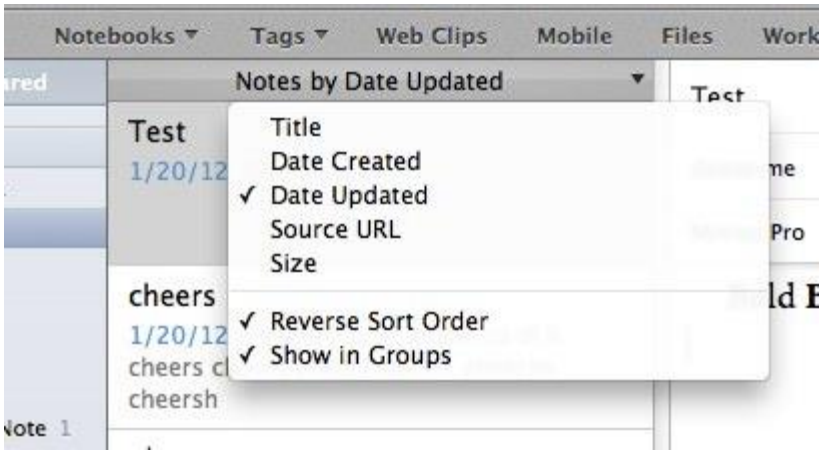
Remember, Evernote saves files, it doesn't play them.

Scanning Into Evernote

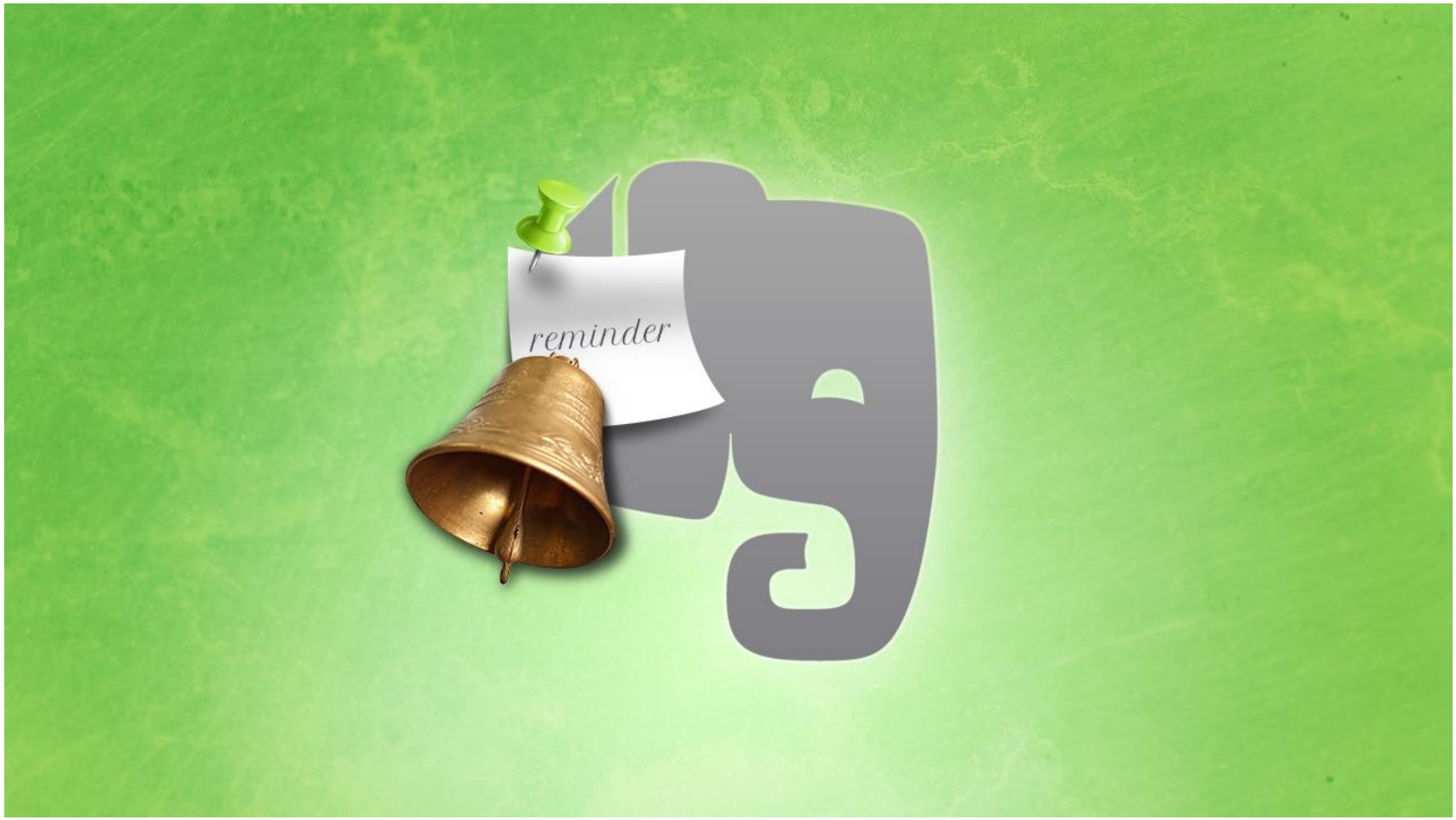
Scan images, documents, and hand written notes into Evernote as .JPG or PDF Files.

Creating a Note from Cameras by Using Eye-Fi

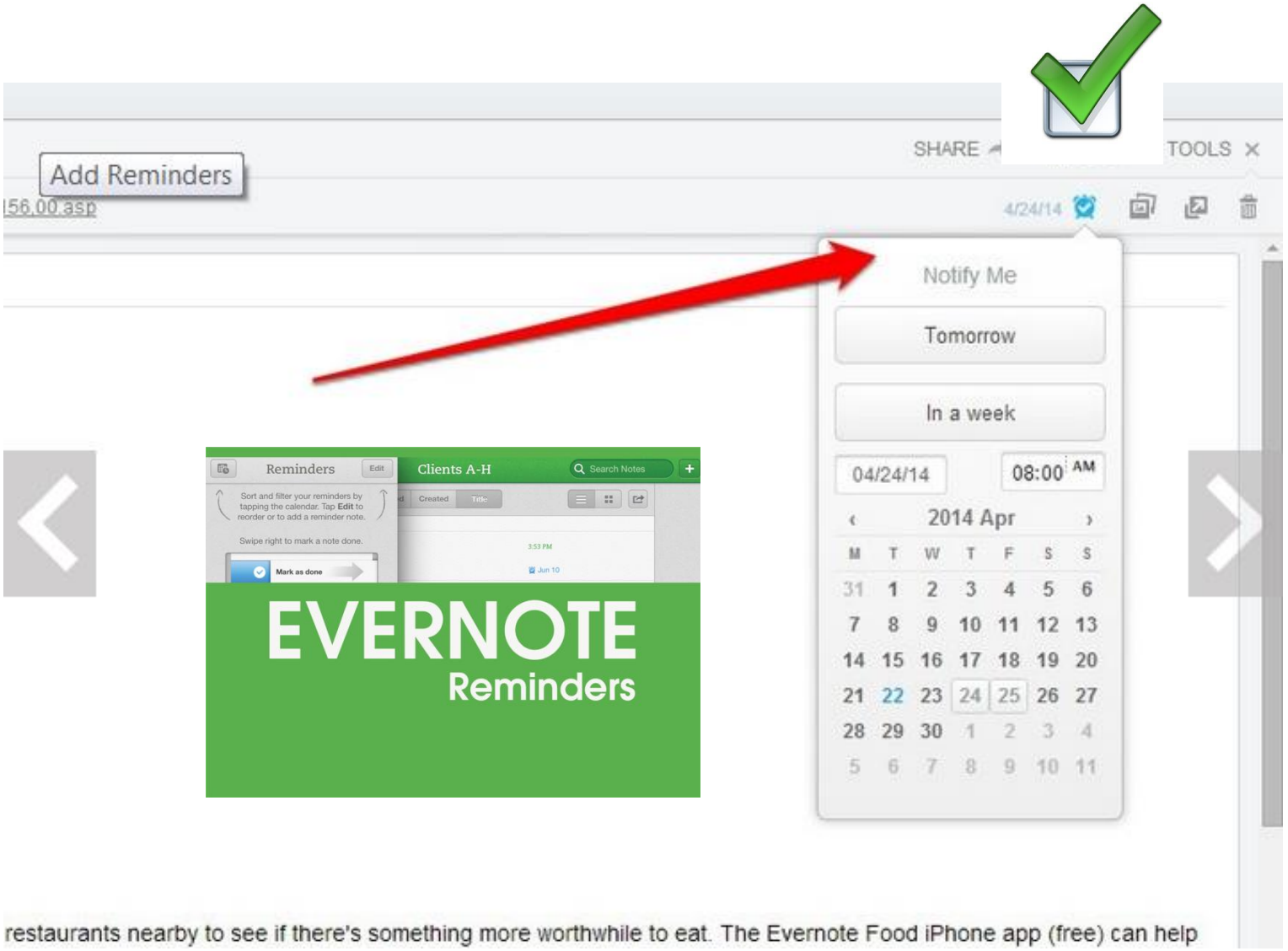
Sorting Notes



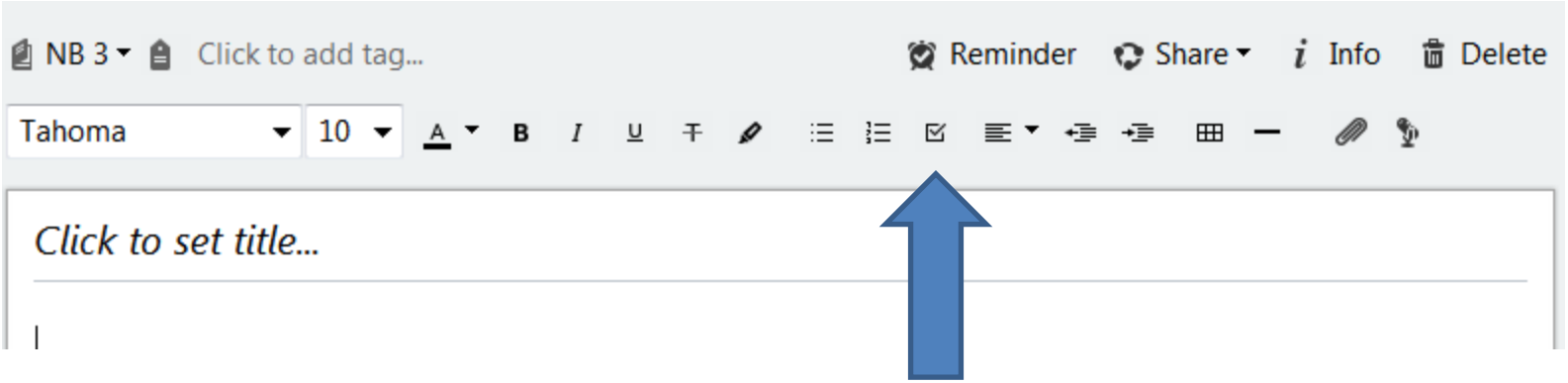
Evernote Reminders



Evernote Reminder



Evernote Task List



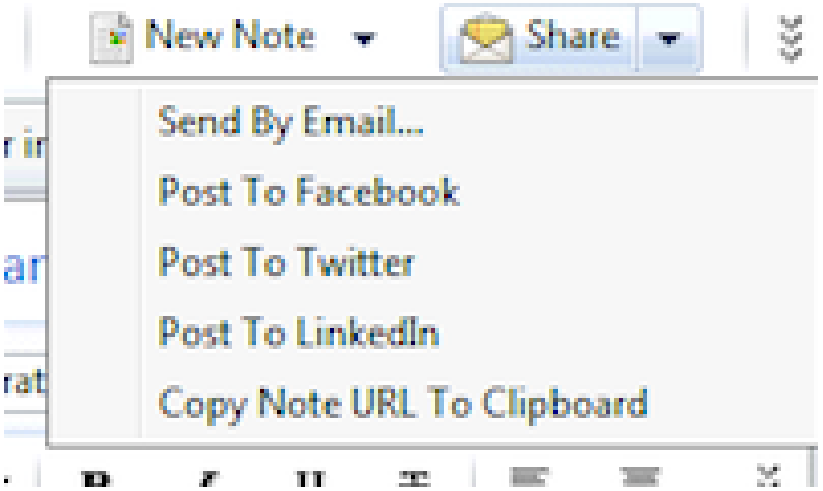
Bob's Wenesday Task List

- [x] Wake up.
- [x] Eat Breakfast
- [x] Morning Nap
- [x] Eat Lunch
- [x] Afternoon Nap
- [x] Eat Dinner
- [ ] Evernote Presentation
- [ ] Evening Nap
- [ ] Drink Bottle of Wine
- [ ] Sleep
- [ ] Dream

Searching

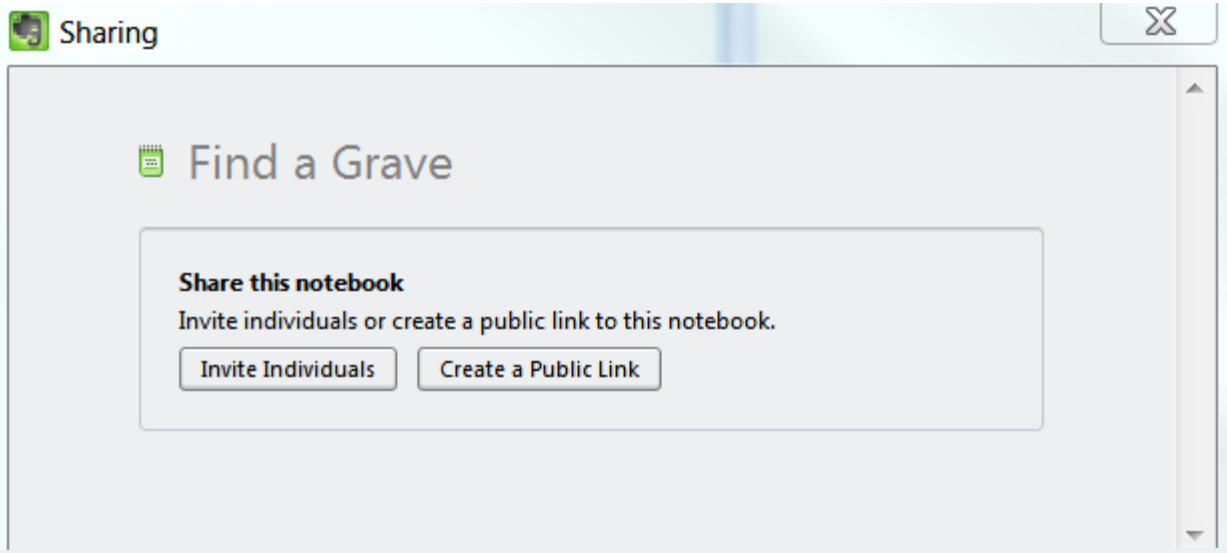
- **In the search box, type the word you wish to search.**
- **Press Enter/Return.**
- **Search results are displayed in the Note List Menu.**

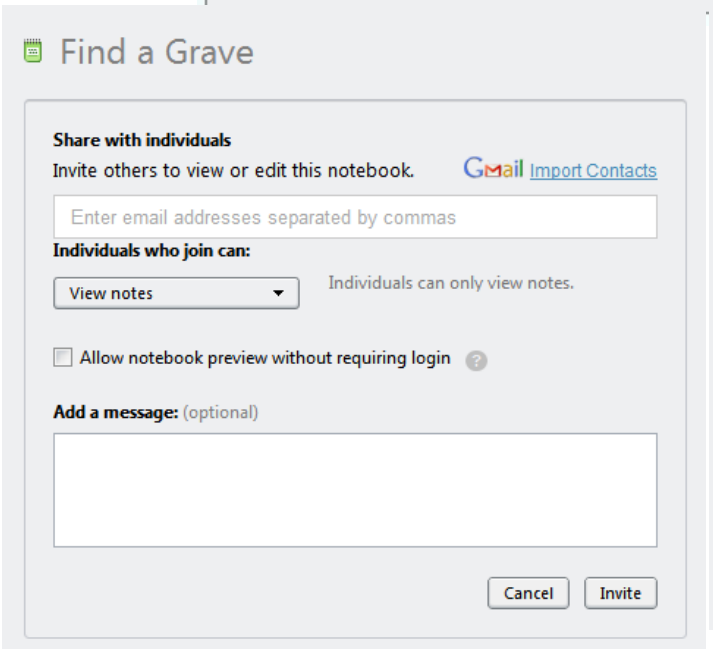
Sharing Notes

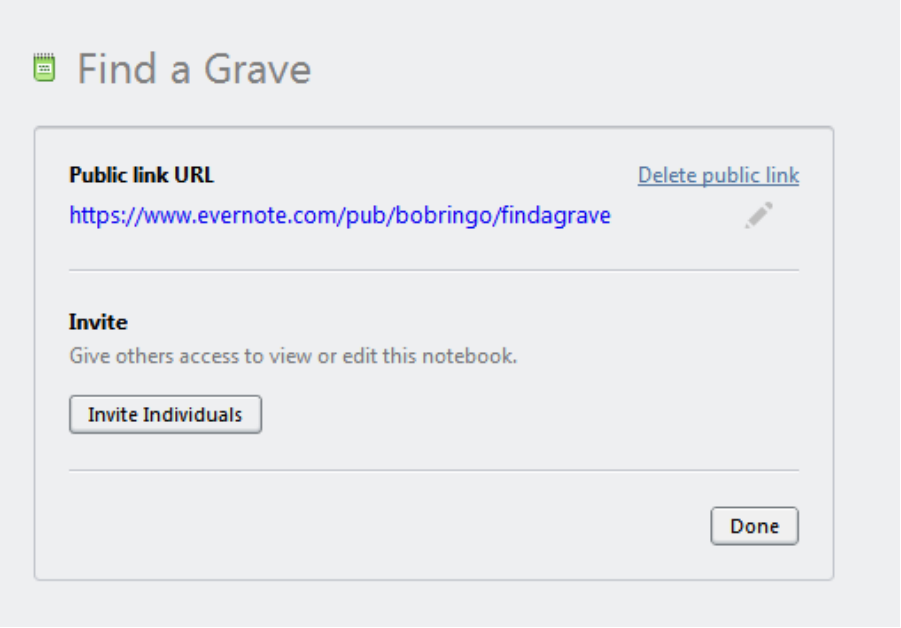


Click on Sharing

Sharing a Notebook







Skitch

Get your point across with fewer words using annotation, shapes and sketches, so that your ideas become reality faster.

Get Skitch for Windows ▾

Skitch Video

Evernote Clearly

Clearly makes blog posts, articles and webpages clean and easy to read. Save them to Evernote to read them anywhere.

Download

Evernote Clearly

Evernote Pricing

free vs. $5 per month or $45 per year

Supersized uploads

Evernote Premium boosts your monthly uploads to 1GB each month, enough to store high-res photos, lots of files, and thousands of text notes and web clips.

Top priority support

Have a question or problem? You'll be sent to the front of the queue for faster support response.

Offline notebooks

Take entire notebooks offline for easy access when you don't have a network connection. A perfect option for when you're traveling. Available on iOS and Android.

PDF & document search

Search for text inside attached Office and iWork documents, spreadsheets, and presentations, as well as scanned PDFs.

Work together

Evernote Premium users can allow others to edit their notes, making Evernote a great tool for working on a project with others or planning a trip with friends.

Note history

Go back in time. View past versions of individual notes in your account. This is a great option when you're working with others.

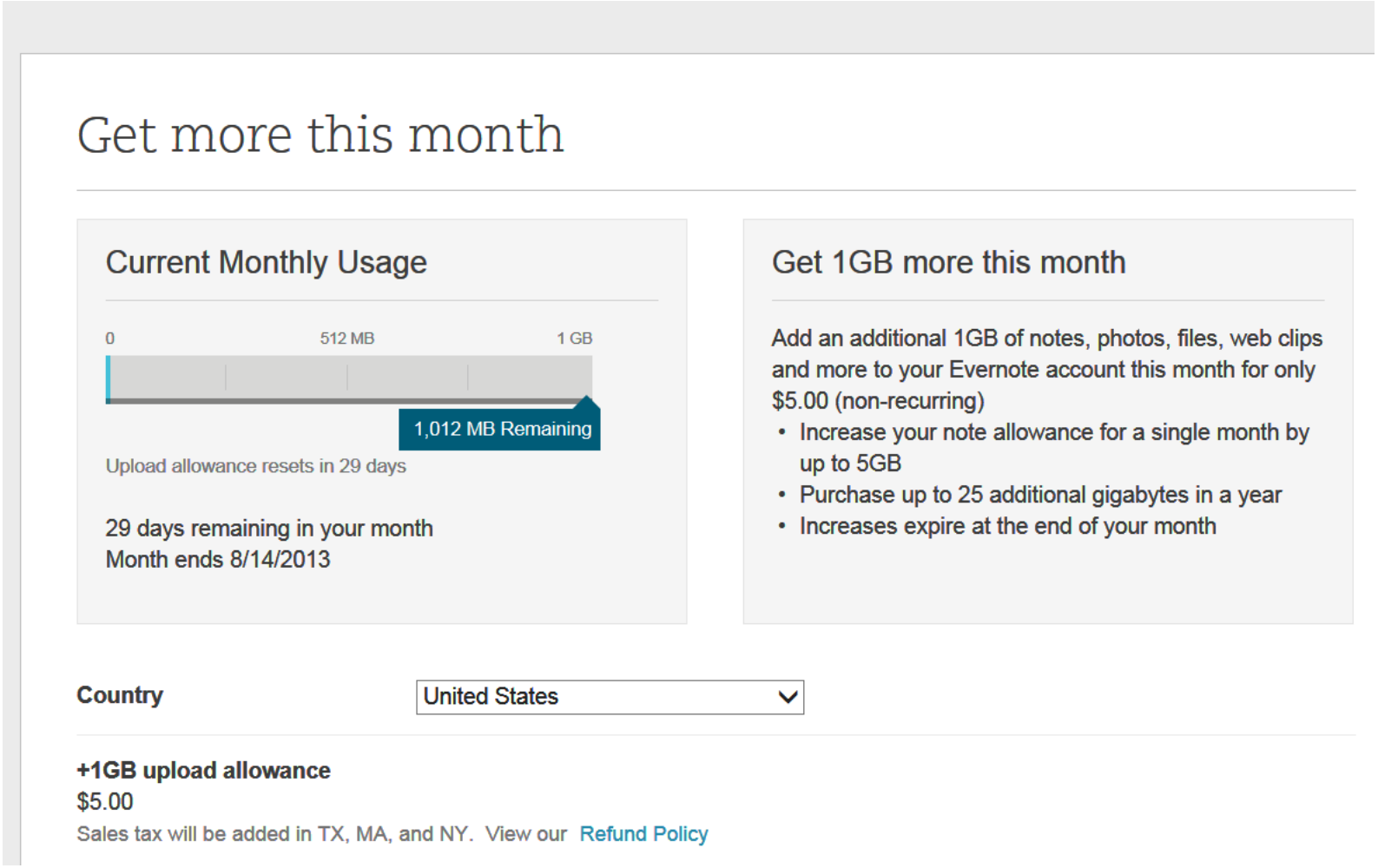
Larger files, bigger notes

As a Premium user, the size of a single note is increased to 100MB. That means you can put more stuff into each of your notes.

Faster image recognition

Evernote makes images containing printed or handwritten text searchable. As a Premium user, your images get processed faster.

Evernote Pricing (2)



Premium Evernote

- $5 per month or $45 per year.
- 1 GB upload capacity per month.
- Search inside PDFs and spreadsheets.
- A presentation mode that supports dual monitors—one for the presentation and one for notes as you present.
- Text to speech in any of 21 languages.

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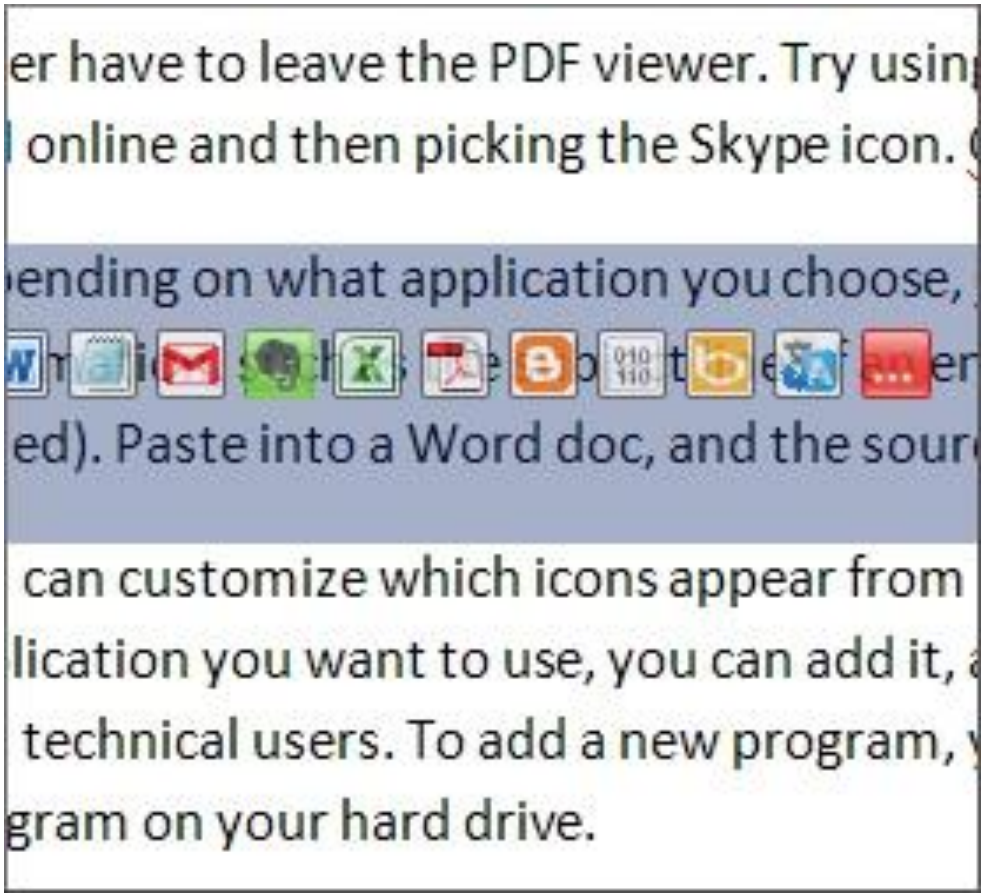
The real copy & paste



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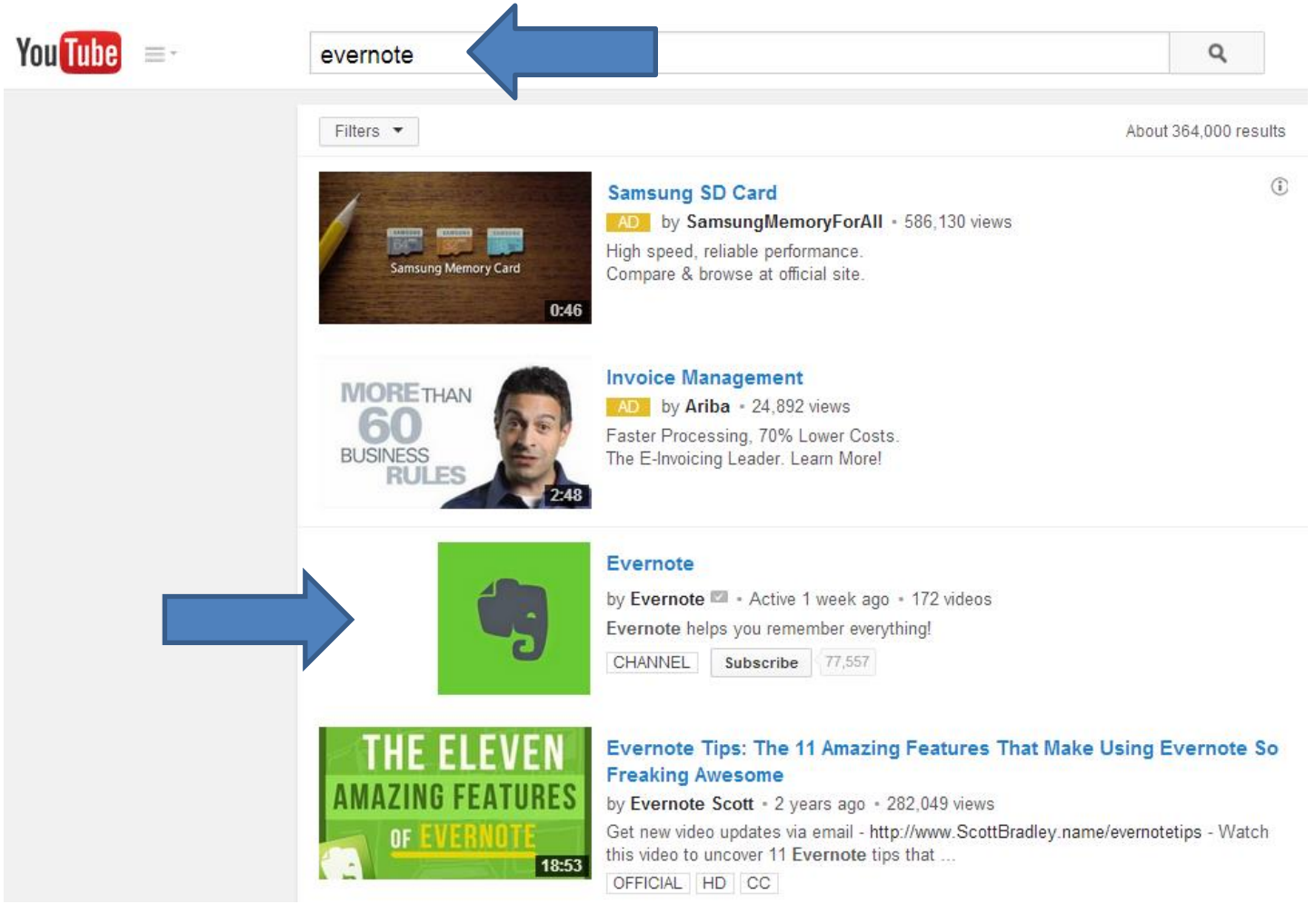
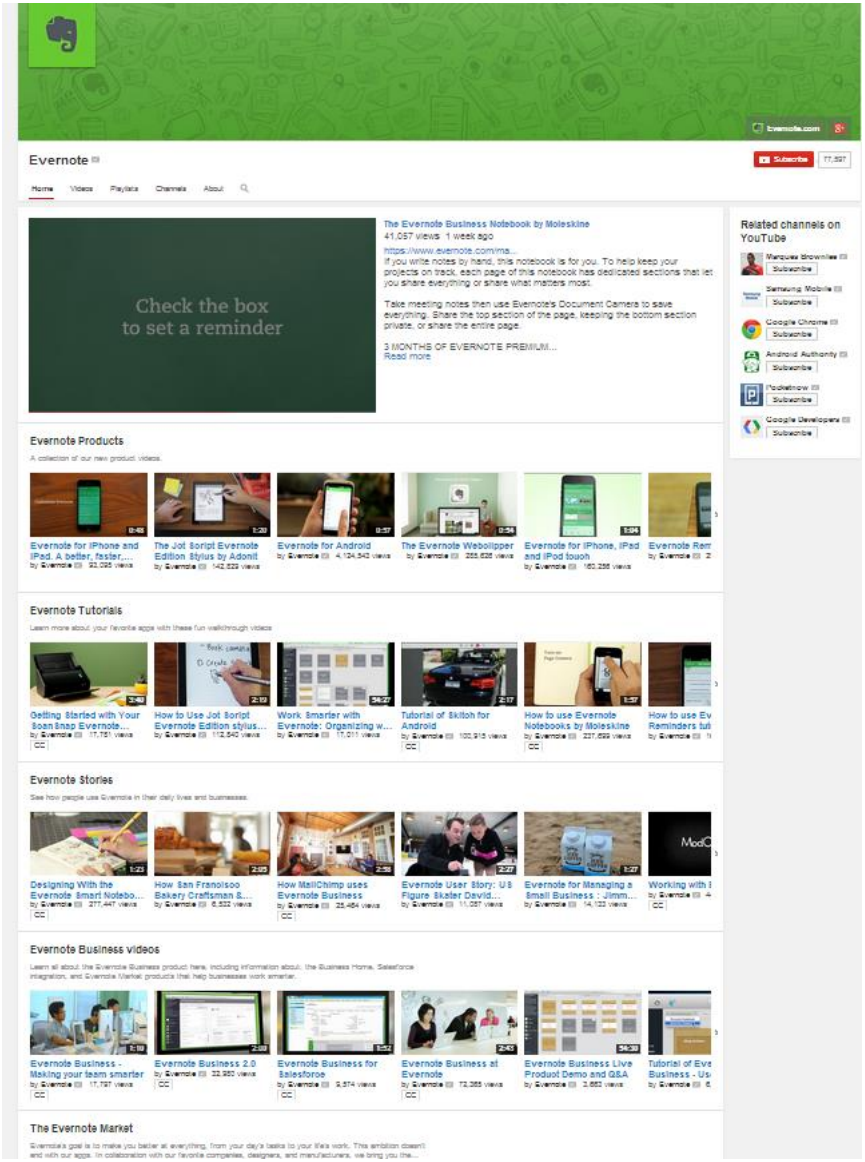
Evernote App Center

Learn More About Evernote



YouTube Evernote Channel



EVERNOTE

THE END

Want a Copy of the Evernote Presentation?

go to:

www.sclhcc.org