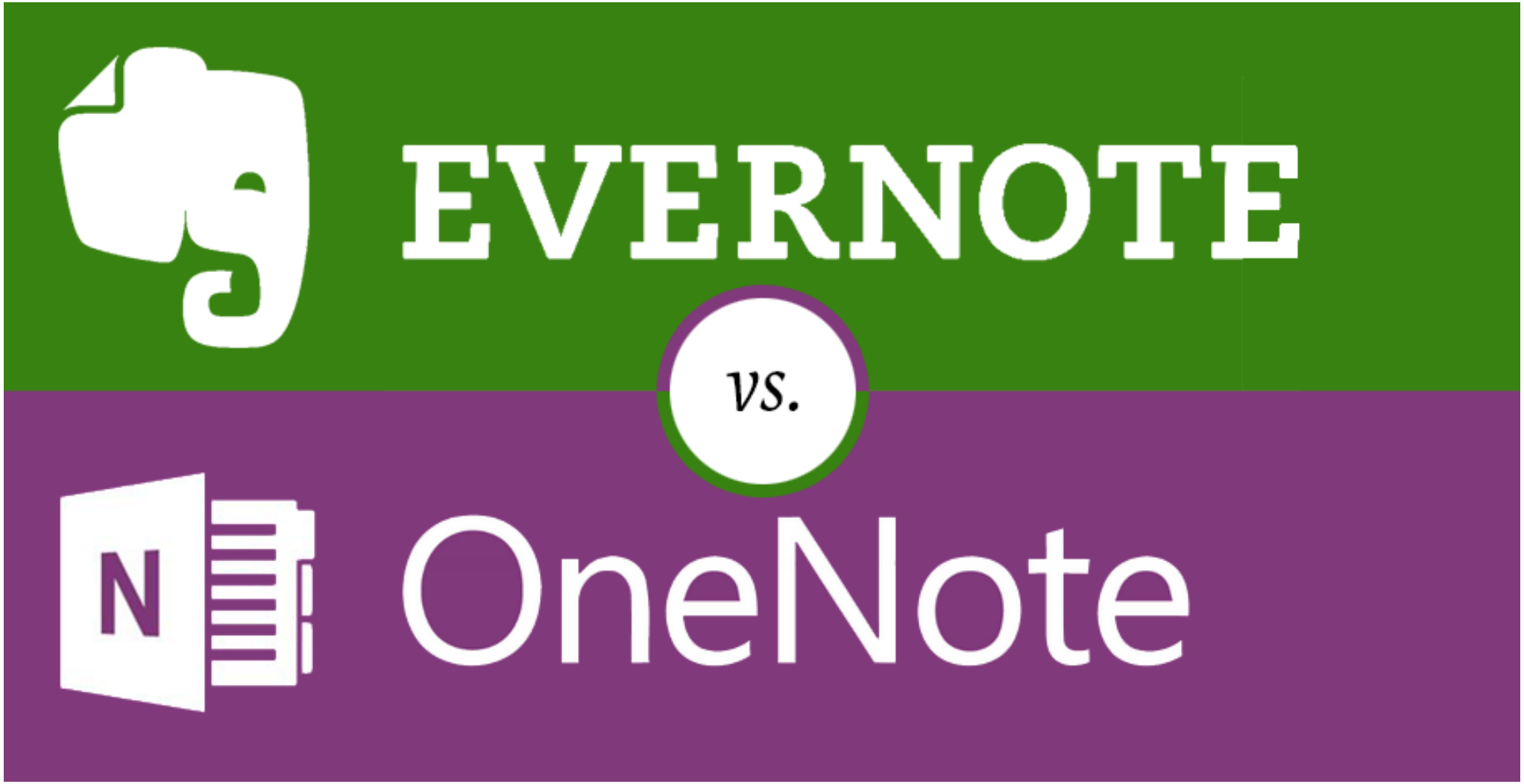
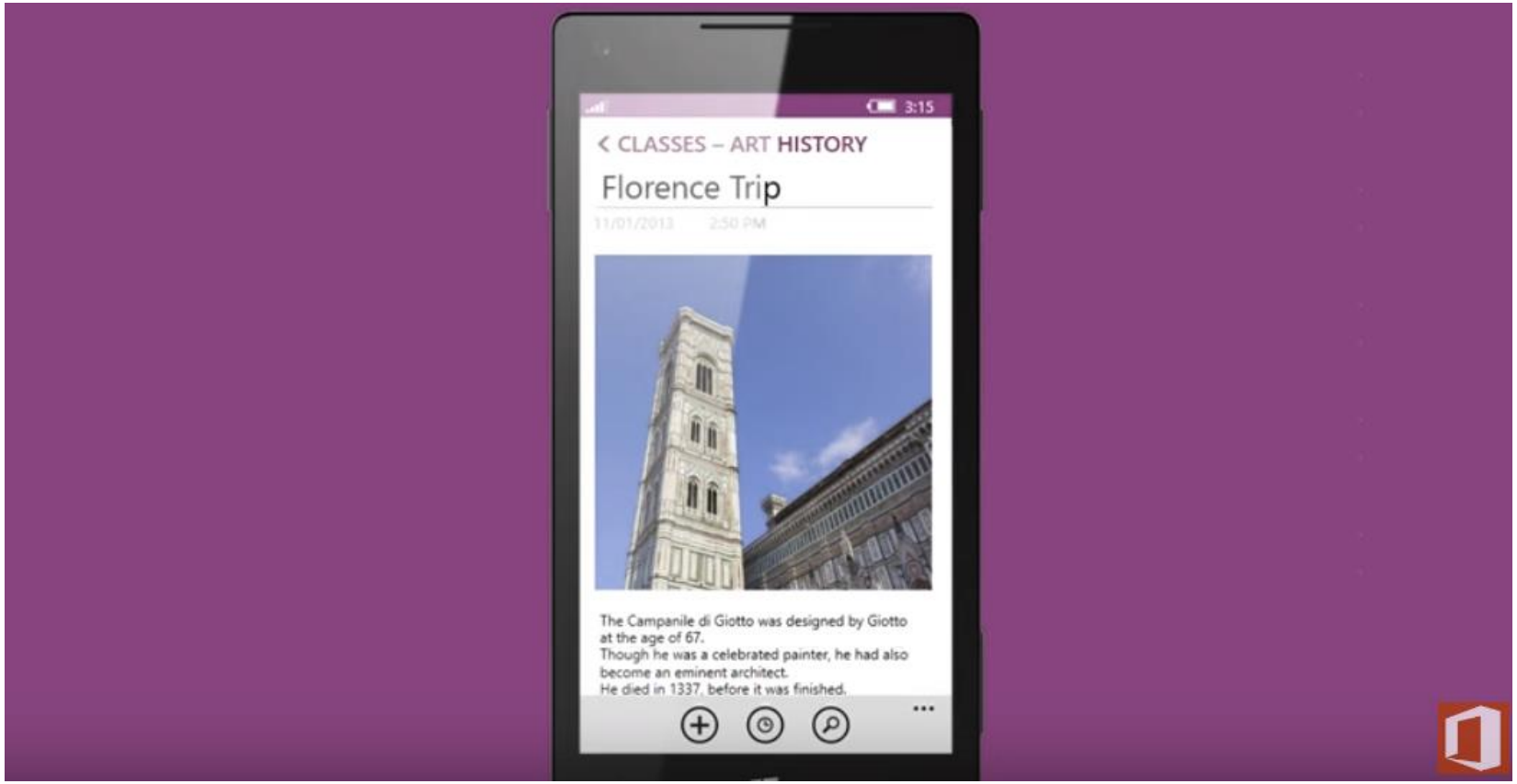


by Bob Ringo

Introduction to Evernote

Evernote Introduction

Introduction to OneNote



OneNote Introduction

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.

OneNote is the Best Microsoft Program You're Probably Not Using.

What is OneNote?

All your notes—even words in pictures—are searchable inside OneNote, and they're stored in the cloud and immediately accessible via the OneNote apps for any platform.

If you do a lot of notetaking and collaborate with others on projects, then OneNote can keep that flood of info neat and tidy.

Things You Can Store in Evernote or OneNote

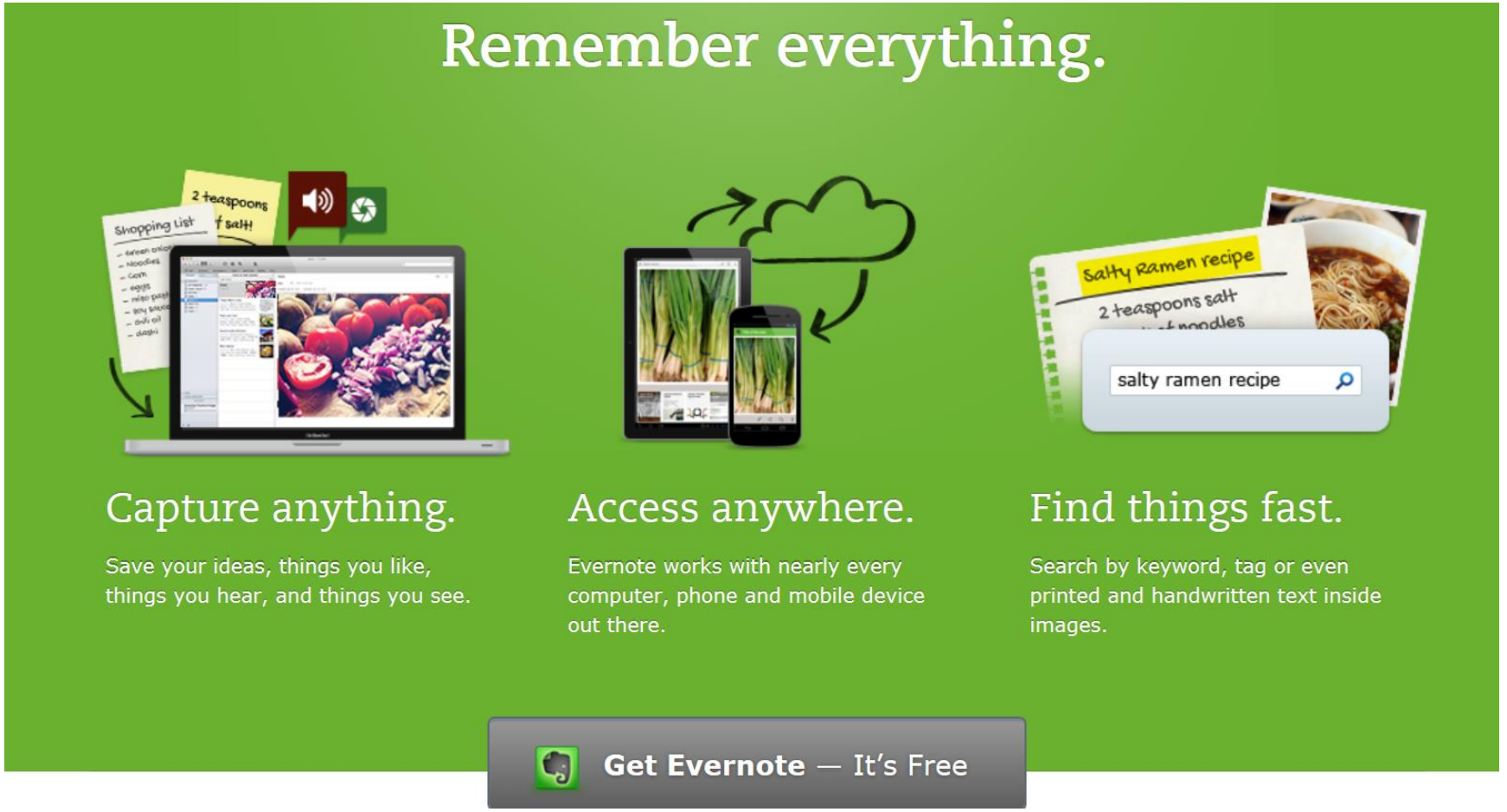
Type of Note

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

Type of Note

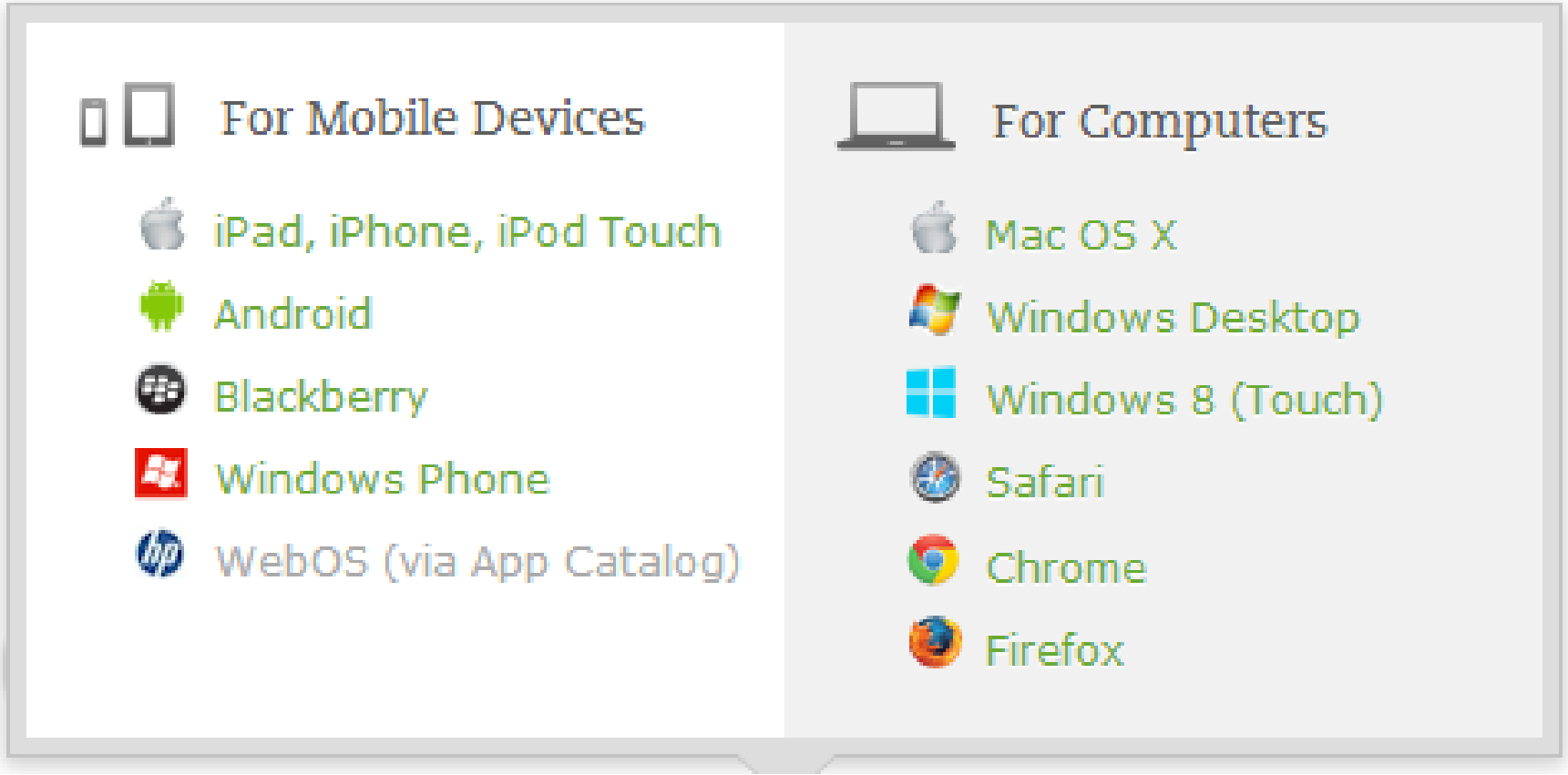
- Scanned images.
- Photos.
- Business cards.
- Receipts.
- Recipes.
- Seminar notes.
- Webinar notes.
- Reminder notes.
- Travel notes.

Installing Evernote on the Desktop

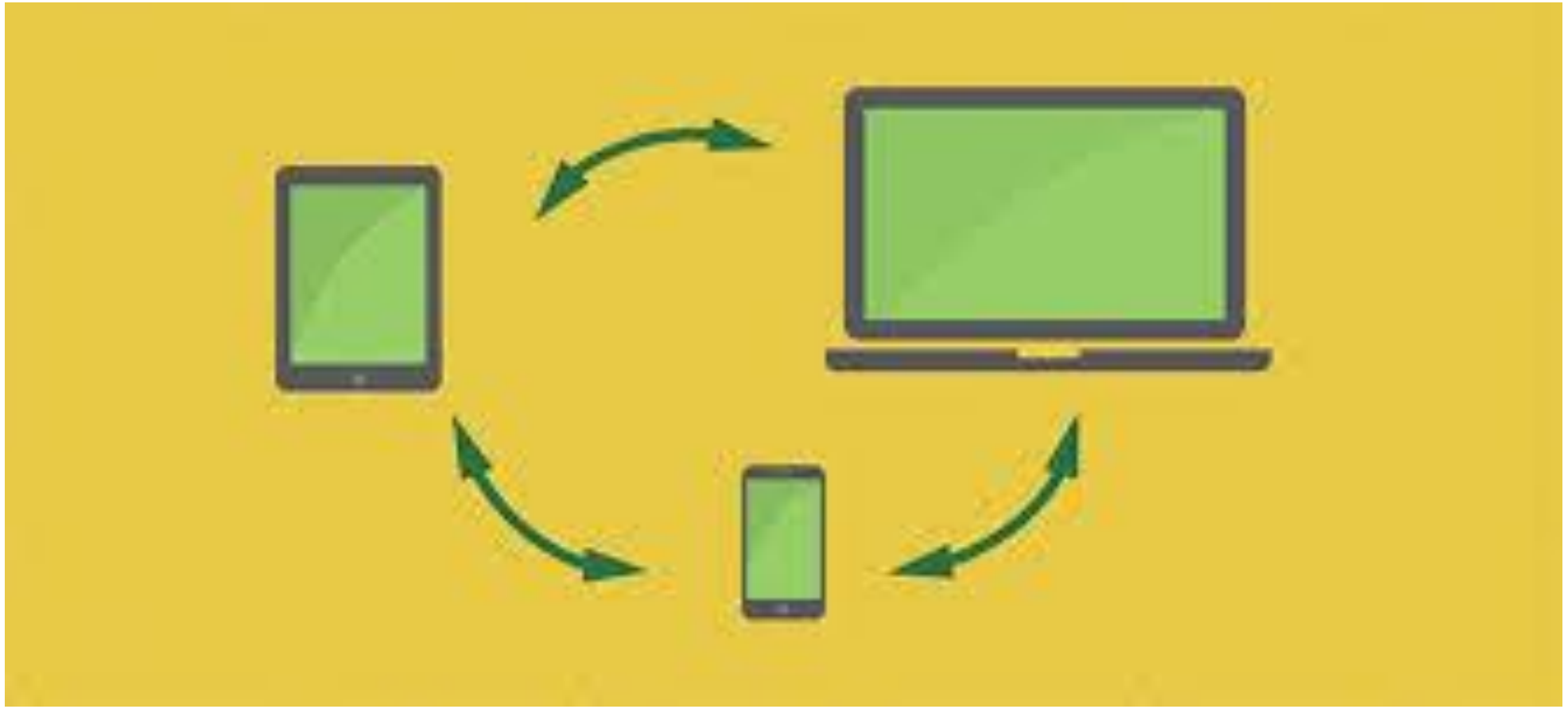


[Get Evernote]

Evernote Platforms



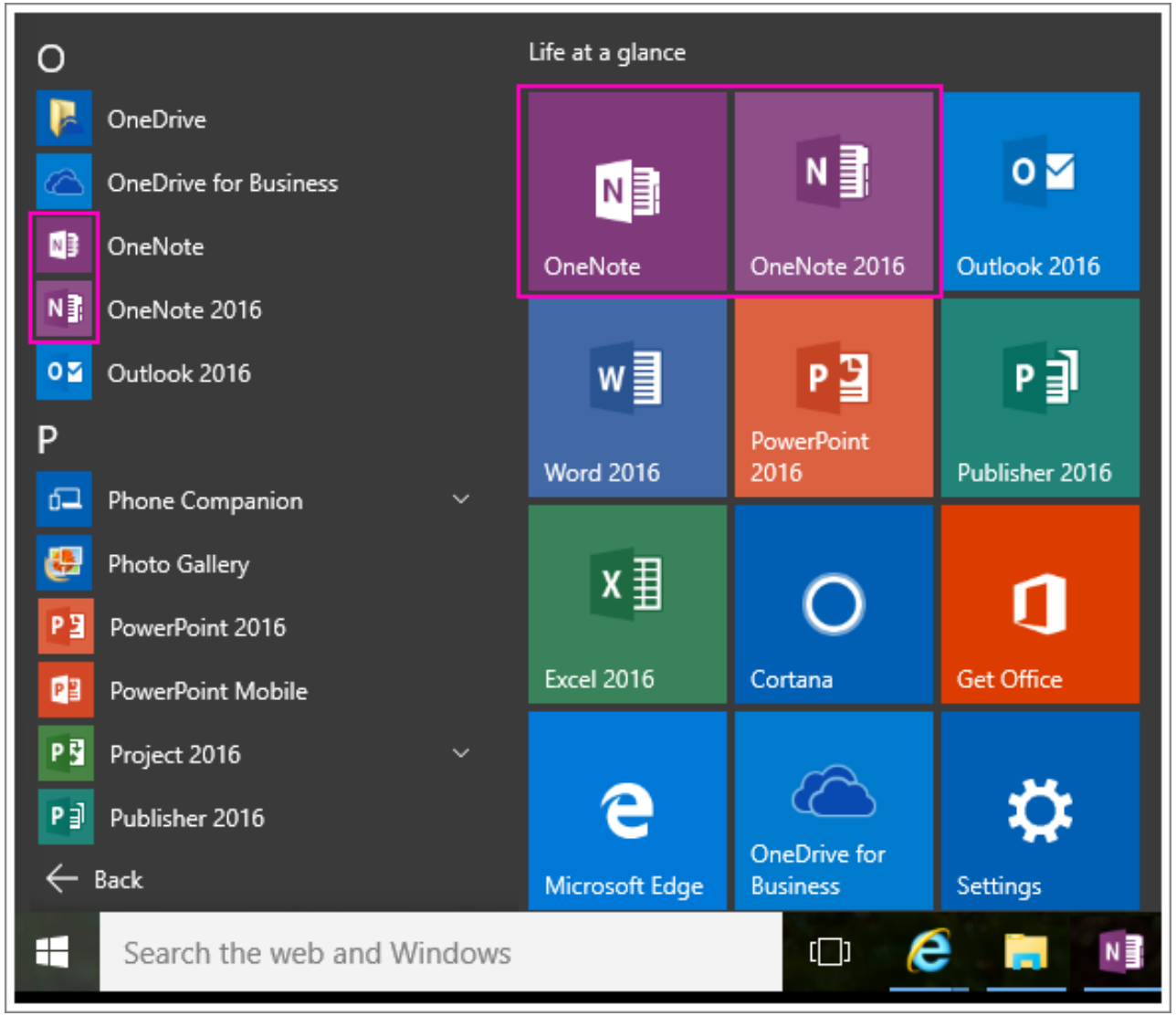
Evernote Syncing



Remember
You Must Install
Evernote
on All of Your Computers

One Account. . .Many Computers

OneNote App Comes with Windows 10

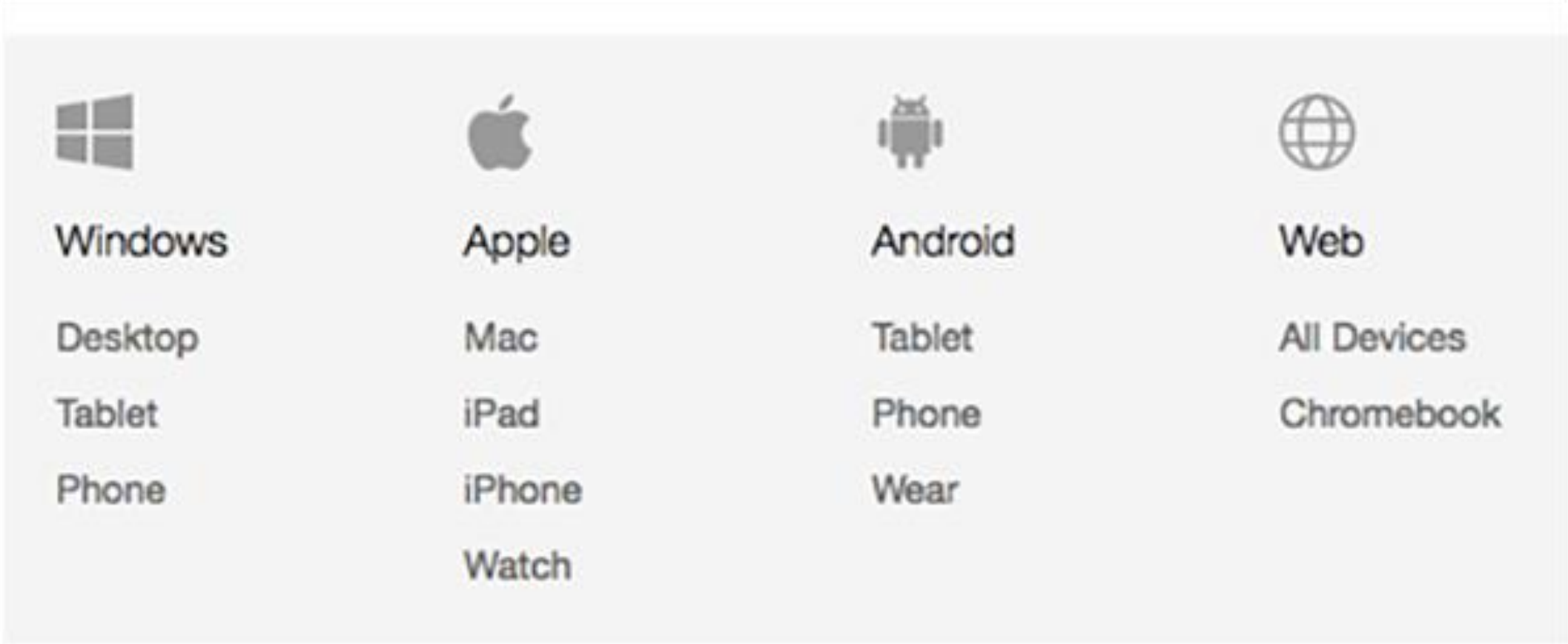


OneNote 2016 Comes with Office 2016

OneNote Comes with Office 365
. . .but it's the OneNote 2013 Version!

Confused? I am too.

OneNote Platforms

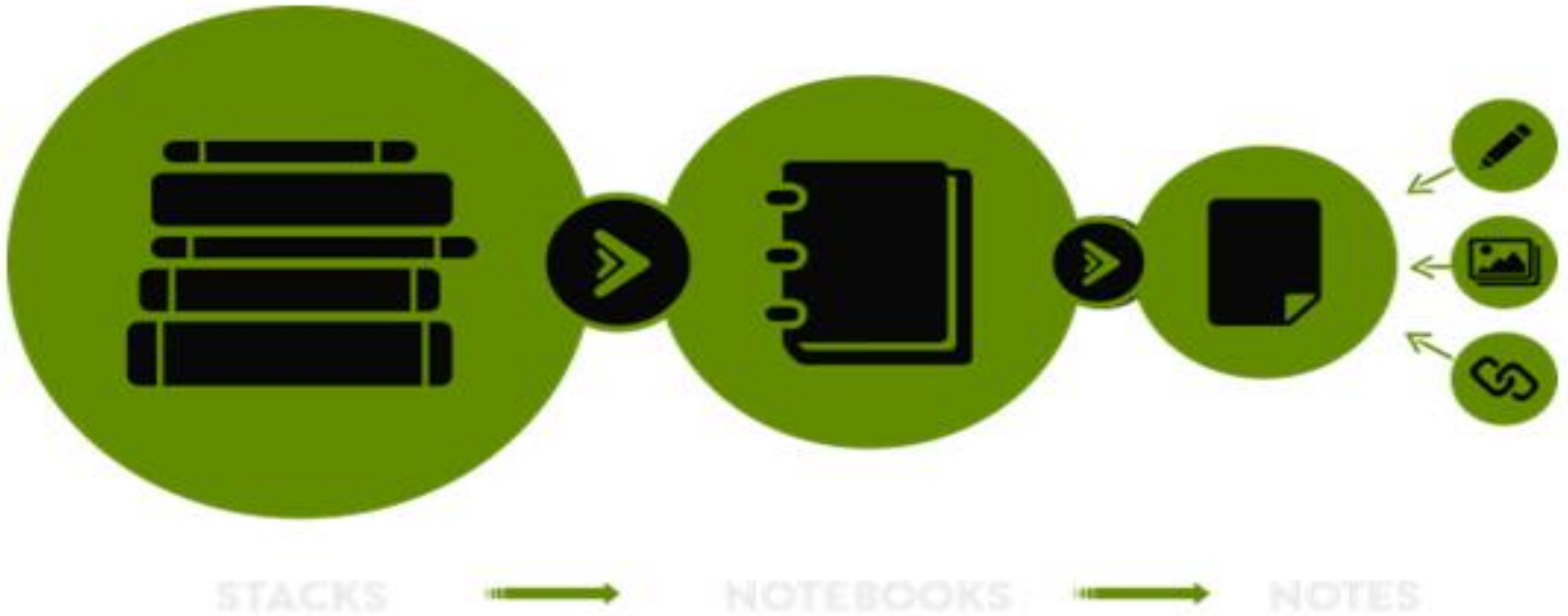


OneNote Syncing

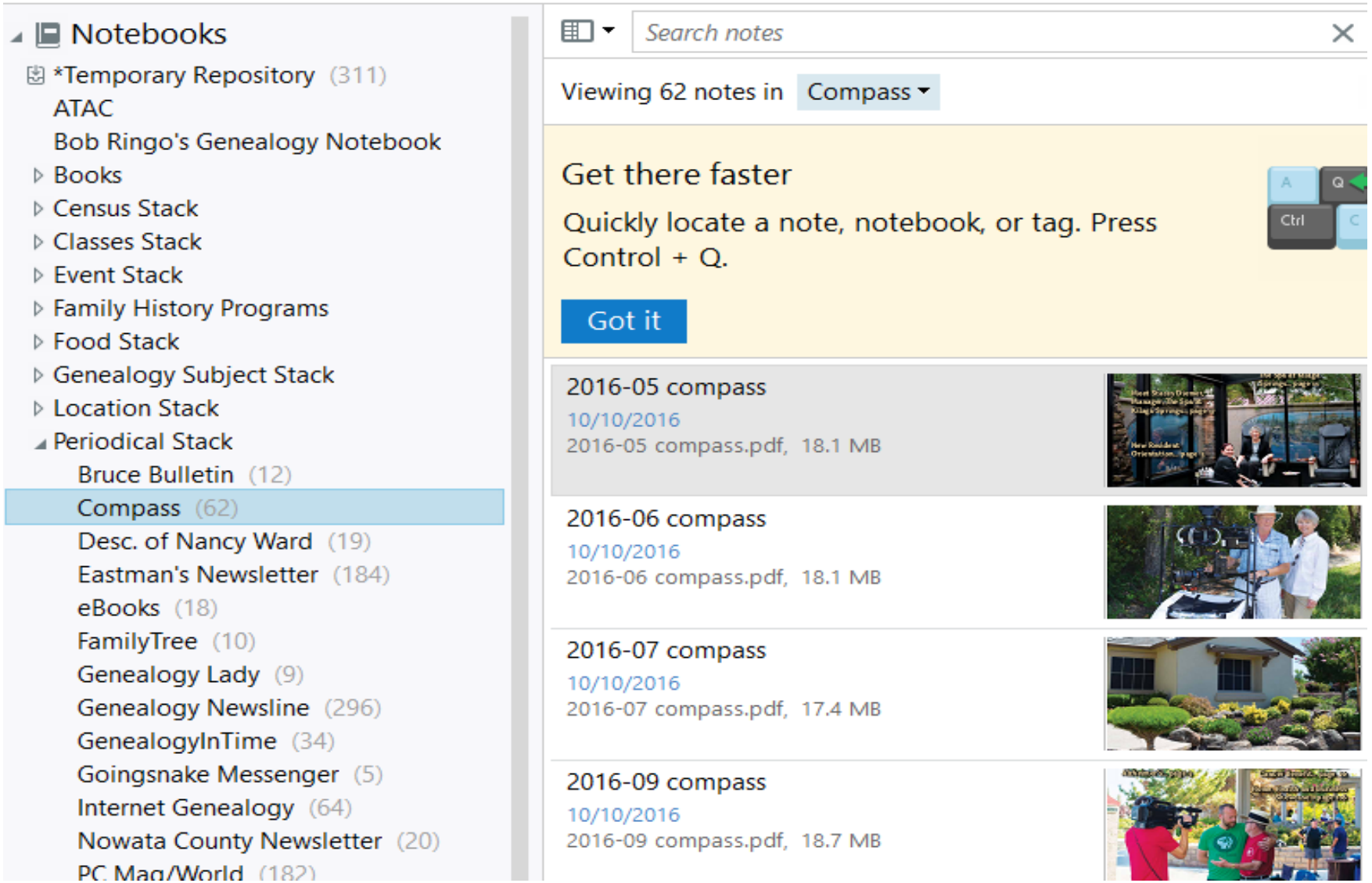
Remember
You Must Install
OneNote
on All of Your Computers

One Account. . .Many Computers

Stacks. . .Notebooks. . .Notes

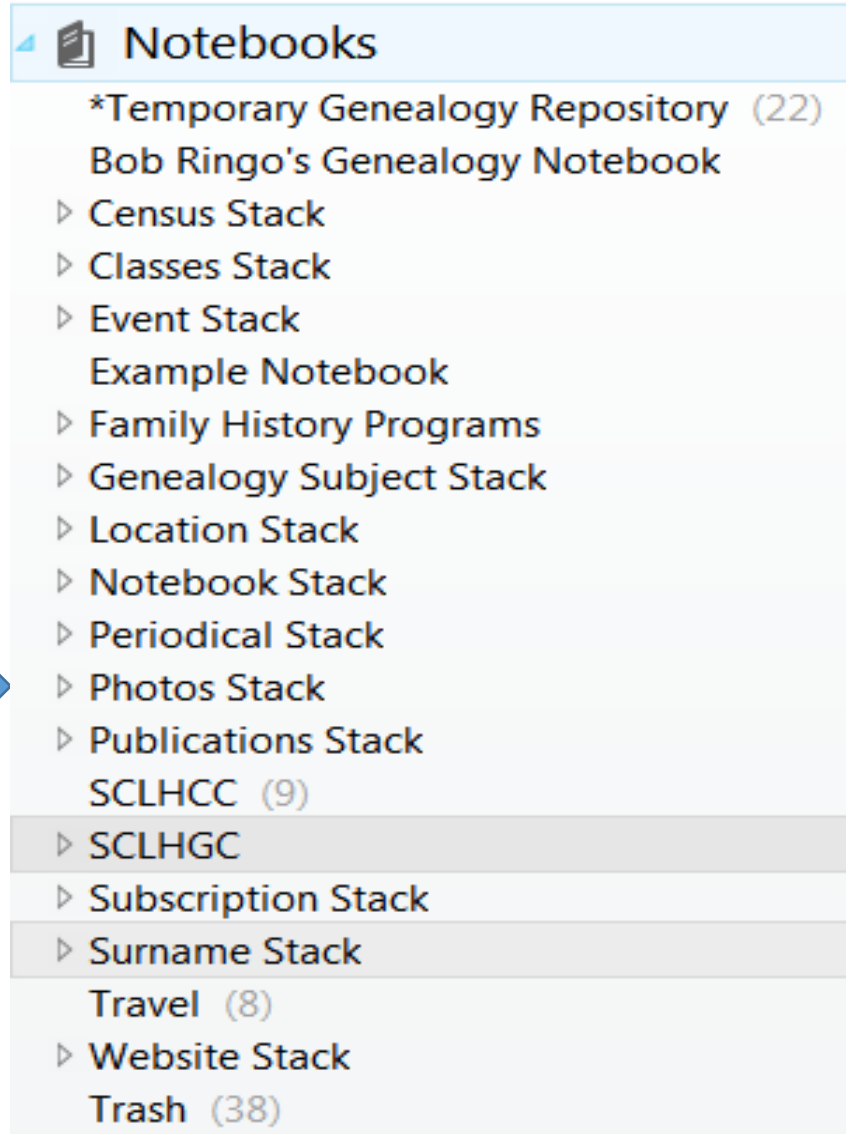


Bob's Evernote Notebooks

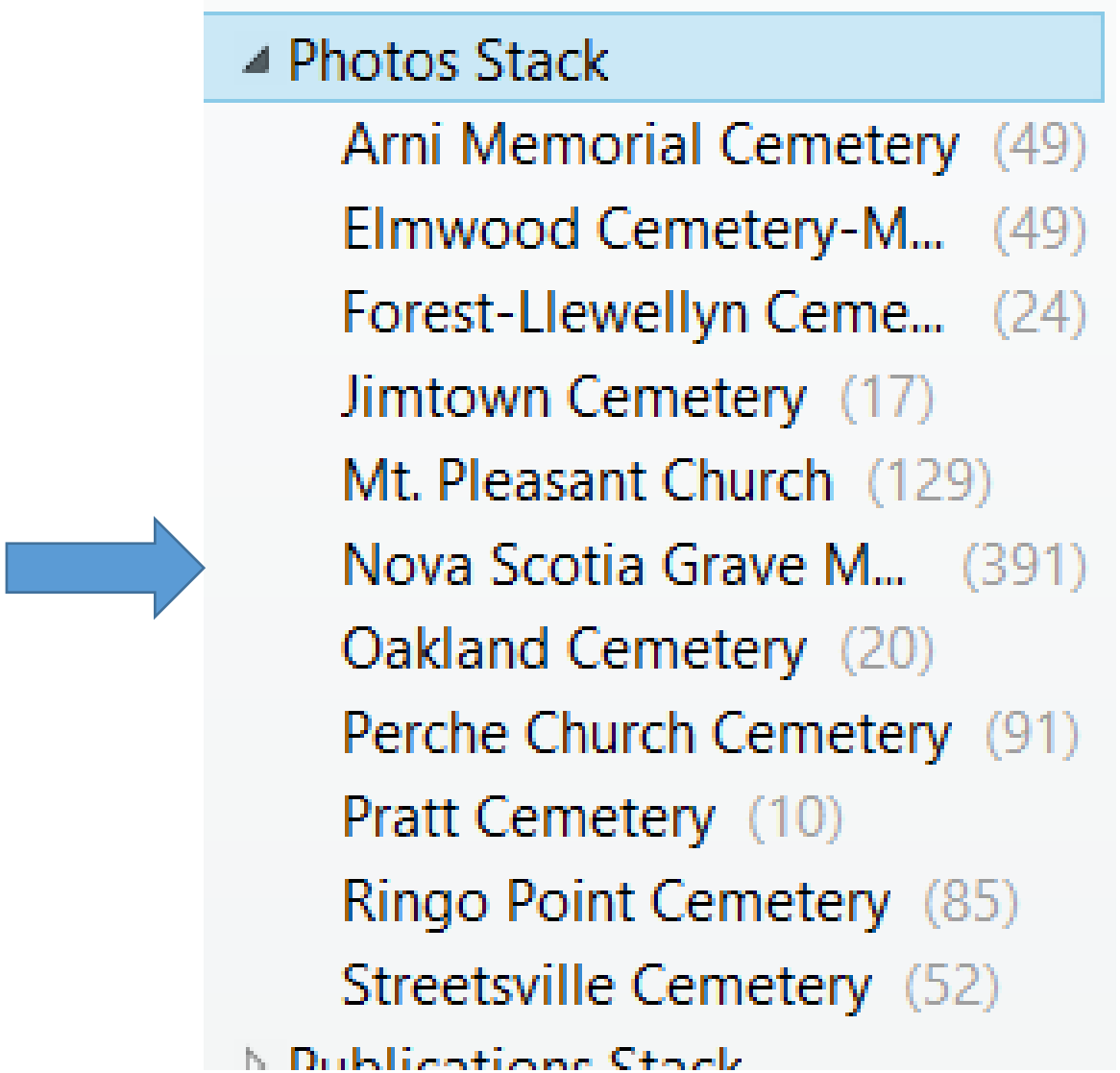


Bob's Evernote Stacks

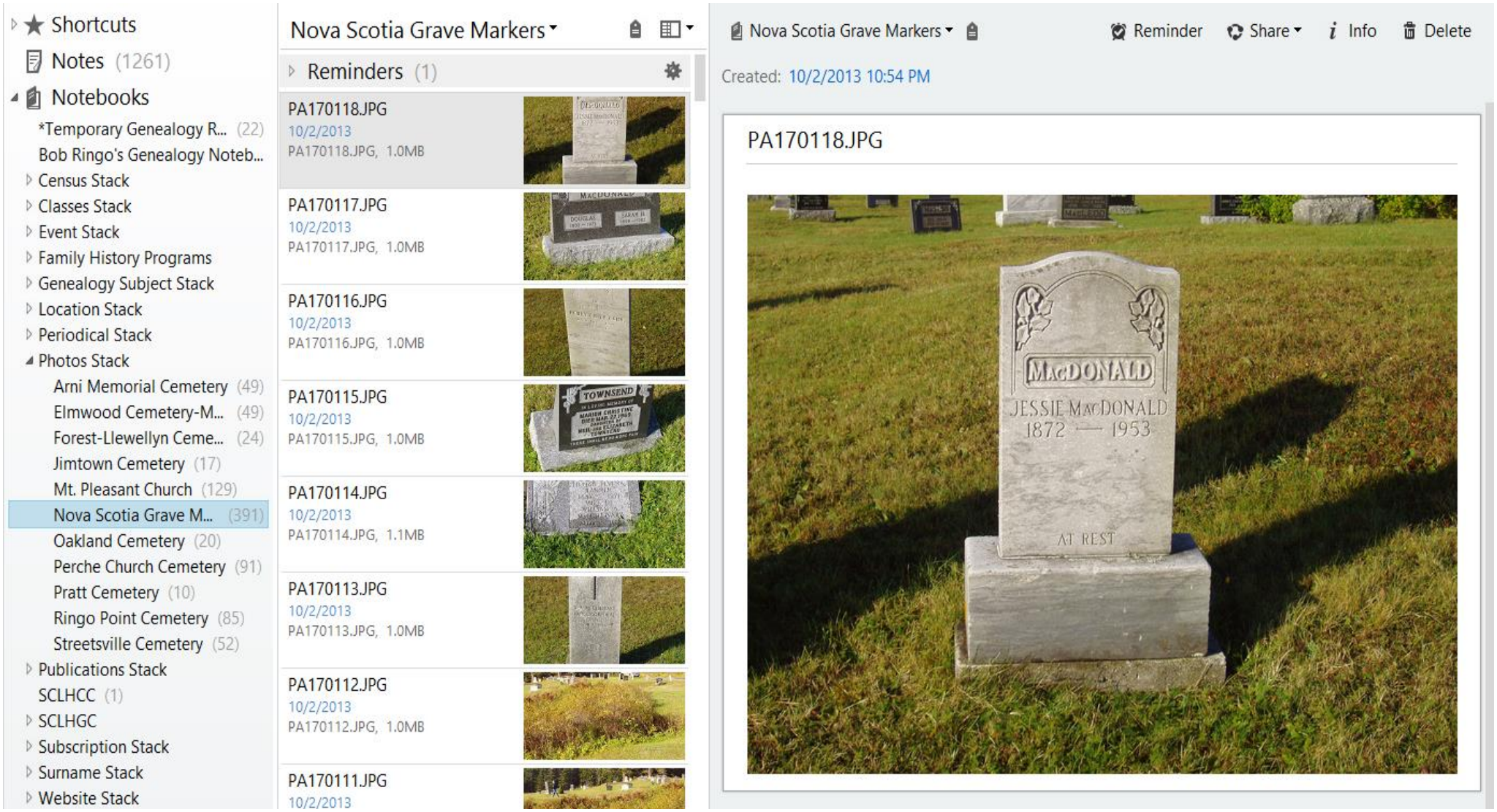
PHOTOS



Bob's Evernote Photos Stack

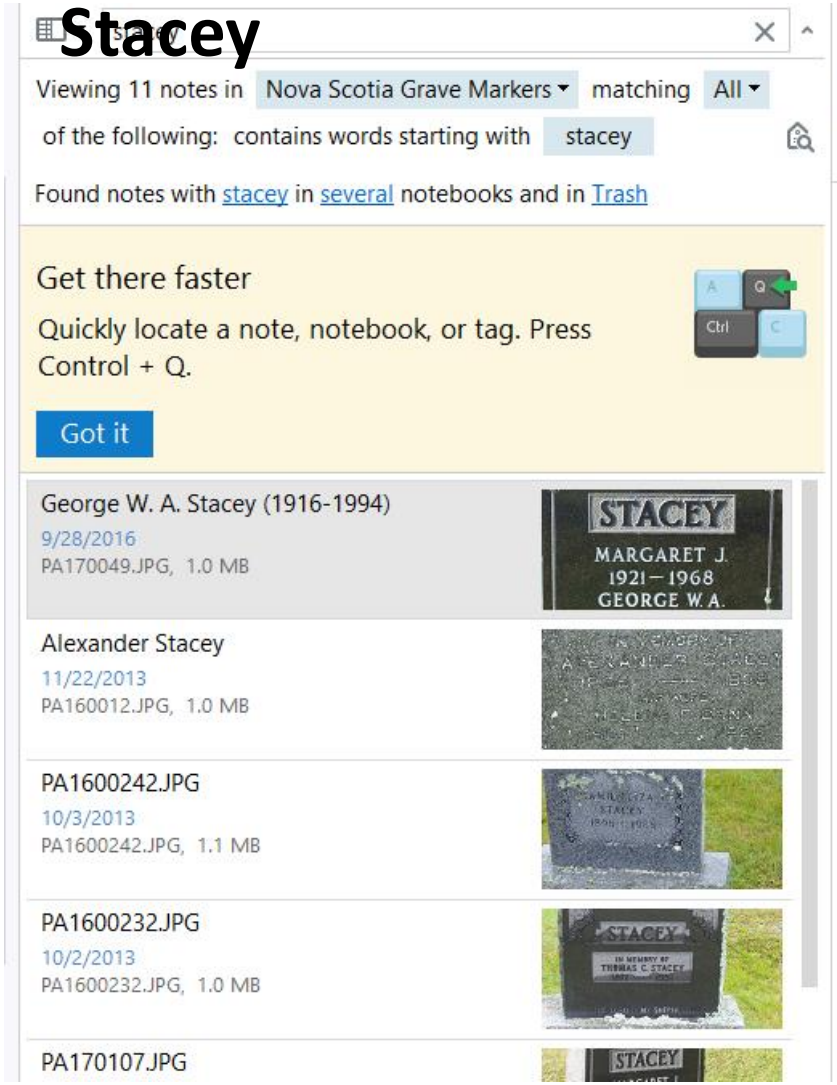


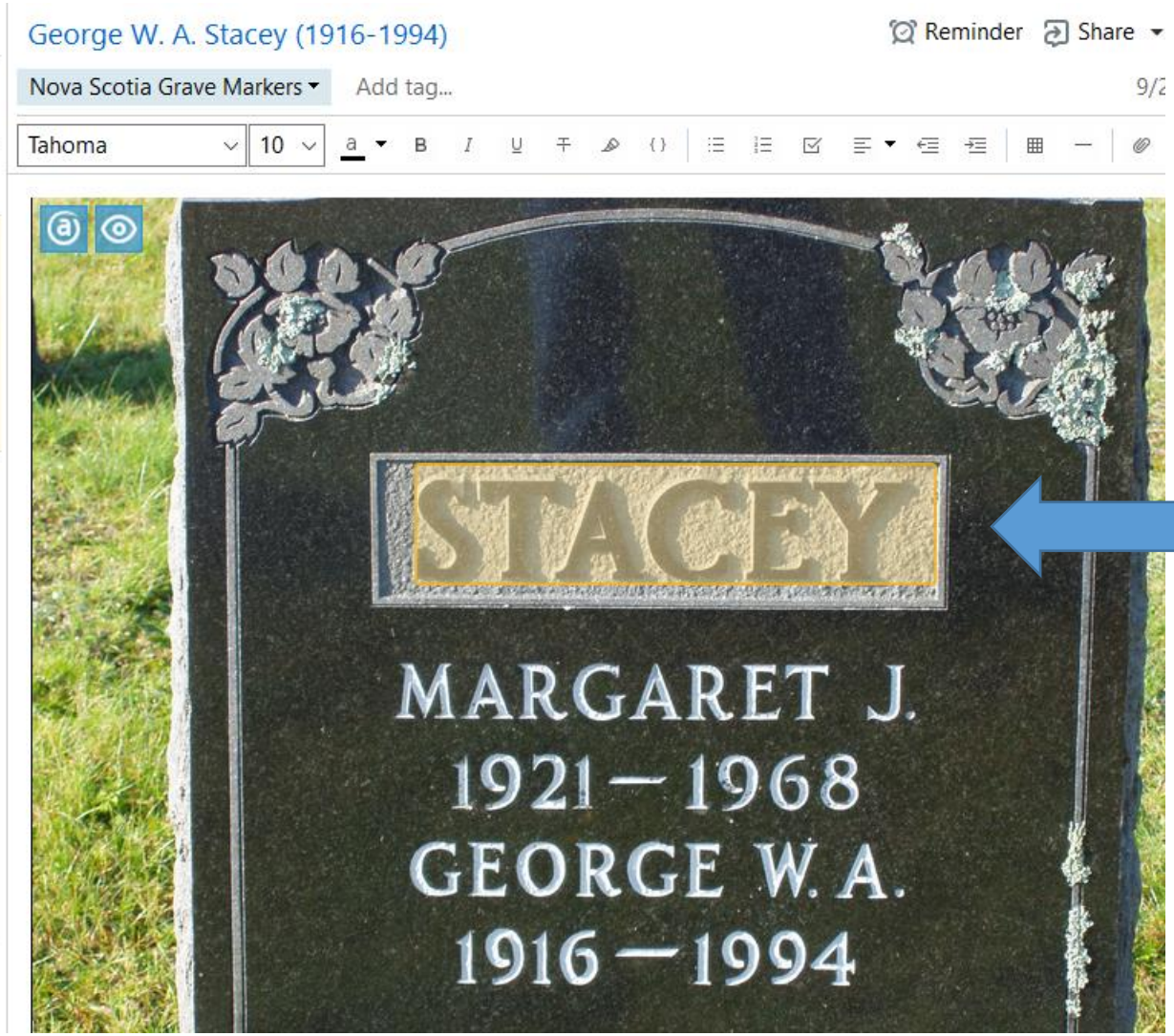
Bob's Nova Scotia Grave Markers



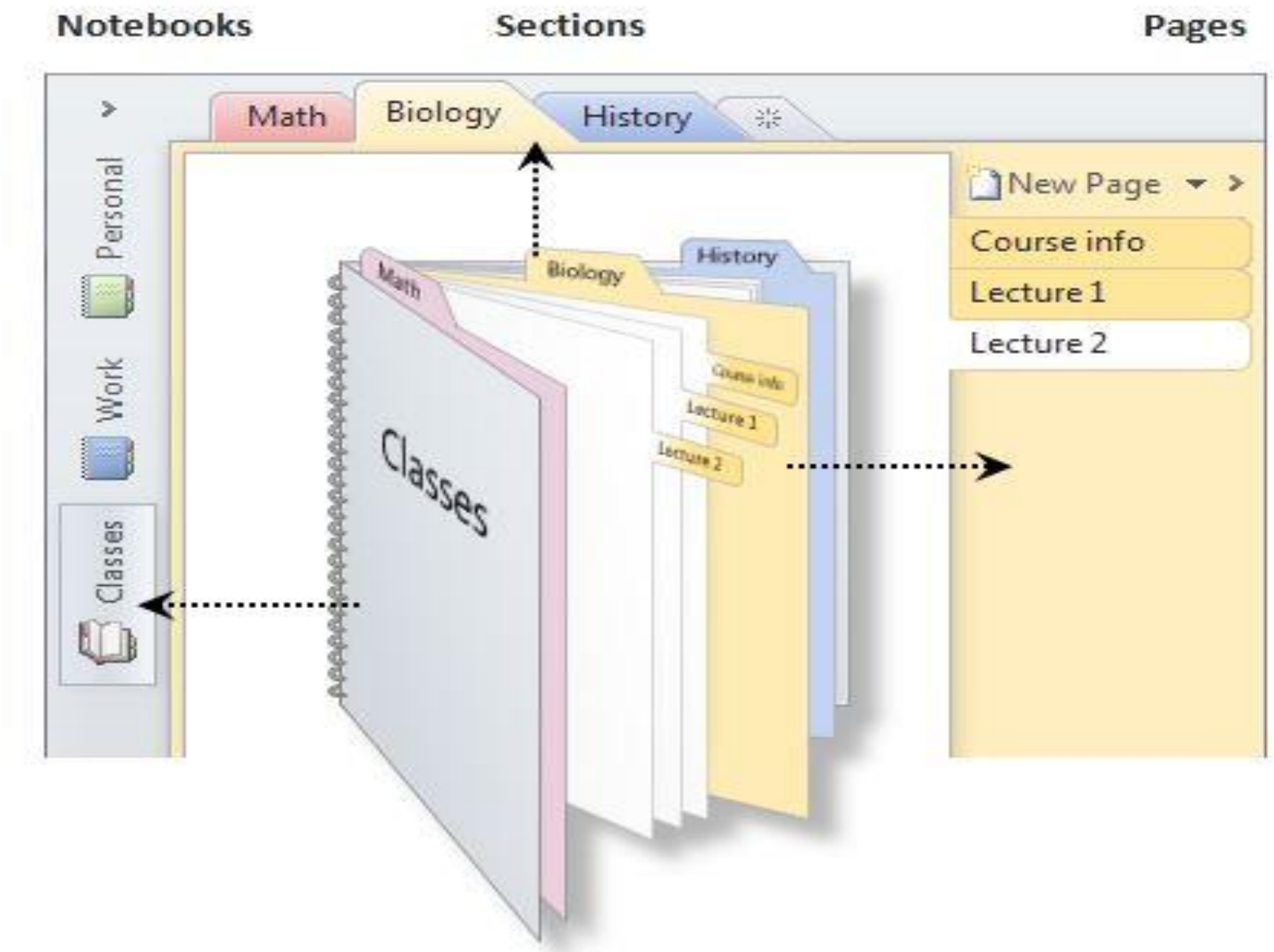
Searching Within a Photo with Evernote

Stacey

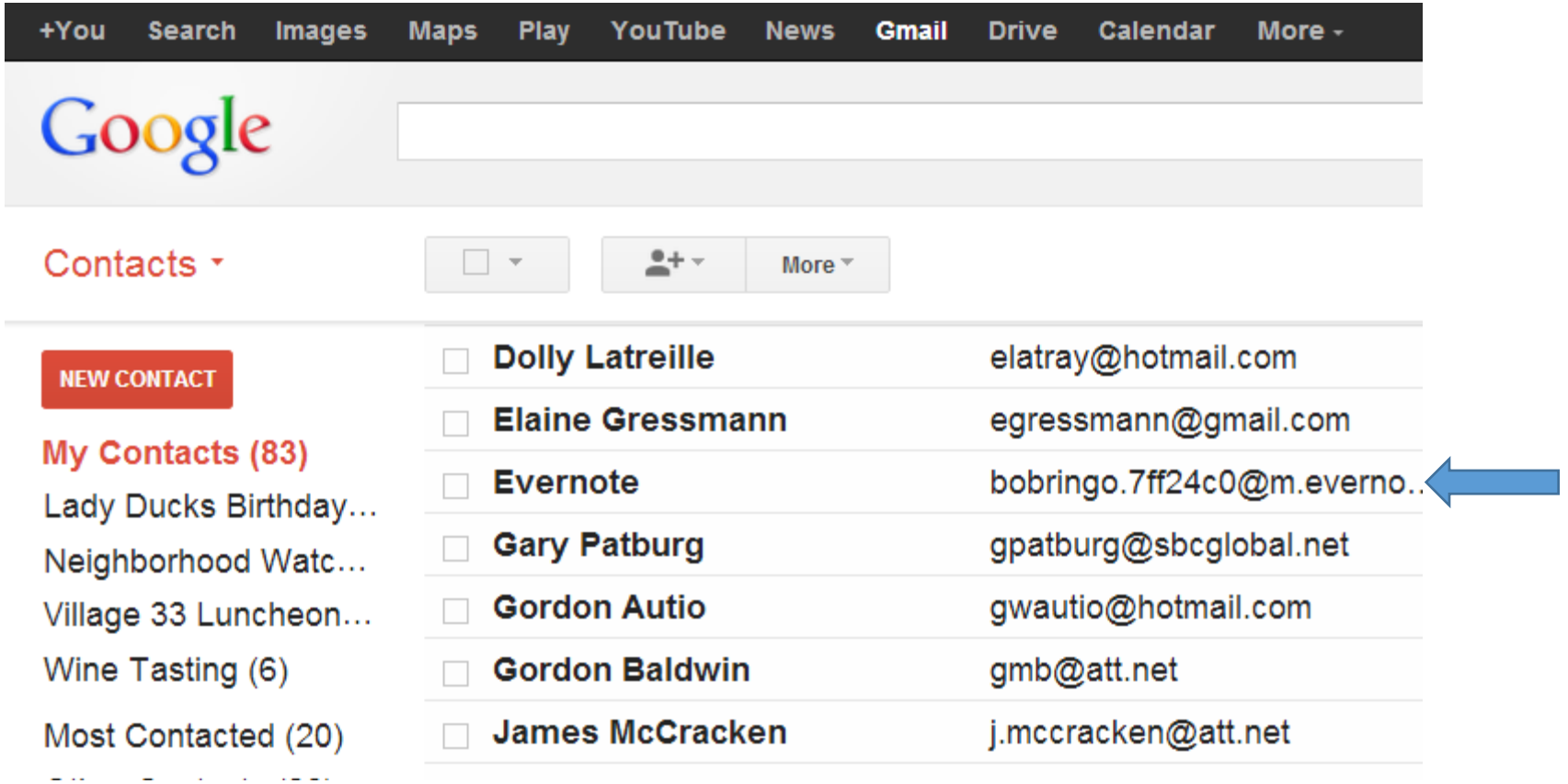




Setting Up a OneNote Notebook



Place Evernote and OneNote in Contacts for Each of Your Email Programs

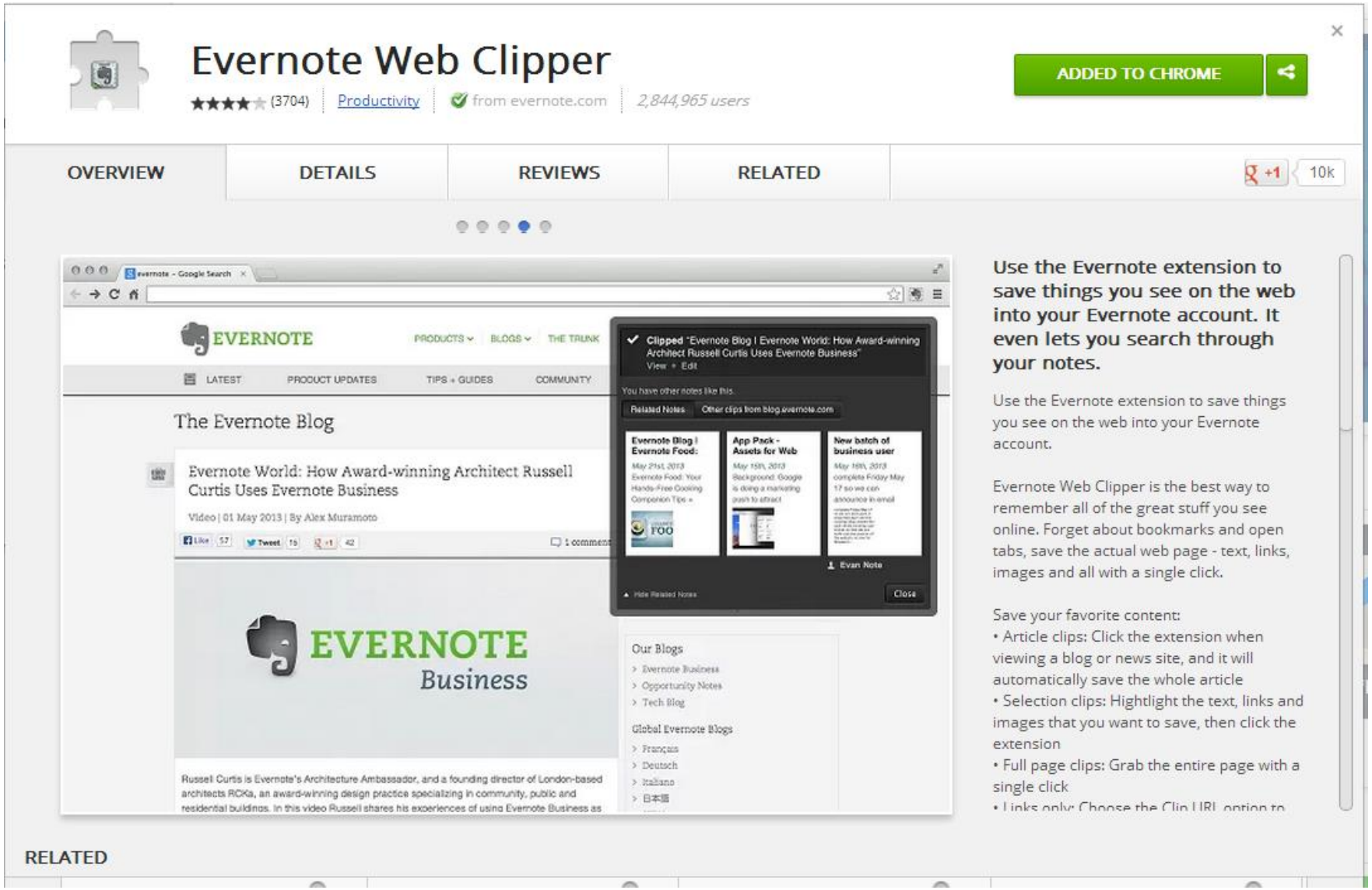


Emailing to Evernote or OneNote

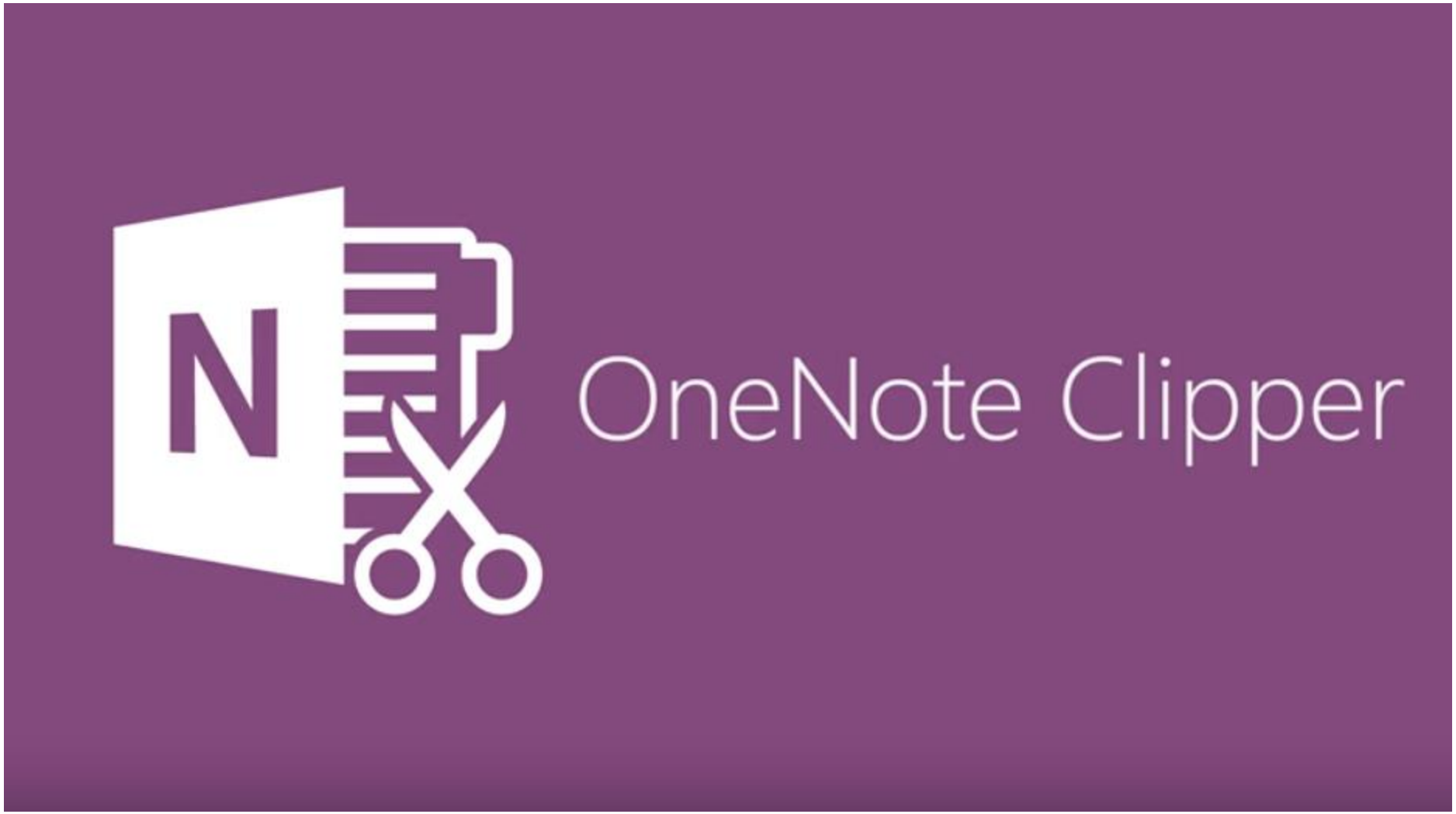
We all get a lot of email. When you get something worth storing—jokes, documents, medical records, travel reservations, pictures, and the like—Evernote and OneNote provide a private email address to make that happen with a simple forward of the message. To find your special address, check Account Info in the apps. Give that address out to your friends and they can send things to your Evernote or OneNote accounts as well. The subject line will become the name of the note.

Clipping the Web with Web Clipper

Perhaps the most important part of both Evernote and OneNote is the Web Clipper. The Web Clipper is a browser extension for Chrome, Firefox, Opera, Safari, and Edge. 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. All it takes is a click on the Evernote or OneDrive icon.



Introduction to Evernote Web Clipper



Introduction to OneNote Clipper

Evernote Web Clipper

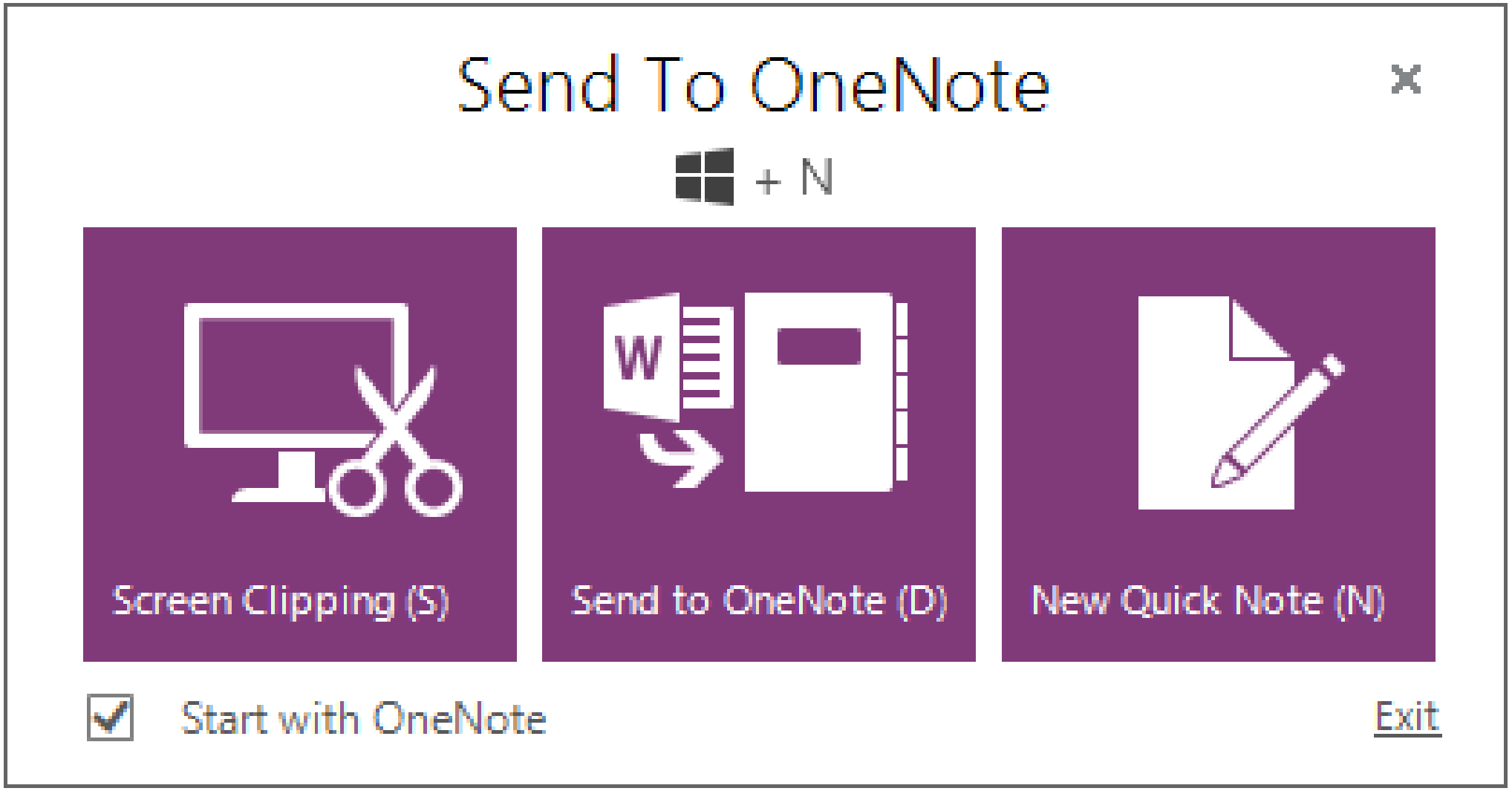
From interests to research, save anything you see online—including text, links and images—into your Evernote account with a single click.

Get Web Clipper for Chrome

Works with Evernote Business

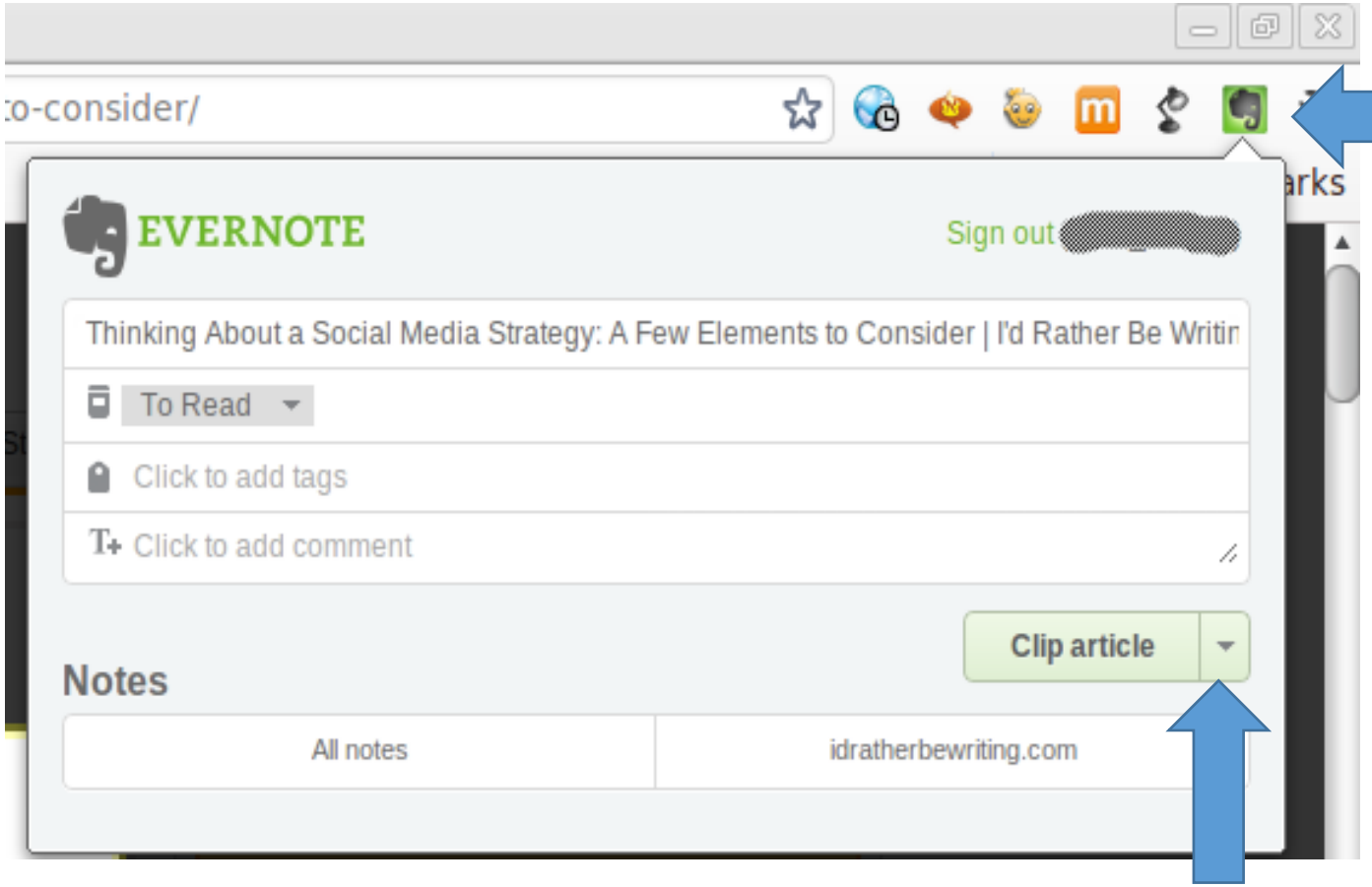
Chrome
Safari
Firefox
Opera
Internet Explorer

You Must Get Evernote Web Clipper of Each of Your Browsers



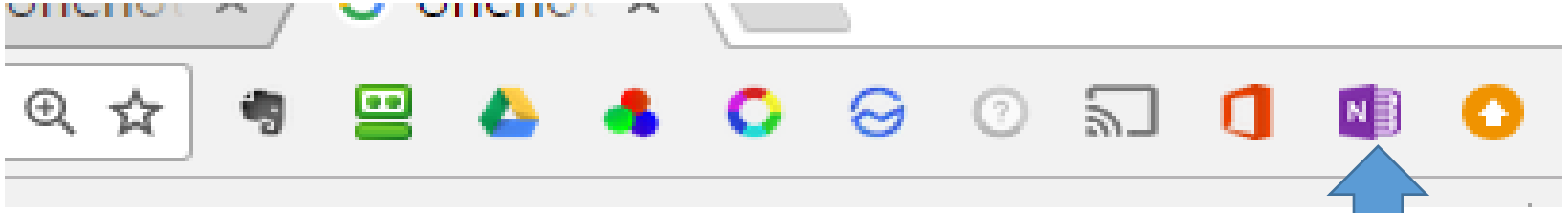
OneNote Clipper Works with All Major Browsers

Evernote Web Clipper

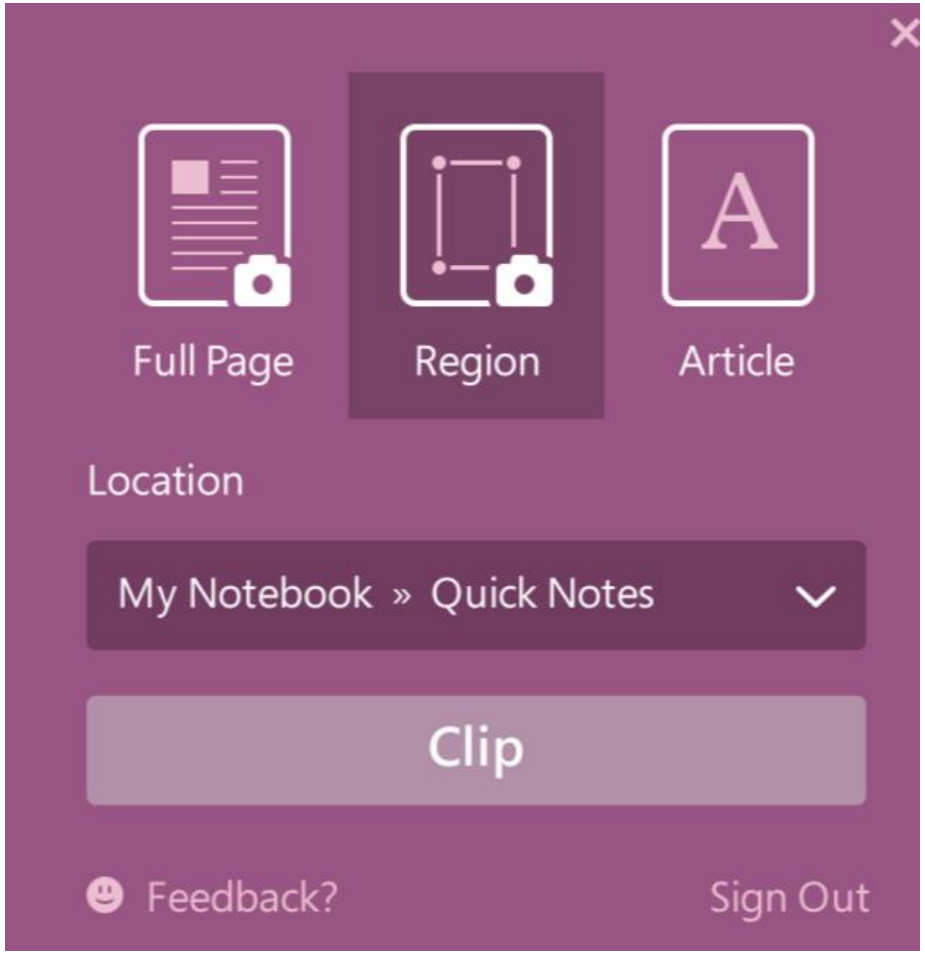


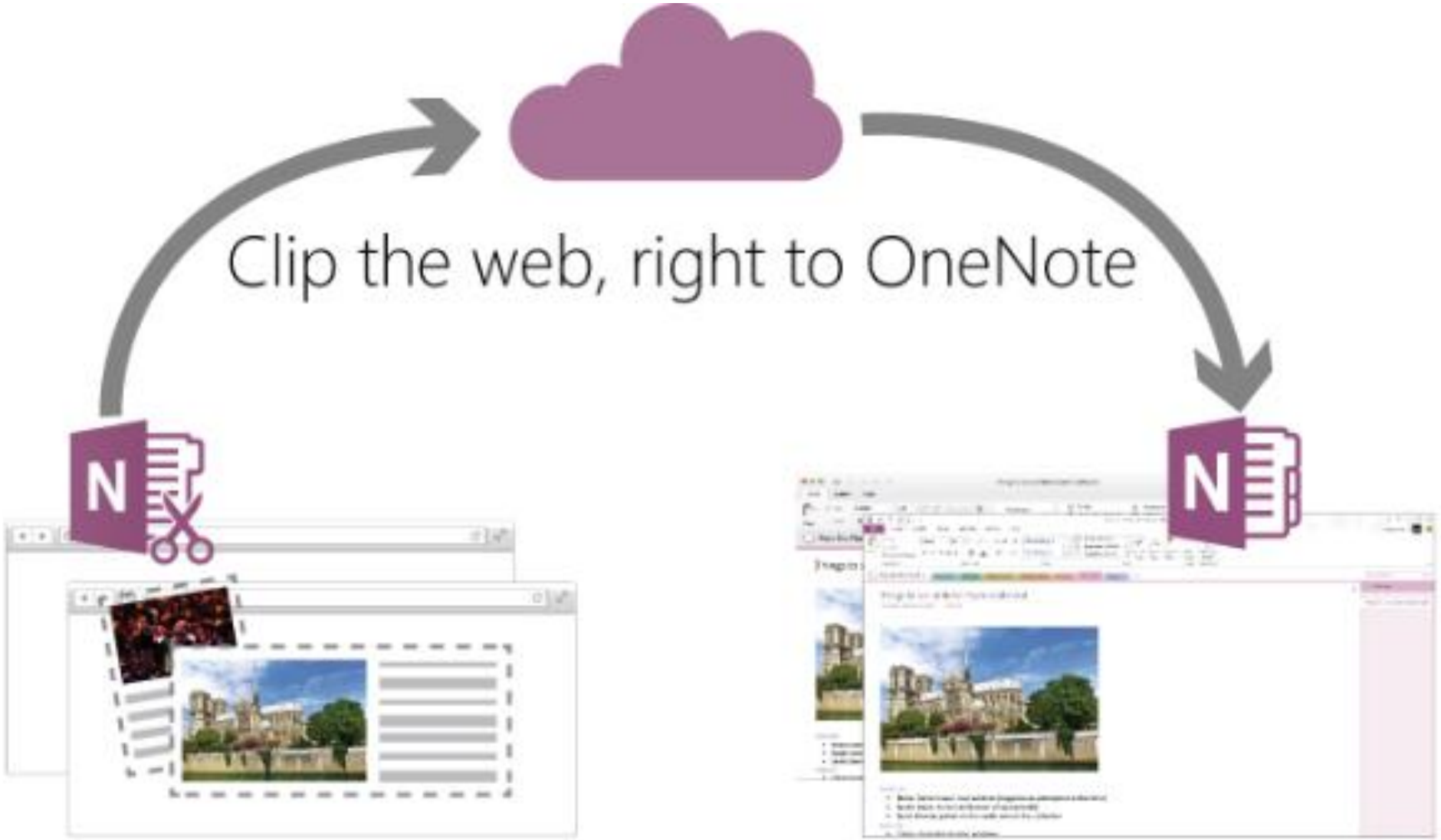
Save Article
Save Selection
Save Full Page
Save PDF
Save Email
Save URL

OneNote Clipper Menu

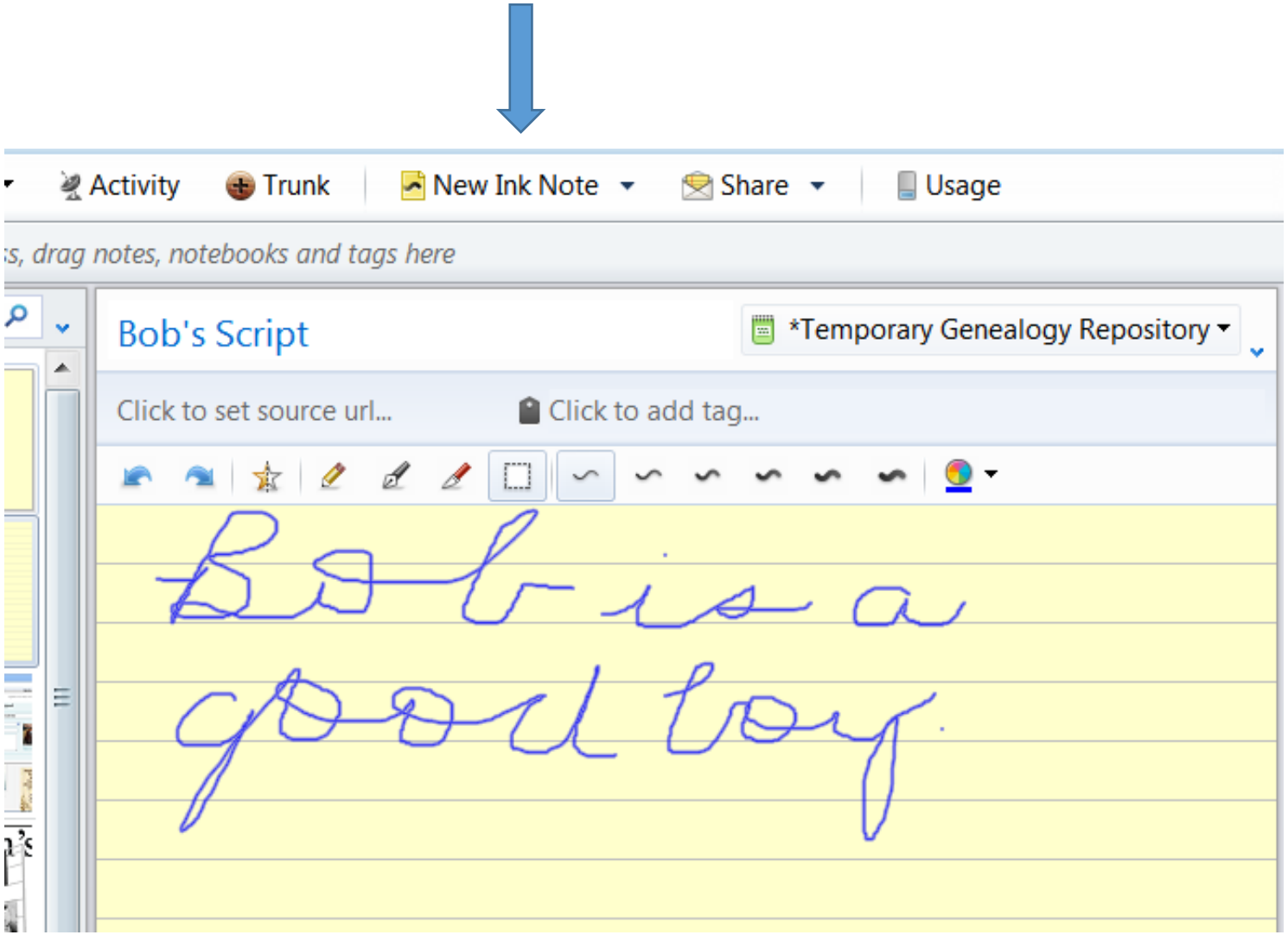


OneNote Icon

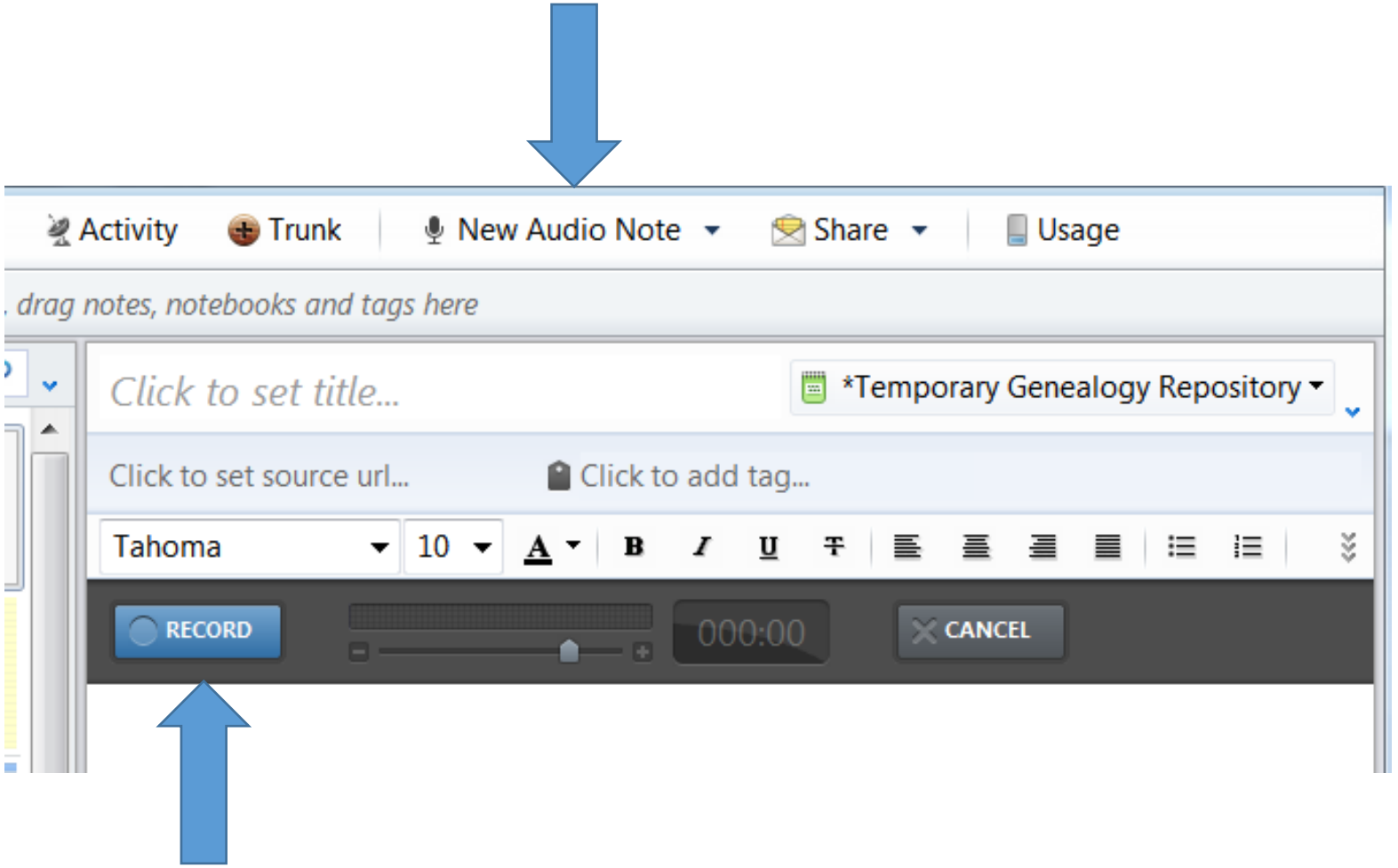



Clip the web, right to OneNote

Creating an Ink Note in Evernote and OneNote



Recording Voice Notes in Evernote and OneNote



Attaching a Video to Evernote or OneNote

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

Remember, Evernote and OneNote save files, they don't play them.

Scanning Into Evernote

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

Scanning into OneNote

EVERNOTE

Search PDF Documents

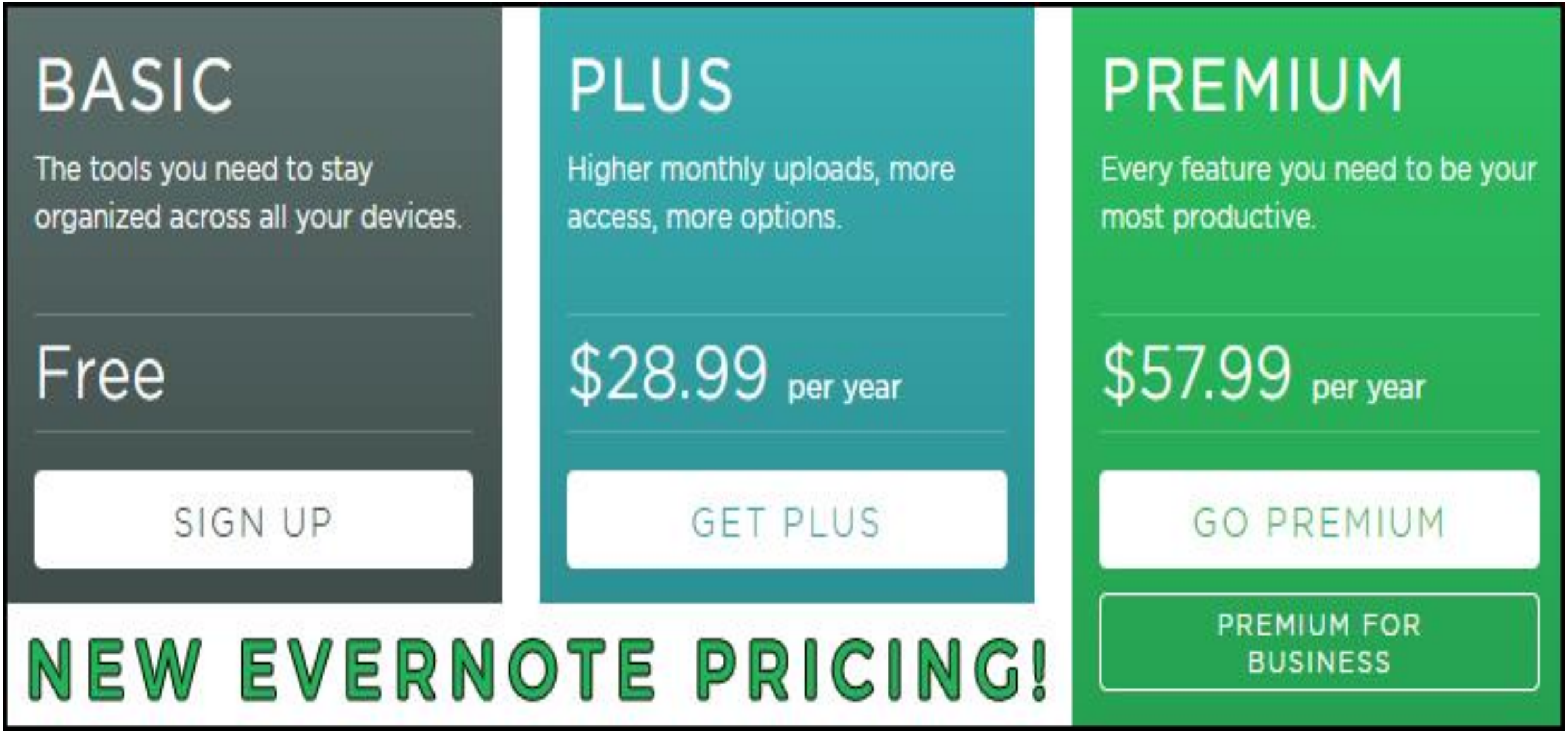
PDF Search in OneNote

Evernote and OneNote Allow Notebook and File Sharing

Making the move from Evernote to OneNote

Rest easy, we'll import your notes for you.
We appreciate that you're thinking about a change to OneNote. As part of the Office family, OneNote will feel familiar from the start.

Download the importer


BASIC
The tools you need to stay organized across all your devices.
Free
SIGN UP
PLUS
Higher monthly uploads, more access, more options.
$28.99 per year
GET PLUS
PREMIUM
Every feature you need to be your most productive.
$57.99 per year
GO PREMIUM
PREMIUM FOR BUSINESS
NEW EVERNOTE PRICING!

OneNote is now even more Free!
Office 365 Home
$99.99
per year
Buy now
$9.99
per month
Buy now
Office 365 Personal
$69.99
per year
Buy now
$6.99
per month
Buy now
Office Home & Student 2016
$149.99
Buy now

Evernote Cons

- Notebook organization inferior to OneNote.
- Max file size 25mb, 50mb, 200mb for free, plus, premium tiers.
- No email forwarding in free version.

OneNote Cons

- Confusing—too many versions.
- Too many differences between versions
- Sluggish.
- Fewer features than Evernote.
- Still adding features to catch up with Evernote.
- Free version doesn't allow off-line access.

Evernote Pros

- Web clipping far superior to OneNote.
- Almost no training required.
- Super flexible.
- Easier to use on all devices than OneNote.
- Extremely responsive throughout.

OneNote Pros

- Windows 10 OneNote app is free.
- All version complexly integrate with MS Office and OneDrive.
- Notebook organization is far superior to Evernote.
- Improving rapidly.
- No file size limitation.

EVERNOTE

Recommendations

If you are a casual note taker, go with OneNote.

If you are a sophisticated note taker, go with Evernote.

THANK YOU!