How To Get Insanely Organized With Evernote

Unleash the Power of the Trunk

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goo.gl/ifa9a

What is Evernote?

- Universal Inbox – store almost anything in one place

- Multi-platform family of products

- Evernote is a powerful notetaking, capture, and archive program.

  - Organize and share

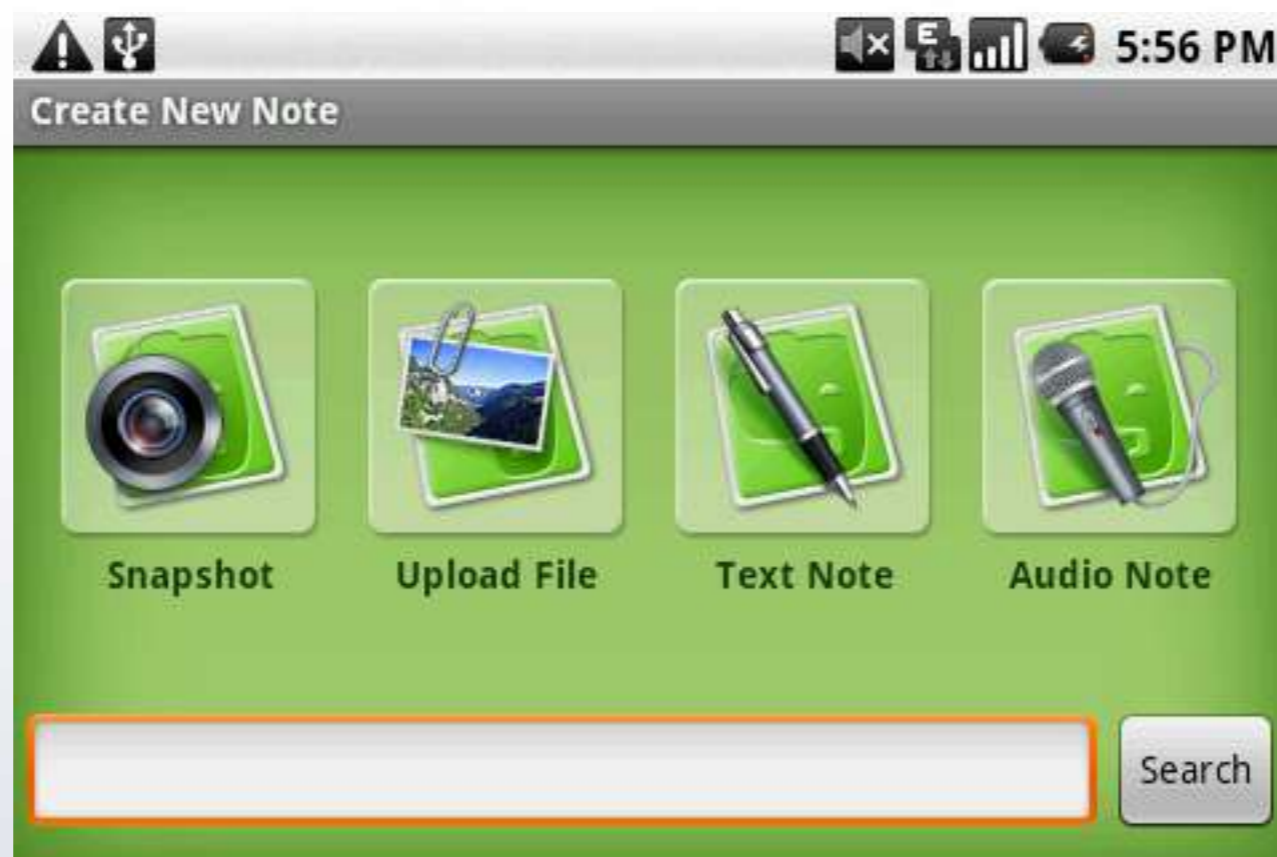 - Search by keyword, title, or tag

Evernote Clients Available For:

- Microsoft Windows

- OS X

- Android

- iOS (iPhone, iPad, iPod Touch)

- Windows Mobile

- Windows Phone

- WebOS

- Maemo

- BlackBerry (including BlackBerry Playbook)

- Google Wave

- Symbian S60 5th Edition (Beta)

With Evernote You Can:

- Capture notes in many formats--text, pictures, audio, web clippings, email, tweets

With Evernote You Can:

- Save notes in an online notebook that syncs automatically with the notebook on your PC, Mac, or mobile device

With Evernote You Can:

- Share your notes with others (free)

- Collaborate securely on projects (Premium)

Why Use Evernote in Education?

- Easily remember things using computer, phone and the web
- Great organizational tool – content searchable, tags, notebooks
- One place
- Easily added to - Class notes, schedules, assignments, lesson plans, research
- Upload attachments to notes
- Voicenotes
- Preserves hyperlinks when web clipping
- Automatically syncs all your notebooks to the cloud and everywhere you have Evernote installed
- Apps for all kind of smart devices
- Browser extensions
- Users can share notes with others via email or social media
- Backup and export options

Ways Teachers Can Use Evernote

- Take notes – class, conference, etc.
- Organized notes into different notebooks
- Create to-do lists and work logs
- Store all the teaching materials to use during the whole year
- Share a notebook with the substitute teacher
- Create a public notebook to share with your students/parents
- Keep your extracurriculars in one place and in order
- Save bookmarks and annotate webpages

Ways Students Can Use Evernote

- Take notes in the class and organize into searchable notebooks
- Scan teachers handouts and/or taking snapshots using a camera
- Use a camera to capture handwritten notes
- Create different notebooks to organize assignments, class projects, docs, files, school events, etc.
- Record audio notes on their phones or iPad
- Students can share their notes and notebooks with each other

Terminology

Notebooks: These are collections of individual notes. Theoretically, you could just have one notebook and dump everything into it. But most people will want to establish different notebooks for different "areas of focus."

Stacks: These are *collections* of notebooks. For example, you could have a stack called "Work" that has separate notebooks for each client, project, or area of responsibility.

Tags: These are attributes that you can apply to any individual note. You can then view all notes with a specific tag, regardless of which notebook it resides in.

Create An Account

Create an Evernote Account

Evernote helps you remember everything across all the computers, phones and tablets you use.

Capture anything
Save your ideas, tasks, projects, files, research, and more.

Access anywhere
Evernote makes all of your memories available anywhere you go.

Find everything fast
Search by keyword, tag, and even find text inside images.

Create an Account   or Sign in

Email address

Username

Password

Enter the numbers below

97991

By clicking Register, I agree to the Terms of Service and Privacy Policy.

Register

Rename Your Default Folder
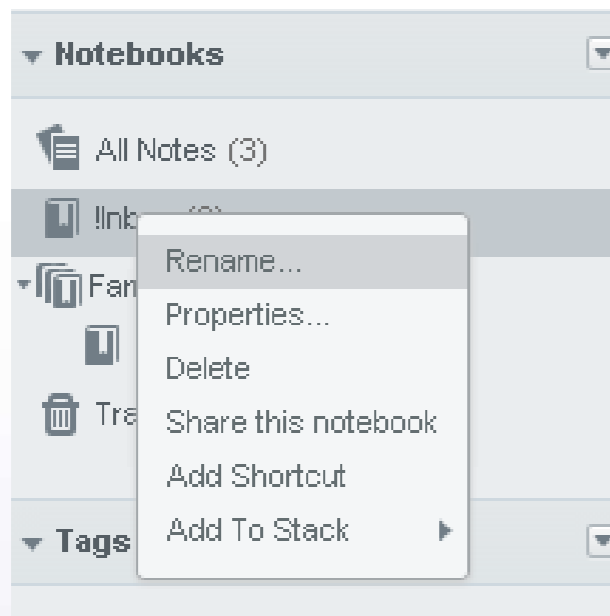
- Right Click

- Rename

- Use ! if you want it to be the first folder

- New notes show up here

Evernote PC Window
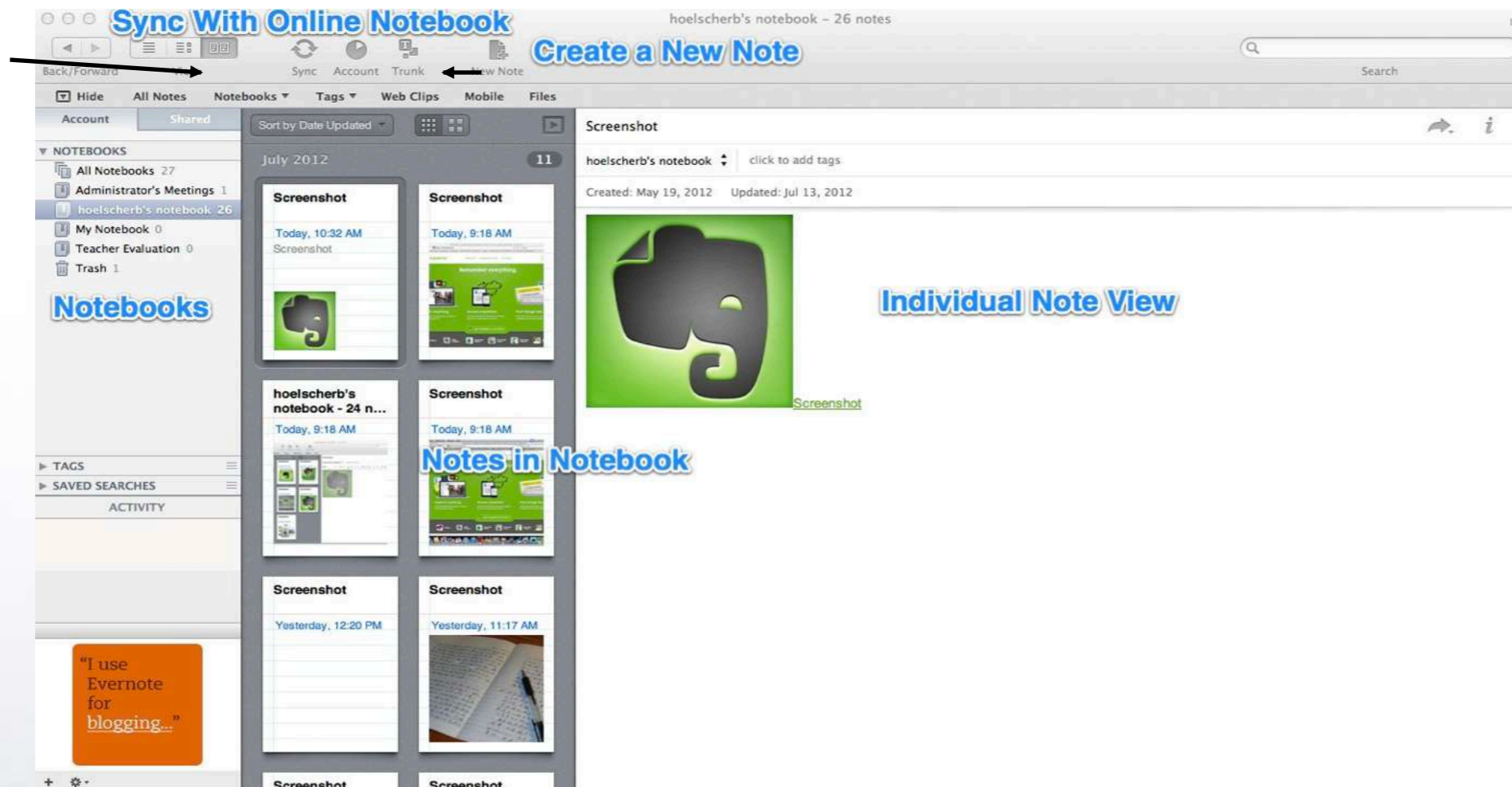
Download for PC or Mac at evernote.com

Set Up Notebooks
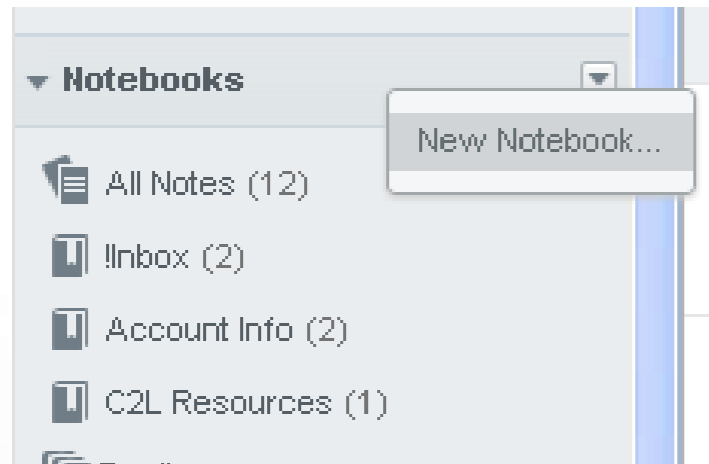
Online – Right Click, New Notebook
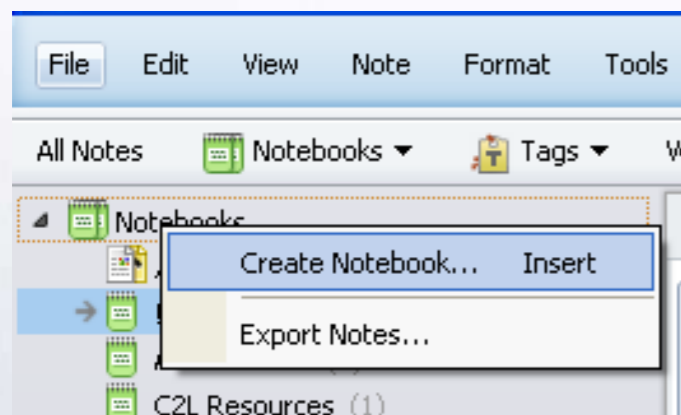
Desktop – Right Click, Create Notebook

OR   File, New Notebook

Set Up Stacks
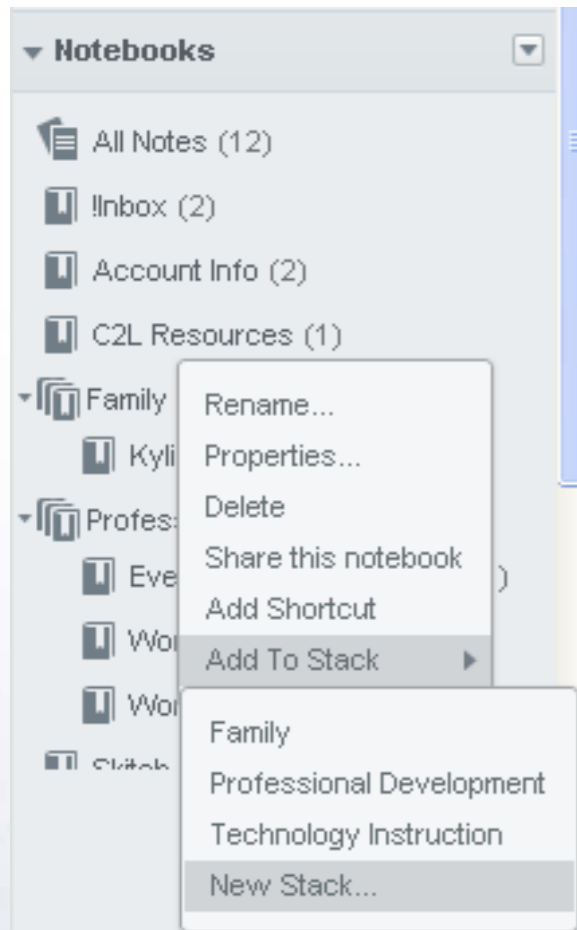
- Right click a notebook
- Choose Add To Stack
- Pick an existing stack or create a new stack

- Only 2 layers of folders

Ideas For Stack/Folder Names

- !Inbox
- Financial
- Hobbies
- Church
- Personal
- Reference
- Travel
- Professional Development

- Classes
- Individual Class Names
- Extracurricular
- Family
- Individual Names
- Business cards
- Recipes
- Receipts

Sharing Notebooks
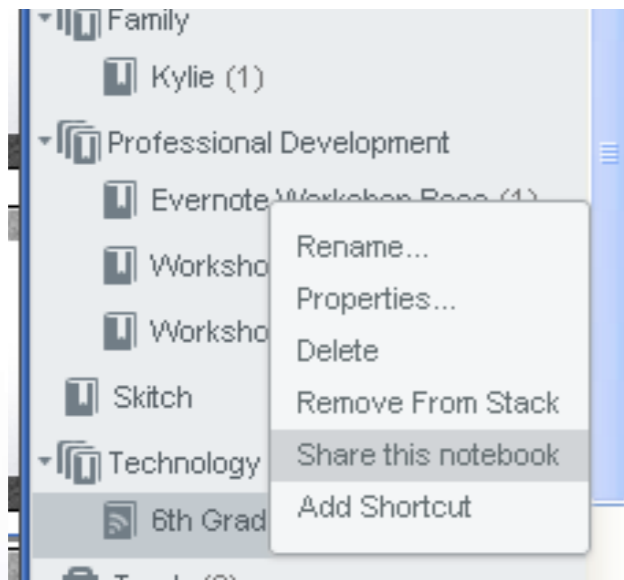
•Right Click Notebook

•Share This Notebook

•Invite individuals OR Create a public link

•Free version = View Only

•Premium version = View & Edit

•https://www.evernote.com/pub/mlindsey30/evernoteworkshopresources

Upload Limits

Free Version

•60 MB per month

•25 MB per file

•Unlimited storage

Premium Version

•1 GB per month

•100 MB per file

•Unlimited storage

•$5/month or $45/year

How To Get Stuff Into Evernote

- Type it
- Email it
- Scan it
- Clip it
- Paste it
- Drag it
- Record it
- Photograph it

Type It
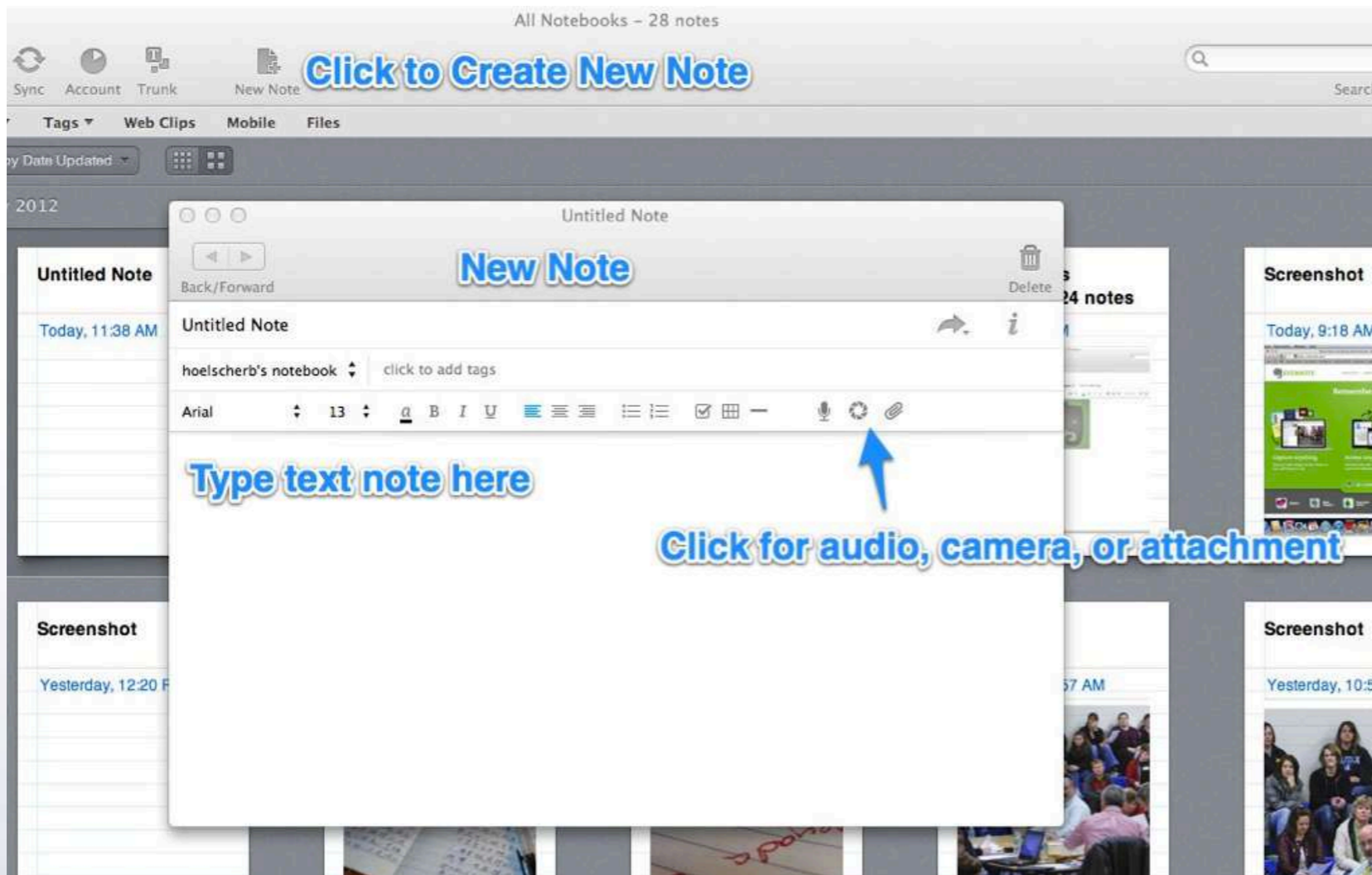
- Options for
- Checklist
- Table (PC)

Adding Attachments
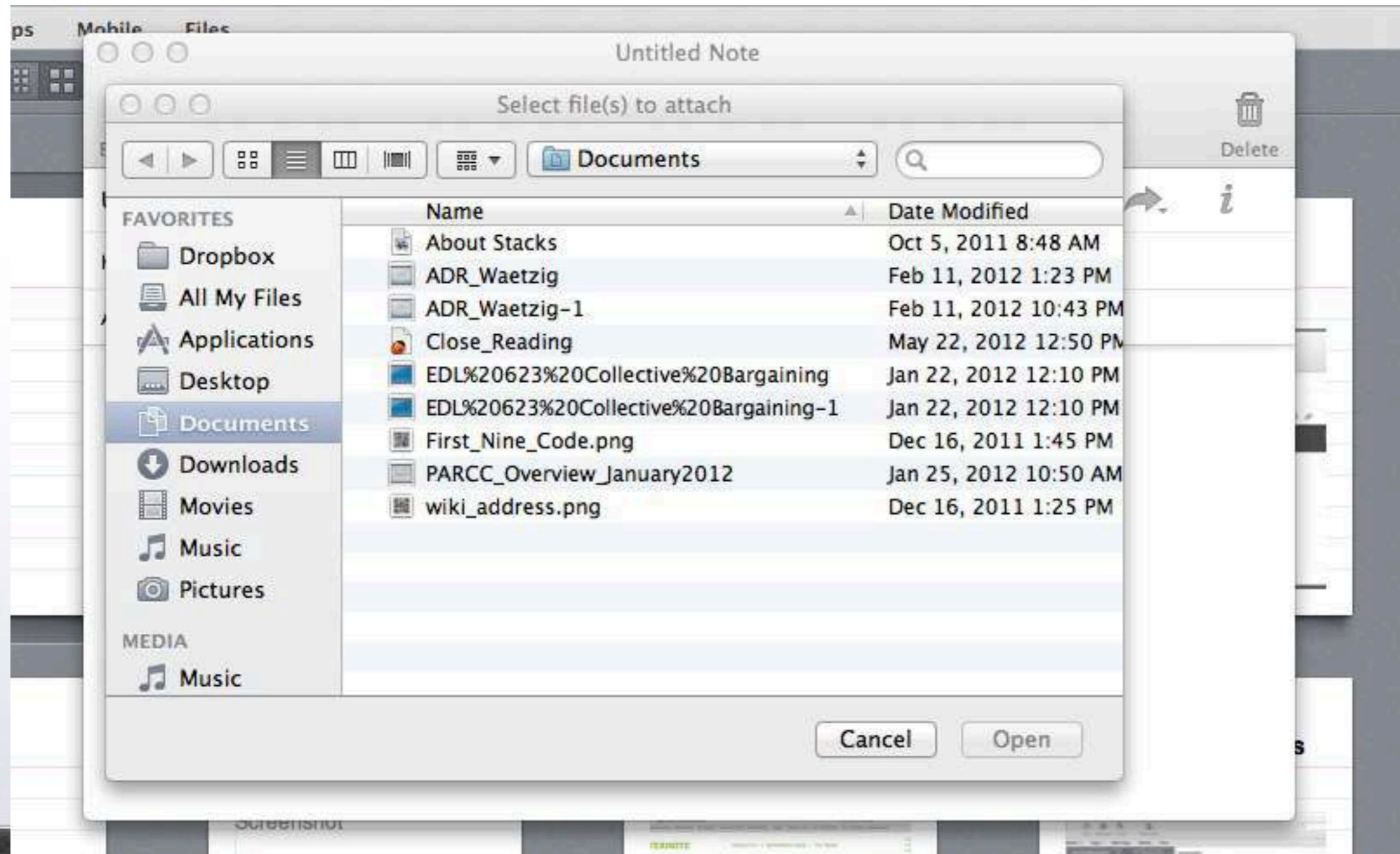
Email It

Account Type	Free Upgrade to Premium
Username	mlindsey30
Email	mlindsey30⬛⬛⬛ Manage email addresses
Member Since	Oct 25, 2012
Email Notes to	mlindsey30.⬛⬛⬛c@m.evernote.com

Email your notes, snapshots, and audio clips directly into your

- Find your Evernote email address

- Tools, Account Info OR drop down next to username, Account Settings

- Add @Notebook Name to sort into notebook

- Add #tag to tag

Clip It

Web Clipper

Web Clipper allows you to save anything you see online--including text, links, and images--into your Evernote account

Paste It
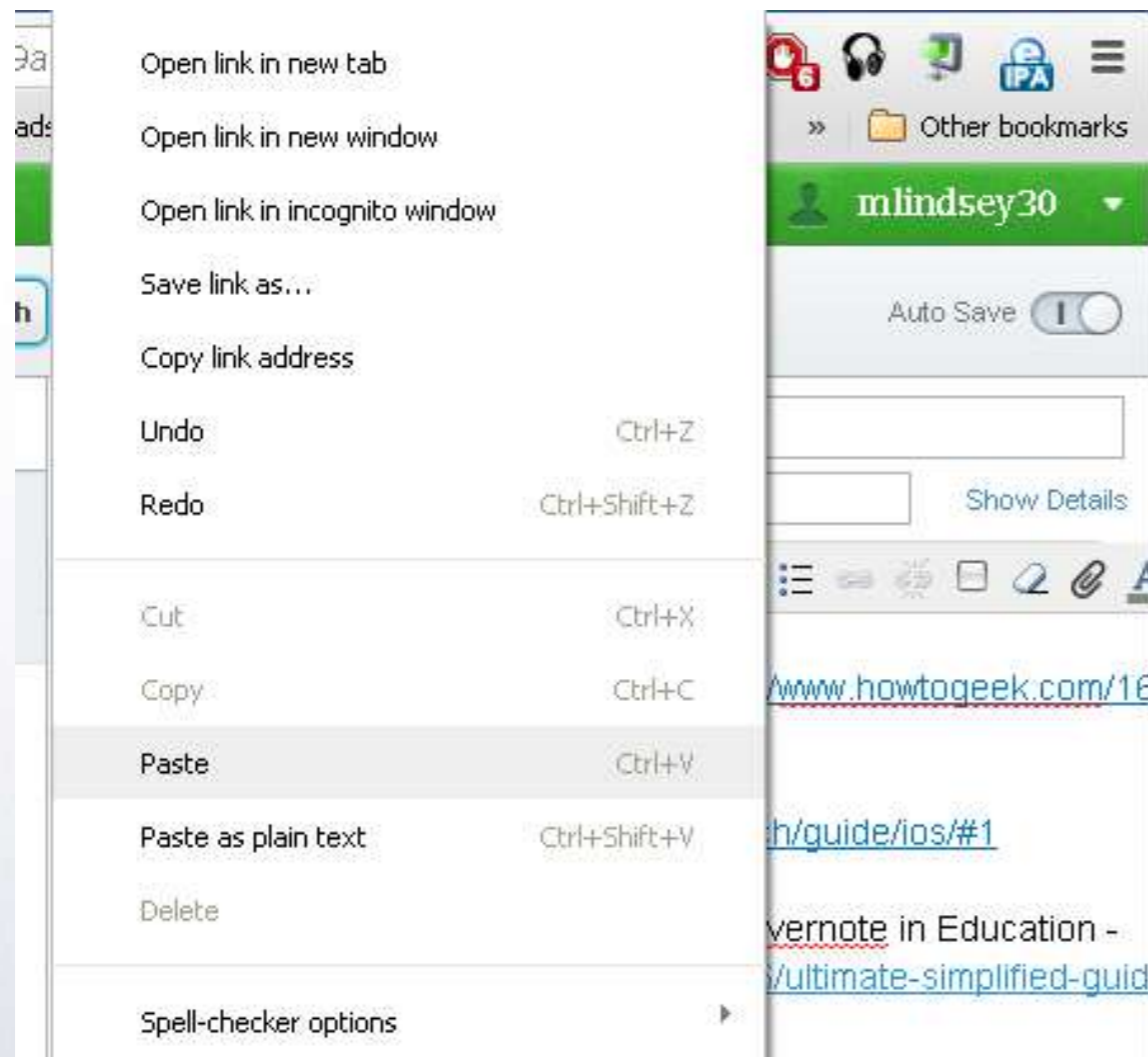
- Open Note
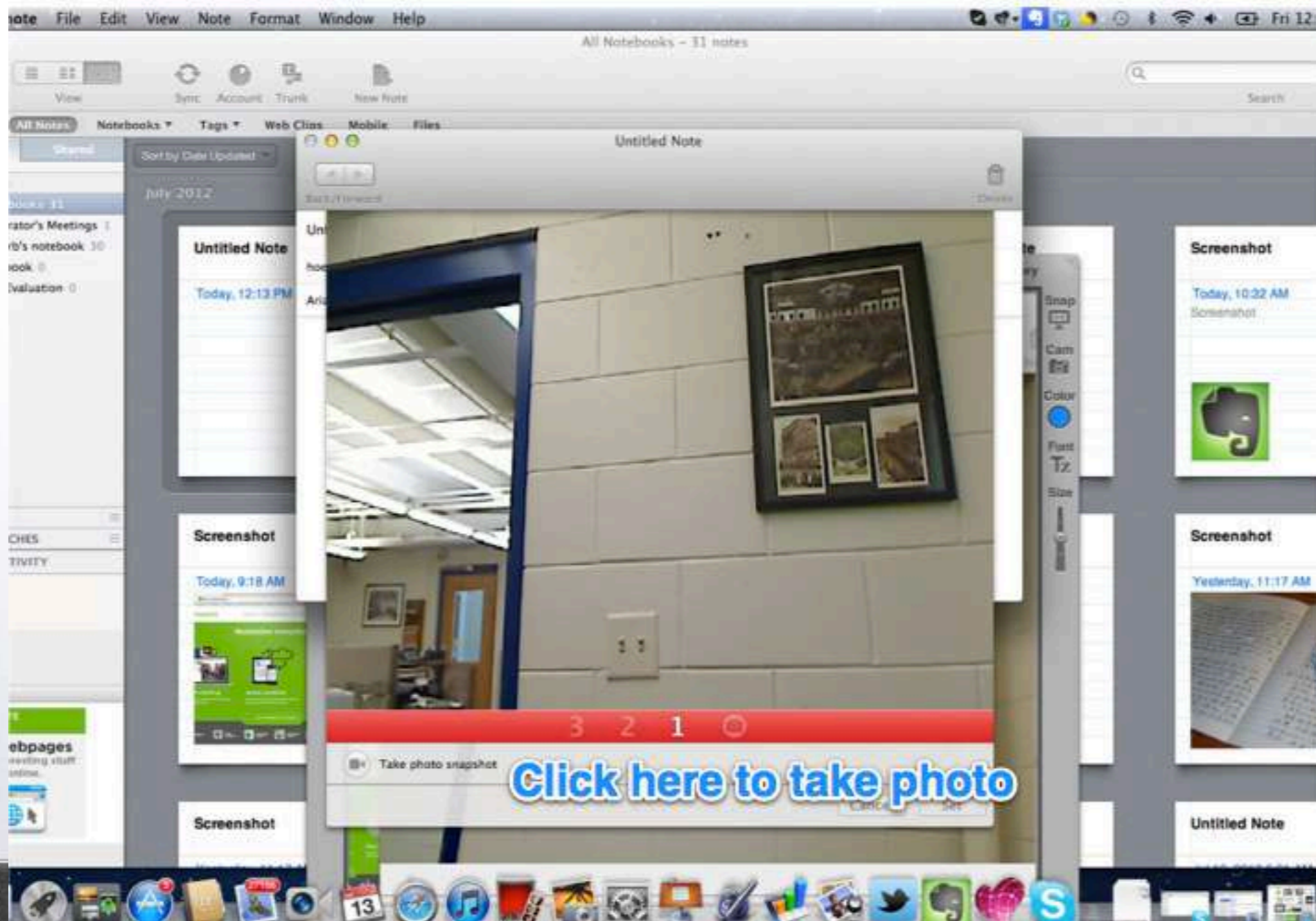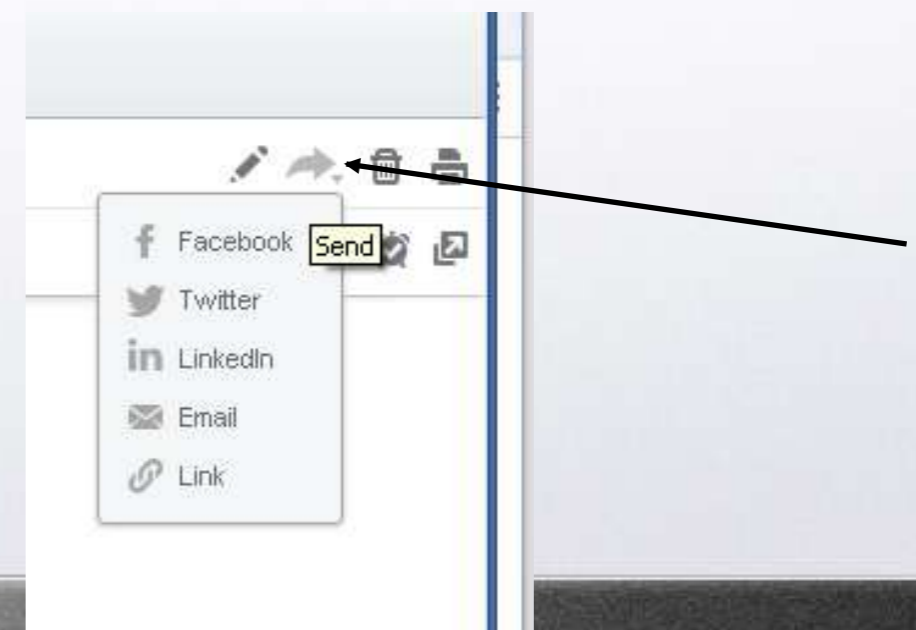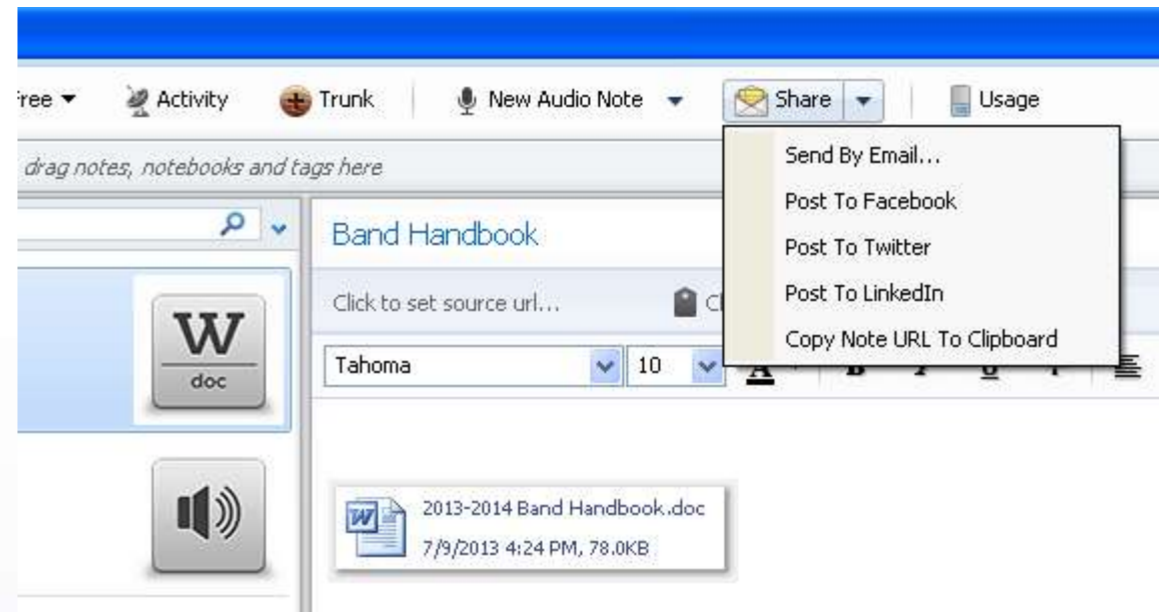- Right Click, Paste

Drag It
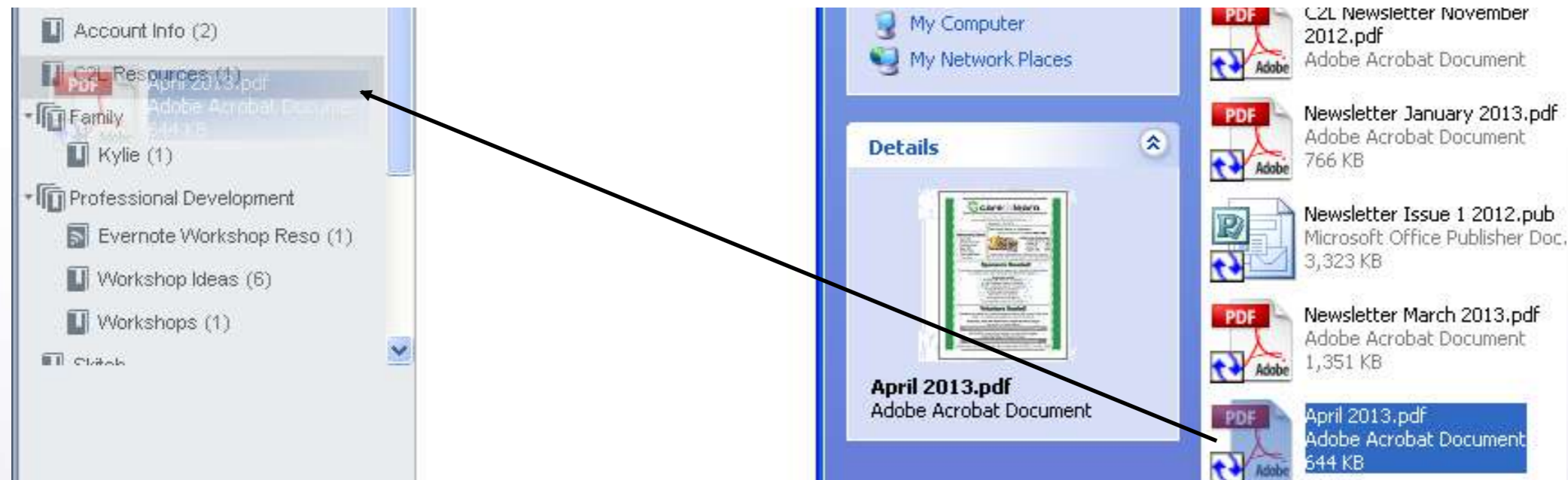
Record It
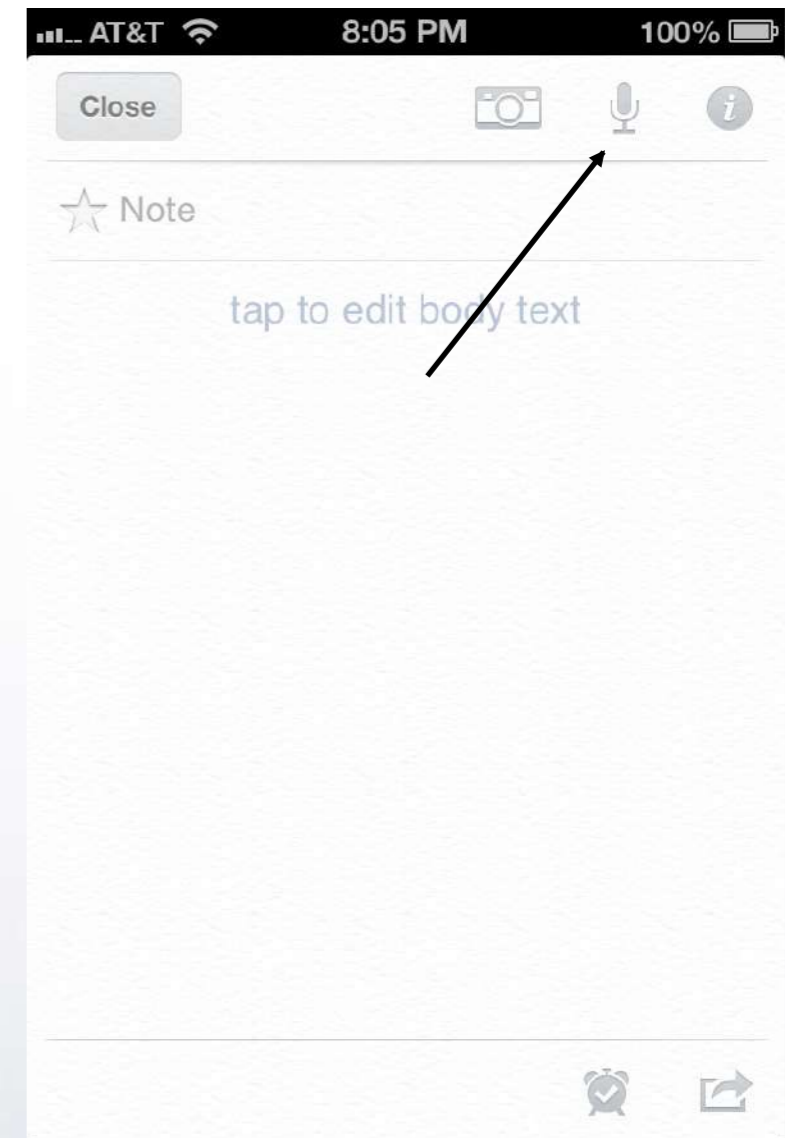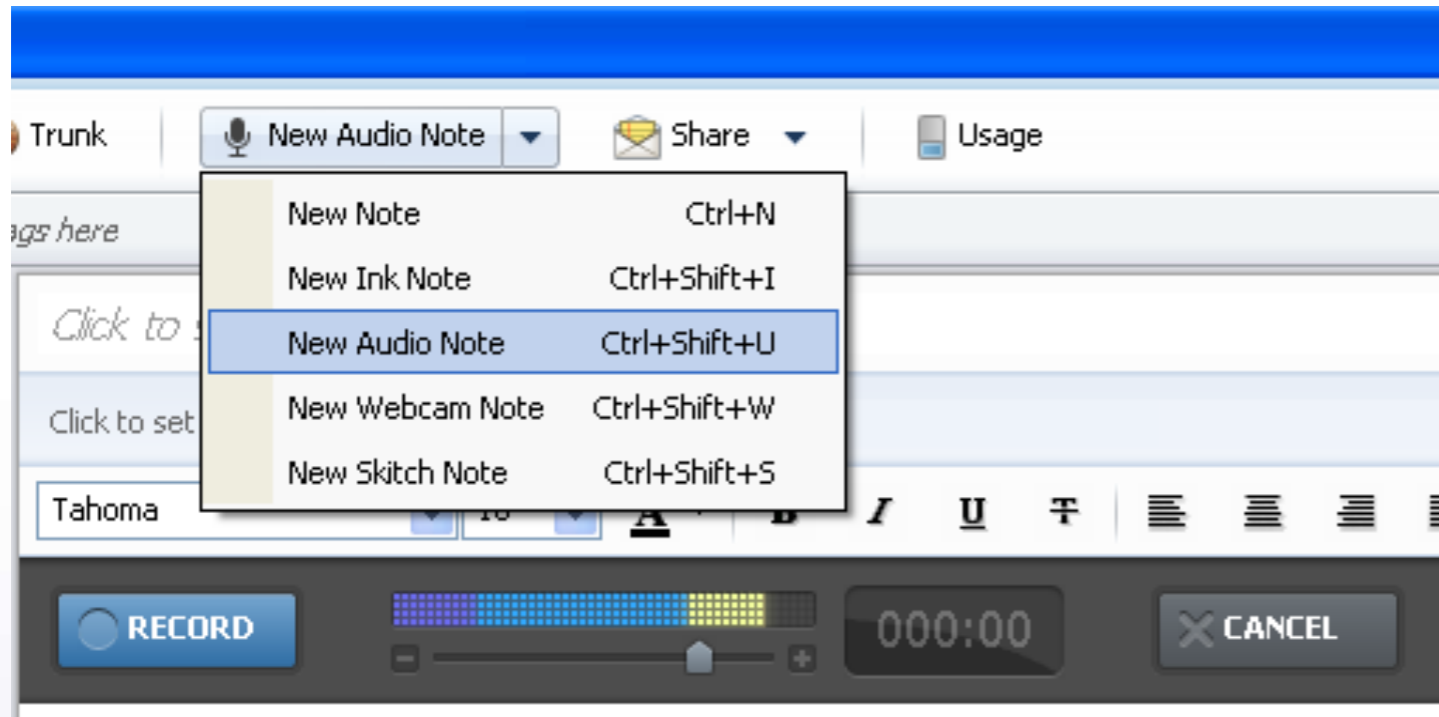
- PC Version – New Audio Note

- Microphone - iOS

Photograph It

Sharing a Note

• Click Share (PC version) or Send (web version)

• Don't have to be Evernote users

• You get the options to email, post to facebook, post to twitter, post to LinkedIn or share with others with the URL

Shared Links

•If you no longer want to share a link, click Shared, Stop Sharing

Band Handbook

!Inbox → Shared *i* Show Details

andbook.doc:

Shared Note Attributes

Note URL:

ea1-be48-429f-bd24-1998bbaad3c3/bc80dbd0b2f71171b1d2074bfb824169

Copy to Clipboard

Use the note sharing URL to allow read access to this note. If you stop sharing, this note's web address will change and people with the old link will no longer have access.
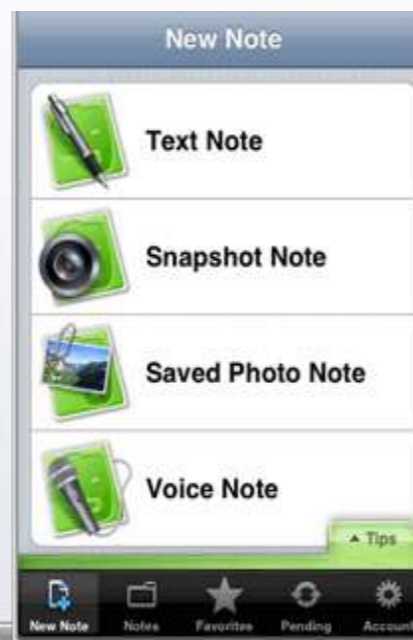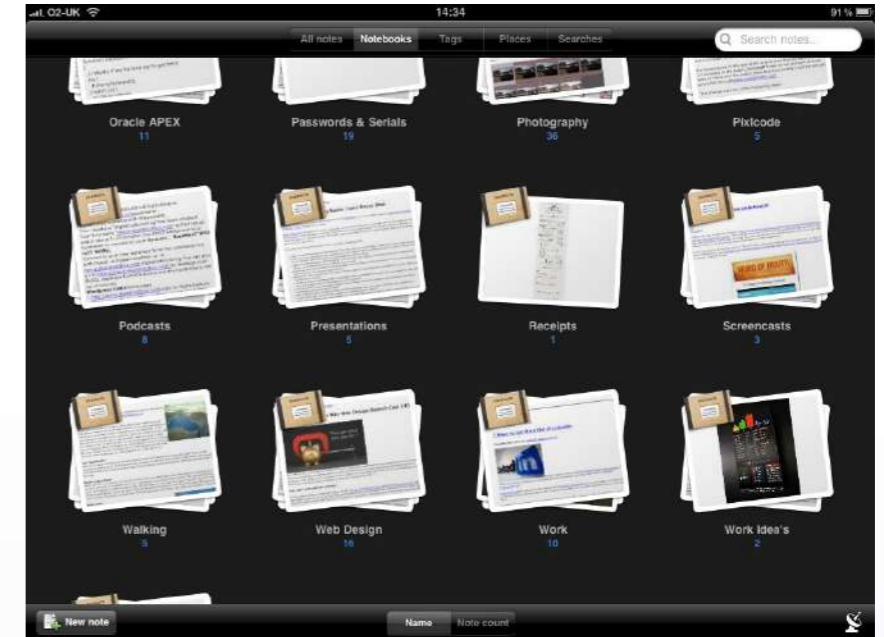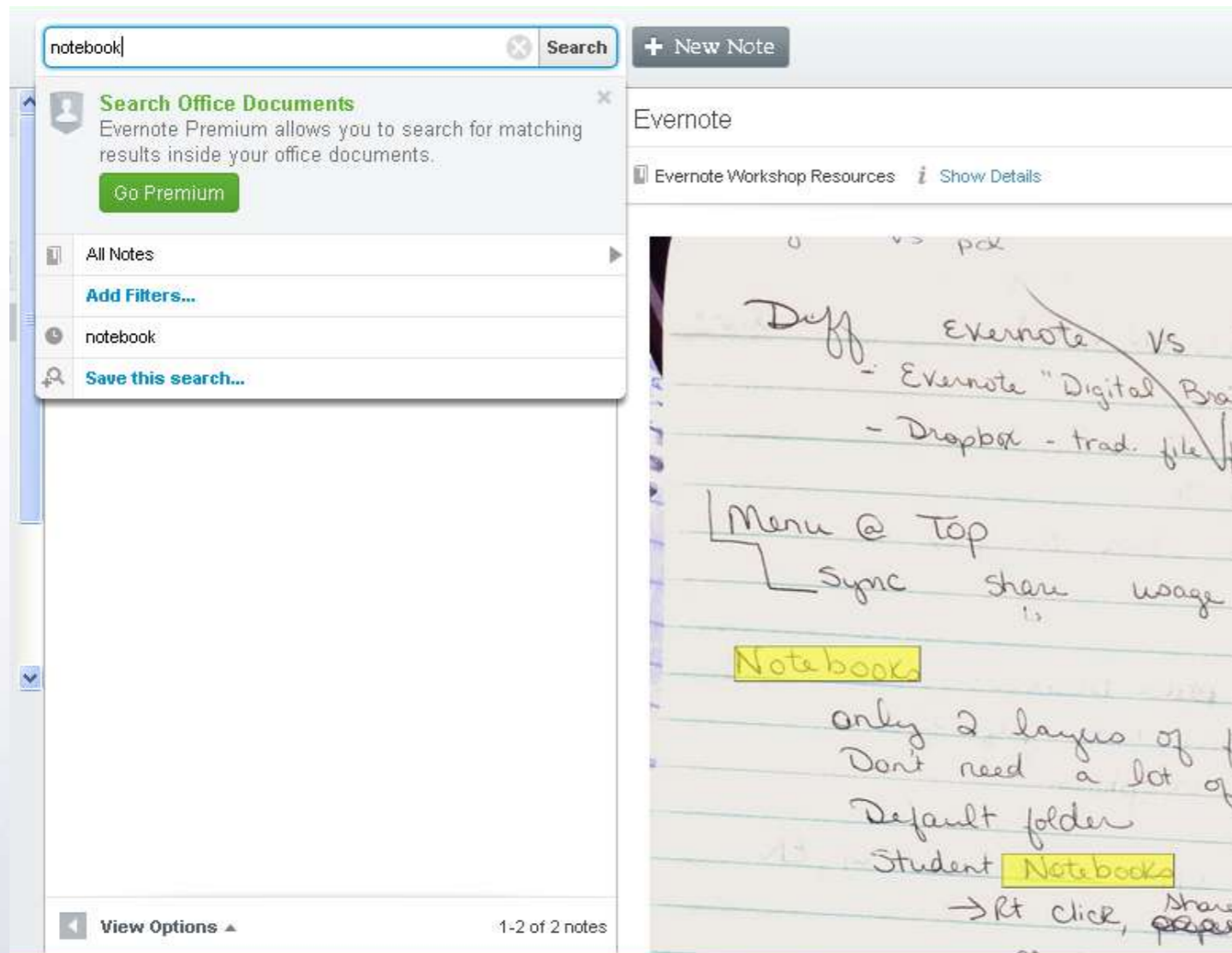
Stop Sharing

Tags

- Use if notes could fall in multiple categories

- Don't need to tag every note

- Ideas for Tags

- Family member names

- To Do

- Unfinished

- PD Topics

- Delete tag by clicking X or *i*

Evernote Mobile

With the Sync feature, your notes follow you on any device with Evernote.

Search Evernote

- Words
- "Phrases in quotes"
- By Tags
- Tag: donors
- Recognizes handwritten and in files
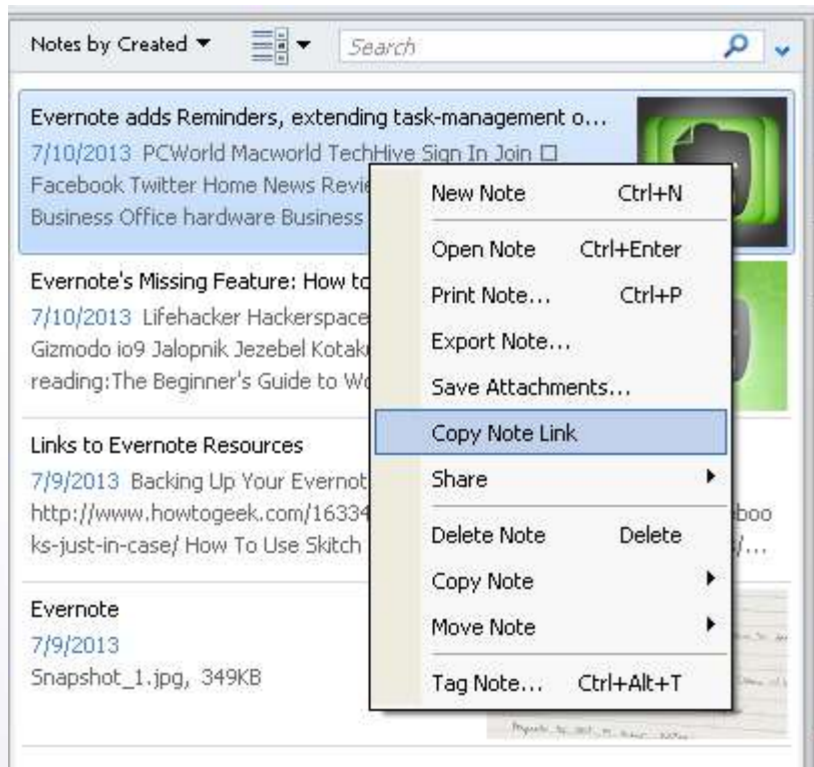- Saved frequently used searches

Reminders

Add reminder by clicking the alarm clock icon when creating or viewing a note

Merge Notes
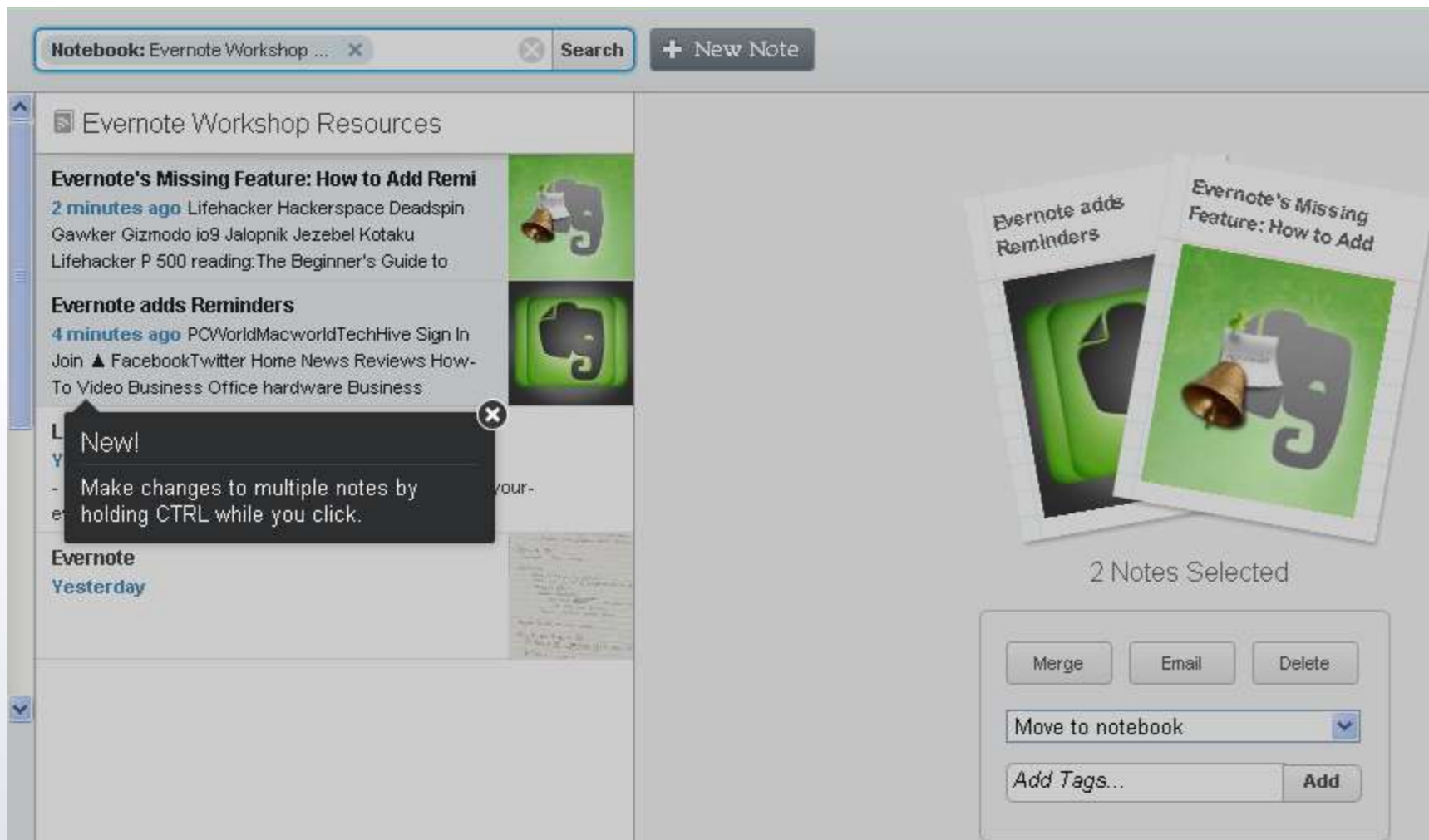
- Evernote for Mac, Windows Desktop, or Evernote Web

- Command + Click or Ctrl + Click to select

- Click Merge

Note Links

- Option available with desktop version

- Right click note

- Click Copy Note Link

- Paste link in another note

- Ideas:

- Table of Contents for notebook

- Outline for research paper

Link Twitter & Evernote

- Follow @myEN

- Click the link in the DM

- Log In to connect

- You can send tweets to your Evernote account by sending a DM to @myEN or adding @myEN to your tweet