How To Get Insanely Organized With Evernote

Unleash the Power of the Trunk



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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	
97997	
By clicking Register, I agree to the Terms Privacy Policy.	of Service and
Register	

Rename Your Default Folder

▼ Noteb	ooks	Ŧ
	lotes (3)	
🛄 IInk		
• EDEan	Rename	
en Thean	Properties	
	Delete	
🛅 Tra	Share this notebook	
	Add Shortcut	
→ Tags	Add To Stack	T

•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**
- •I 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 forChecklistTable (PC)

Adding Attachments

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EAVORITES	Name	Date Modified	A. i
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	ADR_Waetzig	Feb 11, 2012 1:23 PM	
All My Files	ADR_Waetzig-1	Feb 11, 2012 10:43 PM	1
Applications	Close_Reading	May 22, 2012 12:50 PM	
Desktop	EDL%20623%20Collective%20Bargaining	Jan 22, 2012 12:10 PM	
	EDL%20623%20Collective%20Bargaining-1	Jan 22, 2012 12:10 PM	
Discuments	First_Nine_Code.png	Dec 16, 2011 1:45 PM	
U Downloads	PARCC_Overview_January2012	Jan 25, 2012 10:50 AM	
Movies	wiki_address.png	Dec 16, 2011 1:25 PM	
🎜 Music			
Pictures			
MEDIA			
🎜 Music			
	C	ancel Open	
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Email It

Account Type	Free Upgrade to Premium
Username	mlindsey30
Email	mlindsey30(^'
	Manage email addresses
Member Since	Oct 25, 2012
Email Notes to	mlindsey30. metal c@m.evernote.com
	Email your notes snanshots and audio clins 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 link in new tab		6 № % 🖽 =
Open link in new window		» 🛅 Other bookmarks
Open link in incognito wir	ndow	🔔 mlindsey30 🔹
5ave link as		Auto Sava
Copy link address		Auto Surce (III)
Undo	Ctrl+Z	
Redo	Ctrl+Shift+Z	Show Details
Cut	Ctrl+X	∷ ⇒ ∅ ⊡ 2 0]
Сору	Ctrl+C	Awww.howtogeek.com/16
Paste	Ctrl+V	
Paste as plain text	Ctrl+Shift+V	h/guide/ios/#1
Delete		vernote in Education -

- •Open Note
- •Right Click, Paste

Drag It



Record It

) Trunk	Ŷ	New Audio Note 💌	😤 Share 🔻	📒 Usa	ge		
ags here		New Note	Ctrl+N				
		New Ink Note	Ctrl+Shift+I	-			
Click to :		New Audio Note	Ctrl+Shift+U				
Click to set		New Webcam Note	Ctrl+Shift+W				
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•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





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



- •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

	note	book Search	+ New Note
<	8	Search Office Documents Evernote Premium allows you to search for matching results inside your office documents. Go Premium	Evernote Evernote Workshop Resources <i>i</i> Show Details
	1	All Notes	o vo pok
		Add Filters	Tula
	0	notebook	Evernote VS
	A	Save this search	Evennote "Digital Brain
			- Dropbox - trad. tile fr Menu @ Top
~			Notebooks
			Only 2 layers of 6 Don't need a lot of Default folder
			Student Notebooks
	4	View Options 1-2 of 2 notes	-> Rt click, proput

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

Reminders

+ New Note									×
To-Do List				4	~	▶,	۵	ð	^
Inbox i Hide Details								۵	
Created: Tuesday, July 9 2013, 8:28 PM Modified: Tuesday, July 9 2013, 8:47 PM Size: 3			No	tify	Me				
Prep for R-CET			То	mori	row				
 Prep for PD Academy Care To Learn Impressions 			In	a we	eek				
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	24	25	26	27	28	29	30		
	1	2	3	4	5	6	7		
	8	9	10	11	12	13	14		
	15	16	17	18	19	20	21		
	22	23	24	25	26	27	28		
	29	30	31	1	2	3	4		

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

Evernote adds Reminders, extending	task-management o	
7/10/2013 PCWorld Macworld TechHi Facebook Twitter Home News Revie Business Office hardware Business	New Note Ctrl+N	
Evernote's Missing Feature: How to 7/10/2013 Lifehacker Hackerspace Gizmodo io9 Jalopnik Jezebel Kotakı reading:The Beginner's Guide to Wo	Open Note Ctrl+Enter Print Note Ctrl+P Export Note Save Attachments	
Links to Evernote Resources	Copy Note Link	
7/9/2013 Backing Up Your Evernot	Share	
http://www.howtogeek.com/16334 ks-just-in-case/ How To Use Skitch	Delete Note Delete	
Evernote 7/9/2013	Move Note	
Snapshot_1.jpg, 349KB	Tag Note Ctrl+Alt+T	37

- •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