Getting Started with Evernote

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Description:

Evernote is a note-taking software program that is useful for organizing ideas, keeping track of information from websites, and archiving your thoughts. It's word-searchable. Can't remember the title of that online article you read about making applesauce? Type "apple" into Evernote and you'll have it. The more you use it, the better it'll work.

It's even word searchable within photos…so take a picture of a document rather than retyping it. Evernote will find text even within the document. It works across platforms—take a note on your phone, see it on your laptop, and vice versa. It is also useful for capturing and cataloging websites and web information. If you download the "web clipper" for Chrome (https://evernote.com/products/webclipper), an elephant will permanently appear in the upper-right hand of your web browser. You can just click on the elephant and import the web page into Evernote.

What it's not good for: Bibliographic citations (see Zotero for this). Evernote is about managing your ideas, not cataloging your sources.

Other things to explore: Collaboration. Evernote allows you to share notes and notebooks with others. This is something to consider, but I'm not sure how it compares to Google Docs or Dropbox.

The basic subscription is free. Technically, additional storage costs a small fee ($5 per month the last time I checked) but I've never come close to exceeding the default storage.

For an online tutorial and more information, go to https://evernote.com/.

How to get started:

You can download Evernote on a mobile device or your computer or both (both are free). Download the program that's compatible with your OS (i.e. Mac, Windows, Linux). For your computer, Chrome is the suggested browser because of the utility of the web clipper feature. You will need to create an account online that will be used to login with your mobile device or internet.

More tutorials, extended guides, and support forums can be found at the Evernote Help and Learning site (https://help.evernote.com/hc/en-us).

Quick reference guide:

+   New note

    New meeting note (can be synched to Google calender)

Q   Search

    Work chat

★   Shortcuts

    Notes (listing of all your current notes)

    Notebooks (list of all your current notebooks)

    Tags (list of your current available tags)

1. Evernote is organized by ***notebooks*** (highest level folder) and then ***notes*** within the notebooks. You can add ***tags*** into your notes so they can be searched and found through your tag terms.

2. Click on the "notebooks" icon and then click the icon in the upper-right hand corner that looks like a notebook+ to "add a notebook". Create a title for your notebook.

3. Now it's time to add notes which can be added through text, internet, or photos.

Adding Text-Notes:

*   Click on the "new note" icon to add a note into your notebook.

*   Type or copy/paste the text you want in your note.

*   Add tags to your note with key words so you can find it later by searching.

Adding Internet Notes:

*   If you are using Chrome, download the "web clipper" https://evernote.com/products/webclipper and you should see an elephant sitting on upper right-corner of your browser next to the URL. Once you get to the desired page, click the elephant and decide how much of the page you wanted to be imported into your document.

*   The document will arrive as an unsorted note in your "notes" list. Once you find the note, move it into your desired notebook by clicking on the down-arrow next to the "Notes" icon:

You should see a drop down menu of your notebooks and click on the desired notebook.

*   You can also add a tag to your note in the "new tag" space.

*   If you click on the ⓘ icon, you can see the information about your note including URL address and access date.

Adding photo notes with your mobile device:

*   Click the + sign on the bottom of your mobile device screen to add a note.

*   Click on "camera" and take a picture.

*   Click the check mark when you are finished.

*   You can add text to the photo by typing on the keyboard or attach files from your Google drive.

*   You can add tags to your photo by tapping on the tag icon 🏷 and select from your tag menu.

*   You can then sort your note into notebooks on your computer or share with others.

Note: This guide is intended for quick reference only and is not a substitute for the more thorough support resources on evernote.com