Evernote Workshop
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What is Evernote?

Evernote is a productivity app for all your documents, files, images, and notes you need to organize and keep track of.

What are the main features of Evernote?

* Notebooks: Equivalent to folders on your computer.
* Notes: Like the files or documents you put into folders
* Tags: Help to find notes when using the search function. You may have more than 1 tag for a note.

How can I understand the hierarchy used in Evernote?

Notes (files) go into notebooks. Notebooks may be put into stacks or series of notebooks. Stacks are easily made by dragging one notebook on top of another and renaming the stack.

A good example of this is as follows: I can put many recipes (notes) into a recipe folder. As more and more recipes are added to the folder, I may want to have separate folders for appetizers, main dishes, and desserts. Each of these folders would make up a stack called Recipes.

Why would I want to use Evernote rather than just using folders on my computer?

* Ease of collecting content by using Web Clipper
* Integration with many apps you already use
* Easily share notebooks with others
* Saving emails directly to Evernote
* Syncs with all your devices

How do I get Evernote?

✳ Go to evernote.com and fill in your email address and create a password. Sign up for free.

✳ Go to Preferences. Under Sync, check every 5 minutes.

✳ Under Clipping, click on download the Web Clipper. You'll need to do this for each browser you use. The Elephant icon will appear in your menu bar.

✳ Find your Evernote email address in your account settings. Add the address to your Contacts or address book. Label it Evernote Upload.

✳ Create a default folder to get started.

✳ Download Evernote from the App Store to use on all your devices. (As of June 28, the free version of Evernote only allows 2 devices. I have 4 devices using Evernote so I upgraded to a paid version. More about this later…)

How do I collect content in Evernote?

✳ Using the Web Clipper - Web Clipper allows you to capture full-page articles in browsers. Just click on the elephant icon in the menu bar and follow the instructions on the pop-up window. You can save the article to a specific folder and add tags from this window.

✳ App Integration - Evernote works well with productivity, photography, or lifestyle apps you already use. The universal share symbol will send items directly to Evernote.

✳ Add Photos and Images to Notes - Use the Evernote camera on your phone to take a photo, or use it as a portable scanner.

✳ Drag and Drop - Save a document or file on your computer to Evernote by dragging and dropping it into a note. You can also attach files to an opened note.

✳ Save Emails to Evernote - Save travel reservations, meeting notes, or other emails to Evernote using your unique Evernote email address. Your email will be sent to your default notebook, but there are ways to change that by adding the @ symbol and notebook name in the subject line. (not in free version)
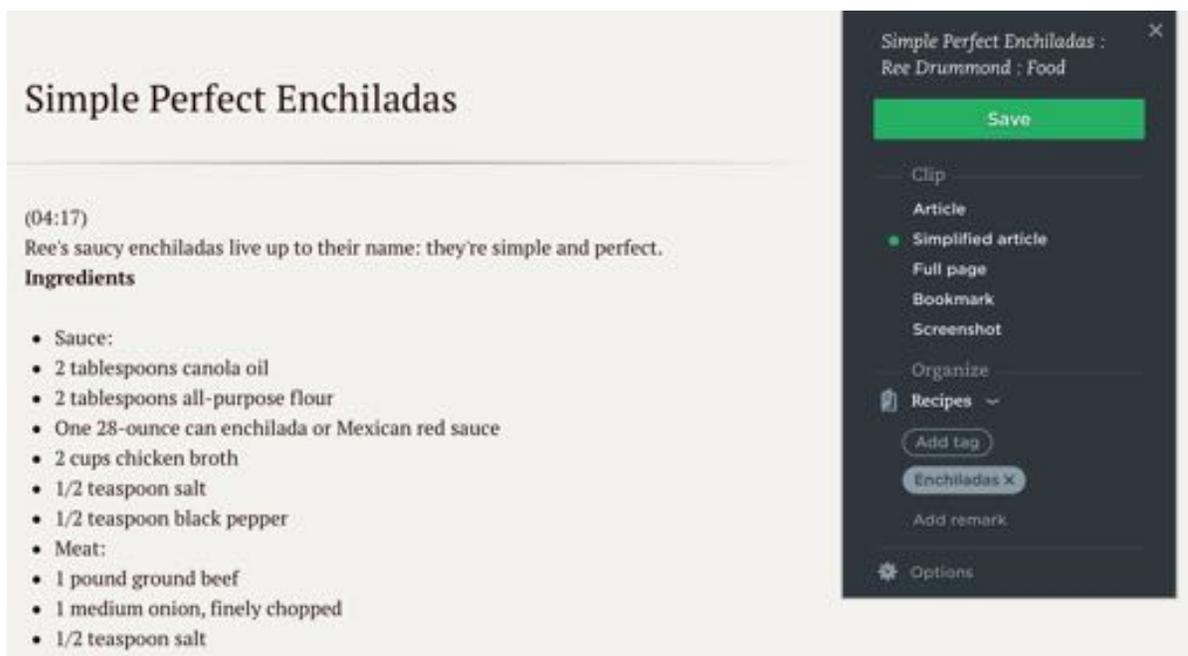
How much will Evernote cost?

At the end of June 2016, Evernote announced changes to its pricing plans. A Free account still allows uploads of 60 MB per month. The downfall is that it now limits the Free account to 2 devices. If you're just starting out in Evernote, this plan would be fine. I was using 4 devices, so I upgraded to the Plus account because I like the convenience of reading on and syncing to all my devices.

The Plus plan went up from $2.99 to $3.99 per month or $34.99 per year (27% saving). The Premium plan went up from $5.99 to $7.99 per month or $69.99 per year.
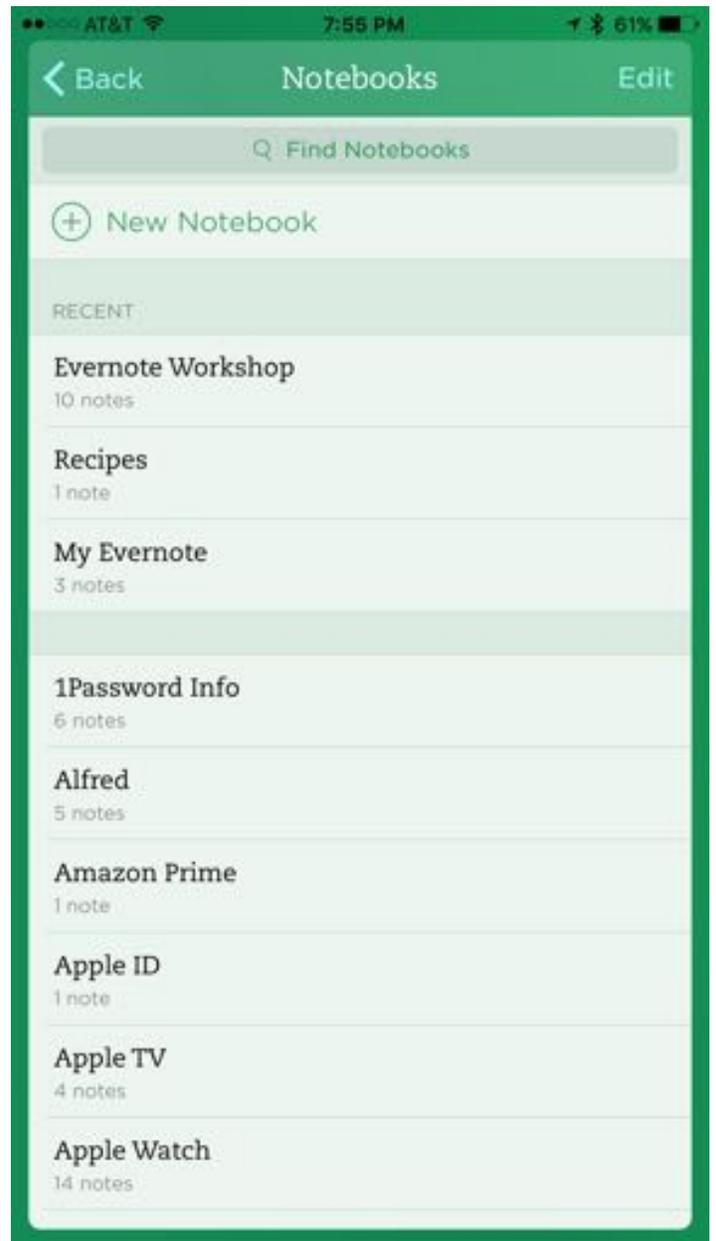
Free	Plus -$3.99 month - $34.99 yr.	Premium - $7.99 month - $69.99 yr.
60 MB uploads per month	1 GB per month	10 GB per month
Sync 2 devices	Syncs all devices	Syncs all devices
Stay organized across platforms	Stay organized across platforms	Stay organized across platforms
Clip web pages and images	Clip web pages and images	Clip web pages and images
Search for text inside images	Search for text inside images	Search for text inside images
Share and discuss notes	Share and discuss notes	Share and discuss notes
Add passcode lock in mobile devices	Add passcode lock in mobile devices	Add passcode lock in mobile devices
	Access notebooks offline	Access notebooks offline
	Forward emails into Evernote	Forward emails into Evernote
	Customer support via email	Customer support via email
		Customer support via live chat
		Search for text in PDF's
		Search for text in Office documents
		Annotate PDF's
		Scan and digitize business cards
		Present notes in one click
		Browse the history of your notes
		See related notes and content

Using Evernote

* Menu Bar - file, edit, view, etc.
* Format Bar - your account, sync icon, notifications
* Sidebar - shortcuts, recent notes, notes, notebooks, tags, etc.
* Search Options
* Tags
* Create a Note - Command + N
* Dictation
* Notes
* Notebooks - viewing options, making a default notebook
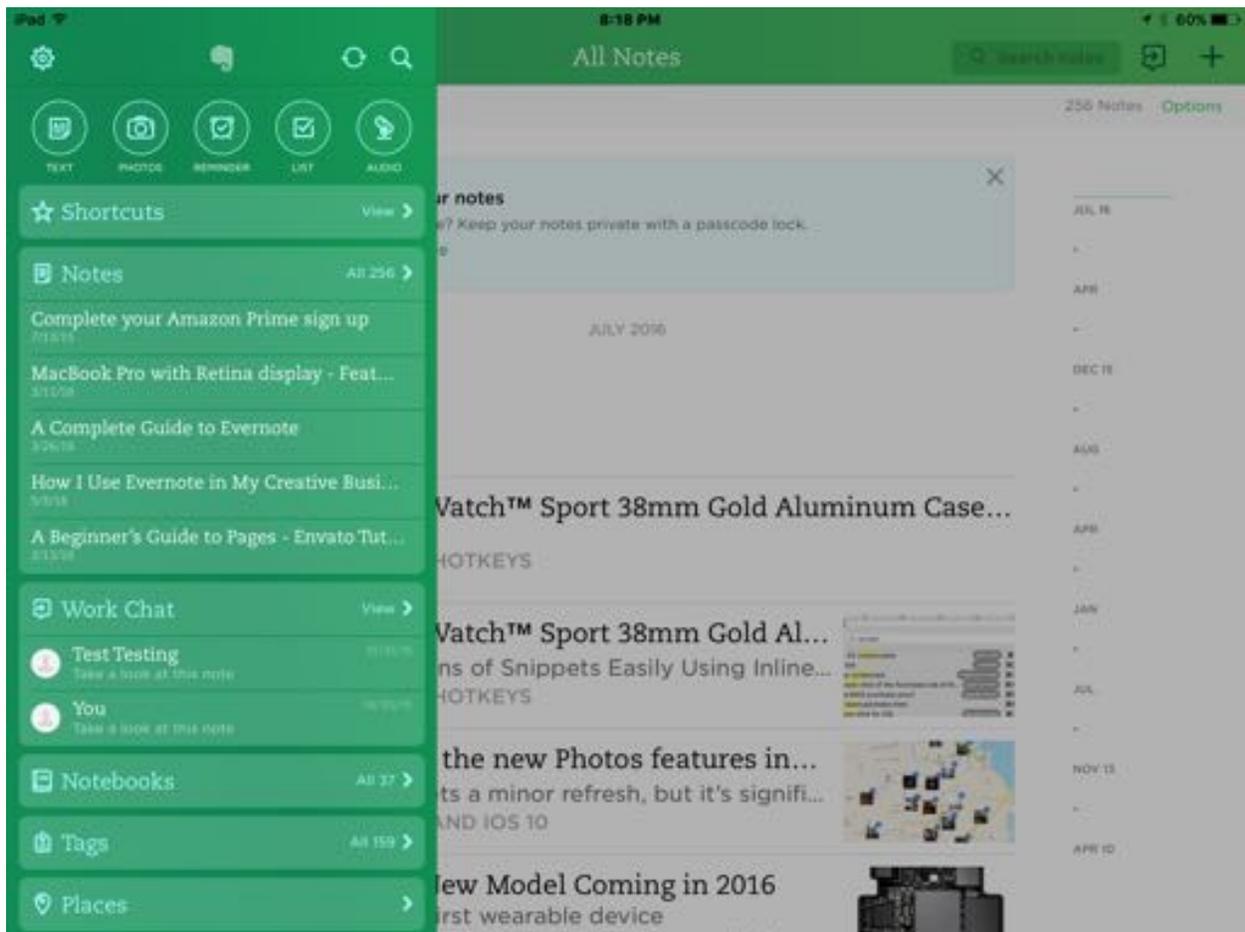* Stacks
* Web Clipper - Example below

Evernote on the iPhone

The green screen appears first on the phone. When you make a selection such as notebooks, the second screen appears with all your notebooks listed. Use arrows to get back to the main screen.

Evernote on the iPad

When you choose something in the green sidebar, the sidebar slides to the left. The large screen now is completely visible with the information you selected. After viewing, use arrows to get back to the green sidebar.

Resources

All About Evernote - Evernote Tutorial 2015 Live
David A. Cox
https://youtu.be/UoDcIuGr3LM

A Complete Guide to Evernote
www.noraconrad.com - March 26, 2016

Getting Started with Evernote - June 16, 2016
simplifydays.com

5 Favorite Ways to Collect Content in Evernote
Posted by Si Ning Chan on February 22, 2016
blog.evernote.com

How I Use Evernote in My Creative Business
The Haute Notes - May 3, 2016
www.thehautenotes.com

Command & Control: Essential Evernote Shortcuts
Posted by Taylor Pipes - January 12, 2015
blog.evernote.com

Regarding Evernote's Plan Changes
Brett Kelly
brettkelly.org