

Getting started with



Laura Solomon
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@laurasolomon

September 9, 2015 @ 12:00 pm

EVERNOTE

An Infopeople Webinar

Today' s agenda:

- Introduction
- Features and tricks
- Evernote paid plans
- Add-ons and apps
- Some sample ideas
- Questions?

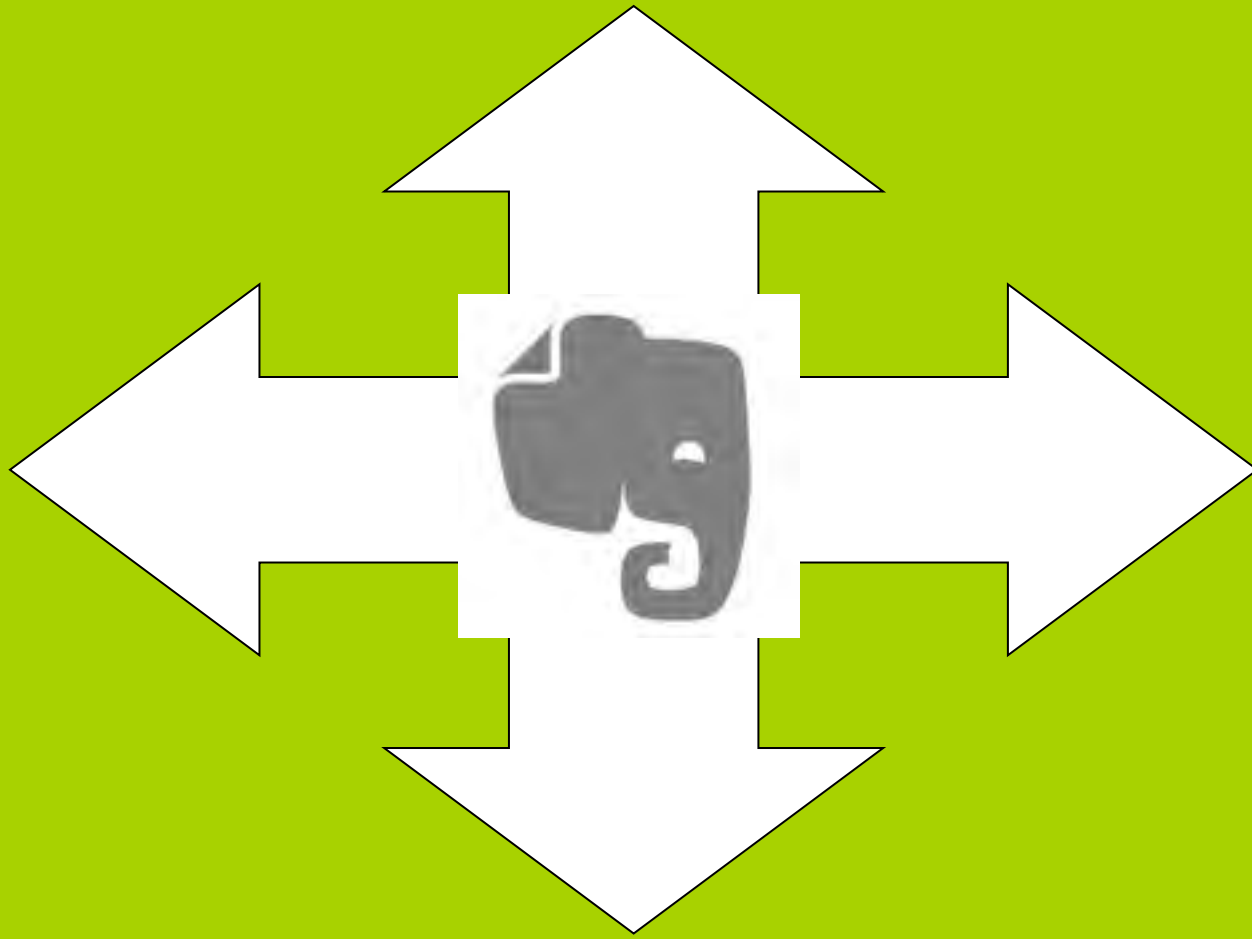


INTRO

What is Evernote?

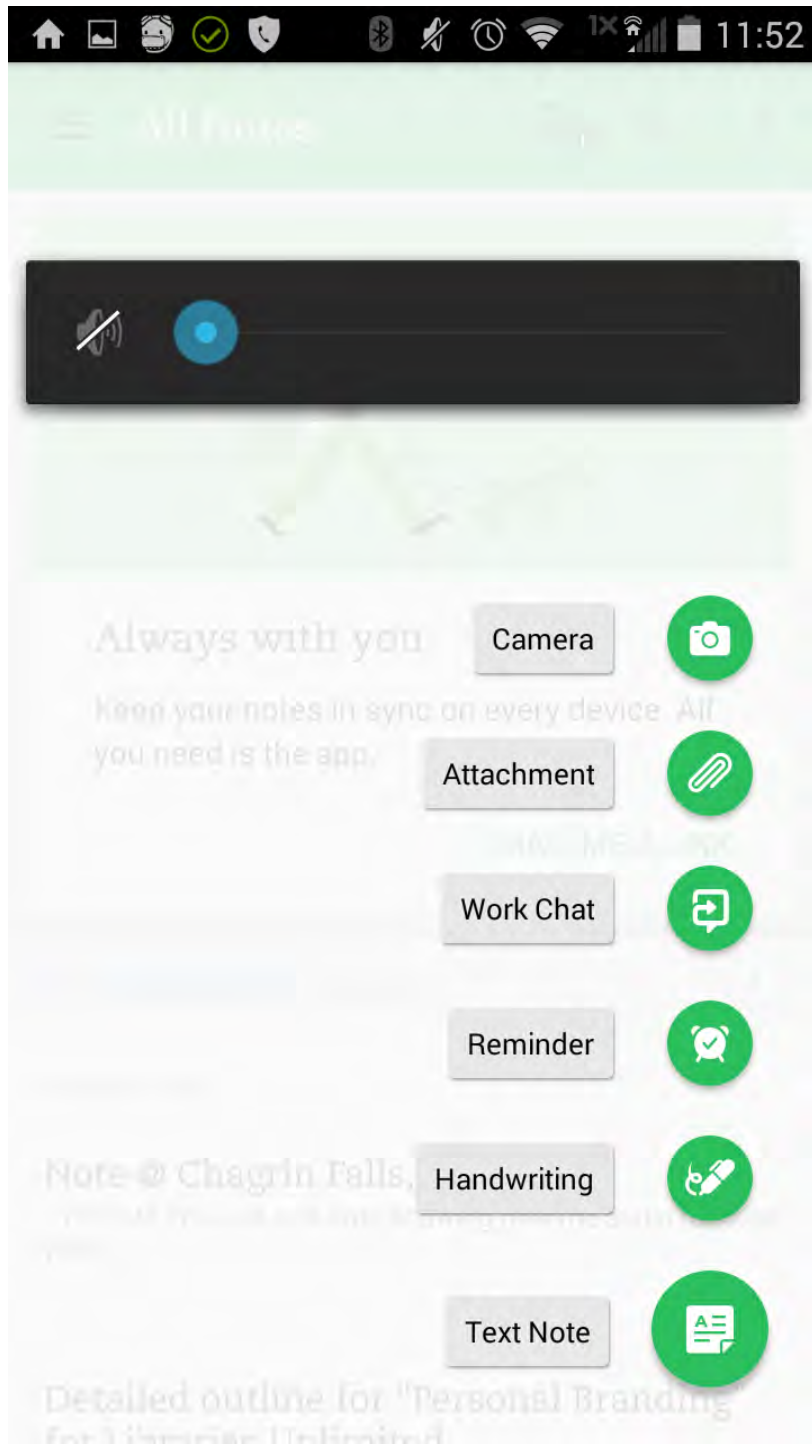


It's available *everywhere*



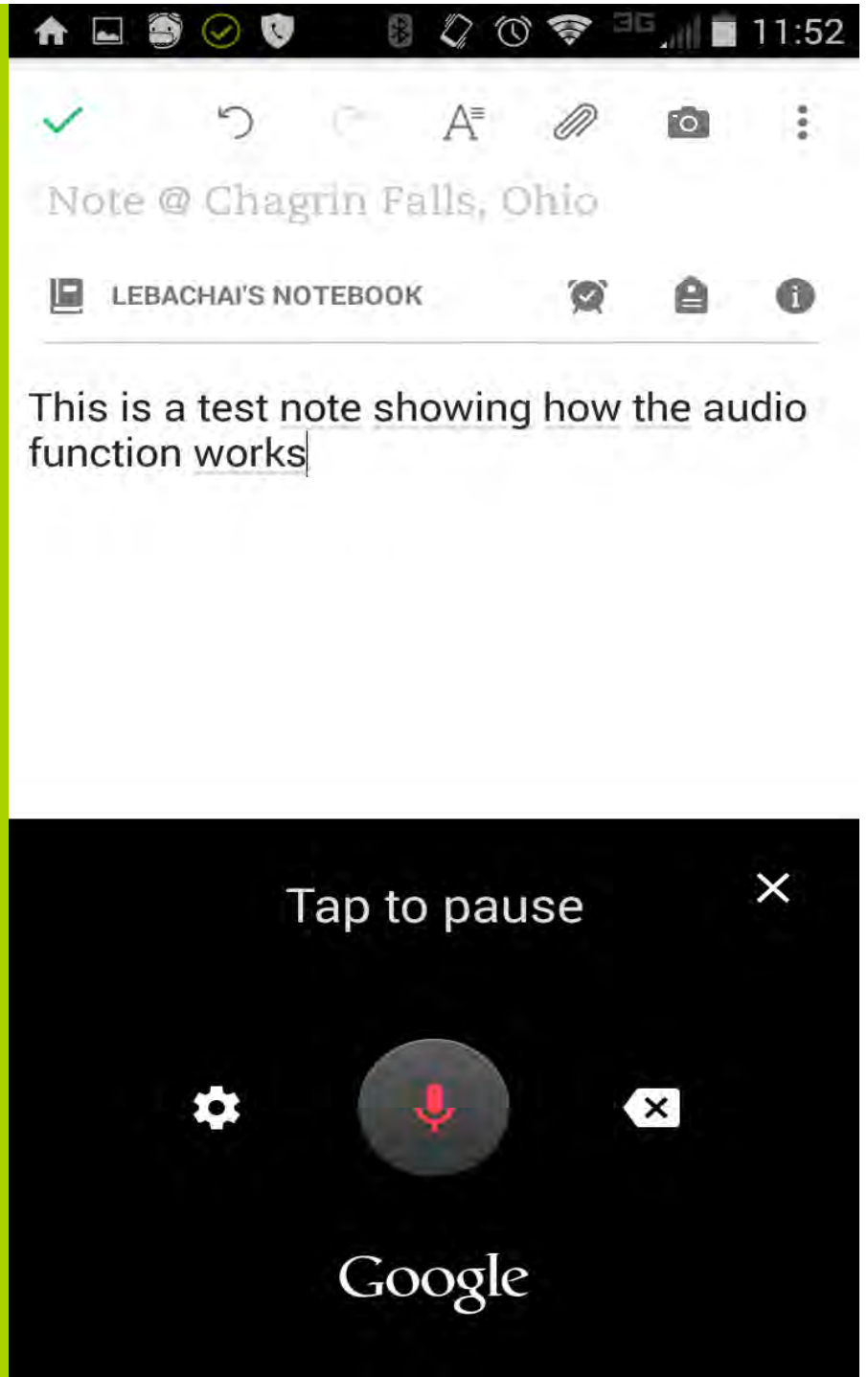
Make the jump





Ways to intake data

Audio notes





Drag & drop

FEATURES & TRICKS

Web Clipper

Int... support.oplin.or... Apps for Dyslex... Browser Sandb... Diigolet phpMyAdmin WordPress - Ivy ... Reservations for... Hotjar | Dashbo...

lifehacker LOGIN SIGN UP


and recording the meeting audio right along with my typed notes on my iPad. If I miss something (entirely possible while pecking things out on a glass screen) I can always return to it after the meeting.

So, if you want to give Evernote another shot, try putting everything in it that you want to hang onto. The more you add, the more useful Evernote becomes. Here are a few examples of what you could do.

Use the Web Clipper

I always thought Evernote's web clipper extension was pointless. If I needed to reference articles for later, I'd just save them in my browser's bookmarks folder or drag them to my desktop. However, that didn't allow me to make notes on an article, or save it with other related notes on

I've Been Using Evernote All Wrong. Here's Why It's Actually Amazing

 <http://lifehacker.com/5989980/ive-been-using-evernote-all-wro...>

I've Been Using Evernote All Wrong. Here's Why It's Actually Amazing
Amazing 5,611,550 78 Whitson Gordon Profile Follow Unfollow
Whitson Gordon Filed to: evernote productivity notes note taking
clever uses windows mac mac os x os x android ios iphone ipod
touch ipad research feature top 3/12/13 9:00am 3/12/13 9:00am Edit
Delete Invite Invite manually Promote X Dismiss X Undelete X Block
for Lifehacker Hide Share to Kinja Share to Facebook Share to
Pinterest Share to Twitter Go to permalink Ads by Google...

I've Been Using Evernote All Wrong. Here's Why It's

Save

Clip

Article

Simplified article

Full page

Selection

Bookmark

Screenshot

Organize

Evernote

Add tag

Add remark

Options

Stop dreaming of your dream home, and start planning for it.

Together, We Advance.

Learn More >>

HSBC Advance

Test Case: Buying a New Grill

I just moved into a new apartment, and I need to buy a new grill. After a bit of searching, I found a few I liked but wasn't ready to buy. I used the Web Clipper to throw its product page into a note under a new notebook, entitled "Wish List." Now when I come into some extra money, I can open up Evernote and see my top picks at the top of my "Wish List" notebook.

Twitter for Business: What Smart Marketers Are Doing With Twitter

By Michael Stelzner

Published February 13, 2015 [Print](#)

Do you use Twitter to promote your business?

Want to discover how to connect with your audience and engage on Twitter?

To learn how to use Twitter for business, I interview Laura Fitton.

More About This Show

The **Social Media Marketing** podcast is an on-demand talk radio show from Social Media Examiner. It's designed to help busy marketers and business owners discover what works with social media marketing.

In this episode I interview **Laura Fitton**, co-author of *Twitter for Dummies*. She's also founded OneForty (a Twitter app store) and now she is the Inbound Marketing Evangelist at **HubSpot**.

Laura and I will explore Twitter marketing.

You'll discover how to market yourself on Twitter, develop relationships using the platform and more.



Browse Categories

Search

Join 340,000+ of your peers! Get our latest articles delivered to your email inbox and get the FREE Social Media Marketing Industry Report!

Enter your name

Email

I'D LOVE UPDATES

More Info...



Like Greg Hardin, Penny Williams and 326,629 others like this

Follow @smexaminer 216K followers

Follow 195k

Follow 21,676

Pinterest

✓ Clipped to Presentation stuff

Twitter for Business: What Smart Marketers Are Doi...

Share

Share note

LinkedIn

Facebook

Twitter

G+ G+

Mail

Share URL

Clips from socialmediaexaminer.com

ated for

satoday.com
have fr...

Outline

Jan 10th, 2015

What are the steps? First is awareness. You could have the best products or services on the planet, but if nobody knows, what's the point? A big piece of

OPLIN Marketing

Feb 4th, 2015

OPLIN Support: Chat Channel:
Style: Language: (10:53:24)
Notice: Laura2 logs into the Chat. (10:55:37) Notice: Laura has been logged out (Timeout).

Social media policies info

Jan 2nd, 2014

Social media free speech rights complicated for workers
<http://www.usatoday.com/story>



<https://evernote.com/webclipper/guide/#3>

Google Search

The image is a screenshot of a Google search page. At the top, the Google logo is on the left, and the search bar contains the text "evernote". To the right of the search bar are a microphone icon and a blue search button. In the top right corner, the name "Laura" is displayed next to a grid icon. Below the search bar, there are tabs for "Web", "News", "Videos", "Apps", "Images", "More", and "Search tools". The "Web" tab is selected and highlighted with a red underline. Below the tabs, it says "About 117,000,000 results (0.27 seconds)".

The main search results are for "Evernote: The workspace for your life's work". The title is in purple. Below it is the URL "https://evernote.com/" followed by a dropdown arrow and the text "Evernote". A short description follows: "Bring your life's work together in one digital workspace. Evernote is the place to collect inspirational ideas, write meaningful words, and move your important ...". Below this is a search bar with the text "Results from evernote.com" and a magnifying glass icon.

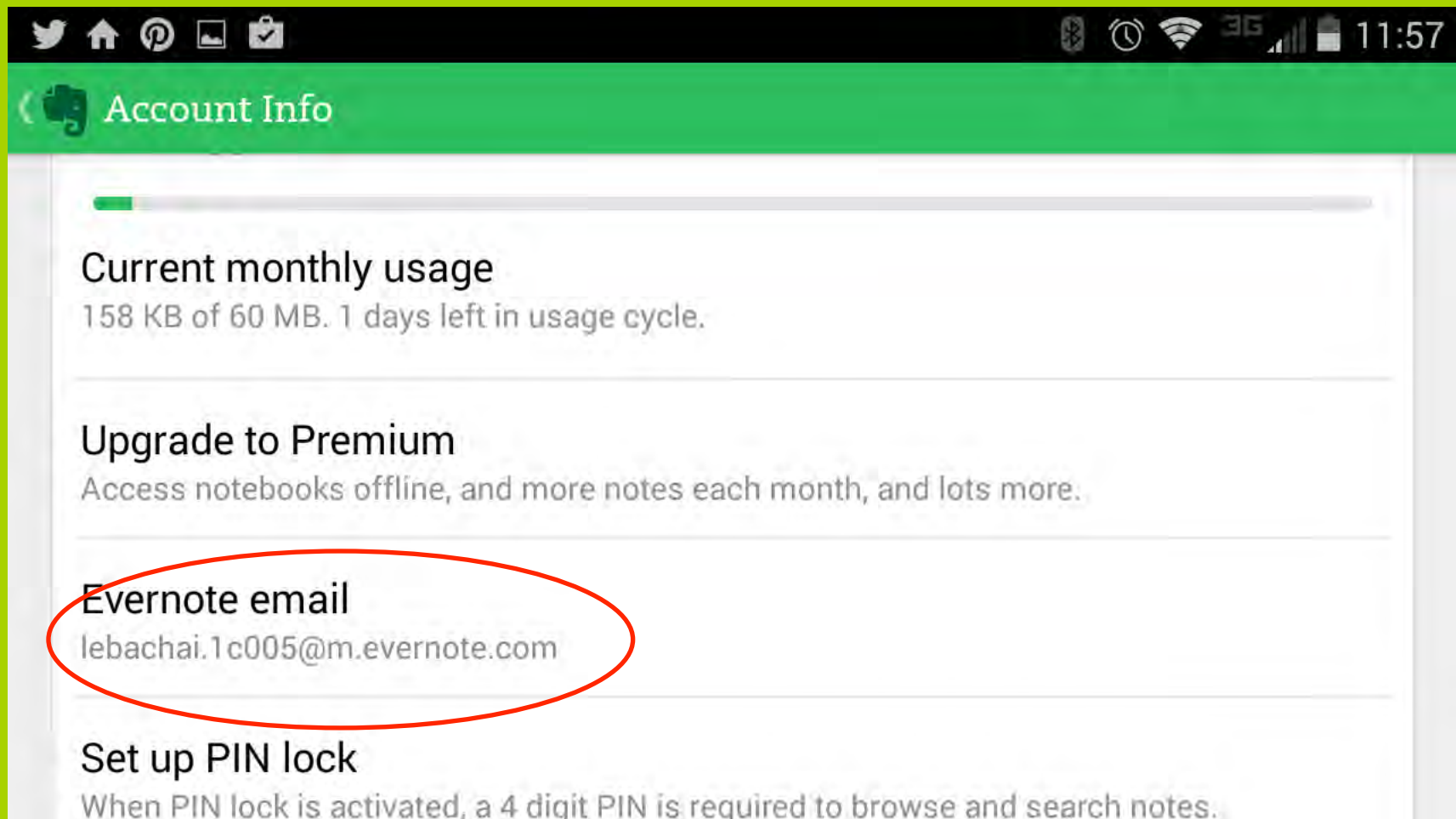
There are four main result snippets arranged in a 2x2 grid:

- Evernote Web**: Sign in. Email address or username. Password ...
- Evernote | Evernote**: Evernote lets you take notes, sync files across your devices, save ...
- Download**: How to download and install Evernote. Get started with ...
- Evernote Web Clipper**: Keep them all in Evernote. Quickly find anything ... Get Web Clipper ...

At the bottom left, there is a section titled "In the news" with a small thumbnail image and the text "New Outlook partner add-ins and expanded rollout of Outlook.com preview".

On the right side of the page, there is a red oval highlighting a "Related Result in your notes" window. This window has the Evernote logo at the top and the title "1 Related Result in your notes". Inside, it says "More ideas for using Evernote" followed by the date "Dec 22nd, 2014". The main text of the note reads: "I like that it syncs with my calendar to help label the notes". Below this, there is a smaller snippet: "I like that it syncs with my calendar to help label the notes logically like Web Clipper to save articles/shoppers...". At the bottom of the note window, there are links "Always show" and "Don't show again", and a link "What's this?" on the far right.

Email to Evernote



4:38

All Notes

Reminders


LEBACHAI'S NOTEBOOK

☐ To Do for 2/17/15 TOMORROW

FEBRUARY 2015

Fwd: Feis Registration Payment Confirmation - Detroit Internationa...
4:37 PM — Forwarded message — From: <info@feisworx.com> Date: Sun, Feb 1, 2015 at 1:27 PM Subject: Feis Registration Payment Confirmation -

Twitter for Business: Wh...
4:24 PM



Ryan's Feis Results
12:23 PM

Reminder about dance cl...
12:03 PM

+

Filing emails

Competition Registration Receipt
@Receipts !2015/02/16 #dance

Syntax:

Title @notebook !date #tag

Merge notes

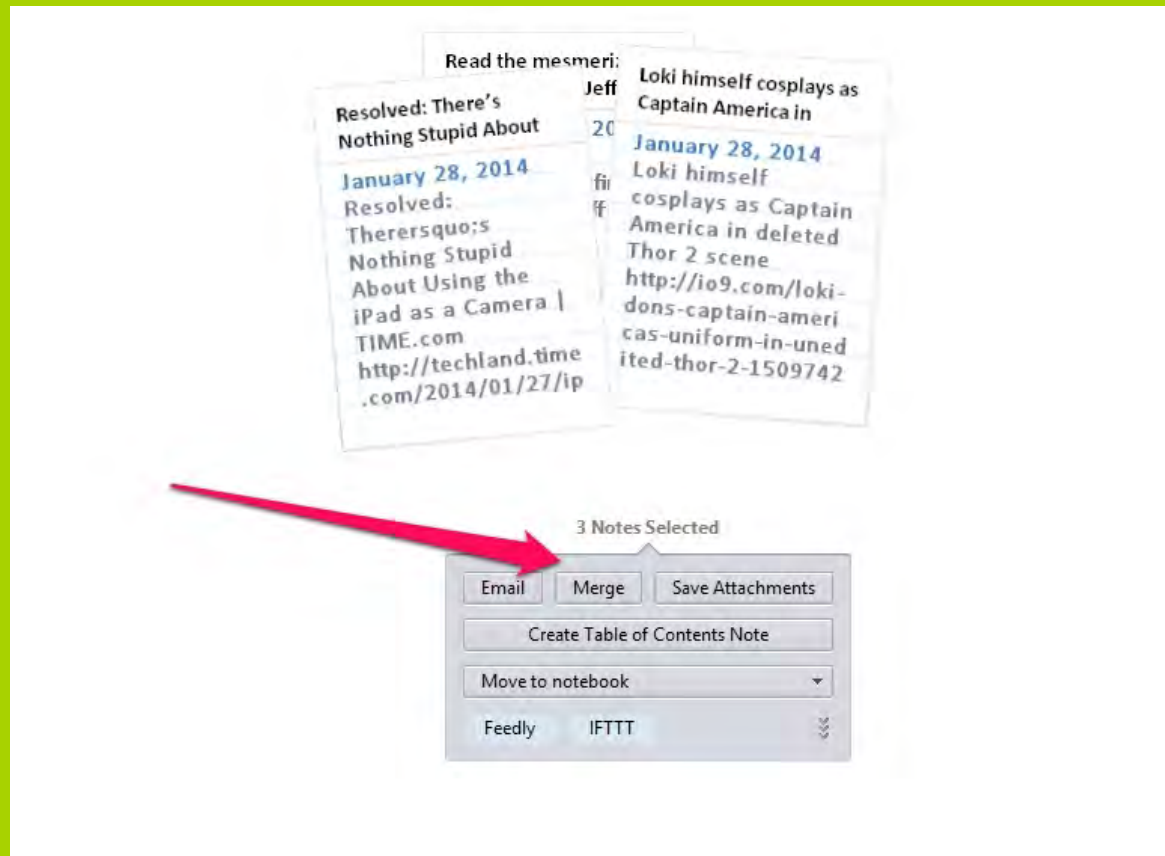
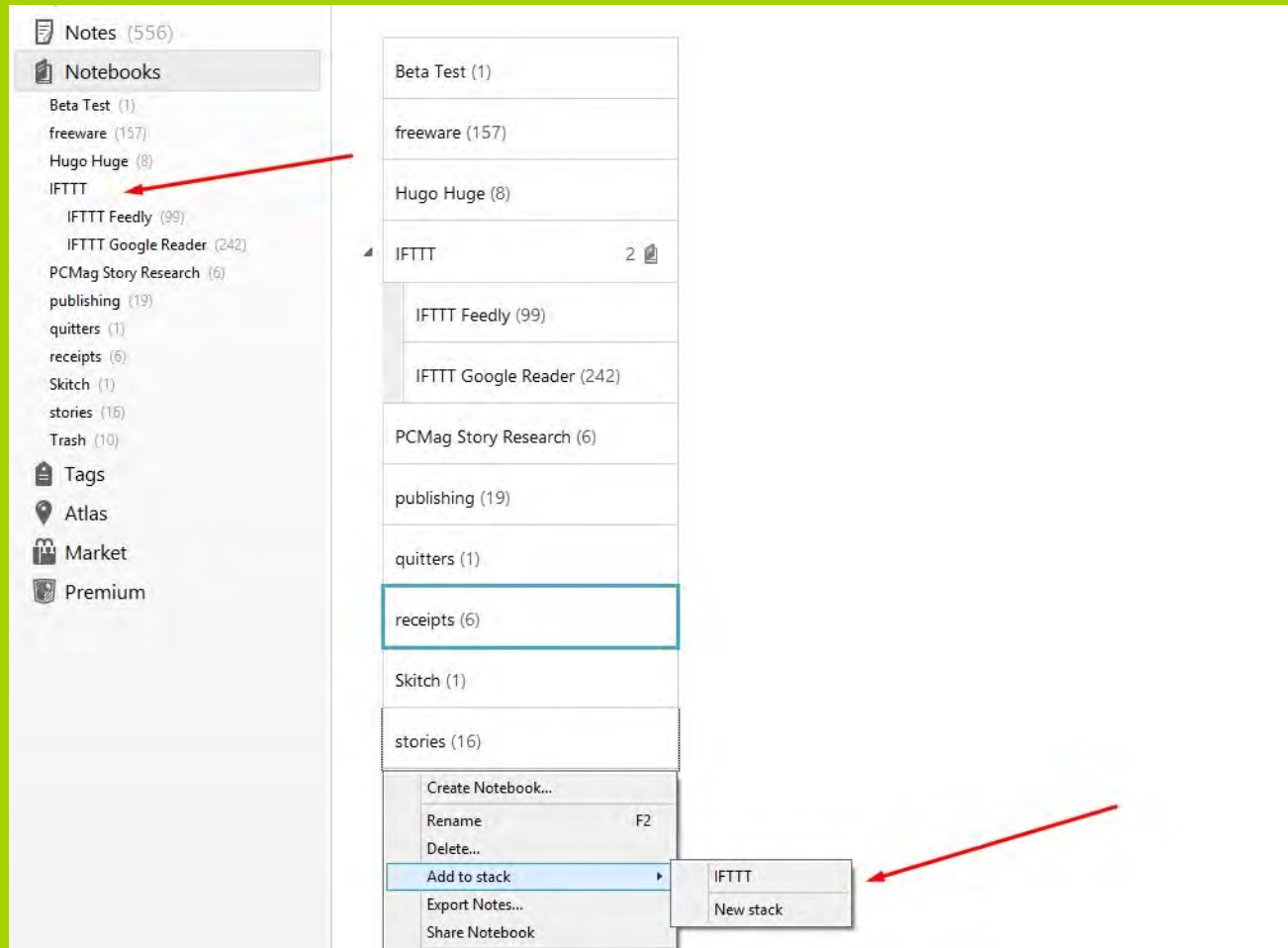
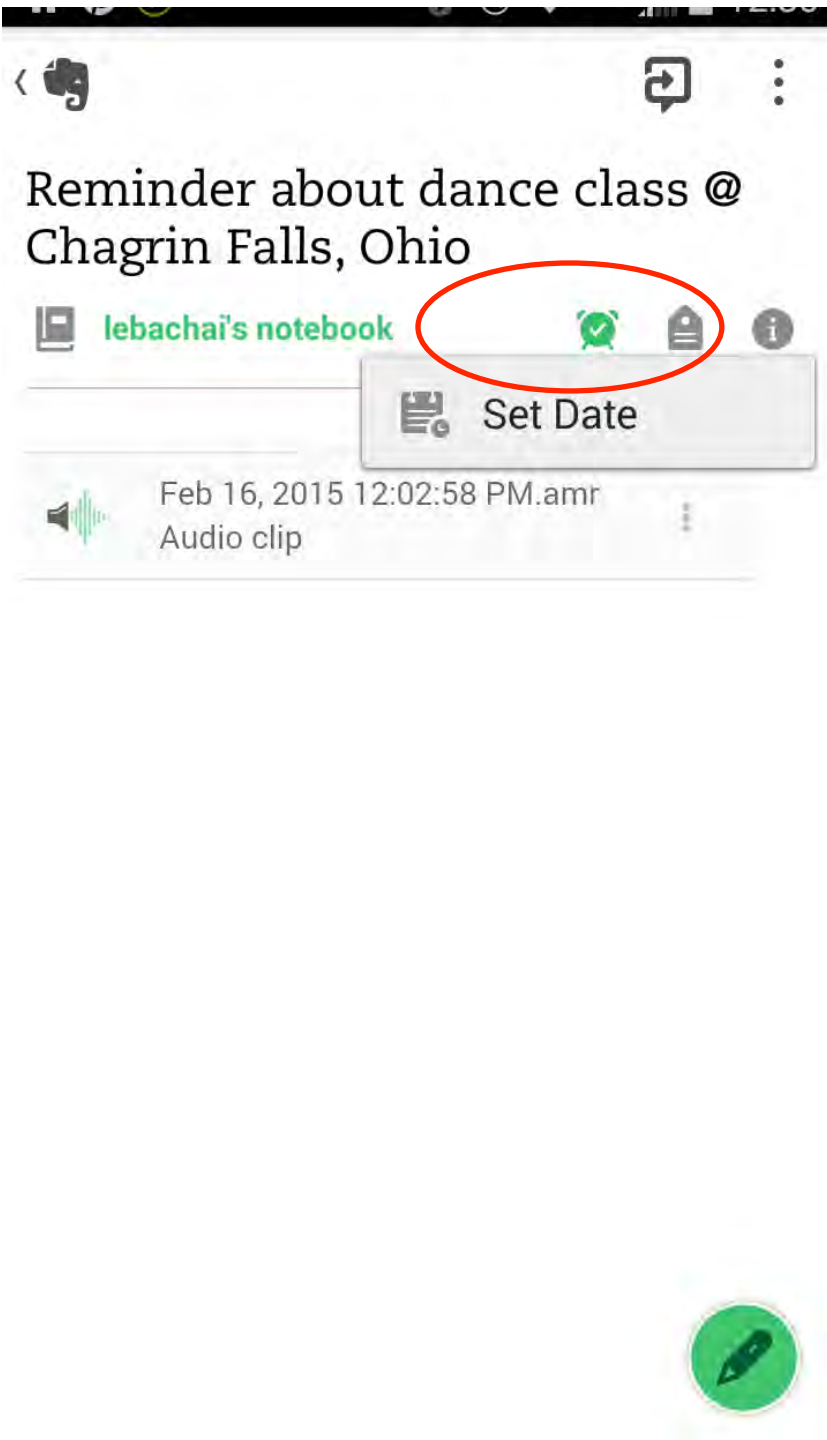


Image from <http://www.pcmag.com/slideshow/story/323014/20-tips-every-evernote-user-must-know/4>

Create stacks of notebooks



Screenshot from <http://www.pcmag.com/slideshow/story/323014/20-tips-every-evernote-user-must-know/5>




Add reminders

IFTTT: Save stuff from everywhere



created November 13, 2013
last run 6 days ago
run 213 times

Send Twitter Favourites to Evernote

 NOTES

150 notes Options ▾

> REMINDERS 1 🕒

To Do for 8/15/15
YESTERDAY
Finish Evernote presentation Make cookies Call Amy Sort recycling

★
Test note for merging
YESTERDAY
Content here...

Note @ Chagrin Falls, Ohio
YESTERDAY
This is a test note showing how the audio function works

Detailed outline for "Personal Branding" for Librar...
2 DAYS AGO
Introduction What is personal branding? Definition and origin
Examples from my own profiles Benefits of personal branding
Trust Expectations Becoming known for what you're good at

New phone system
2 DAYS AGO
:58:56)Karl: k Laura, I made it so you don't need a VM password since you're on your phone (10:58:57)Karl: dial (10:59:00)Karl: *97 (10:59:03)Karl: and you'll be in (10:59:13)Karl: then I believe



Evernote ▾ todo evernote +

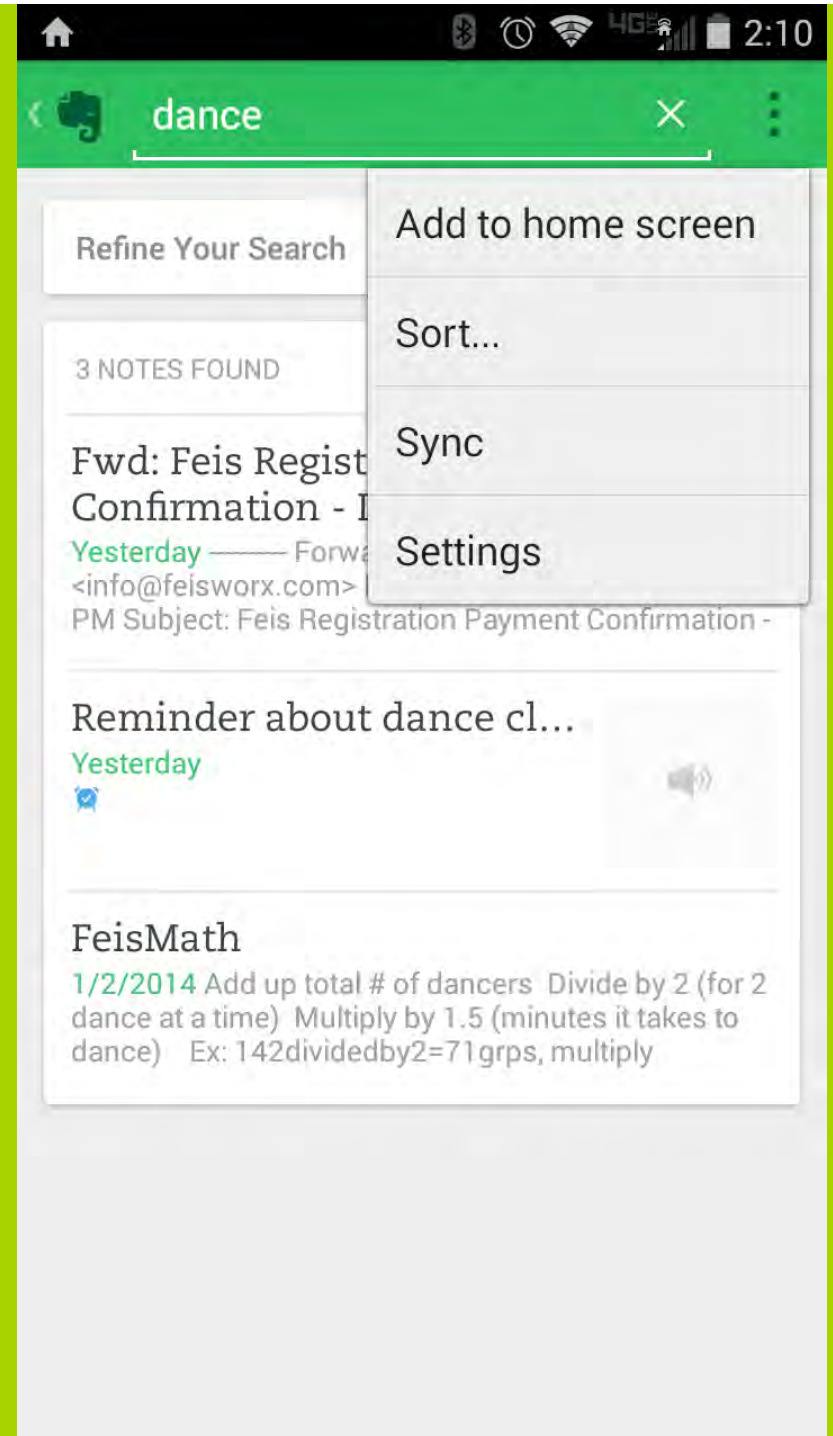
To Do for 8/15/15

- ☐ Finish Evernote presentation
- ☐ Make cookies
- ☐ Call Amy
- ☐ Sort recycling

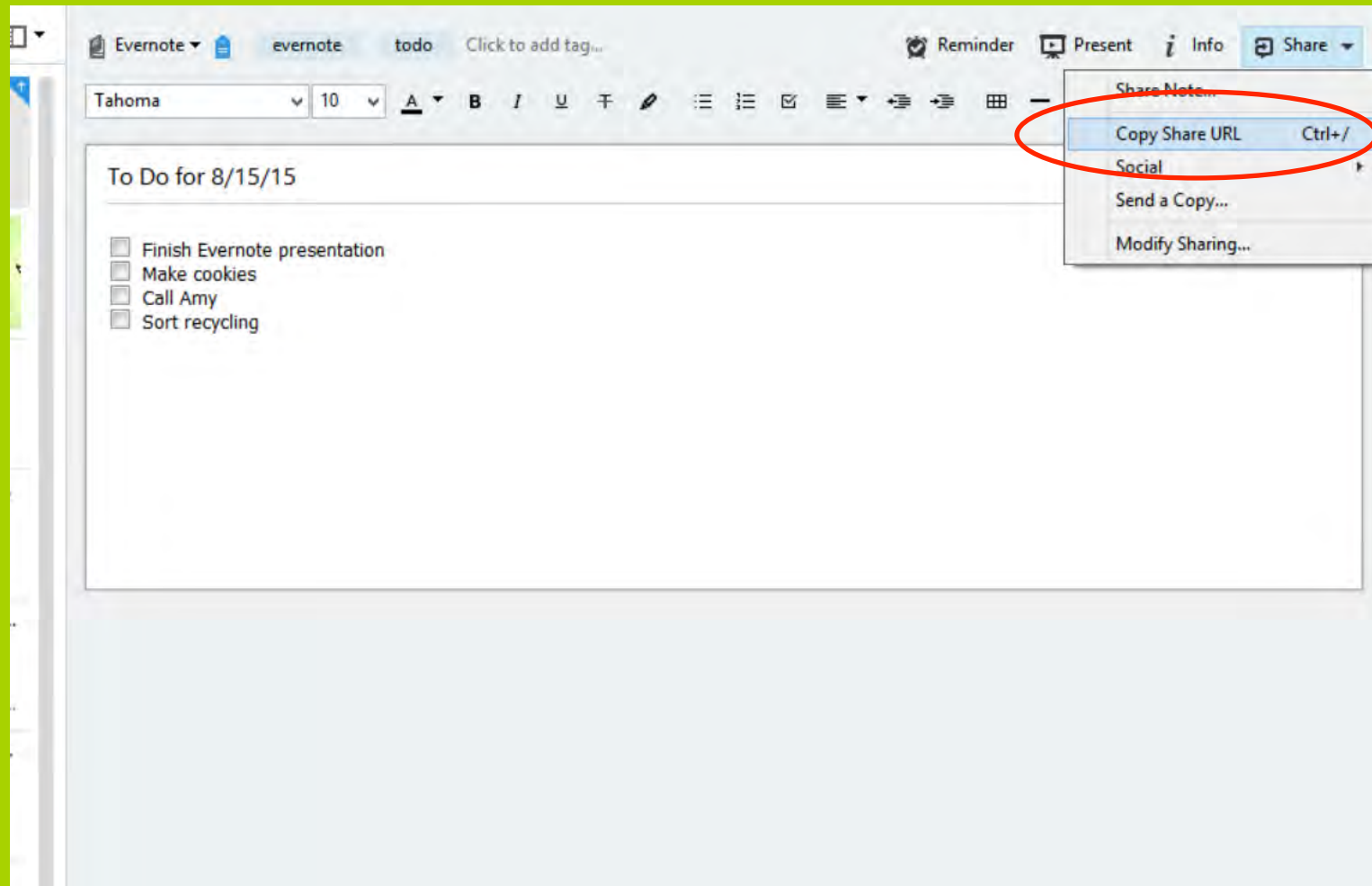
Tagging

Sift through notes with saved searches

<https://blog.evernote.com/blog/2015/01/10/save-evernote-searches/>



Note links





PUBLIC NOTE URL

Anyone with this URL can now read your note. To deactivate this URL, click **Stop sharing note**.

SHARE URL

<https://www.evernote.com/shard/s16/sh/22>

Copy

[Stop sharing note](#)

Done

The screenshot displays the Evernote web interface. On the left is a sidebar with navigation options: NEW NOTE, SEARCH, WORK CHAT, SHORTCUTS, NOTES, NOTEBOOKS, and TAGS. The main content area shows a 'Group Notebook Thing 6' created by Jennifer O'Neill, with a 'Share' button. Below this, there are 28 notes, sorted by date. The first note is titled 'Neflin note' and is 10 minutes old. The second note is titled 'Picture' and is 11 minutes old, featuring a placeholder image. A chat window is open in the foreground, titled 'heather@neflin.org, Jennifer O'Neill'. It shows a message about Evernotes being organized into a notebook, followed by a 'Group Notebook Thing 6' link. A green bubble at the bottom of the chat says 'Great, thank you!'. The chat window also shows a 'Port Orange' location and a 'Type your message...' input field.

Work Chat

Share notebooks

The screenshot displays the Evernote web interface. At the top, the user is logged in as Laura Solomon. The main navigation bar includes links for Sync, Activity, New Note, and New Chat. A search bar on the right shows the current notebook, 'Group Notebook Thing 6', and a search prompt 'Search all notes'.

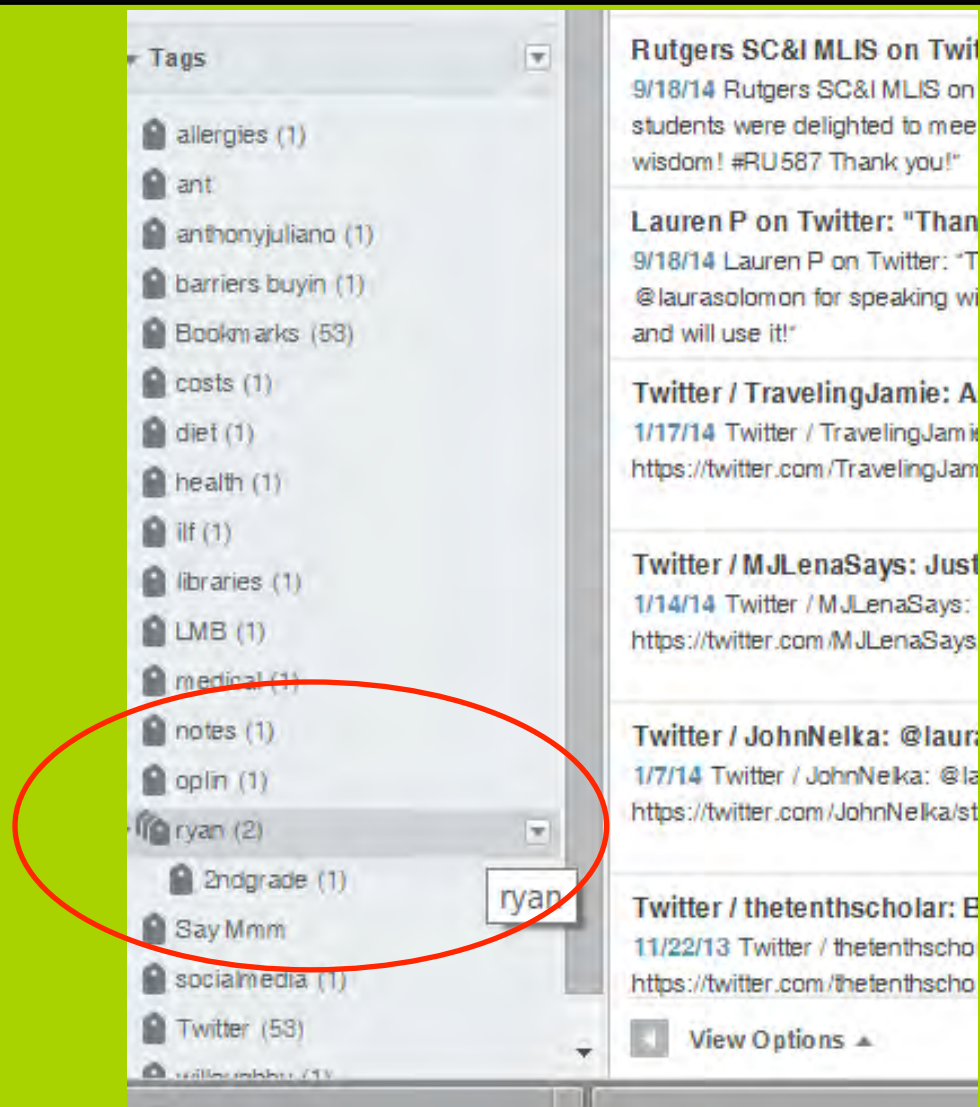
The left sidebar contains a 'Work Chat' section and a 'Shortcuts' list. Under 'Notes', there are 233 items. Under 'Notebooks', several notebooks are listed, including 'Book3' (13), 'Compliments' (22), 'Evernote' (8), 'Example Tweets' (3), 'Freelance stuff' (1), 'Group Notebook Thing 6' (85), 'Health Information' (3), 'House/Family stuff' (6), 'Laura' (11), 'Iebachai's notebook' (11), 'OPLIN/Work Stuff' (24), 'Presentation stuff' (11), 'Ryan', 'Test 1', 'Test 2', and 'Trash' (5). There are also links for Tags, Atlas, Market, and Upgrade.

The central pane shows the 'Group Notebook Thing 6' interface. It features a 'Reminders' section with a 'Subscribe to Reminders' dialog box asking 'Notify you when notes in this notebook are due?' with 'Yes' and 'No' buttons. Below this is a list of reminders, including 'Add reminder to "Group Notebook Thing 6"', 'To Do for 3/4/15', 'NEFLIN THING 6 - Evernote', 'NEFLIN THING 6 - Evernote', 'Note', 'Camera roll from 167 Brandy Hills Dr in Port Orange', '23 Things' (checked), '23 Things', 'Neflin note', 'First note for Thing 6', and 'Microsoft Word 2013'. A 'Note' section at the bottom shows a note from 3/22/2015: 'Note to self: do my Neflin 23 Mobile Things in a more timely manner! :)'. At the very bottom, a snippet of another note is visible: 'Camera roll from 6670 US Highway 1 S in St. Augu...'. A small 'MISTER SPQCK' logo is also present.

The right pane shows the sharing options for 'Group Notebook Thing 6'. It indicates the notebook was created on 2/24/2015 at 8:48 AM and is shared with 1 more person. Below this, a list of shared items is shown: 'Microsoft Word 2013', 'Elevated Privileges Training 2-20-15', 'Microsoft word 2013', 'Mail Merge Headers/Footers', 'New in Word 2013:', and a numbered list of features:

1. The new Design tab
2. Alignment with Alignment Guides
3. Comfortable reading in Read mode
4. Smarter collaboration
5. Open and edit PDFs inside Word
6. Discoverable layout options
7. New table border tools
8. More new table features

Nested tags



The screenshot shows the Evernote application interface. On the left is a sidebar with icons for home, add, search, chat, star, list, calendar, and shop. The main area is titled 'NOTES' and shows '148 notes'. Below this is a 'REMINDERS' section with '2' reminders. One reminder is visible: 'To Do for 8/25/15' with the text 'Finish Evernote presentation Ma recycling'. A 'NOTIFY ME' dialog box is open, showing options to set a reminder for 'Tomorrow' or 'In a week'. The 'Tomorrow' option is selected. Below these options, a date and time are set to '08/13/15' and '08:00 AM'. A calendar for '2015 Aug' is displayed, with the 13th highlighted. The background shows a list of notes including 'Detailed outline for "Perso"', 'New phone system', 'WW Coffee recipe', and 'Christian Connett on Twitter: "What we obtain to..."'. On the right, a 'To Do' list is partially visible with items like 'Finish Ev', 'Make coc', 'Call Amy', and 'Sort recy'.

NOTES

148 notes Options

> REMINDERS 2

To Do for 8/25/15
YESTERDAY
Finish Evernote presentation Ma recycling

Detailed outline for "Perso"
2 DAYS AGO
Introduction What is personal br
Examples from my own profiles
Trust Expectations Becoming k

New phone system
2 DAYS AGO
:58:56)Karl: k Laura, I made it so
since you're on your phone (10:5
*97 (10:59:03)Karl: and you'll be

WW Coffee recipe
3 DAYS AGO
<http://www.laaloosh.com/2011/t/recipe/diy-light-frappuccino-rec-of-Starbucks-Light-Frappuccino>

Christian Connett on Twitter: "What we obtain to..."
LAST WEEK
Christian Connett on Twitter: "What we obtain too cheap, we esteem too lightly. - Thomas Paine #quote"
<https://twitter.com/eSolutions/status/628883506194726913>

NOTIFY ME

Tomorrow

In a week

08/13/15 08:00 AM

2015 Aug

M	T	W	T	F	S	S
27	28	29	30	31	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	5	6

To Do

- ☐ Finish Ev
- ☐ Make coc
- ☐ Call Amy
- ☐ Sort recy

More
about
reminders

Reminder syntax

The screenshot shows a reminder window in Evernote. The title bar reads "Call for summer camp schedule !2015/02/12". Below the title bar, the email address "lebachai.1c005@m.evernote.com" is displayed. The main body of the reminder contains the text "Call for summer camp schedule !2015/02/12". At the bottom, there is a rich text editor toolbar with various icons for text formatting (font face, size, bold, italic, underline, text color, background color), list creation (bulleted, numbered, task list), indentation, link, unlink, quote, and code. Below the toolbar is a row of action buttons: "Send", a link icon, a calendar icon, a currency icon, a photo icon, a link icon, and a smiley face icon. On the far right, there is a "Save" button and a trash icon.

Search tricks

1. Find all notes created in the last day :

```
created:day-1
```

2. Find all notes containing an image created in the last 30 days :

```
resource:image/* created:day-30
```

3. Find all notes containing encrypted text and the word "account" :

```
account encryption:
```

4. Find all notes you added using your mobile phone in the last week that contain an image :

```
source:mobile.* created:week-1 resource:image/*
```

5. Find all notes about Evernote that are tagged with "tricks" and not tagged with "work" :

```
tag:tricks -tag:work Evernote
```

6. Find all untagged notes whose title contains "Fwd" and that came in via email (these haven't been cleaned up yet) :

```
intitle:Fwd source:mail.smtp -tag:*
```

7. Find all untagged notes created more than a month ago that are in your Inbox notebook :

```
notebook:Inbox -tag:* created:day-30
```

<https://brettkelly.org/31-evernote-tricks-for-newbies-who-want-to-be-ninjas/>

EVERNOTE PAID PLANS

productivity combo.

*This offer is only available to new Evernote users, or to existing Basic users. It is not available to current or former Dropbox Pro users, or to users who have previously started a Dropbox trial. [Additional terms and conditions](#)

Free

SIGN UP

\$24.99 per year

GET PLUS

\$49.99 per year

GO PREMIUM

Evernote use	Occasional ⓘ	Frequent ⓘ	All the time ⓘ
Clip from anywhere on the web	✓	✓	✓
Share and discuss in Evernote	✓	✓	✓
Sync across phones and computers	✓	✓	✓
Offline access to notes on mobile		✓	✓
Add passcode lock on mobile apps		✓	✓
Save emails into Evernote		✓	✓
Search in Office docs & attachments			✓
Turn notes into presentations			✓
Annotate attached PDFs			✓
Scan and digitize business cards			✓
View previous versions of notes			✓
See content related to your notes			✓

<https://evernote.com/pricing/?var=1>



EVERNOTE BUSINESS

Pricing MENU

Evernote Business Powering team productivity.

The individual power of Evernote Premium, plus added team and admin features to get more done.

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Included in Evernote Business



TEAM WORKSPACE



EASY ADMINISTRATION



EVERNOTE PREMIUM FEATURES

Same familiar app,
built for collaboration

JOIN THE 18,000 COMPANIES ALREADY USING EVERNOTE

Business card scanning

lebachai's notebook v
Created: Feb 18, 2015 Modified: Feb 18, 2015

Belvoir Pet Hospital - Business Card

Belvoir Pet Hospital	email
	phone (216) 381-1100
	fax (216) 381-7142
	Address 4217 MAYFIELD ROAD SOUTH EUCLID, OHIO 44121

J.N. FARKAS, DVM MARTHA C. FARKAS, DVM J.J. FARKAS, DVM	PHONE (216) 381-1100 FAX (216) 381-7142
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BELVOIR PET HOSPITAL

OFFICE HOURS BY APPOINTMENT ONLY MON. 8 - 7, TUES. 8 - 6 WED. 8 - 12, THURS. 8:30 - 6 FRI. 8 - 5, SAT. 8 - 12 CLOSED 12 - 2 M•TU•TH•FRI	4217 MAYFIELD ROAD SOUTH EUCLID, OHIO 44121
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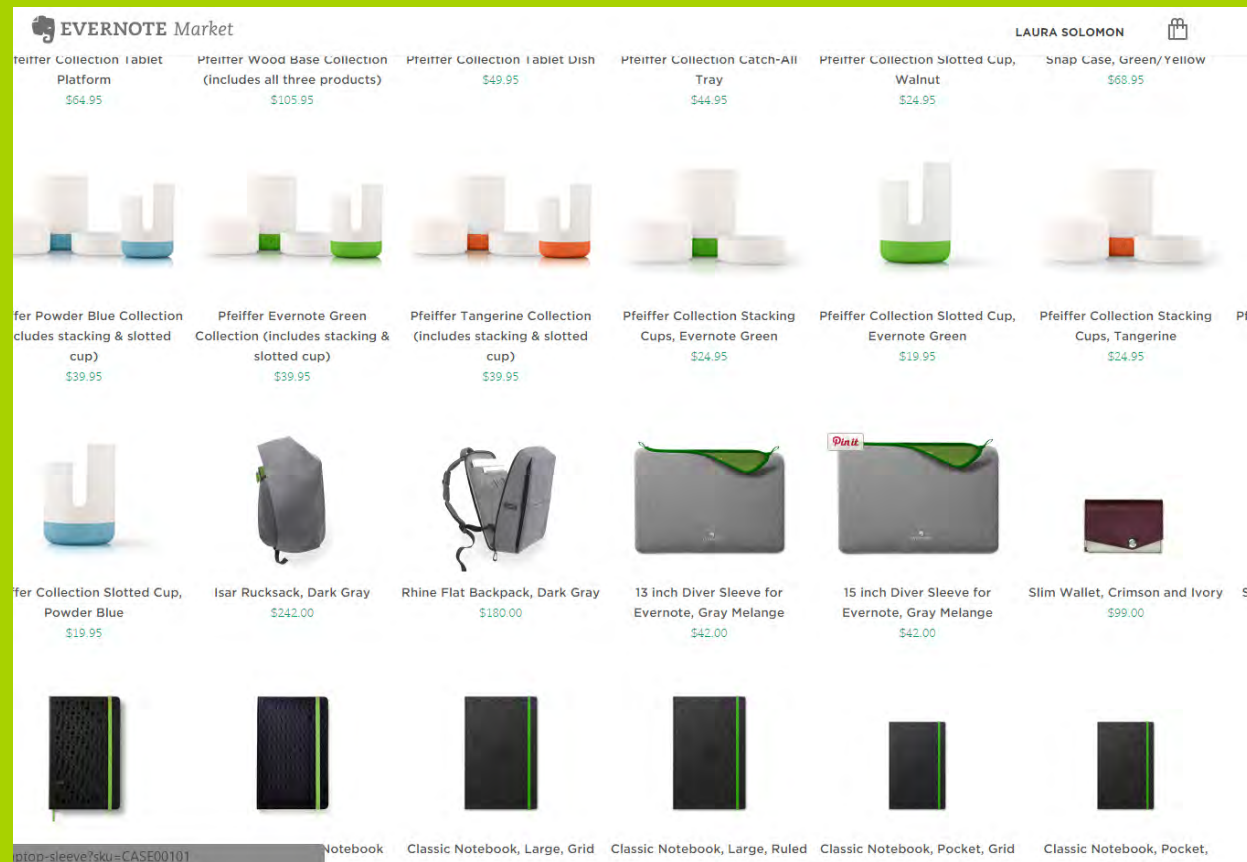
Search text inside images



ADD-ONS & APPS

Evernote Market

<https://www.evernote.com/market>



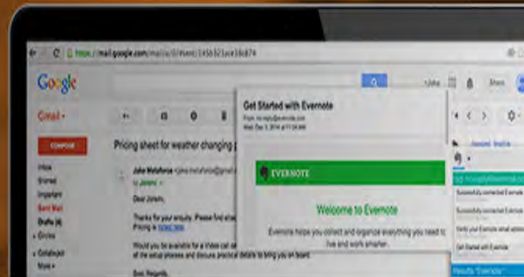
Evernote App Center

Expand your Evernote Experience with These Great Products

Collabspot

Collabspot brings Evernote inside Gmail to make you more productive.

[View App](#)



New & Noteworthy



Evernote Scannable
Scannable captures the paper in your life quickly and beautifully, transforming it into high-quality scans ready to save or share.



Trenzpose
Note taking templates for Evernote and Evernote Business to structure your notes.



Carbo
Carbo lets you capture & organize handwritten notes with pixel-free display technology. Connect Evernote for note storage.



Calendar Connector
Cronofy turns your Evernote reminders into synchronized calendar events you can edit and control.

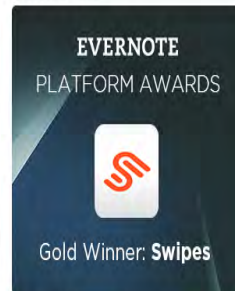


Blinkist
Blinkist transforms bestselling nonfiction books into 15-minute mobile reads, syncing with Evernote to build your library of highlights and insights.



Sortly
Create a visual inventory of your stuff with QR labels, tags and notes. Categorize, search and autosave to Evernote.

Evernote Pick



Platforms

[Android](#)

[iPhone](#)

[Windows](#)

[iPad](#)

[Web Apps](#)

[Mac](#)

[https://
appcenter.evernote.
com/](https://appcenter.evernote.com/)



IDEAS

What can you save?

- Business cards
- Recipes
- Code snippets
- Receipts and serial numbers
- Meeting notes
- Anything you can think of!

<http://www.alsc.ala.org/blog/2013/03/using-evernote-for-a-storytime-archive/>

ALSC Blog

*Pursuing excellence for library service
to children*

ALSC blog

The official blog of the Association for Library Service to Children

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← Celebrate Women's History Month!

Win an Autographed Copy of a Caldecott Book →

Search the ALSC Blog

Using Evernote for a Storytime Archive

Posted on [March 9, 2013](#) by [ALSC Children and Technology committee](#)



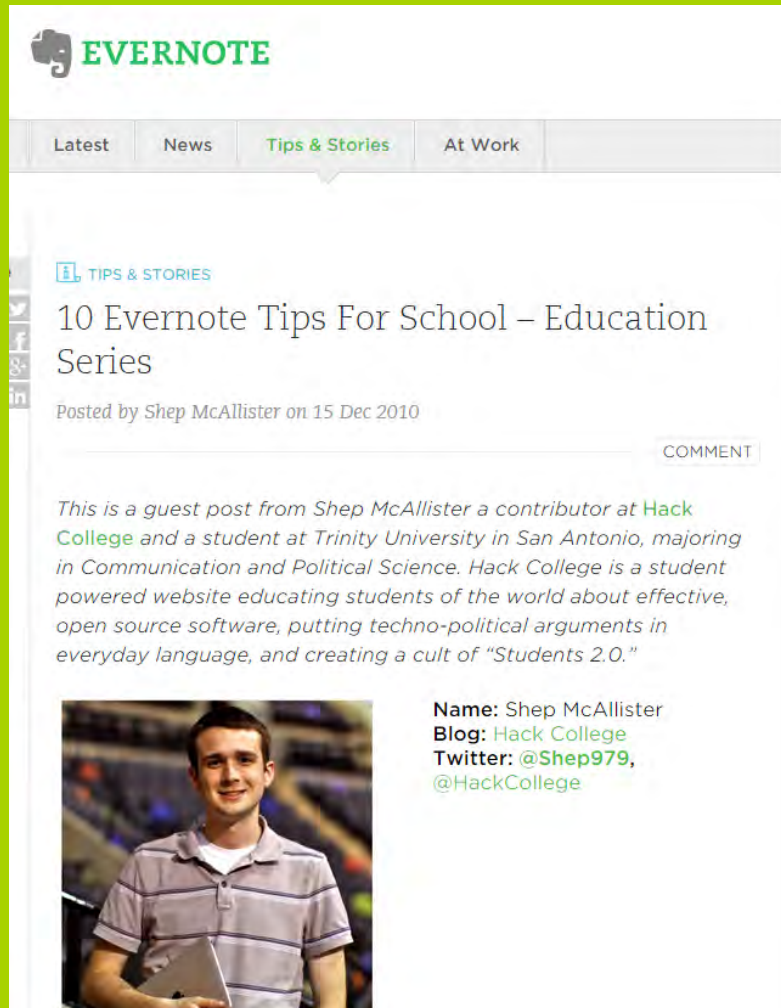
I've been presenting storytimes for over 15 years and I have tried many systems for keeping track of my plans, rhymes, songs, books, and ideas. Binders, Word docs, notecards, file folders...all of them have worked well for awhile but nothing has been perfect. While earlier in my career what I needed most were good ways to find activities to add to my limited repertoire, now that I have more experience, what I

need is a way to think of fresh combinations of the activities I love and that I know work well for me. Don't get me wrong: I still love discovering new ideas, but I also have needed better access to all the great old ideas I've stored up along the way.

I was on the verge of starting a storytime Tumblr (why? because it is quick to set up and I



Ideas for students



The screenshot shows the Evernote website interface. At the top is the Evernote logo. Below it are navigation tabs: Latest, News, Tips & Stories (which is highlighted), and At Work. The main content area shows a post titled "10 Evernote Tips For School – Education Series" under the "TIPS & STORIES" category. The post is attributed to "Shep McAllister on 15 Dec 2010". A "COMMENT" button is visible. The post text describes Shep McAllister as a contributor at Hack College and a student at Trinity University in San Antonio, majoring in Communication and Political Science. It mentions that Hack College is a student-powered website focused on effective open source software, techno-political arguments, and creating a cult of "Students 2.0." Below the text is a photo of Shep McAllister, a young man with short brown hair wearing a grey and white striped polo shirt, holding a laptop. To the right of the photo, his contact information is listed: Name: Shep McAllister, Blog: Hack College, and Twitter: @Shep979, @HackCollege.

EVERNOTE

Latest News **Tips & Stories** At Work


TIPS & STORIES

10 Evernote Tips For School – Education Series

Posted by Shep McAllister on 15 Dec 2010

COMMENT

This is a guest post from Shep McAllister a contributor at Hack College and a student at Trinity University in San Antonio, majoring in Communication and Political Science. Hack College is a student powered website educating students of the world about effective, open source software, putting techno-political arguments in everyday language, and creating a cult of "Students 2.0."



Name: Shep McAllister
Blog: Hack College
Twitter: @Shep979, @HackCollege

<http://blog.evernote.com/blog/2010/12/15/10-evernote-tips-for-school-education-series/>

Make travel easier



Collect recipes



Track expenses via smartphone



Screenshot from <http://www.pcmag.com/slideshow/story/323014/20-tips-every-evernote-user-must-know/10>

More ideas from library folks

- “For taking notes in meetings, annotating articles/PDFs, keeping medical records, recipes, receipts, software licenses...”
- “For lots of things! Like a queue for library website slides where staff can check progress on their requests.”
- “So notes, transparency, communication, info-sharing, and more. Evernote is almost a second OS to me.”
- “On phone, tablet & PC. For quick idea notes & also longer blog posts/articles. Easy to search through content too.”

And more ideas from library folks...

- “I use it for meeting notes that I need to move to my Work Computer for later analysis. Beats emailing them to yourself. “
- “Storing & searching PDFs, sharing with committees”
- “Home Delivery, I use it to keep requests from my patrons, author likes.. “
- “Everything from meeting notes, own literature review notes and even players positions for daughters soccer team “

Questions?

Laura Solomon

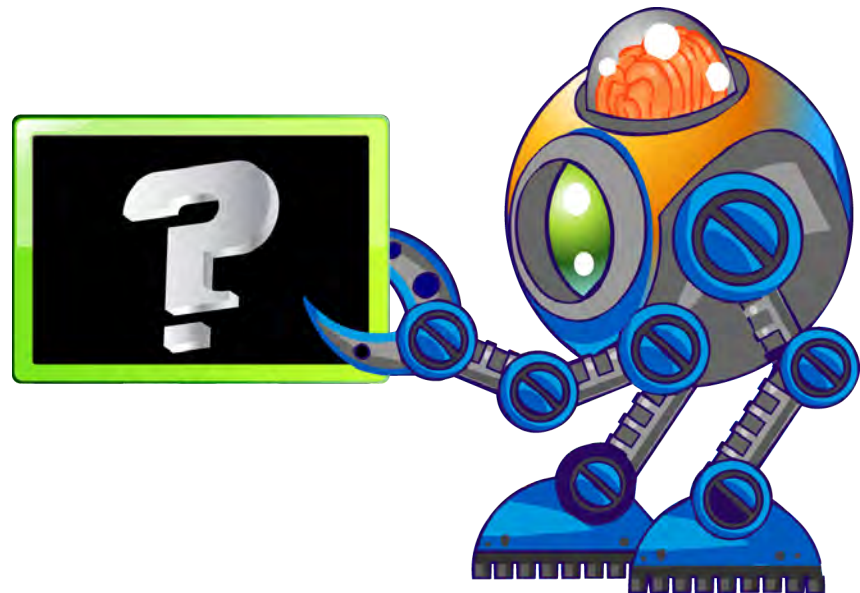
Library Services Manager

Ohio Public Library Information Network (OPLIN)

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