

## **Evernote Overview**

# Oldest "Notetaking" App - 2010



# Feature Today All About Evernote Rated the BEST Notes App for 2023

What is a "Note-taking" App?

- Software application available for computers, tablets, phones.
- Helps user capture, store and organize info in digital form

## Why Abandon Paper and Pen?

#### Convenience

- No need to pull out paper and pen to jot down info
- Quickly create, edit, delete notes on the go

### Accessibility

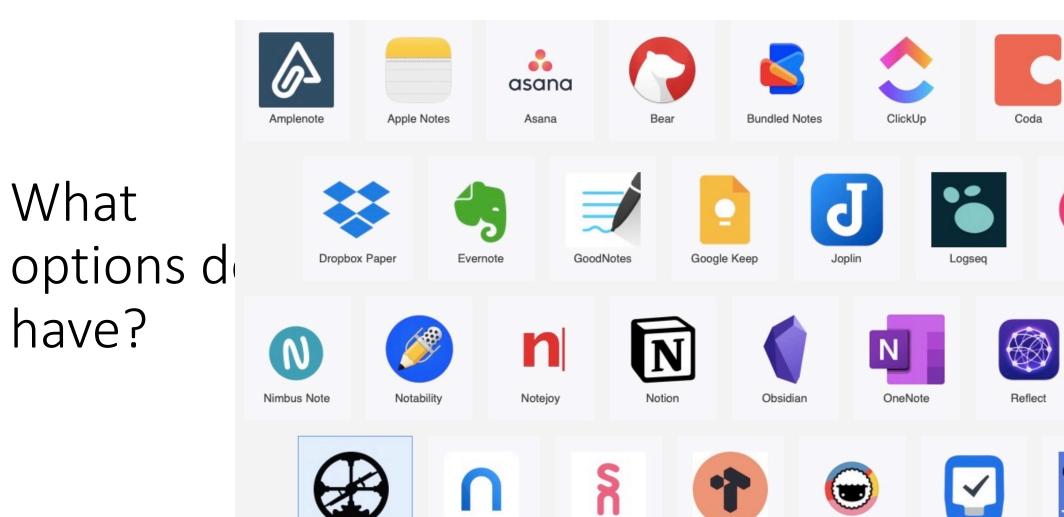
Access your notes from anywhere even without an internet connection.

#### Organization

- Easily organize your notes by subject, date or other categories.
- Reduce the time to search for information

#### Collaboration

 Collaborate on notes with others for group events, activities and work.



Supernotes

Tana

Taskade

Things

Roam Research

Standard Notes

What

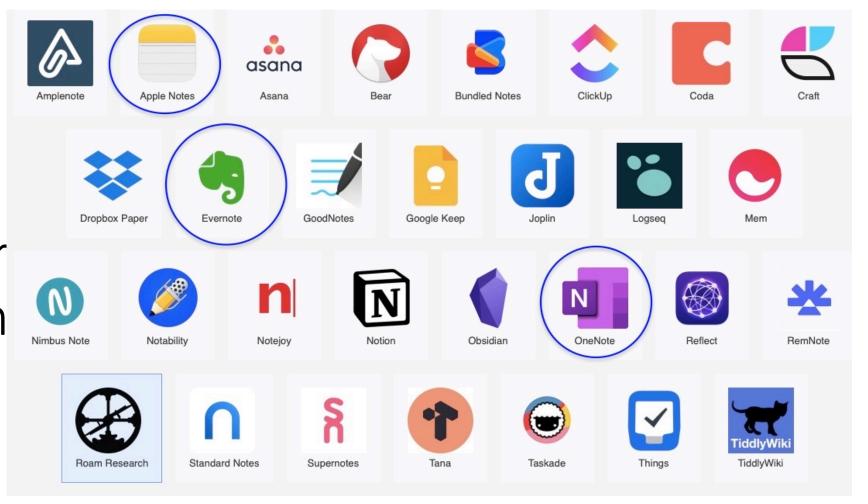
Craft

RemNote

Mem

TiddlyWiki

Native
Options
Available for
Windows an
Mac



# Where can I use these Notes Applications?





**Full Details** 



**Evernote** 

**Full Details** 



OneNote

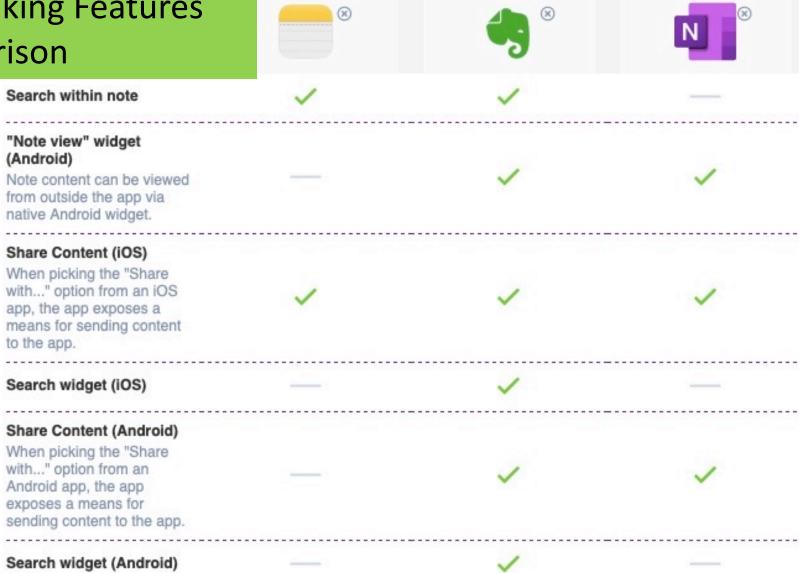
**Full Details** 

#### Android There is an Android app available for download in the Play store ios There is an iOS app available for download in the App Store Web App is available via web browser Linux Includes web apps that can be installed via PWA or Electron Windows Includes web apps that can be installed via PWA or Electron macOS Includes web apps that can be installed via PWA or Electron

## **Note-taking Features** Comparison

(Android)

to the app.



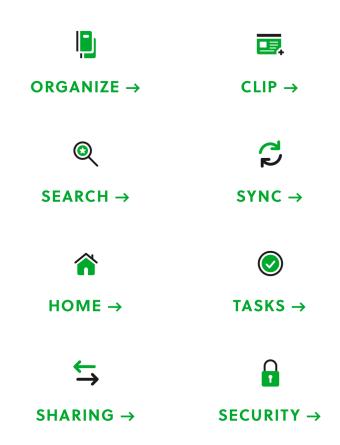
## Scheduling and To Do List Features Comparison











#### What is Evernote?

- Evernote is a productivity software company that provides a suite of applications and tools for notetaking, task management, and archiving.
- Launched in 2008 (had previously existed but limited to Windows)
- Over 2 million users
- Most popular notes app in US
- Integrated with Google Drive, Google Mail, Google Calendar, Outlook and more
- SYNCs across all platforms

## How do I Start?

## **Plan Options**

- Evernote Plan Options
- Evernote Free Option
  - Great way to start
  - Syncs across 2 devices
  - Size limitation for individual files and total files
- Evernote Personal \$8 per month (discounted for annual payment or promotion)
- Evernote Professional \$10 per month
- Evernote Teams \$14 per month

#### CORE FEATURES FREE PERSONAL PROFESSIONAL Apps for iOS, Android, Web, Windows, Mac, and Linux (beta) Sync across devices (1) Unlimited devices Unlimited devices Up to 2 devices Max, note size 25MB 200MB 200MB Monthly uploads **20GB** 60MB 10**GB** Always ad-free **PROFESSIONAL** NEW AND NOTEWORTHY PERSONAL FREE

Use Tasks to capture to-do lists inside your notes

Add due dates, reminders, and notifications to your tasks

Create and edit recurring tasks

\*\*

Edit track and manage tasks from a single

Edit, track, and manage tasks from a single view





#### FREE

#### \$0

#### Capture ideas and find them quickly

- ✓ Take great notes
- ✓ Sync up to 2 devices ①
- √ 60 MB monthly uploads
- √ 25 MB max, note size
- Get organized with Home dashboard and 3 widgets
- Stay on top of it all with in-note tasks
- Find things fast with search and tags
- ✓ Clip web pages
- Attach PDFs, receipts, files, photos, images, and documents

**Get Started** 

#### PERSONAL

\$8.99 \$6.67 / MONTH

Pay \$79.99 / YEAR

Keep home and family on track

- ← EVERYTHING IN FREE, PLUS:
- ✓ Sync unlimited devices
- √ 10 GB monthly uploads
- ✓ 200 MB max. note size
- Customize Home dashboard and access extra widgets
- Connect primary Google
   Calendar account
- Add due dates, reminders, and notifications to your tasks
- ✓ Manage tasks in one place
- Get offline access on mobile and desktop
- Search text inside images, docs, and PDFs
- ✓ Create custom templates
- ✓ Mark up images and PDFs

#### **PROFESSIONAL**

\$10.99 \$9.17 / MONTH

Pay \$109.99 / YEAR

Tackle any project, at work or at home

- EVERYTHING IN PERSONAL, PLUS:
- Save 2x more content with 20 GB monthly uploads
- Access to all widgets and customization for Home
- ✓ Connect both personal and ✓ workplace Google Calendar accounts
- Create, manage, and assign
   tasks to others, and easily track
   their progress
- Use Boolean terms to refine search results
- Find content by location with geographic search
- ✓ Export notebooks as PDF files
- Integrate with Slack, Salesforce, Microsoft Teams, and others

## Evernote Structure

## Notes

- Notes are the base structure Some types of content that can be added to notes include:
  - text
  - images
  - pdfs
  - spreadsheets
  - receipts
  - presentations
  - audio recording

## What do I File?

- Receipts
- ID's
- BookRecommendations
- Restaurant Recommendations
- TV/Movie
   Recommendations
- Recipes
- Articles of Interest
- Groups/Clubs
- Event Plans
- Travel Plans and

#### **Documents**

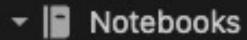
- Decorating Ideas
- Pinterest related
- Doctor info
- Medical info
- Insurance info
- Memberships
- Warranties
- Subscriptions
- Rebates
- Tickets

## **Evernote Structure**

## Notebooks

- Notebooks are used in Evernote to store notes that have something in common.
- Some examples could include:
  - Crafting Ideas
  - Pictures I want to save
  - Receipts Container

#### All Notebooks (522) !Inbox (0) Reference Personal Family (0) Cool Stuff (10) Books to Read (0) Financial Meeting Notes (3) Equipment (1) Bills (4) Goals (1) Momentos (1) Checks (0) Medications (5) Ron's Evernote Tips (28) Receipts (15) Planning Retreats (0) Wine & Cocktails (19) Tax Returns (0) Records (1) Hobbies (2) Reference WordPress (4) Cool Stuff (10) Ministry Travel Meeting Notes (3) Church (12) 2011.05.02 - DCW (4) Momentos (1) Mentoring Group 2011.05.16 - Sabbatical (5) Ron's Evernote Tips (28) Podcast (1) Wine & Cocktails (19) WordPress (4)



- □ 1Inbox
- ☐ 3M info
- ☐ 150 Golf club

- AHS Requests
- Alexa stuff
- Ancestory
- Arizona Misc
- Articles of interest

Artists and art fairs

ATT phones

AZgolf group Mary

Barb Misc

Boat Club

Bookclubs

Books recommendations

Car Rentals

Change of address

□ Christmas 2022

## MY Typical Sources of Info for Notes

#### Emails

- Warranties
- Bills
- Statements
- Lists

#### Webpages

- Shopping pages
- Pinterest
- Etsy
- Houzz
- Newspapers online
- Magazines online

#### Contact Cards

- Individual contact cards
- Businesses I use
- Art Fair Vendors
- US Mail
- Personal Conversations
  - Direct Entry
  - Take a picture

## Getting notes into Evernote

## Demo

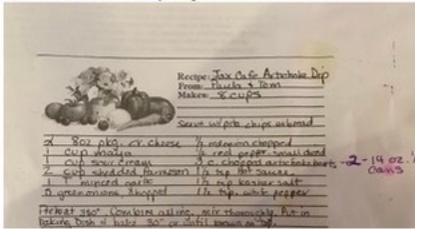
- Emailed note
- Web Clipped note
- Scanned note
- Screenshot note
- Typed Note

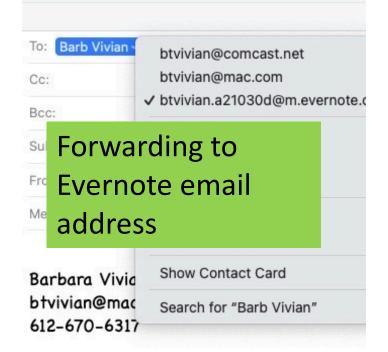
# Email a Note from your Inbox to Evernote

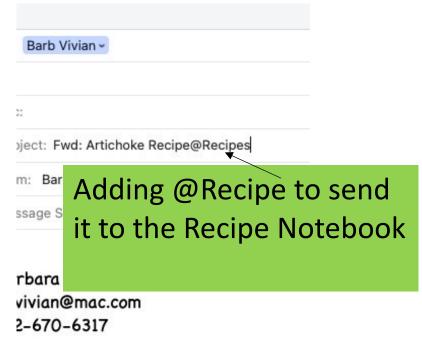


Artichoke Recipe
To: Barb Vivian

#### Here's the recipe you asked for







#### Begin forwarded message:

From: Barbara Vivian <a href="mailto:btvivian@comcas">btvivian@comcas</a>

**Subject: Artichoke Recipe** 

Date: February 27, 2023 at 12:12:56 PM
To: Barb Vivian < btvivian@mac.com>

Here's the recipe you asked for



#### egin forwarded message:

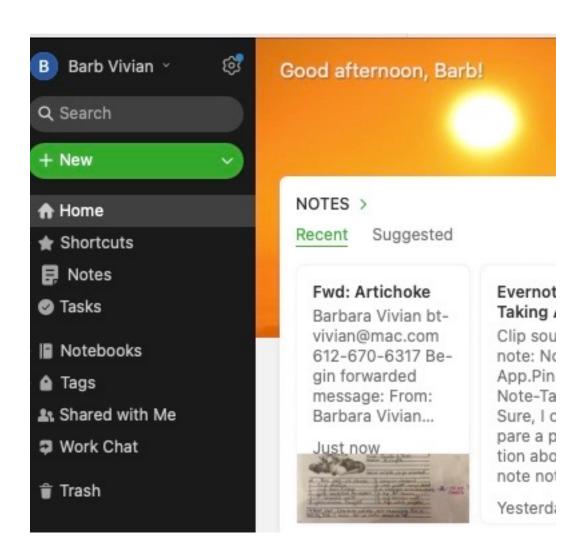
rom: Barbara Vivian <br/>
<br/>
btvivian@com

ubject: Artichoke Recipe

ate: February 27, 2023 at 12:12:56 Fo: Barb Vivian <a href="mailto:btvivian@mac.com">btvivian@mac.com</a>

lere's the recipe you asked for







#### Precipes It is filed in the Recipes Notebook!

ast edited on Feb 27, 2020

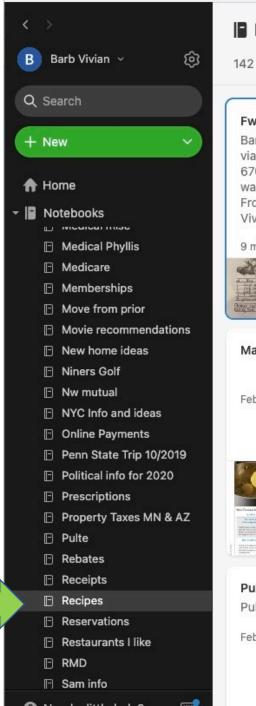
#### Fwd: Artichoke

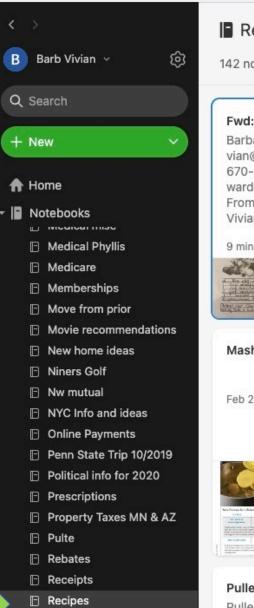
Barbara Vivian btvivian@mac.com 612-670-6317

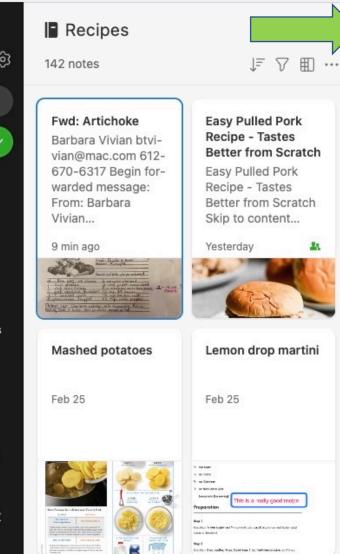
Begin forwarded message:

From: Barbara Vivian <a href="mailto:btvivian@comcast.net">btvivian@comcast.net</a>>

Subject: Artichoke Recipe









#### Pulled Pork Recipe

Pulled Pork Recipe

Feb 25

#### Brie recipe

Brie in a bread boat Sour dough round loaf Cut top off Brie round I to middle of bread Slice around edge of bread Brush inside and outside



Last edited on Feb 27, 2023

#### Fwd: Artichoke

Barbara Vivian btvivian@mac.com 612-670-6317

Begin forwarded message:

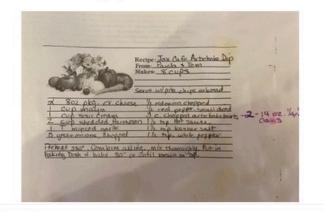
From: Barbara Vivian <a href="mailto:btvivian@comcast.net">btvivian@comcast.net</a>>

Subject: Artichoke Recipe

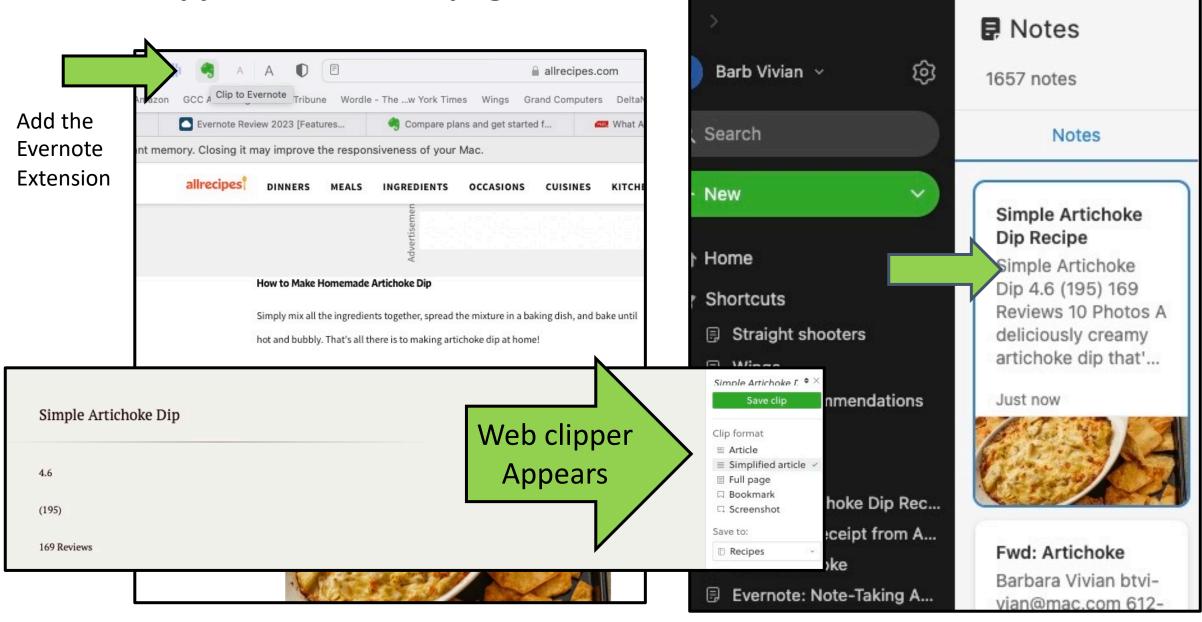
Date: February 27, 2023 at 12:12:56 PM MST

To: Barb Vivian <a href="mailto:btvivian@mac.com">btvivian@mac.com</a>

Here's the recipe you asked for

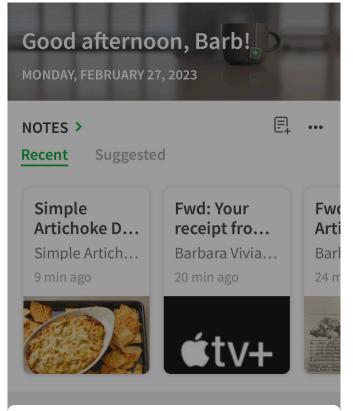


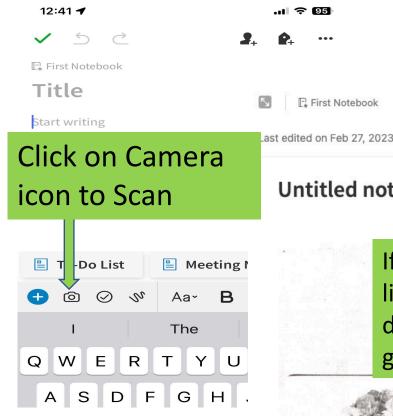
## **Notes Clipped from a Webpage**



Scan or Photograph a Note Photo/Scan Note

from a device





"File" it by Completing the information at the top including the

Title

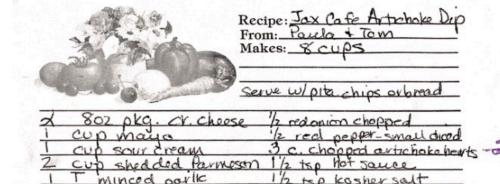
F. First Notebook

Untitled note

5 green onions Ehrange

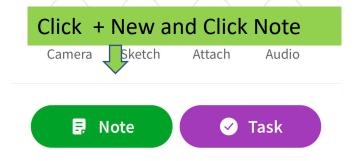
Notebook

If not completed, It appears like this in your Notes and default Notebook and can be given a title and notebook



baking Dish of bake 30" or until burun on tol

. Combine alling, mix thoroughly. Put in



## Using the Scan/Photos within the Evernote can be used for:

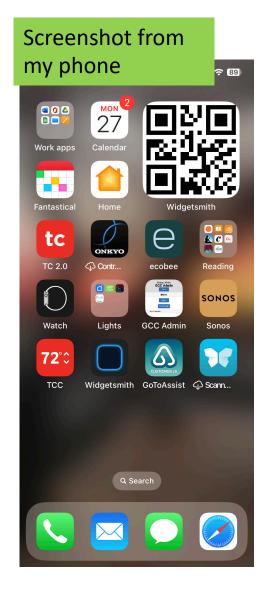
- Contact/Business Cards
- Filing any type of document
- Photo events/people/invitatio
- Receipts
- UNLIMITED possibilities

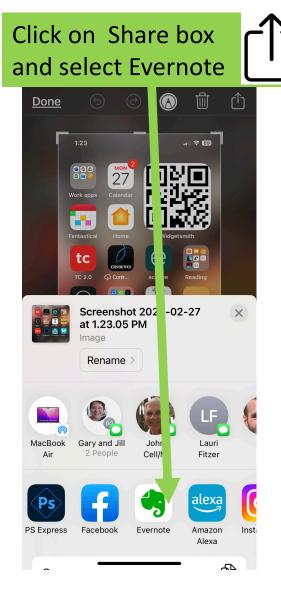
#### Mailed in note



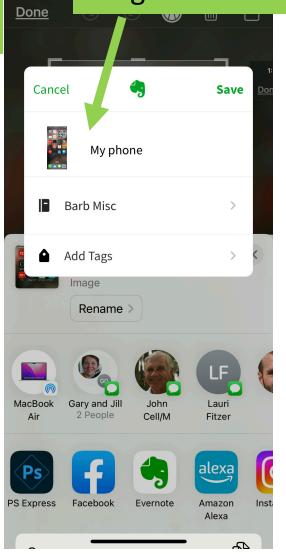
Barbara Vivian

## **Creating a Note using a Screenshot**

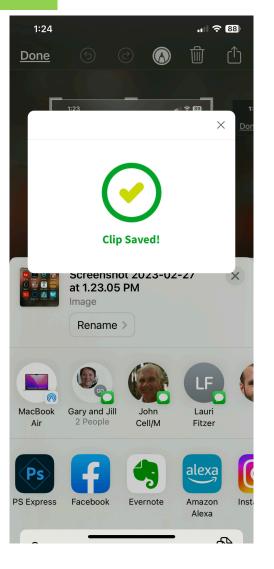


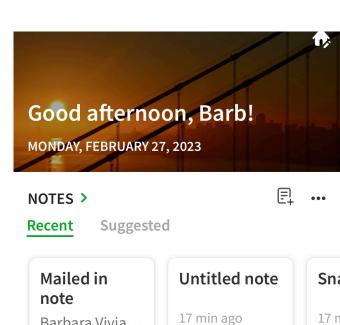


Create a name and assign it a Notebook

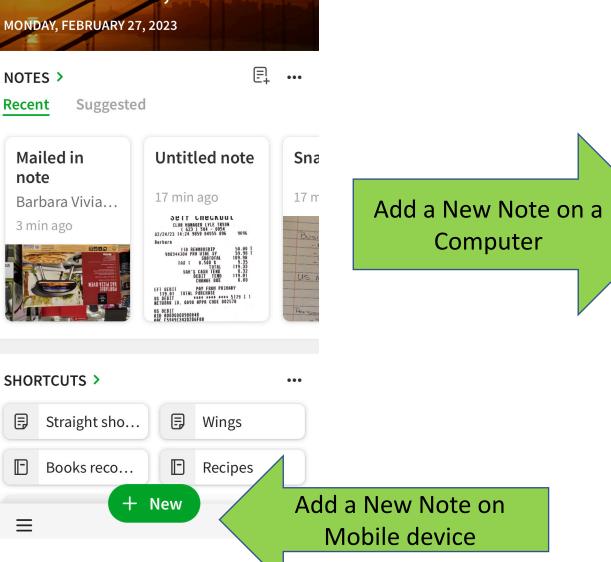


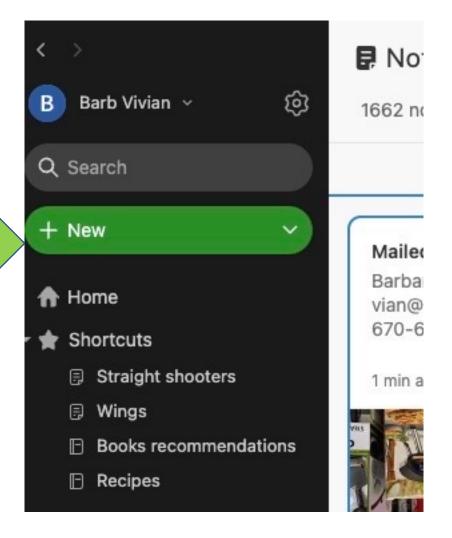
1:23

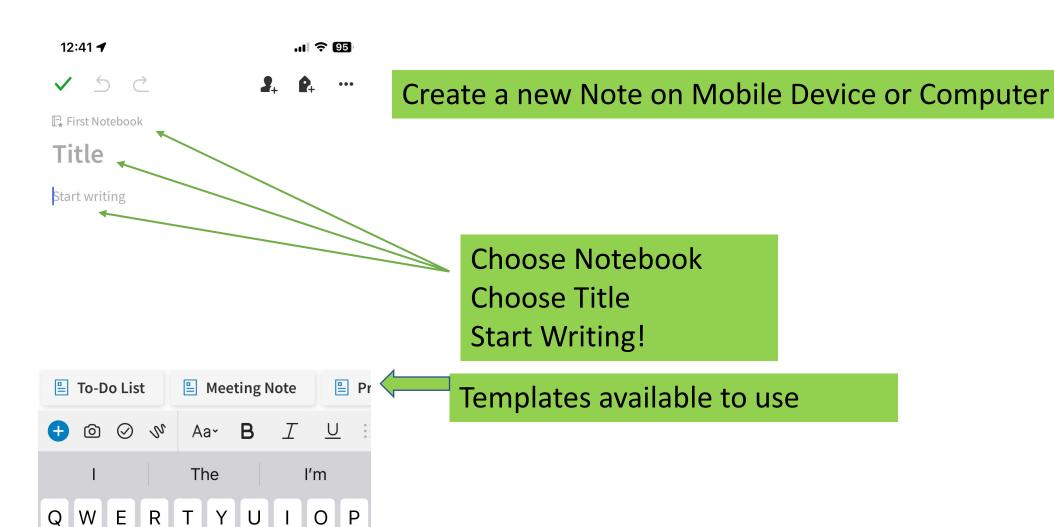




## **Creating a Simple Text Note**







D F G H J K L

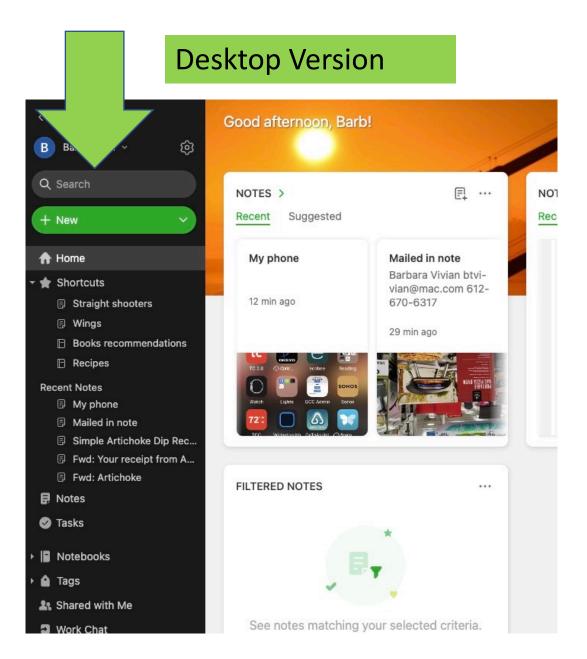
C V B N M

Ζ

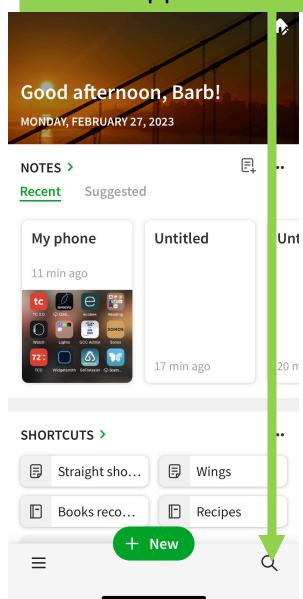
X

# Now for the FUN!

Search Your Notes!

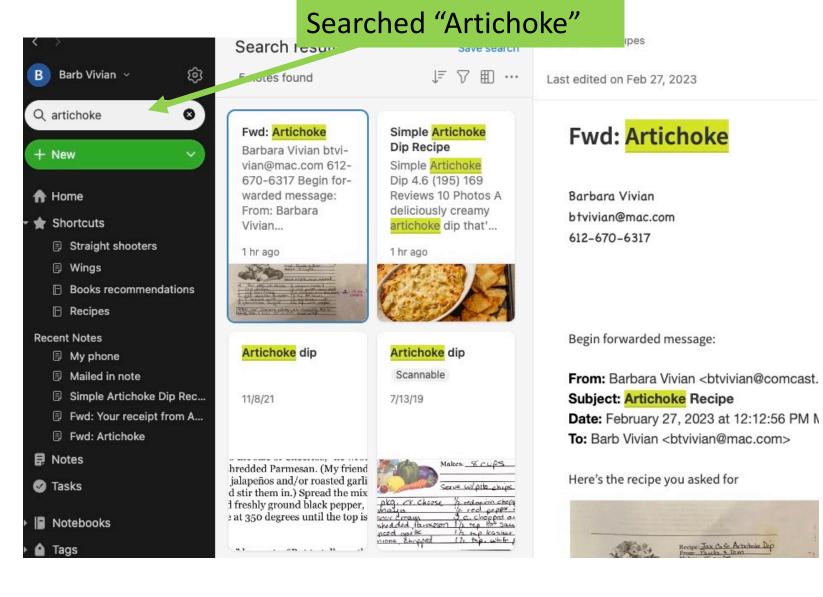


### Mobile App Version



# Search found them all!

Everywhere it detected the word "Artichoke" whether handwritten, scanned, typed etc.



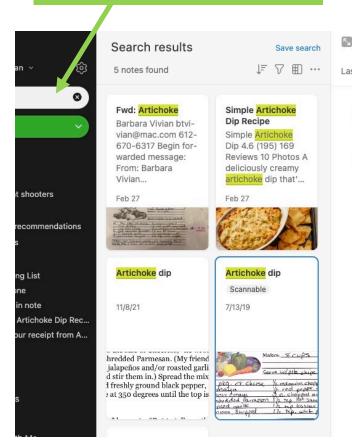
## Search Features

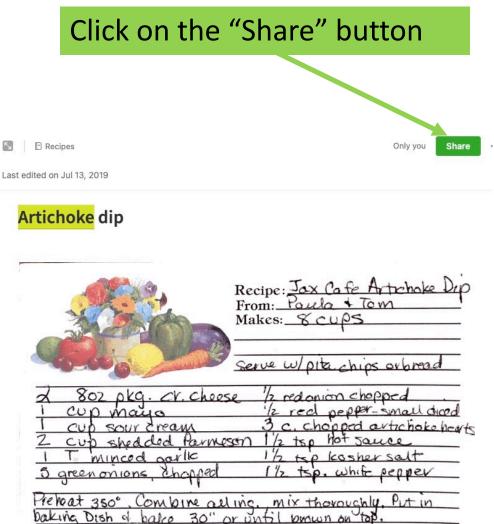
Evernote Uses OCR - Optical Character Recognition to search documents and images brought into Evernote.

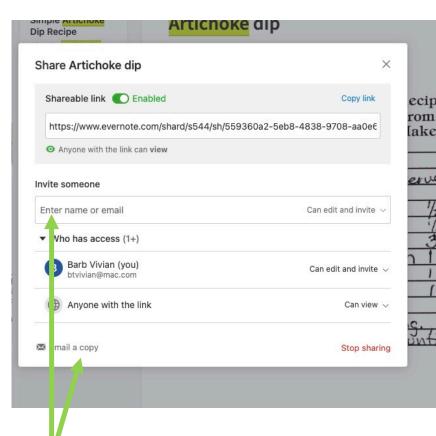
- **1.Keyword Search:** Most basic search enter keywords related to your note's title or content to find the notes you need.
- **2.Tag Search:** Tags are used to categorize notes and make them easier to find. You can search for notes based on specific tags by typing "tag:" followed by the tag name.
- **3.Notebook Search**: Search for notes in a specific notebook by typing "notebook:" followed by the name of the notebook.
- **4.Date Search:** Search for notes based on the date they were created or updated by typing "created:" or "updated:" followed by a date in the YYYY/MM/DD format.
- **5.Advanced Search:** Use advanced search operators to refine your search results. For example, you can use "intitle:" to search for notes with specific words in the title or "any:" to search for notes that contain any of the specified keywords, or () etc.
- **6.Saved Searches:** If you frequently search for the same type of notes, you can save your search criteria as a saved search. This allows you to quickly access those notes in the future without having to perform the search again.

## **Sharing a Note**

Find the Note using Search







Invite someone to share with OR click on "Email a copy"

#### Share Artichoke dip



#### Invite someone



Enter the recipients email address or social media address and hit

"Send Invitation" or hit Send on the email you created.

## With the option "Email a Copy" it comes directly into the recipient's mail in box!

BV B

X

Barb Vivian

Artichoke dip

To: Barb Vivian,

Reply-To: Barb Vivian

you'll like this recipe

Artichoke dip

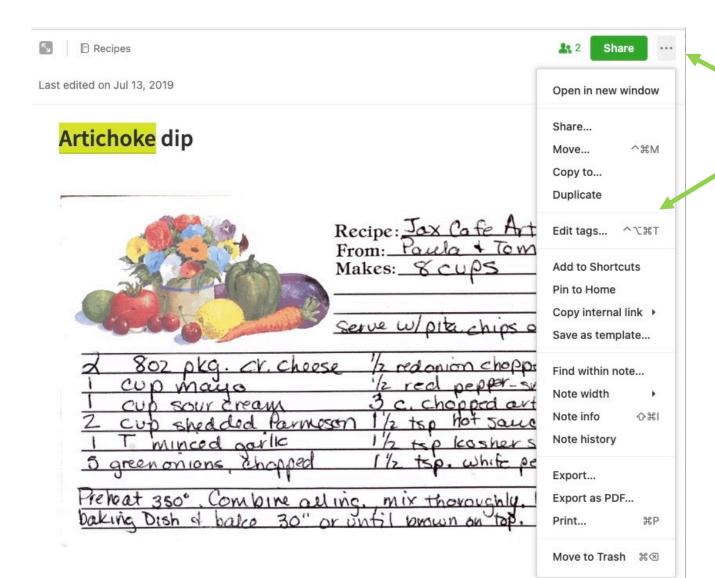


Recipe: Jax Cafe Artichak

From: Paula + Tom

Makes: 8 CUPS

Inbox - iCloud 7:3



Other things you can do with the note by clicking on the 3 dots at the top

## LOTS more features and benefits

## Too little time.....

- I didn't share about all the Formatting features
- I didn't share how you can Markup notes
- I haven't used the Reminders
- I haven't used the To Do/Task list (YET)
- I haven't linked it to a calendar
- I haven't used "Stacks"
- I haven't used the Collaboration Tools

## How do I Start?

## **Plan Options**

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- Evernote Free Option
  - Great way to start
  - Syncs across 2 devices
  - Size limitation for individual files and total files
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- Evernote Professional \$10 per month
- Evernote Teams \$14 per month

Is it worth \$80 per year?

(For Me)

