



EVERNOTE®

## How to get stuff into Evernote (via the Evernote website)

### Create

Create new notes using desktop, web, and mobile versions of Evernote

### Snap

Take a snapshot using your camera phone or webcam. We'll even recognize the text in the image.

### Clip

Clip entire webpages, screenshots, and just about anything else you can copy

### Drag-n-drop

Drag and drop content into the desktop clients for Mac and Windows

### Email

Email notes directly into your account using your personalized email address

### Scan

Scan receipts, recipes, tags, brochures, and anything else into Evernote

### Record

Record audio wherever you are and listen to it whenever you want

### Tweet

Send Twitter messages into Evernote by following @myEN

## What is Evernote?

Websites, PDFs, photos, text files, sound files...there are so many resources available on the web, but it can be so difficult to save or organize them in a useful way. Evernote is a notebooking tool that can help you collect, sort and search anything you choose to add to it.

## Getting started

1)**Sign up for a free account:** Evernote is free to use up to a set size limit (40mb) each month. In other words, you can save, sync and/or capture up to 40 mb's worth of information each month. Pay plans of \$5/mo increase size limits to 500mb/mo.

2)**Download and install an Evernote plugin for your browser:** Though you can copy/paste info to and from Evernote, it's much easier to install a web clipper plugin for Firefox or Safari. The web clipper adds an Evernote button (elephant icon) to your browser that you can click whenever you find something you want to save. Highlight text and images, and Evernote will just capture your selection. Click the clipper button without selecting anything, and Evernote will capture the entire page.

3)**Download the desktop application:** Evernote provides free desktop applications (aka 'clients') that sync with Evernote on the web. Using the desktop application, you can quickly access your Evernote collection on your own computer, and since it syncs with the web, you can still access your Evernote collection from another computer at any time.

4)**If you have a smartphone (iPhone, Blackberry, etc), download an Evernote app for your phone:** Evernote also provides applications that work for iPhones and Windows Mobile devices. The Evernote iPhone application allows users to quickly add text, voice or photo notes to Evernote in addition to providing a searchable collection of Evernote notes stored on the web.

## Tips and uses

**Create notebooks for research/writing projects:** Evernote 'notebooks' allow you to collect different notes together. Use notebooks to collect pieces of websites, articles and images for writing a blog post or research paper.

**Use tags for common collections:** If there are common categories or keywords that you'd like to use for items you collect, try adding tags to make them more easily sortable.

**Evernote is searchable:** Everything is searchable in Evernote - even text captured as an image.

**Use Evernote as the ultimate text/idea pad:** Evernote text notes are easy to create, store and sync between your computer and mobile devices. Add text notes quickly out in the field, during meetings, or even email important messages to Evernote.

**More uses yet to discover:** Everyone organizes and collects information differently. Some may use Evernote to manage or plan projects. Others might just collect recipes on the web and use Evernote as a searchable database for meal planning. Others might use it as a way to quickly collect design ideas, or plan to do lists - there are many more uses listed on the Evernote website:

[http://www.evernote.com/about/what\\_is\\_en/](http://www.evernote.com/about/what_is_en/)