

# Evernote

by Flying Tomato Design

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Evernote is an amazing little web 2.0 application. We'll look a lot closer at it as we go, but to give you an idea of its flexibility, availability, and ease of use; you can use it on PC, Mac, the Web, iPhone, iPod Touch, and Windows Mobile. You can create a note on the go on your phone and edit it via the desktop client or the web. You can share your notes with other people even. It's a great way share information and keep it all in one place. As you begin to virtualize your office, Evernote will become an integral part of your data sharing stream.

### **Let's get started:**

Alright, so let's get down to brass tax. First, get to Evernote how you prefer. This tutorial will use the Mac client and web interface. Also, if you haven't already, go ahead and open up the accompanying Evernote movie. We're going to dive right in and create a new note.

### **A New Note:**

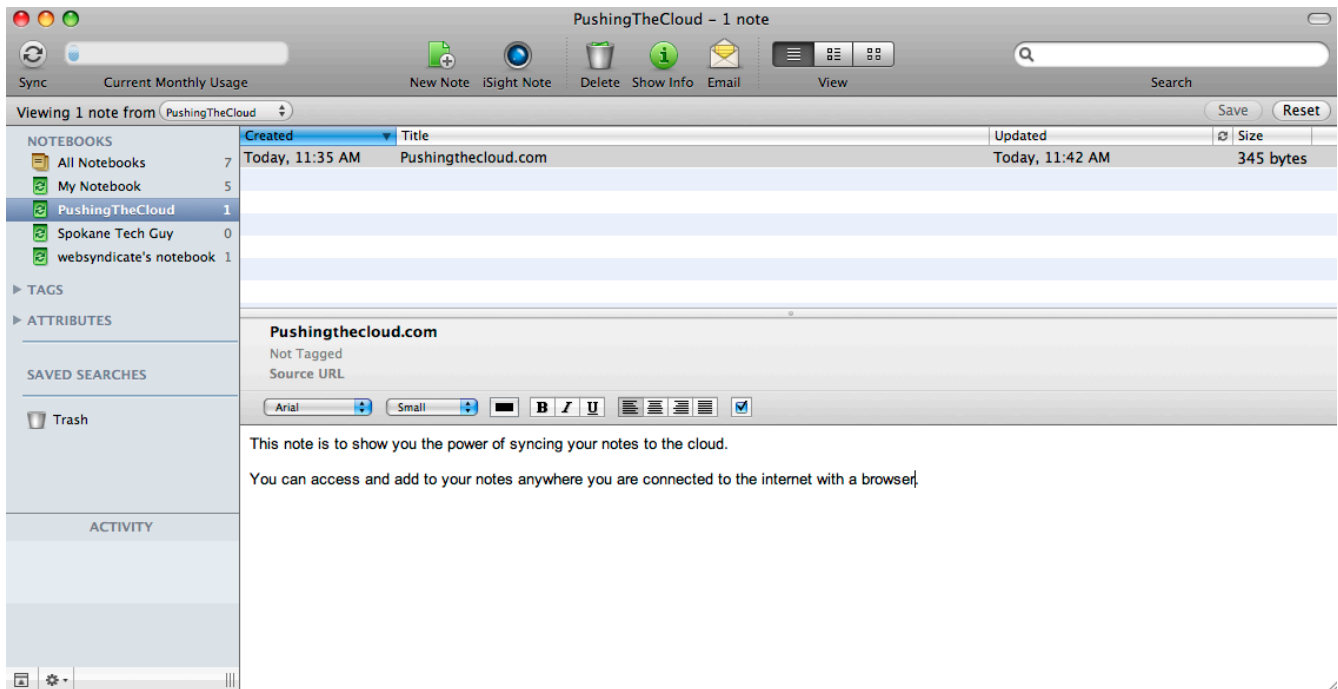
We have our Mac client pulled up. Click on "New Note". It will ask you what notebook you'd like to save the note to. In this case, we're saving it to a specific folder. If you haven't created a new folder, go ahead and do so now.

*Brief side note: to create a new folder, you can either right+click on "All Notebooks" and select "New Notebook". Or, you can click on "File" on the menu bar and select "New Notebook".*

Evernote immediately creates an "Untitled Note". When you double click on this, it will open the note in a new window. Now for the really easy part; start typing. You can use Evernote for meeting notes, project outlines, even your grocery list. Once you're done with the body of the note, click on the default note title and rename it. The program saves the text as you type. So, when you're done, just close the window. Once done, hit the synch button in the upper left hand corner to update your Evernote web profile.

After synching, the new note will show up on your web profile. Here, you can edit the note, if you want. When done, just synch your computer and/or phone to make sure that the updated note is the same on all your devices.

That's all it takes to create a note and synch it. Next we'll cover a few of the advanced features.



## **Advanced Features:**

### **Email:**

So, you've created your important note and now you want to share it with someone else. In both the web interface and the desktop client, you can email the note. In the desktop client, just click on the email icon and it will open a new email with your note. If you're using the web interface, select a note, then select the email button. It will give you a popup window asking for the email address to send the email to as well as an additional message to the recipient.

Why is this useful? Well, let's say that you need to work on the Johnson report. Rather than loading your documentation to a flash drive, taking your laptop home, or just working late; email the note to your secure personal email address. It's also helpful if you're working on that project with a partner. You can email your information to him/her, ensuring that you're both on the same page.

### **Tags:**

If you're really using Evernote to its full potential, you may have a good number of notes stacking up. So, one great way of filtering your notes is to add tags to them. When you open up a note, you'll see "Not Tagged" under the note title. Just click on the text and rename it to

whatever you want; phone messages, to do's, and so on – any topic that you have a number of notes for.

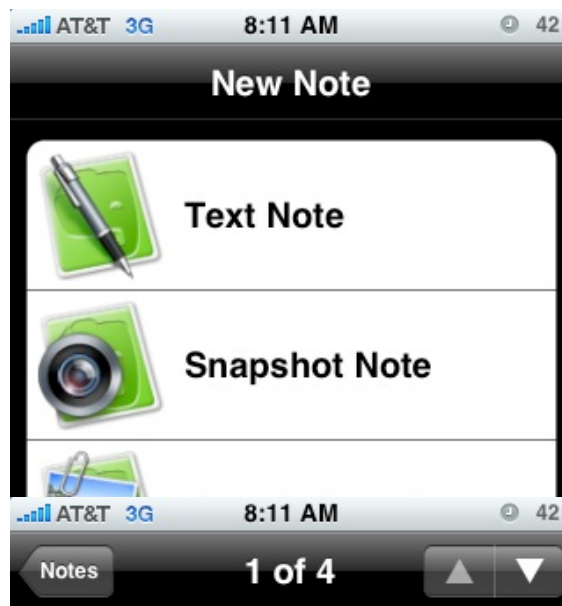
Attributes:

Using attributes adds yet another layer of filters. You can use it in conjunction with the Tags or by themselves. Either way, you can search by date created or modified, containing specific items such as audio, even by source (mobile, desktop application, web page clipping...).

**iPhone and iPod Touch Interface:**

The iPhone interface is extremely user-friendly. So, rather than reinventing the wheel, we will include a few of the primary screenshots. The following is what you'll see when you first open Evernote:

Adding a new note is as “New Note” button at the window.



simple as tapping on the bottom of the iPhone

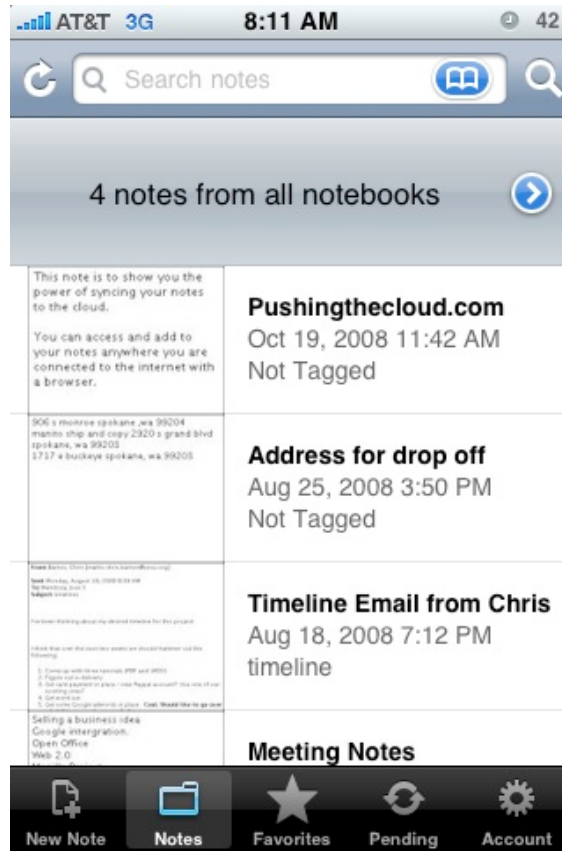
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This note is to show you the power of syncing your notes to the cloud.

You can access and add to your notes anywhere you are connected to the internet with a browser.

If you want to look at your pre-saved notes, click on the "Notes" folder.

That's it. Evernote is a whether your using it to honey-do's, or meeting streamline your life and make sure to keep an



very useful program and store your recipes, notes, it will help your office. Please eye on

[www.pushingthecloud.com](http://www.pushingthecloud.com) for more tutorials.