

# EVERNOTE BASICS

## What is Evernote?

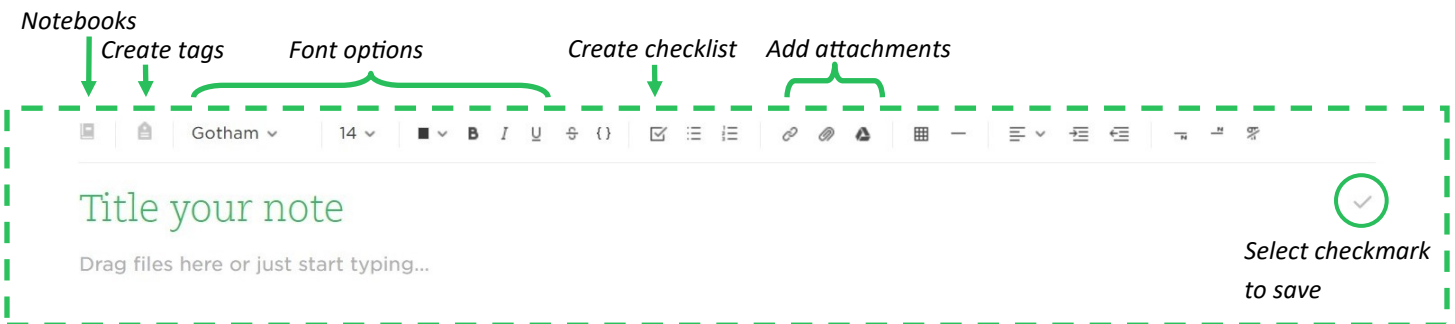
Evernote is a cross-platform app designed for note-taking, organizing, and archiving. Evernote allows users to create “notes” in forms of formatted text, a full webpage or webpage excerpt, an image, a voice recording, or a handwritten note. Evernote can be accessed on the web, or installed on computer and mobile devices.



## Creating Notes



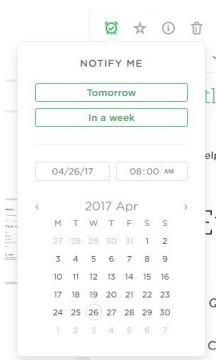
To create a new note, select the icon with the plus. If you are using the web, it will open a text page to begin typing. At the top is a menu that allows the user to adjust font and format, but there are also options to add attachments (images, PDF's, Office Docs, etc.) or links from Google Drive. At this time, you can also decide the destination notebook of the file and add tags.



If using the mobile version of Evernote, the plus icon will provide options for creating a text note, a handwritten note, a reminder, an audio recording, uploading an attachment, or capturing and uploading an image with your camera.

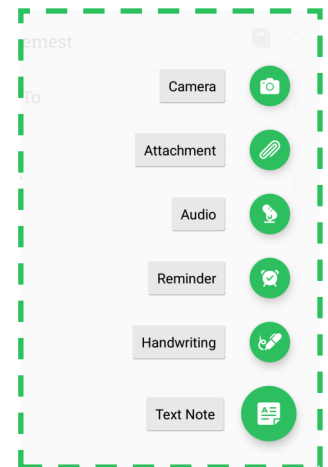
## Setting Reminders

A great way to use Evernote is to create task lists and set reminders to accomplish these tasks!



## Recording Audio

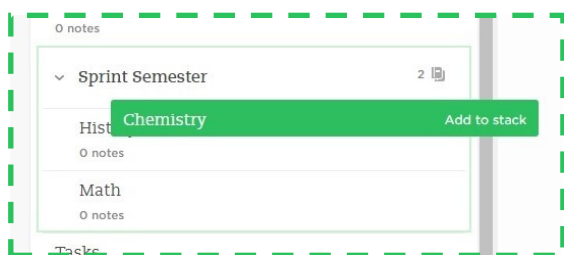
Audio can be recorded using the Evernote app on your mobile device. After selecting “Audio,” it will immediately begin recording. A “Note Title” and text can be combined with the audio file.



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## Notebooks

All notes are saved to a notebook. Notebooks can be renamed and organized to preference. As a bonus, notebooks can be “stacked” together. For example, a student might create a “Spring Semester” stack that includes separate notebooks for each class. To create a stack, drag and drop one notebook on top of another.



## Tags and Searching

The great thing about Evernote is that everything is searchable! Evernote will detect text within images and notes, which boosts the search function. Additionally, you can add “tags,” or keywords, to your notes!

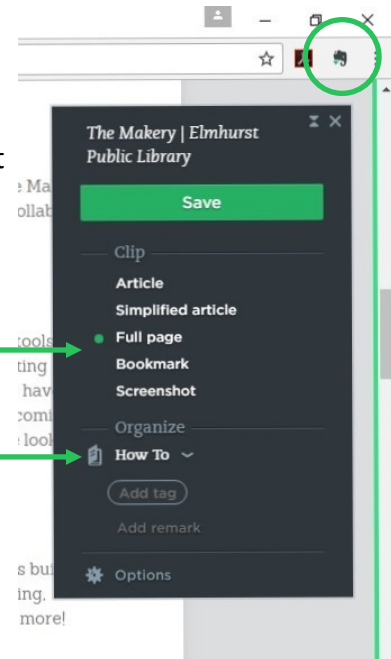
## Evernote Web Clipper

The Evernote Web Clipper is an extension for your internet browser. The Web Clipper allows you to save full webpages or webpage excerpts, and organize them within your notebooks.

Clippings are searchable and can be notated. Begin clipping by clicking the elephant icon on your browser.

*Choose clipping method. If you only care for text, choose “Article.”*

*Select the notebook for saving. Tags can be added.*



### Basic (Free)

- ◆ Stay in sync on up to 2 devices
- ◆ 60 MB of uploads per month
- ◆ Search text in images
- ◆ Available on Windows, Mac, the web, and all major mobile platforms
- ◆ Clip web pages and images
- ◆ Share notes with others
- ◆ Add passcode lock on mobile app

### Plus (\$34.99/YR)

- ◆ Stay in sync on all your devices
- ◆ 1 GB of new uploads per month
- ◆ Search text in images and PDFs
- ◆ Notebooks can be saved offline for access anywhere
- ◆ Forward emails into Evernote
- ◆ Customer support via email

### Premium (\$69.99/YR)

- ◆ 10 GB of new uploads per month
- ◆ Searches text, handwritten notes, Office docs, PDFs and images
- ◆ Priority customer support via live chat and email
- ◆ Annotate notes directly on PDFs
- ◆ Scan and digitize business cards
- ◆ Presentation features
- ◆ Browse history of notes or restore an older version