

GET ORGANIZED WITH TECHNOLOGY

iOS and Android Default Calendars: preinstalled; use to check your agenda, add appointments and events

Things: for iMac, iPad, iPhone; available from App Store. Options: type single or weekly things-to-do; set deadlines or time limits; set up categories. Provides shareable/printable daily checklist. Updates all of your Apple devices via Things Cloud.

Google Calendar: for Android (and iOS in future), from Google Play Store. Offers seasonal backgrounds; Schedule View includes images and maps for your event calendar listings; events in your Gmail automatically added to calendar; backed up online.

Mindnode: for iPhone, iPad, iMac, from App Store (\$9.99). Offers organization of ideas and tasks in colorful web. Write overall goal in middle of screen; add notes and connections; split out smaller tasks. Automatically extends for larger projects. Lets you embed images and documents on iMac version.

Evernote: available for any device; syncs across all. Collect handwritten notes, Internet articles, photos of receipts; search and find your saved documents and images.

Note: a “thing” of some sort

Notebook: a collection of notes

Stacks: groups of notebooks



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Evernote: with Web Page Clips, save images, sections, or entire web pages. Create task and to-do lists. Save photos alongside clipped pages, audio, notes, anything else. Capture audio; turn it into a note, even on smartwatches. Helps manage a collection of business cards. Title and tag your notes to make them easier to find. Leave Evernote and/or export data any time.

Free: upload up to 60 MB/month; each file limited to 25 MB

Premium & Business: upload up to 1 GB/month; each file limited to 100 MB; costs about \$5/month. Can move notebooks to access offline, search inside PDFs and other documents that you create with Microsoft Office and iWork.

Business & Business for Salesforce: higher cost; business would own your notebooks

To register:

- Evernote.com
- Enter email address
- If you don't want your email address as your user name, click to change it and follow the instructions
- Type a strong password between 6-64 characters ~ can contain letters, numbers, punctuation, but no other symbols or spaces
- Click "Agree"
- You will receive a unique Evernote email address ~ with it, you can email notes, photos, audio clips to this address from your cell phone or computer ~ all will then be saved in Evernote
- Install Evernote on all of your devices, so you can access your notes anywhere

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Evernote Food: for iPhone and iPad. Photograph, save home and restaurant meals. My Cookbook lets you explore and save new and old-favorite recipes. Document how to make family recipes. Explore, save restaurants to try. Save and share your discoveries and collections.

Evernote Scannable: for iPhone and iPad. Mobile scanning – recognizes business cards, receipts, any other paper. Automatically crops and enhances. Transforms a business card into a contact, with LinkedIn details and photos. Allows you to save them into your cell phone's contacts. You can save your scans into Evernote and other apps, too. Can share your scans with colleagues via text or email.

Swipes: for iPhone, iPad, Android, Web. Current focus tasks, Scheduled tasks, Completed tasks. New tasks go into Current menu. From there, decide if a priority to work on now or to defer it. To schedule, swipe it to the left. Swipe completed tasks to the right.

Swipes with Evernote: If your reference system is Evernote, then you can use Swipes as your action system. Your Evernote notes can become tasks in Swipes, appearing in your Current menu. From there, schedule, prioritize, and complete them, as with any other tasks in Swipes.

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Key Ring: for Apple, Android, Blackberry, and Windows. Stores rewards card info, gym membership cards. Scan your phone in the store or gym, instead of carrying all of the cards on your key ring. Communication is encrypted. Access weekly sales; add items to your shopping list, set reminders.

Awesome Note: for iPhone, iPad, Galaxy Note. Combine your notes and to-do lists in one app. Customizable themes – set up your own style.

Set up various folders, each in a color of your choice, for your To-Do list, Travel, Books to Read...

Can sync with Evernote and Google Drive. In iPhone, will integrate your iOS calendar. Can set a due date for To-Dos, or set them up to repeat automatically. Anniversary Note: shows how many days left until your anniversary or a birthday ~ set the alarm as a reminder. For Diary Note or Travel Note: enter the day's weather, and how you felt or what you did during the day. Can add pictures, maps, tags, links to your notes. Back up and restore with iTunes File Sharing.

Further instruction available at:



lynda.com

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Join us next time for:

Social Media Basics
Friday, February 20
10 am
Kossmann Room



ELMHURST
PUBLIC LIBRARY