Get Organized with Technology

February 12th 2015
Instructor: Anne Swanson

ELMHURST
PUBLIC LIBRARY

We'll cover:

- The best apps and calendars to get you organized
  - Calendar for iPad, iPhone, and Android
  - Google Calendar
  - Things
  - Evernote
  - Swipes
  - Key Ring
  - Awesome Note

Introduction

Help in organizing appointments, meeting dates, notes, articles, papers, receipts, recipes, restaurants you want to try, reward cards, tasks, setting up checklists, syncing across your devices

Easy, great tools to help you organize your life

Explore • Learn • Grow

We love to share technology to help you achieve your goals!

KEEP CALM AND GET ORGANIZED

ELMHURST
PUBLIC LIBRARY

Here at EPL

Default iOS and Android Calendars

Default calendars for iOS and Android: Use to check your calendar, add appointments and events

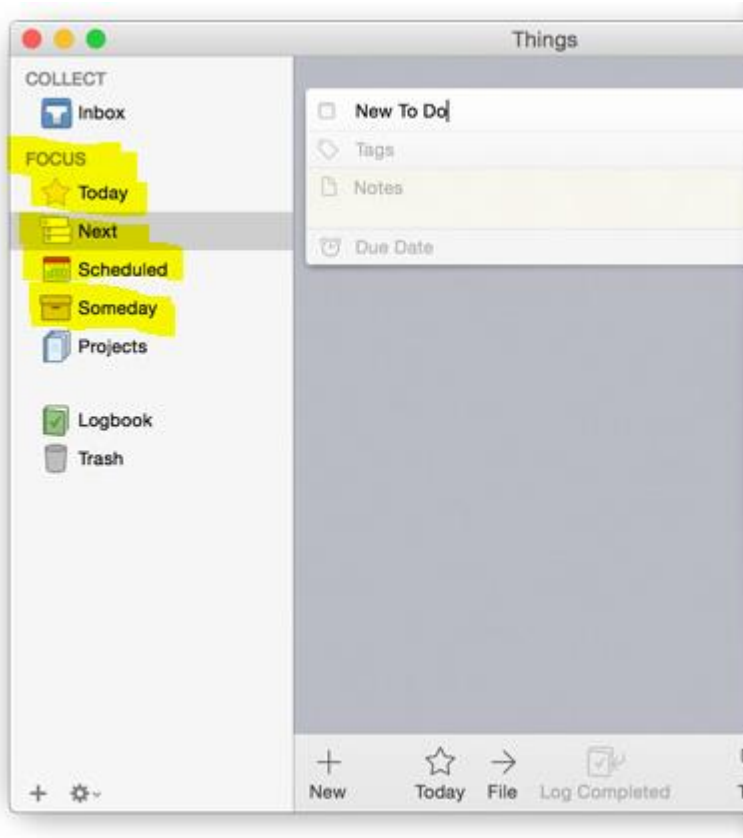## ELMHURST PUBLIC LIBRARY

Default Calendars

Things

For Mac, iPad, iPhone

Type your things-to-do: single tasks, such as car maintenance; or weekly, such as taking out garbage and recycling

- Can schedule a time limit or deadline
- Can set up categories, such as Family or Work
- Gives you a checklist every day that you can share and/or print
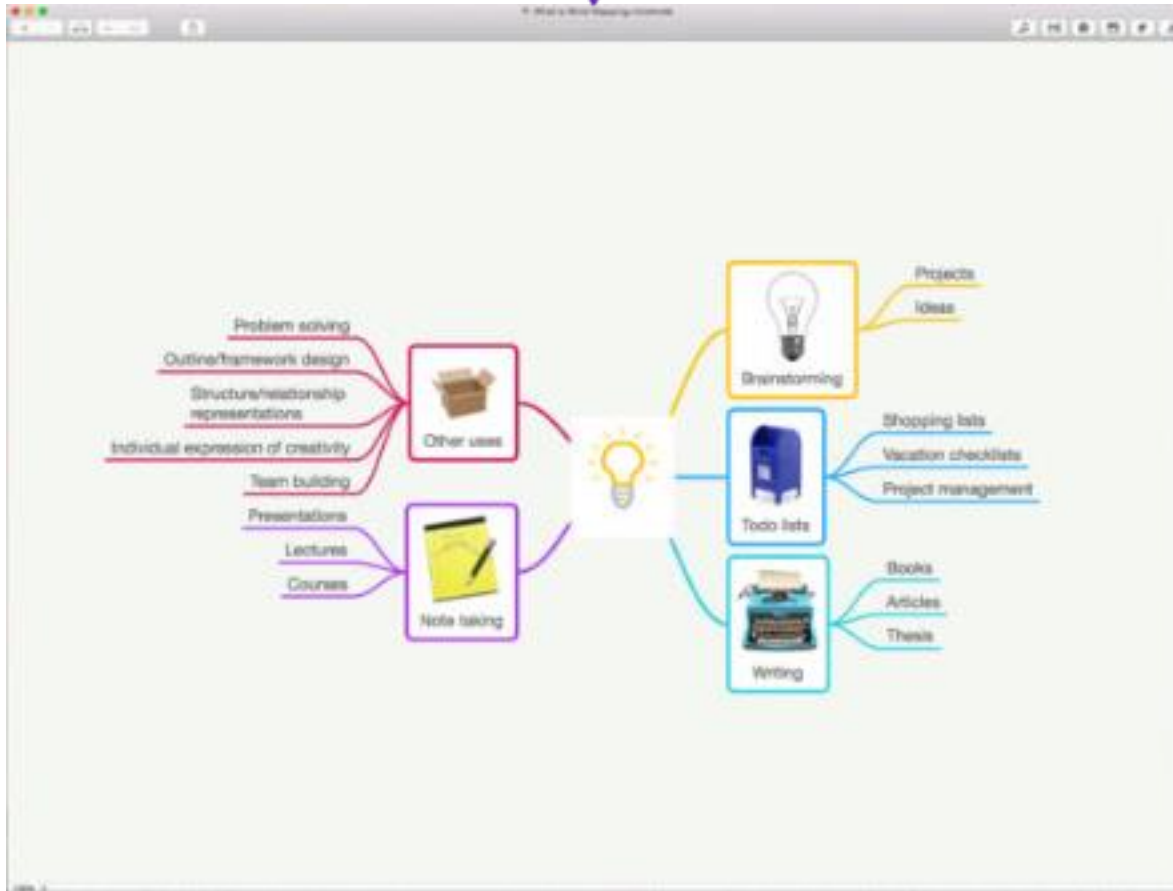- Things Cloud automatically updates on all of your Apple devices

ELMHURST PUBLIC LIBRARY

Things

elmlib.org/facebook · elmlib.org/twitter · elmlib.org/yelp · elmlib.org/pinterest · elmlib.org/flickr · elmlib.org/youtube · elmlib.org/instagram

Google Calendar for Android – *overhauled November, 2014*

Will be coming out for iOS, too!

- Seasonal backgrounds
- Schedule View includes images and maps for your event calendar listings
- Events in your Gmail automatically added to your Calendar
- "Assists" helps you type event info quickly, by offering suggestions for event titles, people, and places
- Safely backed up online

Mindnode

- Syncs between iPhone, iPad, Mac
- $9.99
- Lets you organize ideas and tasks in a colorful web
- Write overall goal in middle of screen
- Add notes
- Add connections
- Split out smaller tasks
- Automatically extends to allow for larger projects
- Can embed images & documents on iMac version

Evernote

- Organizes everything in one workspace – for all devices – and syncs across them all
- Collect handwritten notes, Internet articles, photos of receipts
- Easily search for and find your documents and images

Capture anything.

Save your ideas, things you like, things you hear, and things you see.

Access anywhere.

Evernote works with nearly every computer, phone and mobile device out there.

Find things fast.

Search by keyword, tag or even printed a handwritten text inside images.

ELMHURST PUBLIC LIBRARY

Evernote

Evernote

- *Note*: a "thing" of some sort
- *Notebook:* a collection of notes
- *Stacks:* groups of notebooks

- *Web page clips*
  - Clip what you want to save
    - Sections of a web page
    - Images from a web page
    - Entire web page
  - Create a note
  - You can easily find it again

- *Create task and to-do lists*

- *Photos:* You can save them alongside clipped pages, audio, notes, anything else

Evernote

- *Capture audio and turn it into a note* – even on smartwatches

- *Printed and handwritten text*
    - Evernote has an image recognition engine that tries to turn what it has read into searchable text
    - Helps you manage a collection of business cards

- *Retrieving Your Stored Info*
    - A complete copy of everything you save on Evernote servers is synced on all of your devices
    - Title and tag your notes to make them easier to find

- *You are not locked in to Evernote*
    - You can leave anytime, and can also export your data whenever you like

ELMHURST PUBLIC LIBRARY

Evernote

elmlib.org/facebook · elmlib.org/twitter · elmlib.org/yelp · elmlib.org/pinterest · elmlib.org/flickr · elmlib.org/youtube · elmlib.org/instagram

Evernote

Types of Accounts

- Free
  - Limitations: limit of 60 MB of uploads per month, and each file restricted to 25 MB
- Premium
- Business

Can move notebooks to access offline, and can search inside PDFs and documents that you create with Microsoft Office and iWork

- Costs: about $5 per month for Premium ~ allows you to create a note up to 100 MB, and to upload up to 1 GB per month
- Business and Business for Salesforce accounts: higher cost, and your business would own your notebooks, so this would not be a good plan for personal use

ELMHURST PUBLIC LIBRARY

Evernote

elmlib.org/facebook · elmlib.org/twitter · elmlib.org/yelp · elmlib.org/pinterest · elmlib.org/flickr · elmlib.org/youtube · elmlib.org/instagram

Evernote

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

ELMHURST
PUBLIC LIBRARY

Evernote

Evernote
Evernote Web Clipper

- Set up Evernote Web Clipper for Chrome
- Allows you to save web pages forever, including text, links, and images

ELMHURST PUBLIC LIBRARY

Evernote

elmlib.org/facebook · elmlib.org/twitter · elmlib.org/yelp · elmlib.org/pinterest · elmlib.org/flickr · elmlib.org/youtube · elmlib.org/instagram

Evernote Food

- Designed for iPhone and iPad
- Helps you discover new recipes and restaurants, and collect your finds
- Photograph and save favorite meals at home or in a restaurant
- Use My Cookbook to explore and save new and old-favorite recipes
- Document how to make family recipes
- Explore and save restaurants to try
- Save and share your discoveries and collections

ELMHURST PUBLIC LIBRARY

Evernote

elmlib.org/facebook · elmlib.org/twitter · elmlib.org/yelp · elmlib.org/pinterest · elmlib.org/flickr · elmlib.org/youtube · elmlib.org/instagram
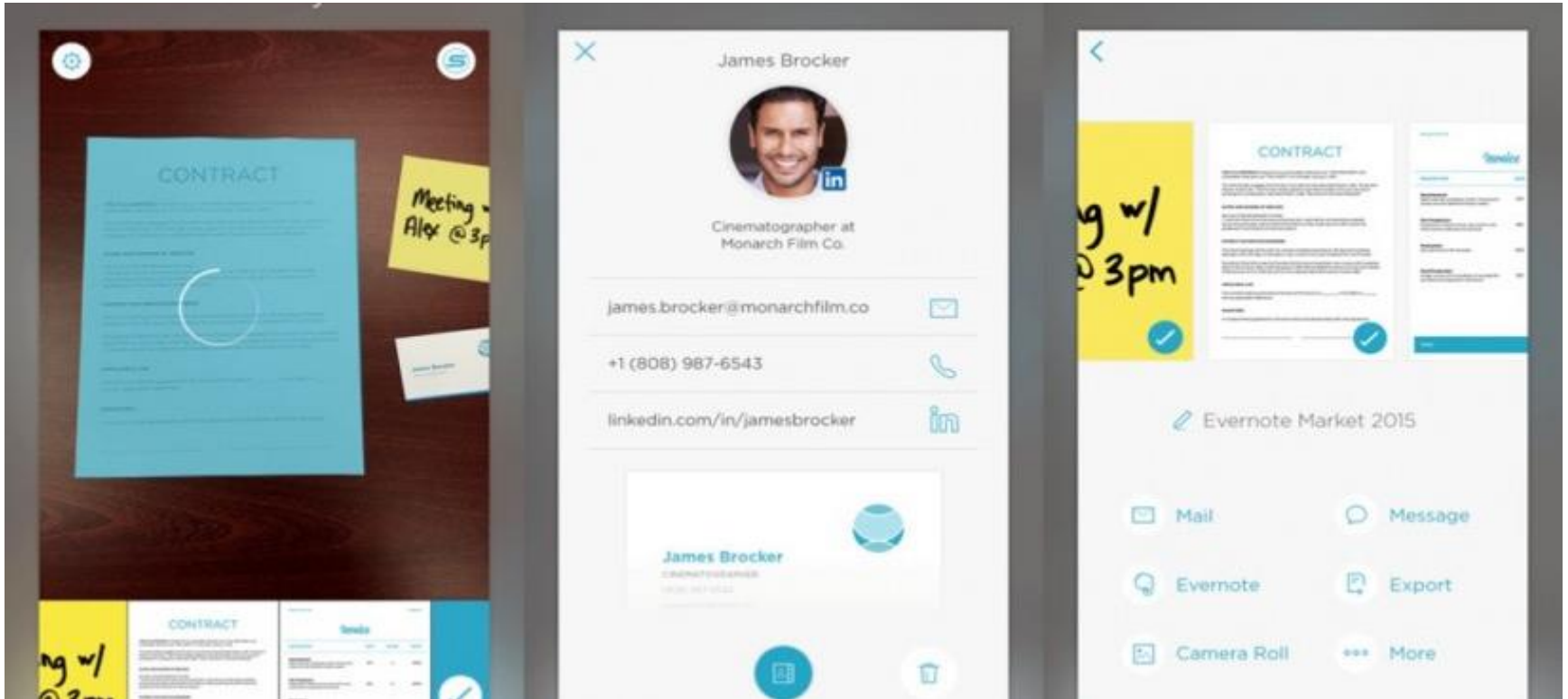
Evernote
Evernote Scannable

- Launched February 2015!
- For iPad and iPhone
- 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

Evernote Scannable

Swipes

*"THE JOY OF BEING A HIGH ACHIEVER --
With Swipes you turn every day into a life accomplishment."*

- Available on iPhone, iPad, Android, the Web
- There are three areas in Swipes, with menu buttons on top
    - Current focus tasks
    - Scheduled tasks
    - Completed tasks
- New tasks go into the Current menu
- From there, you decide if it is a priority to work on now, or if you want to defer it
- To schedule a task that is in the Current menu, swipe it to the left
- If you complete the task, swipe it to the right, and it will go in your Completed tasks

ELMHURST
PUBLIC LIBRARY

Swipes

Swipes with Evernote

Get Things Done (GTD)

- If your reference system is **Evernote**…then…
- Your action system is **Swipes**
- These two systems will be connected, but will not mix or overlap
- Your Evernote note will automatically be turned into a task in Swipes, in your Current menu
- From your Current menu, you can schedule, prioritize, and complete the tasks, just the same as you would with any other task in Swipes

ELMHURST PUBLIC LIBRARY

Swipes

elmlib.org/facebook · elmlib.org/twitter · elmlib.org/yelp · elmlib.org/pinterest · elmlib.org/flickr · elmlib.org/youtube · elmlib.org/instagram

Key Ring

- For Apple, Android, Blackberry, and Windows
- Stores your rewards card info and 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

ELMHURST PUBLIC LIBRARY

Key Ring

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
    - 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
- Diary Note or Travel Note: enter the day's weather, and how you felt or what you did during the day
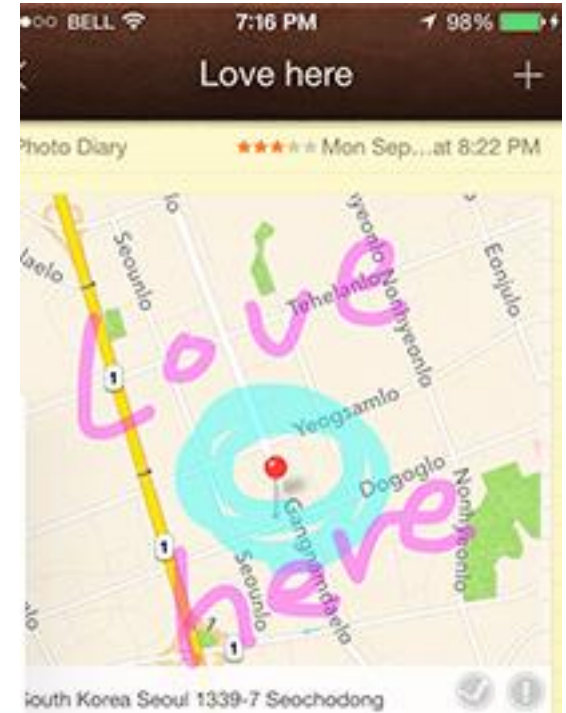
Awesome Note

- Can also add pictures, maps, links, tags to your notes
- Quick Memo lets you draw on your notes and maps

- Great themes to choose!
- Back up and restore with iTunes File Sharing

ELMHURST PUBLIC LIBRARY

Awesome Note

elmlib.org/facebook · elmlib.org/twitter · elmlib.org/yelp · elmlib.org/pinterest · elmlib.org/flickr · elmlib.org/youtube · elmlib.org/instagram

Credits

iOS calendar image: Chaione.com

Getting Things Done – David Allen