Presentation

Evernote is a software that aims to increase productivity by managing information and ideas, thus replacing post-its, notebooks, and other means of control in a practical and efficient way, since it has features not found in hand controls and in some cases are not present in other software. To meet all types of users, Evernote has four different versions, which are:

- **Basic**: Free version of the application. It allows the user to upload up to 60MB per month. Features presents: direct picture upload from the camera smartphone or webcam; Recording notes by voice, text or digital writing; The user can organize their notes with tags; Upload images direct; Create reminders; Creating lists; Search within your notes; Encryption of your notes; Synchronization between apps for all devices you have Evernote; Send notes by email, Facebook, Twitter and LinkedIn; Can be used in any device;
- **Plus**: Paid version. It has all the features of the Basic version, bringing the following advantages: Show notes offline; upload limit of 1GB per month; password lock in mobile applications; Save emails in Evernote.
- **Premium**: Paid version. It has all the features of the Basic and Plus versions, bringing the following benefits: unlimited upload; Direct slide creation of your notes with just one click; Scan business cards; Annotate PDFs attached; Research papers in texts in Office Docs, PDFs and various attachments; History of notes, where you can access previous versions of the notes; of 60mb upload increase to 10gb per month; See content related to your notes; Priority support.
- **Business**: Paid version. It has all the features of the versions Basic, Plus and Premium, bringing the following benefits: information sharing with security and flexibility; collaboration center for the team; Data protected by cryptography TSL / SSL industry standard; Data priority; Corporate Support; administrative control;

This application, which works as a database of notes, is commonly used to catalog and organize information given that it doesn't accepts only text format, but also various media resources such as photos, audios, videos and other, also it supports reminders and allows the user to save pages to read later online.

One of its advantages is the portability, since it can be used in major operating systems found on the market, such as Windows, Mac, Linux, Android, iOS and Windows Phone. It is noteworthy that the backup of all the annotations are saved in the cloud, so even if you lose your device, you can retrieve notes just login and synchronizing data.

However, the feature that really stands out in this application is the search engine, which, although it seems simple, allows a note to be found from its creation date, type of media it contains and the geographical location where they were created. In addition, it also allowed the user to record the search terms that it may come to be used again.

How to use

Now that you had discovery this new application, you need to know what you have to do to start to use it. This tutorial is going to be made in two versions, desktop and mobile.

Mobile installation

1. Access the app center of your smartphone (if you use Android, you should access Play Store, if you use iOS, App Store and if you use Windows Phone, Store)
2. Type "Evernote" in the search
3. Select the application
4. Click in "Install"
5. Wait until the process finish
6. Click the icon

Desktop installation

1. Access the website: https://evernote.com/
2. Click in the menu icon at the top right corner
3. Select the option "Download Evernote"
4. Choose your platform and download it

Creating a text note
1. Click in plus "+" icon on bottom right;
2. Click the text icon;
3. Fill the title and the note fields, choose the notebook where you want to store it
4. Click the check icon on top left corner to finish

Creating a camera note

Transform anything in real world to a note!

1. Click in plus "+" icon on bottom right;
2. Click in "Camera" icon;
3. Align the camera with a document, blackboard, bulletin board, anything that you want to transform into a note;
4. Evernote will capturing a photo, and process the better adjust;
5. Choose a type when you desire in combo box;
6. Click in save on top right.

Creating an attachment note
1. Click in plus "+" icon on bottom right;
2. Click in "Attachment" icon;
3. Choose the type of attachment that you want
4. Navigate to file's path
5. Select the file
6. Click the check icon on top left corner to finish

Creating an audio note
1. Click in plus "+" icon on bottom right;
2. Click in "Audio" icon;
3. Record the audio;
4. Click in "Stop" icon on top left;
5. Click the "Check" icon on top left to finish;

Creating a reminder note

To create a reminder, you should:
1. Click in plus "+" icon, on bottom right;
2. Click in "Reminder" icon;
3. Select the notebook to be remembered;
4. Set the date of the reminder;
5. Click in "Define Reminder".

Other way is remember the notes. In one note, do:
1. Click on the alarm clock then choose date;
2. Evernote will alert you of upcoming Reminders with in-app notifications, emails, and a badge on the app tile.
3. Once you've set a Reminder for a note, it will appear at the top of your note list, and you can check it off once it's no longer a priority or has been accomplished.

Reference:
<https://blog.evernote.com/blog/2013/08/06/how-to-never-miss-a-deadline-with-ever note/>

Creating a writing note

Write like in notebook with your own hands!
Note: only in touchscreen.

1. In this function you need only select one tool in the top bar (eraser, selection or change colors and dot size);
2. Slide your finger or smartpen on the screen;
3. When you finish click in back(arrow in the top left);
4. Now you can add photos, text, attachments and share;
5. After, click in confirm on top left to save;

Downloads

Below you can find all the Evernote's version for different operating systems.

Useful Links

On this page you will find some of the links that can make your life easier in using Evernote. Although we are sure you will find everything you need here ... on our site!

About

1. What is this project?

It is made by Nathália, Cauê, Laionel and Matheus, students of TSI course at IFSP through three disciplines. The project is administered by Prof. Dr. Rosana Ferrareto L.R. and by Prof. Me. Gustavo A. Prieto.

2. Goals of this interdisciplinary project

The project aims to instruct a researcher for the facilitation of their research, taking advantage of Evernote features.

Contact

If you still have any doubt about Evernote's use, contact us by the email contato@d4.com.br or call us on (19) 1234-7890 or (19) 99876-5432