Evernote Tutorial

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Background

[Evernote](#) is a free, cloud-based storage service for capturing and organizing information. Once an account is created, users can save text, images, web clippings, and voice memos. Evernote will automatically index these notes and makes the information searchable, providing one access from any web browser or a number of mobile devices. Evernote's [goal](#) is "to give everyone the ability to easily capture any moment, idea, inspiration, or experience whenever they want using whichever device or platform they find most convenient, and then to make all of that information easy to find."

Evernote was founded by [Stepan Pachikov](#) in 2002. A downloadable, Windows-based desktop version was released in [2005](#). In [2008](#), the service came out of beta having expanded to web, desktop, and mobile versions. Both Firefox and Google Chrome have extensions that permit users to capture webpages and send them to Evernote simply by clicking on the Evernote icon. It is even possible to send notes to Evernote using Twitter by addressing them to @myEN. By the end of [2010](#), Evernote exceeded 6 million users, including a little over 200,000 [premium users](#) who get increased storage and functionality for $5 a month.

Quick-Start Tutorial

1. Create an [account](#).
   - You'll use this account to sign into the Evernote website so you can access your notes from anywhere.
   - When creating your password, consider the type of information you might end up storing in Evernote. If you might use it to store other passwords or personal or financial information, make sure it's a very strong password. (Read ["Seven Deadly Sins: Evernote Tips You Should Avoid"](#) for more security tips for using Evernote.)
2. Save a text note using e-mail.
   - After creating your account, you should receive an e-mail with the subject line "Welcome to Evernote."
   - In that e-mail, there is an e-mail address that you can use to save notes, images, and audio clips to your account.
   - Create your first note by e-mailing a message to that address.
   - Now, when you [sign in](#) to your account, you should see that message in your notebook.

3. Tag a note.
   - While signed into your account, click on "Tags" in the lefthand column.
   - Click on the down arrow next to "Edit" and choose "New Tag".
   - Type in a tag name, e.g. "class notes."
   - You'll see the new tag appear in the lefthand column.
   - To assign the tag to a note, click and drag the tag to a note.
4. Save an image.
   - Go to Athir's page on the course wiki where you will find an image of our textbook, *Rework*.
   - Save the file locally.
   - Go back to your Evernote account and click on the "New" icon.
   - Next to "Title" type "Book".
   - Click on the "Attach File" hyperlink and navigate to the locally saved file, "rework.jpg".
   - Click "Save and Close." The image file will appear in your notebook.
5. Search for text within an image.
   - While signed into your Evernote account, go to the search box at the very top.
   - Type "jason fried" in the search box and click on the "Search" button. It should pull up the *Rework* cover image.
6. Create a new Notebook.
   - In the lefthand column, find the link called "Notebooks" and click on it to expand it.
   - You should see your account notebook with a link underneath labeled, "Edit".
   - Click on the link "Edit" and select "New Notebook" from the dropdown menu.
   - Name the New Notebook "COM 542".
7. Explore the Trunk.
   - While signed into your account, click on the "Trunk" link at the top of the page. Here you'll find a lot of apps and devices that can enhance your Evernote capabilities.
   - For example, click on the "Notebooks" link on the right of the top menu. These are notebooks you can import into your Evernote account.
   - Choose a notebook you'd like to import.
   - Click the "Add to Evernote" button.
   - Click the "Add Now" button.
   - Click the "Go to your notes" hyperlink and you'll see the new notebook under "Notebooks".

Next Steps

If you like what you see and want to continue using Evernote, follow the instructions [here] for downloading the desktop client on your own computer. You may also want to download a [browser extension] so you can easily save web clippings.

Useful Links

Official Help from Evernote

- [Evernote's Getting Started Guide]
- [Evernote Knowledge Base]
- [Evernote User Forum]
- [Evernote Video Library (tutorials, demos)]
- [Evernote Trunk (add-ons)]
- [Evernote Noteworthy Blog]
- [Ron's Evernote Tips (tips and tricks)]
- [Evernote Status on Twitter]
- [Evernote Web Clipper Add-On For Firefox]
- [Clip to Evernote Google Chrome Extension]
- [Evernote on Facebook]

Tips from the Blogosphere

- ["Using Evernote to Save Your Schooling"]
- ["7 Use Cases for Highly Effective Evernote Users"]
- [Lifehacker posts about Evernote]
- ["7 Ways to Use Evernote"]
- ["Tip: Use Evernote to remember the people you meet"]
- ["Evernote: Why It Will Make and 20 Awesome Ways To Use It"]