## **Using Notes**

## How to troubleshoot crashing issues

If the app is crashing, try working through these steps until the issue is resolved:

- Restart Application
- Restart your computer or device
- Check Evernote Help & Learning If Evernote is displaying an error message when If none of these suggestions help, please contact us. It's helpful to include the following in

# How to print notes

#### **Windows and Mac**

- 1. Select the note you wish to print
- 2. Go to browser menu and there you will find **Print** option.

## How to check spelling

If a word in your note doesn't match your device's dictionary, the word will be called out with a red squiggled underline. Some of our apps are able to spell check an entire note.

#### Mac

Select the note and click in the note editor to begin editing. Check the spelling of that note by clicking **Edit** > **Spelling and Grammar** from the menu bar.

## How to organize notes into different notebooks

Notebooks are the most common way of organizing notes and are commonly used to separate notes by notebooks. For example, you might create one notebook called 'Work Notes' and one called 'Personal Notes' to keep these types of notes separate and easier to find.

#### How to find and recover deleted notes

Right now the app does not have recover option. But you can always back up notes when you want by going to **profile** and in **export data.** 

## What to do if content is missing from a note

If content inside a note becomes lost or corrupted, try the following troubleshooting steps:.

- Search for conflicts: Try searching for notebooks titled 'Conflicting Changes.' Open any notes you find inside and check for your missing content.
  Recover from backup: If you have a backup of the note, you can import it back into