

Getting Even More from Evernote

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Overview

1. Advanced tasks for staying organized

- Schedule reminders
- Create checklists

2. Capturing and sharing family history

- Photos (camera)
- Post-It notes
- Audio and video notes

3. Increase productivity

- Shortcuts
- Keyboard commands (see freebie)
- Encrypt content

4. Utilize specialty features

<https://evernote.com/products>

- Clearly
- Food
- Hello
- Using free add-on programs
- Skitch
- Penultimate

5. Third-party apps for smartphones/tablets

- CamScanner (Evernote Products)
- EverClip (search on iTunes or GooglePlay)

Hints and Tips

[Note: Set up and procedures may differ depending on whether you are using Windows, Mac, or portable devices]

Customize Email Address

- Premium Evernote users are allowed to customize their Evernote email address.
- You can do this by contacting customer support <https://evernote.com/contact/support>

Set Reminders

- Select a note from the Notes List and click the Reminder button in the top-right corner of the Note Editor.
- Click Done when the Reminder Added box appears. Your new Reminder will appear in the Reminders List where it can be sorted, ordered, edited and more. Notes with Reminders appear in the Notes List with a clock icon displayed next to them.
- Add an Alarm: If you would like to be notified when a Reminder is due, click the Reminder icon and select Add Date to set up a deadline or due date.

Create Checklists

- Daily to-do list
- Packing list for trips
- Goals list
- Individual project list
- Reading list
- Home repairs list
- Grocery list or favorite restaurants
- Favorite places to do genealogy research

How to Make a Checklist

(For Mac, Windows desktop, iPhone, iPad, and iPod Touch):

- Start editing your note.
- Click or tap the “Insert checkbox” button in the formatting bar, to add a checkbox.

(For Android):

- In the note editor, swipe the bar above the keyboard to display formatting options and select the checkbox icon.

TIP: When Using Evernote for Mac and Windows desktop, you can turn a number of existing items into a checklist by simply highlighting the list, then selecting checkbox mode. Then, hit enter to add another checkbox to your list.

Evernote Shortcuts

- Use to access your most frequently-viewed notes and notebooks.
- Store shortcuts (heading at the top of the Sidebar)
- Create Shortcuts for:
 - Notes
 - Notebooks
 - Notebook Stacks
 - Tags
- Do with drag and drop.
- You can create up to 250 shortcuts.
- To create multiple shortcuts at the same time, hold the Shift key, then click multiple items from your Evernote account to select them and drag them to anywhere on the Sidebar.
- To delete a shortcut, click and drag it to anywhere outside the Sidebar.

Encrypt content inside Evernote (from Evernote Knowledge Base)

- You can encrypt any text inside a note to add an extra level of protection to private information such as account information, travel details and personal letters.
- While you can encrypt the text content of a note, you cannot encrypt an entire notebook or note.
- You can encrypt text on Evernote for Mac or Evernote for Windows Desktop.
- Open a note and highlight the text you wish to encrypt.
- Right-click or control-click the highlighted text and select "Encrypt Selected Text"
- Enter a passphrase into the form. You will need to enter this passphrase whenever you attempt to decrypt this text. Do not forget this passphrase, because Evernote does not store this information anywhere.
- Once you have set the passphrase and confirm, the text will be encrypted.
- To decrypt the text in the future, click on the encrypted text and select 'Show encrypted text'. You will be prompted to enter your passphrase. You may also permanently decrypt the text using the same process.

Resources and Help

- **Getting Started Guide**
<https://evernote.com/evernote/guide>
- **Evernote Support**
<https://evernote.com/contact/support>
- **Evernote Blog**
<https://blog.evernote.com>
- **Evernote Knowledge Base**
<https://evernote.com/contact/support/kb/#!/product/evernote>