

# Organizing with Evernote

*Save, Organize, and Share*

Evernote is a free, cloud-based, note-taking tool that allows you to make a record of anything at virtually any time. Evernote makes it easy for you to capture every conversation, idea, note, draft, business card, white board, and scrap of paper so that you can find the information you need, when you need it. Evernote can help you stay focused on your top priorities by keeping your work organized, and give you the ability to share that work with your colleagues or students.

Evernote works on Windows, MAC OS X, smartphones, tablets, and over the Web. All of your notes, files and images are available on every device and computer you use.



## CLASSROOM USE

- **Students:**
  - Take notes in class
  - Digitize your syllabi, project descriptions, graded papers
  - Keep handwritten notes
  - Record lectures
  - Organize your research
- **Instructors:**
  - Keep handouts handy
  - Plan, organize, and share with your class
  - Develop professionally
  - Store whiteboard photos

## ORGANIZING TIPS

Evernote supplies three ways to organize things:

**Notebooks** – There are two different types of notebook: local and synchronized. A local notebook keeps your notes on your computer. Synchronized notebooks are available on the web to all of your devices. Your notebook titles should be descriptive. Here are three must-have notebooks.

**Temp** – notebook where you can drop things that you want to share with people

**Inbox** – default notebook so everything ends up there first

**Archive** – where all of your notes go that don't belong in a more specific notebook

**Stacks** – are like labels for similar types of notebooks, enabling you to group different notebooks about related subjects. However, you can't stack within a stack. They allow customizability of the visible representation of your notebook library, but are not true sub-notebooks.

**Tags** – Tags are short keywords that define what your content is about. Tagging will enable you to add descriptive words to each note to help you search them in the future. Tags are powerful because they can ignore the boundaries among notebooks, and group notes together from anywhere in your account. Remember to tag liberally, but also intelligently; you need more than one tag on a note. Avoid ambiguous tags like interesting and reference. Instead add tags like “to\_read” (for thing you want to read later) or “\*frequent” (tags that begin with an asterisk will sort to the top of the tag list). Multiple-word tags need to be enclosed within quotes.

## LEARN MORE

- <http://www.youtube.com/watch?v=SeWhAGHj8gU>
- <http://evernote.com/video/>