



## Getting Started with Evernote:

### Using Evernote to Help You Manage your Studies

#### What is Evernote?

Evernote is a Cloud-based note-taking tool for text notes, documents and audio recordings, organized into notebooks, and synchronizing across all your devices. Using Evernote you can

- take notes in class and organize them by subject and date
- prepare for class by downloading materials in advance and saving them in your notebooks
- post .PDF documents to your note books which you can annotate using other applications (such as PDFPen).
- make live recordings of your teacher's lectures and save them in your Evernote notebooks
- share your materials with colleagues, fellow students
- collaborate using the built-in chat tool
- find material quickly using strong search tools.
- use Evernote as a simple word-processor with text formatting and spell-check.
- access your notes from any machine using a browser on the Evernote website
- use related applications, Skitch and Penultimate to make sketches, drawings, diagrams and hand-written notes within Evernote
- And much more. There is much more information about Evernote on the Evernote site at [www.evernote.com](http://www.evernote.com) and Youtube has many examples of how people are using Evernote.

#### Managing Your Studies

The key here is to use Evernote to **engage with your class** and to be **an active learner**:

- Prepare for class by anticipating what will be discussed: review your notes from the previous class; download and read materials your teacher has posted for the class; read and take notes on the assigned readings.
- Engage with your class by attending and being an active participant, one who sits towards the front, takes notes, asks questions of the teacher, participates fully in group activities with other students; forms or joins a study or lab group with other students in the class to work collaboratively on assignments and homework.
- Prepare for assignments and examinations by finding and reviewing the relevant material in your notes, ideally with a group of other students.
- Use online tools to engage with the class, your teacher and other students, whether your class is fully or partially online.

The tools in Evernote allow you to

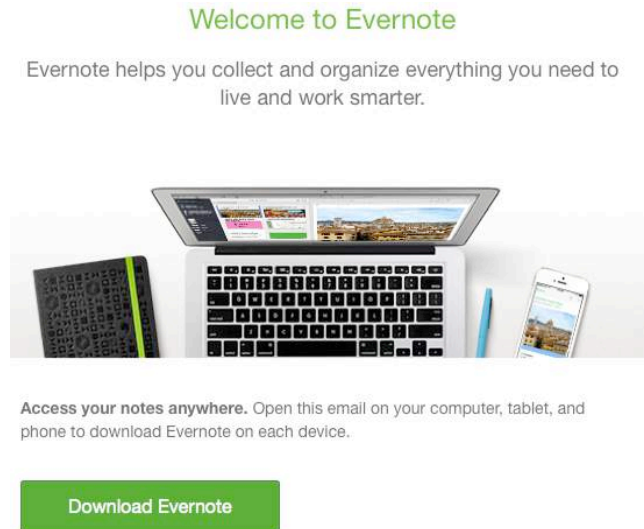
- prepare for class by downloading materials, organizing them into notebooks, reviewing them, posting notes from readings and homework into your notebooks, so that you can take new notes and improve your existing notes while you are in class.
- engage actively with the class by taking notes, making recordings, annotating documents
- capture webpages and articles from your research directly into your notebooks, using the Evernote Webclipper
- organize your notes by subject, date and notebook from the moment you take them
- collaborate with your colleagues and other students by using shared notebooks and work chat
- find your notes or to find topics within your notes quickly for assignments and review for tests
- set up reminders for yourself to prompt you to complete tasks on time.



## 1. Create an Evernote Account

Visit the website at <http://www.evernote.com> and create an account. Your email is your username. If you find it useful, you can have multiple Evernote accounts for different aspects of your work.

Once you have created an account, Evernote will send you an email with instructions for downloading Evernote to your computer, your laptop, your tablet or your smartphone. There is no cost for any of these downloads.

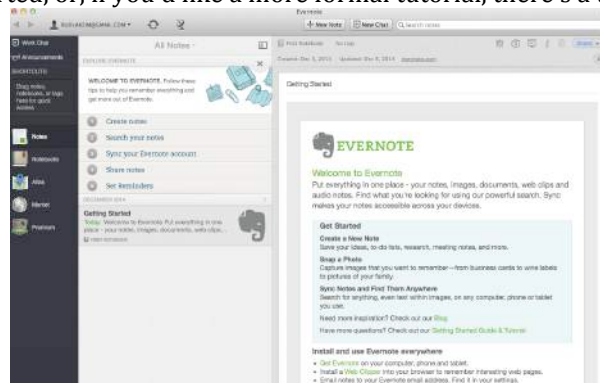


You are now ready to use the free version of Evernote. Depending on how much you use Evernote, you may later want to consider using the Premium Edition, for a fee. The Premium edition gives you more storage space, stronger search tools and **offline access to your Evernote notes**.

## 2. Use Evernote

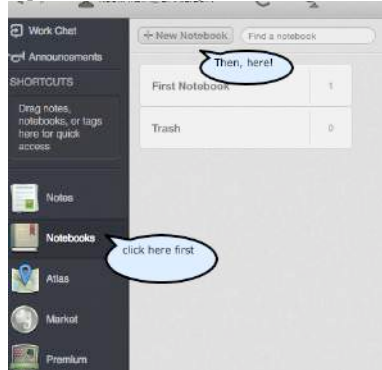
The first time you open Evernote, you will find a Welcome To Evernote message.

- Explore the interface -- Find the New Note Button and the Chat Button. Notice that there is a **Shortcuts** area at the top left, to which you can drag frequently used notes.
- Try out Evernote's suggestions in the **Getting Started** area. Here you'll find everything you need to get started, or, if you'd like a more formal tutorial, there's a tutorial as well.

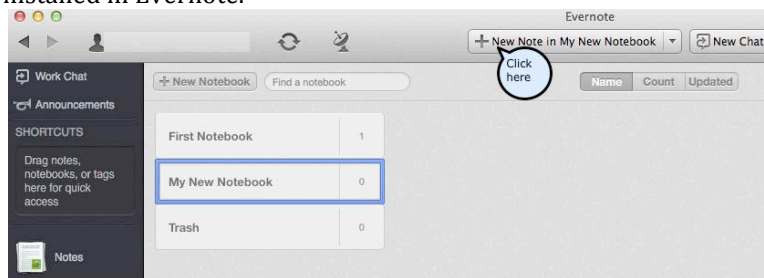


### 3. Things to Do in Evernote:

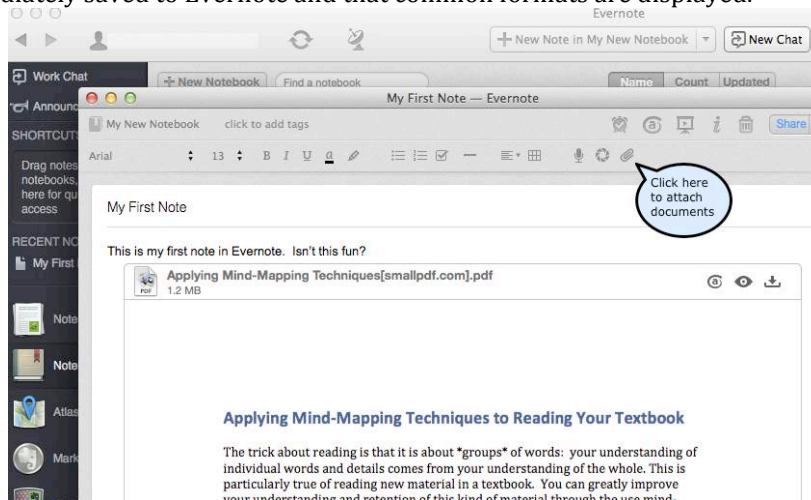
- Create a Notebook -- perhaps the name of your course or subject



- Create a Note -- Choose to put in in your New Notebook, or in the First Notebook that comes already installed in Evernote.



- Attach a document to your note -- a picture, a pdf, a doc, an xls.... Your document is immediately saved to Evernote and that common formats are displayed.

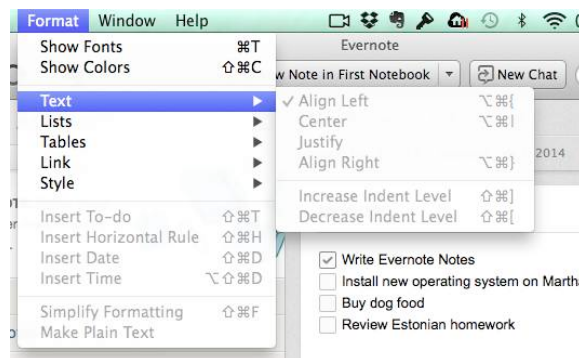
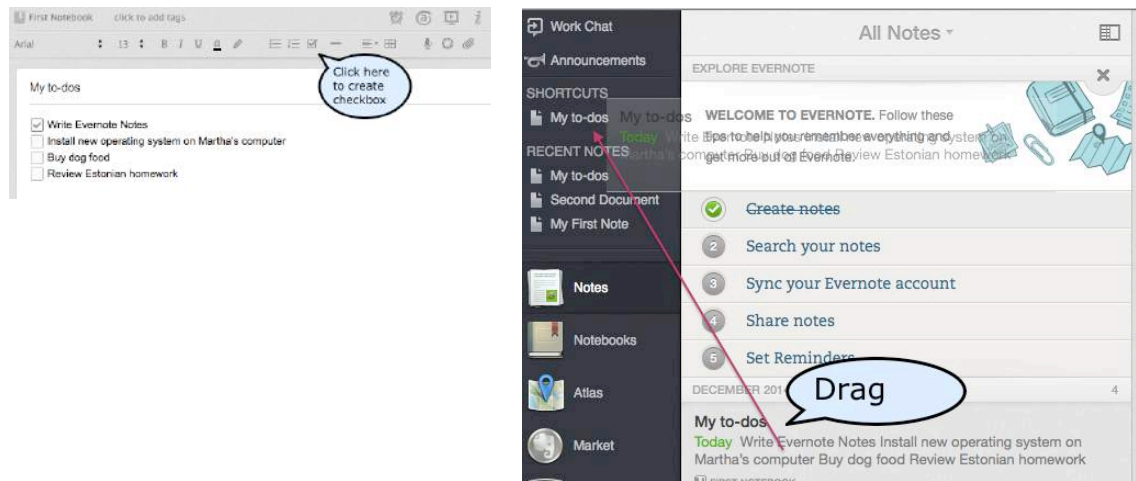


- Open the document, edit it and save it -- your document is saved in Evernote. To edit your document in another application, simply click on the title bar. When you save and close your other application, your document is saved in Evernote.

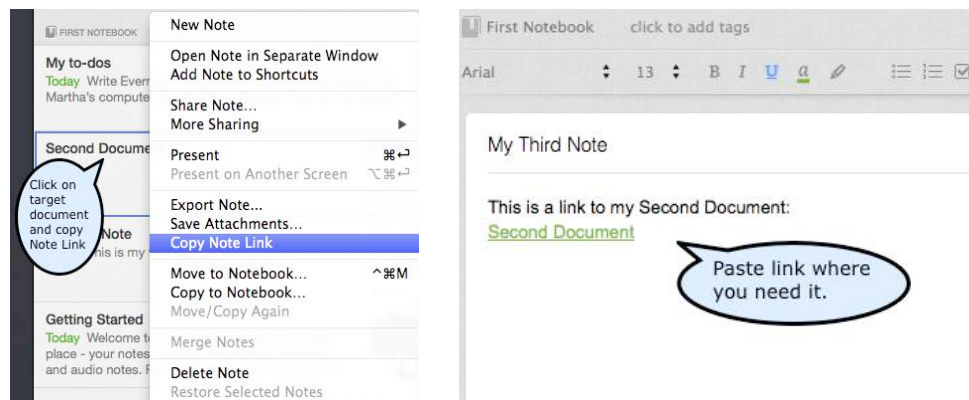


with communities stretching from Lithuania in the north, through Poland, and south to Ukraine and Moldova along the Black Sea. The geographic location of the klezmerim influenced the music. In the northern regions, klezmer musicians were the only professional, or even semi-professional musicians, available for hire and were often required to perform, and come in contact with, non-Jewish styles of music. By contrast,

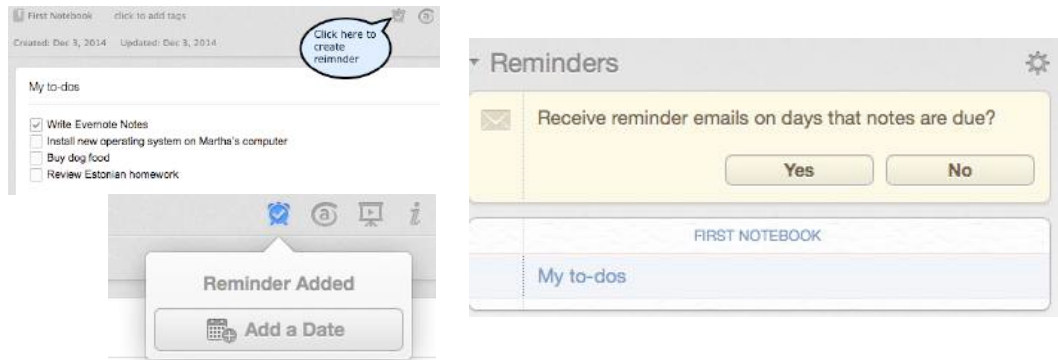
- Create a to-do Note -- make a new note with a list of items with check boxes -- move the note to the shortcut area so you can get to it quickly.
- Forward an email directly into your Evernote Account. Discover your Evernote Email address. See <https://evernote.com/introduction/email-into-evernote>
- Explore the options in the **Format** menu: Font, Colour, Indent, Create Tables, Add Hyperlinks:



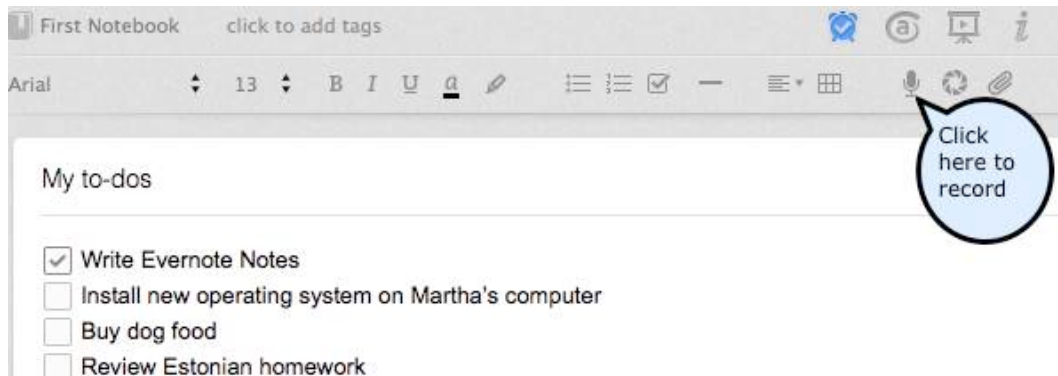
- Create a link from one note to another



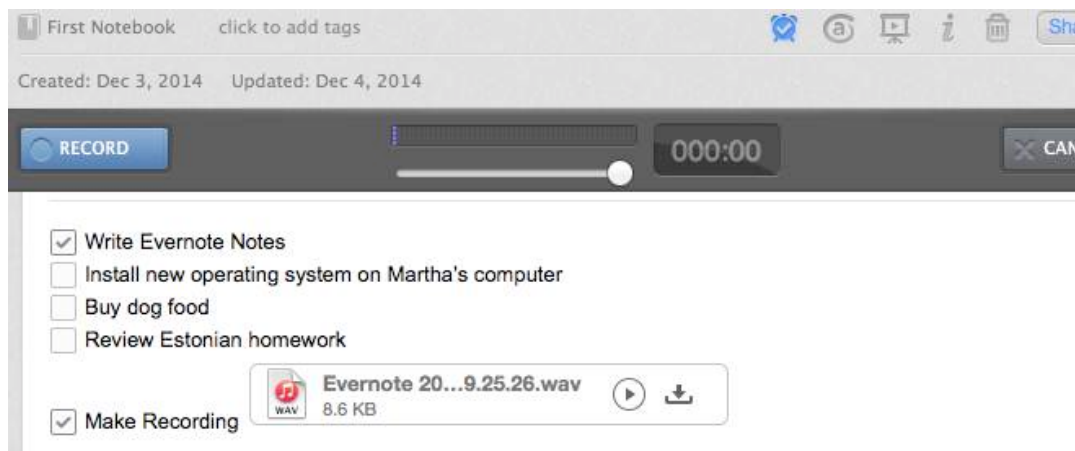
- Create a reminder



- Try out live recording -- sit at the front of the class and record your teacher (with permission!) and save the recording to your notebook.



A little control panel with a Record button and level indicator appears:

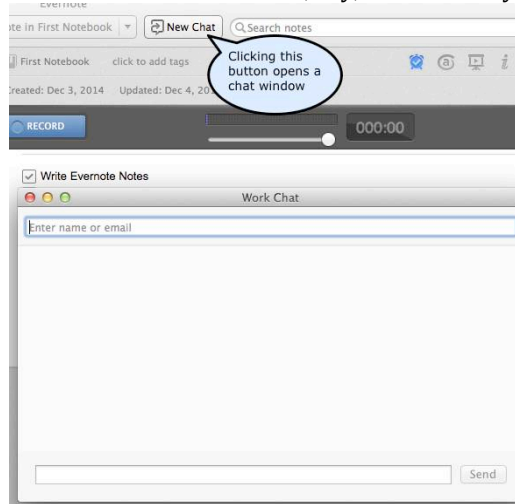




- Share your note or notebook with your study group :



- Start a chat with another user of Evernote, say, someone in your study group:



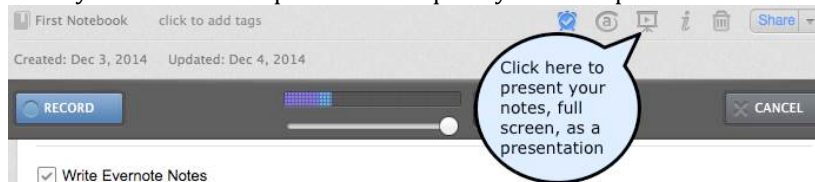
- Visit the Evernote website ([www.evernote.com](http://www.evernote.com)) -- create a note there, put it in a notebook.

### On Your Smart Phone or Tablet:

- Open a Evernote on your SmartPhone -- edit a note. Save it.
- Send a note by email to your Evernote notebook.
- Use Penultimate to write hand-written notes in Evernote on your SmartPhone or tablet.

### Other apps to try:

- Use WebClipper to post articles and pages from the web to your default notebook.
- Make your notes into a presentation quickly with the presentation tool. (Premium feature)



- Use an Evernote Annotate (Premium Feature) to mark up a document.
- Use the drawing app (Skitch -- download from Evernote.com) to create a drawing.
- Check out *Handwriting on the iPad* by Aurélien Chevaleyras  
<https://www.youtube.com/watch?v=rIwscGQuEZc>

*With thanks to Jérôme Mizon, at Algonquin College, who first introduced me to Evernote!*