

“12 Tips for Using Evernote”

Linda Davis has compiled this list of 10 Tips for Evernote to save time and encourage you to get the most out of using Evernote in your business. Most are free and can be found easily with a Google search of their name.

Ease of Use: When first using Evernote, you'll find working on your desktop or laptop easier. Once you get the hang of things, add the Evernote app to your mobile devices.

Email: Evernote comes with a personalized email address enabling you to email notes directly into your account. Find your email address in the Account Info area of Evernote for Windows and Mac, or under settings on Evernote on the web.

Web Clipper: The Evernote Web Clipper is available for all major browsers. You can even add an Evernote Web Clipper to Safari on your mobile devices.

Blog: The Elephant Channel is the "unofficial Evernote Blog and Podcast" and is a great resource for Evernote Tips and Tricks. <http://elephant.channel.net>


To Do Lists: Create to-do lists in Evernote. Check off completed items from your mobile device.

Twitter: Start following @myEN on Twitter. You will receive a link to connect your Evernote and twitter accounts. Save tweets directly into Evernote by retweeting to @myEN and it will be saved to your inbox.

Scanners: Many scanners, including the ScanSnap, will allow you to scan documents directly into Evernote.

Stacks: Create "stacks" of similar subject notebooks for better organization. Just drag a notebook into another and then name your "stack".

Handwriting: With Evernote Premium, faster image recognition makes even handwritten notes searchable. How cool is that?

Portable Scanner: The CamScanner App turns your mobile device into a portable scanner. Crop and enhance the image and then save your document as a PDF or export it directly into your Evernote account.

Evernote Premium: Premium is \$45/year and includes offline notebooks, larger files and uploads, note history, PDF search and more.

Voice Memos: Have a great idea while on the road? Record voice memos to Evernote from your mobile phone.



EVERNOTE

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