



# Evernote: How to use Evernote to Organize & Simplify your Life

*Andy Williams PhD*

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## Evernote

### How to use Evernote to Organize & Simplify your Life

Evernote will help you say goodbye to Post-It notes on your monitor, scraps of paper on your desk, and a disorganized, forgetful mind. Yes I know, there's lots going on in your life and it's not always easy to concentrate. But let's be honest. You probably won't be un-cluttering your life any time soon. Distractions are always going to be there and so are the excuses when you forget important stuff. Why not let Evernote cut through the clutter, noise and distraction, and drag you kicking and screaming into a better, better organized & simplified lifestyle, where excuses are a thing of the past?

Evernote is a great time management tool for busy people.

This book covers Evernote Web, Evernote for PC, Evernote for Mac, Evernote for Android & Evernote for iOS. No matter which device(s) you use, I've got you covered.

**Evernote is the #1 time management app** for shopping lists, to-do lists, names, numbers, important information, phone numbers, flight details, medical records, appointments, reminders, family events or kids achievements... Need I go on?

### In Evernote, How to use Evernote to Organize & Simplify your Life, you will learn:

- About the different versions of Evernote.
- The differences between local and synchronized Evernote notebooks, and the trick for converting one to the other.
- How to use notebooks, stacks, & tags and how to capture just anything in a note.
- GPS to capture the location where a note was created. Take a photo on that secluded beach or secret restaurant and navigate back, years later using Evernote.
- How to automate certain tasks with Evernote and IFTTT. I'll show you how I use it to spy on Google News in areas of interest, automatically delivering new reports to my Evernote account. The applications are endless. If you want to be notified when something comes up for sale on eBay, this technology will do it.
- How to use OCR (handwriting recognition) to search your hand-written notes.

- WebClipper & Clearly to capture information from the web.
- How CamScanner can help you go paperless.
- Skitch, Hello, Food and other "Evernote apps".
- Simple search to find just about any note, and Evernote advanced search to find everything else.
- Interface customization..
- 2 Step verification.
- How to forward emails you receive to Evernote so they become notes, in whichever notebook you like and with whatever tags you want them to have (and a reminder set)..
- Reminders. How to get Evernote to remind you about notes at a given time and date. This feature, when introduced, turned Evernote into a true to-do list manager.
- How to access your notes or notebooks offline.
- How to share your notes or notebooks with others, or collaborate on a notebook with colleagues, each with edit or read only privileges (your choice).
- How to sort, and print.
- Spell check.
- How to encrypt sensitive information in your notes.
- Creating and using templates.
- Synching, backing up and archiving notes and notebooks.
- Creating presentations (complete with laser pointer) from your notes.
- Import folders, which will copy all documents saved to a folder as notes in Evernote, which become accessible on any device.

Evernote - How to use Evernote to Organize & Simplify your Life answers real questions from real users in the comprehensive "How to" section, with step by step screenshots of the process on Evernote Web, PC, Mac, Android and iOS devices. This book also gives you lots of "real world" ideas to get started using and integrating Evernote in your life.

Buy "Evernote. How to use Evernote to Organize & Simplify your Life", get organized and get things done.

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