



Creating & Sharing Information with Evernote App

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Features of Evernote

- *one of the most well-known online information sharing applications*
- *It is free but premium packages are available*
- *can maintain a wide range of content.*
- *can store images with text included in the note.*
- *can upload an image from your computer or snap one with your mobile device.*
- *can upload PDF files,*
- *maintain links and archives of websites*
- *record audio notes.*



Sign Up Screen

The screenshot shows a web browser window displaying the Evernote homepage. The browser's address bar shows the URL <https://evernote.com>. The page features the Evernote logo, a navigation menu with 'Pricing' and 'MENU', and a central hero section. The hero section includes a smiling man in a maroon sweater, several floating note cards with titles like 'Desks', 'New space', 'Airport @ 8pm', 'Floor Plan', and 'Lighting', and a large green 'Sign up now' button with a 'Sign in' link below it. The text 'Your life's work' and 'For everything you'll do, Evernote is the workspace to get it done.' is positioned to the right of the man. The Windows taskbar at the bottom shows various application icons and the system clock indicating 9:01 AM on 10/14/2015.



How to Sign Up

To create an Evernote Account on the web, follow this steps;

Step 1

Open a Web browser and navigate to www.Evernote.com

Step 2

Click "Sign Up" at the top of the window.

Step 3

Type your username and password into their respective fields, then click "Sign up."

Step 4

Click on the "create your first note" button

Home Screen of Evernote

The screenshot displays the Evernote web interface. The top navigation bar includes a menu (File, Edit, View, Note, Format, Tools, Help), a user profile (ogucheed), navigation arrows, Sync, Activity, New Note, and New Chat buttons. A search bar is present with the text "Search all notes".

The main content area is titled "Notebooks" and shows a list of notebooks under the heading "Your list (3)". The list is sorted by Name. The notebooks are:

Notebook Name	Number of Notes
All About Evernote	1 note
First Notebook	6 notes
My LIIT 2015 Memories	1 note
Trash	

On the left sidebar, there are sections for Work Chat, Shortcuts (with a note: "Drag notes, notebooks or tags here for quick access"), Notes (8), Notebooks (selected), Tags, Market, and Upgrade. At the bottom left, there is a "Mastering Evernote" progress indicator showing "Completed 3 of 5 steps". The Windows taskbar at the bottom shows various application icons and the system tray with the time 12:19 PM and date 10/14/2015.



Steps in Creating a Note

- 1. To create a new note, click the **New Note** icon*
- 2. Type a name for your default Notebook*
- 3. Once created, your note will be automatically saved and synchronized across all your devices*



Formatting Text in Evernote

To format text in a note, use any of the formatting tools as you would in a normal word processor:



1. **Font Tools:** *Click to change the font, font size and font styles.*
2. **Layout & Special Element Tools:** *Click to align text or create bulleted and numbered lists, or to insert special elements such as a checkbox, table or horizontal rule.*



Editing & Deleting a Note

To edit the contents of a note,

- 1. click it in the Note List to display its contents in the Note Editor*
- 2. click anywhere in the body of the note to make edits.*
- 3. You may also double-click the note to open it in a separate window.*

To delete a note;

- 1. click it in the Note List to select it*
- 2. hit the **Delete** key on your keyboard.*
- 3. The note will be moved to your Trash Notebook.*



Organizing your Notes



The Notebooks

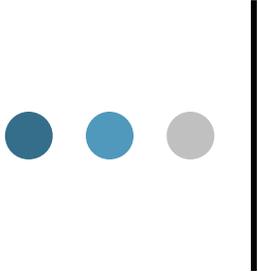
Evernote gives you many ways to keep your notes organized, so that you can browse, search and remember in the way that works best for you.

Notebooks are the most common way of organizing notes in Evernote, and are commonly used to separate notes by category, location or purpose.

For example, you might create one notebook called 'Work Notes' and one called 'Personal Notes' to keep these types of notes separate and easier to find.

All Evernote accounts have one default notebook that is automatically created when the account is created.

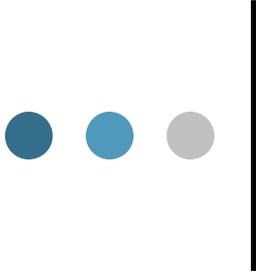
Shared Notebooks can also be used to selectively allow others to see and edit the contents of your notebooks.



Creating a New Notebook

To create a new notebook, do the following:

- 1. In the Sidebar, click **Notebooks**. The Notebook List will be displayed.*
- 2. Click the + **New Notebook** button. A new notebook will appear in the Notebook list.*
- 3. Enter a name for your new notebook and press the **return** key. You can add notes to your new notebook immediately.*

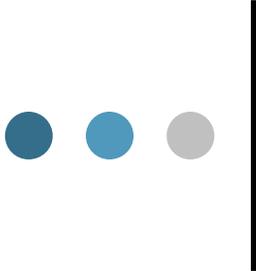


Adding Notes to a Notebook

By default, all new notes will be saved to your Evernote account's default notebook.

To add notes to a notebook, do the following:

- 1. In the Sidebar, click Notes. The Note List will be displayed.*
- 2. Click the note you want to move. The note will be displayed in the Note Editor.*
- 3. Click the Notebook selector drop-down in the upper-left corner of the Note Editor. A list of all your notebooks will be displayed.*
- 4. Click the notebook that you want to move the note to. Evernote will automatically save and sync the change*



Creating a New Tag

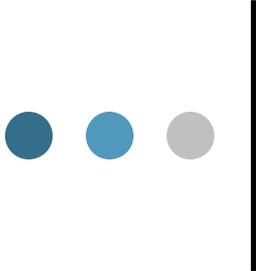
To create a new tag do the following:

From the Tag List:

- 1. In the Sidebar, click **Tags**.*
- 2. Click the **+ New Tag Button** in the upper-left corner of the Tag List. A new tag will appear in the Tag List.*
- 3. Enter the name for the new tag.*

From the Note Editor:

- 1. Open a new or existing note.*
- 2. In the Note Editor, click the **Click to add tag...** field.*
- 3. Type a name for the new tag.*
- 4. Hit the **Return** key. The new tag will be highlighted in blue.*



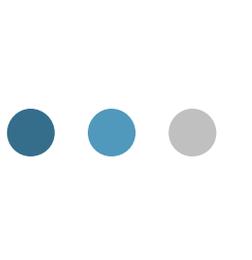
Tagging a Note

To add a tag to a note, do the following:

- 1. Open a new or existing note.*
- 2. Click the **Click to add tag...** field.*
- 3. Type the tag you want to add. List of suggested tags appears*
- 4. Click the tag you want to add.*
- 5. Hit the **Return** key. The tag will be highlighted in blue.*



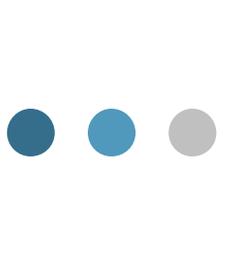
Sharing Information (your work)



How to share information with other people

To invite others to view or edit a note:

- 1. Select a note from the note list.*
- 2. Tap the **Share** button at the top of the note editor*
- 3. Set the permission level to 'Can edit and invite', 'Can edit', or 'Can view'.*
- 4. Make sure there's at least one recipient, type a message, then click or tap **Send**.*



How to share notebooks and collaborate with people

To share a notebook and invite others to add or edit content using Work Chat:

- 1. Open your list of notebooks and find the notebook you want to share.*
- 2. Select the notebook and click **Share**.*
- 3. Select one or more recipients, select an existing chat group, or enter at least one email address.*
- 4. Set the permission level to 'Can edit and invite' or 'Can edit', add an optional note,*
- 5. then tap **Send***



Project/Assinment



Exercise Instructions

1. *Create a notebook with the title "My LITT 2015 Memories"*
2. *Create a note for each day's presentation, attach a file if possible. Give each note an indicative label e.g. "Day 1"*
3. *Share the Notebook with*
4. *Be sure to tag your work*
5. *When you're done, Give yourself a hug*



Thank you

Email: ogucheed@yahoo.com, correctdave@gmail.com
Twitter: [@ogucheed](https://twitter.com/ogucheed)
Facebook: [david.oguche](https://www.facebook.com/david.oguche)