My Evernote®

Katherine Murray

que®

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About the Author

Katherine Murray has been writing about technology since the early 1980s (no joke!) and loves writing about technology that connects. She's an avid researcher and has filled notebook after notebook (after *notebook*!) with clips, quotes, and snippets from books and sites she finds interesting. Katherine finds Evernote exciting because its inclusive, cross-platform, and flexible approach makes it a great app with worldwide appeal. In addition to writing books, Katherine writes regularly for CNET's TechRepublic, Windows Secrets, and the PC World Business Center. You can contact Katherine through her blogs, BlogOffice and Connect & Coblogerate, or by following her on Twitter at @kmurray230.

Dedication

I dedicate this book to the idea lovers, the project designers, the creative artists, the puzzling scientists, the geeky gadget developers, and the never-say-die tech enthusiasts who want a great way to collect—and later, find—the terrific ideas that bubble up during the course of the day.

Acknowledgments

You've probably heard it said that writing is a solitary effort, and I suppose that's true, to a point. While I'm writing the paragraphs you read here, I'm sitting at my desk, with only my cat Maya for company. But after I finish writing, a whole group of people have a part in making the book as good as it can be. And this collaboration is one of my favorite parts of the whole process.

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As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

As an editor-in-chief for Que Publishing, I welcome your comments. You can email or write me directly to let me know what you did or didn't like about this book—as well as what we can do to make our books better.

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Introduction

What inspires you? Are you always finding information that you want to save somewhere, scribble down, or sketch and keep for later? Are you fascinated with mobile phones, searching for just the right new house, looking to build a garden shed, or trying to organize a big research project?

Do you collaborate with a team—of teachers, salespeople, editors, or family members?

Do you want a way to capture and organize all the inspiring bits you bump into, whether you're using a PC, Mac, phone, or other device?

If your answer to any of these questions is "yes," you're going to love Evernote!

Evernote is a wildly popular digital note-taking application that has more than 10 million users worldwide. The free application is available just about anywhere—and can be used in just about any way—you want to take notes. You can create and update your Evernote notebooks on the Web, and then add to them when you're working at your PC, checking in with your tablet, browsing the Web, or using your phone.

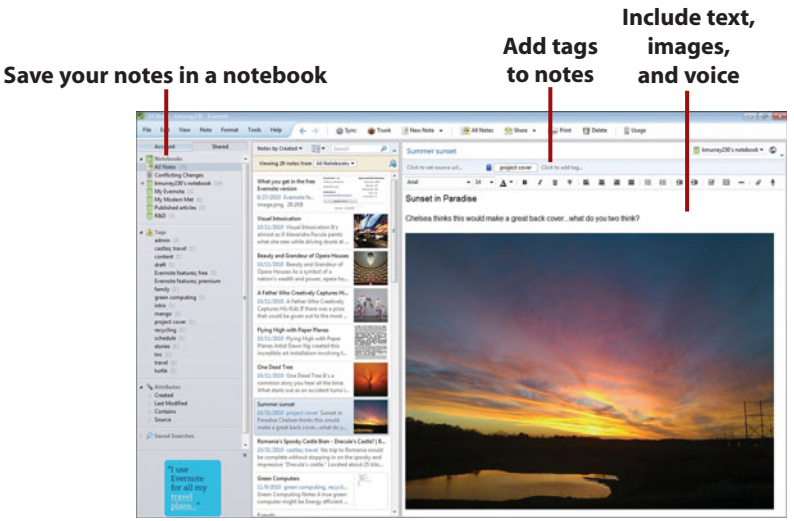
In this book you'll learn how to use Evernote to capture and arrange all those great ideas you think of or things you discover throughout your day and organize them in a way in which you can find them easily later. What's more, you'll learn how to use Evernote on a variety of devices to capture notes in all kinds of formats. You can also share your notebooks—while keeping your notes secure—to make collaboration across all devices simple and clean.

Highlights of Evernote

If you think about it for a minute, you can probably come up with several characteristics you would like a note-taking program to have, including the following:

- It needs to be fast and easy to use.
- It needs to be flexible so that you can add notes quickly when you think of them and not have to jump through a number of hoops to record a single note in a notebook.
- It needs to work with a variety of platforms so that you can add notes wherever you are.

What if you could combine all these features—and have them for free? Yes, you guessed it—that's Evernote.



Evernote combines a number of features that make capturing and organizing information easy and fast. For example, you can

- **Capture your notes** in the format that fits them best—text, pictures, audio, or web clippings
- **Scan items directly into Evernote** using a scanner that can save directly to the program or by setting up your scanner to email scanned images to your Evernote account
- **Save your notes** in an online notebook that syncs automatically with the notebook on your PC, Mac, or mobile device
- **Store items you use often**—forms, checklists, plans, itineraries—in your Evernote notebook so that you can always find them easily
- **Tag your notes** using tags you design so that you can easily find information you need later
- **Share your notes** with others and collaborate securely on projects
- **Find inspiration** in the creative and vibrant Evernote community
- **Discover extra apps** in the Evernote Trunk that you can use to extend your note-taking talents

You'll find all these features covered throughout this book in the appropriate chapters, with tips and sidebars to add to your practice and understanding of Evernote.

Versions of Evernote

In the three short years since 2008, when Evernote first launched as an open beta, the program has skyrocketed to a worldwide audience of more than 10 million users. In fact, since those early days when CEO Phil Libin posted on the Evernote blog that they "watched with equal parts glee and horror" as the number of beta users climbed to 50,000, the program has spiraled through numerous updates and announcements for computers and devices of all sorts.

One of the great things about Evernote is that, thanks to the creative and industrious development team, the various versions are continually updated so that you're always getting the most current Evernote features available. Every few months (or weeks!) new releases are made available for the Mac, iOS, BlackBerry, Android, Windows Phone, or Windows PC versions. And on top of that, Evernote continues to add new tools, such as Skitch, Evernote Hello, Evernote Food, Evernote Clearly, and Evernote Peek. (Don't worry; you'll hear more about these tools later in the book.)

One of the challenges in writing about a quickly evolving program like Evernote is that you might notice that the screens you see are slightly different from the illustrations in the book. This happens because Evernote will continue to tweak things long after this book appears on bookstore shelves. Rest assured, however, that we've captured the basic functionality of the program here, and even if your screen looks a little different down the road, you will always be able to capture, organize, and share your great ideas in Evernote!

In addition to all these versions of Evernote—as though that's not enough—Evernote also comes in both free and premium versions. Chances are that you can do much of what you want to do using the Evernote free version; at least, it may be the place to begin. If you decide you want to upgrade to the premium version (for only $5 per month or $45 per year), you get additional functionality such as super-sizing your uploads, editing collaboratively on shared notebooks, increased number of emails per month in which you can email notes to your Evernote notebooks, and a shortcut to the front of the tech support line.

It's Okay to Think About It a While

You'll have a chance to weigh out the benefits of upgrading to the premium version in Chapter 1, "Getting Started with Evernote." This book covers both versions, so you won't be left out in the cold no matter which version you choose.

Extra Features in *My Evernote*

My Evernote uses an inviting, visual format to teach you the basics of getting the most from the Evernote notebooks you create and use. Images in the book show you how to master beginning to intermediate Evernote tasks quickly; the numbers on the illustrations show you what to do next and the corresponding text explains the steps involved.

In addition to the tutorial text in the chapters, you'll find a number of extra features to help you expand what you learn and try in Evernote. Tips highlight shortcuts and workarounds in the program; Go Further sidebars provide additional information about techniques you may want to research or try on your own; and It's Not All Good sidebars point out potential trouble spots and unexpected glitches so that you can avoid getting stuck in the same issues your author stumbled into.

Because Evernote works with all the major PC models and popular devices (including Windows PCs, Macs, iPhones, Androids, BlackBerrys, iPads, and Windows Phone 7), you'll find that this book includes Evernote ideas you can use with these different platforms. In fact, we've added icons to help you see at a glance where an Evernote feature is related to a specific computer or device:

This icon highlights a feature that is available only on Windows computers and devices.

This icon shows you that the feature is available only for Apple iOS systems and devices.

This icon lets you know that a specific feature is available only for mobile devices or tablets (and the text will let you know to which devices the text refers).

What You'll Find in This Book

Evernote is fun and creative. So this book takes a high-energy, creative, you-can-do-it approach to the most important tasks you need as you gather up your great ideas and do something with them in Evernote. You'll find out how to create a new notebook and add notes in all sorts of ways, embellishing them to your heart's desire with images, voice notes, handwriting, and more. You'll learn to share notes and notebooks in various ways and add to your

Evernote experience so that it works just the way you want it to. Specifically here's what you'll find:

- Chapter 1, "Getting Started with Evernote," introduces you to the basics of the program and shows you how to create an Evernote account and download Evernote for your Windows computer or mobile device. You'll also find out about setting your account preferences and learn about the basic tools you'll use in the Evernote window.

- Chapter 2, "Evernote Everywhere, on Everything!," shows you how to install Evernote on your Windows PC or device, Mac, iPad, or Android. You'll learn about features unique to the Windows, Apple, and Android versions of Evernote and find out about synchronizing your notes across multiple devices.

- Chapter 3, "Capturing and Tagging Your First Notes," introduces you to creating a new note, complete with title, source, and tags. You'll learn how to add notes directly from your Twitter or Google+ accounts, and paste note content from other sources.

- Chapter 4, "Editing and Formatting Notes," helps you edit note content and change the font, size, and style of text. You'll also find out how to change the text color, alter the format (for example, creating bulleted and numbered lists), and add to-do lists with checkboxes. In this chapter you'll also discover how to rename and delete notes you no longer need.

- Chapter 5, "Adding and Working with Images," takes a close look at adding pictures to your Evernote notebooks. Here you'll learn how to paste pictures, import images, resize and edit photos, and save a picture for use outside of your notebook.

- Chapter 6, "Inking Your Notes," begins by exploring the various inking features in Evernote. You will find out how to create an ink note, change your pen, select the line style and color, and undo and redo your inked note.

- Chapter 7, "Grabbing Web Clippings and Webcam Notes," gives you the freedom to browse to the sites that fascinate you and grab the notes you want to add to your Evernote notebook. You'll also find out how to create webcam notes and share those notes with others.

- Chapter 8, "Recording Audio Notes," enables you to listen to your inner and outer voices by capturing your thoughts in audio format. This chapter shows you how to set up audio, record your notes, add the notes to your notebook, and work with the notes you've added.
- Chapter 9, "Creating and Managing Notebooks" shows you how you can organize your notes into specific notebooks so that you collect information in the way that makes the most sense to you. You'll learn how to create a new notebook, create an offline notebook, synchronize your notebooks, move notes around, work with notebook stacks, secure your notebooks, and import notebooks from other programs.
- Chapter 10, "Finding and Viewing Notes Your Way," shows you how to search for notes using note attributes and tags. You'll also find out how to create and use saved searches, change Evernote views, rearrange and reorder notes, and hide and display notes.
- Chapter 11, "Previewing and Printing Your Notes," is about all things printing in regard to your Evernote notebooks. Learn how to view a note in Print Preview, change the notes pages you want to see, magnify your notes, set printer options, and print the notes you want.
- Chapter 12, "Sharing Notes with Others," shows you how to share the notebooks you create while keeping them secure both online and offline. Learn how to share your notebook with individuals or make your notebook public. You can also email notes or explore notes and notebooks to share with others.

The chapters are organized so that you can jump in and read about whatever interests you most, or you can choose to go through the book sequentially if you like.

Along the way, you'll find extra information to help you get the most of Evernote, whether you're working with your PC or Mac, web browser, or mobile device.

Let's Begin

If you're tired of losing those napkins, sticky tabs, and scraps of paper that have important information written on them, it's time to begin using Evernote. Getting started is simple, and because the program makes setting

up your notes and notebooks in the way that makes the most sense to you easy, the approach is flexible. You can add items as you go and use only what you need today.

Sounds simple, right? Let's get started by creating an Evernote account, downloading the program, and taking a look around. The next chapter shows you how to create an Evernote account and download the program. Chapter 2 walks you through installing Evernote on Windows, Mac, and mobile devices and gives you a tour of the Evernote window.

So when you're ready, turn the page to get started on your path to creative note-taking with Evernote.

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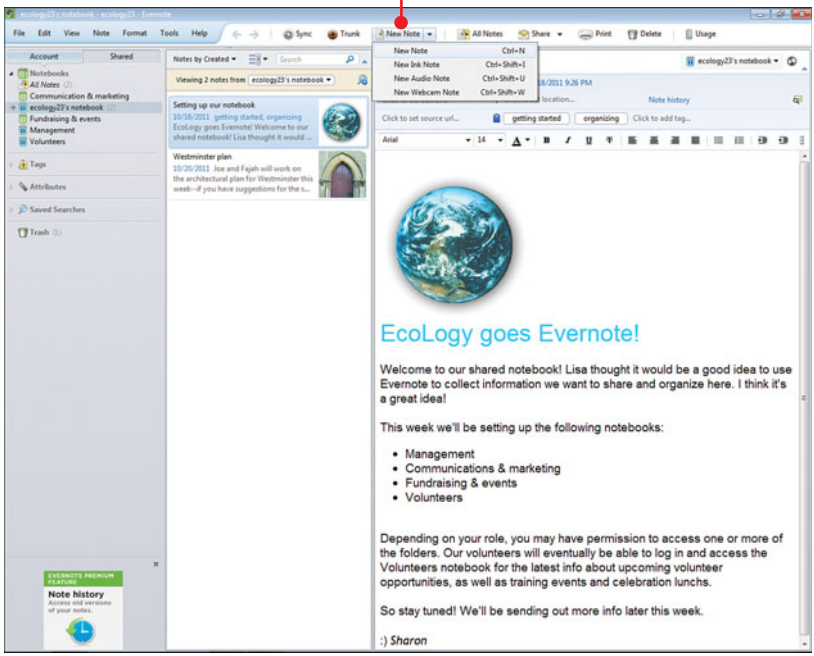
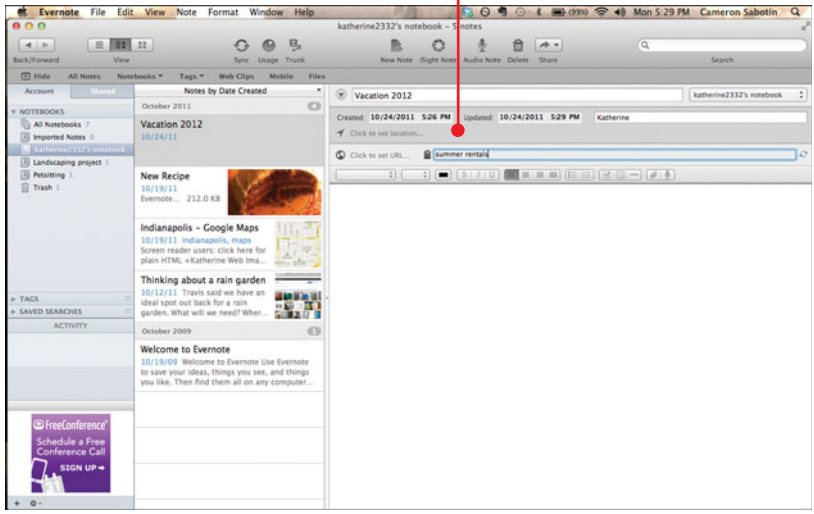
Click New Note on your
Windows or Mac computer



Assign note attributes
in the note header



3

Adding a note is a simple task in Evernote—by typing, pasting, emailing, and tweeting—and you can tag your notes to categorize them and find them easily later. In this chapter, you learn to create and tag your first notes by completing the following tasks:

- Creating a New Note
- Typing or Pasting Note Content
- Adding, Assigning, and Removing Tags
- Emailing Notes to Yourself
- Tweeting Your Notes

Capturing and Tagging Your First Notes

Now that you have installed Evernote and learned the ins and outs of using it on your own system—whichever computer or device that might be—you are ready to begin taking notes! Capturing a note in Evernote is a super flexible process. You can type a note, copy and paste a note, record yourself speaking out out loud, sketch or handwrite a note, or add photos to notes. After you add the content you want to remember, you can add tags to the note so that you can find the note again easily later in a search.

Yes, but How Secure Is It?

All the notes and notebooks you create in Evernote are stored on Evernote-managed, secure servers Santa Clara, California. Your notes aren't publicly available—to other users or search engines—unless you create and publish a notebook as a public notebook. If you want to add a layer of security to your notes, you can select note text, right-click, and choose Encrypt Selected Text. After you enter a passphrase and click OK, Evernote encrypts the text and enables you to change it only if you first enter the passphrase you selected.

Creating a New Note

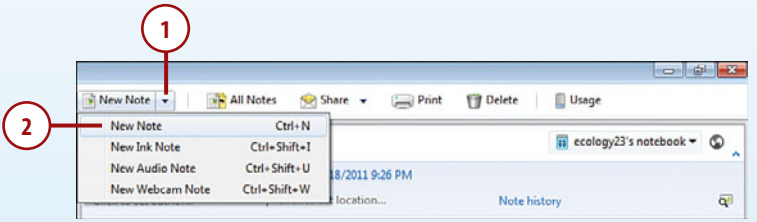
No matter which computer or device you're using, Evernote makes starting a new note as simple as possible. For the examples in this chapter, we'll use a Windows computer, but add in Mac and mobile tips along the way.

Different Notes, Different Chapters

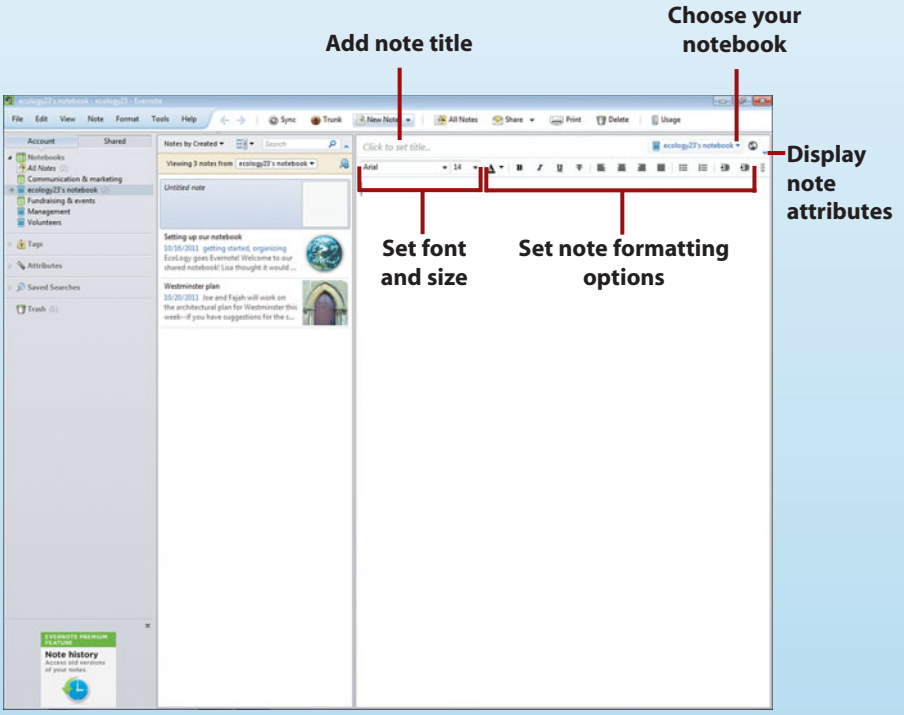
In this chapter we start out showing you how to create a simple text note, but you can easily add other types of notes to Evernote, too. In Chapter 6, "Inking Your Notes," you'll learn how to write your notes and sketch them by hand—directly into your Evernote notebook. In Chapter 7, you'll find out about "Grabbing Web Clippings and Webcam Notes," and in Chapter 8, you'll learn about "Recording Audio Notes."

Starting a New Note

So what kind of notes do you want to capture? Maybe you've finally learned how to make apple butter and you want to save the recipe so you can try it next fall. Or you had an idea for a new project you want to start—and you want to save the materials list to your notebook. Or perhaps you are working with a group on a new version of your club newsletter, and you all will be contributing articles on the fly. Whatever your reason, adding a new note is a simple task in all versions of Evernote.



1. In the Evernote window, click the New Note arrow.
2. Click New Note. The new note window opens and the title area is selected so that you can start right off adding a title for your new note.



Phoning in Your Note

If you're using a smartphone, open a new note by tapping the New Note icon (+) in the tool area of the phone display.

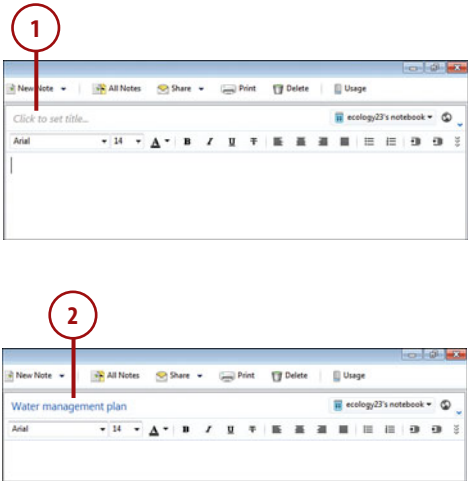
What's the Limit?

Evernote does have a monthly limit to the number of notebooks, notes, and tags you create. Whether you have a free or premium Evernote account, you need to keep your creative vibe under 250 notebooks, 100,000 total notes, or 10,000 tags. That seems possible, right?

Adding a Note Title

Searching for the notes you need in Evernote is a simple process, so you may not think a title matters much. Although your tags and searches are likely to help you find what you need, naming your notes in such a way that the titles remind you of the content you're capturing is always a good idea. This is also helpful when you're sharing your notes and want others to be able to see quickly which notes are likely to have what they need.

1. In the New Note window, click in the Click to Set Title area. If you have typed text into the body of the note already, Evernote automatically uses that first segment of text as the note title.
2. Type the title for the note.



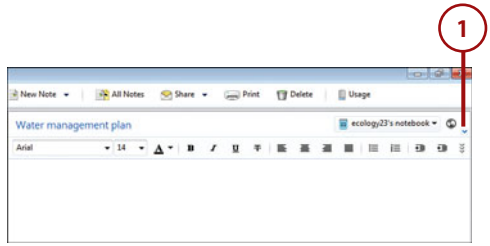
Where Do You Want to Store That?

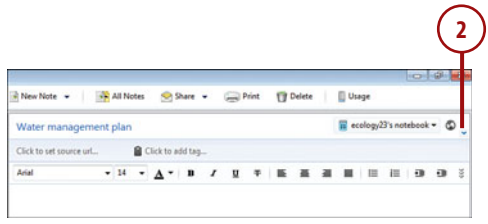
If you have created multiple notebooks (you learn how to do this in Chapter 9, "Creating and Managing Notebooks"), you can choose the notebook in which you want to store the new note by clicking the arrow to the right of the notebook selection and clicking your choice. Evernote also makes it easy to move notes from notebook to notebook. (You also learn to do that in Chapter 9.)

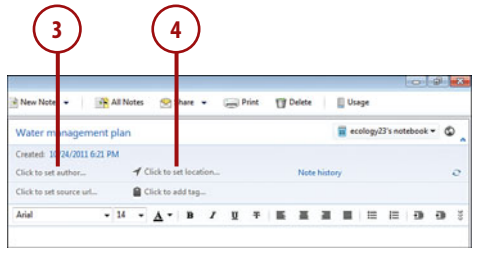
Adding Author Name and Location

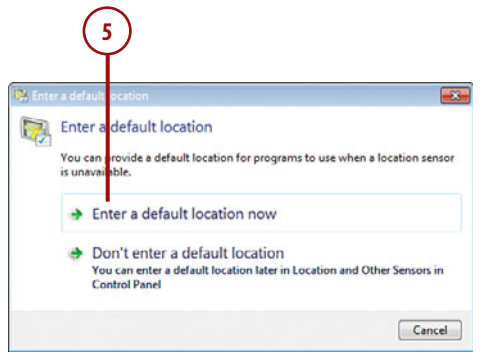
You can add what Evernote calls *attributes* to your notes to include additional information so that you know who created the note (which is particularly useful if you are working with shared notebooks) and where the note was created.

1. In the new note window, click the attributes arrow. This displays one row of note attributes.
2. Click the arrow a second time. Now you see all the note attributes for the new note.
3. Click in the Click to Set Author area and type the author name.
4. Click in the Click to Set Location area. The Enter a Default Location dialog box appears.
5. Click Enter a Default Location Now.

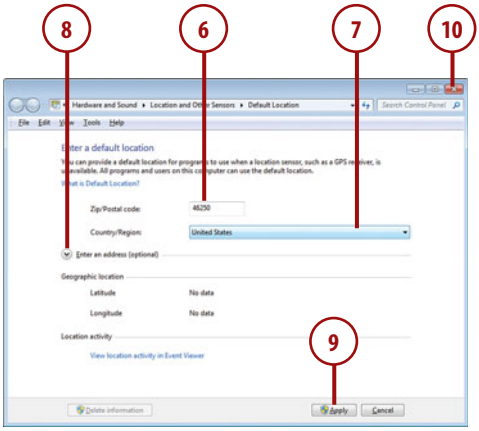








6. Type your ZIP code.
7. Choose your country or region.
8. If you want to enter your address, click the Address arrow and enter your address, city, and state.
9. Click Apply.
10. Click the Close box.



Going to the Source

Later you will learn to use web clipping to add notes from the web to your Evernote pages. One of the note attributes' displays gives you the option to set the source URL of the information you enter. Here you can paste the web address of the site you're clipping from, and it will always stay with the note saved in your Evernote notebook.

Adding Attributes the Mobile Way

When you are adding a note from your mobile device, you can choose the notebook to which you want to add the note and select the tags you want to assign, but you can't change the other note attributes like those available to you in your Windows or Mac versions.

Typing or Pasting Note Content

Now comes the fun part. What do you want to add to your Evernote page? Are you researching new hiking boots, grabbing content for a new album you're creating, planning a great dinner party, or planning a family vacation? Or maybe your notes will be about a project you're working on or new business opportunity you're considering.

Whatever your interest, the next step is to add the content to your Evernote page. You can do this by typing the note, copying and pasting content into the note, or simply dragging and dropping content to the waiting page.

How Big Can Your Notes Be?

Evernote does have a maximum size for individual notes, but it's a high limit. If you are a free account user, the largest note you can create is 25 MB, including any files you attach to the note. If you are a premium account user, you can create notes up to 50 MB in size.

>>> Go Further

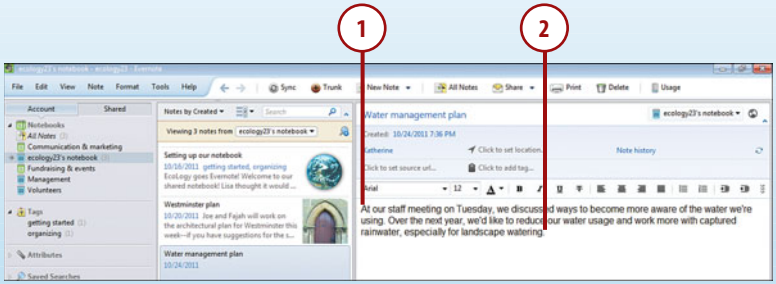
SAVING AND SYNCING YOUR NOTES

When you're finished adding content to a note, there's no need to save the note; Evernote does it automatically for you. You can simply click the note by clicking the close box or click a different note you want to view. Evernote automatically saves the note and syncs it with the Evernote server so that all your notebook versions have the same content.

You can control how often Evernote syncs your notebooks by clicking Tools, choosing Options, and clicking the Sync tab. Make sure the Synchronize Automatically checkbox is selected, and click the arrow and choose how often you want Evernote to synchronize your notebooks—from every 15 minutes to once a day. Click OK to save your changes and return to your notes.

Typing Note Content

There's not too much that's easier than adding a note in Evernote. Just click in the note area and start typing. Let's try it out.



1. Click in the note window.
2. Type the text you want to add.

Adding Images

You can also add images from your desktop by dragging them and dropping them into your Evernote note. You'll learn more about working with images in Chapter 5, "Adding and Working with Images."

>>> Go Further

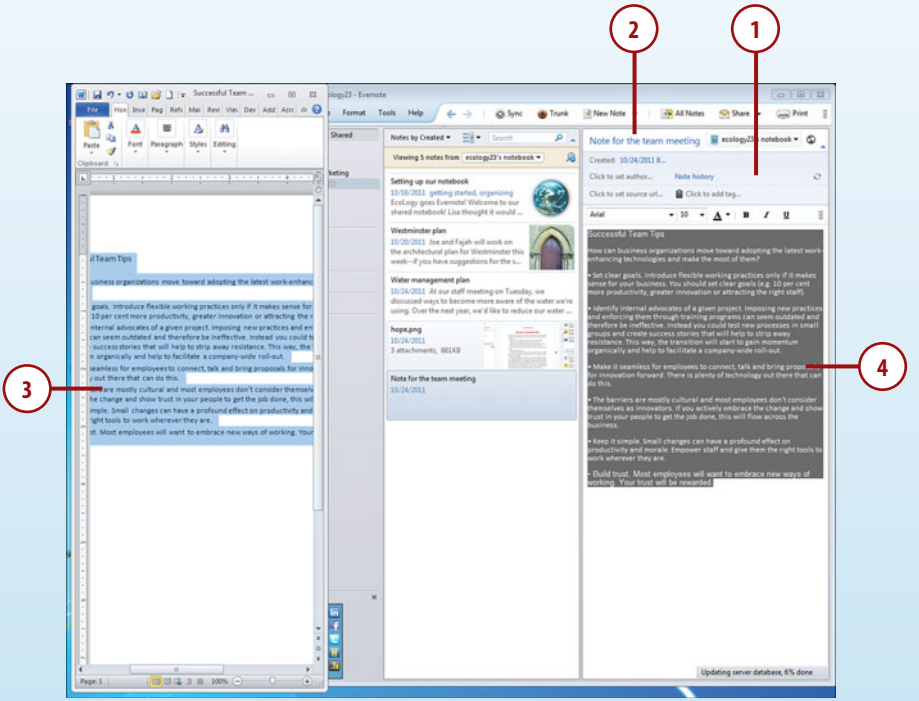
GRABBING ISIGHT NOTES ON YOUR MAC

On the Mac, you can add an iSight note that adds a photo (taken by the webcam) directly to the Evernote notebook you choose. Click iSight Note at the top of the Evernote window, and the Snapshot window opens. Click Take Photo Snapshot in the lower-left corner of the window, and a red bar appears, counting down 3, 2, 1, and then the snapshot is taken. The image appears in the Snapshot window, and if you want to keep it, then click Add to Evernote. If you want to delete the image instead of adding it, click Discard.

If you keep the iSight Note, it is added to a new note in Evernote. Add the title and any other note attributes, such as author, tags, or text, and close the note. Evernote will automatically sync the note with the server and your notebooks on other computers and devices.

Dragging and Dropping Note Content

Another great—and super easy—feature of Evernote enables you to drag and drop content to your Evernote note. You might do this, for example, when you're working with a file open on the screen and you want to make a mental note to remember something you've just read. You can just highlight the idea and drag it right to your notebook. Sweet.



1. Create a new note in Evernote.
2. Add a note title if you want.
3. Highlight the content you want to copy to Evernote. Whether you're using a PC or Mac, press and hold Shift and drag the highlighted content to the new note page.
4. Release the mouse button on the Evernote note page.

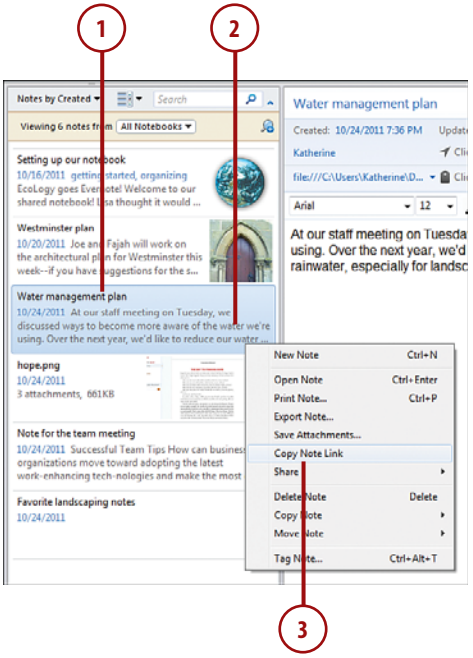
Notes and Notebooks: Happily Ever After

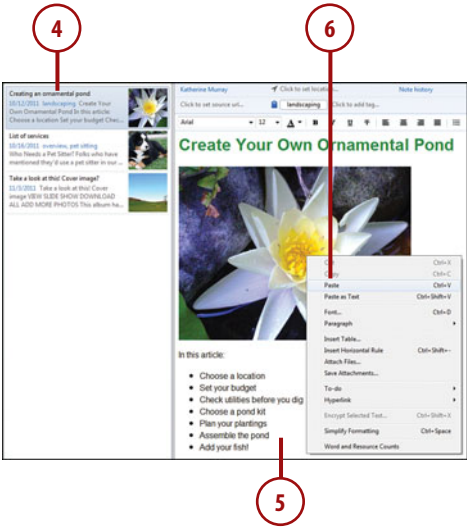
One of the great things about Evernote is that it doesn't force you into organizing your notes in any particular way. If you simply want to create hundreds of notes and use Evernote's search capability to find what you need, you don't really need to create notebooks. However, most people (and I'm one) like to create notebooks to store notes that are related to specific topics. You might have one notebook for a work project, for example, and have another notebook to store information related to your kids' sports activities. In Chapter 9, "Creating and Managing Notebooks," you learn how to create, organize, import, and stack your notebooks so that you can easily find the notes you need.

Adding Note Links

As you continue adding notes, you may notice a pattern developing. Perhaps you want to link the notes so that you can access them sequentially, one after another. You can easily add a link to a note by following these steps.

1. Select the note for which you want to create a link.
2. Right-click the note.
3. Click Copy Note Link.
4. Click the note where you want to paste the link.
5. Right-click the note area.
6. Click Paste. Evernote adds the note name and link to the note window.





Copying a Note Link on a Mac

If you want to copy the note link on your Mac version of Evernote, press Control while you click the note in the Evernote window. In the list that appears, click Copy Note Link.

Create a Note Index

You can do lots of things with note links to make your life easier. For example, you can create a new note that includes a collection of links all related to a specific topic; that way you can always find the notes you need easily.

It's Not All Good

Linking Your Notes for Others, Too

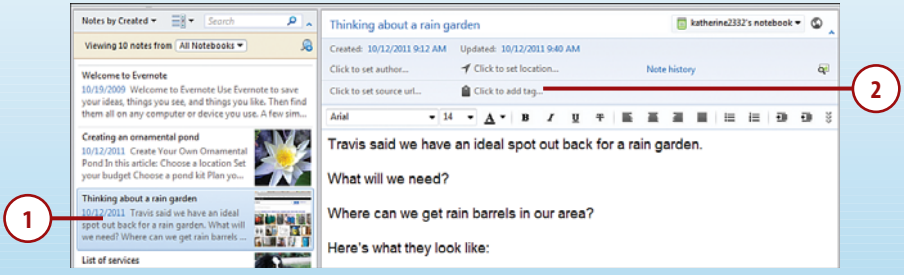
When you use Copy Note Link, a link to that note is placed in memory, and you can paste it wherever you want. Keep in mind that the note links are just for notes within your account, however; they aren't for sharing with other users. If you send friends or teammates the link you copied, they won't be able to get to the note content in your notebook. You can create a shared link and send it to other users by right-clicking the note and choosing Copy Shared Note URL To Clipboard in the Sharing menu. Now you can paste *that* link into the message you share with others and they will be able to view the note content you posted. If you've opted to share the notebook publicly, users won't need an Evernote account to see your notes; if you have decided to share a private notebook, other users will need to log in with their Evernote accounts before they can view the information you've shared.

Adding, Assigning, and Removing Tags

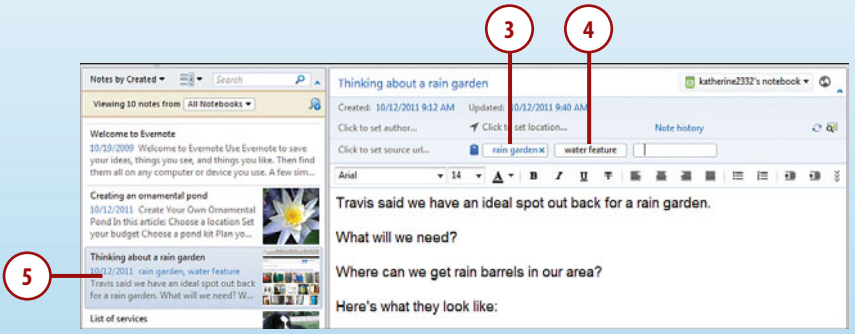
Tags give you an easy way to categorize your notes so that you can find them again later. When you add a tag to a note, you assign a small word or phrase that then becomes available for other notes. You can click and type a tag to add it to a note, or you can drag and drop a tag from the tag list to the note to tag it. You can also easily rename and delete tags as needed.

Tagging Your Note

Earlier in this chapter you learned about note attributes, those bits of information such as the author name or location you can add to a note you create. You can easily add tags to your note by clicking and typing the tags you want to add in the note attributes area.



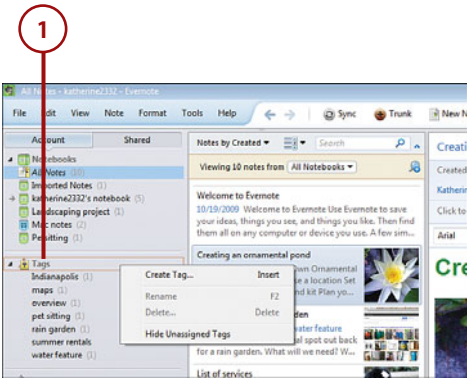
1. Click the note you want to tag.
2. In the note attributes, click the Click to Add Tag link.

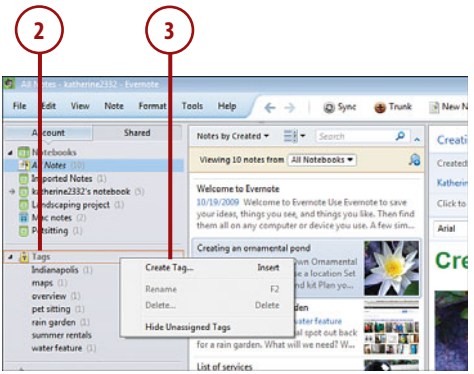


3. Type the tag you want to add and press Enter.
4. Type another tag if you like and press Enter.
5. Evernote records the tags and displays them in the note summary in the center of the Evernote window.

Adding and Assigning New Tags

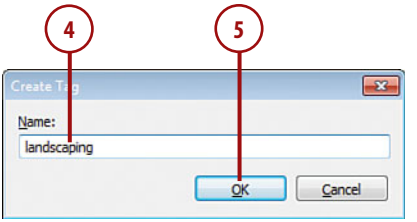
If you have a specific set of tags you want to apply to the content you add in your notebooks, you can create tags directly and then apply them to the notes you add. Evernote lists the tags you create in the Tags area in the left panel of the Evernote window.

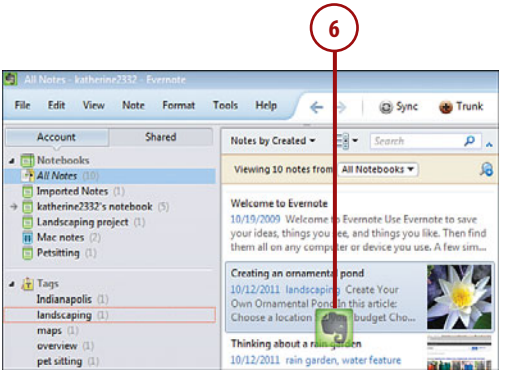




1. Click Tags to display the list of existing tags.
2. Right-click the Tags area.
3. Click Create Tag. The Create Tag dialog box appears.

4. Type a name for the new tag.
5. Click OK. Evernote adds the tag to the list in the left panel.
6. Assign the new tag to your notes by dragging the tag to the note and releasing the mouse button.



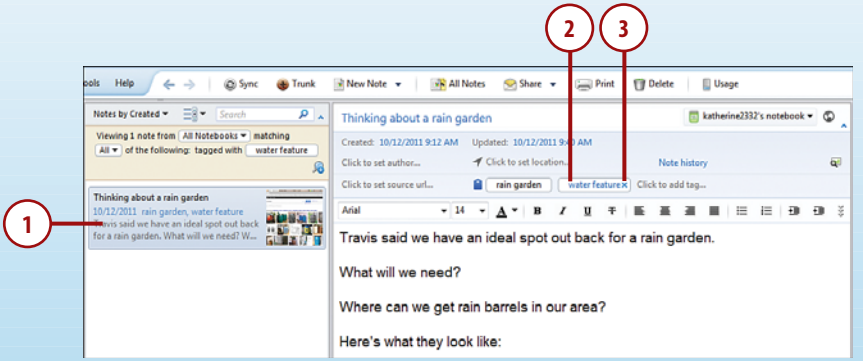


Renaming Tags

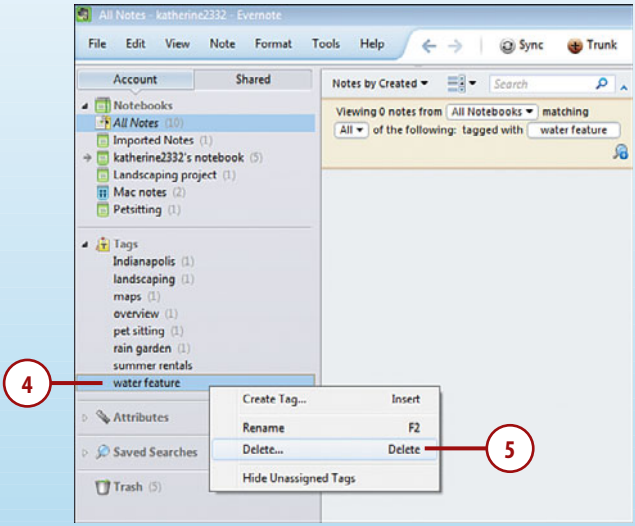
You can easily rename tags you create in Evernote. Simply right-click the tag and choose Rename Tag from the list that appears. Note that when you change a tag, however, the tag is changed on all your notes. For example, if you change the tag *water feature* to *waterscape*, all notes that previously had the *water feature* tag will now have the tag *waterscape* applied to the note content.

Removing and Deleting Tags

The possibility exists that you will assign tags to notes and then think better of your choice. Luckily you can easily remove tags you've assigned by mistake. You may also want to delete tags you no longer need. Both procedures are simple.



1. Click the note that includes the tag you want to remove.
2. In the note attributes, select the tag you want to delete.
3. Click the X to the right of the tag name. Evernote removes the tag from the note.



4. When you want to delete a tag completely so that it is removed from all notes that include it, right-click it in the Tags area of the left panel.

5. Click Delete. The Confirm Action dialog box appears, letting you know that continuing this action will remove the tag and all sub-tags associated with it. Click Delete Tag to remove the tag, and it disappears from the Tags list on the left side of the Evernote window.

>>> Go Further

ASSIGNING MULTIPLE TAGS AT ONCE

You can also use a tool in the Note menu to assign multiple tags at once. Begin by selecting the note you want to tag, and then click Note to display the Note menu. Click Tag, and the Assign Tags dialog box appears.

Go through the list of tags in the dialog box and click the checkboxes of any you want to assign to the selected note. You can also click Select All if you want to assign all tags at once.

If you want to add a new tag, click in the Add a New Tag box and type the tag you want to add. Click Add to add it to the list. When you're finished, click OK, and Evernote adds all the tags to the note you selected.

Emailing Notes to Yourself

When you are out and about in the world—armed with your mobile phone or your tablet or netbook— you'll likely find all kind of items you want to add to your Evernote notebooks. Maybe you're at a meeting and you want to grab a photo of a logo on your cell phone and send it directly to your Evernote account. Or perhaps a client sends you an email message you want to be sure to include in a notebook about a project you're working on. In both of those situations—and many, many more—you can email your notes directly to your Evernote notebook, using a unique email address Evernote provides for you.

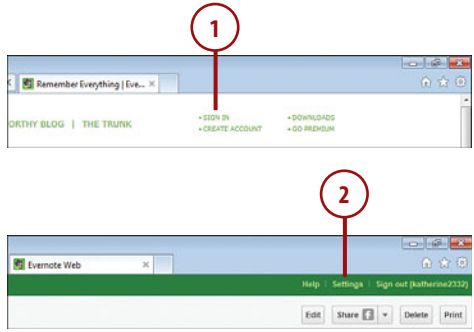
Limits to Your Note Mailing

Evernote does have a limit to the number of emails you can send to your Evernote address per day. If you have a free Evernote account, you can send up to 50 emails a date to your Evernote notebooks; if you are a premium account user, you can sent up to 250 emails per day. The totals reset at midnight, Pacific time, each day.

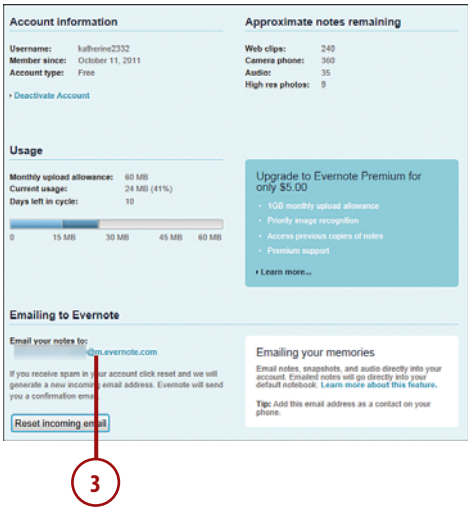
Finding Your Evernote Email Address on the Web

Evernote automatically assigns a unique email address to your Evernote account. To find the email address, log in to Evernote on the web and go to your account Settings.

1. Go to the Evernote home page (www.evernote.com) and click Sign In.
2. Click Settings.



3. In the Emailing to Evernote section, the email address will be displayed. Click the link to open a new email message window, add text in the Subject line, and click Send to test the account.



Reset Your Email Address

If you aren't thrilled, for whatever reason, with the email address Evernote has assigned to your notebook—or if you're worried that you may have inadvertently shared the email address with others—you can have Evernote reset your email address. Log in to Evernote on the web and click Settings; then click the Reset Incoming Email button in the Account Summary page.

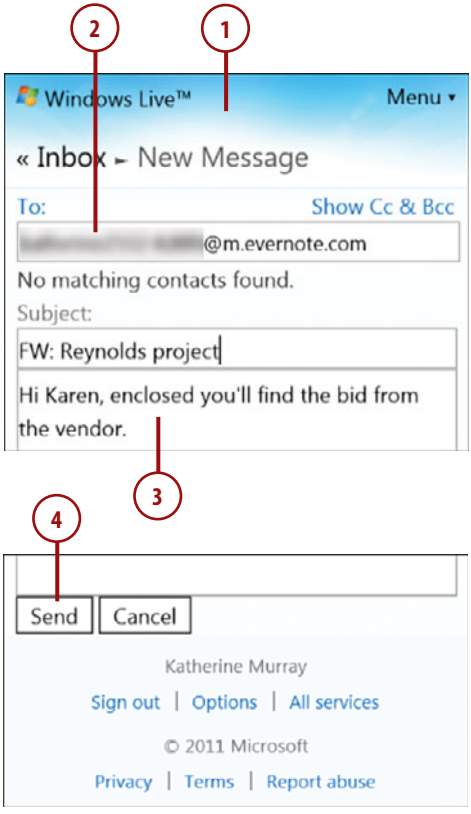
TABLE 3.1 FIND YOUR EMAIL ADDRESS IN DESKTOP OR MOBILE APPS

On Your	Do the Following
Android	Tap the Evernote menu and Settings
iPad	Tap Settings, scroll down and tap the Evernote email address
iPhone	Tap All Notes in the Evernote app menu, and tap Settings
Mac	In the Evernote app menu, tap Account Info tab
Windows	Click Tools and click Account Info

Sending Notes to Yourself by Email

After you find your email address, be sure to add it to your phone, your email client, and all your web accounts and mobile devices. That way you'll be ready to email your notes when inspiration strikes.

1. On your phone or desktop mail client, open a new email message.
2. In the To box, enter or select your Evernote email address.
3. Add the note content to the body of the message.
4. Click or tap Send. The note is added to your default notebook in Evernote and will be synced with your notebook on all computers and devices you use.



>>> Go Further

FILE AND TAG YOUR EMAILED NOTES AUTOMATICALLY

You can tell Evernote which notebook you want to save a specific note to by adding an @ sign and the name of the notebook to the subject of your email message. For example, to add an article about creating a rain garden to your Landscaping notebook, you could use the following subject line:

Create a Rain Garden @Landscaping

If you want to automatically tag the note you are emailing to your Evernote notebook, you can do so by adding hashtags to the message subject line. If you want to add the tags *water feature* and *garden design* to the note you're emailing to yourself, your subject line could look like this:

Create a Rain Garden @Landscaping #water feature #garden design

Note that any tags you use as part of an email message must already exist in Evernote.

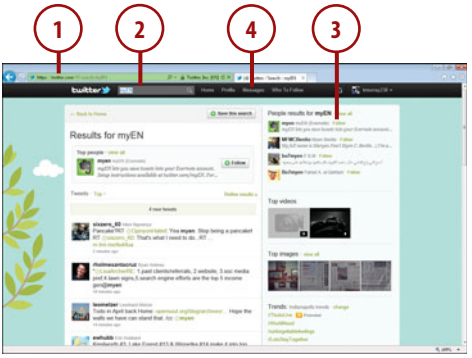
Tweeting Your Notes

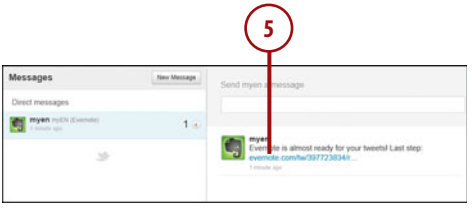
If you're a Twitter fan, you are already aware of the waves and waves (and waves!) of information available in those short, 140-character tweets. Whether your interest is technology, turtles, or truffles, you will find a constant stream of information tweeting your way. When you find tweets that you want to save to your Evernote notebook, you can retweet the post or send it as a private direct message directly to your Evernote account.

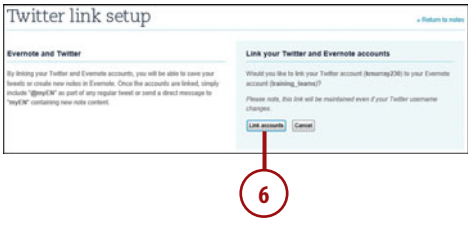
Setting Up Your Twitter Stream

The first step involves signing up to follow Evernote on Twitter. Then the Evernote account will follow you back, and you'll be ready to begin! Here are the steps:

1. Go to Twitter at www.twitter.com.
2. Search for myEN.
3. Click Follow. Almost instantly, Evernote will Follow you and send you a direct message.
4. Click Messages.
5. Click the link in the Evernote message to set up your Evernote account to receive tweets.
6. Click Link Accounts.







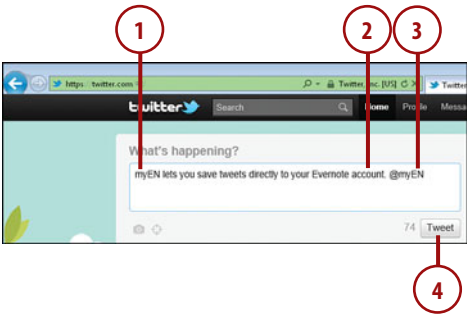
Checking Twitter Info

After you click Link Accounts, your Evernote Settings are displayed. To review the information from Twitter, click the Twitter category in the left side of the window. If you want to unlink Twitter from your Evernote account at a later time, click Remove Twitter Account.

Tweeting to Evernote

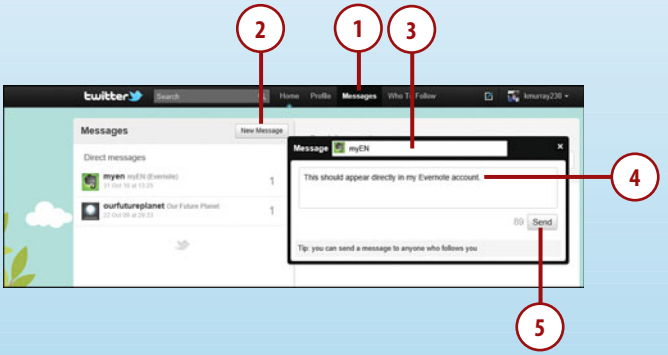
After your account is set up and ready to go, you can just tweet your information directly into your default Evernote notebook. You can send Twitter messages two different ways: You can send a public tweet and send it to your Evernote notebook at the same time, or you can send a private direct message directly to your Evernote notebook (for your eyes only).

1. In your Twitter account, click in the update box.
2. Type the information you want to tweet publicly.
3. Add @myEN to the end of your tweet.
4. Click Tweet. The tweet is added automatically to your default Evernote notebook.



Sending Direct Messages to Evernote

If you don't want to share your tweets with the world but you want to add them to your Evernote notebook, you can send yourself a direct message from Twitter.



1. In Twitter, click Messages.
2. Click the New Message button.
3. In the Message window, address the message to myEN.
4. Enter your note in the text box.
5. Click Send.

>>> Go Further

TEXTING TO EVERNOTE

You can also use the SMS capability on your phone to send text messages directly to your Evernote account. Create a new text message and address the message to 40404.

Now in the body of the text message, type **d myEN**, followed by the note you want to send. Tap Send, and the next time your notebook synchronizes, you'll see your text messages in your default Evernote notebook!

This technique does, of course, require a Twitter account. If you want to text notes from your phone to your Evernote account without using Twitter, you can send text messages to the email address Evernote assigns to your account.

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