

Evernote Trainer's Guide

Evernote must be downloaded from:
<http://www.evernote.com>

It must be downloaded and installed on your desktop prior to the training. The website also details instructions for download and installation. It is available for Windows and MAC, and various portable systems, such as the Blackberry and iPad. In addition to downloading and installing the software onto your desktop, you will need to register for an account online. Having an account will allow you save information from your account to their online server.

For the training, demonstrate how to use the following features. Give participants the opportunity to follow along and complete the steps to use each feature. Provide a brief period of time after the guided practice for participants to explore the application independently.

To create a new note:

1. Select the 'New Note' button from the toolbar
2. Enter text (e.g., typing, copy/paste) into the window

To add a tag to a note

1. Select the note you wish to add a tag to (upon selection, the note will appear in the window on the right)
2. If the note does not have any tags
3. Select 'Click to add tags'
4. Type the tag in the yellow text box

If the note has a tag

1. Click to the right of the last tag
2. Type the tag in the yellow text box

To remove a tag,

1. Click on the 'X' in the text box of the tag you wish to remove

To attach a web page to a note

2. Select the note you wish to attach a web page to (upon selection, the note will appear in the window on the right)

3. Select 'Click to set source to url'
4. Type the website in the 'Set source url' window
5. Select 'OK'

To use the search feature:

1. Type a tag or keyword in the search bar (located in the upper right corner of the screen, with the magnifying glass)
2. The middle column will display notes that contain only the searched tag or keyword

To create a new notebook:

1. Select 'File'
2. Select 'New Notebook'
3. Type the name of the notebook in the text box
4. Select 'Synchronized' (to save information from the new notebook to the Evernote online server) or 'Local' (to save information from the new notebook only to the computer it is created on)
5. Select 'OK'