

# Evernote

GoSkills online course syllabus

Monday, August 10, 2020

**Skill level**

Beginner

**Lessons**

40

**Accredited by**

CPD

**Pre-requisites**

None

**Video duration**

2h 10m

**Estimated study time**

20h for all materials

**Instructor**

Natasha Vorompiova

## Getting to Know Evernote

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### Setting up an Evernote Account

If you don't have an Evernote account, follow these simple instructions to set it up.

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### The Toolbar

One of the ways to access account info, synchronize notes, create new notes, perform searches, etc.

3

### The Sidebar

The Sidebar (also referred to as the Left Panel) shows you the broadest level of categorization of your Evernote documents.

4

### The Middle Pane

The area to the right from the Sidebar is the main display area.

5

### Work Chat

Work Chat allows you to chat with others—either individuals or groups. You can also share individual Notes and entire Notebooks using Work Chat.

6

### Desktop vs. Web Versions

When creating an Evernote account, make sure to download Evernote to your computer. When you do that, Evernote will store local copies of all your notes, so that you can access them more quickly and when not online. When you go back online, your notes will be synchronized, with a copy in the cloud and another copy on your home computer.

## Notes

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### Evernote Note (Overall Structure)

Imagine a bunch of folders with documents in a file drawer. Evernote is the file drawer, Notebooks are the folders, and a Note would be an individual sheet of paper -- one document in one of the folders.

**8** **Formatting**  
Use Formatting when you want to alter the style of the text of your Note, add a list or layout elements.

**9** **Reminders**  
For time sensitive items, take advantage of Evernote's reminder feature.

**10** **Note Links**  
Note links come in very handy when you cross reference or share the Notes.

**11** **Sharing a Note**  
If you want to give someone access to the contents of your Note you can easily share it.

**12** **Performing Actions with Multiple Notes**  
When you want to make modifications to several Notes at once.

## Notebooks

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**13** **Notebooks (creating, deleting)**  
Notebooks are used to store and organize notes in a logical way.

**14** **Sharing Notebooks**  
If you want to give someone access to the contents of your Notebook you can easily share it.

**15** **Creating Notebook Table of Contents**  
Creating a Table of Contents is a fantastic way to bundle links to individual notes into a single Note.

**16** **Notebook Stacks**  
Notebook stacks are used to organize notebooks by certain characteristic.

**17** **Organizing Notebooks**  
If you'd like to structure your Notebooks so that you can quickly find what you are looking for, it's best to organize them.

## Tags

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**18** **Tags**  
Tags are used to organize notes.

## 19 Tagging Strategies

Since it's very easy to have more tags than necessary, it's important to develop a strategy that you follow when tagging your Notes.

## 20 Organizing Tags

If you'd like to have a structure for your tags so that you can quickly find what you are looking for, it's best to organize your tags.

# Finding Information in Evernote

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## 21 Basic Search

Evernote's search function is very powerful and allows you to quickly find documents without having to remember in what notebook you saved them.

## 22 Search Operators

When searching in Evernote, use search operators to narrow down your search.

## 23 Saving, Retrieving, Deleting a Search

If you find yourself running the same searches on a regular basis, you can create a shortcut for yourself by saving that search. Naturally, you can always modify it and delete it altogether once you no longer need it.

# Getting Information to Evernote

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## 24 Clipping From Desktop

It's very overwhelming to hunt for key information in multiple locations. Mastering different ways of getting information into Evernote will help you to turn Evernote into a single information hub.

## 25 Emailing into Evernote

If you'd like to save in Evernote information received via email, you can forward your emails into Evernote.

## 26 Webclipper

When you need to clip webpages, articles, or URLs, take advantage of Evernote's Web Clipper.

## 27 Skitch

Skitch is an amazing tool to grab and annotate images and send them into Evernote. It's very handy to give instructions, draw attention to something, or save an image as an idea or inspiration.

# Keeping Evernote Organized

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## 28 Organizing Evernote Using Notebooks

Evernote doesn't have a rigid built-in structure for organizing your information. So, you've got to take matters into your own hands and organize your Evernote yourself. One way to do it is by using Notebooks.

**29** Organizing Evernote Using Tags  
Another way of organizing your Evernote by using tags.

**30** Maintaining Evernote  
Evernote has the potential to become your “external brain,” which makes it extremely important for you to keep your information in Evernote as orderly as possible.

## Uses of Evernote

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**31** Managing Tasks  
Evernote is not a dedicated task-management tool, but makes it very easy for you to manage your task lists.

**32** Managing Projects  
Evernote is a unique platform that allows us to manage projects with ease.

**33** Nurturing Relationships  
Evernote can help you to master the skill of nurturing relationships and makes it amazingly easy to keep in touch with others.

**34** Evernote for Organizing Events  
Event planning isn't easy, especially because you're also working, raising a family, studying, and being responsible for a thousand and one other things. Evernote is your all-in-one solution to planning.

## Evernote Hacks

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**35** For Small Business Owners  
You could run your business using only Evernote even without upgrading to paid levels.

**36** For Bloggers  
If you'd like to create a more organized approach to your blogging, Evernote is just the tool to help you.

**37** For Travelers  
If you love traveling, all information like researching interesting destinations, packing lists, and even pictures you take while on your trip can live in one single place in Evernote.

**38** For Parents  
Evernote can greatly help if trying to stay on top of everything you need to do as a parent.

**39** For Students  
Evernote is a perfect tool for students who take notes during lectures, collect research for papers, collaborate with others, or study for a test.

# Unconventional Uses of Evernote

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## 40 Unconventional Uses of Evernote

Evernote is one mighty tool. Pick something that you do that requires remembering or storing information and play with ways to use Evernote to manage that activity.

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