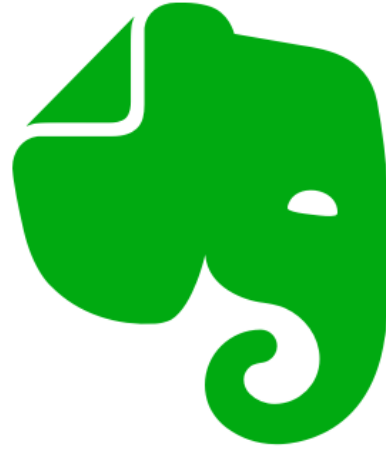


Evernote



For Everything

How To Store and Organize Life's Most Important Data

G. William James

Handheld Computer Solutions

How To Keep In Touch

www.gwilliamjames.com

william@gwilliamjames.com

@MyGWilliamJames



Handheld Computer
Solutions



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G. William James



RealGWilliamJames



Individual / Group Consultation

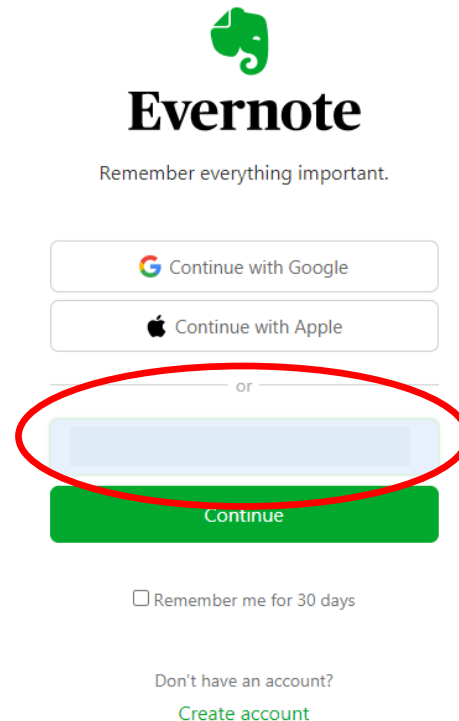


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- ☐ Time management/mobile organization
- ☐ Online video marketing strategies
- ☐ Google Workspace (Google Enterprise Apps)

Schedule an appointment today
william@gwilliamjames.com

william@gwilliamjames.com

Subject Line Only!!!
(Your EN Login name)



The image shows the Evernote login page. At the top is the Evernote logo (a green elephant head) and the text "Evernote" and "Remember everything important." Below this are two buttons: "Continue with Google" and "Continue with Apple". Below these is a red circle highlighting a light blue rectangular input field. Below the input field is a green "Continue" button. At the bottom, there is a checkbox labeled "Remember me for 30 days" and a link "Don't have an account? Create account".

Evernote
Remember everything important.

Continue with Google

Continue with Apple

or

Continue

☐ Remember me for 30 days

Don't have an account?
[Create account](#)



How I Use Evernote

Multiple Graphic Displays

1. **Apple Devices** (App Store)

Looks and feels like most iOS applications

2. **Android Devices** (Google Play)

Conforms to the screen tap integration of Android devices

3. **Evernote Web**

Log in at www.evernote.com

4. **Evernote Windows or Mac App.:**

Download at evernote.com



Your Evernote Account

Multiple Graphic Displays

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4. **Evernote Windows or Mac App.:**

Download at evernote.com



Your Evernote Account

Choose Based On Your Needs

1. Evernote Basic- Totally Free

- Sync is limited to only 2 devices
- 60 MB of new uploads per month
- 25 mb per note
- Searches for text in images

2. Evernote Premium \$7.99/month

- Sync is open to all your devices
- 10 GB of new uploads per month
- 200 mb per note
- Access Notebooks Offline
- Email Forwarding into Evernote
- Live Online support

3. Evernote Business \$14.99/month

- Search for text in PDFs and Office Docs
- Scan and digitize business cards
- Present Notes
- Team Collaboration



Evernote For Everything

Creating A System

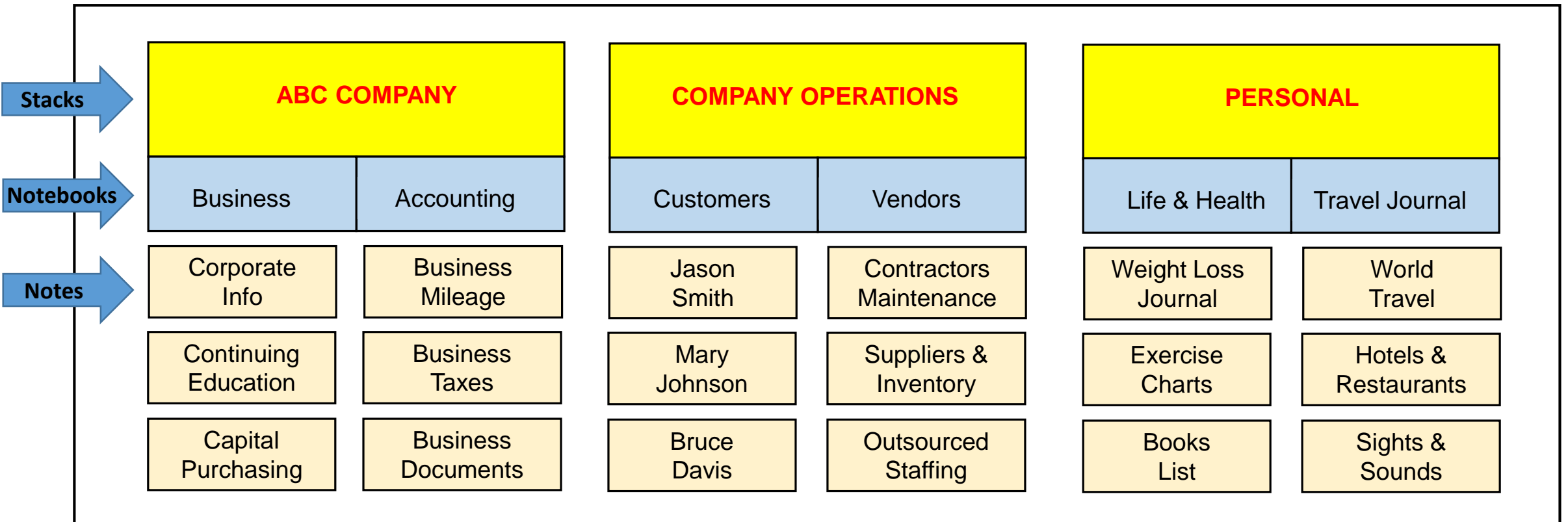
- ▶ **Notes-** Individual items of information filed inside notebooks
- ▶ **Notebooks-** A collection of organized notes
- ▶ **Stacks-** Make a Stack to build Categories of notebooks

Evernote Is An Organized Architecture

It starts by creating a system



Knowing how to organize your notes within your notebooks, making notes easily searchable, tagging notes for organization and making notes easy to share are the keys to creating a system that will serve you well in Evernote.



Evernote Is A Search Engine



Search for any text or image of text

Evernote search is powerful. It may look like a simple text search field, but advanced search syntax gives you the ability to search your notes by the date they were created, the type of media they contain (audio, images, etc.)—even where they were created.

- **Standard Search** Using any keyword, the Evernote will locate every instance if the queried term.
- **Tag Search**
- **Search Syntax-** Uses advanced identifiers for a more detailed search
 - Specialized, more advanced search options
 - Search by date, time, Clipped notes or has checkboxes, etc.
 - <https://help.evernote.com/hc/en-us/articles/208313828>

Evernote



The Evernote Web Clipper

- **A browser extension** That lets you capture web pages, article and useful information directly off the site and into a note on your Evernote. The Web Clipper is perfect for
 - Researchers
 - Project Managers
 - Product comparisons
 - Bargain Hunters
- **Capture-** Valuable information for future reference
 - Contacts from LinkedIn
 - Real estate listings
 - Articles and blog pages
 - Screenshots
- **Sync-** Sync the notes across all your devices
 - Add to Chrome, Safari and FireFox browsers
 - Add to mobile browsers Chrome and Safari





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- Google Calendar Magic
- Master Your Google Drive Part I
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THANK YOU!



william@gwilliamjames.com