



# How to Use Evernote for Writing and Research

*Nancy Hendrickson*

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## **Evernote : The Key to Uncluttering Your Desktop, Your Browser and Your Brain**

If you're a writer you won't believe how you survived before you started using Evernote. And I'm not only talking about people who write for a living - I'm also talking about people who write for business or school. Evernote really is the storehouse of

- random thoughts
- meeting notes
- research
- images
- book outlines
- project outlines
- audio interviews
- deadlines
- assignments
- collaborative notes

in other words - anything you need to remember. In fact, Evernote is so good at what it does that the company's motto is Remember Everything.

## **Don't Risk Losing Important Writing or Research**

Back in the day it was easy to stuff pieces of paper into a filing cabinet. Chances are that once the paper was filed you rarely went back to it. Even now, you may use your computer as a filing system - exchanging metal file drawers for hard drive Folders and Sub-Folders. But even that system has its limits. That's because it relies on you remembering the names of folders and files.

With Evernote, the entire system is graphical - that means you can click on an Evernote folder and instantly see the picture of the website, screenshot or image you saved. Which reminds me - did I mention you can also save audio and video files? And, Evernote syncs perfectly with your tablet, iPhone or Android. Evernote has such a powerful on-board search engine that all you have to do is enter a word or two and it will pull up everything you've saved that fits the search criteria. You don't have to remember anything because it remembers everything.

### **What You'll Learn**

- how to set up your account
- downloading Evernote for your mobile device or desktop
- syncing between devices
- setting up Folders and Notes
- the value of tagging

- how to be an Evernote power searcher
- setting up research notebooks
- mobile Evernote
- Evernote apps
- how to collect digital content
- how to use Skitch - the free Evernote mark-up app
- tagging geolocations
- how to use Evernote with the iPhone's Siri
- free ways to store tweets, Facebook posts and more to Evernote
- and bunches more

## **Written for Anyone Who Writes, Researches or Finds Things Online to Save**

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