

# **Evernote. Frequently Asked Questions**

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# What is Evernote?

Evernote is an application that helps you remember things. It captures information: notes, text, pictures, web pages, documents, audio, voice memos, web cam video, to do lists; syncs your information to all your devices and allows you to easily search for information.

Wikipedia Definition

**"Evernote** is a suite of software and services designed for notetaking and archiving. A "note" can be a piece of formatted text, a full webpage or webpage excerpt, a photograph, a voice memo, or a handwritten "ink" note. Notes can also have file attachments. Notes can be sorted into folders, then tagged, annotated, edited, given comments, searched and exported as part of a notebook."

Evernote has common features with Google Drive and Dropbox. Files are stored in the cloud, accessed from multiple devices and easily searched.

It is not just an app, its a platform. Because of the Market, App Center and third party apps, the more versatile Evernote is.

Evernote can be a lot of things, its just a tool. The most significant feature is Web Clipping and archiving of information.

Some see it as a digital filing cabinet, but I see it as more than that.

It depends on how you use it. It is flexible. That is why so many people struggle with what it does. Why use Evernote when you already have email, to do lists, searchable drives (Dropbox and Google Drive)? Why learn something new? Evernote does a lot of what many applications already do. Why try and incorporate all these applications in one program?

Evernote is awesome for collecting information. It has powerful search features that make finding things easy.

Evernote really shines when it comes to syncing. Your notes are synced across all your devices. Your important notes are always with you, where ever you go. This is gold.

## **Structured data v's Unstructured Data. Who cares!**

If you have structured data, you are better off not using Evernote for this task. Lets imagine you have 10,000 customers and you need to store address, phone numbers, what they purchased and the like. Putting this information into Evernote is possible but not efficient. There are already applications that handle customer information(CRM). These applications are designed to sort, filter, display data and generate reports. They are efficient.

If you are trying to store unstructured data, Evernote is perfect.

Evernote works well with unstructured data. Little snippets of information that comes in all shapes and sizes and different formats. There is no complicated structure, just a blank canvas. Each note has a title and body. Similar to email (Subject and Body). You can then attach files to the note just like email. You can search your notes just like you can with email. There are many similarities between email(Gmail) and Evernote and many people believe they can do everything that Evernote offers with GMail and Google Drive. The more you delve into Evernote the more you realize how different it is to Gmail and Google Drive.

# Why Use Evernote?

Good question. Why would you use Evernote? It depends on what problems you are trying to solve. If you are researching on writing a book it is invaluable for saving, organizing and referencing web clippings. If you are a student and doing an assignment, you need to save source material and reference latter. If you are a programmer you might want save code snippets so that you can find latter. Here are just some uses for Evernote:

- Saving Articles you find on websites
- Collecting Recipes
- Writing Daily Tasks/To Do lists
- Taking notes
- Saving passwords
- Recording Voice Memo's
- Movie List
- Save Business Cards
- Archive Receipts
- Reminders of Events/To Do
- Write down your goals
- Outlining a book
- Web Research
- Bookmarking Websites
- Archiving Instruction manuals
- Saving Warranty information
- Track Monthly Bills
- Manage your Tax Returns
- Save Bank Statements
- Archive Post-it Notes
- Save whiteboard notes
- Project Planning

- Store Contact Information like names, phone numbers and email addresses
- Archive Zip files for later
- Record Tax Invoices
- Setup Reminders to call people
- Save Screen Captures
- Archive Word Documents and easily search latter
- Forward emails for archiving
- Store information about vehicles like odometer, last service, next service, registration details
- Save tweets for latter
- Presentations
- Quickly Share Notes and Knowledge
- Setup Frequently Asked Questions for Staff
- Record Consignment Notes and Delivery Addresses
- Annotate images and share quicky
- Save images of parts used when repairing vehicles
- Create shopping list or Christmas Gift List
- Save Wordpress Installation details
- Archive Facebook Posts
- Research for writing a book

# Who Uses Evernote?

Students, Teachers, Kindle Publishers, Businesses, Researchers and of course everyday people.

Maybe you are a Techie and need refer back to common solutions that you require to troubleshoot PC's. Perhaps you are a teacher and need to organize class notes or markup students reports/essays? Maybe your desk is already covered in Post-It Notes and index cards and you are looking for a better way?

Maybe you don't know what all the fuss is about and just want to find out for yourself if Evernote is something that you can use to make your life a little easier.

Lets admit it. Why else would you want to learn another program. Imagine actually saving time, being more productive, getting things done. Evernote will help you achieve this and more. You will be a raving fan.

Evernote is for everyday people like you and me. It allows us to remember information that would normally be lost.

# What Platforms can I use Evernote on?

- Windows
- Mac
- Web
- Windows Phone
- Windows 8 (Touch)
- iPad,iPhone and iTouch
- Android
- Blackberry
- HPWebOS

# Why Upgrade?

As soon as you start using Evernote, adding documents, pdf's, files, images you are going to use up your 60Mb before the month is out. Get your credit card out and upgrade to either Plus or Premium. Here a list of features you can expect from upgrading. The good news is Evernote gets better over time with even more features to look forward too.

## Features of Plus:

- 1Gb Upload limit and larger note size
- Offline Notebooks
- Passcode lock on mobile apps
- Save emails into Evernote

## Features of Premium:

- All the features of Basic (Free) and Plus
- Unlimited Uploads
- Search inside PDF's, attached documents and faster indexing of text within images
- Create Presentations
- View previous versions of notes
- Annotate PDF's
- Scan Business Cards
- See related content

Premium allows you to add more information into Evernote. The basic version has limitations like how much data you can upload to the cloud. Currently it is 60Mb per month. It doesn't take long and you will be reaching this limit. Upgrading to Plus increases your monthly upload limit to 1Gb of data and note size up to 50Mb. You can purchase additional upload data up to 5Gb per month. There is no limits on data storage. Upgrading to Premium gives you unlimited monthly upload and 200Mb note size.

Searching within a document. For example, if you add a PDF, all the text is indexed and available to be searched later. If you add an image, Evernote will perform OCR(Optical Character Recognition) and index the text within the image much faster than a free account. These features are incredible powerful.

Offline Notebooks allow iOS and Android devices to access Notebooks while not connected to the Internet. If you are somewhere where you have no Internet through

WiFi or Mobile Data, you will not be able to access your notes.

Editing notes that you have shared is a great way to collaborate.

Passcode Lock on your mobile device prevents unauthorized use.

Presentation Mode allows you to present your notes full screen with a nifty little feature that turns your mouse into a simulated laser pointer on the screen.

# What are the Limitations of the Basic, Plus, Premium and Business Accounts?

## **Upload Allowance:**

Basic: 60Mb

Plus: 1Gb

Premium: Unlimited

Business: Unlimited

Tags: 100,000

## **Note Size:**

Basic: 25Mb

Plus: 50Mb

Premium: 200Mb

Business: 200Mb

## **Number of Notes per account:**

Basic: 100,000

Plus: 100,000

Premium: 100,000

Business: 500,000

## **Number of Tags per Note: 100**

## **Number of Personal Notebooks: 250**

## **Number of People you can share Notebooks with:**

Basic: 200

Plus: 500

Premium: 500

Business: 5000

# Final Thoughts

I hope these frequently asked questions have answered your questions about Evernote. If you have a question please email [\*\*feedback@garthscaysbrook.com\*\*](mailto:feedback@garthscaysbrook.com) and I will endeavor to answer them and include them in this document.