

Evernote helps you learn, work and be organised!

999 Views

By Megan lemma | Latest Update Jul 16, 2013 1:11 PM

So, here is Part 2 of the Evernote Series for the Women in Focus Community. I have had several requests, so here are 7 awesome uses for Evernote (and the tips to help you along the way). If you have any questions, please feel free to comment below the article as this will shape the next one in the series.

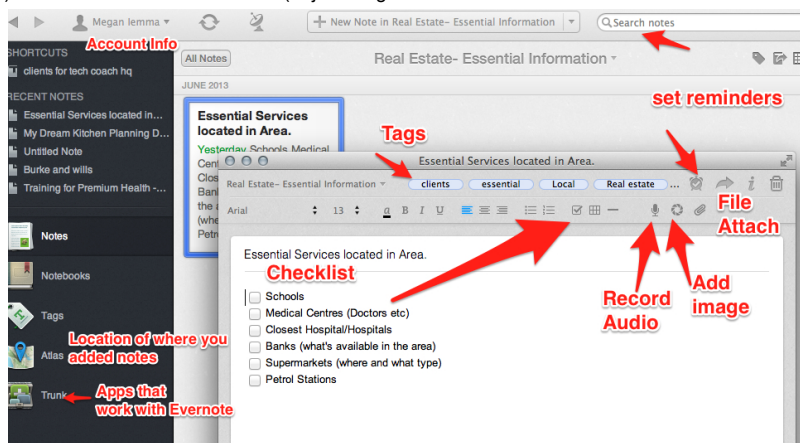


Remember, there is more information on my [Pinterest Evernote for Business Board](#) which I highly suggest you follow as I am always looking to share new tips, tricks and educate people on the benefits of using Evernote.

What can I add to my Notes?

Example: I use the voice recording often to take notes when working with a client (if doing in a meeting always ask permission of those you are recording) and then add the name of the client to find these notes later on.

You can type within a note, add images, and add voice recordings. There is also the ability to attach documents. This means that the documents are then embedded within a specific note. With Evernote Premium and Business, you can search for text within attached documents (such as Microsoft Office and PDF), this feature is not available with the Evernote free account. Clicking on the note (in the note view window) will add a shortcut to the menu (or just drag note or notebook to add the shortcut).



Notelinks (so you can link one note to another)

Example: There is nothing worse, than having multiple links and not leading to anything. By copying a note link (see image below) you can connect all the dots (i.e. research for a project, planning an event).

For a Evernote (Mac Desktop), when in the chosen note to copy, go to Note > Copy Note Link or just right click the note (and choose the Copy Note Link), then just paste the link wherever it's needed (this will directly take you back to the original note).

A great way for copying note links is to highlight a list of notes – and then right click and you can copy all the note links at once. These apps below also share the 'copy link' feature with Evernote.

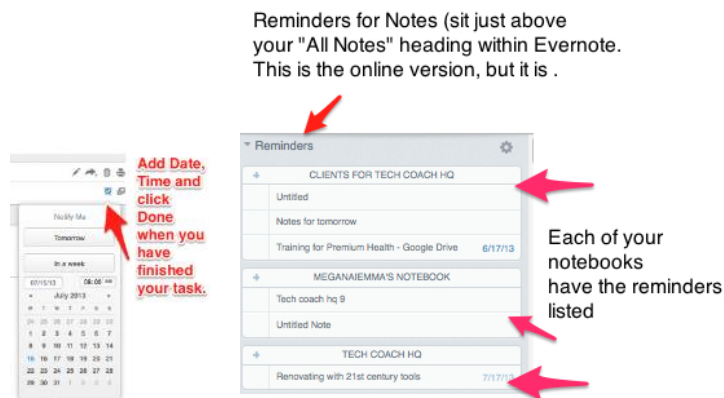
This feature is not available for the iPad, or for the online version of Evernote, however these notelinks are still accessible (you just can't create them).

- [Producteev](#)
- [Remember the milk](#)
- [Toodledo](#)
- [NirvanaHQ](#)

Why would I use Evernote Reminders?

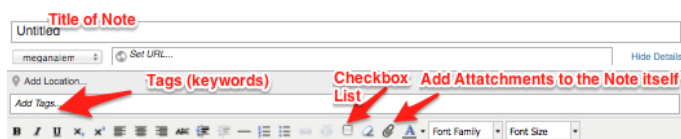
Example: Have a deadline for a project and the notes are being kept within Evernote. This keeps me accountable for the projects I am currently working on i.e linking a reminder for a to-do list, meeting, or project. To set a reminder just click the clock icon within a "note".

See image below. Then select the date and time when you want this to be remembered. Evernote sends you a reminder when this task is due. See image for where your reminders are kept (this applies for each reminder within each notebook) so at a glance you can see what needs to be done or completed.



Checkboxes for To-Do lists (how to create a to-do list)

Example: I create checklists for meeting agenda's, packing lists for holidays and my market shopping list. Click on icon to add a checkbox (once added, click or tap on it again to add a tick to complete a task).

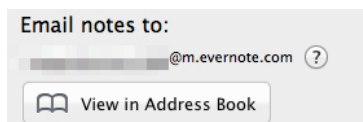


Tidying up your Email Inbox and filing those notes

Example: Managing your emails (and file them for future reference)

Each Evernote account, has a specific email address (see info below where to find it). Simply put the email address in the To:

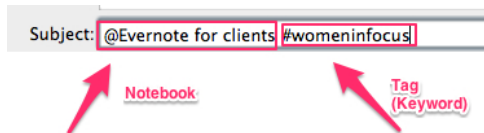
Set up a Notebook called "Inbox" (or you could have a "notebook stack" with multiple notebooks for email filing). If you would like to email your notes out (and even multiple notes [click here for a tutorial](#) with clients feedback and use tags to make your notes easier to find.



Each Evernote account, has a specific email address (see info above where to find it).

Simply put the email address in the To: To send the email specifically into a note book add @notebook name

To add a tag, include "#" followed by an existing tag.



- Evernote Web: Go to Settings
- Evernote Desktop PC: Go to "Account Info"
- Evernote Mac: Go to "Your Name with the icon" > Account Info
- Evernote for Android: Go to Settings, then > 'Account Info'
- Evernote for iPhone and iPad: Go to Account Info > 'Evernote email address'

Saving Tweets to Evernote

Example: Often, most of my learning is done via Twitter (well professional ideas, articles and interesting blogs that I often follow up later). This tip I just discovered this week to start organising those links into a

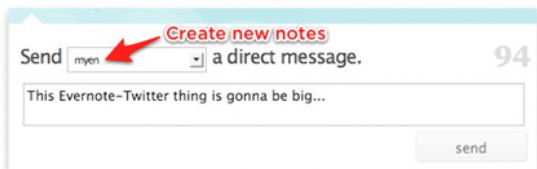
better knowledge management system.

1. Step 1: Follow [myEN](#) on Twitter (you will need a Twitter account)
2. [myEN](#) will follow you back, and send you a DM with a link
3. Click the link, sign into Evernote, and connect your Evernote and Twitter accounts

- For Public tweets: Add [@myEN](#) to the body of any public tweet



- For Direct Messages: Send a DM to [myEN](#) to create a new note in Evernote



Keyboard Shortcuts (Mac and PC)

Example: Often there are just quick shortcuts that make using Evernote much easier via the desktop for either Mac or PC (not available for online or apps)

This is the web link for the PC Desktop Shortcuts: <http://www.makeuseof.com/pages/evernote-shortcuts-windows> This is for the Mac Desktop shortcuts <http://www.makeuseof.com/pages/evernote-keyboard-shortcuts-mac> .

Rating (1 rating)

4 Comments

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Anita Kelsall Jul 16, 2013 1:50 PM

Thanks Megan for part 2 of your Evernote series. Really useful tips, particularly the section about managing your emails. Would you recommend buying the premium version? I'd like to have the ability to search attached documents or would it be better to use the free version and just tag attached docs with keywords?

Like (1)



Megan lemma Jul 16, 2013 2:11 PM (in response to Anita Kelsall)

Dear Anita,
You could do both. Though I think, the premium definitely has its advantages. There are only going to be so many keywords that you can add to the note. Searching thru PDF documents (and images within Office documents) is a bonus.
\$47.00 for the year isn't a bad price (and I do like being able to have the ability to edit and share notes with other people- this you cannot access with Evernote Free account - Evernote business has this feature as well.
Megan

Like (0)



Megan lemma Jul 16, 2013 10:01 PM (in response to Anita Kelsall)

Dear Anita Neil,
Have you looked at IFTTT / Recipes search for 'Evernote'
There are several "recipes" i.e. codes for getting things into Evernote from other apps.
Something might be there that fits your requirements.
Megan

Like (0)



Anita Kelsall Jul 17, 2013 9:37 AM

Thanks Megan I will have a look. \$47 a year is very reasonable to get that extra feature.

Like (0)

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