

Using Evernote as Your Primary Tool for Capturing Notes and Ideas

Outline

- Setting up an Evernote account
- Creating and editing notes
- Clipping articles found online into Evernote
- Organizing notes into notebooks and notebooks into stacks
- Tagging notes so that they can be identified with particular surnames, locations, and document types, so that they can be easily found later
- Getting content into Evernote using email
- Sharing notebooks with others for research collaboration
- Sharing individual notes with others using Facebook, Twitter, LinkedIn, and email
- Using Evernote to create research to-do lists and to set reminders
- Using Evernote to automatically index text found in images of documents
- Upgrading to Evernote Plus and Evernote Premium for additional features