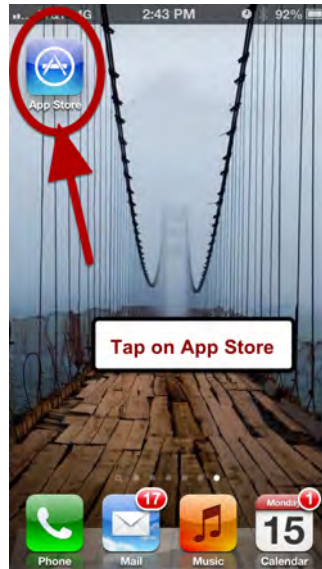


## Evernote: Notetaking, demo of iOS mobile application

This tutorial covers how to install Evernote on your iPhone and perform some basic functions.

### 1. Go to the App Store on your phone



Tap on the App Store to open it.

### 2. Search for Evernote



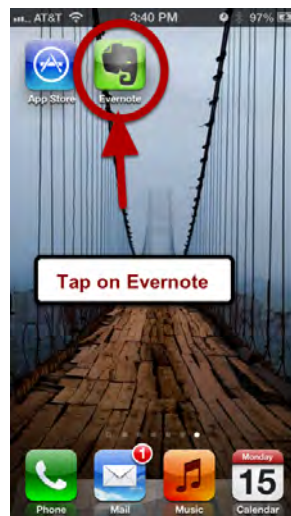
From the App Store, search for the Evernote application.

### 3. Install Evernote



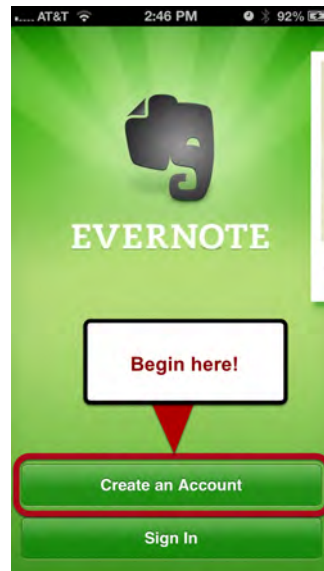
Type your apple password if prompted to perform the installation.

### 4. Open the Evernote App



Tap on the app to open it on your phone.

## 5. Tap on Create an Account

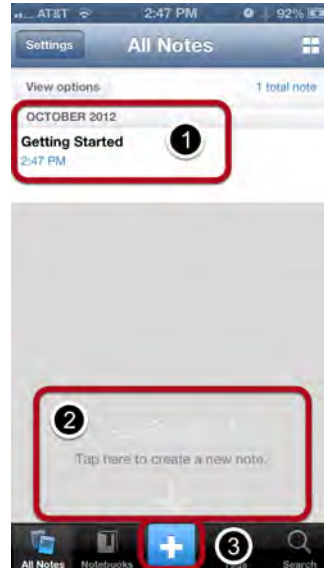


## 5. Register your new account



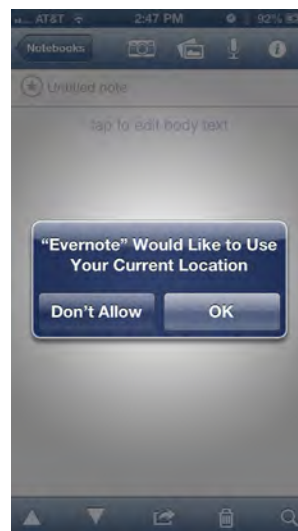
1. Create a username and password.
2. Tap on Register.

## 6. Evernote home screen



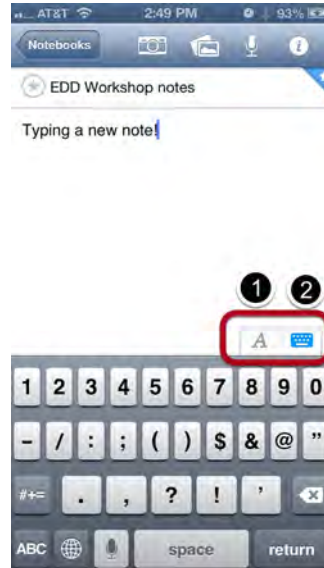
1. It has a "Getting Started" note with instructions.
2. It also helpfully suggests "Tap here to create a new note."
3. Tap the "+" to create a new note.

## 7. Location preference



Choose to either allow (tap "ok") or disallow (tap "Don't Allow") Evernote to access your location and append it to your note. This is a privacy feature. It will allow your notes to show up on a map, using GPS, to remind you and others (if you share) where you were when you created the note.

## 8. Begin your new note!



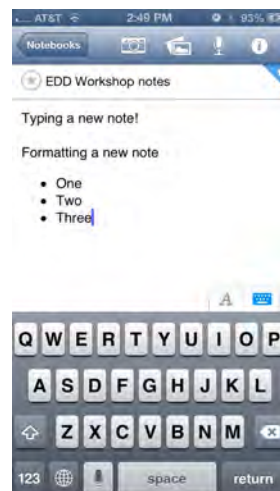
Type a title.

Type in the space below the title.

By tapping on the screen you will see two icons:

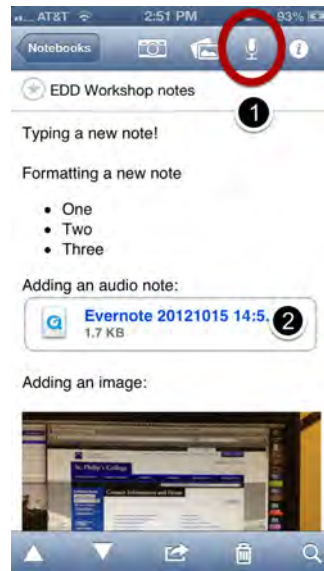
1. an "A" which will take you to a formatting screen (bold, paragraph, etc.),
2. a keyboard (which brings up the keyboard below for input).

## 9. Format the text



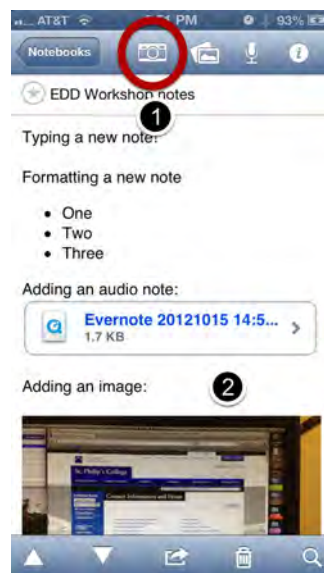
If you tap on the "A" keyboard, you have options to format your text, such as with bullets as displayed.

## 10. Record audio to your note



Tap on the Microphone icon (1) to begin recording an audio message that embeds itself in your note (2) when finished.

## 11. Add an image from the camera



Tap on the Camera icon at the top (1), snap a picture with your phone's camera, and it will embed itself in your note (2)!

## 12a. Explore the "info" icon



Tap on the "i" icon to append more information to your new note.

## 12b. The Note Info Screen



This is the "Note Info" screen.

Here you can associate the Note with:

1. a notebook
2. tags
3. a location (automatically if you "allowed" location preference in Step 7)

As well as see when the note was created and last updated.

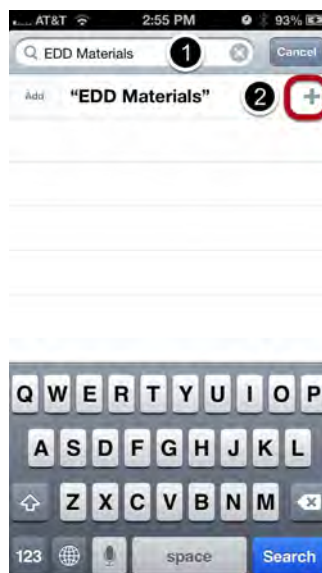
The Source URL updates if this note is shared with another user or account.

### 13a. Create a new notebook



Tap on the "Notebook" link from the Note Info page (#1 in step 12).  
You will see now that you can "Find or Create Notebook" by simply typing in the search box.

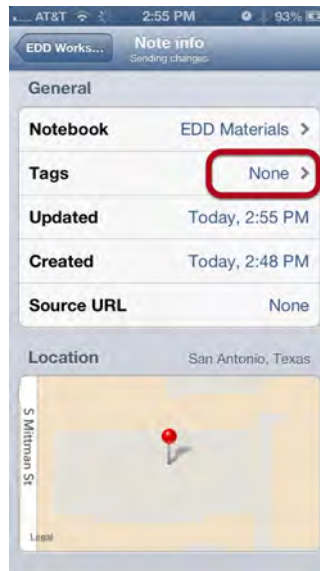
### 13b. Name your new notebook and add it



I typed "*EDD Materials*" in the search box (1) and then tapped on the "+" icon (2) to create the new notebook and associate this note with the new notebook.

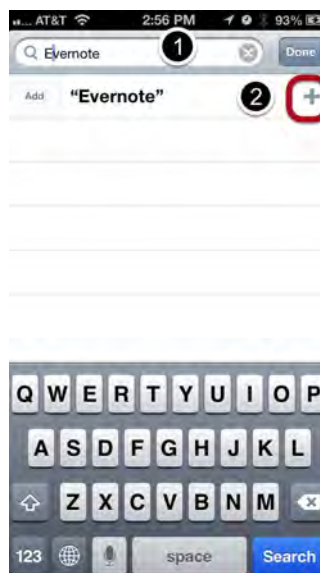


**14a. Return to the Note Info screen and tap on "Tags"**



After you've saved your notebook name, you will return to the Note Info screen. This time, tap on "None" for the **Tags** item.

**14b. Create tags**

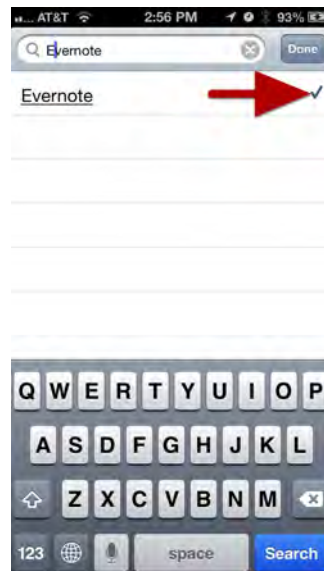


Type in the *Find or Search Tags* box (1). Create **tags** (keywords) that will help you when searching for information contained within this note.

1. Tap the "+" button (2) after each keyword or phrase you type.

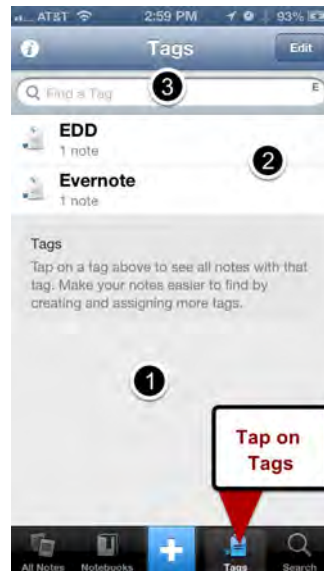
In this example, I typed "*Evernote*" because this note was created in Evernote and talks about how to use Evernote. I later go on to create the tag *EDD* because this is short-hand for the workshop I was teaching when creating this note.

#### 14c. See the tag appended to your note



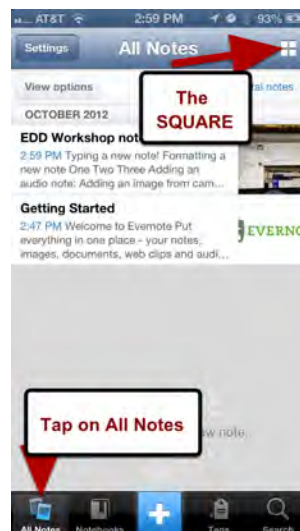
After you've created the new tag, by tapping on it, you will see a checkmark appear, indicating this tag has been associated with your note.

## 15. View Tags in all Notes



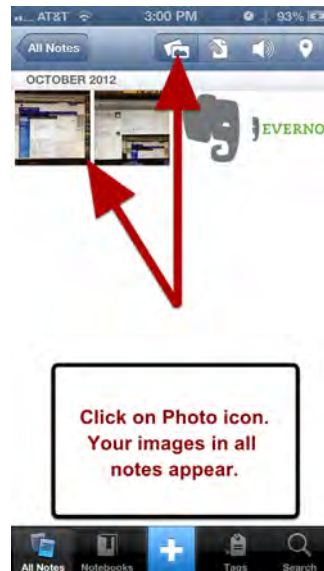
1. At the bottom of your screen, tap on **Tags**.
2. This will pull up a list of all tags you've used and appended to notes you've created in Evernote.
3. You can now search your notes by **Tags** in Evernote.

## 16. View All Notes



Tap on the **All Notes** button at the bottom of the screen to access all of your notes created in Evernote.

## 17. Browse by types of media in your notes



If you tap on the "square" button in step 16, then you can browse all of the media in your notes by icon:

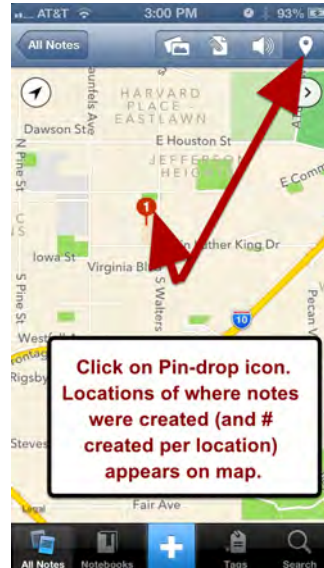
- **Photo:** All images in your notes (as in the example above)
- **Paper Clipped:** All attachments to your notes
- **Sound:** All audio files in your notes (see example in step 17a below)
- **Drop-pin:** Browse notes by location on a map (see example below)

### 17a. Browse notes by audio file



By tapping on the sound icon, you will see a list of audio files embedded in your Evernote notes.

## 17b. Browse notes by location



By tapping on the drop-pin icon, you will see a list of notes on a map by location in which they were created (indicated by a red pin on the map, with the number of notes created at that location labeled on the red pin - in this case, one note was created at St. Philip's College on this map).

## 18. Share a note



If you go back to your notes, tap on a note, then tap on the **share** button. You have 4 options:

1. Facebook
2. Twitter
3. Email
4. Print

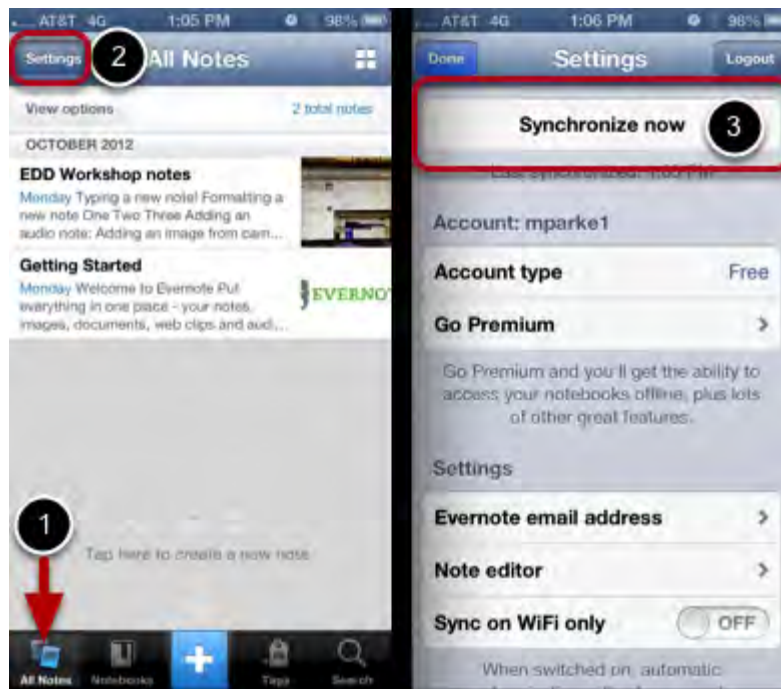
If you choose **Facebook** or **Twitter**, you must allow Evernote access to these accounts (you will be prompted).

If you choose **Email**, the note will be sent to your recipient as HTML in the body of their email message (see screen below).

If you choose **Print**, then you must have configured a wireless printer on your network to send the note to.

- However, if you use any HP ePrint service, you can always just email the note to your HP ePrint email address, too (and it will print off that printer).

## 19. Synchronize Notes Across Devices



From the **All Notes** screen (1), tap on **Settings** (2).

On the **Settings** screen, tap on **Synchronize now** (3).

Now your notes are synchronized to the Evernote cloud. The next time you login to Evernote, be it on your desktop, phone, laptop, notebook, netbook, or via the web, you'll see all your notes updated.