

Evernote

Modality: On Demand

Duration: 2 Hours

About this course:

This course intends to teach you all about Ever-note on your preferred devices. Over time, the candidates will learn the basics and then they would implement those concepts to create and add notes and media on desktop clients, portable devices and web services.

Finally, this course aims to teach you about the search function, sorting, tagging, and organizing your notes and notebooks.

Audience:

The target audience for this course is:

- Students
- Developers
- IT Officers

Prerequisite:

No pre-requisites.

Course Outline:

Getting Stared in Evernote

- Using Evernote
- Creating an account
- Understanding account types
- Installing Evernote
- Understanding notebooks
- Understanding notes
- Using tags
- Searching
- Understanding synching
- Saving web content with the Web clipper

Creating Notes in Evernote

- Creating a note in the desktop application
- Creating a note in the Web application
- Creating a note in the mobile application
- Creating a note via e-mail

Adding Media in Evernote

- Adding media in the desktop application
- Adding media in the Web application
- Adding media in the mobile application
- Add media via e-mail

Organizing Assets in Evernote

- Editing notes
- Moving and copying notes
- Creating and managing notebooks
- Setting a default notebook
- Creating stacks of notebooks
- Sharing notes and notebooks
- Editing tags
- Viewing options
- Sorting options
- Searching
- Advanced search operators
- Using saved searches

Browsing the Trunk to Extend Evernote

- Finding hardware, desktop, and mobile apps to extend Evernote
- Find existing notebooks
- Using Skitch to make annotations
- Automating workflows using ifttt