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Organizing with Evernote

OVERVIEW:

Evernote is more than a note-taking tool. it's a productivity tool designed to keep you on track with anything—from big projects to daily tasks.

Take your Evernote skills to the next level with these useful cheat sheets.

WHAT'S INCLUDED:

- **Power User Tips**

- **Keyboard Shortcuts for Windows**

- **Keyboard Shortcuts for Mac**

Power User Tips

1. When you join Evernote, they give you an e-mail address. You can use this address to e-mail directly into Evernote (it will go into your default notebook). However, you can send into a specific notebook if you set up the Subject like this:

Name of Note @Notebook Title #tag #tag.

So, for example, if you wrote: **Meeting With Company A @meeting list #expense report #business**, then the title of the note would be "Meeting With Company A", it would go in the "meeting list" notebook and have the tags "expense report" and "business".

2. Evernote has powerful search features. To get the most out of it, learn some basic Search syntax:

intitle search via the title. **Example: "intitle:business" only will grab notes whose title contains "business"**

notebook same as intitle, only it will search in a specific notebook. **Example: "notebook:Home" searches for notes in the Home notebook**

tag same as intitle, only it will search for tags. **Example: "tag:recipes" searches for notes who've used the "recipes" tag**

For more search syntax, go to:
https://evernote.com/contact/support/kb/#!/article/23245321

3. Consider saving a Search that you would use often, such as a term (you can even include the syntax from tip #2!). After you've done a Search, do the following:

Mac Go to Edit > Find > Save Search.

Windows Click the Magnifying glass icon that has a "+"

iOS Tap the Magnifying glass icon that has a "+"

Android Tap Add to Home Screen

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FOR MORE ORGANIZATION TIPS AND DOWNLOADS, VISIT
www.americanlifestylemag.com/organized.

Evernote Keyboard Shortcuts

WINDOWS	
Ctrl+N	New note
Ctrl+Alt+N	New note (from any app)
Ctrl+Shift+N	New notebook
Ctrl+Shift+T	New tag
Ctrl+Alt+T	Assign a new tag
F6	New search
Ctrl+Shift+S	Create a saveable search
Win+A	Clip selected text
Ctrl+Space	Remove formatting
F7	Spell check

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Evernote Keyboard Shortcuts

MAC	
⌘+N	New note
⌘+Shift+T	New notebook
⌘+Control+T	New tag
⌘+Y	View note attachments
⌘+Y	Merge selected notes
⌘+Y	New search
⌘+Y	Show Fonts palette
⌘+Y	Remove formatting
⌘+Shift+T	Add checkbox
⌘+J	Spell check

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