

Share and Organize with Evernote

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Tags

You can add a tag to every note to help identify the contents of the note. A tag maybe a last name, a document type, a location, a time period or more. You may have more than one tag per note, such as a surname and location. Be consistent on the name of the tags. Think about what you want before starting.

To add a tag

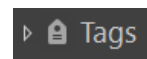
1. Select note.
2. Click on tag at the top of the note.

Or

1. Drag and drop from Tag list to Note.

List of Tags

1. Click Tags at the bottom of the Left Panel menu.
2. List of Tags appears in alphabetical order.
- 3.

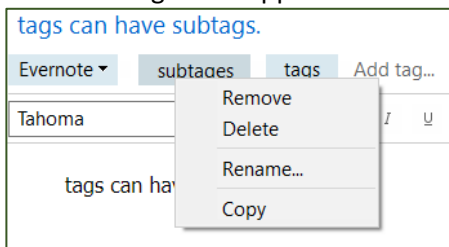


Editing

To edit a tag on a note

1. **Right Click** on the tags on the toolbar at the top.

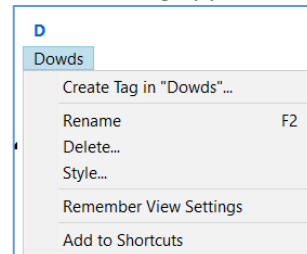
The following menu appears



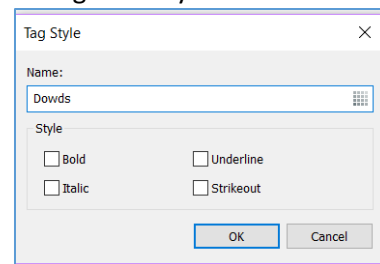
2. You can now
 - a. Remove: removes the tag from the list
 - b. Delete: deletes the tag from the note only. Does not delete the tag. Cannot be undone
 - c. Rename the tag [on all notes]
 - d. Copy: Copies to clipboard. You can paste it anywhere.

To edit a tag from the Tag list

1. Right Click on a tag in the alpha
The following appears



2. You can now
 - a. Create a subtag of this tag.
 - b. Rename the tag [on all notes]
 - c. Delete the tag
 - d. Change the style as shown below



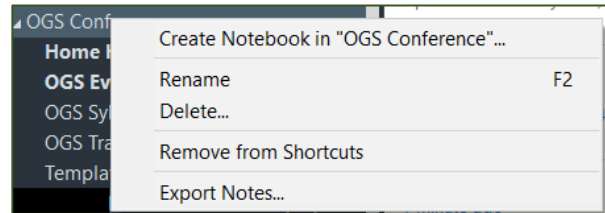
- e. Add to Shortcuts [explained below]
- f. Move to Top Level
If it is a subtag this option will appear. This moves it up a level. No longer a subtag.

Notebooks

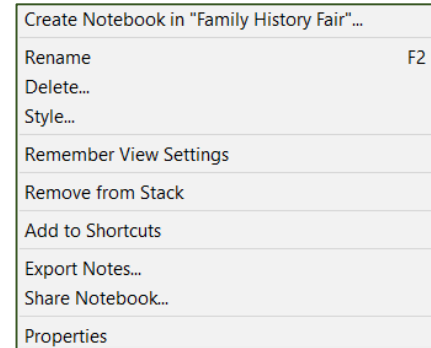
Notebooks is a good way to organize the notes. Think of it as a file folder.

To create a notebook

1. Select **File** from the menu.
 2. Select **Notebook**.
 3. Type in a name for the notebook.
 4. Hit **Enter**.
- Or
5. **Right-Click** on a Notebook in the Left Panel on the Notebook you want to create a notebook in and the following menu appears.



Right-Click on a note in the Left Panel and the following menu appears.



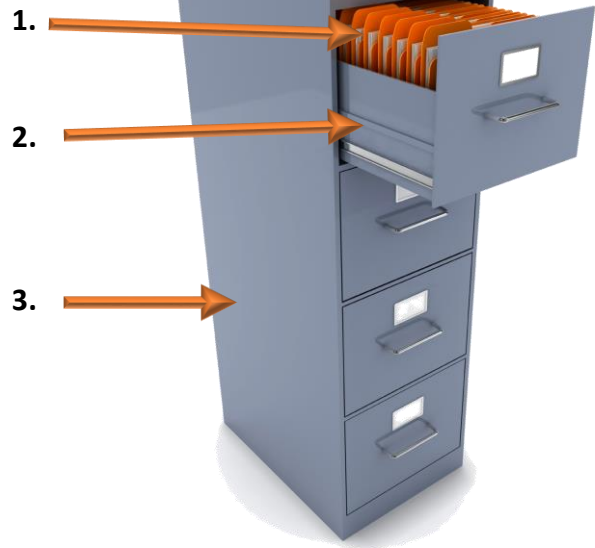
Stacks

Multiple notebooks can be organized into a stack, as in a stack of books.



Another way to think of the organization is as follows:

1. Notes go into file folders called notebooks
2. Notebooks are stored in filing cabinet drawers
3. Evernote is the filing cabinet

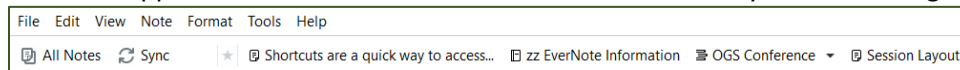


Note:

Some people like tags others like notebooks.
I like to use both.

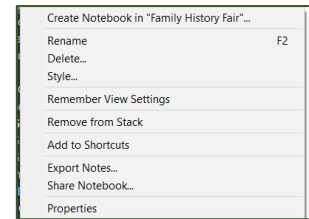
Shortcuts ☆

Shortcuts appear on the Toolbar. Put notes or notebooks that you are working on for easy access.

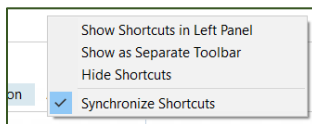


Add a shortcut to a note

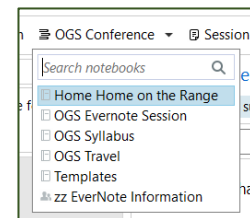
1. **Right Click** on a note or notebook in the Note List you want added to the Shortcuts.
2. Select **Add to a Shortcuts**
The name of note or notebook appears in the shortcut menu on the Toolbar as shown above.



Edit a shortcut

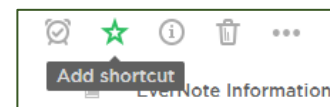


If a Stack or notebook is added, as OGS Conference on the right, a down arrow will appear and all notes in that notebook will appear.



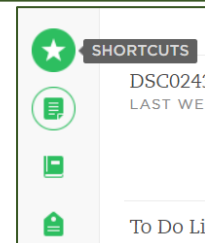
Web Shortcuts

1. Click on the star.
A circle goes around the star and the menu appears to its right with a list of all notes you have marked as a Shortcut.



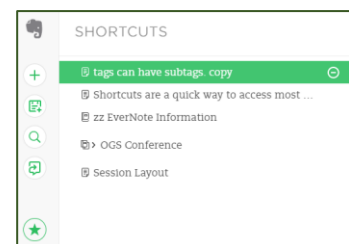
Add to shortcuts

1. Click on the note.
2. Click on the star at the top of the note [on the toolbar].
To see your shortcuts on the web browser, click on the star on the left-hand side.



Remove a shortcut

1. Move mouse over the shortcut.
2. A minus sign appears at the right of the title.
3. Click on the minus sign to remove the shortcut.
4. It automatically disappears from the shortcut list. It does not remove the note.

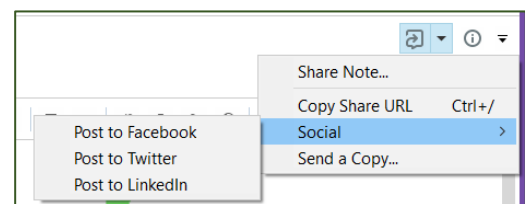


Phone Shortcuts

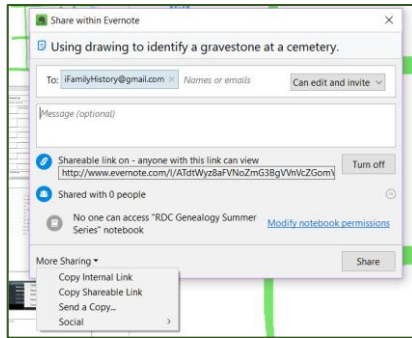
1. Click the star at the menu on the bottom. A list of **Recent notes** appears at the top of the screen followed by your **Shortcuts**.

Share

You can share a note or notebook with one or more individuals and share the URL with multiple people. Each package has a limit as to how many you can share and receive.



Once I have shared the note, this screen indicates how many people I have shared with.



Web browser sharing menu

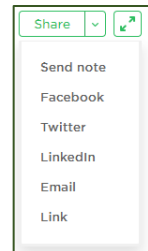
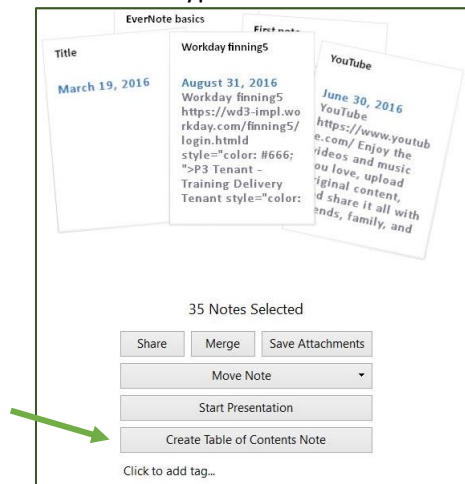


Table of Contents

To create a table of contents note

1. Select the notes you want included in the Table of Contents by holding down Ctrl / Cmd and click.
2. Select **Create Table of Contents Note** in the Note Panel. This creates a new note with a list of individual links for each of the selected notes.
3. Each title is a hyperlink to that note.



Note:

If you want external shared files included in the index, add the link in a note. Your table of contents can include links to both Evernote content and outside content.

This table of contents can be copied into a Word document. The hyperlinks still work. When clicked they will open the note. They will ask if you want to always open this type of document with Evernote. It will also open what is inside the note if it is a link or file, such as a website or a pdf document.

Want to add another note after creating this? You have two options.

Delete this table of contents note and remake it, or do it manually by inserting hyperlinks.

Insert Hyperlinks

To manually create a table of contents or add a link to a note to a previously made note, copying the note links of individual notes and pasting them into a new or existing note.

1. Go to the note.
2. Click on the ... [three dots on the toolbar]
3. **Copy notelink** appears. Click on it.
4. Go to the note you want the Table of Contents.
5. Click on the line you want the hyperlink to appear.
6. **Paste.** The name of the note will appear as a hyperlink [blue underline].
7. Move your mouse over top of the link to see the link address.

