Navigating Evernote on your iPad

Notes

A note is the building block of Evernote. It is the equivalent of a word document, but it can contain multiple media types, including audio, text, images and more.

To create a new note, choose the type of note from the homepage (see above), OR open a notebook and tap the green + in the top left corner.

Use the icons in the top right to edit a note (see below).
To share a note:

1. To email a note
2. Open/create the note.
3. Tap ☮ in the top right hand corner.
4. To create a public link to the note, which can then be sent via email or posted to a website/blog/intranet tap ☮ in the top right corner, followed by then

To move a note to a different notebook:

1. Open/create the note
2. Tap ☺ First Notebook ☄ just below the title of the note.
3. This will bring up a list of notebooks or give you the option to create a new notebook
4. From the list, tap the desired notebook or create a new notebook.
Notebooks

A notebook is a container for notes. It is the equivalent of a paper folder containing multiple sheets of paper (notes).

To create a new notebook:

1. Firstly, tap notebooks on the homepage.
2. Tap [New Notebook]
3. Type the name of the new notebook, tap ‘Done’ and it will be created.
4. You can now move notes to this new notebook.

It is currently not possible to move notebooks to/from stacks in Evernote for iPad (you will have to use the Desktop Program instead).

To share a notebook:

1. Open the notebook you would like to share.
2. In the top right hand corner, tap [Share]
3. Choose to “create a public link” if you would like to make the notebook public to an unspecified amount of people. You can choose to copy to clipboard, post on Facebook or twitter, or cancel sharing (see below).
4. Choose “invite individuals” and enter email addresses to share the notebook with specific people.
5. Tap out to exit.

Stacks

A stack is a collection of notebooks. It is the equivalent of a drawer in your filing cabinet.

On your iPad, a stack has a small icon showing multiple notebooks:
Stacks cannot be shared, however notebooks within a stack can.

Stacks must be created on the Desktop Program or website and cannot be created or edited on your iPad.

**Sharing in Evernote**

Public links mean that anyone with access to that link can see into your notebook.

Inviting individuals means that only those specific people can see the contents of your notebook.

People can only view a shared notebook if they have an Evernote account. They will be prompted to create one if they don't already have one.

Individuals without an Evernote account can still view individual notes. This means that there is no way to securely share a single note. Please be wary if dealing with confidential information. To share an individual note you either email the note, in which case the user can forward that email to others, or you can email a link to the note, which can also be shared.

The most secure way to share an individual note is to add it to a notebook and share the entire notebook.
Contacts in Evernote

To find your Lowther Hall contacts in Evernote when sharing a note, tap on the blue +, then tap “groups” in the top left hand corner, then tap “Global Address List” and search for a name.

Syncing between desktop & PC

The iPad app syncs regularly, but you can force it to sync by tapping in the top right corner of the homepage.

For more information on syncing and the cloud, go to http://libguides.lowtherhall.vic.edu.au/evernote

Evernote Tips and Tricks

Go to http://libguides.lowtherhall.vic.edu.au/evernote to find more information, including

- Emailing notes to your Evernote
- Using Optical Character Recognition (OCR) to search your notes.
- Using Skitch