EVERNOTE BASICS 2021



HEWIE POPLOCK 06/02/2021

info@hewie.net
https://hewie.net

HEWIE.NET



Tech for Seniors



Tech For Seniors

Tech for Seniors Every Monday

Chromebooks

See Chromebooks 4 Seniors & Learning Chromebooks featuring Tech for Seniors



Our History

What started as a Bulletin Board System (BBS) in 1985 as the FABulous BBS and morphred into hewie.net in 1995 when we joined the age of the Internet.

More About Us

Jere's Tech Tips

Great Windows, iPhones/iPads, Android Tech Tips

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First Name	
Last Name	

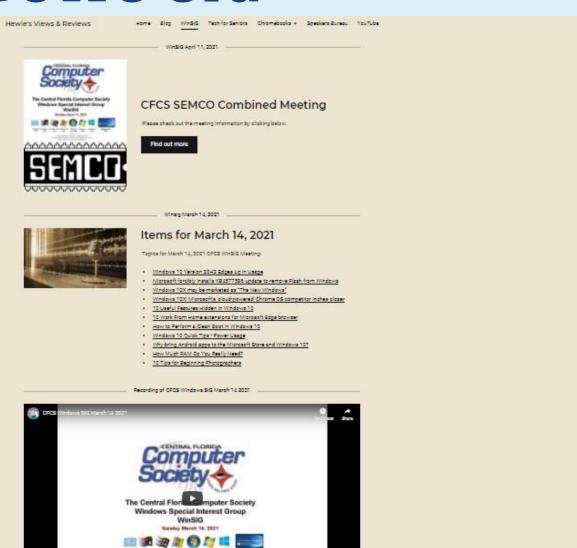
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WINDOWS SIG



THE R. P. LEWIS CO., LANSING, MICH.

TECH FOR SENIORS





Click this link for APCUG presentations





Hewie Poplock www.hewie.net A great resource for Seniors



Seniors

Hewie Poplock has been helping seniors to understand and use technology since the early 80's. Tech for Seniors is his goal.



0

Our Music Director Ray Baxter

Using Zoom with a Music Listening Club with narrationand more

WHAT IS EVERNOTE

- It's a note-taking app
 (Yes, it's similar to Microsoft's OneNote)
- It is usable on ALL platforms
 - -Desktop
 - –Laptop
 - -Tablet
 - -Smartphone
- It is both cloud-based and local

INSTALLATION

- www.evernote.com
- Create an account (free)
- Download for each device
 - Evernote for Windows
 - Evernote for Mac
 - Evernote for iPhone, iPad, and iPod Touch
 - Evernote for Android
 - Evernote on Android Chromebook
 - Evernote on desktop virtual machines of Mac and Windows
 - Evernote Web

Flexible organization

Evernote doesn't force you to organize a certain way. Create a system of notebooks or don't organize at all. Any note is a quick search away.

Available everywhere

Have an iPhone and a Windows computer? Android and Mac? Like using Linux? Unlike most note-taking apps, Evernote works on them all.

Web Clipper

Some note-taking apps strictly limit what you can save online. Evernote's Web Clipper lets you save and annotate web pages, images, and PDFs.

Character recognition

Find notes by searching for keywords, even if the words appear in photos, whiteboard scans, business cards, handwriting, or documents.

Web application

Many note-taking apps lack a fully functional web application. Evernote Web offers a complete lineup of features from any major browser.

App integrations

Evernote works with the apps you rely on, including Google Drive, Slack, Outlook, MS Teams, Zapier, and Gmail.

THE NEW EVERNOTE FOR MAC AND WINDOWS

Rebuilt the app from the ground up to make it easier for you to create notes quickly, customize them however you like, and find information in an instant.

HOME

- Home consists of widgets that display your content in a convenient and streamlined view. All customers have a notes widget, a scratch pad widget, and a recently captured widget
- Evernote Premium and Evernote Business customers have additional widget options, as well as the ability to customize the appearance of their Home

EDITOR

- More control over the appearance of your notes. Use semantic headers and tables to give structure to your notes. Or change fonts, colors, and highlights to add a personal touch.
- Checklists. You can indent items, drag-and-drop to reorder them, and enjoy the satisfaction of crossing them off with a single click.
- Adding rich content like audio, photos, attachments, and sketches—is quicker and easier with the new, multi-function Insert button.
- -Redesigned formatting toolbar.

SEARCH

- Save time and keystrokes. Get real-time search suggestions as you type to find what you need faster.
- **Filter your searches** by tag, attachment, PDF, URL, and more.
- Make searching your Evernote superpower. Combine keywords, tags, or locations to find exactly what you need, then save those searches and use them over again with just one click.

USER INTERFACE

- Main screen has a cleaner, more modern look that's consistent across all your devices. It's easier on the eyes - and easier for you to get stuff done.
- You can now change the default width of your notes. Choose Optimize Readability for a more focused view or Fit To Window for maximum information on-screen.

FOUNDATION

- This update moves the app to a new codebase that's more stable and reliable, for fewer hang/crash errors.
- That new codebase means Evernote can fix bugs quicker and release new features more often.
- Syncing data across different platforms and devices is smoother and more seamless than before.

LINUX?

- You Can Now Install Official Evernote Client on Ubuntu and Debian-based Linux Distributions
- From an article updated March 3, 2021
- For years, the desktop client of Evernote was not available for Linux. Evernote promised a Linux application some time ago and its beta version is finally available for Ubuntu-based distributions.

LINUXP

I could not find a link to the Linux Beta from several articles.

To apply to test it, fill out the form at https://evernote.com/earlyaccess

NOTEBOOKS

Notebooks = Folders (they contain Notes)

Notes = Files which contain:

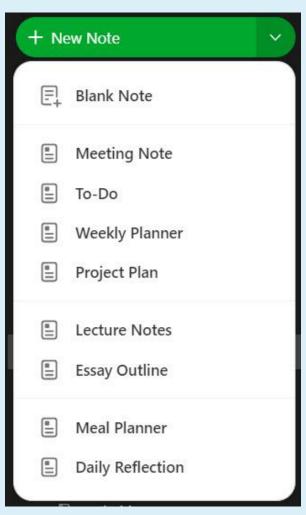
- Text
- Snapshots
- Audio recordings
- Attachments

- Evernote Hierarchy:
 - -Note
 - Notebook
 - Notebook Stack

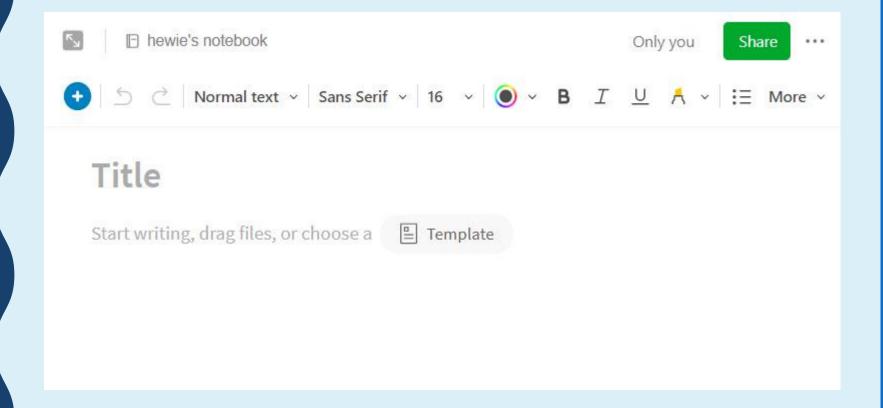
CREATING NOTES

- Right-Click Other Notebooks
- Do I put everything in one notebook?
- One notebook for each project
- One notebook for each type of note
- One notebook for each person/client
 You May Stack Notebooks
 (simply drag one over top of another.)

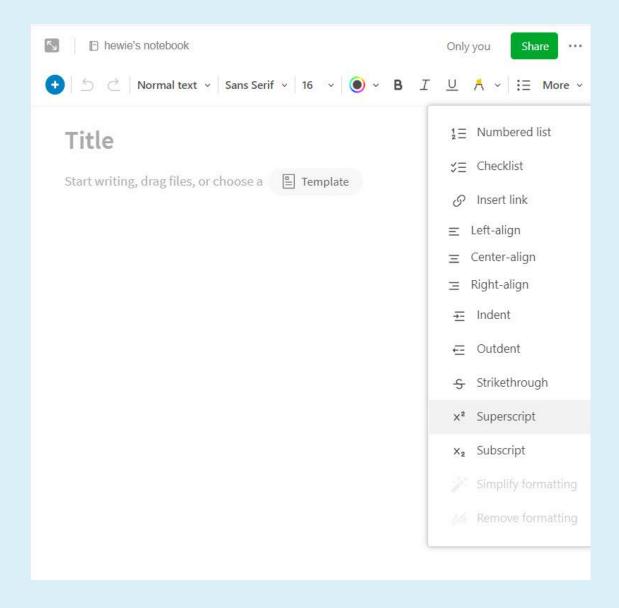
CREATING NOTES SOME TEMPLATES

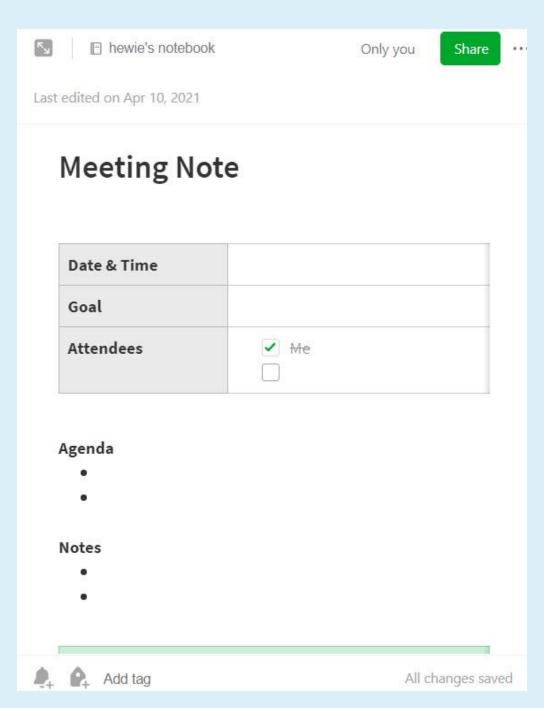


BLANK NOTE



BLANK NOTE





To-Do

Today



✓ Start a to-do list



Tomorrow



This Week



Someday



Weekly Planner

Sunday	
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	

Project Plan

Summary

.

Major Milestones

.

	Week 1 MM/DD/YY	Week 2 MM/DD/YY	Week 3 MM/DD/YY	Week 4
Task 1				
Task 2				
Task 3				
Task 4				

Legend

Lecture Notes

Topic:

Course:		
Date:		
Professor/Speaker:		
Questions	Notes	

Summary

Essay Outline

Most analytical, interpretive, or persuasive essays tend to follow the same basic pattern. This structure should help you formulate effective outlines for most essays.

Introduction

- 1. Sentence to get the attention of your readers:
- 2. One-sentence thesis statement:

Body

- 1. First Main Idea
 - 1. Supporting evidence #1
 - 2. Supporting evidence #2
 - :: 3. Supporting evidence #3
- 2. Second Main Idea:
 - 1. Supporting evidence #1
 - 2. Supporting evidence #2
 - 3. Supporting evidence #3
- 3. Third Main Idea:
 - 1. Supporting evidence #1
 - 2. Supporting evidence #2
 - 3. Supporting evidence #3

Conclusion:

- 1. Restate of your thesis:
- 2. Insightful sentence to end your essay:

Meal Planner

Plan

	Breakfast	Lunch	Dinner
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			

Cl		1 2 - 4
Sno	pping	LIST

Daily Reflection

What went well?

.

What didn't go well

.

What can I improve on?

.

ADDING TAGS

- Tags: 100,000 per account
- Notes can have multiple Tags!
 Therefore a note can exist in multiple containers.
- Tags can be nested into multiple hierarchies.

This permits you to create your own structure.

DEVICES



▲ ACCOUNT

Account Summary

Personal Settings

Billing

Devices

Profile

Reminders

Context Sources

△ SECURITY

Security Summary

Applications

Access History

Connected Services

Account Status

Devices

Device	Last accessed	
Evernote for Windows (DESKTOP-268CB9Q) Registered: 07/05/2020	April 8th, 2021	Revoke access
Evernote for Android (Android-samsung-SM-G955U) Registered: 07/06/2017	April 8th, 2021	Revoke access
Evernote for Android (Android-google-nami) Registered: 07/28/2019	April 8th, 2021	Revoke access
Evernote for iPad (Hewie's iPad Air) Registered: 11/23/2017	April 5th, 2021	Revoke access
Evernote for Windows (HewieSurface) Registered: 01/19/2019		Revoke access
Evernote for Windows (NUCNUC) Registered: 08/24/2018		Revoke access
Evernote for Android (Android-google-Acer Chromebook R11 (CB5-132T / C738T)) Registered: 02/24/2018		Revoke access
Evernote for Android (Android-google-Acer Chromebook R11) Registered: 03/19/2017		Revoke access

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SECURE?

How Evernote Stores Your Data

- Cloud-based storage services like Evernote don't exist in some sort of mystical cloud place, but instead on a remote computer and accessible to anyone who obtains the username and password. The more accessible the data is to you, the more accessible it is to would-be attackers.
- Off-shored, cloud-based storage is a convenience, but recognize that the convenience does carry risk and is probably not the best storage choice for sensitive information.

SECURITY

"Evernote users trust us with billions of their notes, projects, and ideas. That trust is based upon us keeping that data both private and secure. The information on this page is intended to provide transparency about how we protect that data. We will continue to expand and update this information as we add new security capabilities and make security improvements to our products."

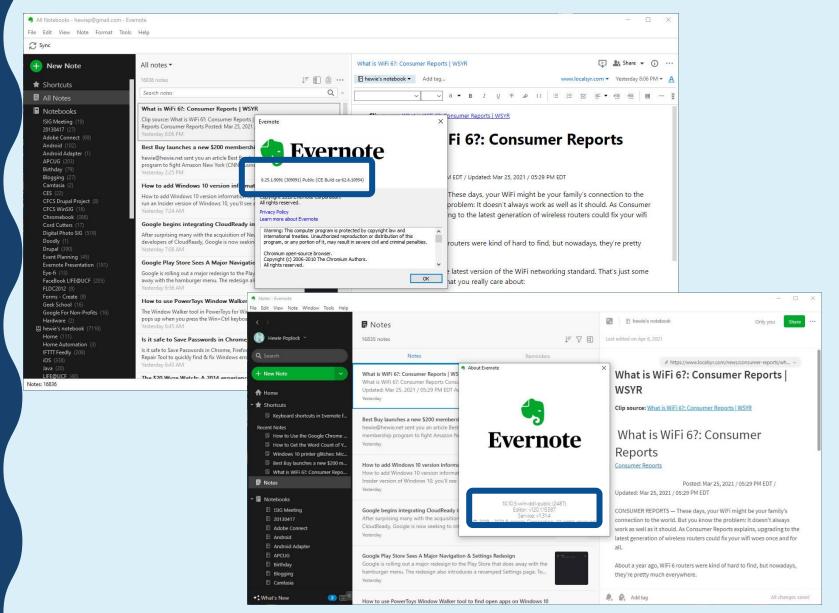
https://evernote.com/security

SECURITY

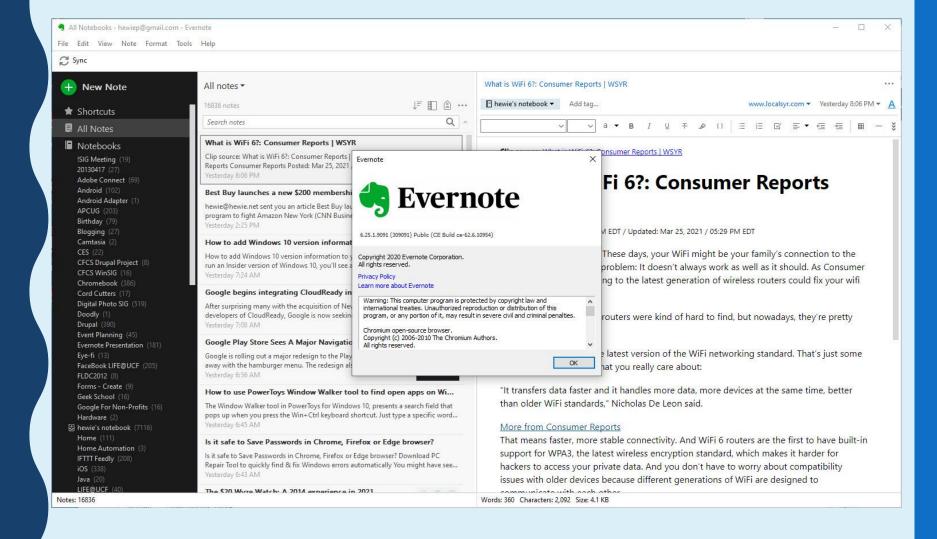
"Evernote uses industry standard encryption to protect your data in transit. This is commonly referred to as transport layer security ("TLS") or secure socket layer ("SSL") technology. In addition, we support HTTP Strict Transport Security ("HSTS") for the Evernote service (www.evernote.com). We support a mix of cipher suites and TLS protocols to provide a balance of strong encryption for browsers and clients that support it and backward compatibility for legacy clients that need it. We plan to continue improving our transport security posture to support our commitment to protecting your data."

https://evernote.com/security

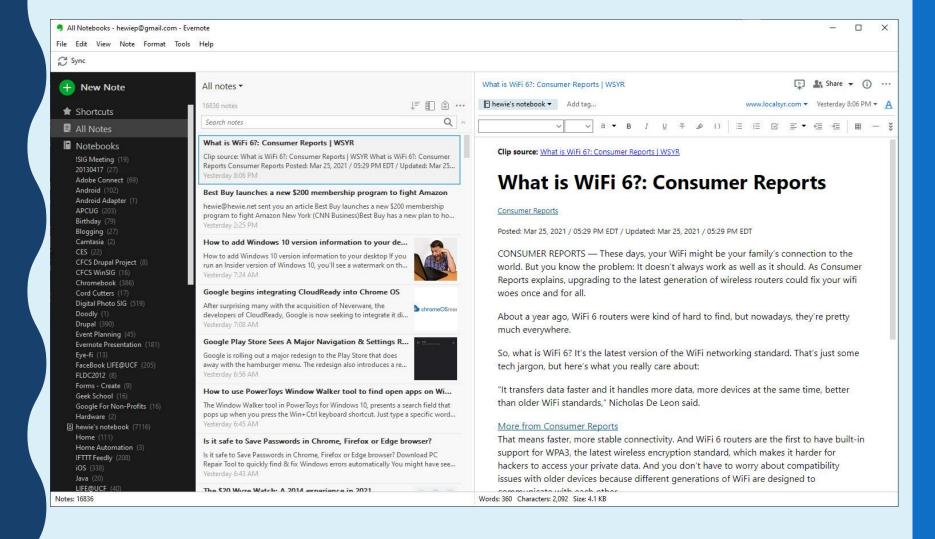
2 VERSIONS



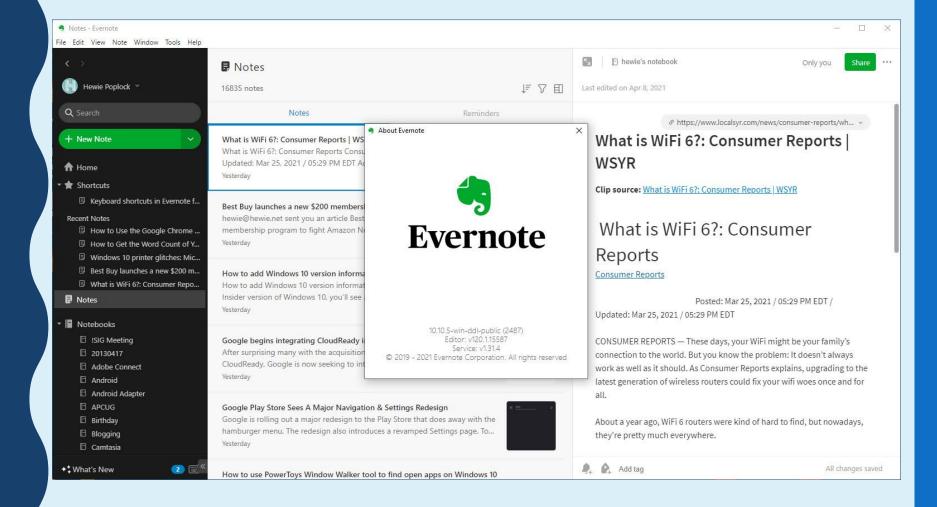
WINDOWS V6



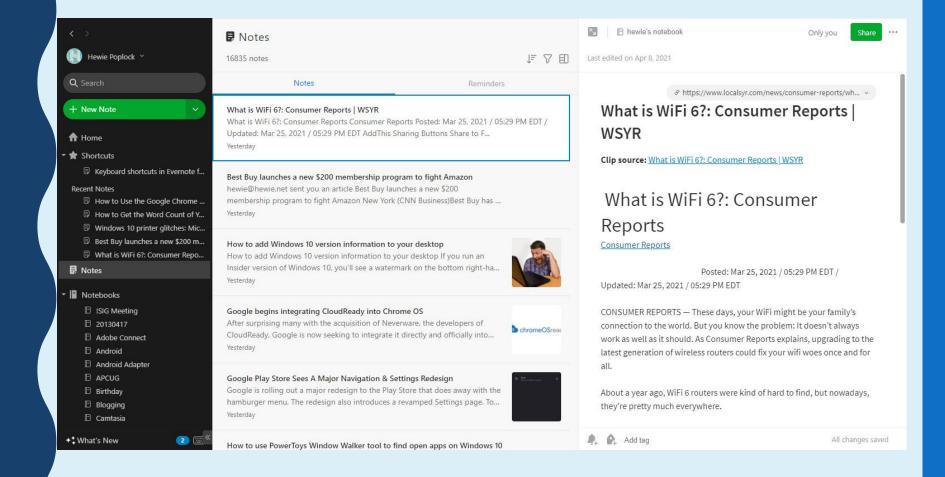
WINDOWS V6



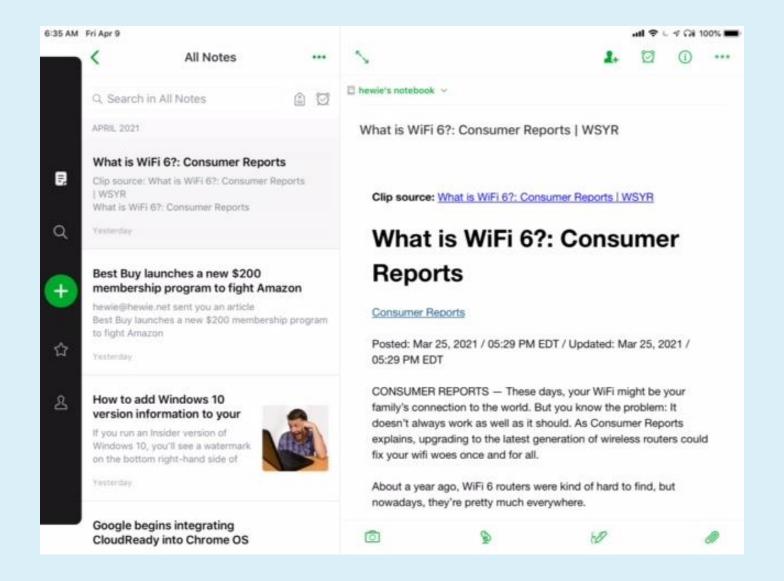
WINDOWS V10



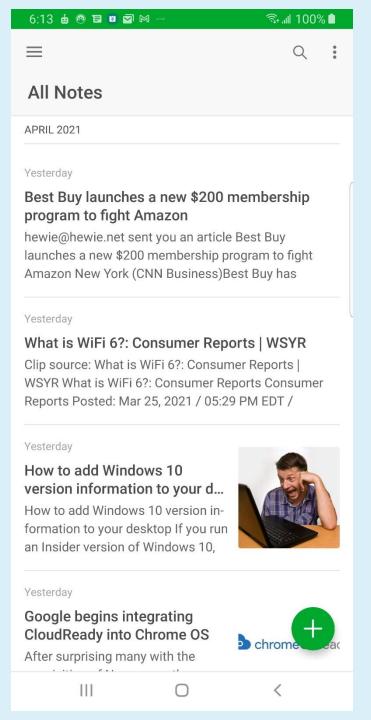
WINDOWS V10



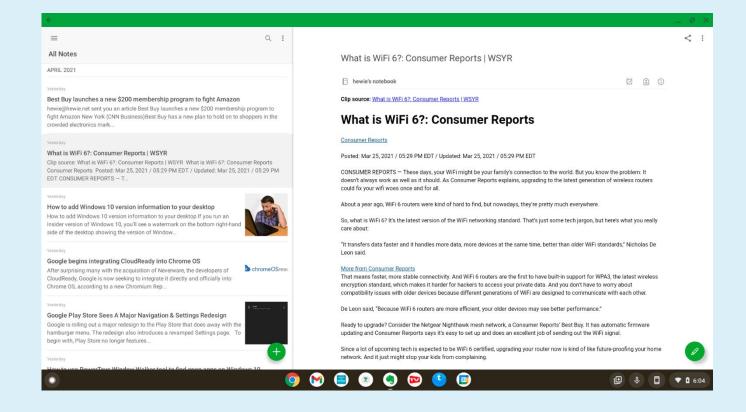
IPAD



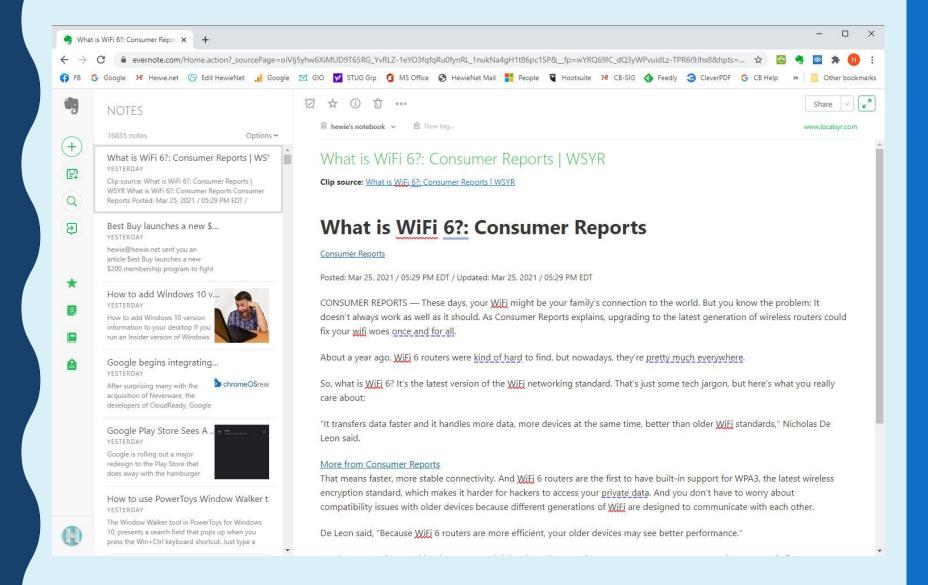
ANDROID PHONE



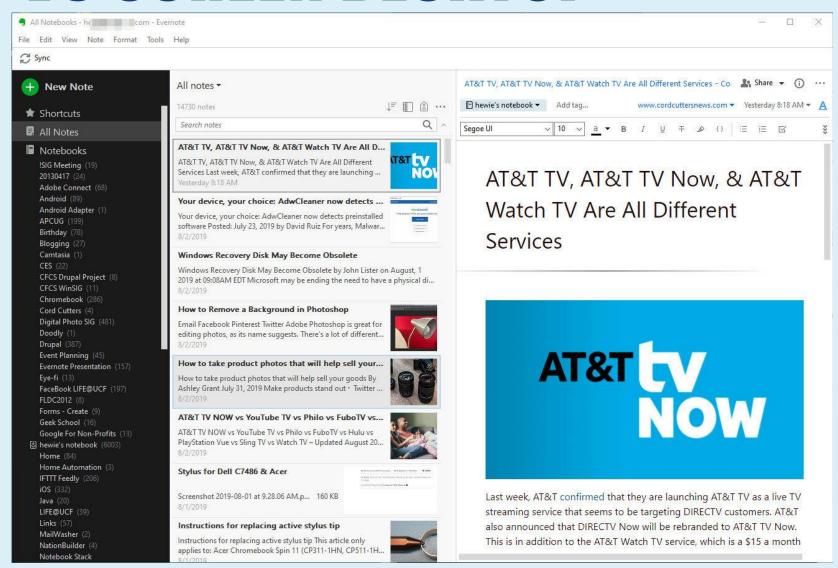
CHROMEBOOK

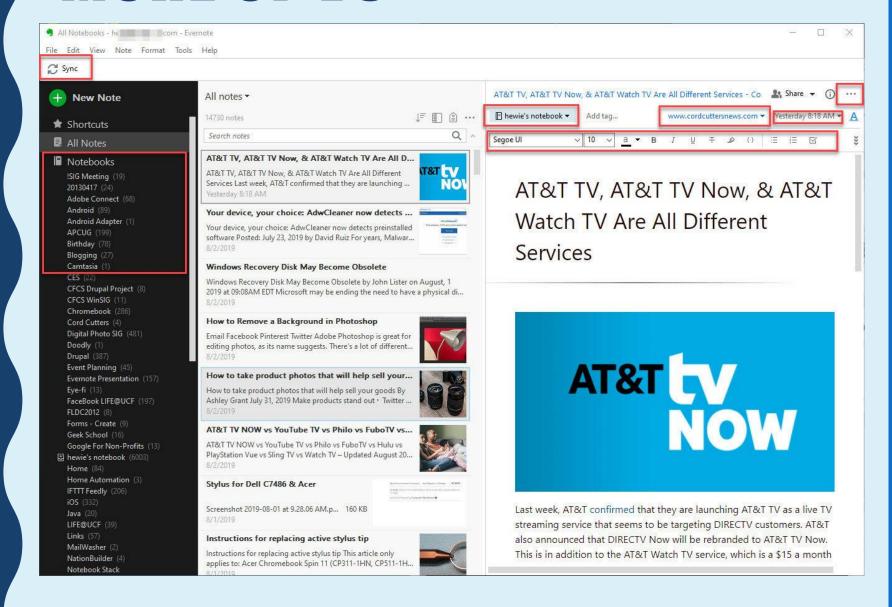


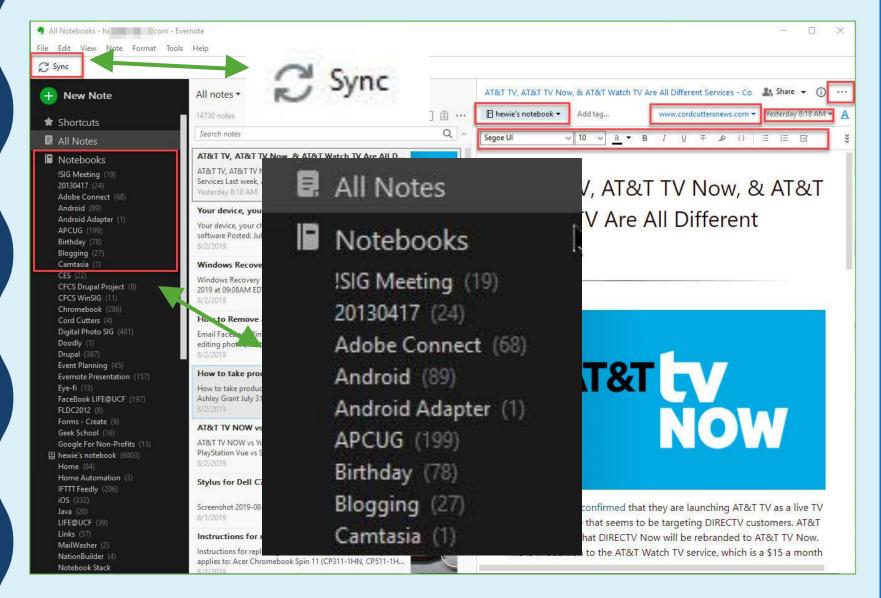
WEB

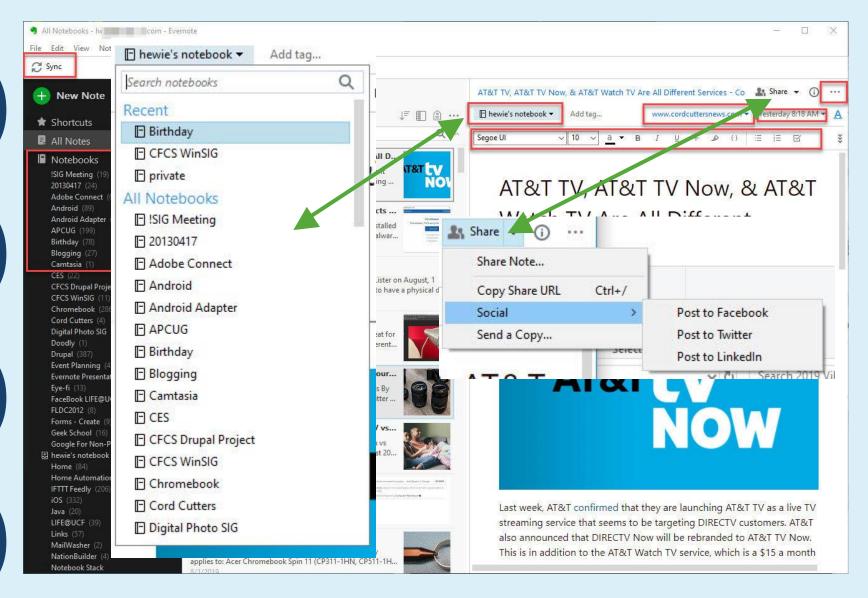


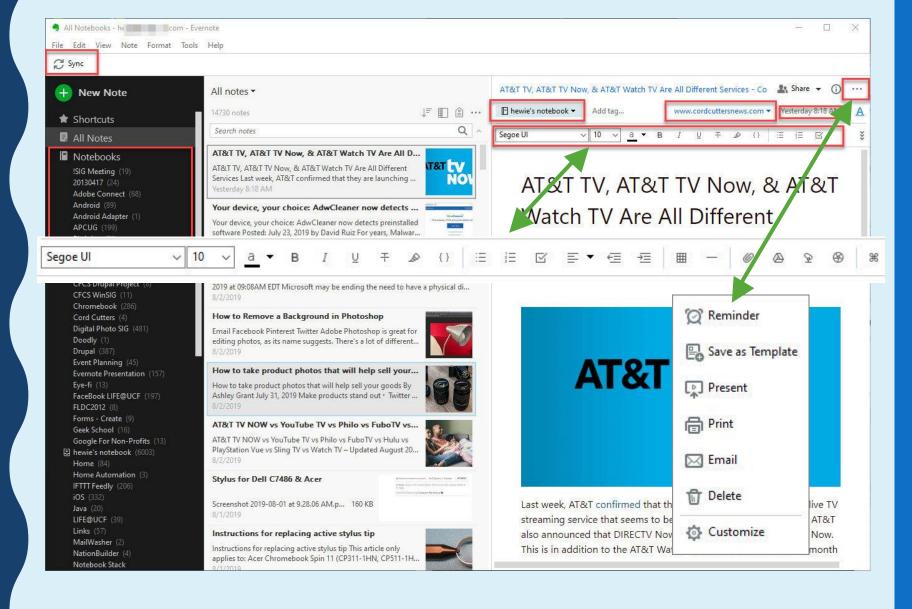
V6 SCREEN DESKTOP



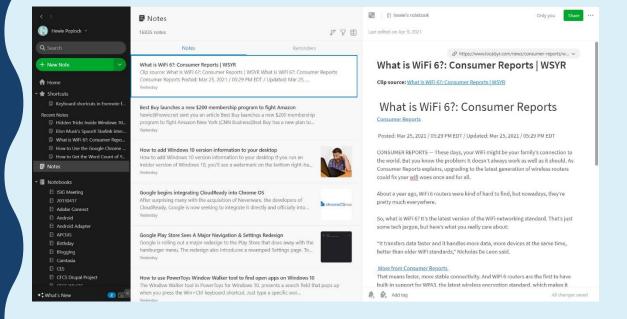


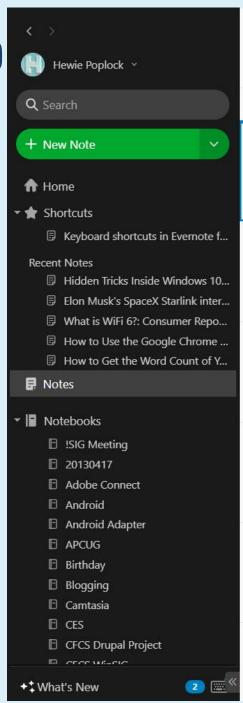


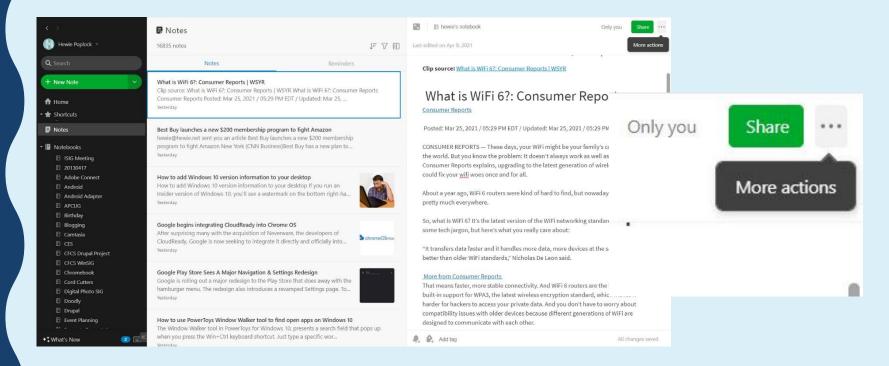


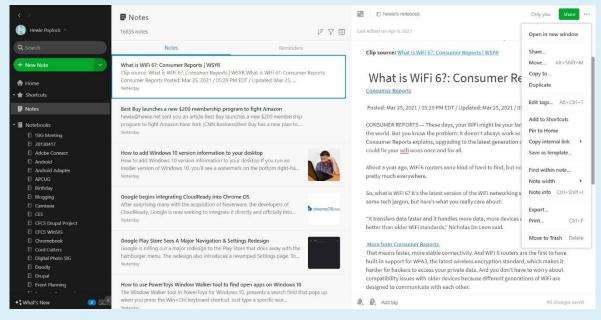


V10 SCREEN DESKTOP



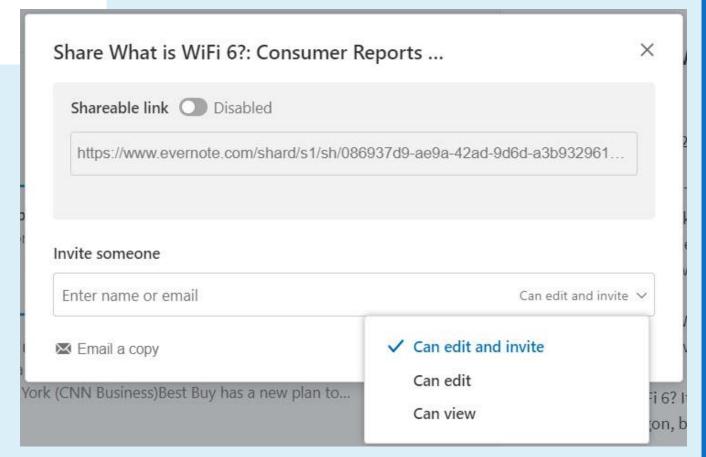


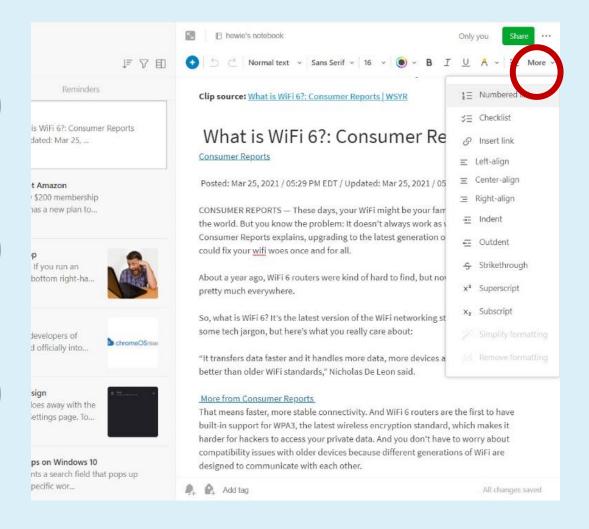




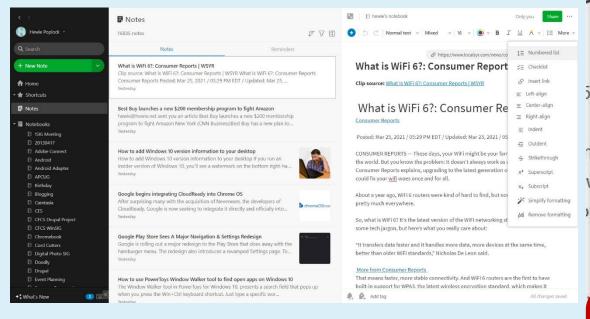
Only you Share Open in new window Share... Move... Alt+Shift+M Copy to... Duplicate Edit tags... Alt+Ctrl+T Add to Shortcuts Pin to Home Copy internal link Save as template... 0 Find within note... Note width Note info Ctrl+Shift+I Export... Print... Ctrl+P Move to Trash Delete







Numbered list Checklist Insert link Left-align Center-align 05 Right-align Im Indent SI 0 Outdent Strikethrough 101 Superscript Subscript st Simplify formatting Remove formatting ; a





SEARCH

Just type your search into the box

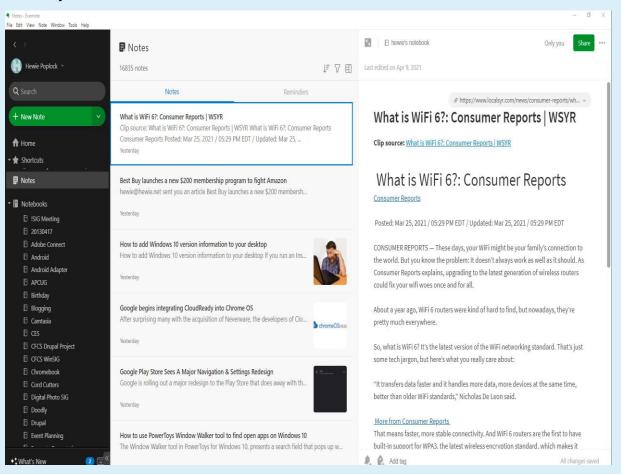
It has fantastic results!

USING SEARCH

- Select which notebook(s)
- Keyword searches with any: operator.
- Default: all the keywords in your search.
- Put any: before keywords:
 any:invoice expense returns every note that contains either "invoice" or "expense."

SEARCH DEMO

Search for "Mayor"



SEARCH

Search for "Mayor"



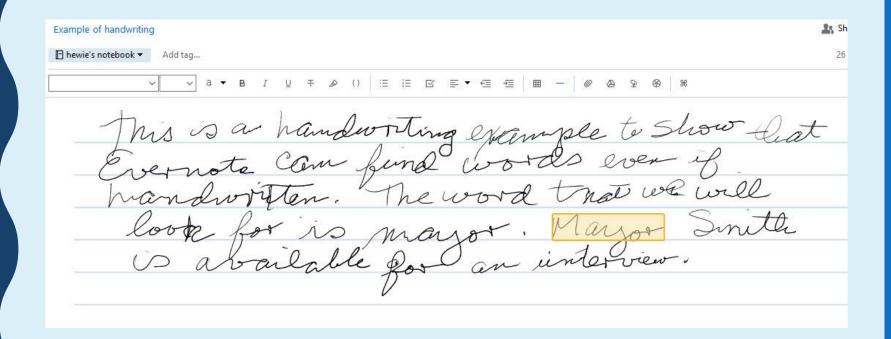
SEARCHES IN PDF

ey, Carol hnau and SHOPS	Two downtown sites, one in the Union St. area and the other on Oriskany St. W., have been appraised at direction of Mayor	Cardone, thony De Anthony Edwards, Jaionack, Maiagese, chael Toi
College, rorkshops, n June 25 rorkshops, Children ling Miss	guire them are now under way. Sinnott, who accepted the appointment, said: "This is one of the most	Carso, E. Gigliotti, Joyce Land, Kano, Tombe, Ann Tombe, Kano, Tombe, Kano, Ka

SEARCHES IN PHOTOS

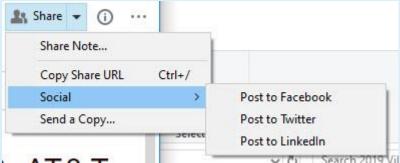


SEARCHES - HANDWRITING



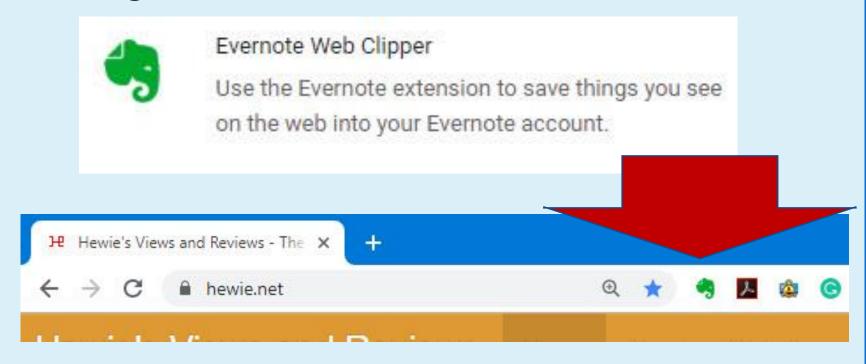
SHARING

- Share a notebook with other users by right-clicking the notebook you would like to share, and then clicking Share Notebook.
- Click Share Public Link to share your notebook publicly or Share with Individuals to share with invitees only.

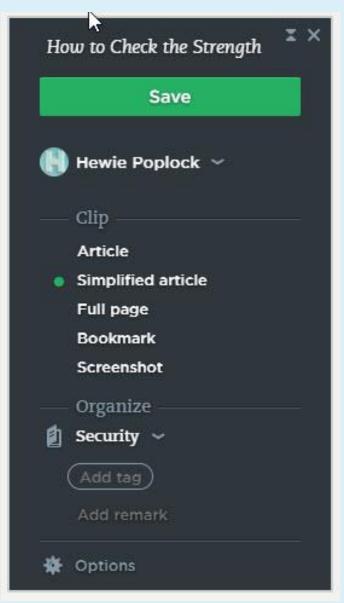


WEB CLIPPER

Clipper installs as an add-on or extension to Edge, Chrome, Firefox, & Safari



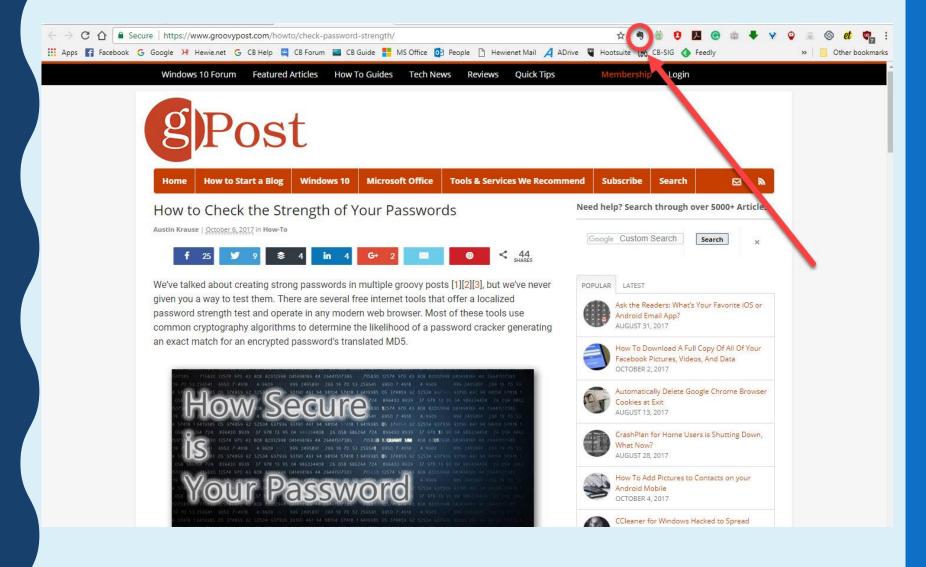
WEB CLIPPER



WEB PAGE

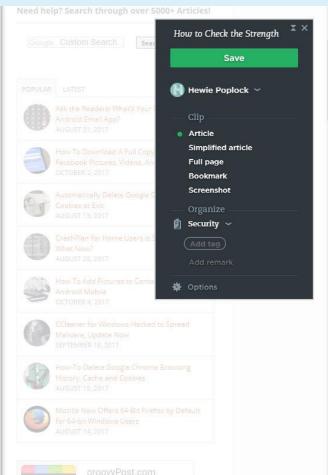


CLIPPER



ARTICLE





SIMPLIFIED ARTICLE

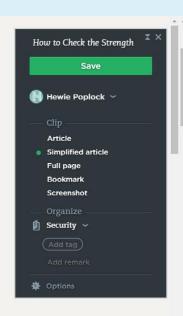
How to Check the Strength of Your Passwords

We've talked about creating strong passwords in multiple groovy posts [1][2][3], but we've never given you a way to test them. There are several free internet tools that offer a localized password strength test and operate in any modern web browser. Most of these tools use common cryptography algorithms to determine the likelihood of a password cracker generating an exact match for an encrypted password's translated MD5.



Save

Despite that many online password tools will say that they do not transmit any of the data you type back to their servers, I strongly suggest that you don't use your exact real password in any **online** tester.



FULL PAGE



Austin Krause | October 6, 2017 in How-To















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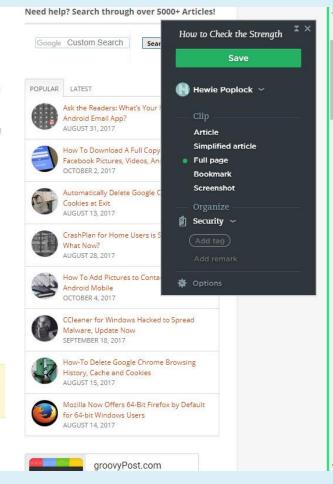


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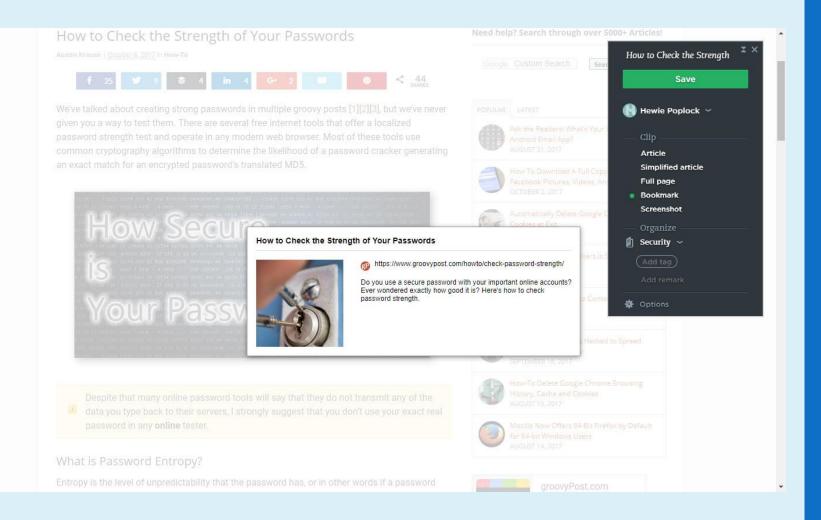
data you type back to their servers, I strongly suggest that you don't use your exact real password in any **online** tester.

What is Password Entropy?

Entropy is the level of unpredictability that the password has, or in other words if a password



BOOKMARK



BOOKMARK CLOSEUP

How to Check the Strength of Your Passwords



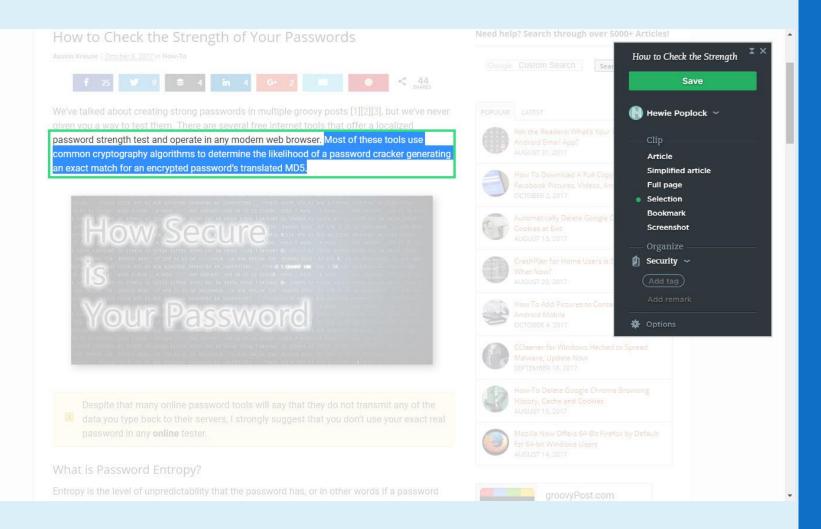


https://www.groovypost.com/howto/check-password-strength/

Do you use a secure password with your important online accounts? Ever wondered exactly how good it is? Here's how to check password strength.

EDIEF PED 12 TATE

SELECTION



ORGANIZE NOTEBOOK

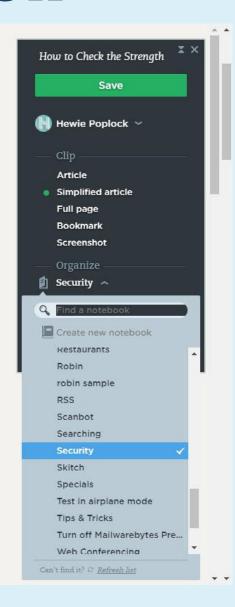
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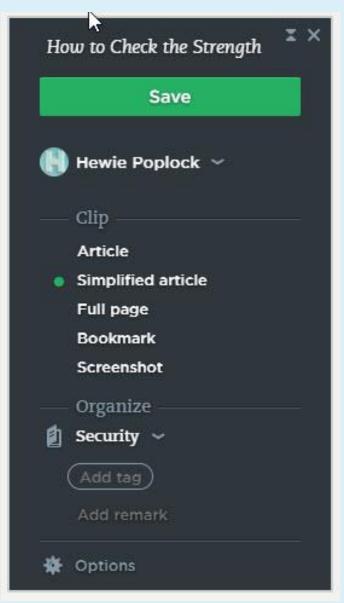


Save

Despite that many online password tools will say that they do not transmit any of the data you type back to their servers, I strongly suggest that you don't use your exact real password in any **online** tester.



WEB CLIPPER



ENCRYPT NOTE

How to encrypt text in a note

- 1. Open a note and highlight the text you wish to encrypt.
- 2. Right-click or control-click the highlighted text and select "Encrypt Selected Text"
- 3. Enter a passphrase into the form. ...
- 4. Once you have set the passphrase and confirm, the text will be encrypted.

ENCRYPT NOTE

What is WiFi 6?: Consumer Reports T / Updated: Mar 25, ...

to fight Amazon

a new \$200 membership t Buy has a new plan to...

desktop

esktop If you run an on the bottom right-ha...



OS

e, the developers of ctly and officially into...



s Redesign

that does away with the nped Settings page. To...



en apps on Windows 10

presents a search field that pops up /pe a specific wor...

Clip source: What is WiFi 6?: Consumer Reports | WSYR

What is WiFi 6?: Consumer R

Consumer Reports

Posted: Mar 25, 2021 / 05:29 PM EDT / Updated: Mar 25, 2021 /

CONSUMER REPORTS — These days, your WiFi might be your f the world. But you know the problem: It doesn't always work a Consumer Reports explains, upgrading to the latest generation could fix your wifi woes once and for all.

About a year ago WiFi 6 routers were kind of hard to find but

pretty much everywh	Undo			
So, what is WiFi 6? It	Redo	f the WiFi networkin		
some tech jargon, bu "It transfers data fast better than older Wil	Cut Copy	ally care about: ore data, more device as De Leon said.		
	Paste Paste and match style			
	Delete			

Encrypt Selected Text

Save Attachments

Simplify Formatting

Remove Formatting

More from Cons

That means fas built-in support for V harder for hackers to compatibility issues designed to commun

nd WiFi 6 router ess encryption stand data. And you don't h cause different gene



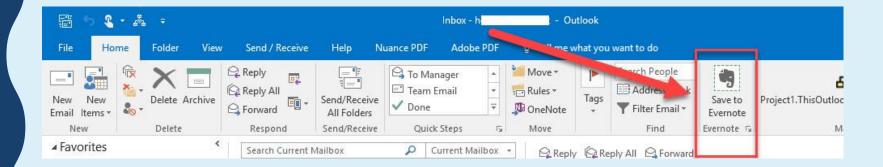


Add tag

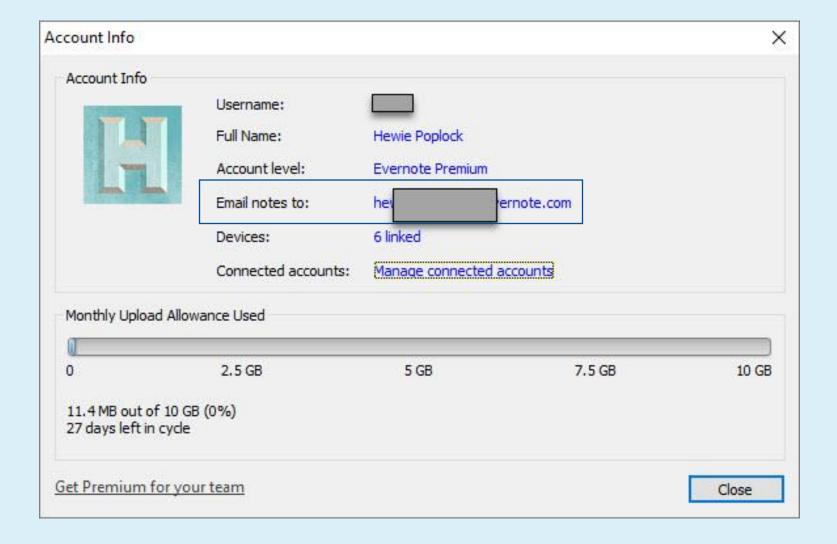
ENCRYPT NOTE

		↑ B D D	9 5 6	Normal text V	Mixed
Notes				s WiFi 6?:	Consumer
onsumer Rep	Encrypt selected text			×	
Posted: Mar	 WARNING: Evernote does not store a concept of the passion of the pas			NiFi	6?: Co
a new \$200 i				21 / 05:29	PM EDT / U
sent you an a mazon New \	Choose passphrase (passphrases are case-sensitive)		know the	se days, you problem: It upgrading t
ows 10 version	Re-enter passphrase			voes once	and for all.
Vindows 10, y				/iFi 6 route	ers were kir
	Optional: Enter a hint to help you remember you (The hint will not be encrypted)	r passphrase		vhere.	
egrating Clou					est version
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13 11311 3331	Remember passphrase until I quit Evernote				handles m rds," Nicho
Sees A Majo				<u>ier Report</u>	
ut a major rec The redesign		Cancel	Encrypt	more stab	le connecti e latest wire
				hackers to access y	

PLAYS WELL WITH OTHERS



EVERNOTE EMAIL



LATEST PRICING



Free

TAKE GREAT NOTES.

- ✓ Sync up to 2 devices
 ⑤
- Find notes fast with search and tags
- Apply rich formatting to your notes
- Clip web pages
- ✓ 25MB maximum note size
- ✓ 60MB monthly upload limit

Get started



\$7.99/MONTH

BE MORE PRODUCTIVE.

- ← Everything in Basic
- Sync unlimited devices
- ✓ Access notes offline
- ✓ Annotate PDFs
- Search text inside Office docs and PDFs
- Create custom templates
- ✓ Customize your Home ③
- 200MB maximum note size
- ✓ 10GB monthly upload limit

Try for free

Premium Plan - \$69.99 / YEAR Business Plan - \$120.00 / USER / YEAR

CAPTURE & CUSTOMIZE

Both Basic & Premium

- Scan handwritten notes, whiteboards, receipts, and more
- Clip, organize, and share web pages with Web Clipper
- Attach photos, PDFs, spreadsheets, Google Docs, and other files to your notes
- Use a variety of fonts, highlight colors, and formatting tools
- Record audio notes
- Create to-do lists with checkboxes in any note
- Annotate images
- Apply templates to your notes from a wide variety of options

CAPTURE & CUSTOMIZE

Premium Only

- Annotate PDFs
- Create and save your own custom templates
- Scan and digitize business cards to create a personal database of contacts
- Forward emails directly into your Evernote account

BE MORE PRODUCTIVE

Both Basic & Premium

- Add reminders to your notes
- Create your own filing system with notebooks and keyword tags
- Find any note using search filters and get suggestions as you type
- Connect Slack and MS Teams to save conversations and track decisions
- Connect your Gmail account to save important emails in Evernote
- Search for text inside images and handwritten notes

BE MORE PRODUCTIVE

Premium Only

- Customize Home to fit the way you work
- Connect your Outlook account to Evernote
- Search for text inside Office docs and PDFs
- See a version history of your notes and restore notes to older versions
- Email and chat support

THANKS

Questions?

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EVERNOTE BASICS 2021



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