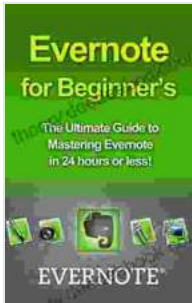


# The Ultimate Guide To Mastering Evernote In 24 Hours



**Evernote for Beginners: The Ultimate Guide to Mastering Evernote in 24 hours (evernote, evernote for beginners, evernote essentials, evernote ninja, evernote ... how to use evernote, organize your life)**

by Bill Harte

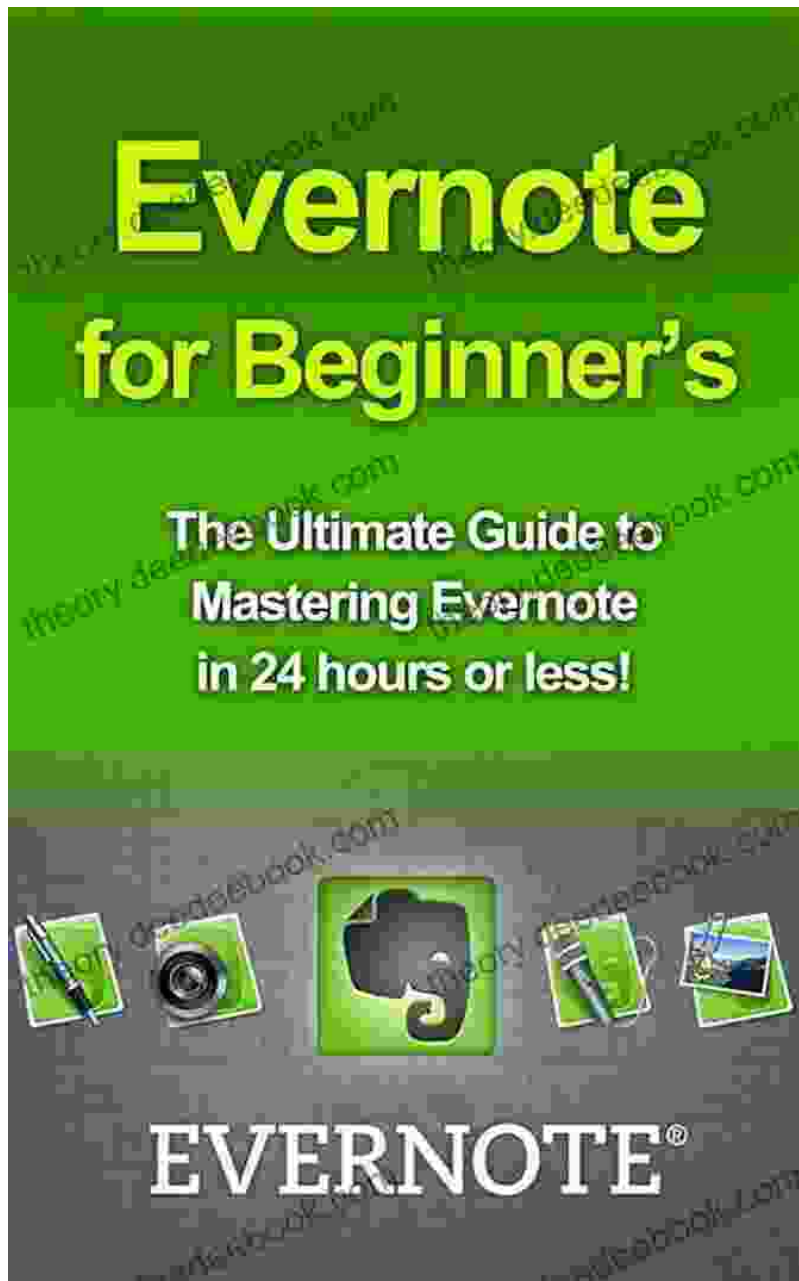
★★★★☆ 4.1 out of 5

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Evernote is a powerful tool that can help you stay organized and productive. It's a note-taking app that allows you to capture, organize, and share your ideas. Evernote can be used for a variety of purposes, including:

- \* Taking notes in class or at work
- \* Keeping track of your to-do lists and projects
- \* Storing recipes, articles, and other important information

## Collaborating with others on projects

Evernote is available on a variety of devices, including your computer, smartphone, and tablet. This makes it easy to access your notes from anywhere.

### **Getting Started With Evernote**

To get started with Evernote, you can create a free account at [evernote.com](https://evernote.com). Once you have created an account, you can download the Evernote app for your devices.

When you open Evernote for the first time, you will be prompted to create a new notebook. A notebook is a collection of notes that are related to a specific topic. For example, you could create a notebook for your work notes, your personal notes, or your school notes.

To create a new notebook, click on the "New Notebook" button in the left sidebar. Enter a name for your notebook and click on the "Create" button.

Once you have created a notebook, you can start adding notes to it. To create a new note, click on the "New Note" button in the left sidebar. Enter a title for your note and start typing.

You can add text, images, links, and other content to your notes. To format your text, use the formatting toolbar at the top of the note editor.

When you are finished creating your note, click on the "Save" button. Your note will be saved to your notebook.

### **Organizing Your Notes**

Evernote makes it easy to organize your notes. You can create multiple notebooks to keep your notes organized by topic. You can also use tags to categorize your notes.

To add a tag to a note, simply type the tag into the tag field at the bottom of the note editor. You can add multiple tags to a note.

Evernote also allows you to create stacks of notebooks. Stacks are a way to group related notebooks together. For example, you could create a stack for your work notebooks, your personal notebooks, or your school notebooks.

To create a stack, click on the "New Stack" button in the left sidebar. Enter a name for your stack and click on the "Create" button.

Once you have created a stack, you can add notebooks to it by dragging and dropping them into the stack.

## **Using Evernote's Features**

Evernote offers a variety of features that can help you stay organized and productive. These features include:

- \* **Notebooks:** Notebooks are a way to organize your notes by topic. You can create as many notebooks as you need.
- \* **Tags:** Tags are a way to categorize your notes. You can add multiple tags to a note.
- \* **Stacks:** Stacks are a way to group related notebooks together.
- \* **Search:** Evernote's search feature allows you to quickly find the notes you are looking for.
- \* **Sharing:** Evernote allows you to share your notes with others. You can share notes via email, social media, or a public link.

**Collaboration:** Evernote allows you to collaborate with others on projects. You can add collaborators to your notebooks and notes.

Evernote is a powerful tool that can help you stay organized and productive. This guide has provided you with a basic overview of Evernote's features and how to use them. To learn more about Evernote, visit [evernote.com](http://evernote.com).



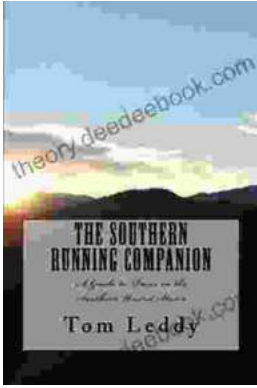
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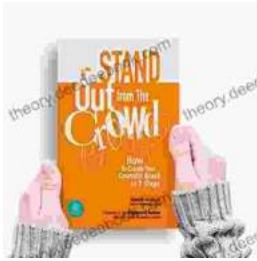
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