1. Use Note-Links

Use Note-Links (internal links) to individual notes to create master-lists of indexes to go to. An organisational hack to stop you needing to jump around lots of notes and notebooks.

Great for master lists of travel iterneries, or indexes for research notes, or contents listings for notebook contents.

To Make a Note-Link – select the note, right-click or via the context menu, then: *Copy Note Link.* Go to the position in the index note, and paste. The title of the note will be used, and hyperlinked through to the actual note.
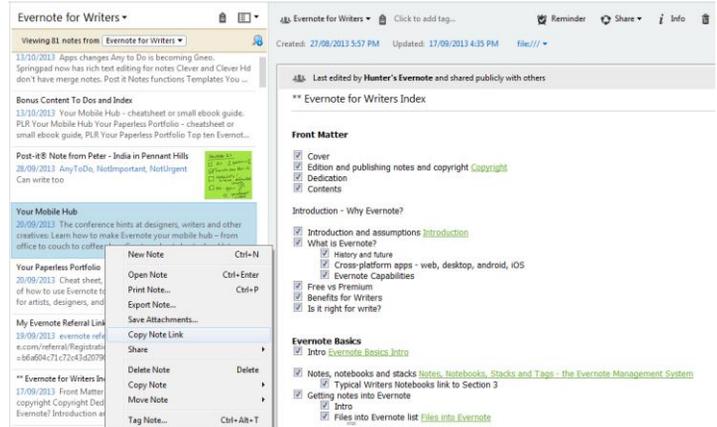
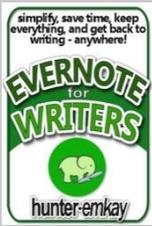## 2. Use Quick Notes on Mobile Devices to take Quick Notes

The new iOS7 mobile versions of Evernote have a new Quicknote feature at the bottom of the home screen. From this panel you can press one button to open a photo-note, text note, create a reminder, access your mobile photo albums, create a checklist or checkboxed note. And it is quick.

Great for taking super-quick notes on the move, for capturing your sudden ideas or writing solutions, or taking photos of inspiring objects and scenes.
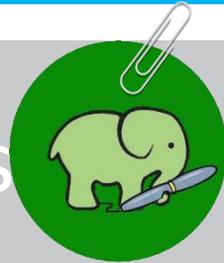
To Use Quicknotes: have Evernote open on your iPhone or iPAD while out and about. When an idea strikes, bring up Evernote, and hit one of those buttons. Save your notes to a default notebook (set in Settings), and once back home, the notes will automatically synchronise back to the server, and you can organise them as you see fit.

Perfect for 1am bedside epiphanies

3. Use Keyboard Shortcuts

Use Keyboard Shortcuts to create bulleted or numbered lists, checkboxes for reminders, open new notes or notebooks.

Great for quick access and editing through desktop versions of Evernote (Mac and Windows)

Learn Keyboard shortcuts – I have several free cheatsheets for Evernote users, including keyboard shortcuts for Mac or Windows users. Find them here: https://www.evernote.com/pub/pacificblue/evernotecheatsheets
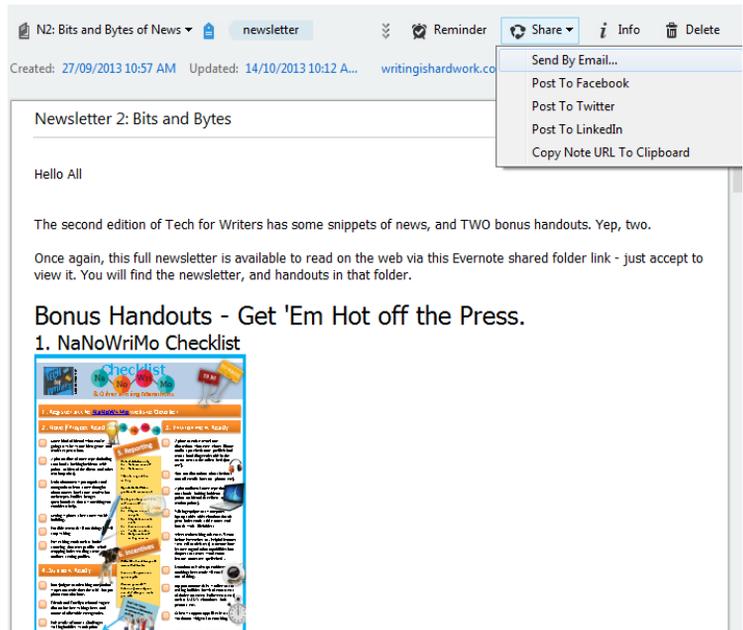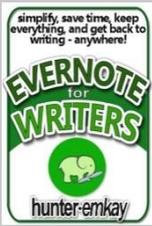
4. Collaborate and Share your Writing

All Evernote users can share a note publically on the web by sending out a public link via email, or sharing to Twitter or Facebook.

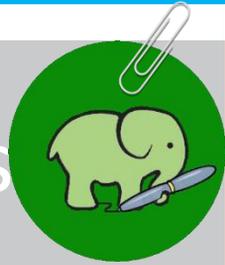Premium Users can also set notebooks for collaboration and invite users to add notes or edit notes.

Great for critique partners, beta readers, or other collaboration partners. Great for non-fiction writers wanting to share content publically.

To Share a Note: Select Share from the context menu or right-click menu. Choose your option – email, Facebook, Twitter, Linkedin, or copy the URL to clipboard. Premium users will have additional options to choose the functions available to collaborators should you wish.

Top 10 Power User Hacks
Writers using EVERNOTE

EVERNOTE for WRITERS
simplify, save time, keep everything, and get back to writing - anywhere!

hunter-emkay

5. Use OCR to Secure your physical notes and journals

Take photos or scan your journal pages, or physical writing pages. Evernote's OCR (optical character recognition) functions will scan these images, and make the text searchable.

Great for digitalising and archiving all your handwritten journals, writer's notebooks, or ideas written on napkins.

Tip: try to keep your handwriting neat to allow the OCR to recognise the text.

Tools:

1. Mobile Evernote versions have special page **or document cameras** to make taking photographs of your journal pages or other documents easier.
2. iOS now has a **Post-It note** camera too. Before this, Moleskine and Evernote partnerships have created a special moleskine journal which comes with stickers recognised by OCR.
3. Special scanners are available to help you scan and send to Evernote immediately. Digital pens are also available. See the Evernote Marketplace for tools.
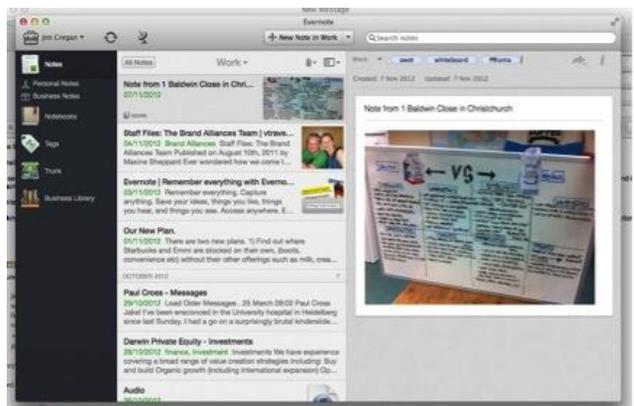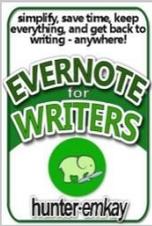
6. Use OCR for Whiteboard and Lecture Notes

If you attend a lot of conferences and lectures where whiteboards or large posters are used for communicating information, use Mobile Evernote to take photographs of the notes.
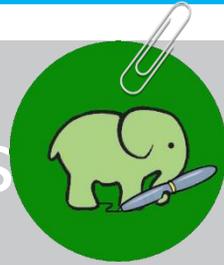
Great for students, and writing teachers, conferences and courses.

Tip: in case the hand-writing is not scannable, type quick notes and tag with information to allow you to search and find the notes at a later date.

7. Create Templates for Common Note Forms

There are at least three methods to create templates within Evernote, but the easiest is to simply create a note, copy it and save all your templates into one common notebook. When you need a new note, select the template, and then right-click and copy note to→ choose the notebook you want the new note to be created in.

Great for often-used note-forms like reading lists, daily to-do lists, daily journal notes.

Tip: Purchase the upcoming **Evernote for Writers**, and you will have access to several useful templates for writers shared exclusively to you.
Signup for the newsletter to receive news on when it's out.

8. Use Shortcuts

Notebooks and notes can be favourited or short-cutted so that they appear at the top of your homepage or left menu bar, for easy access.

Great for current projects, and your default notebook or ToDo / Inbox notebook.

Create Shortcuts: Select the note or notebook, then right-click or context menu and *Add to Shortcut*.

9. Set out Some Writer Notebooks and Stacks

Stacks are a collection of notebooks, helpful for organising larger topics or projects.

Some typical writer notebooks and stacks would be :

- Inbox (or ToDo) for current reminders or to-dos
- Project Notebooks for current writing projects, under a Projects Stack.
- Research Notebooks for all your web-clippings and notes.

10. Use Evernote to Collate and Curate Your Research

Evernote's incredibly quick search functions and parameters allow you to find all your notes easily, based on keywords, title searches or any typed or indexed content found in the notes.

Great for all those webclippings and files you used to copy and paste into documents kept in numerous file folders on your hard-drive.

Tools:
- Evernote **Web Clippers** are available for most major browsers.
- Evernote **Clearly** clears up your webclippings first.
- **Skitch** lets you annotate images (and webclippings), and for Premium users – PDF files also.
- Drop **Office documents** and **PDF files** into Evernote notes. Works on various mobile platforms too. Evernote provides search functions through typical office documents too.
- Record **audio notes of interviews**, lectures and meetings and keep as notes. Tag to find easily.
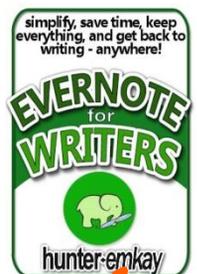
Bonus: Use Reminders

Set reminders on notes with dates – the notes will then appear at the top of your notes list, and Evernote will send you out an email reminder on the day.

Great for writing deadlines, and daily writing tasks.

Want More Ideas for Productive Writing via Evernote?

Signup for the **Tech for Writers** newsletter for techy notes, and news and announcements of when the ebook **Evernote for Writers** launches.

Coming Soon!