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## Access Evernote from anywhere

### Mac Tip #457, 06 October 2010

Because I use [Evernote](#) for keeping snippets of information, payment receipts, and all kinds of other information I can access my notes from my iPhone, my iPad, another computer, or even a web page. The key is to set up synchronisation, with a free Evernote account.

### Make Evernote more powerful

Evernote works on its own, but really it's designed to work in conjunction with the Evernote website, other computers and devices such as the iPhone or iPad.

After you've installed it and used it for a few minutes it pops up a window encouraging you to create an account and set up synchronisation. That's a good idea as it really extends the power of the program.



Evernote syncs every 15 minutes or so.

Visit the Evernote website and create an account.

### Automatic or Manual sync

Once you're all signed up, make sure your Mac has an active Internet connection then Evernote will automatically sync your notes with the server.

Look under Evernote Preferences to set how often it should sync. Options include Manual so you can choose when to sync, or every 5, 15, 30 or 60 minutes.

Manual sync may be handy if you're travelling, or often use your Mac without an Internet connection.

### Evernote across platforms



★ Electrolux Oxygen+ Z7351 Details



#### PRODUCT FEATURES:

- \* s-bag anti odour dust bag
- \* double HEPA filter
- \* motorized power nozzle
- \* soft air diffusion



This note help me know which dust bags to buy for the vacuum cleaner. I refer to it from my iPhone.

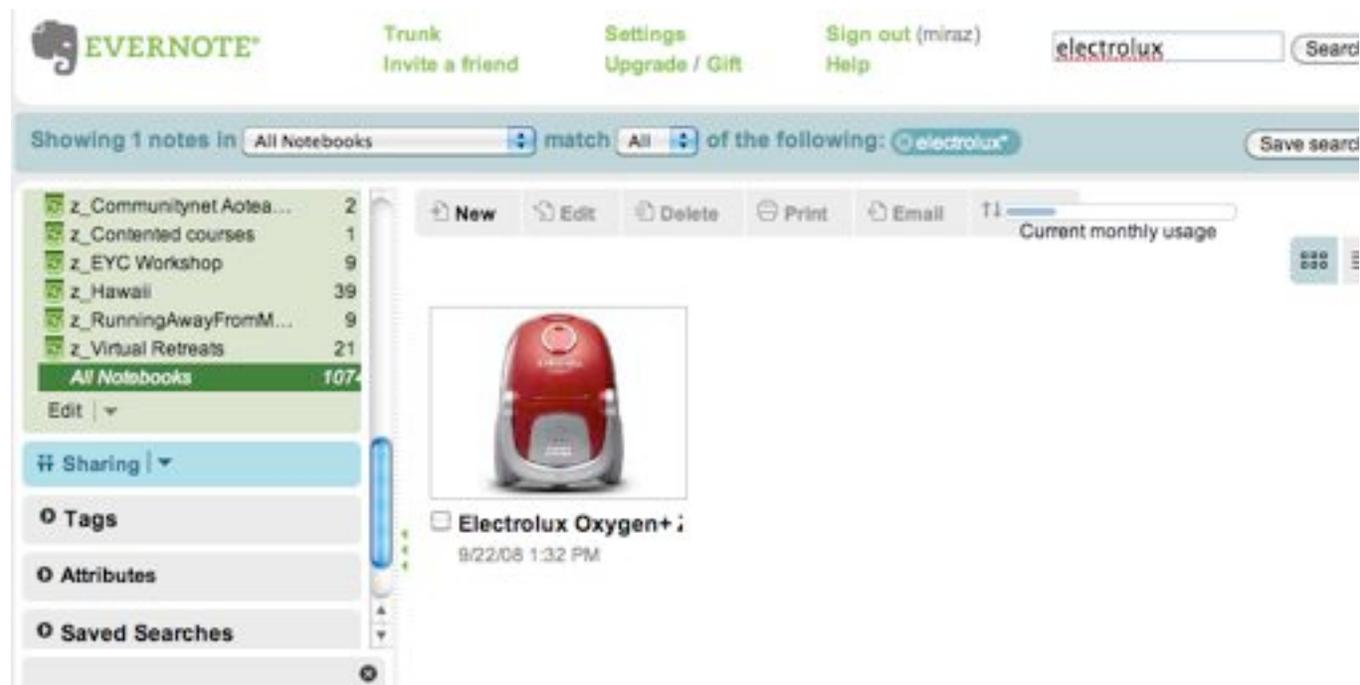
One of the strengths of Evernote is that your notes are available on many devices. Download the apps for iPhone or iPad, Windows, or even Android, Blackberry or Palm devices.

I like being able to capture notes on my Mac that I then refer to when I'm out shopping. Product reviews and price comparisons are very handy to have available on my iPhone. I also keep notes I may need while out, such as product codes, addresses, and that kind of thing.

One tip for using Evernote on your iPhone: call up the note or notes you'll need before heading out. When the note appears on your phone tap the star in the top left corner to mark it as a favorite. Then you don't have to spend time searching for the note.

I find Evernote works more quickly on my iPhone while I'm at home using the wireless network. Using it over a 3G connection is definitely slower.

#### **Notes on the web**



I access a note through the website. The note about my vacuum cleaner has been found and I can click to see the detail.

Log in to your Evernote account to access your notes from a web page. A search quickly finds any note you need.

My screenshot shows that I searched on the word `electrolux`. The search found the same note referenced in the iPhone screenshot.

### **Create and edit notes across platforms**

Whether you're viewing a note on your computer, iPhone or other device, or on the web, you can edit it, or create a new note.

My iPhone screenshot shows a pencil icon in the bottom right corner. Tap that icon to be able to edit the note.

For some notes you may see a notice that the note cannot be edited. In that case you should also see instructions about copying the note or converting it to plain text.

On the web, click the Edit button in the grey toolbar above the notes. When you've finished editing, click the Save and close button at top left of the note.

### **Stay in sync**

The next time the notes are synchronised your changes will be passed through to the note on the device being synchronised.

Tip: keep in mind that until the notes are synchronised you may not see the changes, or any new notes. If you set Evernote to synchronise manually be sure to sync regularly to ensure changes are represented on all platforms.

After 2 years of use I have more than 1,000 notes in Evernote. It's my go-to reference source for all sorts of snippets of information. When I bought a new Mac a few months ago all I needed to do was install Evernote and give it my login information. A few minutes later all my notes were available on the new machine.

It was the same with my new iPhone and iPad. (Yes, I've had a buying spree this year after several very constrained years.)

Thanks to synchronisation I didn't need to fuss with finding data files and copying them to the new machine. And I don't have to worry if I lose access to my devices for a while. I can easily log in to the website on a friend's computer or at an Internet cafe and look up the information I need from my own notes.