Save notes the easy way with Evernote

Keep notes where you can find them, using Evernote. Access notes from your Mac, iPhone, iPod or iPad, or even on the web or via Windows.
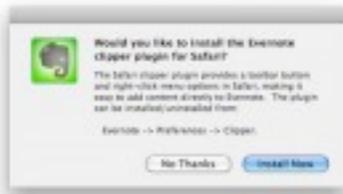
Save notes the easy way with Evernote
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One of my essential applications is Evernote. I use it for keeping snippets of information, payment receipts, my Tech Universe column, timesheets, instructions, photos of business cards, and all kinds of other information. It's free, with premium options too.
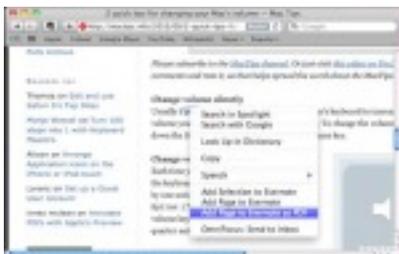
Make a start with Evernote

The first step is to download and install it. When you open it the main window appears, ready for your notes. An alert may also show up, asking if you want to install the Evernote Clipper. Click OK to install it — it's very handy.

Install the Evernote Clipper.

I wrote a note in Evernote.

Control click in Safari to show a menu offering to save to Evernote.

The main Evernote window with a couple of notes.

Text selected in Safari is copied to an Evernote note.

Write a note

One way to use Evernote is just to type notes directly into it. Click the `New Note` icon in the Toolbar, or choose `New Note Command (⌘) N` from the Menu Bar. A new blank note appears.

Enter a Title for the note. Then click in the main body of the note and type what you want to remember. There are tools above the main body of the note that allow you to select certain fonts, sizes and colours, as well as to choose styles such as bold, or other things such as bullet lists.

My screenshot shows a simple note where I changed the size and colour of some text.

If you wish, you can add tags to make it easier to find notes later. To add tags click in the Tags area just below the title of the Note, and type your tag text.

Delete a note

To delete a note in Evernote select the note and then click the Trash icon in the Evernote Toolbar. The note is moved to the Trash notebook, but is not removed from your computer. If you need the note again you can find it in the Trash notebook.

To see the Trash notebook look in the column of Notebooks on the left of the main Evernote window.

Clip text from Safari

If you installed the Safari Clipper you should now see an `elephant` icon in the Safari Toolbar. Select some text in Safari then click on the icon. Evernote comes to the front and shows a window containing the text you selected in Safari. It should use the page title from Safari as the title for your note. Edit it and add tags if you like.

Evernote should also show the URL of the Safari web page, in the area below the title of the note. At any time you can click on that URL to go back to the web page.

Save a page from Safari

There are a couple of ways to add whole pages from Safari into Evernote. One way I often use is to Control (^) click on the web page to call up a contextual menu. Choose `Add page to Evernote as PDF` or `Add page to Evernote`.

Evernote comes to the front and shows the web page in a note.

Evernote also displays an alert that text won't be recognised until Evernote is synced. For now just click `OK` as that's a topic for another Tip.

Evernote offers much more

That's just the very least you can do with Evernote. Future Tips will explain how to make notes available via the web or on an iPhone or other device, as well as using Notebooks and other features.

Download and install Evernote now. Then the next time you need to make a note of something just add it straight to Evernote.

Note: you can enter private text in Evernote and Encrypt it so you need a password to view it. Look in the `Edit` menu for that. But quite honestly another of my essential utilities, [1Password](#), would be a much better choice for keeping secure notes, passwords and bank details.