# EVERNOTE 8.0 GOOGLE DRIVE

Notetaking and productivity

File-storing and sharing

October, 2017
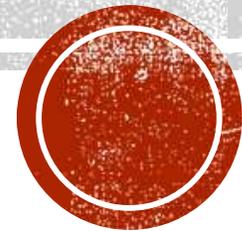
WHAT IS EVERNOTE?

- One place to keep everything
  - To do lists, receipts, notes, webpages, video, audio, pictures, PDFs

- Works across all devices
  - Desktop, laptop, tablet, phone, web

- Many ways to add to it
  - Type note directly in Evernote, email into it (pay version only), send webclips directly from web, access from tablet or phone
  - **Now plays well with Google Drive!**
    - Add files either as link or attachment without leaving Evernote
    - Won't add to Evernote quota

- Use tags, notebooks and stacks to organize
  - Easily searchable
  - Will search for text in pictures, audio, PDF's (pay version only)

EVERNOTE LIMITATIONS

- Basic version (free):
  - 60 mb per month, unlimited total storage
  - Can't save emails into Evernote (a KEY function)
  - Only sync across 2 devices

- You really need the Plus version ($35/yr)
  - I gb per month
  - Email into it
  - Syncs across unlimited devices

- 10 file uploads per note, not to exceed 50MB

- From the Evernote site (https://evernote.com/legal/user-guidelines):
  - "**Evernote is not designed for cloud backup, file synchronization, or file storage/archiving** ("Unsupported Uses"). Examples of Unsupported Uses include systematically backing up a hard drive, storing a media library, automatically archiving emails or files, or maintaining large quantities of files for storage-only purposes. Using Evernote for these purposes may result in you and/or other users having a significantly degraded Evernote experience."

WHAT IS GOOGLE DRIVE?

- File storage and sharing
- Apps that mimic MS Word (Docs), Excel (Sheets), PowerPoint (Slides)
- Other apps can be added for other kinds of files (video, images, PDFs)
- Upload anything!
  - You can't always view it, but it's saved
- Google FORMS!
  - Don't understand why anyone uses anything else (Survey Monkey, Adobe Acrobat)
  - Writes to an on-line Excel-like form in real time
- Works across platforms, across devices
- Docs can be shared with either Edit or View permissions
  - Share via email or via link

GOOGLE DRIVE LIMITATIONS

- 15 GB free space
  - That's a LOT
  - 100 GB for $2/month, 1TB for $10/month
  - Google formatted files DON'T count toward your quota
- Individual files
  - **Documents:** Up to 1.02 million characters. If you convert a text document to Google Docs format, it can be up to 50 MB.
  - **Spreadsheets:** Up to 2 million cells for spreadsheets that are created in or converted to Google Sheets.
  - **Presentations:** Up to 100 MB for presentations converted to Google Slides.
  - **All other files:** Up to 5 TB.

EVERNOTE AND GOOGLE DRIVE

- **From "7 Creative Ways to Use the Power of Google Drive with Evernote"**
  - http://www.makeuseof.com/tag/7-creative-ways-use-power-google-drive-evernote/

- **Evernote is best for catching scraps of data.** I use Evernote as a quick capture tool for notes and ideas. It may not be the fastest note-taking software on the block, but it is great at capturing and finding the information you have kept. Tools like Evernote and Google Keep are best for handling little morsels of information. Do that in Google Drive, and you will drown in an information swamp.

- **Evernote is not the best for office productivity.** It is not an archive of my documents I am working on or collaborating with my team. This role is reserved for Google Drive which is a workhorse for deeper office productivity.

Evernote/Google Drive "Handshake"

- Works in Chrome only

- Browse documents stored in Google Drive from any Evernote note or notebook.

- Click inside body of note to get toolbar
  - Choose Drive symbol from toolbar (next to attachments and links)
  - First time only, you have to allow the connection

- Any changes to files in Google Drive are automatically updated in Evernote.

- The attachment of Google Drive links and previews will not add to your Evernote quota.
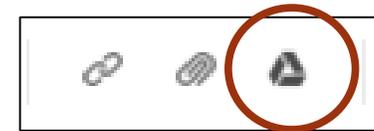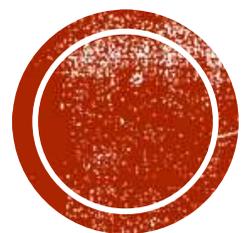
EVERNOTE DASHBOARD

List of notes

Note

New Note

Work chat

Notes view

Notebook view

Tag view

Account info

CREATING NOTES/NOTEBOOKS/STACKS

- Notes
  - Click the + in upper left
  - Add title, click in body of note for toolbar to appears for attachments/links/formatting
  - Select notebook
  - Tags are important, as many as apply

- Notebooks
  - Click Notebook icon, then Add Notebook icon
 - Name Notebook

- Stacks
  - Drag one notebook onto another
  - Name Stack
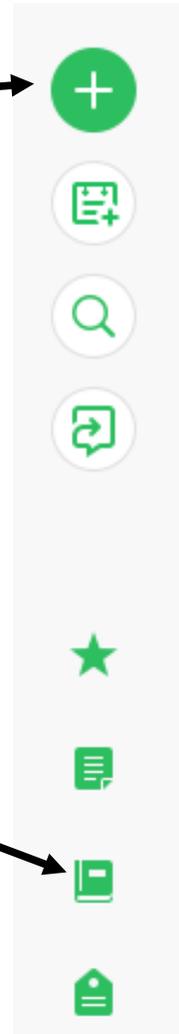
EVERNOTE BASICS

- What will it take?
  - Text notes, documents, audio, video, images, links, web clips

- How to add content
  - Create notes, add attachments directly in Evernote
    - Laptop/desktop, tablet, phone
  - Email into Evernote
    - Go to your icon (lower left)>Settings>Email notes to:
    - Set "Evernote" up in your address book
  - Webclipper
    - Very cool!
   - Add-in on all browsers
    - https://evernote.com/products/webclipper
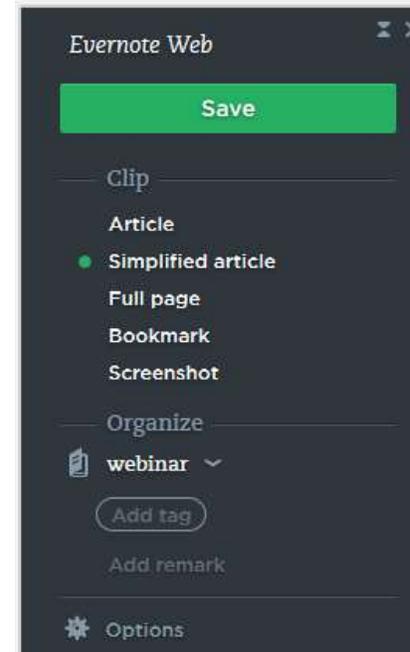
EMAILING INTO EVERNOTE

- Outlook has an add-in
  - File>Options>Add-ins
  - Often crashes

- For other clients you are provided with an email address
  - Account (your icon)>Settings
  - Put it in your address book

- subject@name-of-notebook in subject line will put it in a *pre-existing* notebook
  - e.g. shopping@jeff-wood

- subject#name-of-tag in subject line will give it a *pre-existing* tag
  - e.g. shopping #todo #groc

- Do both!
  - e.g. shopping @jeff-wood #todo #groc

- Attachments stay attached
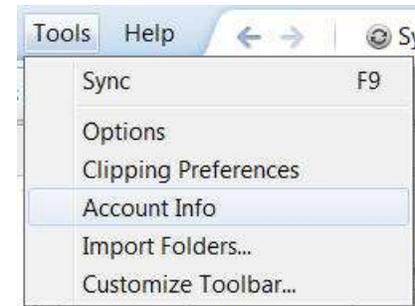
WEBPAGES AND WEBCLIPS

- Need to add Evernote Web Clipper
  - Add-on in Firefox, Chrome, Opera, IE
  - Very small elephant icon at upper right

- Article>Will clip entire page

- Simplified article>Will strip out extraneous content

- Full Page, bookmark>self-explanatory

- Screenshot>take a screenshot of a portion of page

- Neither works on iPad's Safari
  - Workarounds on internet
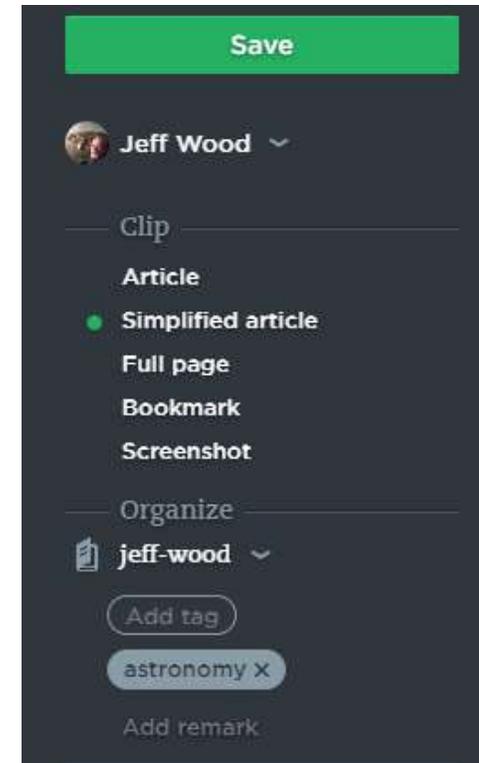
ORGANIZING NOTES

- Crucial step
  - No right way, many strategies

- Tags, notebooks, stacks
  - Just above note you add tags and select notebook
  - If you add things on the fly via phone or tablet, organize them into notebooks on desktop

- Merging notes
  - Can't do it anymore!!!
  - ~~Select more than one note, the command appears~~
  - ~~Great tool for brainstorming~~
  - ~~Add to Evernote as ideas occur, merge them~~

SHARING EVERNOTE

- Individual notes:
  - Share button at top right
  - Send note to other Evernote users in Work Chat
  - Social: Facebook, Twitter, Linked in
  - Email note to someone
  - Link puts the note up on a URL
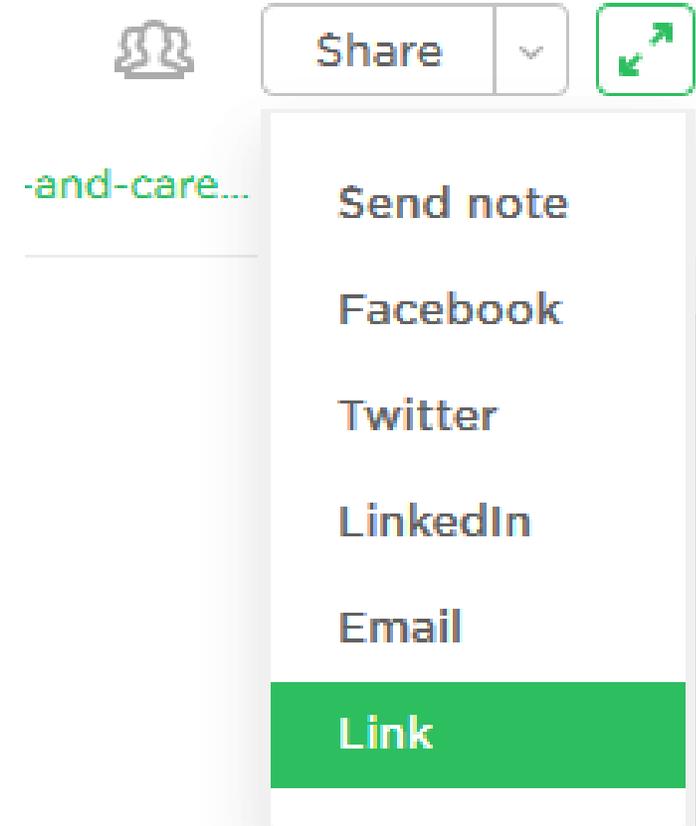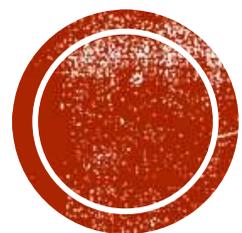
GOOGLE DRIVE

SIGNING UP

- You DON'T have to use a gmail email address
  - Choose "I prefer to use my current email address"

Choose your username

[   ] @gmail.com

I prefer to use my current email address

- Everything else is pretty standard

Name

[Jeff] [Wood]

Your email address

[jeffrey.wood@colostate.edu]

I would like a new Gmail address

Create a password

[••••••••••]

Confirm your password

[••••••••••]

Birthday

[July ⇕] [28] [1958]

Gender

[Male ⇕]

Mobile phone

[🇺🇸 ▾ 7192421986]

Location

[United States ⇕]

[Next step]

DRIVE WORKSPACE

DRIVE BASICS

▪ Storing and sharing files

▪ Click "New" button in upper left to:
  ▪ Create folder
  ▪ Upload documents
  ▪ Upload folders (Chrome only)
  ▪ Create new google doc (Docs, Sheets, Slides, Forms)
  ▪ Use various connected apps
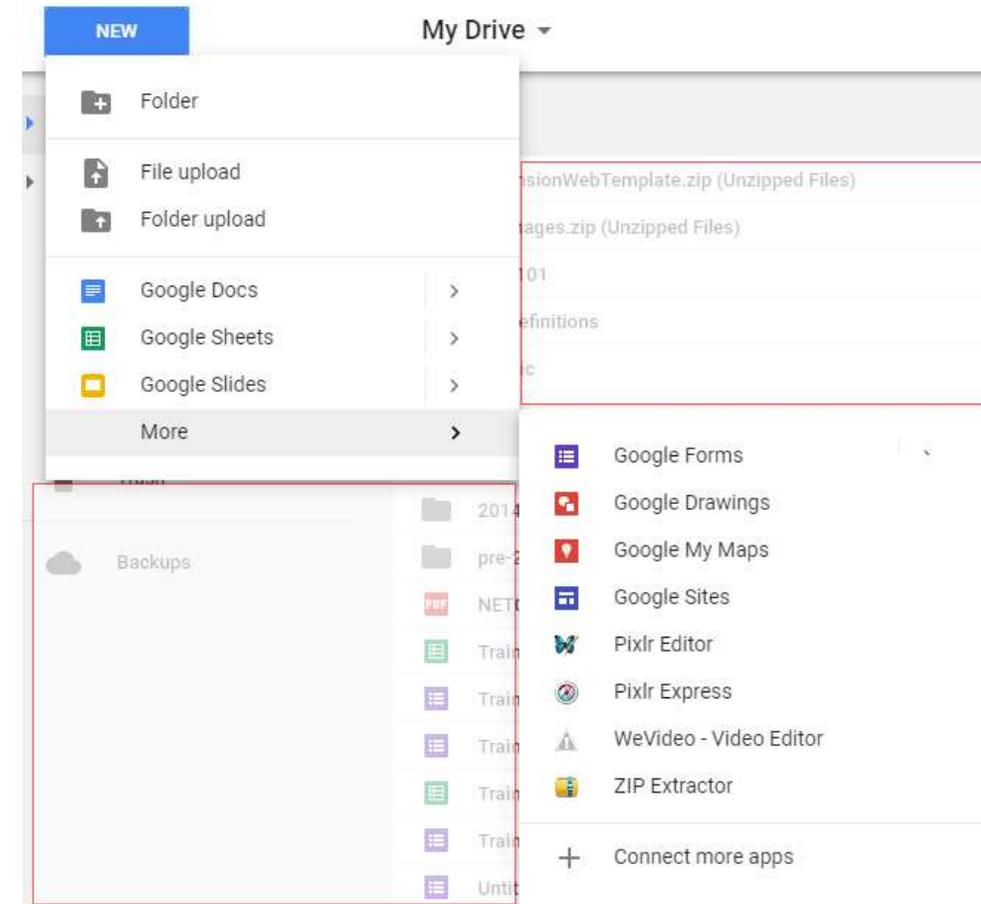
GOOGLE FILE VS. OFFICE FILES

- How to tell a Google doc from a Word doc

| | About Optical Character Recognition in Google Drive.docx | me | Oct 1, 2014 me | — |
| | About Optical Character Recognition in Google Drive.docx | me | Sep 30, 2014 me | 12 KB |

- Google doc
- Word doc
  - Same with .odt, .ods files (LibreOffice)
  - Not with PDFs
- Google doc is not counted against your quota
- You can have docs convert automatically
  - Settings:

Convert uploads	☑ Convert uploaded files to Google Docs editor format

MANIPULATING FILES

- Right-click menu

- Most of these are pretty self-explanatory

- Manage versions allows you to look at, and revert to, older versions of a file

- If you want to delete a file shared by many from your own files, choose Remove

👁	Preview
✛	Open with
+👤	Share...
🔗	Get shareable link
📁	Move to...
⭐	Add star
✎	Rename...
🕑	Manage versions...
🗐	Make a copy
⬇	Download
🗑	Remove
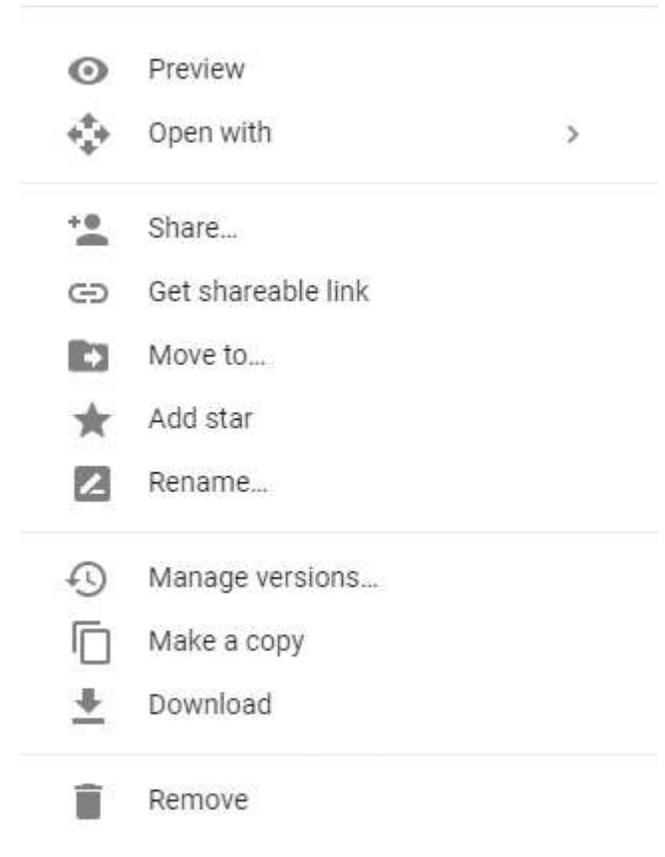
SHARING FILES

- Share menu item on previous slide
- Share by link at top or by right-click
  - Email the link, or share via Google+, Facebook, Twitter
- Share via email invite
- Give cohorts view-only or edit options
- You can prevent sharing of the link or changing of permissions

Sharing settings

Link to share (only accessible by collaborators)

https://docs.google.com/forms/d/1DfdDj23RT2Cz2Lfq-n2vDkyivHLFG-AdaAHm71aolr

Share link via: M G+ f

Note: editors will be able to view and delete form responses

Who has access

	Specific people can access	Change...
	Jeffrey Wood (you) jeffwood2262@gmail.com	Is owner
	Jeff Wood snark6623@gmail.com	✏ ▾ ✕

Invite people:

Enter names or email addresses...

Owner settings Learn more

☐ Prevent editors from changing access and adding new people

Done