

# Evernote Workshop



# 爲什麼要寫『筆記』？

Remember and Reuse (Information)

Plan and Act (Tasks and Priorities)

Think and Develop (Ideas and Concepts)

Learn and Apply (Knowledge and Action)

Review and Grow (Experiences and Effects)

Archive and Share (Anything Else...)

# 爲什麼要寫『札記』？

『記錄、Record』是爲了  
『記得、Remember』

『反思、Reflect』是爲了  
『學習、Learn』

『回應、Response』是爲了  
『行動、Act』

『評估、Review』是爲了  
『進步、Improve』

# 記筆記最常見的難處？

不知道記寫在什麼地方…？

不知道收放在什麼地方…？

不知道是在那一頁、那一段…？

不知道該如何來增減、更新…？

不知道該如何來整理、使用…？

不知道有沒有副本…？

我們能否一個『個人筆記集中存取處』？

# 『個人筆記集中存取處』

能隨時的『使用、存取』…○

能隨意的『更新、增減』…○


能容易的『歸類、整理』…○

能方便的『搜尋、參考』…○

能適度的『隱私、安全』…○

能輕易的『分享、複製』…○

# A Candidate Tool: Evernote



The image shows a promotional banner for Evernote. At the top left is the Evernote logo (an elephant head) and the word "EVERNOTE". To the right are navigation links: "PRODUCTS", "NOTEWORTHY BLOG", and "THE TRUNK". Further right are links for "WEB SIGN IN", "CREATE ACCOUNT", and "GO PREMIUM". The main background is green with the headline "Remember everything." Below this are three columns illustrating features: "Capture anything" (showing a laptop with a recipe and sticky notes), "Access anywhere" (showing a tablet and phone with a cloud icon), and "Find things fast" (showing a search bar with "salty ramen recipe" and a recipe card). At the bottom is a green button that says "GET EVERNOTE, IT'S FREE" and a row of icons for various Evernote integrations: Skitch, Web Clipper, Evernote Hello, Evernote Food, Evernote Clearly, and Evernote Peek.

**EVERNOTE**

PRODUCTS | NOTEWORTHY BLOG | THE TRUNK

WEB SIGN IN  
CREATE ACCOUNT  
GO PREMIUM

## Remember everything.

**Capture anything.**  
Save your ideas, things you like, things you hear, and things you see.

**Access anywhere.**  
Evernote works with nearly every computer, phone and mobile device out there.

**Find things fast.**  
Search by keyword, tag or even printed and handwritten text inside images.

GET EVERNOTE, IT'S FREE ▶

Skitch ▶ Web Clipper ▶ Evernote Hello ▶ Evernote Food ▶ Evernote Clearly ▶ Evernote Peek ▶

# Evernote: A Note Taking App

可以用來建立『個人筆記庫』

複製、儲存在雲端 (Cloud Depository)

可儲存各樣文字、格式、圖片、檔案

可以整理、搜尋、並分享内容…。



# Evernote Basic





# 安裝、Installation

可從 App Store、或從  
Evernote Web Site 下載安裝

設定 User Name and Password、安裝到  
Windows, Mac OS, iOS, Android  
的電腦、平板、手機

# 顧客版本、Customer Plan

|                          | <i>Free</i>     | <i>Premium</i>   |
|--------------------------|-----------------|------------------|
| <i>Monthly Upload</i>    | <i>60 MB</i>    | <i>10 GB</i>     |
| <i>Maximum Note Size</i> | <i>25 MB</i>    | <i>200 MB</i>    |
| <i>Number of Devices</i> | <i>2</i>        | <i>Unlimited</i> |
| <i>Offline Access</i>    | <i>Computer</i> | <i>Any</i>       |

# 基本概念、Basic Idea

A 『Note』 must be in a 『Notebook』

A 『Notebook』 can be in a 『Stack』

A 『Note』 can contains any content

# 基本概念、Basic Idea



# 基本概念、Basic Idea

A 『Shortcut 』 can be  
a 『Note 』 or a 『Notebook 』

『Inbox 』 is the 『Default Notebook 』

It can be renamed 『Work in Progress 』  
or 『To be Process 』

# 撰寫筆記、Composition

Enter, Edit, Format, Copy, Paste

Capture from a Web page (Web Clipper)

Send in through e-mail

Attach a picture, a photo, a document, or  
any format of files

Take a photo or a voice memo

Capture a figure and create markup on it



# 同步、Synchronization

『個人筆記庫』是儲存在電腦上

藉著 Synchronize 指令使電腦與雲端的  
『個人筆記庫』同步

其他智慧型手機、平板電腦、或 Web  
Browser，可藉著網路直接存取、使用  
在雲端的『個人筆記庫』

雲端的『個人筆記庫』也可以說是  
『個人筆記庫』的副本

# 格式技巧、Format Tips

Reuse note templates if possible

Use one column-row table for heading

Use Horizontal Line to separate sections

Use different symbol or coding for sorting

Use different style or color coding

Use Note or URL Links for reference

# 組織架構、 Organization

為什麼要整理組織 Note ？

Browse, Search, Share...

Hierarchical Structure  
(Notes, Notebooks, Stacks) vs. Tags

A note only can be in one Notebook,  
but a note can have multiple tags.

# 使用標籤、 Using Tags

Actions: To Read, To Do, To Develop...

Groups: @RCCC, @CCMC, @DCCF...

Subjects: ^Work, ^Service, ^Family...

Time: In Days, In Week, In Month...

Category: %Bible, %Work, %Nature...

Ranking Related: \*★ ★ ★ ★ ★

# 筆記搜尋、Searching

Browse through hierarchical structure

Sort the Notes based on Title, Dates, Size

Search Notes by Text in All Notes,  
in A Notebook, or Notes with a Tag

Find A Note by Locations

Search through complex search formula  
(which can be saved and reuse)

# 討論、Discussion

What is the difference between a Note in Evernote and a Word document?

What is the difference between Evernote and Dropbox or Box?



接下來...



# Evernote 筆記應用

現在就開始記錄、遷移各樣筆記…

嘗試使用不同 Notebook, Stacks, Tags…

嘗試使用不同的搜尋方式

不只整理，更是反思、回應、評估…

盼望藉著自己的筆記、札記，  
來改變自己的生活與生命…

# Evernote 筆記應用

並沒有所謂『正確的筆記方式』…

若是有，就是要『開始』  
並『繼續』、『改進』…

讓我們開始記錄自己的：  
所看、所聽、所思、所感、所計…