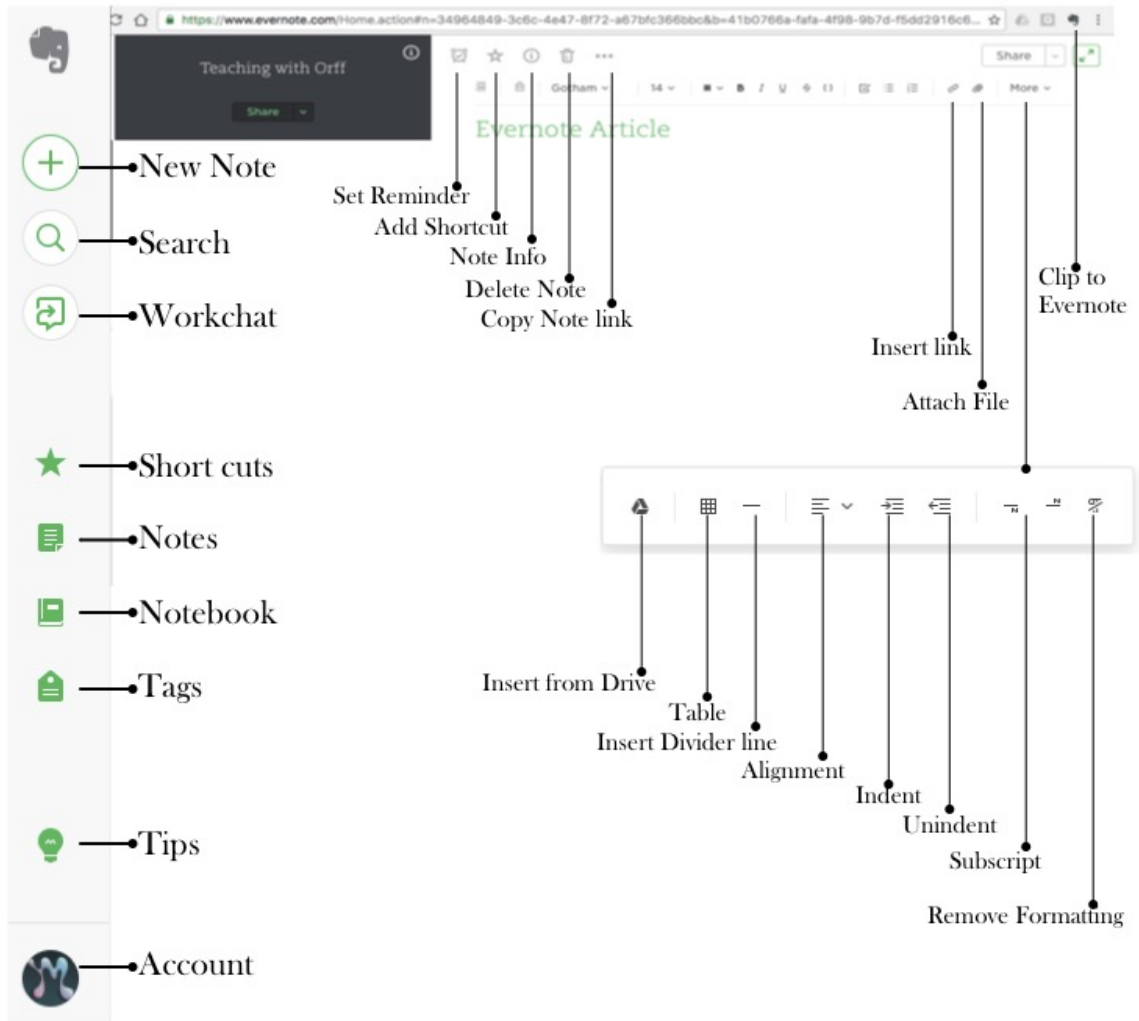


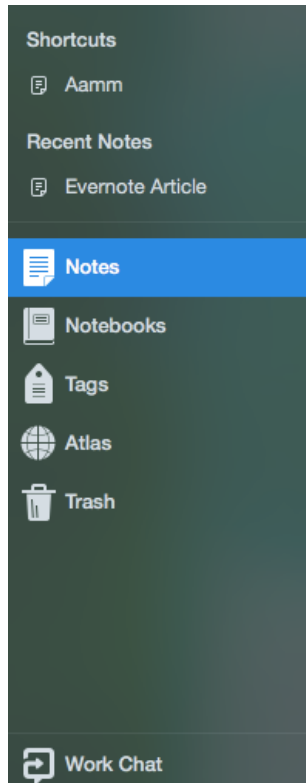
EVERNOTE 101

Evernote is a Note Tracking Tool that can be either web based or synced across devices. It allows for organization, sharing and collaborative editing of information. Evernote is available as a free application, but it is the paid versions that actually enables full functionality especially in making information available and editable offline across devices.

The online user interface maybe intuitive to those familiar with applications like Word and Google Drive. The mobile and desktop versions are very similar.



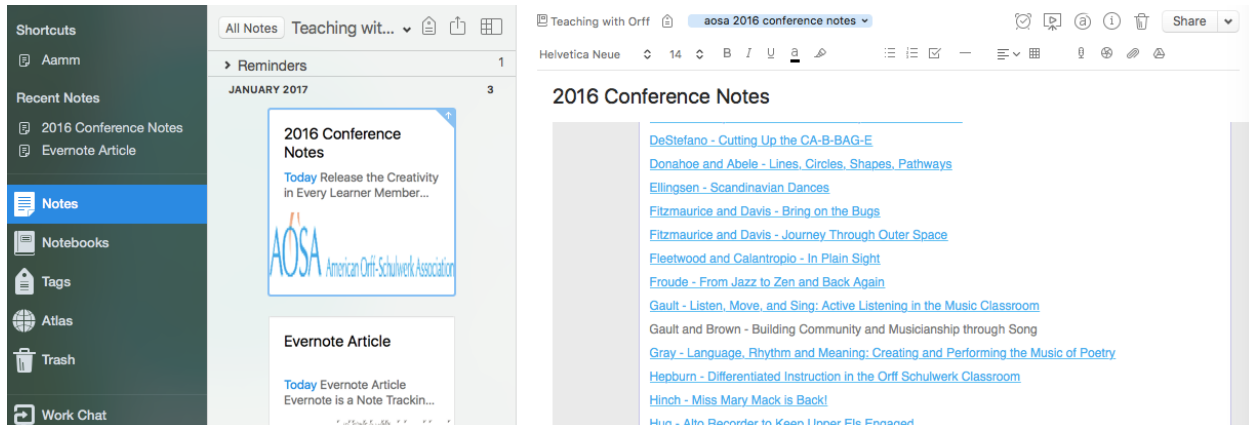
Desktop Image



One of the most efficient ways to use Evernote is to organize Notes into Notebooks. These could be shared with other people using Workchat or Share. They can view or edit depending on the sharing settings. Evernote assigns each user a customized email address that will be found in the Account Settings. This will appear as Email Notes to.... If an email from a regular email address is forwarded to this, it will appear as a New Note in the most recently used Notebook unless the Default has been set to another Notebook.

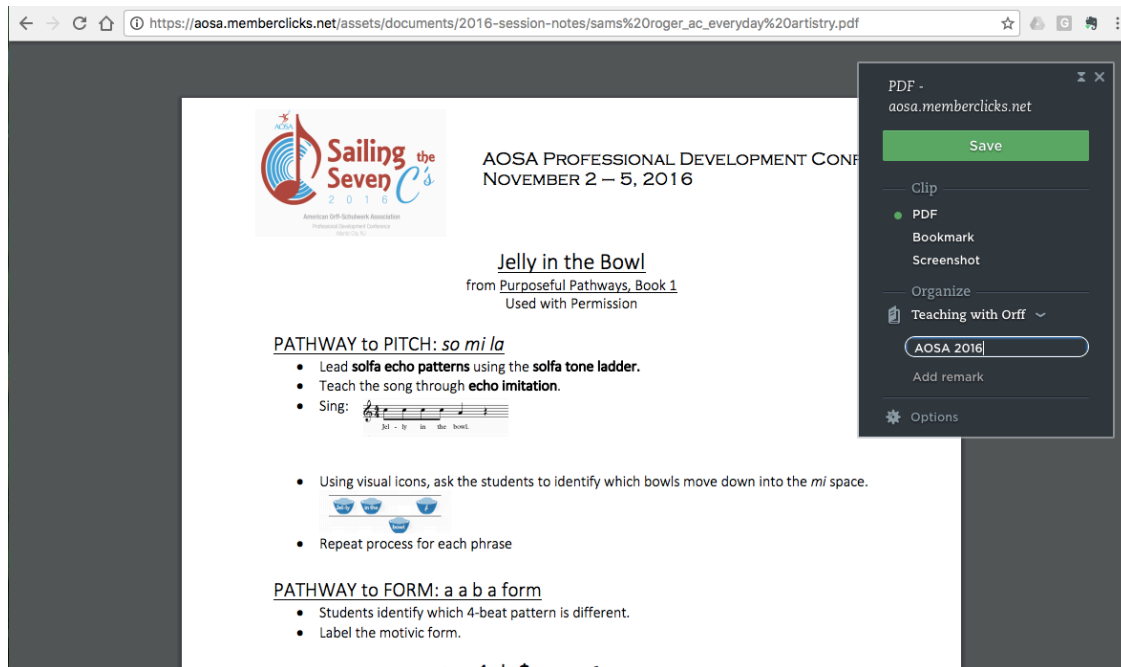
Attaching and Annotating PDFs and Web Clips

If all the conference notes from AOSA 2016 were to be organized in one place, then a Notebook AOSA 16 could be created. The AOSA website could be accessed and the Web Clip tool used to Save the page in a Note.



A Note could be created for each session attended, then either by using the Web Clipper the PDF of one particular session could be attached to the Notebook, or the hard copy of the handouts could be scanned in.

The PDF version of the notes available on the AOSA website could be downloaded and attached to the Note using the paperclip icon or simply dragging the file into the Evernote Note, or using the web clipper on the session note's page, the notes could be saved into the Notebook.



Adding Tags is a good way to ensure these notes are searchable.

The image shows a PDF document on the left and its annotation menu on the right. The PDF is titled "Sailing the Seven 2016" and "AOSA PROFESSIONAL DEVELOPMENT CONFERENCE NOVEMBER 2 – 5, 2016". The main content is "Jelly in the Bowl" from "Purposeful Pathways, Book 1". It includes a "PATHWAY to PITCH: so mi la" section with instructions on using solfa echo patterns and a musical staff. Below that is a "PATHWAY to FORM: a b a b a form" section. The annotation menu on the right is titled "PDF - aosa.memberclicks.net" and has a "Save" button. It lists various actions: Clip, PDF, Bookmark, Screenshot, Organize, Teaching with Orff, and Options. Two tags are visible: "Everyday Artistry" and "AOSA 2016 x".

It is also possible to annotate the notes in the session itself using the Web Clipper, or using the app. Text, arrows, highlights can be inserted. For e.g.

The image shows a PDF document on the left and its annotation menu on the right. The PDF is titled "Deta, Deta (Firefly, Firefly)" and "Japanese Folksong/arr. Sams". It includes a musical score with lyrics: "De - ta, de - ta tsu - ki ga. Fire - fly, fire - fly in the night." and "Ma - ru - ki ma - ru - ki ma - n ru - ki. With a yel - low, with a yel - low, with a yel - low light." and "O - ho - n no yo - na tsu - ki ga. How I like to watch you shine to - night." The annotation menu on the right is titled "PDF - aosa.memberclicks.net" and has a "Save" button. It lists various actions: Annotate, Organize, Teaching with Orff, Add tag, everyday artistry x, aosa 2016 x, Add remark, and Options. The "Add tag" button is highlighted, and the tag "everyday artistry x" is visible. A red arrow points to the "Intro" label in the musical score.

An additional feature is the video and audio option that would allow for audio and/video recording.

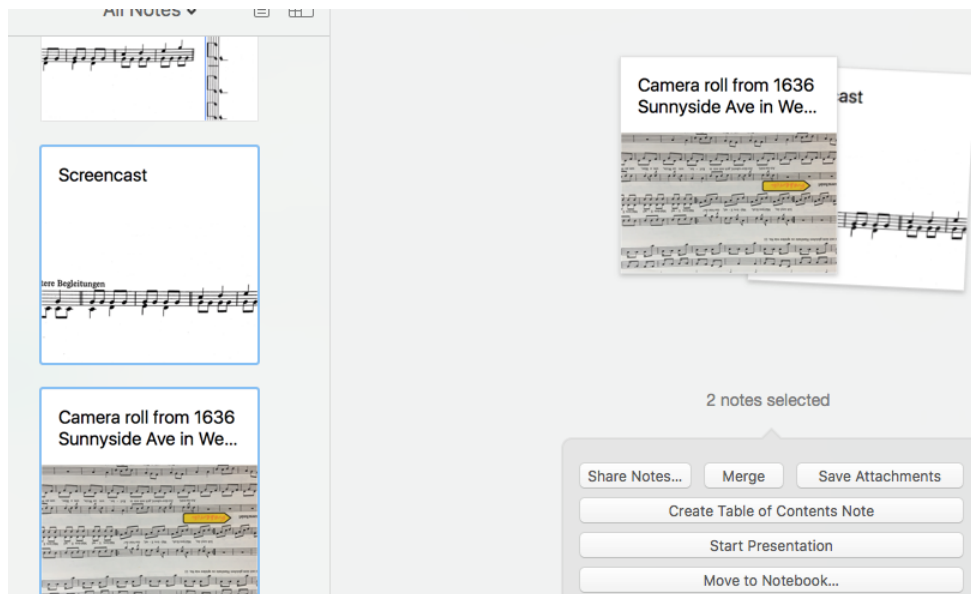


PDF - aosa.memberclicks.net



Notes can be moved to and from other Notebooks on all devices. On Mobile Devices, Evernote camera can be used to snap photos of whiteboards and handouts. Evernote runs images through a character-recognition process that makes handwritten words searchable.

These pictures can be brought into Evernote as images or documents. These will appear as new notes. Selecting multiple notes and right clicking allows for the Merge feature to appear.



Evernote also has a Presentation Mode that allows Notes to be presented as slides.

Evernote can be a great organizational tool. It is user friendly, but like most apps one needs to play around with it to find how to optimize and customize it.