

Organize Your Genealogy Research with Evernote

Have everything at your fingertips!

Dawn Parrett Thurston

www.MemoirMentor.com...www.MemoirMentor.com/blog...WritingMyRoots.com

DawnThurston@MemoirMentor.com

Problem: You're up to your eyeballs in genealogy stuff. You've got stuff in file cabinets and 3-ring binders. Stuff on your computer. Stuff you don't remember having. Stuff you can't find.



Solution: Meet Evernote, your new best friend. Your genealogy SUPERPOWER. Join 200 million Evernote users and cut the clutter...so you can free your mind for more important stuff.

Embrace Your Superpower!

What Evernote can do for you:

- A free note-taking, note-saving tool that enables you to instantly capture and retrieve everything important to your research.
- Brings all your text notes, photos, email, video, audio interviews, web content together in one place
- Cloud storage allows you to access information anywhere—desktops, laptops, iPads, iPod Touch, smart phones (Android, Blackberry, iOS). You have a copy of your notes in the cloud and another copy on your desktop.
- You can find things fast. It's your very own private google.
- Camera and audio recorder provide easy inputting
- Evernote [Web Clipper](#) allows you to clip web content directly into Evernote. Detects what browser you're using and downloads the appropriate one.
- Share your notes and collaborate.
- Premium version offers even more options.
 - ✓ Local notebooks for offline access (handy for travel)
 - ✓ Optical Character Recognition

Getting Started:

- Download the free Evernote app for your desktop computer and mobile devices
- Download the Evernote Web Clipper

How stuff is organized in Evernote

- Notes
- Notebooks (container for multiple notes)
- Stacks (combined notebooks)
- Tags
- Shortcuts

Adding content to Evernote:

- Create a new note by clicking the “+ New Note” button.
- Use the Web Clipper to capture online articles, records, images, etc.
- Drag and Drop—What it says: you can drag images and notes directly from your computer desktop into an Evernote note.
- Scan notes and records directly into Evernote with a Fujitsu ScanSnap scanner. [ScanSnap Software](#) is also available independently for download.

Structure Ideas for Genealogists

- Create a notebook for an individual or for a surname and move all the relevant notes into it.
- Build a stack of notebooks for all the people or surnames in that branch.
- Create a stack of notebooks for each of your four grandparents’ lines.
- Create notebooks for different types of records—vital records, immigration, land, military, census, etc., and tag the notes with the names of your ancestors.
- Use the checklist function to set up To-Do lists for each ancestor.
- Create a table of contents for each notebook.
- Create local notebooks for offline access (handy for travel)
- Set up Inbox as your default download receptacle

Tags—the key to effective searching and organizational simplicity

- Allows you to attach specific keywords to a note
- Tag suggestions for family historians:
 - ✓ Specific names and places that appear in your family history project
 - ✓ Documents
 - ✓ Resource list/Bibliography
 - ✓ Financial records
 - ✓ Correspondence
 - ✓ Research plans and/or To-Do List

Tips

- Start where you are
- Develop discipline to use Evernote
- Determine your structure
- Use Evernote for everything
- Let indexing work for you
- Use the audio recorder

Resources—Evernote.com; Blog.Evernote.com

- Evernote has built-in tutorials
- Brett Kelly, *Evernote Essentials: The Definitive Guide to Evernote*
- Kerry Scott, *Evernote for Genealogy* (Kindle and paperback versions)
- Evernote shortcuts: <https://blog.evernote.com/blog/2015/01/12/command-control-essential-evernote-shortcuts/>
- Tutorials at blog.evernote.com and on YouTube