Using Evernote for your Quilt or Embroidery Business Class 1
Kelly Gallagher-Abbott www.jukeboxquilts.com

What is Evernote?

Think of it like an old fashioned phone directory. It's a directory that shows a picture of a item, and provides the location of that item (street address), as well as keywords known as tags that can be used to classify and search for an item.

In the free version, which is completely adequate for most quiters' use, it is only a directory. The item, in this situation a digital pattern, does not actually "live" in Evernote, just like Mr. Jones does not live in the phone directory. If you purchase the program, it's around $8 per month. You can actually attach the pattern files and pdfs to the note if you wish. We'll cover more about this in the second class.

How to Download Evernote

Go to www.evernote.com and follow the download prompts. It is available from the App Store for your mobile devices.

If you purchase the Premium version, you may also want to download the free apps Skitch and Scannable from the Evernote website (apps for mobile devices).

Skitch allows you to annotate or to mark up photos. Let's say a customer drops off a quilt with an open seam, circle it on the photo and email it to the customer to ask if they want to fix it or pay you extra to fix it.

Scannable is a quick way to load documents into Evernote, such as business cards, recipes, documents, etc. using your mobile phone.

Photo to send a preview to the customer from Skitch.

Accept My Invitation

Once Evernote is on your computer, accept the email invitation I've sent to view my notebook. You won't be able to edit the notebook, but you can view all of the Innova patterns that come free with Mach 3.

Evernote Tour

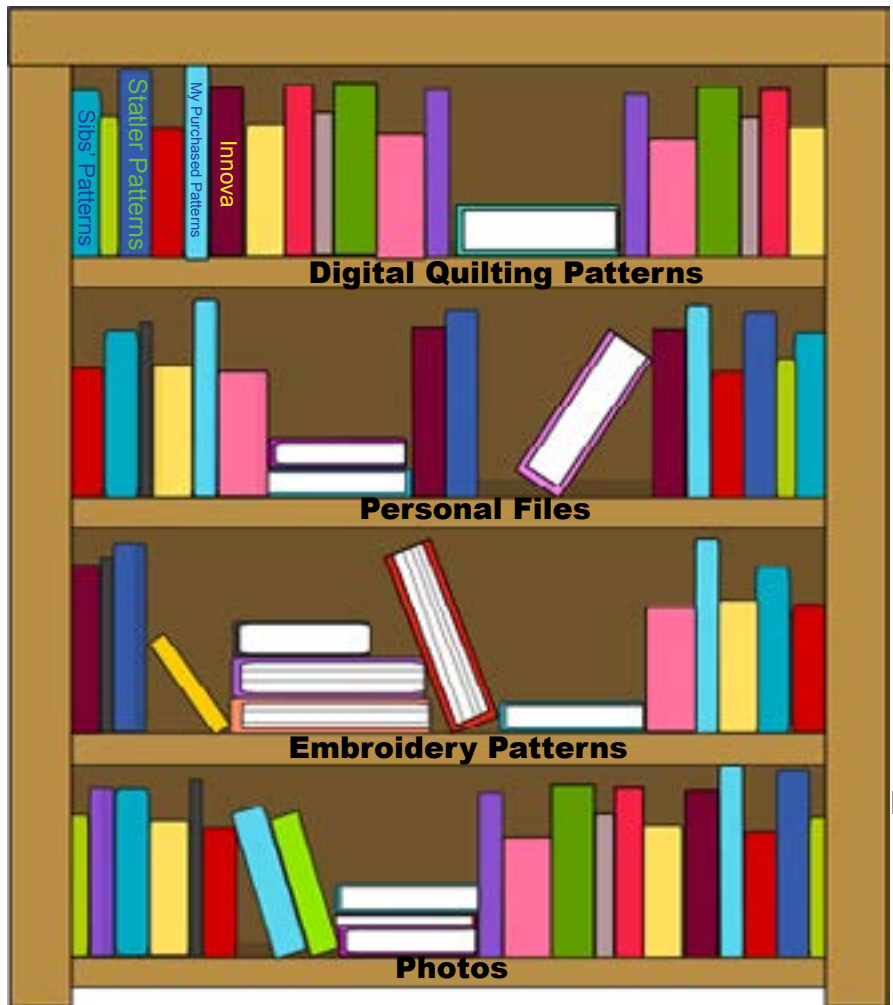Let's take a quick tour. In Evernote, you have:

View Options- we use Card View the most (View→Card View).

Online vs On Your Computer
I prefer the interface of the local version for my computer.

Stacks - like a shelf of books, each shelf, or "stack" can have multiple Notebooks on it of similar items. I have a stack of notebooks of digital quilt patterns - one notebook of patterns I had from my first brand of robotics machine, one from a group I belong to, one from the Innova machine, and one of the patterns I've purchased.

On another shelf, I might have one of my embroidery patterns, and a shelf or stack might have personal notebooks like one of family photos, etc.

Notebooks
Contain notes which are like individual pages.

Notes
Inside each notebook, you have pages, referred to as notes. Each note contains a different pattern with a name, image, location, and tags.

Tags
Keywords can be assigned to each note. These are called Tags. Here is how we tag digital patterns:

A
Pattern type. To learn more about pattern types, see our document here.

B
Theme.

Z
Designer and/or company from which it was purchased.

You can have multiple tags in each letter category - assign as many as needed to completely describe the pattern.

If a category gets too big, like the Botanical tag in my Evernote, we split it into sub tags, like leaves, trees and flowers. Always tag an item with the main category (B Botanical), but also include any appropriate sub tags (B Botanical Leaves). This will make it easier to find each pattern.

Keep it simple - for instance rather than having a "B Christmas" and a "B Hanukkah" tag, just have a B Holiday tag. Too many tags will take too long when you build and tag your own notebook. It's easy to quickly scroll through a category, or add other key words to narrow your search.

We recommend you use the same tags we use so that when you search by them, it will search across all of your notebooks.

Search Options - place your cursor in the search box and begin typing tags separated by a comma. Other ways to find things - double click on the notebook or tag to show only that notebook or notes in that tag.

What makes it awesome for organizing your patterns:

Ease of use - Evernote is free, and is easy to use

Cloud based - show customers what you have available wherever you meet up, on any device. Now that we're doing things like meeting in the grocery store parking lot, you can still review patterns with your customer. If you have the paid version, you could also share your notebook on your webpage or by email invitation. They can go through the sometimes agonizing selection process before you meet with them!

Evernote can be used on your device even if you are offline. You can use it on the web, but it's a bit clunky. I prefer to use the downloaded version and just sync frequently.

Searches all fields - name, description, and tags. Here's a frequent scenario, you know a pattern with big palm leaves would look good on your customer's beach quilt. You could search by putting in "e2e, Botanical Leaves" and scroll through them all, but you recall it had "fronds" in the name. Just type in fronds - Evernote searches titles, tags, and any text in the note.   The paid version will also search handwriting or words in a photograph!

Hint: when you are searching, it will only search in the item you have selected on the right part of the screen. If you've double clicked on a designer tag, you will only be searching in that notebook. Go to the top of your stacks to search through all of your notebooks.

Include any Additional Information on Notes

Make notes on your cards, like This pattern runs fast, poorly designed pattern, lots of tie offs and jumps, etc. This can be very helpful on future quilts. For instance, there is a hummingbird pattern customers love to pick but takes forever because each bird has 4 thousand little feathers on its wing and tail. Make a note of that to prevent yourself future pain. By the way, I'll show how to fix this pattern in a future class and will post a new copy.

Viewing the Jukebox Notebooks

We've made notes of all of the patterns included on your Innova/Mach 3. I have shared them with you. You can view them but not edit them. We also have patterns from our website in this notebook. They have a hyperlink at the bottom that will take you to them for purchase. If you don't want these to show, you can type free in the search box and it will filter these out.

Here are a few other uses:

Family Photos - Create a notebook and drop in old family photos. Share them with your elderly relatives (give them editing rights) and let them put in details. They can copy the images to their own files. This is a great way to store valuable information and share with all of your family members. Warning, though, make a backup notebook they can't access. If they aren't computer savvy, they may delete all your precious photos.

Recipes - Evernote has an app called Evernote Scannable. Use this on your phone to phot-graph Mom's recipes and share with your favorite cousins. If you have the paid version, EN is so smart that it reads handwriting and will search in the actual recipe.
I'll share another app next week that I actually prefer to use for recipes.

Go Paperless - using that same app, scan business cards, medical reports, or anything you wish to get rid of that paper pile on your desk. Keyword them and always have the information at your fingertips. Again, the paid version will actually search in the scanned image for terms. The paid version also has a web clipper, you can crop portions of websites and the interactivity will be in the note!

Projects/Garments - create an inspiration notebook on future projects you want to work on, or create a notebook of the quilts you've made with notes on fabrics, quilt designs, patterns, etc.

Embroidery Files - Evernote is a great place to store those pdfs that you get with your em-broidery files, and if you have the paid version, you can actually attach the files of the designs.

Thread Collection - Someday, when we're going to quilt shows again, have a notebook of the threads you have in your supply. Prevent yourself from purchasing colors you already have, or make notes on which ones are empty or running low so you remember to pick up a new cone.

To do lists or any other checklist you want to create.

Trip Planning - scan all trip documents

Free vs paid version

Free is probably fine for most, but if you want to add attachments like the actual digital files or pdfs, or want to share your notebook with others, you'll need the paid version.

Sync Frequently!
On a regular basis, make sure you sync (File→Sync) your Evernote with the cloud to make sure you receive any updates and to keep the cloud version updated with any additions you've made.
Next Week:
We'll review creating your own notes and cover some other pretty great apps!

Sample Jukebox Tags:

A Pattern Type

A Applique
A B2B (Butt to Beak)
A Backgrounds and Fills
A Blocks and Frames
A Border 2 Border
A Borders Sashings and Cornerstones
A E2E
A P2P (Point to Point or Autofit)
A Trimmable
A Patterns for projects/piecing
A Word and Phrases

B Theme

B Blocks and Design Specific
B Botanical
     Flowers
     Leaves
     Trees
B Critters Insects/Bugs
Pets B Diamonds
B Ditzies
B Feathers
B Food/Drink
B Holiday/Seasonal
     Christmas
     Winter
B Juvenile
B Modern
B Nature
     Camping
     Western
B Patriotic
B Religious/Cultural
B Sports and Leisure
B Swirls and Spirals
B Traditional/Ornamental
B Transportation
B Triangles
B Whimsical
B Wholecloth

Z Designer

Z Anne Bright (BZ Quilting)
Z Blackman Designs
Z Dave Dennis
Z Dave Kapka
Z Deb Geissler
Z Forever in Stitches
Z Hillbrook Studios Ben Withem
Z Hillbrook Studios Christy Dillon
Z Hillbrook Studios Helen Smith
Z Hillbrook Studios Lynne Blacman (sic)
Z Irena Bluhm
Z Jelly Bean Quilter
Z Jukebox Quilts
Z K Emmerson Kin Quilting
Z Kelly Gallagher-Abbott
Z Legacy Quilting
Z Linda Taylor LEQ
Z Lone Pine Quilting
Z M England Designs
Z Natalia Majors
Z Norma Sharp Quilting Stitches
Z One Song Needle Arts
Z Quilting Creations International
Z Sharon Perry House of Creations
Z Statler Sibling Archives