



Quick Tips

5 Simple Ways to Organize Your Life in Evernote

Full article:

<http://www.marketingforowners.com/5-simple-ways-organize-life-evernote-email/>

1 **Email To Evernote**

Send any email directly to Evernote by forwarding it to your unique Evernote email address (find it in your Account Area).

You can assign the email to a notebook too: In the subject line, type the @ symbol followed by the notebook name.

2 **Scan To Evernote**

Go paperless! Easily scan in your receipts, business cards, and documentation in PDF form, and clear the clutter. [\[Click here for tutorial\]](#)

To add PDFs to Evernote, open the notebook in which you want to file the PDF, then drag-and-drop the PDF into the notebook. Any PDF on your hard drive will become searchable on Evernote (premium accounts).

3 **Chrome Clipper Extension**

This extension makes it super easy to save and organize anything from the web, from news articles to videos. Also available for Firefox.

You can choose to save the full page, a selected area, take a screenshot of part or all of the page, or bookmark the page. [\[Click here for the Clipper Extension\]](#)

4 **Photograph It With Your Smart Phone**

Photograph your receipts and documents. File them away in Evernote.

Photograph things that inspire you and save them to Evernote.

5 **Use Tags And Stacks To Get Even More Organized**

Notebook stacks allow you to keep similar notebooks together. Think of them as 'main categories' and your notebooks as 'sub-categories'.

Tags are a great way to organize your notes *within* your notebooks