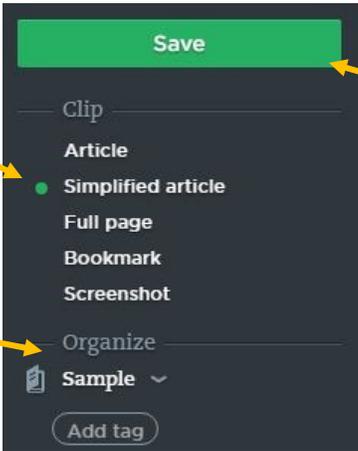


Using Evernote Web and Web Clipper

<p>Step 1: Sign up for an Evernote account & Get Web Clipper</p>	<ul style="list-style-type: none"> Go to http://evernote.com Click Sign Up Now to create an account Enter your RB email address (@rbhs208.net) and your password and click Sign Up Click Get Web Clipper, then click Get Web Clipper for Chrome Click Add to Chrome, then click Add Extension This will put the “Clip to Evernote” icon (elephant) on your Google Chrome toolbar.
<p>Step 2: Create notebook</p>	<ul style="list-style-type: none"> Sign in to Evernote (evernote.com) Click  Notebooks on left-hand side Click  icon to create a notebook Title your notebook, then click Create Notebook
<p>Step 3: Save Web pages/ articles</p>	<ul style="list-style-type: none"> When you are on a page you want to save, click on the “Clip to Evernote” icon (elephant) on the upper right-hand corner in your Google Chrome toolbar You may be prompted to sign in to your Evernote account A gray bar will come up on the right side (see below) <div style="display: flex; align-items: center; justify-content: center;"> <div style="border: 1px solid black; padding: 5px; margin-right: 10px;">1. Choose Full Page or Simplified Article</div>  <div style="border: 1px solid black; padding: 5px; margin-left: 10px;">3. Click green Save button</div> </div> <div style="border: 1px dashed black; padding: 5px; margin-top: 10px; width: fit-content; margin-left: auto; margin-right: auto;"> <p>It is not recommended to use the highlighting tool here. Use highlighting and more tools when viewing your articles (next step).</p> </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px; width: fit-content; margin-left: auto; margin-right: auto;"> <p>2. Choose your project's notebook</p> </div>
<p>Step 4: Access Saved Web Pages/Articles*</p>	<ul style="list-style-type: none"> Sign in to Evernote (evernote.com) and click on your project's notebook to view the saved items Important functions: <ul style="list-style-type: none">  Opens an article in it's own window Clicking into the title or body of an article will allow you to type into it  Will change text color (highlight text with your mouse that you want to change the color) Ctrl-Z to Undo
<p>Step 5: Share Notebook through a URL</p>	<ul style="list-style-type: none"> Open the notebook you want to share Click on the Share drop-down menu Select Modify Sharing Click Publish, then Copy Public link URL

*You can also download the Evernote App to access articles on mobile