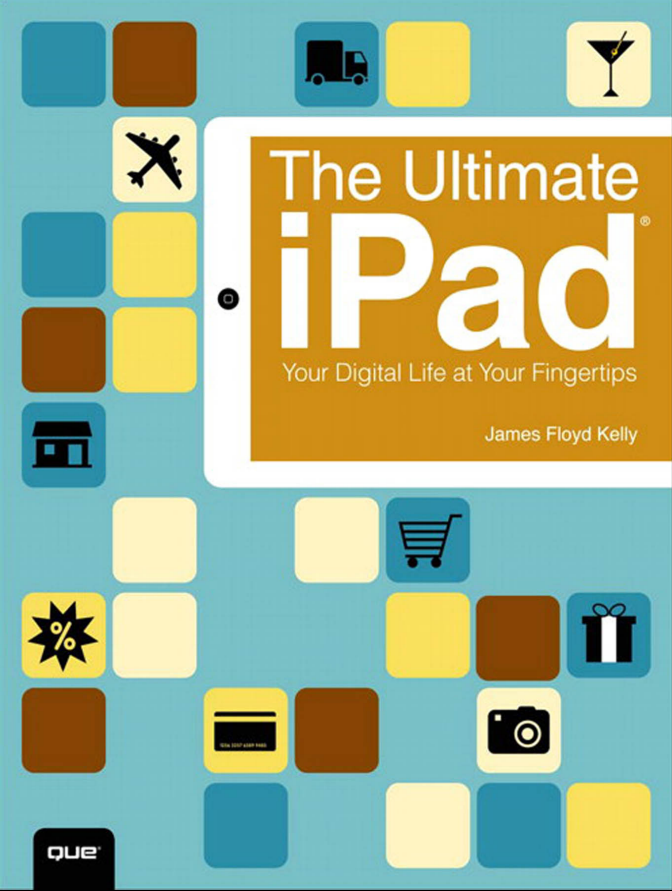

FREE SAMPLE CHAPTER

SHARE WITH OTHERS

The Ultimate iPad®

Your Digital Life at Your Fingertips

James Floyd Kelly

que®

800 East 96th Street,
Indianapolis, Indiana 46240 USA

The Ultimate iPad®: Your Digital Life at Your Fingertips

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About the Author

James Floyd Kelly is a writer from Atlanta, Georgia. He has degrees in Industrial Engineering and English and has written technology books on a number of subjects, including CNC machines, 3D printing, Open Software, LEGO robotics, and electronics.

Dedication

For Mom and Dad—1984, the first Mac, changed my life...thank you.

Acknowledgments

I remember pitching this idea to Rick Kughen at Pearson. For a few years, I'd been repeatedly explaining and demonstrating various iPad tricks and tasks to friends and family, and it just seemed like a good idea for a book. Thanks to Rick, the book you're holding in your hands is a reality and will hopefully give you even more reasons to love the iPad.

My technical editor, Karen Weinstein, did a great job of finding my errors and offering suggestions for improving the book. Even after years of using the iPad, I still sometimes explain things incorrectly—Karen kept me on my toes, and the book is better for it.

Every book has a variety of editors assigned to it, and they all have special duties that help to make a book great. I'd like to give a huge thank-you to the other editors involved in the book—development editors Greg Kettell and Todd Brakke, production editor Elaine Wiley, and copy editor Bart Reed. Thank you all for your confidence in this book and for your help in getting it completed.

A big thank-you goes to the entire crowd at Pearson and Que Publishing—I continue to enjoy writing for these folks, and they always do such a great job of spreading the word about their books (mine included) and making sure that all the cool topics are covered and ready for the world to learn.

Finally, I always thank my wife and two boys for their support. Deadlines are always stressful, but oftentimes the entire writing process can be that way, and they always give me the time I need to finish my writing, including the occasional weekend afternoon when I'd really rather be outside playing and spending time with them.

James Floyd Kelly
Atlanta, GA
April 2014

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Introduction

Your Ultimate iPad

Back in 2010, I remember watching Steve Jobs introduce the iPad. I was skeptical. No keyboard? No USB port? Same (or similar) operating system as the one I'd seen on the iPhone? (I wasn't convinced of the iPhone, either). I listened to the list of things this new tablet could do, comparing it to the various tasks I was already performing with my laptop. What was the big deal?

But as I sat there for a few hours, browsing the Internet, sending some emails, listening to my music, and collecting information for a book proposal I was writing, the battery on my laptop died. I'd gotten about three hours of work from the battery and was now looking at having to head to my office to finish what I was doing on the large, clunky desktop computer. Fighting the urge to get off the couch, I tried the onscreen keyboard on my mobile phone to send an email. It was frustrating. I'd been browsing a website with my phone's web browser and squinting to find some answer to a technical question my dad had pitched to me, and I kept tapping the wrong link and launching the wrong page.

Longer battery life, larger onscreen keyboard, larger screen, web browsing, email...all of a sudden, the iPad was starting to sound like a very good solution. I'm a bit impulsive at times about new technology (to my wife's dismay), so I placed my order and got one of the very first iPad tablets from the Apple Store (and still have it now, four years later). After just a few weeks, I was sold. The iPad was a game changer for me.

Jump forward four years and I cannot imagine getting through my daily activities without my iPad. I've continued to upgrade, and I've found new ways to use the additional processing power and iOS features to make my work and home life easier. Along the way, I've been forced by necessity to find new and interesting ways to get things done with my iPad—mainly because I try to resist turning to my MacBook Air laptop and Windows desktop computer. Wherever possible, I always try to reach for the iPad first.

This book's origin came about because of my intense desire to avoid using a laptop or desktop computer. If I find a task that cannot be performed by my iPad, something that forces me to reach for the laptop or head to my office for the completely immobile desktop computer, I will eventually begin a focused search for a workaround—a solution that will let me transition that task to the tablet. Although I have a few tasks that are yet to be solved by the iPad, almost every task I've historically performed on my laptop or desktop computer is now done with my iPad. Where there's a will, there's a way...and this book is all about the "way."

Friends, family members, and complete strangers...they've all stopped me over the years to ask me to show them some trick they've seen me do with my iPad. "How did you do that?" is a frequent question. "I didn't know you could do that!" is a frequent response to my demo.

The iPad is great. If you have one, you know how enjoyable the little device can be. But I have a strong suspicion you're not pushing your own iPad to its limits. There are likely some things you can do with that tablet that you're not doing...or might not know can be done!

I'm hoping to surprise you throughout this book by showing you some ways to make that iPad earn back its price. If you can find just one or two tricks in this book that save you a few minutes (or even hours) of work a day or week, my job is done. The iPad is supposed to make the online experience more fun, less stressful...easier. If your iPad isn't doing that, you're reading the right book. Stick with me, and learn just how your iPad can become an indispensible tool for home and work. By the book's end, it's my hope that you'll be looking at the tablet in your hands and calling it by a new name—Ultimate iPad.

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4

Evernote: Your New Best Friend

In This Chapter

- What Is Evernote?
- Evernote Overview
- Navigating in Evernote
- Creating Notes in Evernote
- The Power of Premium Evernote
- Possible Uses for Evernote
- Don't Forget the Cleanup

With the additional storage (discussed previously in Chapter 3, "Additional iPad Storage Options") available to your iPad, I hope you're beginning to see how you could take just about any file, document, movie, or photo and make it immediately available. Whether you go with a cloud-based storage service such as Dropbox or choose to use a Pogoplug service to create a home-based, local storage system, you'll have in place a storage solution for your iPad that will help ensure you always have access to anything and everything you choose to store digitally.

But let's talk for a moment about file organization. Although it's great to have a 1TB hard drive available to your iPad, you're only creating more work for yourself if you throw every file—song, movie, PDF, Word doc, and so on—into a single folder labeled Documents (or My Documents), for example. If you've worked with computers at all, you know that there's value in creating folders for storing and dividing up your files to make them easier to find. For example, on my 3TB external hard drive I have a number of folders I've created: Movies, Music, Photos, PDF Articles... you get the idea.

And inside each folder are subfolders. For example, my PDF Articles folder contains five folders: Woodworking, Health, Recipes, Technology, and Electronics. I store scanned articles from woodworking magazines in the Woodworking folder and scanned recipes in the Recipes folder. (And these subfolders don't just contain scanned pages that I've turned into PDFs—later in Chapter 12, "'Plays Well with Others': Remote Control and an Extra Screen," I'll show you how to convert online articles you find into PDFs.)

Although I use my 3TB hard drive to organize similar files (only MP3 music files go into the Music folder), I use another tool when I need to collect a variety of file types into one central location. I write technology books, so there are times when I want to have all my research files in one location and not scattered over a number of folders. For example, in my research for this book I collected (and scanned) brochures on hardware, online reference articles, photos of products, screenshots of software, and even videos and voice recordings. This mix of different types of files are kept in a single location that I can access on my iPad at any time.

The tool I use to do this is called Evernote, and it's not just for writers. Evernote users have discovered that Evernote is a crucial tool for staying organized, collecting vast amounts of information easily, and synching that information with a central cloud storage system that then makes their information available on any device—phone, computer, or tablet.

In this chapter, I introduce you to Evernote and show you some of the useful tools and features that make it a worthy app and service for your own Ultimate iPad.

What Is Evernote?

Evernote is many things, but I would describe it as a tool for collecting and accessing your important information from all your digital devices—phone, computer, and tablet. In a way, it's a cloud service because the data you choose to store in Evernote is backed up on the Evernote organization's own storage service. But it's also a local storage service because all of that data is synchronized and stored on any devices you install the Evernote software. If you make a change to a document on your phone (running the Evernote app), that change will be pushed out to any other devices you have running the Evernote software.

Evernote will run on Mac and Windows computers, and the app is available for iOS and Android phones and tablets. For each version, however, the app looks a little different. Although I have Evernote installed on my iPhone, iPad, MacBook Air laptop, and Windows 7 desktop computer, I tend to only create data in Evernote on my laptop and iPad (and occasionally my phone). The Windows version looks and operates differently from my Mac and iOS versions, and I really only access Evernote on my desktop when I need to print something (my printer is only connected to the Windows PC), which is rare. Very rare.

Evernote is free to use, but it does have a Premium service that runs $45 per year (or $5 per month). I encourage you to try out the Free version first, of course. Not everyone will need all the advanced features that the Premium account offers (and I'll cover some of those later in this chapter), so check out Evernote and learn how it works and whether or not it is useful to you before committing to the Premium version.

Entire books have been written about Evernote, so there is simply no possible way I can cover every feature, tool, and use that Evernote brings to the table. Instead, I want to provide you with just a quick overview to get you started using Evernote and then show you some of the useful tools that will go hand-in-hand with using your iPad.

Evernote Overview

As I mentioned previously, Evernote is not only available for a variety of platforms and operating systems, but it also offers users a Free version and a Premium version. I think it's important for users to understand how the Free and Premium accounts work with respect to using the service on an iPad.

To do that, let me offer up a sample scenario of how Evernote might work for a couple who have the app installed on their mobile phones, her iPad, and his work computer.

> *Janell and Jack are going to be remodeling their guest room, and Janell has decided to collect ideas and images and How-To articles in an Evernote notebook titled Guest Room. She is sitting in the dentist office reading a magazine and finds an advertisement for a bed and dresser set that she thinks would be perfect for the room. She opens up the Evernote app and uses the Camera feature to take a photo of the advertisement with her phone's camera. The photo is now stored, safe and secure, with her Evernote account, and it also begins to synchronize (via Janell's data service provided by her mobile phone carrier) with the Evernote servers.*
>
> *Walking back to work, she reads an email on her phone from Jack that contains a link to a local artist's website. Jack likes this artist's style and asks Janell to take a look at the paintings he has available for sale. Janell doesn't have time to browse the site right now, so she quickly saves the link to the Guest Room notebook.*
>
> *During a conversation at lunch about the room remodel, a co-worker tells Jack about a great handyman they used a few months back. He doesn't have the phone number, but the co-worker remembers the handyman's name was John Hasbright. Jack opens up the Evernote app on his computer and adds a note to the Guest Room notebook that contains a short audio clip—"Google John Hasbright handyman and get phone number."*
>
> *At home that night, Janell and Jack sit down with her iPad and open up the Evernote application. They browse the Guest Room notebook that contains all the various items they've collected—How-To articles, photos of various paint options for the walls, and more. They also find today's new additions—the photo of the bed and dresser, the link to the artist's website, and Jack's voice recording.*

Even if you're not familiar with how Evernote works (and I'm going to get to that next), I hope you're beginning to see how this tool is used to collect a mixture of content (photos, recordings, websites, PDFs, Word documents, and much more) and organize it in such a way that it's easier for you to find what you need.

In addition to what Jack and Janell have done in the preceding example, here are some other things they could do with Evernote:

- Store quotes from various contractors for the wall knockdown and rebuild—these could be text files, PDF files, Word documents, or even photos of printed documents.
- While browsing paint colors at the hardware store, they not only can take photos of the paint cards, but they can also add a text note to each photo so they will know the color

name (Sunset Breeze) and the color number (M23325), which aren't always the easiest to remember.

- Jack and Janell could hire an interior decorator and share the Guest Room notebook with her so she can view all of the content stored there.
- Janell took over 30 photos on her phone of various rugs. She could send those to an Evernote note any time she wishes—photos do not have to be taken with the Evernote app. She can then delete the photos from her phone.
- When the interior decorator finds a brochure showing a variety of wood floor colors, she could scan it and then upload it to the Guest Room notebook for Jack and Janell to examine.

Where Evernote really shines is when you use it to store information you need now or in the immediate future. Although it can be used as an archive service, you'll be much better off sending information and files you no longer need to an archive solution (and I cover this in Chapter 9, "Don't Forget Your Backup: Long-Term Deep Storage"). Evernote has limits on how much content you can upload—the Free account limits you to 60MB per month and the Premium service has a 1GB upload limit per month. Consider that some high-resolution photos can be 3MB–5MB in size, and the Free account will be maxed out at around 15–20 photos!

CAUTION

In addition to the monthly upload limit of 60MB, you should also be aware that the Free account also requires you to have an Internet connection to access your Evernote notes and notebooks. This means if you're on an airplane or climbing a mountain or are in any other location where you lack a data or Wi-Fi signal, you won't be able to access Evernote (with the Free account). The Premium account doesn't have this restriction, and it allows you to access notebooks offline when an Internet connection isn't available. (You specify these notebooks as available offline.)

Even if you have a Premium account and aren't facing the upload limit and the Internet-connection requirement, I still encourage you to only use Evernote for information that you need on a regular basis or for an upcoming project. Although Evernote will allow for up to 250 notebooks for both Free and Premium users, you'll really be pushing the limits of your iPad's internal storage (or your phone's) if you choose to have that many notebooks synchronizing between phone, iPad, and computer. Instead, try to create notebooks that

can serve your immediate needs until you can move something from Evernote to a personal archive (covered in Chapter 9). Here are some ideas for notebooks you can create:

- **Receipts**—Create a notebook called Receipts and place photos or scans of any receipts you need to keep inside. When you no longer need access to a receipt, archive it. You can either use the tagging system built into Evernote (where you type in keywords for items that are searchable within Evernote) to tag a receipt as a tax-related item, a charitable donation, a business expense, or other type *or* you could create notebooks for each of these types to separate your receipts by type.
- **Recipes**—A notebook that contains your favorite recipes (or new ones you've just discovered) is great for those moments when you're in the grocery store and need to know which ingredients to purchase.
- **User Manuals**—Scan in the guides for your tools and electronics and especially toys that often have unusual requirements for opening to install batteries.
- **Book/Novel**—This notebook is a great place to collect your chapters, photos of locations (or character inspirations), and other bits and pieces that you just don't want to lose. (I create a notebook for each of my technology books and use them to store websites, photos, user manuals, and so much more.)
- **School**—Consider using this notebook to store records, permission forms, contact info, class schedules, and anything else that pertains to your education (or your child's). It's also useful for high school seniors to collect applications (PDF files) and paperwork related to applying for colleges, scholarships, and financial aid.

Navigating in Evernote

All of this talk about notes and notebooks probably has you wondering exactly how it all works. Keep in mind that the Evernote app looks a bit different on each platform. And Evernote doesn't sit still either—the company's cadre of programmers seems to update the look of the service a few times each year, so keep this in mind as you view this chapter's figures. What you see may not be exactly what you get.

Because this book focuses on the iPad, that's the version of the app you're seeing in Figure 4.1.

Figure 4.1 shows the basic control panel for Evernote, and if you look carefully you'll see a few sections—Notes, Notebooks, Tags, Places, and Market. Each of these has a small number to the right of its name—I have 27 notebooks, for example, and 197 notes.

Each of the sections can be opened by simply tapping its name or number. Figure 4.2 shows that the Notebooks section has been opened and is now displaying the various notebooks I've created to store my notes.

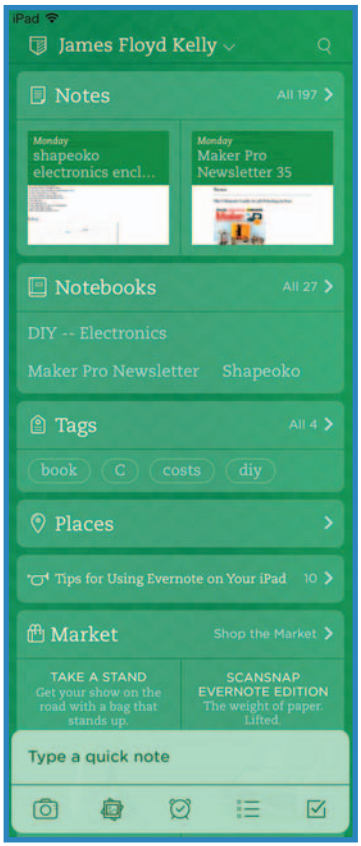

FIGURE 4.1 The iOS version of Evernote for the iPad.

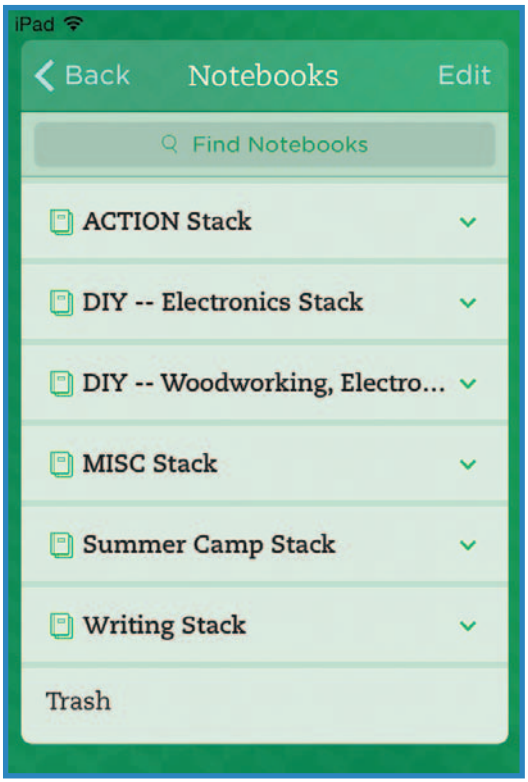

FIGURE 4.2 The Notebooks section lists your Evernote notebooks.

A Notebook can contain many sub-notebooks (but it stops there—no sub-sub-notebooks), and when you perform this kind of action, you're creating what Evernote calls "stacks." Tapping the DIY – Electronics Stack expands it to show the subnotebooks I've placed inside (see Figure 4.3). One of them is currently empty (DIY – Electronics has 0 notes) but the Maker Pro Newsletter has 38 notes tucked inside.

Notebooks are all about storing notes. Notes are the building blocks of Evernote, and as I mentioned earlier in the book, notes can contain text, audio, photos, videos, and more. After I tap the Maker Pro Newsletter notebook (shown in Figure 4.3), it opens and shows me all the newsletters that I've dragged and dropped into this Evernote notebook. Figure 4.4 shows that this list of notes is displayed with the most recent at top. Swiping from the bottom scrolls the list so all notes can be viewed.

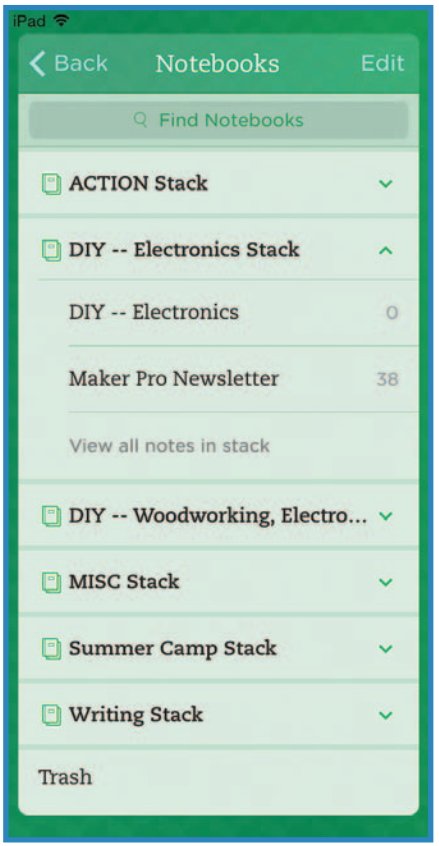

FIGURE 4.3 Expand a stack to see all notebooks contained inside.

Evernote does not store every note on your iPad (or iPhone)—if this were the default setting, many iPad users with large Evernote collections of notes and notebooks would find themselves running out of space. This is why Evernote works best with an Internet connection. If you have an Internet connection and tap on a note that contains anything other than text and try to open it, you'll see a screen like the one in Figure 4.5.

As you can see, there is a button labeled "Tap to Download" that will grab your note from the cloud and allow you to view it on your iPad. Depending on your connection speed, this may take less than a second or up to a minute or more for video or audio. Figure 4.5 contains a PDF file, so it's not stored on my iPad until I need it.

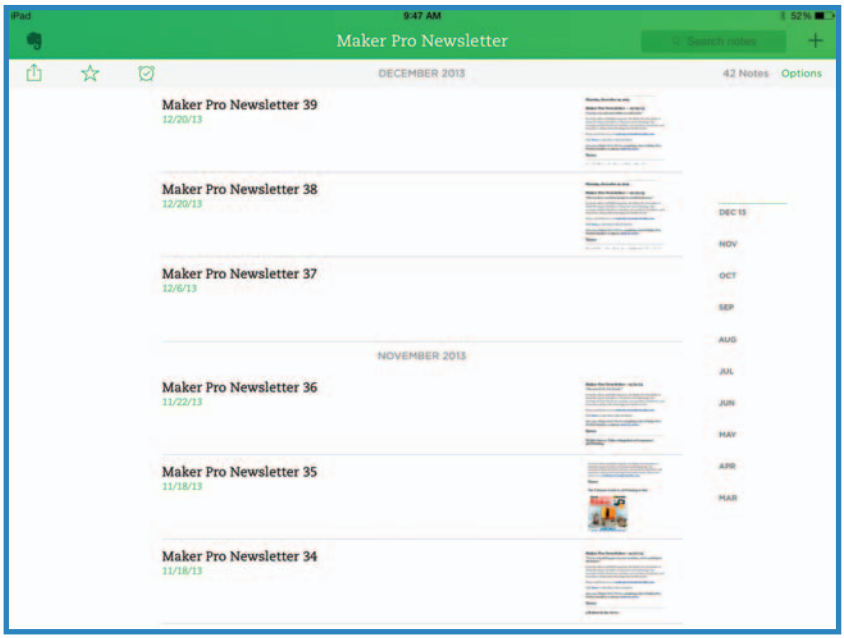

FIGURE 4.4 The individual notes stored in a single notebook.

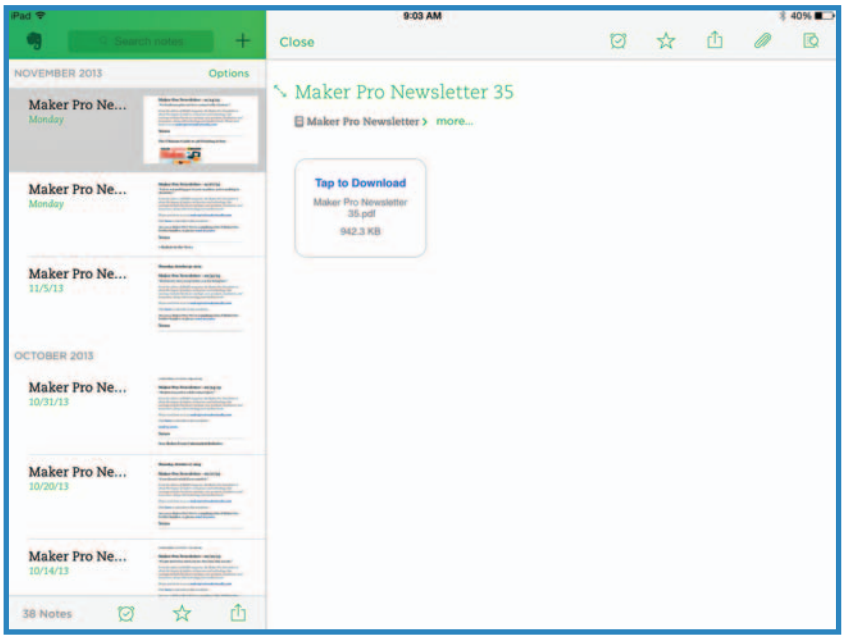

FIGURE 4.5 You'll have to download the note to view it.

After the note has been downloaded, it will open full screen for you to examine. Figure 4.6 shows that the PDF file is open and contains seven pages that can be navigated using the thumbnails at the bottom of the screen. Swiping left and right will also move you back and forth between pages.

FIGURE 4.6 Open a note to read it full screen.

TIP

If you upgrade to a Premium Evernote account, you'll find that you can specify certain notebooks to be downloaded and stored on your iPad for access anytime. This is called "offline notebook" access. Should you lose Internet connection with your iPad, you'd still be able to open Evernote and read those selected notebooks and their notes.

To return to a previous screen, tap the Close button (when reading a note) in the upper-left corner of the screen or tap the small Elephant icon or the Back button in the upper-left corner to move backward from notes to notebooks to the original control panel shown back in Figure 4.1.

Creating Notes in Evernote

There is simply no way for me to cover every bell and whistle that Evernote provides, so you're going to have to do some exploring on your own. At the end of the chapter I'll point you to some videos and tutorials that can really get you trained up in Evernote, but before moving on to Chapter 5, "Cut the Clutter: Scan Everything," you need to know how to create notes and notebooks.

The easiest note you can create is simple text, and the easiest way to create this text-based note is to tap the "Type a quick note" link at the bottom of the Evernote control panel (refer to Figure 4.1). Tap that link and you'll be given a blank window like the one in Figure 4.7.

FIGURE 4.7 Create a simple note filled with text.

You'll use the keyboard to type your note. Notice that the default location is the general-purpose notebook that is created when you sign up for Evernote. If you wish to send your new note to a different notebook, tap the default notebook's name and a drop-down menu appears listing all your notebooks, as shown in Figure 4.8. (Notebooks inside stacks will appear in this list, so you won't need to drill down any further—just scroll through the list to find your desired notebook.)

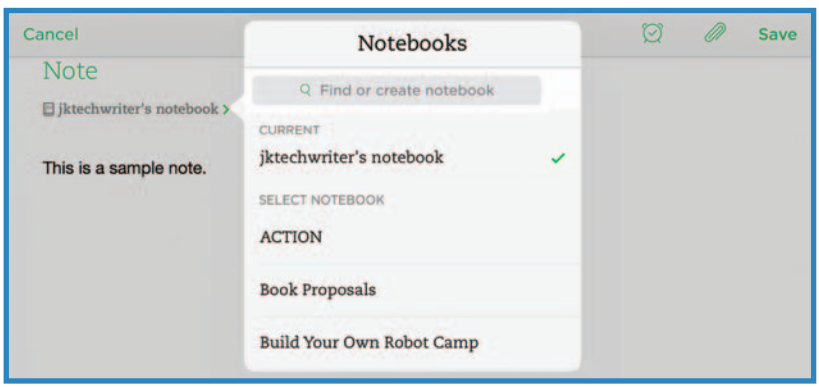

FIGURE 4.8 Select a notebook to store your new note.

If you look in the upper-right corner of the screen, you'll see a small paperclip icon. Tap it to add an attachment. When using the iOS version of Evernote, you can attach a photo, audio recording, or a document. (If you wish to attach a video to a note, you'll need to use a PC or Mac version of Evernote.) Figure 4.9 shows an image attached to the note—the full image is visible in the actual note itself, and additional text can be added above or below.

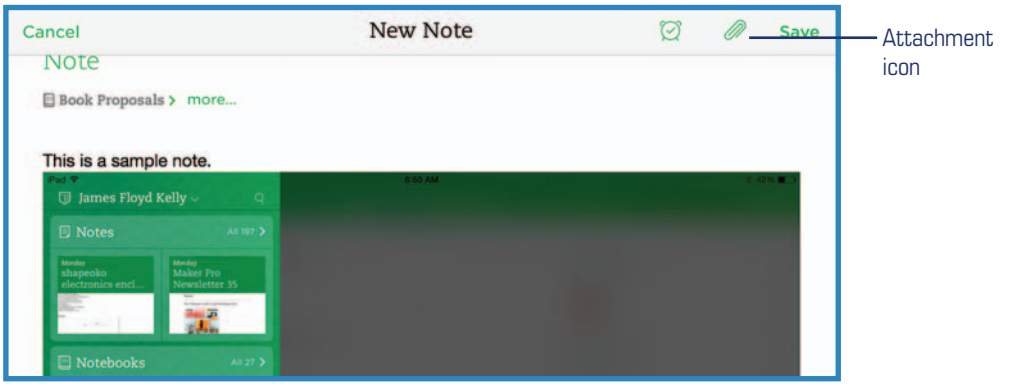

FIGURE 4.9 An attachment can be added to a note.

The last thing to do is to rename the note. Tap the "Note" title at the top, type in a more descriptive title, and click the Save button in the upper-right corner. And you've just created a note.

But what about creating a notebook? Easy!

Return to the Evernote control panel and tap the Notebooks section to open and expand it. Tap the Edit button shown in the upper-right corner of the notebook list and then tap the New Notebook button shown in Figure 4.10.

Enter the name of your notebook using the keyboard and then tap Done. Your new notebook will be added to the list. Figure 4.11 shows the new "Evernote Novice Tips" notebook added to the list. Notice that it has the numeral 0 next to it to indicate it is currently empty of notes. (It also lacks the small icon to the left of its name to indicate it's a stack and contains subnotebooks.)

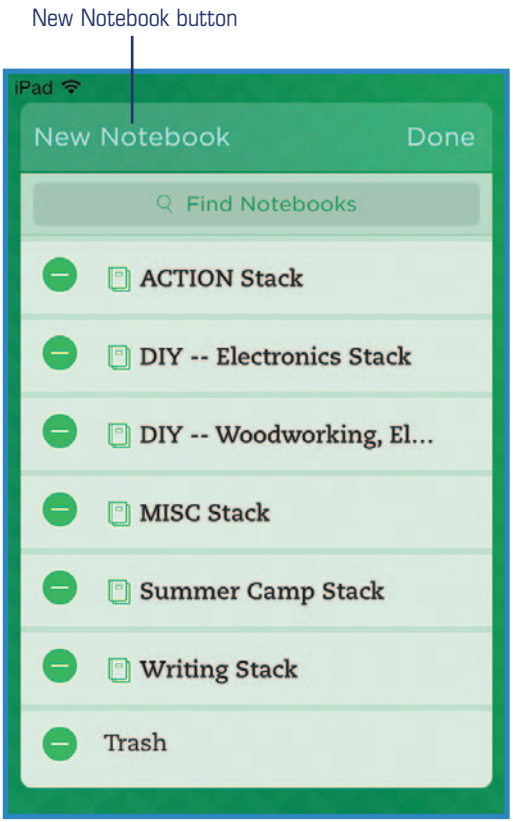

FIGURE 4.10 Use the New Notebook button to create a new notebook.

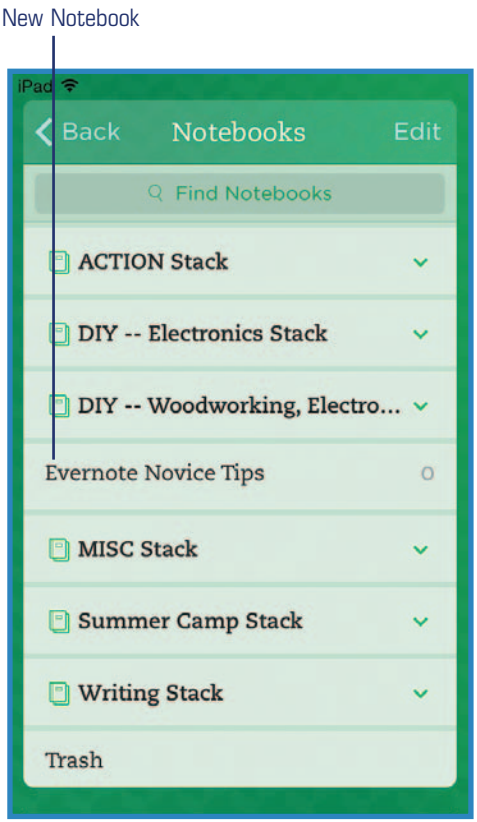

FIGURE 4.11 A new notebook added to Evernote.

TIP

If you wish to add a new notebook to an existing stack, simply tap the Edit button. A small square with an arrow pointing upward will appear to the right of any standalone notebooks (notebooks not contained in a stack). Tap that button and select Add to Stack. All existing stacks will be listed, and you tap one to move your notebook into that stack (or type the name of a new stack for the selected notebook to be added). After clicking the Edit button, you can also delete a stack or notebook by tapping the minus sign (–) to the left of the stack or notebook's name.

You'll want to investigate Tags and Places on the Evernote control panel. These options let you assign keywords to notes and notebooks as well as specific locations (such as where on

the planet a note was created). There's also a Market section that contains free and pay-to-use upgrades to Evernote options that you might find of interest.

The Power of Premium Evernote

Now that you've been given a brief introduction to Evernote, you're probably wondering why a Premium account is so beneficial to the concept of the Ultimate iPad. Evernote certainly doesn't add any additional storage space to your iPad—it's even a consumer of storage space if you're a Premium user and wish to use offline notebooks.

In the previous chapter, you saw how easy it is to collect all your files—documents, photos, videos, and so on—and make them available over the Internet using a cloud-based service or a device such as Pogoplug. If you can always access all your files (with an Internet connection), then where's the benefit of storing your notes and attachments inside Evernote notes and notebooks? Consider the example earlier in this chapter where Jack and Janell were collecting information related to the remodeling of a room in their house.

Where Evernote shines is in its ability to collect dissimilar files—three photos, one audio recording, one video, two web URLs, a couple PDF brochures, and a simple text file containing a list of professional painters is one example of a collection found tucked away inside Jack and Janell's Guest Room notebook. You can certainly store a mixed collection of files in Dropbox or in a folder on an external hard drive, but if you lose Internet access, those options are gone. A Premium user account combined with offline notebook access means you can store files that are important to you on your iPad and always have access to them.

And there are so many more benefits for Premium account users:

- **Sharing notes and notebooks with other users**—You can give others access to add, edit, and delete notes and notebooks. (Free account users can invite others to view notes, but not edit them.)
- **PDF search**—PDFs added to notes and stored in Evernote are scanned so you can search all your notebooks using keywords.
- **Increased note size**—One note can be up to 100MB in size, as opposed to 25MB for Free accounts.
- **Emails forwarded into Notes**—Free users can send up to 50 emails per day right into notebooks, but Premium users can forward up to 250 emails per day. (More on this in a moment.)
- **Huge monthly upload quota**—Premium users can upload up to 1GB of data versus only 60MB for free users. Over 15 times the upload quota means you won't have to worry about uploading videos, audio clips, and photos to your heart's content.

Install Evernote on your computer, your mobile phone, and your iPad and you'll always have access to those important files you wish to keep at hand.

Possible Uses for Evernote

Installing the Evernote app on your iPad truly pushes your tablet closer to the Ultimate Tablet status. The Ultimate iPad is all about putting everything you need at your fingertips *and* making it easy and fast to find. Evernote is one of those tools that will continue to surprise you and have you saying, "I didn't know it could do that!"

Here are just a couple of Evernote features that might help convince you to sign up.

Send Emails Directly to Notebooks

This is one of my absolute favorite features of Evernote. When you sign up for Evernote (Free or Premium), you get an Evernote email address in the form of name@m.evernote.com. If you forward an email message (including any attachments) to this address, that message will be placed inside a new note. The subject line of the email becomes the new title of the note.

You can go one step further and specify the notebook you wish the email message to be added to by adding **@notebook_name** to the subject line. For example, "Map to Dan's House @Action" in the Subject line would place the email with directions to Dan's house in the Action notebook.

To find your unique Evernote email address, open up the Evernote app, tap your account name in the top-left corner, and scroll down the Account listing until you find Evernote Email Address, as shown in Figure 4.12. Tap there, and you can view your Evernote email address—create a new contact with that email address and you'll always be able to quickly forward any email received and store it in Evernote.

The Web Clipper

Because Evernote can be installed on all devices, you'll probably want to have the service running on your mobile phone as well as a work or home computer. If you choose to install the Evernote application on a computer, you'll definitely want to investigate the Web Clipper add-on that works with the Chrome, Firefox, Safari, Internet Explorer, and Opera web browsers.

Point your computer's web browser to http://evernote.com/webclipper/ and download and install the Web Clipper tool for your particular browser. Once it's installed, you can use it to "clip" an entire web page's contents or a smaller portion of it.

It looks and works a bit differently from browser to browser, but in a nutshell you'll see a small button (with an Elephant head icon) added to your web browser like the one in Figure 4.13. Click it (and sign in to Evernote with your login credentials if it asks for them) and then select whether to clip the entire web page, a screenshot (of only what's being displayed currently), or maybe just the bookmark URL.

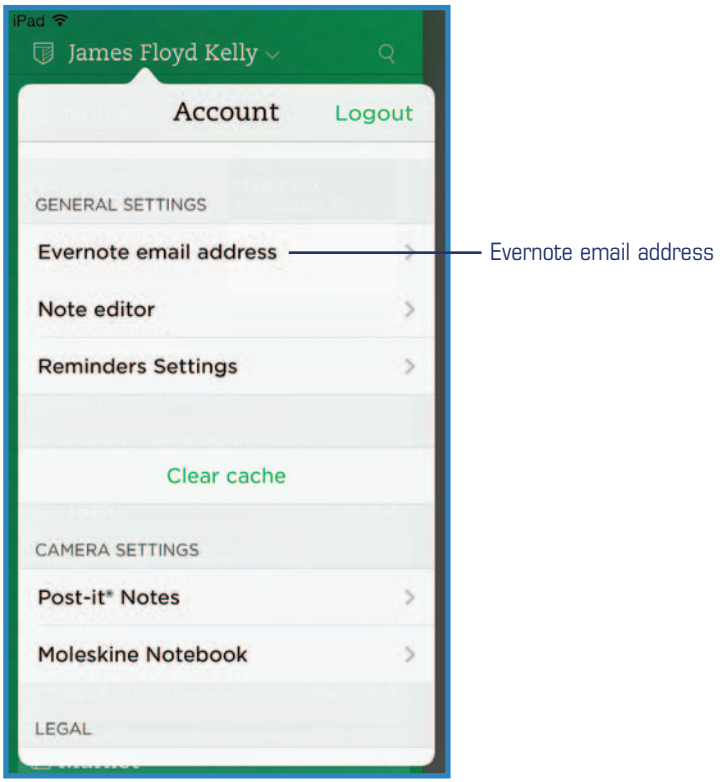

FIGURE 4.12 Send emails to your Evernote email address.

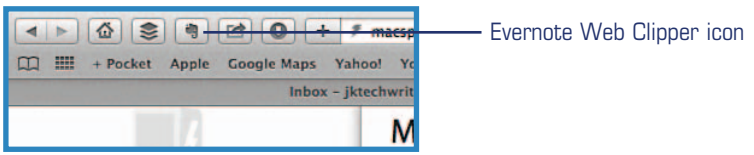

FIGURE 4.13 Use the Web Clipper tool to save a web page's content or URL.

The clip will be uploaded to your Evernote account and stored in the default notebook. (Look through the settings for the Web Clipper tool if you wish to specify a different default storage location.)

Evernote users use the Web Clipper to grab all kinds of things from the Web and pull them into Evernote—a map of an upcoming destination, the text of a recipe and photo of the final dish, and an online purchase receipt (instead of printing it on paper) are just a few ways that the Web Clipper makes it easy for you to grab some information and store it away for later use.

Don't Forget the Cleanup

You'll find your own uses for Evernote, but one thing is for certain—you're going to want to do an occasional purge of old content to keep Evernote lean and fast. You've already seen how to store just about anything and everything in the cloud (such as with Dropbox) or on your own external hard drive (and accessible on your iPad via Pogoplug or another similar device), so move stuff there for long-term storage while keeping Evernote filled with the projects and information you need access to now. When a project is finished (such as Jack and Janell's guest room remodeling), delete all that stuff or move it over to long-term storage, but definitely take it out of Evernote.

And if you're a Premium user, keep offline notebooks to a minimum. They'll only eat into your iPad's storage space, and you already know that space is limited.

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