



## **VirtuaLed's Creating a Note Using Evernote Video Transcript**

To create a note in Evernote, you will need to be signed into your account. From your account dashboard, click the "New Note" button.

When the new note window opens, enter the note title. Optionally, you can click "Show Details" to enter tags or even a location for your new note. You can then enter the content of the note.

This content can, of course, include simple text, but you can also add checkboxes, lists, and attachments.

Once complete, click on the "Done" button. Your note will then appear in your notebook.

While your screens may differ slightly from what you see in this video, these same basic steps are also followed on PC, Mac, and mobile Evernote applications.