

# Evernote for Mac User Guide

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Welcome to Evernote for Mac! This document will guide you through the basics of using Evernote for Mac. For more information, be sure to visit our official [Knowledge Base](#), a growing collection of support articles and frequently-asked questions. If you require assistance, we have a dedicated support team ready to answer your questions.

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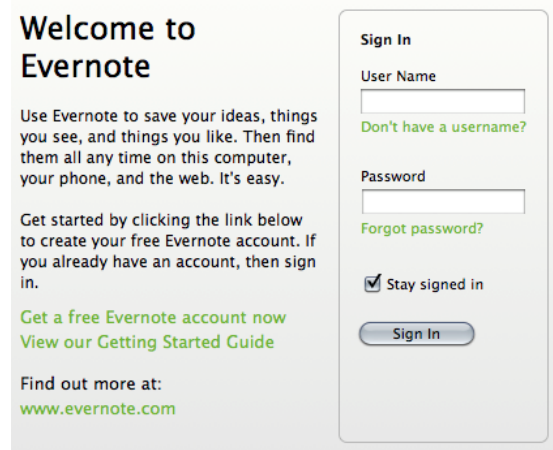
What are the keyboard shortcuts in Evernote for OS X?

## Minimum OS X System Requirements

Evernote for OS X requires an Apple Mac running Mac OS 10.5.8 or later (including 10.6).


## Creating Your Evernote Account and Signing in under Mac OS X

After you've downloaded and installed Evernote for Mac, it's time to create your Evernote account (if you haven't already). Once the Evernote installation application completes, you'll be greeted with the Evernote welcome screen. Here, you can enter your account credentials if you already have an account, or create a new account by clicking "Get a free Evernote account now":



The image shows the 'Welcome to Evernote' screen. On the left, there is a welcome message: 'Use Evernote to save your ideas, things you see, and things you like. Then find them all any time on this computer, your phone, and the web. It's easy.' Below this, it says 'Get started by clicking the link below to create your free Evernote account. If you already have an account, then sign in.' There are two links: 'Get a free Evernote account now' and 'View our Getting Started Guide'. At the bottom, it says 'Find out more at: [www.evernote.com](http://www.evernote.com)'. On the right, there is a 'Sign In' box. It has a 'User Name' field with a link 'Don't have a username?' below it. There is a 'Password' field with a link 'Forgot password?' below it. There is a checkbox labeled 'Stay signed in' which is checked. At the bottom of the box is a 'Sign In' button.

This will launch the Evernote account creation screen, which contains a series of fields that you'll need to complete in order to continue including your name, email address, desired username and password.



The image shows the 'Register for Evernote' screen. It has a title 'Register for Evernote' at the top. Below the title, there are five input fields: 'Full name', 'Email address\*', 'Username\*', 'Password\*', and 'Confirm password\*'. Below these fields, there is a checkbox labeled 'You accept our [Terms of Service](#) and confirm that you are at least 13 years old.' At the bottom left, there is a note '\* denotes required fields'. At the bottom right, there is a 'Register' button.

Once you've completed and submitted this form, your account will be created and Evernote will launch. You'll already be logged in.

If someone else wants to access their Evernote account on the same computer, you can change the current user account in Evernote for Mac by clicking on Account Info under the

main Evernote menu. Here, you can clear the current username and password and fill in the details for whichever account you'd like to use..

## An Introduction to Notes

Notes are the basic building block of your Evernote account. Everything stored in Evernote is stored in a note. Each note can contain one or more the following:

- Plain or rich text
- Images (dragged from either your desktop or web browser)
- PDF files
- Any file (Premium users only)

The built-in note editor also allows for simple styling like different fonts, text sizes, bold/italic text, etc., as well as the creation of simple tables. Virtually all of this data can be dragged, copied or typed into the note body.

All notes have a series of attributes (that is, pieces of information about the note itself) that can be used for searching or filtering your notes, including:

- The date the note was created and, if applicable, modified
- The location where the note was created, expressed as a set of GPS coordinates (optional - usually added when the note was created using a mobile app)
- A URL if the note's content was clipped from the web (optional)
- The notebook where the note lives

There are others, but these are the common ones that most folks would make use of. For examples on using these to search your notes, check out the article on the various search operators available for Evernote search.

The maximum allowed size of a note (including attached files) is 25 megabytes (mb) for free account holders and 50mb for premium subscribers.

## An Introduction to Notebooks

Evernote allows you to separate your notes into named containers called Notebooks. How you organize your notes is up to you, but it's not uncommon to have a separate notebook for a project you're working on or a specific area of your life (for example, Finances or Cooking).

Evernote notebooks can be one of two types: Local or Synchronized. Local notebooks will only exist on the computer where they are created and are not synchronized to Evernote on the web. Notes that live in synchronized notebooks will be synchronized to Evernote on the web and to the rest of your Evernote-enabled computers and devices.

Both of the desktop clients and the Evernote web site allow the creation of new notebooks. Currently, Evernote mobile applications do not support creating notebooks or modifying notebook properties. Each Evernote account can have a maximum of 250 notebooks.

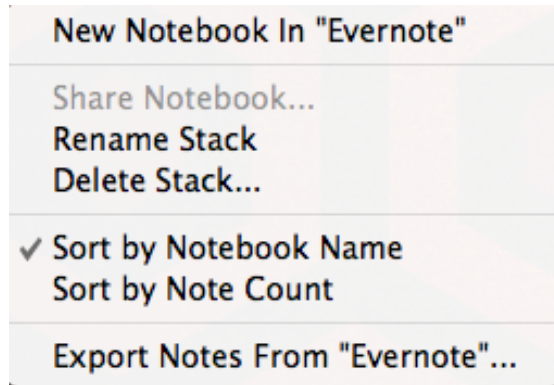
## An Introduction to Stacks

Just like notebooks in Evernote are containers that hold notes, stacks are containers that hold notebooks. Stacks allow you to group your notebooks however you like into named

containers that make sense for you.

To create a new stack, right click a notebook and hover over "Add to Stack". This will show you a menu of all of your existing stacks, as well as the "New Stack" option. Selecting "New Stack" will create a new stack and add the selected notebook to that stack.

Once you've created your stack, you can rename or delete it by right-clicking it and choosing the appropriate option. You can change the sort order of the contained notebooks as well as share all of the notes in the entire stack:

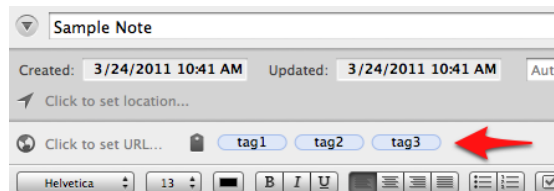


Stacks are a great way to add an additional level of organization to your Evernote notes. Each stack you create will count as one of your 250 allowed notebooks.

## An Introduction to Tags

Tags are pieces of text that are attached to notes to help describe the note's contents. For example, if you have a note containing a recipe for buttermilk pancakes, you might add tags like 'recipes', 'breakfast' or 'pancakes'. Or, say you have a note containing a scanned PDF of a recent electric bill. This note might be tagged with 'bills', 'electric' or 'expenses'.

Adding one or more tags to a note using Evernote on the desktop is as simple as dragging the tag from the tag list on the left and dropping it onto the desired note. This also works with multiple tags and multiple notes; in other words, you can select multiple notes and drag multiple tags onto those notes at once to assign all of the tags to each of the selected notes. Alternately, you can click on the tags field in the note editor and type in whichever tags you'd like to use.



Tags can be added or changed on any device that supports Evernote. The Windows and Mac client applications support tag nesting, or tags that are listed inside other tags. Just click and drag any tag onto another tag it will become a child of the second tag. This feature doesn't have any bearing on the tag itself and is only available as a means to make your tags easier to read and navigate.

If you'd like to rename a tag, find it in the tag list on the left, right click it and choose "Rename Tag". Note that renaming a tag will replace every instance of that tag with the new

name.

## Overview of Account Data Limits

Each Evernote account is subject to the following limitations:

- 100,000 **Notes**
- 250 Synchronized **Notebooks** (including Notebook Stacks). All 250 notebooks can be shared. There is no limit to the number of Local Notebooks (which aren't synced) you can have.
- 10,000 **Tags**
- 100 **Saved Searches**

## How Evernote sync works

All of your notes (unless stored in a local -- that is, not synchronized -- notebook) are synchronized to Evernote on the Web. Evernote's servers house a copy of all synced notes because all of the Evernote client applications, both mobile and desktop, connect to Evernote on the web to get the latest version of the notes for each user.

Evernote's service and software applications are arranged in what's called a "hub-and-spoke" configuration. This means that every single sync operation that takes place will involve Evernote on the web (the "hub"). For instance, if you initiate a sync from Evernote on your desktop computer, any new or updated content will be uploaded to Evernote on the Web so they'll be ready to be downloaded when any of your other devices initiate a subsequent sync.

Occasionally, two copies of the same note will be found to be in conflict. This could arise when a given note is edited in two different locations before a sync has taken place. In this instance, the note will be placed into a temporary "Conflicting changes" notebook. You can then view both the local version of the note and the conflicting version from the server and manually apply any changes that couldn't be merged automatically. Once you're satisfied that original version has all of the changes, delete the version in the "Conflicting changes" notebook (as well as the notebook itself, if it's empty).

## Adding Content to Evernote from the Mac OS X Desktop

Evernote for Mac provides several ways to easily clip content into your Evernote account. Let's look at each one and discuss how to use it.

### SCREEN CAPTURE

Evernote for Mac allows you to capture portions of your desktop directly into a new note in Evernote. You can select a custom rectangular region of the screen, a specific window or even the entire screen.

To capture a specific window or region of the desktop, click the elephant icon in your menubar, then select "Clip Rectangle or Window to Evernote". A small crosshair will appear. If you want to grab a specific window, just click once anywhere inside that window. If you want to grab a portion of the desktop, click and hold the mouse button, then drag the crosshair over the region you'd like to capture. In either case, releasing the mouse button will open your new Evernote note (which will be part of your default notebook) containing the image you just grabbed.

To capture the entire desktop, simply click the elephant icon in the menubar and select "Clip Full Screen to Evernote". This will immediately grab whatever is on your desktop and add that image to a new note in Evernote in your default notebook.

#### **PASTE FROM ANYWHERE**

One of the global keyboard shortcuts offered by Evernote is the "Paste to Evernote" action. This means that, no matter what application is currently active, you can strike the appropriate keystroke— $\text{⌘} + \text{⌘} + \text{V}$  by default—or select the "Paste to Evernote" option after clicking on the elephant in the menubar and whatever you last copied to the system clipboard (using  $\text{⌘} + \text{C}$ ) will be pasted into a new note in Evernote in your default notebook. The keyboard shortcut used to paste into Evernote is configurable: visit the Shortcuts tab in the Evernote Preferences.

#### **DRAW AND DROP**

Adding images, PDFs and—if you're a premium user—other files to Evernote is as easy as dragging them onto the Evernote icon in the Dock. This will attach the file to a new note in your default notebook.

#### **ADDING CONTENT USING THE APPLICATION MENUS**

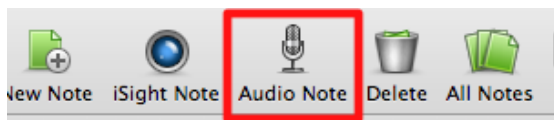
To attach a file to a note using the menus in the Evernote client, select a note in the note list, then click File > Attach Files. This will spawn the file chooser dialog box where you can select the files you'd like to attach. Just select the file or files you'd like to attach (You can use  $\text{⌘} + \text{click}$  to select multiple files) and click Open.

#### **ADDING AUDIO NOTES**

All modern Apple computers ship with an internal microphone, so chances are your Mac can record your voice without any additional hardware. To add audio to an existing note, click the small microphone in the toolbar above the note body:



If you want to create a new audio note, click the Audio Note button in the toolbar in the main Evernote window:



Either action will open the audio recorder; click Record to begin recording and Stop to stop recording. The resulting audio file will be attached to your note.

## How to Install and use the Web Clipper for Safari

The Safari Web Clipper installs automatically when Evernote for OS X is installed (unless you installed Evernote from the Mac App Store, in which case you'll need to install it by clicking the option in the Clipping section of the Evernote preferences).

There are three ways in which content can be clipped from a web page using the Safari clipper:

1. Click the elephant button in your toolbar without highlighting any part of the web page you're currently viewing. This will clip the entire page.
2. Click the elephant button after having highlighted a portion of the web page. This will clip only the selected content.
3. Hold the Shift key while you click the elephant button. This will create a PDF of the current web page. This can be useful if you're interested in maintaining the formatting of the page, but hyperlinks and other clickable elements will no longer respond to mouse clicks. If you want to be able to visit links within a clipped page, you'll need to use one of the first two clipping options listed above.

All of the above actions will clip the relevant content into a new note whose title will be the title of the web page being clipped. Also, the URL attribute of the note will be set to the URL of the web page being clipped.

## How to Install and Use the Web Clipper for Firefox

First, you'll need to install the [Evernote Web Clipper add-on for Firefox](#). Once you've installed the add-on and restarted Firefox, you'll have an Evernote button in the toolbar at the top of your browser.

There are two types of clipping content using the Firefox Web Clipper: full web pages and partial web pages. If you click the Evernote button in your toolbar without highlighting any part of the current web page, the entire web page will be clipped. If you select a portion of the content with your mouse before clicking, only the selected content will be clipped. Either way, clicking the Evernote button will cause the content to be clipped to your local Evernote application, not Evernote on the Web.

(Note that clipping with the Firefox extensions requires that Firefox be configured to support third-party cookies. This feature is enabled by default in new Firefox installations, but you can read more about this on the [Firefox help page](#).)

## How to Install and Use the Web Clipper for Google Chrome

Before you can clip content to Evernote in Google Chrome, you'll need to install the [Evernote Web Clipper add-on for Google Chrome](#). Once you've installed the add-on, you'll have an Evernote button at the top of your browser.

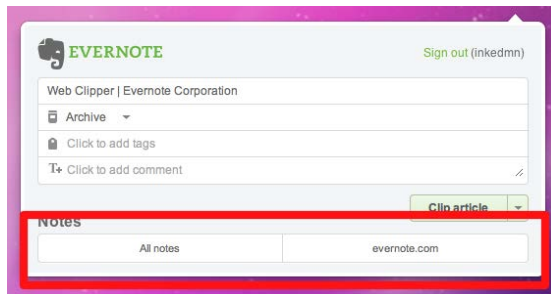
We've redesigned the clipper window to be smaller and more intuitive. In addition to the streamlined look and feel, the newly-designed Evernote Clipper for Google Chrome will give you several options for which content you'd like to clip:

- **Clip article** - The clipper will figure out which part of the page is the content "of interest" (using the Readability engine from Arc 90) and automatically select that content to be clipped.
- **Clip full page** - Clips the entire web page

- **Clip URL** - Clips only the URL of the current web page.
- **Clip selection** - Clips the selected content (this option is only visible when a portion of the web page has been selected).

And, of course, you still have the ability to manipulate the title, tag and ancillary text for your clipped content before it's added to Evernote.

The Evernote extension for Chrome also allows you to browse or search your notes from within the Evernote pop-up window. It also allows you to see all the notes you have created on the current Web site using Evernote's Site Memory feature ([read more about this on the Evernote blog](#)):



Here's a short video overview of the new Clipper for Google Chrome:

## An Introduction to Sharing

Evernote now provides many different ways to share your notes and notebooks. Historically, Evernote has allowed users to share notebooks with other users (as well as with the public), but we've added several new capabilities to our desktop and Web applications that allow you to share individual notes as well as whole notebooks. Let's take a look at the different sharing options.

### SHARING INDIVIDUAL NOTES

#### Twitter and Facebook

Sharing your notes on Twitter and Facebook is now incredibly simple. Click "Share" in your Windows or Mac application to easily publish the selected note to either of these popular social networks. Evernote.com currently supports sharing with Facebook and Twitter support is planned for a future release.

#### Email

This feature is part of the old guard and isn't exactly new, but it's a commonly used method for sharing notes with other people, particularly people who don't use Evernote. This option is also available in our new "Share" menu within the desktop clients and on evernote.com

#### By URL

Our most versatile offering in terms of sharing, this method allows you to share any note virtually anywhere using a unique URL generated by Evernote. Selecting "Copy Note URL to Clipboard" from the "Share" menu in Evernote for Windows or Mac or choosing "Link" when viewing evernote.com will give you a URL you can paste anywhere you like to share with just about anybody.

### SHARING NOTEBOOKS



Both Evernote for Windows and Mac support sharing notebooks as well as reading and tracking notebooks that have been shared with you. Let's explore the types of sharing in a bit more detail.

### Shared Notebooks

Evernote allows both free and premium users to share notebooks privately with other Evernote users. Notebooks shared by premium users have the option of being editable by the users with whom the notebook is shared. In other words, if Bob the premium user shares a notebook with Fred the free user, Bob may choose to allow Fred to edit the contents of his shared notebook.

### Public Notebooks

Public notebooks (which are, essentially, shared notebooks) are visible to anybody who knows the notebook's URL. Public notebooks can then be linked to other users' accounts so their local copy of the notebook is updated whenever the notebook's owner adds or changes the contents.

## Sharing Your Notes and Notebooks with Evernote on the Desktop

### SHARING NOTES

To share a note in Evernote, select a note and click "Share" at the top of the main Evernote window:



Choose the medium by which you'd like to share your note. If you choose Twitter or Facebook, Evernote will activate your browser and prefill the appropriate text field with your note's title and URL (both of which you can edit before sharing).

If you choose Email, you'll be prompted to enter one or more email addresses with which to share the note. You can also add additional text before sending the note via email.

Select Copy URL to Clipboard and Evernote will generate a unique URL for that note and copy it to the system clipboard (so it's ready to be pasted into whichever application you'd like):

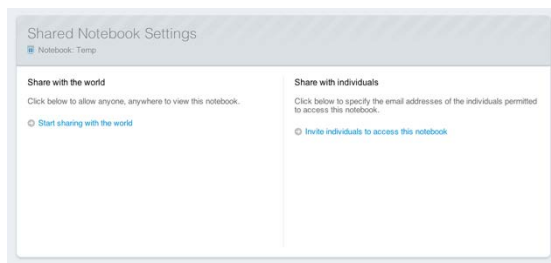
Note that once you share a note using any of the methods described above (with the exception of email), that note is now "shared" - anybody who knows the URL can view the note. In other words, sharing a note on Twitter does not share the note with only Twitter, but with anybody who visits the link, no matter where they found it.

If you'd like to stop sharing a note, select the shared and click Edit > Sharing > Note Settings. This will launch the sharing details dialog and, if you'd like, give you the option to stop sharing the note.



## SHARING NOTEBOOKS

To share a notebook, right click the notebook name and choose "Share Notebook". This will bring you to the Shared Notebook Settings pane where you can choose to share the notebook with the world or with specific people.



Clicking "Share with the world" will prompt you to choose a name for the notebook (which defaults to the current notebook name) and an option description, as well options for how you'd like the notes sorted when the notebook is viewed. Click "Submit" to begin sharing this notebook and get the URL for the notebook.

Clicking "Invite individuals to access this notebook" will give you a few fields to complete including the email addresses of the people you want to share with, what type of permissions these people will have and whether the user needs to login to Evernote before viewing the notebook. You can also add an optional message that is sent to each recipient.

## STOP SHARING

To stop sharing a notebook, right-click the notebook name and choose "Share Notebook..." once again. The Shared Notebook Settings screen will give you links to stop sharing the notebook.

## An Introduction to Saved Searches

As the amount of information you save in Evernote grows, so does the utility of Evernote's powerful search capabilities. Similarly, you might find yourself frequently running the same search over and over - saved searches are for you.

Let's say that you're routinely searching for the previous week's notes that contain images and were created using your iPhone. This search would give you the results you want:  
source:mobile.\* resource:image/\* created:week-1.

([read more about search operators here](#))

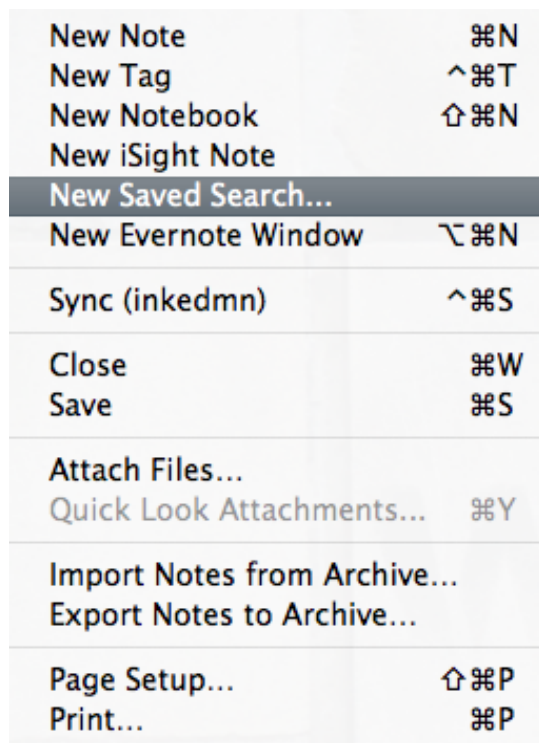
Typing this frequently can be a bit cumbersome, but you can save time and finger strain by creating a saved search. Once you save the search and give it a name, you'll be able to run the search by clicking the name in your Evernote client instead of typing a long search query each time you want to see those notes.

Saved searches are synchronized to Evernote on the Web and, therefore, available on all of your Evernote-enabled devices, including mobile devices.

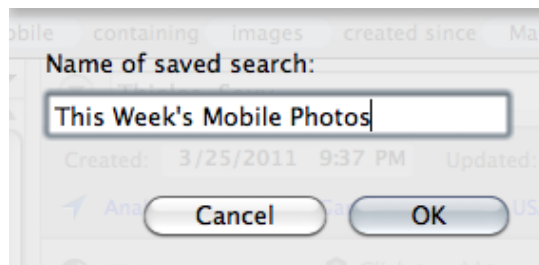
## Creating Saved Searches in Evernote for Mac

To create a saved search in Evernote for Mac, follow these steps:

- After you've typed your query into the search field, click New Saved Search under the File Menu:



- This will launch a dialog box prompting you to name your search. Give the search a name then click OK and your search will be saved.



Saved searches are available on the left-hand side of the main Evernote window under the Saved Searches heading.

## Importing Evernote Archives in Evernote for Mac

Note: This article describes how to import Evernote archive (.enex) files.

As advertised, any .enex file you create can be reimported into any Evernote desktop client. To import an .enex archive in Evernote for Mac, follow these steps:

1. Choose "Import Notes from Archive" from the "File" menu.
2. Browse to the location of the .enex file you'd like to import.

You can also choose to import the tags included in your archive file by selecting or deselecting "Import tags".

The import process will begin and the notes will initially be placed into a temporary notebook. A dialog box will appear and inform you of this and give you the chance to add the notes to a synchronized notebook.

## Exporting Notes and Notebooks in Evernote for Mac

Evernote for Mac provides a simple way to export your notes. The exported note content can be represented in HTML, which can be viewed in any web browser, or XML, which would be useful for migrating data stored in Evernote to a different platform/service.

To export one or more notes, follow these steps:

1. Select one or more notes.
2. Click "File" then "Export Notes to Archive".
3. Choose the file name, target directory and which format you'd like for your archive: .enex (XML) or .html.

To export an entire notebook, follow these steps:

1. Right click any notebook, choose "Export Notes from [Notebook Name]..."
2. Choose the file name, target directory and which format you'd like for your archive: .enex (XML) or .html.

If you plan on importing this archive back into Evernote at some point, choose .enex as the export format: this format will preserve the contents and format of your note(s) exactly and they'll look the same when imported. If you want a "human-readable" version of your note(s) or would like to publish them to the web, choose the .html export format.

## Backing up and Restoring Evernote Data under OS X

### BACKING UP YOUR DATA

All of the data kept in Evernote (except data stored in a local, non-synchronized notebook) synchronized with Evernote's servers on the web. This means that there are always at least two copies of your information: your Mac and Evernote. If you decide that you'd like to backup your own data, there are a couple of ways to do it under OS X:

1. You can periodically export all of your notes into an Evernote Archive (.enex) file and store that somewhere secure.
2. Using some type of backup software like Apple's Time Machine.

Creating an Evernote Archive of all of your notes is as easy as right-clicking "All Notebooks" and choosing "Export All Notes". This will prompt you for the directory where you'd like to keep the resulting .enex file. Note that this will, in effect, compile all of your notes (including images, attached files, etc.) into one big file, so the backup may take a few minutes to complete and the .enex file you end up with might be really large if you have lots of notes in Evernote.

If you choose the latter method, the data that must be backed up lives in the /Users/[your username]/Library/Application Support/Evernote/data directory, so you'll want to make sure it's included in your backups. Most "set it and forget it" backup applications will back up your home directory by default, but confirming that the Evernote data directory is included would be a prudent move.

#### **RESTORING YOUR DATA**

To restore your Evernote data from a local backup made using Time Machine or some other backup application, follow these steps:

1. Quit Evernote by right-clicking the elephant in the menubar and selecting "Quit".
2. Take the /Users/[your username]/Library/Application Support/Evernote/data directory from your backup and overwrite the existing directory by pasting the backup in the /Users/[your username]/Library/Application Support/Evernote directory.
3. Bring down your Mac's Internet connection by opening System Preferences, selecting the Network pane and disabling any active network interfaces (Airport, Ethernet or FireWire). Once all of these options have the red dot next to them, they've been disabled and you're safe to continue. We're doing this to temporarily prevent Evernote from syncing while we restore your recovered notes.
4. Right-click "All Notebooks" and export all notes to an .enex file, noting the location where this file is saved.

At this point, regardless of which backup method you chose to use, you should have a .enex file containing all of your Evernote data (either as generated by the above recover steps or from periodically exporting your notes). Follow these steps to restore the .enex file and recover the lost notes.

1. Click "File", then "Import Notes from Archive". Select the .enex file you'd like to import. If you'd like to include any tags applied to the exported notes when importing, make sure to check the "Import tags" box at the bottom of the file chooser dialog.
2. Evernote will then import the archive into a new notebook called "[Archive Name] Import". For example, if your archive file was named Stuff.enex, the destination notebook will be named Stuff Import.
3. After the import process completes, it will tell you how big the import was (in terms of bytes) and how much of your monthly upload quota remains, then ask if you'd like to make the new notebook a synchronized notebook. Click "No".
4. Drag any notes you'd like to recover into whichever notebooks you'd like them to live.
5. Once you've moved all of the notes you want to keep out of the import notebook, you can delete the import notebook.
6. Go back to System Preferences and re-enable your Mac's Internet connection.
7. Click the "Sync" button in Evernote to sync your recovered notes.

This process is a little complex, as you can see. If you ever get stuck, you should definitely get our [support team](#) involved.

## Using Evernote's advanced search operators

Evernote search is powerful. It may look like a simple text search field, but the advanced search syntax gives you the ability to search your notes by the date they were created, what type of media (audio, images, etc.) they contain — even where they were created. Here is a list of the most common search operators available, complete with examples.

OPERATOR	DESCRIPTION	EXAMPLE
intitle:	Searches within the title of the note.	intitle:coffee searches for notes whose title contains "coffee".
notebook:	Searches for notes stored in the specified notebook.	notebook:Finance will only search for notes within the Finance notebook.
any:	Will return notes that match <b>any</b> of the search terms. Without this operator, Evernote search will return only those notes that match <b>all</b> of the given search terms.	any: pizza beer will return all notes containing either "pizza" or "beer" (removing any: would return only notes containing "pizza" and "beer").
tag:	Searches for notes tagged with the specified tag.	tag:medical will return notes that have the tag "medical".
-tag:	Searches for notes <b>not</b> tagged with the specified tag.	-tag:medical will return notes that <b>do not</b> have the tag "medical".
created:[datetime]	Searches for notes created on or after the date provided. Note that the date provided must be formatted like this: YYYYMMDD or as a date relative to the current date (e.g., day-1 to represent yesterday, week-2 to represent two weeks ago, etc.)	created:day-2 will return notes that were created in the last two days. created:20101101 will return notes created on November 1, 2010.
updated:[datetime]	This operator behaves exactly the same way as the created: operator described above, except it deals with the date a note was most recently modified. If a note hasn't been modified since it was created, this date will be the same as the created date.	updated:day-2 will return notes that have been updated in the last two days.
resource:	Allows you to search for notes that contain specific types of media (audio, images, etc.).	resource:image/jpg will return all notes containing an embedded JPG image. resource:audio/* will return all notes that contain some type of audio file.
latitude:, longitude: and altitude:	Find notes that were created at or near	latitude:37 will return all notes whose latitude value is greater than 37. Add -latitude:38 to your search to show


	the provided coordinate.	results whose latitude is between 37 and 38 degrees. longitude: and altitude: work exactly the same way.
source:	Search notes by the application or other source used to create them (e.g., mail.smtp for notes added via email, web.clip for notes added using a web clipper, etc.).	source:mobile.* will return all notes created on a mobile application of some type. For a full list of possible values for this search, see the <a href="#">Evernote Search Grammar specification</a> .
recoType:	Matches notes that contain some type of recognition information (such as an image containing text). Possible values for this operator: 'printed', 'speech', 'handwritten', 'picture' and 'unknown'.	recoType:picture will return all notes containing an image whose contents have been processed by Evernote's image recognition system.
todo:	Finds notes containing one or more checkboxes.	todo:true will return all notes containing a checkbox that is checked. todo:false will find notes containing a checkbox that is <b>not</b> checked. todo:* will return notes containing a checkbox, regardless of whether or not it is checked.
encryption:	Returns notes that have been partially encrypted using Evernote's built-in encryption system.	encryption: (this operator doesn't require additional values).

For more information on the full library of Evernote search operators, head over to the [Evernote Search Grammar specification](#).

## Overview of Encryption in Evernote

Evernote supports the encryption of text within notes. To encrypt a portion of a note:

1. Highlight the text you'd like to encrypt
2. Right-click the selected text and choose "Encrypt Selected Text"
3. You'll be prompted to enter an encryption passphrase. This passphrase will be required if you'd like to decrypt this text later.
4. After entering the passphrase, click OK and your text will be encrypted. The encrypted region will now look something like this:

ot of business. And we were i  
ding," he explains. "It's the be  
role thi  w gene  
all hundreds of thousands of t  
Votes and we did exactly the

**Note:** Once you've encrypted content within Evernote, it can only be decrypted using the passphrase you chose. This means that nobody (including Evernote staff) can recover this text if the passphrase is lost or forgotten.

It's also worth mentioning that Evernote doesn't support the encryption of any of the following:

- Images/PDFs
- File Attachments (like Office documents)
- Audio Clips
- Whole Notes/Notebooks

## Accessing and Using the Activity Log in Evernote for Mac

The Activity Log is a running log of all of the various low-level actions that the Evernote desktop application is performing. This log can be useful in diagnosing problems with the Evernote application or service.

You can access the Activity Log by selecting the "Activity Log..." option under the Help menu in Evernote for Mac. Once you've opened it, you'll see a long list of the various events that happen behind the scenes in Evernote, as well as when they occurred. You can copy the entire log to the system clipboard by clicking "Copy to Clipboard" or save the log as a text file by clicking "Save As...".

If you want to filter the log by the different types of events being logged, click the "Advanced Filters" button and deselect the items you do not want to see. For example, if you're having a problem with Evernote sync, you can deselect the "Thumbnail Generator" and "Note Processing" logging options, leaving only events related labeled "Synchronization".

Most users won't need to look at the Activity Log unless instructed to do so by our Support department.

## What are the keyboard shortcuts in Evernote for OS X?

Evernote can be driven almost entirely using only the keyboard. Below is a comprehensive list of all keyboard shortcuts available for Evernote on Mac OS X.

### Global

You can use those system-wide shortcuts while working in any application (provided Evernote is running). You can redefine these shortcuts in the Preferences > Shortcuts tab.

SHORTCUT	ALTERNATIVE	ACTION
⌘ N		New Note
⌘ ⇧ N		New Notebook
⌘ ^ N		New Tag
⌘ ⌥ N		New Evernote Window
⌘ W		Close
⌘ S		Save
⌘ Y		Quick Look Attachments



⇧ ⌘ P	Page Setup
⌘ P	Print
⌘ Z	Undo
⇧ ⌘ Z	Redo
⌘ X	Cut
⌘ C	Copy
⌘ V	Paste
⇧ ⌘ V	Paste Without Formatting
⌘ A	Select All
⇧ ⌘ M	Merge Notes
⇧ ⌘ X	Encrypt Selected Text
⌘ F	Search Notes
⌘ S	Save Search
⌘ R	Reset Search
⌘ F	Find in Note
⌘ G	Find Next
⇧ ⌘ G	Find Previous
⌘ J	Jump to Section
⌘ :	Show Spelling and Grammar
⌘ j	Check Spelling
⌘ T	Show Toolbar
⌘ 1	List View
⌘ 2	Mixed View
⌘ 3	Thumbnail View
⇧ ⌘ A	Hide Unassigned Tags
⇧ ⌘ I	Show/Hide Note Info
⌘ L	Go to Selected Note
⌘ T	Show Fonts
⇧ ⌘ C	Show Colors
⇧ ⌘ T	Insert To-do
⇧ ⌘ L	Insert Table
⇧ ⌘ H	Insert Horizontal Rule
⇧ ⌘ F	Simplify Formatting
⇧ ⌘ O	Toggle Numbered List
⇧ ⌘ U	Toggle Bulleted List
⇧ ⌘	
Tab	Increase List Level
⇧ Tab	Decrease List Level
⌘ K	Add
⇧ ⌘ K	Remove
⌘ B	Bold
⌘ I	Italic
⌘ U	Underline
⌘	Bigger
⌘ -	Smaller
⌘ {	Align Left
⌘ }	Align Right
⌘	Center
⌘ M	Minimize
⌘ O	Activity

For more information on Evernote for Mac, consult our official [Knowledge Base](#).

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