Evernote
for Windows
User Guide

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Welcome to Evernote for Windows! This document will guide you through the basics of using Evernote for Windows. 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.

IN THIS DOCUMENT:

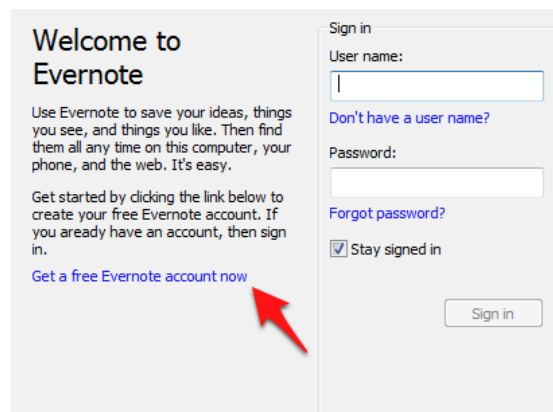What are the keyboard shortcuts in Evernote for Windows?

Minimum Windows System Requirements

In order to run Evernote on your Windows desktop, all of the following requirements must be met or surpassed:

1. Windows XP, Service Pack 3 or later (including Windows Vista and Windows 7).
2. 100 megabytes (mb) of available disk space for the Evernote application.
3. An additional 100mb of disk space for your data. Note that as you add data to Evernote, the amount of required disk space will grow.
4. An Internet connection.
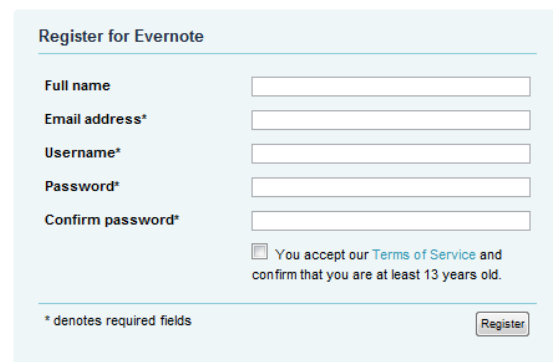
Creating Your Evernote Account and Signing In under Windows

After you've underlined and installed Evernote for Windows, 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":

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.

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 Windows by clicking on Sign Out under the Tools menu. This will take you back to the welcome screen we saw earlier where you can enter the credentials for the other account.

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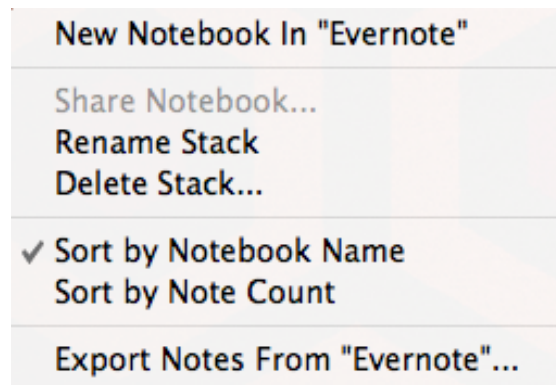
Stacks are a great way to add an additional level of organization to your Evernote notes. Each stack you create will count as one of your 250 allowed notebooks.

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.
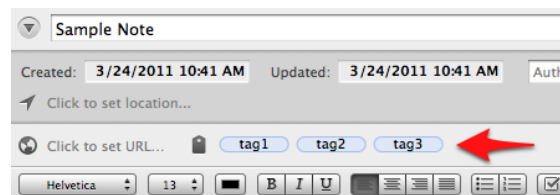
Tags can be added or changed on any device that supports Evernote. The Windows and Mac client applications support tag nesting, or tags that are listed inside other tags. Just click and drag any tag onto another tag it will become a child of the second tag. This feature doesn't have any bearing on the 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 using email

Each Evernote account comes with a unique email address which can be used to add content via email. If you visit the Settings after logging in on Evernote on the web, you'll see a section caled "Emailing to Evernote". In this section, you'll find an email address that looks like this: [your username].abc123@m.evernote.com. Sending an email to that address will create a new note in Evernote using the email subject as the note title, the email body as the note body and the source email address as the note author.

Also, Evernote allows you to designate the target notebook and tags for an emailed note in the email subject line. For example, if you wanted your emailed note to appear in your Cooking notebook, simply append "@Cooking" to the email subject (without the quotation marks). If you wanted to tag the note, just add tags to the email subject like this: #recipes

#vegetarian #sometag. Note that if you want to designate the target notebook and tags using this method, you must place the notebook name before the tags.

Here is an example of the correct way to format the email subject using this syntax:

Authentic cornbread @Cooking #recipes #vegetarian #baking

Note that both the notebook designation and the tags appear at the end of the subject. Also, any notebook or tags added to the email subject must already exist in your Evernote account. Using the above example: assuming you didn't already have a tag "baking" in your Evernote account, the title of the note would contain "#baking" once it arrived in your Evernote account and that tag will not be applied. If you designate a non-existent notebook in the email subject, the note will be added to your default notebook.

Adding Content to Evernote from the Windows Desktop

There are a few different ways to add content to your Evernote account from your Windows desktop. All of them are fairly straightforward and involve the use of Evernote's global keyboard shortcuts:

Pasting to Evernote
After you copy something to the system clipboard (using Ctrl+C or Edit > Copy) in, say, Microsoft Word, you can paste it into a new Evernote note using Ctrl+Alt+V. This will work with just about any application on your desktop and is a very simple way to quickly save things to Evernote without leaving the current application.

Clip selected data
Similar to the previous concept, in many applications, you can clip content to Evernote simply by highlighting what you'd like to clip and typing Win+A (the Windows key is between the left-hand Ctrl and Alt keys on most modern keyboards). Striking these keys while something is highlighted will add that content to a new note in Evernote and bring the new note into focus.

Dragging into Evernote
Free users can drag images or PDF files into the body of a new note to add that file to the note. Premium subscribers can do this with any type of file.

Screenshots
Evernote for Windows ships with a companion application called Evernote Helper. This application, among other things, sits in your system tray (near the Windows clock) and enables you to capture your screen as an image and save it to a new note in Evernote. Right click the Elephant icon in your system tray to initiate the screen capture (or you can use the Win+PrintScreen global shortcut on your keyboard - PrintScreen is just to the right of the Backspace key on most keyboards).
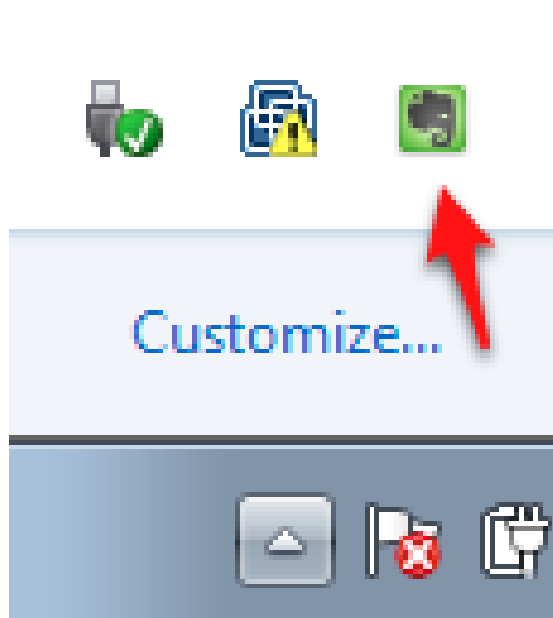
Creating Auto-Import folders in Evernote for Windows

Evernote's ability to store images and PDF files (as well as any other type of file, for premium users) is a pretty handy feature. Evernote for Windows has a unique way to add files to Evernote automatically called Import Folders. Essentially, any file you drop into one of these folders will be automatically added to Evernote, in whichever notebook you specify, in its own note. Let's create one of these folders:

1. Create a new folder somewhere on your Windows PC, perhaps within your My Documents folder. Call it "Add to Evernote".
2. In Evernote for Windows, select "Import Folders..." from the Tools menu. Click "Add" in the resulting window to create a new Import folder.
3. In the folder chooser dialog, browse to the "Add to Evernote" folder you just created and click "OK".
4. The folder will then appear in the Import folders list along with a few options.
5. If you want Evernote to also import items within folders that live inside "Add to Evernote", change "Subfolders" to "Yes".
6. If you'd like to change the notebook to which your imported content will be added, click the name of the notebook and select a different notebook from the dropdown list.
7. By default, Evernote will keep (not delete) items that it imports from Import folders. If

you'd like files to be deleted from "Add to Evernote" after they're imported into Evernote, click "Keep" and choose "Delete" from the dropdown list.

As you can see, Evernote supports the creation of multiple Import folders, so if you want certain types of files to be added to a specific notebook, you're able to create a sufficiently capable system of Import folders.

Clipping content from the web using Internet Explorer

The Evernote Web Clipper installs by default when you install Evernote for Windows. To clip content from within Internet Explorer, select the portion of the web page you want to clip, right-click and select "Add to Evernote". From there, you'll be able to change the title of the note and add tags before it is added to your account.

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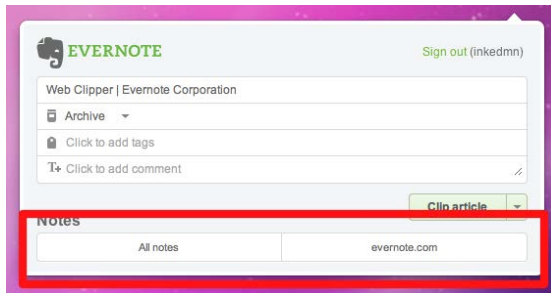
Here's a short video overview of the new Clipper for Google Chrome:

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 everote.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.
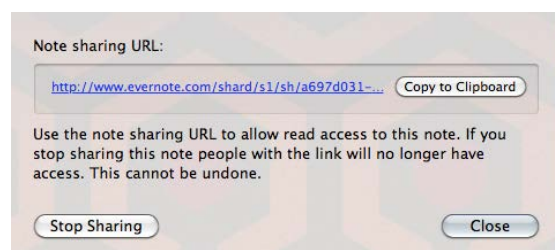
To share a notebook, right click the notebook name and choose "Share Notebook". This will bring you to the Shared Notebook Settings pane where you can choose to share the notebook with the world or with specific people.
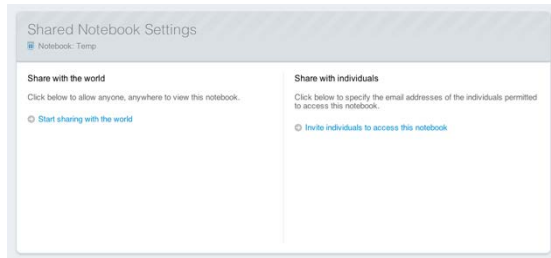
Clicking "Share with the world" will prompt you to choose a name for the notebook (which defaults to the current notebook name) and an option description, as well options for how you'd like the notes sorted when the notebook is viewed. Click "Submit" to begin sharing this notebook and get the URL for 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 Windows

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

- After you've typed your query into the search field, click the blue arrow to the right of the search field:
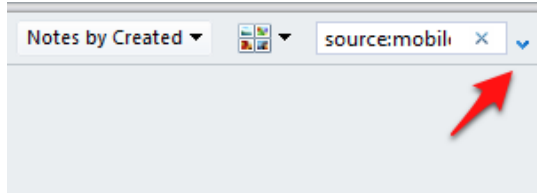
- Now, you'll see a detailed explanation of your search along with a small blue magnifying glass; click that icon:
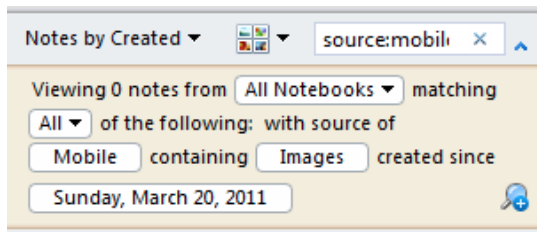
- This will launch the Create Saved Search dialog box. Give the search a name and, if necessary, adjust the query you want to run. Click OK and your search will be saved.
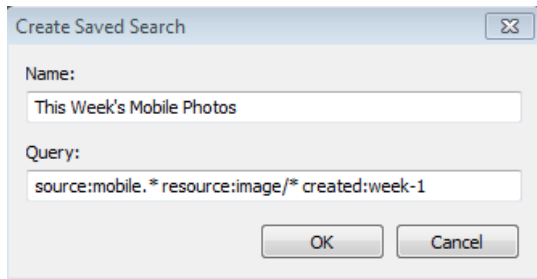
Saved searches are available on the left-hand side of the main Evernote window under the Saved Searches heading.

Importing Evernote Archives in Evernote for Windows

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 Windows, follow these steps:

1. Click "File", hover over "Import" and choose the "Evernote Export Files" option.
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 note 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, taret 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, taret 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.

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:

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

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 **any** of the search terms. Without this operator, Evernote search will return only those notes that match **all** of the given search terms.	any: pizza beer will return all notes containing either "pizza" or "beer" (removing any: would return only notes containg "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 **not** tagged with the specified tag.	-tag:medical will return notes that **do not** 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	updated:day-2 will return notes that have been updated in the last two days.

	date will be the same as the created date.	
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 cotain some type of audio file.
latitude:, longitude: and altitude:	Find notes that were created at or near the provided coordinate.	latitude:37 will return all notes whose latitude value is greater than 37. Add -latitude:38 to your search to show 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 Evernote Search Grammar specification.
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 **not** 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.

What are the keyboard shortcuts in Evernote for Windows?

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

Global

You can use those system-wide shortcuts while working in any application (provided Evernote is running). You can redefine these shortcuts in Tools > Options > Global Hot Keys tab.

SHORTCUT	ALTERNATIVE	ACTION
Ctrl + Alt + N		Switch to Evernote and immediately create a new note
Win + PrintScreen		Start screen capture mode
Esc		Cancel screen capture
Win + A		Clip selected
Win + Shift + F		Start a new Evernote search
Ctrl + Alt + V		Paste clipboard into Evernote as a new note

Application-Wide

These shortcuts are available when the Evernote application is active.

SHORTCUT	ALTERNATIVE	ACTION
Ctrl + Alt + N		Switch to Evernote and immediately create a new note.
F1		Open online help web page in default browser
F9		Start synchronization with the Service
Ctrl + N		Create a new note
Alt + F4	Esc	Close child windows and hide main window (minimize to tray)
Ctrl + Q		Exit application
F6	Ctrl + Alt + F	If search box is empty, move focus to it, otherwise start search and move to first highlighted keyword
Ctrl + Shift + A		Reset search
F10		Toggle display of left panel
F11		Toggle display of note list
Ctrl + F11		Toggle display of note panel
Ctrl + F10		Toggle display of the search explanation
F5		Cycle through note list views (Table, Mixed, Thumbnails)
Ctrl + F5		Set note list to Table view
Ctrl + F6		Set note list to Mixed view
Ctrl + F7		Set note list to Thumbnails view
F8		Toggle display of note info panel
Ctrl + F8		Toggle display of note editing toolbar
F2		Rename focused notebook, note, tag or saved search
F3		Set focus to the tag field of the active note
Tab	Not yet working as described here	Navigate between panels and within each panel (side panel > notebooks > tags > attributes > saved searches > trash > note list > search box > note title > note tags > note url > note editor > ...)
Shift + Tab	Not yet working as described here	Move focus to previous pane (time band > tape > note list > side panel > search box > ...)
Ctrl + Shift + N		Create a new notebook
Ctrl + Shift + T		Create a new tag
Ctrl + Shift + S		Create a new saved search
Ctrl + Alt + T		Assign tags
F7		Start spell-checking

Note List

These shortcuts will function properly when the note list panel has focus. Shortcuts for note-

level operations (e.g., email, tag, print) will work even if the note panel does not have focus.

SHORTCUT	ALTERNATIVE	ACTION
Up		Go to to previous note
Down		Go to next note
Page Up		Scroll list up one page
Page Down		Scroll list down one page
Home		Go to the first note in list
End		Go to the last note in list
Delete		Move selected notes to trash
Ctrl + A		Select all notes
Ctrl + Enter		Open the selected note in a separate window (Alt + F4 to close window)
Ctrl + Shift + E		Send selected notes by email
Ctrl + P		Open Print dialog for selected notes
Ctrl + F2		Open print preview window for selected notes
Enter		Places focus in the note editor of the selected note.
Ctrl + Alt + T		Open "Assign Tags" dialog

Side Panel

These shortcuts will function when the side panel (notebook list, tag list, etc.) has focus.

SHORTCUT	ALTERNATIVE	ACTION
Up		Move focus to the previous item in the tree within a section (notebooks, tags, ...)
Down		Move focus to the next item in the tree within a section (notebooks, tags, ...)
Right		Expand the item that have sub-items
Left		Collapse the item that have sub-items if it is not collapsed yet
Ctrl + Down Arrow		Move to the next item without selecting it
Ctrl + Up Arrow		Move to the previous item without selecting it
Space		Select the focused item exclusively, unselecting all other items
Ctrl + Space		Select the focused item (notebook,tag and attributes allow toggling selection on and off while notebooks, saved searches and trash can be only selected)
Delete		Delete selected (or focused, if there is no selection) notebook, tag or saved search

Note Editor

These shortcuts will work when you are editing a note.

SHORTCUT	ALTERNATIVE	ACTION
F8		Toggle display of note info
Ctrl + F8		Toggle display of note editing toolbar
F2		Rename focused notebook, note, tag or saved search
F3		Set focus to the tag field of the active note
Esc		Move focus from note editor to note list

Ctrl + F		Search within a note
Ctrl + G	Enter	Find next
Ctrl + Shift + G	Shift + Enter	Find Previous
Ctrl + A		Select All content in the current note
Ctrl + X		Cut selection to clipboard
Ctrl + C		Copy selection to clipboard
Ctrl + V		Paste text from clipboard with the original formatting
Ctrl + Shft + V		Paste text from clipboard as unformatted text
Ctrl + Z		Undo last edit
Ctrl + Y		Redo last undone edit
Ctrl + B		Make selection bold
Ctrl + I		Make selection italic
Ctrl + U		Make selection underlined
Ctrl + T		Make selection striked through
Ctrl + Shift + B		Format selection as bulleted list
Ctrl + Shift + O		Format selection as numbered list
Ctrl + D		Open font dialog to change font face, size and color for selected text
Ctrl + Shift + >	Ctrl + [	Increase font size for selected text (German keyboard: Ctrl + Shift + .)
Ctrl + Shift + <	Ctrl +]	Decrease font size for selected text (German keyboard: Ctrl + Shift + ,)
Ctrl + Space		Remove formatting
Ctrl + M	Tab	Increase indent for current paragraph (or for selection)
Ctrl + Shift + M	Shift + Tab	Decrease indent for current paragraph (or for selection)
Ctrl + L		Align current paragraph (or selection) left
Ctrl + R		Align current paragraph (or selection) right
Ctrl + E		Center current paragraph (or selection)
Ctrl + J		Justify current paragraph (or selection)
Ctrl + Shift + C		Insert a "To Do" checkbox
Ctrl + Shift + X		Open "Encrypt selection" dialog on a selected text
Alt + Shift + D	Ctrl + ;	Insert current date and time
Ctrl + Click on a hyperlink	Ctrl + Enter	Open hyperlink under caret.
Ctrl + K		Open "Add Hyperlink" dialog to create a new hyperlink from the selected text
Ctrl + Shift + K		Open "Edit Hyperlink" dialog to edit the existing hyperlink under the caret
Ctrl + Shift + F9		Remove hyperlink
Ctrl + S		Save current note explicitly (notes are also saved automatically)

For more information on Evernote for Windows, consult our official Knowledge Base.