REKINDLE GUIDE SHEET

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Evernote is a free tool for storing (digitised) documents, images and information. It is completely searchable and can be used for all sorts of things. Here we are going to use it for collecting our research into family history. There are various video tutorials here:

- Go to www.evernote.com andvimeo.com/showcase/9594158 click on signup for free.
- You are presented with three account options. The second two are paid accounts. Choose the first option FREE. Click on "Get Started"
- Sign up with an email and password or if you are logged onto your Google account select "continue with Google"
- Once logged on, it offers you a free 7 day trial of the premium account. Don't do this, stick with the free account. It will offer you premium trial again a few times. Don't take up the offer.
- It asks you what you will use Evernote for. Select "personal" and click "next".
- There are four ways you can use Evernote:
 - Web Browser
 - Download app to computer
 - App on Smartphone
 - App on Tablet
- In the free version, you can only use two of those options. The most valuable combination of options is the Phone App and the web browser. Select them and click "Next".
- Now it asks if you will use EVERNOTE for "Writing, planning or organising". Select all three and click "next"
- Again it gives you the option to select a free premium trial. Click on "Continue with the free plan"

The image on the next page shows an Evernote set up with notebooks for the surnames of Haggan and Thompson initially to which the surnames of Whitfield and Ward have been added as the family research opens up.

- 1. The NOTEBOOKS clicking on the + sign will create a new Notebook.
- 2. The NOTEBOOKS mentioned above containing the surnames in the Family Tree
- 3. Clicking "+NEW" will create a new NOTE in the currently selected Notebook
- 4. This shows a note selected "Johnny and Magaret Haggan" which is in the Haggan notebook. To the right of this is the details contained in that Notebook.
- 5. You can search the entire system. It will actually find handwritten words in scanned documents.
- 6. It is possibly to share your notes with others







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- .	WILLIAM CATERALL	Walter Hedley	Walter Haggan	Untitled	SUSAN MARTIN	MARY ANNE CATTER	MARY ANN THOMP	Johnny & Margaret	JAmes Hagan	Isabella Jane Hedley	+ HAGGAN TREE	HAGGAN CHILDREN	Great Grandparents	ΤΙΤLΕ 🛧	14 notes	I∎ HAGGAN
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♣ ♠ Add tag All change							Father Mathew Hagan (one G) Coalminer Nickname matha	Wife Margaret Haggan - maiden name Catterall	189 Sunderland Street (??) Leadgate		Johnny Named John at birth 25th January 1895		Johnny & Margaret Haggan		 • ○ □ ○ ○ ○ Normal text ~ Sans Serif ~ More • ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○ ○	M I HAGGAN Only you Share