



## Tech Corner October 2008

### Keeping Track of Information with Evernote and OneNote 2007

For busy family lawyers keeping track of disparate types of information, there are several software-based note-taking and organization tools that may be worth looking into, such as [Evernote](#) and [Microsoft OneNote](#) (which [we wrote about in July 2007](#)). Evernote and OneNote can be used to store and organize a wide variety of information, including text and images from web pages, photographs and scanned images of receipts, handwritten notes, and business cards (to name just a few), and information typed in or “digitally handwritten” with a mouse or tablet PC. Both programs index all of the available text, even in images. (Images are OCR’d using Optical Character Recognition technology and indexed, automatically in Evernote, and by user command in OneNote.) OneNote 2007 is included with certain versions of [Microsoft Office 2007](#) (you may already have it installed and not realize it) and can also be [purchased separately](#) for a suggested retail price of \$99.95. Evernote has both a free version and a [premium version](#), currently for \$5 per month or \$45 per year, which allows for more storage space/uploads per month.

### Workflow

There are several significant similarities and differences in workflow between Evernote and OneNote 2007. Both programs rely on a “notebook” metaphor in which you add text, images, and other information to digital “notebooks” in the respective programs. OneNote notebooks feature an intuitive organization technique that uses tabs. Tabs across the top provide access to different sections of the notebook, while tabs on the right allow you to access the pages within a section.

While Evernote has a less orderly organization scheme for its notebooks, navigating through search results is easier done in Evernote than it is in OneNote. Evernote shows several search results per screen (as do most search engines like Google or Yahoo!), while OneNote shows only one search result per screen. If you search for something in OneNote, you may have to flip through a lot of screens in order to find the results you were looking for.

Both programs make it easy to drag and drop various text, images, and other files and information into the notebooks. Importing selected information from webpages is easily done by clicking on a button installed in a browser toolbar; right-clicking and choosing the appropriate



For video demonstrations of the information organizing capabilities of Evernote and OneNote, see the following videos: [Evernote Overview Video](#), [Demo: What is OneNote?](#), [OneNote 2007 Demo: Ways to share a notebook](#), and [OneNote 2007 Demo: Set up a OneNote notebook](#).