



ARCHIVE PRINT SPECS

HOW TO ARCHIVE PRINT SPECS IN EVERNOTE

SEND TO THE PRINT JOBS NOTEBOOK FROM AN E-MAIL:

1. Select e-mail in Outlook
2. Hit forward, strip out unneeded info if you have time
3. Send e-mail to "personal evernote address"
4. Create subject line:
 - Project name and number "personal evernote address"
 - @Print Jobs
 - #Vendor
 - #Client

SEND TO THE PRINT JOBS NOTEBOOK FROM A PAPER INVOICE OR HANDWRITTEN NOTE:

1. Scan specs or take a photo with your iPhone
2. E-mail to "personal evernote address"
3. Create subject line using above format

CREATE A MANUAL ENTRY:

1. Log in to evernote.com
2. Select "print jobs" notebook
3. Click "new note"
4. Title: Project name and number
5. Text: Anything you want
6. Tags: Vendor and client names

HOW TO MINE PRINT-PROJECT DATA FROM EVERNOTE

1. Search by job number / keyword
2. Sort by printer
3. Sort by client
4. E-mail notes or send a link

HOW TO ADD TO AN EVERNOTE RECORD

1. Edit it manually
OR
2. Put a "+" at the end of your subject line
3. Make sure the subject line is the same as the existing note