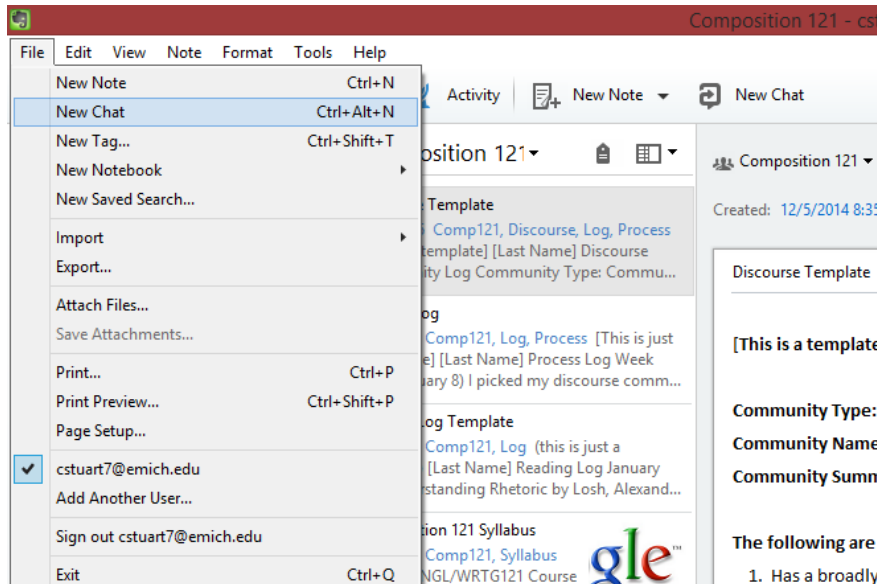


Evernote How-To

(this guide is for the PC application. For other applications, look for similar functions)

1. First, create a Notebook by clicking on “File” then “New Notebook” then name it “Composition 121.” Next, click on the Notebook you created and then go to “File” then “New Note.” You will then name the note either “Reading Log,” “Process Log,” or “Discourse Log.”



2. Next, click on the note you wish to share. Locate the “Share” button above the writing section of the note. Click on the dropdown arrow and find the “Copy Share URL” button. Next, paste the link into an email and share it with me.

