Using Evernote For Your Crafting Inventory

Basic How To Handout
Prepared by CJ Crafty Designs

Evernote, the electronic notebook app, has saved me. I now know exactly what I have in my crafting inventory and where it is! No more buying duplicates or hunting through my stash for that perfect butterfly stamp.

Why a Digital Inventory

Trying to build an inventory of an ever-growing stash of arts and craft items can be overwhelming. The paper binder method is labor intensive, makes it difficult to organize items into multiple categories, and may involve significant rework when it needs updating. Also, it is cumbersome to carry the binders with you, such as when you go shopping.

An alternative approach is to use a software app, such as Evernote, to manage your inventory digitally stored in an online database.

*Benefits of using a digital inventory solution*

1. Ready access to your inventory information wherever you are via your Smartphone

2. Quickly see a list of items, including a thumbnail image

3. Organize items in different ways with a single entry

4. Easily find items using various search methods such as via item groups, via assigned keywords, or via free form text lookup

5. Helps to prevent you from buying duplicates of things you already own

6. Helps to determine if you already have something similar before making a purchase

Key features of a digital inventory solution

1. Enter an item once and assign it to multiple keywords (tags)

2. Save an image, comments, and examples for each item

3. Link items that work together or have matching sets

4. Link to internet sites or YouTube videos for how to use the item

Sample Usage Scenario: Find a butterfly shaped stamp

- If you do not have a digital inventory app → Manually look through each of your stamp sets and then pull out possibilities so can then select the right one, which can take some time if you have a large inventory.

- If you have a digital inventory app that uses keywords → Search Tags for the "butterfly" keyword and within seconds you have a visual list of possibilities with a thumbnail image of each item so you can easily select the right one.
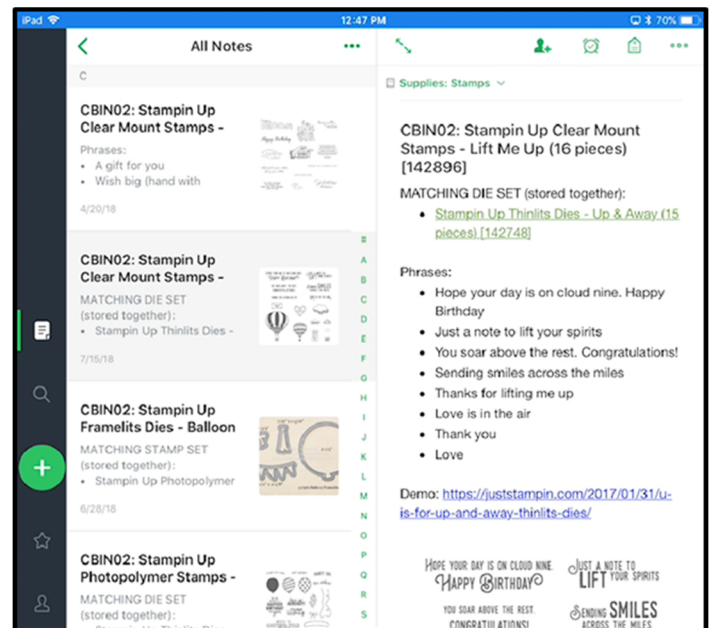
Use Evernote for Your Digital Inventory

Evernote Product Subscription Types (see link below for complete details)

1. **Basic:** Free - sync 2 devices, such as Smartphone + Tablet -OR- Smartphone + Computer
2. **Premium**: Monthly or Annual Fee - sync all devices, such as Smartphone + Tablet + Computer

Note: Each device where you are signed in to Evernote counts toward your device limit. See vendor "Device FAQ" for details (see link below).

Evernote Apps

Evernote stores the entered items in an online database on an Evernote server in the "cloud". Every time you capture something using, for example, the iPhone app, that item is synchronized with the Evernote server and is immediately available through any of the applications.

1. **Mobile App** - works on a mobile (e.g. iOS or Android) device such as a Smartphone (e.g. iPhone) or Tablet (e.g. iPad) → Download app from Apple App Store (iOS) or Google (Android) Store
2. **Desktop App** - works locally as a stand-alone application on a PC (e.g. Windows or Mac) device such as a computer or laptop → Download app from Evernote Site
3. **Web App** - works via a Web Browser such as MS Explorer, Google Chrome, and Mozilla Firefox (however, cannot use the Web app in a Smartphone or Tablet device browser) → Open app in a Web browser

Evernote Elements

1. Notebook - collection of Notes
2. Note - a piece of information with rich text content
3. Tag - keywords for a Note
4. View - list of Notes

Further Information

- Evernote Home Page
  http://evernote.com

- Evernote Help & Learning
  https://help.evernote.com/hc/en-us

- Which Evernote Product Subscription Type is Right for Me?
  https://help.evernote.com/hc/en-us/articles/209005157

- Device FAQ for Evernote
  https://help.evernote.com/hc/en-us/articles/218558068

- Evernote Quick Start
  https://help.evernote.com/hc/en-us/articles/208314458

- How to Delete Notes and Manage Your Trash
  https://help.evernote.com/hc/en-us/articles/208313478

Getting Started with Evernote for Your Crafting Inventory

There are many ways to use Evernote. I am sharing an approach that I find works best for me to manage my ever-growing crafting inventory.

1. **Determine how** you want to group your inventory items together and create a Notebook for each group you identified; see "Suggested Groups (Notebooks)" below. There is no wrong way to do this. You want to select groupings that work best for you such as by type of item (stamp, die, etc.). The good news is that is it very easy to change your groupings at any time.

2. **Gather some items** to be added to your digital inventory. I find it best to work with a few like items at a time, such as some stamp sets or die sets. Working in small bunches at a time makes the task less overwhelming and you get in a groove when working with the same type of items.

3. **Enter the items** as Notes into the appropriate Notebook. You can search the internet to get detailed information about the item. You can also find an image of the item in the internet and copy it into the Note. See "Steps to Create a Note" below for details.

Key to a Successful Inventory

The key to an optimized inventory and search success is using the Notebooks and Tags features to organize and categorize the Notes.

Group Like Items Together in Separate **Notebooks**

You can just use a single Notebook to group all your inventory items together if you only have a few things. I have a very large inventory, so I broke it up into groups by type of item. Listed below are the names I used for my groups, where each group is a separate Notebook.

Adhesive & Mediums	Dies	Embellishments
Embossing Folders & Plates	Ink, Paints, Stains	Markers, Pens, Pencils, & Crayons
Paper	Powders, Liquids, & Drops	Punches
Stamps	Stencils	Tools

Assign Keywords as **Tags**

Now that we have the items entered into our digital inventory, we want to add keywords as "Tags" to describe the items. These tags will allow you to organize a single item into one or more categories. Tags can also be used to help find an item, such as anything that has been tagged as "Flower".

Tags are simply a list of words or short phrases that describe the item. You can have as many or as few tags as desired. You can view a list of all your tags to find possible duplicates or spelling mistakes and then delete or rename them as required.

TIP: It is suggested that you spell each word or phrase consistently, such as just use "Flower", not "Flower" and "Flowers".
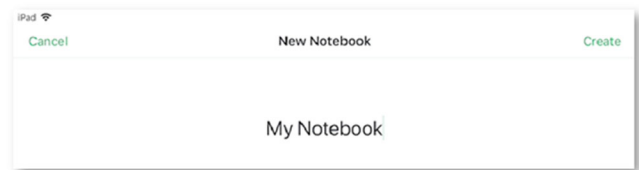
cjcraftydesigns.com
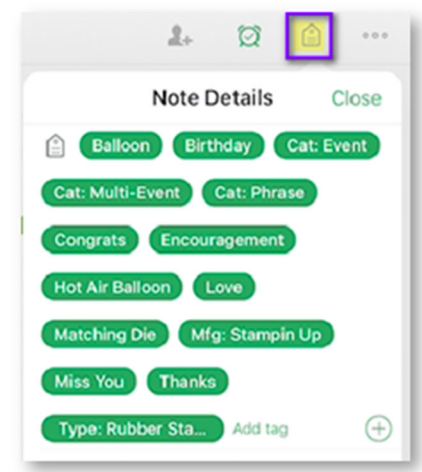
Evernote Quick Start Reference (using an iPhone/iPad)

This is a brief introduction for getting started using Evernote on an iPhone or iPad device. Some features are not available in all apps or may work differently in different apps. See the Evernote site for detailed information for all their applications (see links above).
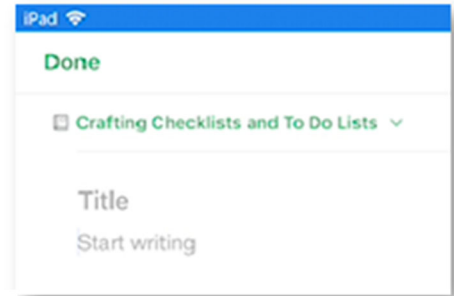
1. Create a Notebook:
    a. Tap [Notebook] button on the sidebar
    b. Tap the white & green plus (+) button
    c. Enter a name for the Notebook
    d. Tap [Create] button
2. Create a Note:
    a. Tap the green plus (+) button on the sidebar
    b. Select the Notebook to store the note in (can be changed at any time)
    c. Enter a Title (can be changed at any time)
    d. Add Content (can be updated at any time)
   e. Tap [Done] button
3. Delete a Note:
    a. Open the Note to be deleted
    b. Tap [Options/3 dots (...)] button
    c. From the popup menu, select "Move to Trash" option
4. Rename or Delete a Notebook:
    a. Open the Notebook to be updated
    b. Tap [Options/3 dots (...)] button
    c. From the popup menu, select "Notebook Settings" option
    d. To rename, type over the existing name
    e. To delete, tap [Delete Notebook] button
    f. Tap [Done] button
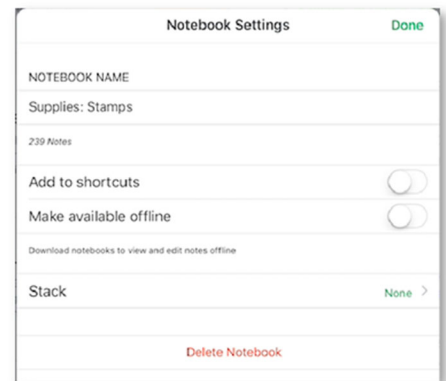
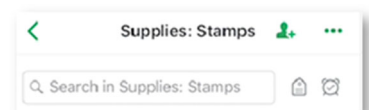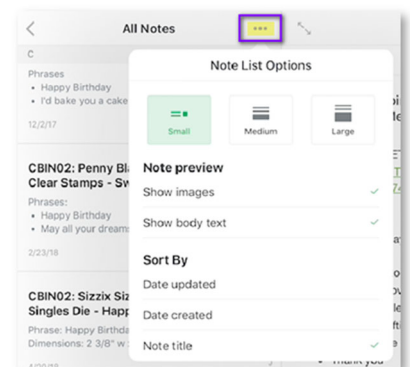## View Notes (using an iPhone/iPad)

Note: There are more view and sort options in the Web and Desktop apps.

1. Select the [All Notes] view
2. Tap the [Options/3 dots (...)] button
3. Select view style: Show images & Show body text
4. Select sort order: Date updated, Date created, or Note title

Search Notes (using an iPhone/iPad)

After selecting to view All Notes or a particular Notebook, there are several methods to find an item in the inventory.

1. Search by scrolling through the view: Move up and down through the Note list
2. Search by Tags: Tap the [Tag] button and select one or more tags from the popup list
3. Search by free form text: Type the search text into the bar above the top of the Note list

Add Internal Link for a Note (using an iPhone/iPad)

Use an **internal** link from one Note to another to make it easier to find the related item, such as a die set that matches a stamp set.

1. Open the Note for which a link is to be created, such as the Die Set item

2. Tap [Share Note (head+)] button

3. Tap [More sharing options]

4. Tap [Copy internal link]

5. When the [Link Copied] message is displayed, tap [Done]

6. Switch to the Note where you want to place the link, such as the matching Stamp Set item

7. Move to the location in the content of the Note where you want to place the link

8. Tap the location to get the [Select | Select All | Paste] options displayed

9. Tap [Paste]

10. You can now use this same process to create an internal link for the Stamp Set item and paste it into the matching Die Set item
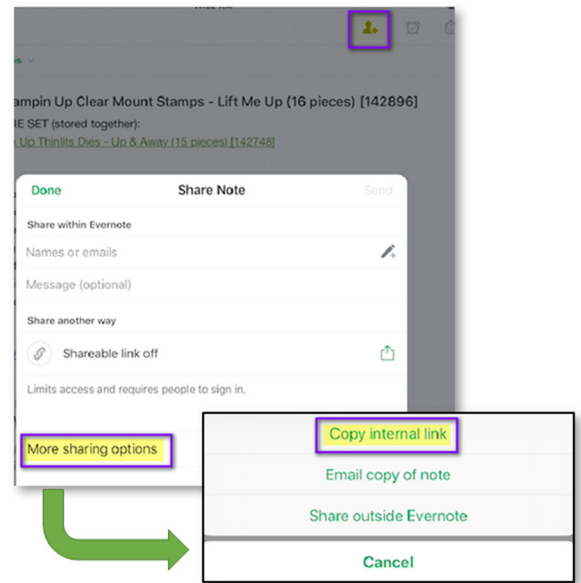
Manage Tags (using an iPhone/iPad)

You can view a list of all your tags to find possible duplicates or spelling mistakes and then delete or rename them as required.

1. Tap [Account (head)] button

2. Tap [Settings]

3. Tap [Manage Tags]

4. View list of tags in [Manage Tags] popup

5. Swipe left to delete a Tag

6. Tap on tag name to rename a tag

7. Tap [< Settings] button to close [Manage Tags] popup

Tip: If you find you have two different spellings in your Tags for the same intended keyword; for example, you have "flower" and "flowers" and you want to just use "flower":

1. Do a search of all items that have been assigned the "flowers" tag (the duplicate one you want to get rid of)

2. Assign the "flower" tag to each of the items found

3. Delete the "flowers" tag
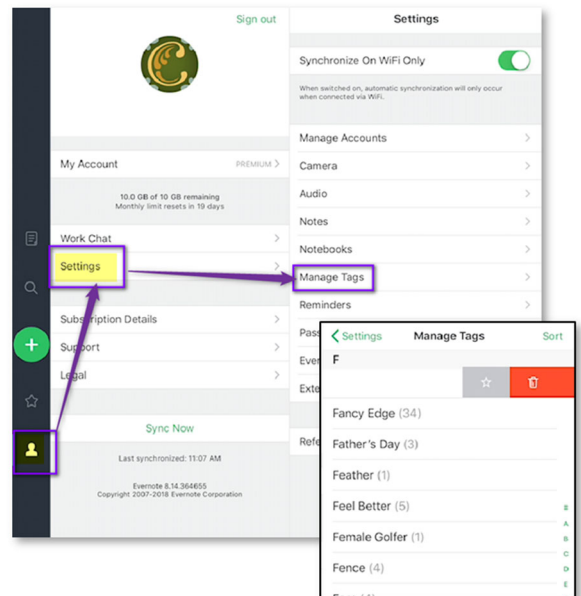
Taking Your Evernote Inventory to the Next Level

- **Use a Note naming convention**: A naming convention for the title of a Note helps to quickly describe the item and locate it in the Note list. I use the following format for my Note Titles:
    - **[Vendor] [Item Type] - [Item Name] [(# pieces)]**; examples:
      Concord & 9th Die Set - Blooms Fill-In (6 pieces)
      Altenew Stamp Set - Mega Greetings (9 pieces)
    - For Stampin Up, Sizzix, and other products with an identifiable product number:
      [Vendor] - [Item Type] - [Item Name] [(# pieces)] [[Product Number]]; examples:
      Sizzix Die Set - Decorative Frames (5 pieces) [657938]
      Stampin Up Stamp Set - Lift Me Up (16 pieces) [142896]

- **Add detailed information** for the item in the content of a Note:
    - Enter every word and phrase, such as for stamp and die sets, so you can search for a very specific type of phrase such as "Best Wishes" or "Feel better" or "Just for you"
    - Add image(s) of product: Search the internet using the product name to locate images of the product, save an image locally (such as in "Photos" on iPhone/iPad), and then add the image to a Note (you can delete the image from your photos once you have added it to the Evernote Note)
    - Add comments regarding special instructions to remember for the next time you use the item
    - Identify if the product has matching dies/stamps, for example, or works with another product; you can add an internal ink for one Note to another Note (see steps above)
    - Add links to internet pages or YouTube videos, for example, that provide information about how to use the product

- **Use special Tags** to separate product identification tags from descriptive tags:
    - Add vendor name tags using "Mfg: " prefix; for example: *Mfg: Stampin Up, Mfg: Sizzix*
    - Add specific product type tags using "Type:" prefix; for example: Type: Clear Stamp, Type: Rubber Stamp, Type: Wood Mount Stamp, Type: Wafer Die, Type: Steel Rule Die

- **Add storage location identifier prefix** to Note Names: My crafting items are stored in various storage units around my craft room. For example, I store my stamps, dies, and embossing folders in a variety of binders, container bins, and storage shelves. I assigned each of these storage units a location identifier, which I then put as the prefix (followed by a colon :) for each of them items stored in that specific unit. This is an absolute win for me, as I quickly know where to find the item once I have determined that it is the one I want to use.

    Following is a sample of my storage location identifiers, where "nn" is a number":
    - Tim Holtz Binders (currently have 14): THBnn
    - Interdesign Container Bins (currently have 5): CBINnn
    - Stamp-n-Store Stamp Storage Shelf (currently have 1): SSHELFnn

    Note: There is a feature only available in the Desktop version of the app that helps me to quickly create a table of contents of the selected Notes in the list. For example, I enter "CBIN01:" in the free form text search box, select all the notes found, then click the [Table of Contents] option, which creates a new "Table of Contents" Note in the default Notebook, with internal links to all the selected Note items.

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Sample Screenshot of my Evernote Inventory using Mobile App on an iPad

Supplies: Stamps

C

12/2/17

CBIN02: Penny Black Clear Stamps - Sweet
Phrases:
- Happy Birthday
- May all your dreams come

2/23/18

CBIN02: Stampendous Clear Stamps - Birthday
Phrases:
- Hope your birthday is filled with lots of friends, family,

2/23/18

CBIN02: Stampin Up Clear Mount Stamps -
Phrases:
- A gift for you
- Wish big (hand with

4/20/18

CBIN02: Stampin Up Clear Mount Stamps -
MATCHING DIE SET (stored together):
- Stampin Up Thinlits Dies -

12/3/18

CBIN02: Stampin Up Photopolymer Stamps -
MATCHING DIE SET (stored together):
- Stampin Up Thinlits Dies -

12/14/19

CBIN02: Stampin Up Photopolymer Stamps -

Supplies: Stamps ∨

CBIN02: Stampin Up Clear Mount Stamps - Lift Me Up (16 pieces) [142896]

MATCHING DIE SET (stored together):
- Stampin Up Thinlits Dies - Up & Away (15 pieces) [142748]

WORKS WITH:
- Stampin Up Stencil - Pattern Party Decorative Masks - Set of 4 [144103] - Clouds

Project: Mass Produce Card Sets from 12x12 DSP Paper

Phrases:
- Hope your day is on cloud nine. Happy Birthday
- Just a note to lift your spirits
- You soar above the rest. Congratulations!
- Sending smiles across the miles
- Thanks for lifting me up
- Love is in the air
- Thank you
- Love

Demo: https://juststampin.com/2017/01/31/u-is-for-up-and-away-thinlits-dies/