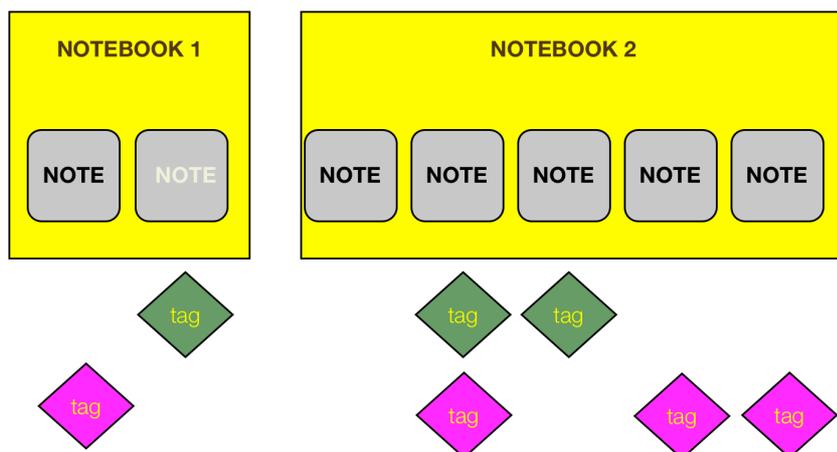


SHARING EVERNOTE – SOME EXPLANATIONS AND GUIDELINES

One of the main reasons for selecting Evernote for the Databank for the Gringley History Club was the variety of options for sharing the data with other Club members, researchers or casual visitors. Previously we had to be selective about what was published on the www.gohistory.org.uk website, and it has been impossible for visitors to the site, whether Club members or not, to have any real sense of the breadth and depth of the material we have collected, whether published or not.

For the purposes of explaining what is now possible, this document for the most part lumps Club members and casual visitors or enquirers all together under the term "researchers". It explains the various levels of accessibility and what is involved, and only at the end re-introduces the Club and revenue-raising aspects.

The essential container of information within Evernote is the Note itself, of which we have so far over 850. The Notes are stored within about 20 Notebooks, and they are indexed by multiple Tags. These Tags have been developed as the Databank has been built up, and we have over 1200, organised by topic. As each document or picture is added to the Databank I think about the appropriate Tags in answer to the questions: Who? When? Where? What? So whether the researcher wants to research the Tags *Cross Family* or *Little Lane* or *14th Century* or *Brickyards*, they merely select the sought after Tags, or combination thereof, and the relevant Notes are retrieved and presented to them.



Any Evernote Premium researcher can in addition to the Tags also search whatever Notes and Notebooks they have in their own Evernote session using ANY word, phrase or combination, simply by typing the sought after word in the search box. All relevant Notes will be selected, the key words in those Notes highlighted, and they can then be browsed. This feature can be considered like a powerful mini-Google, and remarkably it also works on reasonably legible hand-writing or old type, though with less accuracy.

So for an example, a researcher with the whole Databank at their disposal could type into the Search box any aspect of historical life which interests them, for example. "*stocks*" or "*turnips*" or "*blitz*" and any Notes which contain that word should be identified, retrieved and presented, with the chosen word temporarily highlighted. Thought of course needs to be applied, alternative spellings followed up and so on.

So how does the researcher get all or part of the Databank in front of them? This will evolve in practice, but I currently envisage five levels of researcher.

1. *Casual Researcher*. This person seeks information say on a single surname or house name. They contact the club via email or access the new website. Armed with these new indexing powers I can very quickly identify any Notes of possible interest and email them as a batch to the Researcher, or send them a link to a SPECIFIC COPY Notebook available on the Evernote website. The researcher can choose to open the received Notes either in their normal browser, or within Evernote, bearing in mind Evernote is available free of charge on most computers, tablets and smartphones.

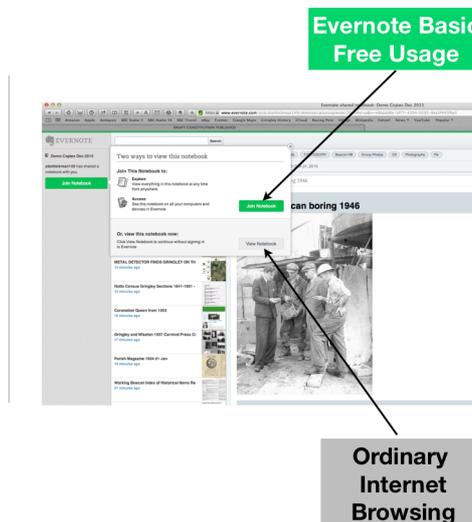
The User Experience

EXTRACT FROM MY ARTICLE IN FEBRUARY BEACON:

Ahead of the full launch, a small demonstration Notebook containing just 14 typical Notes has been created for anybody to sample using the following link:

www.evernote.com/pub/alanhickman149/demonstrationcopiesdec2015

All you need to browse this demonstration is a PC, Mac, tablet or smartphone with a reasonable broadband internet connection. When you get there, you will be offered “Two ways to join this Notebook”. I suggest at this stage you merely click on the lower option to “View Notebook.”



2. *Curious Researcher*. This person isn't sure what they are looking for, but wants to dip their toe in the water, and browse a cross section of the Notes or a couple of Tags or Notebooks, just to see what's there or for entertainment. They either contact the Club by email with their Query, or go onto the Club website. They can firstly review the Notebook Contents to see what topics or Notes might interest them. They can then click on the Internet link to the Notebook (s) they require and view all the information in the relevant public Notebook(s). This could take a while if their connection is slow, bearing in mind that all information is now stored in a legible resolution. They can either view the information in their browser or within the free Evernote web client.

3. *Mainstream Researcher*. This person definitely knows they want to download a few Notebooks and to research a few topics, people or places. As there is a restriction for free users of Evernote of 60mB uploaded per month, they will probably need to update their free Evernote account to Evernote Plus, which costs £20 per annum. This removes the 60mB per month capacity constraint for free Evernote users, and replaces it with 1gB per month capacity. Full tag searching is supported, and shared Notes are synchronised. That means if the Administrator makes a change or correction to a Note, that change would be reflected in the Researcher's copy of the Note too, for as long as it remains in their Evernote system. However, this information cannot be imported into the Researcher's own Evernote system from the published links shown on the gohistory website. Instead it has to be shared by the Administrator via email directly with the researcher. They cannot edit the information, nor delete it, but if they copy it elsewhere, they then could do so.

4. *Serious Researcher*. This person wants to mirror as closely as possible the full Databank experience, but still not have the responsibility of updating or editing. They do however want the ability to view the information off-line and to carry out word searches as described above. They need to follow the guidance for the Mainstream Researcher but also upgrade their membership to Evernote Premium. This costs £36 p.a. allowing uploads of 10gB per month (an Evernote Plus

member upgrading to Premium only pays the marginal extra). As with the Mainstream Researcher, their online Notes are synchronised to the main Databank, but they have no editing powers on imported Notes.

All Notebooks except two are available to all the above four categories of researchers. These two exceptions are the Notebooks "Awaiting Classification" and "Privilege". The former is self explanatory and contains any Notes I am still working on, editing and tagging. The "Protected" Notebook contains a handful of sensitive or copyright material that it is not appropriate to make freely available. For example copies of the 19th Century Census, the School Register, fully scanned copies of published books might reside in here. In these cases an explanatory Note exists elsewhere in the Databank so that genuine researchers are made aware that the information is available on application.

5. *Trusted Administrator*. This level of user merely shares the Evernote Databank with me, or my successor. They use exactly the same login and password. They therefore have full editing access and changes they make to Notes, Tags or notebooks are cascaded to all other Researchers. It is desirable for the Club to have at least one other person with this potential status in case something happens to me.

FINAL COMMENT

Upon launch of the service, 13 of the Notebooks including the Table of Contents for all Notebooks have been made freely available to all researchers whether Club Members or not. The other 5 are readily available upon making a donation of £10 to the Gringley History Club (or becoming a member which also costs £10 p.a.).

In addition to standard notebooks we can offer links specific to resolving individual search & retrieval Queries. You advise the name, house, street, club or activity you require and we do the rest. These Queries requests are free within reason to members but we request a £5 donation to the Club from non-members.

Please email mail@gohistory.org.uk in the first instance to request this Query service. Once we have acknowledged that we can assist, please send your cheque made payable to "Gringley History Club" to the Club at 4 Beacon Walk, Gringley on the Hill, DN10 4TD.

A.T. Hickman
Chairman & Webmaster

February 2016