

# How to Use Tags in Evernote

Evernote is a suite of software apps and services that allow users to take notes using text, photos, webpages, and audio memos, and organize, edit, annotate, and archive them. There are a number of versions of the software for various...

Method 1 of 2:

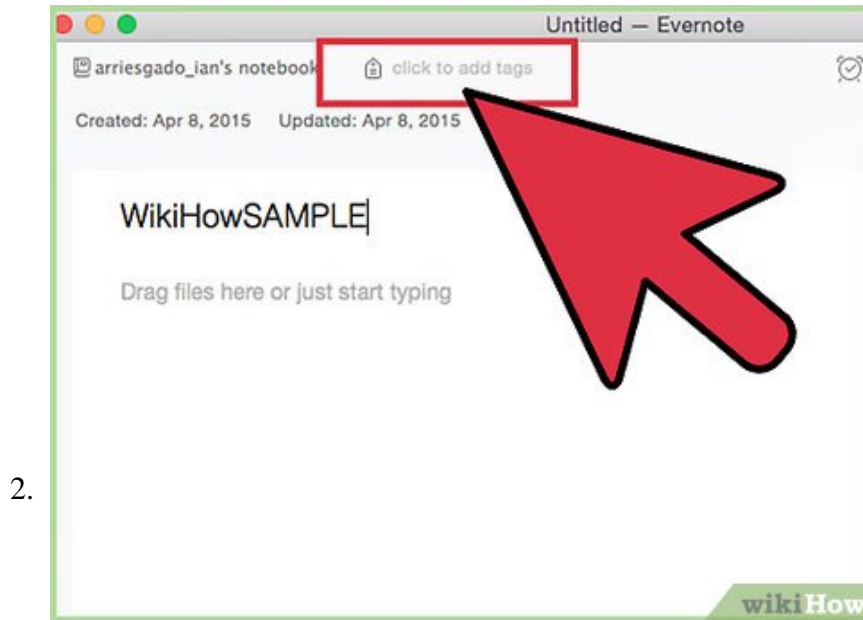
## From your Mac or PC



1.

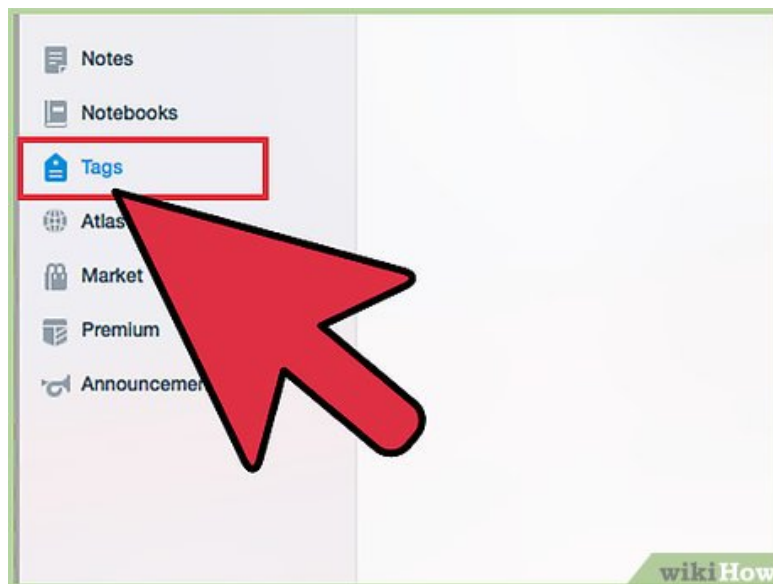
**Launch the Evernote desktop application and select a notebook from the left-hand panel.** Then select the note you want to add tags to.

1. If you have not created a note, you can do so by clicking the 'New Note' icon at the top.

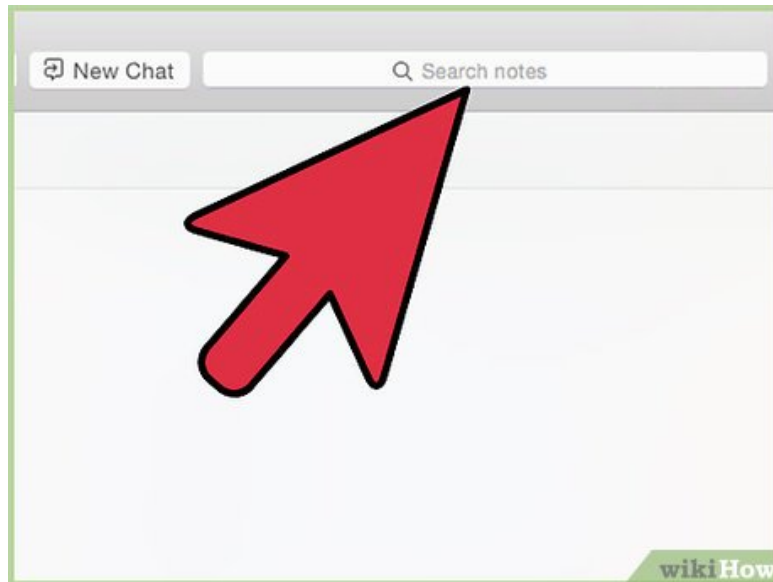


**Select 'Click to add tag' from the note editor on the far right.** Enter a tag into the input field and press Enter to add the tag.

1. Your tags for all notes can be seen from underneath the 'Tags' in the left side panel. Click a tag to be taken directly to the note you have added that particular tag to.



2. Alternatively, you can search for notes using tags by entering them in the search bar in the top right hand corner.



Method 2 of 2:

## From your iPhone or iPod touch

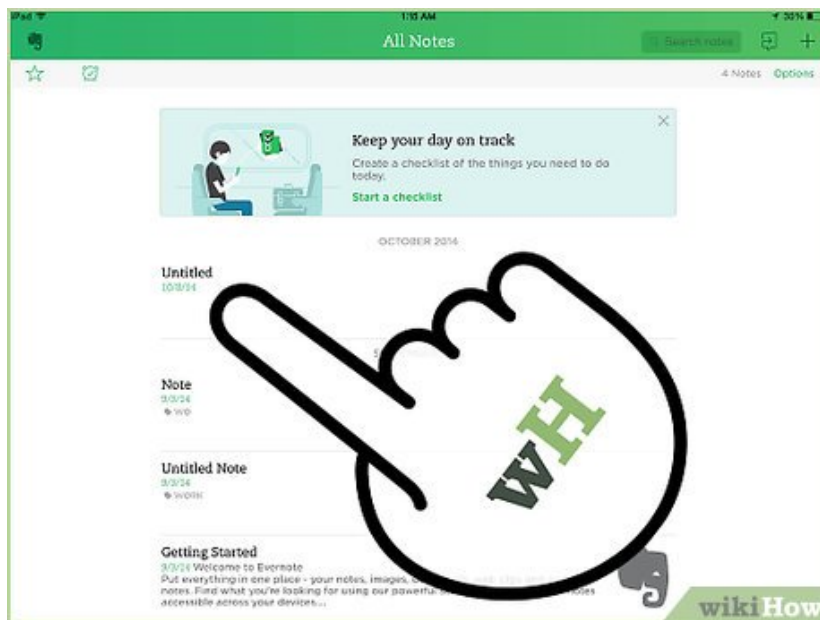


**Launch the Evernote iPhone or iPod touch app from your device's home screen.**



2.

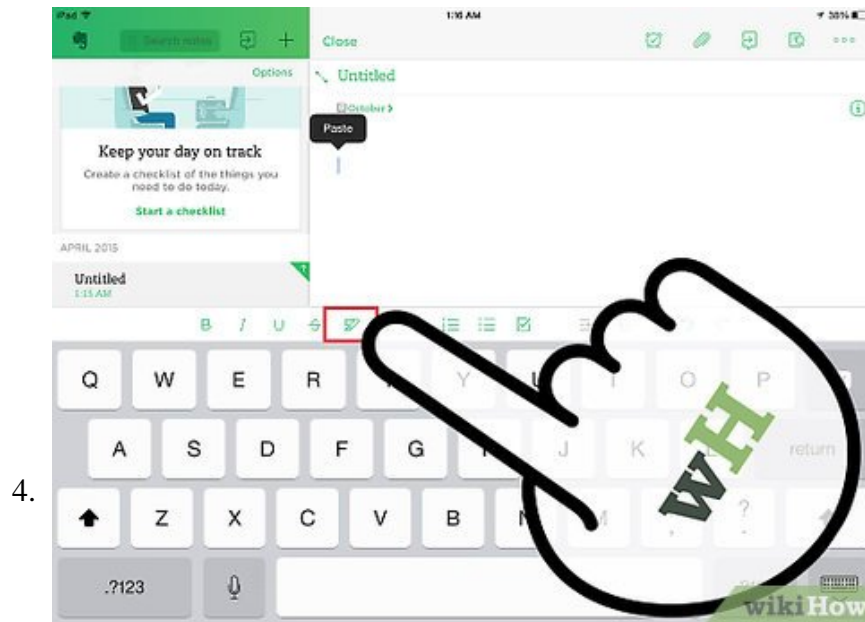
**Tap the 'Notes' tab at the bottom of your screen.**



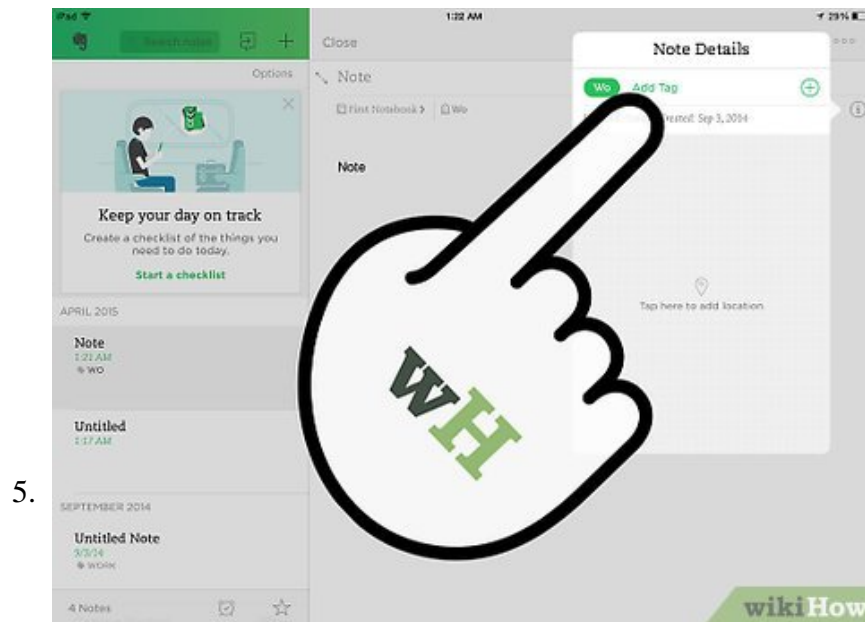
3.

**Select a note you want to add tags to.**

1. If you have not already created a note or want to create a new note to add tags to, select the 'New Note' tab and follow the onscreen instructions to do so.



Select the pencil icon from the bottom right hand corner.



Tap the 'Tags' input field and type new tags separated using commas. Click "Save" in the top-right corner to add the tags.

