



# fyilo Pro HD User Guide

# Table of Contents

<b>Introduction</b>	<b>3</b>
<b>Getting Started</b>	<b>4</b>
<b>Settings</b>	<b>8</b>
Backup & Restore	<b>8</b>
Storing Backups on iTunes	<b>10</b>
External Services	<b>10</b>
Manage Downloads	<b>11</b>
<b>Diary</b>	<b>13</b>
The Month View	<b>14</b>
The Day View	<b>16</b>
Creating A New Event	<b>17</b>
Creating Copies of an Event	<b>20</b>
Deleting an Event	<b>21</b>
<b>Notes</b>	<b>22</b>
Creating a Note	<b>23</b>
Deleting Portions of a Note	<b>26</b>
The Note Browser	<b>27</b>
<b>To Dos</b>	<b>29</b>
Creating a To Do	<b>30</b>
Editing a To Do	<b>30</b>

Completed To Dos	31
Deleting To Dos	31
<b>Mini Feeds</b>	<b>32</b>
RSS Feeds	33
Twitter Feed	38
Facebook Feed	38
<b>Bookmarks</b>	<b>39</b>
Bookmarking a Day	39
Bookmarking a Note	39
Accessing Your Bookmarks	40
<b>Agendas</b>	<b>43</b>
<b>Search</b>	<b>45</b>
<b>fyilo Store</b>	<b>47</b>
Event Packs	47
Event+ Packs	47
<b>Send Pop Up</b>	<b>49</b>
<b>Services Used By fyilo</b>	<b>51</b>
Dropbox	51
Google	51
Twitter	51
Facebook	51
Instapaper	51

# Introduction

fyilo is a personal organiser designed to run on tablet devices, and is currently the first personal organiser to be available for iPad and is one of the most feature rich apps available.

fyilo lets you do all the things your favourite paper-based organiser can do (diary, reminders, to dos, notes, scribbles), but is fully integrated with all the functionality of your iPad, as well as other external providers. So it can do things your current organiser can't - like email your drawings or notes to your friends, subscribe to a current affairs RSS feed or the feeds from sites like Twitter and Facebook.

fyilo has a fully functional diary that lets you view your year in either single day or month format.

It also allows you to create colour coded events (all birthdays could be red, all pay days green). And once you've entered everyone's birthdays, you never have to do it again - you can ask fyilo to copy all of them from one year into the next.

Just in case you're forgetful, it allows you to set alarms for any event you create.

fyilo Store is the place to download a variety of free and paid for Event and Event+ Packs.

Event Packs provide you with a pre-populated list of important days, such as religious festivals and public holidays. Event+ Packs take this concept a stage further and add extra, rich content to events - for example a music festival pack can provide you with stage times and band bios for the days that the festival runs. A free sample Event+ pack is available to anyone who has purchased fyilo.

As fyilo matures, we will be adding more of these packs, covering your favourite sporting events, theatre seasons, local newspaper subscriptions - in fact anything and everything that you currently have to write in your diary can be loaded into fyilo.

fyilo has a fully functional notes section that allows you to quickly create lists, scribble notes, add drawings and then either save them in a range of standard formats or export them using popular services.

If you don't want to type, fyilo will even let you record audio messages.

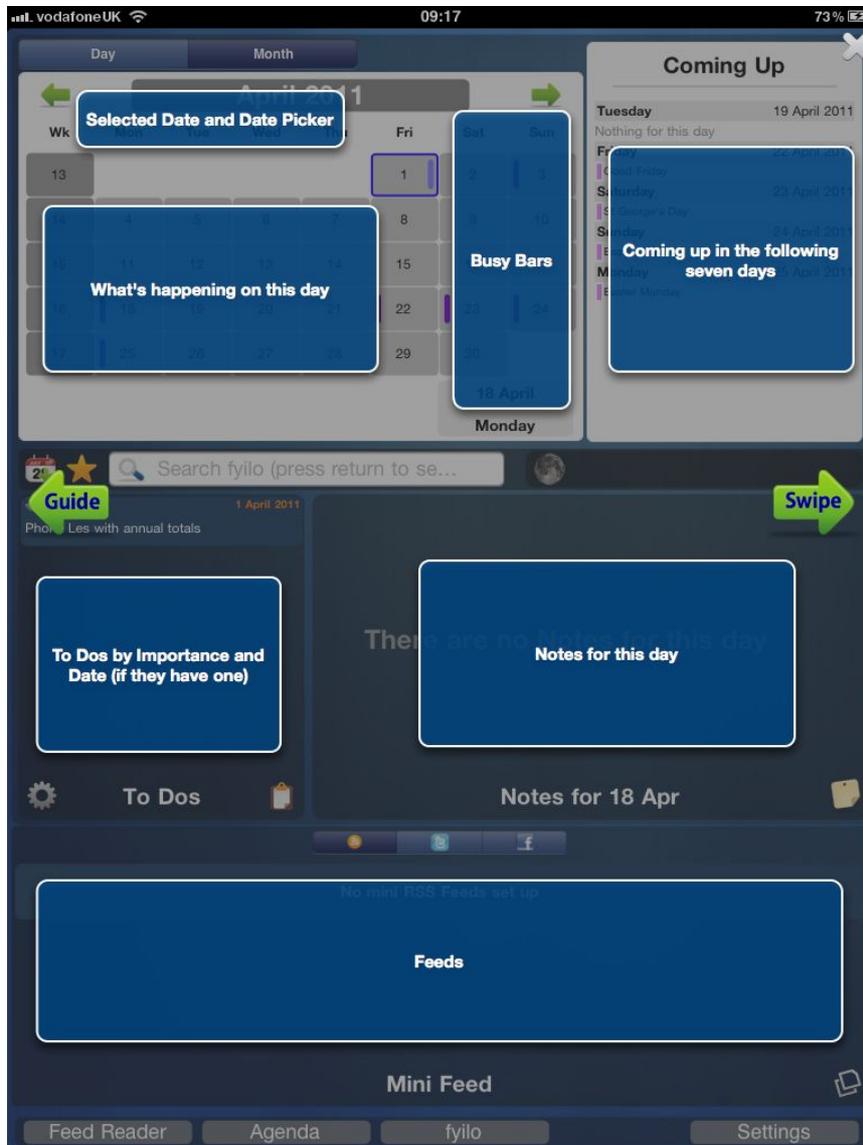
fyilo allows you to create to do lists, ordered in importance and due date.

And because you can export (and restore) all of your important information as and when you choose, you need never lose anything again.

fyilo by Cool Elephant. For your life beyond the desk...

# Getting Started

fyilo is a fully featured personal organiser, and all of its features can be accessed from the main fyilo screen. This is split into functional areas as shown below:

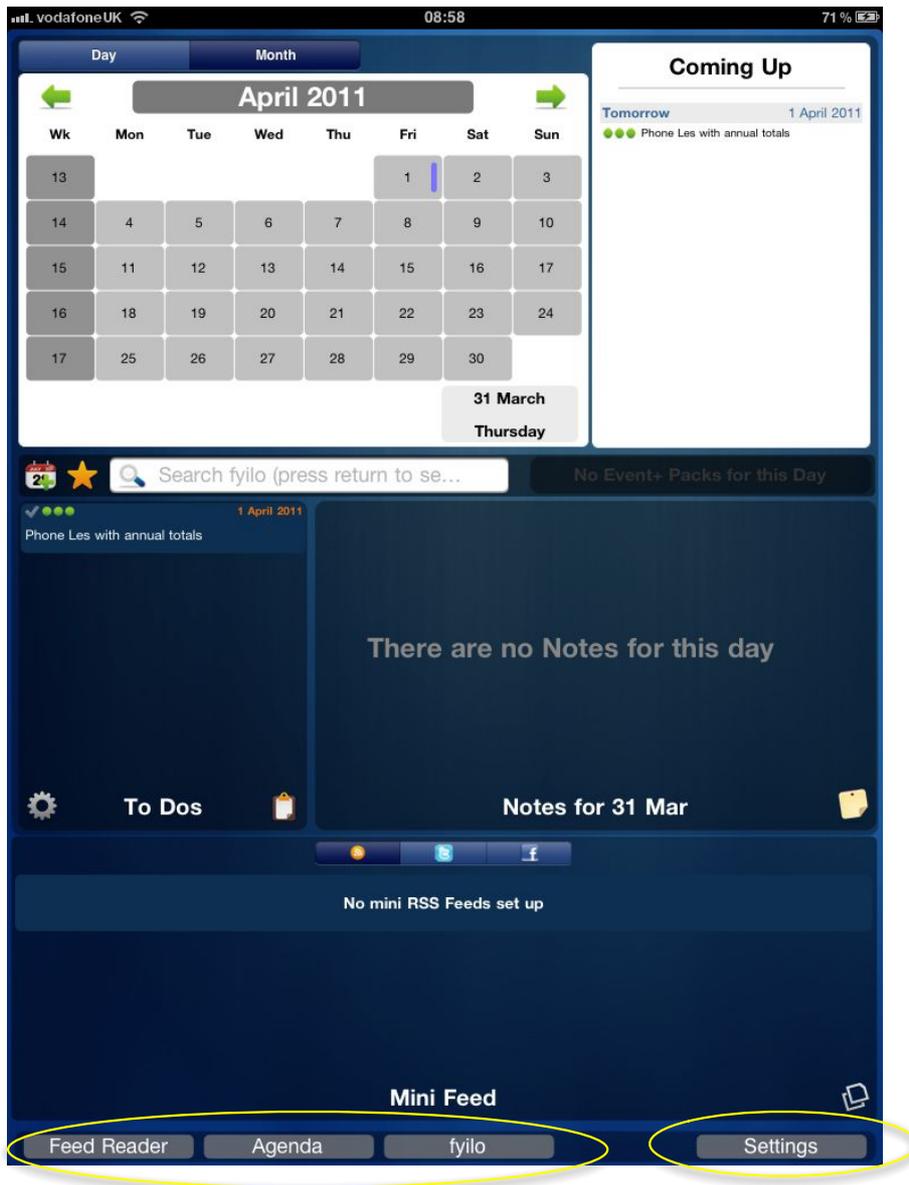


Each area shares a common set of icons, so that you can quickly get used to using the rich feature set.

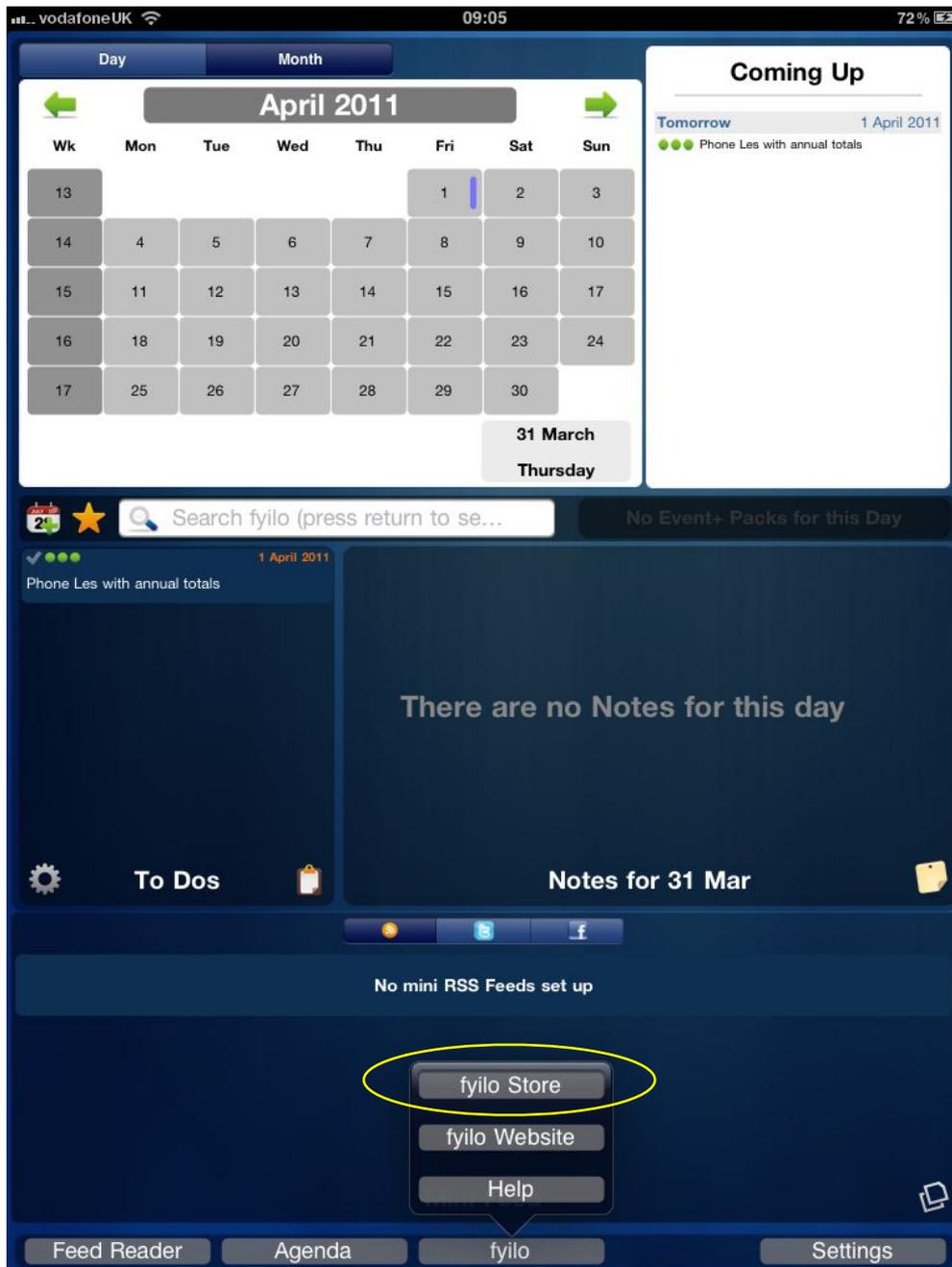
Each section is fully explained elsewhere in this guide, this section tells you how to get started with fyilo.

fyilo arrives as a part populated application - because it is designed to contain only what you want, it can look a little empty at first. This is a good time to get used to where the various sections of fyilo are, and how you perform the basic tasks.

fyilo operates in both landscape and portrait mode and is split into four main areas (or panes). Working clockwise (in portrait) from the top left hand corner these are the diary, the notes, the RSS display and finally the to do section. Along the bottom of the screen you will see a number of buttons - these take you to areas that require a full screen. This is shown in the following diagram.



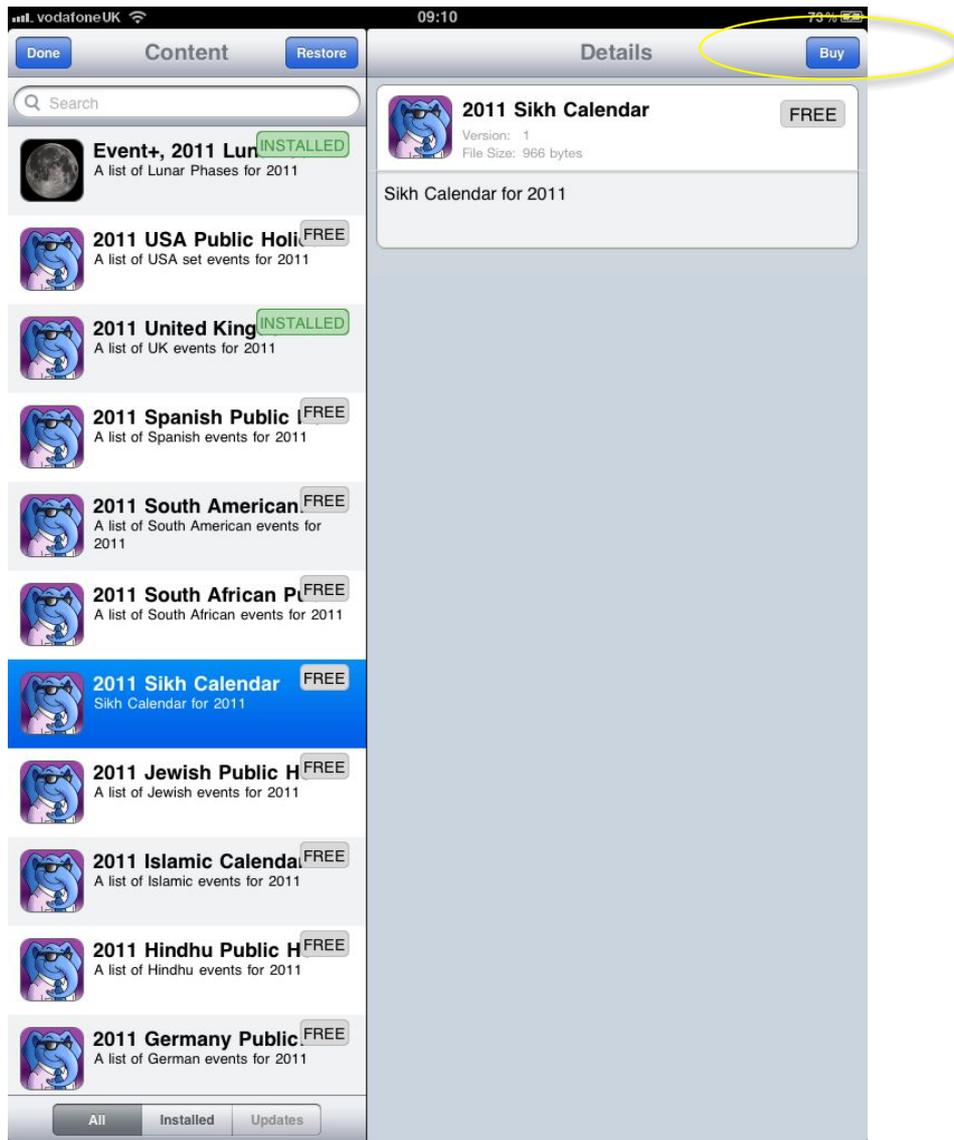
To fully activate fyilo you will want to download some of the Event packs that will begin to make your fyilo distinctively yours - to do this you need to go to the fyilo store, where all of the event and Event+ packs can be downloaded. Tap the fyilo <fyilo> button at the bottom centre of the screen - this will display a sub-menu with three further options. Select <fyilo Store>:



This page is split into two panes, the first is a list of the various packs available, the second is the detail pane. Use the detail pane to look more closely at the event packs of your choice and to download them.

The following “regional” event packs are freely available: national holidays (UK, Eire, South America, South Africa, Canada, Australia & New Zealand, France & Germany are currently available); religious dates (Hindu, Christian( Anglican-biased), Jewish, Sikh & Islamic are currently available). Downloading any of these packs will populate your fyilo diary with the dates and descriptions of important landmarks. Again, these packs are not mutually exclusive - you could download them all.

To select an Event pack, simply tap its entry in the left hand pane. The detailed description will now appear in the right hand pane. To download the event pack simply tap the <Buy> button in the top right hand of the screen, and the event pack will be installed. To select a different pack, simply tap the entry in the left hand screen and the current selection will be overwritten.

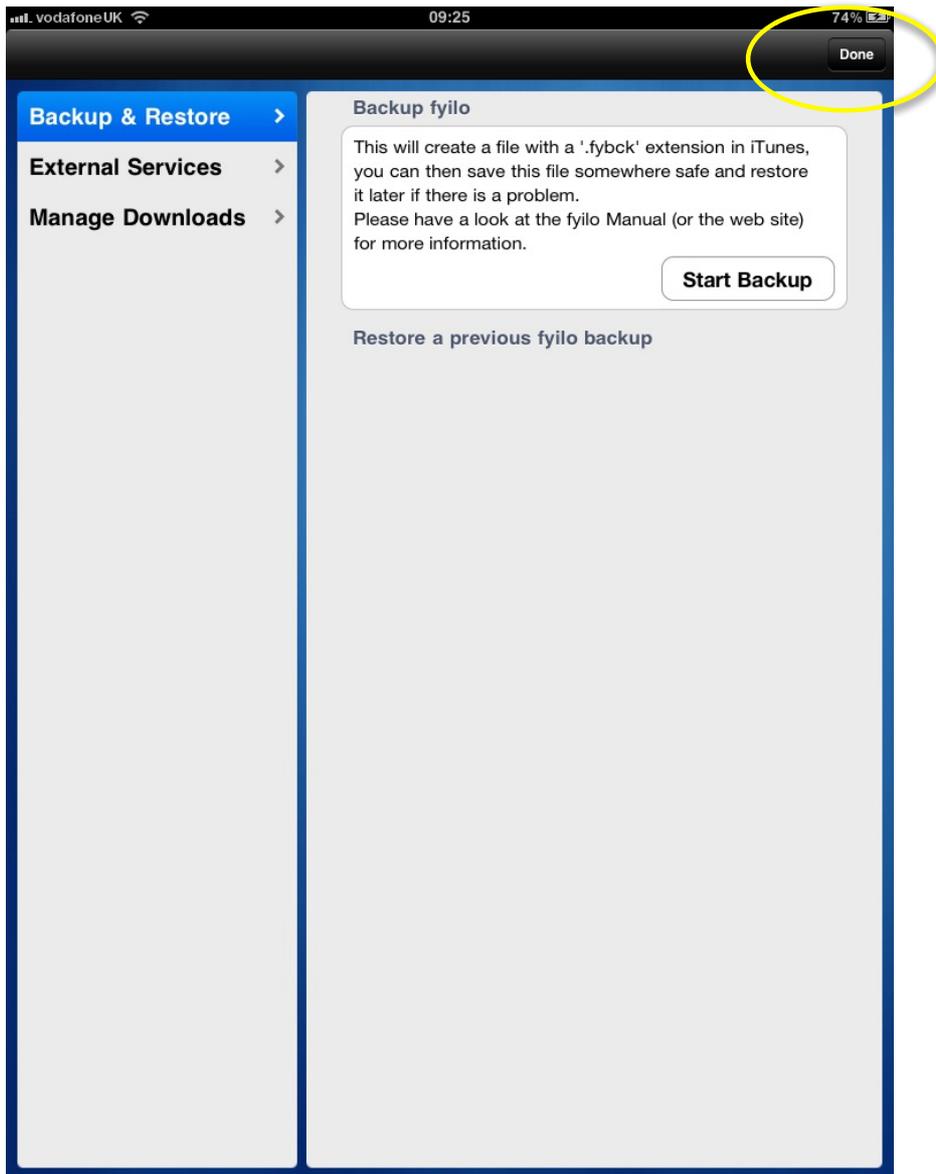


More details on the fyilo store can be found [here](#).

# Settings

If you have started to download event packs, you will already have seen that fyilo is designed so that you can make it distinctively yours. The Settings page has some other ways in which you can customize your fyilo.

This page is also split into two panes - the left hand pane allows you to navigate through the different kinds of settings you can manipulate, while the right hand pane shows the detail of each of those separate settings types. The only other control on this page is at the top right hand corner. Tapping the <Done> button returns you to the main fyilo page.



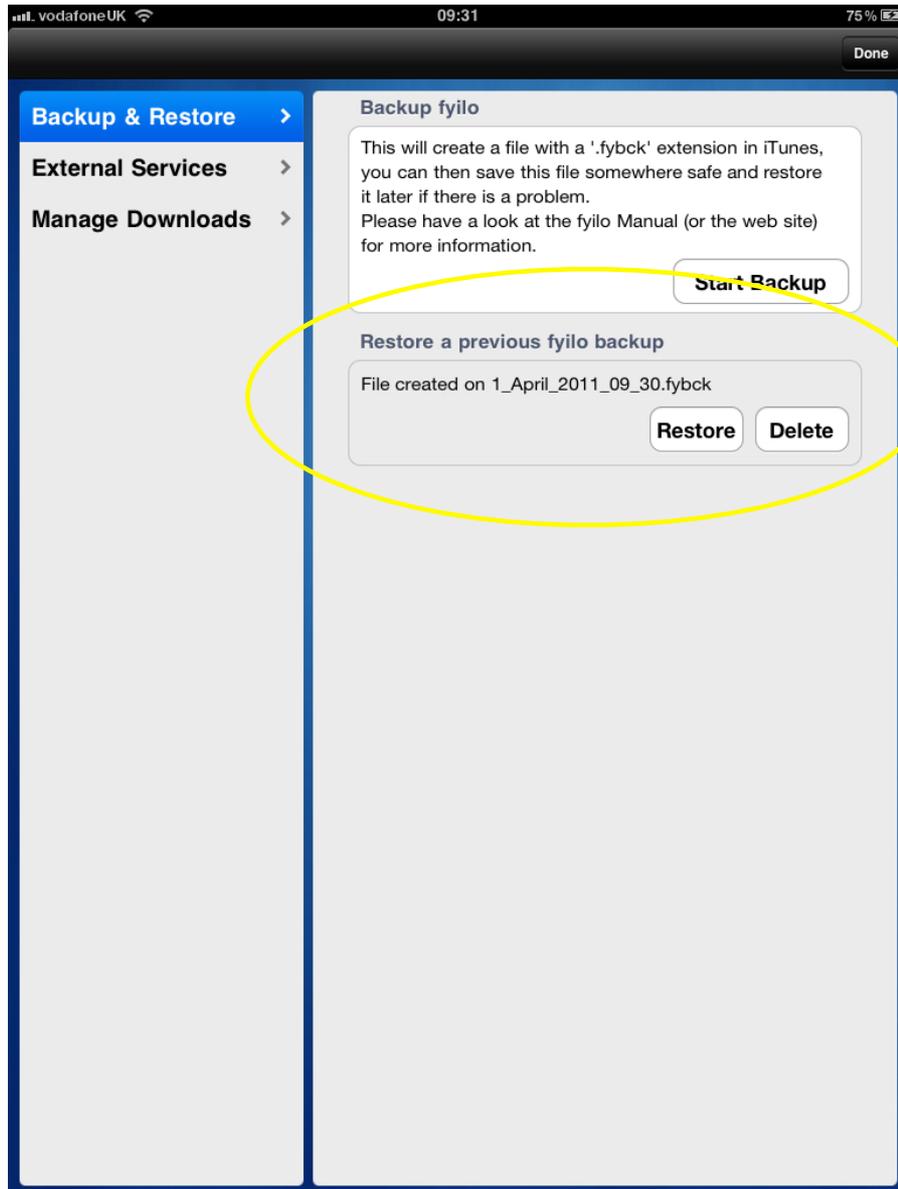
## Backup & Restore

This section does what it says on the tin! As you begin to use fyilo, it will inevitably contain more and more data you really don't want to lose - even if that's because you don't want to have to type in everyone's birthdays all over again. You can back up fyilo any time you want - this will create a file with an extension of ".fybck" and contains everything that you've entered into fyilo or created using its functionality, so all your diary dates, but also any drawings, music files, voice messages

or todos that you have created. So if disaster strikes you don't have to worry - if you've backed up you can get back to where you were.

**NB:** Backing ups do not include downloaded content. If you restore your fyilo you will need to re-download the content (however, you will not be re-charged for anything you have purchased)

Once you've tapped <Backup & Restore>, the right hand pane will look like the previous diagram. At this point, because you haven't created any backup files, the only option available is to create a backup. You do this by tapping the <Start Backup> button. fyilo will create a backup and you will see that your latest backup file will appear in the list in the lower sub-pane.



Each backup that you have made is featured in the list, along with two buttons - <Restore> and <Delete>. Neither of these hold much in the way of surprise...

Tapping <Delete> will generate a confirmatory pop-up with two options <Yes> and <Cancel>. <Cancel> will dismiss the pop-up, and no further action will be taken. <Yes> will delete the backup from fyilo's allocated disk space on your device.

**WARNING:** Once a backup has been deleted from fyilo it cannot be regenerated. Generally speaking, Cool Elephant would advise against deleting backups, unless they have already been moved off the device as described [below](#).

Tapping <Restore> will restore the backup you have selected.

**WARNING:** Restoring a backup will effectively delete anything you have created in fyilo since the date of that backup. So, If you backed up last week, but have since used the Notes functionality to document something important, restoring to last week's backup will delete your new notes. It will also delete any event pack data you have downloaded in the intervening period.

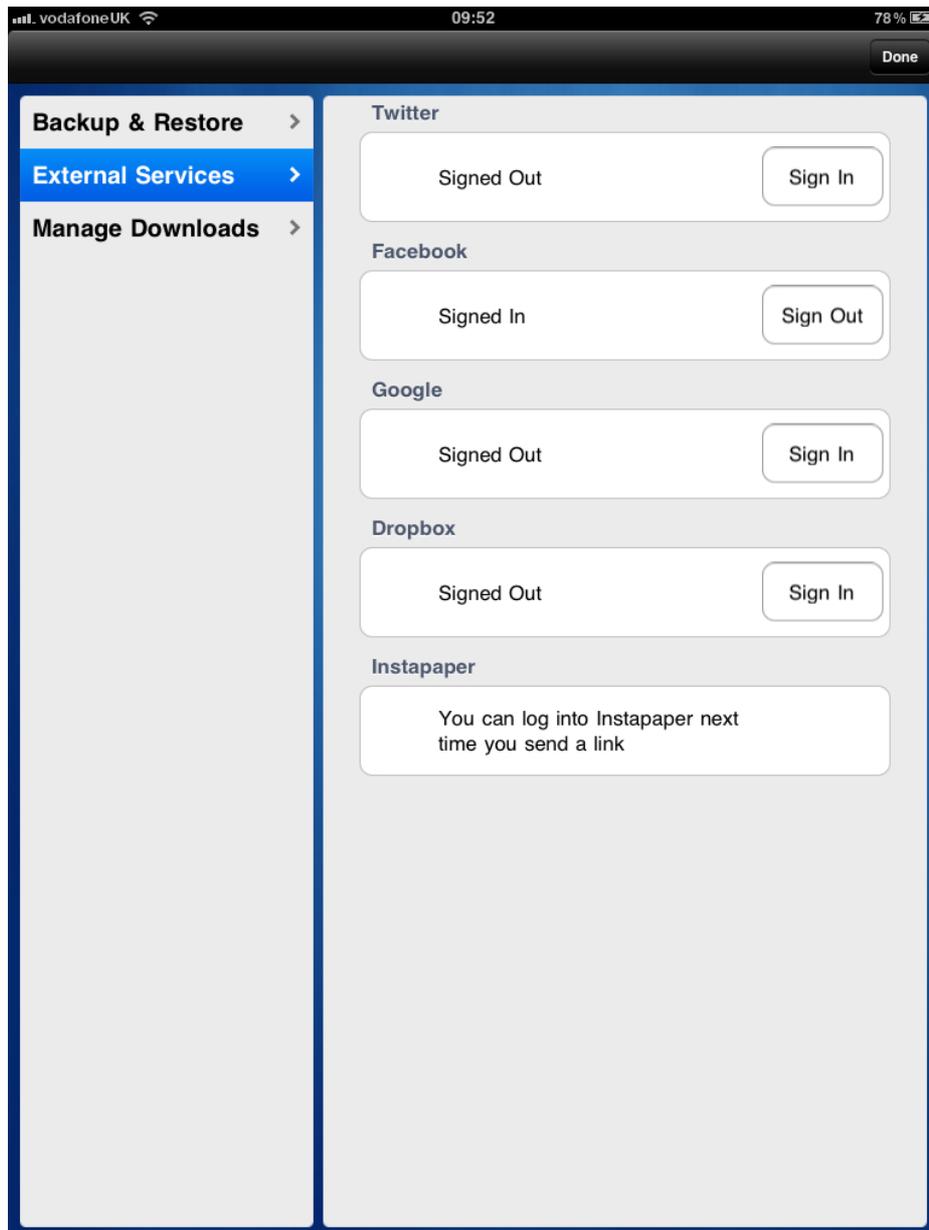
## Storing Backups on iTunes

Once you have made a backup, the next time you synch your iPad with iTunes, the backup files will be copied over. At this point you can move them from iTunes to a dedicated backup folder, or the "safe" where you keep all your other backups and safety copies.

To access the backup files, go to the Apps area on iTunes, and look for fyilo Pro HD. Your backup files will be in the Documents pane for fyilo.

## External Services

Tapping the <External Services> option will display the list of external services that fyilo can let you use to either display content or transfer it in or out. The following services are currently supported: Twitter, Facebook, Google, Dropbox and Instapaper. (fyilo does receive content from other sources too, but if you don't have to log into them, then they won't appear on this sub-pane. For more information on some of these sources, look at the section on [RSS Feeds](#).) This sub pane looks like this:



To sign into any of these services you need to tap the <Sign In> button aligned against that service. In every case, this button takes you to the log-in page of the service, where (in most cases) the service will allow you to create an account if you don't already have one. If you do have one, simply enter your details - at that point fyilo will freely interact with the chosen service, allowing you to transfer files, keep up with your friends, or tell the world what you really think about that CD you've had on rotation for the last month!

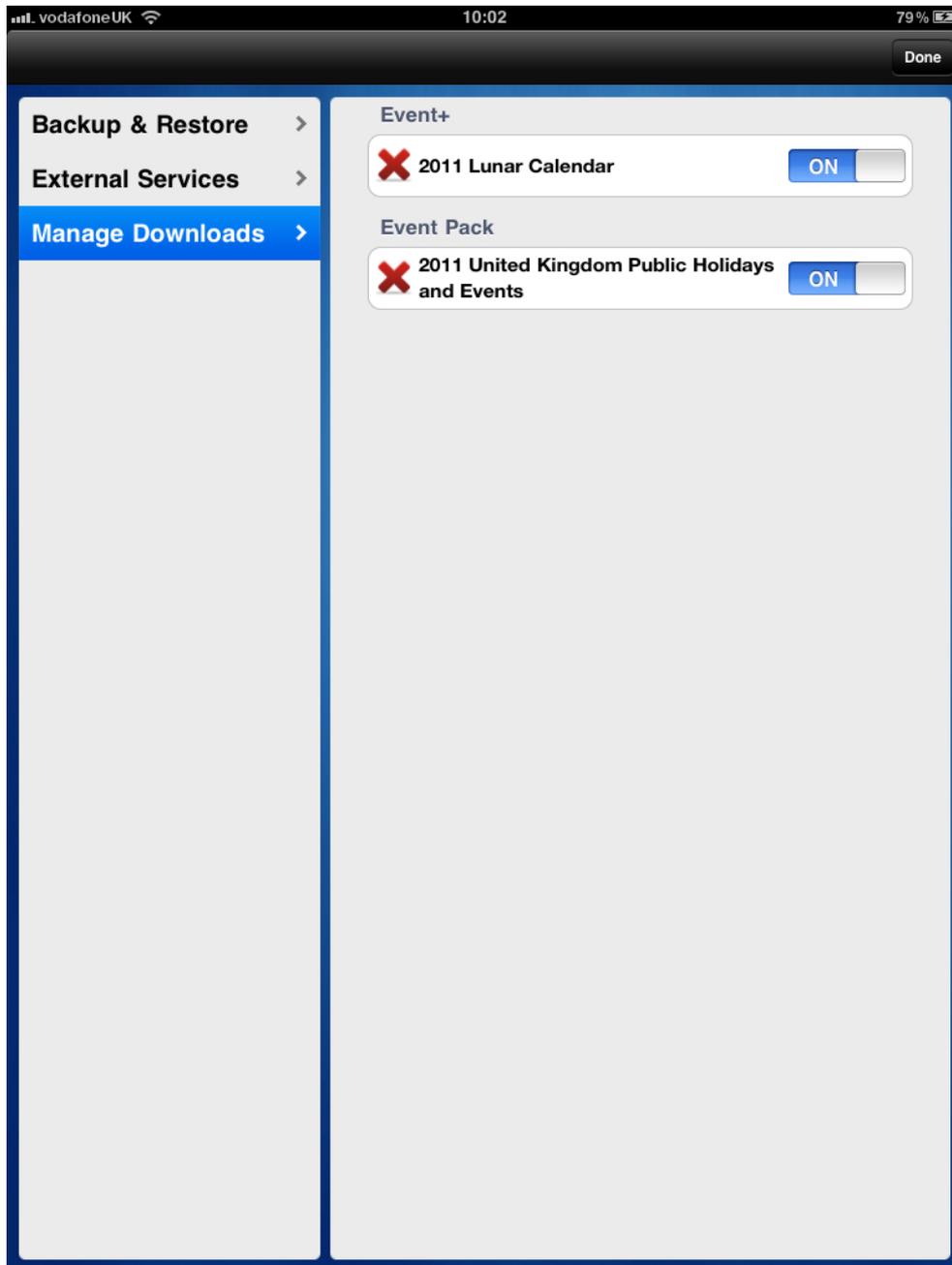
Please note that fyilo will work quite happily without any of these services. By choosing fyilo you have not signed up to opening accounts that you don't want or will never use. If this describes you, then simply tap the <Done> button on the top right hand side of the page and move onto the next section.

## Manage Downloads

As there is no limit to the number of event and event+ packs you can download, it is quite possible that you could download so many that fyilo would go from appearing quite empty, through the various busy stages and straight into unusably densely packed. To help manage the

content, fyilo allows you to toggle downloaded content on and off. This allows you to download the public holiday pack for a country you're visiting, toggle it on for the duration of our stay, and then toggle it off on your return home.

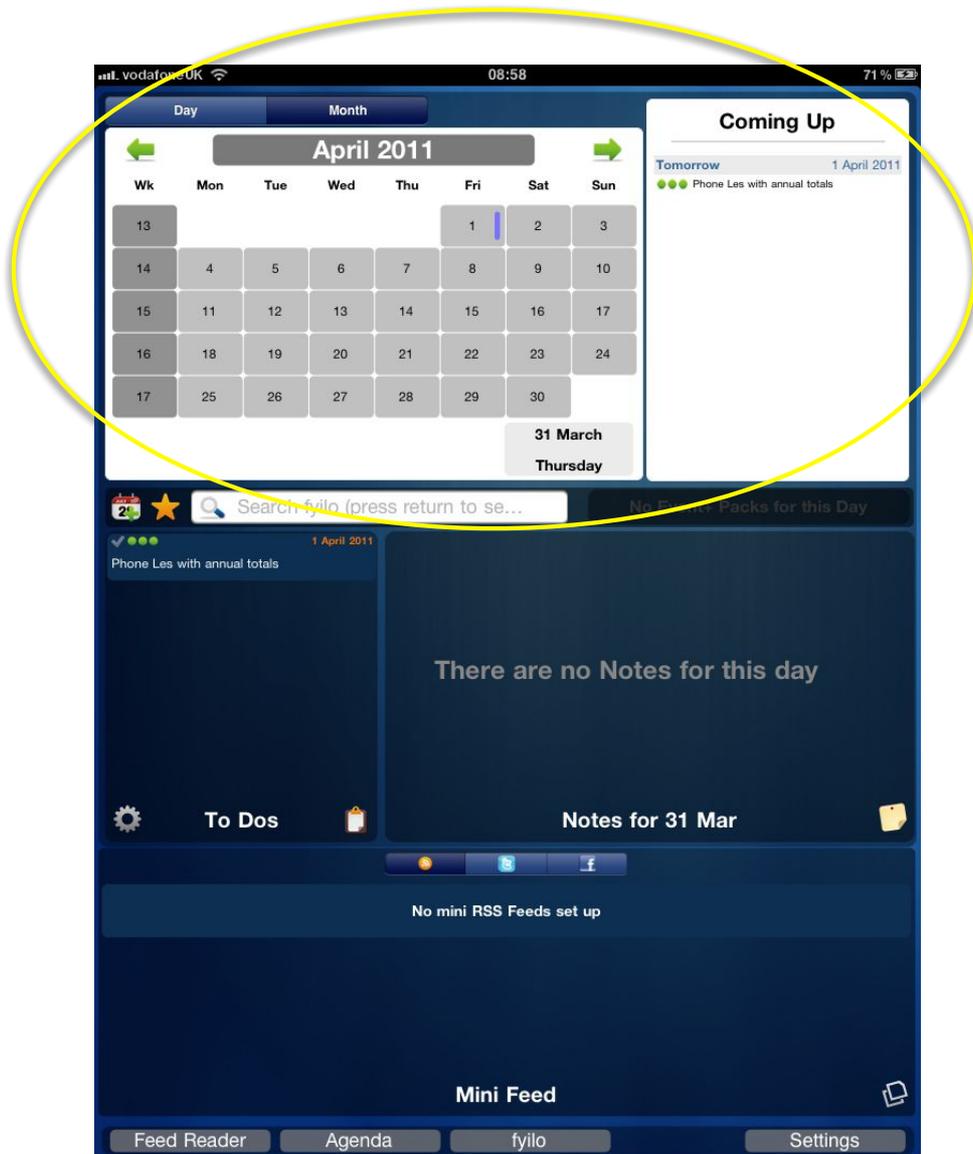
The Manage Downloads pane displays all the event and event+ packs you have downloaded in the right hand subpane, along with a standard iPad slider switch to activate and de-activate them. Deactivating a pack will remove the contents from your diary pane, and activating will restore them at any time. You can find out more about the fyilo Diary [here](#).



# Diary

Just like your favourite paper organiser, the Diary is in many senses at the heart of what fyilo can do for you. fyilo comes with a year's diary already loaded (currently 2011 and 2012). As you need, you can activate more years by purchasing the appropriate year from the [fyilo Store](#).

Diary functionality is situated in the top panes of the fyilo main screen:



The sub pane is split into two areas - the main Diary pane and the Coming Up pane.

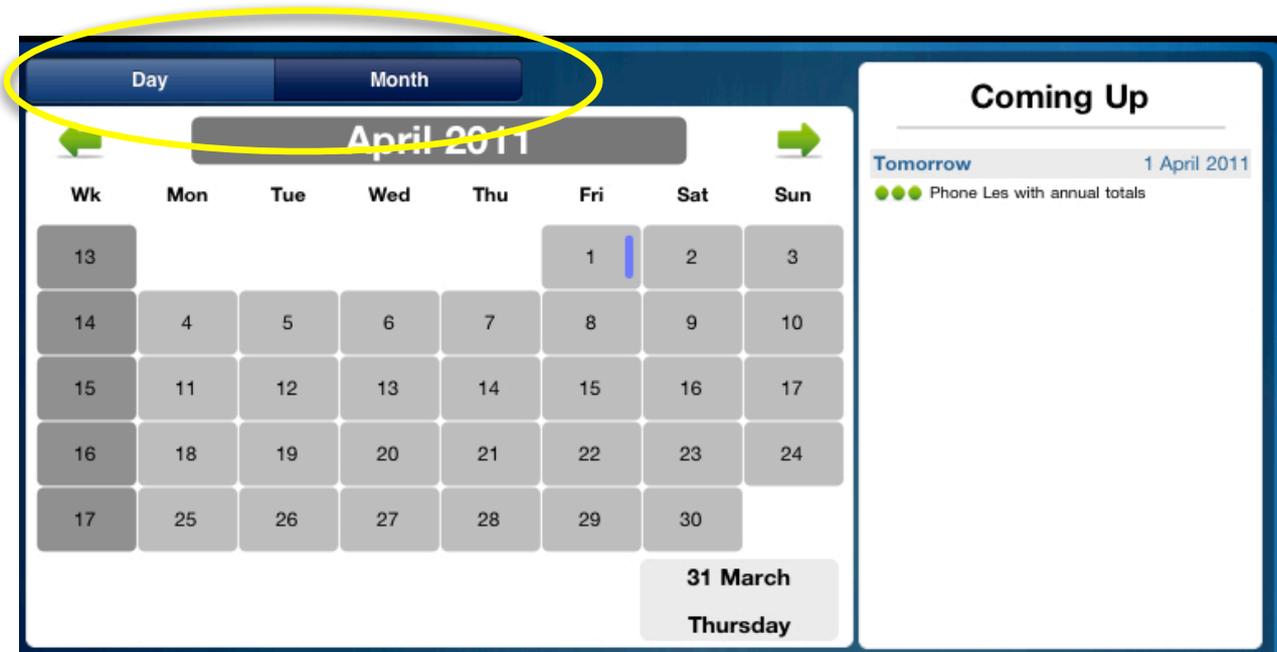
## The Coming Up Pane

This shows you a break down of what's in store for the next few days - all the events you have created, those you have downloaded from both standard and event+ packs, and any to dos that you have associated with a due date. You can find out more about To Dos [here](#). Each item is colour coded to help differentiate at a glance - events that have been downloaded from an Event or Event+ pack are always displayed with a pink colour coding. This cannot be edited in this version of fyilo. As you will see later, events you create yourself can be assigned a colour when you create them - allowing you to visually classify events, should you choose to. In the example

below, all the events are derived from an event pack except for the “Cup Semi Finals” event - this can be clearly differentiated both by its colour and by the fact that it has start and finish times associated with it.



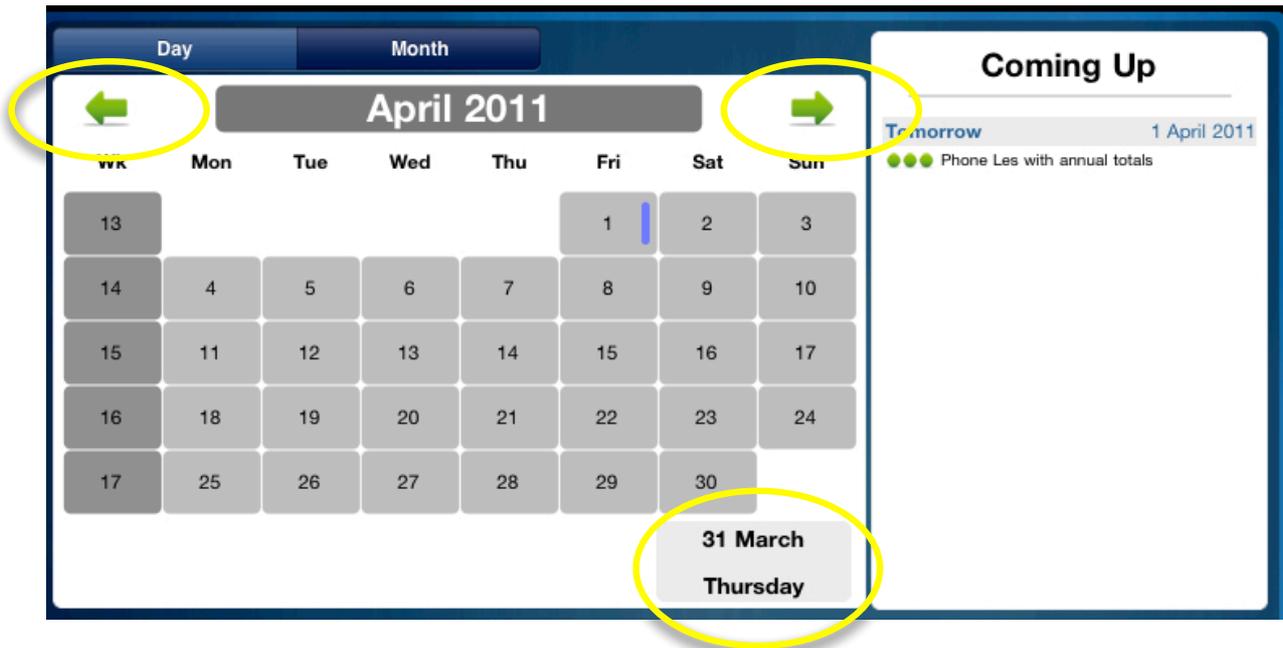
However, almost all the features of the diary are driven from the main Diary sub-pane on left hand side. This pane allows you to view the year in two ways, either by Day or by Month. To select either one, tap the appropriate tab at the top of the sub-pane:



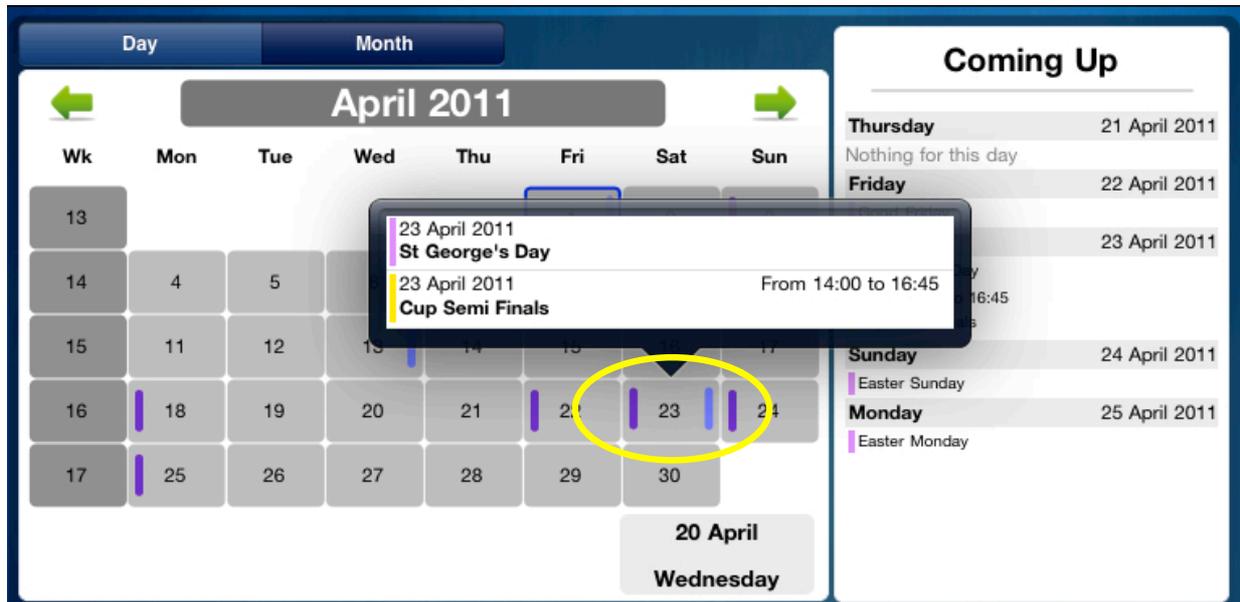
## The Month View

The diary shown above is in month mode. You can scroll through the months you have loaded by using either of the green arrows in the top of the pane. The current date is displayed in the

bottom right hand side of the sub-pane. [Note: tapping the month title will display month/year selection pop over]



A range of functionality is available in month mode. To find and access the events and todos for a specific day, tap the one you are interested in - pop-up will be displayed with all the events associated with that day (you can also tap the week number to display items for that week):



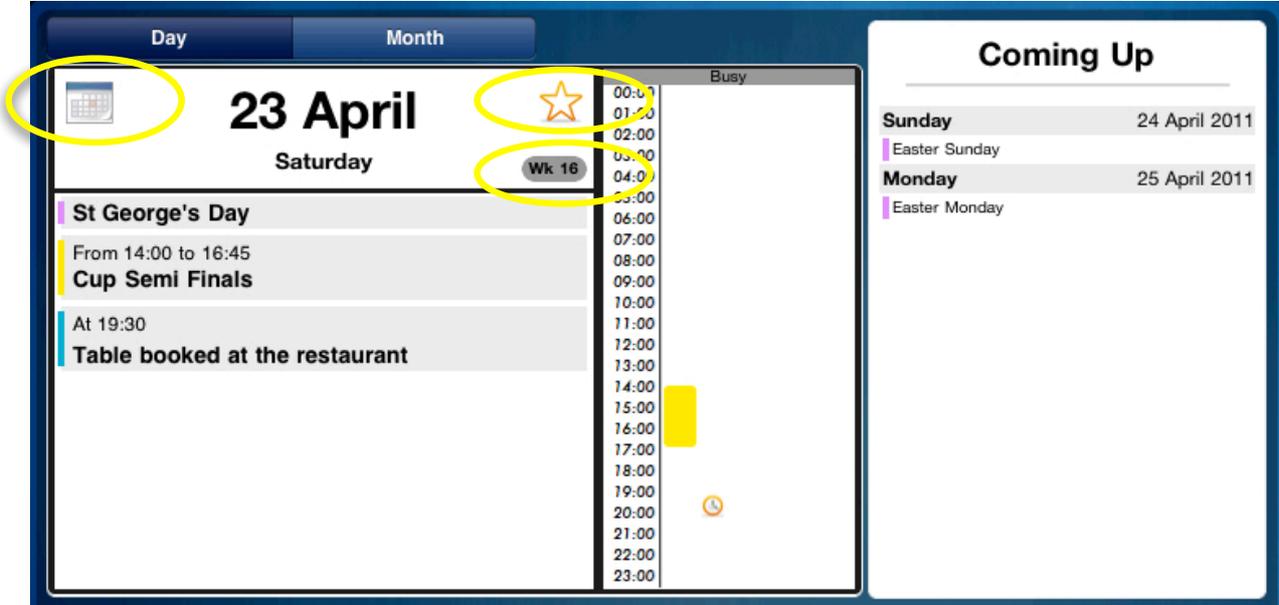
Note also that the days which have items associated with them are marked in the view by one or two horizontal bars - the one on the left hand side of the day indicates that a downloaded item is associated with that day; one to the right indicates that you have created an event or note on that day. In this screenshot, the pop-up shows both of our events, their colour coding, and any timings associated with them.

By single tapping a day in Month view, the details for that day are displayed, but the current date is not changed. To change the current date, double tap the date you are interested in. The date

displayed in the bottom right hand side of the Month view will change, and the coming up panel will automatically be refreshed to reflect the new details.

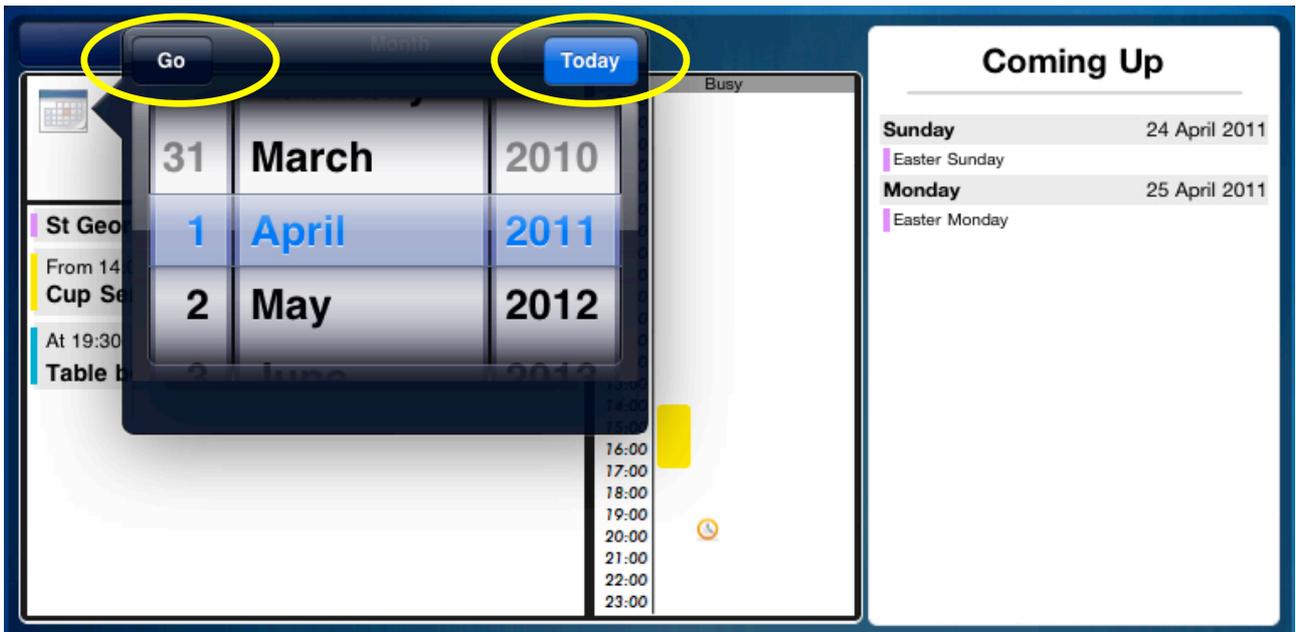
## The Day View

While the Month view is intended to show a high level view of the weeks ahead, for a detailed view of a single day, tap the <Day> tab at the top of the Diary pane.



In this view the Coming Up pane is retained, but the remainder of the view shows a detail for a specific day, with the events associated with that day to the left hand side and a Busy Bar to the right. The pane also shows you which week the days is in. The Busy Bar shows events that have a start and finish time as blocks of colour - the same colour you assigned to the event when you created it. For events that only have a start time, the busy bar displays a Clock icon. In this case, a table has been booked, but we don't know when the meal will be finished.

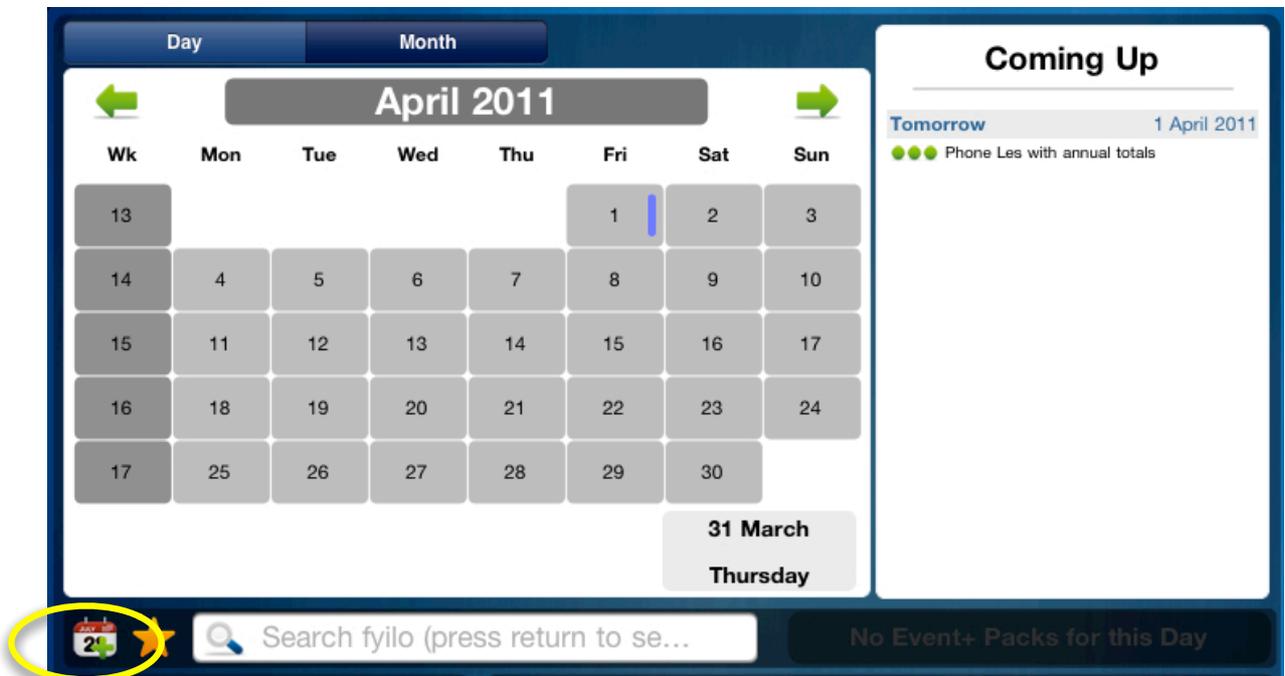
Two controls are placed at the top of the pane: to the right is the Bookmark icon, which allows you to [bookmark](#) this day. To the left is the Day Navigation icon that allows you to scroll through the days available in your calendar and select one to view. To use this icon to change the current day, tap it to display the day piking pop-up:



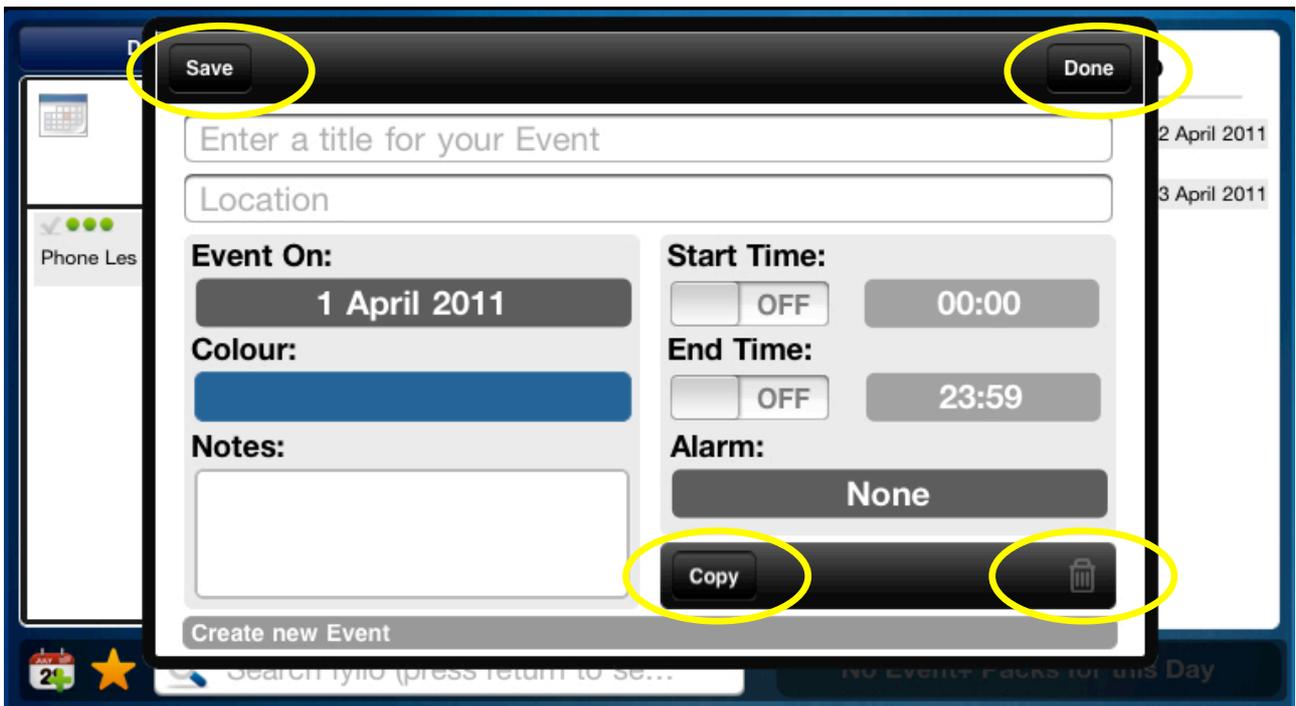
This allows you to select a day using the standard iPad “fruit machine” pickers. When you have selected the day you wish to view simply tap the <Go> button. To reset the current day to today, select the <Today> button.

### Creating A New Event

At the heart of any diary is the ability to create events - in fylo you do this by pressing the Event icon that is situated at the bottom left of the Diary pane:

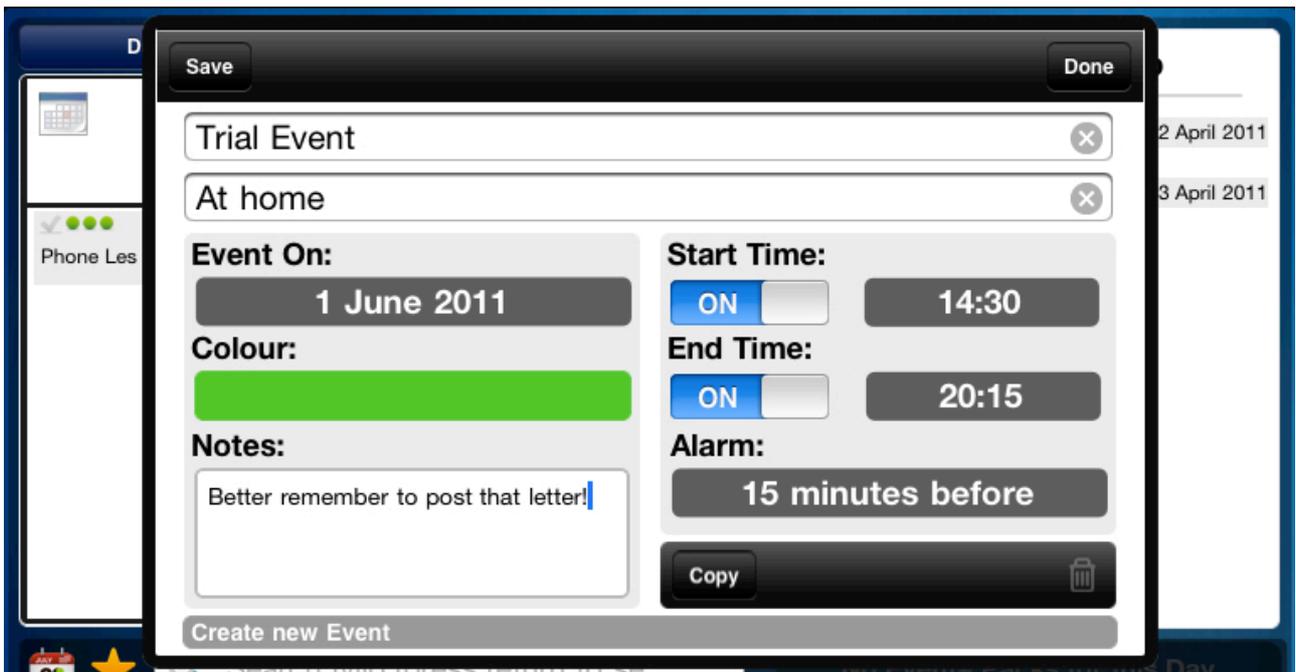


Tapping this icon brings up the event creation pop-up:

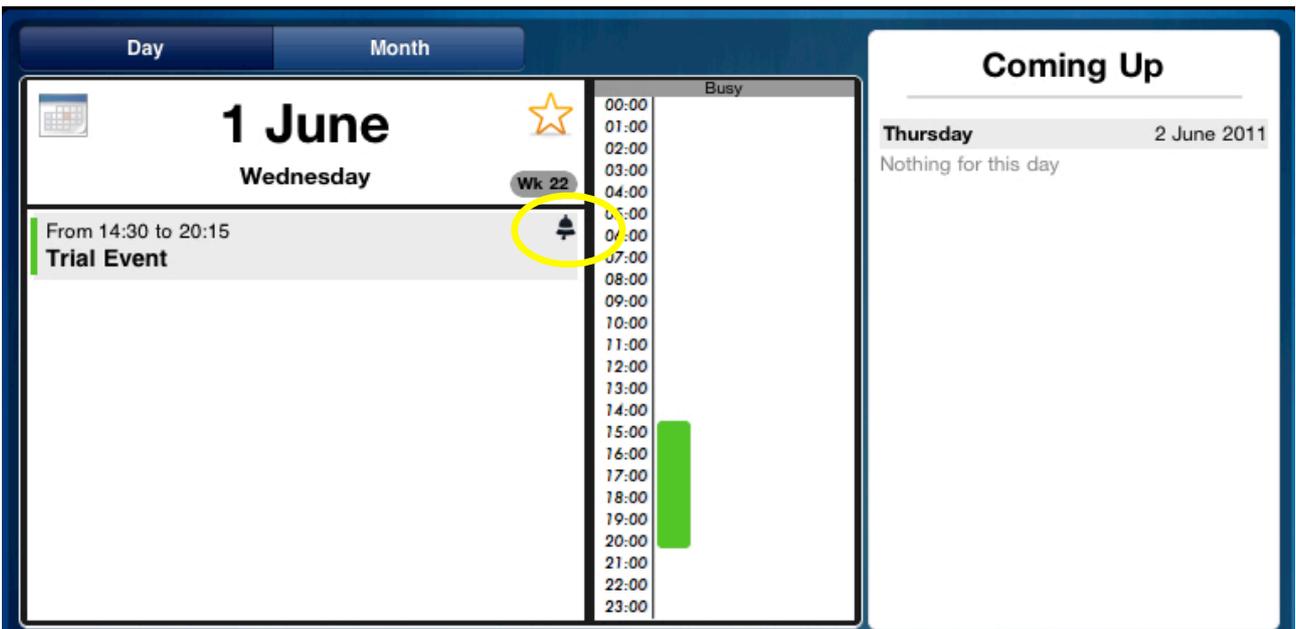


This has four buttons, <Save>, <Done>, <Copy> and <Delete>, and a range of entry field to allow you to create your event.

Firstly enter a title for the event - say, "Trial Event", and a location "At Home". These fields are standard iPad text field - when you tap them the keyboard appears in the bottom of the screen and allows you to type your entry. The date for the event has defaulted to the current date, but if you tap the date field, the standard date picker will pop up and you can change the date to the one you really want - in this case let's go for the 1st June 2011. fyilo allows you to create events with no associated time, a start time and no end time, or both a start and end. This is done by using the sliders provided - for our purposes, the event will start at 2:30 in the afternoon and go on till 8:15 in the evening. To set the times, first use the two sliders to switch the times on, then use the standard picker pop-up to set your time. To make our event show up, lets colour code it - tap on the Colour bar and select one - lets go for green. fyilo allows you to set alarms for your events - tap the Alarm bar and a range of choices us available, tap "15 minutes before" and then dismiss the pop-up. Finally, fyilo allows you to create a short note for each event - in this case a reminder. The event pop-up should now look like this:



To change your mind tap <Done> and the pop-up will be dismissed, the event will not have been created. To save the event, tap <Save> - there may be a short delay, but then the event will be created. To check, navigate to the 1st June 2011 (using the [day picker](#) or the [Month view](#)), the event will be displayed:



Note the Alarm icon highlighted. At 2pm on the 1st June, fylo will display a popup similar to the one shown below...



Tapping the <Close> button will dismiss the alarm pop-up and return you to where you left off, tapping the <Open Day> button will open the event's day in the Day View of the Diary pane.

### Creating Copies of an Event

Many common events don't just happen once, they are repeated at regular intervals for a period of time that could be a week or could be for the foreseeable future. fyilo allows you to set up copies of an event, such that you only have to enter the event details once. Perhaps the most common repeating events are birthdays, they happen on the same day every year for the foreseeable future. To create copies of an event, set up an event as shown in the previous section. Then tap the <Copy> button and fyilo will display the Copy Event pop-up as shown:



To stop the copy, tap the <Cancel Copy> button highlighted. To create copies of your event, select the type of copy you want and the date on which you wish the copying to stop. Then press the <Copy> button. fyilo will return you to the Event Creation pop-up - pressing the <Save> button will create the original event, and then copies as specified.

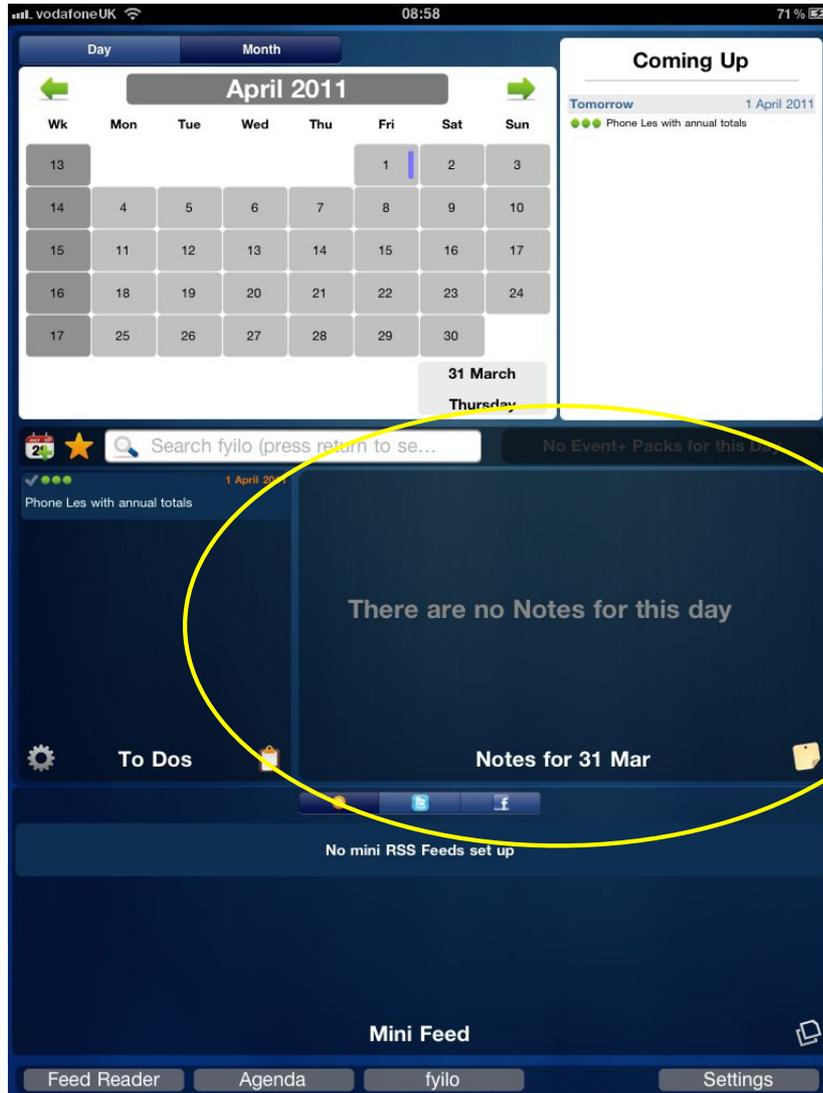
## Deleting an Event

To delete an event, you must be in the Event Creation dialog. Tap the Delete icon in the bottom right of the pane. fyilo will prompt you to confirm that you wish to proceed with the deletion - tapping <Yes> will delete the event.

# Notes

fyilo has a rich notepad capability - whether it's just to dash something down as a reminder, or create something larger with embedded diagrams to email to your friends, the fyilo notes panes lets you do it.

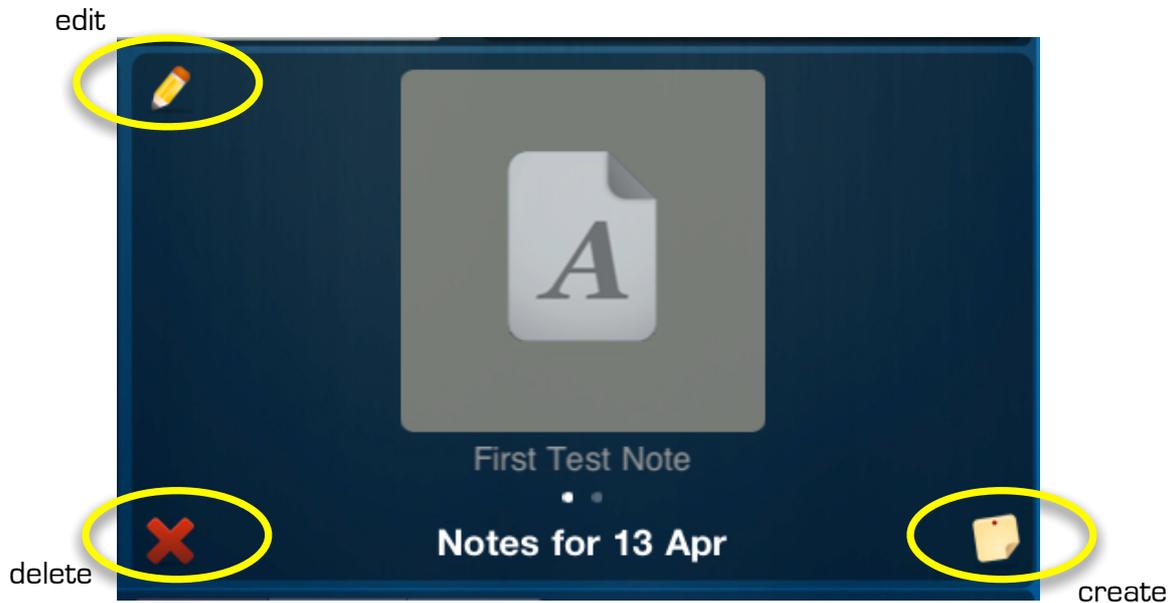
Notes functionality is available from the main Notes panel on the middle right of the display, as shown here:



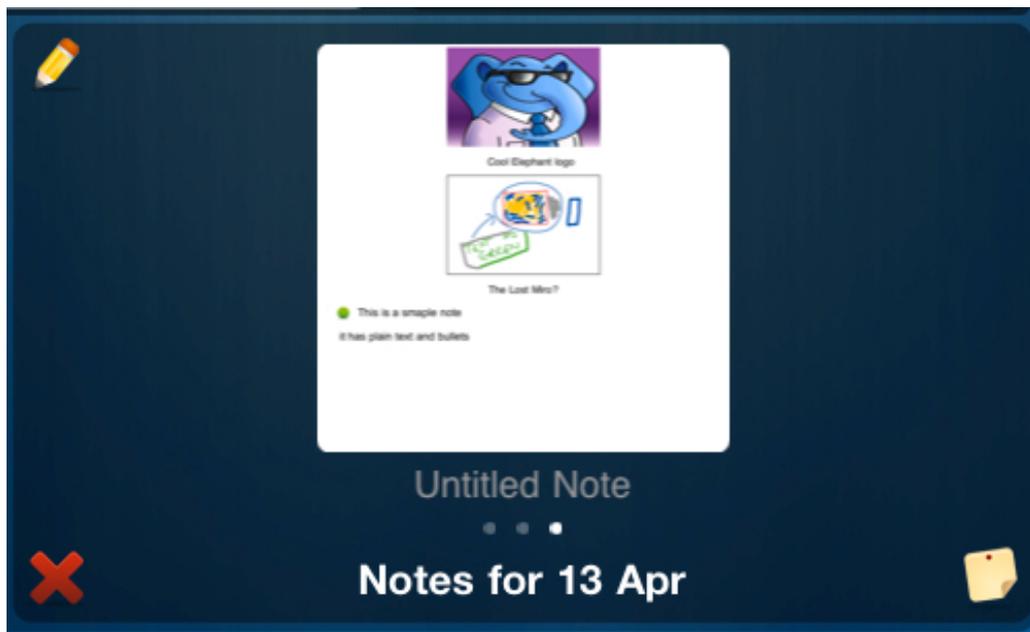
This pane is directly linked to the current day of the Diary pane (find more information on this [here](#)). The pane shows the number of notes associated with the current day, and offers the option to create a new Note using the Create Notes icon in the bottom right of the pane, delete a note using the Delete icon in the bottom left of the pane, or edit an existing note using the Edit icon in the top left. If you change the current day using the Diary pane, then the date displayed in the Notes pane will change accordingly.

If no notes have been created, then the pane displays text to this effect. Where notes have been created for the current day, then the Notes pane shows those Notes in miniature and allows you to scroll through them using the swipe touch method. The Pane also displays a small white dot

for each note present, as shown below. Where the Note contains text only, it is displayed with as a graphic as shown:

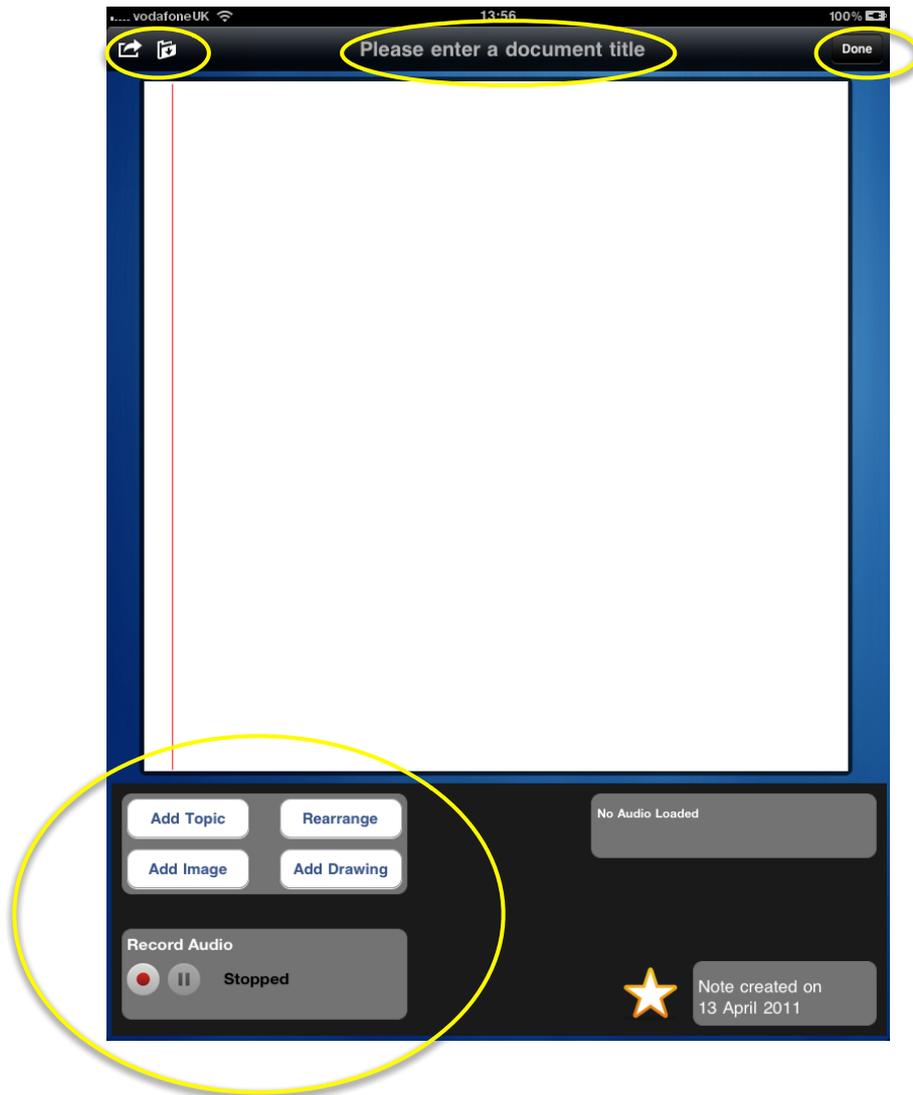


However, where a note has some graphic content, then the Notes pane will display a miniature of the note itself:



## Creating a Note

To create a note, simply tap the Create Notes icon and fylo will display the Notes detail page. This is split into two main areas - the editor area to the right/top and the controls area to the left/bottom. Additionally, a number of icons are displayed along the top of the page - the Send icon, a List icon, a prompt to enter a Note title and the standard <Done> button.

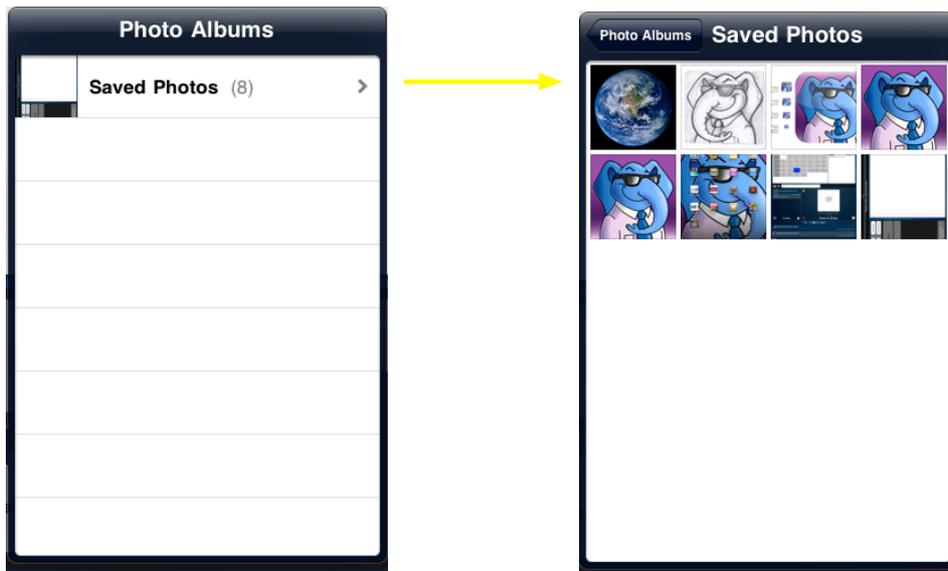


To enter a document title, simply tap on the prompt and the standard iPad keyboard will appear. You can now type in the title of your new note or dismiss the keyboard and leave the title blank. Notes do not have to have titles - untitled notes will appear in the main notes pane with a default title of "Untitled Note".

The leftmost/bottom area displays a number of controls to help you create a rich fyilo note. The <Add Topic> button takes you into editing mode - tap it and a prompt will appear in the editor area prompting you to begin creating text for your note. If you tap the text once, fyilo will allow you to edit free text via the standard iPad keyboard. A double tap will allow the creation of a bulleted point. When you have finished typing, tap the <Save> button on the keyboard.

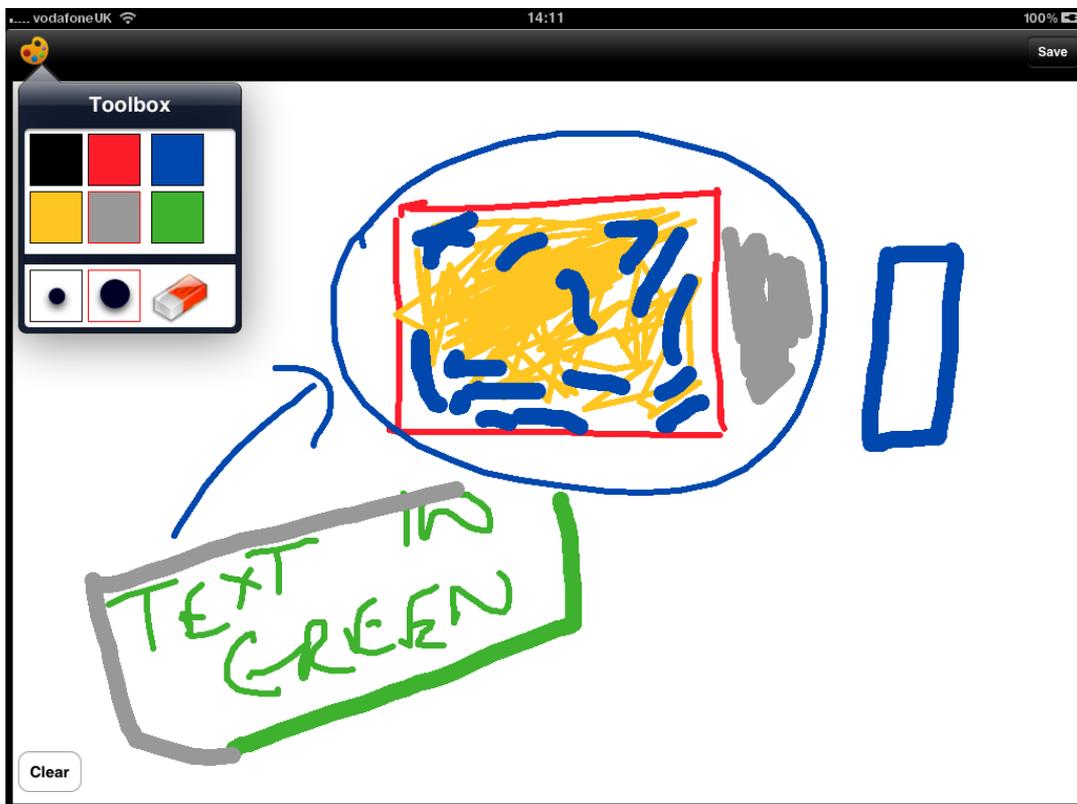
Your note text will now be shown as you left it, should you wish to edit it, simply tap the <Add Topic> button and you can resume adding freeform text, bullet points or a mixture of the two. Or tap on the text itself to edit the content.

At any time you can add an Image to your note by tapping the <Add Image> icon. This takes you to the Photo albums list maintained by you iPad of all the photo albums you have created in iPhoto.



To access an album, tap the select line and a dialog will appear showing you all images contained in the selected album. To embed one in your note, simply tap on the image you want and it will appear in the next available space in your fylo note, along with a prompt allowing you to create a title for the new image. At this point, tapping the tile will allow you to create title of your choice, or chose to delete the prompt and have no title associated with your image.

To add a drawing to your note, tap the <Add Drawing> button, and the drawing page will be displayed. This page has three controls - <Save> and <Clear> buttons, and the Palette icon located in the top left hand side of the screen.



Tapping the Palette icon will display the Toolbox pop-up which allows you to select the line colour and thickness of your drawing's lines, or to select the eraser - this allows you to delete lines you have already drawn. Once you have finished drawing, tap <Save> and you will be returned to the

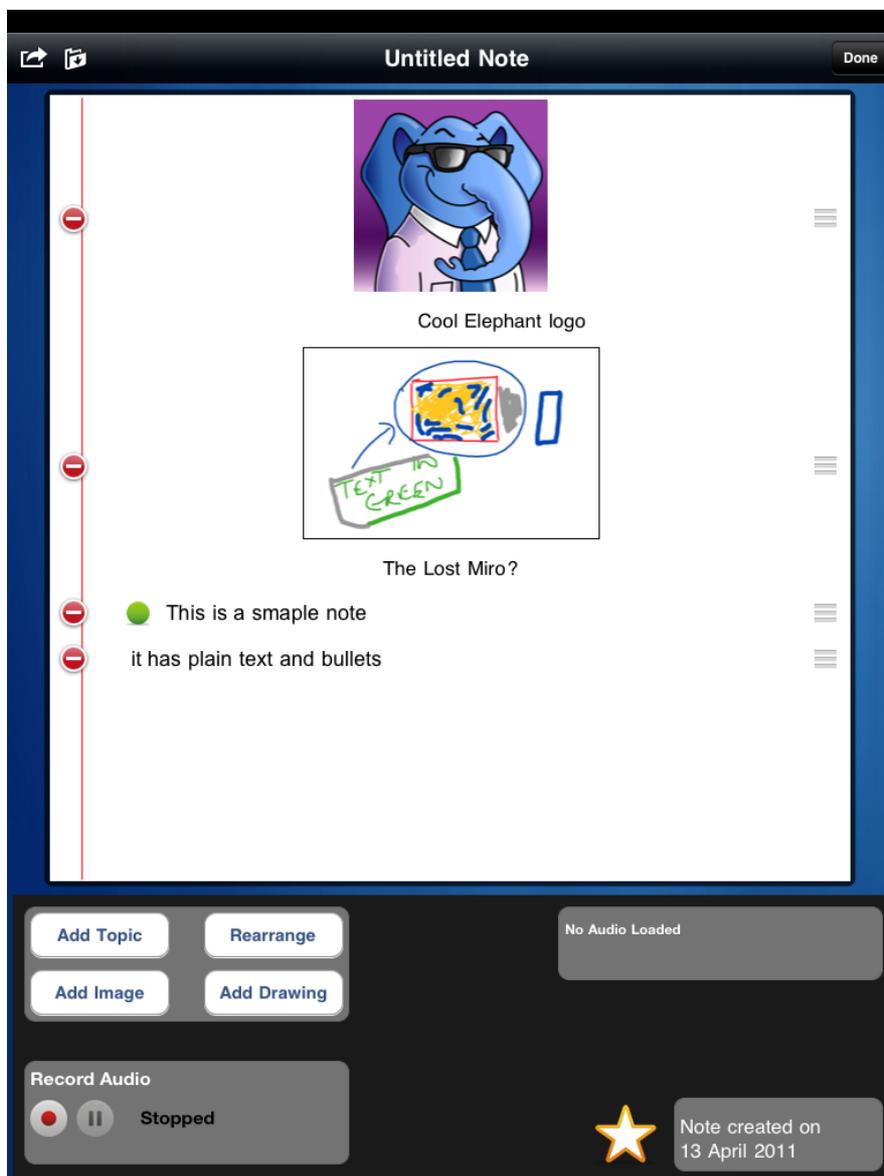
notes editor. Your drawing will now be visible as the next entry in the notes text. At this point you can give the drawing a name if you didn't do so when you created it. If you want to edit your drawing at any time, simply tap the image in the body of the note and fyilo will take you to the drawing page.

The final set of buttons in the left hand notes pane allows you to make voice notes/recordings. To record a voice note, simply tap the red record button (as shown) and speak your message. When you have finished, tap the Stop button and your message will appear in the body of your note, along with some details telling you when you made the recording and its duration.

Finally, if you want to access this note independently of the diary entry for the day you created it, you can bookmark the note by tapping the Bookmark icon displayed at the bottom of the left hand pane. You can find more information on Bookmarks [here](#).

## Deleting Portions of a Note

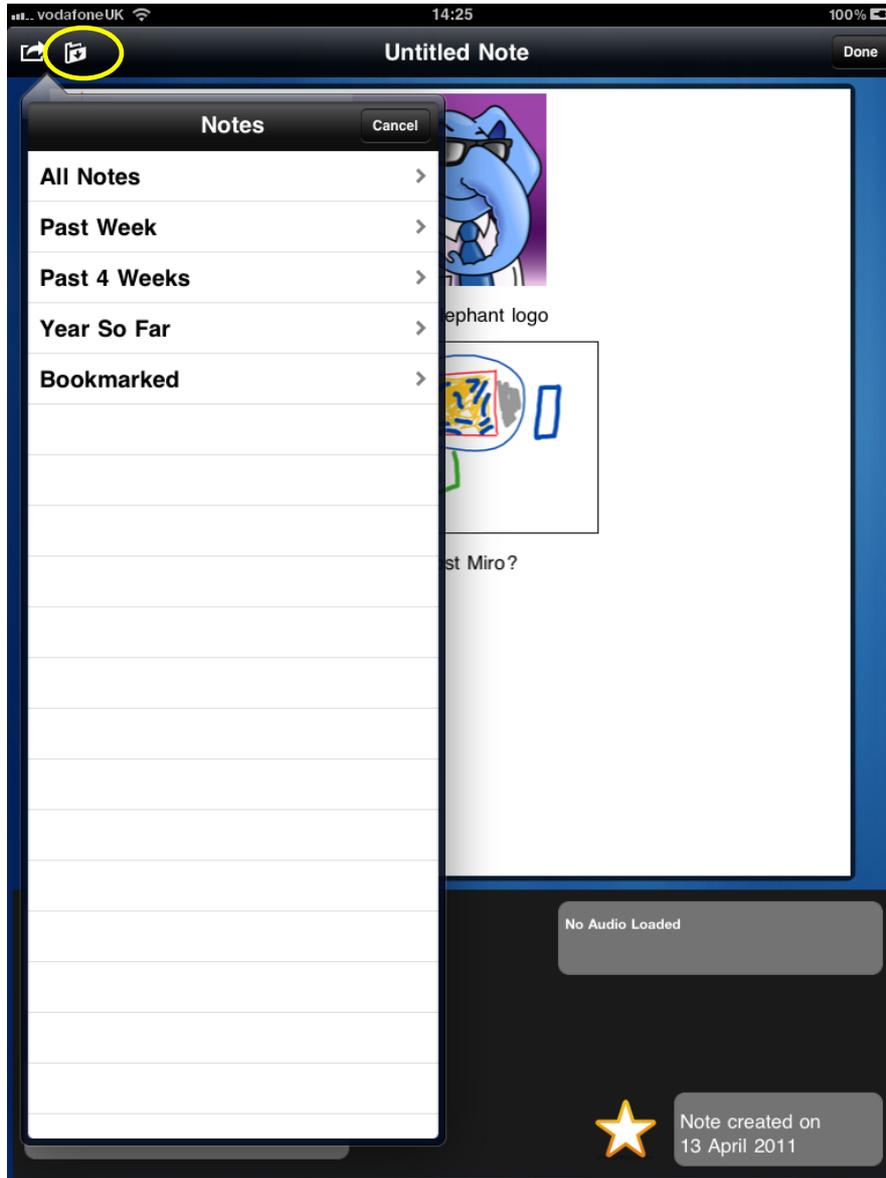
fyilo allows you to delete any portion of a note at any time. Simply tap the <Rearrange> button and the note will be displayed as a list of elements, each if which has a standard Delete icon displayed next to it:



To delete a portion of the note, tap the Minus icon on the left and then confirm the deletion by tapping the <Delete> button displayed on the right. You can also use the handles on the right to rearrange entries.

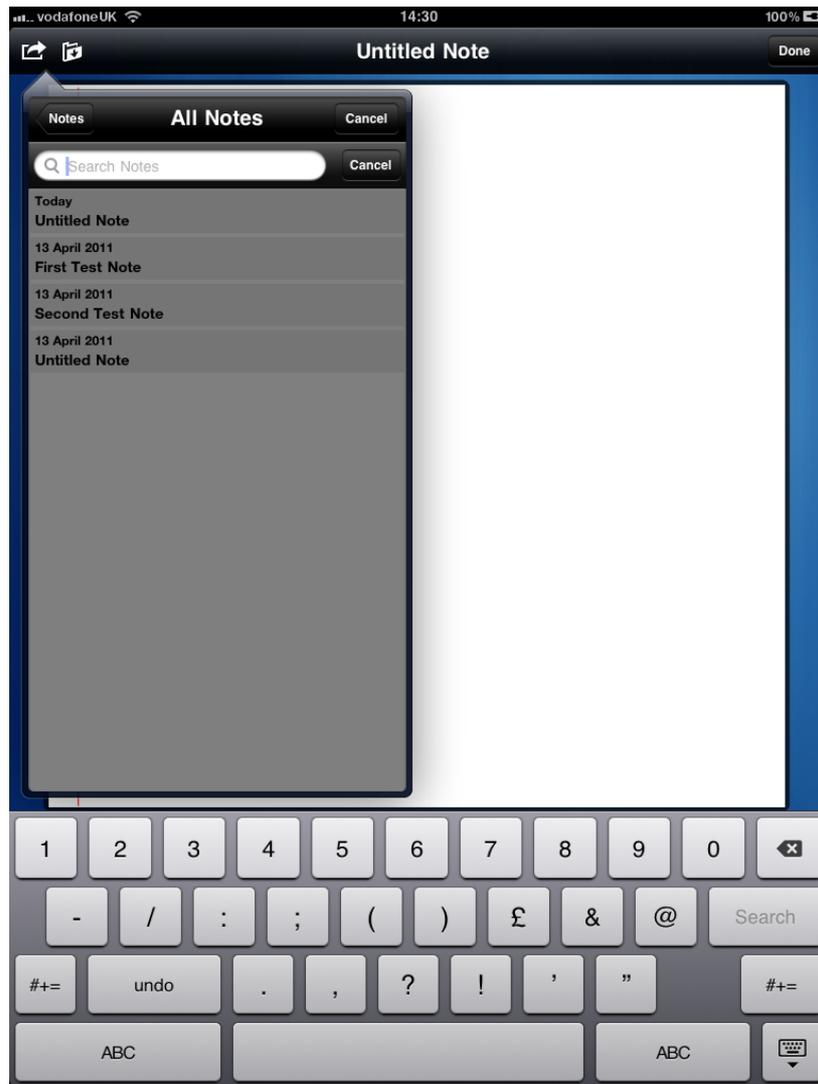
## The Note Browser

Although notes are linked to days in your calendar, you do not need to access them solely through the diary functionality. The <Notes Browser> button displayed towards the top left of the Notes editing screen allows you to access your notes independent of the calendar.



This displays a pop-up showing all the Notes in your fyilo, grouped in date groups. To access a note, select the group it will be in - at this point the dialog will display all notes in that group. To access a particular note, simply tap its entry in the list and it will be displayed in the Notes editor.

This dialog also gives you the opportunity to search for text within the titles of your notes - simply enter the string you wish to find, and the dialog will display a list of notes whose title contains that string.



## Sharing Notes

Additionally, the Send icon is displayed in top of the edit pane - tapping it will display the standard send pop-up. Using this you can email your note or send it to either your Dropbox or Google accounts. More information on the send dialog can be found [here](#).

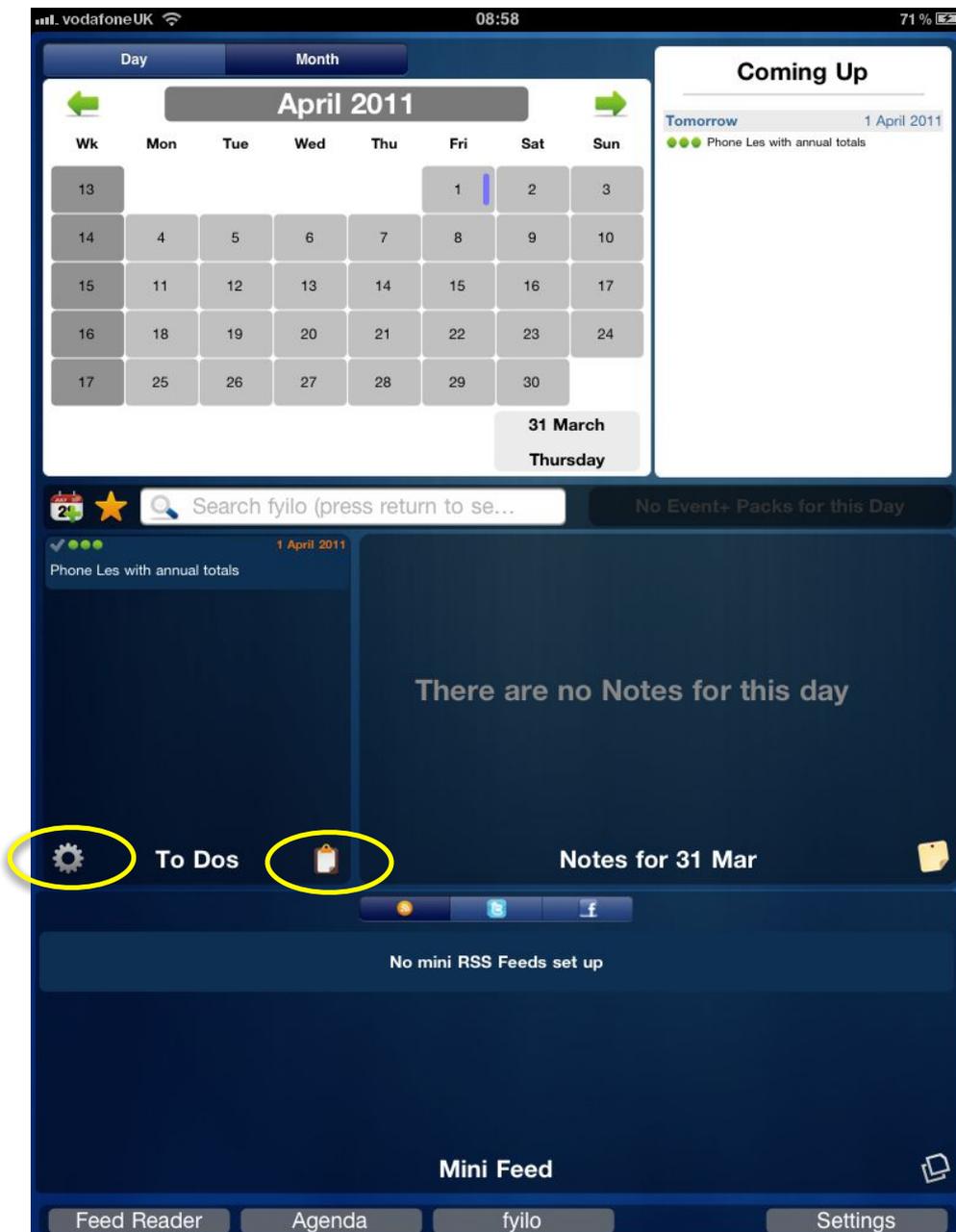
# To Dos

fyilo allows you to create and maintain a list of “to do” events, directly linked to the date by which they should be completed. The To Do view is situated in the bottom left corner of the screen when fyilo is in landscape mode.

By default, the To Do pane shows a list of To Dos, ordered by the importance you have assigned to them - important To Dos have 5 dots, unimportant ones have one dot. By default, fyilo assigns three dots to each new To Do you create.

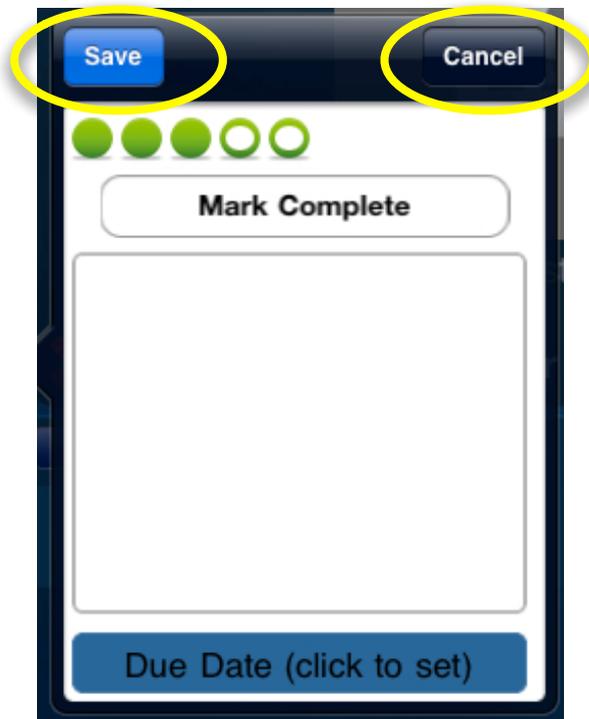
Although To Dos can be assigned to a date, they don't have to be - fyilo allows you to create floating entries that will stay in the list until you mark them as complete, or delete them.

In normal mode, this view is marked “To Dos” on the bottom of the pane, and displays the current list. There are two controls in view mode - the Delete icon to the left of the view and the Create icon to the right.



## Creating a To Do

To create a To Do, tap the create icon on the bottom righthand of the view - the blank To Do pane will be displayed. This pane allows you to enter the text you want to be associated with the To Do, the importance you are attributing to it and the date by which you want to have completed it. At the top of the pane, the standard <Save> and <Cancel> buttons are displayed.



To enter the To Do text, simply tap on the blank text entry area, the keyboard will be displayed on the screen and you can enter the subject matter of your To Do.

Todos are ranked in order of importance - this is shown by the number of green dots are assigned. Each todo defaults to three with five being the most important and one being the least. Simply tap the green circles to assign a level of importance.

If you want to tie your To Do to a specific date, tap on the button marked <Due Date>- this will take you to the standard date selection pop up. Use the sliders to select a date, or press the <Clear> button to return to the To Do editing pane.

Once you have entered the text, simply tap on the <Save> button. If you decide to abandon the To Do, tap <Cancel>. You will now be taken back to the main To Do list - your latest entry will be displayed in the order of its importance. If you have assigned a completion date to your To Do, the view pane will display them in that order as well. So important urgent To Dos will always appear before unimportant less urgent ones.

## Editing a To Do

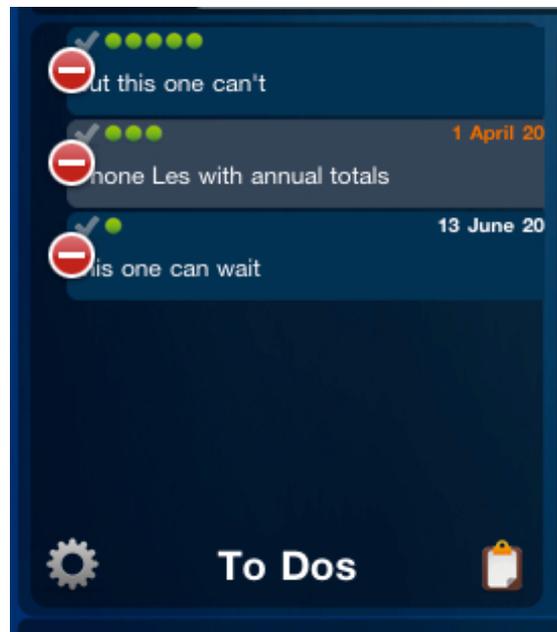
If you need to change any aspect of a To Do you have created, you can do this by editing it. To edit a To Do, just tap the appropriate entry in the view pane - you will be taken back to the same pane you used when you created it. Any of the features of the To Do can be edited.

## Completed To Dos

Once you have completed a To Do (or if circumstances change and you no longer need it) you have two choices: you can either delete the To Do item (see below) or you can mark it as completed. Marking an item as complete will not delete it from the To Do list, but will display a tick next to the importance rating in the top line of the entry. The To Do, having been marked as completed is still there for you to edit at any time you choose. All attributes can be changed. If you need to change any aspect of a To Do you have created, you can do this by editing it.

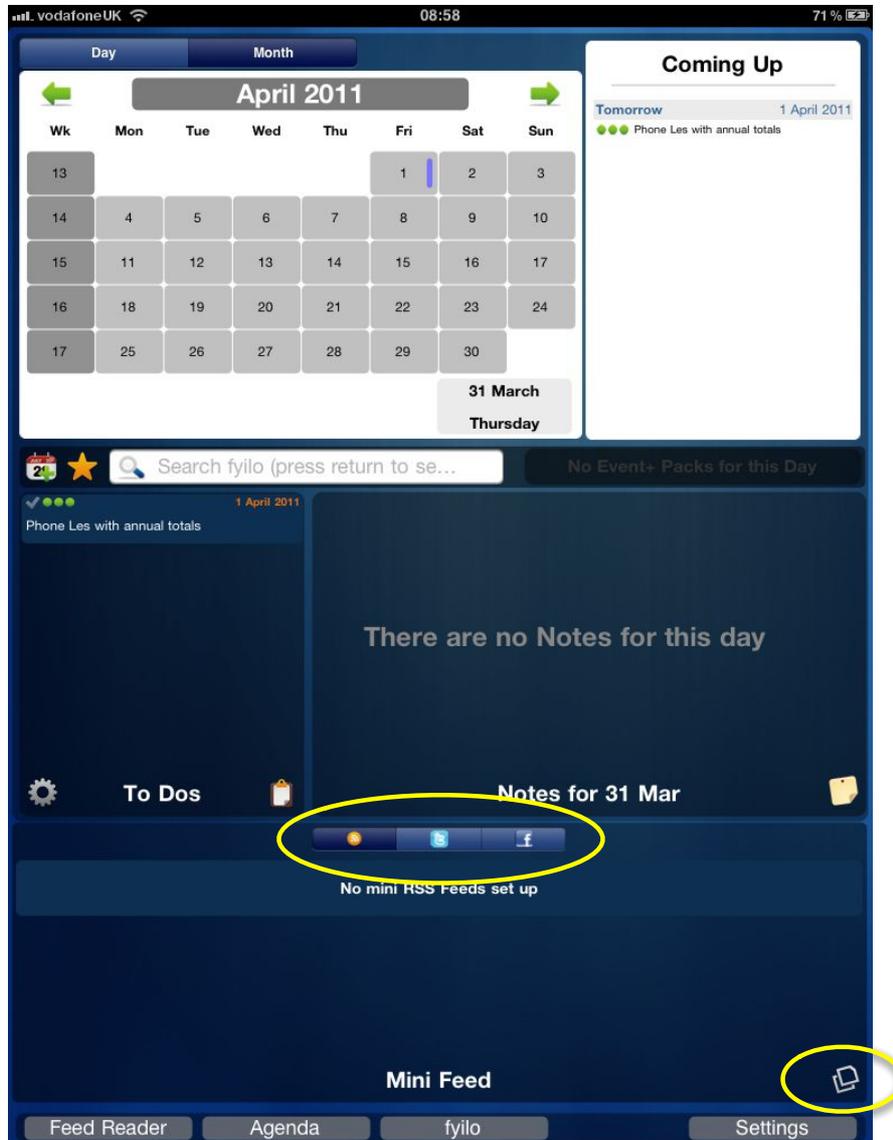
## Deleting To Dos

If a To Do has been completed or is no longer required and you don't wish to keep it, then you can simply delete it. To delete an entry in the To Do list, tap the "Delete" icon in the bottom left hand of the pane. Your To Dos will now be displayed with the red delete icon alongside them. To delete a To Do, tap on the red icon - at this point a red "delete" button will be displayed. If you tap it, then the To Do will be deleted. If, however, you decide that you want to keep the entry, simply tap the "Delete" icon again; at this point the To Do view pane will return to read only mode.



# Mini Feeds

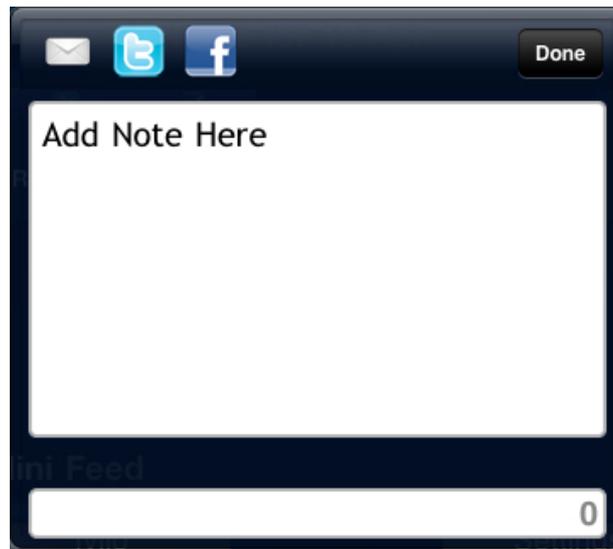
fyilo allows you to view three categories of feed: standard RSS/Atom feeds, Twitter feeds and facebook feeds. These are accessed through the Mini Feeds pane, which is at the bottom of the display when in portrait mode, and to the right of the window when in landscape.



Along the top of the pane, the RSS, Twitter and facebook icons are displayed in a row, tapping these icons will display each different type of feed.

NB: To access either the Twitter or Facebook sites, you must have a valid account and be logged in. For help in logging in look in the [Settings](#) section of this document. For help in setting up either a Twitter or Facebook account, go to those sites.

At the bottom of the pane is the fyilo Quick Note icon, this allows you to send a note by email, tweet to Twitter or post a status update to Facebook - tapping this icon will bring up fyilo quick note pop-up. To do this, first enter the text of the note you wish to send in the text entry area.



Underneath the text entry area is a word count, which shows the length of the message you are creating.

Once you have completed entering your text, you can email it or post it to either Facebook or Twitter. This is done by tapping one of the three icons displayed at the top of the pop-up. The Email icon displays a standard email window, with your message already in the email body and with a default title of "fyilo QuickNote". You can change the title, text or add a recipient in the normal way - pressing the <Send> button will send your email while pressing the <Cancel> button will prompt you to either delete or save your draft email. Tapping <Delete Draft> simply returns you the main fyilo window. Tapping the <Save Draft> will save your message in the Drafts mailbox of your iPad Mail application.

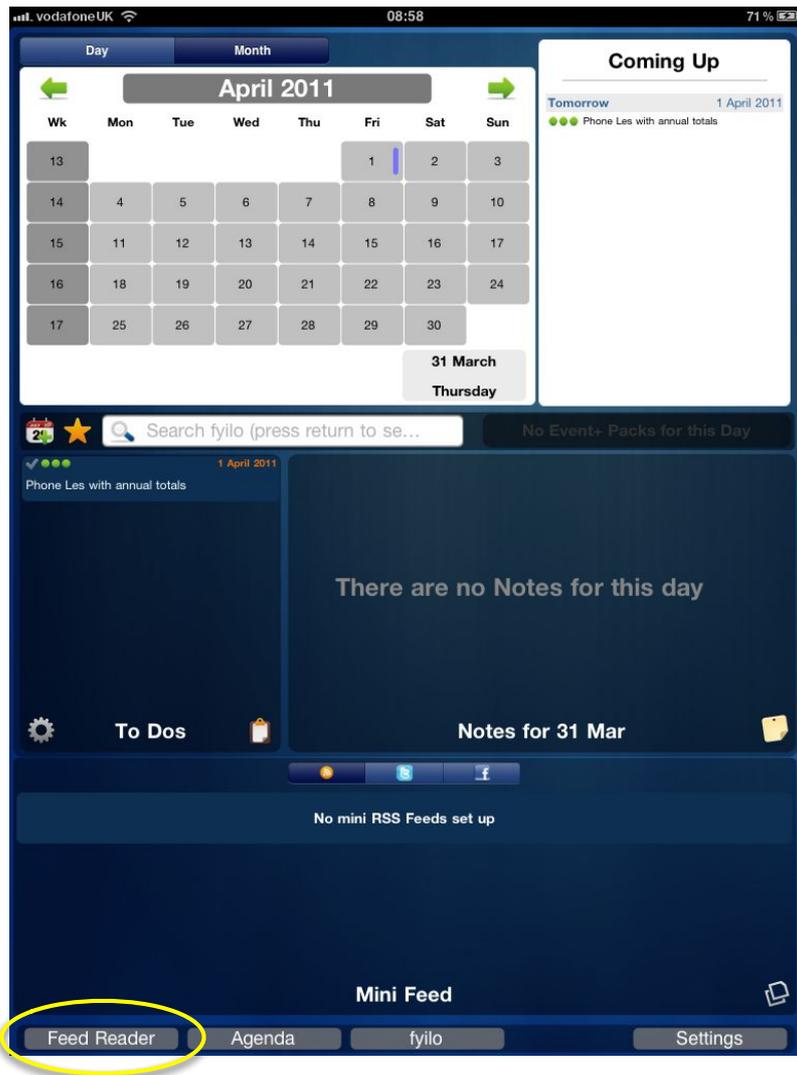
Having created your message, tapping either the Twitter or Facebook icons will post your message to the site you have chosen.

If you want to leave this pop-up without creating or sending a QuickNote, simply tap the <Done> button in the top right of the pop-up.

## RSS Feeds

Tapping the RSS icon will display the latest entries in the RSS feeds you have set up. To refresh the RSS feeds pane single swipe downwards, and then release. fyilo will prompt you when it thinks that the feed should be refreshed.

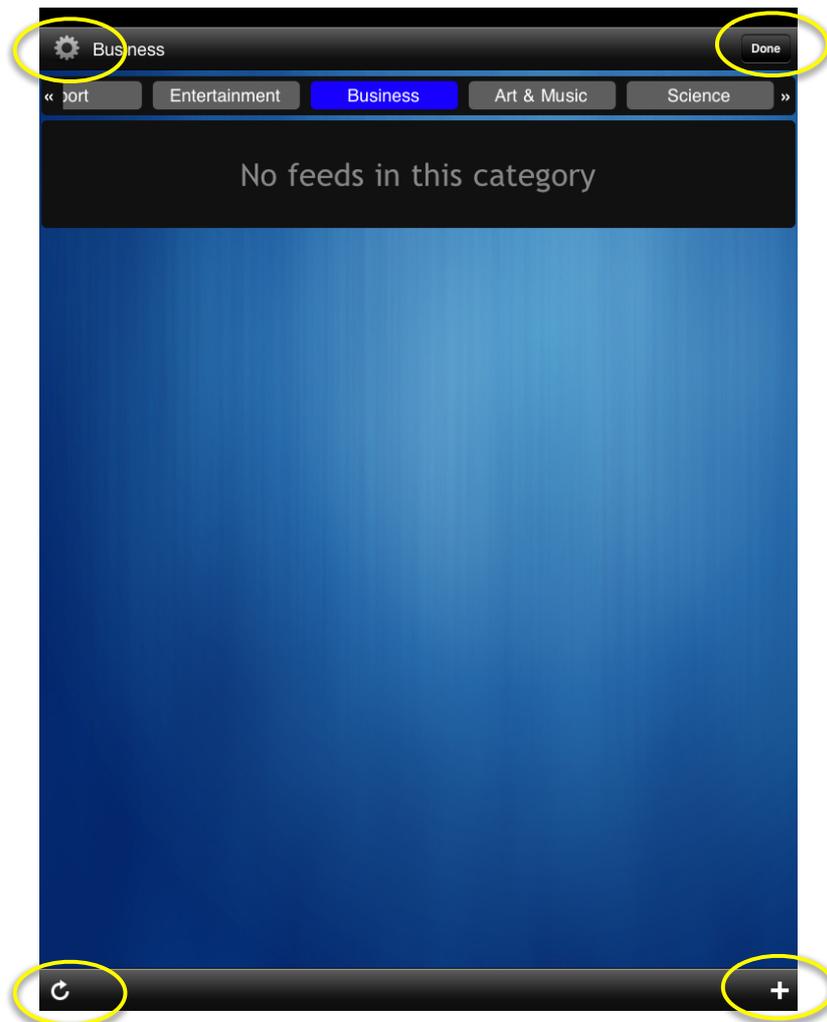
In order to set up the RSS feeds in the first place, tap the <Feed Reader> button displayed on the left hand side of the bottom toolbar. This will take you to the RSS feeds page.



The RSS feeds page is organised by category, with the following categories being available:

- News
- Technology
- Sport
- Entertainment
- Business
- Art & Music
- Science

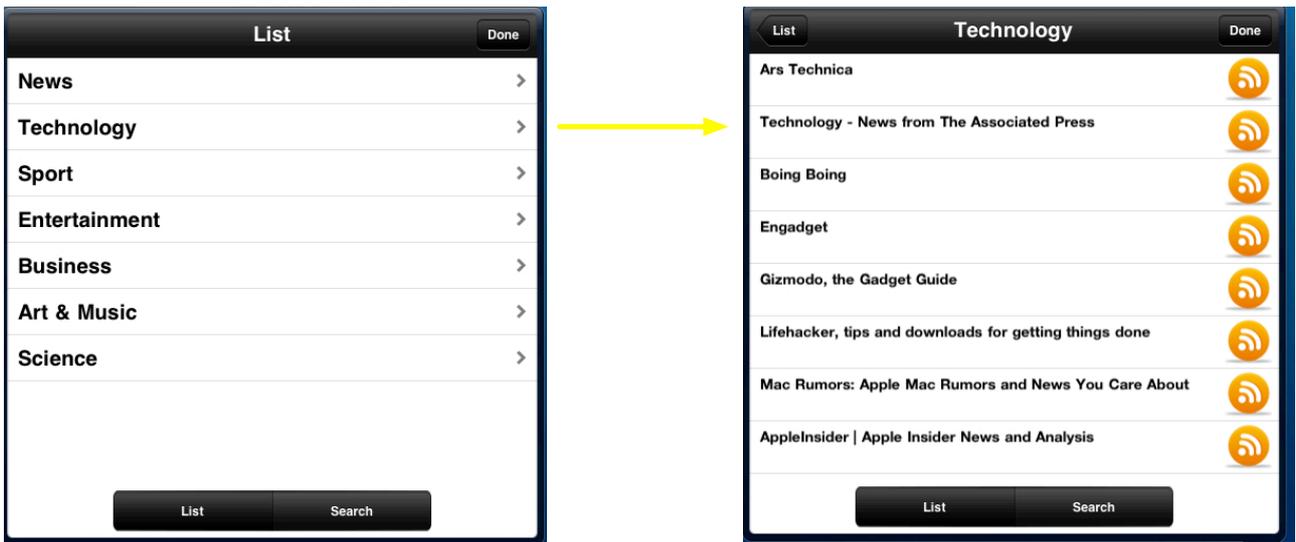
These are displayed as buttons in a scrolling bar along the top of the page. You can navigate through this bar by swiping. The categories displayed in this way are there to help organise your feeds into manageable chunks, as we will see later. When you first open fyilo, there will be no feeds set up and the feeds page will look like this:



Also at the top of the window are the <Done> button on the top right hand side - tap this whenever you wish to leave this page and fyilo will return you to its main window. On the top left hand side the Edit icon (cog) is displayed - pressing this will allow you to remove or change the Category of existing feeds in the current page.

There are a further two icons at the bottom of the pane - the Refresh icon triggers a refresh of all the feeds you have currently set up and the Plus icon allows you to add new feeds (see below).

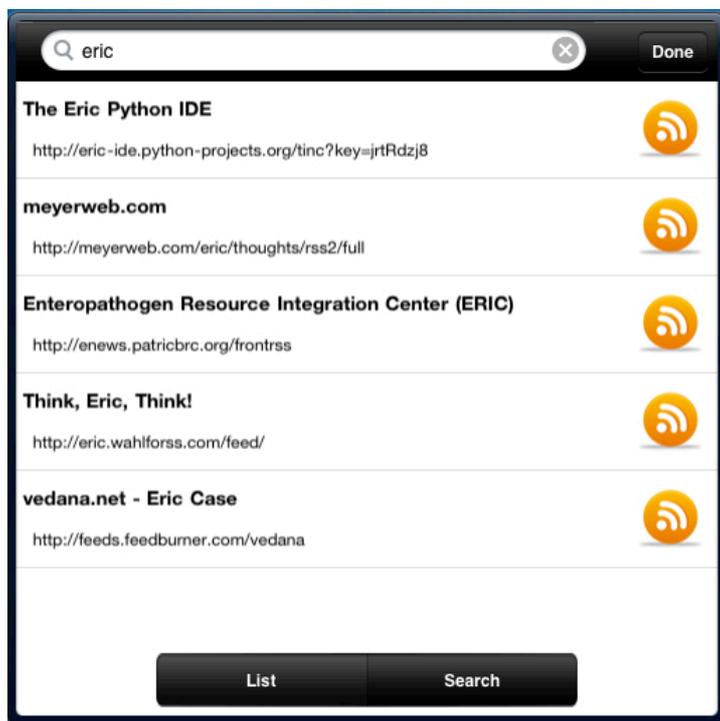
By default, no RSS feeds are set up, but you can have as many or as few as you wish, and setting them up is easily done. The category buttons mentioned earlier are for sorting your feeds for ease of access and play no part in setting up a new feed. To do this press the Plus icon situated in the bottom right of the window. This brings up the RSS feed pop-up in its empty state.



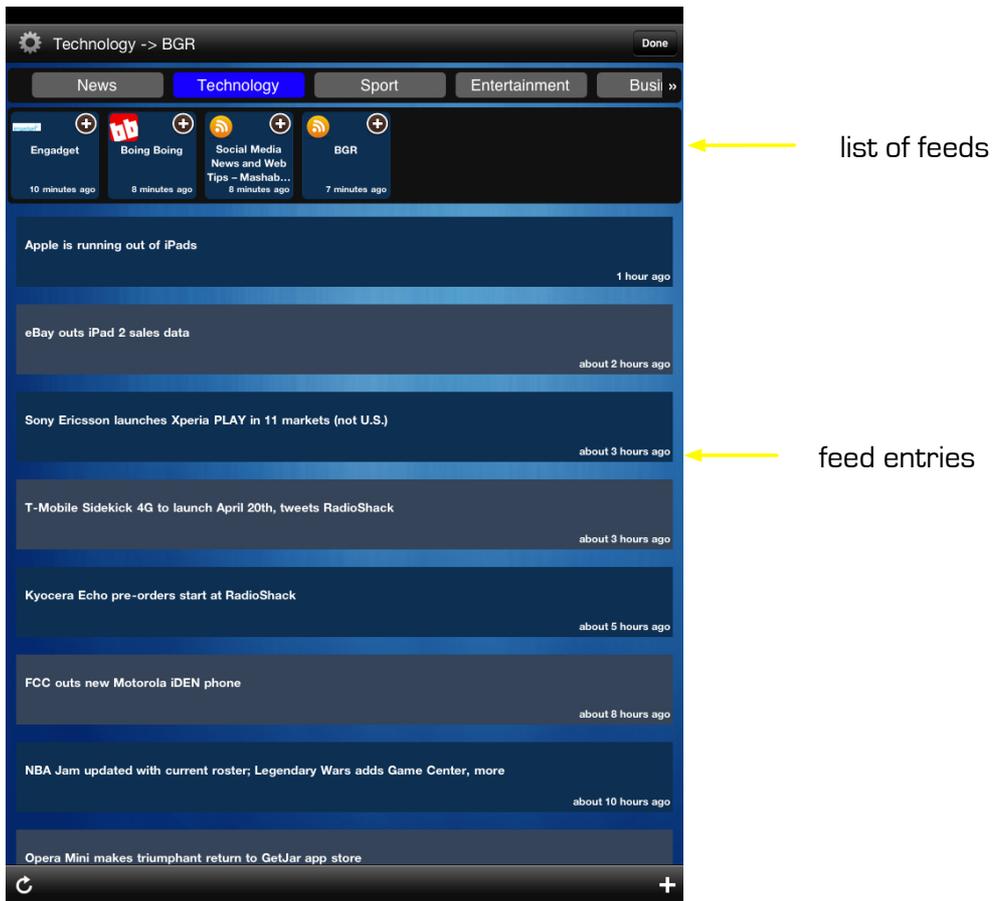
The list of categories matches that displayed across the top of the view. Tapping a subject displays a list of all of the feeds associated with that subject area. To select a feed, simply tap the desired feed in the second list. The feed will appear in the main view. When you have selected all the feeds you wish, tap <Done>.

There is no limit to the number of feeds you can have, and you can edit them at any time.

Tapping the <Search> button in either of the feeds pop-ups activates a search box in the top left of the pane, tap the entry field and then use the keyboard to enter the text for which you want to search. This will bring up a list of feeds, which can then be selected in the usual way.

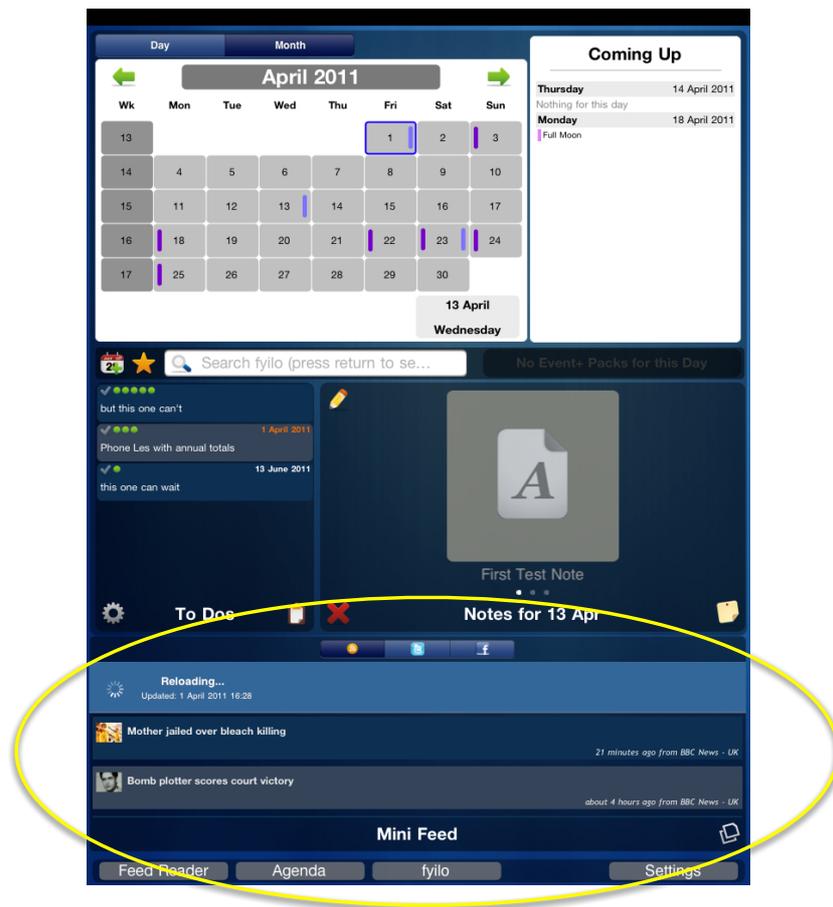


Once you have selected feeds, they will appear in the main view. Each feed will have a title, an icon (by default the standard RSS icon) and a Plus/Minus icon. This toggles whether that the feed is included in the main screen Mini Feed or not. To refresh an individual feed press the feed icon. To refresh all feeds press the standard 'Reload' button on the bottom left of the screen.



To delete a feed, tap the Edit 'cog' in the top left hand side of the view. Each of the entries in the current category will now be displayed with a red cross beside their title. To delete one, simply tap the Red Cross. The feed will be deleted. Once you have deleted all the feeds you don;t want any longer, tap the Delete icon again and the display will revert back to normal.

When you have finished setting up your feeds, tap the <Done> button to return to the main fyilo view, you can refresh your RSS Mini feeds by swiping down in the RSS feeds pane as shown:



## Twitter Feed

Tapping the Twitter icon will display the latest tweets available. Like the RSS feeds pane, to refresh the Twitter feed, single swipe downwards, and then release. fyilo will prompt you when it thinks that the feed should be refreshed.

**NB:** You will need to be signed in to Twitter for this feature to work.

## Facebook Feed

Tapping the Facebook icon will display the latest posts available. Like the RSS feeds pane, to refresh the Facebook feed, single swipe downwards and then release. fyilo will prompt you when it thinks that the feed should be refreshed. Tapping an individual entry will display the full post in its own pop-up. To dismiss the popup, tap anywhere.

**NB:** You will need to be signed in to Facebook for this feature to work.

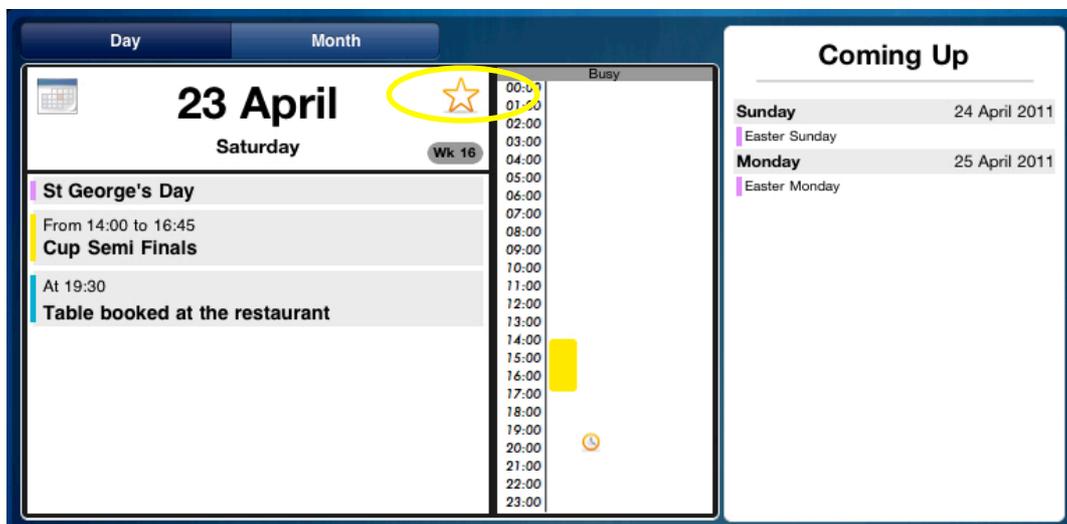
# Bookmarks

fyilo offers a number of ways to navigate through your events and data, but the quickest is the bookmark feature. This allows you to create a bookmark on either a day or a note and then fast track to that content.

There are two ways to create bookmarks.

## Bookmarking a Day

To bookmark a day, first pick the day you want to bookmark in the month view (see [here](#) for more details). Then switch to the Day view and the day of your choice (along with any events or Event pack content) will be displayed. At the top right hand side of the diary pane, the Bookmark icon is displayed. To create the bookmark, tap on this icon and the star will toggle from empty to full gold. Your bookmark has been created.

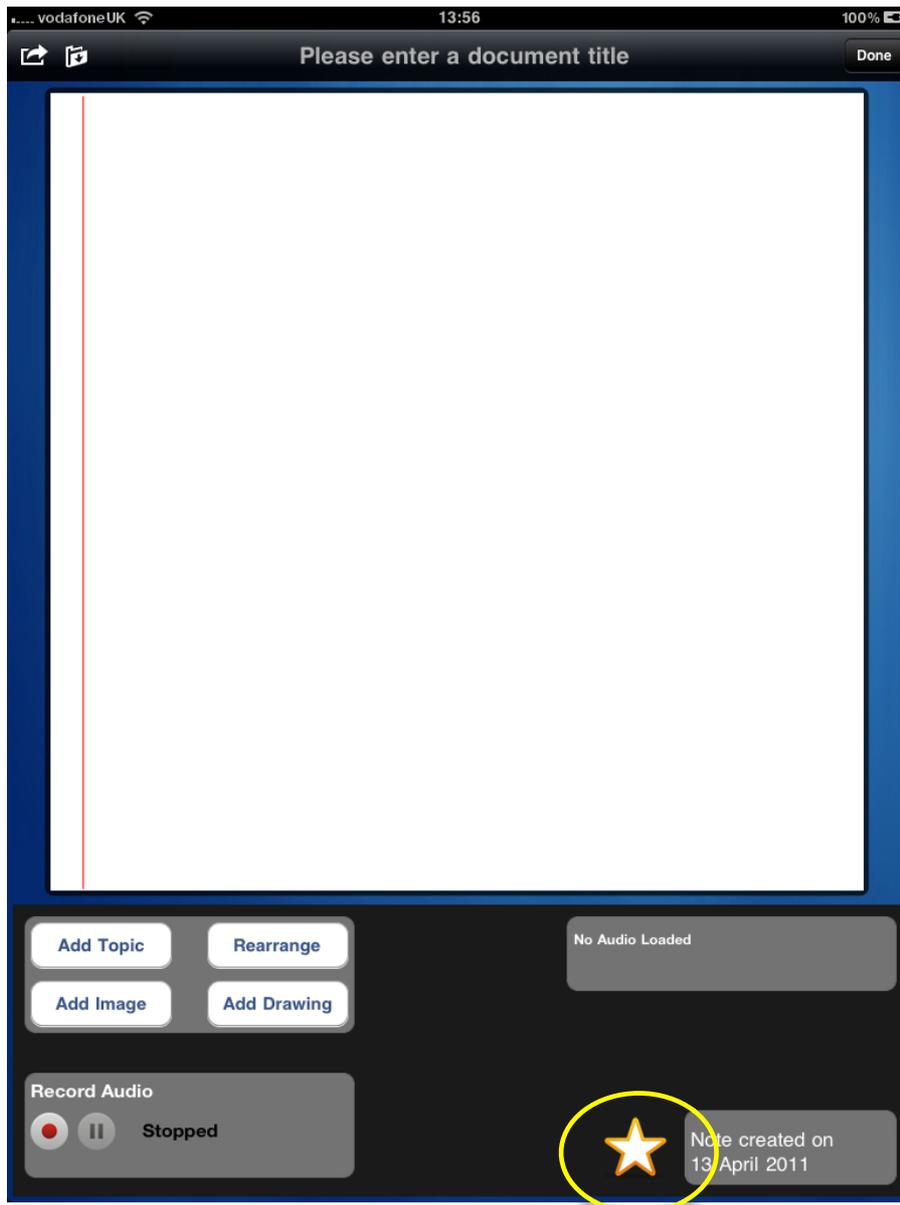


To delete the bookmark, follow the same procedure to select the day and tap the Bookmark icon again. This time it will toggle from full gold to empty. The bookmark has been deleted.

You can create and delete bookmarks on a given day any number of times.

## Bookmarking a Note

You can create a bookmark for a note either as you create it, or afterwards using the editing functionality. To create the bookmark at the same time as you create the note, simply tap on the Bookmark icon displayed at the bottom left of the left hand side Note creation pane. When a bookmark is created, the icon will toggle from empty to full gold. Your bookmark has been created.



To add a bookmark to a note that you have already created, select the Note using the Notes pane. You can find more information about using the Notes pane [here](#). Once you have found the note you wish to bookmark, tap the [Edit](#) icon. The note panes are displayed - once again, the Bookmark icon is displayed in the bottom of the left hand pane. As before tap the icon and your bookmark will be created.

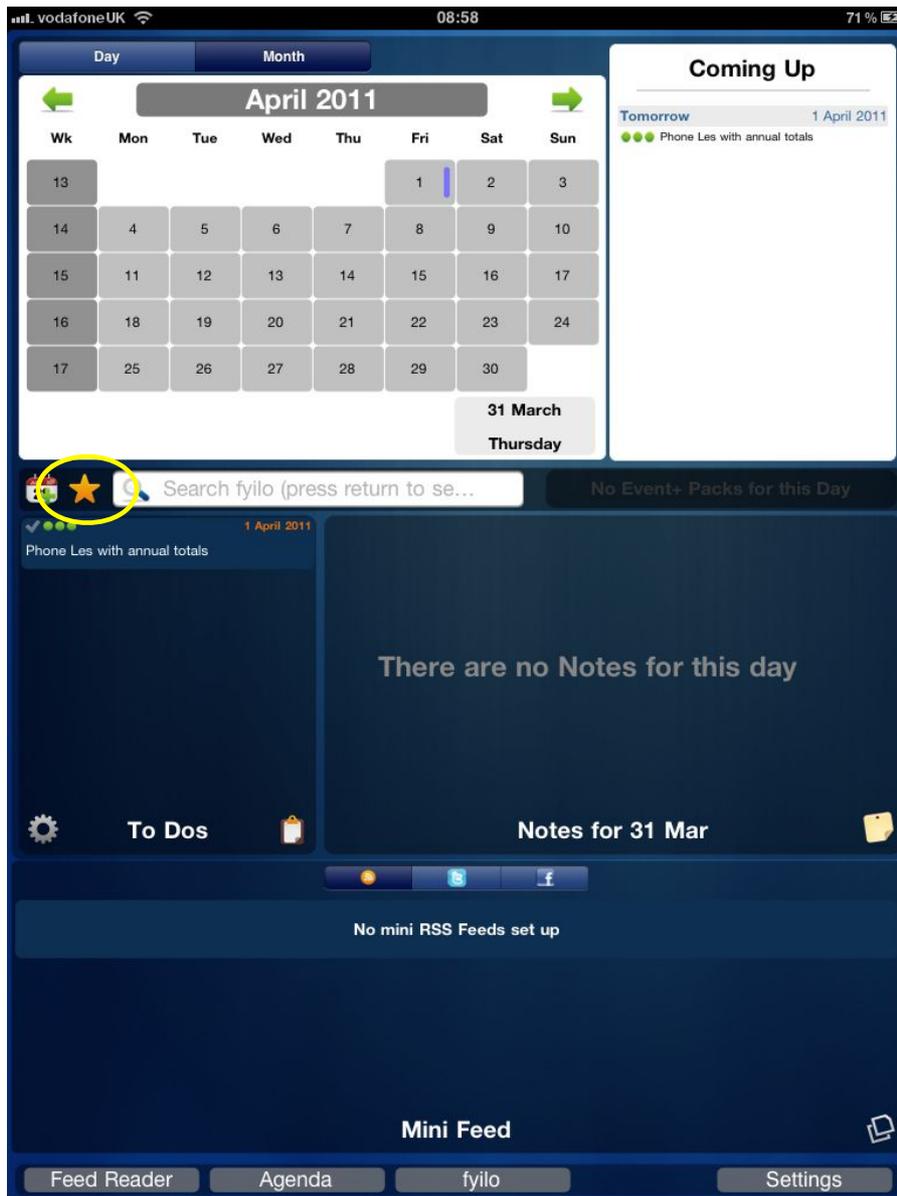
To delete the bookmark, follow the same procedure to select the day and tap the [Bookmark](#) icon again. This time it will toggle from full golf to empty. The bookmark has been deleted.

You can create and delete bookmarks on a given note any number of times.

## Accessing Your Bookmarks

Having created your bookmarks, you can instantly turn to them, just as if they were markers in a book.

Below the main diary panes, you will see a a control bar - the same one you used to create a diary event. Just after the Event icon, you will see the Bookmark icon.



When you tap it, the Bookmark pop-up will appear - this contains a list of all the bookmarks you have currently set. There is no limit to the number of bookmarks you can have at any one time, you scroll through the list using a single finger swipe.



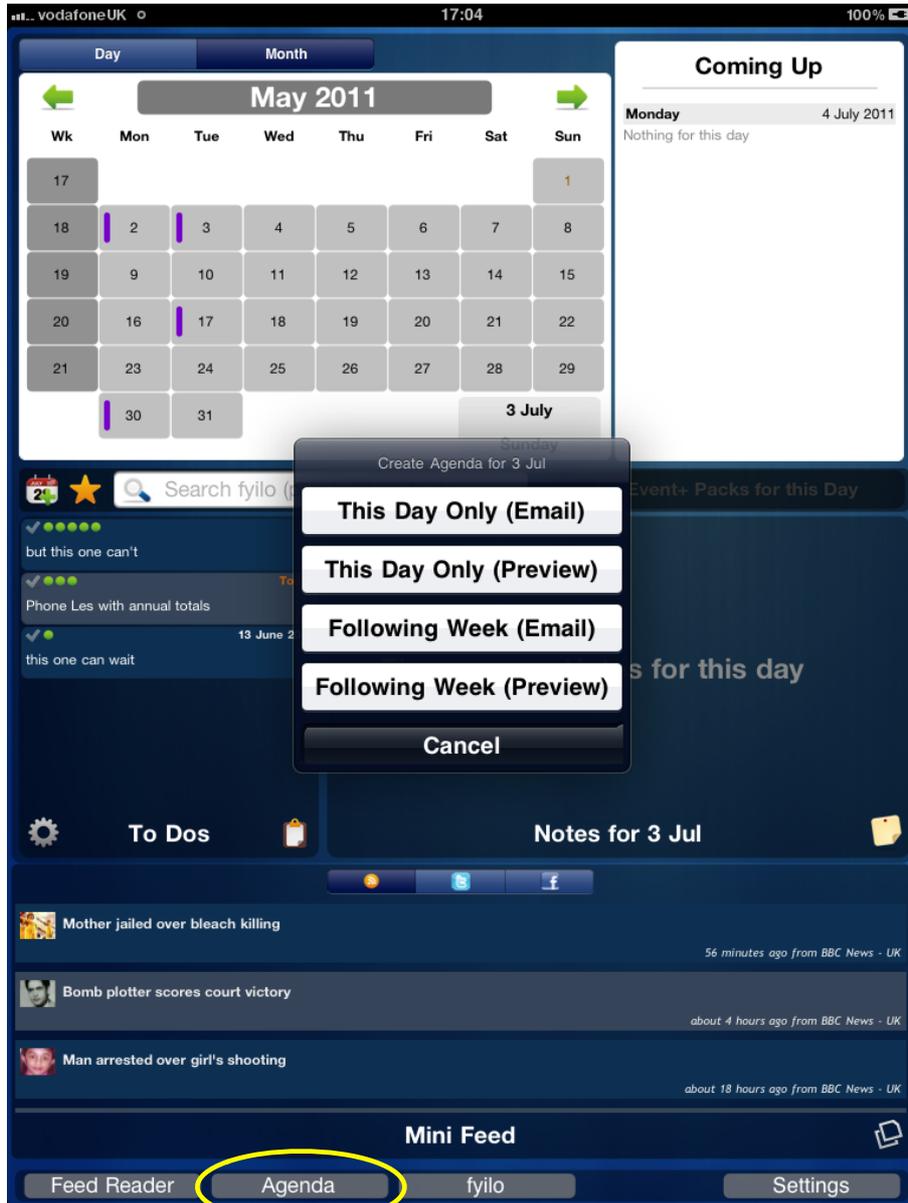
To dismiss the pop-up, tap the <Done> button on the top right hand side of the pop-up.

To access your bookmarks, simply tap the entry you want. If the entry is a note the note editor panes will appear with your note already loaded. If the entry is a day, then the day view of the Diary pane will display the selected day.

# Agendas

fyilo allows you to create daily and weekly agendas, both for preview and to email to your friends, family and colleagues.

To create an agenda, simply tap the <Agenda> button situated on the bottom and to the left of the main fyilo window. This will bring up the Create Agenda pop-up, for whichever day was in focus when you opted to create an agenda:



The pop-up gives you a number of options, to preview either your daily or weekly agenda, to email your daily or weekly agenda, or to Cancel. If you tap <Cancel> the pop-up will disappear and you will be returned to fyilo.

Tapping either of the preview options will open a full screen depiction of the created agenda - this window has two buttons. Tapping the <Done> button returns you to the main fyilo window, while

tapping the Send icon brings up a <Print> pop-over. Selecting <Print> will activate the standard iPad print pop-up.



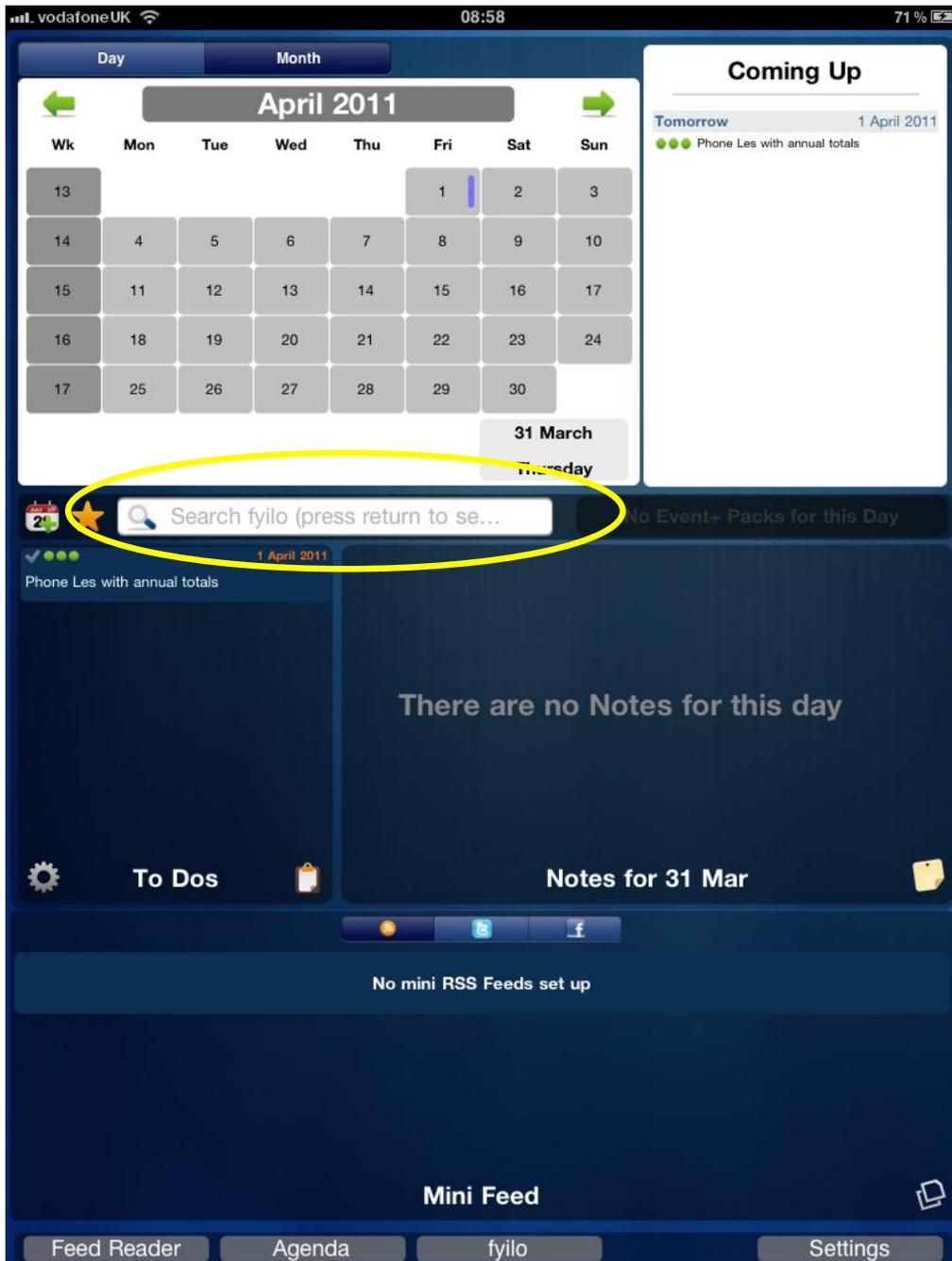
For more details on printing from your iPad, see the standard iPad help documentation. The controls on this window are not static - after a few seconds they will disappear. To reinstate them, simply tap the screen.

Tapping either of the email options will take you to the standard iPad email window. The mail will have a preset title indicating that you are emailing an Agenda for specific date, and will have an attachment - this is your agenda. It is in standard RTF format. The email window is the standard iPad email window - for more details on email and your iPad, see the standard iPad help documentation.

# Search

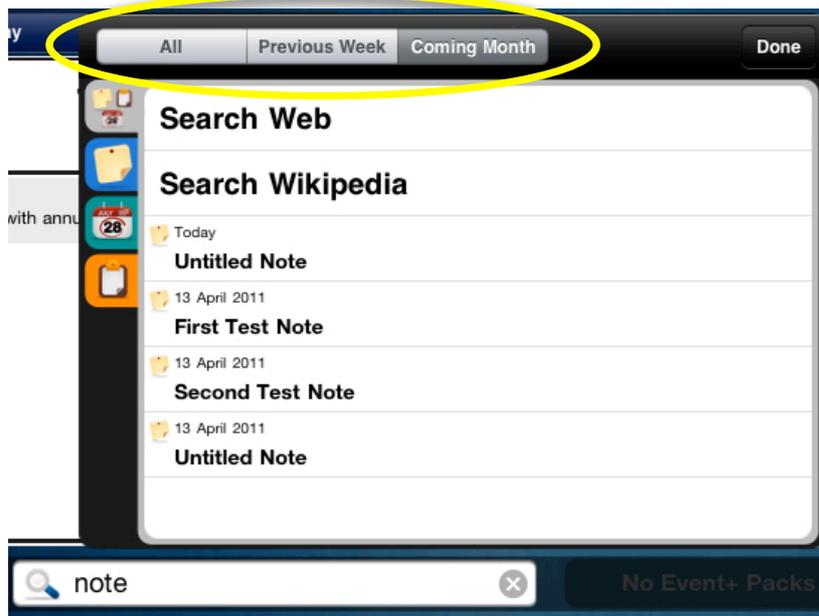
fyilo allows you to search for text within your events (both the ones you've downloaded and the ones you've created), notes and todos and it presents the results of the search in a unified pop-up that allows further sorting.

The search function can be found next to the bookmark creation icon in the middle of the main fyilo view:



To search for a piece of text, tap the text entry box, enter your string on the keyboard and press the <search> button that is where <return> normally would be.

At this point fyilo will display the search pop-up:



The buttons along the top of the pop-up allow you to filter the results of your search by the dates with which they are associated.

The buttons down the left hand side allow you to filter the results of your search by their item type - all, notes, events or to dos.



If you want to widen the search to the web, tap the “Search Web” entry in the list - fyilo will take you to the results page of a Google search using your search expression. The “Search Wikipedia” entry does the same for Wikipedia.

To see the detail of any item that has been recovered by your search, simply tap its entry in the list and the relevant detail pop-up will appear.

When you have finished with the search function, tap the <Done> button and you will be returned to the fyilo main view.

## fyilo Store

The fyilo Event store is where you can download content for inclusion in your fyilo. This is the main way in which you personalise fyilo, and make it really work for you. The Event store has two kinds of content - standard Event packs and Event+ packs.

To access the Store, press the <fyilo Store> button situated in the middle of the bottom toolbar. The Store page is split into two areas - the left hand side has a list of the content available for you to download (events and Event+ packs), their associated icon, a brief description of what each pack contains and a price tag.

You can filter the event packs that are displayed by selecting one of the options in the bottom toolbar. These are <All>, <Installed> and <Updates>. Tapping any of these buttons will display the subset of the whole list that you have just specified.

At the top of the left hand side pane is a search bar.

### Event Packs

Many of the standard fyilo event packs are free. The national holiday packs and the religious dates pack are a core part of standard fyilo functionality. There is no limit to the number of these packs you can download (though too many might make your Diary panes a little “busy”!).

Other event packs you will have to pay for - where this is the case, the price will be clearly marked on the event pack. Prices for fyilo event packs are marked in the same way as the apps you buy in the AppStore.

To download an Event pack, tap on the entry for that pack in the left hand “Content” pane. The pack details will appear in the right hand “Details” pane, with more details of what it contains displayed. Purchase and download are part of a single action, to take this simply tap the <Buy> button displayed at the top right hand side of the window.

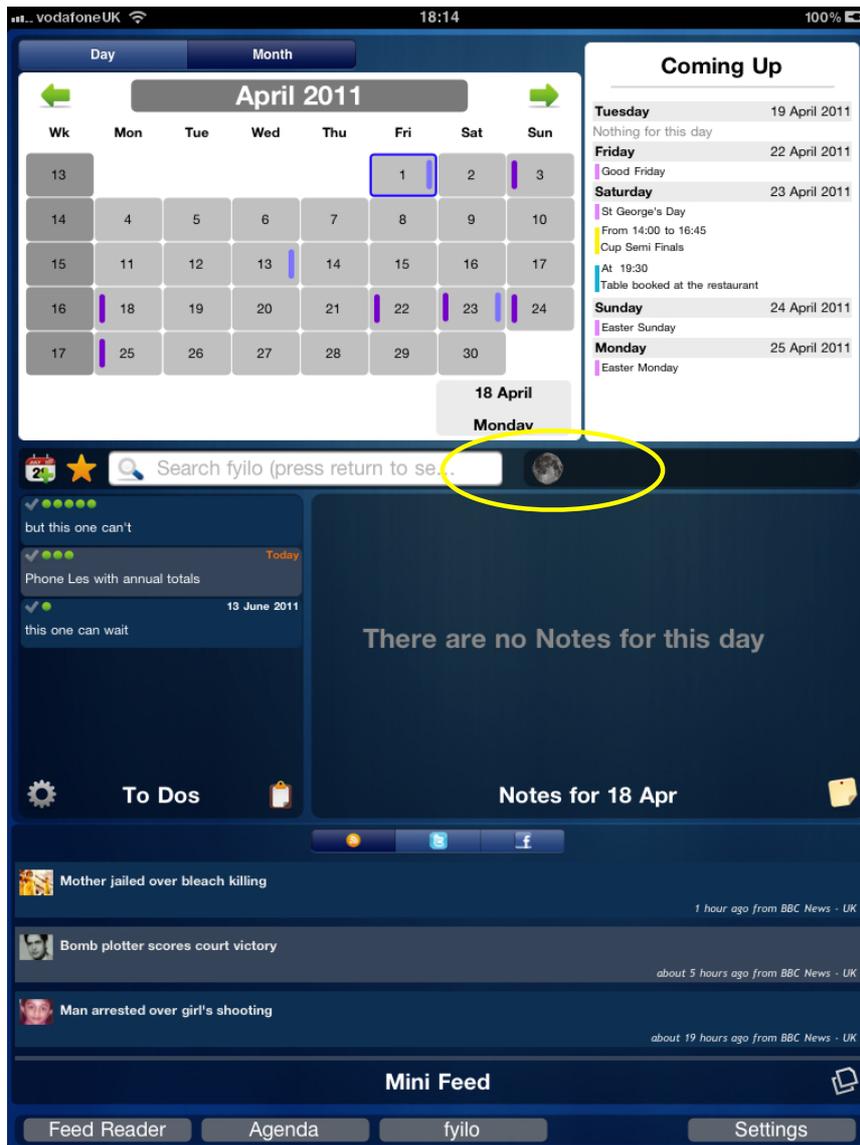
As the pack downloads, a slider bar showing progress will appear in its entry in the “Content” pane. Once it is installed, the word “INSTALLED” will appear where the price tag used to be.

### Event+ Packs

Event+ packs are similar to Event packs, in that they load one or more events into fyilo. These events can be backed up and restored, and maybe copied from one year to another, but they are not user editable. The big difference between the two type of pack is the added functionality associated with Event+ packs. The best way to see this is to download the free Lunar Calendar Event+ pack (following the instructions in the preceding section).

Once the pack is downloaded, navigate back to the Diary pane of fyilo, and locate a Full Moon. Once this has been done, double tap the day in question to bring it into focus.

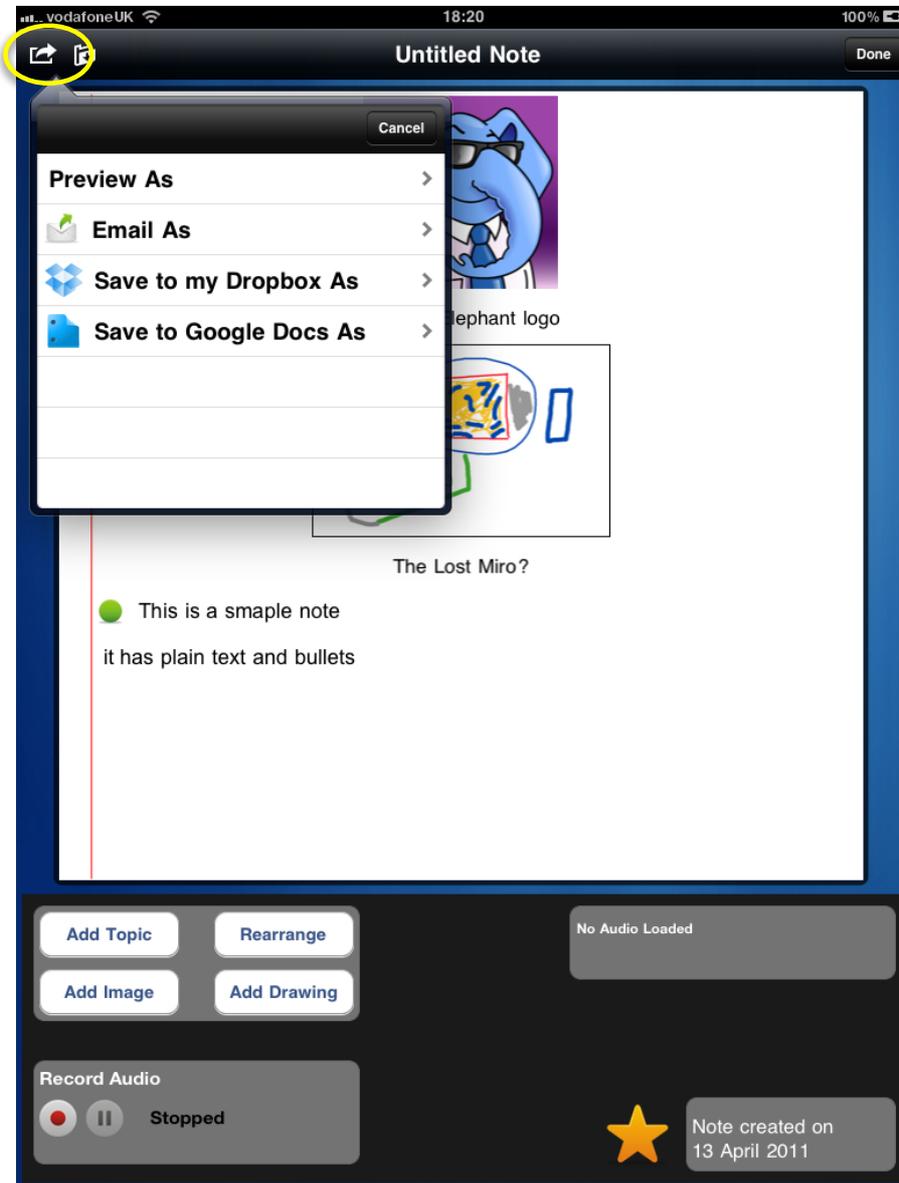
Now look in the control bar immediately below the Diary pane. In the black section that has always been empty till now you will see a full moon.



Tap the image of the full moon and you will be taken to the fyilo mini-app associated with the Event+ pack you have just downloaded. In this case the mini-app tells you about some stuff about the lunar calendar - note that its has text, pictures, and (importantly) links to the web. These are just some of the things that Event+ packs can deliver - for example a music festival pack can provide you with stage times and band bios for the days that the festival runs. Event+ packs are one of the areas where your fyilo will truly become yours - far more than your paper organiser could do, fyilo can store a selection of content specifically yours.

# Send Pop Up

In various places, fyilo allows you to send content to some of the many external services available on the internet. Whenever this is the case, a standard Send pop-up is displayed. The most obvious place is in the Notes editing view. This popup is always associated with the Send icon as shown:



Tapping “Preview As”, will allow you to preview your item (in this case a Note) either as a Rich Text Format (RTF) file, or as a Portable Document Format (PDF) file, such as those used by Adobe.

Tapping “Email As” will initially prompt you as to the format you want, and will then open up your standard iPad email client. The item will be included in the email as an attachment, and fyilo will have created an email subject for you.

Tapping “Save to my DropBox As” will initially prompt you as to the format you want, and then will place your item into your Dropbox account.

Cool Elephant

Tapping “Save to my Google Docs As” will initially prompt you as to the format you want, and then will place your item into your Google Docs account.

## Services Used By fyilo

fyilo allows you to access a few online services that complement the functionality of a personal organiser. Your iPad is always connected to the web (well, mostly anyway) so fyilo lets you access online content in the form of RSS/Atom News feeds, and is hard-wired to your email. But it also allows you to use online documentation storage and sharing sites (collaboration sites) and a couple of the best known social networking sites.

### Dropbox

Dropbox is an online file backup, sharing and syncing service, that allows you to get to manage your files from a wide variety of devices.

If you have a Dropbox account (and the starter account is free), fyilo will allow you to save your notes in PDF or RTF format, along with any voice notes you have made to Dropbox.

You can then access them from your PC or device (Dropbox have some cool apps) for sharing or editing.

### Google

Google Docs is a convenient way to create, edit and share documents online. If you have a Google Docs account, fyilo can upload your Notes in PDF or RTF format to this service.

If you choose RTF you will also be able to edit your Note in the Google Docs web client!

### Twitter

fyilo is integrated into Twitter through the Mini Feed section of the main fyilo window. fyilo will display the most recent Tweets from your timeline. You can also send a Tweet using the fyilo Quick Note function.

### Facebook

fyilo is also integrated into Facebook through the Mini Feed. Once logged in fyilo will display the most recent posts on your wall. You can also post a Status Update using the fyilo Quick Note function.

### Instapaper

Instapaper is an ingenious way of saving web pages you like for access later. Opening an RSS/Atom entry in the main reading panel will allow you to save the link to the article to your Instapaper account.

This article can then be accessed on the Instapaper web site, or through one of their Apps.