

dailyVerse Journal Guide & Tutorial

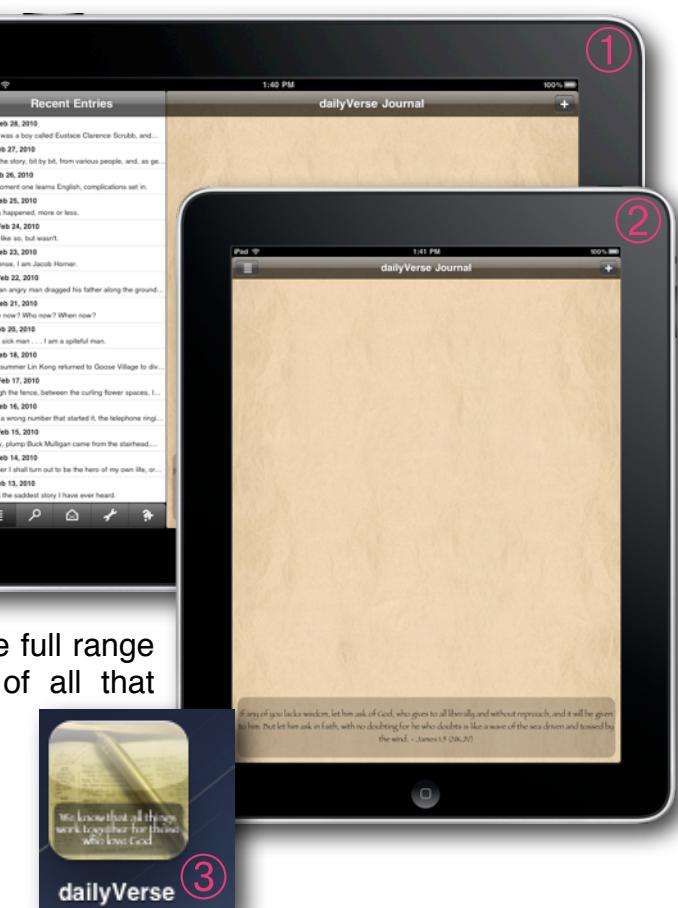
Introduction

dailyVerse is a daily devotional journal, or diary, for your iPad. dailyVerse utilizes the capabilities of your iPad to create the best user experience available for an electronic journal or diary. Quickly and easily type your journal entry. Search for things that you have recorded in the past. Email your journal pages to yourself or to friends. Password protect your journal to keep your private thoughts private. Easily import journal entries from text files on your computer through iTunes. Export all of your journal entries for safe keeping on your computer. Turn your iPad to the position that feels most comfortable and dailyVerse will adjust for you. Change the background and font to give your journal the appearance that you like the most. The iPad gives the world a whole new user experience, and dailyVerse has the features that you will come to expect in an electronic journal.

dailyVerse is so simple to use that you will be able to pick it up and know what to do without giving it a lot of thought. In this tutorial, we are going to cover the basics that you need to get going, and then we will describe the full range of options so that you can make the best use of all that dailyVerse has to offer.

Quick Start

To get started, tap on the dailyVerse icon.③



You will see the dailyVerse Journal Entry screen. ① ② All that you need to do is start typing. That's really it! Keeping an electronic journal should be as easy as grabbing a pencil and paper and starting to write, right? Well now it is.

There are more options, and other things that you will probably want to know, but all that you **have** to know to use dailyVerse is to tap the icon and type what you want to say.

The first item for discussion is the difference between screens ① and ②. You will see one of these two screens when you start dailyVerse. The image that you see in ① is what you will get if you open dailyVerse when your iPad is oriented in landscape mode (wider than it is tall). The image that you see in ② is what you will get if you open dailyVerse when your iPad is in portrait mode (taller than it is wide). If you are in one mode, you can turn your iPad at any time to get to the other mode if you prefer. This feature makes it so that you can have your preference -- either the menu items are easily available on the screen, or you have the full screen available for typing and reading. See how nice that is?!

Quick Start (continued)

dailyVerse is designed to be a personal journal, so your entries are arranged in days. If you have already used dailyVerse today and typed something, that will appear on the screen when dailyVerse opens and you can pick up where you left off. If you want to look at, edit, delete or email a journal entry from a previous day, simply select that day from the menu on the left in landscape mode, or from the pop-up menu in portrait mode (more information about that will come up later). You may also search for the entry that you want to see. If you already have an entry for today and want to start a new one, tap the “+” sign in the upper right-hand corner.^① But let's move on to the details...

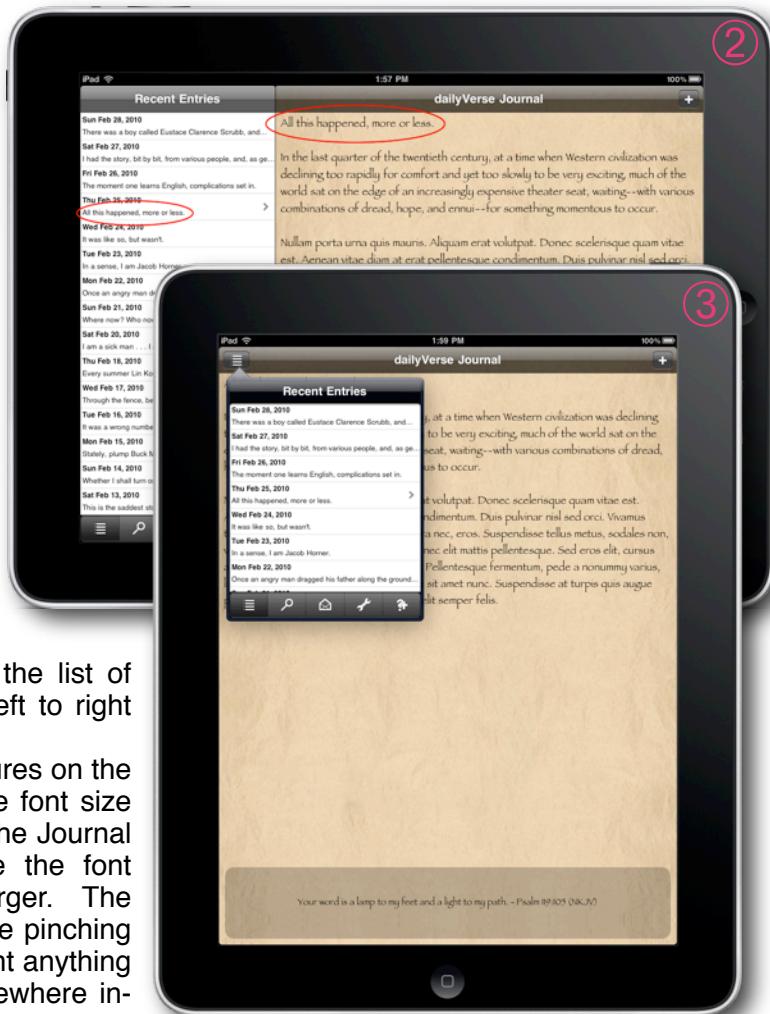


The Details (or: How I Stopped Worrying About Computers and Love the dailyVerse Electronic Journal)

The Main Screen (Journal Entry)

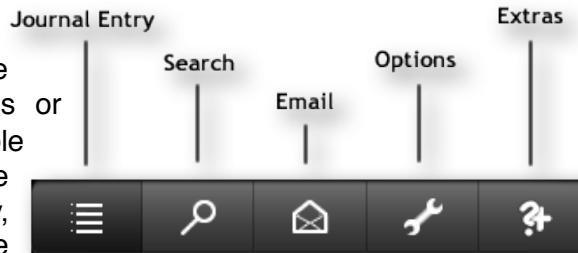
As we discussed above, the opening screen of dailyVerse is where you type in what you want to say. Here are some things about this screen that you might like to know:

- There is no need to “Save” your entries, and therefore, no “Save” button. Your entries are saved automatically as you type, so there is no worry about forgetting to save or anything like that.
- The menu that shows your list of recent entries is only updated when the screen changes, so if you want to see the entry you are working on now and it is not already there, just turn your iPad 90° (and turn it back again, if you prefer).
- If you want for the list of your entries to display a title, simply make the title that you would like to see the first line of your journal entry. The first line will always display as the entry's title.^②
- If you want to delete a journal entry locate it in the list of entries (or search for it), swipe your finger from left to right across it in the list, and then tap “Delete.”
- You can use the familiar “Pinch” and “Spread” gestures on the Journal Entry screen to decrease and increase the font size (just like zooming in and out). Put two fingers on the Journal Entry screen and pinch them together to make the font smaller, or spread them apart to make the font larger. The font size will change right in front of you as you are pinching or spreading. dailyVerse allows you to make the font anything from ridiculously large to ridiculously small. Somewhere in-between will be the size that you prefer (we hope).
- If your iPad is in landscape orientation, the menu of recent entries will always appear on the left. If your iPad is in portrait orientation, you will have the entire screen for input and the menu that previously appeared on the left will be available as a “pop-over” menu from the button in the upper left-hand corner of the screen.^③ All of dailyVerse's split screens operate in the same manner -- the current screen's options menu is always available on the screen in landscape orientation, and the same menu is available from a pop-over button in portrait orientation.
- Tap the “+” sign in the upper right-hand corner of the screen at any time to start a new entry.^③
- If you prefer for your journal to be browsable by year and month rather than having the “Recent Entries” list, You can set dailyVerse's Navigation Style to “Year/Month.” Details about exactly how to get there (and about precisely what that means) is covered in the “Options” section below.



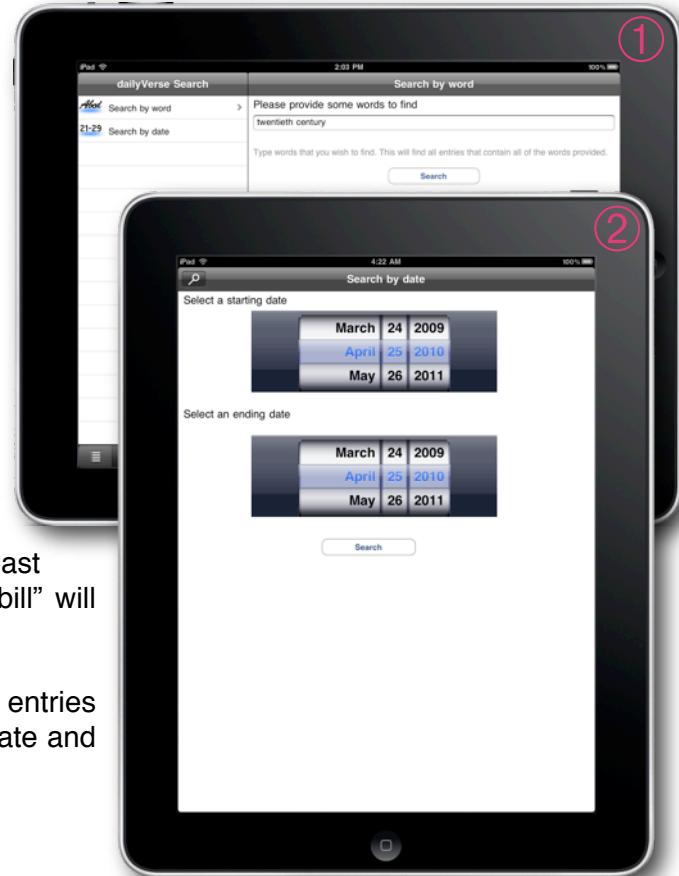
The Other Screens

It is likely that most of your time in dailyVerse will be in the journal entry screen. But the other screens offer options or capabilities that will make dailyVerse easier and more enjoyable for you to use for your specific needs. From left to right, the buttons that are available from the menus are: Journal Entry, Search, Email, Options and Extras. We already covered the Journal Entry screen, so now we'll talk about the others in order...



Search

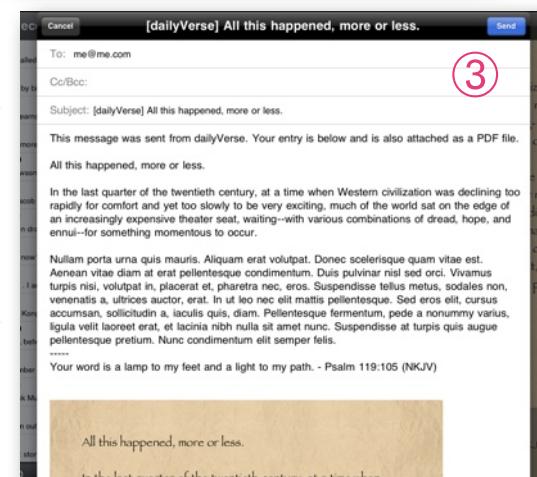
You can search through your journal entries by date or by search terms. To get started, tap the Search button on the menu. The first screen will allow you to search by terms (words).^① Type in words that will appear in the entry you would like to find. For example, if you know that the words "Brad" and "ice" and "coffee" all appear in the entry you would like to find, type those words and tap "Search" (or tap the "Done" button on the keyboard). Hint: If you search for those terms and the word "ice" is not in the entry you are looking for, it will not appear in the results. Only use words that you know will appear. Also, shorten any words if you are not sure how you may have typed them. For example, searching for "Bill" will find "Bill," "Billy," "Billiards" and "playbill." One last thing... Searches are not case sensitive, so "Bill" and "bill" will find the same results.



Tapping "Search by date" allows you to pull up all journal entries for a specific date range.^② Just select a start and end date and tap "Search." That's it.

Email

The third button on the main navigation menu enables you to email the currently selected journal entry. Browse to or search for an entry that you would like to send as an email message and then tap the Email button. An email composition window will appear.^③ Your journal entry will show up in the email as both plain text and as a PDF file attachment. The PDF file will use the font and font size that you have chosen, and optionally, the background of dailyVerse, so that the message will appear on your computer and printer exactly how it appears in dailyVerse. You can delete the PDF attachment prior to sending the message if you do not want for it to be included. Also, the email address that you supply in dailyVerse's configuration will automatically appear in the "To:" line, but you can change the recipient to anyone to whom you would like the message to be delivered. One other thing to note is that the screen will only appear as it does in this picture if the PDF file that is generated contains only one page. If the PDF file is more than one page, it will appear as a file attachment in the message composition window. More information on the ways that this message can be configured are discussed in the Options section below.



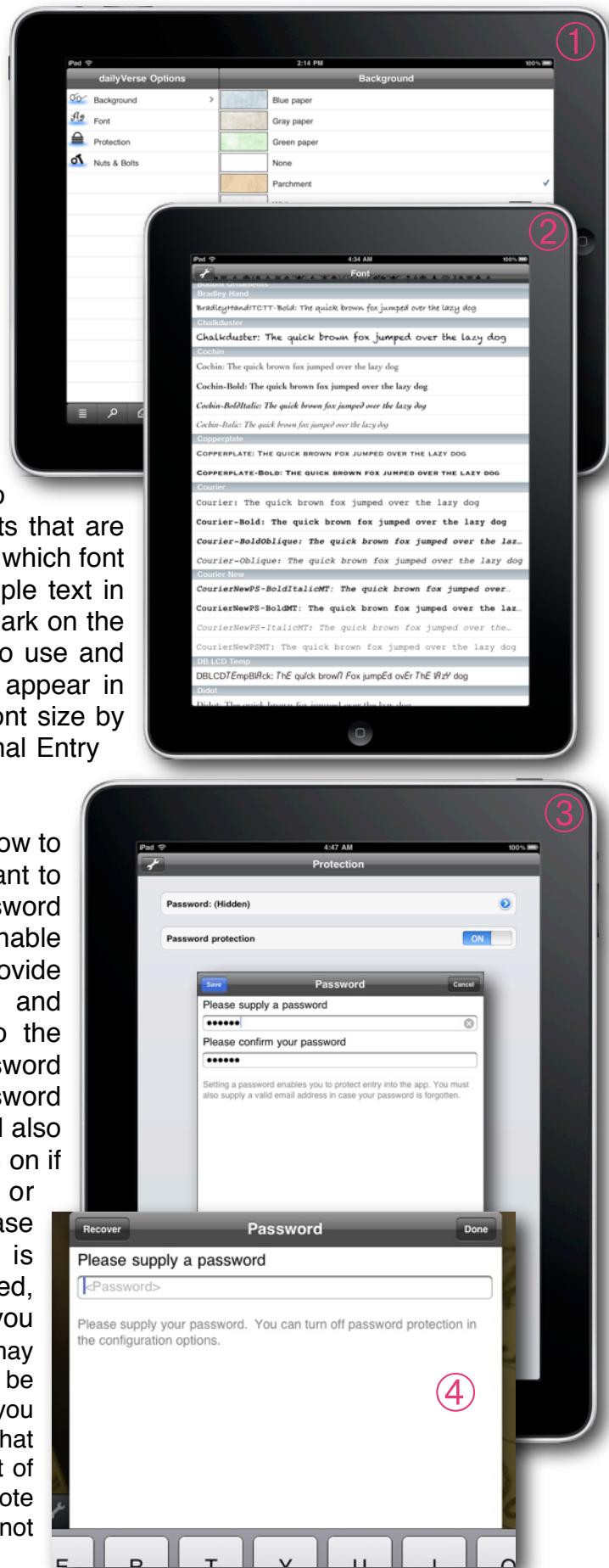
Options

Tapping the fourth button on the main navigation menu brings up dailyVerse's Configuration options. There are quite a few options, all designed to make the day-to-day use of dailyVerse easier and better suited to your specific needs.

The first Options screen^① allows you to choose the background of the Journal Entry screen. Choose the one that looks best to you. A check mark appears on the right-hand side of the currently selected background.

The second Options screen^② allows you to choose the font. This list contains all of the fonts that are available to use on your iPad. To help you decide which font you like the best, dailyVerse provides some sample text in each. Again, the current selection has a check mark on the right-hand side. Tap on the one that you want to use and your Journal Entries and emailed PDF files will appear in that font. Remember that you can change the font size by using "Pinch" and "Spread" gestures on the Journal Entry screen as described previously.

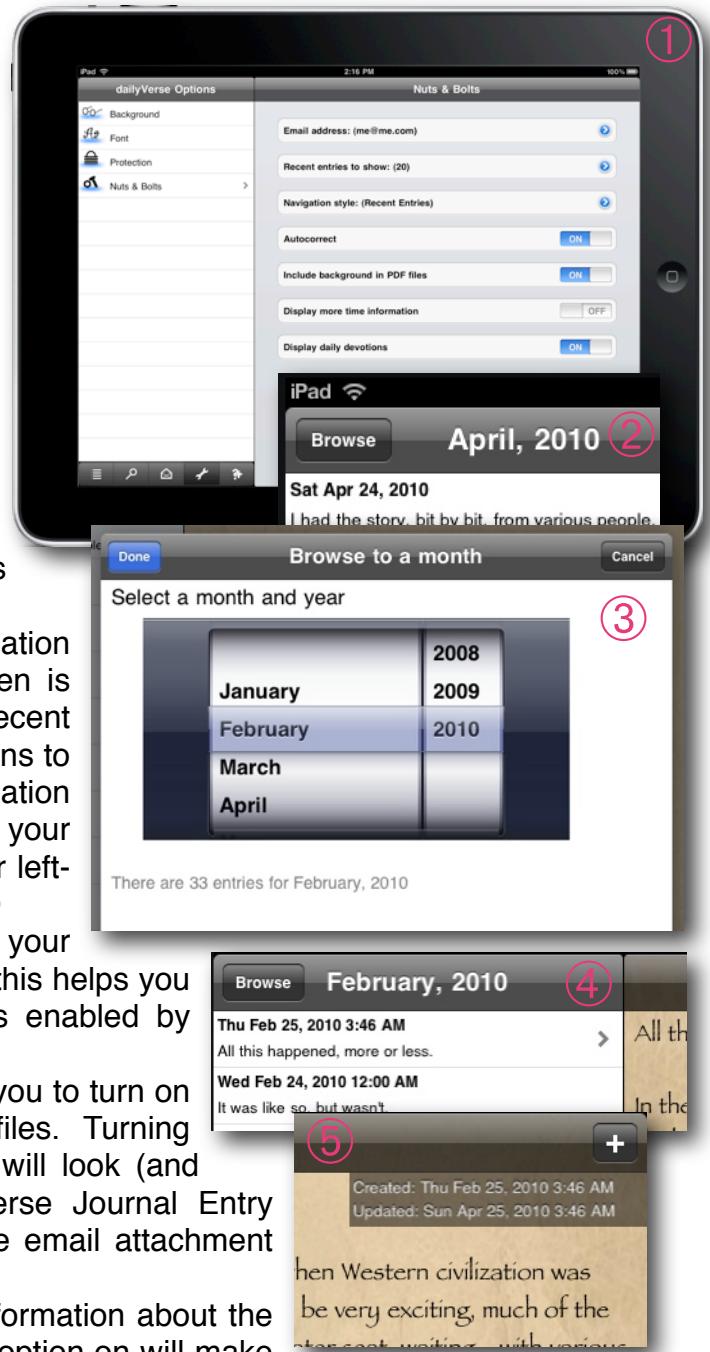
The third Options screen^③ enables you to setup how to (or not to) protect entry into dailyVerse. If you want to keep your journal private, you should add a password and enable password protection. In order to enable password protection of dailyVerse, you need to provide an email address (covered below), a password, and then turn the "Password protection" switch into the "On" position. Note that, for the purposes of password recovery, you will not be allowed to set a password until you have supplied an email address. You will also be unable to turn the "Password protection" switch on if you have not supplied an email address or password. Similarly, you will not be able to erase your email address if password protection is enabled. When password protection is enabled, entry into dailyVerse will begin with a screen like you see in ④. If you have forgotten your password, you may tap the "Recover" button, and your password will be emailed to the address you have supplied. If you specified a fake address or no longer have access to that particular address, you will be permanently locked out of your journal, so take care when getting things setup. Note that the "Recover" button will not appear if you are not connected to the Internet.



Options (continued)

The final Options section contains the “Nuts & Bolts.”^① That is, the miscellaneous settings that you can configure in dailyVerse to make it function exactly how you desire and to make day-to-day use easier for you. Here are the various options that you can set from here:

- Setting your email address enables password protection and also provides a default “To” address in the email messages that you compose.
- The “Entries to show” setting enables you to configure how many entries display on the Journal Entry menu when you open dailyVerse while in the “Recent Entries” Navigation Style (this setting has no affect when using other Navigation Styles)
- The Navigation Style settings determine how navigation from the quick-select menu on the opening screen is organized. The default Navigation Style is “Recent Entries,” which will display your most recent additions to your journal. Selecting “Year/Month” as the Navigation Style will give you the ability to navigate through your journal by tapping the “Browse” button in the upper left-hand corner^② and using a month and year picker.^③
- The Autocorrect setting determines whether or not your iPad’s built-in autocorrection is enabled. Whether this helps you or not is a matter of personal preference. It is enabled by default.
- Setting “Include background in PDF files” enables you to turn on or off the background image in your emailed PDF files. Turning that feature on means that the files you receive will look (and print) exactly how they appear on your dailyVerse Journal Entry screen. Turning this on increases the size of the email attachment significantly, but the files look nicer when it’s on.
- You can also enable the display of a little more information about the date and time of your journal entries. Turning this option on will make the quick-select menu display the time that your entry was created (formatted according to your iPad’s locale settings) whenever it is also displaying the date.^④ It will also turn on a small box that will appear in the upper right-hand corner of each entry, displaying the creation date and time and the date and time that the entry was last updated.^⑤ This box will appear and disappear depending on whether or not the entry you are viewing is in “edit mode,” so it won’t get in your way when you are trying to type into your journal.
- Finally, you may display or hide the daily devotional verses by turning the switch on or off. This does not delete the verses or move them to other days -- it just makes them not appear on the screen.



Extras

The fifth and final button from the main navigation takes you to the dailyVerse Extras section.^① The first thing that you will see on this screen is our Guide and Tutorial (this document). If you have been reading this document up until now, you should know what it can do for you, so we aren't going to take any extra time describing it. This document is also available as a free download from our web site.

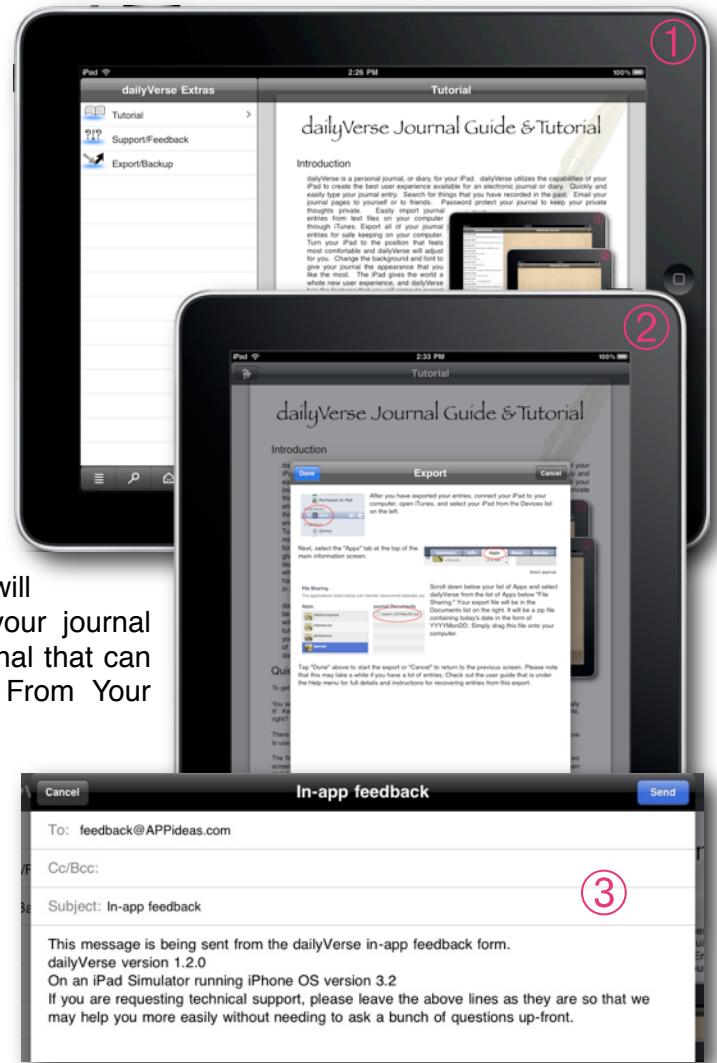
We will come back to the "Support/Feedback" button. Tapping the "Export/Backup" button will bring up a screen that gives you a way to export all of your journal entries as text files and instructions for retrieving those text files in iTunes.^② Tap the "Done" button and follow the instructions. After following those instructions, you will have a zip file on your computer containing all of your journal entries. Those files will work as a backup of your journal that can be restored using the information in the "Importing From Your Computer" section below.

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Importing From Your Computer

You can easily import notes from text files on your computer. Unfortunately, computing devices aren't very good at figuring out what you mean unless you give them specific instructions (the iPad is no exception), so we had to implement a few rules to make this work reliably. Here they are:

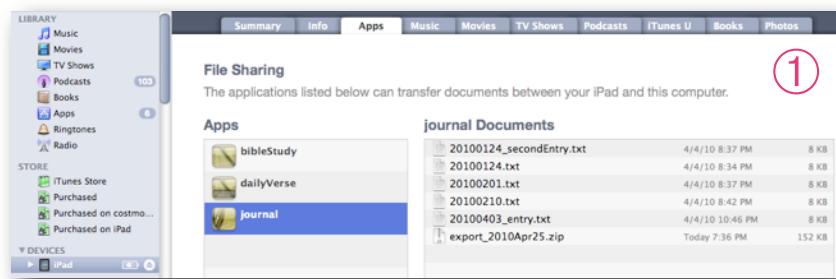
- The files from which you want to import must be plain text files. Sorry, no Word documents, PDF files or anything like that.
- Your files must contain the date of the note entry in the file name in the format 'YYYYMMDD', and if you have any other characters, they must be separated from the date by an underscore (_) character. These file names would be valid: Hebrews11_20100327.txt or 20100327.txt or MyNotes_20100327_Hebrews11.txt. Any entries with these file names would appear as though they were entered on March 27, 2010.
- In case you are trying to do something odd, we thought that we would warn you -- The year part of the date must be between 1970 and 2043, the month must be between 01 and 12 and the day must be between 01 and 31. The month and day must also include a leading '0' for numbers that are less than 10.



Importing From Your Computer (continued)

- If you have extra time information displaying, all of your imported files will show the time of day when the import took place.
- To prevent you from inadvertently importing the same file more than once, dailyVerse tracks the file names that are imported and will not import from a file with the same name as one that has already been imported. If you need to re-import something that you have previously imported, you will need to rename the input file.
- dailyVerse won't assume that you are trying to overwrite any entry when you are importing, so if that is what you are trying to do, delete that entry from your iPad before importing the new content from a file.

To create new journal entries from text files, connect your iPad to your computer and open iTunes.^① Select your iPad from the “Devices” list on the left, and then select the “Apps” tab at the top of the screen. Scroll down to the “File Sharing” section and click “dailyVerse” in the “Apps” list. Drag your files into the box that is beneath the “dailyVerse Documents” heading. That's all you need to do. The next time you open dailyVerse, those documents will be synchronized into your journal. Once you have imported them into your journal by running dailyVerse, it is safe to remove them from the Documents list in iTunes.



A Few Last Words

If you love dailyVerse, please take a minute or two to login to your iTunes account and rate it or leave a piece of positive feedback. Taking that little extra step for the little companies that make great software helps them continue to improve the products that you use and love.

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