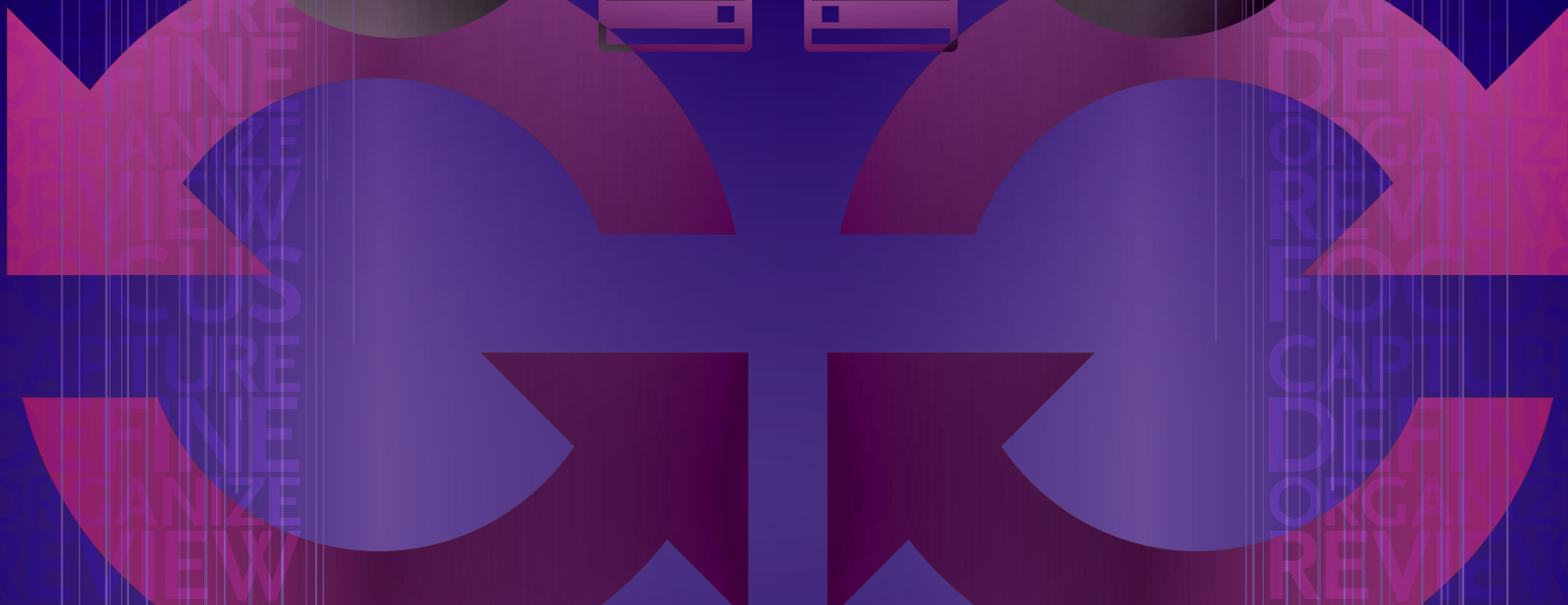
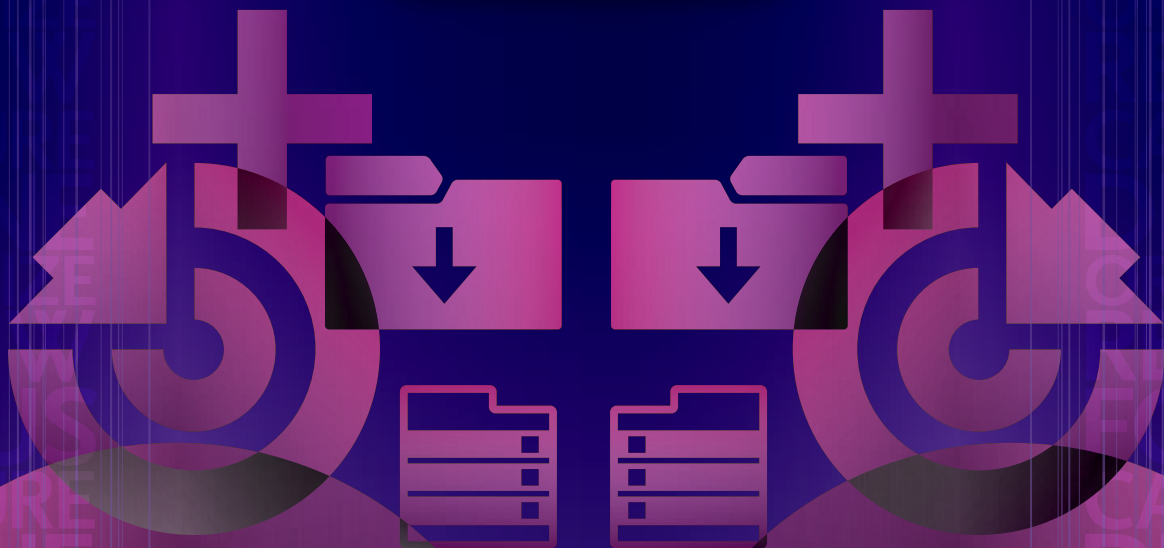


# OMNIFOCUS FOR IPAD

Reviewer's guide



## What is OmniFocus?

OmniFocus for iPad is a professional-grade personal task management application that allows you to capture, store, and process your thoughts into actionable to-do items. Perfect for the Getting Things Done® methodology, but flexible enough for any task management style, OmniFocus is a trusted system for managing everything from everyday reminders to long-term life goals.



## What makes OmniFocus different from iPad to-do apps?

OmniFocus includes everything you'd expect in a premiere task management app: fast, easy capture; folders and project lists; reminders for when something's due. If all you want to do is keep track of your grocery lists and daily errands, OmniFocus has a clean, intuitive interface for doing so.

When you're ready for more in-depth task organization, OmniFocus seamlessly expands to a full-fledged productivity tool. Advanced options are there when you need them, and stay out of your way when you don't.

Everything's been designed with iPad in mind: flexible viewing options, location-aware task lists, on-the-fly task entry with audio notes or photos, a built-in review mode, and more. OmniFocus for iPad can be used as a standalone app, or synced with OmniFocus for Mac and OmniFocus for iPhone/iPod Touch.

OmniFocus combines the functionality of a desktop app with the powerful mobile experience of iPad. It's a powerful system created by a company that's been in the Mac business—and providing free customer support—for over 15 years.

## Who uses OmniFocus?

Business professionals, GTD® fans, project managers, parents, home users, students, and educators all rely on OmniFocus for its unparalleled task management functionality.

From complicated multi-step projects to daily reminders, some common-use examples include:

- Adding "Buy soil" to your Garden project
- Tapping the Forecast view to see all your actions due this week
- Flagging an item as a talking point for an upcoming meeting
- Tapping the "Phone" context to see who you need to call
- Recording a quick voice note in a task entry
- Tapping the Review mode to mark a stalled project as on hold
- Dropping a pin in the Map view to assign a context ("Grocery Store") to a location
- Designating "Pay Bills" as a recurring action, set to remind you every month with push notifications

When you launch OmniFocus for the first time, you can start from scratch, or set up Sync to keep your iPad up to date with OmniFocus on your Mac, iPhone, or iPod touch. The main interface elements you'll see are the toolbar, and the sidebar.

## The Toolbar

The toolbar is located above your OmniFocus display, and contains several tools, some of which are specific to your iPad's orientation. In Landscape mode, it looks like this:



Tap the **Sync** button to manually sync your OmniFocus data (OmniFocus also syncs automatically).

The **Settings** button contains preferences and help.

Tap **Undo** to undo your last change. Touch and hold this button to reveal a popover where you can undo or redo.

The **View** button reveals a popover to change which actions or projects are shown.

Use **Search** to find an item in your document, either within a specific area or database-wide.

Tap the **plus** button to add new items (project, contexts, actions, and inbox items) to your database.

## The Sidebar

The sidebar is primarily used to update or change what you're viewing in your OmniFocus document. It's always visible in Landscape mode, and in portrait mode you can show it by tapping the sidebar button in the toolbar.



Tap the **Quick Entry** button on the top left to add a new action to your inbox.

The **Inbox** is where you can quickly store items as you think of them.

**Projects** displays a list of your projects and actions.

**Contexts** displays your actions organized by context, or work mode.

If you've assigned locations to your contexts, **Map** displays available nearby actions.

If you've assigned due dates to your projects and actions, **Forecast** displays your actions by date: view just today's, or see a week's worth at a glance.

If you've flagged any of your projects or actions, tap **Flagged** to view them.

**Review** allows you to check in on your projects and actions and update their status.

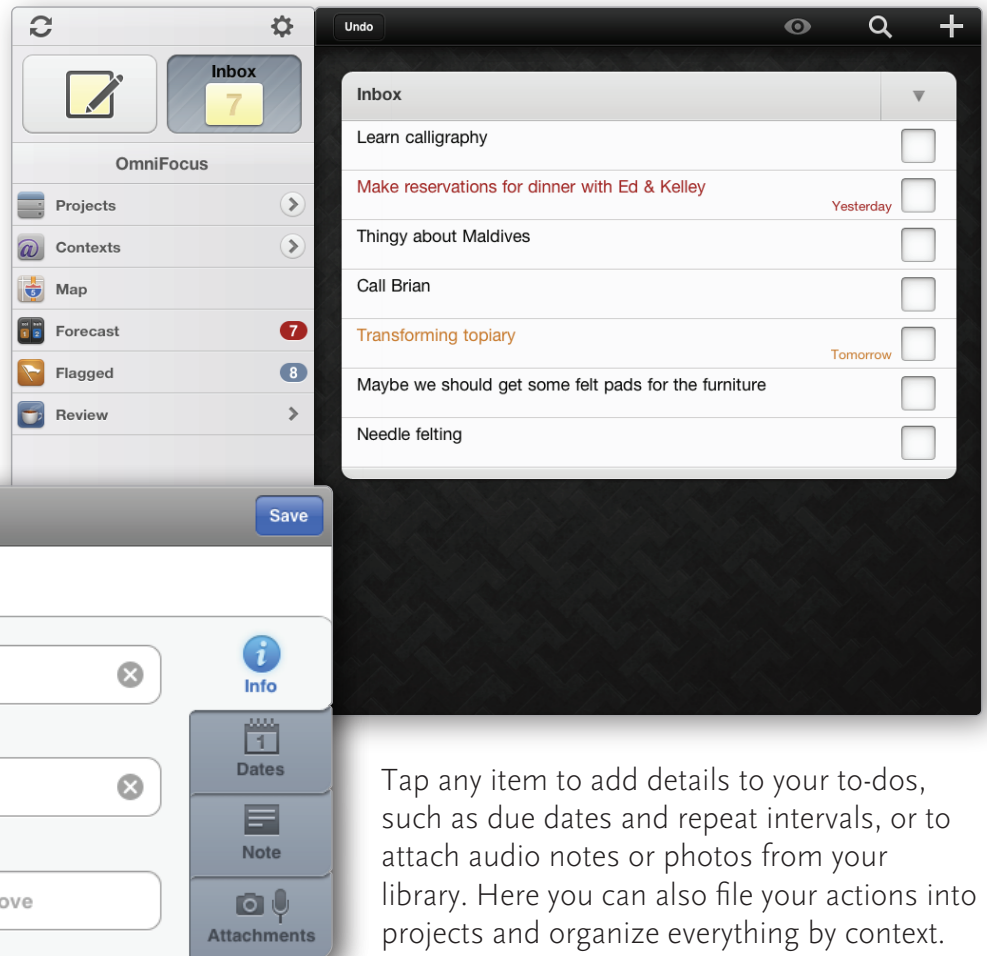
Tap **Perspectives** to view your perspectives list (synced from OmniFocus for Mac)

Now that we've covered the basic interface, let's get started with using OmniFocus! This guide is designed to help familiarize you with how you can capture, organize, and view items in OmniFocus. You can always access more information from the Help menu (tap the gear icon in the sidebar, then the Help button at the top), review the features listed at <http://www.omnigroup.com/products/OmniFocus-iPad/features/>, or watch the OmniFocus video tutorials located at <http://www.omnigroup.com/products/OmniFocus-iPad/videos/>.

For the purpose of this guide, we'll show OmniFocus in Landscape mode.

## Capturing Tasks

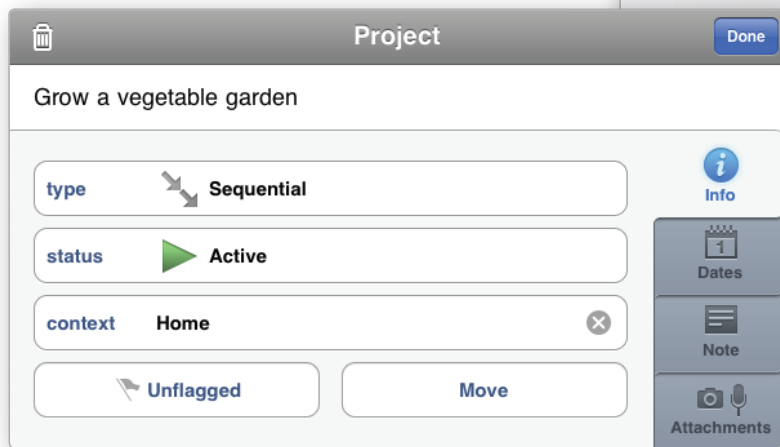
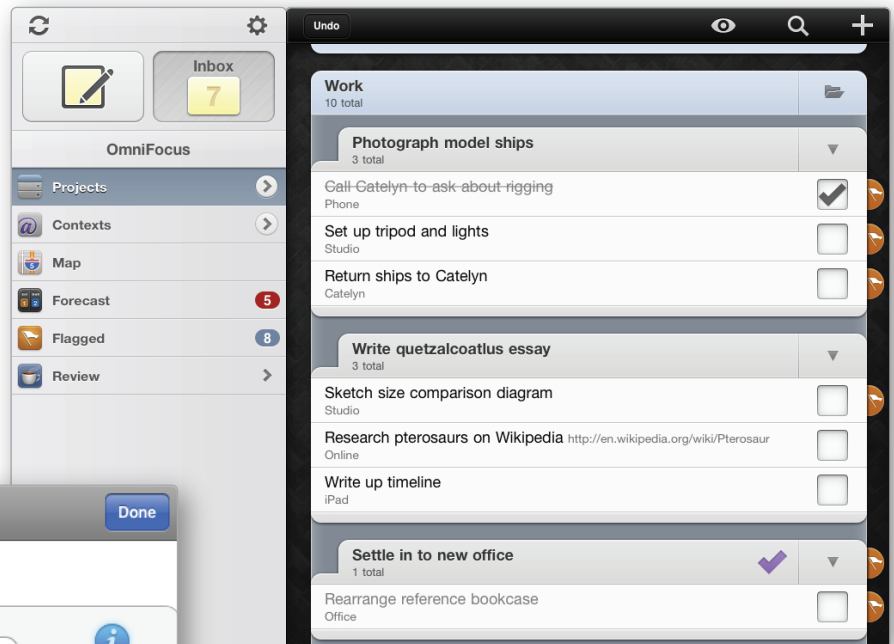
Start with OmniGraffle's built-in Stencil collection for fast document creation: just touch and hold a shape, then drag it into the canvas. If you prefer a more hands-on approach, tap the Draw button in the toolbar to enter Draw mode. Choose the shape you want from the Shape Inspector, then drag out custom-sized shapes. To draw a line, just touch and hold the canvas, then drag.



Tap any item to add details to your to-dos, such as due dates and repeat intervals, or to attach audio notes or photos from your library. Here you can also file your actions into projects and organize everything by context.

## Projects

Once you've collected some items in your inbox, you'll probably want to process them into meaningful actions. Actions can be organized into projects (and projects can be organized into folders). Projects are often the desired end result, actions are the steps you need to take to get there. For example, you could have a project to grow a vegetable garden, and an associated action to buy wood for a garden box.



To view the actions, projects, and folders in your project list, tap **Projects** in the sidebar.

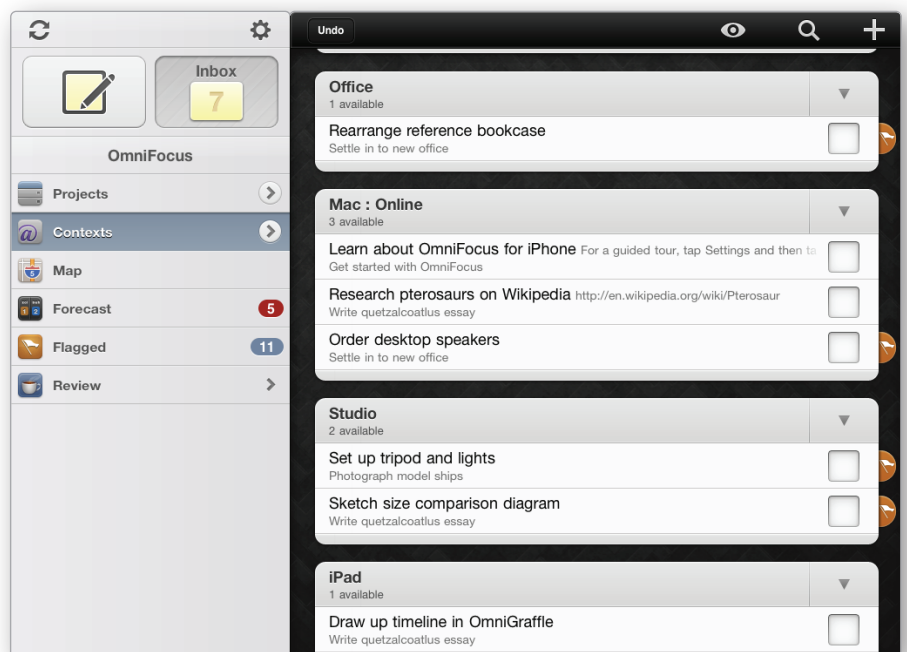
Add a new project by tapping the **New Item** button on the toolbar (it's the plus icon on the righthand side).

## Contexts

You can also organize your actions by context. Contexts are the tool, resource, or location required to complete an action or project. You can assign contexts to projects and actions, and when you're ready to get some work done, selectively view items according to what's convenient or available to you.

In this example, we've tapped the "Phone" context to display only the tasks related to making some calls.

Contexts are a powerful organizational tool, giving you yet another option for viewing data and choosing how to complete your tasks.



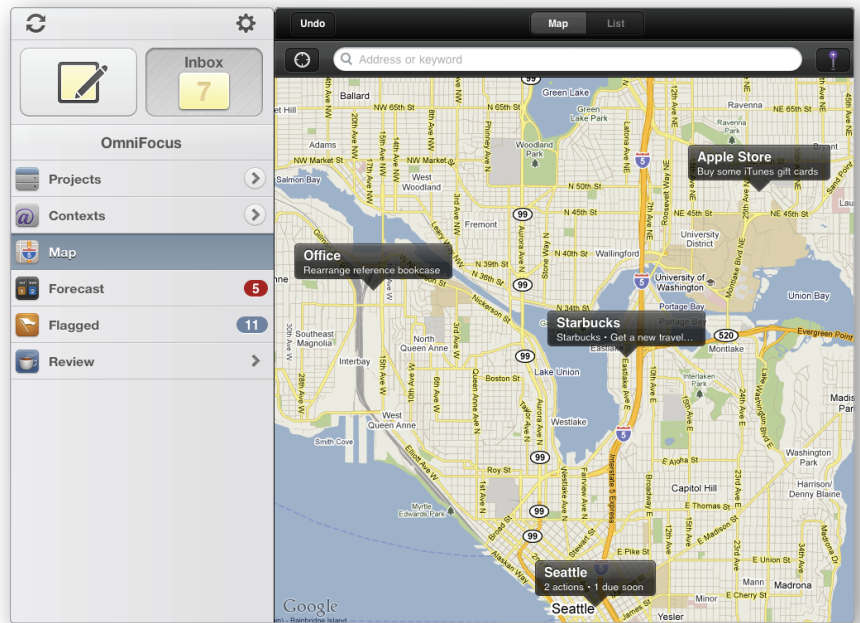
OmniFocus has a powerful toolset for choosing how you want to view your data. You can display actions by context, by project, by their status, by date, and by whether or not they're flagged. You can even selectively view items based on where you are and what resources are nearest to you.

## Map

To assign a location to a context, tap your context, then tap the location cell. From here, tap to choose your current location, assign a contact, drop a pin, or enter an address or business search.

If you've assigned locations to your contexts, the Map shows you your actions by location. You can view these actions on either the map or in a list, by order of proximity.

The Map mode can show you shopping lists associated with a particular grocery store, nearby sales calls you need to make, or all your errands arranged by location.



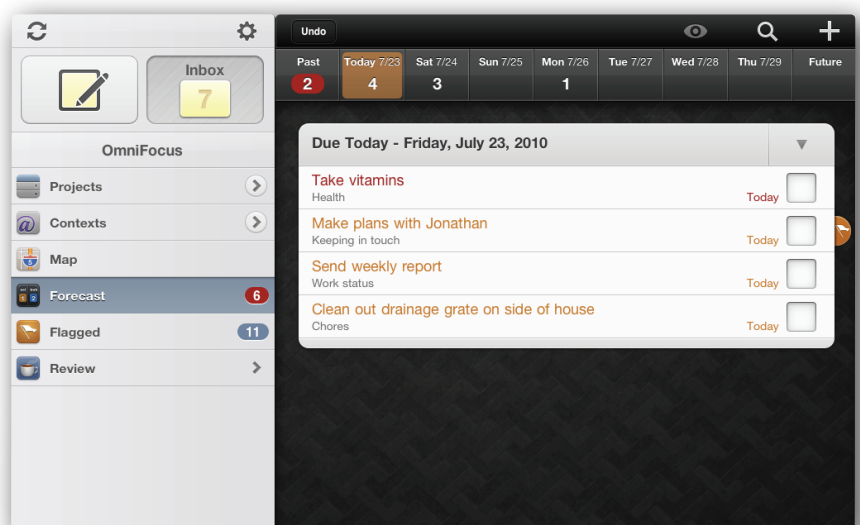
OmniFocus has several options for those times when you want to eliminate distractions and only work on the task at hand. Touch and hold a project, then tap Focus to hide all your other projects. Tap the View button (the eye icon in the toolbar) to control which actions are visible in your list: for example, show only the next available action in each project. To view items by date, tap Forecast in the sidebar.

## Forecast

Tap any item to customize its start date, due date, and repeat intervals. Now you can tap Forecast in the sidebar to see all your actions that are overdue or due soon.

At the top of the outline you'll see a summary of your overdue items, the next seven days' worth of tasks, and your future items.

Tap any date to focus only on the items that are due that day. If you create a new item while in forecast mode, it's marked due for the day you've selected.



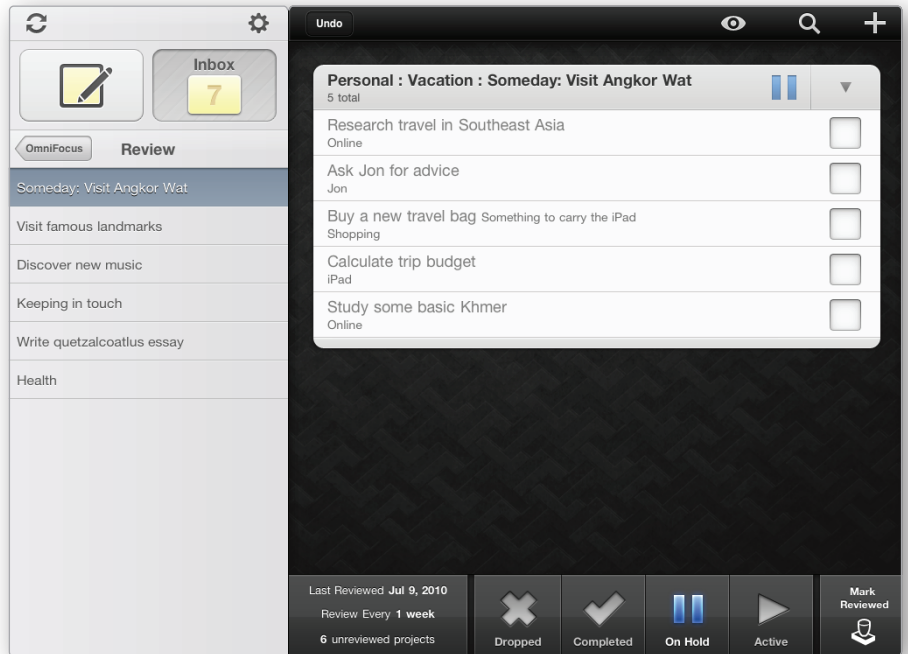
Along with the many custom views, OmniFocus for iPad has a streamlined Review mode so you can easily stay on top of your ever-changing priorities. Incorporating reviewing into your OmniFocus workflow helps ensure all of your projects are up to date and accurate.

## Reviewing

Tap **Review** in the sidebar to see your projects, one at a time, in order of last review.

As you review your projects, mark each one as active, on hold, completed, or dropped. When you're done reviewing the project, tap the **mark reviewed** button to move on to the next project.

Projects are up for review every two weeks by default. You can change this setting with the **review interval** button.



Hopefully by now you feel comfortable trying out some basic functions for collecting, organizing, and reviewing items. Of course, there's much more to OmniFocus than what we've covered in this short guide. Take a look at the Help documentation, watch the overview video on our website, or contact us with any questions! We have a fantastic support team dedicated to helping you make the most of OmniFocus.

## Feature List:

- Quick Entry for fast, easy task capture
- Task inbox where items can be stored for future processing
- Detailed task options like start and due dates, repeating schedules, and audio note and photo attachments
- Organize tasks into projects and folders, with as much hierarchy as is needed
- Categorize and view tasks by contexts, or work modes (ie, "Phone" for all phone call-related to-dos)
- Subtasks, for breaking large tasks into manageable steps
- Built-in search for locating any task in your database
- Cloud sync: synchronize with OmniFocus for Mac and OmniFocus for iPhone
- Location-based contexts: the Maps view makes it easy to generate and view tasks based on current or assigned locations
- Forecasting: see your next week's worth of tasks all at once, or select one day at a time
- Review mode helps you review and stay current on all your projects
- Free customer support via email or phone

## OmniFocus for iPad Description

OmniFocus for iPad combines the in-depth task management functionality of a desktop app with the advanced mobile experience of the iPad. With flexible viewing options, location-aware task lists, and on-the-fly task entry with voice notes and image attachments, OmniFocus for iPad is the trusted system you need for managing everything in your busy life.

Use OmniFocus for iPad on its own, or sync with OmniFocus for Mac and OmniFocus for iPhone. New to OmniFocus for iPad are task forecasting views, a streamlined built-in review mode, and a simplified Maps feature for creating and viewing tasks based on current or assigned locations.

## Why the iPad?

We feel Apple's iPad is the best computing device for most of the things people use computers for. It's the computer people can sit down and start using immediately, without training, whether they're 2 or 92. We believe the iPad has amazing potential as a productivity tool, and we plan to make all of our products available for iPad as soon as we can. Our first two iPad applications, OmniGraffle and OmniGraphSketcher, shipped on April 2, 2010, the day the iPad App Store launched. OmniFocus for iPad shipped on July 30, 2010.

## About The Omni Group

Omni's distinctive productivity applications have won three Macworld Editors' Choice awards, a MacUser UK "Maxine" award, Macworld Expo Best of Show, two Mac Observer Editors' Choice Awards, an iPhone Alley Editors' Choice award, and five Apple Design awards. Founded in 1993, the Omni Group is located in Seattle, Washington.

In 1989, the founders of the Omni Group began working with some of the technologies that form the basis of Mac OS X. Since that time we've transitioned from a consulting/game porting business to the application developers we are today.

We currently develop productivity tools for Mac OS X, iPhone, and iPad, and have five products freely available to the Mac community.



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**OmniFocus for iPad website:**

<http://www.omnigroup.com/products/omnifocus-ipad/>

**OmniFocus for iPad App Store link:**

<http://itunes.apple.com/us/app/OmniFocus/id363225984?mt=8>

**Our blog:**

<http://www.omnigroup.com/blog/>

**OmniFocus for iPad costs \$39.99 from the App Store.**

The Omni Group offers a 30-day money back guarantee on all App Store sales.

**Free technical support is available via phone and email.**

Email us at [omnifocus-ipad@omnigroup.com](mailto:omnifocus-ipad@omnigroup.com), use the in-app Contact Omni button, or check our website for support information: <http://www.omnigroup.com/support>. On weekdays from 10AM to 5PM Pacific time, you can also get phone support by dialing 800 315-6664 or +1 206-523-4152 and choosing the Support option.

Thank you for your time!

Please don't hesitate to contact us if you have any questions.

