

OMNIOUTLINER FOR IPAD

Reviewer's Guide



2 Overview

What is OmniOutliner?

OmniOutliner for iPad is a professional-grade outlining application to easily capture, compose, and organize text and data. It's feature-rich enough to see a novel from outline to print and simple enough to create a grocery list in a snap.



What makes OmniOutliner different from other iPad outlining apps?

OmniOutliner includes everything you'd expect in a premiere outlining application: fast, easy capture; intuitive editing; diverse templates; and robust styles. If all you'd like to do with your outline is prepare a grocery list or balance your checkbook, OmniOutliner for iPad can help you do that.

If you're looking for something a bit more complex, OmniOutliner is designed to expand organically with your needs. Advanced options are there when you need them, and stay out of your way when you don't.

Everything's been designed with iPad—and your fingertips—in mind: flexible style options; intelligent row creation; notes; links and attachments; sharing; and more. Start your outlines on the iPad and continue on the desktop, or vice versa.

OmniOutliner 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 OmniOutliner?

Business professionals, writers, students, parents, home users, and educators all rely on OmniOutliner for its unparalleled task management functionality. From complicated and intricate papers to a quick to-do list, some common-use examples include:

- Restructuring an essay on the fly
 - Creating a number column to keep track of finances
 - Adding "Buy milk" to a grocery list
 - Using notes to expand on a principal idea
 - Creating visual allure with styles
 - Tapping checkboxes to keep track of completed agenda items
 - Using notes to expand on a principal idea
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3 The Toolbar & Editbar

When you launch OmniOutliner for the first time, you can start from scratch, or begin working with one of the built-in templates. The main interface elements you'll see are the toolbar and the editbar.

THE TOOLBAR

The toolbar is located above your outline and contains several tools:



Tap the **documents** button to view your outlines in the documents browser.

Use the **undo** button to undo. Touch and hold the undo button to **redo**.

Tap the **title** in the toolbar to change the name of your outline.

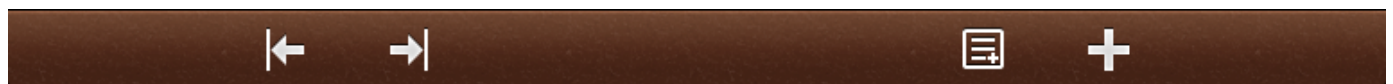
The **tools** popover contains options for creating and editing your columns, styles, and view options.

The **info** popover contains style information for your current selection.

Use the **edit** button to enter edit mode. Group, move, delete, and style en masse.

THE EDITBAR

The editbar is located below your outline:



Tap a row in the outline to make a selection. Then, use the **indent** and **outdent** buttons to move the row in a level (making it a child of the item below it) or out a level (making it a peer of the item above it). If the selected row has peers, the peers below your selection become children of the outdented row.

To add a note to your selection (or view an existing note) tap the **note** button. Touch and hold the note button to show or hide all of your notes.

Add a new row below the one selected with the **new row** button. To add a new row in any other position, touch and hold the new row button and select a spot for your new item from the positions shown.

4 Organizing

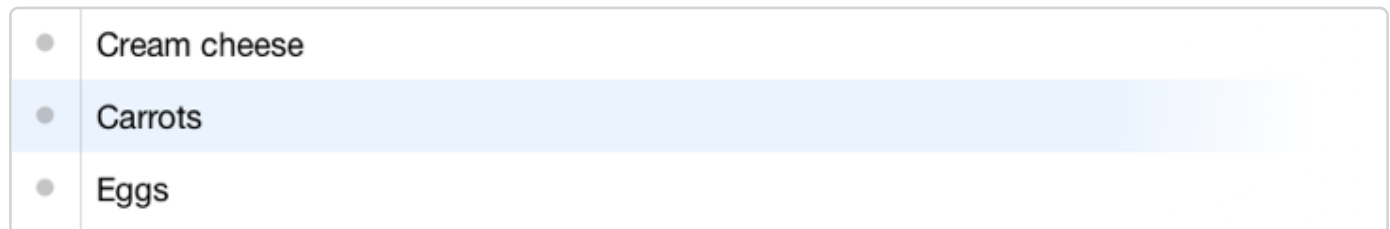
Now that we've covered the basic interface, let's dive a little deeper! This guide is designed to help familiarize you with how you can organize, style, and otherwise customize items in OmniOutliner.

You can always access more information from the help menu (tap the documents button in the toolbar, then the Omni menu is the documents browser toolbar), review the features listed at <http://www.omnigroup.com/products/OmniOutliner-iPad/features/>, or watch the OmniOutliner video tutorials located at <http://www.omnigroup.com/products/OmniOutliner-iPad/videos/>.

ORGANIZING IN OMNIOUTLINER

In the documents browser, tap the **new document** button in the toolbar. (If you're working on an outline, use the **documents** button in the toolbar to go to the documents browser.)

Use the **new row** button to add a few items to your list.



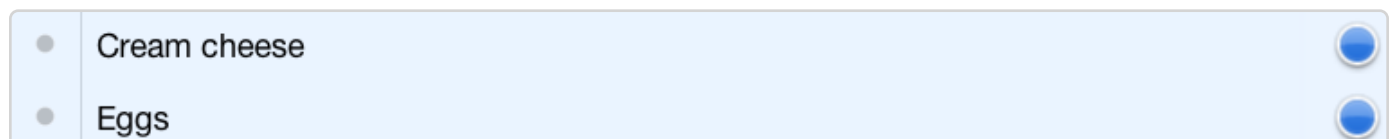
Then, to create a parent for a selected row: tap a row in the outline to select it; touch and hold the new row button; drag up and to the left.



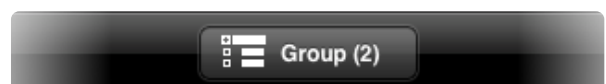
To group two or more items below a shared parent, tap the **edit** button in the toolbar.



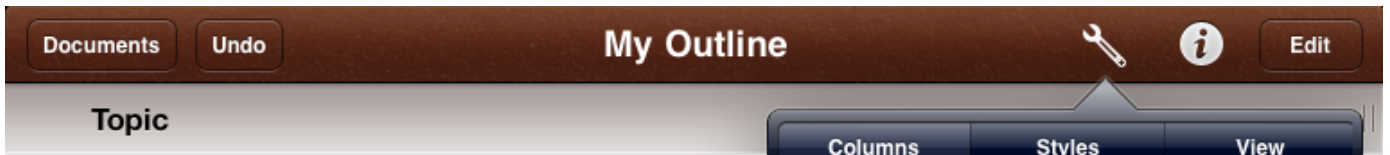
Then, tap the rows you'd like to group.



Finally, tap the **group** button to create a parent.

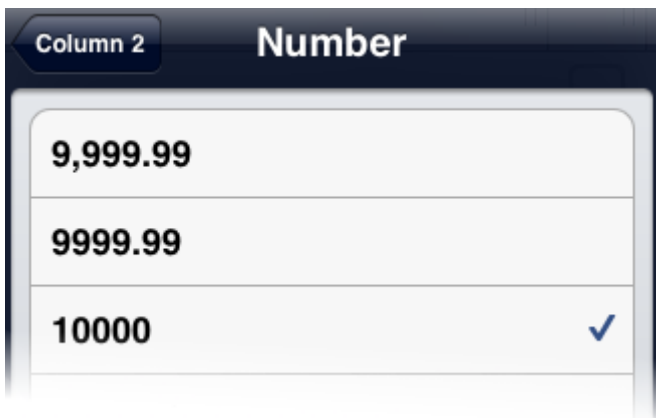


5 Working with Columns



Now that you've organized your list, you may want to add some columns. We'll add two: a checkbox column and a number column.

Tap the **tools** button the toolbar, followed by **columns**, if it's not already selected. Checkbox columns are created by default in a new document, but hidden. To show the checkbox column, tap the **visibility** button. The checkbox column appears on the right side of your display.



Now, let's add a number column. In the columns section of the tools popover, tap the **new column** button.

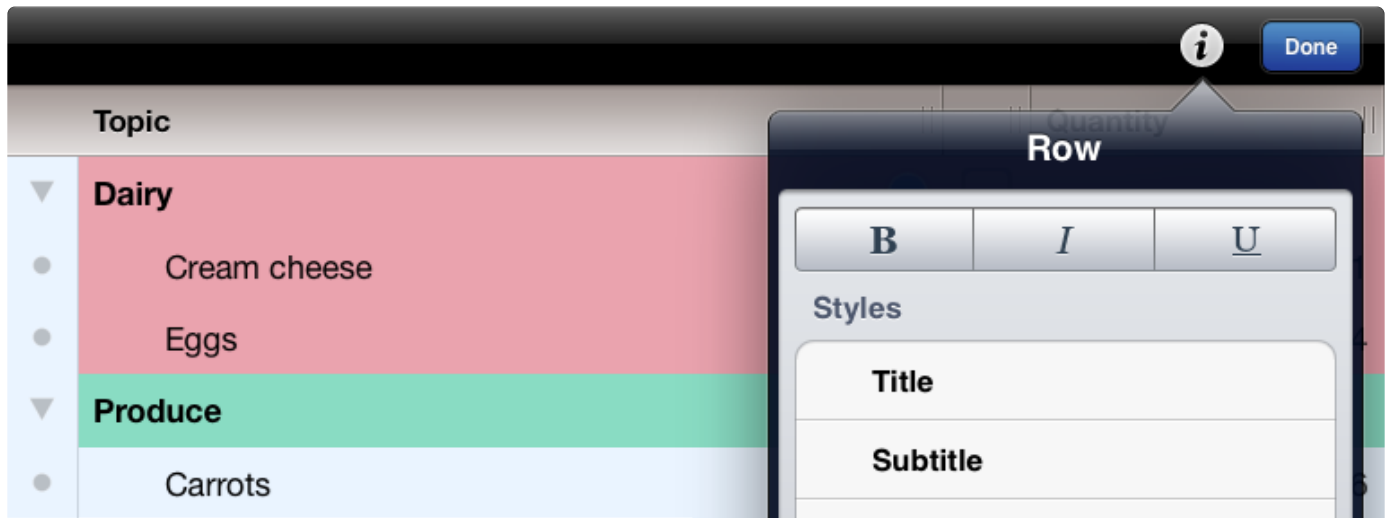
The name field is activated automatically. To change from a rich text column to a number column, tap the **number** field from those available. Tap the **blue arrow** to select a format. Then, tap the **tools** button to dismiss the popover.

Resize your columns with the drag handles.

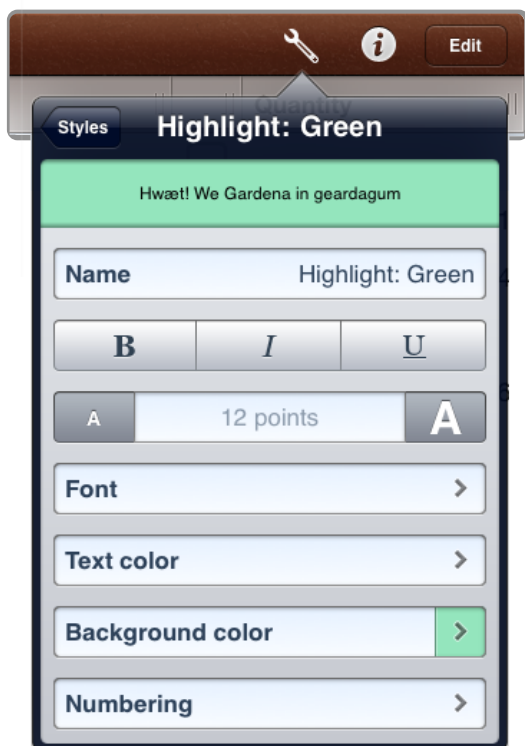
When you're ready, tap to activate the cells in your number column to add quantities.

		Quantity	
	<input type="checkbox"/>		
...m cheese	<input type="checkbox"/>		1
...	<input type="checkbox"/>		4
...	<input type="checkbox"/>		
ots	<input type="checkbox"/>		6

6 Working with Style



Styles can be applied to nearly anything in OmniOutliner: a single word, an entire row, a group, a column, or even your whole document. There are many built-in styles to choose from or take a moment to create your own.



To browse and manage your styles, select the **styles** tool from the **tools** popover. Create a new, custom style with the **new style** button or tap an existing style in the list to make changes.

To apply a style to your entire document or its notes, select the **whole document** or **notes** items in the styles tool and make your changes. To apply a style to a smaller group of items, select the item in the outline (or use the **edit** button to select multiple items), followed by the **info** popover. From there choose your style and watch your outline come alive.

7 Fast facts

FEATURE LIST:

Smart row creation saves precious taps and precious time

Ever-present editbar for organization on-the-fly

Inline notes to keep track of edits, comments, ideas, or whatever the imagination conjures

Create robust hierarchies; expand and collapse groups to see what's important now

Style any outline element

Edit mode

Copy and paste attachments

Add intelligent columns of varied types and formats

Column summaries synopsise your columns and do the work for you

Show or hide all notes with a touch and hold

Auto-linkification of web addresses

Free customer support via email or phone

OmniOutliner for iPad Description

OmniOutliner for iPad combines the in-depth outlining functionality of a desktop app with the advanced mobile experience of the iPad. With intelligent data capture, flexible style options, and on-the-fly organization, OmniOutliner for iPad is the trusted system you need for all of your projects, big and small.

Use OmniOutliner for iPad on its own, or export and continue your work with OmniOutliner for Mac.

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.

Why 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 in July 2010. OmniOutliner for iPad shipped May 12, 2011.

8 Additional Resources

The Omni Group
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OmniOutliner for iPad website: <http://www.omnigroup.com/products/OmniOutliner-iPad/>

OmniOutliner for iPad App Store: <http://www.omnigroup.com/download/appstore/omnioutliner-ipad>

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

OmniOutliner for iPad costs \$19.99 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 omnioutliner-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.

