OmniOutliner 2 for iPad





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Interface Tour

Part I: Using the Document Editor

The document browser is the place to view, create, and manage your outlines.

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- 1. **Documents** tap here to exit the current document and view other documents in the current folder.
- 2. Undo/Redo tap here to Undo the last change, or to Redo the previous task.
- **3. Document Title** tap here to change the name of the current Outliner document. New files are named **My Outline** by default, so be sure to change the title to something that's specific to the project you're working on.
- 4. Find tap here to search within the current document. The search field is dynamic, which means that OmniOutliner starts to look for results as soon as you start typing. When you see the item you're looking for, just tap it in the results and you're taken to that location in your Outliner file.
- 5. **Contents** tap here to add more depth to the contents of your document. Options include:
 - **Columns** Add and remove columns, configure its style properties, and specify the type of content that can go into the column (such as rich text or a checkbox for things you want to tick off).
 - **Styles** Apply a theme for your document, as well as for the individual rows and notes.
 - **Document** Set the zoom level, assign a background color, as well as set an optional color for alternating rows.

Tip

You'll also find the **Expand All** and **Collapse All** buttons in Document settings. This comes in handy for big documents when you want to either see every fine detail or just the main rows.

- 6. Text Style select a row and tap here to set the text styles for that row. Tap Customize style to set the type size, specify the font and color of the text, add a background color, set a numbering style, change the alignment and more.
- 7. Edit tap here to bring up the editing controls along the bottom of the screen. Tap a Row Handle to select the row, and then use the controls at the bottom of the screen to Cut, Copy, Delete, Group, or Move the items you've selected. When you're finished, tap Done in the upper-right.

Cut (3) ^A Copy (3) ^{III} Delete (3) ^{III} Group (3) ·[↑] Move (3)

- 8. Row Handle tap and hold on these to drag rows around in your outline. These come more into play when using the Edit features in OmniOutliner; when you tap a row in Edit mode, the empty circle fills to indicate that the row has been selected for some action. To deselect the row, tap it again.
- **9. Disclosure Triangle (Open)** items that are grouped together have a disclosure triangle as their Row Handle. A disclosure triangle is open when it points downward...
- **10. Disclosure Triangle (Closed)** ...and a closed disclosure triangle points to the right; tap to open the row and see what's hiding inside.
- 11. Outdent tap to reduce the indent level of a selected row; Outdent isn't available if a row is not indented.
- **12. Indent** tap to indent the row.
- 13. Record tap to open the voice recorder and start recording. The Record button changes to an audio level indicator with a pause button on the left and a checkmark to the right. Tap Pause to stop recording and the circle fills with red to indicate that recording has

stopped. Tap the **Pause** button again to continue recording, or tap the **Checkmark** button to finish and save the recording to a new row in your document.



14. Notes — tap to add a note, if one doesn't exist. If there is already a note attached to this particular row, a single tap to the Notes button will hide or show the existing note. If you touch and hold the Notes button, you'll notice that two buttons fly out. The one on the left hides all Notes in your document, while the one on the right reveals all Notes.

°	
	+

15. Add/Plus — tap here to create a new row and start entering some text. Similar to the Notes button, if you touch and hold the Add button, four additional buttons fly out:



- 1. **Insert New Sibling Below** Inserts a new row at the very end of your document.
- 2. **Create Aunt** Inserts a new row at the current level, and converts the selected row into a child element. The new row, an Aunt, gains a disclosure triangle in the left column, which you can tap to hide or show its children.
- 3. Insert New Sibling Above Inserts a new row above the selected row.
- 4. **Insert New Child Below** Inserts an indented row beneath the selected row to create a group.

Part II: Working with Documents and Templates

When you first open OmniOutliner, you're taken to the **Locations** screen which is the place you go to access all of your documents. There is a **Local Documents** folder, which we've preloaded with some sample OmniOutliner files that you can use as inspiration for the documents you'll create.



Tap the Local Documents folder to see what's inside:

Title	Author	Ŷear	Origin	Trail	Distance	Roun	Hiked	1	L. Hadeon Eon	
尊氏物語	集式部	1000	日本	Longmire					II. Archean Eon	
The Tale of Genji				Trail of the Shadows	.7 mi loop	20m			III. Proterozioc Eon	
三國演義 Yomance of the Three Kingdoms	羅賀中	1323	中國	Replica of an early homestead cabin					IV. Phanerozoic Eon A. Paleozoic Eon	
Jon Quixote	Miguel de Cervantes	1615	España	Tailhead across from National park Inn at Longmire					B. Mesorior Eon	
Candide, ou l'Optimisme	Voltaire	1759	France	Twin Firs Loop Trail	.4 mi loop	20m	✓		1. Triassic Period	
Iadame Bovary	Gustave Flaubert	1857	France	Passes through old growth forest					2. Jurassic Period	
Треступление и наказание	Фёдор Достоёвский	1866	Российс	Tailhead 2 miles west of Longmire					3. Cretaceous Period	
Irime and Punishment				Rampart Ridge Trail	4.6 mi loop	2.5h	•		C. Cenezoic Eon	
The Portrait of a Lady	Henry James	1881	England	Ridge top vista views Trailhead: Follow Trail of the Shadows to trail junction					1. Paleogene Period	
dventures of Huckleberry Finn	Mark Twain	1885	United S	Paradise					2. Neogene Period	
Die Verwandlung	Franz Katka	1915	Cectry	Microsoft Mater Text	4.0-1	47-			3. Quaternary Period	
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If you pull down while viewing the contents of a folder, you'll discover the super secret **Document Organizer**. By default, OmniOutliner sorts your files by the date created and displays any Outline documents in that folder. You can opt to sort by Title instead, or view the available Templates as well.

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The Tale of Genji				Trail of the Shadows	.7 mi loop	20m		III. Proterozioc Eon	
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Romance of the Three Kingdoms				Lots of animals? Technol server from Matingal work has at Langering				A. Paleonoic Eon	
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Madame Bovary	Gustave Flaubert	1857	France	Passes through old growth forest Trailhead 2 miles west of Longmire				2. Jurassic Period	
Преступление и наказание	Федор Достоевский	1866	Poccushe	Rampart Ridge Trail	4.6 mi	2.5h	-	3. Cretaceous Period	
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Die Verwandlung	Franz Katka	1915	Čectv	Paradise				2. Neogene Period	
The Metamorphosis				Nisqually Vista Trail	1.2 mi	45m	-	3. Quaternary Period	
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When you configure a Cloud Account, such as a free **Omni Sync Server** account (or connect to any WebDAV service you're subscribed to), you'll also see a folder on the Locations screen for any compatible file sharing servers to which you've connected OmniOutliner.



To help you better organize your files, can also move files to other folders or create subfolders that contain similar documents. Tap **Select**, and then choose the file (or files) you would like to move. Tap the folder icon (**Move**) in the navigation bar to move a file to another folder, or to create a new subfolder containing the selected files.

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intrait of the Artist as a Young Man	James Joyce 1917 Ireland	Maynet Debater Hilsen	
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Tap **New Folder** to create a new folder containing the selected file. The file is moved out of the current folder into a new *Untitled* subfolder. Enter a new name for the folder and tap **Return**.

\times	Image: Constraint of the second sec		Image: second	
	Untitled Wednesday, September 11, 2013	3	Books, Movies, & Fun & Wednesday, September 11, 2013	

Subfolders have a dark gray background and show mini icons for the files contained within. To open a file within a subfolder, tap the folder to open it, and then tap the file.

Local Docume	ents			Books, Movies, & Fun	+	\mathbf{i}	Se
Title	Author	Ŷear	Origin				
源氏物語	紫式部	1000	日本				
The Tale of Genji							
三國演義	顧賀中	1323	+B				
Romance of the Three Kingdoms							
Don Quixote	Miguel de Cervantes	1615	España				
Candide, ou l'Optimisme	Voltaire	1759	France				
Madame Bovary	Gustave Flaubert	1857	France				
Преступление и наказание	Фёдор Достойвский	1856	Российс				
Crime and Punishment							
The Portrait of a Lady	Henry James	1881	England				
Adventures of Huckleberry Finn	Mark Twain	1885	United S				
Die Verwandlung	Franz Katka	1915	Čechy				
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Note

If you move all of the files out of a subfolder, that subfolder disappears automatically.

To create a new document, go to the Locations screen, select the folder in which you'd like to store the file, and then tap the **Add** button (the + sign) in the navigation bar.

		•		
Continue Continue Contractor C	Local Documents	÷	\bigotimes	Select

See **Using the Document Editor** for more details on the document editor itself, or work through the **Create a New Document** tutorial.

Part III: Sending, Sharing, and Creating Templates from Documents

Every now and then you'll find the need to share some document you've created in OmniOutliner with someone else. But all of the files are on your iPad, how are you going to do this?

When you open a folder, such as your Local Documents folder, tap **Select** in the navigation bar, and then select the file (or files) that you want to share. This places a blue highlight around the file to let you know which files you've selected to do something with.

Now tap the **Actions** button in the navigation bar and select from one of the following options:



• **Send via Mail** — lets you choose a document format for the file you want to email, and then queues up an email message for your to send.



- **Export to WebDAV** lets you move the file over to a WebDAV share. If you haven't already configured a WebDAV Cloud Account, you'll need to do that before you can export the file.
- **Send to App** lets you open the file in a compatible app on your iPad, or, if you are on a Wi-Fi network with someone you know, you can share the file with another iOS 7 device using AirDrop.

	Cancel	Choose Format	
	Send	"My Outline" to app	o as:
			opml
	OmniOutliner	OmniOutliner Template	OPML
	AirDrop Share instantly with people nearby. If appear automatically, ask them to op and turn on AirDrop.	they do not en Control Center	Plain Text
Open in OmniOutliner			W
	CSV		DOCX

 Create Template from Outline — turns the selected document into a template, which you can later use as the basis for a new document. All of the content—as well as any styles, images, or media you've added—remains in the template file; you'll just need to enter new content over what's there.

Part IV: Taking Out the Trash

Every now and then, you'll find that it's time to do a little housecleaning in OmniOutliner. That list of actors who've played Batman is no longer relevant, so it's time to dump that document into the trash and purge it from your iPad (or from your synced Cloud Account, if you have one of those configured) forever.

Fortunately, deleting files from OmniOutliner is just as easy as it is to find someone to play Batman. When viewing a folder of documents, tap Select in the navigation bar at the top of the screen. Then tap on the document you'd like to delete; you'll see that the file now has a blue highlight around it.

Lewis Wilson	Movie Title	Director	Trail	Distance	Roun	Hite
Robert Lowery	Animal House	John Landis	Longmire			
Adam West	The Big Lebowski	Joel Coen	Trail of the Sharkson	7 million	20m	
Otan Soule	Blazing Saddles	Mel Brooks	People and an early bomestered rabie			
Michael Keaton	The Blues Brothers	John Landis	Lots of animals?			
Kevin Conroy	The Breakfast Club	John Hughes	Trailhead across from National park Inn at Longmire			
Val Kilmer	Caddyshack	Harold Ramis	Twin Firs Loop Trail	,4 mi loop	20m	
George Clooney	Fargo	Joel Coen	Passes through old growth forest Technol 2 miles event of Leonemian			
Bruce Thomas	Ferris Bueller's Day Off	John Hughes				-
Rino Romano	The Matrix	Andy Wachowski,	Rampart Ridge Trail	e.omi leop	z.on	
Christian Bale	Base Marris Ris Astronture	Tim Poster	Nodge top visita views Trailhead: Follow Trail of the Shadows to trail junction			
William Baldwin	Pairing Arizona	Inel Costo	Paradise			
Bruce Greenwood	Star Ware	oos oost				
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Who's Batman?	Favorite Movies	Ivin Kershner	Mount Rainier Hik	kes		
	Star Wars (Episode VI: Return of the Jed)	Richard Marquand	Attestant days Orestand	11 01	0.4.0	

Tap the Trashcan in the navigation bar to move the document to the Trash.

Lewis Wilson	Move to Trash	fovie Title	Director	×	Trail	Distance	Roun	Hiked
Robert Lowery		Animal House	John Landis		Lonamire			
Adam West		The Big Lebowski	Joel Coen		Trail of the Sharlees	.7 mileon	20-	
Olan Soule		Blazing Saddles	Mel Brooks		Benlina of an early homesteed rabie	5 11 1000		
Michael Keaton		The Blues Brothers	John Landis		Lots of animals?			
Kevin Conroy		The Breakfast Club	John Hughes	\sim	Trailhead across from National park Inn at Longmire			
Val Kilmar		Caddyshack	Harold Barnis		Twin Firs Loop Trail	.4 mi loop	20m	~
George Clooney		Fargo	Joel Coen		Passes through old growth forest Toolhead 2 miles west of Longmise			
Bruce Thomas		Ferris Bueller's Day Off	John Hughes		Research Bidge Text	4.6 ml	2.65	
Rino Romano		The Matrix	Andy Wachowski, Lana Wachowski	. /	Transport Konge fram	leop	2.511	•
Christian Bale		Pee Wee's Big Arberture	Tim Burton	\times	Trailhead: Follow Trail of the Shadows to trail junction			
William Baldwin		Raising Arizona	Joel Corn		Paradise			
Bruce Greenwood		Star Wars			Bench & Snow Lakes Trail	2.5 mi	2h	
Who's B	atman?	Favorite Movies			Mount Bainier Hik			
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If you tap Locations in the navigation bar, you'll see a Trash folder in your list of OmniOutliner folders. Right now, the file is still on your iPad.



If you open the Trash folder and then either tap the **Restore** button in the navigation bar or tap on the file, you'll get a popup menu with options to restore the file to your Local Documents folder or, if you have set up a Cloud Account, to a synced file share.

	1 Outline Selected	Empty Trash	Do
Restore to			
Local Documents			
🕄 Omni Sync Server			
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Today, 10:56 AM			

Finally, if you really are sure that you no longer need this file, you can either tap the **Shredder** icon to delete the file, or tap **Empty Trash**.



The difference here is that tapping the Shredder icon only deletes selected files whereas tapping Empty Trash will delete everything in the Trash folder, regardless of whether any files have been selected.

Add a Cloud Account

To work on a project shared between multiple OmniOutliner users, start by tapping **Settings** and selecting **Cloud Setup** in the popup menu.



You'll see the Add Cloud Account screen, from which you can choose either Add Omni Sync Server Account or Add WebDAV Server.

Can	cel Add Cloud Account
Ð	Add Omni Sync Server Account Easily sync Omni documents. Signup is free!
Ð	Add WebDAV Server Use your own WebDAV space.

You can create a *free* Omni Sync Server account online at:

sync.omnigroup.com

For Omni Sync Server Accounts

On the **Account Info** screen that appears:

- 1. Enter your Account Name
- 2. Enter the **Password** for your account

- **3.** Optionally, enter a **Nickname** that will be used as the name for your synced folder
- 4. Choose one of the following options:
 - **OmniPresence** syncs files using OmniPresence.
 - **Import/Export** only imports and exports files.
 - **Both** uses both of the above methods.
- **5.** Tap **Connect** to authenticate with the Omni Sync Server

Add Cloud Account Omni Sync S	erver Connect
Account Info	
Account Name omnidocwranglers	
Password ••••••••	
Nickname Omni Sync Server	
OmniPresence	~
Import/Export	
Both	
OmniPresence automatically keeps your doo iPads and Macs.	cuments up to date on all of your

The next message you'll see is *Testing Server for Compatibility* along with a progress bar. When your credentials have authenticated, you're taken back to OmniOutliner's main screen and you'll see a new folder for your synced files.



For WebDAV Server Accounts

On the Account Info screen that appears:

- 1. Enter the URL for the Location of your WebDAV Server
- 2. Enter your Account Name
- 3. Enter the **Password** for your account
- **4.** Optionally, enter a **Nickname** that will be used as the name for your synced folder
- **5.** Choose one of the following options:

- **OmniPresence** syncs files using OmniPresence.
- **Import/Export** only imports and exports files.
- **Both** uses both of the above methods.
- 6. Tap Connect to authenticate with the Omni Sync Server

KAdd Cloud Acc	count	WebDAV Server	Connect
Enter the location c	of your W	ebDAV space.	
Location	https:	//disk.example.com/Omni[DocWranglers
Account Name	Omnil	DocWranglers	
Password	••••	••••	
Nickname	WebD	DAV	
OmniPresence			×
Import/Export			
Both			
OmniPresence auto iPads and Macs.	omatically	y keeps your documents up to d	late on all of your

Additional Setup for Cloud Accounts

After you've created a Cloud Account, tap on Settings (the gear icon) in the navigation bar and then choose Cloud Setup. From here, you can see the details about the various accounts you've setup, opt to Use Cellular Data, or to add another cloud account.



To remove an account, tap **Edit**; a delete handle appears to the left of the account name. If you tap the delete handle, the account name slides to the left and a Delete button appears on the right edge; tap that to delete the account. A quicker way to do this is to just swipe left across the account name to bring up the Delete button. If you change your mind before deleting the account, tap **Done** and the Delete button goes away.

Cloud Setup	Done
OMNIPRESENCE ACCOUNTS	
Omni Sync Server omnidocwranglers	
Use Cellular Data	
Cloud Setup	Done
OMNIPRESENCE ACCOUNTS	
ni Sync Server docwranglers	Delete
Use Cellular Data	

Warning Undo will not restore an account that you delete. If you delete one (or all) of your Cloud Accounts, you will need to set those up all over again.

Import from an Older Version of OmniOutliner for iPad

Because OmniOutliner 2 is a brand new app, it doesn't share data with older versions of the app that you may have installed on your iPad.

The easiest way to bring files from an older version of OmniOutliner for iPad is to **set up OmniPresence sync with an Omni Sync Server account**, and then sync both versions to the same cloud folder.

If you have a sync account set up for your previous version of OmniOutliner already, you'll want to use the same login information when you set it up for OmniOutliner 2 for iPad. If you're starting fresh with a new account, you'll need to set it up in both versions.

OmniPresence Sync in OmniOutliner for iPad 1.x

To check your sync settings in OmniOutliner 1.x, go to the document browser and choose **Cloud Setup** from the toolbar popover. If you need to set up a new cloud account this is where to do it (you can also check your existing setup info here). Follow the on-screen prompts or refer to **Syncing with OmniPresence** in the in-app help for more detailed instructions.

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Control C	Local Documents	Soction 1 Subsection 1A How tave that discussed The result of the subsection 1A which and an advantational system of the subsection 1A which are subsectioned and and and and Not and advantation of the subsection of the subsectio
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Chone a sple or my, or pg for administrative to Chone a sple or my, or pg for administrative to Chone a sple or my, or registration provide a sple sple sple sple sple sple sple sple	Cloud Setup	Section 2
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Today, 11:44 AM	Tuesday, September 10, 2013	Tuesday, September 10, 2013

If you have a cloud account already set up that you would like to use to migrate your data, make sure all the files you want to transfer are in your OmniPresence folder, then tap the sync icon in the toolbar. After using the same account information to set up cloud sync in OmniOutliner 2, your files will be available there as well.



Other Import Options

If you would prefer not to migrate your documents using OmniPresence Sync, other options are available.

 With OmniOutliner 1.x and OmniOutliner 2 both installed on your iPad — Select individual documents in OmniOutliner 1.x and use Send to App from the Share button in the document browser toolbar to send them to OmniOutliner 2.



• Using iTunes 11 for Mac — Connect your iPad with OmniOutliner 1.x to your Mac, and follow these instructions to transfer Outliner documents to your computer. When you're ready, use the same instructions to bring them from there to your iPad with OmniOutliner 2.



Create a New Document

Let's say that you want to keep a running list of your favorite movies of all time. OmniOutliner is the perfect tool for something like this. You can quickly create a list and organize and style it in a multitude of ways.

1. To get started, tap Add (the plus sign, +) in the toolbar.



2. Next, Choose a Template. You can choose from one of the sample templates, but in this case, select the Default template since you'll want to have some liberty over the appearance of your list.

	Topic	Topic	Date	Amount
	BOOK DRAFT	Total		\$177.8
	By Sample D. Ocument	2010		\$42.2
		November		\$18.8
	· ·	Cotties	11/3/10	\$3.8
	2	iTupes sift card	11/18/11	\$15.0
	Prima fundamenta commosin vocant periti, secunda pissoceron, tertia	December		\$23.9
	propolin, inter coria cerasque, magni ad medicamina usus. commosis crusta est prima, saporis amari, pissoceros super eam venit, picantium	Plano album	18/8/10	\$12.0
	modo, ceu dilutior cera, e vitium populorumque mitiore cummi propolis, crassioris iam materiae additis floribus, nondum tamen cera,	Alterea warn	18/19/10	50.0
	sed favorum stabilimentum, qua omnes frigoris aut iniuriae aditus obstruuntur, odore et insa etiamnum gravi, ut qua plerique pro galbano	Crecesaria	18/80/10	63.1
	utantur.	8011		6154.0
	3			610.0
	Praeter haec convehitur erithace, quam aliqui sandaracam, alii	January		\$18.0
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Default	Book Draft	Budget		
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	Level Styles	II Archean Eco		
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inchoatae serotinus fetus et quasi servitia verarum aplum, quam	Colored and the	IV Phanaromic Eco		
ob rem imperant ils primosque expellunt in opera	Subsection 1A	IV. Phanerouck Don		
tardantes sine clementia puniunt, neque in opere tantum, sed in fetu oucque adjuvant eas, maitum ad calorem conferante turba.	This document automatically styles each row based on its level.	A. Paleozoic Eon		
2. Certe quo maior eorum fuit multitudo, hoc maior fit et examinum	You can customize the "Level N Hows" styles in the contents popover however you like — in this document, or in any OmniOutliner document!	B. Mesozor Eon		
proventus, cum mella coeperunt maturescere, abigunt eos	Subsection 18	1. Triassic Period		
mutaeque singulos adgressae trucidant.	Section 2	2. Jurassic Period		
relectus (pee ceteris admit.		3. Cretaceous Period		
a) Regias imperatoribus futuris in ima parte alvi exstruunt 🗸	Subsection 2A	C. Cenearic Eon		
amplas, magnificas, separatas, tuberculo eminentes	Sunsection 28	1. Paleogene Period		
b) Quod si exprimatur, non gignuntur, sexangulae omnes cellae a singulorum pedium opere.		2. Neogene Period		
(1) Nihil horum stato tempore, sed rapiunt diebus serenis 🗸		3. Quaternary Period		
munia, melle uno alterove summum die cellas replent.		a) Biristoorne Ersech		
Class Notes	Lovel Styles	Notetaking		
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		(3) Jorrien Stage		
2. Sublucins temporibus		(4) Turntin Stage		
Solarized	Solarized			
	A color palette optimized for reading comfort			
spired by the pleasant contrast of a good printed page in the shade on a sunny day. Solarized is synfortable to look at for long stretches of time. You tan use it as simply or as expressively as	Inspired by the pleasant contrast of a good printed page in the shade on a sunny day. Solarized is confortable to look at for long stretches of time. You can use it as simply or as expressively as			
	you like.			
	It has a number of handy features:			
You can choose from a light and a dark variant, depending on your preference.	You can choose from a light and a dark variant, depending on your preference.			
There is a highlighted background color.	There is a highlighted background color.			
	Individually emphasized words have a slightly stronger color and a bold face.			
	The note style is a bit de-emphasized relative to the main content.			
	There are eight carefully-tuned accent colors to use however you see fit.			
	Yellow			
	Orange			
Red	Red			
Solarized (Dark)	Solarized (Light)			

As you can see, the Default template is pretty sparse, but don't worry, we'll show you how to turn this blank white canvas into something really amazing in no time.

Documents		My Outline	Q	🕅 (İ) Edit
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	$ \leftarrow \rightarrow $	\bigcirc		+
Q W	E R	ΤΥU	I 0	P 🗵
A	S D F	G H J	К	L return
▲ Z	X C V	/ B N N	1 !	?
.?123	Q			.?123

3. Before you start entering the titles of your favorite movies, let's go ahead and change the default title of this document from My Outline to Favorite Movies. Tap on My Outline to go into editing mode; this places a cursor at the end of the current title, and if you look closely, you'll see a little × at the right edge of the title bar. Tap

the × to clear the current title and then type in **Favorite Movies**, and then tap **Return** to accept the new title. Now you're rolling!



4. Enter the titles for a dozen or so of your favorite movies. When you reach the end of a title, tap **Return** to go to the next line.



Tip

Entry goes much faster if you have a Bluetooth keyboard paired with your iPad. In fact, we've added many of the keyboard shortcuts common in OmniOutliner for Mac to OmniOutliner 2 for iPad.

5. As you can see, the titles are a bit disorganized, so let's go ahead and organize these alphabetically. To move a line, press and hold on the Row Handle, and then drag and drop the line in a new location.

Documents Undo	A Favorite Movies	Q 🗗 (i)	Edit
Movie Title		Director	
O Animal House		John Landis	
O The Big Lebowski		Joel Coen	
Blazing Saddles O p-The Blues Brothers The Breakfast Club		Mel Brooks John Landis John Hughes	
O The Blues Brothers		John Landis	
Caddyshack		Harold Ramis	
Fargo	Insertion Line	Joel Coen	

When you select a line, you'll notice that it takes on a grayish-orange highlight, and that there's a drop shadow behind the row. This is your indication that the line is selected and ready to move. As you move the lines around, an insertion line appears to indicate where the line will be placed when you release your finger.

6. With your movie titles in alphabetical order, let's add a little more depth to the organization. There are three *Star Wars* movies (and *only* three *Star Wars* movies), so let's group these together.

Tap **Edit** in upper-right corner of the navigation bar, and then tap to select each of the three *Star Wars* movies.



With the three movies selected, tap **Group** in the toolbar at the bottom of the screen. The three rows are indented and a new row is inserted above at the Aunt level; enter *Star Wars* to name the group.



Notice how the three movies are indented. If you tap the disclosure triangle to the left of *Star Wars*, the three movies are hidden from view until you tap the triangle once more.



7. Now let's add a new column to the list so we can tack on the director's name to each film. In the toolbar, tap Contents and then tap New Column at the bottom of the Columns tab. Enter Director in the Name field for the column.

Do	cuments			Favorite Movie	s		Q	ß		Edit
0	Animal Ho	use					Conte	ents		
	The Big Le	bowski			Co	lumns	Style		Docur	nent
	Blazing Sa	ddles								
	The Blues	Brothers			Ô	Column	Heade	ers	aro visib	lo
	The Breakf	ast Club				SHOWH WHE	muniple	Column		
	Caddyshad	ck				Topic Bich Text				>
	Fargo				Ø	Status				
	Ferris Buel	ler's Day	Off			Checkbox				
	The Matrix									
	Pee Wee's	Big Adve	nture							
	Raising Ari	zona			Nie	. Oalumaa				
	Star Wars				Nev	v Column				
	Star V	Vars (Epis	ode IV: A Ne	w Hope)						
	Star V	Vars (Epis	ode V: The I	Empire Strikes B	ack)					
	Star V	Vars (Epis	ode VI: Retu	Irn of the Jedi)						
	Stripes									
	Time Band	its								
				\bigcirc				+		

8. In navigation bar of the **Contents** popup, tap < **Columns** to see the list of columns in your document. Rename the first column by tapping **Topic**; delete the current column name and give it a new one, such as **Movie Title**. Your document should appear as follows:

Documents	Undo	Favorite Movies	Q	j (i)	Edit
Movie Title				Director	
O Animal Hou	ISE				
O The Big Leb	oowski				
 Blazing Sac 	dles				
O The Blues E	Brothers				
O The Breakfa	ast Club				

You'll notice, too, that each column has a resizing handle at its right edge. You can press and drag these left or right to make the column as narrow or wide as you'd like. The text within that column will wrap to fit within the column width.

9. Enter the director's names in the **Director** column. Don't hit Return after entering a director's name; that will create a new row (and if that happens, just tap **Undo**). If you have a **Bluetooth keyboard** paired with your iPad, press the **Down Arrow** key to move downward through the cells in the Director column.

When you've finished, your document should appear as follows:

Documents	Undo		Favo	orite Movie	s	Q	Ø		Edit	
Movie Title	•					Dire	ctor			
O Animal Hou	use					Joh	n Lanc	lis		
O The Big Le	O The Big Lebowski Joel Coen									
O Blazing Sa	O Blazing Saddles Mel Brooks									
O The Blues	Brothers					Johi	n Lanc	lis		
O The Breakf	fast Club					Johi	n Hugł	nes		
Caddyshad	ck					Haro	old Ra	mis		
 Fargo 						Joel	Coen			
Ferris Buel	ler's Day Off					Johi	n Hugł	nes		
O The Matrix	 The Matrix Andy Wachowski, Lana Wachowski 						i, i			
O Pee Wee's	Big Adventu	re				Tim	Burto	n		
 Raising Ari 	zona					Joel	Coen			
\bigtriangledown Star Wars										
O Star V	Vars (Episode	e IV: A Ne	w Hope)			Geo	rge Lu	icas		
O Star V	Vars (Episode	V: The E	mpire St	rikes Bac	k)	Irvin	Kersh	ner		
O Star V	Vars (Episode	e VI: Retu	rn of the	Jedi)		Rich	nard M	arquar	nd	
O Stripes						Ivan	Reitm	nan		
O Time Band	lits					Terr	y Gillia	m		

Tip

Not sure who directed your favorite movie? Search on **IMDb** to discover all kinds of details about the movies in your list.

Of course, there's plenty more that you could do with a document such as this. You could add notes about each movie, or another column for the year the movie was released or for your own star rating. Take some time now to explore in OmniOutliner and see what you can do. And always remember, tap **Undo** to revert recent changes. When you've finished, tap **Documents** in the navigation bar to save your changes and add the *Favorite Movies* document to your *Local Documents* folder.

Keyboard Shortcuts

If you have paired a Bluetooth keyboard with your iPad, you can use the following keyboard shortcuts with OmniOutliner 2 for iPad. These are the same keyboard shortcuts you'll find in OmniOutliner for Mac, so you should feel right at home.

Styles

Command	Keyboard Shortcut
Bold	ж -В
Italic	೫-۱
Underline	# -U
Copy style	Option-#-C
Paste style	Option- # -P
Clear custom style	Control-#-Delete
Increase font size	₩-+
Decrease font size	æ
Toggle first named style	Control-1
Toggle second named style	Control-2
Toggle third named style	Control-3
Toggle forth named style	Control-4
Toggle fifth named style	Control-5
Toggle sixth named style	Control-6
Toggle seventh named style	Control-7

Toggle eighth named style	Control-8
Toggle ninth named style	Control-9
Toggle tenth named style	Control-0
Split row at cursor	Control-Return
Insert line break	Option-Return
Toggle editing current row	% -Return

Reorganize

Command	Keyboard Shortcut
Move row up	Control- ಱ -↑
Move row down	Control- ℋ -↓
Move row left	Control- ж -←
Move row right	Control- ℋ -→
Indent row	₩-] or Tab
Outdent row	₩-[or Shift-Tab
Add row	Return
Add row above	Shift-Return
Add child	Shift- # -]
Add aunt	Shift- # -[
Group	Option- 쁐- L
Ungroup	Option- # -R
Duplicate	₩-D

Toggle editing note	ℋ- '
Select all	۲-Ж
Deselect all	Shift- Ж -A
Back delete	Delete
Forward delete	fn-Delete
Move to next cell	Tab

The **Tab** key can be used to either indent/outdent, or to navigate between cells.

View

Command	Keyboard Shortcut
Expand all rows	Control-#-9
Collapse all rows	Control-#-0
Expand selected rows	# -9
Collapse selected rows	# -0
Expand selected rows completely	Option- # -9
Collapse selected rows completely	Option- 能 -0
The following commands only work when you already have a row selected:	
Scroll to First Row	ே+ி
Scroll to Last Row	ж-†
Move selected row up	u
Move selected row down	d
Move left	1

Move right	r
Edit row	е
Toggle status	Spacebar
Group	Shift-G
Ungroup	Shift-U
Select row above	Î.
Select row below	Ļ
Expand selected row(s)	→
Collapse selected row(s)	←
Add row above to selection	Shift-1
Add row below to selection	Shift-↓

Find

Command	Keyboard Shortcut
Find	策-F
Select previous match	1
Select next match	Ļ
Select all matches	ዤ -A

Only works when in row selection mode.

Credits

PLCrashReporter

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Contact Omni Support

We're here to help! The list of frequently asked questions on our support site is a good place to check first:

http://www.omnigroup.com/products/omnioutliner-ipad/support

On the support site, you'll also find links to our email and phone support for any questions that aren't answered in the FAQ.