



First Then Visual Schedule

File Sharing: Create, Restore or Share a backup

PART 1: Create a back up of First Then Visual Schedule

Step 1: Connect your iOS device to your computer using the connector cable and launch iTunes.

Step 2: Select your device from the device section of iTunes and click the “Apps” tab and scroll down to the bottom of the page where you see the “File Sharing” section.

Step 3: Click on the “First Then” icon and you will see a list of files associated with the app.

The apps listed below can transfer documents between your iPhone and this computer.

The screenshot shows the iTunes File Sharing interface. On the left, under the 'Apps' section, the 'First Then' app is highlighted with an orange circle. On the right, under the 'First Then Documents' section, a list of files is displayed. The 'Save to...' button at the bottom right of the document list is also circled in orange.

Document Name	Date/Time	Size
get a plate.1303861106.919888.png	4/27/11 1:38 AM	204 KB
get a plate.1303861106.977988.caf	4/27/11 1:38 AM	64 KB
All_Done.png	4/9/11 8:12 PM	124 KB
Art_Easel.png	4/9/11 8:12 PM	52 KB
Backpack.png	4/9/11 8:12 PM	100 KB
Ball.png	4/9/11 8:12 PM	56 KB
Banana.png	4/9/11 8:12 PM	60 KB
Barbershop.png	4/9/11 8:12 PM	48 KB
Bath.png	4/9/11 8:12 PM	48 KB
Berries.png	4/9/11 8:12 PM	284 KB
Bicycle.png	4/9/11 8:12 PM	88 KB
Blocks_2.png	4/9/11 8:12 PM	92 KB
Blocks.png	4/9/11 8:12 PM	156 KB

The screenshot shows the iTunes Capacity bar. The total capacity is 6.90 GB. The usage is broken down as follows:

Category	Usage
Audio	0.86 GB
Photos	0.18 GB
Apps	2.3 GB
Other	0.31 GB
Free	3.3 GB

A 'Sync' button is visible on the right side of the capacity bar.

Step 4: Select all the “First Then” files by clicking on the first item in the files, holding the SHIFT key and then click on the last item under the First-Then Documents. The selected documents will now be highlighted in blue.

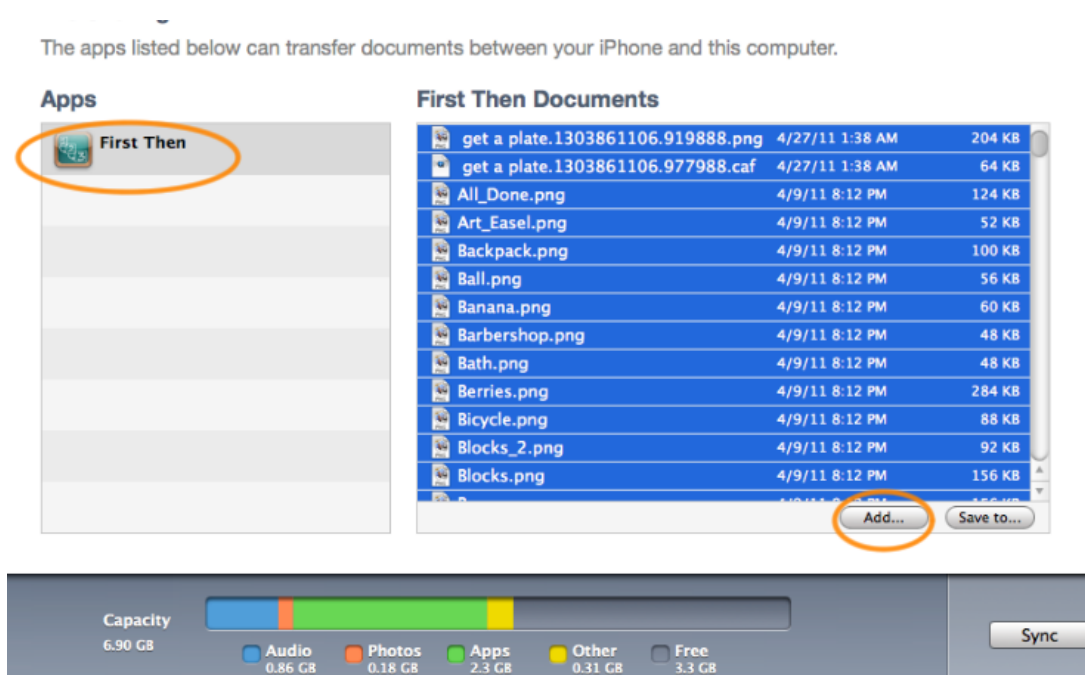
Step 5: Once all files are highlighted, you can add them to your computer by clicking on “SAVE TO..” . You will save them to a file on your computer.

You have now created a back up of all your schedules and images in First-Then.

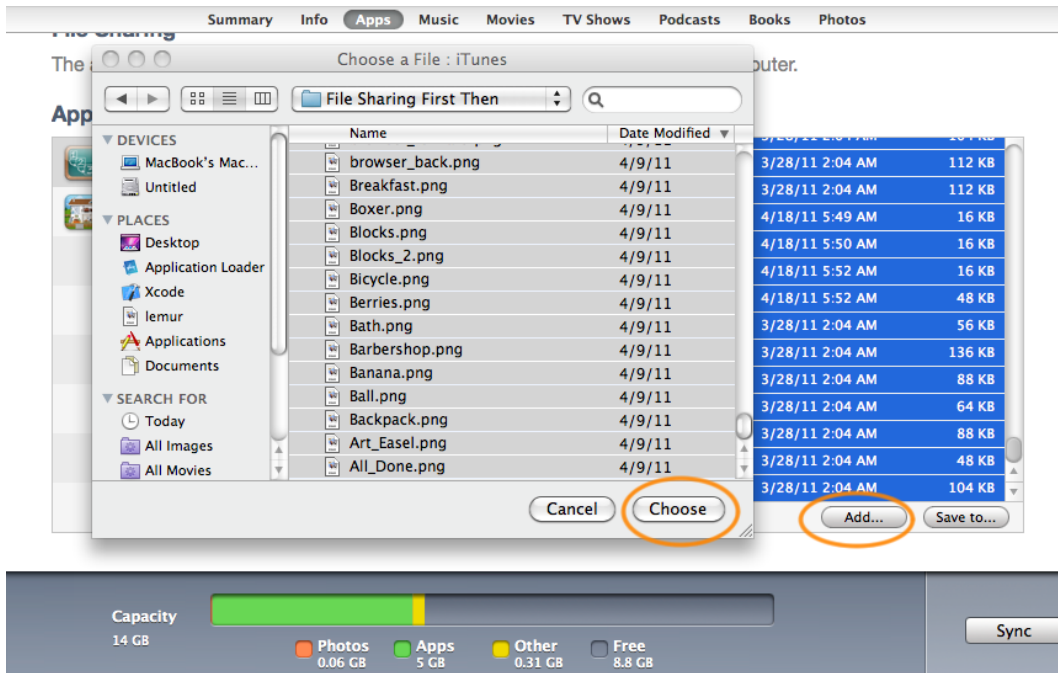
PART TWO: Sharing First-Then schedules with another Device (or restoring files).

Step 1: Once you have created a backup of all your files and saved them to a file on your computer, you can now use this file to restore schedules to an app. if they are erased or share schedules between devices. Start by connecting the new device to iTunes, select “Apps” again and scroll down to the “File Sharing” section.

Step 2: Under the File Sharing section select the “First Then” icon and then select “ADD...” . You will now need to choose the file on your computer where you saved all the “First Then” files.

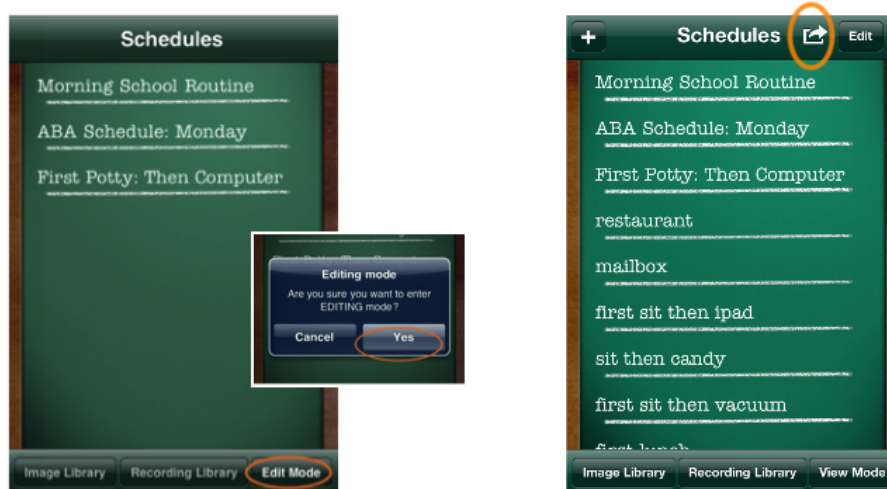


Step 3: Select ALL the documents in the file by selecting the first item and holding down the SHIFT key, then select the last item. All documents will now be highlighted and now you will need to select CHOOSE to add them into iTunes.



Step 4: Once files are added into iTunes, select SYNC at the bottom of the page.

Step 5: Now open up First-Then on your device. Enter “EDIT MODE” and select the “FILE SHARING” icon that now appears at the top of the page in the Schedules menu.



Step 6: You will now enter the File Sharing page in the app. To import the recently added files, click “IMPORT FROM ITUNES” . You will then be prompted to select how you want the new schedules to be added into your app: MERGE or REPLACE with current library or REMOVE imported library.

