



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.

** PLEASE NOTE:

If you are using a PC computer you will need to go into the app and select “Prepare the files for export” (See images below for reference). Apple computers will do this automatically, so for those users, please continue to Step 3.

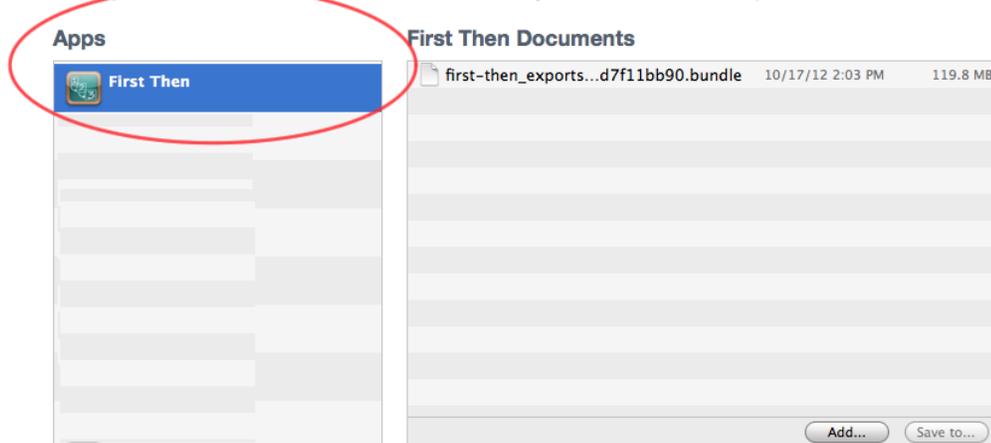


Step 3: Click on the “First Then” icon under Apps in **File Sharing** and you will see a list of saved files associated with the app.

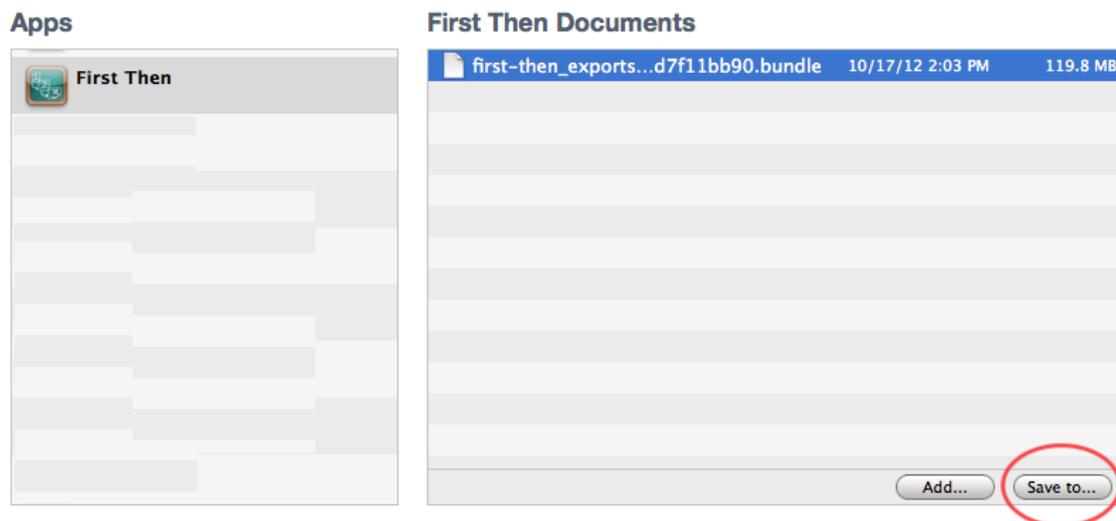


File Sharing

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



Step 4: Select all the “First Then” files by tapping on the file located to the left of the icon name. It will show as selected when the file is now highlighted with blue and the “SAVE TO...” button will appear.



Step 5: Click “SAVE TO..” and you will now be able to save the “First Then document files” to a file on your computer. Be sure not to rename the bundle files, as the app will then no longer be able to recognize the files when you try to restore them to the app at a later date.

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).

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. You can also take those files and email them as an attachment (or via a to someone else who doesn't share the same iTunes account. Once they receive the files and save them to a file on their computer they would follow the same steps to add the files to their app. Sometimes, these bundle files maybe too big to share via your email server, depending upon your server's restrictions. You may have to send the files via services such as: www.dropbox.com, www.yousendit.com or www.mediafire.com to share them with another user who doesn't share your iTunes account.

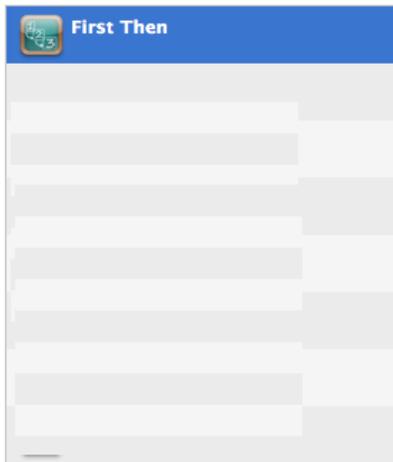
Step 1: Start by connecting the new device to iTunes, select “Apps” again and scroll down to the “File Sharing” section.

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.

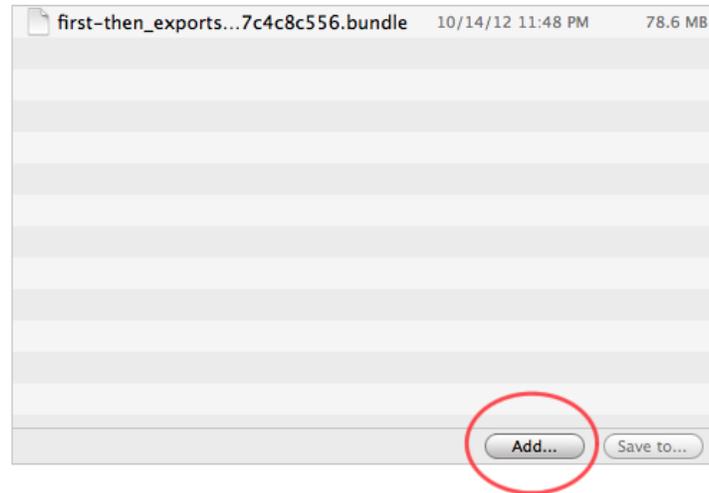
File Sharing

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

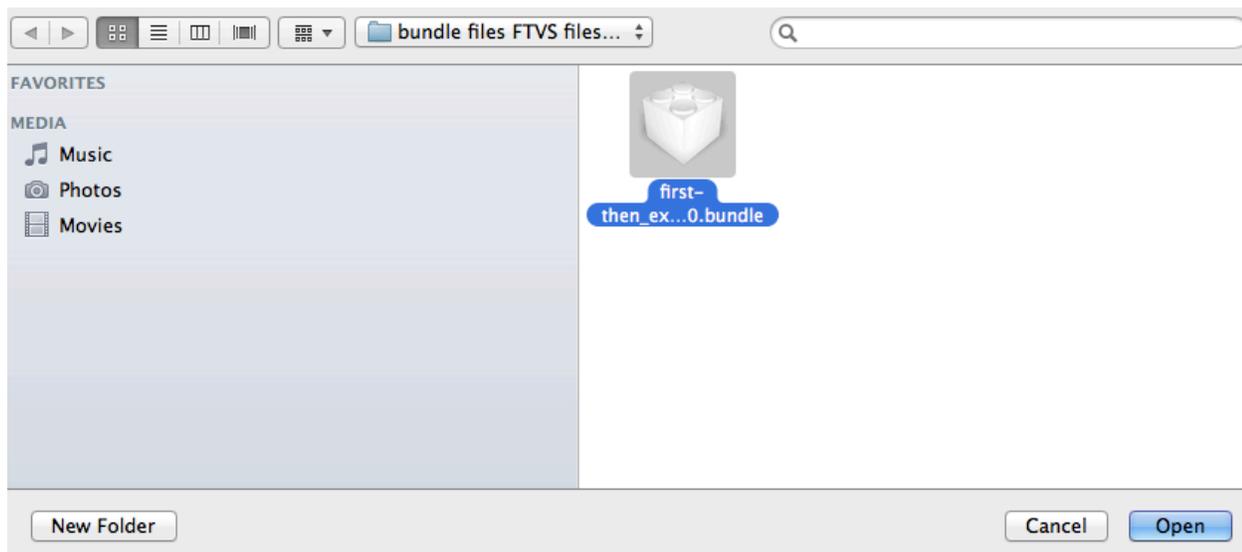
Apps



First Then Documents



Step 3: Select the file you want to add into the app by clicking on the file and then clicking OPEN.



Step 3: The folder will then close and you will see this graphic across the top of the iTunes page to let you know that files are transferring to the app on your device via your computer.



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.

