

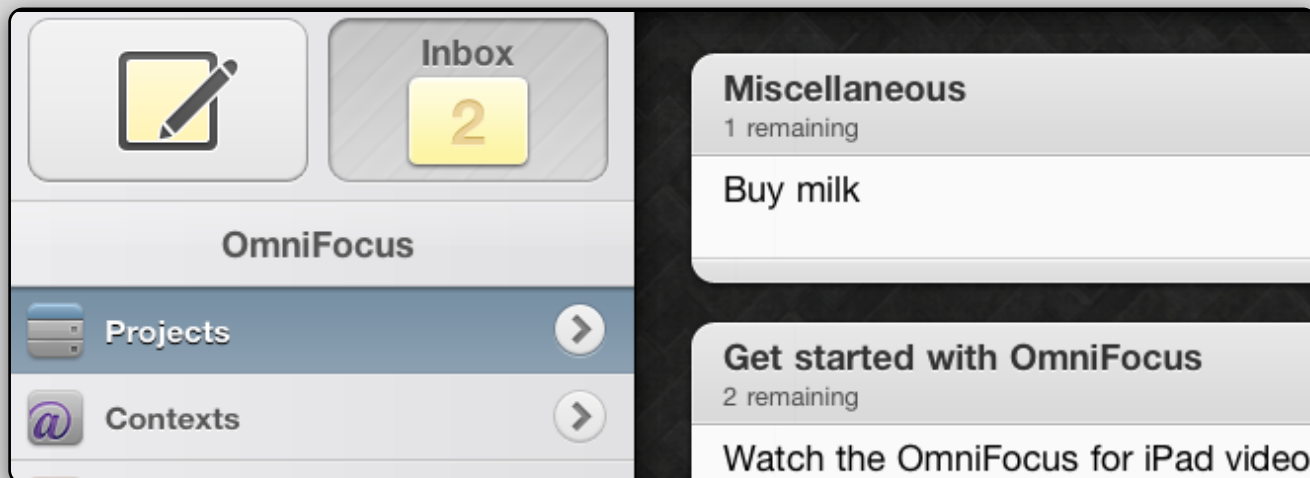


OmniFocus[®] for iPad

The Omni Group 10/10

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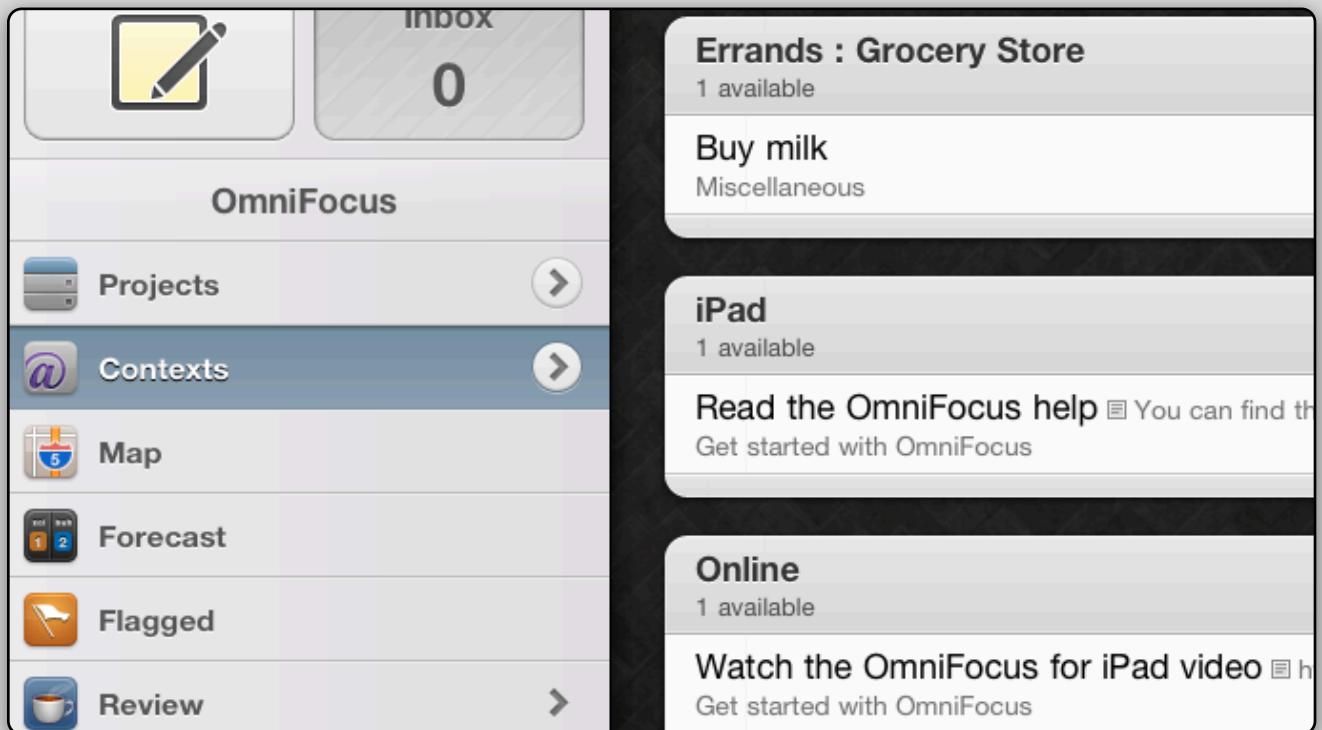
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OmniFocus is a place to store all of your life's goals — big and small. It's a spot for everything from the super important project that's due right *now* to the significantly less pressing, day-to-day stuff. OmniFocus is as simple or intricate as you need it to be and has a few main components to help keep you organized:

The **inbox** is a place to capture all of your ideas. These could be the seedlings of a big project, a small reminder to take out the trash, or maybe a lyric you've jotted down for that epic concept album you're writing. You might act on the stuff you put there, you might not; what's important is that you've written it down so that you can focus on the task at hand. Later, you can come back to the inbox and organize your items, delete them, complete them, whatever you like! This act of going through your inbox, item by item, and deciding what you'd like to do for each is called **processing**.

When you process your inbox, you'll find that many items become **projects** and **actions**. Projects and actions work together to form lists of your organized work. Ideally, a project is a goal that you'd like to accomplish and the actions within the project would be the steps required to complete it. For example, if you wanted to start a vegetable garden, you might have a project titled *grow vegetables* where the actions include *clear a spot in the yard*, *research soils*, *buy wood for garden box*, *buy seeds*, etc. This way, instead of a big, nebulous idea, you have concrete steps to get you there. You might find it helpful to begin action titles with a verb so that it's clear what action is going to be taken.



Once you have a nice set of projects and actions, you might want to accomplish some of them. While you could work solely from your project list, you might also want to organize them by the tool, resource, or location required to get them done. This is where **contexts** come in. Contexts are handy because you can work across more than one project at a time. For example, If you were looking at your go grocery shopping project alone, you could miss the buy seeds action from the grow vegetables project. However, if you're looking at your grocery store context, you'll see all of your actions from the both the go grocery shopping project and the garden project.

Eventually, you will have a good amount of projects and actions in your OmniFocus database. Many systems fall apart at this point because you can't work on everything at once and things are forgotten. One way to combat this in OmniFocus is with **review**. Using review, you can revisit each project and action (with or without acting on the actions it contains) and then decide what you'd like to do with it. You might decide when to work on it; you might realize you need to reassign some dates; or you might abandon it entirely. What's important is that you've consciously checked up on your work and decided its fate, rather than losing track of it.

Inbox

Buy milk

Learn to fly

Call boss about the very important project

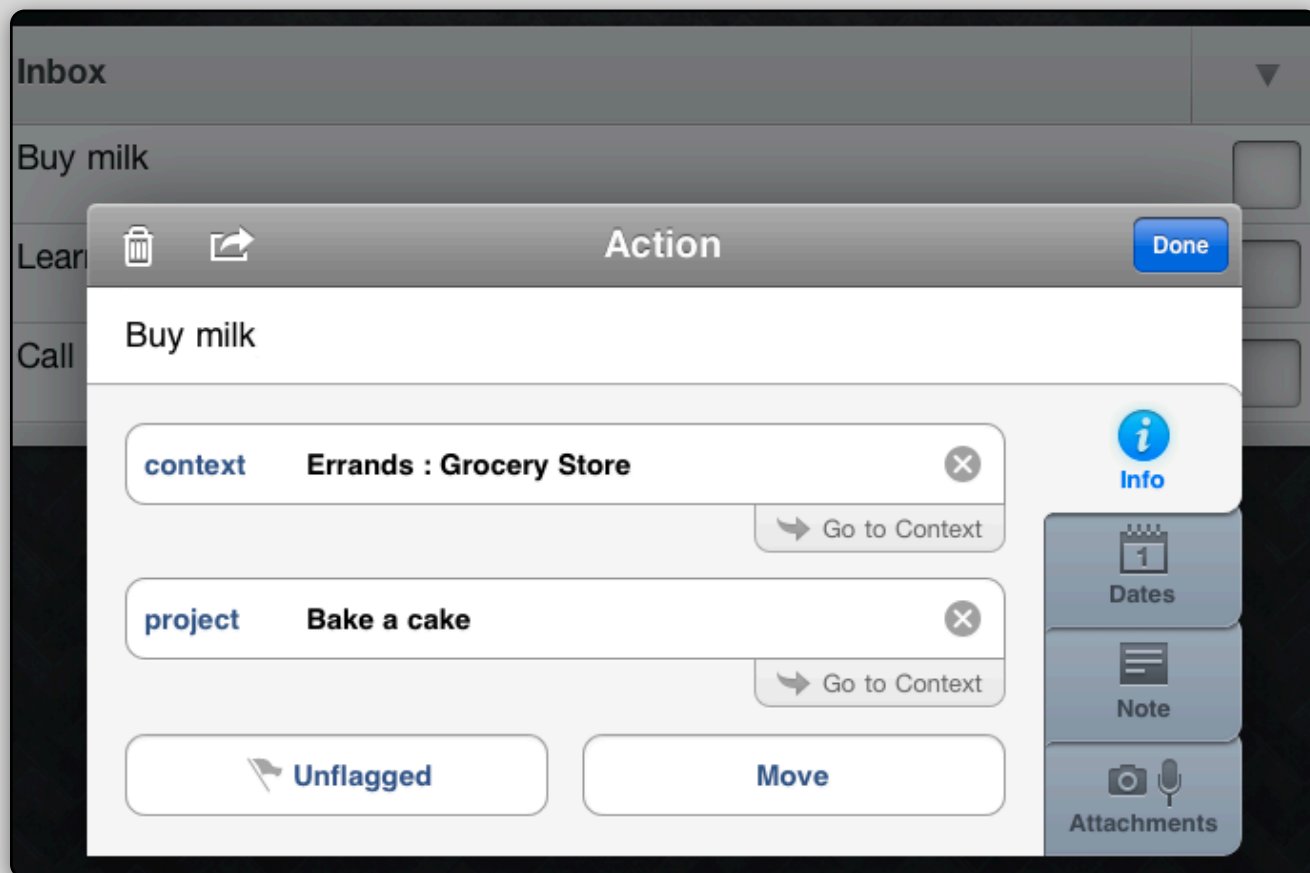
The **inbox** is a bucket for anything that's floating around in your head. Need to pay a bill later? Put it in the bucket. Want to learn to fly? Put it in the bucket! When you collect all of your ideas, you don't have to spend your brain power trying to remember everything at once; instead, you can devote your energy to the work (or play) that's in front of you. When you have the resources to do something about those ideas, you can return to them. Items in your inbox don't need to be polished or well-defined; they just need to be clear enough so that you recall your intention when you revisit them.

You can add items to your inbox by tapping the inbox button in the sidebar, followed by the **plus** button in the toolbar. (You can also use quick entry.)

Once you have a collection of items in your inbox, it's time to **process**. When you process your inbox, visit each item one at a time and determine a course of action. When you process your inbox, there are three possible solutions for each item:

Complete the item right now. Generally, if it takes less time to complete the item than it would to set up a project and add some actions, it's best to just go ahead and do it. If you've already done the action, great! Tap the checkbox to the right to mark it complete.

Continued ►



If you're not going to complete the task right now, but you would like to, you can **defer** the item. Deferral is the outcome for the majority of inbox items. When you defer an inbox item, it becomes a project (usually a goal, like bake a cake) or an action (a step towards a goal, like buy flour for cake). To turn an inbox item into a project, move the item from the inbox to the projects list with the editor and flesh it out by adding some actions. Make a plan to complete the project by adding a start date or due date, if necessary. (If you don't think you'll act on the project anytime soon, consider changing its project status to on hold so that it doesn't distract you when viewing your available actions.) To turn an inbox item into an action, assign a project to the item with the editor.

If you have no intention of ever completing the item, it is usually best to **delete** it. Just swipe across the item and tap delete.

It's helpful to try and maintain an empty inbox so that you (or your existing projects) aren't missing any actions. Try to process your inbox every day.



Sometimes, when an idea strikes, it's not always related to what you're working on right now; this is where quick entry comes in. Quick entry is an editor that appears over your work for quick capture of your ideas. The benefit is that you don't have to leave what you're working on right now to add an item to your

database. Quick entry automatically adds your items to the inbox, however, you can also assign a project and a context in the info tab of the editor if you know where you'd like it to go.

To use quick entry, tap the quick entry button in the sidebar. You can also show quick entry with the plus button. (This is really handy in portrait mode when the sidebar isn't visible.)

Cancel


New Item

Save


action title


context


project


 Unflagged

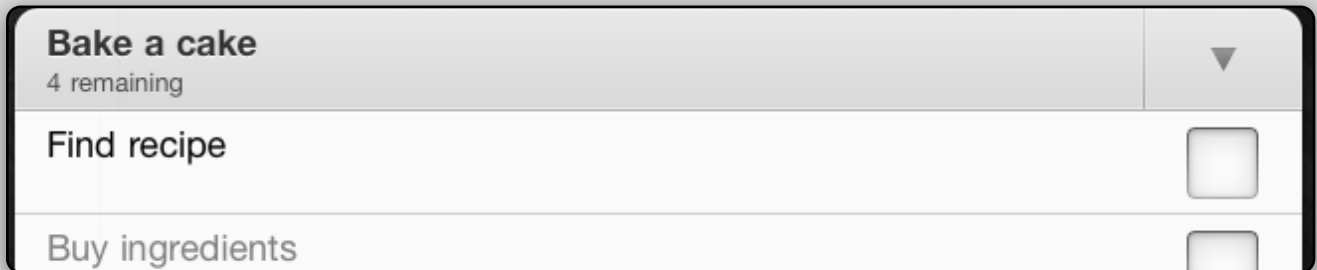
Move


Info


Dates


Note


Attachments



The things you'll be doing in the real world are represented by **actions**. Actions are the steps you take to complete your goals. Ideally, their title would begin with a clear, unambiguous verb so that you know exactly what step needs to be taken.

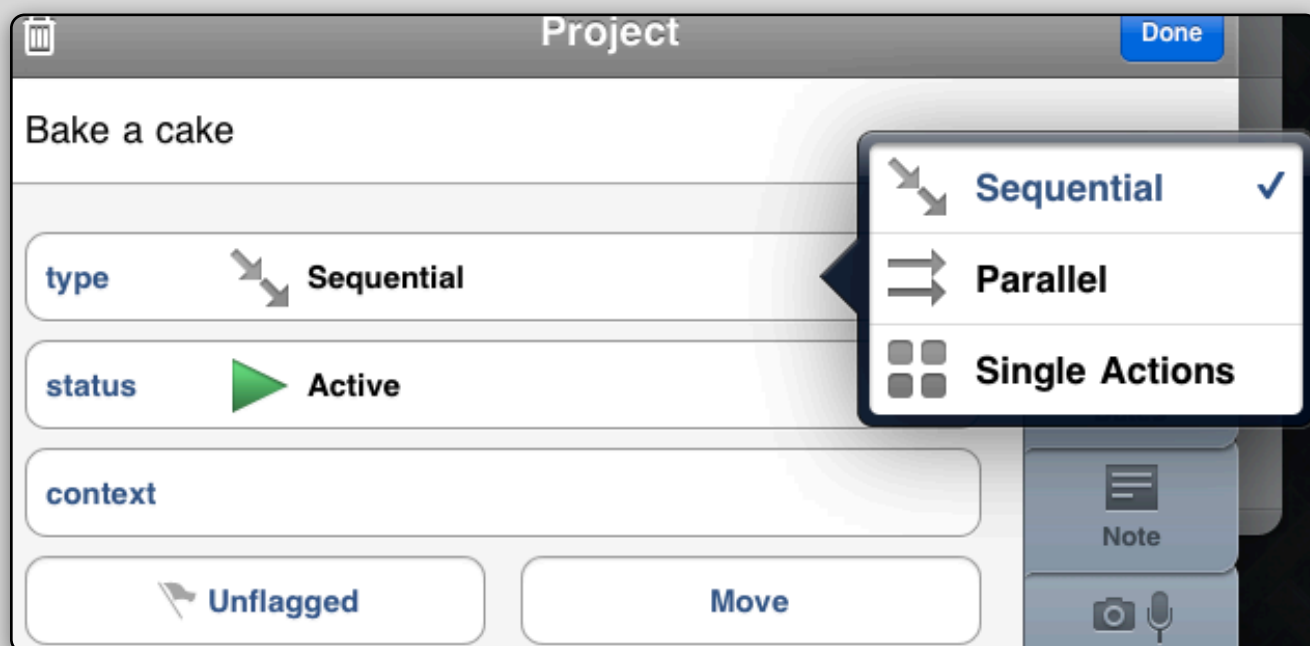
For example, if you wanted to bake a cake, you would need to *find a recipe*, *buy the ingredients*, and then you can *get to baking*. These steps would be your actions.

When you put the actions together, you end up with a **project**. A project is a goal that you want (or need) to accomplish. In this example, the project would be *bake a cake*. On its own, it's a bit ill-defined, but when paired with actions, you have a goal with concrete steps for completion. Projects can also be grouped into **folders** to collect related areas of work or focus.

To add an action, project, or folder to your project list: tap **projects** in the sidebar, followed by the **plus** button in the toolbar. (It's the plus on the right-hand side.) Then, choose an item to add from the popover. To add an action directly to a project (or a project to a folder), touch and hold the project in the outline, then tap **new action**.

To show and hide your actions in a project (or projects in a folder, etc.), tap the **triangle** to the right. To show or hide all items, touch and hold the triangle to show a menu and make a selection. To reorder your actions, touch and hold an action then use the handle on the right to drag.

Much like projects in a folder, you can also assemble your actions into **groups**. This is great if you have related areas of work within a project. To create a group, tap an action to show the editor, then tap **move** on the info tab. From here, select the action that you'd like to make the container and the action is nested underneath it.



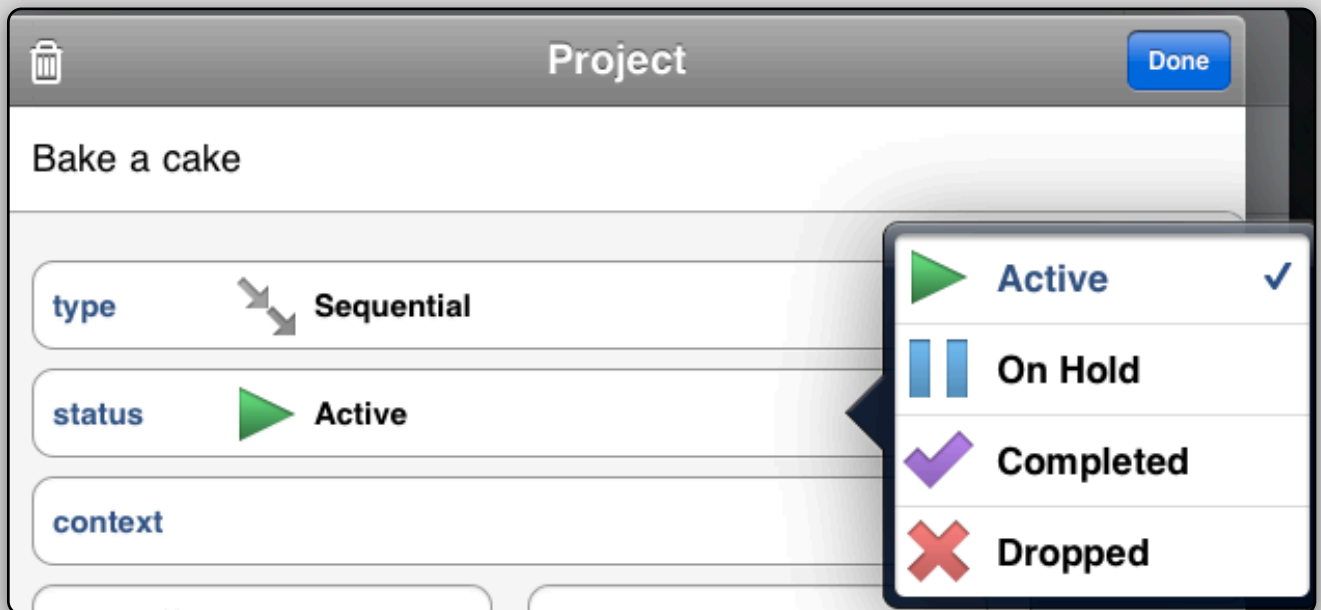
Because a project can represent a multitude of ideas, there are different types to suit different goals:

A **sequential** project is one whose actions must be performed in a certain order. The bake a cake project is a sequential project; you can't bake the cake before you buy the ingredients and you can't buy the ingredients before you find a recipe.

A **parallel** project is a project whose actions can be completed in any order. For example, a pay bills project whose actions are pay rent, pay cell phone bill, pay water bill, etc. This project would be considered parallel because it doesn't matter what order you pay your bills in; it just matters that they all are completed.

A **single action list** is a special kind of project that usually consists of projects with only one step to complete or an assortment of related actions (like, buy groceries). Often times, it is helpful to create a miscellaneous project to keep things organized.

Projects are parallel by default; if you're syncing with OmniFocus for Mac and have specified otherwise, OmniFocus for iPad will honor your preference. To specify a project type, tap a project (or create a new project) to show the editor. Then, tap the info tab, followed by the type field. Finally, choose a type from the popover.



Projects have different statuses to reflect differing levels of completion and activity.

An **active** project is a project that you intend to work on. You plan on completing its actions and you have a pretty good picture about when you're going to have them done.

An **on hold** project is a project that you want to complete, but you're not really sure when you'll have time for it.

A **completed** project is a project that you've finished. Congratulations!

A **dropped** project is one that you haven't completed, but you don't want to move forward with it; it's abandoned. Being realistic about what you do and do not want to complete is an excellent way to find yourself spending your time wisely!

To specify a project's status, tap the project (or create a new project) to show the editor. Then, tap the info tab, followed by the status field. Finally, choose a status from the popover.

It's handy to review your projects often (about once a week) to make sure that their statuses are still accurate.

Bake a cake 4 total	▼
Find recipe	<input checked="" type="checkbox"/>
Buy ingredients	<input type="checkbox"/>
Get to baking	<input type="checkbox"/>
Buy milk Grocery Store	<input type="checkbox"/>

Just like projects, there are a few different states of actions to suit your goals. However, unlike projects, you don't always set an action's status manually; with the exception of completion, they change their status according to the project type and project status.

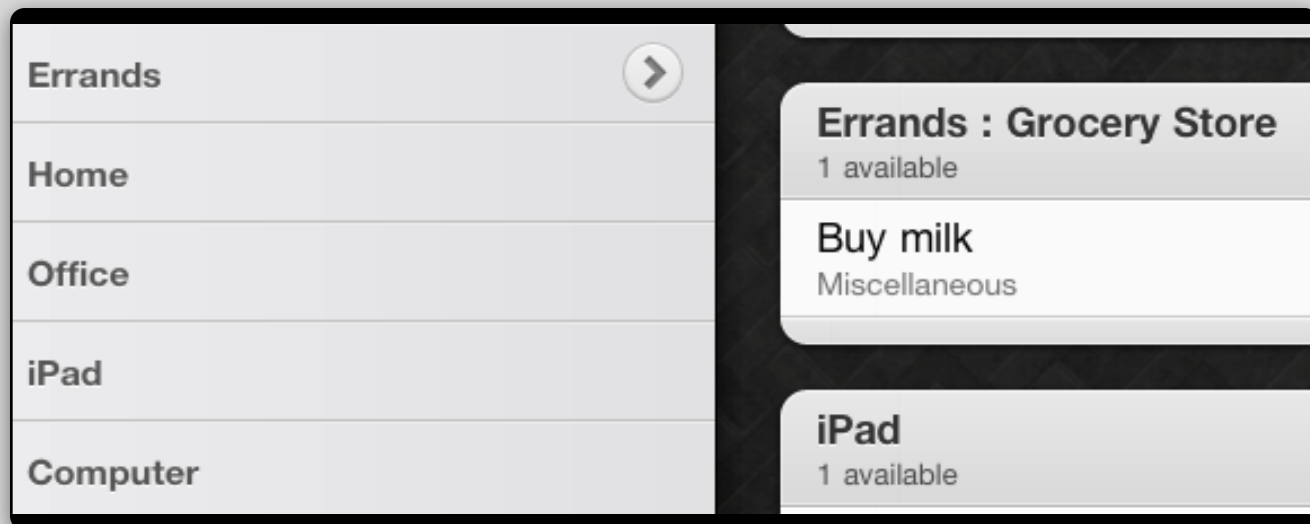
An **available** action is part of an active project and is considered actionable. What actionable means is that it's not blocked by anything else, like a start date in the future or another action ahead of it in a sequential project.

The **next action** is the uppermost available action. In a sequential project, where only one action is available at a time, this is the only available action. In a parallel project, it's simply the one at the top of the list. Evaluating one thing at a time is a great way to avoid being overwhelmed by your work.

A **remaining** action is any action that is not complete, available or otherwise.

A **completed** action is one that has been finished in the real world and checked off in the list.

If you want to exclude certain types of actions from the outline, you can use the view popover in the toolbar to choose the types of actions you'd like to see.



Contexts are the tools, resources, or locations required to complete an action or project. You can assign projects and actions to contexts and then selectively choose your context according to the resources available to you. Contexts are particularly handy because you can work on all the actions that require that context, no matter the project.

To view your contexts, tap the contexts button in the sidebar. OmniFocus has a few contexts to get you started. To create a new context, tap the plus button in the toolbar. Then, tap new context.

Tap the arrow on the Contexts button to view your Contexts list in the sidebar. To assign a new action to a context, touch and hold the context in the outline, then tap add action.

To assign an existing action to a context, tap the action, then tap the info tab. From there, tap the context field to assign a context.

You can quickly see all the actions without contexts (and assign them to Contexts) with the no context list. This section is found at the top of your contexts view — just tap contexts in the sidebar.



Contexts, like projects and actions, have statuses that they can be assigned:

An **active** context is one that is currently or potentially being used. You want it on hand so that you can assign actions that you're going to work on.

An **on hold** context is one that is not currently being used or cannot be acted upon. For example, a context for a city where you vacation, but don't live. Or, a waiting context for those actions where you need to hear back from someone. Items assigned to these contexts are considered unavailable.

A **dropped** context is one that is no longer in use but you don't want to get rid of. For example, if you left a job, you might mark the context as dropped so that the actions assigned to that context aren't left context-less.

To set a status for a context: tap the context to open the editor. Then tap the status button in the info tab and choose a status type.

Use the view popover in the toolbar to limit the actions in your outline according to their action status.

Use the map view to see all of the contexts near your current location.

Hopefully, your actions and projects aren't static. After you've added projects and actions, there are several things you can do with your items:

To **complete an action**, just tap the checkbox to the right of the action.

To **complete a project**: tap the project; tap status in the info section; and select completed. You can also use the completed button in review mode.

If you decide not to proceed with a project or action, you can delete it. To **delete an action**: swipe across the action, then tap delete. (You can also touch and hold the action, then tap delete in the menu.)

To **delete a project**: touch and hold the project title in the outline, then tap delete. You can also swipe to delete from the sidebar. (If you'd like to keep a record of the project but you don't want to continue working with it, you can change its project status to dropped.)

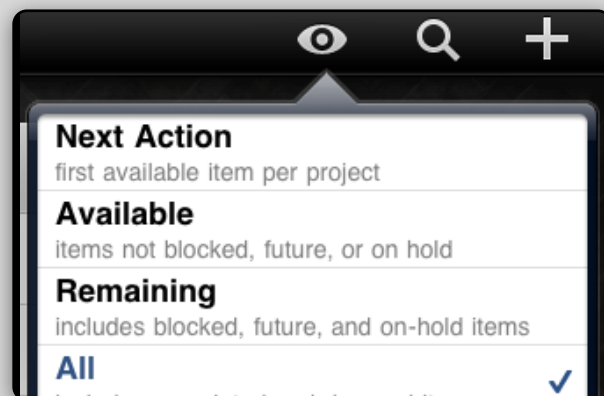
To **move an item**: tap the item to show the editor. Then, tap the move button to select a position in the outline. You can also create a new project or context by typing the name in the popover, then tapping the create [item name] button. Convert your projects into actions and vice versa with the convert button in the popover.

To **show and hide your actions** in a project (or projects in a folder, etc.), tap the triangle to the right. To show or hide all items, touch and hold the triangle, then make a selection from the menu.

To **reorder your actions**, touch and hold an action then use the handle on the right to drag.

It's also possible to **cut**, **copy**, and **paste** your actions. Just touch and hold the action, then select cut, copy, or paste from the menu.

To **undo**, tap the undo button in the toolbar. (Keep in mind that only the last 20 changes can be undone and that your undo history goes away after a sync.)



If you know you're not going to work on something right now, you might want to clear it from your outline so as not to distract you. For example, your home projects while you're at work or unavailable actions. OmniFocus can use focus and view to show you what you can work on right now.

Focus zeros in on the project, context, or folder that you select, and hides everything else. To focus, touch and hold the item in the outline. Then, tap focus. (You can focus on a project by selecting it in the sidebar.) To view your hidden items again, tap projects in the title of sidebar. (You can also select a parent of the focus item.)

The view popover controls what actions are visible in the outline. There are four options:

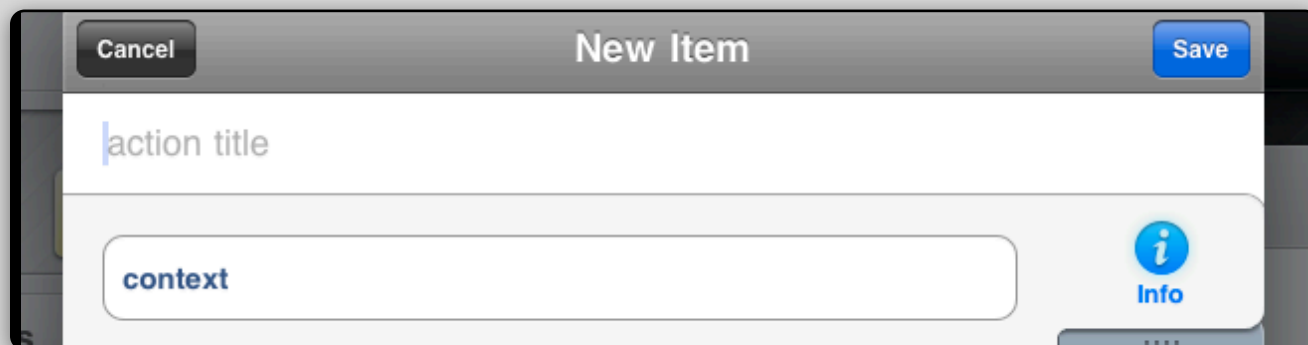
Choose **all** to see all of your available, unavailable, and completed actions — nothing is excluded.

Choose **remaining** to see all of your available and unavailable actions, but exclude your completed actions.

Choose **available** to limit your view to those actions you can work on right now. If your action has a future start date, for example, you won't see it.

Choose **next action** to only show the next available action in each project.

The view popover changes depending on the mode you're looking at because not all options are always applicable.



The editor is a tool to see and edit information about your actions, projects, groups, and contexts. (You also view the editor anytime you create new items or use quick entry.) To view the editor, add an item or tap an existing item that you'd like to inspect. The editor contains information specific to the item you tap:

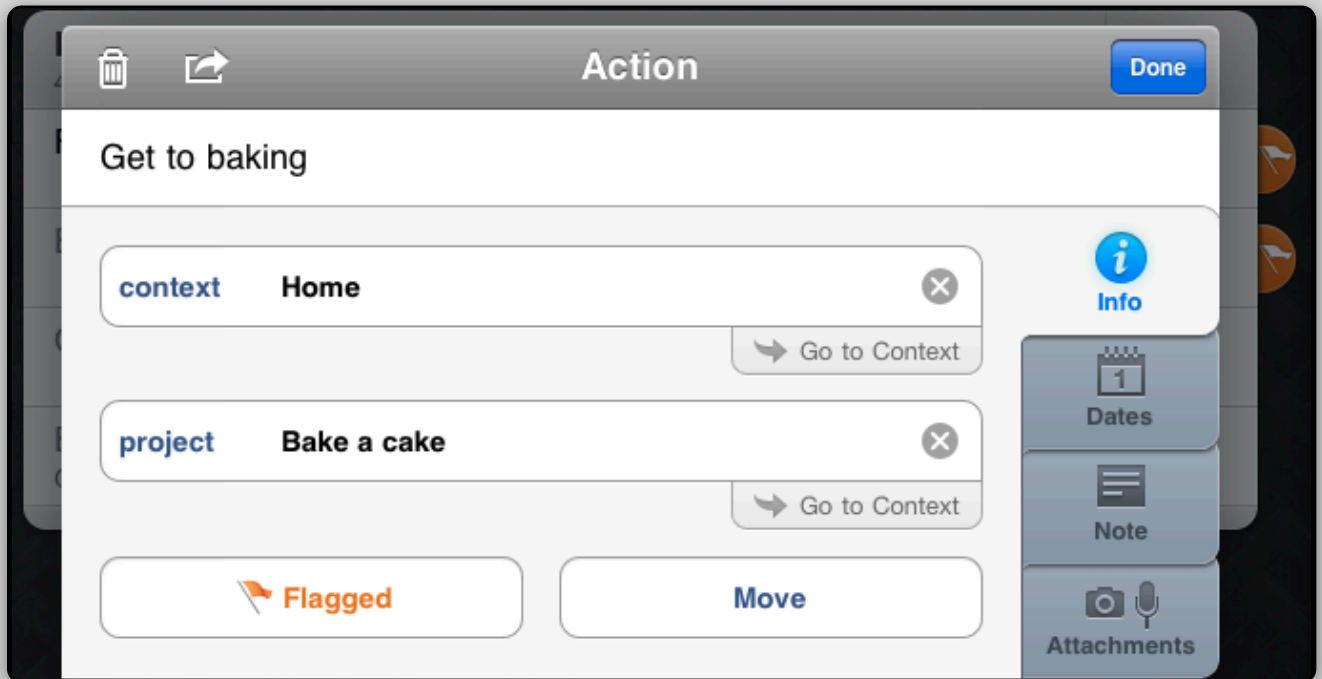
When you tap a context, the **context editor** appears. There, you can set the context status, assign a location, or move the context.

When you tap a project, the **project editor** appears. There are four sections in the project editor: tap the info section to specify your project type, project status, context, flag state, or to move your project; tap the dates section to set a start date, due date, or a repetition for your project; tap the note field in the note section to add a note; tap the attachments section to add an image or take a recording.

When you tap an action, the **action editor** appears. There are four sections in the action editor: tap the info section to add a context, a project, specify a flag state, or to move your project; tap the Dates section to set a start date, due date, or a repetition for your action; tap the note field in the note section to add a note; and tap the attachments section to add an image or take a recording. Additionally, you can tap the share button in the editor toolbar to email an action.

The title of the item you've selected is always at the top of the editor, just below the editor toolbar. Tap the item title field to edit the title.

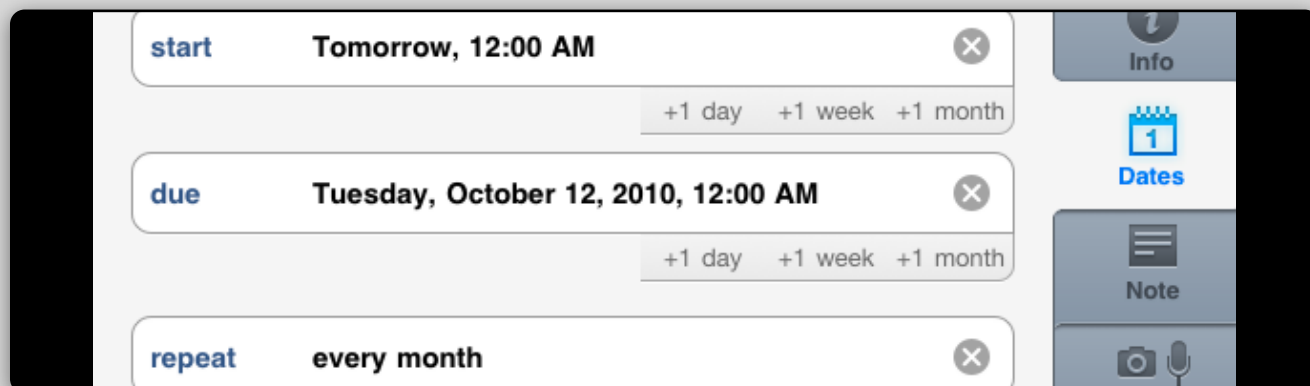
When you're done working with an editor, tap done in the editor toolbar. To delete the item, tap the delete icon. (It's the trash can.)



Flags are a way to mark a collection of projects and actions. They don't have any predetermined meaning so you can use them as you like. For example, you could use them to flag all the work that you want to act on today, or assemble a quick set of talking points for a meeting.

To **mark an item as flagged**, tap the project or action. Then, tap the info tab, followed by the button that reads unflagged to toggle its state.

To **view all of your flagged items**, tap the flagged section in the sidebar. (If you're in portrait mode, tap the sidebar button in the toolbar to reveal the sidebar popover.)



The screenshot shows the OmniFocus interface with three input fields for scheduling an action:

- start**: Tomorrow, 12:00 AM. Below the field are buttons for "+1 day", "+1 week", and "+1 month".
- due**: Tuesday, October 12, 2010, 12:00 AM. Below the field are buttons for "+1 day", "+1 week", and "+1 month".
- repeat**: every month.

On the right side of the interface, there is a vertical menu with icons and labels: "Info" (with a question mark icon), "Dates" (with a calendar icon showing the number 1), "Note" (with a list icon), and a camera/microphone icon at the bottom.

OmniFocus actions aren't usually scheduled to happen at specific times. For such events, it's best to turn to a calendar, like Calendar for iPad or an agenda. So what goes in the calendar?

Generally, use a calendar for anything that takes place at a specific time. If the event takes place at a specific time, then it's best to use a calendar. For example: meetings, dentist appointments, and dinner reservations would do best in your calendar because you can't act on them until their time has arrived.

Projects and actions can have due dates and start dates with a less specific notion of time constraint. A **start date** is the date when an action or project becomes available. A **due date** is the date when an action or project is past due.

For example, if the bake a cake project were for a birthday, the project would need to be completed by the big day. So, you'd set a due date for the date of the birthday. When a project is considered due, so are its actions. While it doesn't matter when you find the recipe or gather the ingredients (so long as they're not past due in either sense), you don't want to start baking the cake too many days before the birthday. Set a start date for your baking action that takes place the day before the party.

Actions that have not reached their start date are not considered available so they won't clutter your view until you can work on them.

Actions that have reached their due date are styled in red.

Continued ►

When due dates are approaching, OmniFocus considers projects and actions to be due soon and represents them as such by changing their color to orange and adding them to the forecast.

To set a due date: tap the item, then tap dates. From there, you can enter a specific date or use the buttons to add a day, a week, or a month. If you have an existing date set, you can use these buttons to push it out from the date assigned.

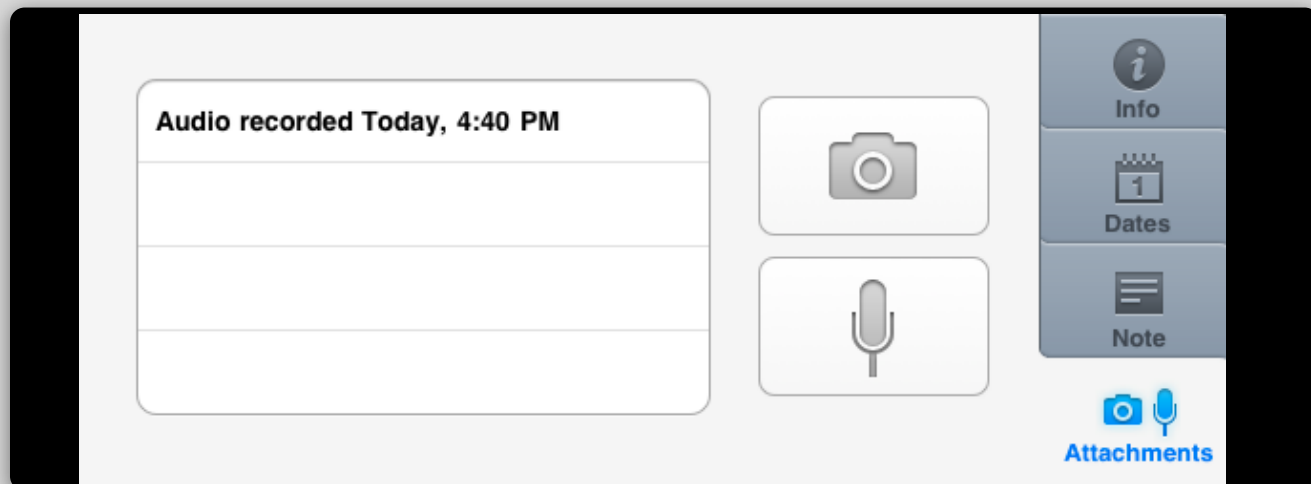
Some projects and actions need to happen more than once. You can set those items to repeat in the dates inspector. Once there, tap the repeat button. Then, pick a repeat type and interval:

Choose the every section to create an item that repeats at the same interval, no matter when you complete the action. For example, if you wanted to take the trash to the curb every week, you could set the action to repeat once a week. However, if you miss a week, you still have to take it out the next week on the same day.

Choose the start after section to create a repeating action whose start date is dependent upon the completion date of the action. For example, if you wanted to get your hair cut every six weeks, you could set the action to repeat every six weeks. Even if you're a little late to get your hair cut, the next time you need to go is still going to six weeks after your last visit. The action is given a start date in the future and is considered unavailable until that time.

Choose the due after section to create a repeating action whose due date is dependent upon the completion date of the action. Due after repetitions aren't all that dissimilar from start after repetitions; the main difference is that due after repeating actions are available and need to be completed by a certain time. For example, if you wanted to update your blog from time to time, but you don't want to be bothered if you just made one, a due after repetition would serve you well.

Of course, choose none (the default) to specify that an action does not repeat.



You can use attachments to capture a recording or add a photo from your photo library — just tap the photo or audio button on the attachments tab of the editor. Then, the attachment appears in the attachment list. You can delete your attachments by swiping over them in the list and tapping delete.

Past	Today 10/4	Tue 10/5	Wed 10/6	Thu 10/7	Fri 10/8	Sat 10/9	Sun 10/10	Future
	1	3			4			

Friday, October 8, 2010

Find recipe

Bake a cake

5:00 PM

Buy ingredients

Bake a cake

5:00 PM

Get to baking

Bake a cake

start: Saturday, October 9, 2010

Bake a cake

Bake a cake

5:00 PM

Forecast shows the actions and projects that are overdue or due soon. At the top of your outline you'll see a summary of the your overdue items, the next seven days, and your future items. Each module shows the due items for that particular section. This is a really handy way to see your upcoming work and if you've spread yourself a bit too thin.

Tap forecast in the sidebar to use forecast mode. Then, tap a day in the forecast to view that day's items. If you create a new action while in forecast mode, it is marked due for the day that you've selected.

To enter review mode, tap review in the sidebar. Your projects appear one-at-a-time, in order of last review, from the most to least stale. When you look over your projects and actions, you might want to make sure that your actions are not already completed, that you don't need to add any actions, and that your actions are still relevant. If they are complete, this is a fine time to mark them as such. If they're no longer relevant, this is a fine time to delete them. This is also a good time to evaluate your project status. Mark a project as active, if you'd like to keep it on your plate for the time being; mark a project as on hold if you'd like to work on it, but at a later date; mark a project completed when it's finished; and if you've decided the project isn't something you'd like to complete, mark the project as dropped.

When you're satisfied with the project, tap the mark reviewed button. The next project appears for your perusal.

By default, projects are up for review every week. If you'd like to review a project more or less often than the others, tap the review interval button in the bottom left to change the time between reviews. To change the default review interval for all of your projects, adjust the review interval when there are no projects left to review.



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

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.

Use **current location** to assign the context to the spot you're in right now.

Assign a **contact** to attach a person's address as the location.

Drop a **pin** to choose a spot on the map without the address.

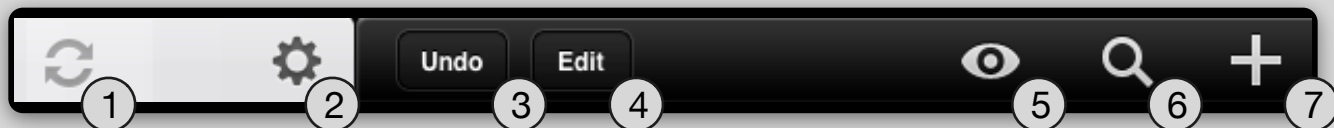
Tap **address or search** to add a specific address or to use a search for anything that matches, like Grocery Store. Anything that works on Google Maps works here. You can use the word OR or the minus symbol (-) to combine and exclude results. For example, "Grocery Store OR Pharmacy" shows you the nearest grocery store or pharmacy. "Hardware Store -Fictional Mega Warehouse" will show you all the nearby hardware stores, but exclude the Fictional Mega Warehouse.

Use **always available** for contexts that are available no matter your location, like your iPad.

Tap **none** to choose no location.

When you've assigned locations to your contexts, you can then view your actions by their location. You can also move the map to a new location and perform the search again to see the actions in another area.

The toolbar is located at the top of your display. It contains several tools, some of which are specific to your iPad's orientation. (Tap the sidebar button while in portrait mode to show the sidebar.)



1 — Tap the sync button to trigger a sync manually. While open, OmniFocus syncs one minute after a change or hourly otherwise, so you don't have to sync manually if you're not so inclined. This button is attached to the sidebar so, if you're in landscape mode, use the sidebar button to find it.

2 — The settings button contains utilities to customize your OmniFocus experience and find help. Tap help to read the included documentation (Hello!); tap settings to customize the way your data is presented and integrates with other applications; tap sync setup to edit or set up sync; tap contact Omni to send us a question, comment, or suggestion (we're real people!); and tap edit sidebar to rearrange your sidebar. The settings button is also attached to the sidebar.

3 — Undo undoes the last change. Touch and hold this button to reveal a popover where you can undo or redo. Keep in mind that you can only undo the last 20 changes and that your undo history goes away after a sync.

4 — Tap edit to delete, reorder, and move items.

5 — The view button reveals a popover to change which actions are visible. It does this by showing or hiding items against the action status criteria you specify. For example, if you only want to see the first, available action for each project in project mode, select next action. The options in the popover are dynamic and correspond to your outline.

6 — Use search to find an item in your database. Tap cancel to cancel your search. Matches are displayed as a list over your work so that it's not interrupted. To see an projects along with its actions, focus on the project in the results.

7 — Use the plus button to add new items to the list that you're looking at. These new items include projects, contexts, actions, and inbox items.



The sidebar is primarily used to update or change what you're viewing in the content area. It is always visible in landscape mode and, in portrait mode, can be accessed by tapping the sidebar button in the toolbar.

Tap the arrows to the right of the items in your sidebar to see a list of that particular item's contents in the sidebar. For example, if you tap the arrow on the Projects button, you'll see a list of your projects. You can tap any item in the sidebar to focus. (Tap it again to show your hidden items.)

By default, the Sidebar contains the following:

- 1 — The **sync** and **settings** toolbar buttons are attached to the sidebar and can be used to trigger a manual sync and various settings, respectively.
- 2 — Tap **quick entry** button to view the quick entry popover and add an action to your inbox.
- 3 — Tap the **inbox** button to view your inbox.
- 4 — Tap the **projects** button to view a list of your projects and actions in the outline.
- 5 — Tap the **contexts** button to view a list of your contexts and their contents in the outline.
- 6 — If you've assigned locations to your contexts, tap the **map** button to view the available actions near your location.



7 — If you've assigned due dates to your projects and actions, tap the forecast button to view them in the outline.

8 — If you've flagged any of your projects or actions, tap the flagged button to view them in the outline.

9 — Tap the review button to enter review mode and check in on your projects and actions.

10 — If you're syncing, tap the perspectives button to view your perspectives list. Tap the star button to the right of the perspective to add it to the main sidebar view. (To remove it from the main sidebar, simply swipe to delete or unstar it in the Perspectives list.)

To delete and reorder items in the sidebar, tap the settings button in the toolbar, followed by the edit sidebar button. (You can also swipe to delete an item.)

Sync with MobileMe

If you have MobileMe, this is an easy way to sync over the Internet.

**Sync with OmniFocus for Mac via Wi-Fi**

Sync directly to OmniFocus for Mac over your own wireless network.

**Sync with Omni Sync Server** **BETA**

Create an account and help us test our new sync service!

**Custom Sync with WebDAV**

Sync to your own WebDAV-compatible server over the Internet.



If you have OmniFocus for Mac or OmniFocus for iPhone, you can sync to those devices. OmniFocus can sync using the following methods:

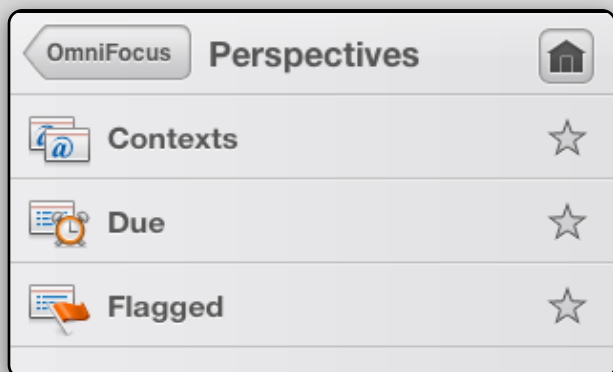
Use **MobileMe** to create and store a sync database on your iDisk.

Sync over **Wi-Fi** to create and store a sync database on your Mac. (If you sync over Wi-Fi, you must be on the same network as the Mac running OmniFocus.)

If you're brave, try our work-in-progress **Omni Sync Server**.

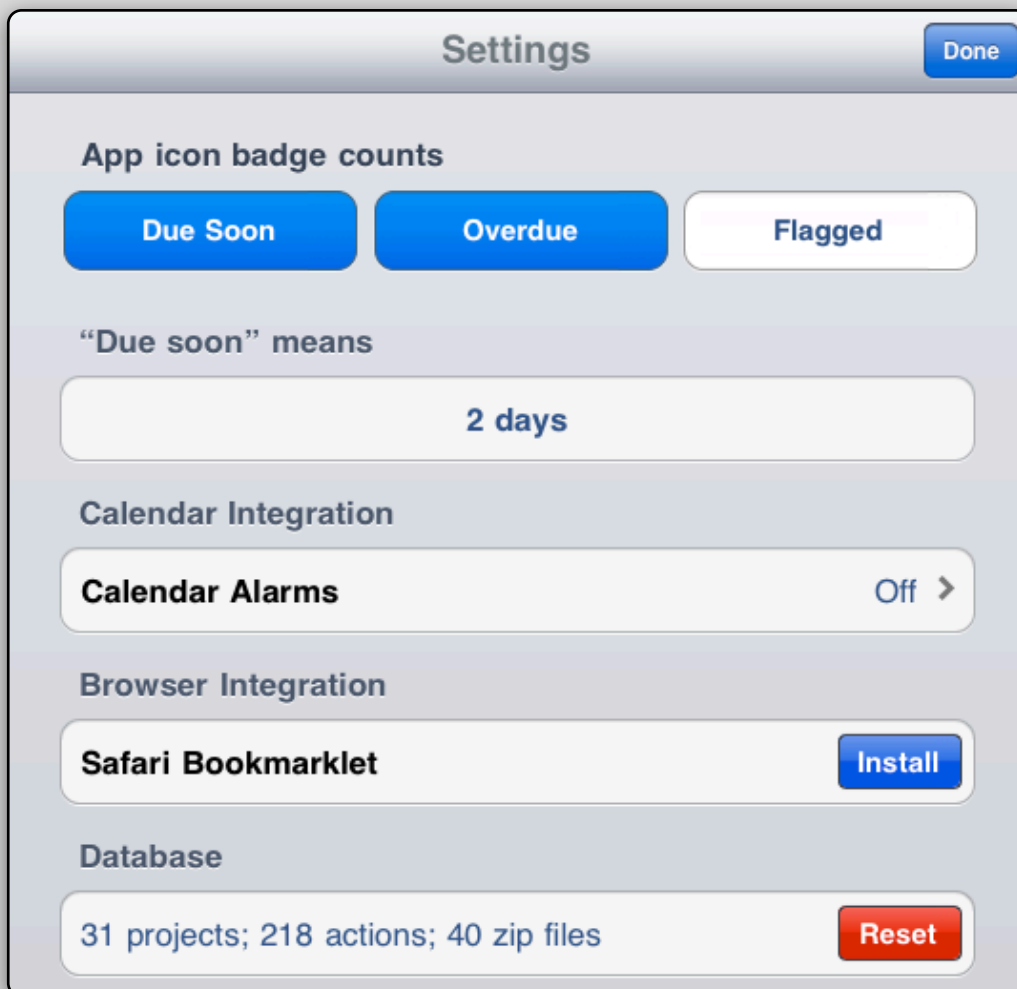
Or, just use your own **WebDAV** server.

OmniFocus automatically syncs hourly (when the application is open) or one minute after a change. If you'd like to trigger a manual sync, tap the sync button in the sidebar.



If you sync with OmniFocus for Mac, you can sync your custom perspectives between the applications. Perspectives are a way to revisit commonly used view states.

To add a perspective to the main sidebar, tap the Perspectives button in the sidebar. Then, tap the star to the right of the perspective you'd like to add.



To reach your settings, tap the settings button in the toolbar. (It's the gear.) Once there, you can customize your experience with the following options:

The **app icon badge** counts totals your due soon, overdue, and flagged items and then adds a number to the OmniFocus icon on your iPad home screen. By default, OmniFocus totals your due soon and overdue items, but not your flagged items. If you'd like to include or exclude any of these, just tap its respective button.

Tap the **due soon** cell to change when an item is considered due soon. By default, an item is considered due soon within two days of its due date. When that happens, the item turns orange and is counted in the app icon badge. You can change this so that it shows up on your radar (and forecast) sooner or later, as you like.

The screenshot shows the 'Settings' window with a 'Done' button in the top right corner. The settings are organized into sections: 'App icon badge counts' with three buttons ('Due Soon', 'Overdue', 'Flagged'), a 'Due soon' definition section with a text field showing '2 days', 'Calendar Integration' with a 'Calendar Alarms' toggle set to 'Off', 'Browser Integration' with a 'Safari Bookmarklet' button labeled 'Install', and a 'Database' section showing statistics ('31 projects; 218 actions; 40 zip files') and a 'Reset' button.

Settings Done

App icon badge counts

Due Soon **Overdue** **Flagged**

"Due soon" means

2 days

Calendar Integration

Calendar Alarms Off >

Browser Integration

Safari Bookmarklet **Install**

Database

31 projects; 218 actions; 40 zip files **Reset**

Tap the **calendar alarms** button to activate or deactivate alarms and to specify when you're notified.

Tap the install button for the **Safari bookmarklet** to add a bookmark to your bookmarks bar in Safari. The bookmarklet, when tapped, adds the current page as a note to a new item in OmniFocus so that you can revisit it later.

The **database** section provides statistics about your database. These statistics can be particularly interesting to those who sync. (Generally, the fewer the zip files, the faster the sync.) Tap the reset button to delete your database entirely.

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