

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.

The screenshot shows a document editor interface for "Mount Rainier Hikes". The interface includes a top navigation bar with "Documents", "Undo", and "Mount Rainier Hikes" tabs, along with search, edit, and info icons. Below the navigation bar is a table of trails with columns for "Trail", "Distance", "Roun...", and "Hiked". The trails are grouped into sections: "Longmire", "Paradise", "Ohanapecosh", and "Sunrise". Each trail entry includes a checkbox, a name, distance, and time, along with a brief description. Numbered callouts (1-15) point to various UI elements: 1 (Documents tab), 2 (Undo), 3 (Mount Rainier Hikes title), 4 (Search icon), 5 (Edit icon), 6 (Info icon), 7 (Edit text), 8 (Longmire section header), 9 (Paradise section header), 10 (Ohanapecosh section header), 11 (Left arrow), 12 (Right arrow), 13 (Comment icon), 14 (List icon), and 15 (Add icon).

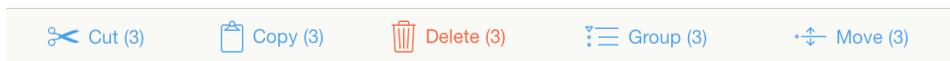
Trail	Distance	Roun...	Hiked
Longmire			<input type="checkbox"/>
<input type="checkbox"/> Trail of the Shadows Replica of an early homestead cabin Lots of animals? Trailhead across from National park Inn at Longmire	.7 mi loop	20m	<input type="checkbox"/>
<input type="checkbox"/> Twin Firs Loop Trail Passes through old growth forest Trailhead 2 miles west of Longmire	.4 mi loop	20m	<input checked="" type="checkbox"/>
<input type="checkbox"/> Rampart Ridge Trail Ridge top vista views Trailhead: Follow Trail of the Shadows to trail junction	4.6 mi loop	2.5h	<input checked="" type="checkbox"/>
Paradise			<input type="checkbox"/>
<input type="checkbox"/> Nisqually Vista Trail	1.2 mi loop	45m	<input checked="" type="checkbox"/>
<input type="checkbox"/> Bench & Snow Lakes Trail	2.5 mi loop	2h	<input type="checkbox"/>
Ohanapecosh			<input type="checkbox"/>
Sunrise			<input type="checkbox"/>
<input type="checkbox"/> Shadow Lakes Trail	3 mi	1.5h	<input type="checkbox"/>
<input type="checkbox"/> Sourdough Ridge Trail	1 mi loop	1h	<input type="checkbox"/>
<input type="checkbox"/> Naches Peak Loop Trail	3.5 mi	2h	<input checked="" type="checkbox"/>
<input type="checkbox"/> Glacier Basin Trail	7 mi	4h	<input checked="" type="checkbox"/>

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

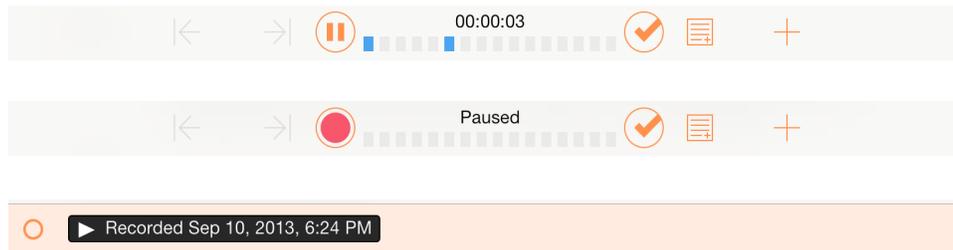
You'll also find the **Expand All** and **Collapse All** buttons in Document settings. This comes in handy for big documents when you want to either see every fine detail or just the main rows.

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.

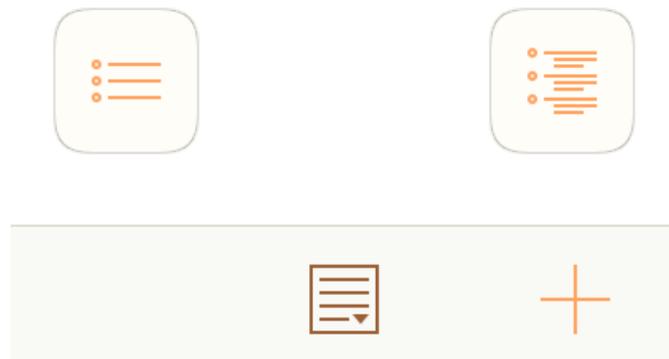


8. **Row Handle** — tap and hold on these to drag rows around in your outline. These come more into play when using the Edit features in OmniOutliner; when you tap a row in Edit mode, the empty circle fills to indicate that the row has been selected for some action. To deselect the row, tap it again.
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

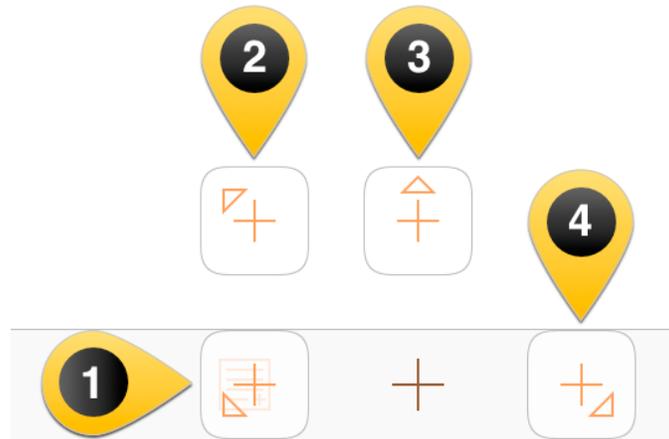
stopped. Tap the **Pause** button again to continue recording, or tap the **Checkmark** button to finish and save the recording to a new row in your document.



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.



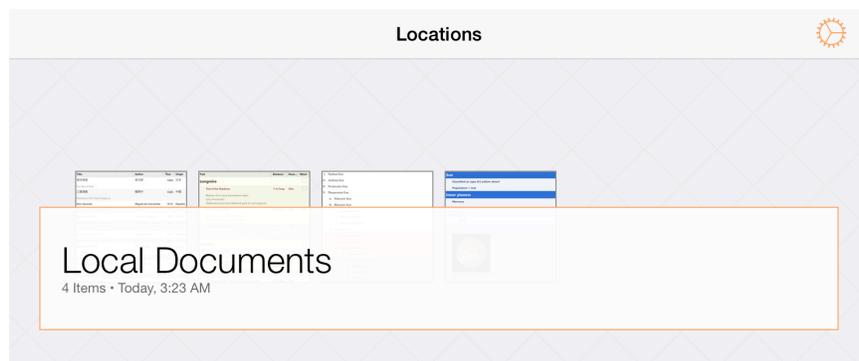
15. Add/Plus — tap here to create a new row and start entering some text. Similar to the **Notes** button, if you touch and hold the Add button, four additional buttons fly out:



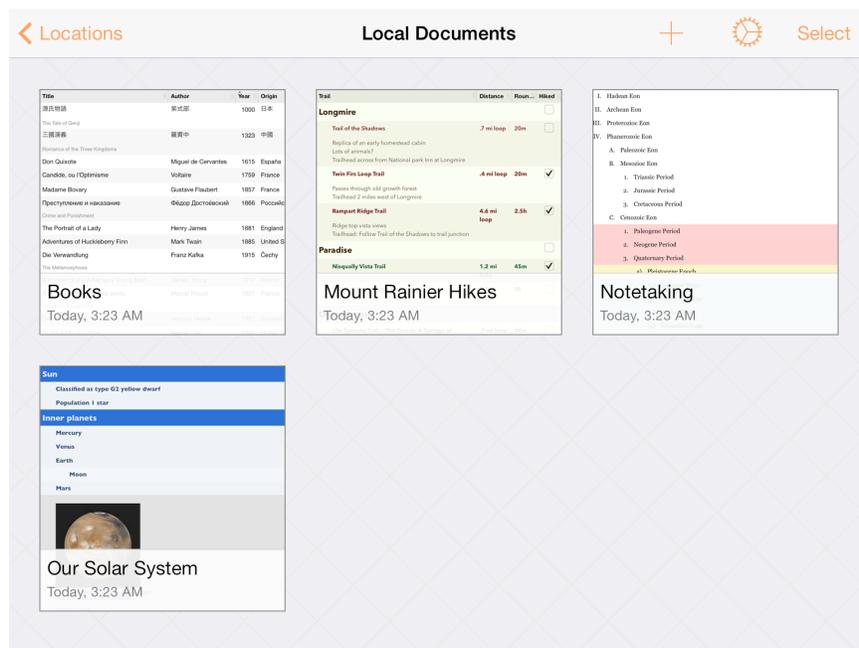
1. **Insert New Sibling Below** — Inserts a new row at the very end of your document.
2. **Create Aunt** — Inserts a new row at the current level, and converts the selected row into a child element. The new row, an Aunt, gains a disclosure triangle in the left column, which you can tap to hide or show 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

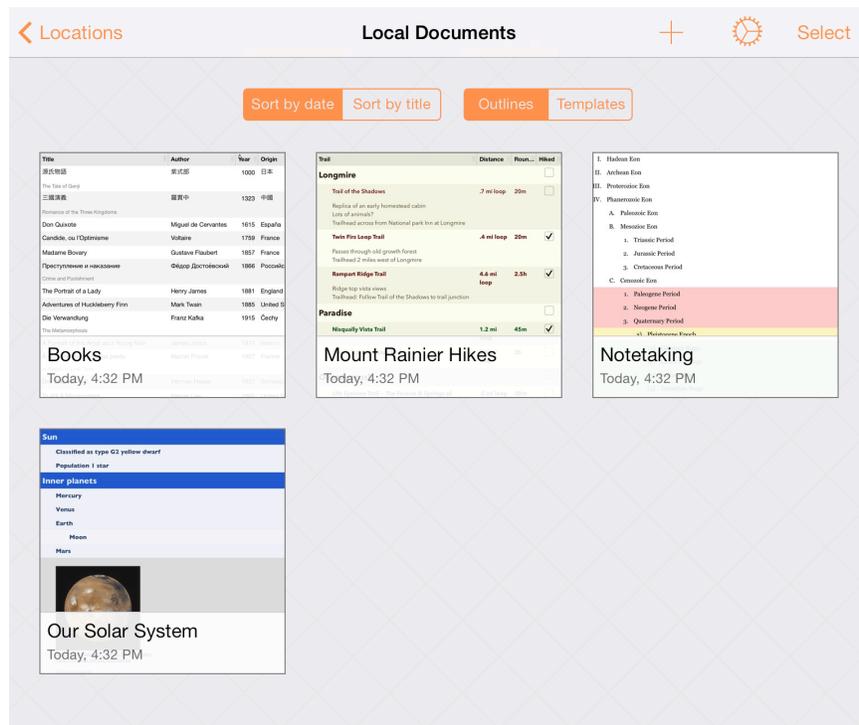
When you first open OmniOutliner, you're taken to the **Locations** screen which is the place you go to access all of your documents. There is a **Local Documents** folder, which we've preloaded with some sample OmniOutliner files that you can use as inspiration for the documents you'll create.



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



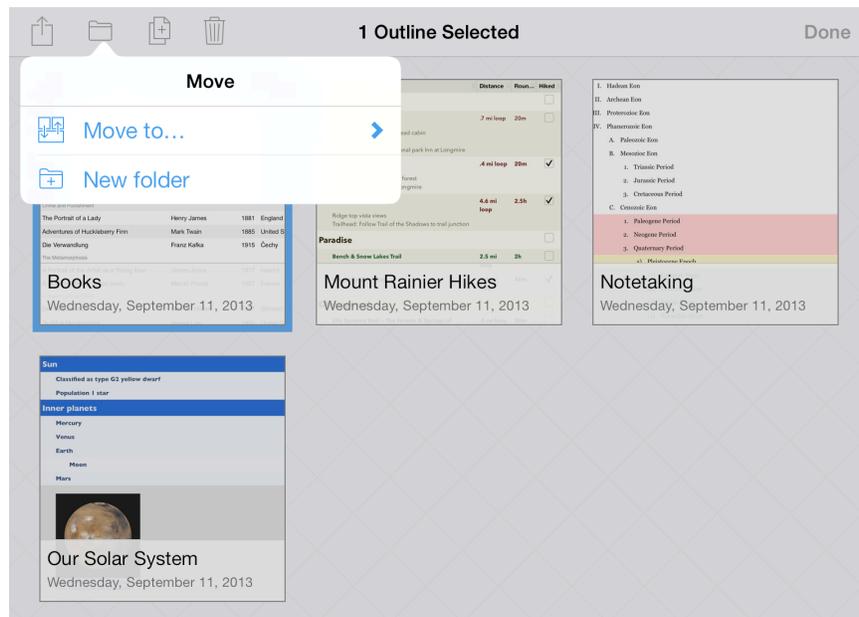
If you pull down while viewing the contents of a folder, you'll discover the super secret **Document Organizer**. By default, OmniOutliner sorts your files by the date created and displays any Outline documents in that folder. You can opt to sort by Title instead, or view the available Templates as well.



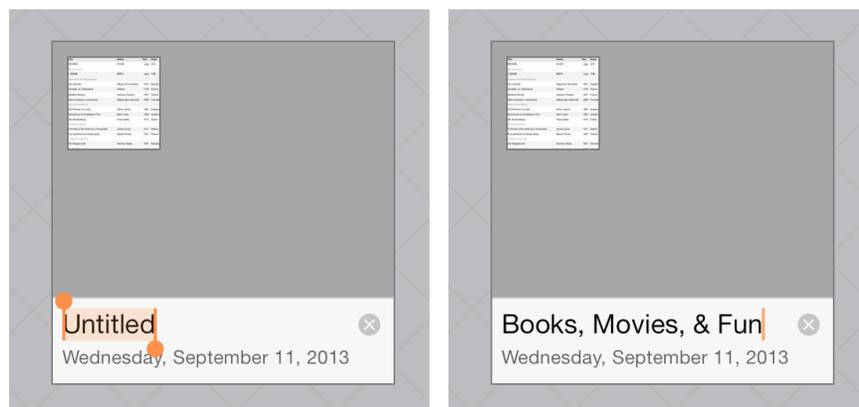
When you configure a Cloud Account, such as a free **Omni Sync Server** account (or connect to any WebDAV service you're subscribed to), you'll also see a folder on the Locations screen for any compatible file sharing servers to which you've connected OmniOutliner.



To help you better organize your files, you 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.



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**.



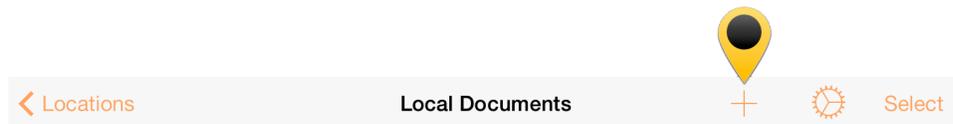
Subfolders have a dark gray background and show mini icons for the files contained within. To open a file within a subfolder, tap the folder to open it, and then tap the file.



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.



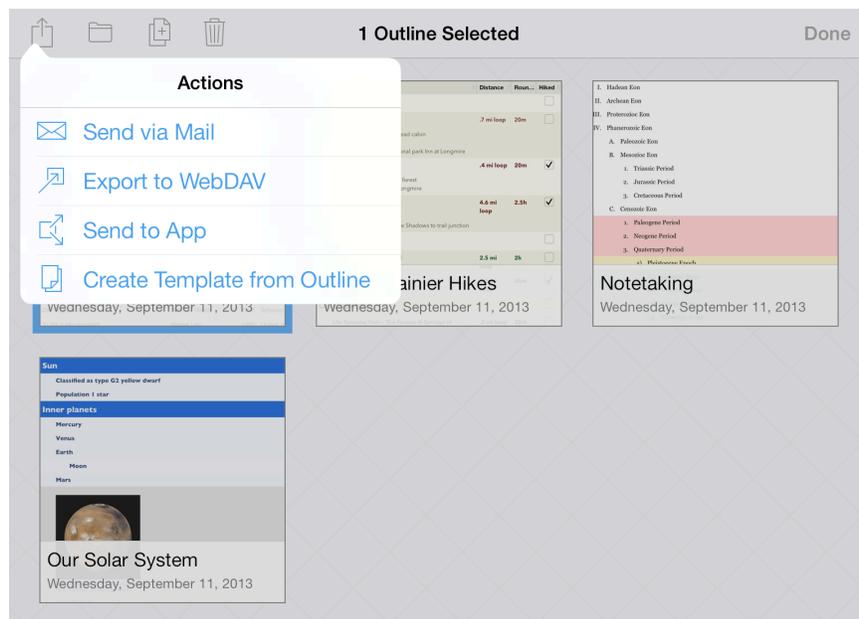
See [Using the Document Editor](#) for more details on the document editor itself, or work through the [Create a New Document](#) tutorial.

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

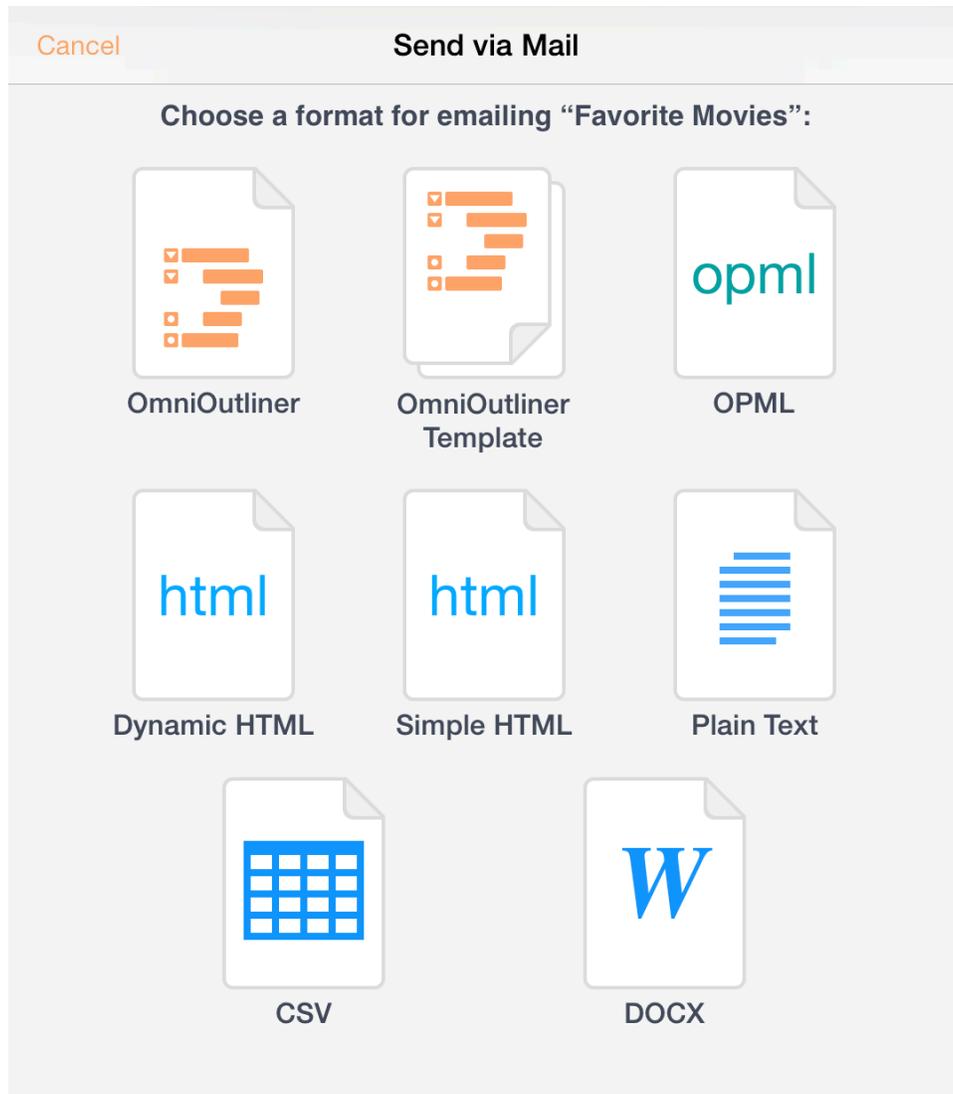
Every now and then you'll find the need to share some document you've created in OmniOutliner with someone else. But all of the files are on your iPad, how are you going to do this?

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.

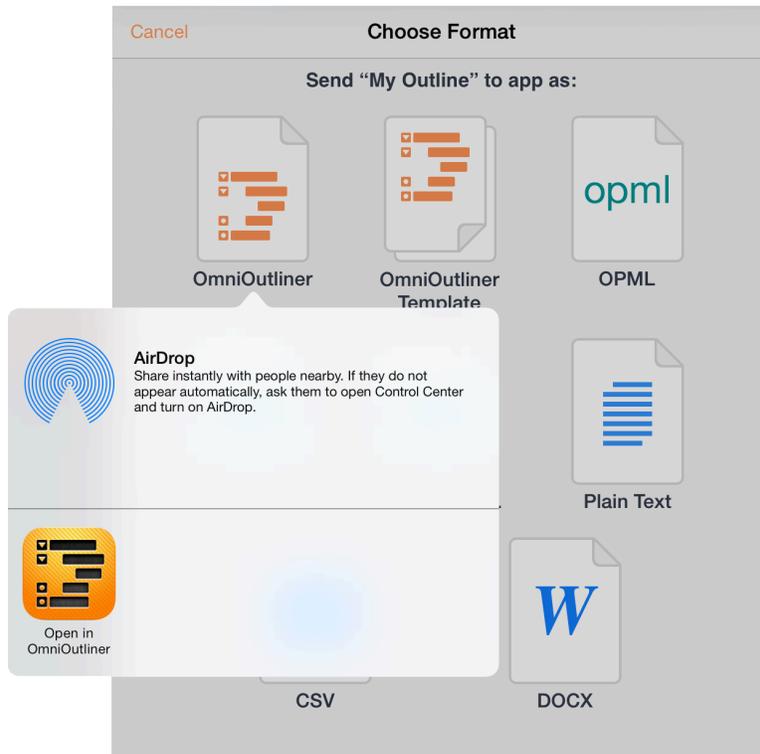
Now tap the **Actions** button in the navigation bar and select from one of the following options:



- **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.

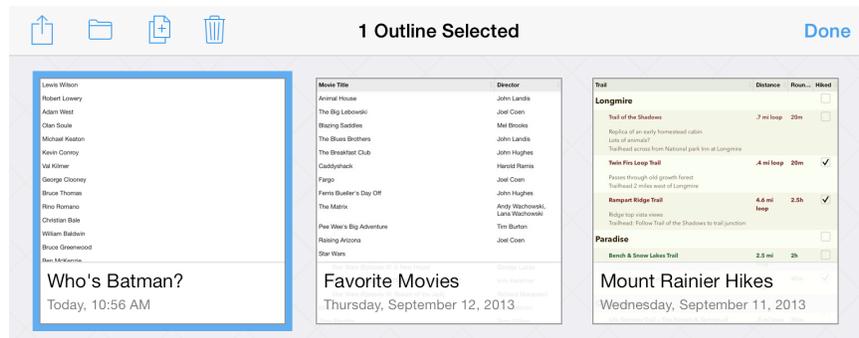


- **Create Template from Outline** — turns the selected document into a template, which you can later use as the basis for a new document. All of the content—as well as any styles, images, or media you’ve added—remains in the template file; you’ll just need to enter new content over what’s there.

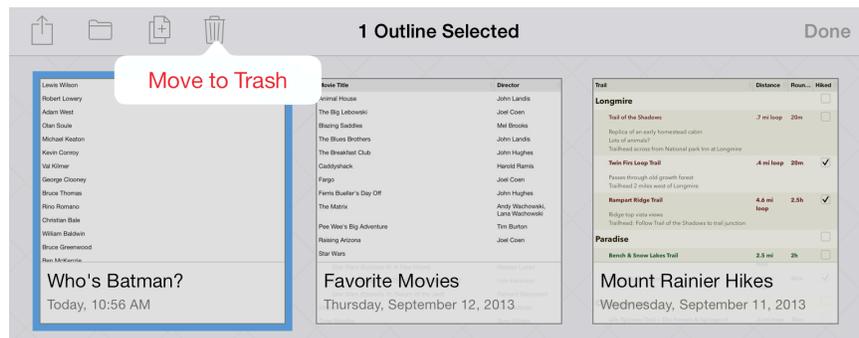
Part IV: Taking Out the Trash

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.

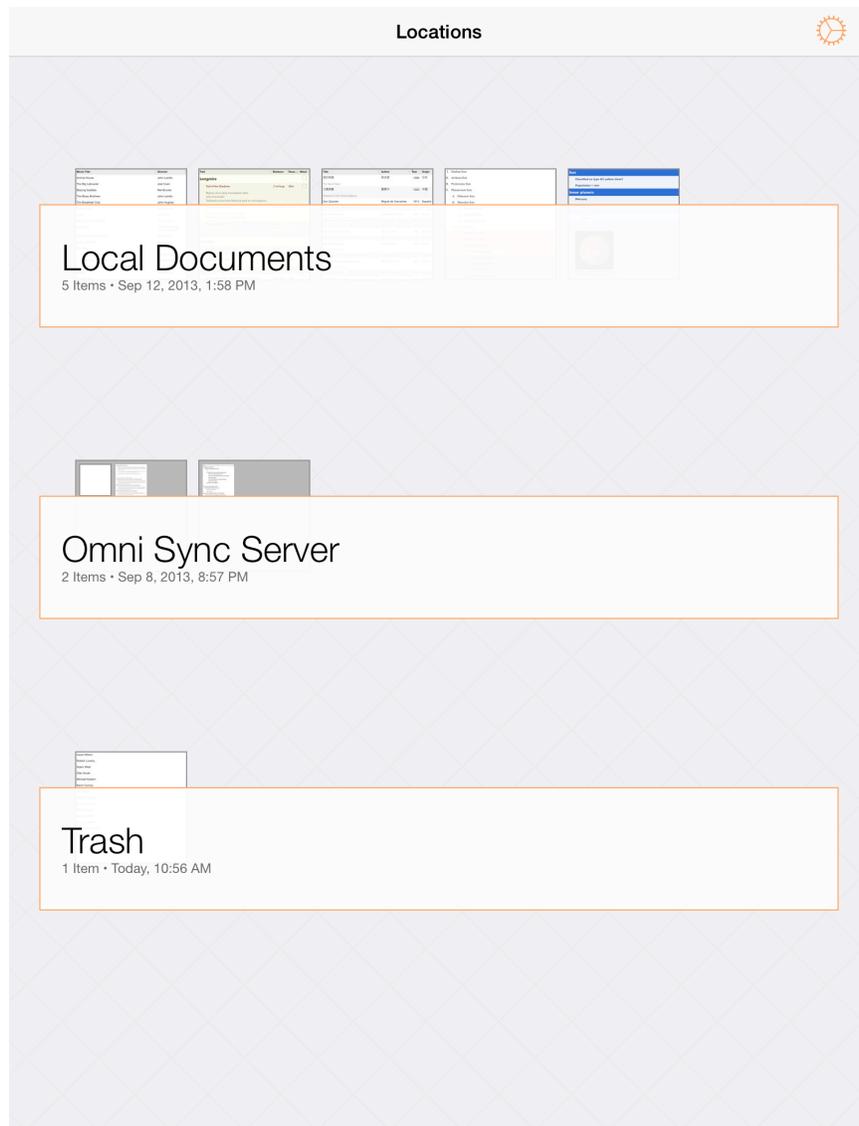
Fortunately, deleting files from OmniOutliner is just as easy as it is to find someone to play Batman. When viewing a folder of documents, tap Select in the navigation bar at the top of the screen. Then tap on the document you'd like to delete; you'll see that the file now has a blue highlight around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



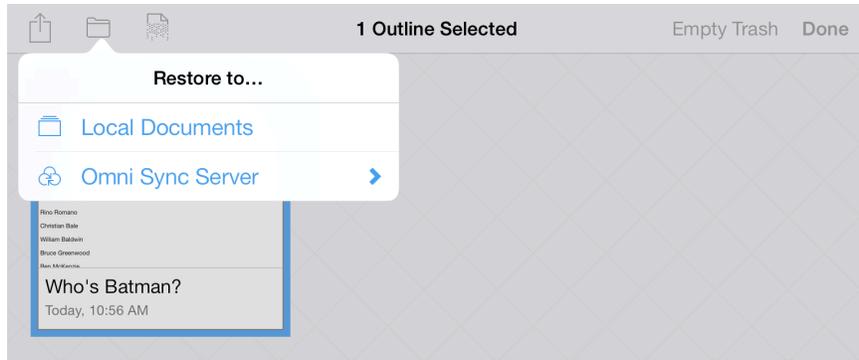
Tap the Trashcan in the navigation bar to move the document to the Trash.



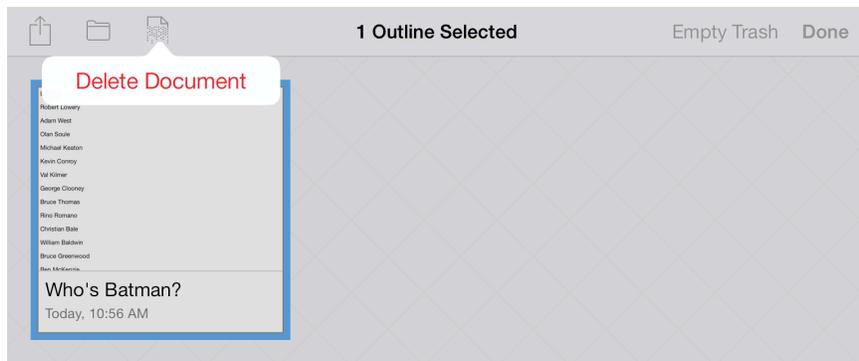
If you tap Locations in the navigation bar, you'll see a Trash folder in your list of OmniOutliner folders. Right now, the file is still on your iPad.



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.



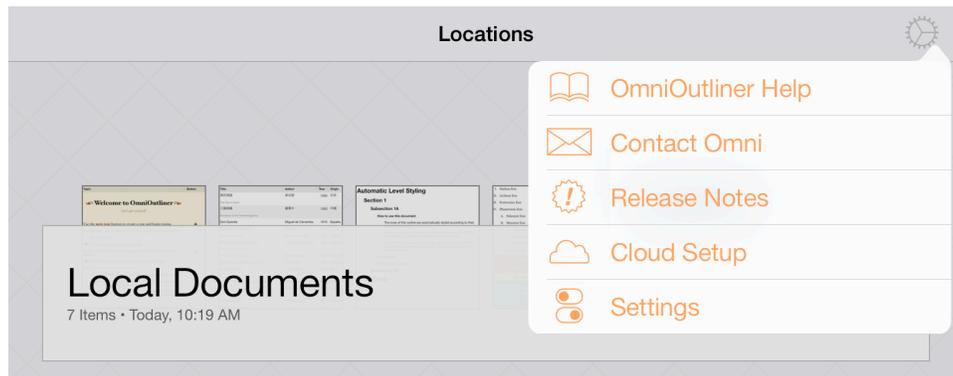
Finally, if you really are sure that you no longer need this file, you can either tap the **Shredder** icon to delete the file, or tap **Empty Trash**.



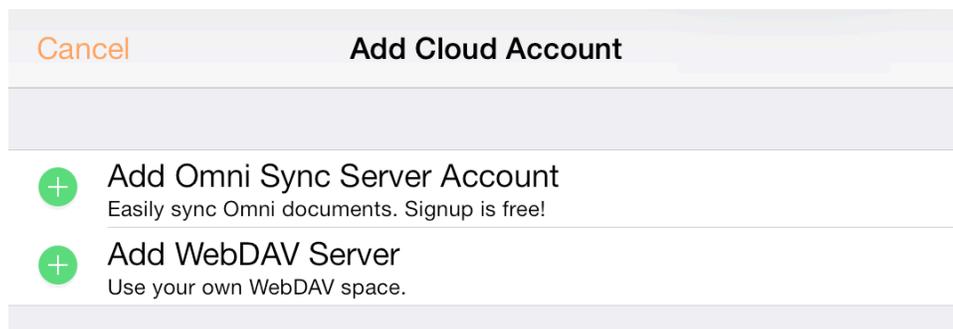
The difference here is that tapping the Shredder icon only deletes selected files whereas tapping Empty Trash will delete everything in the Trash folder, regardless of whether any files have been selected.

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**.



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 Server Connect

Account Info

Account Name omnidocwranglers

Password ●●●●●●●●●●

Nickname Omni Sync Server

OmniPresence ✓

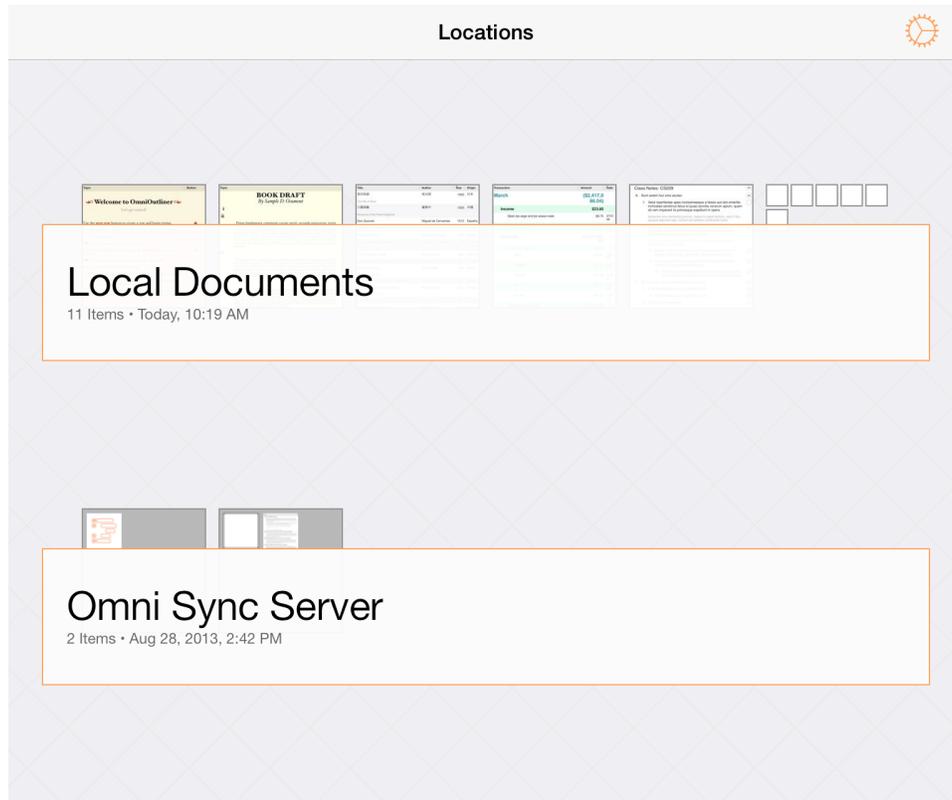
Import/Export

Both

OmniPresence automatically keeps your documents up to date on all of your iPads and Macs.

Send Settings via Email

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.

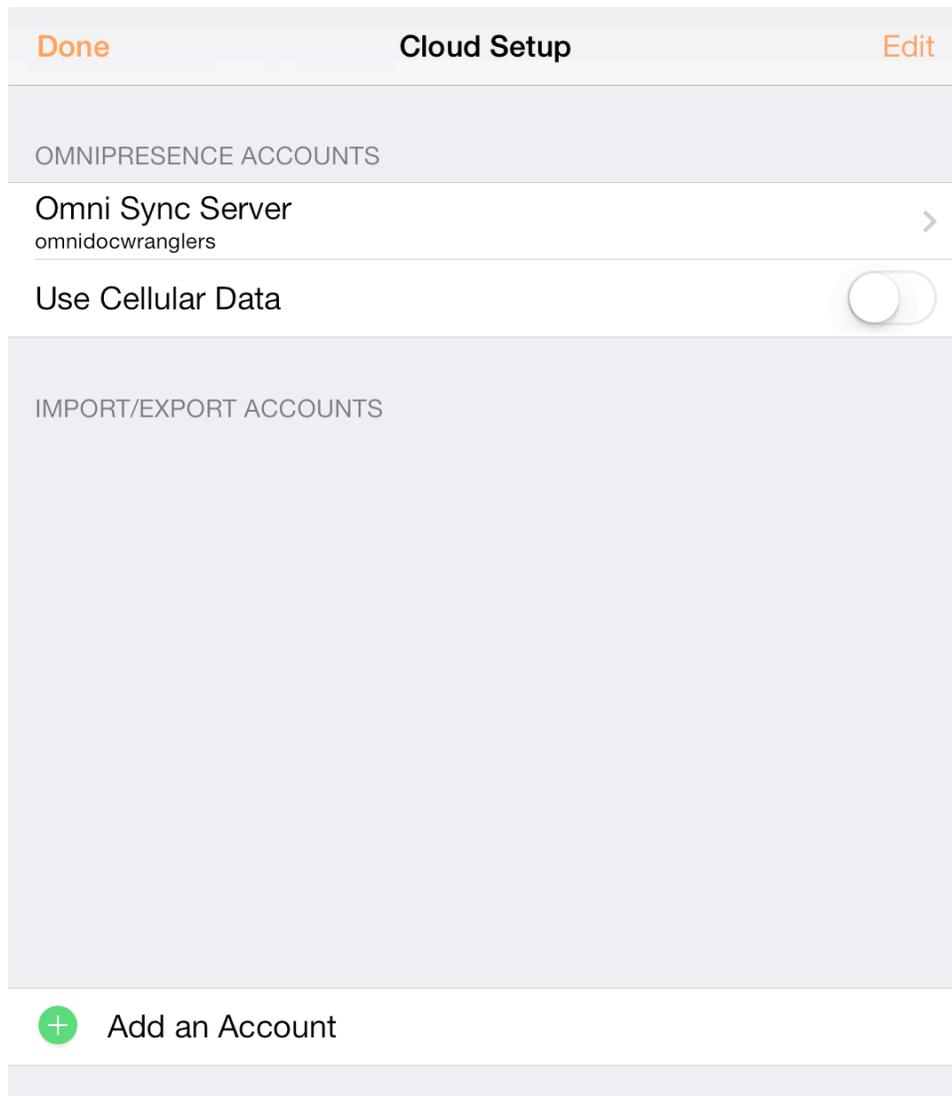


For WebDAV Server Accounts

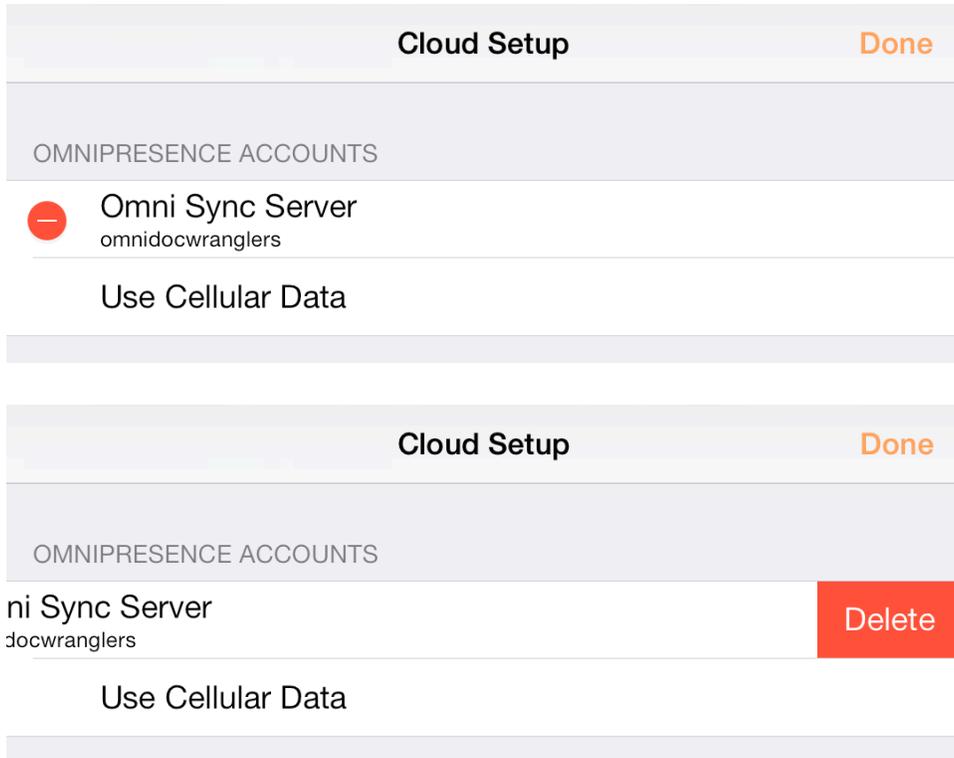
On the Account Info screen that appears:

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:

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.



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.



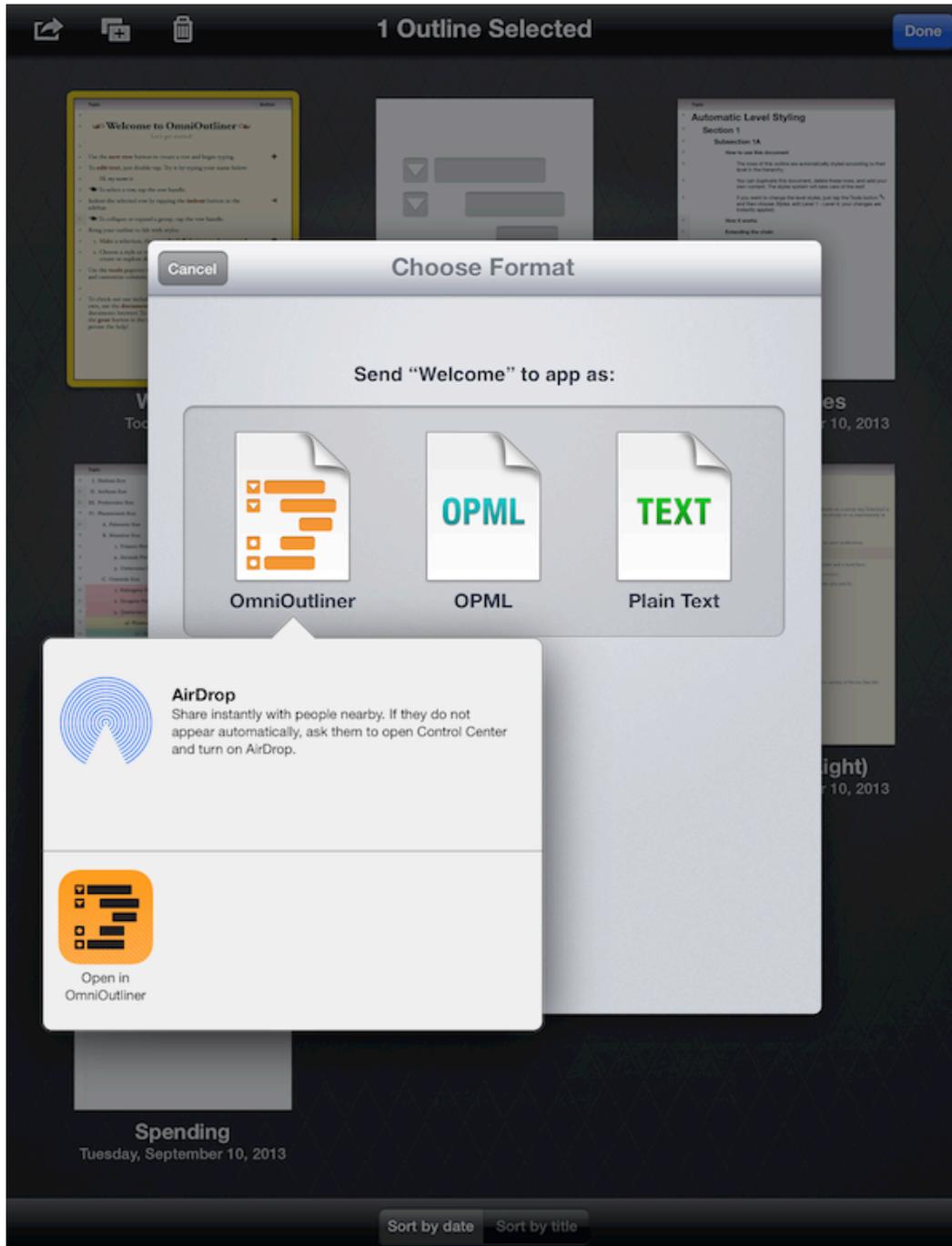
If you have a cloud account already set up that you would like to use to migrate your data, make sure all the files you want to transfer are in your OmniPresence folder, then tap the sync icon in the toolbar. After using the same account information to set up cloud sync in OmniOutliner 2, your files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



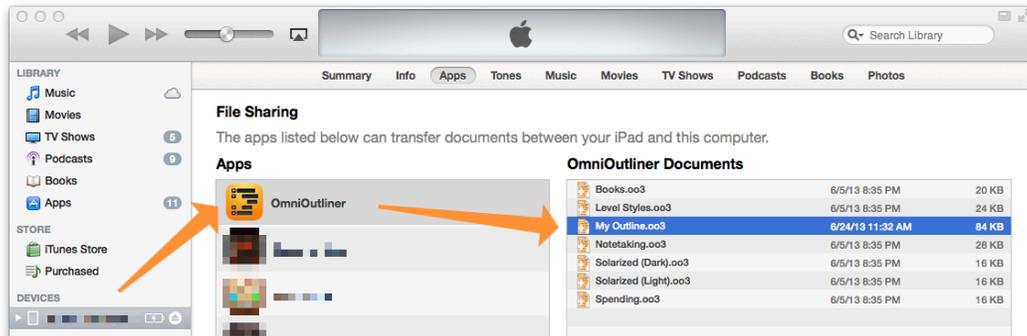
Other Import Options

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.



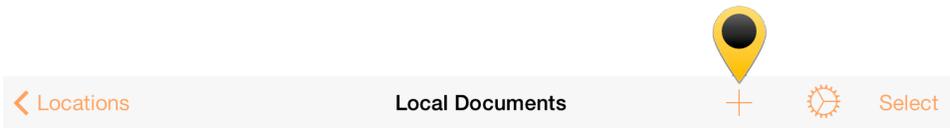
- **Using iTunes 11 for Mac** — Connect your iPad with OmniOutliner 1.x to your Mac, and follow [these instructions](#) to transfer Outliner documents to your computer. When you're ready, use the same instructions to bring them from there to your iPad with OmniOutliner 2.



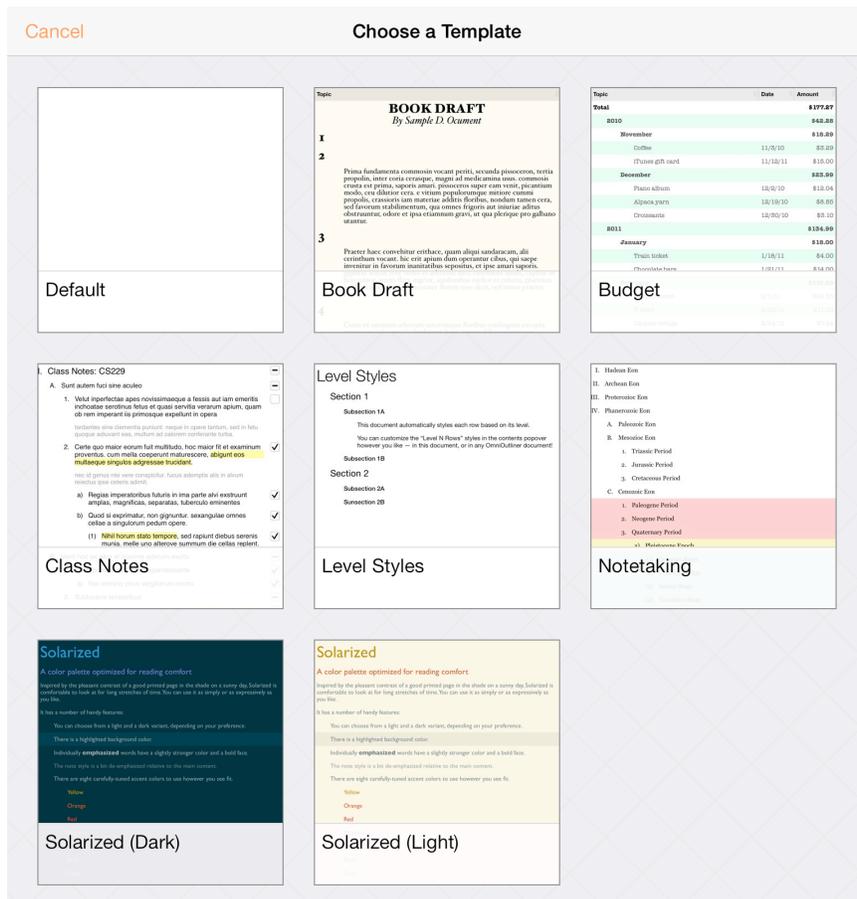
Create a New Document

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.

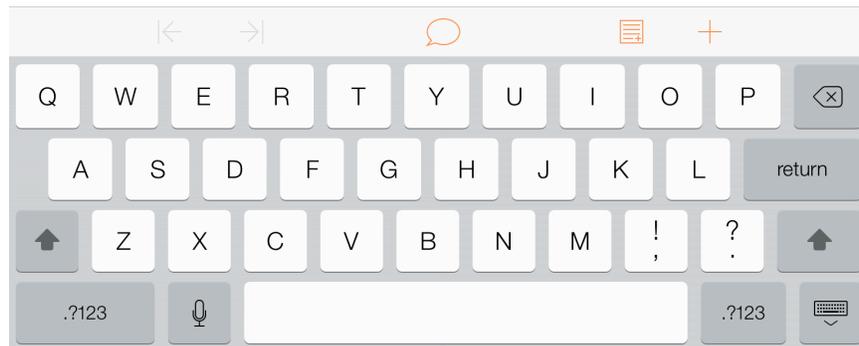
1. To get started, tap **Add** (the plus sign, +) in the toolbar.



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.

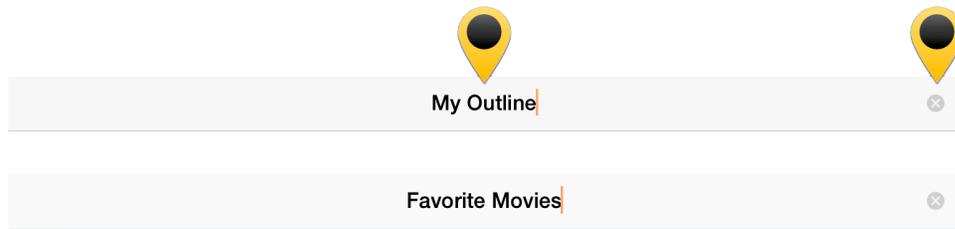


As you can see, the Default template is pretty sparse, but don't worry, we'll show you how to turn this blank white canvas into something really amazing in no time.

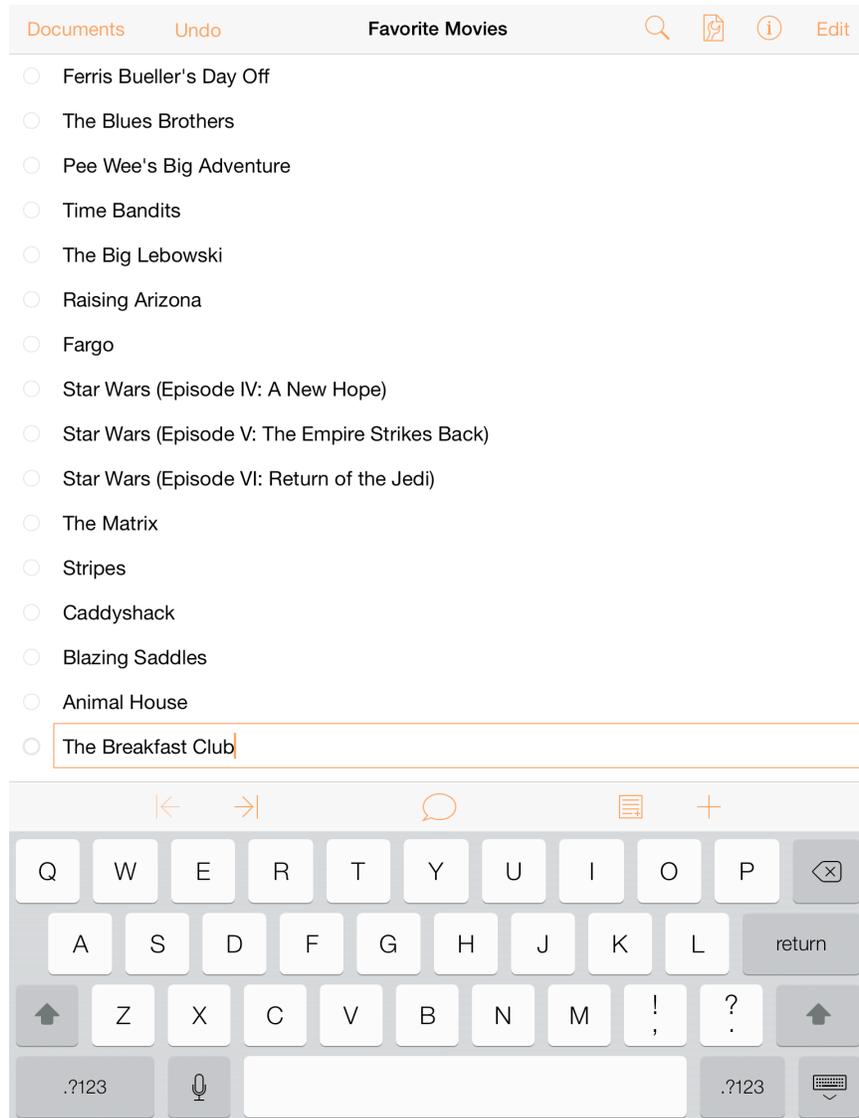


3. Before you start entering the titles of your favorite movies, let's go ahead and change the default title of this document from **My Outline** to **Favorite Movies**. Tap on **My Outline** to go into editing mode; this places a cursor at the end of the current title, and if you look closely, you'll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



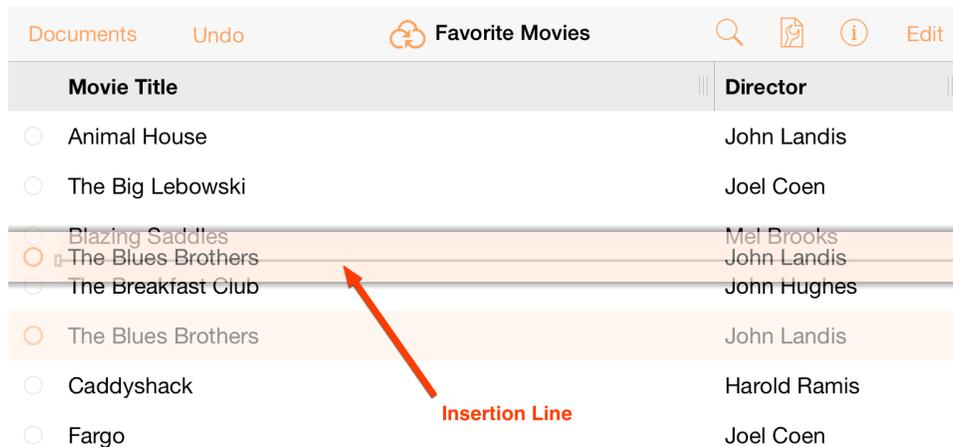
4. Enter the titles for a dozen or so of your favorite movies. When you reach the end of a title, tap **Return** to go to the next line.



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.



Movie Title	Director
<input type="radio"/> Animal House	John Landis
<input type="radio"/> The Big Lebowski	Joel Coen
<input type="radio"/> Blazing Saddles	Mel Brooks
<input checked="" type="radio"/> The Blues Brothers	John Landis
<input type="radio"/> The Breakfast Club	John Hughes
<input checked="" type="radio"/> The Blues Brothers	John Landis
<input type="radio"/> Caddyshack	Harold Ramis
<input type="radio"/> Fargo	Joel Coen

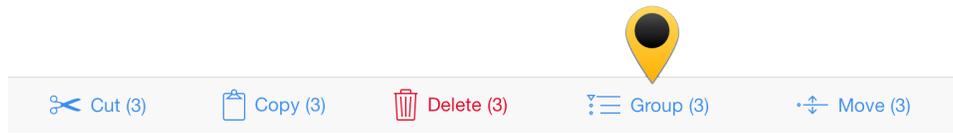
When you select a line, you'll notice that it takes on a grayish-orange highlight, and that there's a drop shadow behind the row. This is your indication that the line is selected and ready to move. As you move the lines around, an insertion line appears to indicate where the line will be placed when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

- Star Wars (Episode IV: A New Hope)
- Star Wars (Episode V: The Empire Strikes Back)
- Star Wars (Episode VI: Return of the Jedi)

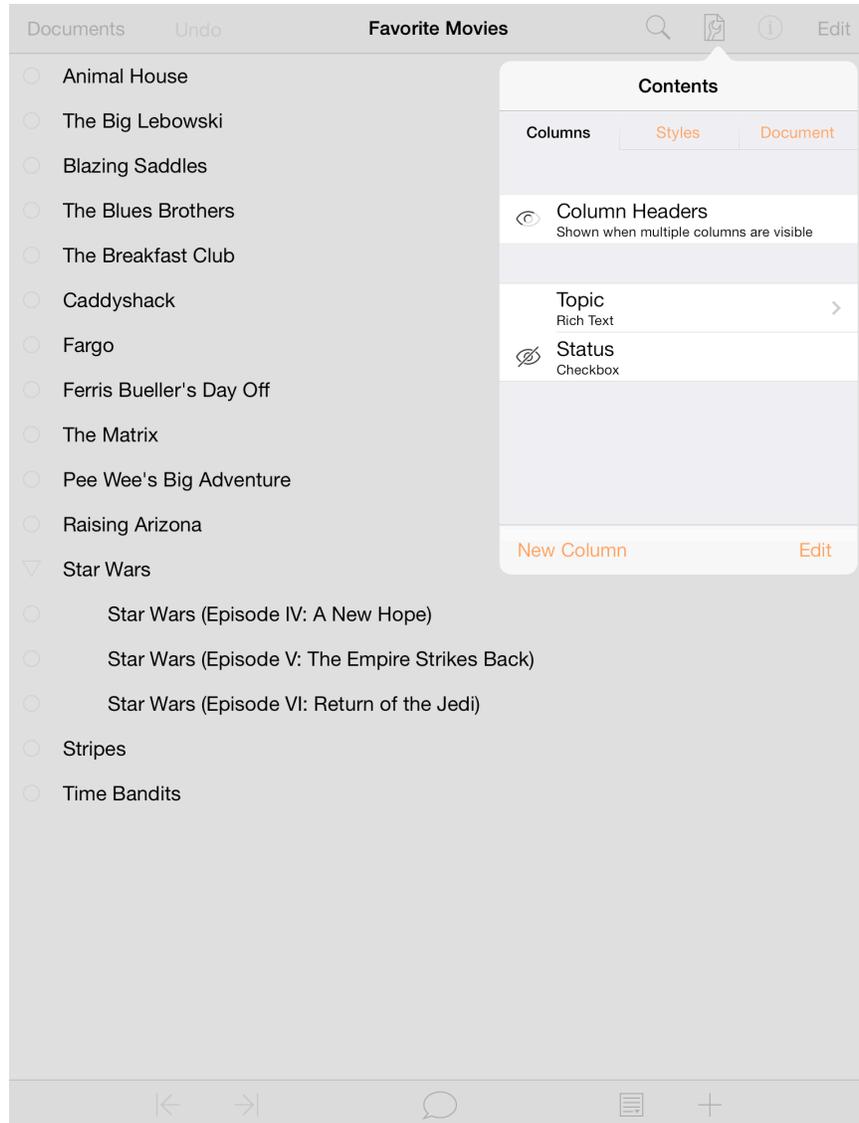
With the three movies selected, tap **Group** in the toolbar at the bottom of the screen. The three rows are indented and a new row is inserted above at the Aunt level; enter *Star Wars* to name the group.



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.

- Raising Arizona
- Star Wars
 - Star Wars (Episode IV: A New Hope)
 - Star Wars (Episode V: The Empire Strikes Back)
 - Star Wars (Episode VI: Return of the Jedi)
- Stripes

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.



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		🔍	📄	ℹ️	Edit
Movie Title		Director					
<input type="radio"/> Animal House							
<input type="radio"/> The Big Lebowski							
<input type="radio"/> Blazing Saddles							
<input type="radio"/> The Blues Brothers							
<input type="radio"/> The Breakfast 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 Favorite Movies 🔍 📄 ⓘ Edit

Movie Title	Director
<input type="radio"/> Animal House	John Landis
<input type="radio"/> The Big Lebowski	Joel Coen
<input type="radio"/> Blazing Saddles	Mel Brooks
<input type="radio"/> The Blues Brothers	John Landis
<input type="radio"/> The Breakfast Club	John Hughes
<input type="radio"/> Caddyshack	Harold Ramis
<input type="radio"/> Fargo	Joel Coen
<input type="radio"/> Ferris Bueller's Day Off	John Hughes
<input type="radio"/> The Matrix	Andy Wachowski, Lana Wachowski
<input type="radio"/> Pee Wee's Big Adventure	Tim Burton
<input type="radio"/> Raising Arizona	Joel Coen
▼ Star Wars	
<input type="radio"/> Star Wars (Episode IV: A New Hope)	George Lucas
<input type="radio"/> Star Wars (Episode V: The Empire Strikes Back)	Irvin Kershner
<input type="radio"/> Star Wars (Episode VI: Return of the Jedi)	Richard Marquand
<input type="radio"/> Stripes	Ivan Reitman
<input type="radio"/> Time Bandits	Terry Gilliam

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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	⌘-B
Italic	⌘-I
Underline	⌘-U
Copy style	Option-⌘-C
Paste style	Option-⌘-P
Clear custom style	Control-⌘-Delete
Increase font size	⌘-+
Decrease font size	⌘--
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-⌘-↑
Move row down	Control-⌘-↓
Move row left	Control-⌘-←
Move row right	Control-⌘-→
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-⌘-L
Ungroup	Option-⌘-R
Duplicate	⌘-D

Toggle editing note	⌘-'
Select all	⌘-A
Deselect all	Shift-⌘-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-⌘-0
<i>The following commands only work when you already have a row selected:</i>	
Scroll to First Row	⌘-↑
Scroll to Last Row	⌘-↓
Move selected row up	u
Move selected row down	d
Move left	l

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

Find

Command	Keyboard Shortcut
Find	⌘-F
Select previous match	↑
Select next match	↓
Select all matches	⌘-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.