

Tutorial #2

Working standalone
with
LongReach
on a mobile device

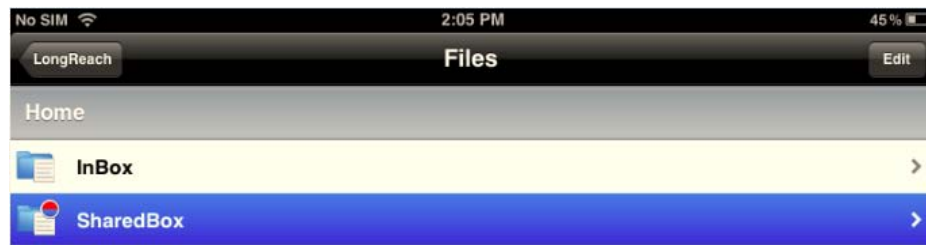
Version 1.0

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HOUSEKEEPING BEFORE STARTING THIS TUTORIAL

If you have already studied Tutorial #1 and followed all its instructions, you will see the following two folders on your LongReach Home screen.



If you have NOT studied Tutorial #1 by following its instructions or you do NOT see the screen as indicated above, place a bookmark here in Tutorial #2 and go and study Tutorial #1 and follow the instructions until you do see the screen as indicated above (by using the REFRESH command). Then return here to Tutorial #2.

CREATING A FOLDER

From the LongReach Home screen, let's create a folder called AAAAA on the mobile device.

Tap the COMPOSE icon  at the bottom of the screen.

You will be presented with a list of possible folder/files you can create.



Tap the NEW FOLDER item.

Enter the name AAAAA into the New Folder Box that appears.



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Tap OK.

You will notice that the folder AAAAA has been created and that it has a red circle on the folder AAAAA icon, showing that the folder only exists on the mobile device.



CREATING A FILE

Now let's create a file called ffff.txt contained within folder AAAAA.

Double Tap the folder AAAAA item

This will present the screen where the files contained in folder AAAAA will be listed. (Note that no files exist yet).



Tap the COMPOSE icon at the bottom of the screen.

You will be presented with a list of possible folder/files you can create.



Tap the NEW TEXT FILE item.

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You will be presented with a screen that displays the current (empty) contents of the text file just created with the default name 2011-12-07-07-23-38.txt.

When LongReach creates a folder or a file, it gives it a default name using the date and time that it was created: yyyy-mm-dd-hh-mm-ss.filetype.

If you want to rename the folder or file, you will need to use the RENAME command explained later in this Tutorial.



You can now enter information into this text file.

Tap the screen anywhere and the keyboard will appear.

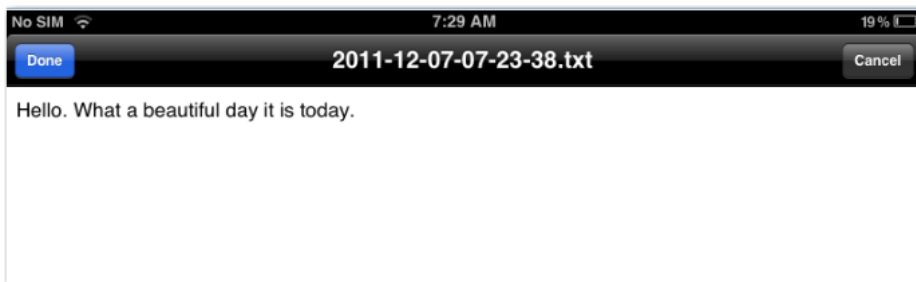
Type some words like "Hello. What a beautiful day it is today".



Tap the SAVE button on the top left of the screen.

This saves the text file with the contents you entered.

Tap the DONE button on the top left of the screen.



This will return you to the screen where the files contained in folder AAAAA will be listed.

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You will see that the text file 2011-12-07-07-23-38.txt is now contained in folder AAAAA. Note the red circle on the file icon to show that the file only exists on the mobile device.



Now let's add another file to folder AAAAA. This time, let's add a new location.

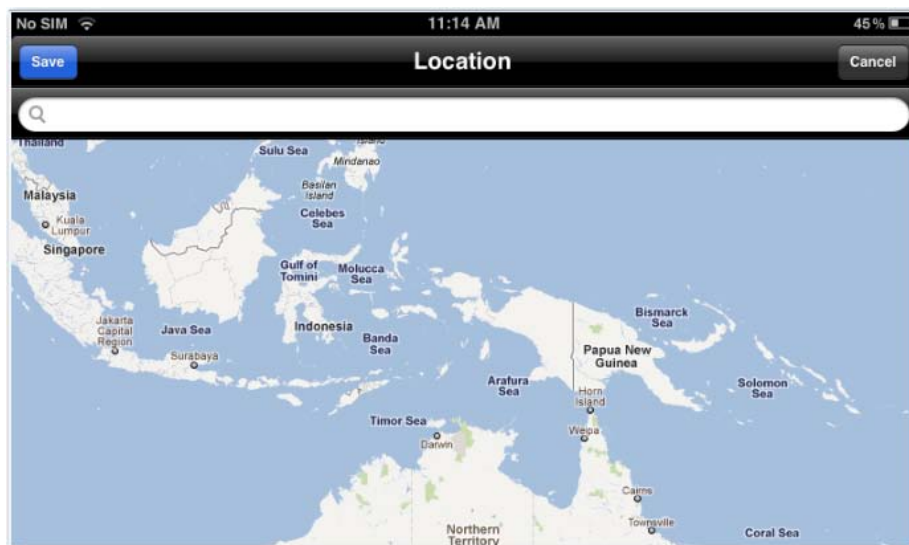
Tap the COMPOSE icon at the bottom of the screen.

You will be presented with a list of possible folder/files you can create.



Tap the NEW LOCATION item.

You will be presented with a Google Maps screen.

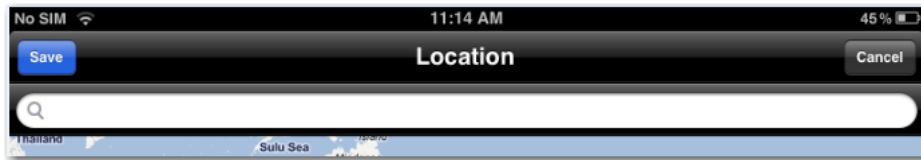


You can do the following :

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- a) Perform an address search
- b) Show current location
- c) Drop location pins

Tap the SAVE button on the top left of the screen when you have finished.



This saves the location file with the contents you entered.

Tap the DONE button on the top left of the screen.

This will return you to the screen where the files contained in folder AAAAA will be listed.

You will see that the text file 2011-12-07-07-45-11.loc is now contained in folder AAAAA. Note the red circle on the file icon to show that the file only exists on the mobile device.



Now let's add a new audio file to folder AAAAA.

Tap the COMPOSE icon again at the bottom of the screen



Tap the NEW AUDIO RECORDING item

You will be presented with a Recorder screen that is set and ready for you to record a voice message.

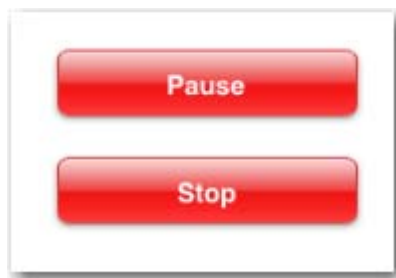
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Tap the RECORD button.

Start speaking to capture your message. When you have finished,

Tap the STOP button.



When the STOP button is tapped, the audio recording is closed and saved.

Tap the DONE button at the top left of the screen.



This will return you to the screen where the files contained in folder AAAAA will be listed.

You will see that the text file 2011-12-07-08-00-20.m4a is now contained in folder AAAAA. Note the red circle on the file icon to show that the file only exists on the mobile device.

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IMPORTANT :

Now we will leave the folder AAAAA and return to the LongReach Home screen

Tap the FILES button on the top left of the screen and you will be presented with the LongReach Home screen.



Let's now use the inbuilt camera to take a photo and/or create a movie.

Tap the CAMERA icon  at the bottom of the screen.



Tap the CAMERA item.

You will be presented with a screen that is the normal camera or video screen (depending on your setting).

Take a photo and/or **Record** a video as normal.

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Tap the USE button at the bottom of the screen to save the photo or video and to return to the LongReach Home screen.

Notice that the photo is stored as a .jpg file and the video is stored as a .mp4 file.



And remember these two files are not contained in any folder(s). They will appear on the LongReach Home screen with the folder AAAA (and the Inbox and the SharedBox).

RENAMING FOLDERS AND FILES

Double Tap the folder AAAA item to display all of the files contained in folder AAAA.

Now that we are inside the folder AAAA, let's rename the file 2011-12-07-07-23-38.txt.

Tap the 2011-12-07-07-23-38.txt. file line to highlight it.

Tap the ORGANIZE icon  at the bottom of the screen.

You will be presented with a list of organize actions.



Tap RENAME item

The RENAME FILE Box will appear together with the keyboard.

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Use the backspace key to erase the current name and then rename the file to new-text-file.txt

Tap the OK button.

You will see that the file name has been changed.



Tap the FILES button at the top left of the screen.

This will return you to the Longreach Home screen

COPYING and MOVING FILES into / out of FOLDERS

To copy and move files into and out of folders, you use the Copy and Paste command.

Let's copy the 2011-12-07-08-23-03.mp4 file into the folder AAAAA.

Tap the 2011-12-07-08-23-03.mp4 file line to highlight it.

Tap the ORGANIZE icon at the bottom of the screen.

You will be presented with a list of Housekeeping items



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Tap the COPY item.

Double Tap the folder AAAAA item to open the folder AAAAA.

Tap the ORGANIZE icon at the bottom of the screen.

You will be presented with a list of Housekeeping items.

Tap the PASTE item.



This will paste (add) the 2011-12-07-08-23-03.mp4 file into the folder AAAAA.



THE EASY WAY TO OPEN EXISTING FILES

Double Tap on the file name.

The file will open in the required viewer/player for you to view (text and location), listen to (audio) or inspect (photo and video) the file.

Follow the normal procedure (SAVE/DONE or DONE) to return to the LongReach Home screen.

DELETING EXISTING FOLDERS AND FILES

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Tap the 2011-12-07-08-22-16.jpg file to highlight it. Note that the file icon has a red circle to denote that the file only exists on the mobile device.

Swipe your finger from right to left on the highlighted file 2011-12-07-08-22-16.jpg item. A DELETE button appears

Tap this DELETE button and the file is instantly deleted.

If there had been a copy of 2011-12-07-08-22-16.jpg on both the server and the mobile device, you would have been asked to choose which one you wish to delete.



DIFFERENT WAYS TO ACTION A FOLDER OR A FILE USING THE ACTION ICON

Tap on the file name to highlight it.

Tap the (FILE)ACTION icon  at the bottom of the screen.

You will be presented with a list of possible actions that you can effect on the file.



The different actions on the folder or file are :

OPEN – Opens the file with the default viewer / player.

OPEN IN .. – Opens the file with any other third party application that is installed on the mobile device specifically for viewing and/or playing certain files.

eMAIL – Opens your email client and attaches the file to the email

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PLAY – opens and plays your audio and video files only

RECEIVE FILE – discussed in a later Tutorial

RECEIVE FOLDER – discussed in a later Tutorial

SEND FILE – discussed in a later Tutorial

SEND FOLDER – discussed in a later Tutorial

FINISHING THIS TUTORIAL

To set the mobile device back to its original state at the start of this tutorial, all the folders and files on the mobile device need to be deleted.

We created folder AAAAA (with three files), file 2011-12-07-08-22-16.jpg and file 2011-12-07-08-23-03.mp4.

We have already deleted 2011-12-07-08-22-16.jpg during this tutorial.

You must delete the folder AAAAA and the file 2011-12-07-08-23-03.mp4 in the normal fashion by highlighting each of them, swiping from left to right so that the DELETE button appears, and then tapping the DELETE button.

Remember that deleting a folder will also delete the files contained in that folder.

You will get back to the situation as it was when we started this Tutorial. You will see the following screen:

