

How To Manage Your Mac Data

Don McAllister

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MacMania9

ScreenCasts**Online**

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Host/Producer of **ScreenCastsONLINE**

<http://www.screencastsonline.com>

Mac Industry Pundit & Commentator

MacBreak Weekly - Guest Panelist

Mac Voices Podcast - UK & European View

Mac Roundtable Podcast - Geek Tech Podcast

The Mac Jury - Panel Discussions

Magazine Contributor

MacFormat Magazine - London, UK

iCreate Magazine - London, UK

iProng Magazine - L.A, US

International Speaker on Podcasting

Podcast and New Media Expo - L.A. 2007

Macworld - San Francisco 2008 & 2009

New Media Expo - Las Vegas - 2008

Podcamp Barcelona - 2008

Today's Session

How to manage your Mac data

- ✦ What Mac data?
- ✦ Structured & unstructured
- ✦ Managing unstructured data - Evernote
- ✦ Managing structured data - Bento

**Lots of Live
Demos!**

Unstructured Data

Collecting and organising lots of different types of data

Graphics

Documents

PDFs

Bookmarks

Web Clippings

Images

Serial Numbers

Voice Clips

Text Files

Use Spotlight MetaData?

Typically managed by a PIM - Personal Information Manager

Structured Data

Managing data with a fixed defined structure

Address Lists

Customer Records

Wine Collection

Maintenance Records

Serial Numbers

Home Inventory

Typically managed by a Database application (or spreadsheet)

Managing Unstructured Data

Managing Unstructured Data

What sort of uses?

- ✦ General collections of stuff
- ✦ School or College Material
- ✦ Research
- ✦ Organisation and de-clutter
- ✦ and more



Managing Unstructured Data

What to consider?

- Ease of collection and update
- How easy is it to organise
- Search capabilities
- Security
- Synchronisation
- Export options
- Cross platform
- Accessible from web
- iPhone client

The order of importance will vary!

From Personal Experience



Yojimbo



**Circus Ponies
Notebook**



Together



Evernote



Yojimbo

Bare Bones Software

Quick Input Panel
Drop Dock
Supports tagging/keywords
Especially useful for Serial
Numbers, Web Archives &
Bookmarks
Syncs using MobileMe
No built in Web Access -
Third party - WebJimbo
Very simplistic UI

The screenshot shows the Yojimbo application window titled "Yojimbo — Archives (97 items)". The interface includes a top toolbar with icons for New, Inspector, Flag, Label, and Delete, and a search bar labeled "Search All". A left sidebar displays a "Collections" list with items like Library (246), Flagged Items, Recent Items (20), Archives (97), Bookmarks (37), Images (1), Notes (20), Serial Numbers (90), Europe Stuff (4), RW Plugins (8), and Trash (16). The main area shows a table of archive items with columns for Name and Date Modified. The selected item is "Fantastico", dated 31 Mar 2008 00:23. Below the table, a preview window for "Fantastico" is shown, displaying a control panel with a navigation menu and a "PHPlist" section indicating a successful upgrade.

Name	Date Modified
aMember Admin	5 May 2008 10:00
https://www.bigpockets.co.uk:443-checkout_cc_ty_r.php	30 Apr 2008 21:05
aMember Admin	29 Apr 2008 07:36
https://www.no-ip.com-checkout-success.php?sid=c6a6de77961b6f274823d0196a348dbf	25 Apr 2008 18:30
aMember Admin	8 Apr 2008 21:16
Receipt - PayPal	4 Apr 2008 16:28
WebHost Manager	31 Mar 2008 17:38
SiteGround HelpDesk	31 Mar 2008 17:34
Fantastico	31 Mar 2008 00:23
your account - nav as you go - top-up your balance by credit or debit card	29 Mar 2008 19:13

Fantastico
No Tags

Navigation
Fantastico Home
Control Panel Home

Blogs
b2evolution
Nucleus
WordPress

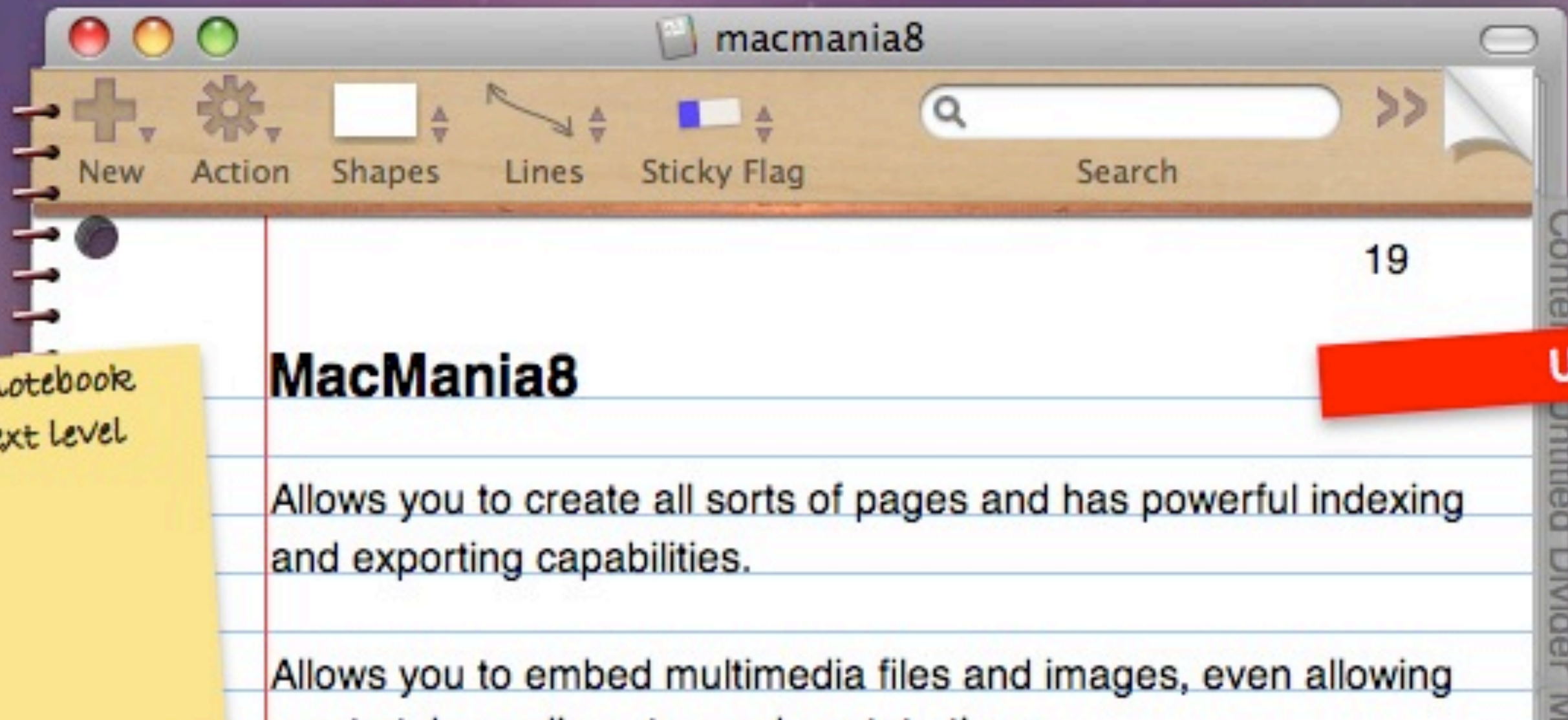
Content Management
Drupal
Geeklog
Joomla 1.5
Joomla
Mambo Open Source

PHPlist
Upgrading...
Initializing Parameters - Done.
Generating MySQL Backup - Done.
Generating Files Backup - Done.
Copying New Files - Done.
Upgrade completed
Your installation of PHPlist was upgraded.
You can view it here: <http://screencastonline.com/tincan/admin/>
Please save following information. You will need it in order to restore if something went wrong



Notebook

Circus Ponies Software



Really takes the notebook metaphor to the next level

MacMania8

URGENT

Allows you to create all sorts of pages and has powerful indexing and exporting capabilities.

Allows you to embed multimedia files and images, even allowing



Notebook

Circus Ponies Software

Takes Notebook to next level

Simple to add pages & content

Good outlining capabilities

Clipping Services

Powerful Indexing

Great support for multimedia

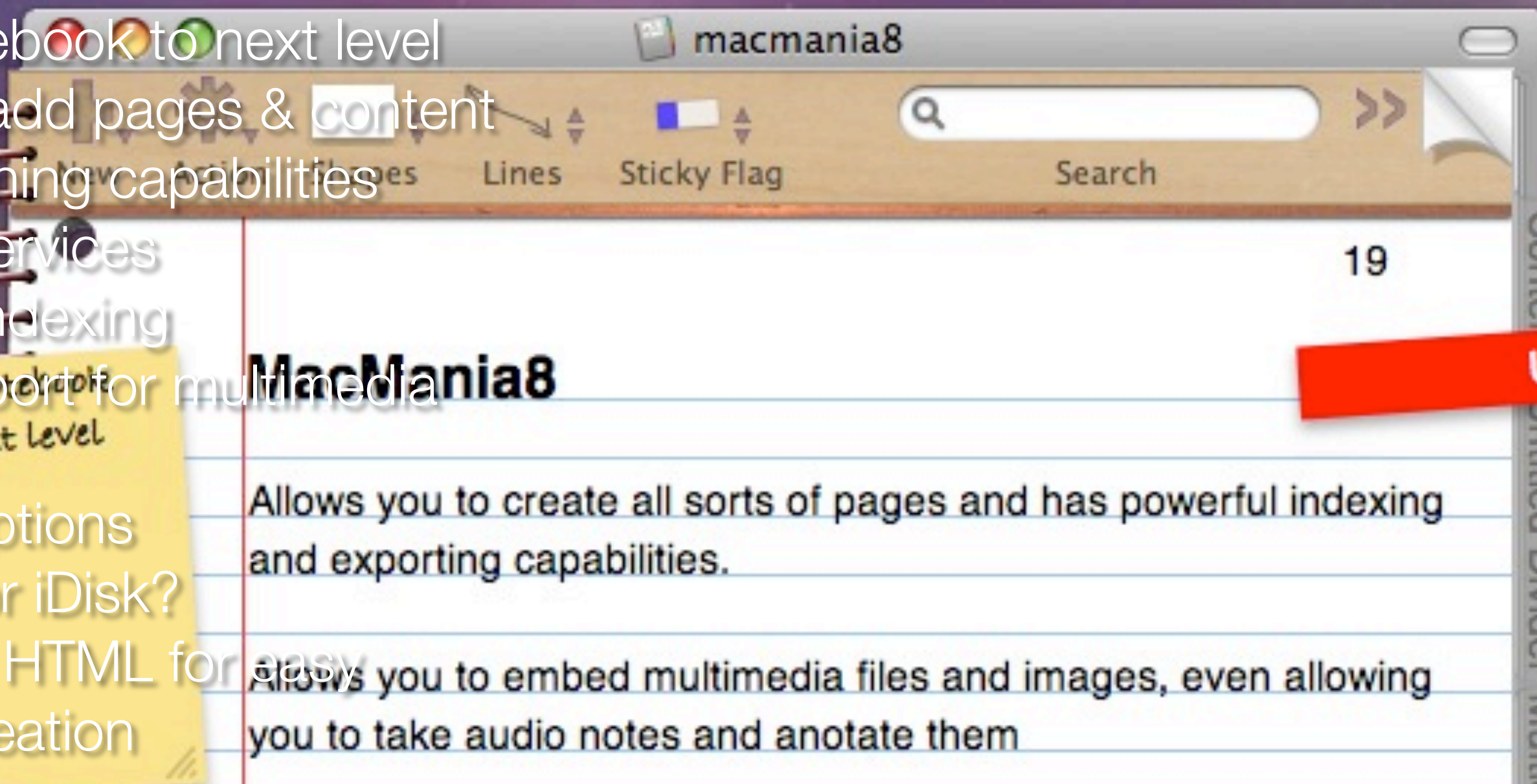
incl Audio

No sync options

DropBox or iDisk?

Exports to HTML for easy

website creation





Together

Re-Invented Software

- Great Drag and Drop support via Shelf
- Tags & Auto Tagging
- Tabs, Groups and Smart Groups
- Superb Webpage support
- Support for multimedia
- Syncs via MobileMe
- No Web Access

The screenshot shows the Together application window. The top menu bar includes 'New Note', 'Add', 'Labels', 'Encrypt', and 'View Options'. Below the menu is a search bar. The main area is divided into a left sidebar and a main content area. The sidebar shows a 'LIBRARY' section with 'Library' (6 items), 'Recent Imports' (2 items), and various media types like 'Notes', 'Documents', 'Images', 'Sounds', 'Movies', 'Bookmarks', and 'Web Pages'. Below the sidebar is a 'GROUPS' section and a 'TRASH' section. The main content area displays a table of notes:

Name	Kind	Date Modified	Label	Rating	Size
Reinvented ...	Portable D...	01/11/2008 11...		308 KB
Reinvented ...	Web Intern...	01/11/2008 11...			4 KB
ScreenCasts...	Portable D...	01/11/2008 11...			184 KB
This is a qui...	Together n...	01/11/2008 11...			4 KB
Welcome to ...	Together n...	07/10/2008 15...			24 KB

Below the table is a preview of a webpage for 'reinvented software'. The webpage features a navigation menu with 'Products', 'News', 'Support', 'About', and 'Blog'. It also has links for 'Features', 'Screenshots', and 'Release Notes'. The main content area of the webpage shows a screenshot of the Together software interface, the product name 'Together 2.1', and the tagline 'Keep your stuff together, find it again instantly'. There are buttons for 'Download', '15 Day Trial', and 'Buy Now'. The price for the full version is \$39, and the upgrade price is \$14.95. The webpage also includes logos for Mac and Windows, and a '323usethis' logo.

My Personal Choice.....



Evernote
Evernote Corporation



Evernote

Evernote Corporation

The desktop interface shows a sidebar with a list of notebooks: All Notebooks (1357), 1 - Main (250), Business Cards (54), Cars (8), Cruise Notes (8), Email LifeHacks (3), Graphics (0), Home - Receipts (6), Insurance (8), MacBreak Weekly (7), Nicola Agency D... (30), Scan Archive (315), Scans - 2008 (515), SCO Stuff (42), Serials and Stuff (99), Utilities - Home (8), and Web Stuff (4). The main pane displays a list of notes under the heading 'Notes by Date Created' for the period '23 Oct 2008 thru Yesterday'. The notes include: 'Clip: http://www.insightcruises.com/pdf/...', 'Cruise Checklist', 'MMS Schedule NOTES', '01 - Mastering Your Inbox', '02 - Mac Productivity Bootcamp', '03 - Practicing Advanced Productivity Wor...', and '04 - Organizing Your Personal Information'. A 'Taxi Booked' note is also visible at the bottom.

The web interface shows a sidebar with a list of notebooks: 1 - Main (250), Business Cards (54), Cars (8), Cruise Notes (8), Email LifeHacks (3), Graphics (0), Home - Receipts (6), Insurance (8), MacBreak Weekly (7), Nicola Agency Documents (30), Scan Archive (315), Scans - 2008 (515), SCO Stuff (42), Serials and Stuff (99), Utilities - Home (8), and Web Stuff (4). The main pane displays a list of notes under the heading 'Showing 9 notes in All Notebooks'. The notes include: 'Cruise Checklist', 'Clip: http://www.insightcruises.com/pdf/mm08...', 'Macworld | Apple's 'Let's Rock' Event - Live U...', 'Macworld | Analysis: Putting Apple's musical n...', 'Macworld | New-look nano highlights Apple's', 'David Alison's Blog: Adding Quicksilver to you...', 'Macworld | Playlist | Manage your iTunes library', 'Subjects for MacMania 9', and 'Notes for the end credits'. The footer contains links for Downloads, Blog, Developers, Contact Us, Technical Support, Terms of Service, and Privacy Policy.

The mobile interface shows a 'New Note' screen with four options: 'Text Note' (with a pen icon), 'Snapshot Note' (with a camera icon), 'Saved Photo Note' (with a photo icon), and 'Voice Note' (with a microphone icon). At the bottom, there is a navigation bar with icons for 'New Note', 'Notes', 'Favorites', 'Pending', and 'Account'. The top status bar shows '02-UK', '08:50', and a battery icon. The bottom of the screen shows a list of notes with columns for date and time.



Evernote

Evernote Corporation

Free and Premium Versions
Mac, Windows & iPhone
Support for tags & Queries
Web based access
Publish Web Notebooks
Drag and Drop Support
Evernote Clipper
OCR on Text AND IMAGES
Import via Email
Export limited

Evernote Web: Clip: <http://www.insightcruises.com/pdf/mm08...>

Showing 9 notes in All Notebooks match All of the following:

Notebooks	Count
1 - Main	250
Business Cards	54
Cars	8
Cruise Notes	8
Email LifeHacks	3
Graphics	6
Home - Receipts	8
Insurance	7
MacBreak Weekly	30
Nicola Agency Documents	315
Scans - 2008	515
SCO Stuff	42
Serials and Stuff	99
Utilities - Home	8
Web Stuff	4
All Notebooks	1357

Tags, Attributes, Saved Searches, Trash, Actions

Evernote Corporation © 2008

New Note

- Text Note
- Snapshot Note
- Saved Photo Note
- Voice Note

Bottom navigation bar: New Note, Notes, Favorites, Pending, Account

Demo



Evernote

Evernote Corporation

Demo



Evernote
Evernote Corporation

Managing Structured Data

Managing Structured Data

Managing data with a fixed defined structure

Address Lists

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Wine List

Maintenance Records

Serial Numbers

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Typically managed by a Database application (or spreadsheet)

My Personal Choice.....



Bento
Filemaker

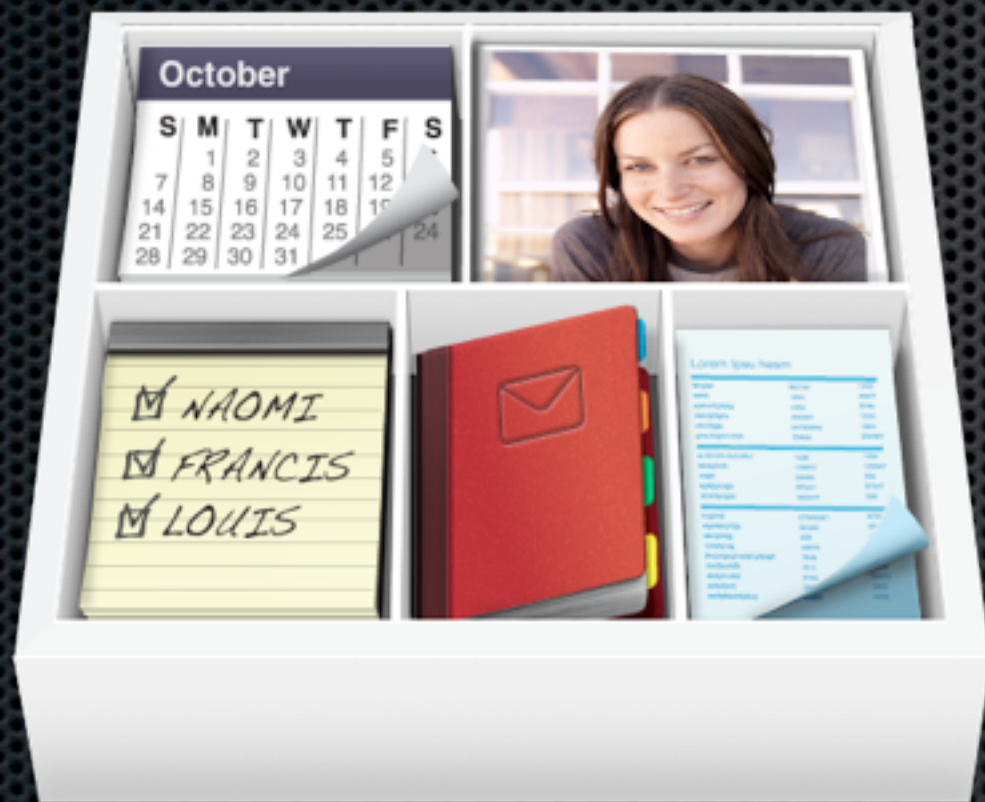
What is Bento?

- ✦ Consumer level database application
- ✦ By FileMaker
 - ✦ FileMaker Pro
- ✦ The missing app in iWork?
- ✦ Requires 10.5 Leopard
 - ✦ App integration & Core Technology



What is Bento?

Bento takes its inspiration from the compartmentalized containers used in Japan to serve bento lunches and dinners. Everything is in one place. And yet the contents are not all jumbled together, but rather stored in neat compartments. It's organized. Simple. And beautiful.



Database Basics

A database is a structured collection of records or data that is stored in a computer system. The structure is achieved by organizing the data according to a database model.

Wikipedia

Database Basics

Database Record

Paul McCartney 20 Forthlin Road Liverpool L24 1YP

Database Basics

Database Fields

First Name	Last Name	Address	Town	Zip
Paul	McCartney	20 Forthlin Road	Liverpool	L24 1YP

Database Basics

Database Table

First Name	Last Name	Address	Town	Zip
Paul	McCartney	20 Forthlin Road	Liverpool	L24 1YP
John	Lennon	251 Menlove Avenue	Liverpool	L25 4GY
George	Harrison	12 Arnold Grove	Liverpool	L15 3WR
Ringo	Starr	10 Admiral Grove	Liverpool	L15 3HU

Database Basics

Library in Bento

First Name	Last Name	Address	Town	Zip
Paul	McCartney	20 Forthlin Road	Liverpool	L24 1YP
John	Lennon	251 Menlove Avenue	Liverpool	L25 4GY
George	Harrison	12 Arnold Grove	Liverpool	L15 3WR
Ringo	Starr	10 Admiral Grove	Liverpool	L15 3HU

Database Basics

Field Attributes

FirstName Text

LastName Text

Address Text

Town Text

Zip Text

Birthday Date

Age Number

Checkbox

Calculation

Rating

Time

Duration

Counter

Currency

Bento Address Book Integration

- ✦ Integration with Address Book
- ✦ Why?
 - ✦ Much more elegant user interface



Address Book

Group Name

- All
 - Calvin Aasa
 - SUMEET abduallah-johnson
 - Randal abrezol
 - Christo Abri
 - Mark Ackermann
 - Jonathan Adaki
 - Steve Adkins
 - Darryl Martyn Adler
 - Eric Ainav
 - James Alf
 - Dale Alfakhrany
 - Richard Alder
 - julie Alldrin
 - Alan Allen
 - Oliver Allen
 - Mike Alston
 - suzanne Alvernaz
 - Tom-s F. Amundsen
 - Douglas Anderson
 - JC Anderson
 - Jonn Anderson
 - Randie Angelakopoulos
 - Jennifer Anguish
 - Ivan Annis
 - Marcus Aranda
 - Josh Arora
 - James Asturias
 - Robert Athans
- Directories
- Last Import
- Business Colleagues
- Family
- Friends

Calvin Aasa

home 6230443.4133693576

home Calvin@Aasa.Com

home Zelena 910

--
HK-NST
--
HK

Note:

Updated: 23/06/2009

823 cards

Accessing your Address Info

- ✦ Integration with Address Book & iCal
- ✦ Why?
 - ✦ Much more elegant user interface
 - ✦ Extend the Address book record
 - ✦ Better searching and filtering
 - ✦ Optional - can switch off



iCal Event and Task Integration

- ✦ iCal Tasks & Events are exposed
- ✦ Not subscribed calendars though
- ✦ Incorporate date information in your libraries
- ✦ Update Tasks and Events through the Bento Interface
 - ✦ and Vice Versa



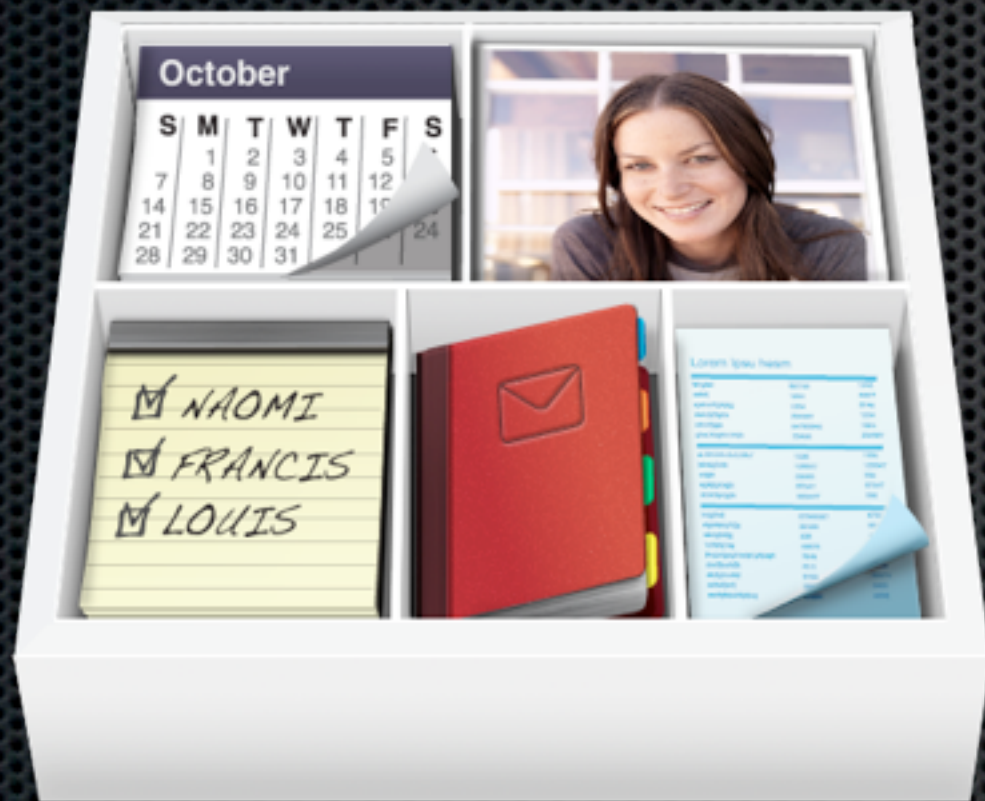
Email Integration

- ✦ New in Bento 2
- ✦ Incorporate email data in to Bento libraries
- ✦ Drag emails directly from Mail application
- ✦ Access original emails from within Bento



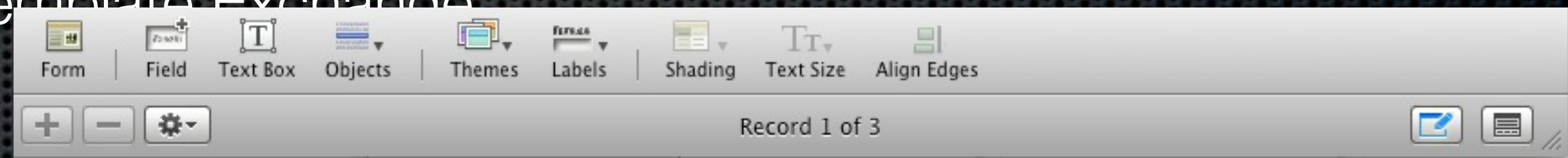
Demo

Bento User Interface
Extending Address Fields
Searching
Split Views
Libraries & Collections



Designing Bento Forms & Templates

- ✦ Forms can be customised “on the fly”
- ✦ New design toolbar
- ✦ Import and Export Templates
 - ✦ DataBase schema (field structure) & Forms
 - ✦ Bento Template Exchange



Bento

LIBRARIES

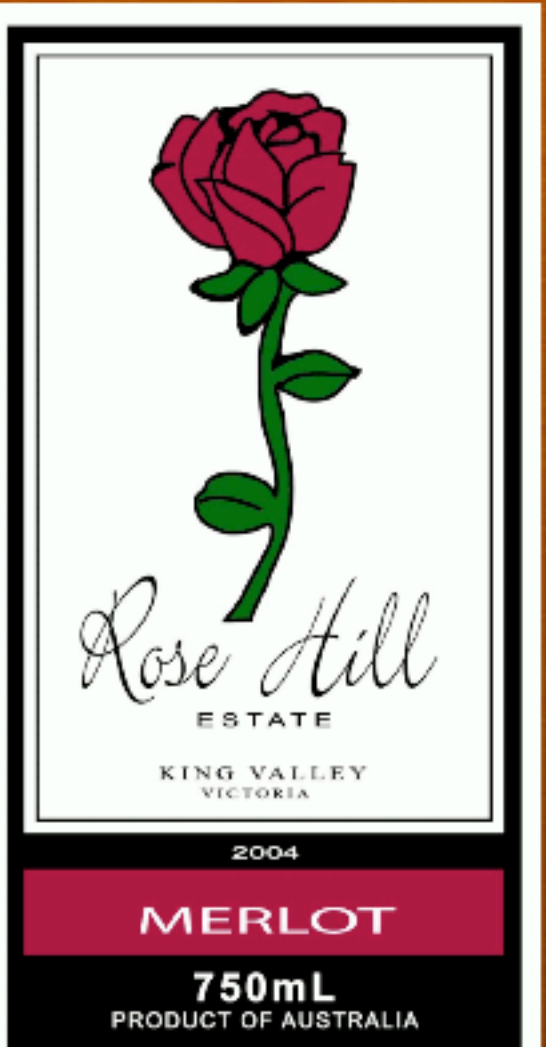
- ▶ Address Book
- ▶ iCal Events
- ▶ iCal Tasks
- ▶ Projects
- ▶ Membership List
- ▶ Home Inventory
- ▶ My Wine Cellar
- ▶ Red
- ▶ White

DEVICES

- ▶ iPhone 2G

My Wine Cellar

Table | My Wines
◀ ▶ Search

Vintage	Varietal	Type	Picture
<input type="text" value="2004"/>	<input type="text" value="Merlot"/>	<input type="text" value="Red"/>	
Winery Brand	Vineyard		
<input type="text" value="Rose Hill Estate"/>	<input type="text" value="King Valley"/>		
Rating	Quantity	Purchase Date	Cost
★★★★★	<input type="text" value="12"/>	<input type="text" value="03/06/2009"/>	<input type="text" value="£40.00"/>
Description			
<p>Merlot is a red wine grape that is used as both a blending grape and for varietal wines. Merlot-based wines usually have medium body with hints of berry, plum, and currant. Its softness and "fleshiness", combined with its earlier ripening, makes Merlot a popular grape for blending with the sterner, later-ripening</p>			
Tasting Notes		Location	
<input type="text" value="Yummy!"/>		<input type="text" value="Block 2 Shelf 3"/>	

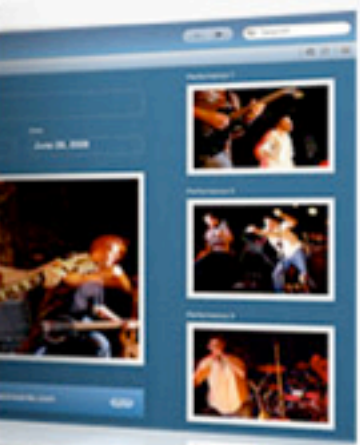
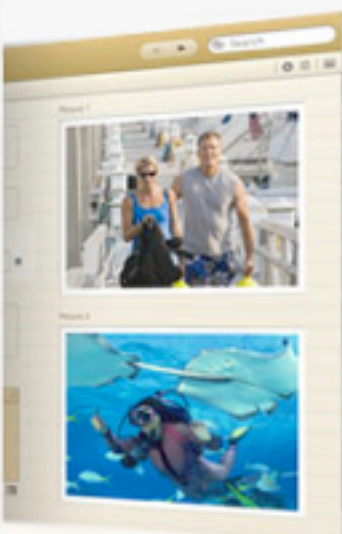
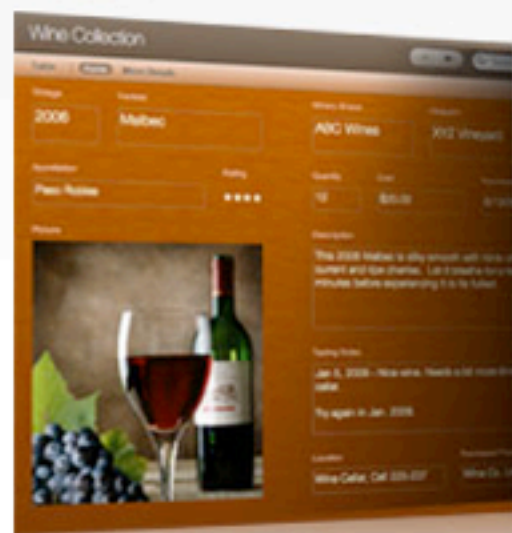
Record 2 of 2

Bento.2

Overview What's New Using Bento Demos Bento for iPhone Templates Buy now

Everything in one place.

So cool. So easy. So organized!



Try now Template Exchange

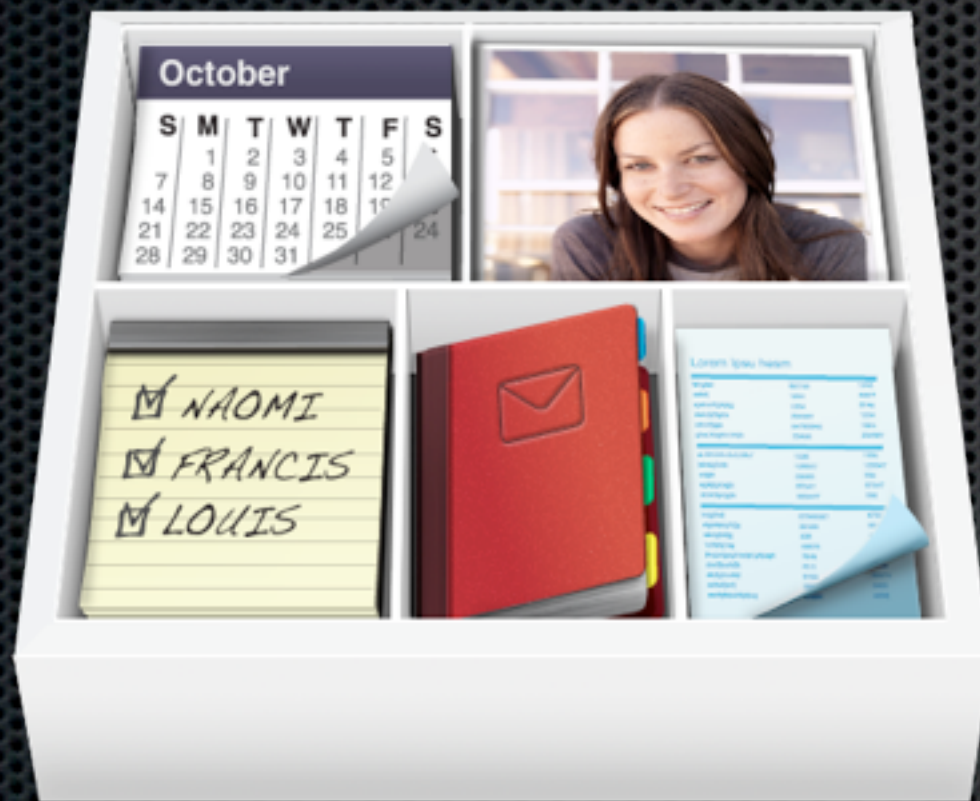
Meet Bento[®] 2, the new version of the wildly popular personal database from FileMaker[®] that's as easy to use as your Mac.

Data Manipulation - New Features

- ✦ New Spreadsheet Type operations
- ✦ New Support for Mail Integration
- ✦ Native Support for Numbers and Excel
- ✦ Support for TAB separated files
 - ✦ For ClarisWorks and AppleWorks
 - ✦ Use .TAB for automatic processing

Demo

Templates
eMail Integration
Spreadsheet Type Features



Creating Mailing Labels & Printing

- ✦ Printing Address labels
 - ✦ From address book!
 - ✦ or use a third party - Labels & Addresses
 - ✦ Create collections & Export as CSV



Bento on the iPhone



Bento on the iPhone

- ✦ Standalone iPhone Application
 - ✦ Built In Templates
 - ✦ Integrated with iPhone Camera
- ✦ Sync with Desktop Application
 - ✦ Bi-directional
 - ✦ Turns iPhone into data gathering device



Demo



Live iPhone Bento Demo

Demo



Live iPhone Bento Demo

Any Questions?

Contact Details

Don McAllister

screencastsonline@gmail.com

Next Session

ScreenCasting 101 - 3:30pm

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