FIELD|NOTES

Mobile Application User Guide

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Overview

Fieldnotes was originally created for geological fieldwork, but it has a wide range of purposes, such as logging information from vacation destinations.

The app is organized into **Notebooks** and **Stops.** A **Notebook** is meant to represent a larger location, such as Ricketts Glenn. A **Notebook contains multiple Stops**, which are meant to be specific locations within the larger locations. For example, specific waterfalls at Ricketts Glenn could be recorded as Stops within that Notebook.

Stops store a few pieces of information about a more specific real-world location. When you create a Stop, the time and date are automatically retrieved. You can also get the coordinates of the Stop using the GPS functionality on your phone (Requires GPS to be enabled). You can use the text field for taking notes about the stop. This can be done either with your phone's keyboard, or with voice-to-text transcription for convenience. You can also add any number of pictures to the Stop along with captions for each picture to describe them further.

When you're done making all the Stops in a Notebook, you're able to create a text document with all the Notebooks information. Fieldnotes can generate a text file in the .rtf format which you can share using other apps on your phone. This file can then be opened in a word processor. It contains all the Notebook's Stops with their appropriate information and with all pictures and captions too.

Creating Notebooks and Stops
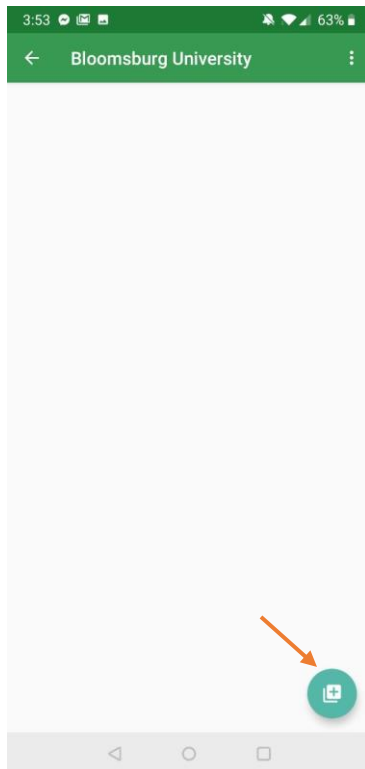
Create new Notebook
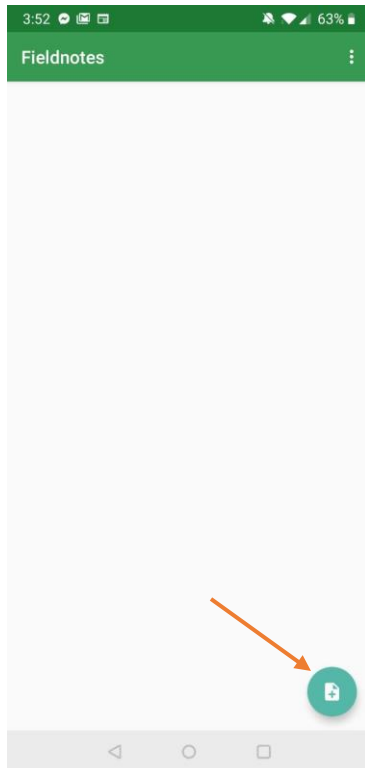
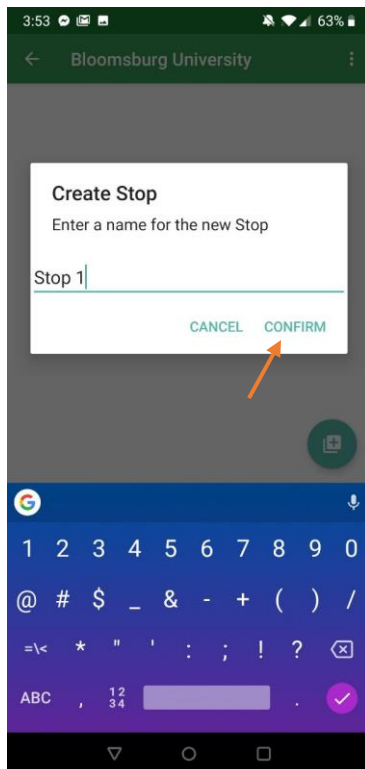To create a new Notebook, click on the floating "Add" button on the home page.
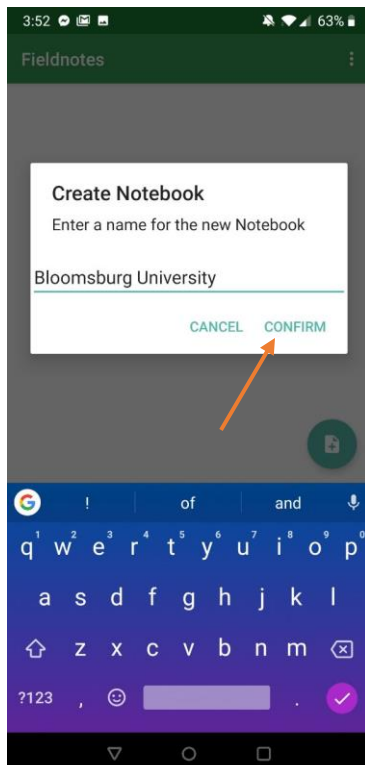
A popup will be displayed, and you can enter the name for your new Notebook. Click "Confirm" to create the Notebook.
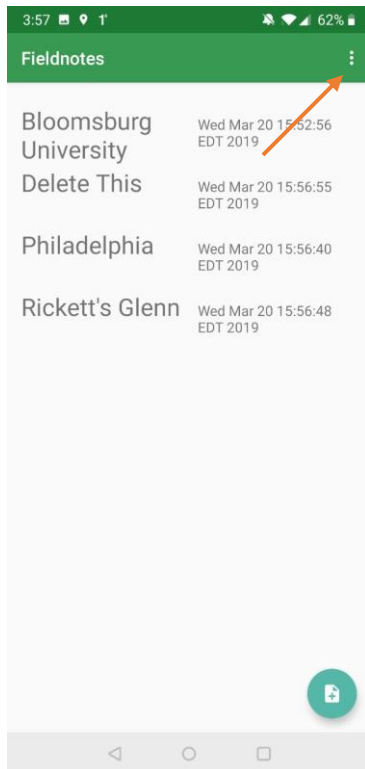
Create new Stop

To create a new Stop, click on the floating "Add" button in your Notebook's page.
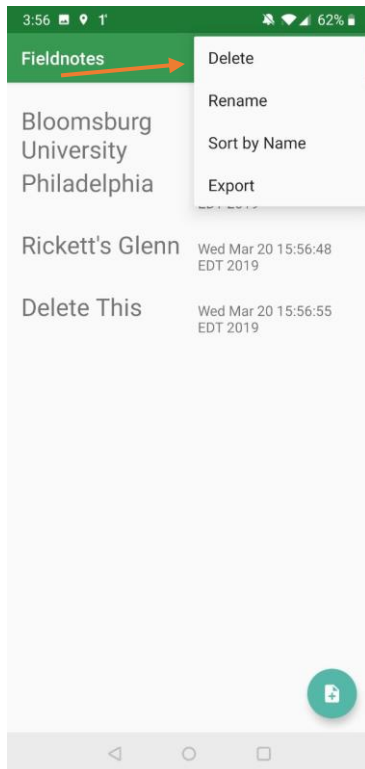

A popup will be displayed, and you can enter the name for your new Stop. Click "Confirm" to create the Stop.
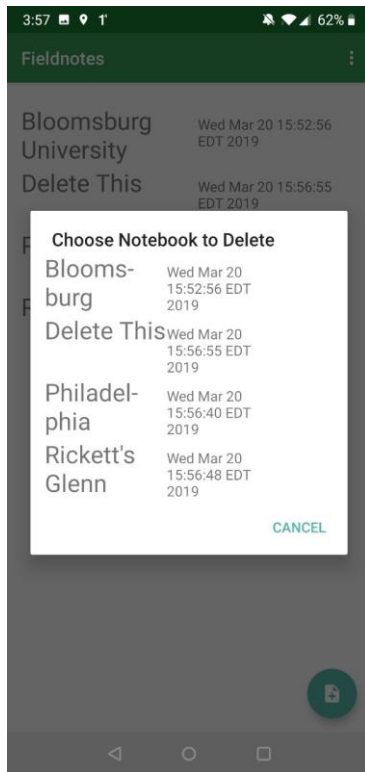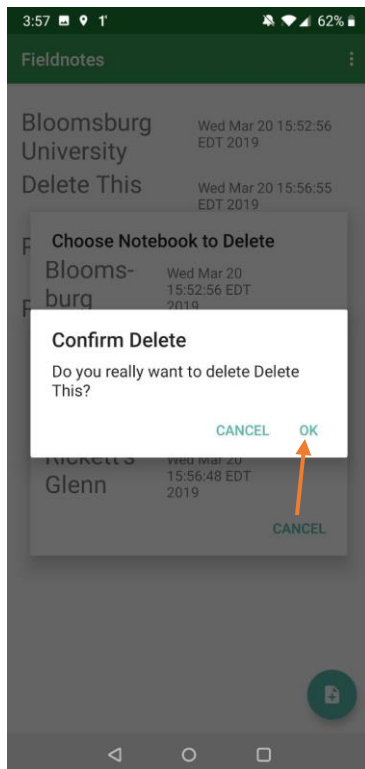
Delete Stop or Notebook

Click the dropdown menu in either the home page or a Notebook page (deleting is the same process for both).

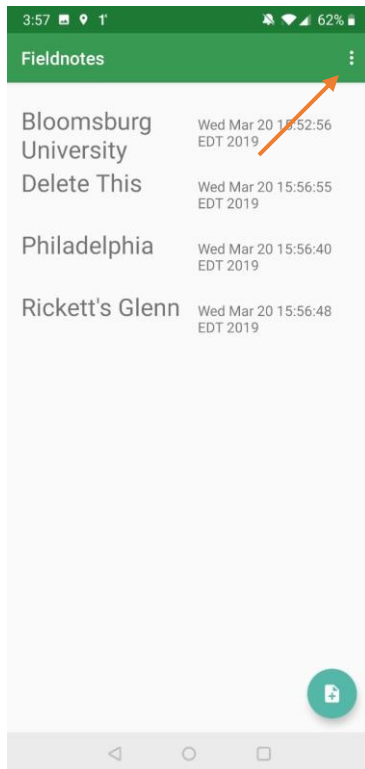Select "Delete" from the drop down menu.

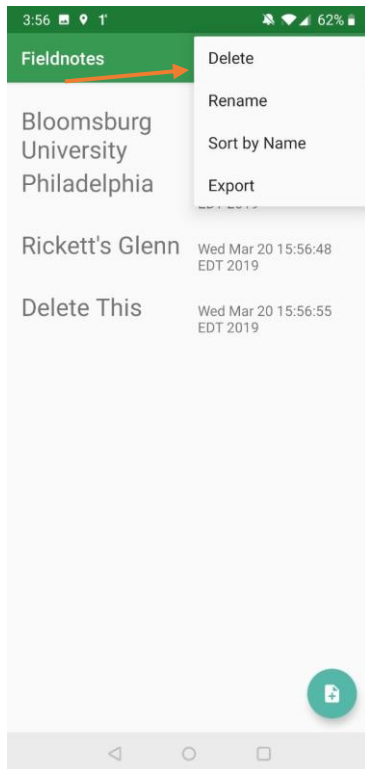Click on the name of the item you want to delete.

A popup will appear asking you to confirm deletion.
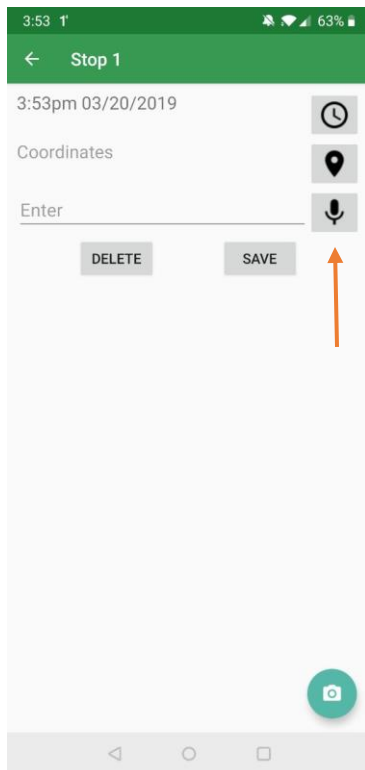
Rename Stop or Notebook

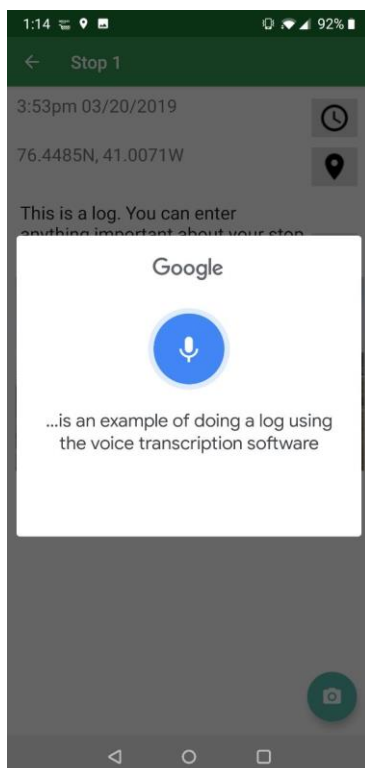Click the dropdown menu in either the home page or a Notebook page (deleting is the same process for both).

Select "Rename" from the dropdown menu.

Logging Information in Stops

Log Notes with Voice-to-Text

Click the "Microphone" button on the Stops page to record notes using your voice.
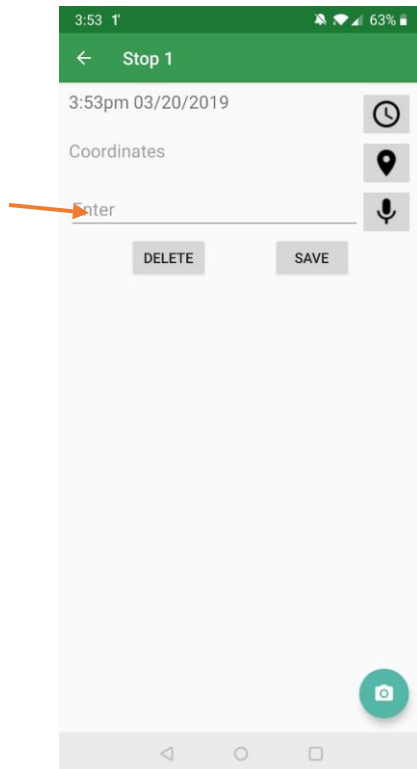

A voice-to-text popup will display. Speak clearly and concisely, and the popup will record what you're saying.
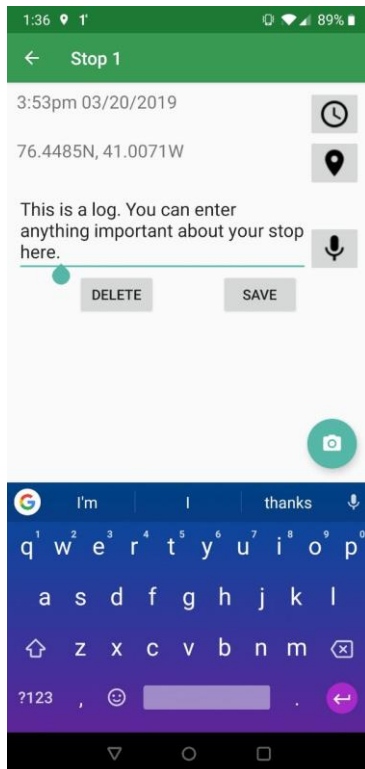
Once you're done talking, the popup will close on its own, and the text field for notes will be populated.

*Note: Some android keyboards also feature a microphone option. This will also work. *
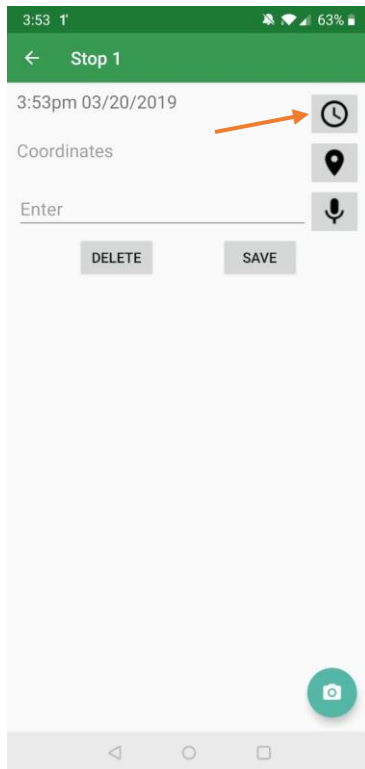
Log Notes with Keyboard

You can also log notes with a standard android keyboard. Simply click the text field for notes and a keyboard will display.
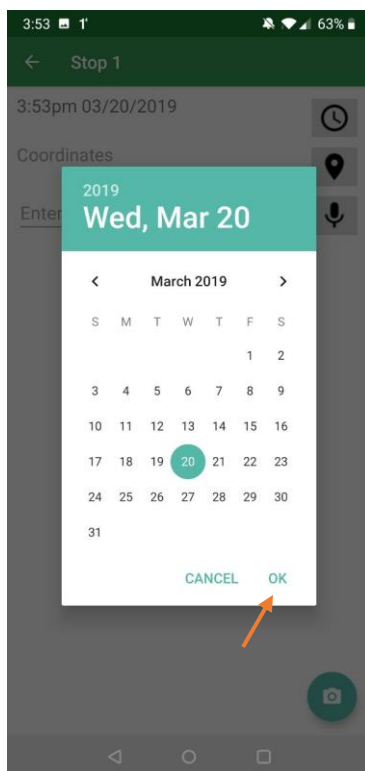

Type your notes normally. You can remove the keyboard when you're done by clicking away from the keyboard, or by hitting the "back" button on your physical device.
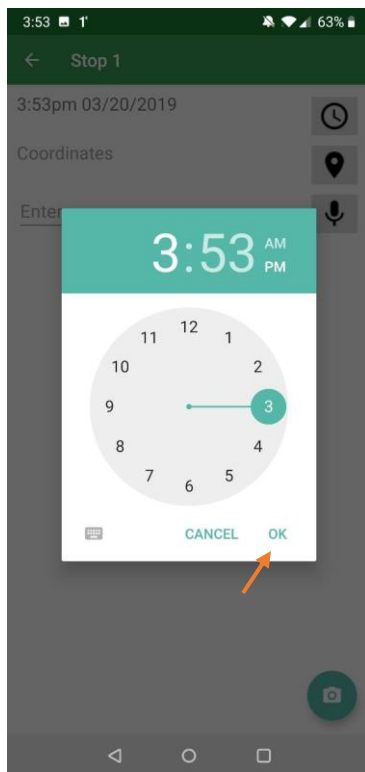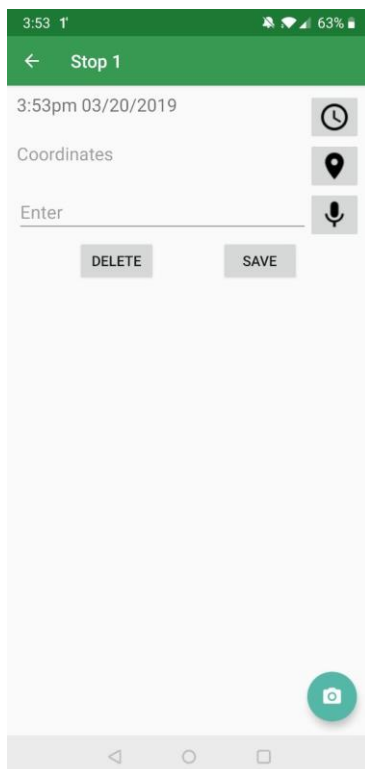
Update Date and Time

If you want to change the time of your Stop, click the "Time" button on the Stop page.

A calendar pop up will appear, prompting you to set the desired date. Click "OK" when you're done.
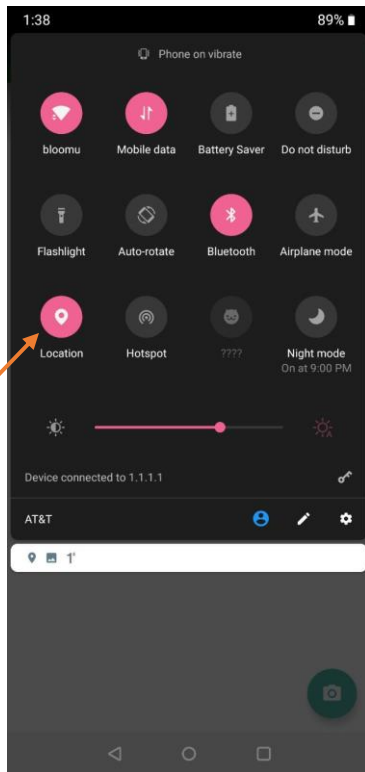
A clock pop up will appear, prompting you to set the desired time. Click "OK" when you're done.

You will return back to the Stop page with the updated time and date after clicking "OK."
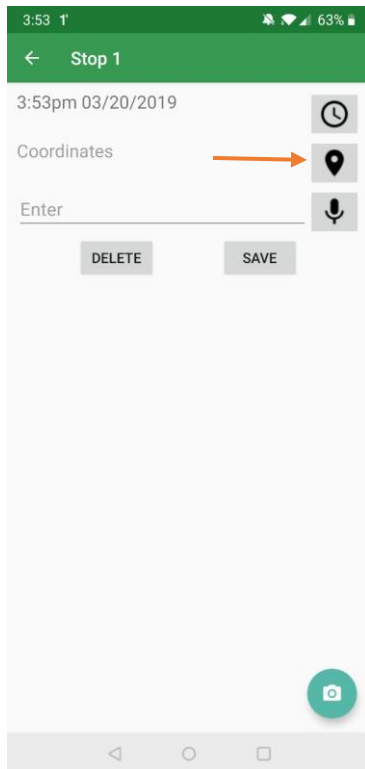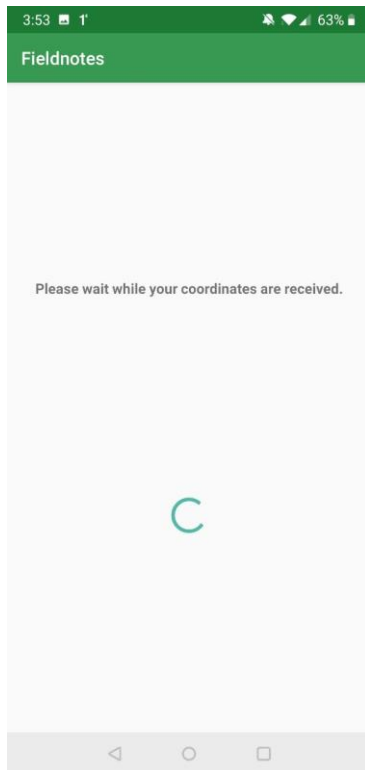
Get Current Coordinates

Before getting your coordinates with the Fieldnotes app, make sure your Location services are enabled.

To do this, drag down the Android status bar on the top of the screen, and click on the "Location" button.

Back in the app, click on the "Location" button to be brought to a loading screen.

You will be on the loading screen for a few seconds. When your location is retrieved successfully, you'll be returned to the Stops page.
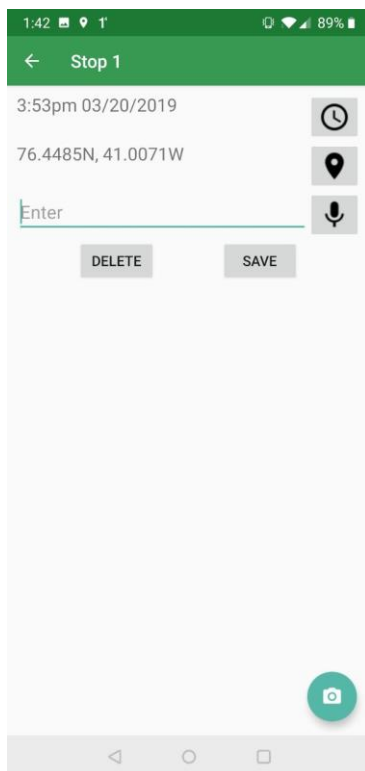
Your coordinates will be populated automatically upon returning to the Stops screen.

Sometimes your coordinates cannot be successfully obtained. This could happen if you're in a location with spotty GPS signal, such as in caves, or if the weather is exceptionally bad.
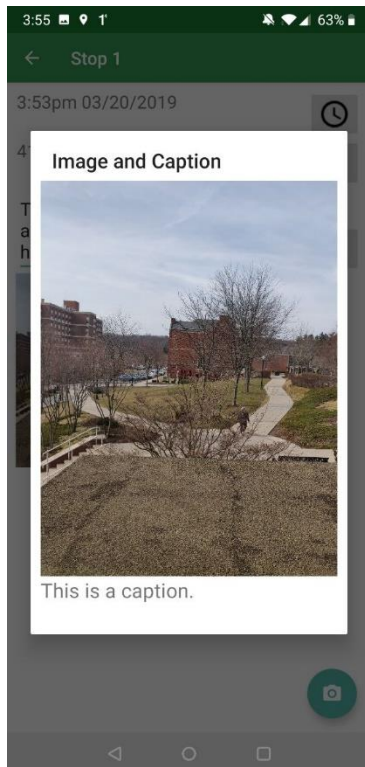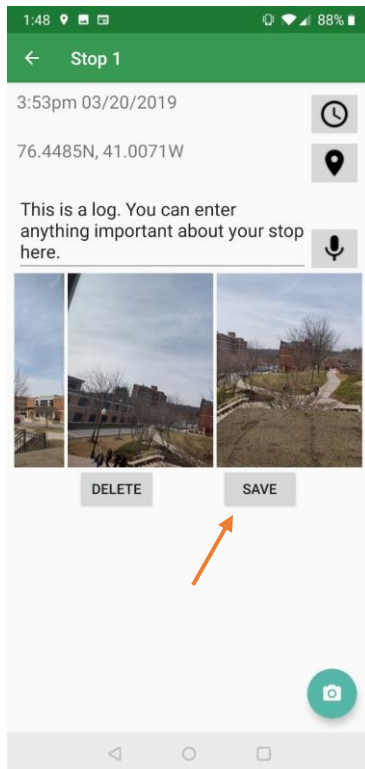
View Saved Pictures
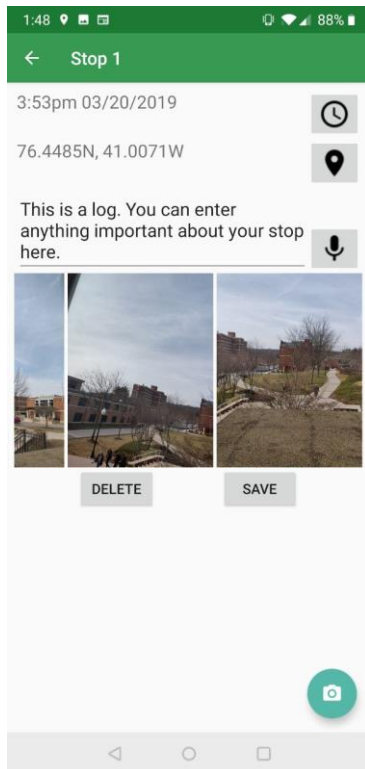
All the pictures you've taken for a Stop are displayed on that Stop's screen. You can scroll through them once you've taken enough.
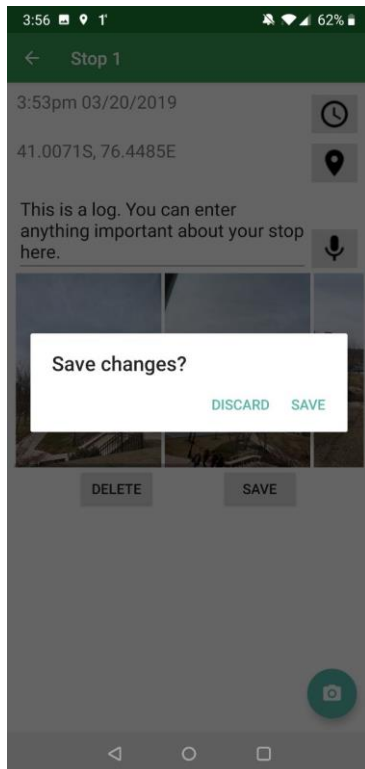

Clicking on a picture will enlarge it.

If you've saved it with a caption, the caption will be displayed beneath it.
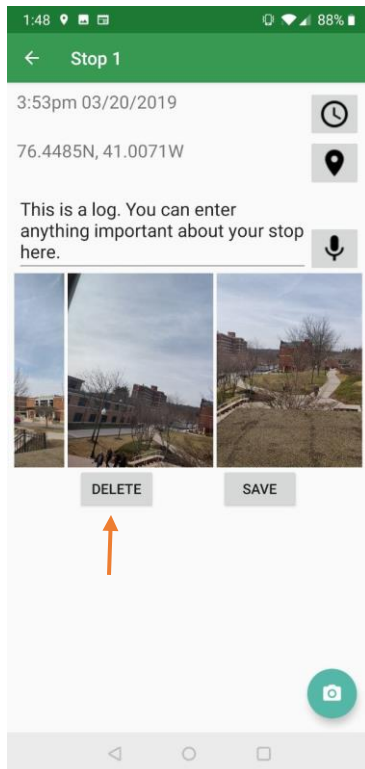
Save a Stop

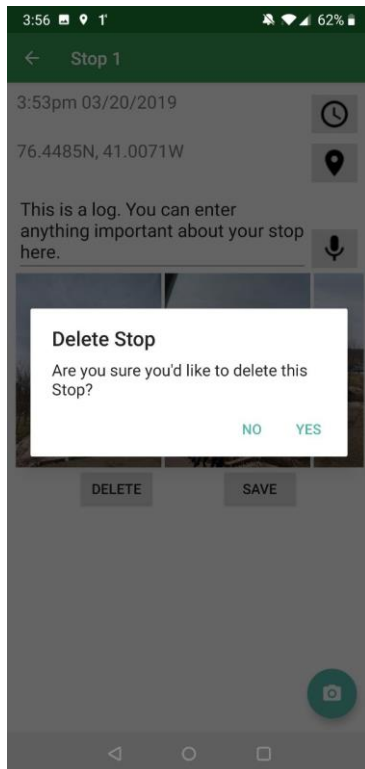To save the changes you've made to a Stop, make sure to hit the "Save" button.

If you leave the Stop, a popup will display, asking if you'd like to save your changes, so you don't need to worry about forgetting.
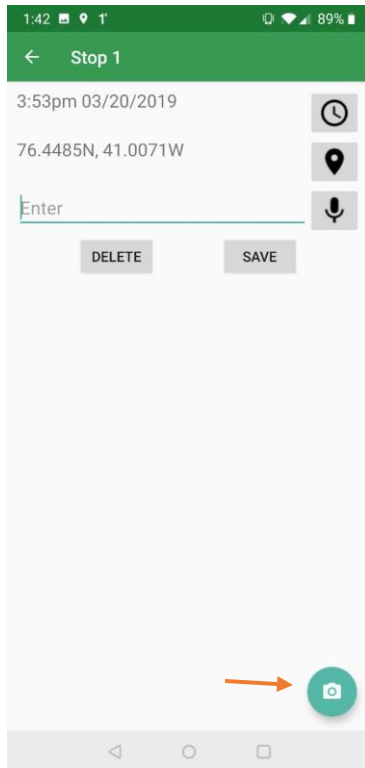
Delete a Stop

If you'd like to delete your Stop, simply click on the "Delete" button.

A popup will appear, asking you to make sure you want to delete the Stop.
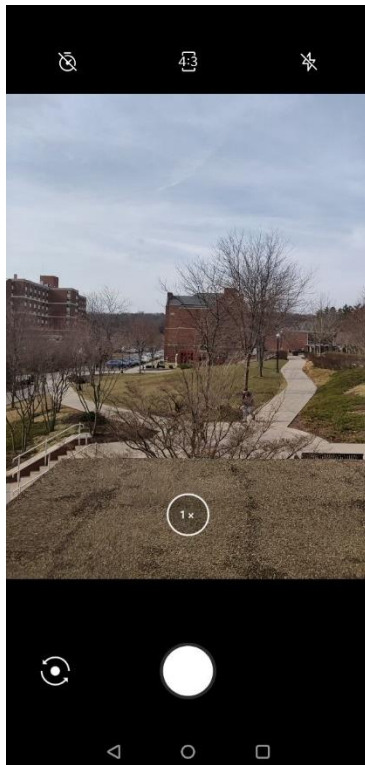
Taking Pictures

Take a Picture

To take a picture associated with a Stop, press the "Camera" button on the Stop screen.

A camera you're likely familiar with will display. Use this to take your picture.

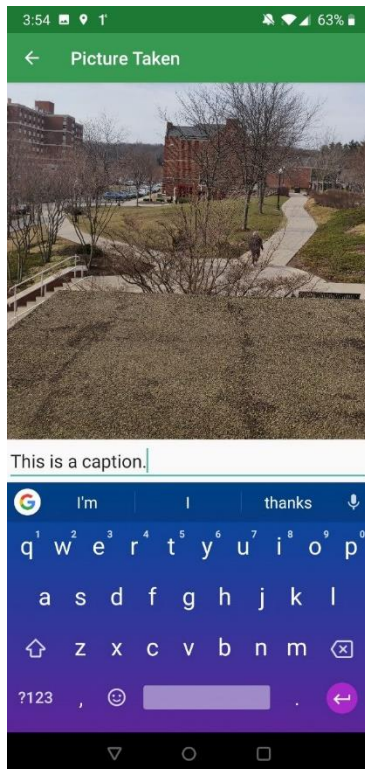When you take a picture, you'll be given an option to retake, cancel, or accept.

Upon accepting your picture, you'll be taken to a screen for captioning your picture.

Adding Caption

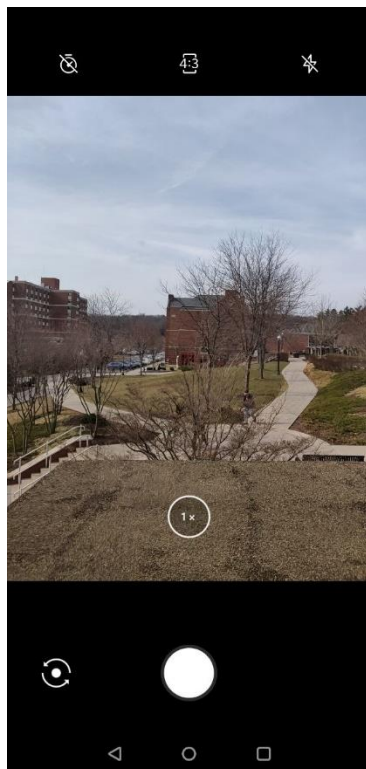To add a caption to your picture, click on the text field to bring up a keyboard.

Type your caption normally. You can remove the keyboard when you're done by clicking away from the keyboard, or by hitting the "back" button on your physical device.

Take Another Picture

If you'd like to take another picture before returning to the Stops screen, click on "Save and Take Another."
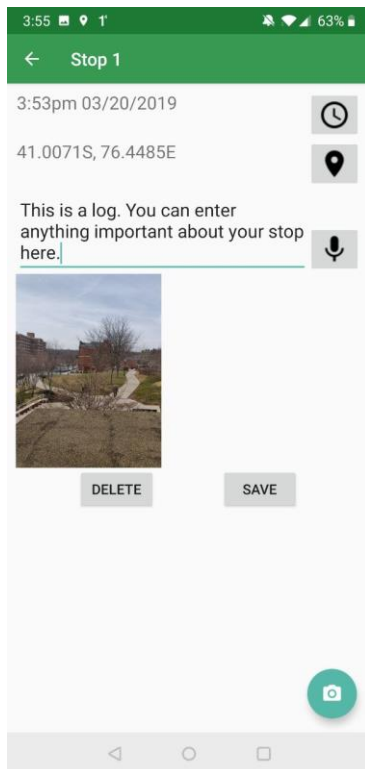

The camera will be brought up again, and the process is the same as before.
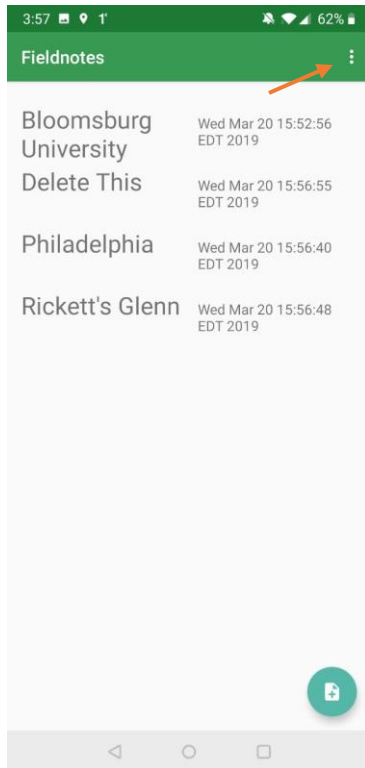
Save and Return to Stop

When you're done taking pictures, you can return to the Stops page by clicking "Save and Exit."

You'll be returned to the Stops screen with your pictures available to view.
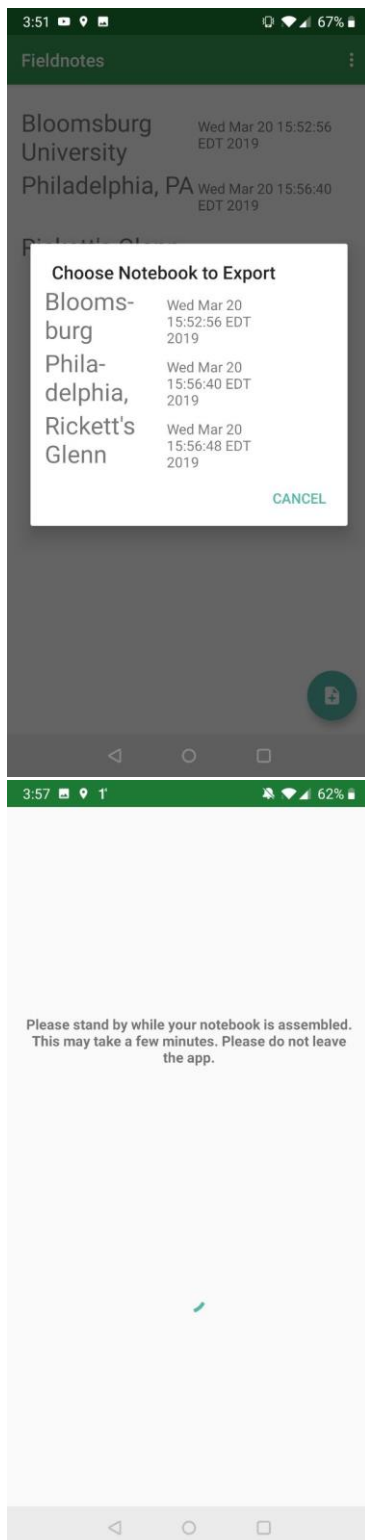
Exporting Notebooks

Share Notebook

To export a Notebook to a document, you'll first need to return to the home screen. Do this by hitting "back" as many times as needed. We now need to press the dropdown menu, same as with renaming or deleting.
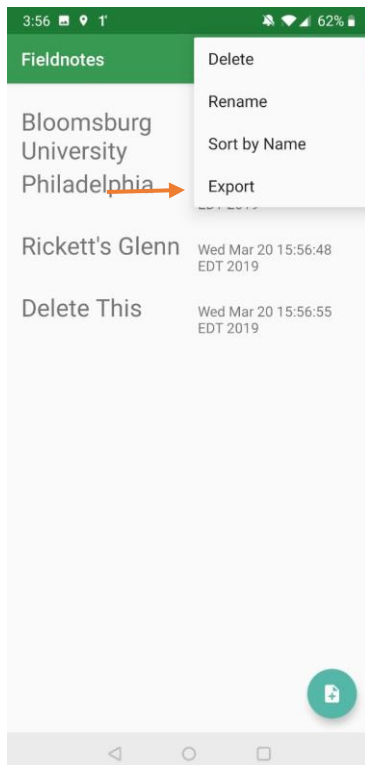
From the dropdown menu, click "Export."

A popup of all the available Notebooks will appear. Click the one you'd like to export.

You'll be redirected to a loading screen.

While the loading screen is displayed, it's very important that you **DO NOT LEAVE THE APP.** This will disrupt the generation process.

Your screen will not time out during this process, so you don't need to worry about that.
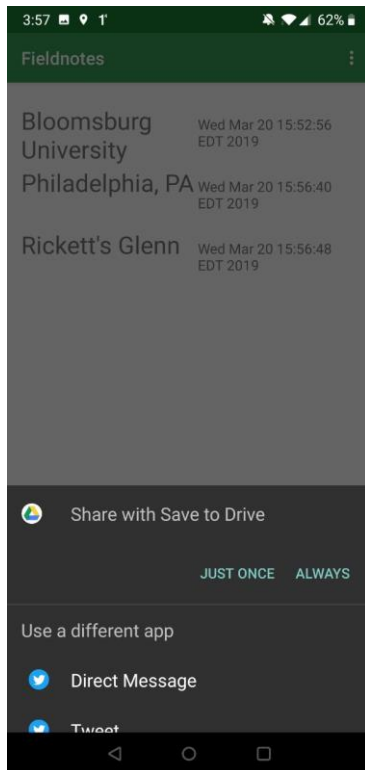
When the document is done generating, a popup will display, asking you which app you'd like to share the document with.

You can use any app that can share .rtf files.

Once you have the document, you can open it in a word processor such as Microsoft Word and LibreOffice.
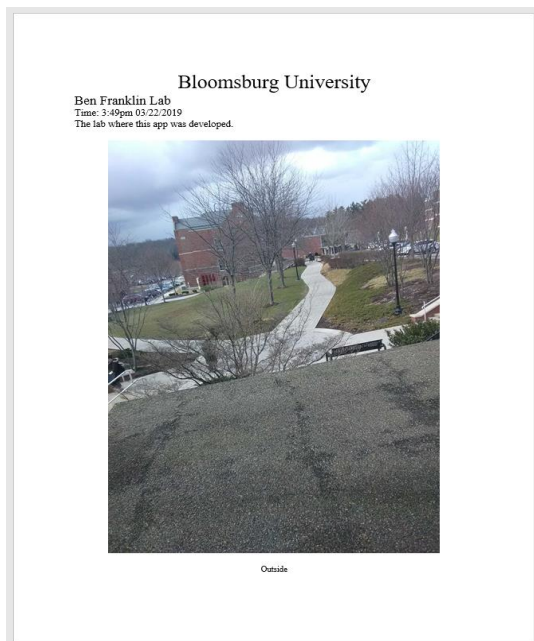
Opening Notebook on Computer

If you've shared the document to an email, you can open it on your desktop and download it.

You'll be able to locate it in your Downloads folder, or whatever destination you have decided to save it to.

It will open in your default Word Processing application, such as Microsoft Word.