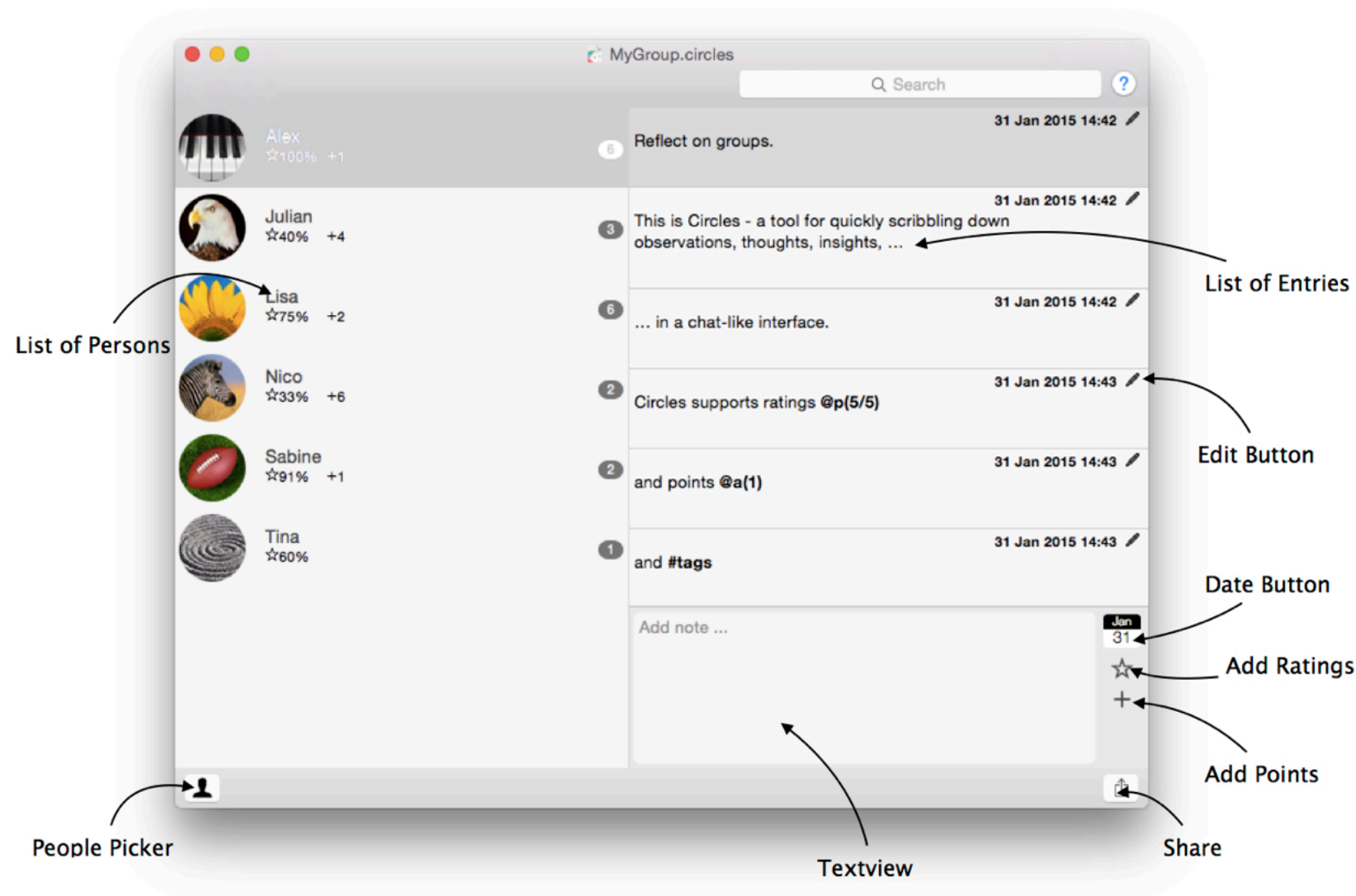


# Circles Help



## Adding persons to a circle

- Press the people picker button and select persons or groups to insert.
- Drag and drop person cards or group cards from the "Contacts" app.
- Go to the File-menu and click "Add Cards...".

## Finding persons in a circle

Go to the Edit-menu, open the find-submenu and click "Find Contact..."

## Adding entries to a person card

- Write in the textview and hit enter.
- Click the edit-button of an entry in the list of entries to edit in the textview and re-enter.
- Copy (cmd-c) an entry and paste in the textview to edit and re-enter.

## Changing the date of an entry

Change the date of an entry by pressing the date button and specifying the accurate date for your entry.

## Tags

You can give keywords or tags to your entries by using the "#" sign before your tag. Tags can be used to group entries and facilitate searching.

## Points

- Points can be added to an entry by entering "@a(-- here is where the points go --)".

Example: "Today the student accomplished 3 project milestones @a(3)."

- You can also click the "Add Points (plus)" button to add points.

## Ratings

- Ratings can be added to an entry by entering "@p(--here is where the achieved score goes--/--here is where the score range goes--)".

Example: "The first question was answered completely @p(10/10), and the second was complete to the most part @p(5/6). Excellent."

- You can also click the "Add Ratings (star)" button to add ratings.

## Exporting a report

You can export a report in the \*.csv file format for a person card by selecting the Menu-Item "File">"Export List of Entries">"As CSV".

Import the exported file as text-file in the spreadsheet software of your choice. Specify "|" as separator.

Get support at: <https://github.com/soleil-alpin/Circles/issues>

Enjoy using Circles.app!