User Manual
Biography

for MacOS, Windows and iPad

Contents

Preface

With the Add-on Biography you can combine all your ship journeys in a digital book, no matter if you kept your logbook with Logbook from Logbook Suite or if you had written it classically by hand.

And since Biography is not a ship's logbook, but your personal maritime biography, Biography unlink Logbook is not limited to travels with a particular ship.

From the logbooks that you kept with Logbook the travel and ship data can be imported directly into Biography. For adding your travel and ship data from logbooks, which only exist in paper form, dialogs lead you through the steps to enter all relevant information. This is also easy and not very time-consuming.

For each travel you will find in Biography an overiew of the most important data and Biography calculates, exactly as you are used to from Logbook, total values and averages, which are then displayed in a summary.

A very useful feature of Biography is the search function, with which you can search for places, person names, etc. For example, Biography will show you every trips when you were at a certain place or every trip when a certain person was on board with you.

Of course, it is also possible to print your maritime biography or to save it in a PDF.

This user manual explains the functions of the Add-on Biography. General functions of Logbook Suite, such as installation, handling of data files are described in the *User Manual Logbook Suite Basics*.

We thank Magnus Olausson for his tireless work on the translation into Swedish and Alex Voermans for his work on the translation into Dutch.

If you have any questions, please send an email to **support@2k-yachting.de**.

We hope that you like Biography and may there always be enough water beneath your keel…

Almute Kraus
2K Yachting, in May, 2021

Get to Know: The User Interface

The user interface of Biography is almost identical on PC and on iPad and similar to the user interface of the other Add-ons. The window of Biography provides 3 views: **Biography**, **Logbooks** and **Ships**.

The **Biography** view lists a summary of all logbooks recorded in Biography, the **Logbooks** view shows details of the individual logbooks including the trips and the **Ships** view shows the data of all ships recorded in Biography.

The Buttons in the Control Bar

Using the buttons in the control bar of Biography and in the dialogs you will get access to all functions of Biography. The table gives a description of the buttons. Not all buttons are available in every view. The functions will be described in the corresponding chapters of this manual.

The buttons ✏ and ↕ open a popover with a kind of menu. Clicking on a text button opens either another popover with settings or executes the specified function.

To close a popover which doesn't provide OK/Cancel buttons, just click or tap on an empty space in the window of Biography or use the closing button (✕), which is located in the upper right corner.

Button	Function
⏪	Go to first entry
◀	Go to previous entry
▶	Go to next entry
⏩	Go to last entry
🔍	Popover **Search**
▤	To list view
ⓘ	To detail view
✏	Popover **Edit** (New, Reload, Delete)
↕	Popover **Communication** (Print, About Biography, Quit)
⚙	Popover **Settings**
◗	Switch to **Logbook Manager**
Button	**Function in views and dialogs**
✏	Edit entry
▶	Go to details view
📎	Show images/documents
🗑	Delete

The buttons

Customize Biography: Settings in dialog Defaults

The dialog **Defaults**, which is opened via the button ✿ on the far right of the control bar, provides overall setting.
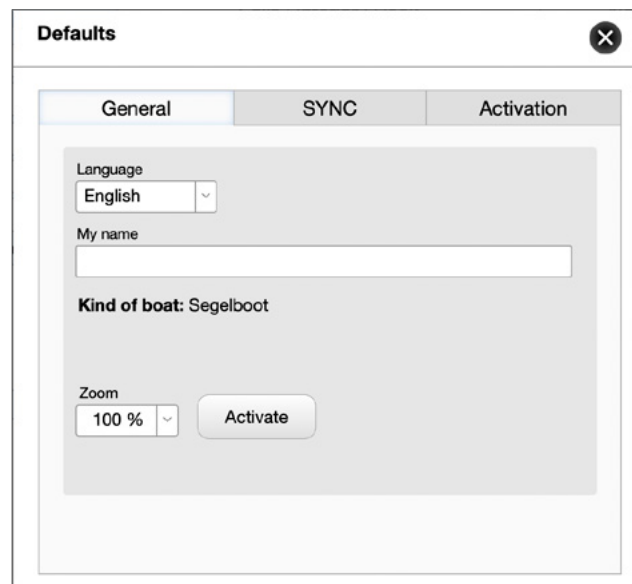
The popover Settings on the PC

The tab General

Language
Choose the language for the user interface of Biography. At this moment we support German, English, Dutch and Swedish.

My name
Enter your name here. It will later be printed on the title page.

Kind of boat
Here you can see for which type of boat (sailingboat, motorboat) this Biography file was created. This type automatically is determined with the insertion of the first boat or logbook and cannot be changed afterwards.

Zoom
On PC Biography offers several zoom levels. According to the size of your screen the zoom level select **100%, 150%** or **75%** from the list. Tap **Activate** to set the new zoom level. The size of the program window is adapted to the content or to the size of the screen automatically. The zoom level is saved and automatically set when you open Biography the next time.
On the iPad, you have the option to zoom with the two-finger gesture to enlarge the data you want so see. The zoom function can be switched on and off using the option **Zoom function on iPad**. This way you can prevent it from accidentally zooming during data entry.

The tab SYNC
On this tab the settings for synchronization with the **SYNC** service are made. For more information see the *User Manual Logbook Suite Basics*.

The tab Activation
Here you can read your current serial number. If no serial number has been entered yet the area is empty. For the unlimited use of Biography you need to enter a serial number by choosing the button **Change serial number**.

Biography in Practice

In Biography you can enter logbooks of your voyages manually or import them from Logbook. The same applies to the ship data of the ships you traveled on.

> **Attention**
>
> Within a Biography file only trips with sailboats **or** motor-boats can be combined.
>
> If you travel with sailboats as well as motor boats, you must create a Biography file for each of the two types of boat.
>
> The reason for this is the different way of evaluating the distances and times for the two types of boats.
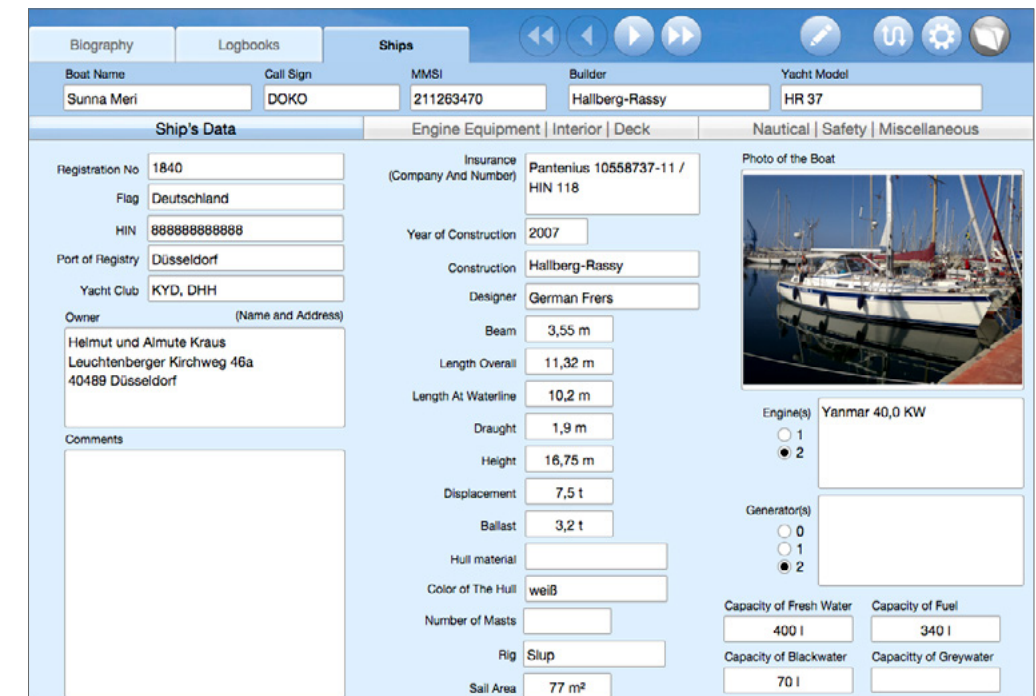
Insert and edit ships in Biography

The **Ships** view provides all the functions needed to create and edit ships. You can switch between the two views Detail and List. The structure of the detail view is similar to the **Ship** view in Logbook. The list view contains the most important ship data and the photo.

Import a new ship from Logbook

If you have already entered the data of a ship in a Logbook file, you can import it into Biography. To do this, go to view **Ships** and choose the button **New Ship: Import** which is in the **Edit** menu (Button ✎). After selecting the Logbook file, the import of the ship data runs completely automatically.

If necessary, you can edit the entries in the fields afterwards.

*The **Ships** view shows the ship data of the ships entered in Biography*

Update ship data

With the function **Reload Ship** from the menu **Edit** (button ✎) you can update the data of a ship imported from a Logbook file. This can be useful, for example, if more information about the ship was given in a more recent logbook than in the logbook from which the ship was first imported into Biography. Calling the function **Reload Ship** opens a dialog for selecting the Logbook file. The data is synchronized uisng the ship name and the MMSI. These must therefore be identical for the update to be carried out.

<table>
<tr><td>

Attention

Updating a ship using the **Reload Ship** function from the **Edit** menu undoes all manual changes made to the ship data in Biography.

</td></tr>
</table>

Enter a new ship manually

You can also manually enter the data of a new ship in Biography. To do this, go to view **Ships** and choose the button **New Ship: Manually** which is in the **Edit** menu (Button ✎).
A new, empty page is created in the **Ships** view. If it is the first ship in Biography, you have to choose whether you want to create the Biography file for sailing ships or motor boats. All fields can now be filled in directly in the view.

Delete a ship

To delete a ship use the function **Delete Ship** in the **Edit** menu (button ✎, view **Ships**). Deleting the last ship also deletes the ship type saved for the Biography file.

Inserting and editing logbooks in Biography

The **Logbooks** view shows the total data and trips of all logbooks inserted in Biography and provides all functions required for inserting and editing logbooks.

*The **Logbooks** view shows the overall evaluation of each logbook and the evaluation of the individual trips*

Importing a logbook from LOGBOOK

To insert the data from a logbook that you kept with LOGBOOK (from version 2.0) into BIOGRAPHY, go to **Logbooks** view and in the **Edit** menu (button ✎) select the button **New Logbook: Import**. After selecting the logbook file, the import runs completely automatically.

The upper part of the **Logbooks** view shows the basic parameters and the total data of the logbook. A **travel route** is created from the starting and finishing locations of the individual trips.

In the area below, all trips in the logbook are listed, similar to the **Overview** view in LOGBOOK.

Editing a logbook and the trips
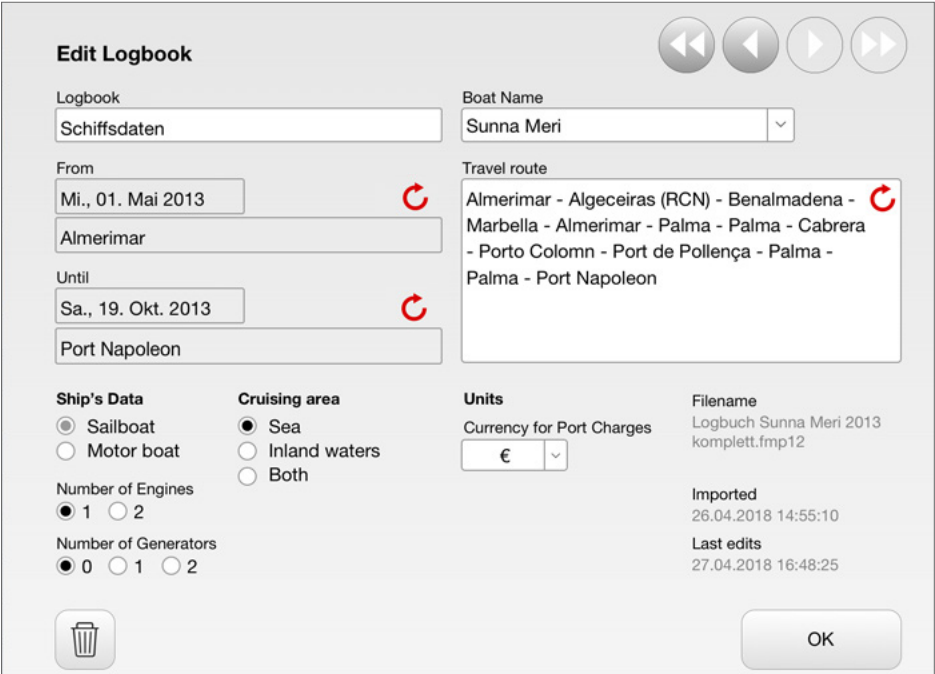
The **Edit** buttons (✎) on the left in the logbook summary and of each trip open a dialog in which the data can be edited. Only the white fields and options can be changed, fields with a gray background cannot be edited, since they are entered automatically from existing data.

Editing a logbook

When editing the logbook in the **Edit Logbook** dialog, you can give this logbook a name in the field **Logbook** in the upper left. The **Travel route**, which was created automatically after the import, can also be edited here. A red button ↻ shows that the travel route already has been edited in the dialog. Use the button ↻ to regenerate the travel route from the trips.

At the bottom right of the dialog internal data about the imported logbook are displayed, including the date and time of the import and the last change in the logbook file.

If the data for **From** and **Until** were not determined correctly during import, they can be calculated again with the buttons ↻. The dialog also offers the possibility to scroll between the individual logbooks or to delete the logbook displayed in the dialog (button 🗑).

*The dialog **Edit Logbook***

Editing a trip

The **Edit** button (✎) to the left of each trip opens the **Edit Trip** dialog for that trip. All trip data can be changed here.

The dialog also offers the possibility to scroll between the individual trips of the logbook or to delete the trip which is displayed in the dialog (button 🗑).

*The dialog **Edit Trip***

At the top, next to #, you can edit the trip number.

For the selection of persons for the list **Aboard**, BIOGRAPHY generates a list of names as well as crew lists from all names previously used in the field **Aboard**. From these lists you can easily create a new crew list for the field **Aboard** in the dialog **Aboard**, which is opened with the button to the right of the field.

*The dialog **Aboard***

For each trip a free text can be entered under **Comments**. In addition, BIOGRAPHY offers space for 2 photos per trip as well as a picture of the track. With the **fullscreen** button you can enlarge the photos and tracks and you can browse through all pictures of all trips (the points at the bottom scroll within a trip, the buttons at the top right scroll through the trips). The **Edit** button (✎) closes the window and switches to the dialog **Edit Trip**.

The full screen view of the photos and tracks can alternatively be opened with the paper clip button, which is located in the trip listings (view **Biography**, tab **Trips** and view **Logbooks**) and shown for all trips with images on the far left below the trip number.

Update the logbook

Using the function **Reload Logbook** from the menu **Edit** (button ✎) you can update the data of an already imported LOGBOOK file. This way you can import a LOGBOOK file into BIOGRAPHY while the logbook is still in use, and then update the imported data if necessary.

Calling the function **Reload Logbook** opens a dialog showing the name and path of the originally imported LOGBOOK file. Click **OK** to update with the same file, click **Choose** to select another location or file name for the file.

> **Attention**
> Updating a logbook with the **Reload Logbook** function from the **Edit** menu undoes all manual changes made in the dialogs **Edit Logbook** and **Edit Trips**.

Inserting a handwritten logbook manually

To insert the data from a logbook that is not available as a LOGBOOK file into BIOGRAPHY, go to view **Logbooks** and select the button **New Logbook: Manually** from the **Edit** menu (button ✎). This opens an empty dialog **Edit Logbook** where you can give the new logbook a name and select the ship from the list **Boat name** or enter a new ship name.

- When selecting a ship that has already been entered, the information on the engines and generators is automatically adopted; if a ship name is entered manually, this dates must be set.
- If BIOGRAPHY already contains a ship, you cannot change the type of ship.
- If BIOGRAPHY already contains a logbook, the further settings like crusing area etc. are taken over, but can still be changed.
- The fields **From**, **Until** and **Travel route** are deactivated, since this data is evaluated for the trips, that you enter in the next steps.

After closing the dialog with **OK**, the dialog **Edit Trips** dialog is opened for entering the data of the first trip.

Further trips can then be added to the logbook using the **New Trip** function from the menu **Edit** (button ✎).

Deleting a logbook

To delete a logbook use the function **Delete Logbook** in the **Edit** menu (button ✎, view **Logbooks**) or the button 🗑 in the bottom of the dialog **Edit Logbook**. The currently active logbook including all trips is deleted.

Documents related to the logbook

In Biography you can collect documents related to your logbook. These can be, for example, photos or scans of the pages of a handwritten logbook, a PDF of your logbook created with Logbook or Logbook Lite, nautical mileage logs or a photo of the overall track (tracks of individual trips are saved in the **Trips** section). For this purpose the **document button** (📎) appears below the edit button of the logbook.

A blue button indicates that documents have already been saved for the logbook, a gray button indicates that no documents have been saved yet.

The documents view on iPad

Save a document to a logbook

1. Clicking/tapping the document button (📎) switches to the document view of the respective logbook. If no document has been captured yet, the first, empty entry is prepared. If documents have already been captured, they will be displayed.

2. To enter the first document, enter a name in the input field above. The rest of the procedure is slightly different on the PC and the iPad.
   On the PC: Click on the button **Insert document** button at the top and choose in the dialog whether you want to insert a PDF file or an image file. The following dialog will then allow you to select the file.
   On the iPad: Tap in the image field and then select the source from which you want to insert your document from the popover. In the next step, the iOS will guide you to the file selection.

3. To add more documents, use the + button to add another entry to the list and continue as described in point 2.

Display a multi-page PDF document

Next pages of a multi-page document can be displayed as follows:

- On PC: Scroll the contents of the field.
  For PDF files, the right mouse button displays a menu with display options (zoom, page display) and the option to open the document in a PDF reader.

• On the iPad: When the document is a PDF file, only the first page of the document is displayed in the image field of the document view. Tap in the image field and then select **Display** from the popover.
The PDF then is displayed in a special viewer window. Now you can scroll through the pages or use the button in the upper right corner to open the document in a PDF reader.

Further functions in the document view

• The button 🗑 deletes the complete displayed entry.
• The selection button 🔍 opens a popover with a list of all documents recorded for the logbook. Click/tap on an entry in the list to display the document.
• To the right of the selection button you can read the number of documents recorded for the logbook and the position of the displayed document within the list.
• With the arrow buttons you can scroll between the individual documents of this logbook as usual.
• The name of the logbook is displayed to the right of the field for the document name.
• The button ✖ changes back to the last view of the logbook.

Delete or replace a document

To delete a document without deleting the entire entry, proceed as follows:

• On the PC: Click the button **Delete document** at the top.

• On iPad: Tap in the image field and then select **Delete** from the popover.

To replace a document without deleting the entire entry do the following:

• On PC: Click the button **Insert document** at the top and select the document you want to insert. The existing one will be replaced.

• On the iPad: Tap in the image field and then select **Replace** from the popover.

Data evaluation and searching in Biography

In the view **Biography** you will find an overview of all your log-books and all trips. The list on the tab **Logbooks** tab shows all logbooks with the most important data. On the tab **Trips**, all trips are listed chronologically.
In the header and footer area you will find an evaluation of all logbooks inserted in Biography – in the header area the period, the number of ships, logbooks and trips as well as in the footer area the overall evaluation of travel times and distances.
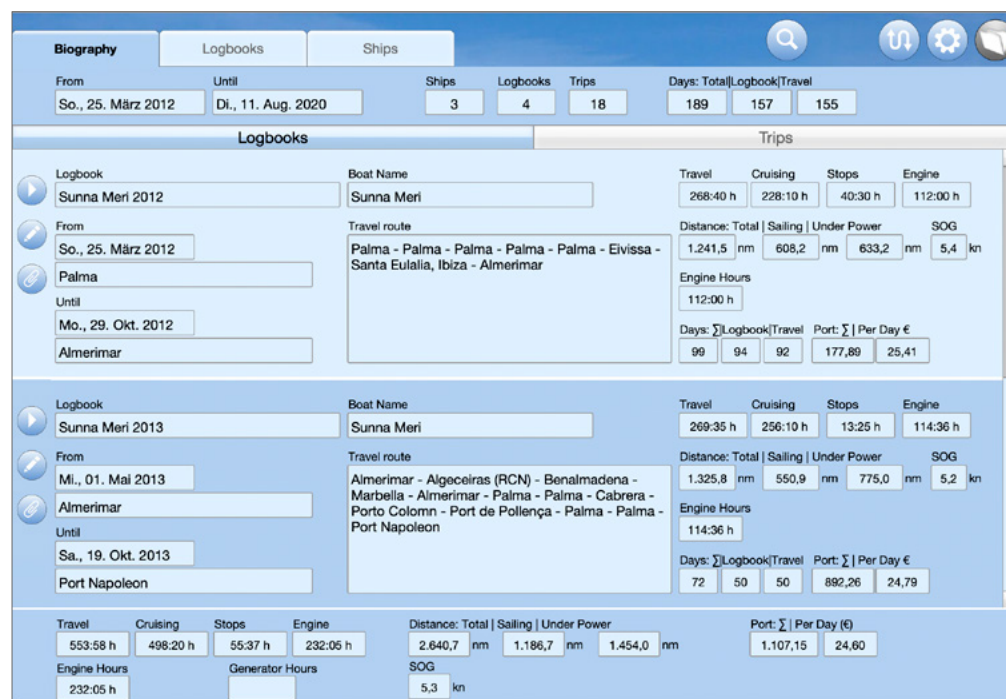
*The view **Biography** shows the summaries of the logbooks and the trips and the overall evaluation*

On the tab **Logbooks t**he **Edit** button (✏) opens the dialog **Edit Logbook**, the triangle switches directly to the respective logbook in the view **Logbooks**, where you will also find the list of the trips.

On the tab **Trips**, the **Edit** button (✏) opens the dialog **Edit trips**, the paper clip button shows photos and tracks in **full screen view**. The two buttons to the right connect to the logbook. The button with the triangle goes directly to the respective logbook in the view **Logbooks**, where the trips are listed, the **Edit** button (✏) opens the dialog **Edit logbook** for the respective logbook.

Searching in your logbooks

In views the **Biography** and **Logbooks** you can use the button
🔍 to search for specific data in the logbooks and the trips. The button 🔍 opens a popover with a tab for searching in logbooks and a second tab for searching in trips.
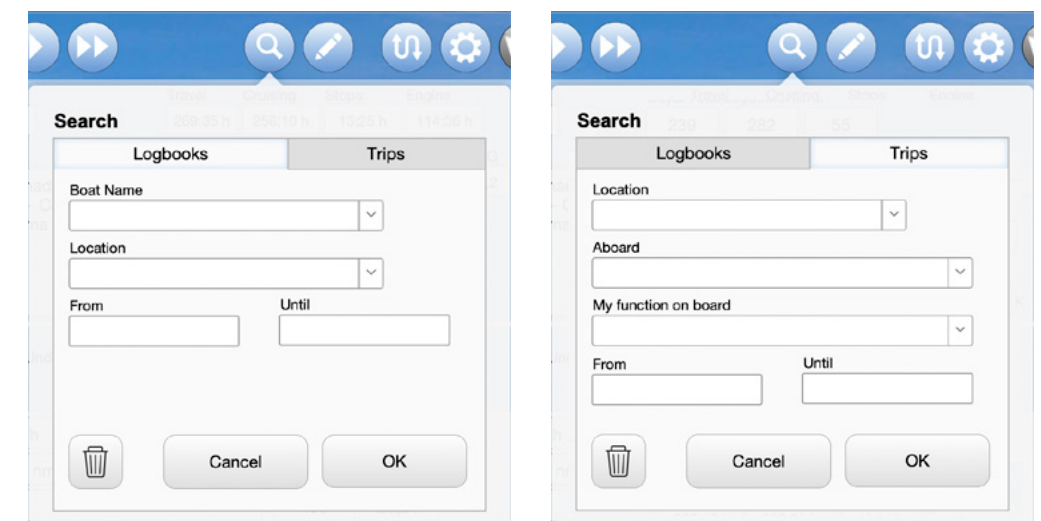
*The Popover **Search***

To simplify the search, a lists with the entries used in the BIO-GRAPHY file are offered for the fields **Boat Name** and **Location** or **Location**, **Aboard**, and **My function on board**.
You can also search for dates or date ranges in the logbooks or trips.
The **Delete** button (🗑) at the bottom left of the popover empties the fields of the popover.

• After selecting **OK**, the search result is displayed in the view **Biography**.
• The red text on the tabs and the text directly below the tab indicate that only a result of your search is displayed and possibly not all logbooks.
• With the triangle buttons you can view the details of the search results in the view **Logbooks** and browse through the found logbooks. The search result is not reset even when switching the view.
• To cancel the search, use the button ✕ on the far right in the title bar of the view **Biography**.
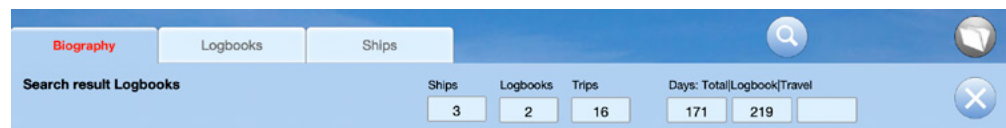
The control bar while a search result is displayed

The title page

The title page, which is displayed for a short moment when opening BIOGRAPHY, can be displayed by clicking on the blue area directly above or directly to the right of the tabs.

• Below the line shown on the title page you can enter your name - for the title page of your personal, maritime biography. The name, which also appears on the title page when printing, can also be entered in the popover **Print/PDF**.
• Clicking on another section of the book leads back to the view **Biography**.

Printing the BIOGRAPHY file or saving in PDF

BIOGRAPHY offers in all three views in the popover **communication** (button ↻) with the button **Print PDF** a printing function, with which your maritime biograohy can be printed out on paper or saved as PDF. Special, color-saving print layouts are used.

*The popover **Print/PDF***

Print settings

The button **Print PDF** opens the popover **Print/PDF**, in which you can make settings.
In the left of the popover select which views you want to print. When printing the logbooks, you can choose whether you only want to print the summaries of the logbooks (i.e. what is displayed in the view **Biography**) or also all trips as they are listed in the view **Logbooks**.
Under **Name** you can enter your name so that it is printed on the title page.
In the right of the popover you can choose between the paper formats DIN A4 and US Letter and whether you want to print on paper or save as PDF.
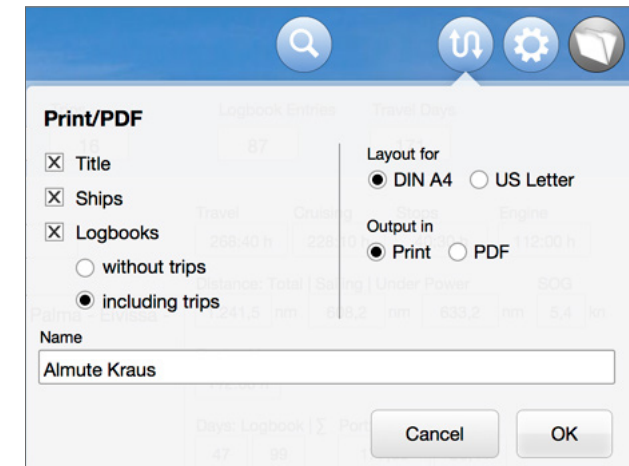
Printing

The default printer page is setup in a way that the views can be printed in landscape format on a DIN A4 or US letter sheet.

Printing using MacOS

1. After you have selected the desired print layouts in the popover **Print/PDF** and activated the option **Print**, the **OK** button opens the **Print** dialog of the MacOS.
2. Activate the dialog's page with the settings for **FileMaker Pro.** For the option **Print** select **Records being browsed** (which means all pages generated). Also make sure that for the option **Pages** the setting **All** is selected. Just so all pages will be printed.
3. To print on paper, press **Print** to start the print job. The selected layouts are printed in order.
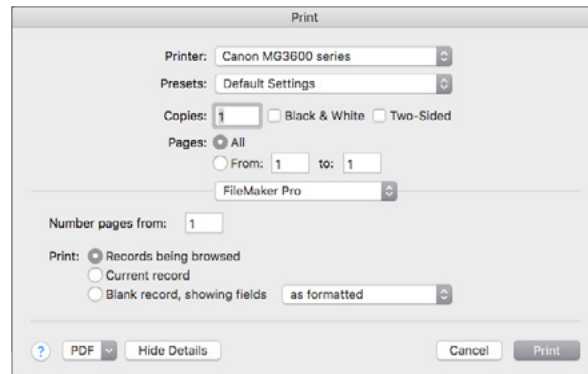
*The **Print** dialog under MacOS*

Printing using Windows

1. After you have selected the desired print layouts in the pop-over **Print/PDF** and activated the option **Print**, the **OK** button opens the **Print** dialog of Windows.
2. For the option **Print** select **Records being browsed** (which means all pages). Also make sure that for the option **Pages** the setting **All** is selected. Just so all pages will be printed.
3. To print on paper, press **OK** to start the print job. The selected layouts are printed in order.

*The **Print** dialog under Windows*

Printing on iPad

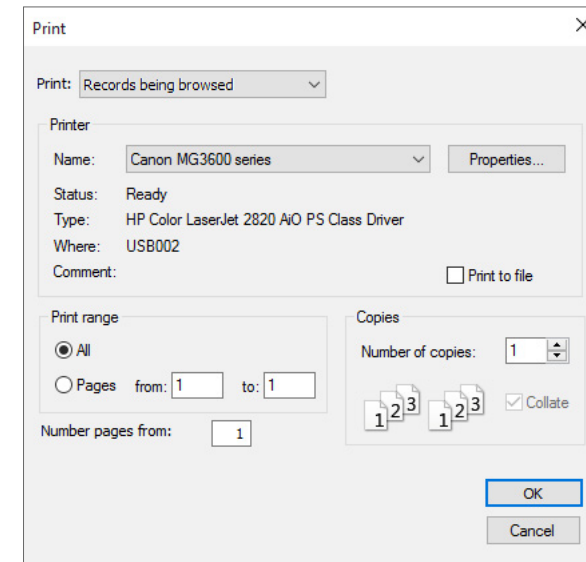On iPad you need a printer which is capable for AirPrint (for details of setting up the printer refer to the manual of your printer).

1. After you have selected the desired print layouts in the pop-over **Print/PDF** and activated the option **Print**, the **OK** button opens the **Print settings** dialog of the iOS.
2. For the option **Record Range** select **Records Being Browsed** (which means all pages). Also make sure that for the option **Page range** the setting **All Pages** is selected. Just so all pages will be printed.
3. Choose the paper size (A4 or US Letter) and make sure that you have set up **Landscape** for **Orientation** and **Scale to Fit** for **Scale**.
4. Press **Print** to start the print job. The selected layouts are printed in order.
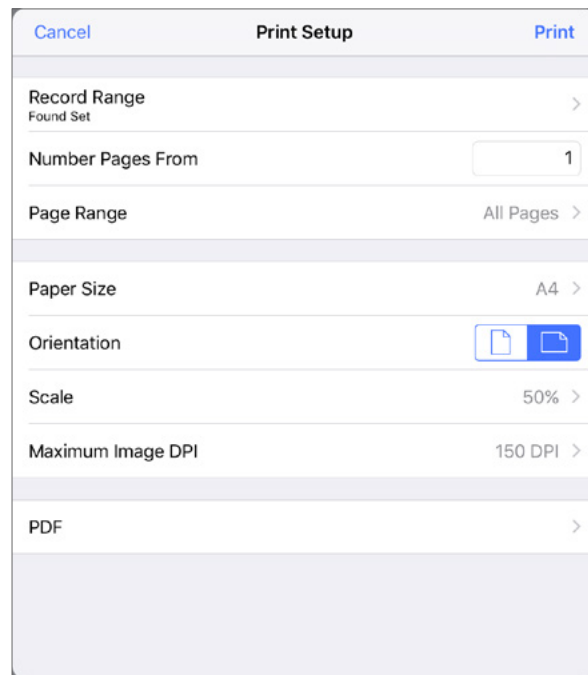
*The dialog **Print Setup** of Logbook Suite*

Creating a PDF

If in the popover **Print/PDF** the option **PDF** is selected, a PDF is created instead of printing on paper.

> **Attention**
> Due to PDF licensing reasons on iPad and under Windows, it is not possible to generate PDFs that collect all layouts in one file.
> If you want to save several print layouts in a single PDF file, you need to combine the individual PDFs using a special PDF editing tool later.

Creating a PDF on Mac

On Mac all selected layouts are automatically saved in a continuous PDF file.

1. After you have selected the desired print layouts in the pop-over **Print/PDF** and activated the option **PDF**, the **OK** button opens a dialog where you can specify a file name and location for the PDF.
2. The complete PDF is created automatically.

Creating a PDF using Windows

If you are using Windows and would like to store your BIOGRAPHY file in a PDF instead of printing on paper, it is necessary to have installed a **PDF printer**. Windows 10 already has one integrated (Microsoft Print to PDF), for older Windows versions there are PDF printers on the Internet as freeware for download.
Printing with a PDF printer is similar to printing with a normal printer, the only difference is that you print in a PDF file instead of on paper.

1. After you have selected the desired print layouts in the pop-over **Print/PDF** and activated the option **PDF**, the **OK** button opens the **Print** dialog of Windows.
2. First select the PDF printer as printer at the top of the print dialog. For the option **Print** select **Records being browsed** (which means all pages). Also make sure that for the option **Pages** the setting **All** is selected. Just so all pages will be printed.
3. Then start the PDF creation with **OK**. A dialog opens where you can select the file name and location for the first PDF.

4. The first PDF is created and, if several print layouts have been selected, the dialog for entering the file name is displayed again.
5. Enter the file name for the next PDF. This must be different from the first, otherwise the first PDF will be overwritten. The automatically preentered file name contains the time with seconds and therefore differs.
6. In the case of 3 layouts, the dialog for entering the file name appears a third time.

If you want to save several print layouts in a single PDF file, you need to combine the individual PDFs using a special PDF editing tool.

iOS **Creating a PDF on iPad**

Changed in Biography 2.2 On the iPad, you can export your BIOGRAPHY file without an additional app in a PDF. All selected layouts are automatically saved in a continuous PDF file.

1. After you have selected the desired print layouts in the pop-over **Print/PDF** and activated the option **PDF**, the **OK** button opens a dialog where you can specify a file name and location for the PDF.
2. Enter a file name (or use the preentered file name) and close the dialog with **OK**.
3. The PDF is created. The PDF files is located in the documents folder of LOGBOOK SUITE in the list **Device** (button **Open another file**). Tapping on the entry displays the PDF. Using the Edit button in the top right you can transfer the PDF to another app or sent it by email.