

# User Manual

## LOGBOOK SUITE 2.2 – Basics

### for Mac, Windows, iPad and iPhone

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## Preface

Thank you for your interest in our software package LOGBOOK SUITE.

With this software package you'll receive a digital logbook and a few helpful modules around the ship and travels by boat, which are developed by yachtsmen for yachtsmen. The modules are easy to use and have been proved in practice.

You can use the software package LOGBOOK SUITE 2.2 on the PC with macOS (10.13 or higher) or Windows (Windows 7 or newer) and on the iPad (iOS 12.2 or higher).

On iPad LOGBOOK SUITE is an app that can be loaded from Apple App Store.

**New in LOGBOOK SUITE 2.2** In the app LOGBOOK SUITE PHONETOOLS, which is new with version 2.2 and can also be downloaded from the App Store, you can also use some of the LOGBOOK SUITE modules on the iPhone. The modules have layouts specially adapted to the smaller display size on the iPhone

Using the logbook and the Add-ons is almost identical for all operating systems, for installation, however, a few specific points should be noted.

This documentation explains the basics for using LOGBOOK SUITE on PC and iPad. It is held very detailed, so that no questions remain unanswered. Experienced computer/iPad users will be able to use LOGBOOK SUITE without studying the whole documentation.

However, we recommend all users to have a look in this manual, because there are a few special things you need to know when using LOGBOOK SUITE.

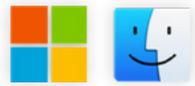
The specific functions of LOGBOOK and all the Add-ons are explained in the manuals of each module.

We thank Magnus Olausson and Alex Voermans for their tireless work on the translation and on testing the software package.

If you have any questions, please send an email to [\*\*support@2k-yachting.de\*\*](mailto:support@2k-yachting.de).

We hope that you like LOGBOOK SUITE as much as us and that it will make things easier for you. We wish you nice days at seas and may there always be enough water beneath your keel...

Almute Kraus  
2K Yachting, in February, 2021



## LOGBOOK SUITE on PC

You can install the software package LOGBOOK SUITE on a PC with MacOS (10.13 or newer) or Windows (Windows 7 or newer) – detailed system requirements at the end of this user manual.

### Installing LOGBOOK SUITE on PC

On the PC with macOS or Windows the software package LOGBOOK SUITE is installed on the computer using an installation software. The installer installs the logbook LOGBOOK and all Add-ons.

Download the installation file for LOGBOOK SUITE for your operating system (macOS or Windows) to your PC and then run the installation.



On the Mac, open the image file **LogbookSuite.dmg** and drag the icon “Logbook Suite.app” onto the icon “Applications”. This will install LOGBOOK SUITE in the Applications folder of your Mac.



In Windows double click on the file **setup\_logbooksuite\_64.exe**. This will start a standard Windows installation program that will guide you through all necessary steps.

### Note to the installation of LOGBOOK SUITE for Windows

Please, note that on Windows computers you only can make entries in database software from accounts with administrator’s right. Therefore it is necessary that you install LOGBOOK SUITE with an account with all administrator privileges.

Nevertheless, with some Windows installations the administrator account hasn’t got all rights that are required for the use of a database software. In this case there is a rather simple solution:

Start LOGBOOK using the context menu of the program and select **Run as administrator**.

Alternatively you can set up the link to the program file LOGBOOK SUITE.exe thus the software automatically gets always the administrator privileges. Use the following options:

In the context menu choose the entry **Properties**, click the **Shortcut** tab, then on **Advanced** and activate the **Run as Administrator** check box. To finish click **OK**.

## Starting LOGBOOK SUITE

The software is based on a FileMaker Pro database application. Therefore there are a few special features which are important to know when starting the software LOGBOOK SUITE and when opening and closing additional data files. All files used by LOGBOOK SUITE have the file name extension .fmp12.



*The program icon of LOGBOOK SUITE*



## Starting and Quitting the Software using macOS

First start the software LOGBOOK SUITE which is in the uppermost level in your program folder.

**Revised in LOGBOOK SUITE 2.1** During the first start the software automatically copies all provided data files into the LOGBOOK SUITE data folder (the folder “Logbook Suite” within your user folder).

### Changed location for the data folder

With LOGBOOK SUITE 2.2 the data folder “Logbook Suite” is no longer inside the folder Documents. The reason for this is that data can be lost in LOGBOOK SUITE when the Documents folder is automatically synchronized via iCloud Drive.

During installation, the old data folder is automatically moved to the new location.

After finished you will get the window LOGBOOK SUITE MANAGER.

In order to quit the software LOGBOOK SUITE you can use the close button of the window LOGBOOK SUITE MANAGER. Or choose **Quit Logbook Suite** from the **Logbook Suite** menu, or—as usual on the Mac—use the key shortcut ⌘Q.



## Starting and Quitting LOGBOOK using Windows

First start the software LOGBOOK SUITE which is inside of the folder “LOGBOOK SUITE” in your program folder. A link is located in the Windows Start menu.

During the first start the software automatically copies all provided data files into the LOGBOOK data folder (by default the folder “[system drive letter]:/Logbook SUITE”).

After finished you will get the window LOGBOOK SUITE MANAGER.



*The LOGBOOK SUITE MANAGER*

In order to quit the software LOGBOOK SUITE you can use the close button of the window LOGBOOK SUITE MANAGER. Alternatively, you can choose **Quit** from the **File** menu of the LOGBOOK SUITE MANAGER window.



**Please note:**

If you remove the file **Logbook.fmp12** or any of the data file of the Add-ons (name of the Add-on.fmp12) from the LOGBOOK SUITE data folder (by default on Mac the folder “Logbook Suite” within your user folder and on Windows the folder “[system drive letter]:/ Logbook Suite”) or rename it, the next time you start LOGBOOK SUITE a new clean file will be copied into the folder and linked to the buttons in the LOGBOOK SUITE MANAGER.

Therefore you should not move or rename the standard data files stored in the data folder. The file, newly copied into the data folder doesn’t contain an activation code and therefore runs in demo mode and is only on the version status of the first delivery of LOGBOOK SUITE 2.2.

Of course you can store your data files at any other place on your hard disk.

The NMEA function and the functions for automatical updates are only available if you use the standard files inside the LOGBOOK SUITE data folder.



## Opening and Closing Logook- and Add-on Files

- To open your logbook or an Add-on go to LOGBOOK SUITE MANAGER and click the appropriate button.
- To close the file, click on the closing button of the window or use the button **Close** in communication popover (button **⌘**) of the module.
- Using the button **⌘** on the right of the window of each module you will get back to LOGBOOK SUITE MANAGER.
- If your file uses a different file name then the standard file name, you can open the file using the button **Open another file**.

**Important note**

LOGBOOK SUITE saves your entries automatically during the input, at the latest as soon as the cursor is no longer in any input field.

There is no save function as you know it from many other programs. Just click on an empty space in the window where there are no input fields.

**Tip**

For best use of LOGBOOK SUITE we recommend to save your current logbook file in the LOGBOOK SUITE data folder (the folder “Logbook Suite” within your user folder or “[system drive letter]:/Logbook Suite”) and name your file **Logbook.fmp12**.

If you activate the option **Always open Logbook automatically** in the LOGBOOK SUITE MANAGER the logbook **Logbook.fmp12** will be opened automatically when starting LOGBOOK SUITE.

Later, if you would like to work with a new logbook file, you should rename your previous file and store it, if necessary, at another place. Then name the new current logbook file **Logbook.fmp12**.

**Attention:**

If you want to use the NMEA function of LOGBOOK on the PC, the current logbook file needs to be named **Logbook.fmp12** and to be located in the data folder of LOGBOOK.

**Important note**

For all Add-ons that communicate with other Add-ons and/or LOGBOOK, we recommend that, as long as communication functions are used, the files are stored in the data folder of LOGBOOK SUITE using the original filenames. Some tasks will also work with modified filenames, in others cases this may cause problems.

**Individual data folder**

During the initial installation or in the case that you had previously worked with an individual data folder and there is no standard data folder on your computer, you can select an individual data folder during the installation.

With a little trick you can change the current data folder again later:

When starting LOGBOOK SUITE on the Mac, hold down the Shift key or, under Windows, the Ctrl key. This opens the dialog for changing the data folder when starting the app.

**Important note**

If there is no really important reason, we strongly recommend to use the default data folder and not to select another folder.

## iOS LOGBOOK SUITE on iPad

On the iPad LOGBOOK SUITE is an iPad app that can be loaded from Apple App Store.



The icon of the iPad app LOGBOOK SUITE



The LOGBOOK SUITE MANAGER

## Open Logbook and Add-on files

After starting the app shows the window LOGBOOK SUITE MANAGER—the control center of LOGBOOK SUITE.

- Open LOGBOOK or an Add-on by tapping on the corresponding icon in the LOGBOOK SUITE MANAGER.
- If your file has a name other than standard file names of the app, the file can be opened using the button **Open another File**. Select the desired file from the list at the right (if necessary, you should update the list with the button ↻), and then tap **Open**.
- With the button 🔍 (LOGBOOK SUITE) you get into the file system of LOGBOOK SUITE. Tap on **On my iPad** and then select the desired file from the list. This feature also allows you to open PDF files which had been created by the modules of LOGBOOK SUITE and saved in the apps documents folder.
- To open a file that is stored at a **cloud service** or in another app on your iPad you use the button ☁️ (iOS) to open the standard file dialog of the iOS. Under **Locations** you'll find your cloud services and under **On my iPad**, all apps that can store and share files. Select the file you want to open. It copies the selected file to the data folder of LOGBOOK SUITE and opens the file.
- Using the button ⏪ on the right of the window of each module you will get back to LOGBOOK SUITE MANAGER.

**Important note**

LOGBOOK SUITE saves your entries automatically during the input, at the latest as soon as the cursor is no longer in any input field.

There is no save function as you know it from many other programs. Just tap on an empty space in the window where there are no input fields.

**Switching files using the title bar**

When multiple files are opened in LOGBOOK SUITE only the currently active window is visible, hiding all other windows.

1. To select another file tap in the title bar on the triangle right of the window title (usually the name of the module).
2. All windows opened are displayed side by side in reduced size.
3. Tap on the desired window to bring it to the foreground.

**Closing files**

There are several ways to close a file which is opened in LOGBOOK SUITE.

- To close a file tap on the icon  in the top left of the window and choose the entry **Close File**.

Or

1. Tap in the title bar on the triangle right of the window title (usually the name of the module).
  2. This will display all windows side by side in reduced size.
  3. Then tap on the red closing icon  which is shown on the top left of the reduced document window of the file you want to close.
  4. A message is shown which gives you the possibility to make a backup copy of your last file version (read more at “Protect your Data” on page 33).
- Alternatively you can use the button **Close** in communication popover (button ) to close the file.

## Deleting or renaming files from LOGBOOK SUITE

LOGBOOK SUITE provides some functions for deleting files. Both are located in the menu of the window LOGBOOK SUITE MANAGER, which is opened with the button .

- The function **Delete file** opens a popover where you can select the file which you want to delete. The list contains all files stored in LOGBOOK SUITE except of the default files.
- The **Delete PDFs** function deletes all PDF files stored in the document folder of the LOGBOOK SUITE.
- The function **Delete export files** function deletes all PDF files stored in the document folder of the LOGBOOK SUITE. These are, for example, XML, Excel or kml files generated with the export functions.
- The function **Delete backups** deletes all files that have been created by automatic backups during the work with LOGBOOK SUITE. The file names end with **backup**.
- Use **Rename file** to give the file selected from the list above the name you entered in the lower field.

As an alternative to the delete functions of the iPad app LOGBOOK SUITE itself you can use iTunes on PC to rename or delete files stored in the app (see the following section).

### Important note

The default files can not be deleted within LOGBOOK SUITE because a lack of this files may cause problems.

## **iOS** LOGBOOK SUITE PHONETOOLS on the iPhone

New in  
LOGBOOK  
SUITE 2.2

In the iPhone app LOGBOOK SUITE PHONETOOLS, which can also be downloaded from the App Store, some of the LOGBOOK SUITE modules are also available for use on the iPhone.



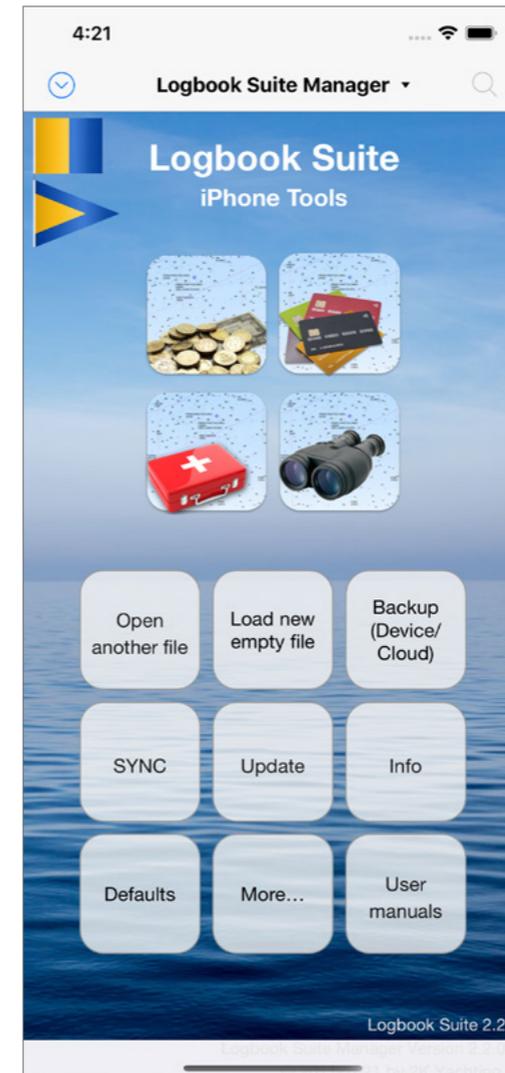
*The icon of the iPhone app LOGBOOK SUITE PHONETOOLS*

The modules from LOGBOOK SUITE PHONETOOLS have layouts specially adapted to the smaller display size of the iPhone. The basic operation of the app and the included modules is identical to the operation of the iPad app LOGBOOK SUITE.

However, there is a small difference when opening files.

### Open another file in LOGBOOK SUITE PHONETOOLS

- The button  (Logbook Suite) takes you to the user interface of the iOS app Files, just like the button .
- The button  leads directly to the document folder of LOGBOOK SUITE PHONETOOLS and does not open the special file browser known from the iPad app.
- PDF files created within LOGBOOK SUITE PHONETOOLS cannot be opened with LOGBOOK SUITE PHONETOOLS. Therefore, PDFs should be saved directly to the document folder of a PDF app when created in LOGBOOK SUITE PHONETOOLS.



*The LOGBOOK SUITE MANAGER on the iPhone*

## Setting up the Language and Activation of the Modules

When first starting the logbook and the Add-ons the user interface is set to **Deutsch** on German operating systems, to **Nederlands** on Dutch operating systems and to **Svenska** on Swedish operating systems. In all other cases the language is set to **English** as the default.

To switch the language, first click on the settings button (⚙️) of LOGBOOK in the top right of the program window or of the Add-on. If this opens a popover with buttons, choose the left button. In the following popover the first option is for choosing the language. The language setting must be made only once and remains active for the next program start.

### Activating LOGBOOK and the Add-ons

When LOGBOOK or an Add-on starts the first time, the demo mode is active. After a certain number of entries the dialog demo mode will open at startup or when creating new entries and reminding that only a few items are allowed without a license. Choose whether you want to start LOGBOOK or the Add-on in demo mode, or you want to enter your serial number and activate your personal version (**Activate**).

With the button **2K Yachting** you will get directly to the website of 2K Yachting where you can acquire a license.

LOGBOOK and all Add-ons offer full functionality in demo mode, but the programs can be used only for a limited number of data. If this number is exceeded, a message is displayed and no further entries can be created.

### Activating LOGBOOK and the Add-ons

Use the following steps to enter your serial number:

1. When you start LOGBOOK or an Add-on which has not yet been activated, the dialog **Demo Mode** will be opened after a certain number of entries.
2. Choose the button **Activate** at the bottom of the dialog **Demo Mode** and enter the serial number which you find in your personal download area of our shop and click/tap **OK**.
3. Alternatively, you can enter or change (or p.e. after an upgrade) the serial number using the button **Change serial number** at the bottom of the popover **Defaults** (in menu of popover **Settings**, button ⚙️).

After entering a valid serial number the demo version is converted into a full version.

#### Important note

Für jedes Modul von LOGBOOK SUITE muss eine eigene Lizenz erworben werden.

## Additional functions in Logbook Suite Manager

The LOGBOOK SUITE MANAGER offers some more features.

### Load new empty file

Whenever you want to start with a new file (e.g. for a new cash box or for a new logbook) you use the function of the button **Load new empty file**.

1. In the popover of the button **Load new empty file** select the module from the list for which you need a new file and then select **Download**.
2. Your existing module file with default name is saved as a backup under a new name. The file name contains the date and time of the download and the extension *download\_backup*.
3. Afterwards a new file is loaded from our server. The file automatically has the latest version and gets the default filename of the module, so that it can be opened with the module button afterwards.

### Update and Info

The **Update** button opens a dialog that shows for each module the version number of the file you are using and the version number of the latest downloads available on the zK Yachting server.

If there is a newer version on the server, you can easily update your module file to this version. Activate the checkbox in the third column and then start the update with the **Update** button. This ensures that you always have the latest bug fixes and features available.

If the option **Check at each start** is active, LOGBOOK SUITE checks at every startup whether updates are available and opens the dialog if necessary.

The dialog of the button **Info** informs you about new features. If the option **Check at each start** is active, LOGBOOK SUITE checks on every startup if there are new infos and opens the dialog if necessary.

### Defaults

With the button **Defaults** you get the possibility to choose the language of the LOGBOOK SUITE MANAGER independent from the system language of your device.

### Internet connection

The large button at the top right offers the possibility to temporarily disable all functions that require access to the Internet. This is especially useful if your device is connected to the onboard NMEA network and this network does not provide Internet access. By deactivating you avoid that LOGBOOK SUITE is slowed down by unsuccessful connection attempts.

If communication with the Internet is enabled, the button appears in green; if Internet access is disabled, it appears in red.

## Copy files from LOGBOOK SUITE between iPad and PC

All files from LOGBOOK SUITE can be used both on the iPad and on the PC. If you don't have a subscription for our **SYNC** service it is necessary that the files are copied between the devices back and forth. It is essential to ensure that you always work with the latest version of the file, as no synchronization can be made between the individual file versions.

The copying can be done using iTunes on the PC or via a cloud service like iCloud or Dropbox.

### Exchanging files with PC using iTunes

Using iTunes on PC you can copy files from LOGBOOK SUITE between PC and iPad back and forth and this way use them alternately on the PC and on the iPad. The following installation steps are best for all users who want to use LOGBOOK on iPad as well as on PC (macOS up to Mojave or Windows).

1. First load and install LOGBOOK SUITE on your PC and on iPad.
2. Make your entries on the desired device.
3. Transfer the data from iPad to PC or vice versa using the steps on next page.
4. Continue using LOGBOOK SUITE on the new device.

iTunes and iOS offer for all apps, that can load or create files, the **File Sharing** option. When your iPad is connected and selected (you may have to click the device icon in the upper left corner several times) the last item in the **Settings** menu for your device on the left is **File Sharing**. Enable this option shows a list of installed apps that offer file transfer via file sharing.



File exchange between PC and iPad using iTunes File Sharing

### Important!

Make sure that the files you want to exchange between PC and iPad are closed. Otherwise data may be lost.

## Transferring files from PC to iPad

1. Connect your iPad to your PC (using USB or WiFi, depending on your setup for iPad in iTunes). In iTunes on the PC select your iPad and then **File Sharing**. In the list on the left choose the app LOGBOOK SUITE.
2. You can now see all files that are stored inside the documents folder of LOGBOOK SUITE.
3. The button **Add...** (right column, below the file list) opens a dialog box in which you can select the files from LOGBOOK SUITE that you want to transfer to iPad. You will find the files in the data folder of LOGBOOK SUITE (on the Mac by default in the folder “Logbook Suite” inside of your user folder, with Windows by default in the folder “[system drive letter]:/Logbook Suite”).
4. Or drag the file with drag & drop from the Finder or the Explorer into the field.
5. This copies the files directly to your iPad and the files are listed in the file list of LOGBOOK SUITE and can be opened using this function.

## Transferring files from iPad to PC

1. To transfer the files from LOGBOOK SUITE on iPad onto the PC, connect the iPad with the PC and select in iTunes on the PC your iPad and then in the list on the left on the page **Apps** the app LOGBOOK SUITE.
2. In the list at the right select the file.
3. With the button **Save as...** (right column, below the file list) you now can choose a place where the file should be stored on the PC. Best of all choose again the standard data folder of LOGBOOK SUITE (on the Mac by default in the folder “Logbook Suite” inside of your user folder, with Windows by default in the folder “[system drive letter]:/Logbook Suite”).
4. Or drag the file with drag & drop from iTunes into a folder in the Finder or the Explorer.



## Exchange files with the Mac via the Finder

Starting with macOS Catalina, access to files stored on the iPad in LOGBOOK SUITE is no longer via iTunes, but directly with the Finder. If the iPad is connected to the Mac via cable or WLAN, the iPad appears in the list on the left side of the Finder window under **Locations**.

In principle the data exchange works the same way as described in the previous instructions with iTunes.

When the iPad is selected under **Locations**, the Finder window shows the same information as iTunes. Select **Files** in the list on top to get to the file sharing.

Expand the entry **Logbook Suite**. Now you can drag and drop the files to iPad or copy them from iPad to Mac.

## Exchange files between iPad and Mac via AirDrop

If your Mac and iPad are on the same wireless network, you can also use **AirDrop** to copy LOGBOOK SUITE data files back and forth between the devices.



### Transfer file from Mac to iPad using AirDrop

1. Make sure that the data file you want to transfer to iPad is no longer open in LOGBOOK SUITE.
2. Then select the file in the MacOS Finder. By default, the file is located in the folder “Logbook Suite” within your user folder.
3. Go to the **action menu** (⏏) at the top of the toolbar and select **AirDrop**.
4. The next dialog shows all devices connected with AirDrop. Select your iPad.
5. On the iPad, you can now select “Open files” ...
6. ... and in the following dialog under **On my iPad** select the data folder of LOGBOOK SUITE. At the top of the dialog the name is shown, under which the file will be inserted in LOGBOOK SUITE on with the iPad. You can still change it here.
7. With **Save** the file is inserted in LOGBOOK SUITE. If necessary you have to confirm that an existing file with the same name should be replaced.
8. Tap on **Done** and then switch to LOGBOOK SUITE to open the file there.



### Transfer file from iPad to Mac using AirDrop

The following instructions describe how to transfer standard data files from LOGBOOK SUITE to your Mac using AirDrop.

1. Make sure the file you want to transfer to your Mac is not open in LOGBOOK SUITE.
2. Select the **Backup (Device/Cloud)** button in LOGBOOK SUITE MANAGER, then select the module you want to transfer from the pop-up menu.
3. Select **Start Backup**.
4. Define a file name in the following dialog. The current file name is pre-entered. The extension .fmp12 must not be entered. Then tap on the **Continue** button.
5. Select **AirDrop** in the bottom row of the next dialog.
6. In the following dialog all connected devices with AirDrop are displayed. Select your Mac.
7. On your Mac you may receive a message. Don't select the **Open** button from this message, but go to the “Downloads” folder and move the file there to your LOGBOOK SUITE data folder (by default the folder “Logbook Suite” within your user folder).

To transfer a data file with a different filename to your Mac using AirDrop, open the file in LOGBOOK SUITE and use the **Backup** function from the **Communications menu** (⌘) of the open file instead of the LOGBOOK SUITE MANAGER function.

## Data backup and data exchange with PC using cloud services

LOGBOOK SUITE allows to store files with services such as iCloud or Dropbox in a cloud and thus transfer the files to the PC or save a backup in the network.

### Saving files in the cloud on iPad

1. In Logbook Manger choose the button **Backup (Device/Cloud)** and then select the modules, for which you want to create a backup.
2. Choose **Start backup**.
3. A dialog will appear, where you can specify for the first module you have choosen a name for the file and in the next dialog a destination.

The standard file name is preentered. If you want to use a different name, type the name. You don't need to enter the extension .fmp12. Then press the **Continue** button.

4. In the following dialog you can select a destination for your file. It depends on the apps installed on your iPad, which destinations are listed. In the bottom line you will find cloud destinations such as iCloud Drive, Dropbox etc. Select the desired cloud service or **Send to**.

The option **Save** saves the file into LOGBOOK SUITE.

**Save in Files** opens the standard file dialog of the iOS, from which you have access to your cloud services and some other apps.

5. Depending on the option chosen you will then be taken to another dialog where you can select the destination inside

your account of the chosen cloud service. Select the destination and then tap **Select**. If necessary, you have to confirm further dialogs.

6. The file is now uploaded to the chosen cloud or saved at the chosen location.
7. If you have selected other modules, the backup function will continue with step 2.

### Downloading files from the cloud to the iPad

1. In the LOGBOOK SUITE MANAGER select the button **Open another file** and then the button  (iOS).
2. This opens the standard iOS file dialog. Go here to the location of your cloud service and select the desired file.
3. The selected file will be copied from the cloud to the data folder of LOGBOOK SUITE and then opens directly.



### Saving files in the cloud on PC

1. In Logbook Manger choose the button **Backup (Device/Cloud)** and then select the modules, for which you want to create a backup.
2. Choose **Start backup**.
3. Now choose in the dialog the folder for your cloud service such as iCloud Drive, Dropbox etc.
4. Click on **Choose folder**.
5. Your files are now uploaded to the chosen cloud. The date and time are added to the file names so that old backups are not overwritten.

## Synchronizing with SYNC

With the synchronization service **SYNC** you can synchronize the data of all modules of LOGBOOK SUITE between your devices over the Internet. This saves copying the quite large complete data files and allows you a fast synchronization of the data recorded on the different devices.

For the synchronization with our synchronization service **SYNC** your data on your device will be encrypted with 128 Bit AES (Advanced Encryption Standard) on your device. The personal key used for this is defined by you and is only stored on your devices, not on the **SYNC** server. Only after the encryption process is completed the data will be uploaded to your personal account area on our **SYNC** server. Our **SYNC** server is located in Germany.

When uploading the changes from the **SYNC** server to your device, the procedure is exactly the opposite. The encrypted data is loaded from the **SYNC** server and decrypted on your device using the personal key you have specified. Only your installation of LOGBOOK SUITE can decrypt the encrypted data again.

Of course the synchronization via the **SYNC** server requires an Internet connection. If there is no Internet connection while you are entering data into the LOGBOOK SUITE modules, the information about the changed data will be cached on your device until it can be uploaded to the **SYNC** server.

To use the **SYNC** synchronization service, we offer different subscription models between 30 and 365 days in our Online shop. Up to 4 devices can be synchronized.

## Activating SYNC for LOGBOOK SUITE

To use the **SYNC** synchronization service

- you have to create a **SYNC** account in the LOGBOOK SUITE MANAGER
- you need a subscription code, which you can buy [here](#) in the Online shop of 2K Yachting
- you have to activate the **SYNC** function in the LOGBOOK SUITE MANAGER.

### Setting up SYNC account

Your account for using **SYNC** is created and managed in the LOGBOOK SUITE MANAGER.

1. Select the button **SYNC** in the LOGBOOK SUITE MANAGER. This opens the dialog **Logbook Suite SYNC**.
2. If no **SYNC** account is created yet, a dialog appears where you can create your account.
3. For the **Username** please enter the email address, which you used for your shop account at 2K Yachting. Please note that only lowercase letters and email addresses are allowed in the username. If you choose a different username, uniqueness is not guaranteed. Upper case letters are automatically converted to lower case when the dialog is closed.
4. In the second input field, enter your personal key for the data encryption. The key can be at maximum 16 characters long. This key is only stored on your devices. Make a note of the key, because you will need it later when you activate **SYNC** on your other devices.

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5. Close the dialog with **OK** to create your account on the **SYNC** server.
6. Then in the following dialog select the button **Account** to continue the setup process. (If you have not yet purchased a subscription code, you can do so now. The button **To Shop** will take you directly to the right place in our Online shop).
7. You are now in the **Logbook Suite SYNC** dialog on the tab **Account**. Create your devices here. Select in the right area how many devices you want to synchronize. Up to 4 devices are possible in the standard version of **SYNC**.

### Note

Please contact us if you want to synchronize more than 4 devices. We will expand our offer according to your needs. This manual only describes the standard version of **SYNC**.

The dialog **Logbook Suite SYNC**, tab **Account**

8. Now define unique names for your devices in the list on the right side of the dialog.
9. Finally, select the name for this device by tapping the option button to the left of the name. It will be displayed in the right part under **Name of this device**.

### Activating your SYNC subscription

1. To activate your **SYNC** subscription, select the button **Activate/prolong subscription**, which is located in the **Logbook Suite SYNC** dialog on the tab **Account** at the bottom left.
2. In the following dialog, enter the **SYNC** subscription code that you purchased in our shop (or the code for your **SYNC** test subscription that we sent you by email).
3. After closing the dialog with **OK**, your user name and the expiration date of your subscription will be displayed again.
4. You can always check the expiry date in the dialog **Logbook Suite SYNC** on the tab **Account**. The text appears in green, orange or red, depending on how long it takes to expire. A few days before the expiry date you will also receive a note.

### Tip

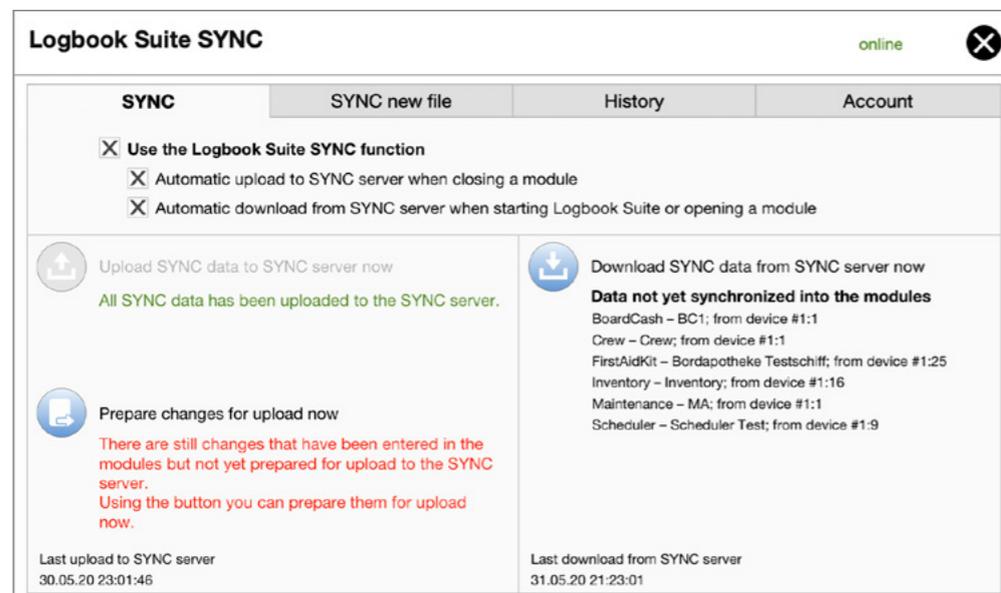
You should renew your **SYNC** subscription in time before it expires, because with the expiration of the subscription all your data not yet synchronized will be deleted from our server.

The new period starts with the end of the previous one. So you can easily extend your subscription early without shortening the total duration of the subscription.

**Tip**

We will be happy to provide you with a code for a free 3-day **SYNC** trial subscription. Just send us an email to [shop@2k-yachting.de](mailto:shop@2k-yachting.de).

If you like **SYNC**, you can convert the test subscription directly into a normal subscription. To do so, you need to purchase a subscription code before the 72 hours of the trial period and enter it in the dialog in the LOGBOOK SUITE MANAGER. Your data stored on the **SYNC** server and not yet synchronized can then be reused.



The dialog *Logbook Suite SYNC*, tab *SYNC*

**Activate the global SYNC functions for recording changes**

After you created your account and have an active subscription, you can activate the recording of changes with **SYNC**. **SYNC** will be enabled

- first global in LOGBOOK SUITE MANAGER for LOGBOOK SUITE on this device
  - then individual within the module files for each module file whose data is to be synchronized with other devices.
1. In the dialog **Logbook Suite SYNC** go to the tab **SYNC** and activate **Use the Logbook Suite SYNC function**.
  2. Now choose how **SYNC** should upload and download the data. It is best to use the two functions Automatic Upload and Automatic Download. This ensures that all changes are automatically uploaded and downloaded.
  3. If you deactivate one of the two functions, you have to make sure yourself that all changes are uploaded to the **SYNC** server before changing the device or are uploaded to the new device after the change.
  4. A manual upload or download of changes is possible at any time, even if the automatic function is activated.

**Attention**

LOGBOOK SUITE uses the **SYNC** file LS\_Sync.fm12 to communicate with the **SYNC** server and to record the changed data. This file must not be deleted or renamed.

**Note**

- If **SYNC** with automatic upload and download is active, the **SYNC** button is green.
- If **SYNC** is activated, but not both automatic upload and download are active, the **SYNC** button is orange.
- Symbols above and below the **SYNC** button indicate whether automatic up- and/or download is activated.
- If **SYNC** is not activated, the **SYNC** button is transparent white like the other buttons.

**Setting up and activating SYNC on the other devices**

Next, you should set up and activate **SYNC** on your other devices as well.

1. First set up your account. You only need to enter your user name and your personal key for data encryption. The device list and your active subscription are automatically read out by the **SYNC** server and entered into the dialog.
2. Select the name of the device.
3. Activate **SYNC** global for this device.

**Attention**

Data synchronization is only possible if the user name and password for data encryption are identical on all devices. Subsequent changes to the personal key mean that data already loaded on the **SYNC** server can no longer be decrypted

**Further options on the tab Account of the dialog Logbook Suite SYNC**

On the tab **Account**, your password for encryption is only shown by dots. With the **eye symbol** you can see the password.

With the **pen icon** you can edit the username, with the trash can you delete the complete connection to the account. If you change the username of your account here, you have to do this on the other devices as well.

You can also add more devices later in the dialog on the tab **Account**. However, these devices can only load changes that have been uploaded to your account on the SYNCN server after the device was added to your account. This means that you first need to copy the last current file version to the newly added device.

## Activating SYNC for a module file

After you have activated the recording of changes with the **SYNC** in LOGBOOK SUITE MANAGER, you decide during the use of LOGBOOK SUITE for each module and for each file individually whether it should be synchronized with your other devices. Because you might use more than one file in the modules, especially with LOGBOOK and BOARD CASH, each file gets a unique name in addition to the file name, which should not be changed once entered in the file. This ensures that your entries are always synchronized to the correct file, regardless of the file name.

### Preparations for synchronization with SYNC

With **SYNC** changes to your data files are recorded. Data that is already contained in the data file when **SYNC** is started is not loaded automatically onto the **SYNC** server. For this reason it is a basic requirement for **SYNC** that the same source file is located on each of the devices at the beginning. There are several possibilities for this:

- Start on each of your devices with a new, empty file of the module, which you load with the function **Load new empty file** in LOGBOOK SUITE MANAGER.
- If you want to use **SYNC** for a file, in which entries already exist, you can copy the file before using **SYNC** with one of the methods described in the previous sections (Cloud Service, iTunes, AirDrop) in LOGBOOK SUITE on the other device.

- New in LOGBOOK SUITE 2.1**
- Use the the function **SYNC new file** (on the tab **SYNC new file** of the dialog **Logbook Suite SYNC**) to transfer the latest version of a module file to the server and then download it to the other devices. For more information see “Transfer a whole module file via SYNC” on page 25.

### Activating SYNC in the module file

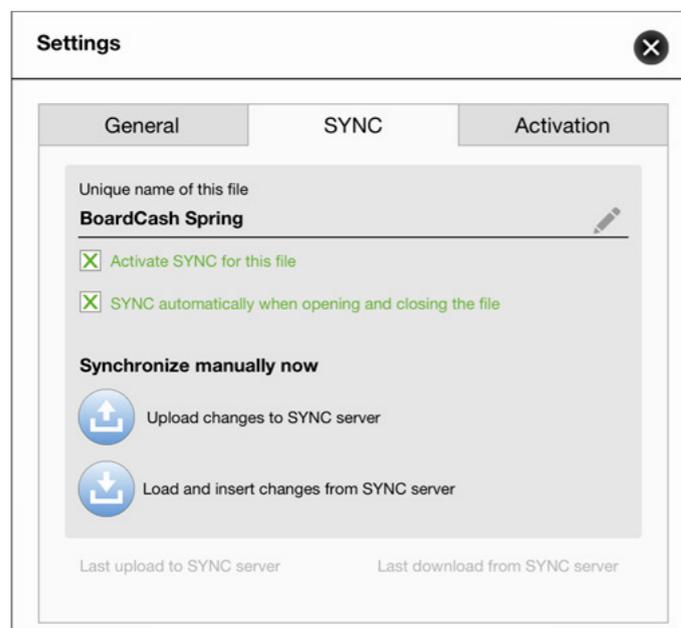
If **SYNC** is activated in the LOGBOOK SUITE MANAGER, a dialog is displayed when starting a module, which gives you the possibility to activate **SYNC** for this file directly.

If you do not want to use the **SYNC** service for this file, you can use the option below to suppress the dialog from being displayed again when the module file is opened.

If you do not yet make any settings for **SYNC** in this dialog, you can do so later in the **Settings** dialog on the tab **SYNC**. The start dialog only serves to simplify the process. The following instructions describe the almost identical procedure in the **Settings, SYNC** dialog.

1. To enable **SYNC** for this module file, tap/click the checkbox of the option **Activate SYNC for this file** in the **Settings** dialog on the tab **SYNC**.
2. If a unique name has not yet been defined for this file, a dialog box now opens in which you specify the unique name of this file. Make a note of this name, as you will need it when activating **SYNC** on your other devices.  
It is important that the name is really unique and that you do not use it in any other LOGBOOK SUITE file.
3. **SYNC** is now enabled and the option is shown in orange.

4. To make sure that all changes are uploaded to the **SYNC** server when you close the file as well as downloaded from the **SYNC** server and inserted into the module file when you open the file, you should also enable the second option that is now displayed. The options are displayed in green in the dialog if both are activated.
5. Close the dialog. **SYNC** is now active and logs all changes in the **SYNC** file LS\_Sync.fmp12.
6. On the other devices also activate **SYNC** for this module file and make sure that the unique name is identical for all instances of the file.



The dialog **Setting**, tab **SYNC** of a module file

### Tip

If you transfer your module file to your other devices just after the unique name has been determined, you avoid problems due to possible typing errors.

### New in LOGBOOK SUITE 2.1

#### Attention

If you mistyped when entering the unique name, you can use the pencil icon to open a dialog where you can edit the name. If the name is changed while **SYNC** is already active, all changes made under the old name can no longer be assigned and will be lost. In many cases it has proven to be better to delete the entry completely with the delete button and enter it again.

#### Note

In the module files, it is always easy to see whether **SYNC** is activated and whether the data is automatically loaded onto the **SYNC** server.

- If **SYNC** with automatic upload and download when the file is opened and closed is active, the button in the communication menu (↕) is green.
- If **SYNC** is activated, but no automatic up- and download is activated, the button ↕ is orange.
- If **SYNC** is not activated, the button ↕ is blue.

**New in LOGBOOK SUITE 2.1** **Transfer a whole module file via SYNC**

Using the functions on tab **SYNC new file** of the dialog **Logbook Suite SYNC** of the LOGBOOK SUITE MANAGER you can exchange a whole module file between your devices via the **SYNC** server.

**Note**

**SYNC new file** works independently from the actual **SYNC** function used to synchronize changes to the module files. Therefore, this function can also be executed while the **SYNC** function itself is deactivated. It is only necessary that the Internet connection for LOGBOOK SUITE is activated (large button in the upper right corner of the LOGBOOK SUITE MANAGER must be green) and that this connection is also online.

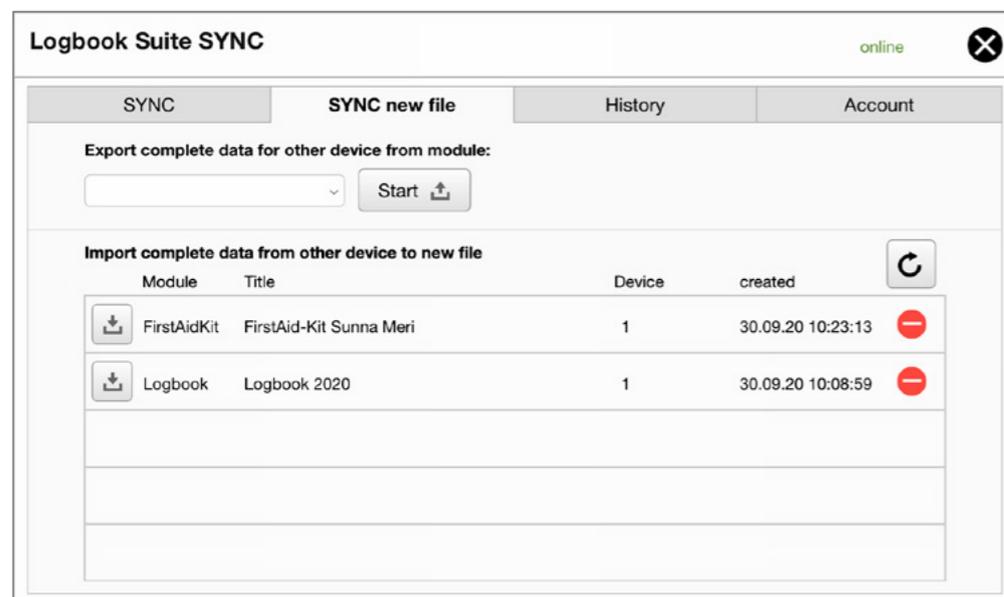
**Upload module file to the SYNC server**

In the upper part of the dialog **Logbook Suite SYNC**, **SYNC new file** you find the functions to upload a module file to the **SYNC** server.

1. Select the desired module from the selection list under **Export complete file for other device from module**.
2. Press the **Start** button.
3. Now the data from the module file is read out, merged, encrypted and uploaded to the **SYNC** server.

**Please note**

Only module files with a standard file name can be uploaded.



Dialog **Logbook Suite SYNC**, tab **SYNC new file**

When using this function, please note that the data volume of complete module files may be quite large – especially if the file contains many images or PDF files. And encrypting the data also increases the amount of data that needs to be uploaded to the SYNC server. Depending on the amount of data stored in the module file and the quality of the Internet connection, the transfer can therefore take quite a long time.

A dialog keeps you informed about the progress. Nevertheless, especially when editing images (or PDF files), you may get the impression that there is no further progress. Please be patient!

## Download a whole module file from the SYNC server

Proceed as follows to create a new file from the data stored from another device on the **SYNC** server with **SYNC new file** .

1. First, use the Download button in the right of the tab **SYNC** of the dialog **Logbook Suite SYNC** to download all data to your device that has been stored on the **SYNC** server by other devices.
2. Then switch to the tab **SYNC new file**. The list in the lower area should now show all modules for which complete file data has been downloaded. The list also shows the unique name, the device from which the file data was sent and the timestamp of the upload.
3. If the desired file is not listed, you can update the list with the Refresh button  on the right.  
With the minus symbol on the right, loaded module data that are not needed can be deleted from the device.
4. Select the desired module file from the list. To do so, click on the download button on the left side of the row.
5. LOGBOOK SUITE will now first load a new, empty file for the module from the 2K Yachting website.  
Then the data is imported into the file.  
If, after uploading the complete file data on one of the other devices, changes have already been made to this file and uploaded to the **SYNC** server, these changes are automatically imported as well.
6. After the import is complete, it is possible to directly activate the **SYNC** function for this file so that it is then automatically synchronized with the original file.

## Synchronizing the module files

When **SYNC** is activated in both the LOGBOOK SUITE MANAGER and the module file, the recording of entries and changes runs fully automatically in the background. You can use the module files as you are used to. Only when opening and closing the files, it can take a little longer because data is loaded and inserted from the **SYNC** server or uploaded to the **SYNC** server.

### Fully Automatic Synchronization

If all options for automatic synchronization are enabled in both LOGBOOK SUITE MANAGER and the module file on all devices, you don't need to worry about anything. The data is automatically synchronized between your devices as soon as you open or close a module file.

1. Start making your entries. All entries and changes are now logged on your device within LOGBOOK SUITE in the **SYNC** file (LS\_Sync.fmp12).
2. Close the module file after you have finished your entries. The logged data is now encrypted and then uploaded to the **SYNC** server in your account. A status dialog informs you about the progress.
3. Open the corresponding module file (with the same unique name) on another device.  
When opening the file, LOGBOOK SUITE checks the **SYNC** server and the **SYNC** file if there are changes saved that were made in the corresponding file on another device.  
To do this, LOGBOOK SUITE downloads all data not yet loaded

from your account on the **SYNC** server on this device, decrypts it and then inserts it into the **SYNC** file. Afterwards, all changes cached in the **SYNC** file that affect this module file are inserted into the module file. A status dialog informs you of the progress.

4. Continue with step 1 on this device.

#### Note

Please note that communication with the **SYNC** server may take some time. Up- and download of data can take several minutes with a slow Internet connection, depending on the amount of data.

If the counter seems to stop in the progress dialog, this may be due to the fact that the data set that is currently being loaded is very large. Each data set contains extensive entries. Please be patient a little and do not interrupt the process!

#### Tip

If you want to switch to another device and meanwhile the module file on the source device should remain open, you can use the button to upload your latest changes to the **SYNC** server (see “Manual Up- and Download in the Module File” on page 28).

At the bottom of the tab **SYNC** of the dialog **Settings** you can see when data from this module file was last uploaded to the **SYNC** server and inserted by the **SYNC** server.

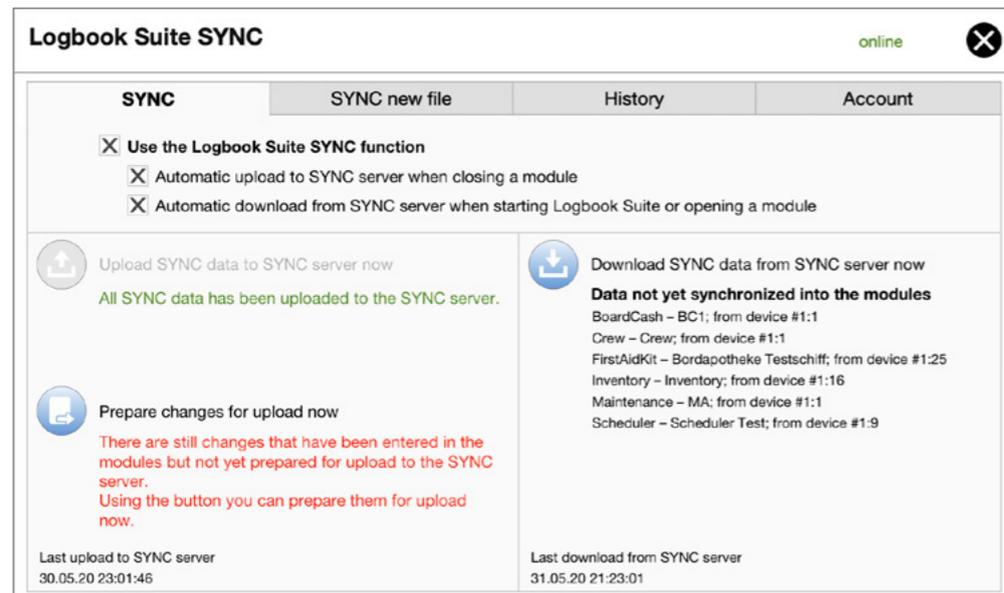
#### If there is no connection to the Internet

If there is no connection to the Internet while data is being automatically uploaded to the **SYNC** server, the information about the changed data is temporarily stored on your device in the **SYNC** file until it can be uploaded to the **SYNC** server. Of course, this data is only available for the other devices after a successful upload.

Likewise, no new data can be loaded from the **SYNC** server into your module file without an Internet connection.

The dialog **Logbook Suite SYNC** provides you with all necessary information about the status of the Internet connection and the synchronization status:

- The status of the LOGBOOK SUITE Internet connection is displayed in the upper right corner of the **Logbook Suite SYNC** dialog.
- You can see in the LOGBOOK SUITE MANAGER in the dialog **Logbook Suite SYNC** whether data is still in the **SYNC** file.
- On the **History** tab, you can find detailed logs of all uploads, downloads and imports into module files made with this device.  
The newest log entries are at the top.  
The trash button on the bottom right deletes the log displayed on the card.
- The three buttons on the tab **SYNC** can be used to manually start each synchronization step. The two buttons on the left appear blue if the **SYNC** file contains data for this step. If no data is available, the buttons appear gray.



In the dialog **Logbook Suite SYNC** the tab **SYNC** shows whether there is still data that is not yet encrypted, has not been uploaded to the **SYNC** server, or has not been loaded into the appropriate module files

### Manual or partially manual synchronization

If not all automatic functions are activated for **SYNC** or if an access could not be completely executed due to a missing Internet connection, the data exchange with the **SYNC** server must be initiated manually.

### Manual Up- and Download in the Module File

- In the dialog **Settings** on the tab **SYNC** you will find a button for uploading and downloading the latest changes to/from the **SYNC** server.
- In the popup of the communication menu (button **↕**) you have quick access to buttons for upload and download.

The data exchange can of course only take place if an Internet connection is available. If the data cannot be loaded, you will receive a corresponding message. The data prepared for the upload are stored in the **SYNC** file so that they are uploaded with the next successful upload from the **LOGBOOK SUITE MANAGER**.

### Manual Up- and Download in LOGBOOK SUITE MANAGER

With the three buttons on the tab **SYNC** of the dialog **Logbook Suite SYNC** in **LOGBOOK SUITE MANAGER** each step of the synchronization can be started manually.

- If the **SYNC** file contains data from module files that have not yet been prepared for upload, the lower of the two left buttons is displayed in blue. A message (red text) appears next to it. Press this button to prepare and encrypt all data for upload.
- At the latest after these data have been prepared, the upper button will now also appear blue. Use this button to upload all data from your **SYNC** file to your account on the **SYNC** server.
- With the button on the right side of the dialog you can load new data from the **SYNC** server into **LOGBOOK SUITE** at any time. A list shows for which modules or files there is data in the **SYNC** file, which has not yet been added to the corresponding module file on this device. To insert the listed data open the respective module file. Depending on the default settings in the module file, the data is either automatically loaded into the file or you must use one of the download buttons (in the dialog **Settings, SYNC** or in the communication menu, button **↕**).

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**Tip**

In the case that, for various reasons, not all of the data cached in the LS\_SYNC.fmp12 file can be uploaded to the server or inserted into module files, the Logbook Suite Sync window provides a delete button at the bottom left. Selecting the button lists how many data sets are still cached unprocessed for upload or import into modules (download).

These data sets can be deleted using the corresponding buttons. Please note that these synchronization data are irretrievably lost. Even if they are still stored on the SYNCN server, this device cannot load them a second time.

## Updating Module Files to the newest Version

When installing LOGBOOK SUITE 2.2 your data files from older versions of LOGBOOK SUITE are automatically updated. However, the automatic update affects only files with default files names in the default data folder, other files need to be updated manually to version 2.2.

If you have already used an older version of LOGBOOK (version 2.0 or newer) or of the Add-ons, you can open your files created with the older version of the software in LOGBOOK SUITE and continue editing. But only the functions of the original version of the software will be available, no functions that had been added to newer versions of.

Use the following steps to import your old file into the new version, so you can use all new functions.

### Note

If the old file contains user modified lists, all new or revised list entries are added to the default entries of the new file. Therefore entries, that had been deleted, need be deleted again if necessary.



## Automatic update of older data files on PC

If you want to update older data files (Logbook minimum version 2.0, Add-ons all versions) to LOGBOOK SUITE 2.2, you can do this very easily using the automatic updating function.

1. Copy your data files from older versions into one folder. All files need to use the standard file names and the extension .fmp12. If necessary, you should edit the file names using the Finder or the Explorer before starting the function. Please note that all files need to be closed when performing the update.
2. In LOGBOOK SUITE MANAGER choose the button **More...** and then the button **Import data from Logbook 3.7 or older.**
3. To start the update choose the **OK** button. After a few security messages, the data from the old versions are imported into the files of LOGBOOK SUITE 2.2.



## Updating manually on PC

### Note

You will get a new, empty file for LOGBOOK for an Add-on with the functions from the popover **Load new, empty file.** If possible use the function **Load new, empty file from 2K Yachting**, because we always provide the latest version on our server. This may already contain some bug fixes and improvements compared to the version included in your program package.

## Update Logbook and Add-on Files on PC

1. Start LOGBOOK SUITE and open a new, empty file of LOGBOOK or the Add-on.
2. In communication popover, button , select the button **Import all data (update)** or the button **Import for Update**. In LOGBOOK the button is located in the following popover **Import**.
3. This opens a dialog for selecting the file from which you want to import.
4. After you have selected your file, all data from the old file will be transferred to the currently opened file.
5. Now you can go on working with this file and all functions of the new versions will be available.

3. Then select from the second list the file containing the data to be imported from. The list contains all files stored in LOGBOOK SUITE except the default files.
4. Tapping the button **Update** starts the import of the data. Because of the file system on the iPad, the update must be executed one by one for each file

## Automatic update of older data files on iPad

Using the functions of the LOGBOOK SUITE MANAGER you can perform an automated update of your data from older versions (Logbook minimum version 2.0, Add-ons all versions) to LOGBOOK SUITE 2.2. Please note that all files need to be closed when performing the update.

The files must be in LOGBOOK SUITE. If you've used the files in FileMaker Go, see our F&A page for instructions on how to add the files from FileMaker Go to LOGBOOK SUITE.

1. In LOGBOOK SUITE MANAGER choose the button **More...** and then the button **Import data from Logbook 3.7 or older**.
2. In the popover choose from the first list which module you want to update.

## Updating manually on iPad

### Note

Using the button **Download new empty file** from the menu (button ) of the window LOGBOOK SUITE MANAGER you can download a new, empty LOGBOOK or Add-on file. When downloading the existing file is saved as a backup, and the new file will get the default file name.

Note: This function requires an internet connection, because the file is loaded directly from the website of 2K Yachting.

### Updating Logbook und Add-on files on iPad

1. Open a new, empty file of LOGBOOK or the Add-on.
2. In communication popover, button , select the button **Import all data (update)** or the button **Import for Update** a. In LOGBOOK the button is located in the next popover **Import**.
3. This opens, depending on the module, a popover providing a list with all files in LOGBOOK SUITE or a dialog for entering the name of the file from which you want to import. The file needs to be saved in LOGBOOK SUITE.  
Important: The file name is case sensitive and it needs to have the correct extension “.fmp12”.
4. After you have selected your file, all data from the old file will be transferred to the current LOGBOOK file.
5. Now you can go on working with this file and all functions of the new versions will be available.

## Protect your Data

To prevent a data loss you should regularly make a backup copy of your logbook file.

Every time you close your files, you are prompted for data backup. To start the backup choose the button **Backup** in the dialog box.

Alternatively, you can start the backup by choosing in menu of communication popover (button ) the button **Backup/Sync** and then in next popover the button **Backup (Copy)**.

Or use the comfortable backup function of the LOGBOOK SUITE MANAGER (read more at “Data backup and data exchange with PC using cloud services” on page 18).

### Backup on iPad

To back up your data created on iPad, proceed as described in “Saving files in the cloud on iPad” on page 18. LOGBOOK SUITE now creates a duplicate of your file. This may take some time. If you have chosen a cloud service, the file will be uploaded to the chosen cloud.

The email option is not useful for all modules, especially for LOGBOOK files, because the files are too big for emailing.

#### Please note:

We recommend to copy the backup file of your logbook file another device, or save it in your Dropbox. This will ensure that your logbook data will be preserved—even in case of failure on the iPad. You can easily copy the file to your PC using iTunes. Read more about this in the section “Transferring files from iPad to PC” on page 16.



### Backup on PC

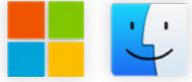
On PC you can simply duplicate the files of LOGBOOK SUITE with the Finder or Explorer. Nevertheless, to do this the files have to be closed, otherwise you will receive an error message when you open the backup copy later.

But you can also use the backup function when closing the file or by choosing in menu of communication popover (button ) the button **Backup/Sync** and then in next popover the button **Backup (Kopie)**.

1. Choosing the backup function will open the dialog box **Save as**, where you can enter a name for the backup copy. In the dialog box you can also choose the option **Type: compacted copy (smaller)** to save space on your disk.
2. Click **Save**. LOGBOOK SUITE now creates a duplicate of your file. This may take some time.  
The email option is not useful, especially for LOGBOOK files, because the file has more than 36 MB and is not suitable for emailing.

## Data Entry in LOGBOOK SUITE

All modules in LOGBOOK SUITE work with similar fields in which the data is entered and recorded. The basic field types are described below.



### Note

You can adapt the size of the standard dialogs.

### The Fields

In LOGBOOK and the Add-ons the information is entered and displayed in fields. These fields have a white background color. Depending on the kind of the information that the fields can contain they have a different behavior. All fields with light blue background color contain data which are automatically calculated and can not be edited.

### Standard Fields

Standard fields allow the input of text or numbers.



### Entering text or numbers on PC

1. When you click with the mouse on a standard field a text cursor appears.
2. Enter your text or the numerical value.
3. Finalize the input of your data by moving the cursor further to the next field with the tabulator key, the return or the input key. Or click with the mouse at a place outside of the field.



### Entering text or numbers on iPad

1. When you tap on a standard field a text cursor appears and the keyboard is shown.
2. Enter your text or the numerical value.
3. Finalize the input of your data by moving the cursor further to the next field with **Next** (on the keyboard or in the bar on top of the keyboard). Or tap at a place outside of the field, which will hide the keyboard too.

### Please note

In many standard fields the numerical values are displayed with units. These units are added automatically when you leave the field. Please enter only the numerical values themselves in those fields.

If you enter a letter in a field which requires a numerical value some fields will provide you with an error message, while other fields just suppress displaying the letters.

## Time Fields

In all fields in which a time should be entered the time format hh:mm is used, thus two digits for the hours and then, separated by a colon, two digits for the minutes.

If you enter only one number (for instance, “4”), this is automatically interpreted as an hourly value and is complemented to 4:00.

### Entering the current time

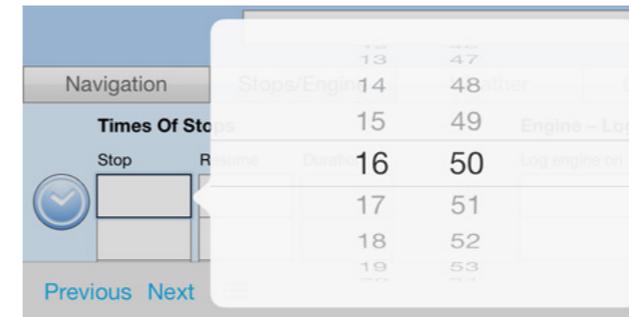
- To enter the current time in a time field, click/tap in the field. The system time of the computer or iPad is entered and the selection of the field is deactivated directly.

#### Attention

Please note, that the system time of the computer or iPad needs to be set to the ship's time when using the automatic time entry.

## iOS Changing times on iPad

1. On iPad, if you tap the field **Time** on tab **Navigation** or on another tab one of the time fields in which already a time had been entered, the popup **Time** of the iOS is displayed.
2. The current time or the time is already entered.
3. To choose another time, set up this time with the scrolling dials and then switch to the next field or finish the data entry by tapping on an area without a data field.
4. Also, you can hide popup Time with  (in the bar on top left of the keyboard) and then enter the time using the keyboard.



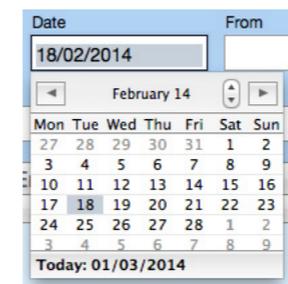
The popup Time for time entry on iPad

## Fields for Dates

As soon as you activate a field where a date should be entered, on PC a drop-down calendar appears and on iPad the popup date of the iOS.



On PC just click on the desired date in the calendar. With the arrows on the top left and on the top right you can go back or forward one month and with the arrows beside the month one year. Simply click on **Today** to enter the current date.



The drop-down calendar for the input of a date



On iPad choose the date with the scrolling dials and then switch to the next field or finish the data entry by tapping on an area without a data field.

The current date is preset. To enter this date, shortly scroll one of the scrolling dials back and forth, until the date is displayed in the field. Then switch to the next field by tapping **Next** or finish the data entry by tapping on an area without a data field.

Also, you can hide popup Date with  (in the bar on top left of the keyboard) and then enter the time using the keyboard.

### Fields with Drop-down Value Lists

For easy use LOGBOOK SUITE provides drop-down lists for many fields.

1. When you activate a field with a drop-down list for data input, the list is shown.
2. Scroll through the list and click/tap on the appropriate entry.
3. The entry is inserted and the cursor automatically moves to the next field.

Depending on kind of the information that the field contains, you can as well enter your own data instead of selecting from the list.



In order to do this on PC you need to click in the field once again while the drop-down list is shown. The list is closed and you can now type in your own data.



On iPad you can hide the list with the button  (in the bar on top left of the keyboard) and then enter your text using the keyboard.

Read more about the different types of value lists in the chapter “Value Lists” on page 38.

### Fields for Multi-line Text

Where a longer free text should be entered LOGBOOK SUITE offers the multi-line text field. Here you can write like with a word processor.

If you enter in a text field more text than fits in, the field will be enlarged during the data input. But as soon as you leave the field, it gets back its normal size and the text overflow isn't visible anymore.

#### Attention

The text which reaches beyond the visible area of a multi-line text field can not be printed.

### Fields for Images

At different places there are fields into which images can be inserted. A hint text or a button within the area makes it easier to recognize.



#### Inserting an image on PC

There are different ways to insert an image. Follow these steps:

1. Click on the button in the image area.
2. This opens the dialog box **Insert Picture**, where you can choose the desired image.
3. If you select the option **Store only a reference to the file** only a link to the image file will be inserted into the file instead of the image itself. This will keep the file smaller. Nevertheless, if the image file will be moved to another place or renamed, the image will no longer appear in the file. If the image file is edited it will be updated automatically in the file, too.

4. Once you click **Insert**, the image appears in the image area. The image will be reduced proportionally to fit into the image area, that no image sections are cut off.

You can also select an image in your image editing program (e.g., Apple iPhoto or Adobe Photoshop), copy it and insert the image into the field from the clipboard.

1. Click in the picture area. It now shows a black border (not on the button).
2. Insert the image from clipboard.

Or drag the image directly from Finder, Explorer or out of iPhoto into the image area.

The following image file formats are supported by LOGBOOK SUITE: JPEG (.jpg), PDF (.pdf), PNG (.png), TIFF (.tif), Photoshop (.psd), GIF (.gif)

**Note:**

When inserting the image the size of the image is automatically reduced to a size which is a good compromise between file size and image quality. So it is not necessary to use the setting **Store only a reference to the file.**

### Deleting an image on PC

If you want to remove an image, click on the image and then press the Backspace or the Delete button.



### Inserting an image on iPad

1. Tap in the picture area. An import popup is shown.
2. Choose whether you want to take a picture with the iPad's camera and insert this or you choose a picture from your photo gallery.
3. As soon as you have selected a picture, it appears in the image field. The image will be reduced proportionally to fit into the image area, that no image sections are cut off.

If the image field already contains an image, you can choose in the popup whether you want to delete the image or substitute it with another.

### Output Fields

In addition to the fields for entering data, LOGBOOK SUITE also provides fields for displaying data, which are automatically calculated by the software. These fields have a light blue background. They can't be activated and hereby the user can't enter data.

## Value Lists

For easy use LOGBOOK SUITE provides lists with preset values for some fields. There are four different types of lists.

### Fixed List

For all fields where only preset data can be entered LOGBOOK provides a not editable, fixed list. For example the list with the hemisphere (north or south) for the current GPS position.

Another example for a fixed list is the list for the weather icons in LOGBOOK (view **Logbook** tab **Navigation**, first field under the title **Weather**), which are fixed and can not be changed. In this case only the descriptions are displayed, not the symbols.

### List Generated from Entries

Other lists are generated automatically from all entries you entered in the field up to now. Thus you don't need to type frequently used data over and over. At the beginning of the work with a new logbook file these lists are empty.

### List with Custom Entries

For fields where you can choose yourself what should be listed in the drop-down list, LOGBOOK SUITE uses an editable list. The list provides already some useful suggestions for the entries.

### List with Editing Option

In some lists you find the bottom of the list—separated by a line—the entry **Edit...** or **Edit Values...** These lists are a special type of lists with individual entries. To edit the list choose the last entry **Edit...** or **Edit Values...** This opens the dialog **Edit Value List**. Here you can enter all items desired for the list. Each line corresponds to a single list entry. Close the dialog box with **Save**.

#### Please note:

The small line at the bottom of the dialog box **Edit Value List** corresponds to the horizontal line in the list. Do not delete this line. If desired you can divide your personal list by other lines (hyphen).

## Navigating during Data Entry

When entering data in your file, you can place the cursor with the mouse one by one in the fields or on iPad tap on the desired field. An input cursor appears in the field and on iPad the keyboard is shown, offering all keys needed for the type of field. Depending of the kind of the field further controls are provided. After you have entered your data you can place the cursor with the mouse one by one in the fields or on iPad put the cursor with a tap in every desired field.



Nevertheless, it is easier if you start in the first field and then move the cursor with the keys of the keyboard from one editable field to the next. To do this you can press the tabulator key as well as the return key or the input key of the numeric pad after the entry is finished. All three keys behave equal.



On iPad you start in the first field and then move the cursor further to the next field with **Next** (on the keyboard or in the bar on top of the keyboard).



Only fields for multi-line texts show a different behavior. Here the return key doesn't move the cursor to the next field, it inserts a paragraph break into the text. To move the cursor from the multi-line text field to the next field you need to use the tabulator key or the input key of the numeric pad.



When editing fields for multi-line texts on iPad the keyboard shows instead of the button **Next** the button **Return**, which inserts a paragraph break. To move the cursor from the multi-line text field to the next field you need to use button **Next** in the bar on top of the keyboard.

### Attention

Note, however, your entry is only completed and permanently stored in the logbook file after you moved the cursor out of the entry fields. To do this click or tap on an empty area in the window.

## Printing and Generating a PDF in LOGBOOK SUITE

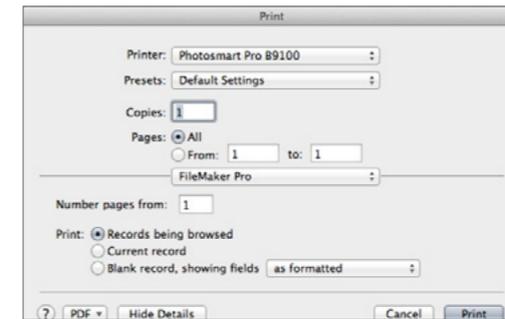
In all modules LOGBOOK SUITE offers a function to print the contents on paper or save them as PDF. How exactly this function is implemented depends on the module. But after you have setup the specific print settings, the procedure is always the same. These are described in summary below.



### Page Setup and Printing using MacOS

The default printer page is setup in a way that the views can be printed in landscape or portrait format on a DIN A4 or US letter sheet. If the setting is not proper for your printer, you can setup the page in the dialog box **Page Setup** from the **File** menu. This opens the standard dialog box **Page Setup** of MacOS.

1. After you started the print function the standard dialog box **Print** of MacOS is opened.
2. Activate the dialog's page with the settings for **FileMaker Pro**. For the option **Print** select **Records being browsed** (which means all entries). Also make sure that for the option **Pages** the setting **All** is selected. Just so all pages of the selected layouts will be printed.
3. After you have checked all settings, start the print job with the button **Print**.

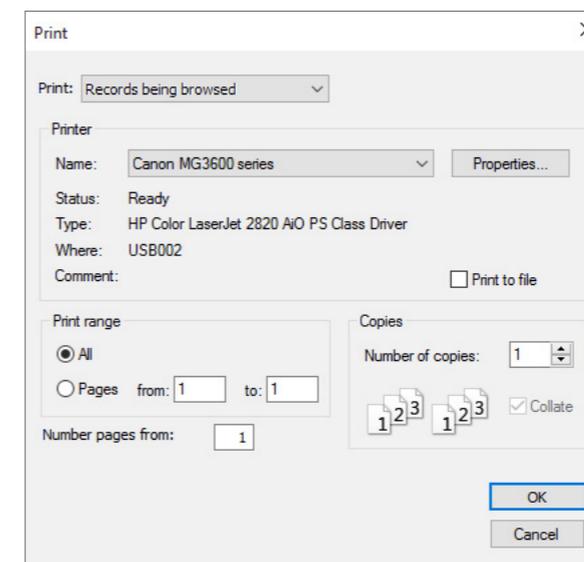


The **Print** dialog box when using MacOS



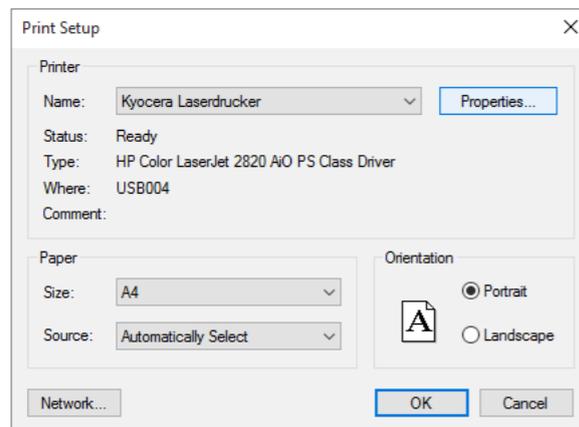
### Print Setup and Printing using Windows

1. After you started the print function the standard dialog box **Print** of Windows is opened.
2. For the option **Print** select **Records being browsed** (which means all entries). Also make sure that for the option **Pages** the setting **All** is selected. Just so all pages of the selected layout will be printed.



The **Print** dialog box when using Windows

3. Then, next to the name of your printer , click on the **Properties** button. This opens the dialog **Print Setup**.
4. Select here under **Paper - Size** the size paper **A4** or **US letter** and under Orientation the option **Landscape** or **Portrait**. Then close the **Print Setup** dialog with **OK**. (How exactly your dialog **Print Setup** looks like depends on your printer. Please read, if necessary, in the operating instructions of your printer.)
5. Again check all other settings in the print dialog. If you want to print all pages, the setting **All** needs to be selected for **Pages**.
6. After you have checked all settings, start the print job with the button **OK**.

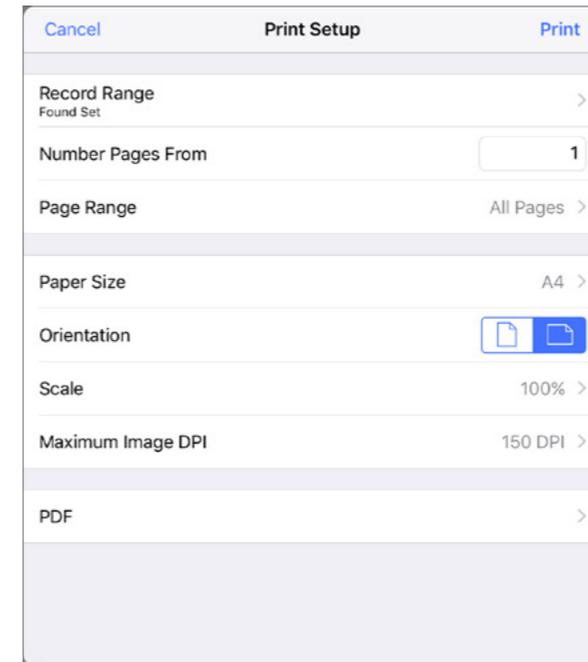


The dialog box **Printer Setup**



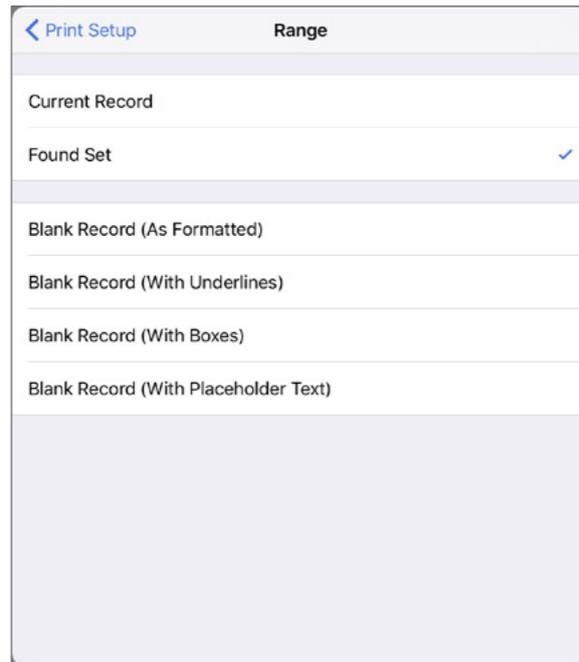
## Print Setup and Printing on iPad

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 or the iPad manual).



The dialog box **Print Setup**

1. After you started the print function the standard dialog box **Print Setup** is opened.
2. Make the appropriate print settings here. For the option **Record Range** select **Found set** (which means all records). Also make sure that for the option **Page range** the setting **All Pages** is selected. Just so all pages of the selected layout will be printed.
3. Choose the paper size (A4 or US Letter) and make sure that you have set up **Landscape** for **Landscape** or **Portrait** and **Scale to fit** for **Scale**.
4. After you have checked all settings, start the print job with the button **Print**.



Standard setting in dialog *Print Setup, Range*

## Exporting to PDF in LOGBOOK SUITE

With a PDF, you will receive a digital version of your logbook or Add-on file, which can not be modified. You can view the logbook PDF at any time later without the need that our software LOGBOOK SUITE is installed on the computer. function and is executed via the popover **Print/PDF**.



### Creating a PDF on Mac

1. Make your setting in popover **Print/PDF** the same way like for printing. For **Output in** choose the option **PDF**.
2. In the following dialog specify a file name for the PDF.
3. The complete PDF is created.



### Creating a PDF using Windows

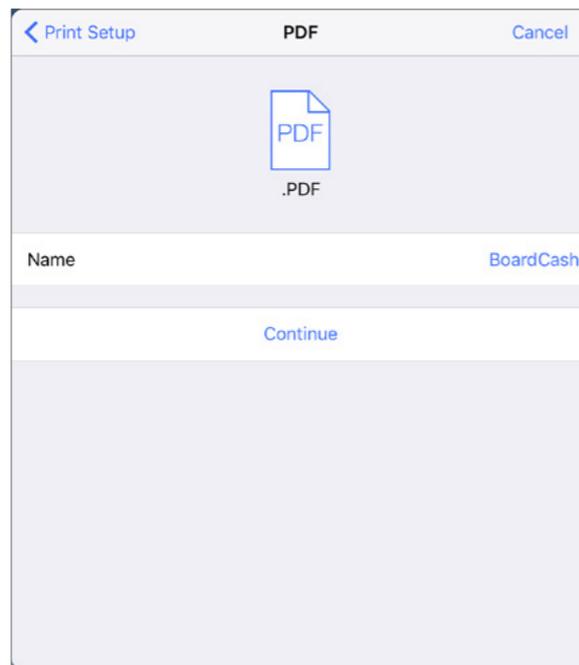
If you are using Windows and would like to store your file in a PDF instead of printing on paper, it is necessary to have installed a **PDF printer**. Windows 10 already has one integrated (Microsoft Print to PDF ), for older Windows versions there are PDF printers on the Internet as freeware for download.

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.

## iOS Creating a PDF on iPad

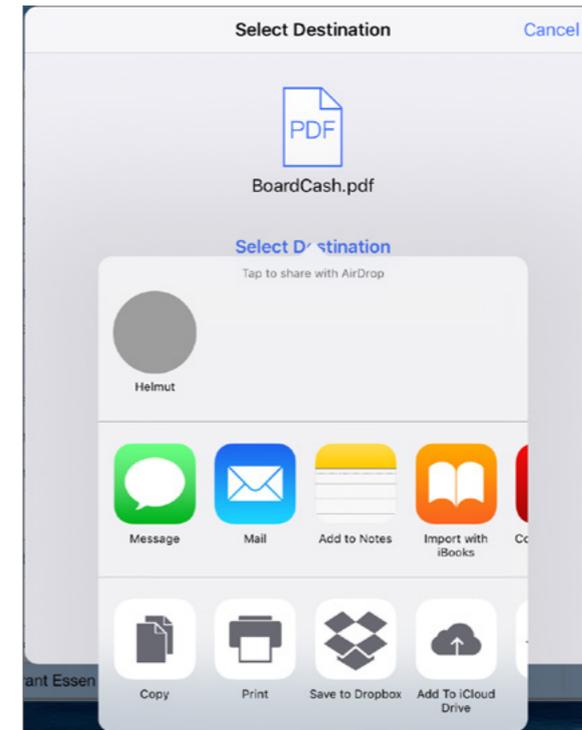
On iPad it is very easy to export your file into a PDF.

1. To do so first follow the same steps described for printing.
2. After you have completed your settings in dialog box **Print Setup** of the app tap on **PDF** at the bottom of the dialog box.
3. In the following dialog box you can setup the name for your PDF.



The dialog **PDF**

4. Tap on **Continue** and choose in the following dialog where or in which app you want to save the PDF. If you like you can send the PDF with email or upload the file to a cloud service.



The dialog **Select Destination**

### New in LOGBOOK SUITE 2.2

#### Attention

Some modules have their own options for **Print** and **PDF** options in the module's print dialog. The option **PDF** creates a PDF file without further prompting, which is saved in the app's data folder under a name specified by the module. On the iPhone in LOGBOOK SUITE PHONETOOLS it is not recommended to use this option, because the app LOGBOOK SUITE PHONETOOLS app cannot open these PDFs. PDFs should be saved in an app for viewing PDFs via the **Select Destination** dialog.

## System Requirements

To run LOGBOOK SUITE your computer needs to meet the following system requirements:



- macOS 10.12 or newer,  
min. 2 GB RAM, recommended 4 GB RAM



- Windows 7 Ultimate, Professional,  
Windows 8 and 8.1 Standard and Pro Editions:  
Windows 10 Pro Edition und Enterprise Edition:  
1 GHz or faster x86- or x64-bit processor,  
min. 1 GB RAM, recommended 2 GB RAM



- iOS 12.2 or newer, min. 1.5 GB free memory

2K Yachting  
Hohenzollernallee 37  
40235 Düsseldorf  
Germany  
Tel. +49.211.96667651  
E-Mail: support@2k-yachting.de  
Web: <https://logbooksuite.com>