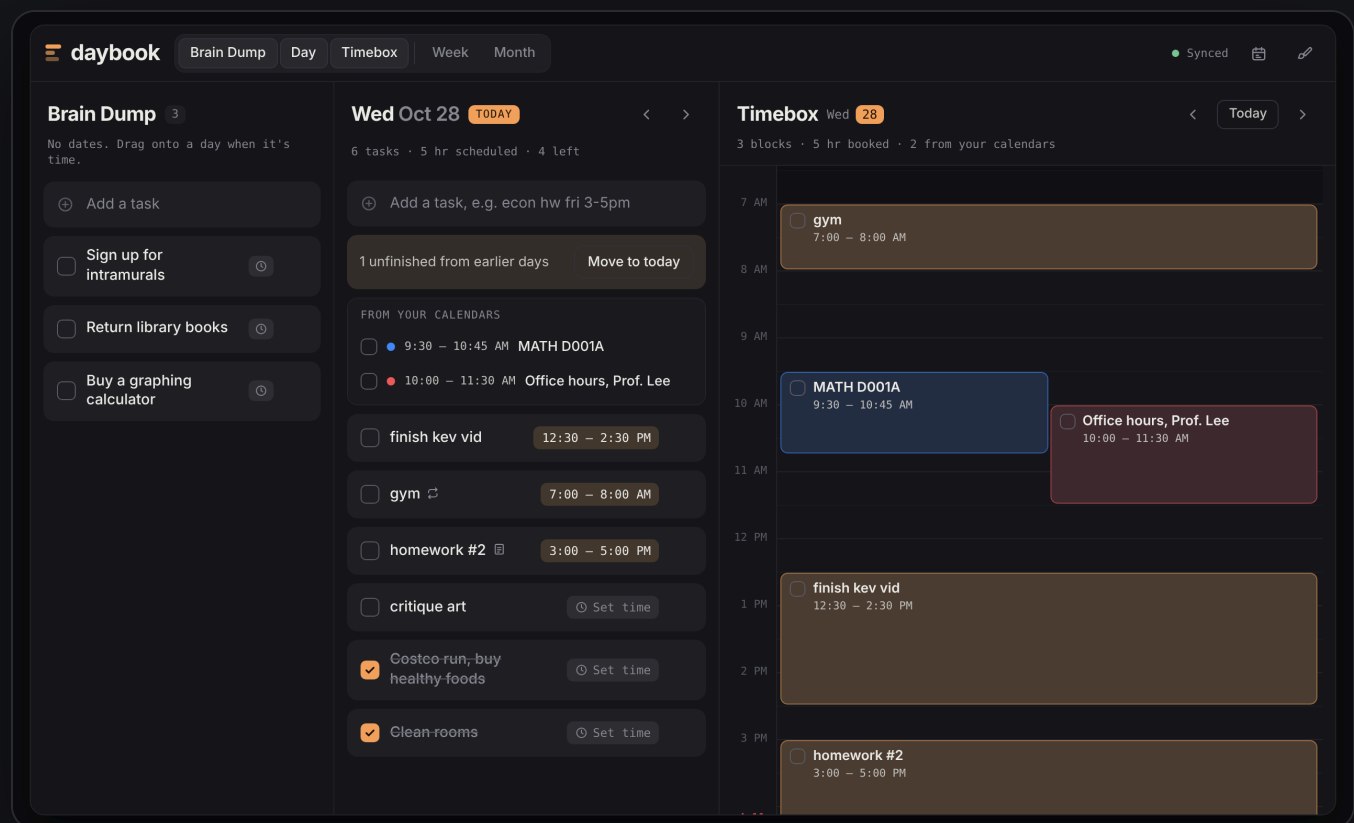


# Feature guide

Everything Daybook can do, and how to use it: quick-add, the timebox, repeating tasks, the Week and Month views, notes, your Google Calendar and Canvas, and the work-pay tracker.



## PLAN

The five views  
Quick-add  
Times and the timebox  
Task options

## ORGANIZE

Repeating tasks  
Week view  
Work hours and pay  
Month view  
Notes

## CONNECT

Google Calendar and Canvas  
Look and feel  
Account, sync and backups  
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# The five views

The tabs across the top switch between five views. On a computer, the first three sit side by side, and you can click a tab to show or hide that panel. On a phone you see one view at a time.

## Brain Dump

Anything without a date: errands, ideas, someday stuff. Drag tasks onto a day when it's time.

## Day

The list for one day. Use the arrows to move between days, or **Back to today** to return.

## Timebox

That same day, hour by hour. Tasks with a time and your calendar events become blocks.

## Week

Seven days hour by hour, Sunday to Saturday, with your weekly work hours and pay.

## Month

The whole month, with each day's tasks and events in time order.

**Unfinished tasks.** If a task from an earlier day isn't checked off, today's list shows a **1 unfinished from earlier days** bar. Tap **Move to today** to bring those tasks forward.

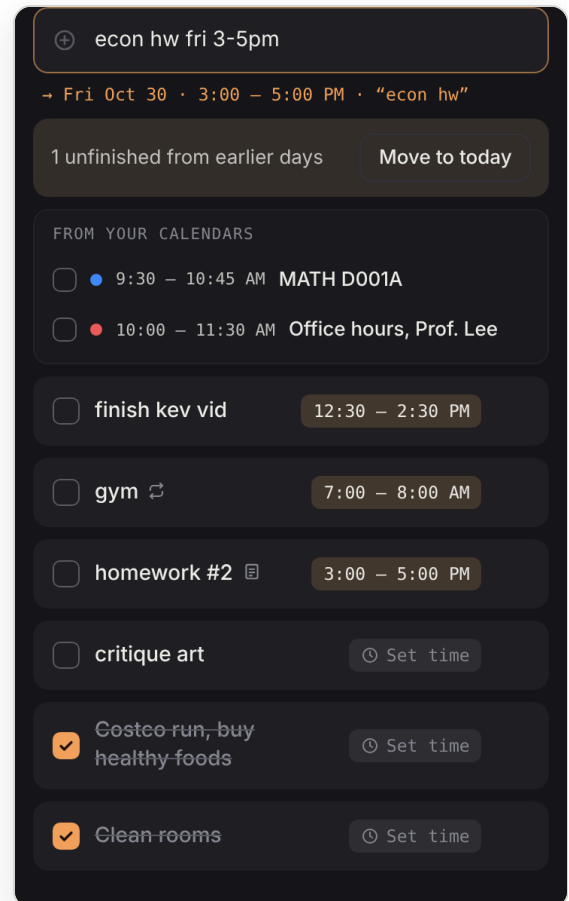
## The top bar

- **The dot** shows whether your planner is saved. Green means it's **Synced**. You'll also see **Saving...**, **Offline · saved on this device**, or **Couldn't sync**.
- **The calendar icon** opens **Calendars**, where you connect Google Calendar and Canvas.
- **The brush icon** opens the theme, backup, and account menu.

# Quick-add

Type a task the way you'd say it. Daybook picks out the day, the time, and whether it repeats. A line under the box shows what it understood before you press **Enter**.

| TYPE THIS                | YOU GET                                                                            |
|--------------------------|------------------------------------------------------------------------------------|
| econ hw fri 3-5pm        | "econ hw" on Friday, 3:00 – 5:00 PM                                                |
| gym tomorrow 7am         | Tomorrow, 7:00 – 8:00 AM. A single time gets one hour.                             |
| call mom oct 30 at 6     | Oct 30, 6:00 – 7:00 PM. "at 1" to "at 7" means PM, and "at 8" to "at 11" means AM. |
| study 4pm for 2h         | 4:00 – 6:00 PM. Also works with for 45m .                                          |
| dentist next tue 9:30am  | Tuesday of next week                                                               |
| essay in 3 days          | Three days from today. Also works with in 2 weeks .                                |
| pay rent nov 1st         | Nov 1. A date more than a month in the past means next year.                       |
| gw 10/30                 | Oct 30. Number dates stay in the task name.                                        |
| econ midterm 7 am - 9 pm | 7:00 AM – 9:00 PM                                                                  |



The orange line shows the day, the time, and the name Daybook will use.

## Repeats in quick-add

|                              |                                                                                    |
|------------------------------|------------------------------------------------------------------------------------|
| gym every mon/wed/fri 7am    | Every Mon, Wed and Fri at 7:00 AM. You can also write "mon and wed" or "mon, wed". |
| laundry every sunday         | Every Sunday                                                                       |
| standup weekdays 9-9:15am    | Monday to Friday, 9:00 – 9:15 AM                                                   |
| call grandma every other sun | Every second Sunday                                                                |
| daily , weekly , monthly     | Every day, or every week or month from the day you add it                          |

- **Dates go to the right day.** A task with a date goes to that day, even if you typed it in the Brain Dump. A message says where it went, with a **View** button to jump there.
- **Some text is left alone.** Things like `hw 3.9`, `chapter 3-5` and `SAT prep` are kept as plain names.
- **It works everywhere.** Quick-add also works in the Month view's add box and when you click an empty spot on the timebox.

# Times and the timebox

A task gets a time when you give it a start and an end. It then shows as a block on the timebox, in the Week view, and in the Month view.

## Four ways to give a task a time

1. **Set time.** Click the **Set time** button on a task. Type a start and end (8, 830, 8:30 or 8:30pm all work), choose AM or PM, and press **Save**. A preview shows the range and length.
2. **Drag it.** Drag a task from the Day list or Brain Dump onto an hour in the timebox.
3. **Click an empty spot.** On the timebox, the slot lights up as you hover. Click to make a new task there, or pick one you haven't scheduled yet.
4. **Type it.** Add the time in quick-add, like 3-5pm.

## Changing a block

- **To move it,** drag the block up or down. Times snap to 15 minutes.
- **To make it longer or shorter,** drag its bottom edge.
- **To unschedule it,** click its time and choose **Clear time**, or use **Remove from timebox** in the ... menu.
- **Overlaps:** blocks that overlap sit side by side, and the red line marks the current time.

The time picker. Press Enter or Save.

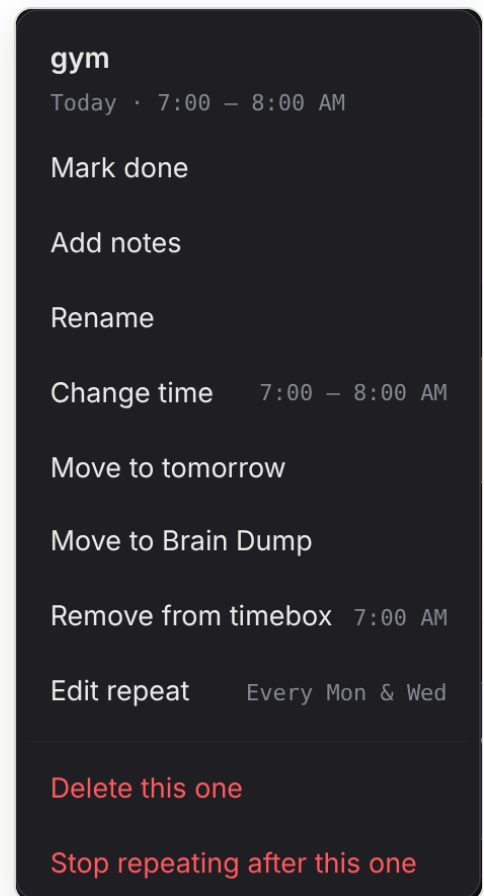
## Task options

Each task has a ⋮ menu at the right end of its row:

- **Mark done**, **Add notes**, **Rename**, and **Change time**
- **Move to today**, **Move to tomorrow**, or **Move to Brain Dump**
- **Repeat...**, which turns the task into a repeating one
- **Delete**. A message gives you a few seconds to **Undo**.

You can also drag tasks to reorder them, or drag them between the Brain Dump and the Day list.

To open a task's notes, click its name.



The menu for a repeating task, which has extra options.

# Repeating tasks

Set something up once and it shows on every day it repeats. Each repeat is its own task, so you check it off on its own day.

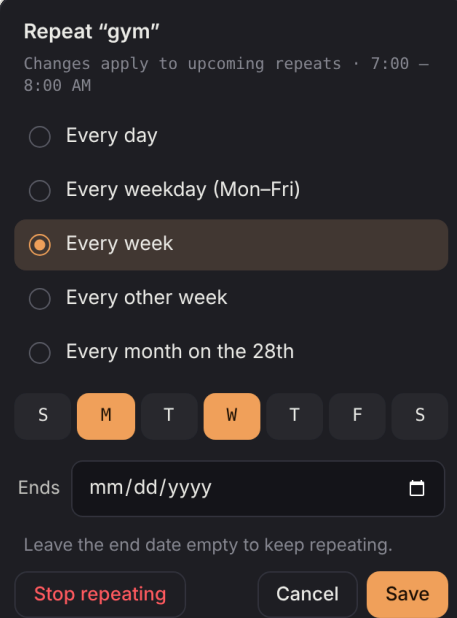
## Making a task repeat

- **With quick-add:** type it, like `gym every mon/wed 7am`.
- **From a task:** open its  $\cdots$  menu and choose **Repeat....** Pick **Every day**, **Every weekday**, **Every week**, **Every other week** or **Every month**. For weekly repeats, tap the days. To stop on a set date, add an **Ends** date.

## Changing repeats

- **Rename or retime one** and the upcoming repeats change too.
- **Drag one block** to move only that day's repeat.
- **Delete this one** skips just that day.
- **Stop repeating after this one** ends the series. Earlier repeats you finished stay in your history.
- **Edit repeat** changes the schedule.

Repeating tasks have a  icon next to their name.



**Repeat "gym"**

Changes apply to upcoming repeats · 7:00 – 8:00 AM

☐ Every day  
☐ Every weekday (Mon–Fri)  
☒ Every week  
☐ Every other week  
☐ Every month on the 28th

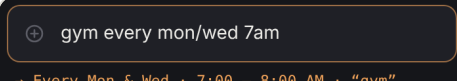
S M T W T F S

Ends  

Leave the end date empty to keep repeating.

Stop repeating
Cancel
Save

The repeat editor, set to every Monday and Wednesday.



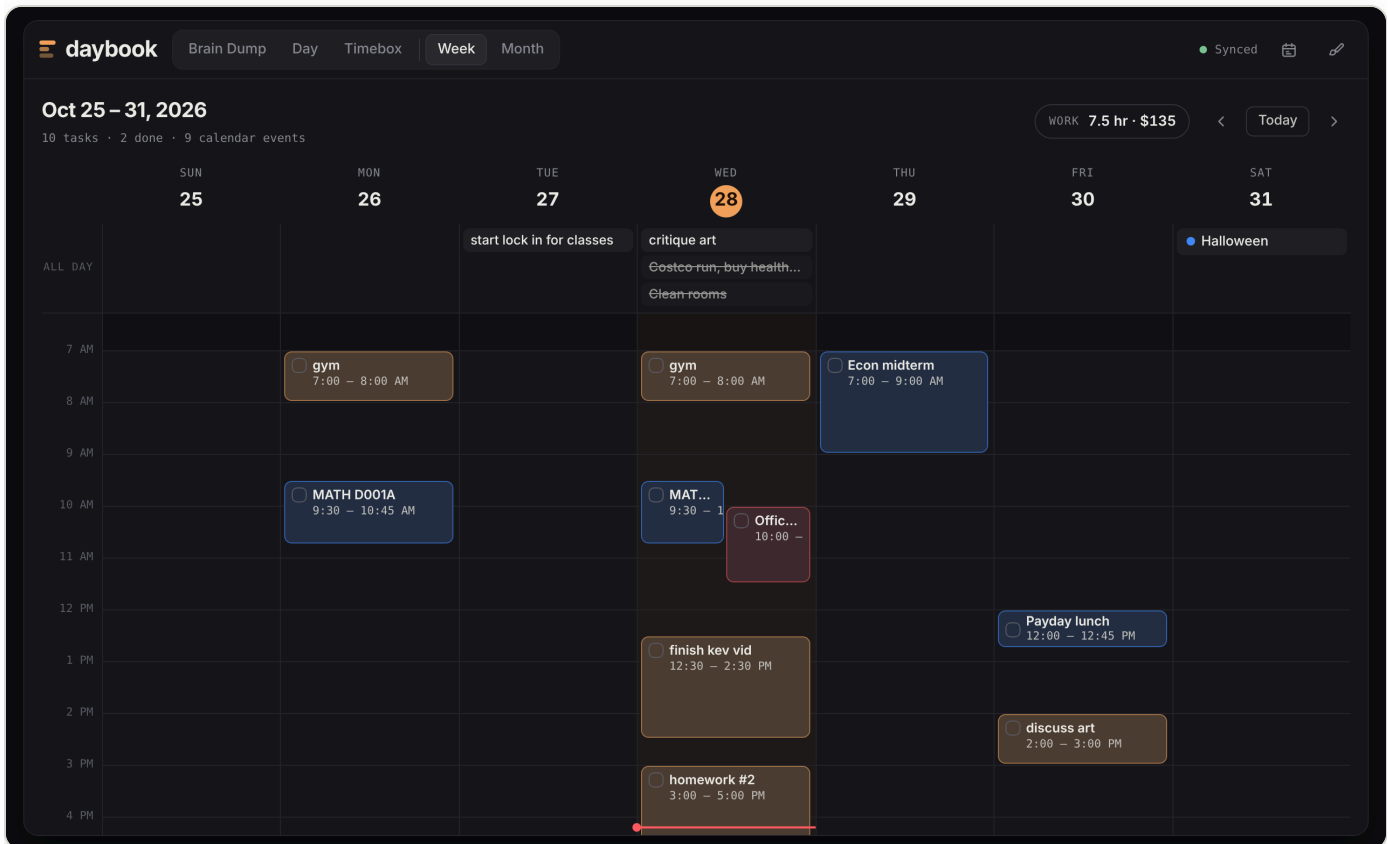
 gym every mon/wed 7am

→ Every Mon & Wed · 7:00 – 8:00 AM · "gym"

## ORGANIZE

# Week view

Your whole week in one screen, Sunday to Saturday: tasks, repeats, and calendar events, hour by hour.



- **To move a task to another day or time**, drag its block. To make it longer or shorter, drag its bottom edge.
- **To add something**, click an empty spot. Daybook schedules it there for that day.
- **The All day row** holds tasks without a time and all-day events like holidays. Dragging a block up into this row removes its time.
- **To open a day**, click its date, or **+N** when there are more tasks than fit.
- **To change weeks**, use the arrows. **Today** jumps back to this week.

## Work hours and pay

Daybook adds up your shifts each week and estimates your pay. The total shows at the top of the Week view.

### Setting it up

In the Week view, tap **Track work hours** and fill in:

- **Hourly pay**, like .
- **Shifts calendar**: the calendar your shifts go to. With HotSchedules, that's the Google calendar HotSchedules sends your shifts to. This option appears once you've connected a calendar.
- **Title includes**: an optional word that's in your shift names, like . With a shifts calendar chosen, only events with that word count. Tasks with a time and that word count too, like .
- **Unpaid break**: taken off any shift of 5 hours or more.

The button then shows hours and pay for that week. Tap it to see this week, next week, last week, the month, and a list of shifts. To change your settings or **Turn off** tracking, tap it again.

Pay is an estimate before taxes and tips.

### Work hours & pay

|           |                          |          |
|-----------|--------------------------|----------|
| This week | 7.5 hr · <b>\$135.00</b> | 1 shift  |
| Next week | 0 hr · <b>\$0.00</b>     | 0 shifts |
| Last week | 0 hr · <b>\$0.00</b>     | 0 shifts |
| October   | 7.5 hr · <b>\$135.00</b> | 1 shift  |

SHIFTS THIS WEEK

Fri Oct 30

Work shift - Server

7.5 hr

Estimated pay before taxes and tips. Takes off a 30-minute unpaid break on shifts of 5 hours or more.

SETTINGS

Hourly pay

\$ 18

Shifts calendar

Google Calendar

Title includes

shift

Unpaid break

30 min

Shifts come from the calendar you pick (only events whose title includes your word, if you add one), plus any timed task whose title includes the word.

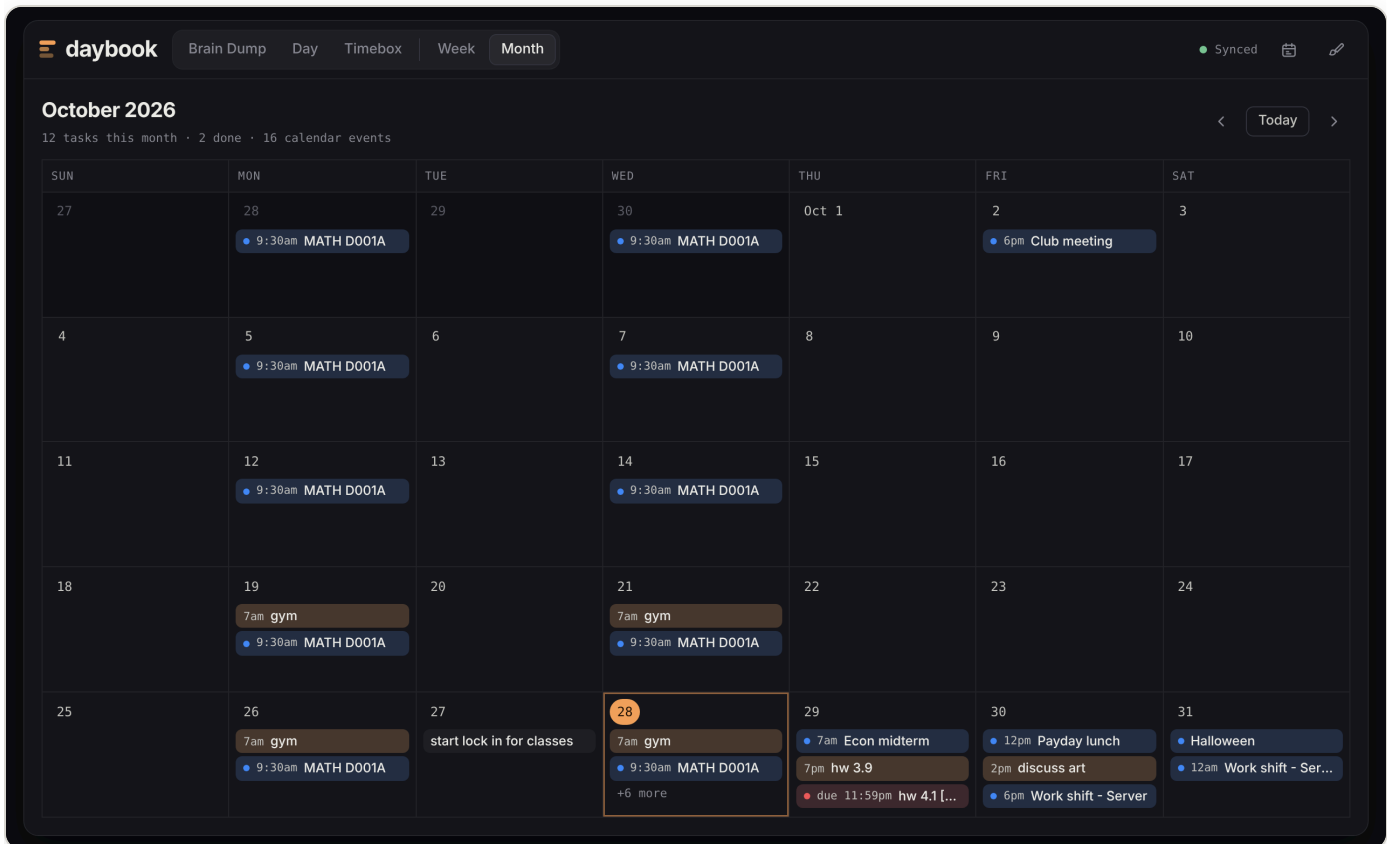
Turn off

Cancel

Save

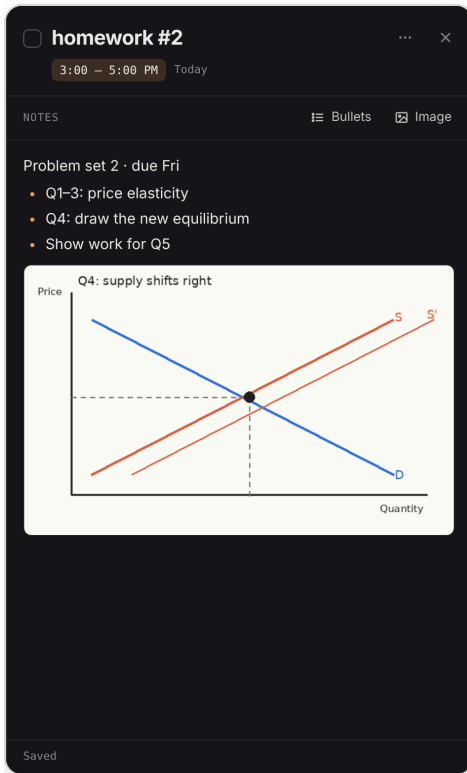
# Month view

The whole month at a glance. Each day lists its all-day events first, then everything with a time in order, then tasks without a time.



- **To see a day**, click its date number to open it in the planner.
- **To add a task**, click an empty part of a day. You can type several in a row.
- **To change a task**, click it to open its notes and options. To move it to another day, drag it there.
- **Busy days** show **+3 more** when there are more items than fit.
- **On a phone**, each day shows colored dots. Tap a day to see its list below the calendar.

# Notes



Every task has a notes page. Click a task's name to open it.

- **Write anything.** It saves on its own as you type.
- **Bullets:** type `-` and a space, or tap **Bullets**. For a numbered list, type `1.` and a space. Press Enter twice to leave a list.
- **Images:** paste a screenshot, drag an image in, or tap **Image**. PNG, JPEG, GIF and WebP work, and large photos are shrunk to save space.
- **The rest of the task** is at the top: rename it, check it off, change its time, or use `...` for more.

Tasks with notes have a small note icon next to their name. Notes and images need an internet connection to save.

# Google Calendar and Canvas

Bring your classes, assignment due dates, and work shifts into Daybook. They show at their real times and update on their own. You still edit them in Google or Canvas, since they're view-only in Daybook.

## Connecting a calendar

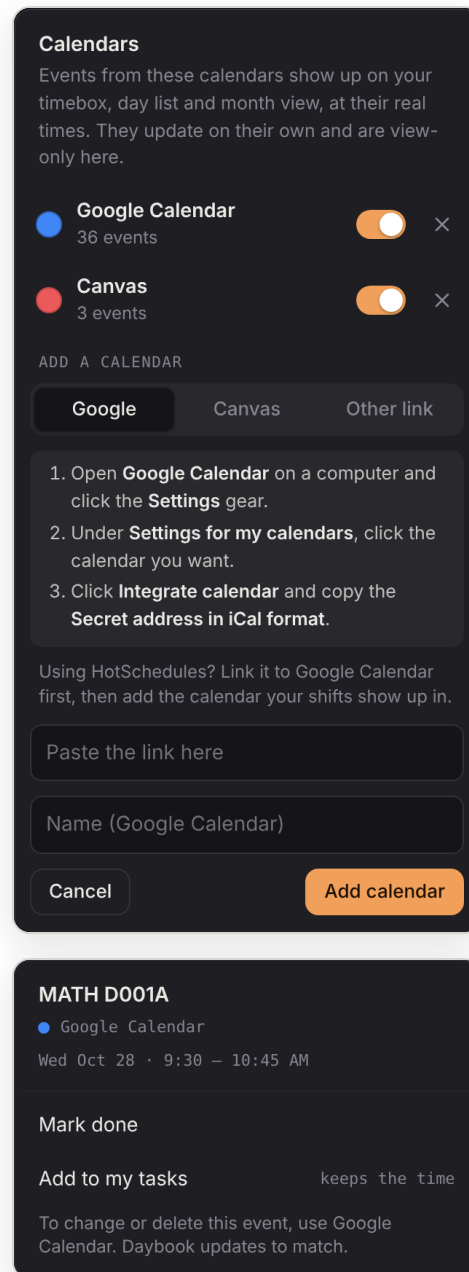
Click the calendar icon in the top bar, choose a type, paste the link, and click **Add calendar**.

- **Google Calendar:** on a computer, open Settings, click your calendar under **Settings for my calendars**, then **Integrate calendar**. Copy the **Secret address in iCal format**.
- **Canvas:** open **Calendar** and click **Calendar Feed** in the sidebar. Assignments show at the time they're due, like `Due 11:59 PM`.
- **HotSchedules:** in HotSchedules, go to **Settings → Personal → Link to my Google Calendar**. Then add the Google calendar your shifts show up in.
- **Other link:** Outlook, Apple iCloud, and any other link ending in `.ics`.

## Using events

- **Check them off** just like tasks. What you check off is saved to your account.
- **Click an event** to see its details, **Mark done**, or **Add to my tasks**. That copies it as a task with the same time, so you can add notes.
- **Drag an event onto the timebox** to plan time for it, like an hour for a Canvas assignment. It becomes a task of your own at that time. All-day events and due dates get an hour; other events keep their length.
- **Each calendar has its own color.** Click a calendar's dot to change its color, use the switch to hide it, or use **x** to remove it.
- **When it syncs:** whenever you open Daybook, every 15 minutes while it's open, and when you tap **Sync now**.

Treat a secret calendar link like a password, since anyone with it can see that calendar. Your links are stored in your account and aren't included in backups. If one leaks, reset it in Google Calendar.

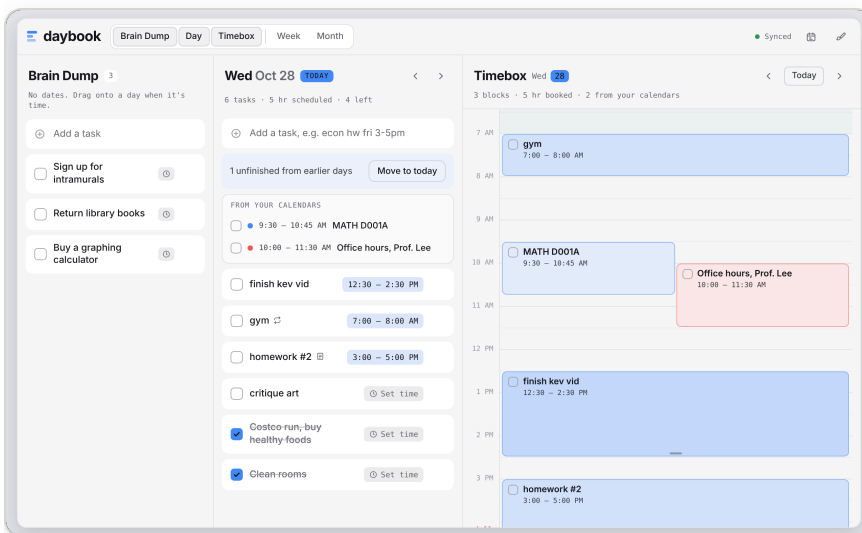


## CONNECT

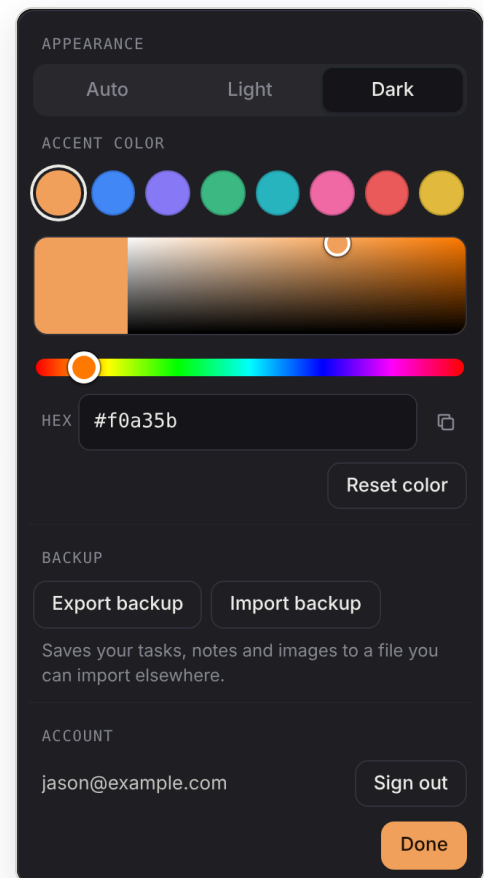
# Look and feel

Click the brush icon in the top bar.

- **Appearance:** Light, Dark, or Auto, which follows your device.
- **Accent color:** pick a preset, drag in the color square, slide the rainbow bar for the hue, or type a hex code like `#4287f5`. Very dark or very light colors are adjusted a little so text stays readable.
- **Your theme is saved to your account,** so it follows you to your phone.



Light mode with a blue accent.



## CONNECT

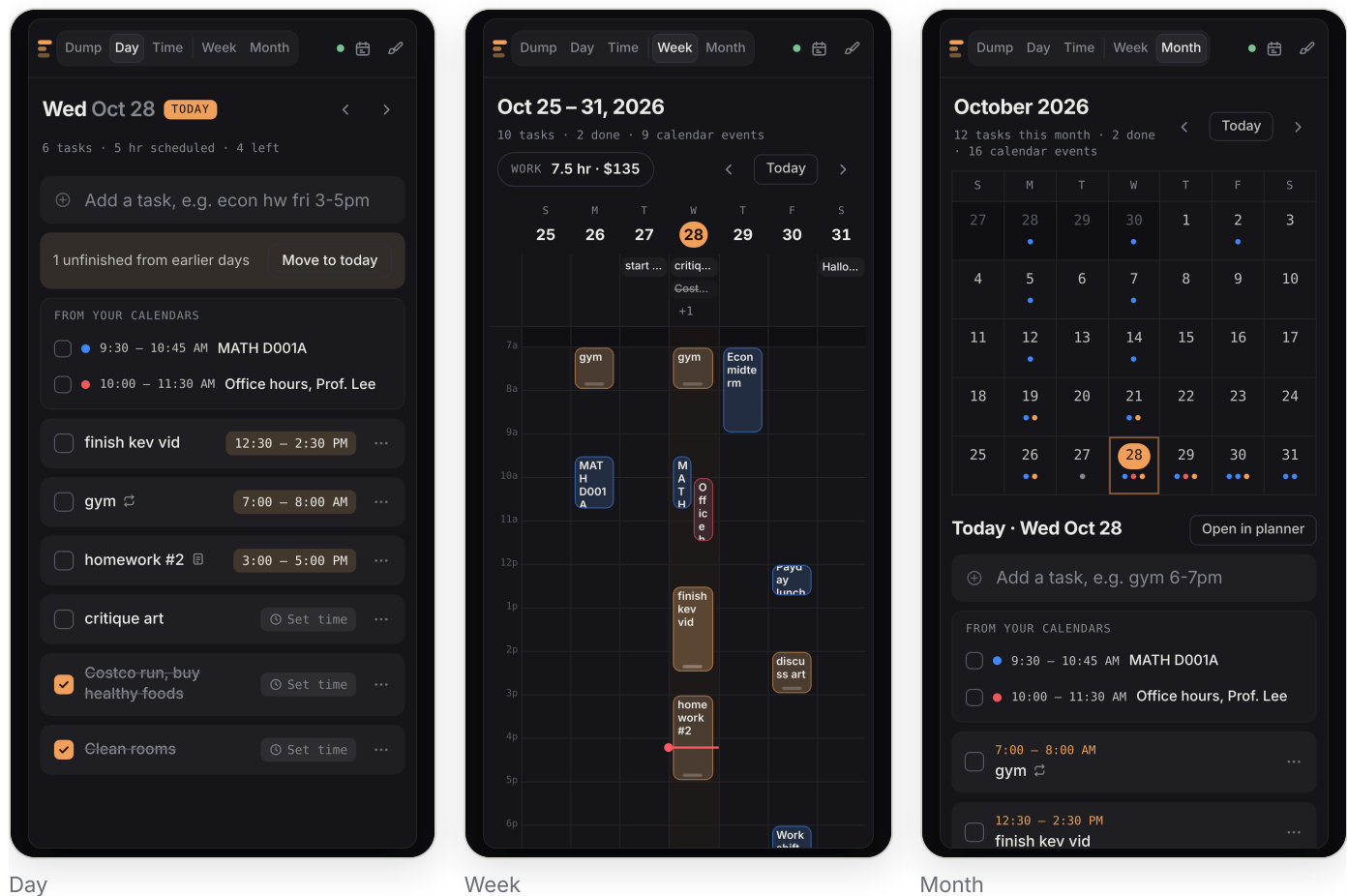
# Account, sync and backups

- **Sign in** with the same email and password on each device. Your tasks, notes, images, theme and calendars stay in sync.
- **Offline:** Daybook still opens without internet, and task changes save on the device until you're back online. Notes, images, and calendar updates need a connection.
- **Export backup** in the brush menu saves a file with your tasks, notes and images. **Import backup** brings one back.
- **Sign out** is also in the brush menu. It removes your planner from that device, but everything stays in your account.

# Daybook on your phone

Install Daybook to your home screen so it opens full screen like a regular app.

- **iPhone:** open your Daybook link in **Safari**, tap **Share**, then **Add to Home Screen**. Always open it from that icon, since the installed app keeps its own sign-in.
- **Android:** open the link in **Chrome**, tap **⋮**, then **Install app** or **Add to Home screen**.
- **The layout changes on a phone.** You see one view at a time, and menus slide up from the bottom. Press and hold a task to drag it. To drag it into another view, hold it over the Dump, Day or Time tab until that view opens.



Day

Week

Month

# Quick reference

## TO DO THIS

## DO THIS

|                                    |                                                                          |
|------------------------------------|--------------------------------------------------------------------------|
| Add a task                         | Type in an add box and press Enter                                       |
| Check something off                | Click the box next to it. Works for tasks, repeats, and calendar events. |
| Open a task's notes                | Click its name, or Tab to it and press Enter                             |
| Close a menu or notes              | Esc, or click outside it                                                 |
| Schedule a task                    | Drag it onto the timebox, or click <b>Set time</b>                       |
| Make a block longer                | Drag its bottom edge                                                     |
| Move a task to another day         | Drag it in the Week or Month view, or use ... → Move                     |
| Remove a task's time               | Click its time, then <b>Clear time</b>                                   |
| Undo a delete                      | Tap <b>Undo</b> in the message at the bottom                             |
| Bring old unfinished tasks forward | <b>Move to today</b> in the bar on today's list                          |
| Turn a calendar event into a task  | Click it, then <b>Add to my tasks</b> , or drag it onto the timebox      |
| Hide a calendar for a while        | Calendar icon → turn its switch off                                      |
| Drag on a phone                    | Press and hold until the task lifts                                      |