InterConneX for iPad
Actions & Tools

Overview

InterConneX is an iPad app that that lets you create a repository of files and data right on your iPad. It provides for exchanging files and data between apps on your device, other devices — and even Macs — running ChronoAgent or InterConneX, remote files via an SFTP Server connection, as well as select cloud storage services. This can be particularly useful when you are away from your Mac and wish to access and manipulate files remotely.

Tutorial

This tutorial will walk you through the various selections of the "Actions" and "Tools" menus. It will be divided into two sections — Actions and Tools. "Actions" are generally meant to manipulate items in a selected sharespace. They cover basic file operations that you would perform on computers using file management applications such as Finder or File Explorer (aka Windows Explorer). "Tools" are "mini-apps" that generally work with the contents of files.

When you are finished reading this document, read the other documents — Getting Started, Item Selection, Document Exchange, Pasteboard Exchange, and Sharing with Others — to learn how to use specific areas of InterConneX in more detail.

Tip

In this tutorial, you'll need to have several files available to work with. You should become familiar with the "Getting Started" document and its various exercises, which will guide you in understanding both the "Actions" and "Tools" menus and how to best work with them.

Online Resources

This document and other online resources can be found on the Econ Technologies' website:
https://www.econtechnologies.com/icx-ipad-docs.html

Actions

You can invoke the 'Actions' menu by tapping on the gear icon at the top of the screen. InterConneX tries to only display actions that are relevant to the current context. For example, actions that work on selected items will not be displayed if there are no selected items. Some actions also require specific types of items to be selected — "Expand" is only available if a .zip file is selected. Other actions that imply item creation (e.g. "New Folder") will not be available if you are viewing a read-only folder/sharespace. Below is a guide to the actions you'll find in InterConneX and an explanation of how each action works.
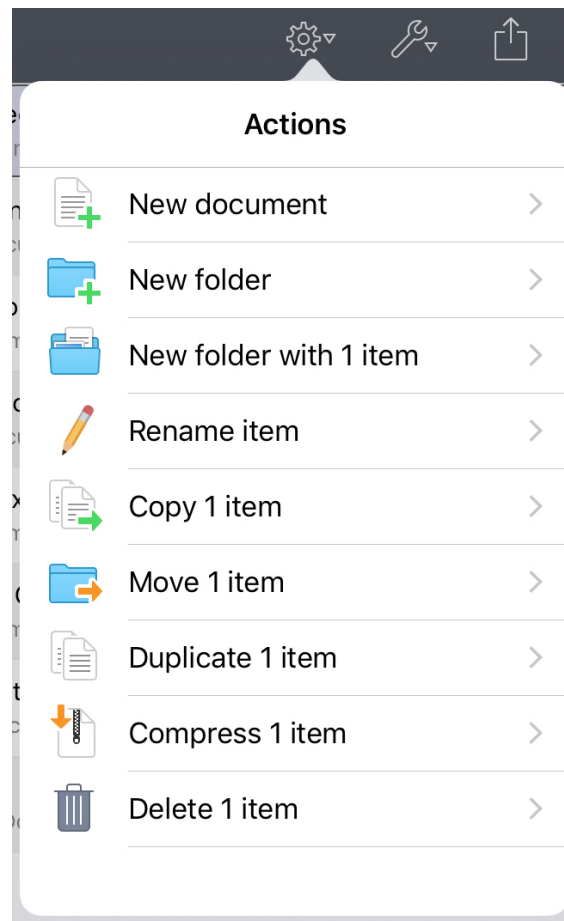
New Document

You can seamlessly create any number of blank documents from templates to add to a sharespace. Templates for Pages, Keynote and Numbers are provided by default.

You can also create your own templates by selecting a file and then invoking the "New Document" function. This gives you the option of using the selected file as a blank template for future documents.

Once you create a new document, you can edit it by invoking the "Document Interaction" menu which will present an "Open in…" option for the corresponding app, provided that app supports editing in place.
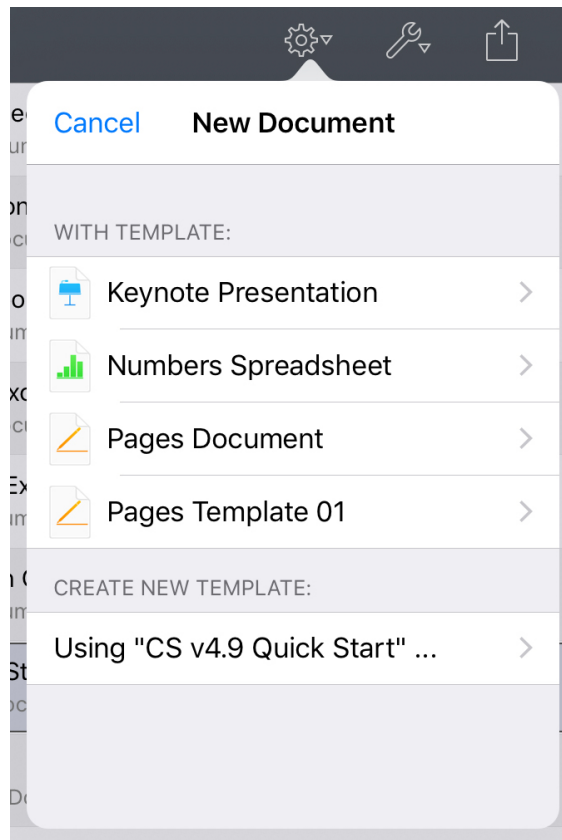
New Folder

Folders are a convenient way to store and organize files. You can create any number of folders in a sharespace. You can even create folders within folders (called subfolders).

- With no item selected, invoke "Actions" and choose "New folder."
- Give the folder a meaningful name and then tap "Create."
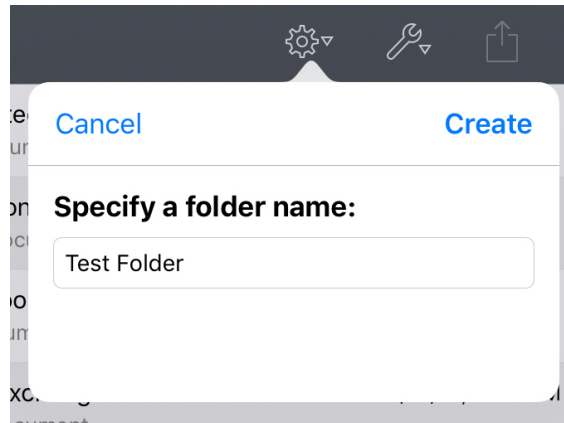
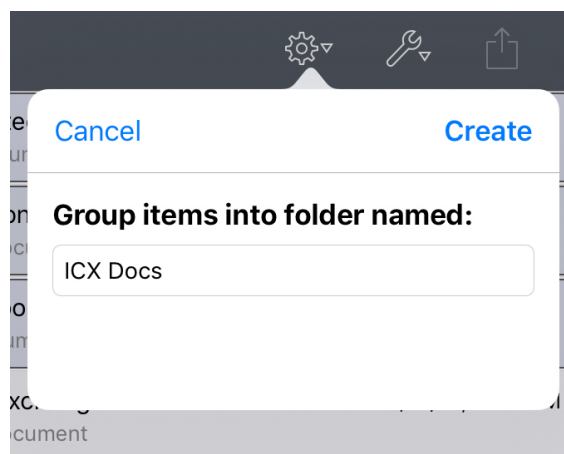The "New folder" action will not be available to you if you are viewing a read-only folder or sharespace.

New Folder with Items

Instead of creating a folder first and moving items into it, you can select any number of files from a sharespace and create a new folder containing those selected items.

- With the items you'd like to group into a folder selected, invoke "Actions" and choose "New folder with…items."
- Give the folder a meaningful name and then tap "Create."

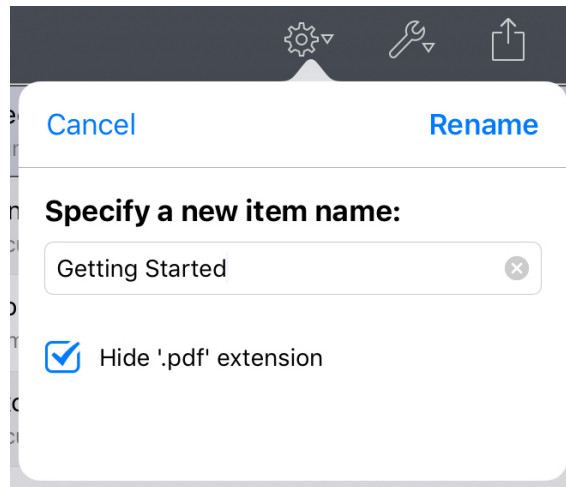The "New folder with items" action will not be available to you if you are viewing a read-only folder or sharespace.

Rename Item

If you come across a filename that isn't meaningful to you or you just don't like it, you have the option of renaming it.

- Tap on the file or folder you'd like to rename.
- Invoke "Actions" and choose "Rename item."
- Type in a meaningful name, and tap on "Rename."

Here, you will also find the toggle for hiding and showing the extension of the file.

Copy Item(s)

InterConneX lets you copy files/folders from one sharespace to another. You can copy directly to the root of the sharespace or navigate a sharespace's hierarchy to perform the copy there. This process is called 'tunneling.'

- Tap on a document (or multiple documents) to select it.
- Invoke "Actions" and choose "Copy 1 item."
- Choose a location to copy the file.

The list that appears shows all the destinations where the copy can be performed.
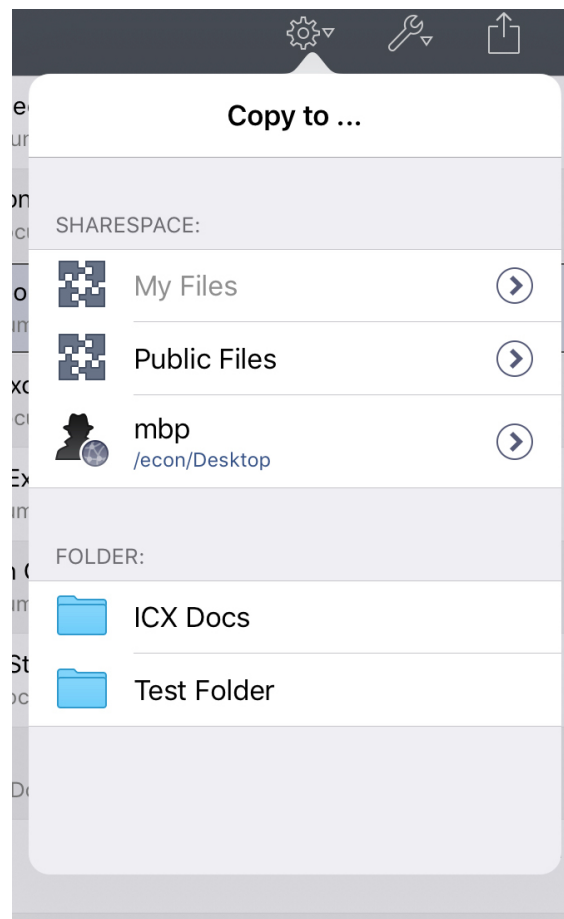
A dimmed sharespace indicates you can't select that as a destination but you can possibly tunnel through the folders in the sharespace to find a suitable destination.

If the sharespace is not dimmed, you can tap on the text to have the file copied directly to that sharespace or you can tap on the arrow to the right of the sharespace to tunnel through it.

Below the list of sharespaces, available folders are listed for you to copy to if you so choose. These folders act as a shortcut and are at the same level as the sharespace you are currently accessing. Note that choosing the arrow at the right of the current sharespace will yield the same set of folders. If you tunnel inside a folder and do a copy, a parent folder will be listed so that you can copy the file(s) to the root of the sharespace.

While tunneling through folders in a sharespace, you have the option to create a new sub-folder. Tap on the "New Folder" icon to do so. The instructions for creating a new folder are the same as what was mentioned above, in the "New Folder" section.

To navigate back through the hierarchy, you can either step up through the hierarchy or go directly to the top, the root. In the example below, "ICX Docs" will step you up to the previous level of the hierarchy. Choosing "Top" takes you back to the root of the "My Files" sharespace.
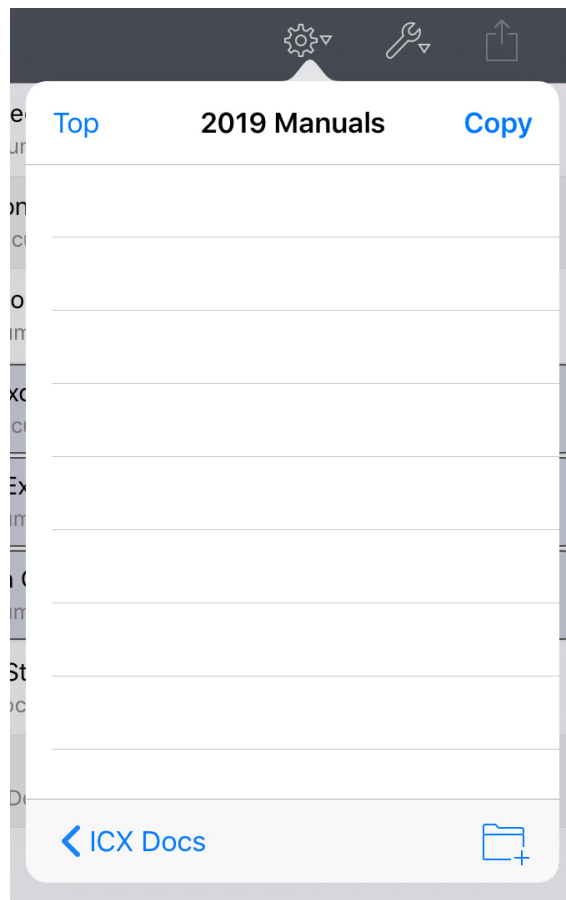
Once you have reached the desired folder, you can tap on the 'Copy' button at the top right to begin the operation.

If the destination has an item in it with the same name, a "replace" warning will pop up. Here you are given the option to replace the destination file with the one you are copying or you can rename the file you're copying.
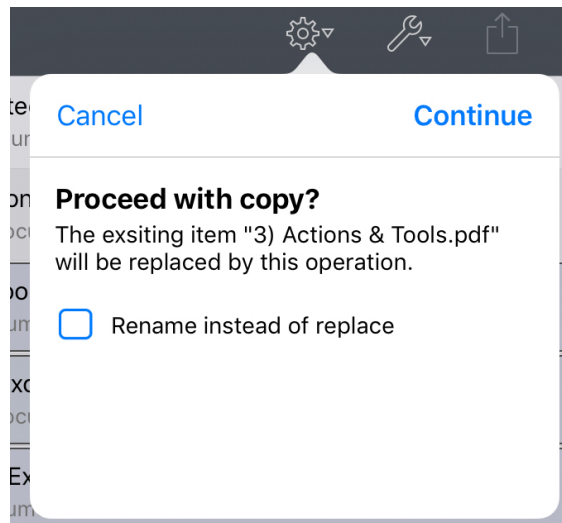
If you choose "Rename instead of replace", InterConneX will append "copy" to the end of the filename.

Move Item(s)

InterConneX lets you move files/folders from one sharespace to another. You can move them directly to the root of the sharespace or navigate a sharespace's hierarchy to perform the move there. This process is called 'tunneling.'

- Tap on a document to select it.
- Invoke "Actions" and choose "Move 1 item."

A move can also be performed on multiple items.

- Choose a location to move the file.

The list that appears shows all the possible destinations where the move can be performed.

A dimmed sharespace indicates you can't select that as a destination but you can possibly tunnel through the folders in the sharespace to find a suitable destination.

If the sharespace is not dimmed, you can tap on the text to have the file moved directly to that sharespace or you can tap on the arrow to the right of the sharespace to tunnel through it.
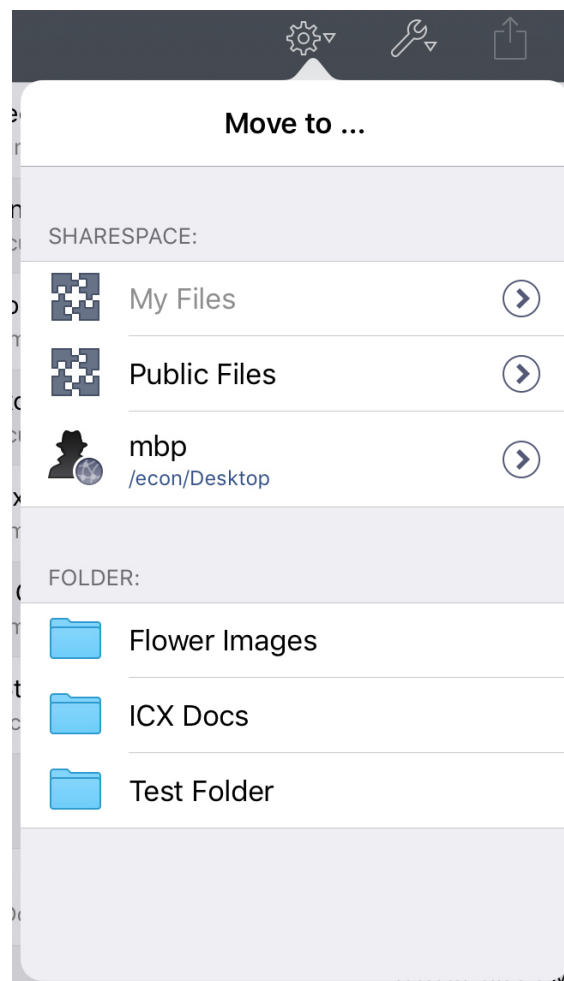
Below the list of sharespaces, available folders are listed for you to move to if you so choose. These folders act as a shortcut and are at the same level as the sharespace you are currently accessing. Note that choosing the arrow at the right of the current sharespace will yield the same set of folders. If you tunnel inside a folder and do a move, a parent folder will be listed so that you can move the file(s) to the root of the sharespace.

While tunneling through folders in a sharespace, you have the option to create a new sub-folder. Tap on the "New Folder" icon to do so. The instructions for creating a new folder are the same as what was mentioned above, in the "New Folder" section.

To navigate back through the hierarchy, you can either step up through the hierarchy or go directly to the top, the root. In the example below, "My Files" will step you up to the previous level of the hierarchy. Choosing "Top" takes you back to the root of the "My Files" sharespace.

Once you have reached the desired folder, you can tap on the 'Move' button at the top right to begin the operation.
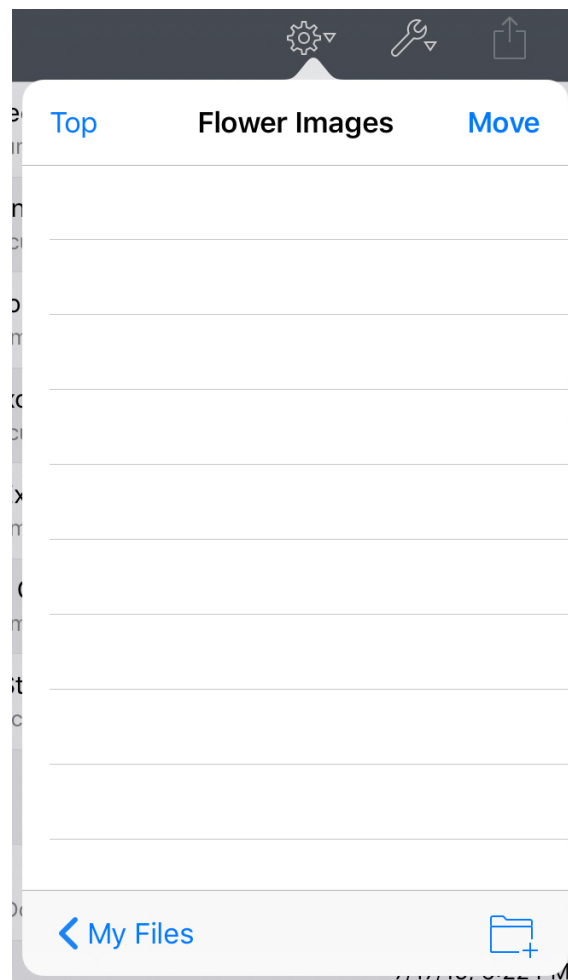
If the destination has an item in it with the same name, a "replace" warning will pop up. Here you are given the option to replace the destination file with the one you are moving or you can rename the file you're moving.
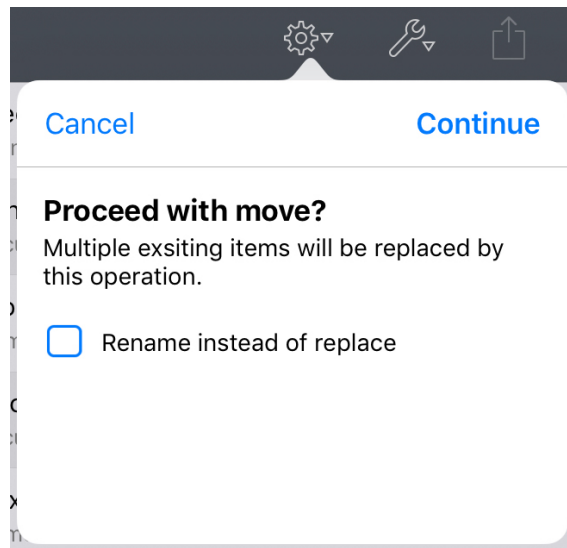
If you choose "Rename instead of replace", InterConneX will append "copy" to the end of the filename.

Duplicate Item(s)

For whatever reason, you may need more than one copy of a file in your sharespace. Duplicate is essentially a copy-in-place. InterConneX will append "copy" to the end of the original filename.

- Tap on a document to select it.
- Invoke "Actions" and then choose "Duplicate 1 item."

The duplicate action can also be performed on multiple items.

The "Duplicate" action will not be available to you if you are viewing a read-only folder or sharespace.

Compress Item(s)

An archive is a collection of files that have been packaged together. InterConneX creates the .zip archive and places it in the current folder.

- Tap on a document to select it.
- Invoke "Actions" and choose "Compress 1 item."

The compress action can also be performed on multiple items.

If a single file is chosen, the compressed file will be named <filename>.zip. The compressed file is created in the current folder.

CS v4.9 Quick Start.pages 2.9 MB, Pages Document		7/17/19, 10:56 AM
CS v4.9 Quick Start.pages.zip 2.6 MB, Zip archive		7/17/19, 6:43 PM

If multiple items are selected, they will be placed in a folder within the archive and the compressed file will be named "Archive.zip."

Archive.zip 222.9 K, Zip archive		7/17/19, 6:46 PM
IMG_0094 copy.JPG 72.04 K, JPEG image		7/16/19, 2:42 PM
IMG_0094.JPG 72.04 K, JPEG image		7/16/19, 2:42 PM
IMG_0096.JPG 80.24 K, JPEG image		7/16/19, 2:42 PM

The "Compress" action will not be available to you if you are viewing a read-only folder or sharespace.

Note: While InterConneX preserves resource forks in old Macintosh files that have them, the archived version of those files will not contain the resource fork.

Expand Item(s)

To see what's in an archived file, you need to extract its contents. With InterConneX, contents of the archive will be extracted to the current folder.

- Tap on a .zip document to select it.
- Invoke "Actions" and choose "Expand 1 item."

The expand action can also be performed on multiple .zip items.

The "Expand" action will not be available to you if you are viewing a read-only folder or sharespace.

Note: The Expand function can handle generic and many common .zip file formats but some .zip tools on other platforms are capable of creating .zip files with advanced settings that InterConneX cannot expand.
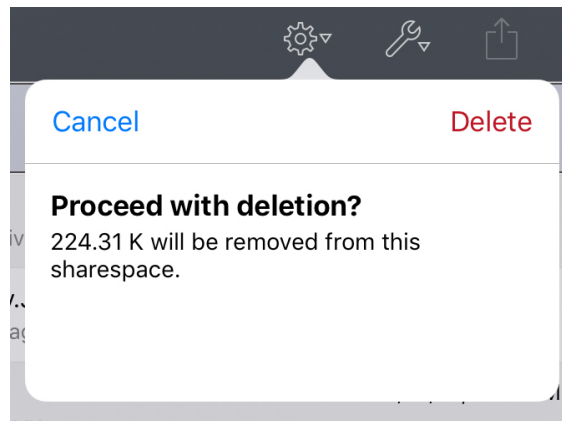
Delete Item(s)

If a file or folder is no longer needed, it can be deleted. Once delete is invoked, a warning appears showing that everything you just created will be deleted. It also shows how much space will be freed.

- Tap on a document to select it.
- Invoke "Actions" and choose "Delete 1 item."

The delete action can also be performed on multiple items.

- Tap "Delete" when prompted.

Note that this is a permanent removal — there is no intermediate "Trash" in which the item is placed.

Tools

You can invoke the 'Tools' menu by tapping on the wrench icon at the top of the screen. Like with Actions, InterConneX tries to only display the tools that are relevant to the current context. For example, tools that work on selected items will not be displayed if there are no selected items. Below is a guide to the tools you'll find in InterConneX and an explanation of how each tool works.
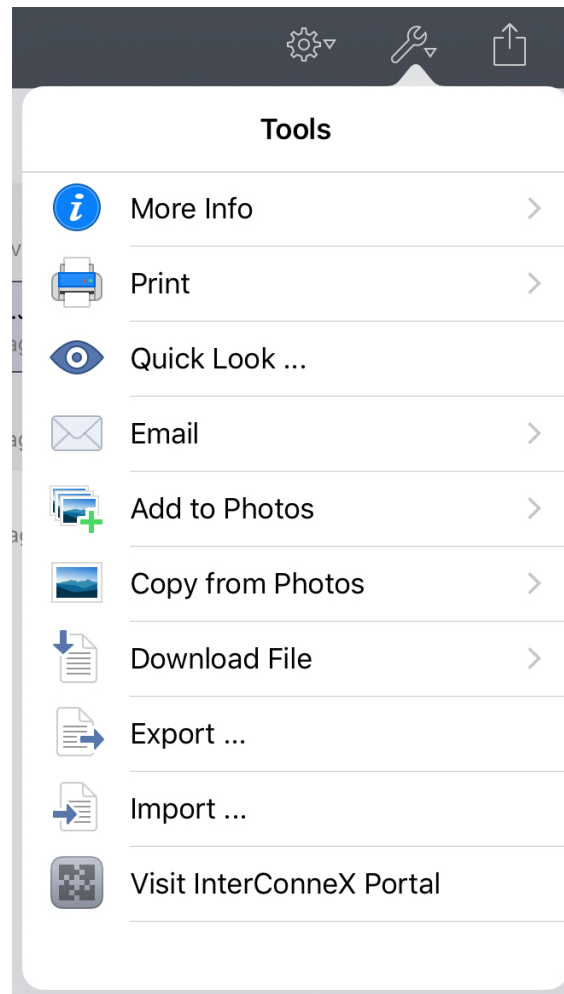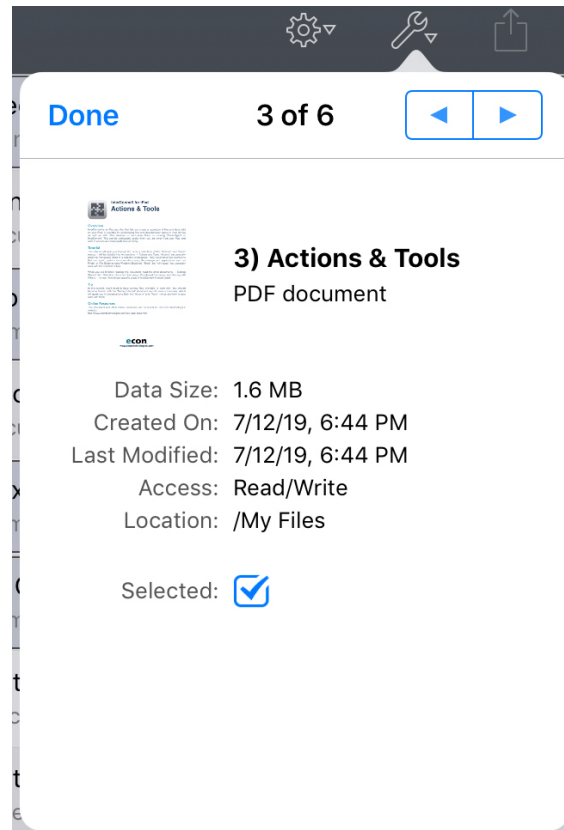
More Info

"More Info" displays common file attributes. To get a full understanding of the benefits of "More Info", this explanation will be based off the selection of more than one file.

- Tap on multiple documents to select them.
- Invoke "Tools" and then choose "More Info."
- Notice the "Selected" checkbox at the bottom.

When you invoke "More Info" on a group of files, you can alter the selection based on details attained in "More Info." For example, suppose you want to get rid of "old" documents. The following steps outline how to do this.

- Scroll through each panel (either by using the arrows at the top or by side-swiping), viewing the dates to determine which documents aren't "old" and deselect them.
- Once finished, dismiss "More Info" and you'll notice that only the "old" documents will still be selected.
- Invoke "Actions->Delete" to get rid of them.

Print

You can print certain files from InterConneX, if you choose. This option will only be available if the selected item is "printable." In general, only PDF's and image files can be printed directly from InterConneX. However, you *might* be able to invoke Quick Look on some document types and print from there.

- Tap on a document to select it.
- Invoke "Tools" and choose "Print."
- Select the printer and the number of copies then tap on "Print."

	Printer Options	
Cancel		Print

Printer	Select Printer >
2 Copies	− +
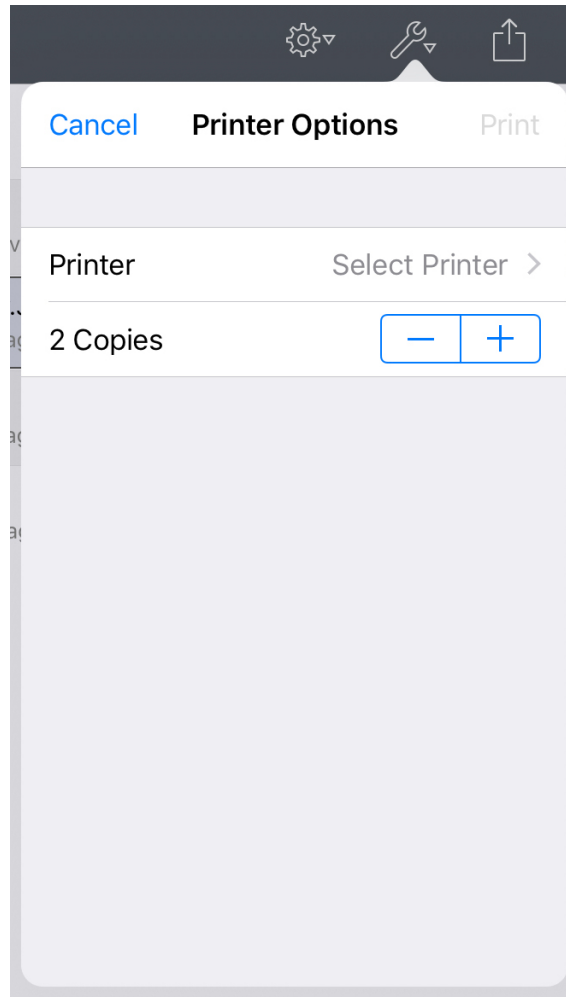
Quick Look

Quick Look lets you preview a file without opening an application. Only document types that Quick Look understands are displayed, thus it might not be available based on the file type of the selected items.

- Tap on a document to select it.
- Invoke "Tools" and choose "Quick Look…"

Quick Look can display previews for the following items:
  - Pages, Numbers and Keynote documents
  - Microsoft Office documents (Office '97 and newer)
  - Rich Text Format (RTF) documents
  - PDF files
  - Common Image file formats
 - Text files
  - Comma-separated value (csv) files

Sometimes Quick Look thinks it can display an item, but once it tries, it fails. For example, a .mov file might allow Quick Look to be invoked but it may be encoded using a codec that the current device doesn't understand.

Email

The email option allows you to compose an email with the selected items as attachments.

- Tap on a document to select it.
- Invoke "Tools" and choose "Email."

Multiple items may be selected as attachments.
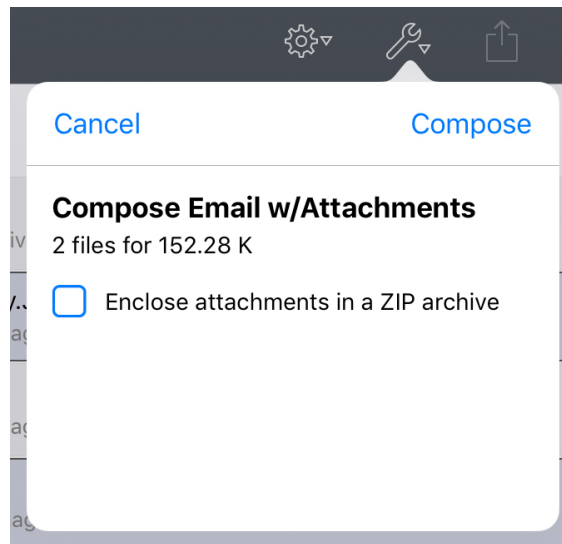
You are prompted with a summary showing the size of the attachments before you compose the email. The option to ZIP archive the attachments is available and this will place them in a single file that is (possibly) compressed and thus smaller than the originals.

- Tap on "Compose" once you've determined everything is OK.
- Compose and send the email.

If the total size of attachments exceeds the "Email Attachment Size" value in the "Settings" app, you will receive an error message and won't be allowed to send the email.

If your email service provider can accommodate larger attachments, you can change the "Email Attachment Size" value to allow for this.
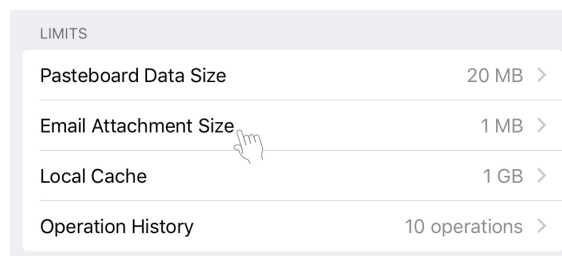
Add to Photos

If you have at least one image or video file selected, it can be added to your "Photos" library. Once an image/video is added to Photos, a completely *separate* copy of the file exists in Photos. If you delete the file in InterConneX, the copy will still exist in Photos and vice versa. InterConneX cannot directly delete items from Photos, so if you accidentally place something there, you will have to switch to the Photos app, locate the item and delete it there.

- Tap on an image or video file to select it. Multiple items may be selected.
- Invoke "Tools" and choose "Add to Photos."

You may get a message that asks you to allow permission for InterConneX to access your photos. Choose "OK" here.
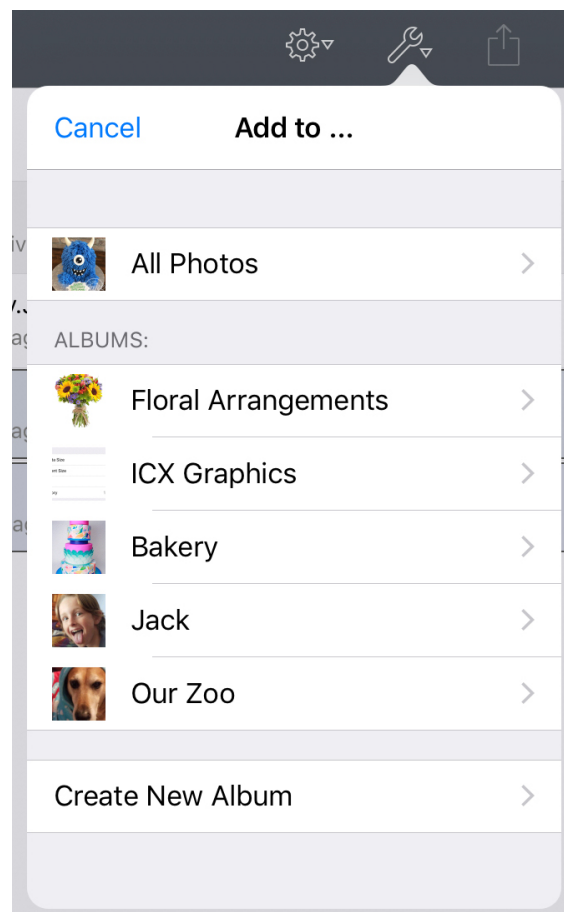
"All Photos" is your library — everything gets added to this. If you have created any albums, they will be listed. If you select an album, your image/video will be added to "All Photos" AND associated with the selected album.

You can also create a new album, if you wish.

- Tap on "All Photos" or the desired album to copy the files.

Copy from Photos

Any photo or video in your Photos library can be copied to the current folder/sharespace. Once an image/video is copied from Photos, a completely *separate* copy of the file exists in InterConneX. If you delete the file in Photos, the copy will still exist in InterConneX and vice versa.

- Invoke "Tools" and choose "Copy from Photos."

You may get a message that asks you to allow permission for InterConneX to access your photos. Choose "OK" here.
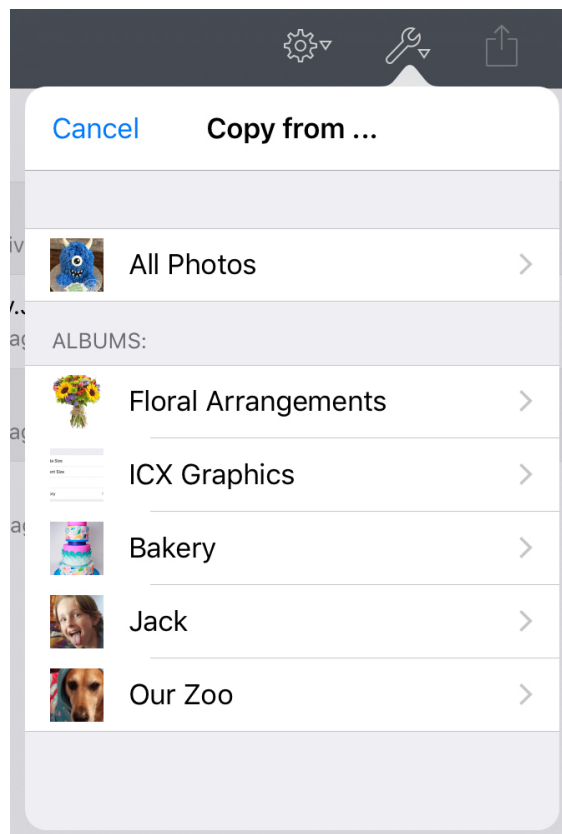

"All Photos" is your library — everything gets added to this. If you have created any albums, they will be listed.

- Tap on "All Photos" or the desired album to view the photos.

- Tap on the photos you would like to have added to your InterConneX sharespace.

A check mark appears on the thumbnail of the image to import. Videos have a small camera "badge" to signify they are videos.

- Once selections are complete, tap on "Copy."
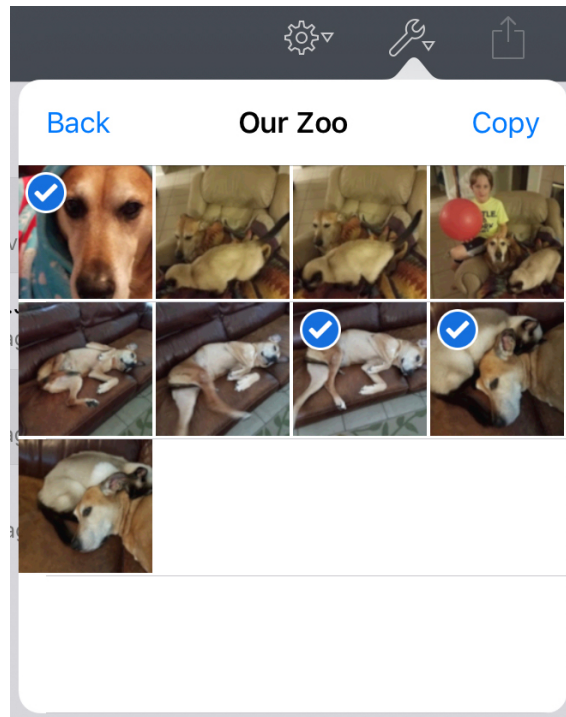
Download File

Suppose you are browsing the internet for .wav files. You find one you like and want to save it. InterConneX can download files directly into a sharespace as long as you have a URL that references a downloadable item from the internet. This is similar to copying files except the source is a website, not a sharespace. To download a file directly into a sharespace, follow this example.

- Click on the sound file's link to play it.
- Tap and hold on the URL in your browser's address field to select it.

Sometimes you can copy the link address by tapping and holding the download link, but it really varies by website and media type.

- Copy the URL.
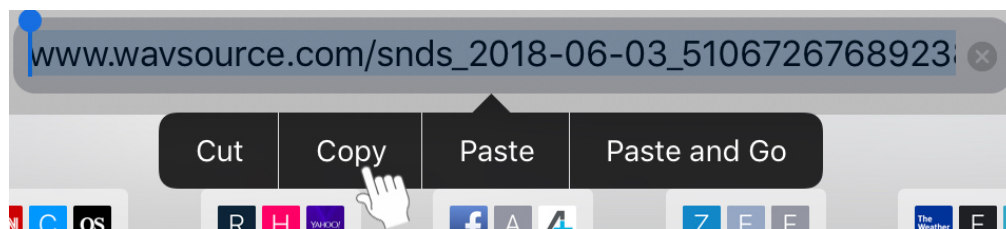
- Open InterConneX.
- Invoke "Tools" and choose "Download File."
- Paste the URL into the URL field of the "Download File" window.

If InterConneX sees what looks like a URL on the system pasteboard, it will pre-populate the edit field with it.
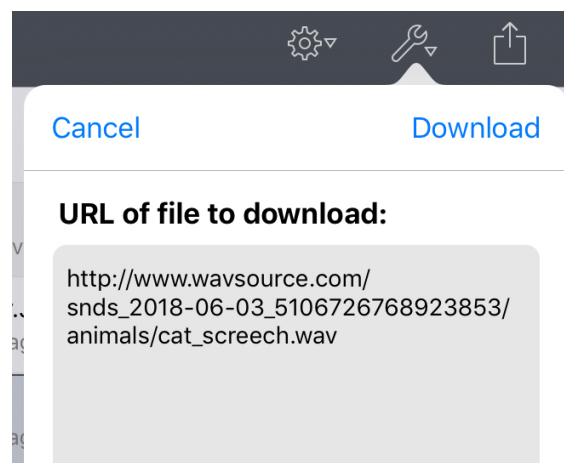
- Tap on "Download" and the .wav file will be downloaded and then selected in your sharespace.

Export

Nowadays it seems just about everyone has content stored in an online storage space. Whether it be iCloud, Amazon, Backblaze, DropBox, Google Drive or some other service, InterConneX can access these areas and share files between these storage spaces and its sharespaces.

To copy/export a file from a sharespace to an external storage space:

- Select a file that you want to export.
- Invoke "Tools" and choose "Export …"
- You are presented with a 'Document Picker' window.
- If you tap on the arrow to the right, you can navigate through the files and folders to find the desired location.
- Tap on "Add" to export.
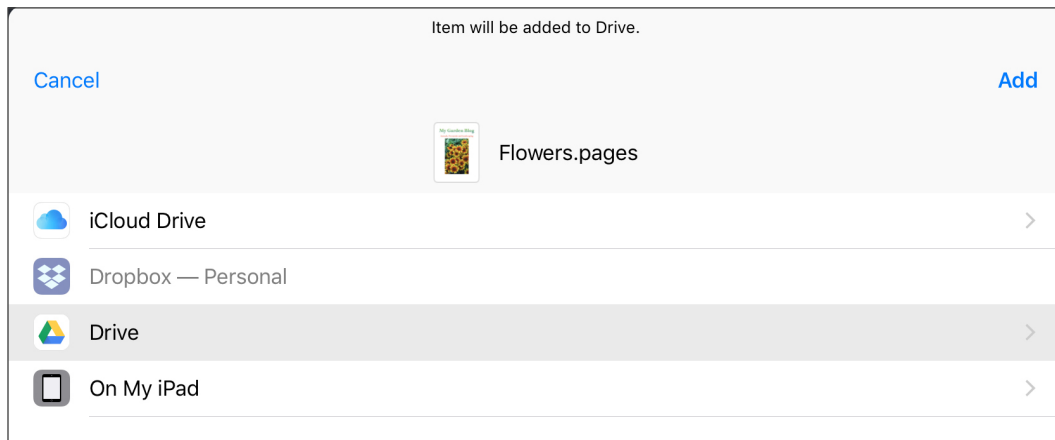
Import

To copy/import a file from an external storage space to a sharespace:

- Navigate to the sharespace you'd like to import into.
- Invoke "Tools" and choose "Import …"
- You are presented with a 'Document Picker' window.
- You can navigate through the files and folders to find the desired file you'd like to import.
- Tap on file to import.
- Once complete, the document picker window will close and you'll see the file show up in the sharespace.
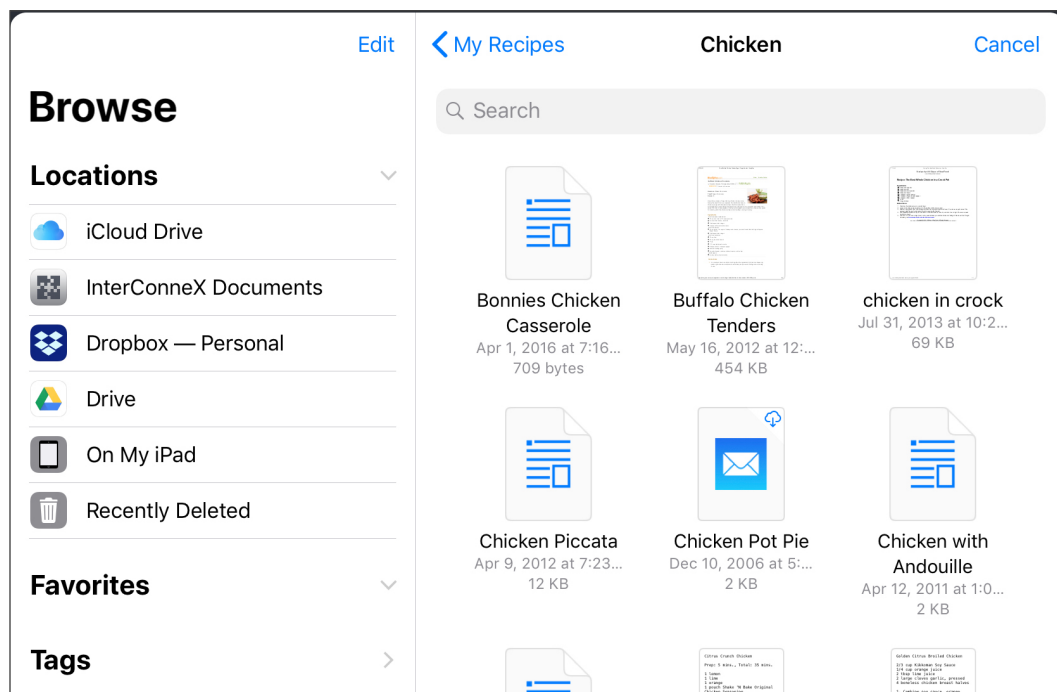
Note: If you install an app that supports document provider extensions, the associated service will be available as a choice in the options list.

Conclusion

Now that you have learned about the various selections of the "Actions" and "Tools" menus, you should read the 'Document Exchange' tutorial to learn how to transfer documents stored in sharespaces to other apps and how to get documents in other apps transferred to InterConneX.