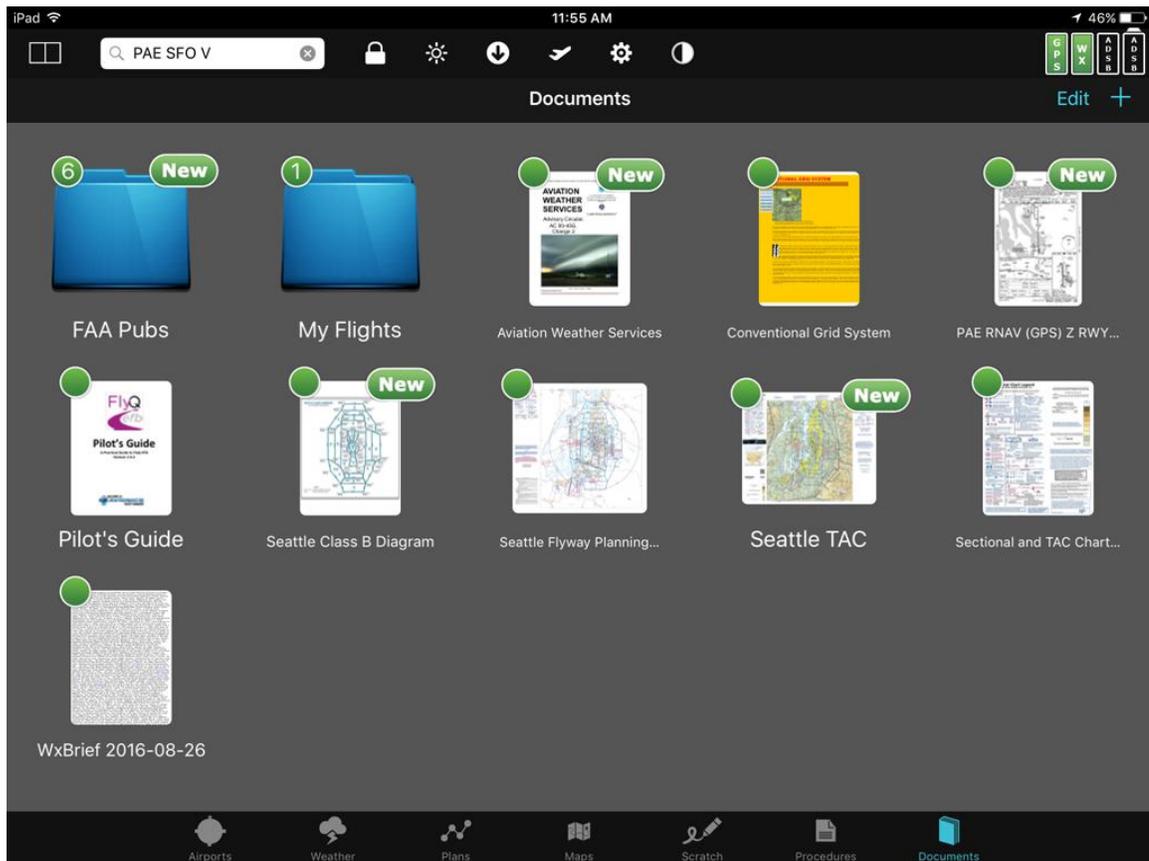## Documents

The **Documents tab** gives you immediate access to a library of more than 200 FAA publications and charts (Flyway charts, helicopter charts, etc.), weather documents, Seattle Avionics documents, legends, and more. You can also easily add your own documents by entering a URL or emailing them to your iPad. Even tap to add photos already on your iPad.

FlyQ automatically downloads new versions of documents as they become available. For example, if you download the full Seattle TAC, FlyQ will automatically download the new TAC when the FAA updates it. Unlike the ChartData Manager, document updates are automatic and happen in the background

By default, you'll see the *FlyQ EFB Pilot's Guide* and the *Sectional and TAC Legend*. Use the **+** button to add more documents.

Each document has a colored status dot icon in the upper left corner. Green = downloaded and ready for offline use, yellow = in the process of downloading, red = not downloaded.

Documents get a **New** icon in the upper right corner when they've been downloaded but not yet opened. **New** also appears if the source document gets updated (like a new version of an FAA chart).

Folders have numbers within their status icons that show the number of documents and folders they contain (including subfolders). For space reasons, this number will show as … if 20 or more documents are within it.

Folder status icons are based on the worst-case of the documents within it. For example, a folder with five downloaded (green) documents and one document not downloaded (red) will show as red.

FlyQ EFB creates thumbnail images for loaded documents except on older iPads where you see a generic icon based on the document type in some cases (this is not a bug but a limitation of these iPads).

Viewing a Document

Tap any document icon to show the entire document or image. Large images or PDF files may take a moment to load, especially on older iPads.
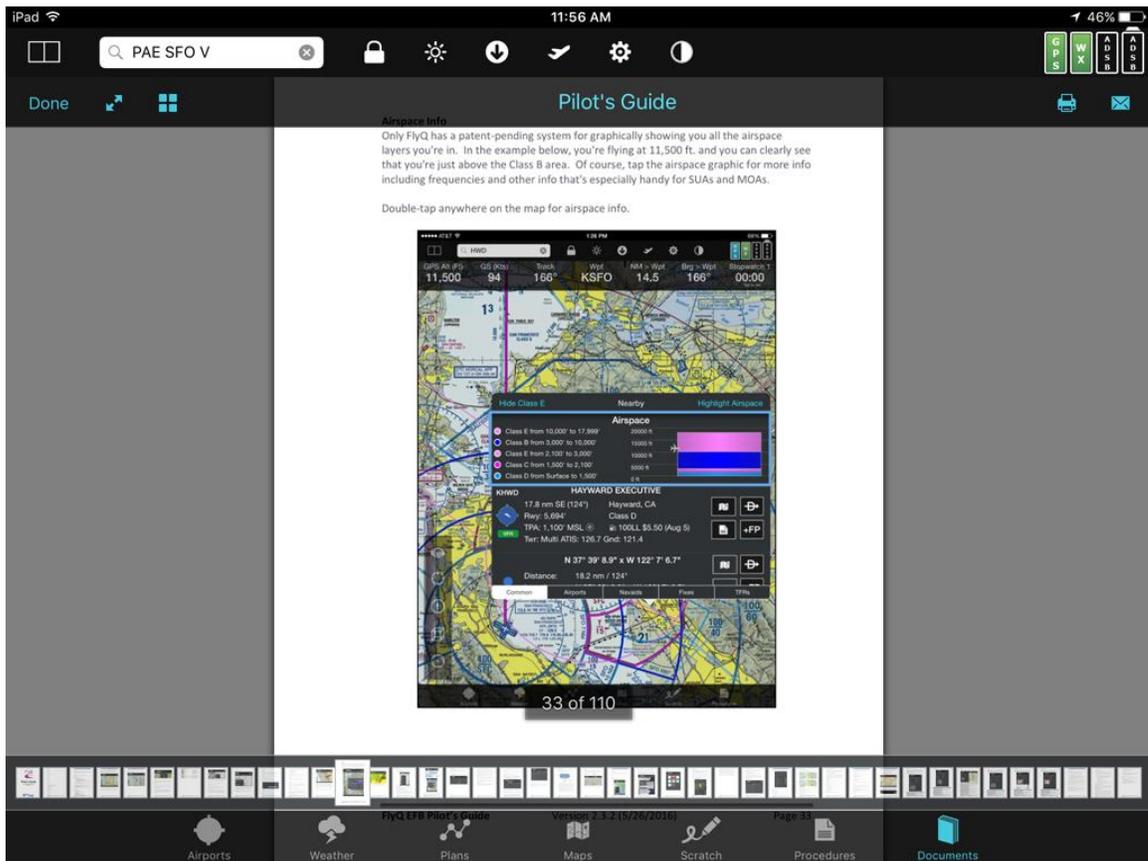
Swipe left and right to view multi-page PDF files.

A toolbar at the top of the screen will appear for a few seconds then fade-out (unless you have tabbar fading disabled in **Settings**). Tap the document to make it re-appear.
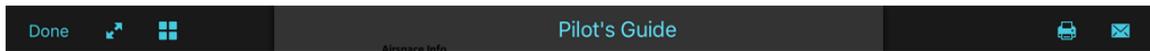
Tap **Done** to close the document and go back to the list.

Tap the **Full Screen** icon (two arrows) to view the document using the whole screen (especially useful when you're using split-screen mode). **Note**: The **Full Screen** option is not available on the iPad 2, iPad 3, or original iPad mini due to hardware limitations.

Tap the **Thumbnails** icon (four squares) to see large previews of all the pages in a PDF and jump directly to any of them. This icon is only shown for PDF files, not for graphics or other types of documents.

Tap the name of the document (*Pilot's Guide*, in this case) to rename it.

Tap the **Print** icon to print to an [AirPrint compatible printer](#) or use the **Email** (envelope) icon to email the document to yourself so you can print from a PC or Mac. **Note**: The **Print** and **Email** options are not available on the iPad 2, iPad 3, or original iPad mini due to hardware limitations.

PDF documents also have a lower bar that shows small previews of all the pages in the document. Tap an image or slide your finger to jump immediately to another page.


Adding Documents

The **Documents** feature of FlyQ EFB allows adding documents that we've created or collected for you (the **Library**) and there are several ways to add your own, unique documents and images. As of this writing, about 200 documents are available in the **Library** with more being added all the time.
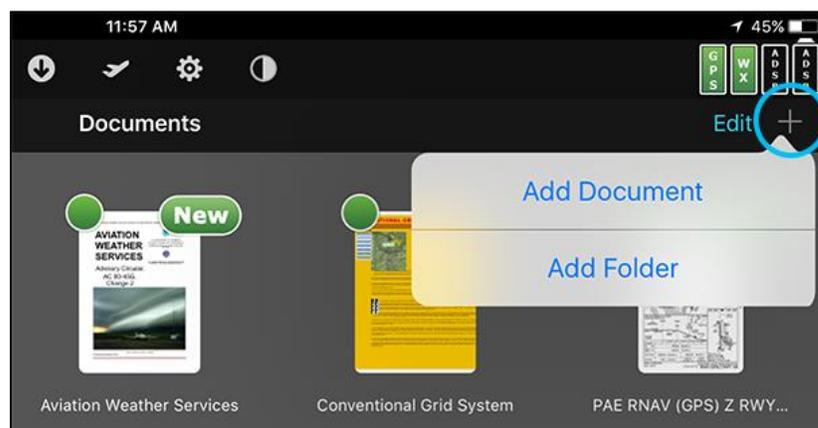
Tap **+** then **Add Document** to add one or more document. Tap to select as many documents as you like from the **Library** list or use the **Photo**, **Web**, **Email**, or **FlyQ Online** tabs to select documents in other ways. Tap the **Add** button to complete the selection. Documents are added to the folder you're currently in.

Weather briefings, accepted flight plans, procedures, and airport diagrams can be stored as Documents using the **Action** button (icon with an arrow coming out of a box) on the each of those tabs. **Note:** Procedures and Airport Diagrams selected in this way are static pictures only; they are not geo-referenced.
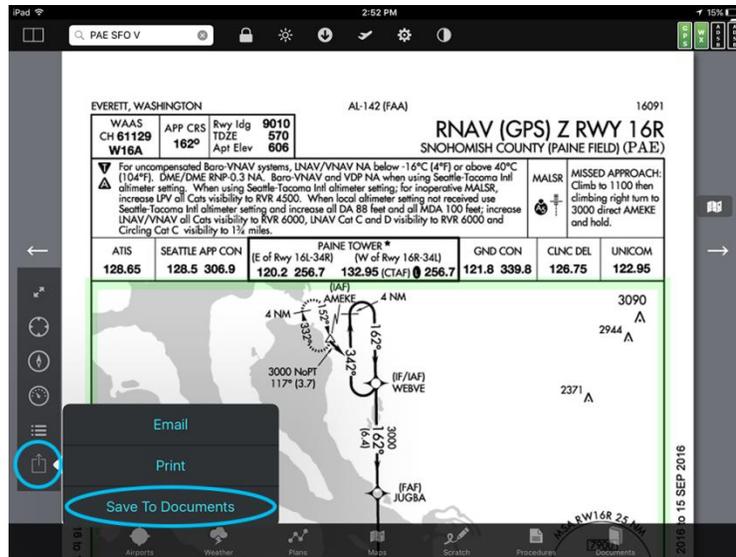

Library

The hundreds of library documents are grouped by category. Select a **Category** on the left then select one or more documents on the right. Documents already on your iPad have a green icon, those not yet downloaded are orange, and ones selected for download have a checkmark. Each document can only be put into one folder.
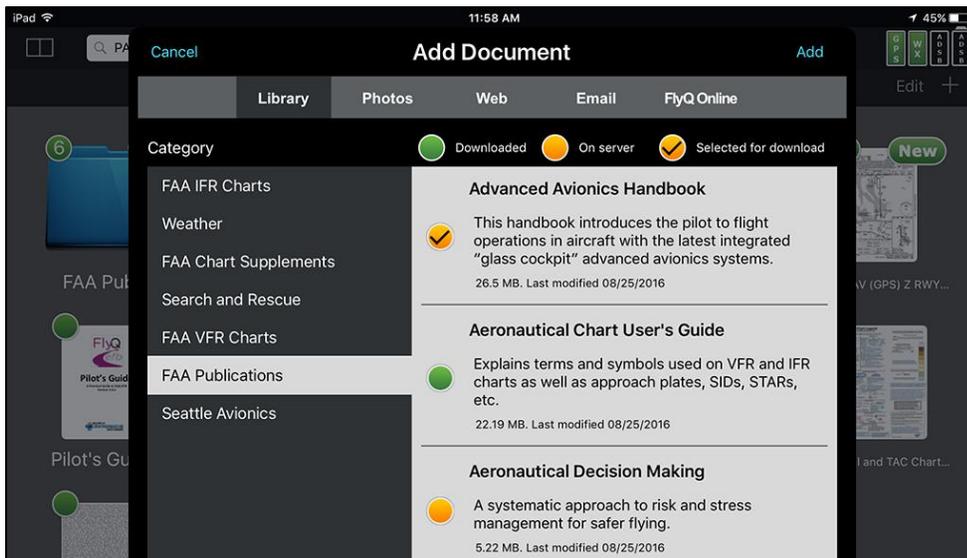
Tap the **Add** button at the upper right to add all of the documents with an orange checkmark.

Photos

You can copy any image or video already on your iPad to the **Documents** system or even take a new photo or video. Select either **Photo Library** (existing image or video) or **Take Photo or Video**. Tap the **Add** button in the upper right corner to add the selected image or video.
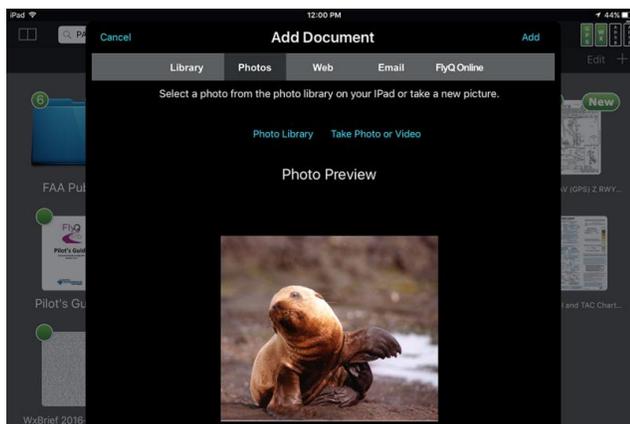

Web

You can browse to any page, image, or document (including Word and Excel documents) by entering its URL. Enter the URL in the top bar and press the blue **Go** button on the pop-up keyboard. The page, image, or document will be displayed in the main window if the URL is valid. Tap the **Add** button in the upper right corner to add the page, image, or document.

Note: The system monitors these documents for changes and automatically downloads them to your iPad if the originals change.
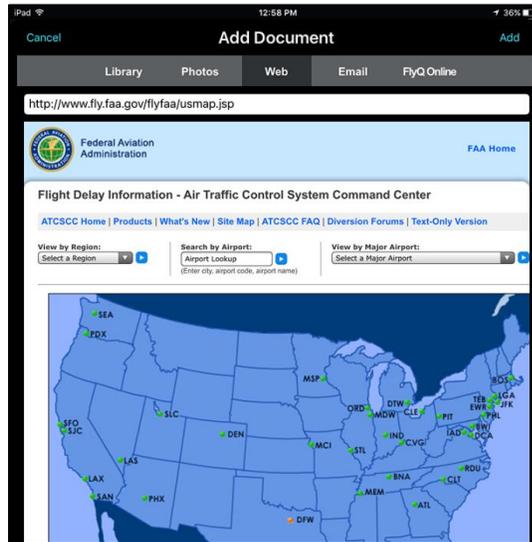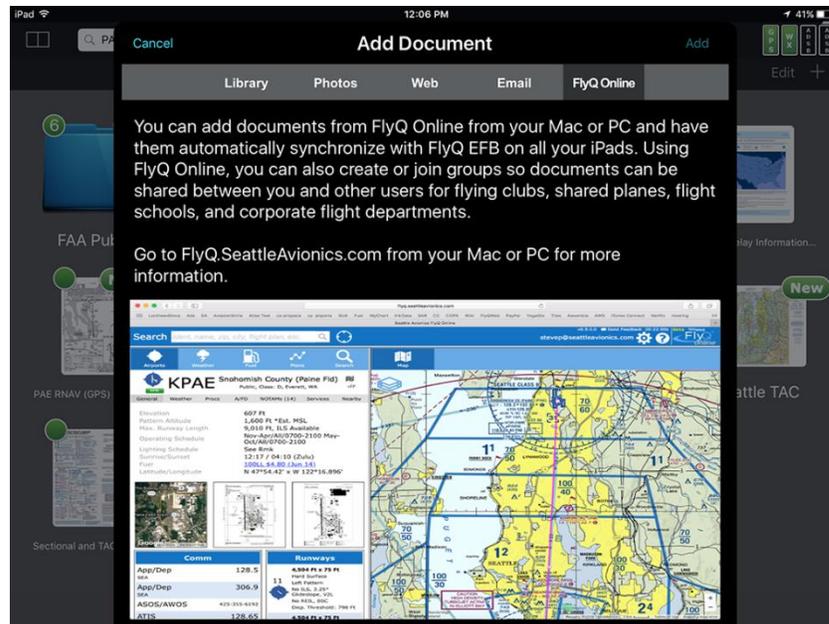
Email

You add documents by emailing documents from your PC or Mac to yourself.
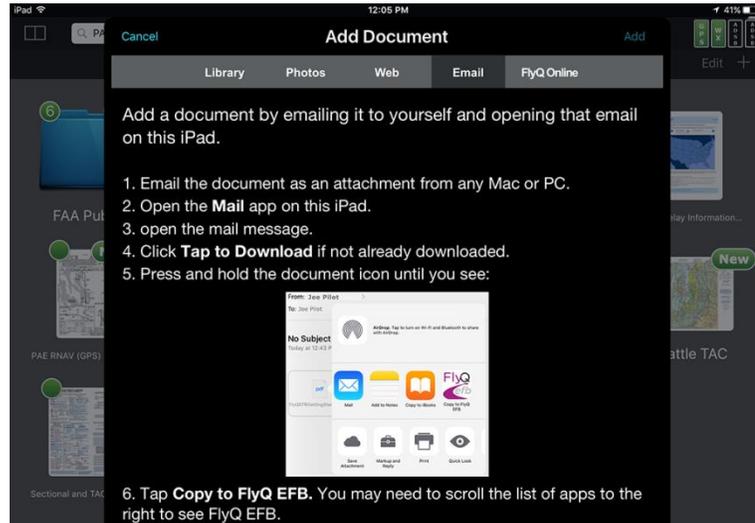
FlyQ Online

Soon you'll be able to add and manage documents from FlyQ Online (https://flyq.seattleavionics.com) using your PC or Mac. As of this writing, the feature is not in but should be in the near future.

Organizing Documents

Documents can be organized into folder and even subfolders for your convenience. Tap
+ and then **Add Folder** to add a new folder within the current one.   Tap a folder to open
it.   Use the back button at the upper left of a folder to navigate to the previous folder.

Moving documents and folders

Documents and folders can be moved to another folder two different ways:
1. Tap the **Edit** button then drag a document or folder into a folder on the screen.
   Tap **Done** when finished moving items. **Note:** You must tap **Edit** to move a
   document or folder to guard against inadvertent moves.
2. Tap the **Edit** button then tap the main area (not the **X** in the corner) of a
   document or folder. Select the new folder for the document or folder. Tap
   Done to end edit mode.