fYO Posts Archiver™ Home - Plus

Welcome to **fYO Posts Archiver™ Home - Plus,** a unique way of archiving posts from your Facebook friends and pages you have liked on Facebook.

**fYO Posts Archiver™ Home - Plus** lets you:

- Search Facebook for Posts on any topic
- Create Collections of related Posts
- View and archive posts by subjects
- View details of the archived posts such as number of posts archived and the disk space they occupy
- Backup and restore the archived posts

  Share collection of posts as a web page on Facebook, Twitter, LinkedIn, and Skype via *Dropbox*.
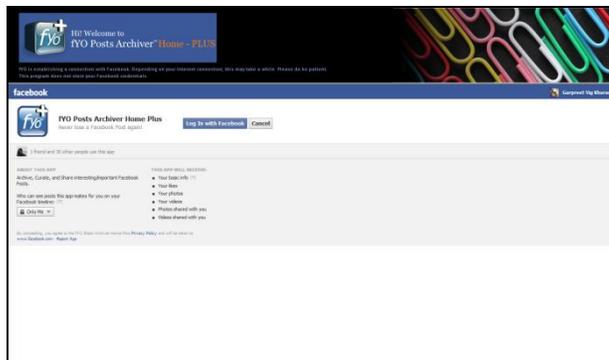
Authorizing fYO fYO Archiver™ Home – Plus

You need to authorize *fYO Archiver™ Home - Plus* using your Facebook credentials.

Once the installation is complete:

1. Double-click on the *fYO Archiver™ Home – Plus* icon on your desktop. You are prompted to authorize the application.
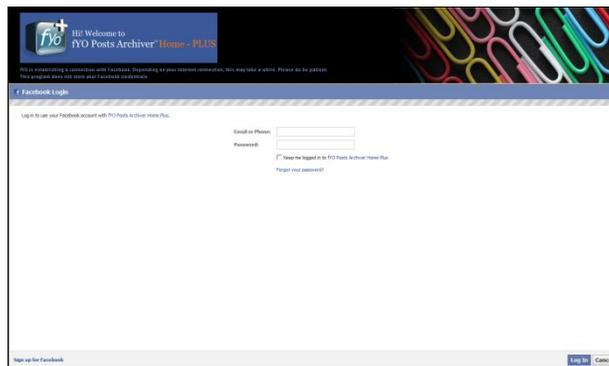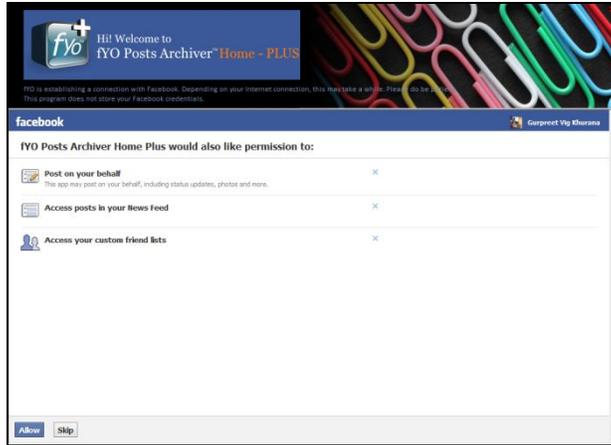

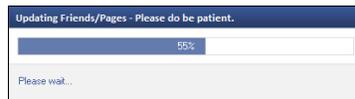2. Enter your Facebook credentials and click **Log In**.

---

   fYO Archiver™ Home – Plus does not store your credentials.

3. Click **Log In with Facebook**. Facebook seeks posting and viewing permissions.

4. Click **Allow**. *fYO Archiver™ Home – Plus* starts retrieving posts of your Facebook friends and the pages you have liked on Facebook.

The time *fYO Archiver™ Home – Plus* takes to retrieve the posts depends on the speed of your Internet connection.

Understanding the Home Page

The following figure displays parts of the home page.
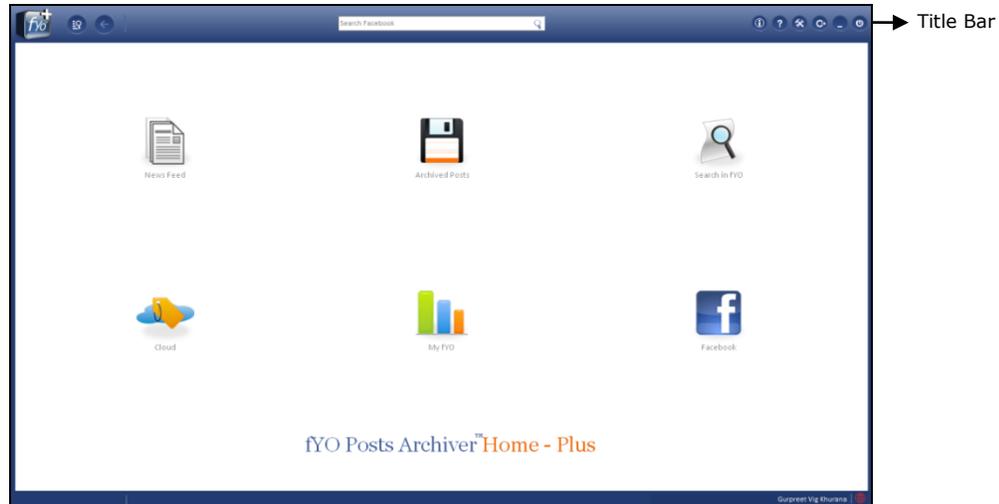
Title Bar

The title bar consists of the following buttons:

Button	Name	Description
Search Facebook	Search	Lets you search for the given word or phrase on Facebook, within posts of your friends/pages as well as the public posts.
←	Load Main Screen	Takes you back to the main screen from the search result screen.
	Go to Search Result	Takes you back to the search result screen from the main screen.
	Features and Benefits	Displays a snapshot of the features and benefits
?	Online Help	Displays the help file
	Settings and More	Enables you to customize and change the settings
	Log Out	Logs you out of the application

|	Minimize	Minimizes the *fYO Posts Archiver™ Home-Plus* window
	Exit	Exits *fYO Posts Archiver™ Home-Plus*

Searching Posts

You can search public posts and /or posts from friends/pages on Facebook for a given word or phrase.

It allows you to have multiple searches at the same time. The search keywords are displayed on the left pane and the search results on the right pane.

- Enter the search keywords on the **Search Facebook** box in the title bar.
  The search results will be displayed as follows.
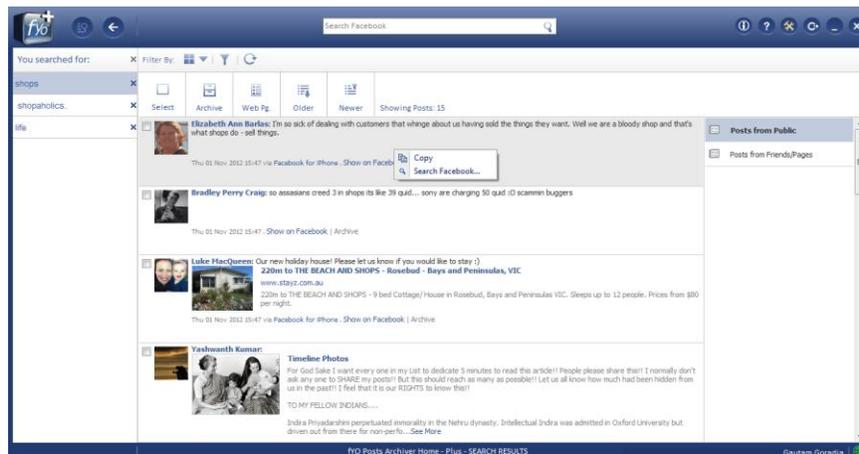
Highlight a specific word or phrase and right click on it. The following options will be displayed :

Copy : Copies the highlighted word or phrase for future use

or

**Search Facebook**: Searches the highlighted word or phrase on Facebook.

From the search results you can:

- **Archive posts**: Refer section _Archiving Posts_ for more details.
- **Create Web Page**: Refer section _Creating a Web Page_ for more details.
- **View Older posts**: Displays the old posts matching the keywords.
- **View New posts**: Displays the new posts matching the keywords.

Viewing the News Feed

News Feed displays posts from Facebook friends and pages you follow on Facebook. It also enables you to see the comments and the likes on the displayed posts.

- Click ![icon]
  The following screen is displayed.
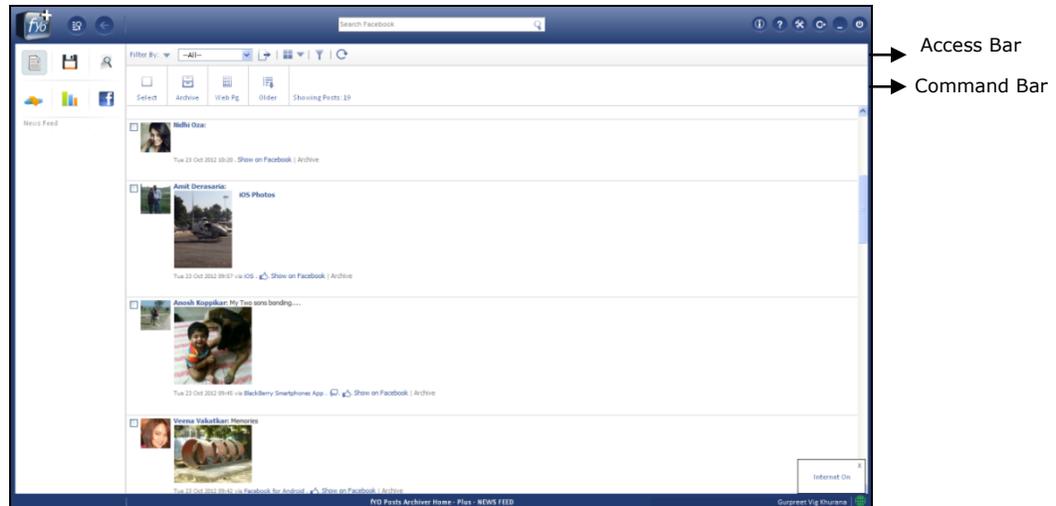
The Access bar consists of the following options:

Option	Name	Description
Filter By: ▼ --All-- ▼	Filter By	Allows you to select a specific friend or page.
▦ ▼	Type	Allows you to filter by type of the posts.
▼	Clear Filter	Clears all the filters selected on the posts.
↻	Refresh	Retrieves posts afresh from Facebook. It allows you to refresh the currently displayed posts or clear all posts and retrieve the top 15 posts.

The Command bar displays the following options:

Option	Name	Description
☐ Select	Select	Allows you to select/deselect all posts.
☰ Archive	Archive	Allows you to archive the selected posts.
☷ Web Pg.	Web Page	Allows you to create a web page with the selected posts.
☷⬇ Older	Older	Displays older posts.

Archiving Posts

You can archive selected posts and view them later.

To archive posts:
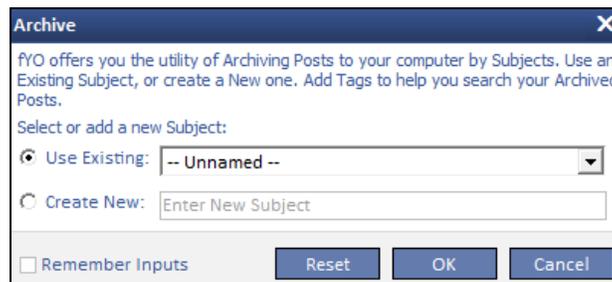
1. Select the individual posts to be archived.
   or

   On the Command bar, click [Select] and click **Select All Currently Displayed Posts.**

2. Click [Archive] to archive the selected posts. The **Archive** dialog box is displayed.

3. From the **Use Existing** list, select the subject under which the posts will be archived.
   or
   Select **Create New** and type the new subject name under which the posts will be archived.

4. Click **OK** to archive the posts
   .

Select the checkbox **Remember Inputs** to use the same subject while archiving posts the next time.

Click **Reset** to restore the default settings.

Filtering Posts

By default, all recent posts are displayed.

To filter the posts:

1. On the Access bar, click on **Filter by** and select one of these options:

   - **All**
   - **Friends**
   - **Pages**
   - **Lists**

2. If required, from the drop down list next to **Filter by**, select the friend / page.

3. Click to display the posts.

4. To filter posts by type, click and select one of these options:

   - **All**
   - **Videos**
   - **Photos**
   - **Links**
   - **Status Updates**

- When a filter is applied, the **Clear Filter** icon is displayed in red ( ).

- To clear all filters, click .

Creating a Web Page

You can create web pages from the selected posts. You can customize the web page by setting a header/footer, including your Facebook profile and friends/fan page profile.
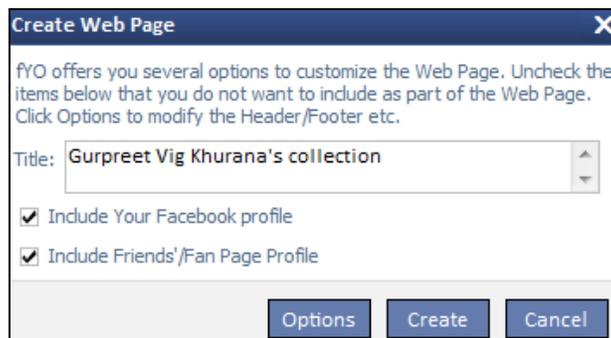
> A web page can be created from posts displayed under **News Feed**, **Archived Posts**, or **Search Results**

To create a web page:

1. Select the posts that need to be displayed on the webpage.

2. On the Command Bar, click . The **Create Web Page** dialog box appears. By default it displays your Facebook profile name.

3. If required, clear:

   a. **Include Your Faceboook profile**

   b. **Include Friend's/Fan Page Profile**

4. Click **Options**. The **Options** dialog box appears.

5. If required:

   a. Edit the **Header Info** and **Footer Info**.

   > By default the **Header Info Line1** displays your (**Facebook Profile Name)'s collection** and **Header Info Line2** displays the text "**This Page was created using fYO Posts Archiver**".
   >
   > The **Footer Info line** displays **www.fyoapp.com**.

   b. Change the font sizes of the two lines displayed in the header.

   c. Change the **Back Color** and **Fore Color** for the header and footer.

   d. Select the **Remember changes until I exit the program** checkbox.

6. Click **Back** to go back to the **Create Web Page** dialog box.

7. Click **Create**. The **Upload to Dropbox** dialog box may be displayed.

   > The **Upload to Dropbox** dialog box appears only when the **Share Web Page** checkbox is selected under the **Share** section in **Settings and More**.
   >
   > Refer to the section _Enabling Sharing via Dropbox_.

Upload to Dropbox

fYO will now Upload the relevant files to Dropbox. After the Uploading activity is done, do you want fYO to obtain a Link from Dropbox for you to Share it on (1) Facebook (2) Twitter (3) LinkedIn ? Click Yes to Upload and Share. Click No to Upload only to Dropbox. Click Cancel, to abort the Upload operation.

Yes   No   Cancel

- If you click **Yes**, the web page is uploaded to *Dropbox,* and a web link is generated which can be shared on Facebook, Twitter, LinkedIn, and Skype.
- If you click **No**, the web page is uploaded to *Dropbox*.
- If you click Cancel, the web page is not uploaded to *Dropbox*. A preview of the webpage is displayed.

Refer section on *Sharing Web Pages* on Social Networking Sites.

Viewing Archived Posts

You can view archived posts by the subjects, friends/pages, and lists.
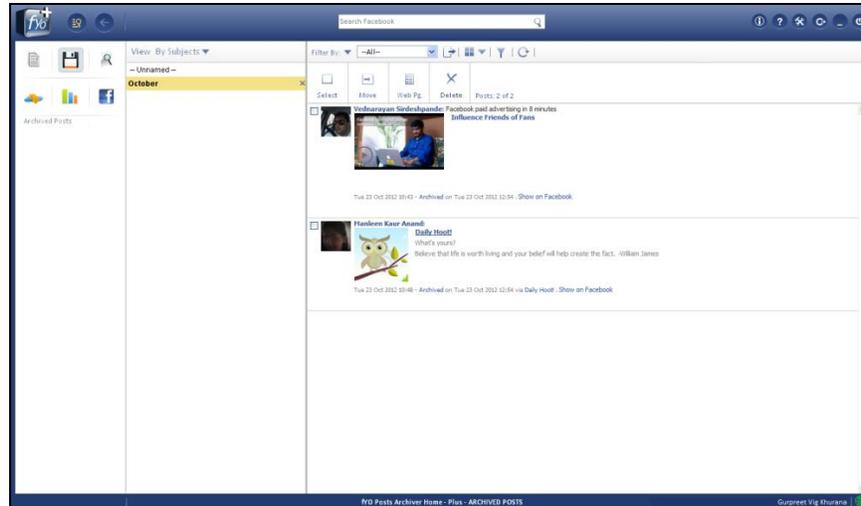
To view archived posts:

1. Click ![floppy disk icon] .

   Two panes are displayed. By default, the left pane displays the list of subjects.

2. To view other classifications of the archived posts, click the drop down menu next to **View**, and select one of the following options:

   - **By Subjects**
   - **By Friends/Pages**
   - **By Lists**
   - **All Posts**

3. Click the classification in the left pane to view posts within it in the right pane.
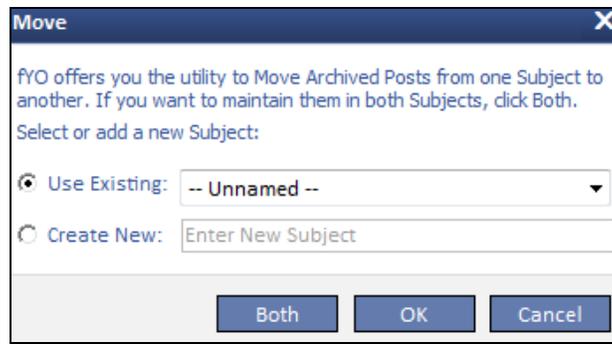
Moving Archived Posts

You can move archived posts from one subject to another.

To move archived posts:

1. Click 💾 .

2. Select the posts that need to be moved.

3. On the Command bar, click [➡ Move]. The **Move** dialog box appears

4. From the **Use Existing** list, select the subject under which the posts will be moved.
   or
   Select **Create New** and type the new subject name under which the posts will be moved.

5. Click **Both** to keep the posts in the existing and the new subject.
   or
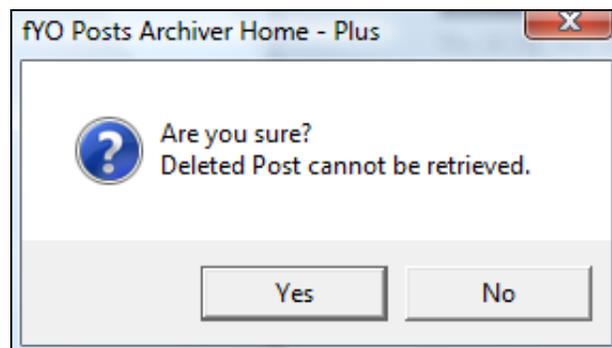   Click **OK** to keep the posts only in the new subject.

Deleting Archived Posts

To delete archived posts:

1. Click 💾.

2. Select the posts that need to be deleted.

3. On the Command bar, click ✕ Delete. The **Delete** dialog box appears
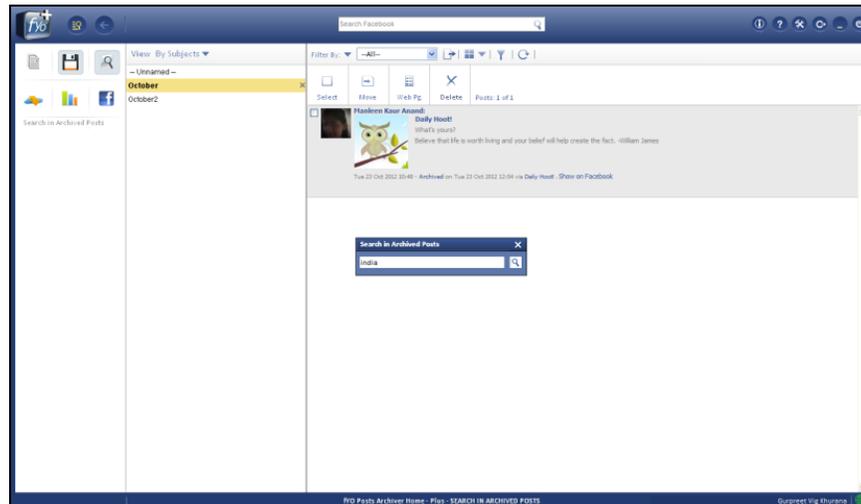

4. Click **Yes** to delete the selected posts.

📒 This feature deletes the selected posts from all the subjects that they have been listed under.

Searching Archived Posts

You can search within the archived posts.It displays a list of the posts that match the search criteria.

To search for archived posts:

1. Click . The **Search in Archived Posts** dialog box is displayed.

2. Type the search term.

3. Press **Enter**.
   or

   Click . The archived posts that match the search term are displayed.

Using the Name Cloud

This feature allows you to view the names of Facebook friends and pages whose posts you have archived. You can easily access archived posts by clicking the name of the Facebook friend or page displayed in the cloud.

To access the cloud:

1. Click ![icon].
   The **Cloud** dialog box displays the names of Facebook friends and pages whose posts you have archived. The font size of the names displayed depends upon the number of posts archived under the name. Thus, greater the number of posts, larger will be the font.


2. From the list **Filter**, select the alphabet to filter names by.

3. Click the name to view the archived posts from that friend or page.

4. Click **Close** to close the **Cloud** dialog box.

Viewing Details of the Archived Posts

You can view details such as number of archived posts and the disk space used.

To view details of the archived posts:

- Click [icon].
  The **Details** screen is displayed
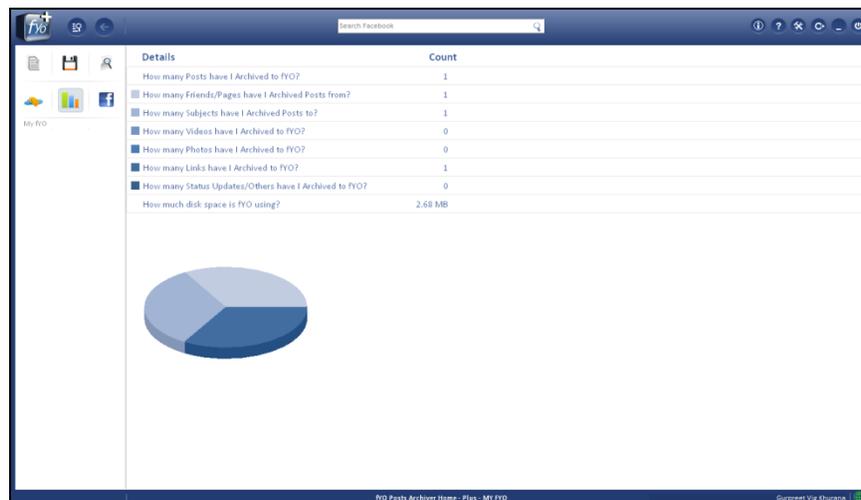
Updating Friends and Pages

By default, each time you start *fYO Posts Archiver™ Home– Plus*, it connects to Facebook and checks for the latest updates to your friends' list and the pages you've liked.

You can, however, choose to disable this option.

To disable the automatic update:

1. On the title bar, click [icon]. The **Settings and More** dialog box is displayed.

2. From the list on the left, click **Update**.
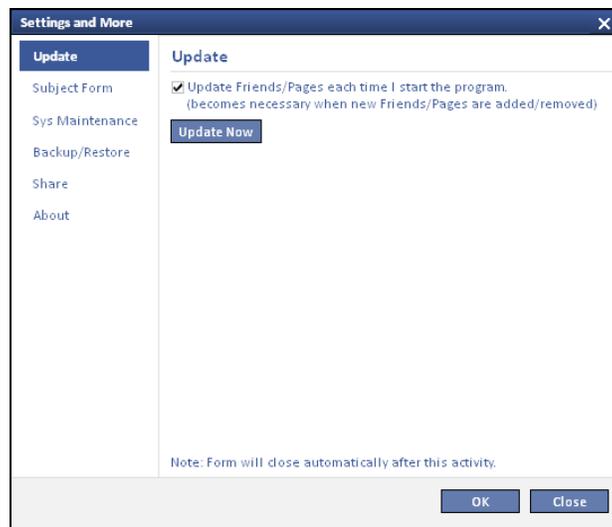
3. Clear the Update Friends/Pages each time I start the program checkbox.

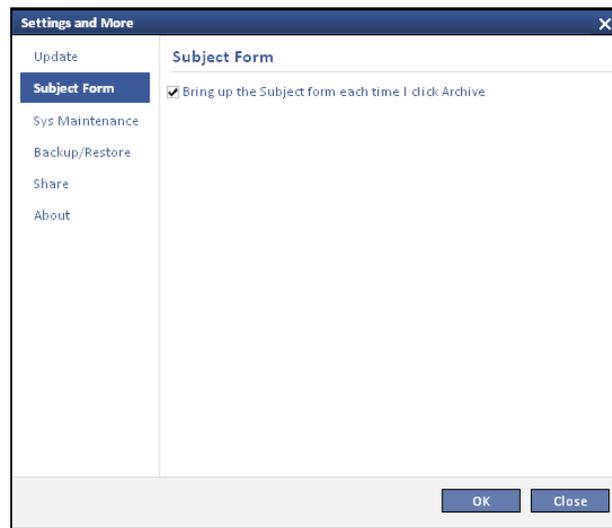4. Click **OK**.

Manually Updating Friends/Pages

You can manually update your friends' list and pages you've liked on Facebook by clicking **Update Now** in the **Update** section of the **Settings and More** dialog box.

Saving Posts Under the Default Subject

Every time you archive the posts, the **Archive** dialog box is displayed and you can specify the subject under which the post is to be archived.

To archive the posts under the default **Unnamed** classification:

1. On the title bar, click [icon]. The **Settings and More** dialog box is displayed.

2. From the list on the left, click **Subject Form**.

3. Clear the **Bring up the Subject form each time I click Archive** checkbox.
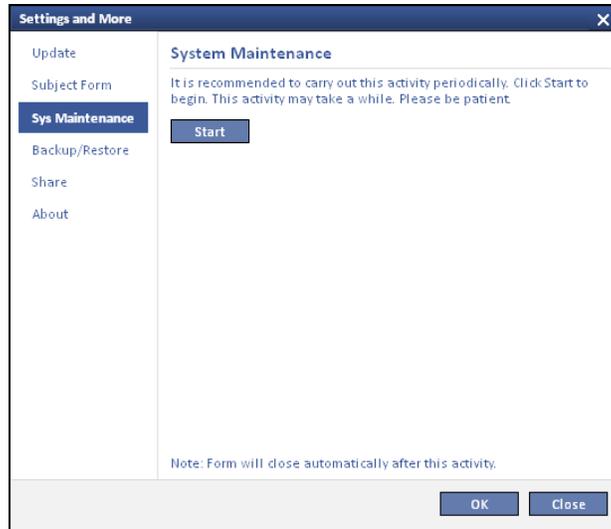
> When you uncheck this checkbox, the archived posts are saved under the subject **unnamed**.

4. Click **OK** to close the **Settings and More** dialog box.

Initiating System Maintenance

To initiate system maintenance:

1. On the title bar, click ![tools icon]. The **Settings and More** dialog box is displayed.

2. From the list on the left, click **Sys Maintenance**.

3. Click **Start**. The required clean up and checks take place and the **Settings and More** dialog box is closed.

Backing Up Archived Posts

You can back up the archived posts and your *fYO Posts Archiver™ Home – Plus* settings to the local drive.

To initiate a backup:

1. On the title bar, click . The **Settings and More** dialog box is displayed.

2. From the list on the left, click **Backup/Restore**.
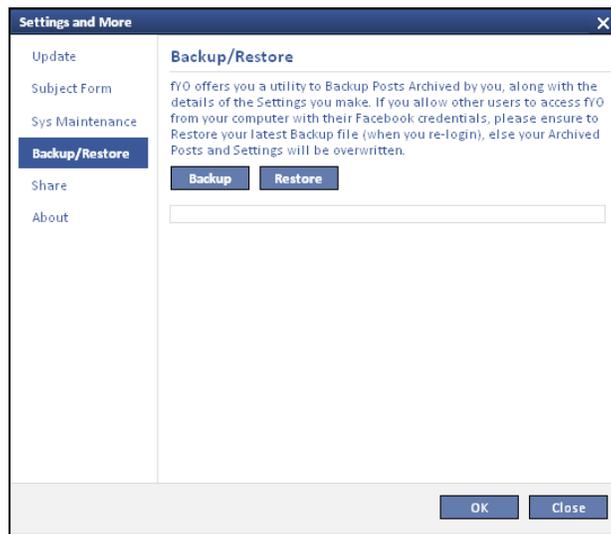
3. Click **Backup** to store the archived posts to the local drive. The **Backup** dialog box with a default name for the backup file is displayed.

   > The default name is of the format **fYO-Date-Time.zip**.

4. Change the backup file name and location, if required.

5. Click **Save**.

Restoring Archived Posts

You can restore archived posts and application settings from the backup file saved on the local drive, as and when required.

To initiate a restore:

1. On the title bar, click . The **Settings and More** dialog box is displayed.

2. From the list on the left, click **Backup/Restore**.
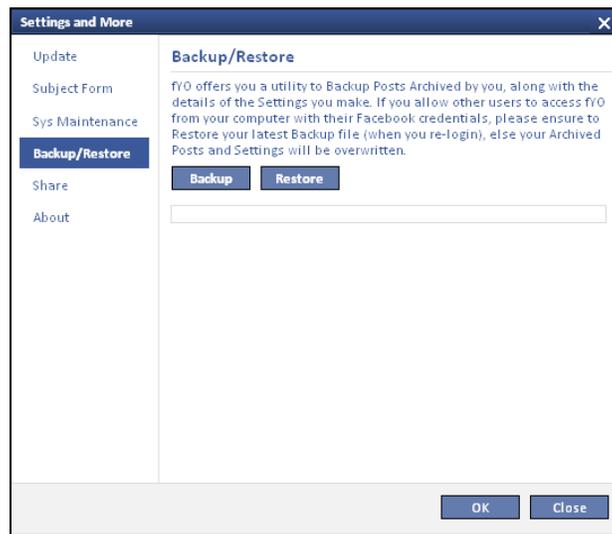
3. Click **Restore**. The confirmation dialog box is displayed.

4. Click **Yes**. The **Restore** dialog box is displayed.

5. Locate and select the backup file to be restored.

6. Click **Open**. The archived posts and application settings are restored and *fYO Posts Archiver™ Home – Plus* exits.

7. Restart *fYO Posts Archiver™ Home – Plus* to view the restored archived posts and settings.

Sharing Web Pages on Social Networking Sites

To use this feature, you must install *Dropbox* on your computer. Refer to the section *Installing Dropbox*.

The *web page* created using **fYO Archiver™ Home – Plus** can be shared on Facebook, Twitter, LinkedIn, and Skype via *Dropbox*.

Dropbox is a file hosting service that allows you to upload and share your documents, photos, and videos with others. **fYO Archiver™ Home – Plus** is seamlessly integrated with *Dropbox*. *Dropbox* helps you to create a web link that can be shared easily on Facebook, Twitter, LinkedIn, and Skype.

When you choose to utilize this feature, **fYO Archiver™ Home – Plus** will:

- Upload the *web page* to your *Dropbox* account in the **Apps\fYO Posts Archiver Home** folder.
- Retrieve a web link to this file.
- Display a **Share** window that will let you share the web link on Facebook, LinkedIn, Twitter, and Skype.

- To share files, you must have an account on Facebook, LinkedIn, Twitter, and Skype.
- Do note that you are governed by the terms and conditions of *Dropbox* as well as those of the social networking sites on which you share the web link.

Installing Dropbox

To install *Dropbox*:

1. Access www.dropbox.com.

2. On the home page, click **Download Dropbox**.

3. Save the *.exe* file on your computer.

4. Run the *.exe* file. *Dropbox* will be installed on your computer.

When installing *Dropbox*, you will be asked to create an account on it. Enter the required details and your account will be created.
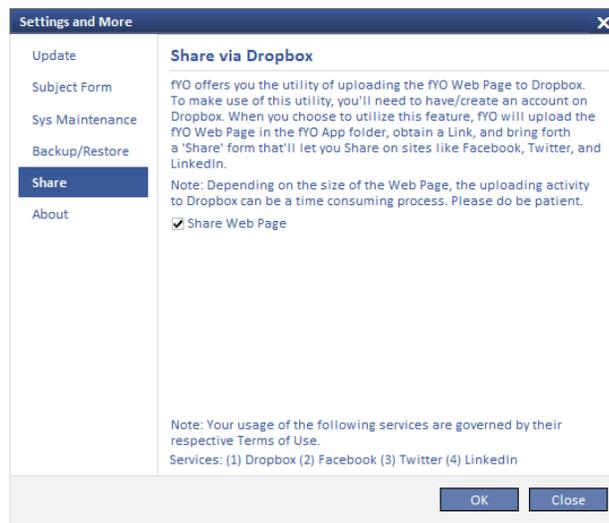
Enabling Sharing via Dropbox

To share web page files via *Dropbox*, ensure that you have created an account on *Dropbox*.

To enable sharing of web page files via *Dropbox*:

1. On the title bar, click [icon]. The **Settings and More** dialog box is displayed.

2. From the list on the left, click **Share**.

3. Select the **Share Web Page** checkbox.

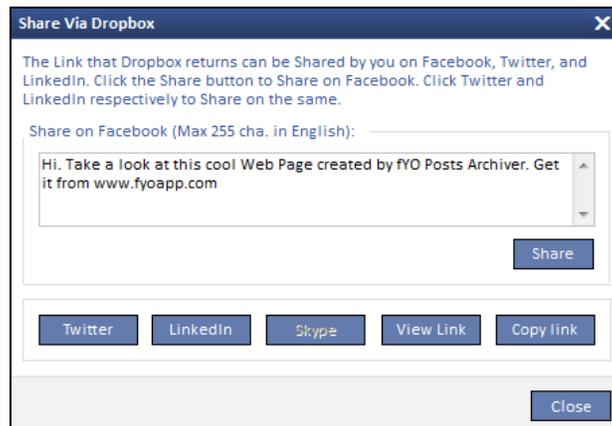4. Click **OK**.

Sharing via Dropbox

When sharing is enabled, each time you create a web page, you will be prompted to share it on *Dropbox* via the **Upload to Dropbox** dialog box.

- If you click **Yes**, the web page is uploaded to *Dropbox* and a **Share Via Dropbox** dialog box is displayed.
- If you click **No**, the *web page* is uploaded to *Dropbox*.
- If you click **Cancel**, *web page* is displayed on screen and is not uploaded to *Dropbox*.

Sharing on Facebook

The **Share Via Dropbox** dialog box displays the message that will be displayed on the Facebook timeline along with the web link.

1. If required, edit the default message displayed in the **Share Via Dropbox** dialog box.

2. Click **Share** to publish web link to your Facebook timeline.

Sharing on Twitter

When you click on **Twitter** in the **Share Via Dropbox** dialog box, you are redirected to the **Twitter** website.

A tweet with a web link to the *Dropbox* location of the *web page* and a default message is created for you.

1. Edit the tweet text.

2. Click **Tweet**.

Sharing on LinkedIn

When you click on **LinkedIn** in the **Share Via Dropbox** dialog box, you are redirected to the **LinkedIn** website. A status update with a web link to the *Dropbox* location of the *web page* and a default status message is created for you.
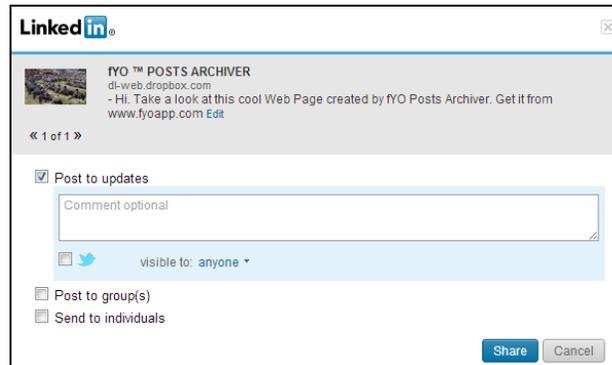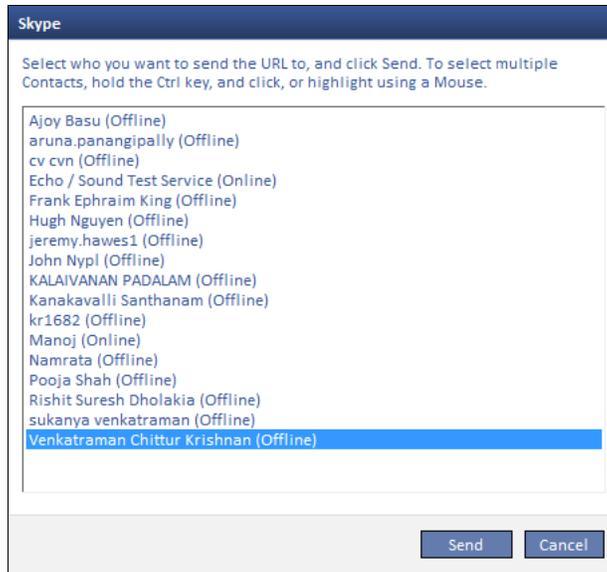

1. If required, click **Edit** to edit the default status message.

2. If required, add a comment.

3. Click **Share**.

Sharing on Skype

To share the web link with your **Skype** contacts, you need to allow *fYO Posts Archiver™ Home - Plus* to access your **Skype** account.

When you click on **Skype** in the **Share Via Dropbox** dialog box, the **Skype** dialog box is displayed.

Skype

Select who you want to send the URL to, and click Send. To select multiple Contacts, hold the Ctrl key, and click, or highlight using a Mouse.

Ajoy Basu (Offline)
aruna.panangipally (Offline)
cv cvn (Offline)
Echo / Sound Test Service (Online)
Frank Ephraim King (Offline)
Hugh Nguyen (Offline)
jeremy.hawes1 (Offline)
John Nypl (Offline)
KALAIVANAN PADALAM (Offline)
Kanakavalli Santhanam (Offline)
kr1682 (Offline)
Manoj (Online)
Namrata (Offline)
Pooja Shah (Offline)
Rishit Suresh Dholakia (Offline)
sukanya venkatraman (Offline)
Venkatraman Chittur Krishnan (Offline)

Send   Cancel

1. Keep **Ctrl** pressed and select the contacts to whom the web link is to be sent.

2. Click **Send**.
The web link is sent to the selected contacts.

View Link

When you click on **View Link** in the **Share Via Dropbox** dialog box, the *Dropbox* link to the *web page* is opened in your default browser.

Copy Link

When you click on **Copy Link** in the **Share Via Dropbox** dialog box, the *Dropbox* link to the *web page* is copied for further use.