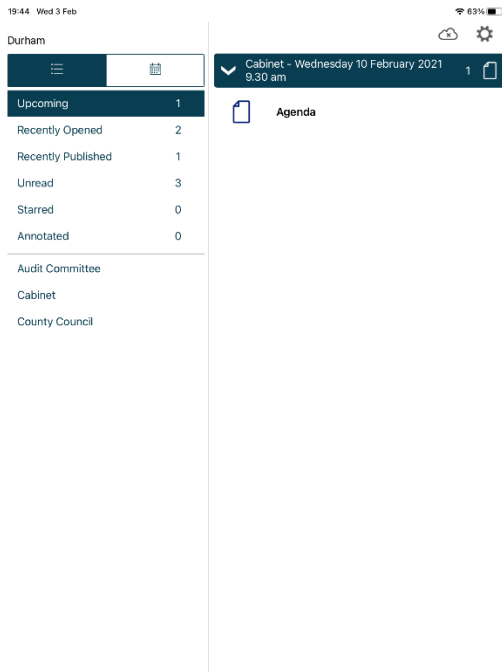
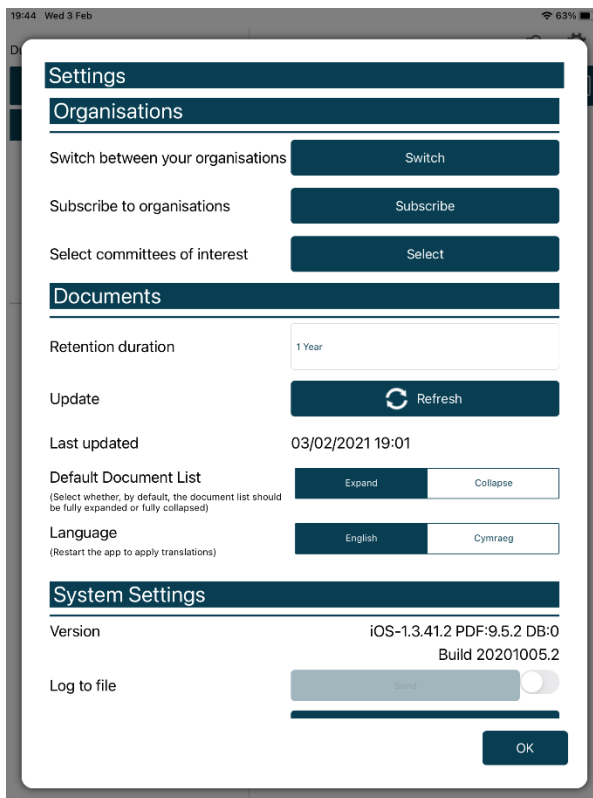


Registering the App - iOS

1. Open App Store and write modern.gov in the search. The option to 'Get' the Modern.Gov App should appear and can be installed on your device.
2. The landing page of the app will open and in the upper right corner there will be a cog icon. Tap the cog icon and the Settings screen will open.

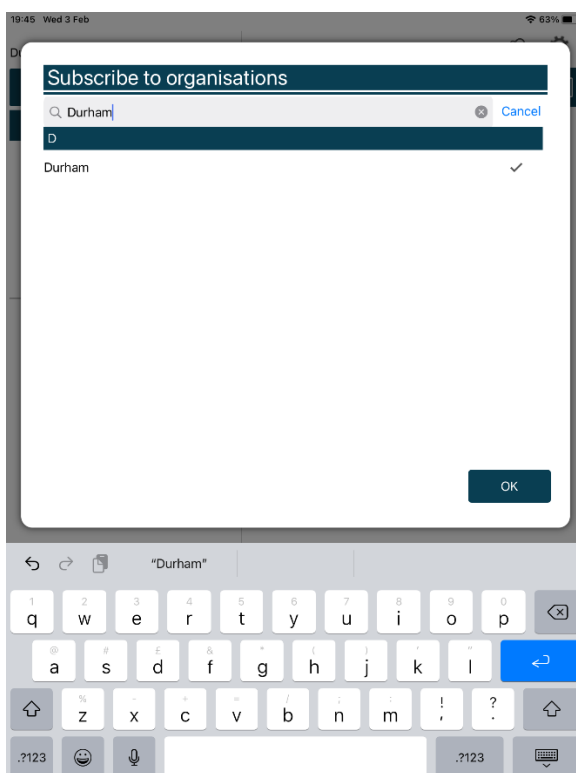


3. In the settings screen, click on the Retention period and select the length of time the documents should remain available on the app. This will only apply for documents going forward.

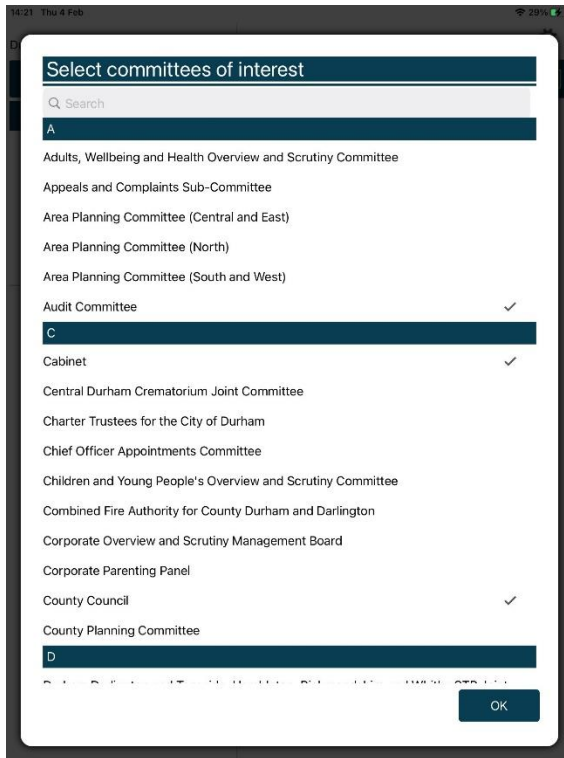


N.B. there is a way to reserve specific agendas for a longer period of time, therefore the retention duration does not need to be very long.

4. Click on the Subscribe to organisations and in the search field type in the name of the organisation. If you are accessing the restricted app select the “name of the organisation private” option as this will give access to both public and private papers.

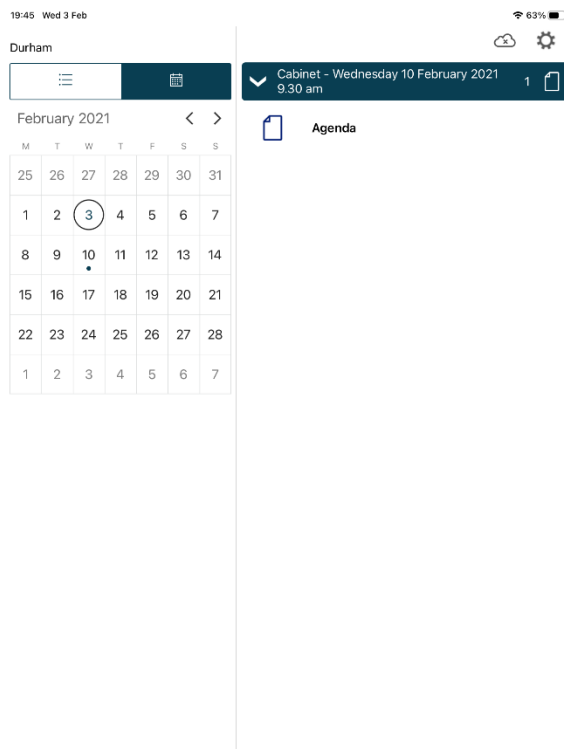


- When the organisation has been selected, the committees for the organisation will appear. Select the Committees to have access to and click OK.

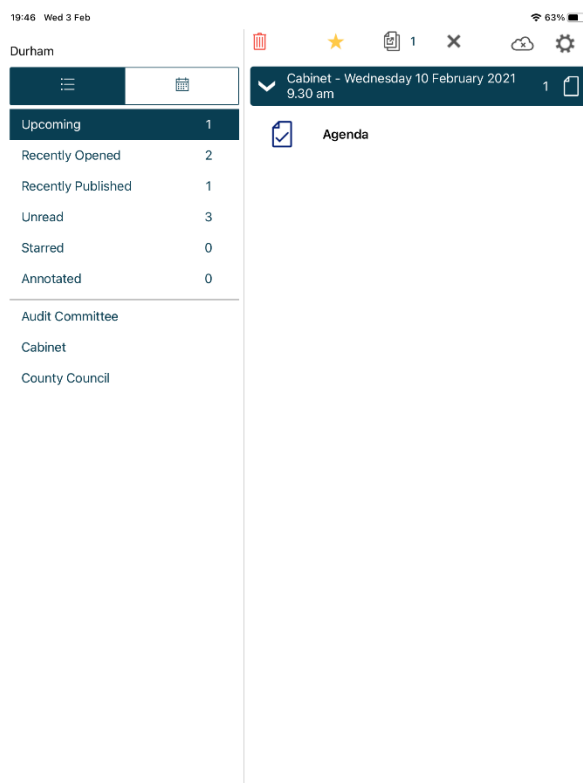


- The landing page can be viewed in two different layouts:

Calendar view – which will highlight dates where a meeting for one of the selected committees has been published. The agenda will display to the right of the calendar.



Document View – provides different ways of viewing the documents for the selected committees.



7. Document view and calendar view details:

Toggle between document view and calendar view by clicking on the icon **Upcoming meetings** - with or without documents (there will be some overlap with results from Recently published documents).

Recently opened documents - (10 most recent meeting documents and 10 most recent Library items).

Recently published – documents (there will be some overlap with results from Upcoming meetings).

Unread - documents (there will be some overlap with results from Upcoming meetings).

Starred – documents you have marked as important to you appear in this list automatically (including Library items)

Annotated – documents you have annotated appear in this list automatically (including Library items)

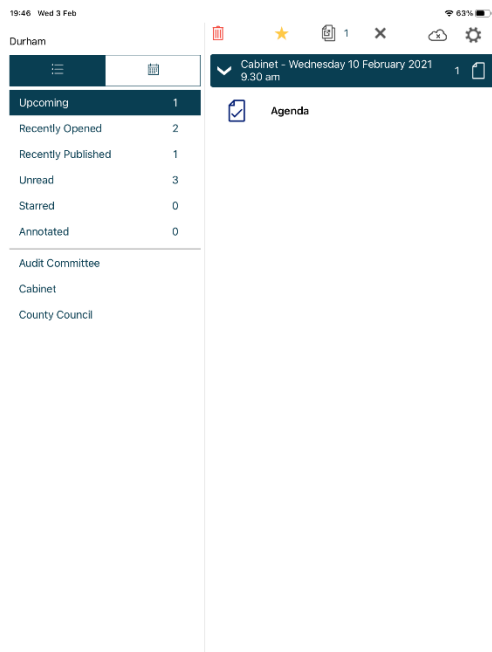
Library of other (non-meeting) documents published by the organisation.

(this is set up as a Committee and then appears in the list of ‘committees’.
See the web library manual for details on how to set this up.)

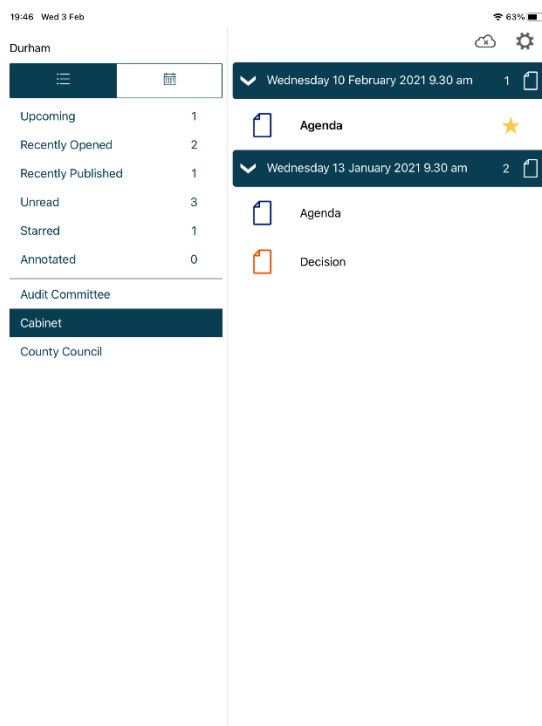
Subscribed committees will be listed alphabetically. Tap a committee name to see the documents only for that body.

8. Select the Committee and the relevant meetings will be displayed on the right hand side of the screen. To view the documents, click the paper icon to the left of either the Agenda, Decisions, Minutes. A tick will appear inside the paper

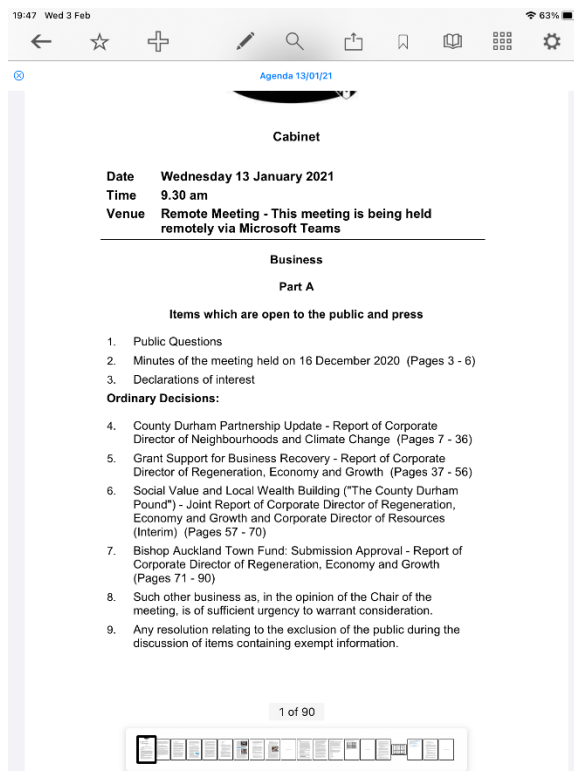
icon. Above the meeting documents icons will appear. The red trashcan will delete the document, the Gold star will allow the document to kept outside of the retention period, sheets of paper with a number to the right indicating the number of documents to be opened. The x will cancel the selection of the documents to be opened.



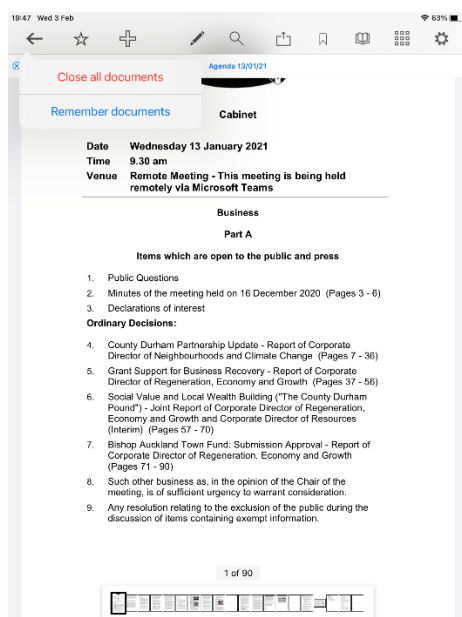
- If a document had been starred then a gold star will appear to the right of the document.



- The document(s) will open and be displayed as follows:

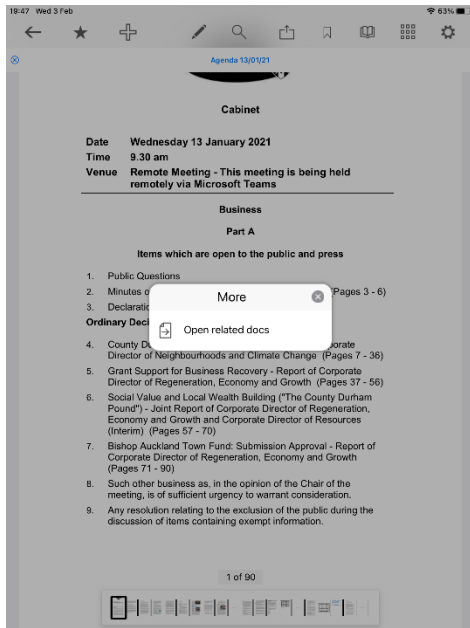


- The navigation toolbar is visible at the top of the page and at the bottom of the page are the miniature versions of the agenda pages. Slide the cursor along the pages and the relevant page will be displayed.
- The **arrow pointing to the left** close all documents will close all documents which are open and return to the main screen or Remember all documents which will remember where you are within the documents the next time you go into the document viewer.

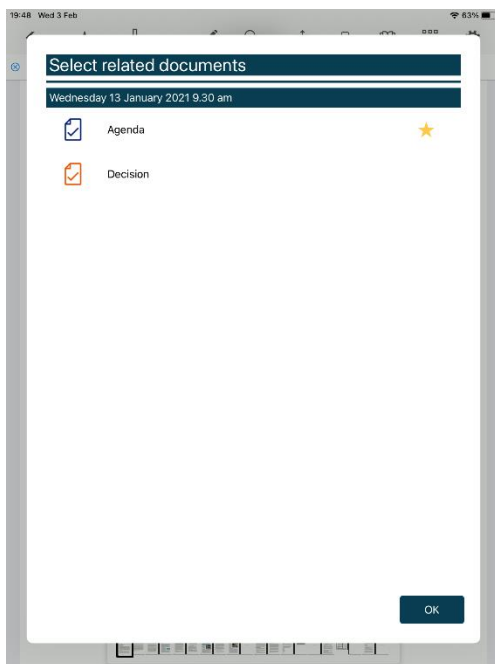


- Star** the document becomes starred and can be assessed under the Starred menu on the main page.

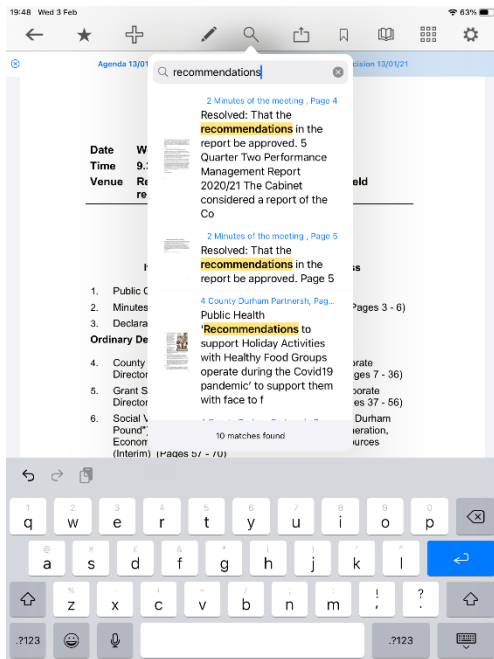
14. **Plus** select related documents for this meeting. Tap to tick any additional documents to be opened and tap OK. The extra documents will appear as tabs at the top of the page.



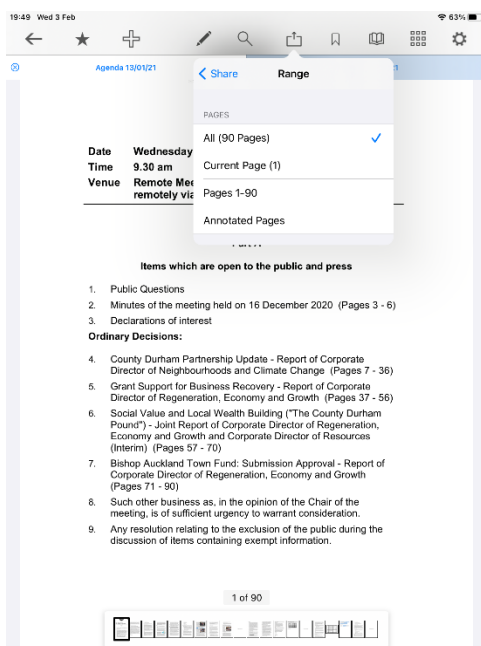
The above icon will appear, click the paper with arrow and all related documents will be listed on the screen. Tick the additional documents and click OK.



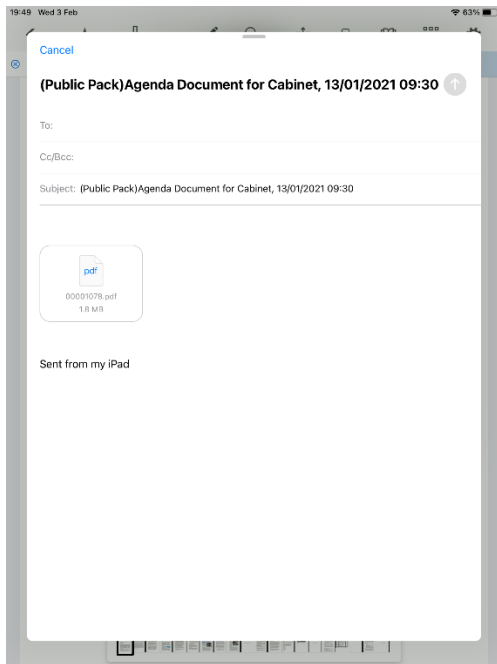
15. Pen brings up the Annotations toolbar.
16. Magnifying glass



17. Share allows for documents to be shared with other individuals provided the document does not include any restricted documents.

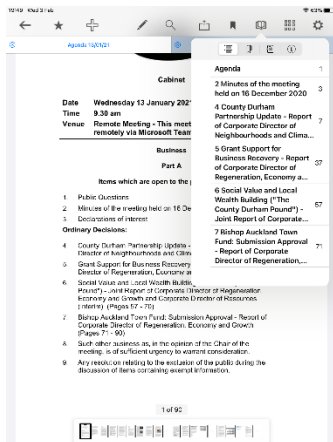


Once the decision is made about whether a single page or multiple pages will be, the system will open an email and attach the relevant pages.

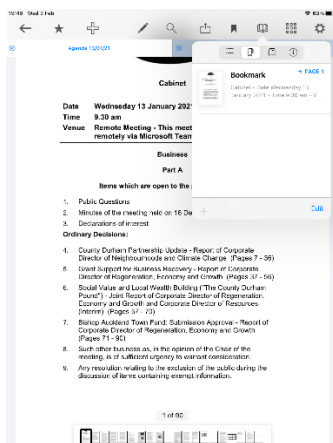


- 18. Bookmark will mark the page so that it can be viewed later.
- 19. Open book contains 4 different levels of information regarding the document:

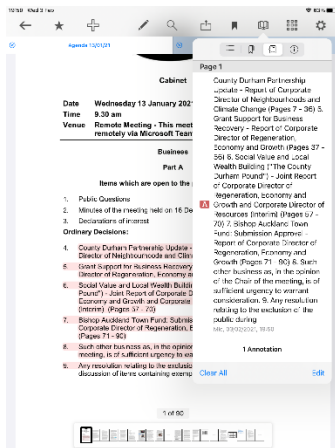
First is the list of reports and appendices within the document:



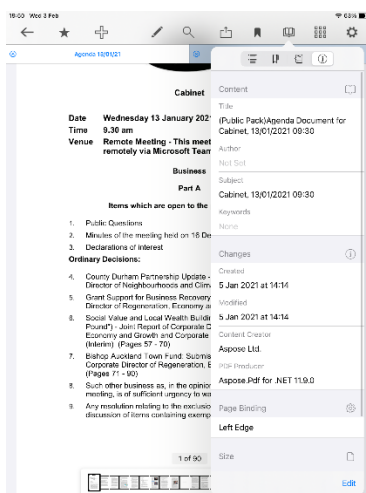
Second is the list of bookmarks you've added



Third is the list of annotations which are contained within the document

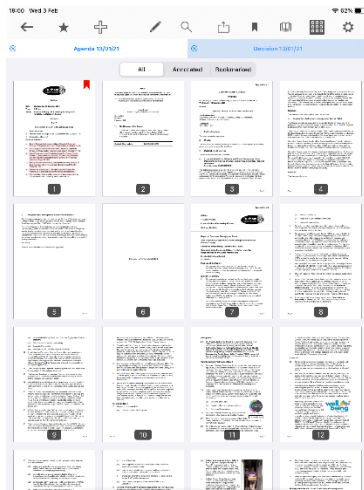


Fourth is the information page which provides information about the document

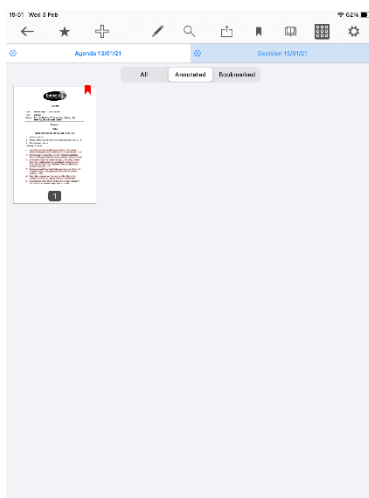


20. **Grid** there are three different levels of documents that can be looked at from this tab.

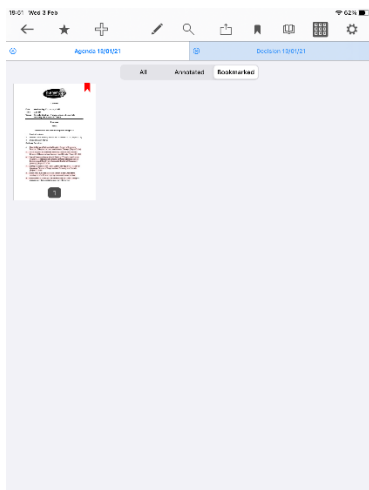
First – all document pages



Second – all annotated pages only

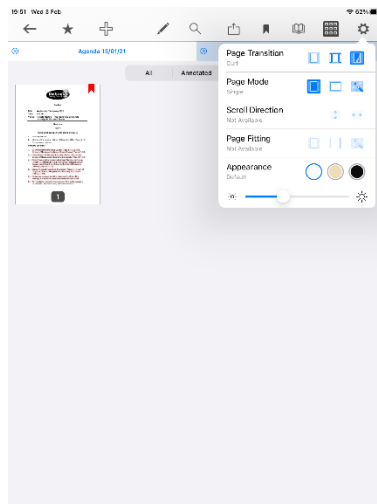


Third – pages bookmarked by you only

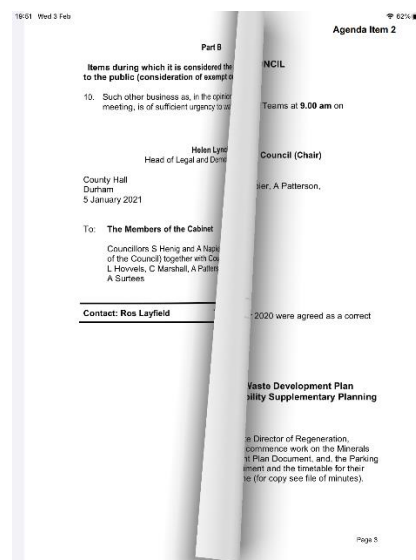
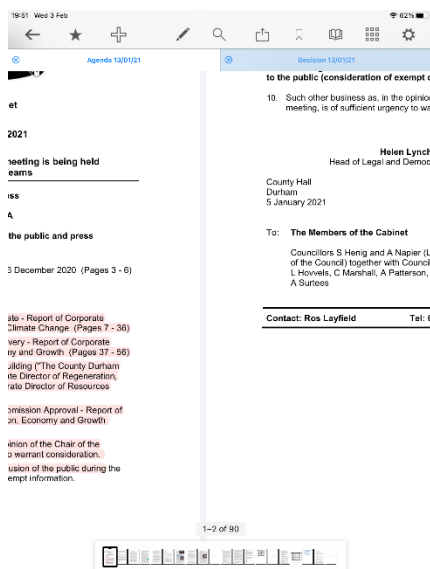


To access a page within the grid simply tap the page it will open.

21. The cog in the right hand corner has a different function when you are within the document. It allows you to determine how your documents will move and be displayed on the iOS device.

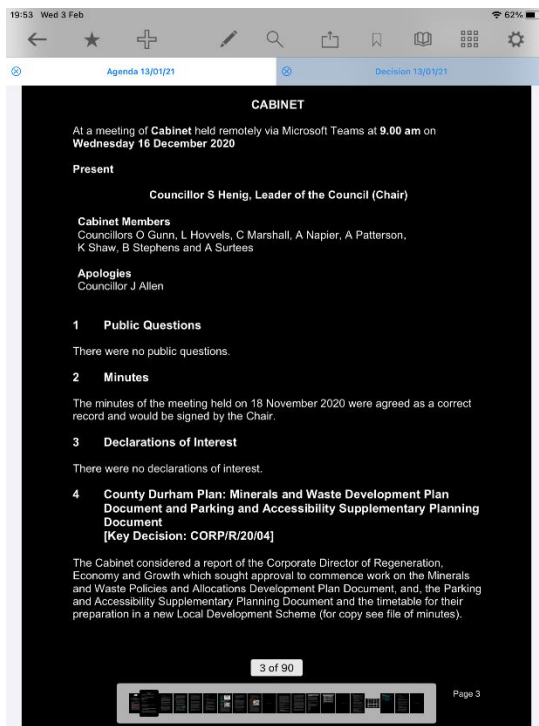


The page transition provides the option for the pages changing as a single page, or continuous layout or the page curl.



Page mode provides the option for single page display or two page display.

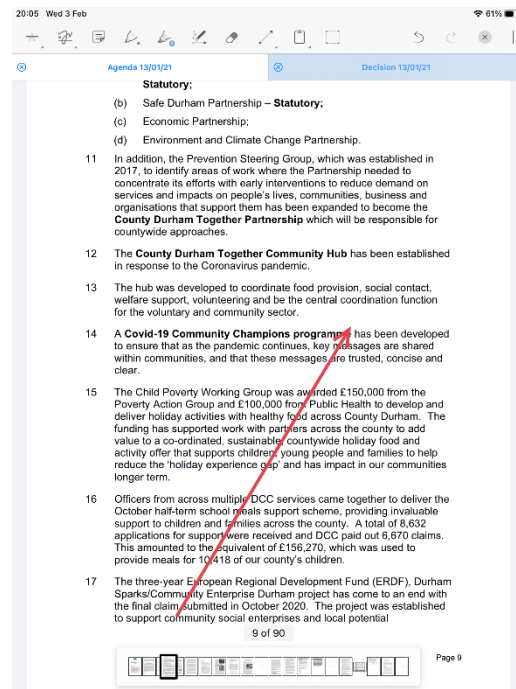
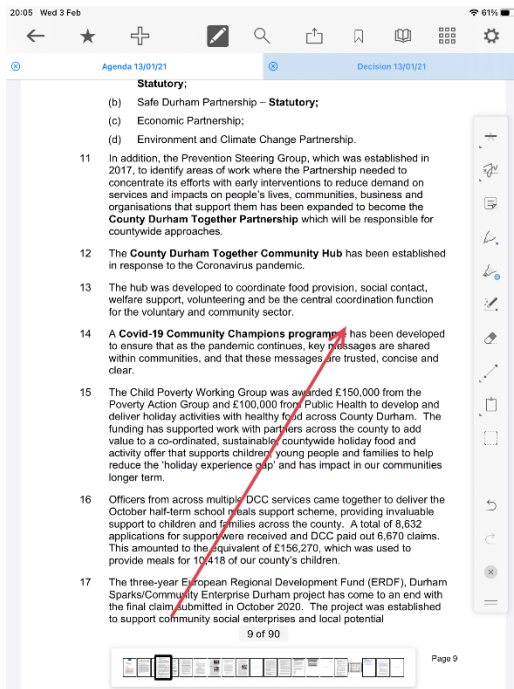
The appearance provides for the selection of a white background, a sepia background or a black background with white text.



22. When you tap the pen, the annotations toolbar will appear. **Icons on the toolbar are in a slightly different order depending upon whether you are holding your tablet in Portrait or Landscape.**

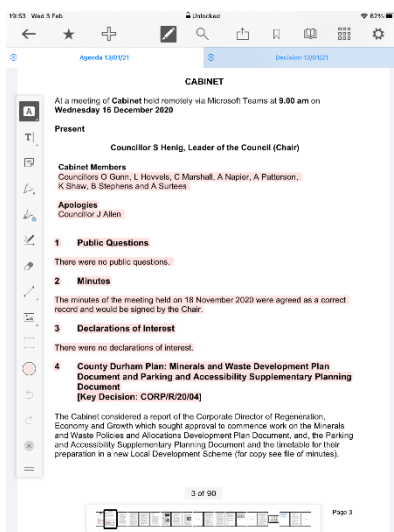
Before going through the icons in the Annotations toolbar, please note that some of the icons can expand to display several options by pressing and holding the icon to allow its sub-menu to expand.

23. The annotations toolbar can be moved around by pressing and holding the two lines at the bottom, then dragging it to where you want it to go. It can even be moved to the top of the page to replace the main toolbar. X will close the annotations toolbar and, if it's at the top of the page, the main toolbar will reappear.

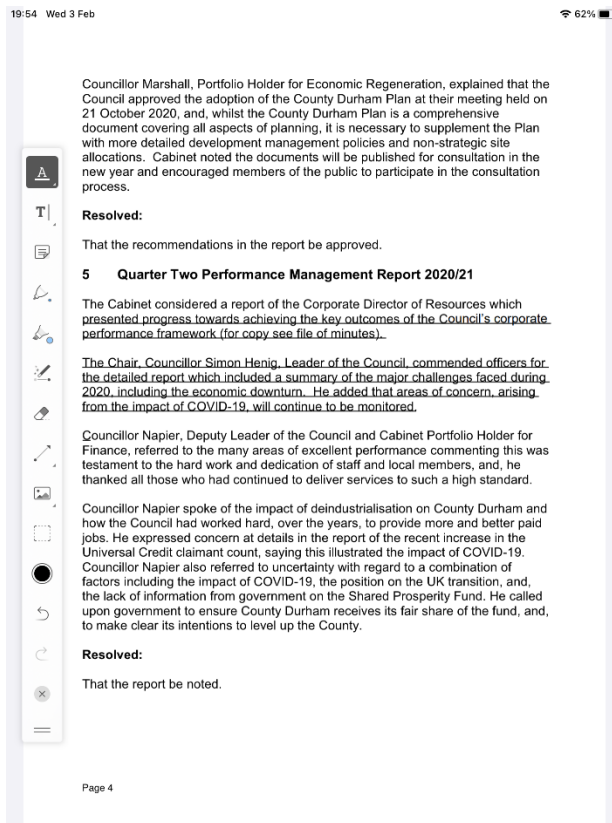


24. Mark-up text tool Press and hold the icon to expand the options

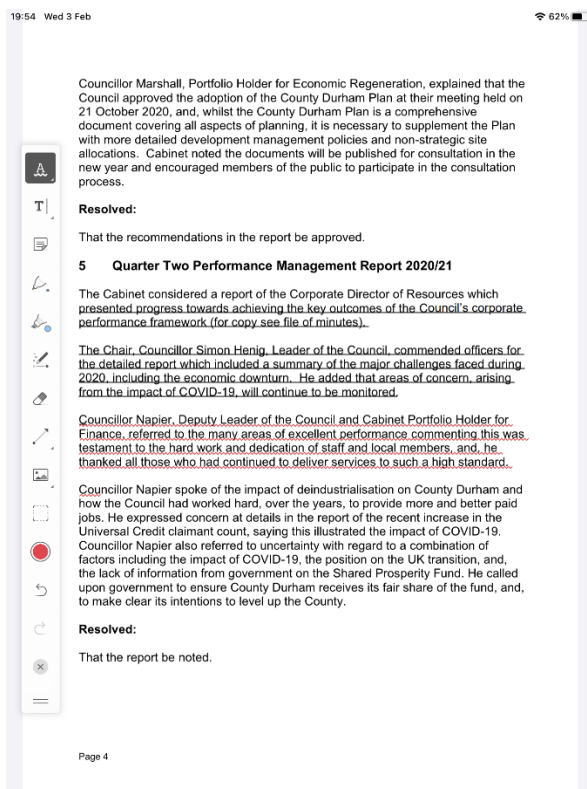
A with black background (it reverses when being used) is a text highlighter, drag your finger across the area to be highlighted. Lift your finger and the highlight will appear.



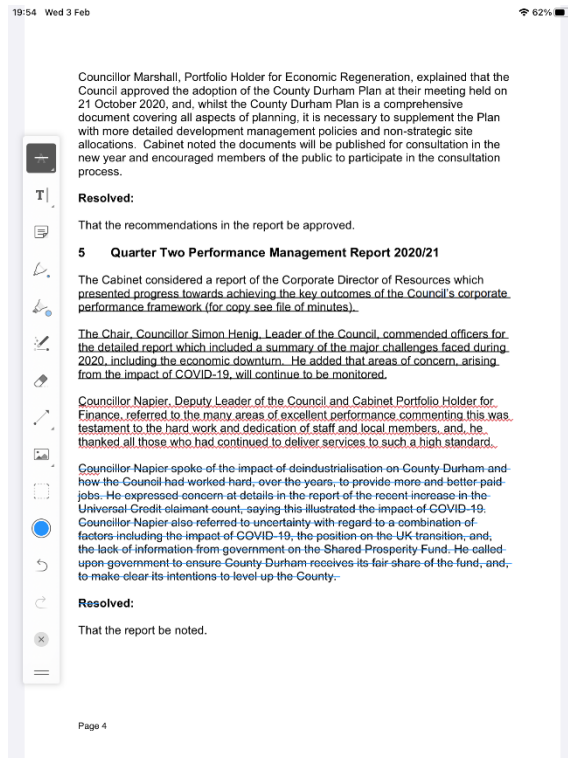
A is the underline with a solid line, drag your finger across the area to be underlined. Lift your finger and the underline will appear.



A with a wavy line is another underlining tool, this time with a wavy line instead of a straight line, drag your finger across the area to be underlined. Lift your finger and the underline will appear.

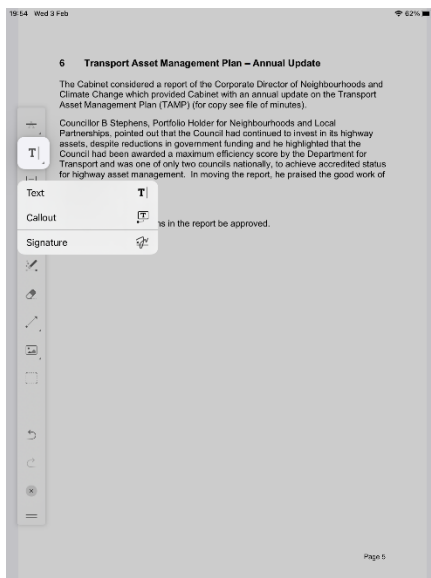


A with a line through it is the strikethrough-text tool to cross out text, drag your finger across the area to be struck through and lift your finger and the strike through will appear on the text.

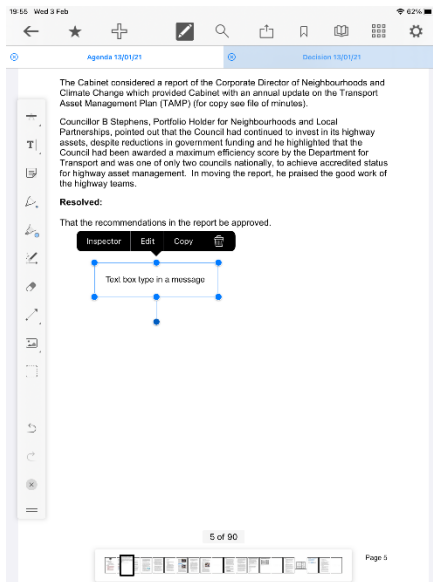


Once you tap the annotated text, options appear on the toolbar, allowing you to choose colours, annotation type, opacity (how transparent the annotation is), adding typed text, and copying or deleting the annotation. To discontinue using the annotation simply tap the icon again.

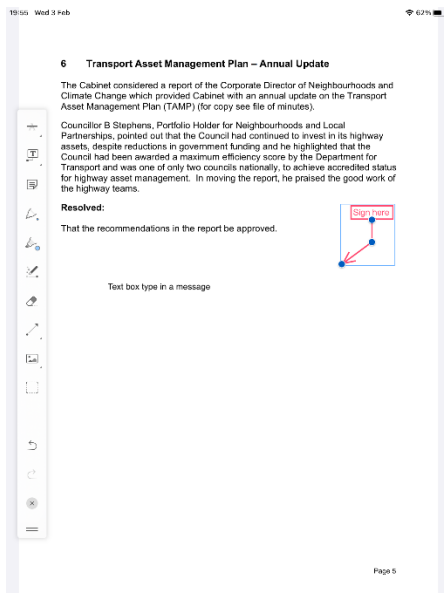
25. Insert text and comments tool



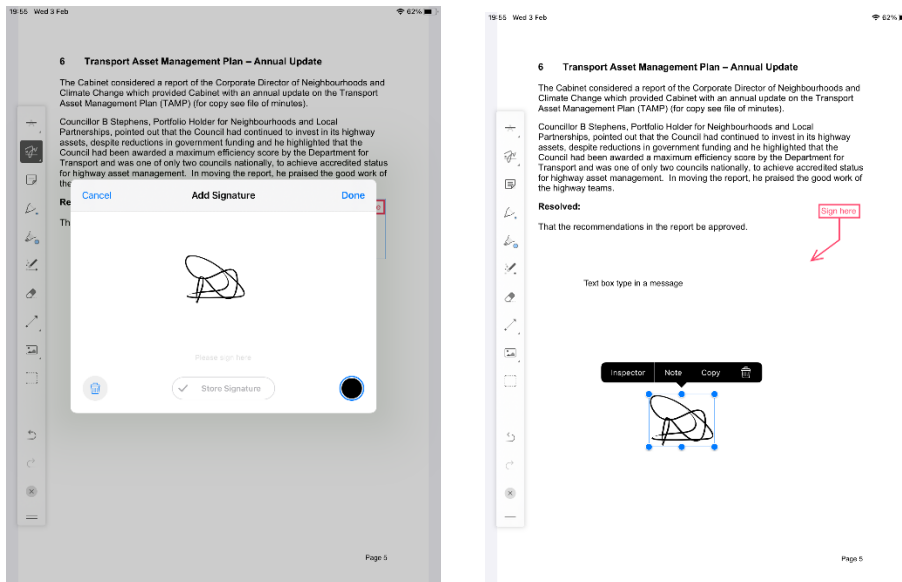
T| will create a text box. Tap anywhere on the document and start typing to add a comment. This will remain visible.



Text box with an arrow creates a call-out text box: add a typed message with an arrow pointing to a specific place in the document.



Signature allows you to draw and save your electronic signature and insert it into a document.

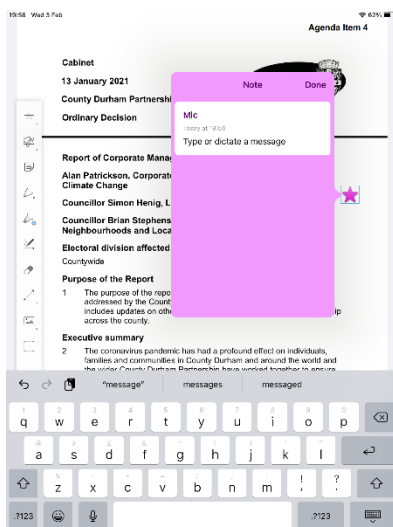


If you have added a typed annotation, tap it and a new menu will appear. As with the Mark-Up Text Tool, this menu brings up colour preference options, opacity, and more.

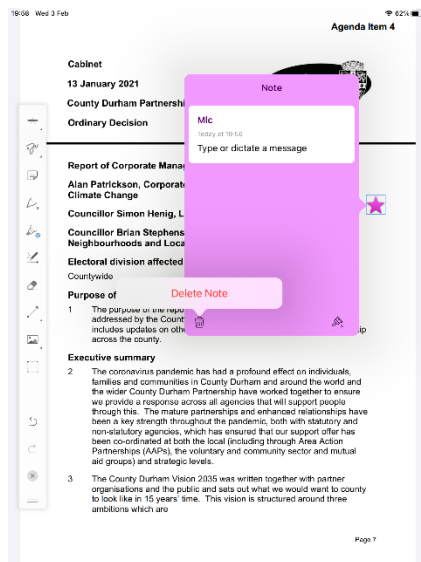
Edit allows typed text to be altered (this is not available for the signature). A note option allows a separate message to be added about the annotation, and lastly there is a bin to delete the annotation.

To discontinue using the tool simply tap the icon again. Any text you add using this tool is searchable from the Document Viewer toolbar.

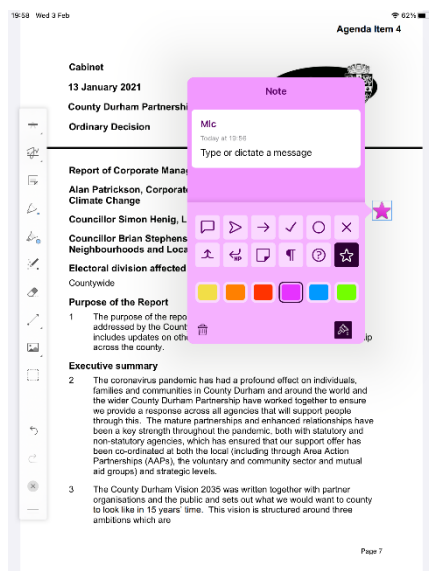
- 26. **Sticky note** Press the sticky note icon and tap the location within the document where it is to appear. Type a message or, if the dictation is enabled on your device, dictate a message. When finished, click Done.



A bin will appear in the lower left corner which if pressed will ask you to confirm if the sticky note is to be deleted.



On the lower right hand corner is a paint brush. This opens a new screen which allows:

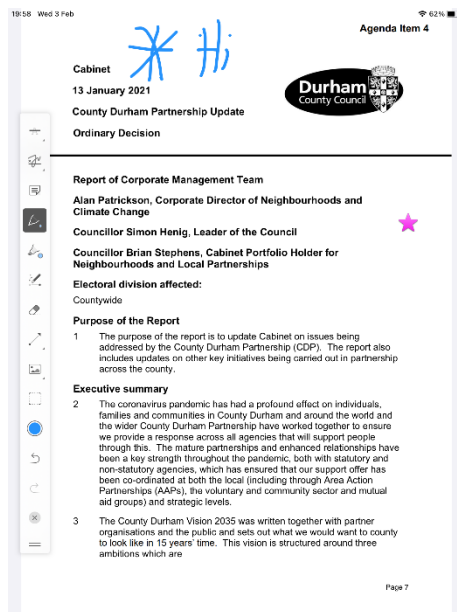


Changing the colour of the sticky note by touching the colour option. Different icon choices for this sticky note to help with identifying different types of messages.

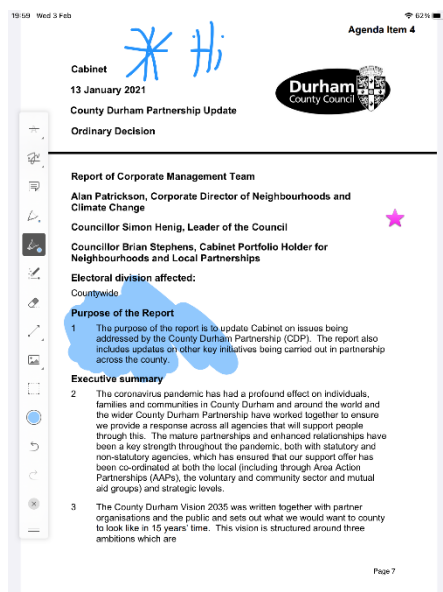
To close the sticky note, tap elsewhere on the document. To re-open it to read, edit or delete it, simply tap its icon.

Any text you add using this tool is searchable from the Document Viewer toolbar.

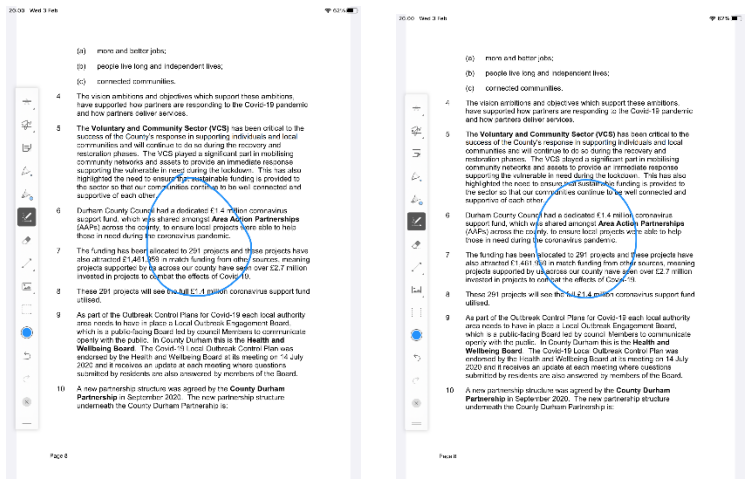
27. **Scribble Pen** Tap the icon and then, using your finger or a stylus, make a drawing, scribble or note on the page of the document. Tap the icon again and the pen will be turned off. If the annotated drawing is then tapped, the now-familiar menu appears offering the Inspector, Note, copy and bin options.



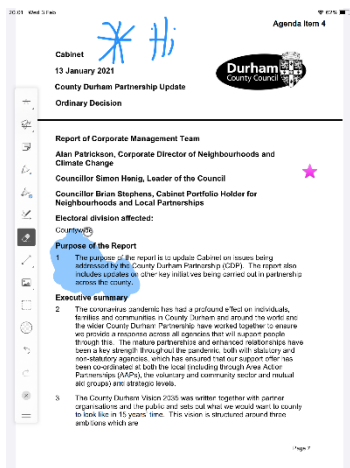
28. **Scribble Highlighter** Tap the icon and then, using your finger or a stylus, highlight the text or section of the document. Unlike the Mark-Up Text Tool's highlighter, this highlighter does not snap to the typed text – it is all freehand. Tap the icon again and the highlighter will be turned off. If the highlighting annotation is then tapped, up comes the menu offering the Inspector, Note, copy and bin options.



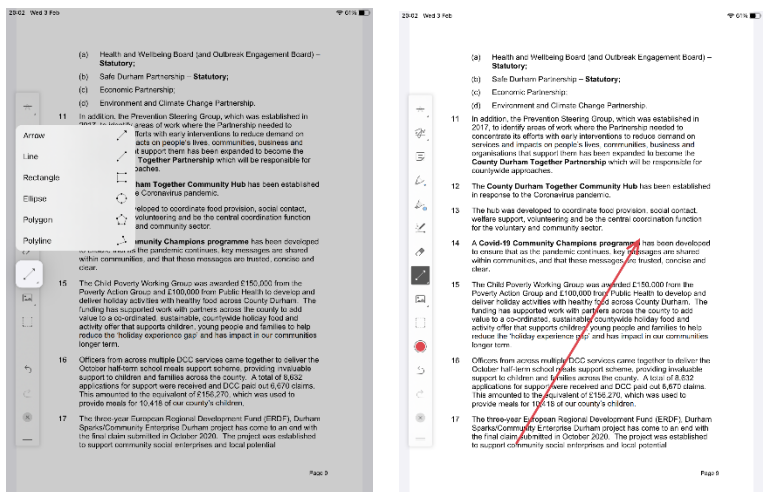
29. **Smart Draw** This tidies up freehand drawing, making lines straight and circles round. Tap and drag on the document to draw a shape, and then lift your finger, the shape will be tidied up automatically. Tap the icon again to turn off this feature. If the shape is then tapped, you'll see the options menu.



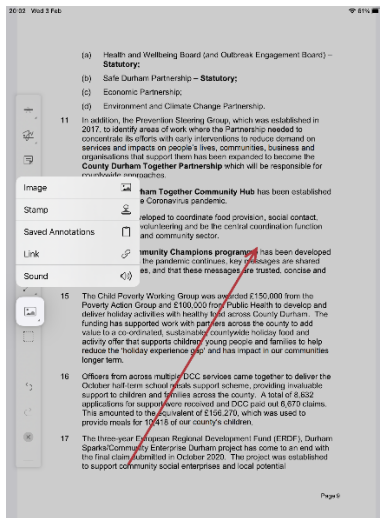
30. **Erase annotation** Tap the icon to open the eraser tool. Press and drag it across the annotation to be removed. Once completed tap the icon again to turn the eraser tool off.



31. **Shapes** Press and hold the icon and it will expand and offer an arrow, straight line, square, circle/oval, pentagon or jointed line segment. Then tap and drag your fingertip anywhere on the document to draw your shape. Tap the icon again to turn the feature off. Tap the annotation to select further options from the menu.



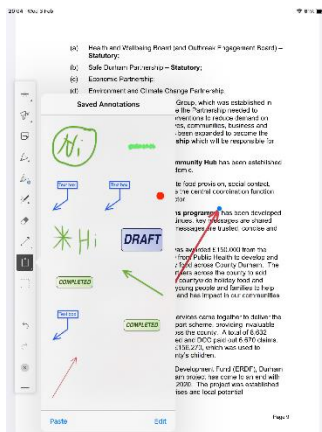
32. **Insert Objects tool** Press and hold the icon of the picture and it will expand to offer a stamp, clipboard and speaker.



Picture – will allow a picture to be added to the document (the app will ask you to give it permission to access your photos before you can proceed)

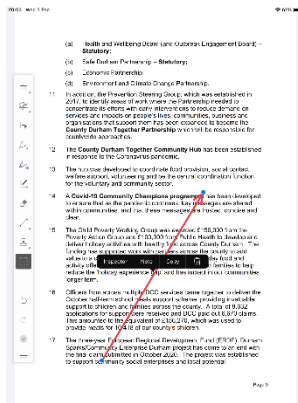
Stamp will allow wording to be added to the document such as Draft, Sign Here, and any custom-made stamps you want to create.

Clipboard will display annotations copied by using the Inspector menu; you can then tap on them to paste them elsewhere in the document



Speaker allows for a voice recording to be made (you will need to agree to give the app permission to use your microphone first).

33. **Select tool** Select this and then tap on an annotation created earlier. You will then be able to review various options for colour, line thickness, opacity and more, to edit the annotation, to copy it to the Clipboard (in the Insert Objects menu) or to delete it.



34. **Stylus Tool** If you have a Bluetooth-enabled stylus, you will see an additional icon here which will allow you to access certain features specific to your stylus, or to change to a different stylus if you have more than one connected.

Undo previous action use the arrow curved to the left to undo an action.

Redo previous action use the arrow to the right to reinstate the action you have previously removed.

Close annotation toolbar click the X in the toolbar and the annotations toolbar will disappear from the screen.

Move Toolbar Hold and drag on this icon to move the annotation toolbar elsewhere on your screen.