


Mod.gov iPad app tips I


OPENING THE APP

Tap on the mod.gov icon








SUBSCRIBE TO COMMITTEES

Tap  at the top right and select Gloucestershire from the list of authorities.

Then tap  at the top left to select the committees you want to view.

OPENING DOCUMENTS

Tap a document to download and read:

-  Agenda
(this is the full agenda and report pack)
-  Decisions
-  Minutes
-  Further despatch
-  Has annotations

It may take a while to download and this icon is displayed as it downloads

-  Document is downloading







Then the first page of the agenda is displayed as it starts to open on the screen

Newly-downloaded documents need a moment to open and prepare themselves for being annotated. You will know it has opened fully when the 'Done' button displays in the top left.

The annotation and navigation icons also appear at the bottom of the screen:




NAVIGATION ICONS (bottom right)

-  Jump to bookmark to select a report
-  Jump to annotation
-  Search text
-  Page back
-  Page forward
-  Jump to page number – type in the page number

ANNOTATION ICONS (bottom left)

-  Highlight text
-  Write / draw
-  Underline text
-  Type
-  Accept annotations

If you have added any comments or annotations to your document, these will be saved, without you having to do anything. Next time you look at this agenda, the document will have this icon next to it:

-  Has annotations

EXITING

To close the app, select 'done' at the top left.

EXPORT OPTIONS (top right)



"Open in..." will transfer the document to any other app on your iPad which can read a PDF.

NEED FURTHER HELP?

Contact Democratic Services -email stephen.bace@gloucestershire.gov.uk or phone 01452 324204