

**modern.gov**

## **How to use the mod.gov public app on your iPad**

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## 1 Scope of this user manual

This user manual is explains how to install the mod.gov app on your iPad so that you can subscribe to committees and access documents.


## 2 Overview of the iPad app


The mod.gov app was developed to enable Councillors and members of the public to access documents from the public website via their iPad. You can download the app from the App store by searching for mod.gov. Only publicly available documents can be accessed using this app.

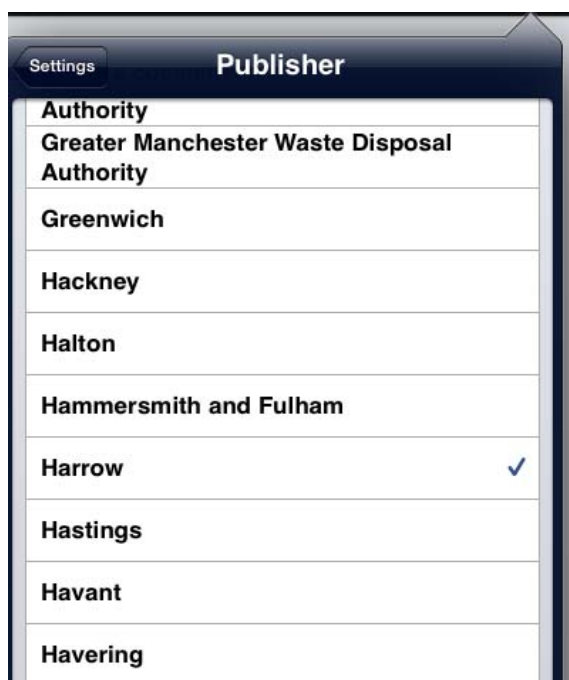
## 3 Opening the mod.gov app and selecting a committee



Touch the mod.gov app to open it.

If your Council doesn't appear, just tap the  icon after Committees on the top left hand corner of your screen to open the Subscribe popup.

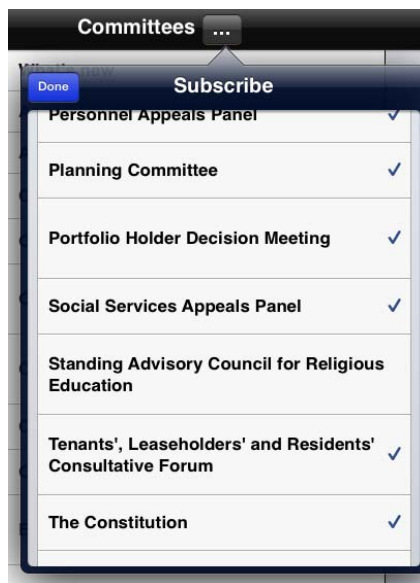
Or tap the  icon on the top right hand corner of your screen and select Subscribe. (Note: You can subscribe to other councils as well as Harrow, if you wish).



To select a committee, tap the committee name. A tick will appear to indicate that it has been selected.

You can select multiple committees. To unselect a committee, just tap its name and the tick will disappear.

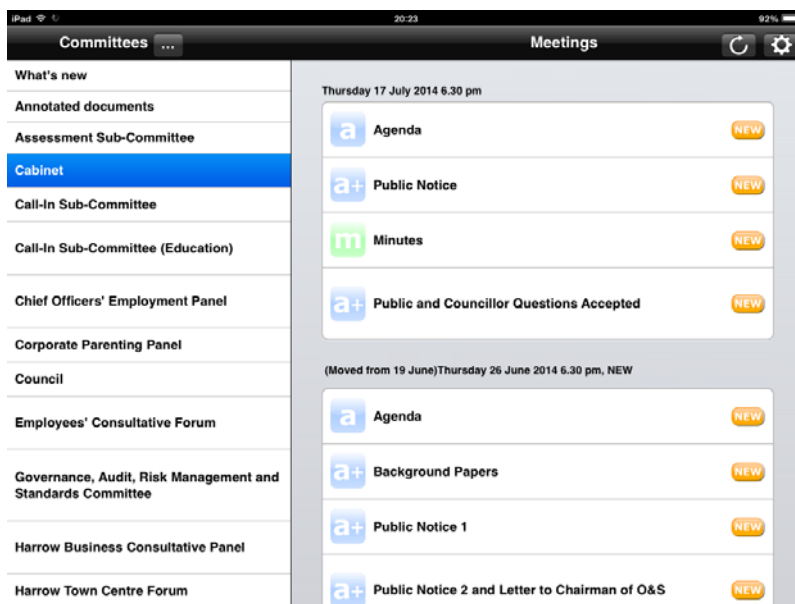
Once you have selected your committees, tap **Done** to close the Subscribe popup.



The committees that you have selected will be listed in the Committees panel on the left hand side of your screen under the options What's new and Annotated documents (which are explained elsewhere in this user manual).



### 3.1 Viewing the documents for a specific committee

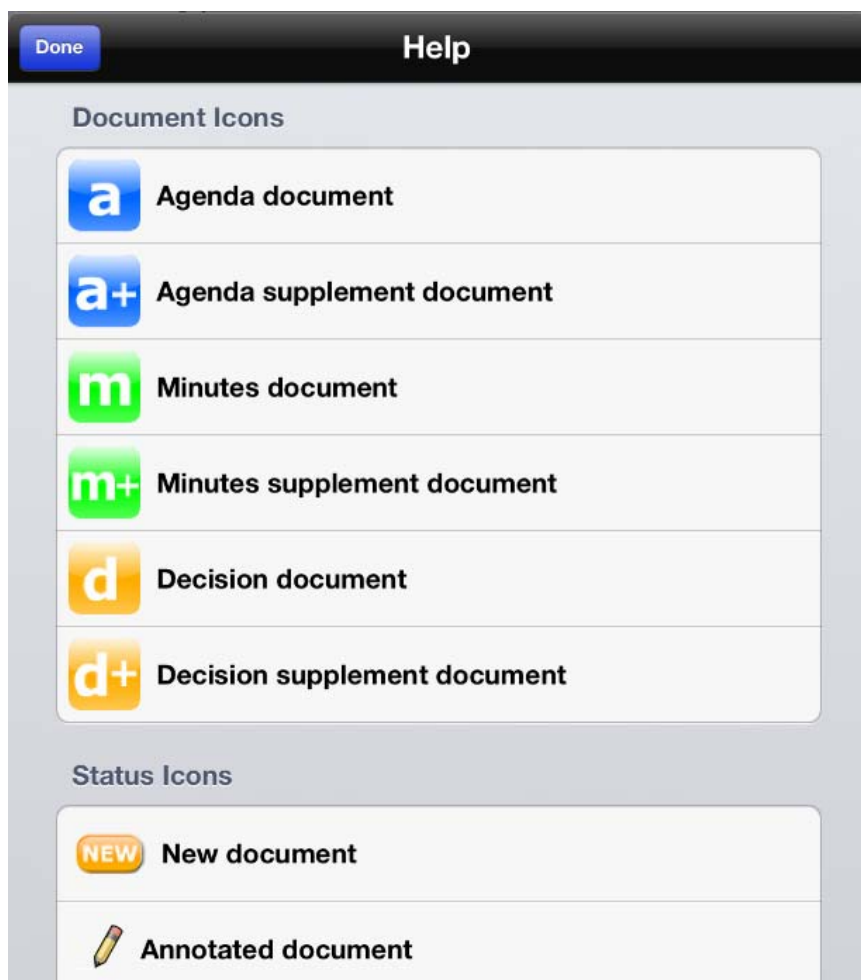
Tap the relevant committee name in the list to select it.



The meetings for the selected committee will be displayed in the Meetings panel on the right hand side, along with a list of the published documents for each meeting.

**Note:** The first time you use the app, you may find that the documents take a while to download.

The  icon appears when a document has not yet been viewed – once you have viewed the document, the  icon will no longer appear.



Tap the document that you want to view.

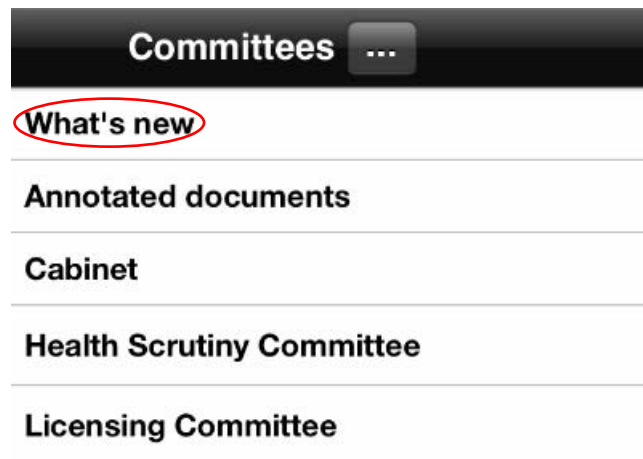
The following icon will appear to indicate that a document is being downloaded.



Once the document has been downloaded, annotation and navigation icons will appear at the bottom of your screen.



### 3.2 Viewing 'What's New'



Rather than select each committee individually, you can view new documents for all your selected committees by tapping What's new.

## 4 Annotating your documents

When you open a document, the following icons will appear at the bottom left hand side of your screen. These icons are for the various tools that are available for you to annotate or mark up your documents.

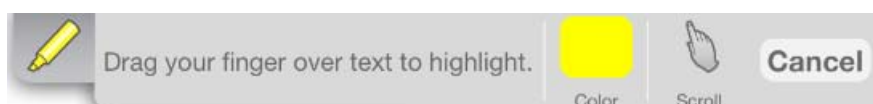


### 4.1 Highlighting text in a document





Tap the Highlight text icon (the first icon in the annotation icons on the bottom left hand side of your screen).

The following Highlight text ribbon will appear on the top right hand side of the screen.




As prompted, drag your finger over the first area of text that you wish to highlight.

**Note:** Once you start highlighting, the **Cancel** button in the ribbon will be replaced by a **Done** button.

 Scroll	To scroll down the document without highlighting any text, tap the Scroll icon on the right hand side of the ribbon and scroll down to the section or page where you want to start highlighting again.
 Markup	The Scroll icon will be replaced by the Markup icon to show you that you are in scroll mode. When you are ready to start highlighting, tap the Markup icon and drag your finger over the next area that you want to highlight.

When you have finished and want to close the ribbon and save the annotations, you can either:

- Tap **Done** in the ribbon.
- Double tap anywhere in your document.
- Tap the Accept annotations icon  (the last icon in the annotation icons on the bottom left hand side of your screen).

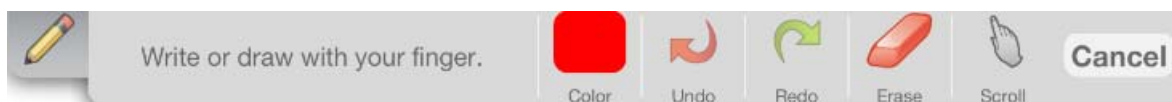
**Note:** If you want to change the highlighter colour, see Section 4.5.

## 4.2 Writing/drawing in a document







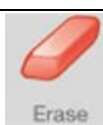
Tap the Write/draw icon (the second annotation icon).

The following Write/draw ribbon will appear on the top right hand side of the screen.




As prompted, write or draw with your finger anywhere on the page.

**Note:** Once you start writing or drawing, the **Cancel** button in the ribbon will be replaced by a **Done** button.

	To scroll down the document without drawing, tap the Scroll icon on the right hand side of the ribbon and scroll down to the section or page where you want to start drawing/writing again.
	The Scroll icon will be replaced by the Markup icon to show you that you are in scroll mode. When you are ready to start drawing/writing, tap the Markup icon.
	To undo what you have written or drawn, tap the Undo icon in the ribbon as many times as you need to.
	To redo what you have undone, tap the Redo icon in ribbon as many times as you need to.
	To erase something in particular that you have just written or drawn, tap the Erase icon in the ribbon. This icon will be replaced by the Draw icon to show that you are in erase mode. Move your finger over the items to rub them out. When you have finished rubbing out, tap the Draw icon to return to draw mode.

When you have finished and want to close the ribbon and save the annotations, you can either:

- Tap **Done** in the ribbon.
- Double tap anywhere in your document.
- Tap the Accept annotations icon  (the last icon in the annotation icons on the bottom left hand side of your screen).

**Note:** If you want to change the line colour, see Section 4.5.

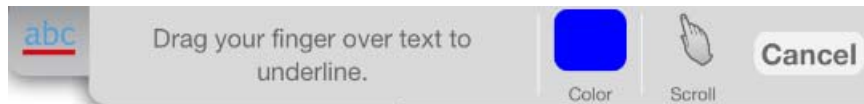


### 4.3 Underlining text in a document



Tap the Underline text icon (the third annotation icon).

The following Underline text ribbon will appear on the top right hand side of the screen.



As prompted, drag your finger over the text that you want to underline.

**Note:** Once you start underlining, the **Cancel** button in the ribbon will be replaced by a **Done** button.

	To scroll down the document without underlining text, tap the Scroll icon on the right hand side of the ribbon and scroll down to the section or page where you want to start underlining again.
	The Scroll icon will be replaced by the Markup icon to show you that you are in scroll mode. When you are ready to start underlining, tap the Markup icon.

When you have finished and want to close the ribbon and save the annotations, you can either:

- Tap **Done** in the ribbon.
- Double tap anywhere in your document.
- Tap the Accept annotations icon (the last icon in the annotation icons on the bottom left hand side of your screen).

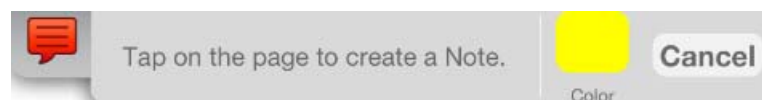
**Note:** If you want to change the line colour, see Section 4.5.

### 4.4 Adding notes to a document



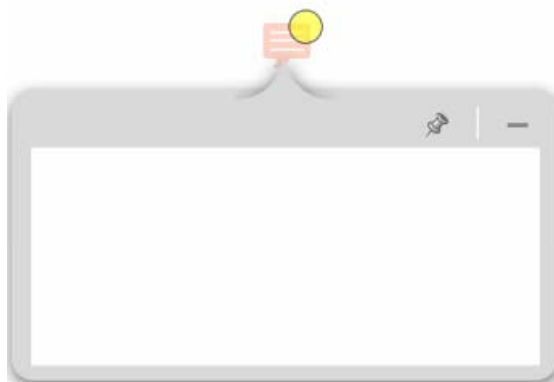
Tap the Create Note icon (the fourth annotation icon).

The following Note ribbon will appear on the top right hand side of the screen.



As prompted, tap on the page where you would like your note to appear.

The keyboard will appear at the bottom of the screen and a box will be displayed where you type your note.




**Note:** Additional options will now be available in the Note ribbon:



Type your note.

If you do not want to see the contents of your note displayed on screen at this stage, just tap **Done** in the Note ribbon and the following icon will be displayed on screen to show that a note has been created.



However, if you would like to see the contents of your note displayed on screen at this stage, tap the  icon. This will automatically adjust the size of the box to show your note.


Tap **Done** in the Note ribbon.



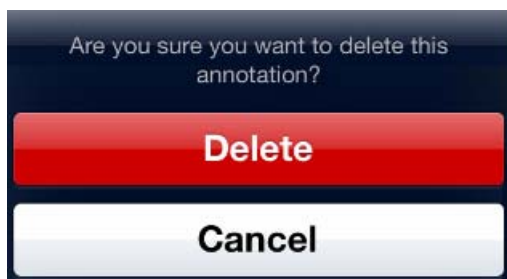
### Deleting a note

If the contents of the note that you want to delete are displayed on your screen, you can tap anywhere in the note to display the Note ribbon on the top right hand side of the screen.



If the contents of the note that you want to delete are not displayed, tap the relevant  icon and the Note ribbon will be displayed.

Tap the Delete icon in the ribbon. The following message will appear.




Tap the Delete button to delete the note.

### Editing a note


If the contents of the note that you want to edit are displayed on your screen, you can tap anywhere in the note box to display the keyboard and to display the Note ribbon on the top right hand side of the screen.



If the contents of the note that you want to edit are not displayed, tap the relevant  icon and the Note ribbon will be displayed.

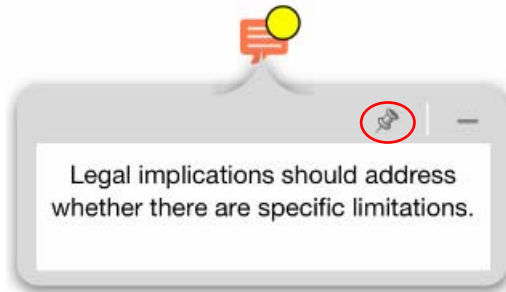
Either you can either tap anywhere in the note box to display the keyboard or you can tap the Note icon in the ribbon.

Make your changes and tap Done in the ribbon when you have finished.


**Note:** You can display or reveal notes by tapping the  icon.


### Temporarily dragging a note to another location on your screen

Firstly, you need to display the contents of your note, pin the note box, and then drag it to wherever you want it to be temporarily located.



Display the contents of the note that you want to drag.

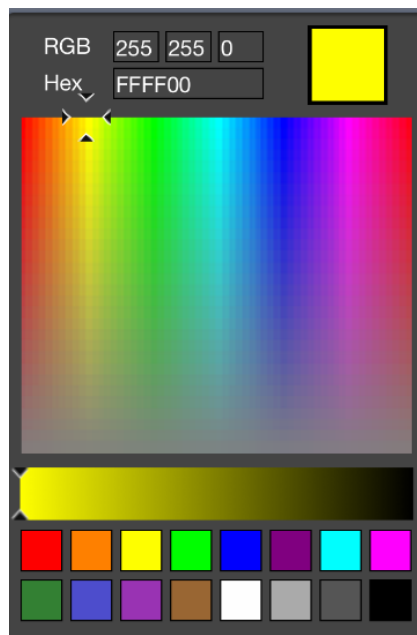
As shown above, the default Pin icon is an angled pin , which indicates that the note box has not been pinned.

Tap the Pin icon. It will change to a horizontal pin , which indicates that the note box has been pinned.

Tap the border of the note box and drag it anywhere on your screen.

## 4.5 Changing the colour for each of your annotation tools

Tap the Colour icon in the ribbon for the annotation tool that you have selected to display the colour picker.



If the colour that you want to use appears in the panel at the bottom of the colour picker, tap it to select it.

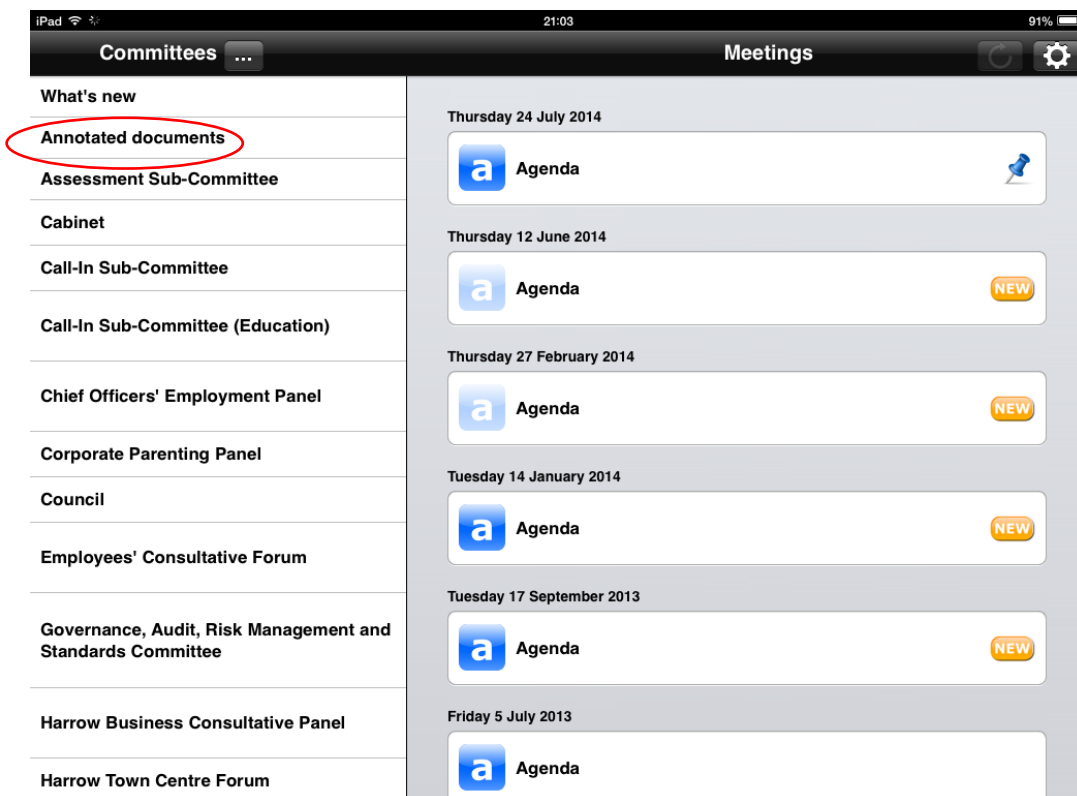
If you cannot see the colour that you want, drag your finger across the panel in the centre of the colour picker until the colour that you want is shown on the top right hand side of the colour picker, then tap **Done** in the ribbon to select it.

#### 4.6 Viewing the documents that you have annotated

Once you have annotated a document, when you select the committee that the document belongs to, the following icon will appear alongside the document name in the document list to indicate that it has been annotated.



If you want to see all the documents that you have annotated, close any open document to go back to the main screen and tap Annotated documents.



## 5 Navigating around a document

When you open a document, the following icons will appear on the bottom right hand side of your screen. These icons are for the various tools that are available for you to navigate around your document quickly and efficiently.



Just above the navigation icons, you can see the current page number and the total number of pages in the document.

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### 5.1 Locking the screen to make it easier to scroll through the pages of a document

If the document that you want to scroll through has multiple page orientations (ie a mixture of landscape and portrait), you can lock the screen to stop page 'wobble' when you are navigating through the pages.



By default when you open a document, the screen is unlocked (as shown by the unlocked Screen Lock icon, the first of the navigation icons on the bottom right hand side of your screen).

To lock the screen, tap the Screen Lock icon, which will change to a locked icon:



**Note:** When you lock your screen, on the bottom right hand side of the screen you will be shown the orientation of the page that you're on, along with your position on the page (in red).



### 5.2 Viewing the bookmarks and outline of a document

You can view the bookmarks and outline of a document (ie to see which items have attachments, if any) and then you can move to a specific attachment within the document.




Tap the Outline and Bookmarks icon (the second of the navigation icons) to open the Outline and Bookmarks popup.

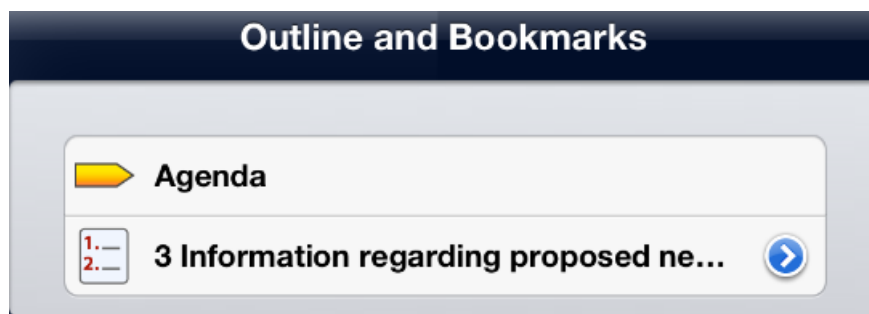
Here are a couple of examples of Outline and Bookmarks popups, with an explanation of what they mean.




 The first bookmark identifies the document as Minutes.


 The second bookmark indicates that Item 3 'Election of a Chair' has an attachment. Tap this bookmark to move to the first page of the attachment (you can navigate through subsequent pages).

**Note:** As no other bookmarks are listed, no other item in these minutes has any attachments.




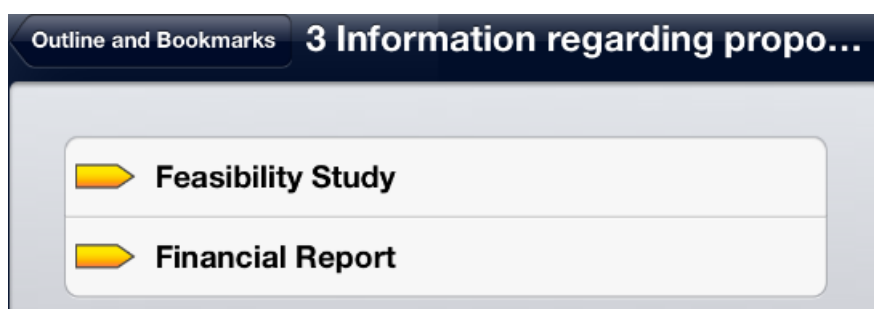
 The first bookmark identifies this document as an Agenda.

 The second bookmark indicates that Item 3 'Information regarding ....' has two additional attachments.

If you want to move to the first page of the first attachment, tap the  icon (you can navigate through the subsequent pages and attachments).

If you want to see what the other two attachments are, tap the Outline and Bookmarks icon again to open the Outline and Bookmarks popup.

Tap the item with the attachments (avoiding the  icon) to show you the other attachments in the selected item.



Tap the relevant bookmark for the attachment that you want to move to.

**Note:** As no other bookmarks are listed, no other item in this agenda has any attachments.

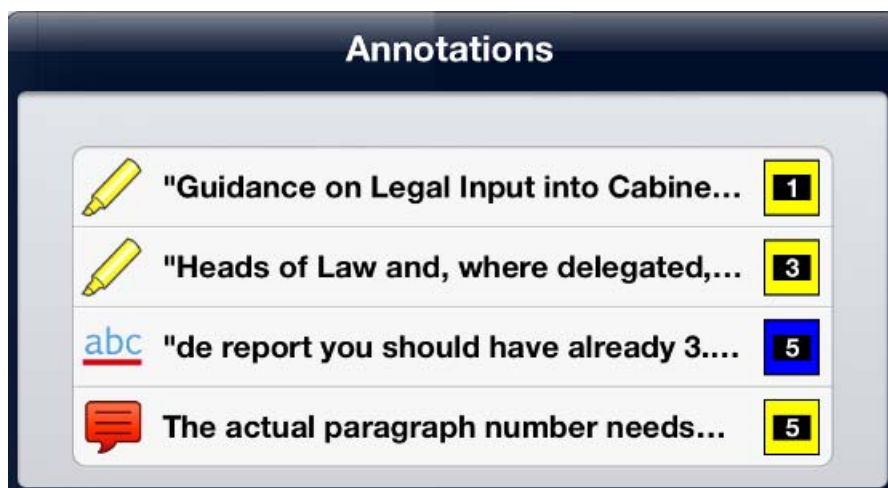
### 5.3 Moving to a particular annotation in a document

If you want to view or edit a particular annotation, rather than scroll through a document to find it you can tap the Annotations icon that appears on the bottom right hand side of your screen.

**Note:** If there are no annotations in the document that you have opened, the Annotations icon will be greyed out.



Tap the Annotations icon (the third icon in the navigation icons on the bottom right hand side of your screen) to open the Annotations popup.



Each annotation is listed, along with what type of annotation it is (for example highlighted text, note) and the page number that it appears on.


Tap the annotation that you want to move to.

If the annotation that you have moved to is a note, the contents of the note will be displayed on screen for you to view or edit.



If the annotation is one of the remaining annotation types, when you move to it, a note box will be displayed on screen where you can type in a description or heading about the annotation if you want to. Whatever you type will then be shown in the Annotations popup above instead of the contents of the annotation.

## 5.4 Searching for a particular word or words in a document

 Tap the Search text icon (the fourth in the navigation icons).

The keyboard will appear at the bottom of the screen and a search box will appear on the top right hand side of the screen.

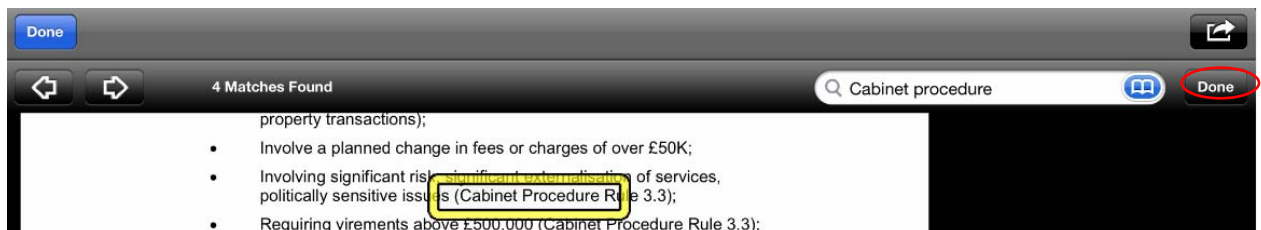



Type in the word or words that you are searching for in the search box, then tap the **Search** key on the keyboard.

As shown below, if there are no matches, a 'Match Not Found' message will appear.



If there are any matches, you will be told how many matches have been found and the first one will be highlighted.



To go to the next match, tap the  icon on the top left hand side of the screen.

To go back to the previous match, tap the  icon on the top left hand side of the screen.

You can type in another search in the search box, or if you have finished searching tap the **Done** button on the top right hand side of the screen.

## 5.5 Moving to the previous page/next page in a document



Tap the Previous page icon (the fifth navigation icon) to move to the previous page.



Tap the Next page icon (the sixth navigation icon) to move to the next page.

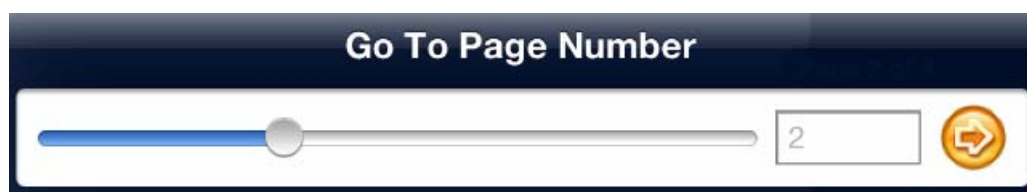
You could tap the above icons as many times as required to move to the page that you want.

See below on how you can also specify a particular page number to move to.

## 5.6 Moving to a particular page number in a document



Tap the Go To Page Number icon (the last navigation icon).



Tap the box containing the current page number. The keyboard will appear at the bottom of the screen. Type the page number that you want to move to.



Tap the icon to move to that page.

## 6 Viewing/changing various default settings in your mod.gov app

Close any open document to go back to the main screen.



Tap the Settings icon on the top right hand side of your screen to open the Settings popup.



### 6.1 Changing the length of time that documents are held for on your iPad

All the documents that you download in the mod.gov app will be automatically deleted after a default period of three months.

**Note:** If there are documents that you do not want to be automatically deleted, you can protect them from automatic deletion (see Section 7 for more information).

You can change the default duration that documents are held for to less or more if you want to.

**Documents held for** 3 Months >

Tap Documents held for in the Settings popup to open the Duration popup.



Tap the duration that you want to select and tap Settings in the top left hand corner of the Duration popup to save the new duration and return to the Settings popup.

## 6.2 Updating your documents

Every 10 minutes your mod.gov iPad app is automatically updated with any new documents.

**Last updated**

3 minutes ago

The Last updated section in the Settings popup tells you when your mod.gov iPad app was last updated.



You can update your app whenever you want to by tapping the refresh button Update in the Settings popup.

## 7 Protecting documents from being automatically deleted

### 7.1 Selecting the relevant documents

Firstly you need to select the documents that you want to protect from being deleted automatically (see Section 6.1 for more information about automatic deletion).

Close any open document to go back to the main screen.

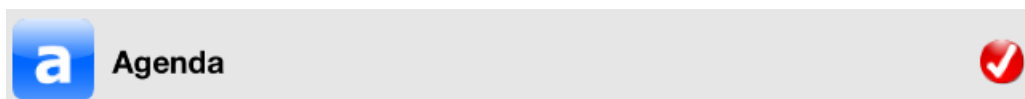
Tap the relevant committee name (or tap Annotated documents if there are annotated documents from various committees that you would like to select).



Tap the Filing cabinet icon on the top right hand side of your screen under the Settings icon.



Tap the documents to select them (selected documents will be ticked).



**Note:** You can unselect a ticked document by tapping it.

See Section 7.2 if you want to pin ticked documents to **protect them from being deleted automatically** after the period specified.

See Section 7.3 if you want to unpin ticked documents so that they are **deleted automatically** after the period specified.

## 7.2 Pinning ticked documents to protect them from being deleted automatically after the period specified

As shown in Section 6.1, all the documents that you download in the mod.gov app will be automatically deleted after the period that you have specified in the Settings popup unless you protect specific documents from automatic deletion.



Tap the Pin icon on the bottom of the screen to pin the documents that you have ticked in Section 7.1.

Pinned documents will be shown with a pin icon.



Agenda



## 7.3 Unpinning ticked documents so that they are deleted automatically after the period specified



Tap the Unpin icon on the bottom of the screen to unpin the documents that you have ticked in Section 7.1.

## 7.4 Deleting annotated documents

You can delete annotated documents if you do not want to keep them and you do not want to wait until they are automatically deleted.

Close any open document to go back to the main screen.

Tap Annotated documents.



Tap the Filing cabinet icon on the top right hand side of your screen under the Settings icon.

## How to install and use the mod.gov app on your iPad



Tick the annotated documents that you want to delete.



Tap the Trash icon on the bottom of the screen – the annotated documents that you ticked will no longer appear in the Annotated documents list.

**Note:** Don't worry if you delete an original (ie unannotated) document by mistake. The document icon will be shown as greyed out in the documents list. All you have to do is tap it to download it again or it will be automatically downloaded in the next update.

## 8 Emailing original documents and annotated documents

You can email the original document that you downloaded and/or you can email the annotated version.

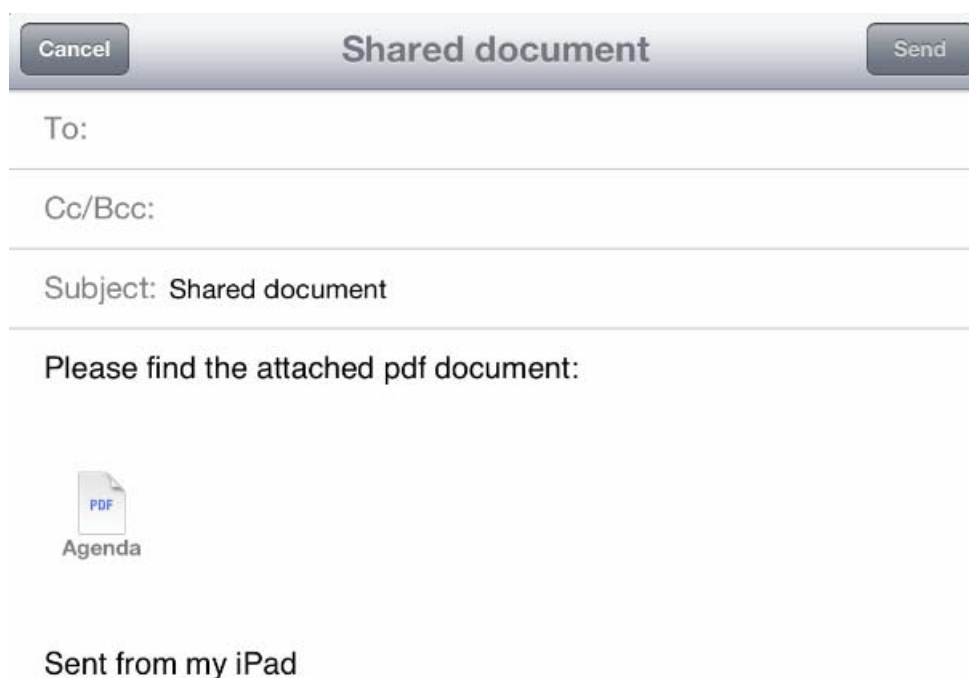
When you open a document, the following icon appears on the top right hand side of the screen.



Tap this icon to open the Actions popup.



Tap either Email original document or Email annotated document to open the Shared document page.



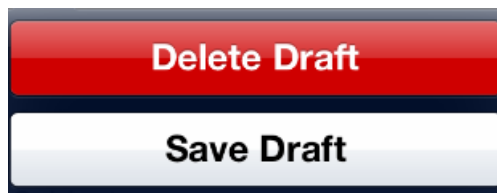


You can edit the contents if you want to make the email more informative.

Once you have entered the email addresses of the recipients, tap the **Send** button to send the email.

**Note:** If you want to send the email later you can save it in your Drafts folder as follows:

Tap the **Cancel** button.



Tap the Save Draft button.

### 8.1 Opening your document in another iPad annotation app

If you have another annotation app installed on your iPad, you can open your document in the app concerned by tapping the Open in option in the Actions popup.