

iPad Training March 2015

Logon

- Type in User Logon
- Type in Password
- Please note that by double tapping the LH Arrow Capitals will stay on until the arrow is tapped again.

Opening Documents in GoodReader

- Tap the folder on the LHS you want to open
- Tap the document you want to read (It may take some time depending on its size)
- Tap once on the document
 - It asks you if you want to Open the document in “iBooks” or “GoodReader”
 - Tap on GoodReader
 - Open in GoodReader (The green icon with the eye)
 - You can now start reading the document by swiping the pages to move forward or backwards
- When the document is opened it has a “Main Menu” with lots of things which can be done to the document. This disappears after a few seconds. To bring it back;
 - Hold your finger on the document
 - Tap on the Main Menu icon on the LHS.
 - The Main Menu should come back.

Main Menu

Bottom Icons

1. Two arrows with a dotted line between them and a gray box. By holding the gray box you can slide this along the dotted line to the page you want. It tells you which page you are on.
2. Left Pointing arrow – Once you have been in the document for some time, pressing this will take you back to the page you were last on. It can take you back to the Agenda from a page which does not have the blue [Back to Agenda](#) Icon.
3. Page with an Arrow – I don't use it changes the format of the report.
4. Page with a picture – This allows you to rotate the page
5. Two pages Icon – Allows you to read single pages, two pages or double pages with front cover.
6. Square – This is the cropping icon.
7. Open Book – Is the bookmarks icon
8. Page with Hash tag – Is the page number icon. Tap this and then type in the page number you want to go to.
9. Magnifying Glass – Allows you search for a specific word or sentence.

10. Padlock – I don't use
11. Forward arrow – Allows you to email or print the file you have. Given the size of the documents we are looking at I wouldn't recommend doing it.
12. Circle with the arrow – this locks the screen so that you can turn the iPad and the page remains the same. Good for looking at Landscape documents.

RHS Icons

1. Drawing Pin – By tapping this, the menu will remain on the side of the document. Tap again and it will eventually disappear.
2. Page with a plus – This allows you to add a bookmark.
3. abc – This is the typewriter which allows you to type words on the page you are in.
4. Comment Box – Allows you to add a comments box Tap on the icon and a line appears at the top of the page
 - a. Tap on the "Popup Note"
 - b. Tap on the page you are on.
 - c. Type in the comment you want to make
 - d. Tap on **"Close"**
 - e. The first time this happens you may get a popup saying "First time modifying File" with three options. Select the option **"Save to this file"**
 - f. If you want to make changes to the popup box place your finger on the comments box for about a second. These icons allow you to open the comment and add words, move the comment on the page, delete the comment, change the colour, and change the shape.
 - g. If you want to read what is in the comments box then tap it lightly.
5. abc highlighted - Allows you to highlight text in the document you are reading.
 - a. Tap on the abc icon.
 - b. Place your finger on the text you want highlighted and move your finger over it
 - c. Remove your finger and then text is highlighted.
 - d. You can change the colour by tapping the colour icon.
6. abc underlined – Allows you to underline text. Follow the instructions as above.
7. abc wriggle – Puts a wriggly line under text. Follow the instructions as above.
8. abc struck out – Strikes out text. Follow the instructions as above.
9. Dash – You can add a dash to the page.
 - a. Click on the icon
 - b. Hold your finger on the page where you want the dash.
 - c. When the line appears you can drag an end to make the line shorter or put it on an angle. Or you can drag the line to wherever you want on the page.
 - d. "Press Cancel" or "Done"
10. Arrow – Add an arrow to the page. Follow the instructions above.

11. Square – Add a square to the page. Follow the instructions above.
12. Ellipse – Add an ellipse to the page. Follow the instructions above
13. Eraser – Rubs out text (but I don't know how)
14. Curved Line – Freestyle lines and drawing. Follow the instructions above.

My Documents

Working with folders in GoodReader.

Once a document has been opened, and saved if you have made any annotations, it is stored in "My Documents". The following instruction will assist in how you manage these documents and create and maintain folders.

- The My Documents page has two sides.
- The LHS side will show any documents you have read as well as any folders you have created.
- The RHS contains the icons to create and manage your documents and files.
- Let's start with the RHS.

Creating a Folder

1. Press the icon with the screwdriver and spanner called "Manage Files"
2. Touch the "New Folder" option.
3. Enter the Folder Name e.g. "March Meeting" then press OK.
4. If you touch the new Folder it will list the documents you have in that folder. In this case it will be empty.
5. In the top LHS touch the house icon. It will take you back to the main page with all the folders.

Changing the name of the Folder

1. Touch and hold your finger on the folder you wish to change the name of.
2. Go to the RHS column and touch the "Rename" icon.
3. Type in the new folder name and then press "OK"

Placing Documents into the Folder

1. Tap and hold your finger on the document you wish to save in the March Meeting folder. It will become highlighted (light green)
2. In the RHS column tap the "Move" icon.
3. It will automatically assume you want to place it in the first folder, they are listed alphabetically.
4. Click on the blue "My Documents"
5. Click on the folder you want to move the document to.
6. At the bottom of the page which pops up, click on "move 1 item here"

7. Then click “Done”
8. If you now open the March Meeting folder you will find the document stored there.
9. If you want to move it out of the Folder, highlight the document you want to move.
10. Touch the “Move” Icon on the RHS.
11. Click on the blue **“My Documents”** icon.
12. Click on **“Move 1 item here”**
13. The document has been removed from the folder and is now sitting under “My Documents”.

Other Handy Things

1. When you are in “My Documents”, on the RHS there are a number of Icons;
 - a. Find (Magnifying Glass) – If you touch this you can search for specific words, e.g. March and it will bring up all the documents with March in its name.
 - b. Recent's - If you click on this it lists the last six documents you were looking at. Touching one of them will take you automatically to that document.
2. A whole lot more which I haven't found yet, but when I do I will let you know 😊

Emails

Here goes 😊

- When you click on the email icon on your laptop it should open in at either the last email you were reading or at “All Inboxes”.
- If you touch the email you want to read it will open.
- At the top RHS there are some Icons.
 - Flag – Touching this brings up the options of
 - Mark as Unread – You can read it later, or it reminds you that you need to go back to that email.
 - Move to junk – Because it is Junk
 - Notify Me – Which means you will receive notifications when someone replies to the email thread.
 - Folder – if you have folders set up in your emails then you can move the email to those folders.
 - Garbage bin – Exactly what it is. Hit this and the email goes to Trash.
 - Arrow – This gives four options
 - Reply to sender
 - Forward to someone
 - Save 3 Images – Don't know about this one
 - Print – Print to a printer which you have set up.

- Pencil on a Page – Allows you to compose a new email to someone.