Mod.gov iPad app tips

INSTALLING THE APP

Put 'mod.gov' in the iTunes store search. Install the free app. This screen icon will appear:

OPENING THE APP

Tap on the mod.gov icon

SUBSCRIBE TO COMMITTEES

Tap [icon] at the top right and select Coventry from the list of authorities.

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

OPENING DOCUMENTS

Tap a document to download and read:

Icon	Description
a	Agenda (this is the full agenda and report pack)
d	Decisions
m	Minutes
a+	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)

Icon	Description
⇅	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)

Icon	Description
✎	Highlight text
✏	Write / draw
abc	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 Governance Services -email
governance@coventry.gov.uk or
phone 024 7683 3079