

Quick Guide to I Pad Navigation

Home button is on front to right or left of screen in landscape orientation. Touching this button once will always take you to the home screen, the screen with all the icons.

Settings Icon allows you to change settings when you touch on that. It is the choice when you want to connect to a “**hot spot**” for Internet connection. Choose **Wi-Fi**, that should bring you to the page to be sure Wi-Fi is turned on and also to choose a network. Choose the one with the most bars, if the padlock is locked, you need a pass word, if there is no padlock, just choose it. Once you have chosen one and connected, the next time you are in range of the “**hot spot**” your i Pad will automatically connect to it. Under the **Privacy** tab, if you want to use anything that requires your location, you must turn **Location Services** on. There are many other settings on this page; we will cover more later as needed.

The little programs that you run on your I Pad are called applications or “**Apps**”. To get them on your I Pad, you must go the **App Store**, a blue icon on your **Home Screen** with that name. To purchase an app you need an **Apple ID** and **password**, even if the app is free, and there are many free apps. If you have not set that up, that needs to be done first or when you go to purchase an app you will have the opportunity to set up an account. You will also need a credit card number even if the app is free.

The Apps you will need for the POA Board Documents that you will be using are **Dropbox and GoodNotes**. There are free versions of both and you can start there. The free versions have fewer bells and whistles, which may be a good place to

start until you are more comfortable with the application. When you go to the **App Store**, you will see a Magnifying Glass with a place to type to the right of it. Touching that space brings up the key board on your screen. Clear the space to type by touching the “x” on the right of the space. Now you can type in the apps you will be using, one at a time until you get each one. Once you have the words typed in, touch “**Search**” on you keyboard. The apps will show up on you screen with the name, price, and if you touch the app, you will have an opportunity to see the details of the app, the consumer ratings and reviews as well as related apps. Once you decide on the app, touch **Free** as that is how you will purchase it. At that point you will then choose **Install App**. You can then go back to your **Home** screen the App Icon will be there just as you saw it with a little **New** banner in the corner. Touch the App to open it. For Dropbox, you will need to have a POA username and password, as you will all have access to this Application from the WWW! This is cloud computing, as the applications reside on the World Wide Web and you all can see, use, read and change these document on your own devices. This is where **GoodNotes** app comes in. This is the App that will allow you to edit and work with, comment or whatever you want to do with the document. Once you have the document open on your screen, there is a **little arrow pointing down** in the top right hand corner of your screen. Touch that arrow which will give you a choice to **open in**. Touch that and choose **Open in GoodNotes**. In **Goodnotes**, you can make comments, marks, etc.

Once you have finished your corrections, simply touch the forward arrow at the top and choose to send it back to **GoodNotes** for review by the other board members when they log into **GoodNotes** on their devices.

YouTube has a video on how to use **GoodNotes** that might be helpful for you to watch.

From your **web browser, Safari** for iPad, go to **YouTube.com** and do a search for a video called **GoodNotes iPad App Review**.

There is a **User Guide for GoodNotes** on the GoodNotes web site.