9/18/2020

iPad Help

For Construction and Materials

You must have an internet connection for these links to work.

Disclaimer: iPad features change frequently. If you are having trouble finding what you are looking for, please check the Apple online guide at https://support.apple.com/guide/ipad/welcome/ipados

Highly recommended: For a summary of the new features in please see What's new

VERY IMPORTANT: Open the company portal once a week to make sure your device is still signed in. AND be sure to open the App store once a week to check for updates and install them.

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IOWA DEPARTMENT OF TRANSPORTATION

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Getting to know your iPad

If your iPad is assigned to you, then it has your email loaded on it and requires a passcode. (Shared iPads do not have passcodes *initially*)

Turn on your iPad with the button on the top right edge. (Press button and hold until the apple appears) The initial passcode is supplied with your iPad. To change this passcode touch the settings icon. Scroll down (on the left side) and find "Touch ID & Passcode" or "Passcode". Enter your temporary passcode, and then follow the prompts.

- Touch the power button to put the device to sleep.
- Touch the home button to "wake it up".
- Press and hold button the power off. A message will appear to power off.
- Press and hold the power button and home key to hard reset your iPad. If you are having problems with your iPad you might try this.

Settings

Settings are used for a number of tasks. Explore the settings to learn more about your iPad. These are just a few examples.

- Connect to Wi-Fi. You should connect to the IADOT_Employees_Only Wi-Fi. Log in with your network ID and password (the same as you log into your computer with.
- Bluetooth – this is how your keyboard (if supplied) connects to your iPad. If your keyboard is not working, check here to be sure it's connected.
- General: There are several settings you can change or view here.
    - "About" shows a lot of details about your iPad, including how much storage is available.
    - "Software Update" will show a 1 if the operating system has an update waiting. Do not install an operating system update until you receive an email instructing you to do so.
- Display and Brightness – The auto-lock has been moved here, change your setting if you find your iPad is going to sleep to fast.
- iTunes & App Store – Automatic Downloads should be turned OFF.
- Do NOT turn on two factor authentication
- Do NOT set up Apple Pay
- Do NOT sign into iCloud
- Accounts and Passwords – you can store passwords here.

Sometimes an operating system update will reset your settings. It's a good idea to check your settings after you have installed a new update.

Adjust the screen brightness and color balance

Dim the screen to extend battery life. Use Night Shift to shift the colors in your display to the warmer end of the spectrum at night and make viewing the screen easier on your eyes.

Adjust the screen brightness. Open Control Center, then drag . Or go to Settings > Display & Brightness, then drag the slider.

Automatically adjust the screen brightness. Go to Settings > General > Accessibility > Display Accommodations, then turn on Auto-Brightness. iPad adjusts the screen brightness for current light conditions using the built-in ambient light sensor.

Turn Night Shift on or off. Open Control Center, touch and hold , then tap . Or go to Settings > Display & Brightness > Night Shift.

Turn on Night Shift manually—helpful when you're in a darkened room during the day, for example—or go to Settings > Display & Brightness > Night Shift to schedule it to turn on automatically. If you schedule Night Shift to turn on from sunset to sunrise, iPad uses the data from your clock and your geolocation to determine when it's nighttime for you.

Note: You won't see the option to turn on Night Shift from sunset to sunrise if you've turned off Location Services in Settings > Privacy, or if you've turned off Setting Time Zone in Settings > Privacy > Location Services > System Services.

To adjust the color balance for Night Shift, go to Settings > Display & Brightness > Night Shift, then drag the slider toward the warmer or cooler end of the spectrum.

Restart an app or iPad

If something isn't working right, try restarting the problem app or iPad.

Restart an app. If an app isn't working properly, you can force it to quit, then try to reopen it. (Typically, there is no reason to quit an app; quitting it doesn't save battery power, for example.) To quit the app, double-click the Home button, then swipe up on the app in the App Switcher. Opening it again may resolve the problem.

Restart iPad. Press and hold the Sleep/Wake button until the slider appears. Drag the slider to turn off iPad. To turn iPad back on, press and hold the Sleep/Wake button until the Apple logo appears.

Force restart iPad. If iPad isn't responding, press and hold the Sleep/Wake button and the Home button at the same time for at least ten seconds, until the Apple logo appears.

Organize the Apps on your iPad

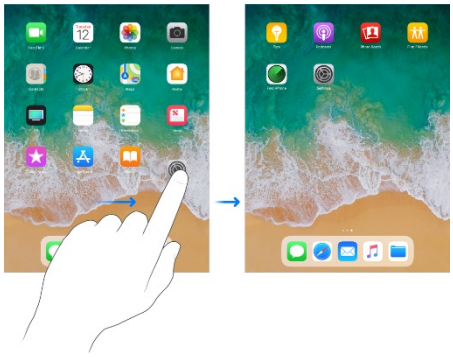
Rearrange the Home screen and customize the Dock. Touch and hold any app on the Home screen, then drag it to where you want it (wait until the apps rearrange to lift your finger).

Move the app to a different Home screen: Drag it to the edge of the screen.

Move the app to the Dock: Drag it to the left side of the Dock at the bottom of the screen.

You can also touch and hold an app until the app icons jiggle, drag the app to where you want it, then press the Home button to save your arrangement. To select multiple apps to move at once, touch and hold an app until the app icons jiggle, drag the app slightly, then tap additional apps with another finger.

Create an additional page for the Home screen. While arranging apps, drag an app to the right edge of the last page. The dots above the Dock show how many pages you have and which one you're viewing.

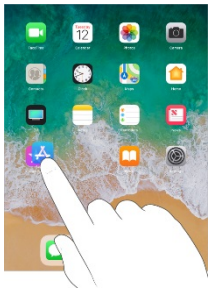


Start over. Go to Settings > General > Reset, then tap Reset Home Screen Layout to return the Home screen and apps to their original layout. Any folders you've created are removed, and apps you've downloaded are placed after apps that came with your iPad.

Remove apps from the Home screen. Touch and hold an app on the Home screen until the app icons jiggle, then tap on the apps you want to remove. When you finish, press the Home button.
In addition to removing third-party apps, you can remove some built-in Apple apps that come with your iPad
Note: When you remove a built-in app from your Home screen, you also remove any related user data and configuration files. Removing built-in apps from your Home screen can affect other system functionality. For more information, see the Apple Support article Remove built-in Apple apps from the Home screen.

Restore an app you removed. Go to the App Store, search for the app, then tap .

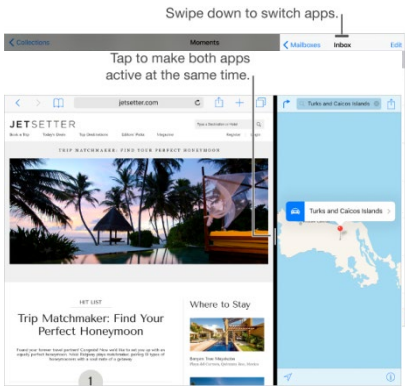
Create a folder. Touch and hold an app on the Home screen, drag it onto another app you want in the same folder, then lift your finger. Tap the name of the folder to rename it. Drag apps into or out of the folder.
To quickly create a folder with multiple apps, touch and hold an app until the app icons jiggle, drag the app slightly, then tap additional apps with another finger. While holding the selected apps with one finger, use another finger to press the Home to stop the icons from jiggling. Drag your selection onto another app you want in the same folder, then lift your finger.



You can have multiple pages of apps in a folder.

Delete a folder. Tap a folder, then drag out all the apps—the folder is deleted automatically.

Multitasking *(from Apple iPad help)*
This includes Slide Over, Split View and Picture in Picture.



Split View

Open a second app in Split View. While using an app, swipe up from the bottom to reveal the Dock. Touch and hold an app in the Dock, drag it to the right or left edge of the screen, then lift your finger. If two apps are already open, drag over the app you want to replace. To give both apps equal space, drag the app divider to the center of the screen.

Apps that you use together in a Split View are *paired*, so they both open when you select either from the App Switcher or from the Dock.

Open Split View from the Home screen. Touch and hold an app on the Home screen or in the Dock, drag it a finger's width or more, then continue holding it while you tap a different app with another finger. After the second app opens, drag the app you're holding to the left or right edge of the screen, then lift your finger. (If you don't initially drag the first app far enough, all of the apps on the Home screen begin to jiggle, which allows you to rearrange your Home screen. To start over without rearranging, press the Home button.)

Close Split View. Drag the app divider to the left or right, depending on which app you want to close.

Turn Split View into Slide Over. Swipe down from the top of an app in the smaller view.

Slide Over

Open an app in Slide Over. While using an app, swipe up from the bottom to reveal the Dock. Touch and hold an app in the Dock, then drag it above the Dock.

If an app is already open in Slide Over, it's replaced by the app you drag from the Dock. To open a third app in Slide Over when the screen is in Split View, drag the app from the Dock to the Split View app divider. On supported models, you can work on all three apps simultaneously.

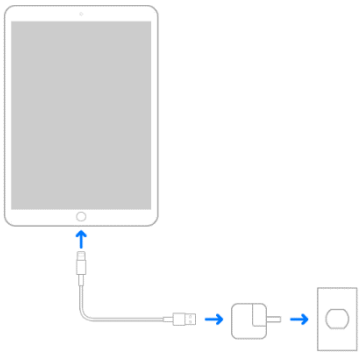
Open an app in Slide Over from the Home screen. Touch and hold an app on the Home screen or in the Dock, drag it a finger's width or more, then continue holding it while you tap a different app with another finger. After the second app opens, lift your finger. (If you don't initially drag the first app far enough, all of the apps on the Home screen begin to jiggle, which allows you to rearrange your Home screen. To start over without rearranging, press the Home button.)

Move an app in Slide Over off and on the screen. Drag the top of the Slide Over window off the right edge of the screen. To view it again from any other open app, swipe from the right.

Move an app in Slide Over to the other side of the screen. Drag from the top of the Slide Over window.

Turn Slide Over into Split View. Swipe down from the top of the Slide Over window.

Charge the battery



The best way to charge the iPad battery is to connect iPad to a power outlet using the included cable and USB power adapter.

Note: Connecting iPad to a power outlet can start an iCloud backup or wireless iTunes syncing. See Back up iPad with iCloud Backup and Sync iPad.

iPad may also charge slowly when you connect it to a USB 2.0 port on your computer. If your Mac or PC doesn't provide enough power to charge iPad, a "Not Charging" message appears in the status bar.

Important: The iPad battery may drain instead of charge if iPad is connected to a computer that's turned off or is in sleep or standby mode, to a USB hub, or to the USB port on a keyboard.

The Control Center

The control center has been redesigned again.

Open the Control Center Swipe down from the top-right edge; to close it, swipe up from the bottom.

Access more controls in Control Center Many controls offer additional options. To see available options, touch and hold a control. For example, you can do the following:

In Control Center, touch and hold the top-left group of controls, then tap to see the AirDrop options.

In Control Center, touch and hold to take a selfie, record a video, scan a QR code, or take a photo.

Temporarily disconnect from a Wi-Fi network

In Control Center, tap ; to reconnect, tap it again.

To see the name of the connected Wi-Fi network, touch and hold . Because Wi-Fi isn't turned off when you disconnect from a network, AirPlay and AirDrop still work, and iPad joins known networks when you change locations or restart iPad. To turn off Wi-Fi, go to Settings > Wi-Fi. (To turn on Wi-Fi again in Control Center, tap .) For information about turning Wi-Fi on or off in Control Center while in airplane mode, see Choose iPad settings for travel.

Temporarily disconnect from Bluetooth devices In Control Center, tap ; to allow connections, tap the button again.

Because Bluetooth isn't turned off when you disconnect from devices, location accuracy and other services are still enabled. To turn off Bluetooth, go to Settings > Bluetooth, then turn it off. To turn

on Bluetooth again in Control Center, tap . For information about turning Bluetooth on or off in Control Center while in airplane mode, see Choose iPad settings for travel.

Add and organize controls

Go to Settings > Control Center > Customize Controls.

To add or remove controls, tap or .

To rearrange controls, touch next to a control, then drag it to a new position.

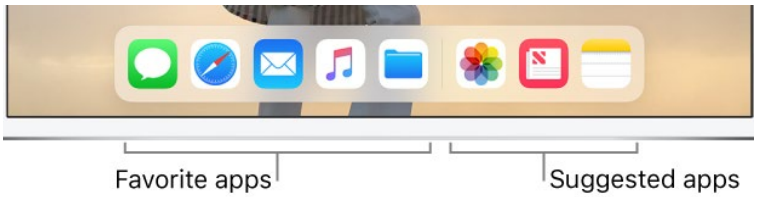
Switch between apps on iPad

Use the Dock, the App Switcher, or a gesture to quickly switch from one app to another on your iPad. When you switch back, you can pick up right where you left off.

Open an app from the Dock

Swipe up from the bottom edge of the screen and pause to reveal the Dock, then tap the app you want to use.

Favorite apps are on the left side of the Dock, and suggested apps—like ones you opened recently and ones open on your iPhone or Mac—appear on the right side of the Dock.



Use the App Switcher

1. To see all your open apps in the App Switcher, do one of the following:
    a. Swipe up from the bottom edge and pause in the center of the screen.
    b. Double-click the Home button (models with the Home button).
2. To browse the open apps, swipe right, then tap the app you want to use.

Use Markup in apps on iPad

In supported apps such as Notes, Mail, and Books, you can annotate images, notes, PDFs, screenshots, and more with built-in drawing tools. In some apps, you can also add text, speech bubbles and other shapes, and signatures.

1. In a supported app, tap Markup or .
2. Use your finger to draw; you can do any of the following:

- *Choose a drawing tool:* Tap the pen, marker, or pencil tool. Tap the tool again to adjust the line weight and opacity.
- *Change the color:* Tap a different color, or tap the color picker for more choices.
- *Add text:* Tap , then tap Text. Tap the text box, tap Edit, then type your text. To change the font or layout, tap AA. To move the text box, drag it.

- *Add your signature:* Tap , then tap Signature.
- *Add a magnifying glass effect:* Tap , then tap Magnifier. To change the magnification level, drag the green dot. To change the size of the magnifier, drag the blue dot.
- *Add a shape:* Tap , then tap a shape.
- To move the shape, drag it. To resize the shape, drag a blue dot. To fill the shape with color or change the line thickness, tap . To adjust the form of a shape that has a green dot, drag the dot. To delete or duplicate a shape, tap it, then choose an option.
- *Zoom in:* Pinch open so you can draw the details, then pinch closed to zoom back out. To pan when you're zoomed in, drag two fingers.
- *Move elements of your drawing:* Tap , drag around the elements to make a selection, lift your finger, then drag your selection to a new location.
- *Undo a mistake:* Switch to the eraser or tap .

3. When you're finished, tap Done.

   Tip: To mark up a screenshot right after you take it, tap the thumbnail that appears for a few moments in the bottom-left corner of the screen. (To share a screenshot after you mark it up, tap .)

iTunes Account

Your iTunes account (aka Apple ID) is typically your IDOT email address. There are some instances where a Gmail account was used instead. Do not change your iTunes Account. Changes must be made by WorkStation Support.

Updates

There is now a procedure in place when iOS updates are released from Apple. You should receive an email that an update has been released and is currently being tested. You should not update your iOS device until you are notified by email that it is ok to update. NOTE: You can update apps anytime an update is available.

Prior to updating iOS, be sure you are connected to a WiFi network.

To update iOS, open Settings, go to General and tap Software Update. Tap "Download and install". A message will appear that the install will begin. Tap Install Now.

Next, Terms and Conditions will appear, tap Agree. Wait for the update to install. Your device will reboot and the update will begin. You'll see a progress bar beneath the Apple logo. The update process may take a while to complete.

After the update has been installed you will be prompted to enter your passcode and you may also be prompted for your password for your Apple ID. For major updates, you may be given a brief tour of new features.

After the update you may have a few additional steps, such as selecting the language or enabling location services. You should enable location services, this enhances many apps and it also an important feature if your iPad is lost or stolen.

- Do NOT turn on two factor authentication
- Do NOT set up Apple Pay
- Do NOT sign into iCloud

iTunes Passwords

- The default password for most iTunes accounts is Iowadot1. Users with iPhones may have a different password.
- Do not change your iTunes password. It's only use is to download free apps and update the operating system. If something were to happen to your iPad and IT did not have access to your iTunes password it will cause problems.

Changing your IDOT Password

When you change your DOT password on your computer you must also change your DOT email password on your iPad. When you open your mail, you will be asked to enter your new password. This will update your password in other Microsoft products such as OneDrive, Word and Excel. It may also log you in to Survey 123, Collector and Arc GIS Explorer.

Because we are using Outlook for our mail client, there is no longer a place in Settings to change your password.

If you're not prompted, you will need to change your password for your Wi-Fi connection.

- Go to Settings – Wi-Fi – click blue i and forget the network on IADOT Employees only
- Click and join network again with new password.

After changing password in wireless, go to Company Portal icon to confirm you are logged in. Enter your network password if you are prompted. This will synchronize the password across all apps that have been downloaded through the company portal.

App Store

You can use the App Store to update your apps by touching the blue icon in the upper right portion of the screen. If there is a red badge with a number over the blue icon, the number indicates how many apps you have to update. Tap the badges and then tap "update all" or update individual apps if you choose. To see all your apps, tap the blue icon and then tap "Purchased". If you accidently delete at app you can reload it from this screen by touching the cloud.

Do not set your apps to update automatically. In settings go to iTunes & App Store. Under Automatic downloads make sure that Apps and Updates are turned off.

Safari

Adding Bookmarks to Safari

To add bookmarks: In Safari, upper left corner is a box with an arrow pointing up. (This is the Share button. Touch this, then bookmarks. You can change the name and location and then save.
To view or use bookmarks: In Safari, upper right corner is a book icon: touch to open. Touch the edit button to add new folders and organize your bookmarks.

Adding Safari Shortcuts to your Desktop

You can save a webpage as an icon on your iPad's Home screen.

1. Use Safari to navigate to any web page.
2. Tap the Share button at the top of the screen.
3. Tap Add to Home Screen. Note that the icon will display the icon for that website or a small screen capture of the site.
4. You can now edit the name of the page. Most web page titles are too long to display under an icon on the Home screen of the iPad, so edit the name down to as short a title as possible.
5. You can tap Cancel to leave this interface without sending the bookmark to the Home screen.
6. Tap Add to complete adding the icon to the Home screen.
7. Press the Home button to return to your Home screen.
8. Look for the new icon on your Home screen that represents this bookmark. You may need to swipe through the pages of your Home screens to find it. Then, you can move it to any page or into a folder. The icon acts just like the app icons on your Home screen.

Download plans and proposals

Plan and proposals are available in Doc Express and the Contracts Office webpage at https://iowadot.gov/contracts/plans-and-estimation-proposals.

On the Contracts web page, there will be a link for each project "download .zip file", this contains the plan, proposal and any additional files that would have been attached to the proposal. When you click on this link, it might take a little while to load. Then you will have the option to "open in…" select "PDF Expert". The files will be saved within the app.

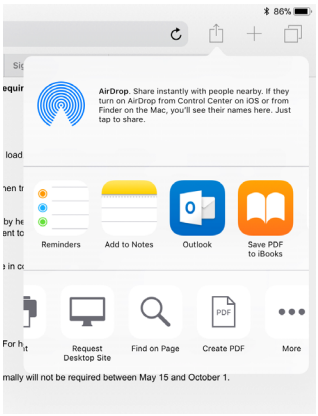
ERL

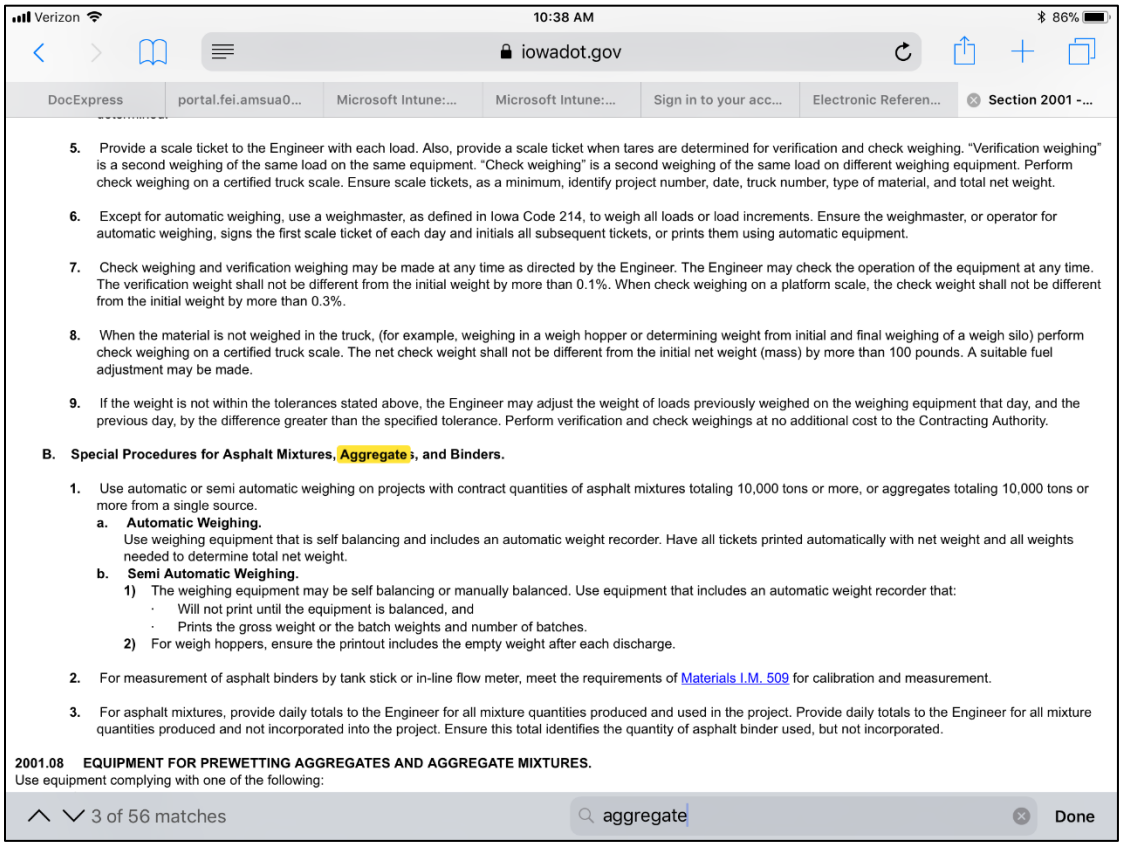
You can access the Electronic Reference Library at https://www.iowadot.gov/erl/index.html. The Construction Manual, Materials IMs, Standard Road Plans and Standard Specifications are also available in ProjectWise as single book PDF files. Some users find this helpful because they can mark them up and save the changes. The ProjectWise app should be loaded on your iPad. If you have not logged into ProjectWise, see the information here.

Use Word Search in ERL

To search for key words in any of the resources in ERL, open a file you want to search and click on the box with the up-arrow and then click Find on Page. You may need to scroll to the right to find this option. Type in your key word. The number of hits found will be listed on the left side above the keyboard and you can use the arrows to view each one.

Click the X to the right of the search box to start a new search. Click done to close the search feature.





Word search results in ERL

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Fillable/Mobile Forms

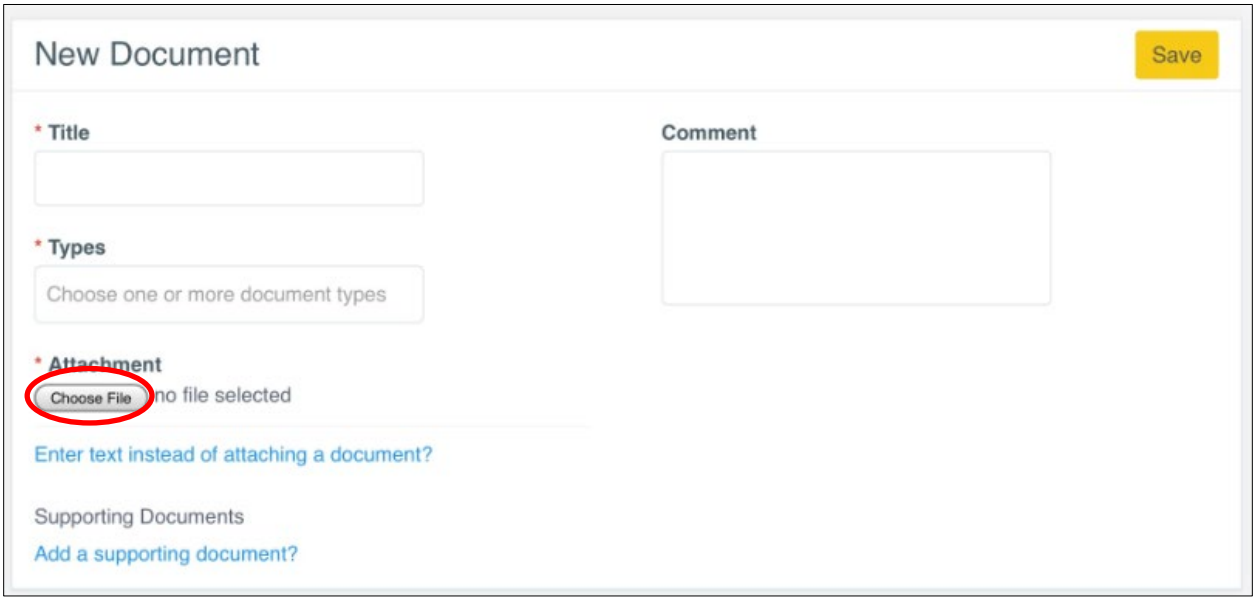
Several mobile forms have been posted here: https://iowadot.gov/construction_materials/Inspection-tool. The forms are organized by subject. Touch to open, then touch "open in PDF Expert". This appears briefly toward the top of the form and you may have to touch the form again to make it appear so you can select it. The form will be saved to PDF Expert automatically and you can fill it out and then save a copy, so you always have a blank form. To save a copy, in the upper right-hand corner, touch the square with the arrow pointing to the right and then "Save a Copy". You can change the file name and choose the location within PDF Expert to save it to.

DocExpress

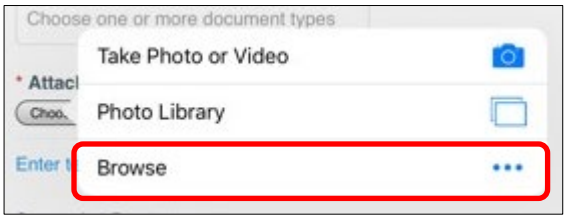
Following are step by step instructions for adding documents to DocExpress from PDF Expert.

In DocExpress open the drawer where you want to add a file and touch the **Submit Document** button.

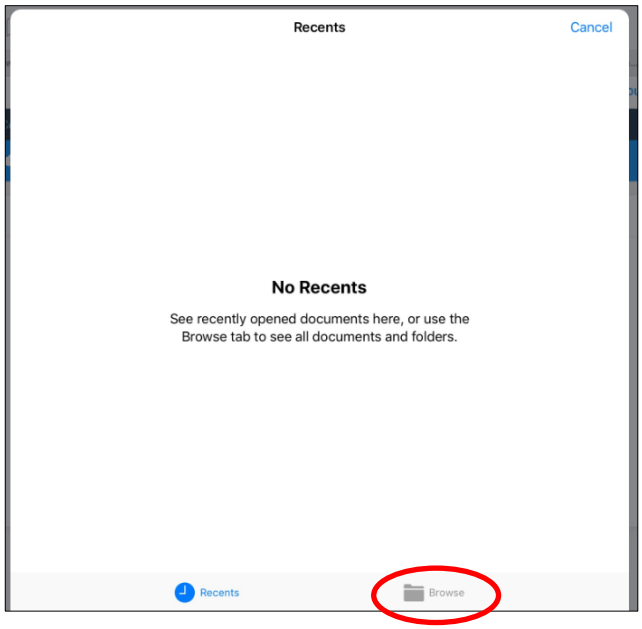
When the New Document window opens, fill out the Title and select the Type and then touch the **Choose File** button.



Touch the word "Browse" or the three dots to the right of that.

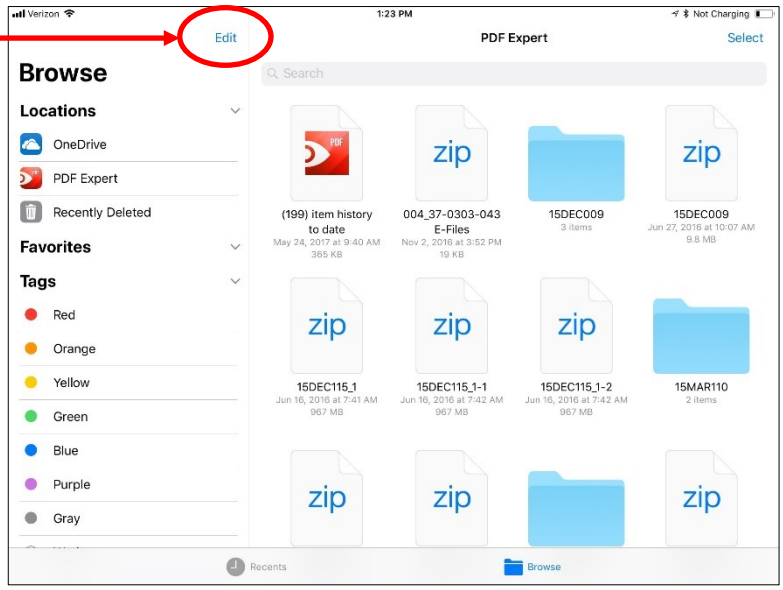


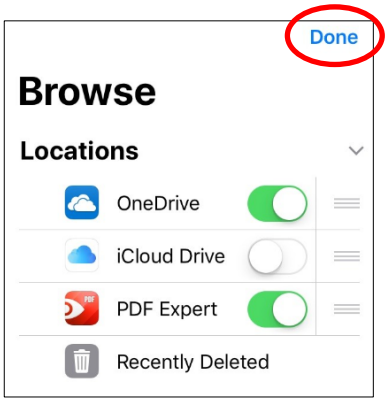
The "Files app" will open. At the bottom of this window you can select between the Recents view or the Browse view. Select the Browse view if it's not open.



From the Browse view select PDF Expert and the files and folders from PDF Expert will be displayed. Select the file you want to upload to DocExpress and this window will close.

NOTE: If you don't see PDF Expert, tap Edit in the upper right hand corner of the Browse view. Then toggle it on (see below). Tap Done.





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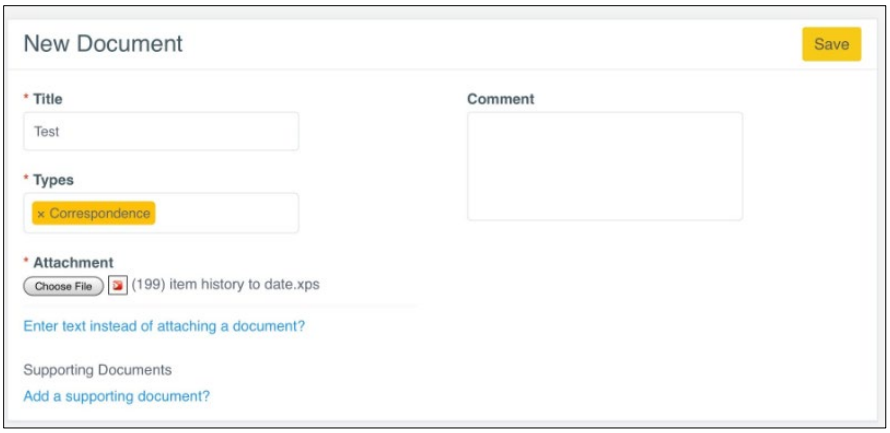
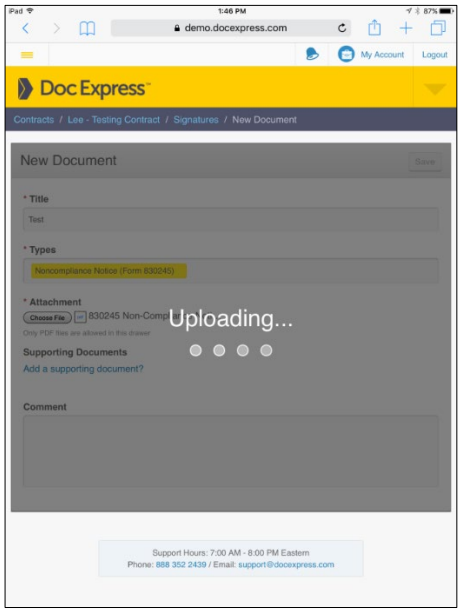
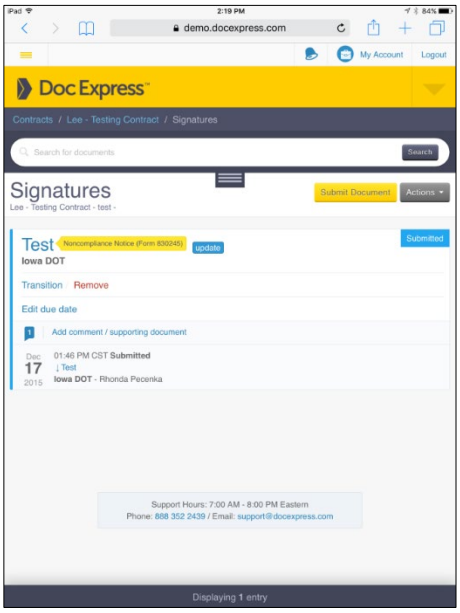
After you have selected the file and the window closes, you will return to DocExpress and the file name will show up. Touch the **Save** Button



You will see the Uploading message



Document is now available in DocExpress



Viewing DocExpress files with your iPad

If you want to view a document that you created in PDF Expert and uploaded to DocExpress follow these steps.

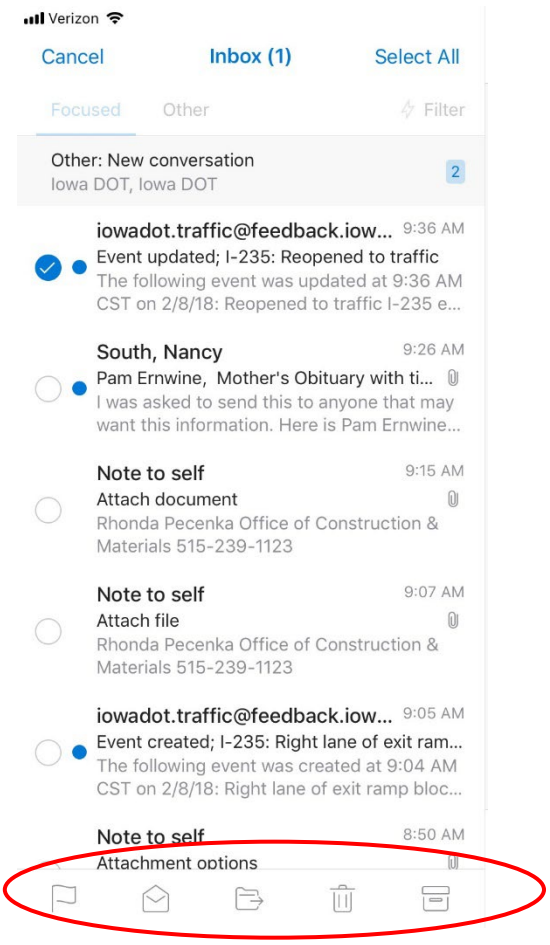
- Open the file in DocExpress, the file will appear as though it has not been filled out
- Touch the file and select “open in” in the upper left corner.
- Select PDF Expert and the completed form will open.

Mail

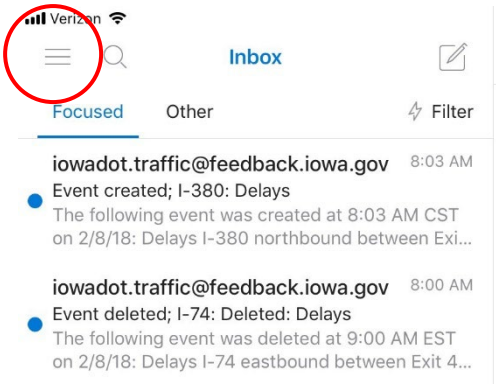
The mail app has been removed from iPads and replaced with the Outlook app. We no longer need to use Gmail accounts and they can be removed. The Outlook app can sync email, contacts, calendar and files from Office 365

Inbox and Folders

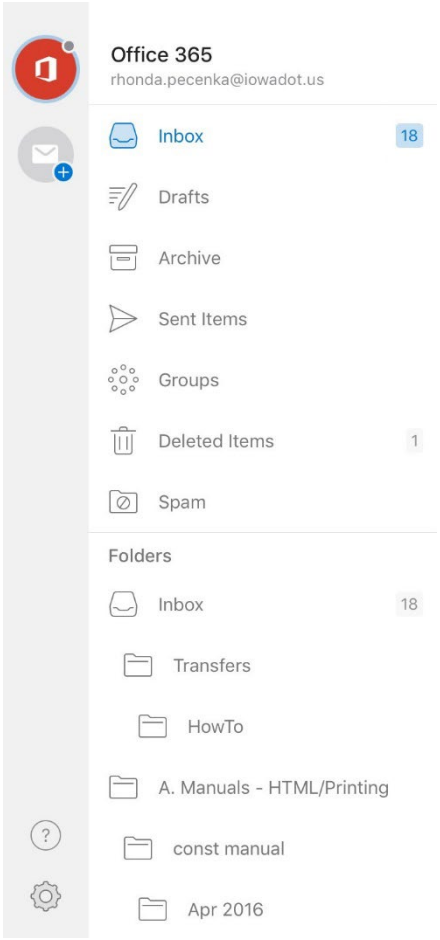
When you open Outlook, you will see a list of emails in your inbox. If you tap and hold an email, a list of options will open at the bottom. From left to right these options are flag, mark as unread, move, delete or archive. Use the move option to move an email to one of your folders.



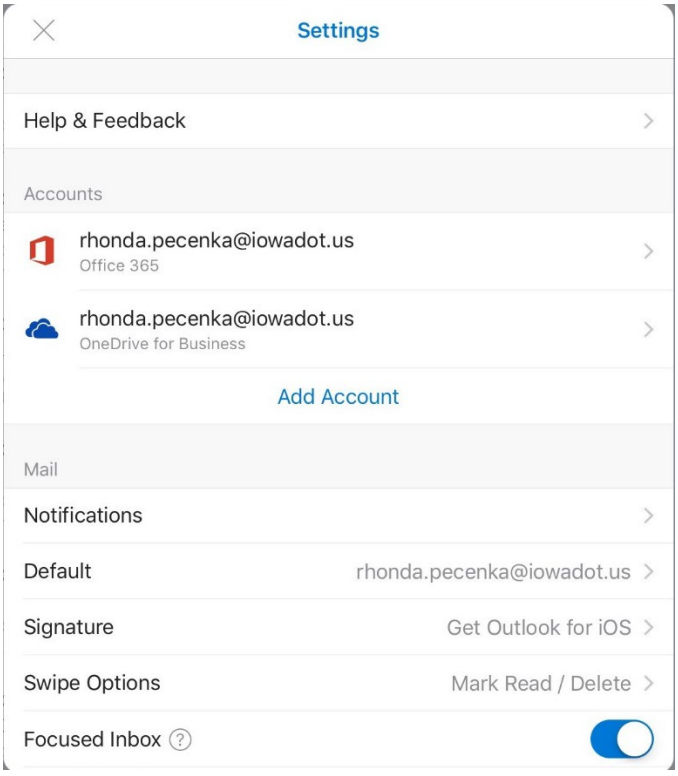
If you tap on the three lines in the upper left-hand corner, it will open your folders.



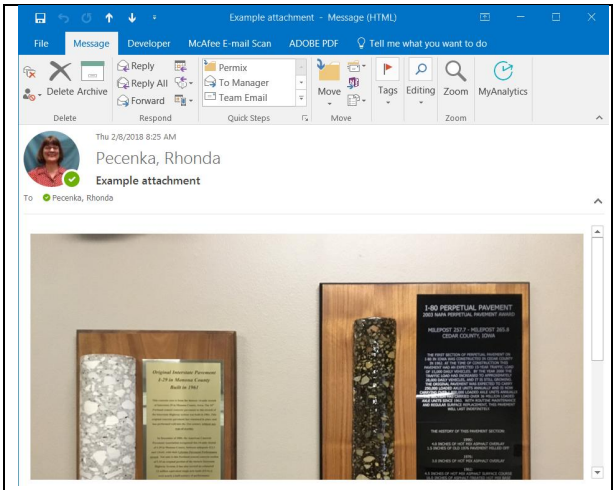
Along the left side of your folders list are several icons. The first one is your Office 365 account. The next one is the add account option. At the bottom is a question mark, this is the help and feedback option. The last icon is Settings.



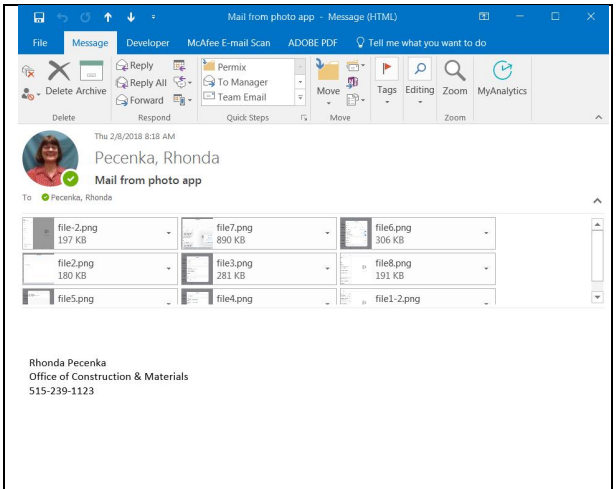
There are multiple options in the settings. You can change your notifications, signature, swipe options for your email. IF you scroll down there are options to change your calendar settings. To make changes, just tap on an option and a window will open with options to select.



Attachments / Images

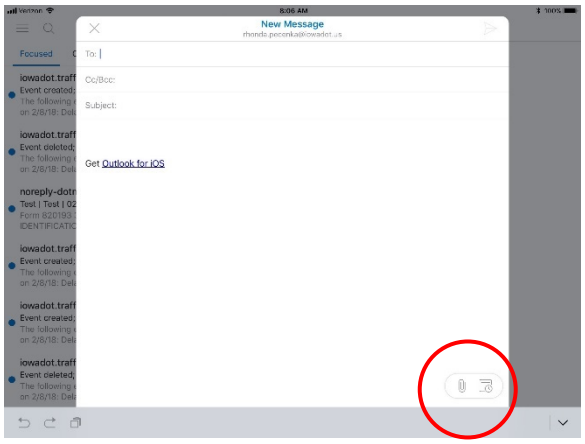


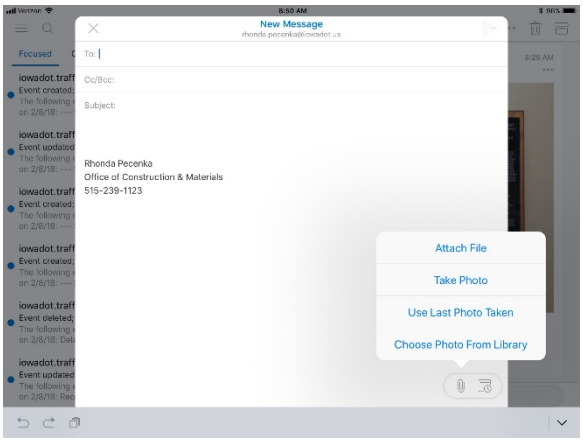
Email with image attached through Outlook



Images attached through Photos app

There are two ways to send pictures in Outlook. If you send them through Outlook as an attachment, they will be delivered inline. (See image above, left) You can only attach one image at a time using this method. Open a new email or reply to an email you have received and then tap the paperclip in the lower right-hand corner. This will open a menu where you can select a file or photo. There are multiple photo options. This is your only option when replying to an email.





If you want your images attached (see example, top-right) send images through the photos app. Open the app, (If you are looking at a single image you may need to tap the back button in the upper left corner.) tap Select in the upper right corner of the screen. You can select multiple photos. Tap the box with the up arrow and then select Outlook. An email will appear with the files attached.

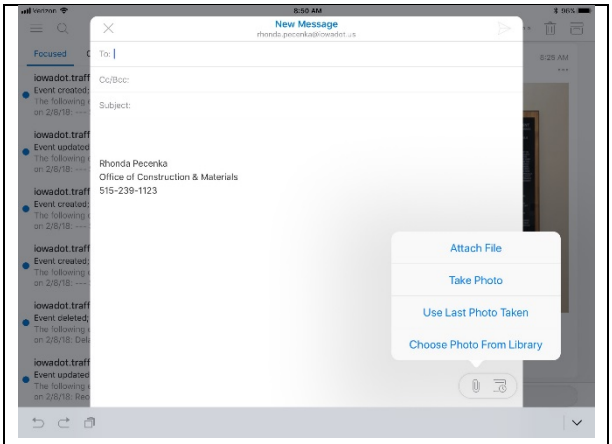
There is no longer an option (at this writing) to change the image size

Attachments / Documents

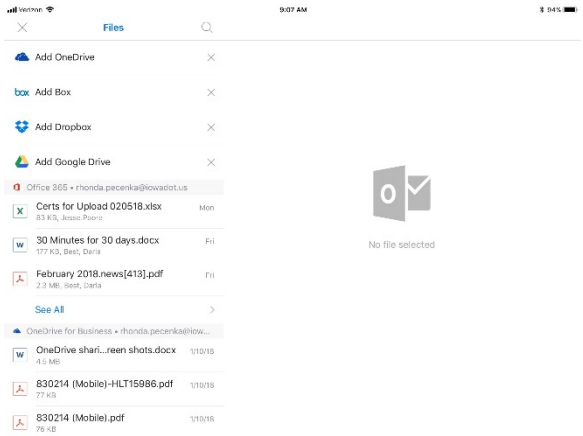
There are multiple options to send documents. You can send them through their native app (PDF Expert, Word, Excel, etc.) those procedures have not changed. To attach a document in Outlook, in a new email or an email that you are replying to, tap the paperclip in the lower right-hand corner and

select “Attach File”. This will open the files that are synced to your Office 365 and OneDrive for Business accounts. These connections should already be in place. (This “Files” view is not the same as the new Files app that came out with iOS 11). Select the file you would like to attach. There should be two choices in the lower right corner. You can insert a link to OneDrive or attach the file.

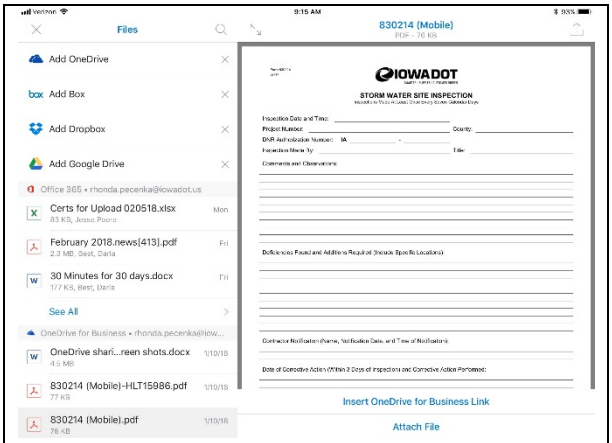
Tip: If you have your PDF Expert (or other) files synced to OneDrive you will be able to attach them to the email, click “see all” beneath the list of files for OneDrive for Business.



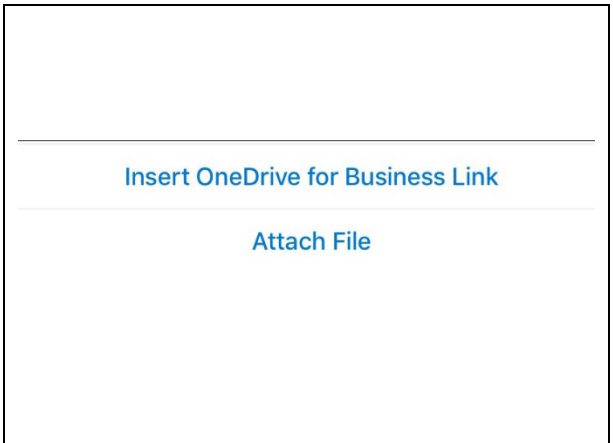
Select Attach File



Select the file you want to attach.



The file will load and appear to the right.

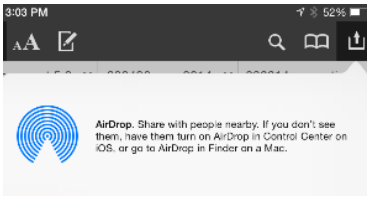


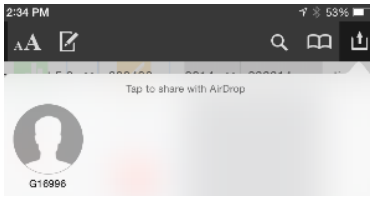
Select Attach File.

Apps

AirDrop

This App allows you to share files with other iPad Users. Touch this icon in any picture, video or document and select AirDrop. To do this in PDF Expert select Open in / choose the format / and then you will be given the option to use AirDrop. In Adobe Reader select Share File / choose the format / and then you will be given the option to use AirDrop.





If there is nobody in the area or they have AirDrop turned off, you will see the blue circle in the left image. If someone in near that you can drop to, you will see a gray image, it may be a G-number from the device, or it may be a pair of initials for the user. Click on the gray icon and then the other person will need to accept it. If it's a large file, you will see a blue line going around the gray circle as it loads.

The settings to turn AirDrop off and on have been moved to Settings/General/Air Drop. This is no longer an option in the Control Center.

Camera / Screenshot

Simultaneously press and release the Sleep/Wake (aka power button) and Home buttons. A thumbnail of the screen shot will appear in the lower left corner of the screen. If you do nothing, it will be stored in your photos. Tap the screenshot for more options. You can mark the screenshot up with the drawing tools at the bottom of the screen or you can tap the box with the up arrow in the upper right corner to send it to someone or save it in various locations. When you tap Done you can choose to save it to Photos or delete it. If you save the screenshot, you can view it in the Screenshots album or All Photos album.

There is also a plus sign in the lower right corner with options to add text, a signature, a magnifier or shapes. The magnifier can be resized or moved. Shapes can also be resized or moved.

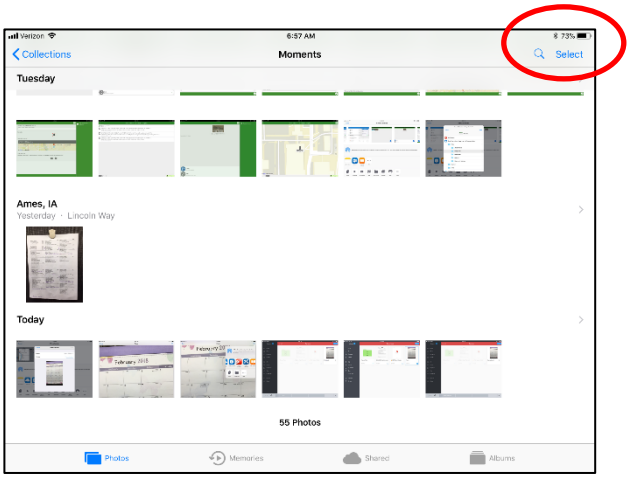
Camera / Convert Photos to PDF

If you want to save a photo of a ticket or some other document to a PDF format you can do so with your camera. Once you have taken a picture of the item follow the instructions below.

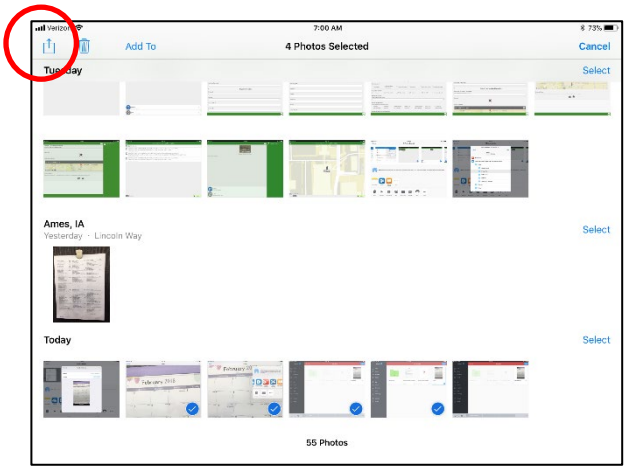
1) Launch the Photos app on your iPad or iPhone.

2) Tap Select in the upper-right corner, then tap the images that you'd like to use for your PDF document.

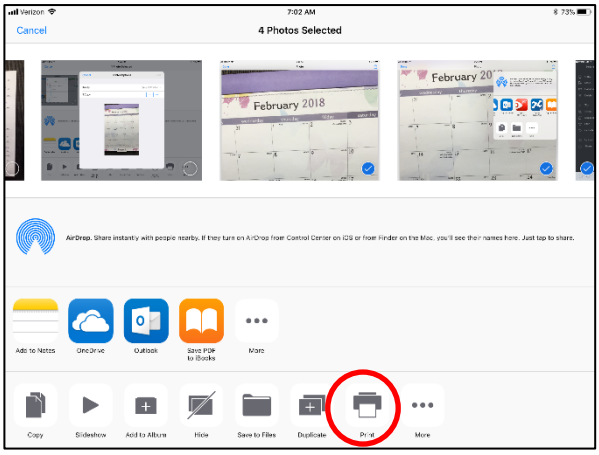
TIP: To select multiple photos quickly, hit the Select button and now tap and drag from one image through the range of images that you wish to select.



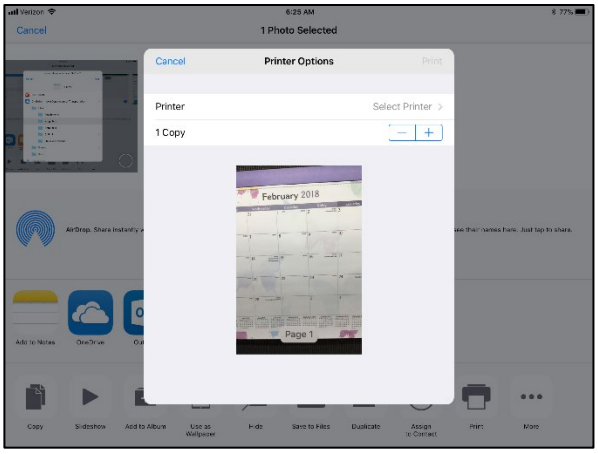
3) Tap the Share button. (the box with the up arrow)



4) Choose the Print option from the Share menu.



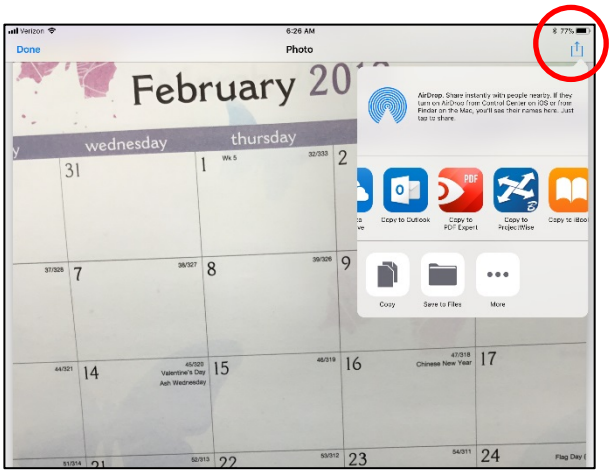
5) You'll be taken to the Printer Options screen



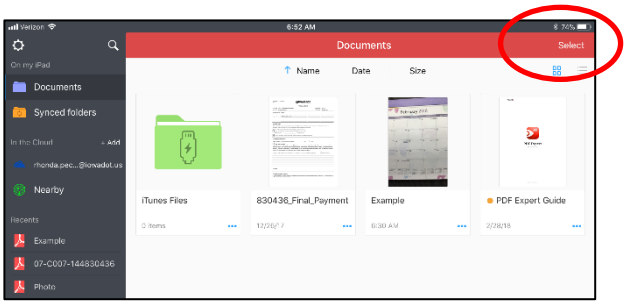
6) Pinch and zoom in on the preview thumbnail to turn it into a PDF. If you select multiple pictures it will be a multi-page PDF. You will see an enlargement of the file – but the entire file will have been copied to PDF.

7) Tap the share button again and select Copy to PDF Expert.

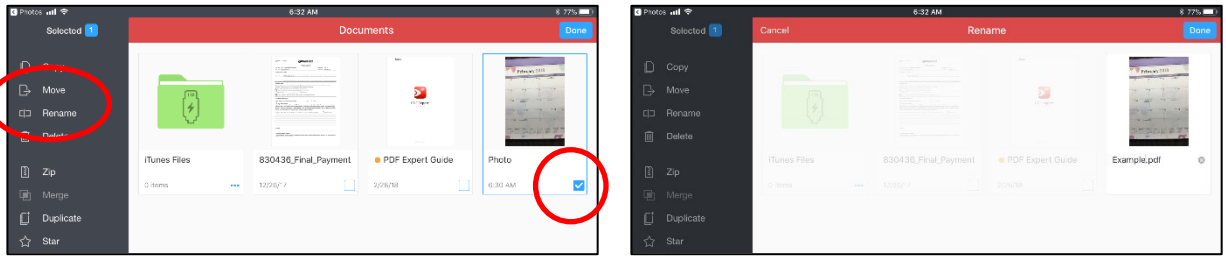
Note: You can also copy to other applications such as OneDrive, Outlook, ProjectWise and others. If you select Outlook it will be added to a new email as a PDF attachment.



The file will open in PDF Expert. It will be named "Photo". You can select it and rename it. Tap select in the upper right corner and then tap on the small box beneath it.



Return to Table of Contents

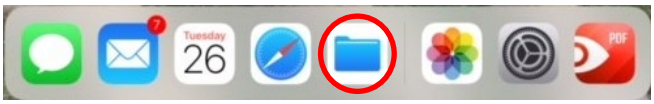


Tap Rename and enter the new name.

When you go back to your photos app the file will still be displayed, click Done, you'll be taken back to Printer Options, click Cancel at the Printer Options screen and at the next (photo selected) screen. You will be taken back to your photos app where you can delete the photo.

Files App

Files brings all your documents together so that you can browse, search, and organize them in one place, including files in PDF Expert and OneDrive.



The Files App looks like a folder and can be found in the dock.

In the files app, tap Recents at the bottom of the screen to view recent documents. Tap Browse to view the contents of Apps such as PDF Expert and OneDrive. See more about how we will use this new app in the DocExpress section.

Free vs Paid Apps

You may download any free work related apps with the exception of Office 365 products from the App Store. Some apps are pushed out by IT now and will appear on your iPad automatically.

Under no circumstances should you purchase apps through the App Store. Free apps that ask for an upgrade should not be upgraded. (This is different than updating). You will be asked for your credit or debit card information. Do not enter personal financial information for your iTunes account.

PDF Expert is a purchased app that should be on your iPad. If it is not, please contact Rhonda Pecenka at 515-239-1123 or by email to request the app.

NumPad

If you are looking for a 10-key keypad this is a great free app. Once you have installed the app, open it up for instructions on how to enable it. To switch between keyboards, touch and hold the globe in the lower right corner of the on-screen keyboard and select NumPad. Note, I have had to remove my iPad from the keyboard case to enable this keyboard.

PDF Expert

Connect to OneDrive

Information to connect PDF Expert to OneDrive or password changes change be found by following the links in this sentence.

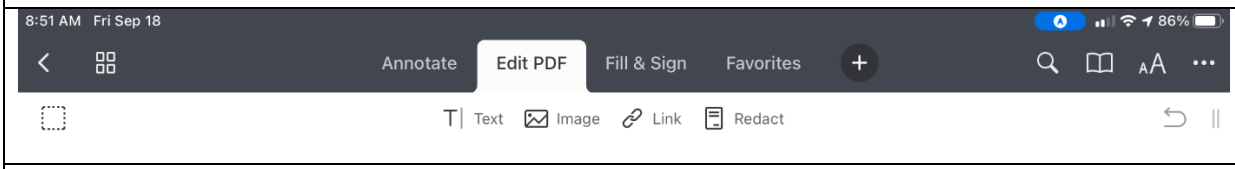
PDF Expert is used to edit and mark up files (such as plan sheets) as well as fill out and sign forms.

You should have a copy of the PDF Expert User Guide in documents section of PDF Expert. You can also access the online version here: https://pdfexpert.com/help/

Markups and Tools in PDF Expert

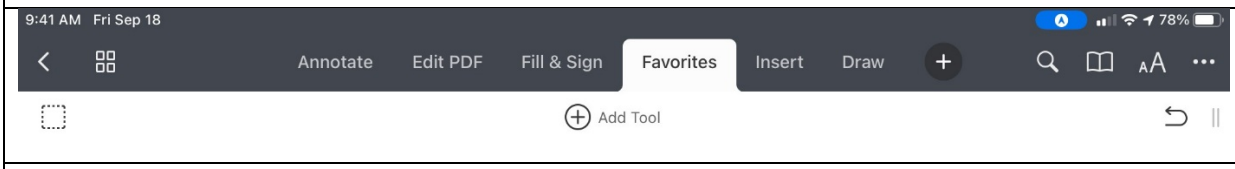
For more details about these tools, see "Welcome to PDF Expert" in "My Files" within the PDF Expert app.

Tap annotate to add highlights or add text notes. You can also get an overview of all annotations or export the annotation summary.



Edit PDF: this feature should not be used as it comes with additional costs.

If you tap on a signature field in a PDF form you will be asked if you want to use your signature or a customer signature. Your signature will be saved. If you want to add a new signature, you can do so with this tool. You can also create custom stamps and insert images with this tool.



Favorites: this feature should not be used as it comes with additional costs.

The plus sign to the right of the favorites tab allows you to navigate between the different menu items. The "MORE TOOLS" section allows you to add additional menu items such as Draw, Insert or Pens. You can only add two of the menu items at a time.

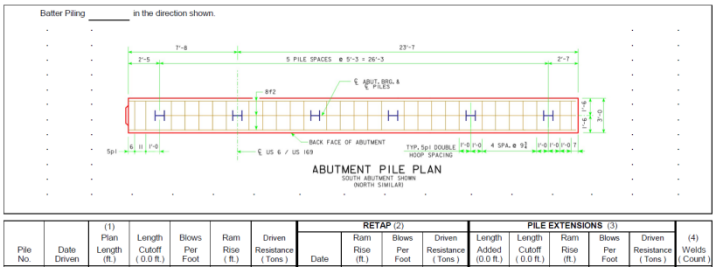
Adding Image Files to PDF Expert

This feature has been used to add an image of the Pile Plan to the Log of Piling Report.

Open the plan set and zoom in to the pile plan. Leave yourself a little room for cropping and take a screen shot by pressing the power and home buttons at the same time. The screen will flash when the picture is taken.

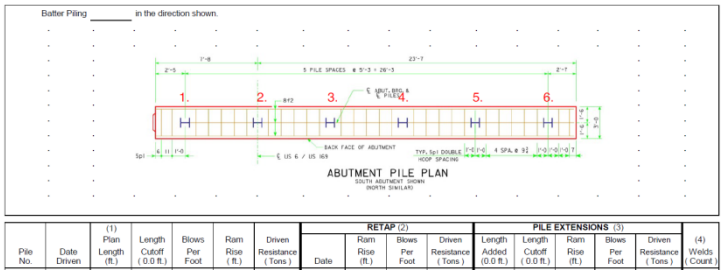
Open the image in the Photos app. If you want to crop the image, select “Edit” in the upper right-hand corner. The crop and rotate tool is typically the second tool listed.

Crop the photo by grabbing any of the corners and moving them to where you want them. When you have finished editing your photo, tap “Done”. Your changes will be saved automatically. This change will not delete any portion of the photo. If, after cropping a certain section of the photo, you want to crop another section to insert on another PDF you may.



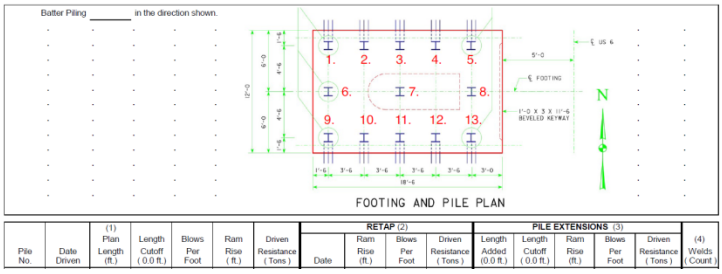
In PDF Expert, touch and hold (approximately where you would like to insert the image) until a menu appears. Select “Image”, and then select “Photo Library”. You may receive a message that PDF Expert would like to access your photos, select “OK”. Navigate to and select the photo you want to add to the form. Once the image is on the form you can move or resize it.

After you insert the picture, tap the "T" in the “Edit PDF” menu at the top of the screen and you can add text. (If this menu item is not available, tap the plus sign to add it). A keyboard will appear with a menu above it to change the font type, style, size and color. Tap the location where you want to add the text and begin typing.



You can create a single text box and add spaces to put the numbers where you want them.

If you touch the text box you can move it around.



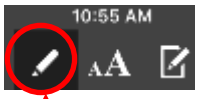
Word Search

Use Word Search to find what you are looking for in your plans or other files in PDF Expert.

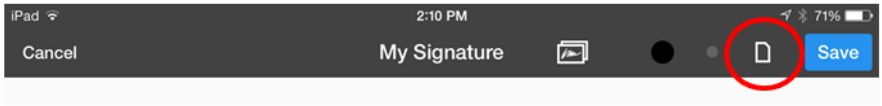
To access the search feature, touch the magnifying glass in the upper right hand corner of any open document and a box will open where you can enter the information you are looking for. Tap search and each instance will be highlighted yellow. There are arrows to the right of the box so that you can navigate to each search result. The current selection will be highlighted red.

Your Signature

Your signature is saved the first time you enter it on a form in PDF Expert. To change your signature, open a document in PDF Expert. In the tool bar, select the icon that looks like an "**ink well pen tip**". If you do not see the toolbar, make sure that the **editing tools** are turned on.

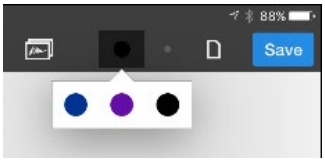


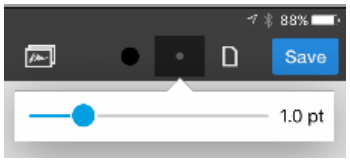
Your signature will open. To delete your signature and create a new signature, touch the icon that looks like a sheet of paper with a clipped corner. (see image below). Now you can create a new signature. Click save when you are done.



You can add additional signatures by selecting the icon below.

You can also adjust the ink color and line thickness with the tools below.





ProjectWise

ProjectWise Explorer has been replaced with ProjectWise Edge.

Delete this app

ProjectWise Explorer

Go to the App Store and download this app

ProjectWise Edge

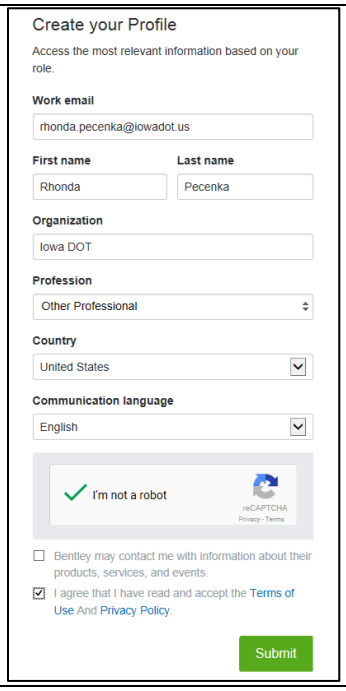
Before you can log into ProjectWise Edge you will need to go to the Bentley website and create your profile.
https://ims.bentley.com/IMS/Registration?returnUrl=https%3a%2f%2fwww.bentley.com%2f

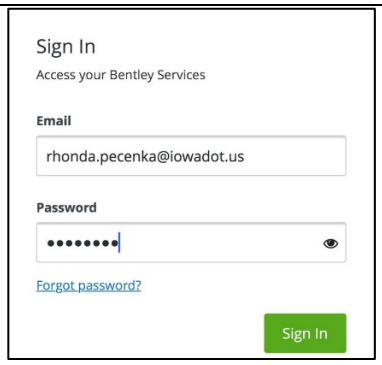
You can do this from your computer or iPad.

Once you have filled out the form, tap Submit.

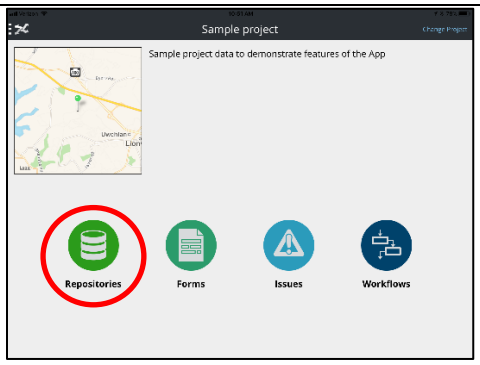
After you have completed this step, you will receive an email confirmation. Follow the link in the email to create your password.

Once you have created a password you can open the app and log in.

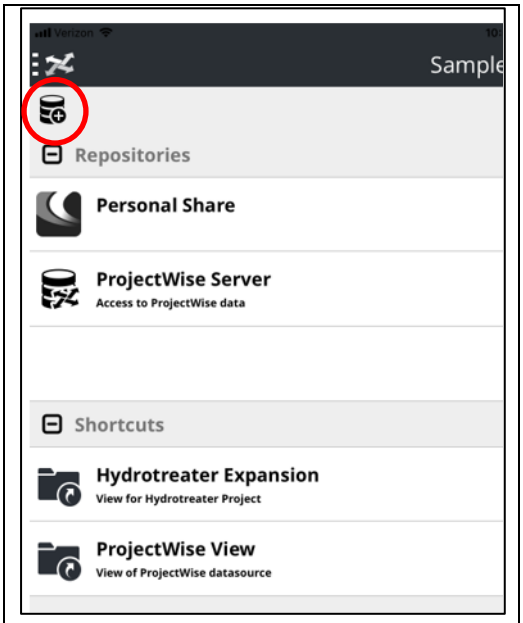




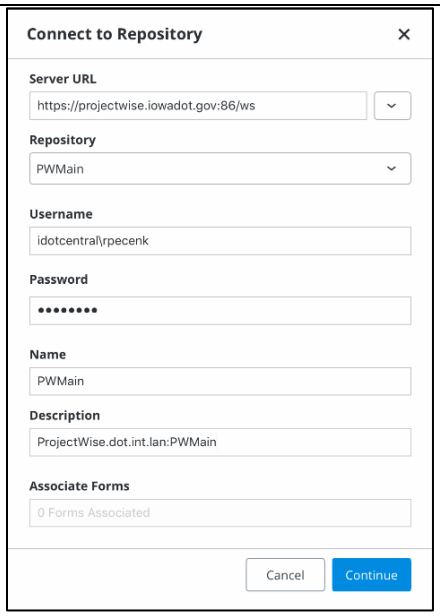
Sign in with your email account and the password you created in the step above.



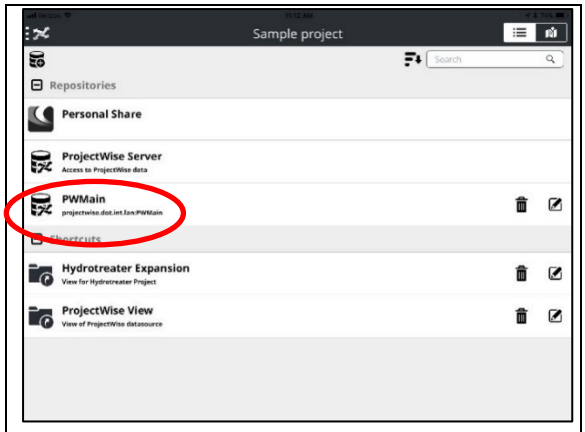
The app will open with this view. Tap on Repositories.



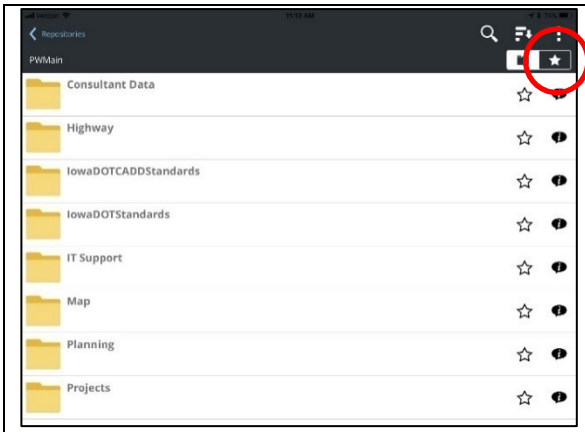
Tap the plus (+) sign to add a repository.



Enter the following information.
Server URL: https://projectwise.iowadot.gov:86/ws
Repository: PWMain
Username: idotcentral\rpecenk (replace with your user id)
Password: Enter your network password (the one you use to log into your computer.
Description: projectwise.dot.int.lan:PWMain
Tap Continue.



Tap PW Main and you will see the folders in ProjectWise.



You can mark files or folders as favorites by tapping on the star at the right of the folder name. You can then view your favorites by tapping the star in the upper right corner.

You'll only need to enter the server information once. In the future, you should only need to enter your network password. If you want to access files that are stored in the Project folders. Touch PWMain, then projects, then find your Project Folder Number.

Resources in ProjectWise

The Construction Manual, Materials IMs, Standard Road Plans and Standard Specifications are all available as PDF Books in ProjectWise. To download these files, go to PWMain / Highway / Construction. The folders are labeled by year. Select the file you wish to download and once it opens touch the upper right corner (arrow) and choose "open in". Then select PDF Expert. This file will now be stored in PDF Expert where you can mark it up and navigate the file by touching the open book icon in the upper right-hand corner. These books do not contain links like the files available on ERL.

Platbooks can be found in the Maintenance Folder under PWMain / Highway / Maintenance.

Finding a Project Folder

The first two digits on a project folder are the county number. The next 3 are the road number. The last two numbers are the year the project was put into the system. This should get you close to what you are looking for. If you have access to PSS and what to zero in on the folder, you can look up the project PIN and follow the instructions in the next paragraph.

Determining the Project Folder Number

It usually takes a combination of Project Scheduling System (PSS) and ProjectWise to find the project folder number. PSS will get you to the PIN number and the pin is used to generate the project folder number. The base PIN is the first ten digits, if there are more than 10 digits (the extras are the section number) they should be removed. The first two numbers of the PIN are then moved to the end. The example below has a section pin on the end that has to be dropped.

- PIN number (find in PSS by looking up project number)
- 03-97-029-010-~~01~~ Use first 10 digits.
- Move first two digits to the end 9702901003

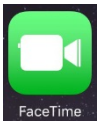
FaceTime

This app has been found to be very useful in communicating and showing what is going on in the field.

Enabling FaceTime Calling on your iPad

When you first use your iPad, FaceTime may not be enabled. To enable the iPad to receive and make FaceTime calls, follow these steps:

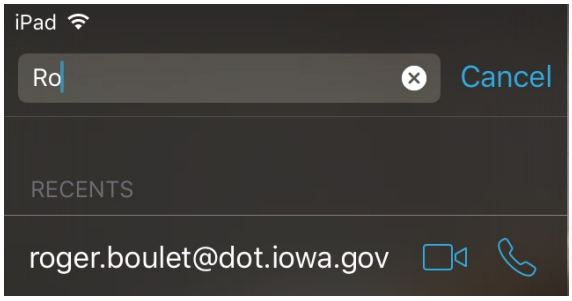
1. Go to your Settings icon.
2. Look for the FaceTime option tab along the left-hand column.
3. Toggle the FaceTime switch to the ON position.
4. Log in with your iTunes account.



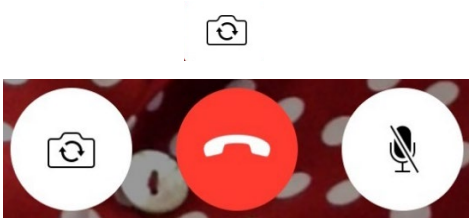
Placing a call using FaceTime

1. Touch the FaceTime icon.

2. In the FaceTime app, enter the person's phone number or email address then tap the FaceTime video or audio icon. If you have the person's phone number or email address saved in your contacts, you can enter their name, and then tap the video or audio icon.



3. The iPad has two cameras, the front facing camera will be enabled and you and the person you have contacted via FaceTime will see each other. To switch to the rear facing camera, tap the camera icon at the bottom of the screen.



This will allow you to share what you see.

Citrix Workspace

Citrix Workspace app has replaced Citrix Receiver. Citrix Workspace app is a new client from Citrix that works like Citrix Receiver. Go to the app store and download the Citrix Workspace app if you are interested in using it.

This program can be used to access many items, including ERMS, DOTNET (use IE8), OpFin, PSS, and Microsoft Office 2010 products. You can also access files on the W drive and P drive through the Office products. For instance, if you need to open a Word file that is located on the W drive, open Word in Citrix and then select open file and navigate to the file location on the W drive.

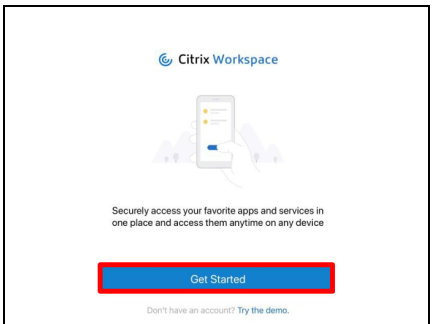
When you are in Citrix you will be working in a Windows environment, so it will work a little differently than the iPad does. You must have an RSA virtual token and must be setup by IT to use the Citrix Desktop. Another option that is available (on request) is Mobile Desktop which will allow you to access your desktop assuming it is hooked up to the network and turned on.

Setup Citrix Workspace Mobile App

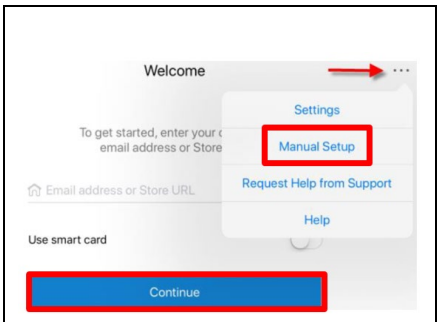
Download Citrix App from store

Following are instructions to set up the app.

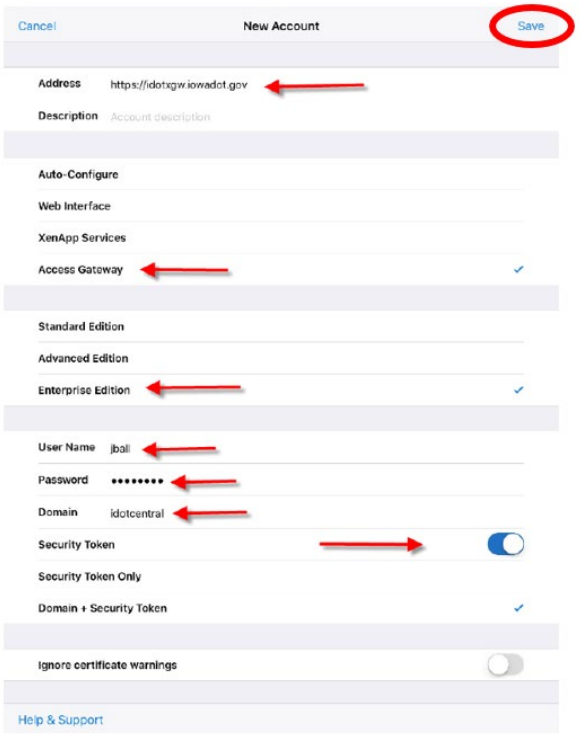
1. Open the app and click “Got it”



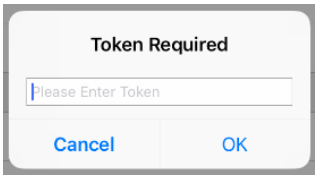
2. Click “Get Started”



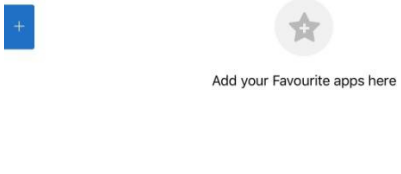
3. Tap the three dots in the upper right corner
4. Select Manual Setup
5. Select Continue



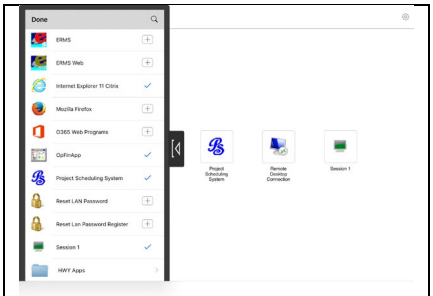
6. Address: https://idotxgw.iowadot.gov
7. Select Access Gateway
8. Select Enterprise Edition
9. Enter your username
10. Enter your network password
11. Domain is idotcentral
12. Switch Security Token ON
13. Click Save



14. Enter your 4-digit PIN + Token Code. Tap OK



Tap the + on the left side of the screen to open the menu to add your favorite apps.



As you select your apps they will be added to your desktop.

OneDrive

What is OneDrive?

OneDrive for Business is the Microsoft cloud storage service that comes with Office 365. With OneDrive, you can securely store all your files in one place, share them with others, and get to them from anywhere.

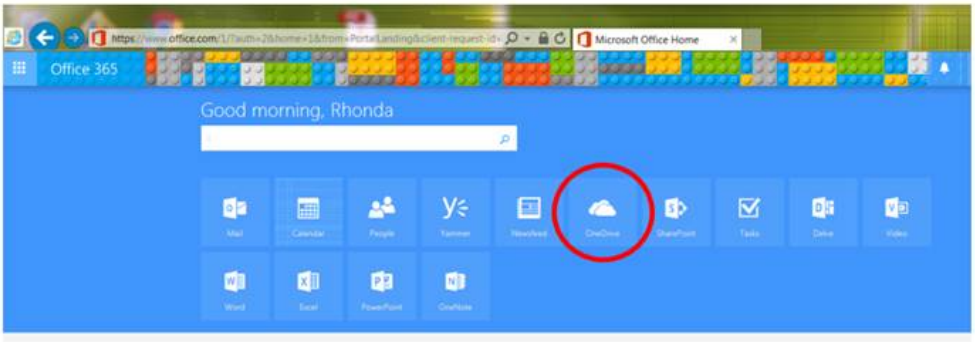
While cloud storage sounds like it has something to do with weather fronts and storm systems, it really refers to saving data to an off-site storage system maintained by a third party. Instead of storing information to your computer's hard drive or LAN (Local Area Network, i.e. W drive), you save it to a cloud storage system. At this writing, we have a terabyte of shared storage on OneDrive.

To access your files, you must first Sync your OneDrive to your computer.

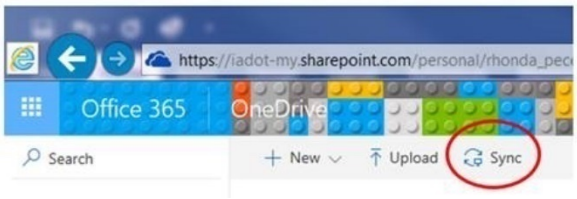
How to Sync OneDrive to your computer

From your computer go to https://www.office.com and sign in with your Iowa DOT email and password.

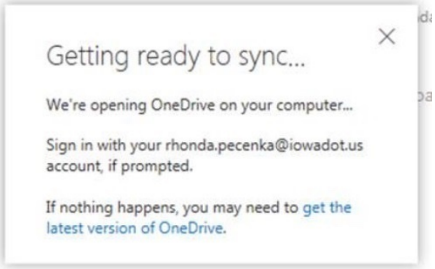
Select OneDrive



then select Sync. (You only need to do this once and then they should sync automatically.)

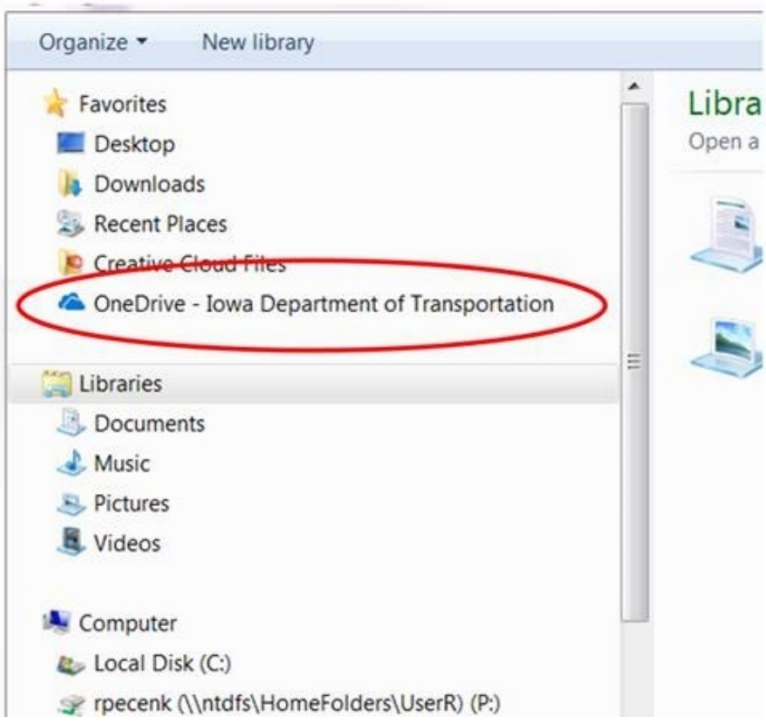


If you get this message and nothing happens, go ahead and click on the link to get the latest version of OneDrive.



This will create a folder under your profile where your files will be stored. This folder will be called OneDrive – Iowa Department of Transportation. It will be located here: C:\Users\"userid"\OneDrive - Iowa Department of Transportation. Anything you store or copy to OneDrive will be accessible on your computer, and any devices/apps you have connected to OneDrive.

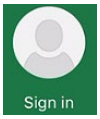
Once the process is complete, right click on your start menu and you should see the OneDrive folder under favorites.



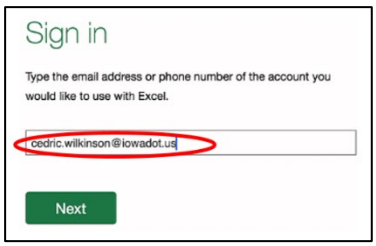
Sign in and use Excel or Word with One Drive

If you have a dedicated iPad, you can install any of the office products from the Company Portal. Do not go to the App Store to download these products. If you have a shared iPad, you must use the Office 365 Portal.

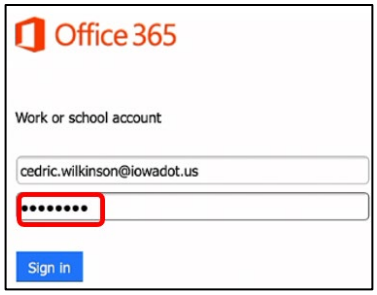
After you install an app, sign in by tapping the Sign in icon in the upper left hand corner.



Sign in with your Iowa DOT email address and tap next.



This will open the Office 365 log in window. Enter your network password and tap Sign in.



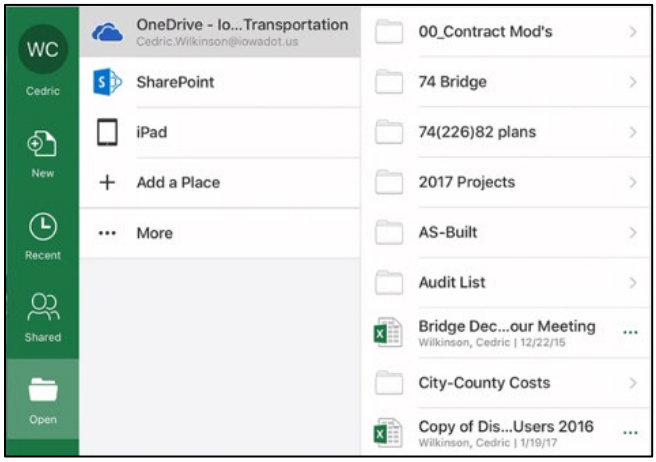
Click on Create and Edit Documents

Click on Open, located on the bottom left. You should now see One Drive.

If you have created folders or files in OneDrive on your computer, they will show up when you tap on OneDrive

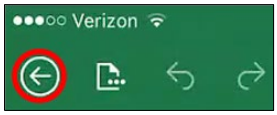
Notice that you can only view excel files when you are using Excel. Likewise, Word will only display Word documents.

Click on the file you want to open.



After opening a file, you may see that it is a Read only file, click on Edit and you will be able to modify the file.

After you have modified/changed the file just click on the Back Arrow at the top left and it will automatically be saved for you. Office Apps on the iPad saves your changes as you make them.

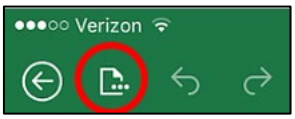


When you open Excel it will take you to your most recent files. Be careful with this as it might not be the file you want. Click on **open** and browse to the location of your file.

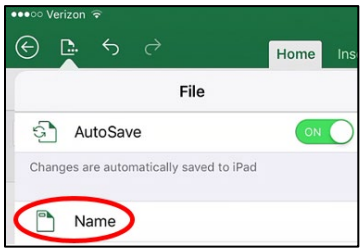
Create a New File

If you want to create a new file, click on **new**. Then click on Blank Workbook (in Excel) or Blank Document (in Word)

To name a blank workbook, click on the paper with the 3 dots.

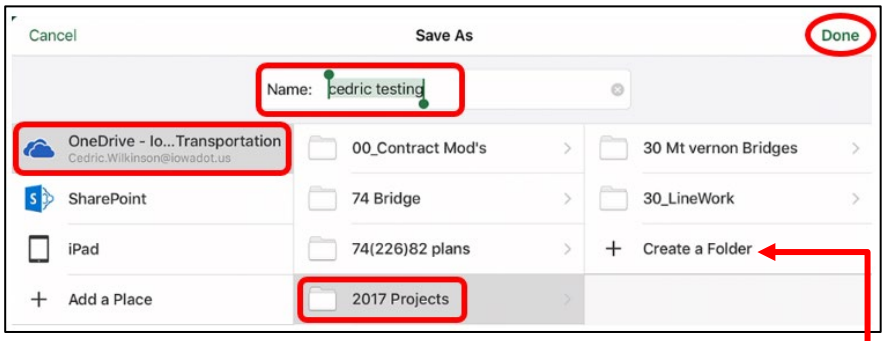


Note- anytime you see three dots or bars this is called the menu.

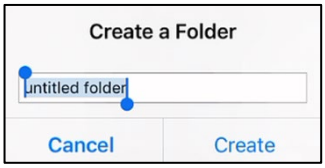


The **Save As** dialog box will open.

Name the file and select the location. In this example the file is saved on OneDrive in the 2017 Projects folder. (The gray highlighting indicates the selections made)



Note: You can create a new folder at any time. Just tap Create a Folder and enter a name in the box that appears. Then tap Create.



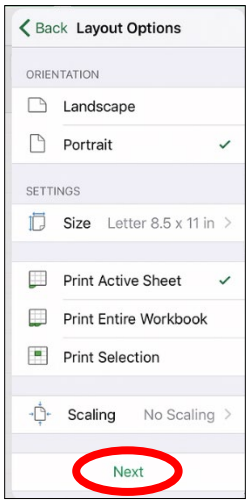
Create a PDF from Word or Excel

Open a file in Excel or Word

When you are ready to create a PDF, click on Menu (the three dots at the top left)

Click on Print

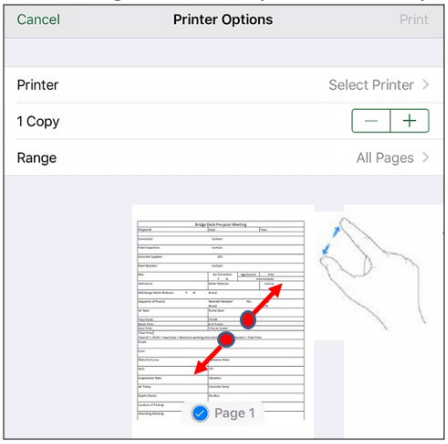
Click on AirPrint



In Excel; the Layout Options dialog box will open (at right), you can choose the orientation (landscape or portrait), size of paper, if you highlighted the area you want printed you could select Print Selection, you can also change the scale. When completed, tap Next. (You will not see this option in Word).

Select which pages you want to print.

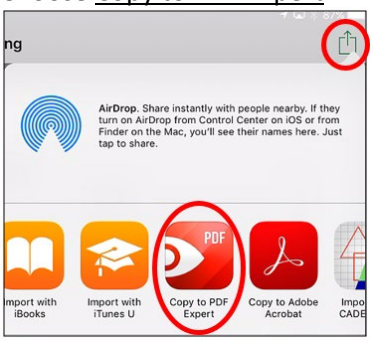
In the Print Screen area of the Printer Options use your fingers to zoom out (Put two fingers on the screen together and spread them apart)



This shows you what you are going to save as a PDF

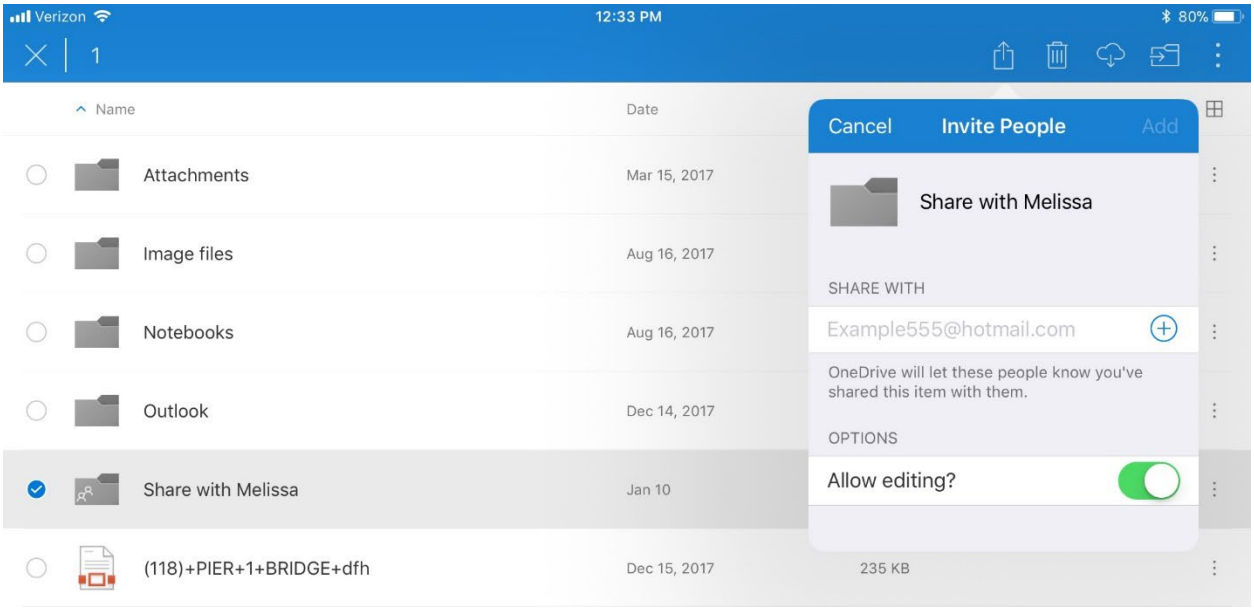
Click on the Up Arrow at the top left of the screen

Choose Copy to PDF Expert



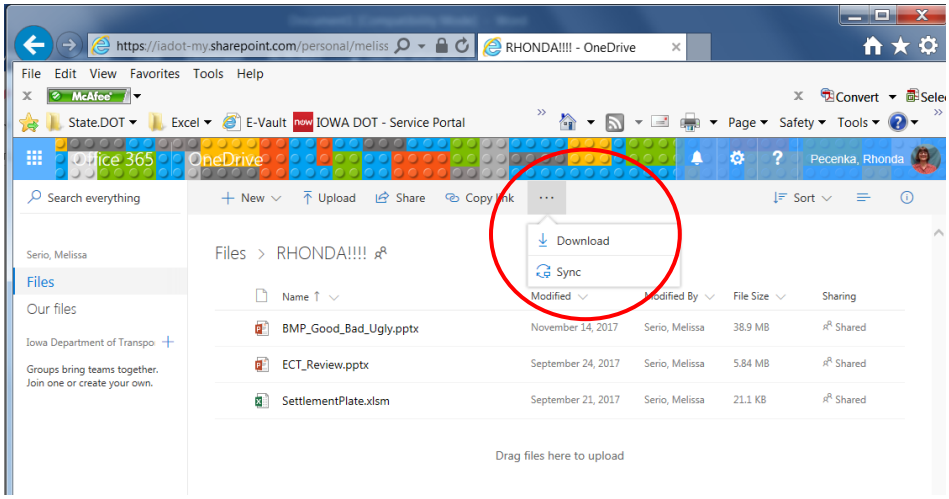
Sharing Files and Folders with OneDrive

Only you can access files or folders stored in your OneDrive for Business until you share them with another user. You can share a file or folder and then you can automatically send the link via email message.

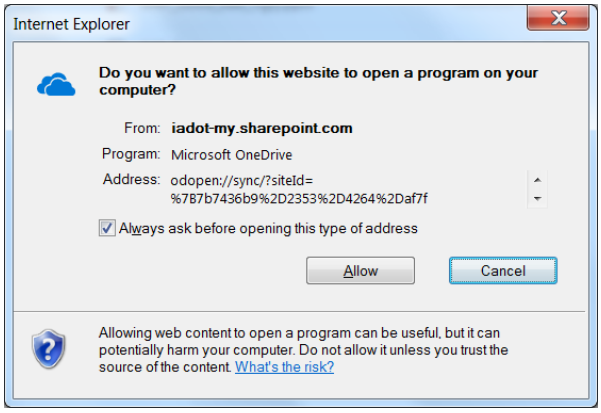


On your iPad, in OneDrive, touch and hold the file or folder that you wish to share. Then tap the box with the up arrow in the upper right hand corner and select “Invite People”. Enter the email address of the person you wish to share with. You can designate permissions by turning on or off the “allow editing” option. When you tap add a message will be sent. You can also share files and folders from OneDrive in Office 365 or from Windows explorer on your computer.

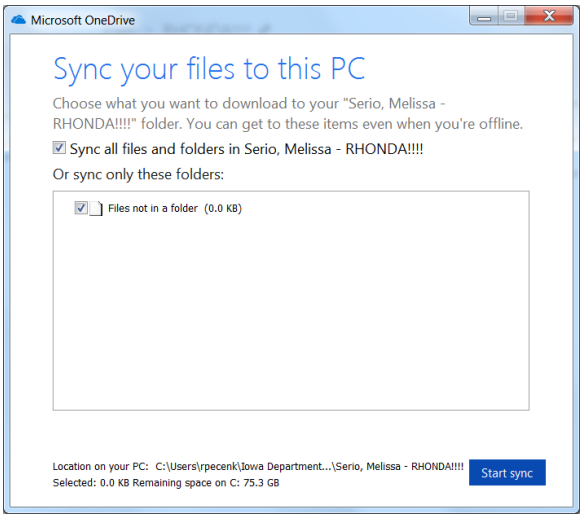
Shared files and folders can be accessed in OneDrive on your iPad or in O365 on your computer. You cannot access shared files from Windows Explorer on your computer but you can access shared folders. Once a folder has been shared with you, you will receive an email. Click the link in the email and it will open a view of that persons OneDrive folder. Click the 3 dots and then select Sync.



Return to Table of Contents

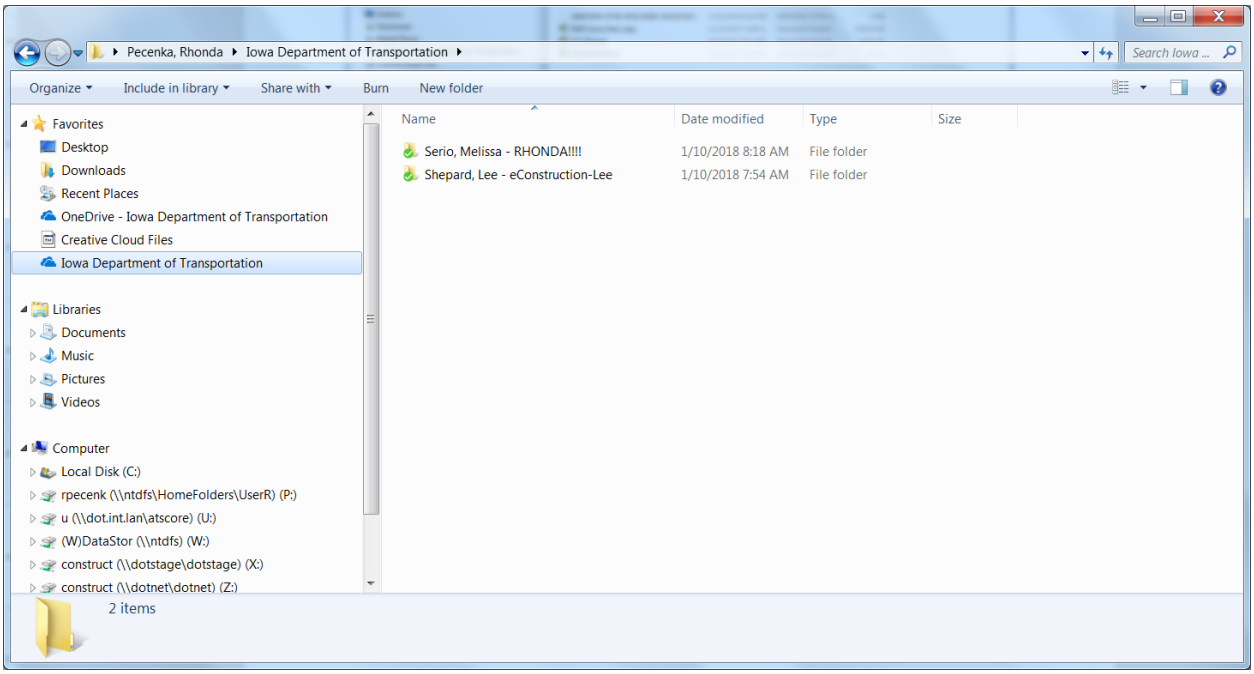


Select Allow



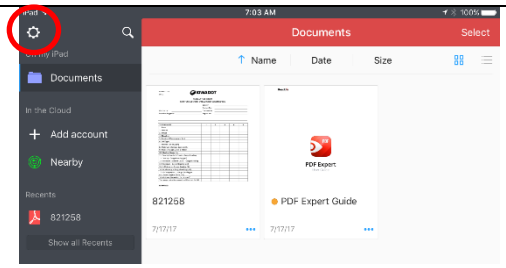
Put a checkmark in "Sync all files and folders…" and then select "Start sync".

Open Windows Explorer and you will see a new folder in your favorites called "Iowa Department of Transportation. Click on the folder and you will see any shared folders that you have downloaded.

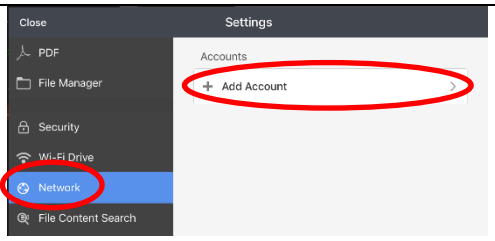


PDF Expert and OneDrive

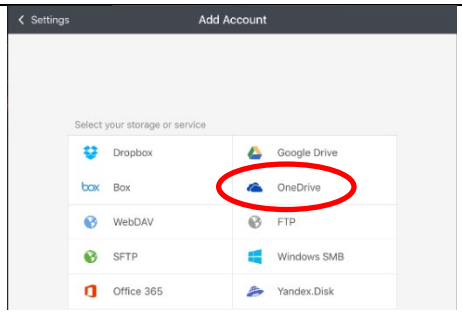
How to Connect PDF Expert to OneDrive



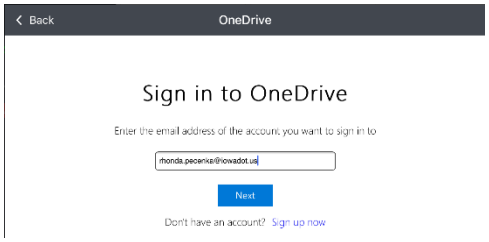
Tap the gear in the upper left hand corner.



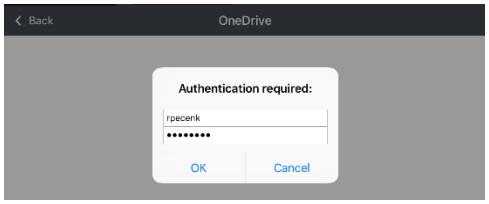
Select Network and then Add Account



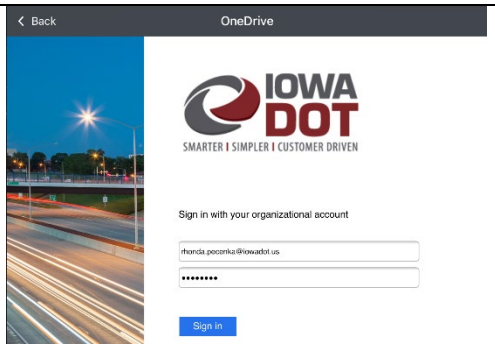
Tap OneDrive



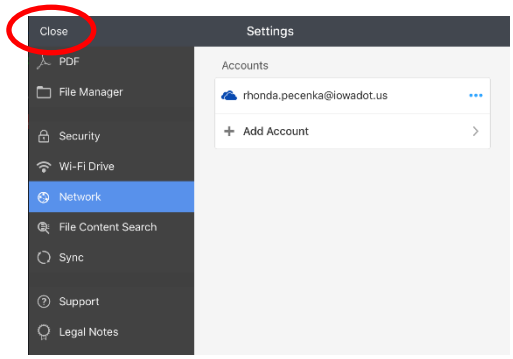
It may take a while for this screen to appear, enter your DOT email address and tap Next.



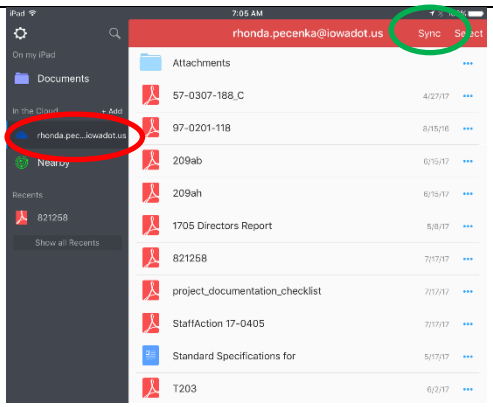
Enter your network user ID and password (the same as what you use to access your computer). Tap OK



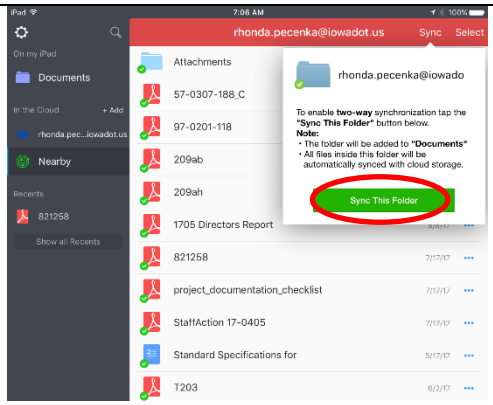
Enter your DOT email and password, tap Sign in. Your email address may already be in place.



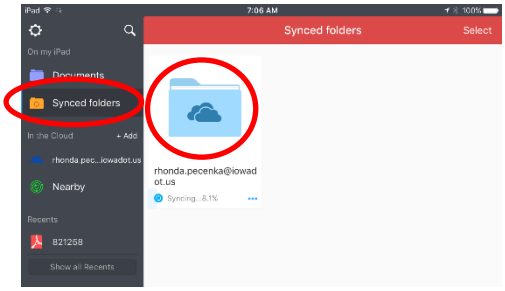
Your account has been connected. Tap Close.



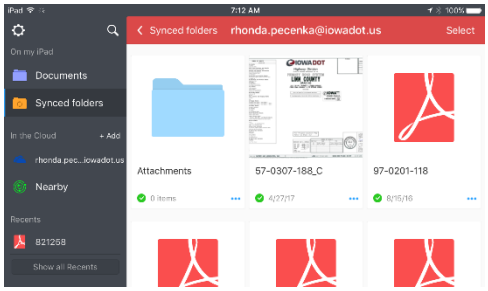
Tap your account (in the Cloud), then tap Sync. If you don't want to sync to everything in OneDrive see the note below.



Tap "Sync this Folder".



Tap your synced folder There may be a short delay before the folder is synced.



Your OneDrive Files are now available.

IMPORTANT NOTE: With more and more widespread usage of OneDrive you may not want to sync everything to PDF Expert. You can sync individual folders in PDF Expert by following the instructions below.

How to sync a single folder

Tap your network account on the sidebar (e.g. your OneDrive account).

1. Find the folder you wish to sync and tap the 3 dots in the lower right corner (**More**).
2. Tap **Sync**.

You can also sync a folder once you open it:

1. Tap the network account to open it.
2. Navigate to the folder you'd like to sync with and open it.
3. Tap **Sync** in the upper-right corner.
4. Tap **Sync This Folder**, and the progress bar will appear on the folder icon.

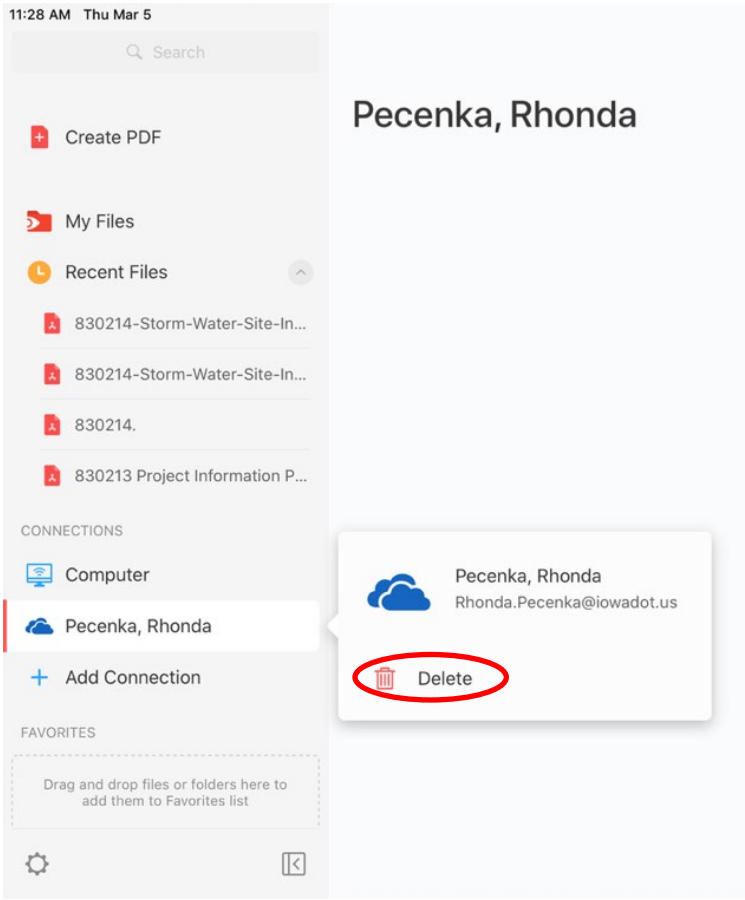
How to sync multiple folders at once

1. Tap your network account on the sidebar.
2. Tap **Select** at the top right.
3. Select the desired folders and tap **Sync** on the sidebar.

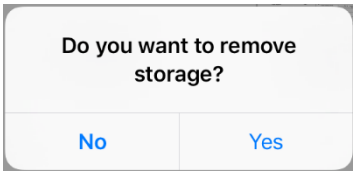
Passwords

When you change your network password you cannot change your password in PDF Expert. you must remove the OneDrive account and start over. I have asked the developer to find a solution.

To remove, touch and hold your OneDrive account until the Remove message appears. Tap delete.



Confirm that you want to remove the storage and your account will be disconnected.



This only removes the data from the iPad, it will remain in OneDrive.

Now you can reconnect your account with your new password.

Shared iPads

Most of the links below are internal and will take you to other sections of this manual for instructions or more information.

If you are using a shared iPad do not install any of the Microsoft apps on your iPad. You may access your DOT email and any other office applications through the O365 Portal.

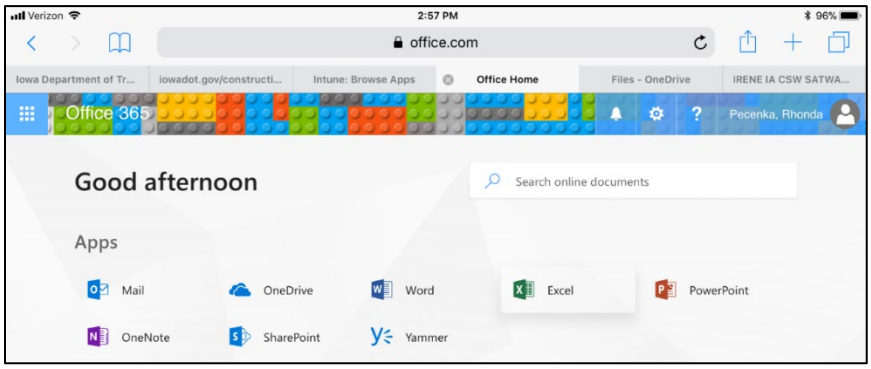
Office 365 and Shared iPads

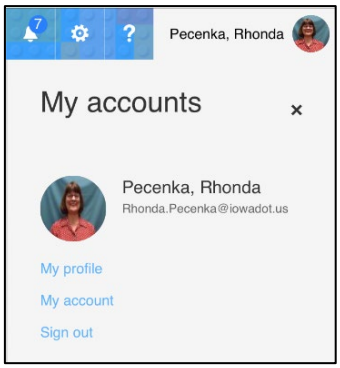
Shared iPads should have an O365 shortcut on the home screen.

You can also open Safari and enter https://www.office.com/. Log in with your DOT email and you will be redirected to the DOT login screen where you will enter your network password.

Note: If you want to create shortcuts to other websites on your home screen see these instructions.

Once logged in to O365, you can access your mail as well as other Microsoft apps. Before turning a shared iPad back in, you should log out of O365, tap on your name and a menu will open where you can select "Sign out".





Shared iPads and OneDrive

If you haven't already done so, you should connect your computer to OneDrive. This will allow you to access any files that you place in your OneDrive folder from any device that is connected to your OneDrive Account. OneDrive is like the W drive (but better).

Shared iPads and Office Apps

I've tested some of the functionality of Word and Excel Online through the O365 portal and found them to work much like the downloaded apps. You can still print to PDF with these online apps. Edits must be performed in the web browser.

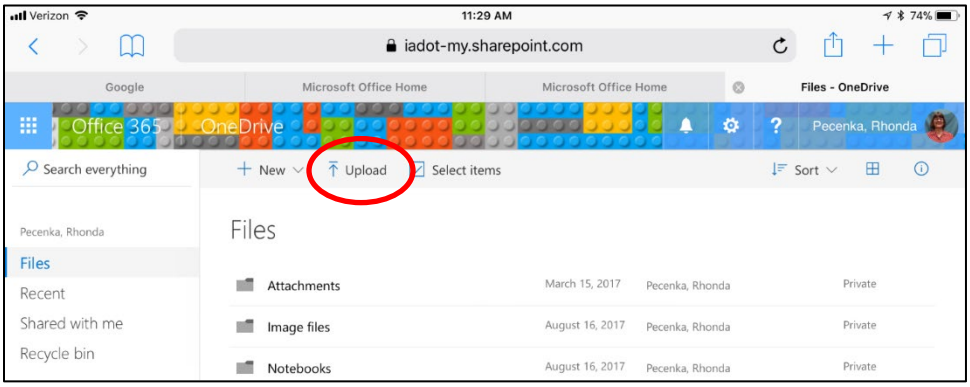
Shared iPads and PDF Expert

If you connect PDF Expert to your OneDrive Account, it is very important that you disconnect the account before turning in your iPad. Please read the section on PDF Expert for more information about using the app. Work out of your Synced folders in PDF Expert after connecting to your OneDrive account and your changes will be reflected in your files in OneDrive.

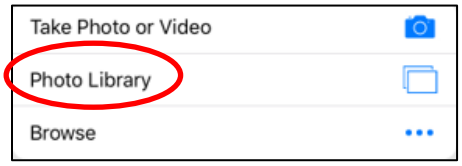
Shared iPads - Upload Photos to OneDrive

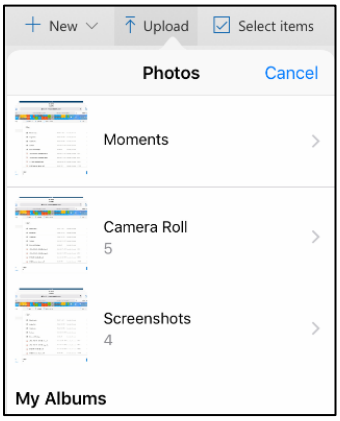
From the O365 portal you can upload photos from your iPad to OneDrive.

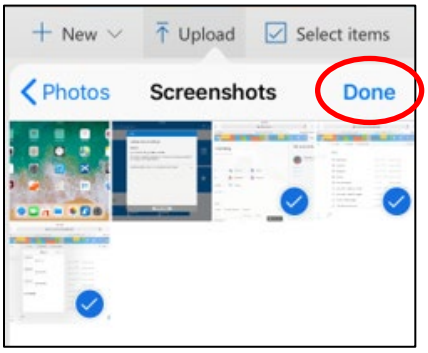
Open OneDrive and then tap “upload”.



Select “Photo Library” from the options and then navigate to your photos. Select the photos you wish to upload and tap Done.



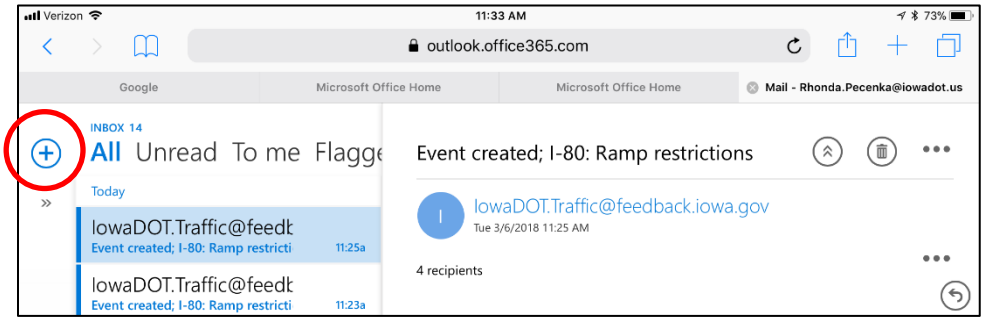




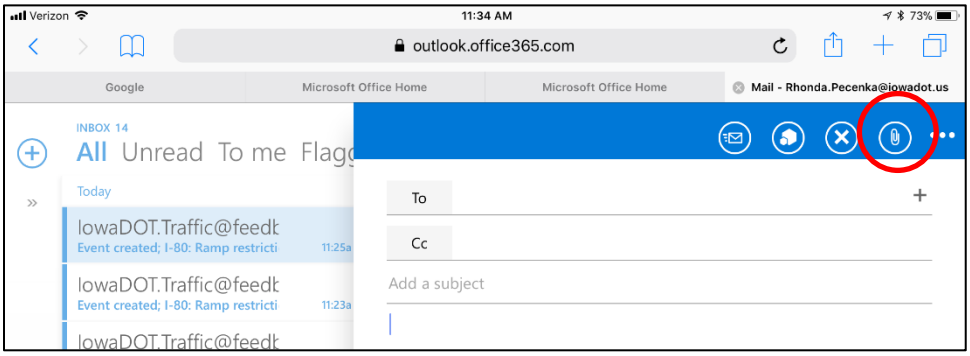
Shared iPads – Email Attachments

If you need to mail photos to someone, you can do so with Outlook.

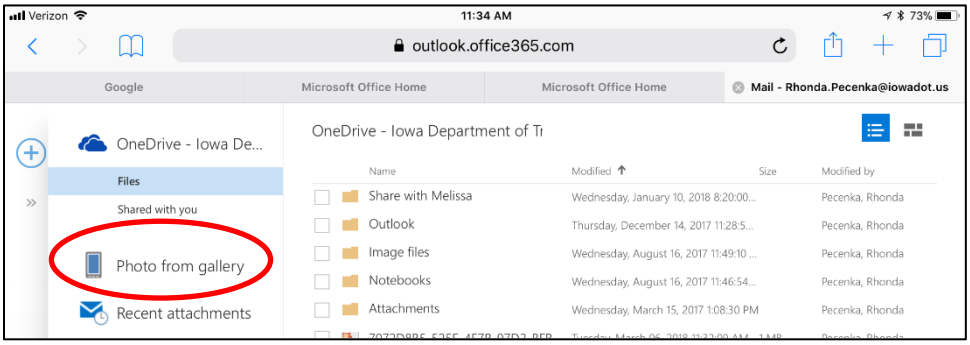
Open your mail in the O365 portal and tap the plus sign to create a new email.



Tap the paperclip in the blue bar.

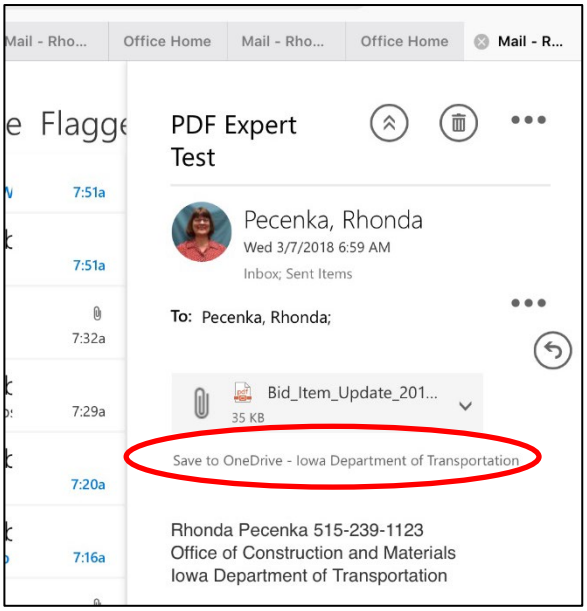


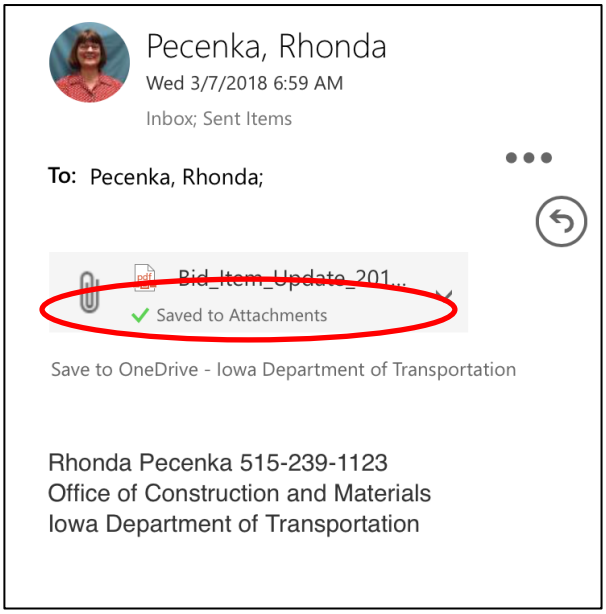
Select “photo from gallery”. Then select Photo Library from the options and navigate to your photos. Select the photos you wish to upload. Tap Done.



When opening an attachment (PDF, Word or Excel) there are a few options available. When working in the O365 portal the recommended option is to save any attachments to OneDrive.

When you select Save to OneDrive your file(s) will be saved in a OneDrive in a folder named attachments.

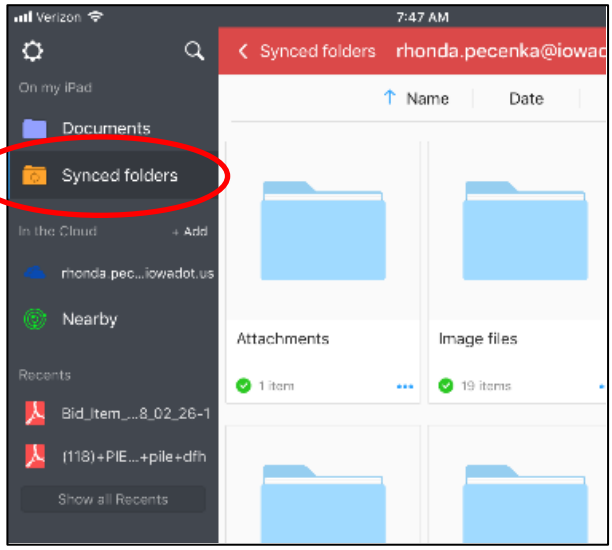




You can access PDF files in PDF Expert through your Synced folders. This is the folder that you should be working out of after you connect PDF Expert to OneDrive.

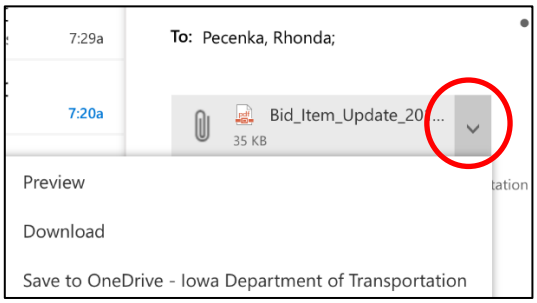
If you want to mail the file you will need to open your mail account in O365. When you tap the paper clip to attach a file your OneDrive files will be listed. Navigate to the file you wish to send and select attach as a copy.

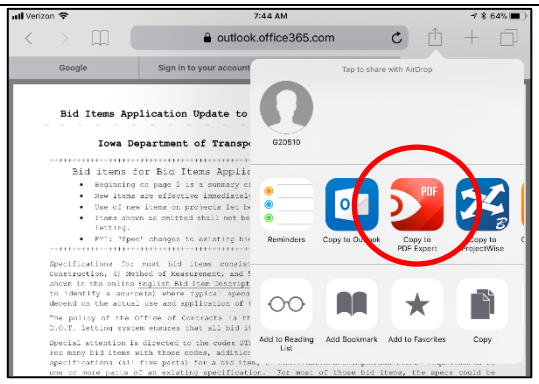
Other file types such as Word and Excel can be accessed through the O365 portal. They will open in the on-line version. Any edits must be made in the web browser.

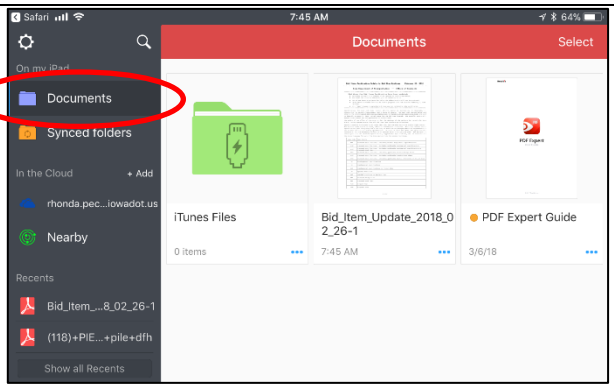


Other options for email attachments

Tap the down-arrow to the right of the attachment (except photos) for more options. If you select “Preview” (or just tap the attachment) it will open in the web browser. This if fine if you just want to view it. But if you want to do something with it you should either download it or save it to OneDrive.





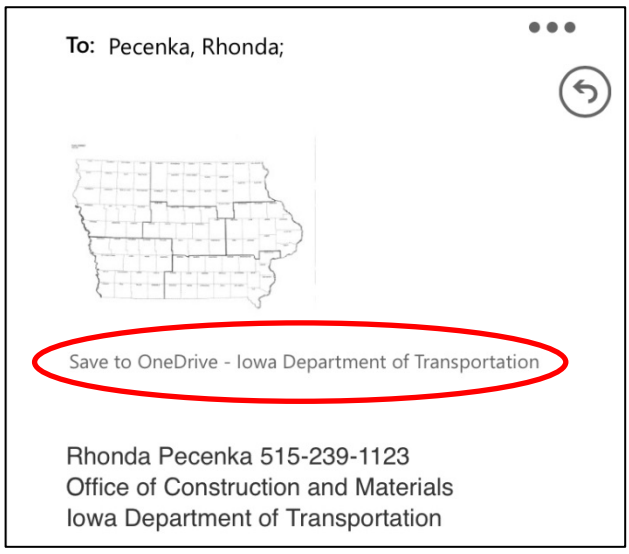


For PDF files: If you select download, you will have the option to copy it to PDF Expert (if it is installed on your iPad). This will save the file locally in the documents section of PDF Expert. When using a Shared iPad you can’t mail from PDF Expert because there is no mail account on the iPad. Your mail account resides on the web. If you are going to email the file you need to save or move the file to OneDrive.

Photo attachments

Photo attachments I tested appeared as a thumbnail. If you tap a photo attachment it will open as a preview in the web browser. Beneath the image, there is an option to save the file to OneDrive. If you receive multiple photos you can save them all to OneDrive at once.

If you want to save the photo to your photos app, tap the picture to open in preview, tap download and then touch and hold the photo until it enlarges a little bit. When you release, a menu will appear to save or copy the photo. If you receive multiple photos you would need to do this to each individual file.



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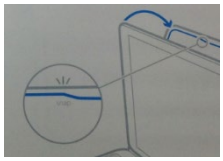
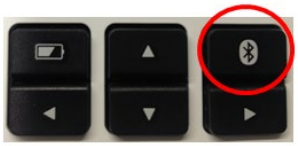
The ClamCase



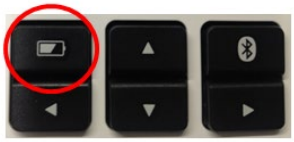
To insert your iPad into the ClamCase place your iPad inside the bottom edge of the Clam Case. Press your iPad into the top edge of the ClamCase and it will snap into place. To remove, press back the top edge of the ClamCase to release your iPad. It works best if you start at the top corner.

The power button is on the left side. Slide it toward you to turn it on, slide it back to shut it off. The keyboard has a power saving function and will go to sleep. Touching any key will activate the keyboard. Then you can start typing.



Your ClamCase automatically enters pairing mode when first powered on. If it is not working, go to settings and make sure that Bluetooth is on. You should see the ClamCase Keyboard listed. Tap to connect. If you do not see the keyboard listed, press and hold the Bluetooth key for 5 seconds. The pairing LED will begin flashing. You should then be able to connect to the keyboard in settings.

Use the black cable to charge your ClamCase, it plugs in on the right side of the keyboard. Charge it until the LED turns green.



To check the battery, touch the battery button.
4 flashes = 75-100%, 3 flashes = 50-75%,
2 flashes = 25-50% and 1 flash = 0-25% changed.

Above are the function keys. From left to right they are Home, Search, Cut, Copy, Paste, Siri, and On-Screen Keyboard. The next are media buttons: Back, Play/Pause and Forward – After that are volume button: Mute, Down and Up and the last button is Lock.

If you have problems, try these troubleshooting tips:

- Press any key to wake your ClamCase from sleep mode.
- Turn your ClamCase off and then back on.
- Recharge the ClamCase battery.
- Re-establish a Bluetooth connection between your ClamCase and Ipad.
- Verify your iPad's Bluetooth feather is turn on.

This information is also available in the ClamCase packaging that came with your equipment.

Note: There are other keyboard cases in use that may work differently, but many of the keys are the same.