



GoodReader User Guide

Viewing Agendas, Minutes and Packets

Downloading (Syncing)

Syncing is the process of connecting to our website and pulling down a copy of documents to your iPad. This “Synchronizes” your iPad to our website so that they both contain copies of the same documents.

The MCB Archive is grouped into five top level “Category” folders, each with “Committee” folders, and each of those with “Year” folders. For example: Standing Committees/Executive Committee/2020

To download agendas, minutes or packets from the network, you need to be connected to WiFi. This is for new documents that you have not accessed in the past or to download a new copy of a document. Documents previously synced will remain on your iPad even when not connected to WiFi.

Syncing GoodReader

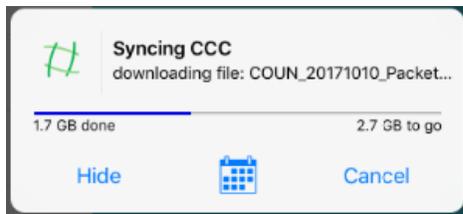
1. Open GoodReader by tapping on the icon.



2. To synchronize all Agendas and Packets, click the **Sync** icon on the right hand bottom of the Control Panel.



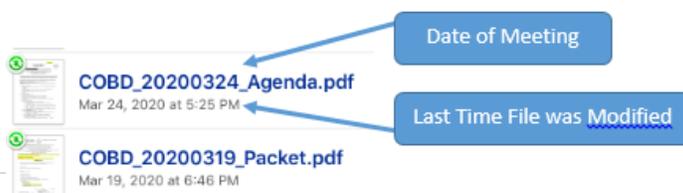
3. Wait until it completes to see the most recent documents. You can hide the sync if you wish to work on documents already available. (Tap on **Hide**)



4. It is best to sync at least once a week. The longer you go without syncing, the longer it will take. It could take 15-30 minutes. Don't wait until your meeting to sync!

Unable to view most recent documents or having trouble syncing?

- Are you connected to WiFi?
- Did WiFi disconnect during the syncing process?
- Are you in the correct folder?
- Look for the date of the meeting in the document title. Example: Meeting date = 03/24/2020



- If the Sync errors out, simply acknowledge the prompt, and click Sync icon again.
 - Errors can happen if the connection hiccups, or if you are syncing many items at once. (Yellow icon)
 - An Error can also happen if the App has gone to sleep and needs to reconnect to the server. (Red icon)

To View Downloaded Packets

You do NOT need to be connected to a WiFi network to view documents that have previously been downloaded.

1. Tap MCB on the left hand side of the screen.
2. Tap the Committee or Board folder you wish to view.
3. Tap the file you want to view to open it.
4. Tap the page to move through the pages or swipe left.

Layout and Features

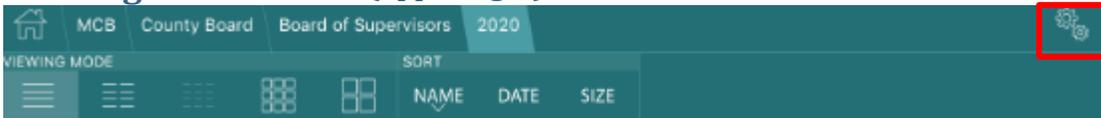
Main Screen

Path Control

Tap on a parent folder to quickly move around in the file structure.



Viewing Mode & Sort (upper right)



The gears at the top will open a toolbar with various viewing and sorting options.

Taskbar (bottom)



Tasks

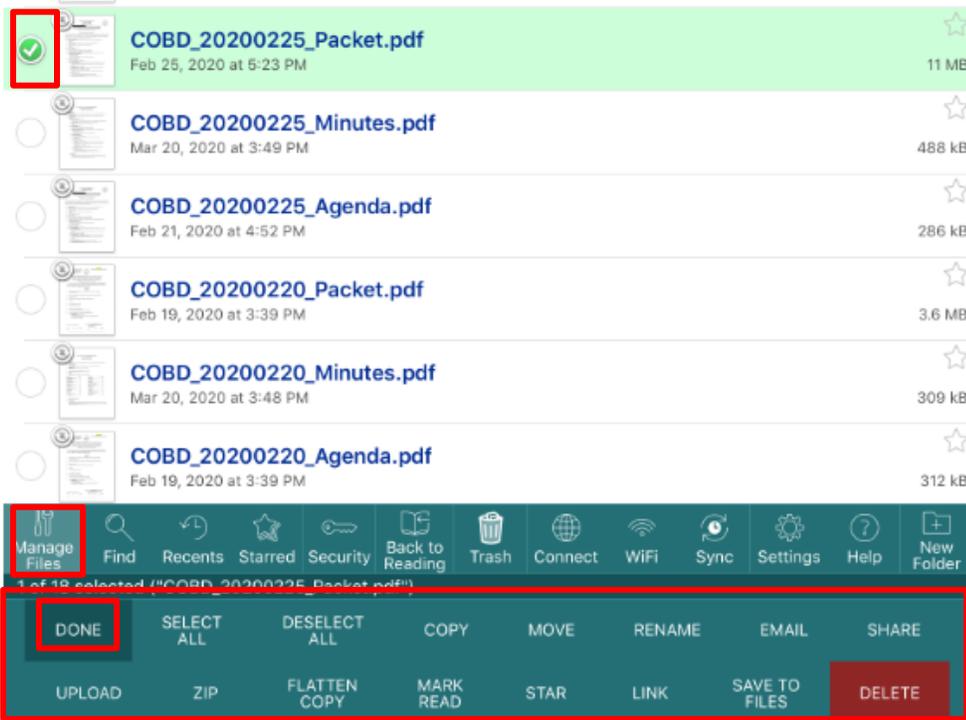


Enters the **Manage Files** mode

- Select Document(s)
- Selection Option at the Bottom

Commonly Used

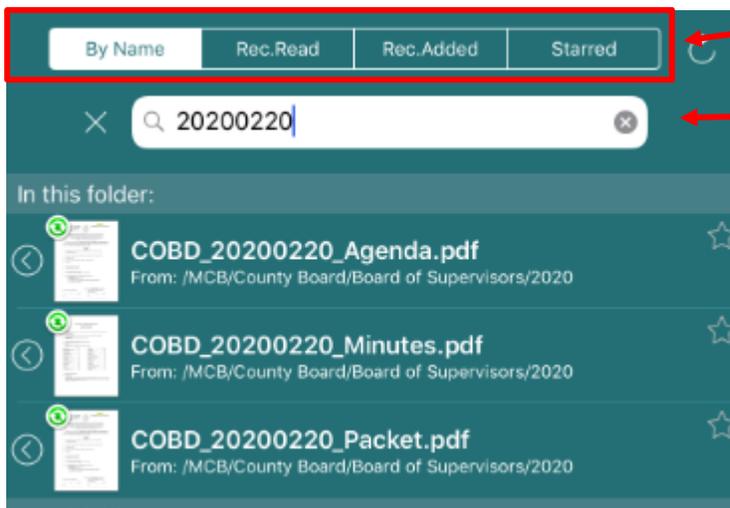
- Copy
- Move
- Rename
- Email
- Share
- Star



Select **DONE** when complete to return to file view.



Search Tools



Search by Name, Recently Read, Recently Added, or Starred

Type search criteria here

Results - Tap to View



Back to Reading - Opens the last file you've been reading



Trash – Find deleted files



Connect – Opens the panel where you control access to remote servers – Don't Touch!



Sync –Start the Sync process



Settings – Adjust various GoodReader settings



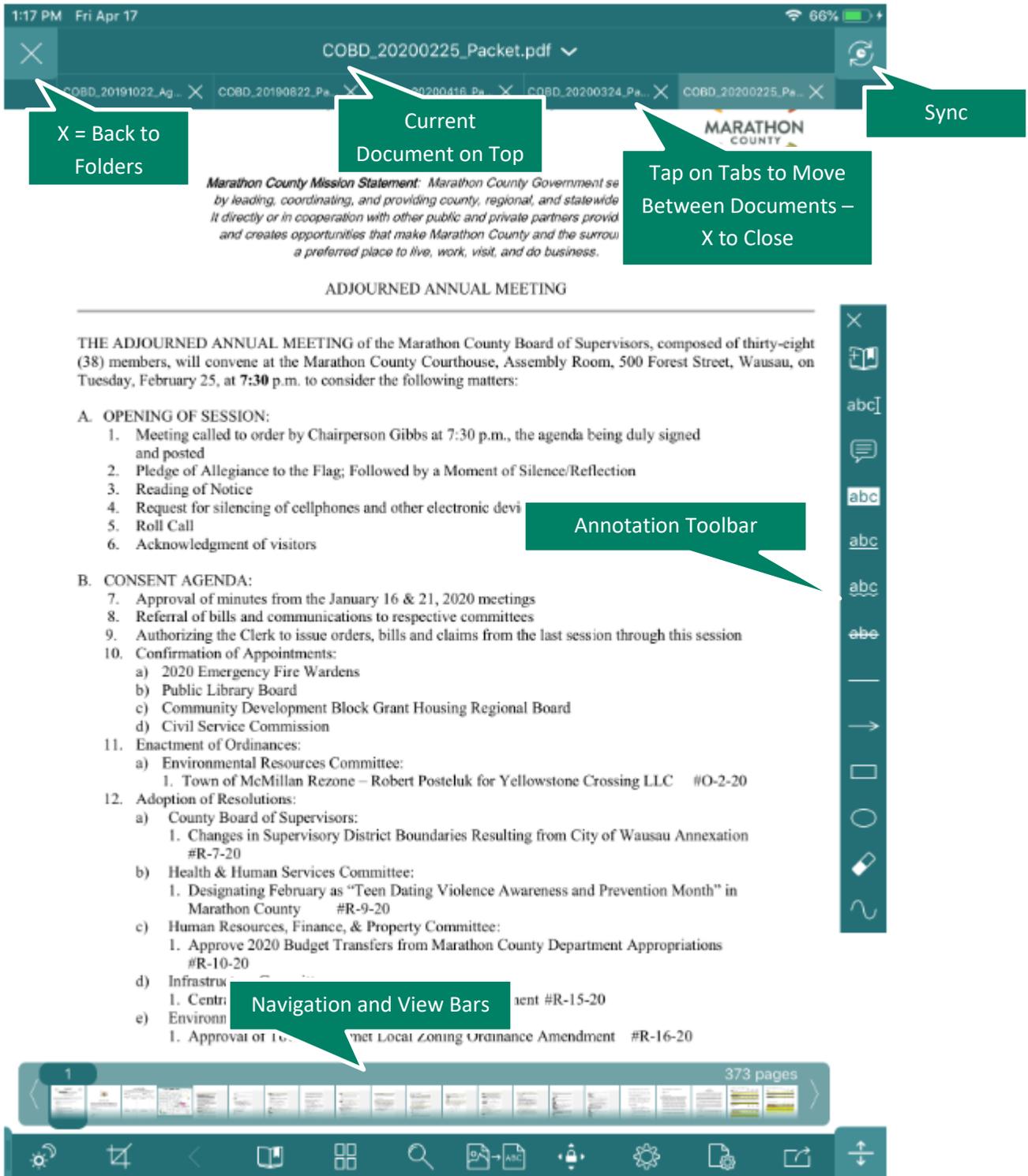
Help – What's new, User Guide, etc.



New Folder - Create a new folder

Document Screen

With a PDF file open, tap the center of the screen and GoodReader's tools will appear. At the top is the file Information Bar. Running down the right side are the Annotation Tools. Along the bottom are document Viewing and Navigation Tools.



Editing Packets for County Board & Committees

Annotation Tools

To show or hide the Annotation Toolbar when viewing files you have to quickly tap in the middle of the screen.

The Annotation Toolbar gives the user access to GoodReader's annotation functions.  Tap on one of the icons to activate the tool for use.



Pin Menu

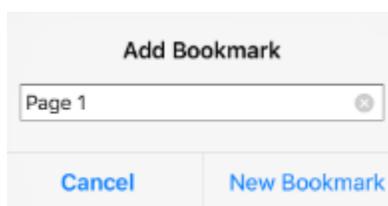
By default, GoodReader's menus disappear (hide) after a few seconds to display only the PDF file.

 **Tap** on the **pin** to have the Annotation Tools permanently displayed. The pin will turn into an X.

 You can **tap** the **X** to unpin the Annotation Tools.

Add Bookmark

Use this to add a personal bookmark that can be referenced at any time. When you  **tap** this tool a dialogue and will appear along with the keyboard. Type the name of the bookmark (defaults to page number) and  **tap** the **OK** button to apply.

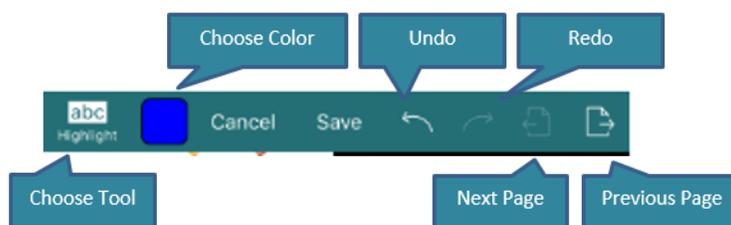


This will not alter the appearance of the document. When you place a bookmark you can use the Locations tool in the View/Navigation bar at the bottom of the screen to go to this page. (See Navigation Bar section.)

Other Annotation Tools

When you select the other tools, you will enter an edit mode and configurable options for that tool will appear at the top of the screen.

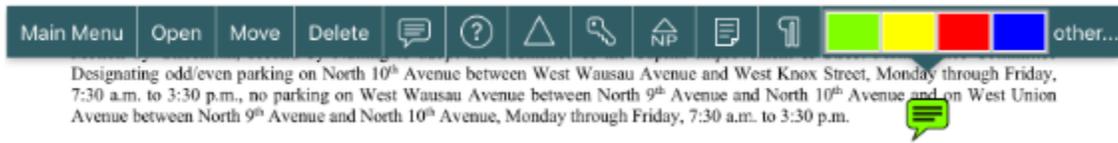
A common **feature** for each tool's configuration options is the previous page and next page icons. When you have a tool active and wish to turn a page,  **tap** these icons. This saves accidental placement of the tool effects when trying to turn pages.



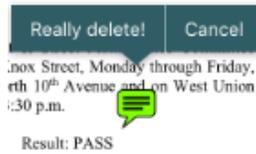
You can also change to a different tool without exiting the edit mode by  **tapping** on the **tool name**. A pop-up dialogue will appear with tool choices.  **Tap** on a **tool icon** to activate it.



To **edit** or **delete** an existing annotation, tap and hold it for a while.



When you **tap** on delete, another pop-up will appear giving you another chance to choose **Really delete!** or **Cancel**.



To **move** a note or drawing,  **tap** and hold the note or drawing for a while, then start moving it without releasing your finger.

Insert Pop-up Note

When you  **tap** on this tool **you can select** text color via the options at the top of the screen.



 **Tap** on the document where you would like to place a note. A dialogue will appear along with the keyboard. Enter the required text then  **tap** the **Save** button.



To move a note,  **tap** and hold the note or drawing for a while, then start moving it without releasing your finger.



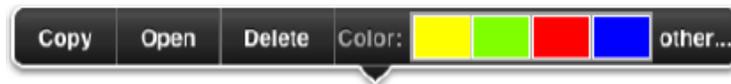
Highlight Text

When you **tap** on this tool you can select text color via the options at the top of the screen.



- **Tap** on a single word to highlight it.
- To highlight a selection of words, hold your finger on the first word or the selection and **drag** to the last word.

The options will allow you to undo and redo your last changes. **Tap** the **Save** button to confirm your changes, and close the tool. Now when you **tap** on a highlight without the Highlight Tool active, you will get a context menu that allows you to copy or delete the highlight, or change its color.



Underline, 'Squiggly' Underline and Strike-through Text

Each of these tools work identically to the Highlight Text tool. See the Highlight Text section above for details.

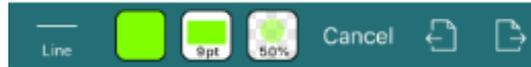
*** Troubleshooting tip: Unable to highlight, underline, and strike-through

Error Message: **No text under finger** (in Red under tool configuration options)

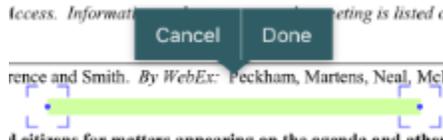
Some PDF files contain scanned images that look like text, but they're not, they're actually pictures. You need to have a real text defined in a PDF file to be able to select it.

Draw Line

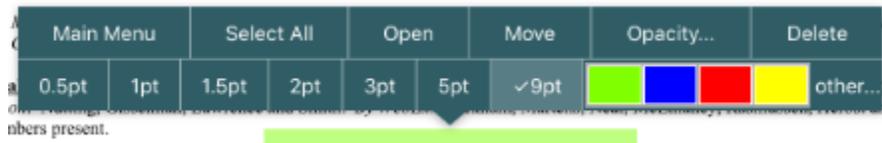
When you select this tool you can select line color, thickness and opacity via the options at the top of the screen.



Tap anywhere within the document to place a line in that location. A context menu will appear and the line will have editing points  that you can hold your finger on and **drag** around the screen to change the length and angle of the line.



When the line is to your satisfaction, **tap** on **Done** in the context menu. Now when you **tap** on the line a context menu will appear that lets you change the line's properties or delete it.



Tap on an option to use it.

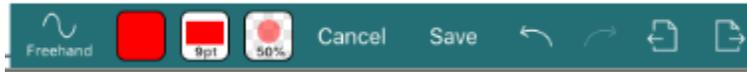
Draw Arrow, Box and Ellipse

Each of these tools work almost identically to the Draw Line tool. See the **Draw Line** above for details.



Draw Freehand

When you **tap** this tool, options at the top of the screen allow you to select line color, thickness and opacity.



To draw, **hold** your finger (or stylus) on the screen and **drag** to draw a line, shape or letter. This tool is very much like a real-life drawing tool (i.e. pencil, highlighter, crayon) and you can use it in the same way; lift your finger and resume drawing from another position to create drawings or words.



Additional icons will appear at the bottom of the screen for zooming and palm rest options.



Tap the zoom mode icon to display a window showing a magnified portion of the page.

Tap the hand to add a screen that you can **drag** up or down (using **adjust rest**) to cover the part of the screen where your palm might make contact.

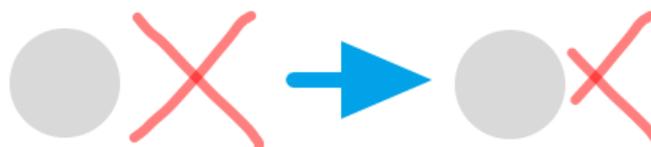


Eraser

When you select this tool it allows you to erase elements created with the Draw Freehand tool only. **Tap** on the tool to open its options.



Holding a finger on the screen creates a circle underneath. Any freehand elements within this circle are erased. You can **drag** your finger around the screen to delete any freehand elements in its path.



Tap the **Save** button to apply your changes.

The best way to visualize this is to think of a pencil and a rubber eraser. The pencil is your Draw Freehand tool and your rubber eraser is the Eraser tool.

Navigation Tools

To show or hide the navigation menu and the button bar when viewing files you have to quickly tap in the middle of the screen.

Navigation Slider

Several tools are available to alter the appearance of a document and to assist in navigating through a document.



The Navigation Slider represents the entirety of your document. The left-most position is the first page and the right-most position is the last page.

Previous Page

 Tap this button to display the previous page.

Next Page

 Tap this button to display the next page.

Page Slider

 Drag your finger along the slider bar to navigate back and forth through each page of the document.

Slide Bar

 Tap anywhere on the slide bar to go to the page closest to that position.

Navigation Bar



These tools provide a variety of options for how you view and navigate a document. Tap on an icon to activate the tool associated with it.

 **Auto-Hiding Bars** – Tap on preferred option to keep toolbars visible or hidden.



 **Brightness** - Tap on this icon and a slider will pop up above it. Tap anywhere on the slider to change the brightness level of the document.

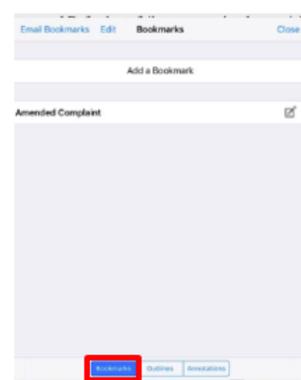
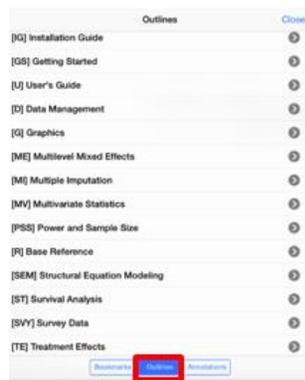
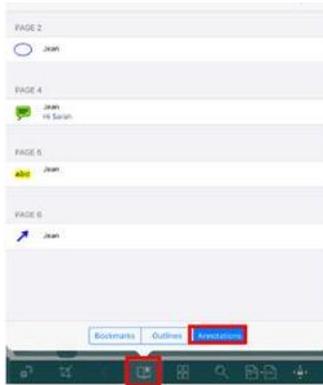
 **Crop** - Use Crop Margins feature to get rid of unnecessary page margins that occupy precious screen space. Separate settings for odd and even pages.



Go back - If you accidentally jumped to a wrong page or tapped a wrong link or bookmark, just go back to the previous page with a button click. Memorizes every page change or link click. Up to 20 recent positions memorized.



Locations - Use this button to open the Locations window, where you can select different modes - **Bookmarks, Outlines and Annotations Summary** list.



Pages - Use it to open the Page Management panel. This panel will allow you to quickly go to a page by selecting its preview or entering its number. It will also allow you to add, rotate, rearrange, delete, extract and email individual pages, as well as split the file in halves and append pages from other PDF files.



Find Text - Use it to search for text



PDF Reflow Viewer - Use it to extract pure text from a PDF page to view it as a simple TXT file, without left/right scrolling and with the font size of your choice.



Lock Page - Use it to lock any page movements and tap gestures. The only gesture that will be allowed is zooming with two fingers, which, besides zooming, can also be used to fine-tune a locked viewing position. A small button panel will appear at the top, allowing you to turn pages and exit the page lock mode.



PDF Settings (All Files) - Offers a choice of actions for viewing all PDF documents. Use it to adjust orientation (Portrait or Landscape), add the author to document annotations, etc.



PDF Settings (This File Only) - Same as above, but only for document that is currently open.



Actions - Offers a choice of actions for a currently opened file, i.e., Export to Files, E-Mail File, Print File (if attached to wireless printer).



Dock - Use to pull up dock.

Saving to GoodReader

Users are able to save documents from emails or create a pdf from a website page and save directly to GoodReader in a folder of their choice.

Email

- Open mail
- Press and hold on the attachment until menu appears



- A menu will appear with options to open the document in different programs. Scroll to see options. Select **Copy to GoodReader**.



OR

- Open the attachment and tap on the **Share** icon (upper right). Scroll to see options. Select **Copy to GoodReader** (same as above)



- The file will open in GoodReader. The file's saved location will be in the main level of the Documents folder. You can keep it here or move it to another file location through Manage Files on the Taskbar.

Webpage

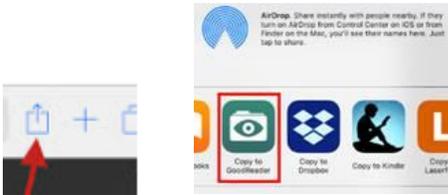
- Tap on the **Share** icon (upper right). Scroll to see options



- Tap on **Create PDF**

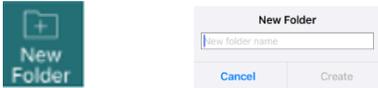


- After PDF has been created, **tap** on the **share** icon again and select **Copy to GoodReader**.



Create a New Folder & Move Document

- Select **New Folder** from the Taskbar and enter the new folder name



OR

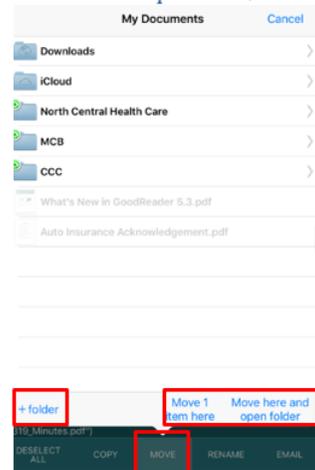
- Select **Manage Files** from the Taskbar



- Select Document(s) to Move



- Select **+ folder** and/or **Move** option on the bottom taskbar



- Create or select the folder for the document – Use arrows on right to drill down deeper in folders
- Select **Move 1 item here** or **Move here and open folder** (bottom right)
- Select **Done** when complete to close out of Manage Files

