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Disclaimer: iPad features change or move often. It can be difficult to keep up with every little change, if you are having trouble finding a feature please check the Apple online guide at <http://help.apple.com/ipad/10/>

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*)

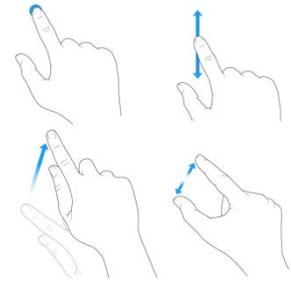
Turn on your iPad with the button on the top right edge. (Press button and hold until the apple appears) The initial passcode is supplied with your iPad. To change this passcode touch the settings icon. Scroll down (on the left side) and find “Touch ID & Passcode lock” or “Passcode”. Enter your temporary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

Multi-Touch Screen (from Apple iPad help)

A few simple gestures—tap, drag, swipe, and pinch—are all you need to use iPad and its apps.



Settings

Settings are used for a number of tasks. These are just a few examples.

- Connect to Wi-Fi if you are loading a new app or updating an app or iOS. It will be a lot faster.
- Bluetooth – this is how your ClamCase connects to your iPad. If your keyboard is not working, check here to be sure it’s connected. If you are still having trouble with your keyboard, see the final page for other trouble shooting tips.
- 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.
 - “Lock Rotation” will stop your screen from rotating when you turn it or lay it down. Now only available in the control center (swipe up to open).
 - “Auto-Lock” sets the time before your iPad goes to sleep. I have mine set at 15 minutes.
- “Sounds” You can change the sounds that alert you to arriving or sent mail, plus other sounds.
- “Mail, Contacts, Calendars” – you should change your email password here when you change your network password. Tap DOT Email, then tap your email address and a window will appear where you can change your password. You can also set the number of days to sync your mail – tap “Mail Days to Sync” and select “no limit”. This will load all of your email onto your iPad.
- Set preferences on other apps – Scroll to the bottom to find your apps.

Organize the Apps on your iPad

Moving Apps

1. To move an app, press and hold the app icon with your finger until the app begins to wiggle. (tip: This gesture is called a "long press" and is also used to select text for copy and paste)
2. While the app is wiggling drag the app with your finger to a new location on the screen or drag the app to the edge of the screen to move the app to a new page.
3. You can also drag an app to the "dock" on bottom of the iPad screen. Apps on the "dock" are visible on every screen. (Tip: Use the dock to keep the most important apps easily accessible.)
4. Click on the home button to stop the apps from wiggling.

Deleting Apps

1. To delete an app or "web app" repeat the step for moving an app by pressing and holding an app until it begins to wiggle.
2. A small "x" appears in the top left corner of the app.
3. Press the "x" to delete the app
4. A dialogue box will appear asking you to confirm that you wish to delete the app.
5. Click on the home button to stop the apps from wiggling.

Creating Folders

1. To create a folder repeat the step for moving an app by pressing and holding an app until it begins to wiggle.
2. A folder is automatically created when you drag one app on top of another app.
3. A folder name will be generated by the iPad based on the relationship between the apps (e.g. games, education, etc.). You can rename the folder by pressing your finger on folder title. (tip: The iPad keyboard will automatically appear any time you press on a text field)
4. Click on the home button to stop the apps from wiggling.

Control Center

You can activate Control Center by placing your finger on the solid border below the bottom edge of the screen, and then swiping your finger upwards onto the screen. That gesture opens the Control Center panel up from the bottom of the screen and gives you instant access to a number of important settings. The control center is even available on lock screen. To close the control center swipe down. The control center was modified with iOS 10. Tools are now available on two screens. Swipe to the right to access additional tools. These consist of music and volume tools.



Multitasking (from Apple iPad help)

These features were included with the iOS 9.0 update. This includes Slide Over, Split View and Picture in Picture.

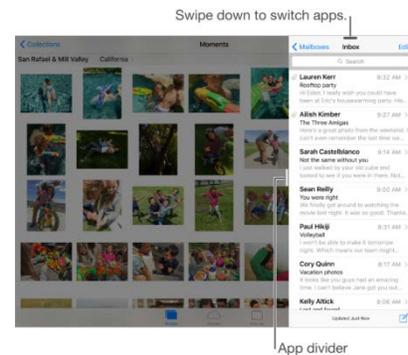
Slide Over

Open a side app. When using an app, swipe left from the right-edge of the screen.

Switch to a different side app. Swipe down from the top edge of the screen.

Close the side app. Tap the app on the left, or swipe right from the app divider.

Turn Slide Over off. Go to Settings > General > Multitasking, then turn off Allow Multiple Apps.



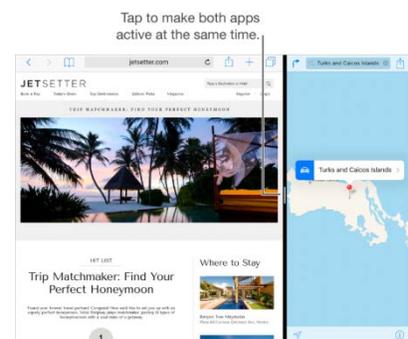
Split View

Make both apps active. When using an app, swipe left from the right edge of the screen, then tap the middle of the app divider.

Give both apps equal space. Drag the app divider to the center of the screen.

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

Turn Split View off. Go to Settings > General > Multitasking, then turn off Allow Multiple Apps.



Picture in Picture

Open and use other apps as you watch a movie or use FaceTime (iPad Pro, iPad Air and later, iPad mini 2 and later).

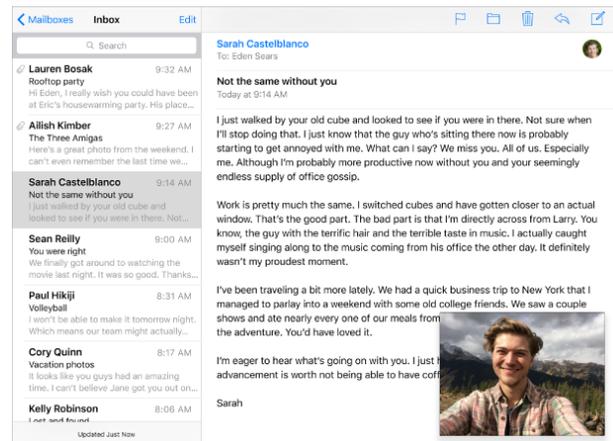
Use Picture in Picture. When watching a video or using FaceTime, press the Home button or tap . Your video screen scales down to a corner of your display so you can see the Home screen and open other apps.

Resize the video window. Pinch open the small video window to make it larger. Then pinch closed to shrink it again.

Move the video window. Drag the small video window to a different corner of the screen. Drag it off the left or right edge of the screen if you need it out of the way for a bit.

Return FaceTime or video to full screen. Tap  in the small video window.

Turn Picture in Picture off. Go to Settings > General > Multitasking, then turn off Persistent Video Overlay.



Notification Center *(from Apple iPad help iOS10)*

Notifications help you keep track of what's new. They let you know if you missed a call, if the date of an event moved, and more. You can customize your notifications so you just see what's important to you.

Respond when iPad is locked. Swipe the notification left.

Open the app to respond. Swipe the notification right.

Respond without leaving the current app. Pull the notification down when it appears at the top of your screen.

Note: This feature works with text and email messages, calendar invitations, and more.



Open Notification Center to view all your notifications at once. Swipe down from the top edge of any screen.

Clear a notification. Swipe the notification left. To clear a group of notifications, tap .

Set notification preferences. Go to Settings > Notifications. Tap an app to set its notification options. For example, choose whether to allow notifications from a specific app or turn the sound on a notification on or off.

Choose whether to show notifications on the Lock screen. Go to Settings > Touch ID & Passcode (iPad Pro, iPad Air 2, iPad mini 3 and later) or Settings > Passcode (other models), then choose whether to allow access when locked.

Silence all your notifications. Go to Settings > Do Not Disturb. You can also use Siri to turn Do Not Disturb on or off. Say "Turn on Do Not Disturb" or "Turn off Do Not Disturb."

Close Notification Center. Swipe up, or press the Home button.

Open Today View. Swipe right from the left edge of the Home screen or Lock screen.

Add and organize Today widgets. To choose which widgets appear, tap Edit at the bottom of the screen.

Tap + or — to add or remove widgets. To arrange the order of your widgets, touch ,

Switch Between Apps / Close Apps

To view your open apps, double-click the Home button to reveal your open apps. Swipe sideways to see all of your open apps. To switch to another app, tap it.

When you close an app by taping on the home button, it's still running in the background. Some apps can put a serious strain on your battery, so it's good to make a habit of closing them completely. While you are viewing your open apps, swipe the app up to close it completely.

If an app isn't working properly, you can also force it to quit in the same way. Then try opening the app again and it should work normally.

iTunes Account

Your iTunes account is typically your IDOT email address. There are some instances where a Gmail account was used instead.

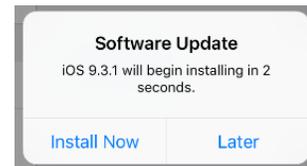
Updates

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 when an update is available. If there is an update to AirWatch you should update that first. You should always update AirWatch prior to updating iOS.

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.

iTunes Passwords

- The default password for most iTunes accounts is lowadot1. Users with iPhones may have a different password.
- It is not recommended that you change your password because it is not connected to a credit card and not sensitive information. It only allows you to download free apps. If something were to happen to your iPad and IT did not have access to your iTunes password it could cause problems.

App Store

You can use the App Store to update your apps by touching the “updates” icon in the lower right portion of the screen. To the left of that is a “purchased” icon, this will list all the apps that have been placed on your iPad (even free ones). If you accidentally delete at app you can reload it from this screen by touching the cloud.

Safari

Adding Bookmarks to Safari

To add bookmarks: In Safari, upper left corner is a box with an arrow pointing up.  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.

Download plans and proposals

Plan and proposals are available in Doc Express and the Contracts Office webpage at <http://www.iowadot.gov/contracts/lettings.html>.

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 <http://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](#).

Fillable/Mobile Forms

Several mobile forms have been posted here:

http://www.iowadot.gov/Construction_Materials/inspection.html. The forms 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

To submit documents to DocExpress with your iPad you must have GoogleDocs installed on your iPad. This is a free app and can be downloaded from the app store using your iTunes account. Once the app has been downloaded you will need to sign in using your Gmail account.

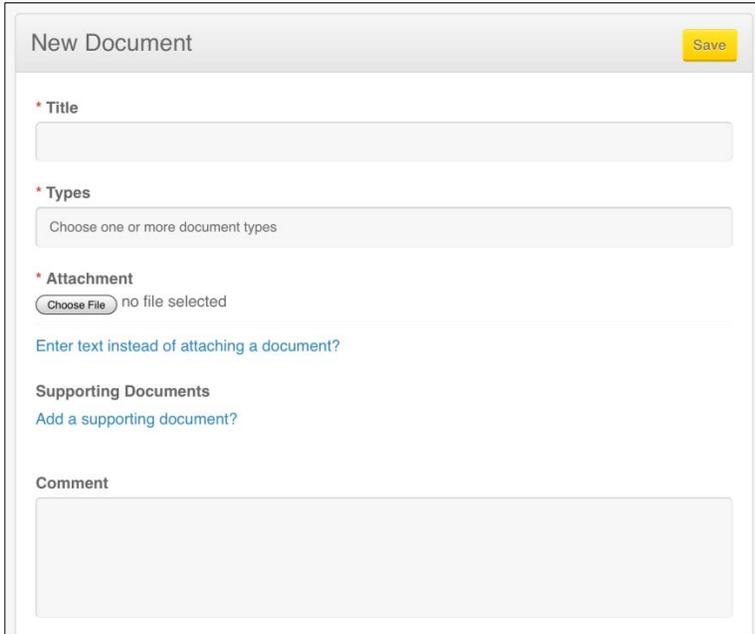
You do not need to actually use the app (GoogleDocs) to submit documents from PDF Expert, just have it installed on your iPad and be signed in.

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

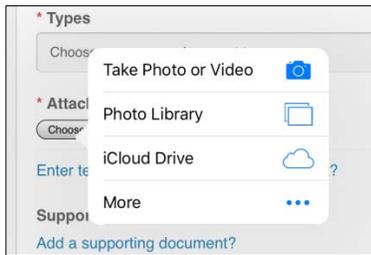
In DocExpress open the drawer where you want to add a file and touch the **Submit Document** button.



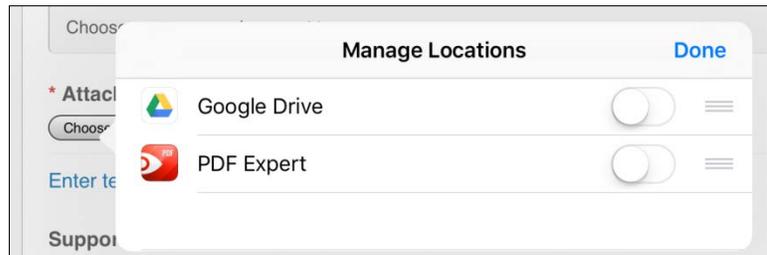
When the New Document window opens, fill out the Title and select the Type and then touch the **Choose File** button.



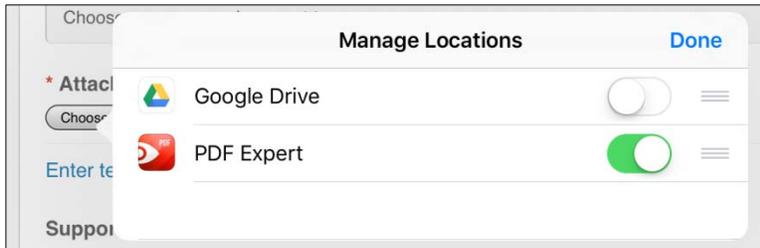
Touch the More button:



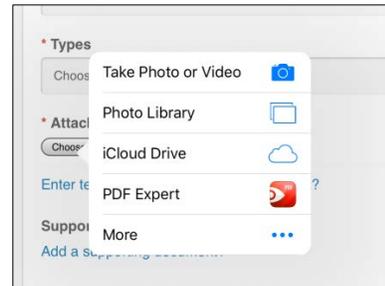
The Manage Locations box will open.



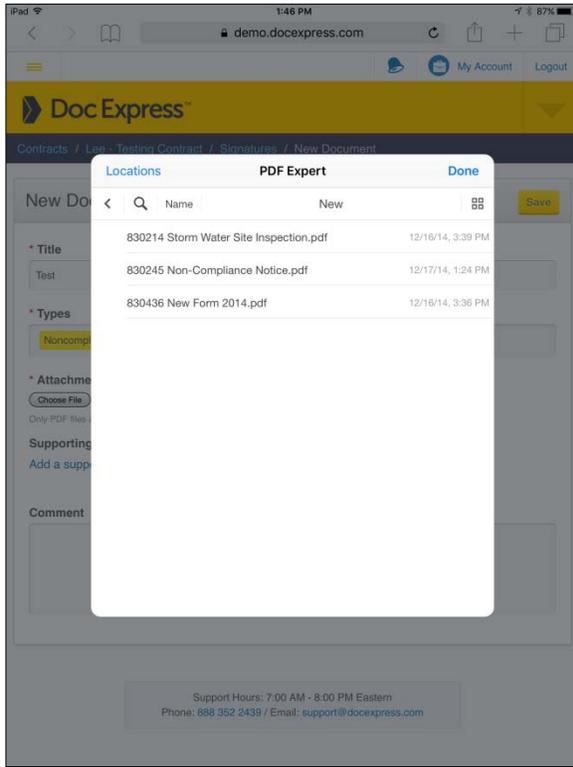
Touch the button to the right to turn on PDF Expert, click **Done**.



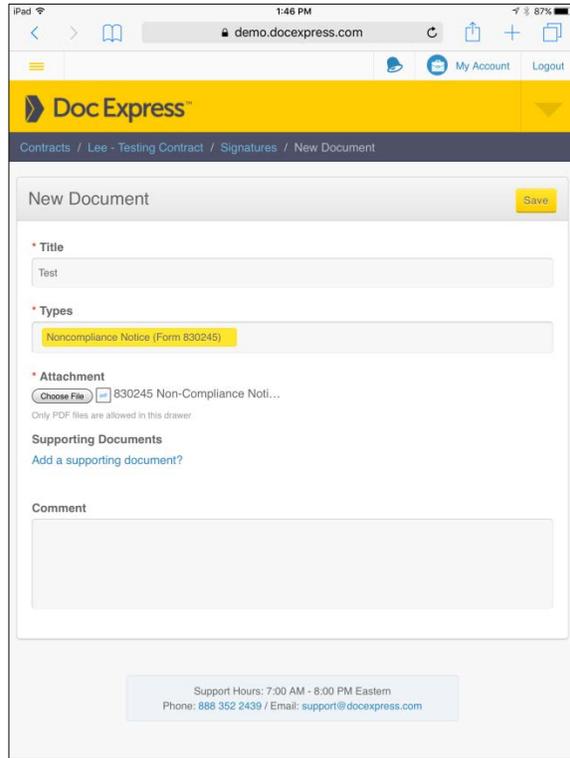
Select **PDF Expert** from the list



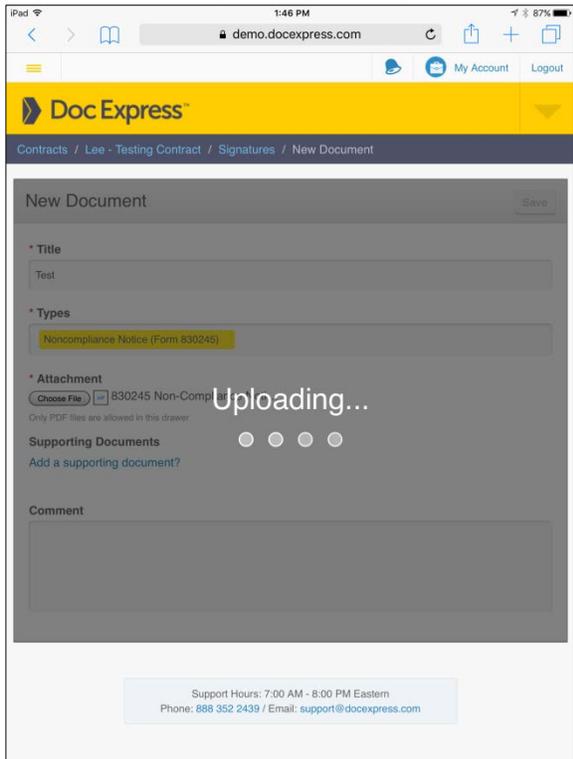
Select a file from PDF Expert.



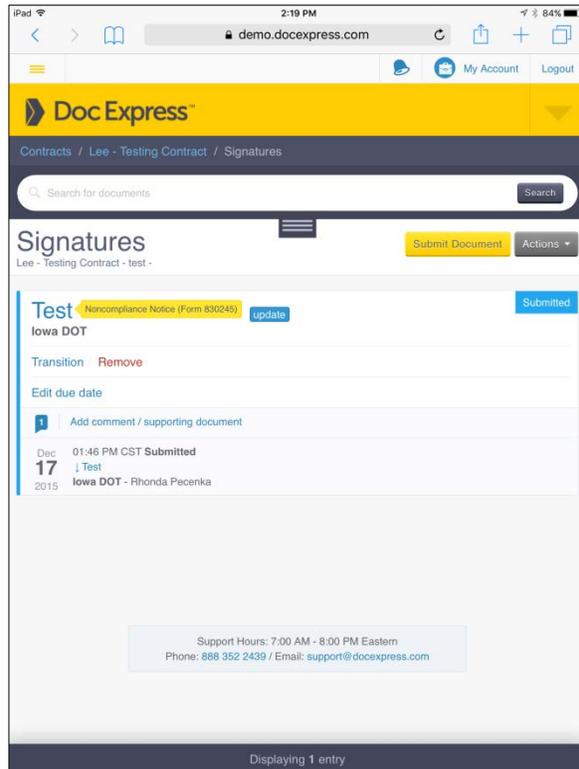
Touch the **Save** Button



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.

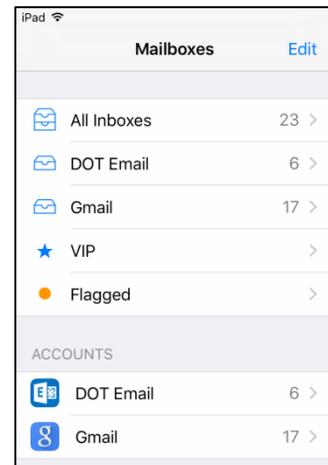
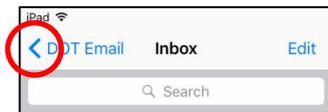
Mail

Passwords

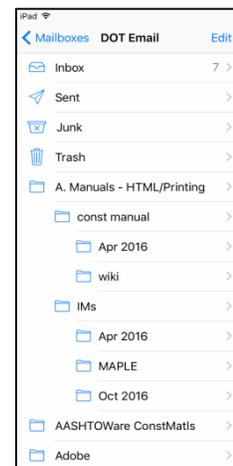
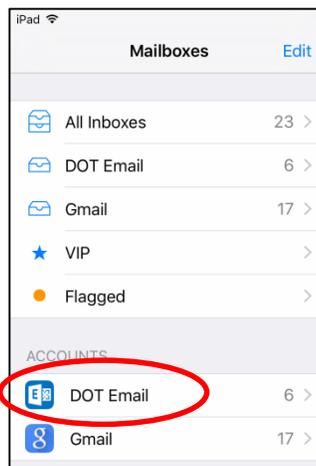
When you change your DOT password on your computer you must also change your DOT email password on your iPad. To do so go to settings, scroll down on the left and tap “Mail, Contacts, Calendars. Then on the right, tap DOT Email. Then tap on your email address. A window will appear where you can change your password.

Inboxes and Folders

You can view all of your inboxes at once or just one. From your Inbox view you can navigate backward by touching the left facing arrow in the upper left corner until you reach your list of Mailboxes. There you can select “All inboxes” or whichever inbox you prefer.



You can access your DOT Email folders by tapping DOT Email under Accounts. This will open a list of all your folders.



Corrupted PDFs on iPad (Email)

If you have trouble opening a pdf file from your iPad and you get a black screen or a note saying corrupted file, scroll down and click on the “download full message” link at the bottom of the email, the PDF should open correctly when you tap on the PDF icon.

Images

To make a screen print, press the power button and the home key at the same time. This will automatically send an image of your screen to your Photos.

To add an image to a PDF (In PDF Expert) touch and hold the screen briefly and this menu will appear.

 Select Image and a new menu will appear (Photo Library | Camera). Alternately, If you want to take a picture touch Camera. The camera will turn on and you take the picture. You can retake the picture or use the picture. Options at bottom of image. Select Use Photo and then select the quality you want. The photo will appear in the file. You can move the picture and resize it. If you want to add a picture you have already taken touch Photo Library and follow the same steps as above.

To Send Images

If you set up a Gmail account on your iPad you can send pictures as soon as you take them or from the Photos App where your photos are stored. Open the photo and touch this icon  (lower left corner) and then choose Mail.

Another way to send images is as an attachment through your DOT email. Open you email and choose this icon  from the upper right hand corner. When you are ready to attach your photo, touch and hold the screen in the body of the email and this menu will appear. Choose Insert Photo or Video.

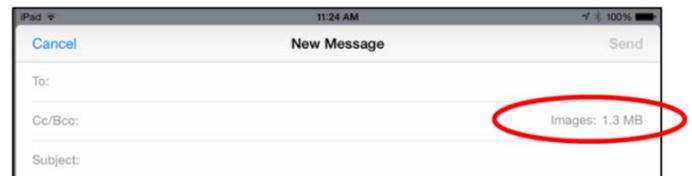


Sending Multiple Images

Another way to send images is from the Photos App. When viewing your images there is a Select option in the upper right hand corner. Touch this and then touch the pictures you wish to send. This will place a blue circle with a white check mark on each image you select. Now touch the share icon  and choose Mail. Using this option will send your pictures through your Gmail account.

Image Size

If you want to reduce the size of the image or images that you are sending, put them in the email and then touch “Images” as shown at right. You can then change the file size by selecting small, medium, large or keeping the actual size as shown below right.



Documents

You can now send documents through your DOT email account. If you touch and hold in the body of a new email there is now an option to add attachment. This will open a dialog box. When I tested it opened as PDF Expert, but if you select locations in the upper left corner you can change it to OneDrive.

You can also send them while open through PDF Expert by touching the “up arrow” and choosing “Send by E-mail”. Or while in Document view; click on Edit (upper right corner) and then select the file (or files) you wish to mail. This will add checkmarks next to the files you have chosen. In the left column,

choose “Mail to”. Choose the file format and a window will open where you can enter the recipients email address. This will be sent from your Gmail account.

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 (see Control Center below) you will see the blue circle in the left image. If someone is 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. I have had some video files that were too large to send but I don't know what the limits are.

Apps

Suggested Apps

CitrixReceiver, GoogleDocs, AccuWeather, ProjectWise, and Collector should be on your iPad. If not, you can get them free at the App Store.

Free vs Paid Apps

You may download any free work related apps with the exception of [Office 365 products](#) from the App Store. Office 365 products should be downloaded from the App Catalog. Other free apps you might want to download include OneNote and Iowa 511.

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.

PDF Expert

You can create your own folders (within this app) and move files to better suit your needs. To create a folder, touch the edit button in the upper right hand corner, then “Create” in the left column. To move files around, touch the edit button, select the files and then touch move.

To learn more about PDF Expert see the User Guide in the Documents section of the app.

See Chapter 6 (Annotating) to learn how to mark up documents and plans

See Chapter 8 to learn about signatures.

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. 

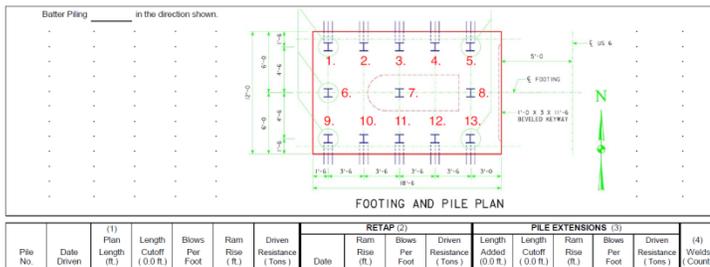
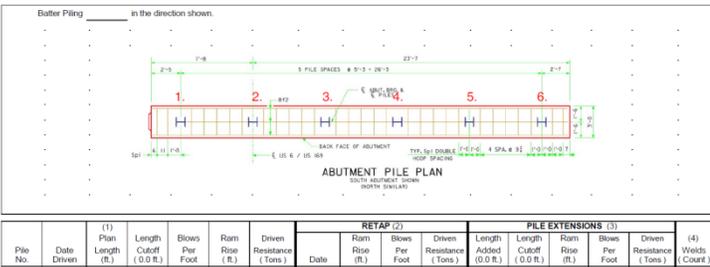
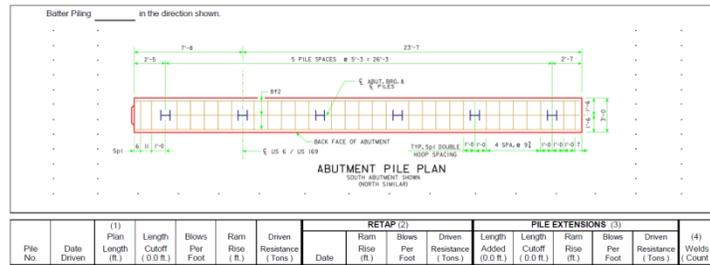
Crop the photo by grabbing any of the corners and moving them to where you want them. When you have finished editing your photo, tap “Done”. Your changes will be saved automatically. This change will not delete any portion of the photo. If, after cropping a certain section of the photo, you want to crop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

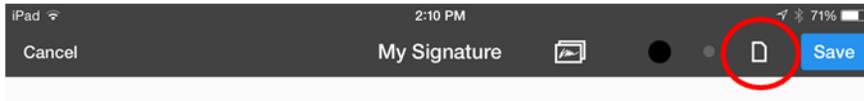
If you touch the text box you can move it around.



Change your signature

To change your signature, open PDF Expert and make sure the editing tools are turned on.

Touch the icon to the left of the signature area that looks like an ink well pen tip. Your signature will open. To 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.



ProjectWise

When you first get into ProjectWise there are two options; “Sample Projects” or “Your Projects”. Touch “connect to your projects”.

- ProjectWise web services: projectwise.iowadot.gov:86/pwmobileaccess - touch next
- Data Source: PWMMain will appear, select, it will turn blue - touch next
- Doman: IDOTCENTRAL
- Username: your network logon
- Password: your network password - touch next, touch done again.

You’ll only need to do this 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 PWMMain, then projects, find your Project Folder Number.

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

To download full book files of the Construction Manual, Materials IMs, Standard Road Plans and Standard Specifications use the following path in ProjectWise. PWMMain / 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.

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.

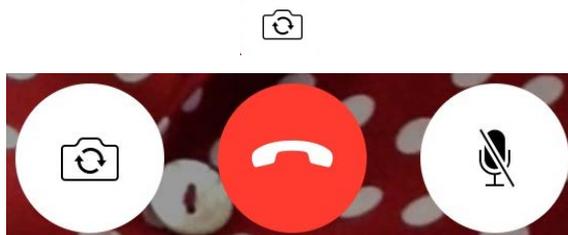


Placing a call using FaceTime

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 Receiver

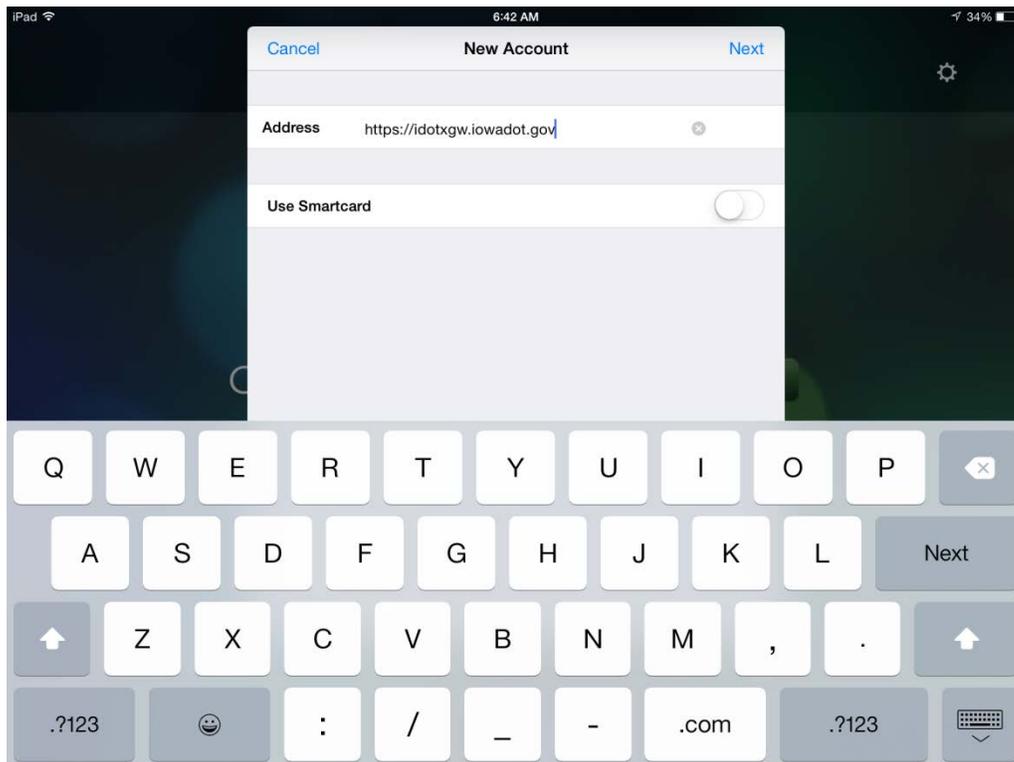
Citrix Receiver can be used to access many items, including ERMS, DOTNET (use IE8), OpFin, PSS, and Microsoft Office 2010 products. You can also access files on the W drive and P drive through the Office products. For instance, if you need to open a Word file that is located on the W drive, open Word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

When you are in Citrix Receiver you will be working in a Windows environment so it will work a little differently than the iPad does. You must have an RSA token and must be setup 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.

To completely log out of the Citrix Receiver you must press start and then log off from the Citrix Desktop and then press the little person icon and select logoff. As long as the Citrix Receiver app is running you can go back into the Citrix Desktop.

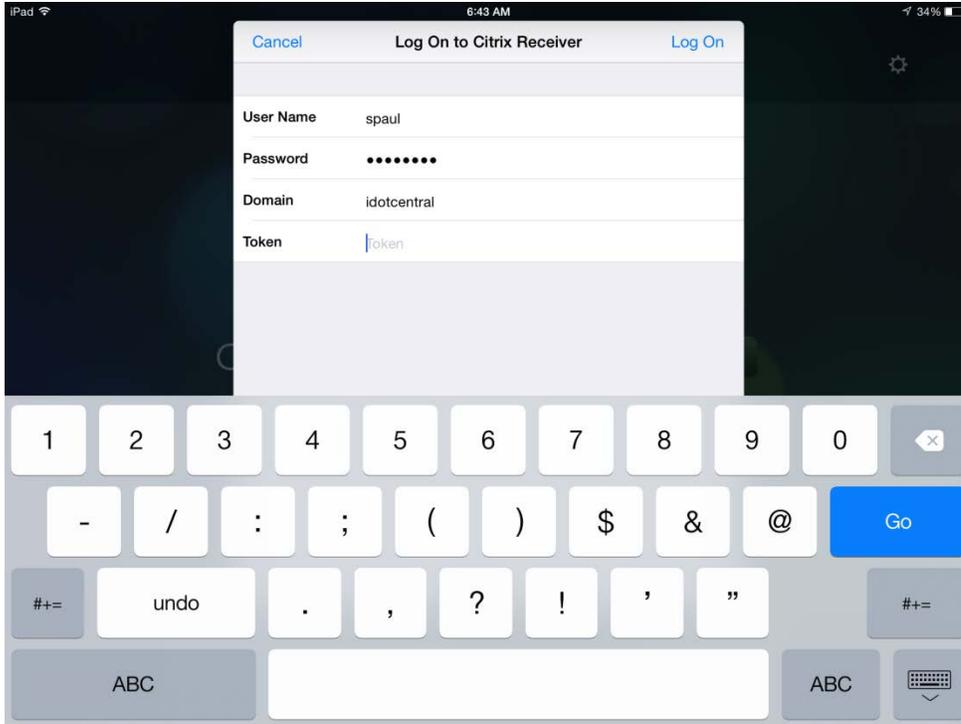
Setup Citrix Receiver Mobile App

1. Download Citrix App from store
2. Select Add Account

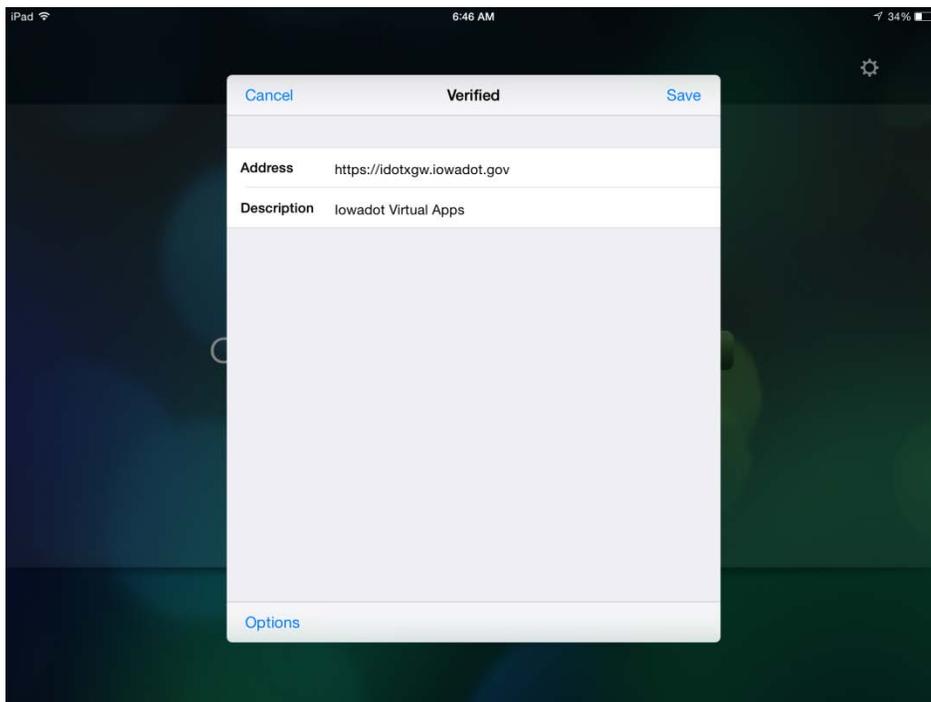


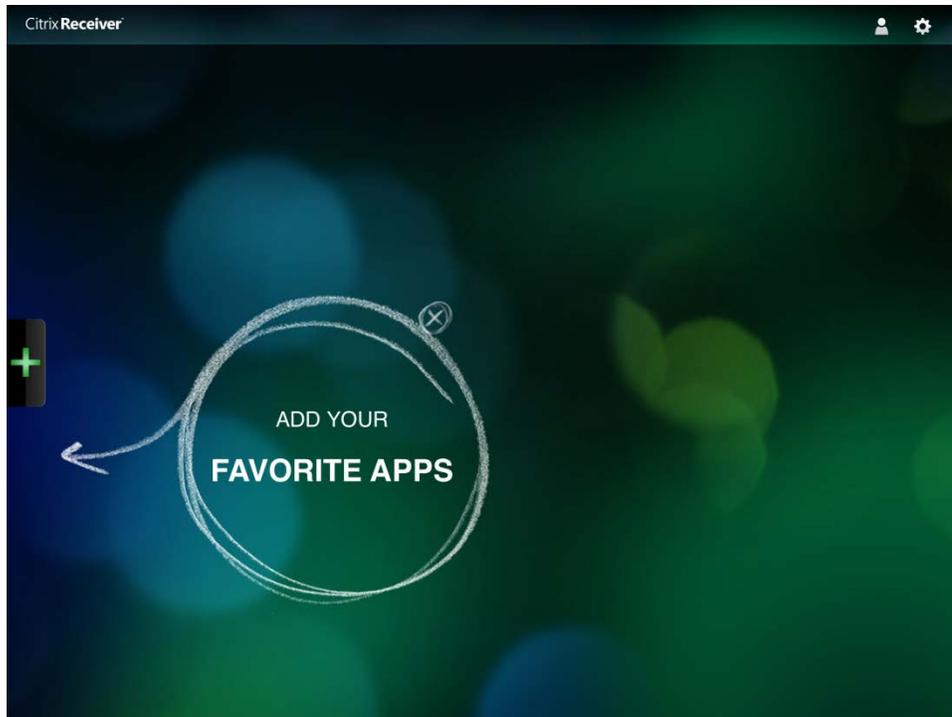
3. Enter URL above as address (<https://idotxgw.iowadot.gov>) and tap Next.

4. Enter your IDOTCENTRAL user ID, Password, Idotcentral for the domain, and 4digit PIN with the 6 digits shown on your RSA fob. Tap Log On.

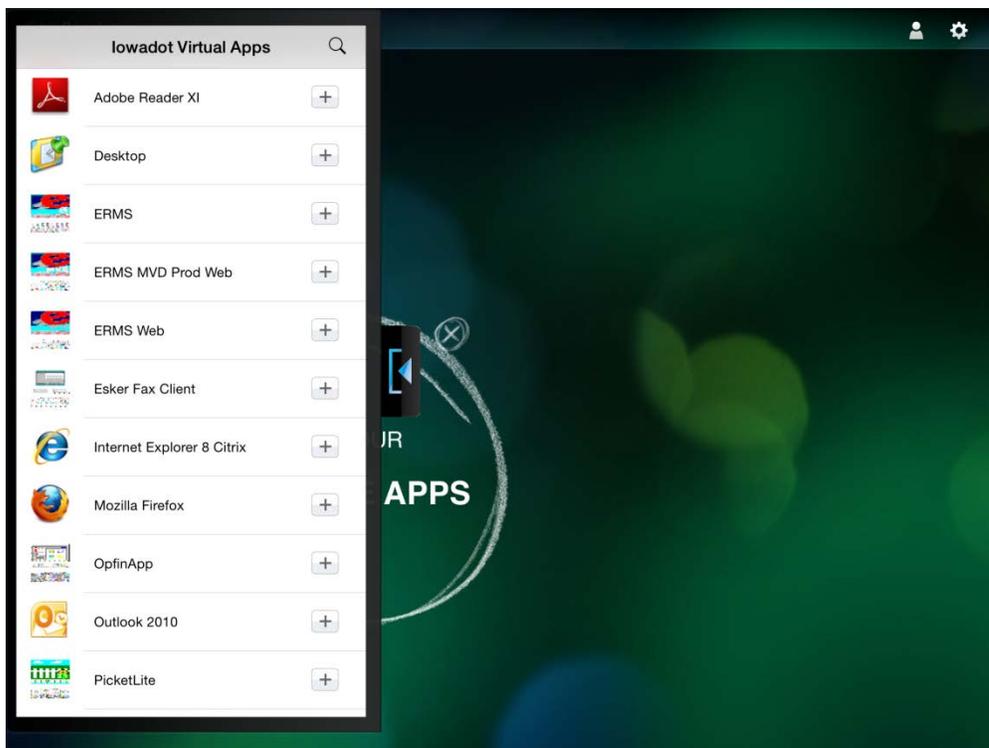


5. Tap Save.

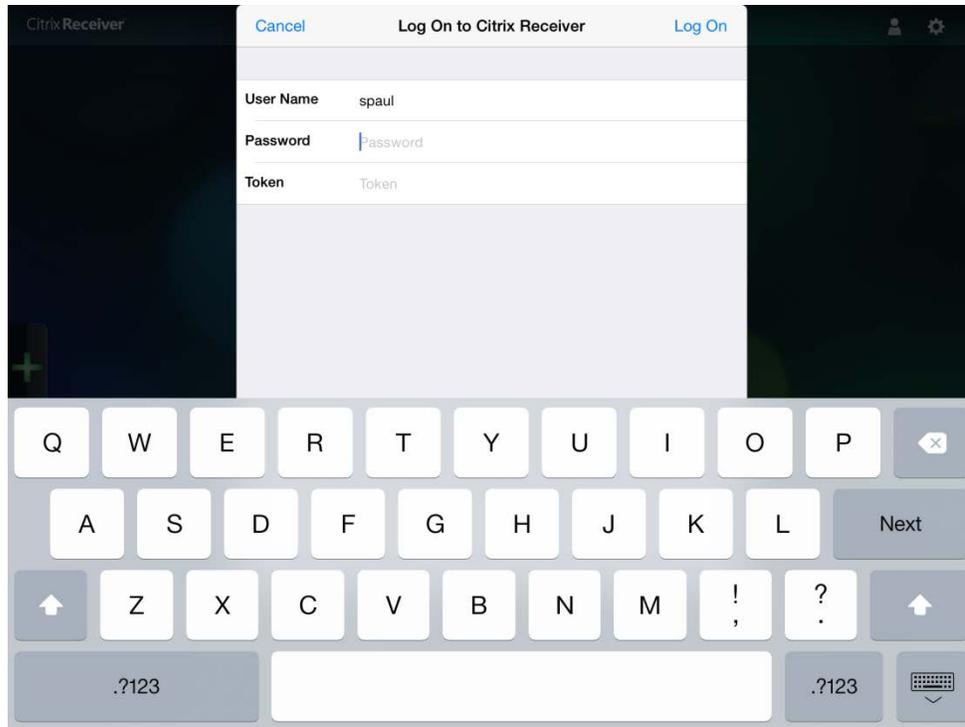




6. Tap the + on the left to open the list of available applications.



7. You can add shortcuts to the desktop by tapping the + beside the app you want. The next time you open Receiver the apps you selected will still be on your desktop.



8. When you open an app from the Citrix desktop you will be prompted for your log on credentials as shown above. Enter your Idotcentral user ID and password in the User Name and password fields. Enter your 4 digit PIN number followed by the 6 digits displaying on your RSA fob.

*** Once you are in the Citrix desktop you are back to using Windows programs. It will not function like a mobile app. The login will function like you are logging into a normal desktop. You can change the user id. The user must have an RSA token and must be setup to use the Citrix Desktop. To completely log out of the Citrix Receiver you must press start and then log off from the Citrix Desktop and then press the little person icon and select logoff. As long as the Citrix Receiver app is running you can go back into the Citrix Desktop.***

Office 365 and your iPad

You can install any of the office products from the [App Catalog](#). Do not go to the App Store to download these products.

After you install an app, sign into your Office 365 account (by opening the app and following the prompts). You can save and store your files on the cloud and access them from your computer. To access files on your computer you must first Sync your OneDrive to your computer.

How to Sync your files to your computer

From your computer go to <https://www.office.com> and sign in. Select OneDrive, and then select Sync. (You only have to do this once and then they should sync automatically.) 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, the web portal or apps you can connected to OneDrive.

To open files you have placed in this folder, open the app and choose Open, then OneDrive. You may have to pull down to refresh. This works in Microsoft products. PDF Expert works differently.

Office 365 and Shared iPads

Shared iPad users must log out of Office 365 apps prior to turning them back in.

- To log out of Excel and Word, tap your initials in the upper left area of the app. Your account will open with your name. Tap your name and then tap sign out.
- To log out of OneDrive, tap “me” in the lower right corner of the app. Then select “Sign out of this account”.
- To log out of Skype, tap your picture and then select “sign out”.

Outlook

For shared iPad users, you must use the Mail Client that is already on the iPad (Mail) to access your DOT email. Do not install Outlook onto your iPad.

For dedicated iPad users, the Outlook app will eventually be available in the App Catalog. If you want to use the Outlook Client, it must be authorized. IT is working on security issues prior to making this app available in the App Catalog.

PDF Expert and OneDrive

Important note: 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.

How to Connect PDF Expert to OneDrive

To connect to your OneDrive account, you will use Office 365 because OneDrive is a part of Office 365 service.

Make sure you have upgraded PDF Expert before beginning. Go to the App Store and check your updates.

First, you need a link for the log in, please follow the steps below:

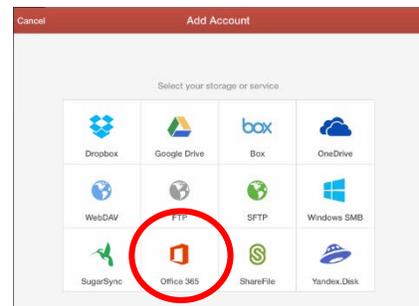
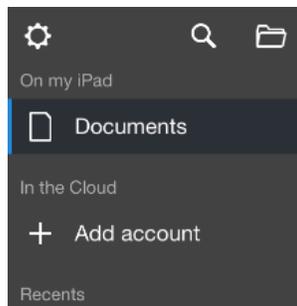
1. In the browser on your PC or iOS device follow the link: <https://onedrive.live.com/about/en-us/> alternately you can access Office 365 through the Office 365 portal that should be available on your desktop.
2. Sign in with your IDOT email and password;
3. Copy URL from the address bar;
4. You will enter (or paste) this URL in the login page in PDF Expert 5; (follow steps below)

Note: please make sure to delete "_layouts/15/onedrive.aspx" at the end of the link so that it looks like this - "https://<companyname>-my.sharepoint.com/personal/<email/login_with_dashes>".

Example of my link: https://iadot-my.sharepoint.com/personal/rhonda_pecenka_iowadot_us/

5. Open PDF Expert and go to the documents screen.

6. Select "Add account". The Add Account window will open. Select Office 365.



< Back
Office 365
Save

Title: My DAV Server

URL: https://<companyname>-my.sharepoint.com/personal/<email/1...

7. The Title field is optional. Leave it blank.

8. Copy or paste the URL from the above steps into the URL field.

9. You will be redirected to the authorization page where you need to sign in to your Office 365 account. Enter your Iowa DOT email address and password.

Sign in



Office 365

Sign in with your work or school account

Email or phone

Password

Keep me signed in

Sign in

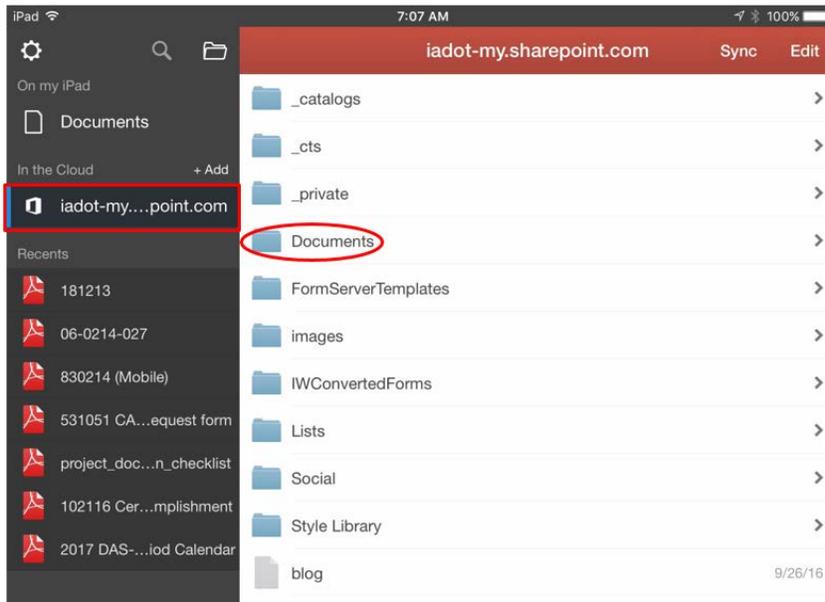
[Can't access your account?](#)

[Don't have an account assigned by your work or school?](#)

[Sign in with a Microsoft account](#)

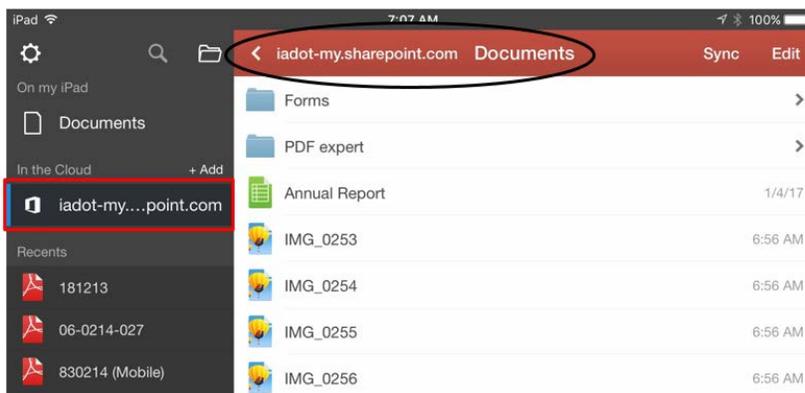
Sync PDF Expert to One Drive

After you have connected PDF Expert to you One Drive account, when you open PDF Expert you'll see something like this: "iadot-my...point.com". When you select this, you will see a list of folders on the right side. Open the Documents folder.



In the example below I have already placed some files on the cloud. I also created a folder named "PDF Expert".

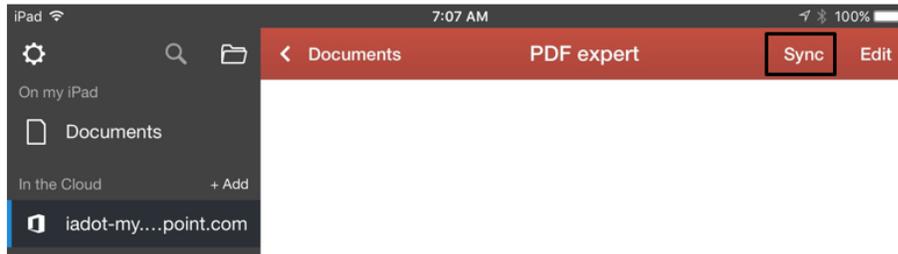
Notice that the navigation bar on the left shows you are in the cloud (see blue line next you're your cloud account) and the red bar shows the cloud account and "Documents" folder.



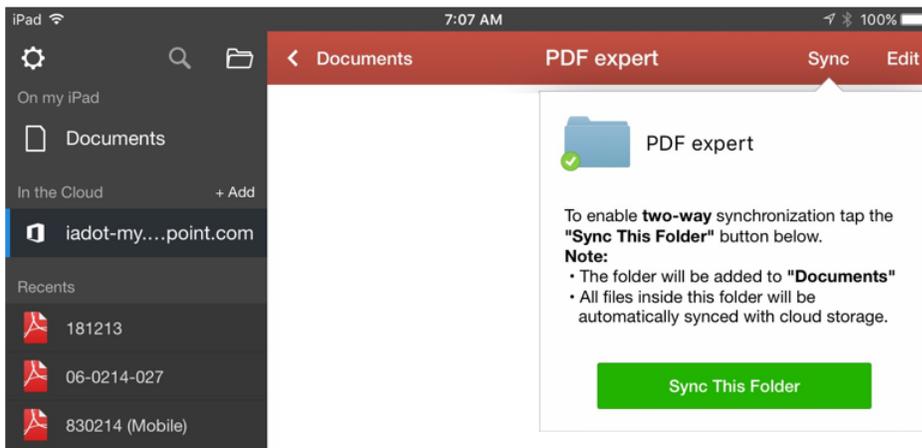
To add a folder in your documents folder, touch "Edit" in the upper right hand corner, then touch "Create Folder" on the left side. Name the folder PDF Expert. Touch "Done".

Touch the “PDF Expert” folder to open it. This is the folder that I want to sync to. Touch “Sync” in the upper right hand corner.

Notice the red bar, I am now in the PDF Expert folder within the Documents folder in the cloud (see blue line to left of my cloud account).



You will receive the following message. Please read the message and touch “Sync This Folder”.

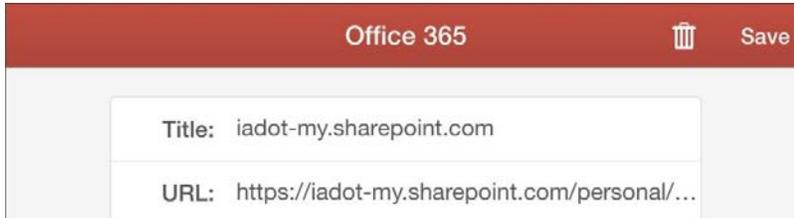
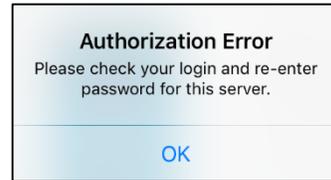


After you click this it will build a new folder called “Synced folders”. Notice on the left “Synced folders” with the blue line on the left side and Synced folders in the red bar. When you work within this location your files will automatically be updated between your computer and your iPad.

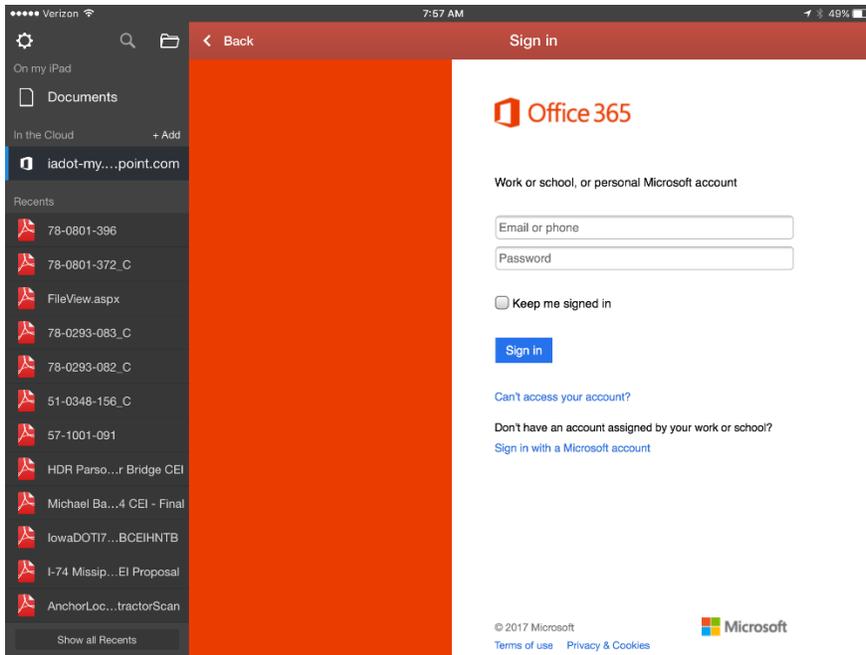


Authorization Error – how to reconnect

Sometimes, you may become logged out of Office 365 in PDF expert and receive an “Authorization Error” (see image at right). Touch OK and the view below will open.



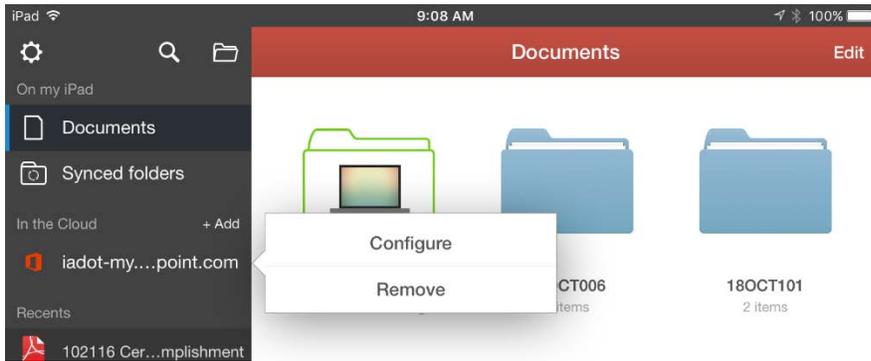
Touch “Save” in the upper right hand corner and Office 365 will open where you can log back in with your Iowa DOT credentials.



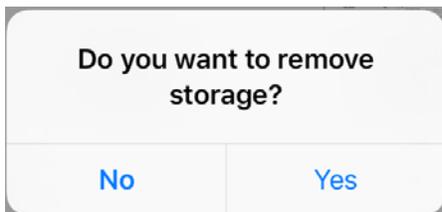
Disconnect from PDF Expert

This is a reminder that SHARED IPAD USERS should disconnect their OneDrive account prior to turning in their iPad. Users with dedicated iPads do not need to disconnect from OneDrive unless you are turning in your iPad and it's being reassigned to someone else.

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



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



Shared iPads

NOTE: The App Store icon on shared units will not appear until you log in to Agent. Also, when you log in to Agent, it could take a few minutes for your IDOT email account to load.

Users of Shared iPads should have been enrolled into AirWatch Agent. An SA is required. If you cannot log in to Agent, check with the Help Desk to see if you have been enrolled in the hwy Group.

Shared iPads

To log in, open Agent and enter the following information

Group ID: hwy

User ID: Your Network ID (what you use to log onto your computer)

Password: Your Network password

Tap “Log in”

When you log into Agent

Your DOT email will be loaded.

You will be required to enter a passcode.

Be sure to sign out of AirWatch when you turn your device in.. When using AirWatch, you will need to be patient, it can take a while for the process to complete when logging in and out. To sign out, open the Agent App and tap “Log Out”.

Reminder: Shared iPads and PDF Expert

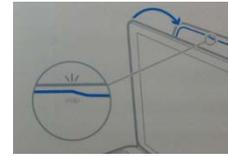
If you connect PDF Expert to your OneDrive Account it is very important that you [disconnect the account](#) before turning in your iPad.

Reminder: Office 365 and Shared iPads

If you connect to Office 365 accounts, you must [log out of the apps](#) before turning in your iPad.

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% charged.



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 buttons: 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.