CIVICA
Transforming the way you work

Modern.Gov iOS Tablet App: Walkthrough

Modern.Gov

1 June 2019

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Contents

Introduction

The free Modern•Gov app automatically downloads meeting papers for your subscribed committees, supporting your organisation's commitment to reduce its reliance on paper. A wide range of annotation tools allows you to mark-up documents as easily as if they were on paper. The app complements your existing Modern•Gov website, intranet and/or extranet.

This easy-to-use app offers free access to publicly-available meeting papers from any organisation using Modern•Gov's decision management system to support its democratic, governance and transparency processes.

Organisations can also purchase the restricted service to provide allowed users secure access to its internal or restricted meeting papers.

The app is available on iPads of any size (as long as the iPad's operating system, iOS, is supported by Apple[1]). It does not currently run on iPhones or MacBooks.

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[1] iOS 11+ at the time of writing.

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Glossary

Agenda Front Sheet	**Coming Soon:** The front cover of any agenda, available as a standalone document without any supporting papers. Particularly handy for those running the meeting so they can have the agenda cover in front of them at all times.
Agenda Pack	The full agenda, including the cover and all reports, available as one document.
Document	Catch-all term for all the files published to the app by an organisation, regardless of whether they are documents, spreadsheets, images, presentation slides or other file types.
Home Screen	The app's main menu – the first screen you see when it opens.
Long-Press	Instead of tapping quickly, lightly pressing and holding your finger or stylus on the screen.
Restricted	Anything which is not publicly available. This could refer to an organisation which uses the app for internal meetings but does not publish anything onto its public-facing website ('restricted organisation').
	It could also be used in relation to documents from a public organisation which have access restricted to certain users in accordance with relevant legislation or rules (e.g., a report dealing with an employment matter).
	Access to restricted information must be enabled by the organisation providing it.
	If you have access to restricted organisations, committees and documents, they will appear in menus against a pink background to differentiate them from publicly-available information.
Starred	Documents you have marked as important to you by tapping a star icon.
Supplement	Additional papers to accompany the agenda, decisions or minutes, like an item of urgent business which has arisen after the agenda had been published.
Views	A menu on the left-hand side of the app's home screen which helps you quickly find the documents you want.

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What's New

The original app launched nearly a decade ago. Since then, we've kept it updated regularly and listened to feedback from our customers to add improvements, and the time has now come to launch a brand new version. If you have the older version on your device, don't worry: both can be run simultaneously for the time being – the original version won't be discontinued immediately.

Why switch? Here's what the new app offers:

	Original App	New iOS App
Automatic download of agendas, reports, decisions and minutes, supplementary meeting papers and Library documents	✓	✓
Document library for non-meeting information	✓	✓
Document library appears as a distinct menu item, rather than in the list of committee names		✓
Automatic download of agenda front sheet as a separate document		coming soon
Open multiple documents at the same time and from different meetings (and from the document Library) – a maximum of 10 documents may be open at any time		✓
Quickly find documents from: What's New / Recently Published, Annotated, or browse by committee name	✓	✓
Quickly find documents from above options and from: Upcoming, Recently Opened, Unread or Starred		✓
In-app calendar to browse meetings by date		✓

	Original App	New iOS App
Toggle between all meetings / just meetings with documents		*coming soon*
Tap to expand / collapse list of documents available for a meeting		✓
User-defined default settings to expand all / collapse all lists of documents available for a meeting		✓
Long-press meeting name to open all available documents at once		✓
Document navigation using page forward / page back buttons	✓	
Document navigation using 'Jump to Page Number' button	✓	
Document navigation using thumbnail images to jump forwards, backwards or to any page		✓
Document navigation using bookmarks created by the user		✓
Advanced document navigation tools using bookmarks and free text search within a document	✓	✓
Advanced document navigation using annotations as bookmarks.	✓	✓

	Original App	New iOS App
Open other documents from this meeting without returning to main menu		✓
Annotation tools – scribble, underline or highlight text, add sticky noes	✓	✓
Advanced annotation tools including text strikethrough, adding call-outs, stamps, signatures and images, and options to select, copy and paste annotations and signatures.		✓
Remember last-used annotation settings.		✓
Remember last-viewed page when re-opening document.		✓
Pinch-to-zoom document view	✓	✓
Lock document width to fit screen	✓	✓
Lock document height to fit screen		✓
Automatic document zoom to best fit screen rotation		✓
User-defined in-document scrolling preferences: horizontal or vertical		✓

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	Original App	New iOS App
User-defined in-document page transition preferences: see one page at a time, see continuous pages, see page turn animation		✓
User-defined in-document appearance preferences: default, sepia or night mode		✓
User-defined in-document screen brightness control		✓
Share original document – whole document, page range or single page (public documents only)	✓	✓
Share document with annotations – whole document, page range or single page (public documents only)		✓
Select text to be read aloud to you		✓
Open / save document in another app on your device	✓	✓
Delete document from device	✓	✓
Two-factor security	✓	✓
ADFS integration to reduce the need for multiple passwords		✓

	Original App	New iOS App
Subscribe to multiple publishers	✓	✓
Searchable document publisher list		✓
Subscribe to multiple committees	✓	✓
Searchable committee list		✓
Pin / Star important documents for easy identification and retention	✓	✓
Automatically delete documents from device at end of user-defined default document retention period.	✓ Up to 6 months	✓ Up to 5 years
Remote lock / wipe of device	✓	✓
Welsh Language		✓

Getting Started

Search for "Modern•Gov" on the App Store and download the free app.

The Modern•Gov app appears on your home screen. Tap the icon to open the app:

Select at least one organisation to follow. **Swipe down** on the screen to refresh the list at any time.

Tip: use the **search bar** at the top – search results will appear **after you have typed 4 characters**:
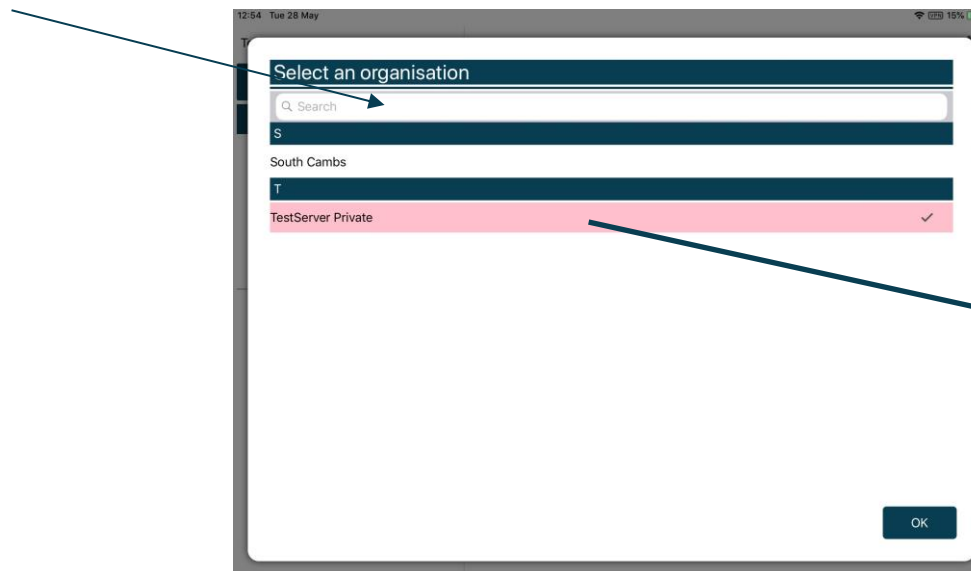
Organisations with restricted access will appear in pink. Your organisation will need to set up your access permissions before these appear in your app.

See **Restricted App Registration Process** for further details.

The organisation's list of committees will appear. Select committees to follow. **Swipe down** on the screen to refresh the list at any time.

Tip: use the **search bar** at the top – search results will appear **after you have typed 4 characters**:

Your organisation might also have a document library[2] for other available information. You can find this in the committee list – if using the **search bar**, search results will appear **after you have typed 4 characters**:
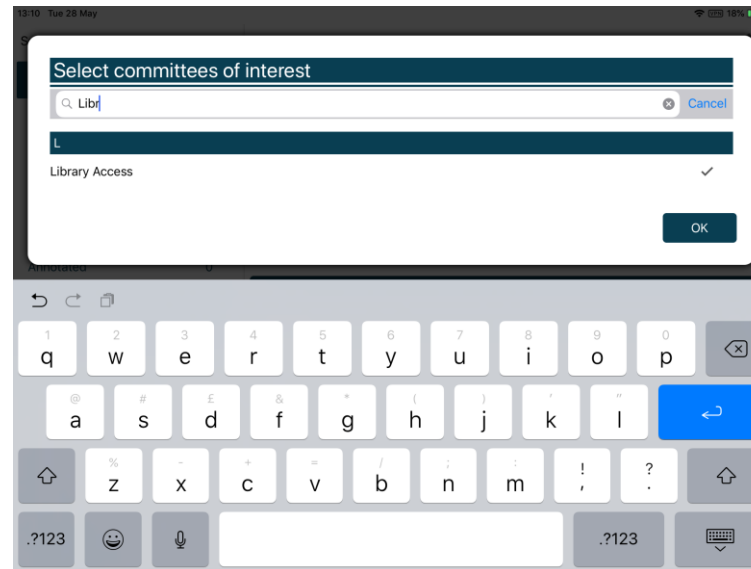
The Home Screen (Main Menu)

The app opens in its home screen:
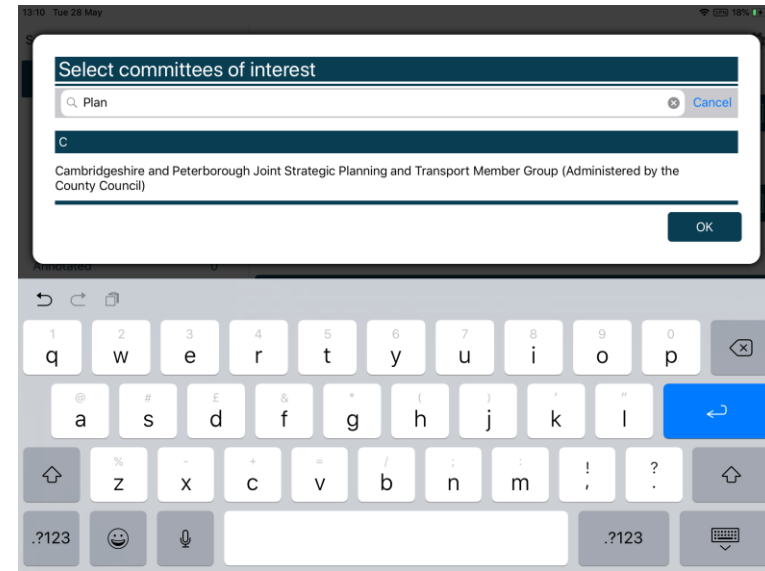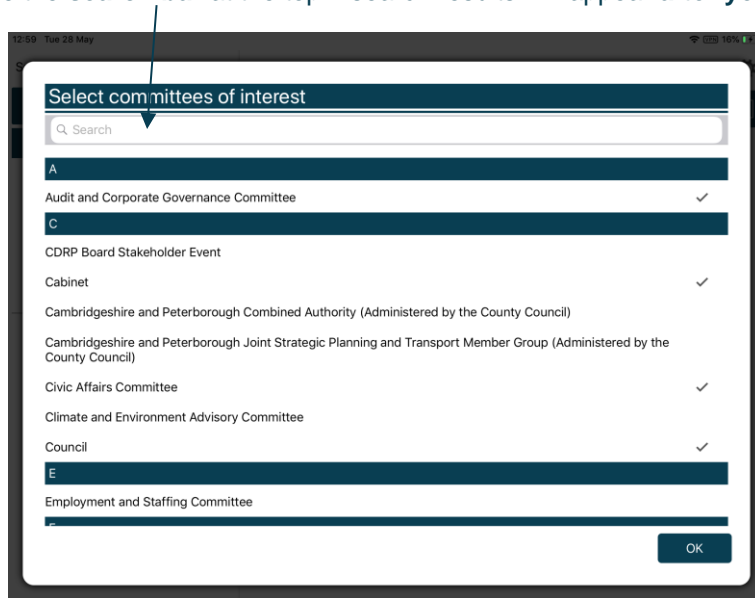
See document 'views'.

Document 'views': **tap** any view to help find papers quickly

Library (non-meeting) documents and links

Committee subscriptions. **Tap** name to see papers from only one committee

Tap to switch to calendar view.

Settings Menu

Coming soon: Filter results

Meeting details. **Tap** this bar to expand or collapse the list of documents below. Set your default display preference (expand all / collapse all) in **The Settings Menu**

Number of documents available for this meeting

South Cambs

| ☰ | 📅 |

Upcoming	1
Recently Opened	0
Recently Published	19
Unread	19
Starred	0
Annotated	0

Library Access 🏛

Audit and Corporate Governance Committee
Cabinet
Civic Affairs Committee
Council
Planning Committee
Scrutiny and Overview Committee
Weekly Bulletin

∨ Audit and Corporate Governance Committee - Tuesday, 30 April 2019 9.30 a.m. 1 📄

📄 Agenda

∨ Cabinet - Wednesday, 1 May 2019 10.00 a.m. 2 📄

📄 Agenda

📄 Decision

∨ Civic Affairs Committee - Tuesday, 4 June 2019 10.00 a.m. 1 📄

📄 Agenda

∨ Council - (Annual Meeting) Thursday, 16 May 2019 2.00 p.m. 4 📄

📄 Agenda

⊞ Supplement - Political Proportionality and Allocation of Seats to Committees (Item 08); Appointments to CPCA (Item 10) and Appointments to Outside Bodies (Item 11)

⊞ Supplement - Nominations for Chairmen/Vice-Chairmen; Cabinet appointments; CPCA nominations and Major Opposition Leader's Statement
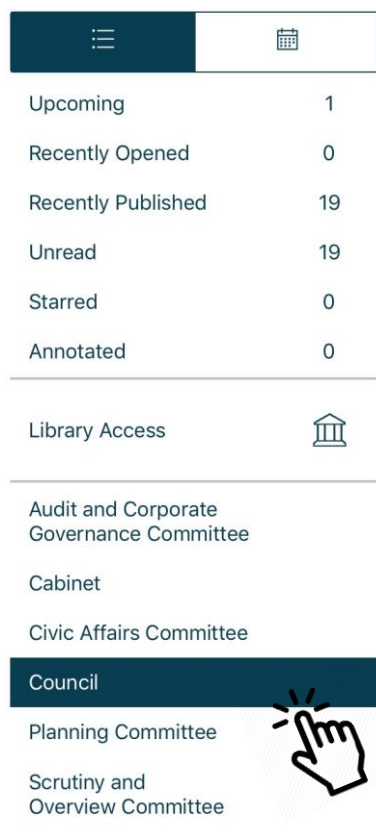
Documents begin downloading automatically for your subscribed committees:

📄 Agenda

Document has been downloaded

📄 Late Item - Urgent Business

Document is downloading

📄 Decision

Document has not yet been downloaded

Restricted version of the app only:

📄 Agenda Frontsheet

📄 Agenda Reports Pack (Private) 25/02/2019, 19.00

Access restrictions apply.

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Find documents easily by **tapping** on the options on the left-hand side:

☰	📅
Upcoming	1
Recently Opened	0
Recently Published	19
Unread	19
Starred	0
Annotated	0
Library Access	🏛
Audit and Corporate Governance Committee	
Cabinet	
Civic Affairs Committee	
Council	
Planning Committee	
Scrutiny and Overview Committee	

Toggle between document view and calendar view

Upcoming meetings, with or without documents (there will be some overlap with results from Recently published documents)

Recently opened documents (10 most recent meeting documents and 10 most recent Library items)

Recently published documents (there will be some overlap with results from Upcoming meetings)

Unread documents – downloaded but not yet opened (excluding Library items)

Starred – documents you have marked as important to you appear in this list automatically (including Library items)

Annotated – documents you have annotated appear in this list automatically (including Library items)

Library of other (non-meeting) documents published by this organisation.

Subscribed committees listed alphabetically. **Tap** a committee name to see documents only for that body.
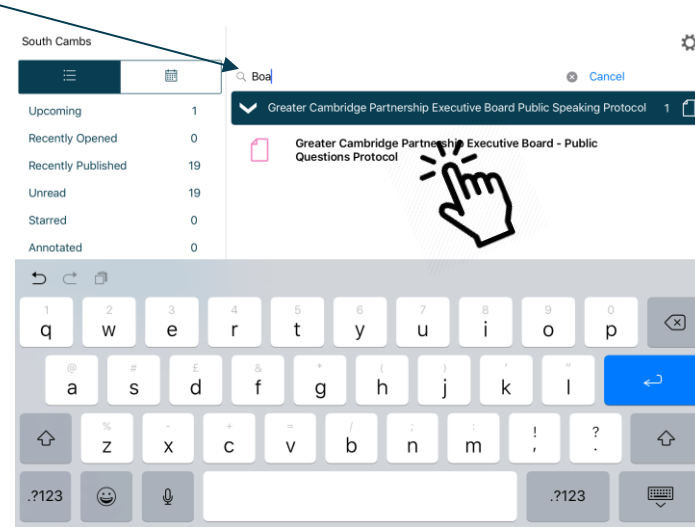
Tap on the library to see what other information has been made available by your organisation.

A **document title search** is available.

Type to search the **titles** of all Library items.

Library items are not automatically downloaded. **Tap** a Library item **title** to start downloading.

Coming Soon: Use the Filter (at the top right) to show all meetings or only those with available documents:

Filter **off** – shows all meetings

Filter **on** – shows only meetings with documents

Meetings for which documents have not yet been published, or where no documents are available, are represented by a **hollow** meeting details bar.

Meetings for which documents have been published are represented by a **solid** meeting details bar.

Use the calendar to browse by date. **Tap** a date to see meetings on that date:

Tap to switch back to document view.

Tap to move back and forth one month at a time...

…or **press and hold** on the month name to see the year at a glance.

February, 2019

Mon	Tue	Wed	Thu	Fri	Sat	Sun
28	29	30	31	01	02	03
04	05	06	07	08	09	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	01	02	03
04	05	06	07	08	09	10

Executive - Monday, 4th February, 2019 5.00 pm, CANCELLED

Scrutiny Committee - Wednesday, 13th February, 2019 5.00 pm

Council - Thursday, 28th February, 2019 7.00 pm   4

Agenda

Additional Papers

Decision

Minutes

Coming Soon: Hollow dots represent meetings for which documents are not (yet) available.

Coming Soon: Solid dots represent meetings for which documents are available.

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Coming Soon: Use the Filter ⬛ (at the top right) to show all meetings or only those with available documents:

Filter **off** – shows all meetings
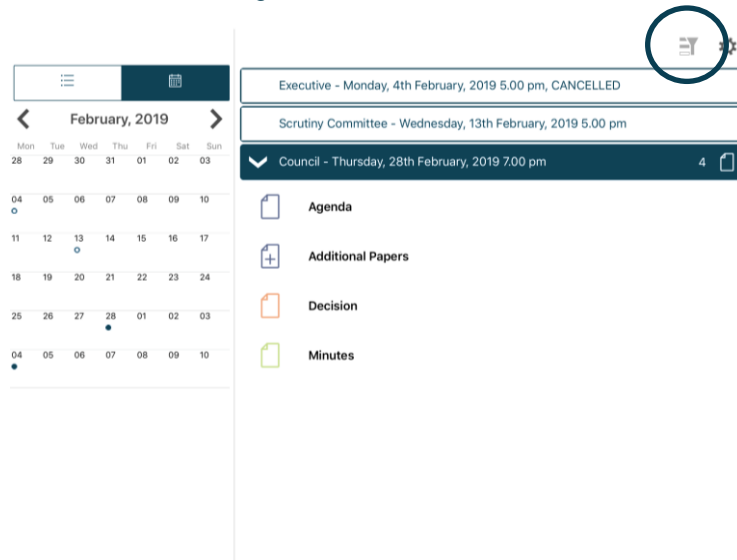
Filter **on** – shows only meetings with documents
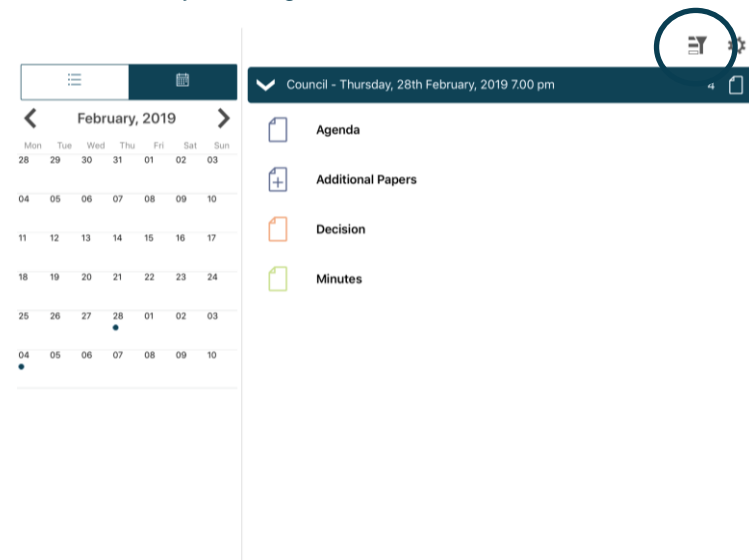
Meetings for which documents have not yet been published, or where no documents are available, are represented by a **hollow** dot in the calendar and a **hollow** meeting details bar.

Meetings for which documents have been published are represented by a **solid** dot in the calendar and a **solid** meeting details bar.

Tap a document **name** to open it on its own…

⌄ Cabinet - Wednesday, 1 May 2019 10.00 a.m.	2 📄

📄 Agenda

📄 Decision
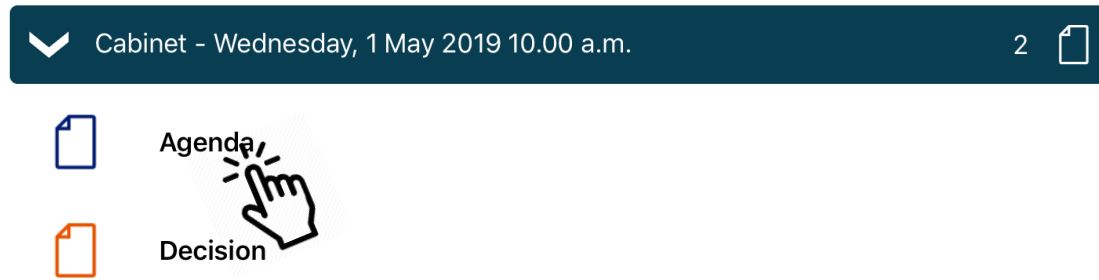
…or **press and hold** on the **meeting details bar** to open all the documents for that meeting:

⌄ Cabinet - Wednesday, 1 May 2019 10.00 a.m.	2 📄

📄 Agenda

📄 Decision
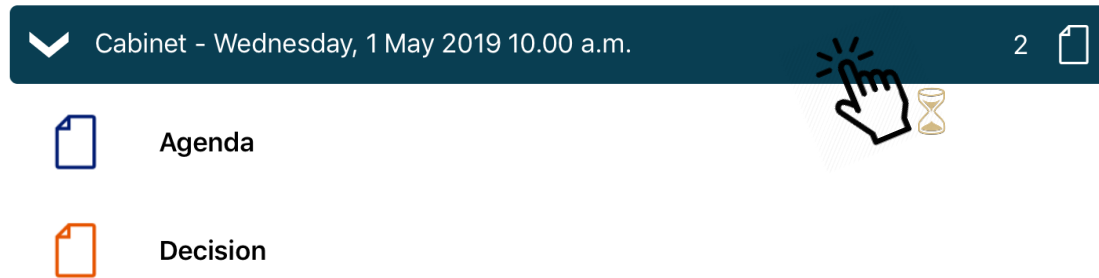
civica

Tap a document **icon** to select it. Document Management Options appear (see next page):

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| ☰ | 📅 |

Upcoming   1
Recently Opened   0
Recently Published   19
Unread   19
Starred   0
Annotated   0

Library Access   🏛

Audit and Corporate Governance Committee
Cabinet
Civic Affairs Committee
Council
Planning Committee
Scrutiny and Overview Committee
Weekly Bulletin

🗑 ⭐ 📄4 ✕   ⚙

⌄ Audit and Corporate Governance Committee - Tuesday, 30 April 2019 9.30 a.m.   1 📄

☑ Agenda

⌄ Cabinet - Wednesday, 1 May 2019 10.00 a.m.   2 📄

☑ Agenda

📄 Decision

❯ Civic Affairs Committee - Tuesday, 4 June 2019 10.00 a.m.   1 📄

⌄ Council - (Annual Meeting) Thursday, 16 May 2019 2.00 p.m.   4 📄

☑ Agenda

☑ Supplement - Political Proportionality and Allocation of Seats to Committees (Item 08); Appointments to CPCA (Item 10) and Appointments to Outside Bodies (Item 11)

📄 Supplement - Nominations for Chairmen/Vice-Chairmen; Cabinet appointments; CPCA nominations and Major Opposition Leader's Statement

📄 Decision

Selected documents have a check mark.

Tap the meeting details bar to expand or collapse the list of documents. Set your default display preference (expand all / collapse all) in **The Settings Menu**.

**Tap the icon to select documents from any committee, and the web library.**

Document Management Options

Delete selected downloaded documents from my device.

Number of documents currently selected.

Cancel document management and de-select documents.

Mark documents as important to you. These will be added to the 'Starred' document view and will not be deleted automatically from your device at the end of the default document retention period (see **The Settings Menu**, below).

Open all selected documents. A maximum of 10 documents may be open at any time.

If documents have already been 'starred', you will see the 'unstar' icon instead. Tap this to remove the stars from these documents. They will also be removed from the 'Starred' document view and will be deleted automatically from your device at the end of the default document retention period (see **The Settings Menu**, below).

Viewing and Annotating Documents

The document viewer screen:

With one open document (landscape):
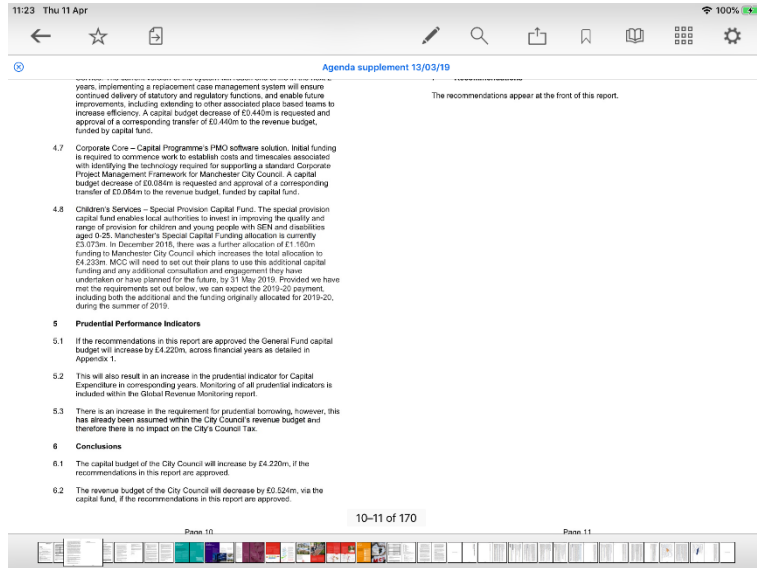
With multiple open documents (landscape) – a maximum of 10 documents may be open at any time:
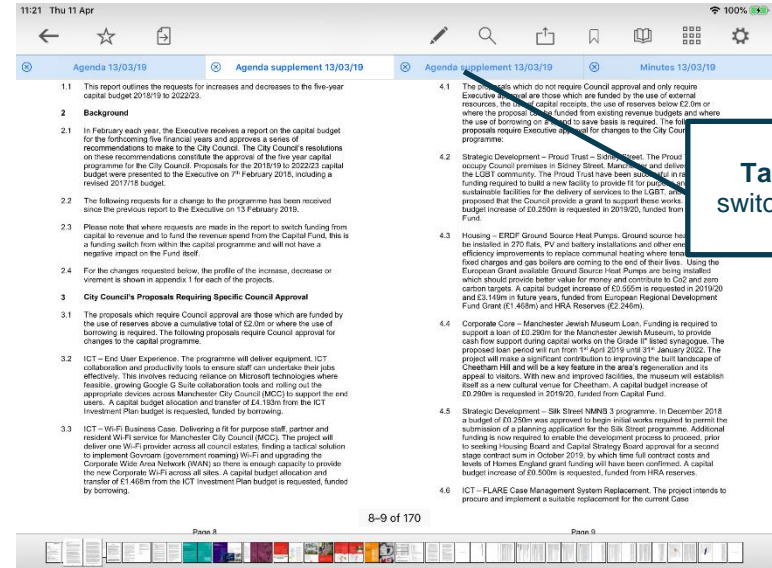
Tap any tab to switch documents.

Tap anywhere on the document to hide the toolbars. **Tap** again to make them re-appear.

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With one open document (portrait):
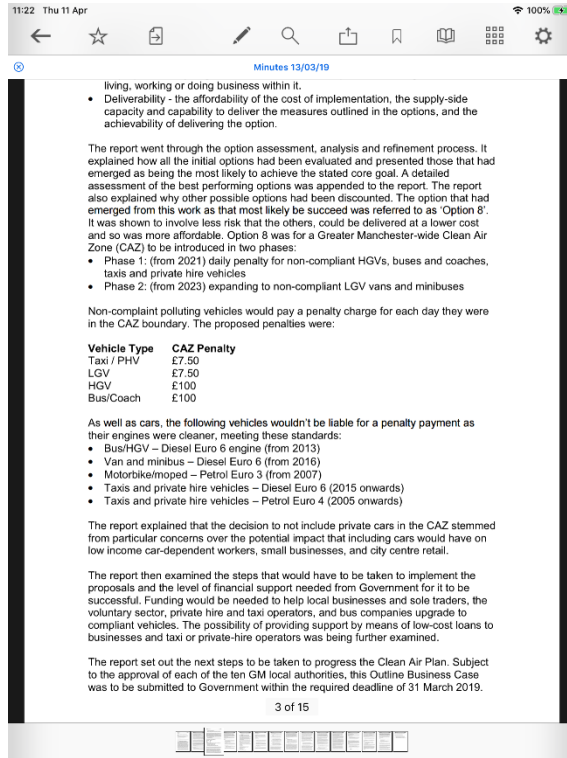
With multiple open documents (portrait) – a maximum of 10 documents may be open at any time:
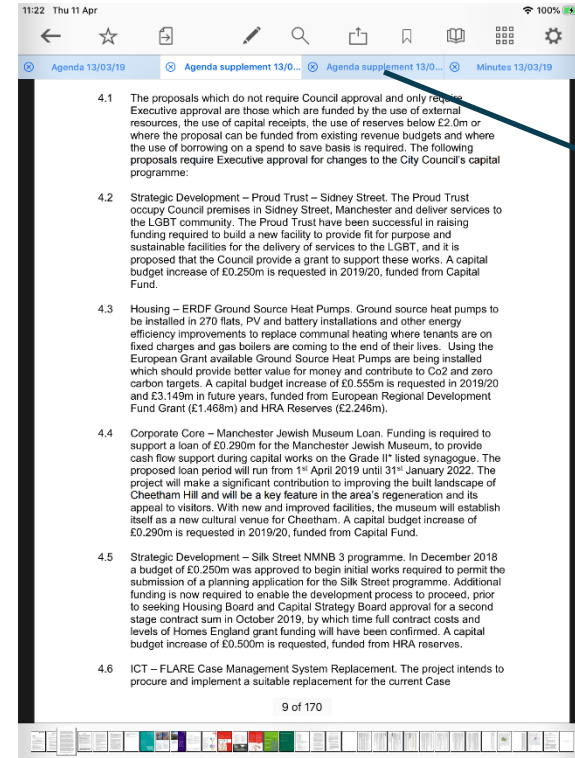
Tap any tab to switch documents.

Tap anywhere on the document to hide the toolbars. **Tap** again to make them re-appear.

Document Viewer: Toolbar Icons

Return to home screen

Open related documents for this meeting

Open Annotations toolbar

Share document / open in another app

Add bookmark

See thumbnails of all / annotated / bookmarked pages

Add to Starred documents

Search text (including annotated text)

Document bookmarks (including annotations)

Document layout / appearance settings
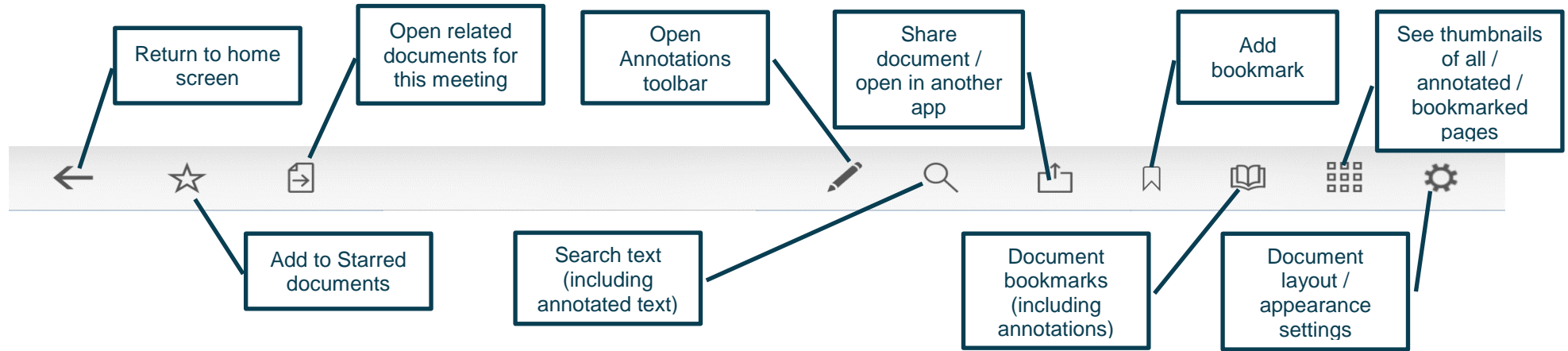
Return to home screen prompts you to select from these options:

Close all documents

Remember documents
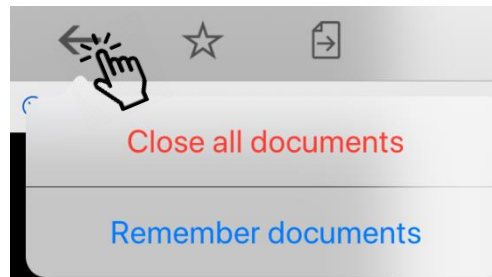
Keeps documents open **and** remembers your last location

Add to Starred documents:

This document will now appear in the 'Starred' document view on the home screen (main menu).

Open related documents

Tap to open related documents for this meeting:

Tap and…
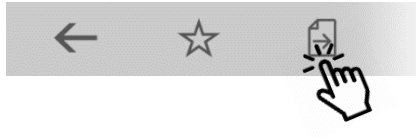
…select one or more other documents for this meeting and **tap** OK:

The Annotations Toolbar

Portrait view (more options immediately accessible from menu):
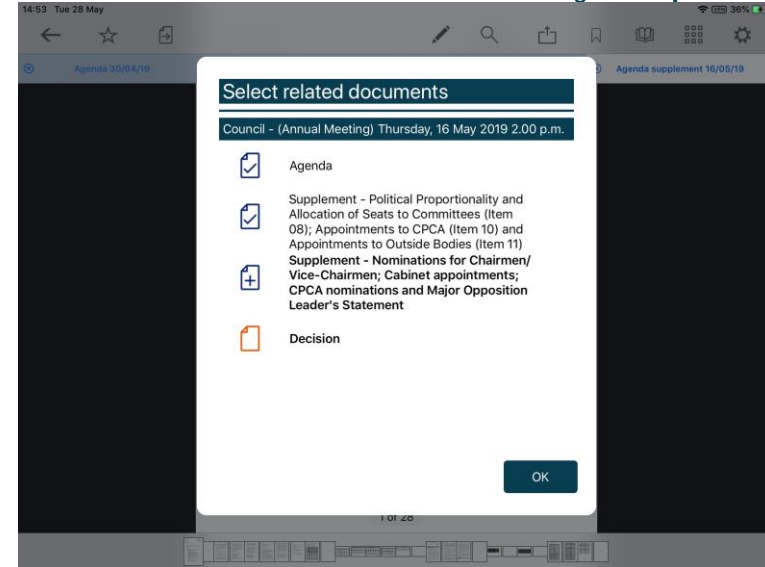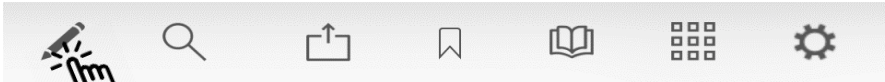
Landscape view (some options available only from sub-menus):

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What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:			
Mark-up text	A	A	Highlight text	Underline text	Squiggly underline text	Strikethrough text
Insert text, comments	T (Note: the Add Sticky Note tool will appear here in Landscape Mode after you begin annotating)	T	Insert text box, **add searchable text**	Insert call-out box, **add searchable text**	Draw and insert a signature	
Add sticky notes **with searchable text**	💬	💬	(no expansion required. Note: if your device is in Landscape Mode, this menu will combine with the above Insert Text, Comments icon when you begin using annotation tools)			
Scribbles and shapes	✏️		Freehand scribble – with pen / Freehand scribble – with highlighter / Smart draw – makes freehand lines straight and freehand circles round / Insert arrow / Insert line / Insert rectangle / Insert circle / oval / Insert polygon / Insert jointed line segment / Erase annotation			
		✏️	(Freehand scribble – with pen; no expansion required)			

What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:					
			(Freehand scribble – with highlighter; no expansion required)					
			(Smart draw – makes freehand lines straight and freehand circles round; no expansion required)					
			Insert arrow	Insert line	Insert rectangle	Insert circle / oval	Insert polygon	Insert jointed line segment
Erase annotation	(found in scribbles & shapes menu)		(no expansion required)					
Insert objects			Insert photo from your device (app will ask you to grant permission to access your photos)	Insert preset stamp ('Draft', 'Sign Here') or create your own	Clipboard: Insert saved annotation / Paste copied annotation	Record audio (app will ask you to grant permission to access your microphone)	Select existing annotations (landscape menu only) (top-level portrait menu item)	
Select annotations	(found in insert objects menu)		(Select existing annotations – no expansion required. Available options: ▶ Inspector – change colour, font, line thickness, etc. – these options depend upon annotation type ▶ Edit ▶ Copy – copied annotations can be pasted to the clipboard in the Insert Objects menu ▶ Delete)					

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What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:
Customise ink settings – colour, thickness, etc.			Tap on Colour and select from one of the pre-set palettes (leave the Background Colour as it is – transparent – unless you intend to obscure the original text!):

(Swipe to change palettes)

Or keep swiping through the palettes and define a custom colour:

Drag the slider bar in the menu to change the ink thickness:

| Stylus | | | (no expansion required – *this icon will appear only if you have a Bluetooth-enabled stylus connected to your tablet – tapping this simply lets you switch stylus if you have more than one connected*) |

What does it do?	Landscape Menu Icon	Portrait Menu Icon	Press and hold the icon to expand the menu and show:
Undo and redo	↶ ↷	↶ ↷	(no expansion required)
Move the annotation toolbar	=	=	(Press and hold this icon to drag the annotation toolbar elsewhere on the screen. Drag it to the top of the screen to replace the default toolbar; no expansion required)
Close the annotation toolbar	⊗	⊗	(no expansion required)

It's easy to find all your annotations:

Each annotation becomes a new bookmark (see **Bookmarks: Adding and Navigating**, below)

Text annotations appear in search results (see **Searching within the document**, below)
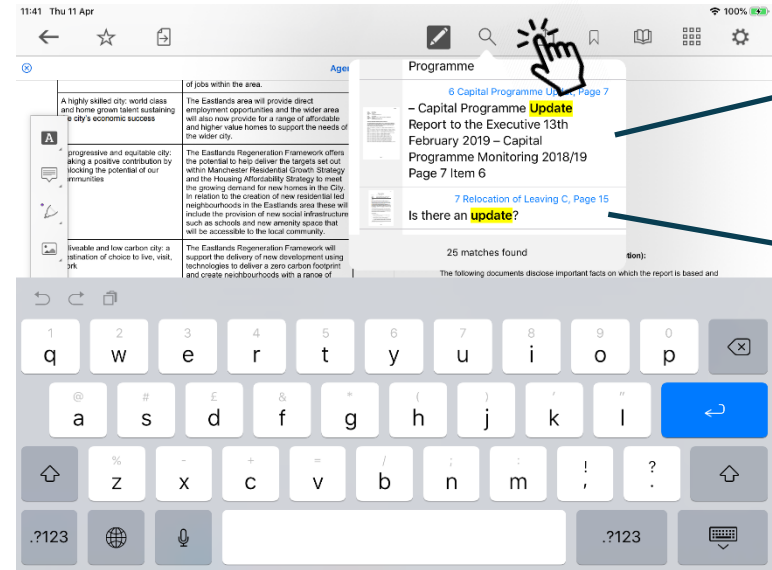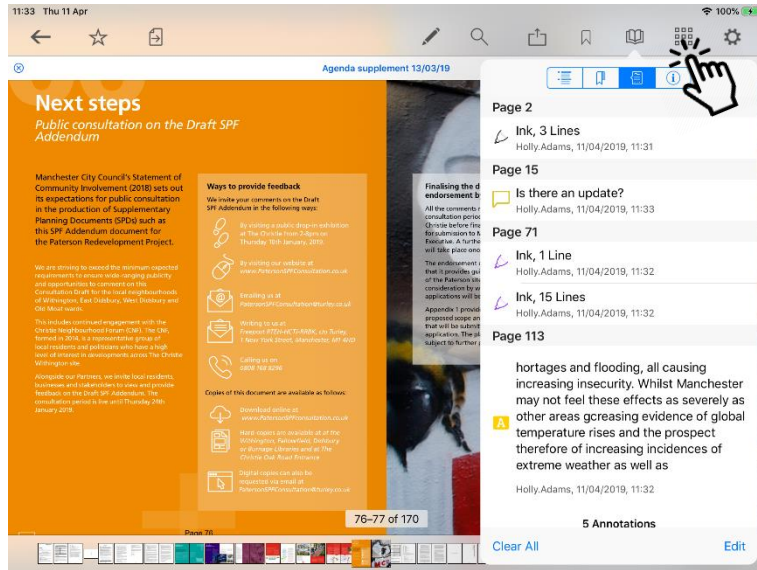
Result from original document text

Result from annotation text

…and to access all your annotated documents from the main menu:
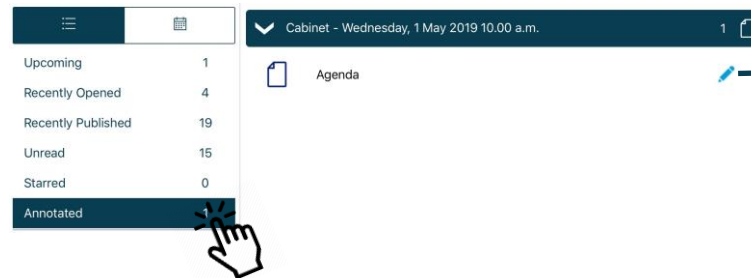
Document has annotations

Searching within the document
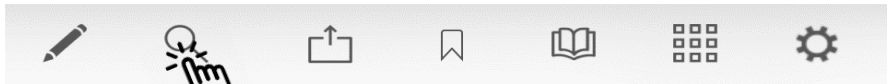
Search results will also pick up any typed notes you have added as annotations.
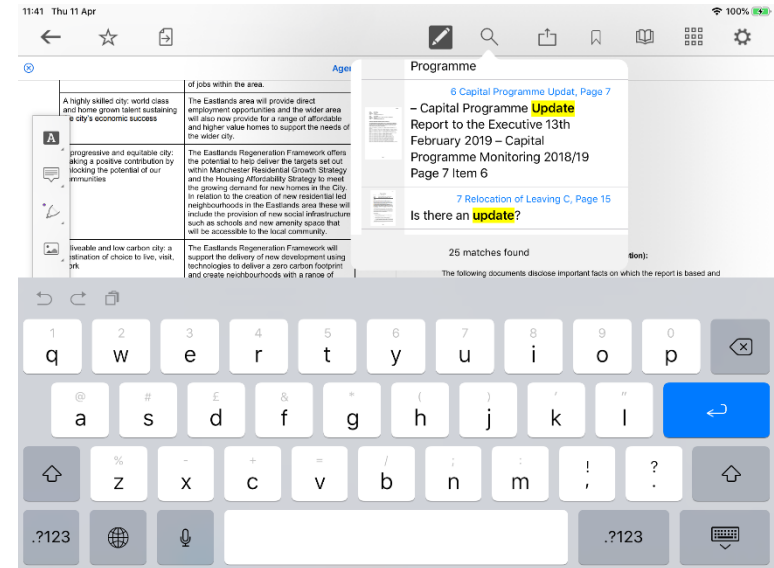
Tap on a result to jump straight to that page.

Sharing and exporting

Share **public** documents or open them in another app, with or without annotations:

First, **tap** the Share icon (1) and select **what** you would like to share (2): the whole document or just certain pages, with or without annotations. Then **tap Share** (3) and choose **how** to share it (4).

The **Share / Open In…** options you will find for sharing or opening the document in another app will depend upon which other apps you have installed on your device:
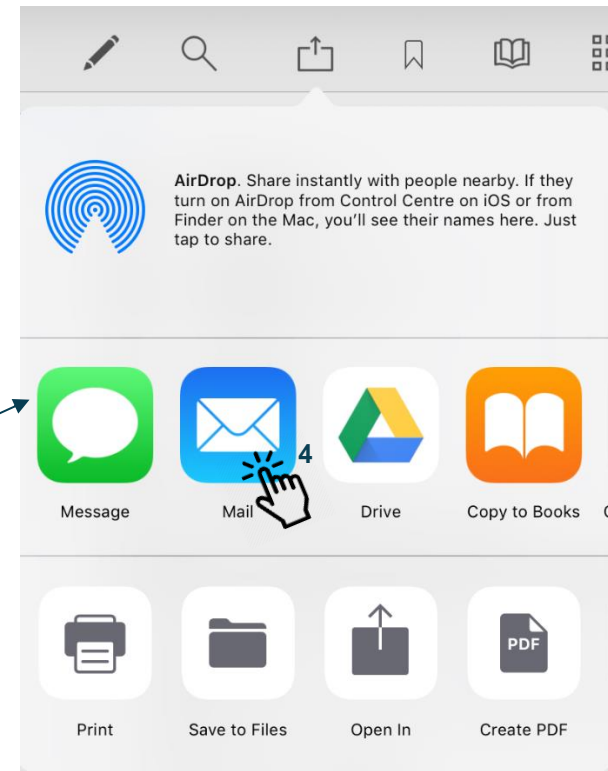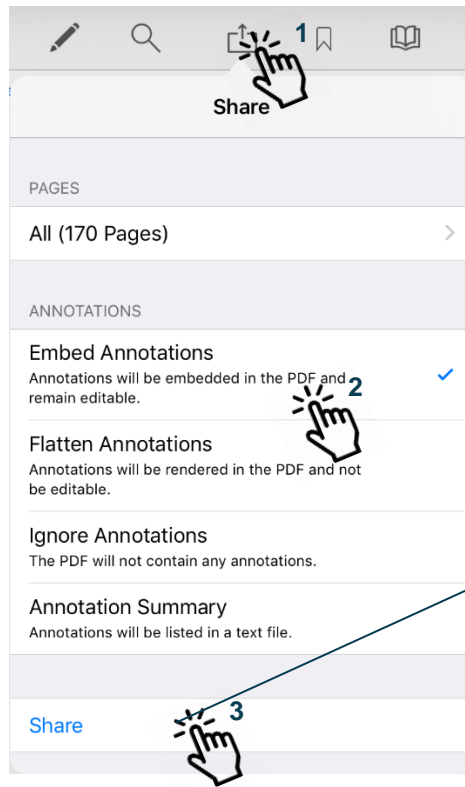
Bookmarks: Adding and Navigating

Tap the Add Bookmark icon at any time to add your own bookmarks to the document.
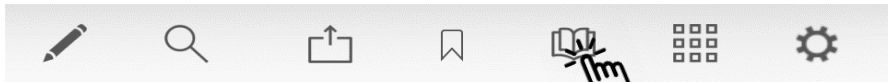
Tap the Bookmark menu to access all bookmarks in the document, then **tap the buttons** to navigate to a particular place in the document using…

…the document's **built-in bookmarks** (default):	…**bookmarks you have added**:	…**annotations** you have made:
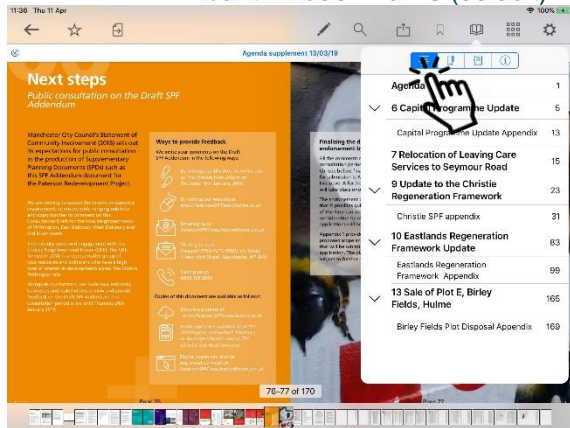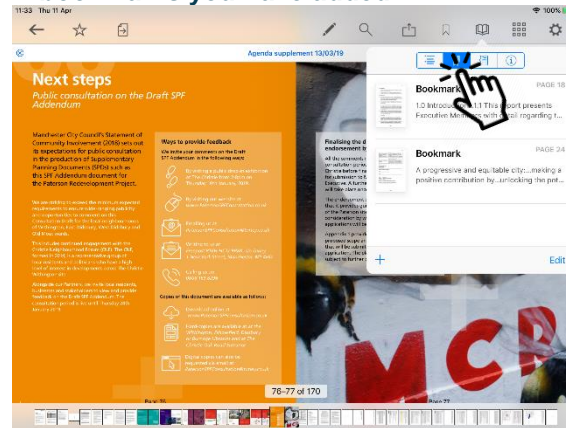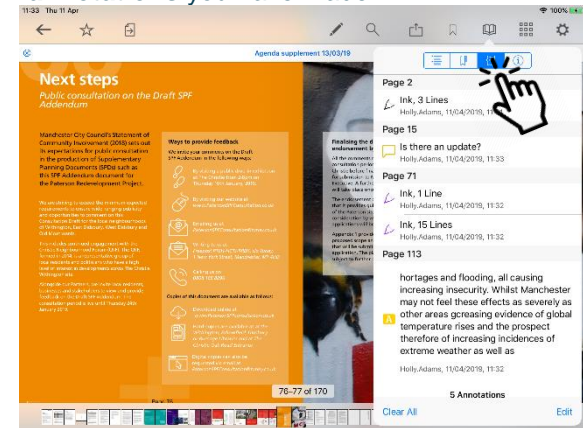
Tap the bookmark or annotation bookmark and jump straight to that place in the document.

(The fourth button, ⓘ , displays document information – title, date created, etc.)

Thumbnails

Move quickly around the document using thumbnail images:
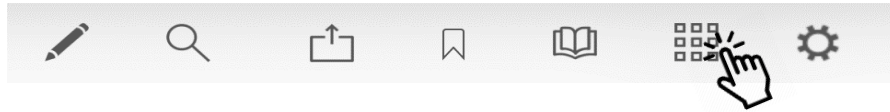
Toggle between seeing **all** pages…   …just the **annotated** pages…   …or the pages **you have bookmarked**.
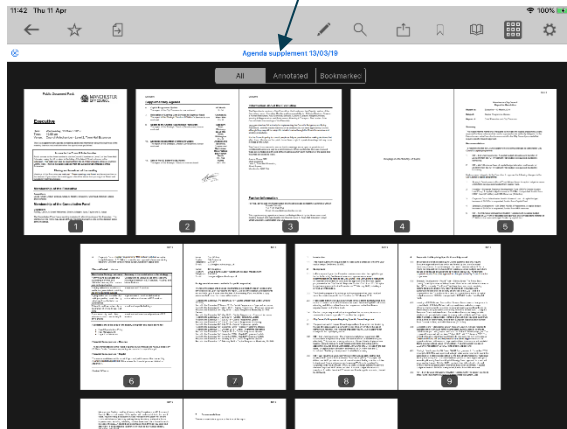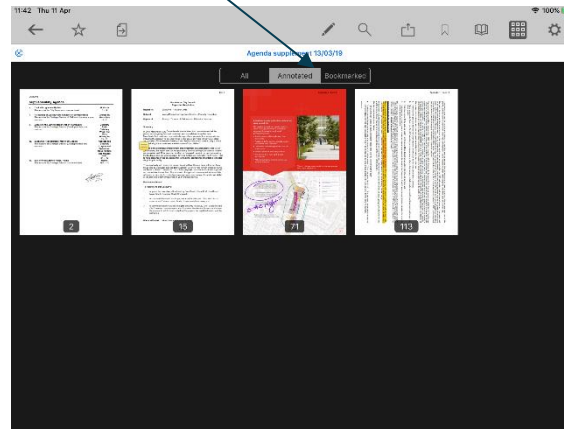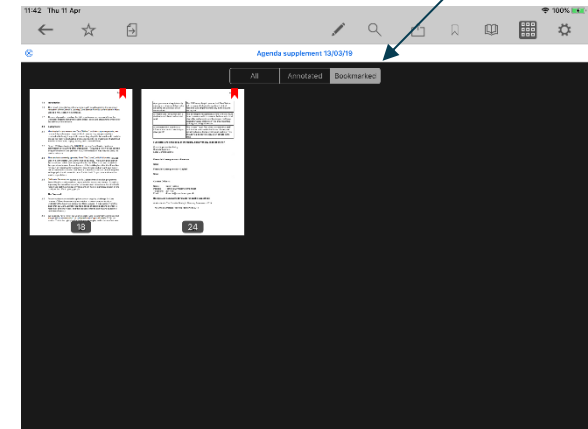
Appearance and Scrolling

Change your document appearance and scrolling options:
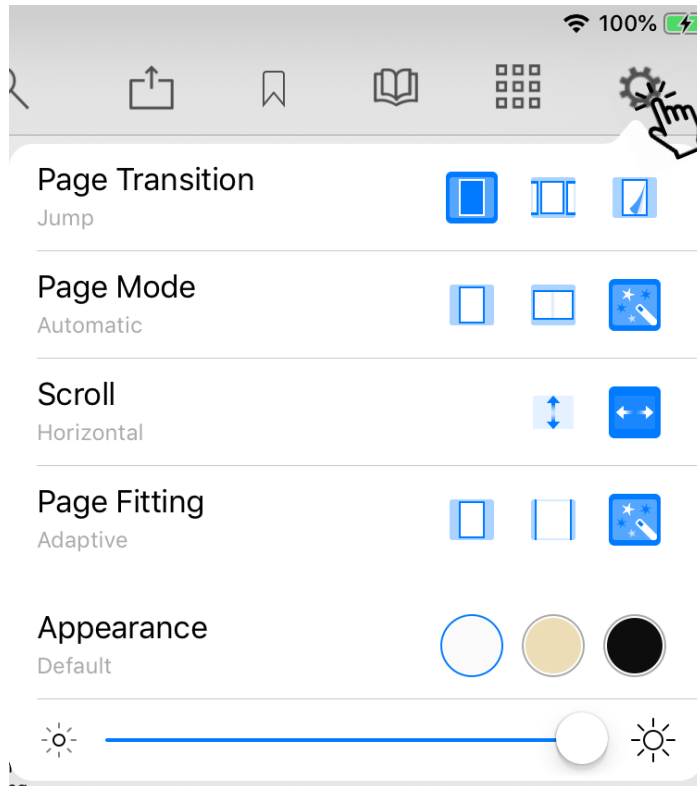
Select how it looks as you move from page to page: jump (see one page at a time), scroll continuously through the document, curl (animated page turns).

How many pages do you want to see on screen? Single, double or adaptive (the software will choose what it thinks is the best layout).

Scroll options: scroll vertically or horizontally through the document.

How should the page fit on your screen: show full height, show full width, or adaptive (the software will choose what it thinks is the best layout)?

Appearance: default (as published), sepia or night mode – see below.

Screen brightness control (for this app only).

Sepia
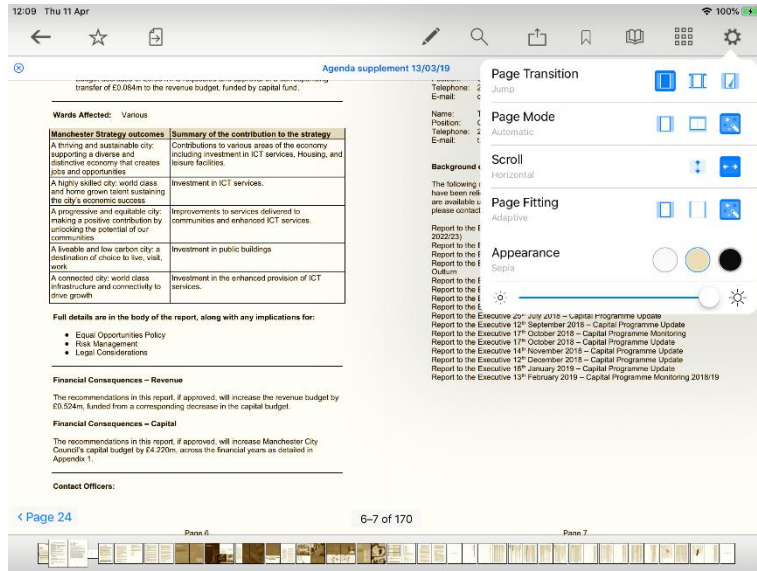
Night mode
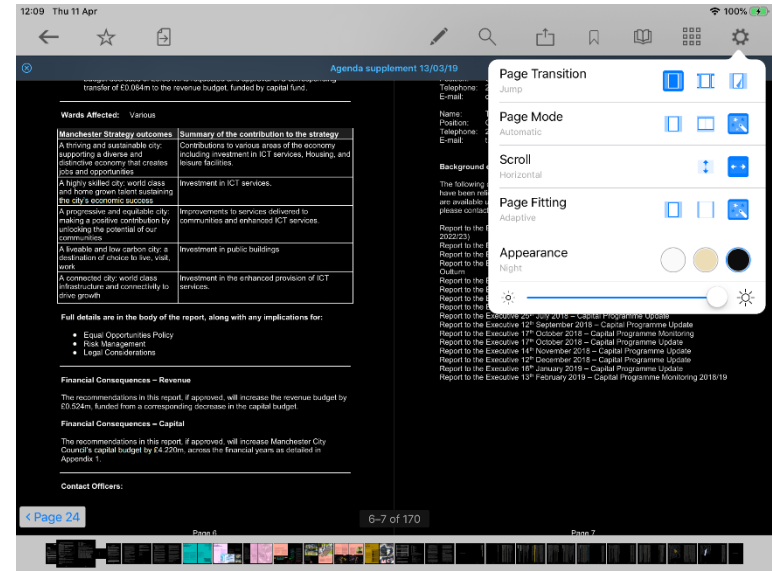
The Settings Menu

To access, **tap** the Settings icon at the top right of the home screen (main menu):
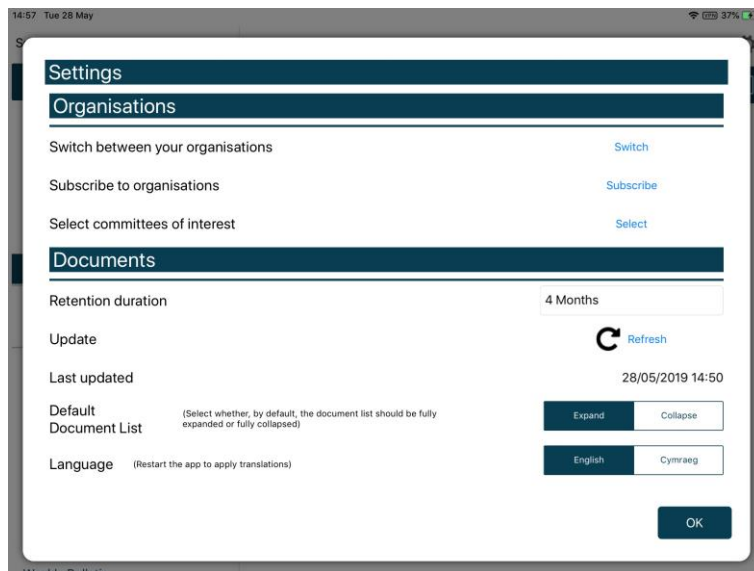
Switch between subscribed organisations (if you have subscribed to more than one).

Subscribe to other organisations (or unsubscribe from organisations).

Select committees to follow (or to stop following)

Change how long documents will be stored on your device (see below).

Manual refresh – check for new documents.

Last updated time and date.

Default document display preference: expand or collapse all sections.

Choose either English or Welsh as the app's default language (further information available in **Welsh Language Version**, below).

Retention duration setting:
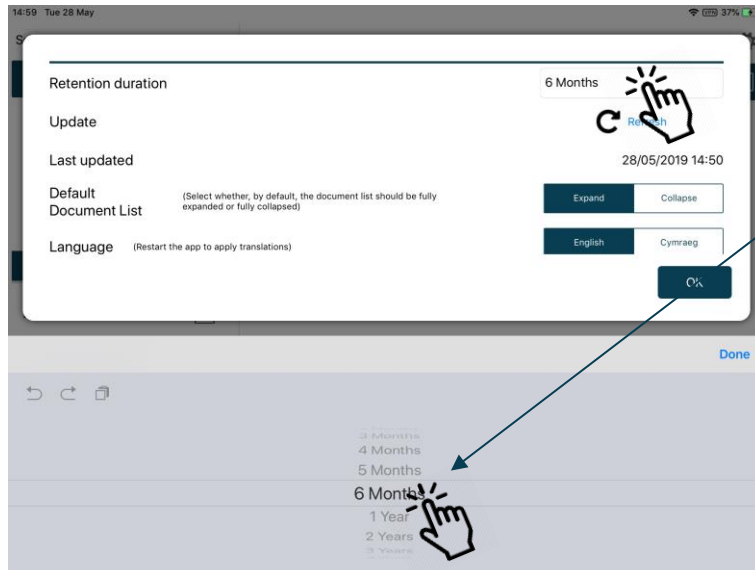
Downloaded documents are automatically removed from your device at the expiration of the retention period.

To adjust this setting, **tap** the duration period and then choose how long from 1 month to 5 years using the options at the bottom of the screen.

Starred documents are exempt from automatic deletion.

System Settings (bottom of Settings menu):
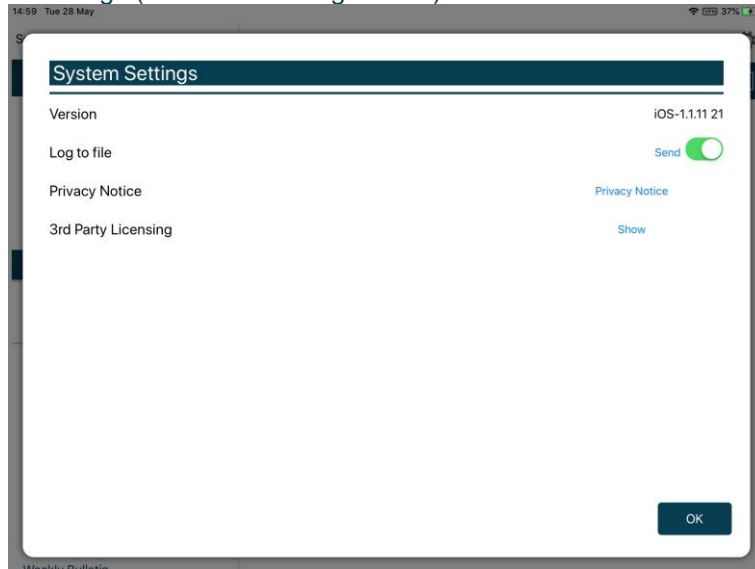
App Version number

Log usage information / send log file to developers

Privacy Notice

3rd Party Licensing – details of all third party software used in this app

Restricted App Registration Process

If your organisation has purchased the restricted version of the app, it will be able to make internal or confidential documents available to certain users. (If you haven't done so already, install the Modern•Gov app as explained above in **Getting Started**.) **We recommend that you close the app before proceeding with registration.**

Due to the requirement of the app being able to read restricted documents while being offline, there is a possibility that access to the restricted document could be gained from a stolen device. To do so would not be trivial and precautions are in place to mitigate this risk; however, we strongly recommend a Mobile Device Management (MDM) system is used in conjunction with app's own security to reduce the risk further.

Your organisation will contact you directly with your logon details, and, if in use at your organisation, information on its MDM system.

You will receive an email inviting you to:

Register this device

Now, open the email on the device with the Modern•Gov app installed and **tap the link** in the email.

You will be directed to a website and invited to choose between the new Modern•Gov app (this one) and the legacy version released several years ago; please select the **New App**.

CIVICA

You will be asked to **confirm** that you want to open the Modern•Gov app – tap **Open**.

Open in "Modern.Gov"?

Cancel   **Open**

The app will open and invite you to complete the registration process with the logon details provided by your organisation:

Registration

Username or Email   Your Username Here

Password   ●●●●●●●●●●●●●●

Confirm Password   ●●●●●●●●●●●●●●

Register   Cancel

You will then be registered to open, read and annotate documents with restricted access. You will not be able to share restricted documents, nor will you be able to open them in other apps.

Which documents you see will depend upon the access permissions granted by your organisation.

Documents with restricted access appear in menus with a pink background (the documents themselves are not pink):
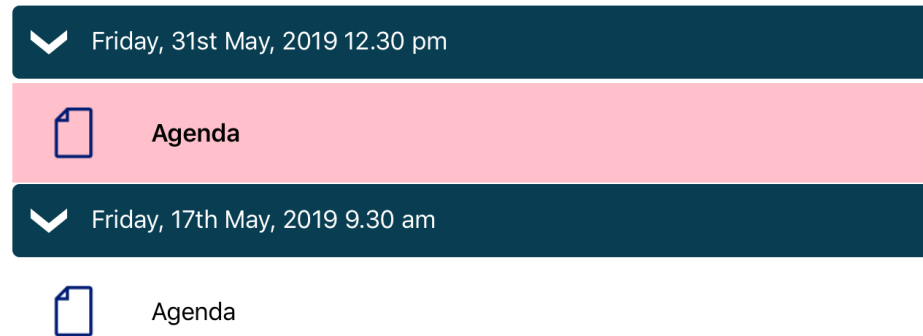
When you next open the Modern•Gov app you will be prompted to login:
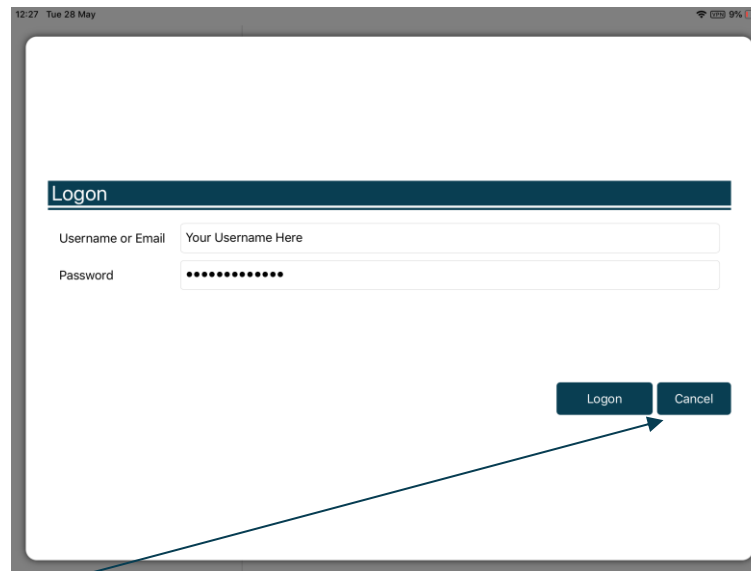
(If you select **Cancel**, you can still use the app, but will have access only to publicly-available documents from public organisations.)

Logon and Logoff options in the Settings Menu

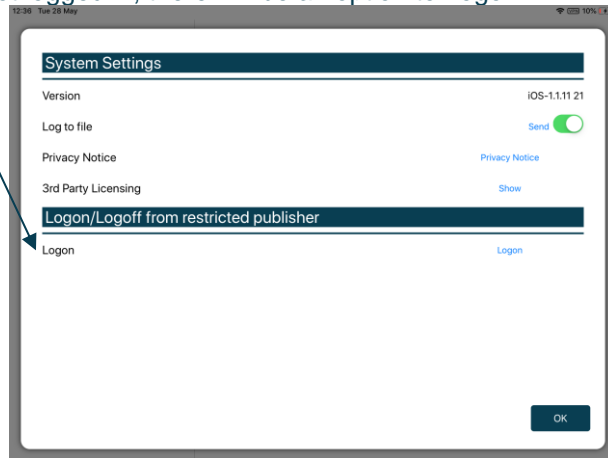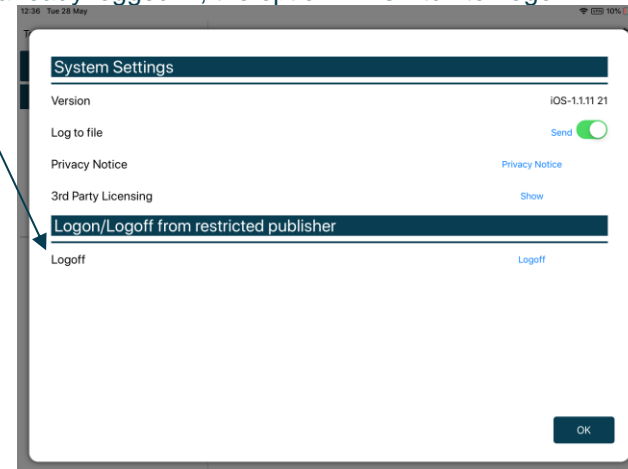To access, **tap** the Settings icon at the top right of the home screen (main menu):

If you are not logged in, there will be an option to Logon:

If you are already logged in, the option will switch to Logoff:

The app will also logoff users automatically when the app has been closed, when the device's screen saver has activated due to inactivity, or when the app has been open but has not registered any activity for two hours.

Welsh Language Version

A Welsh-language version of the app is available. When the app is opened for the first time, it will automatically select the default language you have set for your iPad.

To change the app's default language, open the **Settings** menu and **tap** Cymraeg in the Language section, then **tap** OK.
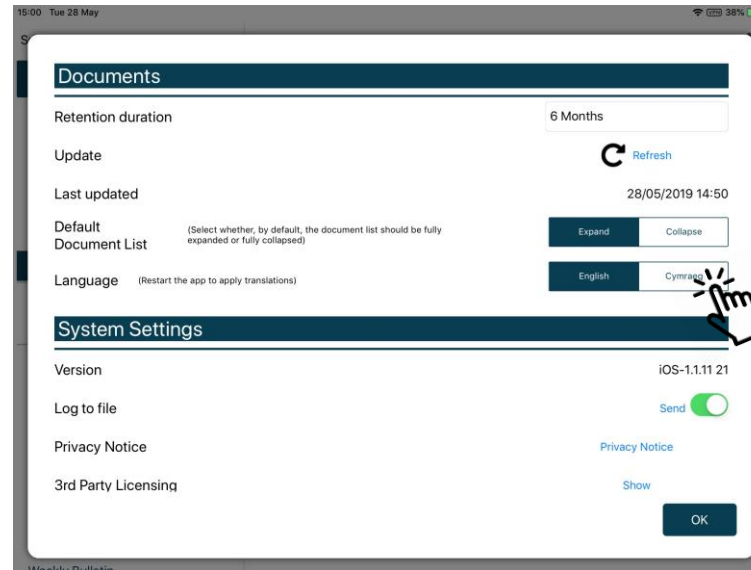
Restart the app to apply the changes. The app will now open with Welsh as the default language, regardless of your iPad's default language settings.

(**Important note**: documents published to the Modern•Gov app will still appear in the language in which they were originally published. If they were originally published in English, they will still appear in English.)

If you wish to change your iPad's default language, close the Modern•Gov app and **open the iPad Settings**, then follow these steps:

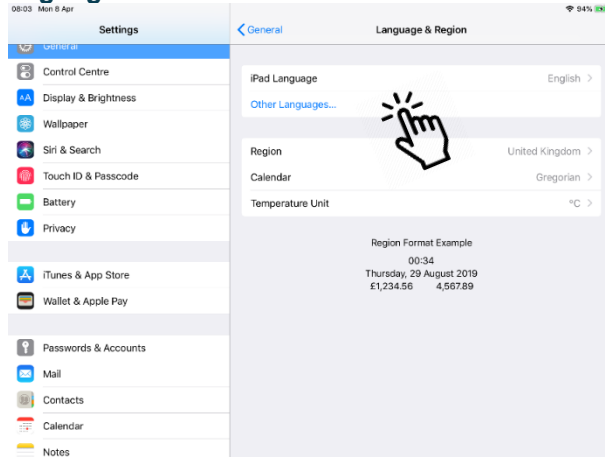Tap the **iPad's Settings** icon:

Select **General** (on the left) and then **Language & Region** (on the right):
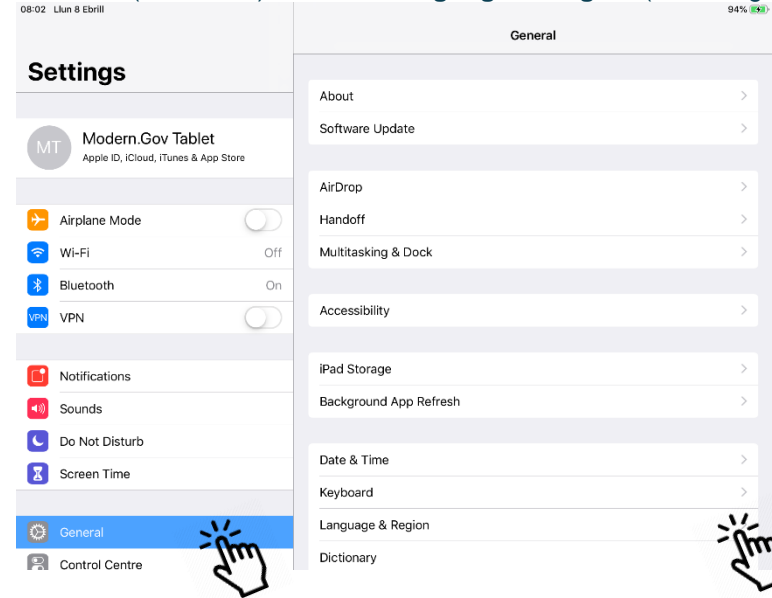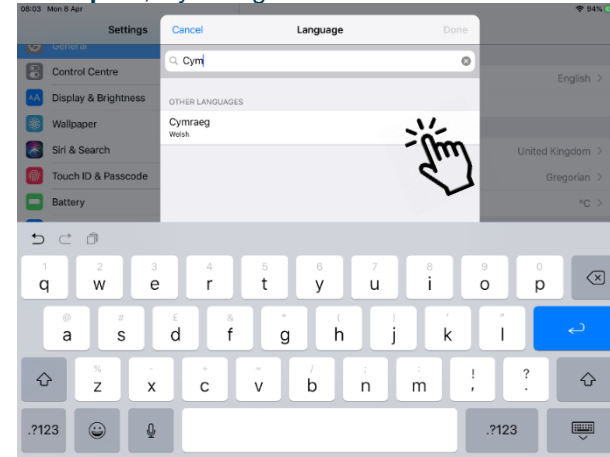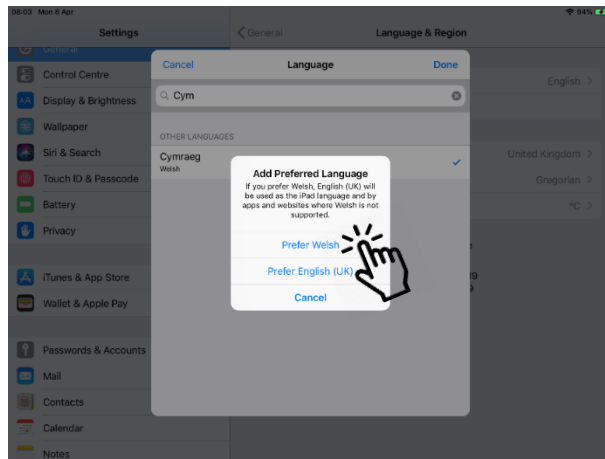
Tap **Other Languages**:

Select Cymraeg as the preferred language:

Search for, then **tap** on, Cymraeg:

If you wish to switch to another language, or to change your default language preference, return to the **iPad Settings**, open the **Language & Region** menu, and tap **Edit** at the top right:
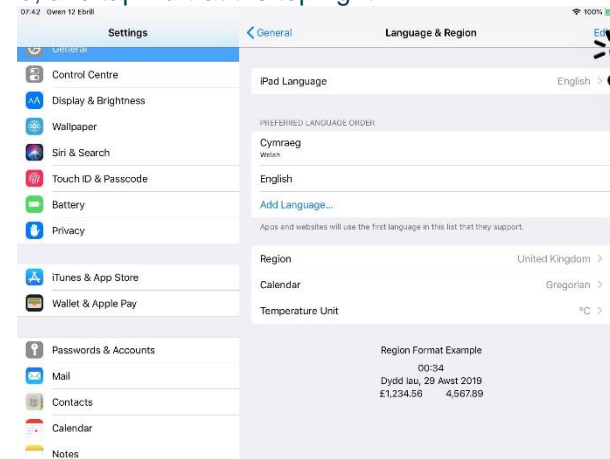
Document Control:				
Version:	**Author:**	**Date:**	**Comments:**	**Status:**
5.0	Holly Adams	31 May 2019	Application of Civica branding	Complete
5.1	Holly Adams	7 June 2019	Updated cover image	Complete