2016 ELCA Churchwide Assembly Guidebook — Frequently Asked Questions

1. **What is the ELCA Churchwide Assembly Guidebook?**
    It's a mobile app (for tablets) commissioned by the churchwide office to replace much of the paper resources of the 2016 churchwide assembly, and to be an information source for assembly participants.

2. **What are the minimum requirements for using the ELCA Guidebook?**
    While the ELCA Guidebook will work across multiple devices (and even in a standard web browser), it is optimized for use on an iPad. The minimum requirement for Apple devices is iOS version 8 or later, Lightning power connector, and greater-than 9-inch screen. The minimum requirements for Android devices are Android OS version 4 and greater than 9-inch screen size.

3. **What is the Pre-Assembly Report?**
    A section within the ELCA Guidebook that is a replacement for the large bulky paper binder distributed in the past to assembly voting members. The e-binder has sections and sub-sections for organizing document files. Most documents are "PDF" files that you can open to read, annotate and search.

4. **How do I access/install the Guidebook?**
    There are basically three ways to access the Guidebook (also highlighted in this web page):
    *   As an "App" you install on your iPad or iPhone. For Apple devices go to the Apple App Store and search for ***ELCA Organizations and Events***. After installing that app, download the 2016 ELCA Churchwide Assembly guide.
    *   As an "App" you install on your Android phone or tablet. For Android devices, go to the Google Play Store and search for ***ELCA Organizations and Events***. After installing that app, download the 2016 ELCA Churchwide Assembly guide.
    *   Some functions are available through any web browser, just go to this web address: https://guidebook.com/guide/38501/
    *   You shouldn't be prompted for a Passphrase, but if you are, use: **2016elcacwa**

5. **Why should I create a Guidebook account?**
    A free Guidebook account allows you to log in to the iOS or Android version of the app and to the web version of the guide and have features like My Schedule and My Todo stay in sync. In the apps you are also able to find and message other attendees.

(As of August 4, 2016)

6. **What's the best way to navigate forms linked to from the Guidebook app?**
    Some submission forms and surveys in the Churchwide Assembly Guidebook open in a web browser in order to complete and submit the form. When navigating through forms, avoid using navigation buttons provided by Guidebook or a web browser; instead use the Next button on each of page of each form. Using other navigation buttons can cause form submission errors.

7. **How do I annotate documents in the ELCA Guidebook?**
    iAnnotate is special markup software that is built into the iPad version of the Guidebook. Using the ELCA Guidebook, you can set personal bookmarks in a document, mark sections of interest to you with a color highlight, draw on a document with your finger, underline portions of a document, and copy a highlighted section of text to the clipboard to paste into another application (e.g. an email). Non-iPad users can annotate locally-saved documents using Adobe Reader or other software.

8. **If I annotate a PDF using the annotation features of the ELCA Guidebook, will the notes carry over to the new version of that PDF?**
    No, because document updates often change the structure of a document, it is not possible to carry over your annotations. However, you will retain the notes on the version of the document you have entered notes on.

9. **How do I keep a copy of my document and notes after the assembly is over?**
    Each document in the ELCA Guidebook may be emailed using the email icon in the bottom right

    corner of the screen: Non-iPad users can click the Share icon in Adobe Reader:

10. **Which Guidebook features are available for which devices?**

	iPad	Android Tablet	Browser
Pre-Assembly Report	Yes	Yes	Yes
i-Annotate	Yes	No	No
Schedule	Yes	Yes	Yes
My Schedule	Yes	Yes	Yes
To-do	Yes	Yes	Yes
Submissions	Yes	Yes	Yes
Announcements	Yes	Yes	Yes
News & Social Media	Yes	Yes	Yes
Legislative Updates	Yes	Yes	Yes
Maps	Yes	Yes	Yes
Attendees	Yes	Yes	No
Messaging	Yes	Yes	No
CWA Evaluation	Yes	Yes	Yes
Notes	Yes	Yes	No

11. How will I know I have the latest version of a document being considered by the Assembly?

All document files have revision numbers in the file name and description. The current version of a document will also have a Red icon next to the document name. The previous version(s) of a document will have a greyed out icon next to the file name. For example:

 Rules of Organization and Procedure

 rev_1: Rules of Organization and Procedure

12. How will the ELCA Guidebook content be updated?

When changes to the ELCA Guidebook are published, it can take up to 10 minutes for the new content to appear on your device. To be sure your Guidebook is up to date, tap the menu in the upper corner of your screen and pick "Check For Updates."

13. What will happen to the data on the iPad after the assembly?

All data on the iPad will be removed shortly after the end of the assembly, so be sure to email yourself anything you wish to retain.

14. I'm new to using the iPad, where can I go for basic help for using that effectively?

Here are some resources and references about the iPad:
- iPad user guide: http://help.apple.com/ipad/9/
- iPad tips & tricks: https://tips.apple.com/en-us/ios/ipad/table-of-contents