

USING THE EBLADE APP ON MOBILE DEVICES & PRINTING FROM DEVICES

Instructional Video Series

Welcome to The Blade Instructional Video Series

Today I am going to show you how to navigate the eBLADE app on mobile devices.

A few things to note before we get started. If you are going to print, you will need a printer that is connected via wifi. It can be black and white or color. Make sure your printer is plugged in and turned on.

The Blade app with the **sword and shield ICON** is the eBLADE app for iOS and Android - it works on phones and tablets.

You can visit the eBLADE 24 hours a day 7 days a week on your device via our eBLADE App in the **Apple App Store** and the **Google Play store**. If you don't have it, install it by searching eBLADE in the App or Google Play store.

I will cover printing in this video as well.

Click the **Sword and Shield icon** and the app will open. You can *scroll up and down* in the app with your finger... and you will notice that the headlines are highlighted and underlined in blue, and if you click a **headline**, it will open a clear text version of the story. You can *share* this or *print* the story by *clicking* the box with the **up arrow** in the upper right side of the screen. When you *click* it, you will see the options. If you click **print**, you will be given the printer options.

The first thing you will need to do is *select a printer*. In this case I selected the *Brother series* that I am connected to via wifi. Once you *click* the options, you will see what the printer defaults are set to and this will vary based on printer. You can select a print range. And this case I recommend both pages since it is the whole story. And again, the various options will be based on your printer. Click it by click the underlined options will show the settings that you can use.

You can also print **double-sided**. Once you are done with that, you simply close it by clicking the upper left "X."

I am *scrolling up and down* and you can see the entire page. If you are holding your tablet horizontally, you are in **two-page mode**, rotating the iPad vertically puts it into **single-page mode**. The home page is always in single-page mode. You can turn *off* and *on* the links by clicking the "**Links**" logo in the bottom left.

Pinch and zoom lets you *zoom* in and out of stories and *double-tap* on a picture it will zoom in just to the picture. If you *double-tap* again it will *zoom* out or you can pinch and zoom out.

We also have **search ability**. This is a web search and it will find the stories on toledoblade.com.

To turn pages you can simply *swipe* with your finger from the left and right side of the screen or you can *tap* the **arrows** on the bottom left and right of the screen.

And again, you can pinch and zoom to move the page around in any view mode.

If you want to **jump to a section**, *click* the section icon in the upper right side of the screen then scroll to the section you want and tap it and it will take you right to that section.

You can close it by *tapping* the **sections menu** in the upper right corner.

The **edition button** works the same way - we call it the **hamburger** in the upper left side. Click it and you will see previous editions. You can *click* on the editions and click **download it**, or **redownload** it or **delete** it if it's taking too much space on your device. It should take less than 30 seconds to load the entire edition. The other thing you can do from the **edition's menu** is check your **settings** - it will show you if you have **background app refresh** and **notifications** enabled. These are explained in the text on the screen. If you want to change these, you can open your system settings and you can change them there. You can click done to close the dialogue box.

To print pages that retain the format of the paper for **games**, **puzzles** and **crosswords** you go back to the sections menu and notice you have a **print button** at the bottom. If you *click* that it will download a PDF document and one of your options will be **"Print"**.

If you're not sure and don't see this, *click* the **Edit Actions button** and **print** should be **enabled** and you will see a **green toggle icon** to turn it *on or off*. Make sure it's **on**.

Once you *click* the **print button**, it will bring up the **printer specific settings** we showed earlier when we were printing clear text.

Your options will vary based on your printer and you may have to select a printer for the very first time. If you *click* by the **printer icon or text**, it will let you do that. And again, here is where you can see the specific options set for your printer. These vary based on your printer and they may look different than this, but you should be able to configure how you want your pages to print.

Once you have the settings how you want them. You would *click* the **print icon** - or **print text** in the upper right and the page or pages will print.

If you are not sure what page you want to print, you can *scroll* through the pages and it will show you what page number of the page is. In this example, page “23” is the puzzle page. What you would then do is **click** the **page range** and use the wheels to *scroll* to set on the **page or page ranges**. Once you have the page range, *click* the “**Print Options**” it will bring you back to the printer settings. *Click print* and it will start printing.

That’s all that there is to it. That covers the main features - let us know if you have any questions.

Instructional Video Series Printing - eBLADE iOS and Android APP - Phone and Tablet