Knox SOW

Knox SOW website

How to add the Website's icon on your phone's Home Screen

Android:

1. Open Google Chrome internet browser and type in the website address: www.knoxsow.fun   (Do not use any other internet browser.)
2. Tap the 3 dots at the top right of the screen.
3. Scroll down the list of options displayed and tap on "Add to Home Screen".
4. Name the icon "Knox SOW" and tap Add.

iPhone:

1. Open Safari internet browser and type in the website address: www.knoxsow.fun
2. Tap the Bookmark button at the bottom of the screen depicting an arrow and a square.
3. Scroll down the list of options displayed and tap on "Add to Home Screen".
4. Name the icon "Knox SOW".

Now you can go straight to the website with just one tap.

See below to quickly access the Start/Finish Locations.

**S/F
Locations**

Knox SOW – Start / Finish Locations

How to add the Start / Finish Locations icon on your phone's Home Screen

Android:

1. Open your internet browser and go to the Knox SOW website (www.knoxsow.fun) and tap on the **Start / Finish Locations** button to go to the webpage. Tap on the red header to download the PDF file onto your phone.

2. Open My Files file manager or a similar app and scroll to find the 'KnoxSOW-SFLocations' file.

3. Tap and hold the file name. A tick will appear on the left of the file name and a menu bar will appear at the bottom of the screen.

4. Tap the 'More' 3 dots at the bottom right of the screen.

5. Scroll down the list of options displayed and tap on 'Add to Home Screen'.

6. An 'Add to Home Screen' window will appear. Tap 'Add'.

7. To open the file, tap on the icon and select a PDF Reader, such as Adobe Acrobat.

8. To open Google Maps at the Start location or Café location, tap on the icons.

iPhone:

1. If you haven't got the **Shortcuts** app on your phone, download it from the App Store.

2. Open your internet browser and go to the Knox SOW website (www.knoxsow.fun) and tap on the **Start / Finish Locations** button to go to the webpage. Tap on the red header to download the PDF file onto your phone. Save it in the **Shortcuts** folder.

3. Open the Shortcuts app and tap All Shortcuts.

4. At the top right, tap the **+** button next to **Select**. Tap **All Shortcuts**. Tap **Add Action**.

5. To search for the PDF file, enter "Get File" in the search bar, then select **Get File** among the options below.

6. Under **Service** > **iCloud Drive**, turn off **Show Document Picker**.

7. Enter the **file path**. Make sure you type the exact name of the file including the '.pdf' file extension.

8. Select the **+** icon once again to add another action, and enter "Quick Look" in the search bar. Tap **Quick Look**, so to show the file.

9. Select the three menu dots at the top right. Give the shortcut a name, then tap **Add to Home Screen**. Tap **Add**. (An 'Added to Home Screen' message will appear.)

10. Select **Done** and close the Shortcuts app. Go to the Home Screen to check that the icon is displayed.

Adobe Reader

Knox SOW – Start / Finish Locations

How to download and find this file using Adobe Reader

1. Open your internet browser and go to the Knox SOW website (www.knoxsow.fun) and tap on the Start / Finish Locations link to go to the webpage. Tap on the red header to download the PDF file onto your phone.

   ⚠ Start / Finish Locations ⚠

2. If this doesn't automatically open your built-in PDF Reader or Adobe Reader, select one of these apps. (Adobe Reader can be found in the App Store or Play Store.)

3. Once the Reader has opened, find the 'KnoxSOW-SFLocations' file. You may have to select 'Files' or 'Recent' and scroll. If you have the option to 'Star' or mark this file as a 'Favourite', do so as this will make it easier to find next time.

4. Tap the file name to open the document.

5. Zoom-in to the Map icon and touch it to open Google Maps at the Start Location. Tap 'Directions' to get driving instructions from your current location to the Start Location.

   MAP

6. Zoom-in to the Cafe icon and touch it to open Google Maps at the Cafe Location. Tap 'Directions' to get driving instructions from your current location to the Cafe Location.

   CAFE