Books24x7® On the iPad
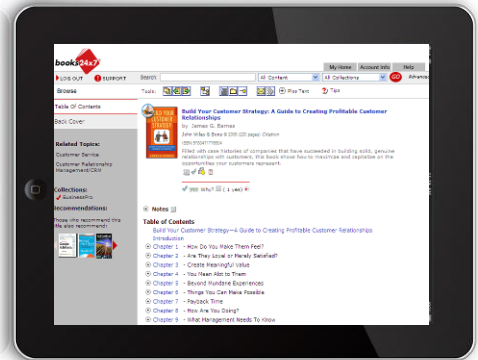
A quick guide to using Books24x7 on the iPad

Books24x7® is accessed on the iPad the same way as on your computer. You must authenticate or log into Books24x7 using the iPad's native Safari® browser. This enables you to search, browse, read, add notes, organize resources and leverage the full functionality of the Books24x7 On Demand platform.

Using downloadable and portable content on your iPad

Based on your subscription entitlements, you may have access to various downloadable file format options. Books24x7 collections such as ExecSummaries™ and ExecBlueprints™ offer title-level downloads that can be listened to or viewed on the iPad. If you have the premium Chapters to Go™ feature, the following sections will help you learn how to view, sync, listen and play specific file formats on your iPad.

Note: This document makes references to iBooks, Apple®'s native e-Reader for the iPad. iBooks is compatible with PDF and ePub files.

Handling PDFs

To view the PDF on your iPad:
1. From your iPad, log into Books24x7 and navigate to the desired downloadable file via the Download Center.
2. Select "Adobe PDF" from the Download Center and click "Download".
3. The PDF file will open in a browser window for viewing.
4. Alternatively, you can download the PDF to the iBooks application. Tap "Open In…" in the upper right corner of the PDF viewer and select iBooks.

View by syncing the PDF to your iPad:
1. From your computer, log into Books24x7 and navigate to the desired downloadable file via the Download Center.
2. Select "Adobe PDF" from the Download Center, click "Download" and save it to a location on your computer.
3. Open iTunes on your computer.
4. On the iTunes page, under the FILE menu, select 'Add File to Library' or 'Add Folder to Library'. Select the file/folder to which you downloaded the file. Your PDF file should appear in the ☐ Books library under Library.
5. Using the cable in the iPad package, connect your iPad to the USB port on your computer.
6. In iTunes, select iPad from the Devices list.
7. Select the Books tab, check the "Sync Books" box and choose whether you would like to sync "All book" or "Selected books". Click the Apply and then Sync buttons.

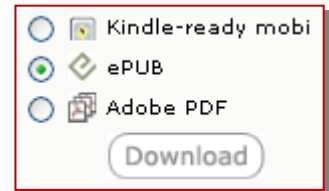books24x7

Books24x7® On the iPad

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8. On your iPad, launch iBooks to browse the PDF chapter.

Handling EPUB

View EPUB on your iPad:
1. From your iPad, log into Books24x7 and navigate to the desired downloadable file via the Download Center.
2. Select "ePUB" from the Download Center and click "Download".
3. Tap "Open In…" in the browser which launches and select iBooks to download and view the chapter.

View by syncing the EPUB file to your iPad:
1. From your computer, log into Books24x7 and navigate to the desired downloadable file via the Download Center.
2. Select "ePUB" from the Download Center, click "Download" and save it to a location on your computer.
3. Open iTunes on your computer.
4. On the iTunes page, under the FILE menu, select 'Add File to Library' or 'Add Folder to Library'. Select the file/folder to which you downloaded the file. Your EPUB file should appear in the 📕 Books library under Library.
5. Using the cable in the iPad package, connect your iPad to the USB port on your computer.
6. In iTunes, select iPad from the Devices list.
7. Select the Books tab, check the "Sync Books" box and choose whether you would like to sync "All book" or "Selected books". Click the Apply and then Sync buttons.
8. On your iPad, launch iBooks to browse the EPUB chapter.

Listening to audio

Listen by playing the MP3 on your iPad:
1. From your iPad, log into Books24x7 and navigate to the desired downloadable file via the Download Center.
2. Select "MP3 Audio" from the Download Center and click "Download".
3. The audio will then play. You can pause, move forward or move backward using the audio control bar on the iPad screen. NOTE: You must be connected to the internet for the duration of the audio playing time.
4. After listening, click the back browser button ◀ to return to the Books24x7 site.

Listen by syncing the MP3 from your computer to your iPad:
1. From your computer, log into Books24x7 and navigate to the desired downloadable file via the Download Center.
2. Select "MP3 Audio" from the Download Center, click "Download" and save it to a location on your computer.
3. Open iTunes on your computer.
4. On the iTunes page, under the FILE menu, select 'Add File to Library' or 'Add Folder to Library'. Select the file/folder to which you downloaded the file.
5. From the FILE menu, you can create a specific 'Playlist' for your Books24x7 files.
6. Click and drag the Books24x7 file from your Library Playlist to the Books24x7 Playlist.
7. Using the cable in the iPad package, connect your iPad to the USB port on your PC.
8. Sync the file from your Books24x7 Playlist to your iPad.
9. Open the iPod icon on your iPad. The audio file will appear in your Recently Added folder.
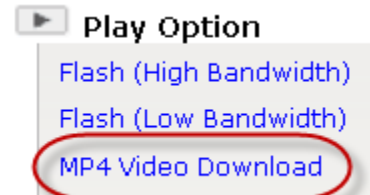
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Viewing video on your iPad

MP4 video is available through the Leadership Development Channel and 50 Lessons. Viewing a video requires playing the MP4 or syncing the MP4 file from your PC to the iPad.

View video by playing the MP4 on your iPad:

1. From your iPad, log into Books24x7 and navigate to the launch page of the video asset. Click "MP4 Video Download".
2. The video will then play. You can pause, move forward or move backward using the video control bar at the bottom of the iPad screen. NOTE: You must be connected to the internet for the duration of the video playing time.
3. After watching, click the back browser button to return to the Books24x7 site.

View video by syncing the MP4 from your PC to your iPad:

1. From a computer, log into Books24x7 and navigate to the launch page of the video asset. Click "MP4 Video Download".
2. Save the MP4 file to a location on your computer.
3. Open iTunes on your computer.
4. On the iTunes page, under the FILE menu, select 'Add File to Library' or 'Add Folder to Library'. Select the file/folder to which you downloaded the file.
5. From the FILE menu, you can create a specific 'Playlist' for your Books24x7 files.
6. Click and drag the Books24x7 file from your "Movies" library to the Books24x7 Playlist.
7. Using the cable in the iPad package, connect your iPad to the USB port on your computer.
8. Sync the file from your Books24x7 Playlist to your iPad.
9. Open the Videos feature on your iPad. The video files will display.

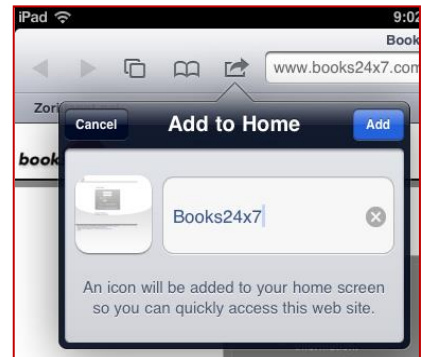## Adding the Books24x7 icon shortcut to your iPad

Installing a shortcut to Books24x7 on your iPad will enable you to quickly open the Books24x7 site from your iPad as well as save your login credentials for easy access. Follow these quick steps for adding a Books24x7 icon to your home screen:

1. Open a new Safari browser on your iPad.
2. Enter the URL you use to gain access to Books24x7 (direct users: http://www.books24x7.com; SkillPort users: http://skillport.books24x7.com).
3. Once the Books24x7 Login page appears, tap the icon on the iPad toolbar. Select "Add to Home Screen" from the set of menu options that appear.

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4. You can rename the label "Books24x7" and preview the graphic which will display. Click Add.

5. The shortcut -- which will look just like an App button -- will be added to your home screen(s) at the next available spot (it may appear on a second or third screen depending upon how many apps and shortcuts you already have).