

# Working with iBooks and Pages - File Handling

## Using iBooks - Adding Files to Your Library

### ► Download a PDF from the Web to iBooks

- Open **Safari** on your iPad
- Go to <<http://resa-ipads.wikispaces.com/>>
- Click <[File\\_Handling\\_iBooks\\_Pages](#)> under “Guides, Tips, and How-tos”
- Click “Open in iBooks” button

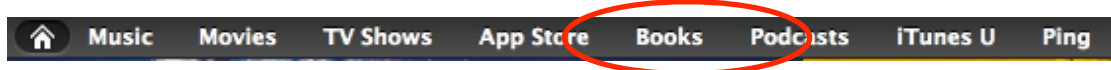
### ► Download a book directly to your iPad using iBooks App

- Launch **iBooks** on your iPad
- Click on **Store**
- Search for “**iPad**”
- Select “**iPad 2 Starter Guide**”
- Click on “FREE BOOK” button, then “INSTALL”
- Return to **Collections**



### ► Download a book using the iTunes store on your computer

- Launch **iTunes** on your computer
- Click on the **iTunes Store**
- Click on the **Books** link in the menu bar

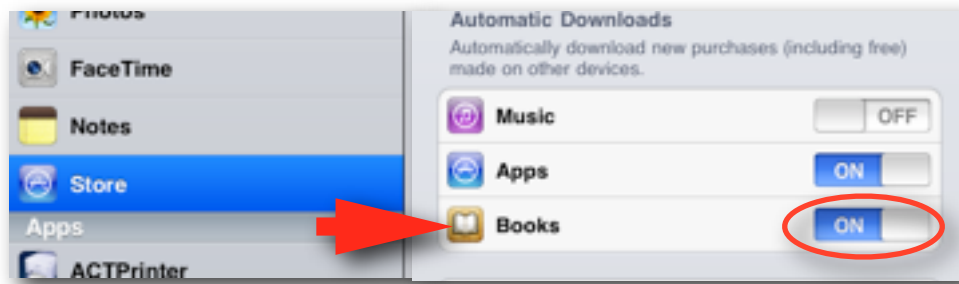


- Search for “**iPad**”
- Select “**iPad 2 Starter Guide**”
- Click on “FREE BOOK” button, then “INSTALL”

Your book will download to your iPad the next time you sync. To have your book purchases begin downloading to your iPad immediately, do this:

- Open **System Preferences**
- Select **Store**
- Set **Automatic Downloads** for **Books** set to “ON” (See following graphic)

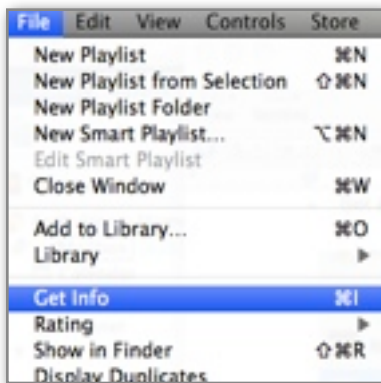
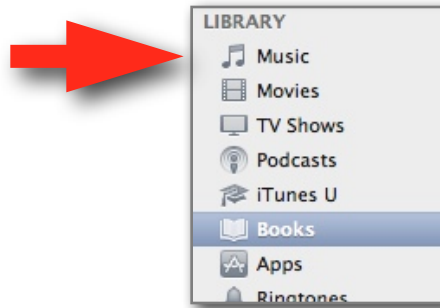
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### Organize your iBooks Library with Categories and Collections

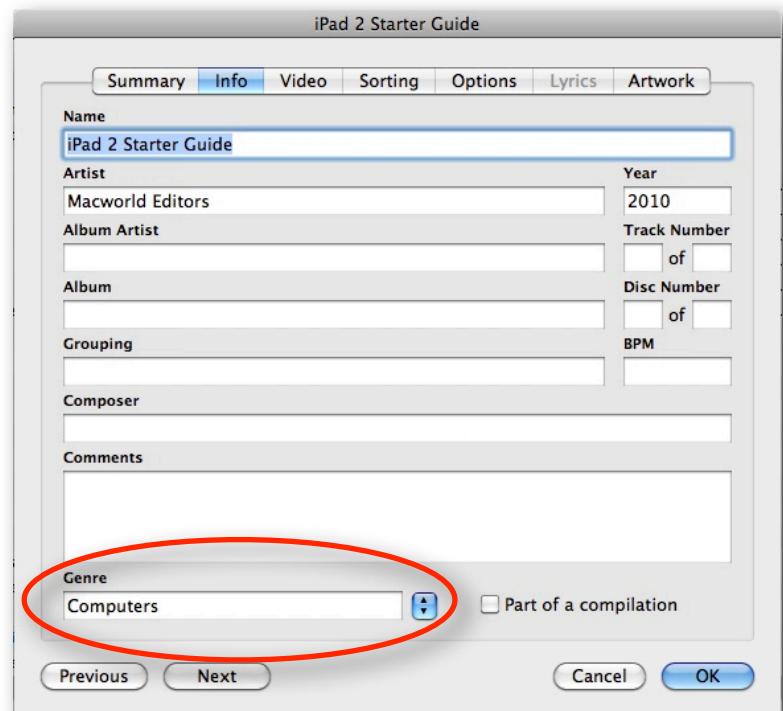
#### ► Assigning Categories to Books and PDFs in iTunes

- Open **iTunes** on your computer
- Click on **Books** in the **Library** pane
- Select a book from the list
- From the **File** menu select **Get Info**



- Click **Info** tab at the top of the panel
- Select a **Genre** from the drop down list, or enter one of your own

*Note: Genres will appear as categories in the iBooks app.*



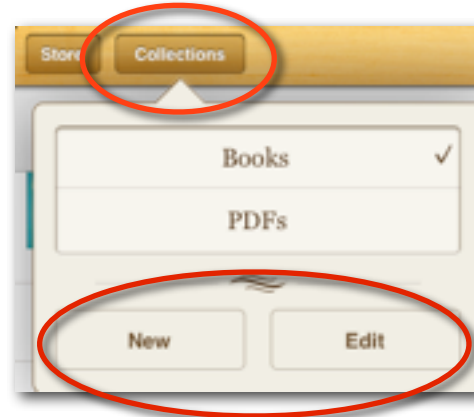
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## ► Using Collections in iBooks



The iPads default Collections are *Books* and *PDFs*.

### ► **To create a new Collection:**

- Open the **iBooks** app on your iPad
- Tap the **Collections** button
- Tap on the **New** button
- Enter a name for the new Collection
- Tap on the **New** button again to add another collection
- Tap **Done** when you are finished



### ► **To rename or remove a Collection:**

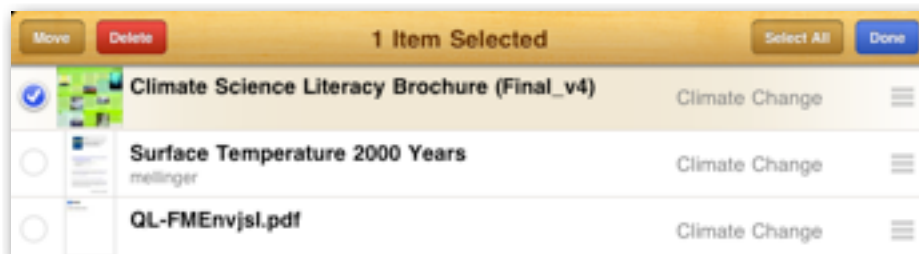
- Tap the **Edit** button in the Collections drop down window
- Double tap the Collection to edit the name
- Tap the minus  sign next to a Collection to remove it
- Tap and drag the three-bar symbol  to the right of a Collection to move it to a different position in the list

### ► **To move books between Collections:**

- Tap the **Edit** button



- Tap the circle next to the item you want to move
- Tap the Move button.
- Select the destination Collection from the drop down menu.



# Working with iBooks and Pages - File Handling

## ► To delete a book from the Library:

- Tap the **Edit** button
- Tap the circle next to the item you want to delete
- Tap the **Delete** button
- Confirms your decision in the dialog box that opens

Explore the buttons at the bottom of the iBooks window for different views of your Library contents.



## ► Receiving Files via Email

If you receive a PDF in your iPad's email program, you can view it using "Quick Look", "Open in iBooks", or "Open in ..." (another program such as PDF Reader Pro)

- Tap the file once in your mail program
- Select "Open in iBooks" to save the file to your iBooks Library

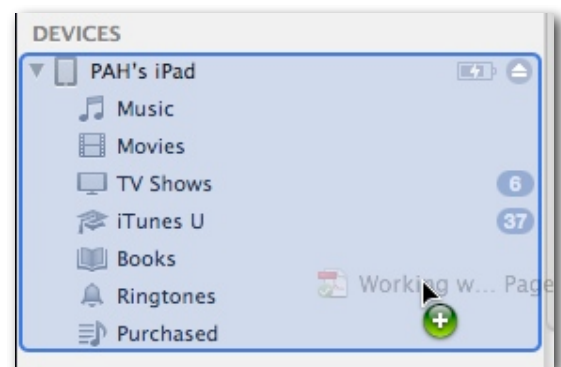


## ► Using iTunes to Manage your Books and PDFs

To add a PDF file to the iPad using iTunes:

- Connect your iPad to iTunes on your computer
- Open iTunes
- Drag a PDF or eBook file to the Devices pane

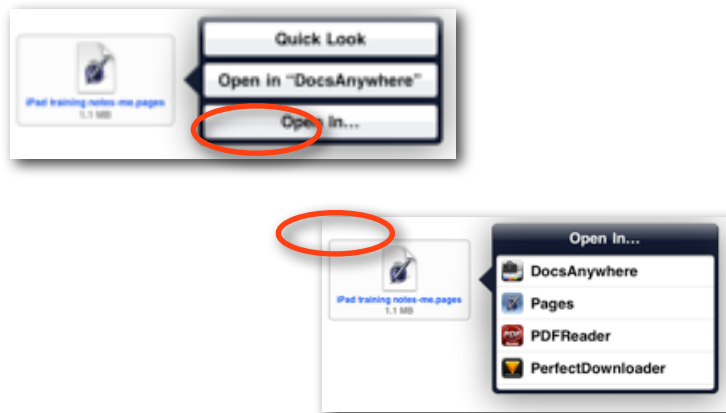
The file will appear in your iBooks Library next time you access it.



## Working with iBooks and Pages - File Handling

### ► Receiving DOC, DOCX, Pages, or Text Files via Email

If you receive a word processing file such as MS Word, Pages or simply a text file in your iPad's email program, you have different options for viewing it based on the apps you have installed. If Pages is not listed on the first pop-up window (as seen below), tap "Open In..." and choose Pages from the next pop up window.



### Using iTunes to Add Documents to Pages

Another way to get files from your computer to Pages on your iPad is through iTunes.

- Connect your iPad and open iTunes
- • Select your iPad in **Devices**
- Click on **Apps** in the menu bar at the top of the iTunes window



- Scroll down to the **File Sharing** section of the window
- Select **Pages** from the list
- Click the **Add** button at the bottom of the **Pages Documents** window
- Navigate to the file you want to add and select it
- Click **Choose**

The file will be added to your iPad the next time you sync

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