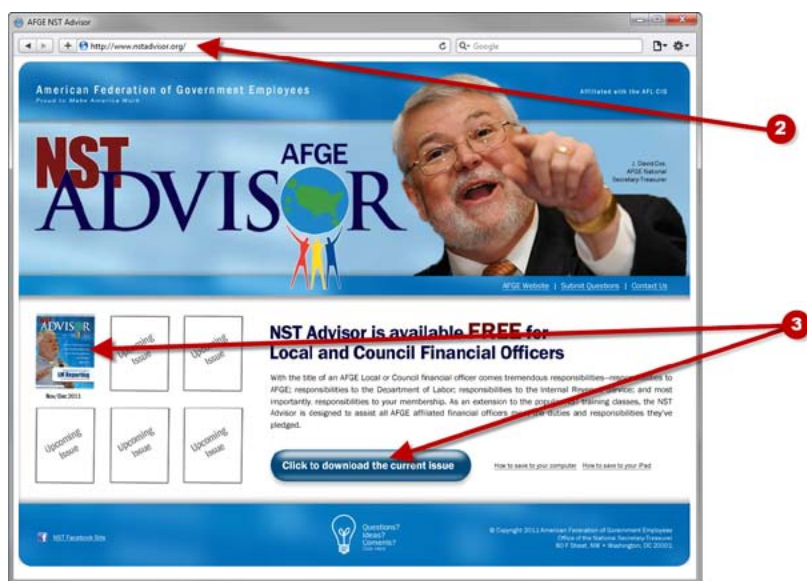


# Saving a PDF to an iPad



In keeping with AFGE's policy to go green, NST Advisor is downloadable by any Local or Council financial officer as a PDF. In addition to downloading and saving PDF documents to your computer, your iPad allows you to download, save, and read PDF documents within iBooks. You can save any PDF document to your iPad such as: e-mail attachments, reports, spreadsheets, or presentations. To keep your documents organized, you can create folders right within iBooks.



## iPads in Business

The iPad has proven itself to be a useful and sometimes critical tool in the business world. Although the success of this Apple product will not replace a desktop computer or laptop, executives have found its functionality and convenience to be a huge benefit to the organization. Here are a few of those benefits:

- Instant access to the NST Advisor
- Read and respond to business e-mail
- Constant access to your Outlook calendar
- Access meeting agendas in PDF format
- Maps - you'll never get lost

## Easy Steps to Saving the NST Advisor to your iPad:

1. Ensure the iBooks app is installed on your iPad.
2. On your iPad, navigate to [www.nstadvisor.org](http://www.nstadvisor.org).
3. Click the button to download your copy of the Advisor.
4. Touch the icon on the top right of your PDF on the iPad.
5. Touch the **Open In iBooks** icon to save the PDF



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