



Books24x7[®] On the iPad

A quick guide to using Books24x7 on the iPad for USDA

Books24x7[®] is easily accessible from your iPad. You can search, browse, read, annotate and organize resources on the iPad by launching the Books24x7 site via Apple's embedded Safari[®] browser.

Easy to access!

- **You must log into AgLearn and launch Books24x7 from AgLearn at least once prior to accessing Books24x7 directly from your iPad.**
 - **You must create a specific Books24x7 password by clicking on the Account Info tab and selecting 'User Information' in the Books24x7 application. It is also recommended to add your email address to your Books24x7 account information.**
 - **Note your Books24x7 Username and Groupcode information from the 'User Information' page (USDA).**
- Go to <http://skillport.books24x7.com> using your iPad.
 - Log in using your Books24x7 username and password, and Groupcode.
 - USDA users, enter Groupcode (**USDA**)
 - Export-Import Bank users, enter Groupcode (**EXIM**).

Navigating Books24x7 on your iPad is the same as on your computer, with a few key differences:

- Listening to MP3 audio can be achieved in two ways: by accessing the MP3 directly on the iPad or by syncing the files from your computer to the iPad via iTunes[®]. (Adobe[®] Flash[®] is not supported by the iPad.)

Listening to audio on your iPad

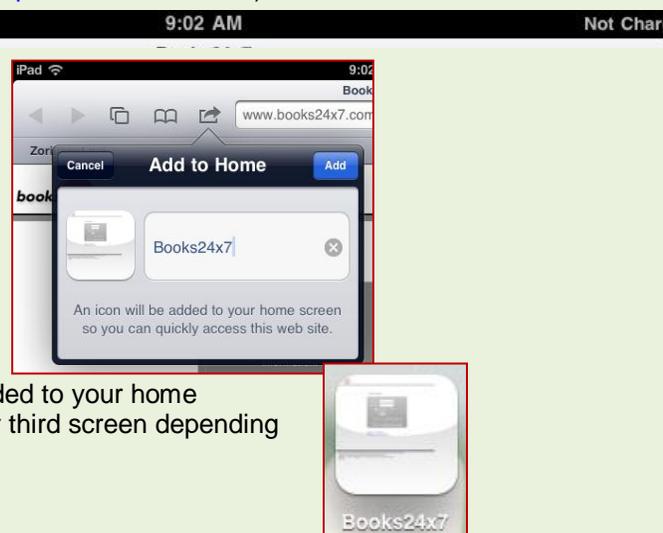
MP3 audio files are provided as a part of the Books24x7 BusinessPro audio books. You can listen to MP3 on your iPad by downloading it or transferring the MP3 file from your PC to the iPad. Instructions on how to perform both methods are shown below.

- Listen by accessing the MP3:
 1. From any page of the title, click the download tool  to display the Download Center, which contains various file options.
 2. Select "MP3 Audio" and click "Download".
 3. The audio will play. You can pause or move forward or backward using the audio control bar on the iPad screen. 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. Login to Books24x7 from your computer (not your iPad) and locate the book title.
 2. From any page of the title, click on the download tool  to open the Download Center without leaving the page.
 3. Save the MP3 audio file (if available) to your PC desktop.
 4. Open iTunes on your computer.
 5. 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 files.
 6. From the FILE menu, you can create a specific 'Playlist' for your Books24x7 files.
 7. Click and drag the Books24x7 files from your Library Playlist to the Books24x7 Playlist.
 8. Using the cable in the iPad package, connect your iPad to the USB port on your PC.
 9. Sync the files from your Books24x7 Playlist to your iPad.
 10. Open the iPod icon on your iPad. The audio files will appear in your Recently Added folder.

Adding the Books24x7 icon shortcut to your iPad

Installing a shortcut to Books24x7 on your iPad desktop is very straightforward. 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 the Books24x7 (<http://skillport.books24x7.com>).
3. Once the Books24x7 Login page appears, click the 'Add to Home' button from the set of menu options that appear.
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).