PDF use on the ipad

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There are a number of ways to access PDF files on the iPad.   This document provides step by step instructions for using two apps and transferring a PDF from your computer to your ipad.

Plan on uploading the document to the iPad at a time and place where you have access both to the computer that has the document stored, and a wireless network. If this is not practical, USB or other transfer techniques are described in the Help documents of the recommended apps.

Recommended apps

Either of these two apps are recommended for use:
> PDF Reader Pro for iPad ($9.99)
> Goodreader for iPad ($4.99)

There are other readers but this recommendation is based on testing using larger documents and the need for bookmarks.

Purchase/acquire the app

 For new users of the iPad, to purchase an app select the App Store on your iPad. With Featured or Top Charts selected on the bottom navigation panel, tap in the Search box at the top right of the screen. A keyboard will pop up. Type the name of the app for which you are searching.

When the search results are returned, tap the app. A button below the icon for app will have a price is it is a paid app, FREE is if a free app, or INSTALLED if the app is already loaded on your system. Tap the price button and use the account credentials you used when setting up the iPad, or create an iTunes account to purchase an app.

Getting files

Unlike a computer, the iPad generally stores specific files with an application. A file downloaded for one app cannot necessarily be found/used by another.

Both PDF Reader Pro and Goodreader provide for uploading a file from your computer when both the computer and iPad are connected to a wireless network. For additional methods for transferring files (USB, Web) refer to the Help sections of the apps.

--through a wireless network

PDF Reader Pro

1) Determine the location of the PDF file on your computer.
2) Launch PDF Reader on the iPad.
3) Be sure that WiFi is turned on – on the iPad.   You can do this by choosing Settings from your iPad or use the shortcut provided at the top toolbar in PDF Reader. Wireless should be connected to the same network as your computer.
4) On your computer use Internet Explorer, Safari, Firefox or another browser to visit the URL shown at the top of the screen on the iPad in PDF Reader.   The URL will not display unless WiFi is enabled.
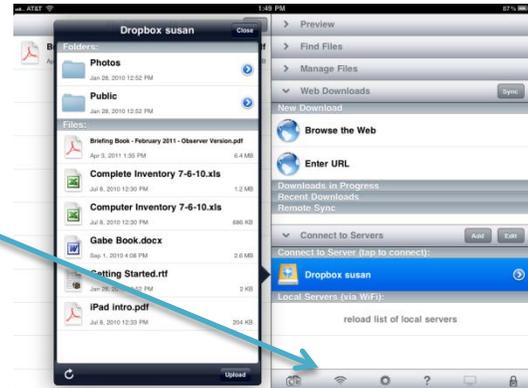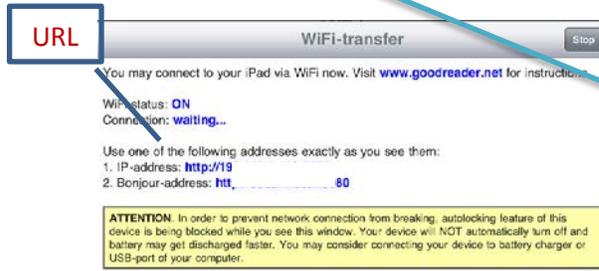

5) On your computer, click Browse, and then navigate to the file you want to upload to the iPad. Once you have selected the appropriate file, click Upload.
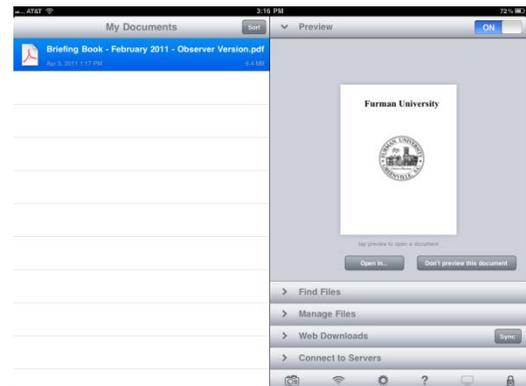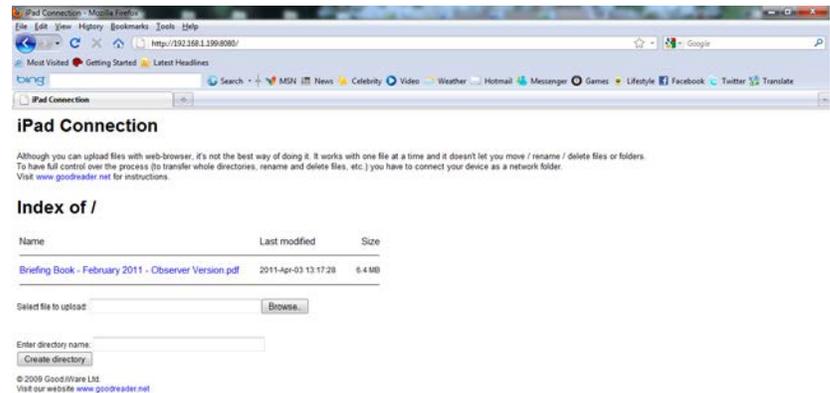

6) The file will appear in your list of PDF Reader documents on the iPad. You do not need to stay connected once the file is uploaded.

Goodreader

1) Determine the location of the Book PDF File on your computer.
2) Be sure that WiFi is enabled on the iPad and that you are connected to the same wireless network as your computer. Do this by going to the Settings app on the iPad and enabling WiFi.
3) Launch the Goodreader app on the iPad.
4) Tap the WiFi icon on the lower toolbar to display the URL of the iPad.

5) If the URL is not displayed, WiFi Status will be shown as OFF. Double check to be sure WiFi is turned on through the settings of your iPad.
6) On your computer use Internet Explorer, Safari, Firefox or another browser to visit the URL shown.
7) Click Browse and then navigate to the file on your computer.
8) One a file is selected an *Upload Selected File* button will appear. Click to upload the file to the iPad.

9) The file will now appear the *My Documents* folder of Goodreader. You do not need to remain connected to the wireless network to use the file once it is uploaded.

--through a Dropbox account

Goodreader

Of the two recommended apps, Goodreader is the best to use if you have an existing Dropbox account and you would like to use that to upload files to the iPad.

1) Launch Goodreader on the iPad
2) Tap Connect to Servers
3) Tap Add
4) Name your Dropbox connection, and enter your Dropbox email address. It is not recommended that you store your password though there is a facility to do so.
5) Once you have entered your Dropbox information the files in your Dropbox folder will be displayed and you may use Goodreader to access them.

If you do not have Dropbox account but would like to create one to share files between your computer(s) and iPad, visit http://www.dropbox.com for more information.

Reading

Once you have your PDF file uploaded you will tap the filename in PDF Reader Pro or Goodreader to open the file and begin reading. A vertical slider bar (on the right on PDF Reader Pro and on the left by default in Goodreader) enables you to scroll quickly through a large document. Settings in these apps control whether you scroll through pages one at a time by touching and dragging across the pages vertically or horizontally. By default, either app expects a horizontal drag.

The toolbar is persistent in PDF Reader Pro, the toolbar will disappear as you read in Goodreader. Tap the document anywhere on the page in Goodreader to recall the toolbar.

Specific icons to turn pages, go to a specific page number, show one or two pages at a time, and other preferences are provided in these apps on the toolbars. The representation of these and placement of the icons on the toolbar varies from version to version.

Help

Both PDF Reader pro and Goodreader have a Help feature that provides additional information about uploading and using files in the respective app. The Help feature in PDF Reader is shown as a blue ball labeled "info" in the top toolbar. Goodreader's Help is so labeled on a button (as HELP) in the upper right of the application.
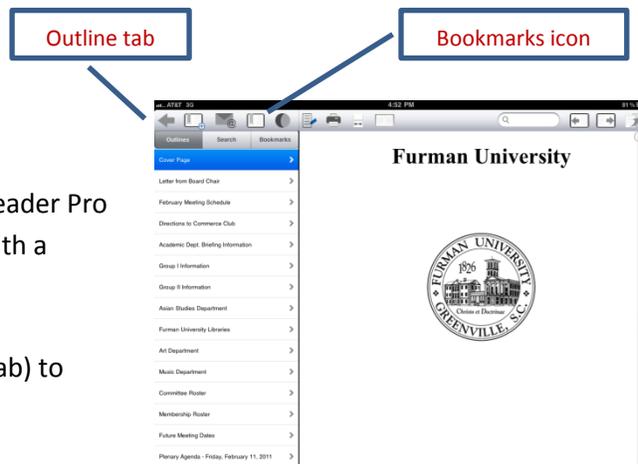
Bookmarks

PDF Reader Pro

Once a document is open, use bookmarks in PDF Reader Pro by tapping the bookmarks icon, shown as a page with a bookmark on it.

Tap the Outline tab (as opposed to the Bookmark tab) to display the bookmarks.

Tap each bookmark to navigate the document.

Goodreader

Bookmarks are accessed from Goodreader once a document is open by tapping the Bookmarks icon on the toolbar shown as an open book, and then the Outlines (not the Bookmarks) tab.

Bookmarks icon
Outline tab

Trouble

Sluggishness – if a large document seems more sluggish than is reasonable more pages to render, try turning the wireless off on the iPad. This is not documented by Apple or either PDF Read Pro or Goodreader. However, testing experience at Furman has shown that slow-moving PDF files may improve if the wireless feature is disabled.

Blank pages – Both PDF Reader Pro and Goodreader are finicky about the types of PDF content they will render. PDF files must be optimized for use with Acrobat 9 or later, and must have been recognized via

OCR whether or not there is readable text on any given page, unless the file has been "printed" from Word or a similar application. See the technical requirements at the end of this document for details.

Sluggishness may cause some pages to appear to be blank while they are rendering.

Partial files – Some larger PDF files take a few minutes to fully upload. If you seem to have part but not all of the file you need, try re-downloading and be sure to wait until the filename appears in the My Documents list for Goodreader or the files list for PDF Reader Pro.

Sporadic file lockups or unexpected behaviors – Be sure you have the latest version of the app. As a last resort, restarting the iPad usually corrects intermittent file reading errors.

Technical requirements for documents for use with PDF Reader Pro and Goodreader

All PDFs are not the same**. If a PDF is to work with the above apps as described the following two steps are REQUIRED.** Do this on the computer that is creating the PDF in the first place.

Before completing the steps to insure a document is compatible with these iPad apps, first complete the document as usual, including bookmarks, pagination and anything else. Then go through the following two steps:

1) Once the document is fully structured, it must be compressed for use with Acrobat 9 or later (8 or later usually works but the basic Acrobat Reader is free so why quibble?)

   Do this in Acrobat 9 with ***Document – Reduce File Size – Make compatible with Acrobat 9.0 or later – OK.***

2) The document MUST undergo OCR text recognition! If even one page is scanned or produced in any way other than printing to a PDF from Word or a similar application, those pages will appear blank in PDF Reader Pro or Goodreader.

   From the computer where the document is being created do this with ***Document – OCR Text Recognition – Recognize Text Using OCR.***

   Pages with renderable text, such as those printed from Word – will produce an error message. Click OK on the pages with these error messages and resume recognition until you are finished working through the entire document. Save the document once it has been fully 'recognized'.