Using your Tablet or Phone to View Class Handouts

We would like to switch to electronic handouts for class materials. If you do not have an electronic device, or a printer from which you can print out on your own, you can request a printed handout from the OLLI office—just let us know you need printed handouts and we will attempt to keep track and have these printed for you prior to class.

Electronic handouts should be mailed to you by your instructor prior to your class, to the email you provided when you created your account. You can check this email address is by logging into https://wvusph-olli.augusoft.net/ and checking "My Profile". You can change your email address by clicking the **update your profile** link.

After you have downloaded the class file you can view it directly from the device you are using, or send it to an eReader. Once a file has been downloaded, it will be available upon that device, even without an internet connection.

Here we are providing detailed instructions for three different devices:

- Kindle eReaders (Paperwhite, Voyage); Go to page 2
- Android Devices (Phones, Tablets, Kindle Fire); Go to page 5
- Apple (iOS) Devices; Go to page 7

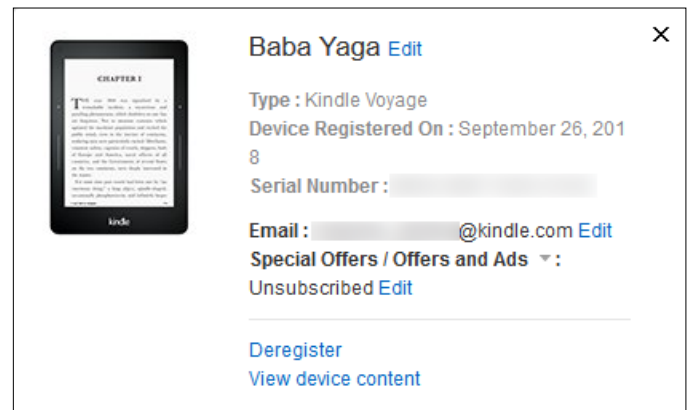If you have a Kobo eReader, you can transfer documents from your computer to your eReader. Go to the following web page for instructions on how to do this: https://www.kobo.com/help/en-US/article/3174/adding-books-to-your-kobo-ereader

If you want to use a laptop, and are unsure how to download files, let us know and we can help you through that process.

Sending a PDF to a Kindle

You can email a pdf directly to your kindle, which will be delivered as long as your eReader is connected to the internet. (https://www.amazon.com/gp/sendtokindle/email)

To Email Documents to a Kindle eReader

1. Go to the **Manage Content and Devices** section of the Amazon website: https://www.amazon.com/hz/mycd/myx#/home/devices/1
2. Select **Devices** to see a list of your kindles, and kindle and audible apps.
3. Click on the ellipse button beside the device to which you want to email articles. The email address to which you should send the articles is listed.
4. Select **Preferences**, and scroll down and click on **Personal Document Settings**.
5. Click on **Add a new approved e-mail address**.
6. Add the email address from which you will send documents to your kindle.

Baba Yaga Edit

Type : Kindle Voyage
Device Registered On : September 26, 2018
Serial Number :

Email : _____@kindle.com Edit
Special Offers / Offers and Ads ▾ :
Unsubscribed Edit

Deregister
View device content

Personal Document Settings

Kindle Personal Documents service makes it easy to take your personal documents with you, eliminating the need to print. You and your approved contacts can send documents to your device by e-mailing the documents to your Send-to-Kindle e-mail address. You can also send documents to your Kindle using Send to Kindle, which is available to download for free at www.amazon.com/sendtokindle. Learn more

Send-to-Kindle E-Mail Settings

You can e-mail personal documents to the following Kindle(s) using the e-mail addresses shown. Learn more

Name	E-mail address	Actions
Baba Yaga	_____@kindle.com	Edit

Personal Document Archiving

When this option is enabled, personal documents sent to your **Send-to-Kindle e-mail address** will also be added to your Kindle library. Learn more

Archiving is *Enabled* Edit Archive Settings

Whispernet Delivery Options

You can change document delivery options for your Kindle devices or set the maximum charge for a single personal document sent wirelessly over Whispernet to your Kindle with 3G support. Personal documents exceeding the maximum charge will not incur a fee and will only be available for delivery via Wi-Fi or USB transfer. Learn more

Whispernet Delivery Over 3G (Fees Apply) *Disabled*
Maximum Charge Limit: **$ 2.5**

Edit Whispernet Delivery

Approved Personal Document E-mail List

To prevent spam, your device will only receive files from the following e-mail addresses you have authorized. Learn more

E-mail address	Actions
michelle@_____	Delete

Add a new approved e-mail address

You can also send a document directly to your kindle from your computer, as long as your eReader is plugged into your computer.

Sending a PDF from your Computer to a Kindle

1. Save the file to your computer. Most computers save files to the Downloads folder.
2. Plug your Kindle eReader (not Fire tablet) into your computer with your micro USB cable.
3. Open Windows Explorer (My Computer / This PC / File Explorer) and browse to your Kindle drive. It should appear in the left pane as **Kindle**.
4. Still on your computer in the Kindle folder, open the sub-folder **documents**.
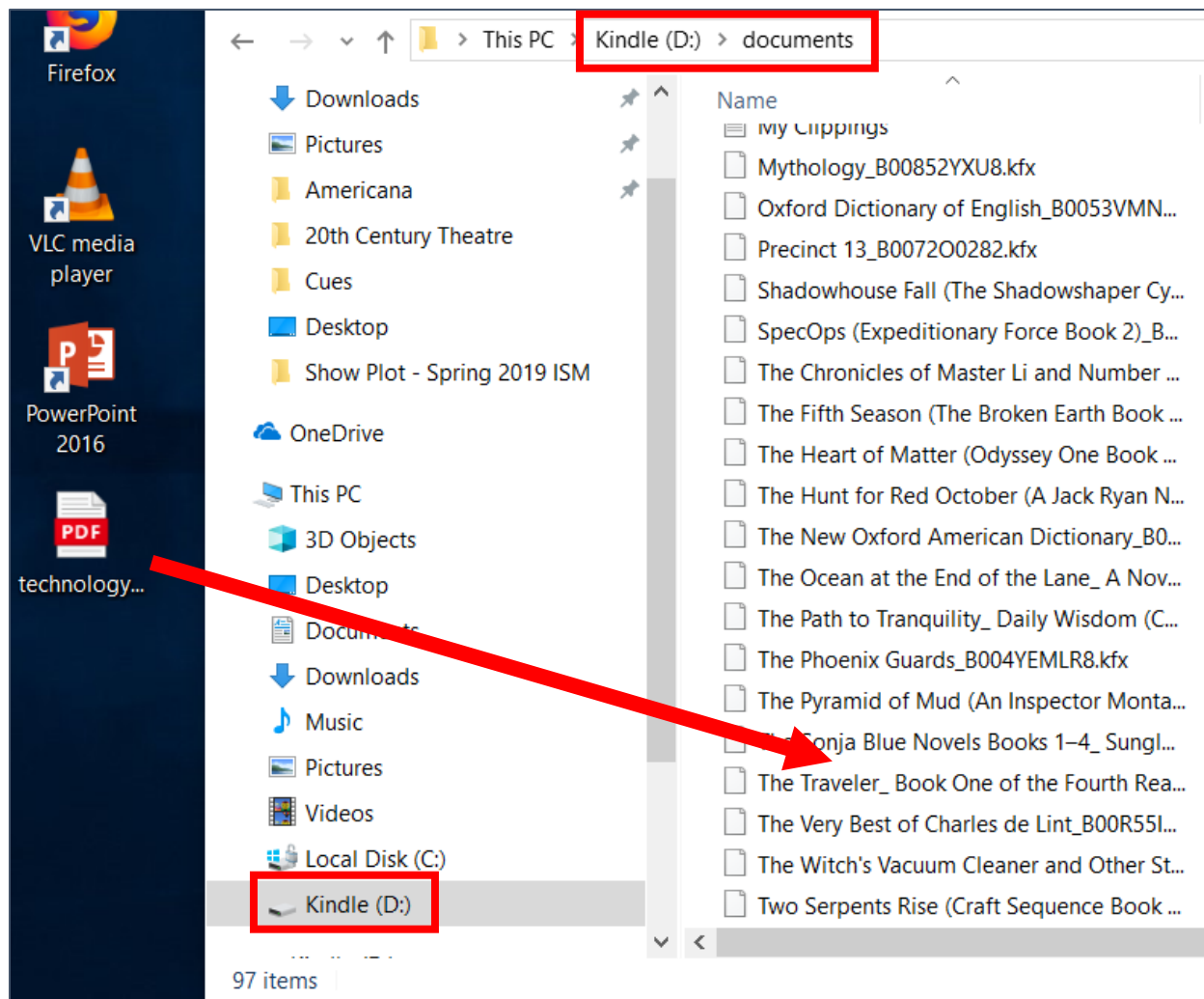
5. Drag the PDF you downloaded into this **documents** folder. (In this picture the file was initially saved to the Desktop. On your computer you may need to drag it from the Downloads folder to the Kindle\documents folder.

6. Unplug your Kindle from your computer and open the eReader.
7. On the main screen, tap on **Filter** and then select **Docs**. The PDF you transferred is now displayed.
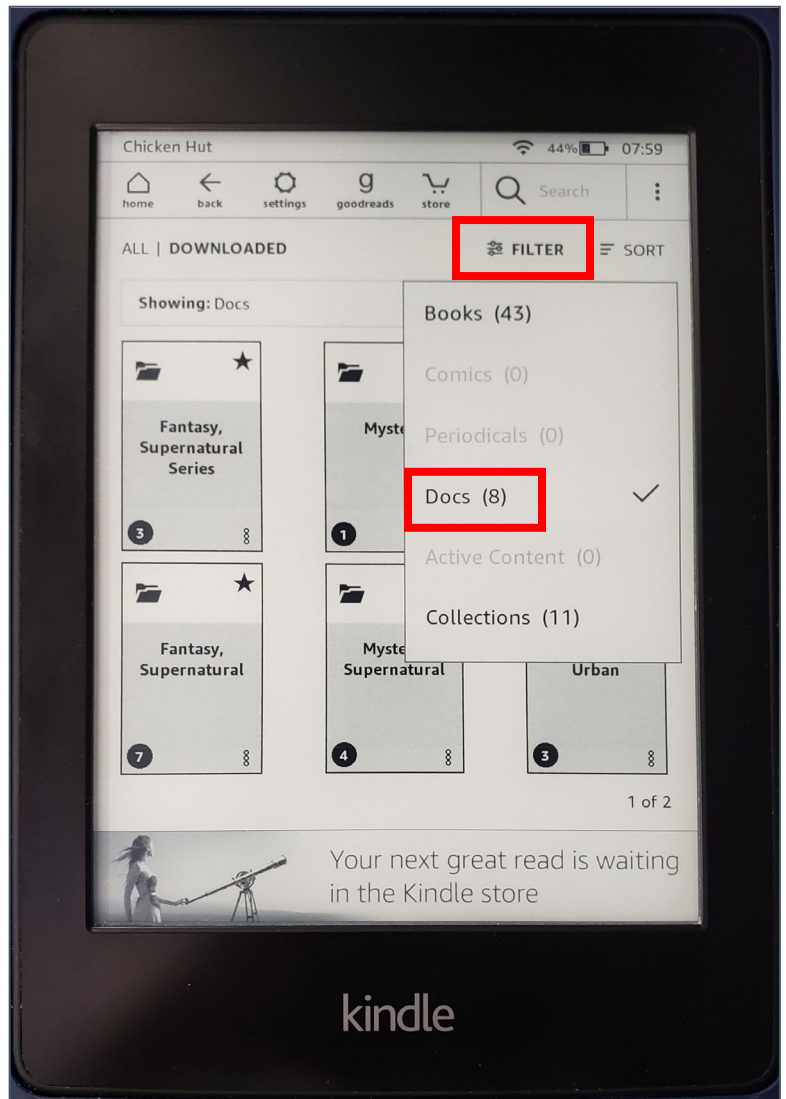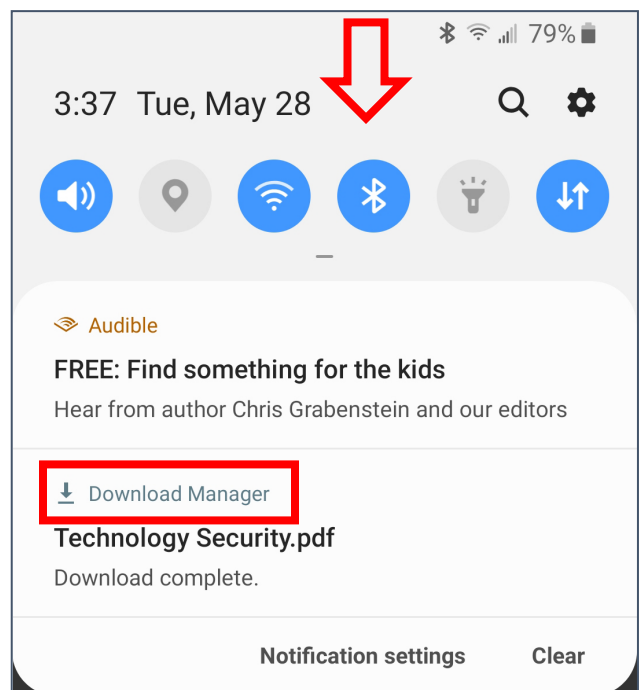
PDFs with an Android Devices

Please note that all Android systems are different, so your device will not look precisely like this, but the process should be the same.
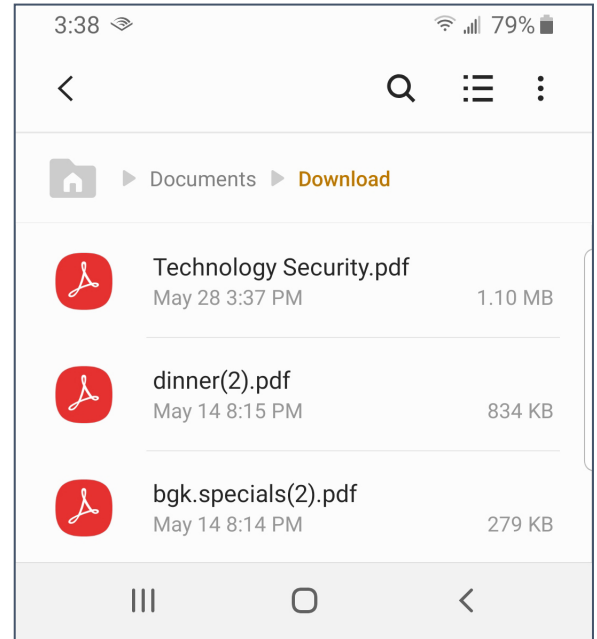
Downloading a PDF on an Android Device

1. Open the email message that contains the PDF.
2. Find the attachment. It may be at the bottom of the message. Tap the **Download** button—the arrow with an underscore.
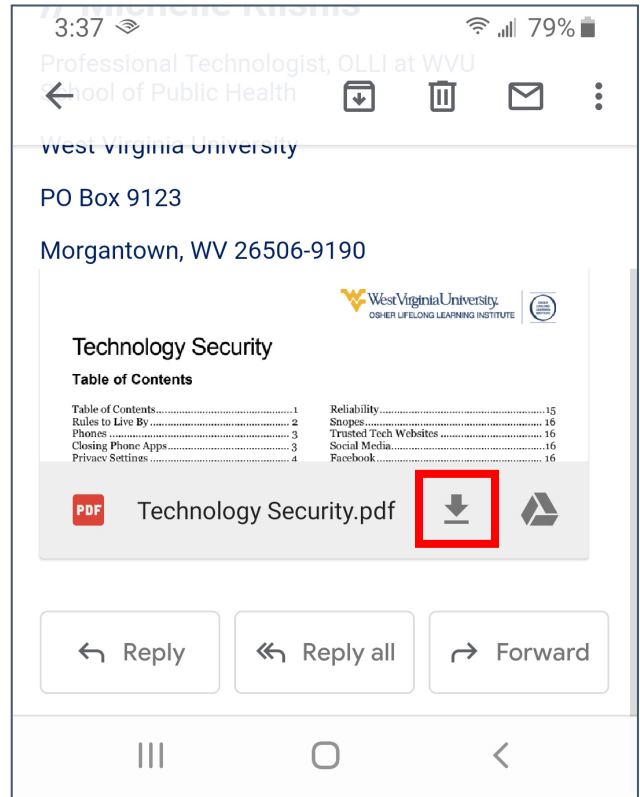
3. In your System Tray (pull down from the top of the screen), you should receive a notification that your file has downloaded.
4. Tap on the message.

5. Your downloads folder should open, displaying the file you want to read.

## Finding a Downloaded File on an Android Device

Please note that all Android systems are different, so your device will not look precisely like this, but the process should be the same.
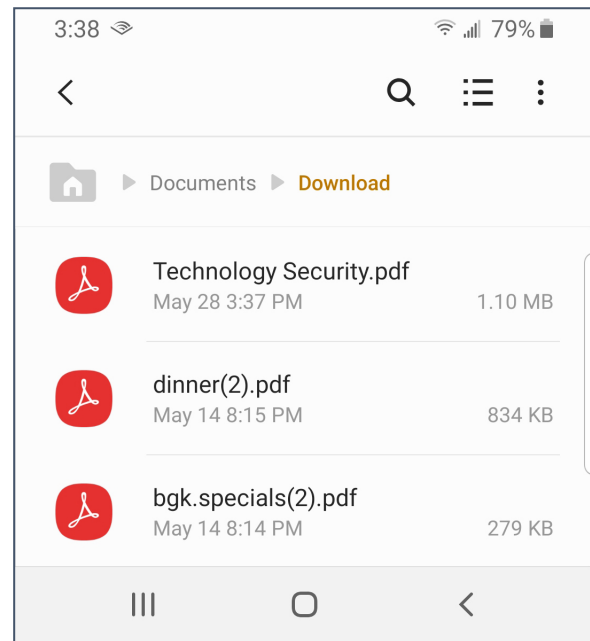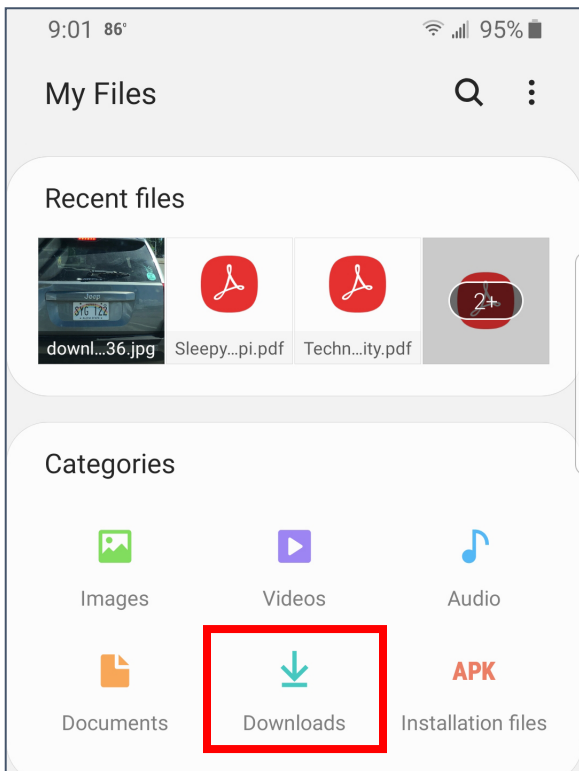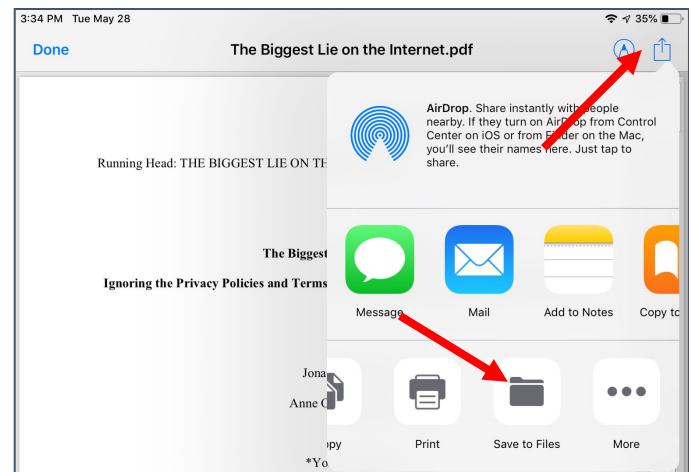

1. Open your **Files** / **My Files** app on your device.
2. Tap on the Downloads folder if it is not already open.
3. Scroll through the list until you find the file you downloaded.

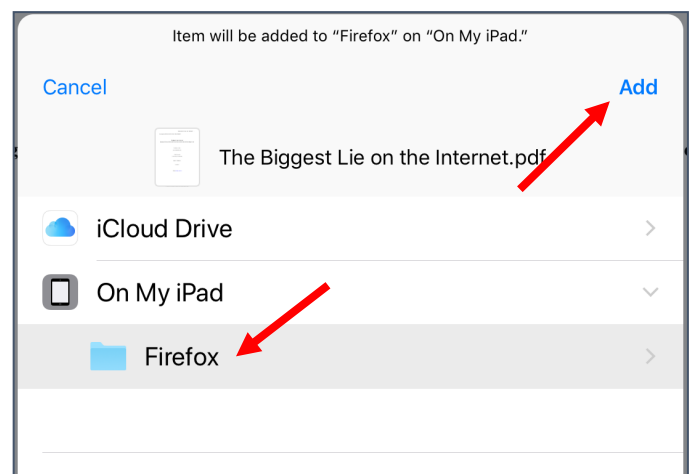# Downloading a File on an iOS (Apple) Device

1. Open the email message that contains the PDF.
2. Find the attachment and tap on it to open it.
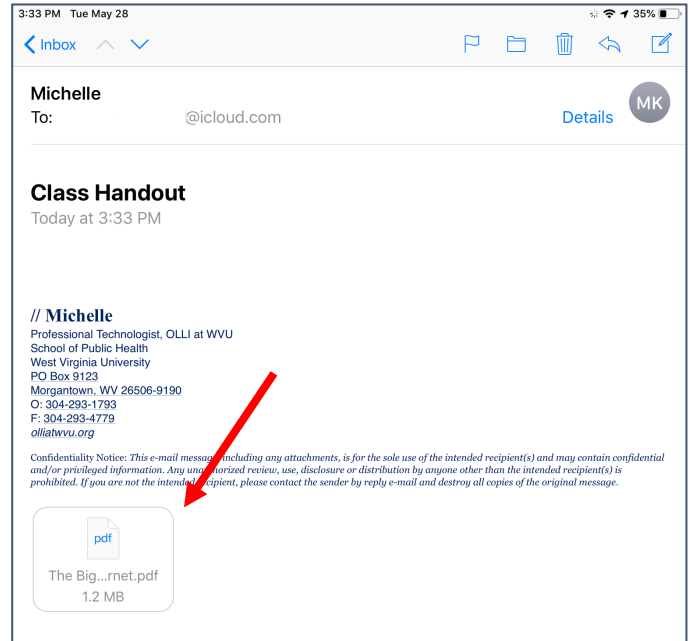
3. Tap on the AirDrop icon.
4. From the menu that appears, tap on **Save to Files**. If it is not visible, click on **More** and search for Save to Files.
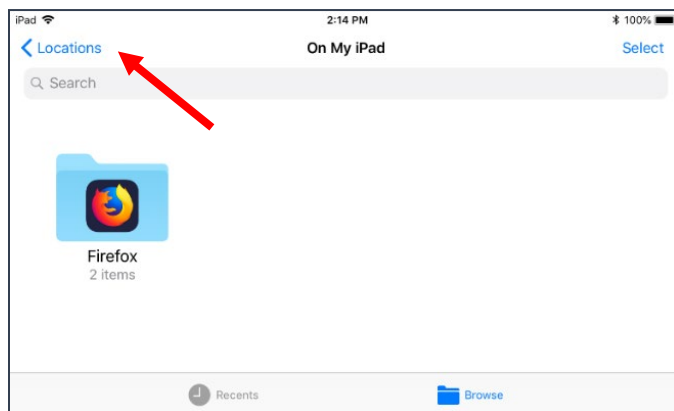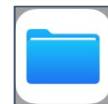

5. Select **On My iPad**.
6. Select the folder into which you want to save your file.
7. Tap **Add**.

Finding a Downloaded File on an iOS (Apple) Device

1. Open your Files.
2. To browse all files, along the bottom of the screen tap **Browse**.
3. In the browse view, you can check different locations for your files. In the top left corner, tap **Locations**.
4. Under Locations select **On My iPad**.
5. Browse to the folder where you saved the pdf.
6. Tap the pdf to open it.

See also: https://www.pcworld.com/article/2044412/convert-a-pdf-for-kindle-viewing-no-software-required.html