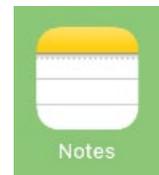




# Transfer PDF documents to Apple Devices *(For Offline Use)*

AirDrop to Books (native application).....2  
Scan a Printed Document to Notes (native application).....6



*2022 Disclaimer: Training techniques or workflows held within are designed as basic job aids. Mobile collection tools and technology used are constantly being improved upon. End users should consult with management for current workflows and standards.*

End User Tools Request links: [Support Request \(End User Tools\)](#) [Mobile Device Request](#) [Training Request](#)  
Contact: [WebGIS.Connect@usda.gov](mailto:WebGIS.Connect@usda.gov)

## AirDrop to Books (native application)

For field surveyors collecting data without Wi-Fi connection, support and reference documentation is often printed or entirely inaccessible when disconnected from Wi-Fi. With a few steps to prepare, these necessary reference documents can be pre-loaded to the survey device(s) for offline view in the field.



This workflow uses an email (with attachments) from an iPhone and the AirDrop function to send a .pdf to the Books native application on the iPad.

### Prepare devices and document(s)

1. Verify AirDrop is on for both the iPhone and iPad (or iDevice).  
Settings/General/AirDrop > ON for "Everyone"

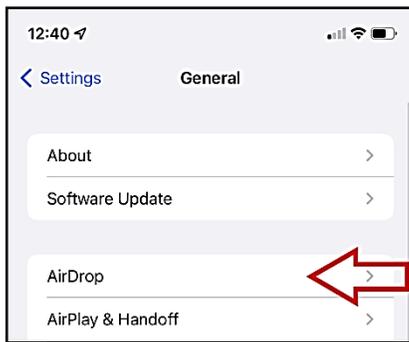


Figure 1. Setting App; General Menu; AirDrop feature

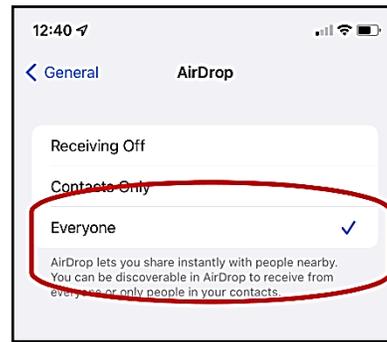


Figure 2. AirDrop - "Everyone" checked

2. Consider renaming the receiving device for easier identification when selecting to AirDrop. To rename your iPad, go to the Settings application > General > About > Name.
3. Prepare the final document: Save or convert the document to PDF.

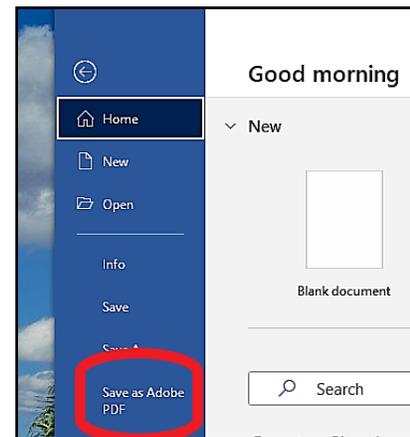


Figure 3. Microsoft Word - Save as Adobe PDF

- Email the new PDF document to yourself to be accessed from government-managed iPhone. If created by another individual, have them email you the PDF.

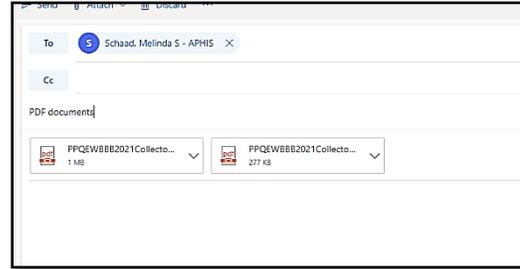


Figure 4. View of Outlook email to send with PDFs attached

## From the iPhone

- From the iPhone: Open the email containing attached PDF(s).

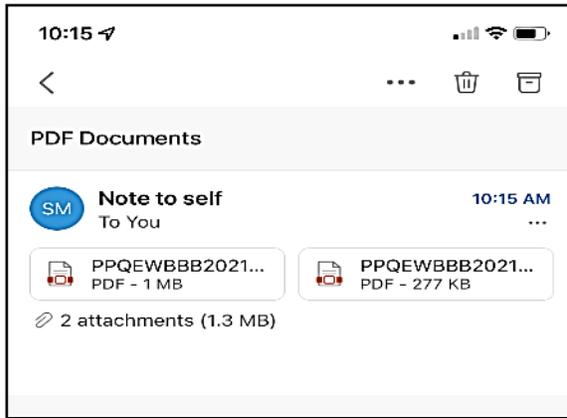


Figure 5. Received email with PDFs attached

- From the iPhone: Open each attached document individually and select the share icon in the upper right. Choose to share to Books.

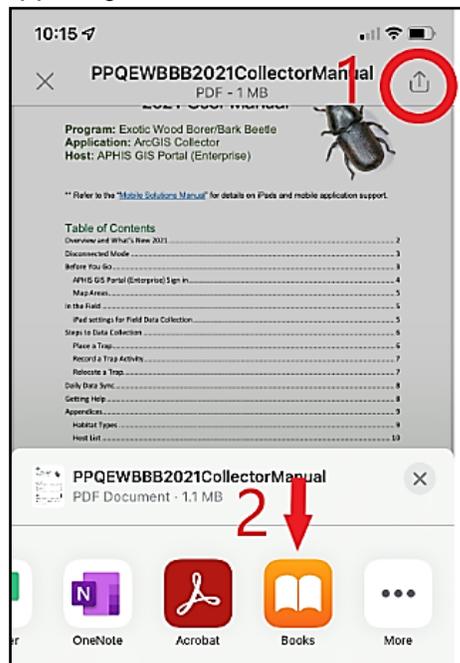


Figure 6. Document share to Books app

3. From the **iPhone**: The documents should now be listed in Books when you select “Library”.

Now you will share the PDF with the iPad(s) utilizing the AirDrop function.

Tap the three dot overflow menu on the bottom right edge of the document to share.



Figure 7. Books application Library view

4. Tap the “Share PDF” option and choose AirDrop from the share options.

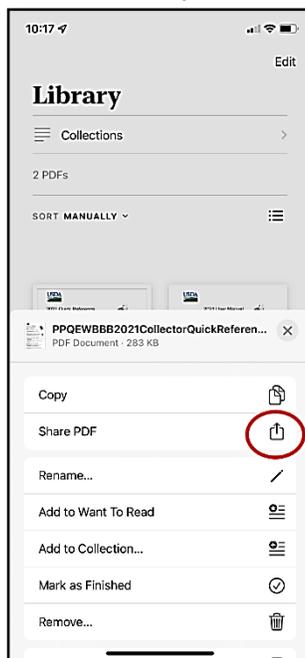


Figure 8. Share PDF option

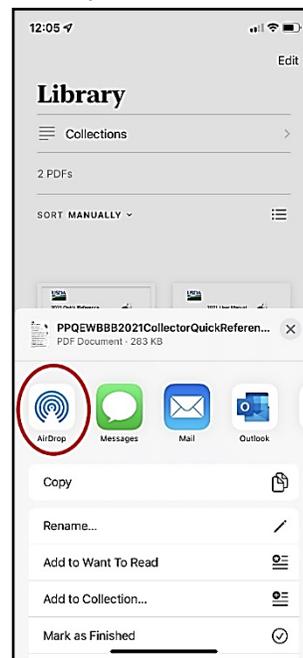


Figure 9. Share using AirDrop

5. You will now see the iPads/iPhones that are available to receive AirDropped documents. These devices will only be visible if AirDrop was enabled on their device.

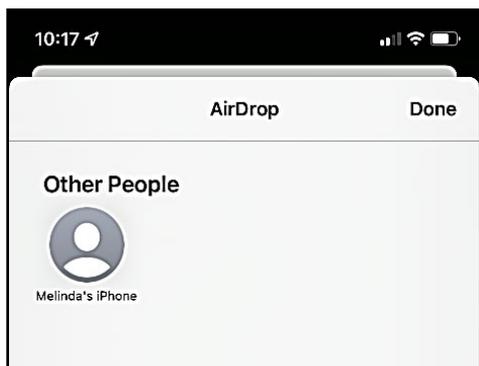


Figure 10. Other devices nearby with AirDrop enabled

6. Select the devices you would like to AirDrop to by tapping the device icon. You can select multiple devices at one time. Each iPad should have a unique name. The other device will have to accept the AirDrop.



## From the iPad

\*\*Be prepared to accept the AirDrop documents sent to your device.

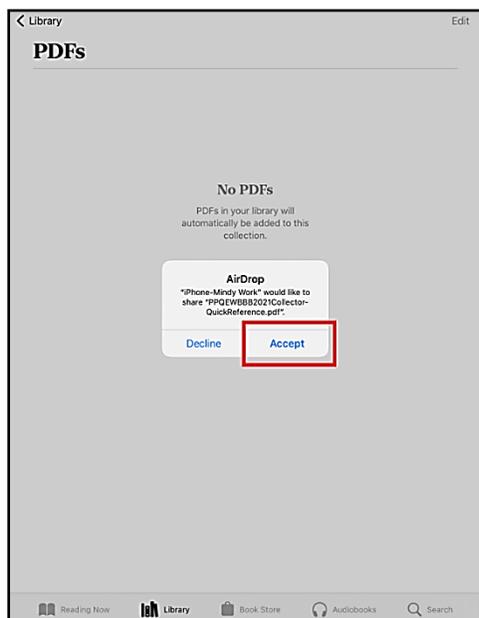


Figure 11. AirDrop request to drop

Once the document has been transferred, it will show in the Books library.

1. Tap on the Books application.
2. Choose Library to locate all loaded documents.
3. Tap document to view.

Users may make personalized notes. The PDF can be viewed and searched like any typical PDF.

## Scan a Printed Document to Notes (native application)

There is a simple way to scan a printed document into an iPhone/iPad. The Notes native application scans the document allowing the user to save the scanned document in the Books application or share as needed.



1. Open the Notes application.



Figure 12. Notes application icon

2. Tap the icon in the bottom right corner to create a new note.



Figure 13. Create a new note

3. Select the Camera button. Then select “Scan documents”.



Figure 14. Select the Camera icon

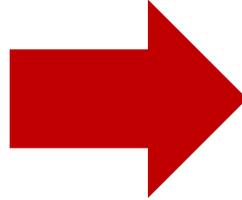


Figure 15. Select Scan Documents

4. Place the document to scan on a flat surface, center in the screen.

The camera will “sense” the document boundary and scan a picture (you can adjust corners if necessary).

If there are multiple pages, the device will continue to scan. You can add additional pages as needed.

Once finished, select “Save” at the bottom right.



Figure 16. Sample view of a document being scanned

5. The scanned document will now be visible in the new “note”.



Figure 17. Notes document list

6. You can open the document and share to AirDrop, Books, Email, and more.



Figure 18. Open the document and choose the Share icon

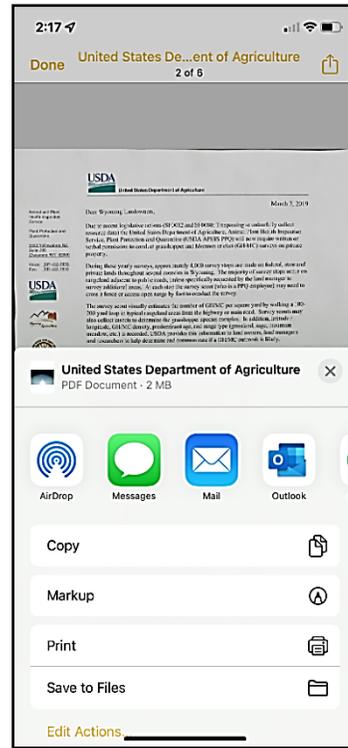


Figure 19. Share using a variety of options listed