Using “MS Powerpoint” on PC or Mac Computer to Create eBook Content for iPad

1. Open MS Powerpoint existing presentation or create new presentation content.

2. Click “File,” and then “Save As.”

- Daniel G. McNulty

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3. Click the Drop-Down menu to save the PPT as a PDF like this, and choose to save it to your desktop, so it’s easy to find:
4. Open iTunes and Drag your new PDF that should be on your Desktop To your iTunes Library and Drop it:
5. Plug your iPad into your computer and then Click once on the name of your iPad under the
 Devices category. Then, click Books in the upper right area:

![Image of iTunes window with Books selected]

One More Step, Below!
6. Now Scroll through your books and make sure there is a check mark in Sync Books and a check mark in the box next to your new PDF book. Then you simply click SYNC at the bottom right! Eject you iPad, open iBooks, and you should see your new content IN THE PDF SECTION of iBooks!

As always, Contact us with questions!

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