I don't know how to find the app I want!

## Swipe left to right to search for the name of an app.

I'm having trouble accessing Science Direct, NOOK, or one of the Newsstand magazines.

## Ask a Library staff member to sign in for you.

I'd like to request that the Library add an app to the iPads.

## Email us at reference@ccsnh.edu.

Can I take an iPad home?

No. Library iPads are only for use in the Library. If you would like to do schoolwork or read an eBook at home, try checking out one of our laptops or NOOKs.

How do I save something like a Resume file or a SketchBook drawing?

Since email is not enabled on the Library iPads, the best way to save a file you have created on the device is to upload it to Google Drive.

Google Drive is a service that allows you to access files from any computer or device. You will need to have a Google account to use this. If you do not have one, you can create one in the app or by signing up at drive.google.com.

To save a resume:

- 1. In the Resume app, select the arrow in the bottom left corner and tap Open In...
- 2. Then, tap Open in Google Drive.
- 3. Upload the item.

To save a photo or SketchBook drawing:

- 1. In the SketchBook app, save the drawing and return to the Gallery.
- 2. Tap the sketch you would like to save, so it is highlighted in blue.
- 3. Then, tap the flower/arrow icon at the bottom of the page to export the sketch.
- 4. Select Photo Library to save the sketch to the iPad photos. (This is also where you would find any photos you downloaded or took.)
- 5. Open Google Drive and select the plus sign at the top right corner of the page.
- 6. Tap Upload Photos or Videos.
- 7. Select Camera Roll and tap your photo or sketch. Then, select Upload. This will add the photo to your Google Drive files.

Now your file is accessible from any computer, just by signing in to Google Drive at drive.google.com. You will be able to download or edit the file wherever you choose.

*Notes* files can be saved by copying the text and pasting it in an email, or into a Google Drive document that you create within the app.

I have a question not covered here.

Feel free to contact Laura Horwood-Benton, Electronic Resources Librarian, either in person (Library Office SW110c), by phone at 603 427 7600 x 7726, or by email at Ihorwoodbenton@ccsnh.edu.