

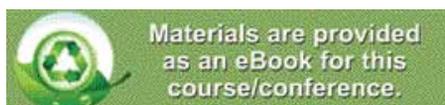
# Ebook Education

## Your Step-by-Step Guide to Downloading, Navigating Ebooks

**t**hrough the use of ebooks, the CalCPA Education Foundation continues to engage in best practices related to education delivery. While still the future for most, ebooks are the present for Education Foundation customers and CalCPA members—and are here to stay. So, let's review ebook basics and examine aspects of functionality to help expand your understanding.

### Part One—The Download

#### Step 1—Awareness



Ebooks have a brand of their own, so you'll always know when to expect one. If you see this graphic on event registration pages, your materials will be delivered via ebook.

#### Step 2—Denial

Not ready to make the leap to ebooks?

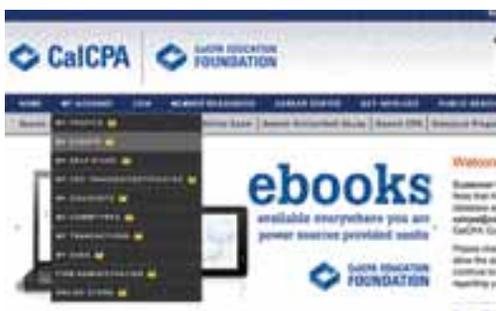


You can always purchase a hardcopy that will be delivered to you when you check in to your course or conference. You will be given the option to purchase a hardcopy during the checkout process, as shown.



#### Step 3—How Will I Possibly Remember?

Three business days prior to your event, we remind you by email and voicemail to download your ebook.



#### Step 4—Downloading Made Easy

Now that you know an ebook is coming, go to [www.calcpa.org/MyEvents](http://www.calcpa.org/MyEvents) three business days prior to your event and download your ebook. Remember, you'll need to have your CalCPA.org username and password handy, as all ebooks are only available once you securely logon to the website.

#### Step 5—Save it Right!

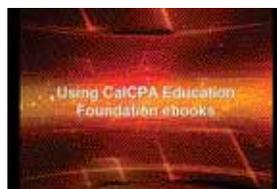


Save your ebook to the device you'll bring to the event. If you forget, our onsite administrator will have a USB drive so you can copy the ebook to your device. And don't worry about battery life. We'll have power available.

### Part Two—Navigating Your Ebook

#### Step 1—Learn How to Annotate

Foundation instructor Jeff Lenning gives a quick tutorial on how to annotate your ebook. Note that the following devices provide easy annotation, which allows for maximum flexibility, where your ebook becomes your customized reference source.



- Laptop (with Adobe Acrobat version 7.0 or higher)
- Nitro (free PDF software)
- FoxIT (free PDF software)
- iPad (users must purchase iAnnotate or other annotate app to use with the ebook)
- Kindle Fire (users must purchase an app such as ezPDF or other annotate app to access bookmarks and annotation)
- iPad (with the iAnnotate app)

Devices that provide view-only access (thus you must take notes separately):

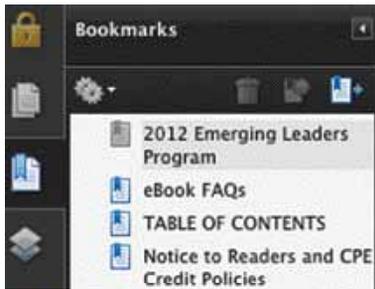
- Kindle
- Nook
- iPhone

#### Step 2—Tutorial 'Cliffs Notes'

The following tips are included in the ebook video tutorials (see full listing, this page)

- Help—there are two sets of page numbers on my ebook! Which do I follow?
  - The Education Foundation pagination begins on the cover and is located on the upper right corner of every page.
  - Some instructors prefer to have their own pagination—this will be located at the bottom of their materials.
  - Recommendation: If your ebook contains two sets of page numbers, ask the instructor prior to clarify which set they will be using throughout the day.
- The instructor just skipped ahead 20 pages! Do I really need to click the down arrow 20 times?
  - As long as the instructor is using Education Foundation pagination, you can enter the page number in the toolbar to easily skip ahead.
  - You can also use the search box located in the toolbar to find a specific page or section.





- What are ebook bookmarks?
  - Bookmarks are set up in your ebook, allowing you to quickly navigate specific points of interest. These are hot links that will take you exactly where you want to go.
  - Tip: Bookmarks are helpful tools when using your ebook as a reference source back at the office.
- Annotating—what and how?
  - First step, watch the video tutorial to learn how—it's easier than you think!
  - Be sure to save your ebook throughout the day.
  - Note: Sometimes instructors provide

materials that are scanned into your ebook. In these few cases, some annotating features such as highlighting and comments will not be available. You may want to keep some notes in a Word document, or even go old-school with a pen and paper.

- Do ebooks expire?
  - Your ebook is available at [www.calcpa.org/MyEvents](http://www.calcpa.org/MyEvents) for two years after the event.

Ebooks have come a long way since their launch in September 2011—saving nearly 2.5 million sheets of paper. 

### Ask customer service:

[CalCPA@calcpa.org](mailto:CalCPA@calcpa.org)  
(800) 922-5272

## wantmore?

### Ebooks FAQs, Tutorials and Contacts

- Download your ebook: [www.calcpa.org/myevents](http://www.calcpa.org/myevents)
- eBook FAQs: [www.calcpa.org/ebooks](http://www.calcpa.org/ebooks)
- Download, navigate and annotate general video tutorial: [www.calcpa.org/ebook\\_tutorial](http://www.calcpa.org/ebook_tutorial)
- Download to iPad and navigate with iBooks video: [www.calcpa.org/iPAd\\_tutorial](http://www.calcpa.org/iPAd_tutorial)
- Download and navigate with Adobe Reader on your video tutorial: [www.calcpa.org/Adobe\\_tutorial](http://www.calcpa.org/Adobe_tutorial)
- Download, navigate and annotate with Windows video tutorial: [www.calcpa.org/Windows\\_tutorial](http://www.calcpa.org/Windows_tutorial)