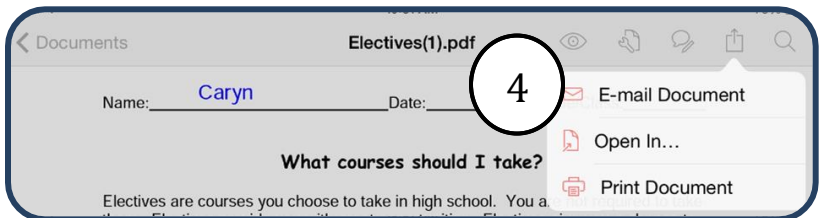
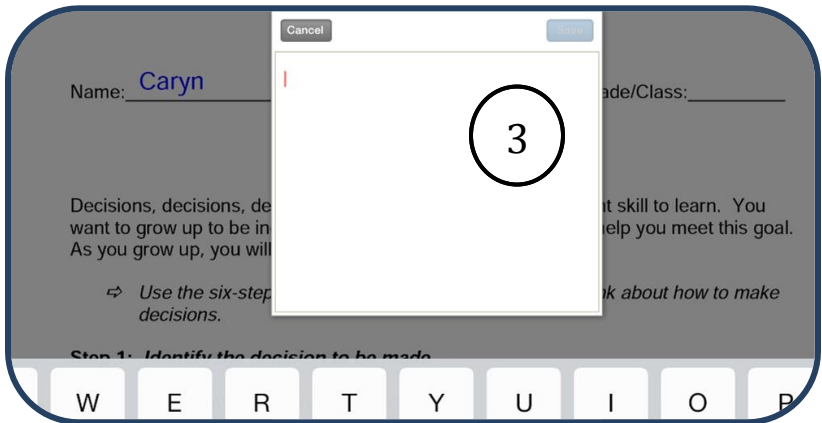
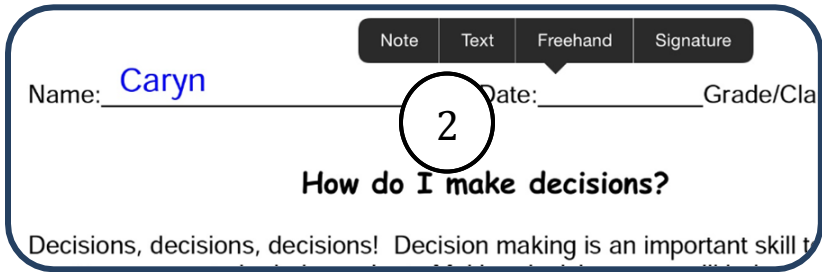


FILLING AND SAVING PDF FILES ON AN IPAD

Users can fill out and store PDF files while using CIS on an iPad.



Instructions

Important: You must first install Adobe Reader and iUploader apps. You must also be logged in to a portfolio to save a PDF file.

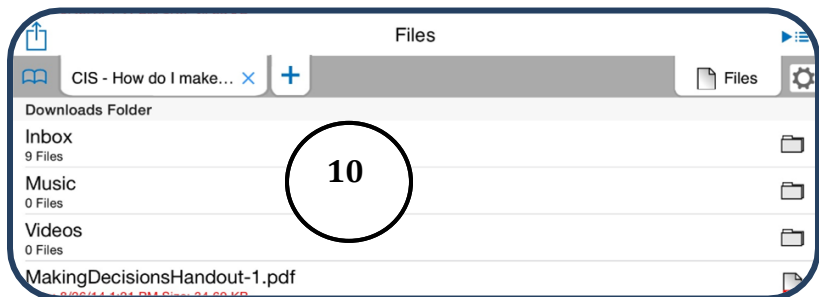
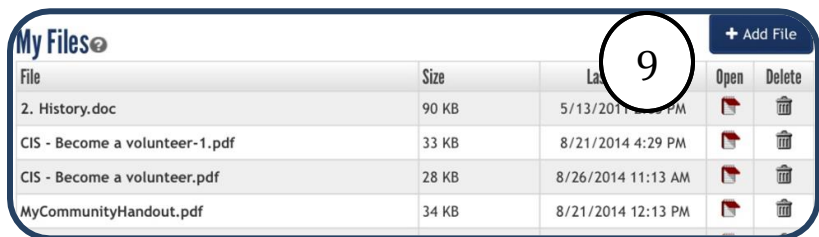
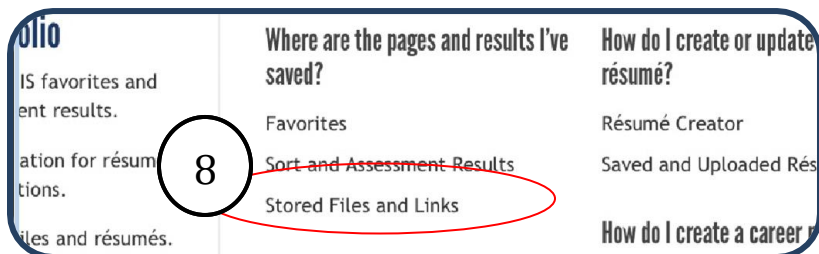
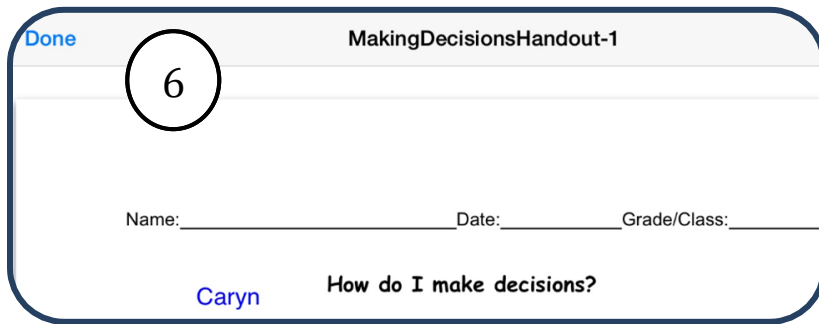
To fill out a PDF:

1. Tap on PDF to bring up the PDF options bar at the top. Tap on “Open in...” and select **Open in Adobe Reader**.
2. Hold finger over where you want to enter text. Select **Text**.
3. Use the keyboard to enter text in the text box and tap **Save** in the upper right corner when you are done. You may need to tap and drag text to correct location.

To save a PDF to CIS:

4. Tap anywhere on PDF file to bring up PDF options bar. Select the “Share” icon, **Open In**, and **Open in iUploader**.
5. The PDF is now saved in iUploader and opened.

FILLING AND SAVING PDF FILES ON AN IPAD



Instructions (cont.)

6. Select **Done** to close PDF. The text may be misaligned.
7. Open the iUploader app and use its browser to open CIS.
8. Log in to your portfolio and navigate to **Stored Files and Links**.
9. Select **Add File** under **My Files**.
10. **Browse** to locate file in iUploader.
11. Select file and **Upload File** button.