

## Using your Tablet, eReader, or Phone to View (and Take Notes On!) Class Handouts

Electronic handouts should be emailed to you by your instructor prior to your OLLI class, and most are PDF (Portable Document Format) files that are accessible to all electronic devices. You can verify your email address by logging into <https://wvusph-olli.augusoft.net/> and checking “My Profile”. You can change your email address by clicking the **update your profile** link.

When you download a class file you can view it directly on the device you are using or send it to a different electronic device. Once a file has been downloaded, it will be available upon that device, even without an internet connection.

There are different types of electronic devices you can use to read (and even take notes on):

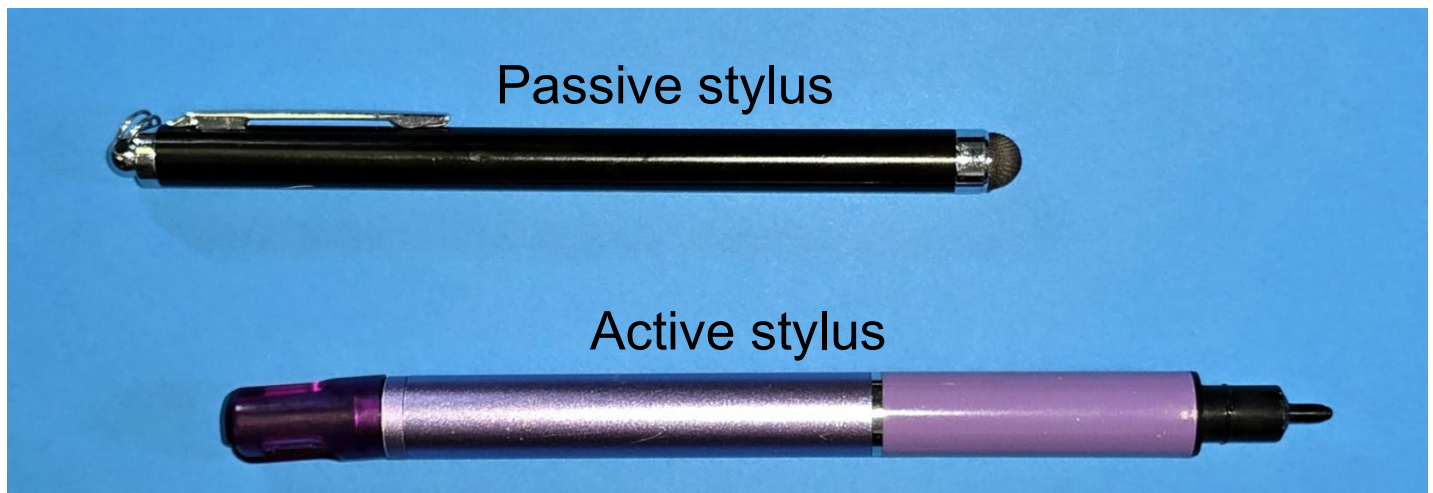
- Android Devices: Page 2
- Apple (iOS) Device: Page 4
- eReaders (Kindle, Nook, Kobo); Page 7

If you want to use a laptop, and are unsure how to download files, let us know and we can help you through that process.

### Stylus Pens

One lovely thing about a tablet or phone is that if you have a stylus, you can take handwritten notes directly on a pdf handout with the correct software.

A stylus is pen-like device that can interact with a touch screen. There are two primary types: passive stylus pens, and active stylus pens. If you plan to do a lot of writing you will want to spend extra for an active stylus.



Some devices, like the Galaxy Ultra, Boox Note, and varieties of Kobo and Kindle eReaders, come with a stylus, others you will need to purchase a stylus from the maker of your device or a third party.

If you were wondering *why* you might want to take hand-written notes, recent studies have found better retention and understanding of information for those who hand-wrote notes compared to those who typed their notes.

## PDFs with Android Devices

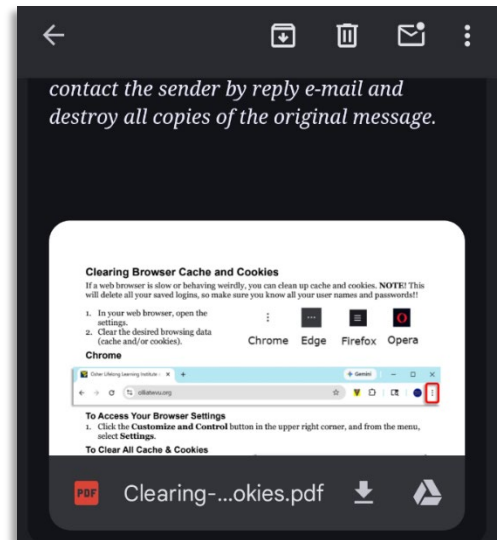
There are multiple apps you can use to open a pdf on your Android device: Web browsers (Chrome, Firefox, Dolphin, etc), a [Cloud Service](#) like Google Drive, or an app like Adobe Acrobat reader.

The nice thing is that apps like Adobe Acrobat Reader and Google Drive allow you to “Markup” (annotate or take notes on) your downloaded pdf files.

Please note that all Android systems are different, so your device screen will not look precisely like those below, but the process should be the same.

### Downloading a PDF from Email

1. Open the email message that contains the PDF handout.
2. Find the attachment (it may be at the bottom of the message). Tap the **Download** button—the arrow with an underscore.



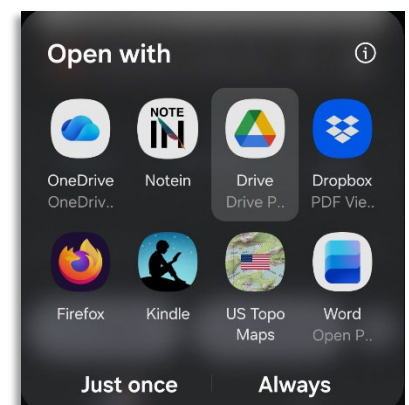
### Finding a Downloaded File on an Android Device

Please note that all Android systems are different, so these steps might not be accurate for all devices.

1. Open your **Files** / **My Files** app on your device.
2. Tap on the Downloads folder if it is not already open.
3. Scroll through the list until you find the file you downloaded.

### Taking Notes on a PDF in Google Drive

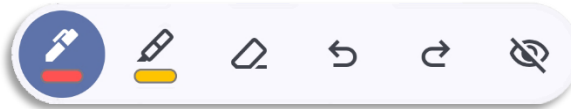
1. Find the file and the tap on it.
2. Select **Google Drive**.
3. Tap **Always** if you want to set Google Drive as your default pdf program, **Just once** if you only want to open this specific file with Google Drive.



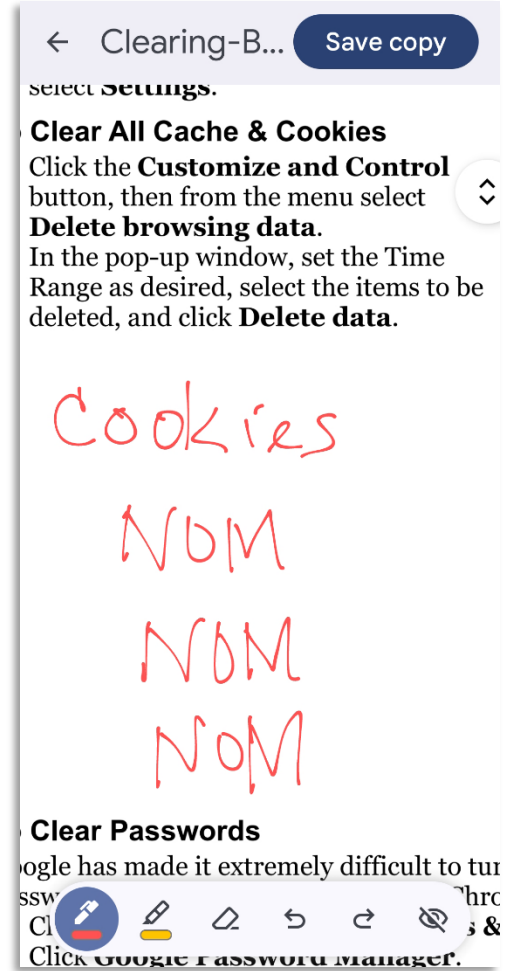
4. Tap the Markup icon.



5. A menu at the bottom shows the different pen options. Tap the desired pen option.



6. You can use your finger to make notes, however, a [stylus](#) will be more precise and create neater and easier to read comments.



## PDFs on iOS Devices

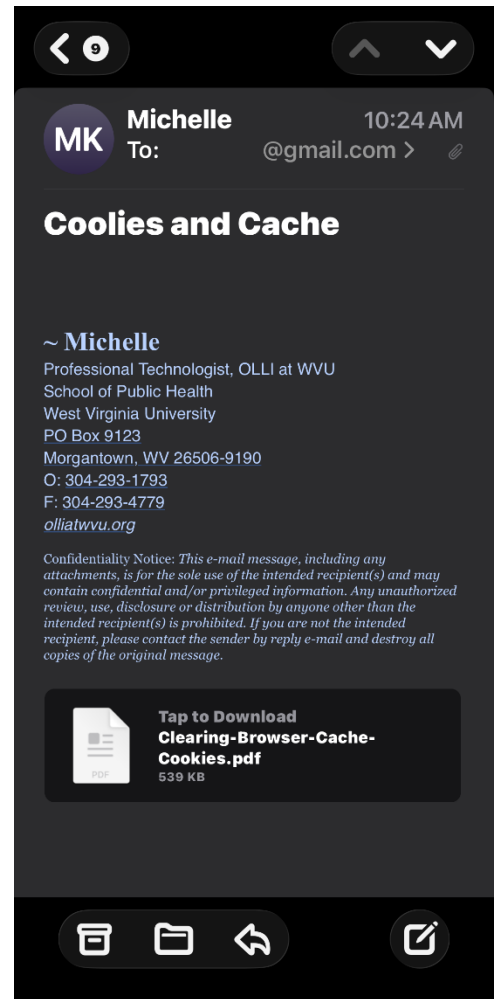
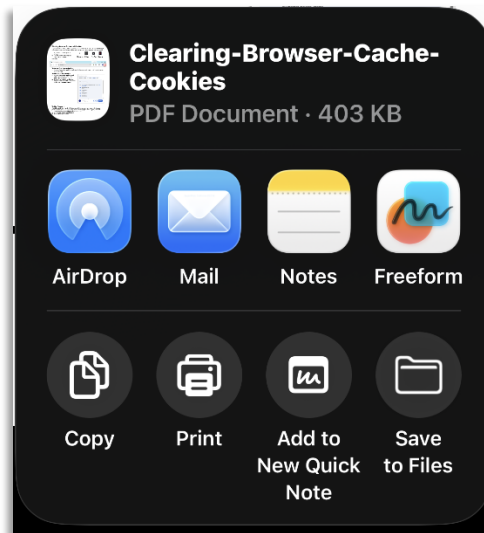
There are multiple apps you can use to open a pdf on your iOS device, such as web browsers like Safari, Firefox, and Chrome, as well as Adobe Reader.

Apps like Adobe Acrobat Reader and Google Drive allow you to Markup (annotate or take notes on) your downloaded pdf files.

## Downloading a PDF from Email

1. Open the email message that contains the PDF.
2. Find the attachment and tap on it to open it.

3. Once a file has been opened you can choose to open it or save it to your device.

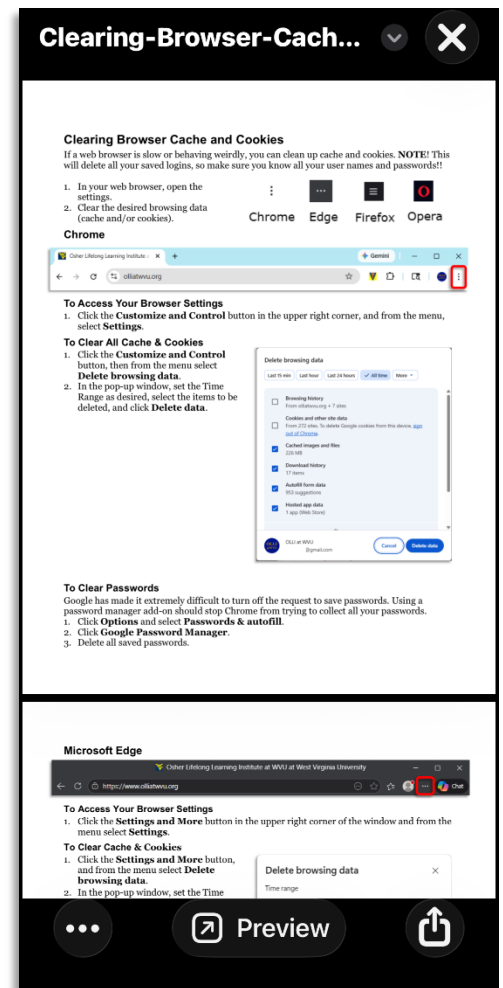
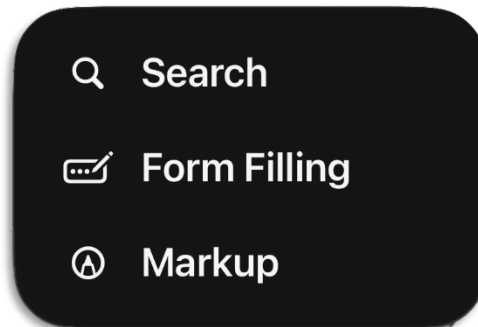


## Finding a Downloaded File on an iOS Device

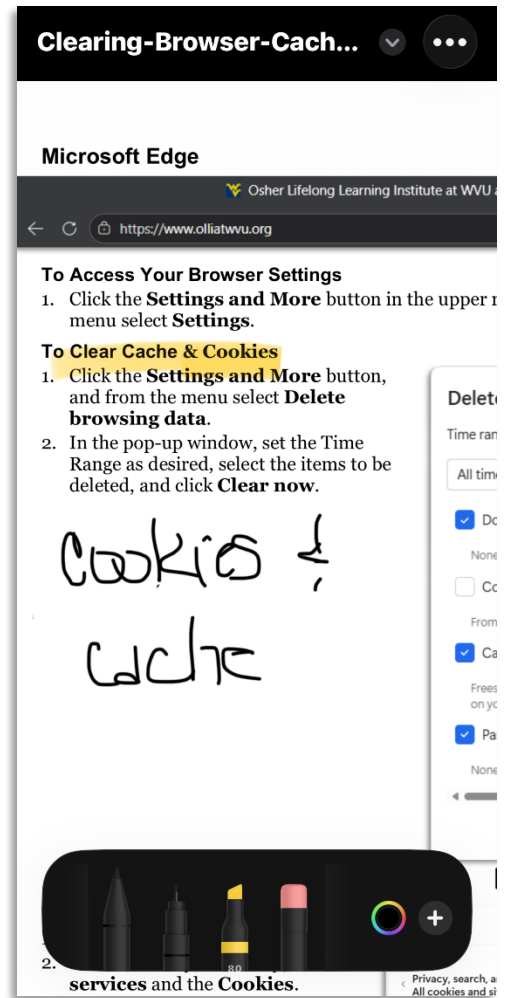
1. Open your Files.
2. Browse to the folder where you saved the pdf.
3. Tap the pdf to open it.

## Marking Up a PDF on iOS

1. Open the PDF.
2. In the lower left corner, tap the ellipse button.
3. From the pop-up menu select **Markup**.



4. Select the desired instrument from the menu.
5. You can use your finger to make notes, however, a [stylus](#) will be more precise and create easier to read comments



## Copying PDFs to an eReader

For most devices, you plug the eReader into your computer with a USB cable, then drag and drop the desired files into the eReader storage. This is called side-loading.

There are programs like Calibre that allow you to not only organize your eBooks, but to easily transfer pdf files to your Nook, Kindle, or Kobo eReader.

### Kobo

Kobo devices require you to **Connect** your eReader before you can transfer files.. You can also use the Dropbox and/or Google Drive cloud services.

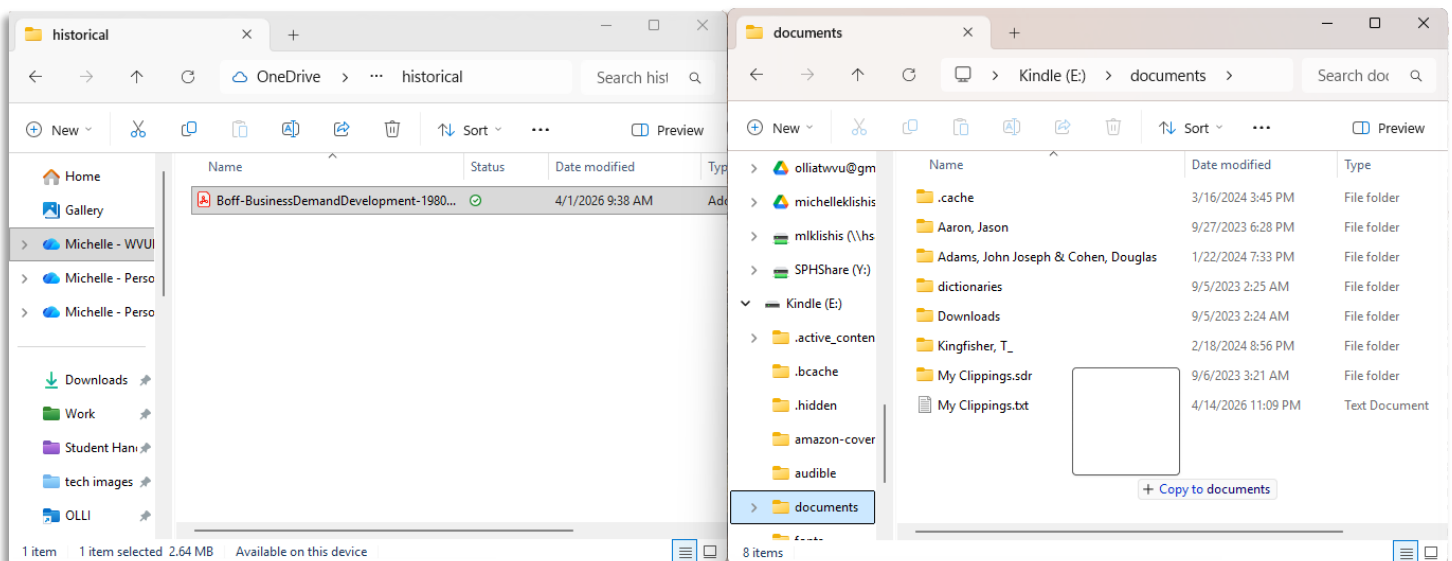
### Kindle

Kindle devices allow you to email files to your eReader with the specific kindle email address sent on the Amazon website.



## Side-Loading Files to an eReader

1. Plug your eReader into your computer.
2. On your computer, open up a window and browse to your eReader.
  - On a Nook this sub-folder may be called **Nook** or **Documents**.
  - On a Kindle, the sub-folder should be called **Documents**.
  - On a Kobo, the file can be copied to the root **KOBO** or **KOBOeReader** folder.



3. Find the pdf you want to add to your eReader, and **drag** it to the window displaying your eReader files.

## Resources

### Android

[Mark up PDFs in Chrome on Android](#) (Tom's Guide)  
[How to Open and Read a PDF on Android](#) (How-To-Geek)  
[Acrobat Reader for Android](#)  
[Best stylus for Android phones and tablets 2025](#) (Android Central)  
[Using Android Devices](#) (OLLI at WVU)

### iOS

[Annotate a PDF or image in Preview on iPhone](#) (Apple)  
[How to edit a PDF on iPhone](#) (Macworld)  
[Acrobat Reader for iOS](#)  
[Using Apple iOS 26](#) (OLLI at WVU)

### eReaders

[Adding a pdf to a Kobo eReader](#) (Kobo)  
[How to Load eBooks Into Your Nook](#) (Wiki-How)  
[PDF to Kindle: how to send a document to a Kindle device](#) (Adobe)

## References

[To Type or to Write, That Is the Question](#) (Psychology Today)  
[Why Writing by Hand Is Better for Memory and Learning](#) (Scientific American)  
Marano, Giuseppe et al. "The Neuroscience Behind Writing: Handwriting vs. Typing-Who Wins the Battle?." *Life (Basel, Switzerland)* vol. 15,3 345. 22 Feb. 2025, doi:10.3390/life15030345

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