

Finding Files on NASDA Website, downloading to Books App, and Searching Within Documents on Your iPad

Click the links below to learn more:

[Video](#)

Note: If accessing the NASDA website with a device other than an iPad, the menus may appear slightly different.

[Instructions for finding files on NASDA website](#)

[Instructions for downloading documents to Books App](#)

[Instructions for searching for items in a document](#)

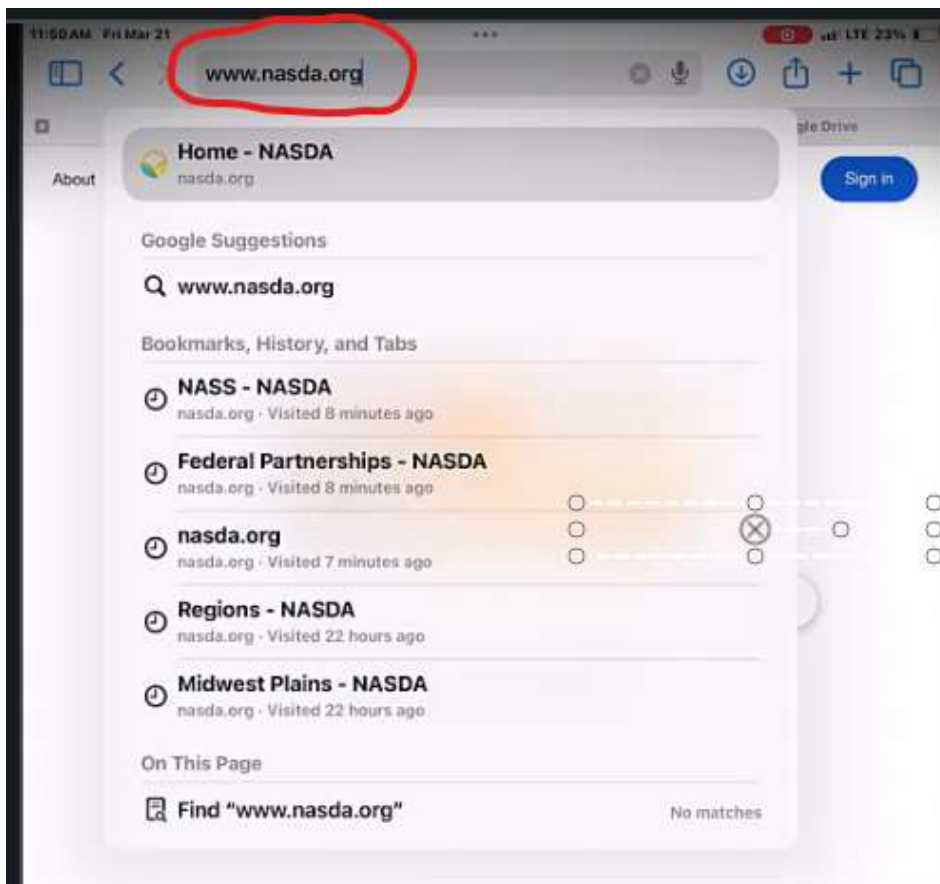


How to Locate Documents on the NASDA Website Using Your iPad

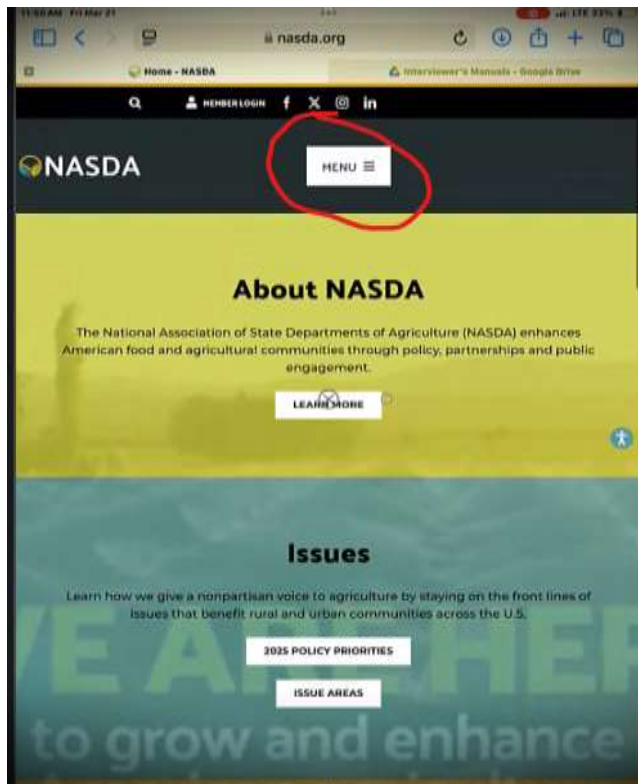
On your iPad home screen click the Safari button.



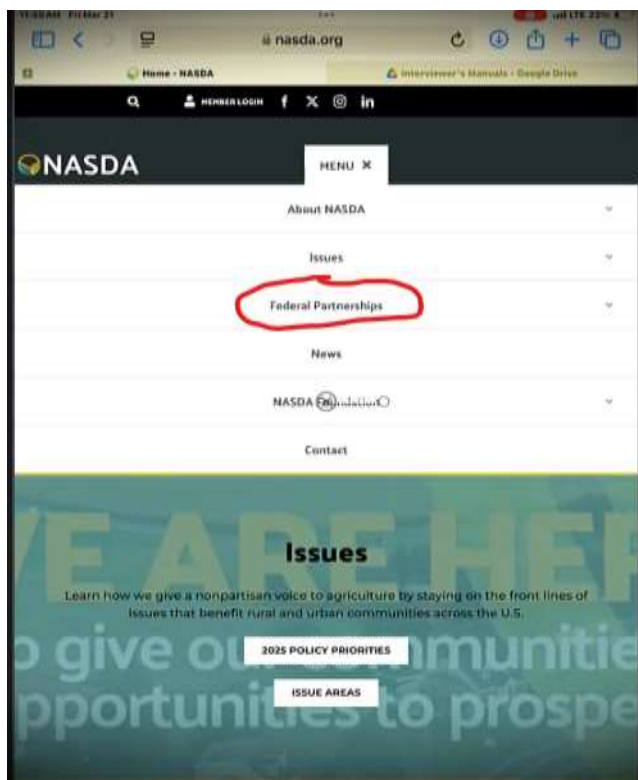
Click on the search bar at the top of the screen. Type in www.nasda.org.



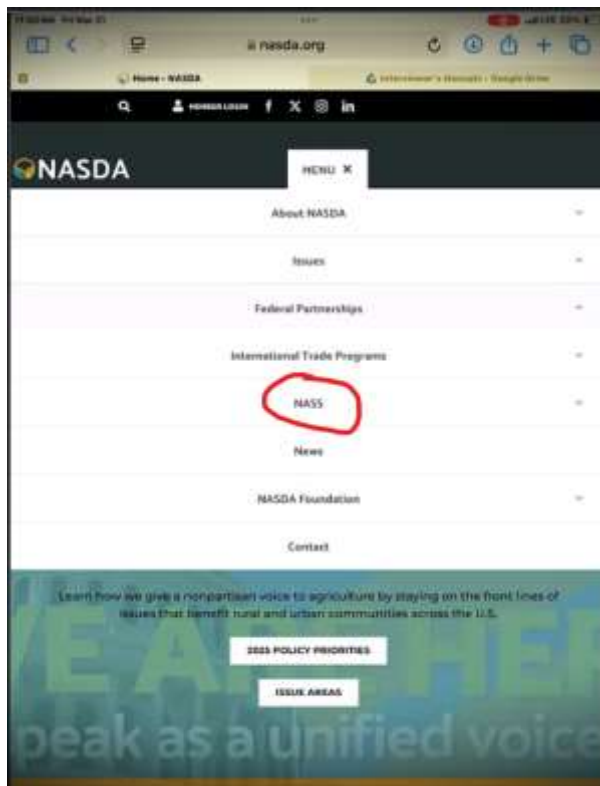
Click the MENU button.



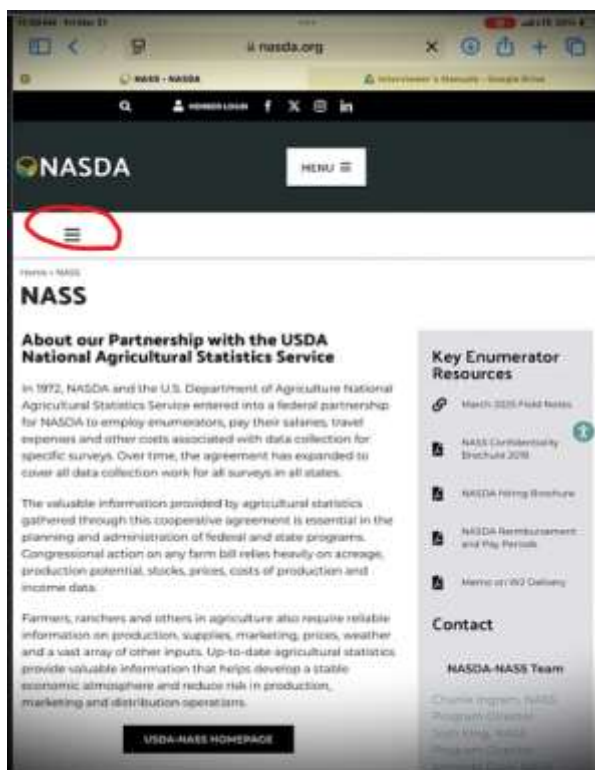
Click “Federal Partnerships”



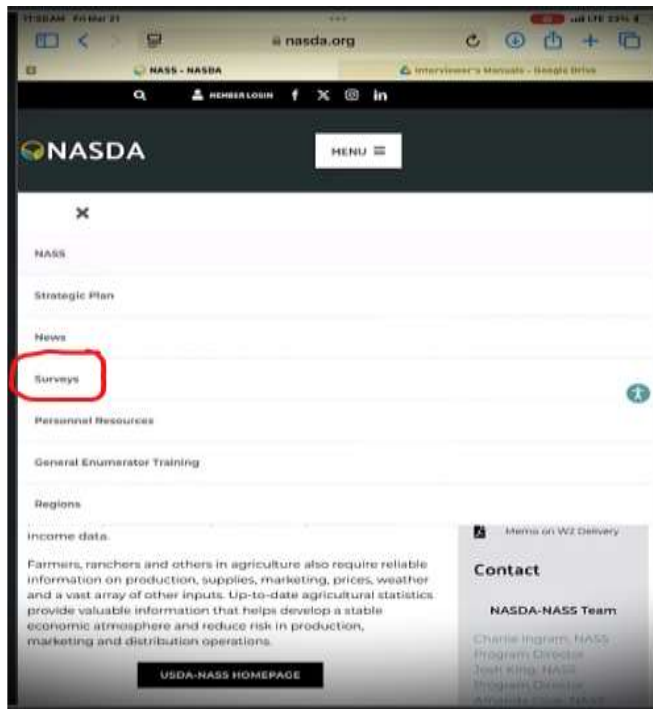
Click “NASS”



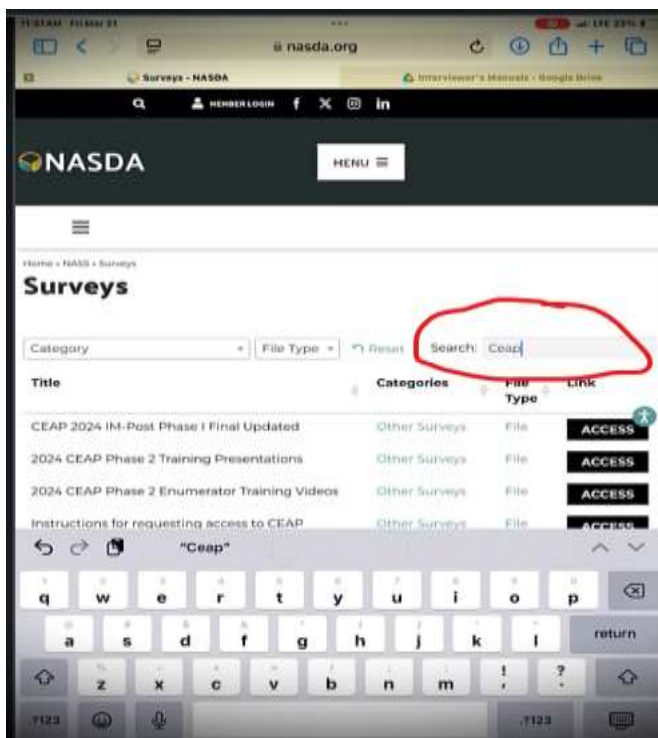
Click the three bars on the left side of the page.



Click “Surveys” or “Regions” depending on what documents you are looking for. Here we are looking for documents in “Surveys”



Click in the “Search” bar and type in whatever you are looking for. In this example we are looking for documents pertaining to CEAP.



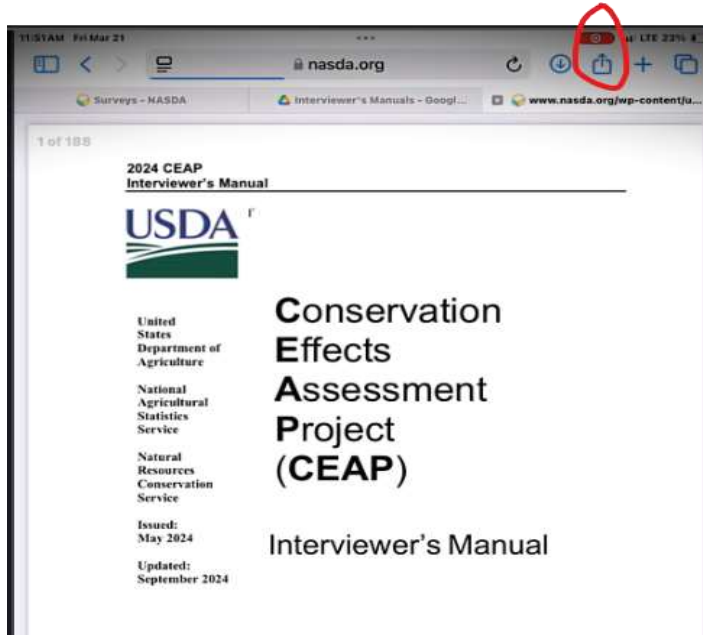
All documents posted to the Surveys page with “CEAP in the name will be displayed.

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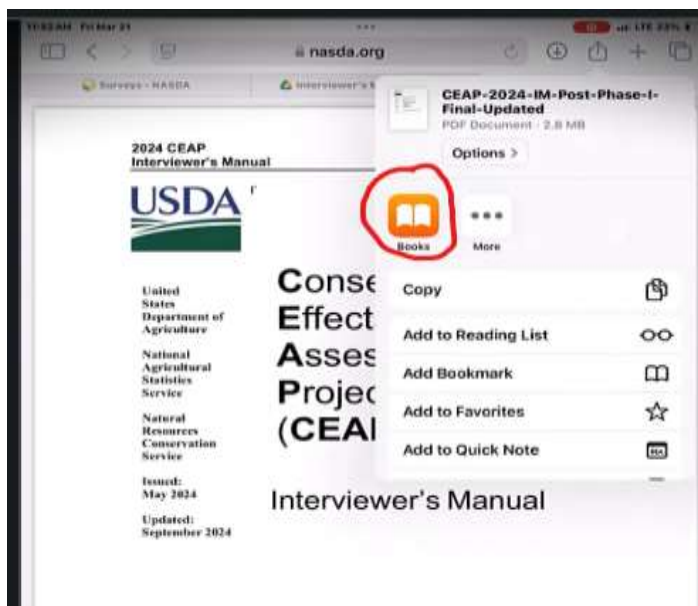
Downloading Documents using the Books App

Finding particular items in large documents is easy if you can “search” the document. One way to make a document searchable on your iPad is to download the file using the “Books” app.

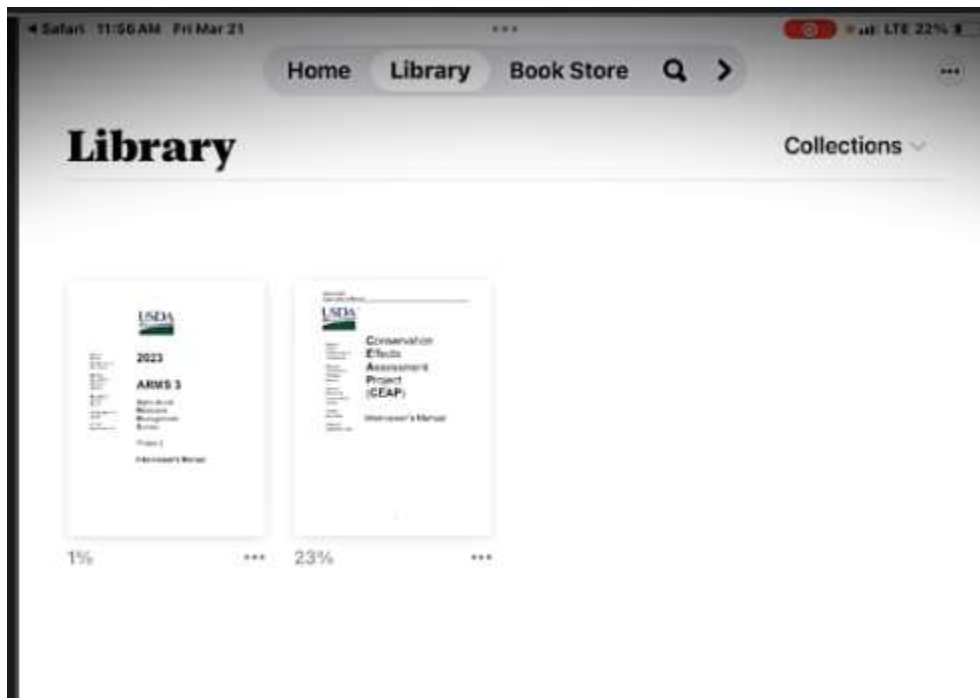
When you locate a document that you need to search for items within, you can click the download button in the upper righthand corner of the screen.



Click the “Books” app to download the document to the Books Library.



This will download the document and save it to the Books Library. Then the document will be searchable.

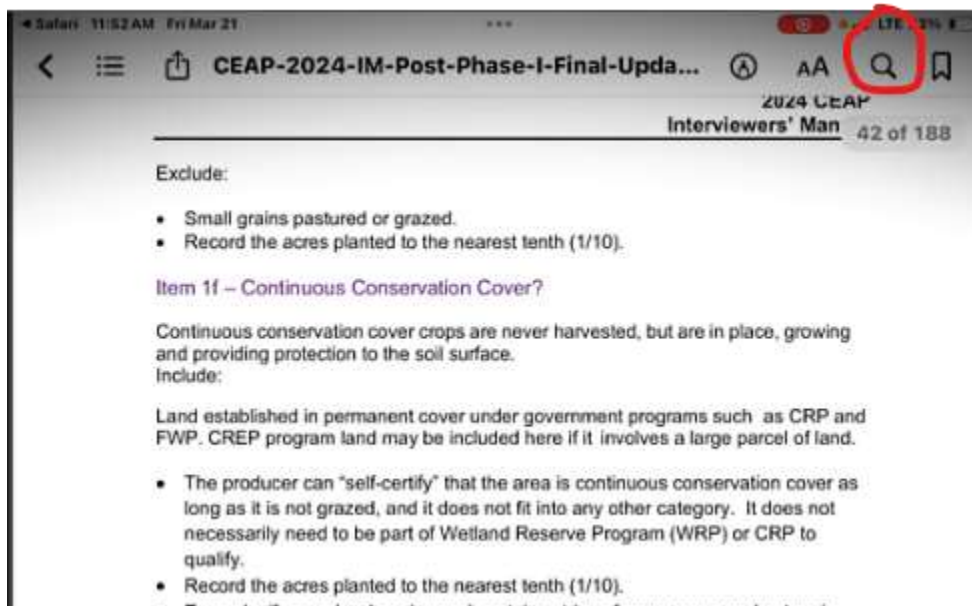


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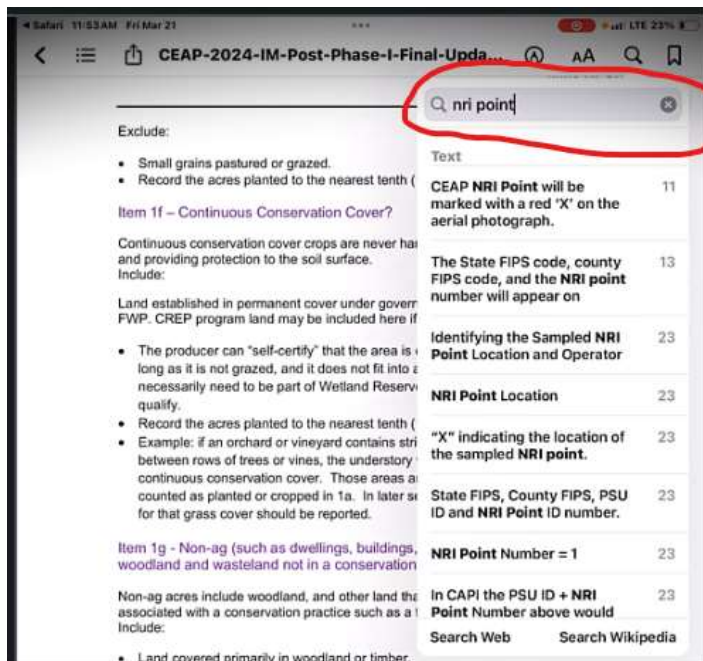
Searching for Items within documents that have been downloaded to the Books App

Once a document has been downloaded to the Books App you will be able to search the document for topics/items you need to learn more about.

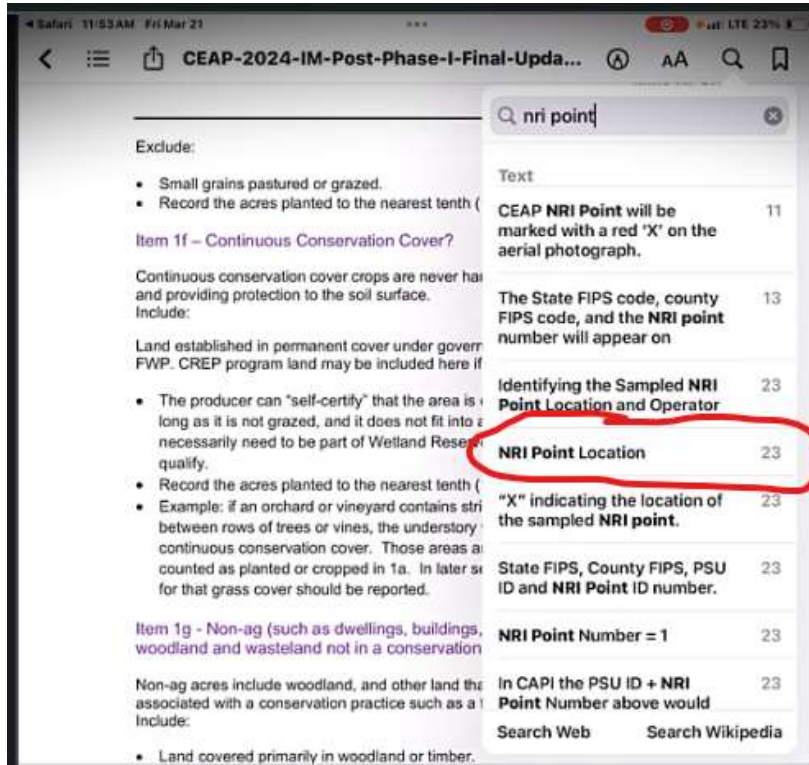
Tap anywhere on the document and the magnifying glass will appear which will enable you to search the document.



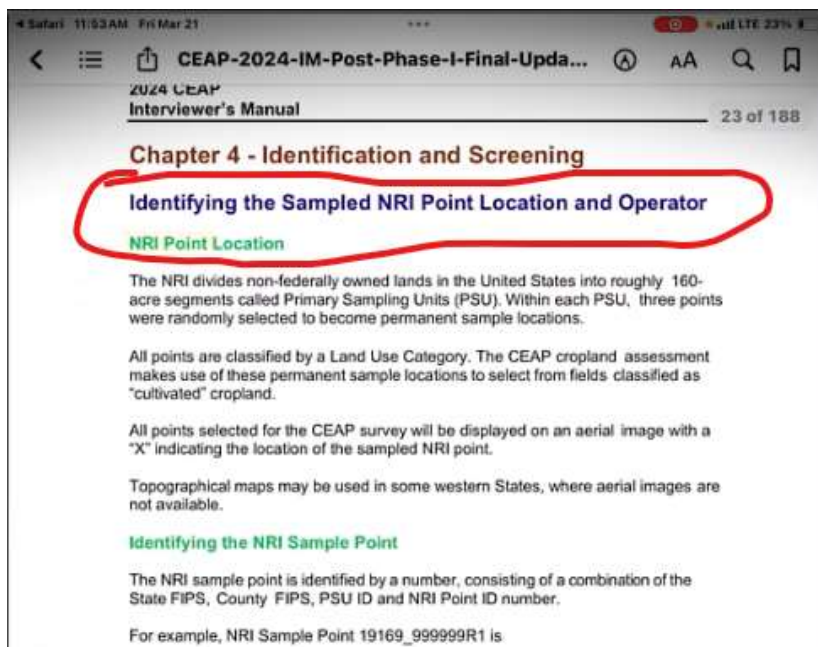
Once you click the magnifying glass a search bar will appear. You can type in whatever topic you are trying to find. In this example we are looking for more information on NRI points for the CEAP survey.



All instances of the topic you typed in will appear in a list. Tap on the one that looks like it best fits what you are looking for and you will be routed to that area of the document. Here we are looking for NRI Point Location.

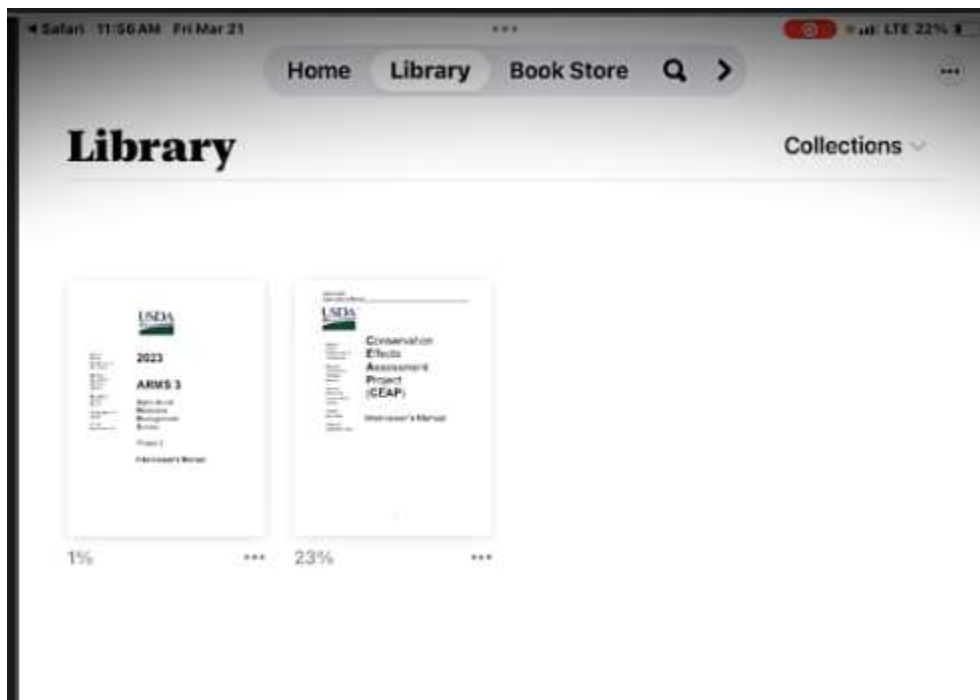


Tap on the item you are looking for and you will be routed to that area of the document.



To do additional searches just click the magnifying glass again, type in the topic you want to find, and repeat the same steps.

The documents you download to Books will be retained in the Books Library. Here you can see we have downloaded two documents (The CEAP and ARMS Interviewer's Manuals). You can tap on any document in the library to open it and be able to search for items within it.



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