



# How to Properly Use the Master iPad for Presenting PDFs to Attendees

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Hello – you probably already know how to transfer a PDF file to the Cap Pad app on a Captrust iPad, so this guide will focus on what to do after you’ve transferred the file.



First, when used in conjunction with an Apple AirPort router you can transfer the file(s) to just one iPad and, during the presentation, the file will either be *streamed* or *transferred* to the other iPads. This guide will help you determine which of these two modes you want to use.

## A NOTE ON STREAMING AND TRANSFERRING

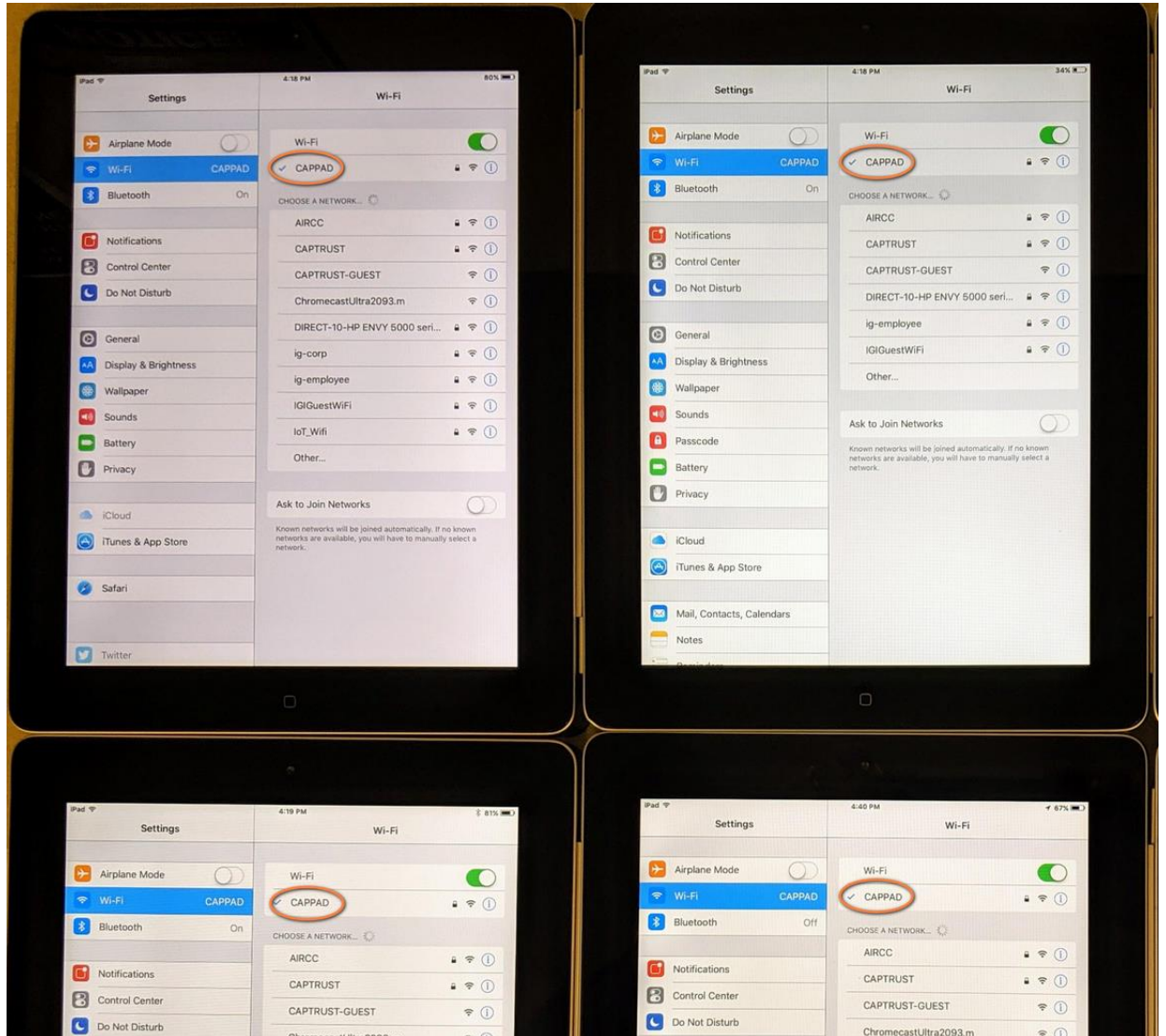
- Streaming is like watching broadcast TV – only images are transmitted in real-time. No actual files are copied/transferred.
- Transferring (in this case) literally transfers the document and then displays it on the iPad screen.

## MODE 1 – STREAM FILE TO CHILD IPADS

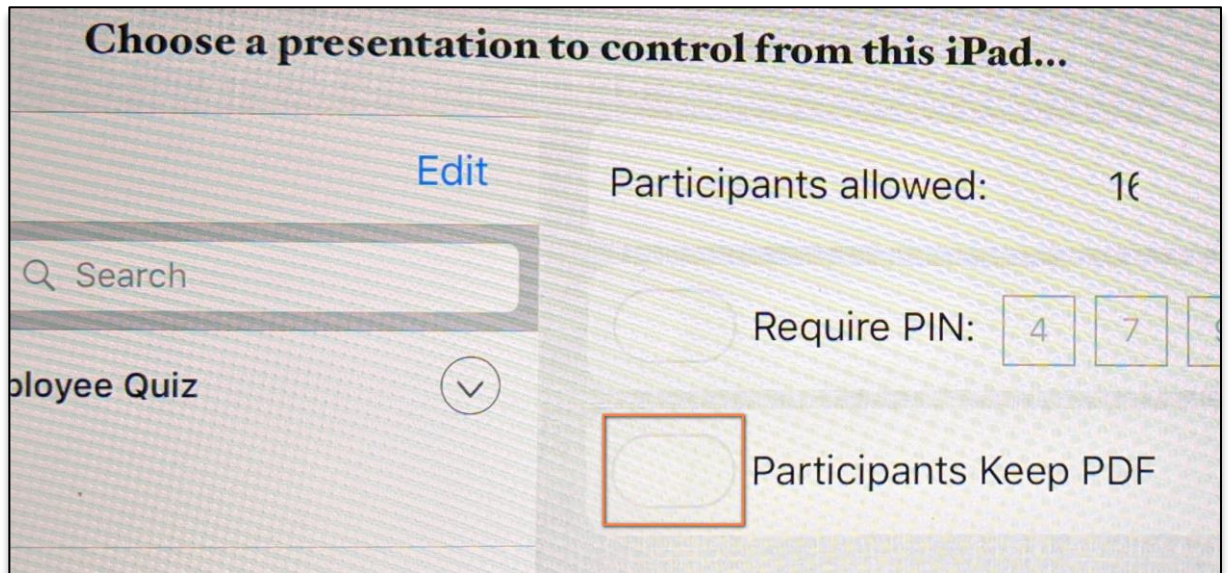
1. Load the file onto the Master iPad
2. Pack all the iPads into the case and take them into the field
3. Unpack everything on site and plug in the AirPort




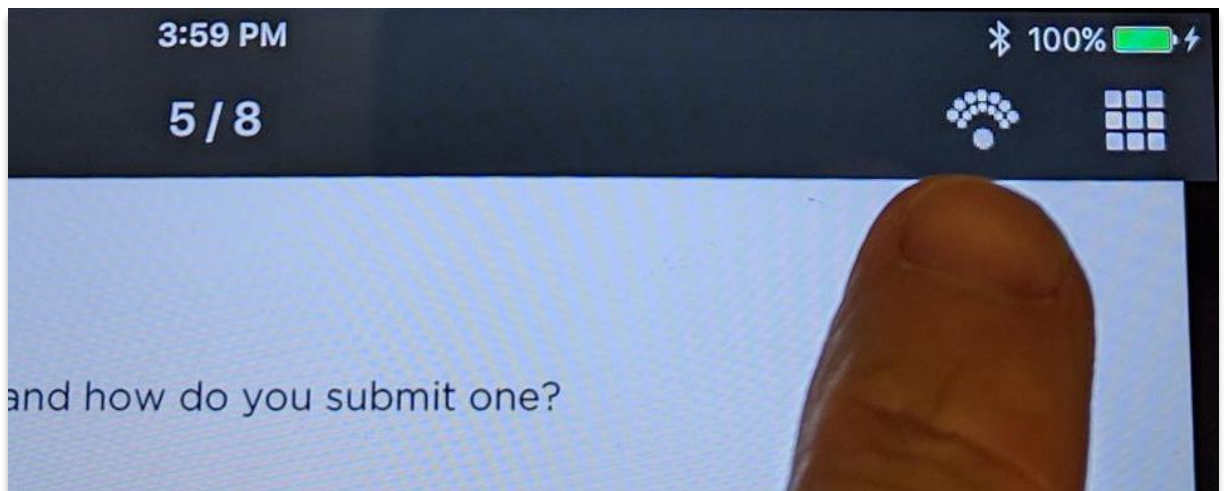
4. Connect all the iPads to the AirPort – it should be called Captrust or CAPPAD in the list of wifi hotspots
  - a. Notice all the ipads in the following photo are *signed into the same wifi hotspot* – this is critical for them to be able to communicate with each other.



5. Hold onto the master iPad and give the other iPads out to the attendees
6. On the master iPad, in the Cap Pad app, tap the Participants Keep PDF button to toggle it OFF



- It should not be “toggled” on 
  - This will have the effect of **streaming** whatever is on the screen (the PDF file) to the attendees’ iPads. Streaming is just like watching broadcast TV – only images are transmitted. In this case, the image of the PDF is transmitted in real-time to all connected iPads without actually transferring the file itself.
7. If you click the “peacock” icon in the upper right,



it will toggle off/on locking the attendees’ CapPad view to whatever is on your screen. When it is off (center dot disappears from the icon) they can browse through the document. When it is on, their view is locked to the master iPad’s view.

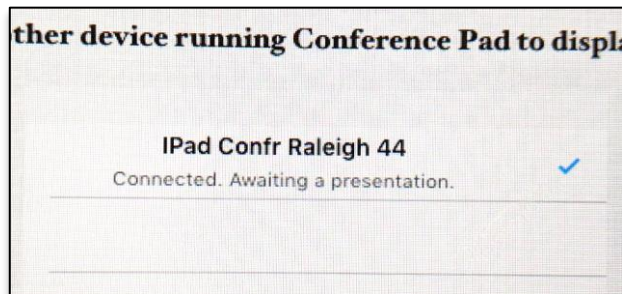




8. Once you double-tap the Home button and swipe away the CapPad app on the attendees' iPads, it removes the document from their device permanently, since it existed only in memory. Once the CapPad app is activated again, you will see that there is no document present. This is the effect of streaming vs transferring the document.

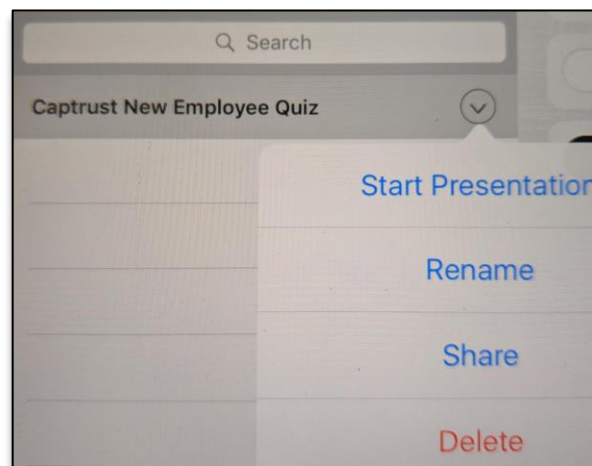
## MODE 2 – COPY FILE TO CHILD IPADS

1. This is similar to the STREAM mode, and begins the same way: load the file onto the Master iPad
2. Pack all the iPads into the case and take them into the field
3. Unpack everything on site and plug in the AirPort
4. Connect all iPads to the Airport wifi – either Captrust or CAPPAD
5. On each attendee iPad, tap on the master iPad listed in the device listing



If you don't know the name of the master iPad, please see the section at the end "[Discover Master iPad Name](#)"

6. A blue checkmark will display next to it and it will say "Connected. Awaiting a presentation." If you are unsure of which device is the master, check its back and read the Captrust asset ID tag. Do this on each iPad you want to copy the PDF to.
7. Back on the master iPad, tap the down-arrow next to the file and select



Start Presentation

. There may



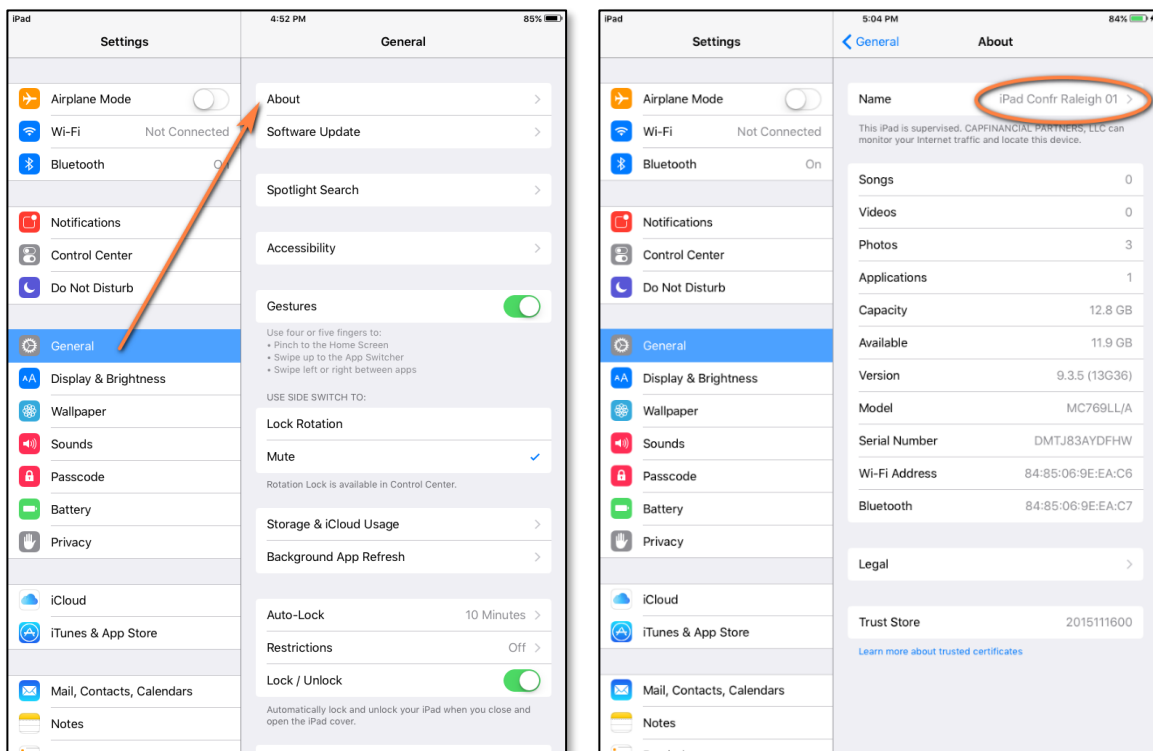
be a few seconds of lag, but shortly thereafter, the document will appear on the screens of all connected iPads.

8. If the peacock icon has a dot in the center (its default setting) their views will all be locked to whatever is displayed on the master. Meanwhile, the document is transferred in the background and displayed on all child iPads.
9. Simply double-tap the Home button and swipe away the Cap Pad app to break its link with the master iPad.
10. When you tap on the Cap Pad app again, you will see that the document is still listed in its document library. This is especially useful when transferring multiple documents. This is the effect of *transferring* the document instead of streaming it.

***Regardless of which mode you decide to use, always check each iPad for stray documents before handing them out to clients – better safe than sorry!!***

## DISCOVER MASTER IPAD NAME

Discovering the Master iPad name is not difficult and can be accomplished in seconds:



In Settings, tap General, then About, and the name will show on the top line.