

The EAIA Annual *Directory*

The *Directory* is meant only for use by members. If you should lose your copy of the *Directory*, contact Membership@EAIA.us and a new copy will be sent to you.

How you use the *Directory* will depend on whether you wish to simply print it out, or store it on a device. The type of device you use the type of device you use will also affect your options. Note that at the bottom of each page the “Return to Contents” link will take you back to the Table of Contents page.

Option 1. Download the *Directory* onto your computer and store it there. You will be able to use Adobe Reader (if you are using a Mac, you can also use the “Preview” app). Open the file and search for a particular name or read any of the articles. The table of contents will link you to the various pages. Using the search function, you can in Adobe Reader or Preview, you can search for individual names.

Option 2. Download the *Directory* and print it out. The *Directory* is designed to allow you to print it out and if you wish you can punch holes in the pages and place it in a ring binder.

Option 3. If you have an Apple device, download the *Directory* onto your iPad or iPhone. Follow these steps:

1. Open the attachment.
2. Download the Direct *Directory* ory using the download button in the upper right corner.
3. A window will open and there will be several choices under the heading “Open In.”
4. Choose “Books.”
5. Once the *Directory* is opened in Books, you can search by name or key words.
6. The *Directory* will be stored in “Books” on your phone.

Option 4. If you have an Android or a Tablet

1. Open the attachment
2. Download the *Directory* using the download button in upper right corner
3. Open the file either in Google Drive or Office Manager.
4. The *Directory* will open and you can now search by name or key words using the search icon at the top right of the screen.

Other helpful hints:

Access any page by clicking on the page number in the Table of Contents.

To return to the Table of Contents page, click the “Return to Contents link at the bottom of the page.

Depending on your device, you may be able to click on the phone number or email of the entry to automatically call or email the person.

Errors: We did our best to make sure that each *Directory* entry is correct. If your entry is not or if some information is missing that you would like to have in the *Directory* —a phone number or an email address—please contact Membership@EAIA.us.