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Take Control of

v1.1

Working with Your iPad

Joe Kissell

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Table of Contents

2

TAKE NOTES 36

SEND AND RECEIVE EMAIL 42

USE INSTANT MESSAGING 52

BROWSE THE WEB 55

USE MAPS 63

TRANSFER AND VIEW DOCUMENTS 72

WORK WITH TEXT 83

WORK WITH SPREADSHEETS 93

3

CREATE AND GIVE PRESENTATIONS 98

PRINT FROM YOUR iPAD 105

DO OTHER WORK ACTIVITIES 111

ABOUT THIS BOOK 113

COPYRIGHT AND FINE PRINT 115

FEATURED TITLES 116

Read Me First

Welcome to *Take Control of Working with Your iPad,* version 1.1, published in June 2010 by TidBITS Publishing Inc. This book was written by Joe Kissell and edited by Tonya Engst.

This book shows you how to use your iPad for a variety of work-related activities, such as managing calendars and contacts, using email, browsing the Web, creating and editing documents, and giving presentations. It helps you understand how to think about your iPad and encourages you to explore options beyond those Apple provides.

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TAKE CONTROL OF iPAD BASICS

This ebook focuses on using your iPad for work-related activities. For the most part, it assumes that you know the basics of iPad use. These basics are covered in another ebook: the free *Take Control of iPad Basics*. If you or someone you know needs help with topics like those listed below, download the ebook—after all, it's free! Here are highlights of what it covers:

- The iPad's physical buttons and ports

- Why and how you might connect your iPad to a computer

- Tips for battery preservation

- Common gestures for interacting with the iPad's touchscreen

- Connecting your iPad to the Internet

- Searching for apps and content on your iPad

- Transferring apps, data, media, and files to and from the iPad

- Using a basic passcode lock to foil thieves and snoops

- Suggestions about how to give a great iPad demo

MORE BASICS

In reading this book, you may get stuck if you don't know certain fundamental facts about your iPad or if you don't understand Take Control syntax for certain common activities. Please note the following:

- **Home screen:** Where I describe going to the Home screen, I'm referring to the environment used to launch apps, accessed by pressing the Home button. The Home screen can include several pages worth of app icons. (To reach the first page from any other page, press the Home button again.)

- **Finding settings:** I sometimes refer to preferences in the Settings app that you may want to adjust. To open Settings, navigate to the leftmost page of the Home screen and then tap the Settings icon (unless you've moved the Settings app to another page). In the

6

Settings app, tap the name of the feature or app whose settings you want to adjust. I refer to these panes using an abbreviated notation such as "go to Settings > Mail, Contacts, Calendars," which brings up the preference pane for the Mail, Contacts, and Calendars apps.

- **Tap, touch, and swipe:** The iPad is an incredibly tactile device. I often mention tapping an interface item, such as "tap the Edit button," which is the main way of interacting with items on the screen—a quick down-and-up motion. Sometimes a double-tap is required, which is a swift succession of two taps. When I say *touch* (or *touch and hold*), that means to keep your finger in contact with the screen rather than releasing it immediately. (Depending on the context, you may then drag your finger to another location or release it after a popover appears.) And, in some cases, you might need to *tap and touch*—that's like doing a double-tap except that your finger doesn't come up after making contact the second time (a down-up-down sequence). *Swiping* refers to moving a finger across the screen in a specified direction.

- **Rotate:** *Rotating* involves turning the entire iPad 90 degrees, which shifts the onscreen display from portrait (tall) to landscape (wide) orientation.

- **iPhone OS vs. iOS:** The version of the operating system included on all iPads when they first shipped was called iPhone OS 3.2. The next version, due in late 2010, has not only a new number but a new name: iOS 4. As a result, I use both terms in this book: iPhone OS when referring to the current version at publication time, and iOS when referring to the next major release.

WHAT'S NEW IN VERSION 1.1

As I point out in Expect Change, the world of iPad software is nothing if not dynamic. Sure enough, even as the first version of this book was being placed on virtual shelves, significant updates to third-party apps invalidated some of my recommendations. Version 1.1 was created mainly to cover those important app changes, although a few other modifications were made too.

Here are the major changes in this version:

- Noted Apple's terminology change from iPhone OS to the forthcoming iOS 4 throughout the book

- Mentioned a type of stylus that iPad users may find useful; see Take Handwritten Notes (p. 38)

- Updated the discussion of file-transfer methods; see Understand Document Transfer Issues (p. 72), in particular the revised Table 1: Receiving (R) and Sending (S) Capabilities for Selected Apps (p. 75)

- Added a mention of a Mac utility that can help you sync files to your iPad; see Copy Documents via iTunes (p. xx)

- Updated the list of third-party file-transfer apps; see Use Third-Party Apps (p. 80)

- Retooled my coverage of word-processing options and added a mention of Microsoft's Office Web Apps; see Understand the Place of Word Processing on the iPad (p. 83) and Use Pages (p. 86)

- Added information about Documents To Go from DataViz in Use Documents To Go for Word Processing (p. 91), Use Documents To Go for Spreadsheets (p. 96), and Use Documents To Go for Presentations (p. 104)

- Mentioned additional third-party spreadsheet apps; see the sidebar Other Spreadsheet Options (p. 97)

More Apps of Interest

While this ebook was in production, Quickoffice Connect Mobile Suite for iPad—another app that handles editing of Microsoft Word and Excel documents as well as transferring files to and from Google Docs, Dropbox, MobileMe iDisk, and Box.net—was released. Quickoffice can also transfer files to or from a computer via iTunes over a USB connection or wirelessly using a built-in Web server, and it features Document Support for sharing files between iPad apps. (Quickoffice, $9.99)

As time goes by, if other significant apps in this category appear, I'll write about them in the blog that goes with this ebook; click Check for Updates on the cover to access the blog.

Introduction

The iPad is a wonderful, all-purpose digital device whose features and size put it between an iPhone (or iPod touch) and a laptop or netbook. It's ideal for consuming various kinds of media (including books, comics, TV shows, movies, photos, and music), playing games, and performing a thousand other tasks. But however adept this device may be at recreational activities, what a lot of people want to know is whether and how the iPad can be used for work. That's what I explore in this book.

The answers may be different for each person. A recurring refrain in this book is that the iPad is not a computer (in the sense most of us think of computers), and so if you expect it to do everything a Mac or PC can do, you'll be disappointed. On the other hand, because the iPad is so versatile, is easily transported, and has such a long battery life, it may make you more productive by letting you do certain kinds of work in environments where a laptop wouldn't make sense.

For example, have you ever tried to use a laptop (even a fairly small one) on the tray table of a coach-class airplane seat? It's geometrically tricky to say the least, and if the seat in front of you reclines, it can become impossible. So, if you were planning to read a report or work up a quick spreadsheet or presentation on the plane, your plans might be thwarted—but not if you're using an iPad! Similarly, because you can carry the iPad nearly anywhere, you may find yourself doing useful work on park benches, in cafés and waiting rooms, and in other places where a laptop would be inconvenient to lug, and where an iPhone's or iPod touch's tiny screen would be too limiting.

The bottom line is that the iPad can make you more productive in many kinds of work than a smaller device could—and it may also be a better solution, in some contexts, than a laptop or netbook. But the trick is knowing how to exploit the iPad's strengths and minimize its weaknesses when it comes to work-related tasks. That's what I'm about to show you.

This book assumes you're already thoroughly familiar with your iPad's major features and are comfortable interacting with it. If you need help with things like using multi-touch gestures, charging and syncing your iPad, installing apps, and getting online, you should start by reading Tonya Engst's free *Take Control of iPad Basics*. That'll teach you all the fundamentals so that you'll be able to make sense of everything I discuss here.

And by the way, although this book covers primarily work-related topics, other books in the Take Control series explore other aspects of using your iPad:

- *Take Control of Media on Your iPad*, by Jeff Carlson, explains everything you need to know about using your iPod for books, music, podcasts, movies, TV shows, photos, and other media.

- *Take Control of iPad Networking & Security*, by Glenn Fleishman, delves into all the details you may need about working with Wi-Fi and 3G wireless networks—and keeping your data safe as you do so.

- My ebook, *Take Control of Mail on the iPad, iPhone, and iPod touch*, goes beyond the discussion of how to send and receive email in this book to more fully help you develop a mobile email strategy.

Coming in iOS 4: I finished writing this book after Apple had announced iOS 4.0, due to ship for the iPad in late 2010. The new operating system will contain many new and modified features, and I plan to update this book after it arrives. In the meantime, I've added notes throughout the book to alert you to items of particular interest that will be significantly different in iOS version 4. In addition, you can learn more about the new operating system in "Apple Previews Major New Features in iPhone OS 4," at http://db.tidbits.com/article/11176.

Working with Your iPad Quick Start

This book shows you how to do a variety of work-related activities with an iPad. Because each person has different work needs, feel free to skip around and read these topics in any order. However, I do recommend reading Adopt the Right Mindset first, because that section sets the tone for everything else I discuss here.

Start on the right foot:

- Learn how best to approach your iPad; see Adopt the Right Mindset (p. 13).

- Discover useful skills for working with your iPad such as how to Use Keyboard Shortcuts and how to Cut, Copy, Paste, and Replace; see Master the Basics (p. 17).

Handle business fundamentals:

- Make the most of your iPad's address book; see Manage Your Contacts (p. 25).

- Never lose track of a meeting or appointment; see Manage Your Calendars (p. 30).

- Breeze through meetings and keep track of important data by typing notes, taking handwritten notes, recording discussions, and more; see Take Notes (p. 36).

Stay connected:

- Connect to POP, IMAP, MobileMe, or Exchange servers; see Send and Receive Email (p. 42).

- Chat with colleagues and friends in real time; see Use Instant Messaging (p. 52).

View and create office documents:

- Get documents from your Mac or PC onto your iPad—and vice versa; see Transfer and View Documents (p. 72).

- Discover the joys and pitfalls of word processing on an iPad; see Work with Text (p. 83).

- Crunch numbers, manage lists, make graphs, and more; see Work with Spreadsheets (p. 93).

- Go beyond slideshows with Keynote's impressive capabilities or a third-party app; see Create and Give Presentations (p. 98).

- Commit your creations to paper; see Print from Your iPad (p. 105).

Do everything else:

- Transcend Safari's limitations; see Browse the Web (p. 55).

- Figure out where you are and how to get where you're going; see Use Maps (p. 63).

- Find examples of iPad apps for a variety of other tasks; see Do Other Work Activities (p. 111).

Adopt the Right Mindset

In order to be happy and productive with your iPad as a tool for getting work done, it's essential that you start with the right expectations. In my brief time as an iPad owner, I've discovered from my own use and by talking to lots of other iPad users that a certain frame of mind leads to a far greater satisfaction with the product.

I think this mindset can be expressed as a set of four principles, which I describe in the next few pages:

- Don't Think of It as a Computer

- Adopt the Pioneering Spirit

- Expect Change

- Take It with You Everywhere

DON'T THINK OF IT AS A COMPUTER

Let's get this out of the way right up front: the iPad is no substitute for a conventional computer. It may be tempting to think of it as a computer—after all, it has the same kind of display, processor, and networking capabilities; uses an operating system derived from Mac OS X; and runs applications you normally see on a computer, such as Web browsers, email clients, and word processors. You can trick it out with a full-size keyboard and other accessories to make it look and act very much like a computer. And yes, of course, if you want to get picky about it, technically the iPad does meet the definition of "computer"!

But if you think of it as a computer, you'll assume it should do everything your Mac or PC can do, in the same way, and that simply isn't so. Sure, the iPad can do lots of things *better* than a computer (owing mainly to its multi-touch display), but that doesn't mean it can replace your computer. Even if the iPad could entirely meet your work needs, you'd still need a computer for a few important tasks—setting up your iPad initially, installing firmware updates, backing up your data, and syncing large media files, for example.

13

So, let's be clear that the iPad won't replace your computer—and it most likely won't become the main device on your desk with which you get most of your work done. Instead, it will be a supplemental device that you use for certain tasks, or in certain situations, instead of your computer.

ADOPT THE PIONEERING SPIRIT

Apple would like the gadget-buying public to believe the iPad is a magical device that will forever change the way people interact with digital media, the Internet, and each other. It's not merely a big iPod, a keyboard-less laptop, or a tablet computer that just happens to be running the iPhone OS (or iOS, as the case may be) instead of the Windows, Linux, or Android operating systems. It is, in fact, an entirely new category of device that will break old paradigms and spawn new ones.

And you know what? Apple may turn out to be right about all that. Years from now we may all look back on the introduction of the iPad as the moment that the world changed. But if that happens, it won't be because of a chunk of aluminum, glass, plastic, and silicon. It will be because of the clever apps developers came up with, the novel uses iPad owners discovered for their devices, and the ways in which those two factors influenced the development of hardware and software— including future generations of the iPad, competing products, and spin-offs from Apple and other manufacturers.

My point is this. You—an early iPad adopter—are a pioneer, a trail-blazer. You are among the people who will figure out what the iPad is best for, and who will create the demand for new and improved apps, accessories, and iPad models. What you do will help determine what the iPad is, and what it becomes.

As a pioneer, you should not expect that the solution to every problem will be neatly packaged and readily available. Everyone—Apple, app developers, other iPad users, and writers—is still figuring this stuff out, just like you. I'll share with you what I've discovered so far, of course, but I don't pretend to offer definitive solutions.

Instead, I encourage you to think of using the iPad, especially for work, as an adventure. It's like going camping—you're not entering entirely

14

uncharted territory, but neither will you have all the conveniences of home or the familiarity of your normal surroundings.

Be prepared to improvise, and to embrace odd solutions. You're on the cutting edge, and with all the excitement and advantages of that comes some uncertainty. Go with the flow. You may have to employ some unusual workarounds to do what you want to do right now, but in the future, almost everything about the iPad will get better. And in the meantime, you'll still be more productive than your coworkers, and the envy of your iPad-less friends!

EXPECT CHANGE

I've already mentioned this a few times, but I want to be sure it sinks in: the iPad landscape is in a state of flux, and will be for some time. What I'm writing in the first edition of this book is based on the situation within a few weeks of the iPad's initial release. I'll update it, too, as time goes on. But remember: this is just the beginning.

The iPad is so new that the rules and expectations governing what it can and should do are in their earliest stages of evolution. Thousands of apps are already available, but tens of thousands more will appear over the coming months and years—and the ones that already exist will change dramatically.

Therefore, as I discuss or recommend certain apps—or complain about how certain things are too hard to do right now—bear in mind that something new may appear tomorrow that offers a better solution. The best way to do something today may not be best tomorrow. It pays to check the App Store regularly, to keep up with iPad news—on *TidBITS* (http://www.tidbits.com/)—and elsewhere, and in general to keep yourself apprised of the changing environment in which you now find yourself.

Whatever you do, don't get into a rut. Be willing to change your mind about which apps you use and how you go about accomplishing various tasks. Expect that you'll do things differently next week, and differently again next month. The iPad is a dynamic platform—and that means change is in the nature of the product.

TAKE IT WITH YOU EVERYWHERE

You may be wondering, as many other people are, whether having an iPad means you can leave your laptop at home—at least some of the time. That depends, of course, on a lot of variables. But instead of trying to answer that question abstractly, you can gather experimental evidence to figure it out for real.

Try this.

For the next two weeks, take your iPad with you everywhere you possibly can. It'll fit in any backpack or briefcase and many purses. It's so light that if you're already planning to carry pretty much anything else, you'll barely notice having your iPad along as well.

If you think you might need your laptop too, no problem. Do as I do: slip your iPad into a spare pocket in your laptop case! But also make a point of carrying it when you go out without your laptop. One way or another, *have it with you wherever you go*. (Naturally, make exceptions when going to the pool, riding a rollercoaster, or running a marathon—common sense applies as usual!)

The point of this experiment is to make your iPad available to yourself in as many situations as possible. You can't use it if it's not there, but if it is there and you try to get some work done, you may find that your creativity kicks in, and novel uses or techniques occur to you. You may think to yourself, "If only there were an app that did such-and-such," and then find that there is indeed such an app.

And, if you have your laptop too, try using the iPad first. See for yourself what's possible, what's awkward, and what's out of the question. With a couple weeks' experience, you should have a good feel for when and to what extent the iPad can be the only device you need—perhaps with the addition of some software and an accessory or two.

Best of all, you may discover that you can now get "real" work done in places you never could before—on the subway, while waiting in line, or even (you know you're thinking it) in the bathroom.

Do be careful not to get your iPad wet, though!

Master the Basics

I presume you already know how to turn on your iPad, how to use pinch and zoom gestures, how to navigate from one Home page to the next, and other similar fundamentals. But there's another set of skills that you should have under your belt if you plan to use your iPad for work. These skills include knowing how to use the onscreen virtual keyboard; attach an external keyboard; select, cut, copy, and paste text; and search. All these tasks are simple, but you should be sure you know what you're doing.

TYPE ON THE VIRTUAL KEYBOARD

In any app that accepts text or numeric input, a virtual keyboard (**Figure 1**) generally appears on the screen whenever you tap inside an editable area. In some cases, you can turn the keyboard on or off by tapping an icon. Either way, the keyboard automatically changes as you rotate the iPad between portrait and landscape orientations.

Figure 1: The iPad's virtual keyboard appears at the bottom of the screen when needed.

Typing on the virtual keyboard is straightforward (and should be quite familiar to anyone who has used an iPhone or iPod touch), but you should be aware of a few tips:

• **Multiple layouts:** Depending on the context, the keyboard may have extra, or fewer, keys. For example, if you're typing in a Web browser's address field, the default keyboard layout replaces the

17

Space bar (since URLs don't have spaces) with the keys that you're likely to use as part of URLs (**Figure 2**).

Figure 2: These keys replace the Space bar in some keyboard layouts, such as when you're in a browser's address bar.

- **Extra characters:** Touch and hold certain keys, and variants of those characters appear in a pop-up display. For example, the U key displays not only the standard u but also ù, ü, û, and ú; and the .com key (when present) also displays .edu, .org, and .net. Similarly, to access an Apostrophe key, you can touch and hold the Comma key.

  Contraction action: Even if you leave out the apostrophe when typing, the iPad's auto-correction feature usually fills it in for you, although it can get confused in some situations, as with its *and* it's. *Another quick way to type an apostrophe is to swipe upward on the Comma key instead of tapping it.*

- **Extra keys:** Because the iPad's screen can't comfortably display all the keys on a standard keyboard at the same time, you must tap the .?123 key to see the numbers and most punctuation; within that layout, tap the #+= key to see less-common characters, tap 123 to return to the numbers-and-punctuation layout, or tap ABC to return to the alphabetic keys.

  Let it slide: A quicker way to type a character on an alternative keyboard is to touch the .?123 *or* #+= *key and continue holding down while you slide your finger up to the character you want, and then release it.*

Note: One character found on all standard Mac and PC keyboard that doesn't appear on any of the iPad virtual keyboards is the grave accent (`) by itself. So, if you have passwords that use that character, I suggest changing them!

- **Shift keys:** To type a capital letter you can either touch and hold a Shift key while typing a letter (as on a conventional keyboard) or tap

a Shift key and then tap a letter; only that next letter is capitalized. (Also see the Auto-Capitalization and Enable Caps Lock settings, just ahead.)

- **Dismiss the keyboard:** When the Toggle Keyboard ⌨ key appears, tap it to hide the keyboard.

- **Keyboard settings:** To adjust keyboard behavior, go to Settings > General > Keyboard.

  You can adjust the following:

  ◇ **Auto-Correction:** When this is on (as it is by default), the iPad tries to correct spelling mistakes that appear to have been caused by accidentally tapping keys next to the ones you were trying to hit. I find this fairly accurate and quite helpful—and it works even when you've connected a physical keyboard.

  ◇ **Auto-Capitalization:** Enable this setting if you want the iPad to capitalize the first word of each sentence, and the first character in certain fields, such as ones asking for your name. You can tell the iPad is using this mode if the Shift key symbols are outlined in blue when the keyboard first appears in a context where you would type a new sentence; you can tap them again to turn off capitalization.

  ◇ **Enable Caps Lock:** If you want to be able to double-tap a Shift key to make it behave as a Caps Lock key (shown by the Shift key symbol turning solid blue), turn this on.

  ◇ **"." Shortcut:** With this setting turned on, you can tap the Space bar twice at the end of a sentence to type a period and a space.

  ◇ **International Keyboards:** To type in more than one language, tap International Keyboards > Add New Keyboard > *Keyboard Name*; repeat as needed. After adding one or more international keyboards, a new International 🌐 key appears to the left of the Space bar; tap this to cycle through your keyboard layouts.

USE THE KEYBOARD DOCK

If you have an iPad Keyboard Dock, simply pop your iPad into it and start typing in any editable text area. Everything works as you'd expect, and the virtual keyboard never appears on your screen.

The dock's keyboard has extra keys not found on the virtual keyboard:

- **Control, Option, and Command keys:** These modifiers work as they do in Mac OS X;

- **Arrow keys:** Move your insertion point up, down, left, or right with these keys.

> ***More on keyboard shortcuts:*** *See Use Keyboard Shortcuts, a few pages ahead.*

- **Tab:** Types a tab character in a word processor; moves between fields otherwise.

- **iPad-specific keys:** The keyboard's top row contains buttons to display the Home screen, the Search screen, the Photos app, and the virtual keyboard (if you need it for some reason even though you have the physical keyboard), plus a screen lock button that performs the same function as pressing the Sleep/wake button on the edge of the iPad.

- **Media keys:** The top row also contains keys to adjust the iPad's brightness (up/down) and volume (up/down/mute), and control audio and video (play/pause, back, forward).

- **The blank key:** The seventh key from the left has no label and doesn't appear to do anything. Its purpose is a mystery; we can only assume Apple intends to put it to some interesting use in a future update to the iOS.

USE A BLUETOOTH KEYBOARD

In lieu of an iPad Keyboard Dock, you can use any standard Bluetooth keyboard you happen to have—although the slim Apple Wireless Keyboard makes an especially nice match, both aesthetically and functionally.

Setting up a Bluetooth keyboard is simplicity itself. Follow these steps:

1. If your keyboard was previously paired with another device that's still in use within Bluetooth range, you must unpair it before continuing. (If not, skip right to Step 2.) On a Mac, do the following:

   a. Open the Bluetooth pane of System Preferences.

   b. Select your keyboard in the list on the left.

   c. If the status is Connected, choose Disconnect from the pop-up Action ⚙ menu.

   d. Click the minus ⊟ button to unpair the keyboard.

2. If the keyboard isn't already on, turn it on. (On an Apple Wireless Keyboard, press and release the power button. The green light comes on briefly.)

3. In Settings > General > Bluetooth, make sure Bluetooth is on.

4. Tap your keyboard's name under Devices.

5. In a moment, a message should appear with a code for you to type on your keyboard. Type that code and then press Return or Enter.

You can now type on your iPad with your Bluetooth keyboard.

Tip: While using a Bluetooth keyboard, press the keyboard's Eject button to display or hide the onscreen virtual keyboard.

If at any time you want to stop using the Bluetooth keyboard and go back to the virtual keyboard (for example, when you're using your iPad in a location where the geometry isn't conducive to an external keyboard), do any of the following:

- Turn off the keyboard. (This is usually the best and easiest choice.)

- Return to Settings > General > Bluetooth and turn Bluetooth off.

- To unpair the keyboard altogether, go to Settings > General > Bluetooth, tap the detail ⊙ button by the keyboard's name; then tap Forget This Device and tap OK.

USE KEYBOARD SHORTCUTS

If you're used to using a Mac keyboard, most of the same keyboard shortcuts you're already familiar with work the same way with any physical keyboard (iPad Keyboard Dock or a Bluetooth keyboard) on your iPad. Here are some of the most useful ones:

• **Undo the last action:** Command-Z.

• **Redo an action after undoing it:** Command-Shift-Z.

• **Cut selected item, putting it on the Clipboard:** Command-X.

• **Copy selected item, putting it on the Clipboard without removing it:** Command-C.

• **Paste the contents of the Clipboard:** Command-V.

• **Select everything on the page or screen:** Command-A.

• **Move the insertion point:** Press any arrow key.

• **Move the insertion point forward or backward by a full word:** Hold down Option while pressing an arrow key.

• **Move the insertion point to the beginning or end of the current line:** Hold down Command while pressing the Left or Right arrow key.

• **Move the insertion point to the top or bottom:** Hold down Command while pressing the Up or Down arrow key.

• **Select characters to the left or right of the insertion point:** Hold down Shift and press the Left or Right arrow key.

Keep it going: When selecting text with the keyboard, the selection expands or contracts as you continue pressing the keys (or hold them down).

• **Select by word:** Hold down Option and Shift and press the Left or Right arrow key to select the previous or next word.

• **Select by line:** Hold down Shift and press the Up or Down arrow key to select everything from the insertion point to the corresponding location in the line above or below.

SELECT TEXT BY TOUCH

Whether or not you have a keyboard attached, you can select text on your iPad using touch gestures, just as on the iPhone:

- To select a word, double-tap it. Two blue "grab points" appear, framing the word you double-tapped. If you want to extend or contract the selection, drag either grab point.

- To select a range of text in a single action, tap and touch on the word where you want the selection to begin; then drag your finger to where you want it to end (**Figure 3**). This may require some practice; see More Basics for more detail about "tap and touch."
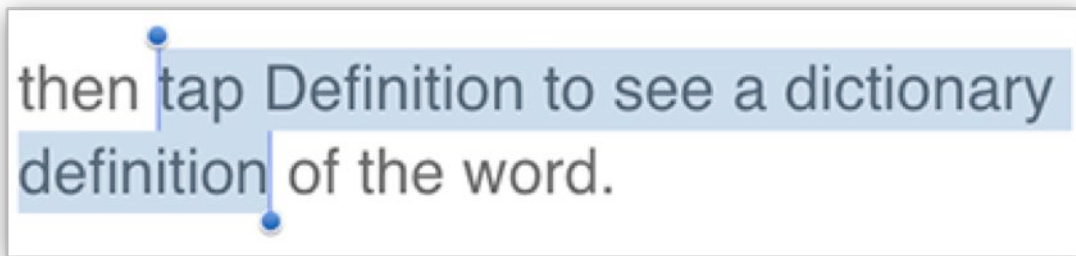
Figure 3: The highlighted text is selected. To change the selection range, drag the grab point on either end.

- To select everything, double-tap—but tap adjacent to text, not directly on it—and then tap Select All.

- To extend or contract a selection, drag the grab points at either end.

You can also double-tap anywhere in an editable area *except* on text to position the insertion point there and display a pop-up control with Select, Select All, and Paste commands. (Alternatively, touch anywhere, including on text, until the loupe appears and then release.)

CUT, COPY, PASTE, AND REPLACE

As soon as you've made a selection, a pop-up control appears. Tap a command to perform the corresponding activity (commands vary somewhat from one app to the next):

- **Cut:** Cuts the selected item, and puts it on the Clipboard.

- **Copy:** Copies the selected item, and puts it on the Clipboard without removing it.

- **Paste:** Replaces the selection with the contents of the Clipboard. Tapping Paste when nothing is selected inserts the contents of the Clipboard without replacing anything.

- **Replace:** If you've selected just one word, tap Replace to show possible alternative spellings.

SEARCH ON THE iPAD

To search for anything on your iPad (including apps, email messages, contacts, calendar entries, and notes), go to the first page of the Home screen and then press the Home button again or swipe from left to right to open the Spotlight screen. Type or paste any text into the Search iPad field at the top, and matching results appear immediately.

> **Tip:** For more information about using Spotlight search feature and configuring how it shows results, read the free *Take Control of iPad Basics* ebook.

TYPING FASTER WITH TEXT EXPANSION

I'm quite fond of text-expansion utilities that automatically replace short abbreviations with boilerplate text, such as your name or address, or even multiple paragraphs. I've purchased two such apps for my iPhone, and I like them both a lot, for different reasons:

- TextExpander (SmileOnMyMac, $4.99)

- TapIt4Me (Ettore Software, $4.99)

Unfortunately, as I write this, neither app has been updated yet to take advantage of the iPad's larger screen. They work, but because you're limited to iPhone resolution, it's currently too frustrating to type any significant quantity of text. However, I presume they'll both appear in iPad-friendly versions soon, and I recommend keeping your eye out for them. They're sure to be must-have tools.

24

Manage Your Contacts

You'll never lose track of addresses (electronic or physical), phone numbers, birthdays, and other contact information if you use the iPad's Contacts app, which syncs over-the-air with your MobileMe or Exchange account if you have one, or with your desktop Address Book, via iTunes, if you don't. Other iPad apps, such as Mail, can then make use of your contact list.

VIEW YOUR CONTACTS

When you tap the Contacts app on the Home screen, your iPad displays your contacts in a view that resembles a paper address book (**Figure 4**)—complete with a faux sewn binding in the middle! By default, your contacts are listed on the left, with details for the selected contact on the right.
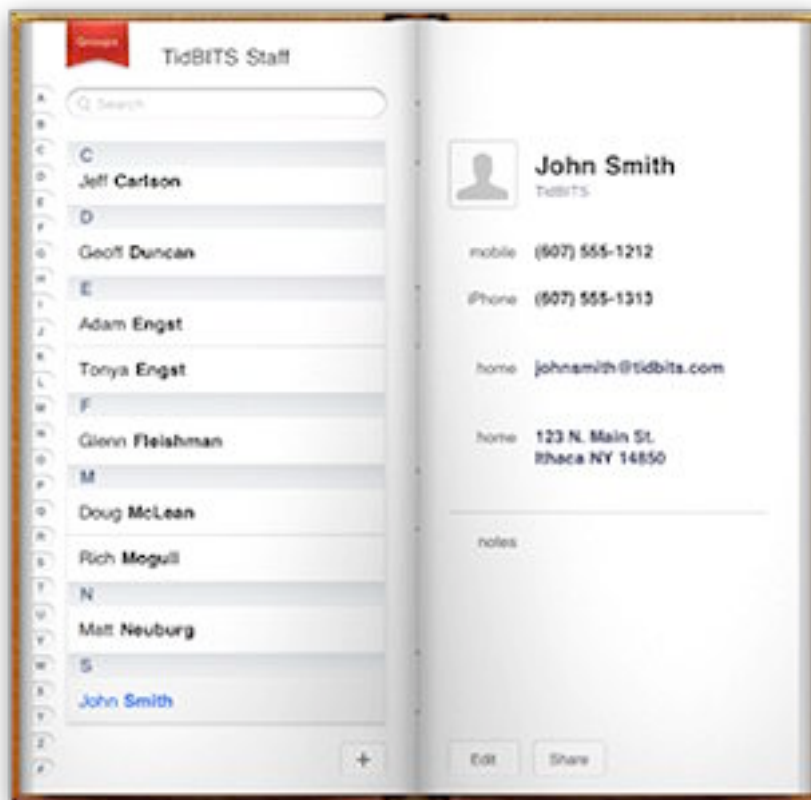
Figure 4: Contacts displays your contact list on the left, and a single contact's details on the right.

25

Basic usage is fairly obvious. Swipe to scroll up or down in the list, or tap a letter along the left edge of the screen to jump to contacts beginning with that letter. Tap a contact name to display contact details on the right. A few features, however, deserve a bit more explanation:

- **Groups:** To show groups of contacts, tap the bookmark-shaped Groups icon in the upper left corner, and then tap a group name (or All Contacts to show everyone). Groups can be created or modified only in your computer's address book, however.

- **Contact details:** Fields shown in blue in any contact's record are "hot"—you can tap them to do something with them. For example…

  ◇ Tap an address to show that location in Maps.

  ◇ Tap a URL to display it in Safari.

  ◇ Tap an email address to compose a new message to that person in Mail.

  For other fields (such as birthday, instant messaging address, and notes), touch and hold, and then tap Copy, to copy the information to the Clipboard.

- **Sharing:** Tap the Share button at the bottom of any contact record to open a new message in Mail, with that contact's information attached as a vCard (.vcf) file.

- **Searching:** To find a contact, type any part of the contact's first or last name, nickname (if any), or company in the Search field. Unfortunately you can't search on contacts' addresses, notes, or other details.

ADD A CONTACT

To create a new contact, tap the plus ⊞ button, type the relevant information into the proper fields, and tap Done.

In addition to filling in the fields that appear by default, you can do a few other less-obvious things when adding a contact:

• **Change a label:** A contact may have multiple instances of certain pieces of information, such as phone number, email address, URL, and physical address. Each instance can have its own label (for example, home, work, or mobile). To change a label, tap it. In the popover that appears (**Figure 5**), tap a new label; or, if none of the existing labels is what you want, tap Edit, tap Add Custom Label, type your label, and tap Save. However, note that custom labels may not sync correctly to non-Apple products.
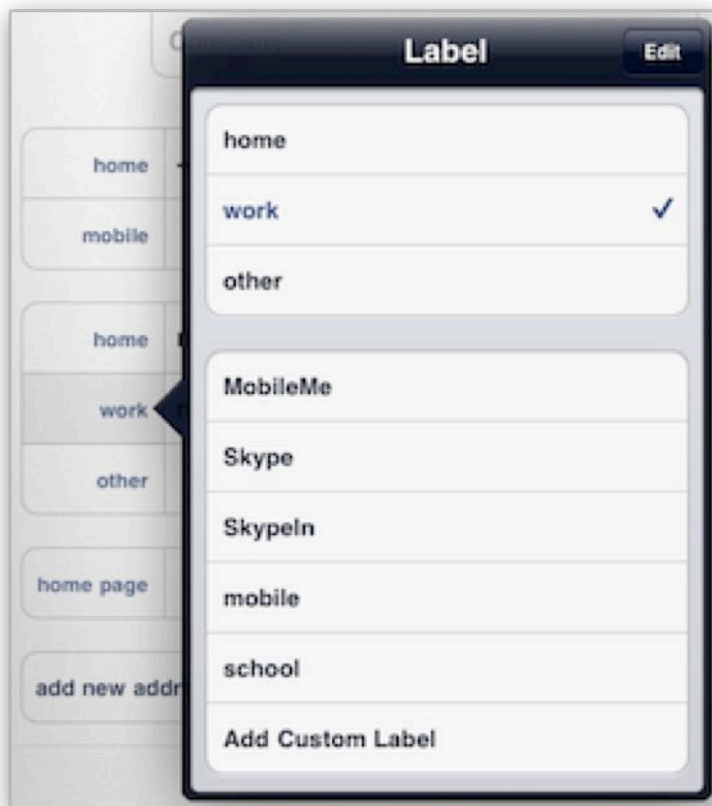
Figure 5: If none of the existing labels suits your needs, tap the label to pick a different one or add your own.

• **Delete a field:** If you've created multiple instances of any field, you can delete any of them (as long as you leave at least one) by tapping the minus ⊖ icon next to it and then tapping Delete.

• **Add a field:** Several less-common fields (such as Nickname, Job Title, and Birthday) are available in Contacts but don't appear by default. To add one of these, scroll to the bottom of the new contact form, tap Add Field, and then tap the field name.

- **Add a photo:** To add a photo for a contact, tap Add Photo to display the contents of the iPad's Photos app. Navigate to the photo you want, and when the popover says Move and Scale, pinch, zoom, or drag the image until you get the cropping and position you want. Then tap Use.

  To change the photo later, tap it and then tap Choose Existing Photo to change it, Edit Photo to redo the size and position, or Delete Photo to remove it.

EDIT A CONTACT

To change the information for an existing contact, select it and tap the Edit button at the bottom. The fields become editable, and the same options available when creating a contact, described just previously. are present.

To delete a contact, tap Edit and then scroll down to the bottom of the details area and tap Delete Contact.

ADJUST CONTACT OPTIONS

The iPad lets you change just two settings regarding the display of contacts; both can be found in Settings > Mail, Contacts, Calendars, in the Contacts section:

- **Sort Order:** Tap Sort Order and then tap First, Last to sort by first name or Last, First to sort by last name.

- **Display Order:** Regardless of the Sort Order setting, you can display each contact's first name first (tap First, Last) or last name first (tap Last, First).

Sync Your Contacts

Your iPad can sync contacts with your computer through iTunes. It can also transfer them over the air to a MobileMe account or to a server that supports Microsoft Exchange ActiveSync (EAS). The ActiveSync option means you can sync contact data with several versions of Microsoft Exchange or with your Google contacts. Once your iPad's contacts are on one of these servers, you can typically further access them or transfer them to other devices.

Your iPad can also provide search-based access to contacts from an LDAP server or an Exchange Global Address List (GAL).

How you go about transferring your contacts—and whether you push or fetch them—depends on your situation; you can learn more in Tonya Engst's free *Take Control of iPad Basics*.

Manage Your Calendars

The iPad's elegant built-in Calendar app lets you manage meetings and appointments. Calendar supports over-the-air push syncing with MobileMe and Exchange accounts—so changes you make on your iPad can be reflected immediately on your other devices, and vice-versa. (For those without a MobileMe or Exchange account, it can also sync with desktop calendar programs over USB, using iTunes as a conduit.)

Calendar's design puts Mac OS X's iCal to shame, but it's still far from perfect. In the next few pages I explain the basics of working with Calendar, and also point out some of its limitations (with suggestions for workarounds where appropriate).

VIEW YOUR CALENDARS

To view your calendars, start by tapping the Calendar icon on the Home screen. The app shows the view you were in when you last used it, so the first thing you should know is what your choices of view are.

Choose a View

Calendar can display your events in any of four views; you can switch among them at any time by tapping the buttons at the top of the window:

- **Day:** Shows one day's schedule (**Figure 6**). All the day's events are listed on the left, along with a mini-month calendar; on the right is an hourly view of the entire day.

30
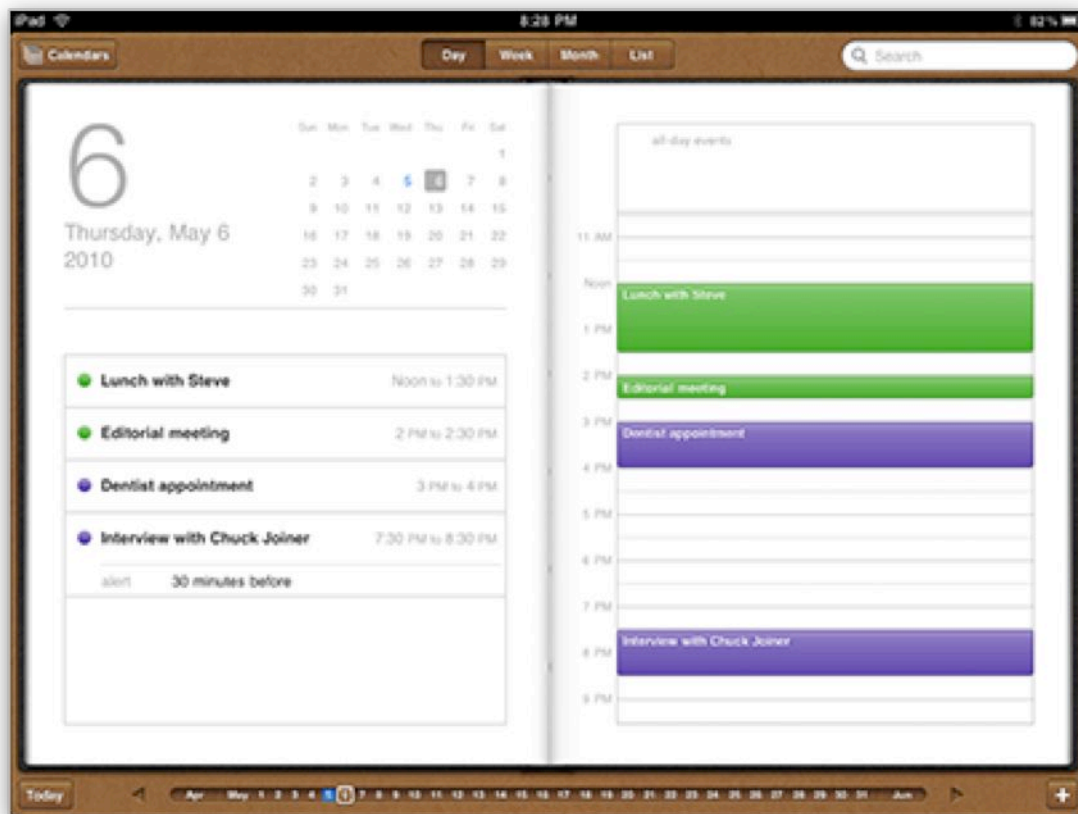
Figure 6: The Day view shows one day of your schedule.

Ups and downs: *In an hourly display, you can swipe up or down to see earlier or later events.*

- **Week:** Shows a grid-like hourly view for a single calendar week.

- **Month:** Shows a conventional one-month calendar. Because of the small space allotted to each day, descriptions of individual events may be truncated, and if you have lots of events on a single day, some of them may not be visible, but in that case, you'll see an "*x* more…" message.

- **List:** Shows a scrolling list of all events on the left; and, on the right, shows details of the selected event and a portion of that day's hourly view.

Navigate to Another Date

The bottom of the Calendar screen shows a timeline—a linear display that you can use to move forward or backward. The date ranges shown in the timeline vary based on the view—for example, in Month view it shows months, whereas in Day and List view it shows days of the

31

month (**Figure 7**). In any case, you can tap a date or range to jump directly to it, or tap the left or right arrows to move forward or backward by one unit (day, week, or month, as appropriate). To jump to the current date, tap Today at the lower left.

Figure 7: The timeline changes depending on which view you're in. Shown here, from top to bottom: Day, Week, and Month. (The timeline in List view is identical to the one in Day view.)

Hide or Show Calendars

You can't create new calendars on your iPad, but you can sync any or all of the calendars on your Mac or PC. By default, Calendar displays all the calendars that you've synced to your iPad, but you can turn the display of each one on or off individually. To do so, tap the Calendars button in the upper left corner, and then tap any calendar name to check or uncheck it, or tap All to display all your calendars.

Color code: *The color of each calendar is determined by the settings on your Mac or PC; you can't change the colors on your iPad.*

Search Calendars

To search the events in all your calendars, type any text into the Search field in the upper-right corner. Matching results appear immediately in a popover. (You can also use the iPad's system-wide Spotlight search to find calendar items.)

ADD AN EVENT

To add a new event, tap the plus ➕ button in the bottom-right corner of the screen. In the popover that appears (**Figure 8**), enter the event's title and location (if you want). To set the starting and ending times and dates, tap the Starts/Ends block and drag the date and time

32

selectors that appear; for all-day and multi-day events, such as holidays, birthdays, and trips, turn on the All-day switch.
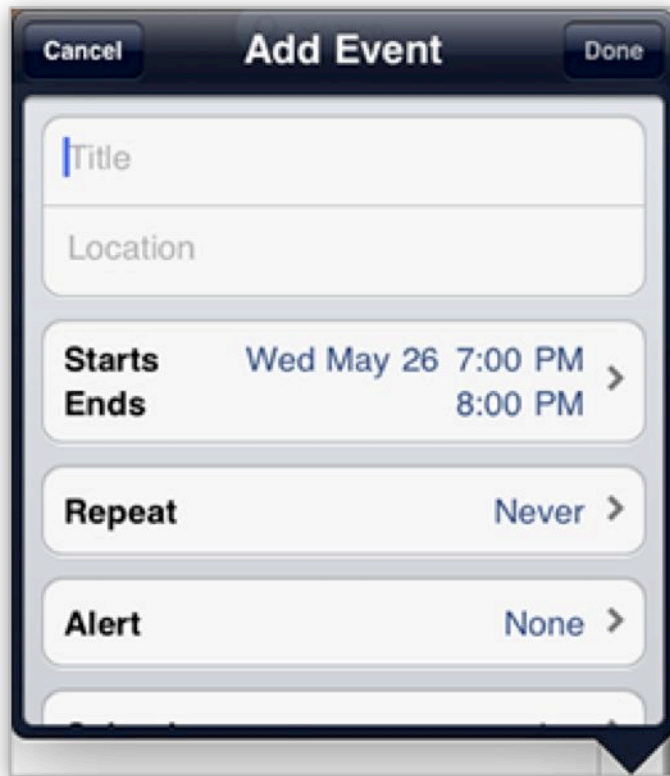
Figure 8: Enter the details for your new event in this popover.

Everything else about the Add Event popover should be more or less self-explanatory:

- **Repeat:** Tap Repeat to make the event recur (every day, week, 2 weeks, month, or year), and if you do, optionally tap End Repeat to specify how long the repetitions continue

  Repeat after me: You can't set up irregular event repetitions (such as every other Tuesday and Thursday) on your iPad, but if you sync events that have such repetitions from your computer, the iPad displays them properly.

- **Alerts:** Tap Alert to set an alarm.

- **Calendar:** Tap Calendar to choose which calendar the event is in.

- **Note:** Tap in the Notes field to add a note.

33

To Don't

One of the inexplicable omissions in the iPhone OS since day one—and still present in iPhone OS 3 on the iPad—is a lack of tasks. Sure, you can view and sync your calendars, but any to-do items on those calendars will be missing, and none of the iPad's built-in apps displays or syncs to-do items from your Mac or PC.

I don't know why this is, or whether Apple will ever provide an official remedy, but in the meantime, oodles of third-party developers will be happy to take your money in exchange for apps that manage to-do lists ranging from simple to elaborate. For example:

- Sorted: If you want a simple, elegant, and inexpensive task manager without lots of bells and whistles, this iPad app from Si may do the trick. (Si, $0.99)

- Task PRO: Among other features, this universal app lets you divide a task into subtasks, and view or edit tasks on your computer using a Web browser. (AlifSoft, $1.99)

- TaskTask HD: This app by syncs tasks with an Exchange server. (RyanGregg.com, $4.99)

- Things for iPad: This pricey but highly regarded task manager syncs with the software's Mac and iPhone/iPod touch versions. (Cultured Code, $19.99)

EDIT AN EVENT

To edit an existing event you need to open the Edit Event popover. The procedure varies slightly depending on which view you're in:

- **Day view:** Tap the event.

- **Week or Month view:** Tap an event and then tap the Edit button.

- **List view:** Tap an event in the list on the left to select it; then tap the event in the hourly view on the right.

In any case, make your desired changes to the event in the popover and then tap Done. To delete an event, tap the Delete Event button in the Edit Event popover.

ADJUST CALENDAR OPTIONS

The iPad lets you change several Calendar-related settings; all of these are in Settings > Mail, Contacts, Calendars, in the Calendars section:

- **New Invitation Alerts:** If you have an Exchange account set up and an Outlook user sends you a meeting invitation, your iPad can display an onscreen alert. To see those alerts, set this to on; otherwise, turn it off. (Event invitations are supported *only* when you synchronize with an Exchange server; they aren't available with local or MobileMe calendars.)

- **Sync:** Tap Sync to determine how far back the events in your desktop calendar application synchronize with the iPad's Calendars app. Tap All Events to synchronize everything, or another time period (such as Events 2 Weeks Back or Events 6 Months Back) to synchronize only more recent events.

- **Time Zone Support:** I recommend that you turn Time Zone Support on so that you can specify different time zones for various events and have Calendars automatically translate them to your current time zone. Be sure to confirm that your time zone is set correctly by tapping Time Zone and entering your location.

- **Default Calendar:** When you create a new event without having any particular calendar selected, your default calendar is the one where the event is placed. Tap Default Calendar and then tap a calendar name to set it as the default. The option appears only if you have more than one calendar synced to your iPad.

Sync Your Calendars

Your iPad can sync its calendars with your computer via iTunes. It can also sync calendar data wirelessly with a MobileMe account or with a server that supports Microsoft Exchange ActiveSync. The ActiveSync option means you can sync calendar data with several versions of Microsoft Exchange or with Google Calendar. Once your iPad's calendar events are on one of these servers, you can typically view them and transfer them to other devices.

As with other sorts of syncing, how you do this depends on a number of variables; you can learn more in Tonya Engst's free *Take Control of iPad Basics*.

Take Notes

You've probably noticed that the iPad has a Notes app, for typing simple plain-text notes. You may also have discovered that there are more than 100 third-party apps in the iTunes Store that offer every imaginable variation on this theme. So, if all you need to do is type some text, you have lots of choices—some better than others.

But there's more to taking notes than just typing. If your goal is to get work done with your iPad, you'll inevitably use it during that most iconic of business activities: the meeting. You'll want to keep a record of who said what, make notes to yourself, and keep track of action items. Sometimes text is the best format for such notes, but on other occasions, an audio recording may be better. You may also want to sketch diagrams or flowcharts… or doodle to pass the time.

For all these reasons—and yes, to jot down random lists and notes to yourself—you may frequently want to use your iPad for note-taking in ways that go beyond the capabilities of Notes. I discuss the essential task of taking notes in the pages that follow. (If your needs extend beyond editing plain text to full-blown word processing—with styled text, graphics, and complex layouts—you can read about that much later in Work with Text, p. 83)

TYPE NOTES

For much of my life, I made a point of having a pen and paper of some kind—an index card, a Moleskine notebook, or whatever—on my person at all times to jot down any miscellaneous information I may run across and need to remember. In more recent years, I've relied more and more on my iPhone for this purpose. But for anything longer than a brief reminder, using the iPhone's tiny virtual keyboard is too tedious. When I've had to write longer lists, outlines, and other text, I've inevitably switched to my laptop—or good old paper.

By contrast, typing notes on the iPad is marvelous. I find that by using the virtual keyboard in landscape mode with the iPad on my lap, I can

type almost as quickly and accurately as using my laptop's keyboard—and when I use my iPad Keyboard Dock or a Bluetooth keyboard, I can type at full speed and with even greater comfort. Either way, the iPad is terrific for taking notes because I get all the functionality I need in a nicely compact device.

So, when all you need to do is type plain text, the iPad can be a great tool. But the question is which app to use.

Notes is included as part of the iPhone OS, and it works just like the version on the iPhone and iPod touch. The key benefit of Notes is that it can sync with your computer and your other Apple devices. (On a Mac, Notes syncs with Mail; on a PC, it syncs with Outlook. But either way, syncing happens only when your iPad is connected to the computer via a USB cable.)

Notes is perfectly easy to use, but it drives me crazy. For one thing, you can't change the font, size, or style, and I find Marker Felt rather ugly and hard to read (and the legal-pad background is cute, but doesn't improve readability). For another, it's inconvenient for me to connect my iPad to my computer every time I need to sync my notes—given the way I work, a live, wireless sync makes much more sense.

In short, feel free to use Notes if it meets your needs, but if you're anything like me, you'll want something more helpful. Here are a few suggestions:

• Notably: For plain-text notes with an elegant flair, Notably is a fine choice. Notably was designed for the iPad, and it looks great. It lets you choose the font and size used for each note. However, the current version doesn't offer syncing with the cloud or desktop apps, which decreases its appeal to me since I like to access my notes from all my devices. (Derek Lyons, $2.99)

• Simplenote: This brilliantly simple universal app stores your notes in the cloud (with local copies, so you can work offline) and syncs automatically when you're online and the app is open. You can access your notes in a Web browser or in any of several desktop applications (I like the free Notational Velocity, http://notational.net/.) And, the font is a nice, clear Helvetica—on a plain white background. (Codality, free)

- Textual: This iPad note-taking app lets you optionally encrypt individual notes. Among the features planned for future (free) updates are syntax highlighting and syncing with a desktop application. (Justin Searls, $1.99)

TAKE HANDWRITTEN NOTES

Many years ago, I had a meeting at Apple's headquarters in Cupertino. The Apple employee I'd come to talk to walked into a conference room with an armload of tech. He put his PowerBook on the table, followed by his Newton MessagePad. After a few minutes this guy realized that he needed to take notes on what I was saying, and guess which device he used—neither! He pulled out a paper notepad and started writing.

Regardless of how good a real or virtual keyboard may be, sometimes there's no substitute for the immediacy and flexibility of pen and paper. So it should come as no surprise that quite a few iPad apps try to emulate the experience of writing in a physical notebook. And if you're trying to remain inconspicuous in a meeting, "writing" on an iPad (perhaps concealed in a notebook) is less likely to attract attention than typing.

All these apps let you use your fingertip as the pen. However, you may find it difficult to write accurately with your finger, especially at smaller sizes, and your fingertip may block your view of what you're writing. So you might consider picking up an iPad-compatible stylus, such as Ten One Design's Pogo Sketch (http://tenonedesign.com/products.php?application=iPad, $14.99) or any of several models made by DAGi (http://www.dagi.com.tw/front/bin/rcglist.phtml?Rcg=2), which are notable in that many have transparent tips that make it easier to see what you're doing.

Examples of apps that let you write notes by hand include:

- Penultimate: This iPad app tries to look exactly like a plain notebook (with plain, lined, or graph paper), and it is distinctly no-frills. You can write or draw with the pen, erase, and delete—and that's it. (Cocoa Box Design, $2.99 in "early adopter" sale)

- Write Now XL for iPad: Write or draw in a variety of colors and line widths, with any of several page backgrounds—and even change the

38

offset so that your fingertip doesn't cover what you're writing. (JetWare, $2.99)

- WritePad for iPad: Unlike the others here, WritePad performs *handwriting recognition*—what you write is immediately turned into editable text. You can type in WritePad if you prefer, but you can't draw—the lines themselves aren't saved, only the text. In my brief testing without a stylus, accuracy left something to be desired, although it's supposed to improve with training. (Stan Miasnikov, $9.99)

USE SPEECH RECOGNITION

Typing and writing aren't the only ways you can get text onto your iPad. How about talking?

One of the first—and, in my opinion, coolest—iPad apps is the free Dragon Dictation from Nuance Communications (makers of Dragon NaturallySpeaking for Windows and MacSpeech Dictate for Mac, http://www.nuance.com/naturallyspeaking/). Open this app, tap the record button, and start talking. Tap the screen when you're done, and whatever you just spoke appears a few moments later as editable text. Because it's speaker-independent, you can even use it to transcribe brief conversations. But there is a small catch: each recording can last only 60 seconds, although you can combine a series of recordings into a single block of text.

I've been blown away by this app's accuracy. Not perfect, mind you, but incredibly impressive. You can, of course, edit the text to correct any mistakes, and you can send the text as an email message or copy it to use in any other app.

Oh, and did I mention that it's free? If you want to show someone how cool your iPad is, this makes for a mighty fine demonstration.

RECORD AUDIO

For reasons I can't imagine, the iPad lacks a preinstalled audio recording app along the lines of the Voice Memos app on the iPhone. Nevertheless, the iPad has a built-in microphone and speakers, making

39

it great for recording meetings, classes, and lectures—not to mention quick notes to yourself.

All you need is a third-party app, and there are many to choose from. For example:

- Digital Voice Recorder for iPad: Record your voice, and then optionally attach text notes to your recordings. (iApp Ventures, $2.99)

- QuickVoice Recorder: A full-featured recording program, this universal app can sync with desktop versions for Mac or PC. (nFinity, free)

- Voice Memos for iPad: This no-frills app is similar to Apple's Voice Memos iPhone app, but unfortunately it lacks the latter's automatic syncing with iTunes. However, with a $0.99 in-app purchase, you can enable it to export recordings to iTunes or in email (KendiTech, $0.99).

These and many similar apps do a good job of recording audio, but they work only when the app is running; you can't record in the background while doing other things. If you'd like to be able to take notes (written or typed) while recording audio, never fear: yet another category of apps is available that do just that.

COMBINE NOTE-TAKING ACTIVITIES

A common way to take notes in a meeting or lecture is to record all the audio for reference, but also make your own textual annotations and comments. Unsurprisingly, lots of iPad apps let you do this, whether you prefer to scribble notes with your fingertip or a stylus, or type them on a virtual or physical keyboard. A few samples:

- All Notes: This iPad app lets you combine writing, drawing, typed notes, and audio recordings with shapes, lists, outlines, and diagrams. (telience.com, $0.99)

- Evernote: Discussed further in the context of saving information from the Web (see Supplement Safari), this universal app lets you type (but not write) notes and record audio, sync your data to the

40

cloud, and view or listen to it on a Mac, PC, or nearly any smart-phone. (Evernote, free)

- PaperDesk for iPad: Take notes by writing, drawing, typing, and/or recording audio, and organize pages into notebooks. (WebSpinner, $1.99)

- smartNote: This simple, nicely designed iPad app lets you record audio as well as write, draw, or type on screen. (Christopher Thibault and Brendan Lee, $0.99)

- SoundPaper: SoundPaper lets you type notes while recording, and unlike the other apps in this list, keeps track of the point during the recording when you typed particular items so that you can quickly refer to the relevant audio later. (David Estes, $2.99)

- Sundry Notes Pro (previously called School Notes Pro): In the same vein as smartNote, this virtual notepad lets you write, draw, type, or record audio. You can also insert symbols, graphs, and special characters, annotate PDFs, and more. (inZania, free)

41

Send and Receive Email

Anyone who has used Apple's Mail app on the iPhone or iPod touch will find the iPad version familiar—and yet worlds better. The extra screen space lets you display a list of messages in your Inbox *and* the contents of a message at the same time. Miraculous! The larger screen also makes it easier to file messages and read attachments, and typing is more comfortable.

I wrote an entire book, *Take Control of Mail on the iPad, iPhone, and iPod touch*, about dealing with email on iPhone OS devices. The next several pages are adapted from that book but contain only fairly basic information to get you started with Mail. If you want all the details, check out the full book, which not only covers every aspect of configuring and using Mail but also helps you develop a sensible strategy for dealing with the numerous challenges of email on iPhone OS devices.

Note: This section assumes you're using the iPad's built-in Mail app, but you can also find many third-party email apps in the iTunes Store—or, in some cases, use Safari or another browser to view your email on the Web.

SET UP AN EMAIL ACCOUNT

Depending on what you did when you initially set up your iPad, you may already have transferred the settings for one or more email accounts. If not—or if you later want to add another account—the process is straightforward and mostly self-explanatory. You'll need a few pieces of information from your email provider, such as your email address, your user name (if different from your email address), your password, and sometimes the mail server address. You tap through a few screens to enter this information in the correct fields.

Hop off POP: *Although you can access POP accounts on your iPad, POP isn't usually the best choice unless you plan to check the account* only *on your iPad and don't mind having all your messages in the same mailbox. You can't create new mailboxes on your iPad, and there's no good way to keep messages downloaded from a POP account in sync between your iPad and another device. In general, server-based accounts such as IMAP, MobileMe, and Exchange work best on the iPad.*

The exact steps are slightly different for certain account types and email providers. Mail tries to figure out as many of the details as possible on its own, but you may have to supply more or different information yourself. In general, though, do the following:

1. Go to Settings > Mail, Contacts, Calendars.

2. Tap Add Account, followed by the type of account. (For standard IMAP and POP accounts, tap Other.)

   G, really? *If you have a Gmail account, you can opt to tap Other and set it up as a standard IMAP account instead of tapping Gmail. If you do, Mail uses a different (and perhaps unintuitive) mailbox to hold your Trash than it does with the Gmail account type; you can change this later in Settings > Mail, Contacts, Calendars > Account Name > Advanced > Deleted Mailbox. But using IMAP as the account type also gives your Gmail account more flexibility—for example, by enabling you to specify more than one From address for your account.*

3. In the fields provided, enter the requested information—typically your email address, user name (often the same as your email address), password, and description (a name for the account that will appear on Mail's Accounts screen). Tap Save.

Your new account now appears in your Accounts list, and it begins receiving email (and, if selected, other data) almost immediately. To adjust any of the settings used by Mail, skip ahead to Adjust Mail Settings; otherwise, continue reading to learn about checking your mail and composing messages.

Gmail Curiosities

I wrote a rather long article for *TidBITS* called "Achieving Email Bliss with IMAP, Gmail, and Apple Mail" (http://db.tidbits.com/article/10253), which explains the ways in which Gmail behaves differently from other providers, especially when it comes to IMAP, and outlines concrete steps you can take to get the best possible experience when using Apple Mail on a Mac.

Although the iPad version of Mail is quite different, many of the things I suggest in that article—such as procedures for turning on IMAP, for hiding certain mailboxes, and for adapting Gmail's methods of labeling and archiving messages to the IMAP approach—apply equally well on the iPad. If you're confused about how Gmail works via IMAP, that article may help you to make sense of what's happening.

VIEW YOUR EMAIL

If you have Mail configured to check for new messages automatically, or if you've previously launched Mail and retrieved messages, a red badge on the Mail icon shows you how many unread messages you have before even opening the app.

To check your mail, tap the Mail icon on your Home screen. Mail logs in to your email account(s) and checks for new messages. Once Mail is open, to manually check for new messages, tap the Refresh button, which appears at the lower left in landscape mode and in the lower left of the mailbox popover list in portrait mode.

In landscape mode (**Figure 9**), Mail shows your list of mailboxes on the left at all times, with the currently selected message on the right. In portrait mode (**Figure 10**), Mail uses the entire screen to display the current message; tap the Inbox button in the upper left corner to display the mailbox list as a popover, with your Inbox selected.

44

Figure 9: In landscape mode, the account/mailbox/message list appears on the left, and the selected message appears on the right.

Figure 10: In portrait mode, the selected message fills the whole screen, and the accounts/mailbox/message list appears in a popover.

45

No matter which orientation the iPad is in, you can use the message list area to navigate up in the mailbox/account hierarchy by tapping the button in the upper left. To move down in the hierarchy, tap the name of an account or mailbox; to read an actual message, tap its summary.

Within the message area itself, you can scroll, zoom in or out, select text as described in Master the Basics, earlier, and perform all the usual iPad gestures.

As you read your email, activities you'll likely want to do include these:

- **File a single message:** To move the currently displayed message to another mailbox in the same account, tap the File 📁 icon and then tap a mailbox name. Note that because the iPad doesn't let you create new mailboxes, your only options for filing messages in POP accounts are the Inbox, Sent, and Trash. In IMAP and Exchange accounts, you can move a message into any mailbox, and the change will be reflected both on your iPad and on the server.

- **Delete a single message:** To delete a single message, either swipe across it in a message list and tap the red Delete button that appears, or, if the message is currently being displayed, tap the Trash 🗑 icon at the top of the screen. Depending on your Other Mail Settings, Mail may ask you to confirm the deletion.

- **Delete or move multiple messages:** To delete one or more messages at once, or to move one or more messages to a different mailbox, make sure the mailbox list is visible and tap Edit. Then tap the circle to the left of one or more messages to "check" them. Tap Delete to delete the checked messages; to move them, tap Move and then, in the Mailboxes list that appears, tap the mailbox where you want them to go.

  If you change your mind before the deletion or move is finished, tap Cancel.

- **Navigate to other messages:** In portrait mode only, to view the previous or next message in the list, tap the Previous 🔺 or Next 🔻 button, respectively.

- **Mark a message as unread:** Messages you haven't yet read appear with a dot 🔵 beside them in message lists, and the total

46

number of unread messages in all accounts appears in a red badge on the Mail icon. To mark a read message as unread, open the message and tap Mark as Unread just above the body of the message. (If Mark as Unread isn't visible, tap Details to reveal it.)

- **Toggle extra headers:** By default, the header portion of the message shows the sender in the From line and any recipients in the To: line. If anyone was carbon-copied, a Cc line shows those addresses. If you want to hide all these lines except From, tap Hide near the top of the screen. (Tapping Hide also hides Mark as Unread.) To display them again, tap Details.

- **Add an address to Contacts:** To add an address that appears in any header to your iPad's Contacts app, tap the person's name in the header. If the email address matches one already in Contacts, that person's card appears; if not, tap Create New Contact to make a new card with the current name and address, or tap Add to Existing Contact to add the email address to a contact you already have.

- **Save attached images:** If the message contains any images as attachments, tap the Reply icon and then tap Save Image or Save *X* Images. The images are copied to your Saved Photos album, which is accessible in the Photos app.

- **Open an attachment in another app:** Assuming you have one or more apps on your iPad that can display the attachment, touch and hold on the attachment's icon, and then tap Open in "*App Name.*" For example, if you have GoodReader on your iPad and you touch and hold on a PDF attachment, an Open in "GoodReader" button appears. If the app you're looking for isn't listed, tap Open In to show buttons for all compatible apps.

REPLY TO OR COMPOSE A MESSAGE

To compose a new message, tap the New Message icon, enter the recipient(s), subject, and message text, and tap Send.

To reply to a message, or to forward a message, first decide if you want to quote only a portion of the message, and if so, select that portion. Otherwise, don't select anything. Tap the Reply icon. Then:

- To reply to the sender only (not any other recipients), tap Reply.

- To reply to the sender and all other recipients, tap Reply All. This option appears only if the original message was sent to multiple recipients.

- To forward the message, tap Forward.

A new message opens with a quoted copy of the original message (or just the selected text, if any), and the appropriate addresses filled in. When forwarding a message that has attachments, Mail will ask if you want to include the attachments; tap Include or Don't Include, as you prefer. (Replies never include attachments.)

ADJUST MAIL SETTINGS

Your iPad offers numerous ways to customize Mail's settings—some of which apply to individual accounts and some of which apply globally. The following are some of the main settings you may want to adjust.

Account Settings

To change the settings for an account, such as the user name, password, email address, or mail server address, follow these steps:

1. Go to Settings > Mail, Contacts, Calendars and tap the account name under Accounts. For MobileMe, Exchange, and Gmail accounts, then tap Account Info.

2. Change the contents of any of the fields to the desired values.

3. To change the settings for an outgoing mail server, tap SMTP, tap the address of the server, fill in the necessary fields, and tap Done.

4. To change the mailboxes used for drafts, sent, and deleted messages, adjust how often deleted messages are purged, and configure settings such as SSL and authentication, tap Advanced.

Changes take effect immediately.

Fetch/Push Options

Some email providers, including MobileMe and Exchange servers, offer *push* email, in which messages are delivered to your iPad immediately as they arrive. The alternative is *fetch* email, in which your iPad checks for new messages on a schedule—say, every half

48

hour—or when you manually trigger the iPad to check, perhaps by opening the Mail app.

Push email ensures that you get every message as soon as possible. However, using push drains your iPad's battery much faster than fetch; this effect is more pronounced with 3G cellular connections than with Wi-Fi. So for longest battery life, stick with fetch. But be aware that if push is turned off *and* you have fetch set to Manually, the Find My iPad feature won't work.

Fetch that too: *Push and fetch settings apply not only to email but to other data—contacts, calendars, and in the case of MobileMe, bookmarks. You can choose not to sync any of these items, but you can't individually pick whether a certain data type is synced using push or fetch.*

You can configure global settings for when push is used and for fetch frequency; you can also choose account-specific retrieval options, which override your global settings.

To set system-wide defaults, follow these steps:

1. Go to Settings > Mail, Contacts, Calendars.

2. Tap Fetch New Data.

3. To turn push email on globally for all accounts that support it, set the Push switch to On.

4. Under Fetch, set the default mail-checking frequency for accounts that don't support push, for when the global Push setting is Off, or for when an individual account is set to use fetch:

   - **Every 15 Minutes, Every 30 Minutes, Hourly:** Connect to each account at the chosen interval to check for new messages.

   - **Manually:** Connect only when you open Mail, switch to a particular account, or tap the Refresh button in Mail.

5. To set different fetch/push behavior for a particular account:

   a. Tap Advanced.

   b. Tap an account name.

49

c. Tap the type of mail retrieval you want for that the account—Fetch, Push, or Manual.

The revised settings take effect immediately.

Mail Sounds

By default, the iPad plays a sound every time you receive an incoming message (even if Mail isn't running) and every time you successfully send a message. These sounds can be distracting, especially in a business environment. To turn them off or on, go to Settings > General > Sounds and tap the switch for New Mail, Sent Mail, or both.

Other Mail Settings

The final group of Mail settings covers the appearance of mailboxes and messages, and a few other assorted items. These settings apply globally to all the email accounts on your iPad. To modify any of these, go to Settings > Mail, Contacts, Calendars, and, if necessary, scroll down to the Mail heading. Tap a setting to change it:

- **Show:** The maximum number of messages Mail downloads at once for a given mailbox (25, 50, 75, 100, or 200 most recent messages).

- **Preview:** In any list of messages, Mail always shows the sender, the date, and the subject of each message. In addition, it can show a preview of the first 1 to 5 lines of the message text. To change the preview length, tap Preview and tap the number of lines you prefer; tap None to turn off the preview.

- **Minimum Font Size:** This setting pertains to the font used to display the contents of messages. Although messages may have characters of varying sizes, this setting tells Mail never to make the text smaller than one of five preset sizes (Small, Medium, Large, Extra Large, or Giant). Personally, I prefer Small.

- **Show To/Cc Label:** You can opt to see a tiny label, underneath the sender's name and to the left of the subject, that lets you know if the message was addressed directly to you To or if you were a Cc recipient Cc. (No label means you were a Bcc recipient.) Set this to On to display the labels, or Off to hide them.

- **Ask before Deleting:** When you delete a message, Mail can either move it immediately to the Trash mailbox (if this is set to Off) or display a confirmation first (if this is set to On, the default).

50

- **Load Remote Images:** A message may contain links to images stored on a Web server, as opposed to being embedded in the message. With this set to Off, remote images don't load automatically, but instead appear as small icons. To load a graphic in Safari (weirdly, not in Mail!), tap one of these icons.

- **Always Bcc Myself:** Mail automatically keeps copies of outgoing in your Sent mailbox, so this feature should seldom be needed. But if you have a special reason to send yourself an additional copy of each message with yourself as a Bcc recipient, set this to On.

- **Signature:** This is the optional text that's automatically appended to the end of each message you send, often with information such as your name, phone number, or homepage URL. Whatever signature you set here applies to all email accounts.

- **Default Account:** If you have more than one email account set up on your iPad, you can choose one as the default by tapping Default Account and then tapping an account name. The default account will be used whenever you send an email message from any app other than Mail, or, in Mail, when you create a message while in the accounts list; if you create a new message while "in" a particular account, that account is used.

Mail Changes in iOS 4

The Mail app will gain some great new features in iOS 4, including:

- **Unified Inbox:** You'll be able to see all your incoming mail in one place, if you choose.

- **Support for multiple Exchange accounts:** Users with more than one Exchange account will no longer have to choose just one.

- **Threaded conversations:** You'll be able to see all the messages from a conversation (including ones you've sent) together in a single view.

- **Document Support:** You'll be able to open an attachment in another app that supports that file type.

Use Instant Messaging

Like the iPhone, the iPad lacks a built-in instant messaging (IM) app. Considering the popularity of iChat on Mac OS X, I consider this a strange omission, and because IM is so frequently used among business colleagues, you may find it difficult to get your work done without it. Fortunately, you can use any of several third-party instant messaging programs on the iPad, as I discuss next.

But first, a confession. I have spent a total of perhaps 10 minutes using IM in the past year. Given the choice, I would gladly spend an afternoon in the dentist's chair rather than chat online. (You can read more about my feelings on this subject in "Instant Messaging for Introverts" in *TidBITS* at http://db.tidbits.com/article/9544.) So although I'll tell you what I know, I'm certainly no authority on the subject, and you're unlikely ever to see me chatting on my own iPad!

UNDERSTAND THE iPAD'S IM CHALLENGES

So you want to carry on a chat with someone who uses AIM, iChat, Jabber, or any of several other instant messaging systems. No problem: go to the iTunes Store, download a suitable app, and you're on your way.

Sorta.

Depending on your point of view, instant messaging on the iPad may work exceptionally well, be a complete nonstarter, or rank somewhere between awkward and irritating. At issue is the fact that the iPad (which, as you'll recall, is not a computer) has no concept of multiple windows, and, at least in its initial release, doesn't offer third-party developers any sort of multitasking.

Coming in iOS 4: Multitasking of sorts will be available in iOS 4, but it's unclear whether or how IM apps will be able to take advantage of it.

52

This means that if you're running an IM app, that's normally the only thing you're doing—you can't have a chat going in a corner of your screen while you work on something else. (Well, you *can*, but only within limits—keep reading for details.) And, if that's how you like to do things, fantastic, but for many people accustomed to having lots of applications open at once on a computer, it may feel quite limiting.

One partial solution is push notifications. If you use an IM app that supports this feature and you turn it on, then you can remain logged in even when the app isn't running, and a pop-up alert appears whenever you have a new message. You still have to switch to your IM app to read or reply to the message, but at least you're not completely out of the loop.

Another approach is to build other features (Web browsing, Twitter, Facebook, or whatever) into an IM app—or the other way around. Several such multitasking apps exist (as I discuss just ahead), and if you use one of them, you can do several things at once, but only within the limits of what the app offers. Still another way to have your cake and eat it too is to use a Web browser that lets you display multiple pages on the iPad's screen at the same time (see Multi-pane Browsers, ahead, p. 62), and use a Web-based IM client in one of them.

PICK AN IM APP

With those caveats in mind, if you want the best-quality IM experience currently available on an iPad, the following apps are among the top contenders:

- AIM for iPad: AOL Instant Messenger lets you connect to AIM, MobileMe, and .Mac (that is, *whatever*@mac.com) accounts. It supports push notifications, but although you can carry on multiple chats at once, you can be logged in to only one account at a time. (AOL, free)

- IM+: This mondo IM client is a universal iPad app that supports all the popular networks—AIM/iChat, Jabber, Skype Chat, Google Talk, Yahoo, MSN/Live Messenger, and ICQ, not to mention connecting to MySpace, Twitter, and Facebook. And it supports push notifications! It even lets you send photos and audio recordings, and it has a built-in Web browser so you can chat and surf at the

same time. All this makes IM+ the top choice for highly connected people. (SHAPE Services, $9.99)

- Jabba: This lightweight IM client is a universal iPad app that works only with Jabber networks, including Gmail, Facebook, and LiveJournal. (beefon, $9.99)

Skype me: *Let's not forget Skype, which in addition to being an Internet telephony program offers full-featured text chats. There's just one problem: as I write this, the free Skype iPhone app hasn't yet been updated for the iPad. It works, but because the display is designed for a smaller screen, it doesn't provide a very satisfying experience. I expect that to change in the near future, however!*

54

Browse the Web

The great thing about Safari on the iPad is that it has all the power and compatibility of Safari on the iPhone, but with a *much* bigger space to display Web pages plus room for a few more controls.

The irritating thing about Safari on the iPad is that it's much more like the iPhone version of Safari than the Mac or Windows version. That is to say, it's missing a ton of features that would come in handy on this bigger screen, and that you may expect and need if you plan to do any serious browsing.

If you're doing casual, recreational browsing, you might be entirely happy with Safari as it functions by default. But when it comes to doing significant research, you're likely to feel constrained. Fortunately, you can take steps to make browsing much more effective, including choosing any of numerous third-party browsers.

UNDERSTAND SAFARI'S FEATURES AND LIMITATIONS

Like most Web browsers, Safari has a search field, an address field (with an embedded Reload button), Back and Forward buttons, a button to display your bookmarks and history, and another button to add a bookmark for the current page. If you've ever used a Web browser, all these things work just as you'd expect. Tap a link to open it; pinch to zoom; swipe to scroll; double-finger swipe to scroll in a text field.

Safari does, however, have a handful of useful features that may not be entirely obvious, and I want to talk about those before turning to what I regard as the app's deficiencies. Some great features you might not notice are these:

- **Double-tap to zoom:** As on the iPhone, if you double-tap any page element (such as a column or table), the display zooms in on that element, making it easier to read.

- **Touch-and-hold:** If, instead of tapping a link, you touch and hold on a link, a popover appears and offers a few more options
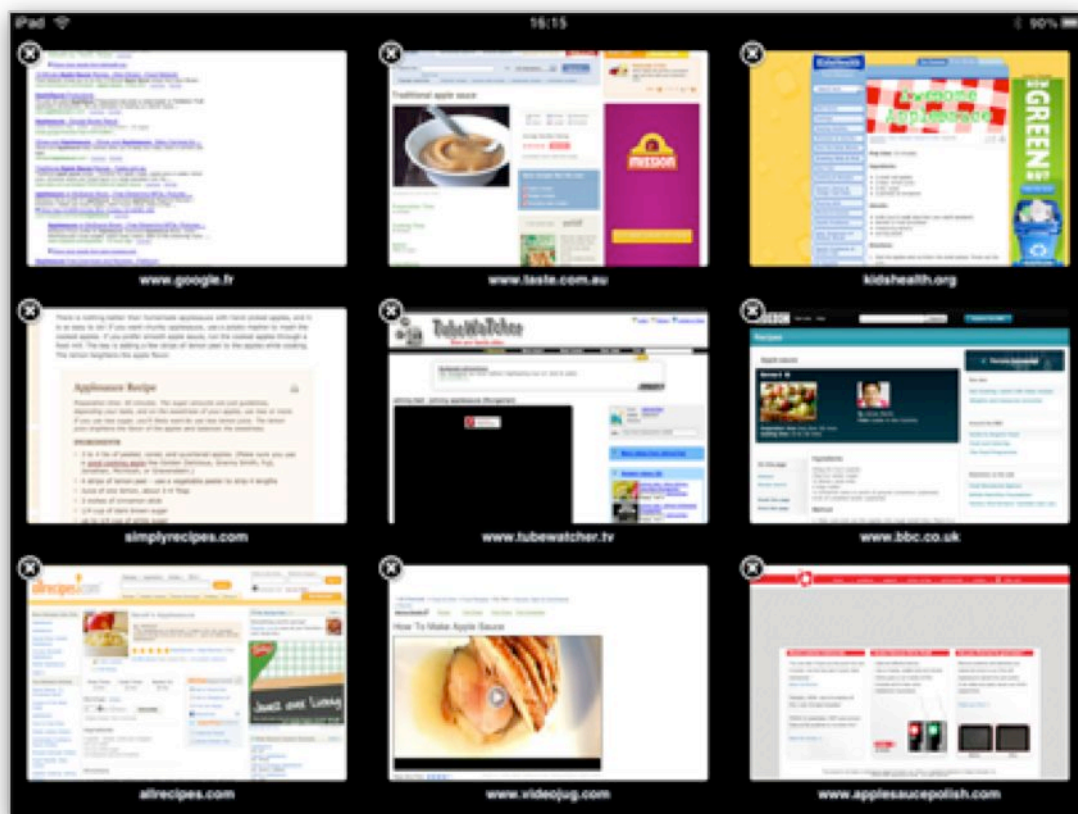
55

(**Figure 11**). For a graphic, you can touch and hold and then tap Save Image to copy the graphic to the Photo app's Saved Photos album.

Figure 11: Touch and hold a link in Safari for additional options.

- **Multiple pages:** Safari has no windows or tabs, and thus can show only one page at a time. But you can have up to nine pages open at once, and can switch between them (**Figure 12**).

Figure 12: Safari can display thumbnails for up to nine pages.

To see thumbnails of all open pages, tap the More Pages ⬚ button in the toolbar. Then tap a thumbnail to switch to that page, or click the X ⊗ button to close it. If the screen shows fewer than nine thumbnails, you can tap New Page to open a new page; or, while viewing a page, touch a link and tap Open in New Page.

- **Bookmarks Bar:** One feature from the desktop version of Safari that I was very glad to see in the iPad version is the Bookmarks Bar, a narrow strip that appears just below the toolbar to show your favorite bookmarks, or even folders full of bookmarks. The bookmarks bar is off by default. To display it, go to Settings > Safari and turn on Always Show Bookmarks Bar.

  To put a link on the Bookmarks Bar, open the page in question, tap the plus ➕ button, and tap Add Bookmark. Tap Bookmarks, tap either Bookmarks Bar (to put the link right on the bar) or the name of a folder on the bar (to put the link in that folder), and finally tap Save.

- **Bookmark synchronization:** If you have a MobileMe account, Safari can automatically sync your Safari bookmarks over the air with MobileMe and from there to any Macs, PCs, iPhones, iPod touches, or other iPads connected to that account. On the iPad, go to Settings > Mail, Contacts, Calendars > *Your MobileMe Account* and make sure Bookmarks is turned on; you must also enable bookmark syncing on either your Mac (MobileMe pane of System Preferences, Sync view) or PC (MobileMe Control Panel, Sync tab).

  Even without MobileMe, you can sync bookmarks with your Mac or PC via iTunes. To do this, open iTunes, select your iPad in the sidebar, and click the Info tab. On a Mac, check Sync Safari Bookmarks; on a PC, check Sync Bookmarks From and choose your browser from the pop-up menu. Then click Sync.

- **Other settings:** To adjust other features of Safari on the iPad, such as which search engine is used, whether AutoFill stores and fills in form data, and how JavaScript, pop-ups, and cookies are handled, go to Settings > Safari.

So, that's all good, and in general, I like Safari on the iPad. However, I frequently find myself wanting to browse in ways that would never make sense on an iPhone, but which are de rigueur on any computer.

I am aware that, as a smart guy once said, the iPad is not a computer, but given the ways in which I use the Web every day, I find two particular lacunae in Safari rather glaring:

- **No tabbed browsing:** Safari's thumbnail view of nine pages does not substitute for tabs. On the iPad, you're constantly switching back and forth, and waiting for reloads. And, even though your bookmarks can contain folders full of links, there's no way to open all of them at once, each in a separate window or tab. So, if you have a dozen (or, in my case, 19) sites you like to visit often, you must tap each link individually, every time. Bah!

- **No offline viewing:** If I'm viewing a Web page and want to be sure I can read it later, when I might not be online, Safari won't help me. There's no way to save an archive of the page, or even keep a cached copy in memory. If you happened to have a PDF open in one of Safari's nine pages, you can go back and read it when you're offline—but you can't get it out of Safari into the Photos app, Mail, a drawing or annotation program, or anywhere else.

However, all is not lost! You can do all this by exercising a bit of creativity—and using extra software. One approach is to supplement Safari with one or more apps that fill in missing pieces, and another is to use a different browser altogether.

SUPPLEMENT SAFARI

If you like Safari generally and want to continue using it as your main browser, but find the lack of tabbed browsing and/or offline viewing inconvenient for the way you use the Web, one potential solution is to do your searches and casual browsing in Safari, but use a different app to store the pages you want to return to later, whether online or offline.

Two apps in particular—Evernote and Instapaper—spring to mind as offering this functionality, and they can each work in a similar way: while in Safari, you use a *bookmarklet* (a special link containing JavaScript code) that you've stored in your bookmarks list or—better yet—on your Bookmarks Bar to send some or all of the page to a server. Then, the next time you open the app, it connects to your server-based account and downloads the clipped content, so you can view it at your

leisure. (And, because you can switch between saved documents instantly by selecting them from a list, the need for tabs disappears.)

Evernote

Available in versions for iPad, Mac OS X, Windows, iPhone, and several other platforms, Evernote is a cloud-based system for storing and retrieving notes, photos, audio recordings, snippets of Web pages, and other information you may want to keep track of—and have available wherever you go. One of its nice features is that you can take a picture (with your iPhone, say) and when you store it on Evernote's servers, they perform optical character recognition (OCR) on it, enabling you to search, select, and copy its text contents.

The Evernote app is free, as is the basic version of the service. For $5 per month or $45 per year, you can subscribe to Evernote's Premium service, which offers more storage, offline access to your data on an iPad, iPhone, or iPod touch, and more. Be aware, however, that Web pages may lose their formatting when saved as Evernote clippings.

Use the bookmarklet: Although installing the Evernote app is easy, it's not obvious how to add the Evernote bookmarklet to Safari on your iPad. In Safari on your Mac or PC, visit http://www.evernote.com/about/download/web_clipper.php and find a green rectangle that says Drag to Your Link Bar. (As this ebook went into production, this rectangle was at the bottom, in the Specifications area.) Do that—drag it to your Bookmarks Bar—and when your bookmarks sync with your iPad, the bookmarklet will come with them.

Instapaper Pro

Whereas Evernote is an all-purpose snippet manager and note-taking app/service, the Instapaper Pro universal app is focused on offline reading of Web pages and other textual content. Like Evernote, Instapaper may remove some of the original page's layout, but it offers beautiful typography and adjustable font, size, and spacing—if what you're reading is mainly text, Instapaper's presentation will likely improve its overall readability. Instapaper is strictly read-only; you can't create new notes, record audio, take pictures, or edit saved pages in the Instapaper app. However, I like its elegant simplicity, and I find myself using it more often than Evernote.

59

A Few More Notable Apps

If you prefer storing pages on your iPad rather than in the cloud, try the free Offline Pages, by Codium Labs. It lets you save pages using a Safari bookmarklet, or browse to them directly, and later view them offline. In addition, GoodReader and ReaddleDocs (both of which I cover later, in Transfer and View Documents) contain built-in Web browsers that let you save archives of Web pages and other linked files on your iPad.

If the data you need to download is in a form other than Web pages—for example, PDF files, movies, Zip archives, and other compressed files—consider the 3.99 Downloader, a universal app by Dan Leehr. Although it contains a full Web browser, it's mainly designed to give you a way to download, store, and view large files on your iPad.

1Password

The one iPad app I couldn't possibly live without is 1Password, by Agile Web Solutions. 1Password stores my user names and passwords for hundreds of Web sites, generates new random passwords when I need them, remembers the serial numbers for my software and the numbers of my credit cards, and saves me an untold amount of time and effort while keeping my critical information safe. It also, of course, syncs wirelessly with 1Password on my Mac and iPhone. (I write much more about 1Password, and other password utilities, in *Take Control of Passwords in Mac OS X*.)

If you already own 1Password Pro ($14.99), note that it's a universal app that works great on the iPad as well as on the iPhone and iPod touch. If you have only an iPad and want to save a few bucks, you can instead get 1Password for iPad ($6.99).

USE ALTERNATIVE BROWSERS

When it comes to browsing on the iPad, Safari isn't the only game in town. Most (if not all) of the browsers in the iTunes Store are based on the same WebKit engine as Safari, which means they should render Web pages exactly the same way. However, features outside the Web

page itself, such as tabs, bookmarks, download management, searching, and so on can be much different—and developers have created some interesting variations that may serve your needs better.

Dozens of alternative browsers exist (go to the iTunes Store and search for "browser"), and of course not all are created equal. Of those I've tried, two in particular stand out as serious competitors to Safari—Atomic Web Browser and iCab Mobile.

Atomic Web Browser

The $0.99 universal app Atomic Web Browser, from Rich Tech, offers tabs that look and work like those found in a typical desktop browser, and you can open a new link in a background tab without switching to it if you like. You can also save pages for offline viewing later. The browser features a private browsing mode, in which browsing history, cookies, and other data isn't saved; an optional full-screen view; editable ad filters; and numerous other customization options.

iCab Mobile

iCab has been around on the Mac for eons, and now it's available as a $1.99 universal iCab Mobile app, from developer Alexander Clauss (**Figure 13**).
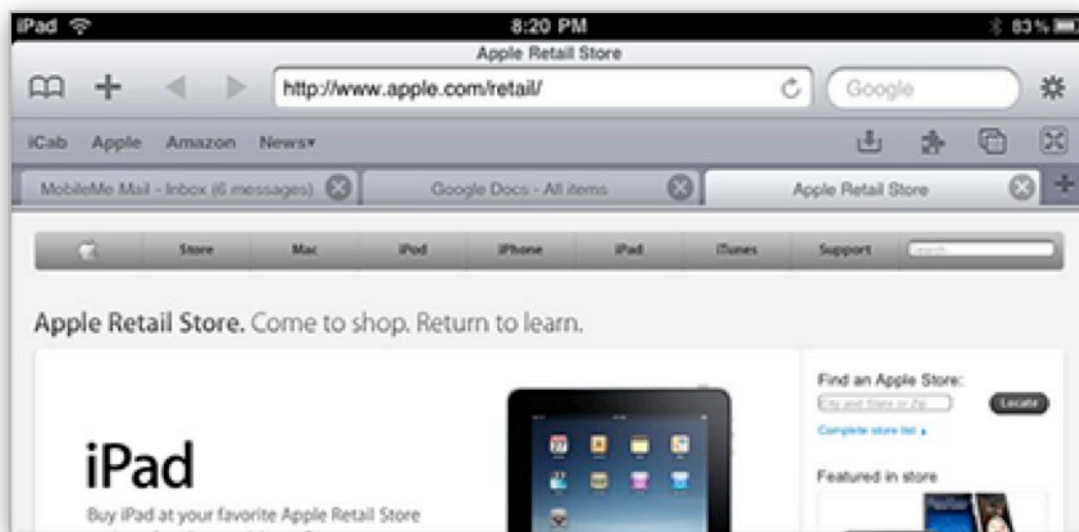
Figure 13: iCab looks quite a bit like Safari, but offers tabbed browsing (among other benefits).

iCab Mobile is a mature, full-featured browser with a feature list remarkably similar to that of Atomic Web Browser, though the interface is much more Safari-like, which strikes me as cleaner and more

elegant. iCab has an optional Tabs Toolbar, which works just as it should, and you can open links in background tabs. iCab can also download Web pages and even PDFs for offline viewing. Like Atomic Web Browser, it offers a private browsing mode, a full-screen view, and configurable filters.

Multi-pane Browsers

A large number of browser apps try to solve the problem of the iPad having no windows by putting two independent browser panes on the screen at once, letting you view two different Web sites side-by-side, or above and below, as the case may be. A random sampling of such apps:

- Browser Duo (McLean Mobile Solutions, $0.99)

- Multitasking Browser (innovPixels, $2.99)

- Split Pea (Martin Gordon, $1.99)

- Split Screen (Fifth Column Code, $0.99)

I should also mention a related and growing app category: those that combine a Web browser with something else, so that you can do two or more related activities at once. For example:

- IM+: This all-purpose instant messaging client (see Use Instant Messaging) also has a built-in browser, so you can chat and surf at the same time. (SHAPE Services, $9.99)

- Multitasking for iPad: This app puts a Web browser, Twitter client, and Facebook client on the screen at the same time. (Makayama.com, $3.99)

Use Maps

Whether you're looking for a local address or planning a trip across the country, the iPad's Maps app makes it easy. You can find nearly any location on Earth; view maps with or without satellite images or terrain; get driving, walking, or public transit directions; show current traffic conditions; pinpoint your current location; and even (thanks to the built-in compass) orient the map automatically based on the direction you're facing. And, if you have a 3G iPad model, you can get more-precise location information thanks to its built-in GPS receiver.

Find Another Way

Maps is built into the iPhone OS, but a great many third-party apps offer similar features—and ones that are more advanced. Just go to the iTunes Store and search for navigation or maps. So far, no turn-by-turn car navigation apps have been optimized for the iPad, but I have no doubt that will change soon.

FIND A LOCATION (AND OTHER BASICS)

The first time you use the Maps app, it may ask for your location so that it can initially display a map of your current surroundings.

As in nearly all iPad apps, you can swipe to move around and pinch to zoom in or out. You can also zoom in by double-tapping anywhere on the screen with one finger, and zoom out by double-tapping with two fingers. Even though you could in theory zip around the whole world that way, if you're looking for a particular location (whether nearby or in another country), the easiest place to start is usually the search field.

To find a location, tap in the search field, type something, and tap Search (where the Return key normally is). What you type can be an exact address, a simple place name (such as "Amsterdam" or "Lamu, Kenya"), the name of a monument or tourist attraction ("Eiffel Tower, Paris"), a business name ("Apple Inc."), or just about anything else that may be indexed in Google's massive online atlas of the world.

63

The app displays a map of its best guess as to what you were looking for, based, in part, on the context of whatever location is currently displayed, and it drops a red pin at the appropriate spot (**Figure 14**). If the guess is wrong, tap the ⬛ icon in the search field to display other potential matches, or refine your search by typing more information in the search field, such as the state or city.
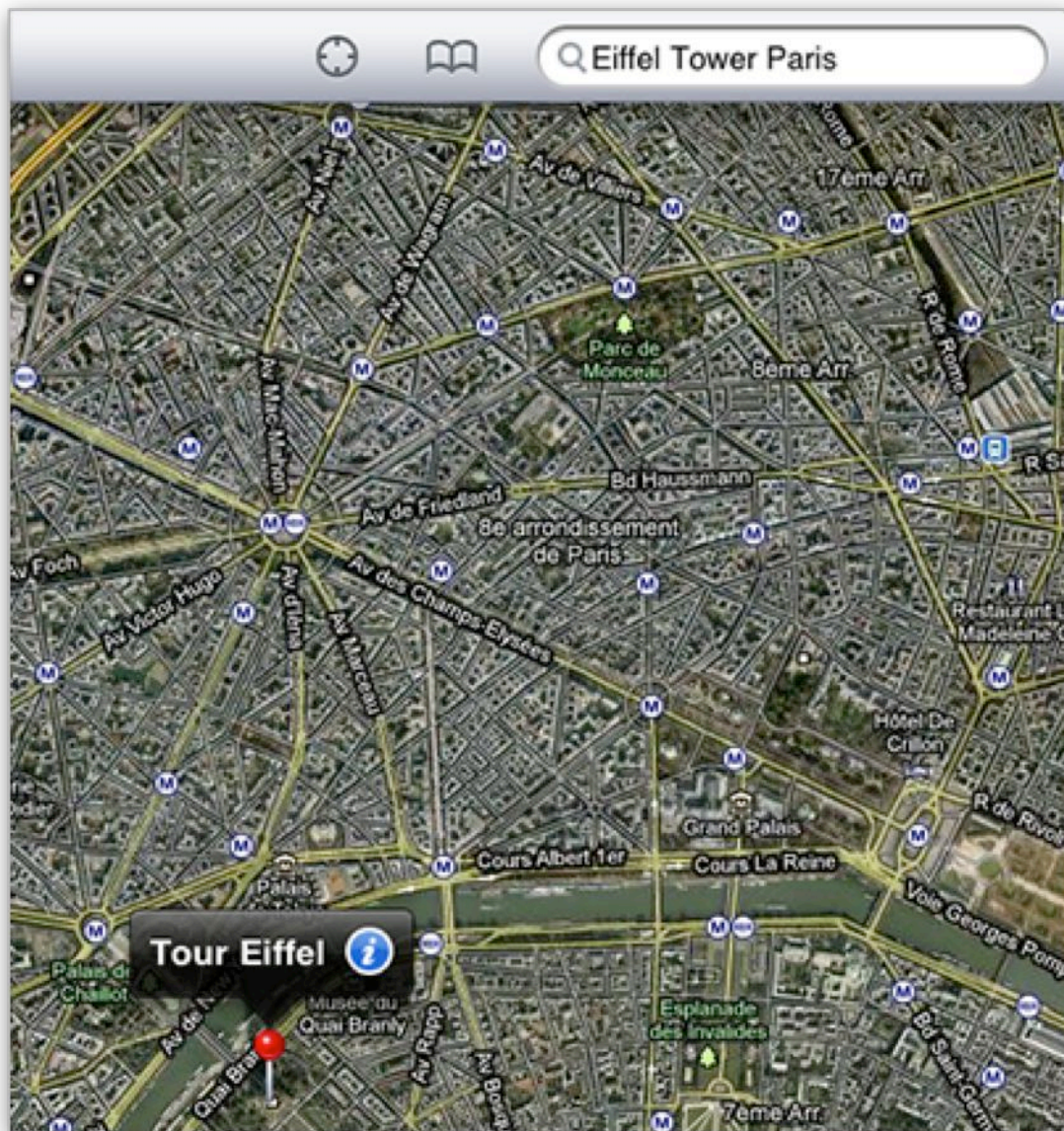

Figure 14: Search for a location, and Maps drops a red pin at the spot it deems to be the most likely match.

A newly dropped pin displays a label with the location's address and name (if known). If the label isn't visible, tap the pin; tap anywhere else to hide the label. For more information about the pinned spot

64

(such as its phone number and home page, if known), tap the info ![info button] button in the label to display a popover (**Figure 15**).
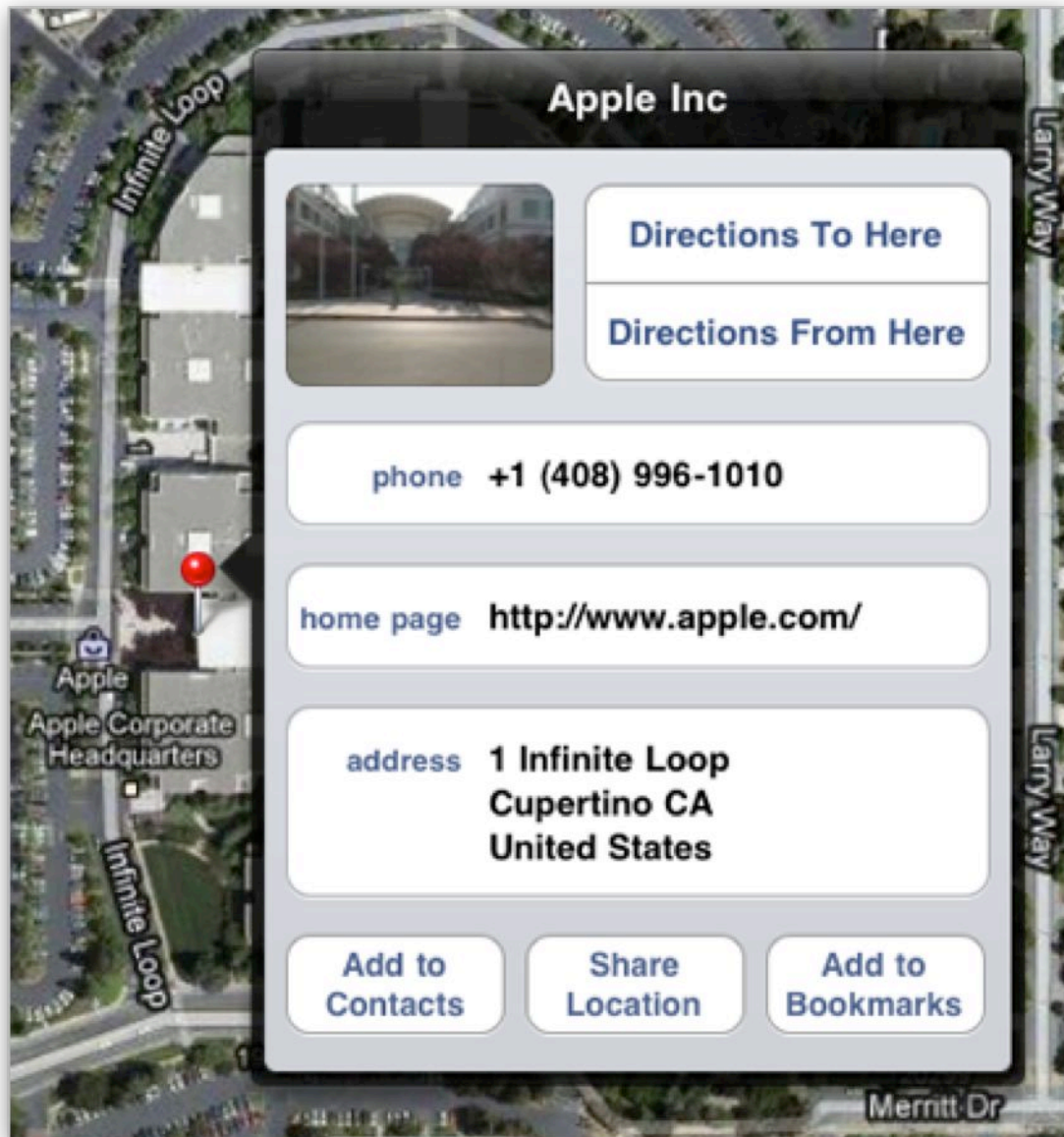
Figure 15: This popover shows additional information about a location.

The popover has extra details and options:

- **Street view image:** Where available, the popover contains an image from street level. Tap this image to see a 360° street-level view in which you can navigate by swiping and tapping. To return to the map, tap the circular map segment in the lower right corner.

- **Directions to Here:** Tap to get directions from your current location, or another location, to the pinned spot. When you do so,

65

a blue bar pops up at the bottom of the map with additional options, as I describe ahead a few pages, in Get Directions.

- **Directions from Here:** Tap to get directions from the pinned spot to another location.

- **Phone, Home Page, Address:** Where possible, Maps displays the street address of the pinned spot. And, for businesses, it may also display information such as phone number and home page.

- **Add to Contacts:** To add contact information for the pinned spot to your Contacts app, tap this button; then tap Create New Contact or Add to Existing Contact.

- **Share Location:** To send the pinned spot to someone else via email, tap this button. A new message appears, containing a link to that location in Google Maps and, for businesses, contact information in vCard (.vcf) format.

- **Add to Bookmarks:** To bookmark the pinned spot within the Maps app, tap this button. You can view, and navigate to, your bookmarks later by tapping the label's info 🛈 icon and then tapping the Bookmarks button at the bottom of the popover.

If you want to mark a location on the map (to learn more about it or so you can bookmark it and thus easily find it later), touch and hold the spot to drop a pin, which will appear in purple. Because only one purple pin can appear on the screen at a time, adding a new one also removes any existing pin.

To reposition the pin, make sure the label is showing, touch and hold on the pin, and when it lifts, slide your finger to the new location and release.

If applicable, the pin's label shows the approximate address of the location. If the label isn't showing, tap the pin to display it. As usual, you can tap the label's info 🛈 icon for more options. The popover for pins you drop manually (as opposed to those added automatically after a search, for example) has an additional option: tap Remove Pin to remove it from the map.

FIND A CONTACT

To map the address of any contact in your iPad's Contacts app, tap the 📖 icon at the top of the screen and, if necessary, tap the Contacts button at the bottom of the popover. Tap a contact's name to drop a red pin at the corresponding address. (If the contact has multiple addresses, Maps displays a list; tap the address you want to map.)

FIND YOURSELF

To show a map of your current location, tap the locator 🎯 icon. Your iPad uses any available location data—including nearby Wi-Fi signals and, for 3G iPad models, triangulation based on cellular towers and GPS signals—to approximate your position. If Maps can find you, it drops a blue pin at your location.

Hide and seek: As with the iPhone, the availability and accuracy of position data depends on quite a few variables. In some situations Maps can't find you at all, and in others, your reported position may be incorrect. But if you're in a heavily populated area with Wi-Fi turned on—or outside with a 3G iPad—results should be excellent. (In my case, even a Wi-Fi–only iPad nailed the location of my apartment in Paris to within a few meters.)

When your location can't be determined with precision, a blue circle appears around the pin. The width of the circle represents the approximate margin of error—that is, you may not be precisely at the pin's location, but you're almost certainly somewhere within the circle, and most likely closer to the center than to the edges.

Your iPad also has a built-in electronic compass, which Maps can use to reorient the display so that it matches up with your current perspective. To activate the compass, first make sure the location icon at the top is blue, meaning active 🎯; tap it if it isn't. Then tap it a second time. It changes its appearance to indicate it's in compass mode 🧭, and a directional indicator also appears in the upper-right corner of the map (**Figure 16**). To turn off the compass, tap the location 🧭 icon once again.

67

Magnetic personality: The compass can be affected by magnetic fields created by electronic equipment, and if the iPad detects such interference, it displays a message to that effect. For best results, use the compass when outside, away from large metallic objects.
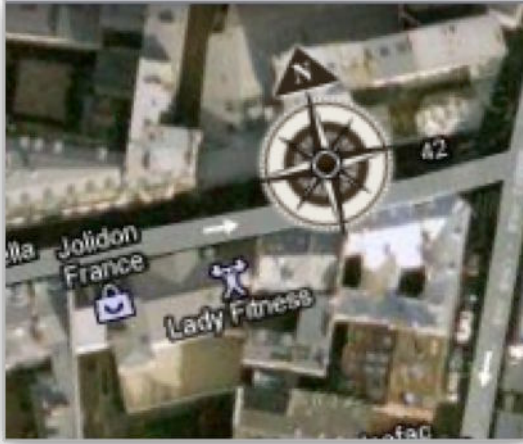
Figure 16: This directional indicator appears in the upper-right corner of the map when you turn on the compass—and it changes direction as you move your iPad.

GET DIRECTIONS

To get driving, transit, or walking directions, tap the Directions button at the top of the screen. The single search field on the right is replaced with two fields: a starting location (on the left)—set to your current location by default—and an ending location (on the right). Tap in the starting or ending location field to enter a different location, or tap the swap ⑤ icon to swap starting and ending locations. Maps draws a blue line on the map to show what it calculates to be the best route (**Figure 17**).

68
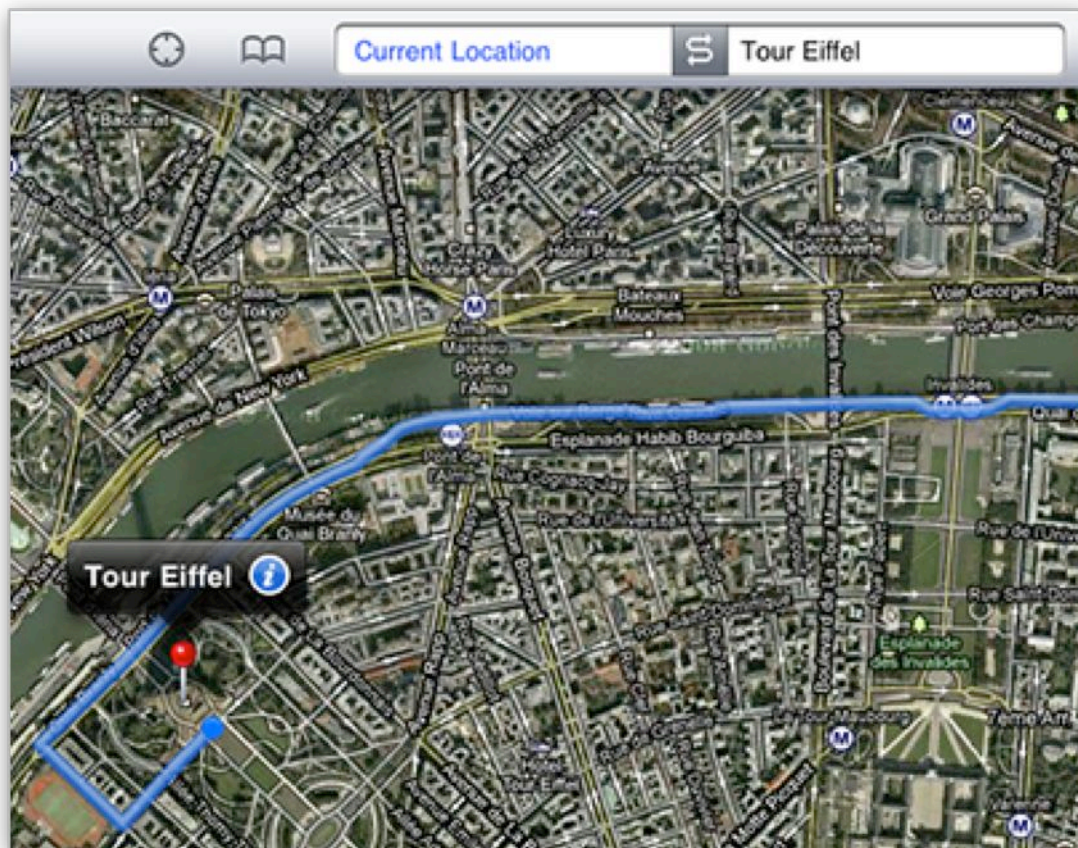
Figure 17: Maps highlights the route to your destination in blue.

A blue bar (**Figure 18**) also appears at the bottom of the map. Tap 🚗
(the default) to display driving directions, 🚌 to display public transit
directions (where available), or 🚶 to display walking directions. To dis-
play the entire route, tap Start; then tap ☰ to display a detailed list of
instructions, or tap the ← and → buttons to highlight each turn on
the route.
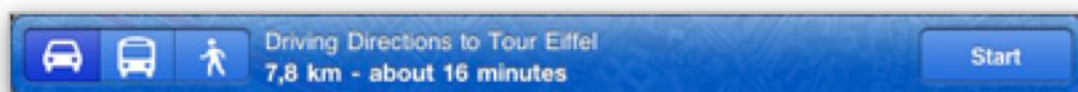
Figure 18: This bar appears on your map when you ask for
directions; after you tap Start, different buttons appear.

ADJUST MAP OPTIONS

The bottom right corner of the map looks like a page corner turned up.
Tap this area to "flip over" the map and display options underneath
(**Figure 19**).

69
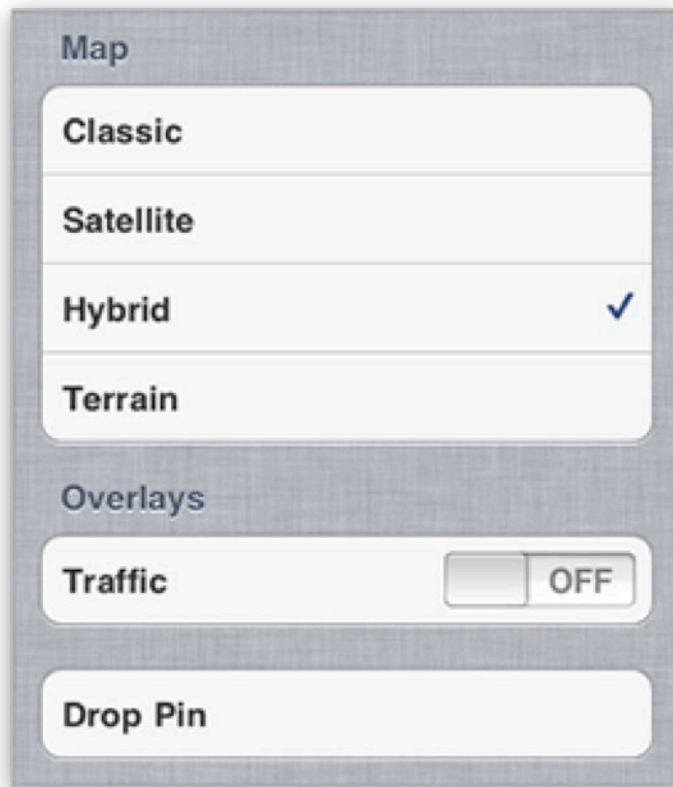
Figure 19: "Turn over" the lower right corner of the map to see these display options.

You can change the following settings:

• **Map style:** tap an option to change the map's appearance:

  ◇ **Classic:** This is a rendered map showing street names and using color-coding for common features such as parks and rivers.

  ◇ **Satellite:** Where available (which is most of the world), this view shows the location as it appears from satellite photos—but without any labels. Satellite images may take longer to download than the classic map images.

  ◇ **Hybrid:** To overlay street names and other location data on the satellite image, tap Hybrid. I personally find this the most useful style in most cases.

  ◇ **Terrain:** Similar to the classic view, but with grayscale gradations to show elevation and, in some cases, labels showing the actual elevation. The terrain view doesn't let you zoom in as far as the other map styles.

- **Traffic:** Tap to turn traffic display on or off. When on, this overlays green, yellow, or red lines on major streets in some major cities and other areas to indicate the approximate current traffic level (low, medium, or high). But be aware that the accuracy of this information varies greatly, and at least in Paris where I live, I've seen little correspondence between these lines and reality.

Tapped out: After changing the Traffic setting, tap anywhere except a button to return to the map.

- **Drop pin:** Tap this button to drop a pin at the center of the map's current view.

71

Transfer and View Documents

Are there documents on one of your computers—or in the cloud—that you want to put on your iPad? You have an astonishing number of ways to get documents onto an iPad, view them there, and in some cases edit them—using any of a long list of apps. I'm sorry to say that none of these ways is as simple or elegant as the sort of file sharing we've all become accustomed to on Macs and PCs, but as I may have mentioned once or twice, *the iPad is not a computer*. Even so, if you need to take documents with you, you have many options. I cover a few representative examples in this section.

UNDERSTAND DOCUMENT TRANSFER ISSUES

If the iPad were a computer, you could copy documents onto it with drag and drop, open them with whichever app you deem appropriate, and then copy them back to your Mac or PC just as easily. Easier still, your iPad could connect to the same network or cloud-based storage as your computer, letting you view and edit any document on any platform, completely seamlessly. This is how many people expected the iPad to work, especially considering that it runs full-featured office applications, such as Pages, Numbers, and Keynote, and Apple has its own iDisk cloud-based storage. But it just isn't so—at least, not yet.

At present, the iPad has no centralized file storage area that all apps can access freely. Instead, each app keeps its data in a virtual *sandbox*—a storage area that other apps can't see or touch. Although many iPad apps can show a list of files on your iDisk and other cloud-based storage, they don't necessarily let you edit the files. In most cases, you can view documents on your iPad without much trouble, but the capability to edit documents that originated elsewhere is limited.

Often, as I discuss in Document Support, two pages ahead, one app can send a file directly to another one, without an intervening computer or

72

network. But in general, each app independently determines how you may get files into and out of it, and doesn't share them with other apps. So, for example, if you wanted to be able to read a certain PDF document in any of three apps on your iPad, your iPad would need to hold three separate copies of it—either transferred individually from your computer, or copied between apps via Document Support.

Weird, isn't it? It gets weirder. Several different methods are available for getting documents onto and off of an iPad, and there's tremendous variation between apps as to how these tasks are handled. Some typical ways these tasks are accomplished are the following:

- **Transfer via iTunes:** In this method (discussed a few pages ahead in Copy Documents via iTunes), you drag documents to a special spot in iTunes to transfer them to a given app on your iPad over a USB connection; and, if the iPad app creates any new documents, you may have to *export* them to make them available in iTunes to copy back to your computer.

- **Network and cloud transfer:** Quite a few apps can directly connect to devices on a local network—such as a Mac with file sharing turned on, a file server, or a NAS (network-attached storage) device—or to cloud-based services such as Dropbox, MobileMe's iDisk, or Google Docs. However, most of these apps offer read-only access to your documents.

- **Wireless transfer over the Web:** An app may offer a built-in Web server. With the app running and one or more documents shared, you can open a Web browser on another device on your local network, select the documents, and download them.

- **Wireless transfer to a companion desktop utility:** Some apps can connect via Wi-Fi to an optional helper utility that you install on your Mac or PC, and use that to transfer files, or to sync all the files in a particular folder.

- **Email access:** Most apps can send a document as an attachment to an email message; you can mail it to yourself to put it on your computer, or mail it to someone else. The reverse is also true: if you received a document as an attachment—even if you sent the message to yourself, you can often open it in a particular iPad app, as I describe in Document Support, just ahead.

A few apps can also connect directly to a POP or IMAP server for accessing attachments to email messages.

Document Support

A feature introduced in iPhone OS 3.2 is Document Support, which lets one app send documents of certain types directly to another. For example, if a PDF file is in Mail's sandbox (as an attachment to a message) but you want to read it in GoodReader, you can tap a couple of buttons to send the file directly to GoodReader. To a certain extent, Document Support lets you work around the fact that apps can't access any shared centralized storage space, and it's certainly way easier than using iTunes as a go-between.

Although Document Support is part of the operating system, each app developer must enable it separately. As a result, not all apps can use this feature yet, but the number is rapidly growing.

Each app may implement Document Support in a slightly different way, and some apps may support it only from the sending side or only from the receiving side. For example, Air Sharing HD, Documents To Go, GoDocs, GoodReader, and PrintCentral can receive many types of files, and send them to other apps. On the other hand, Dropbox, Memeo Connect Reader, and SugarSync can send documents to other apps but not receive them, while Office[2] HD, ReaddleDocs, and the iWork apps can receive documents of the types they normally support, but can't send documents to other apps.

To find out if an app offers Document Support, look for an Open In button or an equivalent icon, or consult the app's documentation.

In short, the story of how you move documents onto and off of your iPad varies significantly from one app to the next. However, to give you a representative sampling of what various common apps offer, I offer **Table 1**, which shows the situation as this ebook went into production. The table lists the ways selected apps can receive (R) and send (S) documents, and it notes whether each can edit documents or only view them. If this all seems confusing and overwhelming at first, don't worry. It makes sense once you start to do it, and you need not come to a deep understanding of the table; just skim it to get an idea of what's possible and come back to it later for reference.

Table 1: Receiving (R) and Sending (S) Capabilities for Selected Apps

	Air Sharing HD	Documents To Go	Dropbox	GoDocs	GoodReader	iWork apps	Memeo Connect Reader	Office² HD	PrintCentral	ReaddleDocs	SugarSync
Permits editing?	no	yes	no	no	[3]	yes	no	yes	no	[3]	no
Bonjour (AFP/SMB)	R,S	—	—	—	—	—	—	—	[4]	—	—
FTP	R,S	—	—	—	R,S	—	—	—	R,S	—	—
FTPS	R,S	—	—	—	—	—	—	—	—	—	—
SFTP	R,S	—	—	—	—	—	—	—	—	—	—
WebDAV	R,S	—	—	—	R,S	—	—	R,S	R,S	R,S	—
POP/IMAP	R	—	—	—	R	—	—	—	R	R	—
Cloud-based Storage — Box.net	—	[1]	—	—	R,S	—	—	R,S	R,S	R,S	—
Cloud-based Storage — Dropbox	R,S	[1]	R,S	—	R,S	—	—	R,S	R,S	R,S	—
Cloud-based Storage — FilesAnywhere.com	R,S	—	—	—	R,S	—	—	—	—	R,S	—
Cloud-based Storage — Google Docs	—	[1]	—	R	R,S	—	R	R,S	R,S	R,S	—
Cloud-based Storage — icloud	R,S	—	—	—	—	—	—	—	—	—	—
Cloud-based Storage — iWork.com	—	—	—	—	—	R,S	—	—	—	—	—
Cloud-based Storage — MobileMe iDisk	R,S	[1]	—	—	R,S	—	—	R,S	R,S	R,S	—
Cloud-based Storage — MyDisk.se	R,S	—	—	—	R,S	—	—	R,S	—	R,S	—
Cloud-based Storage — Readdle Storage	—	—	—	—	—	—	—	—	—	R,S	—
Cloud-based Storage — SugarSync	—	[1]	—	—	—	—	—	—	—	—	R,S
Web pages	—	—	—	—	R	—	—	—	R	R	—
Built-in Web server	R,S	—	—	R,S	R,S	—	—	R,S	R,S	R,S	—
Desktop sync utility	—	R,S	—	—	—	—	—	—	R,S	—	—
iTunes	R,S	R,S	—	—	R,S	R,S	—	—	R,S	R,S	—
Document Support	R,S	R,S	S	R,S	R,S	R	S	R	R,S	R	S
Send via email	S	S	[2]	S	S	S	—	S	S	S	[2]

[1] Premium edition only.

[2] Emails links to documents stored in the cloud, not attachments.

[3] Editing only for plain text documents.

[4] Transfers to/from PrintCentral application on local computers.

75

To learn more about transferring documents via iTunes, continue on reading just below. For more detail about third-party apps and some of the ways in which they can transfer documents, skip ahead to Use Third-Party Apps.

COPY DOCUMENTS VIA iTUNES

You already use iTunes to sync music, apps, movies, TV shows, photos, and other media between your computer and your iPad, so it's only natural that you can use it as a conduit for transferring documents too. However, the method of transferring documents is quite unnatural—or, let's say, neither obvious nor simple. However, once you know what to expect, it does follow a reasonable logic.

One key fact is that iTunes does not *sync* documents, it *copies* them. Every copy—to or from your iPad—is a one-way, manual operation. If you modify a document on your iPad and then copy it back to your computer, it doesn't replace or update the copy that was already there; and if you modify the document on your computer after copying it to your iPad, the iPad's copy doesn't change.

PadSync to the rescue: If you use a Mac, you can install a third-party desktop application that piggybacks on the iTunes file-transfer mechanism to provide an approximation of true file syncing: PadSync, from Ecamm Network (http://www.ecamm.com/mac/padsync/, $9.95).

*PadSync shows you the same list of files that iTunes does in your iPad's Apps tab (**Figure 20**, next page), but it also guarantees that when a document changes on your Mac or your iPad, the newer version is copied to the other device instantly, over a USB connection. You must keep PadSync running for syncing to occur, and it's easiest to open documents on your Mac from within PadSync—you can't simply sync arbitrary files or folders anywhere on your disk—but for what it does, it works remarkably well.*

The process for transferring documents varies depending on whether you're copying them onto your iPad or from your iPad to your computer—and it involves additional steps for an iWork app.

Transfer Documents to Your iPad with iTunes

To copy a document from your Mac or PC to your iPad, follow these steps:

1. Make sure your iPad is connected to your computer via USB.

2. In the iTunes sidebar, select your iPad and click the Apps tab.

3. In the File Sharing section at the bottom, which you may have to scroll to see, select the app on the left to which you want to transfer one or more documents. (Remember, you must transfer documents to particular apps, not to your iPad generally.)

4. Drag the document(s) you want to transfer into the Documents field (**Figure 20**). Or, if a document isn't readily visible, click Add, navigate to the document, and click Choose.
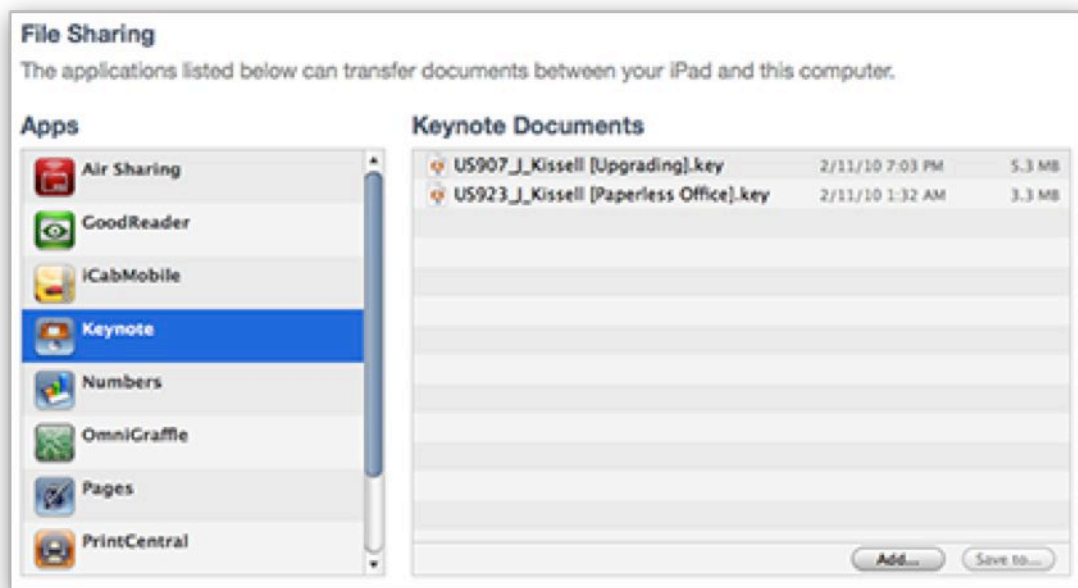
Figure 20: Select an app and then drag documents into the corresponding Documents field to copy them to your iPad.

iTunes *immediately* copies the document(s) to your iPad. You do *not* need to sync in order to complete the copy process.

In most cases, if you copy files in this manner and then open the corresponding app on your iPad, the files automatically appear in the

77

app's file list. However, if you're using an iWork app (Pages, Numbers, or Keynote), you must complete a few more steps:

1. Open the iWork app.

2. Tap the File 🔲 button in the upper-right corner of the Document Manager (see Use the iWork Document Manager).

3. In the Import display that appears, tap a document name.

The iWork app then imports the document and displays it in the Document Manager.

Transfer Documents from Your iPad with iTunes

To copy a document from your iPad to your Mac or PC, do this:

1. On your iPad, open the app containing the document.

2. Follow whatever procedure the app uses to make a document available to iTunes. For example:

   • In Air Sharing HD, GoodReader, and ReaddleDocs, all documents in the (My) Documents list are automatically available to iTunes—no action is required.

   • In PrintCentral, select a document and tap 🟧, then Export, then Shared, then Documents.

   • In an iWork app, tap the Share 🔗 button in the Document Manager, tap Export, and tap the format you want to use. (For Pages, the options are Pages, PDF, and Word; for Numbers, it's Numbers and PDF; and for Keynote, it's Keynote and PDF.)

3. Make sure your iPad is connected to your computer via USB.

4. In the iTunes sidebar, select your iPad and click the Apps tab.

5. In the File Sharing section at the bottom (which you may have to scroll to see), select the app in the list on the left from which you want to make the transfer.

6. Drag the item(s) you want to transfer from the Documents field to your Desktop or another folder on your computer. (Or, click Save To, navigate to your desired location, and click Choose.)

iTunes copies the item(s) to your computer.

78

Sharing Documents via iWork.com

Yet another way you can export and share documents—but only in Apple's iWork applications (Pages, Numbers, and Keynote)—is to use iWork.com. This service, which is still in public beta testing, lets you upload iWork documents from a Mac or iPad to a Web site where others can view and download them.

To share an iWork document from an iPad through iWork.com, tap the Share button in the Document Manager and tap Share via iWork.com. (The first time you attempt to share a document this way, you must sign in and then verify your email address by clicking the Verify Now button in a message Apple sends you.) You can tap Sharing Options to adjust which format(s) you share and whether the document is password-protected. Optionally enter one or more email addresses and a message to alert specific people to the location of the shared document. Tap Share, and wait for the document to upload. Apple sends you (and, if you requested it, other recipients) a confirmation email message with the URL where the document can be found.

When visitors connect to iWork.com, they can view the file online, download a copy in its original format and/or PDF (according to your preferences), print it, leave general notes about it, or comment on particular sections using virtual sticky notes. However, they can't edit the document online or upload any changes, so iWork.com is not suitable for collaboration when more than one person must make changes to a document.

By the way, if you visit iWork.com in Safari on your iPad and download a document in Pages, Numbers, or Keynote format, two buttons appear at the top: Open In, which lets you open the document in any suitable app using Document Support, and Open in *App Name*, which opens the document in its native iWork app.

USE THIRD-PARTY APPS

Of the many apps that can get files onto and off of your iPad without using iTunes, I've chosen a few (many of which appear in **Table 1**, a few pages earlier) to serve as examples of what you can do and how. Here's an alphabetical listing:

• Air Sharing HD: This nicely designed, multifunctional iPad app lets you view shared documents on a wide variety of local, network, and cloud servers and copy any document to your iPad for offline access; you can also share your iPad itself and access it from other devices on your network in a Web browser or via WebDAV, and you can even print from Air Sharing HD to any printer on your local network. (Avatron Software, $9.99)

• Documents to Go Premium: If you want to edit Microsoft Office files on your iPad, this app is currently the best way to do so, because it lets you import and export documents losslessly. It also stores and displays all the usual iPad-supported file types. (DataViz, $14.99; the non-premium edition, which costs $9.99, lacks cloud storage capabilities and editing of PowerPoint documents)

• Dropbox: The official Dropbox universal app can list the files in your Dropbox (http://www.dropbox.com/), view those that the iPad supports, and email others a link to any document. It also can open documents in other apps via Document Support. It's a good choice if you rely primarily on Dropbox, but if you use multiple cloud storage services, one of the other apps that supports Dropbox, such as Air Sharing HD, GoodReader, or ReaddleDocs, might serve better. (Dropbox, free)

• GoDocs: This lightweight universal app is designed solely to let you download and view documents in your Google Docs account, such as word processing files and spreadsheets. You can, however, also share files on your local network using the built-in Web server. (Light Room, $3.99)

• GoodReader for iPad: If you want to read PDF documents—especially complex ones, like Take Control books—on your iPad, GoodReader is an outstanding tool for the job. Its display is first-rate, and it supports internal and external links, searching, adjustable brightness, and more. But GoodReader isn't only for PDFs; it

can also store and display all standard iPad document types, fetch documents from many kinds of local and cloud servers; and even save archives of Web pages for offline reading. (Good.iWare, $0.99 "introductory price")

- iBooks: Apple has stated that an update to iBooks will support PDF documents, will let you transfer them via iTunes, and will even feature Document Support so that you can add PDFs to iBooks from other apps, such as Mail. As I write this, the new version isn't yet available—and I'm unsure when it will be. But if your main need is to carry and view PDF documents on your iPad, the new version of iBooks could turn out to be a convenient solution. (Apple, free)

- Jungle Disk: If you have an account with Amazon.com's S3 file-storage service, this app can access and display the online files and folders associated with that account. Unfortunately, all you can do at this time is view the documents (at iPhone size, as the app hasn't been optimized for the iPad yet), rename them, delete them, and email them. (Jungle Disk, free)

- Memeo Connect Reader: Somewhat along the lines of GoDocs, this iPad app lets you download and view documents in your Google Docs account—but the Memeo interface is much snazzier than GoDocs, and it conveniently groups documents by type. You can't share or email documents, but you can send them to other apps using Document Support. The company plans to offer another app, Memeo Connect Editor, that will let you create and edit documents as well; at publication time, pricing and release date for the new app had not been announced. (Memeo, free)

- MobileMe iDisk: Bafflingly, Apple's app for accessing the contents of a MobileMe iDisk from an iPhone hasn't yet been updated to support the iPad's larger screen. Although it does let you view and share the files on your iDisk, you may get better results with Air Sharing HD, GoodReader, Office^2 HD, PrintCentral, or ReaddleDocs, all of which can also access your iDisk—and display documents at the full iPad screen resolution. (Apple, free)

- Office^2 HD: This simple, low-cost alternative to Pages and Numbers lets you create and edit word processing documents and spread-sheets—and view all standard document types. Although this iPad app lacks some of the advanced features and elegant user interface

81

of iWork, I find it more effective for day-to-day work, especially when it comes to importing and exporting documents, thanks to its support for Google Docs, iDisk, and other cloud-based services. (Byte^2, $7.99)

- PrintCentral for iPad: Although intended primarily as a tool for printing (see Print from Your iPad), PrintCentral is also a full-featured file transfer and storage app, with support for WebDAV and FTP servers, Dropbox, Box.net, iDisk, Google Docs, and Macs and PCs via a free desktop application. (EuroSmartz, $9.99)

- ReaddleDocs for iPad: This iPad app has a feature set that's remarkably similar to GoodReader, but a rather different user interface. Besides being able to access the usual array of network and cloud-based services, ReaddleDocs can connect to Readdle Storage, the developer's own cloud storage service, which offers 512 MB of free space. ReaddleDocs also lets you create, edit, and share plain text documents. (Readdle, $4.99)

- SugarSync: This multi-platform software can sync files among all your computers and the cloud, with easy and flexible file sharing. (See "SugarSync Sweetens Online Syncing," http://db.tidbits.com/article/9751.) The universal iPad app is free; the service is available as a 30-day free trial, and thereafter pricing depends on the amount of storage you want—for example, you can buy 30 GB of storage for $4.99 per month. (Sharpcast, free)

Work with Text

When I developed the initial outline for this book, long before the iPad shipped, I imagined that a discussion of Apple's Pages app would be pretty much the beginning and end of what needed to be said about word processing. Although I do talk about Pages just ahead, it has turned out to be, in my opinion, exactly the wrong solution for most common day-to-day word processing tasks. By all means, purchase and use Pages if you like, but before you jump to the conclusion that it's the best way to create and edit styled-text documents, read on to learn about some important limitations—and some excellent alternatives.

At the end of this section, I take a moment to explore apps that perform another crucial text-related task: annotating PDF documents.

UNDERSTAND THE PLACE OF WORD PROCESSING ON THE iPAD

If you'll bear with me for another philosophical moment, I want to provide a bit of context for thinking about word processing on the iPad. I'm a professional writer, so I take my word processing tools as seriously as a chef takes the choice of knives. Whatever else I may be able to accomplish on my iPad, if I can't use it for heavy-duty word processing, it can never replace my laptop.

So, let me begin with the bad news. At present, no app exists on the iPad that supports all the Microsoft Word features I use on a daily basis. Things like complex formatting (including fonts, borders, and shading), comments, revision tracking, bookmarks, footnotes, and numerous other niceties are either entirely absent, or severely constrained, in every currently available iPad app—and that includes Pages. In addition, with most iPad apps that can edit Word documents—again, including Pages—you're almost guaranteed to lose something, and perhaps many things, in the process of importing, editing, and exporting the document. (Documents To Go is a notable exception, as I discuss later.)

For me, personally, no matter how handily portable the iPad is, I won't be using it to write or edit any technical books—Take Control or otherwise—unless or until Microsoft decides to produce an iPad version of Word, and I'm not holding my breath on that one. If I were an academic, I might easily say the same thing about research papers, theses, and the like—and the same is doubtless true in many fields.

Office on the Web? *In early June 2010, Microsoft launched its free Office Web Apps service in the United States, Canada, the UK, and Ireland. Log in to the service (*http://office.live.com/*) and you can create or edit Word, Excel, and PowerPoint documents in a Web browser—much like Google Docs.*

Unfortunately, while this service works great for me in Safari on a Mac, and is supported in several other Web browsers, including a variety of Windows-based browsers, the iPad is another story. You can view *Office documents just fine on your iPad, but editing is either impossible or extremely limited, depending on which browser app you use and how it's configured. The problem is partially related to the fact that Office Web Apps were designed to assume the presence of a mouse, but there are a variety of other issues with the iPad too. It's possible that Microsoft will update Office Web Apps to make it iPad-friendly, but once again... I'm not holding my breath.*

Having said all that, let me now turn to the good news. As long as perfect Word compatibility and pro features such as comments and change tracking aren't essential to your work, the iPad can be an out-standing tool for writing. I will happily write lengthy magazine articles, letters, blog posts, essays, and other disquisitions on my iPad, and if the occasion arises to produce a résumé, poster, or flyer, I'll likely turn to my iPad first. The combination of portability, support for full-size physical keyboards, and solid word processing software makes the iPad ideal for these less-demanding writing tasks.

Tip: For any serious writing, do yourself a favor and get a physical keyboard—an Apple Keyboard Dock or a Bluetooth keyboard.

In short, the sort of word processing for which the iPad is best suited is self-contained. You create the document, from start to finish, on your iPad, and then you email it, upload it, print it, or whatever—but

you don't engage in collaborative editing with other people, and preferably don't work on the document on a variety of devices.

Just my type: Don't forget—if your need for text processing doesn't include styles, graphics, and other embellishments, a note-taking or text-editing app, such as those discussed in Take Notes, may serve your needs better than the word processors discussed in this section.

USE THE iWORK DOCUMENT MANAGER

Before getting into the specifics of Pages, I want to take a moment to talk about a feature common to all three iWork apps: a screen Apple calls the Document Manager, although that term doesn't appear in the apps themselves. This is where the app lists all the documents you've created or imported, and where you can open, rename, delete, or export them. The Document Manager appears automatically the first time you open any iWork app, and you can tell that's what you're looking at because it has a gray fabric-like background and large images of the first page of each of your documents.

To display the Document Manager:

- **Pages:** Tap the My Pages button in the upper-left of the screen.

- **Numbers:** Tap the My Spreadsheets button in the upper-left of the screen.

- **Keynote:** Tap the My Presentations button in the upper-left of the screen.

From within the Document Manager, tap any document to open it; swipe left or right to see other documents.

You can also do the following:

- **Create a new document:** Tap New Document (Pages), New Spreadsheet (Numbers), or New Presentation (Keynote).

- **Delete the current document:** Tap the Trash 🗑 icon.

- **Duplicate the current document:** Tap the ➕ icon and then tap Duplicate Document.

85

- **Export the current document:** Tap the Share ![Share button] button and then tap Send via Mail, Share via iWork.com, or Export. (For further instructions, read Copy Documents via iTunes and the sidebar Sharing Documents via iWork.com.)

- **Import a document that was transferred using iTunes:** Tap the File ![File icon] icon and then tap the document name.

USE PAGES

The main reason I say that Apple's $9.99 Pages iPad app may not be the best tool for most word processing on the iPad is that it's complicated to get documents into and out of it. I explain the process earlier, in Transfer and View Documents, but the long and short of it is that—leaving aside the issue of material that may be lost during import—you can't make a document available to both Pages and any other word processor, on any platform, without having to jump through the lossy process of importing and exporting. For example, if you normally store documents on your iDisk or in your Dropbox and edit them on various computers, you can't do that with Pages. The best you can do is to import a copy, edit it in Pages, export a second copy to edit elsewhere, and continue the process repeatedly. So, for documents you need to edit in more than one place, another option, such as those described in Use Google Documents, two pages ahead, or Use Documents To Go for Word Processing, later, might serve you better.

However, for documents that will be created and edited entirely on your iPad, and that go beyond plain text to include styles, graphics, tables, and suchlike, Pages can be a great tool.

To learn your way around Pages, the first thing you should do is to read its sample document, "Tap to Get Started with Pages," and try everything it describes (**Figure 21**). It does a fine job of pointing out the app's main features and interface elements.

86

Figure 21: The Pages Getting Started document provides examples of the app's major features.

I want to call special attention to the first thing in that document:

Other than that, using Pages should be fairly self-explanatory, but I do want to point out (or remind you about) a few items of note:

• **Importing:** Although Pages can import documents from Word and from Pages '09 on the Mac, remember that some formatting and other page elements will be permanently lost—including comments, tracked changes, footnotes, endnotes, and bookmarks. In addition, fonts that aren't present on the iPad will be replaced, 3D charts will be converted to 2D charts, multi-page tables will be split into multiple single-page tables, grouped objects will be ungrouped, and a variety of other changes may be made.

   For complete details about import changes, read Apple's "Pages for iPad FAQ," at http://support.apple.com/kb/HT4065.

• **Printing:** Like the other iWork apps, Pages lacks a Print command. For ways to work around this, read Print from Your iPad.

- **Keyboard shortcuts:** Pages supports all the standard shortcuts when used with an external keyboard (see Use Keyboard Shortcuts). Although you *can* use Pages with the iPad's virtual keyboard, it becomes immeasurably easier and more comfortable to use, especially when typing long documents, on a physical keyboard—and the possibility of using shortcuts for common commands such as Cut, Copy, and Paste is a big reason for that. *However*, not all keyboard shortcuts you may be accustomed to on a Mac or PC word processor apply in Pages—for example, there are no shortcuts for applying bold, italic, or underline styles.

USE GOOGLE DOCUMENTS

If you have a Gmail account, you also have access to the free Google Docs suite of Web-based office applications, including the Google Documents word processor (http://docs.google.com/). Google Documents doesn't have all the features of Microsoft Word, but it has the basics and even a few advanced capabilities—and it provides a familiar editing environment right in your Web browser's window. Plus, it can import and export files in Word format.

Alas, if you visit your Google Docs account in Safari on the iPad, Google shows you the Mobile version of its Documents app—which, unfortunately, is read-only. It's fine for viewing your documents, but useless for editing them.

Foiled: You might be thinking, "But wait! I can tap the Desktop link at the bottom of the page to switch to the full version of Google Documents." And so you can—but there's a wee problem: no keyboard! That is, the iPad's virtual keyboard never appears, and external keyboards aren't recognized, so you can't type. Plus, good luck changing margins or tab stops, or doing anything that requires a mouse—it doesn't work on the iPad, because Google's user interface wasn't designed for a multi-touch display. (The same is true in other browsers, such as iCab Mobile and Atomic Web Browser.)

88

To edit Google Documents on the iPad, you have two choices:

- **Use Pages:** Since Google Documents can export files in Word format and Pages can import Word files, you *can* use Pages if you have it—although not as easily as you might like. There are two ways:

  - ◇ Email a document to yourself. In Google Documents on a Mac or PC, open a document, choose Share > Email as Attachment, and choose Microsoft Word as the file format. Then, when you receive the message in Mail on your iPad, touch and hold on the attachment and tap Open in "Pages."

  - ◇ Use GoodReader to connect to your Google Docs account and download the document. Then tap the Manage Files button, select the document, tap Open In, and tap Pages.

- **Use a third-party app:** At present, a handful of native iPad apps can connect directly to your Google Docs account and let you edit your documents or create new ones. Because these apps are less cumbersome than Pages, and can save documents directly in Google Docs account without any complicated transfer, import, or export procedures, I find them much better for simple, day-to-day word processing tasks, especially when documents must be shared with other collaborators. The apps I'm aware of in this category are:

  - ◇ Doc^2 HD: This word processing iPad app has most of the major features found in Google Documents. (Byte^2, $5.99)

  - ◇ Documents To Go Premium: This app from DataViz, which I discuss in more detail two pages ahead, lets you edit Word documents stored on Google Docs or elsewhere, and preserves formatting in the process, even for features Documents To Go does not itself support. (DataViz, $14.99)

  - ◇ KyTekHTMLeditor: This universal app connects to Google Docs and lets you create or edit styled text, but it reads and saves documents only in HTML format. (KyTek, $9.99)

  - ◇ Office^2 HD: From the same developer as Doc^2 HD, Office^2 HD (**Figure 22**) includes all the capabilities of the former plus an editor for Google Spreadsheets. (Byte^2, $7.99)

89
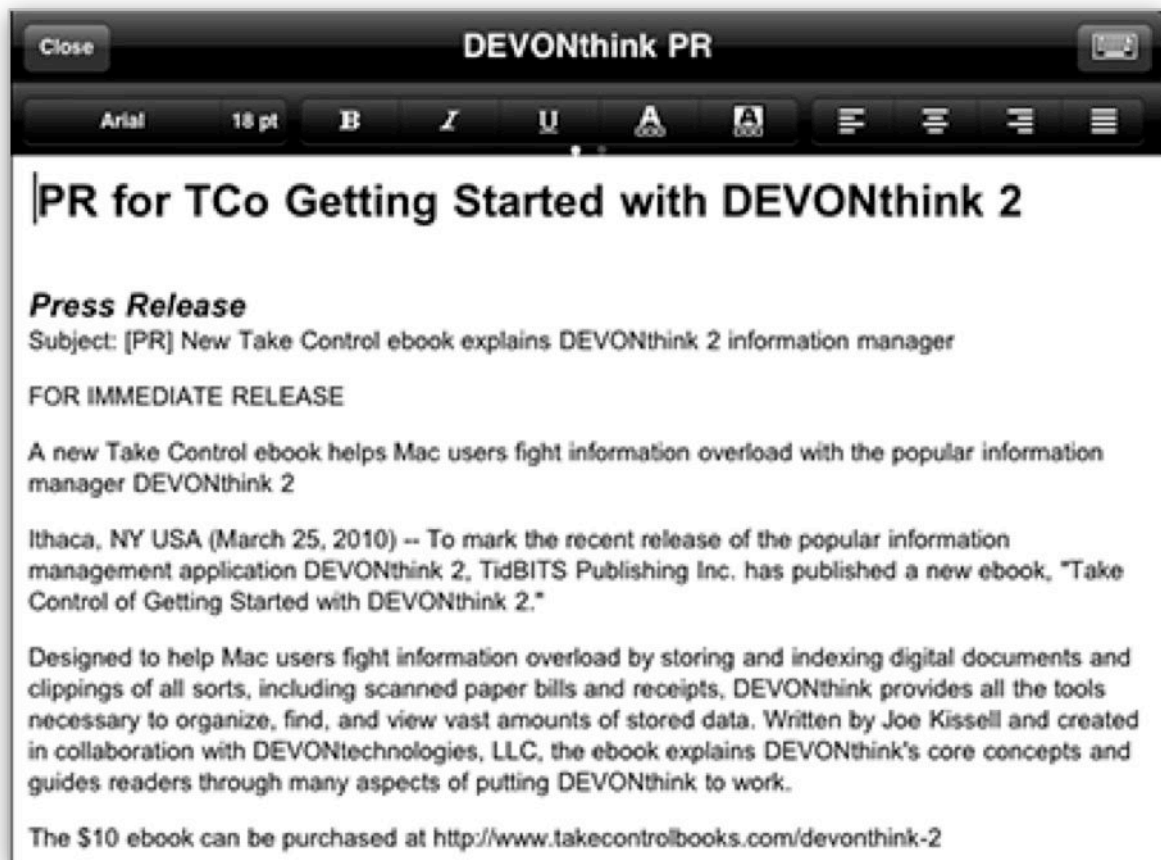
Figure 22: This screenshot of a portion of the Office^2 HD screen shows standard word processing controls at the top.

Read Only

If you want to view your Google Documents on your iPad in a more pleasing way than what Safari provides, but do not need to edit them, you can use one of the following apps:

- Memeo Connect Reader (Memeo, free)
- GoDocs (Light Room, $3.99)

The iPad Novelist

Although Pages, Documents To Go, and the various other paths to Google Docs are the most full-featured and flexible ways to do word processing on an iPad, writers who prefer a clean, uncluttered environment and don't need much in the way of styling might consider My Writing Nook for iPad. Although this specialized text editor is for plain text only, it offers features geared toward book authors. If you're looking for an iPad app to use for National Novel Writing Month (NaNoWriMo, http://www.nanowrimo.org/), this $4.99 app is worth a look.

USE DOCUMENTS TO GO FOR WORD PROCESSING

Just after the initial publication of this book, DataViz released a universal version of the Documents To Go app (in two editions: standard for $9.99, and Premium for $14.99). Like many other apps I've mentioned here, Documents To Go lets you transfer files from your computer and view all the standard file types the iPad supports. And it supports editing—not just viewing—of Microsoft Word documents. The Premium edition also connects to Google Docs, Dropbox, iDisk, and other cloud-based storage.

So far, that's not much different from apps such as Doc^2 HD or Office^2 HD. But Documents To Go has two big advantages over its competitors:

- It includes technology that DataViz calls "InTact," which lets a document make the round trip from your computer to your iPad and back with all its formatting and special features intact. That is, Documents To Go doesn't force you to go through lossy import and export procedures every time you edit a document, which is unique among iPad apps that edit Microsoft Office files.

  As a practical example, suppose you open a Word document that contains footnotes. Documents To Go itself doesn't let you add or edit footnotes (neither does Pages nor any other current iPad app). But if you make other changes to the document, transfer it back to your Mac or PC, and open it in Word, the footnotes will be right where you left them.

91

- The Premium edition can edit PowerPoint presentations, making it the only app I know of besides Keynote that can do so on an iPad. See Use Documents To Go for Presentations for more information on this feature.

Overall, the range of features Documents To Go has for editing Word documents is similar to those of Doc^2 HD and Office^2 HD, although the latter apps allow you to edit tables and insert graphics, which Documents To Go does not. On the other hand, Documents To Go offers Find and Replace (whereas Doc^2 HD and Office^2 HD have only a Find feature) and word and character counts. That, plus InTact technology (which has worked as advertised in my testing so far), leads me to conclude that Documents To Go is the best tool at the moment (even better than Pages) for editing Office documents on an iPad—at least if they'll need to go back to a Mac or PC at some point.

ANNOTATE PDFS

In addition to writing your own text, you may want to review and provide feedback on PDF documents other people have created. On the iPad, several apps offer comparable features. A few examples:

- iAnnotate PDF: This iPad app is a full-featured PDF reader with annotation capabilities. (Aji, $9.99)

- smartNote: This note-taking app, discussed in Take Notes, lets you use any PDF file as the "paper," on which you can add free-form drawings, shapes, notes, and other annotations. (Christopher Thibault and Brendan Lee, $0.99)

- TakeNotes: Like smartNote, this iPad app lets you import a PDF (or JPEG or PNG graphic) and use it as the background for drawing and note-taking, and then save the resulting document as a PDF. (Kishore Tipirneni, $2.99)

Work with Spreadsheets

The second component of Apple's iWork suite for the iPad, the $9.99 Numbers, is a nicely designed, competent spreadsheet program. If you need to create a beautiful spreadsheet on the go, it's arguably the best choice. Alas, Numbers suffers from many of the same problems as Pages, making imports and exports unnecessarily painful. So if you use Numbers, you should know what you're getting into (for better and worse), and you should also be aware that there are other ways to create and edit spreadsheets on an iPad.

USE NUMBERS

Let me begin with the same advice I gave for Pages: before you attempt to do anything with Numbers, take a few minutes to read the sample document, "Tap to Get Started with Numbers" (**Figure 23**).

Figure 23: Learn the essentials in the Getting Started document.

93

Try all the examples, even if they appear obvious. You'll learn your way around the app, discover what the icons mean, get used to the unusual ways in which you select and manipulate data without a mouse, and get a good sense for what the app can do. Because Apple's guide does a nice job of introducing the app and its capabilities, I won't reiterate that information here, except to refer you to two earlier discussions:

- Use the iWork Document Manager, back in the discussion of Pages, for information on working with documents in Numbers

- Transfer and View Documents, which tells you *almost* everything you need to know about getting documents into and out of any iWork app

I do, however, want to mention two important, and perhaps unexpected, things you should know about Numbers so that your expectations don't get the better of you:

- **Import issues:** Numbers on the iPad can open documents from Numbers '09 on the Mac or from Excel (.xls, .xlsx, .xlt, .xltx, .xlsm, .xla), and it can even import comma-delimited text files (.csv, .txt). However, not all features in the Mac version of Numbers or in Excel translate to the iPad's version of Numbers, and as a result, if you import spreadsheets containing certain elements, Numbers strips them out completely and permanently (even if you later transfer the document back to your computer). For example, the iPad has fewer fonts than on a Mac or PC, so if your spreadsheet uses any fonts missing on the iPad, it substitutes ones it deems to be similar. And if any table cells were merged, Numbers unmerges them during import. Other elements removed during import include 3D charts; stepper, slider, and pop-up menu controls; comments; headers; footers; and (from Excel spreadsheets) scripts.

  To learn more about what may be lost during import, read Apple's "Numbers for iPad FAQ," at http://support.apple.com/kb/HT4067.

- **Export issues:** I mentioned this earlier, but it bears repeating: Numbers on the iPad can export files in only two formats: Numbers (compatible with Numbers '09 on a Mac) and PDF. Excel *cannot* open a document that has been edited in Numbers on an iPad—even if it was originally an Excel spreadsheet—unless you open it in Numbers on a Mac and export it to Excel format from there.

94

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- **Printing:** Like the other iWork apps, Numbers lacks a Print command. For ways to work around this, read Print from Your iPad.

In addition, Numbers on the iPad lets you create forms to facilitate data input, but Numbers '09 lacks that feature, so if you open a copy of the spreadsheet you created on the iPad with Numbers on your Mac, the forms disappear.

USE GOOGLE SPREADSHEETS

Another component of the free Google Docs suite of Web applications is Google Spreadsheets (http://spreadsheets.google.com/). Although Google Spreadsheets isn't as powerful or flexible as Excel or Numbers, it does have a respectable set of features and a nice, almost desktop-like user interface.

If you visit your Google Docs account in Safari on the iPad, however, Google delivers the Mobile version of its Spreadsheets app. This lets you do basic editing, but lacks many of the features available in the version of Google Spreadsheets available to desktop browsers.

Switcheroo: Even though there's a "Go to spreadsheet view" link, you can't switch to the desktop version in Safari—it keeps redirecting you to the mobile version no matter what you do. You can use another browser (such as iCab Mobile or Atomic Web Browser) to trick Google Docs into thinking you're not using an iPad, and therefore displaying the desktop version, but it won't help. That's because the full version of Google Spreadsheets relies heavily on a mouse, and the iPad's touch interface provides no way to manipulate many of the controls you'll need.

Therefore, if you want to access spreadsheets you've previously created in Google Spreadsheets, or create new ones there, a browser is not the best way to do so on an iPad. Instead, look for a third-party app that can access your Google Docs account and provide a native iPad interface for editing spreadsheets.

As I write this, I know of only three apps that meet this description. The first two are from the same developer, Byte^2. Sheet^2 HD is a $5.99 spreadsheet app with a subset of the features found in Google Spreadsheets; it can connect to your Google Docs account and lets you

95

directly edit spreadsheets there or create new ones. Unfortunately, it lacks advanced features such as forms, charts, and support for graphics. However, for basic number crunching, it's more flexible and easier to use than the mobile version of Google Spreadsheets.

If you want to access and edit Google Documents and Google Spreadsheets in a single app, you can opt for Sheet^2 HD's only slightly pricier big brother, the $7.99 Office^2 HD, which I also mentioned earlier in Work with Text.

The third choice, which became available only after the initial version of this book was released, is Documents To Go, as I describe next.

> **Tip:** To view your Google Spreadsheets in a nicer environment than a Web browser, try an app noted in Read Only, a few pages earlier (p. 90).

USE DOCUMENTS TO GO FOR SPREADSHEETS

Earlier, in Transfer and View Documents and Use Documents To Go for Word Processing, I discussed Documents To Go from DataViz. This app, available in two editions (standard for $9.99, and Premium for $14.99) includes a fairly full-featured spreadsheet editor and has a variety of other useful file-transfer, viewing, and editing features. The Premium edition can also access files in your Google Docs account as well as several other cloud-based storage services.

As iPad spreadsheet apps go—and disregarding all its other features— Documents To Go is pretty impressive, although like Sheet^2 HD and Office^2 HD it lacks tools for creating charts or graphs. However, its one killer feature, in my opinion, is "InTact technology," which ensures that if you edit an Excel spreadsheet in Documents To Go, none of the elements of that document will be lost during import or export. Go ahead and edit a spreadsheet with graphs, pictures, fancy formatting, or other unsupported features; when you transfer the document back to your Mac or PC, all those elements will still be intact.

Other Spreadsheet Options

Numbers, Sheet^2 HD, Office^2 HD, and Documents To Go are excellent tools for creating and editing spreadsheets, each for different reasons. However, they aren't the only options, and if none of them scratches your itch, you might prefer one of these:

- Discount Spreadsheet: This universal app is a simple spread-sheet app with only a tiny subset of the features in most competing products, but then, if your needs are modest, you'll appreciate the low cost and simplicity. Note that it can import and export .csv (comma-separated value) files but not Excel files. (Luminant Software, $1.99)

- Documents 2: Although this universal app's list of features suggests that it's in the same league as Office^2 HD or Documents To Go, it's actually much more limited. It can create and edit simple spreadsheets, saving them as .csv files—and can view (but not edit) Excel files. It can also connect to Google Docs, FTP servers, and computers on your local Wi-Fi network, and supports a variety of file types. However, I found that the app crashed frequently and that some of its features didn't work at all on my iPad; caveat emptor. (SavySoda, $1.99)

- Mariner Calc: This full-featured iPad spreadsheet app has two key features that Numbers lacks: the capability of saving Excel spreadsheets in their native format, and a built-in Web server that lets you transfer spreadsheets to and from your computer wirelessly. Of course, it doesn't have some of the flashier Numbers features (such as charts and forms), but depending on your needs, it may be a more effective way to get your work done. (Mariner Software, $5.99)

Create and Give Presentations

Keynote, the third element in the iWork trio, is, like its Mac OS X counterpart, a fine program for creating and giving presentations that go well beyond simple slide shows. Using the $9.99 app, you can create complex transitions and animations, for example, and use Apple's templates and tools to produce truly impressive results.

In contrast to Pages and Numbers, Keynote is, as I write this, the best tool for creating presentations on an iPad (but I cover an interesting option ahead in Use Documents To Go for Presentations). Despite its many excellent attributes, Keynote suffers from typical iWork issues, so if you plan to use it, it pays to know what those are and how to deal with them. And, because the iPad is—as you know—*not a computer,* you'll need to have a few facts and techniques on hand when it comes time to run your Keynote presentation on an external display.

LEARN KEYNOTE BASICS

Like Pages and Numbers, Keynote comes with an example document, "Tap to Get Started with Keynote," that explains the main features and interface elements (**Figure 24**). Before doing anything else, read this document and try Keynote's controls. And, refer to these discussions earlier in the book for details about using Keynote documents:

* Use the iWork Document Manager for general information on working with documents in Keynote

* Transfer and View Documents for instructions on getting documents into and out of any iWork app
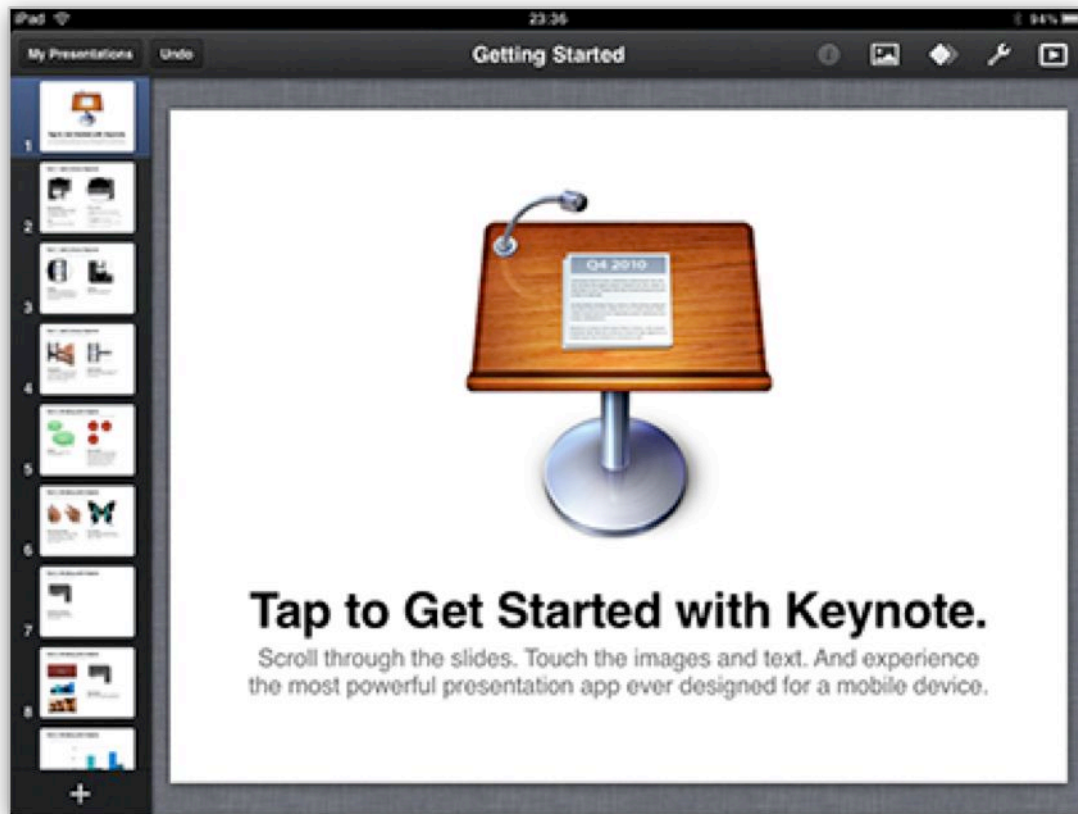
Figure 24: Keynote's sample presentation walks you through all the basics of using the app.

And, as usual, I want to offer a few general qualifications:

- **Import issues:** Keynote on the iPad can open files from Keynote '09 on the Mac or from PowerPoint. But, since it lacks some of the features in these other programs, it modifies documents as needed while importing them. Most significantly (and annoyingly), Keynote strips out Presenter Notes entirely. It also removes any audio from your presentations, converts 3D charts to 2D, and replaces any fonts not present on the iPad with alternative (and not necessarily attractive) selections. In addition, any grouped objects are ungrouped. And, any transitions or builds that aren't present in Keynote for the iPad are replaced with a simple dissolve.

- **Export issues:** Keynote can export presentations in only two formats: Keynote (compatible with Keynote '09 on a Mac) and PDF. PowerPoint *cannot* open a document directly from Keynote on an iPad—even if it was originally a PowerPoint presentation—unless you open it in Keynote on a Mac and export it to PowerPoint format from there.

99

- **Templates:** Twelve prebuilt templates come with Keynote on the iPad, but unlike in Keynote for Mac OS X, you can't add new templates. However, you can get most of the way there by importing an existing presentation with a template you want to reuse, deleting its content, and duplicating it as the basis of a new presentation.

- **Printing:** Like the other iWork apps, Keynote lacks a Print command. For ways to work around this, read Print from Your iPad.

- **Orientation:** Keynote works only in landscape mode; turning the iPad to portrait mode has no effect when Keynote is running.

CREATE A KEYNOTE PRESENTATION

Because the Keynote sample document provides an excellent overview of the app's capabilities and controls, I won't reiterate basic instructions here. Instead, I want to offer a few tips for creating a presentation in Keynote:

- **Use only the iPad:** Because Keynote on the iPad is much more limited than Keynote on a Mac (or PowerPoint)—and because importing and exporting is such a hassle—you'll endure the least aggravation if you plan to create your presentation from start to finish on the iPad rather than starting on your computer, or moving the file back and forth between the two devices.

  Duly (key)noted: If you strongly prefer to develop your presentation in Keynote '09 on a Mac and then move it to your iPad, make lie as easy for yourself as possible by following Apple's guidelines for choosing themes, fonts, master slides, and other elements: http://support.apple.com/kb/HT4114.

- **Prepare graphics first:** Keynote can use images that are in your iPad's Photos app (synced from your Mac or PC using iTunes) or on your Clipboard (copied from another app).

  So, for best results, figure out what graphics you'll want to include in your presentation up front, prepare them on your computer (Apple recommends saving them in PNG format if possible), and sync them with iTunes before starting work on your presentation. On a Mac using iPhoto, for example, drag the images into iPhoto

100

and then sync. (You can configure the sync by selecting your iPad in the iTunes sidebar and then clicking the Photos tab at the right.)

- **Keep it simple:** Although this could be said for any presentation, on the iPad it's especially important: keep things simple. Avoid putting lots of text on any slide, and keep text sizes on the large side. (In other words, don't take Apple's sample presentation as a guide for making your own!) And don't go crazy adding animations and transitions. Such elements are more awkward to work with on an iPad than on a computer, and they'll be less effective in getting your point across than good, solid speaking skills.

USE AN EXTERNAL DISPLAY

Because the iPad's display is too small for more than a few people to view comfortably at the same time, you'll most likely want to use an external display (such as a video projector or a large-screen TV) to play your presentation. In order to do this, you'll need an appropriate adapter:

- **Apple iPad Dock Connector to VGA Adapter:** In most cases, this is the one you want. It lets Keynote display presentations on any projector, display, or TV with a VGA input—which is the vast majority of them. Plus, this adapter is the only one that lets you display the iPad's full 1024-by-768 pixel resolution on an external monitor. However, be aware that if your presentation includes any videos with sound, you'll need a separate cable, attached to the iPad's headphone port, to carry the sound (http://store.apple.com/us/product/MC552ZM/A, $29.00).

- **Apple Component AV Cable:** To connect your iPad to a TV with component inputs—three separate RCA video connectors (YPbPr) plus stereo RCA audio connectors—use this kit (http://store.apple.com/us/product/MB128LL/B, $49.00).

- **Apple Composite AV Cable:** This kit connects your iPad to a TV with a composite video input (single RCA connector) plus stereo RCA audio connectors (http://store.apple.com/us/product/MB129LL/B, $49.00).

101

Whichever adapter you use, simply attach one end to the iPad's Dock connector and the other end to your display, and make sure the display is set to the correct input. But also carefully note the following:

Video output is limited! *Connecting an iPad to an external display does not mean the display shows everything on your iPad's screen. The iPad directs video output to an external display only for the following Apple apps:*

- *Photos: Only when a slideshow is running.*

- *YouTube: Only when a video is playing.*

- *Videos: Only when a video is playing; and, when using the VGA adapter, only for unprotected or standard-definition content.*

- *Keynote: Only when a presentation is playing—no video signal will be output until you tap the Play button.*

RUN A KEYNOTE PRESENTATION

To run a presentation, tap the Play ▶ button. Then, if you're using an external display, Keynote shows your slides on the external display only, while displaying a simple set of controls on the iPad (**Figure 25**).

Figure 25: This minimalist control panel for a Keynote presentation.

In this view, you can do the following:

- **Go forward:** Tap once anywhere on the screen (except on the ◀,
  ▐, or ✕ icon), or swipe toward the left.

- **Go back:** Tap the ◀ icon, or swipe toward the right.

- **Display thumbnails:** Tap the ▐ icon; the unreasonably small
  thumbnail list appears on the left (**Figure 26**). However, note that
  the thumbnail list disappears as soon as you display a new slide;
  unfortunately, you can't keep it visible on screen all the time.

Figure 26: Those teensy thumbnails on the left are supposed to
enable you to jump to a specific point in your presentation.

- **Skip to a specific slide:** With the thumbnails visible, tap on any
  thumbnail. (Good luck figuring out which one is which!)

- **Use a "laser pointer":** Touch and hold anywhere on the screen,
  and then drag to move a bright red dot that simulates the effect of a
  laser pointer. The pointer disappears when you lift your finger.

- **End the presentation:** Tap the ✕ icon, or double-tap anywhere.

103

USE DOCUMENTS TO GO
FOR PRESENTATIONS

In this book I've repeatedly mentioned Documents To Go Premium from DataViz, a $14.99 app that lets you transfer, view, and edit Microsoft Office documents on your iPad. One of the distinguishing characteristics of the Premium edition, not found in the less-expensive standard edition, is the capability to edit PowerPoint documents.

In terms of both features and interface for creating presentations, Documents To Go doesn't hold a candle to Keynote. It's not bad, by any means—just nowhere near as slick or flexible. On the other hand, it does offer two key capabilities that Keynote lacks:

• **Notes:** You can create and edit presenter notes, which will not appear on the main display when you give your presentation.

• **"InTact Technology":** As with Word and Excel documents, the app ensures that even if you're editing a presentation that includes features or formatting Documents To Go itself can't handle, all those elements will still be present when you transfer the presentation back to your Mac or PC.

So, if you have an existing PowerPoint deck on your Mac or PC that you want to edit on your iPad *and then present using a conventional computer,* Documents To Go is a superior option to Keynote. The one truly glaring omission on Documents To Go—which may be an Apple-imposed limitation—is the absence of support for external displays. You can flip through your slides directly on the iPad (with or without presenter notes visible), but if you connect your iPad to a projector or other display, you'll get no video signal when in Documents To Go.

104

Print from Your iPad

In many respects, the iPad can substitute for paper—instead of carrying around a bundle of dead trees, you can store thousands of documents on your iPad in handy, searchable formats such as PDF. Be that as it may, you may still need to print from your iPad.

Printing is an area where the iPad's non-computer nature is evident. There's no way to physically attach the iPad to a printer (via USB or Ethernet, say) and it lacks a system-wide printing infrastructure—it has no printer drivers, and its apps have no Print command.

Does that mean printing is impossible? Not at all! Industrious third-party developers have created a wide range of solutions. I discuss some examples in this section.

PRINT ON A COMPUTER

In many situations, the path of least resistance to printing documents that are on your iPad is to send the documents to a computer, and print from there. Assuming you have access to a computer that's connected to a printer, it's a method that nearly always works and may save you both money and hassle.

Earlier, in Transfer and View Documents, I provided an overview of some of the many ways you can copy a document from an iPad app to a computer. To review some of the key options:

- Use iTunes to transfer the document to a computer. This requires you to attach the iPad to the computer with a USB cable, so the iPad and the computer must be in the same physical location. (If you want to print via someone else's computer, be certain to turn off syncing in the iTunes preferences *before* you make the connection.)

- Use a third-party app to transfer the document wirelessly to the computer, possibly via a cloud-based service such as Dropbox.

- Email the document to yourself, or to someone else who can access a printer, as an attachment.

Tip: Given the choice, I recommend transferring documents as PDF files for printing—especially if the computer you'll use lacks a version of the iPad app used to create the document.

Another option is also worth mentioning: fax. If you ever find yourself in need of a hard copy in a location where there's no printer to be found, you may be able to locate a fax machine. If so, you could use an email-to-fax service such as jConnect (http://www.j2.com/). Email the document to a special address provided by the service to send it to the nearest fax machine, and you'll have a quick, albeit low-resolution, hard copy.

USE A THIRD-PARTY PRINTING APP

Several third-party apps offer printing capabilities. Such apps must provide a way to perform two key activities:

- **Getting the document from an app:** The most sophisticated printing apps use Document Support to enable other apps to send them a fully formatted document. Lower-tech printing apps ask you to select whatever you want to print, copy it, and paste it into the app. Copy-and-paste may be adequate for simple output, but you're likely to lose document formatting, such as margin settings and layout details, in the process.

    Yet another approach is to offer printing of documents you transferred from a computer, data that's already available system-wide (such as contacts and the contents of your photo library), or Web pages loaded in the app's built-in browser.

- **Sending the document to a printer:** Some apps can find and communicate directly with shared printers on a local network. Others require you to install a helper application on your Mac or PC; the app then talks to this helper via Wi-Fi, and the helper application sends the document to a printer.

As you can imagine, developers have combined these methods of getting data and sending it to a printer in a variety of ways, some more successful than others. In a moment, I list some examples of apps along with the types of input they accept and how they communicate

with printers. But first, I should mention that all these iPad printing apps have a couple of limitations, at least in iPhone OS 3.2:

- **No background printing:** Because the iPad doesn't yet offer multitasking for third-party apps, you must have the printing app open in order to print—at least long enough to send the data to the printer (or the helper application), if not for the entire time it takes to print.

- **No printing for non-document-based apps:** Apps such as Maps that don't create or view documents, and have no means of selecting and copying everything on the screen, are generally incompatible with all these printing methods. In some cases, you can work around this limitation by taking a screenshot (press the Sleep button and the Home button at the same time) and printing the resulting graphic, which appears in the Saved Photos album in the Photos app.

Printing to the Cloud

Google is working on what the company hopes will be a final solution to the complexities of printing: a service called Google Cloud Print. Under this scheme, any device with Internet access (a computer, an iPad, a mobile phone, or anything else) would be able to print to any printer in the world that also has Internet access (given appropriate permissions, of course). Devices that want to print would send data to the cloud-based service, where it would be formatted for, and then forwarded to, the printer of your choice.

Although this service is far from becoming reality, it's an interesting idea that could make printing from your iPad much simpler in the future. Read more about Google Cloud Print at http://code.google.com/apis/cloudprint/docs/overview.html.

Assuming you can live with those limitations and qualifications, here are some of the tools you can use to print from an iPad:

- Air Sharing HD: This $9.99 app is designed mainly for transferring, storing, and viewing files (see Transfer and View Documents), but it also does a splendid job of printing any of those documents—as well as documents sent from other apps, such as Mail attachments, via Document Support. Air Sharing HD can communicate directly with

107

shared printers on a local network—no helper application required. Like all the other apps in this list, it can't directly print documents from iWork apps, but read Print from iWork Apps (and Almost Anything Else), next page, for a clever workaround to that problem.

- ePrint: This $2.99 universal app prints directly to networked printers, no helper application required. It can print Web pages from its built-in browser, data from your Photos, Calendar, and Contacts apps, documents from an iDisk or WebDAV server, the contents of the Clipboard, and notes you've typed in the ePrint app. However, it doesn't accept input via Document Support.

- PrintCentral for iPad: PrintCentral requires a helper program to be running on your computer in order to print, but apart from that slight inconvenience, it is quite powerful and flexible. It can print Mail attachments and other files received via Document Support (which, sadly, excludes iWork apps at present), the Clipboard, photos, contacts, Web pages, and files transferred from your computer either through iTunes or using the app's built-in Web server. (EuroSmartz, $9.99; a universal version, called PrintBureau, is also available for $12.99)

GetSmartz: PrintCentral is the top-of-the-line printing app from EuroSmartz. However, this company also offers numerous other apps (including DocPrinter and Print n Share) that have various subsets of PrintCentral's features—and correspondingly lower prices. See the full list and how they compare at http://mobile.eurosmartz.com/prod_index.html#comparison.

- Print Magic: This simple app can print directly to any networked printer, but it accepts only the contents of the Clipboard as input. Another problem with it is that it's still iPhone-sized and has not yet been updated for the iPad. (Wellala, $6.99)

- PrinterShare: This app offers what it calls "remote printing": It sends data such as photos, contacts, Web pages, or the contents of your Clipboard to your PrinterShare account in the cloud; from there, it can go to any computer in the world with the necessary helper software installed, and finally to any printer available from that computer. The service is free for first 20 pages, but then costs $4.95 for 100 pages, or $9.95 per month for unlimited pages. The

108

developer is working on "nearby printing," which should allow a future version to use printers on the local network without a helper application. (Dynamix Software, free)

Of these apps, I've been happiest with Air Sharing HD and PrintCentral. Interestingly, the former is a document transfer app with bonus printing features, and the latter is a printing app with bonus document transfer features!

PRINT FROM iWORK APPS (AND ALMOST ANYTHING ELSE)

Nowhere is the iPad's lack of direct printing support felt more keenly than in the iWork apps—especially in Pages, which includes templates for documents that are usually distributed in printed form, such as formal letters, résumés, and flyers. Sure, you could transfer an iWork document to your computer and print it from there, but that's a hassle, especially if your iPad and your printer are already connected to the same wireless network. You could also select and copy the whole document and use one of the printing apps that can print the Clipboard's contents, but then you'll most likely lose certain formatting attributes such as margins and page breaks.

There is a sneaky way to print an iWork document accurately, with all its features intact, directly from your iPad. The technique works not just from an iWork app, but from any app that can send its documents via email. It requires that you have purchased and installed a printing app that lets you open files via Document Support—which means (as of the time I'm writing this) paying $9.99 for either Air Sharing HD or PrintCentral. Assuming you've done that, follow these steps:

1. Email the document to yourself:

   - In an iWork app's Document Manager (see Use the iWork Document Manager), tap the Share button, tap Send via Mail, and then tap PDF. If you don't tap PDF, you may lose essential formatting in your printout.

   - In any other app, use whatever process it offers for sending a document via email.

Either way, enter your *own* address in the To line, and then tap Send.

2. Wait a few minutes for the message to make the round trip to your mail server, and then open the Mail app and select your message.

3. Touch and hold on the attachment, tap Open In, and then tap the name of the app you want to print from (Air Sharing or PrintCentral). The document opens in the other app.

4. Follow whatever procedure your chosen printing app uses to print the document.

Do Other Work Activities

So far, this book has focused primarily on the types of work you can do with the iPad's built-in apps, Apple's iWork suite, and similar office-type apps. Of course, that doesn't even scratch the surface of what counts as work—and what you do professionally may be in another category entirely. Whatever it is, there may be an iPad app for it, or even dozens of them!

In this final section, I look at three more broad categories of work activities that are especially well represented on the iPad and offer examples of apps in each one that may be useful to you.

USE A DATABASE

Whether you're cataloguing your wine cellar or managing complex business records, a database app can help you enter, store, and search highly structured data. A small sampling of database apps on the iPad:

- Bento for iPad: This straightforward yet elegant personal database includes templates for everything from time billing to diet tracking. It syncs wirelessly with Bento for Mac. (FileMaker, $4.99)

- Database Viewer Plus for iPad: This app can sync via Wi-Fi with a wide variety of desktop and server-based databases, including Microsoft Access, MySQL, and FileMaker Pro, but note that it relies on a Windows-only desktop application as a conduit. (Cellica Corporation, $39.99)

- FMTouch: If you have FileMaker Pro versions 8–10, you can use this universal app to run your databases directly on your iPad, and optionally sync data with desktop or server versions of FileMaker Pro via Wi-Fi. (FMWebschool, $29.99)

- HanDBase for iPad: A powerful relational database available for numerous platforms, the iPad version of HanDBase offers a long feature list, an attractive interface, and optional syncing with the developer's products for Mac OS X and Windows. (DDH Software, $9.99)

DRAW AND PAINT

If your work involves graphic arts, you can choose from a vast array of apps that provide extensive drawing and painting tools. Here are a few:

- ArtStudio for iPad: This app offers drawing and painting, multiple layers, filters, and more. (Lucky Clan, $0.99)

- Brushes iPad Edition: This high-resolution painting app offers multiple layers. (Steve Sprang, $7.99)

- Layers Pro Edition for iPad: This painting app also provides multiple layers for creating your masterpieces. (Gotow.net, $5.99)

- Paintbook: This vector-based drawing and painting universal app doesn't have layers, but it can handle very high-resolution images. (Sean M Puckett, $2.99)

BRAINSTORM, OUTLINE, AND MIND MAP

This category includes apps that help you organize your thoughts:

- Idea Sketch: With this universal app, you can create diagrams, flow charts, and mind maps. Optionally, you can even convert your work to and from a text-based outline. (Nosleep Software, free)

- iMockups for iPad: This wireframing tool helps you design mockups of apps and Web sites. (Endloop Systems, $9.99)

- iThoughtsHD: This app offers mind mapping and task management features. (CMS, $7.99)

- MindNode: You can use this universal app for mind mapping and outlining. (Markus Müller, $5.99)

- OmniGraffle: This iPad app handles diagrams, flow charts, freehand drawing, Web site wireframing, and much more. It also opens files created in OmniGraffle for Mac. (The Omni Group, $49.99)

- Outliner for iPad: This iPad app has text-based hierarchical outlining, as well as some sharing and collaboration features. (CarbonFin, $4.99)

112

About This Book

Thank you for purchasing this Take Control book. We hope you find it both useful and enjoyable to read. We welcome your comments at tc-comments@tidbits.com. Keep reading in this section to learn more about the author, the Take Control series, and the publisher.

ABOUT THE AUTHOR

Joe Kissell is Senior Editor of *TidBITS,* a Web site and email newsletter about the Apple and the Internet, and the author of numerous print and electronic books about Macintosh software, including *Take Control of Mac OS X Backups* and *Take Control of Upgrading to Snow Leopard*. He is also a Senior Contributor to *Macworld* and was the winner of a 2009 Neal award for Best How-to Article. Joe has worked in the Mac software industry since the early 1990s, including positions managing software development for Nisus Software and Kensington Technology Group.

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SHAMELESS PLUG

Although I write about computers as my day job, I have a great many other interests, which I write about on several Web sites, including Interesting Thing of the Day and my personal blog. You can find links to all my sites, a complete list of my publications, and more personal details about me at JoeKissell.com. You can also follow me on Twitter: http://twitter.com/joekissell.

113

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Publishers Adam and Tonya Engst have been creating Apple- and Internet-related content since they started the online newsletter *TidBITS,* in 1990. In *TidBITS*, you can find the latest Apple news, plus read reviews, opinions, and more (http://www.tidbits.com/).

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Thanks to Tristan for making bread and dessert. Thanks to Mom and Dad for Sunday dinner.

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