

# How to Really Integrate Your iPad Into Your Workday

Presented by: Christopher Breen  
Senior editor, Macworld



**BusinessManagement**  
**DAILY**

# On today's menu

- **General Productivity**
  - Effective input
  - Organizing your data and apps
  - Apps for the business user
  - Conducting a presentation
- **Configuration**
  - Setting up VPN and Exchange
  - Sharing data with desktop applications and the cloud
  - Security and the iPad
  - Deployment

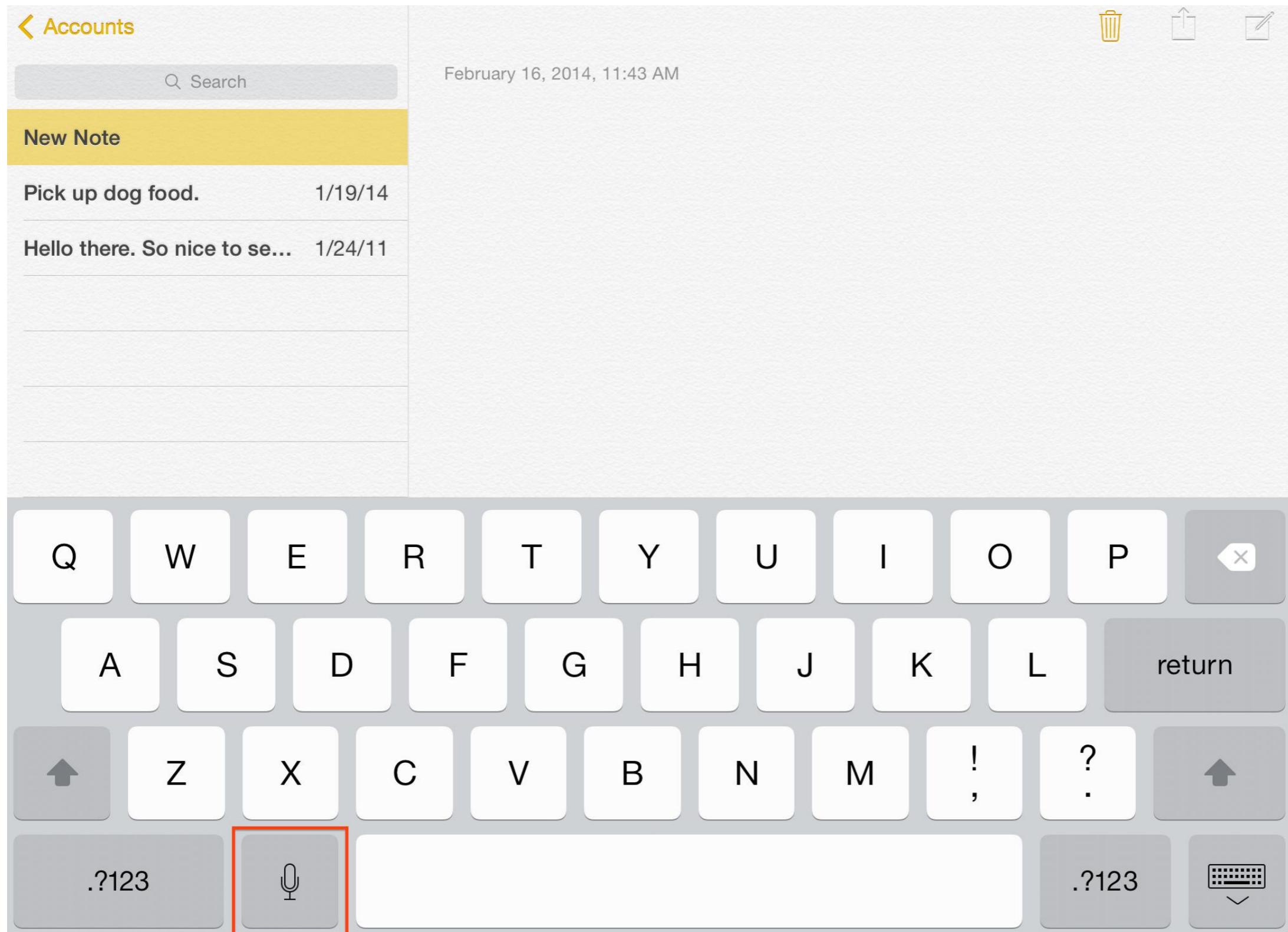
# Effective Input

- Typing counts when you tap (unlike iPhone).
- Press and hold on letters to see optional characters.
- Hold character in *.?123 area*, choose, let go to return to QWERTY screen.
- Double-tap Space Bar to insert period (switchable in Settings > General > Keyboard).
- Double-tap Shift key to enable Caps Lock (with pref on).

# Effective Input

- To reject an incorrect predictive typing entry, tap on the suggestion.
- Hate auto-correct? Turn off in Keyboard pref.
- Keep going!
- Forget apostrophes (usually). The iPad will generally fill in common contractions (watch *its* and *it's*).
- Consider an external (Bluetooth) keyboard
  - Separate (Apple, Logitech)
  - As part of case (Zagg, Logitech, Belkin)

# Effective Input: Dictation



# Effective Input: Dictation

- You are limited to 30 seconds of speech.
- Must speak punctuation.
- What you say is sent to Apple (and you must agree the first time you use it).
- Accuracy is pretty good.

# Organize data and apps

- What to store on the iPad:
  - Data you need when the Internet isn't available.
    - Vital work docs like presentations, contracts, contacts, calendars—any data that, if inaccessible, will cause you to waste flight work, burst into tears, or lose your job.
- What to store in the cloud:
  - A back up of all this data.
  - Most of your media.
  - Data you want to sync between computer and devices—contacts, calendars, email, bookmarks, notes.

# Organize data and apps

- Where in the cloud to store it?
  - iCloud for email, contacts, calendars, reminders, bookmarks, notes, keychain (passwords).
    - Configure this via Settings > iCloud.
  - Gmail: Supports email, calendar, notes syncing.
  - Exchange: Supports email, contacts, calendar syncing.

# Organize data and apps

- Where in the cloud to store it?
  - For data:
    - Dropbox ([dropbox.com](http://dropbox.com)): 2GB free; \$10/mo 50GB.
    - Box ([box.com](http://box.com)): 5GB free for 1 user; \$15/mo up to 500 users 1,000GB.
    - Google Drive ([google.com](http://google.com)): 15GB free; \$5/mo 100GB.
    - Transporter ([filetransporter.com](http://filetransporter.com)): USB unit you connect to your network. Secure access via apps. Starts at \$200.

# Appropriate Apps for Editing and Viewing Files

# Appropriate apps

- Can open files using the Action menu.
  - Just select file, tap Action, and choose Open In.
    - Choose appropriate app from list.
  - In Mail, tap file and choose how to open it.

Searching... ⌘ 12:04 PM Not Charging

irs.gov

2013 Form 1099-MISC

f1099msc--2013.pdf Open in “iBooks” Open in...

9595  VOID  CORRECTED

PAYER'S name, street address, city or town, province or state, country, ZIP or foreign postal code, and telephone no.

		1 Rents \$	2 Royalties \$	3 Other income \$	4 Federal income tax withheld \$
PAYER'S federal identification number	RECIPIENT'S identification number	5 Fishing boat proceeds	6 Medical and health care payments		
		\$	\$		
RECIPIENT'S name		7 Nonemployee compensation	8 Substitute payments in lieu of dividends or interest		
Street address (including apt. no.)		\$	\$		
City or town, province or state, country, and ZIP or foreign postal code		9 Payer made direct sales of \$5,000 or more of consumer products to a buyer (recipient) for resale ► <input type="checkbox"/>	10 Crop insurance proceeds	\$	
Account number (see instructions)	2nd TIN not. <input type="checkbox"/>	11 Foreign tax paid \$	12 Foreign country or U.S. possession		
15a Section 409A deferrals \$	15b Section 409A income \$	13 Excess golden parachute payments \$	14 Gross proceeds paid to an attorney \$		
16 State tax withheld \$	17 State/Payer's state no.	18 State income \$			

Form 1099-MISC Cat. No. 14425J www.irs.gov/form1099misc Department of the Treasury - Internal Revenue Service

**Do Not Cut or Separate Forms on This Page — Do Not Cut or Separate Forms on This Page**

Open in iBooks Open in Notability Open in GoodReader Open in DocsToGo Open in FileBrowser

Copy A For Internal Revenue Service Center

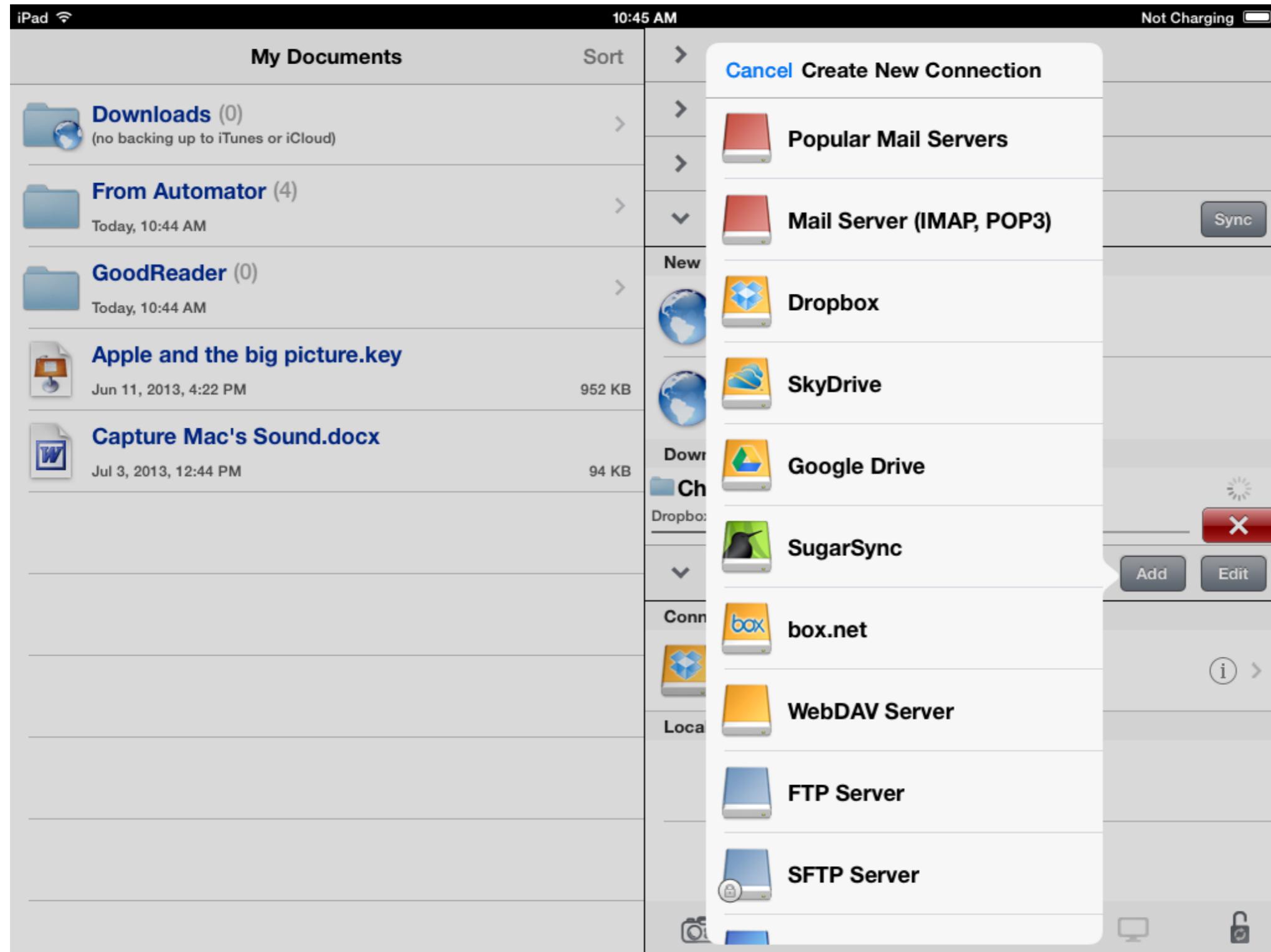
File with Form 1096.

For Privacy Act and Paperwork Reduction Act Notice, see the **2013 General Instructions for Certain Information Returns.**

The power of the Open In command

# Appropriate apps

- Apps to use to view and edit your data
  - GoodReader (\$5)
  - Documents to Go – Office Suite (\$10)
  - Pages (\$10; Pages, Microsoft Word, text)
  - Numbers (\$10; Numbers, Excel spreadsheets)
  - Keynote (\$10; Keynote, PowerPoint)
  - PDFpen (\$10)



# GoodReader

iPad 10:48 AM Not Charging

**Category:** General

No specific number format is assigned to General Cells.

	A	B	C	D	E
6	Recording Location: <TBA>				
7					
8	Chapter #	Chapter Name		Video #	Video Name
9	1.	Introduction			
10					Howdy. This is what we're going to talk about. Who i (refer Computer Literacy for the Mac here to get past basics). Refer to the Mountain Lion what's new cour
11	2.	Installation and migration			Welcome
12					your Mac. Incorpor available only from th
13					Moving your data from your old Mac to a new one. Th being that some people may be using Mountain Lion the first time because they just upgraded their Mac. want to know how to move data from their old Mac to new one. (Or from a backup drive.)
14	3.	Settling In			We'll do a few things to make the interface a little fri -change the Desktop pattern, get rid of the transluc menu bar, make some Dock changes, configure Finc preferences
15					Personalizing the interface
16			Interface basics		A few tips on best using the interface—right click, u Help menu to search for commands, etc.
17			Software Update		We dash into Software Update (Mac App Store) to do any updates.
18			Configuring Gatekeeper settings		What Gatekeeper does, what the three settings me how to work around its limitations.
19			Getting on the Internet		Go into Network settings to get on the Internet eith through Wi-Fi or Ethernet.
20			Configuring iCloud		A look at iCloud's options and managing storage opti
21			Understanding AutoSave and Documents in the Cloud		Like Lion before it, Mountain Lion will AutoSave your in supported applications. These same applications t Documents in the Cloud, which can be confounding cover it all.
22			Configuring Mail, Contacts & Calendars		Mountain Lion includes a Mail, Contacts & Calendar preference similar to the setting of the same name in iOS. This is the gateway for configuring and syncing contacts, calendars, notes, reminders, and chat. We up a couple of different kinds of accounts—Gmail, an Yahoo. Also mention iCloud in case someone hasn't yet been created.
23			Configuring your printer		How to configure a printer.

Sheet1 +

B I U

# Documents to Go

Documents Undo

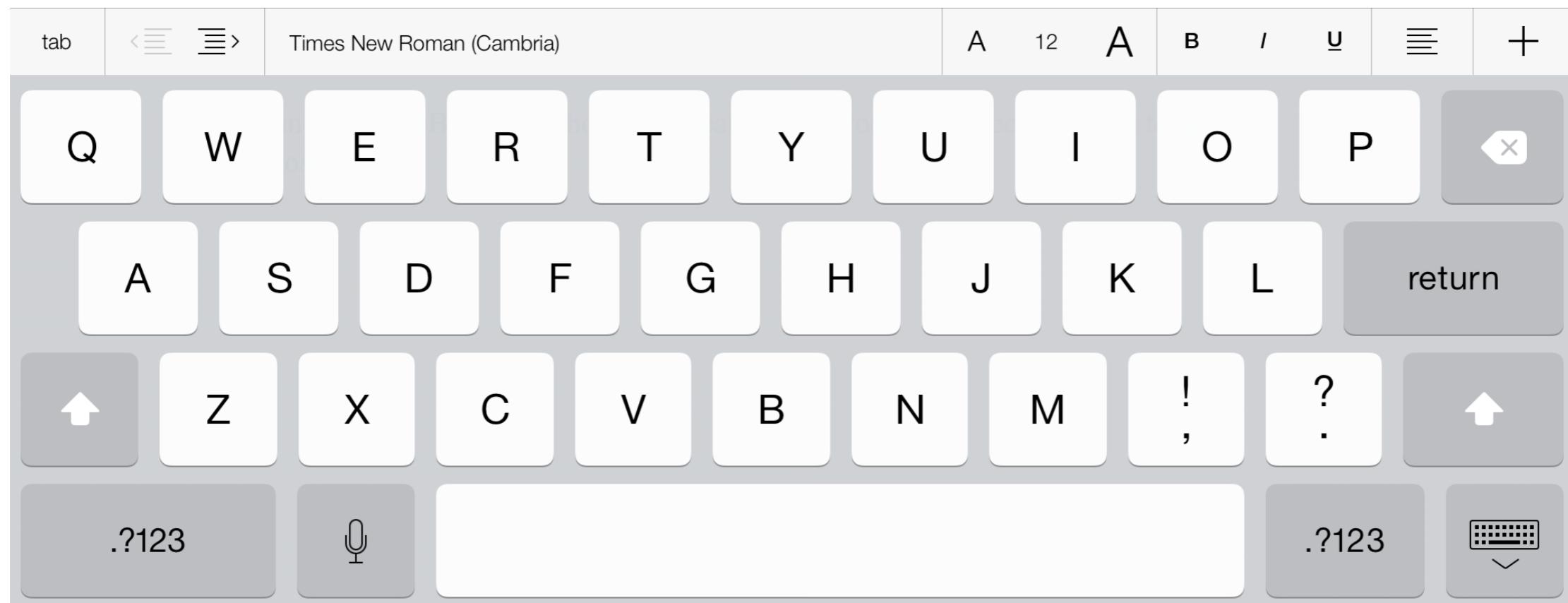
## How to assemble a podcast with GarageBand 6



I can type new text.

You can approach assembly a couple of different ways. One way is to assemble all the pieces in a single project. The other is to assemble the interview (body) portion of the thing, export that once it's finished, and then import that file into the full project. I prefer this second way as it allows me to move fewer clips around. (I don't have to worry that shifting the first part of the interview forward is going to interfere with the podcast's opening.) Up to you though.

### Importing and aligning tracks



Spreadsheets Undo

## Budget Template



Budget Report

Budget Details

Lookup Lists

Income 2	\$1,000
Extra income	\$2,500
Total income	\$9,500

## Actual Monthly Income

Income 1	\$5,800
Income 2	\$2,000
Extra income	\$1,500
Total income	\$9,300

## Actual Monthly Expenses

\$4,628
---------

## Balance (income - expenses)

Projected Balance	\$4,505
Actual Balance	\$4,672

42



\$ 2000

Done

\$

7

8

9



%

4

5

6

next→

★★★★★

1

2

3



+/-

0

.

next←



Numbers

Presentations Undo

## The Effective iPad



The Effective iPad

1 On today's menu

2 Effective Input

3 Effective Input

4 Organize data and apps

5 Organize data and apps

6 Organize data and apps

7 Organize data and apps

8 Organize data and apps

**Apps**

**iPhone, iPod touch, and iPad Apps**

App	Type	Size	Status
Gmail	Productivity	5.9 MB	Will Install
gMusic: A Goog...	Music	24.8 MB	Will Install
GoMusic for Go...	Music	32.1 MB	Will Install
Google Drive	Productivity	30.8 MB	Will Install
Google Earth	Travel	29.4 MB	Will Install
Google Play Books	Books	11 MB	Install
Google Search	Reference	19.7 MB	Will Install
GPS Navigation...	Navigation	29.3 MB	Install
Grace Digital – R...	8.8 MB	5.6 MB	Install

Automatically install new apps

19.57 GB Free

Revert Apply

**Style Options**

Select apps to install on your iPad or drag apps to a specific screen.  
Drag to rearrange apps, screens, and pages.

Style Image Arrange

18

My Documents



**S**unshine: California has possibly the brightest, warmest, and most invigorating sunshine in the world. And you can see the same in the smiles of the Californios all over the state. And after talking with any of our happy residents, you will learn what makes them enjoy California so much—the fantastic diversity of experiences. We here at Explore California love to share our state and its world-famous sunshine with all of you. Come and join us—we've got an experience tailored for everyone. From the mountain to the desert to the sea, from environmental expeditions to luxurious vacations, we can create a life-changing experience for you that you will never forget. So, come and Explore California with us.

Given global warming do we want to play up this bit?

mobile Oct 8, 2013, 10:59 AM

## Desert to Sea ..... 4



## Taste of California..... 6



## Nature Watch..... 8



## Snowboard California... 10

# Notes and voice memos

# Notes

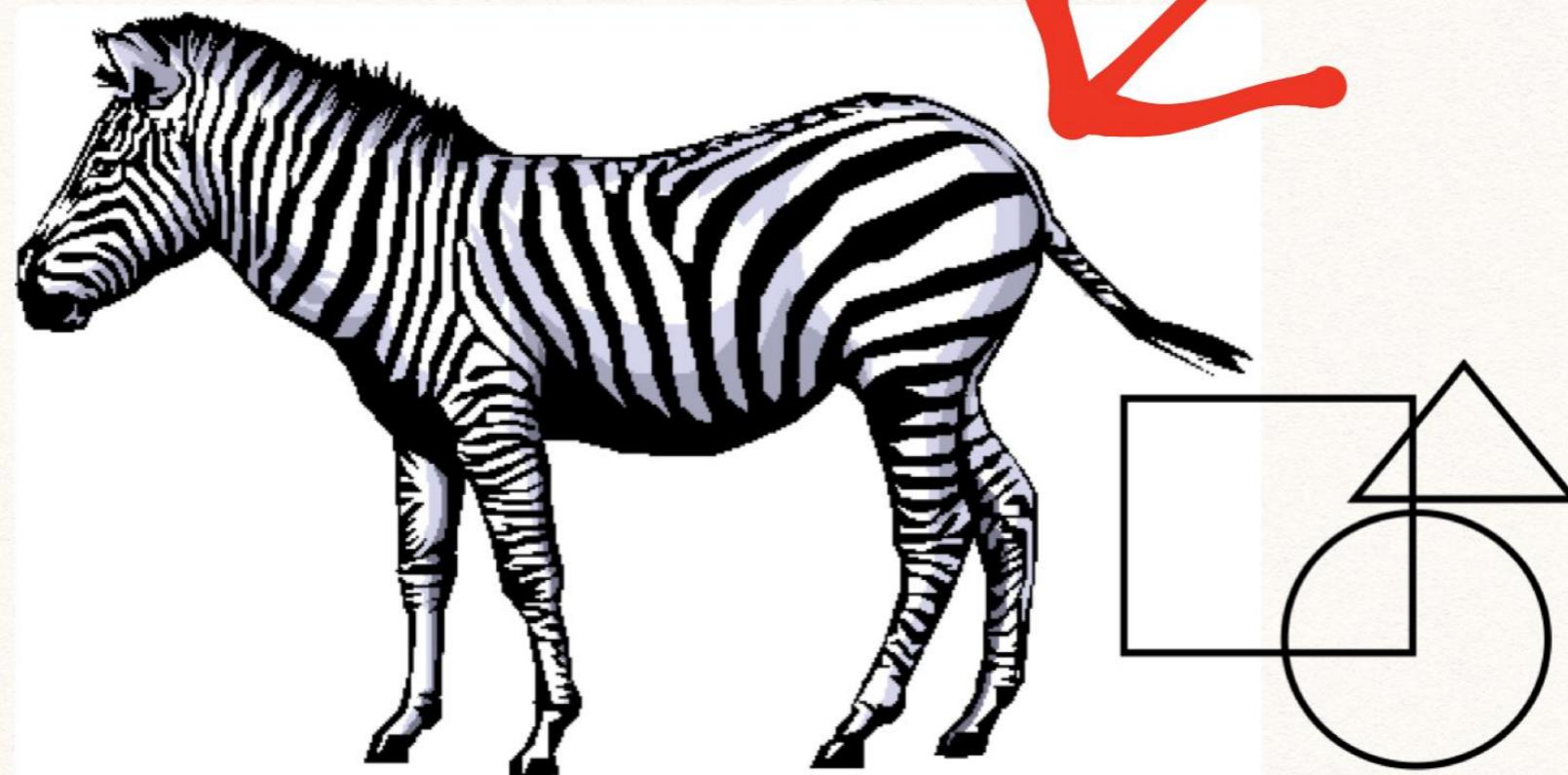
- The iPad is a good device for creating notes
  - Apple's Notes app is free, but limited
  - 3<sup>rd</sup> party: Notability (Ginger Labs, \$3), NoteSuite (Theory.io, \$5), Evernote (Evernote, free/\$5 mo premium)
- Allow you to take text and audio notes, organize by category, sync online, import images, manage tasks



- Item 3

So I'll start typing.

Here's some more text.



Become a member Group memberships Gift memberships

Subscribe Reactivate Log in

lynda.com®

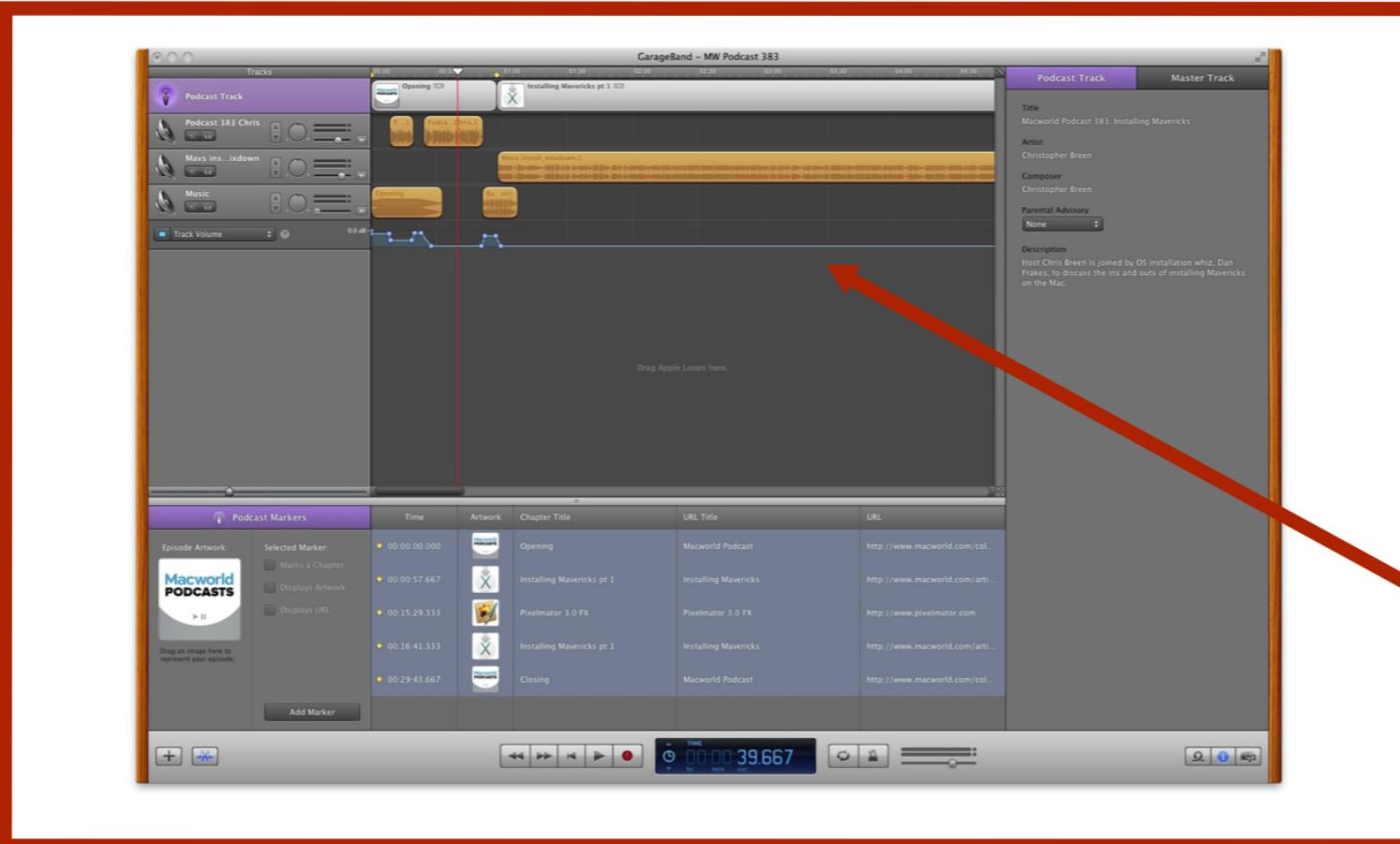
Subject Software Author New courses

What would you like to learn? Search

Shapes



## How to assemble a podcast with GarageBand 6

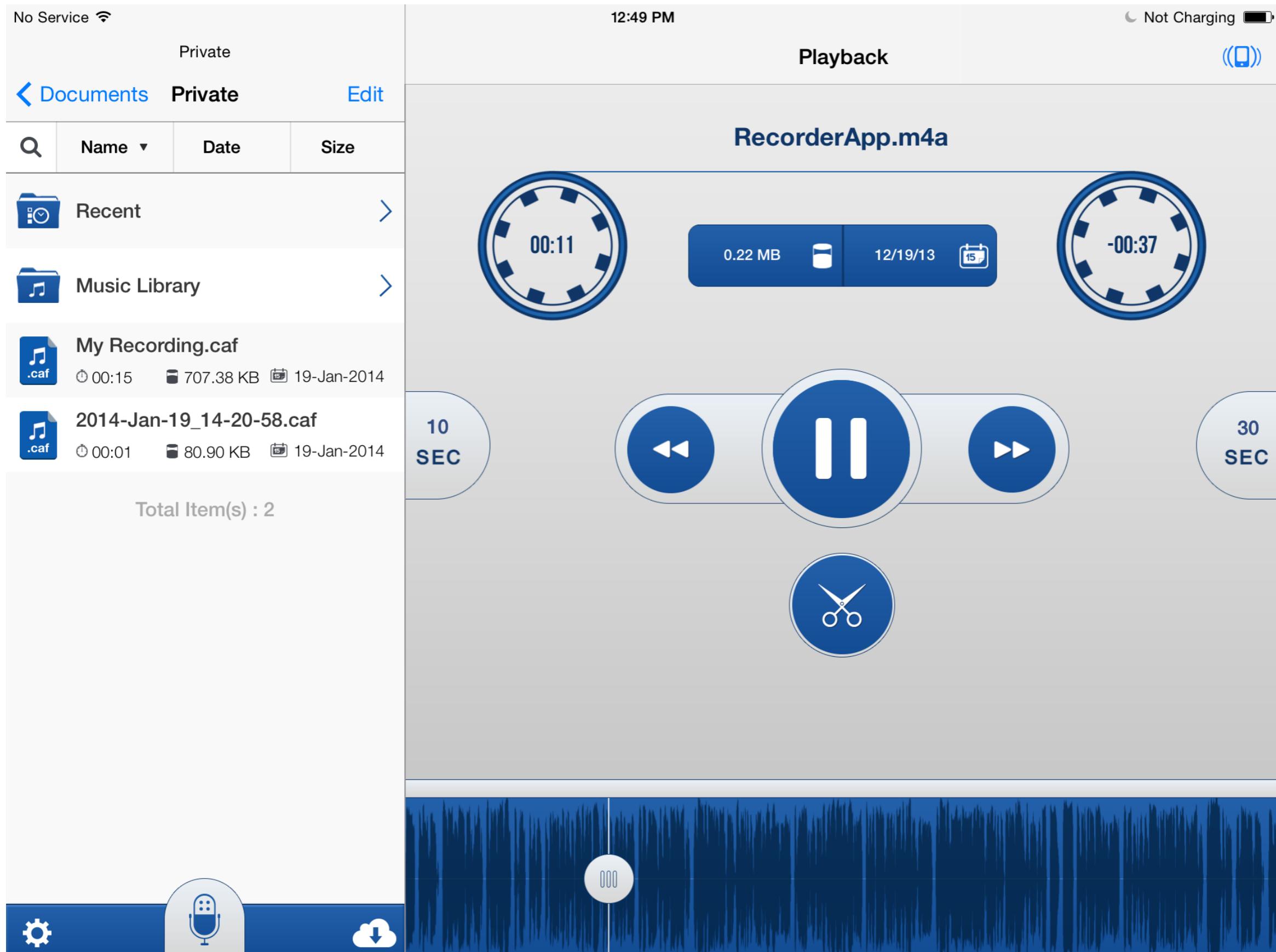


The screenshot shows the GarageBand 6 interface for creating a podcast. The main window displays a 'Podcast Track' with several audio clips: 'Opening', 'Installing Mavericks pt 1', and 'Music'. The 'Podcast Markers' panel at the bottom lists five markers with corresponding times, artwork, chapter titles, URLs, and descriptions. A red box highlights the 'Podcast Track' area, and a red arrow points from the text below towards it.

We begin with the assumption that you have all the recorded parts you need for your podcast—the opening in which you introduce the title, date, episode number, sponsor, and yourself; the first part of the episode's body (the interview); the ad; the second part of the body; and the closing.

# Voice memos

- Unlike the iPhone and iPod touch, the iPad has no included Voice Memos app
  - Recorder App Pro (LiveBird, \$5)
    - Voice activation feature
    - Audio editing (trimming)
    - Variable speed playback
    - Can create password protected recordings
    - Cloud syncing



# Recorder App Pro

# Remote meetings

# Remote meetings

- Increasingly we're working outside the office. How to collaborate? Remote meeting apps and services.
- Skype (free)
- Google Hangouts (free, requires Google+ account)
- GoToMeeting (\$49 mo)
  - All support video chat among groups
  - Can view others' computer screens (not iPad screens)
  - Can chat among individuals
  - Need microphone and camera (for video chat)



Skype



# Google Hangouts

Attendees

Log in

Everyone

Organizer(s) Only

ATTENDEES

christopher breen  
Organizer, Presenter, Me

Become a member

site feedback

GoToMeeting

# About presentations

# iPad Presentations

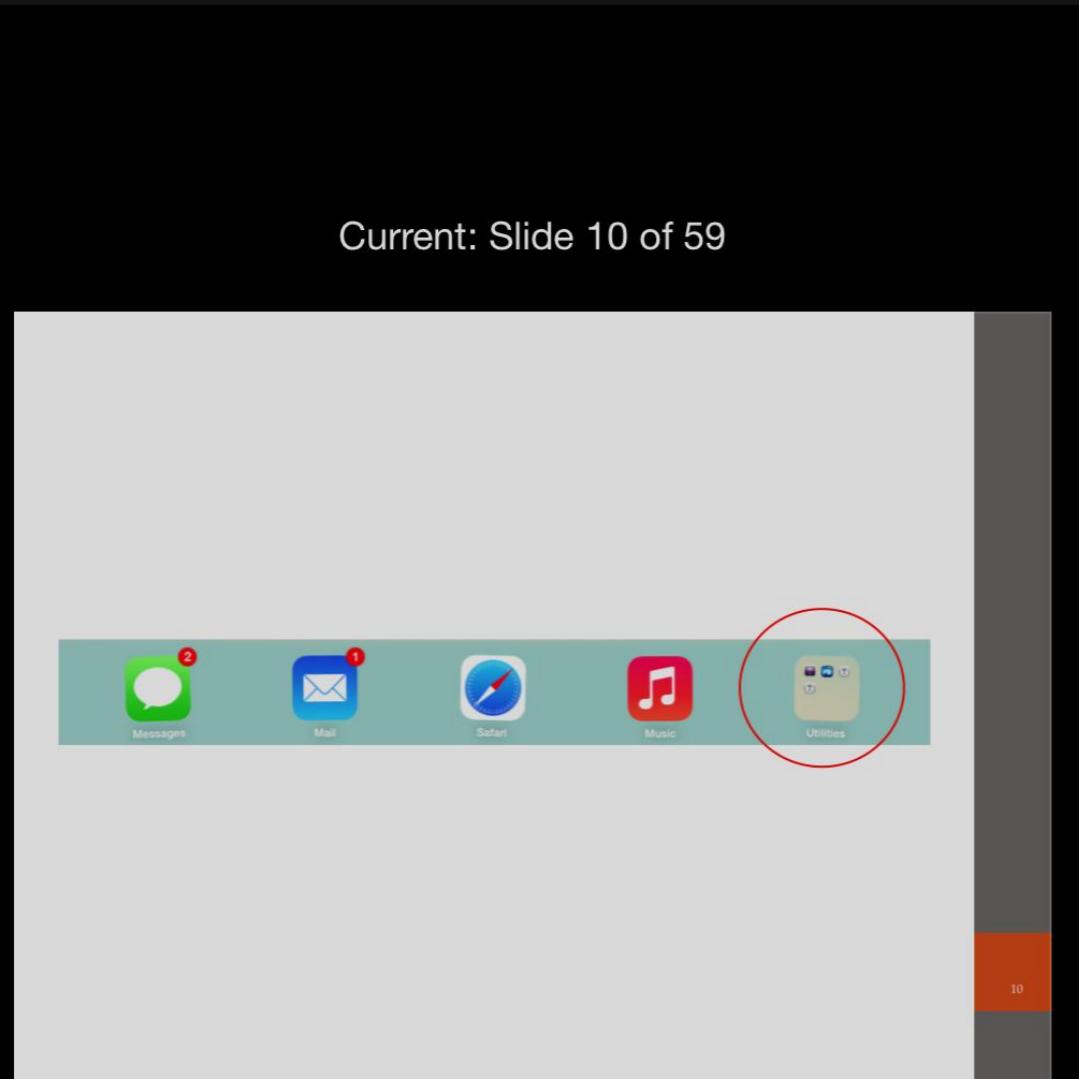
- Hardware requirements:
  - Apple VGA Adapter—30-pin (\$29)
    - Requires audio connector for presentations with audio tracks.
  - Apple Digital AV Adapter—30-pin (\$39)
    - Includes HDMI connector, which carries both audio and video.
  - Lightning to VGA Adapter—Lightning (\$49)
    - Requires audio connector for presentations with audio tracks.
  - Lightning Digital AV Adapter—Lightning (\$49)
    - Includes HDMI connector, which carries both audio and video.

# iPad Presentations

- Presentation apps
  - Apple's Keynote (\$10)
    - Works with PowerPoint and Keynote presentations.
      - Some fonts may change with PP conversion.
      - Embedded movie files (.avi) won't convert.
    - Allows you to create presentations on the iPad.
    - Works with Apple's free Remote app.
  - Documents To Go (\$10)
    - Can use it to edit PowerPoint presentations but presentation playback isn't acceptable.

# iPad Presentations

- Setup is easy
  - Plug adapter into iPad.
  - Attach video cable (VGA or HDMI).
  - iPad projects at 1024-by-768.
  - Launch Keynote.
  - What you see on iPad depends on app.
    - Keynote offers a variety of options.



Call out the doc

Layout Options

- Current
- Next
- Current and Next
- Current and Notes ✓

Viewing slides and notes in Keynote

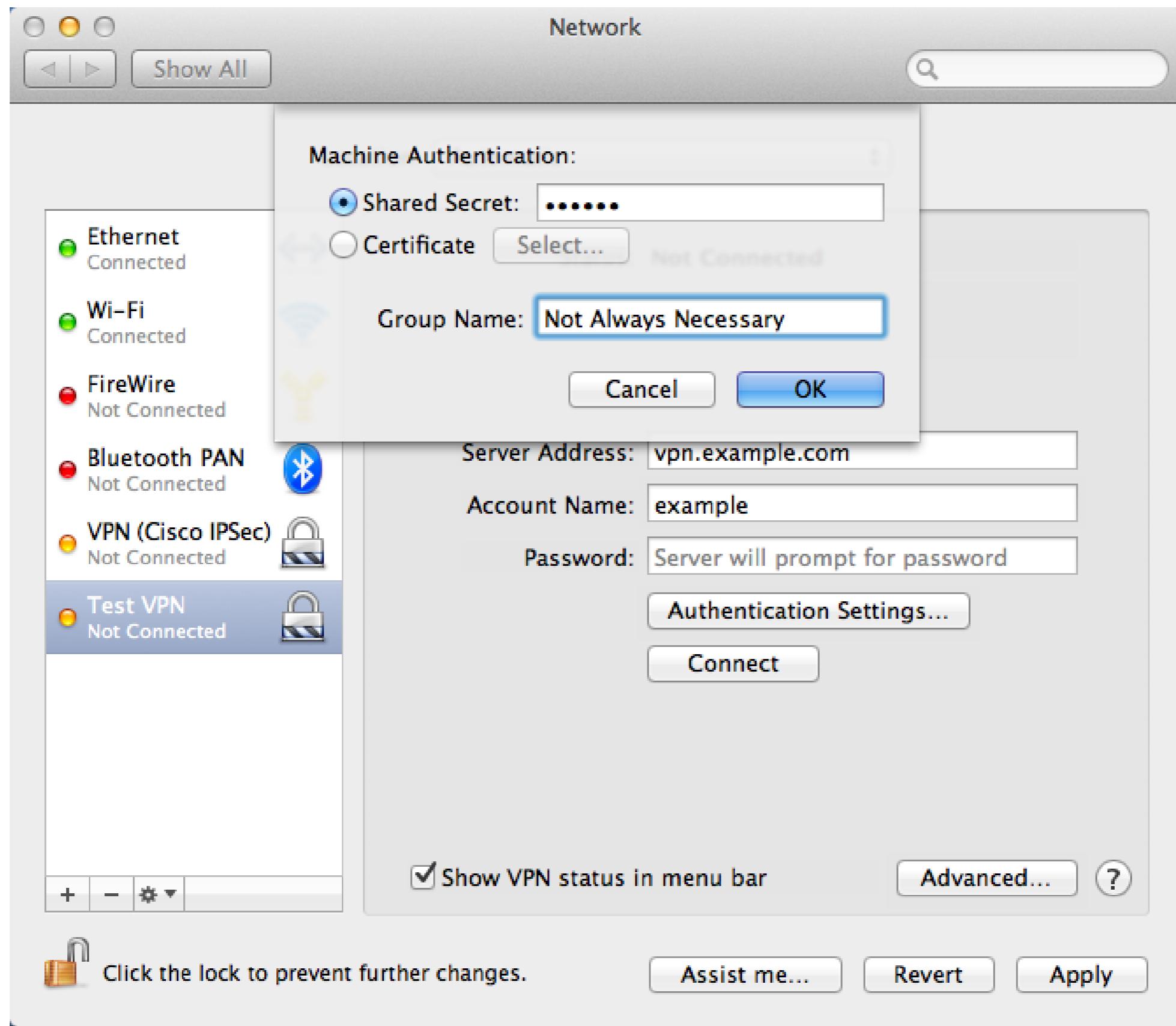
# Configuring VPN and Exchange

# Configuration

- The iPad isn't quite a real computer, but it can communicate with businesses using standard protocols and services including VPN and Exchange.

# Configuring VPN

- You'll need some settings from IT.
- IPSec is common but your mileage may differ.
  - Server name (vpn.example.com)
  - Account (cgreen)
  - Group name (not always necessary)
  - Secret (security word issued by IT)
  - Personal password (which will likely need to enter each time)



## VPN setup on a Mac

**Add Configuration**

**Cancel** **Save**



**Description** Office VPN

---

**Server** vpn.example.com

---

**Account** example

---

**Password** Ask Every Time

---

Use Certificate

---

**Group Name** not always necessary

---

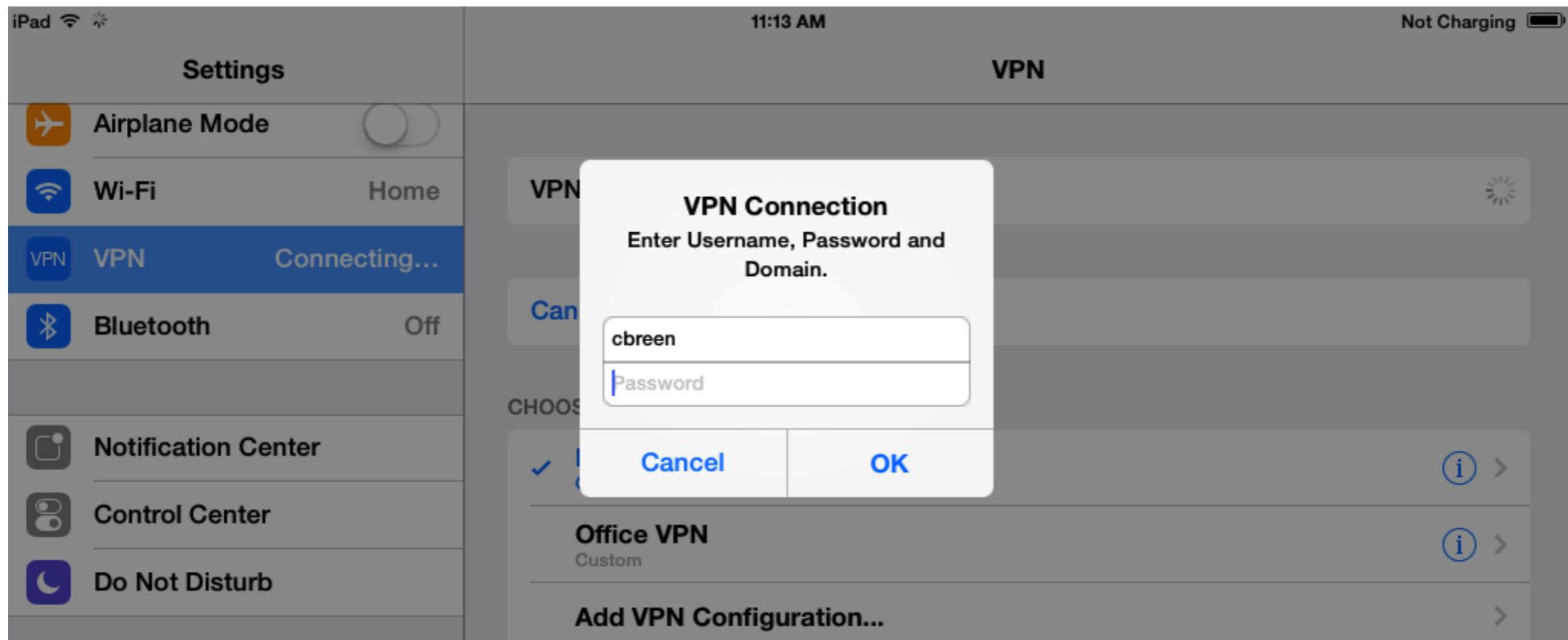
**Secret** ••••••

---

**PROXY**

**Off** **Manual** **Auto**

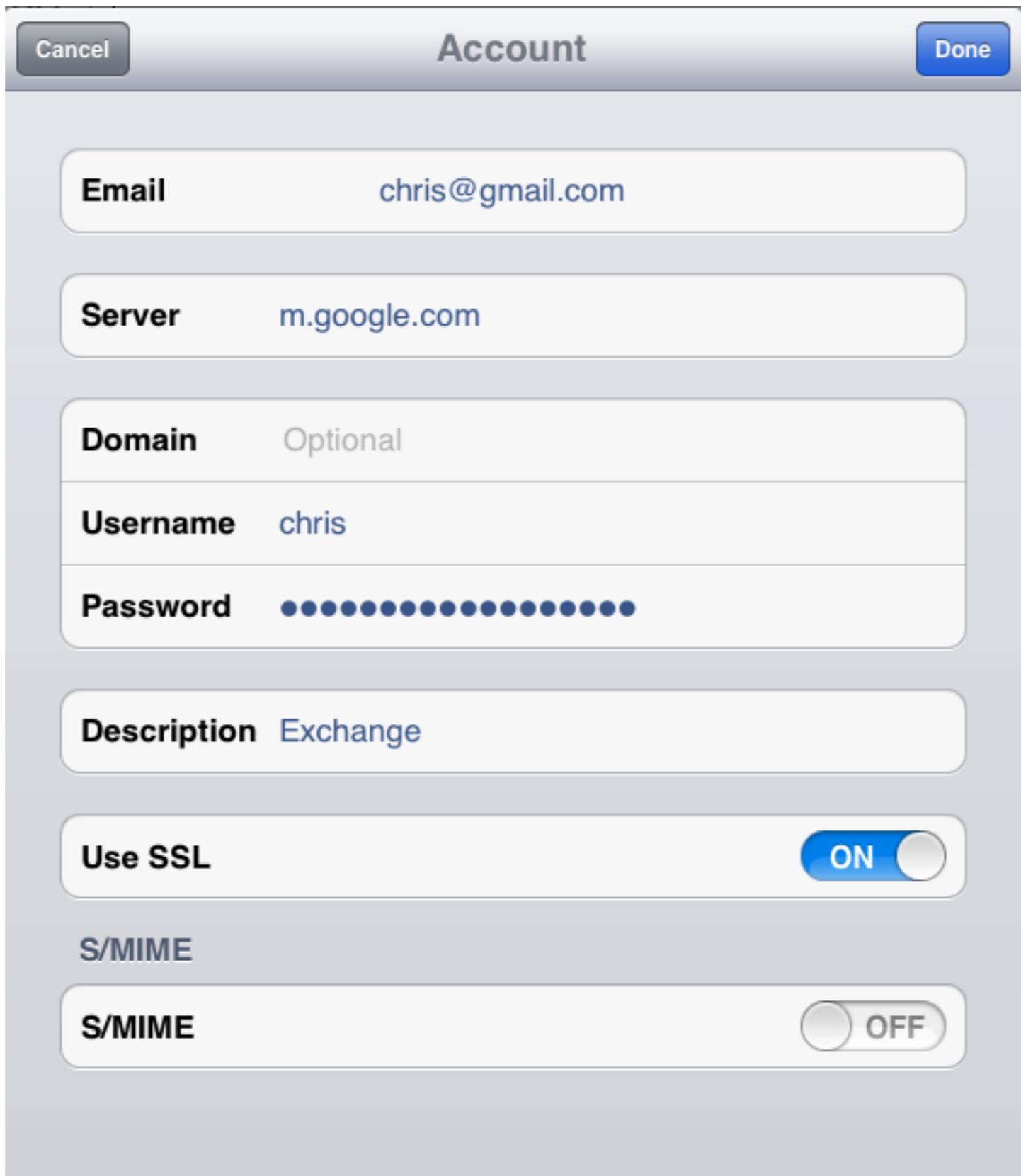
Same VPN on iPad



Same VPN on iPad

# Configuring Exchange

- You may need IT help here too.
  - Very much like setting up a regular email account within the Mail, Contacts, Calendar setting.
  - The difference is that you'll need to know the Server name.
  - Like so...



A typical Exchange account

# Moving Data Around

# Moving data

- With iOS 5 and later you can now move data wirelessly thanks to iTunes Wi-Fi Sync.
  - Both your iPad and computer must be on the same local network.

## Backups

### Automatically Back Up

iCloud

Back up the most important data on your iPad to iCloud.

This computer

A full backup of your iPad will be stored on this computer.

Encrypt local backup

This will also back up account passwords used on this iPad.

[Change Password...](#)

### Manually Back Up and Restore

Manually back up your iPad to this computer or restore a backup stored on this computer.

[Back Up Now](#)

[Restore Backup...](#)

### Latest Backup:

Yesterday 3:16 AM to iCloud

## Options

Open iTunes when this iPad is connected

Sync with this iPad over Wi-Fi

Sync only checked songs and videos

Prefer standard definition videos

Convert higher bit rate songs to  AAC

Manually manage music and videos

[Reset Warnings](#)

[Configure Accessibility...](#)

In iTunes switch on iTunes Wi-Fi sync

iPad WiFi

11:29 AM

Not Charging

**Settings**

**General**

**iTunes Wi-Fi Sync**

To enable Wi-Fi syncing with iTunes, connect to iTunes on your computer using a cable and click "Sync with this iPad over Wi-Fi".

**Macintosh.Local**  
September 19, 2013 at 12:21 PM

**Macintosh.Local**  
September 19, 2013 at 1:25 PM  
Apps, Books, and Music

**Macpro**  
Today at 10:33 AM

**Sync Now**

Airplane Mode (switch off)

Wi-Fi Home

Bluetooth Off

VPN Not Connected

Notification Center

Control Center

Do Not Disturb

**General** (selected) 1

Sounds

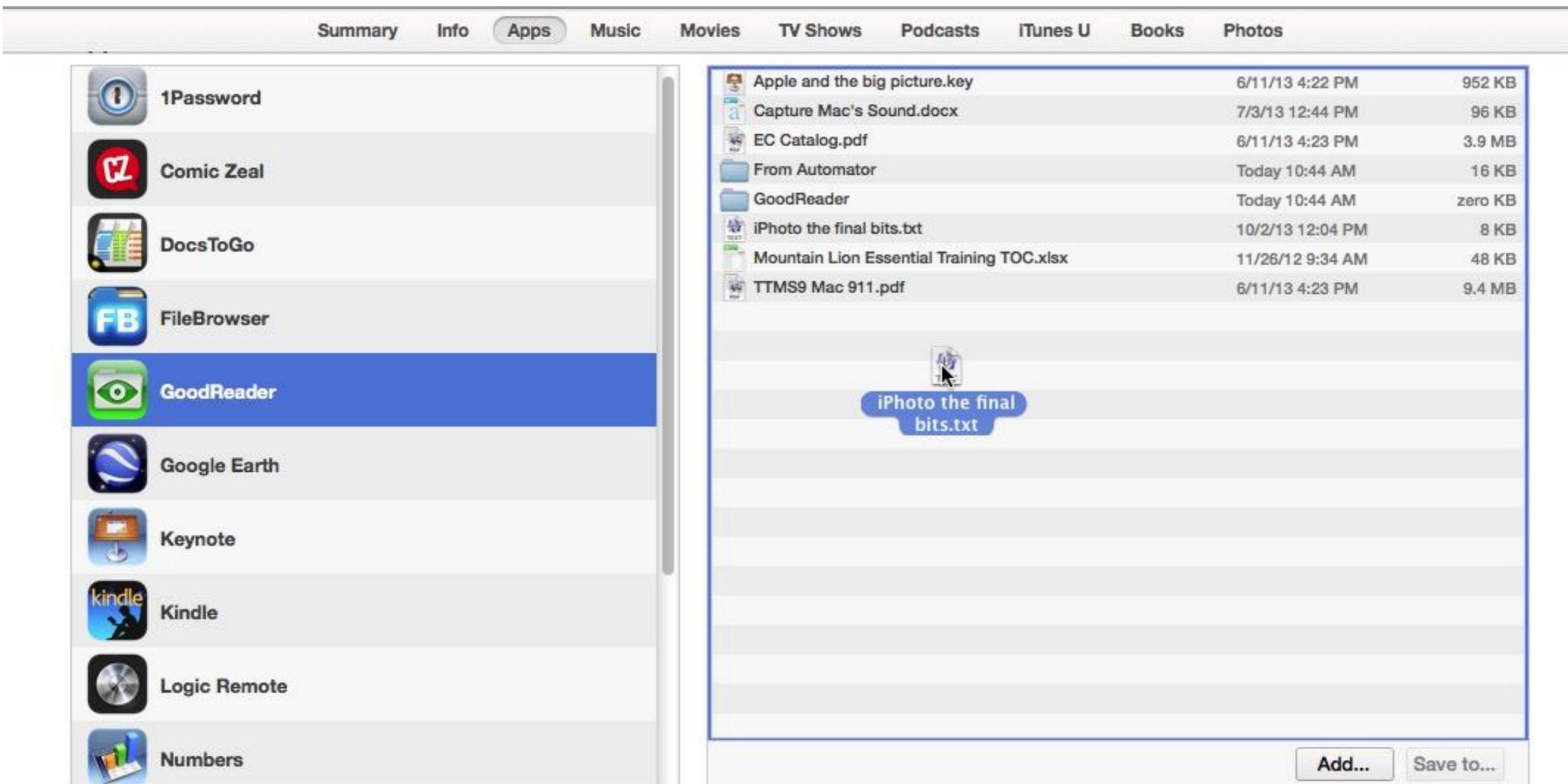
Wallpapers & Brightness

Privacy

iCloud

Mail, Contacts, Calendars

# Enable Wi-Fi Sync on iPad



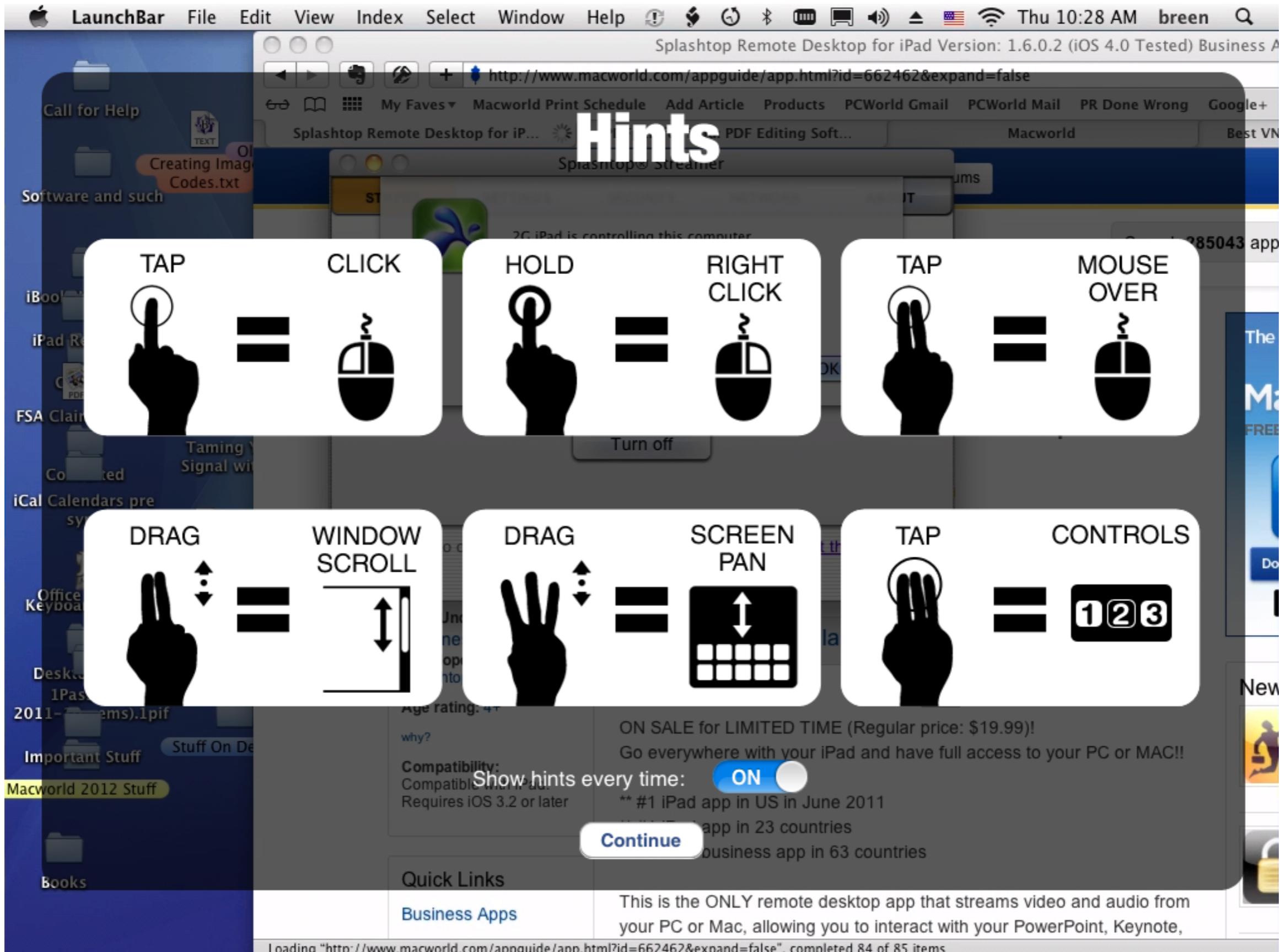
In iTunes go to Apps > File Sharing, select an app, and drag in files as you would when tethered

# Remote data

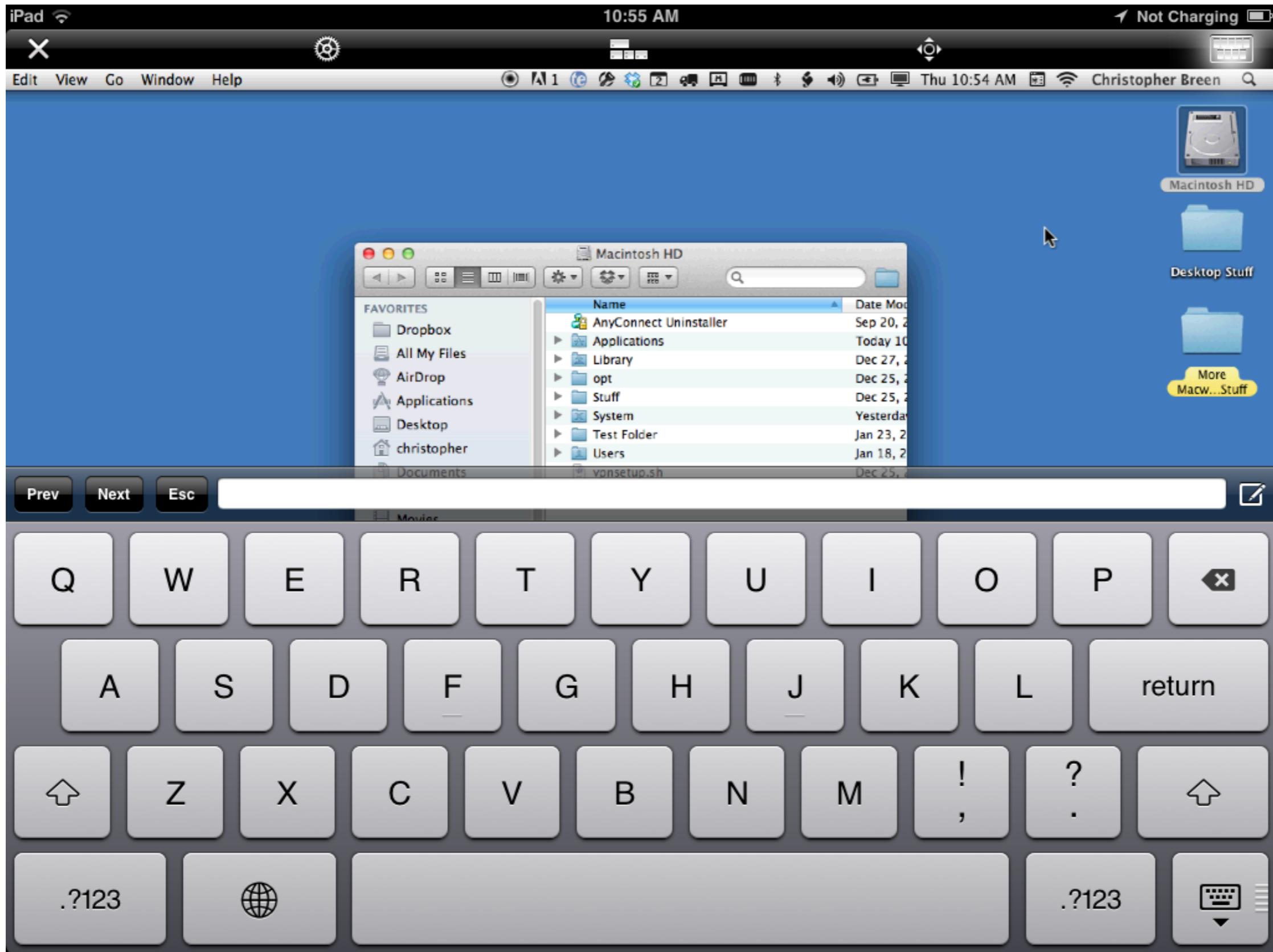
- You don't always have the luxury of having a computer with you. If you need documents not on your iPad:
  - Dropbox, Box.net, Google Drive
  - iTunes Match
  - iTunes in the Cloud
  - Microsoft 365? Not yet...

# Remote control

- It's also helpful to be able to view and control your remote computer. This can be done with a VNC tool.
  - iTeleport (\$25, [www.iteleportmobile.com](http://www.iteleportmobile.com))
  - Splashtop Remote Desktop (\$5, [www.splashtop.com](http://www.splashtop.com))
    - Supports audio as well as video
- VCN tools require a free streaming server running on your computer or a configured VNC connection.



# Splashtop



iTeleport

# Security and the iPad

- The iPad has some limited security and privacy controls.
  - Create a passcode.
    - General > Passcode Lock
    - The iPhone 5s has fingerprint scanning
  - Under iOS 7, your iPad can't be restored without your Apple ID.

< General

## Passcode Lock

[Turn Passcode Off](#)

[Change Passcode](#)

**Require Passcode**

Immediately >



A simple passcode is a 4 digit number.

ALLOW ACCESS WHEN LOCKED:

**Siri**



**Erase Data**



Erase all data on this iPad after 10 failed passcode attempts.

Data protection is enabled.

# Security and the iPad

- Location is a cool feature, but you don't always want to broadcast your whereabouts.
  - You can turn off location altogether or on a per-app basis.
  - Settings > Privacy > Location Services

## Location Services



Location Services uses crowd-sourced Wi-Fi hotspot locations to determine your approximate location. [About Location Services & Privacy...](#)



App Store



Apple Store



Barefoot Atlas



Camera



Google Maps



IMDb



Maps



Safari



Siri



Tweetbot



Twitterrific



Weather



WeatherBug



# Security and the iPad

- The iPad can keep track of your browser history, but you may not want it to on every occasion.
  - In Safari's setting switch on Do Not Track and you won't leave tracks (note: this is voluntary on the web site's part)
  - Need more? Turn on Private Browsing.

## GENERAL

Search Engine

Google >

Passwords & AutoFill



Favorites

Favorites >

Open New Tabs in Background



Show Favorites Bar



Block Pop-ups



## PRIVACY & SECURITY

Do Not Track



Block Cookies

From third parties and advertisers >

Smart Search Field



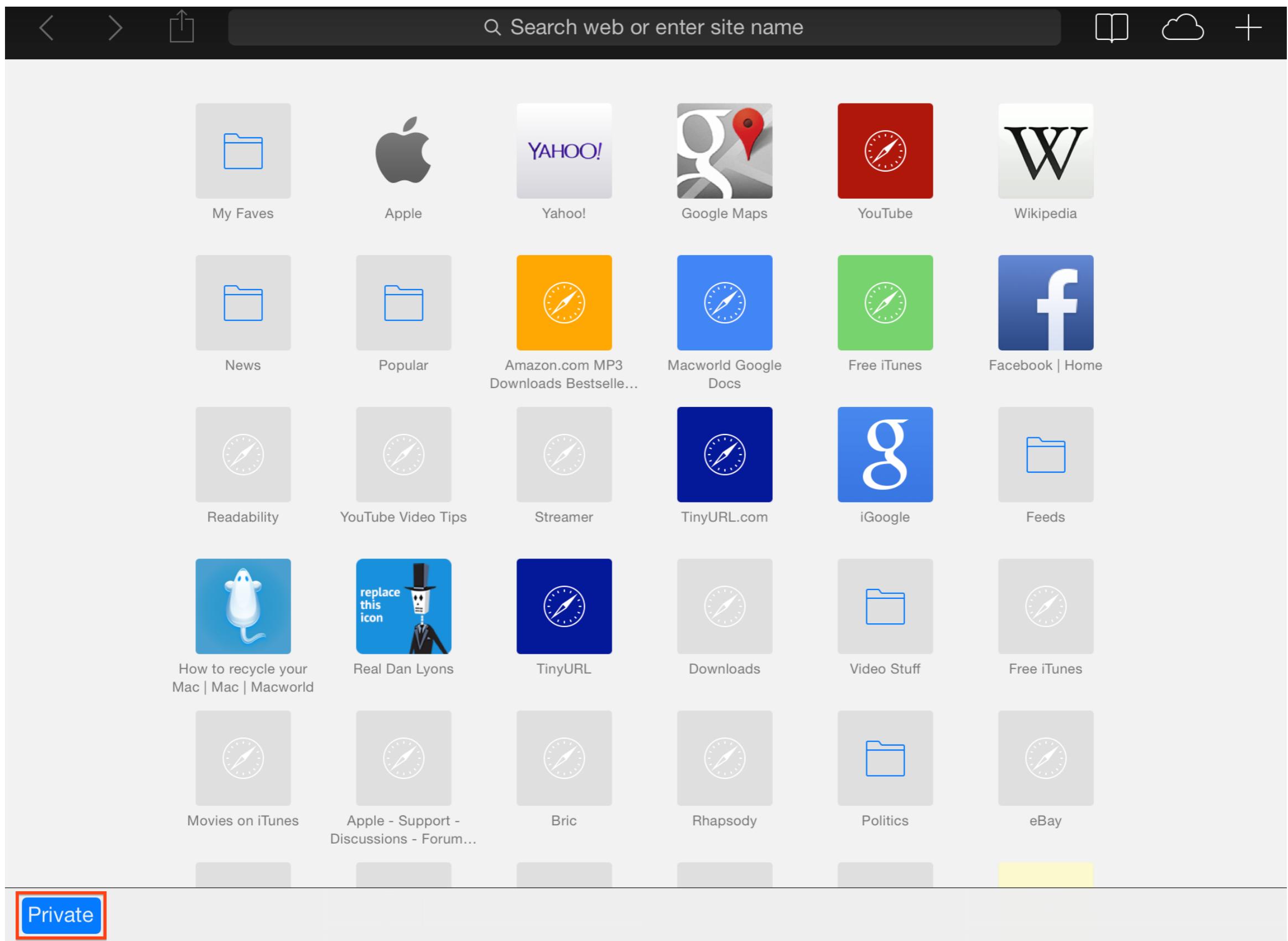
Fraudulent Website Warning



[More about Safari and privacy...](#)

[Clear History](#)

[Clear Cookies and Data](#)



# Cover your browsing tracks with Private Browsing

# Security and the iPad

- One of the best reasons to get an iCloud account is Find My iPad.
  - Can track iPad's location (even if it's under the couch).
  - Can send alert sound and message.
  - Can remotely lock device.
  - Can wipe its data.
- Accessible from iOS devices as an app and [icloud.com](https://icloud.com) via browser.

## iCloud

### ICLOUD

#### Account

@icloud.com >



Mail



Contacts



Calendars



Reminders



Safari



Notes



Photos

On >



Documents & Data

On >



Find My iPad



Find My iPad allows you to locate, lock, or erase your iPad and prevents it from being erased or reactivated without your password.

# Find my iPad in the iCloud setting

Devices

All Devices

Help Sign Out

Device	Status
Chris Breen's iPad	Offline
Chris Breen's iPad	Offline
Chris Breen's iPhone	Offline
Chris Breen's iPod	Offline
Chris Breen's iPod	Offline
Christopher Breen's iPad	Offline
iPad	Offline
iPad Three	Offline
MacPro (4)	Offline

A map of the western United States focusing on California. A green dot marks the location of San Jose. Other labeled cities include San Francisco, Sacramento, Modesto, Fresno, Salinas, Bakersfield, Santa Clarita, Palmdale, Los Angeles, San Bernardino, Oceanside, Mexicali, and Ensenada. National parks like Death Valley and Grand Canyon are also labeled. The map shows state boundaries for California, Nevada, and Arizona.

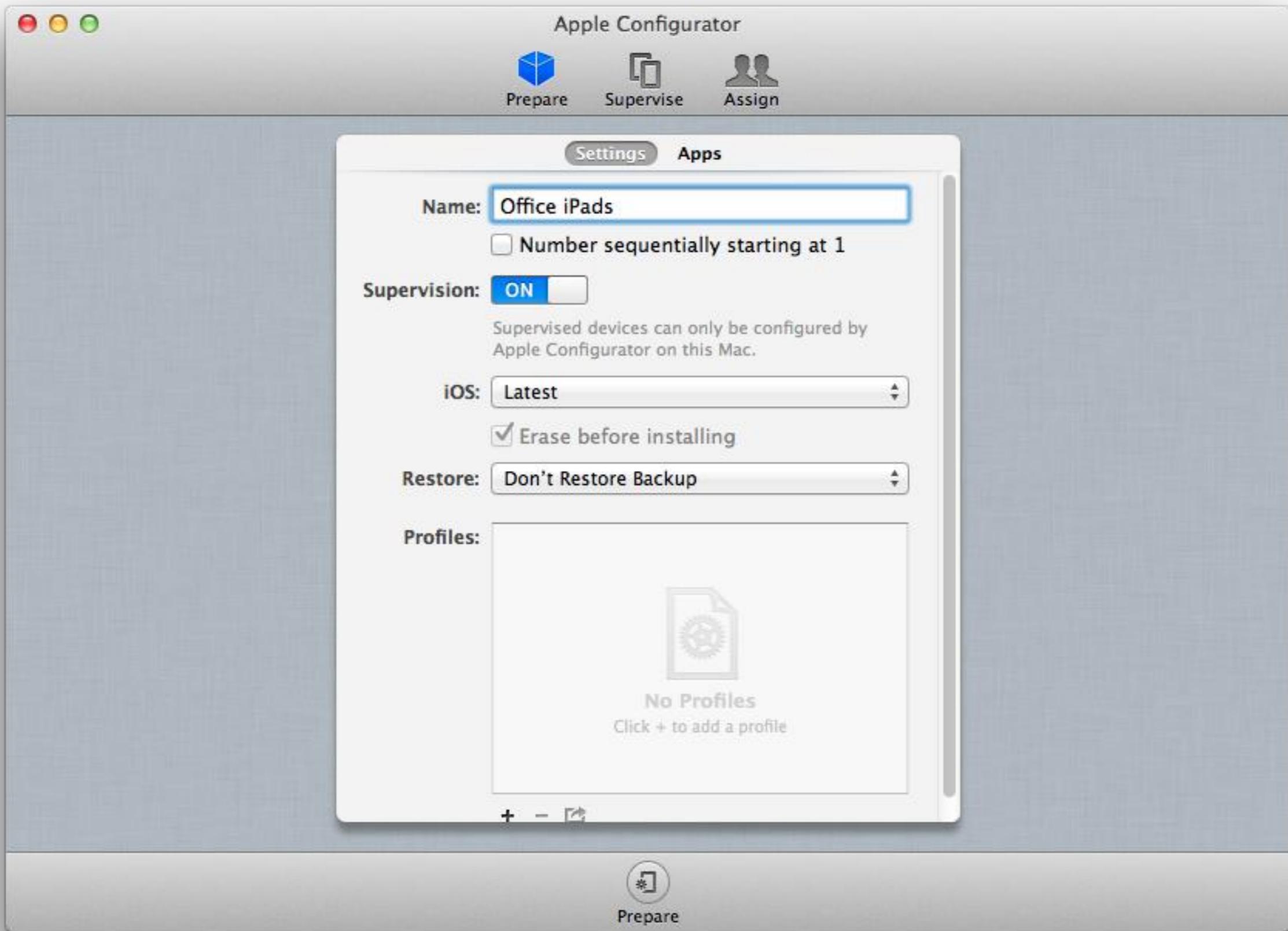
Finding your iOS devices

# Deployment

# Deployment

You're responsible for outfitting a department with iPads and the same collection of apps. How to do it?

- Use [Apple Configurator](#) (available from the Mac App Store—requires OS X 10.7.2 or later)
  - Can configure and manage up to 30 devices at a time
  - Can bulk install apps and iOS
- Must belong to Apple Volume Purchase Program for education (<http://www.apple.com/education/volume-purchase-program>) or business (<http://www.apple.com/business/vpp>)



## Apple Configurator

Prepare   Supervise   Assign

### SUPERVISED DEVICES

- All Devices
- USB Connected
- untitled device group

### All Devices (0)

Settings

Apps

Name: No Change

Number sequentially starting at 1

iOS: Unknown [Check for Update](#)

Restore:

Lock to App: None

Profiles:



No Profiles

Click + to add a profile

+ -



Refresh

## Question & Answer Session

Have a question for the speaker?  
Press “Star” and then “1” on your  
phone to enter the queue.

If, during the Q&A, your question  
has been answered, or you wish  
to remove yourself from the  
queue, press “Star” and then “1”.

The moderator will open your  
phone line when it is your turn to  
speak.

For more information regarding Business  
Management Daily's newsletters, forums,  
webinars and books, visit:

[www.BusinessManagementDaily.com](http://www.BusinessManagementDaily.com)

We'd love your feedback regarding the  
conference and other topics you'd like to hear  
about! Contact:  
[jstrohecker@BusinessManagementDaily.com](mailto:jstrohecker@BusinessManagementDaily.com)

**Thank you for attending!**

# How to Really Integrate Your iPad Into Your Workday

Presented by: Christopher Breen  
Senior editor, Macworld



**BusinessManagement**  
**DAILY**