

Read Me First

Welcome to *Take Control of Working with Your iPad, Second Edition*, version 2.0, published in February 2011 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. The basics are covered in another ebook: [Take Control of iPad Basics](#). Although the discount may not always be available, as I write this text, you can save \$5 when you buy *Take Control of iPad Basics* with the special offer on the [Ebook Extras](#) Web page for this ebook.

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 Settings app, tap

Take Control Of Working With Your iPad

Author :Joe Kissell / **Category :**Computers / **Total Pages :** 133 pages



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Publisher : O Reilly Media Inc on 2011-02-15 / **ISBN :**
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