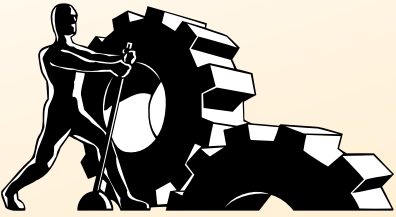


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# Working with Your iPad

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# 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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## UPDATES AND MORE

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You can access extras related to this book on the Web (use the link in [Ebook Extras](#), near the end of the book; it’s available only to purchasers). On the ebook’s Take Control Extras page, you can:

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- Read postings to the ebook’s blog. These may include new information and tips, as well as links to author interviews. At the top of the blog, you can also see any update plans for the ebook.
- Get a discount when you order a print copy of the ebook.

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## TAKE CONTROL OF iPad BASICS

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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.

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## MORE BASICS

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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 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. But starting with the next release, 3.2.1, Apple renamed the operating system iOS; the latest version as I write this book is iOS 4.2.1. As a result, I use both terms in this book: iOS when referring to the current version at publication time, and iPhone OS when referring to version 3.2.

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## WHAT’S NEW IN THE SECOND EDITION

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As I point out in [Expect Change](#), the world of iPad software is nothing if not dynamic. This second edition covers changes that occurred in iOS 4.2 and many new or updated third-party apps.

Here are the major changes in this version:

- Greatly expanded the list of third-party to-do list apps; see the sidebar [To Don’t](#)
- Added a list of third-party calendar apps; see [Use Third-Party Calendar Apps](#)
- Revised the discussions of apps that let you [Take Handwritten Notes](#), [Record Audio](#), and [Combine Note-Taking Activities](#)
- Updated the [Send and Receive Email](#) chapter to cover iOS 4 changes such as the unified Inbox
- Added a discussion of IM apps that support multitasking in [Use Instant Messaging](#)
- Expanded the coverage of third-party Web browsers in [Use Alternative Browsers](#)

- Updated the [Use Maps](#) chapter to account for some (mostly minor) user interface changes in the Maps app
- Thoroughly updated and expanded the [Transfer and View Documents](#) chapter to cover the latest capabilities of leading apps
- Completely reworked and greatly added to the discussion of text editors and word processors; see [Work with Text](#)
- Updated the chapter [Work with Spreadsheets](#) to cover new capabilities in Numbers and several third-party apps
- Updated the chapter [Create and Give Presentations](#) to cover new capabilities in Keynote and several third-party apps
- Totally revised the [Print from Your iPad](#) chapter to cover AirPrint and third-party tools to enable printing on non-HP printers
- In the [Do Other Work Activities](#) chapter, added several options to the [Use a Database](#), [Draw and Paint](#), and [Brainstorm, Outline, and Mind Map](#) sections—and added a new section, [Record and Mix Audio](#)

# 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 way that 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, the iPad lets you accomplish tasks that would be infeasible on a device with a smaller display. And 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 *Take Control of iPad Basics*. That'll teach you all the fundamentals so that you can make sense of everything I discuss here (Although the discount may not always be available, as I write this text, you can save \$5 off when you buy *Take Control of iPad Basics* with the offer on the [Ebook Extras](#) Web page for this ebook.)

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.

# 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 chapter 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](#).
- 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](#).

## **Handle business fundamentals:**

- Make the most of your iPad's address book; see [Manage Your Contacts](#).
- Never lose track of a meeting or appointment; see [Manage Your Calendars](#).
- Breeze through meetings and keep track of important data by typing notes, taking handwritten notes, recording discussions, and more; see [Take Notes](#).

## **Stay connected:**

- Connect to POP, IMAP, MobileMe, or Exchange servers; see [Send and Receive Email](#).
- Chat with colleagues and friends in real time; see [Use Instant Messaging](#).

## **View and create office documents:**

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

- Discover the joys and pitfalls of word processing on an iPad; see [Work with Text](#).
- Crunch numbers, manage lists, make graphs, and more; see [Work with Spreadsheets](#).
- Go beyond slideshows with Keynote's impressive capabilities or a third-party app; see [Create and Give Presentations](#).
- Commit your creations to paper; see [Print from Your iPad](#).

**Do everything else:**

- Transcend Safari's limitations; see [Browse the Web](#).
- Figure out where you are and how to get where you're going; see [Use Maps](#).
- Find examples of iPad apps for a variety of other tasks; see [Do Other Work Activities](#).

# 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. I've discovered from my own iPad 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.

# 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**) usually 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:

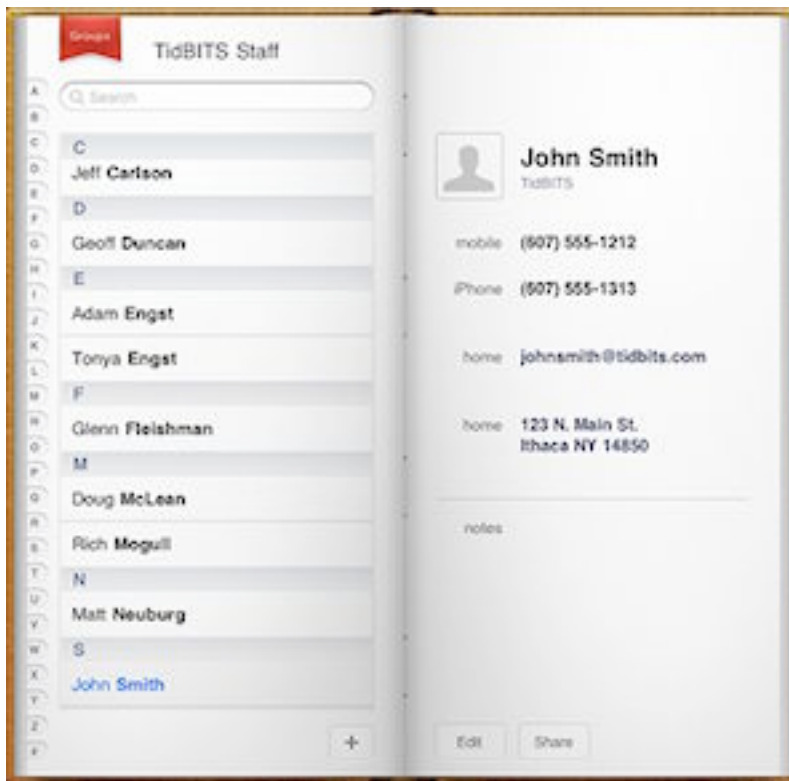
- **Multiple layouts:** Depending on the context, the keyboard may have extra, or fewer, keys. For example, if you're typing in a Web browser's address field, the default keyboard layout replaces the

# 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.

# 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**). In landscape view, 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.

# 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.

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 record 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—or you may prefer to *write* or *speak* your notes rather than *type* them. 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 taking brief notes to writing longer documents such as articles and books—or creating documents with styled text, graphics, and complex layouts—you can read about those sorts of text-editing and word-processing tasks later on, in [Work with Text](#).)

---

## 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 might have run across and needed 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. In the past, when I've had to write longer lists, outlines, and other notes, I've inevitably switched to my laptop—or good old paper.

# 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 iOS 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 iOS devices.

**Note:** This chapter 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 to your iPad. 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 it’s different from your email address), your password, and possibly the mail server address. You tap through a few screens to enter this information in the correct fields.

# 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 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. But first, you should be aware of a peculiarity of instant messaging on the iPad.

Even though iOS 4 supports multitasking, the multitasking capabilities are limited to a small set of specific situations—and instant messaging isn't one of them. If you switch from an instant messaging app to another app, the IM app doesn't keep running as usual in the background, waiting for the next message to arrive. Ordinarily it pauses, suspending its operation in such a way that when you switch back, it can instantly pick up where you were before.

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

# 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

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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

# 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 iOS, 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](#). Among the many options are several apps that provide full turn-by-turn directions.

---

## 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.

# 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 chapter.

---

## UNDERSTAND DOCUMENT TRANSFER ISSUES

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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, not all of them let you edit files that didn’t originate on your iPad.

Often, as I discuss in [Document Support](#), ahead, one app can send a file directly to another one, without an intervening computer or network. But in general, each app independently determines how you may

# Work with Text

Jotting quick lists and comments during meetings, as I discussed in [Take Notes](#), is one thing (and often accomplished better by handwriting than by typing); writing longer works—whether blog posts, articles, research papers, or novels—is another. You can certainly use your iPad for serious writing, but you're likely to want a tool that's much more powerful than the Notes app.

Although the distinction is somewhat arbitrary and artificial, I group text-related apps into two categories—text editors (for plain text) and word processors (for styled text). Depending on your needs, either category might be the right choice, even for book-length works; in the first part of this chapter I help you decide which approach is best and explore some of the tools from which you can choose. For cases where you need styles, tables, graphics, complex layouts, and other such embellishments, I look at not only Apple's Pages but also a selection of third-party apps that, in some respects, do an even better job.

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

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## CHOOSE A TEXT-PROCESSING APPROACH

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You can write a letter, article, or book using lots of different tools—pen and paper, a typewriter, a text editor, a word processor, or a page layout application. Nothing prevents you from opening, say, InDesign on a Mac to type up your grocery list. But that's like using a blowtorch when a candle would suffice. For me—and I'm speaking as someone who spends pretty much all his work time typing—I find it much more efficient to match the tool to the task. When I'm writing something that requires little or no formatting, I use a text editor (such as BBEdit on a Mac), and I save my files in plain text (.txt) format so I know they're 100 percent compatible with every device or app I might ever want to use to view them. I turn to a full-blown word processor (such as Word, Pages, or Nisus Writer Pro on a Mac) only when I specifically need capabilities that a text editor lacks.

# 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. Like Pages, Numbers makes imports and exports unnecessarily painful, but if you can get past that issue, you'll most likely find it a pleasure to work with. Be that as it may, there are other ways to create and edit spreadsheets on an iPad; this chapter covers both Numbers and some of the third-party options.

## 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.

# 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 two interesting options ahead in [Use Other Apps 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.

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## USE KEYNOTE FOR PRESENTATIONS

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The first version of Keynote for iPad was usable but frustratingly limited in certain respects, especially when showing presentations using an external display. Now, however, thanks mainly to improvements that appeared in Keynote version 1.3, it's a much more pleasant app to work with, and clearly ahead of the competition. Version 1.3 also added support for presenter notes, which can appear on your iPad (but not the external display) while you're giving your presentation.

### 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](#) has general information on working with documents in Keynote.

# 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—before iOS 4.2, the iPad lacked any system-wide printing infrastructure at all. Even now, although Apple has provided AirPrint capabilities for wireless printing, a number of printing challenges remain. Fortunately, industrious third-party developers have created a wide range of solutions. In this chapter I discuss AirPrint—including how to get it to work in situations where it normally doesn't—and third-party tools that pick up where AirPrint leaves off.

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## USE AIRPRINT

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When Apple first announced that a new capability called AirPrint would be included in iOS 4.2, it sounded like a simple, thorough solution to most iPad printing problems. With AirPrint, an iOS developer could easily add a Print command to an app, letting users print wirelessly to either an HP printer that supports ePrint technology (see the sidebar [About HP ePrint](#), ahead) or to any printer shared by a Mac, AirPort base station, or Time Capsule on a local network. iPad users wouldn't need to install drivers or do any configuration, but merely select the printer they wanted to use.

When AirPrint finally appeared, however, it didn't come close to its promise. AirPrint required changes not only to iOS but also to Mac OS X, with a minimum system requirement of Mac OS X 10.6.5 Snow Leopard. That's fair enough, but for reasons Apple never revealed, the company pulled support for AirPrint from Mac OS X 10.6.5 at the last minute. As a result, AirPrint officially supports only a handful of HP printers that include ePrint capabilities. I'm sure that'll help sales of new HP printers, but it doesn't make life any easier for everyone who

# 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 chapter, I look briefly at four 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.

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## USE A DATABASE

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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:

- **FileMaker Go for iPad:** For databases on the iPad, the official mobile version of FileMaker Pro is the gold standard. Not only can you open most FileMaker databases directly on your iPad without making any modifications, you can also connect via Wi-Fi or 3G to a FileMaker Pro or FileMaker Server database and make changes in real time. One limitation of note: although you can edit data on the iPad, the databases themselves must be created on a Mac or PC. (FileMaker, \$39.99)
- **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)
- **DEVONthink To Go:** This app, which I mentioned earlier in the context of transferring documents, is a database of sorts—for PDFs, text files, URLs, and other types of documents. It can sync wirelessly with DEVONnote, DEVONthink Personal, DEVONthink Professional, or DEVONthink Pro Office on a Mac; read my review at <http://db.tidbits.com/article/11730>. (DEVONtechnologies, \$14.99)

# About This Book

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## ABOUT THE AUTHOR

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Joe Kissell is Senior Editor of *TidBITS*, a Web site and email newsletter about 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 Maintaining Your Mac*. He is also a Senior Contributor to *Macworld*, was the winner of a 2009 Neal award for Best How-to Article, and has appeared on the MacTech 25 list (the 25 people voted most influential in the Macintosh community) since 2007. Joe has worked in the Mac software industry since the early 1990s, including positions managing software development for Nisus Software and Kensington Technology Group.



In his increasingly imaginary spare time, Joe likes to travel, cook, walk, and practice t'ai chi. He lives in Paris with his wife, Morgen Jahnke, their son, Soren, and their cat, Zora. To contact Joe about this book, send him email at [jwk@me.com](mailto:jwk@me.com) and include [Take Control of Working with Your iPad](#) in the subject so his spam filters won't intercept it.

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## SHAMELESS PLUG

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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](http://JoeKissell.com). You can also follow me on Twitter: <http://twitter.com/joekissell>.

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## ABOUT THE PUBLISHER

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Publishers Adam and Tonya Engst have been creating Apple-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/>).

Adam and Tonya are known in the Apple world as writers, editors, and speakers. They are also parents to Tristan, who thinks ebooks about clipper ships and castles would be cool.

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