

Bud E. Smith

Sams **Teach Yourself**

iPad™

in **10**
Minutes

SAMS

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Introduction

The iPad is the biggest thing to hit computing in years. Drawing on the best of Apple's iPhone and iPod touch products, and Apple's Macintosh personal computers, while introducing a whole new way of seeing and interacting with information, it has grabbed the imagination of the world.

Getting the most out of the iPad requires an active imagination, curiosity, and willingness to try new things. That's because it's physically fixed—you can't add memory or other hardware to the insides—but so easily customizable by your choice of which apps to buy (where needed), download, and run out of more than 100,000 available.

Many of you will not only face the challenge of getting the most out of the iPad yourself, but will also need to prepare for others to ask you for help with their own iPad questions. This book arms you to meet your own needs and to help out others as well.

The iPad experience has six important components. The first is the iPad itself, which is almost an object of art at the same time that it's a compelling device.

The second is the software that animates it: iPhone OS. This operating software, originally developed for the iPhone, has scaled up well to the demands of the much larger iPad. It maintains its simplicity, while bringing multi-touch interaction to a whole new level.

The third is the apps that come with the iPad, plus the ones you add yourself. These allow for learning, fun, and creativity. The apps ecosystem is a welcome byproduct of the iPhone's growth, now with a whole new canvas for developers to paint on.

The fourth part is the accessories you buy with the iPad, or after purchase. Useful for protecting, powering, or otherwise enhancing your use of the iPad, accessories are an important part of your purchase (and, most likely, a big chunk of your total iPad-related expenditures).

The fifth part is content that you download for playback on iPad. Including movies, TV shows, music, books, and more, this content takes

advantage of the iPad as a powerful and portable playback device. Along with accessories, content is likely to make up a big part of your iPad-related expenditures.

The final part is the interaction you have, through software, with the Internet and the Web. Many apps are portals into different kinds of information, presented in different ways to make it as interesting and useful as the developer can manage.

This book gives you the skills to conduct the orchestra of different elements that make up the iPad, to manage your own team of apps on the playing field of the iPad and iPhone OS, and to get the most out of the great resources available in the software itself and on the Internet.

About This Book

As part of the *Sams Teach Yourself in 10 Minutes* guides, this book aims to teach you the ins and outs of using the iPad without using up a lot of precious time. Divided into easy-to-follow lessons that you can tackle in about 10 minutes each, you learn the following iPad tasks and topics:

- ▶ How to choose the iPad that's right for you
- ▶ How to buy accessories for your iPad, now and in the future
- ▶ How to manage the settings for your iPad and apps
- ▶ Getting online via Wi-Fi and, for iPads that support it, 3G
- ▶ Using iTunes to buy and synchronize multimedia—music, videos, movies, and more—between the computer and the iPad
- ▶ Using Safari to access the Web, working around problems
- ▶ Using iPhone email and Gmail, with and without a live connection
- ▶ Managing personal information with the Calendar, Contacts, and Notes
- ▶ Using maps, including the live Street View in its full-screen glory
- ▶ Getting full-screen iPad apps, as well as iPhone-sized apps from the App Store

- ▶ Getting and working with photos, movies, TV shows, and video
- ▶ Using iBooks and the new iBooks Store, introduced first on iPad
- ▶ Getting and playing music on iPad
- ▶ Using the iWork apps for writing presentations and working with numbers
- ▶ Using the Dock, external keyboard, and other accessories
- ▶ Hooking up to external devices such as a presentation screen or TV
- ▶ Understanding how to use the iPad accessibly

After you finish these lessons, and the others in this book, you'll know all you need to know to take your iPad with you as far as you want to go.

Who This Book Is For

This book is aimed at new iPad users who want to get the most out of the device. This includes people with and without iPhone experience and experience with the Mac, so all backgrounds and levels of experience are supported.

By providing depth along with introductory information, this book also helps you help others. New technology depends on and spreads among networks of family members, friends, and co-workers just as much as it depends on the Internet and global positioning satellite (GPS) systems.

The iPad will take a long time to reach full adoption, and the picture will be muddled for customers by the introduction of new devices with some similar and some different functionality. By giving you a solid grasp of the iPad right from the beginning, the book will not only help you, but will give you the answers when others want help getting the most out of their own iPads.

Each lesson focuses on one specific topic, such as getting the settings right for your iPad or getting online via Wi-Fi or 3G. You can skip from one topic to another, read the book through from start to finish, or both. You can also hand it to a friend, family member, or colleague to answer a specific question.

What Do I Need to Use This Book?

All you need to use most of this book is access to any kind of iPad. For some functions, you also need at least part-time access to the Internet via Wi-Fi or 3G. And there is detailed coverage here of a few apps and add-ons that don't come with the iPad out of the box, including a few that cost money, such as the iWork productivity suite and accessories.

The idea is to help you get the most out of your purchase of an iPad, to know what else might be worth spending money on, and to help you maximize the use of the most important paid apps and accessories if you do buy them. That way, the entire iPad world opens up to you in a way that helps you best manage your time and your money.

Conventions Used in This Book

Whenever you need to push a particular button on the iPad, or touch a particular control in the iPhone OS or in an app, you'll find the label or name for that item bolded in the text, such as "click the **Home** button." In addition to the text and figures in this book, you'll also encounter some special boxes labeled Tip, Note, or Caution.

TIP: Tips offer helpful shortcuts or easier ways to do something.

NOTE: Notes are extra bits of information related to the text that might help you expand your knowledge or understanding.

CAUTION: Cautions are warnings or other important information you need to know about consequences of using a feature or executing a task.

Screen Captures

The figures captured for this book come from the iPad and show the iPhone OS, apps, and screenshots from the Safari web browser. You may

use different settings for the iPhone and apps, and you will probably use at least some—maybe many—different apps than those featured in this book. For any of these reasons, your screens may look somewhat different than those in the book.

The iPhone OS is regularly updated with minor changes or more major new versions, and you may use newer versions of apps, different apps, or even a different web browser. Also keep in mind that the developers of the iPad and the apps and web sites shown in this book are constantly working to improve their software, web sites, and the services offered on them.

New features are added regularly to the iPhone OS, apps, and web services, and old ones change or disappear. This means the screen contents change often, so your own screens may differ from the ones shown in this book. Don't be too alarmed, however. The basics, though they are tweaked in appearance from time to time, stay mostly the same in principle and usage.

LESSON 10

Working with Maps

In this lesson, you learn how to use the Maps app to find your current location and how to use the built-in compass and Street View. You also learn how to navigate different map views, use the Traffic overlay, get directions, and more.

Getting the Most Out of Maps

Mapping is one of the most exciting apps on your iPad. It does have a few potentially frustrating pitfalls, but less so if you are aware and can watch out for them.

Here are a few iPad and digital mapping basics to help you get the most out of maps:

- ▶ Your current location is calculated using data from Wi-Fi sources and, if you have a Wi-Fi+3G iPad, cellphone towers. You must be online to use Maps.
- ▶ Wi-Fi source information may not be very accurate for hotspots that cover a large area, and GPS, for those who have a Wi-Fi+3G iPad, is sometimes inaccurate. As a result, your current location information may not be fully accurate. For best results, enter your starting point's address directly into the Maps app if needed; then follow the instructions carefully to stay on track, even if you have 3G and a live Internet connection throughout the trip.
- ▶ Online maps are constructed from a wide range of different data sources with varying degrees of age and accuracy. Don't be too surprised if you're told to drive the wrong way on a one-way street, or to take a long walk on a short pier, or to cross an international border to visit the drugstore—and be sure not to do it!

- ▶ Traffic information on digital maps is spotty; and many of the things you really want to know—such as how long a traffic jam will last—can't be answered by a computer.

There are many great things about using the iPad for mapping. Let's look at some of the benefits:

- ▶ **It's functional when on the move.** There's a lot of functionality for free with a live Internet connection (you'll need 3G when you're on the move). Finding your location, getting turn-by-turn directions, and adding support for geographically aware social networking are all at your fingertips.
- ▶ **It's functional at a Wi-Fi hotspot.** There's still a lot you can do when you're not on the move if you have a live Internet connection. You can look at maps, use Street View, get and save directions, and get local business information.
- ▶ **It's easy to use.** The size and direct tactile input of the iPad are very well suited for use with online mapping, and the maps displayed look spectacular.

Follow the instructions in this lesson to get the most out of your mapping experience on iPad.

Searching for and Viewing Locations

Mapping is all about locations, of course. You can use your iPad to search for locations, mark them, and view them in several modes, including in Street View.

Finding Your Current Location and Showing the Compass

For mapping and directions, it's very important to see where you are—or, at least, where the Maps app thinks you are! Follow these instructions to find yourself on the map:

1. Tap the Maps app to open and start it.
2. Tap the compass icon in the Maps app's status bar at the top of the screen. This re-centers the map on your current location, which is shown by a blue dot.
3. To get information about your current location, tap the blue dot. A brief description of your current location appears.
4. To see a fuller description of your current location, press the “i” in the brief description. A fuller description of your current location displays, with options, as shown in Figure 10.1. These

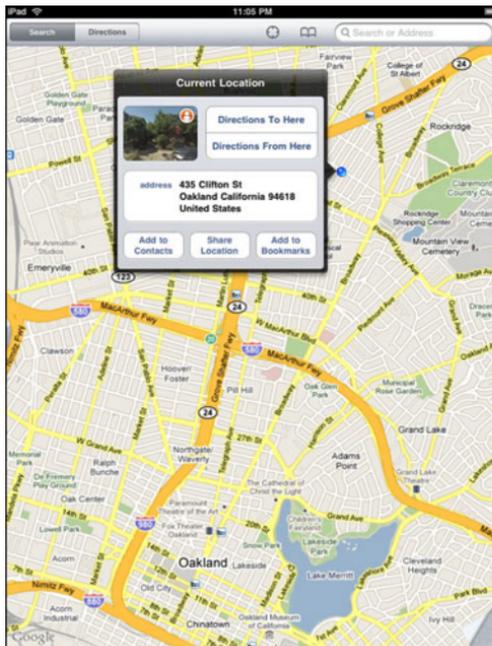


FIGURE 10.1 The Maps app gives you many options for each location.

options are described in the section “Finding Directions and Businesses.”

5. To see your current location in Street View, press the Street View icon. Your location appears as described in the following section.
6. To show a digital compass, press the compass icon again. The map updates to show a compass icon and the direction of North, as shown in Figure 10.2 (shown in Terrain view, described later in this lesson). Hold the iPad flat to see which way the compass is facing and find North. Text labels appear sideways unless you point the iPad in a northerly direction.

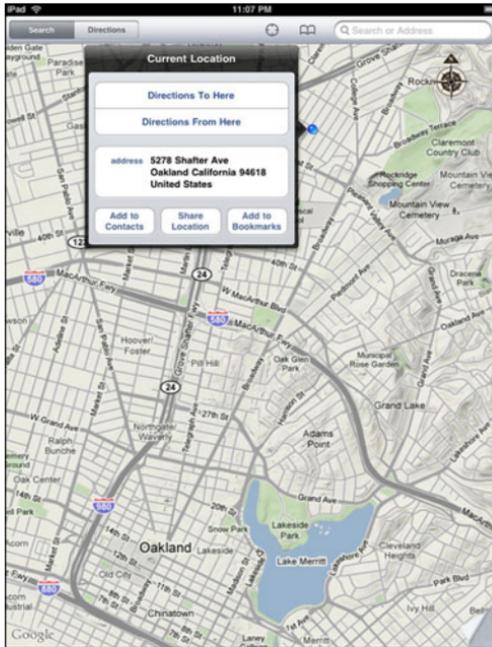


FIGURE 10.2 Let Google Maps on iPad be your compass.

7. To return to map view, without the compass, press the compass icon again.

Using Street View

Street View is an amazing capability of Google Maps. Using Street View, you can navigate onscreen as if you were live and in person in places all over the world.

Google sent specially equipped cars and trucks around the streets and highways of most countries in the world to capture images, and then stitched them together to create panoramas of a large part of the world, as seen from its roads.

NOTE: Use Street View for a Preview

Street View can be a wonderful tool to help orient yourself to a destination you're traveling to. "Experiencing" the destination in Street View gives you a helpful tour of a new area, making it easier to find your way around.

The only thing more amazing than Street View itself is Street View as seen and used on the iPad. The large and bright screen, the fact that the iPad is handheld, the way in which you can take it with you to get directions, and the way you manipulate the screen directly with your hands, bring Street View to a new level.

Follow these steps to use Street View:

1. Bring up a description of a location, as described in the previous section.
2. Press the Street View icon to see the location in Street View.

The location appears in Street View, as shown in Figure 10.3.



FIGURE 10.3 Street View immerses you in an onscreen “real world.”

3. From Street View, use gestures to look around within the view. Drag the image to pan in all directions.

NOTE: No Street View Zoom

You can't zoom in while in Street View, as you can on some other platforms for Google Maps, because Google Maps is already using all the information it has to show the full-screen pictures you're seeing.

4. To change your location within Street View, press the arrows located on the road (where available). Your viewpoint will move down the road in the indicated direction. You can then pan in all directions again.
5. To exit Street View, press the map icon in the lower-right corner.

Using Map Views and Traffic

Google Maps defaults to what's called the Classic view. This is a map view, with lots of useful detail, such as lot outlines for homes, businesses, and so on, for many locations.

To see additional views, put your finger in the lower-right corner, where it appears as if the map is curled away from the corner. Drag the corner up and to the left. You'll uncover mapping options, as shown in Figure 10.4.

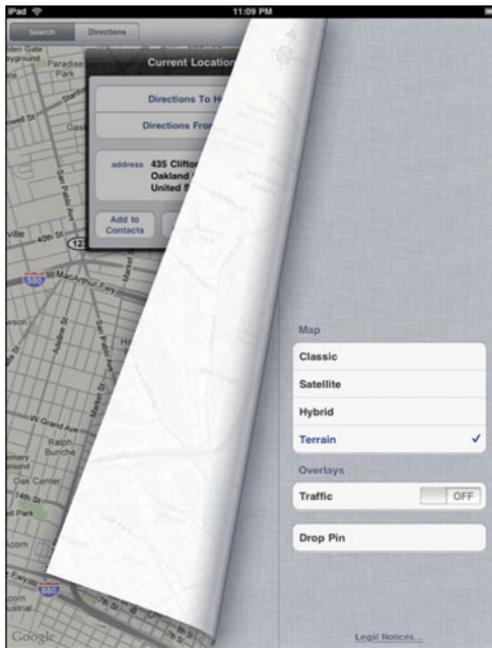


FIGURE 10.4 Mapping options give you lots of power.

Not all options are available for all locations. Where available, the mapping options are as follows:

- ▶ **Classic.** The default view that shows lot outlines, businesses, and other useful features.
- ▶ **Satellite.** A view made up of satellite photographs taken during the daytime on non-cloudy days. Shows an amazing level of detail.

- ▶ **Hybrid.** A very useful view for familiarizing yourself with an area (or just for gawking around in your current area). Combines text showing street names, business names, icons for things like transit stops, and satellite photography.
- ▶ **Terrain.** A map showing elevations, street names, and major feature names, such as parks and university campuses. Great for planning a walk, a bicycle ride, or a hike.
- ▶ **Traffic.** An overlay that shows traffic conditions on major streets, highways, and freeways, shown overlaying the Terrain map on Figure 10.5. Green shows roads operating at or near top posted speed—or, for highways and freeways, more than 50 mph; yellow is slower than the posted speed—or, for highways and freeways, from 25–50 mph; and red is below 25 mph.

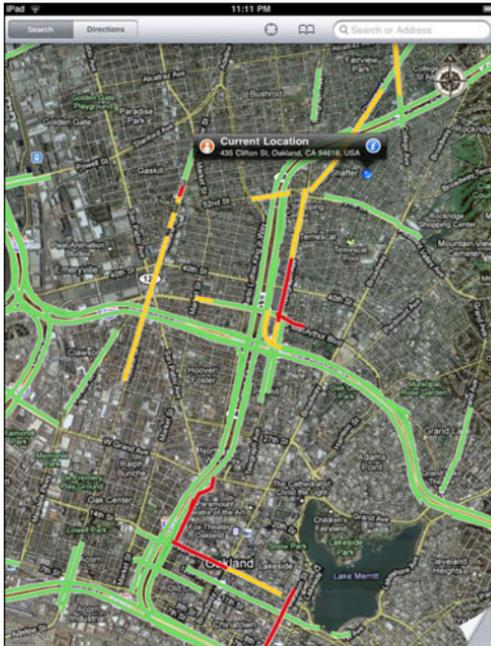


FIGURE 10.5 Traffic information can overlay any view, including the Satellite view.

- ▶ **Drop pin.** Puts a pin into the map that you can use to get information on that location. You can also drop a pin by pressing and holding on the map directly.

Finding Destinations and Businesses

Finding locations is easy on iPad, though entering addresses using the onscreen keyboard can be a bit tricky. It might take a couple of tries.

Once you find a location, you can view it (including in Street View, where available) and drop a pin on locations of your own.

Follow these steps to search for a location:

1. Press the Search button in the upper-right corner. The map you've viewed most recently in Search appears.
2. Press the Search field. Press the X to clear it, if needed. The onscreen keyboard appears, along with a list of recent searches.
3. Type an address or other search information. Google is pretty good with relatively free-form searches, but the most reliable format is still the street address (number and street name) followed by the city, or an abbreviation ("sf" or "nyc", for instance).

You can also try more general searches, such as "picante berk" for a Mexican food restaurant in Berkeley, California, but be careful of multiple matches and mismatches. You might end up being steered to the Berkshires in Massachusetts!

4. Press Search on the keyboard. One or more pins appear to show matches for your search.
5. Use gestures such as pinching to zoom, and panning to look at different areas of the map, to focus in on the pin(s). If there are multiple pins, tap a pin to see the descriptor for it.
6. The destination becomes a Recent, meaning it appears in the Recents list for searches and for creating directions.

7. Tap the blue “i” on a descriptor to see detailed information about a location. Detailed information about the location appears, as described earlier in this lesson.
8. Press one of the buttons in the information to get directions to the destination or directions from the destination to somewhere else, to add the destination to your Contacts, to share the destination via email (this doesn’t close the Maps app), or to add the location to your Bookmarks. Press the URL, if one is provided, to go to the associated web page (this does close the Maps app). Press the Street View icon to see the location in Street View, as described earlier in this lesson.

NOTE: Directions and Bookmarks

For information about getting directions, or about using Maps Bookmarks, see the relevant sections later in this lesson.

Sharing the destination via email gives you a chance to add a note, and then send both a Microsoft Outlook business card file and a Google Maps link to the destination.

9. To drop a pin on a location, simply zoom in very tightly (down to the level where you can see lot lines, where available); then press on the map in the desired spot. A pin appears, showing the destination address.
10. To see and use options for the dropped pin’s location, press the blue “i” button. Options appear, as shown previously in Figure 10.4 and described in Step 7.
11. To remove the pin, press the Remove Pin button in the information area.

CAUTION: Watch Out for “Big” Destinations

It’s easy to get “bad” locations and directions for some destinations. Many hospitals and restaurants, among others, have several

locations. Universities, national parks, and other extensive destinations often have multiple entrances or addresses, some of which may be miles from where you actually want to go, such as the entrance to a national park or the main parking lot. Double-check that you're being pointed to the right destination; you may need to check a web site or call to be sure.

Getting Directions and Using Bookmarks

Getting directions, and helping you follow them, is one of the most useful things a portable device can do. With iPad, directions are uniquely functional, due to the size of the display and the way you manipulate the screen directly.

Follow these steps to view directions:

- 1.** To make entering directions easier, first find the start and end points onscreen (if neither of them is your current location, or already a Recent), as described in the previous section. The start or end point will now appear in the Recents list for searches, making it easy to select for directions.
- 2.** To make a point a Bookmark, touch its pin to open the information area for it, as described in the previous section. Press Add to Bookmarks; the Add Bookmark window will open. Edit the name, using the onscreen keyboard, and press Save.
- 3.** To begin getting directions, press the Directions button in the upper right. Or, from a location description or a Bookmark (press the Bookmarks icon), press the Directions To Here button or the Directions From Here button. The Start-End area appears in the upper right corner of the screen. The Start and/or End areas may be filled in with Current Location or a spot that you specified.
- 4.** To enter or change the Start location, press in the first area. A list of Recents appears, and the onscreen keyboard appears as well, as shown in Figure 10.6.

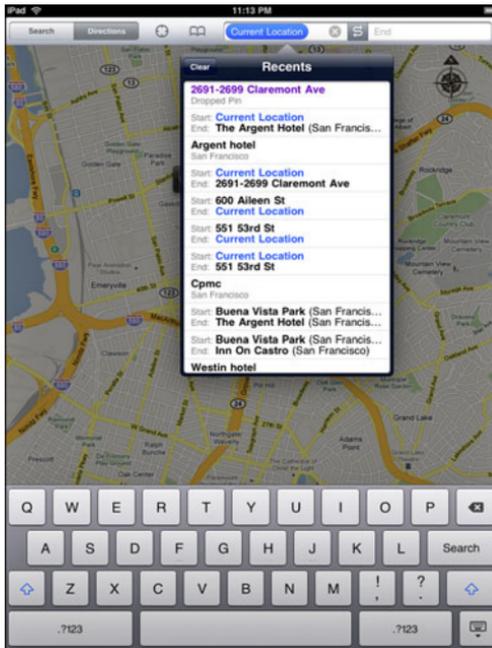


FIGURE 10.6 Recents and Bookmarks help you generate directions quickly and easily.

5. Press a Recent to choose it, or enter an address using the onscreen keyboard, as described in the previous section.
6. Enter the End location—press in the Destination area to search, use a Recent, or use a Bookmark, as described in the previous steps. The End location appears onscreen, as does a strip to select Driving, Transit, or Walking directions.
7. Choose Driving, Transit, or Walking. For Transit, press the Time button and then press Depart to enter the time of departure or arrival, as shown in Figure 10.7.
8. Press Start to view the directions. The directions appear in the strip at the bottom of the screen.

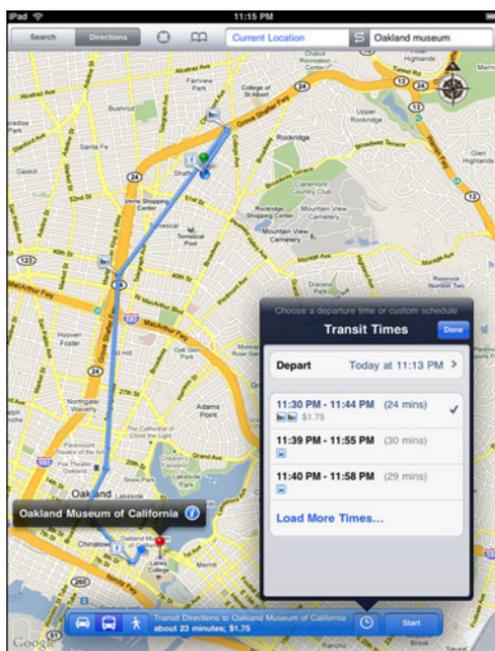


FIGURE 10.7 You can select Driving, Transit (with times), or Walking directions, and view estimated travel time, distance, and/or cost for each.

9. To see step-by-step directions, press the arrow keys at the bottom of the screen. To see complete directions, press the list icon; the list of steps appears onscreen, as shown in Figure 10.8.

You can pinch to zoom and drag the map “underneath” the list, or turn the iPad to portrait or landscape mode, without disturbing the directions list or changing its relative location, to get the most useful information onscreen at once.

TIP: Photos Can Help with Maps

If you have a Wi-Fi-only iPad, or if you have a Wi-Fi+3G iPad but think you might lose cellular data coverage, you can still use iPad

maps and directions (though not with turn-by-turn support). Simply create the directions and get the list to display on top of the relative map before you set out, while you still have coverage. Get the Maps screen arranged in the most helpful manner you can. Then capture the screen by holding down the Home button and briefly pressing the Power button. The captured image will appear in Photos, and you can view it there as needed during your trip.

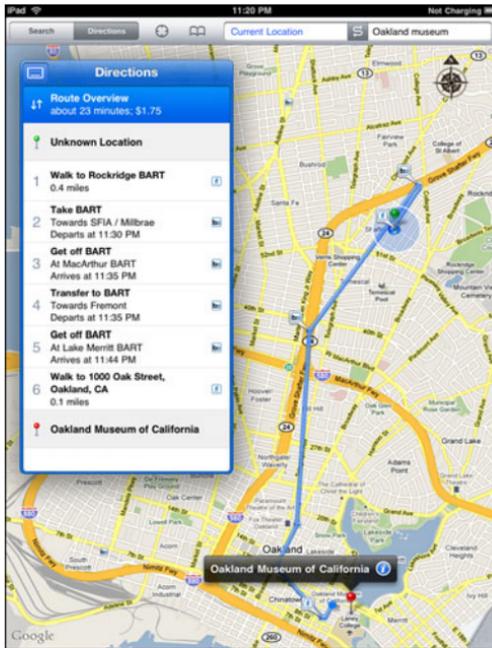


FIGURE 10.8 This directions list shows walking, Bay Area Rapid Transit (BART) stops, and costs.

Summary

In this lesson, you learned how to use the Maps app to find your current location, get directions, use Street View and other views, get traffic updates, and more. In the next lesson, I'll show you how to get the most out of the App Store in getting apps for your iPad.

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