

Your iPad[®] at Work

THIRD EDITION



COVERS
iOS 6
on iPad 2
and iPad 3rd
generation

Your
iPad[™]
at **Work**
THIRD EDITION



que[®]
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YOUR IPAD® AT WORK: THIRD EDITION

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You can read more than 100 free feature-length “how to” articles by Jason R. Rich covering the Apple iPhone and iPad at the Que Publishing website. Visit www.iOSArticles.com and click the Articles tab. You can also follow Jason R. Rich on Twitter (@JasonRich7).

DEDICATION

This book is dedicated to the late Steve Jobs, as well as to my newborn niece, Natalie.

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Thanks to my friends and family for their ongoing support. Finally, thanks to you, the reader. I hope this book helps you take full advantage of the power and capabilities of this amazing tablet device so that you're able to fully utilize your iPad in every aspect of your life.

WE WANT TO HEAR FROM YOU!

As the reader of this book, *you* are our most important critic and commentator. We value your opinion and want to know what we're doing right, what we could do better, what areas you'd like to see us publish in, and any other words of wisdom you're willing to pass our way.

We welcome your comments. You can email or write to let us know what you did or didn't like about this book—as well as what we can do to make our books better.

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Introduction



When Apple announced the original iPad back in 2010, the company's iconic CEO, the late Steve Jobs (1955–2011), referred to the tablet device as “magical.” That was the start of a technological revolution that has since captured the imaginations of iPad users around the world, and for Apple, it has resulted in tens of millions of iPad units sold each subsequent year.

In 2011, the original, first-generation iPad was replaced by the iPad 2. Almost exactly a year after that (March 2012), Apple launched the third-generation iPad. From there, the iPad hardware, as well as the iOS 6 operating system, has continued to improve. Although other companies have released tablets, the demand for Apple's iPads continues to be unprecedented.

On September 12, 2012, Apple's current CEO, Steven Cook, announced that between April and June 2012, more than 17 million iPads were sold in that quarter alone, bringing the total number of iPads sold to date (as of June 2012) to 84 million. These sales figures gave Apple a 68 percent market share in the global tablet marketplace.



NOTE On September 19, 2012, Apple released iOS 6, the newest version of the operating system used exclusively on Apple's mobile devices.

As you're about to discover, iOS 6 offers a vast selection of new and more-advanced features, better integration with Apple's iCloud service, several new or redesigned preinstalled apps, plus enhanced capabilities for sharing app-specific content with others via email, instant message, Facebook, or Twitter. It also features Siri, a way to interact with your tablet using your voice.

CAUTION iOS 6 is compatible with the iPad 2, new iPad (third-generation iPad), and all iPad models released after September 2012. It is not, however, compatible with the original iPad (now referred to as the iPad 1). Because this book focuses on using iOS 6, if you're still an original iPad user, consider either upgrading to one of the newer iPad models or reading *Your iPad At Work, Second Edition* (Que Publishing, www.YouriPadAtWork.com), which focuses on using the iPad with the iOS 5.1 operating system.

In just a few short years, the iPad has gone from being a cool, high-tech gadget to becoming an indispensable business tool used in virtually all industries. With each generation of iPad that's been released, more and more business people, entrepreneurs, consultants, freelancers, and other types of professionals have discovered firsthand that the iPad often can replace the need to carry around a larger and heavier laptop computer or netbook.

Regardless of what you do for a living, this all-new edition of *Your iPad at Work* helps you quickly learn how to use your iPad and the iOS 6 operating system. When you combine any iPad model with the right collection of apps and accessories, it becomes the perfect tool for anyone who needs advanced computing power while on the go—at a desk, by the pool, on an airplane, in the car (not while driving), or while sitting on a couch at home.

WHAT YOU CAN EXPECT FROM THIS BOOK

Your iPad at Work provides step-by-step instructions, plus hundreds of tips, strategies, and ideas for incorporating the iPad into your personal and professional life with the shortest learning curve possible—even if you don't consider yourself to be technologically savvy or adept at using the latest high-tech gadgets.

TIP As you read *Your iPad at Work*, keep your eye out for the Tips, Notes, and Caution boxes. Each of these boxes has short tidbits of information that are particularly important and directly relevant to the chapter you're reading.

Before we start exploring all the work-related tasks your iPad is capable of, including managing email, web surfing, word processing, managing contacts, scheduling, text messaging, videoconferencing, making voice-over-IP phone calls, sending/receiving faxes, working with databases and spreadsheets, creating and giving digital slide presentations, audio recording (dictation), managing to-do lists, facilitating project management, credit card transaction processing, taking and editing pictures, shooting and editing video, tweeting, reading eBooks, online banking, and countless other tasks, you must learn the basics of how to interact with this cutting-edge device.

TIP In addition to what you discover from this book, you can access more than 100 how-to articles by *Your iPad at Work* author Jason R. Rich, which have been published on the [quepublishing.com](http://www.quepublishing.com) website. Simply visit www.iOSArticles.com, and click the Articles tab.

TIP Be sure to register your copy of *Your iPad At Work: Third Edition* on the Que website at www.quepublishing.com/register so you can access the free bonus chapter. Chapter 18, "Traveling Abroad with Your iPad," offers useful information if you plan to travel outside the United States and want to use your iPad's 3G/4G connectivity to access the Internet. You can also read more than 100 how-to articles that cover the iPad (and iPhone) written by Jason R. Rich, by visiting <http://www.iOSArticles.com> and clicking the Articles tab.

UNBOXING YOUR iPad

If you've purchased your iPad after September 19, 2012, it came with Apple's iOS 6 operating system preinstalled. This operating system includes a robust collection of apps that are designed to handle the core tasks you'll probably be using your tablet for. With a quick visit to the App Store, however, you can greatly enhance the capabilities of your iPad by acquiring optional apps for it.

If you've purchased your iPad prior to September 19, 2012, you'll need to upgrade it to the iOS 6 operating system. How to do this is explained in Chapter 1, "Activating Your iPad and Customizing Its Settings."

NOTE You learn more about finding, acquiring, and installing apps in Chapter 8, “Finding and Installing Apps from the App Store,” and learn many popular business-related apps worth checking out in Chapter 13, “Discovering ‘Must-Have’ Business Apps.”

Chances are that as soon as you take the iPad out of the box for the very first time, its battery will be close to fully charged and it'll be ready for you to activate and set up. Whether the iPad you're about to activate is your first or you're upgrading to a newer model, plan on spending at least 15 to 30 minutes getting your new tablet up and running. The specific setup process is described shortly.

THE iPad 2 AND NEW iPad COMPARED

Currently, there are several generations of iPads. The original iPad is no longer being sold by Apple; however, you can still purchase a used or refurbished original iPad, starting at less than \$200.

With each generation of iPads that Apple has released, the basic look and design of the tablet has remained consistent but the technology built in to the tablet has been dramatically improved. So, if you're an original iPad user wondering whether you should upgrade to the iPad 2 or new iPad, the answer is an unequivocal yes, especially if you'll be using the tablet for work-related tasks.

However, if you're an iPad 2 user and you've already discovered that it's an indispensable communications, organizational, and productivity tool, and you're wondering whether you should upgrade to the new iPad, take a look at what the new iPad (which was the third-generation iPad, released in March 2012) and any iPad models released in late 2012 or early 2013 offer to help make your decision.

KEY FEATURES OF THE NEW iPad (THIRD GENERATION)

From the outside, the iPad 2 and new iPad (third generation) look virtually identical. It's what's on the inside that sets the tablets apart. To begin, the new iPad features a state-of-the-art Retina display. It's the same size as the display offered by the iPad 2 but offers a significantly higher resolution.

The new iPad also offers a faster processor, known as the Apple A5X chip. In addition, Apple's newest tablet offers a 5MP iSight camera built in, which is a significant improvement over the camera that's built in to the iPad 2.

Although all iPad models can connect to the Internet via a Wi-Fi connection (which requires you to be within the radius of a Wi-Fi hotspot), when it comes to surfing

the Web, some models of the new iPad can also access the Internet using a 4G LTE wireless data network, which is significantly faster than the 3G networks that some models of the original iPad and iPad 2 are able to connect to.

NOTE Although some models of the new iPad offer 4G LTE wireless data network connectivity, wireless data service providers, such as AT&T Wireless and Verizon Wireless, don't yet offer 4G LTE service across the United States. If you'll be using your iPad where service hasn't yet been upgraded to 4G LTE service, your new iPad will automatically connect to a 3G wireless data network.

Also, depending on your wireless data service provider, your new iPad might be able to serve as a personal hotspot, enabling you to wirelessly connect multiple Wi-Fi-enabled devices to the Internet using the tablet's connection.

Another significant improvement that the new iPad offers is the Dictation mode, which works with most apps. Instead of using the iPad's virtual keyboard to compose text, when using certain apps, such as Safari, Mail, Calendar, Twitter, Notes, or Pages, for example, you can tap on the Dictation key and speak to your iPad and have it convert your speech into text. Thanks to iOS 6, you also have access to Siri, a virtual assistant that enables the iPad to accept voice commands and requests. Both the iPad 2 and new iPad can utilize an Apple Smart Cover or Smart Case, run using the iOS 6.0 (or later) operating system, and have more than 225,000 optional iPad-specific apps available for them. The iPad 2 and new iPad are also fully compatible with Apple's iCloud service and have an average battery life of about 10 hours.

So, if you're thinking about upgrading from an iPad 2 to a new iPad, or if you're buying your first iPad and can't decide which generation iPad to purchase, consider how you'll be using the tablet, and determine whether the faster processing speed, higher-resolution screen, improved built-in camera, 4G LTE web surfing speed, and/or the new iPad's Dictation mode will be useful to you, and then take a look at the prices for each model.

Both the iPad 2 and new iPad come in several different system configurations. You can choose from a black or white casing for either model. You also need to decide how much internal storage space you'll want or need. Your options include 16GB, 32GB, or 64GB. Keep in mind that iPads are not upgradable in terms of internal storage space, so you must anticipate your needs before purchasing a tablet. Finally, you must choose between a Wi-Fi only model, a Wi-Fi + 3G (for iPad 2), or Wi-Fi + 4G (for new iPad) model.

NOTE A Wi-Fi only iPad can connect to the Internet from any Wi-Fi hotspot or wireless network. However, you must remain within the radius of a Wi-Fi signal to maintain the Internet connection.

A Wi-Fi + 3G (or 4G) iPad model can also connect to the wireless data network offered by a wireless data service provider. This requires paying a monthly fee, which includes a predetermined amount of wireless data use, such as 2G per month. If you go beyond your wireless data allocation, you are billed extra (per megabyte or gigabyte, depending on your wireless service provider) for use.

The following chart displays the prices of the iPad 2 and new iPad, based on the various system configurations available. These prices were accurate as of September 2012.

| iPad Model | 16GB | 32GB | 64GB |
|---------------------|----------|----------|----------|
| iPad 2 Wi-Fi Only | \$399.00 | N/A* | N/A* |
| iPad 2 Wi-Fi + 3G | \$529.00 | N/A* | N/A* |
| New iPad Wi-Fi Only | \$499.00 | \$599.00 | \$699.00 |
| New iPad Wi-Fi + 4G | \$629.00 | \$729.00 | \$829.00 |

**Although Apple no longer sells this configuration of the iPad 2, they are still readily available on the secondary used market or available as refurbished iPads.*

In addition to the price of the tablet itself, you might want to invest in an Apple Smart Cover for your tablet (\$39.00 for the polyurethane edition or \$69.00 for the leather edition) or Apple Smart Case (\$49.00 in polyurethane) as well as the AppleCare+ extended warranty (\$99.99 for two years of coverage). Plus, if you purchase a Wi-Fi + 3G (4G) iPad model, you must pay for a monthly wireless data plan, which costs between \$14.99 and \$50.00 per month depending on which wireless data service provider your iPad is registered with and which wireless data plan you select.

PREINSTALLED APPS FOR ALL iPADS RUNNING iOS 6.0 OR LATER

Each iPad tablet also comes bundled with a handful of preinstalled apps. Here's a quick rundown of each app (listed in alphabetical order) that you can begin using immediately, as soon as your iPad is activated (see Figure I.1).

- **App Store:** Find, purchase, download, and install apps directly from your iPad. To learn more, see Chapter 8.

**FIGURE I.1**

The iPad's Home screen with the preinstalled app icons displayed. This is what the Home screen looks like immediately after you activate the iPad.

- **Calendar:** Manage your schedule on your iPad and sync data with iCloud and other calendar/scheduling software on your Mac or PC. To learn more, see Chapter 4, "Using the Calendar, Reminders, Notification Center, and Clock Apps."
- **Camera:** Take photos or shoot high-definition videos using your iPad's built-in camera. You learn more about taking, editing, viewing, and sharing digital photos using your iPad in Chapter 7, "Digital Photography on Your iPad."
- **Clock:** This app serves as an alarm clock, world clock, and timer. You learn more about it in Chapter 4.
- **Contacts:** Manage your personal contacts database and sync it with iCloud or other contact management software on your primary computer. To learn more, see Chapter 5, "Working with the Contacts App."
- **Facebook and Twitter:** If you're active on either Facebook or Twitter, which are two extremely popular online social networking services, iOS 6 now offers full integration with these services, so you can quickly and easily share app-specific information with your online friends and followers. See Chapter 3, "Working with Email and Surfing the Web," for more information about using iOS 6's Facebook and Twitter functionality.

- **FaceTime:** Participate in free, real-time videoconferences from your iPad using a Wi-Fi Internet connection. To learn more, see Chapter 12, “Conducting Video Conferences and Virtual Meetings.”
- **Game Center:** This is an interactive, online-based community for participating in multiplayer games via your iPad. You can compete against and communicate with other players from around the world and experience a variety of Game Center-compatible games.
- **iTunes:** Acquire music, TV shows, movies, and other iTunes Store content from your iPad. To learn more, see Chapter 14, “Staying Informed Using iBooks, Newsstand, and Web Content.”
- **Mail:** Manage one or more existing email accounts on your tablet. Send and receive emails, plus manage your message archive. iOS 6 offers a handful of useful new features for effectively managing your email accounts. For more information, see Chapter 3.
- **Maps:** This app has been entirely redesigned for iOS 6. Use it to access traditional onscreen maps, satellite maps, and even 3D maps of almost any location on the planet, plus obtain real-time turn-by-turn directions (with related traffic condition information) when your iPad is connected to the Web. You also can find specific addresses of companies, popular destinations (such as airports), and landmarks. Chapter 6, “Explore Your World with the Maps App,” focuses on how to use this powerful app.
- **Messages:** Send and receive text messages for free, and communicate with other Mac, iPad, iPhone, or iPod touch users, or send/receive instant messages using a compatible service, such as AIM. For more information, see Chapter 12.
- **Music:** Listen to music, audiobooks, and other audio content.
- **Newsstand:** Acquire and read digital editions of newspapers and magazines. To learn more, see Chapter 14.
- **Notes:** Create, organize, share, and print memos with this basic text editor. It does not offer full word-processing capabilities.
- **Photo Booth:** Take and share photos on your iPad with whimsical themes.
- **Photos:** View, edit, print, and share photos stored on your iPad. For enhanced photo-editing capabilities, purchase Apple’s iPhoto app for the iPad. You learn more about Photos in Chapter 7
- **Reminders:** Manage to-do lists with this powerful app. Like many other of the iPad’s preinstalled apps, it works seamlessly with iCloud for syncing data with other Macs or iOS devices. To learn more, see Chapter 4.
- **Safari:** Use this app to surf the Web. To learn more, see Chapter 3.

- **Settings:** Use this app to customize the settings of your iPad and personalize how it functions. More information about Settings is offered later in this introduction.
- **Videos:** Watch TV shows, movies, and other video content on your iPad.

NOTE The Siri and Notification Center features both work continuously in the background if activated. These features both work with most other apps.

OPTIONAL “MUST-HAVE” IPAD APPS DEVELOPED BY APPLE

The following apps developed by Apple do not come preinstalled with iOS 6, but you should seriously consider downloading them from the App Store to enhance the capabilities of your tablet:

- **Cards** (Free): Create and send custom-designed greeting cards directly from your iPad that get professionally printed on card stock by Apple and mailed to the recipient (a per-card fee applies). The result is a personalized greeting card that’s as nice as anything you’d buy at the store, only your card features your own photo(s) and message.
- **Facebook** (Free): The ability to update your Facebook status has been integrated into iOS 6; however, to fully manage your Facebook account and communicate with your Facebook friends, you’ll need to use this free app.
- **Find iPhone** (Free): Take advantage of iCloud’s Find My Mac, Find My iPhone, or Find My iPad feature from this app to pinpoint the exact location of your other compatible Apple equipment. This app offers an alternative to visiting www.iCloud.com/#find. You can also remotely lock down or erase the contents of your tablet if it falls into the wrong hands.
- **Find My Friends** (Free): Discover the location of friends, family, or co-workers, in real time, who are using an iPhone or iPad. (The other person’s permission is required.)
- **Garage Band** (\$4.99): Compose and record music using your iPad and transform the tablet into a multi-track recording studio.
- **iBooks** (Free): Acquire and read eBooks from Apple’s iBookstore on your tablet. To learn more, see Chapter 14.
- **iMovie** (\$4.99): Edit professional-quality videos on your iPad using footage shot with the tablet’s built-in camera (and the Camera app), or footage transferred into your tablet from other sources.

- **iPhoto** (\$4.99): View, edit, organize, print, and share digital photos on your iPad. This app offers far more advanced image-editing features, for example, than the Photos app that comes preinstalled on the tablet. The optional iPhoto app fully integrates with iCloud and the Photo Stream and the new Shared Photo Stream feature (which makes it easy to publish selected photos online and share them with other people, for free).
- **Keynote** (\$9.99): Part of Apple's iWork trio of apps, Keynote is a feature-packed digital slide presentation tool, similar in functionality (and compatible with) Microsoft PowerPoint.
- **Numbers** (\$9.99): Also part of Apple's iWork trio of apps, Numbers is a powerful spreadsheet management application compatible with Microsoft Excel.
- **Pages** (\$9.99): The final app in Apple's iWork trio of apps. It's a full-featured word processor compatible with Microsoft Word.
- **Twitter** (Free): Manage one or more Twitter accounts from your iPad and send tweets from within apps such as Photos or Safari.

NOTE Pages, Keynote, and Numbers all seamlessly integrate with Apple's iCloud service, making it easy to automatically synchronize data, documents, and files between your tablet, Mac, and other iOS devices. To learn more about Apple's iWork for iPad apps, see Chapter 11, "Working with Pages, Numbers, and Keynote."

THE ANATOMY OF THE IPAD 2 AND NEW IPAD

The new iPad weighs less than 1.5 pounds, measures 9.5" × 7.31", and is between .34" and .37" thick (depending on the model). When you look at the front of the iPad 2 or new iPad, you see the main screen. The front-facing camera is located at the top center of the tablet, and you can find the iPad's Home button at the bottom center of the iPad's front, as well as the other physical ports and buttons found on the top, bottom, and side of the iPad (shown in Figure 1.2).

NOTE As you learn in Chapter 1, the new iPad features a state-of-the-art Retina display, which is the most advanced and high-definition display offered on any mobile device. The camera that's built in to the new iPad has also been dramatically improved upon, as has the tablet's main microprocessor. It's also Bluetooth 4.0-compatible.

Aside from these few buttons and ports, you do everything while using your iPad via the tablet's touch screen. To properly navigate around your tablet via this touch screen, you must utilize several simple finger movements.

**FIGURE I.2**

The front of the iPad features a 7", full-color, multi-touch screen, the Home button, and the device's front-facing camera. On the back of the iPad unit, in the upper-left corner, you see the rear-facing camera. The iPad's power button is located near the top-right corner of the tablet.

USING THE TOUCH SCREEN

From the moment you turn on your iPad 2 (or take it out of Sleep mode), aside from pressing the Home button to return to the Home screen at any time, virtually all of your interaction with the tablet is through the following finger movements and taps on the tablet's highly sensitive touch screen:

- **Tapping:** Tapping an icon or link that's displayed on your iPad's screen serves the same purpose as clicking the mouse when you use your main computer. And, just as when you use a computer, you can single-tap or double-tap, which is equivalent to a single- or double-click of the mouse.

- **Hold:** Instead of a quick tap, in some cases, it is necessary to press and hold your finger on an icon or onscreen command option. When a hold action is required, place your finger on the appropriate icon or command option and hold it there. There's never a need to press down hard on the tablet's screen.
- **Swipe:** A swipe refers to quickly moving a finger along the screen from right to left, left to right, top to bottom, or bottom to top to scroll to the left, right, down, or up, respectively, depending on which app you're using.
- **Pinch:** Using your thumb and index finger (the finger next to your thumb), perform a pinch motion on the touch screen to zoom out when using certain apps. Or, unpinch (move your fingers apart quickly) to zoom in on what you're looking at on the screen when using most apps.
- **Grab:** Using all five of your fingers, start with them spread out on the tablet's screen, and then quickly bring them together in a grabbing motion. This immediately returns you to the iPad's Home screen (instead of pressing the Home button).
- **Pull-Down:** Using your index finger, swipe it quickly downward from the very top of the iPad. This causes the Notification Center window to appear, alerting you of incoming email messages, text messages, alarms, or other time-sensitive actions that you need to deal with. You can be holding the iPad in portrait or landscape mode for this to work. To make this window disappear, tap anywhere on the screen outside the Notification Center window.
- **Four-Finger Upward Swipe:** Using all of your fingers on one hand (except your thumb), start at the very bottom of the screen and swipe upward. This reveals the iPad's multitasking mode. Or, you can quickly press the Home button twice to access multitasking more and switch between apps.

NOTE Another way to zoom in or out when looking at the iPad's screen is to double-tap the area of the screen you want to zoom in on.

EXPLORING THE IPAD'S HOME SCREEN

The Home screen on your iPad serves as a central hub from which you can launch individual apps and use the various features and functions of your tablet. Regardless of what you're doing on your tablet or what app you're using, at any time you can return to the Home screen by pressing the Home button on the front-bottom of the tablet.

See Figure 1.3 for a sample Home screen that displays a handful of preinstalled and optional third-party apps.

**FIGURE I.3**

A customized iPad Home Screen with a personalized wallpaper and several third-party apps.

Within the main area of the Home screen are all the icons for apps currently installed on your iPad. On the main iPad Home screen, you can simultaneously display 20 app icons (or folder icons, which are explained shortly), plus an additional 6 app icons on the very bottom of the screen. You also can have multiple Home screens with different app icons displayed on each.

NOTE You can choose to display up to six app icons at the very bottom of the Home screen. These icons remain constant, regardless of which Home screen you're looking at. Thus, you should select the apps you use the most and place them in this location.

The iPad's wallpaper is displayed behind your app icons. You also can customize this from the Settings app. Customizing the Home screen's wallpaper is just one way you can personalize your iPad. How to do this is explained in Chapter 1.

ARRANGING ICONS ON THE HOME SCREEN

In addition to selecting your wallpaper graphic, you can determine the position of app icons on your Home screen. To move app icons around, hold down any onscreen app icon for two to three seconds until all the icons on the Home screen start to shake. Now place your finger on any app icon that you want to move and drag it to a new position on the Home screen. You can move one app icon at a time as long as the icons continue shaking.

During this process (shown in Figure I.4), some of the app icons display a small black-and-white X in the upper-left corner of the icon. You can delete the icons displaying the X from the iPad at any time by tapping the X and confirming your delete request. However, you cannot delete the icons for the apps that came preinstalled on your iPad.



FIGURE I.4

When the app icons are shaking, you can delete the ones with an X icon. The icons without the X represent the apps that came preinstalled on your tablet.

When you finish moving the icons around, press the Home button to exit out of this mode, and save your changes. The icons stop shaking, and you can return to the normal use of your tablet.

CREATING FOLDERS TO ORGANIZE APP ICONS

You can use folders to help organize your Home screen, group apps based on their category, and remove clutter from your Home screen by consolidating the app icons that are displayed.

To create a folder, from the Home screen press and hold down any app icon for two to three seconds. When all the app icons start to shake, pick one app icon that you want to place into a new folder. Hold your finger on that app icon, and drag it directly on top of a second app icon that you want to also include in the folder you're creating.

When the two app icons overlap, a folder is automatically created. As soon as this happens, the other app icons on the Home screen fade slightly and a window containing the two apps in the newly created folder appears.

At the top of this window is a text field that contains the default name of the folder. (Your iPad gives the folder an appropriate default name based on the category into which the two apps fall.) You can keep this name by tapping anywhere

on the screen outside the folder window. Alternatively, you can change the name of the folder by tapping the circular X icon that's displayed to the extreme right of the folder name field.

To save your folder, tap anywhere outside the folder window. You will see the newly created folder appear among your app icons on the Home screen. In Figure I.5, the folder is labeled Photography and it contains multiple apps.

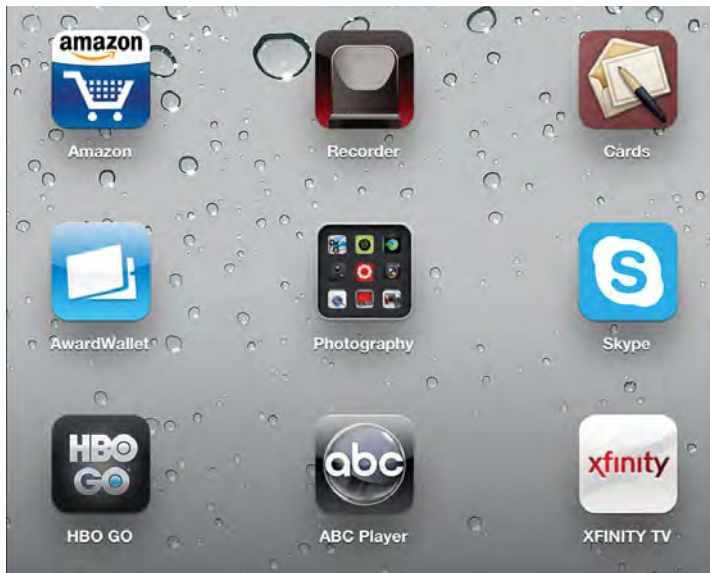


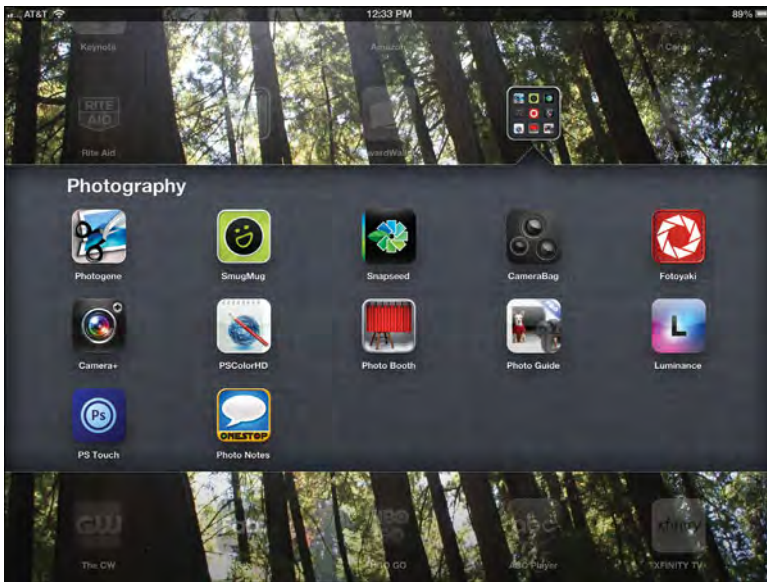
FIGURE I.5

When a folder appears on the Home screen, it displays alongside the app icons but looks slightly different. Thumbnails of the apps that are stored in the folder are shown in the folder icon.

After you initially create a folder, it contains two app icons. You can add more icons to it whenever all the app icons on the Home screen are shaking. Simply place your finger on the app icon you want to move into the folder and drag that icon on top of the folder icon.

When you're finished adding app icons to the folder, you can move the folder around on the Home screen just as you would move any app icon, or press the Home button to save your changes and return the Home screen to its normal appearance (causing the app icons to stop shaking).

To launch an app that's stored in a folder, from the Home screen tap the folder icon. When the folder window appears on the iPad's screen (as shown in Figure I.6), it displays all the app icons stored in the folder. Tap the icon for the app you want to use.

**FIGURE I.6**

An open folder and its folder window (which in this example contains 12 photography-related apps) on the iPad's Home screen.

To remove an app icon from within a folder, from the Home screen tap the folder icon representing the folder in which the app is stored. When the folder window appears, hold your finger on the app icon that you want to move. When the app icons start to shake, drag the app icon out of the folder window and back onto the main Home screen.

If you want to delete an app from a folder and from the iPad, when the icons are shaking, tap the black-and-white X icon in the icon's upper-left corner. All apps that you acquire for your iPad are automatically stored in your free Apple iCloud account and can be reinstalled on your tablet at any time.

IN THIS CHAPTER

- Recharging your iPad while overseas
- Options for accessing the Internet while abroad
- Purchasing and changing the micro-SIM chip

18

TRAVELING ABROAD WITH YOUR iPad

When you travel overseas with your iPad, being able to access a 3G or 4G wireless data network and recharge your tablet are relatively straightforward processes regardless of whether you travel with a laptop computer.

USING INTERNATIONAL POWER ADAPTERS

When traveling abroad, you must be able to recharge your iPad's battery. If you want to recharge your tablet using an electric outlet overseas, you must attach a special adapter to the end of the white USB cable that came with your iPad.

Available from Apple Stores and Apple.com, the Apple World Travel Adapter Kit (\$39.00) comes with six international power adapters that connect to the USB cable that came with your iPad. This kit enables you to plug in your tablet just about anywhere in the world.



BEWARE OF INTERNATIONAL ROAMING CHARGES

If you're travelling overseas using an iPad with Wi-Fi + 3G/4G, and you attempt to access a local cellular data network via a 3G or 4G connection without first replacing the micro-SIM chip in your iPad, you could wind up paying a fortune (typically \$20.00 per megabyte) in international wireless data roaming charges.

To keep this from happening, you have four options:

- Turn off international data roaming on your tablet and rely only on Wi-Fi hotspots to access the Internet. To do this, launch Settings, and tap on the Cellular Data option. Then, turn Off the virtual switch that's associated with Data Roaming (shown in Figure 18.1).

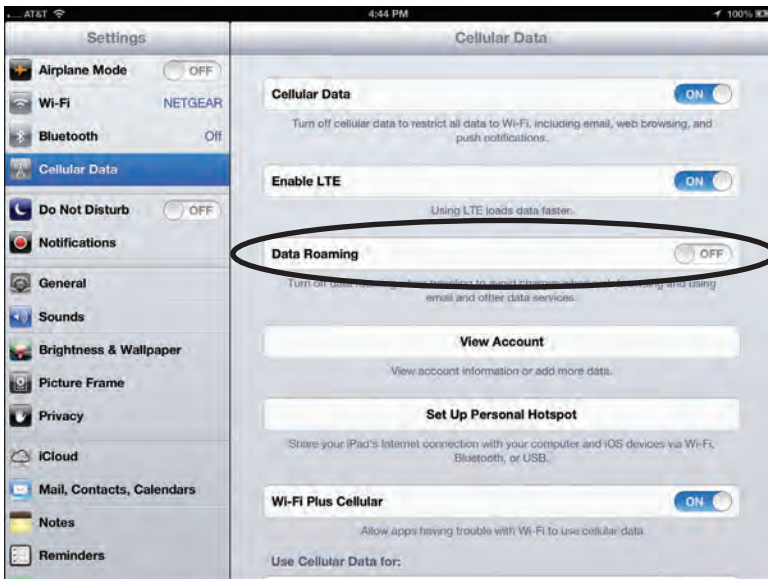


FIGURE 18.1

Turn off data roaming on your Wi-Fi + 3G/4G iPad model when traveling abroad to avoid high international data roaming fees.

- From your wireless data service provider in the United States, prepurchase an international data roaming plan. This will include a predetermined wireless data allocation you can use while traveling abroad. This is typically less expensive than roaming internationally without an international plan but much more expensive than swapping out your iPad's existing micro-SIM chip with a micro-SIM chip from a local wireless data provider that's based in the country you're visiting.

- Transform your cell phone or laptop into a personal Wi-Fi hotspot, and use your iPad to access the Internet by connecting to the hotspot your other device creates. Or, purchase a prepaid mobile hotspot in the country you're visiting so that you can access the Internet from your tablet and other devices, including your iPad, smartphone, handheld gaming system, and/or laptop computer.
- Acquire a micro-SIM chip from a wireless data provider in the country you're visiting and prepurchase 1GB, 2GB, or unlimited wireless data access for a 30-day period. This will typically cost between \$15.00 (USD) and \$30.00 (USD) and is the most economical option. However, it requires you to temporarily replace your iPad's current micro-SIM chip with one you acquire locally in the country you're visiting.

TIP To replace the micro-SIM chip in your iPad, use the SIM chip ejection tool that came with the tablet. It's a small piece of metal with a thin, pointed tip. (As an alternative, you can unbend a small paperclip and use the end of it.) Insert the end of the ejection tool gently into the tiny hole located on the side of the iPad. You'll discover it next to the micro-SIM chip slot. The chip will pop out. Store the existing chip in a safe place, and carefully insert the new micro-SIM chip provided by the local wireless data service provider where you're traveling. The SIM chip replacement process should not take more than a minute or two. Once installed, activate the wireless data service from your tablet's screen. Make sure the device is not in Airplane Mode as you continue.

NOTE If you're planning a cruise vacation, most cruise ships now offer Wi-Fi Internet access that works with the iPad; however, the cruise line charges a high per-minute fee. The alternative is to visit an Internet café when the ship docks at the various ports of call.

Royal Caribbean Cruise Lines, for example, charges \$35.00 for 60 minutes of Wi-Fi Internet access while aboard the ship. Other prepaid packages for 100 minutes (\$55.00), 150 minutes (\$75.00), 250 minutes (\$100.00), and 500 minutes (\$150.00) are available. Other cruise lines charge similar fees.

REPLACING YOUR iPad'S MICRO-SIM CHIP FOR WIRELESS WEB ACCESS

If you have an iPad Wi-Fi Only model, your tablet can connect to the Internet via a Wi-Fi connection anywhere in the world you travel that has a public Wi-Fi hotspot available (this includes many hotels, cafes, and airports). Keep in mind that you might have to pay an hourly or daily access fee to connect to Wi-Fi hotspots in many airports and hotels, for example, just as you do in the United States.

NOTE There is a size and compatibility difference between standard and micro-SIM chips. When visiting a cellular phone store overseas to acquire a SIM chip for your iPad, be sure to obtain a micro-SIM chip for use with a wireless data service that supports the iPad.

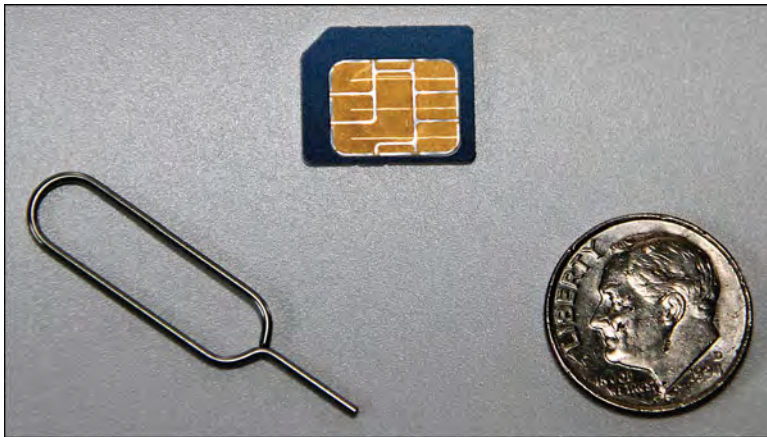
CONNECTING TO THE WIRELESS WEB OVERSEAS WITH AN iPad WI-FI + 3G/4G MODEL

When you leave the United States, your 3G/4G wireless service through AT&T Wireless or Verizon, for example, is not available. However, you can visit any Apple Store or Apple Authorized Reseller while you're overseas (or many cellular service providers) to obtain a micro-SIM chip that temporarily replaces your current micro-SIM chip while you're traveling.

Figure 18.2 shows a sample micro-SIM chip for the new iPad or iPad 2, the SIM chip ejector tool that comes with every iPad, and a dime (for size comparison). As you can see, they're all tiny.

Because you can purchase 3G or 4G wireless data service on a month-to-month basis or, in some cases, acquire a predetermined amount of wireless data use, you can easily obtain a new micro-SIM chip that works in the country or countries you're visiting, insert it into your iPad, and be able to access 3G or 4G wireless data service in almost any country.

If there's an Apple Store where you're going, an Apple Genius can offer you a micro-SIM chip from a local 3G/4G data service provider, help you swap the chip in your iPad, and activate the 3G/4G wireless data account using a major credit card within 10 minutes. Alternatively, you can visit a retail location for a wireless service provider and swap out the micro-SIM chips yourself.

**FIGURE 18.2**

Here, you can see a sample micro-SIM chip for the new iPad or iPad 2, the SIM chip ejector tool, and a dime.

After you set up 3G/4G data service in a specific country, any time you return to that country, you can use the same micro-SIM chip and purchase additional access. However, when you replace your current micro-SIM chip with the micro-SIM chip for the local 3G/4G wireless data provider in the country you're visiting, make sure you do not misplace the original chip because you'll need to swap it back into your iPad when you return home.

While traveling, the price for 3G/4G wireless data access varies based on the country you're visiting and the wireless data service provider you need to use. You will probably find the prices to be reasonable in most countries.

Throughout Europe, one of the leading wireless 3G/4G data service providers that supports the various iPad models is O2 (www.o2.co.uk). Upon arriving in any European country, you can visit an O2 retail location (which are as commonplace as AT&T Wireless or Verizon Wireless locations in the U.S.), or visit any Apple Store and obtain a free O2 micro-SIM chip.

With the O2 micro-SIM chip installed in your iPad, you can sign up for 3G/4G wireless data service for a low flat fee per day for up to 200MB of data use, or you can sign up for 1GB of wireless data use, which you can use within a 30-day period. There's also a plan that offers 2GB of wireless data use over a 30-day period.

These last two O2 wireless data plans are recurring, meaning you are automatically billed for the plan every 30 days until you cancel. However, you can easily cancel the plan at the conclusion of your trip with no penalties or extra fees. When you install the O2 micro-SIM chip, you can activate (or cancel) it and choose a wireless data plan directly from your tablet.

TIP If you're interested in using the Vodafone wireless data service while in Europe, visit www.vodafone.co.uk/personal/mobile-internet/on-your-tablet/on-your-ipad/index.htm to learn more about the iPad data plans available. Keep in mind that you can sign up for a recurring 30-day plan, but then cancel the plan at the conclusion of your trip.

One Vodafone plan offers 2GB of wireless data usage within the UK, which can be used within a 30-day period for £15.

To learn about Vodafone's Mobile Wi-Fi option that enables you to access the Internet from multiple devices simultaneously, visit www.vodafone.co.uk/personal/mobile-internet/sharing-your-internet/mobile-wi-fi/index.htm.

TIP If you know you need to swap micro-SIM chips in and out of your iPad while traveling abroad, make sure you bring along the small metal SIM chip ejector tool that came with your tablet. For information about how to use it properly, visit Apple's website (<http://support.apple.com/kb/HT4577>). Alternatively, you can unbend a small paperclip and use the tip of it to eject the SIM chip from the almost hidden compartment found near the upper-left side of your tablet.

If you're using an older iPad model (an iPad 2, for example) and use Verizon Wireless as your wireless data service provider in the United States, before leaving for your trip overseas, contact Verizon Wireless and activate a CDMA Global Data Roaming plan. For more information, contact Verizon directly at (800) 922-0204.