

# Your iPad<sup>®</sup> at Work



THIRD EDITION



COVERS  
**iOS 6**  
on iPad 2  
and iPad 3rd  
generation

que

Jason R. Rich

FREE SAMPLE CHAPTER



SHARE WITH OTHERS

Your  
**iPad**<sup>™</sup>  
at **Work**  
THIRD EDITION



**que**<sup>®</sup>  
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Jason R. Rich



## YOUR iPad® AT WORK: THIRD EDITION

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ISBN-13: 978-0-7897-5036-5

ISBN-10: 0-7897-5036-8

*Library of Congress Cataloging-in-Publication data is on file.*

Printed in the United States of America

First Printing: October 2012

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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](http://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.*

## ACKNOWLEDGMENTS

Thanks to Laura Norman at Que Publishing for inviting me to work on this book, and for all of her guidance as I've worked on this project. My gratitude also goes out to Mark Renfrow, Christian Kenyeres, Greg Wiegand, Tonya Simpson, Kim Scott, Debbie Williams, Anne Jones, Cindy Teeters, Todd Brakke, Gregg Kettell, and Paul Boger, as well as everyone else at Que Publishing and Pearson who contributed their expertise, hard work, and creativity to the creation of this *Your iPad at Work* edition (as well as the two previously published editions).

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](http://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](http://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](http://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](http://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.

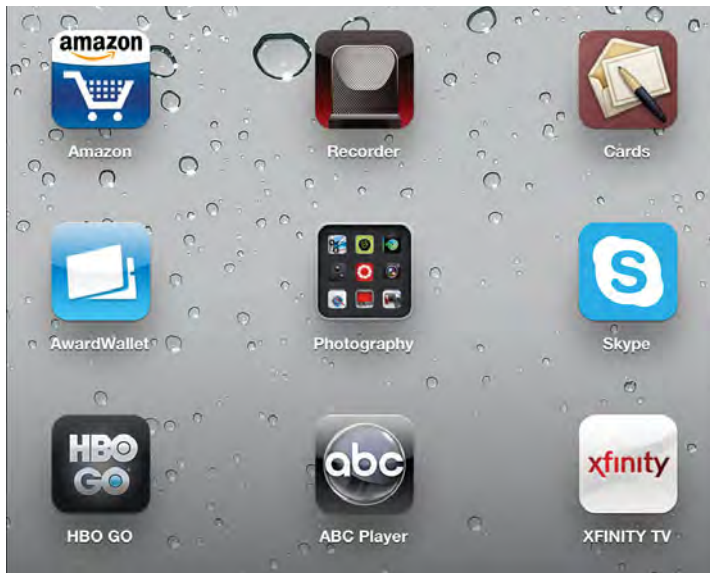
To create a folder, from the Home screen press and hold down any app icon for two to three seconds. When all the app icons start to shake, pick one app icon that you want to place into a new folder. Hold your finger on that app icon, and drag it directly on top of a second app icon that you want to also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

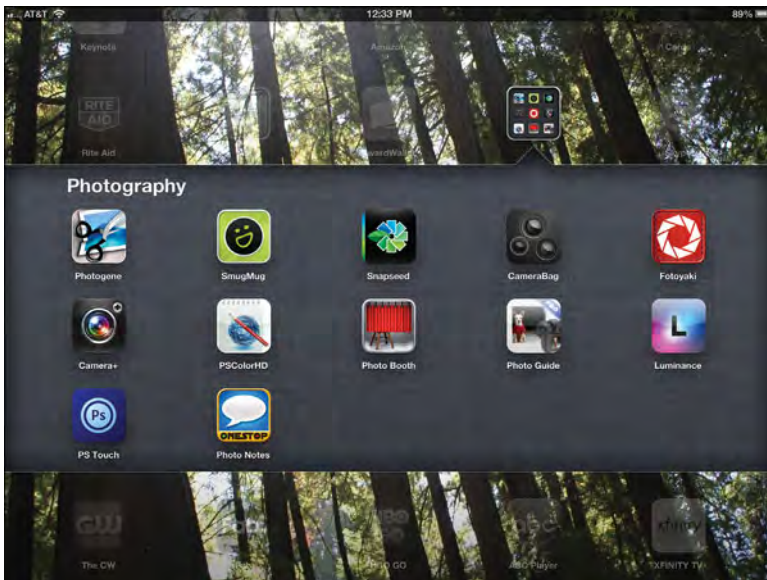
*When a folder appears on the Home screen, it displays alongside the app icons but looks slightly different. Thumbnails of the apps that are stored in the folder are shown in the folder icon.*

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

- How to use Siri
- Discover what Siri can be used to accomplish
- Speak so Siri understands you and complies with your requests

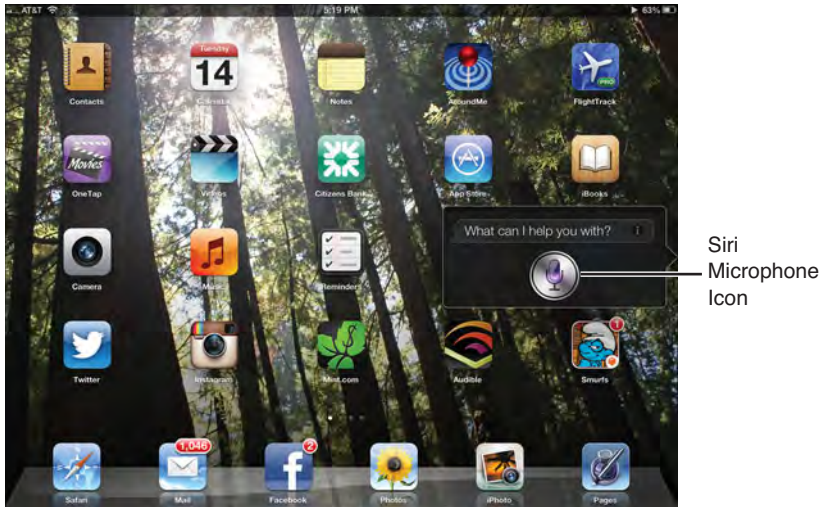
# 2

## INTERACTING WITH SIRI: YOUR VOICE-CONTROLLED ASSISTANT

For decades, science-fiction TV shows and movies like *Star Trek* have depicted mobile computers that respond to the human voice. Just as the concept for the iPad itself could have been lifted from imaginative science-fiction stories, the same is true for Siri. Built in to iOS 6 and accessible from the iPad, Siri takes the voice dictation feature that's built in to the tablet a step further by enabling you to control the device, issue commands, make requests, and ask questions using your voice.

To activate Siri, simply press and hold down the Home button on the iPad for 2 to 3 seconds. Regardless of what app you're running, a pop-up window appears that displays a microphone icon and the message, "What can I help you with?" (shown in Figure 2.1). At the same time, you hear an audible tone. Now, ask a question, issue a verbal command, or make your request. Speak in a normal voice using everyday language.



**FIGURE 2.1**

*When the animated microphone icon appears and you hear the audible tone, Siri is ready to accept your spoken command or request.*

When you're finished with your command or request, stop speaking. There is no need to tap the microphone icon to begin the transcription process. However, if you're in a very noisy area, this might be necessary if Siri can't discern your voice from the background noise.

**TIP** After you activate Siri, hear the audible tone, and see the animated microphone icon, you have several seconds to begin speaking. If you wait too long, Siri will deactivate. To reactivate Siri, tap on the microphone icon once, or press and hold down the Home button again.

In many instances, Siri offers an alternative to tapping on-screen icons or manually entering data into your iPad. It also can be used to streamline the process of finding and using data that's stored on your tablet or retrieved from the Internet.

**NOTE** Siri can create or access app-specific information or gather information directly from the Internet. For example, Siri can access information from Contacts, Calendar, Reminder, or Notes, or control the Clock, Music, iMessage, Safari, or Maps apps.

**TIP** For Siri to function, your iPad must have access to the Internet using either a Wi-Fi or 3G/4G connection. You'll notice much faster response times when using Siri with a Wi-Fi connection.

**CAUTION** When used with a 3G/4G Internet connection, if you have a monthly wireless data allocation from your wireless service provider, using Siri utilizes some of that data allocation each time it's activated. Excessive use could lead to additional charges from your wireless data provider for extra data usage. The Siri feature, however, is free of charge to use and there are no limitations if you use it with a Wi-Fi Internet connection.

## SIRI CAN HANDLE A WIDE RANGE OF TASKS

As you're about to discover, Siri can be used for a wide range of tasks. After you learn the types of requests or commands Siri can handle, the next step is using the right commands or phrasing to generate the desired responses. Keep in mind that the technology Siri utilizes is constantly improving, so new functionality and improved accuracy are constantly being incorporated into this already powerful iPad feature.

Initiating a command with a specific word or phrase will tell Siri which app to utilize. For example, when you begin a command with "Remind me to..." this will create a new item in the Reminders app. You can also begin a phrase by saying, "Search the web for..." to instruct Siri to look up content from the Internet.

**CAUTION** Not everything Siri does offers total hands-free operation. For example, when you compose a message or need to proofread something before it's sent, information is displayed on the iPad's screen. Also, some commands result in Siri displaying content on the screen in addition to or instead of Siri speaking the response. As a result, depending on the task you're using Siri for, it is not always a viable hands-free solution to use while driving.

The following are just some of the tasks Siri can handle for you:

- Initiate a FaceTime call. Say, "Call [insert name]."
- Launch an app. Say, "Open [insert app name]" or "Launch [insert app name]."

- Compose and send a message via iMessage. Say, “Tell [insert name] [insert message].” For example, “Tell Jason Rich I am running 15 minutes late.”
- Add an event to the Calendar app. Say, “Set up a meeting on Wednesday, November 14 at 10am to have lunch with Ryan at Morton’s Steak House.” This is shown in Figure 2.2. After you tap the Confirm button, a new event is created in the Calendar app.



**FIGURE 2.2**

*You can create new events in the Calendar app using Siri. Be sure to provide all the relevant details, such as the event name, time, date, and location.*

- Obtain the latest scores for your favorite sporting events or teams. Say, “Did the Boston Red Sox win?” You also can ask something like, “When is the next [insert sports team]’s game?” or “Who won the last [insert sports team] game?”
- Access detailed directions between locations using the Maps app. Say, “How do I get home from here?” or “How do I get to [insert name]’s house?” Siri can look up details from the Contacts app or find major locations (such as landmarks or airports) via the Internet. Thus, if you’re in New York City, you could ask Siri, “How do I get to LaGuardia Airport?”
- Compose and send a Tweet via Twitter to your followers. Say, “Tweet [insert message.]”

- Compose and post status updates on Facebook. Say, “Post to Facebook, [insert message].” As shown in Figure 2.3, you could say, “Post to Facebook, I am going out to lunch to Primos’s sandwich shop. Would anyone care to join me?” Tap on the Post button to publish this status update on Facebook after Siri transcribes what you’ve said.

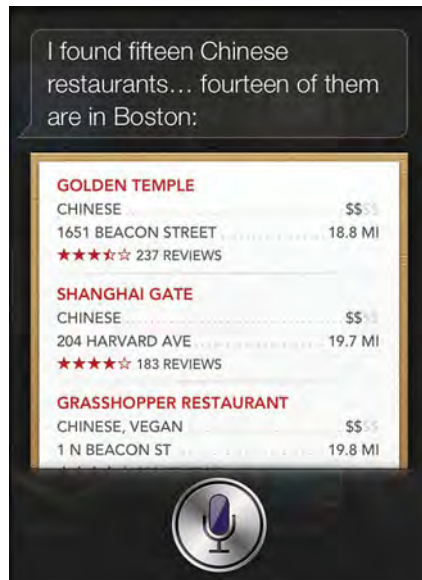
**FIGURE 2.3**

*Begin composing a status update for Facebook using Siri by saying, “Post to Facebook...”*

- Find a restaurant and/or make a reservation. Say, “Find a Chinese restaurant in [insert town or city]” or “Table for two at [insert restaurant name] in [insert city] for tonight at [insert time].” As shown in Figure 2.4, when you say, “Find a Chinese restaurant in Boston, Massachusetts,” Siri displays a listing of related options. Each listing contains the restaurant’s name, category, address, Yelp!’s star-based rating, Yelp’s price range, and the distance you are from the restaurant’s location. Tap on any listing to view more information about that restaurant.

**TIP**

Siri can work with the free (and optional) Yelp! or Open Table apps to help you find restaurants, access restaurant reviews or menus, and make reservations.

**FIGURE 2.4**

*Use Siri to locate restaurants, learn about them using data from Yelp!, and even book a reservation using the free Open Table service.*

- Discover what movies are playing at local theaters. Say, “What movies are playing nearby?” or “What movies are playing at [insert theater name]?” You also can ask specific questions about any movie, such as “Who stars in [insert movie name]?” or “Who directed [insert movie name]?” To read the latest reviews for a movie, activate Siri and say, “Show me the movie reviews for [insert movie title].” Siri will access the Rotten Tomatoes website and display reviews that you can then read on the screen.
- Play music using the Music app. Choose individual songs, or choose a playlist that’s stored on your iPad. Say, “Play [insert song title],” or “Play [insert artist name, album title, or Playlist name].” As music is playing, you can also activate Siri and issue commands, such as Play, Pause, Skip or Repeat.
- Compose and add items to a list using the Reminders app. Say, “Remind me to...” followed by the item you want added. You can include specific information, such as a location or deadline. For example, you could say, “Remind me to pick up my dry cleaning tomorrow at 6pm.” or “Remind me to pay my credit card bill when I get home.”

- Compose and send an email message via the Mail app. Say, “Email [insert name] about [insert message subject.]” Follow the voice prompts to then compose and review the body of your email message.
- Check the weather. Say, “What is the weather today?” or “What is the weather forecast for tomorrow in New York City?” You can also ask to review the upcoming long-term forecast by saying, “What’s the weather forecast for next week?” When you say, “What’s the weather forecast for Los Angeles?”, for example, Figure 2.5 shows what Siri displays while it’s also speaking the forecast. If, however, you ask, “What’s today’s weather in Los Angeles?”, Siri displays an hour-by-hour forecast for the current day (shown in Figure 2.6).
- Obtain the latest stock quotes. Ask, “What is [insert company name]’s stock price?” or “What did [insert company name] close at today?”
- Set a wake-up call using the Clock app. Say, “Wake me up tomorrow at 7:15am.” or “Set an alarm for 8:00pm tonight.”
- Discover what time it is in other cities. Ask, “What time is it in London?”

**FIGURE 2.5**

*Obtain an extended weather forecast for any city using Siri, just by asking for it.*



**FIGURE 2.6**

*You can also view the hour-by-hour weather forecast for today by altering your verbal request slightly.*

- Set a timer. Say, "Set a timer for 15 minutes." You can then say, "Pause timer," "Show timer," "Resume timer," or "Stop timer."
- Utilize information in the Contacts app. Ask, "What is [insert name]'s address?" or "What is [insert name]'s phone number?" You also can say something like, "Message mom...," or "Show me [insert name]." This last request displays the contact's entry on the tablet's screen.
- Find the location of your "friends" using the optional Find My Friends app. Say, "Where is Emily?" or "Who is near me?"
- Compose notes to yourself using the Notes app. Say, "Note that..." and dictate your note. You can then display your notes by saying something like, "Show me notes from [insert date]."
- Perform searches on the Web. Say, "Search the Web for..."
- Ask questions that require Siri to access the Internet to find an answer. Ask something like, "What is the state flower for Nebraska?"
- Perform mathematical calculations. Say, "What is two plus two?" or "What is 15 percent of \$62.50?" As shown in Figure 2.7, Siri can be helpful when you need to quickly calculate a server's tip when dining out, for example.

**FIGURE 2.7**

Ask Siri, "What is 15 percent of \$62.50?" and the answer is calculated and displayed promptly.

**NOTE** When you ask Siri a question, in some cases it automatically accesses the Internet and uses its artificial intelligence through a service called Wolfram|Alpha to figure out what you're asking and provide you with the most accurate response possible. For more information about how this works, visit [www.wolframalpha.com/about.html](http://www.wolframalpha.com/about.html).

**TIP** When using Siri to dictate text or compose content for an email, instant message, tweet, or Facebook posting, for example, be sure to proofread the transcribed text carefully before sending it. Typos are common and could lead to you sending or posting something embarrassing.

## SIRI RELIES ON CONTENT IN CERTAIN APPS

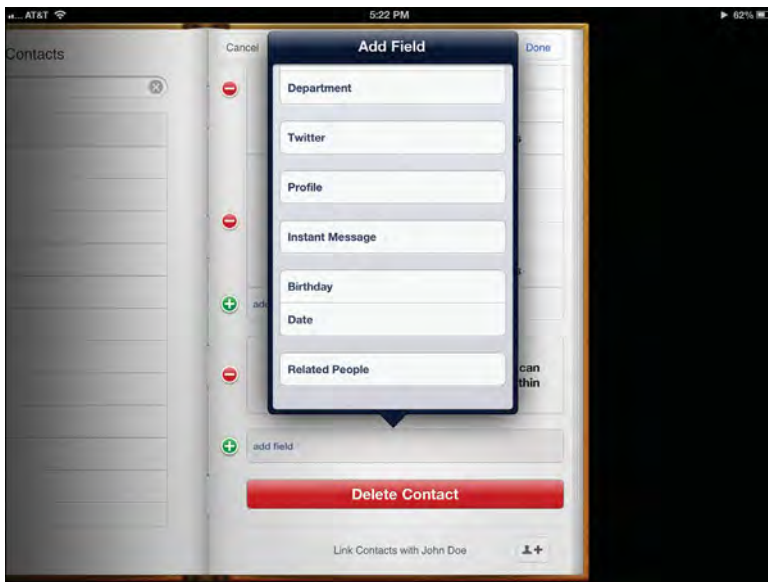
Not only does Siri require Internet access to function, but to handle certain types of requests, it needs access to data stored in various apps. As you begin using Siri, you must provide details about who you are and who you're related to. This allows

Siri to know where you live, where you work, what your email address and phone number(s) are, as well as who your mother, father, brother, sister, and other relatives are.

Thus, when you say something like, “Remind me to defrost a steak for dinner when I get home,” Siri will know where home is and remind you when you reach that location.

## SIRI TAPS IN TO DATA STORED IN THE CONTACTS APP

To fully customize Siri, create a detailed entry for yourself in the Contacts app. Be sure to include your home and work addresses and properly label all your phone numbers and email addresses. Also include details such as your birthday and Twitter and Facebook account information, and use the Related People option (shown in Figure 2.8).



**FIGURE 2.8**

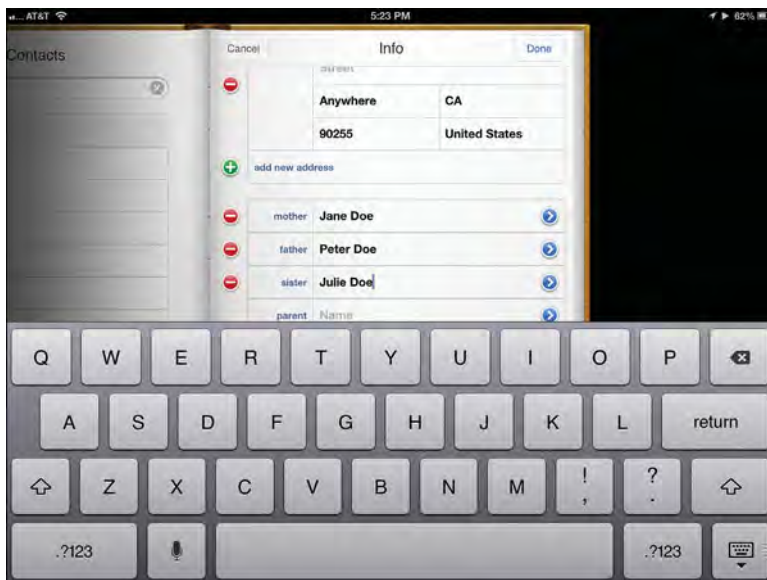
*Create a detailed entry for yourself in the Contacts app.*

The Related People option in the Contacts app enables you to link to a record in other contact entries that are somehow related, plus use labels, such as “Mother” or “Father,” to describe the relationship.

First, create separate entries within Contacts for the people to whom you’re related, such as your mother, father, brother, sister, spouse, assistant, and/or

children. As you do this, be sure to properly use each field's label, and differentiate between home and work phone numbers, addresses, and email addresses, for example.

As you're creating or editing your own Contacts entry, tap on the Add Field option. Next, scroll down and tap on the Related People option (shown in Figure 2.9). One at a time, link the entry for each related person by entering their name. Then, tap on the appropriate label to select how that person is related to you. Set up separate links in your own record for each relative.

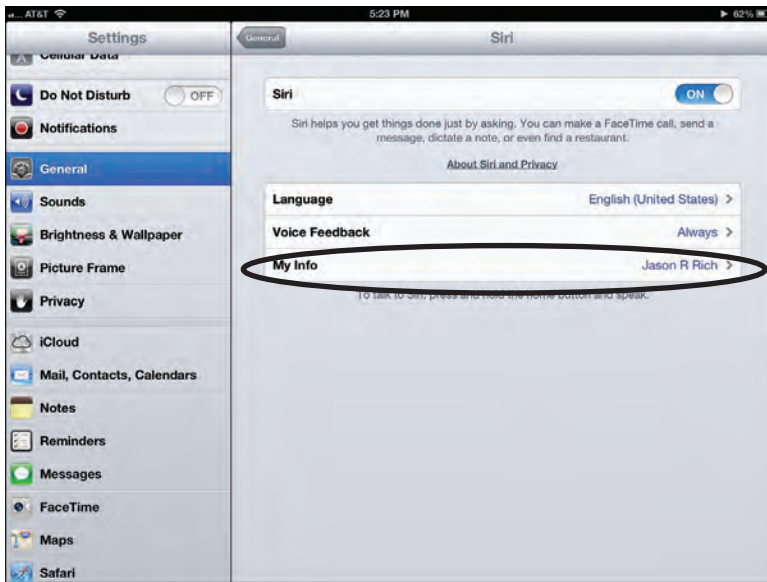


**FIGURE 2.9**

*In your own Contacts entry, be sure to include the people you're related to and label them appropriately.*

**TIP** As you create an entry in Contacts, if the person has a name that is difficult to spell or pronounce, consider using the Phonetic First Name and Phonetic Last Name fields in the entry. This enables you to also type and display the person's name as it sounds, as opposed to how it's actually spelled. Doing this will also help Siri understand what you're saying when referring to those people in the future. As you're creating or editing an entry in Contacts, tap on the Add Field option to find the Phonetic First Name and Phonetic Last Name fields.

After you've created your own detailed entry in Contacts, launch Settings, tap on the General option, and then choose Siri. Make sure the virtual switch associated with Siri is turned On. Then, tap on the My Info option and select your own entry in the Contacts database to inform Siri who you are (shown in Figure 2.10). Now, Siri will be able to refer to you by name and access details about you as needed.



**FIGURE 2.10**

*It's important to link your own entry in Contacts with Siri from within Settings.*

Later, Siri will be able to use this information. You'll be able to say, "Call mom at home," and Siri will know who you're talking about, will be able to access that record, and then obtain your mother's home phone number, assuming it's properly labeled and stored in the Contacts app. When you use the command "Call" with Siri on the iPad, whenever possible, a FaceTime videoconference connection will be established.

**TIP** Siri also needs to know where you are to be able to provide directions and local weather forecasts, find local restaurants, locate your friends (related to your location), and tell you what movies are playing nearby.

To do this, launch Settings, tap on Privacy, and then turn the master virtual switch for Location Services to the On position. Next, scroll down and make sure the virtual on/off switch associated with Siri is also turned on. This enables Siri to access and use your exact location as needed to fulfill your requests.

## SIRI ALSO USES DATA FROM CALENDAR AND OTHER APPS

Depending on your command or request, Siri uses information that's stored in other apps as well. For example, you could say, "Show me appointments related to Jane Doe," and Siri will search your Calendar database for any appointments containing "Jane Doe." You could also say, "Search emails for John Doe," to view any incoming or outgoing emails related to John Doe.

Likewise, if you tell Siri to play Madonna, it launches the Music app and begins playing songs by Madonna, assuming you already have Madonna songs stored in your tablet.

When you use Siri with the Maps app or Mail app, for example, and say something like, "How do I get to John Doe's home?", you'll need to have John Doe's home address already stored in your Contacts database so it can be accessed and automatically entered into the Maps app. Or, if you say, "Email John Doe," John Doe must have an entry in your Contacts database that includes at least one email address.

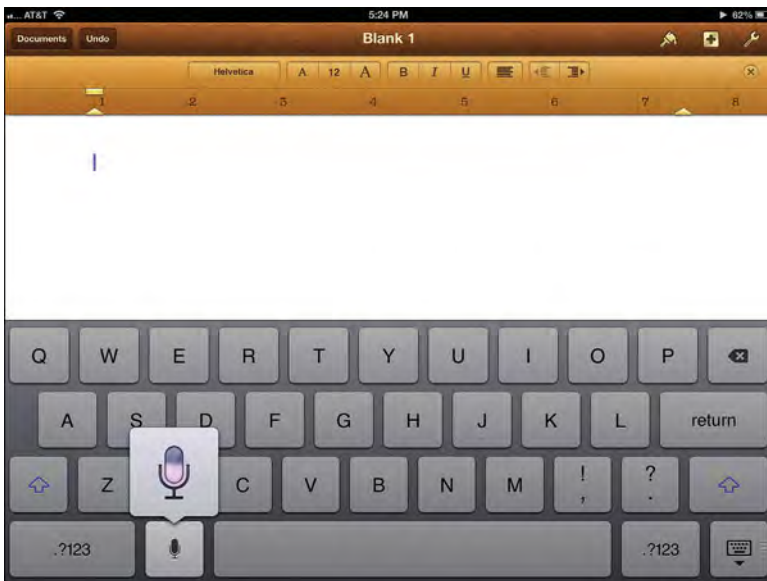
Remember, Siri can find major locations and landmarks on its own. If you're in New York City, for example, you could ask Siri, "How do I get to the Empire State Building?" or "How do I find Lincoln Center?" You could also ask for information relating to a local airport.

**TIP** By default, Siri determines where you are and finds the geographically closest thing that you ask for. If you want to find something in another area, city, state, or country, you'll have to ask for it specifically. For example, if you ask, "Where is a gas station?," Siri automatically shows you the gas stations closest to your current location. However, if you ask, "Where is a gas station in Boston, Massachusetts?" Siri shows the listings for gas stations in that area instead.

## USING THE iPad'S DICTATION FEATURE

Whether you're composing an email, an instant message, a document in Pages, a tweet, or a Facebook status update, for example, you can use Siri or activate the iPad's Dictation mode to speak into your iPad and then have the tablet transcribe your spoken words into text.

**TIP** To activate Dictation mode anytime the iPad's virtual keyboard is visible, first place the cursor where you want to insert text by tapping on that location on the screen. Next, tap on the microphone key. When you hear the tone and the large and animated microphone icon appears (shown in Figure 2.11), start speaking. When you're finished speaking, tap the microphone icon again. Your spoken words are transcribed and inserted into the app you're using.



**FIGURE 2.11**

*When you're finished using the Dictation feature, tap the microphone icon again to stop recording, have your iPad transcribe what you've said, and insert the text into the app you're using.*

As you do this, you can add punctuation, such as a period, comma, opening quotes, closing quotes, or an exclamation point to your content by speaking it. For example, you could say, "I am walking in the park period" and Siri transcribes that as "I am walking in the park." Siri or Dictation mode enables you to speak for up to 30 seconds at a time.

What is not yet possible using Siri or Dictation mode is switching between upper- and lowercase letters as you dictate text. After a period, the iPad begins the next sentence automatically with a capital letter, but you cannot custom capitalize words within a sentence or phrase as you speak. You can, however, use the virtual keyboard to go back and edit dictated text manually, if required.

**NOTE** The difference between Siri and Dictation mode is that Siri enables you to issue commands or requests to which your iPad will respond. The Dictation mode simply records what you say, transcribes the words into text, and then inserts that text into the app you're using.



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