

# Your iPad<sup>®</sup> at Work



FOURTH EDITION



COVERS  
iOS 7  
on iPad Air,  
3rd/4th  
generation,  
iPad2, and  
iPad mini

que

Jason R. Rich

FREE SAMPLE CHAPTER



SHARE WITH OTHERS

Your  
**iPad**<sup>®</sup>



at **Work**

FOURTH EDITION

Jason R. Rich

**que**<sup>®</sup>

800 East 96th Street,  
Indianapolis, Indiana 46240 USA



## YOUR iPad® AT WORK

### FOURTH EDITION

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# CONTENTS AT A GLANCE

	Introduction .....	1
<b>1</b>	Activating and Personalizing Your Tablet .....	19
<b>2</b>	Interacting with Siri: Your Voice-Controlled Assistant .....	61
<b>3</b>	Staying in Touch Using Email and Instant Messages .....	77
<b>4</b>	Using the Calendar and Clock Apps to Organize Your Life .....	111
<b>5</b>	Working with the Contacts App .....	133
<b>6</b>	Managing Information Using the Reminders and Notes Apps .....	149
<b>7</b>	Surfing the Web with Safari .....	161
<b>8</b>	Exploring Your World with the Maps App .....	183
<b>9</b>	Digital Photography on Your iPad .....	203
<b>10</b>	Finding and Installing Apps from the App Store .....	231
<b>11</b>	Wireless Printing and Scanning via Your iPad .....	249
<b>12</b>	Using iCloud with Your iPad to Back Up and Sync Data .....	259
<b>13</b>	Working with Pages, Numbers, and Keynote .....	273
<b>14</b>	Conducting Videoconferences and Virtual Meetings .....	307
<b>15</b>	Discovering “Must-Have” Business Apps .....	317
<b>16</b>	Staying Informed Using iBooks, Newsstand, and Web Content .....	353
<b>17</b>	Creating and Distributing Content on the iPad .....	373
<b>18</b>	Must-Have iPad Accessories .....	387
	Index .....	405

# TABLE OF CONTENTS

INTRODUCTION .....	1
WHAT YOU CAN EXPECT FROM THIS BOOK .....	2
UNBOXING YOUR NEW iPad .....	3
CHOOSING THE RIGHT iPad TO MEET YOUR NEEDS .....	4
iPad HARDWARE CONFIGURATIONS .....	5
PREINSTALLED APPS ON ALL iPADS RUNNING iOS 7.0 .....	6
OPTIONAL “MUST-HAVE” iPad APPS DEVELOPED BY APPLE .....	9
THE ANATOMY OF THE iPad MODELS .....	10
USING THE MULTITOUCH DISPLAY .....	11
EXPLORING THE iPad’S HOME SCREEN .....	14
<b>1</b> ACTIVATING AND PERSONALIZING YOUR TABLET .....	19
TURNING YOUR iPad ON OR OFF .....	20
PLACING YOUR iPad INTO SLEEP MODE .....	20
ACTIVATING AND SETTING UP YOUR iPad .....	21
UPGRADING YOUR iPad FROM iOS 6.X TO iOS 7.X .....	27
ACTIVATING YOUR iPad’S DATA SERVICES .....	27
USING NOTIFICATION CENTER ON YOUR iPad .....	28
NOTIFICATION CENTER’S TODAY VIEW .....	28
NOTIFICATION CENTER’S ALL VIEW .....	28
NOTIFICATION CENTER’S MISSED VIEW .....	29
OPENING CONTROL CENTER FOR QUICK ACCESS TO COMMONLY USED FEATURES .....	29
CUSTOMIZING iPad’S SETTINGS .....	30
SWITCHING TO AIRPLANE MODE .....	32
CONNECTING TO A WI-FI HOTSPOT .....	32
ADJUSTING BLUETOOTH OPTIONS .....	34
CONFIGURING CELLULAR DATA OPTIONS .....	34
CONFIGURING NOTIFICATION CENTER SETTINGS .....	36
CUSTOMIZING CONTROL CENTER OPTIONS .....	39
SETTING DO NOT DISTURB OPTIONS .....	39
WORKING WITH THE GENERAL SUBMENU WITHIN SETTINGS .....	41
KEEPING YOUR iPad PRIVATE WITH THE PASSCODE LOCK FEATURE .....	45
CONTROLLING YOUR iPad’S SOUNDS .....	47
ADJUSTING THE WALLPAPERS AND BRIGHTNESS .....	47
ADJUSTING THE PRIVACY SETTINGS .....	49

	CUSTOMIZING iCloud SETTINGS .....	51
	ADJUSTING THE SETTINGS FOR MAIL, CONTACTS, CALENDARS, NOTES, AND REMINDERS .....	53
	CUSTOMIZING MESSAGES, FACETIME, MAPS, AND SAFARI FROM SETTINGS .....	53
	PERSONALIZING YOUR SAFARI WEB SURFING EXPERIENCE .....	53
	iTunes Store and App Store Purchase Options .....	54
	PERSONALIZING MUSIC SETTINGS .....	55
	PERSONALIZING VIDEO SETTINGS .....	55
	MANAGING YOUR PHOTO STREAMS .....	55
	iBooks and Game Center Can Be Customized, Too .....	55
	SETTING UP THE TWITTER, FACEBOOK, FLICKR, AND VIMEO APPS AND RELATED iOS 7 INTEGRATION .....	56
	MAKING APP-SPECIFIC ADJUSTMENTS .....	57
	USING THE iPad'S Dictation Feature .....	58
	WORK WITH iOS 7'S MULTITASKING BAR .....	59
	NOW, LET'S PUT YOUR iPad TO WORK .....	60
<b>2</b>	INTERACTING WITH SIRI: YOUR VOICE-CONTROLLED ASSISTANT ..	61
	CUSTOMIZING SIRI TO MEET YOUR NEEDS .....	63
	SIRI CAN HANDLE A WIDE RANGE OF TASKS .....	64
	SIRI RELIES ON CONTENT IN CERTAIN APPS .....	71
	SIRI TAPS INTO DATA STORED WITHIN THE CONTACTS APP .....	71
	SIRI ALSO USES DATA FROM CALENDAR AND OTHER APPS .....	72
	USING SIRI EYES FREE WHILE DRIVING .....	73
<b>3</b>	STAYING IN TOUCH USING EMAIL AND INSTANT MESSAGES .....	77
	USING THE MAIL APP TO MANAGE YOUR EMAIL ACCOUNTS ON YOUR iPad .....	78
	SETTING UP YOUR iPad TO WORK WITH EXISTING EMAIL ACCOUNTS .....	78
	CUSTOMIZING YOUR EMAIL ACCOUNT SETTINGS .....	81
	CUSTOMIZING MAIL OPTIONS .....	83
	MANAGING YOUR EMAIL ACCOUNTS WITH THE MAIL APP .....	85
	WORKING WITH THE INBOX .....	87
	CREATING A VIP LIST IN THE MAIL APP .....	95
	COMPOSING EMAIL MESSAGES .....	97
	ADDITIONAL MAIL APP FEATURES .....	101
	USING THE WEB OR OTHER APPS TO ACCESS EMAIL .....	102
	ACCESSING YOUR iCloud-RELATED EMAIL ACCOUNT FROM iCloud.com .....	102

COMMUNICATING VIA INSTANT MESSAGES VIA THE MESSAGES APP	102
QUICK START: APPLE'S iMESSAGE SERVICE	103
SETTING UP A FREE iMESSAGE ACCOUNT	103
PROS AND CONS OF USING iMESSAGE	104
STRATEGIES FOR USING THE MESSAGES APP	105
CREATING AND SENDING A TEXT MESSAGE	106
PARTICIPATING IN A TEXT-MESSAGE CONVERSATION	107
RESPONDING TO AN INCOMING TEXT MESSAGE	108
RELAUNCHING OR REVIEWING PAST CONVERSATIONS	108
CUSTOMIZING THE MESSAGES APP	109

## 4

USING THE CALENDAR AND CLOCK APPS TO ORGANIZE YOUR PERSONAL AND PROFESSIONAL LIFE	111
CALENDAR APP BASICS	112
CONTROLLING THE VIEW	113
COMMAND OPTIONS AVAILABLE FROM ALL CALENDAR VIEWS	116
CREATING A NEW APPOINTMENT	117
USING SIRI TO ENTER AND VIEW CALENDAR DATA	120
VIEWING INDIVIDUAL EVENT DETAILS	121
SUBSCRIBING TO CALENDARS	122
FINDING AN EVENT	123
INVITING PEOPLE TO MEETINGS OR EVENTS	123
CUSTOMIZING THE CALENDAR APP	124
SYNCING SCHEDULING DATA WITH YOUR PRIMARY COMPUTER OR SMARTPHONE	126
SYNCING CALENDAR DATA WITH A PC OR MAC USING iTunes SYNC	126
SYNCING CALENDAR DATA WIRELESSLY USING iCloud	126
SYNCING CALENDAR DATA WIRELESSLY WITH SCHEDULING SOFTWARE ON A MICROSOFT EXCHANGE-COMPATIBLE NETWORK	127
SYNCING CALENDAR DATA WIRELESSLY WITH GOOGLE CALENDAR, YAHOO! CALENDAR, AOL, OR OUTLOOK.COM	127
USING THE CLOCK APP	128
WHAT TIME IS IT IN TOKYO, LONDON, AND DALLAS?	128
USING YOUR iPad AS A RELIABLE ALARM CLOCK	129

## 5

WORKING WITH THE CONTACTS APP	133
CUSTOMIZING THE CONTACTS APP	134
ALLOWING THE CONTACTS APP TO WORK SEAMLESSLY WITH OTHER APPS	135

GETTING STARTED USING THE CONTACTS APP .....	136
CREATING NEW CONTACT ENTRIES .....	137
EDITING OR DELETING AN ENTRY .....	143
SHARING CONTACT ENTRIES .....	144
SYNCING CONTACT DATA WITH OTHER CONTACT MANAGEMENT SOFTWARE .....	145
SYNCING CONTACTS DATA FROM YOUR IPAD WITH iCloud .....	146
SYNCING WITH MICROSOFT EXCHANGE-COMPATIBLE APPLICATIONS .....	147
SYNCING WITH CARDDAV- OR LDAP-COMPATIBLE APPLICATIONS .....	147
HOW DOES SYNCING YOUR CONTACTS INFO HELP YOU? .....	147
<b>6</b> MANAGING INFORMATION USING THE REMINDERS AND NOTES APPS .....	149
MANAGING MULTIPLE TO-DO LISTS SIMULTANEOUSLY .....	153
SETTING UP REMINDERS TO WORK WITH iCloud AND OTHER ONLINE SERVICES .....	154
USING YOUR TABLET AS A NOTE-TAKING DEVICE WITH THE NOTES APP .....	156
ORGANIZING YOUR NOTES .....	159
CERTAIN CONTENT WITHIN NOTES IS INTERACTIVE .....	160
<b>7</b> SURFING THE WEB USING SAFARI .....	161
YOU'RE READY TO BEGIN SURFING .....	163
CUSTOMIZING SAFARI'S SETTINGS .....	164
WHERE'S THE FLASH? .....	167
HOW TO USE TABBED BROWSING WITH SAFARI .....	168
TAKING ADVANTAGE OF THE NEW iCloud TABS FEATURE .....	169
REMOVING SCREEN CLUTTER WITH SAFARI READER .....	169
CREATING AND MANAGING READING LISTS .....	170
NEW OPTIONS FOR SHARING WEB CONTENT IN SAFARI .....	172
CREATING, MANAGING, AND SYNCING SAFARI BOOKMARKS .....	175
SYNCING USERNAMES AND PASSWORDS USING iCloud KEYCHAIN .....	175
LAUNCHING YOUR FAVORITE WEBSITES FAST WITH HOME SCREEN ICONS .....	176
ACCESSING SOCIAL NETWORKS ON YOUR IPAD .....	178
WORKING WITH FACEBOOK .....	178
TWEETING FROM YOUR IPAD .....	179
TAPPING INTO LINKEDIN TO NETWORK WITH BUSINESS PROFESSIONALS .....	179

	MANAGING YOUR GOOGLE+ ACCOUNT FROM YOUR iPad	180
	SHARING YOUR PHOTOS WITH INSTAGRAM	180
	MANAGING YOUR YOUTUBE CHANNEL FROM YOUR TABLET	180
	MOBILE BLOGGING AND WEBSITE MANAGEMENT IS EASY FROM YOUR iPad	181
<b>8</b>	EXPLORING YOUR WORLD WITH THE MAPS APP	183
	OVERVIEW OF THE MAPS APP'S SCREEN	186
	THE MAPS APP'S INFO SCREEN	190
	OBTAINING TURN-BY-TURN DIRECTIONS BETWEEN TWO LOCATIONS	193
	VIEWING A LISTING OF TURNS TO YOUR DESTINATION	196
	LOOKING UP CONTACT ENTRIES, BUSINESSES, RESTAURANTS, LANDMARKS, AND POINTS-OF-INTEREST	197
	USING THE INTERACTIVE LOCATION SCREENS TO FIND MORE INFORMATION	198
	THE MAPS APP'S FLYOVER VIEW	200
	THE MAPS APP INTEGRATES NICELY WITH OTHER APPS	201
	USING SIRI WITH THE MAPS APP	201
	MAPS APP ALTERNATIVES	202
<b>9</b>	DIGITAL PHOTOGRAPHY ON YOUR iPad	203
	LOADING DIGITAL IMAGES ONTO YOUR iPad	204
	THE REDESIGNED CAMERA APP	206
	HOW TO SNAP A PHOTO	208
	HOW TO SHOOT VIDEO	209
	TIPS FOR SHOOTING EYE-CATCHING PHOTOS USING YOUR iPad	211
	ADJUSTING CAMERA AND PHOTOS APP OPTIONS FROM WITHIN SETTINGS	212
	HOW TO USE THE RULE OF THIRDS WHEN SHOOTING	213
	USING THE PHOTOS APP TO VIEW, EDIT, ENHANCE, PRINT, AND SHARE PHOTOS AND VIDEOS	214
	VIEWING AN IMAGE IN FULL-SCREEN MODE	215
	EDITING PHOTOS AND VIDEOS	216
	PRINTING PHOTOS	218
	SHARING PHOTOS AND VIDEOS	219
	DELETING PHOTOS STORED ON YOUR iOS DEVICE	226
	WORKING WITH iCloud'S PHOTO STREAM IN THE PHOTOS APP	226
	CREATING AND MANAGING A SHARED PHOTO STREAM	227

	UPGRADING TO APPLE'S iPHOTO APP .....	229
	UTILIZING POWERFUL PHOTO-EDITING CAPABILITIES WITH THIRD-PARTY PHOTOGRAPHY APPS .....	230
<b>10</b>	FINDING AND INSTALLING APPS FROM THE APP STORE .....	231
	APPLE'S APP STORE: ONE-STOP SHOPPING FOR iPad APPS .....	232
	UNDERSTANDING THE APP STORE .....	233
	ACCESSING YOUR PURCHASED APPS .....	239
	HOW TO ACQUIRE AN APP FROM THE APP STORE .....	240
	LEARNING ABOUT AN APP BEFORE MAKING A PURCHASE .....	240
	VISITING THE APP STORE FROM iTunes ON YOUR COMPUTER .....	244
	HOW APP PRICING WORKS .....	245
	FREE APPS .....	245
	PAID APPS .....	245
	SUBSCRIPTION-BASED APPS .....	245
	IN-APP PURCHASES .....	246
	QUICK TIPS FOR FINDING APPS .....	246
	KEEPING YOUR APPS UP-TO-DATE .....	248
<b>11</b>	WIRELESS PRINTING AND SCANNING VIA YOUR iPad .....	249
	WIRELESS PRINTING FROM YOUR iPad .....	250
	USING THE AIRPRINT FEATURE TO WIRELESSLY PRINT FROM YOUR iPad .....	251
	PRINTING FROM AN iPad TO A NON-AIRPRINT-COMPATIBLE PRINTER .....	252
	SCANNING DOCUMENTS ON-THE-GO INTO YOUR iPad .....	254
	UNDERSTANDING FILE FORMATS CREATED BY SCANNERS .....	256
<b>12</b>	USING iCloud WITH YOUR iPad TO BACK UP AND SYNC DATA .....	259
	SET UP AN iCloud ACCOUNT .....	261
	TURN ON iCloud FEATURES FROM THE iCloud CONTROL PANEL .....	263
	SET UP iCloud TO SYNC APP-SPECIFIC DATA .....	264
	TURN ON THE iCloud BACKUP FEATURE .....	265
	SET UP AND USE THE FIND MY... FEATURE .....	267
	TAKE ADVANTAGE OF THE iCloud.COM WEBSITE .....	268
	ACCESS ALL iTunes STORE CONTENT PURCHASES VIA iCloud .....	270
	CLOUD-BASED ALTERNATIVES TO iCloud .....	270

<b>13</b>	WORKING WITH PAGES, NUMBERS, AND KEYNOTE .....	273
	WORKING WITH PAGES .....	275
	USING THE FORMATTING COMMANDS WITHIN PAGES .....	278
	USING THE PLUS-SIGN ICON WITHIN PAGES .....	279
	ACCESSING THE TOOLS MENU WITHIN PAGES .....	280
	THE NEW SHARE ICON .....	281
	USING THE DOCUMENT NAVIGATOR FEATURE .....	285
	WORKING IN FULL-SCREEN MODE .....	286
	USING THE FORMATTING TOOLBAR .....	288
	WORKING WITH NUMBERS .....	290
	USING THE FORMATTING COMMANDS IN NUMBERS .....	292
	USING THE PLUS-SIGN ICON IN NUMBERS .....	292
	ACCESSING THE TOOLS MENU IN NUMBERS .....	293
	WORKING WITH KEYNOTE .....	293
	USING THE FORMATTING COMMANDS IN KEYNOTE .....	295
	USING THE PLUS-SIGN ICON IN KEYNOTE .....	296
	ACCESSING THE TOOLS MENU IN KEYNOTE .....	296
	IT'S SHOWTIME: USING THE PLAY ICON IN KEYNOTE .....	297
	USING THE iWORK FOR iOS APPS WITH iCloud .....	298
	WORKING WITH THE iWORK FOR iCloud APPS .....	299
	THIRD-PARTY APPS THAT ALSO OFFER MICROSOFT OFFICE COMPATIBILITY .....	302
	WORKING WITH MICROSOFT OFFICE DOCUMENTS AND FILES USING THE DOCUMENTS TO GO PREMIUM—OFFICE SUITE APP .....	303
	WORKING WITH MICROSOFT OFFICE DOCUMENTS AND FILES USING THE QUICKOFFICE PRO HD APP .....	304
	ACCESSING YOUR PRIMARY COMPUTER REMOTELY WITH YOUR iPad .....	305
<b>14</b>	CONDUCTING VIDEOCONFERENCES AND VIRTUAL MEETINGS .....	307
	USING FACETIME FOR VIDEO CALLS .....	308
	CREATING A FACETIME FAVORITES LIST .....	309
	USING FACETIME'S AUTOMATIC RECENTS LIST .....	309
	CHOOSING PREFERRED FACETIME CONTACTS .....	310
	PARTICIPATING IN A FACETIME CALL .....	310
	PARTICIPATING IN VIRTUAL MEETINGS FROM ANYWHERE .....	311
	GOTOMEETING OFFERS VIRTUAL MEETING CAPABILITIES .....	312
	ANOTHER VIRTUAL MEETING OPTION: THE WEBEX PLATFORM .....	313
	MAKING AND RECEIVING PHONE CALLS OR VIDEOCONFERENCING WITH SKYPE .....	313

<b>15</b>	DISCOVERING “MUST-HAVE” BUSINESS APPS .....	317
	25 BUSINESS APPS THAT ENHANCE THE CAPABILITIES OF YOUR iPad .....	319
	1PASSWORD—PASSWORD MANAGER AND SECURE WALLET .....	320
	DROPBOX .....	321
	EFAX MOBILE .....	321
	EVERNOTE .....	322
	FILEMAKER GO FOR iPad .....	323
	FLIGHTTRACK PRO .....	324
	GRUBHUB .....	325
	INVOICE2GO FOR iPad .....	327
	INVOICE MANAGER .....	328
	LINE2 .....	329
	MICROSOFT ONENOTE FOR iPad .....	330
	PDFPEN .....	331
	PHOTON FLASH WEB BROWSER .....	333
	QUICKBOOKS ONLINE FOR iPad .....	334
	QUICKVOICE RECORDER .....	334
	REMEMBER THE MILK .....	335
	SCANNER PRO BY READDLE .....	336
	SPLASHTOP 2—REMOTE DESKTOP .....	337
	SQUARE REGISTER .....	338
	THE WEATHER CHANNEL .....	341
	THINGS FOR iPad .....	341
	TIME MASTER + BILLING .....	341
	VIPORBIT .....	342
	XPENSETRACKER .....	345
	YELP! FOR iPad .....	345
	VERTICAL MARKET APPS ARE ALSO READILY AVAILABLE .....	347
	DISCOVERING WHAT TRAVEL APPS CAN DO FOR YOU .....	347
	ONLINE BANKING MADE EASY ON YOUR iPad .....	350
	SAVING TIME IN YOUR EVERYDAY LIFE .....	350
<b>16</b>	STAYING INFORMED USING iBOOKS, NEWSSTAND, AND WEB CONTENT .....	353
	READING EBOOKS AND MANAGING YOUR DIGITAL LIBRARY USING THE iBOOKS APP .....	355
	CUSTOMIZING YOUR EBOOK READING EXPERIENCE .....	357
	ADDITIONAL FUNCTIONS ARE AVAILABLE AS YOU’RE READING .....	358
	HOW TO FIND A SPECIFIC EBOOK—FAST .....	360
	READING PDF FILES WITH iBOOKS .....	361

	ALTERNATIVES TO THE iBOOKS APP .....	363
	READING NEWSPAPERS AND MAGAZINES ON YOUR iPad .....	363
	WORKING WITH THE NEWSSTAND APP .....	363
	READING DIGITAL PUBLICATIONS .....	365
	MANAGING YOUR NEWSPAPER AND MAGAZINE SUBSCRIPTIONS .....	366
	DOWNLOADING VERSUS STREAMING ONLINE CONTENT .....	367
	UNDERSTANDING THE DIFFERENCE BETWEEN DOWNLOADING AND STREAMING CONTENT .....	367
	WHAT YOU SHOULD KNOW ABOUT DOWNLOADING CONTENT .....	368
	YOU CAN ALSO STREAM CONTENT FROM THE INTERNET .....	369
	APPS FOR STREAMING WEB CONTENT .....	369
<b>17</b>	CREATING AND DISTRIBUTING CONTENT ON THE iPad .....	373
	CREATING INTERACTIVE EBOOKS FOR iPad USING iBOOKS AUTHOR .....	374
	ADOBE OFFERS HIGHER-END DIGITAL PUBLISHING SOLUTIONS .....	376
	PRSS OFFERS A POWERFUL iPad DIGITAL PUBLISHING SOLUTION FOR BUSINESSES .....	376
	TRANSFORM MICROSOFT WORD DOCUMENTS INTO COMPELLING iPad EBOOKS .....	377
	DOES YOUR COMPANY NEED A CUSTOM APP? .....	378
	WHAT TO CONSIDER FIRST WHEN DEVELOPING AN APP .....	378
	HAVING A CUSTOM APP CREATED .....	380
	OTHER POTENTIAL LOW-COST CUSTOM APP SOLUTIONS .....	383
	iPad CUSTOM APP DEVELOPMENT STRATEGIES .....	383
<b>18</b>	MUST-HAVE iPad ACCESSORIES .....	387
	THREE WAYS YOU SHOULD PROTECT YOUR TABLET .....	388
	EXTERNAL KEYBOARDS FOR YOUR TABLET .....	388
	REPLACING FINGER MOTIONS WITH A STYLUS .....	390
	POWER OPTIONS .....	392
	BATTERY PACKS .....	392
	BATTERY CHARGERS .....	393
	DESKTOP STANDS FOR EASIER iPad ACCESS .....	394
	iPad CAMERA CONNECTION KIT .....	395
	ENHANCING THE RECORDING CAPABILITIES OF YOUR iPad .....	396
	HEADPHONES AND EXTERNAL SPEAKERS .....	396
	EXTERNAL WIRELESS STORAGE FOR YOUR iPad .....	398
	CONNECTION OPTIONS: HD, VGA, HOME THEATER .....	399
	CONNECTING TO AN HD MONITOR OR AN HDTV .....	399

CONNECTING TO A VGA MONITOR.....	399
CONNECTING TO A SOUND SYSTEM OR HOME THEATER SYSTEM.....	400
AUTOMATING YOUR HOME OR OFFICE LIGHTING WITH PHILIPS HUE.....	401
USING A WIRELESS CAMERA TO TRANSFORM YOUR IPAD INTO A REMOTE SECURITY CAMERA OR BABY MONITOR.....	402
FINDING LOST ITEMS FAST USING TILE.....	402
STAYING IN SHAPE USING THE NIKE+ FUEL BAND.....	402
A SMART WATCH IS THE PERFECT COMPANION TO YOUR TABLET AND SMARTPHONE.....	403
INDEX.....	405

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More than 150 feature-length how-to articles by Jason R. Rich, covering the Apple iPhone and iPad, can be read free online at the Que Publishing website. Visit [www.iOSArticles.com](http://www.iOSArticles.com) and click on the Articles tab. You can also follow Jason R. Rich on Twitter (@JasonRich7) or read his blog, called Jason Rich's Featured App Of The Week, to learn about new and useful iPhone and iPad apps ([www.FeaturedAppOfTheWeek.com](http://www.FeaturedAppOfTheWeek.com)).

## DEDICATION

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

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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!

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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.

Just as the iPad itself has evolved a lot in just a few years, so have the ways people are using their tablet on-the-job. Thus, this all-new fourth edition of *Your iPad at Work* is intended to help you quickly get up and running using the iOS 7 operating system, plus introduce you to some of the ways success-driven people are using their tablets as powerful communications, productivity, and organization tools.



**NOTE** In September 2013, Apple released iOS 7, the newest version of the operating system used exclusively by Apple's mobile devices. As you're about to discover, iOS 7 offers a redesigned user interface and updated look. It also includes a vast selection of new and more-advanced features; better integration with Apple's iCloud service; and enhanced capabilities for sharing app-specific content with others via email, instant message, Facebook, or Twitter. Plus, iOS 7 features an improved version of Siri, which provides an alternative way to interact with the tablet using your voice.

This book covers all of the latest iPad and iPad mini model that are capable of running iOS 7, including the iPad 2, iPad with Retina Display, iPad Air, iPad mini and iPad mini with Retina Display.

In just a few short years, the iPad has gone from being a cool, high-tech gadget to becoming an indispensable business tool used by millions of highly successful people. 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 notebook computer.

Regardless of what you do for a living, this all-new fourth edition of *Your iPad at Work* can help you quickly learn how to use your iPad and the iOS 7 operating system. When you combine any iPad or iPad mini 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. The iPad can also be used effectively while sitting at a desk, lounging by the pool, in a conference room or classroom, on an airplane, in the car (not while driving), while sitting on a couch at home, or just about anywhere else.

## 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), obtaining business listings and navigation directions, managing to-do lists, facilitating project management, credit card transaction processing, invoicing, time billing, 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 150 how-to articles by *Your iPad at Work* author Jason R. Rich, which have been published on the [quepublishing.com](http://quepublishing.com) website. Simply visit [www.iOSArticles.com](http://www.iOSArticles.com) and click the Articles tab.

You can also read Jason R. Rich's blog, "Jason Rich's Featured App Of The Week," in order to learn all about new and cutting-edge iPad apps ([www.FeaturedAppOfTheWeek.com](http://www.FeaturedAppOfTheWeek.com)).

## UNBOXING YOUR NEW iPad

If you've purchased your iPad during or after September 2013, it came with Apple's iOS 7 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 online-based 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 2013, you need to upgrade it to the iOS 7 operating system. How to do this is explained in Chapter 1, "Activating and Personalizing Your Tablet." Keep in mind, if you're using a first-generation iPad model, it is not compatible with iOS 7.

**NOTE** Read more about finding, acquiring, and installing apps in Chapter 10, "Finding and Installing Apps from the App Store," and learn more about many popular business-related apps worth checking out in Chapter 15, "Discovering 'Must-Have' Business Apps."

When you take the iPad out of the box for the very first time, its battery should be close to fully charged and 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 15–30 minutes getting your new tablet up and running. The activation and setup process is described within Chapter 1.

**NOTE** Just about all of the information within this book relates to all of the latest iPad and iPad mini models, and the term “iPad” refers to all iPad and iPad mini models capable of running iOS 7. However, if an iPad model with cellular data Internet connectivity (using a 3G or 4G LTE Internet connection) is required, as opposed to an iPad model with just Wi-Fi Internet connectivity, this is specified.

## CHOOSING THE RIGHT iPad TO MEET YOUR NEEDS

All current iPad models come in several different system configurations. To begin, you need to choose a color casing. Depending on the iPad model, your options include black, white, “space gray” or silver. You also need to decide how much internal storage space you want or need. Your options include 16GB, 32GB, 64GB, or in some cases 128GB.

Keep in mind that iPads are not upgradable in terms of internal storage space or their microprocessor, so you must anticipate your needs before purchasing a tablet.

Finally, you must choose between a Wi-Fi only and a Wi-Fi + Cellular model. This determines how your tablet connects to the Internet and whether or not you need to pay a monthly fee for Internet access. While a Wi-Fi-only model saves you money over the long term, it limits how and where you can access the Internet.

The iPad itself, as well as many apps you use with the tablet often, relies heavily on Internet access. So, depending on how you plan to use your tablet, you may discover that having a cellular data connection (via a 3G or 4G LTE wireless data service) is essential.

**NOTE** A Wi-Fi-only iPad can connect to the Internet from any Wi-Fi hotspot or network. However, you must remain within the radius of a Wi-Fi signal to maintain the Internet connection. A Wi-Fi + Cellular iPad model can also connect to the wireless data network offered by a wireless data service provider, such as AT&T Wireless, Verizon Wireless, T-Mobile, or Sprint PCS in the United States.

A cellular data connection requires paying a monthly fee, which includes a pre-determined amount of wireless data usage, such as 2GB per month. If you go beyond your monthly wireless data allocation, you are billed extra (per megabyte or gigabyte, depending on your wireless service provider) for use.

## iPAD HARDWARE CONFIGURATIONS

The older iPad 2 models feature a 9.7-inch LED-backlit display that offers 1024-by-768 resolution at 132 pixels per inch. They run using Apple's A5 processor. The iPad 2 measures 9.50 inches by 7.31 inches by .34 inches and weighs between 1.33 and 1.35 pounds (depending on the configuration).

The now outdated iPad with Retina Display models feature a more advanced 9.7-inch LED-backlit display. These displays offer 2048-by-1536 resolution at 264 pixels per inch, so they're capable of showcasing much more detailed graphics and more vibrant colors. These iPad models run using Apple's A6X processor and weigh between 1.44 and 1.46 pounds (depending on the configuration).

The new iPad Air (which became available in November 2013) also features a 9.7-inch Retina display, but is thinner and lighter than any previously released full-size iPad. It weighs just one pound and is just 7.5 millimeters thick. What also sets the iPad Air apart from its predecessor is its speed. Using the Apple A7 chip, it runs twice as fast as the iPad with Retina Display and eight times faster than the original iPad.

The iPad mini models feature a 7.9-inch LED backlit display. These displays offer a 1024-by-768 resolution at 163 pixels per inch. The iPad mini measures 7.87 inches by 5.3 inches by 0.28 inches, weighs between 0.68 and 0.69 pounds (depending on the configuration), and runs using Apple's A5 processor.

The newest iPad mini with Retina Display not only dramatically improves upon the clarity and resolution of the Multi-Touch display, like the iPad Air, it runs using Apple's cutting-edge A7 processor.

Some people prefer the iPad mini or iPad mini with Retina Display because it's smaller and lighter but runs all of the same apps as the full-size iPad models.

**NOTE** All of the latest iPad models, including the new iPad Air and iPad mini with Retina Display, include Lightning Port, while the iPad second- and third-generation iPad with Retina Display utilizes the older 30-pin connector port. All models have an average battery life of between 9 and 10 hours and have Bluetooth and AirPlay functionality built in.

For a more detailed comparison between iPad and iPad mini models from a technical standpoint, visit [www.apple.com/ipad/compare](http://www.apple.com/ipad/compare).

**NOTE** Apple no longer sells most configurations of the iPad 2 and has phased out the iPad with Retina Display in favor of the iPad Air. However, iPad 2 models in several different configurations are still available on the secondary used market or as refurbished iPads. These older models can be purchased on eBay.com, for example, starting around \$200.00.

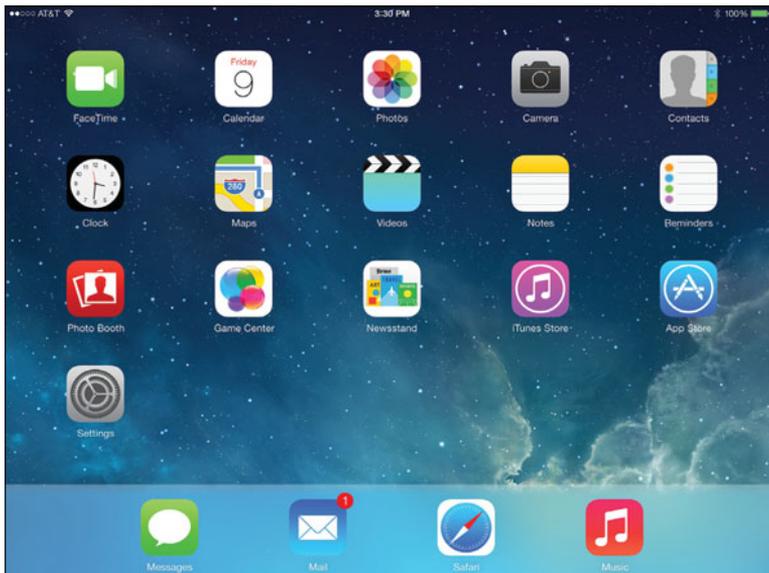
In addition to the price of the tablet itself, you might want to invest in an optional Apple Smart Cover for your tablet (\$39.00 for the polyurethane edition or \$69.00 for the leather edition) or an Apple Smart Case (\$49.00 in polyurethane), as well as the AppleCare+ extended warranty (\$99.99 for two years of coverage). A selection of leather and Polyurethane Smart Covers and Smart Cases are available for the iPad Air and iPad mini that come in a different assortment of colors.

## PREINSTALLED APPS ON ALL iPADS RUNNING iOS 7.0

Each iPad tablet 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 as soon as your iPad is activated (see Figure I.1).

If you're a veteran iPad or iPhone user who is upgrading to iOS 7 for the first time, notice that the Home screen, as well as many of app icons displayed on it, has a new look.

- **App Store:** Find, purchase, download, and install apps directly from your iPad. To learn more, see Chapter 10.
- **Calendar:** Manage your schedule on your iPad and sync data with iCloud and other calendar/scheduling apps on your Mac, PC, and/or iPhone. To learn more, see Chapter 4, "Using the Calendar and Clock Apps to Organize Your Life."
- **Camera:** Take photos or shoot high-definition videos using your iPad's built-in cameras. Learn more about taking, editing, viewing, sharing digital photos, and shooting video using your iPad in Chapter 9, "Digital Photography on the iPad."

**FIGURE I.1**

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

- **Clock:** This app serves as an alarm clock, world clock, and timer. Learn more about it in Chapter 4.
- **Contacts:** Manage your personal contacts database and sync it with iCloud or other contact management apps on your primary computer and/or iPhone. To learn more, see Chapter 5, “Working with the Contacts App.”
- **FaceTime:** Participate in free, real-time video calls from your iPad using a Wi-Fi Internet connection. Depending on your wireless service provider, FaceTime may also now be available using a 3G or 4G (LTE) Internet connection. To learn more, see Chapter 14, “Conducting Videoconferences 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.
- **Mail:** Send and receive emails, plus manage your message archive. iOS 7 offers a handful of useful new features for effectively managing your email accounts, including your iCloud-related email account. For more information, see Chapter 3, “Staying In Touch Using Email and Instant Messages.”

- **Maps:** Use this app 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 can also look up addresses for companies, restaurants, popular destinations (such as airports), and landmarks. Chapter 8, “Exploring Your World with the Maps App,” focuses on how to use this versatile app.
- **Messages:** Send and receive text messages for free using iMessage to communicate with other Mac, iPad, iPhone, or iPod touch users. For more information, see Chapter 3.
- **Multimedia:** Acquire music, TV shows, movies, audiobooks, and other iTunes Store content directly from your iPad.
- **Music:** Listen to music, audiobooks, and other audio content acquired from the iTunes Store and elsewhere.
- **Newsstand:** Acquire and read digital editions of newspapers and magazines. To learn more, see Chapter 16, “Staying Informed Using iBooks and Newsstand.”
- **Notes:** Create, organize, share, and print text-based memos with this basic text editor. Learn more about it from Chapter 6, “Managing Information Using the Reminders and Notes Apps.”
- **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, use Apple’s optional iPhoto app for the iPad. Learn more about Photos in Chapter 9.
- **Reminders:** Manage detailed 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 Macs or other iOS devices (including your iPhone). To learn more, see Chapter 6.
- **Safari:** Use this app to surf the Web. To learn more, see Chapter 7, “Surfing the Web with Safari.”
- **Settings:** Use this app to customize the settings of your iPad and personalize how it functions. More information about Settings is offered within Chapter 1.
- **Videos:** Watch TV shows, movies, and other video content on your iPad that was acquired from the iTunes Store.

**NOTE** Siri, Control Center, and Notification Center work continuously in the background if activated. These features work in conjunction with most other apps.

## OPTIONAL “MUST-HAVE” IPAD APPS DEVELOPED BY APPLE

The following apps developed by Apple (or its partners) do not come preinstalled with iOS 7, but you should seriously consider downloading them from the App Store to enhance the capabilities of your tablet:

**NOTE** If you purchase a new iPad after September 2013, the iWork apps (Pages, Numbers, and Keynote), along with iPhoto and iMovie, are free to download.

- **Facebook** (Free): The ability to update your Facebook status has been integrated into iOS 7; however, to fully manage your Facebook account and communicate with your Facebook friends, you need to use this free app.
- **Find My iPhone** (Free): Take advantage of iCloud’s Find My... feature from this app to pinpoint the exact location of your other compatible Apple equipment, including your Mac(s) and iPhone. This app offers an alternative to visiting [www.iCloud.com/#find](http://www.iCloud.com/#find) to locate your lost or stolen equipment. 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 who are using an iPhone or iPad, in real time. The other person’s permission is required.
- **Garage Band** (Free): Compose and record music using your iPad, and transform the tablet into a multitrack recording studio.
- **iBooks** (Free): Acquire and read eBooks from Apple’s iBookstore on your tablet. To learn more, see Chapter 16.
- **iMovie** (Free): 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** (Free): View, edit, organize, print, and share digital photos on your iPad. This app offers far more advanced image-editing features than the Photos app that comes preinstalled on the tablet. The optional iPhoto app

fully integrates with iCloud's My Photo Stream and Shared Photo Stream features, which makes it easy to publish photos online and share them with other people, for free.

- **Keynote** (Free): Part of Apple's iWork trio of apps, Keynote is a feature-packed digital slide presentation tool, similar in functionality (and compatible with) to Microsoft PowerPoint.
- **Numbers** (Free): Also part of Apple's iWork trio of apps, Numbers is a powerful spreadsheet-management application compatible with Microsoft Excel.
- **Pages** (Free): This is a full-featured word processor that is compatible with Microsoft Word. It rounds out the iWork app trio.
- **Twitter** (Free): Manage one or more Twitter accounts from your iPad, and send tweets from within apps such as Photos or Safari.
- **Podcasts** (Free): Download or stream thousands of free audio podcasts which you can listen to on an on-demand basis.
- **iTunes U** (Free): Access thousands of free personal-enrichment programs, college courses, and other interactive and educational multimedia content created by the world's leading educational institutions, museums, and philanthropic organizations.

## 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, PC and other iOS devices. You can also access online versions of the iWork apps from [www.icloud.com](http://www.icloud.com), after logging in using your Apple ID and password.

To learn more about Apple's iWork for iPad apps, see Chapter 13, "Getting Work Done On-the-Go Using the iWork Apps."

## THE ANATOMY OF THE IPAD MODELS

When you look at the front of the iPad, you see its multitouch display. 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 of the tablet, front and center. Other ports and buttons can be found on the top, bottom, and side of the iPad (shown in Figure 1.2).

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

**FIGURE I.2**

*The front of the iPad with Retina Display features a 9.7", full-color, multitouch 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 MULTITOUCH DISPLAY

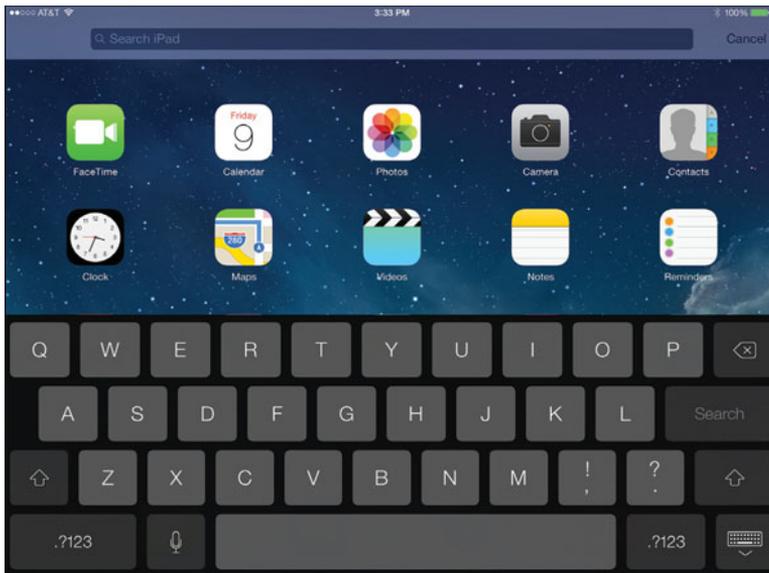
From the moment you turn on your iPad (or take it out of Sleep Mode), aside from pressing the Home button to return to the Home screen at any time, virtually all of your interaction with the tablet is done through the following finger movements and taps on the tablet's highly sensitive multi-touch display:

- **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, in order to scroll to the left, right, down, or up.

**TIP** Regardless of what you're doing on your iPad, as long as it's turned on, to access Notification Center, swipe your finger downward from the very top of the screen. To access the new Control Center, swipe your finger in an upward direction from the very bottom of the screen.

To access iOS 7's Spotlight Search feature from the Home screen in order to quickly find content or data stored on your tablet, swipe your finger downward, starting from the center of the screen (shown in Figure I.3).

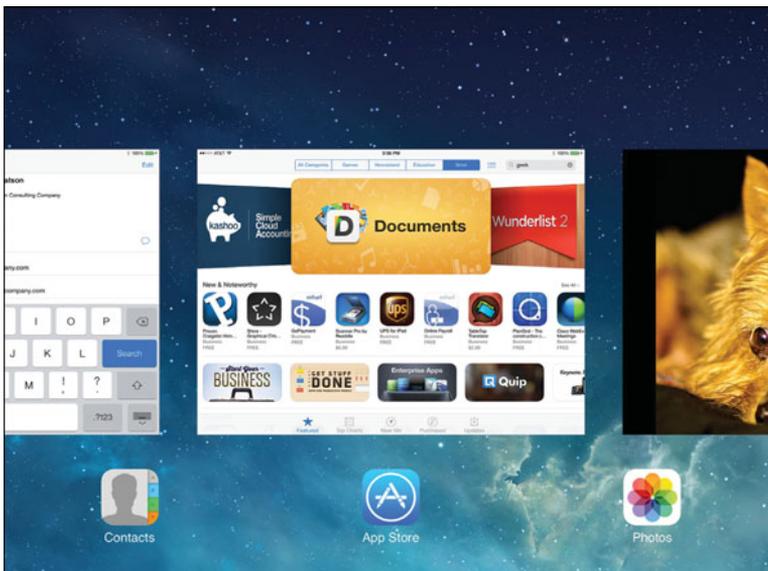


**FIGURE I.3**

To quickly find content stored on your iPad, use the Spotlight Search feature. To access it from the Home screen, swipe your finger downwards, starting near the center of the display.

- **Pinch:** Using your thumb and index finger, perform a pinch motion on the touch screen to zoom out when using certain apps. Or, un-pinch (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).
- **Four-Finger Swipe:** Using all of your fingers on one hand (except your thumb), swipe left or right to switch between apps that are currently running.

**TIP** To access iOS 7's multitasking bar (shown in Figure I.4), quickly press the Home button twice. When you close an app, in most cases it continues running until it's manually shut down or the tablet is powered off. While it's possible to only use one app at a time, multiple apps can continue to run in the background simultaneously, and you can switch between them with ease.



**FIGURE I.4**

*Use iOS 7's enhanced multitasking bar to quickly switch between apps that are running on your tablet.*

**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 which 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 I.5 for a sample Home screen that displays a handful of preinstalled apps, as well as a customized wallpaper in the background.



**FIGURE I.5**

*Shown here is the iPad's Home screen and the sampling of the icons displayed along the top of the screen.*

Within the main area of the Home screen are all of 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. From the main Home screen, swipe your finger from right to left (or left to right) to switch between Home screens, if applicable. It's also possible to press the Home button to immediately switch to the main Home screen.

**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 their icons in one of these six locations.

The iPad's wallpaper is displayed behind your app icons. You have the ability to customize this from within 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 2 to 3 seconds, until all the icons on the Home screen start to shake.

Next, place your finger on any app icon that you want to move, and slowly 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. As you move apps around, all neighboring app icons automatically reflow on the Home screen.

During this process (shown in Figure 1.6), some of the app icons display a small black-and-white "X" in the upper-left corner of the icon. You can delete the apps displaying the "X" from the iPad by tapping the "X" and then confirming your deletion request. However, you cannot delete the icons for the apps that came preinstalled on your tablet.

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

**FIGURE 1.6**

*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.*

## CREATING FOLDERS TO ORGANIZE APP ICONS

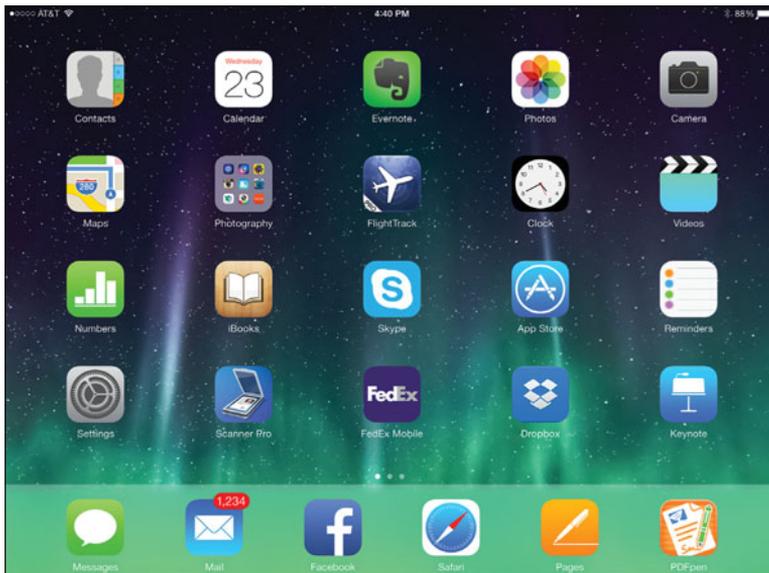
On Your Home screen, it's possible to use folders in order to help organize your Home screen, group together apps based on their category, and remove clutter from your Home screen by consolidating the app icons that are displayed.

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 slowly drag it directly on top of a second app icon that you want to also include within 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 a default name for the folder 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 and then use the virtual keyboard to enter a new folder name.

To save your folder, tap anywhere outside the folder window. The newly created folder appears among your app icons on the Home screen. In Figure 1.7, the folder is labeled Photography and it contains multiple apps.

**FIGURE I.7**

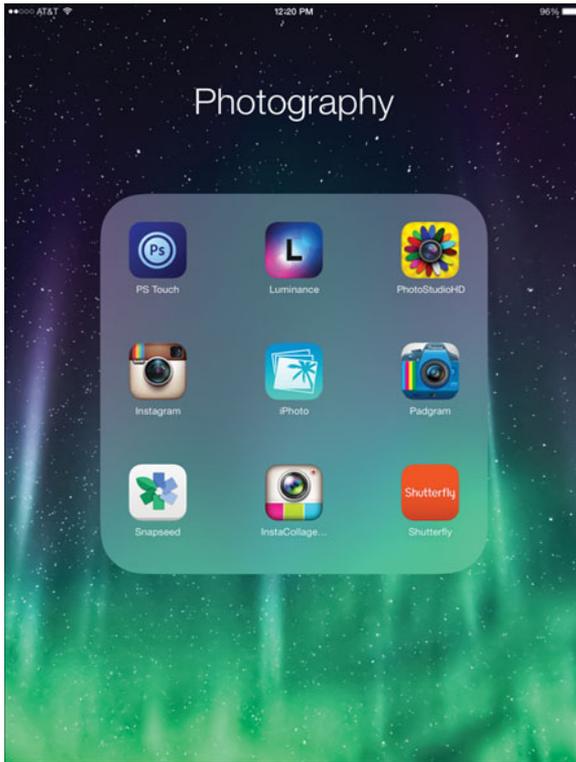
*When a folder appears on the Home screen, it displays alongside the app icons but looks slightly different. Thumbnails of the apps that are stored in the folder are shown in the folder icon.*

After you initially create a folder, it contains two app icons. You can then add more app 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, it's possible to move the folder around on the Home screen, just as you would move any app icon. 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.8), it displays all the app icons stored in the folder. Tap the icon for the app you want to use.

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.

**FIGURE I.8**

*Shown here is an open folder labeled Photography. It contains eight different apps.*

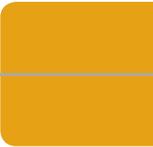
If you want to delete an app from a folder and from the iPad altogether, when the icons are shaking, tap the black-and-white “X” icon in the icon’s upper-left corner. All apps that you acquire for your iPad from the App Store are automatically stored within your free Apple iCloud online-based account, so they can be reinstalled onto your tablet at any time via the Internet.

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## IN THIS CHAPTER

- Discover how iCloud can be used with your iPad
- Set up iCloud to sync app-specific data
- Take advantage of iCloud.com
- Maintain a backup of your iPad using iCloud Backup
- Using iCloud's Find My iPad feature

# 12



## USING iCloud WITH YOUR iPad TO BACK UP AND SYNC DATA

iCloud is an online-based service operated by Apple that's designed to offer a wide range of features and functions to iOS mobile device and Mac users. (Some iCloud functionality is also offered to Windows PC users.)

As an iPad user, iCloud can be used for a wide range of tasks, the majority of which are offered to you free of charge. To begin taking advantage of what iCloud offers, you need to set up a free iCloud account, which takes just minutes, and it can be done using your existing Apple ID username and password.



**NOTE** Using iCloud in conjunction with your iPad (and other Macs and/or iOS mobile devices) is optional but recommended. However, if you're already taking advantage of a cloud-based service through your work, for example, and it's accessible from your iPad, you probably want to stick with that option and only use iCloud for specific tasks that don't overlap with the other cloud-based services you're using.

Just as the iOS operating system continues to evolve, so does iCloud. With the release of iOS 7, your iPad and the iCloud service can now be set up to:

- Sync app-specific data with your other iOS mobile devices (including your iPhone) and your Mac(s). This data also gets stored “in the cloud.”
- Remotely store all of your iTunes Store, App Store, iBookstore, and Newsstand content purchases.
- Allow you to track the whereabouts of your iOS mobile devices and Macs.
- Sync data related to your web surfing activities using Safari, including your Bookmarks, Favorites Bar content, Reading List, as well as website-specific usernames and passwords.
- Maintain an online backup of your iPad.
- Create and store digital photos using My Photo Stream and Shared Photo Streams.
- Provide access to online versions of core iPad apps, including Contacts, Calendar, Reminders, Notes, Pages, Numbers, and Keynote through the iCloud.com website.

Once you set up a free iCloud account, the majority of iCloud's features and functions are designed to be turned on and activated once and then continue to work automatically and in the background.

An iCloud account includes 5GB of free online storage space for your backup files, iCloud-related email account data, app-specific synced data, and other content that you store online. However, all of the additional online storage space within your iCloud account that's needed for iTunes Store, App Store, iBookstore, or Newsstand purchases, or that's needed to maintain your My Photo Stream and/or Shared Photo Streams is automatically provided by Apple for free.

**NOTE** If additional iCloud online storage space is required, it can be purchased and become instantly available from your iPad. To do this, launch Settings, tap on the iCloud option, and then tap on the Storage & Backup option. From the Storage & Backup submenu, tap on the Buy More Storage option. An additional 10GB of online storage (giving you 25GB total) is priced at \$20.00 per year. For 20GB of additional online storage, the fee is \$40.00 per year, or for 50GB of online storage, the auto-recurring fee is \$100.00 per year.

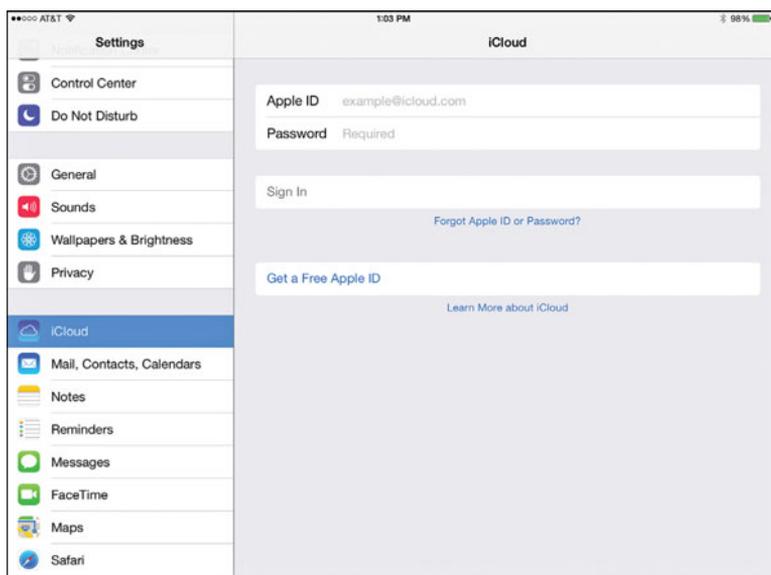
For any iCloud-related function to work on your iPad, an Internet connection is required. While most of the available functions will work using either a cellular or Wi-Fi Internet connection, the iCloud Backup, My Photo Stream, and Shared Photo Stream features work only with a Wi-Fi connection. Plus, accessing certain types of past content purchases from your iCloud account that have large file sizes associated with them, such as TV shows and movies, also requires a Wi-Fi Internet connection.

**TIP** If you're a Windows PC user, app-specific data can be set up to sync data with compatible Windows software on your PC. To do this, however, it's necessary to download the free iCloud Control Panel software for windows. For example, Contacts, Calendar, Reminders, and Notes data can be set up to sync with Microsoft Outlook on a PC, and some Safari-related information on your iPad can sync with Internet Explorer on your PC. To download the Windows version of the iCloud Control Panel from your PC, visit <http://support.apple.com/kb/DL1455>.

## SET UP AN iCloud ACCOUNT

During the initial iPad activation and setup process, you'll be prompted to either enter your existing iCloud information or create a new iCloud account using your Apple ID and password (or another email address and a password you create). At anytime, however, you can set up a free Apple ID/iCloud account from your tablet when it's connected to the Internet.

To do this, launch Settings and tap on the iCloud option. Then, from the iCloud submenu, tap on the Get a Free Apple ID option (shown in Figure 12.1). However, if you already have an iCloud account set up for your Mac or iPhone, for example, enter your existing account information within the Apple ID and Password fields found near the top of the iCloud submenu within Settings, and then tap on the Sign In option.

**FIGURE 12.1**

*You can create a new iCloud account (with a new Apple ID) directly from your iPad. However, you only need one account which can be used with all of your Macs, iOS mobile devices, and Apple TV.*

**NOTE** If you already have an iCloud account set up to sync Contacts, Calendar, Reminders, Notes, Mail, Safari, Pages, Numbers, and/or Keynote app-specific data from your iPhone and/or Mac(s), as well as your My Photo Stream and Shared Photo Stream content, as soon as you enter your Apple ID and password within the iCloud submenu within Settings on your iPad, all of your applicable app-specific data automatically loads into your tablet and becomes accessible from the various apps on it.

As soon as you create a new iCloud account or sign in using your existing Apple ID and password (or preexisting iCloud account information), the iCloud submenu within Settings displays the iCloud submenu (shown in Figure 12.2). From here, you can turn on or off individual iCloud features, and in some cases, customize specific options related to iCloud features.

**FIGURE 12.2**

*From the iCloud submenu within Settings, it's possible to turn on or off specific iCloud features that relate to your iPad.*

## TURN ON iCloud FEATURES FROM THE iCloud CONTROL PANEL

The iCloud Control Panel within Settings displays your iCloud Account username (email address) near the top of the screen. Keep in mind, when you created your iCloud account, an iCloud-related email address was automatically set up for you. Displayed below your iCloud account information is a series of virtual switches that allow you to turn on or off specific iCloud features, including Mail, Contacts, Calendars, Reminders, Safari, Notes, Photos, Documents & Data, and Find My iPad. While the new iCloud Keychain feature directly relates to Safari and maintaining a secure database of the website-specific usernames, passwords, and credit card details you use to make online purchases, this feature needs to be turned on separately. This is done from the Safari menu screen within Settings. Tap on the

Passwords & AutoFill option and then turn on Names and Passwords and, if you choose, the Credit Cards feature as well.

**NOTE** Once you turn on the Documents & Data option from the iCloud Control Panel, it's still necessary to turn on iCloud functionality within each compatible app, including Pages, Numbers, and Keynote. See Chapter 13, "Getting Work Done On-the-Go Using the iWork Apps," for details on how to do this.

Even once Find My iPad is turned on, to be able to locate a lost or stolen tablet, it must be turned on and have access to the Internet. Otherwise, you can set up the Find My iPad service to alert you when the tablet is turned on by someone else and then decide whether you want a custom message displayed on the screen, the tablet to be locked down, or the contents of your tablet to be erased.

## SET UP iCloud TO SYNC APP-SPECIFIC DATA

From the iCloud submenu, you have the ability to turn on app-specific data and file syncing related to a handful of the core apps that come preinstalled with iOS 7. When the iCloud sync feature is turned on for an app, all of the content related to that app is automatically backed up "in the cloud," becomes accessible to you from the iCloud.com website. It can then automatically sync with all of your other Macs and iOS mobile devices that are linked to the same account.

Keep in mind, if you want your Contacts database to sync with the Contacts app running on your Mac(s), for example, it's necessary to turn on iCloud functionality on each of your Macs and link each Mac to the same iCloud account as your iPad (by logging in with the same iCloud username and password). Then, you must turn on the app-specific iCloud functionality for the Contacts app from the iCloud Control Panel on each of your Macs separately. Repeat this process for the other compatible apps, like Calendars, Reminders, and Notes.

**TIP** On a Mac, the iCloud Control Panel is accessed by launching System Preferences and then by clicking on the iCloud icon.

Likewise, if you want your iPad to sync app-specific data with your iPhone, it's necessary to access the iCloud submenu from Settings on your iPhone, sign in using the same iCloud account username and password, and then turn on the setting

for each separate (and compatible) app that you want to sync with your iPad (Contacts, Calendar, Reminders, Mail, Safari, Notes, Keychain, Photos, etc.).

**CAUTION** Simply turning on iCloud-specific features only on your iPad will result in the specific apps syncing data with your online-based iCloud account, but unless you also turn on this functionality on your other Macs or iOS mobile devices, the data will not automatically sync with those other computers or devices.

## TURN ON THE iCloud BACKUP FEATURE

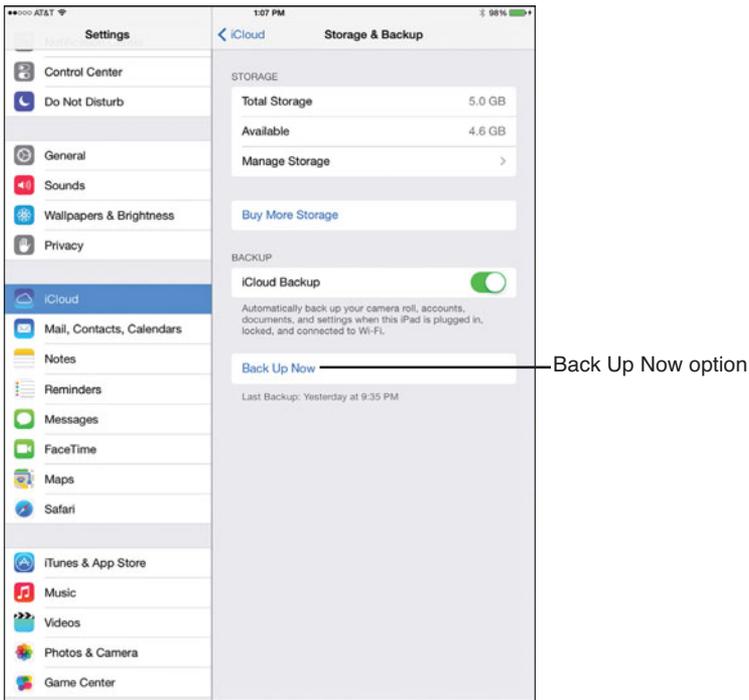
In addition to backing up and syncing app-specific data within your online-based iCloud account (which is definitely something you should do), it's possible to set up iCloud to automatically create and maintain a backup of your tablet's other content, personalized settings, and data.

To turn on and begin using the iCloud Backup feature, launch Settings, tap on the iCloud option, and then from the iCloud Control Panel scroll down toward the bottom of the screen and tap on the Storage and Backup option.

From the Storage and Backup submenu (shown in Figure 12.3), turn on the virtual switch associated with iCloud Backup. This only needs to be done once. Now, once per day, as long as your iPad is in sleep mode, has access to a Wi-Fi Internet connection (a cellular data connection will not work), and the tablet is plugged into an external power source, a backup of your tablet will automatically be created or updated and stored "in the cloud" within your iCloud account.

As long as you're maintaining a backup of your iPad, you can Restore your tablet using these backup files should something go wrong. The Restore process can be done on your existing iPad or on a replacement iPad, as long as a Wi-Fi Internet connection is present.

**TIP** Once the iCloud Backup feature is turned on, it's possible to manually create a backup (or update the existing backup). To do this, launch Settings, tap on the iCloud option, access the Storage and Backup submenu, and then tap in the Back Up Now option. Displayed below this option, you'll see the time and date when the last successful backup was created.

**FIGURE 12.3**

*From the Storage and Backup submenu within Settings, it's possible to set up and activate the iCloud Backup feature, plus initiate a manual backup of your tablet.*

Once iCloud Backup is turned on, to manually create an online backup of your tablet at anytime, launch Settings, tap on the iCloud option, and then tap on The Storage & Backup option. Next, tap on the Back Up Now option (refer to Figure 12.3). In addition, be sure you have iCloud set up to sync app-specific data from Contacts, Reminders, Notes, Safari, and so on.

**NOTE** Unless you're using the iTunes Sync process to maintain a backup of your iPad (which is still a viable option), be sure to turn on the iCloud Backup feature and take advantage of it. One difference between iCloud Backup and iTunes Sync is that while the iCloud Backup files are stored online ("in the cloud"), iTunes Sync backup files are stored on your primary computer's hard drive. Thus, if you need to Restore the tablet, it will need to be connected to your primary computer. Whereas you can Restore an iPad using an iCloud Backup from almost anywhere.

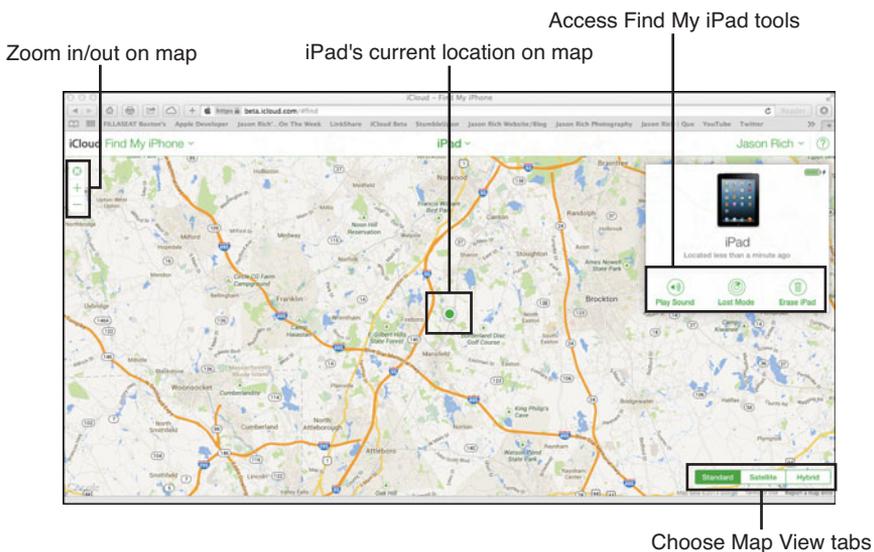
## SET UP AND USE THE FIND MY... FEATURE

To set up the Find My iPad feature on your tablet, launch Settings, tap on the iCloud option, and then from the iCloud Control Panel turn on the virtual switch that's associated with the Find My iPad feature.

Now, at any point, if your iPad gets lost or stolen, you have two options. From your iPhone (or another iPad), use the free Find My iPhone app to pinpoint the location of your tablet. Or, it's possible to access the iCloud.com website, log in using your iCloud account username and password, and then click on the Find My iPhone icon.

Whichever method you use, as long as your tablet is turned on (or in sleep mode) and it has access to the Internet (via a cellular or Wi-Fi connection), a detailed map will display the location of all Apple Macs and iOS mobile devices you have linked to your iCloud account.

The green dot(s) on the map indicate the locations of your devices. You can zoom in on the map to view more detail, select an alternate map view (Standard, Satellite, or Hybrid), or click on one of the dots to access additional features. From the banner that's displayed above the green dot you click on, you can see the name of the device and when it was last located. Tap on the Info ("i") icon to view a new menu window that offers three additional options (shown in Figure 12.4).



**FIGURE 12.4**

*The Find My iPhone feature is shown here using Safari on a MacBook Air. It's tracking the location of an iPad.*

Depending on the Apple computer or device that's being tracked by the Find My... feature, these options include: Play Sound, Lock (Mac), Lost Mode (iOS device), and Erase.

The Play Sound option will cause the missing computer or device to emit a sound to help you locate it. The Lock option (available for Macs) allows you to lock down your Mac with a password to keep unauthorized people from accessing it.

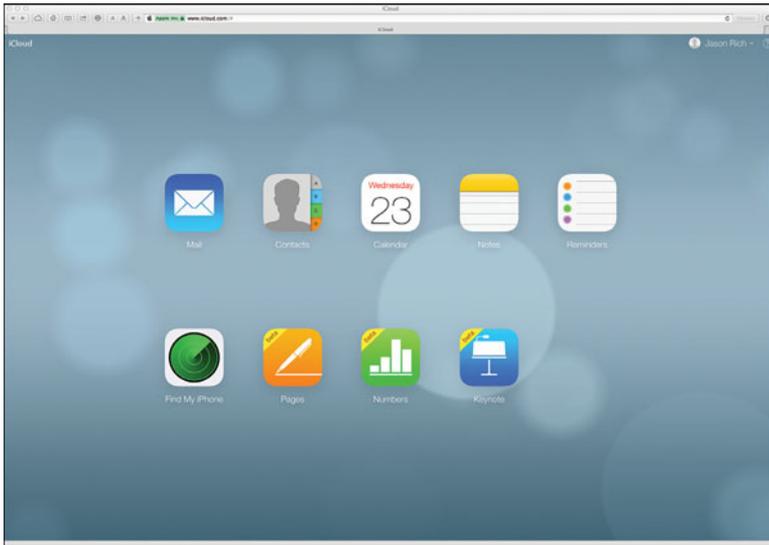
The Lost Mode option (available for iOS mobile devices) allows you to create and activate a Passcode feature, which will prevent anyone from using the device without the proper code. You'll also have the option to enter a phone number (which will be displayed on the phone's screen, so the person who finds it can contact you). A custom message (asking for the iPad to be returned, for example) can also remotely be set up to display on the tablet's screen.

The Erase option allows you to remotely erase all content on the lost or stolen computer or device. Once the iPad, for example, is recovered, you can then Restore it using iCloud Backup for the iTunes Sync process, assuming you've maintained a backup.

## TAKE ADVANTAGE OF THE [iCloud.com](http://iCloud.com) WEBSITE

The newly designed iCloud.com website can be accessed for free by pointing any web browser to [www.iCloud.com](http://www.iCloud.com). Sign in to the service using your iCloud username and password. Then, from the iCloud website's main menu (shown in Figure 12.5), it's possible to use the online version of the Mail, Contacts, Calendar, Notes, Reminders, Pages, Numbers, or Keynote apps or access the Find My iPhone feature. When you launch any of the online apps, all of your synced data from your iCloud account will be available to you. For example, if you launch the online version of Contacts, it will be populated with all of your Contacts database entries.

**TIP** You can access the iCloud.com website from any computer (a PC or Mac) that's connected to the Internet, whether or not that computer is linked to your iCloud account. However, if you're using someone else's computer to access your iCloud account and use the online apps that are populated with your data, be sure to sign off from the service when you're done. To do this, click on your username that's displayed near the top-right corner of the iCloud.com browser window and then click on the Sign Off option.

**FIGURE 12.5**

*Online versions of Contacts, Calendar, Maps, Reminders, Notes, Pages, Numbers, and Keynote, as well as Find My iPhone, are available for free from the iCloud.com website.*

One benefit of using the Pages, Numbers, and Keynote online apps is that you can literally drag and drop a Microsoft Office document or file into one of these apps, and it is automatically converted into a Pages, Numbers, or Keynote document of file and then become accessible using Pages, Numbers, or Keynote on your iPad (or any Mac or iOS mobile device that's linked to your iCloud account). So, if you use Microsoft Word on your PC or Mac and the Pages word processor on your iPad, you can easily export a Word document from your computer using the online edition of Pages, and it syncs with your iPad and is available as a Pages document. You can then view, edit, print, or share the document or export it back into Word format.

**NOTE** The online editions of Mail, Contacts, Calendar, Notes, Reminders, Pages, Numbers, and Keynote work almost identically as their iOS 7 counterparts that run on the iPad.

## ACCESS ALL iTUNES STORE CONTENT PURCHASES VIA iCloud

As soon as you create an iCloud account using your Apple ID and password, all previous, current, and future content purchases from the iTunes Store, iBookstore, App Store, and Newsstand are automatically saved within your iCloud account. This includes your music, TV show episodes, movies, audiobooks, ringtones, eBooks, apps, and digital publications.

Using the iTunes Store, App Store, iBooks, or Newsstand apps, you can then access previous purchases that were acquired using the same Apple ID, regardless of which of your Macs or iOS mobile devices originally accessed the content. The storage of your iTunes Store and related content purchases within your iCloud account happens automatically, and this does not utilize any of the 5GB of free online storage space that's provided to you by Apple.

From within Settings, it's possible to turn on the Automatic Downloads option, which allows your iPad to automatically download music, apps, and app updates, regardless of which Mac or iOS mobile device (that's also linked to your iCloud account) that the content was purchased on. To turn on this feature, launch Settings; tap on the iTunes & App Store option; and then from the iTunes & App Store submenu turn on the virtual switches associated with Music, Apps, and/or Updates that are displayed under the Automatic Downloads heading.

**TIP** In addition to backing up and allowing you to sync your music that's purchased from the iTunes Store, if you upgrade to the iTunes Match service (\$24.95 per year), your entire digital music collection, including music you've acquired from other sources or "ripped" from your audio CDs, can be stored online and synced between all of your Mac(s), iOS mobile devices, and Apple TV.

## CLOUD-BASED ALTERNATIVES TO iCloud

The benefit to using iCloud in conjunction with your iPad is that the iOS 7 operating system, many of the core apps that come preinstalled with your tablet, as well as a growing number of other apps, all offer seamless iCloud integration. Plus, the iCloud service can be used to handle a wide range of tasks, many of which have been described in this chapter.

There are, however, many other cloud-based services in cyberspace that can be used in conjunction with an iPad. Some of these services have specialized apps

available from the App Store. For example, there's Dropbox, which is a popular file sharing, backup, and syncing service that can also be used to store and share photos.

Amazon offers a cloud-based service that can be used for managing your music library online and on your iPad, while Microsoft offers its free SkyDrive service (and iPad app) that can be used for backing up, storing, and sharing certain types of Microsoft Office and related data and files, particularly if you're an Office 365 user.

If you utilize Adobe creative software on your Mac or PC, plus use the Photoshop Touch app on your tablet, it's possible to take advantage of Adobe's Creative Cloud service to sync, back up, and share Adobe-related files. Meanwhile, if you already use Google Docs, for example, there are a handful of apps (including Google Drive and GoDocs for Google Drive & Google Docs) for the iPad that allow you to access and utilize these popular online-based apps.

Moving forward, there's one thing that's certain, and it's that more and more features and functions of the iPad, as well as the apps you're using with your tablet, are sure to have greater reliance on cloud-based computing services and technologies. As a result, continued expansion and improvements to Apple's iCloud service, as well as other popular cloud services, should be expected in the months and years to come.

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# Index



## Symbols

- 1Password Pro app, 320-321
- 3D view (Maps app), 188
- 3G connections. *See also* cellular data connections
  - App Store downloads, 232
  - configuring, 34-35
  - downloading content, 368
  - Maps app, 184
  - Newsstand app, 365
  - Siri, 63
  - video conferencing, 308
  - virtual meetings and, 313
  - Wi-Fi connections versus, 33-34
- 4G connections. *See also* cellular data connections
  - App Store downloads, 232
  - configuring, 34-35
  - Maps app, 184
  - Newsstand app, 365
  - Siri, 63
  - video conferencing, 308
  - virtual meetings and, 313
  - Wi-Fi connections versus, 33-34
- + (plus-sign icon)
  - Keynote, 296
  - Numbers, 292
  - Pages, 279-280

## A

- abbreviations, text messaging, 109
- About option (Settings app), 42
- access
  - remote, 305-306
  - to Shared Photo Stream, managing, 229
- Accessibility options (Settings app), 42
- accessing
  - App Store, 232
    - from iTunes, 244
  - Control Center, 12
  - iTunes Store content, 270
  - multitasking bar, 13
  - Notification Center, 12
  - purchased apps, 239
  - Spotlight Search, 12
- accessories
  - battery, 392-393
  - Composite AV Cable, 400
  - desktop stands, 394-395
  - Digital AV Adapter, 399
  - external keyboards, 388-390
  - external speakers, 396-397
  - external wireless storage, 398-399
  - headphones, 397



- home theater/sound system connections, 400
- iPad Camera Connection kit, 395
- microphones, 396
- Philips Hue LED lighting system, 401
- remote baby monitors, 402
- smart watches, 403-404
- stylus, 390-392
- Tile, 402
- VGA Adapter, 399
- accounts
  - App Store, managing, 238
  - email
    - customizing, 83-84*
    - folders, creating, 89*
    - iCloud syncing, 102*
    - managing with Mail app, 85-87*
    - multiple, 85, 89-90*
    - retrieving new mail, 82-83*
    - setup, 78-81*
    - third-party apps, 102*
    - web access, 102*
  - iCloud, setup, 261-263
  - iMessage, setup, 103-104
- ACT! Connect online service, 344
- activating
  - auto focus lock, 208
  - data services, 27-28
  - iCloud Keychain, 51-52
  - iPad, 21-26
  - Location Services, 184
  - Siri, 61-62
- adapters
  - car charger adapters, 393
  - Digital AV Adapter, 399
  - VGA Adapter, 399
- adding
  - app icons to icon folders, 17
  - contacts to FaceTime, 309
  - events, 117-118
  - photos to contacts, 140-141
  - to-do list items in Reminders app, 150-151
  - Twitter accounts to contacts, 142
- Adobe Creative Cloud, 376
- Adobe digital publishing software, 376
- Adobe Digital Publishing Suite: Professional Edition, 376
- Adobe Digital Publishing Suite: Single Edition, 376
- Adobe Flash compatibility (Safari), 167
- Adobe InDesign CS6, 376
- Advanced submenu (Safari), 167
- AirDrop, sharing photos, 220
- airline apps, 347-348
- Airplane mode, 32
- AirPlay, 30, 297
  - viewing photos, 225
  - wireless speakers, 396
- AirPrint, 250-252
  - Numbers compatibility, 291
  - printing photos, 218-219, 226
- alarm clock (Clock app), 129-131
- alarms. *See also* alerts
  - Clock app, 129-131
  - setting with Siri, 69
- alerts. *See also* alarms
  - associating with Calendar events, 119
  - Calendar app, 124
  - email messages, 85
  - incoming text messages, 109
  - Notification Center, 28
    - customizing, 36-38*
    - Sleep Mode, 29*
  - Reminders app, 150-152
- Always Bcc Myself option (Mail app), 84
- AOL, syncing Calendar app data, 127-128
- Apple
  - app development and distribution website, 384
  - Composite AV Cable, 400
  - Digital AV Adapter, 399
  - iOS Development Program, 379
  - iOS In Business, 383
  - "must-have" apps, 9-10
  - Smart Case, 6, 388
  - Smart Cover, 6, 388
  - VGA Adapter, 399
  - Wireless Keyboard, 389
- AppleCare technical support, 81
- AppleCare+ extended warranty, 6, 388
- Apple Genius appointments, scheduling, 81
- Apple TV, 399
- appointments. *See* events
- app-specific data, syncing with iCloud, 264-265
- App Store, 6. *See also* apps
  - 3G/4G connections, 232
  - accessing, 232
    - from iTunes, 244*
  - account management, 238

- apps, 247, 318
  - accessing purchased apps, 239
  - adding to Wish List, 238
  - by category, 236-237
  - Description pages, 240-244
  - featured apps, 235-236
  - finding, 233-235, 246-248
  - in-app purchases, 240
  - Near Me, 238
  - purchasing, 240
  - sending as gifts, 238
  - Top Charts, 237-238
  - updating, 248
- payment methods, 233
- pricing system
  - evaluating apps, 246
  - free apps, 245
  - in-app purchases, 246
  - paid apps, 245
  - subscription-based apps, 245
- settings, 54
- Travel category, 347-349
- apps. *See also* App Store
- adding to Wish List, 238
- Adobe digital publishing software, 376
- business, 333, 344
  - 1Password Pro, 320-321
  - Dropbox, 321
  - eFax Mobile, 321-322
  - Evernote, 322-323
  - FileMaker Go, 323-324
  - FlightTrack Pro, 324-325
  - GrubHub, 325-326
  - Invoice2Go, 327
  - Invoice Manager, 328-329
  - Line2, 329-330
  - Microsoft OneNote, 330
  - PDFpen, 331-332
  - Photon Flash Web Browser, 333
  - QuickBooks Online, 334
  - QuickVoice Recorder, 334-335
  - Remember the Milk, 335-336
  - Scanner Pro, 336
  - specialized work-related apps, 347
  - Splashtop 2, 337
  - Square Register, 338-340
  - Things for iPad, 341
  - Time Master + Billing, 341-342
  - VIPorbit, 342-344
  - Weather Channel Max, 341
  - XpenseTracker, 345
  - Yelp, 345
- choosing, 319
- custom, 378-385
- deleting, 17-18
- Description pages, 240-244
- downloading web content, 369
- evaluating, 246
- finding, 233-235, 246-248, 318
  - by category, 236-237
  - featured apps, 235-236
  - Near Me, 238
  - Top Charts, 237-238
- Flipboard, 354
- iBooks, 353
  - alternatives to, 363
  - copying text, 359
  - customizing, 357-358
  - finding books, 360
  - highlighting text, 359
  - Library screen, 358
  - making notes, 359
  - reading books, 355-358
  - reading PDF files, 359-363
  - searching books, 358-359
  - sharing books, 359
- iBooks Author, 373-376
- icons on Home screen, 15-18
- installing, 240
- iPad versus iPhone apps, 235, 320
- iTunes U, 354
- Kindle, 363
- launching
  - from folders, 17
  - with Siri, 65
- multitasking bar, 59
- "must-have" Apple apps, 9-10
- News360, 354
- Newsstand, 353, 363-365
- Nook, 363
- number available, 231
- online apps, iCloud.com website, 268-269
- online banking apps, 350
- Podcasts, 354
- preinstalled, 6-8
- pricing, 235
  - free apps, 245
  - in-app purchases, 240, 246
  - paid apps, 245
  - subscription-based apps, 245
- Pulse, 354
- purchasing, 239-240
- remote access, 306
- sending as gifts, 238

- specific adjustments, 57
- streaming, 370-371
- switching, 13, 59
- time-management, 350-351
- travel, 327, 341, 345-349
  - FlightTrack Pro*, 324-325
  - GrubHub*, 325-326
- updating, 248
- Ask Before Deleting option (Mail app), 83
- assigning photos to contacts, 225
- associating alerts with Calendar events, 119
- attachments
  - photos/videos to text messages, 106-107
  - sending, 98-101
  - viewing, 93
- attending meetings. *See* virtual meetings
- AT&T Wireless data service setup, 27-28
- audio accessories, 396-397
- audio recording apps, 181, 334-335
- authoring software. *See* iBooks Author
- Auto-Correction feature
  - text messaging, 109
  - turning on/off, 110
- AutoFill option (Safari), 165
- auto focus lock, activating, 208
- Auto-Lock option (Settings app), 43
- Automatic Downloads, turning on/off, 270
- AwardWallet app, 347

## B

---

- baby monitors, 402
- Back button (Safari app), 163
- background apps, refreshing, 43
- backups
  - creating with iCloud Backup, 265-266
  - iCloud settings, 51-52
  - restoring from, 24
- badges (Mail app), 85
- Bamboo Stylus (Wacom), 391
- Bang & Olufsen, 396
- battery
  - chargers, 393
  - charging multiple iPads, 374
  - rechargeable battery packs, 392
- Belkin website, 394
- Big Jambox (Jawbone), 397
- birthdays (Calendar app), 120, 125
- Block Cookies option (Safari), 166
- Block Pop-ups option (Safari), 166
- blogging apps, 181
- Blue Lounge website, 394
- Bluetooth Mobile Keyboard (Verbatim), 390
- Bluetooth settings, configuring, 34
- Book Palette 1.0, 375
- BookBaby, 377
- bookmarks
  - Maps app, 187
  - Safari
    - syncing*, 175
    - viewing*, 164
  - sharing web content, 173
- Bookmarks tab (Maps app), 187
- books
  - creating
    - with Adobe digital publishing software*, 376
    - with iBooks Author*, 373-376
    - from Microsoft Word documents*, 377
  - eBook templates, 375
- Bose, 396
  - MIE2i mobile headset, 397
- brightness of screen, adjusting, 47-48
- BringGo app, 202
- Brookstone HDMI Pocket Projector, 400
- Brookstone Roll-Up Keyboard, 390
- Brookstone website, 394
- business apps
  - 1Password Pro, 320-321
  - Dropbox, 321
  - eFax Mobile, 321-322
  - Evernote, 322-323
  - FileMaker Go, 323-324
  - FlightTrack Pro, 324-325
  - GrubHub, 325-326
  - Invoice2Go, 327
  - Invoice Manager, 328-329
  - Line2, 329-330
  - Microsoft OneNote, 330
  - PDFpen, 331-333
  - Photon Flash Web Browser, 333
  - QuickBooks Online, 334
  - QuickVoice Recorder, 334-335
  - Remember the Milk, 335-336
  - Scanner Pro, 336
  - specialized work-related apps, 347
  - Splashtop 2, 337
  - Square Register, 338-340

Things for iPad, 341  
 Time Master + Billing, 341-342  
 VIPorbit, 342-344  
 Weather Channel Max, 341  
 XpenseTracker, 345  
 Yelp, 345

business cards, scanning, 145

buttons on iPad, 10

buying. *See* purchasing

## C

cables, Composite AV, 400

calculations engine (Numbers), 291

CalDAV-format calendars, syncing with  
 Calendar app, 123, 127

Calendar app, 6, 112

adding events with Siri, 65

alerts, 124

birthdays, 120, 125

color coding, 117

compatibility

*with Contacts app, 135*

*with other calendar programs, 112*

customizing, 124-125

events

*adding with Siri, 120-121*

*associating alerts with, 119*

*creating, 117-118*

*customizing listings, 119-120*

*finding, 123*

*inviting people to, 123-124*

*recurring, 119*

*syncing, 120*

*viewing details, 121*

multiple calendars, 126

online version, 112

searching, 116

settings, adjusting, 53

sharing calendars, 117

Siri accessed data, 72

subscribing, 122

syncing, 124

*with CalDAV-format calendars, 123, 127*

*with iCloud, 126*

*with iTunes Sync, 126*

*on Microsoft Exchange-compatible  
 networks, 127*

*with online calendars, 127-128*

time zones, 124

views, 113, 116

*Day view, 113*

*Month view, 115*

*Week view, 114*

*Year view, 115*

VIPorbit versus, 343-344

calendars

CalDAV-format, syncing, 123, 127

importing into VIPorbit, 342

publishing, 122

subscribing, 122

syncing, 124

calls, FaceTime, 310

Siri commands, 65

CamCard HD app, 250

Camera app, 6, 206-207. *See also* photos

compatibility with Contacts app, 135

HDR mode, 207, 213

photo composition tips

*focusing, 211*

*framing, 212*

*lighting, 211*

*rule of thirds, 213-214*

*shadows, 211*

*steadiness, 211*

settings, 212-213

shooting modes, 204-206

shooting videos, 209-211

snapping photos, 208

zoom feature, 208

Camera Connection Kit, 206

Camera Roll album, 206

saving photos to, 225

cameras on iPad, 10

connecting with iPad Camera Connection  
 kit, 395

front-facing camera, 206

rear-facing camera, 206

remote baby monitors, 402

canceling photo edits, 218

car charger adapters, 393

CardDAV-compatible applications, syncing  
 contacts, 147

cars, Siri Eyes Free in, 73-75

cases, 388

categories (App Store), 236-237

cellular data connections

iCloud, 261

international access, 349

with Safari, 167

Wi-Fi only connections versus, 4

- Cellular Data settings, configuring, 34-35
- Change Tracking command (Tools menu—Pages), 280
- chargers (battery), 393
- charging multiple iPads, 374
- charts, interactive (Numbers), 290
- Charts tab (Pages), 279
- choosing
  - app development companies, 380-381
  - apps, 319
  - wallpaper, 48-49
- Clear Cookies and Data (Safari), 167
- Clear History (Safari), 167
- Clock app, 7
  - Siri commands, 131
  - stopwatch, 131
  - timer, 131
    - setting with Siri, 70
  - wake-up calls, 129-131
    - with Siri, 69
  - World Clock, 128-129
- cloud-based file sharing. *See also* iCloud
  - alternatives to iCloud, 270-271
  - Dropbox app, 321
- collaboration features
  - Keynote, 296-297
  - Numbers, 290-291
  - Pages, 281
  - Share icon (iWork for iPad apps), 281-285
- color coding (Calendar app), 117
- commands (Siri), 64-70
  - Clock app, 131
  - Maps app, 201-202
- compatibility
  - AirPlay speakers, 396
  - Calendar app with other calendar programs, 112
  - Contacts app with other apps, 135-136
  - Flash with Safari, 167
  - fonts, 303
  - formatting issues, 303
  - Maps app with other apps, 201
  - Microsoft Office, 302, 305
    - Documents To Go Premium—Office Suite app*, 303
    - formatting issues*, 303
    - Quickoffice Pro HD app*, 304-305
    - remote access apps*, 305-306
  - Notification Center with Reminders app, 153
  - Reminders app with iCloud, 149
  - VIPorbit with other apps, 344
- composing
  - email messages, 97-98
  - text messages with Siri, 65
  - tweets, 66
- Composite AV Cable, 400
- confirming message deletion, 83
- connecting
  - external speakers, 396
  - HD monitors, 399
  - home theater systems, 398-400
  - VGA monitors, 399
  - Wi-Fi hotspots, 32-34
- contact relationship management. *See* CRM
- contacts
  - adding photos, 140-141, 225
  - creating, 137-143
  - customizing fields, 139
  - deleting, 144
  - editing, 143
  - FaceTime
    - Favorites list*, 309
    - Recents list*, 309
  - importing
    - from Facebook*, 141
    - into VIPorbit*, 342
  - linking, 144
  - phone numbers, formatting, 140
  - ringtones, 142
  - sharing, 144-145
  - syncing, 145
    - advantages of*, 147
    - with CardDAV-compatible applications*, 147
    - with iCloud*, 146-147
    - with LDAP-compatible applications*, 147
    - with Microsoft Exchange-compatible applications*, 147
    - technical support*, 148
  - third-party management apps, 148
  - Twitter accounts, adding, 142
  - viewing, 136-137
  - VIPorbit app, 148, 342-344
- Contacts app, 7
  - birthdays, 120
  - compatibility with other apps, 135-136
  - contacts
    - adding photos*, 140-141
    - adding Twitter accounts*, 142
    - creating*, 137-143
    - deleting*, 144
    - editing*, 143

- importing from Facebook*, 141
  - linking*, 144
  - ringtones*, 142
  - sharing*, 144-145
  - viewing*, 136-137
- customizing, 134-135
- Mail app integration, 101, 144
- Maps app, launching, 144
- phone numbers, formatting, 140
- phonetic spellings, 72
- related people, 71
- Safari, launching, 144
- settings, adjusting, 53
- Siri
  - accessed data*, 71-72
  - commands*, 65
- syncing contacts, 145
  - advantages of*, 147
  - with CardDAV-compatible applications*, 147
  - with iCloud*, 134, 146-147
  - with LDAP-compatible applications*, 147
  - with Microsoft Exchange-compatible applications*, 147
  - technical support*, 148
- Twitter, launching, 144
- VIPorbit versus, 343
- content
  - downloading, 367-369
  - streaming, 369-371
- Control Center, 9, 29-30
  - accessing, 12
  - customizing, 39
- Control Panel (iCloud), 227
- conversations. *See* text-messages, conversations
- cookies, clearing, 167
- Copy/Cut/Paste commands (iWork for iPad apps), 287
- Copy icon (iBooks), 359
- copying
  - ebook text, 359
  - photos, 224
  - shared iWork for iPad documents, 282-284
  - URLs, 174
- cost of iCloud storage space, 261
- covers, 388
- Creative Cloud (Adobe), 271, 376
- credit card processing, 338-340
- CRM (contact relationship management), 134
  - Contacts app
    - adding photos*, 140-141
    - adding Twitter accounts*, 142
    - advantages of syncing contacts*, 147
    - compatibility with other apps*, 135-136
    - creating contacts*, 137-143
    - customizing*, 134-135
    - deleting contacts*, 144
    - editing contacts*, 143
    - formatting phone numbers*, 140
    - importing from Facebook*, 141
    - launching Mail app from*, 144
    - launching Maps app from*, 144
    - launching Safari from*, 144
    - launching Twitter from*, 144
    - linking contacts*, 144
    - phone numbers*, 140
    - ringtones*, 142
    - sharing contacts*, 144-145
    - syncing contacts*, 145
    - syncing with CardDAV-compatible applications*, 147
    - syncing with iCloud*, 134, 146-147
    - syncing with LDAP-compatible applications*, 147
    - syncing with Microsoft Exchange-compatible applications*, 147
    - technical support*, 148
    - viewing contacts*, 136-137
  - Microsoft Dynamics CRM, 344
  - third-party apps, 148, 344
  - VIPorbit, 148, 342-344
- cropping photos, 217-218
- currency conversion apps, 349
- custom apps, 378
  - alternatives, 383
  - checking for existing apps, 378
  - designing, 378-379
  - development, 380-384
  - distribution, 384
  - legal issues, 382
  - mobile website alternatives, 384-385
- customizing. *See also* Settings app
  - Calendar app, 124-125
  - Calendar event listings, 119-120
  - contact fields, 139
  - Contacts app, 134-135
  - Control Center, 39
  - email accounts, 83-84

iBooks, 357-358  
 Messages app, 109-110  
 Notification Center, 36-38  
 Safari, 164-167  
 Siri, 63-64  
 sounds, 47

## D

- Data Roaming, turning on/off, 34  
 data services, setting up, 27-28  
 databases  
   FileMaker Go app, 323-324  
   Things for iPad app, 341  
 DataViz, Inc. website, 303  
 Date & Time option (Settings app), 44  
 Day view (Calendar app), 113  
 Default Account option (Mail app), 84  
 Define option (Notes app), 159  
 Define tab (iBooks), 359  
 deleting  
   apps, 17-18  
   contacts, 144  
   email messages, confirming, 83  
   iWork for iPad files, 294  
   multiple email messages, 90-91  
   notes, 158  
   photos, 226  
   single email messages, 91-92  
   text-message conversations, 108  
   to-do list items in Reminders app, 152  
 Description pages (App Store), 240-244  
 designing custom apps, 378-379  
 desktop stands, 394-395  
 developing  
   custom apps, 380-381  
     *choosing companies, 380-381*  
     *costs, 381*  
     *finding developers, 382*  
     *outsourcing, 381*  
     *programmers, hiring, 382*  
     *sketching plans, 382*  
     *strategies, 383-384*  
   mobile websites, 384-385  
 dictating text messages, 103  
 Dictation mode  
   email messages, 98  
   enabling, 58-59  
   iWork for iPad apps, 275  
   Siri, compared, 73  
 Digital AV Adapter (Apple), 399  
 digital cameras, connecting with iPad Camera  
   Connection kit, 395  
 digital images. *See photos*  
 digital publications. *See newspapers/magazines*  
 directions  
   Siri, 65, 202  
   turn-by-turn, 193-196  
 disabling  
   3G/4G connections, 34-35  
   Airplane mode, 32  
   Auto-Correction feature, 110  
   Automatic Downloads, 270  
   Bluetooth settings, 34  
   Data Roaming, 34  
   iCloud Backup, 265-266  
   iCloud features, 263-264  
   Location Services, 49-50  
 displaying grid in Camera app, 213  
 displays  
   gestures, 11-14  
   specifications, 5  
 distributing custom apps, 384  
 Document Navigator (Pages), 285-286  
 Document Setup command (Tools menu, Pages), 281  
 documents  
   Pages  
     *collaboration features, 281*  
     *deleting, 294*  
     *Document Navigator, 285-286*  
     *exporting, 277, 284-285*  
     *formatting text, 278*  
     *formatting toolbar, 288-289*  
     *full-screen mode, 286-287*  
     *opening, 277*  
     *passwords, 283*  
     *photos/graphics, 278*  
     *plus-sign icon, 279-280*  
     *Share icon, 281-285*  
     *templates, 278*  
     *toolbar, removing, 281*  
     *Tools menu, 280-281*  
   PDF documents, 331-333  
   scanning, 250, 254  
     *benefits, 256*  
     *Doxie Go + Wi-Fi, 255*  
     *file formats, 256-257*  
     *iConvert Scanner for iPad, 254-255*  
     *Neat app, 256*  
 Documents To Go Premium—Office Suite app,

303  
 Do Not Disturb settings, 39-41  
 Do Not Track option (Safari), 166  
 downloading  
   content, 368-369  
   digital publications, 365  
   ebooks, 360  
   Facebook for iPad app, 178  
   free apps, 240  
   newspapers/magazines, 363-364  
   streaming versus, 367-368  
 Dowie Go + Wi-Fi scanner, 255  
 draft email messages, saving, 98  
 driving directions (Siri), 202  
 driving with Siri Eyes Free, 73-75  
 Drop A Pin command (Maps Info screen), 190  
 Dropbox app, 271, 321

## E

ebooks  
   copying text from, 359  
   creating  
     with Adobe digital publishing software, 376  
     with iBooks Author, 373-376  
     from Microsoft Word documents, 377  
   downloading, 360  
   highlighting text, 359  
   locating, 360  
   making notes, 359  
   purchasing, 360  
   reading with iBooks, 355-358  
   searching, 358-359  
   sharing, 359  
   templates, 375  
 Edit button (Mail app), 90-91  
 editing  
   contacts, 143  
   PDF documents, 331-333  
   photos, 216-218  
   videos, 211, 216-217  
 eFax Mobile app, 321-322  
 email accounts  
   customizing, 83-84  
   folders, creating, 89  
   iCloud syncing, 102  
   managing with Mail app, 85-87  
   multiple, 85, 89-90  
   retrieving new mail, 82-83  
   setup, 78-81  
   third-party apps, 102  
   web access, 102  
 email messages  
   alerts, 85  
   attachments, 93, 98-101  
   composing, 97-98  
   deleting single, 91-92  
   forwarding, 93-94  
   Inbox, 87-88  
     refreshing, 88  
     searching, 88  
   moving/deleting multiple, 90-91  
   moving to folders, 93  
   printing, 95  
   replying, 94  
   retrieving, 82-83  
   saving drafts, 98  
   saving photos from, 204  
   sending photos, 219, 221  
   signatures, 98  
   Siri, 65  
   viewing, 92  
   VIP lists, 95-96  
 enabling  
   3G/4G connections, 34-35  
   Airplane mode, 32  
   Auto-Correction feature, 110  
   Automatic Downloads, 270  
   Bluetooth settings, 34  
   Data Roaming, 34  
   Dictation mode, 58-59  
   Find My iPad, 267-268  
   iCloud Backup, 265-266  
   iCloud features, 263-264  
   Location Services, 49-50, 184  
   Siri, 61-62  
 enhancing photos, 217  
 Erase Data option (Passcode Lock feature), 46  
 evaluating apps, 246  
 events (Calendar app), 112  
   adding with Siri, 65, 120-121  
   alerts, 119, 124  
   creating, 117-118  
   customizing listings, 119-120  
   finding, 123  
   inviting people to, 123-124  
   recurring, 119  
   syncing, 120  
   viewing details, 121  
 Evernote app, 322-323  
 Evernote Business service, 323

Evernote Premium service, 323  
 expense reports, 345  
 exporting iWork for iPad documents, 277, 284-285  
 external keyboards, 388-390  
   Apple Wireless Keyboard, 389  
   Brookstone Roll-Up Keyboard, 390  
   iWork for iPad apps, 275  
   TacType keyboard, 389  
   Verbatim Bluetooth Keyboard, 390  
   Zagg keyboards, 389  
 external microphones, 335  
 external speakers, 397  
   connecting, 396  
   iHome, 397  
   portable, 396  
   top-of-the-line, 396  
 external wireless storage, 398-399

## F

Facebook, 9, 56  
   downloading app, 178  
   importing usernames/profile photos into  
     Contacts app, 141  
   posting with Siri, 66  
   setup, 56  
   sharing  
     *photos*, 223  
     *web content*, 173  
 Facebook Events, syncing Calendar app data, 128  
 Facebook Pages app, 178  
 FaceTime app, 7, 307  
   calling from, 310  
   compatibility with Contacts app, 135  
   Favorites list, 309  
   participating, 310-311  
   Recents list, 309  
   settings, adjusting, 53  
   setup, 308-309  
   Siri commands, 65  
 Favorites list  
   FaceTime, 309  
   Safari, 166  
 faxes, 321-322  
 featured apps, finding, 235-236  
 FedEx Mobile app, 350  
 fields in contacts, customizing, 139  
 file formats, scanners, 256-257  
 FileMaker Go app, 323-324  
 files  
   iWork for iPad  
     *deletions*, 294  
     *exports*, 277, 284-285  
     *passwords*, 283  
     *Share icon*, 281-285  
     *templates*, 278  
   PDF files, reading in iBooks, 359-363  
   sharing, 321. *See also* iCloud  
 filters for photos, 217  
 financial apps  
   Invoice2Go, 327  
   Invoice Manager, 328-329  
   online banking, 350  
   Square Register, 338-340  
   Time Master + Billing app, 341-342  
   XpenseTracker app, 345  
 Find command (Tools menu, Pages), 280  
 Find My Friends app, 9  
   Siri commands, 70  
 Find My iPad, 52  
   setup, 267-268  
   turning on/off, 264  
 Find My iPhone app, 9  
 finding  
   apps, 233-235, 246-248, 318  
     *by category*, 236-237  
     *featured apps*, 235-236  
     *Near Me*, 238  
     *Top Charts*, 237-238  
   CRM (contact relationship management)  
     apps, 148, 344  
   developers, 382  
   ebooks, 360  
   events, 123  
   friends with Siri, 70  
   Lost items with Tile, 402  
   restaurants with Siri, 67  
   to-do list items, 154  
 fitness accessories, 402  
 Flag Style option (Mail app), 83  
 Flash compatibility (Safari), 167  
 Flickr, 56  
   setup, 56  
   sharing photos, 224  
 FlightTrack Pro app, 324-325, 348  
 Flipboard, 354  
 Flyover icon (Maps app), 189  
 Flyover map view (Maps app), 200

focusing photos, 208, 211  
 folders  
   creating for email accounts, 89  
   for Home Screen icons, 16-18  
   moving email messages, 93  
 fonts, compatibility issues, 303  
 foreign country wireless data service, 349  
 formatting  
   compatibility issues, 303  
   documents, 278  
   font compatibility issues, 303  
   phone numbers, 140  
   presentations, 295-296  
   spreadsheets, 292  
 formatting toolbar (Pages), 288-289  
 Forward button (Safari app), 163  
 forwarding email messages, 93-94  
 four-finger swiping, 13  
 framing photos, 212  
 Fraudulent Website Warning (Safari), 166  
 free apps, 245  
   downloading, 240  
   in-app purchases, 240  
 friends, locating with Siri, 70  
 Friends of Hue Bloom Lamp, 401  
 Friends of Hue LightStrips, 401  
 front-facing camera, 206  
 full-screen mode  
   Pages, 286-287  
   viewing, 215-216  
 future of VIPorbit, 344

---

## G

Game Center, 7, 55  
 Garage Band app, 9  
 General menu (Settings app), 41-44  
 General options (Settings app), 44  
 gestures, 11-14  
   Multitasking, 42  
 gifts, sending apps as, 238  
 GoFlex Satellite wireless storage drive, 398  
 Go Mo, 385  
 Google Our Mobile Planet: United States, 385  
 Google Calendar, syncing Calendar app data,  
 127-128  
 Google Docs, 271  
 Google Maps app, 202

Google mobile website development, 385  
 Google+ app, 180  
 GoToMeeting app, 312  
 GoToMyPC app, 306  
 GPS  
   Maps app, 184  
   third-party apps, 202  
 grabbing, 13  
 graphics  
   Numbers spreadsheets, formatting, 292  
   Pages documents, 278  
 grid, displaying in Camera app, 213  
 Griffin Technology website, 394  
 group messaging, 103  
 GrubHub app, 325-326

---

## H

handyPrint for the Mac, 253  
 hard drives, external wireless storage, 398-399  
 hardware  
   buttons and cameras on iPad, 10  
   configurations, selecting iPad, 4-6  
 HD monitors, connecting, 399  
 HDMI Pocket Projector, 400  
 HDR mode (Camera app), 207, 213  
 HDTV, connecting, 399  
 headphones, 397  
 help, scheduling Apple Genius appointments,  
 81  
 Hex3 Jaja Stylus, 391  
 highlighting ebook text, 359  
 Highlight tab (iBooks), 359  
 hiring developers (custom apps), 380-381  
   choosing companies, 380-381  
   costs, 381  
   finding developers, 382  
   outsourcing, 381  
   programmers, hiring, 382  
   sketching plans, 382  
 history (Safari app), 164, 167  
 holding, 12  
 Home screen  
   explained, 14-15  
   icons  
     *launching websites quickly, 176-177*  
     *moving, 15*  
     *organizing in folders, 16-18*  
   sharing web content, 174

wallpaper, 48-49  
 home theater systems, connecting, 398-400  
 hotspots. *See* Wi-Fi connections, hotspots  
 Hue LED lighting system, 401  
 Hybrid tab (Maps Info screen), 192  
 HyperJuice website, 394

---

## I

iBooks, 9, 353  
 alternatives to, 363  
 copying text, 359  
 customizing, 357-358  
 highlighting text, 359  
 Library screen, 358  
 making notes, 359  
 reading books, 355-358  
 reading PDF files, 359-363  
 searching books, 358-359  
 setup, 55  
 sharing books, 359  
 iBooks Author, 373-376  
 iBookstore, finding books, 360  
 iCal calendars, publishing, 122  
 iCloud, 259-260  
 accessing iTunes Store content, 270  
 accounts, setup, 261-263  
 Calendar app on, 112  
 cloud-based alternatives, 270-271  
 Control Panel (Windows), 227  
 email account syncing, 102  
 Find My iPad, setup, 267-268  
 iCloud.com website, 268-269  
 Internet connections, 261  
 iWork for iCloud apps, 299-301  
 iWork for iPad apps integration, 275, 298-299  
 Keynote integration, 294  
 My Photo Stream, 212  
 Photo Stream, 55, 226-227  
 Reminders app compatibility, 149  
 settings, adjusting, 51-52  
 Shared Photo Stream, 211-212, 227-229  
 Share icon (iWork for iPad apps), 281-285  
 storage space, 260-261  
 syncing  
*app-specific data, 264-265*  
*Calendar app data, 126*  
*contacts, 146-147*

*Contacts app, 134*  
*notes, 159*  
*Reminders app, 154-156*  
*Safari bookmarks, 175*  
 iCloud Backup  
 iTunes Sync versus, 266  
 turning on/off, 265-266  
 iCloud.com website, 268-269  
 iCloud Control Panel, 261  
 turning features on/off, 263-264  
 iCloud Keychain, 51-52  
 syncing Safari usernames/passwords, 175  
 turning on/off, 263  
 iCloud tabs (Safari app), 164, 169  
 icons  
 on Home screen  
*moving, 15*  
*organizing in folders, 16-18*  
 Inbox (Mail app), 87, 92  
 iConvert Scanner, 254-255  
 iHome, 397  
 iK Multimedia website, 394  
 images, loading in email messages, 83. *See also*  
 photos  
 iMessage service, 103  
 account setup, 103-104  
 benefits and limitations, 104  
 Siri, 65  
 iMovie app, 9, 211  
 importing  
 photos, 204-206  
 VIPorbit, 342  
 in-app purchases, 246  
 free apps, 240  
 Inbox (Mail app), 87-88  
 attachments, 93  
 deleting messages, 91-92  
 Edit button, 90-91  
 forwarding messages, 93-94  
 Mailboxes button, 89-90  
 moving messages to folders, 93  
 printing messages, 95  
 refreshing, 88  
 replying to messages, 94  
 searching, 88  
 viewing messages, 92  
 views, 88  
 VIP list, viewing, 95-96  
 Incase website, 394

- Increase Quote Level option (Mail app), 84
- InDesign CS6, 376
- Info icon (Maps app), 189
- Info screen (Maps app), 190
  - Drop A Pin command, 190
  - Print Map command, 191
  - Show/Hide Traffic command, 191-192
  - Standard/Hybrid/Satellite tabs, 192
- initializing iPad, 21-26
- Instagram app, 180
- installing
  - apps, 240
  - updates, 42
- instant messages. *See* text messages
- interactive charts (Numbers), 290
- interactive information in notes, 160
- interactive location screens (Maps app), 198-200
- international Internet access, 349
- International option (Settings app), 44
- Internet, searching with Siri, 70
- Intuit QuickBooks, 378
- invitations to events, responding, 123-124
- Invoice Manager app, 328-329
- Invoice2Go app, 327
- iOS 7, upgrading to, 23, 27
- iOS Development Program, 379
- iOS In Business website, 383
- iPad
  - activating, 21-26
  - buttons and cameras, 10
  - customizing. *See* Settings app
  - “must-have” Apple apps, 9-10
  - preinstalled apps, 6-8
  - selecting hardware configuration, 4-6
  - Sleep Mode, 20-21
  - turning on/off, 20
- iPad 2 model, 6
- iPad Camera Connection kit (Apple), 395
- iPad-specific apps, 320
  - iPhone apps versus, 235
- iPhone numbers in Contacts app, 140
- iPhone-specific apps, 320
  - iPad apps versus, 235
- iPhoto app, 9, 203, 229
- itinerary management apps, 348
- iTunes
  - App Store, accessing, 244
  - rented movies, 369
- iTunes gift cards
  - managing in App Store, 238
  - purchasing, 233
- iTunes Match, 270
- iTunes Store, 8
  - accessing purchased content, 270
  - settings, 54
- iTunes Sync
  - iCloud Backup versus, 266
  - syncing Calendar app data, 126
- iTunes U, 10, 354
- iTunes Wi-Fi Sync option (Settings app), 44
- iWork for iCloud apps, 299-301
- iWork for iPad apps, 10
  - benefits, 273-275
  - Copy/Cut/Paste commands, 287
  - deleting files, 294
  - Dictation mode, 275
  - exporting files, 277, 284-285
  - external keyboards, 275
  - iCloud integration, 275, 298-299
  - Keynote, 293-294
    - collaboration features*, 296-297
    - command icons*, 295
    - formatting presentations*, 295-296
    - iCloud integration*, 294
    - Library screen*, 294
    - playing presentations*, 297
    - plus-sign icon*, 296
    - remote presentations*, 294
    - templates*, 294
    - Tools menu*, 296-297
  - Microsoft Office documents in, 269
  - Numbers, 290-291
    - calculations engine*, 291
    - collaboration features*, 290-291
    - command icons*, 292
    - formatting commands*, 292
    - interactive charts*, 290
    - Library screen*, 291
    - opening spreadsheets*, 291
    - plus-sign icon*, 292
    - templates*, 291
    - Tools menu*, 293
- Pages
  - collaboration features*, 281
  - Document Navigator*, 285-286
  - formatting text*, 278
  - formatting toolbar*, 288-289

*full-screen mode, 286-287*  
*Library screen, 275*  
*opening, 277*  
*photos/graphics, 278*  
*plus-sign icon, 279-280*  
*toolbar, removing, 281*  
*Tools menu, 280-281*

passwords, 283  
 Select/Select All commands, 287  
 Share icon, 281-285  
 templates, 278

iZon Remote Room Monitor (Stem Innovation), 402

## J-K

Jambox Wireless Speaker (Jawbone), 396-397  
 jawbone's Big Jambox, 397  
 Joby website, 394  
 Jump Desk app, 306  
 Jumsoft Book Palette 1.0, 375

Keyboard option (Settings app), 44

keyboards  
 external, 388-390  
 iWork for iPad apps, 275  
 moving, 285  
 shortcuts in Messages app, 110  
 splitting, 285

Keynote, 10, 274, 293-294. *See also* iWork for iPad apps

collaboration features, 296-297  
 command icons, 295  
 Copy/Cut/Paste commands, 287  
 deleting files, 294  
 exporting documents, 277  
 iCloud integration, 294, 298-299  
 Library screen, 294  
 Microsoft Office documents in, 269  
 online edition, 299-301  
 plus-sign icon, 296  
 presentations  
   *formatting, 295-296*  
   *playing, 297*  
   *remote presentations, 294*  
 Select/Select All commands, 287  
 Share icon, 281-285  
 templates, 278, 294  
 Tools menu, 296-297

Keynote Remote app, 294

Kindle app, 363

## L

landscape mode (Safari app), 163

launching

apps  
   *from folders, 17*  
   *with Siri, 65*  
 Mail app from Contacts app, 144  
 Maps app from Contacts app, 144  
 Reminders app, 150  
 Safari from Contacts app, 144  
 Twitter from Contacts app, 144  
 websites quickly, 176-177

Layout tab (Pages), 278

LDAP-compatible applications, syncing  
 contacts, 147

legal issues with custom apps, 382

Levenger L-Tech Plus Twist Ballpoint with  
 Stylus, 391

Levenger website, 394

Library screen

iBooks, 358  
 iWork for iPad apps, 275  
 Keynote, 294  
 Numbers, 291

Lighting to USB Camera Adapter cable, 395

lighting when taking photos, 211

Lightning Port, 5

Lightning to SD Card Camera Reader cable, 395

limousine service apps, 348

Line2 app, 329-330

LinkedIn app, 179

linking contacts, 144

List tab (Pages), 278

loading images in email messages, 83

Load Remote Images option (Mail app), 83

locating ebooks, 360

Location Services

  enabling, 184  
   Near Me icon (App Store), 238  
   Siri, 72-73  
   turning on/off, 49-50

locations

  directions, 202  
   interactive location screens (Maps app),  
     198-200  
   searching in Maps app, 197-198

Lock screen

- viewing Notification Center, 38
- wallpaper, 48-49
- Logitech website, 394
- lost items, finding with Tile, 402
- L-Tech Plus Twist Ballpoint with Stylus, 391

## M

magazines. *See* newspapers/magazines

Mail app, 7

- additional features, 101
- attachments, 98-101
- badges, 85
- compatibility with Contacts app, 135
- Contacts app integration, 101
- email accounts
  - customizing, 83-84*
  - managing, 85-87*
  - multiple, 85*
  - setup, 78-81*
- Inbox, 87-88
  - attachments, 93*
  - deleting messages, 91-92*
  - forwarding messages, 93-94*
  - moving messages to folders, 93*
  - multiple accounts, managing, 89-90*
  - multiple messages, moving/deleting, 90-91*
  - printing messages, 95*
  - refreshing, 88*
  - replying to messages, 94*
  - searching, 88*
  - viewing messages, 92*
- launching from Contacts app, 144
- mailbox folders, creating, 89
- messages
  - alerts, 85*
  - composing, 97-98*
  - retrieving, 82-83*
  - saving drafts, 98*
- settings, adjusting, 53
- sharing web content, 173
- signatures, 98
- Siri commands, 65
- VIP list, 95-96

Mailboxes button (Mail app), 89-90

Maps app, 8

- 3D view, 188
- alternatives to, 202
- bookmarks, 187
- compatibility with other apps, 135, 201

directions, 202

Flyover icon, 189

Flyover map view, 200

as GPS, 184

Info icon, 189

Info screen, 190

- Drop A Pin command, 190*

- Print Map command, 191*

- Show/Hide Traffic command, 191-192*

- Standard/Hybrid/Satellite tabs, 192*

interactive location screens, 198-200

Internet access, 184

launching from Contacts app, 144

Location Services, enabling, 184

My Location icon, 185, 188

public transportation, 186

Report a Problem, 191

screen contents, 186-189

searching in, 187, 197-198

settings, adjusting, 53

Share icon, 189

Show Traffic option, 195

Siri commands, 65, 185, 201-202

switching views, 192

traffic conditions, 185

turn-by-turn directions between two

- locations, 193-196

Yelp! integration, 185

zooming, 187

Marketcircle, Inc., 378

marking off to-do list items in Reminders app, 151

mathematical calculations with Siri, 70

Media tab (pages), 279

meetings. *See* events; video conferencing; virtual meetings

Messages app, 8, 102-103

- compatibility with Contacts app, 136

- creating/sending text messages, 106-107

- customizing, 109-110

- iMessage service, 103

- account setup, 103-104*

- benefits and limitations, 104*

- keyboard shortcuts, 110

- main screen, 105

- participating in text-message conversations, 107-108

- responding to text messages, 108

- reviewing past text-message conversations, 108-109

- settings, adjusting, 53
- sharing web content, 172
- text, typing, 105
- messages (email)
  - alerts, 85
  - attachments, 93, 98-101
  - composing, 97-98
  - deleting single, 91-92
  - forwarding, 93-94
  - Inbox, 87-88
    - refreshing, 88*
    - searching, 88*
  - moving/deleting multiple, 90-91
  - moving to folders, 93
  - printing, 95
  - replying, 94
  - retrieving, 82-83
  - saving drafts, 98
  - signatures, 98
  - viewing, 92
  - VIP list, 95-96
- messages (text), 102-103
  - creating/sending, 106-107
  - iMessage service, 103
    - account setup, 103-104*
    - benefits and limitations, 104*
  - Messages app screen, 105
  - participating in conversations, 107-108
  - responding to, 108
  - reviewing past conversations, 108-109
  - typing in Messages app, 105
- microphones, 335, 396
- Microsoft Dynamics CRM, 344
- Microsoft Exchange-compatible applications, syncing contacts, 147
- Microsoft Exchange-compatible networks, syncing Calendar, 127
- Microsoft Office compatibility, 302
  - Documents To Go Premium—Office Suite app, 303
  - formatting issues, 303
  - in iWork apps, 269
  - Quickoffice Pro HD app, 304-305
  - remote access, 302, 305-306
  - third-party apps, 305
- Microsoft OneNote app, 330
- Microsoft Remote Desktop app, 306
- Microsoft Word documents, creating eBooks, 377
- Mic-W microphones, 335, 396
- MIE2i mobile headset (Bose), 397
- Mint.com app, 350
- Missed view (Notification Center), 29
- mobile websites, creating, 384-385
- Moleskin notebook pages, 323
- monitoring babies, 402
- Month view (Calendar app), 115
- movies
  - apps for streaming, 370-371
  - rented, 369
  - Siri for information, 69
- moving
  - email messages to folders, 93
  - folders on Home screen, 17
  - Home screen icons, 15
  - keyboard, 285
  - multiple email messages, 90-91
- multiple calendars, 126
- multiple email accounts, 85, 89-90
- multiple email messages, moving/deleting, 90-91
- multiple iPads, charging and synchronizing, 374
- multiple to-do lists (Reminders app), 153-154
- multitasking bar, 13, 59
- Multitasking Gestures, 42
- multi-touch display, 11-14
- Music app, 8
  - setup, 55
  - Siri accessed data, 72
  - Siri commands, 69
- muting alerts, 39-41
- My Location icon (Maps app), 185, 188
  - searching from, 198
- My Photo Stream (iCloud), 212, 226-227

## N

---

- navigating
  - Pages documents, 285-286
  - Safari app
    - Back/Forward buttons, 163*
    - Bookmarks icon, 164*
    - iCloud tabs, 164*
    - Share button, 163*
    - Smart Search, 163*
    - Tabbed Browser icon, 164*

Near Me icon (App Store), 238

Neat app, 256

News360, 354

newspapers/magazines

- downloading, 363-365
- reading, 365-366
- subscription management, 366-367

Newsstand app, 8, 353, 363

- 3G/4G connections versus Wi-Fi connections, 365
- downloading newspapers/magazines, 363-364
- managing subscriptions, 366
- reading newspapers/magazines, 365-366
- subscription management, 366-367

Nike+ FuelBand, 402

non-AirPrint-compatible printers, printing from, 252

- Printopia 2 software, 252
- third-party apps, 253-254
- xPrintServer, 253

Nook app, 363

notes

- creating, 157-158
- deleting, 158
- in iBooks, 359
- interactive information, 160
- organizing, 159
- searching, 159
- syncing with iCloud, 159

Note tab (iBooks), 359

note-taking apps

- Evernote app, 322-323
- Microsoft OneNote app, 330
- Notes app. *See* Notes app

Notes app, 8

- interactive information, 160
- note taking, 156-157
  - creating notes, 157-158*
  - deleting notes, 158*
  - organizing notes, 159*
  - searching notes, 159*
- Siri commands, 70
- syncing with iCloud, 159
- text editing, 156-157
  - creating notes, 157-158*
  - deleting notes, 158*

Notification Center, 9

- accessing, 12
- alerts, 28, 109

- compatibility with Reminders app, 153
- customizing, 36-38
- email message alerts, 85
- Missed view, 29
- Sleep Mode, 29
- Today view, 28

Numbers app, 10, 274, 290. *See also* iWork for iPad apps

- AirPrint compatibility, 291
- calculations engine, 291
- collaboration features, 290-291
- command icons, 292
- Copy/Cut/Paste commands, 287
- deleting files, 294
- exporting files, 277
- iCloud integration, 298-299
- interactive charts, 290
- Library screen, 291
- Microsoft Office documents in, 269
- online edition, 299-301
- plus-sign icon, 292
- Select/Select All commands, 287
- Share icon, 281-285
- spreadsheets
  - formatting commands, 292*
  - opening, 291*
- templates, 278, 291
- Tools menu, 293

---

## O

OneNote app, 330

online apps

- banking apps, 350
- calendars, 112, 127-128
- iCloud.com website, 268-269
- iWork for iCloud apps, 299-301
- reminders, syncing with Reminders app, 154-156

Oovoo app, 311

Open New Tabs in Background option (Safari), 166

Open Table app, 185, 327

opening

- documents, 277
- spreadsheets, 291

operating system, upgrading, 23, 27

Organize By Thread option (Mail app), 84

organizing

- Home screen icons in folders, 16-18

notes, 159

Our Mobile Planet: United States, 385

Outlook.com, syncing Calendar app data,  
127-128

## P

packages apps, 350

Pages app, 10, 274. *See also* iWork for iPad apps

collaboration features, 281

Copy/Cut/Paste commands, 287

documents

*deleting, 294*

*Document Navigator, 285-286*

*exporting, 277, 284-285*

*formatting text, 278*

*formatting toolbar, 288-289*

*opening, 277*

*passwords, 283*

full-screen mode, 286-287

iCloud integration, 298-299

Library screen, 275

Microsoft Office documents in, 269

online edition, 299-301

photos/graphics, 278

plus-sign icon, 279-280

Select/Select All commands, 287

Share icon, 281-285

templates, 278

toolbar, removing, 281

Tools menu, 280-281

paid apps, 245

ParaSync system, 374

Parat Solutions, 374

parental controls, Restrictions option (Settings  
app), 43

participating in text-message conversations,  
107-108

Passcode Lock, 43-47

passwords

1Password Pro app, 320-321

AutoFill option (Safari), 165

iCloud Keychain, 51-52

iWork for iPad, 283

Safari, syncing with iCloud Keychain, 175

payment methods (App Store), 233

PDF files

editing, 331-333

file format, 331

reading in iBooks, 359-363

third-party apps, 256

PDFpen app, 331-333

Pebble Smart Watch, 403-404

pharmacy apps, 350

Philips Friends of Hue Bloom Lamp, 401

Philips Friends of Hue LightStrips, 401

Philips Hue LED lighting system, 401

phone calls. *See also* video conferencing

initiating from FaceTime, 310

Line2 app, 329-330

participating in FaceTime video

conferencing, 310-311

Skype app, 313-315

phone numbers

formatting, 140

iPhone numbers in Contacts app, 140

phonetic spellings (Contacts app), 72

Photo Booth app, 8

Photon Flash Web Browser app, 167, 333

photos. *See also* Camera app

adding to contacts, 140-141, 225

attaching to text messages, 106-107

composition tips

*focusing, 211*

*framing, 212*

*lighting, 211*

*rule of thirds, 213-214*

*shadows, 211*

*steadiness, 211*

copying, 224

deleting, 226

editing, 216-218

email attachments, sending, 99-100,  
219-221

focusing, 208, 211

framing, 212

iCloud Photo Stream, 226-227

iCloud Shared Photo Stream, 227-229

importing, 204-206

*Facebook profile photos, 141*

iPhoto app, 229

Pages documents, 278

Photo Stream, setup, 55

printing, 218-219

*wirelessly, 226*

saving

*to Camera Roll, 225*

*from email, 204*

sharing, 219

*AirDrop, 220*

*email, 221*

*Facebook, 223*

- Flickr*, 224
  - Instagram*, 180
  - slideshows*, 224
  - text messages*, 221
  - Twitter*, 222
- snapping, 208
- sorting, 214
- summarizing, 212
- third-party apps, 230
- viewing, 214
  - AirPlay*, 225
  - full-screen mode*, 215-216
- as wallpaper, 225
- Photo Stream
  - iCloud, 226-227
  - setup, 55
- Photos app, 8, 203-204
  - assigning photos to contacts, 225
  - copying photos, 224
  - editing photos, 216-218
  - emailing photos, 221
  - iCloud Photo Stream, 226-227
  - settings, 212-213
  - trimming video clips, 216
  - viewing photos, 214
    - full-screen mode*, 215-216
- pinching, 13
- pins, dropping on maps, 190
- playing
  - Keynote presentations, 297
  - music with Siri, 69
- plus-sign (+) icon
  - Keynote, 296
  - Numbers, 292
  - Pages, 279-280
- podcast apps, 181
- Podcasts app, 10, 354
- portable external speakers, 396
- portable scanners. *See* scanners
- portrait mode (Safari app), 163
- port specifications, 5
- power
  - battery, 392-393
  - charging multiple iPads, 374
  - Sleep Mode, 20-21, 43
  - turning on/off, 20
- preinstalled apps, 6-8
- preinstalled wallpaper, choosing, 48-49
- presentations (Keynote)
  - deleting, 294
  - formatting, 295-296
  - playing, 297
  - plus-sign icon, 296
  - remote presentations, 294
  - Tools menu, 296-297
- Preview option (Mail app), 83
- pricing
  - for apps, 235
    - evaluating*, 246
    - free apps*, 245
    - in-app purchases*, 246
    - paid apps*, 245
    - subscription-based apps*, 245
  - iCloud storage space, 261
- Print Map command (Maps Info screen), 191
- printers
  - AirPrint-compatible, 252
  - non-AirPrint-compatible, 252
    - Printopia 2 software*, 252
    - third-party apps*, 253-254
    - xPrintServer*, 253
- printing. *See also* wireless printing
  - email messages, 95
  - photos, 218-219
    - wirelessly*, 226
  - web content, 174
- Printopia 2 software, 252
- privacy settings, 49-50
- problems with Maps app, reporting, 191
- processor specifications, 5
- Props Power and Keyboard Case, 390
- protecting your iPad, 388
- protective film, 388
- public transportation, 186
- Public Website option for shared photo streams, 229
- publications. *See* newspapers/magazines
- publishing iCal calendars, 122
- Pulse, 354
- purchased apps, accessing, 239
- purchased content, accessing from iCloud, 270
- purchasing
  - apps, 240
    - free*, 245
    - in-app purchases*, 246
    - paid*, 245
    - researching before purchase*, 240-244

*subscription-based*, 245  
 digital newspaper or magazines, 364  
 ebooks, 360  
 iTunes gift cards, 233

## Q-R

QuickBooks, 378  
 QuickBooks Online app, 334  
 Quickoffice Pro HD app, 304-305  
 QuickVoice Recorder app, 334-335

Readdle Scanner Pro, 336

reading  
   digital publications, 365  
   ebooks with iBooks, 355-358  
   newspapers/magazines, 365-366  
   PDF files in iBooks, 359-363

Reading Lists  
   Safari, 164, 170-171  
   sharing web content, 173

rear-facing camera, 206

Recents list (FaceTime), 309

rechargeable battery packs, 392

recordings  
   microphones, 396  
   QuickVoice Recorder app, 334-335

recurring events (Calendar app), 119

red-eye, removing from photos, 217

refreshing  
   background apps, 43  
   Inbox (Mail app), 88

Related People option (Contacts app), 71

Remember the Milk app, 335-336

Reminders app, 8, 149-151  
   alerts, 151-152  
   compatibility with Notification Center, 153  
   launching, 150  
   multiple to-do lists, 153-154  
   Siri commands, 65  
   syncing with iCloud, 154-156  
   to-do lists  
     *adding items*, 150-151  
     *deleting items*, 152  
     *finding items*, 154  
     *marking off items*, 151  
     *reordering items*, 153  
   VIPorbit versus, 343

remote access, 305-306

Splashtop 2 app, 337

remote baby monitor, 402

Remote Desktop app, 306

remote images, loading in email messages, 83

remote presentations, 294

Remove Duplicate Contacts app, 148

removing  
   apps from folders, 17  
   Pages toolbar, 281  
   red-eye from photos, 217  
   screen clutter, 169-170

renaming icon folders, 16

rented movies (iTunes), 369

reordering to-do list items in Reminders app, 153

replying to email messages, 94

Report a Problem (Maps app), 191

requirements (Siri), 63

researching apps before purchase, 240-244

reservations at restaurants, 200

Reset option (Settings app), 44

responding  
   event invitations, 123-124  
   text messages, 108

responses (Siri), 64

restaurant apps, 327, 348

restaurant reservations, 67, 200

restoring from backup files, 24

Restrictions option (Settings app), 43

retrieving new email messages, 82-83

reviewing past text-message conversations, 108-109

RichardSolo 9000 mAh Universal Mobile Charger, 392-393

ringtones for contacts, 142

roaming features, turning on/off, 34

Roll-Up Keyboard (Brookstone), 390

rotating photos, 217

rule of thirds (photo composition), 213-214

## S

Saddleback Leather Company, 388

Safari, 8, 161-162  
   Advanced submenu, 167  
   AutoFill option, 165  
   Block Cookies option, 166

- Block Pop-ups option, 166
- bookmarks
  - syncing*, 175
  - viewing*, 164
- Clear Cookies and Data, 167
- Clear History, 167
- customizing, 164-167
- Do Not Track option, 166
- email access, 102
- Flash compatibility, 167
- Fraudulent Website Warning, 166
- history, 164
- iCloud Keychain
  - syncing usernames/passwords*, 175
  - turning on/off*, 263
- iCloud Tabs, 169
- launching from Contacts app, 144
- Open New Tabs in Background option, 166
- Reading Lists, 164, 170-171
- Search Engine option, 164
- settings, adjusting, 53
- sharing web content, 172-174
- Smart Search field, 166
- tabbed browsing, 168-169
- title bar features, 163
  - Back/Forward buttons*, 163
  - Bookmarks icon*, 164
  - iCloud tabs*, 164
  - Share button*, 163
  - Smart Search*, 163
  - Tabbed Browser icon*, 164
- Use Cellular Data, 167
- Safari Reader, removing screen clutter, 169-170
- Satellite tab (Maps Info screen), 192
- Save Image command, 206
- saving
  - draft email messages, 98
  - edited photos, 218
  - icon folders, 16
  - photos
    - to Camera Roll*, 225
    - from email*, 204
- ScannerPro app, 250, 336
- scanners
  - benefits, 256
  - Doxie Go + Wi-Fi scanner, 255
  - file formats, 256-257
  - iConvert Scanner, 254-255
- scanning
  - business cards, 145
  - documents, 250, 254
    - benefits*, 256
    - Doxie Go + Wi-Fi*, 255
    - file formats*, 256-257
    - iConvert Scanner for iPad*, 254-255
    - Neat app*, 256
- schedule management
  - Things for iPad app, 341
  - time-management apps, 350-351
- screen clutter, removing, 169-170
- screens
  - brightness, 47-48
  - wallpaper, 48-49
- Search Engine option (Safari), 164
- search engines, 165
- Search icon (iBooks), 358-359
- searching
  - Calendar app, 116
  - ebooks, 358-359
  - for eBooks, 360
  - Inbox (Mail app), 88
  - Maps app, 187, 197-198
  - notes, 159
  - Safari, 163
    - Smart Search field*, 166
  - Spotlight Search feature, accessing, 12
  - web with Siri, 70
- security
  - 1Password Pro app, 320-321
  - Passcode Lock, 43-47
  - passwords (iCloud Keychain), 51-52
- selecting iPad hardware configuration, 4-6
- Select/Select All commands (iWork for iPad apps), 287
- sending
  - apps as gifts, 238
  - email messages with attachments, 98-101
  - photos via email, 219-221
  - text messages, 65, 106-107
- Settings app, 8, 30-31
  - Airplane mode, 32
  - app-specific adjustments, 57
  - Bluetooth options, 34
  - Cellular Data options, 34-35
  - Control Center settings, 39
  - Do Not Disturb settings, 39-41
  - email account setup, 78-81
    - customizing*, 83-84
    - retrieving new mail*, 82-83
  - Facebook settings, 56
  - Find My iPad, 267-268

- Flickr settings, 56
- General menu, 41-44
- General options, 44
- iBooks/Game Center options, 55
- iCloud accounts, 261-263
- iCloud settings, 51-52
- iTunes Store/App Store settings, 54
- Mail/Contacts/Calendars settings, 53
- Messages/FaceTime/Maps settings, 53
- Music settings, 55
- Notification Center settings, 36-38
- Photos & Camera options, 212-213
- Photo Stream, 55
- privacy settings, 49-50
- Safari settings, 53
- screen brightness, 47-48
- Siri, 63-64
- sounds, 47
- text message options, 109-110
- Twitter settings, 56
- Videos settings, 55
- Vimeo settings, 56
- wallpaper, 48-49
- Wi-Fi hotspots, 32-34
- Settings command (Tools menu, Pages), 281
- setup process, 21-26
  - data services, 27-28
- shadows when taking photos, 211
- Shapes tab (Pages), 280
- Share button (Safari app), 163
- Share icon
  - iBooks, 359
  - iWork for iPad apps, 281-285
  - Maps app, 189
- Shared Photo Stream (iCloud), 211-212, 227-229
- sharing
  - in Calendar app, 117
  - contacts, 144-145
  - ebooks, 359
  - photos, 219
    - AirDrop*, 220
    - email*, 221
    - Facebook*, 223
    - Flickr*, 224
    - Instagram*, 180
    - slideshows*, 224
    - text messages*, 221
    - Twitter*, 222
  - web content, 172-174
- shooting modes (Camera app), 204-206
- shooting videos, 209-211
- Show To/Cc Label option (Mail app), 83
- Show Traffic option (Maps app), 195
- Show/Hide Traffic command (Maps Info screen), 191-192
- side switch function, 42
- Signature option (Mail app), 84
- signatures (email), 98
- silence, Do Not Disturb settings, 39-41
- Siri, 9
  - 3G/4G connections, 63
  - adding events to Calendar app, 120-121
  - Calendar app
    - data integration*, 72
    - finding events*, 123
  - commands, 64-65
  - Contacts app
    - compatibility*, 136
    - data integration*, 71-72
  - customizing, 63-64
  - Dictation mode, compared, 73
  - enabling, 61-62
  - Location Services, 72-73
  - Maps app, 185
  - Music app data integration, 72
  - non-hands-free responses, 64
  - Reminders app, adding items, 151
  - requirements, 63
  - tasks, 65-70
    - Clock app*, 131
    - Maps app*, 201-202
  - text messages, 103
  - Wolfram|Alpha service, 71
- Siri Eyes Free, 73-75
- Siri option (Settings app), 42
- SkyDrive, 271
- SkyDrive Pro for Office 365 Subscribers app, 302
- Skype app, 308, 313-315, 348
- Sleep Mode, 20-21
  - Auto-Lock option, 43
  - Notification Center, 29
- slideshows
  - creating, 224
  - settings, 213
- Smart Case, 388
- Smart Cover, 388
- Smart Search field (Safari), 163, 166
- smart watches, 403-404
- snapping photos, 208

social networking

- blogging apps, 181
- Facebook
  - downloading*, 178
  - importing usernames/profile photos into Contacts app*, 141
- Google+, 180
- Instagram, 180
- LinkedIn, 179
- Twitter, 142, 179
- YouTube, 180

Software Update, 42

sorting photos, 214

sound systems, connecting, 400

sounds, customizing, 47

speakers, external, 396-397

speaking text (Dictation mode), 58-98

- iWork for iPad apps, 275
- Siri, compared, 73

Splashtop 2 app, 337

Splashtop Remote Desktop for iPad app, 306

splitting keyboard, 285

sports scores, asking Siri, 65

Spotlight Search (Settings app), 12, 42

spreadsheets (Numbers)

- deleting, 294
- formatting commands, 292
- opening, 291
- plus-sign icon, 292
- Tools menu, 293

Sprint PCS data service setup, 27-28

Square app, 204

Square Register app, 338-340

Standard tab (Maps Info screen), 192

stands, 394-395

Staples app, 351

Starbucks app, 351

Stem Innovation iZon Remote Room Monitor, 402

stock quotes, asking Siri, 69

Stopwatch feature (Clock app), 131

storage space

- external wireless, 398-399
- iCloud, 260-261

streaming

- content, 369-371
- downloading versus, 367-368

Style tab (Pages), 278

stylus, 390-392

subscribing to calendars, 122

subscription-based apps, 245

subscription management with Newsstand app, 366-367

summarizing photos, 212

SwingHolder website, 395

swiping, 12

switches, side switch, 42

switching

- apps, 13, 59
- views (Maps app), 192

syncing. *See also* iCloud

- app-specific data, 264-265
- CalDAV-format calendars, 123, 127
- Calendar app data, 120, 124
  - with iCloud*, 126
  - with iTunes Sync*, 126
  - on Microsoft Exchange-compatible networks*, 127
  - with online calendars*, 127-128
- contacts, 145
  - advantages of*, 147
  - with CardDAV-compatible applications*, 147
  - with iCloud*, 146-147
  - with LDAP-compatible applications*, 147
  - with Microsoft Exchange-compatible applications*, 147
  - technical support*, 148
- Contacts app with iCloud, 134
- email accounts with iCloud, 102
- multiple iPads, 374
- notes with iCloud, 159
- Reminders app with iCloud, 154-156
- Safari bookmarks, 175
- Safari usernames/passwords with iCloud Keychain, 175

## T

Tabbed Browser icon (Safari app), 164

tabbed browsing (Safari), 168-169

Tables tab (Pages), 279

TacType keyboard, 389

tapping, 11

Targus website, 395

tasks (Siri), 65-70

- Clock app, 131
- Maps app, 201-202

- taxi service apps, 348
- technical support
  - AppleCare, 81
  - Maps app, 191
  - syncing contacts, 148
- telephone numbers. *See* phone numbers
- templates
  - eBook, 375
  - iWork for iPad apps, 278
  - Keynote, 294
  - Numbers, 291
- text
  - Dictation mode, 58-59, 98
    - iWork for iPad apps*, 275
    - Siri, compared*, 73
  - Notes app, 156-157
    - creating notes*, 157-158
    - deleting notes*, 158
    - interactive information*, 160
    - organizing notes*, 159
    - searching notes*, 159
    - syncing with iCloud*, 159
  - Pages app, formatting, 278, 288-289
- text messages, 102-103
  - abbreviations, 109
  - Auto-Correction, 109
  - conversations
    - deleting*, 108
    - participating in*, 107-108
    - reviewing*, 108-109
  - creating/sending, 106-107
  - iMessage service, 103
    - account setup*, 103-104
    - benefits and limitations*, 104
  - keyboard shortcuts, 110
  - Messages app screen, 105
  - participating in conversations, 107-108
  - responding to, 108
  - reviewing past conversations, 108-109
  - sharing photos, 221
  - Siri, 65
  - typing in Messages app, 105
- Text Size option (Settings app), 42
- Text tab (Pages), 279
- Things for iPad app, 341
- third-party apps. *See also* apps
  - alternatives to Maps app, 202
  - CRM, 344
  - email access, 102
  - Microsoft Office compatibility, 302, 305
    - Documents To Go Premium—Office Suite app*, 303
    - Quickoffice Pro HD app*, 304-305
  - photography, 230
  - printing, 253-254
- threads, organizing email messages, 84
- Tile accessory, 402
- time in other cities, asking Siri, 70
- time management, 350-351
  - Calendar app, 112
    - adding events with Siri*, 120-121
    - alerts*, 124
    - associating alerts with events*, 119
    - birthdays*, 120, 125
    - color coding*, 117
    - compatibility with other calendar programs*, 112
    - creating events*, 117-118
    - customizing*, 124-125
    - customizing event listings*, 119-120
    - Day view*, 113
    - finding events*, 123
    - inviting people to events*, 123-124
    - Month view*, 115
    - multiple calendars*, 126
    - online version*, 112
    - recurring events*, 119
    - searching*, 116
    - sharing calendars*, 117
    - subscribing*, 122
    - syncing*, 124
    - syncing events*, 120
    - syncing on Microsoft Exchange-compatible networks*, 127
    - syncing with CalDAV-format calendars*, 123, 127
    - syncing with iCloud*, 126
    - syncing with iTunes Sync*, 126
    - syncing with online calendars*, 127-128
    - time zones*, 124
    - viewing event details*, 121
    - views*, 113, 116
    - Week view*, 114
    - Year view*, 115
  - Clock app
    - Siri commands*, 131
    - stopwatch*, 131
    - timer*, 131
    - wake-up calls*, 129-131
    - World Clock*, 128-129
  - Notification Center
    - alerts*, 28

- customizing*, 36-38
- Sleep Mode*, 29
- Reminders app, 149-151
  - adding items with Siri*, 151
  - adding to-do list items*, 150
  - alerts*, 151-152
  - compatibility with Notification Center*, 153
  - deleting to-do list items*, 152
  - finding to-do list items*, 154
  - launching*, 150
  - marking off to-do list items*, 151
  - multiple to-do lists*, 153-154
  - reordering to-do list items*, 153
  - syncing with iCloud*, 154-156
- Time Master + Billing app, 341-342
- Things for iPad app, 341
- Time Master + Billing app, 341-342
- Timer feature (Clock app), 131
- time zones in Calendar app, 124
- timers, Siri commands, 70
- title bar (Safari app), 163
  - Back/Forward buttons, 163
  - Bookmarks icon, 164
  - iCloud tabs, 164
  - Share button, 163
  - Smart Search, 163
  - Tabbed Browser icon, 164
- titles, finding apps by, 318
- Today view (Notification Center), 28
- to-do list managers
  - Remember the Milk app, 335-336
  - Reminders app. *See* Reminders app
  - Things for iPad app, 341
- Tools menu
  - Keynote, 296-297
  - Numbers, 293
  - Pages, 280-281
- Top Charts icon (App Store), 237-238
- traffic information (Maps app), 185, 191-192, 195
- travel apps, 348
  - airlines, 347-348
  - App Store Travel category, 347-349
  - AwardWallet, 347
  - currency conversion, 349
  - FlightTrack Pro, 324-325
  - GrubHub, 325-326
  - guides, 348
  - itinerary management, 348

- restaurants, 327, 348
- Skype, 348
- taxi/limousine service, 348
- travel service provider reviews, 348
- Weather Channel Max, 341
- Yelp app, 345-346
- Travel category (App Store), 347-349
- travel service provider reviews app, 348
- trimming video clips, 216
- Trip Advisor: Hotels, Flights, Restaurants app, 348
- turn-by-turn directions between two locations (Maps app), 193-196
- turning iPad on/off, 20. *See also* disabling; enabling
- TV programming
  - apps for streaming, 370-371
  - interactive apps, 370
- tweeting with Siri, 66
- Twelve South website, 395
- Twitter app, 10, 56, 179
  - adding accounts to contacts, 142
  - launching from Contacts app, 144
  - setup, 56
  - sharing
    - photos*, 222
    - web content*, 173
  - Siri commands, 66
- typing text in Messages app, 105

---

## U

- undoing photo edits, 218
- updates, installing, 42
- updating
  - apps, 248
  - iCloud Backups, 265
- upgrading to iOS 7, 23, 27
- URLs, copying, 174
- Usage option (Settings app), 43
- Use Cellular Data (Safari), 167
- usernames in Safari, syncing with iCloud Keychain, 175
- USPS Mobile app, 350

---

## V

- Verbatim Bluetooth Mobile Keyboard, 390

Verizon Wireless data service setup, 27-28  
 vertical market apps, 347  
 VGA Adapter (Apple), 399  
 VGA monitors, connecting, 399  
 video clips, trimming, 216  
 video conferencing, 307-308. *See also* virtual meetings  
   3G/4G connections versus Wi-Fi connections, 308  
   FaceTime app  
     *calling from*, 310  
     *Favorites list*, 309  
     *participating*, 310-311  
     *Recents list*, 309  
     *setup*, 308-309  
   Skype app, 313-315  
 Video mode (Camera app), 206  
 videos  
   attaching to text messages, 106-107  
   editing, 211, 216-217  
   email attachments, sending, 99-100  
   shooting, 209-211  
 Videos app, 8, 55  
 viewing  
   Calendar event details, 121  
   contacts, 136-137  
   email attachments, 93  
   email messages, 92  
   Keynote presentations, 297  
   photos, 214  
     *AirPlay*, 225  
     *full-screen mode*, 215-216  
   VIP lists (Mail app), 95-96  
 views  
   Calendar app, 113, 116  
     *Day view*, 113  
     *Month view*, 115  
     *Week view*, 114  
     *Year view*, 115  
   Maps app, switching, 192  
 Villa ProCtrl, 395  
 Vimeo, 56  
 VIP lists (Mail app)  
   creating, 95  
   viewing, 95-96  
 VIPorbit, 148, 342-344  
   Calendar app versus, 343-344  
   compatibility with other apps, 344  
   Contacts app versus, 343  
   future, 344

  importing data, 342  
   Reminders app versus, 343  
 virtual keyboard  
   moving, 285  
   splitting, 285  
 virtual meetings, 308, 311. *See also* video conferencing  
   3G/4G connections versus Wi-Fi connections, 313  
   GoToMeeting app, 312  
   WebEx app, 313  
 volume, adjusting, 47  
 VPN option (Settings app), 44

---

## W

Wacom Bamboo Stylus, 391  
 wake-up calls  
   Clock app, 129-131  
   Siri, 69  
 waking up from Sleep Mode, 20  
 Walgreen's app, 350  
 wallpaper  
   photos as, 225  
   preinstalled, 48-49  
 watches, smart, 403-404  
 weather, Siri commands, 69  
 Weather Channel Max app, 341  
 web, searching with Siri, 70  
 web browsers  
   Photon Flash Web Browser app, 333  
   Safari. *See* Safari  
 web content, sharing, 172-174  
 WebEx app, 313  
 websites  
   ACT!, 344  
   Adobe Creative Cloud, 376  
   Adobe Digital Publishing Suite: Single Edition, 376  
   AirPlay compatible speakers, 396  
   Apple, 379, 383-384  
   Apple Genius, 81  
   Apple TV, 399  
   Bang & Olufsen, 396  
   Belkin, 394  
   Blue Lounge, 394  
   BookBaby, 377  
   Bose, 396  
   Brookstone, 394

- calendars, 122
- DataViz, Inc., 303
- eBook templates, 375
- Evernote Business, 323
- Evernote Premium service, 323
- GoFlex Satellite wireless storage drive, 398
- Go Mo, 385
- Google mobile website development, 385
- Griffin Technology, 394
- Hex3 Jaja Stylus, 391
- HyperJuice, 394
- iBooks Author software, 373
- iHome, 397
- IK Multimedia, 394
- Incase, 394
- Jawbone Jambox Wireless Speaker, 396
- Joby, 394
- launching quickly, 176-177
- Levenger, 391, 394
- Logitech, 394
- Marketcircle, Inc., 378
- Microsoft Dynamics CRM, 344
- Mic-W, 335, 396
- mobile, 384, 385
- Nike+ FuelBand, 402
- Our Mobile Planet: United States, 385
- Parat Solutions, 374
- QuickBooks, 378
- Quickoffice, Inc., 304
- RichardSolo, 392
- Skype, 315
- Square app, 338
- Stem Innovation, 402
- SwingHolder, 395
- TacType keyboard, 389
- Targus, 395
- Tile, 402
- Twelve South, 395
- Verbatim Bluetooth Mobile Keyboard, 390
- Villa ProCtrl, 395
- VIPorbit for iPad, 148
- Wacom Bamboo Stylus, 391
- Wolfram(pipe)Alpha service, 71
- Zagg, 389
- Week view (Calendar app), 114
- Wi-Fi + Cellular iPads, 4
- Wi-Fi connections
  - downloading content, 368
  - hotspots, connecting, 32-34
  - iCloud, 261

- Maps app, 184
- Newsstand app, 365
- video conferencing, 308
- virtual meetings and, 313
- Wi-Fi only iPads, 4
- Windows iCloud Control Panel, 227, 261
- wireless data networks, international access, 349
- Wireless Keyboard (Apple), 389
- wireless printing, 249-251
  - AirPrint, 250-252
  - non-AirPrint-compatible printers, 252
  - Printopia 2 software*, 252
  - third-party apps*, 253-254
  - xPrintServer*, 253
- wireless setup, 21-26
- Wish List (App Store), 238
- Wolfram|Alpha service, 71
- WordPress app, 181
- word-processing. *See* Pages app
- World Clock, 128-129
- writing email messages, 97-98

## X-Z

---

- XpenseTracker app, 345
- xPrintServer, 253
- Yahoo! Calendar, syncing Calendar app data, 127-128
- Year view (Calendar app), 115
- Yelp app, 345-346
  - integration with Maps app, 185
- YouTube app, 180
- Zagat Restaurants app, 327
- Zagg keyboards, 389
- zooming, 14
  - Camera app, 208
  - Maps app, 187