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3rd Edition

iPad 2

ALL-IN-ONE

FOR
DUMMIES

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IN **1**

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- Just for Fun
- iPad on the Go
- Getting Productive with iWork®
- Using iPad to Get Organized
- Must-Have iPad Apps

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ALL-IN-ONE
FOR
DUMMIES[®]
3RD EDITION

**by Nancy Muir
with Jesse Feiler**



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Dedication

To Ebb, for everything.

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Introduction

Slate-style computers have been around for a few years, but it took Apple to make them catch on with the general public in a big way when it introduced the iPad. This small wonder, which weighs less than a pound-and-a-half, has sold millions of units in its first year for good reason: It's well designed and feature rich, and it opens up a world of apps and media viewing in a highly portable format.

About This Book

iPad 2 All-in-One For Dummies, 3rd Edition, has one aim: to be the ultimate reference on the coolest digital device of the day. If you're reasonably computer savvy, you can use this book to get up to speed quickly the day you buy your iPad, and then you can pick up the book again any time you feel like taking your knowledge of the iPad to the next level. Even if you've been puttering with your iPad for a while, you'll still find things between these covers that you didn't know existed.

Though the iPad is relatively simple to use, a lot is packed in there, and you can get even more from it by downloading apps to do seemingly everything under the sun. The book approaches the iPad from every angle: from the basics to powerful road-warrior tools and from productivity apps to ultra-cool games and media.

You can read step-by-step instructions for basic tasks, hot tips for getting the most out of iPad, and reviews of apps, to steer you to the best of the best.

How This Book Is Organized

This book consists of easily read chunks of chapters that are organized into six minibooks. Each minibook covers a different facet of using the iPad, such as having fun or getting work done. Most material is relevant whether you have a first-generation iPad or iPad 2, though I strongly recommend that you update to iOS 5, which is quick and easy to do (see Book I, Chapter 2) because it's the operating system I based this book on.

You don't have to read the chapters in this book in sequence, but if you're new to iPad, consider starting with the basic concepts in Book I. The following sections give you a synopsis of the topics covered in each minibook.

Book I: iPad Basics

This minibook starts with an overview of new features in iPad 2 and iOS 5. It's also where you learn what items come supplied in the iPad box, get an overview of all the preinstalled apps that come with your iPad, and discover how to set up iPad and sync it with your computer, including how to open an iCloud account and back up and share content with other devices. I provide an overview of preinstalled apps and tell you how to acquire more apps. You become acquainted with the iPad touchscreen and cameras, and how to make settings that control how iPad works, including accessibility settings. You also get going with the built-in Safari browser and set up your e-mail account, as well as explore some advice about how to take care of your iPad. Finally, I provide some troubleshooting and maintenance advice to protect your investment.

Book II: Just for Fun

Why wait until later in the book to get to the fun stuff? iPad is a fun device, but the music, videos, photos, and e-books you can view or listen to on it are a big part of its appeal. In fact, iPad is considered by many people to be primarily a content-consuming machine. The addition of front- and back-facing video and still cameras takes advantage of useful apps such as FaceTime for video chatting and Photo Booth for adding way-out effects to snapshots as you take them. You discover how Twitter has been integrated into several apps and all about iMessage for instant messaging. Become expert at using the iBooks and other e-reader apps to read all kinds of books, and explore the Newsstand app to subscribe to and read publications. And don't forget games: Some absolutely awesome games are out there that you may have played on your phone, but they roar to life on the iPad's outstanding screen.

Book III: iPad on the Go

If you travel for business or pleasure, one huge attraction of iPad is its portability and long battery life, and the chapters in this minibook help take you on the road with your iPad. Using a Wi-Fi or 3G connection (or a Personal Hotspot or tethering), you can stay in touch with others and your home office or connect with clients by using video and FaceTime. This minibook also covers the benefits of using iPad when traveling, from finding directions in the Maps app to making travel arrangements or finding that classic hotel or restaurant or the nearest ATM as you roam.

Book IV: Getting Productive with iWork

Some reviewers claim that the iPad isn't useful for getting work done, but they're wrong. Some of the apps that are available help you perform the typical office suite functions, including iWork from Apple. In this minibook, you find out about the iWork for iOS apps, including how to share your work on iWork.com. You also can read how to use Pages for word processing, Numbers to crunch numbers, and Keynote for creating power presentations.

Book V: Using iPad to Get Organized

Several built-in apps in iPad can help you organize your life. You'll find the usual Calendar and Contacts apps to keep your schedule and people in line, as well as a handy Notes app for jotting down quick messages or records for yourself. In this minibook, I advise you on file management on iPad: syncing files to your computer, storing documents online, and printing hard copies. You can also find out about two new features in iOS 5: Reminders and Notification Center.

Book VI: Must-Have iPad Apps

Throughout this edition of *iPad All-in-One For Dummies*, I mention apps that can broaden your iPad horizons, but this minibook is the one that's dedicated to apps. In a variety of categories, such as business, travel, social networking, news, finance, and entertainment, I offer reviews of some of the hottest apps out there. If you want to go beyond the built-in functionality of iPad to a world of possibilities, this is the minibook for you!

Foolish Assumptions

To offer you a book that gives you insight into the powerful ways you can use iPad, I have to assume that you're computer and mobile phone literate. You don't have to be an iPhone user to use this book (though iPhone has a great many similarities to iPad and shares many apps with it). You don't even have to be a Mac-oriented person — PC people do just fine with iPad.

I also assume that you want to take iPad to the next level by getting helpful tips and advice as well as discovering apps that are useful in expanding your iPad experience. You may use iPad for personal pleasure or to get your work done — or both. If you travel a great deal or use iPad to work, you'll find extra benefits in the material covered in Book VI.

Icons Used in This Book



Little pictures often found in the margin of technical books help you quickly find certain types of information, such as tips or warnings. Here are the icons you should look for in *iPad All-in-One For Dummies*, 3rd Edition:

The Tip icon points to a tiny advice column about the current topic or other useful strategies for advancing your iPad experience to the next level.



The Remember icon signals either a pertinent fact that relates to the topic you're reading about (but is also mentioned elsewhere in the book) or a reiteration of a particularly important piece of information that's, well, worth repeating.



The Warning icon alerts you to potential pitfalls, so don't ignore them. Ignoring the Warning icon might leave you with lost data, a broken iPad, or a lost connection.



For the latest and greatest features of iPad 2 and iOS 5, hunt for the New icon. If you own a first-generation iPad, this information can help you understand where your model might differ in its functionality. (Don't worry: Except for the first-generation model not having built-in cameras, the differences aren't that great.)



The Seriously Cool icon draws your attention to an incredible feature, an out-of-the-box way to use your iPad, or an outrageous app.



The Technical Stuff icon marks iPad information that ventures beyond the basics.

Where to Go from Here

After you've read this book's introduction, it's time to jump into all things iPad. I hope that when you turn to any chapter in this book, you'll find something you didn't know about iPad that will increase your enjoyment of your new device.

Start by checking out the basic concepts and instructions in Book I (you might be surprised at what you discover, even if you've been tinkering with your iPad for a bit) and then jump to any book that addresses where you want to go next — to have fun, get work done, or explore more apps, for example.

Wherever you dive in, you're likely to find some advice or information that will make your iPad experience even more rewarding.

The first step you should take (and this is covered in Book I, Chapter 2) is to update to the latest operating system for iPad — iOS 5, at the time this book went to press. All steps in this book are based on iOS 5. I provide information on changes to the iOS or iPad hardware on my website (at www.ipadmadeclear.com), so you can continue to use this book even if changes are introduced after you buy it. Also, if a change is very substantial we may add an update or bonus information that you can download at this book's companion website, www.dummies.com/go/ipadaio. Please check both websites periodically as Apple makes software and hardware updates to iPad.

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