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3rd Edition

# iPad 2

ALL-IN-ONE

FOR  
DUMMIES

6 BOOKS  
IN 1

- iPad Basics
- 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<sup>®</sup>**  
3RD EDITION

**by Nancy Muir  
with Jesse Feiler**



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## *About the Author*

**Nancy Muir** is the author of over 60 books on technology and business topics. In addition to her writing work, Nancy runs a website on technology for seniors called TechSmartSenior.com and a companion website for her iPad books in the *For Dummies* series, iPadMadeClear.com. She writes a regular column on computers and the Internet on Retirenet.com. Prior to her writing career Nancy was a manager at several publishing companies, and a training manager at Symantec.

## *Dedication*

To Ebb, for everything.

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Some of the people who helped bring this book to market include the following:

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**Senior Project Coordinator:** Kristie Rees  
**Layout and Graphics:** Samantha K. Cherolis,  
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# Contents at a Glance

.....

<b><i>Introduction</i></b> .....	<b>1</b>
<b><i>Book I: iPad Basics</i></b> .....	<b>5</b>
Chapter 1: Buying Your iPad .....	7
Chapter 2: Getting Started with iPad .....	19
Chapter 3: Accessibility Features .....	45
Chapter 4: Overview of Bundled Apps .....	61
Chapter 5: Setting Up iTunes to Sync and Buy Apps .....	71
Chapter 6: Browsing the Web .....	97
Chapter 7: Working with E-mail in Mail .....	115
Chapter 8: Managing iPad Settings .....	133
Chapter 9: Maintaining and Troubleshooting .....	149
<b><i>Book II: Just for Fun</i></b> .....	<b>163</b>
Chapter 1: Buying Content at iTunes and Beyond .....	165
Chapter 2: Playing Music on iPad .....	181
Chapter 3: Watching Videos .....	195
Chapter 4: Getting the Most Out of iPad Cameras and FaceTime .....	207
Chapter 5: Getting Social with Twitter and iMessage .....	223
Chapter 6: Playing with the Photos App .....	231
Chapter 7: Using Your iPad as an E-reader .....	245
Chapter 8: Playing Games .....	269
<b><i>Book III: iPad on the Go</i></b> .....	<b>287</b>
Chapter 1: Configuring iPad to Connect Everywhere .....	289
Chapter 2: Finding Your Way with Maps .....	299
Chapter 3: Apps for Road Warriors .....	325
<b><i>Book IV: Getting Productive with iWork</i></b> .....	<b>339</b>
Chapter 1: Introducing the iWork for iOS Apps for iPad .....	341
Chapter 2: Pages Has a Way with Words .....	371
Chapter 3: Counting on Numbers .....	383
Chapter 4: Presenting Keynote .....	413



---

<b><i>Book V: Using iPad to Get Organized</i></b> .....	<b>433</b>
Chapter 1: Managing Files and Printing .....	435
Chapter 2: Making Notes.....	447
Chapter 3: Keeping On Schedule with Calendar .....	459
Chapter 4: Working with Reminders and Notifications .....	479
Chapter 5: Managing Contacts .....	491
<b><i>Book VI: Must-Have iPad Apps</i></b> .....	<b>513</b>
Chapter 1: Business Apps .....	515
Chapter 2: Travel Apps .....	527
Chapter 3: Social Web Apps .....	543
Chapter 4: News and Weather Apps.....	553
Chapter 5: Financial Apps.....	567
Chapter 6: Entertainment Apps .....	581
<b><i>Index</i></b> .....	<b>595</b>



---

# Table of Contents

---

## *Introduction* ..... 1

About This Book .....	1
How This Book Is Organized .....	1
Book I: iPad Basics .....	2
Book II: Just for Fun .....	2
Book III: iPad on the Go .....	2
Book IV: Getting Productive with iWork .....	2
Book V: Using iPad to Get Organized .....	3
Book VI: Must-Have iPad Apps .....	3
Foolish Assumptions .....	3
Icons Used in This Book .....	3
Where to Go from Here .....	4

## *Book 1: iPad Basics* ..... 5

### **Chapter 1: Buying Your iPad** ..... 7

Discovering What's New in iPad 2 and iOS 5 .....	7
Choosing the Right iPad for You .....	9
Deciding how much memory is enough .....	10
Determining if you need Wi-Fi only or Wi-Fi and 3G .....	11
Knowing what you need to use your iPad .....	13
Finding a Place to Buy Your iPad .....	13
Considering iPad Accessories .....	15
Apple's stable of accessories .....	15
Checking out what others have to offer .....	16

### **Chapter 2: Getting Started with iPad** ..... 19

Exploring What's in the Box .....	20
Taking a First Look at the Gadget .....	20
Charging the Battery .....	23
Turning iPad On and Registering It .....	24
Registering iPad Using a Computer .....	24
Registering PC Free Using iCloud .....	25
Meeting the Multi-Touch Screen .....	25
Connecting with the touchscreen .....	27
Goodbye click-and-drag, hello tap-and-swipe .....	28
Displaying and using the onscreen keyboard .....	32

Using the Split Keyboard .....	34
Flicking to search.....	35
Updating the Operating System.....	38
Multitasking Basics.....	39
Exploring Multitasking Gestures .....	40
Examining Your iPad Cameras.....	40
Customizing the Silent/Screen Rotation Lock Switch .....	41
Exploring the Status Bar .....	42
Locking iPad, Turning It Off, or Unlocking It.....	43
<b>Chapter 3: Accessibility Features .....</b>	<b>45</b>
Features to Help You See Better .....	46
Setting Brightness.....	46
Changing the wallpaper .....	47
Turning on Zoom .....	49
Turning on White on Black.....	50
Turning on Large Text.....	51
Setting up and using VoiceOver.....	52
Using VoiceOver.....	54
Utilizing iPad's Speak Auto-text .....	55
Hearing Better .....	55
Adjusting the volume .....	56
Using Mono Audio.....	56
Using AssistiveTouch.....	57
<b>Chapter 4: Overview of Bundled Apps .....</b>	<b>61</b>
Getting Online with iPad.....	62
Going on Safari .....	62
Getting Mail.....	63
Using iMessage to connect .....	63
Playing with Photos.....	63
Using Apps to Stay Organized.....	64
Staying on schedule with Calendar .....	65
Keeping in touch with Contacts.....	65
Making Notes .....	66
Staying on track with Reminders .....	66
Going Places with Maps.....	66
Being Entertained by iPad .....	67
Playing around with Music .....	67
Watching videos and browsing YouTube.....	67
Going Shopping at iTunes and the App Store.....	68
Reading Periodicals with Newsstand.....	68
Playing with Game Center .....	68
Facing Up to Things with FaceTime .....	69
Taking Snapshots and Videos with Camera.....	69
Changing Photos with Photo Booth.....	70

<b>Chapter 5: Setting Up iTunes to Sync and Buy Apps . . . . .</b>	<b>71</b>
Connecting to the Internet .....	72
Setting Up iTunes.....	73
Downloading iTunes to your computer .....	73
Opening an iTunes account.....	76
Making Settings and Syncing.....	79
Making iPad settings using iTunes .....	80
Syncing iPad to your computer.....	82
Understanding iCloud .....	83
Getting an iCloud Account .....	84
Making iCloud Sync Settings .....	86
Buying Apps or Downloading Free Apps .....	87
Searching the App Store .....	87
Getting apps from the App Store .....	89
Organizing your apps .....	90
Organizing apps in folders.....	92
Deleting apps you no longer need .....	93
Updating Apps .....	94
<b>Chapter 6: Browsing the Web . . . . .</b>	<b>97</b>
Exploring Safari.....	97
Navigating among web pages .....	99
Using tabbed browsing .....	102
Viewing browsing history .....	103
Searching the web.....	104
Adding and Using Bookmarks .....	105
Using Safari Reading List .....	106
Utilizing Safari Reader .....	108
Adding Web Clips to the Home Screen .....	109
Saving an Image to Your Photo Library .....	110
Sending a Link .....	111
Making Private Browsing and Cookie Settings .....	112
Printing from Safari .....	114
<b>Chapter 7: Working with E-mail in Mail . . . . .</b>	<b>115</b>
Adding a Gmail, Yahoo!, or AOL Account.....	115
Setting Up a POP3 E-mail Account.....	118
Opening Mail and Reading Messages.....	119
Replying to or forwarding e-mail .....	122
Creating and sending a new message.....	125
Formatting E-mail .....	126
Searching E-mail .....	127
Printing E-mails .....	129
Deleting an E-mail .....	129
Organizing E-mail.....	130

**Chapter 8: Managing iPad Settings . . . . . 133**

- Making Brightness and Wallpaper Settings..... 133
  - Setting brightness..... 134
  - Changing the wallpaper ..... 135
- Controlling the Picture Frame..... 136
- Managing General Settings ..... 137
  - Sounds..... 138
  - Making network and Bluetooth settings ..... 139
  - Handling security..... 142
  - Setting the date and time..... 143
  - Controlling keyboard settings..... 144
  - Working with the Reset feature..... 146
- Managing iCloud Settings ..... 146
- Settings for Individual Apps ..... 147

**Chapter 9: Maintaining and Troubleshooting . . . . . 149**

- Maintaining Your iPad ..... 149
  - Keeping the iPad screen clean ..... 150
  - Protecting your gadget with a case ..... 150
  - Extend your iPad's battery life..... 152
- Troubleshooting Your iPad..... 153
  - Dealing with a nonresponsive iPad ..... 153
  - Updating software..... 154
  - Restoring sound ..... 155
- Getting Support..... 157
- Finding a Missing iPad ..... 158
- Backing Up to iCloud..... 159

**Book 11: Just for Fun ..... 163**

**Chapter 1: Buying Content at iTunes and Beyond . . . . . 165**

- Exploring the iTunes Store..... 165
  - Visiting the iTunes Store..... 166
  - Finding a selection..... 168
  - Sorting movie selections..... 169
  - Previewing music, a movie, or an audiobook..... 170
  - Buying a selection..... 171
  - Renting movies..... 173
- Listening to Podcasts ..... 175
- Going to School at iTunes U..... 176
- Shopping Anywhere Else ..... 178
- Enabling Auto Downloads of Purchases from Other Devices..... 179

<b>Chapter 2: Playing Music on iPad</b> .....	<b>181</b>
Looking over Your Library of Music .....	181
Viewing the library contents .....	181
Creating Playlists .....	183
Searching for audio.....	184
Playing Music and Other Audio .....	185
Playing your tunes .....	186
Shuffling music .....	187
Adjusting the volume .....	188
Understanding Ping.....	189
Using AirPlay .....	190
Playing around with GarageBand .....	191
 <b>Chapter 3: Watching Videos</b> .....	 <b>195</b>
Getting Visual with Videos .....	195
Playing movies, podcasts, or TV shows with Videos.....	196
Turning on closed-captioning .....	199
Going to a movie chapter.....	200
Deleting an item from iPad .....	200
YouTube the iPad Way .....	201
Finding videos on YouTube.....	201
Controlling video playback.....	202
Changing views .....	203
Flagging content as inappropriate.....	204
Rating videos .....	204
Sharing videos .....	205
Adding to video favorites.....	206
 <b>Chapter 4: Getting the Most Out of iPad Cameras and FaceTime</b> . .	 <b>207</b>
Working with Photos.....	207
Taking pictures with the iPad camera .....	208
Printing photos .....	210
Playing around with Photo Booth.....	211
Exploring the iPad Video Camera and iMovie .....	212
Capturing your own videos with the built-in cameras.....	213
Editing movies with the iMovie app.....	214
Getting Face to Face with FaceTime.....	217
Making a FaceTime call .....	217
Accepting or ending a FaceTime call .....	220
Switching views.....	221
 <b>Chapter 5: Getting Social with Twitter and iMessage</b> .....	 <b>223</b>
Experiencing Twitter on iPad.....	223
Setting Up an iMessage Account .....	224
Using iMessage to Address, Create, and Send Messages .....	226
Clearing a Conversation.....	229

<b>Chapter 6: Playing with the Photos App</b> . . . . .	<b>231</b>
Getting Photos into iPad . . . . .	231
Importing photos from an iPhone, iPod, or digital camera . . . . .	232
Saving photos from the web . . . . .	233
Looking at Photos . . . . .	235
Viewing an album . . . . .	235
Viewing individual photos . . . . .	236
Editing Photos . . . . .	237
Organizing Photos in Camera Roll . . . . .	239
Sharing Photos . . . . .	240
Running a Slideshow . . . . .	241
Displaying Picture Frame . . . . .	242
Deleting Photos . . . . .	244
<b>Chapter 7: Using Your iPad as an E-reader</b> . . . . .	<b>245</b>
Discovering How iPad Differs from Other E-readers . . . . .	246
Finding and Buying E-books . . . . .	246
Finding books at iBooks . . . . .	246
Exploring other E-book sources . . . . .	249
Buying iBooks . . . . .	250
Experiencing E-reading . . . . .	251
Navigating an e-book . . . . .	251
Adjusting brightness . . . . .	253
Changing the font size and type . . . . .	254
Searching in your book . . . . .	255
Using bookmarks and highlights . . . . .	257
Checking Words in the Dictionary . . . . .	259
Organizing Your Library . . . . .	260
Organizing Books in Collections . . . . .	262
Browsing the Newsstand . . . . .	263
Download magazines apps to Newsstand . . . . .	263
Buy issues . . . . .	265
Read periodicals . . . . .	266
<b>Chapter 8: Playing Games</b> . . . . .	<b>269</b>
Appreciating iPad's Gaming Strengths . . . . .	269
Understanding the Accelerometer . . . . .	270
Finding Some Very Cool Games . . . . .	272
Looking at what's out there . . . . .	272
Exploring a half-dozen games . . . . .	273
Getting Gaming Accessories . . . . .	276
iTunes Game Center . . . . .	277
Opening an account in Game Center . . . . .	278
Creating a Game Center profile . . . . .	279
Adding friends . . . . .	281
Purchasing and downloading games . . . . .	282
Playing against yourself . . . . .	283
Playing games with friends in Game Center . . . . .	284

**Book III: iPad on the Go..... 287**

<b>Chapter 1: Configuring iPad to Connect Everywhere . . . . .</b>	<b>289</b>
Making Wi-Fi and 3G Settings .....	289
Making Wi-Fi settings.....	290
Making 3G settings.....	291
Connecting with Personal Hotspot or iPhone 3G Tethering .....	293
Connecting to an Enterprise Remotely.....	294
Setting up a Microsoft Exchange account .....	294
Setting up a configuration profile .....	295
Setting up an LDAP account .....	296
Setting up a virtual private network.....	297
<b>Chapter 2: Finding Your Way with Maps . . . . .</b>	<b>299</b>
Getting Where You're Going .....	299
Going to your current location .....	300
Changing views .....	301
Zooming in and out.....	304
Going to another location.....	305
Remembering Where You've Been.....	307
Dropping a pin.....	308
Adding and viewing a bookmark.....	309
Deleting a bookmark.....	311
Getting Directions, Information, and More .....	312
Getting directions .....	313
Getting information about a location.....	316
Viewing a location from street level.....	318
Using the Compass .....	319
Sending Location Info beyond Maps .....	321
Adding a location to Contacts.....	321
Sharing location information.....	323
<b>Chapter 3: Apps for Road Warriors . . . . .</b>	<b>325</b>
Starting with What You Have .....	325
Making Travel Arrangements.....	327
Getting there by air.....	327
Renting a car.....	330
Finding your way around town .....	331
Finding Just the Right Hotels .....	331
Locating the Perfect Restaurant .....	333
Using Maps and Travel Guides .....	334
Tracking Your Expenses .....	336
Staying Connected.....	336



**Book IV: Getting Productive with iWork ..... 339**

**Chapter 1: Introducing the iWork for iOS Apps for iPad ..... 341**

Presenting the iWork for iOS Apps.....	342
Pages.....	342
Numbers.....	343
Keynote .....	344
Starting Out with an iWork App and iCloud.....	345
Getting Familiar with the iWork Interface .....	347
Creating a new document .....	347
Locating a document.....	349
Identifying other common iWork features.....	350
Working with Photos and Images .....	354
Managing Your iWork Documents.....	357
Copying a file into an iWork for iPad app .....	358
Copying a file from an iWork for iOS app.....	359
Moving files with iTunes .....	361
iWork.com: Playing well together .....	363

**Chapter 2: Pages Has a Way with Words ..... 371**

Editing a Pages Document.....	371
Working with Text in Pages.....	373
Setting Basic Formatting by Using the Ruler .....	373
Getting and Setting Info about the Selection.....	376
Setting character style: Font, size, and color .....	376
Creating indents and list styles.....	378
Establishing alignment, columns, and line spacing.....	378
Formatting a Document .....	378
Working with Selection Buttons .....	381

**Chapter 3: Counting on Numbers. .... 383**

Introducing Numbers .....	383
Using the Team Organization Template.....	387
Working with Tabs and Sheets .....	388
Adding a new tab .....	388
Deleting or duplicating a tab .....	389
Rearranging tabs.....	389
Navigating tabs.....	389
Changing a tab's name .....	390
Using Tables.....	390
Selecting a table .....	390
Moving a table.....	391
Cutting and pasting a table.....	392
Adjusting columns or rows.....	393
Resizing a table .....	396

Working with Cells.....	396
Entering and editing data.....	397
Changing a cell’s formatting.....	405
Using Forms Efficiently .....	406
Working with New Tables.....	408
Creating a new table .....	408
Formatting a table’s look .....	410

**Chapter 4: Presenting Keynote . . . . . 413**

Concepts to Consider Before You Create a Presentation .....	414
Getting Started with Keynote for iOS on iPad.....	414
Navigating the Keynote screen .....	415
Creating your first Keynote slide and adding text.....	418
Formatting text.....	419
Adding a new slide.....	419
Adding media.....	420
Managing slides.....	421
Using Transitions and Builds .....	421
Working with transitions .....	422
Working with builds .....	424
Managing multiple builds on a single slide.....	427
Preparing to Present .....	428
Using a projector .....	428
Using nanopresentations .....	429
Playing Your Presentation.....	431

***Book V: Using iPad to Get Organized .....* 433**

**Chapter 1: Managing Files and Printing . . . . . 435**

Finding Your Files .....	435
How iPad stores files .....	436
Going with iCloud .....	437
Sharing Files .....	437
Relying on good old e-mail .....	438
Going through the cloud.....	439
Setting Up Home Sharing.....	441
Printing from iPad .....	442
Native printing from iPad.....	442
Printing with third-party apps.....	443

**Chapter 2: Making Notes . . . . . 447**

Making Notes.....	447
Opening a blank note.....	447
Creating a new note.....	450
Using copy and paste .....	451

Finding Notes .....	452
Displaying the Notes List .....	452
Moving among notes .....	453
Searching notes .....	454
E-mailing a Note .....	456
Deleting Notes .....	457
<b>Chapter 3: Keeping On Schedule with Calendar .....</b>	<b>459</b>
Taking a Look at Your Calendar .....	460
Adding Calendar Events .....	465
Adding one event at a time .....	465
Creating repeating events .....	467
Adding alerts .....	468
Working with Your Events .....	470
Searching calendars .....	470
Working with multiple calendars .....	471
Subscribing To and Sharing Calendars .....	472
Deleting Events .....	474
Syncing with Calendars on Other Devices .....	476
<b>Chapter 4: Working with Reminders and Notifications .....</b>	<b>479</b>
Creating a Task in Reminders .....	480
Editing Task Details .....	480
Scheduling a Reminder .....	482
Displaying Tasks as a List or by Date .....	483
Creating a List .....	484
Syncing with Other Devices and Calendars .....	485
Marking as Complete or Deleting a Reminder .....	487
Setting Notification Types .....	487
Viewing Notification Center .....	489
Going to an App from Notification Center .....	490
Clearing Notifications .....	490
<b>Chapter 5: Managing Contacts .....</b>	<b>491</b>
Populating Your Contacts with Information .....	491
Adding contacts .....	492
Syncing contacts by using iTunes .....	495
Assigning a photo to a contact .....	496
Adding Twitter or Facebook Information .....	499
Designating Related People .....	501
Setting Ringtones .....	502
Finding Contacts .....	504
Using Contacts Beyond Your iPad .....	505
Visiting a contact's website .....	505
Addressing e-mails using contacts .....	507
Sharing contacts .....	508
Viewing a Contact's Location in Maps .....	509
Deleting Contacts .....	510

**Book VI: Must-Have iPad Apps..... 513****Chapter 1: Business Apps.....515**

iWork.....	516
Quickoffice Connect Mobile Suite .....	519
Dropbox.....	520
Dragon Dictation.....	522
Quick Hits .....	523
OmniGraffle.....	523
iThoughtsHD.....	524
iAnnotate PDF.....	524
PowerME HD.....	524
Prompter and Teleprompt+ for iPad .....	524

**Chapter 2: Travel Apps .....527**

KAYAK HD — Flights, Hotels, Explore .....	528
Wikihood Plus for iPad .....	530
Urbanspoon for iPad .....	532
ZAGAT TO GO .....	534
FlightTrack Pro – Live Flight Status Tracker by Mobiata .....	536
Quick Hits .....	539
INRIX Traffic! and INRIX Traffic! Pro .....	539
World Customs & Cultures .....	539
The World Clock .....	540
World Atlas HD.....	540
WiFi Get HD.....	541

**Chapter 3: Social Web Apps.....543**

Friendly for Facebook .....	543
Blogshelf .....	545
Twitterific for Twitter .....	547
Flipboard .....	548
Quick Hits .....	550
SocialSeek .....	550
TextPics+.....	550
IM+ .....	551

**Chapter 4: News and Weather Apps.....553**

Pulse News Reader .....	554
Instapaper.....	556
NPR for iPad .....	558
BBC News.....	559
The Weather Channel Max for iPad .....	561
Quick Hits .....	563
Newsy for iPad: Multisource Video News Analysis .....	563
Zinio Magazine Newsstand & Reader .....	564

Star Walk for iPad .....	564
LIFE for iPad.....	565
Wall Street Journal.....	565
<b>Chapter 5: Financial Apps.....</b>	<b>567</b>
StockWatch – iPad Edition .....	568
Bloomberg for iPad .....	570
SplashMoney for iPad .....	572
PowerOne Financial Calculator .....	574
Daily Stocks .....	576
Quick Hits .....	578
QIF Entry .....	578
QuickTimer .....	578
Quick Sale for iPad.....	579
Pageonce – Money & Bills.....	579
E*TRADE Mobile Pro for iPad .....	580
<b>Chapter 6: Entertainment Apps .....</b>	<b>581</b>
Emoti HD for Facebook.....	582
Netflix.....	584
TabToolkit .....	586
Pandora Radio.....	588
ArtRage .....	590
Quick Hits .....	591
Seline HD – Music Instrument .....	591
Acrobots.....	592
IMDb Movies & TV.....	592
Marvel Superheroes .....	593
Gravilux and Uzu.....	593
OverDrive Media Console.....	594
<b>Index.....</b>	<b>595</b>

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# Introduction

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**S**late-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](http://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](http://www.dummies.com/go/ipadaio). Please check both websites periodically as Apple makes software and hardware updates to iPad.

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