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3rd Edition

iPad 2

ALL-IN-ONE

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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
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DUMMIES[®]
3RD EDITION

**by Nancy Muir
with Jesse Feiler**



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Dedication

To Ebb, for everything.

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Contents at a Glance

.....

<i>Introduction</i>	1
<i>Book I: iPad Basics</i>	5
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
<i>Book II: Just for Fun</i>	163
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
<i>Book III: iPad on the Go</i>	287
Chapter 1: Configuring iPad to Connect Everywhere.....	289
Chapter 2: Finding Your Way with Maps	299
Chapter 3: Apps for Road Warriors	325
<i>Book IV: Getting Productive with iWork</i>	339
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

<i>Book V: Using iPad to Get Organized</i>	433
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
<i>Book VI: Must-Have iPad Apps</i>	513
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
<i>Index</i>	595

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
Chapter 3: Accessibility Features	45
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
Chapter 4: Overview of Bundled Apps	61
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

Chapter 5: Setting Up iTunes to Sync and Buy Apps	71
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
Chapter 6: Browsing the Web	97
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
Chapter 7: Working with E-mail in Mail	115
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

Chapter 2: Playing Music on iPad	181
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
 Chapter 3: Watching Videos	 195
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
 Chapter 4: Getting the Most Out of iPad Cameras and FaceTime . .	 207
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
 Chapter 5: Getting Social with Twitter and iMessage	 223
Experiencing Twitter on iPad.....	223
Setting Up an iMessage Account	224
Using iMessage to Address, Create, and Send Messages	226
Clearing a Conversation.....	229

Chapter 6: Playing with the Photos App	231
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
Chapter 7: Using Your iPad as an E-reader	245
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
Chapter 8: Playing Games	269
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

Chapter 1: Configuring iPad to Connect Everywhere	289
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
Chapter 2: Finding Your Way with Maps	299
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
Chapter 3: Apps for Road Warriors	325
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
Chapter 3: Keeping On Schedule with Calendar	459
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
Chapter 4: Working with Reminders and Notifications	479
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
Chapter 5: Managing Contacts	491
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
Chapter 5: Financial Apps.....	567
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
Chapter 6: Entertainment Apps	581
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
Index.....	595

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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