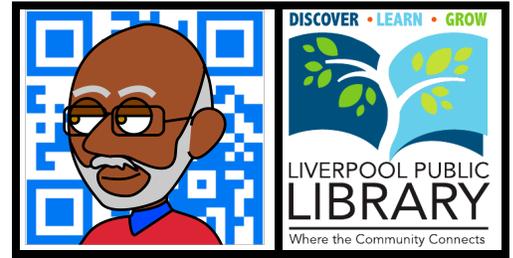


Tech Tips from Mr G

Getting the Most Out of Your iPad - 2014



Introduced in 2006, Apple's **iPad** has become the fastest selling tablet computer of all time, making owners out of people who had previously never seen a need for such a device. In fact, I'm one of those people. I figured that since I already had a MacBook Pro and an iPod Touch, I didn't need one more thing to schlep around with me. But when I saw some of the things it could do, I changed my mind fast. I'd like to share some of those things with you.

The Killer App

If you've never heard this term before, let me explain. A "killer app" is an application that makes you realize that you need to buy this particular device. In the early days of personal computers, spreadsheets were the killer app that made people buy the Apple IIc, and later the IBM PC. Desktop publishing was the killer app that made people buy the first Macintoshes. The killer app that made me decide that I needed to buy an iPad was maps.

Yes, maps. We have a GPS in our van, and it's led us astray more times than I want to think about. It's sort of annoying that way. In fact, we've given it a nickname: Ann Noying...Annie for short. I grew up with maps. Gas station maps, county maps, city maps, US Geological Survey maps. Give me a map and I can find anything. Give me a GPS, and I could either end up in a ditch or find myself taking two hours to get across town.

Our van had in it not only the yearly Rand McNally road atlas for the United States, but the local atlases for the many areas we visited on a regular basis. That was quite a stack of atlases. Then one day while playing around with an iPad at the Apple Store, it hit me...using the Maps app and the iPad's screen shot capability, I could get detailed maps of anywhere I was planning to go, store them in a photo album, and have immediate access to them without filling my car with tons of atlases. I was sold right there.

What's a Screen Shot?

A screen shot is just what it sounds like, and is one of the greatest little tricks that I think Apple has built into all of its devices. It's a way for you to take a picture of what's on the screen, for you to edit and use later. On their computers it's the keystroke **Cmd-Shift-3** (for a fullscreen) or **Cmd-Shift-4** (for a selected area). On the iOS devices like the **iPhone**, **iPod Touch**, and **iPad**, you hold down the **Home** button and then tap the **On/Off** button once. You'll hear the sound of a camera shutter, and the screen you were just looking at is now a photo in your photo album. It's a wonderful thing to be able to do, and it's what nudged me into becoming an iPad owner.

But what else is there that I love about my iPad? Hang on, and you'll find out!

Online and Offline

Some apps need to be connected to the Internet all the time to be of any use, some only need to be connected every now and then, and others don't really care about the Internet at all. I've seen people insist on spending the extra money to buy an iPad with cellular capabilities for the odd time here or there where they might need to get on the Internet when they're on the road. I figure that there's a McDonald's or a Starbucks every few miles with free WiFi, so I don't need to spend the extra money. Here are some of my favorite apps that you can use whether or not you have an Internet connection.

Battery Magic. Tells you not only what your battery level is and how long it will take to recharge it, but also how much operating time you have left doing various activities. Free.

Calculator Pro. Hold it in portrait mode and it's a simple calculator. Hold it in landscape and it becomes a scientific calculator with trig functions and randomization. 99¢



Calendar. It comes pre-installed on the iPad. It works just fine without a connection to the Internet, but if you're subscribed to iCloud, it will sync with the calendars on the rest of your devices whenever it connects to a WiFi network.

Camera. It's nice to have a camera on your device, but don't confuse this with a good-quality digital camera. It is, however, nice to use for taking quick pictures of documents to read later. Pictures you take with this go into the **Photos** app. Pre-installed.

Contacts. This is the address book program. It works just fine without an Internet connection, but if you're subscribed to iCloud, it will sync with the Address books on your other devices. This is also where the **Mail** program gets its addresses from and stores them to.

Freegal. This is a service we subscribe to that allows Liverpool patrons to download and keep three free songs or one free video and one song every week from the Sony catalog. Free.

iBooks. Apple's eBook reading program, and the program you'll use to read the free iPad manual. What? You didn't know there was a free iPad manual? Yes, there is, and you can get it from the iBook Store. You can also use it to store and read PDF files that you download from other sources. Most likely pre-installed.

Kindle. Another eBook reader app. While you need an Internet connection to download the books, you can read them just fine without a connection. Free.

Mail. Apple's built-in email program that can be used with just about any email provider. While it's true that you need to be connected to send and receive email, you can still read old messages and compose while offline.

Music. I'll be quite honest with you; I don't use it on my iPad. All of my music is on my iPod Touch. But boy do I ever use it on my iPod Touch! Pre-installed.

Nook. Another eBook reader app. Let's face it, sometimes you have to check out different bookstores in order to find the book you want. With that in mind, it doesn't hurt to have all three on your iPad. Free.

Notes. Apple's basic note-taking program. If you're subscribed to iCloud (and there's no reason why you shouldn't be), it syncs your notes with your other iOS devices whenever it get a WiFi connection. Pre-installed.

NoteMaster. Even better than Apple's **Notes**. Lets you sort your notes alphabetically or by date. Lets you create numbered, bulleted, or checked lists, and lets you include graphics in your notes. Can sync with **Dropbox** and **Google Drive**. \$3.99.

OverDrive Media Console. This is one of the ways to borrow eBooks and audiobooks from the library. You need an Internet connection to search and download, but once the files are on your device, you can work offline just fine. Free.

Photos. This is where all the photos from the camera and screen shots show up. It's where all my maps go. You can also sync this with photo albums from iPhoto on your Mac or the Photos folder on your PC. Pre-installed.

Settings. This is how you change the settings on your iPad. More on this later. Pre-installed.

Video. This app lets you watch videos that you've downloaded from the iTunes Store or transferred from you computer. Pre-installed.

Zinio. Lets Liverpool Library cardholders download and keep copies of magazines that we have digital subscriptions to. Free.

3M Cloud. Another way of borrowing eBooks from us. You need an Internet connection to download the books, but once you have them, you can read them offline. Free.



Internet Apps

Now we have some of my favorite apps that need an active Internet connection in order to work.

App Store. This is where you go to find cool apps for your iPad. Many are free, many cost only 99¢ or \$1.99, some cost as much as \$4.99, and a very few cost even as much as \$50. Pre-installed.

Banking. Most banks and credit unions have some sort of app that lets you see what's in your account, move money between accounts, and find out where the nearest branch or ATM is. The icon shown here is for First Niagara's app. Free.

Classic Weather. Emulates the look of the iPhone/iPod Touch **Weather** app. Gives you the current and 10-day forecasts for as many locations as you want to put in. I currently have the places where we're most likely to be: Syracuse, where my daughter goes to college, where my mother lives, where we like to go on vacation, and where one of our best friends lives. Free.

Dropbox. Great for finding viewing files that you've created on another machine. If you've used Dropbox to share files between computers, then you know how useful this is. Free.

Facebook. Everyone's favorite social media site. Honestly, it's not as fully-featured as doing it from a computer, but it'll do in a pinch...and sometimes it's actually better. Free.

Find iPhone. Yes, I know we're talking about the iPad, but this app works with any iOS device, be it iPhone, iPod Touch, or iPad. It even works with Mac desktops and laptops. And I can't tell you how many times I've used it to find my daughter's missing iPod Touch...which was usually somewhere in the house. Free.

Google Maps. There's been quite a bit of debate about who's got the better mapping software, Apple or Google. I still prefer Google's, but to complicate matters, I prefer to use the maps from Google's website, and not from the Google Maps app. Free.

iTunes Store. This used to be called **iTunes**, which just confused everyone, and made them think it was the **Music** music-playing app. The people at Apple must've heard all of our complaints, because now it's called **iTunes Store**, which makes a whole lot more sense.

Mango. If you want to learn another language, this might be the way to go. There are over 50 language audio courses to choose from. For more information, check out our website at www.lpl.org/research-databases/foreign-language. Free.

Maps. In earlier versions of the iOS, Apple's Maps app was based on data compiled by Google. With the introduction of iOS 6, Apple decided to go it alone, and the mapping program was a highly-publicized disaster. They're working on making it better, but I still prefer to work with Google. Pre-installed.

Netflix. This is great for watching movies that you stream from them. The app is free, but you need a Netflix subscription to get the movies.

Safari. Apple's web-browser for iOS devices. Free.

Wikipanion. A great interface for reading Wikipedia articles on your iPad. Free.

Words with Friends. Everyone's favorite addicting word game. Free and paid versions.

YouTube. Of course, where would we be without everyone's favorite site for viewing videos of cute cats? Because of file format differences on iOS devices, not all videos that you can watch on a computer can be seen on your iPad. Free.



Other Apps

There are many more apps I own that you could use on your iPad, but I have them on my iPod Touch, and feel no need to duplicate the functionality. For example, the **Clock** app has been my timer and alarm clock for quite a while now. And as a diabetic, I find the **Glucose Buddy** app indispensable. But there are tons of apps out there for you to find and try out! Just check out the **App Store**.

The iPad is not a Laptop (or an iPod)

Right out of the box, with its onscreen keyboard, the iPad can easily be used for basic word processing, sending email, or browsing the Internet. There are even apps that let you approximate the functionality of Microsoft Office. But if you're a fast typist you'll find that the onscreen keyboard gets in your way. Even the addition of an external keyboard might not be quite enough to get you up to speed. And if you're a "power user" on your laptop, you'll quickly find that there are still some things that you prefer to use your laptop for. I'm one of those power users, and while the iPad was convenient to use, it was a convenience that I struggled with, because I wanted it to be able to do so much more. Now that I know its limits, I know exactly when to use that and when to break out the laptop.

In the other direction, while the iPad has been called "the iPod Touch on steroids," it's probably not the best device for portable music playing, since you can't easily fit it in your pocket.

Having said that though, the iPad is all that some people really need. When I worked at the Apple Store, we sold lots of iPads to grandparents who really only wanted to use it for emailing or Skyping the rest of the far-flung family and as an electronic photo album. They weren't going to use it to write the great American novel.

Some Important Settings

I told you earlier that I'd talk about some of the things you could set with the **Settings** app. Here are two of them.

Passcode Lock

Please, please, please put a passcode lock on it. That prevents people from getting on it and causing mischief. These mischief makers could be your own kids who are just messing around without your permission or knowledge, or miscreants intent on serious damage and data theft.

Keyboard Shortcuts

If there are certain words or phrases that you type all the time, you can have your iPad recognize a shortcut that will write that out for you. For example, I have the shortcut **kgblog** expand to **keithgatling.blogspot.com**, **jerseyx** to **Jersey**, and **weell** turn into **we'll**.

Picture Frame

This picks photos from a particular album in the **Photos** app, and lets you use them as a slideshow from the lock screen.

More? You Want More?

My goal here was to give you a brief overview of some of the things you can do with your iPad. If you want more information, the first thing I'd suggest is checking out the free iPad User's Guide from Apple that's available through **iBooks**. Then, if you want even more, I would suggest checking out the book **iPad for Dummies** (which we have) or even **iPad for Seniors for Dummies**.

I hope this was helpful.

And Just One More Thing...

Remember how I mentioned carrying around the yearly **Rand McNally Road Atlas**? Well, it's now available as an eBook from the **iTunes Store**!

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