Taking Your iPad 2 to the Max

Erica Sadun
Michael Grothaus
Steve Sande

Apress®

Taking Your iPad 2 to the Max

Copyright © 2011 by Erica Sadun, Michael Grothaus, and Steve Sande

All rights reserved. No part of this work may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage or retrieval system, without the prior written permission of the copyright owner and the publisher.

ISBN 978-1-4302-3539-2

ISBN 978-1-4302-3540-8 (eBook)

Trademarked names, logos, and images may appear in this book. Rather than use a trademark symbol with every occurrence of a trademarked name, logo, or image we use the names, logos, and images only in an editorial fashion and to the benefit of the trademark owner, with no intention of infringement of the trademark.

The use in this publication of trade names, trademarks, service marks, and similar terms, even if they are not identified as such, is not to be taken as an expression of opinion as to whether or not they are subject to proprietary rights.

President and Publisher: Paul Manning

Lead Editor: Michelle Lowman

Developmental Editor: Douglas Pundick

Technical Reviewer: Dave Caolo

Editorial Board: Steve Anglin, Mark Beckner, Ewan Buckingham, Gary Cornell, Jonathan

Gennick, Jonathan Hassell, Michelle Lowman, Matthew Moodie, Jeff Olson, Jeffrey

Pepper, Frank Pohlmann, Douglas Pundick, Ben Renow-Clarke, Dominic Shakeshaft,

Matt Wade, Tom Welsh

Coordinating Editor: Kelly Moritz

Copy Editors: Tracy Brown, William McManus, and Patrick Meador

Compositor: MacPS, LLC

Indexer: Toma Mulligan

Artist: April Milne

Cover Designer: Anna Ishchenko

Distributed to the book trade worldwide by Springer Science+Business Media, LLC., 233 Spring Street, 6th Floor, New York, NY 10013. Phone 1-800-SPRINGER, fax (201) 348-4505, e-mail orders-ny@springer-sbm.com, or visit www.springeronline.com.

For information on translations, please e-mail rights@apress.com, or visit www.apress.com.

Apress and friends of ED books may be purchased in bulk for academic, corporate, or promotional use. eBook versions and licenses are also available for most titles. For more information, reference our Special Bulk Sales–eBook Licensing web page at www.apress.com/bulk-sales.

The information in this book is distributed on an “as is” basis, without warranty. Although every precaution has been taken in the preparation of this work, neither the author(s) nor Apress shall have any liability to any person or entity with respect to any loss or damage caused or alleged to be caused directly or indirectly by the information contained in this work.

To my sister, Crissy Grothaus, who I hope will buy an iPad before her daughter does.

—Michael

To Hayden Starr, for your friendship, for your unceasing hard work, and for being such an excellent (and patient!) teacher of history and geography to my kids.

—Erica

To my sweet old cat Ruby, who has spent many hours giving me inspiration by laying her head on the side of my iPad 2 and purring.

—Steve

Contents at a Glance

Contents.....	v
About the Authors.....	xiii
About the Technical Reviewer	xiv
Acknowledgments	xv
Introduction	xvi
■ Chapter 1: Bringing Your iPad Home.....	1
■ Chapter 2: Putting Your Data and Media on Your iPad.....	19
■ Chapter 3: Exploring the iPad Hardware	51
■ Chapter 4: Interacting with Your iPad	71
■ Chapter 5: Connecting to the Internet	107
■ Chapter 6: Browsing the Internet with Safari.....	123
■ Chapter 7: Touching Your Music and Video.....	147
■ Chapter 8: Shopping for Apps, Books, Music, and More	189
■ Chapter 9: Using iBooks	213
■ Chapter 10: Leveraging Your Desk Set.....	245
■ Chapter 11: Setting Up and Using Mail.....	267
■ Chapter 12: Working with Maps.....	297
■ Chapter 13: Touching Your Digital Photos.....	327
■ Chapter 14: On the Go with iWork	369
■ Chapter 15: Using the iPad Cameras with Camera, Photobooth, and FaceTime	401
■ Chapter 16: Other Great Ways to Use Your iPad.....	431
Index	459

Contents

Contents at a Glance	iv
About the Authors	xiii
About the Technical Reviewer	xiv
Acknowledgments	xv
Introduction	xvi
■ Chapter 1: Bringing Your iPad Home	1
Picking Your iPad	1
Wi-Fi or Wi-Fi + 3G?	1
GSM vs. CDMA	3
How Much Storage?	3
Should You Buy a Used iPad?	4
Considering System Requirements	5
Buying Your iPad	6
Purchasing Your iPad Online	6
Repairs, Returns, Warranties, AppleCare, and Insurance	7
Unboxing Your iPad	8
iPad Feature Overview	9
Preparing for Setup	10
Connecting Your iPad to the Computer	13
Syncing Your New iPad	14
Accessorizing Your iPad	16
Summary	18
■ Chapter 2: Putting Your Data and Media on Your iPad	19
Working with iTunes	19
The iPad iTunes Settings Pane	21
A Word on Syncing Your Data	22
Where Do You Get Media From?	23
Remember to Apply Your Changes	24
The Tabs	25
The Summary Tab	25
The Info Tab	32

The Apps Tab	35
The Music Tab.....	38
The Movies Tab.....	39
The TV Shows Tab	40
The Podcasts Tab.....	41
The iTunes U Tab	42
The Books Tab	43
The Photos Tab	44
iTunes Device Settings	45
Restoring.....	48
Summary	48
■ Chapter 3: Exploring the iPad Hardware	51
The Bits and Pieces of an iPad	51
On/Off Sleep/Wake Button	51
Mute/Screen Rotation Lock	53
Volume Toggle	54
Speaker.....	55
Dock Connector Port.....	55
Home Button	56
Headphone Jack	56
Microphone	57
Micro-SIM Port (Wi-Fi + 3G iPad Only).....	58
Care and Maintenance of Your iPad.....	59
Cases	59
Caring for the Screen.....	63
Apple Accessories for iPad	64
Smart Cover	64
iPad 2 Dock.....	66
iPad Camera Connection Kit	66
iPad 10W USB Power Adapter.....	67
Apple VGA Adapter	67
Apple Digital AV Adapter	68
Apple Composite and Component AV Cables.....	68
Apple Wireless Keyboard	68
Apple Earphones with Remote and Mic	69
Apple In-Ear Headphones with Remote and Mic	69
Summary	69
■ Chapter 4: Interacting with Your iPad	71
Interaction Basics	71
The iPad Language	72
Orientation	74
The Lock Screen	75
The Home Screen.....	78
Manipulating the Home Screen	81
Spotlight Search	88
iPad Settings.....	90
The Keyboard	93

More Keyboards.....	96
Getting Started.....	97
iPad Typing Tricks.....	98
Accessibility.....	102
VoiceOver.....	103
Zoom.....	103
Large Text.....	103
White on Black.....	103
Mono Audio.....	104
Speak Auto-Text.....	104
Triple-Click Home.....	104
Summary.....	104
Chapter 5: Connecting to the Internet.....	107
Connecting with Wi-Fi.....	107
Authentication and Encryption.....	108
Setting Up Wi-Fi.....	108
Troubleshooting Wi-Fi Connection Issues.....	110
Special Wi-Fi Settings.....	114
Connecting with 3G.....	116
Setting Up 3G.....	117
Data Roaming.....	119
Changing Account Information or Adding Data.....	120
Airplane Mode.....	120
The Alternative to Built-in 3G.....	121
Summary.....	122
Chapter 6: Browsing the Internet with Safari.....	123
Getting Started with Safari.....	123
Safari's Browser Window.....	124
Navigation Basics.....	125
Entering URLs.....	126
Entering Text.....	128
Searching the Web.....	129
Searching for Text on a Web Page.....	130
Following Links.....	132
Changing Orientation.....	133
Scrolling, Zooming, and Other Viewing Skills.....	134
Page Management.....	135
Working with Bookmarks.....	136
Selecting Bookmarks.....	136
Editing Bookmarks.....	138
Saving Bookmarks and Sharing web pages.....	140
Safari Settings.....	143
The iPad and Flash Videos.....	145
Summary.....	145
Chapter 7: Touching Your Music and Video.....	147
Watching Video on the iPad.....	147
Video Playback.....	149

Videos App	151
Playing a Video	152
Deleting Videos	153
Video Settings	154
YouTube	155
Navigating and Finding YouTube Videos	156
Viewing YouTube Videos	158
YouTube Tips	161
Watching Videos on the Web with Safari	162
Video Accessories	163
Projecting Video	165
Listening to Music on the iPad	166
Navigating the Music Library and Playlists	166
Additional Song Controls	169
Playing Audio from the Music Library and Playlists	170
Creating Playlists	176
Playing Genius Mixes	180
Playing Podcasts, Audiobooks, and iTunes U Lessons	181
Searching	183
Displaying Music Playback Controls When in Another App	184
iPod App Settings	185
Setting Up Home Sharing	187
Summary	188
■ Chapter 8: Shopping for Apps, Books, Music, and More	189
The App Store	190
Featured Apps	190
Updates	198
The iTunes Store	199
Featured	200
Top Charts	204
Genius	204
The iBookstore	205
Featured	208
NYTimes	209
Top Charts	210
Purchases	210
Summary	211
■ Chapter 9: Using iBooks	213
The iBooks App	213
Syncing Books	214
The iBookstore	214
ePub Books	215
Navigating Your Bookshelf	215
Organizing Your Books into Collections	218
Creating New Collections	219
Navigating Between Your Collections	220
Reading Books	221

Turning Pages	223
Adjusting Brightness	225
Adjusting Font, Font Size, and Page Color	225
Searching Text	227
Bookmarking a Page	227
Interacting with Text	228
Accessing the Table of Contents, Bookmarks, and Notes	231
Sharing Notes	233
Having a Book Read to You	234
Syncing PDFs	235
Navigating the PDF Bookshelf	236
Navigating and Reading PDFs	236
Using the Contact Sheet	238
Settings	241
Summary	242
■ Chapter 10: Leveraging Your Desk Set	245
Notes	246
Adding and Deleting Notes	248
Syncing Notes	249
Calendar	251
Adding Calendar Events	254
Syncing Calendar	256
Contacts	257
Adding a Contact	258
Groups and Searching	259
Syncing Contacts	260
MobileMe Synchronization	262
Summary	264
■ Chapter 11: Setting Up and Using Mail	267
Setting Up Mail Accounts	267
Syncing Mail Accounts	268
Setting Up Mail Accounts Directly on the iPad	269
Other Mail Settings	276
Viewing and Managing Your Incoming Mail	280
Launching and Viewing the Mail App	281
Browsing Your Mail	283
Viewing and Opening Attachments	284
Navigating Mail	287
Composing a New E-mail	289
Using Mail in Other Apps	292
Contacts	292
Notes	293
YouTube	293
iTunes	294
App Store	294
iBooks	294
iWork for iPad	294

Photos	295
Summary	296
■ Chapter 12: Working with Maps	297
Maps Screen	297
Navigating Maps	299
Gestures	299
Changing Map Views	300
Finding Locations	302
Current Location	310
Digital Compass	312
Bookmarking and Viewing Saved Locations	313
Dropping a Pin	313
Bookmarking	315
Directions and Traffic	317
Directions	317
Traffic	321
Maps in Other Apps	322
Flixster	322
The Weather Channel	322
Ndrive US HD	323
UpNext 3D Cities	323
Find a Lost iPad	324
Summary	326
■ Chapter 13: Touching Your Digital Photos	327
Getting Photos onto Your iPad	327
Syncing Photos from Your Computer	328
Importing Photos from a Digital Camera or iPhone	328
Using a USB Thumb Drive to Transfer Photos to the iPad	333
Saving Photos from Mail and Safari	334
Navigating Your Photos	335
Touching and Viewing Your Albums and Photos	343
Touching and Viewing Albums	343
Touching and Viewing Photos	345
Viewing Your Photos over AirPlay	347
Viewing Your Photos as a Slideshow	347
Sharing Your Photos	351
Deleting Your Photos	356
Picture Framing	357
Changing the Wallpaper Without Using the Photos App	360
Viewing Videos	361
Editing Your Video	363
Sharing Your Video	364
Summary	367
■ Chapter 14: On the Go with iWork	369
Buy and Install iWork for iPad	369
Pages	370
Creating a New Document	371

The Pages Style Ruler	372
Renaming a Pages Document	375
The Pages Toolbar	375
Numbers	381
My Spreadsheets	381
Adding Elements to a Spreadsheet	383
The Info Button	387
The Tools Button	391
Keynote	391
My Presentations	391
Editing and Adding Slides	393
The Animation Button	395
The Play Button and Presenter Display	397
Importing Documents from a Computer	398
Summary	399
■ Chapter 15: Using the iPad Cameras with Camera, Photobooth, and FaceTime	401
The Camera Hardware	401
Front Camera	401
Rear Camera	402
Real-World Use	403
Navigating the Camera App	403
Taking Still Pictures	405
Recording Video	406
Viewing Your Camera Roll	408
Viewing Individual Photos	409
Viewing Videos	410
Having Fun with Photo Booth	413
Using FaceTime to Chat	416
Opening Facetime	417
Signing In	417
Navigating Your FaceTime Contacts	420
Favorites	420
Recents	421
Contacts	422
Placing and Receiving a FaceTime Call	423
Other FaceTime Calling Options	425
FaceTime Settings	427
Summary	428
■ Chapter 16: Other Great Ways to Use Your iPad	431
The iPad as a Game Machine	431
The iPad as a News and Weather Center	435
News Apps	435
Weather Apps	438
The iPad as an Artist's Canvas	439
Brushes	439
Adobe Ideas	440

The iPad as a Phone	441
The iPad as a Kitchen Helper	442
Food Network In the Kitchen	443
BigOven.....	443
My Recipe Book	444
Serving Sizer Pro for iPad	445
Wine.com for iPad.....	445
The iPad as a Presentation Tool.....	446
Keynote	446
Sadun's Whiteboard.....	446
The Education Category in the App Store	447
iTunes University	448
The iPad as a Travel Computer	448
FlightTrack.....	449
Kayak HD for iPad	449
Urbanspoon HD for iPad.....	450
Built-in iPad VPN Support	451
Photography/Videography Apps.....	452
Remote Desktop Computing	454
Splashtop Remote.....	454
LogMeIn Ignition	455
NetTools.....	456
Summary	457
Index.....	459

About the Authors

Steve Sande has been a loyal fan of Apple technology since buying his first Mac in 1984. Originally trained as a civil engineer, Steve's career as an IT professional blossomed in the 1990s. A longtime blogger, Steve is the features editor at AOL's The Unofficial Apple Weblog (TUAW.com), the author of three books about Apple's iWeb application, a collaborator on *Taking Your iPad to the Max* and *Taking Your iPhone 4 to the Max*, and working on the upcoming *Taking Mac OS X 10.7 Lion to the Max*. You can join Steve every Wednesday for the popular TUAW TV Live show, and follow his exploits at www.twitter.com/stevensande. He lives with his wife of 32 years in Highlands Ranch, Colorado.

Michael Grothaus is an American novelist and journalist living in London. He was first introduced to Apple computers in film school and went on to use them for years to create award-winning films. However, after discovering many of Hollywood's dirty little secrets while working for 20th Century Fox, he left and spent five years with Apple as a consultant. He's since moved to London and earned his MA in Creative Writing. His first novel, *Epiphany Jones*, is a story about trafficking and America's addiction to celebrity. Currently, Michael is a staff writer at AOL's popular tech news site The Unofficial Apple Weblog (TUAW.com), where he writes about all things Mac. Additionally, Michael has written several other books for Apress, including *Taking Your iPad to the Max*, *Taking Your iPod touch to the Max, 2nd edition*, and *Taking Your iPhoto '11 to the Max*. When not writing, Michael spends his time traveling Europe, Northern Africa, and Asia. You can reach him at www.michaelgrothaus.com and www.twitter.com/michaelgrothaus.

Erica Sadun holds a PhD in computer science from the Georgia Institute of Technology. She has written, cowritten, and contributed to about three dozen books about technology, particularly in the areas of programming, digital video, and digital photography. An unrepentant geek, Sadun has never met a gadget she didn't need. Her checkered past includes run-ins with iOS, Mac OS X, NeXT, Newton, and a vast myriad of both successful and unsuccessful technologies. When not writing, she and her geek husband parent three adorable geeks-in-training, who regard their parents with restrained bemusement.

About the Technical Reviewer

Dave Caolo is the Managing Editor at The Unofficial Apple Weblog, TUAW.com. He previously spent 8 years as the IT Director at a Mac-friendly residential school. When not geeking out with his Macs, Dave enjoys spending time with his kids, wife, and Boston Terrier, Batgirl.

Acknowledgments

Thanks to everyone at Apress and TUAW. Also thanks to Steve Jobs for making such cool products. Let us add a special thanks to everyone who has bought this book. There are a lot of iOS books out there and we really appreciate that you've chosen ours.

—Michael, Erica, and Steve

Introduction

Oh, how far we've come.

As we progress into the second decade of the 21st century, it's becoming increasingly obvious how the computers of the previous 30 years have begun to look not just old but archaic. The massive CRT monitors of the 1980s and 1990s have given way to pencil-thin displays of the 2000s. The PC's bulky and heavy beige box has been reduced to the size of a thick paperback, as with Apple's Mac Mini, or has even been assimilated into the display itself, as with Apple's iMac. This shrinking of the PC has also coincided with the computer becoming thousands of times more powerful—progress that shows no sign of abating. But although the miniaturizing and the explosive growth in processing power are technological accomplishments that are nothing to scoff at, the iPad signals the beginning of a new era in technology—the era of the touch-based computer.

When you hold the iPad 2, you hold the future in your hands. Its gesture-based controls have broken open the computer's digital/physical barrier. With the iPad 2, you can touch your movies, e-mail, and digital pictures; you can carry 10,000 books without increasing the weight in your bag; and you can flip through their pages with the swipe of your finger. Even the Web, something that has long been confined to a rigid desktop venue, becomes something akin to the magazine on your coffee table, yet with an infinite number of pages.

When the first iPad was originally introduced, some said it was nothing more than a big iPhone. Indeed, the iPhone introduced the world to the Multi-Touch interface, and both devices do use the same operating system called iOS. However, as you'll see, there are many minor and quite a few major differences. Using the iPad, your eyes are immediately enveloped by its large display; there's no squinting when you play games, navigate maps, and watch videos—all from your lap. Its full-size keyboard allows you to comfortably create documents, spreadsheets, and presentations with applications that rival those you find on older, traditional computers. No, the iPad isn't an over-grown iPhone; it's an evolution of the personal computer. The iPad 2 further defines the future of computers, making the device not just for consumption of media, but for its creation. Apple has added front- and rear-facing cameras for FaceTime video chatting and high-definition video recording. It's now possible to not only listen to music, but create your own using the optional GarageBand software. Even video editing right on your touch screen is now a reality with Apple's iMovie for iPad.

Taking your iPad 2 to the Max introduces you to the iPad 2. Starting with helping you choose the iPad that's right for you, we walk you through purchase decisions and setting it up for the first time. You'll learn the gesture-based, Multi-Touch vocabulary that allows you to manipulate the iPad and its tens of thousands of apps. We'll show you how to connect to the Internet, browse the Web, touch your music and videos, and find and download apps from the App Store. You'll discover how to buy and navigate books using Apple's revolutionary iBooks app, view slideshows and photos, send e-mail, create notes and calendars, and even turn your iPad into a compass. You'll also discover that the iPad is not simply a new leisure device; it's a powerful office tool, and indeed can be a viable alternative to a traditional computer for many people. We walk you through creating rich documents, spreadsheets, and presentations. We also show you how to use the front- and rear-facing cameras to videoconference with friends and family and to even record

your own movies. Finally, we show you some of our favorite third-party apps and ways we use the iPad as an artist's canvas, a teaching tool, and even a helper in the kitchen.

This book is written for anyone with an iPad 2 or anyone who is thinking of getting one (you won't be sorry!). It doesn't matter whether you're a Mac or Windows user or, in fact, if you've never used a computer before. This book's thorough coverage and step-by-step discussions allow all iPad 2 owners to learn about their device and come away with both the skills and the knowledge they need to use it to its fullest. If you owned an original iPad and just upgraded to an iPad 2, this book will still be of great benefit to you. The iPad 2 introduced many new hardware and software features that we cover thoroughly in this book.

How you read the book is up to you. If you are totally new to the iPad (or computers in general), we suggest you read the book cover to cover, but you can also feel free to jump around from chapter to chapter if that works better for you. Above all, have fun while you're learning everything that the iPad can do. It's the future of computing, and it's a blast. Thanks for letting us show it to you.