Contents

1 **iPads for Productivity** 7

Why iPad for Work 8
iPads vs Laptops 9
About the iPad Pro 10
iPad Accessories 11
iPad Essentials 12
Setting Up iCloud 14
Touch ID and Passcode 16
Find My iPad 18
Network Connections 20

2 **Keyboards and the Apple Pencil** 21

Virtual Keyboard 22
Smart Keyboard 24
About the Apple Pencil 27
Using the Apple Pencil 28
Multitasking 30
Multi-Touch Gestures 32

3 **Productivity Apps** 33

Accessing Productivity Apps 34
Installing Apps 35
iWork Apps 36
Microsoft Office Apps 37
Opening Office Apps 38
Google Productivity Apps 40
Adobe Apps 43
Drawing and Design Apps 44

4 **File Management** 45

About File Management 46
Setting Up iCloud Drive 47
Using iCloud Drive 48
Managing iCloud Drive 49
Folders in Dropbox 51
Using a File Manager App 52

5 Word Processing 53

Pages: Creating Documents 54
Pages: Saving Documents 55
Pages: Managing Documents 56
Pages: Working with Text 58
Pages: Adding Graphics 61
Pages: Settings and Tools 63
Pages: Exporting Documents 65
Pages: Sharing Documents 66
Word: Creating Documents 68
Word: Adding Content 69
Word: Saving Documents 70
Word: Opening Documents 71
Word: The Ribbon 72
Word: Sharing Documents 79
Google Docs 80
Word Processing Apps 86

6 Spreadsheets 87

Numbers: Creating Spreadsheets 88
Numbers: Saving Spreadsheets 89
Numbers: Adding Tables 90
Numbers: Selecting Items 92
Numbers: Formatting Cells 94
Numbers: Adding Data 96
Numbers: Using Formulas 98
Numbers: Charts and Graphs 102
Numbers: Designing in Cells 104
Numbers: Settings and Tools 105
Excel: Creating Spreadsheets 106
Excel: Adding Content 107
Excel: Working with Cells 109
Excel: Working with Tables 111
Excel: Creating Charts 113
Excel: Formulas 116
Google Sheets 118
Spreadsheet Apps 122

7 Presentations 123

Keynote: Creating Presentations 124
Keynote: Saving Presentations 125
Keynote: Adding Text 126
Keynote: Adding Slides 130
Keynote: Transitions 132
Keynote: Adding Objects 134
Keynote: Builds 136
Keynote: Presenter Notes 138
Keynote: Playing Presentations 139
Keynote: Settings 141
PowerPoint: Creating Files 142
PowerPoint: Adding Content 143
PowerPoint: Adding Slides 144
PowerPoint: Transitions 145
PowerPoint: Animations 146
PowerPoint: Slide Shows 147
Google Slides 148
Presentation Apps 152

8 Organization Apps 153

Using the Notes App 154
Notability 158
OneNote 160
Calendar 161
Contacts 162
Reminders 163
Time Management Apps 164

9 Sharing and Collaboration 165

Sharing on the iPad 166
Sharing with iCloud Drive 167
Sharing with Dropbox 168
Sharing with Google Drive 169
Sharing with OneDrive 170

10 Email Management 171

About Email Management 172
Email on the iPad 173
Creating Mailboxes 174
Managing Mailboxes 175
Using Flags 176
Auto-Swipe 177
Swipe Actions 178
Email Apps 179

11 Printing and Scanning 181

AirPrint for iPad 182
Printing Documents 183
Scanning Documents 185

Index 187

1 iPads for Productivity

The iPad has evolved into a genuine productivity option for the workplace, particularly with the release of the iPad Pro. This chapter looks at setting up an iPad so that it is ready for use in the office or classroom.

8 Why iPad for Work
9 iPads vs Laptops
10 About the iPad Pro
11 iPad Accessories
12 iPad Essentials
14 Setting Up iCloud
16 Touch ID and Passcode
18 Find My iPad
20 Network Connections

Why iPad for Work

When the iPad was first introduced in 2010, it was not considered to be a serious productivity device. It was aimed more at mobile communication and entertainment, in terms of using the web, email and text messaging and also music, videos and ebooks. There were some productivity options with the iWork suite of apps: Pages, Numbers and Keynote, which could be downloaded from the App Store, but the overall emphasis was for general consumer use rather than consistent use in the workplace.

As the iPad has evolved it has become more powerful, with the apps in the iWork suite becoming significant productivity tools, and a wide range of productivity apps for the iPad have been developed. However, the biggest step in the iPad becoming a genuine tool for the workplace was in September 2015, with the introduction of the iPad Pro. While it operated in most ways in the same fashion as the standard iPad Air and iPad Mini, it had a much larger screen (12.9 inches, measured diagonally, compared to 9.7 inches for the iPad Air and 7.9 inches for the iPad Mini) and, crucially, it supported an external Apple Smart Keyboard and also the Apple Pencil, which can be used for drawing on screen and also a range of navigational tasks. Although this does not replace the full functionality of a desktop computer mouse or laptop keypad, it has gone some way to enhancing navigation on the iPad.

In March 2016 a 9.7 inch iPad Pro was introduced, to give more flexibility to the range, for users who prefer a smaller screen for mobility. This has cemented the iPad Pro's position as a genuine option for the workplace or students: it has the power and functionality required for most productivity tasks and the range of apps, including productivity suites from Microsoft and Google, ensures that every angle is covered for the office or classroom. The iPad Air and iPad Mini can also be used for the same productivity tasks as the iPad Pro, but the Smart Keyboard and Apple Pencil make the iPad Pro the natural and most effective choice for the workplace.

The Apple Smart Keyboard and the Apple Pencil are sold separately from the iPad Pro. The Smart Keyboard also doubles as a cover for the iPad.

All of the iPad range (iPad Pro, iPad Air and iPad Mini) run on the same operating system (iOS) and have the same pre-installed apps.

iPads vs Laptops

One of the reasons for using an iPad Pro is to replace the laptop in the workplace or the classroom. While some people who have used laptops for decades may baulk at this thought, it is a realistic proposition that should be given serious consideration.

Pros

- **Size and weight**. Even the lightest laptops weigh more than the iPad Pro, which makes it a better option for taking between home and the office or classroom.
- **Range of apps**. The App Store has a Productivity category that contains apps for all but the most specialist tasks in the workplace. Also, a lot of these apps have sharing options so that content can be saved into different formats for viewing or editing on different devices, such as a Windows PC.
- **Connectivity**. Connecting to office networks is possible on the iPad Pro, through standard Wi-Fi settings, and there is also an option to connect to an office network via a VPN (Virtual Private Network) connection.
- **Smart Keyboard and Apple Pencil**. Used in conjunction with the iPad Pro, these devices provide the functionality that turn it into a powerful workplace tool.
- **iCloud**. Apple's online storage and backup service can be used to share documents with colleagues. For instance, you could create a document in Pages, save it to iCloud, and then share it with a colleague using Word on a Windows PC.

Cons

- **File structure**. The iPad does not have a conventional file manager so it can be more of a challenge keeping track of your files. However, the iCloud Drive provides a file structure for your online documents, and file manager apps can be downloaded from the App Store.
- **Compatibility**. Traditionally, file compatibility between Apple devices and Windows machines has been an issue. However, most productivity apps on the iPad can convert files into formats that can be opened by equivalent Windows apps.
- **Power**. Most laptops have more processing power and storage than the iPad Pro. However, much of this will be unused as most work tasks require less power than laptops possess.

If you use Microsoft Exchange in the workplace, an account for this can be added to your iPad via the **Settings** app. See page 173 for details about adding a new email account.

The Smart Keyboard and Apple Pencil cannot be used with the iPad Air or the iPad Mini. However, there are Bluetooth keyboards that can be used with them.

For more details about using iCloud and the iCloud Drive see Chapter Nine.

About the iPad Pro

Although the iPad Pro comes in two sizes, many of the specifications are the same for both. Also, the Smart Keyboard comes in both sizes, and the Apple Pencil has to be paired to the selected iPad version before it can be used.

Specifications

- **Storage**: Both models: 32GB, 128GB or 256GB.
- **Display**: 9.7-inch or 12.9-inch (measured diagonally).
- **Weight**: 9.7-inch, 437 grams (0.96 pounds) or 444 grams (0.98 pounds), for Wi-Fi/Wi-Fi and cellular respectively; 12.9-inch, 713 grams (1.57 pounds) or 723 grams (1.59 pounds), for Wi-Fi/Wi-Fi and cellular respectively.
- **Processor**: A9X chip with 64-bit architecture.
- **Cameras**: iSight camera (8-megapixels on the 12.9-inch model; 12-megapixels on the 9.7-inch model); FaceTime HD camera (1.2-megapixels on the 12.9-inch model; 5-megapixels on the 9.7-inch model).
- **Speakers**: Four audio speakers.
- **Microphones**: Dual microphones for video or voice calls and video and audio recording.
- **Touch ID**: This can be used to unlock the iPad Pro with a fingerprint. It is specified in the Settings app (see pages 16-17 for more details about setting up Touch ID).
- **Wi-Fi and Bluetooth**: Wi-Fi (802.11a/b/g/n/ac); Bluetooth 4.2.
- **Battery**: 12.9-inch model has a 38.5 watt-hour rechargeable lithium polymer battery; the 9.7-inch model has a 27.5 watt-hour rechargeable lithium polymer battery. Both models have a battery time of up to 10 hours for general use, such as surfing the web on Wi-Fi, creating documents in Pages, Numbers or Keynote, watching videos or listening to music.
- **Operating system**: iOS 9. All models can be updated at the same time when there is an update to the operating system. Check in **Settings > Software Update** for updates to the operating system.

The cameras on the 9.7 inch iPad Pro have a higher specification than the ones on the 12.9 inch model. The iSight camera is on the back of the iPad Pro and can be used for taking high resolution photos and videos. The front-facing FaceTime camera is best for video calling.

Both models of the iPad Pro have a Wi-Fi only and a Wi-Fi and cellular version. The cellular version can be used to connect to the internet, using a mobile/cellular provider. This is done through a nano-SIM card that can be used with this version of the iPad Pro.

iPad Accessories

As with most computer devices, there are a number of accessories that can be used with the iPad to increase its functionality:

- **Smart Keyboard**. This is available for use with the iPad Pro. It does not need any leads or cables to connect it to the iPad Pro; this is done with a Smart Connector. See pages 24-26 for details about the Smart Keyboard.
- **Apple Pencil**. Also available for use with the iPad Pro, this is a stylus that can be used to draw with great precision and perform some navigation functions. See pages 27-29 for details.
- **Covers**. All models of the iPad can be used with a Smart Cover. This provides protection for the iPad, acts as a stand for it and puts it to sleep when the cover is closed.
- **Stands**. There are a range of robust, folding stands that can be used to hold an iPad firmly in place in either landscape or portrait mode. They can also be used with a keyboard.
- **Adapters**. Longer Lightning to USB cables are available if the one that is supplied is not sufficient for connecting to a power source for charging. There are also adapters for connecting to an SD camera card.
- **Headphones**. If you are working on your iPad in an office environment and want to listen to music or video, a good pair of headphones is essential, so as not to disturb co-workers. Wireless and cabled headphones are available.
- **Speakers**. External, wireless speakers can be used with the iPad, for extra power and clarity.
- **Printers**. Wireless printers can be used with the iPad and there is a wide range available, from those for the individual to larger printers for business networks.
- **Wireless storage**. The iPad does not have a port for a USB flash drive, but there are wireless media drives that can be used to store and backup content from an iPad. They can be used to increase the storage on your iPad, and some also have a slot for an SD camera card for downloading photos. The drives come with their own app that is used on the iPad to access the wireless drive. One model to look at is the SanDisk Wireless Media Drive.

There are also a number of Bluetooth external keyboards that can be used with the range of iPad models.

The Apple Pencil can be charged via the Lightning Connector at the bottom edge of the iPad Pro. A full charge gives up to 12 hours of use.

Most accessories can be bought from an Apple retail store, or the online Apple Store (**www.apple.com**).

iPad Essentials

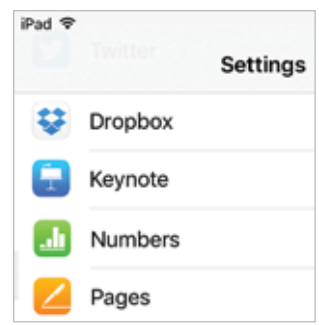
While much of the productivity on an iPad is done with specific apps for this purpose, there are still some basics that are important when using your iPad for work:

Tap on a setting in the left-hand panel to access its options in the right-hand panel. Tap this button **On** or **Off** for specific settings (green is On).

1 Tap on the **Settings** app to access a wide range of settings. These can also be applied for productivity apps such as Pages, Numbers and Keynote. Swipe down the left-hand panel to view the Settings options

Folders (see next page) can also be dragged onto the Dock.

2 The options for settings includes apps that have been downloaded, such as the range of productivity apps



Apps can be removed from the Dock by reversing the process, e.g. press and hold on the app and drag it away from the Dock. This places it back on a Home screen.

3 Press and hold apps to drag them onto the Dock. This makes them available on every Home screen

4 Press and hold on an app until it starts to jiggle. Tap on the cross to delete it

5 Drag one app over another to create a folder. Tap on the folder name and overwrite it, if required

6 Double-press the Home button to access the App Switcher window. This displays all of the open apps. Swipe left and right to move between apps and tap on one to access it. Swipe an app up to the top of the screen to close it

Built-in apps cannot be deleted from the iPad. These are the ones that are available when the iPad is first set up.

If an app is deleted it can be downloaded again, for free, from the App Store.

Press and hold on the Home button to access the iPad digital voice assistant, Siri.

Swipe up from the bottom of the screen to access the Control Center with a range of quick actions. Specify its operation in **Settings > Control Center**.

Setting Up iCloud

When you first turn on your iPad there is a setup process covering a range of options such as language and location. Most of these can be specified, or changed, through the Settings app and do not all have to be selected during the setup process. One of these options is for setting up iCloud.

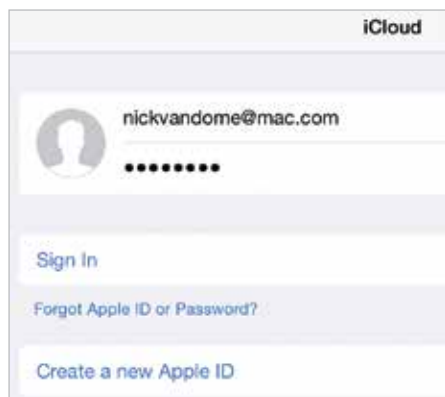
iCloud

This is Apple's online storage and backup service. You need to have an Apple ID to use iCloud and this can be created at the same time as you set up iCloud. To do this:

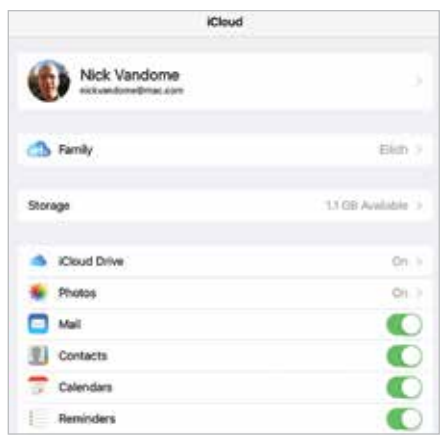
1. Tap on the **Settings** app

2. Tap on the **iCloud** tab

3. Tap on the **Create a new Apple ID** button and follow the wizard or (if you already have an Apple ID) enter your sign in details and tap on the **Sign In** button



4. Drag the buttons to **On** to enable different types of content to be shared and backed up via iCloud



An Apple ID can also be created when you first set up your iPad. This is used for iCloud and also when you are using apps such as the iTunes Store, App Store, Messages and iBooks. If you do not have an Apple ID you will be prompted to create one the first time that you use one of the related apps.

The full range of settings options are covered in iPad in easy steps. Visit www.ineasysteps.com for more information.

For details about using iCloud with the iCloud Drive app, see page 167.

Accessing iCloud online

The Apple productivity apps, Pages, Numbers and Keynote can also be used with iCloud for storing documents. They can then be accessed with other Apple devices and also the online version of iCloud. This can be accessed at **www.icloud.com**

1. Enter your Apple ID details to access your iCloud account

2. Tap on one of the apps to open it

3. Each of the apps contain any content that has been created within an iCloud-enabled app, e.g. Pages. If a document is created within the online iCloud, it will then be available through the compatible app on your iPad

When you create an Apple ID you will automatically create an email account that can be used via iCloud.

From any app, tap on the **iCloud** button in the top left-hand corner of the screen to access the main iCloud menu, including an option for going back to **Home**.

From within an iCloud app such as Pages, tap on this button to create a new document (or click on the **Create Document** button).

Touch ID and Passcode

Security is a big issue in all areas of computing and this is particularly true in the workplace, where commercially sensitive documents may be held on computers. On the iPad Pro it is possible to protect your device with a six-digit passcode.
For greater security, the Home button can be used as a fingerprint sensor to unlock your iPad with the fingerprint which has set it up. (A passcode also has to be set up in case the Touch ID does not work.)

Adding a passcode

When the iPad is locked, i.e. the Lock screen is displayed, it can be unlocked simply by swiping on the **slide to unlock** button. However, this is not secure, as anyone could unlock the phone.
A more secure option is to add a numerical passcode. To do this:

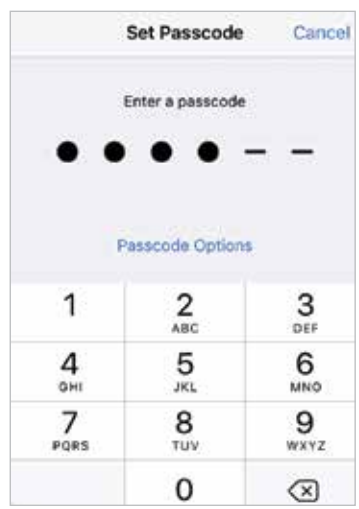
Tap once on the **Passcode Options** link in Step 3 to access other options for creating a passcode. These include a **Custom Alphanumeric Code**, a **Custom Numeric Code** and a **4-Digit Code**. The 4-Digit Code is the least secure and the Alphanumeric Code is the most secure as it can use a combination of numbers, letters and symbols.

1. Select **Settings > Touch ID & Passcode**

2. Tap on the **Turn Passcode On** button

3. Enter a six-digit passcode. This can be used to unlock your iPad from the Lock screen

4. Tap on the **Require Passcode** button in Step 2 to specify a time period until the passcode is required on the Lock screen. The best option is **Immediately**, otherwise someone else could access your iPad



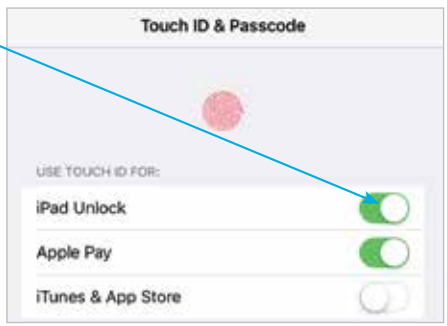
Fingerprint sensor with Touch ID

To create a unique fingerprint ID for unlocking your iPad:

1. Select **Settings > Touch ID & Passcode**

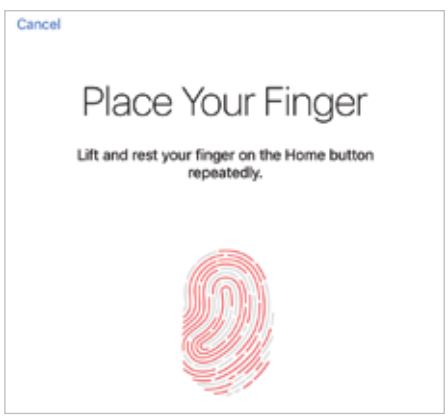
2. Create a passcode as shown on the previous page (this is required if the fingerprint sensor is unavailable, or does not work, for any reason)

3. Drag the **iPad Unlock** button to **On**



4. Tap on the **Add a Fingerprint...** link. This presents a screen for creating your Touch ID

5. Place your finger on the Home button several times until the Touch ID is created. This will include capturing the edges of your finger. The screens move automatically after each part is captured and the fingerprint icon turns red



The Touch ID function can also be used with Apple Pay, the Apple contactless payment system that is activated with Touch ID. This has to be set up by adding debit and credit cards and it is more realistic to use it with an iPhone than an iPad.

Several fingerprints can be added for the Touch ID function. It is a good idea to add at least one for each hand so that you can always unlock your iPad, even if you are using one hand for another task.

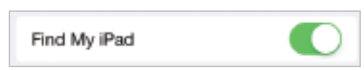
Find My iPad

Losing an iPad that is used in the workplace (or having it stolen) can cause considerable problems for both the individual involved and the organization. However, the Find My iPad function (operated through the iCloud service) allows you to locate a missing device, send a message and an alert, and also remotely lock it or even wipe its contents. This gives added peace of mind, knowing that even if your iPad is lost or stolen, its contents will not necessarily be compromised. To set up Find My iPad:

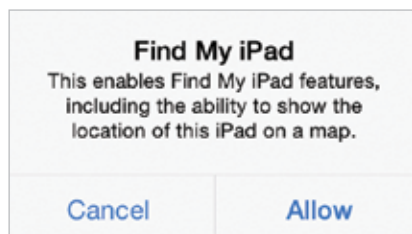
1. Tap on the **Settings** app

2. Tap on the **iCloud** tab

3. Tap on the **Find My iPad** link and drag the button to **On** to be able to find your iPad on a map



4. Tap on the **Allow** button to enable the Find My iPad functionality



Location Services must be turned On to enable the Find My iPad service (**Settings > Privacy** and turn **On Location Services**).

Finding a lost iPad

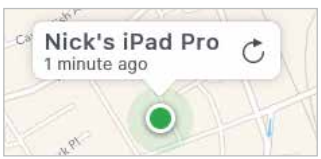
Once you have set up Find My iPad you can search for it through the iCloud service. To do this:

1. Log in to your iCloud account at **www.icloud.com**
2. Click on the **Find iPhone** button (this also works for the iPad)

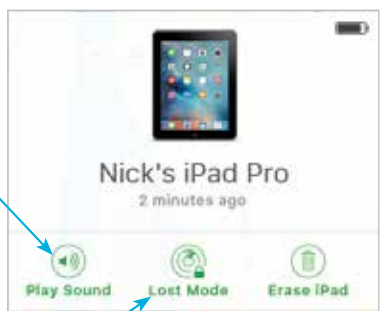
When you click on the **Find iPhone** button in Step 2 you have to enter your password again, even though you will have already done this to log in to your iCloud account initially.

3 Click on the **All Devices** button and select your iPad. It is identified and its current location is displayed on the map

4 Click on the green circle to view details about when your iPad was located



5 Click here to send a sound alert to your iPad



6 Click here to lock your iPad

7 Enter a passcode (including a 6-digit passcode, see tip on page 16) so that no-one else can access the contents on your iPad

If you lose an iPad containing business documents, or if it is stolen, report it to your manager immediately, even if you have disabled it with Lost Mode in Find My iPad.

Click once on the **Erase iPad** button in Step 5 to delete the iPad's contents.

Network Connections

Wi-Fi

Connecting to the internet via Wi-Fi is a standard part of life for most computer users these days, and for anyone in a working environment it is usually essential. It can be used for connecting to the web for research and communication, using email, and accessing online cloud storage services in order to save, back up, access and share documents. To connect to the internet using Wi-Fi on an iPad:

If you are connecting your iPad to the internet via Wi-Fi in your workplace, check the details with your IT Administrator first.

1. Tap on the **Settings** app and tap on the **Wi-Fi** tab

2. Drag the **Wi-Fi** button to **On**

3. Tap on a network to select it and enter the password for your Wi-Fi router. Tap on the **Join** button

Once a network has been joined, a tick appears next to it, indicating it is the active Wi-Fi connection.

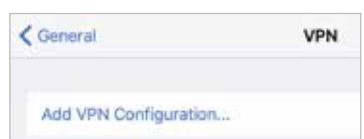
VPN

VPN stands for Virtual Private Network and this is a method of network connection that is used by businesses so that their employees can log in to the office network over the internet, from remote locations. To connect to a VPN network:

Since a VPN connection involves logging in over the internet, there are a number of security issues that an organization has to consider when using VPN. Because of this, you should discuss joining a VPN network with your IT Administrator, who will also be able to provide you with the required settings.

1. Select **Settings > General** and tap on the **VPN** button

2. Tap on the **Add VPN Configuration...** button



3. Enter the configuration settings provided by your IT Administrator