

Administrators on the Go:

Using the iPad to Increase Personal Productivity



Presenter Contact Information

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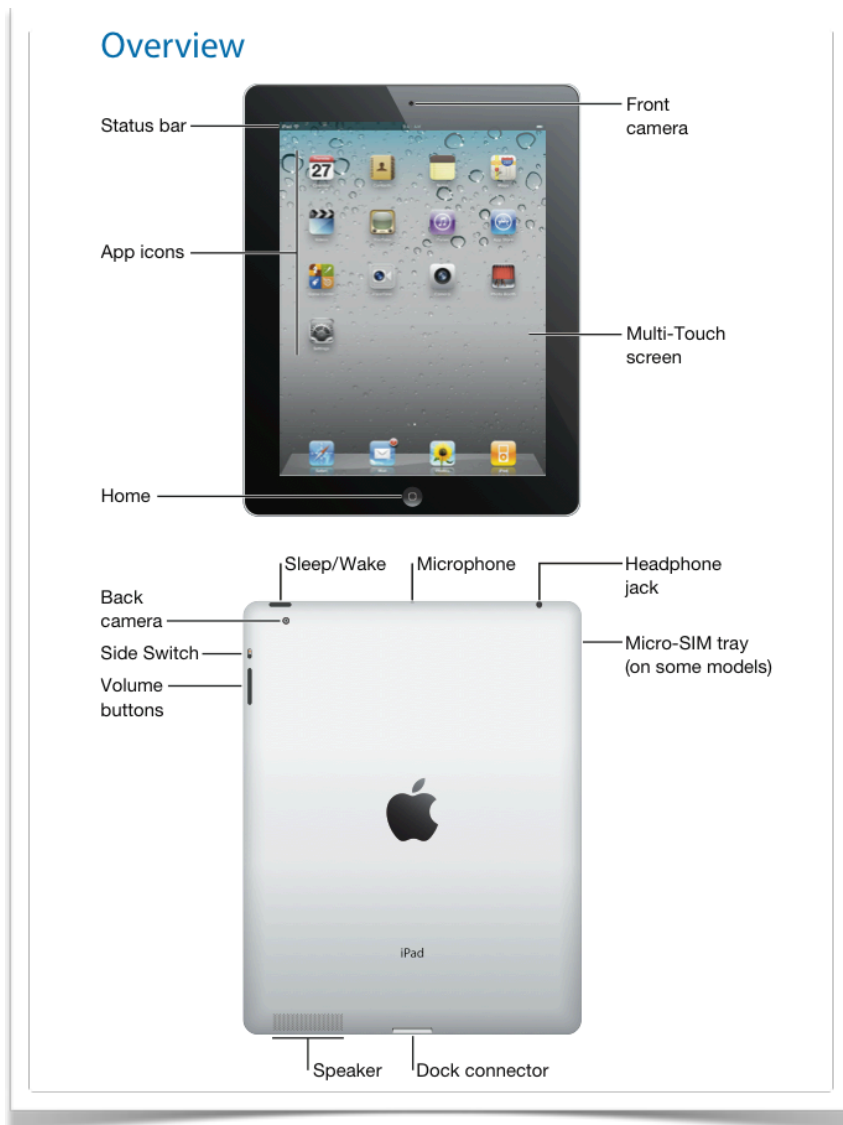
GETTING STARTED WITH THE IPAD

What it can do:

- Browse the web via wi-fi connection
- Play .mov and .m4v videos from the web
- Play .mp3, m4v (.mp4) audio
- Read pdfs
- Map location, directions, traffic (if wi-fi connected)
- Sync with MS Exchange server
- Send/receive email from multiple accounts
- Cut/Copy/Paste

What it can't do:

- Flash video
- Java
- Remove battery
- Save online password



CONNECTING TO WIFI

If you do not connect to wireless internet automatically you may have to go through a series of steps as outlined below in order to connect to the internet.



1. Tap on the Settings App on the home screen.
2. Choose Wi-Fi from the options in Settings.
3. Make sure the toggle switch is turned ON by tapping it.
4. Tap the appropriate wireless connection.
5. Some networks require you to also accept an agreement, this can take a minute to load so wait a moment before returning to the home screen. You may also have to zoom in on the page in order to tap the accept button.

Navigating the iPad

Touch screen

Scroll

- Single finger on screen → swipe like pushing paper around

Zoom In

- Two fingers on screen → split fingers away from each other
- Browsing photos or a web page → double-tap the screen

Zoom Out

- Two fingers → pinch together
- Browsing photos or a web page → double-tap the screen
- Rotate screen sideways for widescreen

Taking a Screen Shot

- Press the **Home** button and the Sleep/Wake/Power button simultaneously

New in iOS 5

Multitasking Gestures - Turn on by selecting **General** from the **Settings App** and tap 'on'

- 4-finger swipe up will show active apps across the bottom of the screen
- 4-finger swipe left/right will move through open apps
- Swipe 1 finger down from clock to show notifications
- When in an app, pinch all 5-fingers together to go to main screen

Keyboard Options

- Pull keyboard apart using two fingers to split keyboard. Pinch to bring back together
- Double click 'shift key' to turn on caps lock
- Press and hold certain keyboard buttons to see more hidden symbols
- Double tap spacebar at the end of a sentence to automatically add a period
- Add shortcuts by selecting keyboard under general tab in settings app

Safari

- Show bookmark bar at the top of the screen by selecting changing Safari Settings. Go to Safari in the Settings app and turn "Always Show Bookmarks Bar" on
- Tap on "Reader" on the right side of the web address bar to pull up article without advertisements
- Tap 'Add to Reading List' to view an article at a later time. The article/webpage will be saved under Reading List in the bookmarks menu.

Apps

Moving apps around the display

- Press and hold any app → all apps will start to shake
- Touch and drag to a new location
- Click the **Home** button when done

Folding Apps

- Press and hold any app → all apps will start to shake
- Touch and drag apps that you want to put in a folder on top of each other
- Give the folder a name when the dialog box appears
- Click the **Home** button when done
- To take apps out of a folder simply drag them out

Deleting Apps

- Press and hold any app → all apps will start to shake
- Press the X in the upper left corner of the app
- A dialog box will appear to confirm delete

Searching

- To search for an app swipe through pages all the way to the left
- A search box will appear
- Type the name of what you are looking for
- Note that this will only take you to what you are looking for, it will not show you where it is located.

Downloading Apps on iPad

NOTE – you must have an iTunes account to download applications.

- Tap App Store
- Use the Search feature to find an app by name or category.
- Click the price (or Free if it is).
- Login to iTunes account.
- Click Install.

There are thousands of applications in the APP store with more added each day. The prices fluctuate often, sometimes apps that were once free cost a price and vice versa.

Running Updates

- Tap App Store
- Tap on the Updates menu item on the bottom menu
- You will see the number of apps that need to be updated
- Tap on Free next to the app icon - you may be prompted to give your password
- The update will start automatically

It is important to update apps often so that you don't end up with too many to do all at once.

Saving a Picture in Safari

- Tap and hold on an image in safari and click the "save image" button

Native Apps



Notes



Messages



Mail



FaceTime



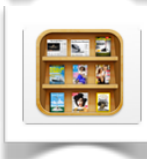
Calendar



Reminders



Contacts



Newsstand

App Review

With over 400,000 apps available, it is important to take time to review apps to determine if they will work for what you need them to do. There are several app review and shopping sites. Here are a few worth exploring.



AppStart - an app starter kit with all the essential apps you will ever need



Discover Apps - interactive map of the app store that makes it easy to discover new apps



AppyDays - find new apps that you are interested in using filters.



AppShopper - keeps you up to date on the newest App Store apps, sales, and freebies

Resources

There are a variety of websites that offer app reviews.

iEAR (i Education Apps Review) provides a resource that has researched and rated apps and how they apply to education. Visit their website and create a link on your iPad.

<http://www.iear.org>

Online Resources

Mid-Hudson Regional Information Center's iPad Resources for Administrators

<http://www.mhric.org/ipad/>

Productivity Apps

Productivity

- [Evernote](#) - create text photo and audio notes
- [Dragon Dictation](#) - easy-to-use voice recognition application
- [Dropbox](#) - mobile access to shared documents that are stored in a virtual cloud
- **Email**- Native Apps
- **Calendar**- Native Apps

PDF Annotation

- [neu.Annotate](#) - Read and annotate PDF Documents
- [pdf-notes](#) - Manage PDF Files on your iPad

Project Management

- [Conqu](#) - Task management tool
- [Wunderlist](#) - Task manager where you can share lists with friends and colleagues

Word Processing-

- [Pages](#) - \$9.99 Word Processor
- [Zoho Docs](#) - On-line Document Manager

Chart Creation and Data Visualization

- [Graph](#) - Create graphs and maps
- [123 Charts](#) - Uses spreadsheets and charts
- [Stats of the Union](#) - Explore stats around the United States
- [LifeStats](#) - Find stats about your own life activities

Presentation Tools

- [Prezi Viewer](#) - Show your Prezi's on the go
- [Keynote](#) - Powerful presentation app
- [Presentation Viewer](#) - Show Power Point presentations