Mac FORMAT presents

iPad
The Essential Handbook

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The Essential Handbook

Mac presents

The question people ask me most often about the iPad is

"why would I want one?"

I've come to realise that this reflects the fact that one of the iPad's greatest strengths – you can turn it into pretty much anything you want by adding one of tens of thousands of wallet-friendly applications – is also one of its biggest perception problems. **Because it can be anything, people don't think of it as being any one thing that they can use**.

Use one for five minutes, though, and you'll be hooked; to hell with how useful it can be, it's also just tremendous fun, whether you're defending your home in the charming game Plants vs Zombies (p87) or running the numbers in a spreadsheet (p52).

In this guide, my aim is to show you how to get to grips with your iPad, and share with you some of the very best apps, games and accessories you can add to it. I'm not going to waste your time by reviewing stuff just to tell you it's no good; *if I've included it in this handbook, it's worth your money!*

MACFORMAT ON YOUR iPAD
It's easy to read *MacFormat* on your iPad; check out **http://bit.ly/MFiPad** for a handy guide!

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And when you've read this guide cover to cover, be sure to look out for *MacFormat* in the shops and at **www.myfavouritemagazines.co.uk/ macformat**. Every month, it's packed with jargon-free Mac knowledge, plus iPad and iPhone software and games.

Mac FORMAT presents iPad
The Essential Handbook

Welcome...

to our guide to the Apple iPad! So you can find your way around, we've split the magazine into six sections, and we'd like to tell you a bit about them!

iWant

Starts on p6 We've gathered together a dozen of the best iPad accessories, and presented them here for you to lust after. Cases, chargers, stands and more, we've trawled through the rubbish – and there's a lot of that – to find only the best for your shiny new thing.

iUse

Starts on p14 Getting to grips with your iPad – literally! This is our tutorial section, where we help you familiarise yourself with the iPad. We recommend working through it from front to back, as we've carefully structured it to make sure we're not overloading you with needless complexity as you're just starting out.

iWork

Starts on p40 Lots of us find ourselves using our 'proper' computers less and less since we got an iPad, and that's partly thanks to Apple's surprisingly capabale office suite called *iWork*. In this section we give you our official, independent verdict on the three apps that make up the suite, and show you how to use them to produce slick, professional documents – or just keep track of your home budget.

MACFORMAT
We think you'll love our guide as much as you'll love your iPad, and remember that every month in *MacFormat* magazine, we review even more iPad and iPhone apps, and work hard on easy-to-understand tutorials to help get all your kit working better together!

Your page by page guide

iApp

Starts on p56 The iPad really only begins to make sense when you start adding apps – programs from independent developers that let you transform it into any one of many thousands of devices. So we've curated the definitive list of awesome iPad apps. If we've marked an app as Universal, it means that the same app will work on an iPad and on an iPhone or iPod touch.

iPlay

Starts on p72 It's not all just work, though; the iPad's a phenomenal gaming platform, mixing innovative concepts and cool tech such as push notifications and the accelerometer. The iPhone and iPod touch have already revolutionised portable gaming, and by the time you've seen the games we've gathered together to recommend here, you'll be in no doubt that the iPad's poised to do the same.

iFix

Starts on p88 Sometimes, just sometimes, you need a little extra help, and so we wrote the iFix section. We kick off with a troubleshooting flowchart – don't be afraid, it's very simple, really! – that guides you through some basic troubleshooting steps, but we've also got some details of where to get further help, plus the top 50 iPad tips to get you working like a pro.

iPad cases

◀ INCASE CONVERTIBLE BOOK JACKET
www.goincase.com

The Incase Convertible Book Jacket is more than just a protective cover. It also functions as a stand, which can hold the iPad at three different angles for viewing and typing. An opening for the dock connector means you don't have to remove the Jacket when charging or syncing, and we prefer it to Apple's own case for the iPad because the design means that the surface that touches the screen when it's closed doesn't sit on the desk when it's in use, picking up dirt and grit. It's a little chunky, but terrifically versatile. A fine case for your iPad.

LACIE COAT LAPTOP 10.2-INCH
www.lacie.com

Designed by Sam Hecht and available in five colours, the LaCie Coat Laptop 10.2-inch is a tiny bit too roomy for an iPad, but its double layer of neoprene and soft inner lining keep your iPad safe, and there's a zipped pocket so you can keep your USB cable or MiFi with you at all times!

MARWARE ECO-VUE FOR iPAD
www.marware.com

A book-style case, Eco-Vue for iPad features a hand strap to make it easier to hold the iPad when in use, a fold-away stand for comfortable typing and a flip-over cover for when you want to watch videos or view photos.

MACALLY BOOKSTAND
www.macally.com

This folding protective case also functions as a viewing or typing stand. Combining a durable, lightweight construction and a stylish design, it allows access to all connection ports and controls, and is available in black or grey.

▶ IDAPT I4
www.idaptweb.com
The IDAPT i4 can charge up to four devices at once; interchangeable connection tips give it a terrific degree of versatility. Over 4,000 mobile electronic devices are compatible – including the iPad, using the unit's USB charging port, and the iPhone and iPod. Other compatible products include mobile phones such as the Blackberry and Nokia handsets, portable games consoles and even rechargeable batteries. It comes with a range of adapters in the box, but you can add others – or just many of the same kind if, for example, your family has lots of iPods – for only £6 each. It's the only charger you'll ever need.

KENSINGTON POWERBOLT MICRO
www.kensington.com
This small, lightweight charger fits in your car's cigarette lighter socket and charges iPhones and iPods, as well as the iPad. It gives 2.1A of power for quick iPhone charging. A USB-to-dock-connector cable is supplied in the box.

SCOSCHE REVIVE II DUAL USB HOME CHARGER FOR iPAD
www.scosche.com
The reVIVE II enables you to charge your iPad and another USB-powered device at the same time. It features a 2.1A USB port for the iPad and a 1A port for a second device. USB cables aren't supplied, but of course the iPad comes with one.

APPLE iPAD 10W USB POWER ADAPTER
www.apple.com
You get a 10W USB Power Adapter in the box when you buy your Apple iPad, but you can invest in a spare so you can use one at home and one in the office. Adapters purchased separately also include a six-foot (180cm) power cord.

iPad power

iPad

miniUSB

microUSB

one

iPad stands

◀ GRIFFIN A-FRAME
www.griffintechnology.com

This tabletop stand for the iPad can be used at two angles. For comfortable typing on the device's virtual keyboard, there's the low-profile position – though you might knock your thumb on the thick rubber lip. Alternatively, use it upright, when the A-Frame can support the iPad in landscape or portrait modes. It's made from aluminium, and has a non-slip rubber cradle and pads to keep it steady. It also allows easy access to the dock connector for charging and syncing. Audio can be a little muffled when the iPad is in portrait, though you could simply rotate the device 180° to position the speaker at the top.

MACALLY VIEWSTAND
www.macally.com

This high-quality aluminium stand is both strong and versatile. It can hold your iPad vertically or horizontally, and in an upright position for viewing or a low-profile angle for typing. It's great for catching up with clips on YouTube.

TWELVE SOUTH BOOKARC
www.twelvesouth.com

Made from heavy-gauge steel, this arc-shaped stand looks great next to the optional wireless keyboard. A soft silicone cushion enables you to view the iPad in four different positions without blocking the dock connector.

PROPORTA TILT STAND
www.proporta.com

Made from tough polycarbonate plastic, the Tilt Stand is built to protect as well as display your iPad. It can be used in landscape or portrait mode, and folds away into a slimline case. The Tilt Stand could be a great asset for business presentations.

▶ APPLE WIRELESS KEYBOARD
www.apple.com

The iPad's virtual keyboard is surprisingly easy to use, but for serious typing you need a real keyboard. Apple's own Wireless Keyboard connects to your iPad (or indeed your Mac) using Bluetooth technology. Its low-profile aluminium enclosure and responsive keys make it very comfortable to type with. It has a range of around 30 feet and features a compact design that omits the numeric keypad. To save its two AA batteries, it automatically powers down when not in use, but switches on again as soon as you start typing.

APPLE iPAD DOCK
www.apple.com

The iPad sits upright in this handy dock stand. It has an audio output socket for connection to speakers, and you can connect the Dock to your computer or a power supply for syncing and charging. Watch out for a slight wobble!

APPLE iPAD CAMERA CONNECTION KIT
www.apple.com

These two adaptors fit your iPad's dock connector. One offers a USB interface for direct connection to your camera or iPhone, and the other is a handy SD card reader, so you can slot in your camera's memory card and back up your pictures on the go.

SENNHEISER PX 210 BT
www.sennheiser.com

The iPad supports A2DP, the standard for streaming high-quality stereo audio wirelessly over Bluetooth. This set of lightweight headphones from Sennheiser sound great, and the built-in rechargeable battery lasts for ages. ●

iPad extras

A guide to your iPad

Find your way around the iPad's buttons and features

01 Wi-Fi/3G

The iPad is available with Wi-Fi or with Wi-Fi and 3G. In Wi-Fi mode it will recognise all 802.11 standards, while the 3G boasts up to 7.2Mbps data speeds and will choose between the most powerful 3G, GPRS or EDGE signals. Data tariffs are available from a range of carriers, but the iPad itself is sold unlocked, so you can insert your own micro-SIM into the 3G model's slot. (You can even chop down a regular SIM if you're brave!)

02 Screen

The iPad's screen has a 1,024x768-pixel resolution at 132 pixels per inch. It's LED-backlit and comes complete with an oleophobic coating to help prevent it from being ruined by too many greasy fingerprints.

Processor

Under its slick exterior, the iPad boasts a 1GHz custom-designed Apple A4 chip, which is specifically built to maximise performance while using minimal power to preserve your iPad's battery life.

03 Apps

When you start up your iPad for the first time, there are apps such as *Mail*, *Safari* and *App Store* pre-installed, so you can begin browsing the web and downloading more apps as soon as you switch on. Remember to update personal preferences using the *Settings* app, which appears on the iPad's default Home screen. See p38 for more.

System requirements

To connect your iPad, you'll need a Mac or PC with a USB 2.0 port, running *iTunes* 9.1 or later (*iTunes* is free to download from **itunes.com/download**). Windows users need Windows 7, Vista, XP Home or XP Pro with Service Pack 3 or later, while Mac users need to be running Mac OS X 10.5.8 or later.

04 Home button

Press this to exit an open app and return to your Home screen; your default Home screen can be edited to include the apps you use most often. When browsing through your various Home screens, pressing the Home button will bring you back to the very first one. Another tap enables you to search.

05 Dock connector

Situated in the bottom centre of your iPad, the dock connector enables you to connect to your Mac or PC for syncing or charging via either a USB cable or an Apple dock. You can also connect Apple's iPad Camera Connection Kit here to transfer photos direct from a digital camera's USB port or an SD card to your iPad.

06 Orientation lock

Are you tired of your iPad rotating from portrait to landscape when you're trying to read the latest news online? Flick this switch to lock the orientation in either portrait or landscape mode. Just remember to switch back once you're finished.
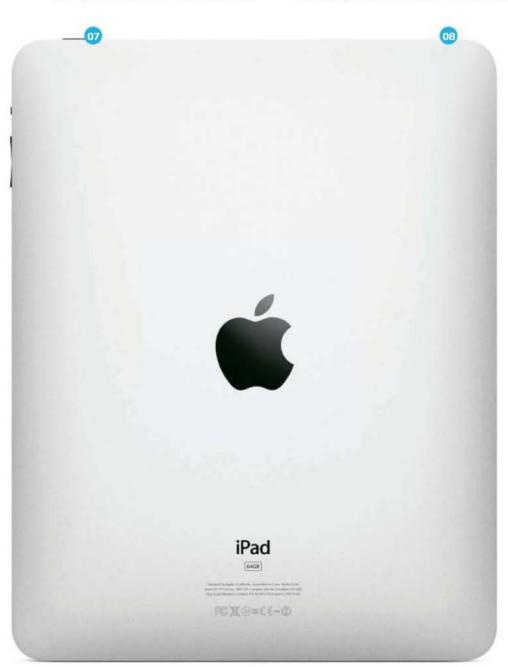
07 Sleep/wake button

With the iPad always being on, the closest you have to an on/off switch is the Sleep/wake button. Press it to send the iPad to sleep when you've finished for the day, then push it again to wake it. (You can properly switch off the iPad by pressing and holding this button.)

08 Speaker/headphone jack

The iPad has a built-in microphone on its top edge, next to a 3.5mm headphone jack port that you can use to plug in any standard pair of headphones. It also supports iPhone-style headsets, with inline mics and buttons to control playback and volume of audio or video.

09 Built-in speaker and volume controls

The iPad has a built-in speaker on its bottom edge and it's actually remarkably capable – certainly good enough for podcasts and videos. To adjust the volume of audio playback, simply use the rocker switch on the side, underneath the orientation lock.

Battery

The iPad boasts a 25-watt-hour rechargeable lithium polymer battery, which should easily give you 10 hours of surfing the web on Wi-Fi, or nine hours via 3G. Seriously, you can't kill it! Charge it using a power cable plugged into the dock connector in the bottom or via Apple's charging iPad dock, which is sold separately.

Storage

The iPad is available in 16, 32 and 64GB models and uses an ultra-stable flash drive to store all your pictures and videos. It's not hard to fill even the highest-capacity iPad, especially if you're syncing larger files such as videos, so it's a good idea to be disciplined with what you copy across to the device. ●

15

HOW TO HOLD YOUR iPAD…
Portrait mode

Ideal for: Browsing the web, reading iBooks, looking through your photos.
The natural position to hold your iPad is vertically, like a book or magazine. Resting your fingers behind it, you can press your thumb firmly against the black bezel around the edge to support it without touching the iPad's touchscreen. This can stop you from setting off app functions accidentally or getting unnecessary fingerprints on the screen. When using the iPad for a long time, try resting it against your leg or a cushion to avoid your arm getting tired; the iPad's heavier than you think!

DID YOU KNOW?
You can use the iPad with the Home button at the top or bottom. Try holding it 'upside down' to reduce dust build-up in the dock connector.

HOW TO HOLD YOUR iPAD...

Landscape mode

Ideal for: Emailing your friends, playing games, watching video.

Make the most of the iPad's screen by positioning it in landscape mode on your lap. This is perfect for typing because the virtual keyboard is now almost the same size as a real keyboard, which means you can type much quicker using both hands. It's also the perfect position for games and movies, as it takes advantage of the full width of the screen. Turn on the orientation lock – the little switch on the edge next to the volume rocker – to prevent it flipping back to portrait as you shift position.

DID YOU KNOW?
You need to be careful not to cover up the iPad's speaker grille on the bottom edge or you won't enjoy your movie's soundtrack.

HOW TO HOLD YOUR iPAD...

In the dock

Ideal for: Writing letters and other documents, managing your finances.

If you want to do anything more serious than writing a simple email, try putting your iPad in Apple's dock – or any stand that will hold it upright; see p6 and p10 – and using a full keyboard. This way, you can take advantage of the familiar text-navigation keyboard tricks you'd use on a Mac – flick to p22 for a guide to these shortcuts! Connect the keyboard wirelessly using the iPad's built-in Bluetooth, and plug a power adaptor into the dock to keep it charging as you work. ●

DID YOU KNOW?
Tap the **Flower** icon on the **Slide to Unlock** screen and a slideshow of your photos will play – great for turning your docked iPad into a digital picture frame.

Using the iPad's gestures

Making the most of the iPad's best features really is in your hands

Single tap

The most basic of gestures, the tap is equivalent to clicking the mouse on a Mac or PC, and will perform the majority of functions on your iPad. Simply tap the screen gently but firmly to open an app or activate a web link. Tapping twice in quick succession is known as a double tap and enables you to zoom into whatever you're looking at in many apps, including *Safari* and *Maps*.

Tap and hold

If you're used to using a two-button mouse on your Mac or PC, then tap and hold is a bit like the right-click function. Tapping on the screen and holding your finger in place often causes a small pop-over menu to appear. Most commonly, this shows options for cutting and pasting text, but in apps such as *Safari* it can enable you to choose how and where you open web links. Tapping and holding an icon on the Home screen will cause the icons to jiggle around. When this happens, you can rearrange the icons on the screen to your preferred order.
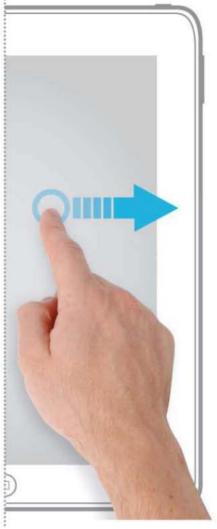
Scroll

Navigating through a web page or down a list of tracks in the *iPod* app, for example, is easily done using the scroll action. Press your finger lightly against the iPad's touchscreen and then run it up and down the screen to move a list or website. When you find what you're looking for, release your finger and it'll stop scrolling.

You may already be familiar with the iPhone or iPod touch – in which case you'll probably know some of the gestures that you can use to navigate your way around the iPad. However, if you're new to the world of Apple touchscreen devices, or you just want to make sure you aren't missing out, here's a quick gesture-by-gesture guide to getting the most from your iPad. As well as these finger gestures, don't forget that you can add an extra layer of functionality to many apps simply by rotating your iPad from portrait to landscape mode!

DID YOU KNOW?
In the iWork suite of programs you have even more gestures available, including for rotating graphics and selecting multiple objects.

Flick

If you need to find your way through a long list (for example, your friends and family in the *Contacts* app), you needn't spend ages scrolling manually – you can simply use the flick gesture. Press your finger gently against the screen, flick up or down the screen and your list will scroll through at a much faster speed than normal. The quicker you flick, the quicker you scroll. Once you find the item you need, gently press the screen to stop.
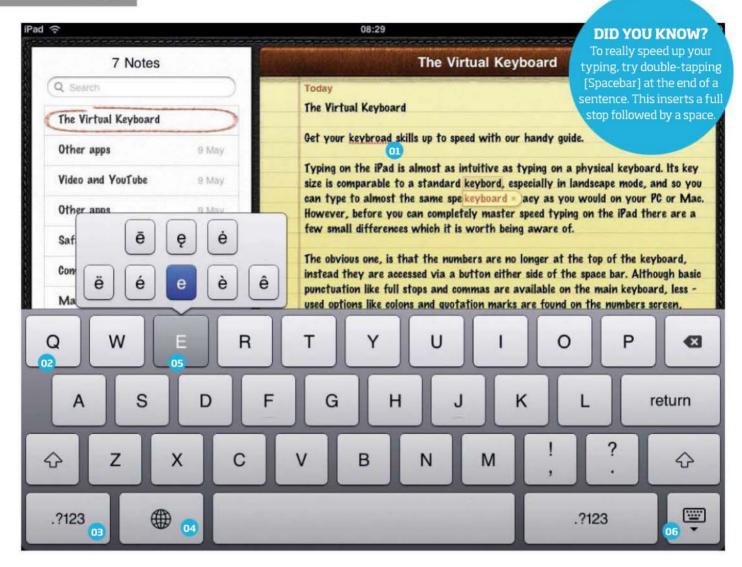
Swipe

In apps where you can navigate from side to side, such as *Photos* or *iBooks*, then you need to use the swipe. Using one finger, lightly run your finger across the screen from one side to another and you can navigate from page to page in one simple motion. You can also use this to navigate around a website or map when you've zoomed in. Don't be afraid to explore, though; you can also use two fingers to swipe in some apps. In the *Photos* app, for example, a two-fingered swipe will return you to the thumbnail view of your pictures.

Pinch and unpinch

You can zoom into a page on the iPad using the pinch and unpinch gestures. Holding your index finger and thumb close together like a crab claw, place them on the screen and slowly move your fingers apart without lifting them off the screen. This should cause the page to zoom out at the same rate at which you expand your fingers. To zoom back in again, simply repeat the gesture but in reverse, bringing your fingers closer together. As with scrolling, the faster you move your fingers, the faster you zoom. ●

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7 Notes

🔍 Search

The Virtual Keyboard

Other apps   9 May

Video and YouTube   9 May

Other apps   9 May

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The Virtual Keyboard

Today

The Virtual Keyboard

Get your keybroad skills up to speed with our handy guide. **01**

Typing on the iPad is almost as intuitive as typing on a physical keyboard. Its key size is comparable to a standard keybord, especially in landscape mode, and so you can type to almost the same spe keyboard × acy as you would on your PC or Mac. However, before you can completely master speed typing on the iPad there are a few small differences which it is worth being aware of.

The obvious one, is that the numbers are no longer at the top of the keyboard, instead they are accessed via a button either side of the space bar. Although basic punctuation like full stops and commas are available on the main keyboard, less - used options like colons and quotation marks are found on the numbers screen.

ē   ę   ė
ë   é   **e**   è   ê

DID YOU KNOW?
To really speed up your typing, try double-tapping [Spacebar] at the end of a sentence. This inserts a full stop followed by a space.

Q W E **05** R T Y U I O P ⌫
A S D F G H J K L return
⇧ Z X C V B N M ! , ? . ⇧
.?123 **03** 🌐 **04**   .?123 ⌨ **06**

Q has **02**

The iPad's virtual keyboard

Get your keyboard skills up to speed with our handy guide

Typing on the iPad is almost as intuitive as typing on a physical keyboard. Its key size is comparable to a standard keyboard when it's in landscape mode, so you can type to almost the same speed and accuracy as you would on your Mac or PC. However, before you can completely master speed typing on the iPad, there are some small differences, which we'll explain over the next few pages.

Of course, if typing on screen isn't your thing, you can connect a traditional keyboard using Bluetooth or USB through an Apple iPad dock. However, there are still a few tricks for you to learn, so turn the page to find out some great shortcuts.

01 Auto correct

Misspelled words appear with a red dotted line underneath them. Tap the word and select **Replace** to be offered corrections from the iPad's dictionary. To accept the iPad's suggestions as you type, tap the [Spacebar] or a punctuation mark.

02 QWERTY or AZERTY

By default, your iPad uses a QWERTY keyboard arrangement. However, this can be changed in Settings > Keyboard.

03 Other characters

Tap here to find numbers and punctuation characters that aren't featured on the main keyboard.

04 Change language

Add different keyboard languages using the Settings application and then tap here to change from English to Chinese, say.

05 Tap and hold

To apply accents, tap and hold a letter to be shown what alternatives are available for that character. When typing, tapping and holding brings up a magnifying glass, which enables you to move your cursor with more accuracy.

06 Physical keyboard

To hide the virtual keyboard, tap here or simply press ⏏ on your hardware keyboard.

Numbers and symbols

The main difference between the iPad's virtual keyboard and a physical keyboard is that the numbers are no longer at the top. Instead, they're accessed by tapping a button on either side of the [Spacebar] (where you'd expect to find ctrl on a PC or ⌘ on a Mac). Although basic punctuation, such as full stops and commas, is available on the main keyboard, less frequently used options (including colons and quotation marks) are found on the numbers screen, along with the always useful Undo option. There's also a third keyboard available, which features even rarer marks such as square brackets, hash keys and mathematical symbols.

Shift and Caps Lock

By default, the iPad will always activate the ⇧ key when you start a new sentence, enabling you to type without thinking about capital letters. You'll notice that the outline of the ⇧ symbol glows blue (above left) – this means that the next character you type will automatically be a capital. Of course, you can use the key at any other point and you'll notice that the whole ⇧ symbol is filled blue in this instance. To type in all capitals, you can activate a **Caps Lock** function by double-tapping ⇧, causing the whole button to turn blue (above right). This isn't a default option, though, and you'll have to activate it in the *Settings* app.

Selecting text

On your Mac or PC, you're probably used to selecting text using a mouse, or with the arrow keys on your keyboard. However, the iPad's keyboard does it slightly differently. To move your cursor to a new point in the document, tap and hold the screen to bring up a magnifying glass, which enables you to position your cursor with more accuracy. To select a word, tap once and you'll be given the option to select that word or all the text in the document. Alternatively, double-tap the word and it will be selected automatically, which is shown by a blue highlight with anchor points at either end. Move these points left or right to select more words in a sentence, or move them up and down to highlight whole paragraphs.

DID YOU KNOW?
Tap on a misspelled word and a replacement word from the Apple dictionary will appear in a bubble next to it.
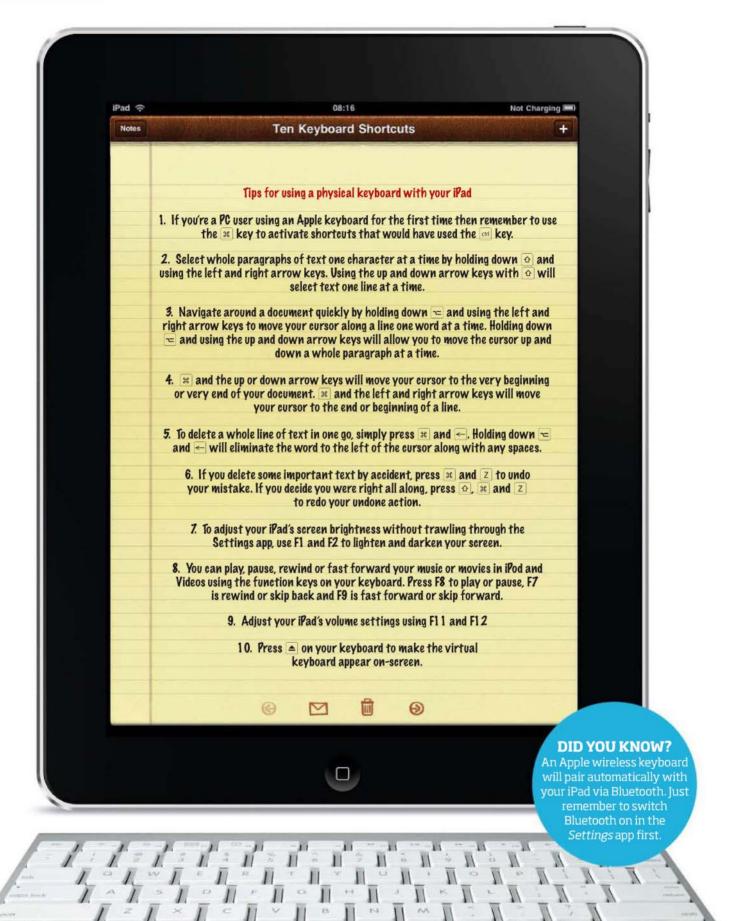
International keyboards

By default, your keyboard will be set to whatever language you set the iPad up in. However, if you need to type in a variety of languages then you can add extra keyboards in the *Settings* app. You can add European languages including French or German, Cyrillic languages such as Russian, or pictographic languages such as Japanese and Chinese. Once you've added these keyboards to your setup, they can be toggled by pressing the globe key next to the [Spacebar]. In each instance, the keyboard will change to include any required punctuation or accent options, and even alter the main symbol for currencies from dollar or pound to euro, ruble or yen. With Chinese, it also lets you use both the modern Pinyin system (which uses alphanumeric symbols) and a handwritten pictographic method, in which you can enter hanzi characters by drawing them using your finger on a small graphics tablet that replaces the keyboard.

Making notes

The *Notes* app is the closest the iPad has to a built-in word processor. Its main function is as a note-writing or list-making tool and it enables you to create simple text documents with basic formatting, which you can then email to your friends or colleagues – they'll arrive as plain text within an email. Each note is kept in a dated list, accessible from a searchable menu, so you never need lose that vital to-do list again. Text can be copied and pasted in from emails or other text-based documents. However, it's not possible to import documents directly into *Notes* or save them out to be used elsewhere.

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Notes   **Ten Keyboard Shortcuts**   +

Tips for using a physical keyboard with your iPad

1. If you're a PC user using an Apple keyboard for the first time then remember to use the ⌘ key to activate shortcuts that would have used the ctrl key.

2. Select whole paragraphs of text one character at a time by holding down ⇧ and using the left and right arrow keys. Using the up and down arrow keys with ⇧ will select text one line at a time.

3. Navigate around a document quickly by holding down ⌥ and using the left and right arrow keys to move your cursor along a line one word at a time. Holding down ⌥ and using the up and down arrow keys will allow you to move the cursor up and down a whole paragraph at a time.

4. ⌘ and the up or down arrow keys will move your cursor to the very beginning or very end of your document. ⌘ and the left and right arrow keys will move your cursor to the end or beginning of a line.

5. To delete a whole line of text in one go, simply press ⌘ and �backspace. Holding down ⌥ and �backspace will eliminate the word to the left of the cursor along with any spaces.

6. If you delete some important text by accident, press ⌘ and Z to undo your mistake. If you decide you were right all along, press ⇧, ⌘ and Z to redo your undone action.

7. To adjust your iPad's screen brightness without trawling through the Settings app, use F1 and F2 to lighten and darken your screen.

8. You can play, pause, rewind or fast forward your music or movies in iPod and Videos using the function keys on your keyboard. Press F8 to play or pause, F7 is rewind or skip back and F9 is fast forward or skip forward.

9. Adjust your iPad's volume settings using F11 and F12

10. Press ⏏ on your keyboard to make the virtual keyboard appear on-screen.

↩ ✉ 🗑 ↪

DID YOU KNOW?
An Apple wireless keyboard will pair automatically with your iPad via Bluetooth. Just remember to switch Bluetooth on in the *Settings* app first.

Connecting to the internet
Get your iPad online easily with our advice

The iPad was designed with the internet in mind. Both versions of the device have Wi-Fi built-in (you connect to a network just as you do on an iPod touch or iPhone), but the Wi-Fi + 3G model can access the mobile data network to connect almost anywhere. If you're in range of a Wi-Fi connection, Wi-Fi will always be used in preference to 3G, as it's usually the faster (and cheaper) option. To change to 3G while you're in range of a Wi-Fi hotspot, you need to turn off Wi-Fi altogether.

The Wi-Fi + 3G iPad is sold unlocked, and you'll need to sign up to a data package (from AT&T in the US, or 3, O2, Orange or Vodafone in the UK – see websites for tariff details) to use 3G. To connect, install the microSIM and make sure that you're within range of a data tower. The settings for your 3G connection are stored in the **Cellular Data** tab of the *Settings* app. Your Wi-Fi settings can be found in the **Wi-Fi** tab. We'll delve into them in more detail here.

01 To join a Wi-Fi hotspot, you need to have Wi-Fi turned on in the *Settings* app. Go into the Wi-Fi section to see all the hotspots that you're within range of, as well as their signal strengths. Turn on **Ask to Join Networks** and a pop-up will prompt you to connect to any valid network, rather than waiting for you to select one .

02 Choosing a Wi-Fi hotspot from the list of those available is as simple as tapping on one. A padlock next to the signal strength icon indicates that the connection is password-protected. Once you've joined a hotspot, you'll notice the Wi-Fi icon in your iPad's status bar becomes active. This means that you're connected.

03 If the hotspot you're joining is WEP- or WPA-protected, you'll need to enter a password (sometimes called a network key) into a pop-up window to access it. You'll only have to do this once, as your iPad will remember the password unless you tell it not to. If the hotspot you're joining is masked, then it won't appear in the list. Tap **Other** and enter the SSID of the network.

04 If you want to sign up to use a public hotspot (in a train station or coffee shop, for example), locate and connect to it from the list in the *Settings* app as normal. Though it will look as though you're online, you're not quite there – there's one more step. Load up *Safari* and you'll be taken to a login screen where you need to enter your credit card details and buy an allotted time slot.

05 It's useful to forget networks. Your iPad remembers every one that it's ever been connected to so that it can automatically rejoin it without bothering you with the details. It may be that there's a network that you don't want to link to again involuntarily. To stop your iPad joining it, tap the **>** button next to it in the list of hotspots and then click **Forget This Network**. ●

Sync media to your iPad

Transfer music, photos and movies from a Mac or PC

You can buy music, movies and apps right on your iPad, but really it's designed to be used in conjunction with a computer. It works like this: you keep all your music, movies and photos on your computer (in your *iTunes* library) and 'sync' a copy of all the files, or just some, to your iPad. When you connect your iPad to your computer, any new purchases that you've made on the iPad will be synced back to your library as well.

In fact, you can't do anything on a new iPad until you've connected it from a computer's USB port to the dock connector. Once you connect your iPad, *iTunes* will automatically open and the iPad will appear in the **Devices** section of the source list. If you didn't register your iPad the first time you connected it, you'll be asked to register now, but you can always click on **Register Later** to do it another time.

Click on your iPad in *iTunes* and a number of tabs appear in the main window. Each tab controls a different aspect of syncing (see the opposite page) and in the **Summary** tab you get some overall options where you can choose how you'd like to manage your iPad. There are essentially three ways to sync music, which can be useful depending on your preference and how much free space you have. These are described below.

Fully automatic

If you've got one of the larger iPads then the chances are its capacity is bigger than the size of your *iTunes* library. This means you don't need to worry about freeing up space. Make sure the sync option and **Entire music library** are ticked in the **Music** tab. If your *iTunes* library is larger than the capacity of your iPad, *iTunes* will offer to create a playlist of music for you that fits the amount of free space.

Semi-automatic

You can also choose to sync only some playlists between your computer and iPad. Just make sure **Sync Music** and **Selected playlists, artists and genres** are ticked in the **Music** tab, then select only the playlists you'd like to sync. You can create new playlists and **Smart Playlists** at any time by clicking the **+** button at the bottom left of the *iTunes* window. Use the capacity gauge to judge the remaining space.

Manual

If you'd prefer to decide exactly what music and movies are synced without messing around with playlists, you can do everything manually. Make sure that **Manually manage music and videos** is ticked in the **Options** section of the **Summary** tab. You can now drag and drop tracks, or groups of tracks, that you've selected in your main *iTunes* music library straight to your iPad.

Music

In the **Music** tab, you'll find syncing options for either your entire music library or syncing only selected playlists (including **Smart Playlists**), artists or genres. Notice that there's an option to automatically fill up any free space on your iPad with music - this can be really useful if you want to use all the storage available. Also notice that in the **Summary** tab you'll find an option for downsampling your higher bitrate music on-the-fly to 128kbps AACs, which will help save space on your iPad. If your music library is very large then this can end up saving you significant amounts of room, and you won't really notice the quality drop through the iPad's tiny built-in speakers.

Movies

You can watch movies from your *iTunes* library (including any purchases and rentals from the iTunes Store) on your iPad using the *Videos* app. You use the **Movies** tab in *iTunes* to transfer videos to your iPad's *Videos* app. It's pretty straightforward, with options for transferring exactly the movies you want to see. There's a setting hidden in the **Summary** tab that's worth checking out, though. By default, *iTunes* will sync the high-definition version of a video when it's available. You can click **Prefer standard definition videos** in **Summary** to default to standard-definition versions - usually for movies bought from the iTunes Store that have both HD and SD versions.

Podcasts

There are plenty of options for syncing podcasts with your iPad. For example, you can sync the last three, five or 10 most recent unplayed podcasts from either all your podcasts or just a small selection of your favourites. Try syncing the 10 most recent unplayed episodes of your favourite podcast to your iPad each time it syncs, and then have the **Automatically fill free space with songs** option ticked in the **Music** tab to fill the rest of the free space with a smattering of music. That way there's always a new podcast waiting for you after each sync, and lots of music to listen to.

Audiobooks

Thanks to the iTunes Store, audiobooks are more popular than ever. They're perfect for listening to when you're lying in bed with your iPad, or when you're travelling on a long journey. Audiobooks can be purchased through the iTunes Store and you listen to them using the iPod app on the iPad. You sync both book and audiobook purchases via the **Books** tab in *iTunes*. Scroll down to the bottom of the tab to find the audiobook management options. You have a choice to make between syncing all your audiobooks or just a selection. To select an audiobook, click on it and place a tick in its checkbox.

Photos

You get photos onto your iPad via a **Photos** tab in the *iTunes* iPad syncing interface. If you have the room on your iPad for it then sync your entire photo library, but if not we'd recommend making a dedicated iPad album and syncing that. You have the option on the Mac to sync albums, events and faces from *iPhoto/Aperture*, or from a folder of pics on your hard drive. PC users can choose from a folder or to sync from *Photoshop Elements* (which does photo organisation as well as photo editing in its Windows incarnation). When you sync photos with the iPad, they're resized to display correctly on its screen. ●

Sync contacts, calendars and bookmarks

Keep your life organised on your iPad with these tips and tricks

You'll probably want to use your iPad for email – if so, you're going to need all your email contacts synced from your PC or Mac, and while you're at it you might as well keep your calendars and *Safari* bookmarks in sync too.

Your iPad can sync contacts, calendars and bookmarks in two ways: by connecting to your PC or Mac using *iTunes* or "over the air". Over-the-air syncing is preferable, because it keeps you up to date without you having to remember to do anything, but it's only available if you have a MobileMe or Exchange account; the latter doesn't sync bookmarks.

There are limitations to be aware of – you can only sync one Exchange account per device, so you can't add both your corporate account and your Google ActiveSync account (for calendars and push email, distinct from IMAP for mail only) at the same time. The good news is that there's a fix for this promised in the next version of the iPhone OS, released later this year, but we can't be certain the fix will work on the iPad yet.

DID YOU KNOW?
In the **Info** tab of *iTunes'* syncing panes, you'll find options for doing a one-off replacement of all this kind of personal information on the iPad.

01 Click the **Info** tab in the *iTunes* syncing preferences to set up contact and calendar syncing. The *Contacts* app on your iPad will sync with *Address Book* on a Mac and Windows *Address Book* or Microsoft *Outlook* on a PC. There are also options available for syncing with Yahoo Address Book contacts and Google Contacts, if you use either of those services.

02 To set up over-the-air syncing, just open the *Settings* app and tap on **Mail, Contacts, Calendars**. Make sure your Exchange or MobileMe account is listed (if it's not there then add it – it's an easy step-by-step process to complete) and check that **Fetch New Data** is set to **Push**. Once **Push** is turned on, information for these accounts is synced automatically over the internet.

03 It's possible to mix these methods, too. For example, you can subscribe to your Google calendar in iCal and local sync this through *iTunes* to your iPad, while the majority of your other contacts come over the air from a MobileMe or Exchange account. It might sound complicated but, since it's done in the background and it all integrates nicely, you'll find it 'just works'. ●

iPad 🔋 | 23:57 | 46% 🔋

Apple

www.apple.com/ **05** | Google **06**

Add Bookmark

Add to Home Screen

Mail Link to this Page

iPod | iPhone | iPad | iTunes | Support | Search

iPad is here.

Surf with Safari

Navigate the web with the iPad's version of this browser

Those who've used *Safari* on the iPhone will feel right at home with it on the iPad. The browser's menu bar runs across the top of the screen in the latter, but all the *Safari* trademarks, such as pinch-unpinch and double-tap to zoom, are present and correct.

01 Bookmarks
Tap the **Bookmarks** icon to display your favourite sites. Use **Edit** to customise your list.

02 Forward and back
These arrows let you easily move back and forth through your previously viewed pages.

03 New pages
Touch the windows icon to see which pages are open; you can have up to nine in *Safari* at once.

04 Add bookmark
Tap **+** to add a new site. Save the link on the Home screen, or email it to a contact.

05 Type an address
Tap the URL bar to open the virtual keyboard. There's a **Refresh** button here too.

06 Google search
Just type here to search. Suggestions will be given as you input words.

▶ TOP 5 TIPS

Quick URL
When typing a URL into *Safari's* address bar, hold down .COM to access a menu leading to .CO.UK

Double tap
To zoom into a section of text so that it fits the screen perfectly, just double-tap it. Repeat the action to zoom out.

Quick scroll
For a faster way to move back to the head of the page, tap the status bar at the top of the iPad's screen.

Save images
You can save most photos found online. Just tap and hold the image and choose **Save**, but respect copyright.

Use Autofill
Safari can help you fill out online forms by remembering your details. Turn on **Autofill** in *Settings*. ●

Get started with Mail

The iPad is brilliant for email. Find out how to set it up

Any mail accounts you have on your Mac in *Mail* or in *Outlook* on a PC can be synced through *iTunes* – or, when you open *Mail* for the first time, it takes you through the process of setting up your email. Add a new account any time by going to **Mail, Contacts, Calendars** in *Settings*.

Mail is designed to make adding an Exchange, MobileMe, Gmail, Yahoo Mail or AOL account easy, but can be configured to run other email. POP3 email (such as Yahoo Mail) doesn't sync when installed across different devices, but IMAP accounts (including MobileMe) enable syncing between devices. An Exchange account is different again and requires a special server, and is usually used for corporate email accounts. Once your account is set up, using *Mail* is simplicity itself.

DID YOU KNOW?
To quickly delete a message, select it and tap the **Trash** or drag your finger across it in a swiping motion. A **Delete** button appears.

01 Navigating folders
Click on your account name to get back to your email folders such as **Inbox**, **Sent** and **Drafts**.

03 Compose a message
Tap here to compose a message. It will be sent from the currently open email account.

05 Marking messages
Tap on **Edit** to move or delete multiple messages. Tap on each one and then **Delete** or **Move**.

07 Search messages
You'll notice a search bar tucked away under the account name. Use this to search your emails.

02 Navigating messages
Simply tap on a message from your inbox to see it displayed in the message window here.

04 Reply or forward
Tap here to reply to the currently open email. You can also choose to forward it here.

06 Refresh
You may have email configured in Settings to refresh every hour, say. Tap here to fetch manually.

08 Message body
Pictures display in your message body. Zoom in and out using the pinch gesture; see p21.

Have fun with your photos

Display your images in style on the iPad's gorgeous screen

The iPad is perfect for showing off your photos. Viewing and navigating happen in the *Photos* app, where albums appear as ready-to-be-tapped picture stacks. There are also tabs along the top for quick access to Photos, Albums, Faces and Places.

Just tap a photo to enlarge it. A navigation bar will appear at the bottom, but touching the picture removes all on-screen information, presenting the photo beautifully.

You can, of course, scale images using the iPad's pinch-unpinch gesture, and a swipe of the finger will move you to the next photo. You'll also be able to pan around an image that you've zoomed in on.

Unpinch to preview

A nice feature of the *Photos* app is the ability to unpinch an album to see an overview of its images. Unpinch your fingers to open the album, then pinch again to close it.

Slideshow

Don't forget the **Slideshow** option for viewing photos. It's always there in the top right-hand corner of the screen, and can play music from the *iPod* app to accompany the pictures.

Sharing

Tap the forward arrow to share a photo via email or *MobileMe*, or use the **Copy Photo** option to store it on the pasteboard for further use.

Assign to contact

You can assign an image to a person with the *Contacts* app, but you can also do it in *Photos*, using **Assign to Contact** from the **Share** menu.

Places

The **Places** tab shows on a map where all your pictures have been taken, provided the photo has this information. Add it on your computer before syncing.

Take screenshot

You can capture a screenshot at any time on your iPad. Press the **Sleep/Wake** and **Home** buttons simultaneously. The shot will then be stored in **Saved Images**. ●

Calendar

Let your iPad keep you well organised

There's a great *Calendar* app on the iPad that makes it easy to add events, get reminders and view your upcoming schedule. It uses some beautiful graphics to display your calendars, but it has some pretty powerful features too. For example, you can subscribe to CalDAV or ICS calendars (such as for a publicly available list of UK holidays or sports matches, at http://icalshare.com and http://apple.com/downloads/macosx/calendars) in the Mail, Contacts, Calendars tab of the *Settings* app. Just tap on Add Account and Other, then add the calendar by tapping on Add CalDAV account or Add Subscribed Calendar. All you need to do is type in the relevant server address. Alternatively, subscribe on your Mac or PC and then run a sync with your iPad.

One advantage of subscribing to a CalDAV or Exchange calendar is that it can notify you of upcoming events and give you the option to accept or reject meeting invitations.

01 Browsing
Use **Day**, **Week**, **Month** or **List** view. To go to the next day, week or month, tap the forward and back buttons.

02 Multiple calendars
Tap **Calendars** to access other calendars. If you're synced with *iCal* you'll have a few others available.

03 Adding events
Add events to calendars right on the device, and the iPad will sync them back to the calendars on your computer.

Contacts

Have all your friends at your fingertips

The iPad *Contacts* app opens up a great-looking *Address Book*-style screen for you to browse your contacts in. Each contact can have various phone numbers, email addresses and a photo too. If a photo is missing for a contact and you have one in the *Photos* app on your iPad, tap the photo placeholder to add it.

Contacts are added from over-the-air syncing or by syncing from *iTunes*. You'll notice that there's also a search bar for quickly finding somebody within your contacts. Don't forget that the iPad's main search screen (accessible by swiping left from the Home screen) will also search your contacts, and this is often a faster way to find people than by opening the *Contacts* app first. Finally, don't miss the **Contacts** settings in the *Settings* app. ●

01 Browsing
Tap your fingers on one of the alphabet letters along the side to browse your contacts.

02 Adding contacts
At the bottom of the screen is a **+** button for adding a new contact right on your iPad.

03 Tappable fields
Tap an email address to email a contact, or tap the physical address to see it in *Maps*.

iPad 15:27 Not Charging

04

03

Q Search **02**

Library

♪ Music

🎙 Podcasts

📖 Audiobooks

🛒 Purchased

Careless Love
Madeleine Peyroux

Chocolate Starfish...
Limp Bizkit

Collected
Massive Attack

Collision Course
Linkin Park & Jay-Z

Employment
Kaiser Chiefs

Eye To The Telescope
KT Tunstall

Hopes And Fears
Keane

Hot Fuss
The Killers

Hounds Of Love
Kate Bush

Hybrid Theory
Linkin Park

Kasabian
Kasabian

Kind of Blue
Miles Davis

Led Zeppelin Remast...
Led Zeppelin

Led Zeppelin Remast...
Led Zeppelin

Meteora
Linkin Park

05 **06**

✛ ⚛

01 Songs | Artists | Albums | Genres | Composers

Play your music with the iPod app

As well as everything else, the iPad is also an iPod!

With so many brilliant apps to try, it's easy to forget that the iPad is also a fully-featured iPod, thanks to the *iPod* app. You can do everything you can on a regular iPod, such as play songs, podcasts or audiobooks, and make playlists right on the iPad.

01 Navigating
Several views are available: **Songs**, **Artists**, **Albums**, **Genres** and **Composers**.

02 Searching
To find a song, type its name into the search bar – the app will guess the song as you type.

03 Playback
Tap a song to play it – the album artwork goes full screen. Now tap to access play controls.

04 Volume
There's an on-screen volume slider, or you can use the volume buttons on the side of the iPad.

05 Creating playlists
Tap the **+** at the bottom left to create a new playlist. Name the playlist then select some songs.

06 Genius Playlists
Tap the **Genius** button as a song is playing to create a playlist based around that song.

TOP 5 TIPS

Shuffle
Access **Shuffle** by playing a song, tapping the album artwork, and tapping again to see the **Now Playing** controls.

Scrubbing
Tap and drag exactly on the playhead while a track is playing to scrub forward or backward quickly through it.

Delete podcast
After you've listened to a podcast track, swipe your finger across it to delete it, as you would with an email message.

Go Home
Double-tap the **Home** button on the iPad's lock screen to access iPod controls including play, pause and skip.

Headphone skip
The iPad doesn't ship with earphones, but if you plug in a pair with controls you can use them to skip tracks. ●

Watching and sharing videos
Get viewing with the Videos and YouTube apps

Watching video on the iPad is a true delight. Whether it's the latest blockbuster that you've bought from the *iTunes* Store or a home movie you've transferred from your PC or Mac, every detail is rendered in perfect detail on the iPad's glossy screen.

Watching your videos couldn't be easier because the interface is the same whether you're looking at a high-definition movie or a low-res YouTube clip embedded into a website. However, to make sure you get the most out of your viewing, here's a handy guide to all the features below.

DID YOU KNOW?
The bar you see along the top of a video is called the scrubber. Fast-fowarding through video is known as scrubbing.

01 Fill the screen
Tap here to enlarge your video to fill the screen. Alternatively, double-tap on the video while it's playing to flip between full screen and a letterbox version.
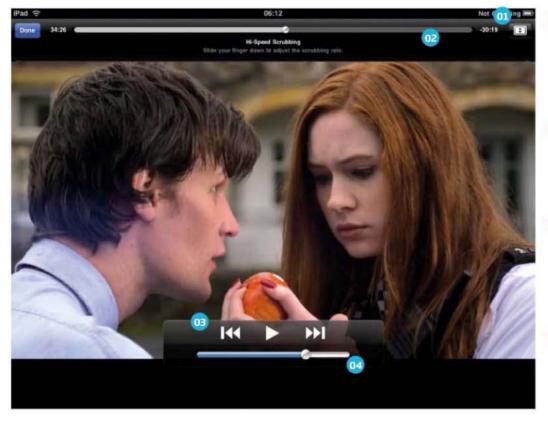
02 The scrubber
Fast-forward through video using this handy bar. Move your finger up and down the screen to change how fast you scrub.

03 Playback options
Tap the screen once to get these options to appear or disappear. Skip through the chapter by tapping once or tap and hold for a 'slow fast-forward' option.

04 Volume
Slide this bar up and down to adjust the movie's volume, or use the volume rocker button on the side of your iPad.

Video podcasts
You can watch your podcasts using both the *Video* and *iPod* apps. Avoid clogging up your iPad by adjusting the settings in *iTunes* so you only transfer, say, the five most recent episodes.

The YouTube app
It's easy to set up favourites, subscribe to your most-viewed feeds or browse and search the clips the world is watching. You can then share them with friends online with a simple tap.

Setting up audio
The iPad dock features a line out socket, which means you can connect it to your hi-fi speakers. Alternatively, you could connect it to a TV or projector using the optional VGA adaptor. ●

Make the most of Maps

Use your iPad to locate a point of interest or find your way back home

Using the *Maps* app alongside an iPad 3G's built-in GPS and digital compass means you'll never get lost again. Powered by Google Maps, *Maps* is great for finding the nearest Italian restaurant or getting directions to visit your long-lost cousin in Aberdeen. Here's a quick guide to some of its fantastic features.

01 Search

Type **cafe** in the search field and all the nearest coffee shops will appear as pins on your map. Tap the **Info** button to find out more.

02 Directions

Enter your destination and let *Maps* recommend the best way to get there. Where available, choose between driving, walking and public transport, with estimated journey times.

03 Geolocation

Tap this icon once to get the iPad to triangulate where you are using nearby Wi-Fi hotspots or, if you're using the 3G model, GPS. Tap again to activate the iPad's digital compass.

04 Change your view

Peel back the corner of the map to reveal a host of options. Change the view to **Satellite**, **Terrain** or a hybrid of **Classic** and **Satellite**. You can even see the state of traffic in some areas.

iPad 📶   12:25   🔋 81% ▭

Search | Directions | ◉ 📖 | Bath spa station | S | The Royal Crescent ...

01 02 03

Bath Spa Rail Station

Directions To Here

Directions From Here

Share Location | Add to Bookmarks

🚗 🚌 🚶 Walking Directions to The Royal Crescent Hotel
0.9 miles - about 20 minutes | Start | 04

▶ TOP 5 TIPS

Add a pin
Tap and hold on any location to add a new pin to the map. It's great for getting directions to out-of-the-way places.

Street level
Tap the red figure next to a pin to get a street-level view of where you are, provided Google has surveyed the area!

Bookmarks
Save your favourite locations as bookmarks or add them to your contact list to remember where you've been.

Locations
To find out exactly where you are, make sure your location services are active in the *Settings* app.

Share location
Let your friends know where you are or where you're going with a quick tap of the **Share Location** button. ●

Personalise your iPad
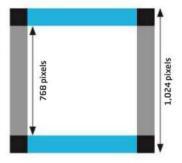
Find out how to make your iPad your own with these simple tips

Apple has been criticised for reducing the number of settings you can customise on the iPad. The critics do have a point – there isn't a lot you can change to make your iPad look truly different to someone else's, but there are a few things you can do to make your iPad your own.

Most importantly, you have the ability to choose a different wallpaper for the Lock screen and the Home screen. They can be set independently, too. You'll find these settings in **Brightness & Wallpaper** in the *Settings* app and you can use any picture from your photo gallery.

In the *Settings* app, you can alter all sorts of everyday things, such as brightness level, battery percentage display, auto-lock and adding a passcode. If your iPad is going to be used by your kids then you might want to look at the **Restriction** settings, which enable you to turn off various features, such as access to the iTunes Store. You can also disable apps including *Safari* and *YouTube*.

How to create your own wallpaper

The iPad has a 1,024x768 pixel screen, but since it's designed to be used in both portrait and landscape mode, you need to be a little clever in creating your own. The iPad doesn't resize wallpaper when it rotates it – the image is simply turned, meaning some parts of it won't be seen. Focus the important parts of your image in the central area.

Configure apps

You can configure lots of the settings for many (but not all) third-party applications on your iPad. Look in the *Settings* app and at the bottom you'll see options for some of your third-party apps. For example, *iBooks* can change what happens when you tap the left margin.

Use Picture Frame

Picture Frame is the iPad's way of turning into a digital photo frame, displaying a slideshow of photos. Activate this mode from the Lock screen by tapping on the icon with a flower. In the *Settings* app, you can change options such as the transition and the order of photos.

Manage sounds

Your iPad has various sound alerts that you can turn on and off. In Settings > General you can turn sounds on and off for new mail, sent mail, calendar alerts and more. You can also customise notifications on an app-by-app basis, or turn them all off, in the *Settings* app.

Rearrange your icons

You can change the position of all the app icons on your screen and even move them to different screens. Press and hold on any app to enter the positioning mode. All the icons will start to wobble. Now drag and drop or delete them. Dragging left and right takes them to new screens.

Passcode Lock

Adding a **Passcode Lock** is a way of securing your iPad so that nobody else can gain access to it. You can configure your iPad with a four-digit code in the *Settings* app (in the **General** settings). Set the iPad to require the passcode immediately, or after one, five or 15 minutes.

Physical adornment

Nothing suits an iPad as well as a nice-looking case (see some examples on p6), but if you want to make your iPad stand out there are products such as GelaSkins **www.gelaskins. com**, which provide a bit of personalisation with stickers that easily peel on and off. ●

DID YOU KNOW?
In *Settings*, you can change the *iTunes* account name you're logged in with. Click on **Store**, then sign in with another username.

eNotes HD – Lifestyle

Buying apps and media

How to purchase movies, music and apps on your iPad

There are two stores for buying apps and media right on the iPad – the App Store and the iTunes Store. You'll find links to both on the Home screen. The App Store is your gateway to the thousands of third-party applications that make the iPad so much fun to use, and the iTunes Store is your one-stop-shop for movies, music, podcasts and more. Both stores function in a similar manner and use the same *iTunes* account for purchases.

In the iTunes Store, you can preview any song with a tap – but in the App Store there's no way to demo an app before you download it. Some movies in the iTunes Store will also have age ratings.

01 Navigating
You can navigate the store using the buttons for **Featured**, **Top Charts** and **Categories** along the bottom of the screen, or click on **What's Hot** at the top if you're feeling lucky.

02 Searching
You'll see a search bar tucked away at the top. If you know the name of the application you want then this is a good way to find it.

03 Buying
To purchase an application, tap on its price. You'll be asked for your *iTunes* username and password, and the purchase will be charged to the card on the account.

04 App updates
Updates to apps, fixing bugs or adding features, are frequently released. The store keeps track of the apps you've installed and alerts you when updates are available.

Buying through iTunes
As well as purchasing apps or media on the iPad itself, you can always buy using the iTunes Store in *iTunes* on your Mac or PC and then sync your purchases to the iPad.

Looking for good apps?
If you're on the lookout for some apps, don't miss the iApp and iPlay sections (starting on p56) for a selection of the best iPad apps. ●

iWork for iPad

Leave your laptop; the iPad is a portable office powerhouse

The iPad doesn't come with a word processor, spreadsheet or presentation package built in, but for a modest investment, you can add all these things so you can easily work on the go.

Though there are credible alternatives from third parties, we'll focus here on Apple's own *iWork* suite of three separate apps: *Pages*, *Numbers* and *Keynote*. As well as giving you *MacFormat*'s official verdict on the apps, we'll also show you some of our favourite *iWork* tips and tricks.

We'll start with some general advice that applies to all three apps, guiding you through the process of copying files from your Mac or PC to the iPad and back again, and familiarising you with some of the interface paradigms that are common to all the *iWork* apps. So don't pack your laptop; travel light with nothing more than your iPad!

Import documents from your Mac or PC

The convoluted process of copying files to your iPad

While the three *iWork* applications can be very strong stand-alone tools in their own right on the iPad, one area in which Apple's traditional focus on making the experience as smooth and pleasant as possible appears to have faltered is in sharing files with Macs and PCs.

You don't, as with the venerable *Documents To Go* system, flag certain files on your hard disk that you want to sync with the iPad, so you can work on a single, filed document on the Desktop and on the iPad. And you don't even mount the iPad as a disk on your Desktop onto which you drag and drop files. No, instead you have to 'sync' files one way through *iTunes*.

To copy documents to your iPad, connect it and then launch *iTunes*. Scroll to the bottom of the **Apps** tab of the iPad's **Device** pane, click on the app you want to add files to, and then click the **Add** button to pick the files. *Keynote* and *Numbers* won't import their *Office*

equivalents directly; you'll have to use *iWork* on the Mac to convert. Now you can launch the app on your iPad, tap the **Folder** icon at the top right and chose to convert in the copied document. Note that the iPad enables you to open compatible email attachments in *iWork* apps.

Create new documents

iWork is perhaps at its best when you use the iPad on its own

Should you only be interested in creating and editing documents on the iPad, and rarely need to import from or export to a regular Mac or PC, then you're likely to find Apple's *iWork* suite of applications really quite capable.

It's easy to create documents on the iPad, too. All you have to do is launch the relevant application – *Pages* for word processing, *Keynote* for presentations, and *Numbers* for spreadsheets and data gathering – then tap the little + icon centered in the row of glyphs at the bottom of each app's home screen. You're given the option of duplicating the current presentation (useful perhaps if you regularly give the same basic pitch or lecture, and would benefit from this kind of basic template feature) or creating one from scratch.

When you choose to create a new document, you're prompted to pick from a range of editable templates. They're superb, too, and relevant to each app. In *Numbers*, for example, you're presented with a range of templates to help with basic household budgeting, including a mortgage calculator, a loan comparison

sheet and a handy personal budget tracker, all ready for you to punch your own figures into. Check out the capabilities of the built-in templates before you go searching for other applications on the App Store to accomplish specific tasks; it's possible that *Numbers* itself will be able to crunch your figures for you. Of course, the first 'template' for each app is a blank document, so select that if you want total control.

Export documents

Get your files back to the Mac or PC

Once you've finished with your document on the iPad – whether it's one that you've created from scratch on the iPad, imported from a Mac or PC, or opened from an email attachment – you need to export it before you can copy it back to your Mac or PC.

Tap the **Share** icon – the one that's like a little arrow zooming out of a box – when you have your document selected in *Pages*, *Keynote* or *Numbers*, and you'll get the option to share the file by email, via **iWork.com**, or export it to the area of the iPad's storage that will let you copy the files back off the iPad through *iTunes*.

With the option to email, you can either email the native file, attach it as a PDF – useful when sharing with PC users, who won't have *iWork* on their Desktops – or, in the case of *Pages* alone, convert it to an *Office*-compatible *Word* format before attaching.

You can also share documents on **iWork.com**, a free file-sharing service to which you can invite collaborators to leave notes. There's no way to integrate their comments into your document, but you can download files from **iWork.com** on your iPad too, through *Safari*.

Working with page elements

Get to grips – literally! – with the basic concepts of object manipulation

01 Select and deselect

To select something on the page, simply tap it. (To select an entire table as an object, tap the **Circle** icon at its top left.) You can select more than one item by tapping and holding on one, then tapping on the others. To deselect, tap on a blank area.

02 Align and arrange

When you drag an object around the page, it snaps automatically to the centres and edges of other objects; look out for the yellow alignment guides. To move objects in front of or behind others, tap one, then tap in the toolbar and drag the **Back/Front** slider. To nudge items by single-pixel increments, tap and hold on an object, then swipe left or right with your other hand. Use two, three, four or five fingers for bigger pixel increments.

03 Resize and rotate

To resize an item, tap it to select it and then drag its handles – those little blue dots at the corners and halfway along each edge. To rotate, place two fingers on the item and twist your hand. You can match objects' sizes by starting to resize the first, then tapping on the object whose size you want to match.

04 Delete page elements

Tap an object to select it, then tap again to bring up a menu of options. Now tap **Delete**.

MORE iWORK TIPS

While it's perfectly possible to create content on your iPad using *iWork* and the iPad's on-screen keyboard alone, remember that you can also pair it with a physical Bluetooth keyboard, something that can speed up your writing. Any Bluetooth keyboard should work, but we recommend Apple's official one – see it on p12 and learn more about using it on p22. If you plan to use your iPad for a lot of text entry, it's also worth investing in Apple's dock – see p16. Alternatively, try a stand such as Griffin's A-Frame (p11) or the InCase Jacket on p7.

PRINTING

Frustratingly, the iPad has no system for printing directly. You have to export items as PDFs, copy them to your Mac or PC and print from there.

When you're working with documents in *iWork*, it can be tricky to gather assets – pictures, logos and the like. The simplest way is to find the graphics you want to use on the internet, and tap-and-hold either to copy the image (which you then paste into *iWork*) or save it to *Photos*.

It's not immediately obvious how you name your *iWork* files. In fact, when you're at the screen where multiple documents are shown, you tap on the name under the thumbnail. Finally, don't forget that all the *iWork* apps have an **Undo** button in their toolbar, as well as the standard one on the secondary soft keyboard. ●

Apple Keynote ⭐ Official verdict

£5.99/$9.99 How can software be both powerful and limited?

PROS & CONS

- ⊕ Clever, useful interface
- ⊖ Poor compatibility with Mac
- ⊖ Can't use your Masters
- ⊖ Finicky to load assets

While Apple's new *iWork* suite (three separate productivity apps) for the iPad is an impressive technical and usability achievement for a mobile device, it quickly begins to frustrate.

They're beautiful apps, yes, packed with clever, though not especially intuitive, gestures and interface flourishes that genuinely begin to replicate what you'd expect a traditional desktop app to do. And all on a glorified mobile-phone-with-a-big-screen.

But while *Keynote*, for example, is fine if you're happy to use the few beautiful themes Apple

supplies, you quickly run into limitations if you try to tinker with them or, worse still, import your own existing presentations.

Never mind that the process of getting the files onto the iPad in the first place is a hideous and convoluted mess (see the *Pages* review on p48) but once they're finally imported, you're likely to see glitches. Carefully laid-out slides can find their layouts messed up, a problem that's compounded if you've created a widescreen presentation that *Keynote* has to reformat for the 4:3 iPad screen. Though *Keynote* comes with lots of fonts, you can't use your own typefaces

01

02

03

04

for brand consistency, and heaven help you if you try to export anything vaguely complex from *PowerPoint* via *Keynote* on the Mac.

And just how do you get assets onto the iPad to use in your presentation? Local sideloading through *iTunes* is preferred but finicky. The most convenient option for images, bizarrely, is to copy and paste them from the web, but again, yuck.

What about master slides? *Keynote* ignores them, so your only option is to copy and paste existing ones, unless you want to create each one from scratch. Presenter notes are also stripped out when you copy from Mac to iPad

– a shame, as with the separate purchase of the VGA-out connector you can run presentations straight from the iPad to a projector.

We feel churlish criticising *Keynote*; what has been achieved is impressive, but unless you're happy to create presentations that stick pretty closely to Apple's templates, you're going to find the experience exasperating. We had hoped that *Keynote* for the iPad would at least prove itself to be a decent player for Mac-created presentations, with the added benefit that you could make last-minute edits on the train on your way to a meeting, but it's not even there yet. ●

"You quickly run into limitations if you try to tinker with or import your own existing presentations"

[MAIN] *Keynote* enables you to create genuinely sophisticated object builds.

[01] You can apply configurable effects such as drop shadows to objects.

[02] Importing documents created on a Mac, however, throws up lots of errors.

[03] With the optional VGA connector, you can control presentations on a projector.

[04] The Apple-supplied themes are, predictably, beautiful and slick.

Keynote: a beginner's guide

Create beautiful, compelling presentations on your iPad

Whether you're pitching for the biggest job of your career, presenting a lecture to a packed auditorium, or just want to create a fancy slideshow for your holiday photographs, *Keynote* can help.

For all our criticisms of the app, it's capable of some amazing results. Never mind the clever auto-snapping guides that all the *iWork* apps have, *Keynote* lets you create sophisticated transitions it calls **Builds** to bring pictures, text and more onto each slide of your presentation.

Its power may not be immediately obvious, but as soon as you start digging beneath the surface, you'll be amazed at what you

FURTHER HELP
The formal manual for *Keynote* is available online. Navigate to **http://help.apple.com/keynote/1.0** on your Mac, PC or the iPad's browser.

discover. As we said in our review, *Keynote* is best if you just do things the Apple way, and use the templates that come on the device; it begins to get frustrating only when you start trying to import documents stored on your Mac or PC. (Be especially careful with importing PowerPoint documents; though a recent update improved performance with .ppt and .pptx import, results can still surprise!)

Happily, though, the supplied themes and templates are of a phenomenal quality, and if you've been suffering through using *PowerPoint* for years, then *Keynote* on the iPad is sure to come as a blessed relief!

---

01 Slide thumbnails

Drag these thumbnails around to reorder your slides. You can nest groups by dragging slightly to the right. Select multiple slides by tapping and holding on one thumbnail, then tapping the others you want to select.

02 Text box

As you add more text to a slide, the font size will automatically reduce. You can control appearance and behaviour - for example, how the bullets look in a list - by tapping on the **i** icon in the toolbar.

03 Build order

This is a visual reminder of the order in which slide elements will appear on the page. Change it by tapping the item, then reordering the object **Builds** from the pop-over **Build** menu you see to the right.

04 Toolbar

We've switched to the **Build** mode here, but normally you'd see icons to control formatting, insert objects and more.

05 Build effects

When you switch to **Build** mode by tapping the overlapping diamonds , you can tap on a slide or object to start defining transitions. There are lots of different style options here.

06 Build behaviour

Under the **Delivery** tab of this **Build** pop-over, you can control how multi-part objects appear on the slide. We've set this block of bulleted text to appear in chunks; we can advance the slide between each block to give us time to discuss every bullet.

07 Image frames

In all three *iWork* applications, you can add frames to your images, ranging from simple lines to the kind of organic forms that you see in this template. Tap your image to select it, and then tap the **i** icon in the toolbar to pick a frame effect to apply.

Discover the hidden power of Keynote

Dig deeper and you'll find that Keynote is capable of amazing things!

Creating transitions between slides

By default, the slides that you add to your *Keynote* presentation don't have any transition styles applied to them. That is to say, when you actually play the presentation and advance from one slide to the next, it will simply cut from one to the other with nothing in between. *Keynote*, however, has a range of transition styles; to apply one, tap the **Transition** icon in the toolbar – the one that looks like two overlapping diamonds – and then tap the slide that you want to transition from. Tap the right-pointing blue arrow in the pop-up that says **None**, and then pick one of the transition styles. If you want to know what they look like, tap one of the styles' names and you'll get a live preview.

Using Builds

As well as transitions between slides, you can use **Builds** to affect how objects – text, images, charts and more – on your slides both appear onto the canvas, and disappear from it. You don't *have* to apply **Builds** to objects, though. While every object you add to a slide can have both a **Build In** action (how it appears onto the screen) and a **Build Out** action, don't feel you have to apply both or either. Applying a **Build In** only, for example, could be useful for bringing on a sequence of bullet points. However, you don't have to **Build Out** the block of text. Instead, you might be happy for the entire slide to change when you advance.

To apply a **Build** to an object, tap the overlapping diamonds icon in the toolbar, tap the object you want to apply the build to, and then pick whether you want to apply a **Build In** or a **Build Out**.

You can set options for what kind of **Build** is applied, any variables specific to that style, and set durations. You'll also notice that you can have **Builds** happening alongside others, triggered automatically after a preset delay, or requiring manual advance; explore the options in the tabs at the bottom of the **Build** pop-over menu.

Bath from the air

Magic Move

Keynote for the iPad has a trick up its sleeve to make *PowerPoint* users green with envy: **Magic Move**. Create a slide with your text and images on it, and then tap the double-diamond icon in the toolbar. Tap on the slide you've created and select **Magic Move** from the pop-up menu. This will duplicate your slide. Now, on the duplicate, move objects around, scale them, change them and even apply **Builds** to them. When you play the presentation, *Keynote* will automatically smooth a path between the objects on the two slides.

Organising slides

You can 'nest' slides inside others simply by grabbing a slide (or a group of slides – see 'Slide thumbnails' on the left) and dragging them a little to the right under another slide. Now, tap the arrow at the left of the 'parent' slide to collapse or expand the group. You can have subfolders too.

To reorder slides, simply tap and hold on the slide or group you want to move, and drag it to the new position.

Presenting your slides

When you're ready to present your slides, tap the **Play** button in the toolbar. A single tap or a page-turn-like right-to-left swipe advances to the next slide, while a left-to-right swipe goes back one. A double-tap will end the slideshow.

You can even present on a big screen directly from the iPad, if you buy Apple's £25/$29 VGA adaptor. This system has another lovely little touch: when you're plugged into a projector, presenting, tap-and-hold on the iPad's screen and a cool laser pointer appears on the external display, enabling you to direct your audience's attention to particular areas on your slides. ●

Apple Pages (Official verdict)

£5.99/$9.99 The glitz doesn't really make up for basic omissions

PROS & CONS
- ⊕ Good page layout
- ⊖ No direct printing
- ⊖ Messy file transfer
- ⊖ No word count
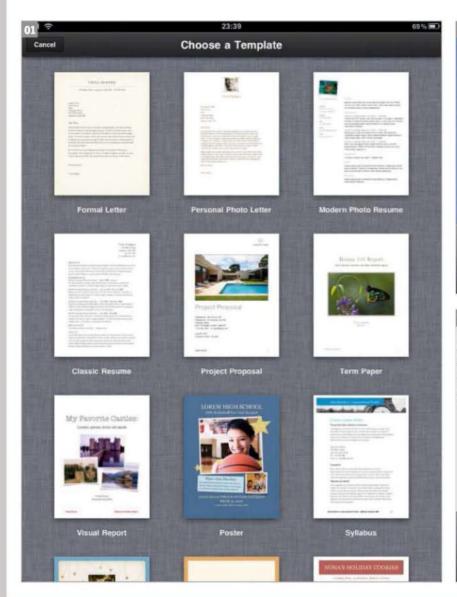
As it is on the Mac, *Pages* on the iPad is a slightly peculiar mix of straight word processor and desktop-publishing package. Fair enough; Apple's probably right that, unlike the writers at *MacFormat*, most people don't think of a word processor as a way to belt unformatted text into a computer, but instead like to tinker with layout, fonts, images and more.

Which is just as well, because while the iPad version of *Pages* is rather impressive when doing moderately sophisticated page layouts, it's not especially conducive to the word processing that journalists, students and academics usually do.

The good: it's easy – almost fun – to set page margins, headers and footers. You can also create multi-column layouts and even drop in graphics, flowing text around them. Plus, a few pretty templates are included and there's a proper spellcheck.

The bad: there's no word count. We understand that not everyone who writes does so to a quota, but it's a vital tool for many people. Also, as with the other *iWork* apps, getting assets into your documents requires you to sync them awkwardly through *iTunes* or copy them from elsewhere, such as a website. And, while

the keyboard is technically very good, it's tricky to sit the iPad in a position where long periods of typing are comfortable. Happily, a dock and paired Bluetooth keyboard work fabulously, even supporting standard Mac text-editing shortcuts.

The downright awful: you can't print. Seems basic, and, while we understand the technical reasons for it, it's just nuts; at least let us automate passing a PDF through a helper app on a local PC or Mac, Apple. But no. Instead, we're limited to mailing or exporting the file digitally (though *Word* is an option, *Keynote* and *Numbers* can't export to their *Office* equivalents).

"Pages on the iPad is a slightly peculiar mix of word processor and desktop-publishing package"

What plagues all three apps, however, is the tortuous method of getting files to and from your computer. It's handled through a pane in *iTunes*, but it's not file syncing. You have to convert going each way, creating a litter of versions on both devices and sometimes messing up complex formatting. It's easy to lose track of the latest update if you're shuttling back and forth.

That said, if you're content to spend most of your time in *Pages* on the iPad, rarely working on the file on your Mac, and are happy to treat your work as DTP projects rather than word-processing documents, *Pages* is pretty good. ●

[MAIN] *Pages* is a competent page-layout package, with text wrap, multiple columns and lots more.

[01] The supplied templates don't quite match the desktop version for lushness, but they're pretty good.

[02] The **Document Setup** screen is intuitive – it enables you to add page numbers easily, for example.

[03] You can share documents via **www.iwork.com**, but it's by no means true file sync, which is rather frustrating.

Pages: a beginner's guide

Word processing and page layout on the go with Apple's Pages

Pages is a competent word processor – albeit one that irritatingly doesn't have a word count – but as a simple page layout package, it's fantastic. As with the *Keynote* guide on p46, here we'll give you a whistle-stop tour of its best features, and help you get started using it with the minimum of fuss.

Just like with *Keynote* and *Numbers*, *Pages* comes with a slew of Apple-designed templates – with more bound to be added as it updates the app – that can help you quickly create slick, professional-looking documents. (We take no responsibility for their content; all errors are your own, though we'll show you how to use *Pages'* built-in spellchecker to prevent particular howlers from making it through!)

Remember that when you've finished your document, you can't print directly from the iPad, but have to export as PDF, for example, then copy it back to your Mac or PC and print from there.

Of all the *iWork* apps, *Pages* is the one where you're likely to be doing the most typing, so it's worth going back to our guide to the iPad's keyboard on p22 for some hints on getting the most from it. There's a lot of hidden power in the on-screen keyboard, and remember that you can always pair a physical Bluetooth keyboard for heavy text entry.

FURTHER HELP
Like with *Keynote*, there's a proper manual available online for *Pages*. Navigate to **http://help.apple.com/ pages/1.0** on your Mac, PC or iPad.

01 Toolbar
There are lots of options for controlling the style and layout of your document in this toolbar, including quick access to bold, italic and underline, text alignment and tabs.

02 Format menu
Tap this icon to access a range of formatting options for your text or other objects. It's not immediately obvious, but you can change even basic things such as the size of the text from this menu; just scroll down a little.

03 Pop-up menus
Select some text to pop up a menu offering options for cut, copy and paste, as well as the ability to define words and correct spelling.

04 Pictures
You can insert pictures and other objects, arrange them on the page and even flow text around them with ease. Actually getting pictures onto your iPad can be tricky; one of the simplest solutions is to find the image online and copy/paste it in, though be sure to comply with copyright laws if you do this.

05 Keyboard
In portrait mode, the on-screen keyboard is a little cramped, but turn the iPad on its side and it becomes really usable.

Discover the hidden power of Pages

There are lots of great features to find; here are some of our favourites

Selecting text

It's not immediately obvious how you select text on an iPad in any app, but it's especially relevant in *Pages*, where you're working with a lot of words.

It's a little like using a mouse – you can double-tap to select a word, or triple-tap to select an entire paragraph at once. If you want to select all the text, you can either tap and hold, then choose **Select All** from the pop-up menu, or tap ⌘ + A on a paired Bluetooth keyboard.

If you want to adjust the selection to select more or less than you'd originally defined, just grab the blue handles at the start or end of your selection, and drag.

Using the spellcheck

Misspelled words are shown with a dotted red underline. To correct them, double-tap on the typo, tap the **More** button in the pop-up menu, then tap **Replace** and pick the correctly spelled word from the suggestions. If there's only one available suggestion, you'll be shown this as soon as you tap on a word, and can tap it to accept the correction.

Hiding the keyboard

Sometimes, you don't actually want to write a document, but just need to review it. Tap the icon at the bottom right of the keyboard to hide it, so you can concentrate on your text. To bring it back, just tap on some text. (Remember that if you have an Apple Wireless Keyboard connected, its ⏏ key hides and shows the on-screen keyboard.)

Going full screen

Even hiding the keyboard leaves some of *Pages'* interface visible. If you really want to quieten the visual noise, then tap the **Full-screen** button – the one that looks like two arrows pointing away from each other at the top right of *Pages'* toolbar – and it'll be all document, all the time.

Getting a new page

Sometimes, *Pages'* pretty interface can be irritating. A case in point: you could spend ages trying to work out

how to get the application to create a new page for a multi-page document, when in fact the command is hidden behind the button that looks like its sole job is to control tabs. Tap the button and you'll see an option to add, yes, tabs, but also line breaks, column breaks and – ah, *there* it is! – page breaks.

Skimming through long documents

Even with the iPad's handy 'flick' gesture (for more on gestures, see p21), it could take a long time to scroll through a big document. Happily, Apple has you covered: tap and hold for a split second at the right of the screen, and up pops the navigator. Slide your finger slowly up and down the screen, and you'll see the pages stream past in the magnifying glass under your fingertip; they're displayed as thumbnails, so it should be easy to find the page you're looking for.

Cropping pictures

If the picture you want to use is the wrong shape for your layout, then you can use the **Edit Mask** command under the i menu. This enables you to crop images, as well as zooming and panning the picture inside the mask you define, a bit like moving a huge poster around outside a window.

Anchoring images

Like any desktop-publishing package worth its salt, you can anchor images and shapes so that they move with the text – usually referred to as 'inline' – or float above it, with optional text wrapping around the graphic. Insert your graphic, then tap the i in the toolbar. Tap **Arrange** then **Wrap**, and configure your anchor and wrap options from there. ●

Apple Numbers

Official verdict

£5.99/$9.99 Mobile spreadsheets can be useful and pretty

PROS & CONS

- ⊕ Forms are terrific
- ⊕ Smart soft keyboard
- ⊖ Can't mail a version as *Excel*
- ⊖ Infuriating PC/Mac 'sync'

When Apple introduced *Numbers* on the Mac, it did something that nobody had had the cojones to do before: produce a spreadsheet app that reflected what people actually use spreadsheets for. Few of us, we suspect, use *Excel* for high-level statistical and financial analyses compared to those who think of it as an easy way to lay out a timetable or Saturday's football fixtures.

On the iPad, Apple has been similarly innovative, and *Numbers* is actually the most successful of the three *iWork* apps. Everything that makes it good on the Mac is here; it's

friendly, easy to use (once you find your way around the necessarily spartan interface) and tries as hard as it can to make the business of entering formulae unthreatening and productive.

One helping factor is that the on-screen keyboard changes to reflect what you're doing. Enter text and it's a standard QWERTY, but tell cells that you want to pick dates and the keyboard will adapt. When you're entering formulae, it changes again. It's possible to do some pretty sophisticated analyses with *Numbers*, especially since the cells aren't simply listed with grid references but are also

colour-coded and take on the correct names scraped from the column and row headers.

The genius of *Numbers* on the iPad, though, is **Forms**. Tap the + tab at the top of the screen after you've created an information table, and you'll have the option of creating a form from which to enter data into that table. It turns your iPad into what feels like a big clipboard, with the added advantage that all your values are recorded in a flexible, analysable way. We can imagine it being very useful in schools and clubs, and it's a possible competitor for *Bento* (see p65) if your database needs are modest.

"Numbers tries as hard as it can to make the entering of formulae unthreatening and productive"

Admittedly, *Numbers* does suffer from the same infuriating round-tripping process for sharing files with a PC or Mac that bedevils all apps (see the *Pages* review on p48), and there's no way to email an *Excel* version of your spreadsheet directly from the device; you'd have to save it to your computer, open it in the Mac model of *Numbers* and export from there.

However, unless you're working with complex layouts on your spreadsheets, *Numbers* documents do at least seem to be more resilient in their translations when they're being punted back and forth between the Mac and iPad. ●

[MAIN] It's easy to create quite complex formulae thanks to *Numbers'* soft keyboard.

[01] *Numbers'* **Forms** are a great way to enter information into your spreadsheets.

[02] *Numbers* can only do 2D charts, but they're actually pretty flexible.

[03] You could use *Numbers* to create invoices, but it can't print them directly.

Numbers: a beginner's guide

With Numbers, Apple has made the spreadsheet for the rest of us

Traditionally, anyone silly enough to try to 'do' spreadsheets on a mobile device was met with a pokey stylus-driven interface that would, if you knew the proper incantations, enable you to perhaps multiply two cells' values together.

Numbers, however, is a genuine delight – and, as we said in our review, it's in some ways the most successful of the iPad's iWork apps.

As with Pages and Keynote, it's at its best when working standalone – though it can import, if not export, Excel documents as well as Numbers files from a Mac – but it's peculiarly suited to the task. The innovative Forms feature enables you to turn your

FURTHER HELP
If you want to really get the most from Numbers, read the manual; navigate to **http://help.apple.com/ numbers/1.0** on your Mac, PC or iPad.

iPad into effectively a giant, digital clipboard, and we can think of lots of terrific, original uses for Numbers as a data-gathering tool for many industries, including education, healthcare and more. And, happily, it's actually pretty competent for the traditional spreadsheet number-crunching too, so business users should be happy.

Here, we'll familiarise you with the basics of the Numbers interface, and give you some tips on a few of its less obvious features. By the time you're done, you'll think of spreadsheets in a whole new way, and we think it's really worth 'forcing' yourself to get up to speed with Numbers; it's a terrifically useful application.

01 Multiple sheets
Just like in Excel or Numbers on the Mac, your spreadsheets on the iPad can have multiple 'pages', accessible from these tabs at the top.

02 Colour-coded cells
When you're creating formulae, Numbers handily colour-codes the cells that you're referencing so you can clearly see, both in the formula bar you're typing in and the table itself, which cells you're working with.

03 Formatting options
Tap the **i** in the menu bar and you can access a range of formatting options for the cell or cells you've highlighted. Just like in a desktop spreadsheet application, you can format cells as, say, specific currencies.

04 Formulae
Numbers enables you to apply genuinely sophisticated formulae to spreadsheets. Hardcore number-crunchers might miss some esoteric functions, but most are here.

05 Functions
Tap this **Functions** button to bring up a pop-over menu of mathematical functions that you can add to your formulae, such as SUM, AVERAGE, MIN, MAX, COUNT, IF and even more unusual ones in many categories.

Discover the hidden power of Numbers

The whole is greater than the sum of its parts; there's lots here to discover

Using the templates

Before you go hunting around the App Store for apps that do maths-ey kinds of things, be sure to have a poke around the templates in *Numbers*. There are presets here, ready to be customised to your own needs, that cover lots of normal tasks, such as budgeting and mortgage calculation.

In fact, *Numbers* is good for a whole bunch of other things as well, as you can see from some of the template ideas Apple has supplied. Take a look and you'll see templates here to organise sports teams, check off attendance and even plan holidays.

Entering formulae

To enter a formula, double-tap on the cell that you want to enter it into, then, in the pop-up formula bar that appears with the soft keyboard, tap the = symbol. Now, pick the functions you wish to enter, tapping on the cells that you want to reference. Happily, *Numbers* categorises its huge number of available functions, so it should be simple to find the things that you need, and if you're unsure of what a particular function does, tap the blue rightwards-pointing arrow next to its name for an explanation and an example of its usage.

Creating forms

To make handy data-entry forms like you see in figure 01 on the previous page, start by creating the table that it will enter its values into – taking care first to select the empty columns and applying formats such as star ratings, checkboxes or dates – then tap the + tab at the top of the screen. Now choose which of the tables you want to make into a form, and you're done. Any data that's entered into the form will be flowed automatically back into the spreadsheet.

Adding more rows and columns

It's not immediately obvious how you add more rows and columns to a table in *Numbers*. Actually, it's dead easy; to add a single row/column, tap the little icon that looks a bit like a button at the bottom left (for rows) or top right (for columns). To add more then one, drag the relevant icon down (for rows) or right (for columns).

Selecting the entire table

Normally, tapping on a table lets you select the individual cell you tapped on. If you want to select the entire table – to apply formatting, or even just so you can move the whole table around the document – use the circular icon that appears at the top left of every tapped table.
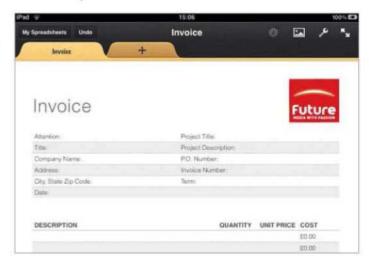
Using Table Options

You can use the formatting menu – the one accessed by tapping the i in the menu bar – to change the appearance and behaviour of tables. Select the whole thing, as described in the previous tip, and then set up the table to reflect your personal preferences. Be sure to explore the **Grid Options** submenu for some settings that can help make your finished table look really slick.

Adding pictures

Don't forget that you can add pictures to *Numbers* documents alongside tables and charts. As well as just brightening up your spreadsheet, you could use this handy feature to add, for example, your company logo to an invoice you've created. ●

Artwork courtesy of Jonathan Grael

Brushes

£4.99/$7.99 Paint a pretty picture

After an image created in the *Brushes* app on the iPhone appeared on the cover of *The New Yorker* magazine, people started to sit up and take notice of it. Even David Hockney, one of the most influential British artists of the 20th century, credits the combination of the iPhone and *Brushes* app with reigniting his passion for painting.

Now the *Brushes* app is here for the iPad. It's pretty much unchanged from the iPhone version but, with the larger screen to play with, you have more freedom to let your creativity loose than ever before. *Brushes* delights by having an interface that's at once simple, and yet deceptively powerful. Essentially, you select a brush size and colour, and then paint using your fingertips. The app's power lies in its ability to zoom in to 3,200% and use up to six different layers, which can be merged or made transparent. There's also a great colour picker, which matches anything we've seen on a desktop computer, and a new smoothing feature has just been added.

We should also give a mention to the rival *ArtStudio* app, which costs less and has more functions than *Brushes*. It's on the App Store for just 59p/99¢. However, it appears to be the simplicity of *Brushes* that makes people fall in love with it. The app may lack bells and whistles, but it supports the old adage that sometimes less is more.

ADOBE IDEAS

FREE *Adobe Ideas* is a digital sketchbook, enabling you to quickly jot down visual ideas wherever you are. It gives you a huge virtual canvas and the ability to zoom right in without getting jaggies or big pixels. This handy application is perfect for designers on the go.

DID YOU KNOW?
You can add a photo as a background in *Adobe Ideas*, then sketch over the top of it as you see fit. Once you're done drawing, tap the email icon to send it.

56

Photogene

£2.39/$3.99 Edit your photos

Photogene is a beautifully designed photo-editing app. It doesn't attempt to do anything too clever, such as edit selective parts of an image, but instead provides all the basic image-editing tools, including cropping, rotating and captions.

Of particular interest is the **Presets** menu, through which you can quickly improve a photo by applying a number of effects, such as **Bleach**, **70s Vintage** and **Grayscale**. The **Color Adjust** tools are also powerful, enabling you to fix exposure, contrast, highlights and shadows, as well as adjust the levels histogram.

Once you've finished editing, you can save your picture back to your iPad, share it to Twitter and Facebook, or email it right from the app, all at whatever resolution you desire. While *Photogene* doesn't venture too far into the complicated world of image editing, it's got just enough of the options you need to make it an essential iPad tool to have on hand, especially at this price.

STRIP DESIGNER

For iPad & iPhone

£1.79/$2.99 Turn your photos into fun comic strips with *Strip Designer*. It has loads of features, but is easy to use.

THE GUARDIAN EYEWITNESS

FREE *The Guardian*'s award-winning Eyewitness photography series features daily in the printed paper. It offers a visual reflection of global events.

DID YOU KNOW?
Each photo in *Guardian Eyewitness* comes with a 'pro tip' from *The Guardian*'s own photography team, dedicated to helping you improve your technique.
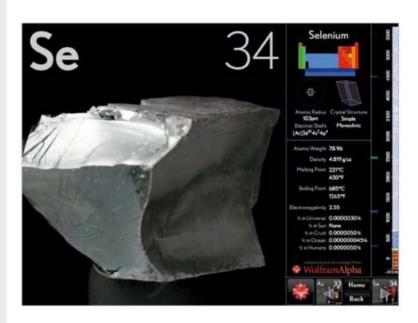
FREE BOOKS

FREE If iBookstore's free classics aren't enough for you, try *Free Books*. It's a little rough around the edges, but there are 23,469 titles here!

AUDIOBOOKS (iPAD EDITION)
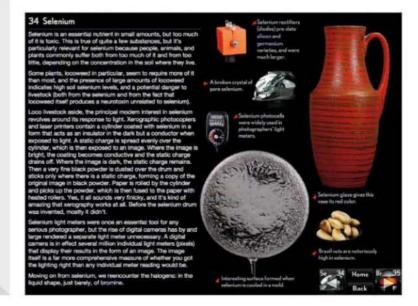
59p/99¢ The iPad is perfectly designed for reading books on, but it's capable of more. This app gives you access to 2,800 audio books.

DID YOU KNOW?

The iPad edition of *Audiobooks* includes a web browser, so you can surf while you listen to audio books. Just tap the world icon at the top left.

The Elements: A visual exploration

£7.99/$13.99 Chemistry can be fun!

Here's an app that really showcases what the iPad is capable of, and how books can be brought to life to produce a totally new and captivating reading experience. *The Elements* is based on the best-selling book by Theodore Gray, *Popular Science* magazine's Gray Matter columnist. It's a visual exploration of the periodic table; tap on any element to see a smoothly rotating 3D example. Any of the facts and figures alongside it can be tapped to access the Wolfram Alpha computational knowledge engine, and the text from the book is accessible. If we'd had an iPad and *The Elements* at school, our chemistry grades would have been significantly higher.
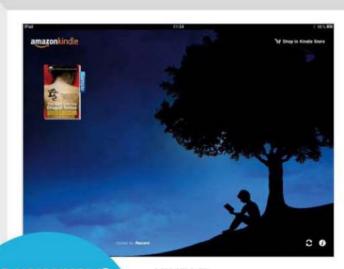
iBooks

FREE Read ebooks on the go

The iPad's potential as an ebook reader is huge, and Apple has more than stepped up to the challenge with the lovely *iBooks* app. It's a brilliant reader for ebooks and also your gateway to Apple's iBookstore. It's the iBookstore that's the truly revolutionary idea, because it makes buying and downloading books so easy. You can purchase and download today's best-selling books, or get the classics of yesteryear for free. All the books you purchase are added to your virtual bookshelf in the *iBooks* app – you simply tap on a book cover to read it.

The iBookstore has localised bestseller lists – the US edition, for example, provides quick access to the *New York Times* bestsellers list. Once you've found a book you like the look of, just tap to purchase and download using your *iTunes* account, or tap **Get Sample** to read a chunk of the book for free.

iBooks displays books in either portrait mode, as single pages, or in landscape mode as facing pages. To make reading easier, you can select a font from the iPad's installed selection, and change text size and screen brightness all from within the app. Best of all, you can tap and hold on any word to look it up in a dictionary or bookmark it to return to later. Navigate through the book by clicking on a chapter heading in the contents page or using the scroll bar at the bottom of the book. To turn a page, simply tap or drag the edge of the page across the screen.

DID YOU KNOW?
Handy Whispersync technology automatically syncs the last page read in a book between your Kindle, iPad and iPhone, so you never lose your place.
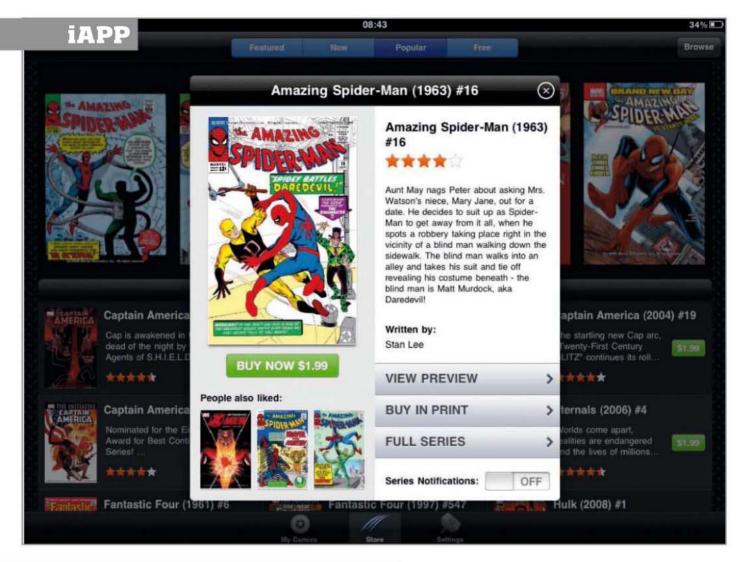
KINDLE

FREE Apple isn't your iPad's only ebook store – you can also purchase and read ebooks from Amazon's Kindle Store on your iPad, thanks to this free app. Purchasing is done in the *Safari* web browser, but the ebook instantly appears in your *Kindle* app.

COMIXOLOGY COMICS

FREE If you're looking for something a bit edgier than Marvel superheroes, why not try Comixology's *Comics* app? It uses the same app store interface as Marvel, but features titles from independent publishers such as Image, Icon and Top Cow.

DID YOU KNOW?
There's currently no app available for DC Comics, which means that you can't read the adventures of Superman, Batman or Wonder Woman on your iPad.

Marvel Comics

FREE Comics get super-powered

Superheroes are big business right now and no one does them better than Marvel Comics, home of Spider-Man, the X-Men and the Fantastic Four. Based on the *Comixology Comics* app (see left), the *Marvel Comics* app is an iTunes Store for superheroes. Whether you're looking for the first appearance of the Silver Surfer or the latest issue of *The Incredible Hulk*, you can find it here. Use the **Cover Flow**-style browser and you can see all these classic Marvel comics in glorious colour on your iPad.

Downloading them takes a simple tap on the store page, where you can preview the issue, buy individual comics or order an entire series. You can then get push notifications to tell you when a new issue is online or locate your nearest store to get that future classic for your collection in print.
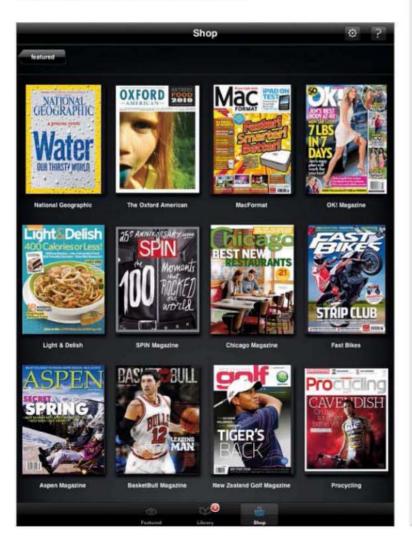
The real jewel in the app's crown, though, is the way you can read your books once purchased. Instead of carefully turning vintage comic pages with kid gloves, you can scroll through them with a simple swipe. Or, with a double tap, you can zoom in and scroll through the pages panel by panel, showing off the stunning artwork in all its glory. With silky-smooth transitions that lead you from wham! to bam! to kapow! without missing a thing, you can savour the classic superhero moments again and again, without ever damaging your priceless comic collection.

Zinio Magazine Newsstand & Reader

FREE A magazine store on your iPad

For iPad & iPhone

Your iPad is the perfect device on which to deliver and read digital magazines, while Zinio is the web's premier digital magazine store – so it should be no surprise that the two come together with a mighty bang in the shape of the *Zinio* app. There are a staggering 50,000 titles on offer through *Zinio*, including popular mags such as *Maxim*, *Cosmopolitan*, *T3* and *MacFormat*. Once you've subscribed, new issues arrive in your library as soon as they're released. Reading is a pleasure and works in both portrait and landscape mode within the app. Navigating between pages is as simple as swiping with your finger to turn a page or use the thumbnails. Some *Zinio* magazines also have extra features such as live web links.

DID YOU KNOW?
Shazam has lots of great features, including the ability to read artist biographies and to send tags to Facebook or your followers on Twitter.

SHAZAM

FREE Want to know what that song playing on the radio is? As if by magic, *Shazam* will listen to what's playing and tell you the artist and track.

TABTOOLKIT

For iPad & iPhone
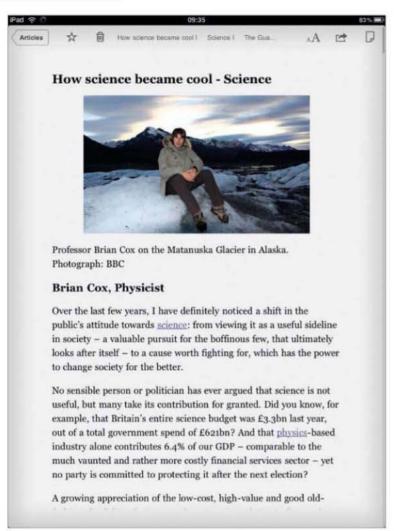
£5.99/$9.99 *TabToolkit* is a beautiful guitar tablature and music notation viewer – just find tabs on the internet.

How science became cool - Science

Professor Brian Cox on the Matanuska Glacier in Alaska. Photograph: BBC

Brian Cox, Physicist

Over the last few years, I have definitely noticed a shift in the public's attitude towards science: from viewing it as a useful sideline in society – a valuable pursuit for the boffinous few, that ultimately looks after itself – to a cause worth fighting for, which has the power to change society for the better.

No sensible person or politician has ever argued that science is not useful, but many take its contribution for granted. Did you know, for example, that Britain's entire science budget was £3.3bn last year, out of a total government spend of £621bn? And that physics-based industry alone contributes 6.4% of our GDP – comparable to the much vaunted and rather more costly financial services sector – yet no party is committed to protecting it after the next election?

A growing appreciation of the low-cost, high-value and good old-

Instapaper Pro

£2.99/$4.99 Read it offline

One of the wonderful things about the iPad is that it lets you catch up with great stuff that you haven't had a chance to watch or read when you've been busy. (YouTube is good for this; create a playlist for stuff people send you that you don't have time to watch, then settle back at the weekend.) With the *Instapaper* service, you can mark articles that you find online using a little bookmarklet. They're then cached to the *Instapaper* app the next time you open it, so you can read them offline.

You can also subscribe to feeds to pull in articles automatically, though you have to be disciplined in adding only a few low-volume longform reading sites, or it just gets noisy. The developer curates a good list of suggested sources.

NetNewsWire

£5.99/$9.99 Get RSS feeds

RSS feeds help you stay up-to-date with the news from your favourite websites all in one place, without having to visit them individually. *NetNewsWire* is one of the best RSS readers for the iPad. It syncs with Google Reader, and with similar clients on the Mac, iPhone or PC that access your Google Reader login – so whatever you've read before gets marked as read, regardless of platform.

NetNewsWire works beautifully in both landscape and portrait mode. In landscape mode you get a list of feeds down the left-hand side of the screen, while in portrait the feed list appears as a popover. The only restriction is that you can't add new feeds within the app, but we hope this will have been fixed by the time you read this.

The Early Edition

£2.99/$4.99 Make a paper

This innovative little app uses RSS feeds to create a bespoke daily newspaper packed full of the things – and only the things – you're interested in. The app comes with a few sample RSS feeds pre-loaded, but it's easy to add your favourites. Just tap the + button and enter the feed URL. If you view a single feed, you get a newspaper view of everything from that current feed. Alternatively, you can tap the **All Feeds** view for a newspaper made up of all your feeds. To turn a page, use the slider at the bottom or tap and drag your finger as you do in the *iBooks* app. There's also a **View Original** button to tap to view the web page that the feed is coming from. The only thing missing is Google Reader syncing, and that's promised soon via a free update.

New York Times Editors' Choice

FREE The best of the NYT

What better way to while away the hours than kicking back with your iPad and a handpicked selection of the best articles from one of the most respected newspapers on the planet? The *New York Times Editors' Choice* app is a great way of catching up with the day's events.
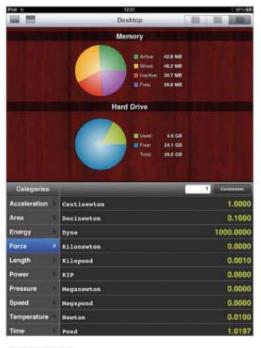
Stories intelligently fill whatever space is available and can be emailed at a touch. Don't miss the buttons along the bottom of the app for quick access to technology and business news sections. There are no fancy page-turning effects here, but what you do get is access to considered opinion and high-quality writing. The occasional advert interrupting your reading is a small price to pay.

CALCULATOR FOR iPAD

59p/99¢ This little app fills a calculator-sized hole in the iPad's Home screen rather nicely. Use it in landscape mode to reveal scientific functions.

DESKTOP

£2.99/$4.99 This one-stop-shop does almost everything, including unit conversion, voice recording, a world clock, dictionary and more!

GoodReader for iPad

59p/99¢ View almost any file

This is one utility we can't live without. It's essentially designed for displaying PDF files, so it comes in handy for reading PDF books or magazines, but it doesn't stop there – it displays all the common file types you'll encounter on your travels with an iPad.

Whether it's *Pages* documents, JPEG graphics or Microsoft *Word* files, you can be sure that *GoodReader* will handle all of them. It even plays audio and video! The real power of the app is found in its unstoppable functionality – you can transfer files to it when you dock your iPad, or on the hop via WiFi without a single cable in sight. It will even open items that are sent to you as Zip files, and browse MobileMe accounts, Dropbox and FTP sites. When displaying a PDF, the controls disappear, so there are as few on-screen distractions as possible.

Bento

£2.99/$4.99 Make a database
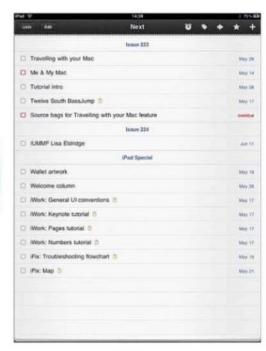
You might think there's nothing exciting about databases, but FileMaker proves otherwise with *Bento*. Not only does it look great, but the app also lets you do loads of really fun, useful things, and all with just a few taps.

Bento comes with pre-built templates for some tasks, such as creating to-dos, a list of recipes, a diet or exercise log, membership lists, expenses and more, so it's simple to get started. Of course, it's easy to tinker with the templates if they don't exactly match your needs, or even start from scratch and define fields yourself. Not only that – because information is stored in a database rather than a dumb list, you can view and manipulate it in useful ways. The application can access your list of contacts – though not, due to current limitations in the OS, the calendars – and can sync with *Bento* on a desktop Mac.

DID YOU KNOW?
Loads of apps on the iTunes Store are basically just databases, presented with a nice interface. Buy *Bento* once and build your own in minutes!

THINGS

£11.99/$19.99 We can't put into so few words how great this task manager is, but without it this magazine probably wouldn't have been made.

NIGHT STAND HD

59p/99¢ Turn your iPad into your bedside clock with this handy app, featuring beautiful graphics, multiple alarms and a snooze function.

Articles

£2.99/$4.99 Read Wikipedia

You can view Wikipedia through the *Safari* web browser on your iPad, but if you want to do it in style then give the brilliant *Articles* app a try. It's a dedicated browser for the world's most popular online encyclopedia, and a lot of work has been put into making it display Wikipedia beautifully, so that text and images fit perfectly onto the iPad's screen. All the usual searching and bookmarking options are available, but you can also cache stories for offline viewing later. It has more tricks too, such as the ability to find Wikipedia entries for points of interest in the local area, which are shown on a map view. You can manage your bookmarks into folders, just as you can in *Safari*, too. You'll find it will give your searches a new lease of life.

LogMeIn Ignition

£17.99/$29.99 Be in control

For iPad & iPhone

LogMeIn lets you control your Macs and PCs on the iPad, and the magical bit is that it can do it over the internet. All you have to do is install a free helper utility on your computers and it handles all the complicated stuff about making it easy to connect to them from anywhere in the world.

Once you've got it all set up and have signed in, it's like sitting in front of your Mac or PC. You can use the mouse, pop up the on-screen keyboard to type, and even switch the screen resolution on-the-fly, as well as unpinch-to-zoom to make it easier to see what you're doing. You can't copy files to or from the remote computer, or send files from your iPad to print, but despite the high price it's terrifically useful – and very reliable.
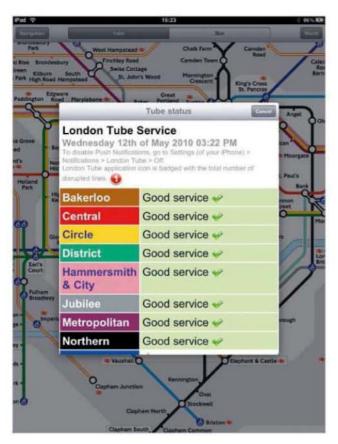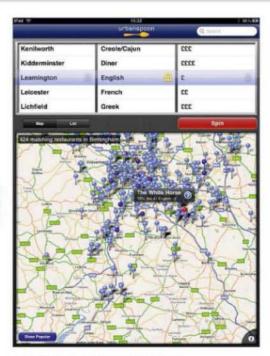
London Tube

£1.19/$1.99 Mind the gap!

The London Underground can feel like a bit of a rabbit warren, even for the locals. That's where this great application comes in. Just pinch and pan to take a walk all over the Underground and find out exactly where you want to go. Provided you're feeling brave enough to flash your iPad on the Tube, you'll be able to plan journeys and get estimated travel times.

You can even choose the stations in your journey en route, thanks to an interactive map. The app will cleverly locate the nearest Tube to your current location in London (which it works out by finding local hotspots, or GPS if you have an iPad WiFi + 3G), should you need to hop onto a train in a hurry. Alternatively, you can get it to find the nearest Tube station to any address you enter. It's easy to check the health of all your Tube lines, in case of delays, and it also has push notifications, so you can learn of any cancellations even when the app isn't open.

DID YOU KNOW?
If you can't decide where to eat, then tap the **Spin** button and let *Urbanspoon* decide for you. Restaurant data is kept on your iPad for offline searching.
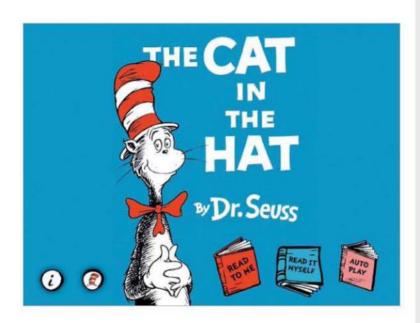
URBANSPOON FOR iPAD

FREE Can't decide where to eat? Let *Urbanspoon* take the strain by showing all the nearest restaurants to your location on a map.

FLIGHTTRACK

£2.99/$4.99 Track all aspects of your domestic and international flights. Everything from flight maps to delays to gate numbers is covered.

Twitterrific

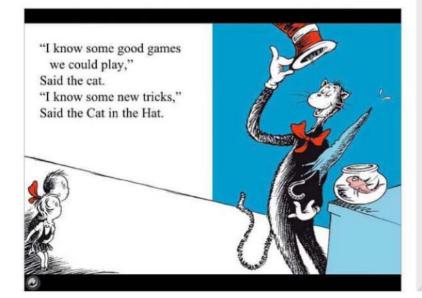## FREE Friendly Twitter client for iPad

Currently the best Twitter app for the iPad, *Twitterrific* makes Twitter's 140 character limit come alive. *Twitterrific* is simplicity itself to use, provided you're already au fait with the world of Twitter. If you're not then you might want to start off by creating an account on www.twitter.com, using the *Safari* browser, then finding a few celebrities and your friends to follow for a while, just so you can get used to it.

Once you understand Twitter, you'll find it much more intuitive to use in a dedicated app such as *Twitterrific*. It's simplicity itself: you tap on a person's picture to find out more about them or follow them. All replies (including new style re-tweets) are handled through the back arrow and you can see who's replying to the author by tapping on the tweet itself. Alongside belt and braces Twitter features such as **All Tweets**, **Mentions**, **Messages** and **Favorites**, *Twitterrific* gives you access to the **Lists** you've created, as well as trending topics under **Trends**. You can also show conversations you're involved in, to help you keep track of things.

It's free, but *Twitterrific* has an unusual in-app upgrade option: you pay £2.99/$4.99 to remove the in-app advertising and enable multiple accounts. We'd say it's definitely worth it, even if it's just to stop the advertising cluttering up the attractive interface, because this is a lovely-looking app.

WORDPRESS

FREE Manage your WordPress blog from your iPad with this handy app.

Using it, you can post blogs and moderate comments to your heart's content. Many WordPress blog owners find this app easier to use than the WordPress website!

DID YOU KNOW?
The *WordPress* application is a universal app, which means that the same app runs on both the iPad and the iPhone, and it also sizes accordingly.

IM+

£5.99/$9.99 Keep on chatting

For iPad & iPhone

The problem with social media and instant messaging networks is that there are just so many competing standards. Google Talk can't communicate with AOL, and Skype can't talk with either of them, while Facebook and Twitter both plough their own furrows. The *IM+* app is an all-in-one messenger. It aims to solve the problem by, if not making all the competing systems compatible, at least keeping you connected to just about every instant message and social network there is, all from within one app. It covers a broad range of protocols: Twitter, *Skype Chat*, Facebook, Google Talk, *Yahoo, MSN/Live Messenger, AIM/iChat*, ICQ, MySpace and Jabber.

Thanks to push notifications, you can stay in touch with updates even once you've closed the app. It takes some setting up, but once you're done it should help you keep up with your online friends, regardless of what platform they prefer.

AIM FOR iPAD

FREE Simple and easy chat program for people with an AOL or MobileMe account. It's also possible to chat with Facebook friends.

TWEETDECK FOR iPAD

FREE Some prefer *TweetDeck*'s multiple-column approach over the simpler *Twitterific*. If you want options galore, you'll be well served here. ●

DID YOU KNOW?
It's easy to add more columns to *TweetDeck*'s view, should you want to. Simply tap the + icon at the top of the screen and then select a column type.

71

Real Racing HD

£5.99/$9.99 This fast-paced game takes the chequered flag for best iPad racer

Vroom! For the price of a large pair of furry dice, Firemint brings you contemporary high-res iPad racing, with gameplay features that will appeal to *Gran Turismo* fanatics and arcade racers alike. For a long-term challenge, *Real Racing HD* has a Career mode, with over 70 events. If you prefer immediate thrills, Quick Race enables you to fling your car around any unlocked circuit. The game also boasts several control methods, so you can touch or tilt to steer, and decide whether to automate acceleration and braking.

HOW TO PLAY
Before embarking on a championship, practice *Real Racing*'s circuits and experiment with the different control methods until you find the one that best suits you.

VECTOR RUNNER HD
£1.79/$2.99 Boasting very old-school arcade sensibilities, *Vector Runner HD* is a 'survival' racer. Move left and right to avoid the obstacles, and collect power-ups for points, temporary invincibility and shield replenishment. The game is simple, but it's exhilarating and has that 'one more go' factor for getting a higher score.

PARCEL PANIC
For iPad & iPhone
59p/99¢ Coming across like *Crazy Taxi* set on a tiny and oddly deserted island, *Parcel Panic* has you dashing about in a battered truck, delivering packages within tight time limits. Frantic gameplay, coupled with perfectly balanced arcade controls and physics, ensures that the game's always great for a high-octane five-minute delivery run.

The only downside to *Real Racing HD* is, bar new graphics, there's little extra content over the iPhone game. However, there are some new features, including ghost racers for time trials (pre-recorded from your own performances, or downloaded from Firemint's servers), replays, and the ability to create car skins from your photo album. Most importantly, the game simply feels better on an iPad than an iPhone, especially when using your device as a virtual steering wheel, tilting it to hurtle round corners at breakneck speed.

MAD 2-1 LIV

40:20

Raul

Balanced

Real Soccer 2010 HD

£3.99/$6.99 A funny old game

The beautiful game's not easy to make work as a videogame, but *Real Soccer 2010 HD* has a good go at balancing complex football trickery for sports-game ninjas and arcade-oriented straightforwardness for mere mortals. You get a decent selection of game modes, including one-off exhibition matches, leagues, cups, training, and a mode where you aim as a sole player to become a legend for your team. International teams resemble their real-life counterparts, but you'll need your imagination for the leagues, which boast accurate player names but odd kits and badges.

Matches are played in a side-on viewpoint, using virtual controls. You get a joypad on the left and two buttons on the right for actions such as shooting, passing and tackling. Learn various touchscreen gestures and you can perform more advanced moves, such as crosses. After some practice, we enjoyed a run to the World Cup final.

Player 1   0-1
11 to 5   0-1   Menu

Over Head   Zoom   Adjust Spin   Aim Aid   Step Back   Move Ball

VIRTUAL POOL HD
£1.79/$2.99 If you've got an irresistible urge to 'Rack 'em up!' but your local pub prefers insanely loud sound systems to pool tables, then *Virtual Pool HD* is there to rescue you. The controls and physics of the game are excellent, and there's the choice of a Career mode for long-term challenge. We're also told that an update will soon add snooker to *Virtual Pool HD* options.

7 CRAIG -2
Shot 2   Par 4

100%

50%

0%

4 mph
411 yds

HOW TO PLAY
When you're in the Zoomed or Putting-green modes in *Let's Golf! HD*, tap to make subtle changes to direction – don't tap-hold or your aim will swing wildly.

Let's Golf! HD
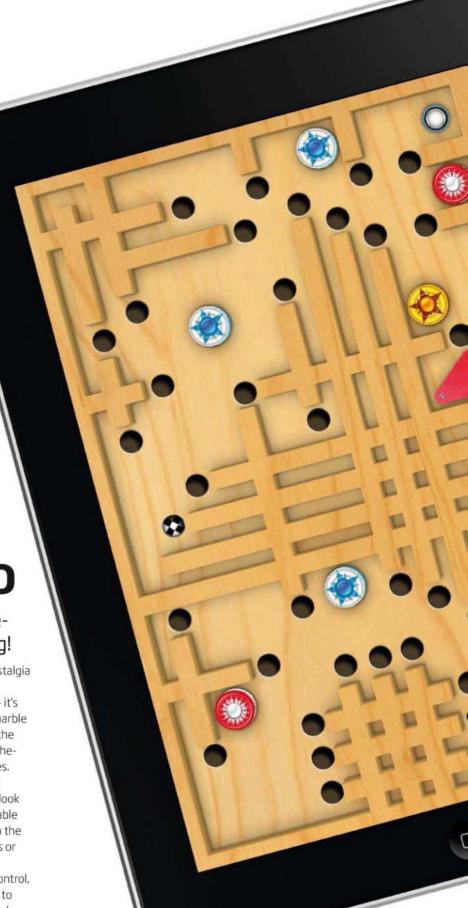
£2.99/$4.99 A hole in one

One thing *Let's Golf! HD* really has going for it is that it makes a serious sport more fun. Golf videogames tend to look rather barren and dreary, but *Let's Golf! HD* has bright visuals that are full of life and vibrancy – English courses are peppered with castles, while those on Fiji take you to lush palm groves overlooking sandy beaches. There are 63 holes in all, set across four locations, which should keep even the most ardent digital golfer going for a while.

The sense of fun continues through to the gameplay, which is quite arcade-like in nature. Before you start, you select one of four customisable characters, each with their own strengths and weaknesses. When out on the golf course, beginners should get to grips with how to play within a few holes, while seasoned players can switch to more simulation-oriented advanced controls. As you play, trophies are awarded for achievements such as the longest drive, and scores are maintained, so solo players always have something to aim for. For multiplayer fun, there's pass-and-play or wireless gaming.

SCORE: 98.027

TOUCHGRIND HD
£4.99/$7.99 Use your fingers as little legs to control a virtual skateboard in this top-down 'extreme sports' game. Mastering *Touchgrind HD* is tough, with lots of swipes and gestures to perfect, but persevere (and learn from its videos) and you'll pull off stunts like nobody's business. Along with a zoomed-out viewpoint, the iPad version adds split-screen two-player battles.

Labyrinth 2 HD

£4.99/$7.99 An addictive marble-rolling game that's truly a-maze-ing!

Labyrinth 2 HD is a little like smashing childhood nostalgia into modern technology with a hammer, and then sprinkling the result with rainbows and pixie dust – it's that good. Essentially, it's a wooden maze game with a marble that you roll to the exit to win, avoiding obstacles along the way. But the magic here is that for the price of a run-of-the-mill real-world toy, you get dozens of wildly diverse mazes. You can start with basic time-trials, but you soon end up battling levels with bumpers, doors and cannons, which look like they've emerged from the mind of a crazed pinball-table designer. In the unlikely scenario that you get bored with the bundled levels, you can download stages made by others or even build and share your own.

Of course, games such as this are all about precision control, and Labyrinth 2 HD excels in this area, reacting perfectly to subtle and abrupt movements alike. The game's visual and audio design is also first-rate – the sound of the rolling marble combined with a clever 3D visual effect when you tilt your iPad makes the game surprisingly tactile and life-like.

POLYHEDRA XL

£1.79/$2.99 *Polyhedra XL* is initially a relaxing game where you tap-hold to inflate shapes, aiming to fill two-thirds of the screen and avoid enemy particles. At higher levels, things are tougher, but you can rotate your iPad and use gravity to move the shapes around and trap foes. *Polyhedra XL*'s longevity is ensured by unlockable zones with new shapes.

SUPER MONKEY BALL 2: SAKURA EDITION

£5.99/$9.99 Sega's tilt-based time-attack racer works brilliantly on the iPad. You feel fully in control using your device's accelerometer to guide your ball-enclosed monkey around 125 vibrant, maze-like levels, collecting bananas as you go. iPad-exclusive content, including new mini-games and a Far East world, adds to the value.

MONDO SOLITAIRE FOR iPAD

£5.99/$9.99 Cheaper solitaire titles exist, but Ambrosia's effort provides a great mix of games – you'll find over 100 here, all with instructions, and any of which you can define as favourites. There are crisp card and table graphics, and simple controls (including intelligent 'tap to play'). A *Top 5* version, featuring the most popular games of the bunch, is available for £2.39/$3.99.
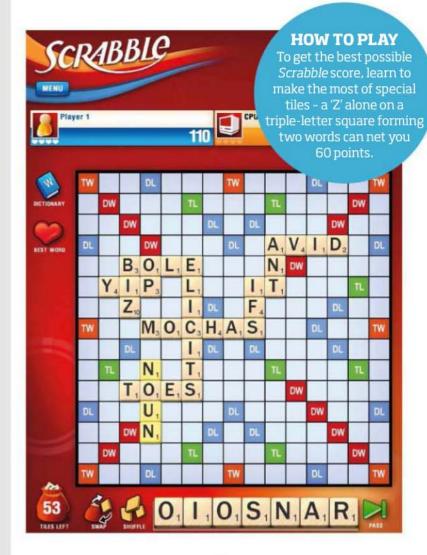

SHANGHAI MAHJONG

59p/99¢ Mahjong is a simple game and many videogame versions overcomplicate things. *Shanghai Mahjong* is an exception, getting everything right: great controls, plenty of layouts and crystal-clear visuals. The game goes the extra mile with customisation options (road-sign mahjong!) and cheeky 'fortune cookies' on completing a board.

For iPad & iPhone

HOW TO PLAY
To get the best possible *Scrabble* score, learn to make the most of special tiles – a 'Z' alone on a triple-letter square forming two words can net you 60 points.

Scrabble for iPad

£TBC/$9.99 Splendiferous! (19 points)

Word games are a huge hit on the iPhone, so it's great to see EA's interpretation of the most famous word game of all working so nicely on the iPad. Everything behaves as you'd expect in *Scrabble for iPad*, which has a perfect drag-based interface (in both landscape and portrait modes), and options for solo games and battles with computer opponents. It's also possible to set up multiplayer matches via pass-and-play, local network or Facebook. As well as this, you get a built-in dictionary and Teacher mode for improving your scores.

Scrabble for iPad also introduces a Party Play mode, where you can use the iPad as the board and an iPhone or iPod touch (using the free *Tile Rack* app and a Bluetooth connection) as your tile rack – thereby creating the most ludicrously expensive Scrabble set possible. In practice, the system is a little flawed (you can rotate the iPad board from your iPhone, but letters must be transferred to the iPad tile rack and then again to the board), although there's lots of potential here.

Note that the rights to Scrabble are owned by different companies: Hasbro has the US/Canadian rights and Mattel owns them elsewhere. Each company has its own visual brand for Scrabble, and so EA's conversion varies by region. (Pictured above is the US version.) The game, however, is functionally identical wherever you choose to buy it from.

Fully Fertilized For iPad™

Winner of Over 25 Game of the Year Awards
Hi-Def Multi-Touch Fun
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AIRCRAFT LANDED: 00070

HI SCORE

Flight Control HD

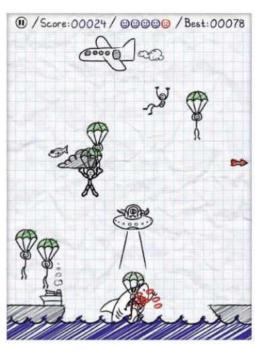**£2.99/$4.99** Flying high: the very best line-drawing game

An iPhone classic, *Flight Control* kick-started the line-drawing genre, tasking you with landing aircraft by drawing flight paths to airfields. Firemint promised more than upgraded graphics for the iPad version and, with *Flight Control HD*, the company has delivered.

True, the graphics are very nice, and you do get all four airports from the original game (which are easier on the iPad's larger screen), but there are now also three HD airfields that each combine two landing areas. These airfields are a little like simultaneously juggling two iPhone *Flight Control*

PARACHUTE PANIC HD

£1.19/$1.99 This quirky effort, with hand-drawn graphics, has you tapping parachutists to open their parachutes and guiding them to the safety of waiting boats by swiping to blow 'wind'. Hazards in *Parachute Panic HD* include UFOs and helicopters, defeated by multiple taps, and a shark that eats anyone who fancies a dip, resulting in Biro-style carnage.

For iPad & iPhone

FLYLOOP

59p/99¢ If you think that this butterfly-capturing game will be a tranquil experience, then you're in for a shock. Instead, *Flyloop* is a fast-paced against-the-clock effort (unless you're a wuss and play the untimed Relax mode), where you must quickly loop like-coloured butterflies until only one of each colour exists. It has great music, too.

For iPad & iPhone

games – they're great fun and challenging for even the best *Flight Control* players. Elsewhere, there are several multiplayer modes on offer – you can battle iPad or iPhone players over Wi-Fi or Bluetooth, co-operate in a single screen on the iPad, or clash in an exciting split-screen game where you send planes to capture aircraft from your opponent.

Throughout, there's the polish you'd expect from Firemint, and we were delighted to see smaller enhancements peppered about, including an intelligent fast-forward mode and paths that can be continued later. Highly recommended.
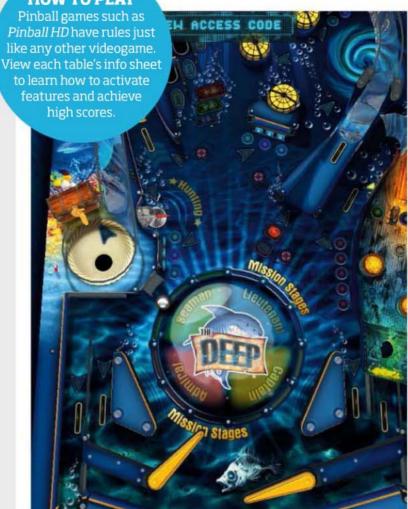
GEOMETRY WARS: TOUCH FOR iPAD

£5.99/$9.99 Bizarre's acclaimed blaster *Geometry Wars: Touch* loses nothing in its transition to iPad. Mesmerising graphics combine with relentless, frantic action over several unlockable modes to create an intense, exciting arcade experience. Dual-anywhere thumb controls also mean you spend your time concentrating on your foes, not your thumbs.

SOOSIZ HD

£1.19/$1.99 It offers *Mario*-style staples (run left and right, collect coins, save friends, jump on enemy heads), but *Soosiz HD* adds a gravity mechanic to the mix – levels are composed of mini worlds that spin about 360 degrees and which you jump between. This at first feels disorientating, but it soon captivates, resulting in the iPad's best platformer.
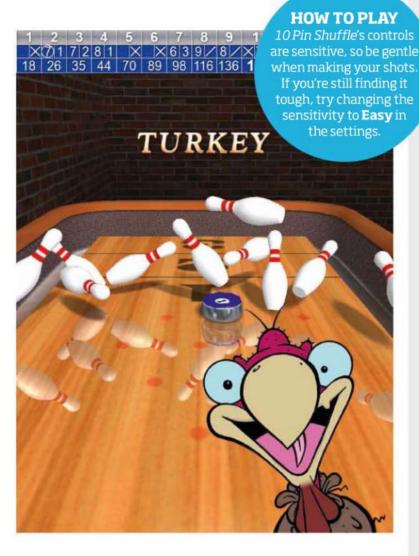

Pinball HD

£1.79/$2.99 Flipping excellent pinball fun!

The iPhone has become an unlikely platform for a pinball videogame resurgence. Three of the best tables are Gameprom's Wild West, The Deep and Jungle Style, compiled on the iPad as *Pinball HD*. Each of the tables offers something different, but all are satisfyingly tactile, bringing to mind real tables that can be found in a beachfront arcade.

With high-res graphics throughout, *Pinball HD* looks great, and you get three views for each table. Hold your iPad in landscape mode and the table's shown in 3D. In portrait mode, a dynamic camera offers a headache-inducing viewpoint that, thankfully, can be switched to a static overhead mode with a two-finger swipe. The game's frame-rate holds up regardless of your choice, and both controls and physics are first-rate.

Of course, this would all be for nothing without great table design, but *Pinball HD* excels here, too. Wild West is relatively simple and a good intro for pinball newcomers; the Deep is an immersive, exciting, futuristic mission-based table; and Jungle Style is the newest table, offering loads of features, including an amusingly angry animatronic ape. For pinball aficionados, then, *Pinball HD* is a must, but its quality means it's worth consideration for everyone else, too.

HOW TO PLAY
10 Pin Shuffle's controls are sensitive, so be gentle when making your shots. If you're still finding it tough, try changing the sensitivity to **Easy** in the settings.

10 Pin Shuffle

£2.39/$3.99 Three great games in one

For iPad & iPhone

Simulating shuffleboard, a bar and beach game that's like a giant shove ha'penny, *10 Pin Shuffle* uses paddles to push pucks down a narrow court towards scoring areas. Drop your shot short and you score nothing. Longer shots get two or three points, but run the risk of overshooting the court. Strategy comes into play when you have several pucks inside scoring zones, since you must protect them from your opponent's offensive shots.

To keep you engaged, *10 Pin Shuffle* offers two extra games. The first is 10-pin bowling, with pucks instead of a bowling ball (which works surprisingly well). The second adds poker to the mix: get a spare and you gain a card; get a strike and you gain two cards. Once you've got five, subsequent cards enable you to remove duds from your hand, the aim being to have the best cards at the end of 10 frames.

Although you can practise your skills in solo games, *10 Pin Shuffle* also enables you to battle opponents. If you're on your own, there are unlockable iPad challengers. Otherwise you play a friend via pass-and-play or peer-to-peer. Much like *Pinball HD*, the tactile real-world quality of *10 Pin Shuffle* initially grabbed us, but the game has definite longevity.

N.O.V.A. HD

£3.99/$6.99 Channelling the movie *Aliens* and videogames *Quake* and *Halo*, *N.O.V.A.* (which stands for Near Orbit Vanguard Alliance) is an action-packed first-person shooter. Once you master the controls (hint: use aim on the right), there's plenty of alien slime for your gruff marine to take out over the course of 13 levels. You can also battle friends in local or online deathmatches.

MINIGORE HD

£2.99/$4.99 Welcome to Hardland, population: you. Oh, and an endless stream of ravenous, deadly Furries. Fortunately, you're armed to the teeth and ready for a fight. Choose a character and a location, and then use *Minigore HD*'s *Robotron*-style dual-stick controls to take as many of the evil blighters with you as possible before your inevitable demise.
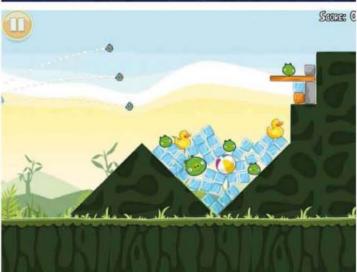
83

AZKEND HD

£2.99/$4.99 Although it's very much a 'match' action-puzzler, *Azkend HD* feels more free-flowing and suited to the iPad than the likes of *Bejeweled*. Matches are made by stringing together similar tiles, and the game adds variety via power-ups and an occasional mini-game where you match rotated snippets with counterparts in a larger image.

ZEN BOUND 2

£4.99/$7.99 You might think us mad for recommending a game where you wrap rope around wooden sculptures (aiming each time to cover as much of the sculpture as possible with the least amount of rope), but *Zen Bound 2* is beautiful and captivating, with terrific multi-touch controls and a 45-minute soundtrack. As such, you'd be mad to miss it.

Angry Birds HD

£2.99/$4.99 Make feathers fly in this delightfully challenging puzzler

84

HIGHSCORE: 57350
SCORE: 6220

SCORE: 0

SCORE: 10600

5000

SCORE: 2540

We're not sure 'angry' is the right description for the birds in this game – 'downright furious' is perhaps nearer the mark. After all, they're willing to catapult themselves, kamikaze-style, at green cartoon pigs, holed up in ramshackle structures made of wood and stone. The pigs only have themselves to blame – they stole the birds' eggs!

Your job is to help the birds dispose of the pigs by firing them at the various structures. Some birds have special powers that are activated by a tap (such as firing bomb-like eggs or exploding), and unstable structures topple over and collapse. The trick is to figure out how best to complete each of the 105 levels using the minimum number of birds.

Although there's the occasional difficulty wall, *Angry Birds HD* mostly gently ramps up the trickiness as you progress, and there's no penalty for restarts – you get as many attempts as you like at each level. Even during the most frustrating moments on particularly devious levels, it's hard not to be taken in by the game's glorious bonkersness.

00 BC | +3 per turn 🪙 257 total gold | +8 per turn ⚗ Construction in 2 turns

Reading (4)

Karakorum (5)

London (3)

Reading:

Civilization Revolution

£7.49/$12.99 Strategy rules!

Civilization Revolution is one of the most ambitious iPad titles. It's a game of world domination (by conquest, cultural means, economic strength or technological advancement), which builds on ideas from earlier entries in the *Civilization* series, but makes the gameplay faster and more action-oriented.

The game begins with a single settler unit, which you use to build a city. From that point on, you direct your civilisation, using the icon-based interface to create armies, buildings and wonders of the world. Various scenarios are included, and the 'just one more turn' factor rapidly becomes apparent as you become immersed in fast-paced diplomacy, skirmishes and more.

Although it's technically possible to dip in and out of *Civilization Revolution*, the game isn't something you should launch unless you've a good few hours to spare. And while the current version is a little unstable, it's nonetheless one of the best games you can buy for your iPad.
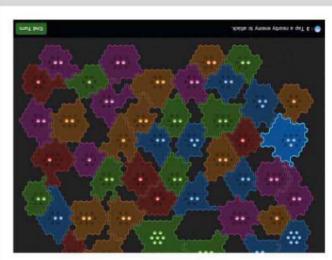
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GALCON FUSION

£4.99/$7.99 *Galcon Fusion* is a frenzied 'Risk in space', played out in real time. Planets build spaceships, which you send to conquer more planets – and then rinse and repeat until your rivals are no more. Several gameplay variations are included, along with an online play option, although iPad users will find it tough to beat Mac, PC and Linux players.

Plants vs Zombies HD

£5.99/$9.99 Undead and loving it

Another typical day in suburbia – the sun's shining, your neatly mowed lawn is a resplendent shade of green and hordes of zombies are about to invade your home. Wait, what? Ah, this is suburbia as put through the PopCap Games filter. Instead of pruning shrubs, you must think fast and place plants with special powers on your lawn to combat the undead.

This game doesn't take itself entirely seriously – zombies send you hand-scrawled notes and come in many varieties, one of which moonwalks while a spotlight shines on him. There's no doubt the humour and stunning graphics are what draw you in, but it's the gameplay that grips you, revealing new features and occasional mini-games throughout its 50 levels. It's testament to the quality of this tower-defence game that while we're sick of the genre (what with the billions of examples out for iPhone), *Plants vs Zombies HD* has nonetheless managed to become our favourite iPad game.
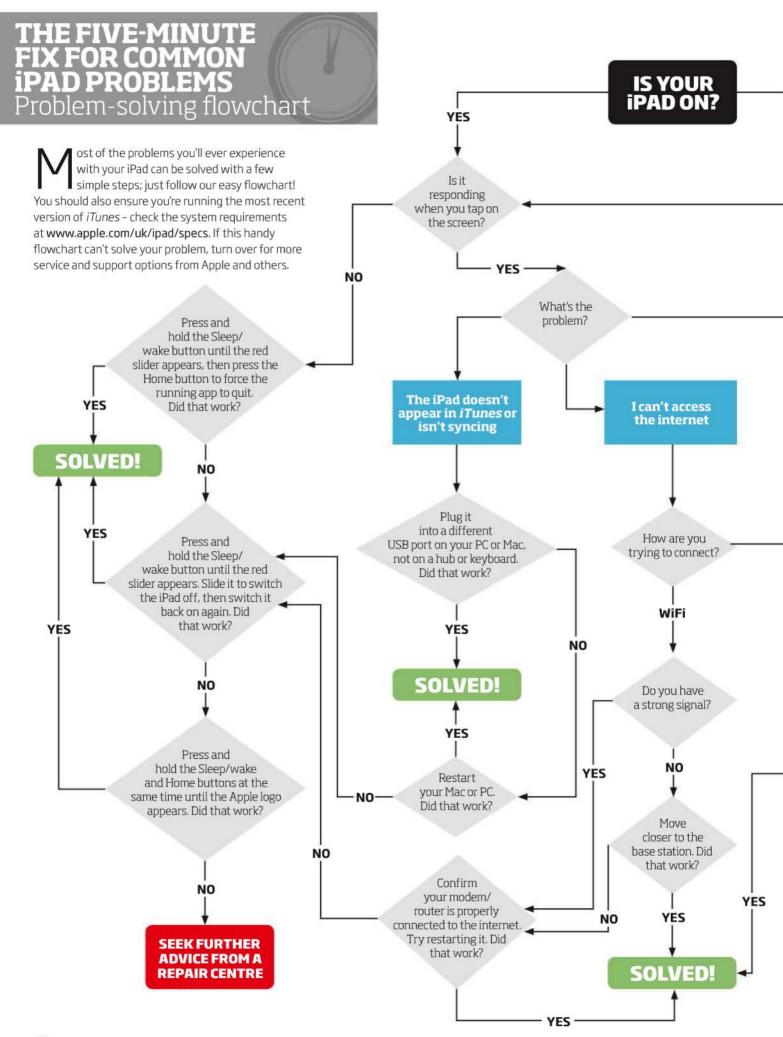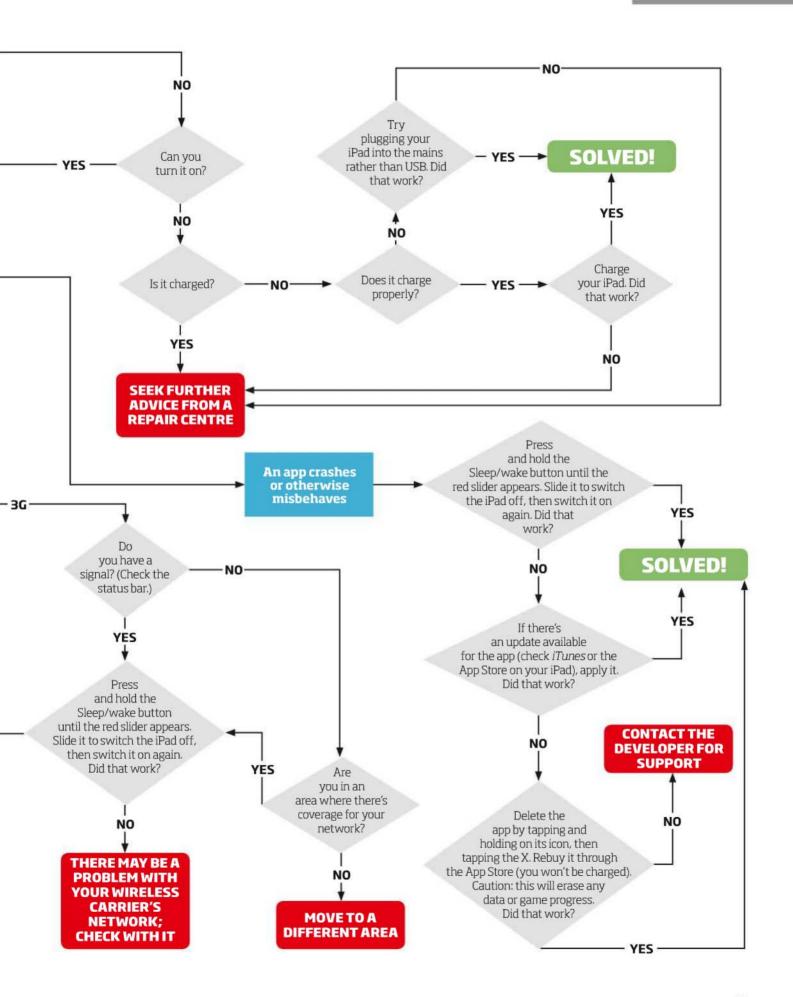
STRATEGERY

For iPad & iPhone **£1.19/$1.99** This brilliant and surprisingly deep strategy title combines elements of Risk and other turn-based world-domination games. It stands out by making each game unique via randomised maps and through 'countries' having a maximum number of armies. The lack of stockpiling forces more strategic thought and long-term planning. ●

THE FIVE-MINUTE FIX FOR COMMON iPAD PROBLEMS
Problem-solving flowchart

M ost of the problems you'll ever experience with your iPad can be solved with a few simple steps; just follow our easy flowchart! You should also ensure you're running the most recent version of *iTunes* – check the system requirements at www.apple.com/uk/ipad/specs. If this handy flowchart can't solve your problem, turn over for more service and support options from Apple and others.

IS YOUR iPAD ON?

YES

Is it responding when you tap on the screen?

NO

YES

What's the problem?

Press and hold the Sleep/wake button until the red slider appears, then press the Home button to force the running app to quit. Did that work?

YES

SOLVED!

NO

The iPad doesn't appear in *iTunes* or isn't syncing

I can't access the internet

YES

Press and hold the Sleep/wake button until the red slider appears. Slide it to switch the iPad off, then switch it back on again. Did that work?

Plug it into a different USB port on your PC or Mac, not on a hub or keyboard. Did that work?

How are you trying to connect?

NO

WiFi

YES

SOLVED!

YES

Do you have a strong signal?

YES

NO

Press and hold the Sleep/wake and Home buttons at the same time until the Apple logo appears. Did that work?

Restart your Mac or PC. Did that work?

YES

NO

Move closer to the base station. Did that work?

NO

NO

NO

SEEK FURTHER ADVICE FROM A REPAIR CENTRE

Confirm your modem/router is properly connected to the internet. Try restarting it. Did that work?

NO

YES

YES

SOLVED!

YES

NO

YES — Can you turn it on?

NO

Try plugging your iPad into the mains rather than USB. Did that work? — **YES** → SOLVED!

NO

Is it charged? — **NO** → Does it charge properly? — **YES** → Charge your iPad. Did that work? — **YES** → (up to) SOLVED!

YES

SEEK FURTHER ADVICE FROM A REPAIR CENTRE

NO (from Charge your iPad)

An app crashes or otherwise misbehaves → Press and hold the Sleep/wake button until the red slider appears. Slide it to switch the iPad off, then switch it on again. Did that work? — **YES** → SOLVED!

NO

If there's an update available for the app (check *iTunes* or the App Store on your iPad), apply it. Did that work? — **YES** → SOLVED!

NO

Delete the app by tapping and holding on its icon, then tapping the X. Rebuy it through the App Store (you won't be charged). Caution: this will erase any data or game progress. Did that work? — **NO** → CONTACT THE DEVELOPER FOR SUPPORT

YES → SOLVED!

3G

Do you have a signal? (Check the status bar.) — **NO** → Are you in an area where there's coverage for your network? — **YES** → Press and hold the Sleep/wake button until the red slider appears. Slide it to switch the iPad off, then switch it on again. Did that work?

NO → MOVE TO A DIFFERENT AREA

YES

Press and hold the Sleep/wake button until the red slider appears. Slide it to switch the iPad off, then switch it on again. Did that work?

NO

THERE MAY BE A PROBLEM WITH YOUR WIRELESS CARRIER'S NETWORK; CHECK WITH IT

Repair options for faulty iPads

Sometimes, you need a pro to take a look at your ailing iPad

Should our troubleshooting flowchart on the previous pages fail to solve any problems you might have with your iPad, you'll need to seek the advice of the professionals. No, not your four-year-old neighbour!

The simplest option, if you have an Apple Store near you, is to make an appointment at the Genius Bar there and go along to explain your issue. If the iPad's under warranty, they'll usually be able to repair or replace it quickly; make sure you back your iPad up (simply let it sync with *iTunes*) before you hand it over, just in case the solution is to hand you a brand new device. When you plug a replacement iPad into your Mac or PC, you'll be given the option of restoring from your backup; this will reinstate everything, just like your old iPad was set up, though it takes time.

Apple Premium Resellers

Apple isn't the only source of repair options on the high street; there's also a network of Apple Premium Resellers and Apple Authorised Service Providers all over the world. You can find your nearest in the UK at **www.apple.com/uk/buy/locator**, while the US list is maintained at **www.apple.com/buy/locator/service**.

The services offered by the various APRs and AASPs vary, so be sure to give them a ring to confirm that they can help before setting off on a long journey.

Happily, though, unless you live in a highly urbanised area, you're probably likely to find one of these providers closer to you than your nearest Apple Store – and if they're properly authorised, you'll receive the same level of in-warranty service that you'd get if you went direct to Apple.

90

DID YOU KNOW?
The standard warranty on your iPad is for a year, but you can extend it to two by buying the £85/$99 AppleCare package, which also gives you access to phone support.

Apple stores in the UK

Aberdeen Union Square	**Cambridge** Grand Arcade	**Leicester** Highcross	**Milton Keynes** The Centre MK
Bath SouthGate	**Cardiff** St David's 2	**Liverpool** Liverpool ONE	**Newcastle upon Tyne**
Belfast Victoria Square	**Essex** Lakeside	**London** Brent Cross	Eldon Square
Birmingham Bullring	**Exeter** Princesshay	**London** Regent Street	**Norwich** Chapelfield
Brighton Churchill Square	**Glasgow** Buchanan Street	**London** White City	**Sheffield** Meadowhall
Bristol Cabot Circus	**Kent** Bluewater	**Manchester** Arndale Centre	**Solihull** Touchwood Centre
Bristol Cribbs Causeway	**Kingston** Bentall Centre	**Manchester** Trafford Centre	**Southampton** WestQuay

50 iPad problems solved

#1 Recover from a crash

The iPad doesn't crash often, and even when it does have problems it usually just throws you back to the Home screen, where everything will return to normal. Every now and again, however, it will just freeze completely. There's no need to worry, though, as it's a simple process to get back up and running again.

If your iPad isn't responding to any touches at all then you need to restart it. Press and hold the Sleep/wake button for a couple of seconds, until the red slider appears, and turn your iPad off. Give it a few moments and then switch it back on again.

If you can't even get the iPad to this stage, hold down the Sleep/wake button and the Home button for about 10 seconds. When the Apple logo appears on the screen, the iPad is restarting.

#2 DID YOU KNOW?
The battery in your iPad may actually drain if you leave it connected to a USB hub or PC that's been switched off or left in sleep mode.

#3 Faster charging with 10W adaptor

The iPad comes with a 10W power adaptor, which is more powerful than most USB connections or an iPod mains adaptor. To get your iPad battery charged up as quickly as possible, make sure you use the iPad power adaptor from a mains outlet. The iPad may not charge at all when connected to some USB ports, so check that power is getting through after you plug it in.

#7 If your iPad won't sync, before you do anything else check you've definitely got it plugged into your Mac or PC. It sounds obvious, but many times people overlook this simple fix.

#8 Restart your Mac or PC

An iPad that doesn't show up in *iTunes* can be a mystery. The simplest fix is to disconnect your iPad and restart your Mac or PC. When the machine has restarted, plug your iPad back in.

#9 GET THE RIGHT EQUIPMENT

The iPad needs a Mac or PC to have certain specs. A Mac needs OS X 10.5.8 or later and a PC must run Windows 7, Vista or XP with Service Pack 3 or later.

#10 Remove and reinstall iTunes

For stubborn iPads that refuse to show up in *iTunes*, you may have to remove and reinstall the application. Once you've removed it, go to www.apple.com/itunes to download the latest version.

#4 Get your connection back

If you're connected to your wireless network, but the iPad can't connect to the internet, then first make sure that the internet connection is active – check with another computer or your iPhone. If you can access the internet from other devices, go to Settings > Wi-Fi and tap on **Renew Lease**. When the pop-up window appears, simply tap on **Renew** and wait for a few seconds.

#5 IMPROVE YOUR WI-FI CONNECTION

Take your iPad out of its case (if it has one) and remove any stands or peripherals, or move closer to the base station in order to get a better signal.

#6 To solve most connection problems, turn the Wi-Fi off or put the iPad in Flight mode. Wait a moment and turn Wi-Fi back on or take the iPad out of Flight mode.

#11 DID YOU KNOW?

When using the *Mail* application, you can tap four times on a paragraph to highlight the text ready to be copied to the clipboard for use elsewhere.

#12 KEEP IT UP TO DATE

Make sure that you're running the latest version of your OS and *iTunes*. Check for any updates to ensure that your iPad and computer play nicely.

#13 Change settings to preserve battery life

If your battery is running down faster than you'd like then there are a few things you can do to keep the juice flowing. First, turn Bluetooth off and set **Fetch New Data** to **Hourly** or, for maximum power saving, **Manually**. You'll find Bluetooth in Settings > General. Notifications are located in Settings > Mail, Contacts, Calendars.

#14 Don't, whatever you do, attempt to change the iPad battery. When it does need replacing, take the device to an authorised Apple dealer rather than trying to do it yourself.

#15 KEEP IT WARM

This piece of advice might sound preposterous, but trust us, it's true. Cold temperatures drastically reduce the capacity of the iPad's battery. Don't bake it in the oven, of course, but if you're outside and it's cold, remember to use a case.

#16 Poor Wi-Fi signals can really slow down your browsing experience. If you're connected to a base station with a weak signal, then try turning off Bluetooth to avoid interference and maximise signal strength.

#17 Keep your iPad apps up to date

The best way to fix any issues with applications is to make sure they're always up to date. You can use the *App Store* application on the iPad by tapping on **Updates**. Alternatively, you can do it in *iTunes*. Click on **Apps** in the left-hand column and then on **Check for Updates**. If there are any, click on **Update All** to install the latest version of each app in one easy step.

#18 DID YOU KNOW?
You can report a troublesome application to Apple. Simply open the *App Store* on the iPad, locate the app and then tap on **Report a Problem**.

#19 FIX BROKEN APPLICATIONS
Managing applications on your iPad is easy, and if you're having issues with one opening and then closing immediately, the simplest solution is to restart your iPad.

#20 Have you got too many apps getting in the way? It's easy to remove them: tap and hold the application until a cross icon appears on it, and then tap on the **X**.

#21 The Mail app refuses to send
Check your SMTP settings in Settings > Mail, Contacts, Calendars. Tap on the account and then **SMTP**. Now tap on **Primary Server** and check the details.

#22 CAN'T RECEIVE MAIL
Sometimes you may need to change the server port to allow email through. Go to Settings > Mail, Contacts, Calendars and tap on your account. Tap on **Advanced** and then **Server Port**.

#23 If you're struggling to read the text in emails because it's too small, go to Settings > Mail, Contacts, Calendars. Tap on **Minimum Font Size** and then choose your size.

#24 Not enough mail showing in the message list

By default, the *Mail* application is set to display the 50 most recent messages. If this is too few for your liking, then you can increase this to 200. To change it, tap on Settings > Mail, Contacts, Calendars and then on **Show**.

#25 Reinstall applications

If an application is constantly crashing, or not working properly when it does load, try to solve the problem by removing and reinstalling it. Remove the application by tapping and holding until all the apps start to wiggle, then tap on the **X** icon at the top left and the app will be removed. Now you need to open the *App Store*. Tap to buy the app and you'll get a message saying that you've already bought it and can download it again for free. Of course, if it was free to begin with it'll just re-download without this warning.

#26 You might not want to let everyone know you have an iPad each time you email them. Change your signature by tapping on Settings > Mail, Contacts, Calendars and then **Signature**.

#27 MAIL IS SENT FROM THE WRONG EMAIL ADDRESS
With multiple email accounts, the iPad will choose a default account to send mail from. To change this, go to Settings > Mail, Contacts, Calendars and then tap on **Default Account**. Simply tap the account you want to be the default.

#28 Locked out of your email

Some email services will lock you out of your account should two separate devices try to access mail at the same time. Essentially, the mail server sees this as suspicious behaviour and locks the account for security reasons. To avoid this happening to you, make sure that you quit your mail accounts on your desktop or laptop before heading out with your iPad, or only keep one mail app open at a time.

Alternatively, you can reduce the risk of being locked out by not checking for and downloading email as often. On the iPad, tap Settings > Mail, Contacts, Calendars and then on **Fetch New Data**. Try **Hourly** first, but if you find yourself being locked out regularly, set it to **Manually** to further reduce the risk of simultaneous connections.

#29 DID YOU KNOW?
You can keep your data safe from prying eyes by setting a passcode for your iPad. Find the option to turn on a passcode in **Settings** under **General**.

#30 TV output not working

If you connect your iPad to a TV to watch video, you may find that video is distorted. Check that the TV output is set to **PAL** (UK) or **NSTC** (US), depending on where you're located. To do this, go to Settings > Video > TV Signal.

#31 WATCH VIDEO FROM WHERE YOU LEFT OFF

If you stop watching a video – to get an email, for instance – and jump back to it, you may find yourself at the beginning. To start video from where you left off, go to Settings > Video, tap on **Start Playing** and choose **Where Left Off**.

#32 If you have 1080p HD videos, the iPad won't play them or even let you copy them across. Re-encode them to 720p using a utility such as *Handbrake*.

#33 Can't locate an application's preferences

Some applications let you change settings in the app itself, others need a trip to Settings. Tap on Settings and scroll down the left-hand column.

#34 Many apps can send push notifications. If one sends too many, go to Settings > Notifications and tap on the app you want to restrict.

#35 BLOCK POP-UPS

When you visit a site with pop-ups, *Safari* automatically opens a new page and takes you to it. You can stop this by blocking pop-ups. Go to Settings > Safari and turn on **Block Pop-ups**.

#36 No keyboard on the screen

When you pair a Bluetooth keyboard with your iPad, it stays paired – so if you wander into another room with your iPad, the on-screen keyboard won't show so long as they're still connected. Turning off Bluetooth will break the connection with the hardware keyboard and return the on-screen keyboard.

#37 DID YOU KNOW?
You can switch your search engine from Google to Yahoo. First, go to Settings > Safari, then tap on **Search Engine** and select Yahoo.

#38 Music not loud enough?

It's probably best that you try not to deafen yourself with very loud music, but if you'd like to set the volume to ear-splitting levels, go to Settings > iPod and ensure **Volume Limit** is **Off**.

#39 There aren't many buttons on the iPad and seemingly no way to mute the sound quickly. However, if you press and hold the volume down button it will cut all audio. Rather than stepping down the volume, it just stops audio altogether. Press the volume up button to get the audio back.

#40 Take a picture of the screen

Want to save a picture of the screen to show a problem or configuration conundrum to someone on the web? Press and hold the Home button and then the Sleep/wake button to take a picture of whatever's on screen. The image is saved to the *Photos* app.

#41 If your wireless connection seems to swap between strong and weak even though you haven't moved, turn the brightness up and then switch off **Auto-Brightness**.

#45 DID YOU KNOW?
In *Mail* and other text-entry apps, tap and hold on an incorrectly spelled word and then tap select. Now you can tap **Replace** to show a list of alternatives.

#42 ADD APPS TO THE DOCK FOR EASIER ACCESS
You can add more applications to the Dock for quicker access to your favourite software. It's possible to drag up to six of your most-used apps onto the Dock.

#43 Get faster access to websites
If you regularly visit certain websites, create an icon on the Home screen that automatically opens them in *Safari*. Click on the + symbol in *Safari* and then on Add to Home Screen.

#46 Get back the on-screen keyboard
If you have the Bluetooth keyboard paired to your iPad, then the on-screen keyboard won't pop up, which is really quite sensible. If you want to get the on-screen keyboard back up for whatever reason, though, it could be a pain. However, there's a quick and easy way to get it to show: simply press the ⏏ key on the Bluetooth keyboard and it will appear.

#44 Can't pair Bluetooth headsets
You can pair Bluetooth headsets to the iPad for use with VoIP services or for listening to music. However, not all Bluetooth is created equal. The iPad will only work with Bluetooth devices that have the A2DP, AVRCP, PAN and HID profiles. If your headset doesn't have this, it won't connect to the iPad.

#47 CHARGE OVERNIGHT TO AVOID POWER INTERRUPTION
To avoid the iPad battery running out during the day, charge it overnight so that you'll always have a full day of iPad use. Always use the power adaptor rather than a USB port to charge the device where possible.

#49 If you have a lot of Home screens, swiping though them all can be a bit of a hassle. Simply tap either side of the small grey symbols below your Home screen icons to move from left to right.
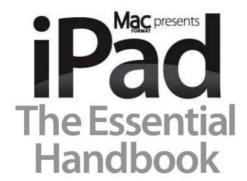
#48 Scroll back quickly to the top of a web page
If you've been reading a lengthy blog post and want to skip back quickly to the top of the page, you don't have to swipe all the way back up. Simply tap the toolbar at the top of the screen to jump to the top of the page.

#50 Lost something?
With so many applications and contacts – not to mention all the other content – it can be easy to lose track of where things are on the iPad. To find something quickly, swipe all the way to the left to get to the Spotlight screen and then type in what you're after. ●

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"Most people make the mistake of thinking design is what it looks like. People think it's this veneer; that the designers are handed this box and told, 'Make it look good!' That's not what we think design is. It's not just what it looks like and feels like. Design is how it works."

Steve Jobs, CEO, Apple Inc