

Factsheet: Using iPad for Productivity

Session overview

- Quick revision of camera, gestures, settings & backup.
- Free Apps: **Adobe Reader**, **Jabber**, **Lync**, **HopTo**, **SkyDrive Pro**, **Puffin Web browser**.
- Paid Apps: **Notes Plus** (\$10.49), **GoodReader for iPad** (\$5.49).
- Apple built-in apps: **AirDrop**, **iMessages**.
- We use **Air Squirrel Reflector** (\$12.99, Mac & PC versions) to mirror our iPad onto the larger projector screen.

Suggested apps

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|----------------------------------|---|--|
| Adobe Reader |  | Free https://itunes.apple.com/au/app/adobe-reader/id469337564 This is the same as the free Adobe Reader you can get on your computer. You can add mark-up, text and signatures. There are also other apps available that let you create or edit PDFs. |
| Dropbox |  | Free https://itunes.apple.com/au/app/dropbox/id327630330 A cloud-based storage service for files such as documents, photos, videos etc. Files can also be saved to view when offline. More info: www.dropbox.com . Note that Deakin eSolutions recommends that staff use SkyDrive (not Dropbox) for cloud storage. |
| GoodReader for iPad |  | \$5.49 https://itunes.apple.com/au/app/goodreader-for-ipad/id363448914 Mark up and read PDFs (typewriter text boxes, sticky notes, lines, arrows, and freehand drawings on top of a PDF file). Can also be used for MS Office and iWork files. Can connect to work server. More info: www.goodreader.com/gr-man.html |
| HopTo |  | Free https://itunes.apple.com/us/app/hopto/id598491867 Create and edit Word and Excel documents, and view PowerPoint files. More info: https://support.hopto.com/home |
| Cisco Jabber for iPad |  | Free https://itunes.apple.com/au/app/cisco-jabber-video-for-ipad/id540243083?mt=8 Allows you to join Deakin VMP / videoconference meetings from your iPad. <i>To setup:</i> 1) Create a username in Jabber – see the eSolutions helpsheet: ‘ Creating your own Jabber video address ’. 2) When you have a username, view eSolutions page ‘ Using Cisco Jabber on an iPad ’. |
| Keynote |  | \$10.49 (or free if purchased you iPad on or after 01 Sep 2013) https://itunes.apple.com/au/app/keynote/id361285480 Keynote is a presentation application which can display slides and content. User guide: http://help.apple.com/keynote/ipad/2.0/ |
| Lync 2013 for iPad |  | Free https://itunes.apple.com/us/app/lync-2013-for-ipad/id605608899 Microsoft Lync is a new communication and collaboration tool at Deakin. See the eSolutions helpsheet: Lync 2013 Help Resources . |
| Notes Plus |  | \$10.49 https://itunes.apple.com/au/app/notes-plus/id374211477?mt=8 Notes Plus is a powerful note-taking tool that supports handwriting, typing, audio recording and document annotation. |
| Pages |  | \$10.49 (or free if purchased you iPad on or after 01 Sep 2013) https://itunes.apple.com/au/app/pages/id361309726 Pages is a word processor that enables you to create and edit documents. User guide: http://help.apple.com/pages/ipad/2.0/ |
| Puffin web browser |  | Free https://itunes.apple.com/us/app/puffin-web-browser-free/id472937654?mt=8 This browser allows access to Flash sites on your iPad (e.g. DeakinAir). |
| SkyDrive Pro for business |  | Free https://itunes.apple.com/app/id655772279 Deakin’s new way to store documents in the cloud & edit Word, Excel & PPT files from any internet-connected device. 25GB storage included. First access: Go to www.deakin.edu.au/Office365 & log in with your firstname.lastname Deakin email address. Tick ‘keep me signed in’. You should then be able to log into the iPad app. More information: eSolutions SkyDrive Pro Help and Training . |

Using iPad for Productivity – Further resources

Deakin iPad help Sheet (PDF): www.tiny.cc/DU-iPad-setup

Apple iPad user guide www.apple.com/support/ipad

| Item | Description (Source: Apple) | Link |
|---|---|--|
| Accessibility features | Assistive features that allow people with disabilities to use iOS (e.g. Assistance related to vision, hearing, physical and motor skills, learning & literacy). | www.apple.com/accessibility/ios/ |
| AirDrop | Share photos, videos, websites, locations, and more with other nearby iOS 7 devices. | http://support.apple.com/kb/HT5887 |
| App store | Use the App Store to browse, purchase, and download apps specifically designed for iPad. | Chapter 23 in www.tiny.cc/iPad-guide (PDF) |
| Apple account (Apple ID) | Your Apple ID is the user name for a free account that lets you access the iTunes Store, the App Store, and iCloud. | www.apple.com/support/appleid/ |
| Apple iPad user guide | Overall guide to using the iPad. | www.apple.com/support/ipad and www.tiny.cc/iPad-guide (PDF) |
| Back up iPad | iCloud and iTunes can back up most data on your iPhone, iPad, or iPod touch. | http://support.apple.com/kb/HT1766 |
| Deakin – iPad setup | Help sheet on iPad setup, including connecting to Deakin Wi-Fi. | www.tiny.cc/DU-iPad-setup (PDF) |
| Deakin – iPads guide | Detailed guide to using the iPad from a Deakin perspective. | www.tiny.cc/DU-iPad-guide (PDF) |
| Deakin – Printing (PaperCut Web Print) | Print to Deakin network printers from any web browser. | www.tiny.cc/DU-print |
| Email – other email accounts | Add additional email accounts (e.g. Gmail, Hotmail, BigPond etc.). | http://support.apple.com/kb/HT4810 |
| Email – work (exchange) mail | Setup your work email on a mobile device (e.g. iPad, mobile phone etc.). | www.tiny.cc/DU-mobilemail |
| General settings | Available in the Apple iPad user guide (PDF). | www.tiny.cc/iPad-guide |
| iCloud and syncing devices | Access your music, photos, documents and more from whatever iOS device you're on. | www.apple.com/icloud/ and http://support.apple.com/kb/PH2609 |
| iMessages | iMessages is a service similar to SMS /MMS that is available to iOS devices free over Wi-Fi. | www.apple.com/ios/messages/ and http://support.apple.com/kb/HT3529 |
| iOS updates | Checking your iPad Operating System (iOS) version and updating the iOS. | http://support.apple.com/kb/HT4623 |
| Notifications Centre | Notifications provide alerts and related information for iOS apps. | http://support.apple.com/kb/HT3576 |
| Safari web browser | Bookmarks, reading list, sharing, help guide. | www.apple.com/au/safari/ and Chapter 7 in www.tiny.cc/iPad-guide (PDF) |