

iPads: November Institute 2010 – Ian Prietz

There are multiple ways to move files to an iPad:

1. Using iTunes
 - a. Some apps will allow you to use file sharing capabilities within iTunes to transfer files from your computer to *that* app on your iPad/iPhone/iTouch
 - b. Plug in your iDevice, and open iTunes (it may open automatically).
 - c. Within iTunes, in the left-hand column, there is a list of areas in iTunes – LIBRARY, STORE, DEVICES, PLAYLISTS, etc. Under Devices, you should see the iDevice that you plugged in. Click on it (for example, let's say your device was named ianFDLRS's iPad, I would click on that).
 - d. When you click on it, the screen to the right should change. In the screen to the right, you should see something like SUMMARY, INFO, APPS, MUSIC, etc. Click on APPS.
 - e. In the bottom, you will see File Sharing. Apps that you own that support the File Sharing function will be listed down there. Click on the app you want to add a supported file to (like a book), and the documents area will populate with files already associated with/attached to that app.
 - f. To add a file, click the Add button. You should see a familiar window where you can navigate through your computer to find the file you want to add. Navigate to where the file is, and double-click on it, or highlight it and choose Open.
 - g. You should now see the file in the Documents area. When you sync, the file will be added to your iDevice.
2. Using applications that support file association – Similar to the way that a computer knows to use Microsoft Word to open a .DOC file, certain apps know which other apps on the iDevice will open a file/document. Some examples include the Mail app, Safari, or Dropbox. We will discuss Dropbox in this example, but you will notice similar capabilities in other applications. Dropbox is a syncing app – what you put in your Dropbox folder gets synced across other devices/computers that have Dropbox installed. We are going to assume that I have saved a file in Dropbox on my computer, and now I will access that same file on my iDevice.
 - a. Navigate to the folder in Dropbox where this file is stored. This could be something like a PDF or Word Document. Let's choose a PDF.
 - b. When I click on the button that looks like a box with an arrow coming out, it will show me a list of apps that I have that will open that file. In this case, I have iBooks and I have Stanza. If I had a PDF reader, it would show up in the list. In the case of iBooks and Stanza, this PDF will actually be copied into my bookshelf/library, where I can get to them without having to go back into my Dropbox.

There are 2 major file types that are supported for reading on the iPad: ePub and PDF. There are others like plain text files or the Kindle format, but with ePub's and PDF's you can have a little more control, because you may be able to create your own PDF or ePub file with softwares on your computer.

ePub is a file format that is similar to a web page in that it is flexible and can be styled. The iBooks application and Stanza both read ePub files. It is this file format that allows you to make the text on the screen bigger or smaller, change the font type, change the background color, select and highlight the text, or select a word and look it up in the dictionary. There are also hyperlinking functions like you see on web page, where you can use a Table of Contents to jump to a particular portion in the book.

PDF's on the other hand are more static. It is more like having a snapshot of the document. If you want to make the text bigger on the screen, you have manually to zoom in because you cannot change the style of the document to font larger. You have to have other applications that work more similarly to a desktop PDF reader if you want to highlight text. However, PDF's are more readily available on the web and easier to create personally than an ePub.

There are a few tools available that allow you to make your own ePub files. There are also some processes that you can find online that will instruct you on how to make them yourself. Examples of some listed below:

1. Creating and ePub file with PAGES: <http://support.apple.com/kb/HT4168>
2. Saving Word docs as an ePub file with Word 2007 (Windows only; may be a 2010 version in the works): <http://www.aspose.com/community/files/69/free-microsoft-office-add-ins/aspose.words-for-microsoft-word/entry194468.aspx> - This is a simple solution. There are other tutorials online that discuss how to make your own ePub files using tools like Word.
3. Saving an OpenOffice Writer file to ePub with writer2epub (still a work in progress): <http://luke.simplicissimus.it/writer2epub/>
4. Saving an OpenOffice Writer file to ePub with ODFToEPub: <http://www.pincette.biz/odftoepub/index.xhtml>
5. Creating ePub's using other file types and programs: http://www.lexcycle.com/faq/how_to_create_epub

Projector Issues – The iPad has the ability to be plugged into a project, to display what is your on your iPad's screen. Some issues can arise. One issue that many have found is that NOT ALL APPS WILL PROJECT...it has to be built into the functionality of the app itself. Also, in some cases, what you see on the screen may change when plugged into a projector, similar to the way Powerpoint has a presenters area, where the presenter sees items on their screen

Here is a link to some apps that are VGA-out (projector-friendly) compatible:

<http://www.tcgeeks.com/how-to-use-the-the-ipad-vga-connector-ipad-vga-out-apps/>