

iPad Productivity

OSU Administrative Professional Development Conference

Intro

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This handout is available at go.osu.edu/ipad4ap

iPad differs from laptop - no files, just apps

Learn Gestures & Buttons

Multitask bar: 4 finger swipe up | double click home button

Switch between apps: 4f swipe left/right | double click home button

Move or delete apps: hold finger down on app then drag or tap minus sign

Home screen: 5f pinch

Search bar and switch panels: swipe right/left

[Restart](#): hold down wake/sleep button

Reset: hold down wake/sleep and home button

Screenshot: press wake/sleep and home button

Get Apps **iOS only apps*

Documents

*[Pages](#) \$9.99 Mac's Word

*[Numbers](#) \$9.99 Mac's Excel

*[Keynote](#) \$9.99 Mac's Powerpoint

*[Keynote Remote](#) \$0.99 - Use iPhone to advance slides wirelessly

[Haiku Deck](#) - Make simple presentations on iPad w/ great images

Cloud Storage

[BuckeyeBox](#) OSU's box.com

[Dropbox](#) A staff favorite!

[Cloudon](#) Create documents and share across cloud services

[Google Drive](#) Access and create documents in Google Drive

Notes & Annotation

[Evernote](#) Take notes and sync across devices

[Skitch](#) Annotate PDFs

[Penultimate](#) Digital notebook

*[Notability](#) \$1.99 Annotate PDFs

To do

*[Reminders](#) Built-in
[Wunderlist](#) A staff favorite!
[Trello](#) Can assign tasks to others

Travel

[Tripit](#) Links to email to create itinerary
[Yelp](#) recommendations for restaurants, bars, shopping, hotels, etc.
[Trip Advisor](#)
[Google Translate](#)

Video Chat

[Hangouts](#) Google app
*[Facetime](#) built-in
[Skype](#)
[GoToMeeting](#)

Organize Apps

Screens & folders
Organize by task or app type

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