# iPad at Work
## Access and Manage Documents

Every iPad includes advanced wireless technology. It automatically finds available Wi-Fi networks, which you can join with a few taps. iPad is also available with 3G connectivity,[1] so if you're on the road with no Wi-Fi, you still have immediate access to all your important business documents. Get the files you need from your desktop computer or corporate server, including Microsoft Office and iWork files as well as PDF and RTF documents, movies, audio files, and images. Multi-Touch technology and the large LED-backlit display on iPad make it a snap to view, edit, and organize your documents using just your finger. And with instant-on access and 10-hour battery life,[2] iPad is designed for immediate productivity any time of day.

### From desktop to iPad.

With iPad, you have a mobile office in your hands. Whether you need to review a sales proposal, approve a project plan, annotate a legal document, or sign a contract, iPad allows you to quickly retrieve the appropriate files using a wide variety of apps made for business. And with your working files accessible on iPad, you have more freedom away from the office—leaving printouts and folders behind.

Viewing and sharing documents is easy with the built-in Mail app on iPad. You can view an attached file using Quick Look without needing the app that created it—just tap on the file icon in the email. If you need to edit an attachment, use the Open In feature to automatically open the file in an appropriate app on your iPad and start making changes. When you've finished editing, you can email the document from within the app you used to edit it.

It's also simple to transfer documents from a Mac or PC to iPad using file-sharing apps like Dropbox. With Dropbox, you just drag files to a folder on your computer, and they automatically sync over-the-air to a secure virtual server. The Dropbox on iPad app will retrieve all the files that were synced to the Dropbox virtual server from your computer, so you can instantly view them all right from your iPad. (Wi-Fi or 3G connection required).

Need to edit, share, or present your files? No problem. Getting files from your Dropbox app to other apps on your iPad is simple. Select the file and use the Open In feature to choose an app from the pull-down menu, and you're ready to go.

> "With Dropbox on iPad, we can access files from anywhere. We can get everything we need for our business at any time of day and without any thought behind it. On iPad, it's just natural."
>
> – Grant Opperman, President
>
> **D.W. Morgan, Pleasanton, CA**
> Supply chain and transportation management firm

**Dropbox**
Sync and share files online, between computers, and across mobile devices. Compatible with Mac OS X, Windows, and Linux.

## Organize files and folders.

It's also easy to stay organized. Using Dropbox on your computer, set up folders by project, event, or team member and the same file structure will appear on your iPad when you open Dropbox. Need to add or delete a folder on your iPad? No problem. Dropbox lets you make those changes, and the next time your data syncs, your changes are automatically reflected on your computer.

## Access corporate servers.

You can easily access data from corporate servers right from your iPad. For organizations with a Microsoft SharePoint infrastructure, apps like SharePlus: SharePoint Mobile Client let you securely search, view, and edit content on SharePoint servers. Browse files online or offline, and add, edit, or delete list items such as tasks, pictures, contacts, and documents.



**SharePlus: SharePoint Mobile Client**
Access and manage your SharePoint documents wherever you go, and sync them back to the SharePoint server via Wi-Fi or 3G.[1]

## Manage PDFs.

As a business professional, having the ability to view, organize, and annotate PDF documents on iPad will make you more productive at a moment's notice. Whether you're tracking numerous client contracts, reviewing multipage user manuals, or categorizing multiple e-catalogs, you can use apps to organize all your PDFs.

The free iBooks app allows you to view and sync PDFs—including email attachments and PDF documents from Safari—and even print them directly from your iPad.[3] The PDF files you open in iBooks are automatically backed up to your iTunes Book library when you sync your iPad.

**iBooks**
Open PDFs from email attachments or Safari, print them from your iPad, and back them up by syncing with iTunes.

Annotation apps such as GoodReader for iPad and iAnnotate PDF let you download and organize PDF files, and mark them up, too. You can add notes and highlighting, insert arrows or circle key content, and extract text. When you're done, save your annotated PDF as a new file and email it right from the app.

**GoodReader for iPad**
View Microsoft Office 2004 and iWork'08/'09 files for easy reading on iPad. Organize and manage your files and folders, mark up PDFs, and edit TXT files.

**iAnnotate PDF**
Read, annotate, and highlight PDF documents, add drawings and handwritten notes, manage your files, and share them via email.

## Learn more.

**iPad at Work**
Learn about the built-in features and powerful apps that make iPad a whole new kind of device for business.
www.apple.com/ipad/business/ipad-at-work

**iPad Apps for Business**
Discover more apps for every business.
www.apple.com/ipad/business/apps

**iPad in Business Profiles**
See how iPad is changing the way businesses work.
www.apple.com/ipad/business/profiles

"iPad is advancing our customer service to a whole new level. It's putting a new spin on our visual merchandising, and the customer engagement has shifted to a more visual and inspiring experience—thanks to the innovative design of iPad."

*– Nicole Orr, Sales Operations Manager*

**LaCrosse Footwear, Inc., Portland, OR**
Footwear manufacturer

**Discover apps for work.**
Visit the @Work collection of business apps on the App Store.
www.itunes.com/atworkipadapps
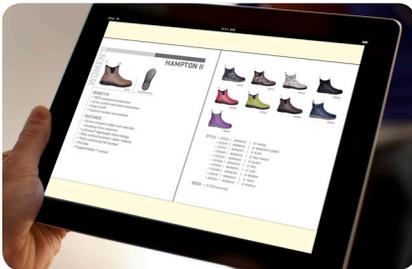
# Profile Snapshots

Find out how companies large and small use iPad to manage, edit, and share essential business documents wherever their business takes them.

## D.W. Morgan

Apps used: Dropbox, Keynote, Conference Pad, Roambi, WebEx for iPad

From sales staff to senior management, operations to field workers, iPad is an integral part of D.W. Morgan's international supply chain management and transport business. Because iPad is so easy and intuitive to use, employees stay focused on their work instead of the device. Whether they're going through presentations, answering email, reviewing the latest marketing materials, or analyzing business intelligence, D. W. Morgan employees use iPad to get more done wherever they are.

## LaCrosse Footwear, Inc.

Apps used: Box.net, Quickoffice Connect Mobile Suite for iPad, ReaddleDocs

iPad is an essential business tool for the sales team at LaCrosse Footwear, Inc., a leading developer and marketer of LaCrosse and Danner branded footwear. The large LED-backlit display spotlights the product line with brilliant clarity as images come alive in vivid high resolution—making for eye-catching, stunning presentations. And the instant-on feature provides fast access to e-catalogs, marketing collateral, and merchandising presentations at a moment's notice. With iPad on hand at client meetings, the sales team not only provides visually rich presentations to customers faster than ever before, but accelerates the sales process at the same time.