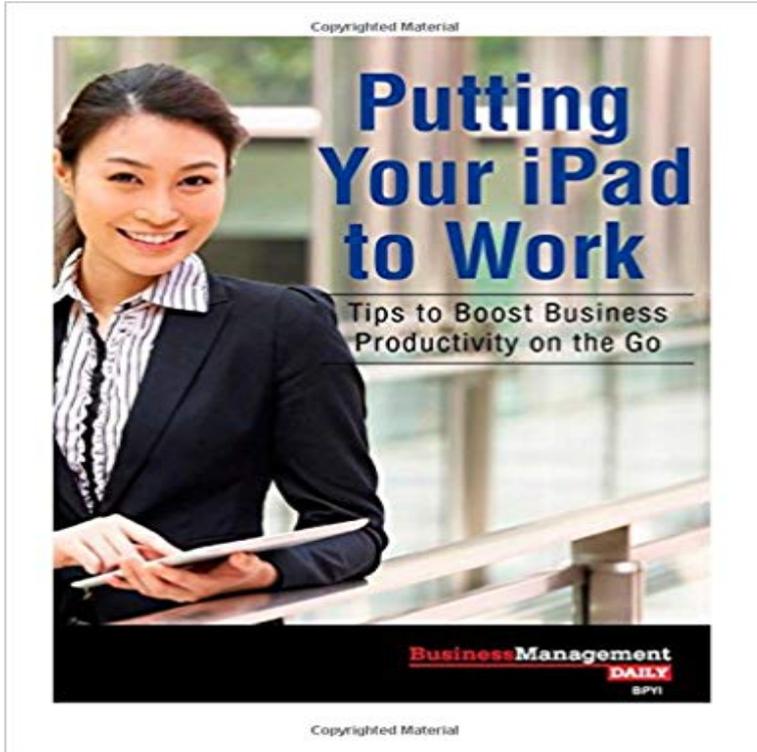


# Putting Your iPad to Work: Tips to Boost Business Productivity on the Go



The iPad has become your portable business partner but only if you know how to put it through its paces. That's what you'll learn in *Putting Your iPad to Work: Tips to Boost Business Productivity on the Go*. This Executive Summary is packed with specific, easy-to-implement techniques that will make your iPad so powerful, you'll wonder if you still need a laptop—and maybe you won't! In 26 concise pages, with clear text and 27 illuminating graphics, *Putting Your iPad to Work* shows you how to:

- \* Sync documents between your iPad and your office computer. So you always have the files you need.
- \* Manage your email and appointments more efficiently. With time-saving tips for navigating the iPad's native apps.
- \* Do less tapping. Discover typing and text-entry shortcuts that make your iPad even easier to use.
- \* Work with Microsoft Office files. Recommended apps help you extend your iPad's abilities.
- \* Maximize your iPad's capabilities in any mode, anywhere. Is your iPad offline? It can still be a hard worker. Learn how. Millions of people own an iPad, but only a small fraction have unlocked its full capabilities. Get your hands on this Executive Summary, follow its easy advice and you'll be among the empowered few. Discover the secrets of

- \* Mail, Contacts, Calendars & Tasks
- \* Viewing, Storing & Editing Microsoft Office Files
- \* Projecting & Presentations
- \* Taking & Syncing Notes
- \* Maximizing Free Media Content

Are you getting the picture? The iPad hasn't just grown up in its few years of existence. It has fully matured into a business tool with nearly all the power of your laptop, plus the added virtue of easy portability. The world is mobile, and so are you. Shouldn't you have the best mobile technology and know how to get the most out of it?

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