On the Go with iWork

In this book, we’ve discussed apps that can help you get organized, let you communicate with others, or enjoy media in the form of music, books, videos, and photos. Now we’re going to talk about three apps that turn your iPad into a powerful work platform.

The three apps are Pages, Numbers, and Keynote, together known as iWork for iPad. These Apple-produced apps can be purchased in the App Store for $9.99 each, and they provide much of the functionality that productive workers need while they’re on the go. With that, we’ll add a caveat: for serious work, you should consider using your iPad to remotely control your “real” work computer. Apps such as LogMeIn Ignition and iTeleport make this possible, although a detailed explanation of their configuration and use is not included in this book. In this chapter, we’ll cover the basics of each app only, because a detailed dig into iWork could easily be the subject of another book.

Buy and Install iWork for iPad

Unlike many of the apps built into your iPad, iWork for iPad apps must be purchased and installed on your iPad. In Chapter 8, we told you about the App Store app and how it works on your iPad to assist you in browsing, purchasing, and installing iPad software.

You don’t need to purchase all three of the apps if you don’t need some of the functionality. For instance, if you just need a good word processing app and don’t do any work that requires spreadsheets or presentations, you can just buy Pages. Presenters might just want to purchase Keynote, and budget managers could just pick up Numbers.

Here are some things you may choose to use each app for.

Pages:
- Writing letters
- Creating or updating a résumé
- Developing a project proposal
Writing a term paper
Making creative posters, greeting cards, invitations, or flyers

Numbers:
Creating checklists
Making comparisons of mortgages or other loans
Developing a budget
Creating expense reports and invoices
Logging business and personal auto mileage
Drawing charts and graphs from data

Keynote:
Developing business presentations
Creating class presentations by both students and instructors
Making strikingly attractive personal slideshows
Using your iPad as a teleprompter for giving speeches

Launch the App Store app, and then type the word **pages** into the search box in the upper-right corner of the App Store. Tap the Search button on your keyboard, and a list of apps with **pages** in their names appear. Under iPad Apps, look for Pages (listed in the Productivity category), and then tap the price button. That button turns into a green Install App button. Tap it, and you'll be asked to enter your Apple ID. Pages downloads to your iPad and then automatically installs itself. The same process works with both Numbers and Keynote.

These apps are big—more than 20MB each—so be sure to have your iPad connected to a Wi-Fi network prior to installation. If you try to install any of the iWork apps while connected to a 3G network, a message will ask you to either install while you're on a Wi-Fi network or install the app through iTunes on your computer. Our recommendation is to purchase and install the iWork for iPad apps through iTunes on your computer.

**Pages**

Pages is more than a word processing app for iPad—it can be used to create sophisticated page layouts with graphics, tables, charts, and numerous text styles. The Mac version of Pages evolved over its lifetime to become a powerful writing and desktop publishing tool, but the iPad version was born with many of the same capabilities. The app is optimized for use with the touch interface of the iPad, making it a joy to use.

In this section, we’ll familiarize you with the user interface and some of the functionality of Pages.