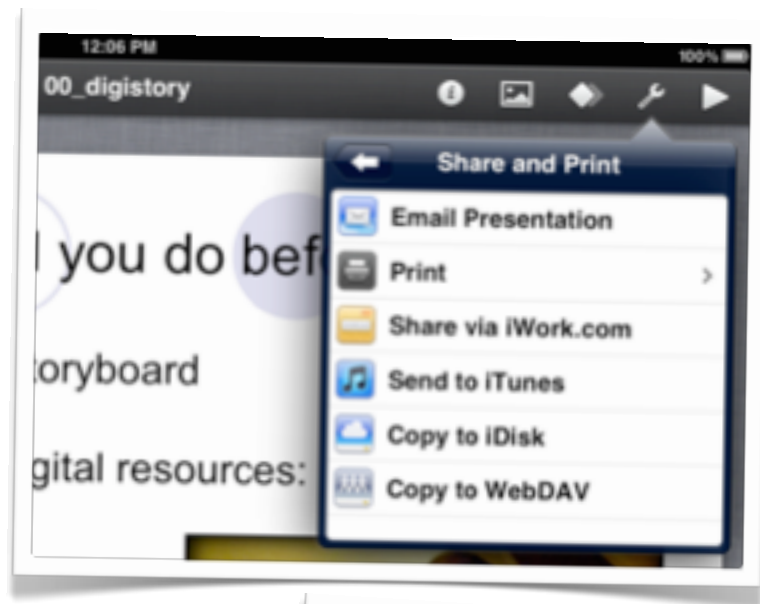


Sharing your iPad Stuff



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<http://www.larkin.net.au> Introduction



Sharing and exporting files via an iPad is not always easy

The iPad's proprietary iOS operating system does not possess a file system like the directory and file structure of Windows or the folder and file system found in the Finder of the Mac OS.

You cannot drag & drop files so as to save them to other computers, external hard drives or portable flash drives. You are not able to export files via a simple drag & drop or automatically sync to networked servers and non-Apple cloud based file storage systems such as DropBox. This is due to the fact that each app on the iPad manages its own files independently of all the other apps. Files are saved with the app. They are not saved to a system wide directory or folder structure.

Transferring files via iTunes

The key method to transfer files from your iPad to a computer is via the Apple desktop application **iTunes**. When you connect your iPad to your Mac or PC and launch iTunes you are able to access a number of the apps on your iPad via the **Apps tab**. Ensure that your iPad is connected to your computer via the iPad USB Dock Connector. Launch iTunes. Your iPad should appear in the sidebar on the left hand side of the iTunes window.



Select the **Apps tab** and scroll down to the **File Sharing** window at the foot of that window. The apps that allow you to share files will be listed on the left. Select an app and the available files and folders will be accessible on the left.

Some apps allow you to drag and drop entire folders from that window to your computer. iTunes may pause or stall for a moment or two during this process.

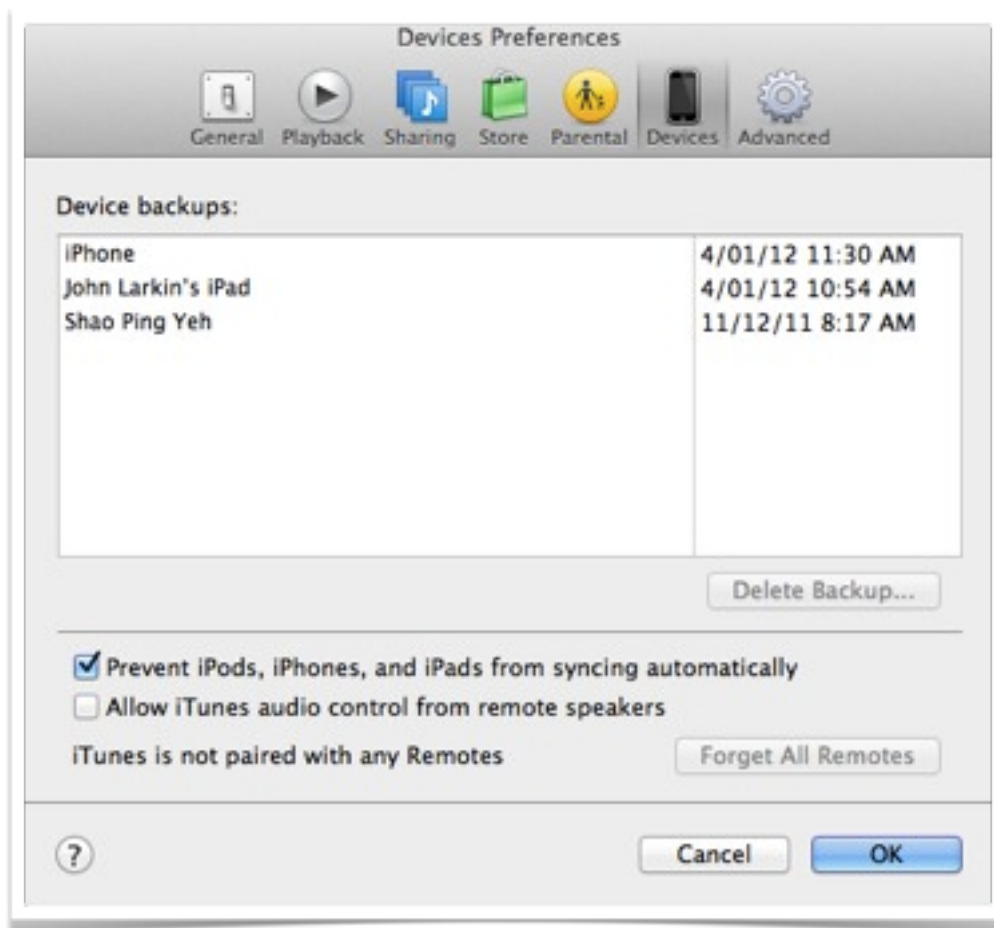
You can only drag or add **files** from your computer to the iPad via this process. You **cannot add folders**. This is quite limiting for most users.

Word of caution

It is possible to share documents on your iPad with other users as long as they possess iTunes on their computer. However, you must exercise caution when connecting your iPad to another user's computer.

If iTunes has automatic syncing enabled you can lose data on your iPad. Before connecting the iPad to the other user's computer launch iTunes and select the **Preferences** or **Options** settings.

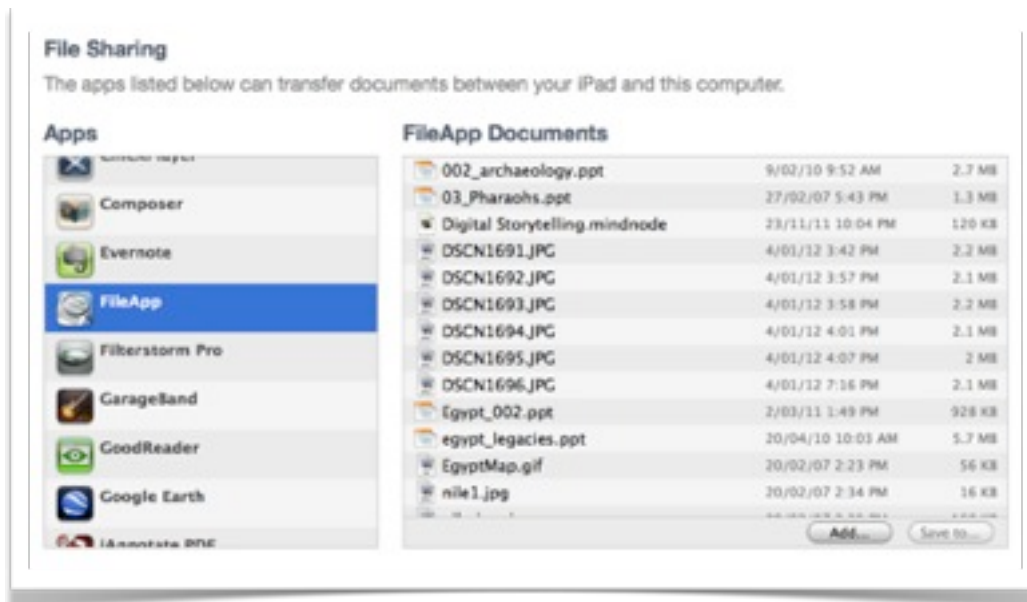
Click on the Advanced Tab and ensure that you selected the tick box for **“Prevent iPods, iPhones, and iPads from syncing automatically”**.



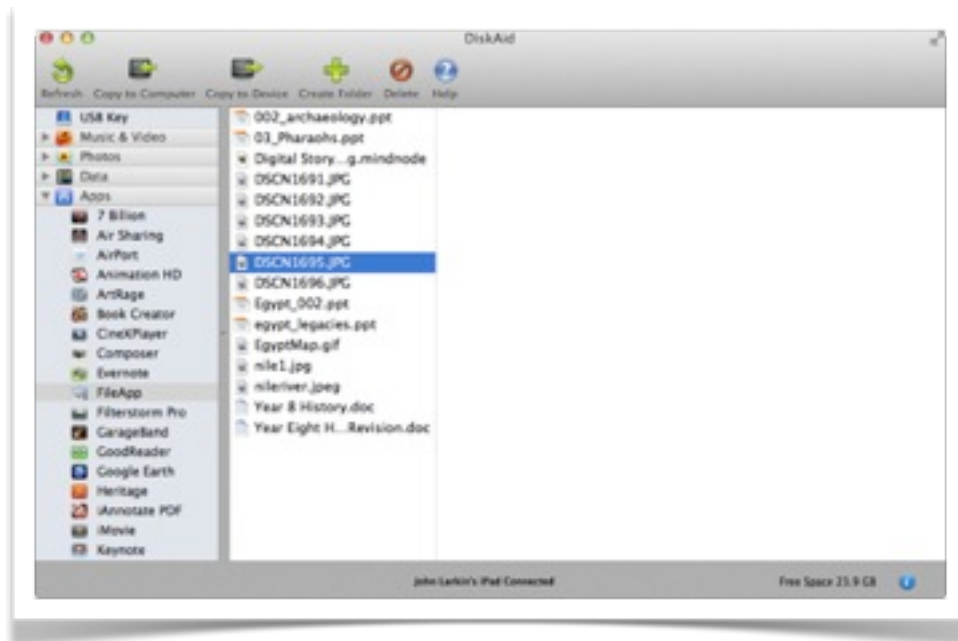
This will ensure that automatic syncing will not commence when you connect your iPad to the other user's computer.

FileApp and FileApp Pro

FileApp allows you to also transfer files between your iPad and a computer. You can access FileApp via the File Sharing window in iTunes as explained earlier. See the example below.



You can also access FileApp via third party desktop applications such as Disk Aid or PhoneView. Both of these applications allow you to view the contents of apps on the iPad. See Disk Aid window below.



Finally, if your iPad and computer are also connected to the same wireless network you can transfer files between your iPad and the computer wirelessly using FileApp. Remember to set up a password and

username in FileApp's main settings window prior to sharing your iPad across a wireless network.

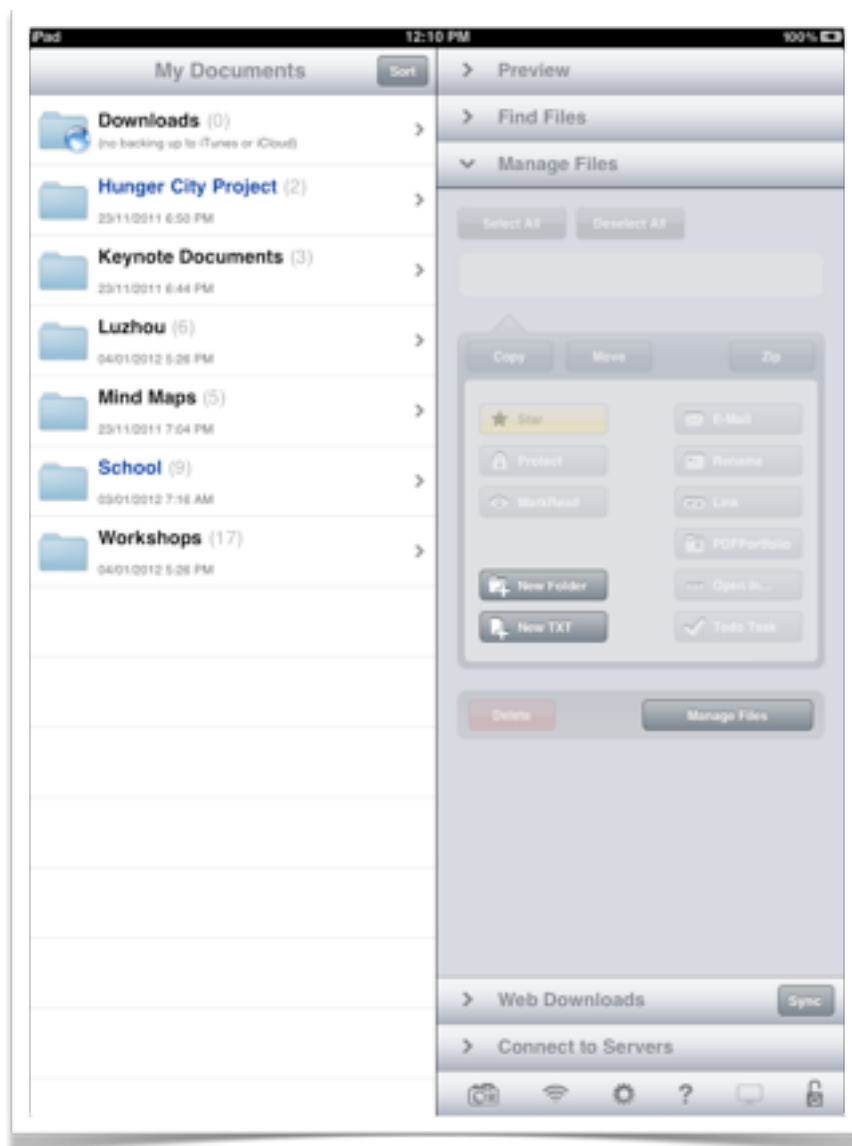
The apps **MindNode** and **GoodReader** also allow you to share files wirelessly.



File App Wi-Fi Connection Window

GoodReader

GoodReader is a versatile app that allows you to transfer files between your iPad and another computer. You can access Good Reader via iTunes File Sharing, third party desktop applications such as Disk Aid and PhoneView and wirelessly as well. GoodReader has a complex interface and it takes a while for the average user to master all of its features however it does represent excellent value for money.

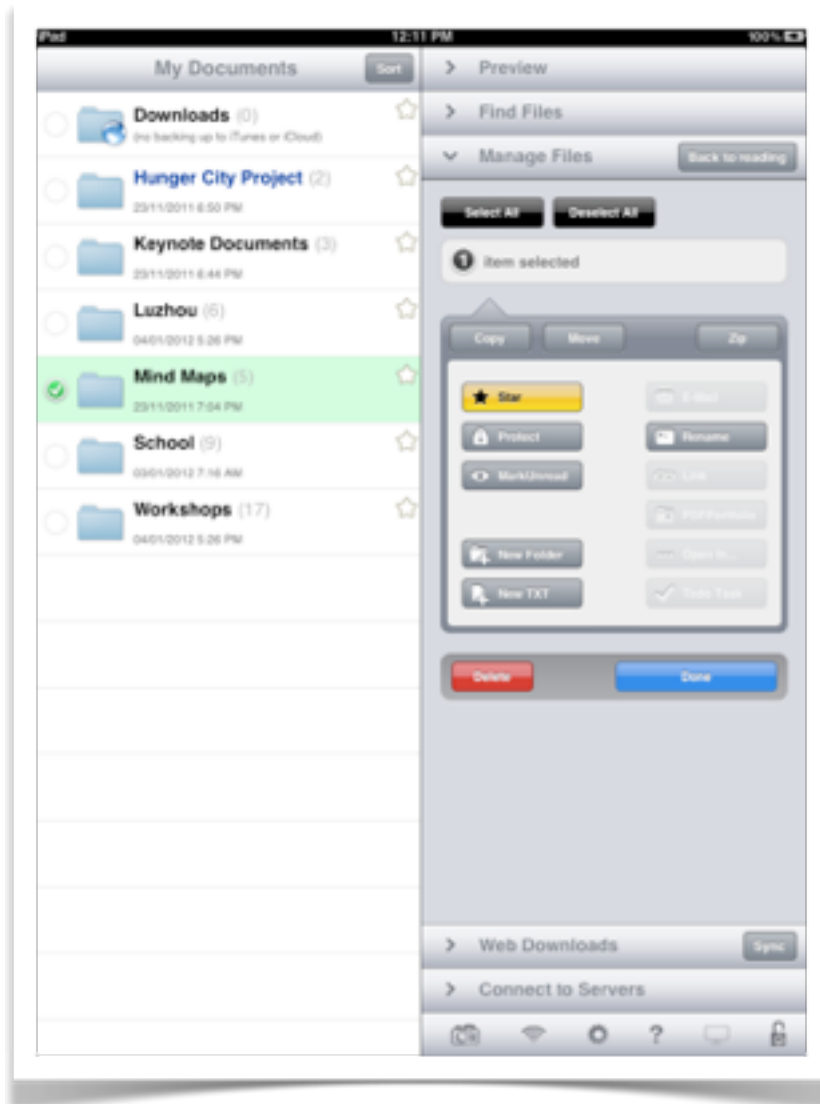


This app allows you to perform the following tasks:

- Manage files on your iPad
- Transfer to and access files between Google Docs, DropBox, ftp servers, SugarSync and many other similar services

- Batch upload files to servers
- Sync files to servers and transfer wirelessly to your computer
- View and open files in a range of different formats including doc, ppt, pdf, jpg and many others

You can create folders for your files, download files from the Internet and access files stored online on servers or with hosts such as Google or DropBox. You can organise your files so that they mirror those on your computer.



Files and folders can be renamed, moved, deleted, zipped, starred, emailed and opened in other apps on the iPad via the **Manage Files** control panel. There is a wide array of actions that can be performed. A range of **tools** are available at the foot of each screen when you view a document or file.

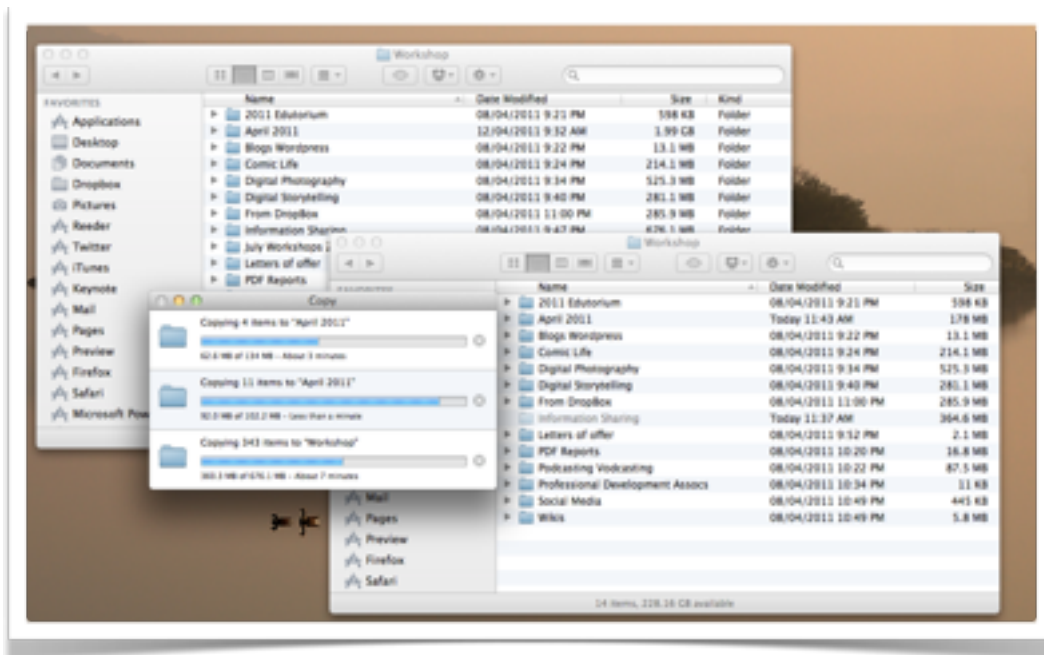
When you view a file you are able to print, email or open the file using a different app on the iPad. GoodReader also allows you to annotate files.

You can alter layout, search for text and take screen shots of the page. It is also possible to sync with servers on the Internet.

Files can be transferred easily by setting up Good Reader on the iPad as a wireless enabled server. Activate the wireless server from within Good Reader by clicking on the wireless icon at the foot of the screen. Simply browse to Good Reader using your Network access on your Mac or PC.



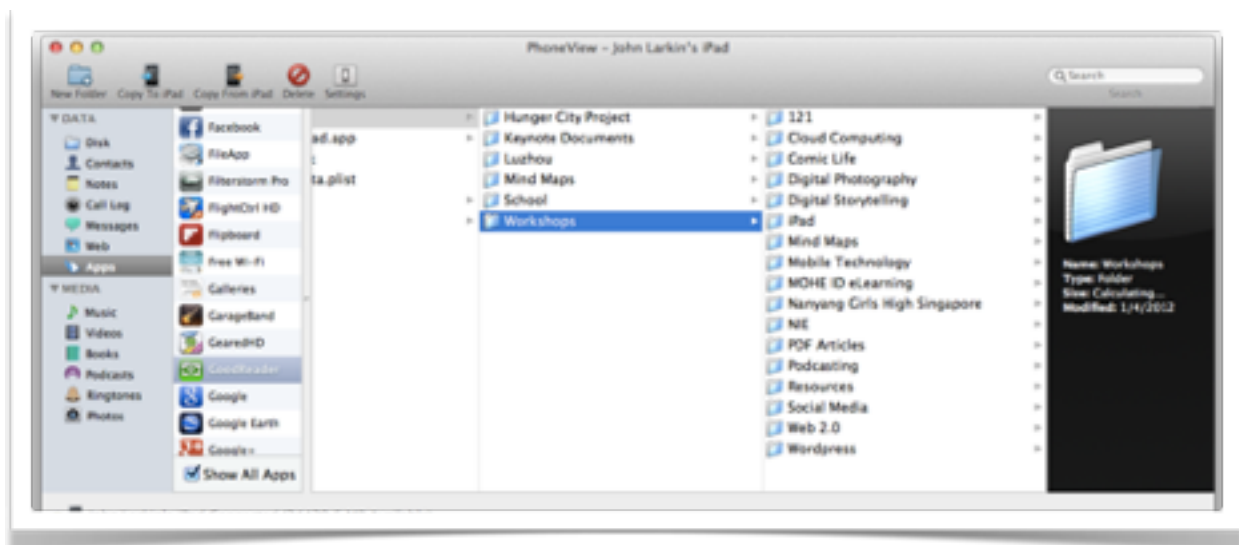
Once you access GoodReader on your network it will appear as a folder on your Mac or PC. Simply drag folders from one device to the other. A transfer of three folders is illustrated in the screen capture below. The apps **MindNode** and **FileApp** also allow you to share files wirelessly.



Another way to transfer files stored in **GoodReader** to your Mac or PC is to use an application such as **PhoneView** (Mac), **DiskAid** (Mac and PC) or **PhoneDisk**.

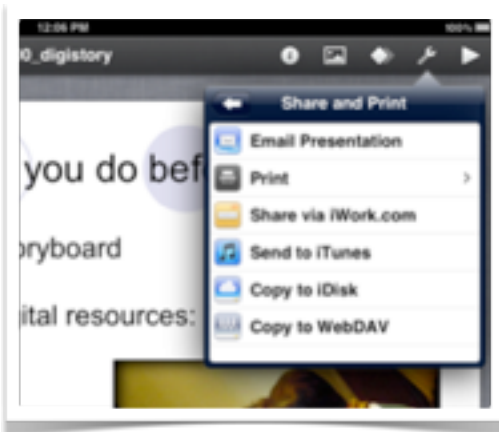
Once the iPad is connected to your computer you can easily access the apps and file structure on your iPad. **PhoneView** is illustrated below.

Select **GoodReader** in the sidebar on the left and you can transfer files and folders between each device.



Email

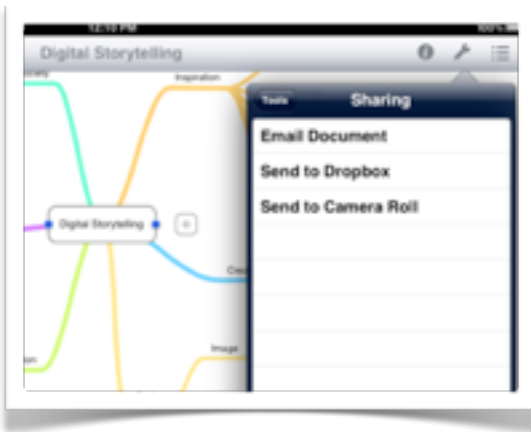
A significant number of apps on the iPad allow you to share files via email. This is not the most effective of solutions for sharing files from your iPad however it is a sure way to deliver a file to another individual or even a group of recipients. Just a few of the apps that allow sharing of files via email are illustrated below.



Keynote



Pages



MindNode



SoundNote



Comic Life



Photogene

Sending files via email from your iPad can be useful. You could set up a collaborative or shared email address.

You could, for example, set up a single email address for a group using **gmail**. All members of the project group could email their files to that single email address.

A **Posterous Spaces** site for a group could be established and once again email could be used to transfer project files to that dedicated **Posterous Spaces** web site. The Posterous Spaces site could be private or public.

They are easy to set up. Browse to <https://posterous.com/>

A Posterous guide is available on my home page:

<http://www.larkin.net.au/>

Third Party Desktop Applications

As mentioned above there are a number of third party desktop applications that allow you to browse the apps and files on an iPad, iPhone or iPod.

These third party desktop applications include:

Disk Aid <http://www.digidna.net/products/diskaid>

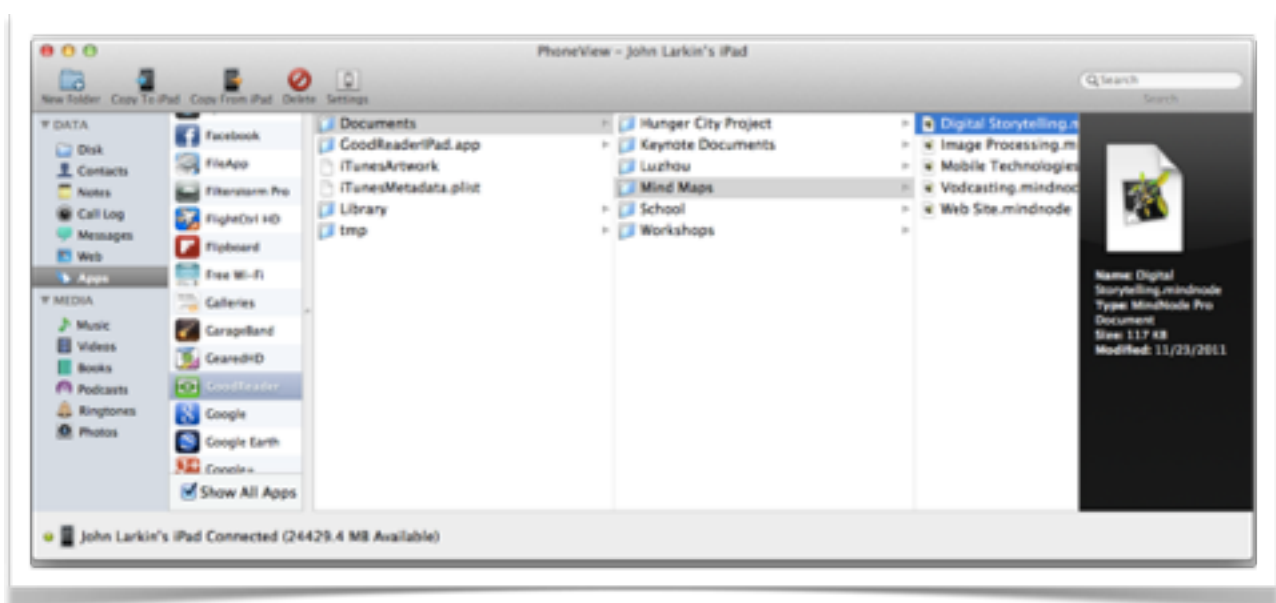
PhoneView <http://www.ecamm.com/mac/phoneview/>

PhoneDisk <http://www.macropplant.com/phonedisk/>

Each of these applications perform a similar function. They allow you to explore the apps and their contents. Your iPad can also act not unlike a thumb or flash drive as well using these applications.

In addition to accessing the contents of apps on the iPad you can also access music files, podcasts, video, playlists, contacts, notes and images.

You can transfer the contents from the iPad to a computer and vice versa via a simple drag and drop. You can drag and drop folders as well.



You will find that some of the apps listed in the sidebar of these three applications will not allow you to transfer files from the computer to the iPad. You cannot, for example, transfer music files to the Apple Music app from your computer. You will need to use iTunes, which makes sense anyway.

In some cases you are able to transfer files to apps such as Photos, Pages or Keynote using DiskAid yet the transferred files are **not available or visible to the user of the iPad**. Other curious features of these applications is the ability to view, access and shift pages documents to the Pages app yet one is not able to view Keynote presentations despite the fact both are Apple apps. These issues are a by-product of the iOS operating system of the iPad and Apple's wish to "protect" its product.

Each application allows you to explore the operating file system of the iPad itself and that is not recommended at all unless you actually know what you are doing.



In any case I would recommend **Disk Aid** as it also works closely with the aforementioned **FileApp**.

Transferring Photos and Images

There are numerous methods that one can apply to transfer images between the iPad, a computer and a digital camera. These include:

- iTunes syncing (Computer to iPad only)(Mac and Windows)
- Apple iPhoto (iPad to computer only)
- Image Capture (iPad to computer only)
- Import Image function in Pages (iPad to computer only)
- Import from Camera function in Preview (iPad to computer only)
- Apple Camera Connection Kit (Digital camera to iPad)
- Bluetooth via Bluetooth Photoshare App (iPad to iPad)

You are required to ensure that the iPad is connected to the computer using the **USB Dock Connector** with all but the final of these seven methods. They are all described below.

Please note that it is now possible to sync the iPad **wirelessly** with the iTunes application as long as wireless syncing is enabled on the iPad and the iPad itself is connected to a power supply (which seemingly defeats the purpose of wireless syncing anyway as far as I can see - if you need to connect to power you might as well use the USB Dock Connector and sync as one would normally!).

iTunes Syncing

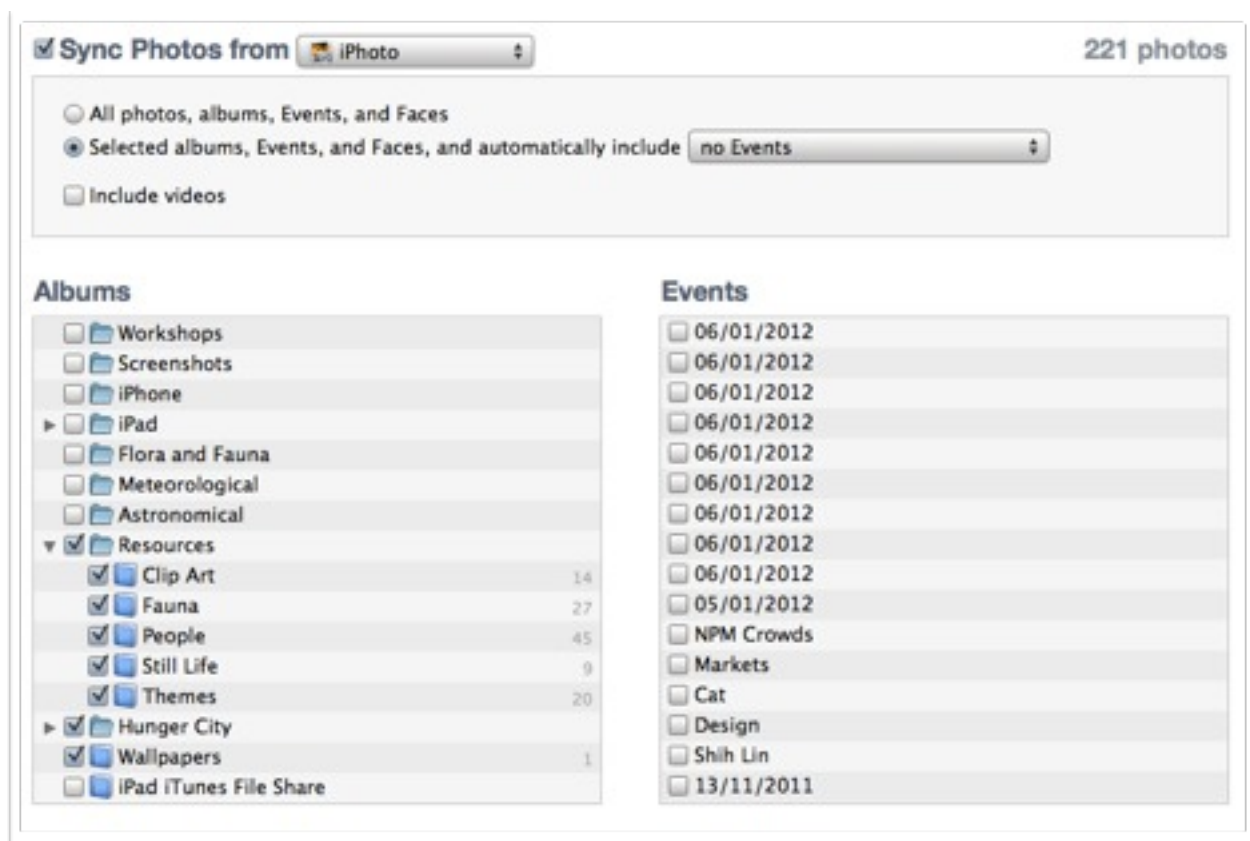
Syncing with iTunes is one of the easiest ways to transfer images and photographs from your computer to the iPad. This method places the image files in the Photos app on the iPad. The images will then be available to all of the apps on the iPad that access the Photos app.

When you connect your iPad to your Mac or PC and launch iTunes you are able to access the albums and events in the iPhoto app on the Apple Mac or the folder structure of your Pictures directory. Ensure that your iPad is connected to your computer via the iPad USB Dock Connector.

Launch **iTunes**. Your iPad should appear in the sidebar on the left hand side of the iTunes window.

Select the **Photos tab** and ensure that the **Sync Photos** check box is selected. Choose whether or not to sync images from the iPhotos application (Mac) or the Pictures directory (Mac or Windows) using the drop-down menu.

It is wise to then choose the **Selected albums, Events and Faces** radio button (for iPhoto) or the **Selected folders** (Pictures folder) radio button otherwise you may find that your iPad may be “overwhelmed” with the large number of images that you transfer if you possess a large number of images that take up gigabytes of space on your computer. Some users may possess so many images that they exceed the available storage space on their iPad.



Select the relevant albums (iPhoto) or folders (Pictures directory) and then perform a **sync**. This will transfer the images from your computer to the iPad.

Apple iPhoto

Apple **iPhoto** can be utilised to transfer images from your iPad to a computer.

When you connect your iPad to your Mac and launch **iPhoto** you are able to access the images in the **Photos** app on the iPad. Ensure that your iPad is connected to your computer via the iPad USB Dock Connector. Launch **iPhoto**. Your iPad should appear in the sidebar on the left hand side of the iPhoto window.



Unfortunately all of the images on your iPad appear in a single window. They are not broken up into differing events or dates. As well, only images that you captured using the iPad, created with the iPad or transferred to the iPad from a digital camera will appear within iPhoto. Images transferred to the iPad via a sync in iTunes will not appear. This is confusing for many users.

You can simply select the images in the window and drag and drop them to an album in iPhoto. You can also select some or all of the images and click on the relevant **Import** button at the top of the window to transfer the images to iPhoto on your computer.

Image Capture

This Apple application is extremely useful. It allows you to easily transfer images from a digital camera, iPhone, iPod Touch or iPad to your Apple computer. In some cases it will access digital cameras even if the camera or the camera card does not mount on the Apple desktop.

When you connect your iPad to your Mac and launch **Image Capture** you are able to access the images on the iPad. Ensure that your iPad is connected to your computer via the iPad USB Dock Connector. Your iPad should appear in the sidebar on the left hand side of the **Image Capture** window.

In addition to images transferred from a digital camera to the iPad this application will also allow you to transfer any audio and video files that had been transferred to your iPad using the Apple Camera Connection Kit.

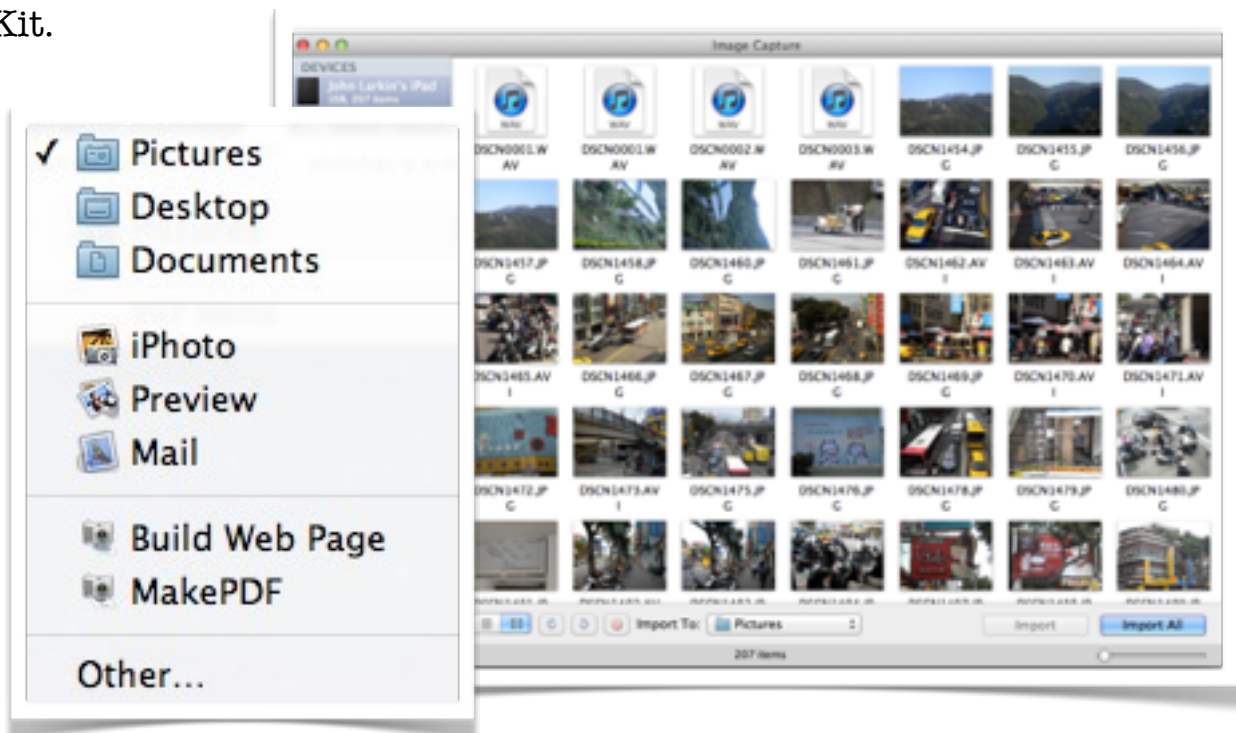
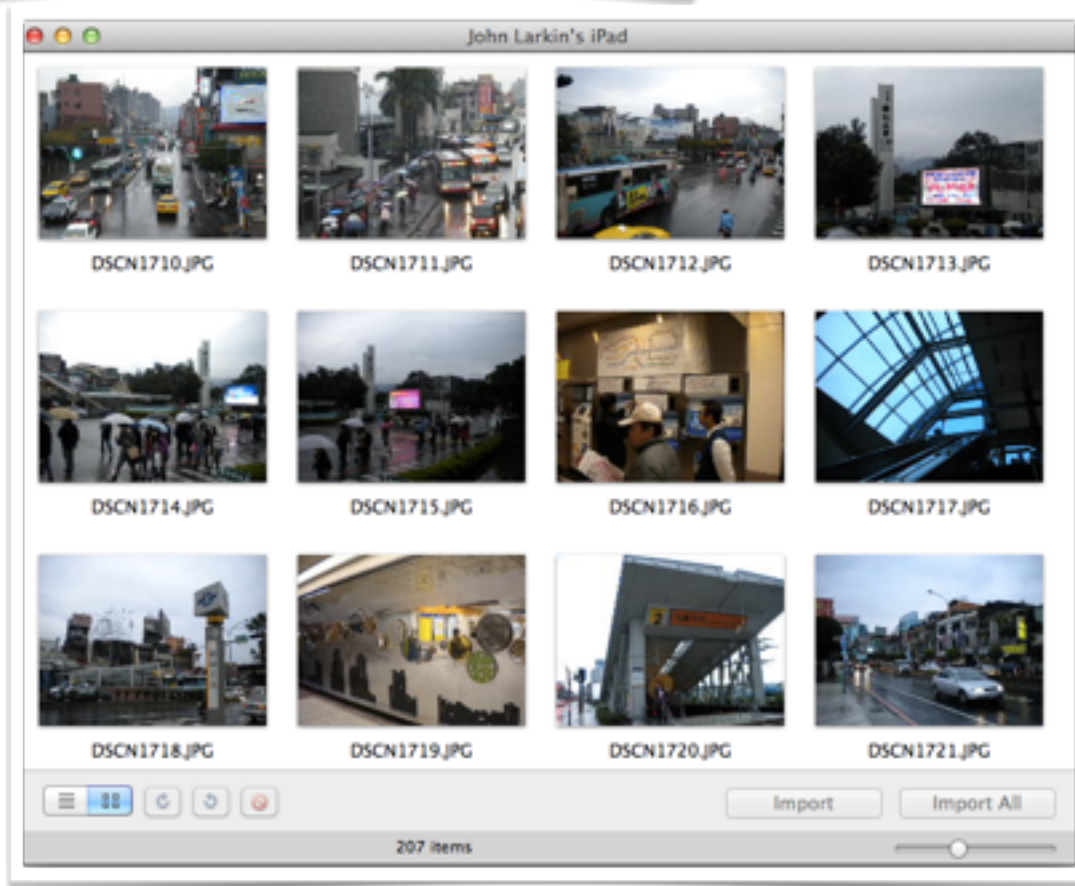
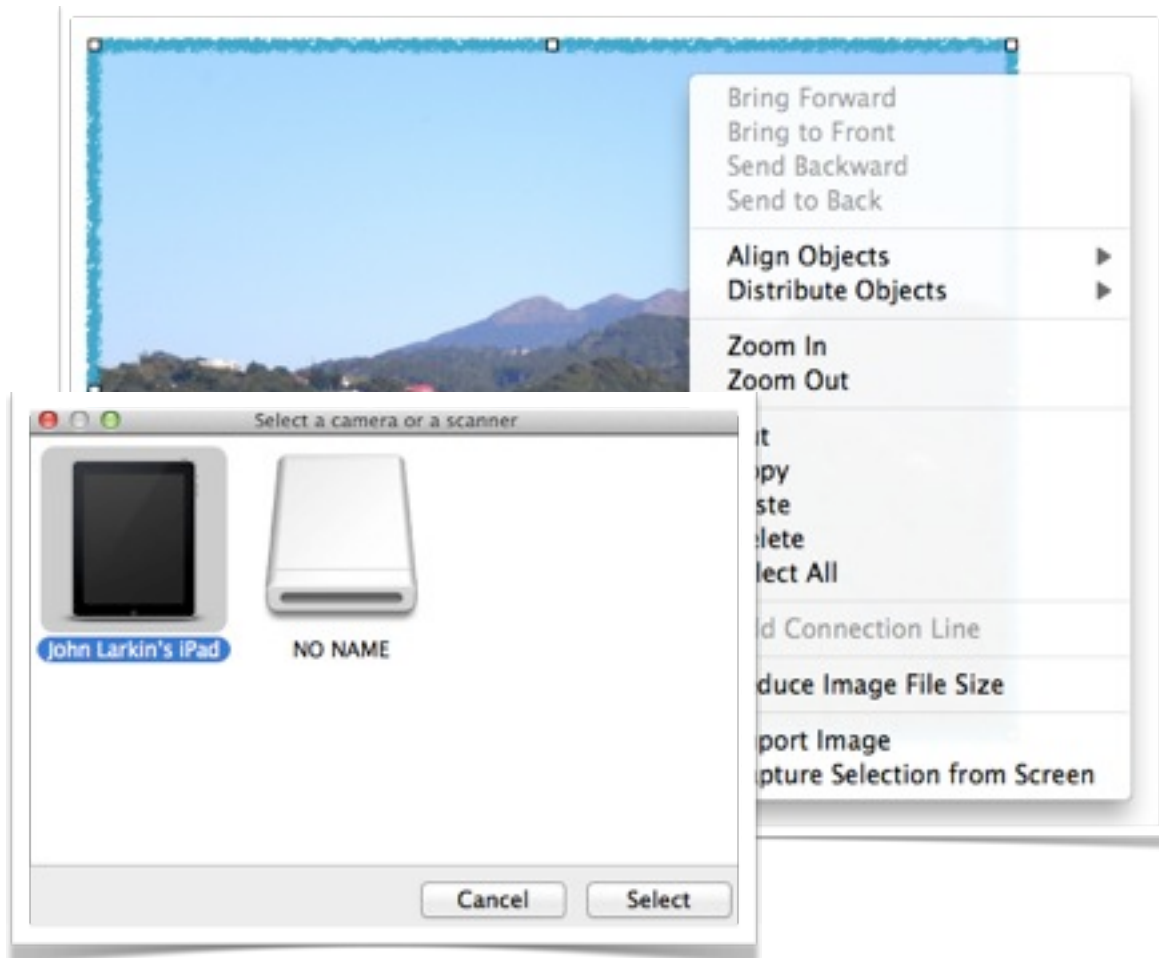
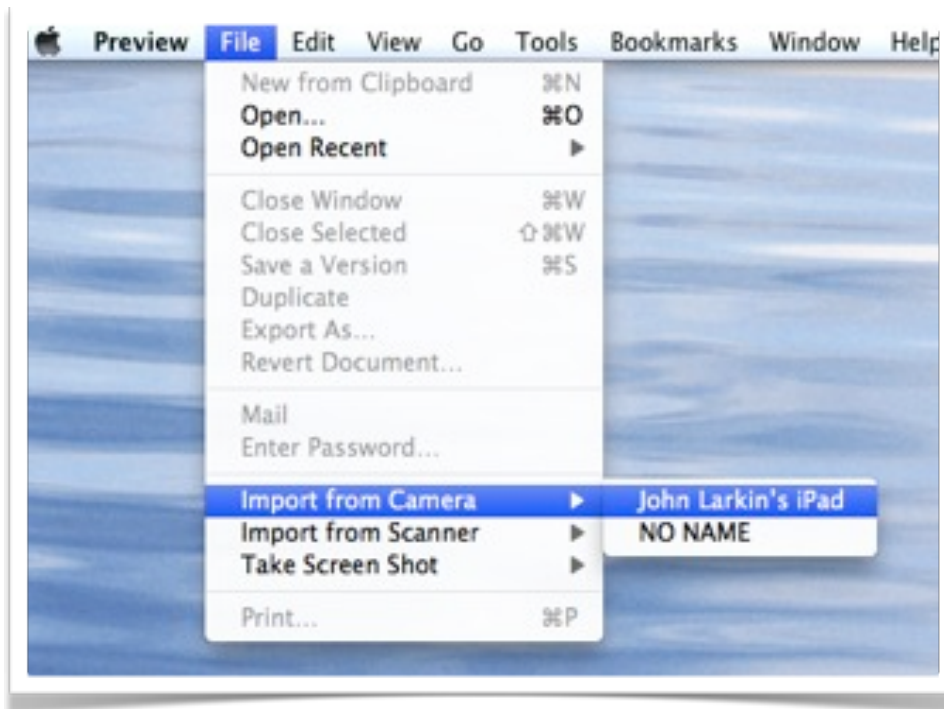


Image Capture also allows you to specify the destination folder for your image, audio and video files. You can even **create pdf files and web pages on the fly**. This is an excellent application, particularly if you are not a big fan of iPhoto.



Import Image function in Pages

A little known feature of the Pages desktop application on the Mac is the fact that you can import images directly from the iPad into the Pages application itself.

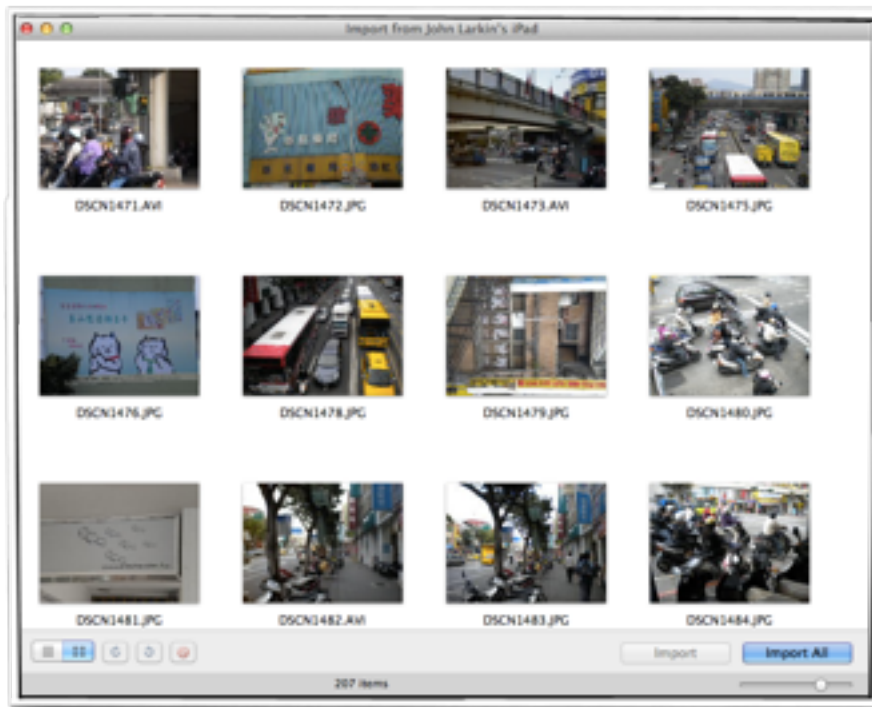


If you **Control-click or Right-Mouse** click on an image in Pages that contextual menu displayed in the image above will appear. Select **Import Image** from the bottom of the drop down menu and the window at right will appear allowing you to import images from an iPad, digital camera or any other attached device that stores images.

Select the device from which you wish to import the images and the window displayed below will appear.

Select the image that you wish to import and will be inserted into the image placeholder within Pages.

Of course, if you have a digital camera or camera card mounted on the computer desktop you can simply drag and drop the relevant images into the Pages application. This particular trick is simply handy with the iPad.



Import from Camera function in Preview

Another excellent, yet often overlooked, application on the Apple Mac is **Preview**. This application is not unlike Photoshop in terms of its wide variety of functions and its excellent batch processing capabilities. Unlike Photoshop it is free. **Preview** also allows you to import images from the iPad. Simply select the **Import from Camera** menu item from the File menu, select your iPad and then choose the images you wish to import.

Apple Camera Connection Kit

When you are out in the field with your digital camera and the iPad the **Apple Camera Connection Kit** is a useful addition to your digital imagery equipment. The kit allows you to transfer files from your camera to the iPad.

The kit comes with two separate adapters. One allows you to connect a camera to your iPad using a conventional USB cable. The other adapter allows you to transfer files directly from a SD card to your iPad.

The images on the camera card will appear in the Photos app and you simply select and transfer the images you wish to import from your camera. The images will appear under the events tab within the Photos app.

The only negative aspect of the kit is its price.



Bluetooth sharing via Bluetooth Photoshare App

This easily used app allows you to send a single image from one device to another as long as each has the **Bluetooth Photoshare** app installed. Bluetooth needs to be activated within the Settings app on each device.

Once the connection is established and Bluetooth Photoshare is launched on each device a single image can be sent from one device to the other.



Tapping into the Cloud

It is also possible to transfer files using cloud services such as DropBox, BoxNet, SugarSync and Apple's iCloud service. DropBox will be discussed here as it is the easiest of all of these solutions to implement. It is also free and it provides additional bonuses in terms of storage space for educators.

DropBox

DropBox provides a backup for the files I access and work with regularly during the day, during the week and during the year. How does it work?

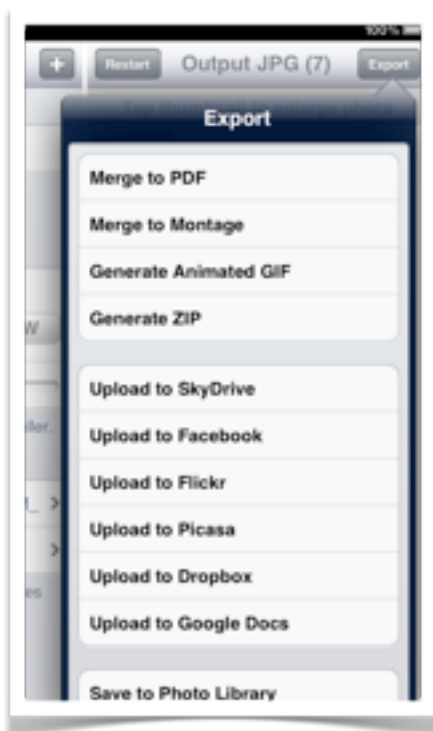
Essentially, if the user make a change to a file within the DropBox folder on their computer at home it will update the backup of that same file hosted on their online DropBox account. Then, when the user works at school, for example with the same file within the DropBox folder on the computer they use at school will also be updated. The same process happens in reverse of course. Even if the user does not have their own computer at hand they can still access those same files via any web browser on any computer. Their files follow the user everywhere.

Make a change to a folder or file at home the change will be reflected at work. Make a change to a folder or file at work the change will be reflected at home.

When one opens an account with **DropBox** you are provided with 2 gigabytes of free storage. That was more than enough for the documents, images and the small video files that I use during the year at school and when I conduct workshops. With respect to large video files and similar I still use thumb drives or external hard drives to shift them from one computer to another.

You can increase your amount of free storage by referring DropBox to potential users. Educators receive an additional 500mb of free storage space for each successful referral.

One can access the same files on my iPad via the **DropBox** app on the iPad. The user can also access those files on the iPad using applications such as **QuickOffice**, **GoodReader**, **MindNode**, **Photogene**, **WhiteBoard HD** and **OneEdit**. A number of these apps also allow you to export to DropBox as well. Only GoodReader allows you to establish a two-way sync with DropBox. Browse to <https://www.dropbox.com/>

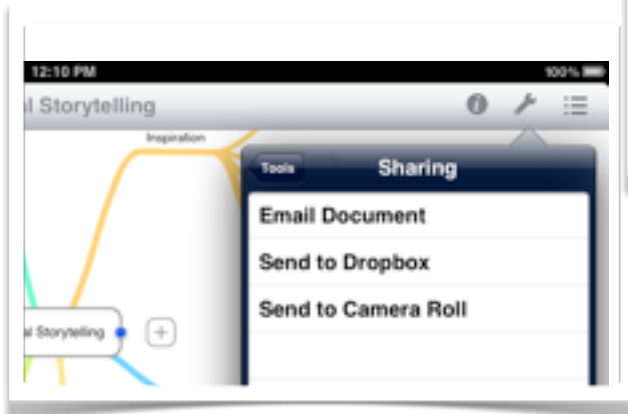


OneEdit

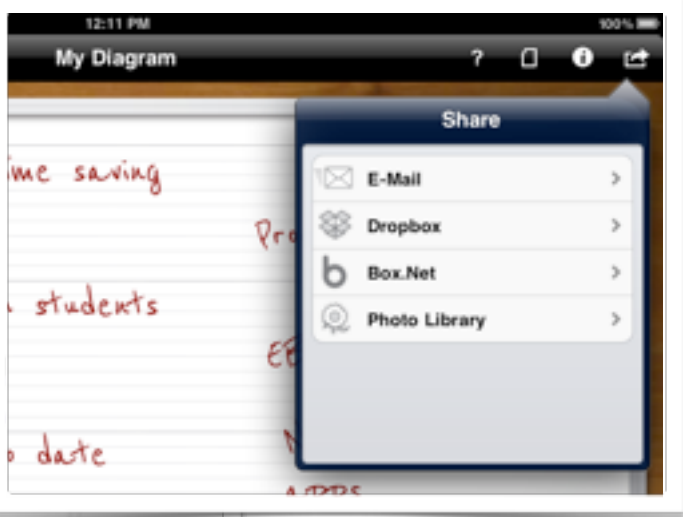


Photogene

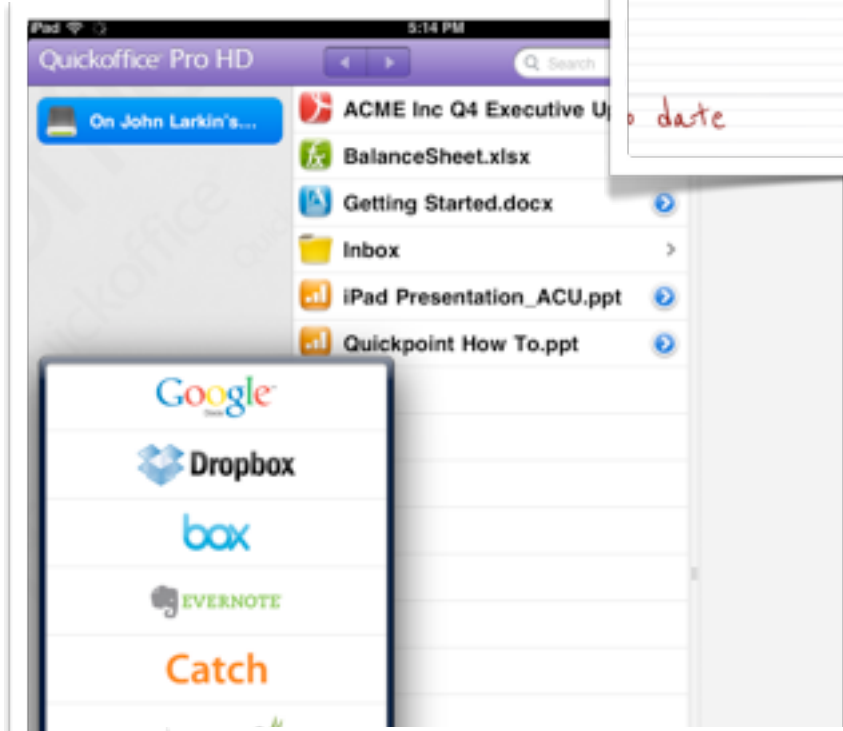
MindNode



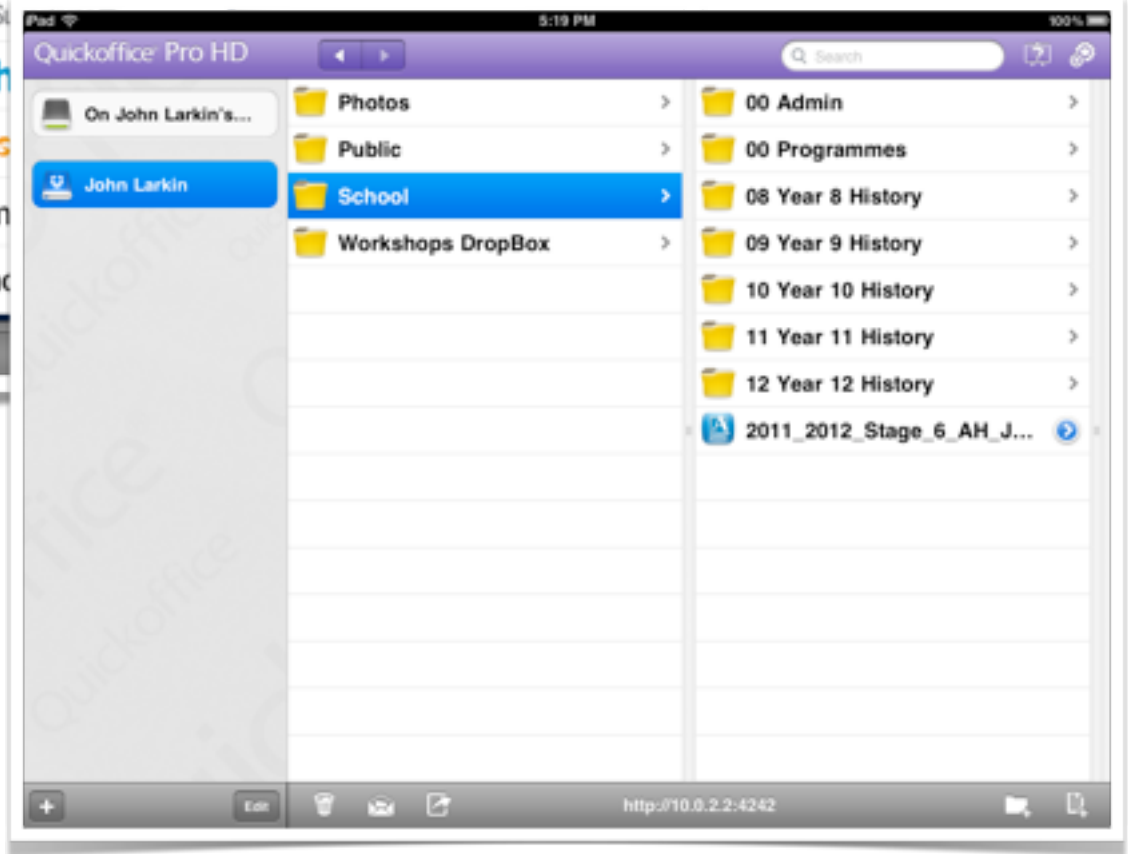
WhiteBoard HD



QuickOffice Pro HD



QuickOffice Pro HD

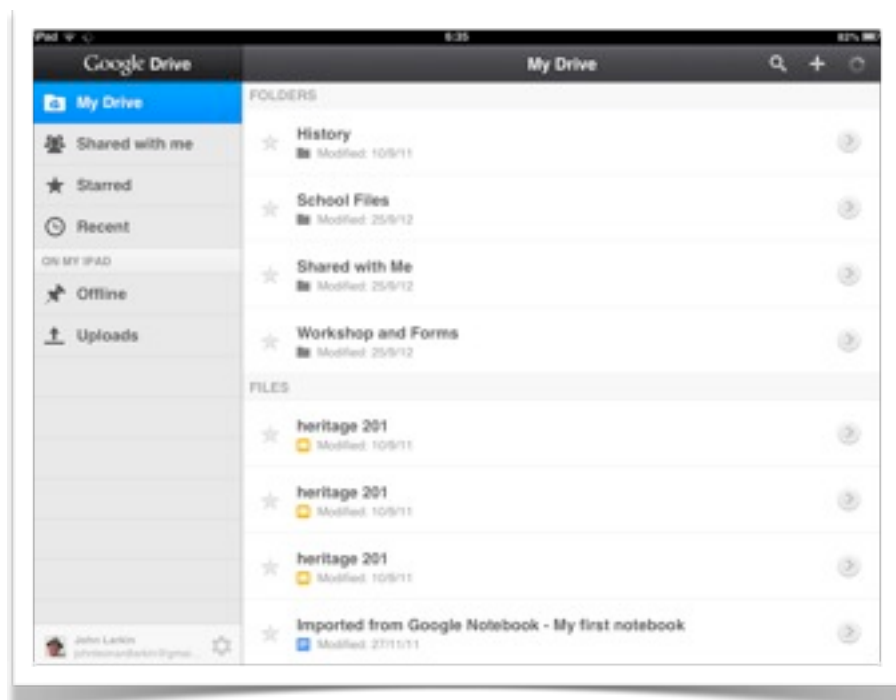




DropBox

Google Drive

If you possess a Google or Gmail account you can install the Google Drive app on your iPad and access as well as share your files.



CloudOn

This is an excellent app that allows you to work with Word, PowerPoint and Excel apps directly from cloud services such as Google Drive, DropBox, SkyDrive and Box. It is an easily set up and it has an intuitive interface. Brilliant solution for many iPad users.



Using a WebDav Server

Setting up a WebDav server with the assistance of IT Support within your organisation is a recommended route take as a significant number of apps allow you to share files via a WebDav server including the Apple suite of apps.



The app reviewed earlier, **GoodReader**, allows you to access a WebDav server and to move files between GoodReader and the online storage provided by the WebDav server. An example is illustrated at right.



There are also specific apps such as **WebDAVNav+** that allow you to directly access a WebDav Server. The user needs to submit the address of the WebDav server as well as their username and password.

School eLockers

There are also third party companies, such as **School eLockers**, offering fully hosted solutions for schools to host the student resources via an intuitive interface. These solutions require to the school to establish a licensing agreement with the company providing the service in their region or country. <http://www.schoolelockers.com>



Open In Another App

The iPad interface continues to evolve and increasingly more apps are interacting with each other. Apps allow other other apps to open their documents. For example it is possible to open documents created in Pages, Keynote and Excel in other apps including DropBox for example. This can be a handy way to share documents created in the Apple iWork suite of apps via others using DropBox.

You select the file that you wish to share with others and tap on the share icon in the top left hand corner of the screen. You then choose “Open in Another App” from the drop down menu.



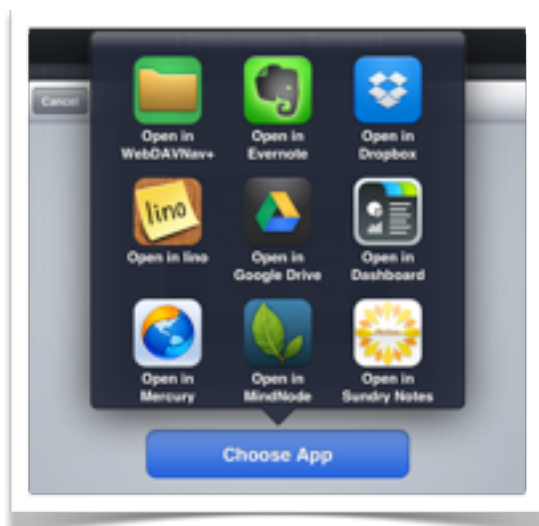
You then choose a format for the file that you wish to share. Please note that DropBox will not accept PDF files via this method. You can share PDF files to Readdle Documents however, another excellent app.



The file will be formatted for the file transfer. This will take a moment.



You then choose the app that you wish to transfer to and open the file within.



If you choose DropBox you are able to direct the file to a specific folder or directory. Done!

