

# Cry for Help

## Computer Tips & Tricks

### Essential Apps for iPad/Tablet

Last month I talked about travelling on holidays with an iPad or Tablet. Now I want to detail the benefits of these tools in everyday life.

I generally think of my iPad as a mobile extension of my desktop computer. It doesn't replace my computer because that is still an essential business tool. The most important apps for me that I use every day are; Calendar for setting meetings, appointments, events and reminders when something must be done. As previously discussed, the calendar is synchronised with my computer and phone so that I always have access to all appointments. And Notes, for recording action points from meetings, things to do, and other random thoughts that need to be recorded to be dealt with later. There are several different Notes apps, all slightly different, most are very good. Probably the best part about Notes is the eMailing ability, to anyone or back to your computer for appropriate filing. Thirdly is the Internet and eMail (or Messages) for research and communication with others. If items are too big for eMail then use DropBox or similar.

Remember that while the best asset of the iPad is its portability, its worst is its vulnerability to theft and breakage, so always maintain copies of important notes and pictures somewhere else. Then finally, Maps, to find where you are going, and how to get back when you are lost, and Contacts, synchronised of course with your computer and phone.

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