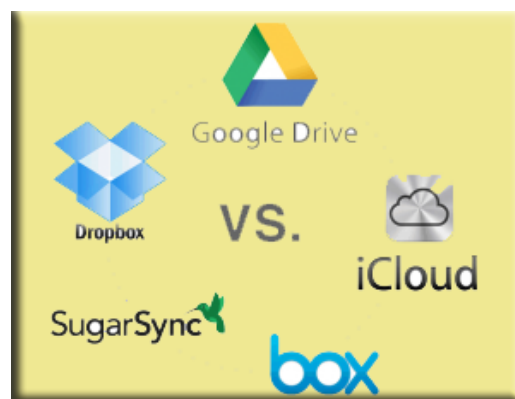


## Practical Help iTV notes Post-PC era Tips

### How to ditch your desktop or laptop computer and free yourself from the chains of your desk or office

**Tip #1: Organize documents, pictures, photos, music, etc. in the cloud so all your devices can have access**

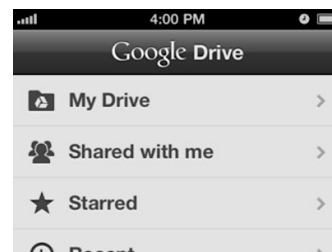
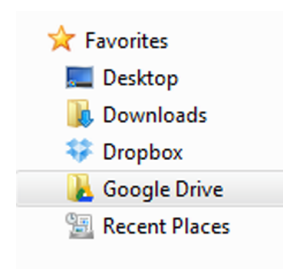
1. Use cloud-based storage
  - a. Google – popular because many use it for email (Gmail) and it offers easy storage for your all your documents.  
[www.google.com/drive](http://www.google.com/drive) You can use [www.picasa.com](http://www.picasa.com) for photos and videos.
  - b. Dropbox - [www.dropbox.com](http://www.dropbox.com)
  - c. Sugarsync - <https://www.sugarsync.com/>
  - d. SkyDrive – good for windows users -  
<http://windows.microsoft.com/en-us/skydrive/download>
  - e. If you don't use an Apple device, try Google Play -  
<https://play.google.com/store?hl=en> or the Amazon store –  
[www.amazon.com](http://www.amazon.com)
  - f. Apple icloud - [www.icloud.com](http://www.icloud.com) - stores music and iTunes media



**Tip #2: Here is how to set up your Google account to use Google Drive and sync files from your computer to your smartphone and tablet**



1. Go to your Google Account, click on the Drive tab on the top bar
  - g. Click on the Download link on the left to download the drive to your computer.
  - h. Once you've installed Google Drive, you will see a folder labeled "Google Drive" on your computer. Whatever you put in this folder is copied to the online folder and the online folder is copied to computer folder (with the exception of pictures, videos and music)
  - i. Next, you will see the sync icon on your computer. This will give you the status of the computer and online folder. The first time you sync takes the longest.
  - j. Go to the app store and install Google Drive on your iOS device or Android. Now your documents and spreadsheets are available on your devices.

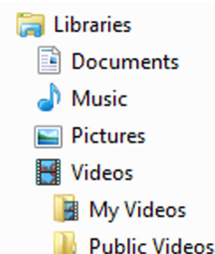


## Practical Help iTV notes

### Post-PC era Tips

**Tip #3: Manage your photos and videos (if don't use iTunes) with Picasa and Google Albums to sync to cloud so you can use them on your iPad or iPhone and everything is always up-to-date**

- a. Pre-organize your pictures by moving them all in your pictures folder.
- b. Go to Picasa – [www.google.com/picasa](http://www.google.com/picasa) and download and install Picasa on your computer.
- c. You should always put new pictures in your pictures folder to keep them synced to the online album.
- d. Let Picasa run to scan your computer for pictures. While you're waiting for Picasa to upload your pictures, sign into your Google account (top right). You only have to sign in once.
- e. On the settings option on the sync to web slider (upper right), be sure to set the size to "original size" so those pictures can be downloaded and printed.
- f. Picasa is free, and the photos you store in your Google Albums will take up space on your Google Drive. Google gives you a generous 5 gigabytes of space for free. You can pay Google \$50 a year for 200 gigabytes of storage space.
- g. No need to email low-resolution versions of photos, you can just use the Share button and easily share individual photos or whole albums with family and friends.



**Tip #4: How to make your iPad even easier to use**

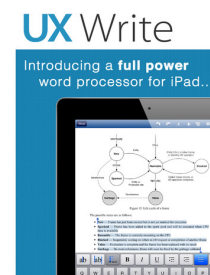
1. You can dictate and have Siri transcribe your words into text
2. Purchase a keyboard add-on for your iPad
  - a. Logitech – [www.logitech.com](http://www.logitech.com) - is light and easy to use. Your iPad sits on it in a groove that tilts at a good angle.
  - b. Brydge - <http://thebrydge.com/> is heavier and thicker and more expensive but it makes your iPad work very much like a PC laptop or Macbook – the hinge can adjust to any angle. It is great to use in cramped spaces like your airplane seat-back tray.



## Practical Help iTV notes Post-PC era Tips

### 3. Apps for your iPad

- c. Web Albums – <http://www.webalbumsapp.com/> help manage photos. There is one version for iPhone for \$2.99 and an HD one for iPad for \$3.99. Requires a one-time setup to get access to your Google account.
- d. For Microsoft users, there is no app from Microsoft for the iPad or iPhone. Try Quick Office Pro HD - <http://www.google.com/drive/apps.html> . It is \$19.99. You can edit Office documents, spreadsheets and presentations right on your iPad. There is a cheaper version for your iPhone.
- e. For writers, you can use Apple's Pages - <https://www.apple.com/ios/pages/> or UX Write - <https://itunes.apple.com/us/app/ux-write-ipad-word-processor/id538278306?mt=8> . It costs \$24.99.



### Tip #5: Convert your documents and spreadsheets into Google Docs.

1. Google lets you create and edit documents and spreadsheets right from Google Drive using their own built-in editor.



### Tip #6: Print from iPad

1. If you have a printer with WiFi and Airprint capability, then you can print right from within almost every app on the iPad.
2. If your printer is older (and doesn't have Wifi), use the app Print n Share <https://itunes.apple.com/us/app/print-n-share/id301656026?mt=8>

