

# 38

## Transferring and Editing Microsoft Office Documents

Most people use Microsoft Word, Excel, and PowerPoint. If you have data trapped in a Word (.doc/.docx), Excel (.xls/.xlsx), or PowerPoint (.ppt/.pptx) file format, you can transfer and view the data on your iPad by simply emailing the files as attachments and then opening those attachments on your iPad. Your iPad can also view documents, spreadsheets, and presentations created with Apple's iWork suite for the Macintosh.

However, if you want to *edit* these office files on your iPad, you need to go through some additional steps. First, buy what you need from Apple's iWork office suite for the iPad, which consists of Pages (word processor), Numbers (spreadsheet), and Keynote (presentation program). Each of these apps costs \$9.99, so you may not want to buy the whole suite.

After you buy, download, and install one or more iWork apps on your iPad, the next step is transferring your files into your iPad. (For complete file compatibility, you'll want to use iWork to create new documents on your Macintosh.) After editing your files on your iPad, you'll have to transfer your files from your iPad back to your computer if you need to use them there. Once you have these apps, you can also edit the Microsoft Office files that you receive in your email on your iPad.

In this chapter, you will learn how to edit documents, spreadsheets, and presentations on your iPad.

## What You'll Be Using

To transfer documents to your iPad, you need to use the following:

- |   |  |
|---|--|
|  iTunes on your computer |  (Optional) Pages   |
| ▶ The iPad's USB cable  |  (Optional) Numbers |
|   |  (Optional) Keynote |

## Transferring Microsoft Office Files to Your iPad

If you need to edit lots of Microsoft Office files on your iPad, you'll want to transfer them to and from your iPad using the iTunes program on your computer. Depending on the type of Microsoft Office file you want to edit, you'll need to first buy, download, and install Pages (to edit Word files), Numbers (to edit Excel spreadsheets), or Keynote (to edit PowerPoint presentations) on your iPad.

To transfer Microsoft Office files from your computer to your iPad, follow these steps:

1. Make sure you have downloaded and installed the Pages, Numbers, or Keynote apps on your iPad.
2. Connect your iPad to your computer using the USB cable.
3. Run iTunes on your computer.
4. Click the name of your iPad in the Devices category.
5. Click the **Apps** tab. The Apps screen appears.
6. Scroll down to the bottom of the Apps screen until you see the File Sharing category, as shown in Figure 38-1.

**\* NOTE: If any other iPad apps you have can share files with your computer, you'll find those apps listed in this File Sharing category as well.**



**FIGURE 38-1:** The File Sharing category appears at the bottom of the Apps screen.

7. In the Apps category, click the name of the app that will open your Microsoft Office file. (In other words, click **Pages** for Word documents, **Numbers** for Excel spreadsheets, or **Keynote** for PowerPoint presentations.) The right list box displays Pages, Numbers, or Keynote Documents.
8. Click **Add**. A Choose a File dialog appears where you can click a file and click **Choose**. (For a faster way to import a file, just drag and drop the file into this document list box.) Your chosen file appears in the Documents list box.
9. From the Home screen of your iPad, tap the icon of the iWork app that you want to use to edit the Microsoft Office file you just added. Your chosen app (Pages, Numbers, or Keynote) screen appears.
10. (Optional) Tap **My Documents/Spreadsheets/Presentations** if the My Documents/Spreadsheets/Presentations screen doesn't appear when you open the iWork app, as shown in Figure 38-2.
11. Tap the **Folder** icon in the upper-right corner of the My Documents screen. An Import Document window appears, listing all the files you can import, as shown in Figure 38-3.
12. Tap the Microsoft Office file that you want to import. Your iWork app opens your chosen file. Now you can view and edit this document as much as you want.



**FIGURE 38-2:** The My Documents/Spreadsheets/Presentations screen displays a folder icon in the upper-right corner.



**FIGURE 38-3:** The Import Document window lets you choose a file to import into Pages, Numbers, or Keynote.

\* **NOTE:** When you import a file into Pages, Numbers, or Keynote from Word, Excel, and PowerPoint, the conversion may not be 100 percent accurate. The simpler your files, the more accurate the conversion process will be.

## Transferring Microsoft Office Files from Your iPad to Your Computer

After you have either created a document in an iWork app on your iPad or imported and edited a Microsoft Office file in an iWork app, you may want to send it back to your computer.

When you export a document out of an iWork app, you can save your file in one of three file formats:

- ▶ PDF
- ▶ iWork format (as a Pages, Numbers, or Keynote file)
- ▶ Microsoft Office format (as a Word file)

Saving a file in PDF lets any computer view your data, but without special PDF-editing software, other people won't be able to edit that data. As a result, PDF is most useful for sharing data for others to read, especially among people who may be using different types of computers.

Saving a file in an iWork format is useful only if you're transferring the files to a Macintosh computer that has iWork. Using iWork file formats is the most reliable way to preserve formatting in files you're sharing between your iPad and your computer. However, if you're using a Windows computer, then you won't be able to use the iWork file format.

Saving a file in a Microsoft Office file format is useful when you need to share data with others and let them edit that data using Microsoft Office on either a Windows or Macintosh computer. The drawback is that the file conversion process may not be completely accurate when saving files in a Microsoft Office format.

### Exporting a File out of iWork

After you have edited a file in iWork, you need to export it before you can transfer it to your computer. To export a file out of an iWork app, follow these steps:

1. From the Home screen, tap the iWork app icon that you want to use. Your chosen iWork app screen appears.
2. (Optional) Tap **My Documents/Spreadsheets/Presentations** if the My Documents/Spreadsheets/Presentations screen doesn't appear when you opened the iWork app, as shown earlier in Figure 38-2. You may need to hold your iPad in portrait mode to view the My Documents/Spreadsheets/Presentations button in the upper-left corner of the screen.
3. Slide your files left or right until you highlight the file you want to export.
4. Tap **Share**, which is the leftmost icon in the bottom middle of the screen. A menu pops up, as shown in Figure 38-4.
5. Tap **Export**. An Export Document window appears, as shown in Figure 38-5.
6. Tap a file format icon such as PDF, Word, Pages, Numbers, or Keynote.

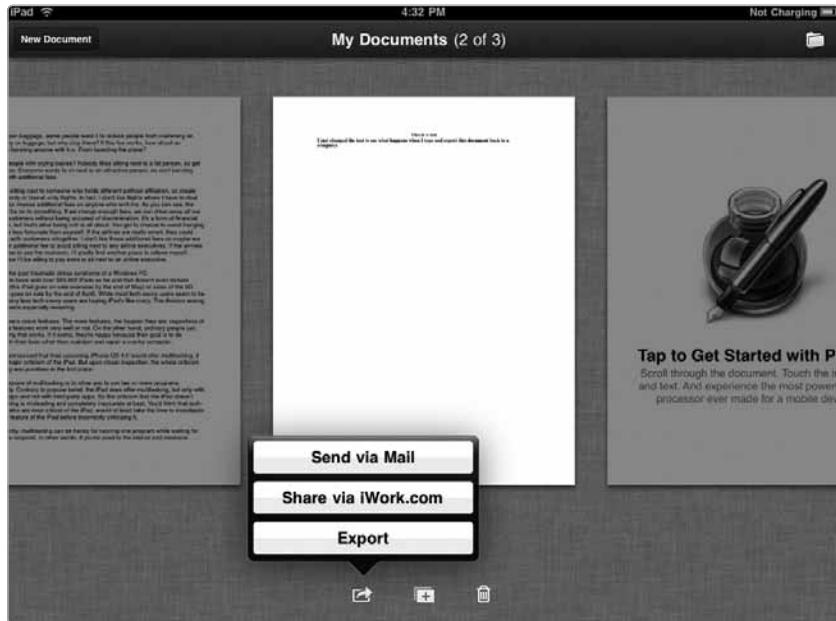


FIGURE 38-4: Tapping the Share icon displays a pop-up menu.



FIGURE 38-5: The Export Document window lets you define a file format.

\* **NOTE:** The Numbers and Keynote apps on the iPad can only export files as PDF or iWork files, not as Excel or PowerPoint files.

## Transferring a File to Your Computer

After you have exported a file out of iWork, you'll need to transfer that file to your computer. To transfer Microsoft Office files from your iPad to your computer, follow these steps:

1. Connect your iPad to your computer using the USB cable.
2. Run iTunes on your computer.
3. Click the name of your iPad in the Devices category.
4. Click the **Apps** tab. The Apps screen appears.
5. Scroll down to the bottom of the Apps screen until you see the File Sharing category.
6. Click the name of the app, in the Apps category, that you used to edit your Microsoft Office file. (In other words, click **Pages** for Word documents, **Numbers** for Excel spreadsheets, or **Keynote** for PowerPoint presentations.) The right list box displays Pages, Numbers, or Keynote Documents.
7. Click **Save to**. A Choose a Folder dialog appears where you can click a folder and click **Choose**. At this point, you can open and edit the file on your computer.

## Managing Imported Files on Your iPad

When you're transferring Microsoft Office files back and forth between your computer and your iPad, you must make sure you're using the latest, current version of a file. It's possible to lose track of which file is the most current version and then wind up editing two separate versions of the file, making it difficult to tell which is the file that you really need.

To help reduce this problem, you can rename files or delete them to avoid confusion. This can keep you from opening the same imported file after you may have saved and exported a different version within iWork.

### Renaming a File

To rename a file, you have to use the iTunes program on your computer and follow these steps:

1. Connect your iPad to your computer using the USB cable.
2. Run iTunes on your computer.
3. Click the name of your iPad in the Devices category.
4. Click the **Apps** tab. The Apps screen appears.
5. Scroll down to the bottom of the Apps screen until you see the File Sharing category.

- Click the name of the app, in the Apps category, that you used to edit your Microsoft Office file. (In other words, click **Pages** for Word documents, **Numbers** for Excel spreadsheets, or **Keynote** for PowerPoint presentations.) The right list box displays Pages, Numbers, or Keynote Documents.
- Click the name of the file you want to rename. Your chosen filename appears highlighted.
- Type a new name or edit the existing name using the cursor keys and the BACKSPACE or DELETE keys. Then press the RETURN (Mac OS) or ENTER (Windows) key. Your file now displays its new name.

## Deleting a File from an iWork App

To delete files stored in the iWork app on your iPad, follow these steps:

- From the Home screen, tap the iWork app icon that contains the files you want to manage. Your chosen iWork app screen appears.
- (Optional) Tap **My Documents** if the My Documents screen doesn't appear when you opened the iWork app. You may need to hold your iPad in portrait mode to view the My Documents button in the upper-left corner of the screen.
- Tap the **Folder** icon in the upper-right corner of the screen. The Import Document window appears.
- Tap **Edit**. Red circles with a white dash appear to the left of each file.
- Tap the red circle with the white dash that appears to the left of a file you want to delete. A Delete button appears, as shown in Figure 38-6.



**FIGURE 38-6:** You can delete files within the Import Document window.

6. Tap **Delete**. Your chosen file disappears.
7. Tap **Done**, and then tap **Close** to return to the My Documents screen.

## Additional Ideas for Transferring Microsoft Office Files

Transferring Microsoft Office files to your iPad to edit them may be nice, but another reason to transfer files to your iPad is to carry and present them without having to lug around a bulky laptop computer. Now you can create your PowerPoint presentations, transfer and store them on your iPad, and give your presentation solely through your iPad. Just connect the iPad to a projector (using an optional video adapter), and you turn your iPad into a presentation tool. If you need to make last-minute changes, edit the presentation directly on your iPad.

If you have a Macintosh, you may find it easier to ditch Microsoft Office and use Apple's iWork on both your iPad and your Macintosh. This will give you near-seamless file format compatibility so you won't find an unpleasant surprise when opening a file and seeing the formatting all messed up.

Remember, the iWork suite won't be the only app that offers the ability to sync documents and other files. The App Store has plenty of third-party PDF readers, text editors, and more. As more companies offer iPad versions of their software, you can expect to share files between these other programs using the same methods explained in this chapter.