

THREE RECOMMENDED OPTIONS FOR CREATING DOCUMENTS

iWork



Benefits

- Built in to iPad OS/Created FOR the iPad
- Feature rich and easy to use
- Presentations easy to present and control from iPad using Keynote and Apple TV
- Can import and/or export many formats including Office documents

Challenges

- Does not work seamlessly (or sometimes at all) with other storage systems
- Proprietary file format that is not widely used or recognized outside of the Apple ecosystem

GoogleDocs



Benefits

- Easy to use
- Excellent sharing and collaborating options
- Auto backup
- Easy to access from almost anywhere you can sign-in to your google account

Challenges

- No "powerpoint"/presentation app for iPad
- iPad apps are cumbersome
- Limited features compared to other options.
- Cloud dependent

Microsoft Office



Benefits

- Familiar features and functions
- Standardized and widely used format
- Many of your documents are probably already in this format

Challenges

- Without a yearly subscription, one can only view documents
- iPad apps do not yet work seamlessly with documents created by your computer