

iCloud[™]
& *iTunes*[®]
Match

FOR
DUMMIES[®]

in a
day

Barbara Boyd

*iCloud™ &
iTunes® Match
In A Day*
FOR
DUMMIES®

by **Barbara Boyd**



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John Wiley & Sons, Inc.

iCloud™ & iTunes® Match In A Day For Dummies®

Published by
John Wiley & Sons, Inc.
111 River Street
Hoboken, NJ 07030-5774
www.wiley.com

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Published by John Wiley & Sons, Inc., Hoboken, New Jersey

Published simultaneously in Canada

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ISBN 978-1-118-39795-4 (ebk); ISBN 978-1-118-39797-8 (ebk); ISBN 978-1-118-39798-5 (ebk)

Manufactured in the United States of America

10 9 8 7 6 5 4 3 2 1



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Introduction

*W*ith each new release of Apple's computer and handheld operating systems having the same information on all your devices has become instant and easy, thanks to iCloud.

iCloud isn't limited to Macs — albeit with fewer functions — it also works with Windows Vista or later.

As long as your devices are connected to Wi-Fi and iCloud is activated, additions or changes you make on your computer or one of your iOS devices appear on all your other devices. This means that with iCloud, you have instant access to the most recent versions of your data from any device, whether it's a colleague's phone number, an e-mail you received, or photos you took at last week's cookout.

What You Can Do in a Day

Like the title says, this book is written to be read in about a day, but you can take a piece at your leisure. I walk you through setting up iCloud on all your devices and learning how to use the basic functions of Apple's apps. Of course, you're free to set up iCloud in one sitting and then explore the other chapters at a later time.

Foolish Assumptions

I have to assume the following:

✓ You're using one of these operating systems:

- **OS X 10.8 Mountain Lion:** Although you can access iCloud with earlier OS X versions, you won't have all the features that Mountain Lion offers.
- **Windows Vista or later:** iCloud is an easy way to keep the lines of communication open between your computer running Windows and your iOS devices.

- ✔ You're familiar with basic computer lingo. You know how to click and drag the cursor with a mouse or trackpad, open menus, and navigate folders and files in choosers or directories.
- ✔ You have an iOS device that runs at least iOS 6, and you're familiar with basic iOS navigation gestures, such as tap and swipe. Again, iCloud works with iOS 5, but you'll have all the features with the latest iOS version.
- ✔ You know how to connect to the web from your computer and your iOS devices — iPhone, iPad, or iPod touch — and know the difference between Wi-Fi and a cellular data connection.

Icons Used in This Book

The icons sprinkled throughout the book indicate something extra you might find useful, things to be aware of, or more detailed information you can find online.



These little items make using iCloud and iTunes Match easier and often have to do with using two different aspects together.



This icon alerts you to something that could cause trouble or a technological glitch.



These reminders usually repeat something in the book that I think you should recall.



This icon invites you to visit www.dummies.com/go/inaday/icloudanditunismatch to read articles related to iCloud and iTunes Match.

Chapter 1

Getting Started with iCloud

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In This Chapter

- ▶ Understanding iCloud
 - ▶ Creating an iCloud account
 - ▶ Signing in with an existing Apple ID
 - ▶ Turning iCloud Services on and off
 - ▶ Setting up iCloud in Windows
-

In the simplest of terms, iCloud, a free Apple service that's built-in to both the iOS and Mac operating systems, allows you to share data and documents between iOS devices, or between iOS devices and a Mac or PC. If you have an iPhone, iPad, or iPod touch running iOS 5 or later; and a computer running OS X Lion 10.7.2 or later, or Windows Vista or later with Outlook 2007 or 2010 and the iCloud Control Panel installed, you can use iCloud.

Often, when you hear terms like *sharing*, *syncing*, and *remote storage*, however, suspicion arises. Questions start popping into your head: Where is my data really going? Who can see it? Will I lose it? Just what exactly is stored? This chapter aims to answer those questions and show you how to set up iCloud to work to your best advantage.

Although iCloud is easy to use and mostly transparent after you have it up and running, there are a few variations in the setup that depend on the type of devices you use, the type of Apple ID you have, and how you want to use iCloud.

Understanding iCloud

Here are a couple of things you should know about what iCloud does and doesn't do:

- ✔ **Provides backup protection:** Use iCloud to back up your iOS devices instead of using iTunes. The backup file is stored remotely on iCloud instead of on your computer.
- ✔ **Allows you to work on multiple iOS devices:** Upload documents from your computer and then access them from your other devices. Having said that, you can't back up your computer to iCloud.
- ✔ **Automatically syncs your data:** iCloud syncs data, such as address books and calendars, between devices. A useful feature (that can, admittedly, be a little complicated) is that you can choose to sync some things on one device and others on another.

The best part about iCloud syncing is that it's automatic, which means when you make a change on one device, the information is shared to your other iCloud-enabled devices immediately:

- *Data:* Phone numbers, appointments, notes, and your devices' locations. I explain managing this data in this chapter; using the specific apps on iCloud.com is explained in Chapter 3.
- *Purchases:* Music, books, videos, podcasts, iTunes U courseware, and apps from the iTunes and App Stores. You can re-download anything for free. You can also subscribe to iTunes Match to stream and download songs you have from iTunes or other sources, which I explain in Chapter 5.
- *Photos:* Photo Stream stores photos uploaded from your devices for 30 days, giving you time to download the ones you want to keep on your iOS devices. As many as 1,000 of your most recent photos are pushed from Photo Stream to your iOS devices, while all photos in your Photo Stream are pushed to your computer. In addition, Photo Stream lets you share photos. Read more about Photo Stream in Chapter 2.



- *Documents in the cloud:* Letters, spreadsheets, presentations, or any other kind of document created with an iCloud-enabled app. Documents in the cloud is explained in depth in Chapter 2.



Unlike remote storage services (such as SugarSync or Dropbox), where you can store whatever kind of documents you want, Documents in the cloud stores and syncs only those documents created with iCloud-enabled apps. You have 5GB of free storage with your iCloud account and can purchase additional storage, which is explained in Chapter 6.

The following apps are iCloud-enabled:

- ✓ Contacts
- ✓ Mail accounts and messages
- ✓ Messages
- ✓ Notes
- ✓ Reminders
- ✓ Calendars
- ✓ Safari bookmarks and tabs (and Internet Explorer bookmarks)
- ✓ Photos, when Photo Stream is activated
- ✓ iWorks suite: Pages, Keynote, and Numbers
- ✓ Find My iPhone (works for iPad and iPod touch) and Find My Mac
- ✓ Find My Friends
- ✓ Back to My Mac (gives you remote access to your Mac)



Third-party developers can, and probably will, build iCloud-support into apps sold at the App Store so that data associated with those apps can be pushed to all your devices via iCloud and documents created in those apps can be stored in iCloud and accessed from all your devices. Go to www.dummies.com/go/inaday/icloudanditunesmatch to see a list of iCloud-enabled third-party apps.

Your data is available on all devices continuously and in real time as long as you have an Internet connection. Synchronization allows you to begin an activity on one device

and continue it on another. For example, you can begin a conversation in Messages on your Mac and then continue it on your iPhone later. Or, you can outline presentation ideas in Keynote on your iPad and then fine-tune it on the larger screen and more robust version of Keynote on your Mac.

Your data is physically stored on Apple's iCloud server (somewhere in North Carolina) that can be decrypted by Apple if requested by a governing body that can legally make such a request. If you have highly sensitive information that could put you, or your company, at risk, iCloud might not be for you. If you're worried about sharing too much information, use iCloud only for sharing music on iTunes and banal items, like grocery lists.

As for losing your data, iCloud helps you avoid that painful scenario. You do want to pay attention if you turn iCloud off for specific apps, and I talk about that in Chapter 2.

Creating an iCloud Account

To create an iCloud account, you need an Apple ID and password. You have to create an iCloud account but once and then use the same Apple ID and password to activate iCloud for each of your devices. You have two options:

- ✔ Create a new Apple ID and password.
- ✔ Use your existing Apple ID.

If your Apple ID uses an e-mail address format, such as `lilypond429@gmail.com` or `babsboyd@me.com`, you can use that for your iCloud account and skip ahead to the section “Signing In with an Existing Apple ID.”

However, if your Apple ID is a name — say, `LilyPond` — you can't use it for iCloud, and you have to create a new Apple ID that works with iCloud. Apple doesn't offer a way to change your existing Apple ID or merge two Apple IDs. You use the iCloud account for iCloud operations and the other Apple ID for operations associated with it, such as purchases at the iTunes Store.