

iPhone/iPad Workshop Reference Sheet.

1/26/19

OVERVIEW (Slides)		
	PART 1: December 19, 2017	Presentation Video
1	The Apple Ecosystem	Leverage the power of the Apple Ecosystem
2	Apple User Guides	Search for "Apple User Guides" in the Books app for your device and current iOS version.
3	iPhone/iPad User Guide for iOS 11.1	Available in the Books app, online and on the TVAUG.ORG web site (Links page).
4	Apple Help and Tutorial Resources	Apple Support App, go to http://www.apple.com/support , call (800) MY APPLE
5	Other Help and Tutorial Resources	Google, YouTube, MacMost, TechTalk America, TVAUG Resources
6	iPhone & iPad Features	Review the features of your device in the respective User Guide.
7	Status Icons	Review and understand the Status Icons on your phone. HT207354
8	iPhone/iPad Workshop Ref. Sheet	Links to Apple web sites or Apple "HTxxxxx" articles are referenced for more information.
iPhone REVIEW		
9	Setup your iPhone	Turn on your iPhone, then follow the setup assistant. HT202033
10	Forgot your Apple ID or Passcode?	Recover Apple ID, reset Apple ID password or Passcode. HT201354 HT201487 HT204306
11	Gestures	Tap, Drag, Swipe and Pinch are all you need. e.g. Pinch in Maps.
12	App Store	Use the App Store to browse, purchase and download apps to your iPhone.
	PART 2: January 16, 2018	Presentation Video
13	Move apps and create folders.	Touch an app till it jiggles, then move/delete it. Hit the Home button to set. HT200290
14	Switch between apps	Double click the Home button to select an app. Swipe app up to close it. HT202070
15	Control Center (Camera/Timer etc.)	Use and customize the Control Center for quick access to apps and settings. HT202769
16	3D Touch (iPhone 6s and later)	Examples: Press on Flashlight, Alarm, Camera, Notifications (Lock Screen).
17	Notifications	Swipe down from top bezel in any screen. (Set what is covered in #26). HT201925
18	Today View	Swipe Right from left edge of Home or Lock screen. HT207122
	PART 3: February 20, 2018	Presentation Video
19	Search (iPhone, Internet & apps)	Swipe down from within the home or secondary screens to access. HT201285
SETTINGS (app with the gears icon)		
20	Your Name /Apple ID, iCloud, etc.	Ready access to settings for iCloud, iTunes & App Store and Family Sharing. HT208681
21	Airplane Mode	Avoid roaming charges, allows use of your phone on planes (but not calls). HT204234
22	Wi-Fi	Connect to Wi-Fi, manage an AirPort (Apple router) network. <i>Know your speed.</i> HT202639
23	Bluetooth	Connect wireless headphones, speakers, car audio. apple.com/support/Bluetooth HT204091
24	Cellular	Turn on/off cellular data, check and control cellular data and app usage. HT201673
25	Personal Hotspot (& <i>Instant Hotspot</i>)	Create Wi-Fi network for your other devices. (see also Instant Hotspot). HT204023
26	VPN	A Virtual Private Network provides secure access over the Internet. See User Guide.
27	Notifications	Set which apps and govt. alerts you would like to provide notifications. HT201925
	PART 4: March 20, 2018	Presentation Video
28	Control Center	Set access and customize controls to be included. e.g. Magnifier. HT202769

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29	Do Not Disturb	Do Not Disturb is an easy way to silence your iPhone. HT204321
	SETTINGS/GENERAL	
30	- About	View iPhone name, no. of songs, photos, apps, storage used, iOS version
31	- Software Update	Keep current for best functionality and security. HT204204
32	- AirDrop	Set which people you can share information instantly. HT204144
33	- Handoff	Pick up on one device where you left off on another. Uses Bluetooth. HT204681
34	- Universal Clipboard	Cut or copy content from one iOS or Mac device and paste it on another. HT204681
	PART 5: April 17, 2018	Presentation Video
34a	- Multitasking & Dock (iPad only)	Allows split views, video overlay, various gestures, Recent apps in the dock. HT207582
35	- CarPlay	CarPlay puts key iPhone apps on your car's built-in display. HT205634 apple.com/ios/carplay
35a	- Home Button (iPhone only)	This has just been added and may not appear on your phone. Adjust feel. HT203017
36	- Accessibility	Check out the 33 iPhone/29 iPad great features in the User Guides. apple.com/accessibility
37	- iPhone Storage	View and manage your overall device storage. HT201656
38	- Background App Refresh	Allow apps to refresh their content in the background. HT202070
39	- Restrictions	Set restrictions for some apps. Will need to set a passcode to manage these. Now HT201304
40	- Date & Time	Date & Time are usually set based on your location. HT203483
41	- Keyboard	Set options for typing or adding keyboards, predictive text, “.” Shortcut etc. HT202178
42	- Language & Region	Check your settings are as you wish. HT204031
43	- Dictionary	Set the dictionaries you would like to use (e.g. American English, Apple).
44	- iTunes Wi-Fi Sync	Setup iTunes to wirelessly sync music, videos, photos to your iPhone. HT201253
45	- VPN (Virtual Private Network)	Provides secure access to private networks. Needs a VPN app.
46	- Profile	Profiles are normally used by large organizations to manage devices
47	- Regulatory	Provides regulatory info. Can also find your device's Model Number here.
48	- Reset	Restart, update, reset and restore. Restart: HT201559 Update: HT204204 Reset: HT201274
49	- Shut Down	Slide to Power Off.
	PART 6: May 15, 2018	Presentation Video
50	Display & Brightness	Dim the screen, use Night Shift, Auto-Lock, Zoom Display. HT202613
51	Wallpaper	Choose a background image for the Lock Screen or Home screen or both. HT200285
52	Sounds	Change settings for Vibrate, the Ringer and Sound tones for various actions. HT203794
53	Siri and Search	Setup Siri, apps you would like searched and included in Siri Suggestions. HT201285
54	Touch ID & Passcode	Set TouchID, or passcodes to unlock phones, Apple Pay, App Store etc. HT201371
55	Emergency SOS	Settings to make an emergency call, Auto Call, Emergency Contacts. HT208076
56	Battery	Set Low Power Mode, Show Battery %, See Battery Usage by app. HT208387
	PART 7: December 18, 2018	Presentation Video
57	Privacy	Control which apps can access Location Services etc. apple.com/privacy HT205223

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58	iTunes & App Store	Can set for automatic downloads, use cellular network for automatic downloads (iPhone only).
59	Wallet & Apple Pay	Use Wallet to keep cards & passes, Apple Pay to make secure purchases. apple.com/apple-pay
60	Passwords & Accounts	Set up mail, contacts, calendar accounts and which apps to sync. iCloud Keychain: HT204085
61	Mail	Select settings.
62	Contacts	Select settings.
63	Calendar	Select settings.
64	Notes	Select settings.
65	Reminders	Select settings.
66	Voice Memos	Select Settings.
67	Phone	Select appropriate settings, call blocking, Wi-Fi Calling (if available).
68	Messages	Select Settings.
69	FaceTime	Select Settings.
70	Maps	Select Settings.
71	Compass	Select Settings.
72	Measure	Select Settings.
73	Safari	Select Settings.
74	News	Select Settings.
75	Stocks	Select Settings.
76	Home (iPad only)	Choose if you wish to use your iPad as a Home Hub.
77	Music	Select Settings.
78	TV	Select Settings.
79	Photos	Select Settings.
80	Camera	Select Settings.
81	Books	Select Settings.
82	Podcasts	Select Settings.
83	iTunes U	Select Settings.
84	Game Center	Game Center app discontinued in iOS 10 on. Some features built into iOS.
85	TV Provider	Use Single Sign-on to authenticate cable/satellite subscription credentials.
86	Your Apps	Select Settings for all your Apps
	PART 8: January 23, 2019	Presentation Video
87	AirDrop	Use AirDrop to share your photos, videos and other documents with nearby Apple devices. HT204144 Use AirDrop on your iPhone, iPad or iPod touch. Turn on: Settings/General/AirDrop
88	AirPlay	Use AirPlay to stream content, mirror your iPhone/iPad to a TV via Apple TV. apple.com/airplay HT204289 How to AirPlay video and mirror your device's screen to Apple TV HT208728 AirPlay system requirements (and about AirPlay and AirPlay 2)
89	AirPrint	Print wirelessly to an AirPrint enabled printer on the same Wi-Fi network. HT201311

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90	App Store	Browse, purchase and download apps to your iPhone/iPad. http://apple.com/ios/app-store
	PART 9: February 19, 2019 (next)	<i>Then March 27, April 16 and May 22, 2019, then enjoy a break in the summer.</i>
91	Apple Pay	Use Apple Pay to make payments in stores, apps and web sites. apple.com/apple-pay See Wallet in the iPhone User Guide Apple Pay with iPhone Apple Pay with Watch See Apple Pay in the iPad User Guide HT201469 About Apple Pay HT204506 Setup Apple Pay HT207886 Setup Apple Pay Cash and person to person payments HT207875 Send, receive, and request money with Apple Pay
92	Apple Store	Get lots of information about (and purchase) Apple products and accessories.
93	Apple Support	Get help and support for all your Apple Products. 800-MY-APPLE, App, support.apple.com
94	Apple TV Remote	Can download Remote app, or add as a control in the Control Center. HT201664 Setup the Apple TV Remote app
95	Books (was iBooks)	Get books, audiobooks, multimedia books, store pdfs, manuals. apple.com/apple-books See Chapter on Books in the iPhone and iPad User Guides Apple Teacher Everyone Can Create HT201478 Read Books and more with Apple Books on your iPhone or iPad HT205751 Save and edit PDFs on your iPhone or iPad with the Books app
96	Calculator (iPhone only)	Access standard calculator, rotate 90° for scientific calculator. Ask Siri. See iPhone User Guide
97	Calendar	Setup multiple calendars, share calendars with Family Sharing. HT202337 Keep your Calendar up to date with iCloud
98	Camera	Time-Lapse, Slo-Mo, Video, Photo, Portrait, Square, Pano. Flash/Live/Alarm/Filters. HT207260
99	Clock	View world clocks, set timers and alarms, stopwatch, sleep and wake alarms. Alarms: HT207512
100	Clips	Make fun videos simply, add music, photos, emoji and artistic effects. apple.com/clips
101	Compass/Level	Find a direction, see your latitude/longitude, find level, match a slope imore.com/compass-app
102	Contacts	Contacts lets you see and edit your personal, business and other contacts. See User Guide .
103	FaceTime	Make video or audio calls to other iOS devices or Mac computers. See User Guide .
104	Family Sharing	Share iTunes/App Store/Books Store purchases etc. with up to six in family. HT201060
105	Files	Files brings all your documents together to browse, search and organize them. HT206481
106	Find My Friends	Share your locations with selected people, get notifications. HT201493
107	Find My iPhone	This app can locate your lost iPhone, iPad or Mac and protect its data. HT201472
108	GarageBand	iPad/iPhone can be a series of Touch instruments and a studio. support.apple.com/garageband
109	Health	Track your health in 4 categories: Activity, Sleep, Mindfulness, Nutrition. apple.com/ios/health/
110	Home	The Home app provides a secure way to control HomeKit accessories. apple.com/ios/home/
111	iCloud Drive	Access your documents across all your devices setup with iCloud Drive. HT204025 HT201104
112	iMovie	Create, edit and share your videos, make Hollywood style trailers. apple.com/imovie/
113	iTunes Movie Trailers	Browse trailers and featurettes from Hollywood movies, find showtimes near you.
114	iTunes Remote	Control iTunes via your iPhone from anywhere in your home.
115	iTunes Store	Use the iTunes store to get music, movies, TV shows. HT201762
116	iTunes U	Free courses at all levels from top notch educational institutions around the world.
117	Keynote	Easily create & collaborate on presentations. See Keynote Starter Guide in Books iPhone iPad

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118	Mail	Send and receive messages, attachments, use Siri. See Mail chapter in the User Guides in Books .
119	MacTracker	Download MacTracker from the App Store and check it out! See mactracker.ca
120	Magnifier	Add to Control Center in Settings>Control Center> Customize Controls.
121	Maps	Find places, get directions, find your car, 3D and flyover. See Maps chapter in the User Guides .
122	Measure/Level	Measure rectangular objects nearby, find level, match a slope. HT208924
123	Messages	Send texts, photos. iMessages (blue), SMS/MMS (green). See Messages chapter in User Guides .
124	Music	Listen to Music on your iPhone or streamed (\$10/mo.). See Music chapter in User Guides .
125	Music Memos	Capture your musical ideas and get accompaniments. apple.com/music-memos
126	News	Get personalized content of news and magazines. See User Guide . HT202329 apple.com/news
127	Notes	Keep notes (text, photos, web links, sketches), encrypt notes. See User Guides , HT205773
128	Numbers	Easily create and collaborate on spreadsheets. See Numbers Starter Guide iPhone iPad
129	Pages	Easily create and collaborate on multimedia documents. See Pages Starter Guide iPhone iPad
130	Pencil	Great for drawings, sketches and annotations on your iPad Pro. HT205236
131	Phone	Make or receive a call on your iPad or Mac, Wi-Fi calling etc. See Phone chapter in User Guide .
132	Photos	Store, edit, manage and share your photos and videos. See Photos chapter in User Guide .
133	Podcasts	Browse, subscribe to and play your favorite audio or video podcasts. User Guides , HT201859
134	Reminders	Keep reminders of things to do, schedule reminders, location reminders. User Guides , HT205890
135	Restart, Update, Reset and Restore	Get your phone working again, keep secure with updates to your software. User Guides HT201559 Restart your iPhone or iPad. HT201263 If you can't update/restore your iPhone/iPad. HT201252 Restore your iPhone or iPad to factory settings HT201412 iPhone or iPad is frozen.
136	Safari	Sync with Safari on your other devices through iCloud, Reader View. See User Guides
137	Screen Recording	Add to Control Center in Settings>Control Center> Customize Controls. HT207935 How to record the screen. HT200289 How to take a Screenshot
138	Settings	Make sure you understand and set the important settings to your preferences (see #20 to 86).
139	Shortcuts	Create your own shortcuts, get things done quickly. Shortcuts User Guide
140	Siri	Ask Siri to set an alarm, get directions, search, send a note, etc. See User Guides , HT204389
141	Stocks	Keep track of your stock portfolio. See User Guides
142	Tips	Use this app to get the most from your devices with useful Tips from Apple.
143	TV	Watch movies and TV shows from your favorite apps in one place. See User Guides , HT207254
144	Videos	Videos has been replaced by the TV app. See User Guides
145	Voice Memos	Use your iPhone as a portable recording device, add to Control Center. User Guides , HT206775
146	Wallet	Use Wallet to keep cards and passes in one place for easy access. iPhone User Guide , HT204003
147	Watch	Pair and sync your Apple Watch & iPhone. See Apple Watch User Guide HT204505 Setup your Apple Watch. HT205552 How to use your Apple Watch
148	Weather	Get your local and world-wide current and forecast weather. See User Guides , HT207492