

iPhone/iPad Workshop Reference Sheet

January 21, 2019

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	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 HT201488
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 HT204234
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

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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/carp
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/accessibil
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 HT2013
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: HT2
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

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58	iTunes & App Store	Can set for automatic downloads, use cellular network for automatic downloads (iPhone or
59	Wallet & Apple Pay	Use Wallet to keep cards & passes, Apple Pay to make secure purchases. apple.com/app
60	Passwords & Accounts	Set up mail, contacts, calendar accounts and which apps to sync. iCloud Keychain: HT204
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/Air
88	AirPlay	Use AirPlay to stream content, mirror your iPhone/iPad to a TV via Apple TV. apple.com/ HT204289 How to AirPlay video and mirror your device's screen to Apple TV HT208728 AirPlay system requirements (and about AirPlay and AirPlay 2)

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90	App Store	Browse, purchase and download apps to your iPhone/iPad. http://apple.com/ios/app
	PART 9: February 19, 2019	Presentation Video
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 . See Apple Pay in the iPad User Guide . See Wallet and Apple Pay in the Apple Watch User Guide . HT201469 About Apple Pay HT204506 Setup Apple Pay HT201239 Using Apple Pay in Stores, within Apps, and on the Web. HT207886 Setup Apple Pay Cash and person to person payments HT207875 Send, receive, and request money with Apple Pay HT207884 Apple Pay Cash and person to person payments limits Videos: Add a Card iPhone & Touch ID iPhone & Face ID Apple Watch Apple Pay
92	Apple Store (Retail)	Get lots of information about (and purchase) Apple products and accessories.
	PART 10: May 22, 2019	Presentation Video
92	Apple Store (Online and App)	Get lots of information about (and purchase) Apple products and accessories. apple.com Apple Store App available for your iPhone and iPad
93	Apple Support	Get help and support for all your Apple Products. Call 800-MY-APPLE (800-692-7753) Apple Support App support.apple.com YouTube Channels: Apple Channel Apple Support
94	Apple TV/Apple TV App	Watch movies, TV shows, Netflix Amazon Prime Video, Hulu and lots of other channels. See Apple TV 4K Apple TV User Guide Apple TV Support HT205358 Setup your Apple TV TVAUG Apple TV Review and Demonstration on 3
95	Apple TV Remote	Can download Remote app, add as a control in the Control Center, or use the iOS keyboard HT201664 Setup the Apple TV Remote app Apple TV Support
96	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 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 Apple User Guides Apple Teacher Starter Guides Everyone Can Create Guide
	PART 14: February 18, 2019	
	Books (was iBooks)	A hands-on interactive session on the Apple Books app
	PART 11: November 19, 2019	Presentation Video
97	Apple TV App update & Apple TV	Apple TV app: https://www.apple.com/apple-tv-app/ Apple TV+ streaming service \$4.99/mo, free first year with Apple purchase of iPhone, iPad, iPod Touch, Mac or Apple TV (for a limited time only). https://www.apple.com/apple-tv-plus/
98	Calculator (iPhone & Apple Watch)	Access standard calculator, rotate 90° for scientific calculator. Ask Siri. See iPhone User
99	Calendar	Setup multiple calendars, share calendars with Family Sharing. HT202337 Keep your Calendar up to date with iCloud HT203521 Get help using iCloud Contacts, Calendars, or Reminders
	PART 12: December 17, 2019	Presentation Video (see #125 for Part 13: Notes & #96 for Part 14: Books)

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100	Camera	Time-Lapse, Slo-Mo, Video, Photo, Portrait, Square, Pano. Flash/Live/Alarm/Filters. See the Chapter on Camera in the iPhone User Guide Taking and managing photos How to shoot on iPhone iPhone 11 or iPhone 11 Pro HT201571 iPhone 11 and iPhone 11 Pro camera features HT205659 Take and edit photos with your iPhone and iPad How to shoot on iPhone HT208843 Scan a QR code with your iPhone or iPad HT207260 Use Camera Modes on your iPhone and iPad HT203040 If the camera on your iPhone or iPad is not working HT208118 Use Portrait mode on your iPhone HT201302 Transfer photos and videos from your iPhone/iPad to your Mac or PC Videos: Depth Control - Bokeh'd Photography Accessories from Apple
	PART 15: March 17, 2020	Presentation Video TBD. (see #125 for Part 13: Notes & #96 for Part 14: Books)
101	Clock	View world clocks, set timers and alarms, stopwatch, sleep and wake alarms. See the Chapter on Clock in the iPhone User Guide HT207512 How to set and manage alarms on your iPhone
102	Clips	Make fun videos simply, add music, photos, emoji and artistic effects. apple.com/clips HT207849 Create and share a video with Clips on your iPhone and iPad
103	Compass	Find a direction, see your latitude/longitude, elevation, find level, match a slope See Chapter on Compass in the iPhone User Guide (Note: Level now in Measure app). HT210324 Use the compass on Apple Watch Series 5
104	Contacts	Contacts lets you see and edit your personal, business and other contacts. See User Guide . HT205754 Keep your contacts up to date on all of your devices with iCloud HT207207 Manage and delete contacts on your iPhone and iPad
	PART 15: April 21, 2020	Presentation Video TBD
105	FaceTime	Make video or audio calls to other iOS devices or Mac computers. See User Guide . HT204380 Use FaceTime with your iPhone and iPad HT209022 Use Group FaceTime with your iPhone and iPad
106	Family Sharing	Share iTunes/App Store/Books Store purchases etc. with up to six in family. HT201060
107	Files	Files brings all your documents together to browse, search and organize them. HT206481
108	Find My	Share your locations with selected people, get notifications. HT201493 Setup and use Find My Friends HT201472 If your iPhone or iPad is lost or stolen
	PART 16: May 19, 2020	Presentation Video TBD
109	GarageBand	iPad/iPhone can be a series of Touch instruments and a studio. support.apple.com/garageband
110	Health	Track your health in 4 categories: Activity, Sleep, Mindfulness, Nutrition. apple.com/ios/health
	PART 17: October 20, 2020	Presentation Video TBD
111	Home	The Home app provides a secure way to control HomeKit accessories. apple.com/ios/home
112	iCloud Drive	Access your documents across all your devices setup with iCloud Drive. HT204025 HT204026
113	iMovie	Create, edit and share your videos, make Hollywood style trailers. apple.com/imovie/
114	iTunes U	Free courses at all levels from top notch educational institutions around the world.
115	Keynote	Easily create & collaborate on presentations. See Keynote Starter Guide in Books iPhone/iPad

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116	Mail	Send and receive messages, attachments, use Siri. See Mail chapter in the User Guides
117	MacTracker	Download MacTracker from the App Store and check it out! See mactracker.ca
118	Magnifier	Add to Control Center in Settings>Control Center> Customize Controls.
119	Maps	Find places, get directions, find your car, 3D and flyover. See Maps chapter in the User Guide
120	Measure/Level	Measure rectangular objects nearby, find level, match a slope. HT208924
121	Messages	Send texts, photos. iMessages (blue), SMS/MMS (green). See Messages chapter in User
122	Music	Listen to Music on your iPhone or streamed (\$10/mo.). See Music chapter in User Guides
123	Music Memos	Capture your musical ideas and get accompaniments. apple.com/music-memos
124	News	Get personalized content of news and magazines. See User Guide . HT202329 apple.com
	PART 13: January 21, 2020	Presentation Video TBD
125	Notes	Keep notes (text, photos, web links, sketches), encrypt notes. See User Guides , HT205773
	PART TBD	Presentation Video TBD
126	Numbers	Easily create and collaborate on spreadsheets. See Numbers Starter Guide iPhone iPad
127	Pages	Easily create and collaborate on multimedia documents. See Pages Starter Guide iPhone
128	Pencil	Great for drawings, sketches and annotations on your iPad Pro. HT205236
129	Phone	Make or receive a call on your iPad or Mac, Wi-Fi calling etc. See Phone chapter in User G
130	Photos	Store, edit, manage and share your photos and videos. See Photos chapter in User Guide Apple Photos Support HT207368 Organize and find your photos HT204264 Setup and use iCloud Photos. HT202786 Use Shared Albums in Photos HT205703 Manage your photo and video storage HT207023 Enjoy your Memories in Photos
131	Podcasts	Browse, subscribe to and play your favorite audio or video podcasts. User Guides , HT201
132	Reminders	Keep reminders of things to do, schedule reminders, location reminders. User Guides , HT2
133	Restart, Update, Reset and Resto	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 HT201252 Restore your iPhone or iPad to factory settings HT201412 iPhone or iPad is fro
134	Safari	Sync with Safari on your other devices through iCloud, Reader View. See User Guides
135	Screen Recording	Add to Control Center in Settings>Control Center> Customize Controls. HT207935 How to record the screen. HT200289 How to take a Screenshot
136	Settings	Make sure you understand and set the important settings to your preferences (see #20 to 8
137	Shortcuts	Create your own shortcuts, get things done quickly. Apple Video Shortcuts User Guid HT208309 Use the Shortcuts app on your iPhone or iPad.
138	Sidecar	HT201380 Use your iPad as a second display that extends or mirrors your Mac Desktop.
139	Siri	Ask Siri to set an alarm, get directions, search, send a note, etc. See User Guides To activate Siri, press Home Button (or side button on iPhone X and later) HT204389 Use Siri on all your Apple devices
140	Stocks	Keep track of your stock portfolio. See User Guides
141	Tips	Use this app to get the most from your devices with useful Tips from Apple.

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142	TV	Watch movies and TV shows from your favorite apps in one place. See User Guides , HT210573 About Apple TV +
143	Videos	Videos has been replaced by the TV app. See User Guides
144	Voice Memos	Use your iPhone as a portable recording device, add to Control Center. User Guides , HT207492
145	Wallet	Use Wallet to keep cards and passes in one place for easy access. iPhone User Guide , HT207492 See also Apple Pay #91
146	Watch	Pair and sync your Apple Watch with the Apple Watch app on your & iPhone. apple.com/watch See Apple Watch User Guide HT204505 Setup your Apple Watch. HT205552 How to use your Apple Watch Videos: How to use your Apple Watch Activity App
147	Weather	Get your local and world-wide current and forecast weather. See User Guides , HT207492