iPhone/iPad Workshop Reference Sheet

	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 "HTxxxxxx" 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** **HT2**
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 ic	Review all settings and set to your needs to exploit the power of your device.
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. *Know your speed.* **HT202639**
23	Bluetooth	Connect wireless headphones, speakers, car audio. apple.com/support/Bluetooth **HT204**
24	Cellular	Turn on/off cellular data, check and control cellular data and app usage. **HT201673**
25	Personal Hotspot *(& Instant Hotspot)*	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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28	Control Center	Set access and customize controls to be included. e.g. Magnifier. **HT202769**
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**

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	PART 7: December 18, 2018	Presentation Video
57	Privacy	Control which apps can access Location Services etc. apple.com/privacy HT205223
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/a** **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**
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**
94	**Apple TV/Apple TV App**	Watch movies, TV shows, Netflix Amazon Prime Video, Hulu and lots of other channels. **S** **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 keyboar **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, 2020	**Presentation Video**
96	**Books (encore)**	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 Watc**	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)

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/gara**
110	**Health**	Track your health in 4 categories: Activity, Sleep, Mindfulness, Nutrition. **apple.com/ios/he**
	PART 17: October 20, 2020	Presentation Video TBD
111	**Home**	The Home app provides a secure way to control HomeKit accessories. **apple.com/ios/ho**
112	**iCloud Drive**	Access your documents across all your devices setup with iCloud Drive. **HT204025** **HT2**
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**

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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 Gu
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.co**
	PART 13: January 21, 2020	Presentation Video TBD
125	Notes	Keep notes (text, photos, web links, sketches), encrypt notes. See User Guides, **HT20577**
	PART TBD	Presentation Video TBD
126	Numbers	Easily create and collaborate on spreadsheets. See Numbers Starter Guide **iPhone** **iPa**
127	Pages	Easily create and collaborate on multimedia documents. See Pages Starter Guide **iPhon**
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 (
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.

142	**TV**	Watch movies and TV shows from your favorite apps in one place. See User Guides, **HT2** **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, **HT2**
145	**Wallet**	Use Wallet to keep cards and passes in one place for easy access. iPhone User Guide, **H** See also Apple Pay #91
146	**Watch**	Pair and sync your Apple Watch with the Apple Watch app on your & iPhone. **apple.com/w** 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**