



PRODUCTIVITY

June 6, 2019

UPDATES?



"Cell phones really can increase your efficiency — just turn them off!"



SAFARI

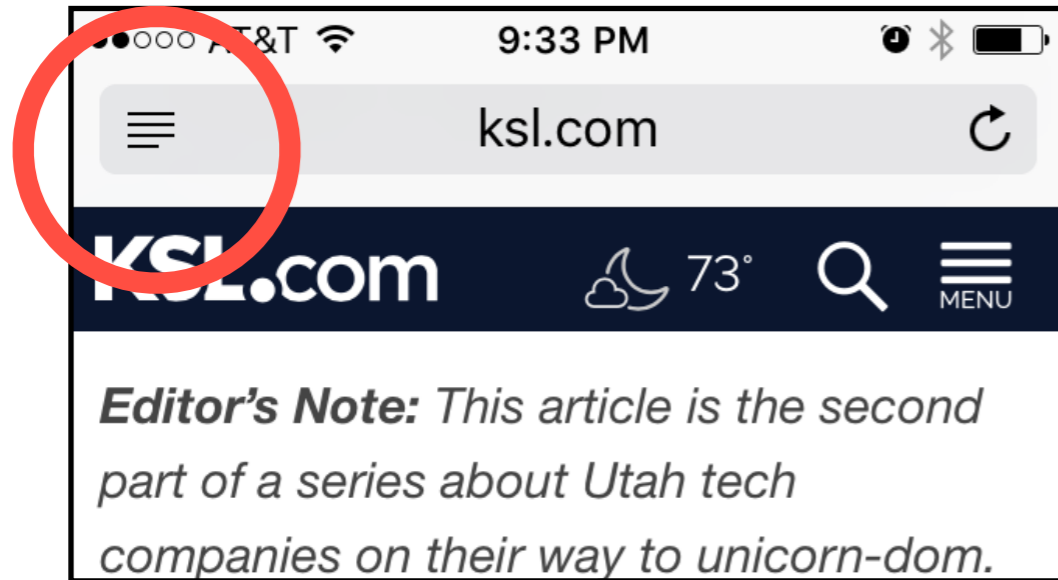
SAFARI WEB BROWSER AT A GLANCE



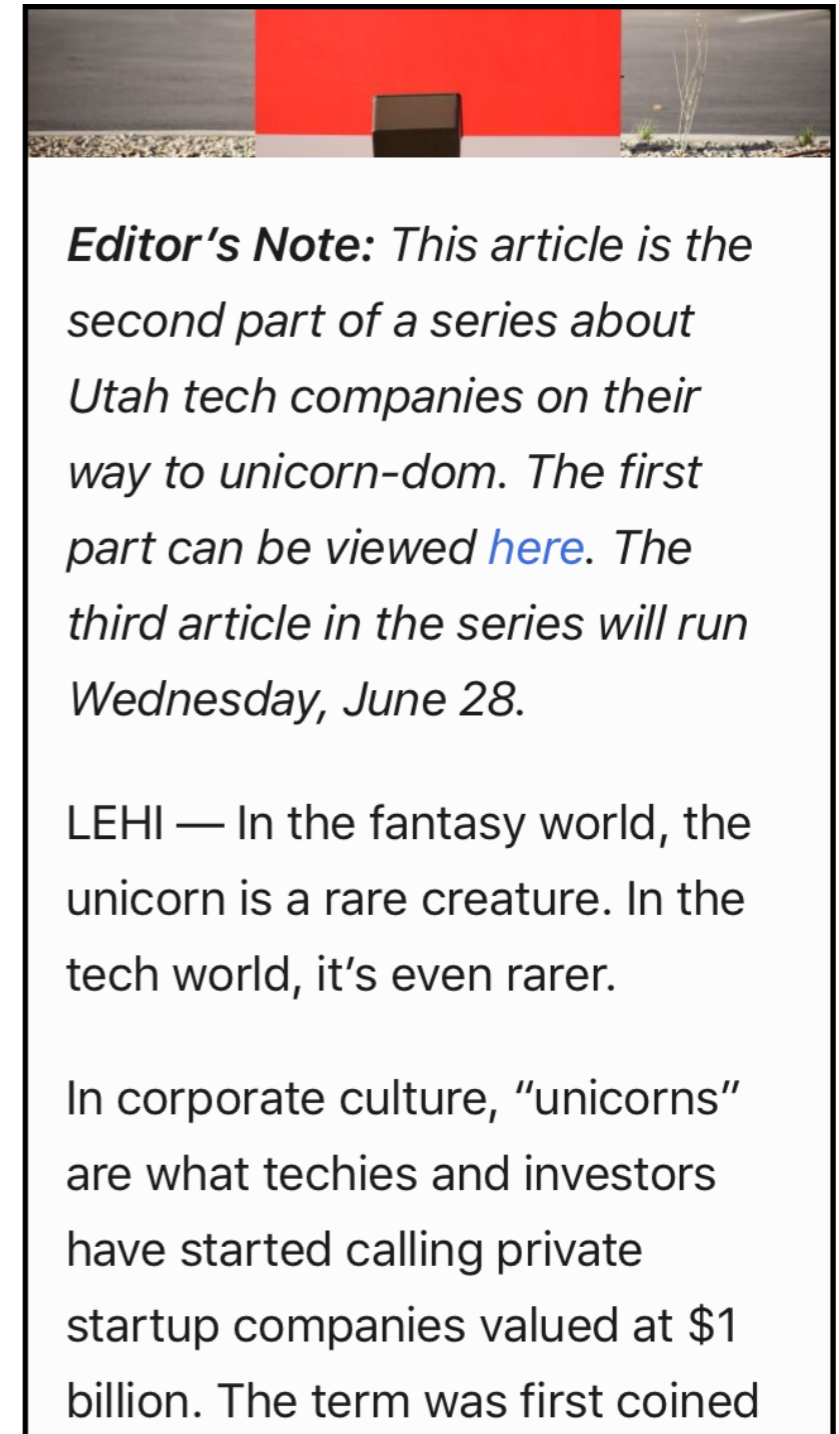
- ▶ The top bar is where you put the URL or search the web.
- ▶ The circle arrow on the top is to refresh the page
- ▶ Bottom Navigation (from left to right)
 - i. Go back one page
 - ii. Go forward one page
 - iii. Share this page
 - iv. Bookmarks
 - v. Tabs

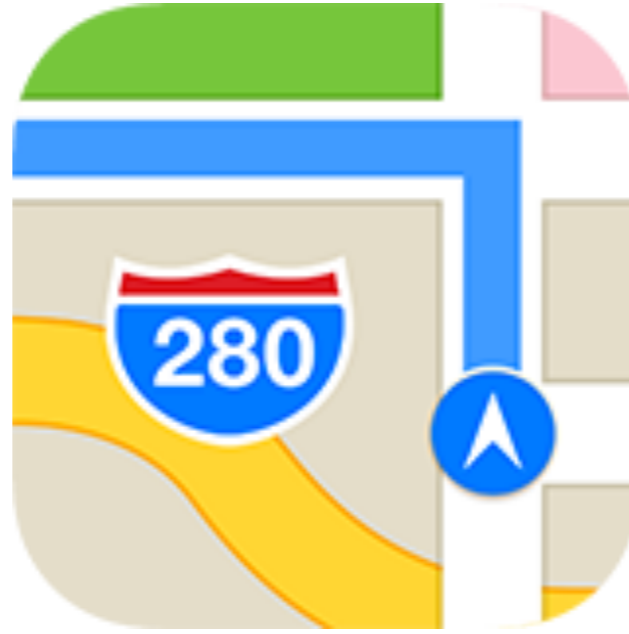


READING MODE



- ▶ Tap the reading mode icon on the navigation bar so you can read the content without any distractions.
- ▶ This is fantastic if you have an interesting webpage loaded with advertisements.



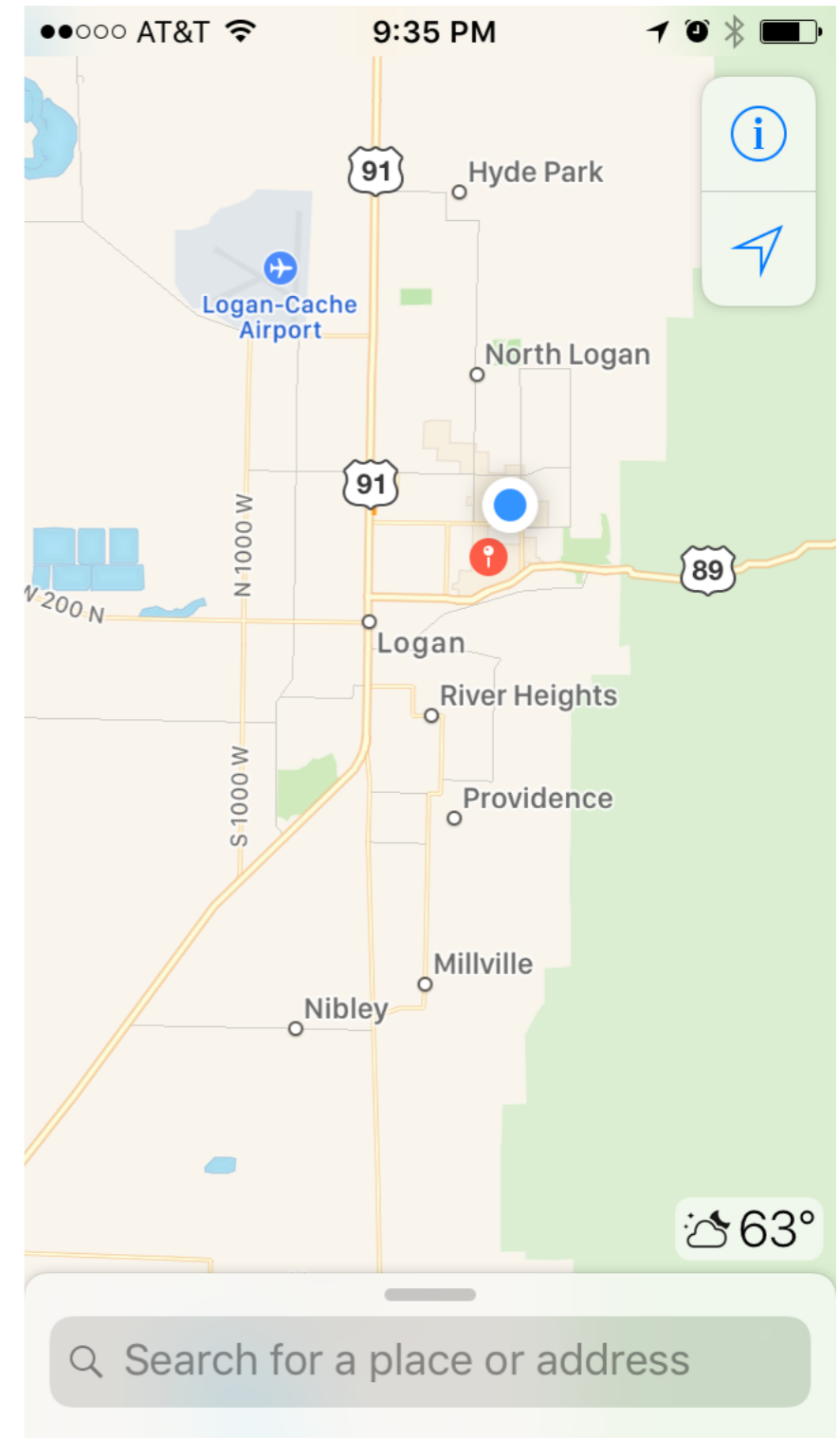


MAPS

YOUR LOCATION



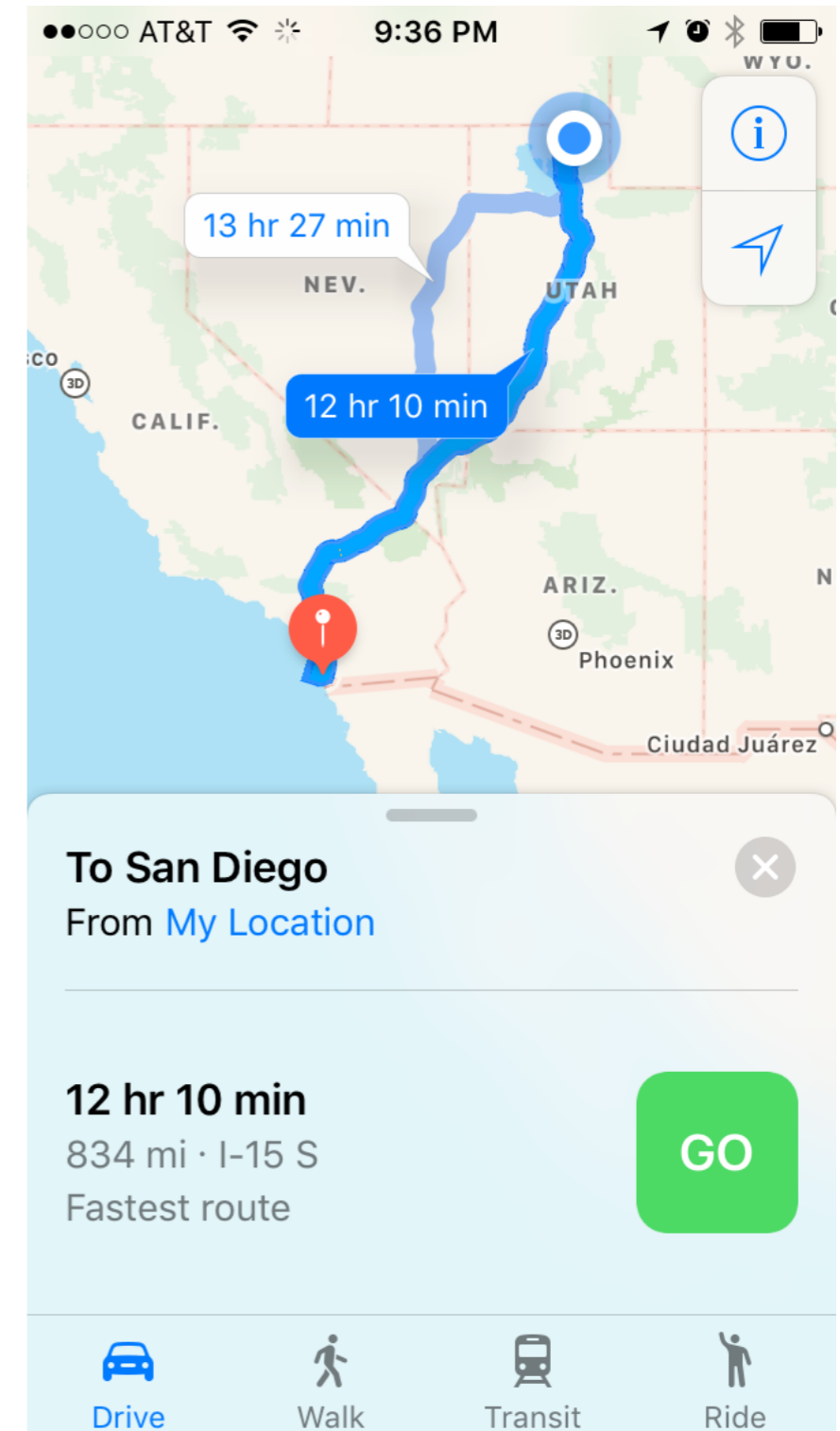
- ▶ Although not as powerful as a dedicated GPS, your iPhone and iPad will show you your location on a map.
- ▶ We have seen this work for find your iPhone.
- ▶ When you move, the blue dot moves too.



DIRECTIONS OVERVIEW



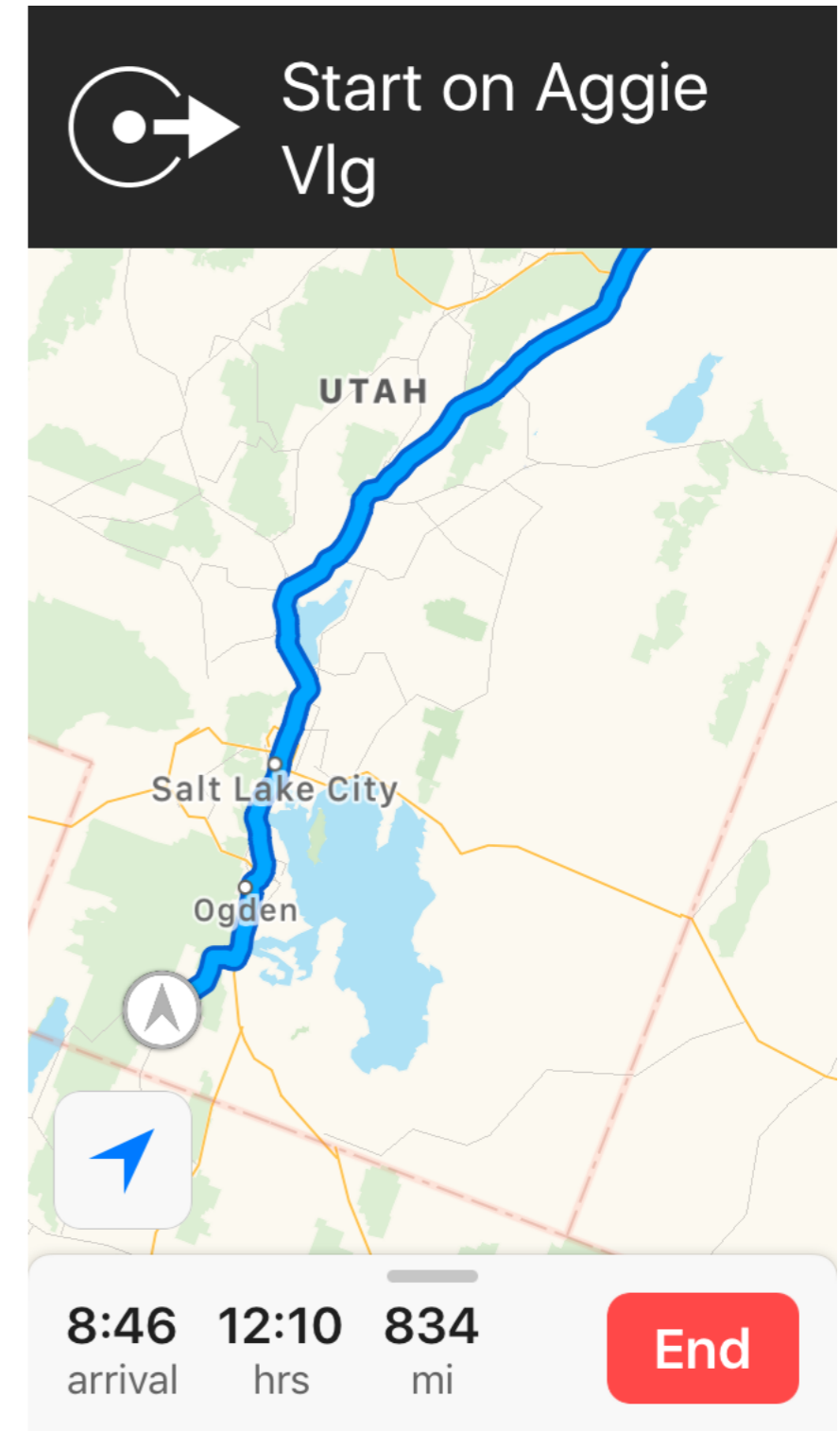
- ▶ Here you will see different options that the options to get from start to finish
- ▶ You can get routes for different types of transportation (bottom navigation bar)
- ▶ Press “Go” to get the detailed directions.



ON ROUTE



- ▶ Just like a GPS, your iOS device will talk you through how to get from point A to point B
- ▶ You need a connection to the internet however. If you don't use data then you can get lost if you go off route.

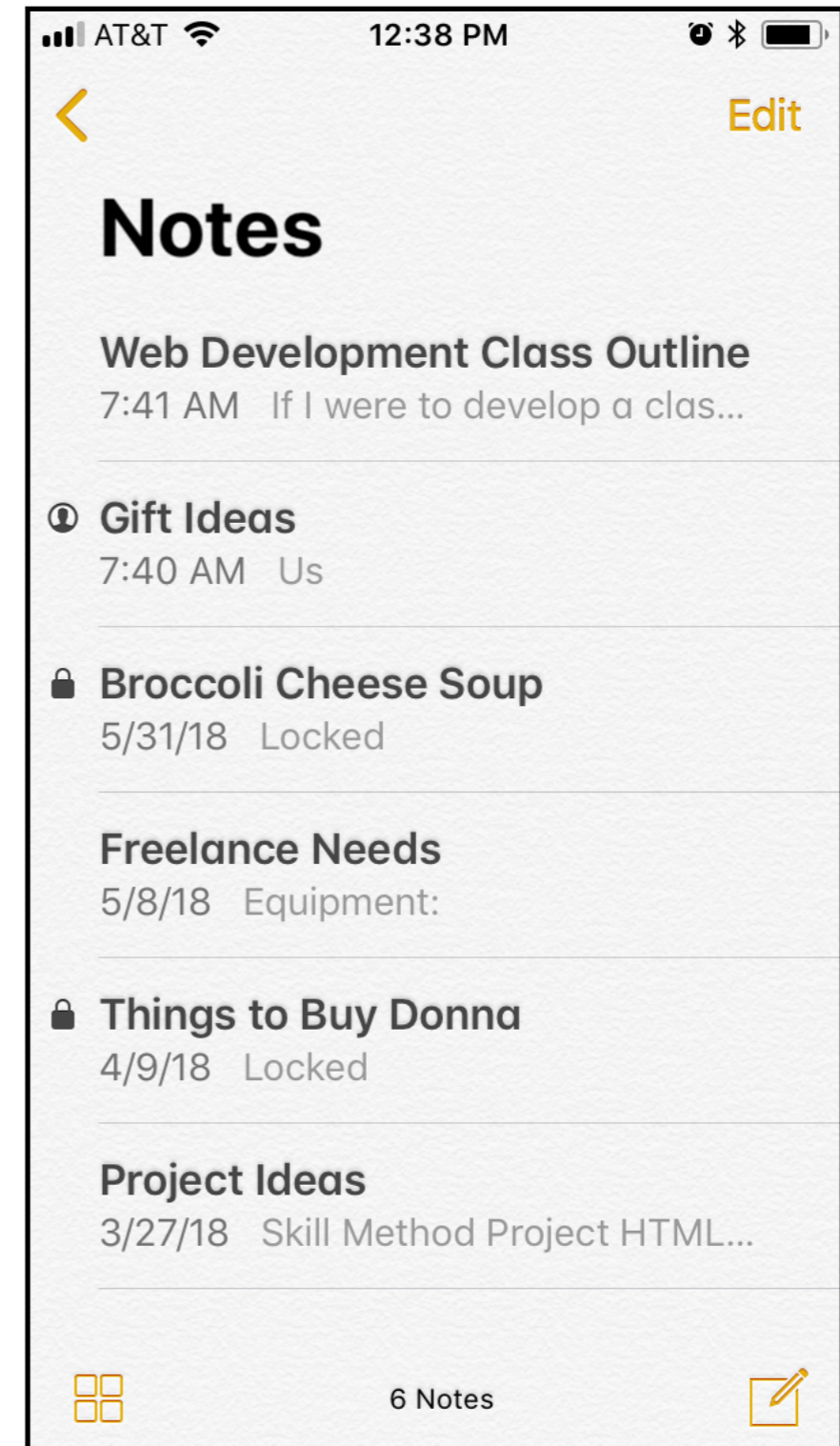




NOTES



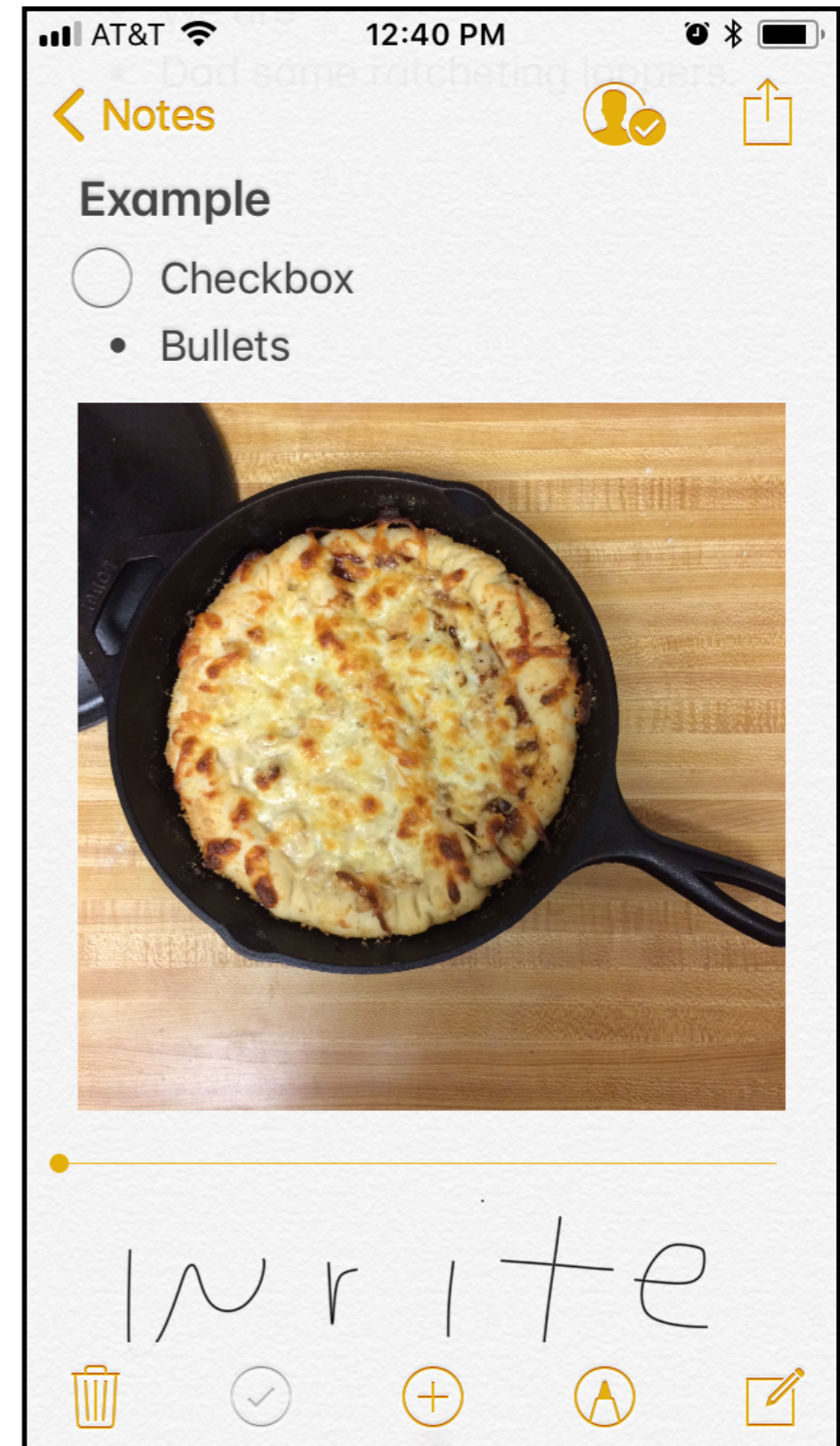
- ▶ List of all of your Notes.
- ▶ Tap a note to get in and see what you wanted to remember
- ▶ Personally, I just use this notes app as an informal information dump that I don't plan on keeping around for very long.



LOOKING INSIDE NOTES



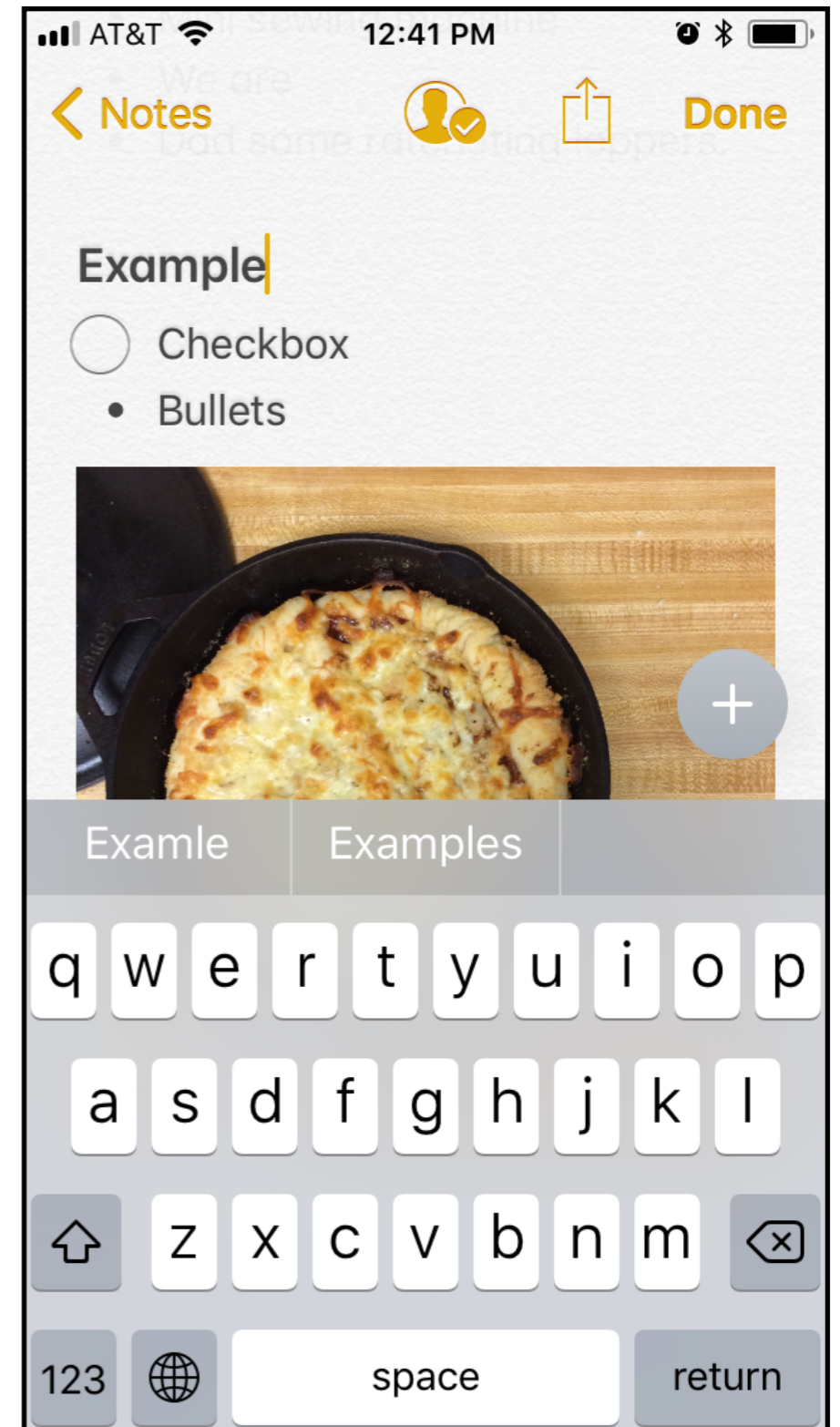
- ▶ Notes is not as powerful as Microsoft Word, but you can still do bullet points, tables or even checkboxes
- ▶ Navigation (bottom) items from right to left:
 - i. Delete Note
 - ii. Add checkbox
 - iii. Insert Photo
 - iv. Draw something
 - v. Start a new note



TYPING A NOTE



- ▶ The white “+” in the grey circle above the keyboard will give you some of the options you saw on the first page, plus a few others for formatting.
- ▶ Note up top with a user icon with a plus sign. This is for collaborating with others. They can add to your notes and it will show up on your device.



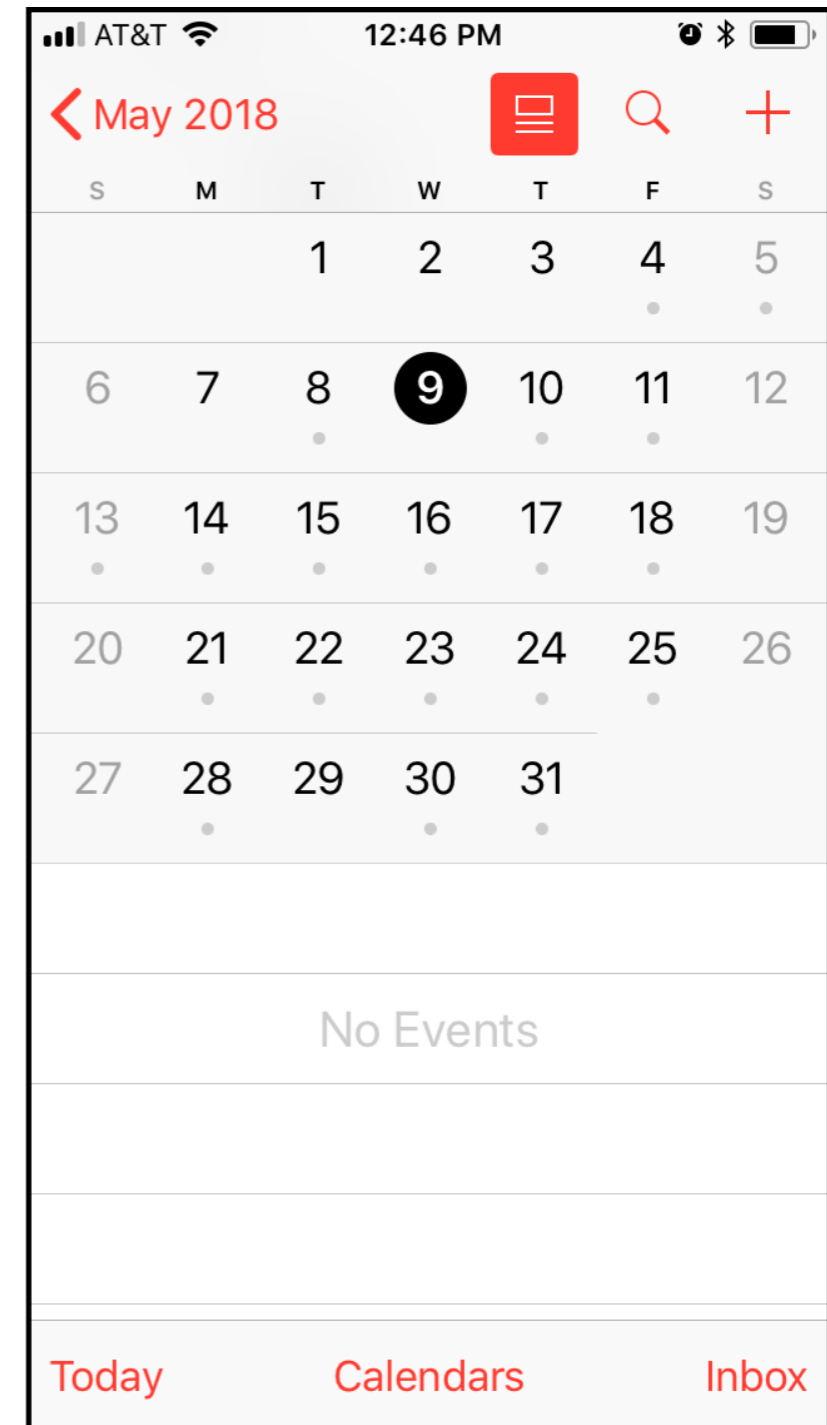


CALENDAR

CALENDAR OVERVIEW



- ▶ Keep track of all of your schedules
- ▶ Top Navigation:
 - i. View in Year Mode
 - ii. Toggle Events section
 - iii. Search
 - iv. New Event
- ▶ Bottom Navigation
 - v. Go to Today's Date
 - vi. Toggle Calendar
 - vii. View invites



NEW EVENT



- ▶ Add a title and Location
- ▶ Specify the time, whether it is all day, when it starts and ends, when you want it to repeat, travel time, etc
- ▶ Add it to a calendar, invite others
- ▶ Keep notes about the event or the URL to the website

The screenshot shows the 'New Event' form in the Apple Calendar app. The status bar at the top indicates AT&T service, 12:50 PM, and battery level. The form has a title bar with 'Cancel' (in red), 'New Event', and 'Add' buttons. Below the title bar are two text input fields for 'Title' and 'Location'. A section with a light blue background contains an 'All-day' toggle switch, which is currently turned off. Below this are two rows for 'Starts' and 'Ends' with their respective dates and times: 'Starts May 1, 2018 12:00 PM' and 'Ends 1:00 PM'. The 'Repeat' section is set to 'Never' with a chevron to the right. The 'Travel Time' section is set to 'None' with a chevron to the right. A section with a light blue background contains a 'Calendar' selection with a purple dot next to 'Work' and a chevron to the right. The 'Invitees' section is set to 'None' with a chevron to the right.

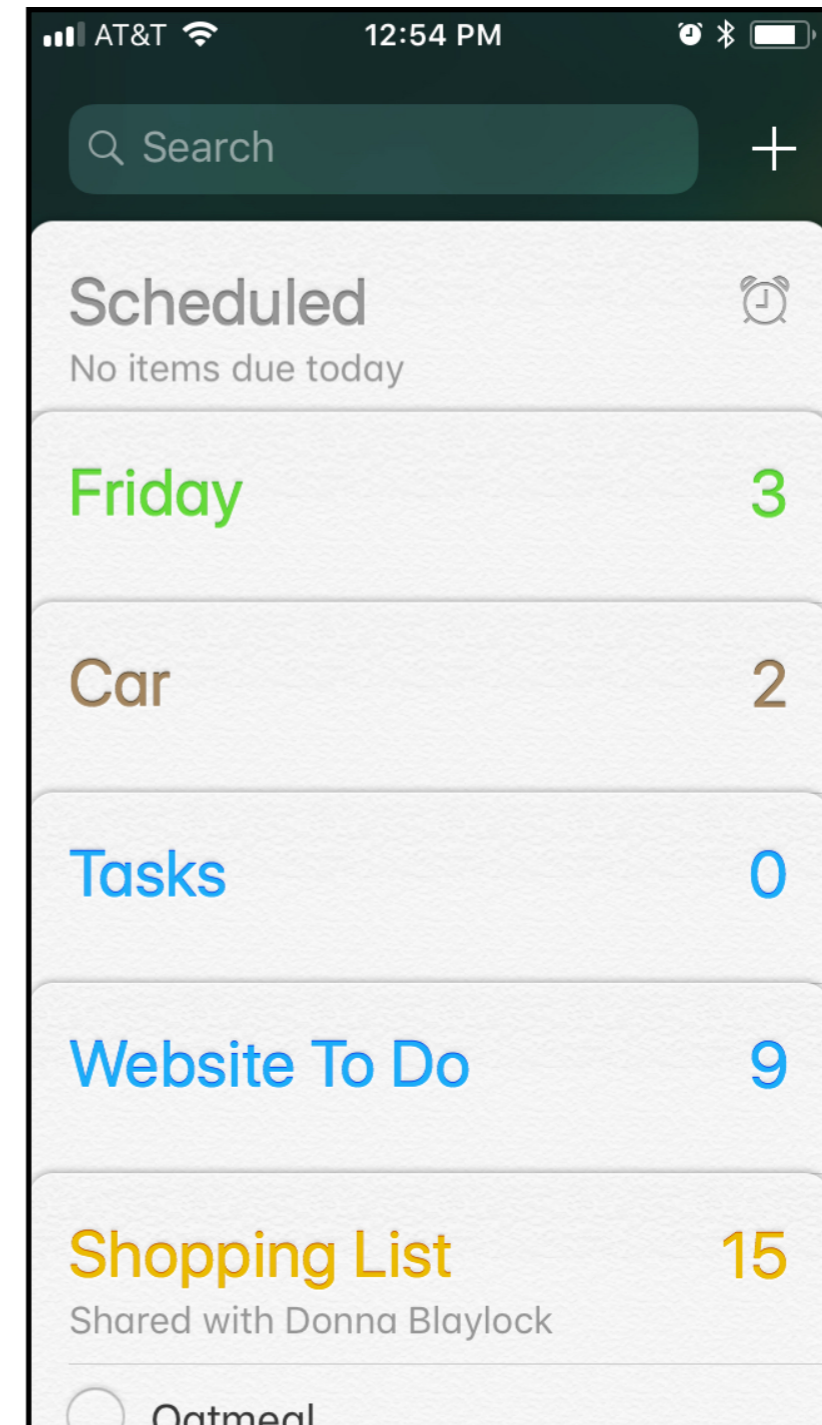


REMINDERS

LIST OF ALL OF YOUR REMINDERS



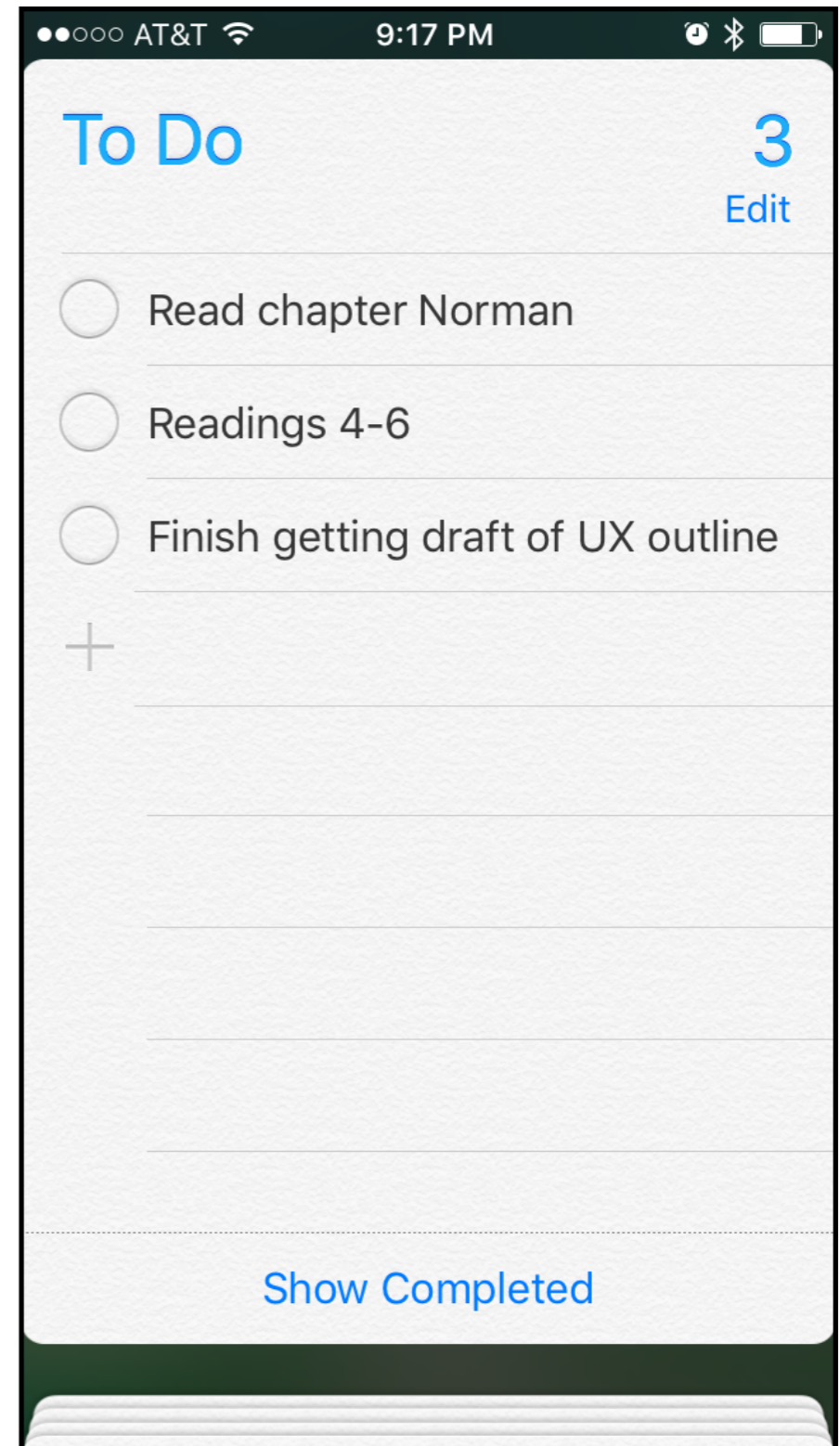
- ▶ You can see the name of the list and how many unchecked items are on each one
- ▶ Some lists you cannot delete unfortunately



REMINDERS TAB



- ▶ To complete a reminder, tap the circle which will give it a check.
- ▶ Tap “+” to add a new item
- ▶ Tap “Show Completed” to view already completed tasks
- ▶ Tap “Edit” to change some basic settings like color, deleting items, and rearranging.





CLOCK

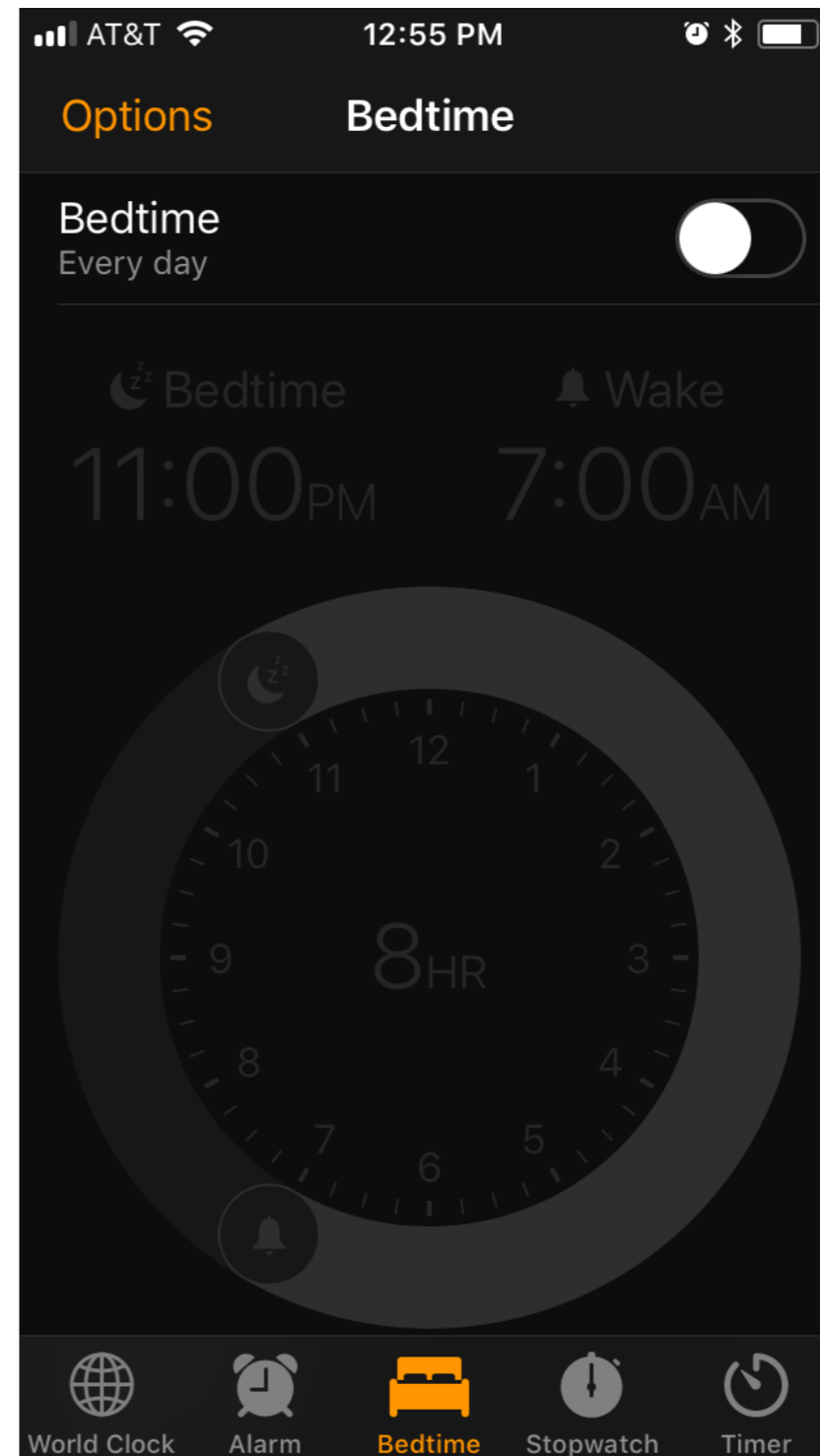
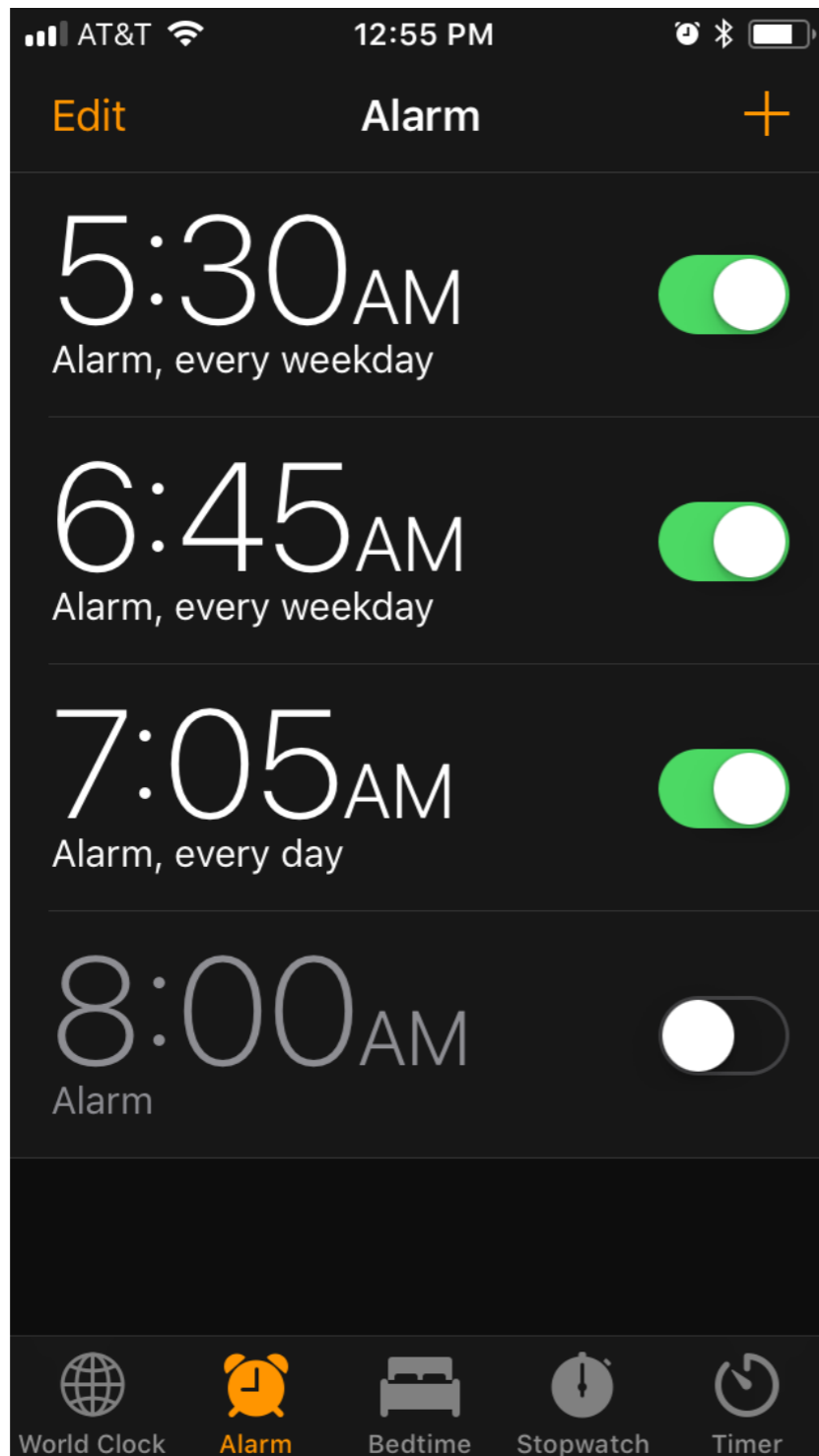
A BETTER CLOCK



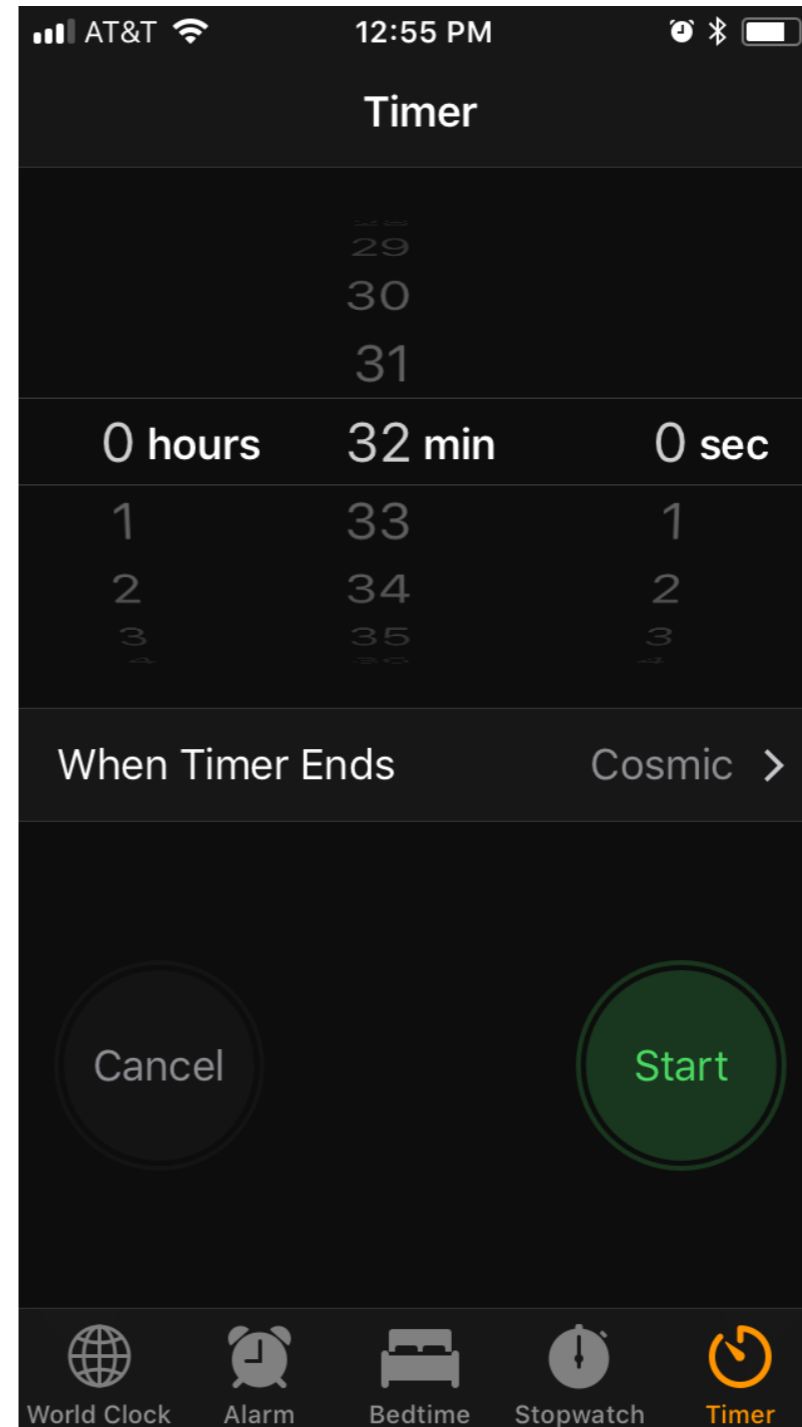
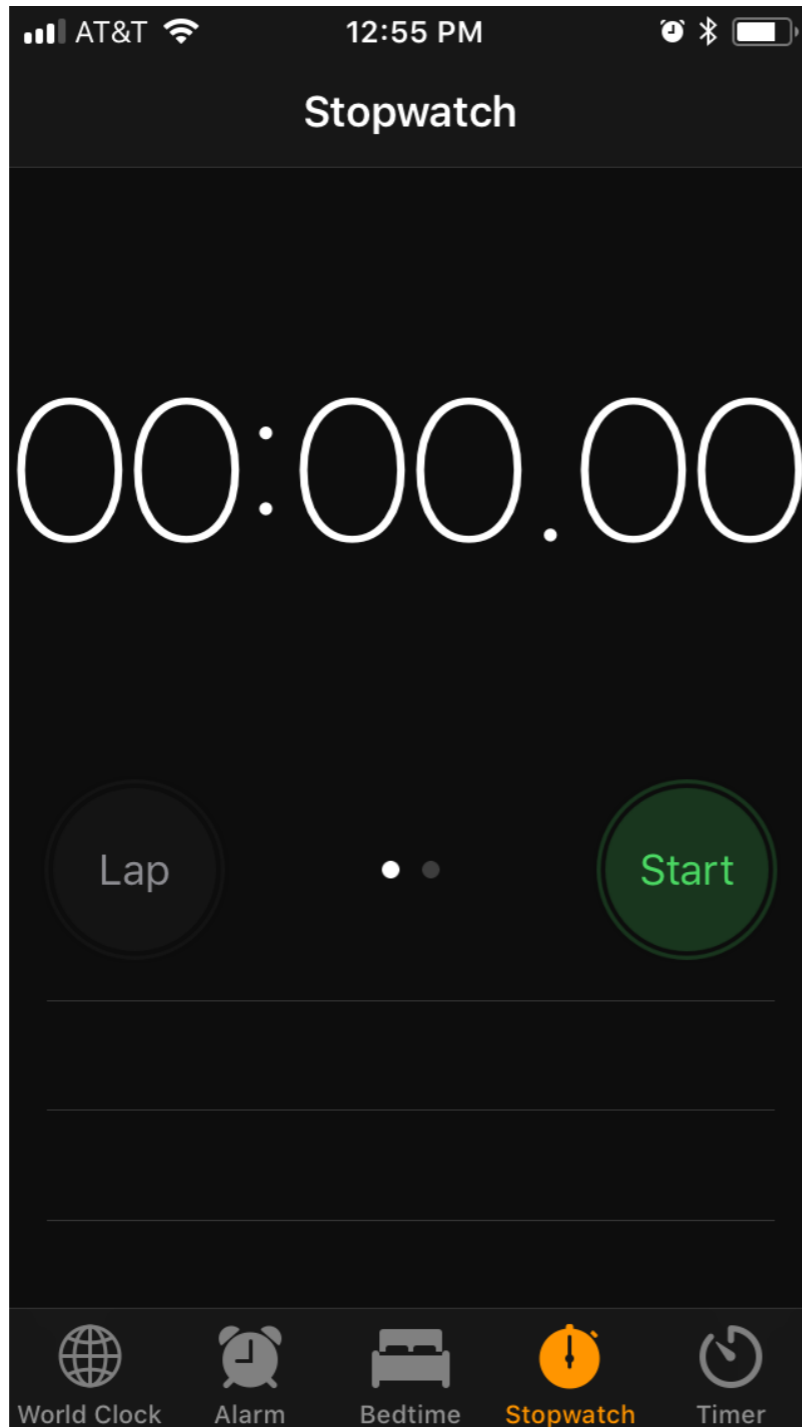
- ▶ The clock app does more than just tell time. It can:
 - i. Tell you what time it is at a certain location
 - ii. Set multiple alarms
 - iii. Give you a bedtime
 - iv. Provides a stopwatch
 - v. Gives a built-in timer



CLOCK PAGE 2



CLOCK PAGE 3



PRACTICE !

WHATEVER YOU WANT



Great things in business are never done by one person. They're done by a team of people.

-Steve Jobs