



# PRODUCTIVITY

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*June 15, 2017*

**UPDATES?**



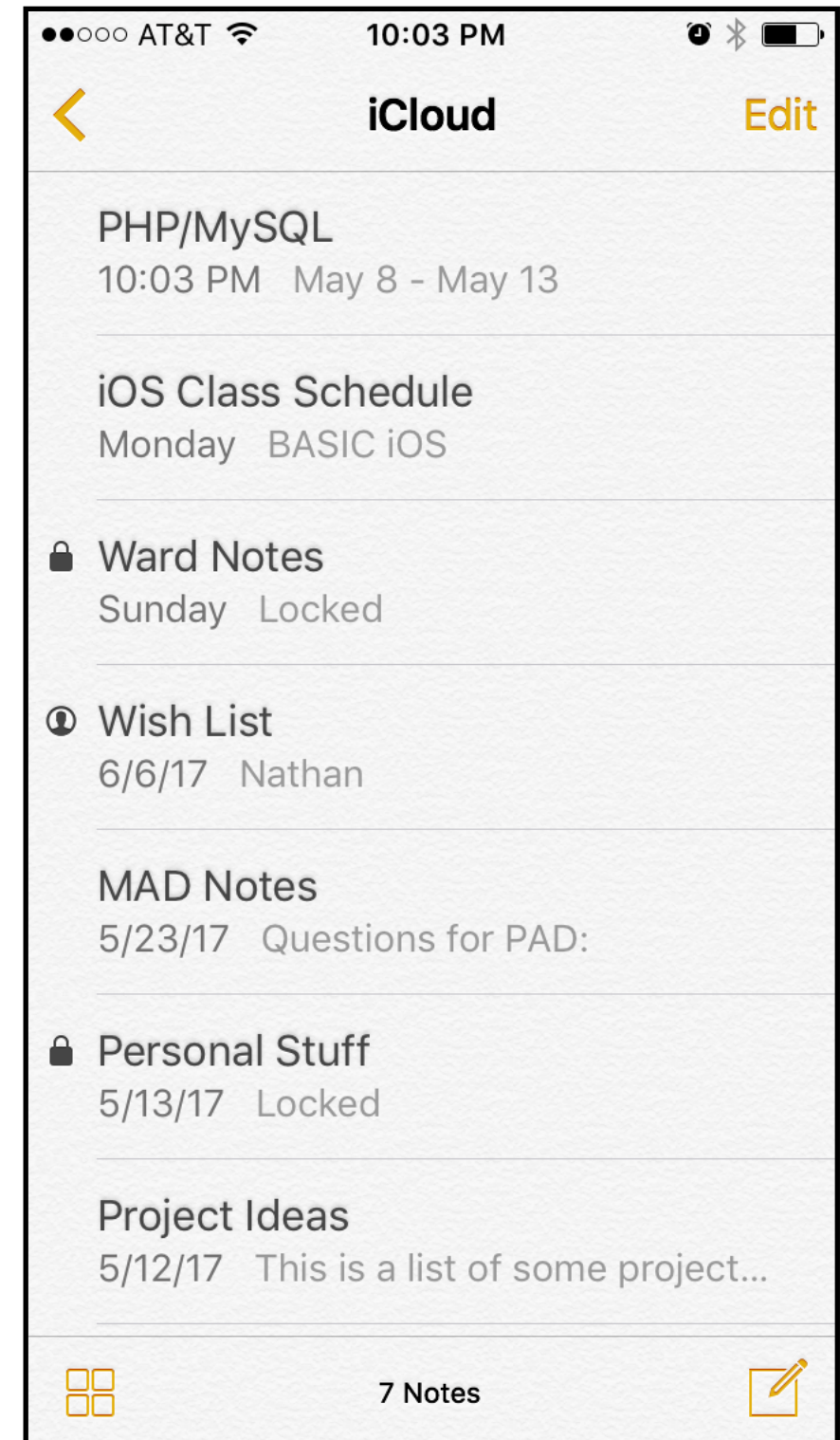
"Cell phones really can increase your efficiency — just turn them off!"



**NOTES**



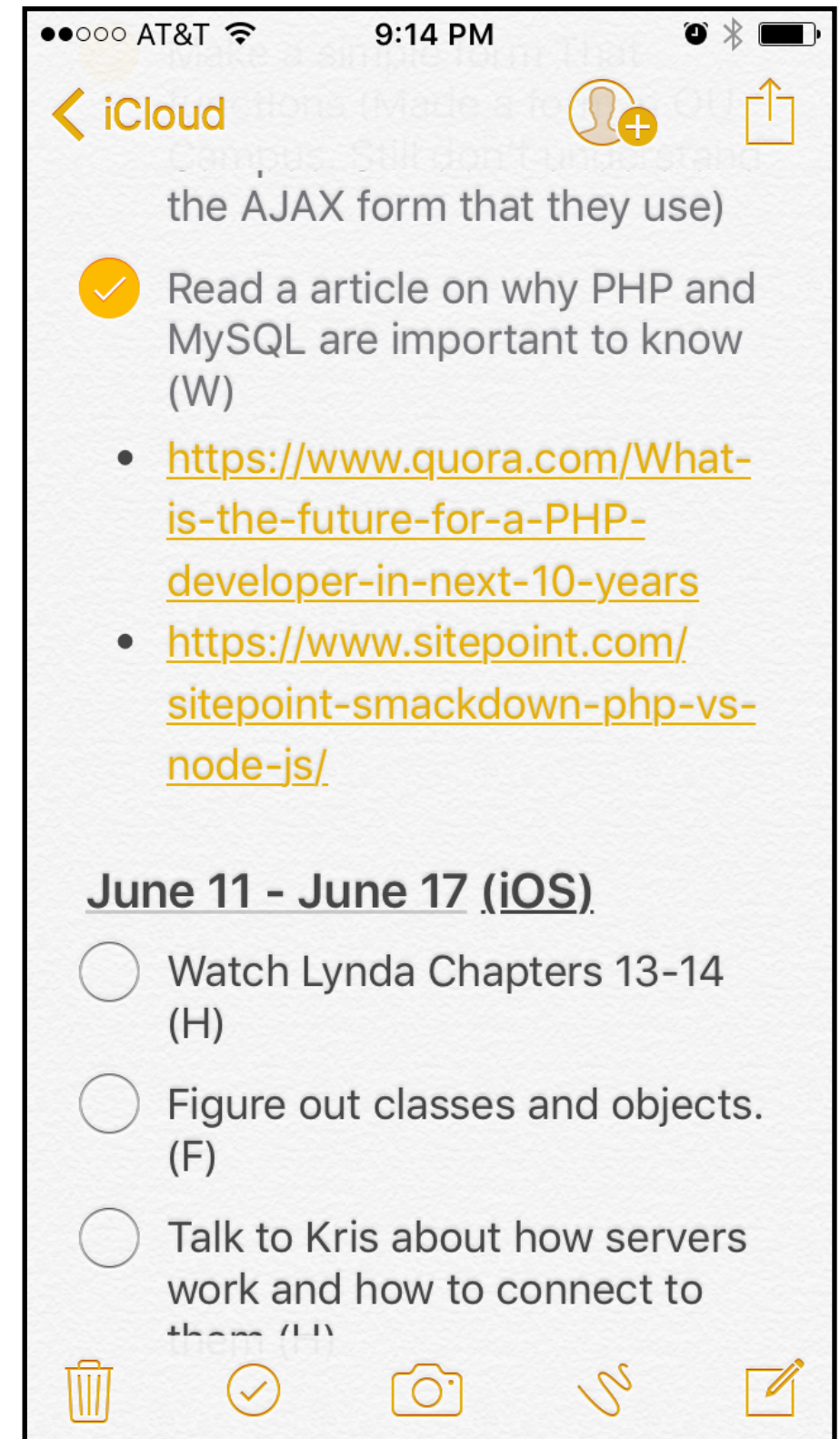
- ▶ List of all of your Notes.
- ▶ Tap a note to get in and see what you wanted to remember
- ▶ Personally, I just use this notes app as an informal information dump that I don't plan on keeping around for very long.



# LOOKING INSIDE NOTES



- ▶ Notes is not as powerful as microsoft word, but you can still do bullet points 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

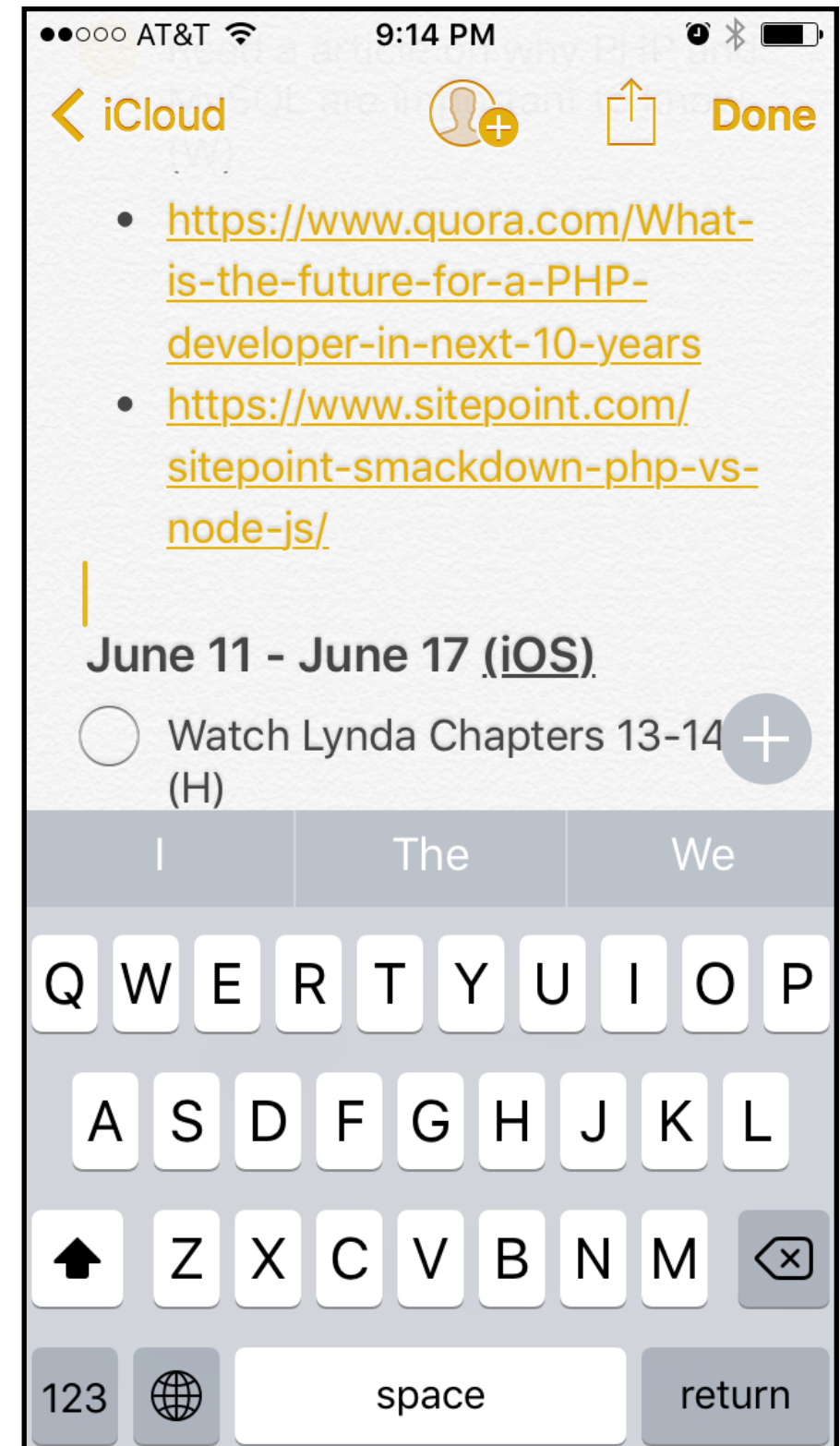




# TYPING A NOTE



- ▶ 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.





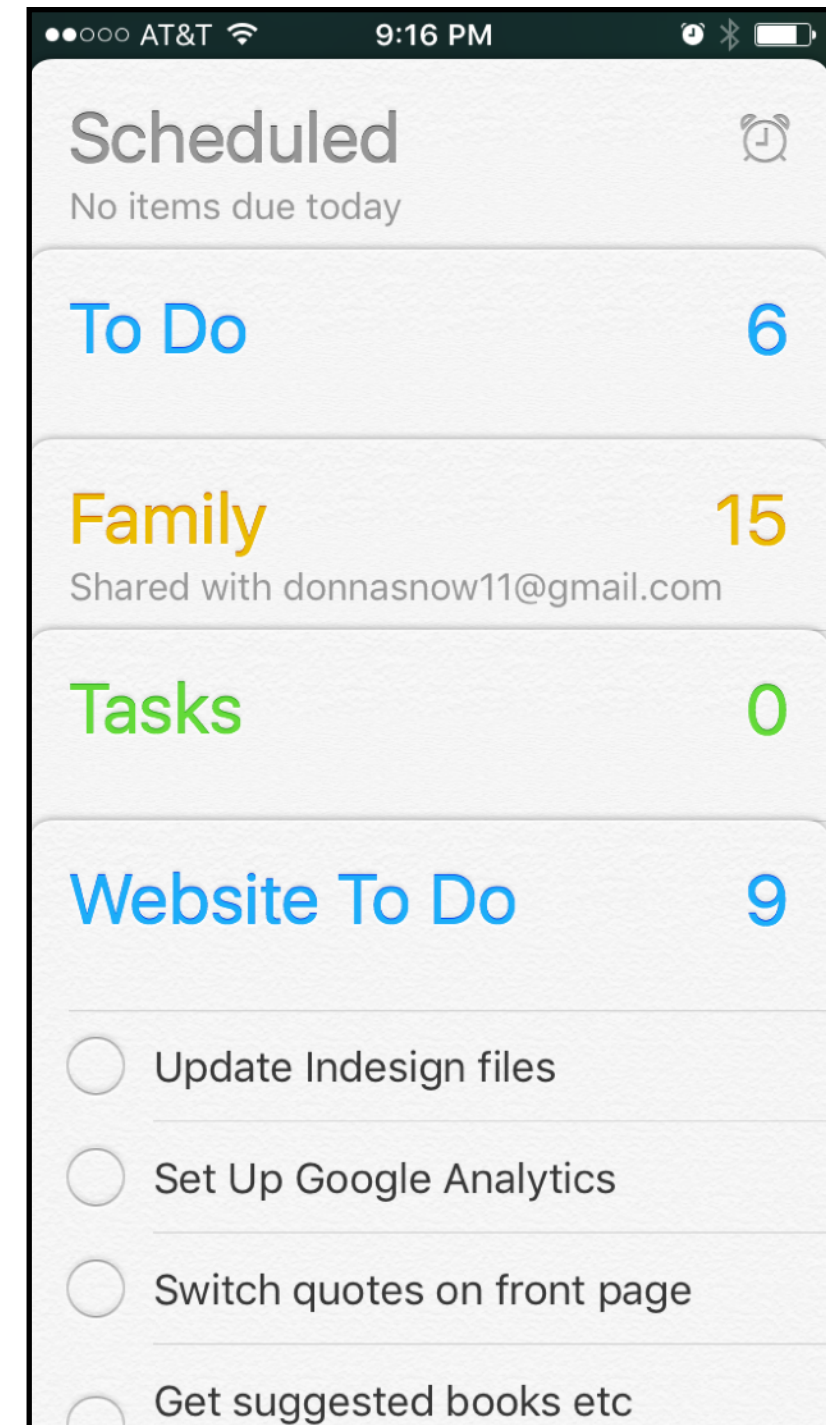
# REMINDERS



# LIST OF ALL OF YOUR REMINDERS



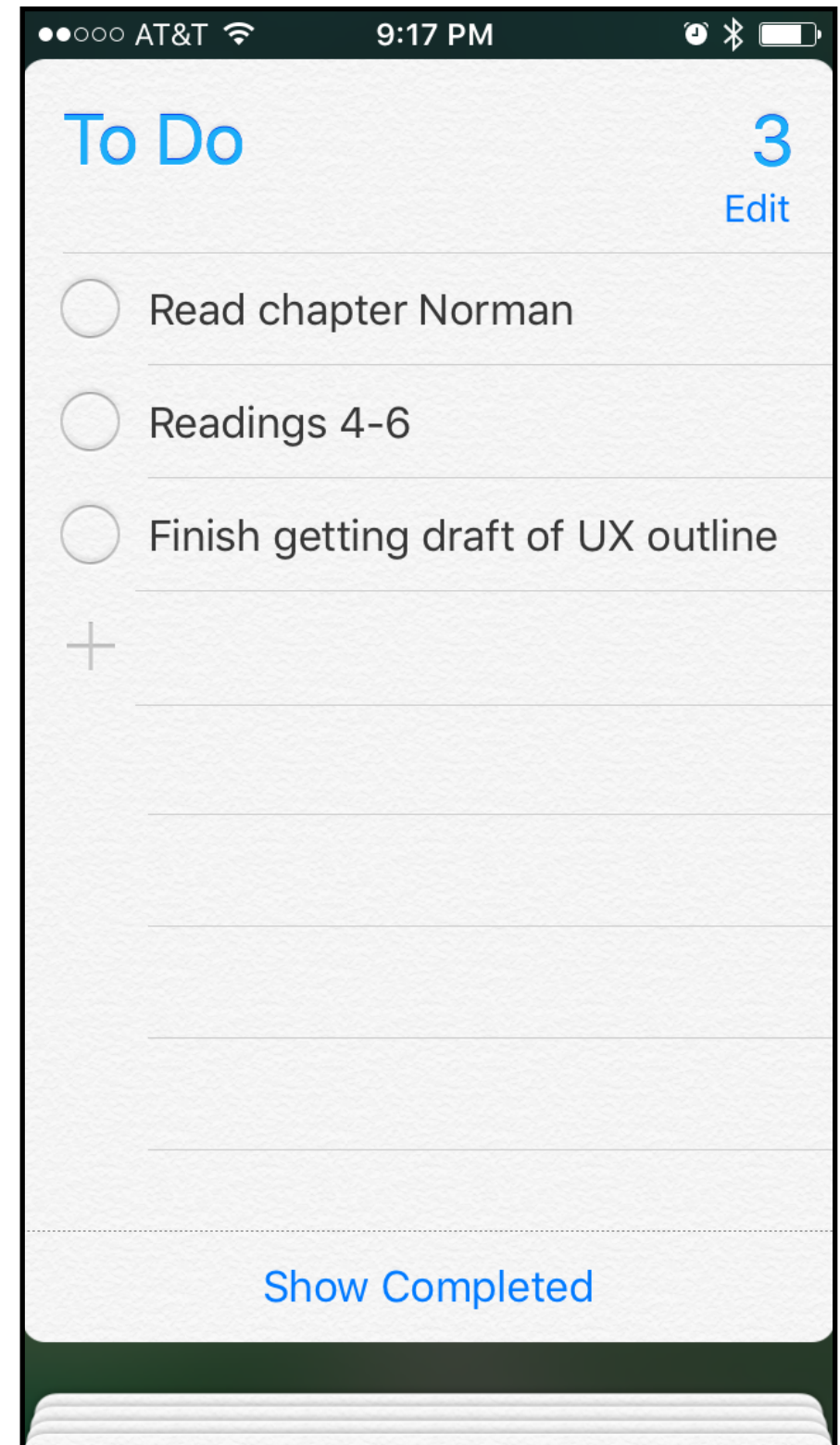
- ▶ You can see the name of the list and how many unchecked items are on each one
- ▶ Some lists you cannot delete unfortunately



# 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.



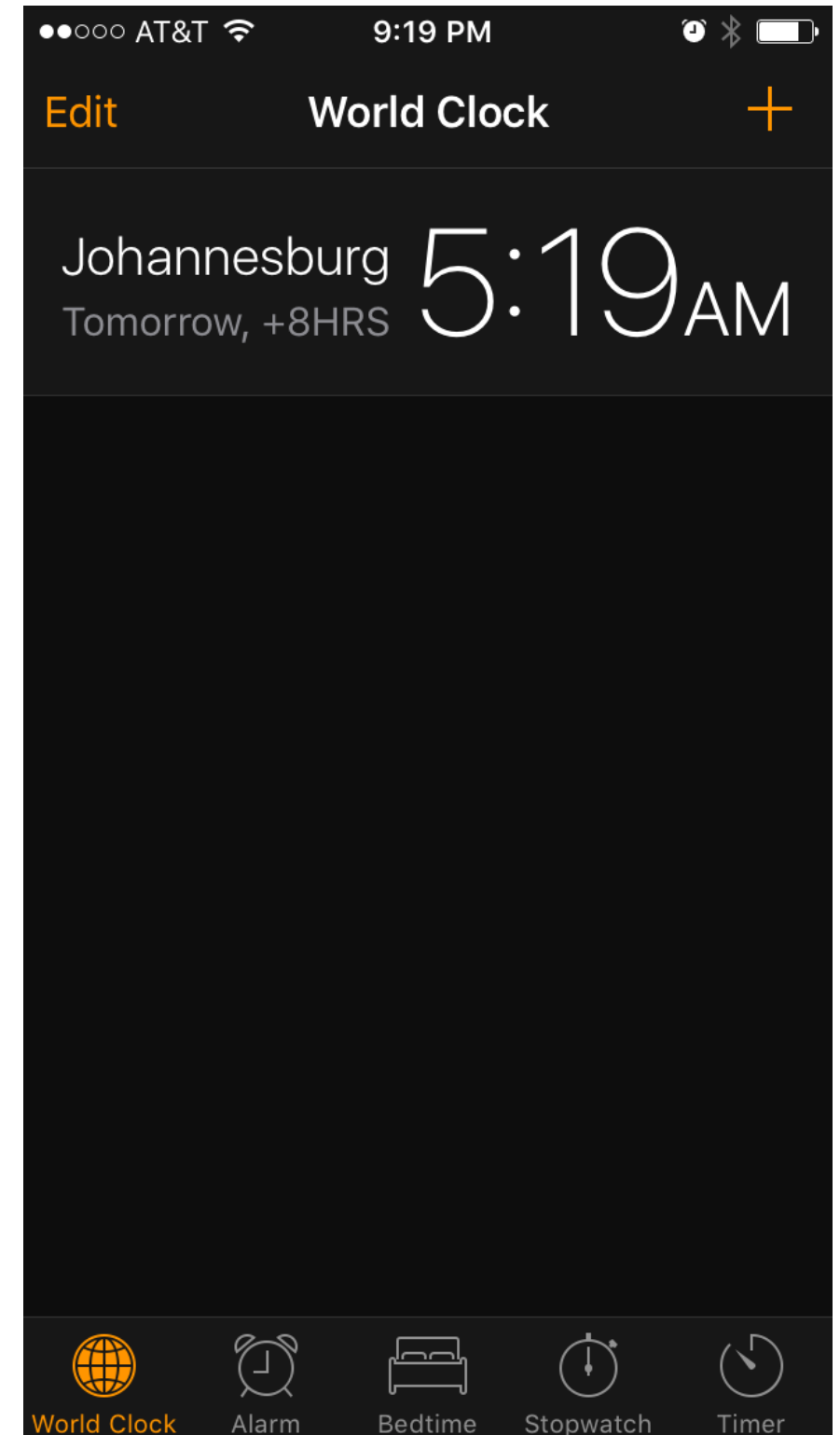


**CLOCK**

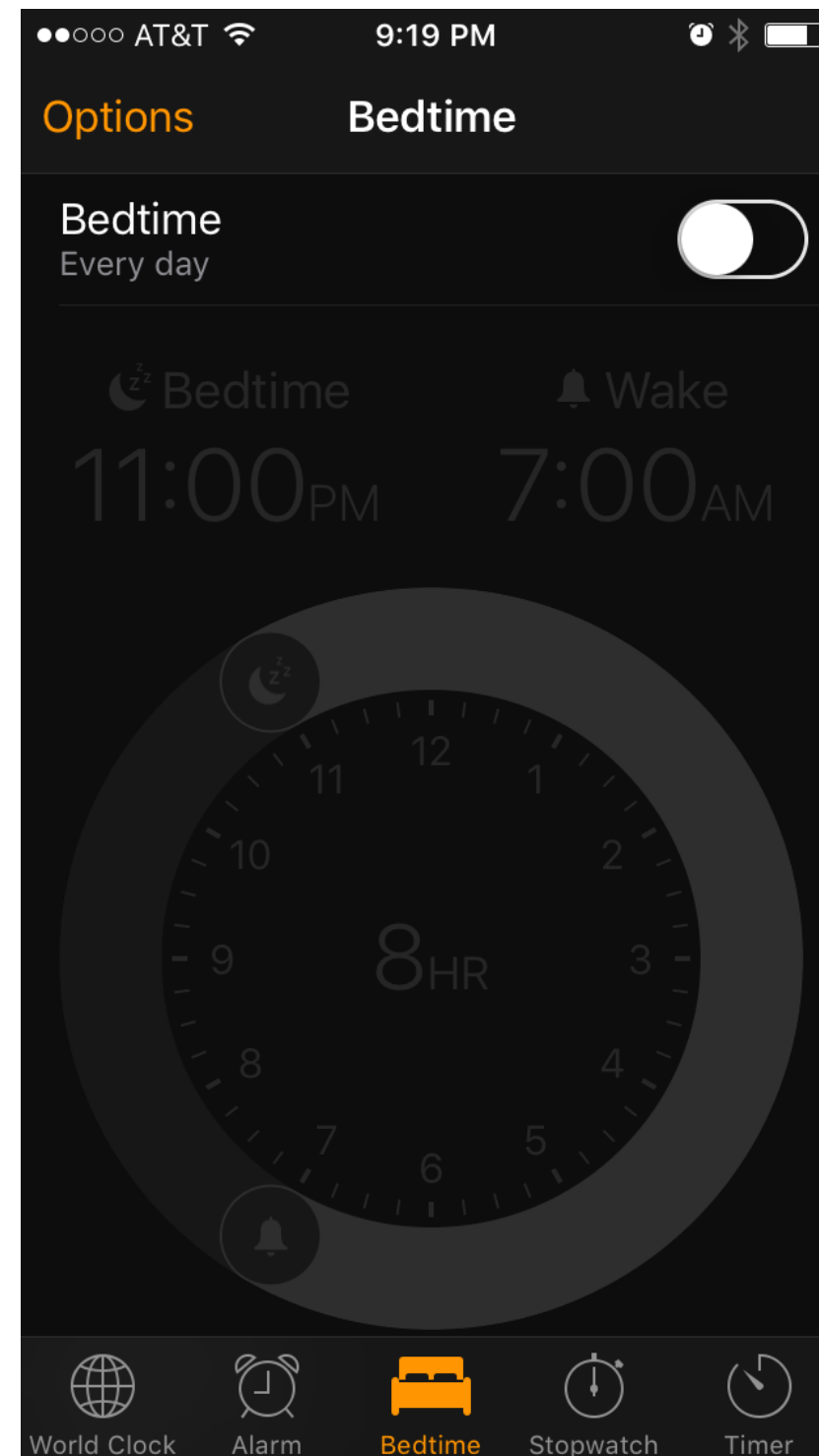
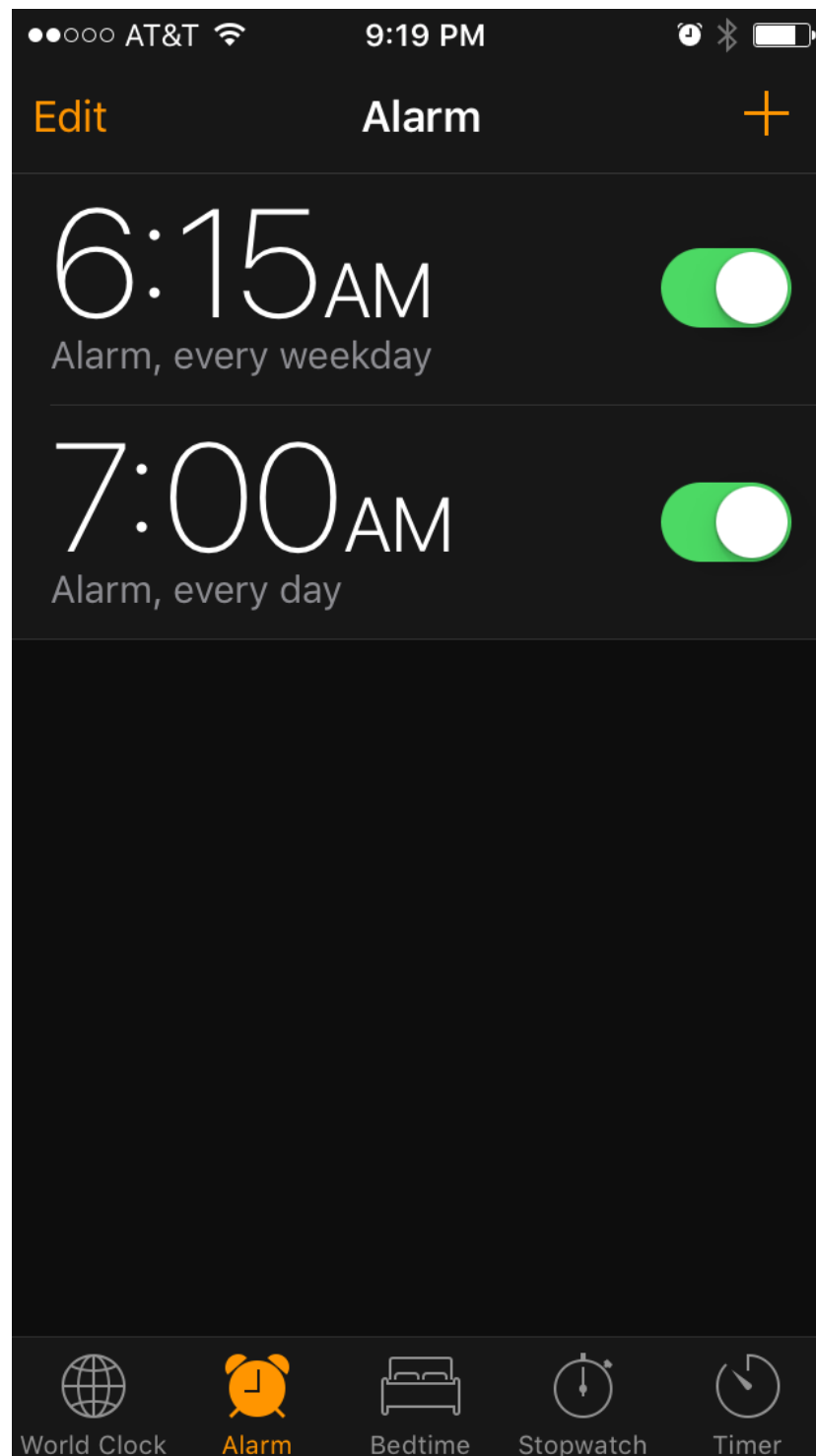
# A BETTER CLOCK



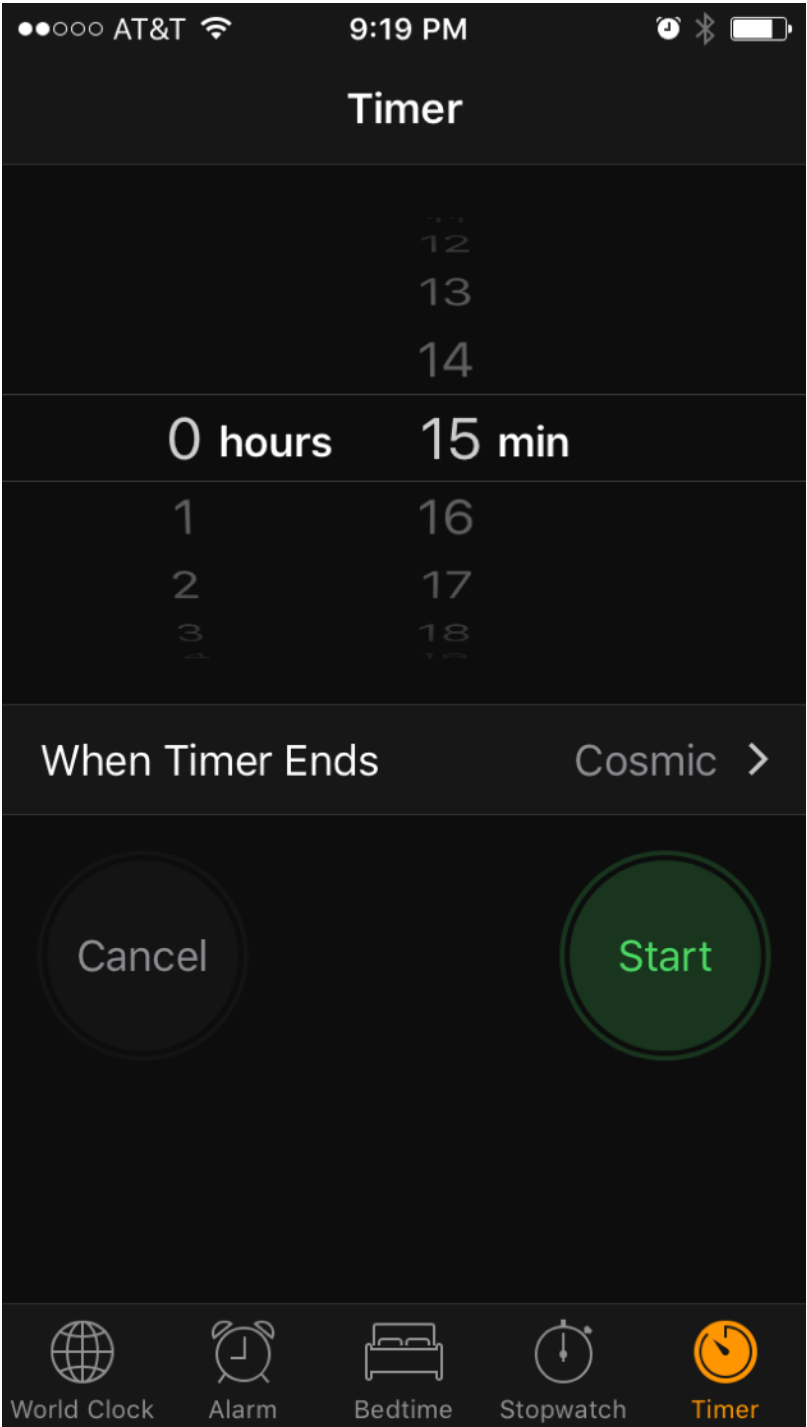
- ▶ The clock app does more than just tell time. It can:
  - i. Tell you what time it is at a certain location
  - ii. Set multiple alarms
  - iii. Give you a bedtime
  - iv. Provides a stopwatch
  - v. Gives a built-in timer



# CLOCK PAGE 2



# CLOCK PAGE 3







**SAFARI**

# SAFARI WEB BROWSER AT A GLANCE



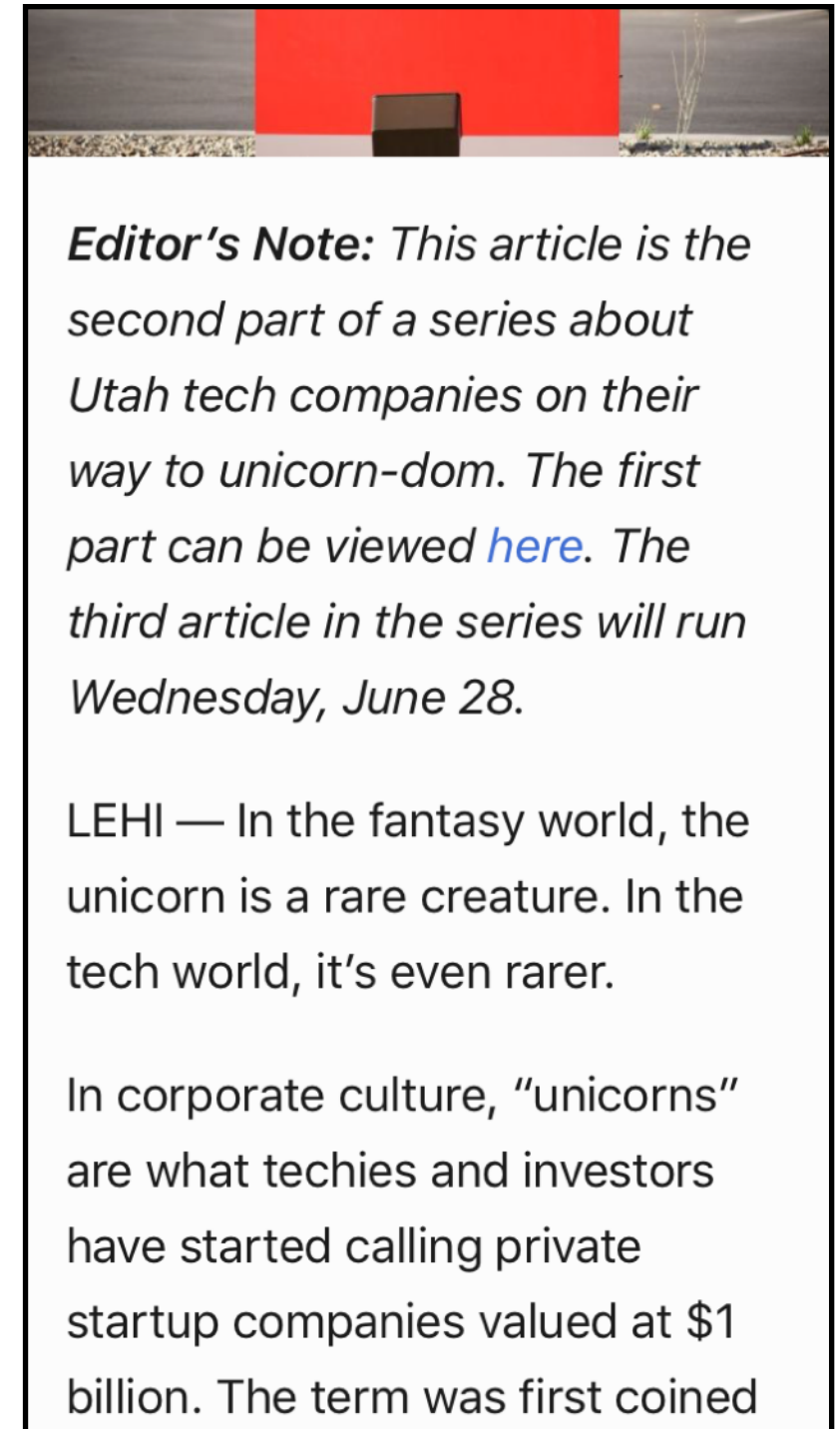
- ▶ The top bar is where you put the URL.
- ▶ The circle arrow on the top is to refresh the page
- ▶ Bottom Navigation (from left to right)
  - i. Go back one page
  - ii. Go forward one page
  - iii. Share this page
  - iv. Bookmarks
  - v. Tabs

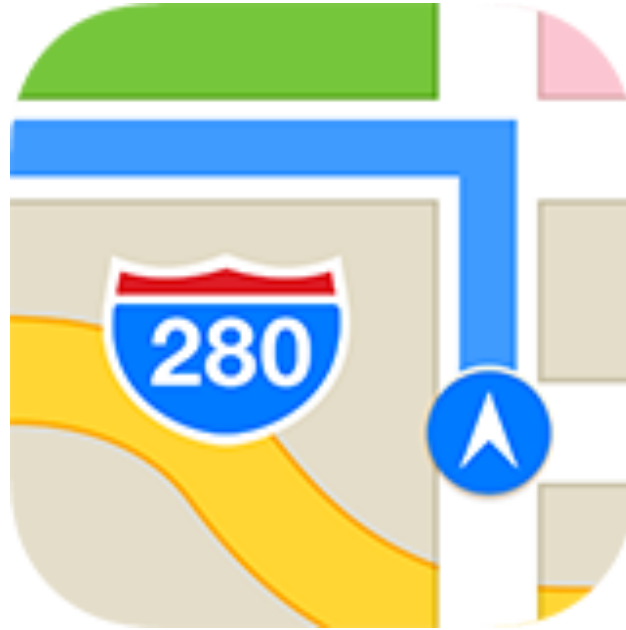


# READING MODE



- ▶ 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.



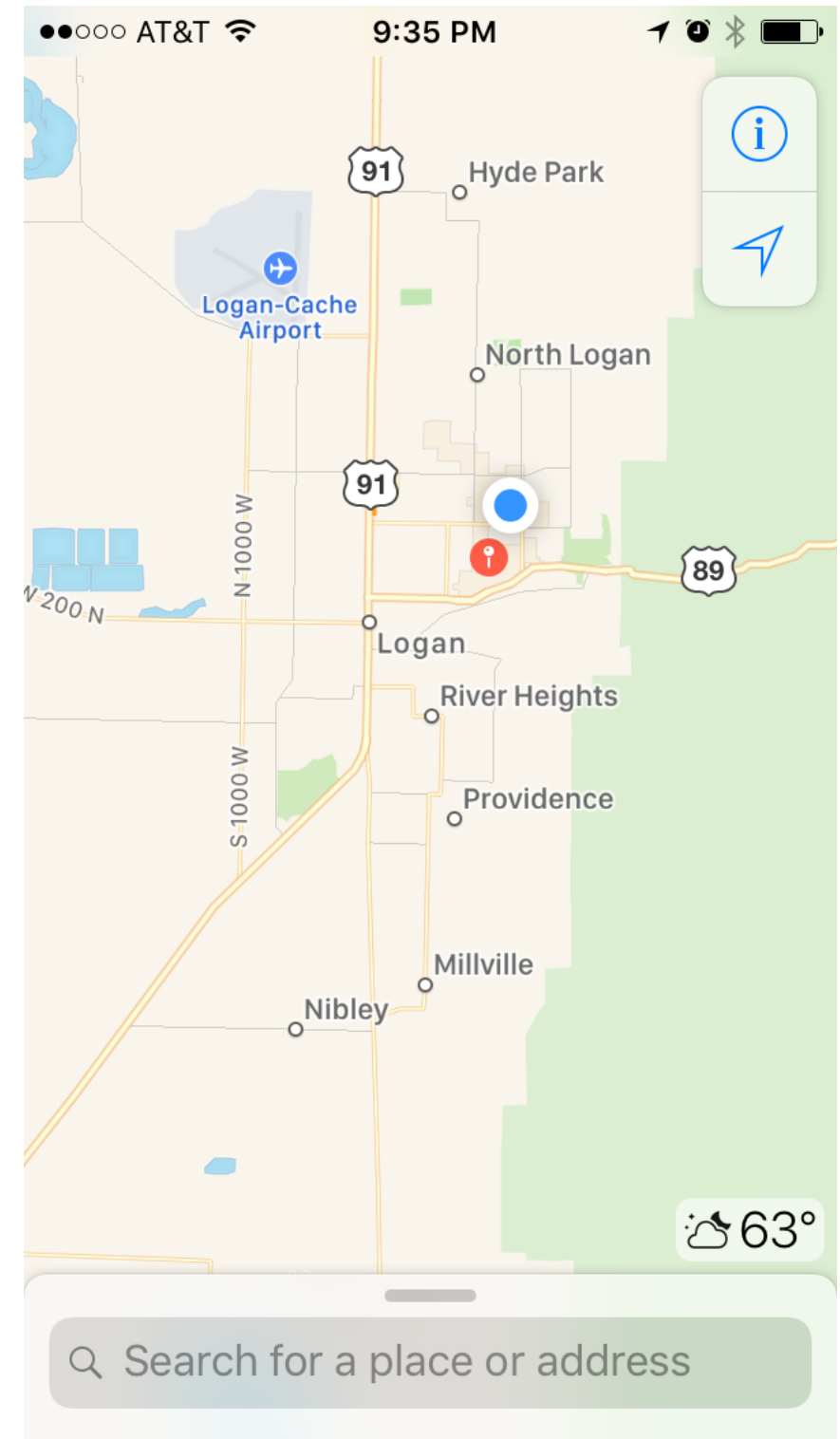


**MAPS**

# YOUR LOCATION



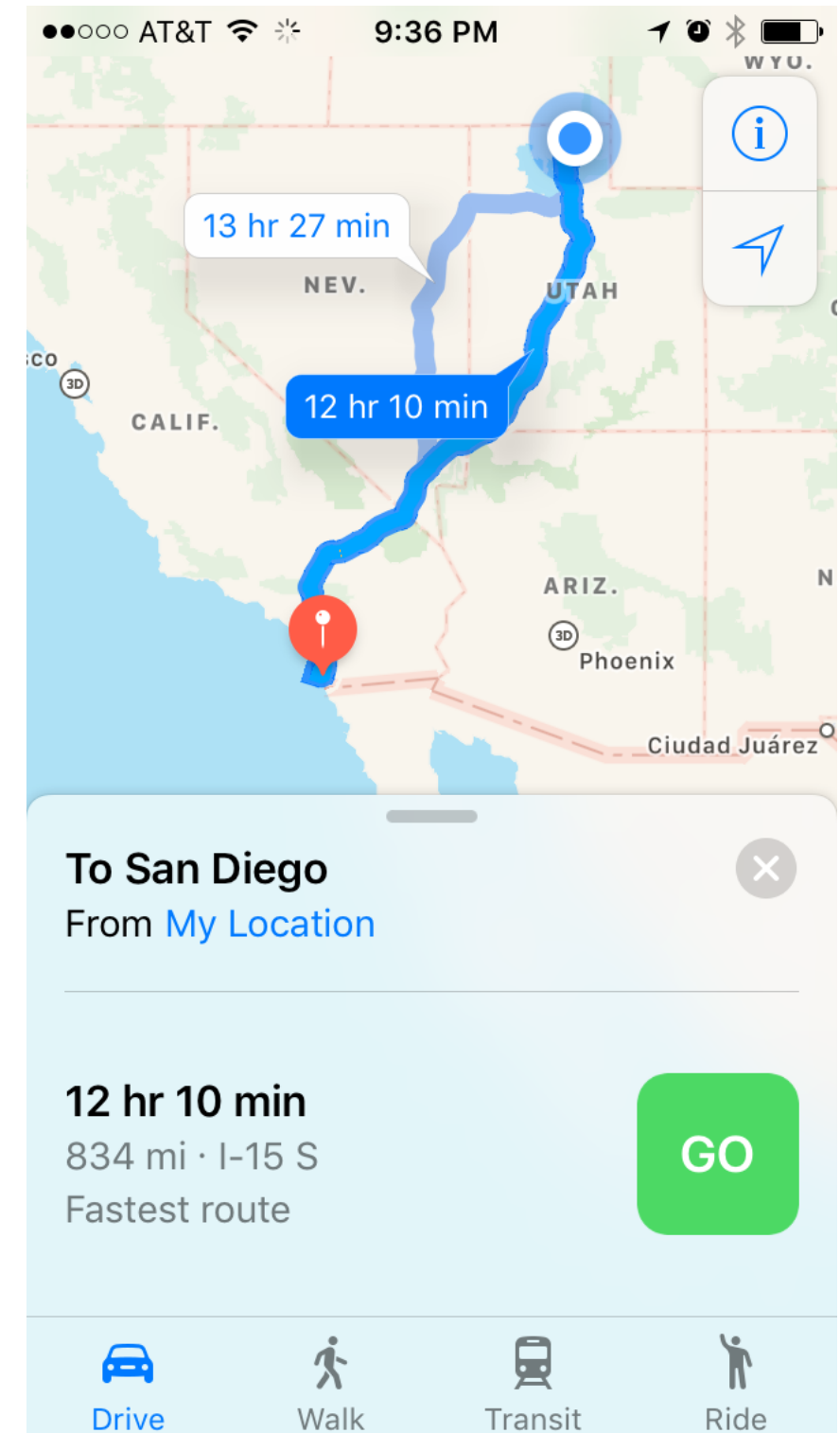
- ▶ Although not as powerful as a dedicated GPS, your iPhone and iPad will show you your location on a map.
- ▶ We have seen this work for find your iPhone.
- ▶ When you move, the blue dot moves too.



# 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.

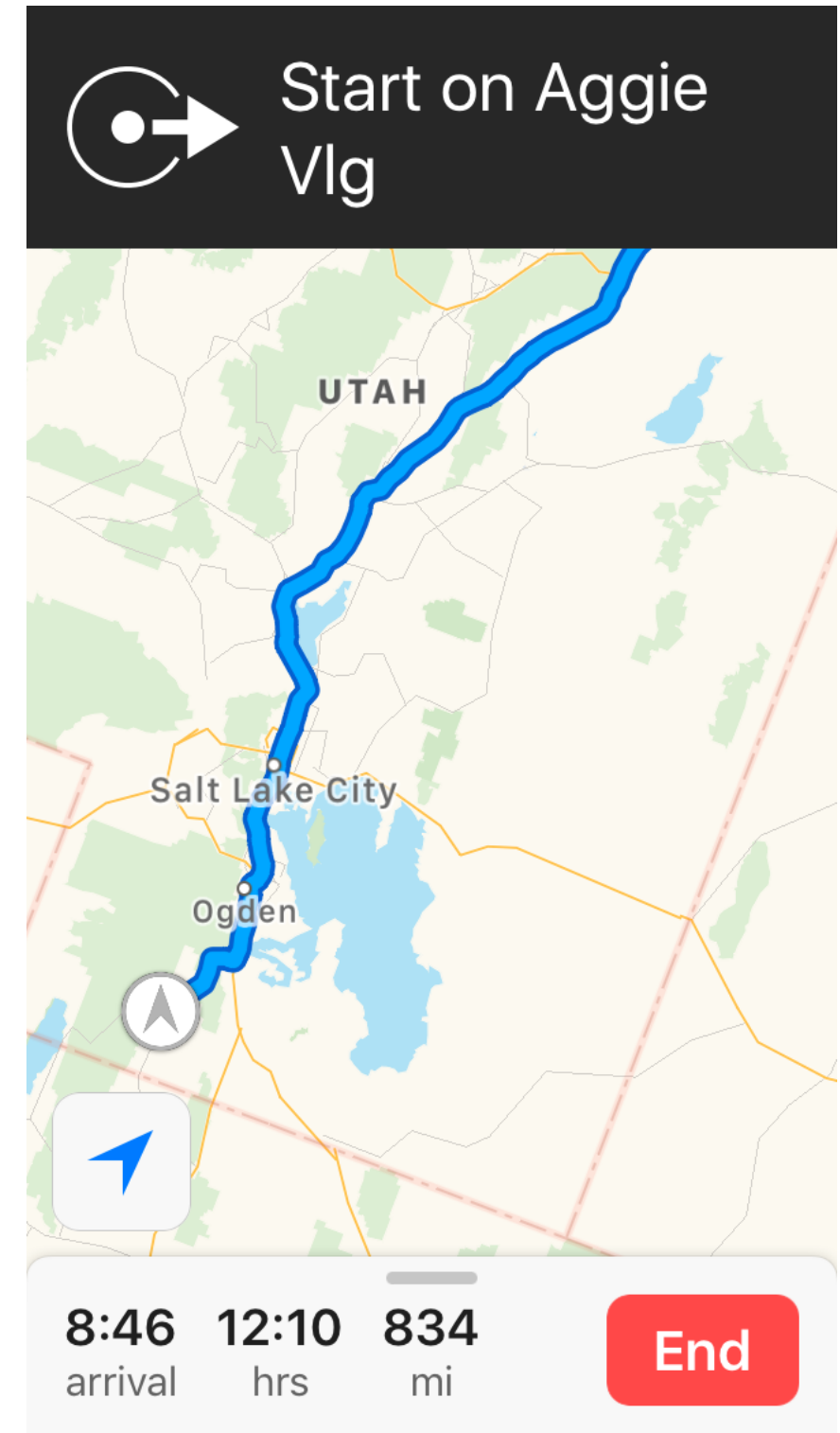




# ON ROUTE



- ▶ 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.



# **PRACTICE !**

**WHATEVER YOU WANT**



“

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

*-Steve Jobs*