



Stay Organized with iPhone

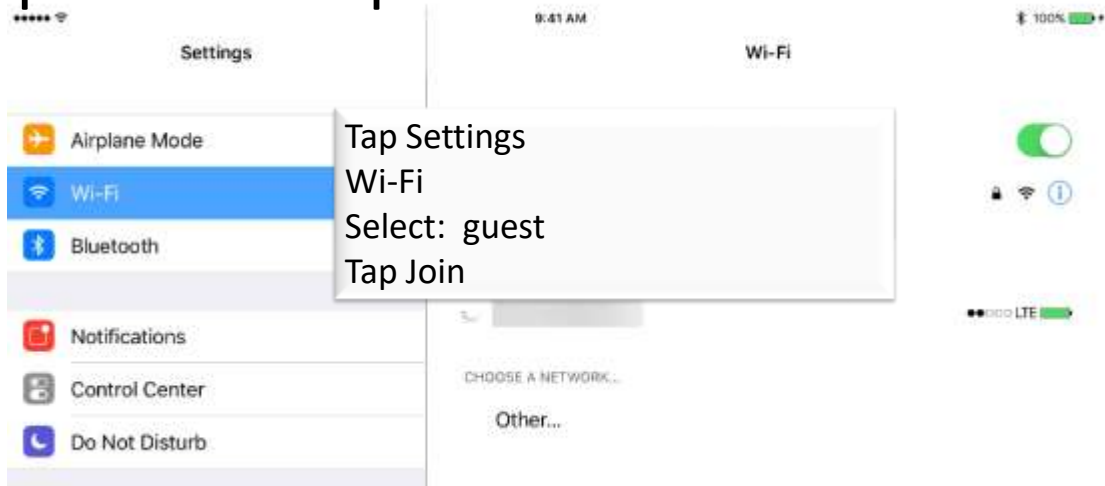
by Don Frederiksen

ANOKA HENNEPIN COMMUNITY EDUCATION

SEPTEMBER 29, 2022

1

Optional Setup Wi-Fi



2

Classic Tools to Stay Organized



3

Staying Organized with your iPhone

A Key Benefit of your iPhone is its ability to help you stay organized as you live your life.

- Reminders
- Notes
- Contacts
- Calendar



4

Today's Plan

- Have fun exploring apps to help you stay connected:
 - Reminders, Notes, Contacts, Calendar
- Understand key functions of the apps
- Focus on Shortcuts and Tips
- Gain Confidence with device
- We won't be able to cover everything within the apps



5

Answer Two Additional Questions

How do I create a grocery list?

How do I remember birthdays?



6

Continue Learning After Class

Class Home Page

➤ Type Link Address

<https://links.seniortechclub.com/AHS11>

or

Scan the QR Code with your Camera App



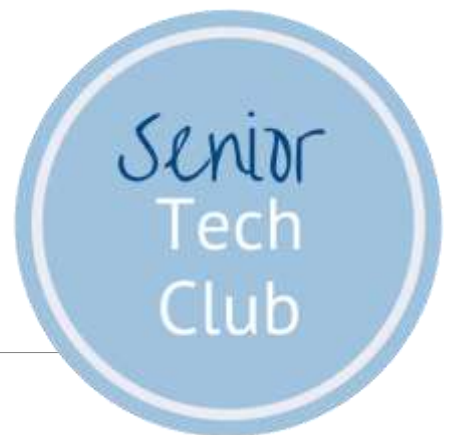
Use the Class Home Page to:

- Access the online lessons from today's class
- Other learning opportunities at the Senior Tech Club Academy



7

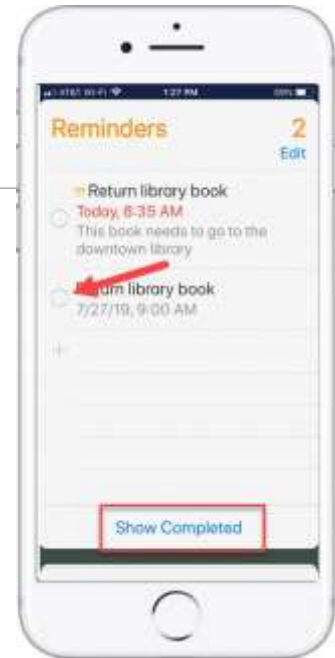
Questions Anytime?



8

Reminders

- Reminders & Lists.
- Create a Simple Reminder
- Add a Date
- Complete or Delete Reminders
- Reminders Lab – Grocery List



9

Reminders & Lists

Reminder - A specific to do, event, item or action.

List – A collection of reminders, a plan, series of related actions.



10

Adding Reminders & Lists

1. New Reminder
2. Add List

Add List “To Do” Tap Done to Save

Add Reminder to “Pay Taxes” Tap Add to Save

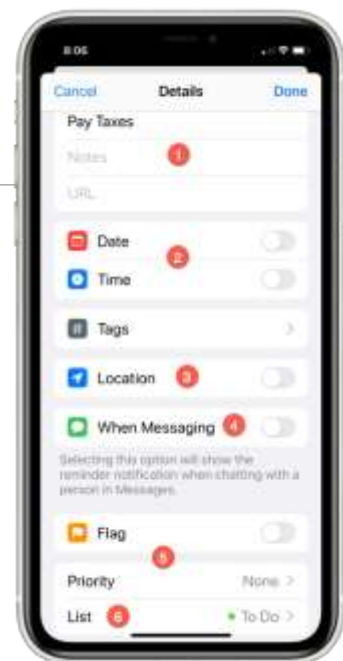


11

Reminder Optional Details

Tap Info (Circle i) for Details

1. Name, notes & URL web link
2. Date-Time – Remind me on a certain day
3. Location
4. When Messaging
5. Flags & Priority
6. List



12

Reminder Lab

1. Create a List called "Grocery List"
2. Add common grocery reminders to: Grocery List. Tap Return to continue
3. Add a Date to the first reminder
4. Done to save



13

Complete & Clear


1. Tap Circle to mark as complete
2. Tap More (...) to View/Hide Completed
3. Tap Clear to Delete



14

Use the Notes App for Everyday Notes

Create a Note with 3 Easy Steps

1. Tap Compose 
2. Type Note. The first line becomes the title.
3. Tap **Done** to save.



15

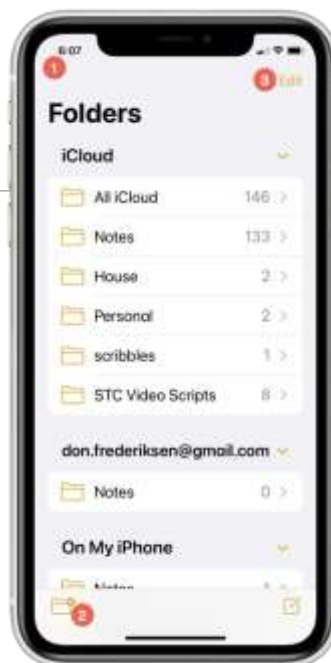
Notes - Storage

Notes Storage Locations

- On my iPhone
- iCloud (Apple's Cloud Storage)

Organize Notes into Folders

1. Tap Folders
2. Add Folders
3. Edit – Rename, Move, Share, or Delete



16

More with Notes

Toolbar

1. Insert Table
2. Format Font
3. Insert Checklist
4. Insert Photo or Scan Document
5. Draw
6. Hide Toolbar – Tap + to display



17

More with Notes

7 More

- Delete
- Print
- Scan
- Share
- Lock with password

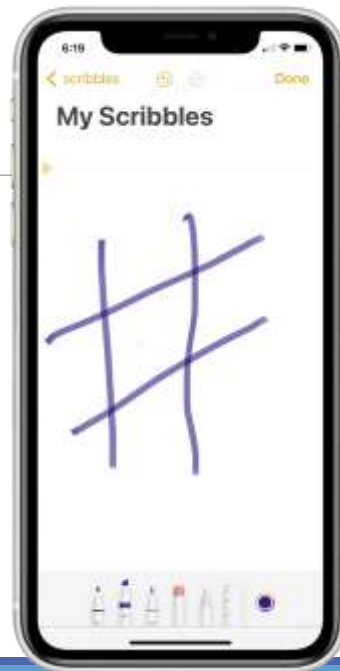
8 Dictation



18

Notes Lab

1. Create New Note
2. Title: My Scribbles
3. Add Drawing to Note
4. Save (Done)



19

Using the iPhone Calendar App

- Create an Event
- Event Options
- Calendar Displays
- Calendars from Other Services



20

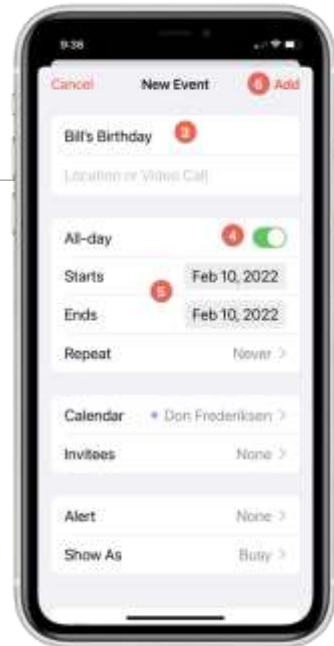
Create Event (Minimum)

Launch Calendar app



Tap + (Add)

3. Title (Someone's Birthday)
4. Tap All Day
5. Starts & Ends (Use Date Picker)
6. Tap Add to save



21

Event Options

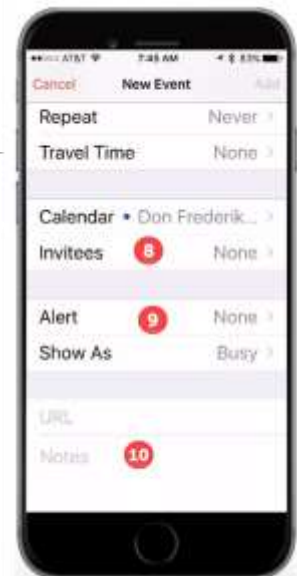
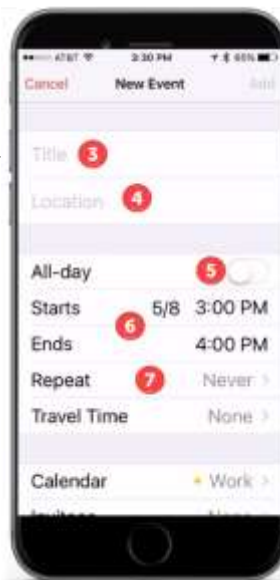
Location – Use actual address

Repeat (weekly, monthly, etc)

Invitees (Send invites to others)

Alert – receive notification

Notes – good place to enter Zoom link



22

Calendar Views – Tour

Tap Upper Left to Year

Tap Today

List or Calendar View

Turn to Horizontal for Week
at a Glance



23

Contacts App

Contacts List or Database

- Phone numbers
- Email addresses
- Postal Address
- Birthdays
- Notes

And more.



Contacts



24

My Card

This is how your iPhone knows YOU.

Displays at the top of the Contact list

Used by Siri and your device for addresses and more

Can be switched under Settings, Contacts



25

Adding and Finding People in the Contacts App

Five quick ways to add contacts:

1. Add Number while making a call
2. From a call record
3. From a text message
4. From an email
5. From a Maps listing (business)



26

Staying Organized with your iPhone

A Key Benefit of your iPhone is its ability to help you stay organized as you live your life.

- Reminders
- Notes
- Contacts
- Calendar



27

Continue Your Learning

More lessons from the Online Class Page

Image	Title	Description
	Searching and Organizing Notes on the iPhone	The Notes app is a hidden powerhouse that can be used to organize your life. Folders, searching and sharing are possible enhancements in this organization mission.
	Remembering Birthdays with iPhone Contacts and Calendar App	Do you remember the challenge of moving birthdays forward from year to year when you use a paper calendar? Using the birthday field in the Contacts app will automatically place birthdays on the Calendar for you, every year without fail. Check it out.
	Giving Handshakes with the Notes App Using Siri	You can create a note in the iPhone or iPad Notes app without using your hands or keyboard by using Siri. This is handy for quick lists or to capture a creative thought. This Nugget provides the Siri commands and approach to creating grocery lists and more.
	Create and Customize Reminders to Remember the Stuff in your Life	Need help to keep your life organized? The Reminders app is an easy way to create reminders and to-do lists that will remind you about a task on a date or even a location. And you can make it even easier with Siri.
	Create Location-Based Reminders to Complete Tasks	Reminders in the Reminders app are a great way to help you stay organized in your life. Many people use reminders for a specific date and time. However, you can also use location reminders. Imagine getting a reminder to "Take out the Garbage" when you get home. This Nugget will show you how.
	Scan and Store Documents Using your iPhone's Notes App	Even when you had access to a scanner that you could use to scan and store documents? You now have a scanner that you hold in your hand. With iOS 11 and later you can use the camera on your iPhone to scan documents into Notes for storage or even markup.

28

Questions?

