

# Welcome Week 3

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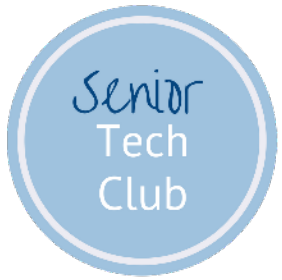
## Shortcuts Study Group



# Our Learning Tools

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- Shortcuts App
  - Editor, Folders, Widget, Gallery
- Zoom and Screen Share
  - Weekly Sessions Wed 10 AM - Recorded
- Online Class Page at:
  - [Links.SeniorTechClub.com/shortcuts](https://Links.SeniorTechClub.com/shortcuts)
- Downloads
- Video Archive
- Weekly Plan Sheet
- Apple: Shortcuts User Guide
  - [Links.SeniorTechClub.com/SUG](https://Links.SeniorTechClub.com/SUG) (**S**hortcuts **U**ser **G**uide)



# Week 2 Review

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# Ways to Run a Shortcut

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Shortcuts app

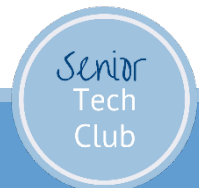
Shortcuts Editor – Play icon

Shortcuts Widget on Home Screen

Home Screen icon

Share Sheet

Siri

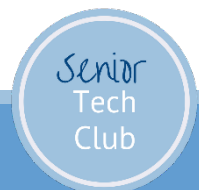


# Create a Simple Shortcut

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Create a Shortcut that loads the Shortcuts class page using the Safari Show Web page action

Put icon on Home Screen



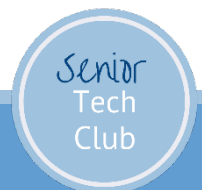
# Assignment Week 2

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## Create a Simple Shortcut

- *Step 1:* Create a new shortcut in your shortcuts collection.
- *Step 2:* Add actions in the shortcut editor.
- *Step 3:* Run your new shortcut to test it.

## Put Shortcut icon on the Home Screen



# Questions about Week 2

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# Week 3 Discussion

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## SUG: Edit Shortcuts

- Organize Shortcuts
- Select – Move, Delete & Duplicate
- Reorder

## SUG: Share Shortcuts



# Organize Shortcuts with Folders

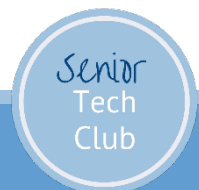
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Create and Use Folders

Default Folders

Custom Folder Possibilities

- Organize for Widget
- Under Development
- Exploratory

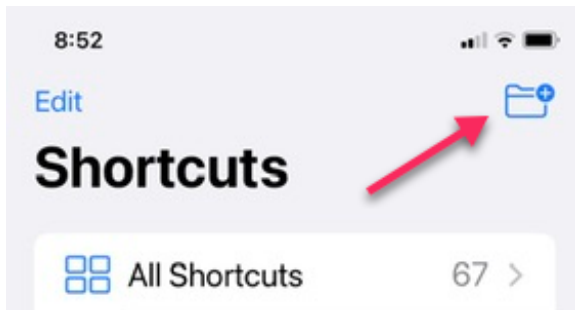


# Organize Shortcuts with Folders

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## Create and Use Folders

- Tap **Shortcuts** (upper right)
- Tap **Add Folder**



- Choose an icon and tap **Add**

# Add Shortcuts to a Folder

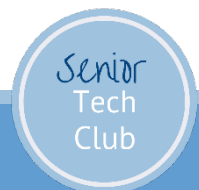
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Drag shortcut to new folder

- Also Reorder in a Folder

Select + Check + Move

Also Duplicate & Delete



# Share a Shortcut

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Get Shortcuts from others people and sites.

Easy as providing a link to the shortcut file

Settings, Shortcuts

> Allow Untrusted Shortcuts

# Share a Shortcut Link

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Tap  to open the editor

Tap Share 

*Share a shortcut as a link*

*Send the link in an email, text or post*

# Shortcuts to Download

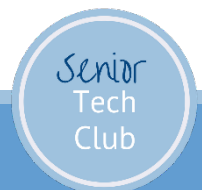
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Week 3 – Shortcuts Downloads

Other Resources & Information

Sites with Shortcuts to Share

Remember these are untrusted!

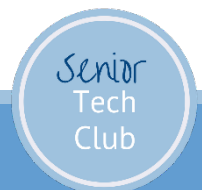


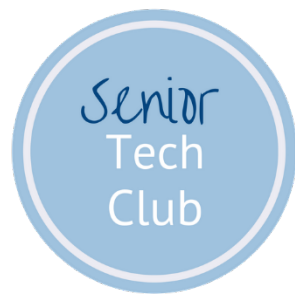
# Coming Up

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Week 4 – No meeting, assignment or reading

Week 5 – Automation

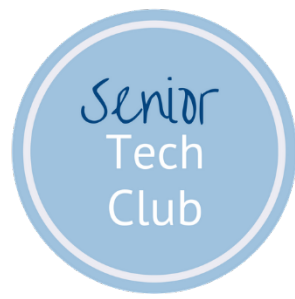




Follow-up Questions?  
[don@SeniorTechClub.com](mailto:don@SeniorTechClub.com)

More Information & Download  
[links.SeniorTechClub.com/shortcuts](https://links.SeniorTechClub.com/shortcuts)





# Thank You!

Stay Well  
Stay Home  
Wash Your Hands  
Mask Up  
Keep Learning