

iPhone iPad Essentials

Note taking, Word Processing and Keeping Files

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Note Taking

- ◆ Type notes
- ◆ Add Pictures
- ◆ Make drawings

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Note Taking

- ◆ Examples
 - ◆ Notes
 - ◆ Evernote
 - ◆ Notability

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Notes

- ◆ Built into iOS and iPad OS
- ◆ Originally an email IMAP feature
- ◆ Now is integrated with iCloud to keep Notes files

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Notes

- ◆ Type a note
- ◆ Write or draw with Apple Pencil or stylus
- ◆ Add pictures
- ◆ Keep notes in iCloud or IMAP in email accounts
 - ◆ All devices must be available for iCloud or you only use IMAP

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Demo

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Notability

- ◆ Solid app
- ◆ Similar to Notes with some refinements and improvements

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Demo

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Evernote

- ◆ More extensive saving, sorting scanning & web clipping

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Demo

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Word Processing

- ◆ Pages
- ◆ Word
- ◆ Markdown apps (Drafts, Bear IA Writer and others)
- ◆ Google Docs (separate app)

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Pages

- ◆ Apple built in Word Processor
- ◆ simpler than Word

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Demo

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Word

- ◆ Pretty much a full featured word processor
- ◆ File systems
 - ◆ One Drive (Microsoft cloud)
 - ◆ Files (iCloud)
 - ◆ Selected alternative

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Word

- ◆ Full fledged word processor
- ◆ Requires a Microsoft account
 - ◆ to sync with a PC or Mac Word app requires an active account for Office 365
- ◆ Will sync to One Drive or Files (iCloud)

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Demo

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Markdown apps

- ◆ Examples

- ◆ Bear
- ◆ IA Writer
- ◆ Drafts

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Markdown apps

- ◆ Intended as a method of easy high volume writing with keystrokes setting formatting
- ◆ simplified options
 - ◆ Heading #
 - ◆ *Italics* *
 - ◆ **Bold** **
 - ◆ Numbered or bullet list

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Demo

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Files

- ◆ The app that shows you the file structure of your iCloud
- ◆ Must turn on iCloud Drive in Settings
 - ◆ Settings > Your Name > iCloud > iCloud Drive (on)

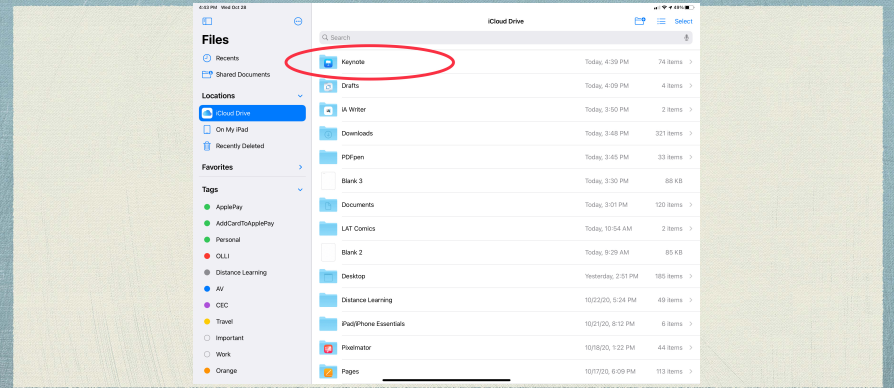
20

Files navigation



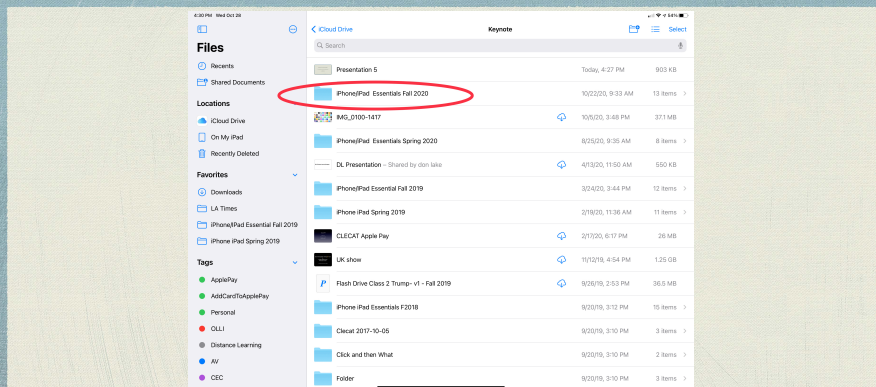
21

Files navigation



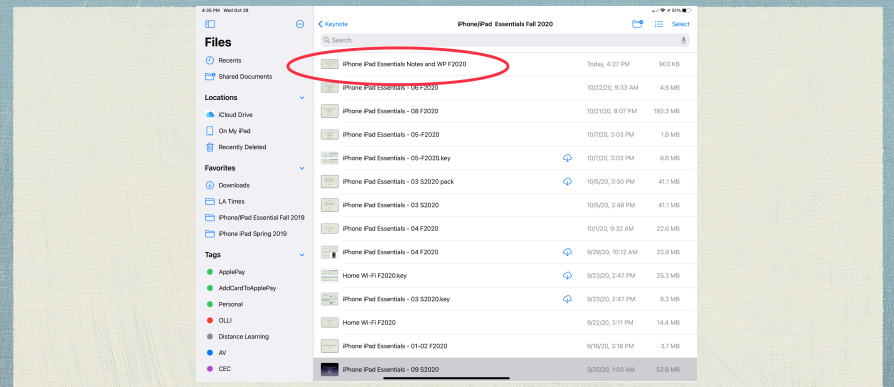
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Files navigation



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Files navigation



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