
Productivity: IOS Mobile Technology

Merle A. Branner
Information Professional



Slide 1: Introduction

Today, I want to continue sharing with you ways to be productive with your IOS devices. The focus of this presentation will be on productivity and workflow using an iPad. Additionally, I hope to have time to talk to you about being a responsible mobile technology user.

Even if you do not own an iPad or any other brand of tablet, this presentation will give you an idea how useful they can be.

Basic Use: How I Use The iPad



Slide 2: Basic Use: How I use my iPad

All of my apps and data are synced across all of my devices — my iPad, iPhone and Mac. This is due to a cloud-based service called iCloud. Not only can I access all of my basic apps and data from all of my devices, I can also access them online. Yes, I am entrenched in the Apple ecosystem. However, if I wanted to, I could also access them on a Windows computer.

This includes: My

Calendar - Which tells me where I need to be and when.

Contacts - I do not own a paper address book anymore. My contacts are with me all the time.

Reminders - which notifies me what I need to do and when I need to do it. Whether I need to do it just once. Or if it is a recurring thing that I need to do on a regular basis.

Messages - which is text messaging. I can receive messages from anyone without ever saying a word. Though, I can send audio and received audio text messages, which is a new feature in IOS 8.

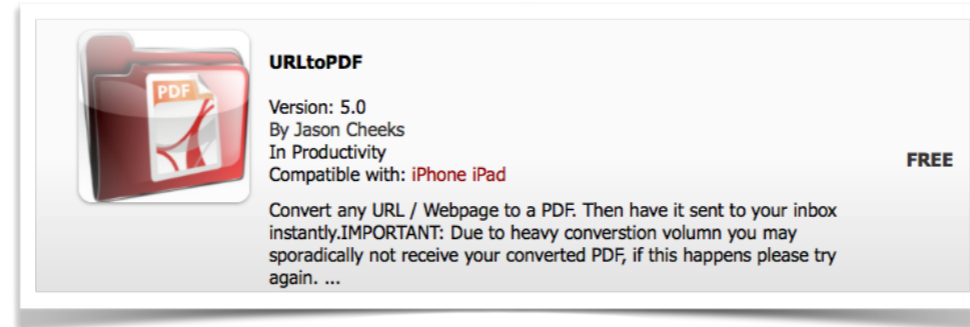
Mail - to me Email has been the greatest invention that transformed written communication for business and personal use, in my opinion.

Camera - is a tool that I use both for creativity and productivity. I will talk more about this later.

All of these basic applications are available today on most mobile devices across all platforms. However, many people do not take advantage of them. I cannot live without them.]

Now, let's explore a few great utilities that I use in my personal workflow.

Converting a URL to PDF



Evernote



PDF Pen Scan+



Slide 3: Converting a URL to a PDF File

This is a very useful utility app. You can convert any webpage into a pdf file. I use this to capture an article I want to read and save.

I use this application in conjunction with *Evernote*. *Evernote* is where I store all of my PDF articles and notes that I want to retrieve for late use.

Let me show you how simple this process is:

- First, I will open a webpage. For this demonstration, I created a shortcut to an article. (Open article)
- Now, I will copy the URL (Copy) by tapping on the URL and choosing (Copy)
- Next, I will open up the (URLtoPDF) app.
- I enter the URL by (Pasting the URL) and click I will click (Convert my URLtoPDF).
- It opens up my email app and I just have to tap on (Send).
- In 1 to 3 minutes, I will see an email in my inbox telling me my PDF is ready.
- To save time, I already did this in advance.
- Now, I will open my Mail app and locating the email that was sent to me along with my converted webpage (URL) into a pdf file.
- Next, I will click on the pdf file and I will save it in Evernote.
- Title the Document - I need to title the file since it did not atomically populate a title for this article.
- Finally, I will open up Evernote - and the article is right where I saved it in my Technology Notebook. It is fully searchable because it was OCR'ed (Optical Character Recognition) in Evernote.
- If I want to hear this article, I can use the built-in text-to-speech feature that is part of IOS.

Mobile Technology Responsibility

- **Place them on vibrate/silent or turn-off mode** - when in public, social & business events, religious institutions, museums, family events...
- **Follow the Law** - Please do not take photographs, video or audio recordings at theatrical events. Until the copyright laws change, it is illegal. Most importantly, it is just rude and disturbs others around you.
- **Driving a Vehicle** - Motor Vehicle, Bicycle, Skateboard... It is dangerous and you need to focus your attention on your driving. This saves lives.

Slide 4: Mobile Technology & Responsibility

I want to conclude my presentation on the subject of Mobile Technology Responsibility. Several years ago while I was teaching technology in a middle school, I had a great guest speaker at a career day. She was a successful businesswoman who spoke to my class about being responsible and respectful in the use of mobile technology, specifically in regards to cell phones use. I never forgot this talk and I will share a modern version of her message with you today along with an article that just came out in the Wall Street Journal this week. There will be a link to the article in the minutes of the meeting. I do not want to kill trees.

Let me state something you already know. I love my technology. But there is a time and place for everything. I hope you remembered before you walked into this meeting to place your phone and/or tablet either in silent or vibrate mode or just turned it off. There is no excuse for a phone to go off in a meeting like this. It is inconsiderate. The same is true for other places that I have listed on my slide.

Following the laws of the land is part of each and everyone's responsibility, whether you agree with the law or not. The copyright laws in this country are obsolete but we still have to follow them. Theatrical performances are illegal to photograph, audio or video record. Most venues state it at the beginning of each performance. Most importantly it is disturbing to the other people around you.

Finally, driving a motor vehicle, bicycle or riding a skateboard takes concentration, skill and your undivided attention. Using a mobile device while driving is proven deadly. Do Not Do It!

Technology is advancing at a rapid rate today. Many of these advancements are great. However, they are eroding our sense of acceptable behavior. Be responsible, have good manners and follow the law.

Questions

Merle A. Branner
Information Professional & Educator
merleab@me.com

<http://merleabranner.com>

847.361.1170