



Personal Technology Classes by Gerard Damiano

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Classes are taught by live demonstration. Each is 3 hours in length, with a 15 minute break. Classes in a series may be taken individually, but together they form a complete course. Students are invited (but not required), to bring their devices, and portable computers to follow along.

The iLearn Series



Technology has inserted itself into every aspect of our lives, seemingly overnight. And though it promises to make everything simpler and easier, for some, the reverse is true. For those who feel that this rapidly evolving technology has left them behind, it begs the question **"What is it good for?"**

This course will demonstrate how to get the most out of your personal technology, regardless of what particular devices you use, with strategies to help you take advantage of the **Smart Phone, Tablet, and Smart Watch**.

Apple products will be used for demonstration, but the methods and apps covered are available on all platforms.

Lesson 1: Communication

Learn the basics of digital communication from Texting to Video Conferencing and everything in between!



With so many different means at our disposal, we sometimes fail to communicate at all, or are completely misunderstood. Which method is most appropriate for a given situation? What are the rules of online etiquette? Learn **Visual Voicemail, Conference Calling, Text Messaging, and Multi-Media Messaging**. Strategies for dealing with your service provider. **Make phone calls without a Phone! Video Chat** for free with **FaceTime** and **Skype!** **Emoji, Emoticons, Tech Jargon** and more.

Lesson 2: Travel

Your smart device can be an invaluable tool while traveling. Tips & tricks for the tourist and seasoned traveller alike!



Locate yourself on a map, estimate travel times, get turn-by-turn directions, and even **beat traffic**. Use apps to **find the cheapest gas**, or the nearest public restroom. **Translate Languages, Convert Currency. Call a Car, or Book a Flight. Get reviews on Restaurants and Hotels. Beat Long Distance Roaming Charges** and stay connected while abroad!

This class offers tips, tricks and techniques to benefit the tourist and seasoned traveller alike.

Lesson 3: Entertainment

Keep all of your Books, Movies, TV Shows, and Music, in your pocket and take them with you wherever you go!



In this world of rapidly changing technology the way that we get our media is also changing. Most forms of entertainment are now available on your mobile device. Listen to any radio station in the world, or create your own! Discover a wealth of **Free Music!** Watch **Movies, TV Shows, Videos**, and take your **Cable TV** subscriptions with you, wherever you go. Follow all of your favorite **Sports** teams and get scores instantly. Carry 100 **Books** in your pocket, and have **Curated News** stories delivered to you daily. **Games, Puzzles** and more! This class covers some of the most fun apps available. **Enjoy Yourself!**

Lesson 4: Social Networking

Gain an understanding of the most popular Social Media sites, Facebook, Twitter, Instagram, LinkedIn, & more!



This class provides a brief **history of Social Media**, with an overview of some of the most popular sites, such as **Facebook, Twitter, Instagram, linkedin**, and more. Connect with people beyond your immediate circle, and find a vast community who shares your common interests. Learn which sites are most suited to you and your interests. Take advantage of today's most popular networking forums!

Lesson 5: Privacy & Security

Separate unfounded fears and phobias from real threats, and Protect Yourself Online!



In recent years, cyber crime statistics have sky rocketed. As our dependency on technology increases, so does our vulnerability. With new threats appearing every day, what can you do to protect yourself? What is the difference between **"hacking"** and **"Spoofing"**? And what do you do when it happens to you? How can you **Create Strong Passwords**, that are hard to crack and easy to remember? How can you protect your email inbox from Spam? This class separates unfounded fears from real threats, and offers strategies to **Protect Yourself Online!**

The iCreate Series (for iPhone and iPad)



Apple's popular mobile devices, are also Power Portable Art Studios, that you can take with you wherever you go! You don't have to be an artist to attend the iCreate Series, but you may be one when you finish.

EXPRESS YOURSELF!

★ Apps will be downloaded during class. Please be prepared to use your Apple ID and Password.

Lesson 1: Acquiring Images

Take better pictures with your mobile devices!



Learn **professional photography techniques** and get the most out of both the iSight, and FaceTime cameras. **Shoot Square Format Images** or **Sweeping Panoramas**. Capture action with **Burst Mode** or speed it up with **Time Lapse Photography**! **Basic Composition**, **Flash Photography**, and **HDR**, will also be covered. Take Screenshots and discover other methods for acquiring images from Emails, Text Message and across the web.

Lesson 2: The Digital Darkroom

Edit and enhance your photos



The touch screen interface gives new meaning to the term **"Photo Retouching"**. Learn **basic image editing techniques** to **Sharpen**, **Color Correct**, **Adjust Exposure**, and more! Then discover free 3rd party apps to Create **Composite Images** and add **Text**. Take your photos to the next level with amazing **Templates** and

Special Effects. ★ Apps will be downloaded during class. Please be prepared to use your Apple ID and Password

Lesson 3: Drawing

Use professional tools to draw and sketch with the tip of your finger!



Learn to Draw directly on your mobile devices! Use **ArtStudio**, "the most comprehensive, sketching, painting and photo editing tool in the App Store", to explore basic drawing techniques. Mix colors "virtually", and learn the tools to create your own works of art. Then share them instantly!

★ Download ArtStudio (\$4.99) prior to class.

Lesson 4: Painting

Create Works of Art directly on your iPhone and iPad. Fingerpaint with Light!



The **ArtStudio** app is like having **Photoshop** in your pocket. Understand **layers** and learn **"Dry Brush"**, **"Wet Brush"**, and **"Air Brush"** techniques to create you own works of art in class. Explore other apps, which enable you to transform your photos into drawings and paintings!

★ Download MobileMonet (\$1.99) from the App Store prior to class.

Lesson 5: Video

Lights! Camera! Action! Shoot Professional Quality HD Video right on your Mobile Device!



Learn the basics of your built in **HD Video** camera. Shoot standard and **Time-Lapse Video**, or capture the action in **Slow Motion**. **Edit** clips together, then add **Transitions**, **Music**, and **Titles** with **iMovie**. Add **Templates** or "Themes", and **Video Filters**, to help you get very professional looking results with little effort. **Now you're making movies... right on your mobile device!**

Lesson 6: Sharing Your Work

Share your finished work around the world at the push of a button! Discover the most popular image sharing sites!



Email, **Text Message**, or **Post** your images to **Facebook**, **Twitter** and more, right from the **Photos App**. Share entire photo albums with **iCloud**! Create professional looking **Slideshows** in seconds. Explore some of the most popular image sharing sites, such as **Instagram**, **Flickr**, **Tumblr**, **Picasa**, **Pinterest**, and more.

The iPhone Series



The iPhone combines a revolutionary mobile phone, a breakthrough Internet device, and an iPod touch, with a 12 Megapixel Camera and an HD Video Recorder. Explore it's innovative touchscreen interface, internet connectivity, and GPS capabilities, and get the most out of your iPhone. This 5 class series covers the most important features of the iPhone in detail. Only the Apps, which come standard on the iPhone, will be used.

★ **iPhone Lesson 1: Basics** is a prerequisite for all other iPhone classes.

Lesson 1: Basics

Unlock the potential of this powerful pocket device!



This class covers **Basic Operations**, **Hardware**, and **Settings**. Learn the **Full Functionality of the Phone App**, including **Visual Voicemail**, **Conference Calling** and **FaceTime**. **Back Up your phone** and keep it updated using **iCloud**. Whether you have an iPhone, or are considering purchasing one, there is something for everyone in this 3 hour "Brain Dump".

Lesson 2: Intermediate

Discover the Amazing Built-in Apps that come with your phone!



The iPhone comes fully equipped with many useful tools such as a **Calculator**, **Notes**, **Voice Memos**, even a customizable **Stock Ticker**. Learn **Typing Techniques** that give you the functionality of a full keyboard! **Cut**, **Copy** and **Paste**! **Spell Check** and look-up words as you go. Get organized with the **Contacts** and **Calendar** Apps, then **Sync** your data instantly with your computer, & all of your Apple devices, with **iCloud**! **Protect your identity and your data with Privacy Settings**.

Lesson 3: Email & The Web

Navigate the Information Super Highway and Check your Email... On The Go!



Surf The Web with **Safari**. Download information, images and more, then share it all effortlessly. **Bookmark your favorite sites**, then **Sync** them with your home computer, and other Apple devices. Set up all of your **Email** accounts right on your phone. Send, Receive, Reply, Forward messages, and even add Attachments! Learn essential **Digital Etiquette**. Use the **Messages App** to send **text** or **multimedia messages** free of charge!

Lesson 4: Media

Master All of Your Media, and take it with you, wherever you go!



Purchase songs through the **iTunes Store**, or **sync** your entire **music** collection from your computer. Discover a world of **Free Content** with **Podcasts**! Watch **Videos** and **TV Shows**, Play **Music**, or Read **Books**, **Newspapers**, and **Magazines**, right on your phone!

Lesson 5: Advanced

Go Further with your iPhone!



Keep up with the latest advances in iPhone Technology. Explore your surroundings using the **Compass App** and **GPS** function of your phone. Plan trips using The **Maps App** and get a weather report before you arrive, with the **Weather App**. Find Your iPhone if it is lost or stolen! Plus useful **Accessories** and **Power User Tips & Tricks**!

iPhone Essentials

Take Control of your iPhone!



The key points of the entire iPhone series are condensed into this one session "**Crash Course**", which is designed to get the beginner up and running with a basic understanding of the iPhone and it's functions.

The iPad Series



The iPad has changed the way that we think about computers

This 5 class series covers the most important features of the iPad in detail. Only the Apps, which come standard on the iPad, will be used. Each class in the series may be taken individually, but together they form a complete course.

★ **iPad Lesson 1: Basics** is a prerequisite for all other iPad classes.

Lesson 1: Basics

The World at a flick of your finger!



Navigate the Multi-Touch Screen Interface and learn about the iPad's **Hardware** and **Settings**. Discover **Typing Techniques** and **Tricks** that will give you the functionality of a Full Keyboard! **Cut, Copy and Paste!** **Spell Check** and **Look-Up Words** as you go. **Maintain Your Battery**, and **Back Up** your data using **iCloud**.

Lesson 2: Intermediate

The Future of Personal Computing... Today!



Discover the powerful built-in apps that come on your iPad. Get organized with the **Contacts** and **Calendar** Apps, then **Sync** with all of your Apple devices instantly using **iCloud!** Connect with friends, family and business associates using **Text** and **Multi-Media Messaging** or **Video Conference** with **FaceTime**.

Lesson 3: Email & The Web

Stay connected and harness the power of the Web... On The Go!



Surf the web with **Safari**. **Download** information, images and more, then **share** it all, effortlessly. **Bookmark your favorite sites**, then **sync** them with your home computer and other Apple devices. Set up all of your **Email** accounts right on your iPad, to **Send, Receive, Reply, Forward** messages, and even add **Attachments!** Learn essential **Digital Etiquette** for the 21st Century. **Protect your identity and your data Online**.

Lesson 4: Media

Master all of your digital media and take it with you wherever you go!



Why just purchase songs from the iTunes store, when you can **Sync** your entire music collection from your computer for Free! Download **Podcasts** and discover a world of **Free Content!** Read **eBooks, Newspapers, and Magazines**. Watch **Movies, TV Shows**, and more!

Lesson 5: Advanced

Go Further with your iPad!



Keep up with the latest advances in Mobile Technology! Explore your surroundings with The iPad's amazing **GPS** function. Plan trips using the **Maps App**, and get a weather report before you arrive, from the **Weather App**. Take a "selfie" with **Photo Booth** and add creative effects. **Shoot and Edit HD Video**. **Find Your iPad** if it is lost or stolen! Plus **Essential Accessories, Tips & Tricks!**

iPad Essentials

Take Control of your iPad!



The key points of the entire iPad series are condensed into this one session "**Crash Course**", which is designed to get the beginner up and running, with a basic understanding of the iPad and it's functions.

The Apps Series (for iPhone, iPad & iPod Touch)



Looking for the solution to many of life's little problems... There's an App for that!

Applications or "Apps" are programs that your device can run to increase its capabilities. There are currently more than 2 million apps available from the App Store, with new ones being developed everyday. The sheer volume of information can be overwhelming. This series will help you to discover the apps that are most useful to you. Explore some of the most popular ones, from the essential, to the ridiculous, to the sublime.

★ Please be prepared to use your Apple ID and Password to download Apps during class.

Essential Apps

Expand your capabilities with these proven, practical and productive apps!



Learn to navigate the **App Store** and expand the possibilities of all your Apple devices. Download the most acclaimed and widely used 3rd Party Apps currently available. Explore apps to help you **gather information, network, travel, shop, dine, increase productivity**, and much more!

Entertaining Apps

Have Fun with the latest Movies, Music, Videos, Games, Puzzles and more!



Listen to any radio station in the world, or create your own! Choose from millions of songs to purchase and discover new ways of getting music on your devices. **Download Free Podcasts. Watch Movies, TV Shows, Videos**, and keep track of all of your favorite **Sports** teams. **Skill Games, Word Games, Trivia** and **Puzzles**, that test your reflexes, your intelligence, your luck, and your sanity!

Advanced Apps

Take your device to the next level with these powerful programs!



Use **Augmented Reality** to gain more information about the world around you. **Translate languages**, visually! **Beat traffic** or **Find a Ride!** Make phone calls to anywhere for pennies a minute! **Receive credit card payments** directly to your device and much more! Learn the latest advances in this rapid evolving Technology!

The Inter-Networking Series

Searching with Google

Search Engine Tricks and Techniques. Discover a wealth of Free Services courtesy of Google!



Not just the most popular search engine on the web, it is the single most visited website, period. Google boasts several hundred million queries each day. **Learn techniques to help you maximize your efforts** and get the most **accurate results**. Uncover little known features of this amazing resource! **Take advantage of Google's Free Products and Services** such as **Gmail, Google Earth, Google Maps, Google+**. Get **Free Cloud Storage with Google Drive**, and a **Free Phone Number** with **Google Voice**, and more! Seek and Ye Shall Find!

Connecting with Facebook

Understand the world's most popular Social Media Website



Facebook can be an excellent way to connect with friends and family, around the block or around the world. Despite its popularity, some still find Facebook incomprehensible, and have very real concerns about privacy and security. This class demystifies Facebook with a simple, no-nonsense approach. Learn **Privacy Settings to Protect Your Page**, by controlling who has access to your content.

★ Sign up for your free Facebook account prior to class and be prepared to login from your portable computer or device.

Cloud Computing

Back Up your Content and Share it between ALL of your devices...Automatically!



Learn the principles of Cloud Computing. Discover the Free Resources available to help you **Sync, Back Up, and Share** your data on any computer. Use Apple's **iCloud** to keep your Contacts, Calendars and other information up to date. The **iCloud Drive** allows you to share any kind of file between all of your Apple Devices and a Mac or even a PC Computer! Protect your data with regular Back Ups, effortlessly, using the cloud. The easiest way to **Back Up and Sync your data automatically!**

Watch and Learn: The Apple Watch

The long awaited wearable technology from Apple that is as fashionable as it is functional!



Not a replacement for the iPhone, but an extension of it, designed to handle many tasks at a glance. First, and foremost, it's a fashionable timepiece, accurate within 50 milliseconds. With choices of size, material, color and band, **Apple's "most personal device"**, is also its most customizable. Whether you have an Apple Watch, or are considering buying one, this class will help you to choose the one that is right for you, and get you up and running with the basics of **Watch OS3**.

What's New in iOS 10 for iPhone & iPad

Stay on the Cutting Edge with the "World's Most Advanced Mobile Operating System!"



Apple is calling iOS 10 its biggest release yet. The new operating system gives super powers to **The Messages App**. Send messages in your own handwriting and customize message bubbles. Add **Stickers** and **Animations**, or send secret messages with **"Invisible Ink"**. Swap words with emojis. You can even **draw on top of your videos**. The new **Home App** lets you turn on lights, unlock doors, and even raise your window shade right from your mobile device. The **News** and **Music Apps** get a complete makeover. Use the **Maps App** to make dinner reservations or call a car. **"Siri"** now works with your favorite apps. **3-D Touch integration** and more!

Mac Basics: OS10.12 Sierra

Learn the latest features of "the World's Most Advanced Operating System!"



Siri is now on the Macintosh Computer with new capabilities designed just for the desktop! Organize all your windows into **Tabs**. Float a video window with **Picture in Picture**. Discover an **all-new Apple Music** experience. Sierra helps you rediscover your best photos, shop faster and more conveniently online, and work more seamlessly between devices. It can also help free up valuable storage space. Now your Mac does even more for you, so you can do more with your Mac.

Mac Power Users Tips & Tricks

Maximize your Keystrokes and get the most out of your Mac!



Learn the hidden features and functions of the Macintosh computer. **Keyboard Shortcuts**, **Killer Tips** and **Tricks**, **Maintenance** and **Back Up** strategies. Beginner, intermediate and advanced users alike, can benefit from this examination of "what they don't tell you" when you buy your Mac.

Mac Made Easy

Your journey to computer literacy begins here...



This one session class is specifically designed **for absolute beginners**, "newbies" and "technophobes" alike. Understand the difference between **computer hardware & software**. Demystify the computer's interface, and **navigate** through **files and folders**. Learn **word processing basics**. **Create and save documents**, then **Back Up your data**.

Seniors will appreciate the no nonsense approach to the material, which assumes no previous knowledge of computers.

The iTunes Series

iTunes: Master Your Music

Rip Remix and Burn. Rock your World... with iTunes!



Organize and share your music collection across all of your devices. Use iTunes on your computer to **import music from CDs** and other sources, **create customized playlists** and **burn your own CDs**. Then **sync your iPod, iPad or iPhone!** Understand digital music formats. Unlock the power of the iTunes Visualizer. Listen to **Free Music with Beats 1 Radio** or Subscribe to **Apple Music** for unlimited access. Plus **Tips, Tricks, Shortcuts** and more!

★iTunes comes installed on all Macintosh computers and is available as a Free Download for PCs.

Please bring your portable computer and all Apple devices that you listen to music on.

iTunes: Manage your Devices and more

Discover the Full Power of iTunes!



iTunes may have began as a simple music player, but it has grown to become much more. Not only your mobile device management application, but the Digital Hub that lets you **link all of your devices together**. **Sync music and photos** from your **Mac or PC** computer. **Update and back up all of your Apple devices**. It is your portal to the **iTunes Store**, where you can purchase and download **Music, Music Videos, TV Shows, Audiobooks, Podcasts, and Movies**. Then Share all of this media throughout your network, with **Homesharing**. **iTunes U** brings you lectures, discussions, lessons, and more from top universities, museums, and other cultural institutions around the world.

The Photo Series

The Camera App for iPhone & iPad

"The Best Camera is the one you have with you"



Learn **professional photography techniques** to help you get the most out of both the **iSight** and **FaceTime** cameras. Shoot **Square Format Images** or **Sweeping Panoramas**. Capture action with **Burst Mode**, or speed it up with **Time Lapse Photography**! **Flash** Photography, **HDR**, and **Basic Composition**, will also be covered. Take **Screenshots** and discover other methods for acquiring images from Emails, Text Message and across the web. **Shoot and Edit HD Video** right on your device. You can even record action in **Slow-Motion**!

The Photos App for iPhone & iPad

Organize, Edit and Enhance your photos, then sync them with ALL of your devices!



Manage your photo collection right on your device. Uses **Smart Groupings** to organize your photos by time and place, or create **Albums** according to your own preferences. Use **powerful built in editing tools** to manipulate and enhance your images. Now Photos incorporates **3rd party filters** within the app, to expand it's capabilities even further. Create **professional looking Slideshows** in seconds. **Share** photos, or entire albums, directly from the App. Make Bad Photos look Good, and Good Photos look Great!

The Photos App for Mac OS

The popular mobile App has merged with iPhoto, to become the New Photos App for Mac OS.



The all-new design of the Photos app automatically organizes photos and videos by when and where they were taken. Or create albums according to your own preferences. Powerful but easy-to-use editing tools allow you to **enhance and improve your photos** with just 1 click, or use **Adjustments** to control the finest details. Add **Filters** for striking effects. Use **iCloud Photo Library**, to store all of your photos, making them accessible to all of your devices at anytime. Share your favorites in more ways than ever before, even print a hardcover coffee table book, right from the app!

Specialty Classes

Healing and Harmonizing Apps

Useful Tools for a Conscious Lifestyle



There is a wealth of information, from **yoga postures**, to knowing **what's in your food**, available instantly, at the touch of virtual button! **Soothing Sounds**, **Lunar Cycles**, **Star Charts** and more. **Shop consciously** and select products that reflect your values. **Harmonize with your devices** and learn tools that help to **promote a healthy lifestyle**. This collection of apps has been hand picked for students, practitioners, teachers and masters of The Health and Harmony Center for Yoga and Massage.

Accessibility

Learn Assistive Technologies to help you see and hear your Apple devices better.



Apple provides innovative solutions to help those with vision or hearing impairments get the most out of their iPhone, iPod, or iPad. **Voice Control**, **VoiceOver Screen Reader**, **Zoom**, **White On Black**, **Mono Audio**, **Closed Captions**, **Subtitling Support**, and more!



all classes are developed and taught by Gerard Damiano
www.gerardist.com/education

