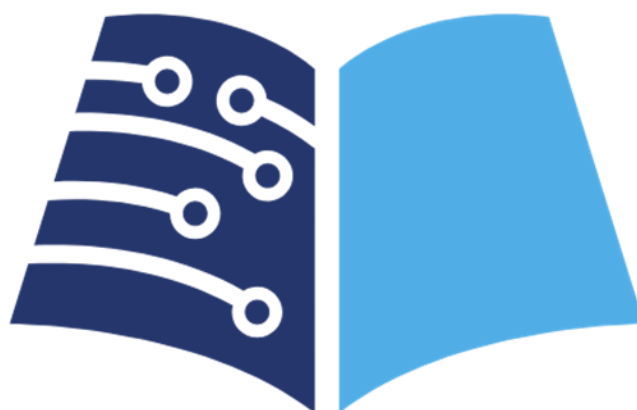




DIGITABILITY

Promoting people with disabilities' employment by enhancing their digital skills and competencies to support a remote working scheme.

‘Organising your information’



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the European Union

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1. Introduction

In the digital age, effective organization of electronic information is crucial due to the overwhelming volume of data individuals and organizations handle daily. Without proper organization, finding specific information becomes challenging, resulting in decreased productivity. Well-organized electronic information facilitates quick access, saving time and enabling efficient work. Collaboration and knowledge sharing improve when information is easily accessible, reducing duplication of efforts.

Additionally, organized data enhances security by implementing access controls and encryption to protect sensitive information. This practice also enables effective data analysis, aiding in informed decision-making. In conclusion, organizing electronic information is essential for maximizing efficiency, productivity, collaboration, security, and data analysis, allowing individuals and organizations to achieve their goals effectively

1.1. The Learning Objectives Covered by Topic

For those with disabilities, navigating electronic information can pose significant obstacles. Assistive accessibility features are essential to ensure that individuals with disabilities can seamlessly locate and retrieve information, fostering inclusivity and equal participation in the digital realm.

Learning objectives:

1. Help people with disabilities to gain comprehensive knowledge of different digital tools and platforms used worldwide for organising information and data. These tools are:
 - File Management Applications such as:
 - Dropbox
 - GoogleDrive
 - Microsoft OneDrive
 - iCloud
 - Note-Taking Apps
 - Task Management Tools such as:
 - Trello

- Asana
 - Todoist
 - Password Managers
2. Understand specific challenges faced by users with visual, hearing, mobility, or cognitive impairments, and describe the accessibility features supported by each tool tailored to each type of disability to overcome these challenges.
 3. Increase awareness about the significance of accessibility on digital tools and platforms, acknowledging the necessity to foster inclusive environments for every user.
 4. Identify and explore the accessibility features that each tool supports, in order to help individuals with disabilities to gain the skills required to manage these tools effectively.
 5. Utilize the knowledge and skills obtained during the course to promote inclusivity and accessibility in both educational and professional contexts.

Overall, this topic aims to empower learners to harness the full potential of electronic information organization practices, thereby fostering a more inclusive and equitable digital environment for users with disabilities.

2. File Management Applications: Simplifying Electronic Document Organisation

File management applications serve as powerful tools, streamlining the organization of electronic documents by offering centralized storage, management, and access. With features like folder structures, file tagging, and search capabilities, these applications enhance efficiency, enabling quick location and retrieval of specific documents, ultimately saving time and effort for individuals and businesses dealing with the increasing volume of digital information.

2.1. Dropbox

Dropbox, a widely used file management application, functions as a cloud storage service that enables users to store, sync, and share files online. Its convenience lies in the ability to access files from any internet-connected device, allowing seamless collaboration and easy backup of

important data. Available in both free and paid plans, Dropbox offers additional features and storage space for subscribers, making it popular among individuals and businesses.

A standout feature is file syncing, ensuring that changes made to a file on one device are automatically updated across all devices connected to the same Dropbox account. This guarantees users always have the latest file version, promoting efficient workflows. The platform also prioritizes security, encrypting files during transit and while at rest on Dropbox servers. Two-factor authentication, remote data wiping, and compliance with data protection regulations like GDPR add extra layers of protection.

Dropbox's integrations with various apps and services enhance its versatility. Users can seamlessly connect their Dropbox account to productivity tools like Microsoft Office and Google Docs, as well as project management tools and email clients. This integration streamlines workflows and boosts productivity for both individuals and businesses. In conclusion, Dropbox stands out as a reliable, secure, and user-friendly cloud storage solution, addressing diverse needs with its extensive feature set and commitment to data security.

2.1.1. Dropbox accessibility conformance reports and guidelines

Dropbox is committed to providing a user experience available to everyone. That means valuing and including the experience of people with varying functional abilities, using a range of assistive technologies, and in different circumstances. The aim is to craft delightful products that help everyone unleash their full potential. Dropbox partners with a third-party accessibility testing service, to ensure it delivers on this commitment, measuring against a set of standards set by the [Web Content Accessibility Guidelines \(WCAG\)](#).

You can download the Voluntary Product Accessibility Template (VPAT) for any of the core Dropbox products as a PDF.

[VPAT Dropbox Web](#)

[VPAT Dropbox Desktop Mac](#)

[VPAT Dropbox Desktop Windows](#)

[VPAT Dropbox iOS](#)

[VPAT Dropbox Android](#)

2.2. iCloud

iCloud, Apple's cloud storage service, enables users to store and access data such as photos, videos, and documents on remote servers, synchronizing them across multiple devices. With 5 GB of free storage and options for additional monthly subscriptions ranging from 50 GB to 2 TB, iCloud provides flexibility. Key features include seamless data synchronization, automatic iOS device backups, and integration with Apple services and applications. Notably, iCloud's Find My iPhone/iPad/Mac feature aids in locating lost or stolen devices and remotely securing data. Serving as a platform for Apple services like iCloud Mail, iCloud Drive, and media streaming services, iCloud stands as a valuable tool for Apple device users, offering synchronization, backup, and integration across a range of services.

iPhone provides many accessibility features and settings to support your vision, mobility, hearing, speech, and cognitive needs. These features make your iPhone easier to use, whether you need them temporarily or on an ongoing basis.

2.2.1. How to set up accessibility features in your iPhone - in iCloud

iPhone has accessibility features that you can turn on the first time you turn on your iPhone, to make it easier to set up and personalize other iPhone features.

2.2.1.1 Hear what is onscreen with VoiceOver

VoiceOver—a gesture-based screen reader—tells you what is happening onscreen.

After iPhone has turned on, triple-click the side button (on an iPhone with Face ID) or triple-click the Home button (on other iPhone models) to [turn on VoiceOver](#).

Do any of the following and more:

- Speak the entire screen: Swipe up with two fingers.
- Find out what you are touching: Touch the screen or drag your finger over it. VoiceOver speaks the name of the item your finger is on, including icons and text. Swipe right to elect the next item. Tap with four fingers near the top to select the first item on the screen.
- Select an item: Tap to select a button or link, and activate it by double-tapping.
- Scroll to another page: Swipe with three fingers.

- Open the onscreen rotor: Turn two fingers on the screen, as if rotating a dial. See [Control VoiceOver using the rotor on iPhone](#).

Note: When VoiceOver is on, basic gestures do not work as usual. See [Use VoiceOver gestures on iPhone](#) and [Operate iPhone when VoiceOver is on](#).

You can adjust audio options, language, voice, speaking rate, how much detail VoiceOver provides, and more in [VoiceOver settings](#).

2.2.1.2 Zoom in on part of the screen

1. Double-tap the screen with three fingers, then use the slider to set a magnification level.
2. Use three fingers to scroll around the zoomed-in screen.

See [Zoom in on the iPhone screen](#).

2.2.1.3 Turn on other features during setup

You can turn on additional accessibility features from the Quick Start screen.

Tap  to turn on or adjust settings for any of the following:

- [VoiceOver](#)
- [Zoom](#)
- [Display](#) & [Text Size](#)
- [Motion](#)
- [Spoken Content](#)
- Touch (such as [AssistiveTouch](#) and [Touch Accommodations](#), [Switch Control](#), or any [external keyboard](#).)

Siri is often the easiest way to start using accessibility features with iPhone.

Siri: Say something like: “Turn on VoiceOver” or “Turn off VoiceOver.” [Learn how to use Siri](#).

You can also use [Control Center](#) or [Accessibility Shortcut](#) to turn on accessibility features quickly.

2.2.2. Accessibility features for people with cognitive impairments

You can reduce distraction and sensory stimulus, get help with everyday tasks, like signing into accounts and typing, and make it easier to identify people and things around you.

Learn more about [cognitive-related accessibility features](#)

You can also set up Assistive Access, which gives those with cognitive disabilities the option to perform the most common tasks, such as taking photos and communicating with their inner circle of family and friends, while reducing cognitive load and offering more focused choices.

See the [Assistive Access User Guide](#).

2.2.3. Exercises

1. Add features to Accessibility Shortcut
2. Add your iPhone to Find My
3. Stop of reduce onscreen motion on iPhone
4. Set up a Focus on iPhone
5. Set how long it takes iPhone to automatically lock during a Guided Access session.

2.2.4. Resources

- Dropbox-Accessibility: <https://help.dropbox.com/account-settings/accessibility>
- Keyboard shortcuts for Google Drive on the web:
<https://support.google.com/drive/answer/2563044?co=GENIE.Platform%3DDesktop&oco=1>
- Keyboard shortcuts for OneDrive for work or school: <https://support.microsoft.com/en-au/office/keyboard-shortcuts-for-onedrive-for-work-or-school-1a7d5346-79b6-435f-90b3-e34fd6fdfea4>
- Use a screen reader with Google Drive:
<https://support.google.com/drive/answer/12169158>
- Keyboard shortcuts for OneDrive for work or school:<https://support.microsoft.com/en-au/office/keyboard-shortcuts-for-onedrive-for-work-or-school-1a7d5346-79b6-435f-90b3-e34fd6fdfea4>

- Get started with accessibility features on iPhone: <https://support.apple.com/en-ca/guide/iphone/iph3e2e4367/ios>

3. Note-Taking Apps: Efficiently Capturing and Organising Digital Notes

Note-taking apps are crucial tools for efficiently organizing digital notes, providing a centralized platform for capturing and managing vital information. Offering flexibility in various formats, such as text, images, and audio, these apps cater to diverse needs, whether in meetings, research, or idea jotting. Noteworthy advantages include organized note-keeping through features like tags, folders, and search functions. Tags allow for keyword assignment, folders create a hierarchical structure, and search enables quick location of specific notes. Synchronization across multiple devices ensures accessibility and seamless updating, particularly beneficial for those working across various platforms.

3.1. Todoist

Todoist is a simple yet effective task management tool that focuses on helping individuals stay organised and productive. With Todoist, you can create tasks, set due dates, and organise them into projects and sub-projects. The tool provides a clean and minimalist interface, making it easy to quickly add and manage tasks. Todoist also offers features like reminders, recurring tasks, and the ability to collaborate with others. It integrates with various platforms and devices, allowing you to access your tasks from anywhere.

Task list apps like Todoist are inherently designed with accessibility in mind. Here is how Todoist provides support:

- Repetitive Task Management: Individuals with cognitive disabilities often benefit from routine. Todoist facilitate the creation of recurring tasks, helping users establish and maintain daily, weekly, or monthly routines.
- Notifications and Reminders: Task list apps send notifications and reminders for upcoming tasks and deadlines. These prompts serve as invaluable memory aids, reducing the risk of forgotten commitments.

- Collaboration: These apps often support collaboration, allowing caregivers or support networks to assist with task management and monitoring.
- Visual Organisation: Todoist presents tasks in a clear and organised manner, using visuals like checkboxes, due dates, and priority labels. This visual structure makes it easier for individuals with cognitive disabilities to grasp their to-do lists at a glance.

3.1.1. Accessibility features for people with cognitive impairments.

3.1.1.1 Add a due date in Todoist

The easiest way to add a due date on any platform – desktop, mobile, or web – is to type it into the task field along with your task name. The smart Quick Add will automatically recognize the date, highlight it, and add it when you save the task. You can describe almost any kind of date using natural language –from a simple tomorrow at 4 pm to a super specific repeating due date like every 3rd Tuesday starting Aug 29 ending in 6 months.

Quick tip: Sometimes a date is part of a task name rather than a deadline. For example, for the task “Create monthly report”, “monthly” will automatically be highlighted as a due date. Just click or tap on the word to unhighlight it. You can also turn off automatic date recognition entirely.

3.1.1.2 Set a due date using the scheduler in Todoist

You can also open the full task scheduler by clicking or tapping on the date field or calendar icon when adding or editing a task on any platform. From there, you’ll be able to manually pick a date from the calendar, or use any of our handy date shortcuts (for example, you could pick *Tomorrow*, *Later this week* or *This weekend*).

Quick tip: Sometimes, it’s good to know whether a date is already packed with tasks before you schedule a task. To see this, when rescheduling a task using the scheduler, simply type your new due date or select it from the calendar. You’ll see a preview of how many tasks are already booked on that date.

3.1.2. Exercises

1. Get familiar with Todoist features by watching the video:

<https://www.youtube.com/watch?v=aOfsruGuix0>

2. Add a due date using Quick Add in Todoist
3. Manage automatic date recognition in Todoist.
4. Set a due date using the Task Scheduler in Todoist.
5. Preview Task availability when rescheduling using the Task Scheduler.

3.1.3. Resources

- Asana-Accessibility:
<https://help.asana.com/hc/en-us/articles/14140001859099-Accessibility->
- Task Lists and Assistive Technologies: Streamlining Task Management for Cognitive Disabilities:
<https://blogs.perficient.com/2023/09/28/task-lists-and-assistive-technologies-streamlining-task-management-for-cognitive-disabilities/#:~:text=Task%20list%20apps%20like%20Todoist%20and%20Wunderlist%20are%20transformative%20tools,and%20improved%20quality%20of%20life.>
- Trello Colourblind Friendly Mode: <https://wearecolorblind.com/examples/trello-colorblind-friendly-mode/>
- Todoist Android and iOS Features: <https://todoist.com/help/categories/features/android-and-ios-features>

4. Password Managers: Safeguarding and Managing Online Credentials

Password managers are crucial for securing and managing online credentials in the face of increasing account numbers and the need for strong, unique passwords. These tools securely store passwords in an encrypted database, allowing users to employ complex and unique passwords without the risk of forgetting them. The convenience of auto-filling login credentials for websites and apps, along with browser extensions that capture and store information, saves time and ensures passwords are up to date. Password managers also generate robust passwords, virtually impossible to guess or crack, offering security, convenience, and protection

against phishing, ensuring the safety of online accounts and efficient management of electronic information

Passwords are a type of cognitive function test: They require users to recall information in order to proceed through a process. That is problematic for people with cognitive limitations and memory disorders, which include a sizable percentage of older adults. Passwords can also create challenges for people who use assistive technology (AT) such as [screen readers](#). When password entry forms have improper labels and instructions, AT users may not be able to enter the password correctly on the first attempt — and if the password field has a time limit, some AT users may not be able to log in to the website before the time limit expires.

Passkeys could fix these issues. Instead of entering a password or a two-factor authentication code, the user would simply unlock their mobile phone (or another device that stores the key). This would also prevent bad actors from stealing personal information. While two-factor authentication is secure, it is not perfect. Passkeys use a type of cryptography that relies on device-level encryption; without getting too technical, passkeys are strongly resistant to phishing and other types of malicious attacks. Additionally, these tools contribute to accessibility, aiding users with cognitive disabilities and memory disorders.

4.1. Google passkeys

Google Passkeys are a simple and secure alternative to passwords. With a passkey, you can sign in to your Google Account with your fingerprint, face scan, or device screen lock, like a PIN.

Passkeys provide the strongest protection against threats like phishing. Once you create a passkey, you can use it to easily sign in to your Google Account, as well as some third-party apps or services, and to verify it is you when you make sensitive changes.

Important: If your account has 2-Step Verification or is enrolled in the Advanced Protection Program, a passkey bypasses your second authentication step, since this verifies that you have possession of your device. Your biometric data, used for fingerprint or face unlock, stays on your device and is never shared with Google.

4.1.1. More about passkeys:

The difference between passkeys and passwords is that passkeys are cryptographic key pairs. The key pair is specific to a website. One half is shared with the website, and the other half is private and stored on your device or in your password manager. This technology uses a securely generated code to authenticate your access to websites and apps instead of a password that may be stolen or leaked.

4.1.2. Benefits of passkeys include:

- You will not have to remember a sequence of letters, numbers, and characters.
- You can sign into accounts with fingerprint or facial recognition technology.
- You can use passkeys across different operating systems and browser ecosystems, and with both websites and apps.
- Passkeys are strong enough to never be guessed or reused, making them safe from hacker attempts.
- Passkeys are connected to the app or website they were created for, so you can never be tricked into using your passkey to sign in to a fraudulent app or website.
- Passkeys from Google Password Manager are available across all Android apps.

4.1.3. Accessibility for people with cognitive impairments

4.1.3.1 Check what you need to create a passkey

You can create passkeys on these devices:

- A laptop or desktop that runs at least Windows 10, macOS Ventura, or ChromeOS 109
- A mobile device that runs at least iOS 16 or Android 9
- A hardware security key that supports the FIDO2 protocol

Your computer or mobile device also needs a supported browser like:

- Chrome 109 or up
- Safari 16 or up
- Edge 109 or up

To create and use a passkey, you must enable the following:

- Screen lock
- Bluetooth

This applies if you want to use a passkey on a phone to sign in to another computer.

For iOS or macOS: You must enable iCloud Keychain.

Tip: To ensure the best passkeys experience, make sure your operating system and browser are up to date.

Based on your operating system and browser, you may not be able to create or use passkeys while in Incognito mode.

4.1.3.2 Set up iCloud Keychain on iOS or macOS

When you set up a passkey on your Apple device, it prompts you to enable your iCloud Keychain if not set up already. With iCloud Keychain, you can keep your passwords (and other secure information) updated across your devices and shared with the people that you trust.

iCloud Keychain remembers things, so that you don't have to. It autofills your information — like your Safari and app usernames, passwords and passkeys, credit card information and security codes, and Wi-Fi passwords on any device that you approve. iCloud Keychain can also help you share passwords and passkeys with people that you trust.

4.1.3.3 How to turn on iCloud Keychain

Before you turn on iCloud Keychain, update your device to the [latest iOS or iPadOS](#), or the [latest version of macOS](#), and make sure that two-factor authentication is turned on for your Apple ID.

Turn on iCloud Keychain on your iPhone, iPad, or Apple Vision Pro

Tap Settings, tap your name, then choose iCloud.

Tap Passwords and Keychain.

Turn on iCloud Keychain. You might be asked for your passcode or Apple ID password.

4.1.3.4 Manage passkeys in Chrome

You can use a passkey to sign in easily and securely with just a fingerprint, face scan, or screen lock. Passkeys are a simple and secure way to sign in to both your Google Account and all the

sites and apps you care about — without a password. You may be asked to sign into a website with a passkey or create one to improve your account's security.

Tip: Passkeys are built on industry standards, so you can use them across many platforms.

To sign in to your account on a device where you already created a passkey:

When you sign out of an Android device, you need to sign back with an alternate method. If you perform any sensitive actions while you're signed in that require you to re-verify your identity, you can use the passkey on the Android device itself.

On other non-Android devices, you can use your passkey to sign back into your account as well as to re-verify your identity while you're already signed in.

1. On the Google sign-in page on your device, enter your username.
2. If you previously created a passkey for your account on that device, Google will prompt you to verify your identity with that device's passkey.
 - Follow the on-screen passkey instructions to unlock the device and verify your identity.
 - The exact UI will vary depending on your operating system and browser.
 - In some rare cases, you may be asked for your password even if you have a passkey on the device.
 - To try to trigger the prompt for your passkey, you can use the "Try another way" option.

To sign in to your account on a computer, you can use a passkey created on a mobile device:

If you have a passkey on an Android or iOS mobile device, you can use that passkey to sign in to a different mobile device or computer.

1. On the Google sign-in page on your computer, enter your username.
2. Below the password field, click the Try another way link.
3. Click Use your passkey.
4. On your screen, find the QR code.
 - If you want to use a passkey that was created on a hardware security key, you'll have an option to select "USB security key" or equivalent.
5. To scan the QR code, use your phone's built-in QR code scanner app.
 - For iOS: You can use the built-in camera app.

- For Google Pixel phones: You can use the built-in QR code scanner.
- For other Android devices: If you can't scan the QR code with the native camera app or the system QR code scanner, you can use Google Lens.

6. On your phone, tap Use passkey.

- To verify your identity on your phone, you'll be prompted for your fingerprint, face unlock, or phone PIN.
- The next time you sign in with this computer and phone combination, you'll automatically get a notification on your phone to complete the identity verification process.

Tip: After you sign in, you may be asked to create a passkey on the computer. If you don't want other users to access your account, do not create a passkey on a shared device.

4.1.3.5 Set up passkeys

Important: When you create a passkey, you opt in to a passkey-first, password-less sign-in experience. Create passkeys only on personal devices that you control. Even if you sign out of your Google Account, once you create a passkey on a device, anyone who can unlock the device can sign back into your Google Account with the passkey.

To set up a passkey, you may need to sign in to your Google Account or verify it is really you.

4.1.3.6 Create a passkey

To create a passkey on the phone or computer you are on:

1. Go to <https://myaccount.google.com/signinoptions/passkeys>.
2. Tap **Create a passkey** > **Continue**.

You will be required to unlock your device.

To create passkeys on multiple devices, repeat these steps from those devices.

Tips:

- Once you create your first passkey, the next time you sign in on any device that supports passkeys, you will be prompted to create a passkey on that device.
- If you do not want other users to access your account, do not create a passkey on a shared device.

Store passkeys in Windows

If you have Windows 10 or up, you can use passkeys. To store passkeys, you must set up Windows Hello. Windows Hello does not currently support synchronisation or backup, so passkeys are only saved to your computer. If your computer is lost or the operating system is reinstalled, you cannot recover your passkeys.

To use passkey management and passkey autofill, your computer must have Windows 11, version 22H2 or later.

4.1.3.7 Manage passkeys in Windows

- On your computer, open Chrome.
- Select **More** ⋮ > **Passwords and autofill** > **Google Password Manager**.
- On the left, select **Settings** > **Manage passkeys**.

Tip: “Manage passkeys” only shows when one or more passkeys have been created.

4.1.3.8 Store passkeys in macOS

You can save passkeys in your Chrome profile, where they are protected by a macOS Keychain.

Important: Chrome cannot save or use passkeys stored in iCloud Keychain. If your computer is lost or the Chrome profile is deleted, you cannot recover your passkeys.

4.1.3.9 Manage passkeys in macOS

- On your computer, open Chrome.
- Select **More** ⋮ > **Passwords and autofill** > **Google Password Manager**.
- On the left, select **Settings** > **Manage passkeys**.

Tip: “Manage passkeys” only shows when one or more passkeys have been created.

4.1.3.10 Store passkeys on a security key

You can use a security key to store your passkeys.

Important: Passkeys stored on security keys are not backed-up. If you lose or reset the security key, you cannot recover your passkeys.

4.1.3.11 Use passkeys on another device

You can use Chrome on your computer to create and use passkeys on another device. Your passkeys remain on the other device.

1. On your computer, open Chrome.
2. Go to the sign-in page of a site that you want to log into.
3. When prompted to use your passkey, select A different device.
4. You may have to select Try another way.
5. Scan the QR code with your Android or iOS device.

Tip: After you scan the QR code on an Android device, you can choose to remember your computer. If you do, the computer shows your Android device as an option when you need a passkey. When you select it, you receive a notification on your device to verify your identity.

4.1.4. Exercises

1. Get familiar with how to use Google passkeys by reading the article:
<https://blog.google/technology/safety-security/passkeys-default-google-accounts/#:~:text=To%20use%20passkeys%2C%20you%20just,that%20makes%20the m%20more%20secure.>
2. Follow the necessary steps to create a passkey on your computer.
3. Create a passkey on another device using Chrome.
4. Manage passkeys in Windows or in macOS
5. Turn on iCloud Keychain in an iOS device.

4.1.5. Resources

- Google's Passkeys Provide Accessible Alternative to Passwords:
<https://www.boia.org/blog/googles-passkeys-provide-accessible-alternative-to-passwords>
- Passkeys:
https://myaccount.google.com/signinoptions/passkeys?source=marketing&_gl=1*113537h*_up*MQ..*_ga*MTc5NjAwODY1NC4xNzAzOTM5MTQ4*_ga_9WHY94Z4WL*MTcwMzkzOTE0Ny4xLjAuMTcwMzkzOTE0Ny4wLjAuMA..&rapt=AEjHL4M7XvTQPC_z4f3BGhoU

2V5ZY4Q-v0ugivSeWQNYvdk04TITtWh6Wla3qest8fbwNK4Stg_-
XosesL2XhzH8VT80dr3JK6TEYc35R1dl4sJmSdSImisme.

- Sign in with a passkey instead of a password:

<https://support.google.com/accounts/answer/13548313#zippy=%2Ccreate-a-passkey>

5. ANNEX – Answers to questions

1. Add features to Accessibility Shortcut

Go to Settings > Accessibility > Accessibility Shortcut, then tap to select the features you use the most.

2. Add your iPhone to Find My

- On your iPhone, go to Settings > [your name] > Find My.
- If you're asked to sign in, enter your Apple ID. If you don't have one, tap "Don't have an Apple ID or forgot it?" then follow the instructions.
- Tap Find My iPhone, then turn on Find My iPhone.

3. Stop of reduce onscreen motion on iPhone

- Go to Settings > Accessibility > Motion.
- These settings stop or reduce motion:
- *Reduce Motion*: Turn on.

4. Set up a Focus on iPhone

Go to Settings > Focus, then tap a Focus—for example, Do Not Disturb, Personal, Sleep, or Work.

5. Set how long it takes iPhone to automatically lock during a Guided Access session.

- Go to Settings > Accessibility > Guided Access, then turn on Guided Access.
- Adjust Display Auto-Lock

6. Get familiar with Todoist features by watching the video:

<https://www.youtube.com/watch?v=aOfsruGuix0>

7. Add a due date using Quick Add in Todoist

You need to type it into the task field along with your task name

8. Manage automatic date recognition in Todoist.

- Open Todoist on your chosen platform
- Enter a task with a date Guide them to enter a task with a date in the task name, for example: "Team meeting on Monday at 10 am".
- See how Todoist automatically recognizes and highlights the date within the task name.

- You can click or tap on the highlighted date to unhighlight it if it's not meant to be a due date.
9. Set a due date using the Task Scheduler in Todoist.
- Open the full task scheduler by clicking or tapping on the date field or calendar icon when adding or editing a task on any platform.
 - Manually pick a date from the calendar, or use any of our handy date shortcuts (for example, you could pick Tomorrow, Later this week or This weekend).
10. Preview Task availability when rescheduling using the Task Scheduler.
- Open Todoist and select a task they wish to reschedule.
 - Use the scheduler to input a new due date by typing it or selecting it from the calendar.
 - See how Todoist provides a preview of how many tasks are already booked on the selected date.
11. Get familiar with how to use Google passkeys by reading the article:
<https://blog.google/technology/safety-security/passkeys-default-google-accounts/#:~:text=To%20use%20passkeys%2C%20you%20just,that%20makes%20the%20more%20secure.>
12. Follow the necessary steps to create a passkey on your computer.
- Go to <https://myaccount.google.com/signinoptions/passkeys>.
 - Tap **Create a passkey** > **Continue**.
13. Create a passkey on another device using Chrome.
- On your computer, open Chrome.
 - Go to the sign-in page of a site that you want to log into.
 - When prompted to use your passkey, select A different device.
 - You may have to select Try another way.
 - Scan the QR code with your Android or iOS device.
14. Manage passkeys in Windows or in macOS
- On your computer, open Chrome.
 - Select More ⋮ > Passwords and autofill > Google Password Manager.
 - On the left, select Settings > Manage passkeys.

Tip: “Manage passkeys” only shows when one or more passkeys have been created.

15. Turn on iCloud Keychain in an iOS device.

- Update your device to the latest iOS version
- Make sure that two-factor authentication is turned on for your Apple ID.
- Turn on iCloud Keychain on your iPhone, iPad, or Apple Vision Pro
- Tap Settings, tap your name, then choose iCloud.
- Tap Passwords and Keychain.
- Turn on iCloud Keychain. You might be asked for your passcode or Apple ID password.