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***TRAVEL + TECHNOLOGY
ADDITIONAL MATERIALS***



***THIS DOCUMENT PROVIDES LOTS OF
INFORMATION NOT CONTAINED IN THE 2 HOUR
CLASS HANDOUT. WE HOPE YOU FIND IT
USEFUL!***

USING THE MAPS APP!

What is a Guide in Apple Maps?

A Guide is a saved collection of places—like “Favorite Restaurants,” “Hotels,” “Chicago Trip,” or “Best Museums.” You can build it over time and share it if you want.

Before you start (quick check)

1. Open Maps.
2. Make sure you’re signed into your Apple ID (usually already is).
3. If you don’t see your saved items easily, tap your profile icon (top right) or swipe up from the bottom panel.

Part 1 — Create a new Guide

1. Open the Maps app.
2. Tap your profile icon (top right).
 - If you don’t see one, swipe up on the bottom panel and look for Library or Saved.
3. Tap Guides.
4. Tap New Guide (or a + button).
5. Type a name for your guide (example: Palm Springs Favorites).
6. (Optional) Add a description like “Places I want to take friends.”
7. Tap Done (or Create).



You now have an empty Guide.

Part 2 — Add locations to a Guide (2 easy methods)

Method A (best): Add from a place you searched for

1. In Maps, tap the Search bar.
2. Type the place name (example: “Elmer’s Restaurant Palm Springs”).
3. Tap the correct result.

4. A place card appears at the bottom—tap Save (or the + / More button).
5. Choose Add to Guide.
6. Tap the Guide name you created.
7. Confirm it shows as saved (often you'll see a checkmark or "Saved").

 That place is now inside your Guide.

Method B: Add while you're already looking at a place on the map

1. Tap a place pin on the map (or a business label).
2. On the bottom place card, tap Save (or More).
3. Tap Add to Guide.
4. Choose your Guide.

 Added!

Part 3 — View your Guide and confirm the places are there

1. Open Maps.
2. Tap your profile icon (top right).
3. Tap Guides.
4. Tap your Guide name.
5. You'll see your saved places listed. Tap any place to navigate, call, or get details.

Part 4 — Remove a place from a Guide (if you make a mistake)

1. Open the Guide (Maps → Profile → Guides → select Guide).
2. Find the place in the list.
3. Tap More (three dots) or swipe left on the place (depending on iOS).
4. Tap Remove from Guide (or Delete).

Part 5 — Share a Guide (optional)

1. Open the Guide.
2. Tap Share (box with an arrow) or More (...) → Share Guide.
3. Choose Messages, Mail, etc.

How to download Offline Maps?

Connect to Wi-Fi if possible (downloads are faster and won't use cellular data). Make sure you have some free storage on your iPhone.

1. Open the Maps app.
2. At the top, next to the search box, tap your profile icon (your photo or initials).
3. Tap Offline Maps.
4. Tap Add (or the + button).
5. Choose what you want to download:

Type a city/area (example: "Palm Springs"), or

Tap Current Location to download the area around you.

6. You'll see a box on the map. Drag the corners (or pinch/zoom) to include the whole area you'll need (hotel area, airport, routes, etc.).
7. Tap Download.

Tip for travel: Download a bit larger than you think you need (especially if you'll drive outside the city).

Make sure it really downloaded:

1. Go back to Maps → Profile icon → Offline Maps.
2. You should see your map listed there. Tap it to confirm it shows details (name/size).

Smart settings (highly recommended)

Go to Maps → Profile icon → Offline Maps and look under Settings:

Downloads: Wi-Fi Only vs Wi-Fi + Cellular

If you want downloads/updates even when you're not on Wi-Fi, switch to Wi-Fi + Cellular. Automatic Updates (On)

Keeps your offline maps fresh (helpful before trips!)

Optimize Storage (Optional)

Automatically removes maps you haven't used in a while to save space.

Rename, resize, or delete an Offline Map

1. Maps → Profile icon → Offline Maps
2. Tap the map you downloaded.
3. Choose: Rename, Resize (make the area bigger/smaller) or Delete Map (or swipe left on the map in the list → Delete)

Last Maps App Tips

1. You can always tap and hold on a location on the map to “Pin” a location-this is handy when marking where you parked your car!
2. Name this “Pinned” location and save it into the Guide for the city where you are if you're traveling, this is very handy!
3. If you notice a little binoculars icon in the bottom left corner of the map itself, that means that there is a ‘Street View’ option to look at the street level of that area-very helpful for scoping out an area for shops, etc
4. The little arrow icon in the bottom right corner of the app, when tapped, will show you exactly where you are on the map at that moment
5. The icon ABOVE the little area, when tapped, allows you to view the Map in Traffic, Satellite, Explore and Driving layers. This is so helpful when wanting more information about a certain area!

Some tips (that prevent common “oops” moments)

If you don't see “Guides”, swipe up on the bottom panel and look for Library or Saved.

If “Save” only offers Favorites or Want to Go, look for “Add to Guide” or “Add to Collection.”

Create guides by theme: Doctors, Restaurants, Family Visits, Vacation, Walks & Parks.

Use short names you can recognize quickly (e.g., “Chicago 2026” instead of “Trip Places”).



How to Create Mail Folders for your Trip emails:

I. Create the main folder Trip 2026

1. Open the Mail app
2. Tap Mailboxes in the top-left corner until you are on the Mailboxes screen
3. Tap Edit in the top-right corner
4. Tap New Mailbox in the bottom-right corner
5. Tap Name and type Trip 2026
6. Tap Mailbox Location and choose the email account where you want the folder stored
7. Tap Save
8. Tap Done

II. Create subfolders inside Trip 2026

1. Stay on the Mailboxes screen
2. Tap Edit
3. Tap New Mailbox
4. Tap Name and type New York City
5. Tap Mailbox Location

6. Tap Trip 2026
7. Tap Save
8. Tap Done

III. Repeat the same steps to create the remaining subfolders under Trip 2026

1. Rome
2. Florence
3. Paris
4. New York City Return or New York City 2 if the name is already used

IV. Confirm everything is set up correctly

1. Go back to the Mailboxes screen
2. Find the Trip 2026 folder under your email account
3. Tap the arrow next to Trip 2026 if needed
4. Make sure all city folders appear underneath



How to Create Folders for your Trip in Notes:

I Create the folder

- 1 Open the Notes app
- 2 Tap the back button until you see the Folders screen
- 3 Tap New Folder
- 4 Type the folder name Trip 2026
- 5 Tap Save

II Create the notes inside that folder

- 1 On the Folders screen tap Trip 2026
- 2 Tap New Note
- 3 Type Rome as the first line of the note
- 4 Tap Done
- 5 Tap back to return to the notes list in Trip 2026
- 6 Tap New Note
- 7 Type Florence as the first line of the note
- 8 Tap Done
- 9 Tap back to return to the notes list in Trip 2026

- 10 Tap New Note
- 11 Type Paris as the first line of the note
- 12 Tap Done
- 13 Tap back to return to the notes list in Trip 2026
- 14 Tap New Note
- 15 Type New York City as the first line of the note
- 16 Tap Done

III Optional make the note title match exactly

- 1 Open any note
- 2 Make sure the first line is exactly the city name
- 3 Delete any extra words on the first line if needed
- 4 Tap Done

Other Tips for the Notes App:

Create a Secure Note

1. Open Settings → Apps → Notes
2. Select Password → Use Device Password → Switch “Face ID” to ON (Or “Touch ID” for devices without FaceID)
3. Open the Notes App → Create a new Note → Type something into the new Note
4. Tap on the three dots icon in the top right corner → Select “Lock”
5. That’s it! You have now locked that new Note!
6. Open that locked note and then tap on “View Note” and it will scan your face or ask for your fingerprint, and viola! It opens!
7. Put all sensitive info or photos of passports, credit cards into a Secure Note!



AIRALO

A way to stay connected with a local eSIM Connection

Though I always pay \$10 per day for my Verizon based cell phone number to keep my American-based cell phone number active while I am away, you can also consider using a service like Airalo to keep you connected with an eSIM while you travel.

What Airalo Is

Airalo is an app that lets you buy and use eSIM data plans for travel. Instead of inserting a physical SIM card, you download a digital SIM to your iPhone or iPad and use local cellular data in another country.

Why Travelers Use It

Airalo is popular because it avoids high roaming fees, works before you land, and lets you keep your regular phone number active for calls and texts while using Airalo for data.

Devices That Work

Airalo requires a device that supports eSIM. Most iPhones from iPhone XS/XR and newer support eSIM. Many cellular iPads also support eSIM. Carrier unlocked devices work best.

How It Works Step by Step

- 1 You download the Airalo app from the App Store*
- 2 You create a free Airalo account*
- 3 You choose a data plan by country region or global coverage*
- 4 You purchase the plan using Apple Pay or a credit card*
- 5 The eSIM installs directly onto your device*
- 6 You turn on the Airalo line when you arrive or just before travel*
- 7 Your device uses Airalo for cellular data abroad*

Types of Plans

Local plans

Designed for one country and usually the least expensive

Regional plans

Cover multiple countries such as Europe or Asia

Global plans

Cover many countries worldwide and are useful for frequent travelers. All plans are data only meaning they do not provide a phone number for calls or SMS

Using Airalo With iPhone

You can keep your normal carrier line active for calls and iMessage. Airalo is set as the cellular data line. You can switch data lines in Settings Cellular.

Using Airalo With iPad

Great for navigation maps email browsing and messaging
No phone number required
Excellent for travelers who want a lightweight connected device

Managing Data

The Airalo app shows remaining data and expiration dates
You can top up or buy a new plan at any time
Plans activate when they first connect to a supported network

When Airalo Is Especially Useful

International travel with short stays
Cruises or multi country trips
Travelers who want predictable costs
Seniors who want to avoid SIM swapping or carrier confusion

Important Things to Know

Airalo is data only no phone calls or SMS
Emergency calling depends on local rules and device setup
You must install the eSIM before deleting it
Once a plan expires unused data does not roll over



The Journal App

Jot down any of your experiences in the Journal App

Create entries and thoughts as they are fresh! make notes of the airport that was tough to navigate on your way out so that on your way home you don't forget how to navigate it! Make notes of your hotels, restaurants, and the best (and worst?) experiences you had along the way! Attach photos and capture all of your thoughts along the way.

Apple Journal: Step-by-Step Overview

1. Open Journal

- On your iPhone, find **Journal** (use **Search** by swiping down on the Home Screen and typing "Journal" if you don't see it).

2. Create your first entry

- Tap the **Compose / New Entry** button (usually a + or pencil icon).
- Choose **New Entry** to start from scratch, or pick a **Suggested** prompt if it appears.

3. Write the entry

- Type your thoughts like a note.
- Add a **title** if you want (optional), then keep writing—Journal saves smoothly as you go.

4. **Add photos, videos, or audio**

- Tap the **media** icon to attach **Photos** (or take a new one).
- If you see an **audio** option, you can record a quick voice note to capture the moment.

5. **Use Suggestions (optional, but powerful)**

- Journal can offer “Suggestions” based on things like **photos**, **locations**, **workouts**, **music**, and **mindfulness**—helpful when you don’t know what to write.
- You can accept a suggestion and then edit/expand it in your own words.

6. **Set a date/time (or backdate)**

- If you’re writing about something that happened earlier, tap the **date** and adjust it so entries stay in the right timeline.

7. **Lock it down with privacy**

- Go to **Settings** → **Journal** to control **Suggestions** and what categories it can use.
- Turn on **Face ID / Touch ID** for Journal (or use your device passcode) so entries are protected.

8. **Build a habit**

- In **Settings** → **Journal**, turn on **Journaling Schedule** to get gentle reminders (morning or evening is easiest).
- Keep entries short: even **3 sentences** is enough to make it useful.



The Music App

Engulf your mind in the culture of your destination

Before you set out for your next trip, consider downloading some music from the country (or countries!) you are heading to so that you can immerse yourself in their unique culture. Create a Playlist so that each country is easily identifiable in the Music App, and also consider downloading the music for Offline Listening so that you can listen without the need for an internet connection-this means you can listen anytime, anywhere! This obviously saves on data (and battery) usage while abroad!

If you are not currently an Apple Music subscriber (\$10.99/mo individual or \$16.99/mo for a Family Plan), you can always try their Trial for a month or so before you commit to a paid plan.

I always travel with Apple's AirPods Pro (\$249), which have excellent noise cancellation (great for the airplane rides with screaming babies). The latest version of these are wirelessly chargeable, have even better noise cancellation than before and also now offer LIVE TRANSLATION in conjunction with Apple's Translation App. The Apple Music subscription gives you access to over 100 million songs, all of which you can download for offline access and also allows you to sync your personal music Playlists across all of your devices-this feature alone makes it a worthwhile service.

To get Started:

1. Open Settings → Apps → Music.
2. Turn on Sync Library.
3. (Optional) Turn on Automatic Downloads.
4. Open the Music app.
5. Tap Search.
6. Search Top 100: France.
7. Open the playlist, tap ... (More), then tap Add to Library.
8. Repeat steps 6–7 for Top 100: Italy.
9. In Search, try deeper culture searches for France: French Café, Chanson Française, Hits Français, French Pop.
10. Open a playlist you like, tap ..., then tap Add to a Playlist (or Add to Library).
11. In Search, try deeper culture searches for Italy: Pop Italiano, Canzoni Italiane, Italian Classics, Italian Love Songs.
12. Open a playlist you like, tap ..., then tap Add to a Playlist (or Add to Library).
13. Go to Library → Playlists.
14. Tap New Playlist.
15. Name it France Trip – Before / During / After.
16. Add songs/playlists to it: open a song or playlist → tap ... → Add to a Playlist → select your trip playlist.
17. Repeat steps 14–16 to create Italy Trip – Before / During / After.
18. Open your France Trip playlist.
19. Tap Download (down-arrow) to save it offline.
20. Open your Italy Trip playlist.
21. Tap Download (down-arrow) to save it offline.
22. (Optional check) Turn on Airplane Mode and play a few tracks to confirm they work offline.

OTHER HELPFUL RESOURCES:

In macOS Tahoe, the Tips App has everything you need, literally manuals for all devices, apps and software. The most incredible resource there is!

The App icon looks like this:



Don't forget that there is a website dedicated just to this class, with downloadable versions of these files. I will also post tutorial videos of the class based on your feedback!

www.theicreative.com/travel

Other Helpful Products:

RFID Blocking Card for your purse or wallet, one card protects your entire wallet or purse from RFID Scanning Theft:

https://www.amazon.com/dp/B09K78VB2J?ref=cm_sw_r_cp_ud_dp_XGW7TKG9Q5FFDYDEY26W

PART ONE

UNDERSTANDING THE TRAVEL TECH GOALS

Important Concepts:

1. THE CONCEPT: To spend some time ***well in advance*** of your trip getting all of your information organized into various apps and locations on your Apple devices
2. THE GOAL: You will want to have important travel information at your fingertips; Flight information easily accessible; Hotel and accommodation confirmation numbers; the Maps App peppered with all important geographical locations and the dates and times of important travel events documented in a way that is easily accessible; you will want to be aware of communication options available to you while you are abroad;
3. THE TOOLS:
 1. The Maps App lets you plot important travel locations like airports, hotels, museums, places of interest
 2. Travel App Triplt, the Notes App, the Numbers App (spreadsheets), the Mail App, the Calendar App and Apple Wallet App are all tools for tracking your important travel information
 3. Communication tools like FaceTime Audio, FaceTime Video, WhatsApp, the Translate App (+AirPods Pro!) and Airalo for an ESIM will help you stay connected while traveling
 4. iPhone, iPad, Mac hardware, AirPods Pro, charging solutions and MagSafe Battery chargers, RFID Blocking sleeves, USB to Ethernet adapter, HDMI Cable + Adapter, AirTags

My Notes:

PART TWO

BASIC SETTINGS AND WHERE TO FIND THEM

Step-by-Step Instructions: Open the Settings app

1. Open the Settings App on your iPhone, iPad or Mac
2. At the very top, you should see your name. **Tap** on your name.
3. On the next screen, under your name, you will see the email address that is your iCloud Account's *Username*. TAKE NOTE!
4. If you scroll down on this screen, you will then see **iCloud**. **Tap** on **iCloud**, and have a look at all of the wonderful services that iCloud provides. It handles your Photos, Contacts, Calendars, Passwords, Notes, Text Messages and more!
5. Make sure that you locate **iCloud Backup** and check that it is turned on. Your iPhone and iPad back themselves up to that locker of yours up in Cupertino, and by clicking on **iCloud Backup**, it will tell you when it last backed itself up. Incredible!
6. Make sure that your iCloud settings are the same for each device-for instance, if Contacts is turned **off** on your iPad but turn **on** on your iPhone, your iPad will not have the same Contacts that your iPhone does. *This is true of ALL of your iCloud services. Whatever is not turned on will not appear on that device! Turning on iCloud Contacts on your iPhone DOES NOT automatically turn it on in the Settings of your Mac or iPad.*
7. Make sure that you always know your iCloud **Username and Password** by heart. Since this account is so important in our lives, its essential that you always know these two vital bits of info!

My Notes:

PART THREE

BEFORE YOU LEAVE CHECKLIST

Your PRE-TRIP Checklist

1. Make sure that you setup an international plan with your cell phone carrier prior to leaving
2. Download any and all OFFLINE Maps in the Maps App
3. Use the Guides feature in the Maps App to setup your Hotels and Places of Interest in the Maps App
4. Make sure you have (We like Nord VPN) a VPN solution in place
5. Document your flight info, hotel info, car rental confirmations, train ticket confirmations, etc in a spreadsheet, and a “QuickLook” version in the Notes App. You can also try the ‘Triplt’ app to document these bits of info
6. Organize all travel emails into Mail Folders in the Mail App
7. Organize all important events in the Calendar App (with the appropriate time zones added to the event names)
8. Take photos of ALL travelers’ Drivers Licenses and Passports, and make sure that all members of your travel group have one another’s documentation-everyone has everyone else’s drivers license and passport information
9. Visit AAA to obtain an international drivers permit if needed
10. Take some time leading up to your trip to download some content onto your iPhone, iPad and/or Laptop for OFFLINE VIEWING. Make sure you test the content while in AirPlane Mode before leaving
11. Make sure you have the proper travel adapters, car chargers and cables; consider also packing a MagSafe charger
12. Consider creating a WhatsApp account. After creating your account online, download the WhatsApp App to your iPhone, login with your WhatsApp credentials and then add your US and foreign friends as contacts in the WhatsApp App
13. Consider adding your Drivers License and your Passport to the Apple Wallet App on your iPhone
14. Share all of your travel documents and info with a loved one prior to leaving