

# 10 Technology Tips for Boomers & Older Adults



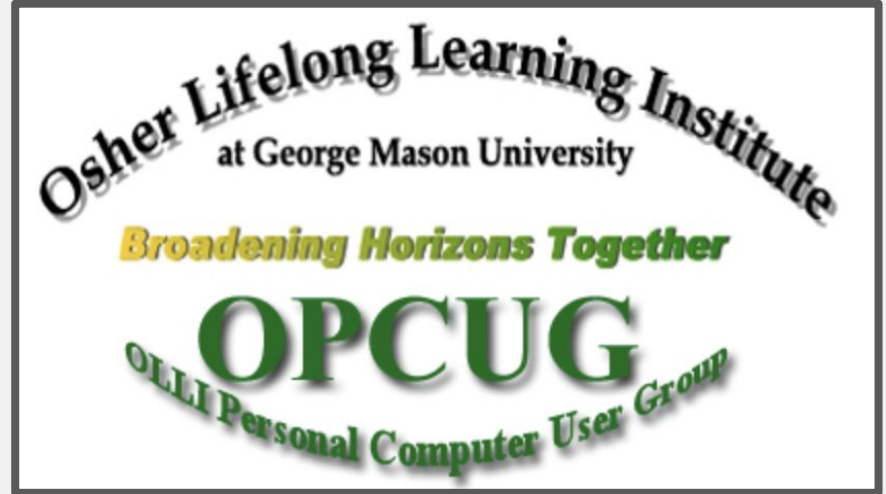
Leverage the Benefits of Your Phone and Computer

Joan L. Green, M.A. CCC-SLP

Speech-Language Pathologist, Assistive Technology Specialist, ElderTech Advisor

[www.innovativespeech.com](http://www.innovativespeech.com)

Thank you for the invitation!



<https://www.patacs.org/index.html>

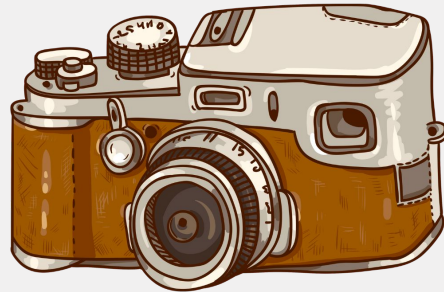
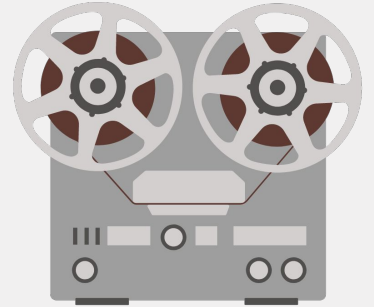
<https://olligmu.org/opcug/index.html>



<https://apcug2.org/>

# You are informed computer users and early adopters!

Remember these?



And these?



Word Perfect



Palm Pilot



Internet Explorer

# Today we aren't talking at all about....

- Data privacy
- Avoiding scams and identity theft
- Password management
- Networks
- Backup systems
- IT support
- Linux

*not  
today*

Tech use is now a necessity & rate of change has sped up!



# Staying Connected and Cognitively Engaged is vital!



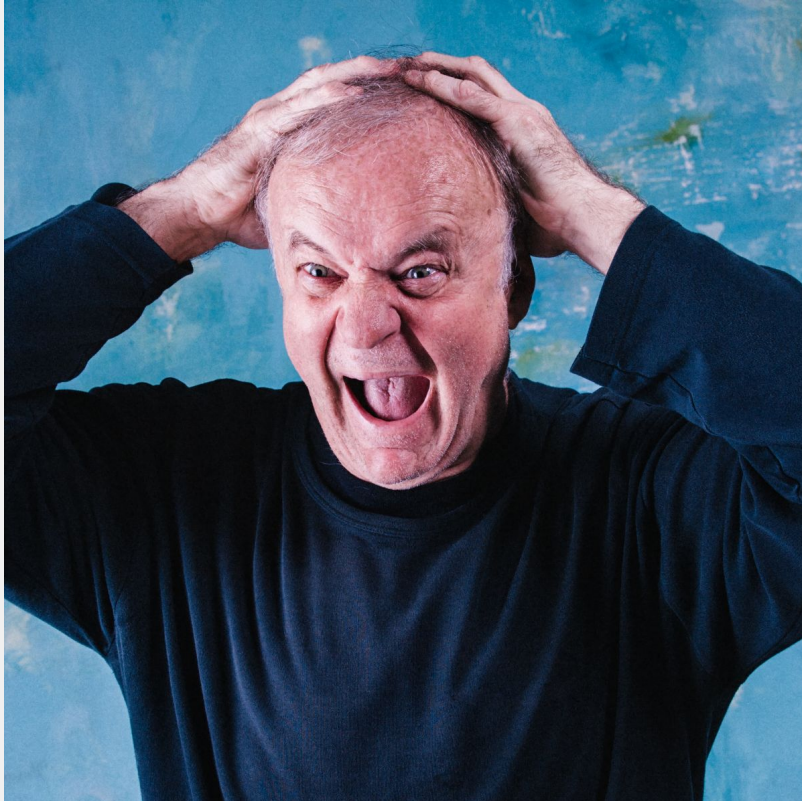
In person connections are the best!



But tech has changed the way we communicate ..




# Change can be overwhelming and frustrating!



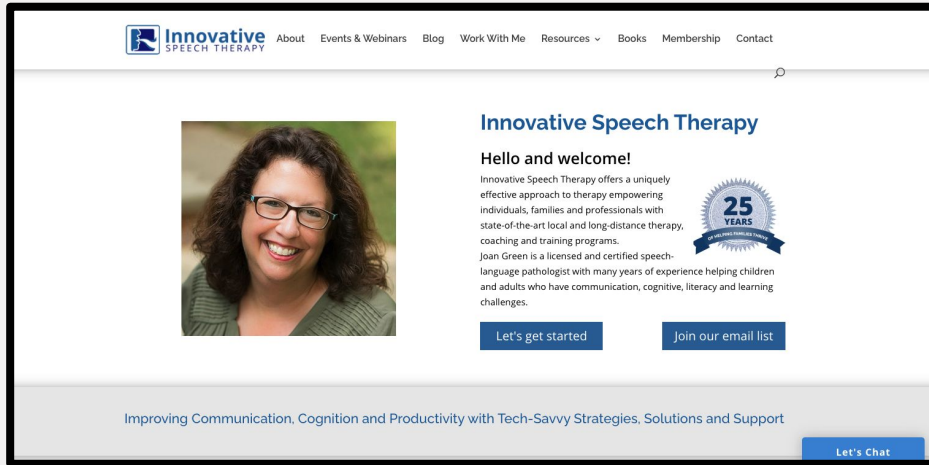
- Where should I start?
- Who can help?
- What's available?
- How do I know what is a good fit for me?
- Is it worth it?
- Will it make my life better?
- What if I get stuck?
- What if I break it?

# This new generation of tech is amazing!



- There are many more ways to stay in touch and engaged!
- Tech can help us overcome  obstacles that hold us back.
- Tech can help us be more efficient, productive and free up time to have some fun!
- We need to work together to figure it all out!

# Joan Green- Your Tech Advisor & Coach



[www.innovativespeech.com](http://www.innovativespeech.com)

- Speech- language pathologist helping adults and kids for 35+ years
- Founder of Innovative Speech Therapy, based in Potomac, MD- 30+ years
- Founder of the ElderTech Advisor and Teacher Cohort
- Author of 4 books about assistive technology
- Mother of 4 grown children
- Senior care provider
- Accessibility advocate

# My favorite tech tools



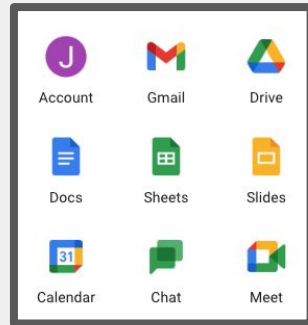
Computers



Tablets



Smartphones



Google Apps



Apple Watch



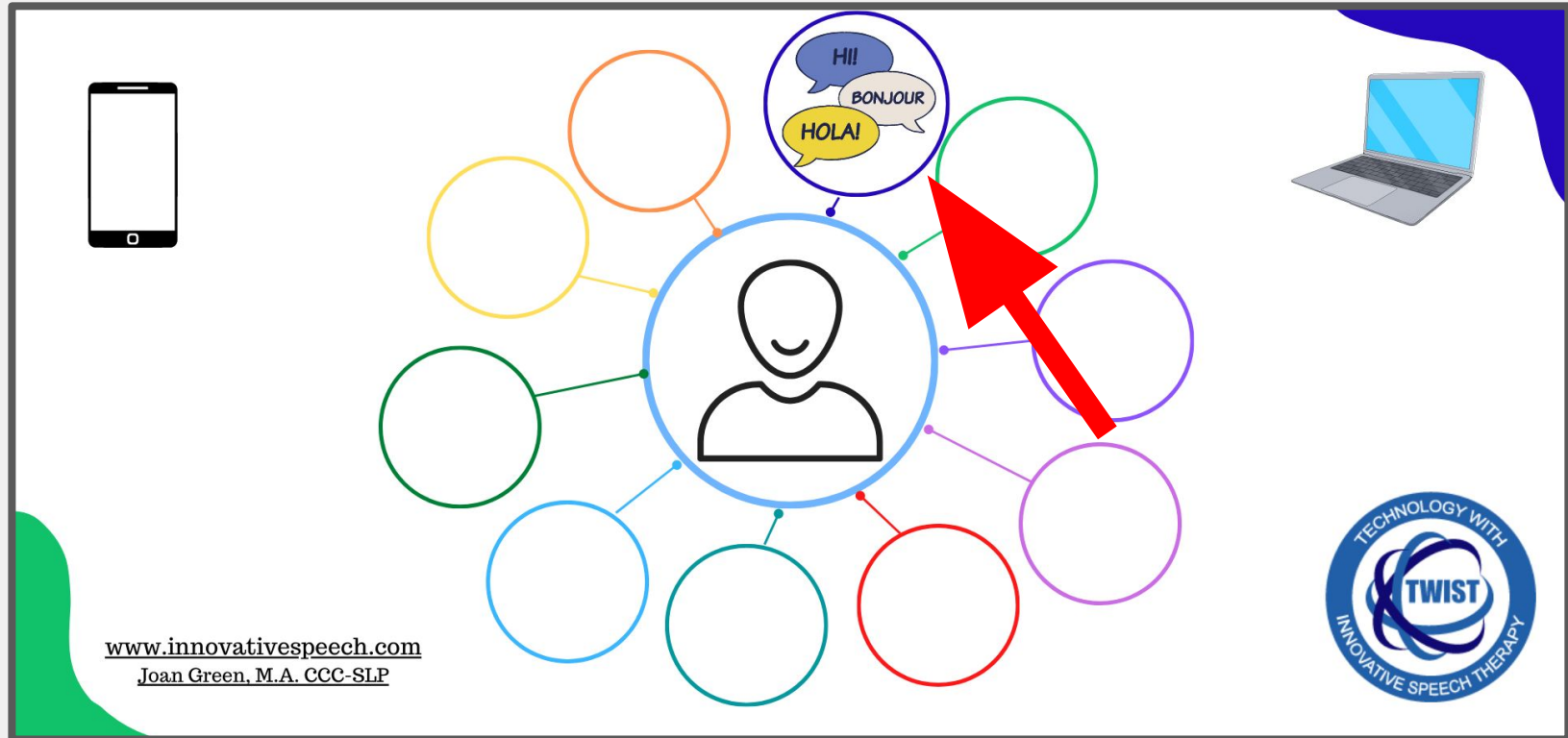
Amazon's Echo Show



Let's simplify things and learn what's possible:)



# Tech Tip # 1 -Demystify the language of tech

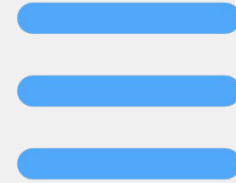


# What's the secret to feeling more comfortable with tech?



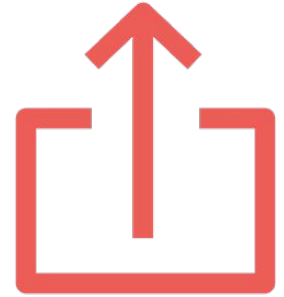
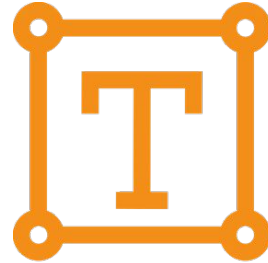
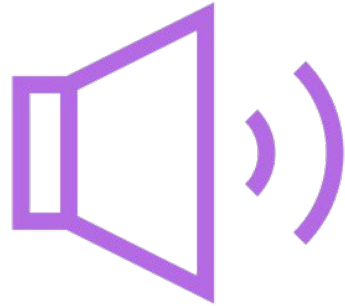


Decode tech's language-  
Search for Cues to figure out how  
to do things!



Views change on different devices

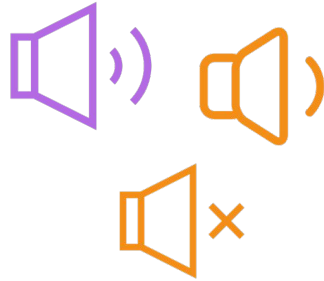
# The Language of Tech



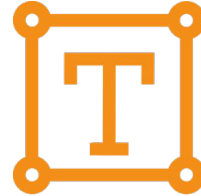
# The Language of Tech



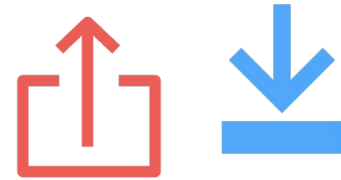
Dictate/ Speak  
Microphone  
on/ off



Speakers  
Volume  
up/down  
Mute/ Silence



Add text  
type



Upload/ do  
something with  
this

Download

# The Language of Tech



# The Language of Tech



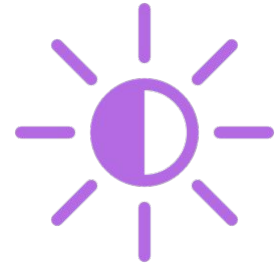
Print



Copy/  
Duplicate

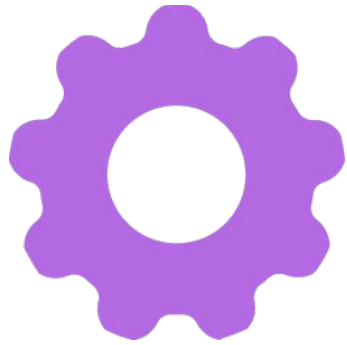


Power

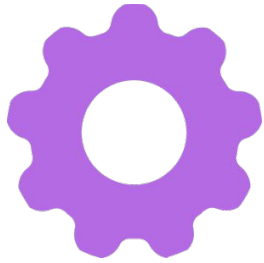


Brightness

# The Language of Tech



# The Language of Tech



Settings



Wifi/  
Internet

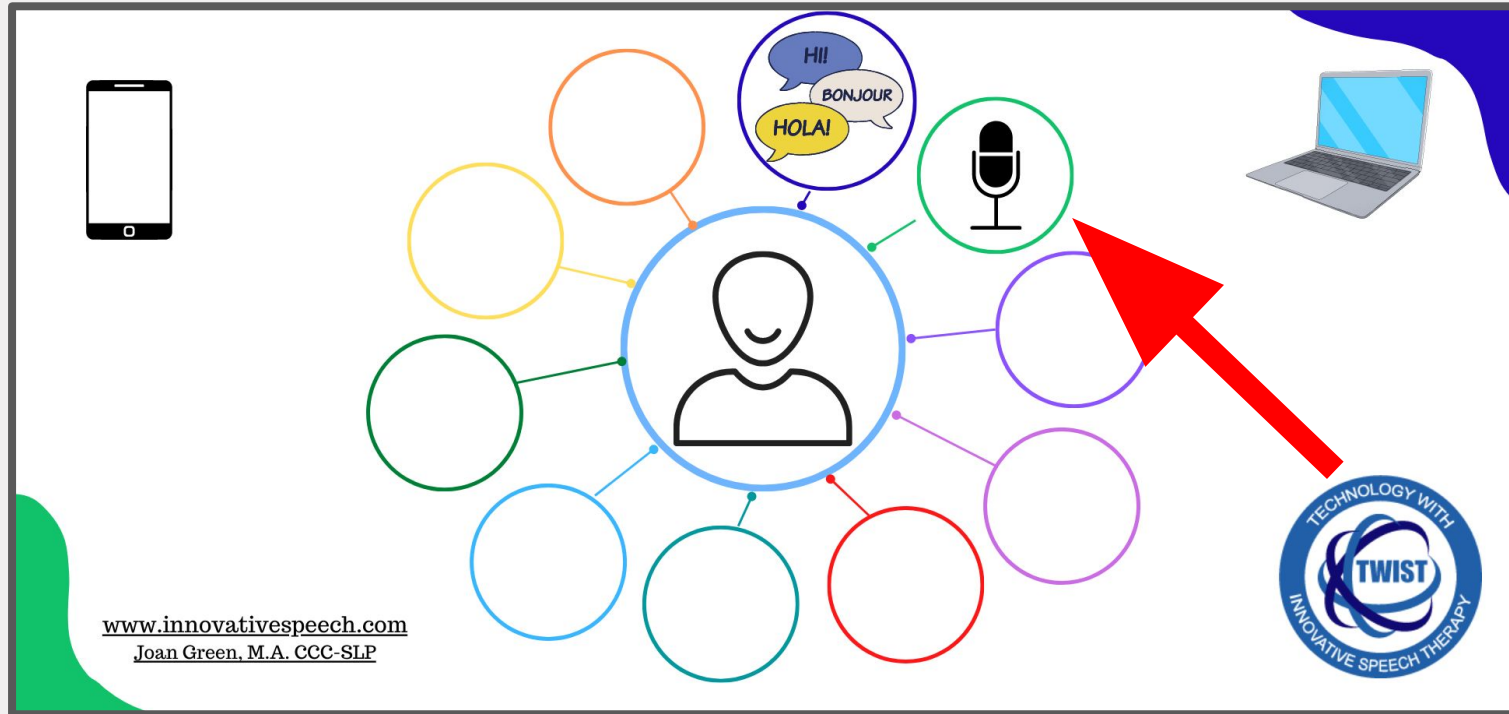


Font size/  
Viewing options



Help

# Tech Tip # 2 -Turn speech into text



# Speak instead of typing

- Arthritis
- Low vision
- Small devices
- Difficulty spelling
- Slow speed



Email



Facebook



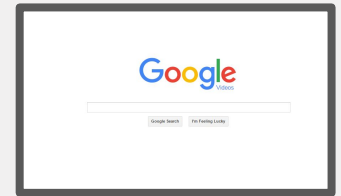
Google Docs



Messages



Microsoft  
Word



Google Search

# Mobile phones and tablets

1. Find the microphone on the keyboard
2. Make sure the cursor is in the right spot
3. Tap on the microphone
4. Speak clearly- use punctuation
5. Tap again to stop dictating
6. Edit as needed





# Device Accessibility



All current  
computers &  
mobile devices  
can turn your  
speech into text



Windows logo + H



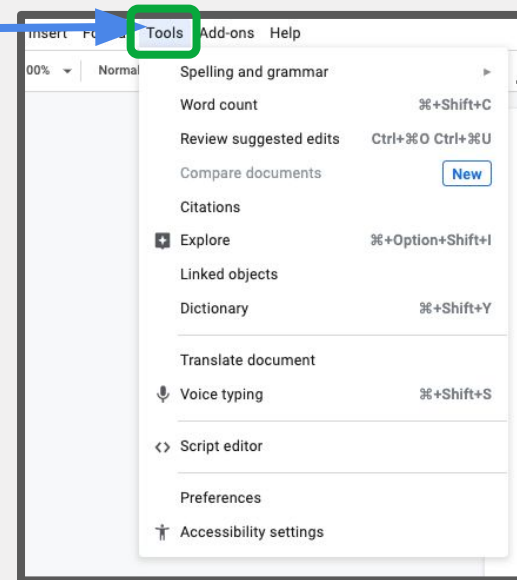
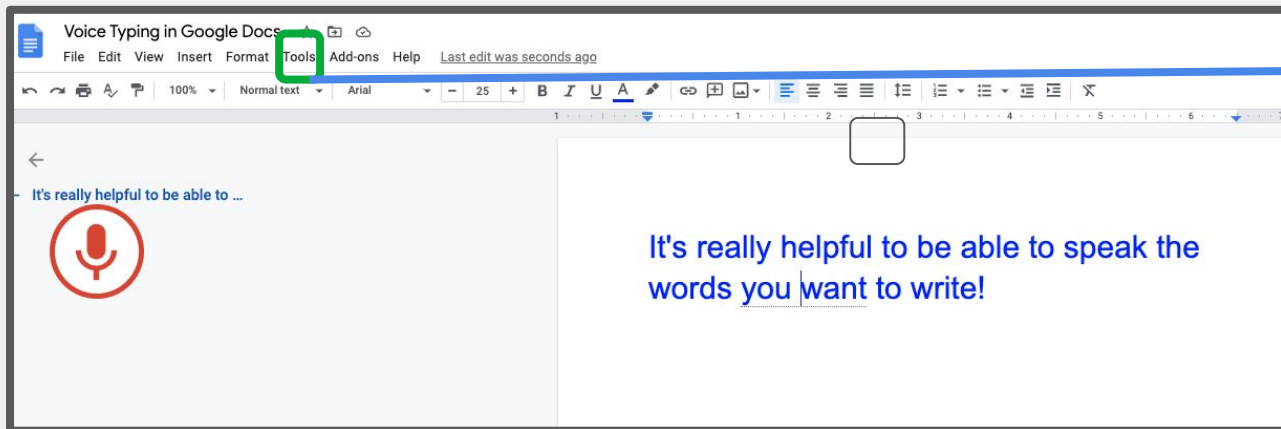
Mac- Fn Fn



Microphone icon or  
Search + d

Shortcuts for dictation on computers

# Voice typing in Google Docs on computer

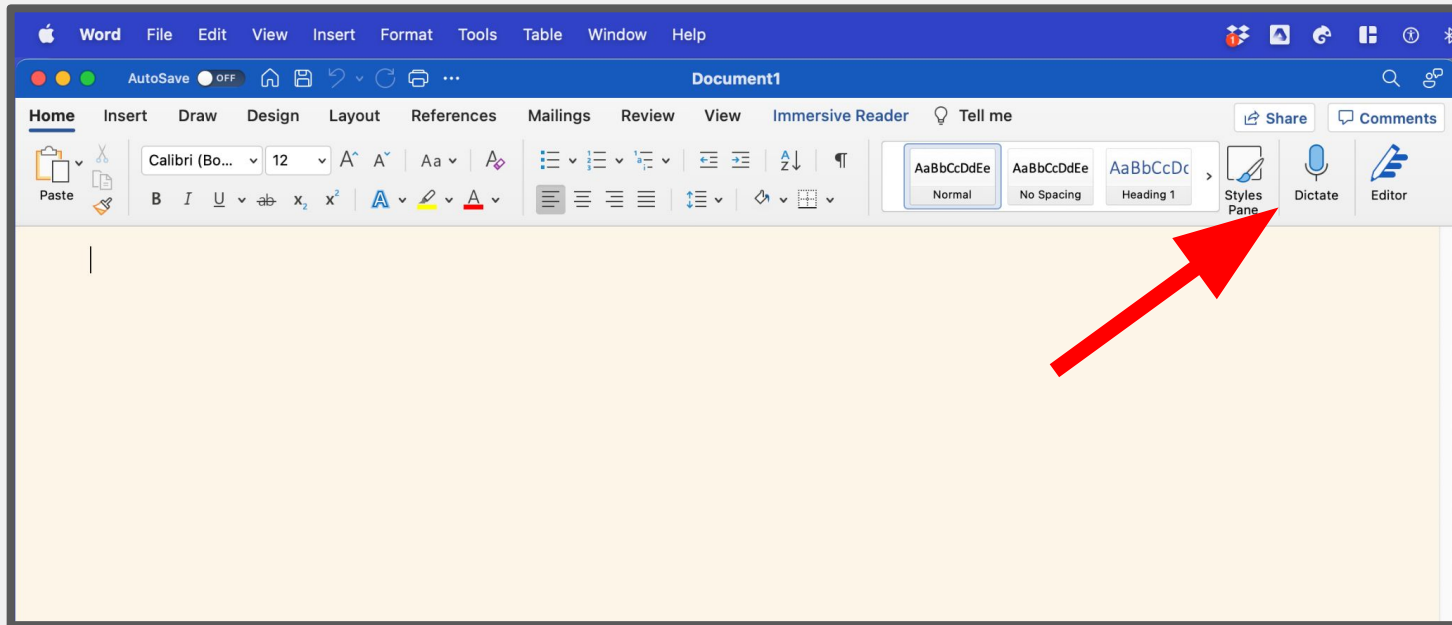


[Docs.google.com](https://docs.google.com)

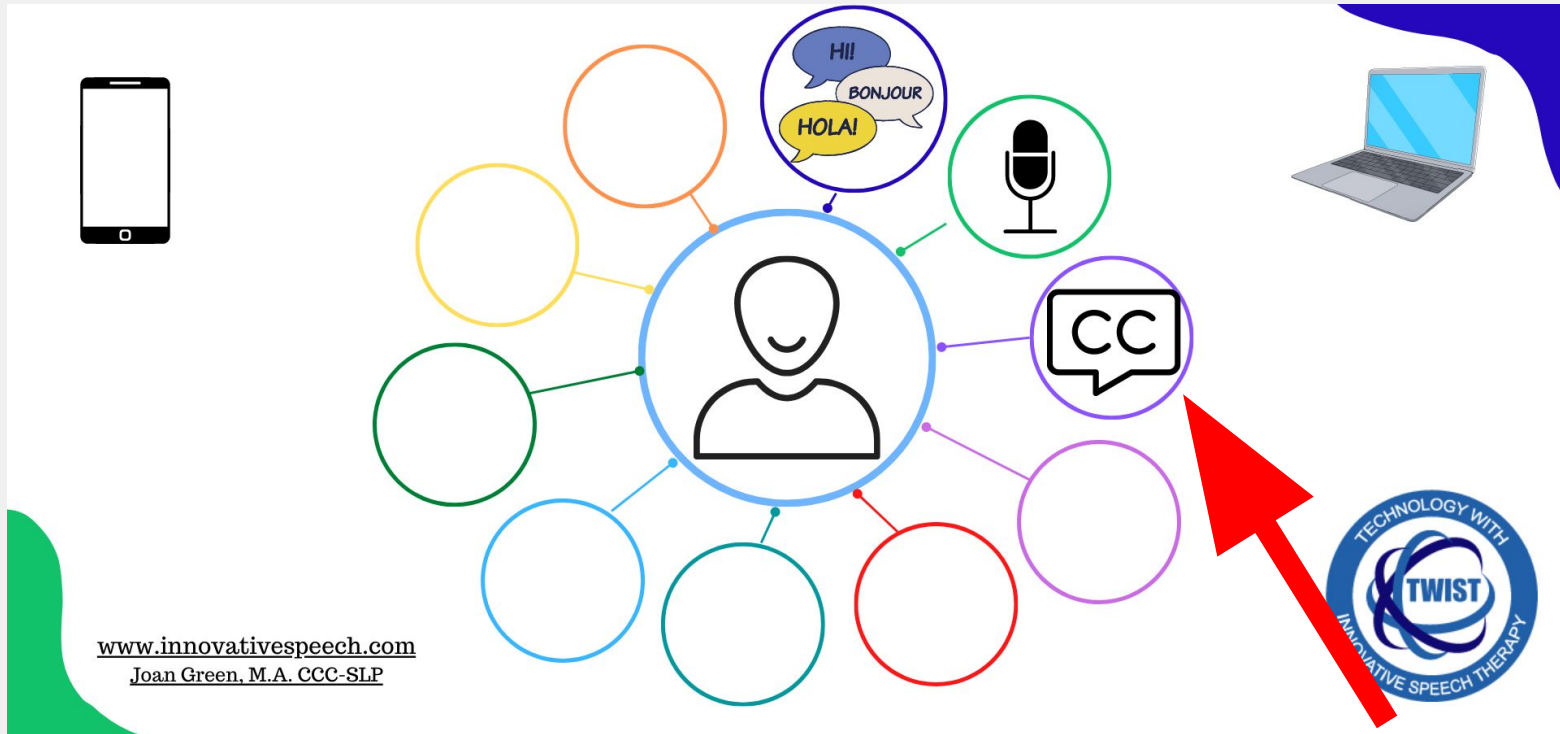
Tools Menu



# Dictation in MS Word 365 and Word for Web



# Tech Tip # 3 -Use captions



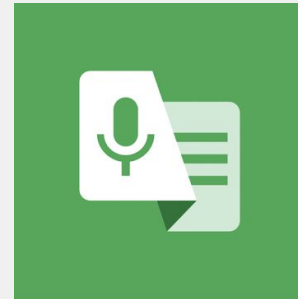
[www.innovativespeech.com](http://www.innovativespeech.com)  
Joan Green, M.A. CCC-SLP

# It's hard to stay in touch when you can't hear well

- Have a hard time following conversations in person or online?
- Seeing words live can help!
- There are apps now that you can use to provide text as people speak!



Live Transcribe- iOS



Live Transcribe- Android



Ava- iOS,  
Android and  
desktop

# Assistive Hearing Technology

- Audio loops may help
- There are special settings on smartphones
- Hearing aid apps can also connect the TV or your phone so the sound goes directly into hearing aids.

Want to learn more? Joan has a self-paced course on this topic!

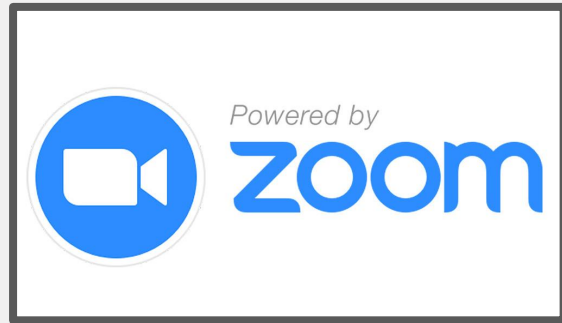
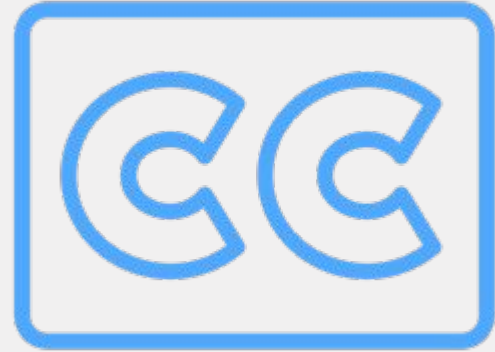


This sign indicated there are devices or services available for the deaf or hearing impaired.

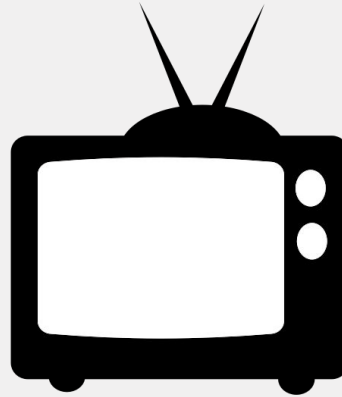
# Use Captions

Captions are free

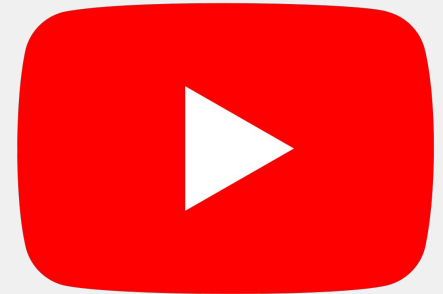
Not perfect- dependent on speaker and environment



Zoom



TV & Streaming  
apps (Netflix)



YouTube videos

# Chrome Browser- Live Caption on Desktop

Chrome Settings > Advanced Settings >  
Accessibility > Toggle on Live Caption

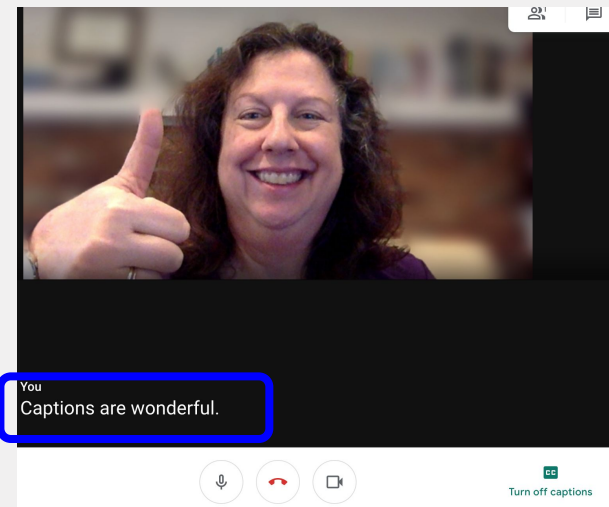
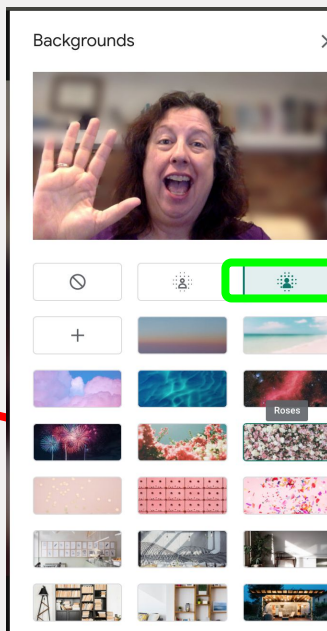
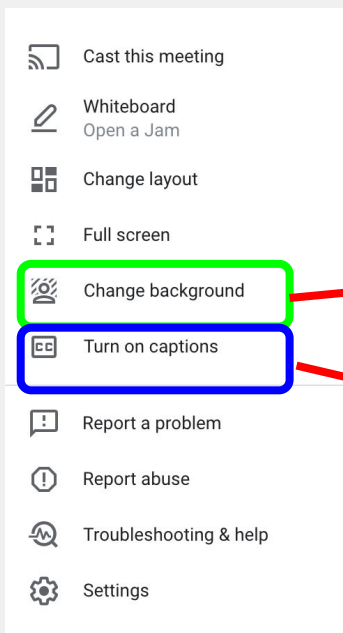
Instantly captions audio and video

Appears in a small moveable black box



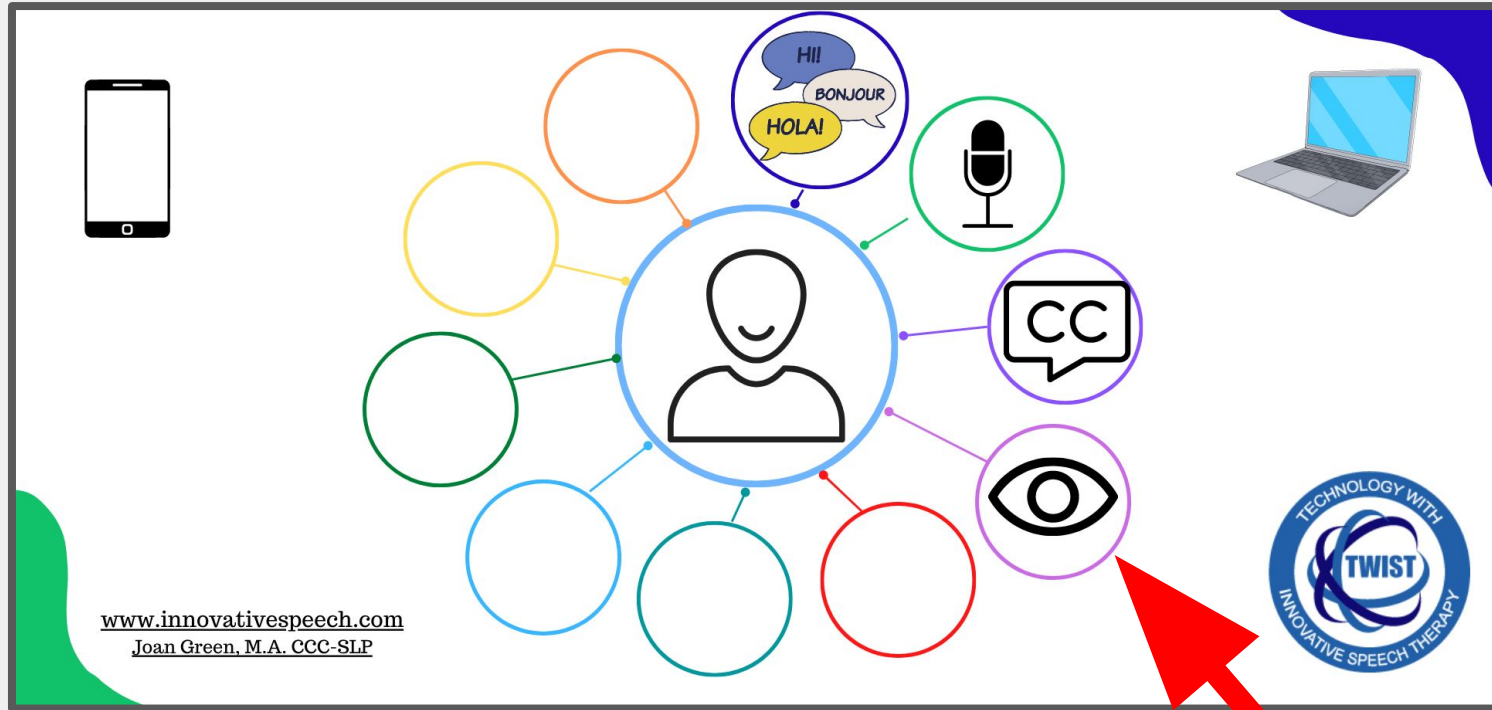
Chrome Browser

# Google Meet- Settings and options



Similar to Zoom. Can also use for 1:1 video calls similar to Facetime on iPhone. There is a mobile app or go to Meet.Google Com Need a Google user name and password.

# Tech Tip #4 -Simplify the view



[www.innovativespeech.com](http://www.innovativespeech.com)  
Joan Green, M.A. CCC-SLP

# Do you have a hard time reading?

Low vision

Headaches, seizure, sensitivity to light

Too many ads and pop-ups

Distractions

Small print



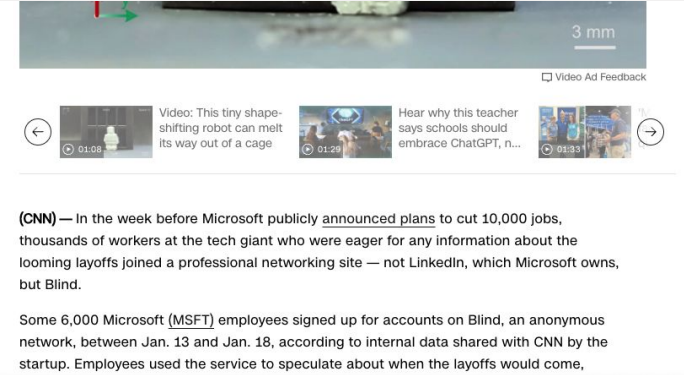
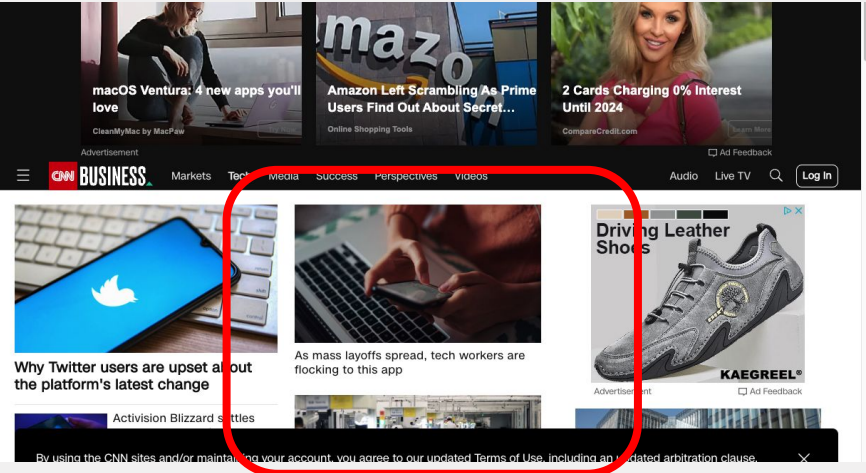
# Reader View

Declutter the screen, remove ads, change font size and type

- Built into Safari, Edge and Firefox
- Chrome- Postlight Reader Extension (Formerly Mercury Reader)



# Edge Browser article on CNN



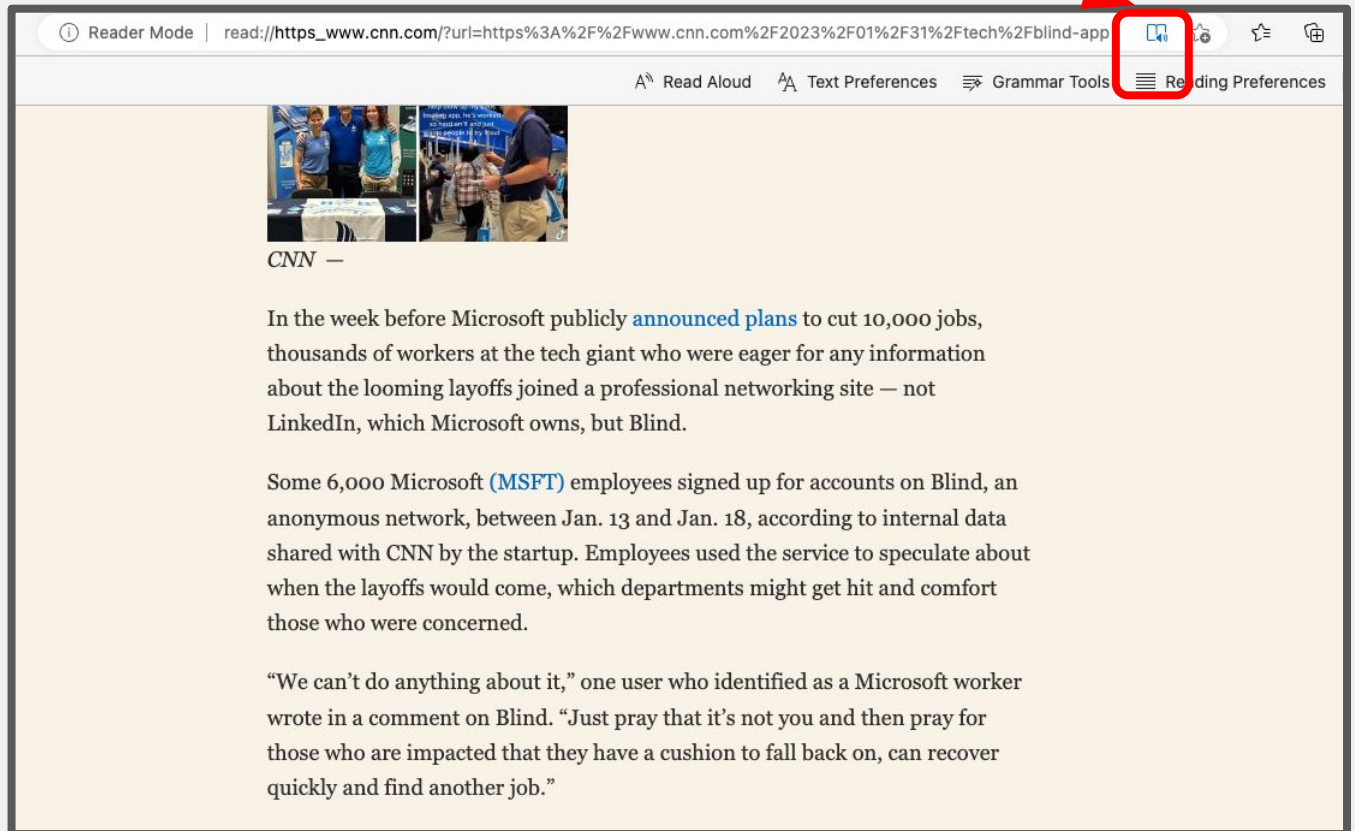
1

2

Clicked on article on left then saw image above


# Immersive reader in Edge browser

3



Reader Mode | read://https\_www.cnn.com/?url=https%3A%2F%2Fwww.cnn.com%2F2023%2F01%2F31%2Ftech%2Fblind-app

Read Aloud Text Preferences Grammar Tools Reading Preferences



CNN —

In the week before Microsoft publicly [announced plans](#) to cut 10,000 jobs, thousands of workers at the tech giant who were eager for any information about the looming layoffs joined a professional networking site — not LinkedIn, which Microsoft owns, but Blind.

Some 6,000 Microsoft ([MSFT](#)) employees signed up for accounts on Blind, an anonymous network, between Jan. 13 and Jan. 18, according to internal data shared with CNN by the startup. Employees used the service to speculate about when the layoffs would come, which departments might get hit and comfort those who were concerned.

“We can’t do anything about it,” one user who identified as a Microsoft worker wrote in a comment on Blind. “Just pray that it’s not you and then pray for those who are impacted that they have a cushion to fall back on, can recover quickly and find another job.”

# Microsoft Immersive Reader- Free

## Microsoft Word How to use Immersive Reader

Microsoft Support



<https://support.microsoft.com/en-au/office/use-immersive-reader-in-word-a857949f-c91e-4c97-977c-a4efcaf9b3c1>

# Tech Tip #5 -Listen to text read aloud



# Listen to Text Read Aloud

All devices can read aloud for free!

Helpful for :

- Small print
- Low vision or visual perceptual challenges
- attention or memory challenges
- Reading difficulties
- Prefer to listen rather than read with eyes



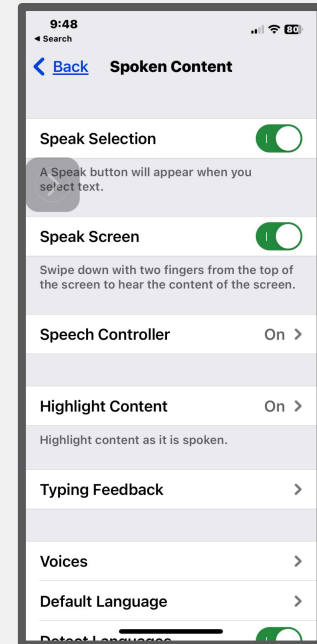
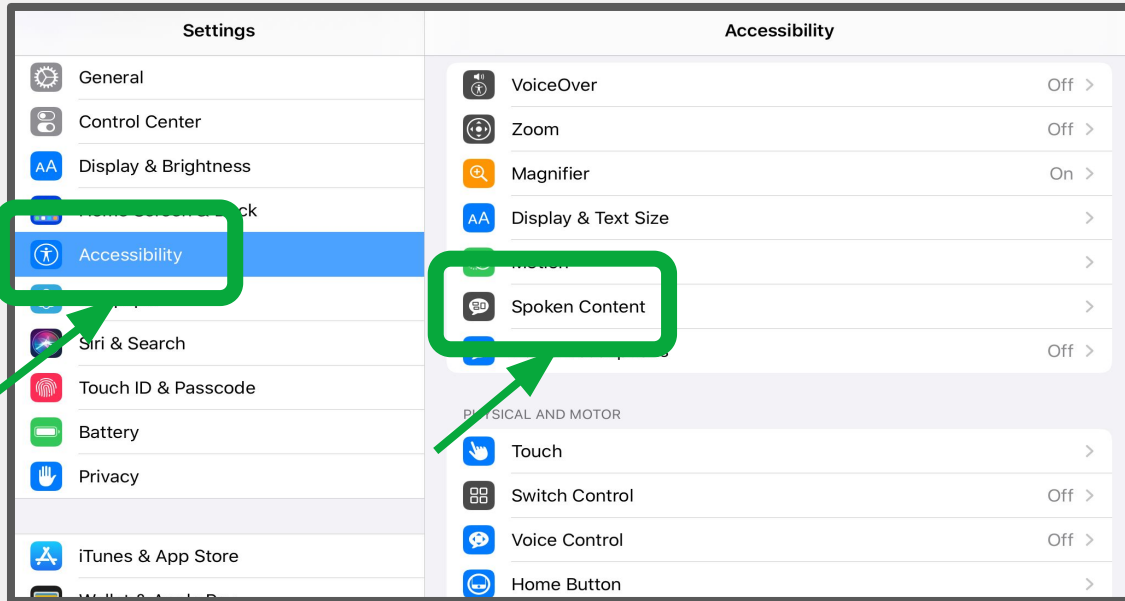
# iDevices

## Speak Selection Speak Screen



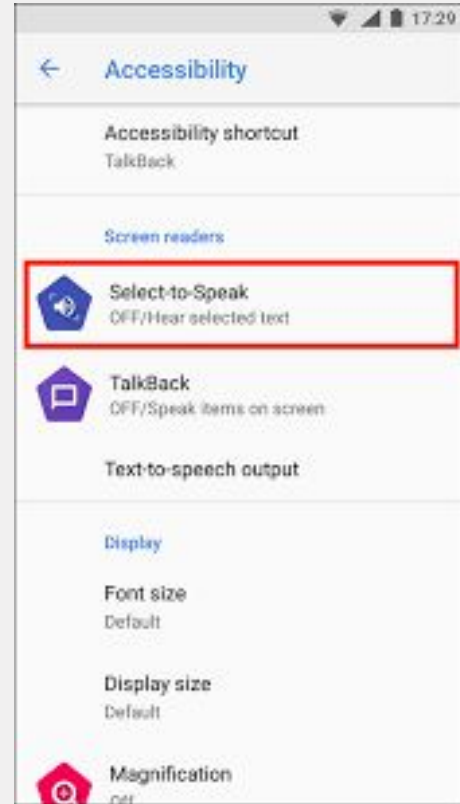
- **Settings** > Accessibility > Spoken Content
- **Speak selection-** select text then touch “speak”
- **Speak screen-** swipe down with two fingers from the top of the screen and then press play (use assistive touch)

# Accessibility Features- iOS



# Android phones

- Android 11 and up
- Settings > accessibility> Select to Speak
- If doesn't work- go to Google Play store and download the Android Accessibility Suite
- Turn on Select to Speak Shortcut (2 finger swipe up) or 3 finger swipe if TalkBack is on, or tap the accessibility button
- Tap Play



# Google - Chrome

To have text read aloud you can add increased functionality using Google Extensions

Google Chrome web store

<https://chrome.google.com/webstore/category/extensions>



# Read and Write by Texthelp- Extension

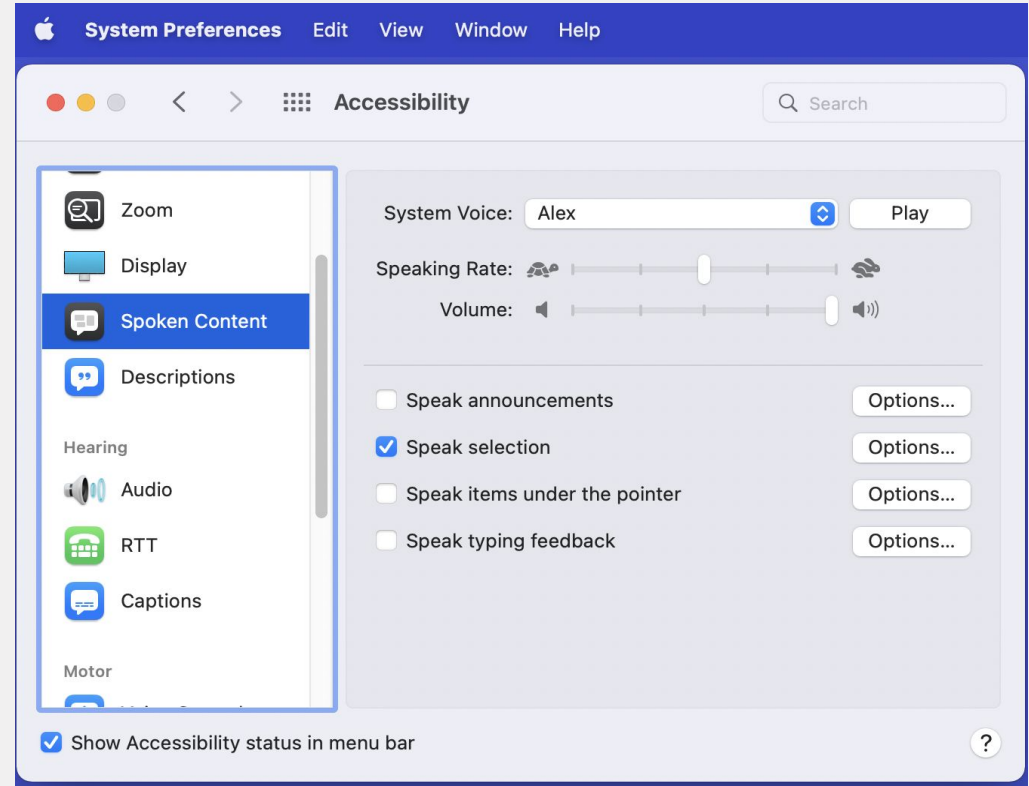


- The text to speech and translate features are free forever.
- Works in Chrome and Edge browsers
- Read online accessible content and Google Docs
- Mac, PC and Chromebooks

<https://www.texthelp.com/en-us/products/read-write/>

# Read aloud- Mac

1. Apple menu > system preferences> Accessibility> Speak selected text when the key is pressed
2. Option + Esc



# Books- Digital and Audio Options

## [Libbyapp.com](https://libbyapp.com)-

Free digital and audiobooks from your public library

Hoopla is another app often connected to libraries.



# Tech Tip #6- Embrace the Cloud

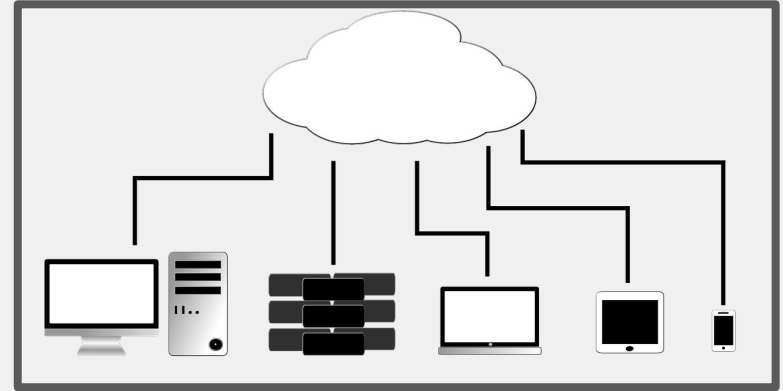


# Is your important info at home on paper?

How do you coordinate support?

Can you access info when you need it?

- Important for emergency situations
- calendars-appointments
- Documents
- Groceries needed
- Questions for doctors



# Cloud based organization and access

Automatically saves

Access account from other devices

Automatically syncs

Share and collaborate

Stay organized and efficient

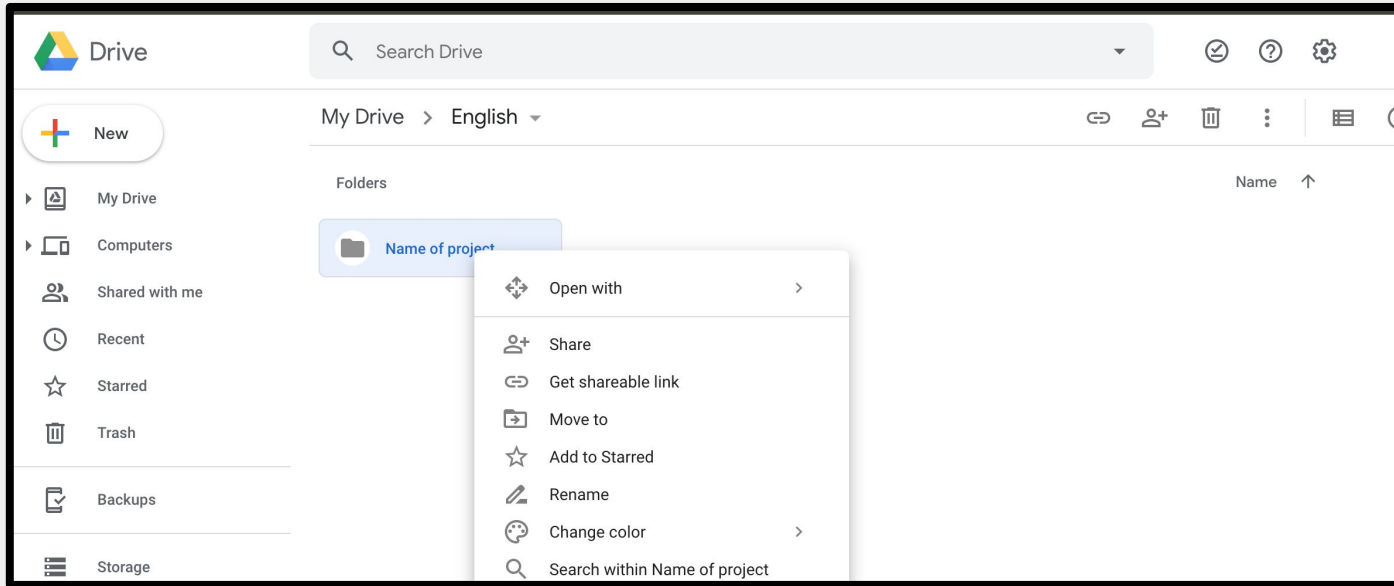


Microsoft 365

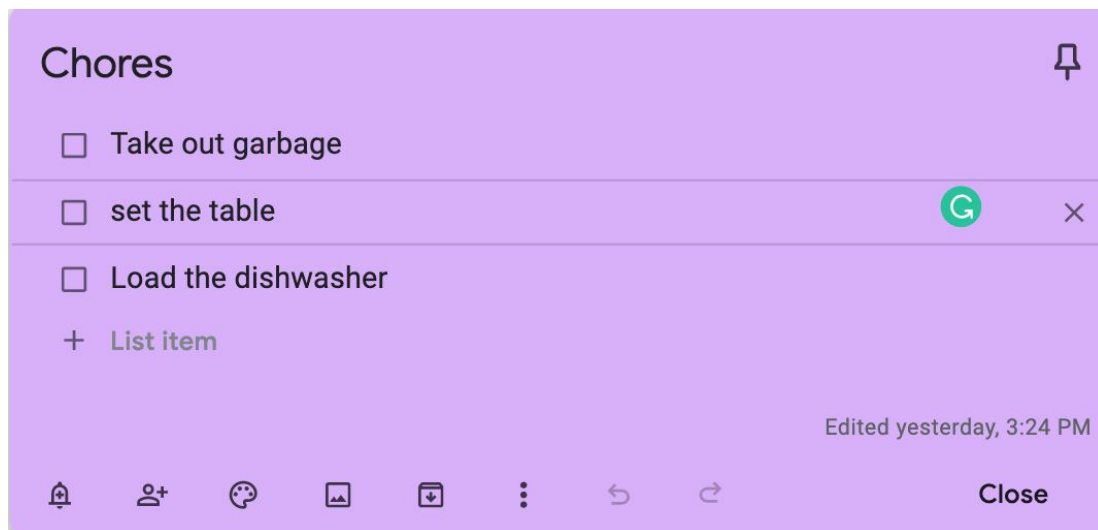


iCloud Drive

# Google Drive or OneDrive- Organize folders



# Google Keep- task manager-



Keep.google.com or  
mobile app (iOS, Android)



- Use color
- Reminders
- Share lists
- Searchable

# Google Apps

[Google Docs](#)

[Google Drive](#)

[Google Calendar](#)

[Google Keep](#)



[Get Going with Google in 2023! Online Course](#)

Email Joan for a special discount code for this group!

# Tech Tip #7- Connect with Video Calls



Can't see someone in person?

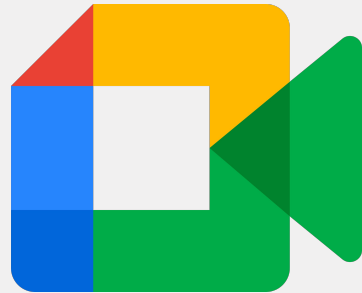
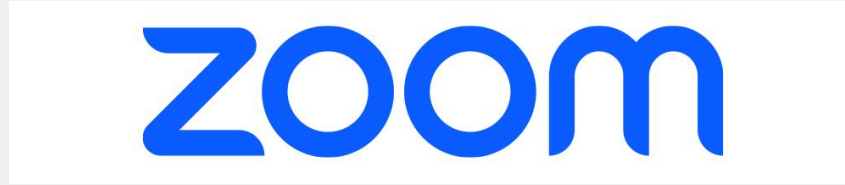
Video calls are the  
next best way to stay  
in touch!



There are lots of video call options!



**Facetime-** on iPhones

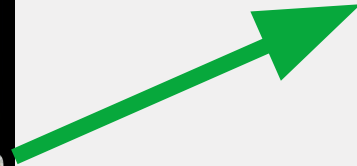


**Google Meet-** Free on all phones, tablets and computers



# Video Calls- Group Facetime Calls

- Android users can participate with a link
- People with hearing aids can set it up so audio goes straight to hearing aids



# Simpler options



Grandpad



Amazon's  
Echo Show-  
Drop-in



Sociavi



ViewClix



Onscreen-  
use TV

# Tech Tip # 8- Use AI and Smart Assistants- Alexa, Siri



[www.innovativespeech.com](http://www.innovativespeech.com)  
Joan Green, M.A. CCC-SLP



# Could you use an assistant?

## Get help with

- answering questions
- managing your calendar
- turning on and off lights
- accessing information
- playing music
- fixing tech
- writing documents



# Smart Assistants can help you stay in touch!

Send a text or email  
Make calls  
Reminders  
Alarms  
Music  
Games  
...And so much more!

Alexa- Echo  
Dot



“Hey Google”- Google  
Home



Siri

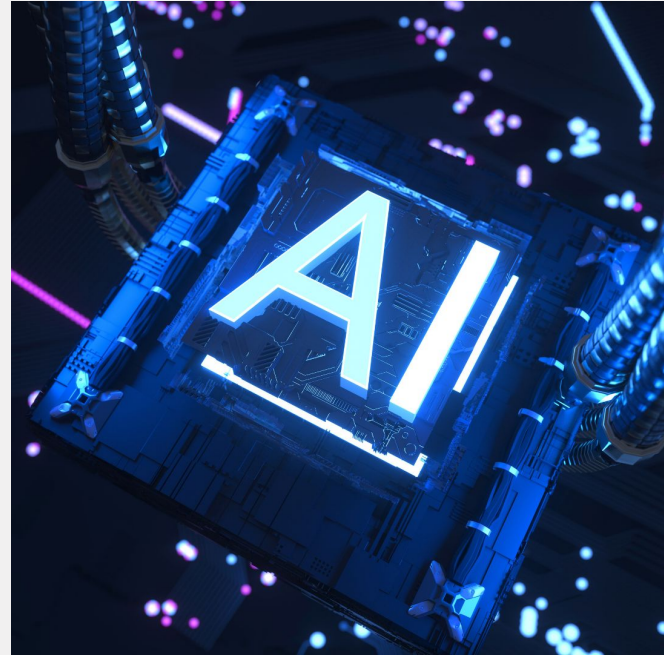
# Artificial intelligence- AI

Has had a profound impact on tech for a while.

It's built into many of the apps and devices we already use and wear

ChatGPT - Released in Nov. 2022- now up to ChatGPT4.0 Generates novel text

There are now image, video and music creation tools



## Supports for Aging in Place and Preserving Independence

- Medication reminders
- Get help in emergency situations
- Virtual Checkins
- Fitness support
- Hearing support
- Vision support



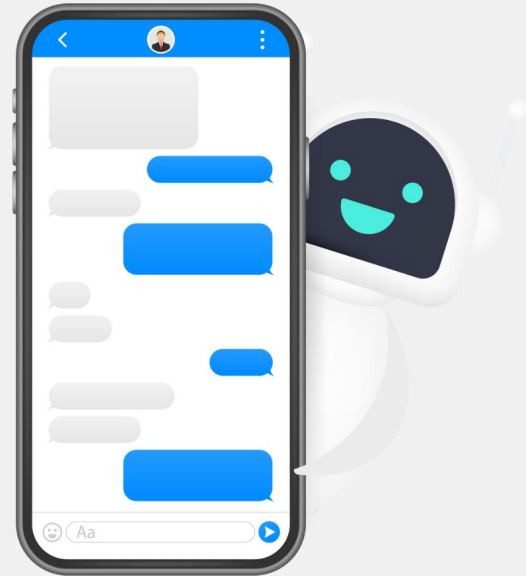
## Supports for Aging in Place and Preserving Independence

- Security cameras- see who's at the front door
- Motion sensors
- Smart Locks
- Controls for lights and thermostats



# Text and Idea Generation

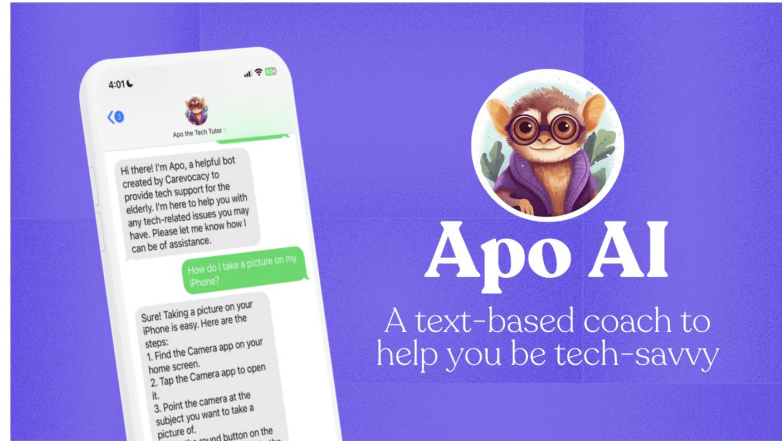
- ChatGPT- <https://chat.openai.com/>
- QuillBot- Integrated into Chrome and MS Word
- Jasper
- Copy.ai
- Get help brainstorming ideas by using prompts to interact with chatbots



# AI Tech Support- Beta

<https://apotutor.com/>

## Apo AI: The Digital Literacy Coach



**A text-based coach to help you be tech-savvy.**

Sign up for free. No credit card required.

Phone Number



Email Address

Receive Your First Text →

# Tech Tip #9- Keep Exercising your Brain

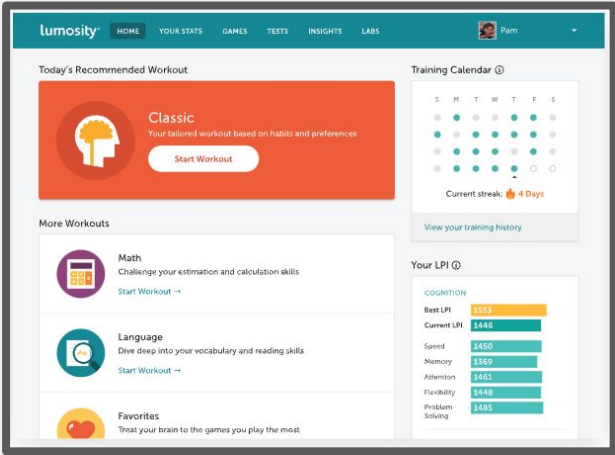


[www.innovativespeech.com](http://www.innovativespeech.com)  
Joan Green, M.A. CCC-SLP

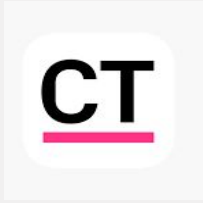
# Brain Exercise

Games to exercise the brain- language, memory, attention, problem solving

Match the app with the abilities of user



[www.Lumosity.com](http://www.Lumosity.com)



[www.ConstantTherapy.com](http://www.ConstantTherapy.com)

Life-changing brain therapy, at your fingertips

**EVIDENCE-BASED EXERCISES**

Constant Therapy has one of the world's most comprehensive libraries of evidence-based exercises.

**ADAPTS WITH PROGRESS**

Your program automatically adapts as you use it, so you stay appropriately challenged every time you sign in.

**REAL RESULTS IN REAL TIME**

Get real-time feedback on your performance after every task you complete to understand how you're progressing.

# Cognitive Exercise Apps

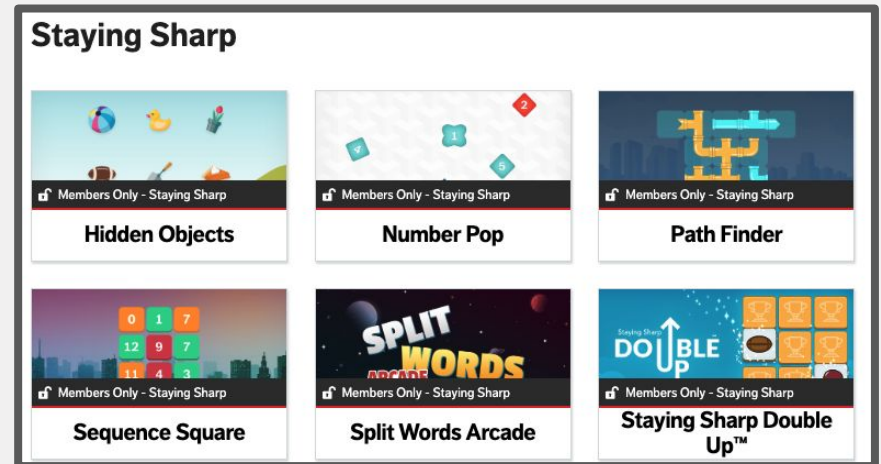
Games to exercise the brain- language, memory, attention, problem solving

Match the app with the abilities of user

<https://www.mindmate-app.com>



<https://games.aarp.org/>



# Fun things to do and explore

<https://artsandculture.google.com/explore>



# Google Arts & Culture

The screenshot displays the Google Arts & Culture interface with a navigation bar at the top containing buttons for 'All', 'Music', 'Puzzle', 'Crossword', 'Coloring', 'Trivia', and 'Adventure'. The 'All' button is highlighted with a teal circle. Below the navigation bar, there is a grid of activity cards. Each card features a thumbnail image, a title, and a brief description. The activities shown are: 'Viola the Bird' (Play a cello inspired instrument with Viola...), 'Un-Dough!' (Guess the monument in a world covered...), 'Blob Beats' (Classical music, Arcade style), 'Return of the Cat Mummy' (Return to life as a cat mummy & help sa...), 'XYZ Toy' (Can you guess the hidden word? The cl...), 'Puzzle Party — Czechia Edition' (Solve Czechia puzzles), 'Puzzle Party — APAHM Edition' (Solve APAHM puzzles!), 'Odd One Out' (Can you spot the odd one out? Guess t...), and 'Baguette Sprint' (How many baguettes can you collect?). A blue map of Europe is visible in the background. A white circular arrow button is located on the right side of the interface.

**All** | | **Music** | **Puzzle** | **Crossword** | **Coloring** | **Trivia** | **Adventure**

- Viola the Bird**  
Play a cello inspired instrument with Viol...
- Un-Dough!**  
Guess the monument in a world covered...
- Blob Beats**  
Classical music, Arcade style
- Return of the Cat Mummy**  
Return to life as a cat mummy & help sa...
- XYZ Toy**  
Can you guess the hidden word? The cl...
- Puzzle Party — Czechia Edition**  
Solve Czechia puzzles
- Puzzle Party — APAHM Edition**  
Solve APAHM puzzles !
- Odd One Out**  
Can you spot the odd one out? Guess t...
- Baguette Sprint**  
How many baguettes can you collect?

# Tech Tip #10 - Keep Learning, Have Fun and Explore



# Strategies for success

- Pick one new thing to learn at a time that matters to you!
- Find a tech buddy
- Practice with peers- small groups are great!
- Find someone you can go to for help when stuck
- Watch a video- pause as needed
- Write down key things to remember
- Practice practice practice
- Join a class



# YouTube Videos

Explore YouTube videos to help you become more tech savvy.

Check out Rich Bowlin's iPhone tips for Seniors-

<https://www.youtube.com/watch?v=-Q-fvcy20Jg&list=PL6CRpzAdjBZkdDcgU3nAAHrw31PNDGWOT>



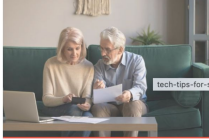
# Online groups and classes

Senior Planet- Tech hotline- 888-713-3495

<https://seniorplanet.org/>



THU 4




tech-tips-for-saving-money-640x427 Phone

Thu, May 4 1:30PM ET / 12:30PM CT / 11:30AM MT / 10:30AM PT

**Tech Discussion Group – Lunch & Learn**

Come discuss different topics related to the latest technology trends and news.

THU 4



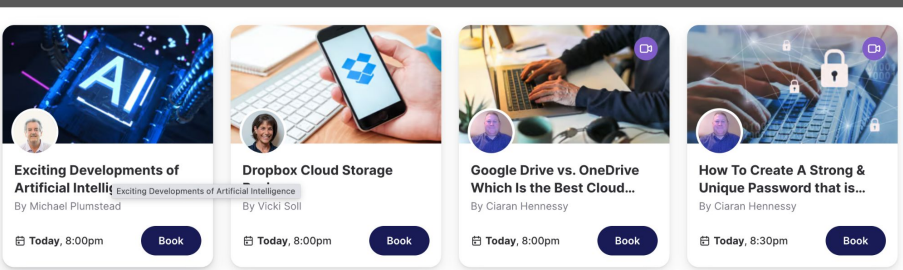
Thu, May 4 6:00PM ET / 5:00PM CT / 4:00PM MT / 3:00PM PT

**Internet of Things: Wearables**

Online

Learn about the health, wellness, and personal safety benefits of wearable technology.

GetSetUp- <https://www.getsetup.io>



Exciting Developments of Artificial Intelligence

By Michael Plumstead

Today, 8:00pm Book

Dropbox Cloud Storage

By Vicki Soll

Today, 8:00pm Book

Google Drive vs. OneDrive Which Is the Best Cloud...

By Claran Hennessy

Today, 8:00pm Book

How To Create A Strong & Unique Password that is...

By Claran Hennessy

Today, 8:30pm Book

# Online Groups and Classes

Boomer' Em- <https://www.theboomerem.org/>



Cyber Seniors-  
<https://cyberseniors.org/breezeline/>



# Join the IST Tech Savvy Solutions Facebook Group



Let's help each other.  
Everyone is welcome to  
join!!

Just answer a few questions

There are 1.1K+ members

**<https://www.facebook.com/groups/ISTTechSavvySolutions/>**

# ElderTech Advisor and Teacher Network

- <https://innovativespeech.com/eldertech-cohort-2-2>
- Promote the idea of a “tech concierge” for personal tech support and teaching in all senior living communities, senior centers, and other places boomers and older adults “age in place”
- Create a network of “in the know” senior tech consultants
- Provide ongoing support



# Global ElderTech Advisor and Teacher Cohort- Now Forming

For SLPs, OTs, IT specialists, and elder advocates to

Let's help aging adults.

Check out this 5 week collaborative online experience!

<https://innovativespeech.com/eldertech-cohort-2-2/>



# Free info and networking session- August 24

Excitement is building for the 3rd [ElderTech Advisor Cohort](#) launch on September 18, 2023! I hope you will be part of it!

It's a transformative 5- week experience. You'll build relationships with others who are also passionate about helping boomers and older adults. During the course, you'll learn about the latest resources and technologies available to enhance the lives of seniors.

To help you learn more about this opportunity, I invite you to a Zoom meeting on **Thursday, August 24, from 4:00-5:00 PM ET.**

We'll get to know each other, review plans for the upcoming ElderTech Advisor Cohort, and engage in a productive brainstorming session to address specific challenges you may be facing.

Register on Zoom by visiting this link- <https://bit.ly/Aug242023ElderTech> to secure your spot. Be sure to save your personal link in your calendar.

# Past presentations are available

 TheyMayNotKnow.com



**Beyond Facetime:  
Uncovering Hidden  
Gems for Video Calls**

TheyMayNotKnow.com

**UNLOCKING THE POWER OF TECH FOR  
READING**



 **Innovative**  
SPEECH THERAPY

TheyMayNotKnow.com

**iGRANDPARENT 101: Experts Share  
Resources and Wisdom for  
Teaching Tech to Seniors**



 **Innovative**  
SPEECH THERAPY

<https://innovativespeech.com/past-events/>

Free until end of day 8/23/23

## iGrandparent 101: An Expert Panel Shares Wisdom for Teaching Tech to Seniors

Available on-demand at  
[TheyMayNotKnow.com](https://www.TheyMayNotKnow.com)



The graphic features a blue background with a white laptop in the center. On the laptop screen, two cartoon characters representing an elderly man and woman are smiling. To the left of the laptop is a green circle with the text 'REGISTER TODAY'. Above the laptop, the text reads: 'TheyMayNotKnow.com', 'iGRANDPARENT 101: An Expert Panel Shares Wisdom for Teaching Tech to Seniors', and '8/9/23 1:00-2:00 ET'. At the bottom left of the graphic is the logo for 'Innovative SPEECH THERAPY'.

TheyMayNotKnow.com  
iGRANDPARENT 101: An Expert Panel  
Shares Wisdom for Teaching Tech to  
Seniors  
8/9/23 1:00-2:00 ET

REGISTER  
TODAY

Innovative  
SPEECH THERAPY

# New Assistive Technology Network of Greater Washington

ATNGW

Do you help people use accessibility features or special devices to overcome obstacles?

Do you have a business?

Contact [Joan@innovativespeech.com](mailto:Joan@innovativespeech.com) to learn more about this new group.

# Individual Tech Advising and Coaching with IST

We provide individualized support to get you up and running quickly with the tech you need to make life easier!

We can work directly with seniors or with caregivers and family to set up the environment for success.

<https://www.innovativespeech.com>

It starts with a free 15 min phone consult-

<https://bit.ly/ChatwithJoanGreen>



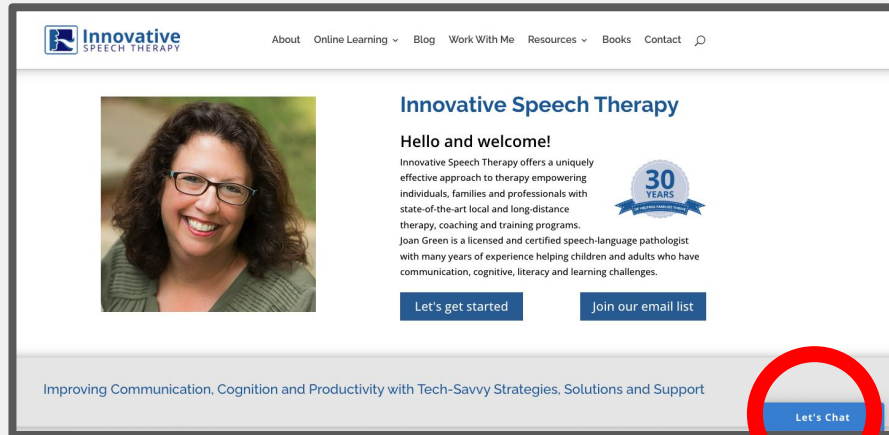
# What's your next step?

This is the perfect time to figure out how tech can improve your life!



# Free phone consults

Pick a time for Joan to call you to figure out your next steps toward becoming more tech savvy! Absolutely no cost or obligation.



[www.innovativespeech.com](http://www.innovativespeech.com)

# Let's stay in touch!

Joan Lipman Green

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Facebook- [Innovative.Speech.Therapy](https://www.facebook.com/Innovative.Speech.Therapy)

FB Group- [IST Tech Savvy Solutions](#)

LinkedIn- [Joan Lipman Green](#)

Twitter- [@jgreenslp](#)

Instagram- [joanlipmangreen](#)

