

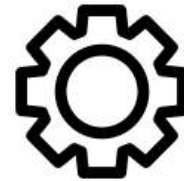


Tech Tips for Seniors

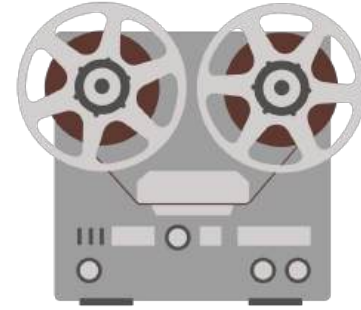
Using AI and Everyday Devices to Stay Engaged,
Efficient and Organized



5/14/25



Remember these?



The majority of images in this presentation were created by Joan on Canva, Using AI (ChatGPT or Gemini) or are screenshots from her devices.

Transformative Tech

- Typewriters
- Calculators
- Laptops
- Email
- Mobile phones
- Search Engines
- Wikipedia
- Google Translate
- Video Meetings and Calls
- ChatGPT



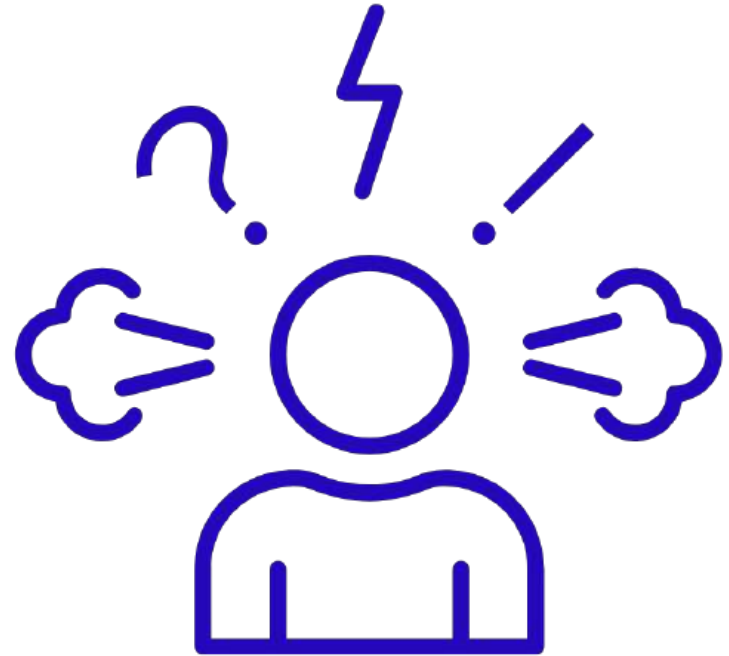
Seniors are often left behind and may resist change

- Lack of experience and familiarity
- Physical limitations
- Fear of looking incompetent
- Fear of change
- Lack of patience
- Perceive uselessness
- Prefer older methods
- Isolation

A large, stylized graphic of the word "No!" in a bold, blue, bubbly font. The letters are thick and rounded, with a slight shadow effect. The exclamation point is also large and blue, with a small circle at the bottom.

More barriers....

- Prefer status quo
- Fear of breaking it
- Security and privacy concerns
- Distrust
- Policy restrictions
- Staff and volunteer turnover
- **Lack of help from others**



Self Reflection- Tech Confidence

How comfortable are you with technology?

I prefer to avoid
tech if at all
possible!



I'm confident and
comfortable with
keeping up with
emerging tech. I
love it!

What's the antidote to the fear and overwhelm technology may cause?



Circles of Support

We all need our “go to” people!

Let’s form tech support teams for others!

A while back I created an ElderTech Advisor Network- the concept has evolved into the Tech Life Inner Circle! (<https://bit.ly/techlifemembership>)



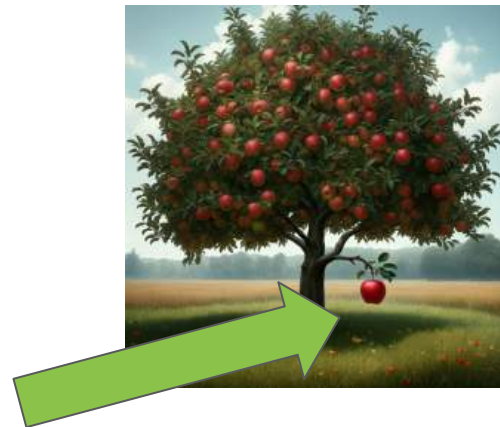
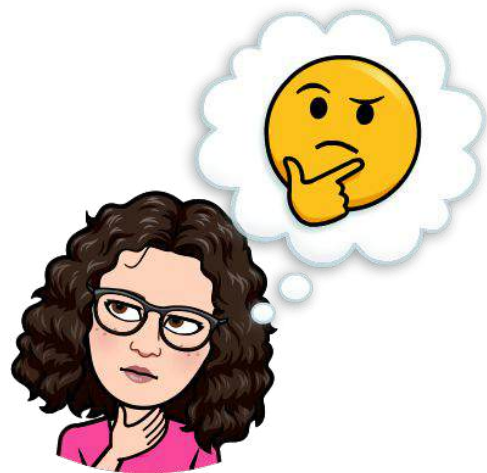
New Tech Mindset

“How can readily available and free or low cost technologies help others:

- **experience success with everyday tasks**
- **stay socially connected, and enjoy life?”**

Let’s look for the “lowest hanging fruit” first!

Start with features and tools that offer the greatest impact , cause the least resistance, are readily available, and require the least expense.





Joan Green- Your Tech Advisor

Innovative
SPEECH THERAPY

About Online Learning Blog Work With Me Resources Books Contact

Innovative Speech Therapy

Hello and welcome!

IST offers a uniquely effective guidance empowering individuals, families and professionals with state-of-the-art local and long-distance therapy, coaching and training programs.

Joan Green is a licensed and certified speech-language pathologist and assistive technology specialist with many years of experience helping children and adults who have communication, cognitive, literacy, learning, and executive functioning challenges.

30 YEARS

Let's get started Join our email list

Improving Communication, Cognition and Productivity with Tech-Savvy Strategies, Solutions and Support

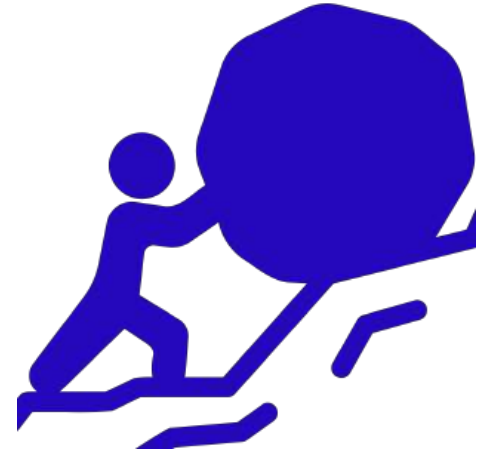
- Speech-Language Pathologist
- Assistive Tech Specialist
- Founder of Innovative Speech Therapy
- Founder of Tech Life Inner Circle Membership
- Manage Free IST Tech Savvy Solutions Facebook Group
- Immersed in eldercare
- It makes my day to help others improve life with tech!
-

www.innovativespeech.com, Joan@innovativespeech.com

Tech can help all of us be more efficient and productive

It's essential for people who struggle

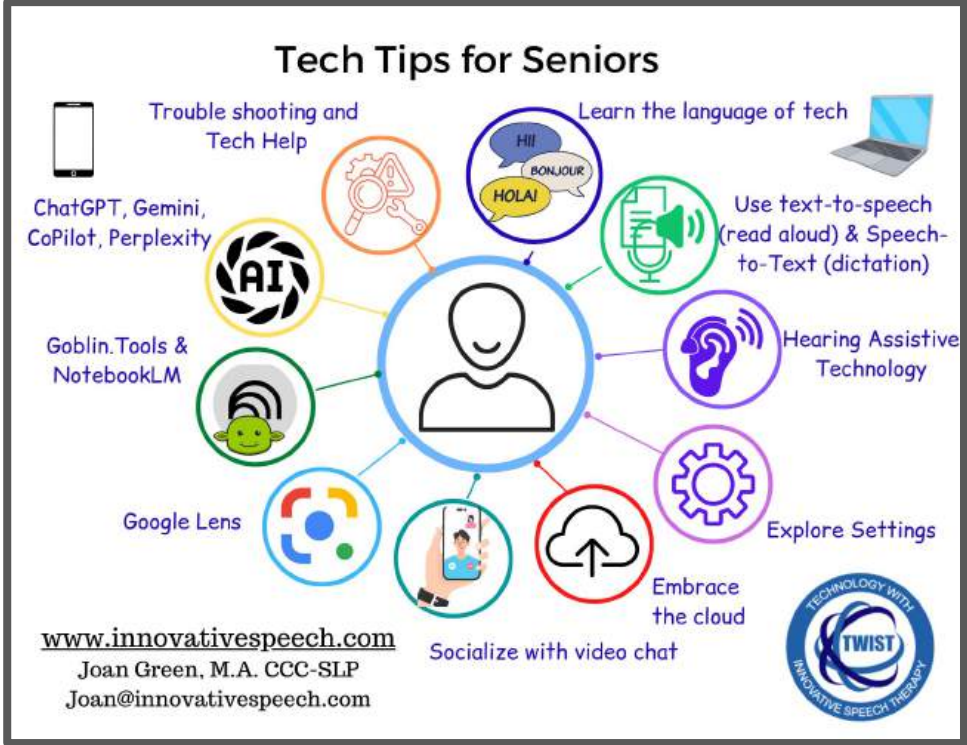
- Expressive Communication Challenges- stroke, head injury, tumor, degenerative diseases
- Vision and Hearing loss
- Mobility Limitations
- Dexterity- arthritis
- Isolation- depression- lack of stimulation
- Memory and Reasoning- Mild cognitive impairment, Dementia



Everyday Tech and AI can make all the difference!



SCAN ME



<https://bit.ly/tech-tips-for-seniors>

Learn the Language of Tech

Decode Tech's language + Search for clues

Apps are always changing! By “reading” the symbols of tech, we can much more easily figure things out. If we write out instructions and there's an update or they try to use an app on a different device, users may be lost.



Do you recognize these symbols?

“ellipsis”

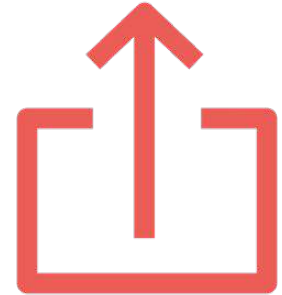
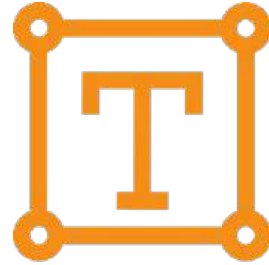
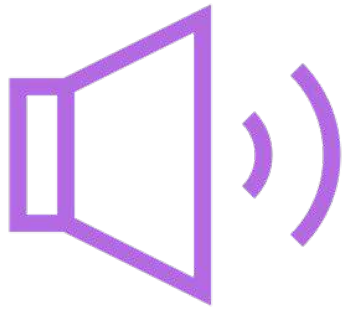
“hamburger sign”

Click on them for:

- More options
- Additional menus



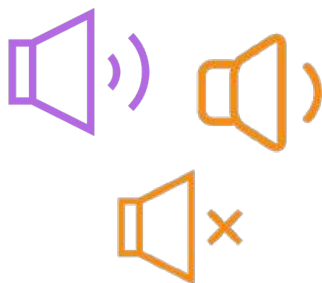
How many of these symbols do you recognize?



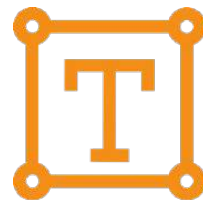
The Language of Tech



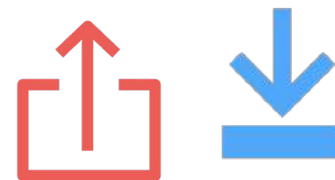
Dictate/ Speak
Microphone
on/ off



Speakers
Volume
up/down
Mute/ Silence



Add text
Type



Upload/ do
something with
this

Download

Text-to-Speech (read aloud) & Speech-to-Text (dictation)

Listen to text read aloud

All devices can read aloud for free!

The new AI voices are amazing!

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

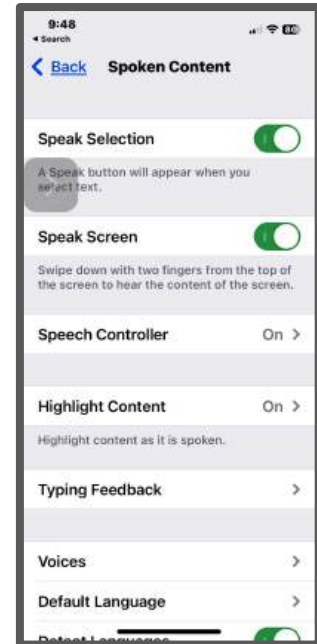
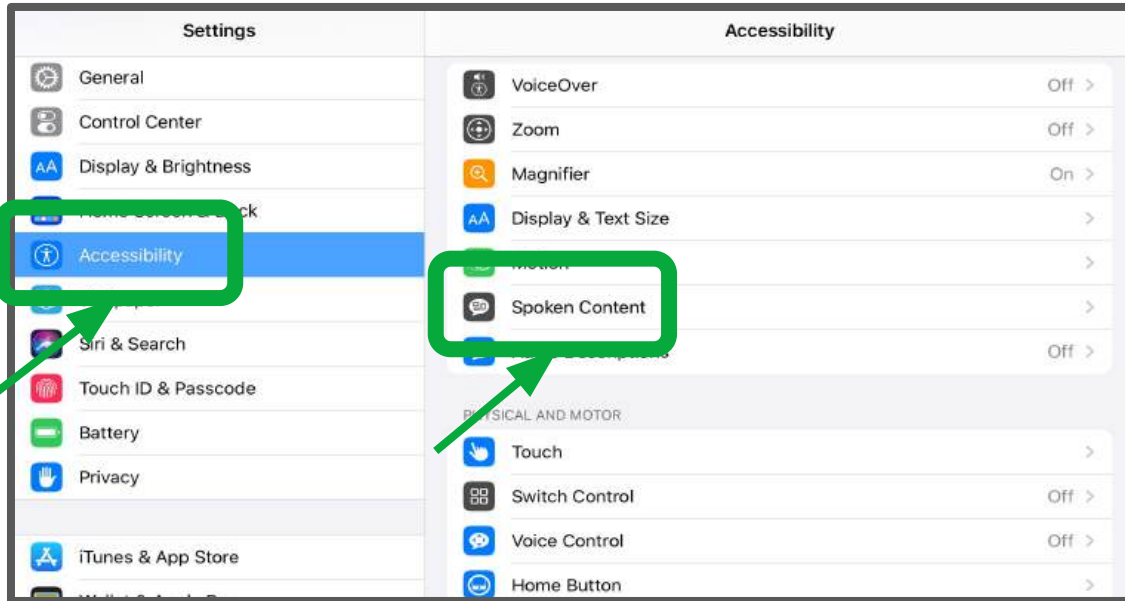
Speak Selection Speak Screen



- 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

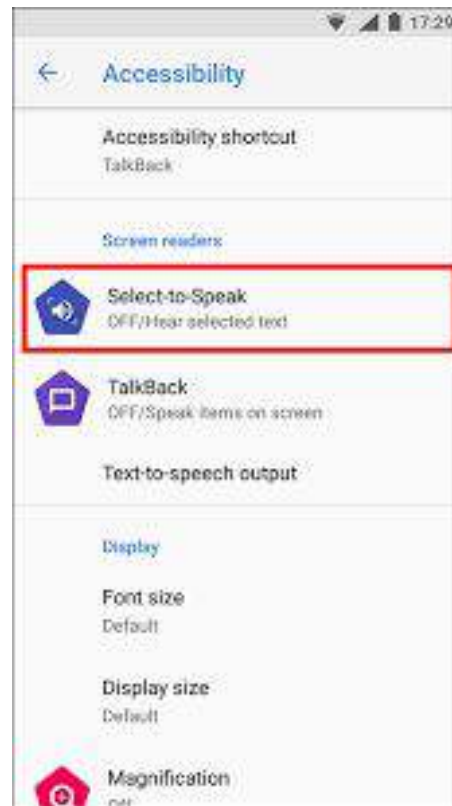
Accessibility features- iOS

iOS



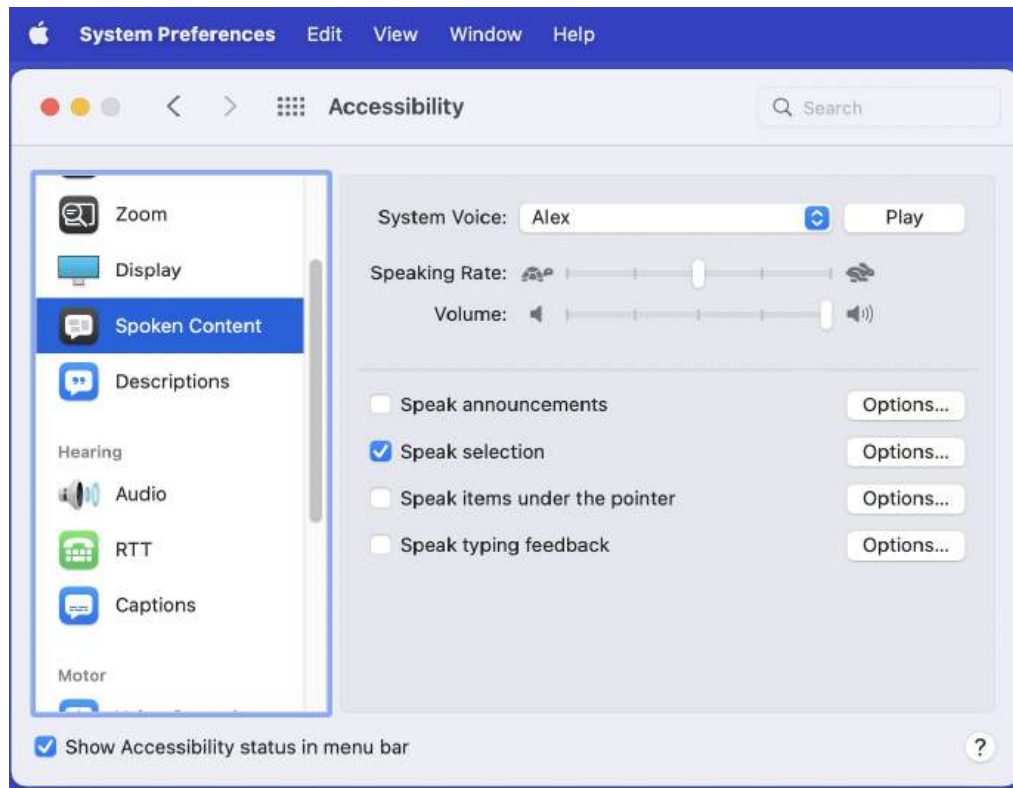
Android phones

- 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



Read aloud- Mac

- Apple menu > system preferences> Accessibility> Spoken Content selected text when the key is pressed
- Option + Esc



There are lots of options for reading text aloud

It can get complicated but it is possible!

Browsers

- Microsoft Edge- [Immersive Reader](#)
- Chrome- need to add an extension (ie [Read&Write](#) by Everway) or use device read aloud settings.

Devices

- “Turn on” in settings of computers, tablets and phones

Documents

- PDFs may require a special app

Books

- Learning Ally, Bookshare, AudioBooks, Libby, Hoopla

Cross Platform

- [Speechify](#)

Speech Recognition/ Dictation/ Speech-to-text

- Helpful when typing is difficult.
- It's a feature on all current computers, phones and tablets for free!
- Whenever there is a cursor blinking, you should be able to enter text with your speech.
- The process depends on the device, operating systems and format of the material.
- Mobile devices- look for microphone in keyboard
- Google Docs- Tools> Voice Typing

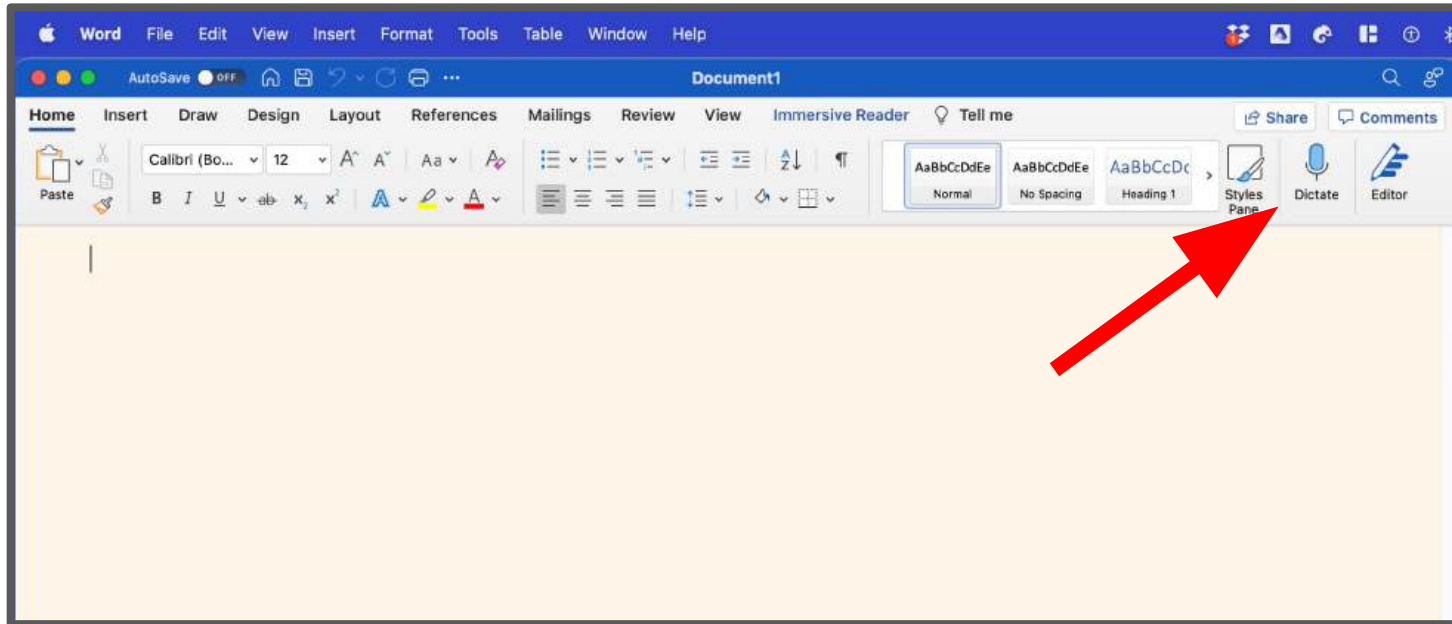


Mobile phones and tablets

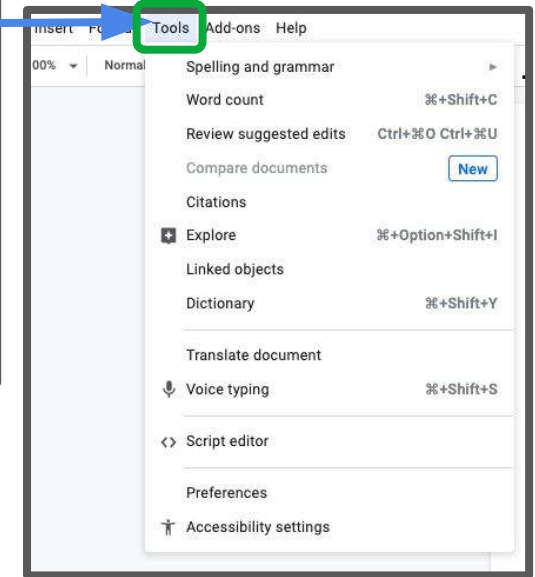
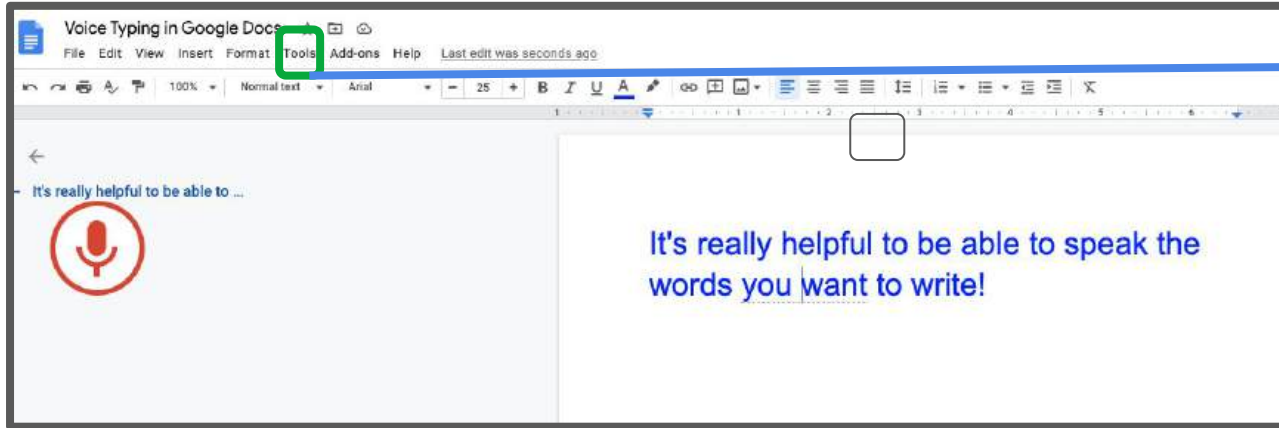
1. Find the microphone on the keyboard
2. Make sure the cursor is in the right spot
3. Tap on the microphone
4. Speak clearly- use punctuation
5. Tap again to stop dictating
6. Edit as needed



Dictation in MS Word 365 and Word for Web



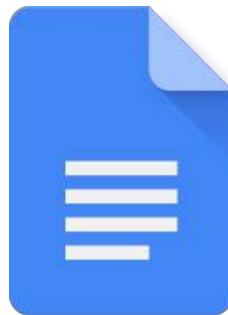
Voice typing in Google Docs on computer



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

Tools Menu

Joan@innovativespeech.com

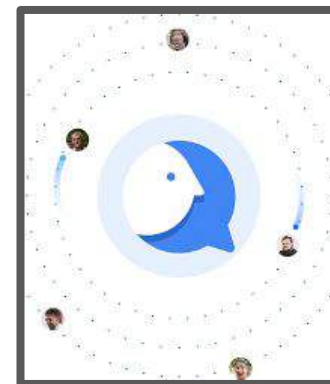


Solutions for “nonstandard” speech

If the users voice is hard to understand, training can be done using Voiceltt or Project Relate to create a web app that can “translate” the speech pattern into “intelligible” speech.

[Voiceltt](#) (subscription)

[Project Relate](#) (only on Android)



Hearing Assistive Technology

Amplified Speech- Smartphones



Live Listen

iPhone features- turns iphone or ipad into remote microphone!

Stream audio directly into AirPods, Beats headphones or Made for iPhone (MFi) hearing aids.

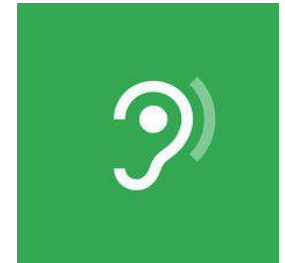


Conversation Boost

For AirPods Pro users, this enhances voice of person in front of you. Go into AirPods settings under Accessibility.

Very helpful in noisy environments or when need to hear someone speaking from a distance

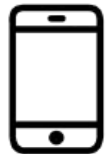
Sound Amplifier (Android): Enhances speech, reduces background noise. Download the app if not already on phone.



Captions & Transcriptions

Captions are free but the feature may need to be set up in advance.

Transcription may have errors. The quality is dependent on the speaker and environment.



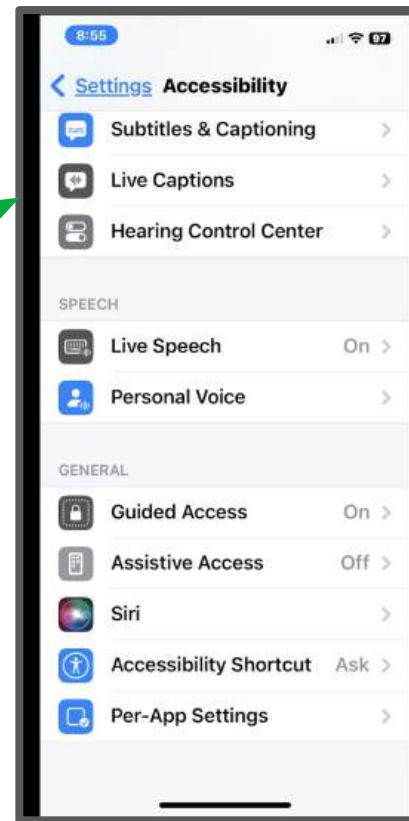
Live Captions on Your Smartphone

Enable the captions for in-person conversations or to use while having a phone call!

iPhone- Settings > Accessibility > Live Captions (need at least iOS17)

Android phones- live captions came first on Pixel phones.

- Require Android 10 or newer



Apps with instant transcription

If live captioning is not available on your phone- these apps are great!



[Live Transcribe- iOS](#)



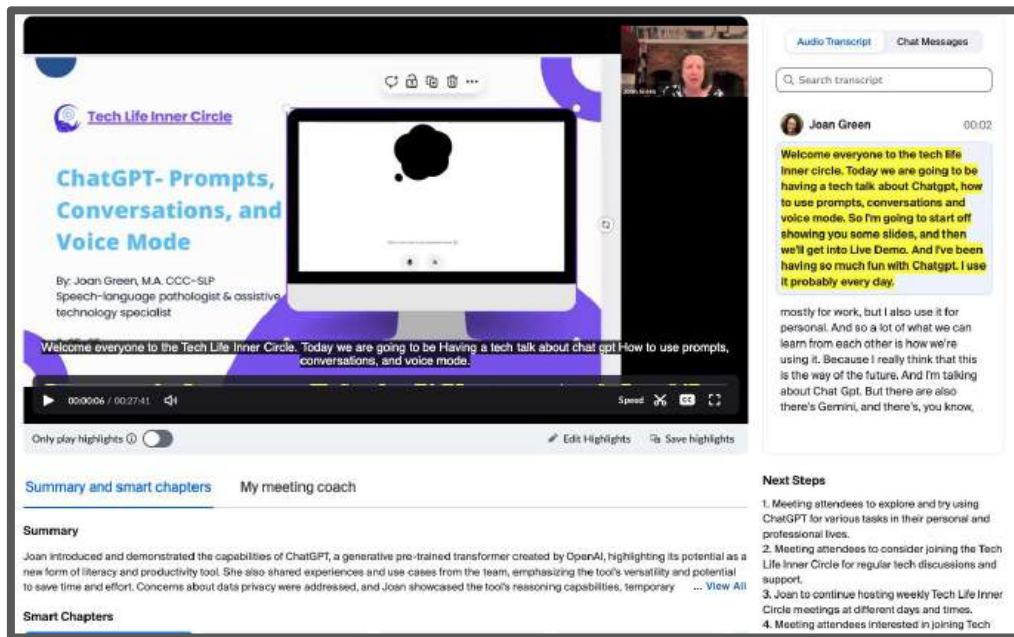
[Ava](#)- iOS, Android and desktop



[Live Transcribe](#)- Android

Terrific note-taking tools with transcription and more!

- Meeting summaries
- Smart recordings
- Action steps
- Images
- Study tools
- [Clean](#)
- [Otter.ai](#)
- [Zoom](#)



The screenshot displays a meeting recording interface. The main content is a video player showing a presentation slide titled "ChatGPT- Prompts, Conversations, and Voice Mode" by Joan Green, M.A., CCC-SLP. The slide includes a subtitle: "Welcome everyone to the Tech Life Inner Circle. Today we are going to be Having a tech talk about chat gpt How to use prompts, conversations, and voice mode." The video player has a progress bar at 00:00:06 / 00:27:41 and controls for play, volume, speed, and subtitles. To the right of the video is a transcript panel with a search bar and a message from Joan Green: "Welcome everyone to the tech life inner circle. Today we are going to be having a tech talk about Chatgpt, how to use prompts, conversations and voice mode. So I'm going to start off showing you some slides, and then we'll get into Live Demo. And I've been having so much fun with Chatgpt. I use it probably every day." Below the transcript is a "Next Steps" section with four numbered items. At the bottom, there are sections for "Summary and smart chapters" and "My meeting coach".

Summary

Joan introduced and demonstrated the capabilities of ChatGPT, a generative pre-trained transformer created by OpenAI, highlighting its potential as a new form of literacy and productivity tool. She also shared experiences and use cases from the team, emphasizing the tool's versatility and potential to save time and effort. Concerns about data privacy were addressed, and Joan showcased the tool's reasoning capabilities, temporary ... [View All](#)

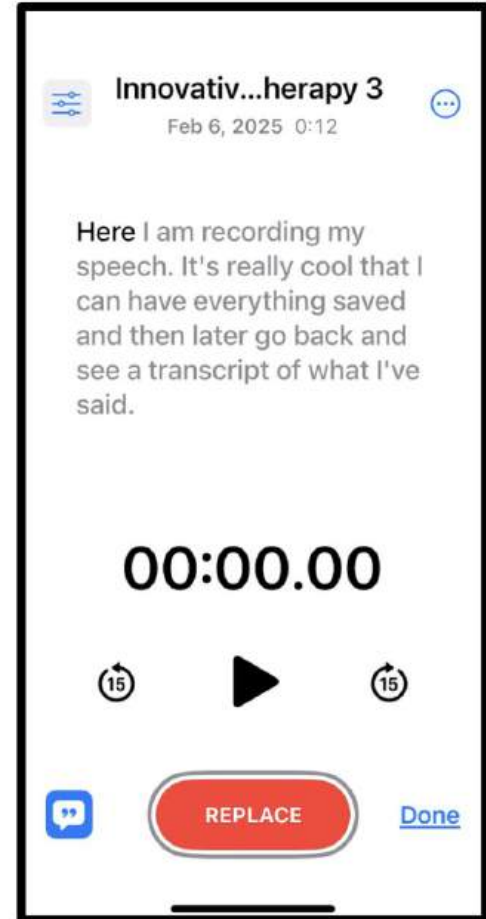
Smart Chapters

Next Steps

1. Meeting attendees to explore and try using ChatGPT for various tasks in their personal and professional lives.
2. Meeting attendees to consider joining the Tech Life Inner Circle for regular tech discussions and support.
3. Joan to continue hosting weekly Tech Life Inner Circle meetings at different days and times.
4. Meeting attendees interested in joining Tech

Voice Memos – iOS

- Speech to audio
- Preinstalled on iPhone and iPad
- Open the app → tap the red record button, tap Stop when finished
- Name the recording
- With iOS 18 on iPhone 12 and later models, will offer a transcription
- Can view live, edit, and transcribe older recordings
- Robust sharing menu – Files, Google Drive, etc.



Explore Settings

Settings

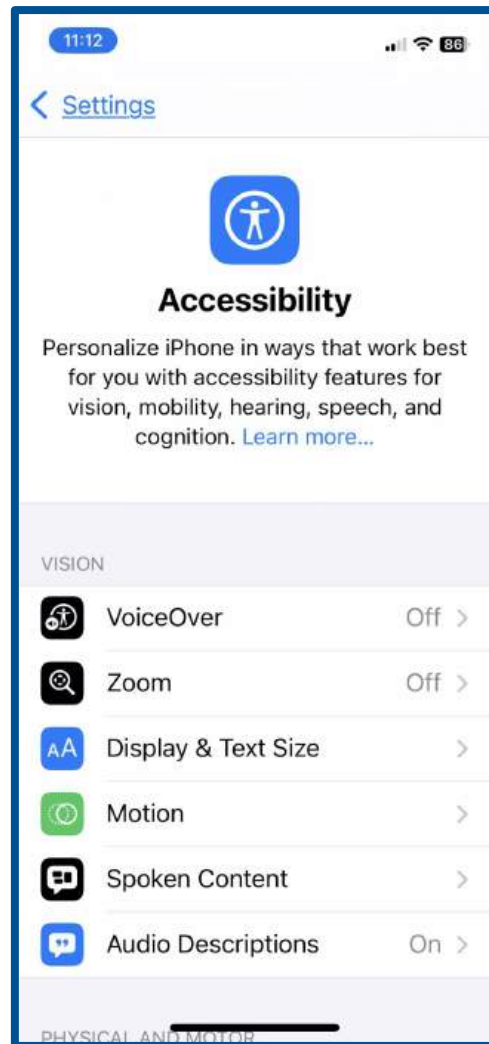
- On all devices, start by exploring what's possible in the settings!
- Check out the accessibility section
- Consider initial access
 - passwords and passcodes
 - balance ease of access with privacy concerns
- Apple Accessibility
- Google Accessibility
- Microsoft Accessibility



iPhone Settings > accessibility

Settings > Accessibility

- Vision
- Physical and Motor
- Hearing
- Speech
- Accessories
- General

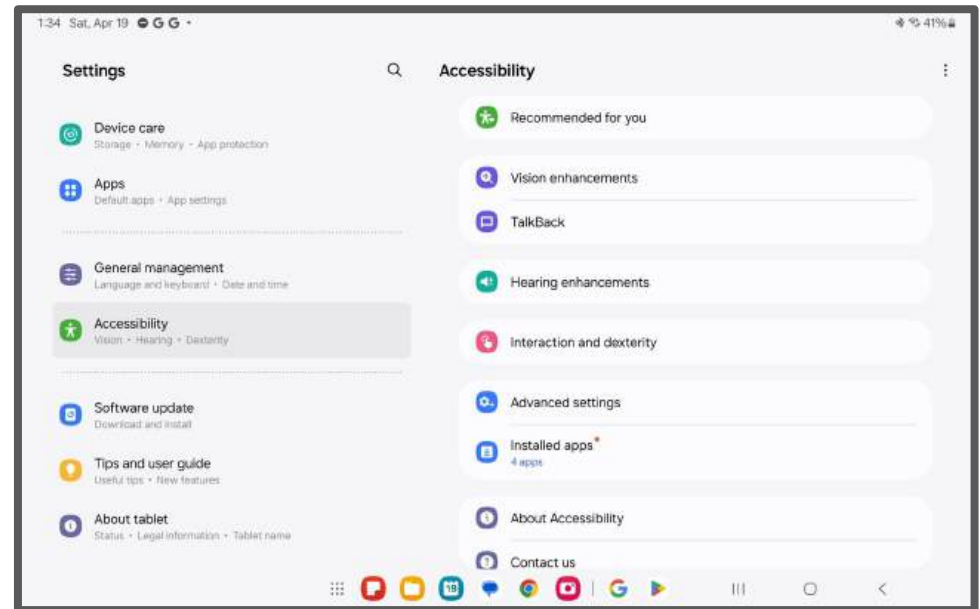


Android Settings > Accessibility

Vision

Hearing

Interaction and dexterity



Screenshot of Samsung Galaxy Tablet

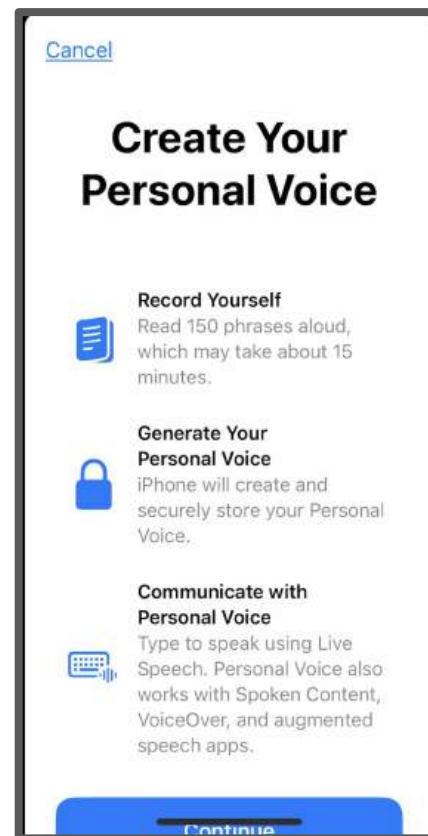
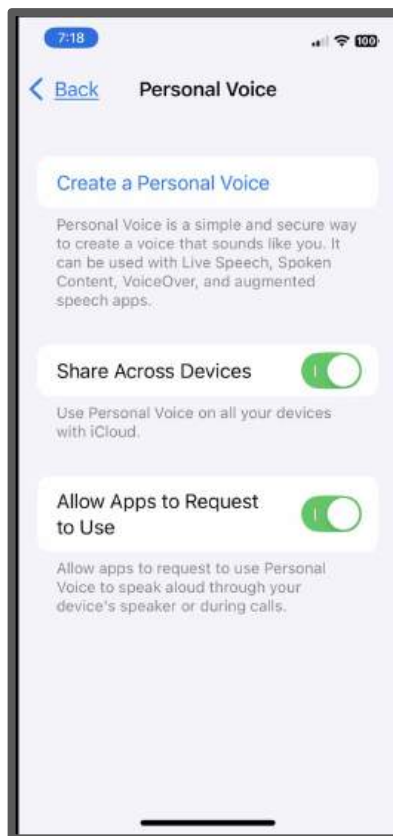
iOS Personal Voice

A personal voice can be created if user is able to read aloud 150 phrases.

Create the personal voice on Mac or iOS device

Settings > Accessibility > Personal Voice

[Apple Support- Personal Voice for iOS](#)



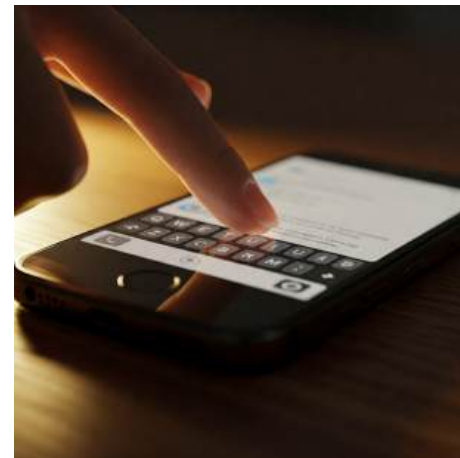
iOS Live Speech

This feature enables users who are unable to speak aloud but can type, the ability to type using the speaker and in calls and then Live Speech says it aloud.

Settings > Accessibility > Live Speech

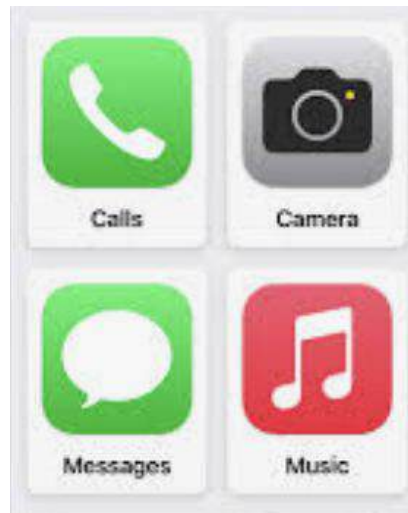
Phrases can be stored in categories.

[Apple Support- Type to Speak on iOS](#)



Assistive Access on iPhone

- Settings > Accessibility > General- Set Up Assistive Access
- Apps are redesigned to be larger and easier to use
- A trusted supporter sets it up- uses unique password, need to know Apple ID and password



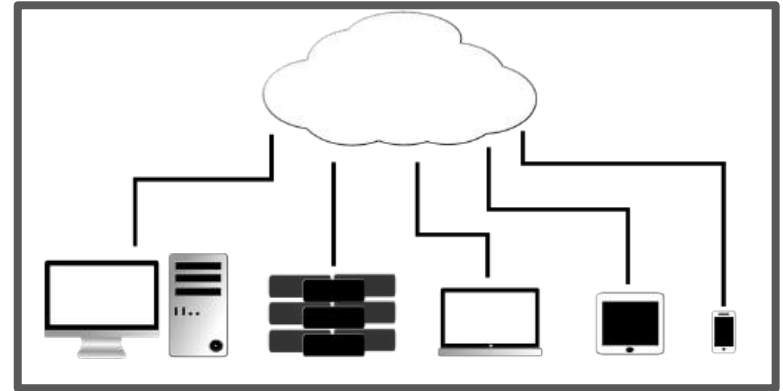
Embrace the Cloud

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
- Photos- search and share



Cloud based organization and access

- Automatically saves
- Robust searching
- Access account from other devices
- Automatically syncs
- Share and collaborate
- Stay organized and efficient

The Google logo, consisting of the word "Google" in its characteristic multi-colored font (blue, red, yellow, green, blue, red).

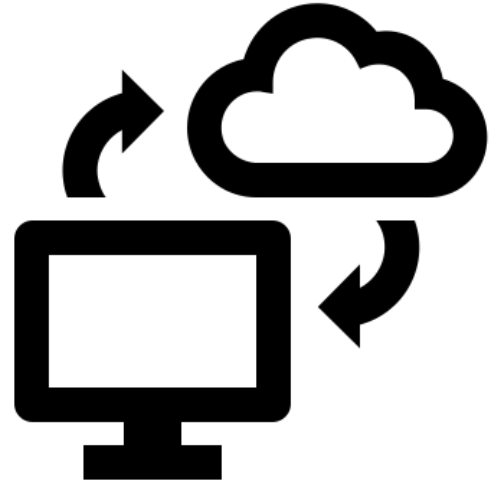
Microsoft 365



iCloud Drive

Take your “office” with you to maximize productivity!

- Easy access from anywhere and share important information
- Digital calendars
- Create and store documents (Google Docs and MS Word)- Store in OneDrive or Google Drive
- Manage To Do List
- Email
- Download the apps onto mobile devices
- Share documents and appointments
- Access info from any online device
- Collaborate



Digital Task Managers



Google Tasks

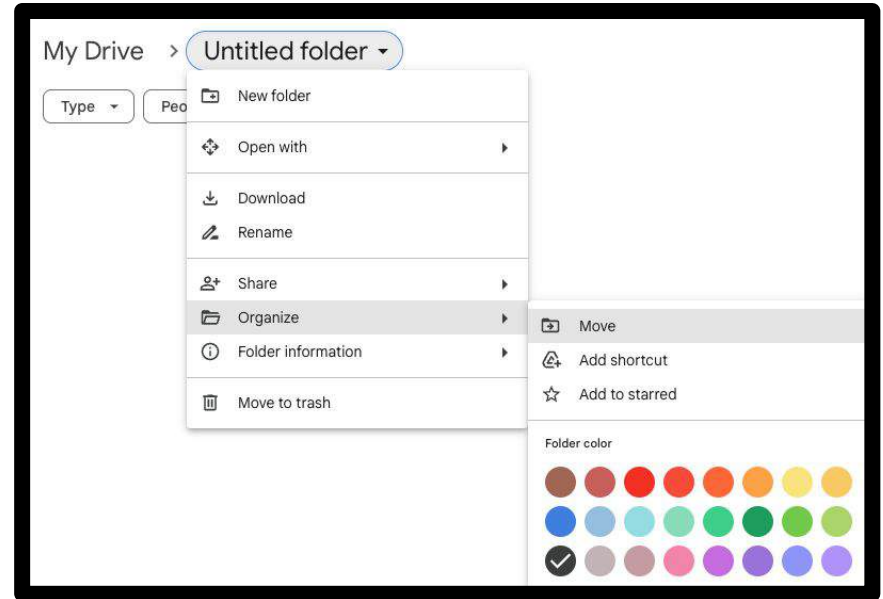
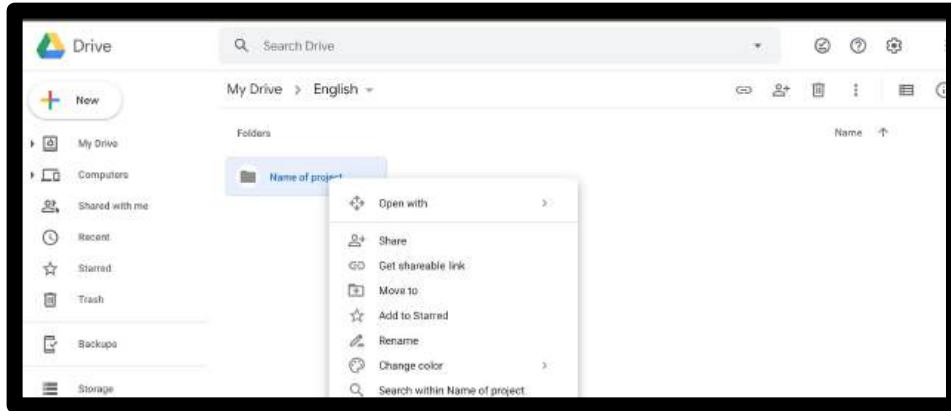


Microsoft To-Do



Apple Reminders

Google Drive



Google Calendar, Keep and Tasks

- Enter scheduled appts & non-negotiables
- Color code
- Use reminders
- Break down big tasks into smaller chunks and share-
Google Keep
- Create lists of tasks and enter the date and time to show
up in Google Calendar
- (Microsoft also has helpful tools in Outlook)



Socialize with Video Chat

Video calls

Visuals can be so helpful for social connection and communication.

iPhones- **Facetime**

Google Meet

Zoom

Whatsapp

Messenger

Microsoft Teams



Simpler video call options



Grandpad



Amazon's
Echo Show-
Drop-in



ViewClix



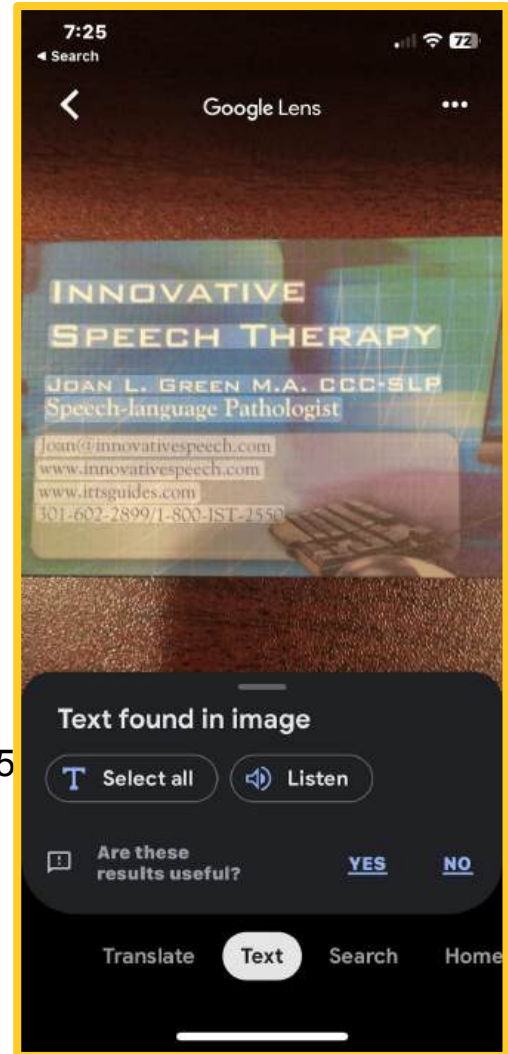
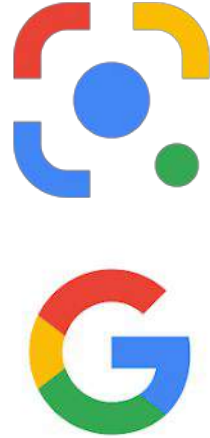
Onscreen-
use TV

Google Lens

Google Lens



- This app uses the phone's camera.
- On iPhones use the Google app and tap on the Lens icon.
- On android look for the lens icon on the right side of the Google search bar.
- Take a picture of text in environment (a sign, book, handout)
- Tap on the highlighted words and it reads them out loud immediately!
- It can also translate and copy and paste.
- Free

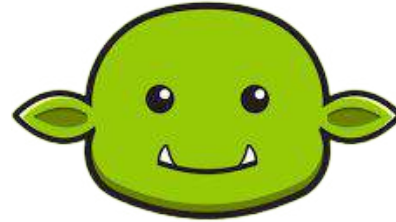


5

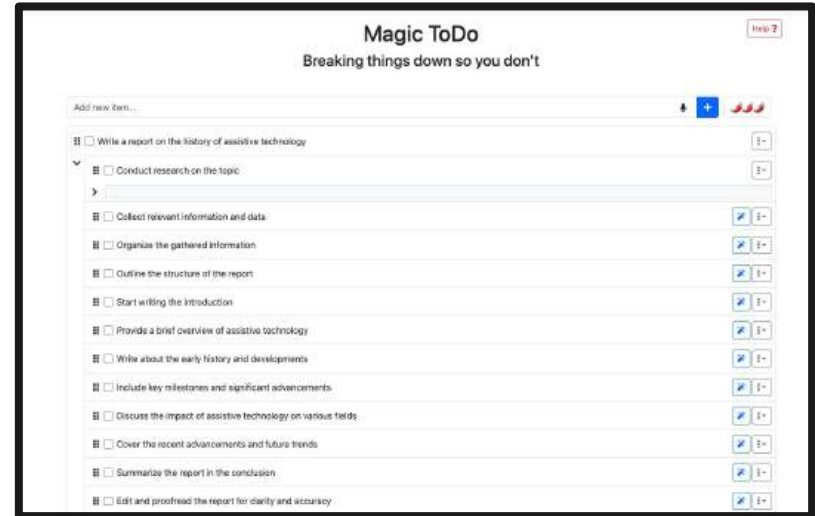
[How to use Google Lens](#)

Goblin.Tools

Goblin.Tools



- Magic ToDo - Helps break down tasks automatically into manageable steps
- Adjust "spiciness" level for desired task detail.
- Free - no need to log in
- Web based - free
- Android & iOS app (\$1.99)
- Privacy Policy

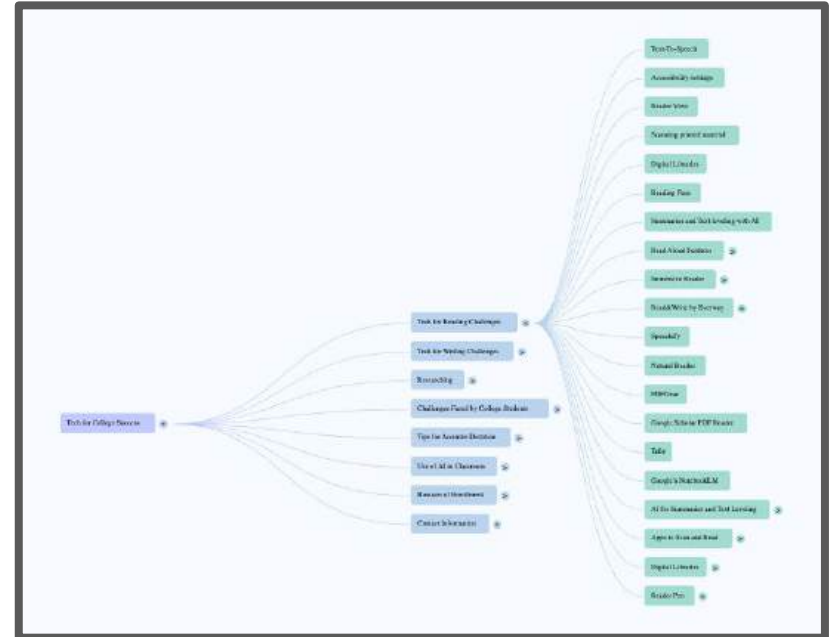


Google's NotebookLM

Google's NotebookLM



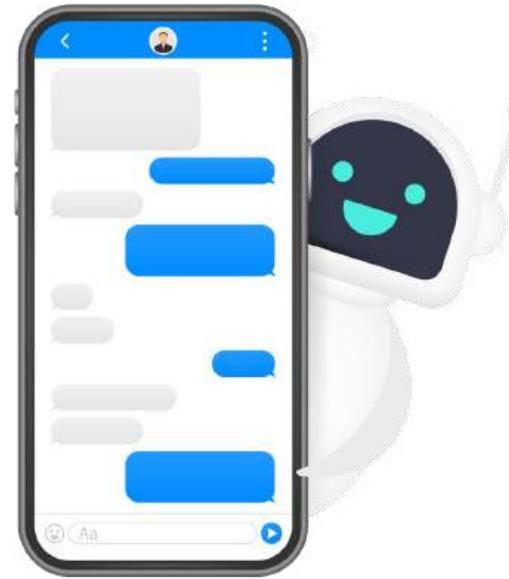
- Great when have too much to read and process
- Free and premium versions available
- It can analyze notes and files and suggest potential topics, arguments and outlines
- Automatically generates a mindmap!



ChatGPT, Gemini, CoPilot & Perplexity

Amazing “Intelligent Assistants”

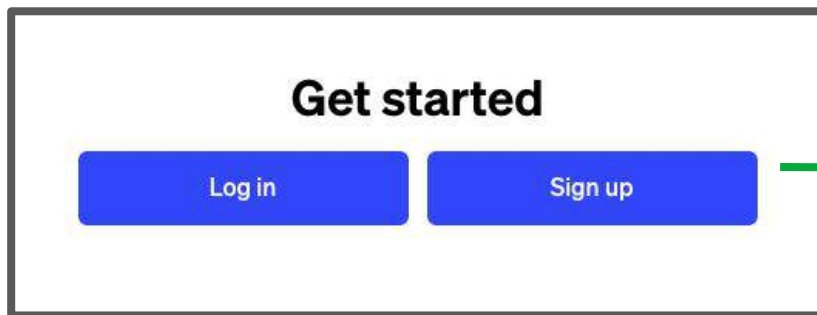
- **ChatGPT-** <https://chat.openai.com/>
- **Gemini-** (formerly Bard)- <https://gemini.google.com/app>- need a free Google account to sign up
- **Copilot-** (formerly Bing) uses chatgpt 4- sign up at <https://bing.com>
- **Claude** - <https://claude.ai>
- Some now also generate artwork,songs and even video.



Getting started with ChatGPT



- Go to <https://chat.openai.com/>



Create your account

Note that phone verification may be required for signup. Your number will only be used to verify your identity for security purposes.

Email address

Continue

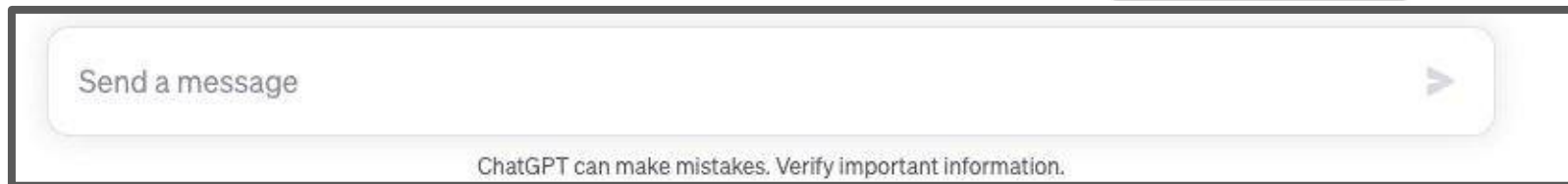
Already have an account? [Log in](#)

OR

 Continue with Google

 Continue with Microsoft Account

 Continue with Apple



Chat GPT Prompts

- “Please summarize this article and simplify the content so a 5th grade student can understand it.”
- “Please create an outline of this article and create 5 bullets for key ideas.”
- “Summarize the following text in 500 words.”
- “Provide a concise summary of the book..... In an easily understandable format highlighting the themes.
- “Please suggest a few books I might like to read that are similar to
- “Create a list of books to read to help me learn about...”
- “Can you suggest an image I could use to help me remember a main lesson in this book?”

More Practical Applications of Generative AI

- Help people learn to help themselves
- Offer pros and cons for a described situation
- Generate recipes and stories
- Explain complex topics
- Provide step-by-step instructions
- Give ideas about how to fix computer problems
- Create jokes
- Summarize books, articles and movies
- Plan trips and sightseeing
- Organize spoken memories into memoirs
- Brainstorm and generate ideas for work or writing projects- get “unstuck”



Tips when using LLMs to help write

Great for brainstorming and outline help

“Ask me questions one by one as needed if you don’t know something in order to help create accurate responses”

“Please show me the changes you make to my original text”

“Please cite your resources used when formulating the response”

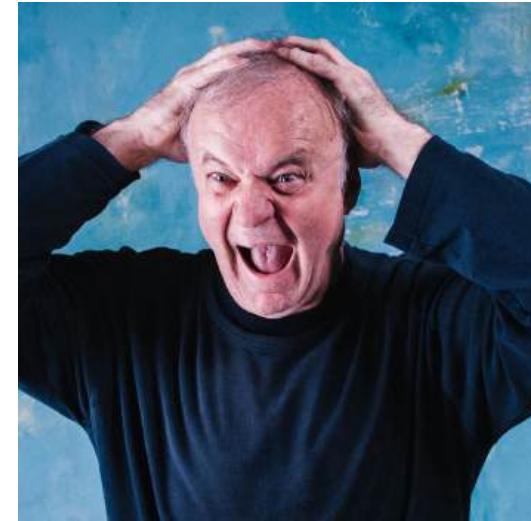
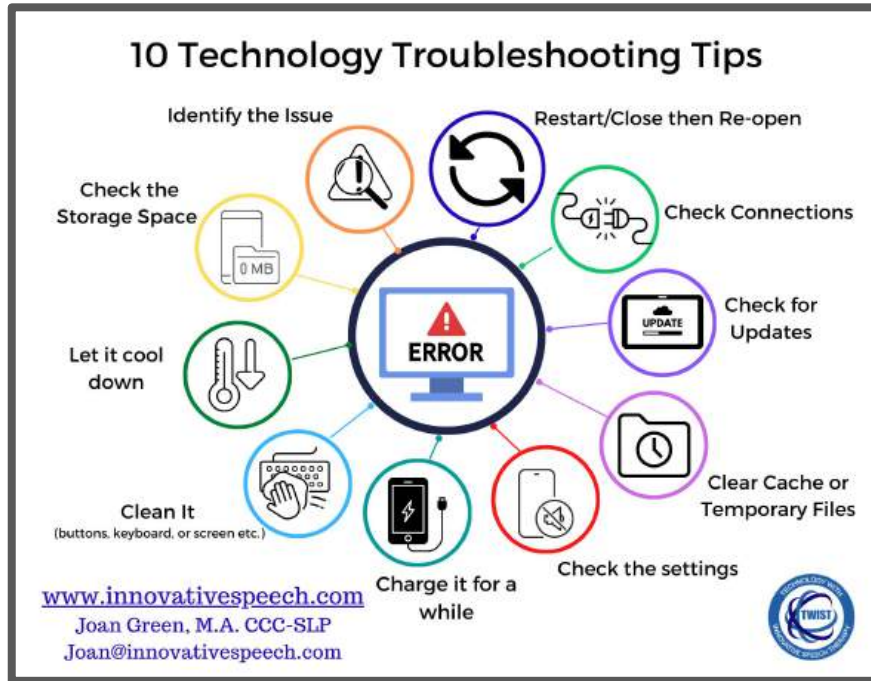
“Please double check your response for accuracy”

Be careful!

- Don't believe everything they tell you. "Hallucinations". Need to fact check.
- Don't share your full name, address, phone number, passwords, financial info, or private or proprietary information.
- If very risk averse, may want to set up a new Gmail address and free Google Voice telephone number for accounts.

Troubleshooting and Tech Help

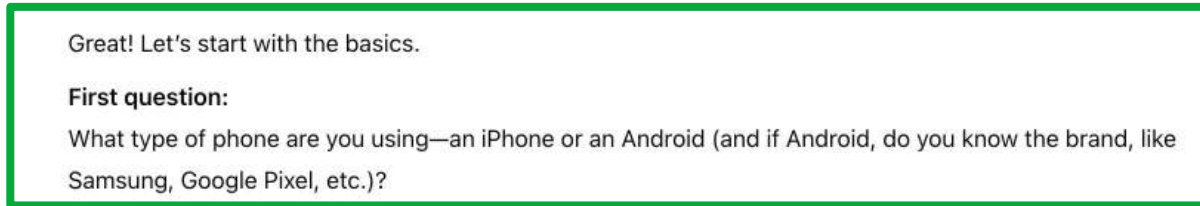
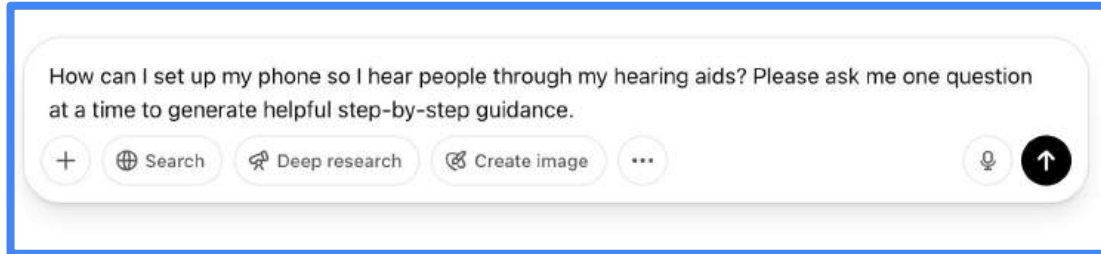
What do you do when things go wrong?



<https://learn.innovativespeech.com/troubleshootingtips>

Use AI to help with Tech Support!

LLMs (Large Language Models) are often very help with tech guidance.



Free Tech Hotlines

Senior Planet Hotline- 888-713-3495

Hotline hours are Monday – Friday, 9:00am – 8:00pm ET and Saturday, 9:00am – 2:00pm ET.

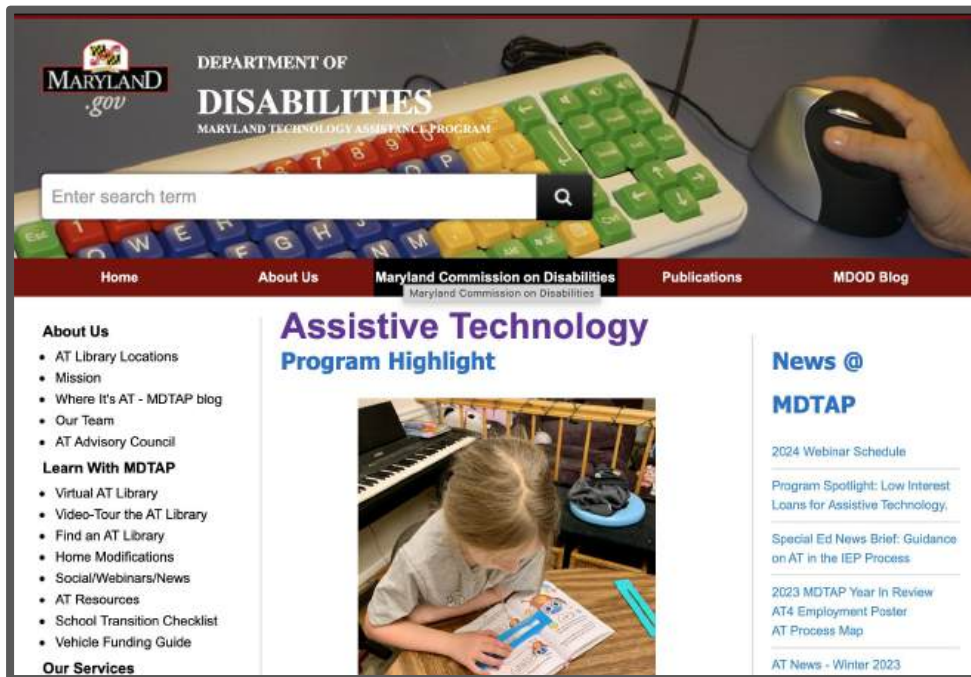
GoGoQuincy (apparently no longer exists)

Cyber- Seniors- 1-844-217-3057



State AT Act Programs

- Maryland Technology Assistive Program
- [MD- TAP](#)
- Device Loans
- Device Demos
- Device Reutilization
- Financial Loans
- Other State Financing



Tech Life Inner Circle Membership

<https://learn.innovativespeech.com/inner-circle>

Weekly Tech Training and Tech Support “Ask me anything!”

Not ready to commit? You’re invited to join once as my guest for FREE!

Email Joan@innovativespeech.com and I’ll send you the schedule, topics and Zoom link.



Free Private Facebook Group - IST Tech Savvy Solutions



Innovative
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SOLUTIONS**

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

Just answer a few questions

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

Let's stay in touch!

Joan Lipman Green

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Joan@innovativespeech.com

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

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

LinkedIn- [Joan Lipman Green](#)

Instagram- [joanlipmangreen](#)

[Free 15 min phone consultations](#)

HAPPY TO HELP

