



Tech Tips for Seniors

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

5/14/25



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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.

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Transformative Tech

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



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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



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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




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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!

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



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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>)



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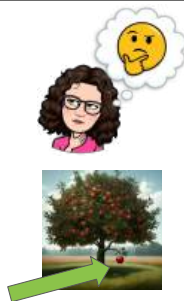
New Tech Mindset

"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.



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Joan Green- Your Tech Advisor



- 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!

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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



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Everyday Tech and AI can make all the difference!



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

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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
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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

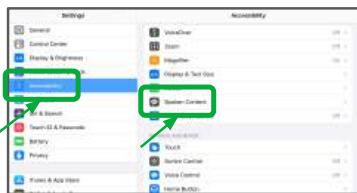
Speak Selection Speak Screen



- 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



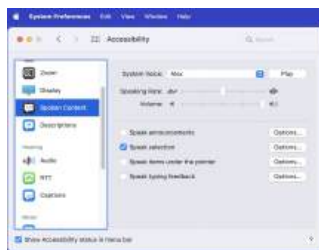
Android phones

- 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> Speak 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

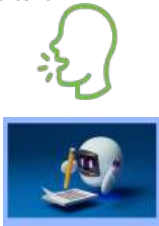
- Learning Ally, Bookshare, AudioBooks, Libby, Hoopla

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

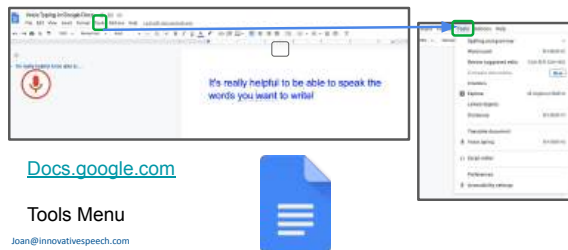
1. Find the microphone on the keyboard
2. Make sure the cursor is in the right spot
3. Tap on the microphone
4. Speak clearly- use punctuation
5. Tap again to stop dictating
6. Edit as needed



Dictation in MS Word 365 and Word for Web



Voice typing in Google Docs on computer



Solutions for "nonstandard" speech

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

[VoiceItt](#) (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

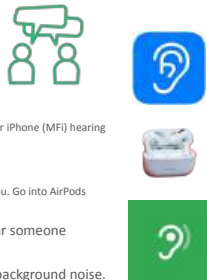
For AirPods Pro users, this enhances voice of person in front of you. Go into AirPods settings under Accessibility.

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.

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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.



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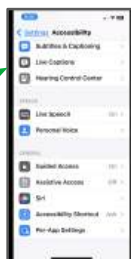
Live Captions on Your Smartphone

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



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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](#)

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Terrific note-taking tools with transcription and more!

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



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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.



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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

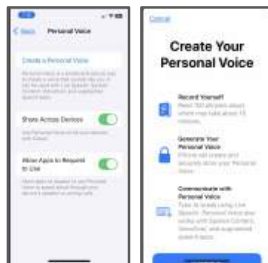
iOS Personal Voice

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

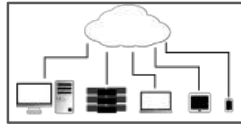


Embrace the Cloud

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



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 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 it them out loud immediately!
- It can also translate and copy and paste.
- Free



[How to use Google Lens](#)

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Goblin.Tools

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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](#)



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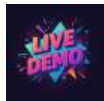
Google's NotebookLM

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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!



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ChatGPT, Gemini, CoPilot & Perplexity

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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/>



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

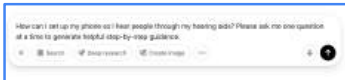
What do you do when things go wrong?



<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



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!

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