



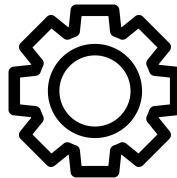
10 Practical Ways Tech & AI Can Simplify Your Day

Little Falls Village Community

August 5, 2026

Joan Green, M.A. CCC-SLP

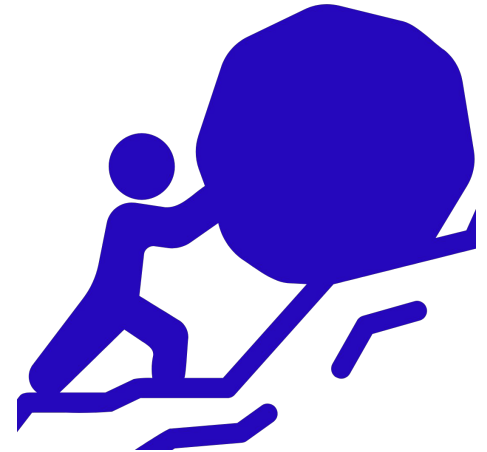
www.innovativespeech.com



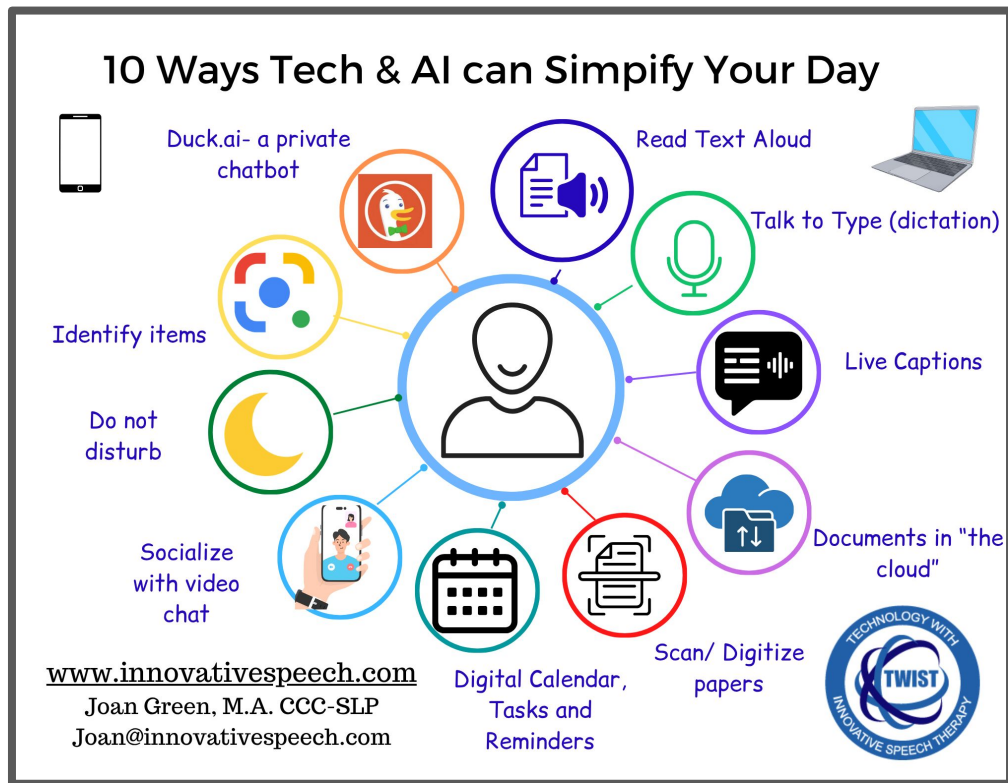
Tech can help everyone be more efficient and productive

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!



Joan Green- Your Tech Advisor



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.

[Let's get started](#) [Join our email list](#)

- 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
- **Free 15 min phone consultations**

www.innovativespeech.com, Joan@innovativespeech.com

Want a copy of these slides and one page summary?

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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



There are lots of options for reading text aloud

It can get complicated but it is possible!

Browsers

- Microsoft Edge- [Immersive Reader](#)
- Chrome- [reading mode](#) Right click on website- select “open in reading mode”

Devices

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

Documents

- PDFs may require a special app

Books

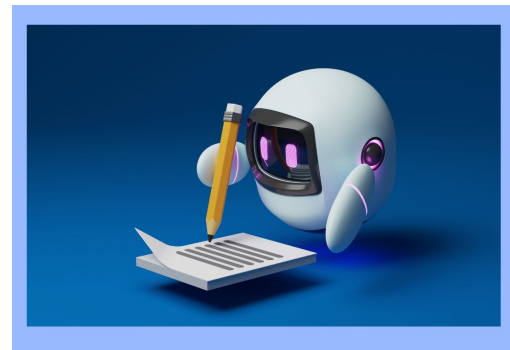
- Learning Ally, Bookshare, AudioBooks, Libby, Hoopla

Cross Platform

- [Speechify](#)

Talk to Type / Speech Recognition/ 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
- Dictation in MS Word 365 and Word for Web



Live Captions

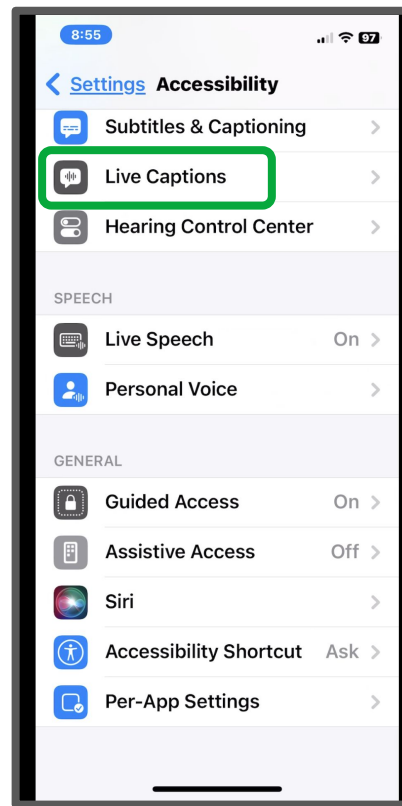
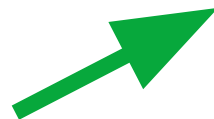
Enable the captions for in-person conversations or to use while having a phone call!

On most smartphones and browsers go to

- Settings
- Accessibility
- Live Captions (toggle on)

iPhone-(need at least iOS17)

Android phones- (need at least Android 10)



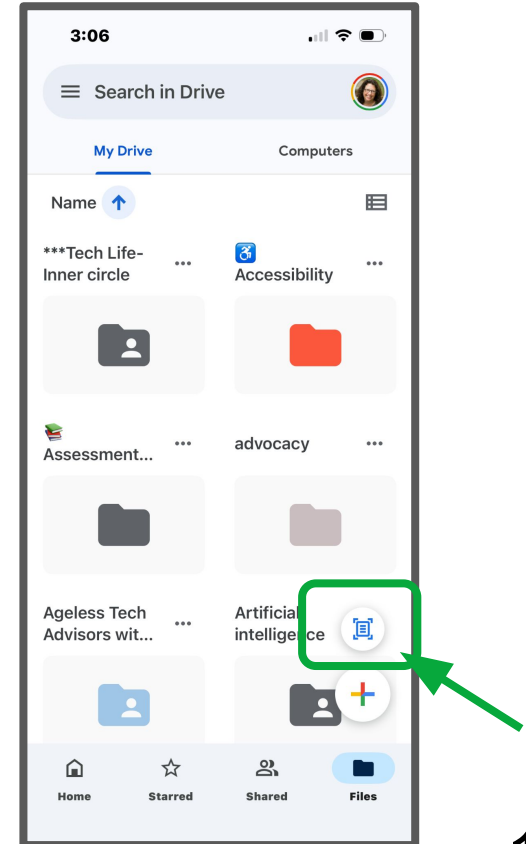
Google Drive - a digital filing cabinet



- [Drive.Google.Com](https://drive.google.com)
- Free with a Google account
- Create Google Docs- similar to Microsoft Word
- Access files anywhere on your computer, tablet, or phone
- Automatic saving helps prevent lost work
- Easy sharing with family, friends, caregivers, or professionals
- Collaborate together on the same document in real time
- Stay organized and reduce paper clutter with digital folders

Digital scanner in Google Drive

- **Turn paper into digital files** using your phone's camera
- **Reduce paper clutter**
- **Find documents quickly** with Google Drive's search features
- **Preserve important information** by creating digital copies of papers that can be lost or damaged



Google Calendar



- **Get reminders and alerts** so you don't forget appointments, medications, birthdays, or events
- **Carry your calendar everywhere** on your phone, tablet, or computer
- **Easily make changes**
- **Repeat recurring events automatically** (weekly classes, exercise, bill payments, medications)
- **Share calendars with family members** to coordinate schedules and appointments
- **See appointments, tasks, and events in one place** for better organization and less stress

Google Tasks

- Receive reminders and alerts
- Tasks show up in calendar when given due date
- Keep all your tasks in one place instead of sticky notes and scraps of paper
- Break big projects into smaller, manageable steps
- Access your task list anywhere from your phone, tablet, or computer
- Reduce stress and mental clutter by letting technology remember things for you
- Taking meds, calling a friend, paying a bill order a Rx refill, schedule an MD appt



Video calls

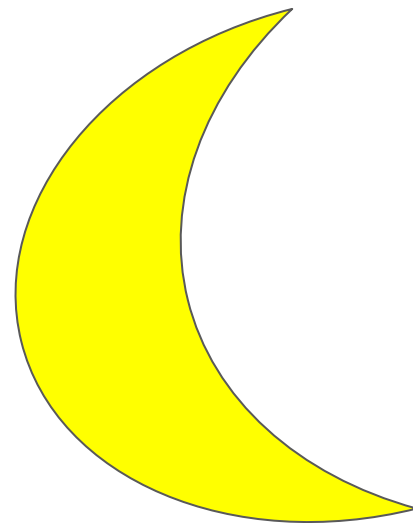
Visuals can be so helpful for social connection and communication.

- iPhones- **Facetime**
- Google Meet
- Zoom
- Whatsapp
- Messenger
- [Grandpad](#)
- [Amazon's Echo Show- Drop-in](#)



Focus- Do not disturb

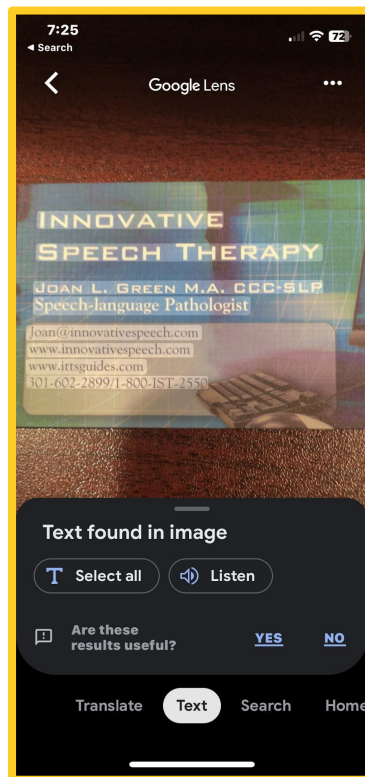
- **iPhones- swipe down from top of screen**
- **Avoid disturbing others** during movies, meetings, religious services, and appointments
- **Set it for a specific time** (such as 1 hour) so you don't forget to turn it off
- **Automatically turn it off** when you leave a location or finish an activity
- **Allow important calls through** from selected family members or caregivers
- **Available on smartphones, tablets, and computers** to help you stay in control of notifications



Google Lens

- Free
- Uses the phone's camera.
- On iPhones use the Google app and tap on the Lens icon.
- On android look for the lens icon when open camera
- Take a picture of 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.
- Visual search for similar items

[How to use Google Lens](#)



Generative AI Chatbots

- ChatGPT-<https://chatgpt.com>- Click “sign up” in top right
- Gemini (Google)- <https://gemini.google.com/> - Use your Google account
- Claude (Anthropic)- <https://claude.ai/> Sign up with email
- Perplexity- <https://www.perplexity.ai/> - no account required for basic features
- Copilot (Microsoft)- <https://copilot.microsoft.com/> Use microsoft account
- Duck.ai - <https://duck.ai>



Duck.ai



- Go go [Duck.ai](https://duck.ai) or duckduckgo.com/chat
- It's browser based- no app
- On mobile, Download the Duck Duck Go browser app
- Pick a model- you'll have options like GPT-4o mini. The paid option offers more choices.
- Start typing in the chat box- or use microphone for dictation
- Try conversation mode
- Upload PDFs to refer to
- Create an image

Have a “conversation”, brainstorm ideas, & create content

- **Help troubleshoot and figure out tech solutions**
- Create recipes from ingredients you have at home
- Get help planning a vacation
- Discuss the pros and cons of a situation
- Get summaries or suggestions for books or movies
- Break down complex tasks into manageable steps
- Generate a list of words or sentences with specific criteria to practice saying aloud.
- Get help thinking of words
- Edit written work

Tech Life Inner Circle Membership

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

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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/>

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