

Technology Tips for Seniors

Intro to Tablets

This guide will cover iPad tablets.

Tour of a Tablet. Tablets come in different sizes. They are typically characterized by:

1. Screen size. Usually listed in inches like a television screen. To measure, you measure diagonally from one corner to the other.
2. Operating system. For example, for an iPad, the operating system will be iOS.

Some of the most popular tablets are iPad, Android, Microsoft, Amazon.

Setting up voice mail on your phone/Facetime

Review Tablet screen

- Turning Tablet On/Off
- Touch screen
- Apps (icons)
- Camera
- Home button
- Battery life
- Charging iPad
- Lock screen/Change wallpaper
- Settings button
 - Bluetooth on/off
 - Hot spot (check your wireless plan first)
 - Enlarging text (general > accessibility > larger text)

Touchscreen options:

- Tap versus Double Tap
- Tap and hold (and drag)
- Scroll (swipe up and down)
- Swipe (move finger left and right)
- Pinch to zoom

Using the web

- Know your data type plan
- Streaming/Downloading
- Safari with iPad
- Siri
- Browse to websites
- Back button
- Cloud: What is it and how to use it?

Apps:

What is an app?

- Home screen
- Moving apps off main screen
- Launching an app
- Closing an app
- Arrange Apps
- Delete Apps

Visiting the app store

- Games
- PA lottery
- Social networking: Facebook, Instagram, Twitter, etc.
- Some free/some cost
- Zoom

Setting up Email

- Gmail is free
- Password security
- How to find messages/texts/emails

Working with the calendar

- Setting an alarm
- Using the calendar (calendar > month > add event)

Camera

- Using the camera (click the camera icon)
- Rotate camera
- Take pictures
- Find pictures
- Video versus Still Pictures
- Facetime

Recap:

Turning tablet on/off

Basic gestures to move around

Launching and downloading apps

Working with the calendar to add events

Taking photos

Browse the web

Getting new apps

Internet security

Top tips for online security

Tip 1: Look out for attachments you're not expecting.

If you must do something before viewing the content of an attachment, STOP, and think about it. Check with the sender to make sure they sent you something.

Tip 2: Link? Stop. Think.

Fraudulent links could take you to a phishing website where you're asked to enter your personal login details or carry out a payment. STOP. Think. Don't click that link.

Tip 3: Be suspicious.

Look out for abnormalities in the email, such as:

- The sender domain name—is it really them?
- The email signature—does it look legitimate?
- Is the sender asking for a payment you weren't expecting?
- Are they stressing some urgency?
- Any misspellings?
- Poor grammar?
- Asking for personal information?

If in any doubt—report it, don't click.

What if a user does click?

If any personal information was shared, think about what was shared and how it could be used. Look out for any phishing attacks that could be related.

If you logged in to something, change your password directly on the main website.

Change all passwords at other sites if you use the same one.