



Digital Literacy Step-by-Step Technology Resource Guide for Senior Citizens in the Digital Age

Getting to Know Your Computer

Turn on your computer.

2. Identify each part (monitor, keyboard, mouse, CPU, etc.).
3. Visit <https://edu.gcfglobal.org/en/computerbasics/basic-parts-of-a-computer/1/> to read and watch videos.
4. Compare desktops and laptops.
5. Learn Windows 11 basics and icons. Here is the website to assist:
<https://stolafcarleton.teamdynamix.com/TDClient/1893/StOlaf/KB/ArticleDet?ID=159210>
6. Practice updating your computer (Windows Update).

On a Computer:

1. Press the **power button** to turn it on.
2. Identify these parts:
 - **Monitor:** The screen that displays pictures and text.
 - **Keyboard:** Where you type letters and numbers.
 - **Mouse:** Used to move the pointer and click.
 - **CPU or Tower:** The main computer box (sometimes built into the screen).
3. Visit <https://edu.gcfglobal.org/en/computerbasics/basic-parts-of-a-computer/1/> and click **“Play Video.”**
4. Compare **laptops and desktops** by looking at pictures or watching the video.
5. To learn about Windows 11 icons:
 - Click **Start** → **Settings** → **Personalization**.
 - Visit [Windows 11 Basics](#).
6. To update your computer:
 - Click **Start** → **Settings** → **Windows Update** → **Check for updates**.

On a Phone:

1. Watch the same GCFGlobal video from your browser (Safari or Chrome).
2. Swipe up or tap links with your finger instead of using a mouse.

Understanding the Internet

1. Open a browser (Google Chrome or Safari).
2. Learn what a website is and how to search safely.
3. Practice searching on Google.
4. Identify safe websites (.gov, .edu, .org). Click here for more information: <https://totalbenefits.net/the-ultimate-internet-safety-guide-for-seniors/>
5. Learn about the “cloud” and how to save files online.


On a Computer:

1. Click the **Google Chrome** or **Safari** icon.
2. Type a question into the search bar (example: “weather in Louisville”).
3. Press **Enter**.
4. Click on links that end in **.gov**, **.edu**, or **.org** — these are trusted sources.
5. Visit [Internet Safety Guide for Seniors](#).
6. To learn about the cloud:
 - Go to **Google Drive** or **iCloud.com**.
 - Upload a file by clicking the **plus (+) sign** → **Upload file**.

On a Phone:

1. Tap the **Chrome** or **Safari** app.
2. Type your question in the top search box.
3. Tap only websites with **locks** (🔒) or ending in **.gov/.edu/.org**.

Online Safety & Cybersecurity

1. Learn the red flags of scams.
2. Use strong passwords.
3. Update your software often.
4. Shop safely (look for  in website address).
5. What to do if scammed.
6. Use helpful sites like <https://staysafeonline.org>


Using Smartphones

Part 1: iPhone Basics

- How to download an app
- Using Siri for help
- Sending texts or video calls (FaceTime)

- How to open Google Play
- How to download and organize apps
- Using “Okay Google” for voice help

On iPhone:

- **Download an app:**
 1. Tap the **App Store** icon.
 2. Tap the search icon  and type the app name.
 3. Tap **Get** → **Install**.
- **Use Siri:** Hold the **Home or Side button**, say “*Hey Siri, open my email.*”
- **Send a text or video call:**
 1. Open **Messages** → **New Message** → **Type a name**.
 2. To FaceTime, tap the **FaceTime** app → select contact → tap **Video**.

On Android:

- **Download an app:**
 1. Tap the **Play Store** icon.
 2. Tap the search bar and type an app name.
 3. Tap **Install**.
- **Use Google Assistant:** Say “*Okay Google, send a message to...*”

Creating & Using Gmail

Go to <https://gmail.com>

2. Click "Create Account."
3. Follow prompts for name, birthday, password, and verification.
4. Log in and send your first email.
5. Practice identifying spam emails.

On a Computer:

1. Visit <https://gmail.com>.
2. Click **Create account**.
3. Enter your **first name, last name, birthday, and password**.
4. Check your phone for a code and type it in.
5. Once signed in, click **Compose** → **Type an email** → **Send**.

On a Phone:

1. Download the **Gmail** app from the App Store or Play Store.
2. Open the app → Tap **Create account**.
3. Follow the same steps as above.

To identify spam:

- If an email looks suspicious, tap **:** (**three dots**) → choose **Report spam**.

Using Google Apps

- Google Drive (saving and organizing files)
- YouTube (watching tutorials or old movies)
- PhotoScan (digitizing old pictures)

Tip: To download a Google app like YouTube, open the [Google Play Store](#), search for the app, and tap **Install**. After the app downloads, you can tap **Open** to start using it.

On Computer:

1. Open **Google Drive:** go to drive.google.com.
 - o Click **New** → **Folder** to organize.
 - o Upload a file with **New** → **File Upload**.
2. Open **YouTube:** visit youtube.com.
 - o Type what you want to watch in the search bar.
3. Use **PhotoScan:** download from Play Store or App Store.
 - o Open and follow the on-screen circles to scan photos.

On Phone:

1. Open **Google Drive or YouTube** app.
2. To download an app:
 - o Tap **Play Store** → **Search app** → **Install** → **Open**

Digitizing Photos

1. Download the PhotoScan app.
2. Open the app and follow on-screen directions.
3. Take pictures of your old photos.
4. Save them to Google Drive or iCloud.

Tip: <https://www.wired.com/story/best-photo-scanning-apps/>

Goal: Save old printed photos on your phone or computer.

On Phone:

1. Download **PhotoScan by Google Photos**.
2. Open the app → Tap **Start Scanning**.
3. Hold your phone over a photo, follow the dots, and take the picture.
4. Tap **Save to Drive** or **Save to iCloud**.

On Computer:

1. Scan printed photos using a scanner connected to your PC.
2. Save the photos in a folder named “Family Photos.”
3. Upload to Google Drive by dragging files into your Drive screen.

For more apps, visit [Best Photo Scanning Apps](#).