

# Digital Technology Guide for Seniors

*A clear, practical introduction to modern technology — created by Nail It Right Publishing.*

## 1. Understanding Today's Technology

Modern technology is simply a set of tools designed to make everyday life easier. You don't need to be "tech-savvy" to use them — you just need clear explanations and patient guidance.

Technology today includes:

- Smartphones
- Tablets
- Computers
- Smart TVs
- Email
- Text messaging
- Artificial Intelligence (AI)
- Online accounts (Medicare, Social Security, banking)

The goal is not to learn everything — just what helps *you*.

## 2. Smartphone Basics Every Senior Should Know

Smartphones are powerful, but they don't have to be complicated.

### Essential skills:

- How to adjust text size
- How to manage notifications
- How to connect to Wi-Fi
- How to use the flashlight
- How to take and send photos
- How to install apps safely

### Settings to change immediately:

- Increase text size
- Enable "Do Not Disturb" at night
- Turn on automatic updates
- Enable screen lock (PIN or fingerprint)
- Turn on scam protection (Samsung/Google built-in tools)



## 3. Staying Safe Online

Online safety is one of the most important parts of modern technology — especially for seniors.

### Golden Rules of Safety

- Never share your Social Security number by phone or email
- Never click links in unexpected messages
- Never trust callers who say “your account is locked”
- Never send money or gift cards to strangers
- Never allow remote access to your computer

### Signs of a scam

- Urgent language (“Act now!”)
- Threats (“Your account will be closed”)
- Requests for money
- Requests for personal information
- Poor grammar or strange email addresses



## 4. Email Safety & Scam Prevention

Email is useful — but scammers use it too.

### Common email scams:

- Fake invoices
- Medicare or Social Security warnings
- “You won a prize!”
- Fake bank alerts
- Password reset messages you didn’t request

### How to check if an email is safe:

- Look at the sender’s address
- Hover over links (don’t click)
- Check for spelling errors
- Ask AI: “Is this email a scam?”



## 5. AI Basics for Beginners

AI is simply a smart helper inside your phone or computer. It can:

- explain things in simple terms

- summarize long articles
- help you understand emails
- write messages for you
- teach you step-by-step instructions
- help you avoid scams

AI does **not**:

- access your accounts
- see your passwords
- control your device
- make decisions for you

You stay in control.

## 6. Using AI for Everyday Tasks

Here are practical ways seniors can use AI today:

- Ask for simple explanations
- Ask for step-by-step instructions
- Ask for help writing messages
- Ask for scam checks
- Ask for cooking ideas
- Ask for reminders
- Ask for travel tips
- Ask for phone settings guidance

AI is a patient teacher — available anytime.

## 7. Logging Into Government & Health Portals

Many seniors struggle with online accounts. Here are the basics:

### **Common portals:**

- Medicare.gov
- SSA.gov (Social Security)
- VA.gov
- IRS.gov
- MyChart (medical records)

### **Tips for easier access:**

- Write down your usernames

- Use a password notebook
- Turn on two-factor authentication
- Bookmark official websites
- Never search “Medicare login” — scammers buy ads

## 8. Password Tips That Actually Work

You don’t need complicated passwords — you need *consistent* ones.

### Simple password strategy:

- Use a notebook
- Use one base password
- Add a simple ending for each site Example:
  - Medicare: Sunshine2026-M
  - Bank: Sunshine2026-B
  - Email: Sunshine2026-E

Easy to remember. Hard to guess.

## 9. Technology Terms Explained Simply

A few terms seniors often ask about:

- **Browser:** The app you use to go online (Chrome, Safari, Edge)
- **App:** A program on your phone
- **Wi-Fi:** Wireless internet
- **Cloud:** Online storage
- **AI:** Smart computer helper
- **Update:** A fix or improvement to your device
- **Spam:** Junk email
- **Phishing:** Scam messages trying to steal information

## 10. Final Encouragement

Technology is not about being perfect — it’s about being confident. You don’t have to learn everything. You just need clear guidance, patience, and the right tools.

And you have all of that here.