**iPad Basics for Seniors Outline**

1. **Turning the iPad on and off**
2. Show the patron how to turn the iPad on by showing them the Sleep/Wake button and telling them to hold it down until the Apple logo Appears.
3. Show the patron how to turn the iPad off by telling them to hold down the Sleep/Wake button until the red slider Appears, then drag it across the screen.
4. **How to connect to Wi-Fi**
5. Explain to the patron what wi-fi is.
6. Explain that you need to have your own account set up or that you can connect to a business that provides free wi-fi.
7. Instruct the patron to tap the settings icon on the iPad.
8. Have them tap wi-fi.
9. Instruct the patron to tap the on button to turn wi-fi on.
10. Walk the patron through the steps of choosing a network and entering a password if required.
11. **How to open the internet and multiple tabs**
12. Guide the patron to the Safari App on their iPad, and once in Safarai, instruct them how to type “www.cnn.com” in the address bar.
13. Once all patrons are at a webpage, instruct them how to add another tab by holding their finger on the screen until the menu shows up. Explain each item on the menu. Also show them how to open a blank tab.
14. Allow time for the patron to play around with this feature, encourage them to go to multiple websites provided by the instructor using the different tabs so they become familiar with using the tabs.
15. **How to search Google**
16. If the patrons would like to search for a website of their own choosing, show them the Google search feature in Safari.
17. Explain that the Google search feature will suggest options for them to search. If they see an option that suits them, tap on the option. Otherwise just type in the search. It will bring them to Google.
18. Instruct the patrons about the different Google tabs. “Images, web, etc.”
19. Give the patron time to search Google. If they cannot figure out how to search for something new, further explain the search bar if necessary.
20. **How to set up your email**
21. Instruct the patron to tap the mail icon on the iPad.
22. Explain to the patron the different providers they can choose from. Use gmail as an example.
23. Walk the patron through the steps of creating an email address and password.
24. Show the patron the basic functions of email such as how to read and send emails.
25. **How to download Apps**
    1. Show the patron the App Store icon on the homescreen. Have them touch it.
    2. Show the patron how to browse Apps by category or search for an App by name
    3. Explain how the patron can read more information about the App
    4. Show the patron how to download and install an App
    5. Explain to the patron how to pay for Apps that are not free
26. **Popular Apps for seniors**
    1. Provide the patrons with the following list of popular Apps for seniors and help them download any they are interested in.
    2. Memory Aids
       1. Pageonce (free): This App helps to track and organize bills, and even supports online bill pay.
       2. BugMe! Stickies ($1.99): Lets you setup notes and reminders for birthdays, doctor’s Appointments, and so on.
       3. Find my iPad (free): Use a smart phone or a standard computer to quickly locate a lost iPad.
    3. Socializing and Staying in Touch
       1. **Postcards** (free):Designed for seniors, this simple Apple allows your older loved one to easily view photos and videos that family members have shared.
       2. **Skype** (free): For face-to-face video conferencing. Seniors can chat with grandchildren and other loved ones anywhere in the world.
       3. **Words with Friends** ($2.99): Play a clone of the popular board game, Scrabble, with friends across the world.
    4. Lifelong Learning and Staying Mentally Fit
       1. **Crosswords** ($9.99): Seniors are known for their love of crossword puzzles. This App puts a limitless number of puzzles at your loved one’s finger tips.
       2. **Luminosity** (free): Play popular brain games designed to help people exercise their mind and stay sharp.
       3. **TED Talks** (free): Watch free lectures and talks by scientists and thinkers of the 21st century.
       4. **BBC News** (free):The BBC has been the voice of the Free World since 1922. Read the latest world news or listen to the BBC World Service.
       5. **WeatherBug** (free): Among the most outstanding weather Apps. Get forecasts, view the local radar, and get alerts from the National Weather Service.
       6. **iBooks** (free): Turns an iPad into an eBook reader. Font size and brightness can be easily adjusted for seniors with vision problems.
       7. **StockFish** (free): Chess, known as the “game of kings” has been popular since the middle ages. Your chess-playing loved one will never have fret about finding an opponent with StockFish. Difficulty and playing style of the computer can be easily adjusted.
       8. **NPR** (free): Public radio fans are sure to enjoy the NPR iPad App.
    5. Health & Adaptive Aids
       1. **WebMD (**free):Get health information and news from WebMD.
       2. **Med Reminder** ($2.99):This App can help a parent or other old loved one keep track of their medicines.
       3. **Magnifying Glass** (free)**:** This App turns an iPad into a digital magnifying glass.
       4. **Big Calculator** ($.99)**:** As its name implies, this is a pocket calculator with really big buttons.
       5. **Dragon Dictation** (free):This is an undemanding text recognition App that’s an excellent tool to help seniors dictate emails and other messages.
       6. **VizWiz** (free)**:** VizWiz allows someone with limited vision to get quick information about an object. Take a photo of an object, ask a question about it, and get an answer almost instantly from a worldwide network of volunteers. VizWiz also includes an “IQ engine”, which uses computerized object recognition.
27. **How to organize your Apps**
28. Show the patron how to select Apps and then arrange them
29. Show the patron how to create multiple screens or pages of Apps

1. Show the patrons how to create a shortcut for their 4 most popular Apps at the bottom of the screen
2. **How to open/close your Apps**
   1. Show the patron how to open and close an App.

* 1. Explain how multiple Apps stay open in the background and can use up battery life and slow a computer down. Show how to close them from running in the background.

1. **How to reset the iPad if it freezes**
2. If an iPad completely freezes, explain to the patron that sometimes the only option is to reboot and restart the iPad.
3. Instruct the patron to hold down the power button and home button at the same time for about five to ten seconds.
4. Explain to the patron that this will reboot the iPad and shut it off.
5. Instruct the patron to push the power button in order to restart the iPad.
6. **How to take pictures and share them**
7. Locate the camera App on the iPad.
8. Explain the differences between the two cameras on the newest iPads, older iPads may not have both cameras.
9. The cameras can be used to take videos or still captures. Make sure that the icon in the lower right corner is moved to the still photo option to take pictures.
10. Show the patron that to capture a picture, they have to tap on the camera icon found in the middle of the screen. Also explain that a picture can be captured by pressing the volume UP button on the side of the iPad.
11. Allow time to let the patron experiment with the App, and encourage them to take pictures. Inform them that the pictures will be automatically stored on their iPad once they take them.
12. Once the patrons have had a chance to take a picture, help the patron locate the photo album App on their home screen. Locate and select a picture that the patron wants to send.
13. Guide the patron on how to share their photo. The menu will bring up “email, use as wallpaper, tweet, or print”. Explain the different options available.
14. After the brief instruction, allow time for the patron to attempt this feature. Walk around and give them one-on-one instruction as needed.
15. **How to zoom in and out**
16. Instruct the patron to go into a photo. Once in a photo, use the photo to instruct the patron on zoom in or zoom out. Pinch the screen or tap on a spot on the screen to zoom in, swipe two fingers outward to zoom out.
17. Explain to the patron that this feature can be use while taking a picture, after taking a picture or even during web browsing to see the text on a screen better. It is a multi-App feature.
18. Allow time for the patron to experiment with the zoom feature. Provide additional instruction as necessary.