



# Welcome

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Questpoint Technology  
Club

Navigating the Digital  
Age #3

June 16, 2022

# Your Workshop Presenter

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## Don Frederiksen

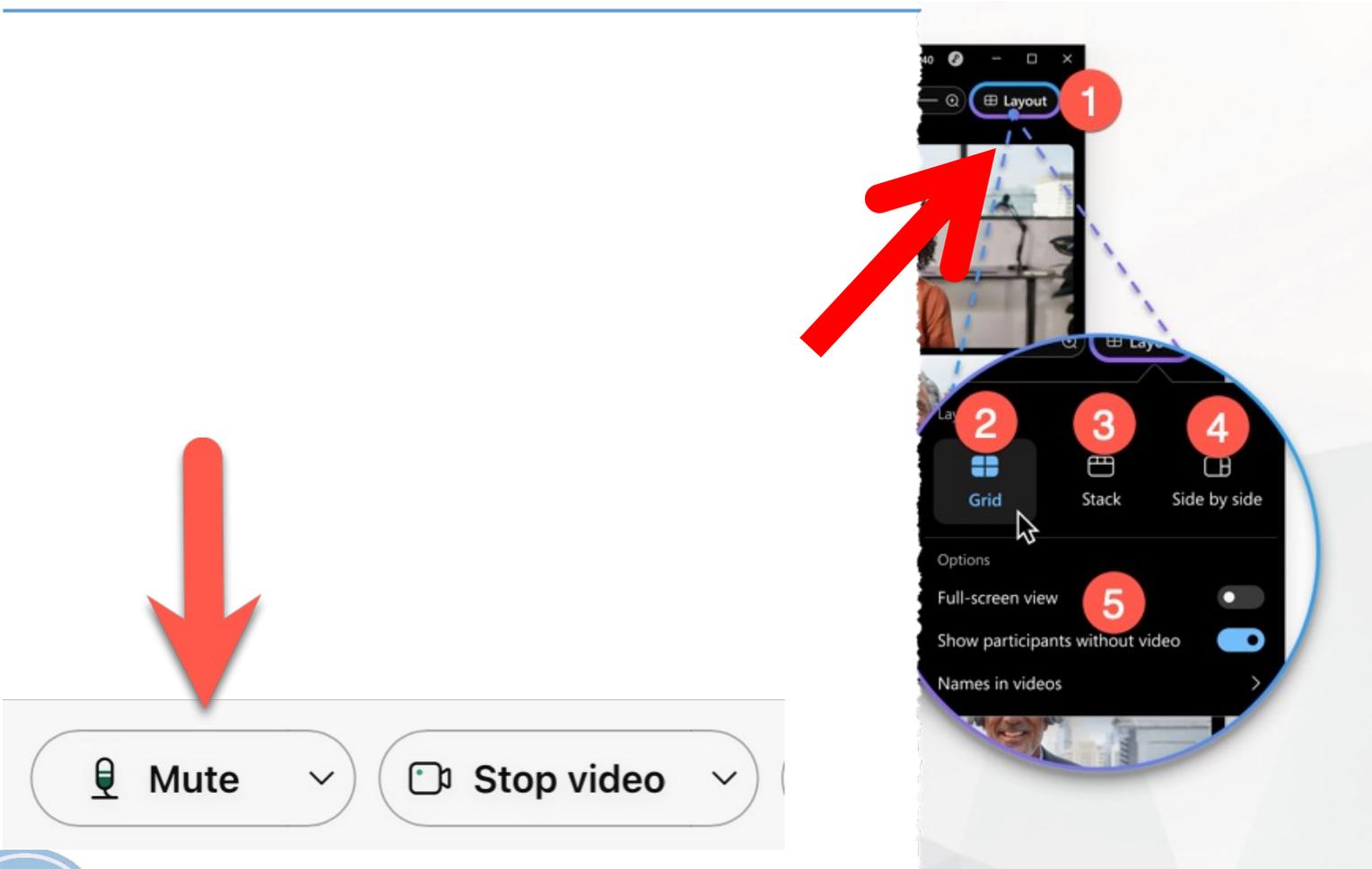
Helping Older Adults be Well-Connected, Engaged  
and Always Learning

- Website: [www.SeniorTechClub.com](http://www.SeniorTechClub.com)
- Email: don@donfred.com



Online: [links.SeniorTechClub.com/Questpoint3](http://links.SeniorTechClub.com/Questpoint3)

# Layout & Mute



# Navigating the Digital Age

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The mission of the Questpoint Technology Club is to help YOU navigate today's digital age.

Three Core Elements within our Value-Added mission:

1. Be Safe Online
2. Stay well-connected
3. Stay engaged and learning



Online: [links.SeniorTechClub.com/Questpoint3](https://links.SeniorTechClub.com/Questpoint3)



# Workshop Objectives

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## Navigating the Digital Age #3

### Helping you Stay Well-Connected

1. Scan and Send a Document with your iPhone
2. Using the Chrome Browser & Using Bookmarks
3. Finding and Organizing your Important Emails

### Helping you Stay Engaged and Learning

4. Reading Books with the Libby app.

### I Didn't Know my iPhone Could Do This

5. Function as a Level

# Our Online Workshop Page

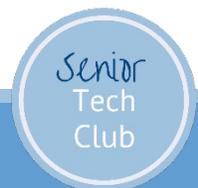
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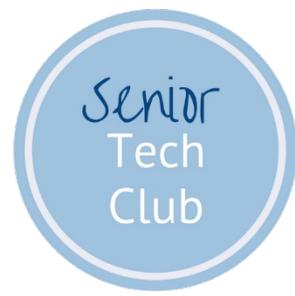
Find our workshop page at:

- [Links.SeniorTechClub.com/Questpoint3](https://links.SeniorTechClub.com/Questpoint3)

## Purpose of the Class Page

- Revisit Class Topics – Video and Slide Deck
- Relevant Information & Reference Links
- Q&A
- Portal for Additional Lessons & Information to continue the learning





# Scan & Send A Document with your Smart Phone

# Scanning Documents

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Scenario: You receive a document that needs to be signed and submitted via email.

Answer: Smart Phones have a scanning function. It uses the camera to scan a document that can be attached to an email.

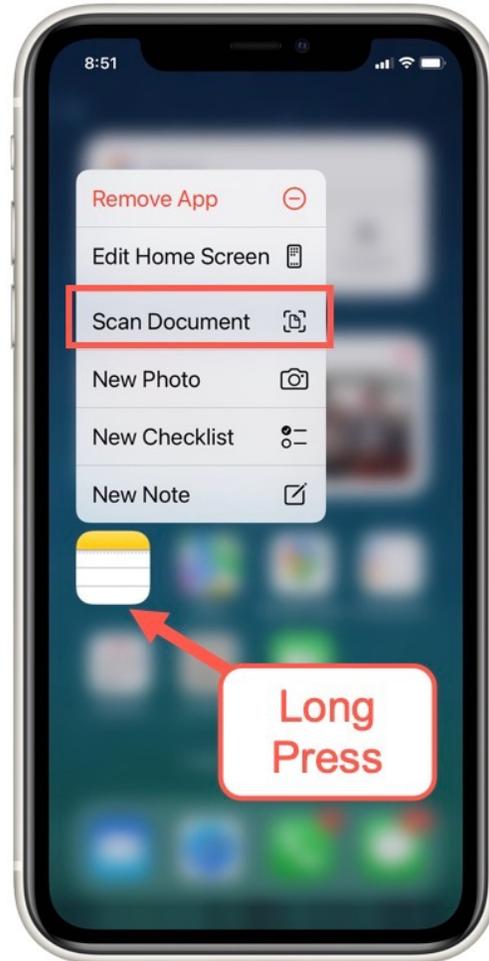
# iPhone – Use the Notes App

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Two methods to launch scanning

Long Press - Recommended

1. First lay the document on a flat surface
2. Long Press on the Notes app icon
3. Select Scan Document



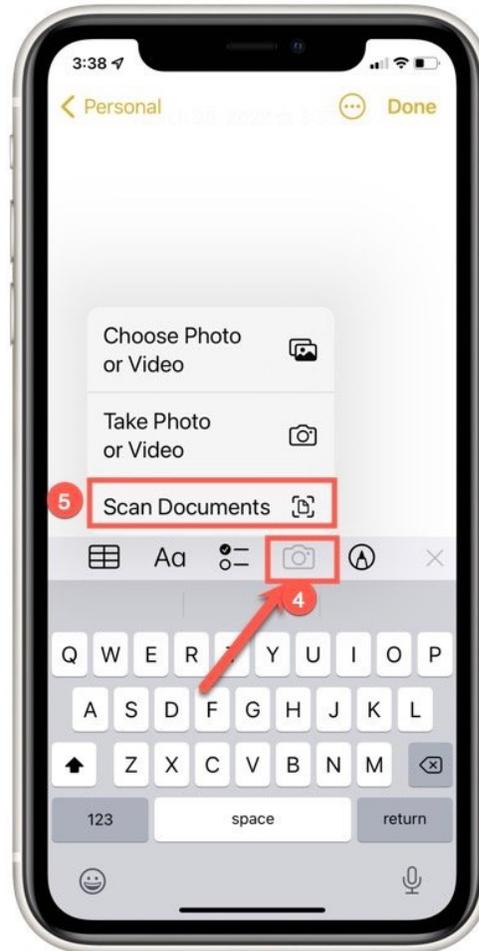
# iPhone – Use with the Notes App

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Method two:

Create a blank  
Note

Tap Camera  
icon above the  
keyboard.



# iPhone Scan - Auto

## Scanning Actions:

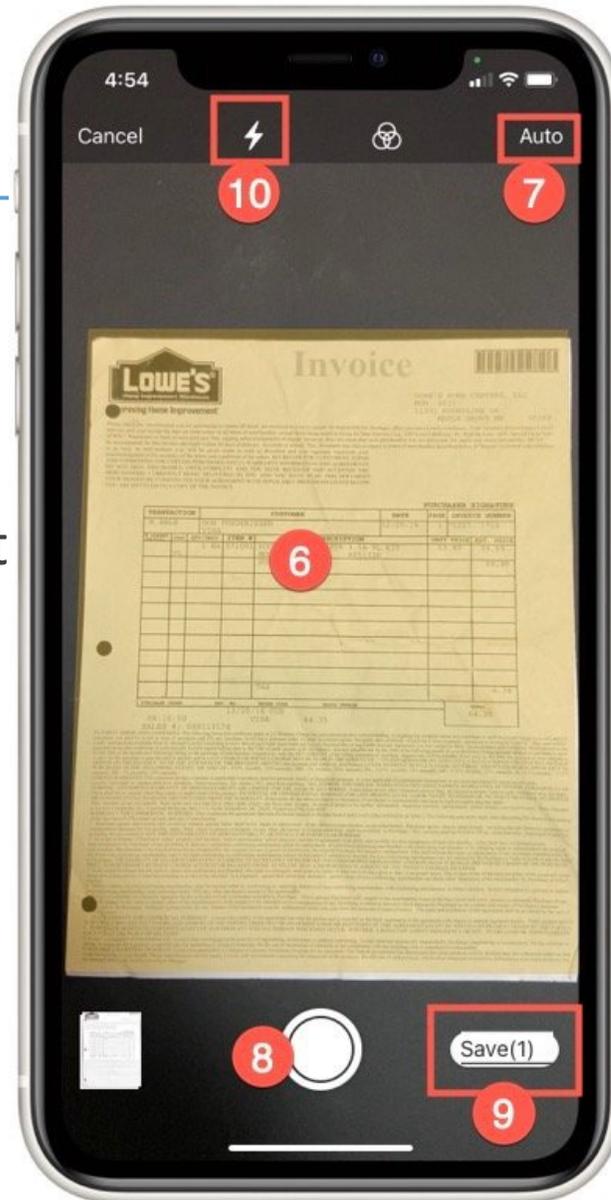
Frame Document on a well-lit dark surface.

Auto Mode (recommended) – you don't have to press the shutter

- Multiple pages – Auto mode will pause between pages allowing you to move a second page into the surface

Tap **Save** when you're done.

- Notes app will attach a name to the Note.



# Send a Copy of the Scanned Document

Display the Note that contains the scan

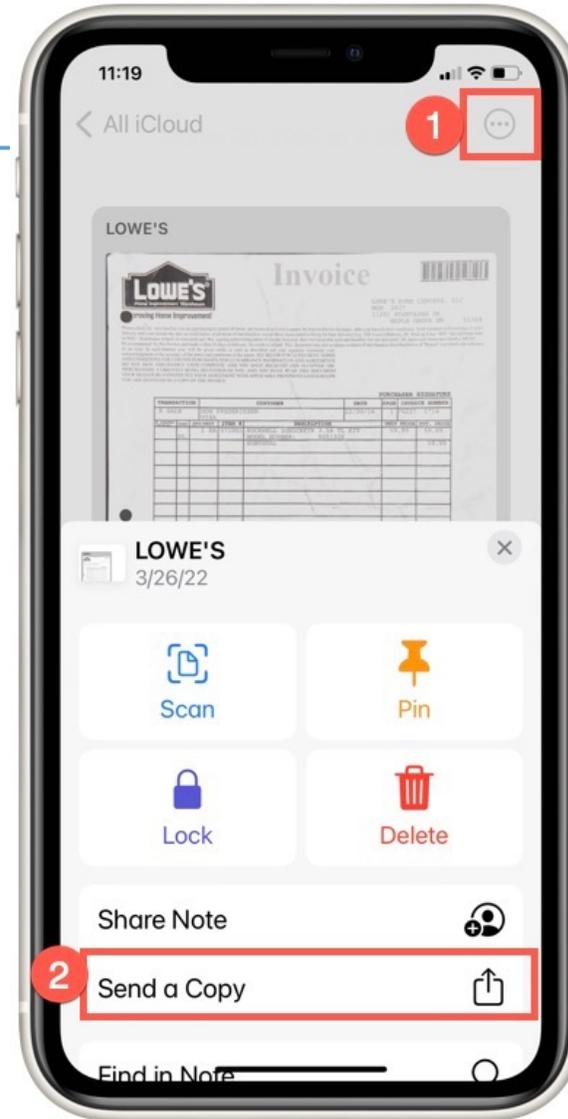
1. Tap **More** (3 dots)

2. Tap **Send a Copy**

On the Share Sheet, tap **Mail**

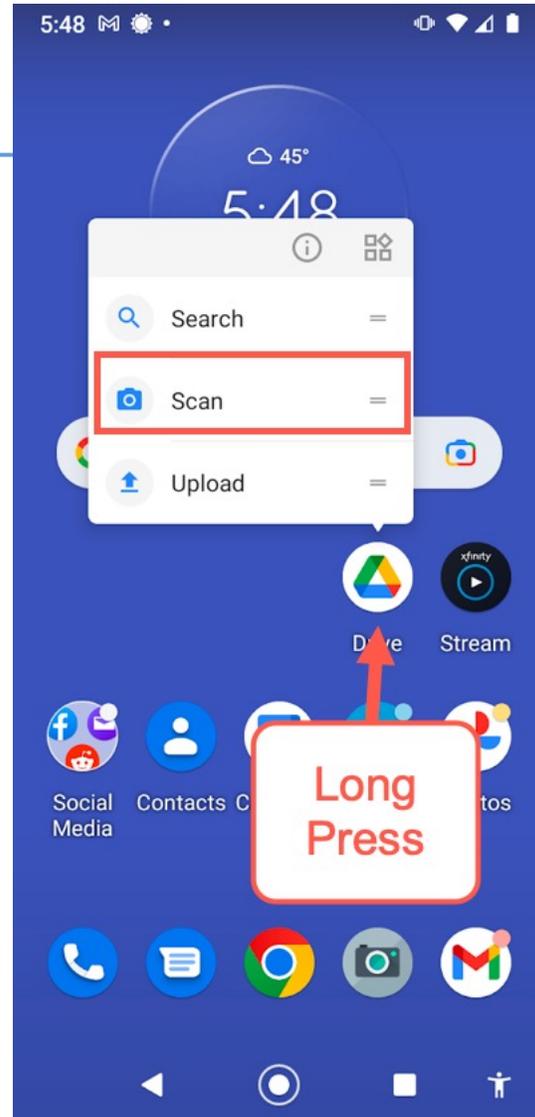
Enter the email address

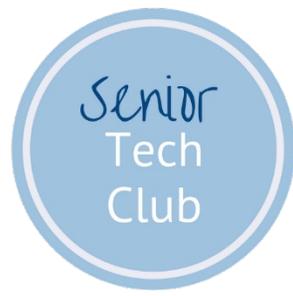
The Note with the scan is attached as a PDF file.



# Android – Use Google Drive app

Long Press on  
Google Drive  
Tap **Scan**





# Using Google Chrome

# Using the Chrome Browser

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Google Chrome is the recommended browser to access your resources from CFG.



Two Topics:

Making Google Chrome the Default Browser on your iPhone or iPad.

Using Bookmarks to Save Websites

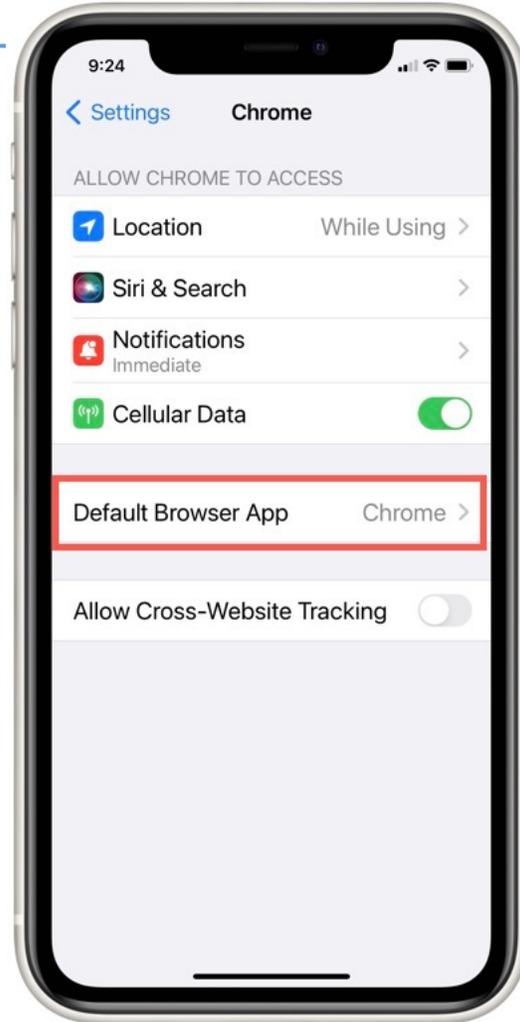
# Making Chrome the Default Browser

## Install the Google Chrome browser

- Search the Apple App Store for Google Chrome
- Tap **Get** to install

## Make Default Browser

- Launch Settings
- Scroll down to tap **Chrome**
- Tap Default Browser App
- Select Chrome with a checkmark



# Using Bookmarks in Chrome

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What are Bookmarks?



- Bookmarks “remember” your websites
- Eliminates typing of long addresses
- Chrome Bookmarks are synced between tablet, smartphone and computer
  - Must be logged in with Google or Gmail account

# Add a Bookmark

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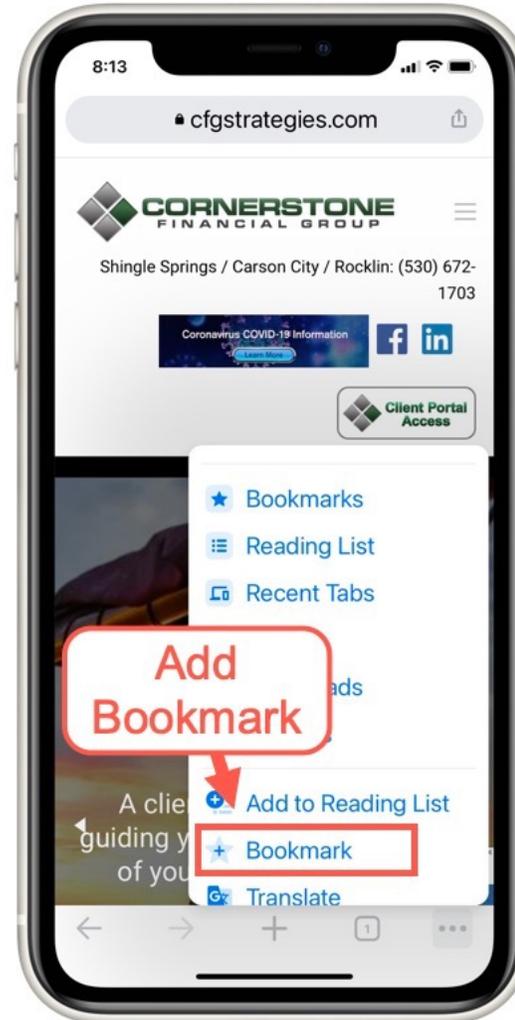
Open Chrome

Go to the site you want to “bookmark”

Computer: Click Star ☆ to the right of the address bar

Android: Tap More (...) then Star

iPhone/iPad: Tap More (...) then Bookmark Star Plus ☆+



# Use a Bookmark

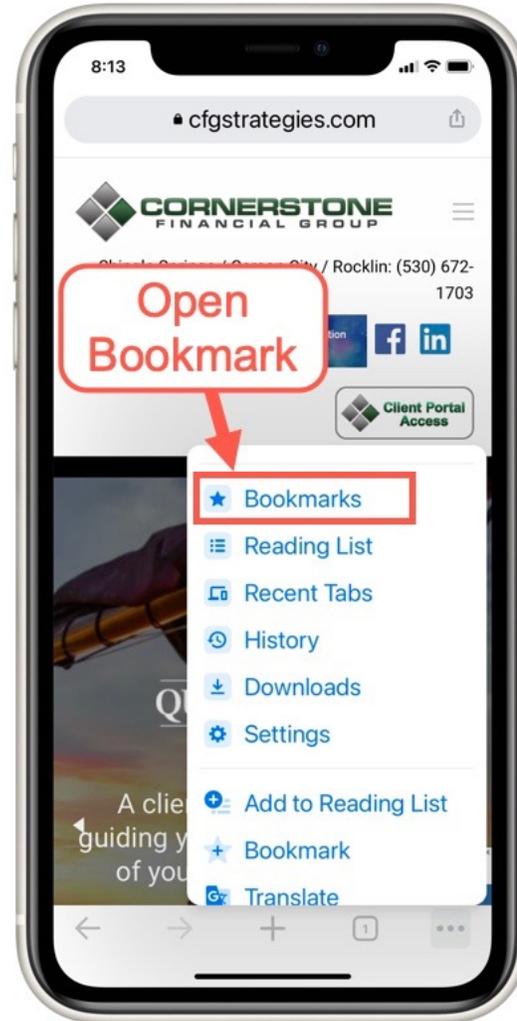
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Open Chrome

Open Bookmarks with:

Computer: Click  
bookmarks bar at top

Smartphone: Tap More (...)  
then Bookmarks

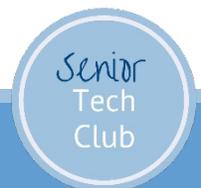


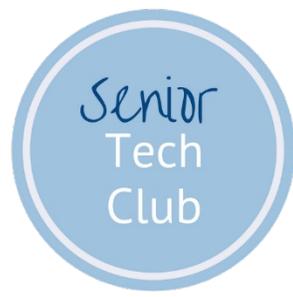
# Using Chrome

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Get additional help on advanced topics from the Google Chrome Help center.

- Link is found on class page.





# Find & Organize Email

# Find & Organize Email

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Scenario: Your inbox is quite “busy” and you don’t want to misplace or lose and important email.

Answer: Tools that you can use:

Flags (iPhone)

VIP (iPhone)

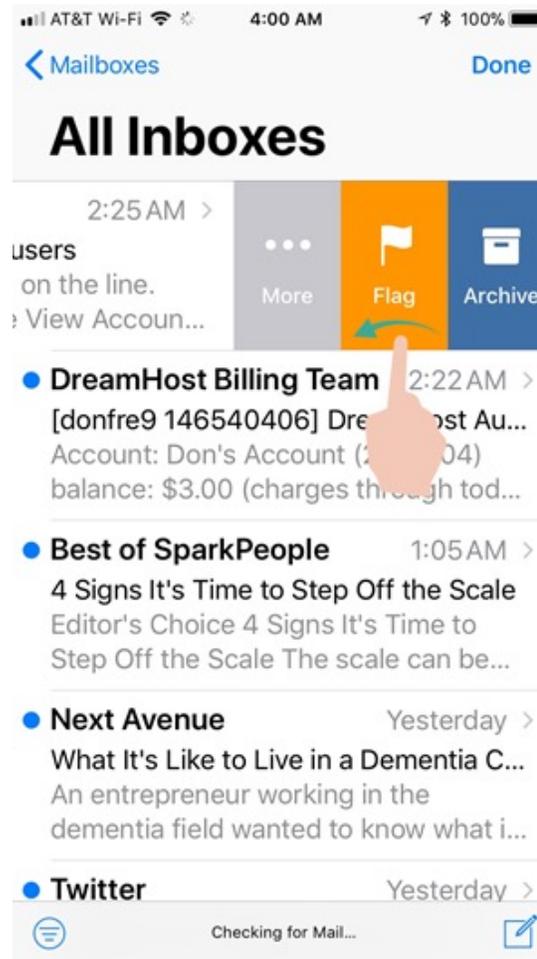
Search Bar



# Email – Flag Important Email

From the Inbox:

- Do a slow swipe left on the email in the inbox and tap Flag.
- Email is added to the Flagged folder

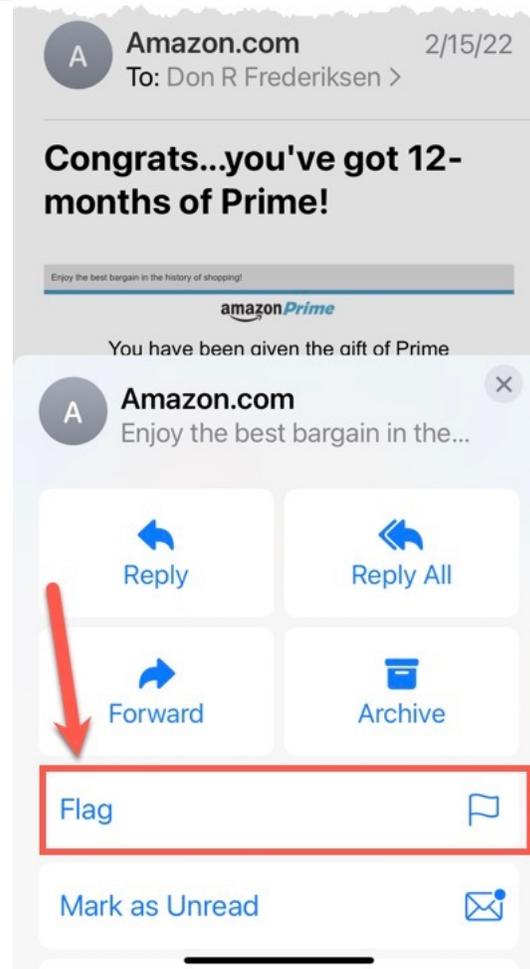


# Email – Flag Important Email

While viewing the Email:

Tap 

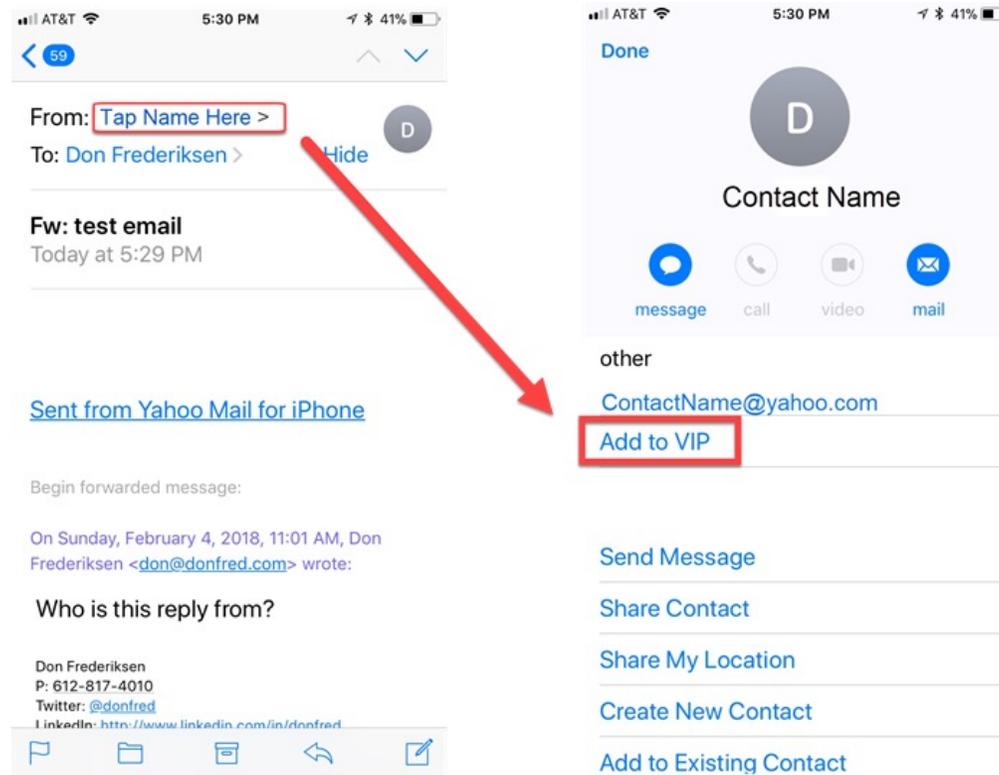
- Tap Flag
- Tap an optional color for the flag
- Email is added to the Flagged folder



# Email – VIP EMail

Mark email Senders as VIP in order to automatically put into VIP folder.

It's  
Automatic



# Email - Search

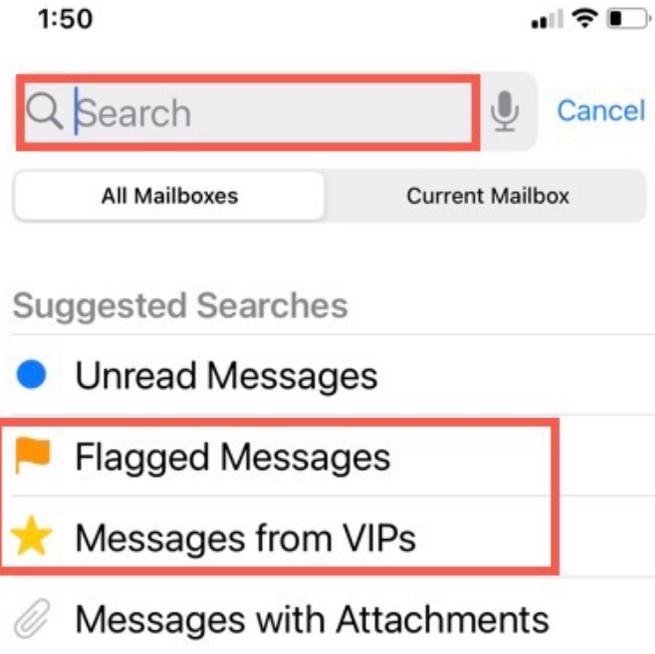
Find Search at the Top of the Inbox

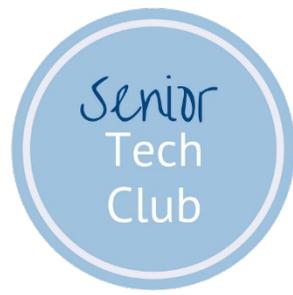
Swipe down on inbox to reveal

Functions

Text Search

View Flagged or VIPs Messages





# Read Books with Libby

# The Libby App



Borrow and Read  
eBooks from your  
Public Library

# Does my Library Use OverDrive?

Over 40,000  
libraries in 40  
countries use the  
OverDrive catalog

Find your library at:

[Overdrive.com/libraries](https://overdrive.com/libraries)



Questions: Text to: 612-930-2226 or YouTube Chat

# Libby Recipe

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1. Get your Library Card, you will need the number & pin.
2. Install the Libby app from Apple App Store or Google Play Store
3. Sign in with your Library Card. Access your public library
4. Find a Book – Search or Browse
5. Borrow or Place Holds
6. Read!!

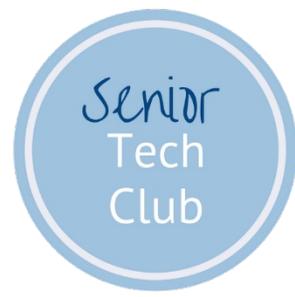
# Libby Demonstration

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Put a Bestseller  
on Hold

Borrow and Read  
a Book





I Didn't Know my  
iPhone Could Do  
This!

Level

# Getting Level & Plumb with your iPhone

## Level Function of the Measure app

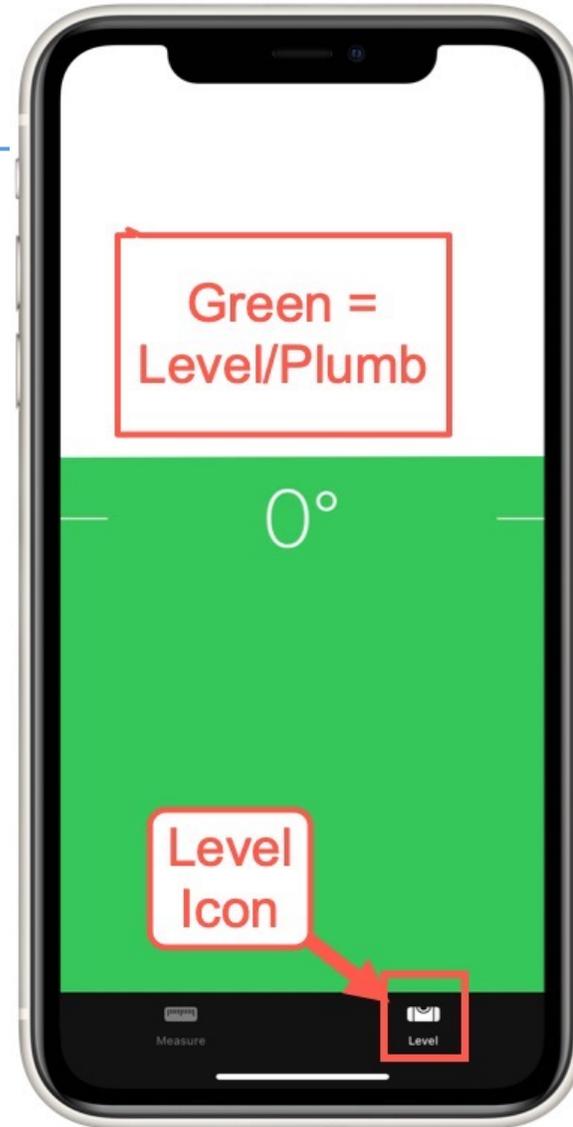


Measure

Launch the Measure app

Tap Level icon

Hold your iPhone against an object. Green means level





# Workshop Objectives

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## Navigating the Digital Age #3

### Helping you Stay Well-Connected

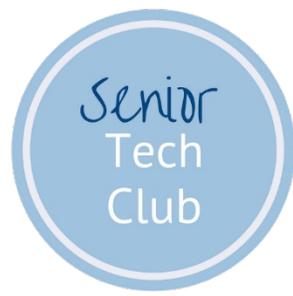
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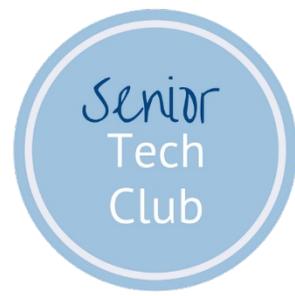
5. Function as a Level



# Follow-up Questions & Feedback

Carrie@cfgstrategies.com

Will Post Q&A to Class Page



# Thank You!

Stay Well-Connected  
Stay Active & Engaged  
Never Stop Learning