

AI FOR SENIORS

A Simple Guide to Using Artificial Intelligence Safely & Confidently

You Do Not Need to Be a Technology Expert

Artificial intelligence - often called **AI** - can help with everyday tasks such as explaining unfamiliar words, planning meals, drafting messages, learning about a hobby, preparing questions for an appointment, organizing a trip, or understanding complicated information.

Think of an AI assistant as a very capable conversational tool. You type or speak a question in ordinary language, and it responds. You can then ask it to explain more simply, give examples, shorten the answer, or try again.

The most important rule: AI can be useful, but it can also make mistakes. Treat important answers as a starting point, not unquestionable fact.

START WITH THESE 5 SIMPLE SKILLS

1. Ask naturally

Write the question the way you would ask another person.

2. Give a little context

Tell the AI what you are trying to accomplish.

3. Ask for simpler language

Say: "Explain that in plain English" or "Explain it step by step."

4. Keep the conversation going

If the first answer is not useful, ask a follow-up question.

5. Verify important information

Medical, financial, legal, safety, travel, and other consequential information should be checked with reliable sources or qualified professionals.

EVERYDAY WAYS AI CAN HELP

Use	Example of what you could ask
Understanding something	Explain what inflation means in plain English and give me a simple example.
Writing a message	Help me write a warm birthday message for my granddaughter. Keep it personal and not too formal.
Planning meals	Give me three simple dinner ideas using chicken, vegetables, and rice.
Learning	Teach me the basics of gardening as if I am a beginner.
Travel planning	Help me make a packing checklist for a five-day trip to Florida.
Appointments	Help me organize a list of questions to ask my doctor about a new medication.
Technology help	Explain step by step how to make the text larger on my smartphone.
Family history	Give me questions I can answer to begin recording my family story for my grandchildren.

TRY THESE PROMPTS

Explain this to me in simple language: [paste the text here].

Give me step-by-step instructions. Assume I am a beginner.

Ask me the questions you need before giving me your recommendation.

Turn these notes into a clear checklist: [add your notes].

STAY SAFE: 7 RULES TO REMEMBER

- 1. Protect private information.** Do not enter passwords, PINs, Social Security numbers, full bank or credit-card details, security answers, or other credentials into an AI conversation.
- 2. Be cautious with unexpected messages.** AI can help criminals create convincing emails, texts, voices, and images. Urgency is a warning sign.
- 3. Never send money because a message frightened or rushed you.** If someone claims a family member is in trouble, contact that person or another trusted relative using a number you already know.
- 4. Verify who you are dealing with.** Do not trust a phone number, website, or link simply because it appears in a message.
- 5. Be skeptical of guaranteed investments, prizes, refunds, or government payments.** Stop and independently verify the claim.
- 6. AI is not your doctor, lawyer, accountant, or financial adviser.** It can help you understand questions and prepare for conversations, but professional decisions deserve qualified human guidance.
- 7. When uncertain, ask someone you trust before acting.** A second pair of eyes can prevent an expensive mistake.

THE 60-SECOND SCAM CHECK

- Is someone creating urgency or fear?
- Are they asking for money, gift cards, cryptocurrency, passwords, codes, or remote access to my device?
- Are they telling me not to speak to my family, bank, or another person?
- Did I independently contact the person or organization using information I already trust?
- Would I still do this if I waited 30 minutes and checked it with someone else?

If any answer worries you: stop. Do not click, pay, transfer, or share information until you verify the situation independently.

AI AND YOUR HEALTH

AI can be particularly useful for **education and preparation**. For example, it can help you translate medical terminology into everyday language, organize symptoms into a timeline, or prepare questions for a healthcare appointment.

Useful prompt:

I have an appointment with my healthcare professional. Help me organize these notes into questions I can take with me. Do not diagnose me.

For urgent symptoms or emergencies, use appropriate emergency medical services rather than relying on an AI conversation.

MAKE AI EASIER TO USE

Use voice input. If typing is uncomfortable, many devices and AI apps allow you to speak your question.

Ask for larger, clearer structure. Try: "Use short paragraphs and large, clear headings."

Ask for one step at a time. If instructions feel overwhelming, say: "Give me only Step 1. I will tell you when I am ready for Step 2."

Ask it to repeat itself differently. There is nothing wrong with saying: "I still don't understand. Explain it another way."

YOUR FIRST AI PRACTICE SESSION

Step	Practice	Done
1	Ask AI to explain something you have always wondered about.	■
2	Ask it to help write a short message to someone.	■
3	Ask for a simple recipe or activity plan.	■
4	Ask it to turn a paragraph into five bullet points.	■
5	Ask a follow-up question instead of starting over.	■

YOUR AI CONFIDENCE CHECK

After trying AI, check the statements that feel true for you:

- I understand that I can speak to AI in normal, everyday language.
- I know I can ask AI to simplify an answer.
- I know AI can sometimes be wrong.
- I know what private information I should not share.
- I know to independently verify important information.
- I know to slow down when a message creates urgency or fear.
- I feel comfortable asking someone I trust for help when something seems suspicious.

ONE LAST THOUGHT

Technology should serve people - not intimidate them. You do not have to understand how artificial intelligence works internally to benefit from it. Begin with one useful question, stay curious, protect your privacy, and keep your judgment in the driver's seat.

Building Healthier Lives, Stronger Families, and Lasting Legacies.

Educational resource only. AI-generated information may be inaccurate or incomplete. Do not use this guide or an AI system as a substitute for professional medical, legal, financial, or emergency advice.