



## Modern World

### Participant's Guide Part II

#### Session Seven: Learning how to use a smart phone

*Goals for the session: Participants will learn how to use a smart phone. They will learn how to use various features of their smart phones (downloading apps, sending texts and emails, and the camera).*

*Review the previous session on how to use an ATM machine. Have you practiced this skill? Share feedback and brainstorm suggestions for how to improve practice opportunities that didn't go so well.*

Most people have a smart phone these days. They may have an iPhone or an Android phone. We will spend some time today focusing on the various features on these smart phones in today's session. We will focus on how to use a smart phone to download apps, send text and email messages and use the camera. First let's briefly learn about what a smart phone is.

#### What is a smartphone?

Source: <https://en.wikipedia.org/wiki/Smartphone>

A smartphone is a mobile personal computer with a mobile operating system with features useful for mobile or handheld use. Smartphones, which are typically pocket-sized (as opposed to tablets, which are much larger in measurement), have the ability to place and receive voice/video calls and create and receive text messages, have personal digital assistants (such as Siri or Google assistant), an event calendar, a media player, video games, GPS navigation, digital camera and digital video camera. Smartphones can access the internet through cellular frequencies or Wi-Fi and can run a variety of third party software components, or apps from places like Google Play store or Apple App store.

#### How to download an app on an iPhone.

Source: <https://support.apple.com/en-us/HT204266>

Go to the App Store on your iPhone to browse apps. When you find an app that you want, follow these steps:

1. Tap the app.
2. To buy an app, tap the price on the right side of the screen, then tap Buy. To get a free app, tap Get on the right side of the screen, then tap Install.
3. If asked, enter your password.
4. The app then downloads to your device.



## How to download an app on an Android phone:

Source: <https://www.androidcentral.com/android-apps-install>

1. Tap the Apps icon on the home screen. It usually looks like a bundle of dots at the bottom of the screen.
2. Swipe left and right until you find the Play Store icon. Tap it.
3. Tap the magnifying glass in the top-right, type in the name of the app you're looking for, and tap the magnifying glass on the keyboard to execute the search. Some suggestions will pop up below the search box as you type, which you can tap to reach directly. The search term can also be more general to find any apps that focus on a topic or keyword.
4. Results will be presented for apps, movies, and books. To the right of the Apps subheading tap the "more" button to see the full listing of results.
5. Tapping the three dots on the right side of each entry will provide options to install.
6. Tapping the box itself will provide details for that app, including screenshots, video, a description and reviews.



That wasn't so hard, was it? Now that you know how to add apps to your phone, let's take a look at the steps to sending a text message.

Now that you have learned how to download an app, let's move on to another aspect of using a smartphone, sending a text message.

### Discussion questions:

**What is a text message and why is it important to know how to send one?**

**Can you think of situations where it would be better to send a text message as opposed to making a phone call?**

### How to send a text message:

(Source: <http://lifehacker.com/5821438/how-to-send-a-text-message>)

Sending a text message from your cell phone is one of the quickest and less intrusive ways of getting in touch with someone, but it's not a skill that everyone is born with. Here are steps for helping those new to text messaging.

### **Text Messaging Basics**

Before we start, there are a few things to know about text messaging, also known as SMS (short message service), when just text is sent, or MMS (multimedia messaging service), which can include photos, audio, and other multimedia content:

- You can send a text message to any modern cell phone even if you use a different wireless provider.
- Each text message is limited to 160 characters, including spaces. If you try to send a message over 160 characters, your message will be split into several messages and delivered separately, right after each other.
- Check your cell phone plan to see how much text messaging or texting costs. If you don't have a plan that includes texting, each message you send or receive will cost a small amount (around \$0.20 per message, but more if you send a text message while roaming internationally or if you send an international text message).

### How to Send a Text from Your Phone

Cell phones and smartphones will differ in the menu options and buttons, but in general, the process of sending a text message to someone else's phone is pretty straightforward.

1. From your phone's main menu find the "Messages" or "Messaging" option or application. Then select "Text Message" or "Text Messaging."
2. Choose "New Message" or "Write Message" or click on an icon that looks like it will create a new message (on my version of Android, it's a + sign; on the iPhone it's a square with a line, like a pen on paper).
3. In the To: field enter in the phone number of the cell phone you want to send the message to. Many phones now let you select a contact from your phone's address book, so you could try typing in their name in the field to see if it will fill in the number for you. You can send a text message to more than one contact at a time on the iPhone and Android phones by clicking on the plus sign icon or continuing to enter contacts in the To: field. If you want to send a message with an attachment like a photo, find the "Insert" option in the messaging menu (on the iPhone, click on the camera icon). This will bring up your options for sending a photo, video, etc.
4. Finally, type in your message in the message field and hit "Send".
5. To send a picture in a text message using an Android phone follow these steps:
  - a. Follow the steps to creating a new message
  - b. Press on the paper clip icon
  - c. Select images
  - d. Select gallery
  - e. Select the image you want to send
  - f. Press the send button
6. To send a picture in a text message using an iPhone:
  - a. Go to photos or album and select the image you want to send

- b. Press share
- c. Press message and enter the recipient

### **Replying To and Forwarding Messages**

If you get a text message from someone else, you can easily send them a reply by opening the message and typing in your response in the text box at the bottom.

To forward a text message, on Android phones and iPhone, tap and hold the message to forward then select the option to forward the message. On other cell phones, the option to forward will probably be under “options” or a similar menu. Enter the phone number to send the message to and click “Send”.

### How to send an E-mail from your phone:

Now that was pretty easy, wasn't it? Now that you know how to send a text message, let's try sending an email. Think about how much easier it would be to send an email using your phone. You wouldn't have to have a computer or go somewhere where you had to wait for access to a computer. Here are the steps to sending an email from your phone.

1. Press the email icon on your cell phone.



2. Press the compose icon. It looks like this or a version of this.
3. Type in the name of the person (if you have their email address stored in your contacts. If you don't simply type in the email address of the person you want to send an email to.
4. Type in a subject. This is something the person you are sending the email to can use to identify what the email is about.
5. Type your message in the box under the subject line.
6. When you are finished typing your email, press the send button to send the email. The send

button looks like this.



7. That's it! Your email has been sent.

Note: We will learn more about using email in another session. But you have learned the very basics about sending an email today. We will go into more detail and you will learn how to reply, forward, and attach documents in another session.

Another aspect of smartphones people use all the time is the camera feature. Using a camera can help you capture good times with friends or family. There are a number of things you can do with the pictures you take on your phone. You can send them to your friends through text messages, you can email them, and you can even upload them to social media. We will learn more about sending emails and social media in later sessions of the group. First, let's learn the camera basics.

### Using your phone's camera:

1. Make sure the lens on your phone is clean.
2. Click on the camera icon.
3. Make sure the flash is to set the flash to automatic or auto.
4. Now press the button at the bottom of the screen to take the picture.

Note: Phones have various camera settings. Some phones have brightness settings that you can adjust. Others include being able to press the screen to take a photo, taking panoramic photos, and videos too. Explore the features of your phone and practice taking lots of pictures!



**Homework:** Use your smartphone to download a free app and practice sending a text message. Send the group facilitator an email saying that you are practicing the skills you learned today. Practice using the camera feature on your phone and try to send a picture to someone you know.

## Session Eight: Using a washer and dryer

*Goals for the session: Participants will increase their independence and improve daily living skills by learning how to use a washer and dryer.*

*Review homework from the previous session-using a smartphone. Share feedback on how it went. Brainstorm suggestions for how to improve practice opportunities that didn't go so well.*

### **Discussion questions:**

**What has your experience been with doing laundry?**

**Is there anything that you have trouble with? Share your experience with the group.**

Doing laundry can seem like a daunting task. You want to have clean clothes, but you don't want colors to run or clothes to shrink. No need to worry...help is on the way! Take a look at these tips on how to do laundry.

Source: [https://www.clorox.com/cleaning-and-laundry-tips/laundry/laundry-advice/how-to-do-laundry/?dmp=clbttotal&qclid=CjwKEAju7J3KBRCxv93Q3KSukXQSJADzFzVS5pXf-XNN36dmw0Lra-WuhF3qx0D74CzJ63dEbSA61RoC3Hbw\\_wcB](https://www.clorox.com/cleaning-and-laundry-tips/laundry/laundry-advice/how-to-do-laundry/?dmp=clbttotal&qclid=CjwKEAju7J3KBRCxv93Q3KSukXQSJADzFzVS5pXf-XNN36dmw0Lra-WuhF3qx0D74CzJ63dEbSA61RoC3Hbw_wcB)

### The Staples

For laundry success, you'll need the right tools:

- Dry detergents can be more effective than liquid detergents.
- Clorox® Regular-Bleach is a stain-fighting boost to your detergent for white, bleach-friendly fabrics.
- Clorox 2® Stain Remover and Color Booster removes stains and brightens colors when added to your detergent.
- Topical soil and stain removers, available in pen, wipe and spray forms, are applied exactly where you need them.
- Fabric softeners make fabric feel softer and reduce static. They are available in liquid and dryer-sheet forms.

### Sorting Suggestions

The main ingredient in any laundry recipe is the laundry. Whites, light colors and darks: Most of us have learned to separate our laundry into these three piles.

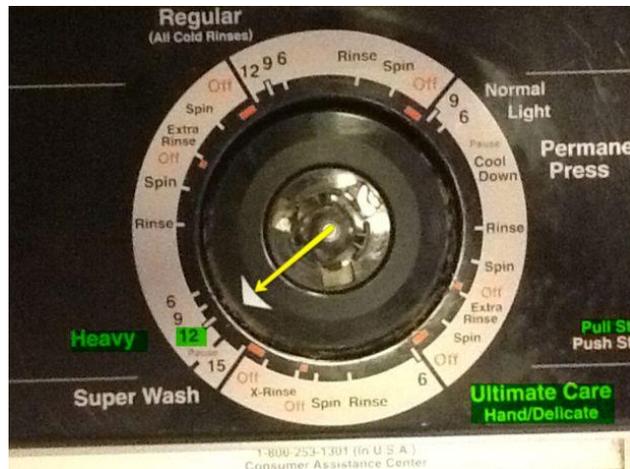
Here are some less obvious but equally helpful sorting tips, in case your piles are still mountainous:

- Separate lint producers (towels & blankets) from lint magnets (corduroy & fleece).
- Natural fibers from synthetic fibers, because they dry at different rates.
- Tough fabrics (jeans) from delicate fabrics (lace camisole).
- Keep lingerie and hosiery in a mesh bag — straps and stockings won't tangle up in the washer.
- Wash garments with bright colors on white (for example: red-and-white-striped shirt) separately for the first wash. If the dye runs, it only ruins one garment. Then you can call it a design element.

Now that we have reviewed some tips and tricks let's take a look at the steps to using the washing machine.

Step 1: Separate clothes into piles (whites, darks, and lights)

Step 2: Use the dial to start the washing machine. (See photo below for reference)



Step 3: Turn the dial to set the washing type. The dial here is set to heavy wash for 12 minutes. This really scrubs dirty clothes. Take a few minutes to read through the wash cycles to see what fits your needs.

Step 4: Push or pull to start the water flowing.

Step 5: Load the washing machine. Remember to distribute the clothes evenly and not to overload the machine. Choose one type of your separated clothes to wash (whites, lights, and darks)

Step Six: Add detergent. Measure approximately one capful of laundry detergent. Pour the detergent into the bowl of the machine under the flowing water.

Step Seven: Close the lid and wait. The washing machine fills with water, scrubs, drains dirty soapy water, fills with water, rinses any remaining dirty soapy water and spins the loose water out of your clothes. It will beep to let you know that the washing is done.

#### How to Dry Clothes in a Clothes Dryer

Source: <http://www.dummies.com/home-garden/how-to-dry-clothes-in-a-clothes-dryer/>

Drying your clothes in a clothes dryer saves time, but it takes more than just shoving your clothes in and turning the machine on. You need to read the care labels on the clothing and know what kind of heat the fabric can take. Otherwise, you'll end up with shrunken clothes or damaged fibers. Your clothes won't last as long, and you'll end up spending money to replace damaged items.

1. Shake out each item as you take it out of the washing machine. Shaking out your stuff before you throw it into the dryer might seem like a waste of time, but this really does help prevent wrinkles and cut down on drying time.
2. Don't overload the dryer thinking that you'll save time-it'll have the opposite effect. Instead, your clothes will take longer to dry and get more wrinkled because there's not enough room in the dryer for the clothes to fluff out.
3. Add a dryer sheet to the dryer if you don't use a liquid fabric softener during the wash cycle. The dryer sheets not only help to soften your clothes, they also reduce static cling. Note that using dryer sheets on towels can make the towels a bit less absorbable, so if that's important to you, then forgo the dryer sheet.
4. Choose the right setting, or cycle, for your clothes:
  - Cotton: high heat for towels, jeans, sweats, and other heavy fabrics.
  - Permanent press: medium heat for synthetic fabrics
  - Gentle: low heat for delicate items like lingerie and workout clothes
  - Air dry: no heat-great for fluffing pillows or refreshing clothes

Remove your clothes from the dryer as soon as possible to prevent wrinkles from setting in. Shake out your stuff, neatly fold them or hang anything you want to be wrinkle-free.

**Discussion questions:**

**What has your experience been with doing laundry?**

**How comfortable do you feel doing your laundry? Rate your answer on a scale of 1 to 5 with 1 being most uncomfortable and 5 being most comfortable.**



**Homework:**

**Practice doing laundry. Make an attempt to do one load of laundry over the next few days. Be prepared to share your experience with the group next session.**

## Lesson Nine: Setting up an email account and sending an email

*Goals for the session: Participants will learn how to use email so that they can be up to date with technology and have access to online resources.*

*Review homework from the previous session-using a washer and dryer. Share feedback on how it went. Brainstorm suggestions for how to improve practice opportunities that didn't go so well.*

Today's session will focus on how to set up an email account and send an email. Let's read an article that will help us to understand what email is and why it's important.

Source: <https://www.computerhope.com/jargon/e/email.htm>

Short for electronic mail, e-mail or email is information stored on a computer that is exchanged between two users over telecommunications. More plainly, email is a message that may contain text, files, images, or other attachments sent through a network to a specified individual or group of individuals. The first email was sent by Ray Tomlinson in 1971. By 1996, more electronic mail was being sent than postal mail.

There are a number of advantages of email and the usage of email versus postal mail. Some of the main advantages are listed below.

- Free delivery-Sending an email is virtually free, outside the cost of Internet service. There is no need to buy a postage stamp and send a letter.
- Global delivery-Email can be sent to nearly anywhere around the world, to any country.
- Instant delivery-An email can be instantly sent and received by the recipient over the Internet.
- File attachment-An email can include one or more file attachments, allowing a person to send documents, pictures, or other files with an email.
- Long term storage-Emails are stored electronically, which allows for storage and archival over long periods of time.
- Environmentally friendly-Sending an email does not require paper, cardboard or packing tape, conserving paper resources.

### **Activity/Discussion:**

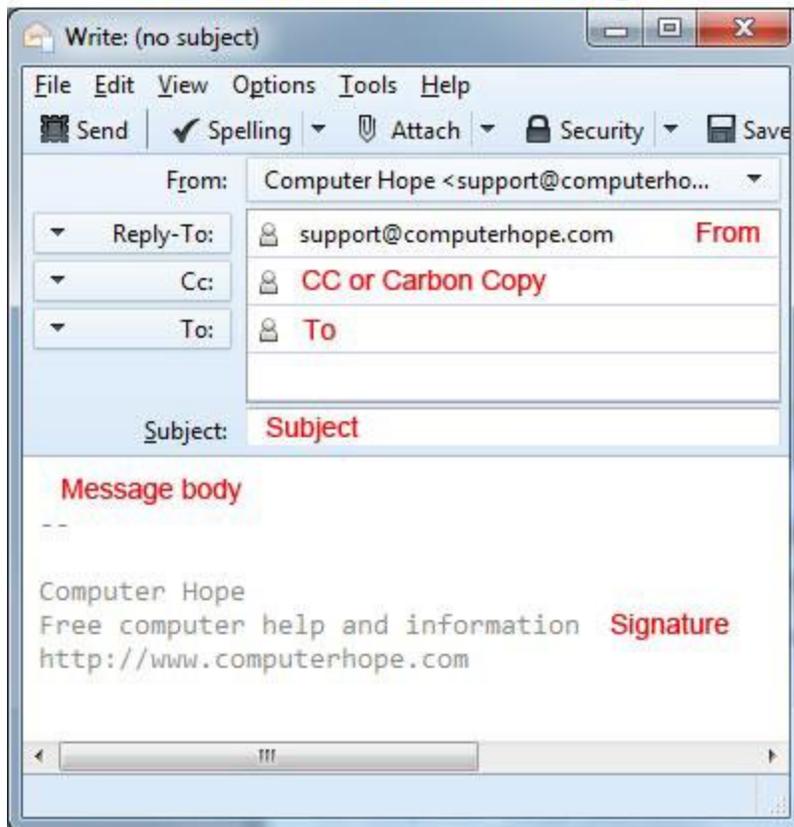
**Rate your level of comfort when sending an email.**

**Share what your fears are when using email.**

When writing an e-mail message, it should look something like the example window below. As you can see, several fields are required when sending an e-mail:

- The **To** field is where you type the e-mail address of the person who is the recipient of your message.
- The **From** field should contain your e-mail address.
- If you are replying to a message, the To and From fields are automatically filled out; if it's a new message, you'll need to enter them manually.
- The CC or Carbon Copy field allows you to send a copy of the message to another e-mail address, but is not mandatory.
- The **Subject Line**, although not required, should consist of a few words describing the e-mail's contents.
- Finally, the **Message Body** is the location you type your main message. It often contains your signature at the bottom; similar to a hand-written letter.

## Basics of an e-mail message



Don't get nervous. You can do this! Let's now look at how to set up an email account. After we learn how to set up an email account, we will go through the steps to sending an email. Then we will have a demonstration and you will have time to practice on your own.

Let's take a look at the handout titled "How to Set Up an Email account" so that you can become familiar with how to create your own email address.

Let's take a look at the handout titled "Steps to Sending an Email" so that we can learn the steps to writing and sending an email.

**Discussion:**

Rate the level of anxiety again now that they have learned the steps to sending an email.



**Homework:**

Practice using the computer at the local library to send an email to the group facilitator. The group can agree on what the email should say (e.g. "Hello, I am practicing using email.")

## Lesson Ten: Using Social Media

*Goals for the session: Participants will learn how to use social media as a means of connecting with people. They will also learn safety tips for using social media.*

*Review homework from the previous session-sending an email. Share feedback on how it went. Brainstorm suggestions for how to improve practice opportunities that didn't go so well.*

Today's lesson will focus on using social media. Social media is defined as forms of electronic communication (such as websites for social networking and microblogging) through which users create online communities to share information, ideas, personal messages, and other content, such as videos (<https://www.merriam-webster.com/dictionary/social%20media>).

There are many social media sites, including Facebook, Twitter, LinkedIn, Google, YouTube, Instagram, Pinterest and Tumblr. Each of these sites can provide the user with different functions. Some are used for sharing photos and videos, while others are used for making connections related to work or employment. Let's take a deeper dive into each other top social media sites and learn what you can do with each of them.

Let's now read a little more on popular social media sites and how they can be used. Use the handout titled "Top Social Media Sites".

### **Discussion Questions:**

**What is your experience using social media?**

**How comfortable are you with it?**

**What are the benefits of using social media?**

**What are some of the barriers to using social media?**

It is important to be safe when using social media and the internet in general. We will review some safety tips in the next lesson but remember NEVER to share your social security number, home address or date of birth online.



**Homework: Use the handout titled "How to Set Up a Facebook Account" and to try setting one up before the next session. Work with a friend or peer if you feel some discomfort trying alone.**



## Lesson 11-Using the Internet

*Goals for the session: Participants will learn how to use the internet to search for information.*

*Review homework from the previous session-setting up a Facebook account. Share feedback on how it went. Brainstorm suggestions for how to improve practice opportunities that didn't go so well.*

The internet can be useful for many aspects of daily living. It can help with finding resources in the community, for connecting with friends and family, for sources of information and entertainment and a host of other resources. For example, you can use the internet to research events taking place at your local library. You can also use the internet to research topics of interest and read articles online. You can do things like renew your vehicle registration at the DMV. You can even go online and check out weekly ads and circulars for your local grocery store and print coupons. You can use the internet to search for healthy recipes and even use your email address to sign up for free newsletters from some websites. The internet can keep you busy all day if you know how to use it.

We already talked about social media and learned how to use social media like Facebook. We also learned how to use the computer to send emails. Today we will focus on learning how to use the internet. This is just one tool that is helpful when trying to find information and resources.

### **Discussion Question:**

**What have you used the internet for in the past?**

**How comfortable were you using search engines like Google to find information?**

Let's take some time now to learn how to use the internet to find resources. We use search engines to find information. Search engines are programs that search documents for specified keywords and returns a list of the documents where the keyword is found. A search engine is really a general class of programs, however, the term is often used to specifically describe systems like Google, Bing, and Yahoo! Search that enable users to search for documents on the world wide web.

([http://www.webopedia.com/TERM/S/search\\_engine.html](http://www.webopedia.com/TERM/S/search_engine.html)) It's pretty easy to use the internet to search for resources. All you need is a computer with internet access. Don't worry if you don't have your own computer. Local libraries have computers that you can use for free.

Internet safety is also important. Let's review some tips for safely using the internet before we practice our searches.

### Tips for Internet Safety:

1. Never share your date of birth, social security number (not even the last 4 digits) or street address.
2. Explore privacy settings on your accounts to limit what information people see about you.
3. Search for yourself. Try using Google to search for yourself to see what comes up.
4. Verify information. Call a friend if you receive a message that seems suspicious. Don't just open the message.
5. Think twice about what you post online. For example, most employers have social media policies. Make sure you are following that policy so it doesn't get you into any trouble down the road.
6. If someone is harassing you on social media, block them and report it to the website administrator.

Check out the list of search engines and their uses in handout #7. You can practice using any or all of these sites to search for information. But before you practice on your own, let's take some time to learn the steps of using the internet to search for information together.

**Activity:**

**What would you like more information about? Use the computer to demonstrate an internet search following the steps below.**

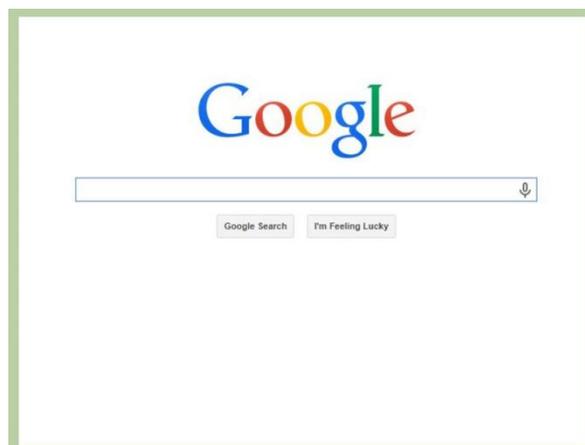
How to Search the Internet:

Source: <http://www.wikihow.com/Search-the-Internet>

1. Open your computer's web browser. Common browsers are internet explorer or Google chrome. Here are some pictures of what the shortcuts look like so that you can easily find them.



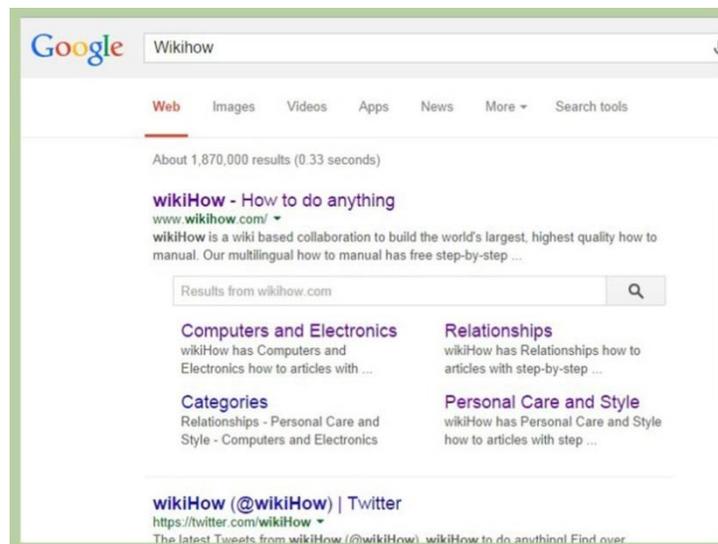
2. Use the address bar to type in the name of the search engine you would like to use. For example, type [www.google.com](http://www.google.com) if you would like to use Google.



3. Type in keywords for what you are searching for in the box and press the Enter key on the keyboard.



4. Access your results. Search through your list of webpages to pinpoint your results.



That's it! You are now on the web and have access to tons of information.

Remember those internet safety tips we talked about briefly at the end of the last session? Refer to the handout titled "Internet Safety Tips" for more information. And remember NEVER to share your date of birth, home address or social security number (even the last 4 digits) with anyone online!

**Congratulations!** You have now completed the Modern World Curriculum. You can now go forth and practice the skills you need to use technology in your everyday life.