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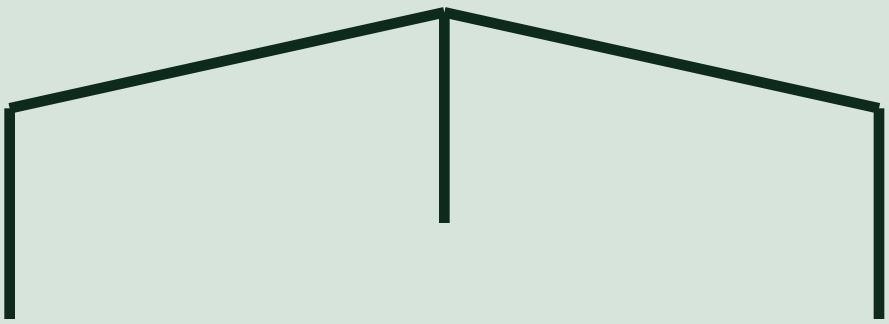
DIGITAL BOOK SERIES

Everyday Digital Skills

A friendly starting point for phones, files, email, and the web



A practical guide to learn at your own pace

Start where you are.

You do not need to know every button. You need a few reliable habits and the confidence to try. This guide builds those habits one small task at a time.

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Get to know your device

Find your way around

Locate the power button, volume controls, home screen, and settings. Try opening one app and returning home. If you get lost, returning home is a safe reset.

Use helpful settings

Increase text size, turn on captions, and adjust screen brightness until the device is comfortable. Search the settings app for these words if the menus differ on your device.

Keep it ready

Install system updates when your device offers them. Charge it before a long task and set a screen lock that you can remember but others cannot guess.

TRY IT

Practice: Change your text size, then change it back. Write down where you found the setting.

Search with purpose

Ask a specific question

A search such as 'Jupiter library opening hours' is more useful than 'library.' Add a place, date, or task to narrow the results.

Check the source

Look for the organization's own site, a current date, and a page that answers your actual question. Ads may appear before regular results; they are not proof of quality.

Save what matters

Bookmark useful pages or copy the link into a note. A link is easier to revisit than trying to remember the search words.

TRY IT

Practice: Search for a local public library. Save its official website as a bookmark.

Send a clear email

Use the three parts

Put the reason for writing in the subject line. Begin with a greeting, state your request in a few sentences, and close with your name.

Attach a file

Use the paperclip or Attach button, choose the file, and wait for it to finish uploading before sending. Open the attachment preview to confirm it is the right one.

Pause before sending

Check the recipient address and read the message once. For sensitive information, confirm that the recipient asked for it and that the address is correct.

TRY IT

Practice: Draft an email to yourself with a short subject and one attached photo. Send it, then open it.

Keep files organized

Give files useful names

Use names such as 'Resume-2026.pdf' or 'Rent-receipt-October.pdf.' A clear name makes search easier later.

Know where downloads go

Most devices have a Downloads folder. Open one downloaded file, then move or copy it into a folder with a name that makes sense to you.

Make a backup

Keep a second copy of important files in a trusted cloud account or external drive. A backup matters if a device is lost or damaged.

TRY IT

Practice: Create a folder named Important Documents and move one non-sensitive file into it.

Build a routine

Choose one useful task

Pick something that matters to you: finding a form, sharing a photo, or reading a local notice. Repeat it twice without rushing.

Write your own steps

Make a short note in your own words. Include where you start, what you tap, and how you know you finished.

Ask precise questions

When you need help, say what device you use, what you were trying to do, and what appeared on screen. This is more useful than 'it does not work.'

TRY IT

Practice: Choose one task from this guide and make a three-line instruction card for yourself.

Keep what works.

You can return to any chapter when you need it. Notice what you can do now, then choose one small skill to practice next.

- [ ] I can find settings that make my device easier to use.
- [ ] I can search for a specific answer and check its source.
- [ ] I can write and send an email with an attachment.
- [ ] I can find a download and save a backup of an important file.

Your next small step

Write one task you will practice this week. Keep it specific and make time to try it twice.