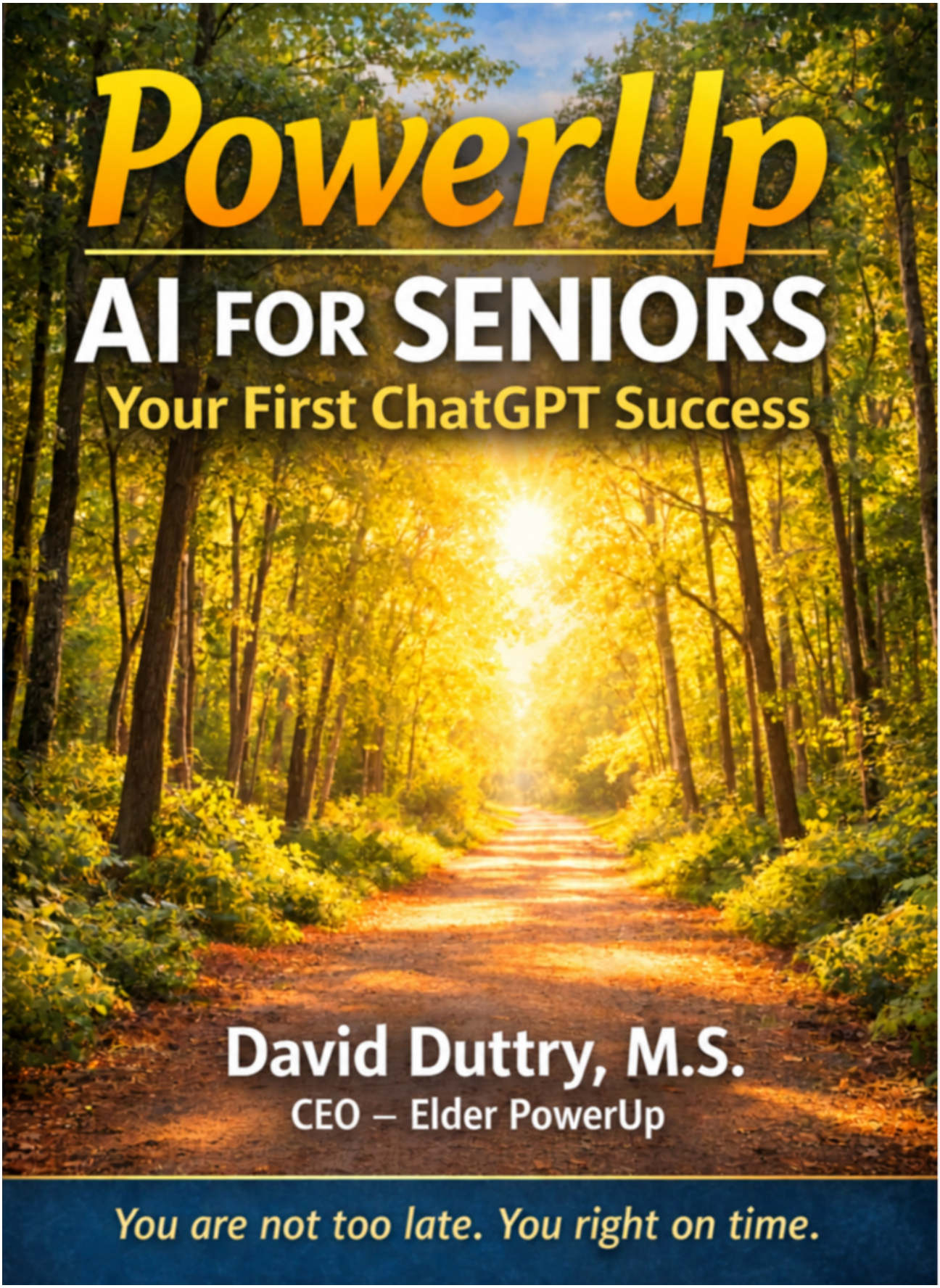

PowerUp
AI FOR SENIORS
Your First ChatGPT Success
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You are not too late. You right on time.

ElderPowerUp

Your First ChatGPT Success

A short action guide for beginners

Your goal is simple: ask a question, try a few follow-ups, and save useful information in your own Healthspan Notes. Take one step at a time. You do not need to memorize anything.

1 Open ChatGPT

On a computer: Open your browser, such as Safari, Chrome, or Edge. Click the address bar near the top, type chatgpt.com, and press Enter or Return.

On a phone: Open the App Store on an iPhone or Google Play on an Android phone. Search for OpenAI ChatGPT. Choose the official app from OpenAI, install it, and open it. You can also find the official download links at chatgpt.com/download.

If asked, sign in to your account or follow the steps to create one. If setup feels confusing, ask someone you trust to sit with you while you do it.

2 Type your first prompt

A prompt is simply the question or request you give ChatGPT. Click or tap the message box, then type:

“Explain healthspan in plain language and give me three everyday examples.”

Select the send arrow beside the message box. Wait for the answer to finish appearing, then read it at your own pace.

3 Keep the conversation going

In the same conversation, type each follow-up below, one at a time. Send it and read the answer before typing the next one.

“Make that explanation shorter and simpler.”

“Tell me more about the first everyday example.”

“What is one simple action I could consider related to that example?”

You can ask again whenever an answer is unclear. There is no need to get your wording perfect.

4 Copy the useful information

Choose one answer you would like to keep. You do not need to save the whole conversation.

On a computer: Click at the beginning of the useful text, hold the mouse button, and drag to the end. Release when the words are highlighted. Press Ctrl + C on Windows or Command + C on a Mac to copy.

On a phone: Touch and hold the answer. Look for Copy or Select Text. If selection handles appear, move them to include the words you want, then tap Copy. The choices may look different on your phone.

Copying keeps the original words in ChatGPT and makes a temporary copy ready to paste.

5 Paste it into your notes

Open a blank Word document, a new note in your notes app, or another place you already use for keeping information.

On a computer: Click where you want the words to go. Press Ctrl + V on Windows or Command + V on a Mac.

On a phone: Tap where you want the words to go. Touch and hold that spot, then tap Paste.

Repeat copy and paste if you want to keep another answer. Add a sentence in your own words about what you learned.

6 Name and save your first entry

At the top, type this title:

"Healthspan Notes — My First ChatGPT Success"

Add today's date. Under your pasted information, you can write:

What I learned: _____
One idea I want to explore: _____
A question I still have: _____

In Word: Choose File, then Save or Save As. Use Healthspan Notes as the file name and choose a folder you can find again, such as Documents.

In a notes app: Use the title above as the note name. Many notes apps save automatically. Return to your notes list and check that your entry appears. In Word, reopen your saved document to check it.

You have done it: you asked, followed up, copied, pasted, and saved your first Healthspan Notes entry. Next time, open the same notes and add a new dated entry.

A helpful habit: ChatGPT can make mistakes. Check important health information with a trusted source or clinician before acting. Keep passwords, account numbers, and private identifying details out of this practice conversation.

Ready to learn more? Continue with Chapter 1 of the ElderPowerUp e-book to learn what ChatGPT is, how prompts work, and how to use it thoughtfully.

Need help?

Contact ElderPowerUp support: dduttry21@gmail.com. Click the address, then tell us what is not working for you.