

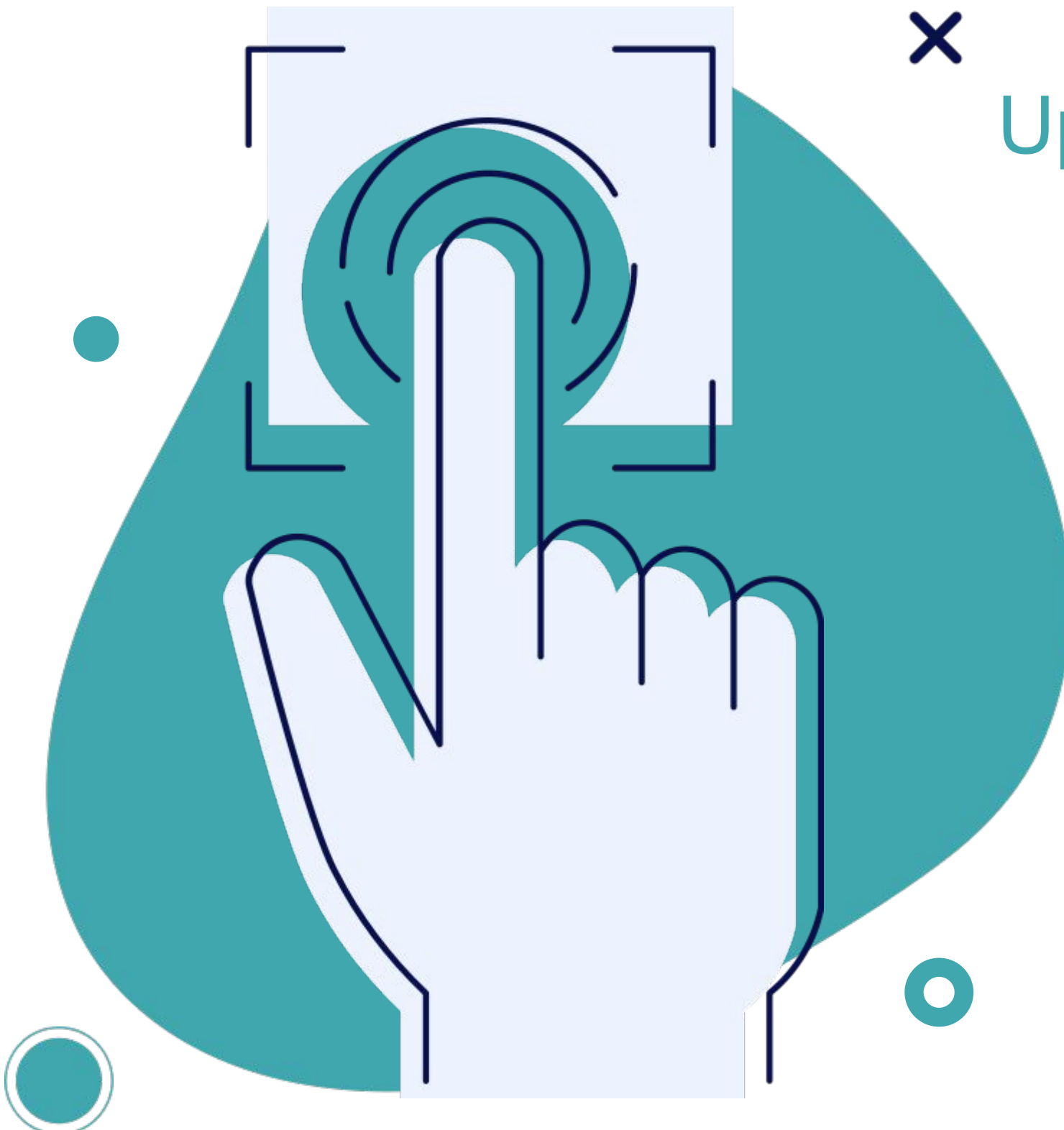


Upgrading Older Adults' Digital Competences
to improve their social inclusion and
development



MODULE: DIGITAL CONTENT CREATION

DomSpain



Consortium

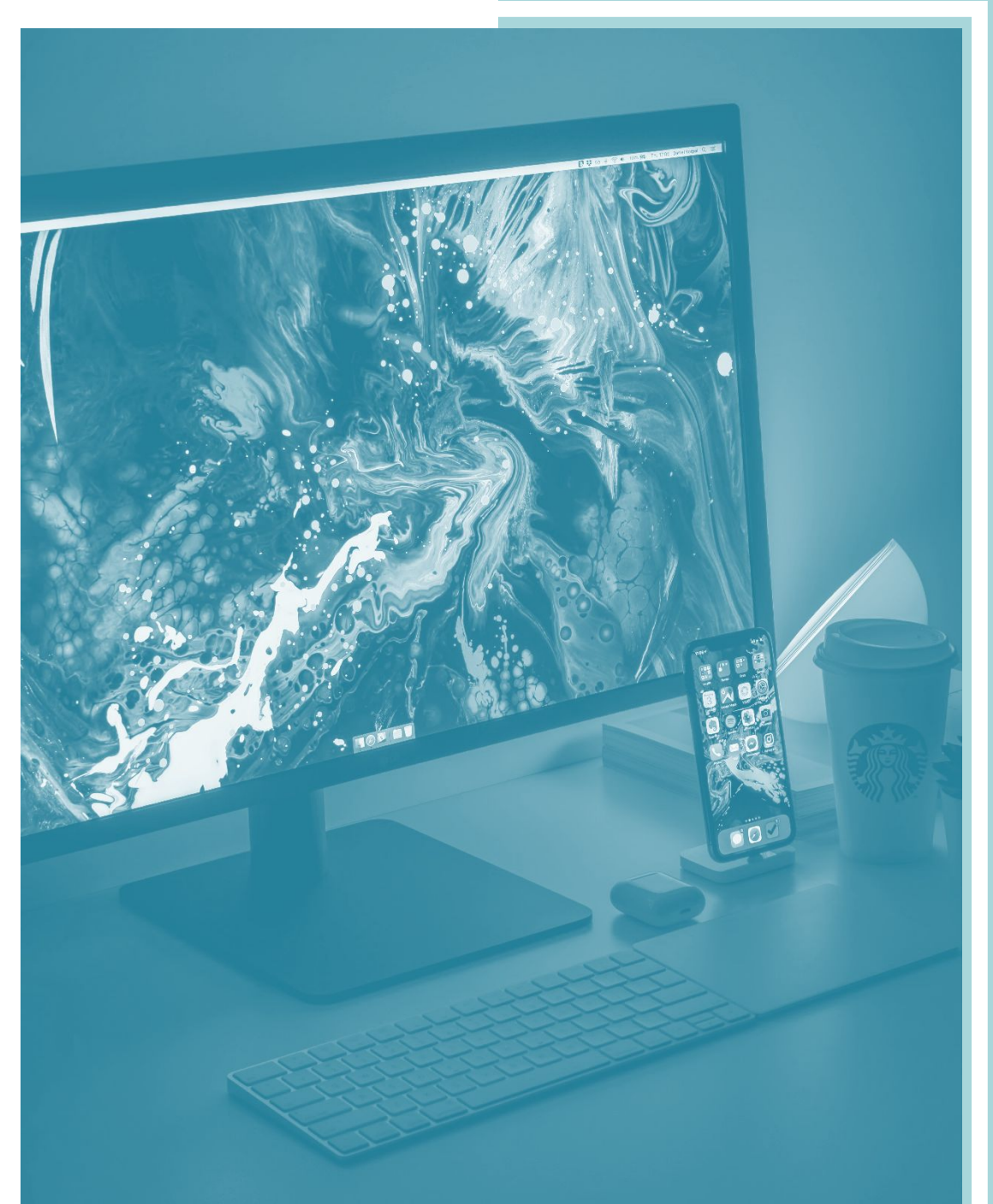


Module Description

The main objective of this module is to teach educators new and effective ways to deal with online and digital content creation with their older learners. Educators will be equipped with innovative teaching/learning strategies to introduce their learners to different formats, (videos, texts, data, audios...), teach them how to create, edit, improve and integrate them into other existing bodies.

In this module you will learn:

- COMPUTER AND SMARTPHONE ESSENTIALS
- DIGITAL CONTENT FORMATS (images, texts, videos, audio recordings, etc.)
- THE MAIN SOFTWARE AND PROGRAMMES to create DIGITAL CONTENT
- HOW TO USE THEM in different devices



Key Symbols

1



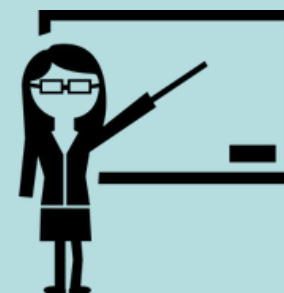
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Topics

TOPIC 1

Introduction to digital content and computer/smartphone essentials

TOPIC 2

Developing digital content

TOPIC 3

Integrating and re-elaborating digital content

TOPIC 4

Copyright and licenses



TOPIC 1: Introduction to digital content and computer/smartphone essentials

Topic 1: Introduction to digital content and computer/smartphone essentials OVERVIEW

This topic wants to show how do a computer and a smartphone work, as well as basic web browser knowledge.

To start with, adults will be showed what is a computer, the main types and its parts as well as what is a smartphone and its main parts. Continuing with the topic of the computer, adults will be taught about the computer desktop and its components, which are icons, files, programs and applications. Furthermore, they will learn how to use the web browser and how to set up a personal email address.



Topic 1: Introduction to digital content



DEFINITION:

According to the Cambridge dictionary, a COMPUTER is:

“an electronic machine that calculates data very quickly, used for storing, writing, organizing, and sharing information electronically or for controlling other machines”



ACTIVITY:

-Lesson Plan 1



Macintosh, Apple, US, 1984

The innovative Macintosh—Apple's second attempt at a GUI-based personal computer, following the failure of the Lisa—was a small, self-contained personal computer with a much-improved, Alto-like graphical desktop. Graphic designers, artists, and educators quickly adopted it.

Topic 1: Introduction to digital content

Parts of a computer

In the picture, you can see the main parts of a desktop computer:



The **MONITOR** is a piece of computer hardware that displays the video and graphics information generated by a connected computer through the computer's video card.



The **CPU** stands for "Central Processing Unit." The CPU is the primary component of a computer that processes instructions.



The **CD DRIVE** and the **FLOPPY DRIVE** are devices that permit the access to a compact disc or to a floppy disc. Many modern CD drives also support other types of discs like DVDs or BLU-RAY discs.






The **KEYBOARD** is the set of keys on a computer or typewriter that you press in order to make it work



Topic 1: Introduction to digital content

Parts of a computer

-  The **MOUSE** is a device that is used to move the cursor on a computer screen and to give instructions to a computer.
-  The **SPEAKER** is the device which converts the electrical impulses into audible sounds
-  The **PRINTER (or the SCANNER)** is a machine that prints (or scans) texts, images, documents from a computer



ACTIVITY:

-Lesson plan 1

Topic 1: Introduction to digital content

Smartphone



This device is a mobile phone that can be used as a small computer and that connects to the internet.

It combine the functions of a computer and a telephone, so you will be able to send sms, make phone calls but also to check your email inbox, send emails, browse the internet and take photos.



TIP:

- Always lock your phone with a passcode
- Avoid suspicious links
- Update your software whenever possible
- Use different and difficult passwords for EVERY account you have
- Only download apps from reputable app stores



Topic 1: Introduction to digital content

Here are the definitions of some basic terms of smartphones:



The **TOUCHSCREEN** is a computer screen that you touch to get information, buy something, call, etc.




The **APPLICATION (APP) BUTTONS** is a button that allow you to access the services of a mobile App.





The **HOME BUTTON** is a button on a smartphone, tablet or other electronic device that takes the user to the start screen (home screen). The button may be physical hardware or displayed on the touchscreen ("virtual" home button).



Topic 1: Introduction to digital content

 **The SLEEP/WAKE BUTTON** is a button used to turn on or wake the smartphone, lock it or turn it off. Locking the smartphone puts the display to sleep, saves battery and prevents anything from happening if you touch the screen.

 **The SLEEP/WAKE BUTTON** is a button used to turn on or wake the smartphone, lock it or turn it off. Locking the smartphone puts the display to sleep, saves battery and prevents anything from happening if you touch the screen.

 **The STATUS BAR** is at the top of the display, on the right, Usually you can check the time, the battery status and current connections like Bluetooth and Wi-Fi here.



ACTIVITY:

-Lesson plan 2






Topic 1: Introduction to digital content

The computer desktop and its components

The desktop of a computer usually contains a range of icons which link you to programs, applications, files or folders.



	<p>Programs</p> <p>The icons to the left represent shortcuts to various programs. You can tell it's a shortcut as it contains an arrow. So, if you were to delete the shortcut, you wouldn't be deleting the actual program, only the desktop link to it.</p>
	<p>Double-clicking on the relevant icon will launch that program. For example, if you double-click on the icons to the left you will launch:</p>
	<ol style="list-style-type: none">1. Microsoft Word 2007 (word processing program)2. Mozilla Firefox (internet browser)3. Adobe Reader 9 (to view PDF files)



Topic 1: Introduction to digital content





The computer desktop and its components

If you want to learn more... have a look at this [document](#)!



TIPS:

- You can arrange multiple icons on your desktop by dragging a border around the icons you want to organise and move them to the desired location on your desktop.
- At the bottom of the desktop, you can see a “Taskbar”. You can also pin some shortcuts your most frequently-used programs and folders there.

	<p>Files</p> <p>Icons that show a page represent a file. When you double-click on the icon, the file will open in the program that it was created in. The picture to the left shows that the file was created in Notepad. However, as no arrow appears, it is not a shortcut, but indicates that this file was actually saved to the desktop. Therefore, if this desktop icon is deleted, so is the actual file.</p>
 	<p>Folders and drives</p> <p>Icons that show a folder represent a folder or shortcut to a folder. When you double-click on a folder icon, the Windows Explorer window will open and you will see the contents of that folder. Similarly, icons that show a hard disk will display the contents of that drive in Windows Explorer when you double-click on it.</p>
	<p>Recycle Bin</p> <p>The desktop icon for the Recycle Bin is shown as a waste paper basket with the recycle symbol on it. Double-clicking on this icon will open the Recycle Bin window, allowing you to permanently delete or restore files as necessary.</p>

Topic 1: Introduction to digital content

How to use a browser?



According to the Cambridge Dictionary, a browser is:

“a special type of computer program that lets you use the Internet”

There are several browsers you can use to surf the net. Safari, Firefox, Chrome, etc. Some of these browsers only work with some specific operating systems. For example, Safari ONLY works in Apple computers and mobile phones. Chrome does not work in a Linux operating system, but it is the only one that works in Chrome operating system.



Safari

Apple

MacOS, iOS



Firefox

Mozilla

MacOS, MS Windows, Linux OS,
Android OS



Chrome

Google

MacOS, MS Windows, Linux OS,
Android OS, Chrome OS



Edge new

Microsoft

MS Windows, MacOS, iOS,
Android OS



Opera

Opera Software

MacOS, MS Windows, Linux OS,
Android OS



Topic 1: Introduction to digital content

How to use the web browser?

The browsers showed in the image are the most used around the world. However, there are other browsers that are not as popular as these ones, such as Ecosia or DuckDuckGo, which can also work for android and iOS, or added to the previous browsers as extensions.



Safari

Apple

MacOS, iOS



Firefox

Mozilla

MacOS, MS Windows, Linux OS, Android OS



Chrome

Google

MacOS, MS Windows, Linux OS, Android OS, Chrome OS



Edge new

Microsoft

MS Windows, MacOS, iOS, Android OS



Opera

Opera Software

MacOS, MS Windows, Linux OS, Android OS



ACTIVITY

- Lesson Plan 2





TOPIC 2: Developing digital content

Topic 2: Developing digital content

OVERVIEW

This topic wants to give a clearer focus on what digital content is, as well as the different formats it can be: text, music or audio, and video. It also focuses on the differences between online and offline content. Moving on to Windows, this topic wants to focus on what Microsoft office is and how to use its main Applications, such as Word, PowerPoint and Excel, as well as how to use Microsoft paint. Finally, this topic wants to show other free online software tools and how to use them to create infographics and video animations.



Topic 2: Developing digital content



By **DIGITAL CONTENT** we understand all those **data** or **digital information** (digital files) that are not found in physical form. They are usually made up of elements such as: **text, image, audio, video**, etc., or a **combination** of them. Its storage, classification, publication, access and reproduction must be done from an appropriate device.

After knowing what digital content is, you may have correctly assumed that to create and edit it you will need, not only certain devices, such as a computer, mobile phone or tablets, but that it will also require **software** or certain **applications**.



Topic 2: Developing digital content

Formats

Depending on the purpose, the type of information, the access and the final audience, we will choose different formats.



- **TEXT:** provides detailed information to the content and expands the information when accompanying another format such as an image. We can use the text when we want to talk about a complicated topic, to deepen on a topic, to encourage reflection, as an explanatory extension of an image or video or even to retain a certain audience as it can be in the case of blogs.



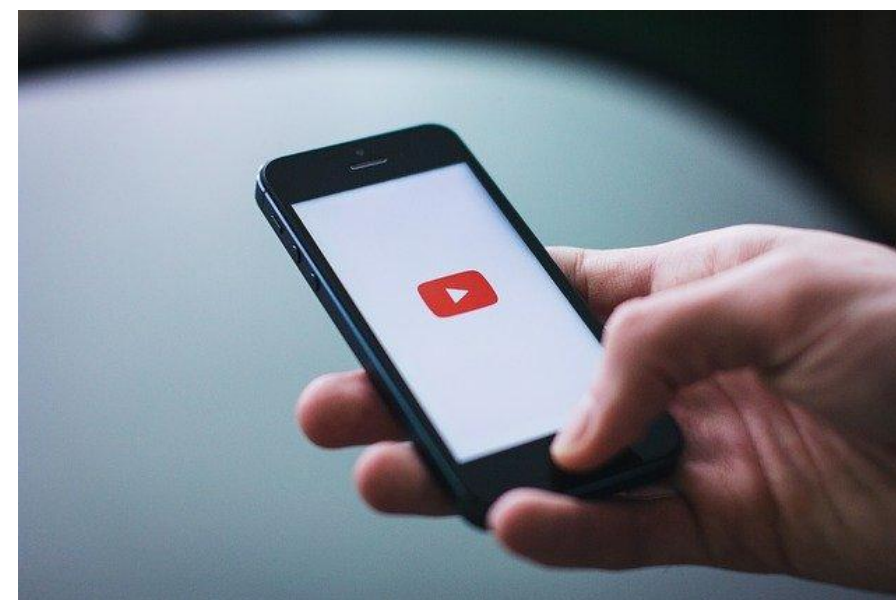
- **IMAGE:** provides a type of information that can be viewed quickly and generates a great impact with its multiple modalities (photographs, illustrations, infographics, etc.). It is usually one of the most used today. It is used to accompany texts, add important information by expanding the information in a text, for a specific and unique use in various disciplines such as architecture or art, or to graphically and visually condense much information related to a topic in one infographic.



Topic 2: Developing digital content

Formats

- **AUDIO:** regarding the format, the most used are podcasts, a digital publication, usually periodic, downloadable from the Internet, and audiograms, which are pieces of audio along with an image and are commonly used on social networks.
- **VIDEO:** they cause a great impact on the audience and are considered strategic in terms of content, which is why they are widely used for advertising. Because of their power of attraction, they are used: to attract attention, when you want content to “go viral” and spread widely, or to create “engagement”.



Topic 2: Developing digital content



Software and Apps

Each format seen in the previous slide runs with different types of software. An application software is a program that is specially designed to create and edit a certain type of digital content.

Microsoft Office is a software developed by Microsoft. Its main applications are: WORD, EXCEL, POWERPOINT even if it contains more useful apps like OneDrive, OneNote, Skype, etc.



WORD is a WORD PROCESSOR



EXCEL is a SPREADSHEET EDITOR



POWERPOINT is a PRESENTATION PROGRAM used to create SLIDESHOWS composed of text, graphics, and other objects



The Microsoft company also developed the **PAINT** application that usually is already installed in the Windows operating system and it is very useful to modify images.



Topic 2: Developing digital content



Word

Microsoft Word or **MS Word** (often called **Word**) is a graphical **word** processing program that users can type with. It is made by the computer company **Microsoft**. Its purpose is to allow users to type and save documents. Similar to other **word** processors, it has helpful tools to make documents.



Have a look at the this [video tutorial](#) for beginners and learn how to start off!



ACTIVITY

- Lesson Plan 3



Topic 2: Developing digital content



Excel

Excel is typically used to organize data and perform financial analysis. It is used across all business functions and at companies from small to large. The **main** uses of **Excel** include: Data entry. That means it's used to create grids of text, numbers and formulas specifying calculations. That's extremely valuable for many businesses, which **use** it to record expenditures and income, plan budgets, chart data and succinctly present fiscal results

Uses of Excel

- Store data
- Perform calculations
- Use data analysis tools
- Create data charts
- Create and print reports
- Use free templates
- Transform and clean data.



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- Lesson Plan 3

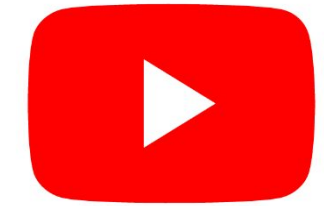


Topic 2: Developing digital content



Power Point

Microsoft PowerPoint is a software application that is particularly **used** to present data and information by using text, diagrams with animation, images, and transitional effects, etc in the form of slides. It helps people to better understand the idea or topic in front of the audience practically and easily



Have a look at the this [video tutorial](#) for beginners and learn how to start off!



You can buy the Microsoft programs [here](#) or get a free trial for a month of the whole Microsoft package [here](#)



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- Lesson Plan 3

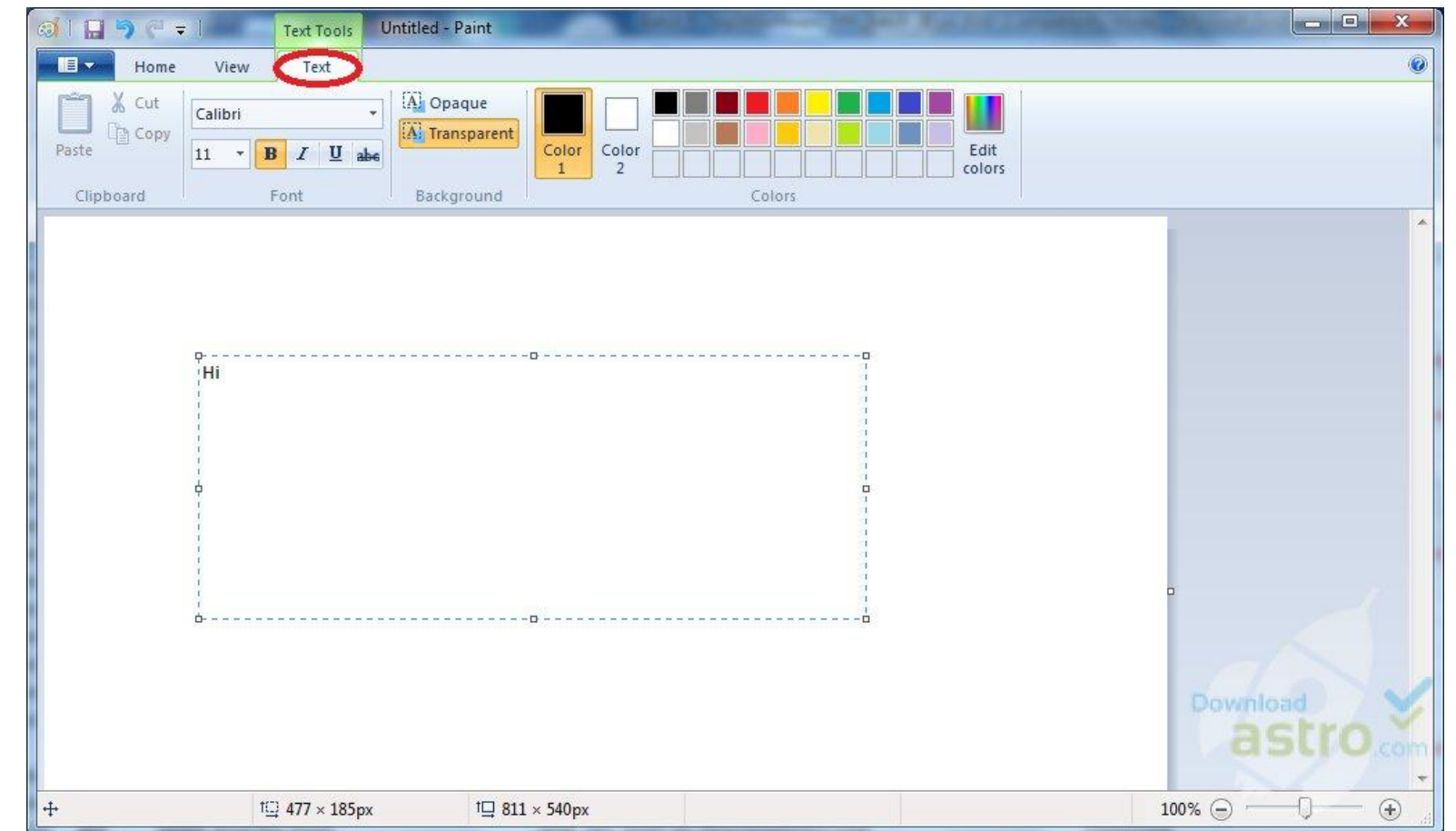


Topic 2: Developing digital content



Paint

This application is a very easy option that allows people to create picture files as well as edit picture files saved on their computer. It can be used by beginners with no problems and it aims to simulate **painting on the computer** by using the mouse or a tablet. The images are generated as "bitmapped graphics," which are a matrix of picture elements (pixels).



ACTIVITY

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Topic 2: Developing digital content

Learn and remember the difference between offline and online content

OFFLINE content includes content that can be created from your computer or smartphone or tablet, without the need for an Internet connection, for later, for example, printing and distributing it via traditional mail or hand-in-hand. As an example we would find the files created in *Office*.

On the contrary, **ONLINE content** is that which is created, edited, stored, distributed and viewed online, that is, an Internet connection is required for all of this. As an example we would find the files created in *Canva*.



ACTIVITY

- Lesson Plan 3



Topic 2: Developing digital content

Other tools to create and integrate digital content

There are many different applications available online that you can use to create digital content, such as infographics, images or Word files.

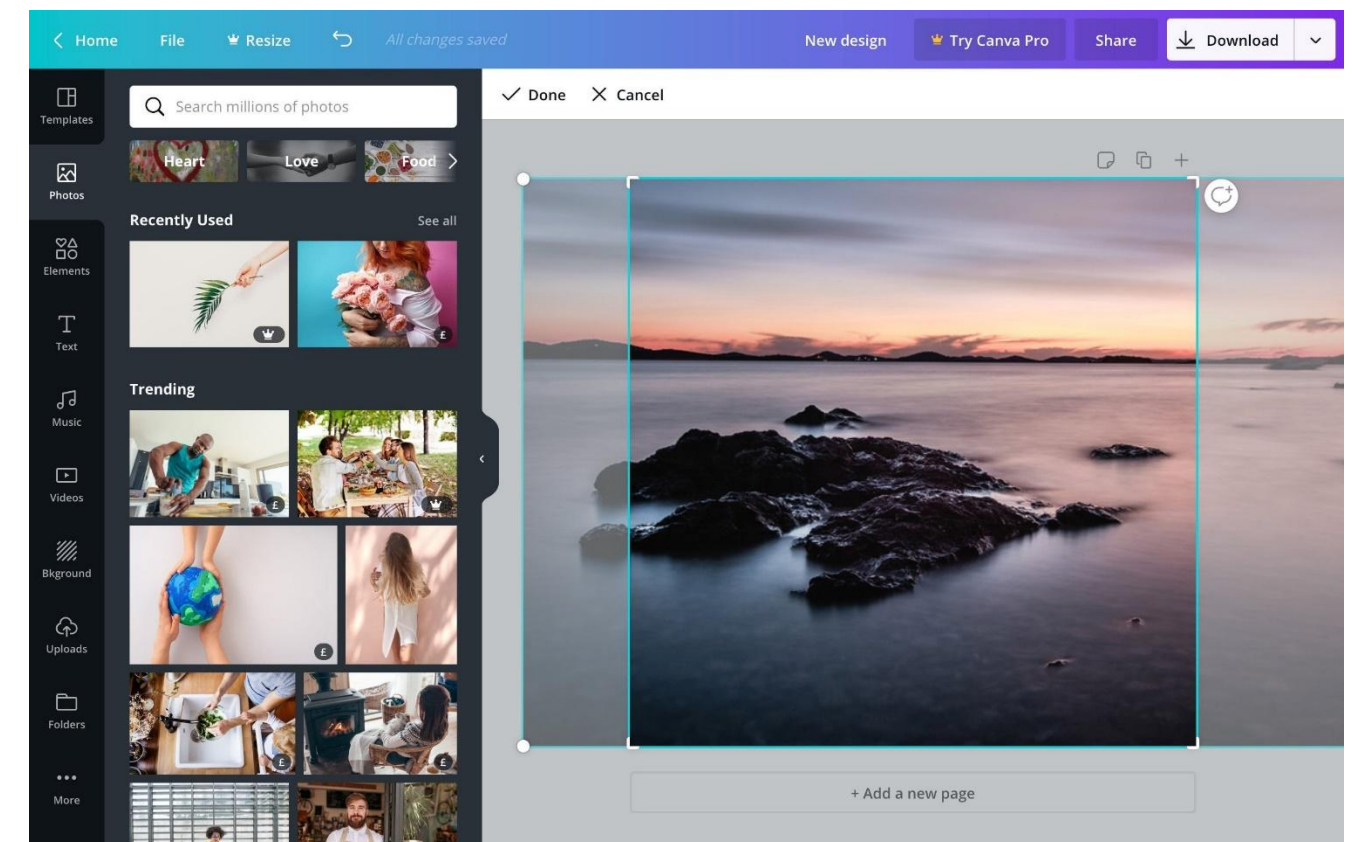
Here you have some examples:

Canva

Canva is a free graphic design platform that allows you to create digital content integrating text, audio or videos, not only in an image but also in presentations, infographics, images for social network, cv, etc. You can easily create invitations, business cards, Zoom backgrounds among many other, using your own designs or existing templates. You can also upload your own photos!



You can use Canva if you want to easily create posters, infographics or other nice images!
Do so by registering at www.canva.com



Topic 2: Developing digital content

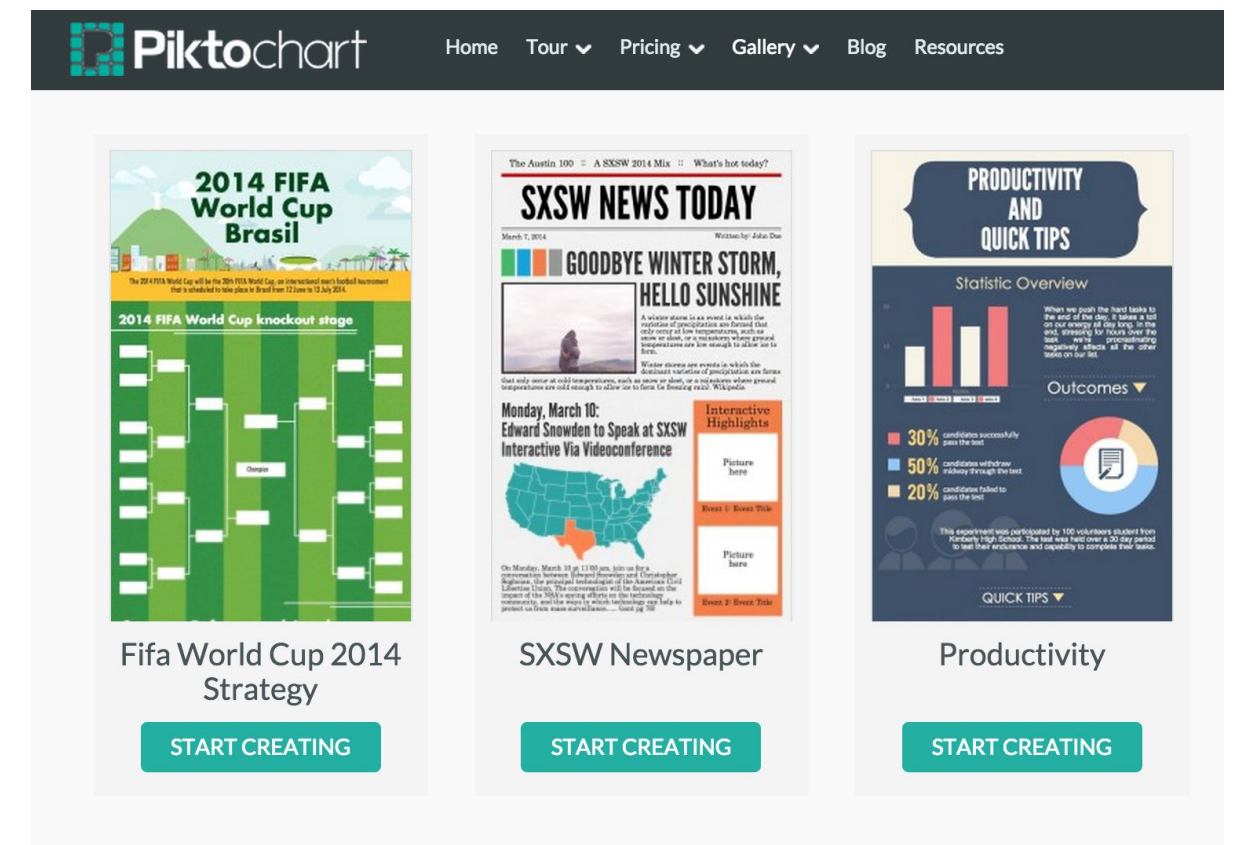


Infogram

it allows you to publish data graphically and in a very attractive and nice format

Piktochart

This application allows you to create professional content like infographics, social media graphics, flyers, posters, presentations and report easily and you can also design all of it collaborating with your team.



You can use both applications to create posters, infographics or other nice images! Do so by registering at www.infogram.com and www.piktochart.com



Topic 2: Developing digital content

ThingLink & Wideo

This program will help you convert images, graphics or videos and make them interactive. These online platforms that allow you to create, edit and share animated video in a very easy way.



These two programs are very useful if you want to have more interaction in your social media or just if you want your posts to be more attractive. Access them here: www.infogram.com and www.piktochart.com



ACTIVITY

- Lesson Plan 4





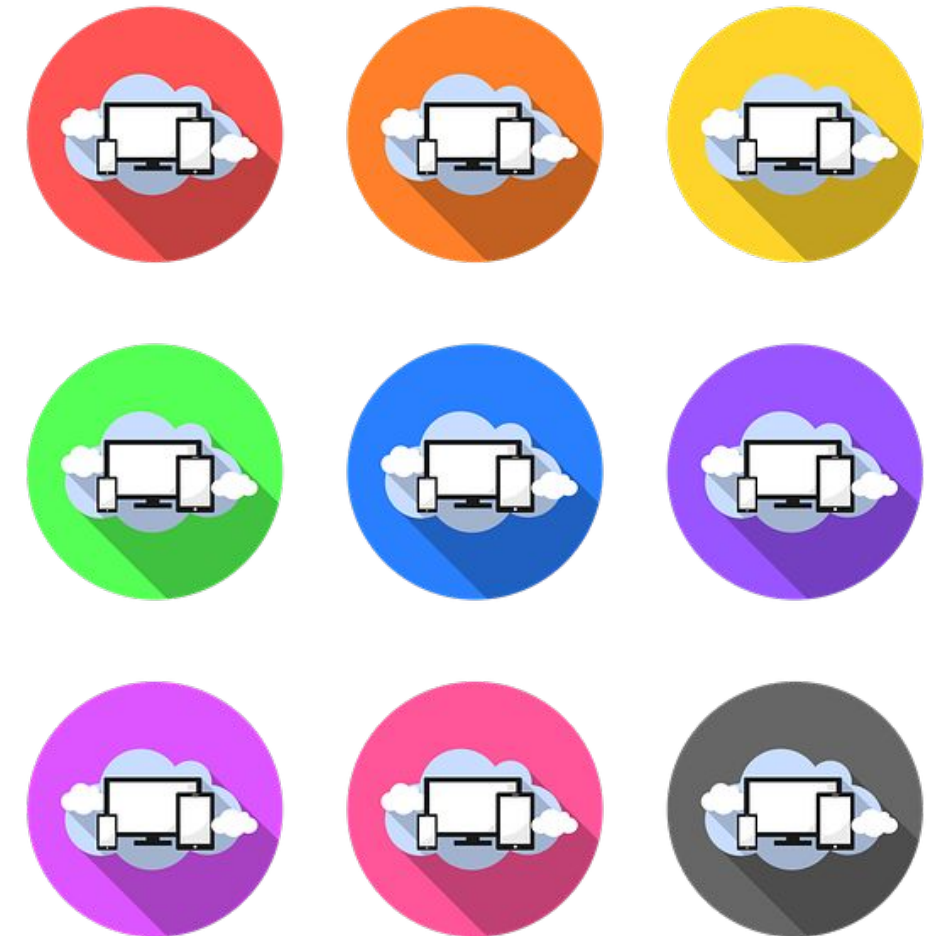
TOPIC 3: Integrating and re-elaborating digital content

Topic 3: Integrating and re-elaborating digital content

OVERVIEW

In this unit we will see the main features of online storage, what it is and how to use “the cloud”. The unit also deals with the concepts of link, share, hyperlink, download and upload and describes them.

Following with the topic of the online storage, it also shows some online storage platforms, such as Google Drive, Dropbox and OneDrive, as well as how to use them. Finally, the topic intends to show how to edit online materials and how to integrate them into existing ones.



Topic 3: Integrating and re-elaborating digital content

In the previous section we have seen how to start creating our own digital content, create and use online and offline content, as well as what are the best applications and software depending on the needs. In this section we'll go one step further and we are going to create new digital content by integrating and reworking previous content.



TIP:

When integrating and re-elaborating digital content, we will have to **modify, improve** and **combine** resources that already existed (whether of our own or not, always reviewing the licenses) to create **new knowledge** that is original and relevant from them.

Another important aspect to take into account is **the adaptation of the format to the purpose of the document**. For this it is necessary to identify the target group, since it is not the same to create a document for a group of friends than for a final degree project. Both the structure, the language and the style have to be adjusted to what is required.



Topic 3: Integrating and re-elaborating digital content

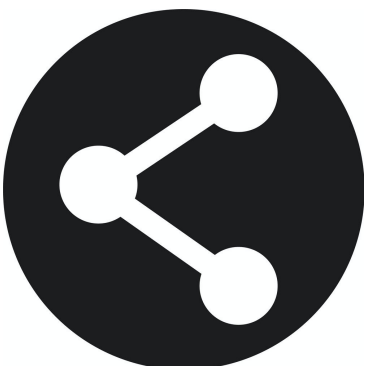
Important terms



A LINK is the connection between documents or areas on the web. It is an address that points to a Web page or other file (image, video, PDF, etc.) on a Web server. Links reside on Web pages, in email messages and word processing documents as well as any other document type that supports hypertext and URL addressing.



TO SHARE: 1) To send a file or link to someone through an application or on a website (social network or mail)
2) A resource such as a file, folder or printer that has been made available to other users on the network.



A HYPERLINK can be a word or picture on a website or in a computer document which will take you to a related page, document etc. if you click on it.

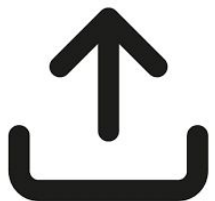
Topic 3: Integrating and re-elaborating digital content



Key words



TO DOWNLOAD is the action move information (photos, documents, music, etc.) or programs to your computer from the Internet



TO UPLOAD is the action of transfer programs or data from a smaller computer system to a larger one, especially over the Internet.



TIP

In the next exercises, fix your attention to this key words when working!



Topic 3: Integrating and re-elaborating digital content

Working on the cloud: Google Drive

We have seen before that the Internet offers a wide range of possibilities regarding the online programs that we can use. In this section we are going to learn about **Google Drive**. Google Drive will allow you to use tools, resources and applications through its online hosting and publishing service **for free** in "the cloud". It also allows to share the documents in this cloud through gmail (their own email service) directly or through invitations to other email addresses.



For further information on the features of Google Drive, refer to Module 1, topic 4



ACTIVITY

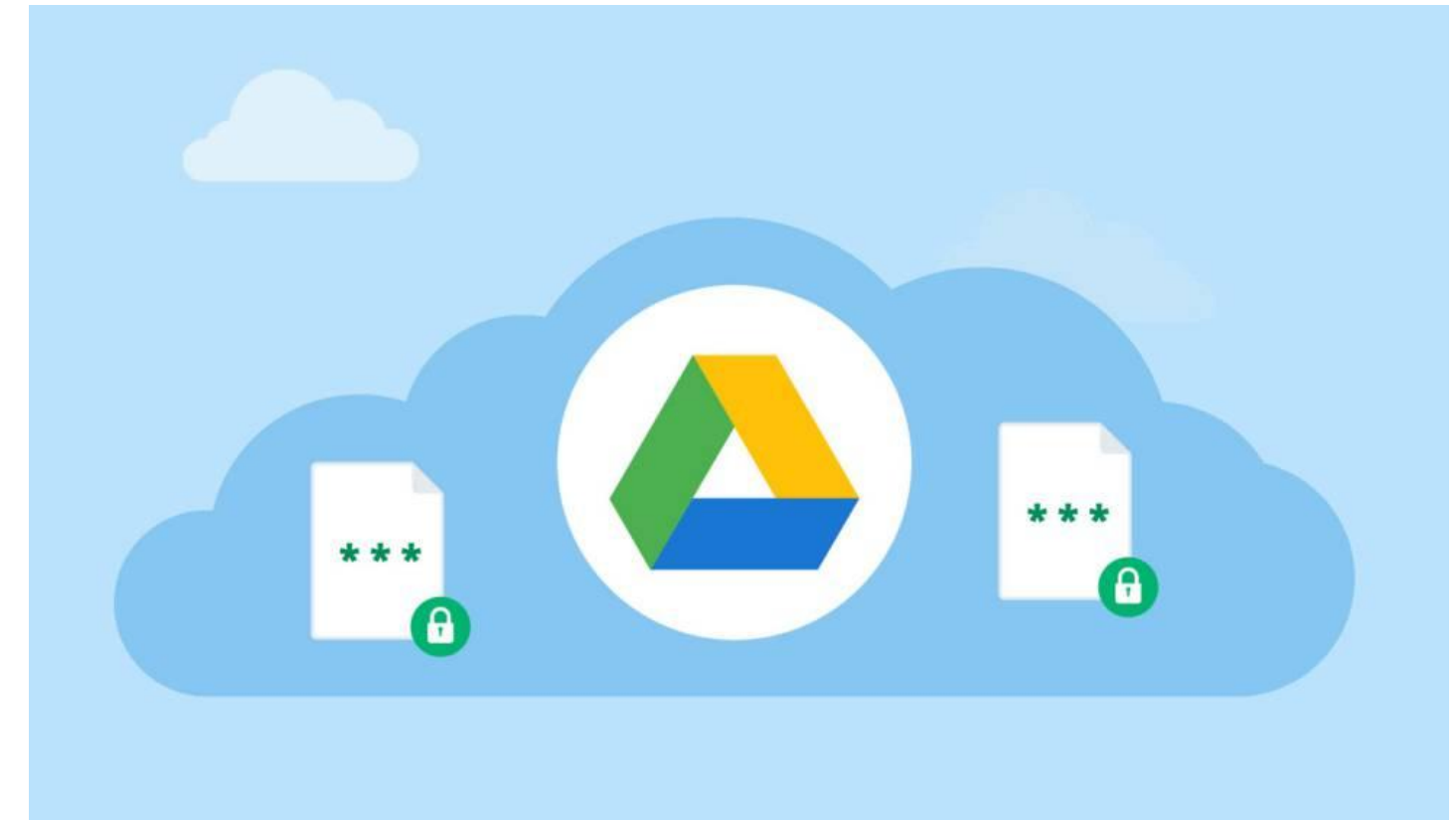
- Lesson Plan 5



Topic 3: Integrating and re-elaborating digital content

Google Drive functionalities and features

- You can keep any file and share it in the way you want (to only specific people, to anyone who has the link...) It is a good way to store heavy files
- You can save Gmail attachments and link it with all other apps in your Google Account.
- You can work online collaboratively with other users on the same word file (Google Docs), spreadsheet file (Google Sheets), presentation (Google Slides)...
- The free version gives you free 15GB of storage.



Topic 3: Integrating and re-elaborating digital content

Working on the cloud: Dropbox



DropBox is the first smart workspace in the world that offers the possibility to work, use documents and chat with your team of people. It connects all the content and tools to make everything accessible and easy. It helps you also to be ordered suggesting you all you need for a particular meeting, recognising images or content you may need for a particular document.

It offers several services, depending also of the plan you choose. There is a free basic plan available.



Topic 3: Integrating and re-elaborating digital content

What things can you do with Dropbox?

- Store and share files, documents, images and share them
- Sync automatically the content between the storage, computers and mobile devices.
- Organise and access your files both in Windows File Explorer and macOS Finder
- Create and modify documents, insert images, share them, etc.
- Assist you in the preparation of meetings, editing of documents etc.
- Work in group with other people, using chat and others utilities
- Share your work instantly and decide to collaborate with others to edit or just view it

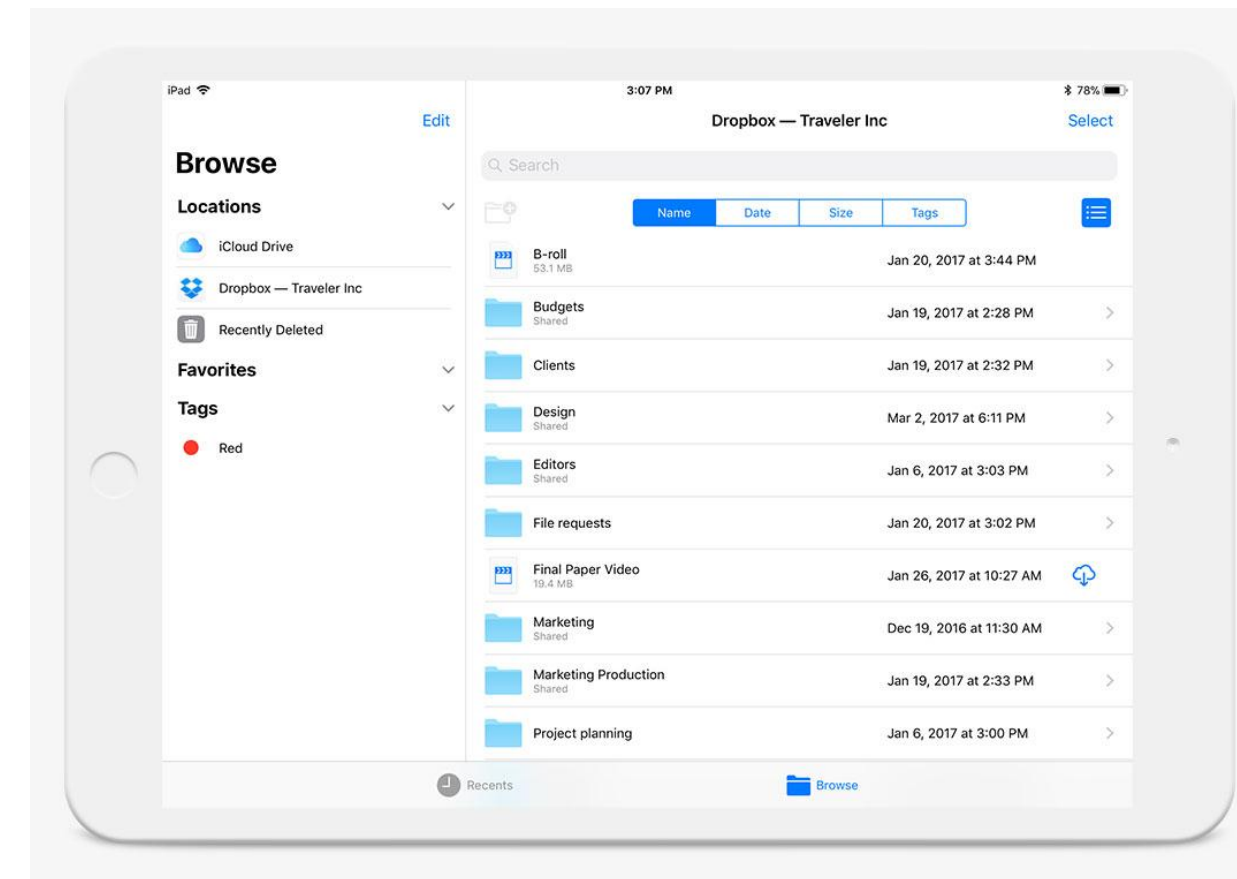


Topic 3: Integrating and re-elaborating digital content

Dropbox advantages

To get started, you need to create a **Dropbox account**. Registration is free and you can choose between different plans. The free plan includes 2 GB of total storage, the sync up to 3 devices, the services of Dropbox Spaces and Dropbox Transfer. From 9,99 euros/month you can have up to 2 TB (2000 GB) of total storage, unlimited sync, the services already mentioned plus others and for 16,58 euros/month you can have up to 3 TB (3000 GB) and have access also to other services.

Also offers for business and enterprises are available. Once the registration is complete you can access Drive through the browser or through the app if you access from other mobile devices.



ACTIVITY

- Lesson Plan 5



Topic 3: Integrating and re-elaborating digital content

Working on the cloud: OneDrive



OneDrive is a service by Microsoft. It is really useful if you are using the Windows operating system and use its services like Office. It offers several services, depending also of the plan you choose. There is also a free basic plan available.

What things can you do with Dropbox?

- Save photos, documents and other files in the cloud, share them with friends
- Use OneDrive and Office Online for sharing and editing documents
- Send your photos directly to OneDrive and sync them across all your devices
- Collaborate on content in real time
- Use OneDrive and Groove Music to sync your music across all your Windows devices
- Search through your photos using the automatic tagging feature
- Create albums in OneDrive to keep your photos organised



Topic 3: Integrating and re-elaborating digital content

How to use OneDrive?

To get started, you need to create a **OneDrive account**. Registration is free and you can choose between different plans. The free plan includes 5 GB of total storage. From 2 euros/month you can have up to 100 GB of total storage and starting from 6 euros/month you can have up to 1 TB (1000 GB) and have access also to other services and apps like Skype and Office app like Outlook, Word, Excel and Powerpoint.

Once the registration is complete you can access OneDrive through the browser or through the app if you access from other mobile devices.



ACTIVITIES

- Lesson Plan 5





TOPIC 4: Copyright and licences

Topic 4: Copyright and licences

OVERVIEW

This unit deals with the regulations and licenses of the intellectual property. To start with, the first aspect this topic addresses is the main aspects of GDPR regulation. To continue, it addresses what copyright means, as well as how content should be licensed. Finally, it is shown how to browse through different copyright free online platforms for images and audio.



Topic 4: Copyright and licenses

GDPR REGULATION



GDPR is a set of data privacy laws in the EU designed to give EU citizens more control over their personal data and how it is collected, stored, and used. The law went into effect on May 25, 2018.

This Directive applies to all the EU or non-EU profit or non-profit companies that are offering goods and services to people in EU or are monitoring people's behavior in the EU.

Here you can find the full EU regulation



Topic 4: Copyright and licenses

To be meaningful, as the GDPR only recognizes express consent, it is mandatory to implement the five elements of consent when you ask it from your users:

FREELY GIVEN the consent must be given freely by the person, with no pressure or obligation

SPECIFIC the consent must be asked for every single purpose you want to

INFORMED clear information about what you are asking to consent to, what to do if a user changes his mind

UNAMBIGUOUS clear and simple language, with a straightforward choice

GIVEN VIA A CLEAR AFFIRMATIVE ACTION the consent must be expressed, the person must say or do something to give it



In the case you need to create a privacy policy for your online services, you can search on the web a “free privacy policy generator” for free.



Topic 4: Copyright and licences

THE INTELLECTUAL PROPERTY, INDUSTRIAL AND COMMERCIAL

The Intellectual Property (IP) defines “all exclusive rights to intellectual creations”. The intellectual property rights can be divided in two branches: on one side, the **industrial property** which includes inventions (patents), trademarks, industrial designs and models and designations of origin. On the other side, the **copyright** that includes artistic and literary property, like novels, poems, piece of theatre, drawing, paintings, photo and also architecture designs.

For further information have a look at the following site:

<https://www.europarl.europa.eu/factsheets/en/sheet/36/la-propiedad-intelectual-industrial-y-comercial>

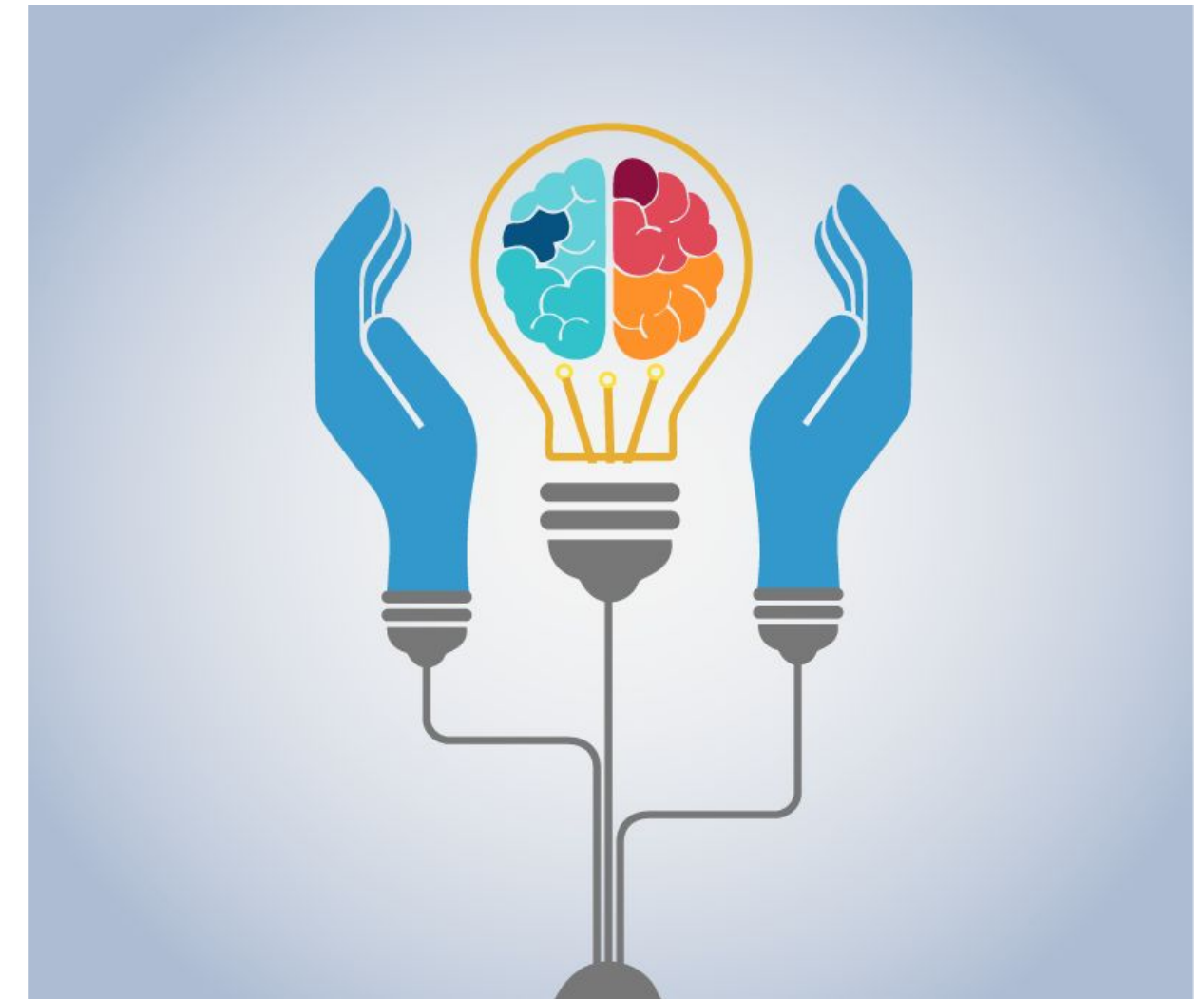


Topic 4: Copyright and licences

The intellectual property, industrial and commercial

The need to promote and protect intellectual property is important to protect the progress and well-being of mankind in matters of creation. And also because they are a stimulus for economic growth, generating new jobs and enriching industries that improve the quality of life of citizens.

For this, there are several types of licenses that defend copyrights and that protect and inform about the use that we can make of a certain digital material.



ACTIVITIES

- Lesson Plan 6



Topic 4: Copyright and licenses

Creative Commons

This American non-profit organization called Creative Commons (CC) was set up in 2001 to avoid avoid copyrighting problems and help those who want to share their works with others to build upon them or use/share them for different purposes. To that end, they created several standard or permissions called Creative Commons licenses that define which rights the creator of a piece of work wants to keep and which can be used by others

Organisations like Google Images, Flickr, YouTube, Vimeo, SoundCloud, and Wikipedia use Creative Commons licenses, which means that when you upload content to them, you are asked which licence you wish to attach to that content.

Have a look at their website to learn more: <https://creativecommons.org/>



Topic 4: Copyright and licenses



How to find free from copyright photos in the browser

In these webpages you can find and download useful images that don't need to be licensed.

Pixabay: From this website is possible to download for free over 1.8 million of quality stock **images, video** and **music** royalty free

Unsplash: From this website is possible to download **photos** to use freely for commercial and non-commercial purposes. No permission is needed, though attribution is appreciated.

Flaticon: In this website you will find the largest database of free **icons** available in PNG, SVG, EPS, PSD and BASE 64 formats.



Topic 4: Copyright and licenses



How to find free from copyright audio files in the browser

In these webpages you can find and download useful audios that don't need to be licensed.

Bensound: Here you can find and download plenty of royalty free music of different genres and instruments!

Artist: Here you can get unlimited music and SFX for your videos . Also you can get some paid plans with more options.



Glossary

TERM	DEFINITION
COMPUTER	“an electronic machine that calculates data very quickly, used for storing, writing, organizing, and sharing information electronically or for controlling other machines”
SMARTPHONE	“a mobile phone that can be used as a small computer and that connects to the internet”
DESKTOP	“a view on a computer screen that contains icons (= small symbols or pictures) representing files, programs, and other features of the computer”
MONITOR	“a person who has the job of watching or noticing particular things”
CPU	“abbreviation for central processing unit: the part of a computer that controls all the other parts”
DRIVE	“a device for storing computer information”
KEYBOARD	“the set of keys on a computer or typewriter that you press in order to make it work”



Glossary

TERM	DEFINITION
MOUSE	“a small device that you move across a surface in order to move a cursor on your computer screen”
SPEAKER	“the part of a radio, television, or computer, or of a piece of electrical equipment for playing recorded sound, through which the sound is played. A speaker can be part of the radio, etc. or be separate from it”
PRINTER	“a machine that is connected to a computer and prints onto paper using ink”
TOUCHSCREEN	“a computer screen that you touch to get information, buy something, etc.”
APP	“abbreviation for application: a computer program or piece of software designed for a particular purpose that you can download onto a mobile phone or other mobile device”
BROWSER	“a computer program that makes it possible for you to read information on the internet”



Glossary

TERM	DEFINITION
THE CLOUD	“a computer network where files and programs can be stored, especially the internet”
E-MAIL	“the system for using computers to send messages over the internet”
DIGITAL CONTENT	“the ideas that are contained in a piece of writing, a speech, or a film” on digital format
ONLINE/OFFLINE CONTENT	“any material available on the Web” – the Free Dictionary
SOFTWARE	“the instructions that control what a computer does; computer programs”
FORMATS	“the way in which information is arranged and stored on a computer”
LINKS	“a connection between documents on the internet”
HYPERLINK	“a connection that allows you to move easily between two computer documents or two pages on the internet”



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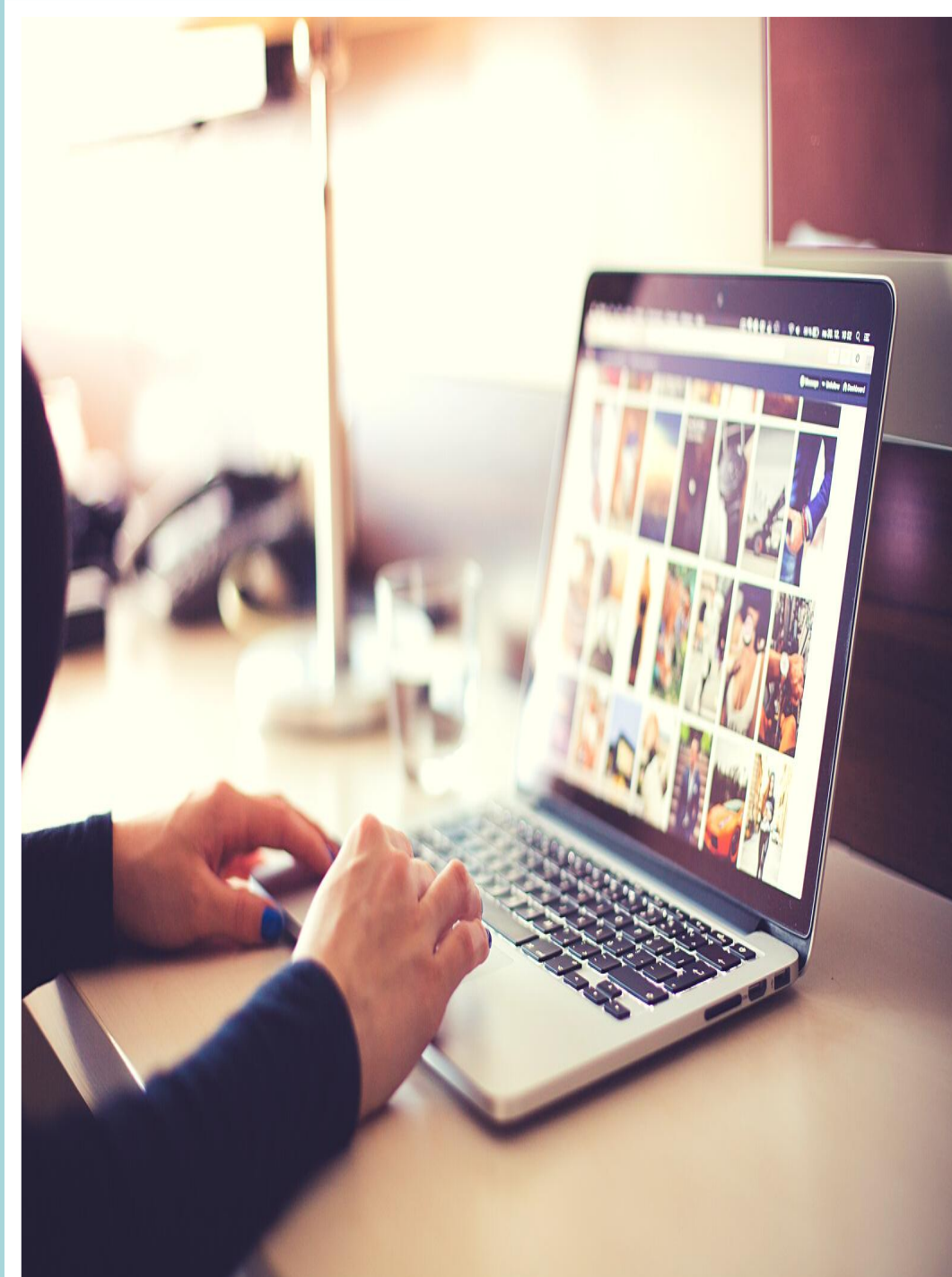
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