

GUIDE “DIGITAL MEDIA FOR YOUTH WORK”



ADD ME- Training Course in Cyprus



SEAL CYPRUS

<https://sealcyprus.org/our-projects/add-me/>

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SEAL CYPRUS

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PROJECT MANAGEMENT & COLLABORATION

[PROJECT INSTRUMENTS FOR ERASMUS+](#)

Templates for the project management of your Erasmus+ projects.

[TRELLO](#)

It allows users to move cards representative of tasks to create a visual representation of where a project is in development.

[ASANA](#)

From tasks and projects to conversations and notifications.

[GANTTPROJECT](#)

Is another open-source free project scheduling and management tool. This system can generate Gantt and PERT charts, produce reports in HTML and PDF formats, and offers versatile scheduling and time management tools.

[JITSI](#)

It is a browser based, no download or registration necessary. Good for a conference tool for video/audio chat, file sharing, collaborative working with etherpad.

FILE SHARING & COLLABORATION

DOODLE

It's the perfect tool to find date and time for meeting by creating time slots and asking people to choose the ones they prefer.

PERFECT POTLUCK

It is a tool for organizing events like parties, potlucks where you have to bring something (e.g. food, materials...)

ETHERPAD LITE

An open source online editor providing collaborative editing in real-time (similar to google docs)

ZOHO

The operating system for small business, featuring CRM, Mail, Books, Creator and Desk. It helps with Sales & Marketing, Finance, Email & Collaboration.

WEBSITES & BLOGS

Wordpress

Make your search before you choose between.com or.org.

Both have a free option.

<https://wordpress.com> powers beautiful websites for businesses, professionals, and bloggers.

<https://wordpress.org/> provides beautiful designs, powerful features, and the freedom to build anything you want.

[View example of an EVS diary](#)

IMAGE EDITING

VECTOR MAGIC

Basic software to export your images to vectors (which is necessary to work with some software)

GIMP

Open Software, you will find any possible tool about image editing, but it is not so easy to work with. It is quite similar as Adobe Photoshop.

PHOTOSHOP EXPRESS is a free image editing and collage making mobile application from Adobe Systems Pvt. Ltd. The app is available on iOS, Android and Windows phones and tablets.

BLENDER

If you are interested on 3D, this is a good option. Blender is the free and open source 3D creation suite. It supports the entirety of the 3D pipeline— modeling, rigging, animation, simulation, etc. and even video editing and game creation.... But it takes time to learn how to use it.

IMAGE EDITING

[SUMOPAINT](#)

Photoshop results for free. You can work online or download the application.

[BEFUNKY](#)

Online platform to edit images, create image collages and design with many different tools.

[FOTOSKETCHER](#)

Open Software, to turn photos to paintings, sketches and drawings

[AVIARY](#)

App for picture editing (tablets or smartphones).

[PIXRL](#)

Another possible software... Useful for collages, calendars or family trees something like Be Funky.

IMAGE EDITING

[PHOTOSCAPE](#) tool for re-size images, easy to use, collage maker, old app substitute by:

[BEFUNKY](#) photo effects, paint model, collage maker, 100+templates “touch up”- red eye reduction, teeth whitener.

[FLICKR](#) photo creative platform instagram for proffesionals and photo enthusiasts

IMAGE EDITING

[GOOGLE PHOTOS](#)

Google drive support RAW files- original pictures, high quality captures all images.

[CANVA](#) create logos, business cards, social media posts, calendars, books covers, blog banners, event invitations, resume, restaurant menus.

[MOLDIV](#). The best collage maker if you are working on your smartphone. Works on Android and iOS.

IMAGE EDITING

Photos, Videos, Design elements:

<https://unsplash.com/>

<https://picjumbo.com/>

<https://www.pexels.com/>

<http://www.freedigitalphotos.net/>

<https://pixabay.com/>

<http://www.1001freedownloads.com/>

<http://www.freepik.com/>

<http://www.freedesign4.me/>

Cliparts:

<https://openclipart.org/>

<http://www.clker.com/>

<http://www.free-graphics.com/>

AUDIO & VIDEO

[VIDEOPAD](#) Open Software, very easy.

[LIGHTWORKS](#) Open software with many features, there are some tutorials in their website.

[CAMSTASIA STUDIO](#) It has an useful tool which record what is going on your computer screen. Perfect to record lessons, tutorials, or product demos.

[ANIMOTO](#) Really basic... maybe it is useful if you want to edit from you tablet or smartphone.

[GOANIMATE](#) very similar to ANIMOTO, only short videos can be made for free.

[CELTX](#) Interesting tool for scripts.

AUDIO & VIDEO

[AUDACITY](#) Audio editing open software. For sure the best option because you can do whatever you need and it is not too difficult learning

[IVOOX](#) You can publish and share any audio without transfer and storage limits.

[REAPER](#) Offers a full multitrack audio and MIDI recording, editing, processing, mixing and mastering toolset.

[PODOMATIC](#) Webpages focus on podcast.

[SOUNDCLOUD](#) Platform to create and share music.

AUDIO & VIDEO & TIPS

[Youtube](#) and [Vimeo](#) are the main options if you want to upload your videos.

Video duration up to 15 minutes ([Youtube](#))

You don't need a film director to make a video.

Some pictures and a song put together are not a video.

Keep it simple

Logos are important!

PUBLISHING

[INKSCAPE](#) is professional quality vector graphics software. Is very useful to design your own posters or flyers. For basic materials is quite easy to manage, and if you want to get deeper on different tools, your results will be absolutely amazing.

[SCRIBUS](#) Open Source Desktop Publishing, released under the GNU General Public License as free software

[PUBLISHER](#) is an entry-level desktop publishing application from Microsoft. But is charged so maybe is better to use Scribus because it is almost the same, so...

[CANVA](#) Use Canva's drag-and-drop feature and layouts to design, share and print newsletters, business cards, logos, presentations and more.

PUBLISHING

[SLIDESHARE](#) LinkedIn SlideShare based slide hosting service. Share what you know and love through presentations, infographics, documents and more, upload files from your device or cloud. Slides can then be viewed on the site itself, on different devices or embedded on other sites.

[ISSUU](#) Issuu gives anyone with digitally bound content the ability to upload and distribute their publications worldwide. Each day, more than 20,000 newly uploaded publications become instantly available to active readers around the world who use Issuu's site and mobile apps to discover and engage with what they love, from magazines, newspapers and portfolios, to catalogs, DIY guides, community programs and more.

[SCRIBD](#) Is a digital library for books, audiobooks, news & magazines. In addition, [Scribd](#) hosts 60 million documents on its open publishing platform. Free trial period of 30 days.

SOCIAL MEDIA

[TWITTER & TWEETDECK](#)

[TWITPIC](#) Twitter App.

[FACEBOOK](#)

[IMGUR](#)

[FOURSQUARE](#)

[INSTAGRAM](#)

Twitter

Professional social network.

Limited length of a tweet (140 characters) → links, references, numbering of series

Regular activity (multiple times a day)

Timing of your tweets

Identify and focus on your audience

Make yourself visible through “Favorite” (like) and “retweet” (share)

Change the form of your tweets (links, videos, photos, events, retweets)

Use # and @ wisely

Natural increase of followers

<https://www.wikihow.com/Get-More-Followers-on-Twitter>

<https://www.huffingtonpost.com/peggy-drexler/the-top-pros-and-cons-of-b-5213691.html>

INSTAGRAM

TIPS:

- Suggest to turn on the notifications
- Ask questions
- Add links
- Use less than 10 # per post
- Timing of your posts (2am / 5 pm, Mondays or Thursdays)

Remember: 59% of users are 18 – 29 years old

OTHERS TOOLS

[MOODLE](#) It is not a large sending tool, actually is a learning platform, where you can share files, structure them, having a calendar and a forum. Useful for training courses.

[ON-LINE APPLICATION FORMS](#) There is a Google Tool very basic but useful which will help you with it, forgetting thousands of “copy-paste” from each single participant application form.

[LOOPIN](#) Just in case you should sell tickets on-line for any activity.

[FREELOGOSERVICES](#) Another option to design logos.

[WORDLE](#) Great website to create an image like cloud from some words.

[QR CODES](#) website to create QR codes.

[MENÉAME](#) A creative way to promote your information on internet.

[DELICIOUS](#) It works like Menéame and it help to improve your SEO.

OTHERS TOOLS

Klikaklu app <https://www.klikaklu.com/>

Like treasure hunting or scavenger hunts? Here's a quick, fun way to create and play outdoor finding games using your phone's camera and GPS!

In Youtube <https://youtu.be/dzka1EI3g-o>

Actionbound app <https://en.actionbound.com/>

Take full advantage of the huge potential of **gamification** with the Bound-Creator's extensive game elements and tools like GPS locations, directions, maps, compass, pictures, videos, quizzes, missions, tournaments, QR codes and much more to create fun and exciting mobile app-based adventures.

Kahoot <https://kahoot.com/>

Is a game-based learning and trivia platform used in classrooms, offices and social settings. You just need to sign up to create, play and share engaging quizzes on any topic!

X-ray googles

Remix the content of any website. Use X-Ray Goggles to remix a news website, learning about openly-licensed resources, different forms of media, and how to remix something new.

OTHERS TOOLS

Mahara- E- portfolio <https://mahara.org>

Voicethread <https://voicethread.com/>

Is a cloud application, so there is no software to install. The only system requirement is an up-to-date version of Adobe Flash. VoiceThread will work in any modern web browser and on almost any internet connection. Upload, share and discuss documents, presentations, images, audio files and videos. Over 50 different types of media can be used in a VoiceThread. Comment on VoiceThread slides using one of five powerful commenting options: microphone, webcam, text, phone, and audio-file upload. Keep a VoiceThread private, share it with specific people, or open it up to the entire world. Learn more about sharing VoiceThreads.

<https://vimeo.com/32856071>

TOOLS FOR SHARING WORK

Use Creative Commons tools to help share your work.

<https://creativecommons.org/>

What is it?

<https://vimeo.com/13590841>

Choose a license

<https://creativecommons.org/choose/>

CONTRIBUTIONS

This guide was made with the contribution of all the participants in the training course “ADD ME” organized by SEAL CYPRUS in Larnaca in October 2019.

<https://sealcyprus.org/our-projects/add-me/>