CHANGE MAKERS

EMERGING EXPERIENCE FOR YOUTH

BASIC ICT CONTENTS

TIPS AND TRICKS

Table of contents

ZOOM

01

Improve your appearance

^ key next to pause video > **Video Settings** > **Video** > **My Video** > enable "**Touch up my appearance**";

02

Change the background

^ key next to interrupt video > **Choose virtual background** > you can choose a program background or your own background on the **+** key;

ZOOM

03

Schedule a new meeting

Click on **schedule a new meeting** > Fill in the meeting details > Then select a calendar > example: **Google calendar** > in google calendar **invite people** to join the meeting;

04

Share the video

This feature is only **available** in **Colibri - Zoom**; **Start meeting** > press **More** … > choose where to share.

docdroid

01 Account creation

If an account is created, it is possible to access your documents. To share documents you do not need to be **registered**.

02 Document sharing

Go to the website: **https://www.docdroid.net/** > **Select the file(s)** > get the link to share;

01 Add PDF

Select **Join PDF** > choose the files to join;

02 Compress PDF

Choose **Compress PDF** > choose the file that is too heavy and make it lighter;

03 Edit PDF

In **Edit PDF**, you can insert shapes, text and images or freehand drawing into the PDF;

04 Convert to PDF

Convert a document to **PDF**. It can be: DOC, DOCX, XLS, XLSX, PPT, PPTX, ODT, ODG, ODS, ODP, JPG, PNG;

05 Convert PDF to another format

It is possible to transform your **PDF** document into another format;

06 Protecting the PDF

This option, allows you to protect the **PDF** such as: **prohibit printing**, **copying of contents** or **modifications** to the protected **PDF**.

07 Unlocking PDF

Enables you to **unlock** a protected **PDF** file and **convert** it into an unprotected file;

08 Split PDF

A tool that makes it possible to **split** a **PDF**;

09 Rotate PDF pages

This option, allows you to **rotate** pages **horizontally** or **vertically** of the **PDF**;

10 Remove PDF pages

The tool **removes** the pages so that the **quality** of the **PDF** remains exactly the same.

11 Extract PDF pages

Tool facilitating the **extraction** of **PDF** pages from our file;

12 Sort PDF pages

Choose a **sorting method** or **drag** and drop the pages to change the order of the pages;

13 Convert images to PDF

Select your **image files** that you want to **convert** to **PDF** file;

14 Convert PDF to image

Select your **PDF** files and **convert** them to an **image file**;

15 Extract images to PDF

This tool will **extract** all the images present in the **PDF**, forming a folder with them;

16 Convert a web page to PDF

Enter the **URL** of the Web page to be **converted** to **PDF**;

PDF24

17 Create job applications online as PDF

Create an **online job application** (resume) based on a cover letter, personal data sheet, and attachments;

18 OCR PDF

Recognizes text by **OCR** (Optical Character Recognition) and **create searchable PDF** files;

19 Optimizing PDFs for the web

This option allows you to **optimize PDF** files for **faster web viewing**;

20 Add watermakers to PDF

You can **add** a **watermark** to **PDF** files or text to **protect your PDF** files;

21 Add number of pages to PDFs

Easy to use tool and quickly **adds** page numbers to the **PDF**;

22 View as PDF

Allows you to **view** a file in **PDF** format. May be useful for checking the formation of the document for this format;

23 PDF Overlay

Overlay PDF files - for example, **combine** documents with a **digital sheet**;

24 Compare PDF

Tool that **compares PDF** files and shows the differences;

25 Sign PDF

Add a **signature** to a **PDF** document;

19 Annotate PDF

You can **annotate PDF** files by adding **highlights** as well as **text**, **images** and **shapes**;

27 PDF Converter

Convert files to **PDF** and **PDF files** to other formats;

28 Create PDFs with a camera

Online **PDF scanner** to **create PDF files** with a **camera**.

pixabay

01 **Browse free images**

Pixabay allows you to find **free** images.
https://pixabay.com/pt/

videvo

01 **Browse free videos**

Pixabay allows you to find **free** videos.
https://www.videvo.net/

01 Design creation for social networking

The tool presents several templates for the different social networks: **Instagram post, instagram story, animated social media, facebook post, facebook story, etc;**

02 Design creation for personal use

The tool presents several templates for businesses, and is divided into the following categories: **presentations, website, logo, business card, invoice, and proposal;**

03 Design creation for business

The tool presents several templates for businesses, and is divided into the following categories: **presentations, website, logo, business card, invoice, and proposal;**

04 Design creation for marketing

The tool presents several templates for marketing, and is divided into the following categories: **poster, brochure, infographic, newsletter, and menu;**

02 Design creation for education

The tool features several templates for education, separating into the following categories: **lesson plan, plan, certificate, storyboard, bookmark, and timetable.**

03 Custom Design creation

Click on **create a design** > choose the **dimensions** of the document > **select custom dimensions** > **enter the width and height** > choose whether it will be in **pixels, centimeters, millimeters**.

Canva

DONTPAD

01

Online Notepad

DONTPAD is a notepad that can be very useful for **real-time visualization of texts** and their **modification**.

02

Write in DONTPAD

Log on to **http://dontpad.com/** > enter a name in the square in front of the address (it could be for example of the work group) > **click go** > then just **share** your **dontpad link** and everything you change will be seen in **real time** by the other user.

DONTPAD

Attention!

The content must be **deleted**, as it will **remain on the page** under that name;
Anyone can **access the content** and **modify** it;

YouTube

01

To download videos from youtube

You can **download videos from youtube** very easily. All you need to do is **add "ss"** to the link between **www.** and **youtube.** > example: **www.ssyoutube**;