

# BESTIE Toolkit



# BESTIE

BEFRIENDING  
FOR SOCIAL  
+ DIGITAL  
INCLUSION

[www.bestie.eu](http://www.bestie.eu)

BESTIE Toolkit

2023



Co-funded by  
the European Union

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Project n°2021-1-FR01-KA220-ADU-000033505



## About this toolkit

The Befriending for Social and Digital Inclusion (BESTIE) project aims to provide a fresh and innovative model of cross-fertilization of digital and social skills for senior citizens, migrants, and young people.

This Digital Competencies Toolkit for Everyday Living is designed to support digital transformation and address the challenges faced by seniors, young people, and migrants. The toolkit offers a collection of easy-to-use tools that empower individuals to enhance their digital skills in various aspects of everyday life, such as accessing information, data literacy, communication, collaboration, and problem-solving. This transformative toolkit not only bridges the digital skills gap for seniors and migrants but also creates mentorship opportunities for young people, allowing them to take on teacher roles.

The ultimate goal is to combat social exclusion among disadvantaged groups and offer purposeful mentorship to young adults and migrants.



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01

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# Daily-life





## Doctolib

Doctolib is a website available in France, Italy and Germany. Through the app, the user can make a medical appointment fully online with any kind of doctor and practitioner. Doctolib also allows to have online consultations.

Doctolib is very useful, as it serves not only as a booking platform for finding doctors and making appointments, but also gives doctors quick access to patient records and appointment history, helping them manage appointments, refer patients to colleagues, exchange patient information online, and more. This makes health care even easier for the user!

## Doctolib step by step

- Go to the Doctolib website.
- If you are new to Doctolib, you will have to make an account, by selecting the option on the far right of your screen.
- Click on "Subscribe" and add your information: telephone number, email address, date of birth, and a password you will remember.
- Accept terms of use.
- Type in your email address or phone number.
- A code will be sent to this number to validate your account.
- Type that code and you will have an account!
- Once you have created your account, you are ready to search for a doctor, by name, establishment, specialty, or location!

## Access Doctolib

<https://www.doctolib.fr/>  
<https://www.doctolib.de/>  
<https://www.doctolib.it/>

## Learn more



## Similar tool

**Doctoranytime** is a similar tool available in Greece, where the user can search for a doctor, view the doctor's profile, book an appointment, or book a remote consultation.

<https://www.doctoranytime.gr>

Evernote is a powerful tool for managing tasks right alongside all of the information the user works with every day. It can be used for school, work, life, and beyond. It is an application that helps one create and assign tasks inside their notes with due dates, flags, and reminders so nothing gets lost.

You can get an overview of everything that needs to be done, or focus on the information they need to tackle the task at hand. It also helps create to-dos in your notes and manage them your way.

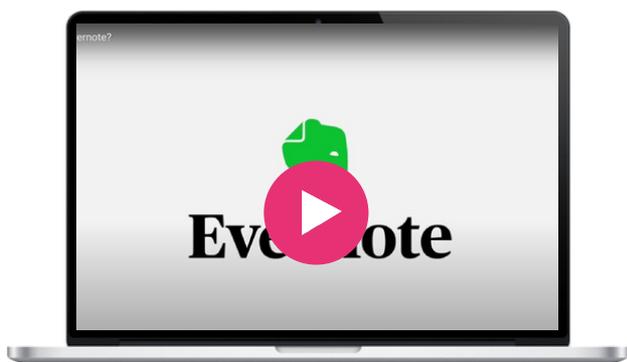
Furthermore, tasks live inside your notes, so there's no need to interrupt your flow by switching between your notes and a dedicated task manager. Also, you can assign tasks to other people and track their progress to keep every project moving smoothly.

## Evernote

### Evernote step by step

- Evernote works on all devices and can be downloaded for free like any other app.
- Go to the Google Play Store or the App Store and search for "Evernote."
- Install the app by clicking on the "Install" or "Get" button.
- Once the installation is complete, open the app. You will be prompted to sign in to your Google account. If you don't have a Google account, you'll need to create one.
- To create a Google account, click on the "Create account" button and follow the instructions on the screen. You'll need to provide your first and last name, choose a username and password, and provide some other basic information.
- Once you have signed in to your Google account, you can start using Evernote.

### Learn more with this tutorial



### Access Evernote

Windows: <https://evernote.com/download>

iOS: <https://play.google.com/store/apps/details?id=com.evernote>

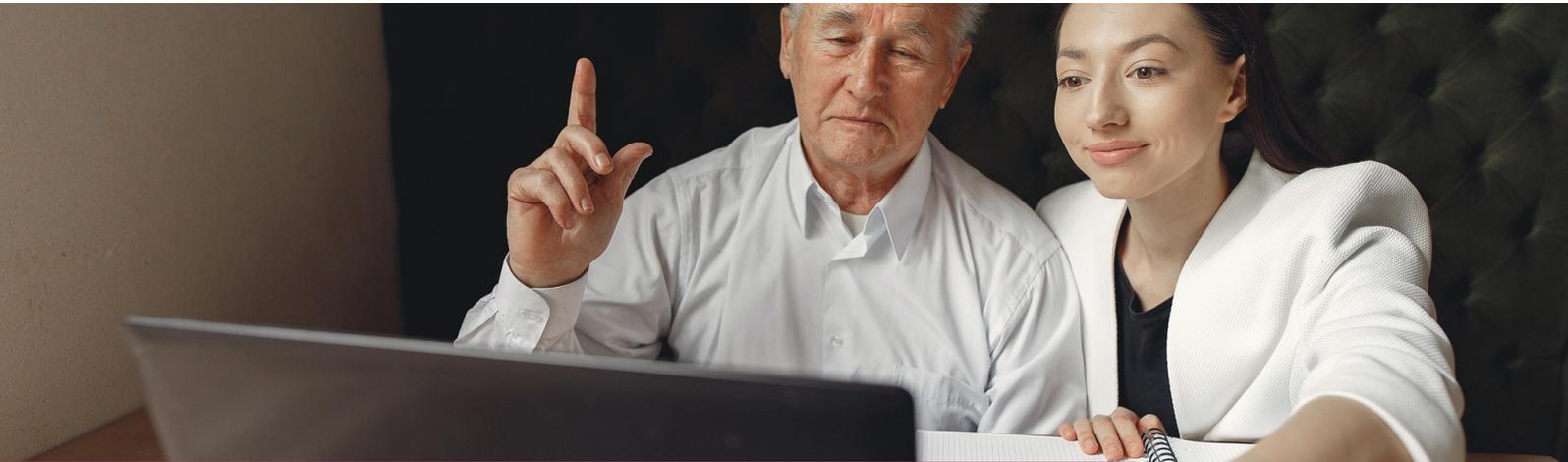
Apple: <https://apps.apple.com/app/evernote/id281796108>

### Similar tools

**Notes** can only be used on any Apple device, iPhone, iPad, and iPod touch.

With Notes, you can capture a quick thought, create checklists, sketch ideas, and more. And with iCloud, you can keep your notes updated across all your devices. Evernote has a more cluttered interface because of its features, while Apple Notes tries to be minimalist by offering a simple interface with a notes list and a search bar.

**Notion** is a similar note-taking web application. It offers organisational tools including task management, project tracking, to-do lists, bookmarking, and more. Additional offline features are offered by desktop and mobile applications available for Windows, macOS, Android, and iOS. Users can create custom templates, embed videos and web content, and collaborate with others in real time. Evernote is more suitable for taking individual notes and organising note-related tasks, whereas Notion provides an encompassing workspace to empower team collaboration, task management, and knowledge organization.



## Google Calendar

Scheduling service for meetings. You can view multiple calendars in one view. Everyone you know who has the service can view your calendar.

Google Calendar is a great tool as it provides a way to keep all your appointments organized. It helps to manage work and personal life. Even when you purchase tickets online for an event, it will automatically add it to your calendar. It's an easy tool to use. It's free so no cost to use.

## Google Calendar step by step

- Go to the website provided for Google Calendar if you already have a Gmail account or create a Gmail account first.
- Under Workspace look for Calendar.
- Click Add Calendar followed by create calendar.
- Start filling in by month and day your meetings and life events.
- Click Create to have it saved.
- You can follow by sharing with others through access creation.
- You give access by entering the Gmail addresses of others.
- Next you will need to select an option of what they can see.

## Access Google Calendar

<https://workspace.google.com/products/calendar/>

## Learn more



## Similar tool

**Monday** is a platform that allows you to create applications and manage projects. It's more flexible than Google Calendar. You have more options for collaboration features for projects.

Google Keep is a free app developed by Google that allows you to keep your thoughts, groceries, or lists all in one place. You can set a location-based reminder to pull up your grocery list right when you get to the store. You can set also a time-based reminder to make sure you never miss a thing or to make a to-do list. You can create notes in a variety of formats including text, lists, images, and voice memos. Which makes this app accessible to all levels of users and across generations and abilities.

Google Keep also integrates with other Google apps like Google Docs, Google Sheets, and Google Slides. Which allows the user to easily transfer content from one app to another.

Google Keep also allows you to share your notes or your lists and it's totally free. Useful and simple. This app can help members of community groups with setting reminders for upcoming events, any actions that may need to be taken, and jot down any notes that may come up at meetings.

## Google Keep

### Google Keep step by step

- Go to the Google Play Store or the App Store and search for "Google Keep."
- Install the app by clicking on the "Install" or "Get" button.
- Once the installation is complete, open the app. You will be prompted to sign in to your Google account. If you don't have a Google account, you'll need to create one.
- To create a Google account, click on the "Create account" button and follow the instructions on the screen. You'll need to provide your first and last name, choose a username and password, and provide some other basic information.
- Once you have signed in to your Google account, you can start using Google Keep.
- To create a new note, click on the "New note" button (the yellow button with the pencil icon). From there, you can start typing your note or add an image or link.
- To organize your notes, you can use labels and color coding. To add a label or change the color of a note, click on the 3 dots in the upper right-hand corner of the note and select "Label" or "Color."
- To set a reminder, click on the finger with the string button, you can then choose the date and time when you want to be reminded of your note.
- Finally, you can also use Google Keep to share notes with other people. To do this, open the note you want to share and click on the four dots in the upper right-hand corner. Then, select "Collaborator," and enter the email address of the person you want to share the note with.

### Access Google Keep

<https://www.google.com/keep/>

### Similar tool

**Evernote** is a note-taking application that allows users to create notes in a variety of formats, including text, images, audio recordings, and more. Overall, Evernote and Google Keep are both great tools for note-taking and organization, but Evernote may be better suited for those who need more advanced features and accessibility across multiple devices.

### Learn more with this tutorial



Google Maps is a web service that provides detailed information about geographical regions and sites worldwide. In addition to conventional road maps, Google Maps offers aerial and satellite views of many locations. In some cities, Google Maps offers street views comprising photographs taken from vehicles. Google Maps can be used for numerous modes of transport including (walking, cycling, driving, and public transit). Frequently used locations can be saved in the app and there is also a great feature that allows the user to share their trip progress to make navigation easier.

Google Maps can let you see the traffic situation on your route indicating colors blue, yellow, orange, and red show the flow of traffic from free flowing to high congestion.

Google Maps is a great tool when someone is attending a new event or location if the person is not familiar with the area and can offer comfort to those using it in this situation.

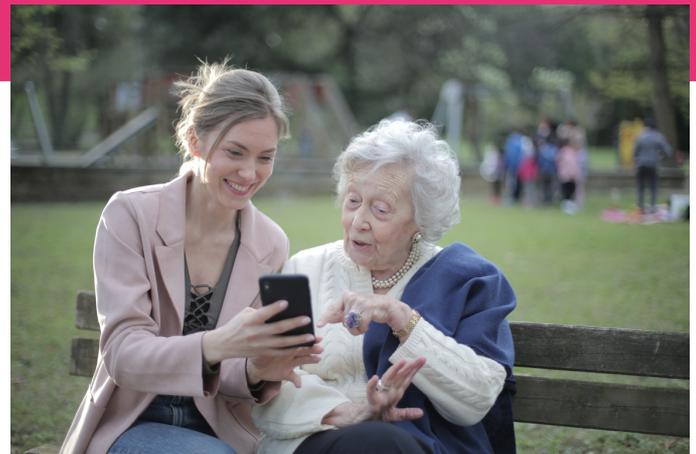
## Google Maps

### Google maps step by step

- Open Google Play or Apple App Store.
- Search "Google Maps" and install or get the app.
- Sign in to your Google account within the Maps app.
- Search for the location you want the directions for
- Tap the name or address of the location.
- Tap the three horizontal dots at the top right corner of the screen
- Select "download" to save offline map
- Access your offline map by tapping on your profile icon in the top right corner of the screen and selecting "Offline Maps".

### Similar tool

**Citymapper.** As well as mapping routes the Citymapper app offers details on public transport schedules and live data for various cities around the world.



### Access Google Maps

<https://www.google.com/maps>

### Learn more



Gov.gr is the Greek digital service centre that makes everyday life easier, bringing together everything citizens need for their transactions with the public sector. The greatest benefit is its efficiency and convenience for citizens, as they can transact with public services fast, and from the convenience of their own home using their smartphone, tablet, or computer. Furthermore, such services offer increased transparency, not to mention that they reduce paper consumption, therefore they are also good for the environment!

The portal is available in Greek and English and is user-friendly both for older adults and migrants living in Greece. With easy-to-follow tutorials, gov.gr is constantly evolving, improving, and updating based on the comments, suggestions, and evaluations of visitors. In this way, gov. gr brings together all the solutions and everything that citizens and businesses dealing with the public sector need to know.

**gov.gr**

## gov.gr step by step

- For simply seeking information, all the user needs are a device and a connection to the internet. 11 categories with 1579 digital public services, are available on the home page to help users find exactly what they are looking for. Also, if one doesn't know in which category to look, there is an easy-to-use search bar.
- For more complicated services, e.g., to access their Electronic Personal Health Record and make a medical appointment, the user needs to log in to the application portal with the credentials issued by their family doctor.
- For other transactions, their social security number is required.

## Similar tool

Similar tools can be found in most European countries. For example:

**In Ireland: gov.ie** (<https://www.gov.ie/en/>) is a central portal for government services and information. It combines the websites of Irish government departments and is a trusted source that makes interactions with the government more user-focused.

### **In Spain: administracion.gob.es**

The Spanish General Access Point is the single access point to public administrations with direct access to frequent electronic services.



## Access gov.gr

<https://www.gov.gr>

## Learn more



# KURI

Kuri is a cooking application that aims to make home cooking more accessible and enjoyable. With a wide range of recipes from various cuisines, Kuri provides step-by-step instructions, ingredient lists, and cooking tips to guide users through the cooking process. The app also allows users to personalize their recipe collections according to their dietary preferences and restrictions, create shopping lists, and save their favorite recipes for future use. Kuri also proposes low-carbon and seasonal dishes. It strives to inspire beginner and experienced cooks to explore new dishes.

The app provides a user-friendly interface and clear instructions, making it accessible and easy to navigate for individuals who may be less familiar with technology. By using Kuri, seniors and migrants can learn how to search for recipes, follow cooking instructions, and use various features of the app, thereby enhancing their digital skills and helping bridge the digital divide.

As food concerns everyone and is a great convener, a food app can serve as a gateway to the online world, helping become more comfortable with technology, which in turn allows seniors to access a wealth of online resources, and connect with others. Kuri can be used during intergenerational meetings where young people, migrants, and seniors share their culinary and digital competences and cultures. They can use the app as a platform to teach cooking skills, share recipes, and guide others through the cooking process.

## KURI step by step

- Go to your app store (iOS) and search for "Kuri." Download and install the app on your smartphone or tablet
- Open the Kuri app and sign up for an account. Provide the required information, such as your name, email address, and password. You may have the option to sign up using your social media accounts as well
- Once you've created your account, the app may prompt you to set your food preferences to tailor recipe recommendations based on your dietary restrictions, allergies, or cuisine preferences.
- After setting your preferences, you'll be taken to the home screen or recipe library. Here, you can browse through a wide range of recipes available on the app. You can scroll through the suggested recipes or use the search bar to find specific dishes
- Choose a recipe that catches your interest. Tap on it to view the detailed recipe page. The page will display the ingredients, step-by-step instructions, and cooking time. You can also visualize the nutritional information on the receipt by clicking on the flash. You can also change the number of people you are cooking for to adapt the quantities
- In the receipt you have the option to add the ingredients to your shopping lists that you can then find by clicking on trolley. You can share the list with your family or friends.
- Start preparing the recipe by following the provided instructions. Kuri will guide you through each step, indicating the required ingredients, quantities, and cooking techniques
- If you come across a recipe that you particularly enjoy, you can save it as a favorite for future reference by clicking on the heart
- Look for the "Preferences" section, where you can modify your dietary restrictions, and cooking level, or adjust portion sizes according to your needs

## Access KURI

<https://kuri.co/>  
**Download for Apple**

## Learn more (see at 7'00)



## Similar tool

**Kitchen Stories** is a video-based platform, available as an app, and website, on smart TVs. In addition to getting free recipes for every occasion, HD video tutorials, and inspiring articles, users can also upload their own culinary creations to the platform and share them with the global community.

Treatwell is a website and app that provides a convenient platform for booking beauty and wellness appointments. Whether you're looking for a haircut, a massage, a manicure, or a spa treatment, Treatwell offers a wide range of services. Users can search for treatments based on their location, browse through detailed descriptions and reviews of salons, and easily book appointments online.

Treatwell's user-friendly website and app provide an accessible platform for seniors, migrants, and young people to engage with technology. By using Treatwell, they can develop digital skills such as navigating a website, searching for services, and booking appointments online.

Treatwell offers the possibility for all to access a variety of beauty and wellness options, without having to call, overcoming language, geographical and informational limitations. This ensures equal opportunities for accessing self-care services. This inclusion in social activities reduces the risk of social exclusion and enhances their overall quality of life. Young people can also assist seniors and migrants in navigating the app, exploring different beauty and wellness services, and booking appointments.

Treatwell is available in 13 countries in Europe, including Ireland, Greece, Spain, and France. Check this very short video to see the main features of the app.

## Treatwell

### Treatwell step by step

- Visit your app store (iOS or Android) and search for "Treatwell." Download and install the app.
- Open the app and sign up. Provide the required information, such as your name, email address, and password.
- Allow Treatwell to access your location or manually enter your city or postal code. This step helps the app display salons in your area.
- Once your location is set, you can search for the beauty salon you are looking for, let's say a hair salon. You can use the search bar or the several categories displayed.
- Tap on a service that you're interested in to view more details (haircuts, coloring, etc.).
- You can click on "availabilities" to find available dates and times for appointments. Choose a suitable date and time slot that works for you.
- Before finalising the booking, review the details of the appointment, including the service, date, and time. Ensure that everything is accurate. When ready, tap the "Book" or "Confirm" button.
- Some salons may require payment at the time of booking. If this is the case, follow the prompts to enter your payment information securely.
- Once your booking is complete, you should receive a confirmation message or email. This confirmation will include the appointment details, salon address, and any additional instructions provided by the salon. It's a good idea to save or screenshot this information for reference.
- If you liked the service, you can add the salon in your list of favourites (the heart) to find it easily on when you need to rebook and appointment.

### Access Treatwell

<https://www.treatwell.com/>  
[Download for Apple](#)  
[Download for Google play](#)

### Similar tool

**Planity** is another app for booking beauty and wellness appointments, including hair salons, spas, and nail salons. With Planity, users can easily browse through available appointments, select their preferred time slot, and book directly within the app.

### Learn more



Watizat is a French-based NGO that campaigns for access to information for people living in exile in France. They recognise that information is a vital resource that can have a major impact on people's lives, especially when they are foreign nationals living in precarious conditions. The transmission of correct and translated information can facilitate people's access to their rights and give them a better understanding of the services and players present in the area. Therefore, they create several informational supports (leaflets, videos, audios, etc.) and in several languages (French, English, Dari, Arabic, Pachto) to help people in exile get in connection with local actors, communities, and administrations.

Through its focus on providing information to individuals in exile, Watizat helps combat social exclusion. By empowering migrants with access to essential information, services, and local communities, it ensures that individuals facing language or cultural barriers can still benefit from essential services and resources available digitally and help them to better integrate into society and reduce social isolation. This can foster a sense of belonging and inclusion, reducing the risk of social exclusion.

Watizat's informational resources can also serve as valuable topics for mentorship. Young people and seniors can get involved in the NGO, collecting information, organizing them, and communicating them both online or during events, meetings, and raids, helping migrants and other individuals in exile. Seniors can share their knowledge of their towns and regions, of the administrative system, and young people can use their knowledge in nowadays communication channels (Youtube, TikTok) to make the resources as much accessible as possible. By helping migrants access services, and understand their rights, young mentors can shift from being passive technology consumers to active mentors, supporting others in their digital journey.

## Watizat step by step

- Open your web browser and navigate to the Watizat website by entering the URL: <https://watizat.org/>.
- Upon reaching the website, you can change the language in the top right corner from French to English or English to French.
- Use the menu bar access different sections and resources: "Qui sommes-nous?" (About Us), "Nos guides" (Our guides), "Nos vidéos", or "Nous contacter" (contact us).
- Navigate to the "Nos guides" (Our guides) section to view or download the PDF guides, available for several cities in France. The guide relays accurate information on the procedure of claiming asylum, demanding a long-stay visa. It also provides addresses and advice that is useful for daily routines (legal help, food charities, healthcare, showers, day-time shelters, French language courses, etc.) The guide aims to place refugees in touch with local organizations that can help bring aid to them. Different sections of the guide have been directly worked on with refugees so that it is best able to address their needs.
- You can also click on the "Vidéos" section to access the Youtube and Tiktok accounts where summary videos are available in several languages and provide how-to content for recurrent problems people in exile may encounter.
- If you have questions, need further assistance, or have suggestions for content, visit the "Contact Us" section to send a message to the Watizat team
- If the website offers language options, look for a language selector or flags representing different languages.

## Access Watizat

<https://watizat.org/en/>  
[Youtube account](#)  
[TikTok account](#)

## Similar tool

**RefAid** mobile app shows migrants, refugees, and those who help them where services are near them – on a map with a very simple interface. A web-based content management and communication system allows trusted aid organisations to manage and update their services and to get their critical aid to where it is most urgently needed.

## Wizbii

Wizbii is a French platform that provides several tools designed for young people aged 18-30 to help them accomplish their objectives and move forward in their path. It includes several parts, including Wizbii Jobs, Money, Events, and Drive.

For example, Wizbii Jobs is designed to support young professionals in their career development and facilitate connections with employers. It offers job search tools and networking opportunities.

It is also available in Spanish and English.

Wizbii's platform provides young people and young migrants with various digital tools and resources to navigate their future more easily. By using these tools, they can develop their digital competencies, which can be valuable when assisting in return seniors in the digital world. Also, by connecting young professionals with employers and a diverse community, Wizbii indirectly contributes to reducing social exclusion by creating networking opportunities for different groups.

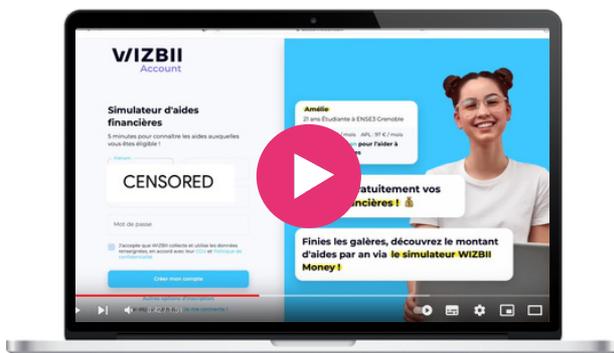
### Access Wizbii

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

<https://en.wizbii.com/>

<https://es.wizbii.com/>

### Learn more about Wizbii Money



### Wizbii step by step to find a job

- Visit <https://www.wizbii.com/> and sign up for a free account. You can do this by clicking on the "Sign Up" button and providing the required information, such as your name, email address, and a password.
- Once you have an account, complete your profile with relevant information, including your education, work experience, skills, and any other details that can help potential employers get to know you better.
- Click on the "Find a Job" section. Use the search bar to enter keywords related to the type of job you are looking for, or use the filters to search by location, industry, job type, and more.
- Browse through the job listings that match your search criteria. Click on each job title to view the full job description, qualifications required, and application details.
- If you find a job that interests you, click on the "Apply" button. Follow the instructions provided, which may include uploading your resume, cover letter, etc.
- After submitting your application, you may receive a confirmation message or email indicating that your application has been received.
- Keep an eye on your Wizbii account or email for any updates regarding your application status. Some employers may reach out to you for interviews or additional information.
- While waiting for job responses, explore other features of Wizbii, such as networking opportunities, career resources to enhance your job search.

### Similar tool

**LinkedIn** is a professional networking platform connecting job seekers with employers and providing various career resources and opportunities.

02

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## Entertainment & information



## Board Game Arena

Online board games that can be played with family and friends, or strangers. Play from your web browser - on all your devices. Infinite choices of games!

This tool provides entertainment for all backgrounds. Board Game Arena is easy to use for intergenerational and intercultural exchange. It's played directly from their page online so no need to download it on your computer or phone. For those with intermediate or low understanding of English, it's easy to read. It's available in other languages if the person can't understand. The best part is that it's free so affordable. You're able to play solo or table games so very interactive. Players can find tutorials for games they may not be familiar with or create ones if they have knowledge of a game. Also, they have a very comprehensive frequently asked questions section if you need guidance. Don't forget to register to have access to their games.

### Board Game Arena step by step

- Go to the website provided for Board Game Arena and create an account by clicking the link.
- Search their game selection.
- Choose a game by clicking on it.
- If you know the game, then start to play solo or join a table.
- If you don't know the game, then search for directions in their tutorials follow by playing solo or join a group.

### Similar tool

**Tabletopia:** Online arena for playing board games. Play from web browsers. Available to download from App Store and Google Play for your smartphone. This is a major difference to Board Game Arena.

## Access Board Game Arena

<https://en.boardgamearena.com/>

### Learn more



# Google Arts & Culture

Google Arts & Culture is a fascinating online platform of high-resolution images and videos of artworks and cultural artifacts from museums throughout the world, making art and culture accessible to anyone, anywhere online.

It utilizes high-resolution image technology that enables the viewer to tour collections and galleries and explore the artworks' physical and contextual information.

The platform is fully usable without fee and includes advanced search capabilities and educational tools. You can visit museums, explore artists and collections, and easily navigate the endless options that range from classical artworks and articles on historical figures to science, as well as other topics.

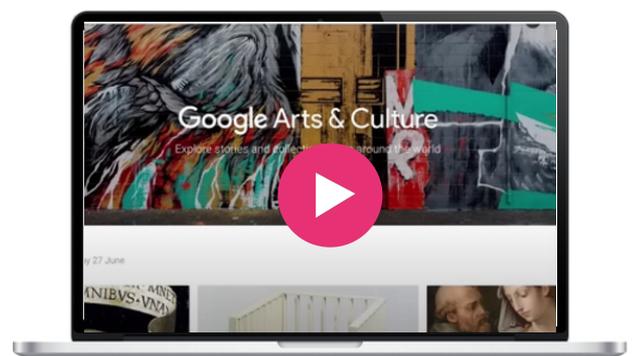
## Google Arts & Culture step by step

- Open your web browser and go to the home page of the Google website by entering the URL: <https://artsandculture.google.com/> or go to your app store, search for Google Arts & Culture and download the app.
- Subscribe to discover exclusive series and for the latest exhibits and experiences available on Google Arts & Culture : <https://goo.gl/R9lI2p>

## Access Google Arts & Culture

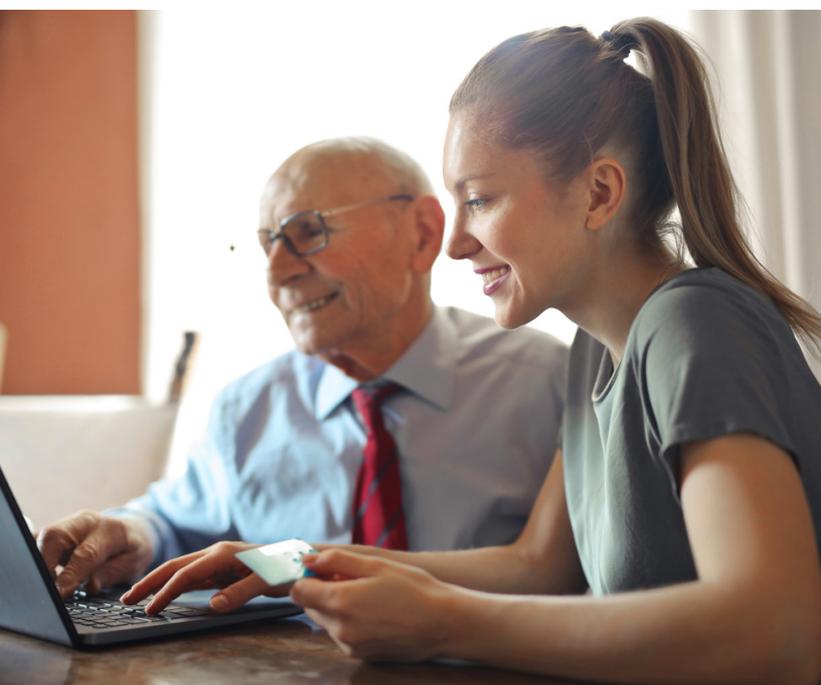
<https://artsandculture.google.com/>

## Learn more



## Similar tool

**Smartify** is a cultural travel app for finding museums, galleries, and more near you, book tickets and get tours to guide your way.



## Canva

All-in-one solution for teams of all sizes to create and collaborate together. Team folders help you stay organized, store brand assets, and manage content. Plan, create, schedule, and publish your social media posts.

### Access Canva

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

### Learn more

- [Canva for Beginners - Design School - Windows](#)
- [Canva on your mobile - Design School - IOS](#)
- [Canva on your mobile - Design School - Apple](#)
- [Working with video | Canva - YouTube](#)

### Similar tool

**Genially:** Free app that creates presentations, infographics, etc. Genially is a favorite tool for teachers, marketers, journalists, designers, and other professionals.

### Canva step by step

- Visit the Canva website and sign up for a new account. Once you've created an account, log in to access the Canva dashboard.
- On the Canva dashboard, you'll see a variety of design types to choose from. These include social media posts, presentations, flyers, posters, and more. Select the design type that best suits your needs, or you can start with a blank canvas if you prefer.

- Canva offers a wide range of pre-designed templates to help you get started quickly. Browse through the template library or use the search bar to find a specific style or theme.
- Once you've selected a template or started with a blank canvas, you can begin customizing your design. Canva provides an intuitive drag-and-drop interface that allows you to add elements, text, images, and shapes to your design. Use the toolbar on the left-hand side to explore different options and make adjustments to your design.
- To add text, click on the "Text" tab on the left-hand toolbar and choose from the available text options. To add images, click on the "Elements" tab and browse through the different categories. You can upload your own images or choose from Canva's extensive library of free and paid stock photos and illustrations.
- Canva allows you to customize colours and backgrounds to match your design preferences. You can change the background colour or choose from a range of pre-designed backgrounds. To customize colours, select any element in your design, and use the colour picker or enter specific colour codes to apply the desired colour scheme.
- To arrange and align elements within your design, select the element and use the alignment and arrangement options in the toolbar.
- Once you're satisfied with your design, click on the "Preview" button to see how it will appear in different formats. After previewing, click on the "Download" button to save your design. Canva offers various file formats such as JPEG, PNG, PDF, and more, depending on your subscription plan.

# Public TV Replay / France TV

France TV is a public replay online platform that offers a wide range of television content from France. Users can access live TV streams, on-demand programmes, series, documentaries, news, and entertainment shows. France TV provides a diverse selection of channels and categories, allowing viewers to explore and enjoy content based on their interests, whether they want to catch up on missed episodes, watch live broadcasts, or discover new shows.

By providing free access to a diverse range of TV programmes, France TV and similar public TV replay tools ensures that individuals, including seniors and migrants, can access quality entertainment, educational content, and news regardless of their economic or geographic limitations. They can also stay connected to cultural events, news updates, and popular shows, allowing them to engage with shared experiences and conversations in society. This helps combat isolation and promotes a sense of belonging.

This tool can also be used during mentorship and peer-to-peer learning sessions, as the content offered can serve to engage in meaningful conversations, share cultural insights, and provide guidance on media consumption.

## France TV step by step

- Open your web browser and go to the France TV website by entering the URL: <https://www.france.tv/>, or go to your app store, search for "France TV" and download the app
- Create an account by clicking on the top-right icon and then "Inscription". Fill in your email address, birth date and postal code, and choose a password
- Take a moment to familiarise yourself with the homepage. The homepage features a selection of featured programs, highlights, latest additions and categories to help you navigate the website
- France TV offers a wide range of categories displayed on the top, such as News, Series & Fiction, Documentaries, Cinema, and more. You can also select the TV channel you wish. Click on the desired category to explore the available content
- If you want to watch live TV, look for the channel, then "en direct". Click on it to access the live stream of France TV channels
- To watch on-demand programmes, you can browse the possibilities or search for a specific programme in the search bar. Then click on "Regarder"
- Once you've chosen a programme, you can also click on the image and then add it to your watch list, if you want to watch it later
- The France TV website may offer additional features such as subtitles, related content suggestions, and programme information

## Access France TV

**Desktop** - <https://www.france.tv/>  
**Download for Google Play**  
**Download for Apple**

## Learn more



## Similar tool

**RtvE, Spanish public TV replay.** Most public TVs in all countries have a website that allows you to watch shows for free in replay.

**Ertflix** is the Greek website where you can watch TV programmes, movies and much more!

Borrow and enjoy audiobooks, eBooks, comics, movies, TV, magazines, or music anywhere you have a screen—your computer, your phone, your car, even your TV. All you need is a library card. Hoopla syncs across all your devices, so you can stream titles immediately or whenever you're in the mood. Most titles can also be downloaded to your phone or tablet. Hoopla offers more content, in more places than any other digital library platform and it's all FREE thanks to your public library! Once you register for a Hoopla Digital account, you can borrow up to 30 electronic items per month with no late fees. The app is also fully accessible using VoiceOver, which makes it easier for visually impaired people to use.

## Hoopla

### Hoopla step by step

- Register an account on the Hoopla Digital website or install the Hoopla Digital app on your device.
- Provide your email address and library card number.
- Once registered, you can borrow up to 30 electronic items per month with no late fees.
- Search for titles you would like to read or listen to
- Select Download

### Similar tool

**Libby by Overdrive** is an alternative to Hoopla. However, there are some differences between these apps. For example, while Hoopla provides access to a variety of digital content such as eBooks, eAudiobooks, music, movies, and TV shows, Libby is restricted to written materials such as eBooks and audiobooks. Additionally, Hoopla has no restrictions on titles but limits the number of borrows per month, while Libby allows users to borrow a certain number of titles depending on the library's license.



### Children friendly

Hoopla provides interactive children's content that puts the child's participation at the center of the story, creating an entirely new way for children to engage with content as active participants.

### Access Hoopla

<https://www.hoopladigital.com>

### Learn more



# Jig Saw Planet

Millions of free jigsaw puzzles were created by a large community. Create, play, share jigsaw puzzles, and compete with other users.

Jig Saw Planet offers a range of features and benefits that make it an excellent tool for the BESTIE project. It fosters intergenerational collaboration, supports digital inclusion, facilitates skill development, provides inclusive learning opportunities, and aligns with the goal of developing forward-looking learning centers. By leveraging the power of Jig Saw Planet, the BESTIE project can effectively address the challenges of social and digital exclusion, empowering individuals from different backgrounds to thrive in today's digital society.

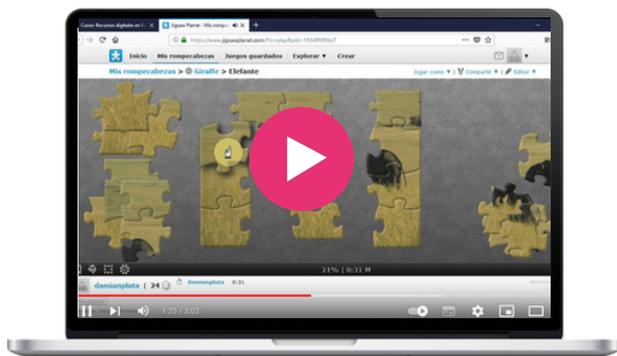
## Access Jig Saw Planet

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

## Similar tool

**Palapeli** is a single-player jigsaw puzzle game. Unlike other games in that genre, you are not limited to aligning pieces on imaginary grids. The pieces are freely moveable. Also, Palapeli features real persistence, i.e. everything you do is saved immediately. Create and play puzzles ranging from 4 to 10,000 pieces. Available only for Linux.

## Learn more



## Jig Saw Planet step by step

- Every piece can be caught and dropped by the left mouse button in two ways:
  - Place the cursor over the piece, press and hold the left mouse button. Now you can move the piece arbitrarily but you still have to hold the left mouse button. Along with releasing the button you will drop the piece.
  - Or, place the cursor over the piece, click the left mouse button. You can move it again but it is not necessary to hold the left mouse button. The piece can be dropped by clicking the left mouse button again. You can connect pieces together. The connection is accompanied with a sound. You can move together connected pieces as one piece.
- It is possible to rotate pieces only if it was allowed by an author of the puzzle. To rotate a piece: with these selected pieces you can move as with one pieces. If you wish to add / remove a piece to / from the selected pieces, press and hold the Ctrl key and click on the piece with the left mouse button. For canceling your choice click the left mouse button on an empty part of the desktop.
- Arranges pieces in free desktop space. It leaves already connected pieces on their places. As long as you do not use Disarrange, this command does not work with the pieces you have already moved.
- Disarranges pieces in free desktop space. It leaves already connected pieces on their places.
- At the bottom part of the desktop there is information about the puzzle progress expressed in percents.
- If you leave an unfinished puzzle, the application should automatically save your game. Next time you should find the game as you left it.

Spotify is a leading music streaming platform that offers a vast library of songs, podcasts, and audio content. Users can access and listen to a wide range of music genres, create personalised playlists, discover new artists and podcasts, and enjoy a seamless listening experience across various devices.

Its diverse music collection enables intergenerational users to explore different genres and share favourite songs, fostering connection and understanding across age groups. The platform's collaborative playlists allow for joint curation, facilitating cross-generational learning and shared experiences. Additionally, Spotify's inclusion of podcasts and audio content provides educational material on digital skills and other topics, creating opportunities for intergenerational dialogue and knowledge exchange. Its user-friendly interface and cross-platform accessibility ensure that individuals of all ages can easily access and engage with the platform, promoting intergenerational participation and learning.

## Spotify step by step

- Visit the Spotify website or download the Spotify app on your device. Click on "Sign Up" or log in. Follow the prompts to enter your personal information and set up your account.
- After logging in, you'll see the Spotify home screen. You'll find sections like "Recently Played," "Recommended for You," and playlists created by Spotify.
- At the top of the screen, you'll see a search bar. Use it to search for your favourite artists, songs, or genres.
- Once you find a song or artist you want to listen to, click on the song title or artist name to access the music. You can adjust the volume using the controls on your device or within the app.
- To create a playlist, go to the "Your Library" tab and click on the "Create Playlist" button. Give your playlist a name and start adding songs to it by searching for specific tracks or artists. To edit a playlist, go to the playlist's page and click on the three dots (...) next to the song you want to remove or add to the playlist.
- Spotify provides personalised recommendations based on your listening habits. Explore the "Discover" or "Recommended for You" sections to find new artists, genres, or playlists.
- Spotify hosts a wide range of podcasts. To find podcasts, go to the "Browse" or "Podcasts" section and explore the different categories, or use the search bar to find specific podcasts.
- Customise your Spotify experience by accessing the settings. You can change playback settings, modify audio quality, set up notifications, and more. Look for the "Preferences" option.

## Access Spotify

<https://open.spotify.com/>

## Learn more



## Similar tool

**Apple Music** is a music streaming service provided by Apple that offers a vast catalogue of songs, personalised recommendations, curated playlists, and exclusive content. It is available on Apple devices and has apps for Android and Windows as well.

## Youtube

YouTube is an online video-sharing platform that allows users to upload, watch, and share videos. It offers a vast range of content, from entertainment and educational videos to music, vlogs, and more, making it a global hub for creativity, information, and entertainment.

YouTube hosts an extensive collection of video content covering a wide range of topics, making it a valuable resource for accessing educational material. Users can find tutorials, how-to guides, and informative videos on various digital skills, catering to different learning styles and levels of expertise.

### Access Youtube

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

### Learn more



### Similar tool

**Vimeo** online video-sharing platform focuses on high-quality content and videos. It emphasises artistic and creative work, making it popular among filmmakers, artists, and professionals.

## Youtube step by step to find an educational video on Whatsapp

- Open your web browser and go to [www.youtube.com](http://www.youtube.com).
- In the search bar at the top of the homepage, type "WhatsApp tutorial" or "How to use WhatsApp." and press enter
- YouTube will display a list of videos related to your search query. You can browse through the results and read the titles and descriptions to find a suitable educational video.
- To refine your search, you can use specific keywords in your search query, such as "WhatsApp messaging," or "WhatsApp privacy settings," depending on what you want to learn.
- Once you've found a video that seems relevant and informative, click on its thumbnail or title to open the video's page.
- On the video page, you can read the video's description, which often provides additional details about the content covered in the video.
- If the video seems appropriate for your needs, click on the "Play" button to start watching it.
- While watching the video, you can pause, rewind, or fast-forward using the video controls as needed.
- If you have any questions or want to engage with the video creator or other viewers, you can scroll down to the comments section below the video.
- YouTube might suggest related videos in the sidebar or at the end of the video that you can explore for more in-depth learning or different perspectives.

# 03

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## Creativity, collaboration & communication



# Audacity

Audacity is a free and open-source audio editing software that allows users to record, edit, and manipulate audio files. It provides a wide range of features, including multi-track editing, audio effects, noise reduction, and audio format conversion. With comprehensive audio editing tools, Audacity empowers participants to create and edit audio content, such as podcasts or voice recordings, fostering creativity and self-expression.

It is a special and useful tool for intergenerational digital skills learning projects due to its accessibility, user-friendly interface, and audio editing capabilities. Being free and open-source, Audacity is accessible to individuals of all ages, including seniors. Its intuitive interface makes it easy for users of varying skill levels to navigate and use the software comfortably.

Additionally, Audacity serves as a platform for collaboration and knowledge sharing, as intergenerational participants can work together to create educational resources, record stories, and develop digital skills. By using Audacity, seniors can enhance their technological competencies while younger generations can learn from their experiences, creating a dynamic learning environment that promotes skill development and digital literacy.

## Audacity step by step

- Download & install Audacity (<https://www.audacityteam.org/download>) based on your operating system.
- Open Audacity once it is installed on your computer.
- Go to the "Edit" menu and select "Preferences." In the preferences window, choose the audio input and output devices you want to use for recording and playback. Ensure the correct devices are selected and adjust the volume levels.
- Click on the red "Record" button to start recording audio. Adjust the input levels using the microphone slider to ensure optimal recording quality. When you're ready, click the "Record" button again to stop recording.
- Use the selection tool to highlight the portion of audio you want to edit. You can cut, copy, paste, or delete the selected portion as desired. It offers various editing and effects features like trimming, fading in/out, and amplifying.
- Explore the "Effect" menu to apply different audio effects to your recording. You can experiment with effects like equalisation, noise reduction, reverb, or pitch correction to achieve the desired sound.
- Audacity supports multi-track editing, allowing you to work with multiple audio files simultaneously. You can import additional tracks, adjust their positions, and mix them to create a cohesive composition.
- Once you are satisfied with your editing, go to the "File" menu and select "Export" to save your audio project. Choose the desired file format and location to save the file on your computer.

## Access Audacity

<https://www.audacityteam.org/>

## Learn more



## Similar tool

**GarageBand** is a user-friendly digital audio workstation designed for music and audio creation. It places a stronger emphasis on music creation and offers a more integrated and polished experience, particularly for users within the Apple ecosystem.

Google Jamboard is a digital whiteboard that allows users to collaborate in real-time using a Jamboard device, mobile app, or web browser. The tool offers easy-to-use editing and annotation features. It enables up to 50 users to work on a “jam” at once, using a stylus for writing and drawing, inserting images and webpages, and converting sketches into polished images. It also allows users to add Google Docs, Sheets, and Slides to a jam and connect their computer to a Jamboard device to display and control the computer from the board's touchscreen. ]

Jams are automatically saved to Google Drive and can be accessed from anywhere with an internet connection. Jamboard can improve collaboration when all participants can not get together in one room but are looking for an interactive idea's session. The tool is available as a free companion app through a browser or can be downloaded on iOS and Android operating systems.

## Jamboard

### Jamboard step by step

- If you don't have already, register a Google account for free.
- Sign into your Google account.
- Once you have signed in, you can access Jamboard through a web browser or download the app on your iOS or Android device.
- To create a new Jamboard, open the tool with a browser that is already logged in to your Google account.
- You can also access Jamboard during a Google Meet video meeting by clicking on Activities and then Whiteboarding.
- Create or open a whiteboard.
- On the toolbar tap draw.
- You can clean up text using (handwriting recognition).
- You can also add sticky notes from the toolbar.



### Access Jamboard

<https://jamboard.google.com/>

### Learn more



### Similar tool

**Miro**, is a digital whiteboard platform that allows real-time collaboration among participants. It offers many similar features to Jamboard such as easy-to-use editing and annotation, customizable sharing and access permissions, and different background options. However, Miro also offers some unique features such as diagrams, and flowcharts, which makes it a great tool for organising ideas and planning. Additionally, Miro offers integrations with many other productivity tools, making it a more versatile option for teams who use multiple platforms.

## Kahoot!

Kahoot! is an interactive learning platform that allows users to create, share, and play educational quizzes, surveys, and discussions in a game-like format. It engages learners through gamification, promoting active participation, collaboration, and knowledge retention in various educational settings, such as classrooms, training sessions, and virtual environments.

Participants of all ages, including seniors, can actively participate and develop digital skills while having fun. The platform encourages collaboration among different generations, allowing them to work together as teams or compete individually, fostering a sense of teamwork and enabling the exchange of knowledge and experiences.

The platform's simplicity and intuitive design make it easy to create quizzes, join sessions, and navigate through activities. Participants can join sessions from anywhere using their own devices, allowing for seamless interaction and engagement regardless of physical proximity.

### Access Kahoot!

<https://kahoot.com/>

### Similar tool

**Quizizz** is a user-friendly platform that enables the creation and playing of interactive quizzes. Kahoot! creates a more dynamic and engaging atmosphere with its timed questions, promoting quick thinking and decision-making.

## Kahoot! step by step to create a presentation

- Open the Kahoot! website or app, create an account, or sign in.
- On the Kahoot! dashboard, click on the "Create" button to start creating your presentation.
- Browse through the templates available and choose one that suits your presentation topic.
- Customise the title of your presentation by clicking on the existing text. Similarly, modify the content to add your own text, images, or videos.
- Click on the "Add slide" button if needed. You can choose from different slide layouts such as text, image, or video.
- Click on "Add question" to make your presentation interactive and select the type of question you want to add, such as multiple-choice or true/false. Provide the question and options and mark the correct answer.
- Enhance your presentation's visuals by adjusting the background colors, fonts, and styles, and inserting images or videos.
- Use the preview option to review the slides and quiz questions. Make any necessary edits. Once you're satisfied, click on the "Save" or "Finish" button to save your presentation or share it with others.

### Learn more



Kuri is a cooking application that aims to make home cooking more accessible and enjoyable. With a wide range of recipes from various cuisines, Kuri provides step-by-step instructions, ingredient lists, and cooking tips to guide users through the cooking process. The app also allows users to personalize their recipe collections according to their dietary preferences and restrictions, create shopping lists, and save their favorite recipes for future use. Kuri also proposes low-carbon and seasonal dishes. It strives to inspire beginner and experienced cooks to explore new dishes.

The app provides a user-friendly interface and clear instructions, making it accessible and easy to navigate for individuals who may be less familiar with technology. By using Kuri, seniors and migrants can learn how to search for recipes, follow cooking instructions, and use various features of the app, thereby enhancing their digital skills and helping bridge the digital divide.

As food concerns everyone and is a great convener, a food app can serve as a gateway to the online world, helping become more comfortable with technology, which in turn allows seniors to access a wealth of online resources, and connect with others. Kuri can be used during intergenerational meetings where young people, migrants, and seniors share their culinary and digital competences and cultures. They can use the app as a platform to teach cooking skills, share recipes, and guide others through the cooking process.

## KURI step by step

- Go to your app store (iOS) and search for "Kuri." Download and install the app on your smartphone or tablet
- Open the Kuri app and sign up for an account. Provide the required information, such as your name, email address, and password. You may have the option to sign up using your social media accounts as well
- Once you've created your account, the app may prompt you to set your food preferences to tailor recipe recommendations based on your dietary restrictions, allergies, or cuisine preferences.
- After setting your preferences, you'll be taken to the home screen or recipe library. Here, you can browse through a wide range of recipes available on the app. You can scroll through the suggested recipes or use the search bar to find specific dishes
- Choose a recipe that catches your interest. Tap on it to view the detailed recipe page. The page will display the ingredients, step-by-step instructions, and cooking time. You can also visualize the nutritional information on the receipt by clicking on the flash. You can also change the number of people you are cooking for to adapt the quantities
- In the receipt you have the option to add the ingredients to your shopping lists that you can then find by clicking on trolley. You can share the list with your family or friends.
- Start preparing the recipe by following the provided instructions. Kuri will guide you through each step, indicating the required ingredients, quantities, and cooking techniques
- If you come across a recipe that you particularly enjoy, you can save it as a favorite for future reference by clicking on the heart
- Look for the "Preferences" section, where you can modify your dietary restrictions, and cooking level, or adjust portion sizes according to your needs

## Access KURI

<https://kuri.co/>  
**Download for Apple**

## Learn more (see at 7'00)



## Similar tool

**Kitchen Stories** is a video-based platform, available as an app, and website, on smart TVs. In addition to getting free recipes for every occasion, HD video tutorials, and inspiring articles, users can also upload their own culinary creations to the platform and share them with the global community.

# 04

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## Training



# Ciberseniors

Ciberseniors is a training e-learning platform and informative website on the use of ICT tools for the daily life tasks. It also provides information on communication, administration, and many other digital tools that are intuitive for people over 55 years old. It aims to facilitate older people the access to the digital world.

This e-learning platform was developed within the project "Ciberseniors: Active Ageing through ICT" (<https://ciberseniors.org>) that aims to train people over 55 at risk of socio-digital exclusion and in rural areas, on the safe use of ICT tools that help them perform daily tasks in different areas: leisure, health, online banking, virtual communication, public administrations, etc.

Ciberseniors focuses on equipping older people with those digital tools and skills that allow them to maintain their independence and continue to carry out daily activities necessary for the development of their lifestyle.

The target groups are people over 55 years old, and workers, trainers and volunteers working with them directly. To do so, in the e-learning platform you can find a whole course that tackles different aspects of digital literacy, which aligns perfectly with the goals of BESTIE.

## Ciberseniors step by step to get the certificate

- Watch the first video of Introduction named "Intro to Training"
- Scroll down to Module 1
- Choose the language in which you want to access the materials
- You have accessed the materials
- Read it carefully until you finalised
- Close the tab and go back to the Ciberseniors e-learning platform
- Scroll down until you reach Module 2
- Repeat the process that you did for Module 1
- Once you finalise all four modules go to the Ciberseniors website and press the "e-Learning platform" in the menu
- This time scroll down and look for "Online self-assessment questionnaire: Asses your skills acquired"
- It's time you select your language at the top of the questionnaire
- Read the questionnaire and answer the questions.
- Once you feel ready, press the "Send" button.
- If you succeed you will see the questions with the solutions.

## Access Ciberseniors

<https://ciberseniors.org/en/elearning>

## Learn more



## Similar tool

**Senior Planet Classes** provides online training through videos where you can learn about Finance, Wellness, Fitness, IT and Technology, and much more.

## FAITH

**Feeling Safe to Transact in the Third Age (FAITH)**, is an Erasmus+ project funded by the European Committee, aiming to combat the digital marginalisation of adults 55+ by enhancing their capacities and building their trust and confidence to use the internet and digital technologies to transact online.

A e-learning platform developed especially for older adults and tailored to meet their needs is available in English, Italian, Portuguese, and Greek. It is age-friendly, with interactive and fun activities for engaging learning.

Instructions and tips are provided to help users make the most of the internet and perform digital transactions with confidence!

## FAITH step by step

- Open the FAITH website.
- Select the option "E-learning"
- You will have to create an account by providing a user name, your email address, your name and country you live in, and a password you will remember.
- A message will be sent to your email account with a link you should follow to enroll.
- Then you can choose the language of your preference and you can begin your journey to safe online transactions!

## Access FAITH

<https://faith-project.eu/>

## Similar tool

**Compare the market - Digital money for seniors** offers advice to older adults regarding ebanking procedures and fraud

## Learn more



# Hot potatoes

The “Hot Potatoes” includes six applications, enabling you to create interactive multiple-choice, short-answer, jumbled-sentence, crossword, matching/ordering and gap-fill exercises for the World Wide Web. Hot Potatoes is freeware, and you may use it for any purpose or project you like. It is not open-source.

It was chosen as a great training tool, and it is mostly addressed to teachers and facilitators who wish to make learning fun and inspiring!

## Hot potatoes step by step

- Google “Hot Potatoes” on your browser - it will take you to the “Hot Potatoes” home page
- Click on “Install” and download the Hot Potatoes to your device.
- Once downloading is complete, the Hot Potatoes icon will appear on your screen, ready for you to click on.
- Before you begin, click on the option “Help” where you can see the tutorial video of the official website.
- When you first start up Hot Potatoes, it will ask you for your user name. This name is stored on your computer, and not sent to anyone; it will be inserted into your exercises to identify you as the author. You must provide a username before you can use all the features of Hot Potatoes.



## Access Hot Potatoes

**Website:** <https://hotpot.uvic.ca/>

## Learn more



## Similar tool

[Kahoot](#) or [Mentimeter](#) can help you create interactive and engaging quizzes and games online.

Open Courses is a free learning environment, providing courses taught in Greek universities and technological institutes. They are freely accessible and available to everyone over the Internet. It is a distance learning program, with no further tutorial support offered and no training certificate provided. Anyone can benefit from the courses, and extend or renew their knowledge! It is a wonderful opportunity for those who didn't have the chance or the means to participate in learning interventions of the academic level.

## Open Courses

### Open Courses step by step

- At the home page, choose the academic institution or the subject you are interested in.
- You will find a description of the course by clicking on the course title.
- Courses are available in text or video, or both, and are undergraduate and post-graduate level.
- Some courses are open, others require to enroll.
- To enroll you will need to provide your email address
- Choose an option and start taking courses.

### Similar tool

**Future Learn** – Many courses are available for free, with some being restricted in time. However, you will need to pay if you wish to have unlimited access, access to exams and tests, and receive a certificate. FutureLearn also offers academic programs that are made up of a series of courses within a particular area.



### Access Open Courses

<https://opencourses.gr/index.xhtml?ln=en>

### Learn more



**SOFTSKILLS Training** provides content for everyday use for students, or any other people, interested in developing soft skills such as knowledge on time management, conflict diagnosis and management, teamwork, intercultural communication, and goal-setting skills.

Today's job market requires professionals with highly developed interpersonal skills. Many of us prefer to learn and develop our knowledge and skills with the help of modern, digital learning tools and methods. Therefore, the DISCOM project partnership has created a mobile application to develop soft skills. It is perfectly complementary to the BESTIE tool as it helps develop digital skills and uses mobile devices as a training medium. Both projects help to break down barriers and social constructs that we have acquired.

For BESTIE this tool is a great help, not only for content but also for training skills that will be put into practice in community clubs and in many aspects of daily life.

## SOFTSKILLS Training

### SOFTSKILLS step by step to learn multicultural communication

- Download the free application
- Open the app, there's no registration needed
- Navigate through the categories
- Select multicultural communication
- There are 15 tasks to complete the learning course
- Select Modern Cosmopolitan person (Task 1)
- Then, press Start Task
- You will have to listen to an audio file and guess the language and the country of origin
- To check your answer, press Show Answer
- Press continue
- You will see an assessment question
- Select the option that you think is right and press continue
- Congratulations you have completed the first task
- Press back to the Task list
- Press the next task and go on with the learning process
- When you have finished all the tasks you will have improved your multicultural communication

### Similar tool

**SKILLMILL** is a mobile app that makes complex learning resources accessible to students.

### Learn more

The SoftSkills Training App allows you to improve your soft skills, at your own pace. Also, it is completely free and no registration is required. You can find it on Google App and Apple Store.

### Access SOFTSKILLS

[Download for iOS](#)

[Download for Android](#)



TED (Technology, Entertainment, Design) is a global conference platform where speakers share ideas on various topics related to science, technology, business, culture, and arts. TED Talks are short, powerful talks that aim to spread ideas and knowledge to the world. TED Talks are an excellent tool for community groups as they provide access to inspiring and thought-provoking ideas the speakers are devoted to curiosity, reason, wonder, and the pursuit of knowledge and want to share this information with those looking to improve their knowledge on a particular topic.

Additionally, TED Memberships offer exclusive access to live events with TED Speakers, which can be a great way for community groups to connect with experts in their fields and learn from them. TED's mission is to make ideas accessible to everyone, and its foundation supports this mission through various means, including conference attendance fees, sponsorships, and book sales. By using TED Talks as a tool, community groups can benefit from the wealth of knowledge and insight that TED offers while also supporting a good cause.

## TedTalk

### TedTalk step by step

- Open <https://www.ted.com/> in a browser on your computer or mobile device.
- Click watch at the top right corner of the screen
- There are several options to choose
- If you click "TedTalks" you will have access to over 4,200 talks
- You can search topics with keyword
- Choose topics/language and duration via the dropdown button
- Once you have found the talk you would like to watch just click on the image and press play.



### Access TedTalk

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

### Learn more

Example of a TedTalk "Recreate a sustainable intergenerational link"



Wom@arts Network is a digital network with training content, information, images, and videos. It is a safe and non-discriminatory online community for artists who want to showcase their creative work and find connections. It assists in the preparation of a portfolio and video CV, among other functionalities. Overall, Wom@arts strengthens women's professional networks and activities and increases the social capital of women as artists and creative practitioners in Europe. The training allows artists to create their own artist page on Wom@arts.net. Here, they can create a profile that shows their history as an artist as well as their portfolio of creations. It is aimed at giving visibility in the digital world to women who by default do not have that space on the internet. The knowledge acquired in this course allows the creation of WordPress web pages that BESTIE participants will be able to use for various topics.

## Wom@arts Network

### Wom@arts step by step to create a profile and upload a portfolio

- Visit [this website link:](https://womarts.net/documents/) <https://womarts.net/documents/>
- Read the State of the Arts report
- Scroll down to Registration videotutorial
- Play the video in the YouTube tab
- Follow the steps that are indicated in the video
- Once you finished the video, go back to Wom@arts tab and click on Editing pages video tutorial
- Follow the same process as the first video
- And finally, play editing videoportfolios tutorial
- Through the three videos, you can not only create a page on womarts but you will also learn how to create pages and upload documentation to wordpress websites.

### Similar tool

**WordPress courses** is a free courses app offered by WordPress to help you master this platform, from the most basic skills to the most complicated ones.



### Access Wom@arts

<https://womarts.net/>  
<https://womarts.net/documents/>  
<http://www.womarts.eu/project/>

### Learn more





THERE ARE NO  
BOUNDARIES OR  
BORDERS IN THE  
DIGITAL AGE.

Karim Rashid.





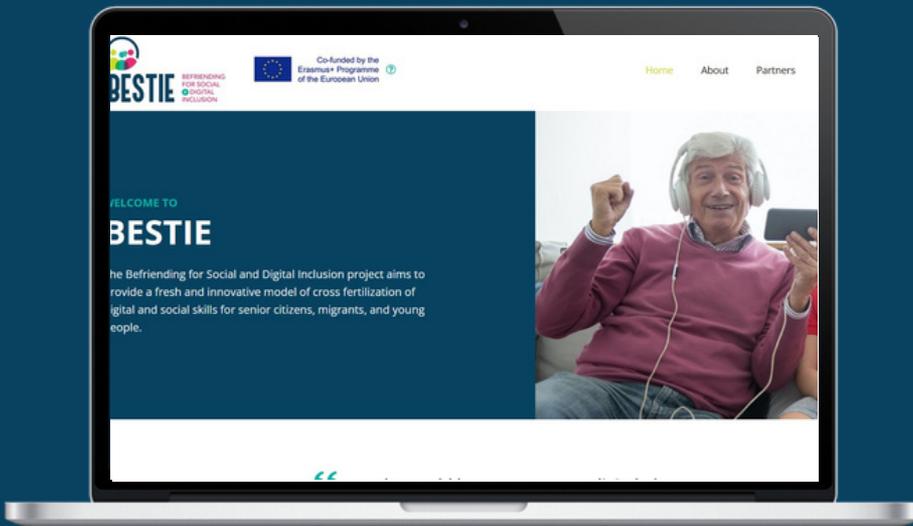
# BESTIE

BEFRIENDING  
FOR SOCIAL  
+ DIGITAL  
INCLUSION

Congratulations on successfully working your way through our BESTIE toolkit! We really hope some of these tools work for you, your friends or your family. You are now much more equipped to face everyday life challenges thanks to these digital tools.

We hope this toolkit has given you the confidence to utilise these tools within your daily work life to enhance your digital competences.

Keep up to date with our other project results on our project website:



[www.bestieproject.eu](http://www.bestieproject.eu)



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