

**Dietitians ensuring education,  
teaching and professional quality**

**2010-13**

Work package 4  
**Dietitians engagement with ICT to improve learning**

## **Guide to e-learning**

### **First Edition**

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This e-guide will show many of the opportunities of ICT that could be used by dietitians, teachers, students and others. The guide will assist and guide users in using some "newer" or innovative ICT tools. It will try to make dietitians and other users warm for using these ICT possibilities more frequently and finally make them aware of the many benefits. Users will be offered an option to give feedback or ask questions to other users;

The guide also includes an websearch of some existing online material for dietitians., since there is many information available on the Internet . This overview includes websites, presentations, Youtube clips and others, mostly accompanied with a short user review of each tool.

If you want to give us feedback or add content to this consultation copy of the e-guide, please contact [veerle.vanvlaslaer@plantijn.be](mailto:veerle.vanvlaslaer@plantijn.be)

## List of contents

Guide to e-learning.....	1
Major Contributors and Work Package Members .....	2
1 Online communication.....	6
1.1 I want to make conversations on long distance .....	6
1.2 I want to find a suitable date and time for a group of people to meet .....	9
1.3 I want to show my computer screen to others.....	11
1.4 I want to make a QR-code (barcode to online content).....	14
2 Learning management system .....	17
2.1 I want to create an account to do my accounts online: Exact Online .....	17
2.2 I want to add hyperlinks to documents.....	21
2.3 I want to use Pubmed for scientific information.....	26
2.4 I want to register a website name .....	31
2.5 I want to start a discussion forum .....	35
2.6 I want to create a (dynamic) presentation with prezi .....	37
2.7 I want to make a webinar presentation .....	40
3 Sharing documents .....	42
3.1 I want to share small files .....	42
3.2 I want to share big files (Dropbox – SugarSync).....	43
3.3. I want to receive big files (DroplItToMe) .....	46
3.4 I want to share and work together on documents (Skydrive) .....	49
3.5 I want to use the DIETS database of materials.....	52
4 Social media.....	53
4.1 I want to write a message on the Diets page on Facebook.....	53
4.2 I want to use social media for evaluating student activities .....	55
4.3 I want to create a poll using Facebook .....	56
4.4 I want to make events and invite people through Facebook .....	57
4.5 I want to start a Facebook Page (for instance to keep a diary) .....	60
4.6 I want to create a twitter account.....	62
4.7 I want to make a blog and share information to the world.....	63
5 Interactive exercising tools .....	66
5.1 .....	66
6 Digital video, photography, editing tools .....	67
6.1 I want to make a screen capture.....	67

6.2	I want to make an automatic presentation (clip of image with sound) .....	70
6.3	I want to search for a clip on Youtube and share it .....	71
6.4	I want to post a video on Youtube .....	73
6.5	I want to make a screencast (with Screenr) .....	75
7	Mobile ICT devices (M-learning) .....	77
7.1	I want to know what “mobile apps” are and what they can be used for .....	77
7.2	Use of M-learning objects with Ipads and smart phones.....	80
8	Other .....	84
8.1	I want to search a recipe on the internet.....	84
8.2	I want to search nutrient information with USDA National Nutrient Database for Standard Reference.....	91
8.3	I want to communicate my thoughts .....	95
8.4	I want to share forms on distance and collect the responses.....	98
8.5	I want to keep an online fooddiary .....	101

# 1 Online communication

## 1.1 I want to make conversations on long distance

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### **INTRODUCTION AND AIM**

Long distance conversations can be used for different purposes:

- Having a short conversation with colleagues
- Having a meeting without the need to view or show other one's screen
- Making an oral evaluation of students on distance
- ...

Several software can be used for this. Most used is Skype

Skype requires software to be installed on the PC (so this could be a problem for a computer with restrictions an installing software e.g. in hospitals or some schools). It also has a mobile app for smartphones and iPhone.

When one doesn't want or isn't able to install software, a web-based application (webpage) could offer an alternative.

The procedures of both types (via software or web-based) are explained below by a commonly used example of each. Skype and Tinchat are the applications described below, all free to use.

### **RELATED TOPICS (*hyperlinks to related topics in the document*)**

...

### **PROCEDURE**

#### **1. Skype**

Skype should only be installed once the first time.

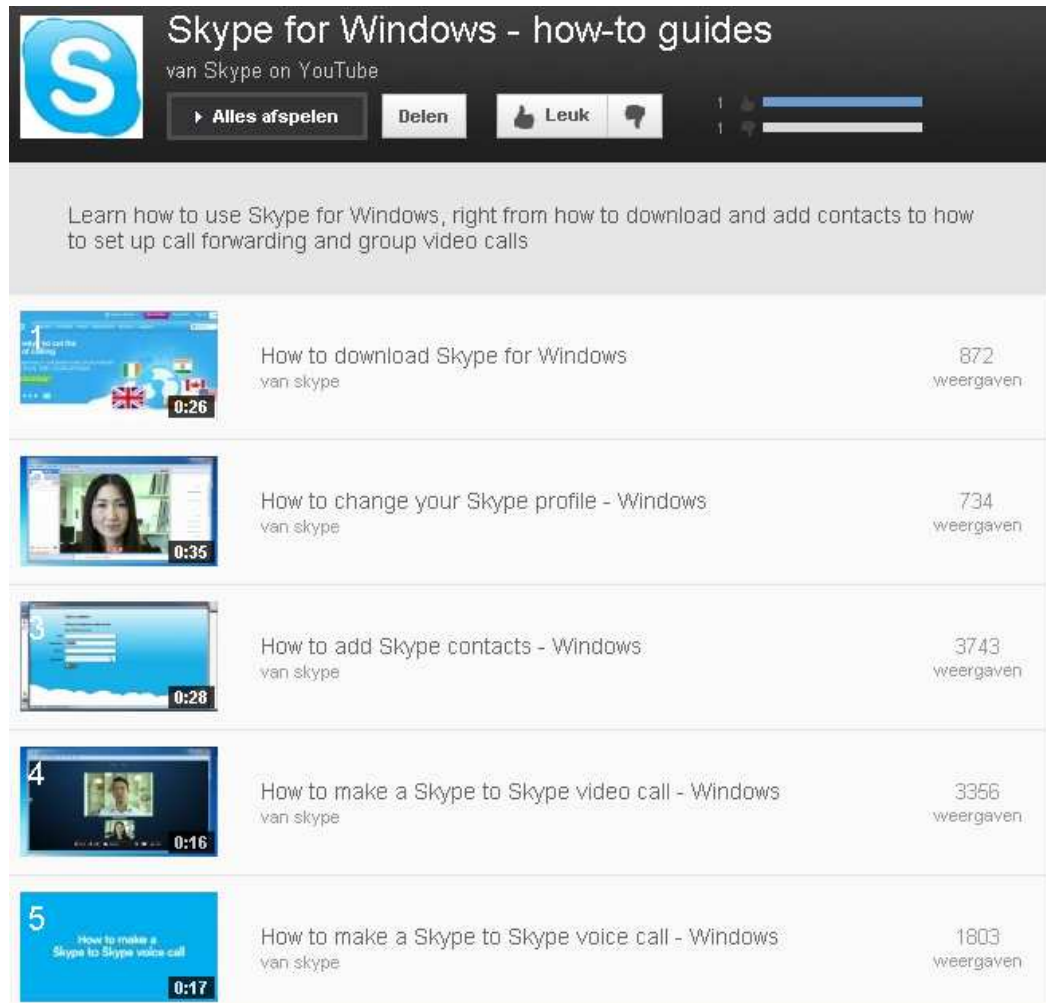
Open your internet browser and go to [www.skype.com](http://www.skype.com) to follow the download/install procedure.

To guide you, Skype provides video manuals on their Youtube channel on installing and using:  
<http://www.youtube.com/user/skype?feature=watch>

Once Skype has been installed and you are logged in, you can use the major functions in Skype for free.

Tutorials on the major functions:






<http://www.youtube.com/playlist?list=PL73F9EA2D155BF3B2&feature=plcp>



**Skype for Windows - how-to guides**  
van skype on YouTube

▶ Alles afspelen   Delen   Leuk

Learn how to use Skype for Windows, right from how to download and add contacts to how to set up call forwarding and group video calls

Thumbnail	Title	Views
	How to download Skype for Windows van skype	872 weergaven
	How to change your Skype profile - Windows van skype	734 weergaven
	How to add Skype contacts - Windows van skype	3743 weergaven
	How to make a Skype to Skype video call - Windows van skype	3356 weergaven
	How to make a Skype to Skype voice call - Windows van skype	1803 weergaven

**Remarks:**

- Chatting is possible with or without video, with sound or written
- Screen sharing is possible
- Group conversation is only possible for premium accounts (pay X € each month), open tutorial on <http://www.youtube.com/watch?v=zKZPMbvDsQg>
- Alternative programs: MSN Messenger, ooVoo.com, ...

**2. Tinchat: webbased, no registration or installation needed**

Tinchat is very easy to use. One can broadcast with text, video and audio chat, via webcam and microphone to anyone who joins your chat room, and there's no need to install anything. Users can share up to twelve broadcasts simultaneously.

- Open your web browser and go to [tinychat.com](http://tinychat.com)
- Click *create room – instant room – Guest (you can sign in as guest, or via Facebook and Twitter)*
- Choose a *user name* and *topic*.
- Your own personal chat room has been created now, and you can invited others by sending/mailling them the link (= URL) generated and shown (e.g. [tinychat.com/pa7fd](http://tinychat.com/pa7fd) )

**EXAMPLE(S) and GOOD PRACTICES**

**(kan weg indien er voor een aspect geen voorbeeld moet gegeven worden vb. als de procedure en de mogelijkheden op zich duidelijke genoeg zijn)**

Informal meetings with colleagues

Conversation with international students

Working together

...

**REMARKS**

Written manuals for Skype exist as well, but the Youtube demonstrations are more easy to follow

Many other programs exist for long distance conversations.





The invitee can write his name and select the available dates/times by clicking those time slots

3. FAQ's, help and support are available on: <http://www.doodle.com/about/help.html>

**REMARKS**

Advanced users can connect their calendars, customize their own Doodle, and use a lot of extra features.

### 1.3 I want to show my computer screen to others

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#### **INTRODUCTION AND AIM OF THE TOOL (*note: don't forget to mention the costs, conditions and necessary material/hardware*)**

Have you ever wanted to show someone your computer screen when it's not possible to be physically next to them? Skype has a function that allows you to share your computer screen or to see the computer screen of someone else.

You can share your screen with one person for free, however, for group screen sharing, you'll need to download Skype Premium.

Before you can share your screen, make sure that you have:

- The latest version of Skype.
- A broadband internet connection.
- A computer with at least 1 GHz CPU and 512 MB memory.
- Skype Premium (for group screen sharing)

#### **RELATED TOPICS (*hyperlinks to related topics in the document*)**

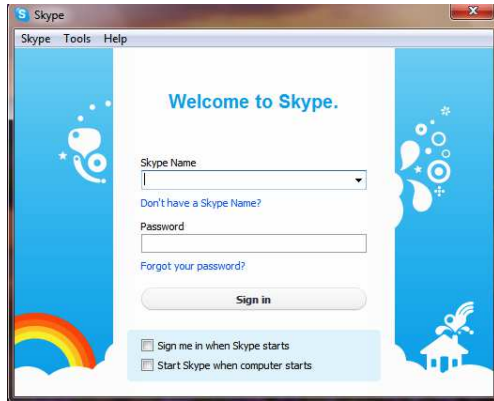
Before you can share your screen through Skype, you will need to download Skype on your computer. Instructions about how, can you find at [P:\Educatie\Lector aan Student\LV\opleiding\\_VD\ICT opdracht DIETS\e-guide WP4\\_version 09-10-2012.docx](P:\Educatie\Lector aan Student\LV\opleiding_VD\ICT opdracht DIETS\e-guide WP4_version 09-10-2012.docx)

#### **PROCEDURE (*note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool*)**

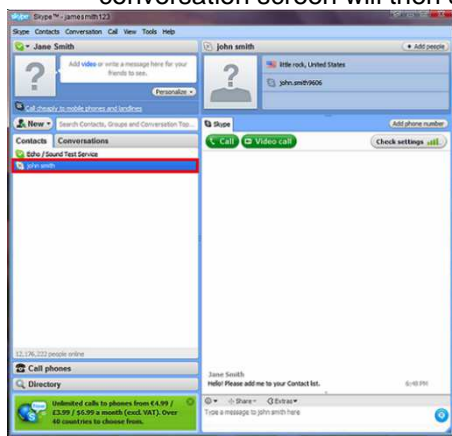
1. Launch Skype: Launch Skype by either clicking on the Skype icon on your desktop or by clicking the "Start" menu, then on "Applications" then select "Skype".



2. Sign into your Skype account. Sign in by using your Skype name and password that you created when you signed up for your Skype account, then click "Sign In". If you don't remember your password there is an appropriate link in blue available below the password box. After you sign in, a list of the contacts you have added while using Skype will appear on the left side of the screen.



3. Select your contact. To select a contact simply click on the name of the contact. Their conversation screen will then show up on the right side of your screen as seen in the image.



4. Select the "Video Call". "Video Call" is located near the top right of the screen below your contact's profile information. Once you click on the call button you will hear a unique ring that also resembles a buzzing noise. You are free to remain on the video call as long as you like before activating the screen share.



5. Click on the "Chat Icon" to start setting up the screen sharing. Once you are successfully on a video call with your contact, click on the chat icon that says "Show Messages" when you place your mouse over it. As displayed in this image the chat icon is the grey, circular button second from the right that looks like a thought bubble.



6. Click "Share". When the instant messaging screen comes up below your video the "Share" button should be located near the bottom of the video itself.



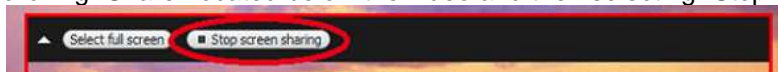
7. Select "Share Your Screen". This will be an option on the drop down menu after clicking "Share".
8. Then select "Share Full Screen" or "Share Selection". Clicking "Share Full Screen" will automatically outline your entire screen, while clicking "Share Selection" will automatically select a smaller square area in the middle of your screen.

9. Once you have selected the amount of screen you wish to share, select "Start Screen Sharing". The "Start Screen Sharing" button is located on the top dark bar of the screen sharing area. Once clicked the outline of the area will turn red indicating that your screen sharing is live. If the top dark bar is not visible click on the black arrow in the top left corner and the bar will appear.



10. Continue working. Work on your computer as you wish and your contact will see everything you do within your selected screen sharing area. You will still be able to talk to them as everything remains the same as in a video call, yet the video is now of your screen and not the view of what is in front of your web camera.

11. Stop screen sharing. You can stop screen sharing by clicking on the previously described arrow in the top left corner of the screen sharing area. The dark bar will then appear along the top border of the area. Click "Stop Screen Sharing". You can also stop screen sharing by again clicking "Share" located below the video and then selecting "Stop Sending Screen".



An other way to learn how to share your screen through Skype is by watching this Youtube video <http://www.youtube.com/watch?v=-hPQhldDhRY>

### **EXAMPLE(S) and GOOD PRACTICES (*this field only to complete to suggest the use of the tool for other ideas or examples*)**

Examples of things you could show your contact while using screen sharing:

A document that needs to be discussed  
 Visual directions about how to navigate through a settings menu  
 A presentation over a call  
 Showing documents, photo's without having to send them  
 Give viewers control of your desktop  
 You can work together on documents or files

### **REMARKS (*extra notes, attention, hints, FAQ's,...*)**

#### **Hints**

If you are the person being called, select the "Answer with Video" button when the incoming call screen appears as seen in the image below.



Make sure your contact is online before trying to "Video Call" them.

You should only screen share if you have sufficient internet speed to support a video call.

#### **Warnings**

Only select things on your screen that you are fully willing to share with your contact.

Be aware that Internet quality may cause your video call freeze momentarily.

Once you share your screen they can't see you at the same time!

#### **Attention**

Screen sharing is free with one person. If you want to share your screen in a group, you will need to install Skype Premium.

## 1.4 I want to make a QR-code (barcode to online content)

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### INTRODUCTION AND AIM OF THE TOOL

A QR code is a 2-dimensional code, mainly used as a direct link to online content such as a website. This code can be scanned by smartphones or tablets to have instant access to the website. QR-codes are often printed on posters or publicity, to make it use for potential clients to look for information.

The scanning is free, and in this sheet we will explain a free system to make your own QR-code.

**In this sheet, we also made QR-codes for the following websites:**

<http://www.thematicnetworkdietetics.eu/everyone>

<http://www.facebook.com/DIETS2>

<http://www.efad.org/everyone>

### RELATED TOPICS (hyperlinks to related topics in the document)

### PROCEDURE (note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool)

#### Making a free QR code qrstuff

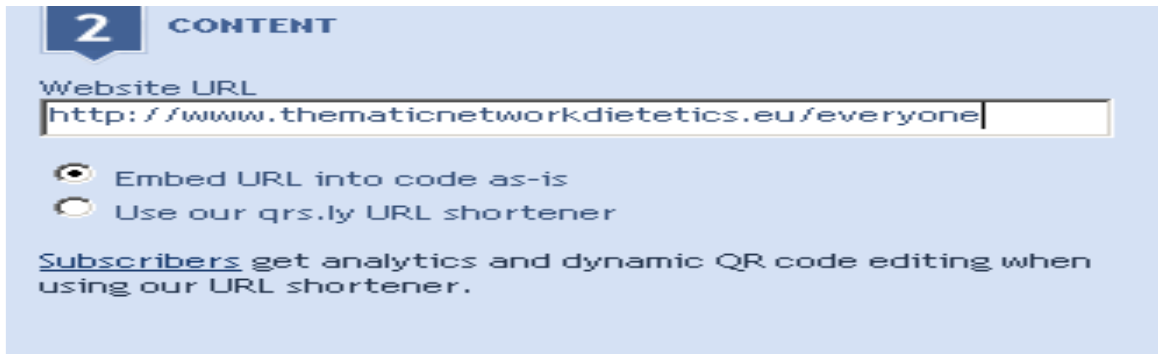
Open your internet browser, go to Google and type "create a qr code for free"

We chose to use the second hit in our example: [www.qrstuff.com](http://www.qrstuff.com)

The screenshot shows a Google search interface. The search bar contains the text "create qr code for free". Below the search bar, there are tabs for "Web", "Afbeeldingen", "Maps", "Applicaties", "Meer", and "Zoekhulpmiddelen". The search results show approximately 39,700,000 results in 0.37 seconds. The first result is "QR Code Generator and Management with Tracking, Analytics and ..." from qrcode.kaywa.com. The second result is "QR Code Generator: QR Stuff Free Online QR Code Creator And ..." from www.qrstuff.com.

Choose "data type" and select "website URL".

Under “content” you can paste the URL to the website that you want to make a QR-code for



Under “foreground colour” and “output type”, you can change the lay-out of the QR-code



Choose “download” to save the QR-code.

ALTERNATIVES:

Qurify: <http://www.qurify.com/nl/>

Qrcode.littleidiot: <http://qrcode.littleidiot.be/>

We used the three programs as described above to make a QR-code for he following websites:

<http://www.thematicnetworkdietetics.eu/everyone>



<http://www.facebook.com/DIETS2>



<http://www.efad.org/everyone>



**EXAMPLE(S) and GOOD PRACTICES** (*this field only to complete to suggest the use of the tool for other ideas or examples*)

**REMARKS** (*extra notes, attention, hints, FAQ's,...*)

It is not necessary to use a paid program, since the free programs do the job as well. Many smartphones or tablets have an app pre-installed to scan a QR-code. If not, the program Quickmark could be used.



## 2 Learning management system

### 2.1 I want to create an account to do my accounts online: Exact Online

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#### **INTRODUCTION AND AIM OF THE TOOL (note: don't forget to mention the costs, conditions and necessary material/hardware)**

If you want to do your accounting online at exact online, you get a 30-day free trial. After this 30 days you have to pay for it.

You also need an internet connection to use this.

And you need to be a independent dietician to be able to use exact online.

There are four different subscriptions that you can apply:

- Premium: This is for people who want to do there complete bookkeeping online, including banking and sales invoices.
- Advanced: If you would like to do one or two financial administrations yourself. And banking transactions you want automated processed in your accounting.
- Basic: You would like to do a simple bookkeeping yourself and thereby the auditors Involvement
- Invoicing: You want a simple and professional way for your sales invoices and payment reminders.

#### **RELATED TOPICS (hyperlinks to related topics in the document)**

- AFAS is a software you can download to do your accounts online.  
[http://www.afas.be/leverwijze-be/online?gclid=CMpNgfz4\\_bMCFQzKtAod-iYATA](http://www.afas.be/leverwijze-be/online?gclid=CMpNgfz4_bMCFQzKtAod-iYATA)
- This is a site where you can find a lot of links related to accountancy  
<http://boekhouding.start.be/>

#### **PROCEDURE (note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool)**

### 3. Activate free trial

To start you need to create a subscription.

To do this you press “free trial” at the right side of the screen.

Then you choose on of the four different subscriptions.  
(Premium, advanced, basic, invoicing)  
For example: Basic

Then you must enter your data.

**Exact Online Basic**

- algemene boekhouding;
- betalingsherinneringen opstellen, printen, versturen;
- digitaal documentenbeheer;
- toegang tot één online administratie;
- waarin één geregistreerde gebruiker mag werken;
- online en telefonische support.

**Wie bent u?**

Voorvoegsel / Naam

Bedrijfsnaam

**Uw contactgegevens**

E-Mail

Telefoon

**Kies uw gebruikersnaam en wachtwoord**

Uw gebruikersnaam dient minimaal vier karakters te bevatten. Tip: u kunt bijvoorbeeld uw e-mail adres gebruiken.

Gebruikersnaam

Het wachtwoord dient minimaal 6 karakters te bevatten, waarin minimaal een hoofdletter of een cijfer moet voorkomen.

Wachtwoord

Herhaal wachtwoord

Door aan te melden ga ik akkoord met de inhoud van de Exact Online voorwaarden.  
[Lees de Exact Online voorwaarden](#)

**Exact Online Basic**

U bent slechts enkele stappen verwijderd van uw eerste ervaringen met Exact Online. U heeft enkel de onderstaande velden in te vullen. Met de ingevoerde gebruikersnaam en wachtwoord kan u dan dadelijk aan de slag op [www.exactonline.be](http://www.exactonline.be).

If you have entered all the asked data, you press “send”.

Then you get your customer number.  
It is important to note this somewhere.

#### 4. Log in to your online account

Press “log in here”

**Bedankt voor uw registratie**

Geachte mevrouw Peeters,

Uw aanmelding is succesvol verwerkt! Hieronder volgt ter herinnering de gebruikersnaam, waarmee u direct kunt inloggen.

Uw gebruikersnaam is : **kar\_lienn@hotmail.com**

Het zojuist door u gekozen wachtwoord dient u zelf op een veilige plaats te bewaren. Wanneer u contact opneemt met onze helpdesk of verkoopafdeling, zullen zij u vragen naar uw klantnummer.

Uw klantnummer is : **972020326**

Noteer dit klantnummer daarom goed, zodat u het snel bij de hand heeft wanneer daar naar gevraagd wordt of druk deze pagina af via de print knop van uw internet browser. Natuurlijk kunt u uw gegevens ook bekijken, zodra u bent ingelogd in Exact Online (via 'Mijn relatiegegevens' links onderin op de pagina).

U kunt **hier inloggen**.

Het kan zijn dat u nog een actieve licentie heeft van één van onze andere productlijnen. Het contract van de huidige software wordt niet automatisch beëindigd bij de aankoop van een Exact Online licentie. Wenst u geen gebruik meer te maken van uw huidige Exact Software pakket en wilt u het onderhoudscontract hiervan op zeggen, neem dan contact op met 02 / 711. 15. 23.

Veel succes met het gebruik van Exact Online.

Met vriendelijke groet,  
Exact Software Belgium

Now there will open a new screen.  
Here you enter your username and password.

Then press "log in".

## 5. Get started with your online account

Then you choose your accountant.  
You can also decide to define your account later.

Then there is an explanation on how you get started with your account.

Then press "Next" at the bottom of the screen.

Finally you only have to answer the questions exact online asks you. By this questions the site can create the online account that fits you the best.

**EXAMPLE(S) and GOOD PRACTICES (*this field only to complete to suggest the use of the tool for other ideas or examples*)**

- An independent dietician can use this to do the accounts online.
- Also other independent workers can use this site perfectly.

**REMARKS (*extra notes, attention, hints, FAQ's,...*)**

## 2.2 I want to add hyperlinks to documents

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### **INTRODUCTION AND AIM OF THE TOOL (note: don't forget to mention the costs, conditions and necessary material/hardware)**

Hyperlinks can be added to documents to provide certain information can be found quickly. Just by one click the file will open.

To be able to use hyperlinks you don't need a lot of things.

Hyperlinks can be used in different circumstances.

You can create a hyperlink to:

- A document
- A blank e-mail
- A webpage
- To a location (in the current web or the current document)
- To a specific location (in another document or to another webpage)
- A file

To create hyperlinks you don't need anything outside the document, file or web page.

If you want to drag a hyperlink from the web you will need internet.

To work with hyperlinks you don't have to pay anything.

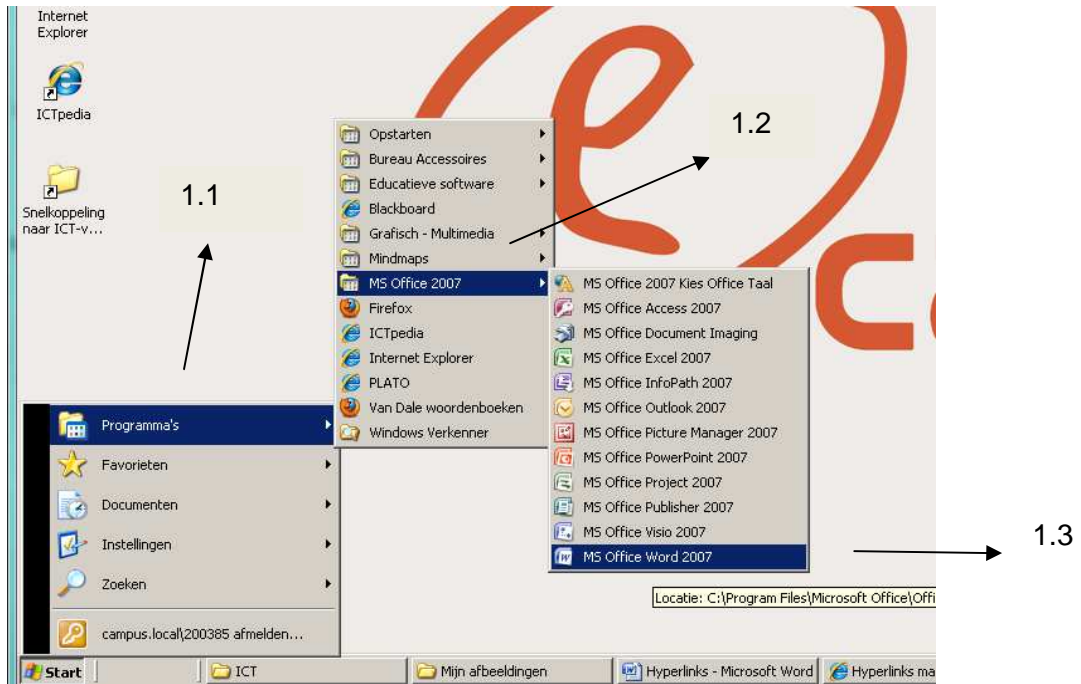
### **RELATED TOPICS (hyperlinks to related topics in the document)**

- Enabling automatic hyperlinks  
Turn of automatic hyperlinks  
[De automatische opmaak van hyperlinks in- of uitschakelen - Word - Office.com](#)
- Add the link  
[Een koppeling toevoegen aan een shape of een pagina in een Visio-tekening - Visio - Office.com](#)
- Highlight hyperlinks  
[how to highlight all hyperlinks in a word document? - Microsoft Office Word Forum - WordBanter](#)

### **PROCEDURE (note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool)**

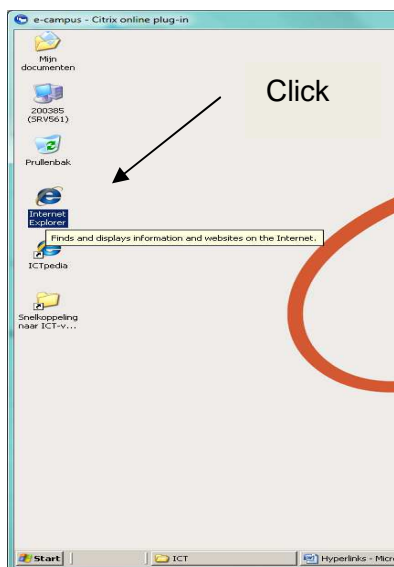
#### **6. Open an new file**

- a. Open your desktop and click the Start button
- b. Move the mouse to the title "programs".
- c. Move the mouse to the title "MS office work" and click.

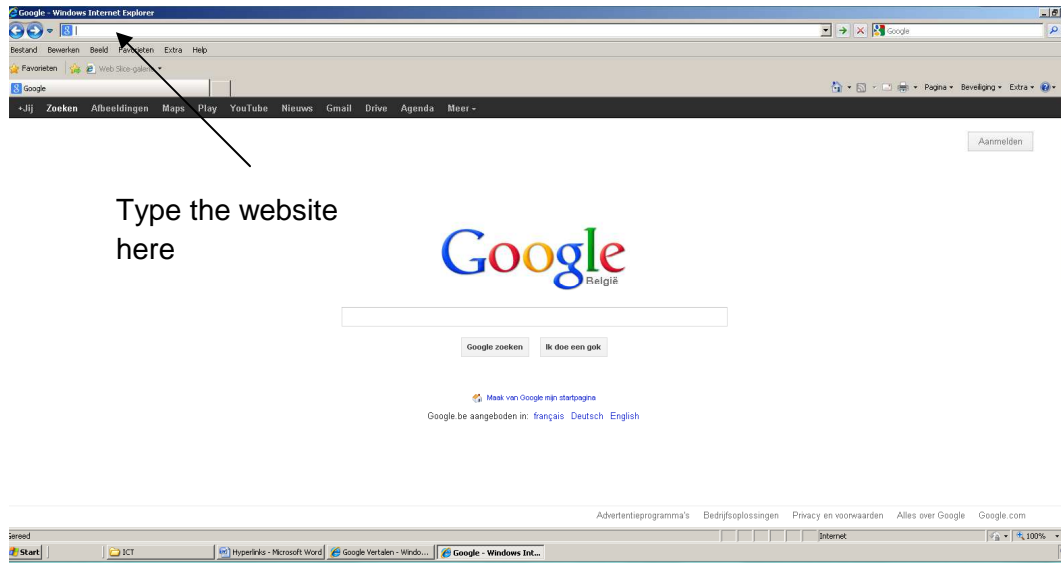


**7. Open the desired site**

- a. Go to your desktop and click on the icon of the internet**

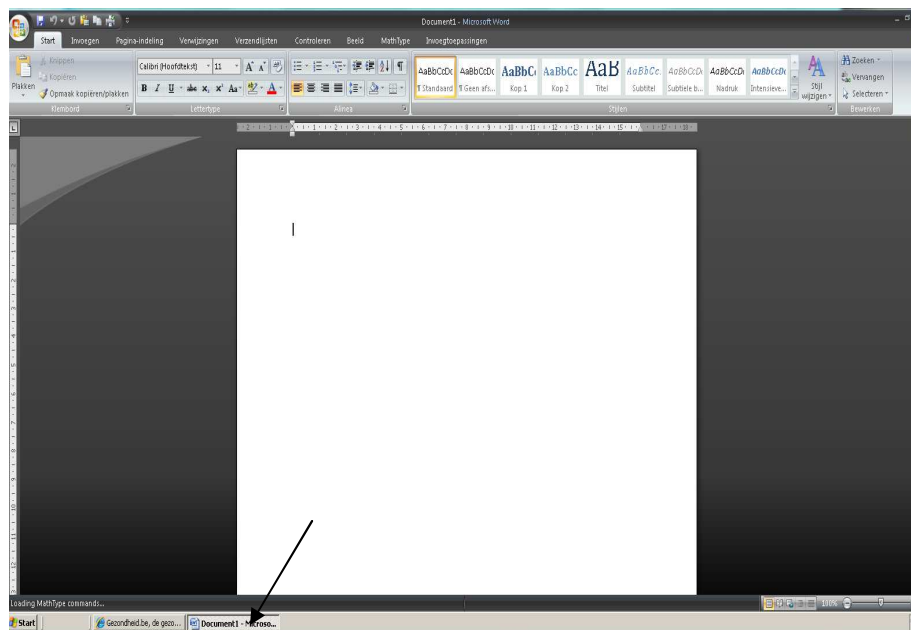


**b. Type the name of the website**

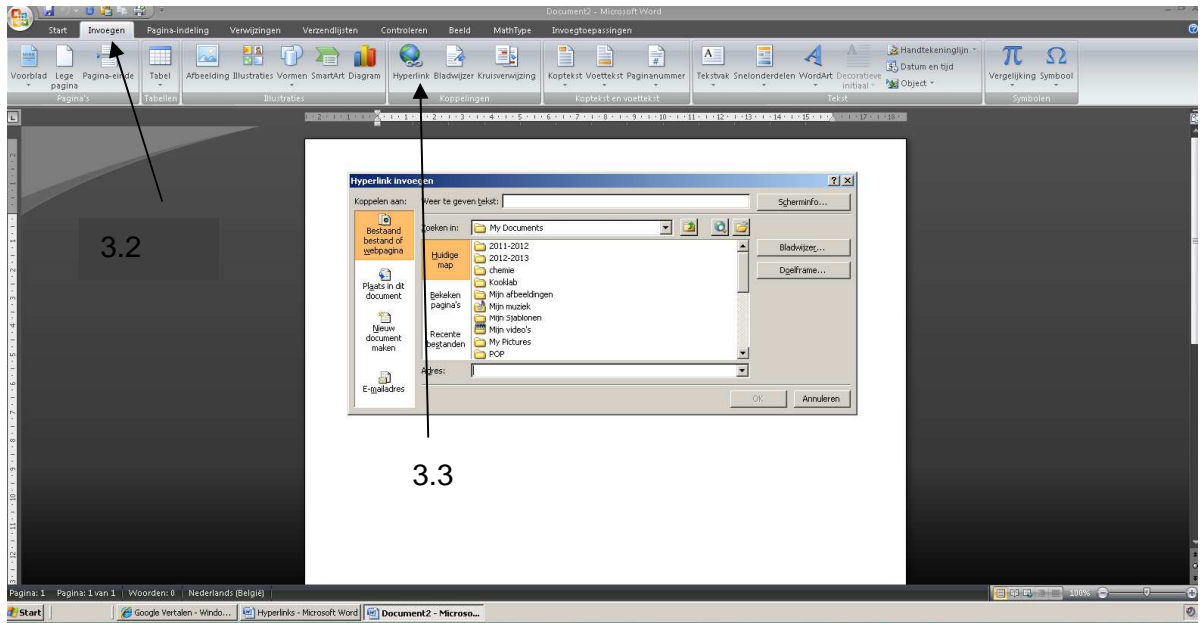


- c. Press enter**  
Now you automatically go to the requested website.  
For example <http://www.gezondheid.be/>

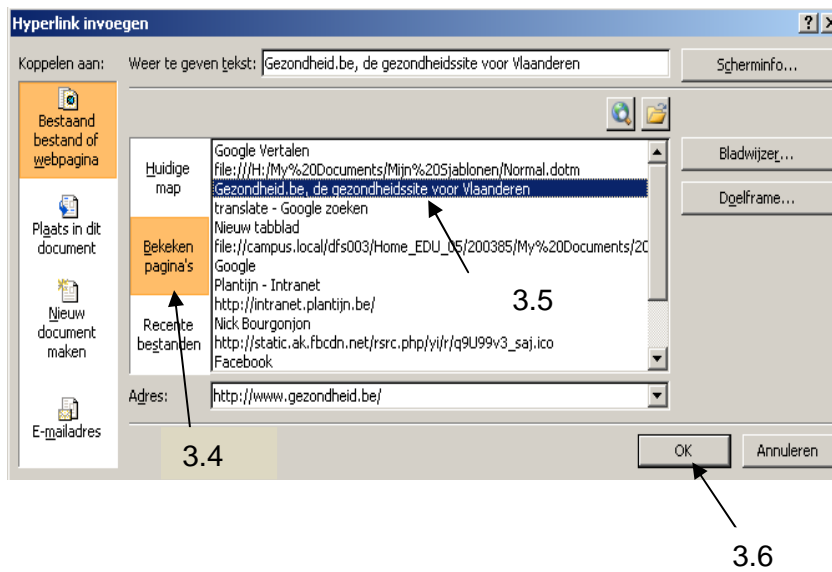
- 8. Add the hyperlink to the word document**  
**a. Click in the bar below the computer screen on the word document.**  
This document shall open.



- b. Move the mouse to the top of the screen and click on the title “insert”, you will find this title at the left side.
- c. Then you click on the word “hyperlink”.  
Now there will be an open framework.



- d. Then click on “viewed pages”.  
Now it shows the history of the last viewed web pages.
- e. Click on the name of the site of which you want to make a hyperlink in your
- f. Eventually click on the button “ok”.



Now you have made an hyperlink in a document.



**EXAMPLE(S) and GOOD PRACTICES** (*this field only to complete to suggest the use of the tool for other ideas or examples*)

- For a citation
- To refer to additional explanations

**REMARKS** (*extra notes, attention, hints, FAQ's,...*)

There are other things than a website that can get remarked by an hyperlink too.  
For example a part of a text of an image.

### 2.3 I want to use Pubmed for scientific information

#### **AUTHOR(S)**

Karlien Peeters (Plantijn University College, Antwerpen, Belgium)  
 Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  
 Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium)

#### **INTRODUCTION AND AIM OF THE TOOL (note: don't forget to mention the costs, conditions and necessary material/hardware)**

PubMed is a search engine that searches for online articles. This is especially addressed to dietitians and people who work in the medical field.

The articles that can be found here, are especially of medical and scientific nature.

If you want to use PubMed you'll need an internet connection.

To get access to this site, you must also register yourself.

PubMed comprises four different parts:

- First of all there is MeFi.  
MeFi is a powerful search engine. It searches articles in Medline.  
Medline consists of medical articles.
- Another part is OOS.  
OOS stands for Online-On-the-Spot.  
This is a tool that can be used during a consultation to find information. This information is about clinical problems.
- There is also a part named info.  
This is a new part and isn't totally finished yet.  
The goal is to information about web analytics, video demonstrations on how to use MeFi and background information on MedLine.
- The last part is classic.  
This is an old search engine that will be deleted from PubMed sooner or later.

Using PubMed is for free, you just need to be registered.

#### **RELATED TOPICS (hyperlinks to related topics in the document)**

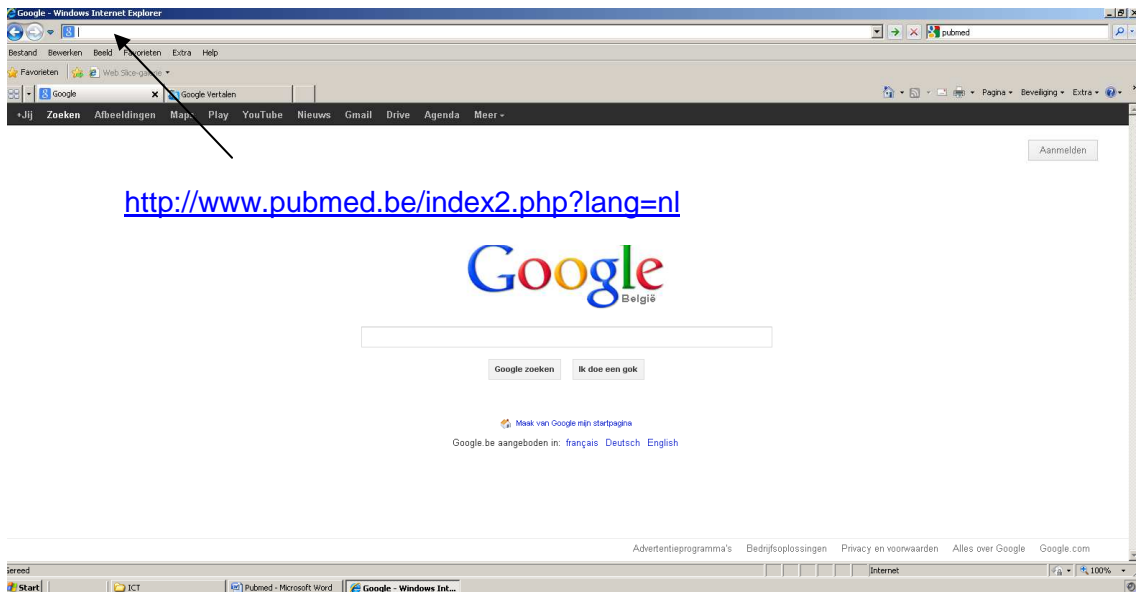
- The English version of PubMed  
[Home - PubMed - NCBI](#)
- The Holland version of PubMed  
[PubMed Medline Query](#)

#### **PROCEDURE (note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool)**

##### **9. Enter PubMed**

If you enter PubMed for the first time you have to be registered.

Open the internet browser and go to <http://www.pubmed.be/index2.php?lang=nl> .



<http://www.pubmed.be/index2.php?lang=nl>

If you opened the site you click on registered.



Automatically the page to register will open.  
Here you should enter the required data.

Naam:

Voornaam:

E-mail adres:

Taal:  Nederlands  
 Frans  
 Engels

Functie:

Gewenste toegangscode:

Bevestiging toegangscode:

If all your information is entered, click on registration.  
Now you're logged on.

## 10. Search information

Now click on the button MeFi.



MeFi is een krachtig en gebruiksvriendelijke zoekmotor die medische artikels opzoekt in MedLine. Het is geïntegreerd met de MeSH database en Methodologische Filters.



Online-On-the-Spot is een tool om tijdens de consultatie informatie op te zoeken over een klinisch probleem.



Dit is nog niet af. Hier komt in de toekomst de volgende informatie: webstatistieken over pubmed.be, videodemonstraties over hoe men MeFi moet gebruiken, achtergrondinformatie over MedLine, achtergrondinformatie over hoe je informatie moet opzoeken over een klinisch probleem.



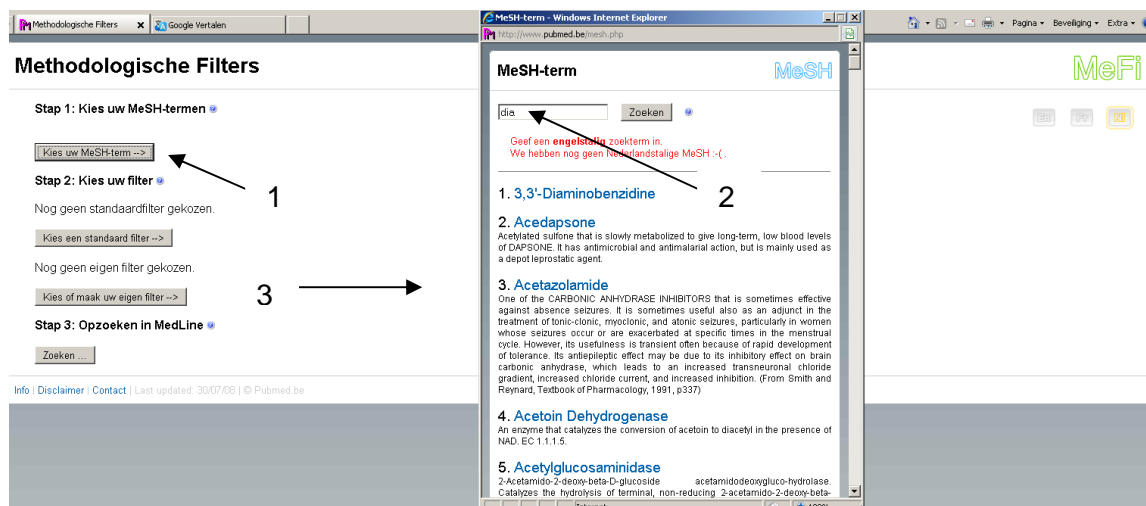
Dit is nog de oude versie sinds mei 2003. (We kunnen er moeilijk afscheid van nemen)

Then click on “choose your word” (1)

Type the first 3 letters of the search topic. (2)

For example Dia (of diabetes) and press search.

There will be a list of topics. Now choose the link on your topic. (3)



The screenshot shows a web browser window with two tabs: 'Methodologische Filters' and 'MeSH-term'. The 'Methodologische Filters' tab is active, showing a search process with three steps:

- Stap 1: Kies uw MeSH-termen**: A button labeled 'Kies uw MeSH-term -->' is highlighted with a red arrow and the number '1'.
- Stap 2: Kies uw filter**: A button labeled 'Kies een standaardfilter -->' is highlighted with a red arrow and the number '2'.
- Stap 3: Opzoeken in MedLine**: A button labeled 'Zoeken ...' is highlighted with a red arrow and the number '3'.

The 'MeSH-term' tab is also visible, showing a search box with 'dia' entered and a 'Zoeken' button. Below the search box, a list of results is displayed:

- 1. 3,3'-Diaminobenzidine**
- 2. Acedapsonne**: Acetylated sulfone that is slowly metabolized to give long-term, low blood levels of CAPSONNE. It has antimicrobial and antimalarial action, but is mainly used as a depotleprostatic agent.
- 3. Acetazolamide**: One of the CARBONIC ANHYDRASE INHIBITORS that is sometimes effective against absence seizures. It is sometimes useful also as an adjunct in the treatment of tonic-clonic, myoclonic, and atonic seizures, particularly in women whose seizures occur or are exacerbated at specific times in the menstrual cycle. However, its usefulness is transient often because of rapid development of tolerance. Its antileptic effect may be due to its inhibitory effect on brain carbonic anhydrase, which leads to an increased transneuronal chloride gradient, increased chloride current, and increased inhibition. (From Smith and Reynard, Textbook of Pharmacology, 1991, p337)
- 4. Acetoin Dehydrogenase**: An enzyme that catalyzes the conversion of acetoin to diacetyl in the presence of NAD. EC 1.1.1.5.
- 5. Acetylglucosaminidase**: 2-Acetamido-2-deoxy-beta-D-glucoside acetylglucosaminidase. Catalyzes the hydrolysis of terminal, non-reducing 2-acetamido-2-deoxy-beta-

Press “choose the default filter”

And then press clinical filter. Now you can choose the specialization.

For example therapy. (sensitive)

**Standaard filter** Filter

- Klinische filters >
  - Filter voor het oplossen van klinische problemen
    - [therapie >](#)  
op vlak van therapie
    - [etiologie >](#)  
op vlak van etiologie (oorzaak)
    - [prognose >](#)  
op vlak van prognose
    - [klinische waarde van een test >](#)  
op vlak van voorspellende waarde
    - [systematic review](#)  
door middel van zoeken van artikels die een gesystematiseerde  
samenvatting geven van de huidige literatuur

[Info](#) | [Disclaimer](#) | [Contact](#) | Last updated: 30/07/08 | © Pubmed.be

Then press “step 3: search in MedLine”.

### Methodologische Filters

**Stap 1: Kies uw MeSH-terminen**

MeSH term Major Topic  
Diabetes Mellitus Ja

**Stap 2: Kies uw filter**

Filter: Klinische filter - therapie - sensitief

Nog geen eigen filter gekozen.

**Stap 3: Opzoeken in MedLine**

Automatically there will open a new frame.

This gives a list with all the articles about your chosen subject.

The screenshot shows a web browser window displaying a PubMed search results page. The search query is: "Diabetes Mellitus"[MAJR] AND (((clinical[Title/Abstract] AND trial - PubMed - NCI) - Windows Internet Explorer). The results page shows 1 to 20 of 76088 results. The first result is: "Diabetic foot lesions as seen in Nigerian teaching hospital, pattern and a simple classification." by Musa AA, Esat AF, J Public Health. 2012 Mar;8(1):50-2. PMID: 23120950 [PubMed - indexed for MEDLINE]. The page also includes a sidebar with filters and a graph showing results by year.

## 11. Open the information

Scroll until you find an article you think is interesting or you think you can use. Click on the title. Then click on Publication types.

Display Settings: [v] Abstract

MMW Fortschr Med. 2012 Sep 24;154(16):70-1.

**[Type 2 diabetes: early therapy intensification shows positive effects].**  
 [Article in German]  
 [No authors listed]

PMID: 23045941 [PubMed - indexed for MEDLINE]

Publication Types, MeSH Terms, Substances

Publication Types  
[News](#)

MeSH Terms  
[Diabetes Mellitus, Type 2/blood](#)  
[Diabetes Mellitus, Type 2/drug therapy\\*](#)  
[Hemoglobin A, Glycosylated/metabolism\\*](#)  
[Humans](#)  
[Hypoglycemic Agents/administration & dosage\\*](#)  
[Insulin, Long-Acting/therapeutic use\\*](#)  
[Randomized Controlled Trials as Topic](#)

Substances  
[Hemoglobin A, Glycosylated](#)  
[Hypoglycemic Agents](#)  
[Insulin, Long-Acting](#)  
[glargine](#)  
[hemoglobin A1c protein, human](#)

LinkOut - more resources

Send to: [v]

Save Items  
[Add to Favorites](#)

Related citations in PubMed  
 ["Very good metabolic control by early insulin administration". MMW Fortschr Med. 2012]  
[Review](#) Intensifying insulin therapy with insulin analog premixes 1. [Diabetes Technol Ther. 2012]  
 [Long-term HbA1c stable. Insulin sensitizer keeps diabetes in ch. MMW Fortschr Med. 2004]  
[Review](#) Relationship of insulin dose, A1c lowering, and weight. [Diabetes Technol Ther. 2010]  
 [Critical questions on diabetes therapy and their sequelae. HbA1c. m. MMW Fortschr Med. 2009]  
 See reviews...  
[See all...](#)

Related information  
[Related Citations](#)  
[Compound \(MeSH Keyword\)](#)  
[Substance \(MeSH Keyword\)](#)

Recent activity

Then click on one of the titles. Now you choose to open with MeSH.

Display Settings: [v] Abstract

MMW Fortschr Med. 2012 Sep 24;154(16):70-1.

**[Type 2 diabetes: early therapy intensification shows positive effects].**  
 [Article in German]  
 [No authors listed]

PMID: 23045941 [PubMed - indexed for MEDLINE]

Publication Types, MeSH Terms, Substances

Publication Types  
[News](#)

MeSH Terms  
[Diabetes Mellitus, Type 2/blood](#)  
[Diabetes Mellitus, Type 2/drug therapy\\*](#)  
[Hemoglobin A, Glycosylated/metabolism\\*](#)  
[Humans](#)  
[Hypoglycemic Agents/administration & dosage\\*](#)  
[Insulin, Long-Acting/therapeutic use\\*](#)  
[Randomized Controlled Trials as Topic](#)

Substances  
[Hemoglobin A, Glycosylated](#)  
[Hypoglycemic Agents](#)  
[Insulin, Long-Acting](#)  
[glargine](#)  
[hemoglobin A1c protein, human](#)

LinkOut - more resources

Then you get all the information of this subject there is on PubMed.

**EXAMPLE(S) and GOOD PRACTICES (this field only to complete to suggest the use of the tool for other ideas or examples)**

- Students can use it to find extra information about the subjects they have to study.
- It can provide information to a dietitian who doesn't know a particular technique or condition.

**REMARKS (extra notes, attention, hints, FAQ's,...)**

There exist also other search engines on the internet to help dieticians.

## 2.4 I want to register a website name

### **AUTHOR(S)**

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 Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium)

### **INTRODUCTION AND AIM OF THE TOOL (note: don't forget to mention the costs, conditions and necessary material/hardware)**

If you have a website and you want to get it online. You have to register your own domain(website) name. A domain name is like "dietitianswillhelpyou.com" or "youneedtoeatfood.be" , which you can use to refer to your website.

Before you can use a domain name you must determine if it is already in use or not. This can easily be done by doing a name search at a domain name registration website for example: <http://www.networksolutions.com/>, <http://www.register.be/uk/index.asp?s=RG001&qclid=CNeT9vPbkrQCFUmN3godSIAALw, ...>

This step will be free but the real registration costs from about 7,5€ - 30€ per year to register.

#### **Importance of a domain name:**

There are several of good reasons for having a domain name:

- If your web host is ever changed then your domain name will be the same. Your customary visitors who knew your website name as [www.dietitianswillhelpyou.com](http://www.dietitianswillhelpyou.com) (for example). They would not have to be informed about a change of web address (also known as "URL"). They only have to type your domain name and they'd be brought to your new site.
- If you are a company, a domain name gives you believability. More people will be willing to do business with a company with a real domain name.
- ...

There are many name registration websites where you can register your domain name. I will explain how to do it with [www.godaddy.com](http://www.godaddy.com) .

### **RELATED TOPICS (hyperlinks to related topics in the document)**

...

### **PROCEDURE (note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool)**

#### **12. www.godaddy.com**

The first you've got to do is to find a good domain name for your website. I'll use "dietitianswillhelpyou.com"

When you have a domain name go to [www.godaddy.com](http://www.godaddy.com) and try it out. If it's already taken think of another one.

Click on the button “search”

You’ll see that the example, “dietitianswillhelpyou.com is available for use. They offer you other domain names on sale or for free.

Extension	Price	Action
.COM	€12.99* €8.99*	Add
.CO	€25.79 €8.99	Add
.INFO	FREE with .COM or .CO	Add
.NET	€12.99* €8.99*	Add
.ORG	€14.99* €5.99*	Add
.CA	€11.19/yr	Add
.WS	€12.89/yr	Add
.US	€17.19 €3.49	Add
.ME	€17.19 €8.59	Add
.MOBI	€15.49* €8.59*	Add

Choose the one you prefer and click, “continue to registration”.

Now you see your shopping cart: your product, details and the total you have to pay. You can choose the term for the domain name. It begins from 1 year to 10 years. By registering your domain for more years you’re reducing your risks of losing your domain name and avoid future price increase.



## Shopping Cart

New here? [Create an account](#)  
[Login](#) to complete your purchase.

Product	Details	Total
DIETITIANSWILLHELPHYOU.COM *.COM Domain Registration*	Term: <input type="button" value="1 Year"/> Upgrade to 5-yr registration! <a href="#">Why?</a> Registration Type: <input checked="" type="radio"/> Public <input type="radio"/> Private €5.79/yr! <b>SAVE €2.80!</b> Why Private?	<b>€9.13*</b> <small>(Includes ICANN fee)</small> €8.99 Regular €12.89 <a href="#">Remove</a>
Domains matching DIETITIANSWILLHELPHYOU.COM <a href="#">Details</a> <b>ON SALE!</b> DIETITIANSWILLHELPHYOU.CO €26.79 <b>€5.57</b> - <a href="#">Add</a> <b>ON SALE!</b> DIETITIANSWILLHELPHYOU.NET €12.89 <b>€5.57</b> - <a href="#">Add</a> DIETITIANSWILLHELPHYOU.INFO <b>FREE</b> with *.COM or *.CO* - <a href="#">Add</a>		

Empty Cart [Top](#)

**RECOMMENDED**  
Just for You!

**Search Engine Visibility**  
Increase your search rankings on Google®, Yahoo® and Bing®. 12 months just €1.54/mo - [Add](#)  
Save 40%!

[Click here for offer disclaimers](#)

Your personal and financial information is safe with us.

**Order Summary**

Cart Subtotal €13.03

[Enter promo, source code or referral code](#)

Your Savings -€3.90  
Total Discount 30%

**Order Total**  
**€9.13**

Round up for Charity. Check this box and we'll donate €0.87 to the charity of your choice. [Details](#)

**Continue to Checkout**

[Keep Shopping](#)

If you are certain of your choice, click on the button “continue to checkout”.

In the next step you’ve got to create a new account or login. Fill in all the required information and then “continue to checkout”.

In the following step you have to select your payment method. There are 2 choices. You can choose between credit/debit prepaid cards or Paypal. Fill in all the required information.

Before the final step. You’ve got to read and agree the terms and conditions of the:

- Universal Terms of Service Agreement
- Domain Name Registration Agreement

Click on the button “Place order now”

After the payment you’ll get a verification mail from [www.godaddy.com](http://www.godaddy.com) with all your admin and FTP(is a standard network protocol used to transfer files from one host or to another host over a TCP-based network, such as the Internet.) data.

Then you download FileZilla, it is a free FTP program (<http://filezilla-project.org/>)  
When you’ve downloaded the program, open it and fill the FTP data. See e-mail.

The next step, click on the button “quick connect”.

When you are on the sever, go to the folder HTML or PUBLIC HTML.

Go to the folder of your website. Then you can select the files you want to transfer to the server. Click right mouse click on the file and choose “upload”.

Repeat the last step for all of the files you want on your website.

The final step is to rename your HTML file to index.HTML.

Open your web browser and surf to your domain name.

**EXAMPLE(S) and GOOD PRACTICES (this field only to complete to suggest the use of the tool for other ideas or examples)**

...

**REMARKS (extra notes, attention, hints, FAQ’s,...)**



## 2.5 I want to start a discussion forum

### **AUTHOR(S)**

Zaneta Harmasz (Plantijn University College, Antwerpen, Belgium)  
 Sanne De Jonghe (Plantijn University College, Antwerpen, Belgium)  
 Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  
 Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium)

### **INTRODUCTION AND AIM OF THE TOOL (*note: don't forget to mention the costs, conditions and necessary material/hardware*)**

This is a discussion forum for dieticians, patients and students. The purpose of a discussion forum is that when patients or students have questions these can be answered by the dieticians. Discussion topics can also be discussed.

When a dietician wants to create a discussion forum they have to fill in an application that has to be sent and has to be approved. Later on you will receive an e-mail with a confirmation and your user's password. You can start your own forum on this site [www.yourbb.eu](http://www.yourbb.eu).

The making and using of a discussion forum is free of charge.

As the administrator of the forum you have to lay on your own conditions that have to be respected by the visitors of the discussion forum.

As a student, patient, dietician, you must register before you can use the forum.

Before you can make a forum you have to download software, which you can find it on this site: [www.phpbb.com](http://www.phpbb.com)

### **RELATED TOPICS (*hyperlinks to related topics in the document*)**

...

### **PROCEDURE (*note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool*)**

#### **How to make a discussion forum?**

1. You go to [www.yourbb.be](http://www.yourbb.be)
2. You make a request to create a forum so it can be accepted.
3. You have to fill in your e-mail address, password, forum admin username, forum admin password and forum category in, in this purpose healthy.
4. Then you click on 'make forum now'.
5. Now, you can enter your forum site.
6. You will receive an activation mail to activate your forum. You have to activate it as soon as possible; otherwise your forum will be refused. If you don't get an e-mail you have to check your spam or junk e-mail.
7. In this e-mail you find your activation code for your forum.
8. Go to your forum and click on 'click here to activate' and give your activation code given

by freebb.

9. This is an example of a discussion forum : <http://gezondevoeding.freebb.be>

10. Now you can invite people to be part of the discussion forum.

You can put your discussion forum on your website. There you can make a hyperlink to your website for the discussion forum.

**EXAMPLE(S) and GOOD PRACTICES** (*this field only to complete to suggest the use of the tool for other ideas or examples*)

<http://www.youtube.com/watch?v=xpMiiZ-iwA4>

**REMARKS** (*extra notes, attention, hints, FAQ's,...*)

There exist more programs to make a forum.

## 2.6 I want to create a (dynamic) presentation with prezï

### AUTHOR(S)

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 Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  
 Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium)

### INTRODUCTION AND AIM OF THE TOOL (*note: don't forget to mention the costs, conditions and necessary material/hardware*)

Prezi are an on-line programme to make presentations. Prezi distinguish themselves of other presentation programs by the zoom-function

...

### RELATED TOPICS (*hyperlinks to related topics in the document*)

...

### PROCEDURE (*note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool*)

Prezi

Firstly this small film for the first examines use of prezï

<http://www.youtube.com/watch?v=SziJW-59hZQ>

- Open Internet browser. Go to [ww.prezi.com](http://ww.prezi.com)
- Register you (option public is free). Once you have your prezï account you can start.
- Click on "new prezï". You must fill in the title and give a description of your prezï. If you have done this, click you on create new prezï.
- Now you can choose a template.

### Templates

The screenshot displays a selection of Prezi templates. Each template is represented by a thumbnail image with a title and a 3D icon. The templates shown are:

- Blank**: A simple blue circle with the word "Blank" inside.
- The Journey**: A path starting from a "START" circle and ending at an "END" circle, with several intermediate points.
- The Big Idea**: A central lightbulb icon surrounded by five numbered circles (1-5) representing ideas.
- Explain a Topic**: A central "Topic" circle with four arrows pointing to four smaller circles labeled "Topic 1" through "Topic 4".
- Trees**: A tree-like structure with a trunk and several branches, each branch ending in a small box.
- Brainstorming**: A central lightbulb icon with three thought bubbles labeled "Idea 1", "Idea 2", and "Idea 3".
- Challenges, Success**: Three stylized figures standing on platforms labeled "1 Challenge", "2 Challenge", and "3 Challenge", with a sun in the background.
- Phases of a Process**: A flowchart with five numbered circles (1-5) connected by arrows, showing a process flow.
- Turn Around**: A template with a central circle and two smaller circles on either side, with arrows indicating a path.

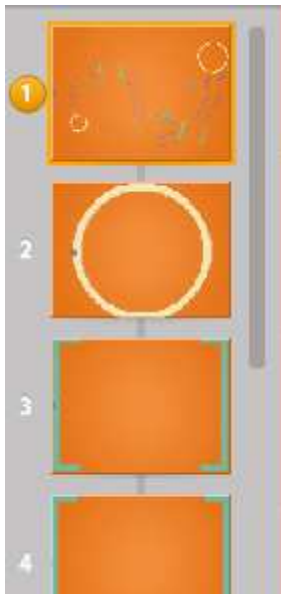
A blue "Choose" button is located at the bottom right of the template selection area.

- Than field of action:

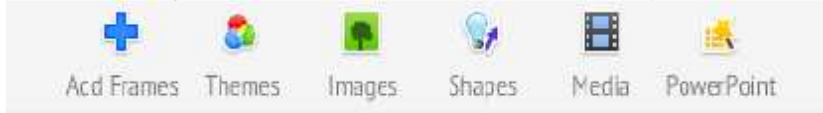
Push Lefter mouse button anywhere to get a framework in which you can type - a choice between title, subtitel or body.

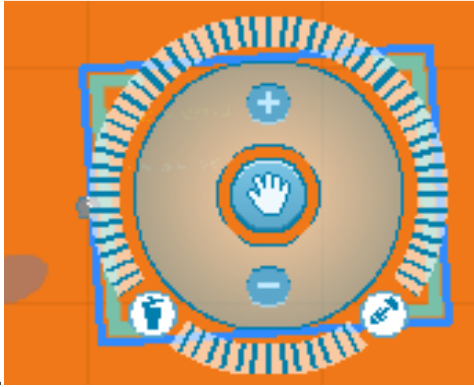


On the left side you can see the order of your presentation.



At the top of your field of action there are several options for the layout of your prezi.





...



For more information look here <http://prezi.com/learn/keyboard-shortcuts/>  
Other links: <http://prezi.com/learn/manual/> , <http://prezi.com/learn/faq/> ,  
<http://prezi.com/learn/> , <http://prezi.com/support/> , <http://prezi.com/learn/new-features/> ,  
<http://prezi.com/learn/user-interface-whats-changed/> .

This is left where the question sign refers you to.  
The right box is your store prezi and to close. It has been notable me if you conclude your Internet browser that prezi this automatically on beat.

**EXAMPLE(S) and GOOD PRACTICES** (*this field only to complete to suggest the use of the tool for other ideas or examples*)

...

**REMARKS** (*extra notes, attention, hints, FAQ's,...*)

## 2.7 I want to make a webinar presentation

### **AUTHOR(S)**

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 Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  
 Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium)

### **INTRODUCTION AND AIM OF THE TOOL (*note: don't forget to mention the costs, conditions and necessary material/hardware*)**

Presentation or a reading is giving directly online. It can be followed on the computer. The purpose of a webinar presentation is to reach a group of participants on the same time but not at the same place. It can reach the participants over the whole world.

The participants can see and hear the webinar on their own computer. There is no interaction possible between the participants and the webinar. The participants or not able to see or hear one another.

When you want to start an interaction with your participants during the presentation you have to create a webcast.

### **RELATED TOPICS (*hyperlinks to related topics in the document*)**

...

### **PROCEDURE (*note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool*)**

1. Open your internet and go to <https://neos-webianr.nl/site>
2. Make your own account on neoswebinar by choosing your own username and password.
3. Make your own package by choosing how many participants you want to reach at one time. You can choose between seminar or a conference package. With the conference package use of 6 webcams at the same time is possible your are able to interact directly. When you choosing for the seminar package interaction is not possible.
4. Full in the registration form in by typing down your account and personal information.
5. After making the choice of your package your price has been calculated. You can full down the payment form.
6. You can create now your own presentation. During the making of a presentation your camera and microphone or on.
7. While your presentation takes time you can download documents, powerpoint presentation, photos and shear these with the participants by using the application on neoswebinar.
8. To make the interaction possible after the presentation you can download a chat box by using the application. The participants can leave there their remarks and questions.
9. After the presentation keeping a on demand version can be use full.

### **EXAMPLE(S) and GOOD PRACTICES (*this field only to complete to suggest the use of the tool for other ideas or examples*)**



...

**REMARKS (*extra notes, attention, hints, FAQ's,...*)**

webinar presentation can not be applied on ipad. By using the neoswebinar site you are able to test first your presentation before searing it with your participants.

By using the neoswebinar you will not need a software. There are more programs to create a webinar presentation : gotowebinar, Eecoon, CompanyWebcast.

You can promote your presentation on social media or sending the participants a recall mail.

### 3 Sharing documents

#### 3.1 I want to share small files

<p><b>AUTHOR(S)</b>          Koen Vanherle (Plantijn University College, Antwerpen, Belgium)          Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium)</p>
<p><b>INTRODUCTION AND AIM</b></p> <p>Small files can be easily sent to others as e-mail attachment. Although it is possible to send big files (up to 10MB) via e-mail and some e-mail providers accept that, it should not be done, in order to not overload the mailbox of others.</p>
<p><b>RELATED TOPICS (<i>hyperlinks to related topics in the document</i>)</b></p> <p>Big files (3MB and more) can be made available on the web for others → <a href="#">LINK TO "3.2 I want to share big files"</a></p> <p>Providing files so that they can be worked on together with others → <a href="#">LINK TO ... No contribution yet ...</a></p>
<p><b>PROCEDURE</b></p> <p>Send the files in attachment as an email through your usual mail account</p> <p>When sending photos:</p> <ul style="list-style-type: none"> <li>- You can select them into <u>Windows explorer</u> (hold down the Ctrl-button for multiple selections)</li> <li>- Right mouse – “copy to e-mail”</li> <li>- You will be asked to keep the original size of the photo's, or if you want to shrink them in size (with a certain reduction in quality). When your intention is only to share, you can downsize the files without any problem. Only when the receiver has to print the photos or has to be able zoom into details, it is better to keep the original size.</li> </ul>
<p><b>EXAMPLE(S) and GOOD PRACTICES</b></p> <p>/</p>
<p><b>REMARKS</b></p>

### 3.2 I want to share big files (Dropbox – SugarSync)

#### AUTHOR(S)

Núria Obradors (VIC University) : Dropbox - Sugarsync  
 Simone Bell, (EuroFIR AISBL): Dropbox - SugarSync

#### INTRODUCTION AND AIM

Small files can easily be sent out to others by emailing them, but when you have many documents or big files is more complicate. You can use free services that allow you to share folders with other member of the same network (dropbox, sugarsync, etc.)

#### RELATED TOPICS (*hyperlinks to related topics in the document*)

Small files (< 5 MB) can be sent via email → [LINK TO “3.1 I want to share small files](#)

Big files (3MB and more) from others can be received → [LINK TO “3.3 I want to receive big files](#)

Providing files so that they can be worked on together with others → [LINK TO .... No contribution yet ...](#)

Other examples for online applications with very similar functionality

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

:

- Googledrive: <https://drive.google.com/start#home>

- SugarSync: <https://www.sugarsync.com> -

[https://www.sugarsync.com/products/sync\\_sharing.html](https://www.sugarsync.com/products/sync_sharing.html) <https://www.sugarsync.com/tour/>

- Windows Live Skydrive: <http://windows.microsoft.com/en-US/skydrive/home>

#### PROCEDURE

Create an account in dropbox.com or sugarsync.com. You just need an e-mail address. Visit <https://www.dropbox.com/tour> or <https://www.sugarsync.com/tour/> for more information.

Download the program to your computer or device and you'll get free GB.

Create your folders and then you can decide which ones you want to share with colleagues, other professors or students. Invite your colleagues to share the folder sending them an e-mail. If they don't have dropbox account, they must create a new one and then they will be able to share the folder.

Steps:

1. Go to <https://www.dropbox.com/>
2. Choose your language on the right bottom corner, if needed
3. Watch the introduction video, if wanted, as this is helpful to learn about the functionality
4. Click on the button "Download DROPBOX", which is free of charge for Windows, Mac, Linux and Mobile solutions (e.g. on your Smartphone)
5. You will be asked to save the file on your hard disk. At the same time a new window opens "Downloading DROPBOX", explaining easily the next steps. Just follow it (see picture below).



[Sign in](#) ▾

## Downloading Dropbox...

Your Dropbox download should automatically start within seconds.  
If it doesn't, [restart the download](#).



**1. Run the Dropbox installer**

From your browser's Downloads window, double click the .dmg file that just downloaded.



**2. Drag the Dropbox icon**

Drag the Dropbox icon into your Applications folder to copy it to your computer.



**3. Double-Click the Dropbox icon**

Double click the Dropbox icon in your Applications folder to get all set up, and you're good to go!

Need any more info? Check out our [tour](#) or [help center](#).

6. After following step 3 in the picture above, you are good to use Dropbox now.
7. Create your profile (username and password), when required.
8. Create new folders (click on the button with the symbol: blue folder and green plus symbol) and give them names according to the content of the files that you will upload into them (similar to the folders that you use to organize the files in your computer).
9. When in the new (or existing folder), upload one or more files into this folder (click on the button with the symbol: white paper sheet and blue arrow)
10. After uploading all files, which you want to share, into your folder, you can let one or

more persons know that the files are available here for them

11. When in the folder, which you want to share, click on the button with the symbol: blue folder and rainbow.
12. A new window will open, where you can type the e-mail addresses of your colleagues/friends in. You also have the option to type a short note in explaining what the files are about. Click on "Share folder" and that is it.
13. Once the person(s), who you have invited to share your files with you, did download the files from your DROPBOX, you will receive a notification via e-mail.
14. You can also upload new files into an existing folder afterwards.
15. You might also be invited to access folders and files from colleagues/friends.
16. The DROPBOX remains now in the list of programs on your computer and you can restart it anytime you want to use it and login again with your username and password. Alternatively, you can go to the DROPBOX website and directly login there via the "sign in" button on the top right corner (see picture above).

#### **EXAMPLE(S) and GOOD PRACTICES**

Extra on Youtube: how to install dropbox: <http://www.youtube.com/watch?v=5AhtstzPZ7U>

#### **REMARKS**

As always when dealing with files, you should try to keep a good structure, reasonable amount of files and overview of your folders and files in your DROPBOX. You might want to delete folders, which are being used anymore after a certain period of time.

Enjoy using DROPBOX and sharing files on a very friendly manner. Your colleagues and friends will appreciate your kind initiative!

### 3.3. I want to receive big files (DropItToMe)

#### AUTHOR(S)

Koen Vanherle (Plantijn University College, Antwerpen, Belgium)

Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium)

#### INTRODUCTION AND AIM

Imagine you want to receive large files like photos, pdf-files, movie clips,... of size > 5 MB. You could use a USB flash or memory card, but you don't always have this possibility (e.g. when there is a physical distance)

Therefore, [www.dropitto.me/](http://www.dropitto.me/) makes it possible for others to put files into your own personal Dropbox. The only thing that you have to do is send a simple URL with a corresponding password (of your own choice) to the other person.

Conditions: the receiver needs to have installed Dropbox (see [LINK TO "3.2 I want to share big files"](#)). The sender doesn't need to install anything.

#### RELATED TOPICS (*hyperlinks to related topics in the document*)

Other examples for online applications with very similar functionality

Big files (3MB and more) can be made available on the web for others → [LINK TO "3.2 I want to share big files"](#)

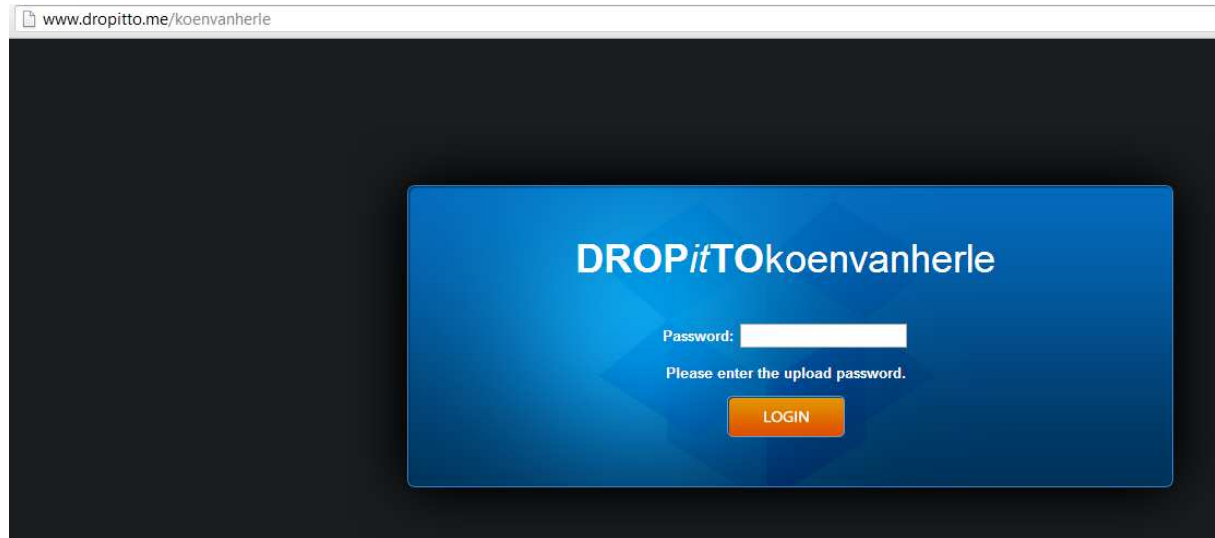
<https://www.dropbox.com/>

#### PROCEDURE

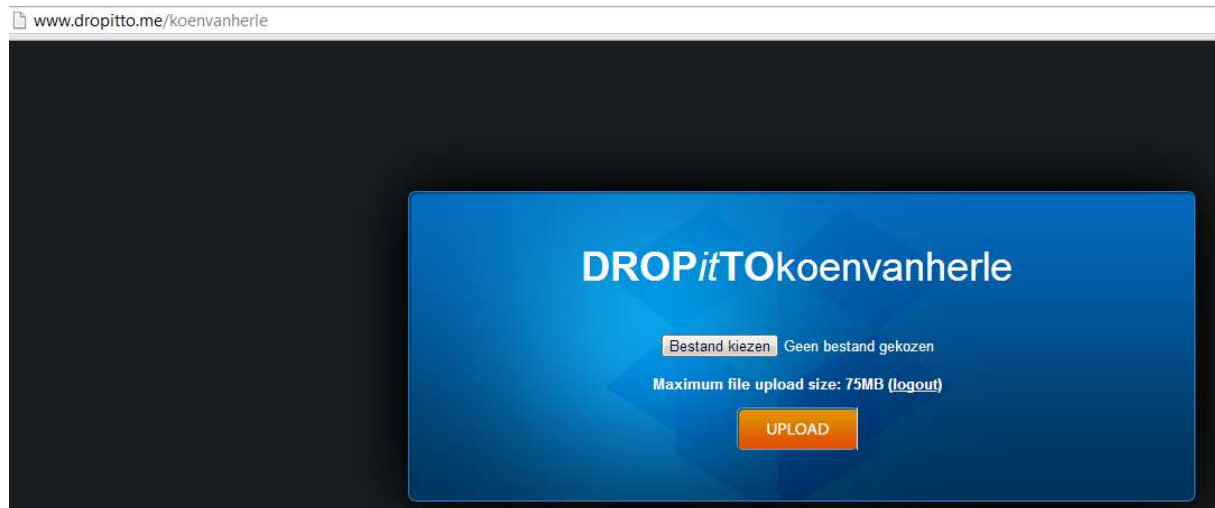
##### Easily Receive Large Files from Anyone [www.dropitto.me/](http://www.dropitto.me/)

DROPitTOMe is a secure service that lets you receive large files from anyone, uploaded directly to your Dropbox account. The service is free and currently in beta, but it works exactly as advertised. You simply register DROPitTOMe with your Dropbox account and you get a URL ([www.dropitto.me/username](http://www.dropitto.me/username)) to give out to anyone who might need to send you files too big to e-mail.

Not just anyone can use the URL, either. To upload a file, your colleagues need to enter the password you provide.



After entering the password: easy to upload any file by clicking and browsing into the documents. After uploading, the document will appear in the receivers personal Dropbox map.



The service works great, especially if your file sharing needs are primarily one-way in nature. ([http://www.cbsnews.com/8301-505143\\_162-28649253/easily-receive-large-files-from-anyone/](http://www.cbsnews.com/8301-505143_162-28649253/easily-receive-large-files-from-anyone/))

Getting started with DropItToMe:

[http://www.youtube.com/watch?v=WDvHjYf0Puw&feature=player\\_embedded](http://www.youtube.com/watch?v=WDvHjYf0Puw&feature=player_embedded)

## EXAMPLE(S) and GOOD PRACTICES

DropItToMe is an app connected to Dropbox.. There are also other apps available.

Examples for use:

- You'd like to receive photos or movies (or other large files) from someone that is too large to be sent by email (e.g . > 50 MB)

- You can simply send the URL to the person who can upload the document very easily . The URL is very easy to remember as well: [www.dropitto.me/username](http://www.dropitto.me/username) . You only need to give the password for uploading to the other one.

## **REMARKS**

As always when dealing with files, you should try to keep a good structure, reasonable amount of files and overview of your folders and files in your DROPBOX. You might want to delete folders, which are being used anymore after a certain period of time.

Enjoy using DROPBOX and sharing files on a very friendly manner. Your colleagues and friends will appreciate your kind initiative!



### 3.4 I want to share and work together on documents (Skydrive)

#### **AUTHOR(S)**

Sorin Ioacara, MEDIS, P13

Verheijen Steffie (Plantijn University College, Antwerpen, Belgium)

#### **INTRODUCTION AND AIM OF THE TOOL (*note: don't forget to mention the costs, conditions and necessary material/hardware*)**

Working on many simultaneous important projects is very time consuming. Often, people need to continue their work from the desktop computer on their laptop while on the go, i.e. at work or traveling abroad. Upon returning home, synchronizing files with the "main" desktop computer is not an easy task, especially if you forgotten to do that for a few days. Opening an older version of a document and making modification to it instead of using the latest version available (from the laptop) is a common and dangerous mistake. The answer for this issue is cloud computing technology, a relatively new concept, easy to implement using the example below. Necessary software: SkyDrive from Microsoft, or another similar system like Google Drive. Both are free if less than 7Gb (SkyDrive) are used for backing up files.

Outlook.com is a free, modern cloud email service from Microsoft and is a Hotmail upgrade. Outlook.com comes with free Word, Excel, PowerPoint and OneNote web apps (office web apps) built-in, plus 7 GB of free cloud storage with skydrive for sharing photos, videos, or other large files without huge attachments.

#### **RELATED TOPICS (*hyperlinks to related topics in the document*)**

...

#### **PROCEDURE (*note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool*)**

<http://www.youtube.com/watch?v=ovXRTye9WBc>

##### **1. Outlook.com**

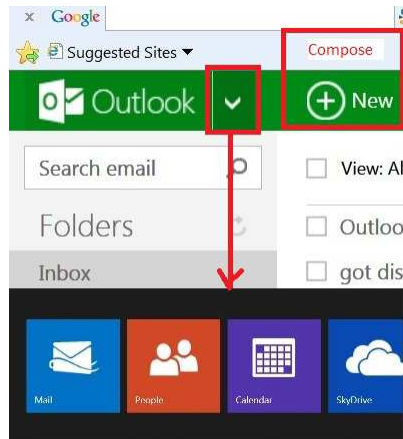
- Don't have an email address?  
Open your internet browser and go to [Outlook.com](http://Outlook.com). Here you can create an email address.
- When you upgrade to Outlook.com, you can continue to use your @hotmail.com, @live.com, or @msn.com email address. Or you can get a new @outlook.com address by adding an alias, renaming your account, or creating a whole new account.

Open your internet browser and go to your hotmail.

To guide you, a YouTube video is available with instructions:

<http://www.youtube.com/watch?v=n79SWatlgbl>

##### **2. Skydrive**



Go to Skydrive by clicking in the down arrow in the left corner next to outlook.

- Click 'upload' near the top of the page, and upload your files. Right-click the document, and then click 'share'.
- You can also create Office files right in SkyDrive with Office Web Apps for Word, Excel, PowerPoint, and OneNote even if you don't have Office installed:
  - Tap or click 'create', and choose the type of file you want
  - Edit your new document and save it
  - Click on file in the left corner and share the document

Your friends get an email with a link to the document. They can use free Office Web Apps to view the document and make quick edits even if they don't have Office installed.

This video shows you how easy it is to work together with other in 1 file:

[http://www.youtube.com/watch?v=D6O9J\\_EzmqE](http://www.youtube.com/watch?v=D6O9J_EzmqE)

1. Install Skydrive on both your desktop computer and your laptop.
2. Chose a working directory to be identically maintained on both computers.
3. Start to populate the desktop computer with all your working files, i.e. a directory containg all projects started in the current year.
4. All these files will be automatically uploaded on the webserver, from where can be accessed online securely.
5. Also, all files available on the webserver are automatically transferred on your laptop.
6. Opening an document on the laptop and saving it again after a minor modification leads to automatic update on the webserver and then again on the desktop (upon powering it on, of course). All synchronizing is made automatically without any intervention from the user.
7. You may also chose to share a certain subdirectory with a third party user, if you chose to do that.
8. You may use Skydrive and Google drive on the same computer(s), summing up the free space to 12Gb (at the moment).
9. The system may be installed on more than 2 computers if you need to do so.
10. Enjoy cloud computing made easy.

**EXAMPLE(S) and GOOD PRACTICES** (*this field only to complete to suggest the use of the tool for other ideas or examples*)

**REMARKS** (*extra notes, attention, hints, FAQ's,...*)

Written instructions about working with others in 1 file:

<http://office.microsoft.com/en-us/web-apps-help/work-together-on-office-documents-in-skydrive-HA102625039.aspx>

### 3.5 I want to use the DIETS database of materials

#### AUTHOR

Simone Bell (EuroFIR)

#### INTRODUCTION AND AIM OF THE TOOL

A database of materials for enquiry-based teaching has been set up within DIETS, WP5.

Content includes:

- Books and e-books
- Publications (papers, peer-reviewed, short communication, etc.)
- Presentations and images
- International initiatives and guidelines
- Software and OpenCourseWare

All WP-leaders and DIETS key contacts have access to the database and are welcome to access and add relevant materials to the database.

The database, which is available via the DIETS website, should become an important and sustainable source of information for the DIETS network. Apparently the content of the DIETS website will be kept under the EFAD website after September 2013, when DIETS2 ends.

Costs: none

Access: all DIETS network partners, who are key contacts and are working in workpackages

Web link (requires website log-in): <http://www.thematicnetworkdietetics.eu/apps/diets2/index.php>

#### RELATED TOPICS

None.

#### PROCEDURE

1. Visit the DIETS website: <http://www.thematicnetworkdietetics.eu>
2. Log-in
3. Go to "folders" > Choose "Materials Database" > Click on the link "Materials Database access"
4. You can Search for available materials: go to the "Search" button on the grey bar under the DIETS logo and start your search
5. You can edit existing ones or create new materials: go to the "Materials" button on the grey bar under the DIETS logo. The option for creating a new item is on the top left column
  - a. Read the "important notice"/"field format" before starting the editing
 

**How to enter key words in the DB:**  
Always with lower case: starting with lower case and writing the full word with lower case

**How to enter author names in the DB:**  
Start with last name: Start with upper case and continue with lower case.  
First names: only first letter as upper case and dot after that.  
Include all first names following this procedure, e.g. "Santos D. E."

**How to enter title of publications in the DB:**  
Start with upper case and continue with all lower case
6. If you want to add new key words, e.g. to be used for your search: go to the "System" button on the grey bar under the DIETS logo. Here you can add new author names and key words. These will appear later on the author and key words lists

#### REMARKS (extra notes, attention, hints, FAQ's,...)

For questions regarding content and access, please contact Simone Bell ([sb@eurofir.org](mailto:sb@eurofir.org))

## 4 Social media

### 4.1 I want to write a message on the Diets page on Facebook

#### AUTHOR(S)

Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  
 Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium)

#### INTRODUCTION AND AIM

DIETS started a DIETS-Facebook Page by the end of June 2011. It is accessible for everybody, but targets in particular all DIETS2 partners, all dietitians other dieticians, academics, students and other professionally involved in the science of nutrition and dietetics.

It can be used for Announcements , Evidence based sharing, Polls, Invitations (e.g. for the Conference), Discussion board.

Each visitor can post something on the Facebook page.

#### RELATED TOPICS (*hyperlinks to related topics in the document*)

...

#### PROCEDURE

The Diets Facebook page link: <http://www.facebook.com/diets2>

On the DIETS Facebook under the “Notes” section (open <http://www.facebook.com/DIETS2/notes>), you can find the following instruction sheets:

- How to post on DIETS2 Facebook page
- Guidelines and Rules for Posting



The screenshot shows the Facebook interface for the DIETS Network. At the top, there is a navigation bar with 'DIETS Network' and 'Notes' (with a dropdown arrow). Below this, the page title is 'DIETS Network's notes' and the user is identified as 'DIETS Net'. The main content is a note titled 'How to post on DIETS2 Facebook page' dated 'Wednesday, 1 August 2012'. The note includes a thumbnail image of a document titled 'Share your message on the DIETS2 Facebook page in 3 steps'. Below the note, it says 'Last updated: 01-08-2012'. At the bottom of the note, there are options to 'View full note', 'Unlike', and 'Comment'. A light blue bar indicates 'DIETS Network likes this.' Below that, there is a comment from 'DIETS Network' stating: 'Instead of starting a new post, it is of course also possible to react on posts from DIETS or others!' dated '1 August at 12:16' with a 'Like' button.

## Guidelines and Rules for Posting

Wednesday, 1 August 2012

### Welcome to the DIETS Facebook Page!

This page is open access for all dietitians, academics, students and other professionally involved or interested in the science of nutrition and dietetics, as well DIETS members and non-members. We're excited to connect with all of you!

DIETS will regularly add content on this page, but visitors are also able to ...

[View full note](#) · [Unlike](#) · [Comment](#)

## EXAMPLE(S) and GOOD PRACTICES

(kan weg indien er voor een aspect geen voorbeeld moet gegeven worden vb. als de procedure en de mogelijkheden op zich duidelijke genoeg zijn)

Sharing knowledge about European nutritional programs and research

Post invitations for the Conference

Share pictures and short videos from the Conference

...

## REMARKS

If you'd like to see something post in name of Diets, instead of under your own Facebook name, you can contact one of the following administrators of the Diets Facebook page:



**Judith Liddell**

Manager ▾

Judith can manage admin roles, send messages and create posts as the Page, create adverts and view insights.

[network.manager@thematicnetworkdietetics.eu](mailto:network.manager@thematicnetworkdietetics.eu)



**Réka Bozóné Kegyes**

Manager ▾

Réka can manage admin roles, send messages and create posts as the Page, create adverts and view insights.

[admin@thematicnetworkdietetics.eu](mailto:admin@thematicnetworkdietetics.eu)



**Koen Vanherle**

Manager ▾

Koen can manage admin roles, send messages and create posts as the Page, create adverts and view insights.

[koen.vanherle@plantijn.be](mailto:koen.vanherle@plantijn.be)

## 4.2 I want to use social media for evaluating student activities

<p><b>AUTHOR(S)</b> Lourdes Albiac, University of Vic (Spain)</p>
<p><b>INTRODUCTION AND AIM OF THE TOOL</b> (<i>note: don't forget to mention the costs, conditions and necessary material/hardware</i>)</p> <p>Social media like facebook can be used for different purposes:</p> <ul style="list-style-type: none"> <li>- For disseminating an academic activity.</li> <li>- For evaluating a teaching activity</li> <li>- For sharing educational activities</li> </ul>
<p><b>RELATED TOPICS</b> (<i>hyperlinks to related topics in the document</i>)</p> <p>...</p>
<p><b>PROCEDURE</b> (<i>note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool</i>)</p> <p>Example of evaluating an activity of health promotion done by the students. This activity is part of the work done by the students of the subject "Community nursing" in the degree of Nursing.</p> <ol style="list-style-type: none"> <li>11. The activity is done in groups, so, first of all is necessary to distribute students into small groups.</li> <li>12. Each group of students plan a health promotion intervention addressed to a target population using social media (written, audio, audiovisual or multimedia).</li> <li>13. The proposal is presented to the teacher who supervises the content and guides students in developing the proposal.</li> <li>14. The teacher creates a group on facebook and invite students to participate.</li> <li>15. The students post their productions on facebook and invite their classmates to see, read or hear the "health promoting material" and to make comments.</li> <li>16. Other students and the teacher evaluates the proposal, the process and the result of the activity taking into account:             <ol style="list-style-type: none"> <li>a. Originality</li> <li>b. Utility</li> <li>c. Adequacy to the target group</li> </ol> </li> </ol>
<p><b>REMARKS</b> (<i>extra notes, attention, hints, FAQ's,...</i>)</p>

### 4.3 I want to create a poll using Facebook

<p><b>AUTHOR(S)</b> Willem De Keyzer</p>
<p><b>INTRODUCTION AND AIM</b></p> <p>Imagine you want your audience's opinion on a certain topic or you have an idea you wish to tailor to your target group (clients, students, colleagues, ...). The Question feature in Facebook allows you to add a poll on Facebook and get instant feedback from your audience.</p>
<p><b>PROCEDURE</b></p> <p>To guide you, a Youtube video is available with instructions:  <a href="http://www.youtube.com/watch?v=Xa14YuxS20w">http://www.youtube.com/watch?v=Xa14YuxS20w</a></p> <p>Alternatively to the method shown in the video above, you can also use a poll <b>App</b> in Facebook. First, install a polling Application (e.g. "Poll") on the Facebook Page so you can create polls to vote on. There are several polling applications out there, and we recommend to use the one with the widest usage (number of active users).</p> <p>The link to the Poll application is: <a href="http://apps.facebook.com/opinionpolls">http://apps.facebook.com/opinionpolls</a></p> <p>Remarks:</p> <ul style="list-style-type: none"> <li>You can't ask questions from the top of your News Feed anymore (since 2012). You'll still be able to see questions you've asked in the past by going to your activity log.</li> </ul>
<p><b>EXAMPLE(S) and GOOD PRACTICES</b></p> <p>Ask your audience, friends, colleagues, students,... how they feel about a certain topic. Get instant feedback about the questions you have.</p>
<p><b>REMARKS</b></p> <p>A Q&amp;A page on Questions in Facebook exists as well. See the following URL:</p> <ul style="list-style-type: none"> <li><a href="http://www.facebook.com/help/facebook-questions">http://www.facebook.com/help/facebook-questions</a></li> </ul>



## 4.4 I want to make events and invite people through Facebook

### AUTHOR(S)

Donck Pauline (Plantijn University College, Antwerpen, Belgium)  
 Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium)  
 Koen Vanherle (Plantijn University College, Antwerpen, Belgium)

### INTRODUCTION AND AIM OF THE TOOL (*note: don't forget to mention the costs, conditions and necessary material/hardware*)

You can organize and publicize any event using Facebook. As a social utility and networking Web site, Facebook makes a great platform for hosting and building your events. One way you can bring people to your business is by hosting an event.

Facebook allow you to create an event listing that you can share with people on Facebook. Your Facebook event can also be seen by people who are not Facebook users.

### RELATED TOPICS (*hyperlinks to related topics in the document*)

### PROCEDURE (*note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool*)

#### To make an event on Facebook

1. Login to Facebook with your e-mail and password. <https://www.facebook.com/>.
2. Go to the homepage and click "Events" on the left side.



3. You will find a "+ Create Event" button on the top of the page.



4. Click on this button and following screen will appear.

5. Create your event by giving your event a name. Set the date, plan, location, time and any other information.
6. When all boxes are filled in, click on “ Invite Friends”.
7. All your friends will appear on your screen with a square in front of them.

#### To invite friends to your event

8. To select friends to your event, indicate the little square. Your friend is invited when the square and the person is turning blue.
9. When you invited everyone you are wanting to invite, click “Save” in the under-right corner.
10. You will come again to the screen as seen in number 4. This time you click “ Create”.
11. Your event is now done and your friends have been invited. They can respond to your event with Join or Maybe.

For tutorials on the many functions you can do with event creating and editing check <http://www.facebook.com/help/events>

#### **EXAMPLE(S) and GOOD PRACTICES** (*this field only to complete to suggest the use of the tool for other ideas or examples*)

You can make events on Facebook for all kind of things for example private parties with your colleagues, business meetings, appointment for conference calls or a Skype meeting, etc.

#### **REMARKS** (*extra notes, attention, hints, FAQ's,...*)

Intimate affairs should be labeled as private.

Before you get started, here are some decisions you need to make:

- What is the event name? This is one event detail that you can't change later, so make sure you start off with the best name.
- Do you want to make the event private? This means that only invited guests know about the event

- and the event administrator must invite each guest.
- Do you want to make the invited guest list available to anyone who visits the event page?

Make your event public if you want to bring in as many people as possible. Public events will be accessible to anyone on Facebook and appear in search results.

Only the event administrator can change the privacy status of an event.

Extra guide : <http://www.youtube.com/watch?v=FYAVXCmrvxA>

Written instructions for creating an event:

[http://www.ehow.com/how\\_2031207\\_event-facebook.html](http://www.ehow.com/how_2031207_event-facebook.html)

#### 4.5 I want to start a Facebook Page (for instance to keep a diary)

##### **AUTHOR(S)**

De Jonghe Sanne (Plantijn University College, Antwerpen, Belgium)  
 Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  
 Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium)

##### **INTRODUCTION AND AIM OF THE TOOL (*note: don't forget to mention the costs, conditions and necessary material/hardware*)**

Facebook is a social network and exists all over the world. You can make your own profile and you choose what information you want to put on your profile.

You can invite people to be your friends, you can chat with people, share data such as photographs, movies and information.

You can create a diary on Facebook so everyone who is interested can follow you. As a dietician you can create a diary and put healthy recipes, tips, information on it and you can answer people who have questions as well.

To create Facebook you don't need any special software, just an e-mail address and password.

##### **RELATED TOPICS (*hyperlinks to related topics in the document*)**

...

##### **PROCEDURE (*note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool*)**

How do I create facebook?:

1. You go to [www.facebook.com](http://www.facebook.com)
2. Fill in your e-mail address and password at the top
3. Click on "sign in"
4. Now you have your facebookaccount

Now you can create your own profile.

How do I create a diary? :

1. On the left column on your facebook homepage you see the "make a page" button. Click on this.
2. If you want to make a page as a dietician, click on the category "Company, organisation or institution".

facebook

E-mailadres of telefoonnummer Wachtwoord

Registreren Met Facebook ben je verbonden en deel je alles met iedereen in je leven.

**Een pagina maken**  
 Kies een categorie. Pagina's zijn een betere manier om je bedrijf en team te promoten.

Lokaal bedrijf of lokale plaats

Bedrijf, organisatie of instelling

Merk of product

Artiest, band of bekende persoon

Amusement

Goed doel of community

Facebook © 2011. Bedrijfsnaam, Wachtwoord, Verander wachtwoord, Bedrijfsnaam, Pagina's, Over Facebook, Het advertentie systeem, Mijn profiel pagina, Ontwikkelaars, Security, Privacy, Contact, Gebruikersvoorwaarden, Help

3. Choose a sub-category from the drop-down menu.
4. Choose a name for your page.
5. Check the "I have permission to ..." button on and type your name as it is registered at facebook at the time of the opening of your personal account in the window for the electronic signature.
6. Read the "facebook page rules" and accept them.
7. Now you can start your diary on your facebook page. You can post photos, videos and messages. Announce your page to your facebook friends and to all your contacts.

**EXAMPLE(S) and GOOD PRACTICES (this field only to complete to suggest the use of the tool for other ideas or examples)**

**REMARKS (extra notes, attention, hints, FAQ's,...)**

You can also create a diary on other programs like Twitter.

#### 4.6 I want to create a twitter account

##### **AUTHOR(S)**

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 Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  
 Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium)

##### **INTRODUCTION AND AIM OF THE TOOL (note: don't forget to mention the costs, conditions and necessary material/hardware)**

Twitter is a social media;

A information network is a real-time information network that connects you with the latest stories, ideas, opinions and news about what you find interesting. Simply follow the accounts and conversations that appeal to you the most. Twitter's core is a lot of small particles of information called tweets. Each tweet is 140 characters long. you can discover a lot in a small space. You can pictures, videos and conversations directly in view to the whole story in its entirety tweets to get, and all in one place

##### **RELATED TOPICS (hyperlinks to related topics in the document)**

[www.twitter.com](http://www.twitter.com)

##### **PROCEDURE (note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool)**

###### **The twitter account**

Go to [www.twitter.com](http://www.twitter.com) , register and you can immediately write your first "Tweet",

Tweets:

To connect someone you use this: @

To connect whit a television program newspapers etc.. you use this: #

##### **REMARKS (extra notes, attention, hints, FAQ's,...)**

Twitter is very well protected and twitter has been translated into more than 30 languages. You can use twitter on your smartphone.

## 4.7 I want to make a blog and share information to the world

### AUTHOR(S)

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### INTRODUCTION AND AIM OF THE TOOL

A blog is a frequent, chronological journal or diary. It is a place to express yourself to the world, a place to share your thoughts and your passions.

Blogs are free and available for everyone.

They range from the personal to the political, and can focus on one specific topic or a whole range of topics.

A typical blog combines text, images, and links to other blogs, web pages, and other media related to its topic. Viewers of a blog have the ability to post comments on each post.

Bloggging is a great way to help market or promote yourself or your business, product or service. This way you can share your knowledge and expertise with other people.

### RELATED TOPICS (*hyperlinks to related topics in the document*)

Blogs from students and dietitian:

- Student:

<http://www.dietitianambition.blogspot.be/>

- Dietitian:

<http://kimthedietitian.wordpress.com/>

<http://diariesofadietitian.blogspot.be/>

### PROCEDURE

⇒ When starting your own blog, first decide what you want to blog about. Choose something that you are interested in and passionate about.

⇒ **1. Blogger.com**

Open your internet browser and go to [www.blogger.com](http://www.blogger.com)

- If you don't have a Google account, click on 'sign up' in the right corner. Here you can create your Google account by filling in some information.
- If you already have a Google account, enter your email address and password and click on 'sign in'.

To guide you on installing and using: [http://www.youtube.com/watch?v=rA4s3wN\\_vK8](http://www.youtube.com/watch?v=rA4s3wN_vK8)

**2. WordPress.com**

- Open your internet browser and go to [www.wordpress.com](http://www.wordpress.com)
- Click on the 'get started' button
- Fill out the online form
- Scroll to the bottom of the page and click 'Create Blog'
- Wait for your confirmation email

To guide you on installing and using: <http://www.youtube.com/watch?v=CIWK6BBxpvI>



⇒ Post a description of your blog that people see when they visit your blog. This should make the blog attractive and it must be clear what the blog is.

⇒ Publishing posts

To keep a blog interesting, you can use several different types of blog posts:

- Recipes
- Books, movies, ..
- Information for patients: food, drinks, diseases, ..
- Review of a product
- Food labels
- Tips about healthy weight loss
- Stories from other people
- Other interesting blogs
- ..

**EXAMPLE(S) and GOOD PRACTICES** (*this field only to complete to suggest the use of the tool for other ideas or examples*)

**REMARKS** (*extra notes, attention, hints, FAQ's,...*)

Blogger.com and WordPress.com are the most popular to use.

On this site you can find more information about the 2 and their instruction.

<http://www.wikihow.com/Start-a-Blog>

Written instructions about WordPress.com:

<http://wpsites.net/blogging/how-to-start-a-blog-for-free-wordpress-tutorial/>

## **5 Interactive exercising tools**

### **5.1**

## 6 Digital video, photography, editing tools

### 6.1 I want to make a screen capture

#### AUTHOR(S)

Willem De Keyzer

#### INTRODUCTION AND AIM

Sometimes you need a record of images and information you view. For example when you are creating a manual for a software program or when you would like to include dialog screens of programs as an image into your presentation. To do all this, you can use screen capture software.

Several software programs are available. Some of them are free or built in your existing software (Microsoft Office 2010) or operating system (Windows Vista or Windows 7). Others are available for purchase (e.g. Snagit from TechSmith).

#### RELATED TOPICS (*hyperlinks to related topics in the document*)

...

#### PROCEDURE

##### 17. The Windows Snipping Tool

The Windows Snipping Tool is available in Windows Vista and Windows 7 operating systems. You can use the Snipping Tool to capture a screen shot, or snip, of any object on your screen, and then annotate, save, or share the image. Simply use the mouse to capture any of the following types of snips:

- Free-form Snip. Draw an irregular line, such as a circle or a triangle, around an object.
- Rectangular Snip. Draw a precise line by dragging the cursor around an object to form a rectangle.
- Window Snip. Select a window, such as a browser window or dialog box, that you want to capture.
- Full-screen Snip. Capture the entire screen when you select this type of snip.



After you capture a snip, it's automatically copied to the mark-up window, where you can annotate, save, or share the snip

To guide you, a Youtube video is available with instructions:

[http://www.youtube.com/watch?v=YR\\_cq21c0T4](http://www.youtube.com/watch?v=YR_cq21c0T4)

#### Remarks:

- When the Windows Snipping Tool is not available and you are a Vista or Windows 7 user, consult the next video to get the tool activated:  
<http://www.youtube.com/watch?v=hM2Fm0vSDhU&feature=related>
- When you are not able to use the Snipping Tool, refer to the **Office 2010 Screen Shot**

**Tool or How-to Use Print Screen Feature** instructions.**18. Office 2010 Screen Shot Tool**

Microsoft OneNote has a built-in screen clipping utility that lets you capture any part of the desktop screen with one click. This immensely useful screen clipping feature is part of Microsoft Office 2010 programs as so you may no longer need a separate screenshot program for basic screen captures in documents and presentations.

To guide you, a Youtube video is available with instructions:

<http://www.youtube.com/watch?v=21phJ6pk5UE>

**19. How-to Use Print Screen Feature**

On the top row of your keyboard, to the right of the F12 key, is a key labeled "Print Scrn". In the "old days", this key actually printed (on your printer) the image that was showing on the screen. Since the first Windows, this key's function has changed. Now it copies the screen image to the clipboard. Follow these instructions:

1. Press the Print Scrn key.
2. Open a graphics program (like Paint, or even MS Word) and do a paste (Right click/Paste or CTRL + V).
3. You'll see the screen image.
4. If you want to capture only one active window on the screen:



press and hold the ALT key, then the Print Scrn key. The image copied will be only the active window.

To guide you, a Youtube video is available with guided instructions:

[http://www.youtube.com/watch?v=C2N7qSWO\\_ul](http://www.youtube.com/watch?v=C2N7qSWO_ul)

**EXAMPLE(S) and GOOD PRACTICES**

Make images of webpages.

Select only parts of images on your screen.

When making a manual for a software program or procedure involving the use of software to present dialog screens.

To report error messages on your screen to your ICT department.

**REMARKS**

Written instructions from Microsoft exist as well. See the following URL for:

- **Office 2010 Screen Shot Tool**

<http://office.microsoft.com/en-us/word-help/insert-a-screenshot-or-screen-clipping-HA010355185.aspx>

- **The Windows Snipping Tool**

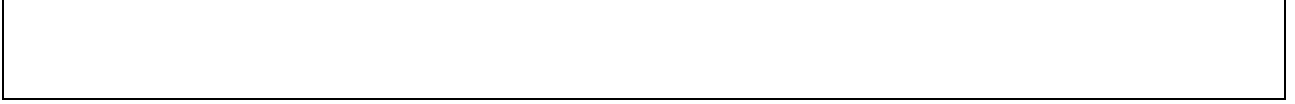
Vista:

<http://windows.microsoft.com/en-us/windows-vista/Use-Snipping-Tool-to-capture-screen-shots>

or

Windows 7:

<http://windows.microsoft.com/en-us/windows7/products/features/snipping-tool>



## 6.2 I want to make an automatic presentation (clip of image with sound)

<p><b>AUTHOR(S)</b> Sorin Ioacara, MEDIS (P13)</p>
<p><b>INTRODUCTION AND AIM OF THE TOOL</b> (<i>note: don't forget to mention the costs, conditions and necessary material/hardware</i>)</p> <p>Powerpoint presentations are nowadays the standard of education delivery in most of European HEI. The aim of this e-guide is to provide the necessary know-how for easy production of small sized, high impact movies from these already available PPT files. Required hardware: desktop microphone. Required software: Microsoft PowerPoint 2010 (or above).</p>
<p><b>RELATED TOPICS</b> (<i>hyperlinks to related topics in the document</i>)</p> <p>...</p>
<p><b>PROCEDURE</b> (<i>note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool</i>)</p> <ol style="list-style-type: none"> <li>1. Open the pptx file in Microsoft Powerpoint 2010 (or above).</li> <li>2. Record your voice explaining each slide using the embedded tool available in Microsoft Powerpoint: "Insert" =&gt; "Audio" =&gt; "Record audio ...". A desktop microphone is required to complete this step.</li> <li>3. Repeat step 2 for each slide.</li> <li>4. Assign automatic transition to the next slide using "Transition" =&gt; "Advance slide". Assign enough time here for the audio to complete also.</li> <li>5. If your presentation contains animations, you must change the "on click" properties for its initiation to either "with previous" or "after previous". Pay attention to introducing correct delays, in order to synchronize with audio explanations.</li> <li>6. Verify that the presentations runs from start to end without external intervention in "slide show" mode, in Microsoft PowerPoint.</li> <li>7. Save your masterpiece as wmv, using "File" =&gt; "Save as" =&gt; "Save as type".</li> <li>8. Enjoy your newly created movie from the location used for saving.</li> </ol>
<p><b>EXAMPLE(S) and GOOD PRACTICES</b> (<i>this field only to complete to suggest the use of the tool for other ideas or examples</i>)</p> <p>Don't forget to upload your moviet to Youtube for sharing with others, if you are entitled to do so.</p>
<p><b>REMARKS</b> (<i>extra notes, attention, hints, FAQ's,...</i>)</p> <p>Check other sections of this e-guide for instructions regarding Youtube utilization.</p>

### 6.3 I want to search for a clip on Youtube and share it

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 Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium)  
 Koen Vanherle (Plantijn University College, Antwerpen, Belgium)

#### INTRODUCTION AND AIM OF THE TOOL (*note: don't forget to mention the costs, conditions and necessary material/hardware*)

YouTube is a website where the user can publish movies and in return its exclusive multiplier and copyrights removed. The slogan of this website is YouTube, Broadcast Yourself. The uploader can provide the movie tags (keywords, on the Dutch version of YouTube ' labels ') that a non-hierarchical classification (folksonomy). This site is established in February 2005 by three employees of PayPal. The website is now owned by Google.

#### RELATED TOPICS (*hyperlinks to related topics in the document*)

...

#### PROCEDURE (*note: not an " instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool*)

In order to post a video or view a video on youtube you must first create an account for you to log on youtube. To create an account on youtube, you must first create a gmail. You can like the video on youtube, you can share it on other pages for example facebook etc

1. To watch a video on youtube, you don't need a account, you just go to [www.youtube.com](http://www.youtube.com), enter your search terms and choose the video you want to see.

The results can be sorted by relevanc, by number of viewers, by date, ...

2. Like, share and add to my favorites



[http://www.youtube.com/watch?v=YR\\_cq21c0T4](http://www.youtube.com/watch?v=YR_cq21c0T4)

#### EXAMPLE(S) and GOOD PRACTICES (*this field only to complete to suggest the use of the tool for other ideas or examples*)

Follow the instructions of the videos

**REMARKS (*extra notes, attention, hints, FAQ's,...*)**

YouTube supports for some HTML5 videos, a new standard



## 6.4 I want to post a video on Youtube

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 Koen Vanherle (Plantijn University College, Antwerpen, Belgium)

### INTRODUCTION AND AIM OF THE TOOL (*note: don't forget to mention the costs, conditions and necessary material/hardware*)

Once you have created a video, you can put it on the Internet so that family and friends can watch it. Or you can share your creation with the rest of the world. One of the best places to post your video is the popular "YouTube" website. YouTube doesn't charge a fee for sharing or watching videos on the site. Allow anyone to watch your video or set it to "private" so only those you select can view your video.

YouTube allows users to search and browse millions of community and partner videos, comment, rate, and make video responses to your favorite videos. Upload and share your videos with millions of other users and save your favorite videos to watch and share later.

### RELATED TOPICS (*hyperlinks to related topics in the document*)

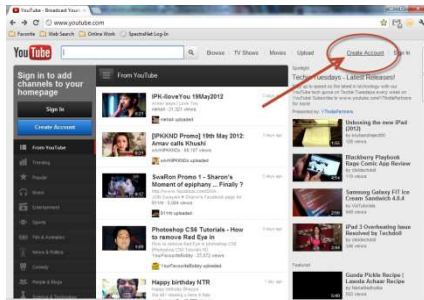
### PROCEDURE (*note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool*)

Before you can upload a video on Youtube, you will need to create a Youtube account. Followings steps will help you create one.

1. Visit <http://www.youtube.com>.



2. Click on the "Create account" button in the upper-right corner of the home page.



3. Fill out your personal information and continue.

4. Once you created an account you can Sign in on Youtube using your username and password.

Now you have a Youtube account. This following video will explain you how to upload a video file to Youtube using your account. <http://www.youtube.com/watch?v=O7iUiftbKU>

**EXAMPLE(S) and GOOD PRACTICES** (*this field only to complete to suggest the use of the tool for other ideas or examples*)

**REMARKS** (*extra notes, attention, hints, FAQ's,...*)

**Tips and warnings**

Make your video less than 10 minutes

"YouTube" uses persistent cookies, meaning that you may stay logged in even after you close the browser. So, make sure you log out and don't just hit "exit" after each use, especially if you are using a public or shared computer.

You have to be 13 or older to actually join Youtube, so if you are not, you cannot join.

It is important that you carefully review the Community Guidelines and Terms of Service before creating a YouTube account.

**Things you will need**

Camera or webcam  
Computer  
Internet connection

## 6.5 I want to make a screencast (with Screenr)

### AUTHOR(S)

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Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium)

### INTRODUCTION AND AIM OF THE TOOL (*note: don't forget to mention the costs, conditions and necessary material/hardware*)

A screencast is a recorded animation of what goes on on your computer screen. It could be accompanied with audio (your own voice being recorded, for instance to explain what you are doing)

It is particularly suitable for the design of demonstrations, animated instructions or course material.

For the development of these movies there paying and non-paying software. Screenr is a free and easy-to-use tool which does not require any installing, and the uploading of the result is simple as well.

### RELATED TOPICS (*hyperlinks to related topics in the document*)

...

### PROCEDURE (*note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool*)

Screenr


- Screenr is a free, web-based screencast program.
- You can make instructional videos up to 5 minutes.
- You can also record sound.
- You can record movies later in YouTube, your website, learning environment, ...

## Instant screencasts: Just click record

Screenr's **web-based screen recorder** makes it a breeze to create and share your screencasts around the web.

Just click the record button, capture your screen & voice, and share the link. *Some people even call it fun!*

- ✓ Nothing to install or download
- ✓ Record on your Mac or PC
- ✓ Plays everywhere, even on iPhones
- ✓ Start now—it's completely **FREE!**



🔴 Launch screen recorder now!

How to start?

Demonstration: on the website is a clear screencast of less than 1 minute explaining how Screenr works.

Go to the website of Screenr (<http://www.screenr.com>) and start recording by clicking “Launch screen recorder now!”

**EXAMPLE(S) and GOOD PRACTICES** (*this field only to complete to suggest the use of the tool for other ideas or examples*)

**REMARKS** (*extra notes, attention, hints, FAQ's,...*)

Alternative: JING

- Jing is a very user-friendly program that allows you to make screen recordings.
- There is a free version and a paid version.
- Official website (where you can download the program) <http://www.jingproject.com/>

## 7 Mobile ICT devices (M-learning)

### 7.1 I want to know what “mobile apps” are and what they can be used for

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#### **INTRODUCTION AND AIM OF THE TOOL (*note: don't forget to mention the costs, conditions and necessary material/hardware*)**

What is an app?

An app is a program that can be used for an Iphone, Ipad, PDA's with Android and Blackberry. They offer you additional functions that you can use on your phone.

What can you do with an app?

With an app you can't, like on the internet, browse back and forth. An app is created to get information for one specific task such as e.g. an hour schedule. For many information sources there is an own app provided e.g. train information, radio, ...

You need to download the app for the information. Apps don't use much space, so you can install a sufficient amount of them.

What is the cost of an app?

Most apps are free to download, but sometimes you have to pay. Apps offered by App Developers are not free. With some apps you need to be careful that your costs are not too high, you can plot them.

You can download your apps with the appstore. On the page of the app you can see if you have to pay for it or not.

#### **RELATED TOPICS (*hyperlinks to related topics in the document*)**

...

#### **PROCEDURE (*note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool*)**

How to download apps?

→ for Iphone, Ipad

1. Open the App store.
2. Search for the name of the app you want to download.
3. Click on the app you want to download
4. You are then on the page of the app, where you will find the information about the app.
5. Click in the upper right corner on the bar where "free" or the price is stated.
6. Click on install in the upper right corner.

7. Enter your iTunes password and press okay.
8. The app will be downloaded and automatically placed.

→ Android

1. Open the application menu and press on “market” to open the Android market.
2. Click on apps to look at the different apps.
3. Click on the list of the application to look at the details of the app, now you can see if it is free or paying.
4. Press on okay to accept the agreements of the app.
5. Now, the app will be downloaded on your Android smart phone.

In this movie they show how to download an app you're your Android smart phone :  
<http://www.youtube.com/watch?v=U9UtPLaIZWo>

There are apps with all sorts of diets. You can look it up in the appstore. e.g. Diet buzz. Download it on your smart phone. This app contains all information about healthy nutrition and Diet news.



**EXAMPLE(S) and GOOD PRACTICES** (*this field only to complete to suggest the use of the tool for other ideas or examples*)

**REMARKS (*extra notes, attention, hints, FAQ's,...*)**

Sometimes you need to update your apps, when you have to do it ,it will appear on your screen.

## 7.2 Use of M-learning objects with Ipad and smart phones

AUTHOR(S)

Ane Kruse

**INTRODUCTION AND AIM OF THE TOOL** (*note: don't forget to mention the costs, conditions and necessary material/hardware*)

Use of M-learning objects with Ipad and smart phones. Here is a sample of good APPs and guides on how to use them. Furthermore, we give one idea on how to use smart phones in teaching.

**RELATED TOPICS** (*hyperlinks to related topics in the document*)

7.1. I want to know what a mobile app is and what it can be used for

**PROCEDURE** (*note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool*)

### Use of M-learning objects

#### Ideas for Ipad

#### Making mindmaps

Download the APP ithoughts for making mind map – it is highly recommendable. It cost a minor fee of 9 euro.

The screenshot shows a YouTube video player interface. The video title is "Topic Manipulation" and it has 2,362 views. The channel is "iThoughtsVideos" with 200 subscribers. The video was uploaded on 14/02/2012. The video content shows a mind map being created on a tablet screen. The video player includes a progress bar, volume control, and a list of related videos on the right side. The browser address bar shows the URL: [http://www.youtube.com/watch?feature=player\\_embedded&v=dZGo7gPoFHs#](http://www.youtube.com/watch?feature=player_embedded&v=dZGo7gPoFHs#).

[http://www.youtube.com/watch?feature=player\\_embedded&v=dZGo7gPoFHs#](http://www.youtube.com/watch?feature=player_embedded&v=dZGo7gPoFHs#)!

This you tube clip explains in a very good way, how you can organize your mind map, to become highly useable for many task

This clip shows how to use pictures in the mindmap.

[http://www.youtube.com/watch?feature=player\\_embedded&v=enmFyWMJGOc#](http://www.youtube.com/watch?feature=player_embedded&v=enmFyWMJGOc#)!



## Taking notes

Download “Evernote” from the APP store, view the introduction on how to use evernote. It is highly usable for taking notes, managing meetings etc. Furthermore you can download evernote on all you mobile devices and laptop and this way always be able to access your notes. For an additional fee, it also works offline.

Evernote: [https://www.youtube.com/watch?feature=player\\_embedded&v=Pjn6YkCY2yA](https://www.youtube.com/watch?feature=player_embedded&v=Pjn6YkCY2yA)

The screenshot shows a YouTube page for a video titled "Evernote". The video player is at the top, showing a green background with a notebook and a pen. Below the player, the video title "Evernote" is displayed along with the channel name "EvernoteVideos" and subscriber count "985.409". The video description reads: "Udgivet den 11/05/2012 Remember everything with Evernote. Capture your ideas, the things you like, what you see and access them anywhere with Evernote." There are several comments from users like "triffo5242" and "gunny117". The right sidebar shows a list of related videos, including "Evernote Tutorial 1 - Overview and Basic", "Hall Of Fame - The Script feat. will.i.am", and "Hidden Treasure - Simon's Cat".

## Saving files and reading later

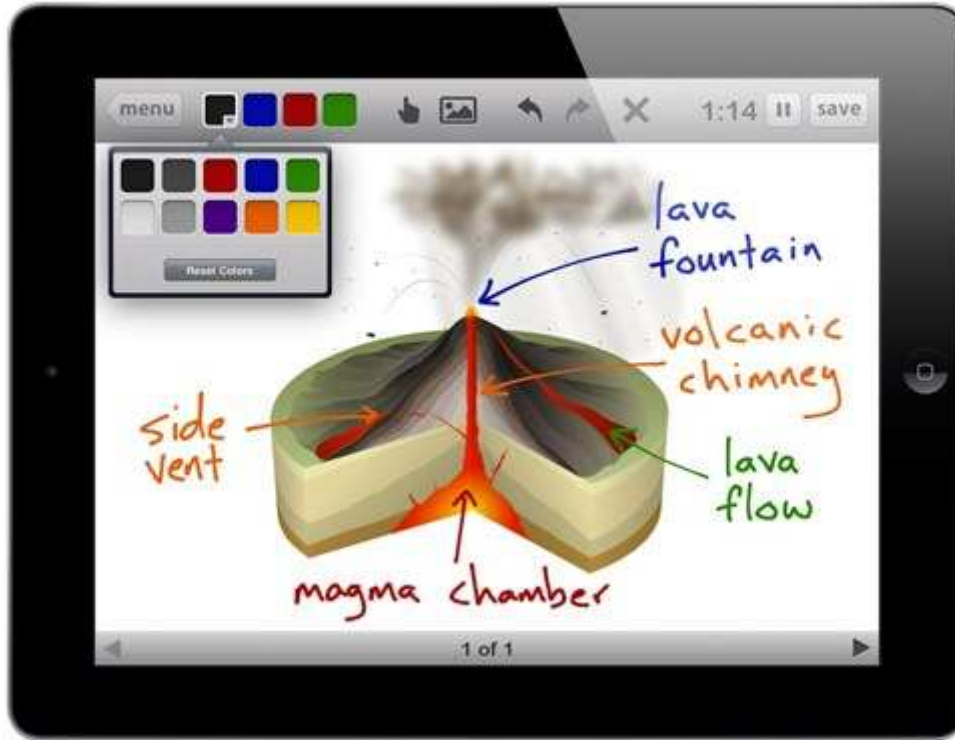
Get Pocket! Down load “pocket” from APP store and read all the things you find, and don’t have the time to read – when you have the time! Also works offline.

<http://getpocket.com/#prettyPhoto/0/>

The screenshot shows the homepage of the Pocket website. The main headline reads: "When you find something you want to view later, put it in Pocket." Below this, there are two main sections: "SAVE FOR LATER" and "VIEW WHEN READY". The "SAVE FOR LATER" section lists ways to pocket content: "Your Web Browser", "Via Email", and "From Over 300+ Apps". The "VIEW WHEN READY" section lists where to view content: "Phone and iPad", "Android", "Kindle Fire", and "In Your Browser". There is also a "SIGN UP NOW" button.

## Educreations

Be creative with your Ipad, download "educreations" from the APP store and use the pictures, images, film clips ect. in a creative way. <http://www.educreations.com>



## Smart-phones

### Ideas for teaching including m-learning objects

Ask the students to choose a topic (sustainability in food production/obesity/vitamins etc) and make a minor movie or photo story about it to be presented in class.

The idea is that they get inspired outside the classroom and document it by using their smart phone filming or taking pictures.

Ask the student to edit the clips using for example these editing programmes which are free:

- Photostory: <http://microsoft-photo-story.en.softonic.com>
- Movie Maker: <http://windows.microsoft.com/da-DK/windows7/products/features/movie-maker>
- <http://audacity.sourceforge.net/download/>

Before using the programs the students need to download this program for their computer:

<http://flvrunner.com/d/fileconverter.php>

(Any other editing program can be used)

When the students are finished making the movie/photostory, they upload it to you tube, and share the URL (link) with the rest of the class using an LMS. Be sure to have an LMS that all participants can access.

The students give a presentation and show it on class. Awards can be given for the best one (fx a meal ticket to the canteen ☺)

Examples from students:

On obesity: <https://www.youtube.com/watch?v=tV9D0NnBuM0>

Environmental problems with dangerous waste:  
<https://www.youtube.com/watch?v=yCTgpQdVeG0>

**EXAMPLE(S) and GOOD PRACTICES** (*this field only to complete to suggest the use of the tool for other ideas or examples*)

**REMARKS** (*extra notes, attention, hints, FAQ's,...*)

## 8 Other

### 8.1 I want to search a recipe on the internet

#### **AUTHOR(S)**

Samuel De Moor (Plantijn University College, Antwerpen, Belgium)

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#### **INTRODUCTION AND AIM OF THE TOOL (*note: don't forget to mention the costs, conditions and necessary material/hardware*)**

A recipe from the internet can be handy because:

- You don't have any recipe books
- You want different opinions of the recipe
- You want to watch how it's made
- ...

All kind of internet browsers can be used for this. For example: Google Chrome, Safari, Mozilla Firefox, ...

One of these browsers is the standard browser or you can download and install one of the above.

If you want to search a recipe you need to use a search engine. The most common search engine is Google. But you can also use Yahoo!, Bing or many others.

Or use a site as Allrecipes.com, Njam.tv, ...

All kind of search engines and sites can be used for searching a recipe on the internet. Google and Allrecipes.com are the described below, all free to use.

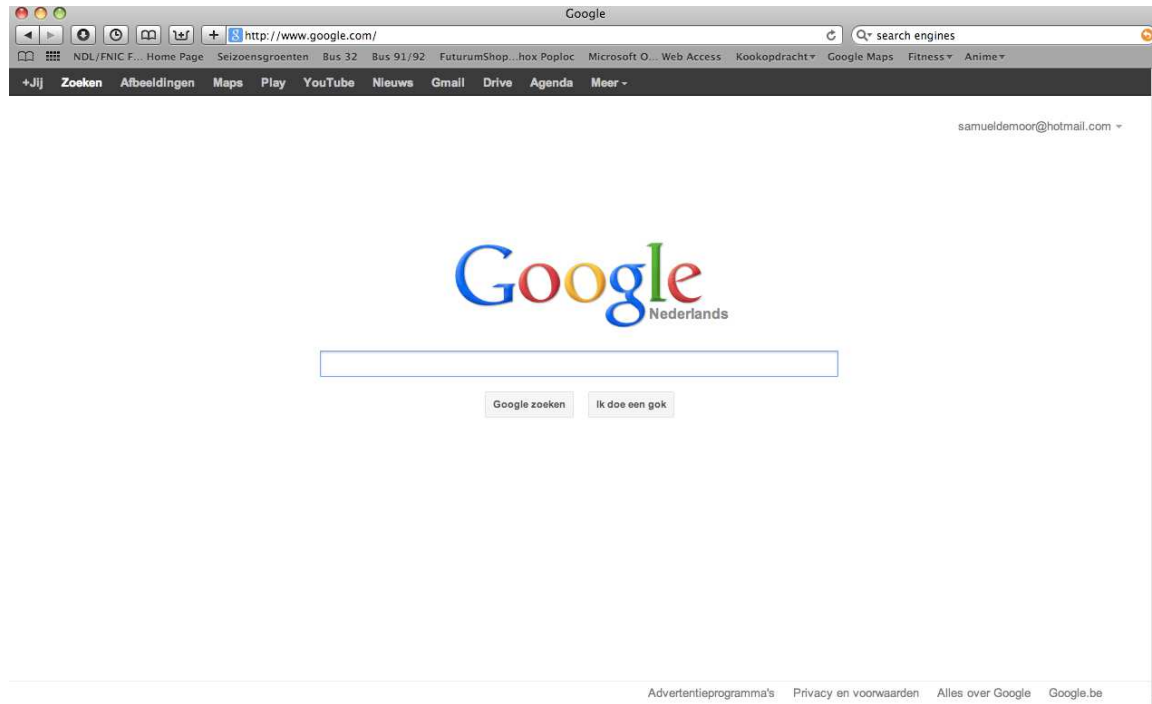
#### **RELATED TOPICS (*hyperlinks to related topics in the document*)**

...

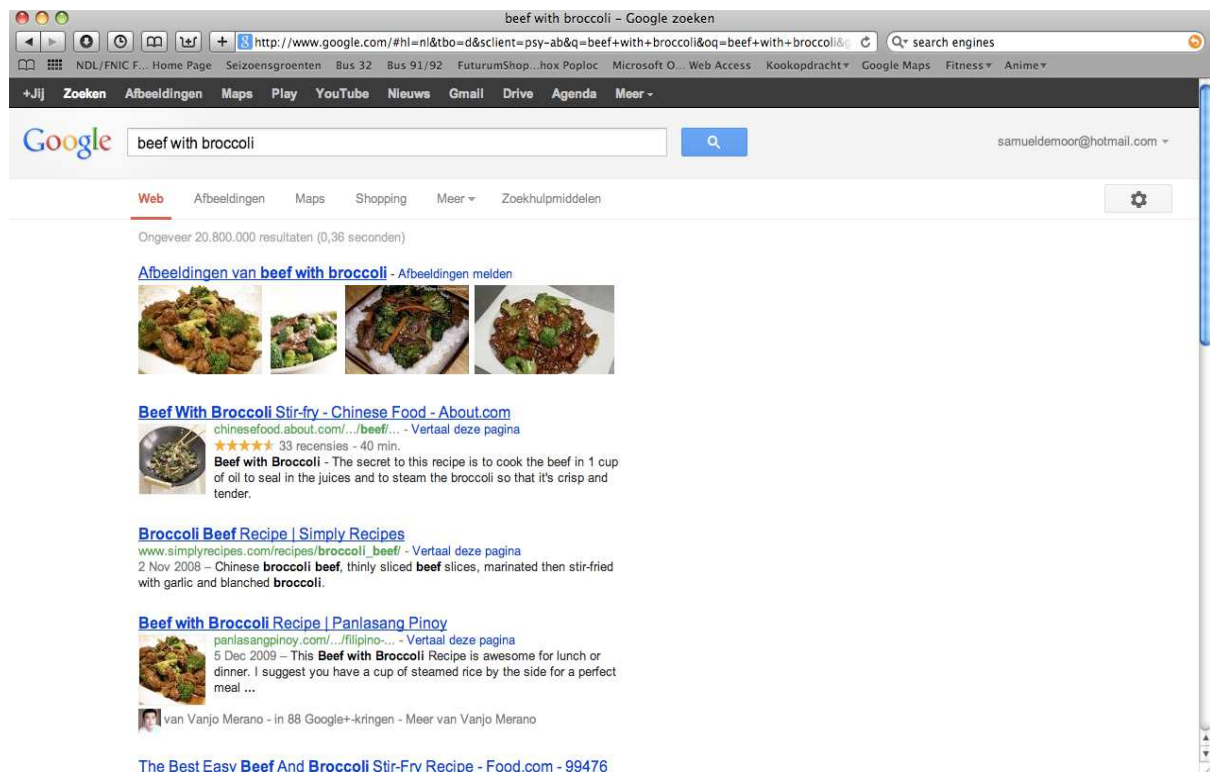
#### **PROCEDURE (*note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool*)**

##### **3. Google**

Open your internet browser and go to [www.google.com](http://www.google.com)



Type a recipe or just ingredients in the search engine. For example “beef with broccoli” and click enter.



Click on one of the links below. For example: [Beef With Broccoli Stir-fry - Chinese Food - About.com](http://www.about.com/recipes/beef-with-broccoli-stir-fry)

beef with broccoli - Google zoeken

http://www.google.com/#hl=nl&tbo=d&scient=psy-ab&q=beef+with+broccoli&sq=beef+with+broccoli&g

Google

beef with broccoli

Web Afbeeldingen Maps Shopping Meer Zoekhulpmiddelen

Ongeveer 20.700.000 resultaten (0,50 seconden)

**Afbeeldingen van beef with broccoli** - Afbeeldingen melden

**Beef With Broccoli Stir-fry - Chinese Food - About.com**  
 chinesefood.about.com/.../beef/... - Vertaal deze pagina  
 ★★★★★ 33 recensies - 40 min.  
**Beef with Broccoli** - The secret to this recipe is to cook the beef in 1 cup of oil to seal in the juices and to steam the broccoli so that it's crisp and tender.

**Broccoli Beef Recipe | Simply Recipes**  
 www.simplyrecipes.com/recipes/broccoli\_beef/ - Vertaal deze pagina  
 2 Nov 2008 - Chinese **broccoli beef**, thinly sliced **beef** slices, marinated then stir-fried with garlic and blanched **broccoli**.

**Beef with Broccoli Recipe | Panlasang Pinoy**  
 panlasangpinoy.com/.../filipino-... - Vertaal deze pagina  
 5 Dec 2009 - This **Beef with Broccoli** Recipe is awesome for lunch or dinner. I suggest you have a cup of steamed rice by the side for a perfect meal ...

van Vanjo Merano - in 88 Google+-kringen - Meer van Vanjo Merano


[The Best Easy Beef And Broccoli Stir-Fry Recipe - Food.com - 99476](#)

Now you have found a recipe with the Google search engine.

Beef With Broccoli - Chinese Cooking Recipes - Stir Fry Beef With Broccoli

http://chinesefood.about.com/od/beef/r/beefbroccoli.htm

See More About: [chinese restaurant dishes](#) [chinese beef recipes](#)



The secret to this recipe is cooking the beef in 1 cup of oil to seal in the juices, and cooking the broccoli in water to make it crisp and tender. For a more authentic touch, try using Chinese broccoli, which has an appearance and taste similar to asparagus.

[Quick and Easy Beef With Broccoli](#)

[Top 10 Chinese Stir fry Recipes](#)

More Chinese [Beef Recipes](#)

**Prep Time:** 30 minutes  
**Cook Time:** 10 minutes  
**Total Time:** 40 minutes

**Ingredients:**

- 3/4 pound lean beef
- Marinade:
  - 1 tablespoon rice vinegar (substitute rice wine if desired)
  - 1 teaspoon sugar
  - 1 teaspoon soy sauce
  - 1 tablespoon water
  - 1 tablespoon cornstarch
- Sauce:
  - 2 tablespoons oyster sauce
  - 1 tablespoon light soy sauce
  - 1 tablespoon dark soy sauce

**Ads**

**Fibromyalgie, Artrose...**  
 www.nuweekend.be  
 Chronische pijn bestrijden! Test Andulatie therapie uit

**Oven Tip**  
 www.siemens-home.be/OvenKiezen  
 Lees onze tips en kies de oven die het beste bij uw keuken past!

**Defensie Recruteert**  
 www.mil.be/Jobs  
 Zin in een Boeiende Job? Vind Hier Onze Jobaanbiedingen!


**Chinese Food Ads**

- [Healthy Beef Recipe](#)
- [Chinese Recipes](#)
- [Recipe Recipes](#)
- [Easy Cooking Recipe](#)
- [Thanksgiving Recipe](#)


• 1 tablespoon water  
 • Thickener:  
 • 1 teaspoon cornstarch mixed with 1 tablespoon water  
 • 1 pound fresh broccoli

**Advertisement**

**zalando.be** **Ontdek nu!**  
 GRATIS verzending!



**Related Video**

 [How to Make Beef With Broccoli Stir-Fry](#)

#### 4. Allrecipes

Open your internet browser and go to <http://allrecipes.com/>



Type in the search bar, for example: 'vegetarian'. And click on the search button.

The screenshot shows the Allrecipes.com website with a search bar containing the word 'vegetarian'. The search results are displayed in a grid format, showing various recipe categories like Video, Collection, and Article. The top navigation bar includes links for 'new at', 'recipes', 'videos', 'menus', 'holidays', 'thebuzz', and 'join for FREE'. The search results section shows 4716 recipes for 'vegetarian', with a 'Relevance' dropdown menu. Two specific recipes are highlighted: 'Vegetarian Korma' with a 4.5-star rating and 450 reviews, and 'Vegetarian Gravy' with a 4.5-star rating and 229 reviews. The bottom of the page features a 'Get Menu Planner' button and a 'Go Pro' button.

Now you have found all kinds of vegetarian meals. Searched by keywords.

If you want to, you can find more specific vegetarian dishes. By ingredient, nutrition pro or advanced.

Search by ingredient:

- click on the side of the screen on 'ingredient'
- choose which ingredients to include and which to exclude

The screenshot shows the Allrecipes website search results for the keyword 'vegetarian'. The browser address bar shows the URL: <http://allrecipes.com/Search/Default.aspx?qt=i&wt=vegetarian&ms=1>. The search results page features a search bar with the text 'vegetarian' and a 'Search' button. Below the search bar, there are two columns of input fields for 'Ingredients to Include' and 'Ingredients to Exclude'. The 'Ingredients to Include' column contains: tomato, cucumber, feta, and olive oil. The 'Ingredients to Exclude' column contains: carrot and eggplant. The search results show 4716 recipes for 'vegetarian'. The first two results are:
 

- Vegetarian Korma**: Rating 5 stars, 450 reviews. Description: "This is an easy and exotic Indian dish. It's rich, creamy, mildly spiced, and extremely flavorful. Serve with naan and rice." — by YAKUTA.
- Vegetarian Gravy**: Rating 5 stars, 229 reviews. Description: "Cornstarch or flour can be used to thicken this vegan sauce, which incorporates onion, garlic, sage, soy sauce, and nutritional yeast." — by Becky.

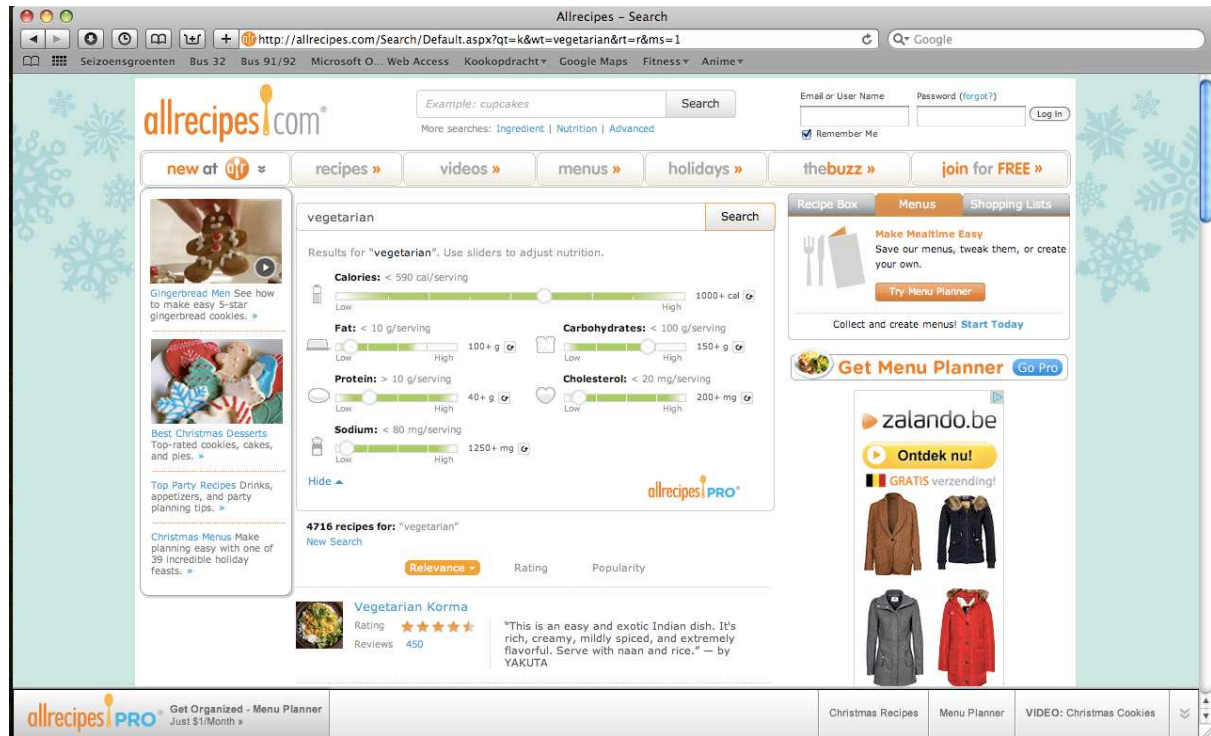
 The page also includes a sidebar with search filters (Keyword, Ingredient, Nutrition, Advanced) and a 'Display' section (Recipes, Collections, Videos, Articles). A 'Recipe Box' section on the right offers a 'Menu Planner' and 'Shopping Lists'.

- click on the search button
- dishes with your specific ingredients will pop up

Search by Nutrition pro:

- click on the side of the screen on 'nutrition pro'
- choose how many calories, fat, carbohydrates you want in your meal by clicking on the white ball and move it from left to right. Click on the button More > and you can also choose protein, cholesterol and sodium

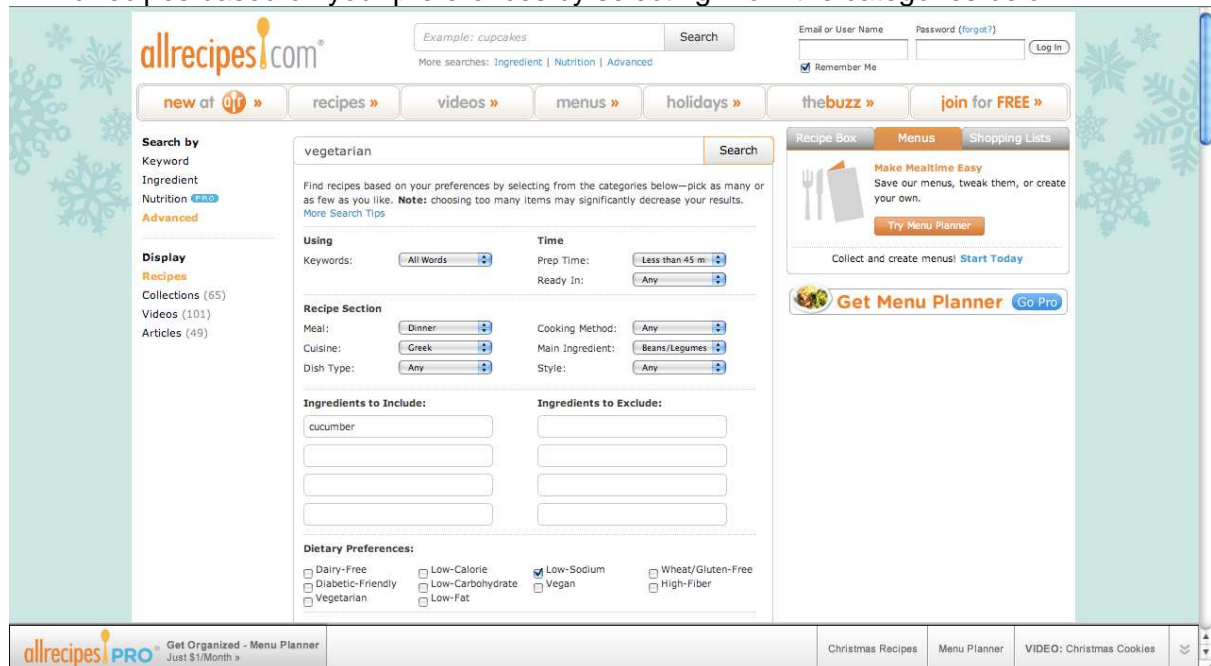




- click on the search button
- dishes with your specific ingredients will pop up

Search by Advanced:

- click on the of the screen on 'Advanced'
- here you can choose everything very specific for example: prep time, meal, cuisine, main ingredient, ingredients to include/exclude, dietary preferences
- Find recipes based on your preferences by selecting from the categories below



- click on the search button
- dishes with your specific ingredients will pop up

Remarks:

- If you use a different search engine, you've got to follow the same steps
- Allrecipes.com you can also find recipes when you click on the tab recipes

**EXAMPLE(S) and GOOD PRACTICES** (*this field only to complete to suggest the use of the tool for other ideas or examples*)

...

**REMARKS** (*extra notes, attention, hints, FAQ's,...*)

## **8.2 I want to search nutrient information with USDA National Nutrient Database for Standard Reference**

### **AUTHOR(S)**

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Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  
Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium)

### **INTRODUCTION AND AIM OF THE TOOL (note: don't forget to mention the costs, conditions and necessary material/hardware)**

Searching for nutrient information can be used for different purposes:

- making a task for school
- knowing the kcal for almost each food
- searching the macro and micro nutrients
- ...

Every web browser can be used for this website.

USDA National Nutrient Database for Standard Reference is a free nutrient database for over 8,000 foods. The nutrient database enables you to search all micro and macronutrients. There are several food groups to choose from, you can also use the search engine of the site

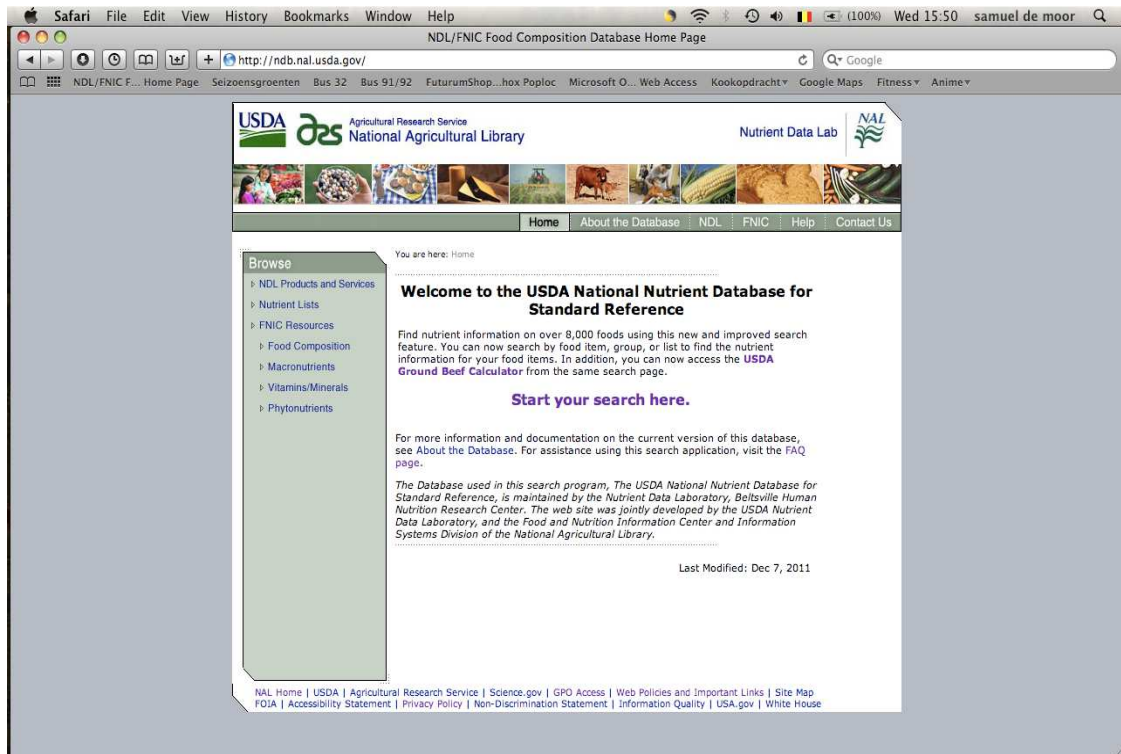
The procedure of the use of USDA National Nutrient Database for Standard Reference is explained by an example and is free for use. Registration isn't required

### **RELATED TOPICS (hyperlinks to related topics in the document)**

...

### **PROCEDURE (note: not an "instructional" manual as such here, but steps to find, download, install, use (e.g. link to manual or youtube), implement,... the tool)**

1. Open your web browser and go to <http://ndb.nal.usda.gov/>
2. Click in the middle of the screen on "Start your Search"



- Now you have a food list in alphabetical order. Choose one of the foods you want to see or search it in the search engine for example "tomato" and click 'go'.

### Foods List

Enter one or more terms and click 'Go' for a new search



- All kind of tomatoes products are now available. Choose for example: **11530 Tomatoes, red, ripe, cooked.**
- You'll see the nutrient data for **11530 Tomatoes, red, ripe, cooked**

## Basic Report

### Nutrient data for 11530, Tomatoes, red, ripe, cooked

[Return to Search Results](#) [Full Report \(All Nutrients\)](#) [Statistics Report](#)

*Nutrient values and weights are for edible portion*

Apply Changes ?				
Nutrient	Unit	<input type="text" value="1"/> Value per 100.0g	<input type="text" value="1.0"/> cup 240g	<input type="text" value="2.0"/> medium 246g
<b>Proximates</b>				
Water	g	94.34	226.42	232.08
Energy	kcal	18	43	44
Protein	g	0.95	2.28	2.34
Total lipid (fat)	g	0.11	0.26	0.27
Carbohydrate, by difference	g	4.01	9.62	9.86
Fiber, total dietary	g	0.7	1.7	1.7
Sugars, total	g	2.49	5.98	6.13
<b>Minerals</b>				
Calcium, Ca	mg	11	26	27
Iron, Fe	mg	0.68	1.63	1.67
Magnesium, Mg	mg	9	22	22
Phosphorus, P	mg	28	67	69
Potassium, K	mg	218	523	536
Sodium, Na	mg	11	26	27
Zinc, Zn	mg	0.14	0.34	0.34
<b>Vitamins</b>				
Vitamin C, total ascorbic acid	mg	22.8	54.7	56.1
Thiamin	mg	0.036	0.086	0.088


If you want you can change the values by type in the number you want, for example: value per 500.0g, 2 cups, 3 medium and press the Enter button. It would look like this.

## Basic Report

### Nutrient data for 11530, Tomatoes, red, ripe, cooked

 [Return to Search Results](#) [Full Report \(All Nutrients\)](#) [Statistics Report](#)

*Nutrient values and weights are for edible portion*

Apply Changes 				
Nutrient	Unit	<input type="text" value="5"/> Value per 500.0g	<input type="text" value="2"/> cup 480g	<input type="text" value="3"/> medium 369g
<b>Proximates</b>				
Water	g	471.70	452.83	348.11
Energy	kcal	90	86	66
Protein	g	4.75	4.56	3.51
Total lipid (fat)	g	0.55	0.53	0.41
Carbohydrate, by difference	g	20.05	19.25	14.80
Fiber, total dietary	g	3.5	3.4	2.6
Sugars, total	g	12.45	11.95	9.19
<b>Minerals</b>				
Calcium, Ca	mg	55	53	41
Iron, Fe	mg	3.40	3.26	2.51
Magnesium, Mg	mg	45	43	33
Phosphorus, P	mg	140	134	103
Potassium, K	mg	1090	1046	804
Sodium, Na	mg	55	53	41
Zinc, Zn	mg	0.70	0.67	0.52
<b>Vitamins</b>				
Vitamin C, total ascorbic acid	mg	114.0	109.4	84.1

6. FAQ's, help and support are available on: <http://ndb.nal.usda.gov/ndb/help/index>

**EXAMPLE(S) and GOOD PRACTICES** (*this field only to complete to suggest the use of the tool for other ideas or examples*)

...

**REMARKS** (*extra notes, attention, hints, FAQ's,...*)

On the website you can find all sorts of information about the agriculture of the United States.

### 8.3 I want to communicate my thoughts

#### AUTHOR(S)

Anna Vila Martí (University of Vic, Barcelona, Spain)

Míriam Torres Moreno (University of Vic, Barcelona, Spain)

#### INTRODUCTION AND AIM

On-line blog are a useful tool that can be used for different purposes:

- Writing a new or thoughts about diet and nutrition for patients, students, ...
- For researchers: making a diffusion of the investigations or to follow a colleague studies.
- For teachers: making an evaluation of students for the personal diary on international practices.
- ...

It allows to collect information in an easy and streamlined way.

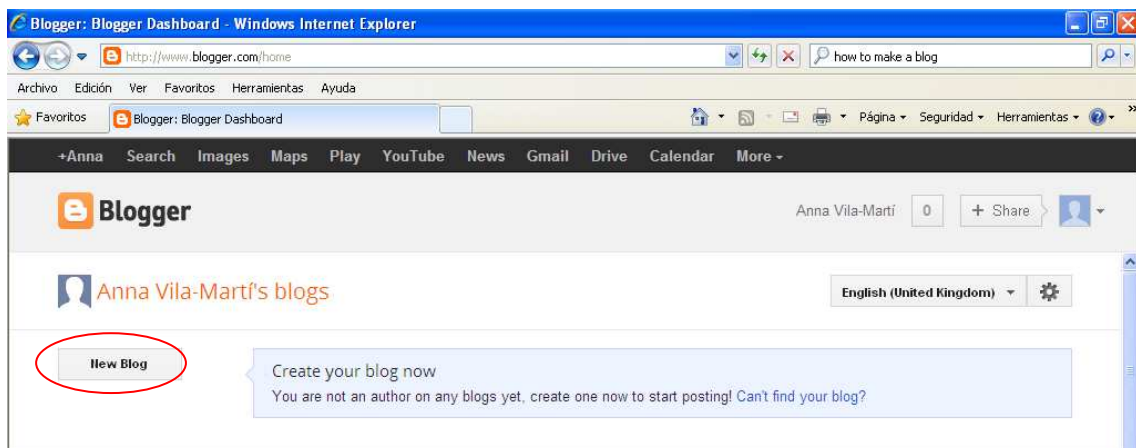
Several applications can be used to create a blog but the most used are Blogger, Wordpress or Blogspot.

This applications are free to use and only it's necessary to have an e-mail account. So you can access to the content of your form anywhere and anytime

#### RELATED TOPICS (*hyperlinks to related topics in the document*)

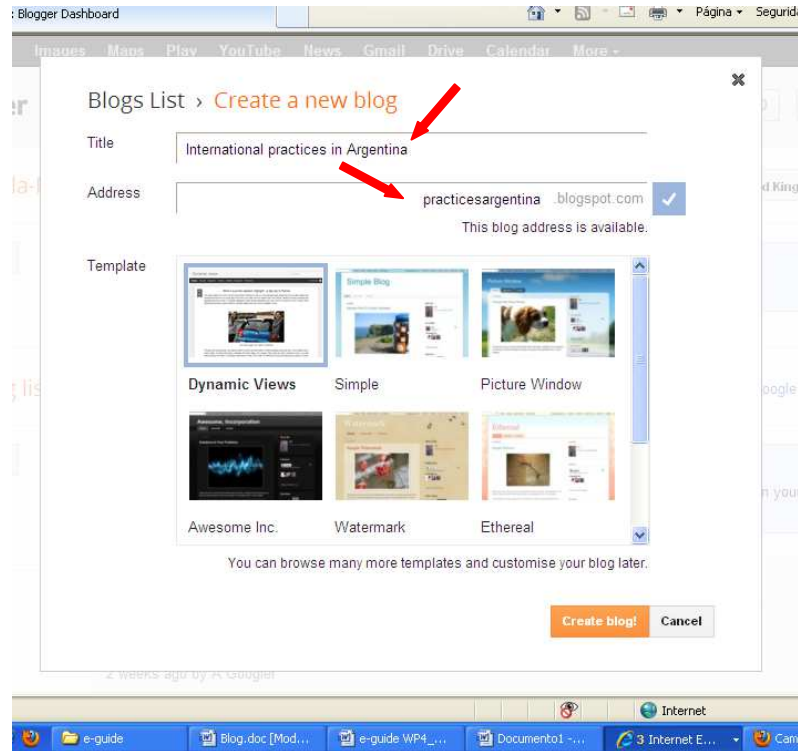
#### PROCEDURE TO CREATE A BLOG IN A BLOGGER DOMAIN

1. Open your Google account.
2. Click in the MORE option on the top side: Blogger.
3. A new open are opening and you press New Blog.



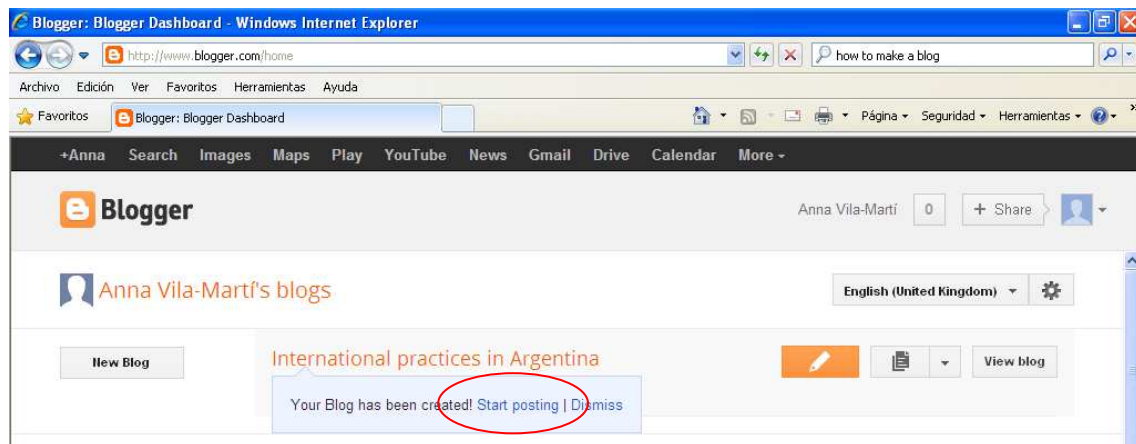
4. In the next step you introduce a TITLE for your blog and a web direction.





In this step you can chose the facing of your blog in the different options that offer.

5. Press CREATE BLOG.



Your blog is created and you can post your first information.

**EXAMPLE(S) and GOOD PRACTICES (this field only to complete to suggest the use of the tool for other ideas or examples)**

<http://practicasnutricioargentina.blogspot.com.es/> (This blog is only in catalan language, not in english)



**REMARKS (extra notes, attention, hints, FAQ's,...)**

Written manuals to create blogs exist as well, but the Youtube demonstrations are more easy to follow.

<http://www.youtube.com/watch?v=tFqtlmXqVY>

<http://startblogguide.com/>

## 8.4 I want to share forms on distance and collect the responses

### **AUTHOR(S)**

Miriam Torres Moreno (University of Vic, Barcelona, Spain)

Anna Vila Martí (University of Vic, Barcelona, Spain)

### **INTRODUCTION AND AIM**

On-line forms are a useful tool that can be used for different purposes:

- Sending a survey among your colleagues, patients, ...
- For researchers: making a survey on distance about what are you researching.
- For teachers: Making an evaluation of students on distance.
- ...

It allows to collect information in an easy and streamlined way.

Several applications can be used to create on-line forms but the two of the most used are Google forms or Jot form.

The on-line forms created are automatically connected to a spreadsheet with the same title. When you send or share a form, recipients' responses will automatically be collected in that spreadsheet .

You can share your forms from a link, insert them into your website or even incorporate them in an email.

This applications are free to use and only it's necessary to have an e-mail account. So you can access to the content of your form anywhere and anytime

### **RELATED TOPICS (*hyperlinks to related topics in the document*)**

### **PROCEDURE TO CREATE A FORM USING GOOGLE FORMS**

1. Open your Google account.
2. Click in the drive button (top side).
3. Click create > Form (left side).

The form you create will be connected to a spreadsheet of the same title that collects all of the responses. Responses will be collected in the first tab of this spreadsheet.

If you're creating a form from a spreadsheet, the next time you open the spreadsheet, a Form menu will appear in the menu bar.

4. In the form template that opens, you can add any questions and options you'd like.
5. First of all add your form title and also this information you consider necessary to fill the questionnaire.

You can add different types of questions to your forms by clicking Form in your spreadsheet and Add item at the top of the editing page. Here are some of the question types you can choose: checkboxes, grid, drop-down lists with options, multiple choice, paragraph text, which allow for long answers, and scale, to ask your invitees to grade something in a scale from 1-5, for instance.

Add section headers if you'd like to divide your form in sections to make it easier to read and complete. Simply select Section header from the Add item drop-down menu. Each section header can have a title, which appears in a larger font, and a section description.

6. When your form is finished save it.

7. Send your form via email:

- Click Email this form once you've finished adding your questions.
- Add the email addresses of the people to whom you want to send this form.
- Click Send.

8. Click view answers to check all the responses you collect.

	A	B	C	D	E	F	G
1	Marca temporal	Question 1	Question 2	Question 3			
2	Miriam	Yes	23	I agree			
3	Pedro	No	25	I disagree			
4	Jose	Yes	19	I don't know			
5							
6							
7							
8							
9							

**EXAMPLE(S) and GOOD PRACTICES** (*this field only to complete to suggest the use of the tool for other ideas or examples*)

**REMARKS** (*extra notes, attention, hints, FAQ's,...*)

Written manuals to create forms exist as well, but the Youtube demonstrations are more easy to follow.

**Google forms tutorial:**

<http://www.youtube.com/watch?v=5-SDku0BV2o>

**Jotform tutorial:**

<http://v2.jotform.com/printerfriendly.php?print=tutorials>

<http://www.youtube.com/watch?v=sOaP3VEn7fc>

Jot form also allows to include images in the questionnaires.

**Batut al Cacao**

**SENSE SUCRES AFEGITS**

50% menys de calories

Informació nutricional per 100ml:	
Energia	42 kcal / 175 kJ
Proteïna	3.1 g
Matèria Grassa	1.2 g
Hidrats de Carboni	4.6 g
Calc	96 mg
Sodi	58 mg

Fabricat i distribuït per:  
LACTIS S.A.  
c/ de la Indústria s/n Vic  
90001 01 01

Ingredients: Llet parcialment desnatada (1.2 % MG), cacao (0.9%), estabilitzadors i stevia. 180 ml

Un cop obert, conservar en refrigeració. Agitar abans de consumir. Indicar nom i prestatament. Batuts de vares blanques.

Creus que t'agradaria aquest batut? \*

<input type="checkbox"/>	1 - Em desagradaria extraordinàriament
<input type="checkbox"/>	2 - Em desagradaria molt
<input type="checkbox"/>	3 - Em desagradaria moderadament
<input type="checkbox"/>	4 - Em desagradaria lleugerament
<input type="checkbox"/>	5 - Ni m'agradaria ni em desagradaria
<input type="checkbox"/>	6 - M'agradaria lleugerament
<input type="checkbox"/>	7 - M'agradaria moderadament
<input type="checkbox"/>	8 - M'agradaria molt
<input type="checkbox"/>	9 - M'agradaria extraordinàriament

Creus que compraries aquest batut? \*

<input type="checkbox"/>	1 - Definitivament no el compraria
<input type="checkbox"/>	2 - Segurament no el compraria
<input type="checkbox"/>	3 - Probablement no el compraria
<input type="checkbox"/>	4 - Podria comprar-lo o no comprar-lo
<input type="checkbox"/>	5 - Probablement el compraria
<input type="checkbox"/>	6 - Segurament el compraria
<input type="checkbox"/>	7 - Definitivament sí que el compraria

Other programs exist for creating forms and sharing on distance.

## 8.5 I want to keep an online fooddiary

### **AUTHOR(S)**

Wairimu Caroline Plantijn University College, Antwerpen, Belgium)  
Koen Vanherle (Plantijn University College, Antwerpen, Belgium)  
Veerle Van Vlaslaer (Plantijn University College, Antwerpen, Belgium)

### **INTRODUCTION AND AIM**

an online food diary is an easy way of following you weight loss anytime and anywhere . it helps you to manage you time and keeps track of your weight loss history from the beginning. It is very easy to use and there are no costs required.

**RELATED TOPICS** ( , <http://www.mynetdiary.com/>, [www.nutridiary.com/](http://www.nutridiary.com/))

### **PROCEDURE**

#### **1. Sign up**

for the procedure visit this site, [http://www.my-calorie-counter.com/calorie\\_counter.asp](http://www.my-calorie-counter.com/calorie_counter.asp)  
Here you have to fill in your current weight and height and your target weight.

#### **2. register**

enter all your personal information like name, address and email address etc. After that you have to choose the health topic that you are interested in.

#### **3. get started**

you can join an online group if you are interested, but this is optional, where you all discuss about your weight loss journey and encourage each other of you can apply for weekly magazines about weight loss and healthy eating. After completing the registration you can now get started on your weight loss journey.