Universitat d'Alacant
Universidad de Alicante

Promote Project Toolkit

PROMOTE

Promoting the Recognition of Women's Achievements

Co-funded by the European Union

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https://promote-women-achievements.eu/
https://www.facebook.com/promote.women.achievements/

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Introduction

- *This toolkit has been designed and compiled as the result of a collaborative work carried out within the framework of the PROMOTE Project (Promoting the Recognition of Women's Achievements), an Erasmus+ KA210-ADU initiative running from March 2025 to February 2026.*
- *The project aims to foster inclusion and diversity in adult education by making visible the contributions of senior women from disadvantaged backgrounds in three European countries.*
- *By creating digital "portraits" of 30 elderly women, the project highlights their personal and cultural achievements, turning them into sources of inspiration for younger generations, as both participants and primary recipients of the project's inspirational goals, help bridge the generational divide and ensure that the stories of old women resonate with and empower new audiences.*
- *In a global landscape marked by persistent inequalities, recognising women who have challenged and overcome economic, social, political, gender, educational, geographic or disability-related barriers is not only an act of justice, but an imperative for collective progress. Their stories not only illuminate pathways, but also drive equality and strengthen the fabric of society.*

Strategic training to empower adults

The implementation of comprehensive training in digital tools, interview techniques and creative writing, aimed at adults participating in the PROMOTE project, has been consolidated as an essential initiative for the development of this programme.

- *The promotion of gender equality is a fundamental pillar for any society that aspires to be peaceful, prosperous and sustainable. Therefore, recognising these courageous women is a crucial step towards making visible and dismantling the barriers that still prevent women's full participation. It is a human rights imperative that seeks to ensure that all women and girls enjoy full equality.*
- *These older women are sources of inspiration, especially for the younger generations. Their stories of resilience, determination and courage show that, despite adversity, it is possible to achieve great things. They provide role models that empower young and old to pursue their dreams and face their own challenges with hope and courage.*
- *Moreover, by highlighting those who have broken the mould, harmful gender norms and entrenched stereotypes are directly challenged. This active recognition contributes to changing mindsets and building a more inclusive society, where gender-based limitations are a thing of the past. The PROMOTE Project is conceived as a driver for cultural change that brings us closer to genuine equity.*

- *This training has enabled the adults themselves to take an active role in developing the stories, as well as in preparing and recording the interviews, thereby addressing social needs and advancing the key objectives of the project.*
- *The training followed a structured, two-phase methodology. First, a group of educators received specialised instruction to become facilitators of adult learning in these areas. In the second phase, these educators worked directly with the learners, supporting them in acquiring the necessary skills to engage meaningfully with the project. Among the different areas covered, ICT training played a particular crucial role in preparing and recording digital interviews. This empowerment helped address the persistent digital divide affecting adults in Europe, while also promoting greater autonomy and social inclusion.*
- *The present toolkit focuses especially on ICT, creative writing, and interview training component of the project, offering practical resources and guidance to support the replication of similar initiatives in other educational or community-based settings.*
- *The acquisition of interview techniques was a central pillar. As the adults prepared and recorded the interviews, they became the main custodians of other women's stories. This training equipped them with the ability to ask pertinent questions, practice active listening, manage the dynamics of the interview, and ensure that the contributions and achievements of the women interviewed were captured in depth and truthfully.*
- *Finally, training in creative writing was instrumental in enabling the adults to develop the stories of the outstanding women. Through the creative writing module, participants developed the ability to structure captivating and personal narratives, enriched by their*

own perspectives and sensibilities. Writing was not simply a means of documenting information, it became a powerful channel for reflection, interpretation, and self-expression. The skills and competencies acquired in this process boosted their creativity, enhanced their ability to communicate emotions and ideas, and gave them an active and decisive role in shaping the "portraits" of the women whose experiences the project sought to make visible. As a result, the stories were conveyed with authenticity, depth, and a voice that was truly their own.

- *Ultimately, the direct training of adults in these areas has not only contributed to bridging the digital divide and the development of new skills, but has also ensured their active and meaningful participation in the creation of an invaluable cultural legacy.*

Sharing knowledge: An Erasmus+ Toolkit to boost inclusion projects

The strategic model and comprehensive training developed and implemented by the PROMOTE project should not remain an isolated achievement.
The creation of a toolkit that systematises the tools and methodologies used is conducive for other organisations to replicate and adapt similar initiatives, thus amplifying their transformative impact.

- ***Proven and effective methodology within everyone's reach:*** *PROMOTE has demonstrated how to directly train adults to become digital content creators and storytellers. This success validates the relevance of the methodologies employed in addressing the digital divide and fostering creativity. This toolkit offers any interested organisation a tested and optimised model, significantly reducing the learning curve and costs associated with designing programmes from scratch.*
- ***Addressing common social challenges:*** *The challenges PROMOTE has responded to - the need for digital inclusion for people, the promotion of creative expression and the preservation of*

women's cultural legacies - are challenges shared by many communities. In this sense, this toolkit provides practical and adaptable solutions to these issues, allowing other organisations to effectively address the empowerment and visibility of their own communities.

- ***A sustainable and replicable model of empowerment:*** *The project has not only transmitted knowledge, but has empowered participants, enabling them to take a leading role, expand their autonomy and become repositories of memory. This means that the active and meaningful participation of adults in social impact projects can be scaled up, fostering self-management and autonomy in diverse communities.*
- ***Project accelerator and social impact multiplier:*** *By having a set of tools and guidelines already tested and organised, other organisations would be able to launch similar projects quickly and efficiently. This would not only accelerate the implementation of new initiatives, but also exponentially multiply the positive impact that PROMOTE seeks to generate: promoting gender equality, making women's contributions visible, reducing the digital divide and fostering intergenerational dialogue. In essence, the toolkit stands as an important enabler for wider and deeper social transformation.*

PROMOTE:

A NECESSARY TOOLKIT FOR SOCIAL TRANSFORMATION

Let's be digital

Introduction

This section presents a selection of digital tools used throughout the PROMOTE Project to support creation, collaboration and communication involved in developing digital interviews and creative outputs. From professional layout software like Adobe Indesign to collaborative platforms such as Google Docs, Zoom, and Microsoft Teams, each tool plays a unique role in empowering participants -both young and senior- to engage with digital publishing, storytelling, and virtual interaction. The resources are explained through accessible tutorials, the description key features and practical exercises to ensure that facilitators and learners alike can develop the skills necessary to active and confident participation. The tutorials objective is to facilitate the replication of digital practices in similar educational and community initiatives.

Let's be digital - Adobe InDesign Introduction

Author: Antonio López Blanes

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What is Adobe InDesign?

- Adobe InDesign is the leading software used for page layout design and desktop publishing.
- It's used to create pages and documents for both print and digital publishing projects - such as brochures, magazines, flyers, e-books, and interactive PDFs.

A brief history of Adobe InDesign

- Adobe InDesign is part of the Adobe Creative Cloud family of tools, together with other programs like Adobe Photoshop and Illustrator.
- It was released in 1999 as a successor to Adobe PageMaker.
- InDesign was created with professional designers and publishers in mind.
- InDesign enable designers to create content for both digital and print, all in one platform.

What is Adobe InDesign used for?

InDesign gives you full, precise control over all the key elements of a page's design – including typography, layout, spacing, typesetting, and alignment.

Adobe InDesign is used for:

Print media

Creating precise layouts and high-quality designs for printed books, magazines, brochures, flyers, and posters.

Digital media and interactive content

Creating e-books, PDFs, and web page mock-ups that include multimedia elements such as videos, animations, hyperlinks, clickable buttons, and forms.

Assets for branding and marketing

Such as business cards, letterheads, presentation slides, reports, and restaurant menus.

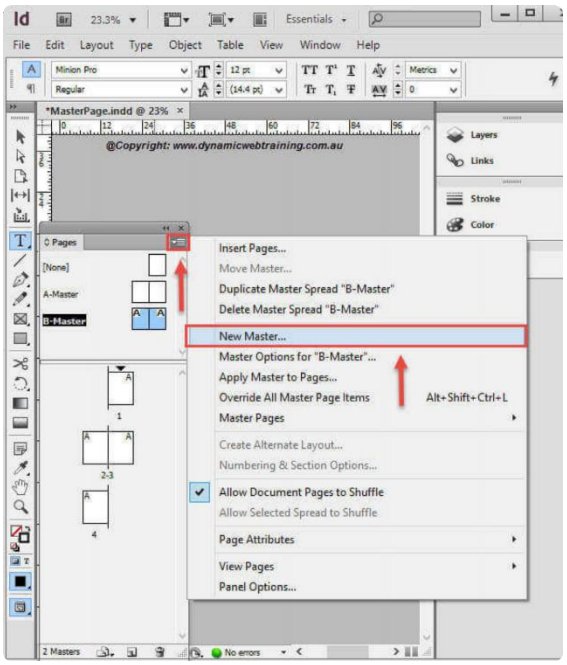
Multi-page document layouts

Such as annual reports, research studies, and catalogues.

Adobe InDesign key features and tools

Page layout tools

These tools enable you to design professional, multi-page documents with consistent layouts and precise alignment ensuring that designs are both functional and visually cohesive.



Key page layout features include

- **Master pages:** Applying master page templates enables you to create consistent designs across multi-page documents.
- **Multi-page spreads:** With connected pages, you can easily manage books, magazines, brochures, and similar projects that involve multiple pages.
- **Flexible grids and guides:** Use grids, columns, and rulers to ensure perfect precision and alignment.

Typography tools

Typography design is an essential part of any publishing project.

Adobe InDesign comes with a range of typography features, including:

- **Advanced text styling:** When creating documents with InDesign, you can apply paragraph and character styles to ensure consistent formatting. For example, you can save your favourite font types, sizes, and colours for repeated use.
- **OpenType support:** Users can access a variety of font options, including alternate glyphs and ligatures.
- **Text flow:** Create linked text frames so that your text flows from one box to the next across multiple pages.

Interactive and digital publishing tools

These tools enable you to create digital projects, like e-books and PDFs, which include interactive elements such as animations, hyperlinks, and embedded media.
This is great for bringing your content to life and engaging your audience.
With these InDesign features, you can create:

- Interactive PDFs: Add clickable buttons, forms, hyperlinks, and embedded media such as videos and audio.
- E-books (or EPUBS): that can be exported and read on phones, tablets, or e-readers (like an Amazon Kindle)
- Animations: Add simple yet engaging motion effects.

Time to practise

Create a business card.
http://tiny.cc/promote-indesign

Let's be digital - How to Use Scrivener

Author: Antonio López Blanes

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What is Scrivener Writing?

Scrivener offers a variety of features that make it a powerful tool for writers. These features include:

- A flexible document management system that allows you to organize your work into different folders, scenes, and documents.
- A powerful outlining tool that helps you plan your work and keep track of your ideas.
- A built-in research tool that makes it easy to collect and manage your research materials.
- A variety of writing tools, such as word count tracking, spell checking, and grammar checking.
- A distraction-free writing environment that helps you focus on your work.

Here are some of the reasons why Scrivener is a popular choice for writers:

- It is very versatile and can be used for a variety of writing projects, from novels to screenplays to academic papers.
- It is highly organized and allows you to easily keep track of your ideas and research materials.
- It is very powerful and offers a variety of features that can help you improve your writing process.
- It is easy to use and can be customized to your own needs.
- It is affordable and offers a free trial so you can try it before you buy it.

What Are the Functions of Scrivener Writing?

The main functions of Scrivener writing include creating a new project, organizing your content, and writing and editing.

Create a new project

This allows you to start a new writing project and give it a tittle. You can also specify the type of project, such as a novel, screenplay, or academic paper.

Organize your content

Scrivener uses a Binder to organize your content. The Binder is a hierarchical structure that allows you to create folders, scenes, and documents. You can also add research materials and notes to the Binder.

Write and edit

Scrivener has a powerful editor that allows you to write and edit your content. The editor includes possibilities such as word count tracking, spell checking, and grammar checking.

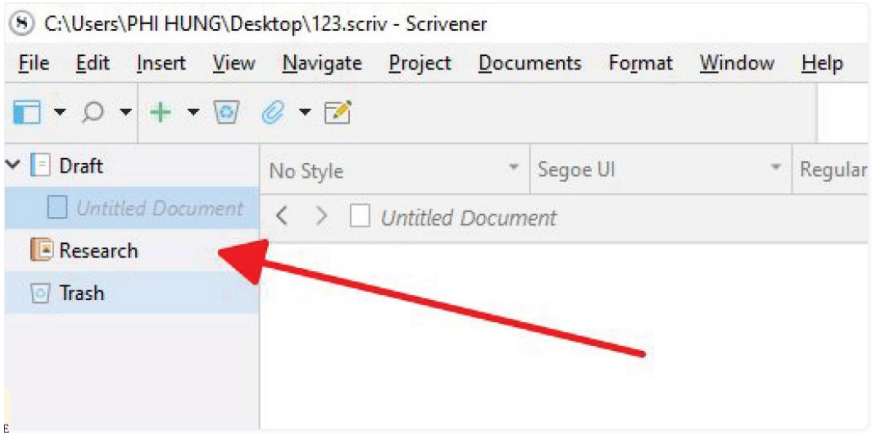
In addition to these main functions, Scrivener also offers a variety of other features that can help you with your writing process.
These features include:

Outlining

Scrivener has a built-in outlining tool that helps you plan your work and keep track of your ideas.

Research

Scrivener has a built-in research tool that makes it easy to collect and manage your research materials.

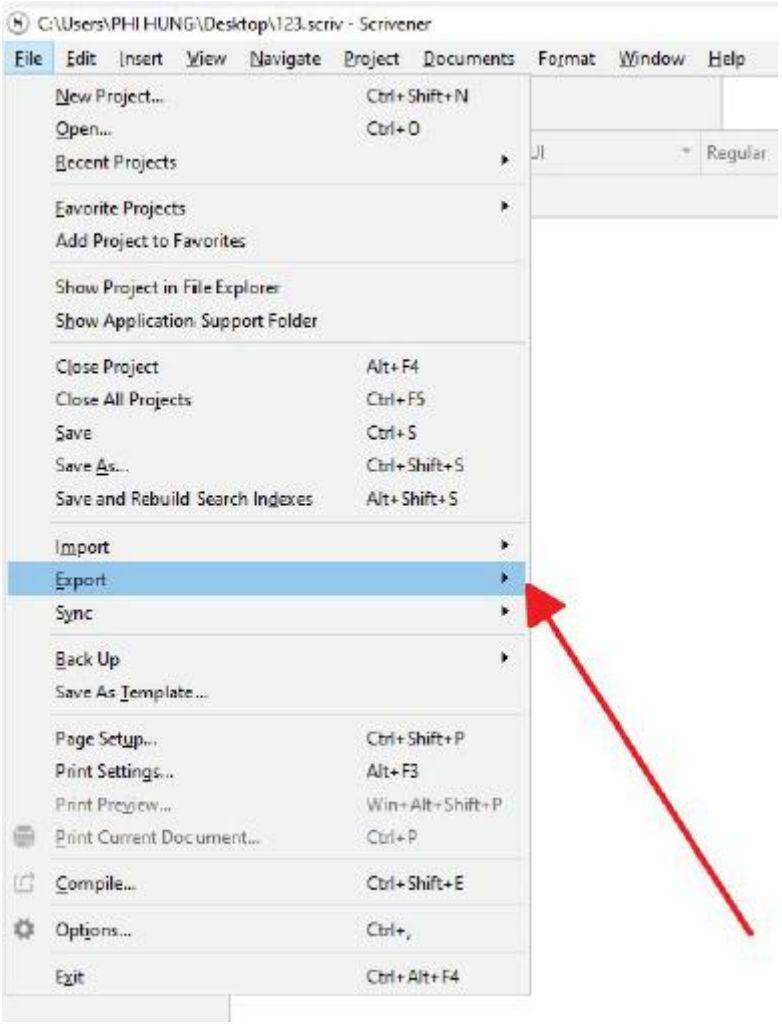


Task management

Scrivener can help you track your progress and stay on task.

Exporting

Scrivener can export your work to a variety of file formats, including Microsoft Word, PDF and ePUB.

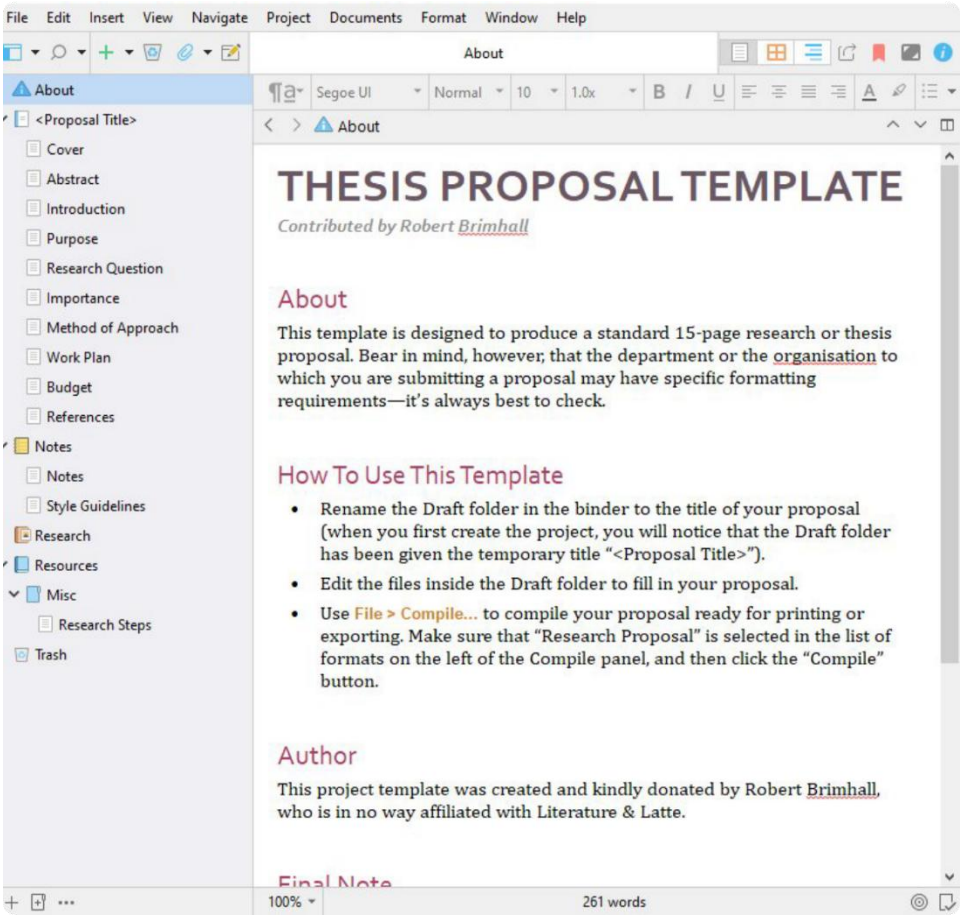


Here are some specific examples of how Scrivener can be used to organize and manage your content:

- A folder for each chapter of your novel.
- A scene for each scene in your screenplay.
- A document for each research article you have read.
- A note for each idea you have for your writing project.

How to Use Scrivener for Writing

There are many ways to use Scrivener for writing. Here are a few of the most common methods:



The Binder

The Binder is the main organizational tool in Scrivener. It allows you to create folders, scenes, and documents, and to move them around easily. You can also add research materials and notes to the Binder.

The Editor

The Editor is where you do your actual writing. It is a powerful text editor with a variety of features, such as word count tracking, spell checking, and grammar checking.

The Outliner

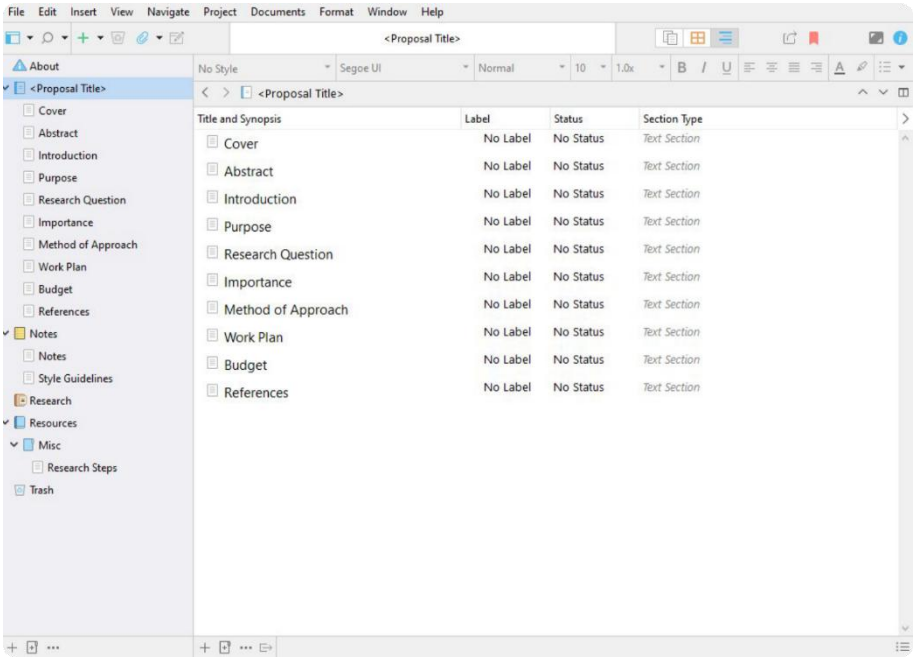
The Outliner is a tool that can help you plan your work. You can use it to create an outline of your story, or to brainstorm ideas.

The Research

The Research tool allows you to collect and manage your research materials. You can import PDFs, images, and other files into the Research tool, and then easily reference them in your writing.

The Task Manager

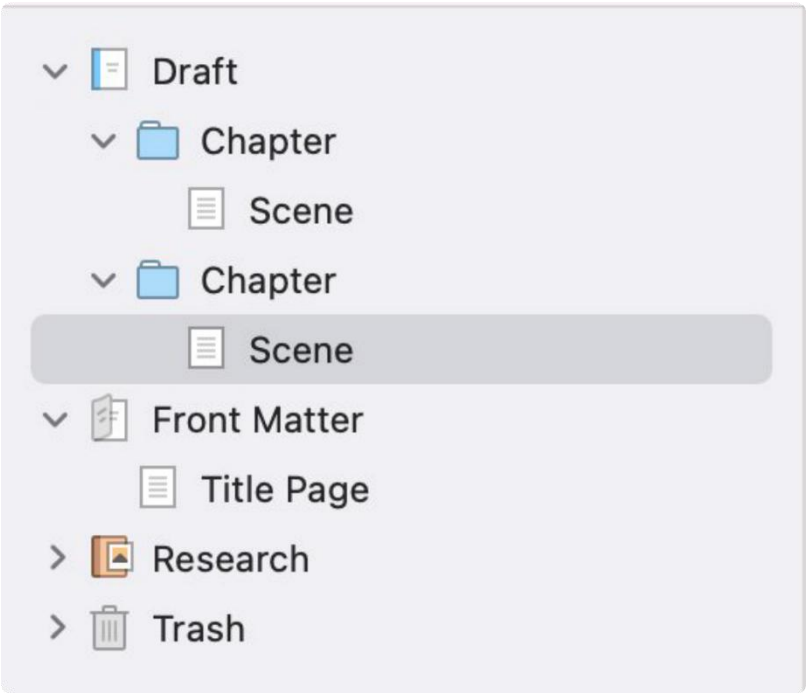
The Task Manager can help you track your progress and stay on task. You can create tasks for yourself, and then track your progress as you complete them.



Comparison of different methods

There are a few different ways to use Scrivener for writing. The method that you choose will depend on your individual preferences and writing style.

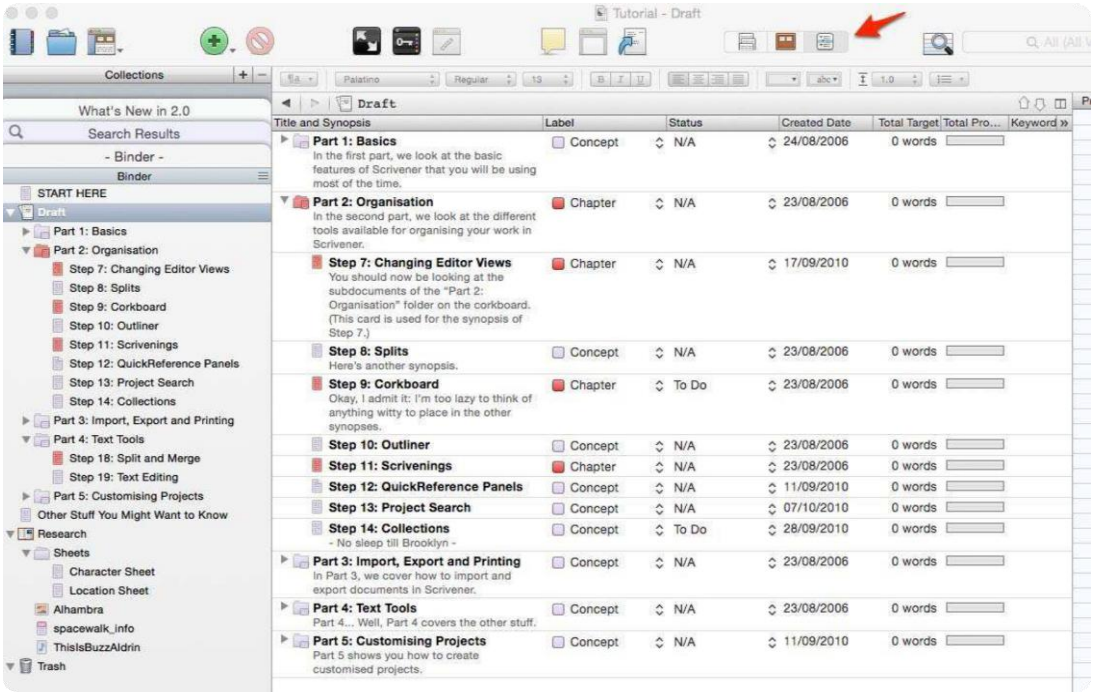
The Binder method



- This is the most basic method.

- You simply create folders and documents in the Binder, and then write in the Editor.
- This method is a good choice if you are not a fan of outlining or if you prefer to have a more free-flowing writing process.

The Outliner method



- This method involves using the Outliner to plan your work.
- You can create an outline of your story, or you can use the Outliner to brainstorm ideas.
- This method is a good choice if you are a visual learner or if you prefer to have a more structured writing process.

The Combined method

- This method combines the Binder method and the Outliner method.
- You create folders and documents in the Binder, and then you use the Outliner to plan your work.
- This method is a good choice if you want the flexibility of the Binder method with the structure of the Outliner method.

Step-by-step tutorial

Step 1: Download and install Scrivener.

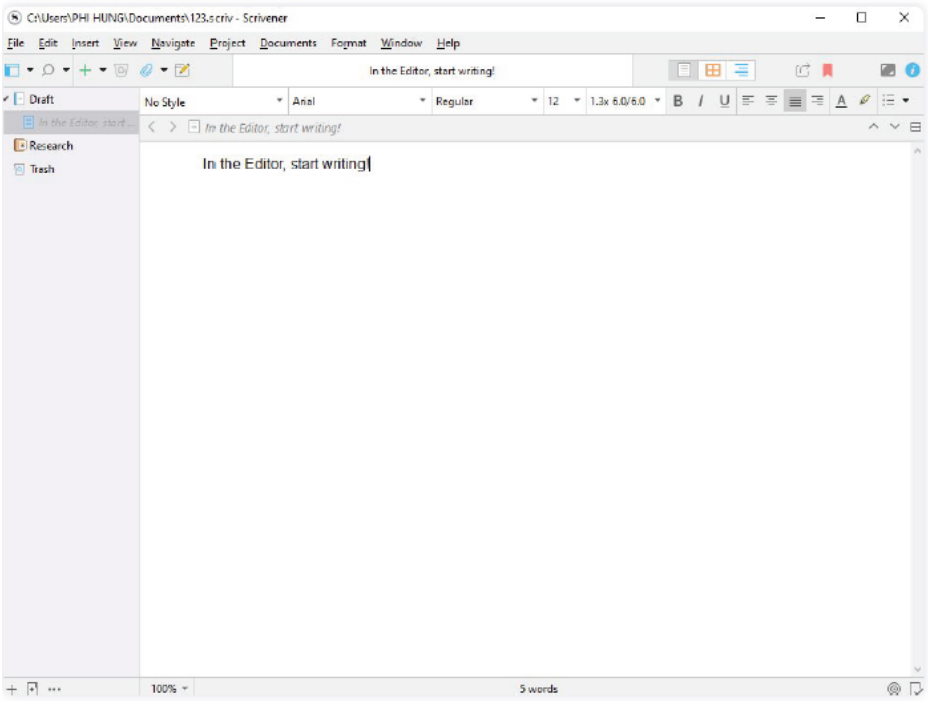
https://www.literatureandlatte.com

Step 2: Create a new project.

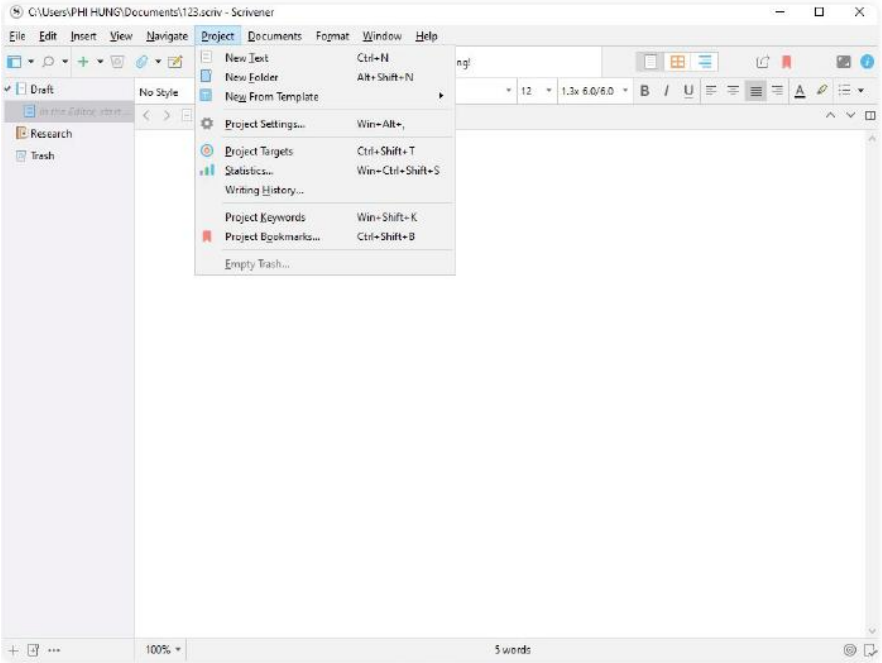
Step 3: In the Binder, create a folder for your project.

Step 4: Inside the folder, create scenes and documents for your work.

Step 5: In the Editor, start writing.



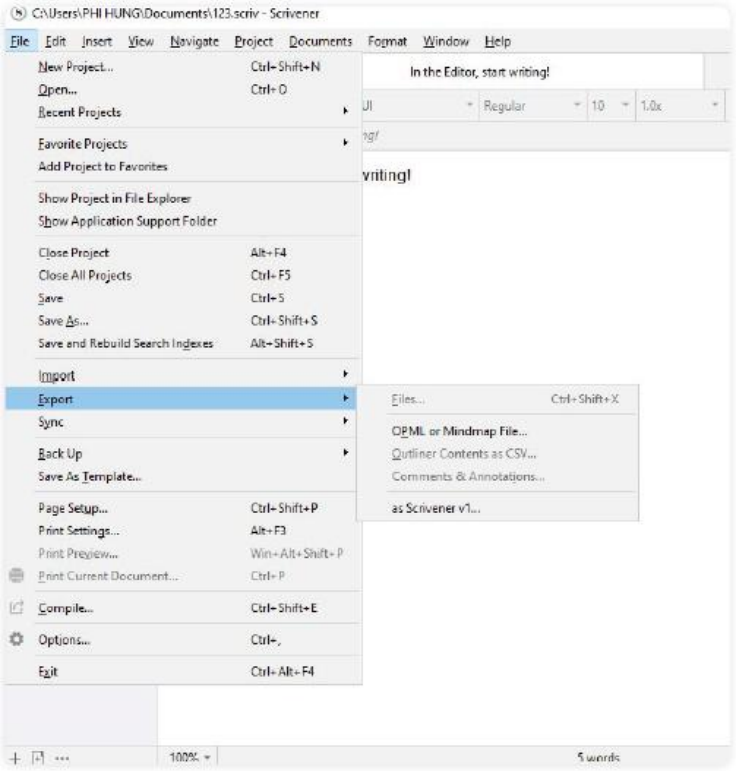
Step 6: Use the Outliner to plan your work.



Step 7: Use the Research tool to collect and manage your research materials.

Step 8: Use the Task Manager to track your progress.

Step 9: When you are finished, export your work to a variety of file formats.



Let's be digital – Google Docs

Author: Antonio López Blanes

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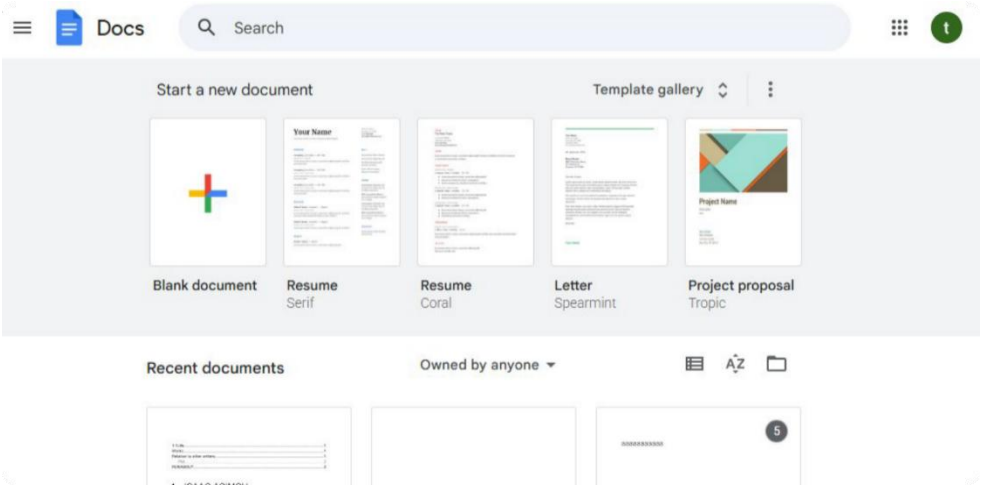
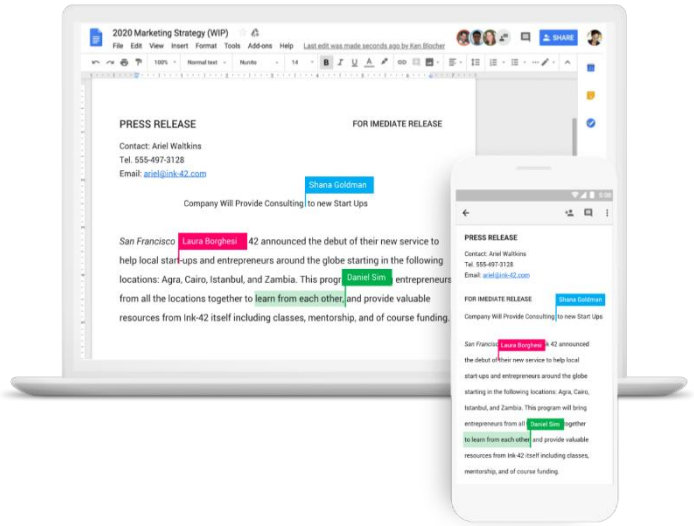


- Google Docs is a type of word processor that is accessed online.
- With Google Docs, you can make, edit, and save documents right on your web browser.
- These documents are stored in the cloud, which means you can access them from any computer with an internet connection.
- You can also work with your documents on the go using mobile devices like Android, Chrome, or iOS smartphones and tablets.

Key Features of Google Docs



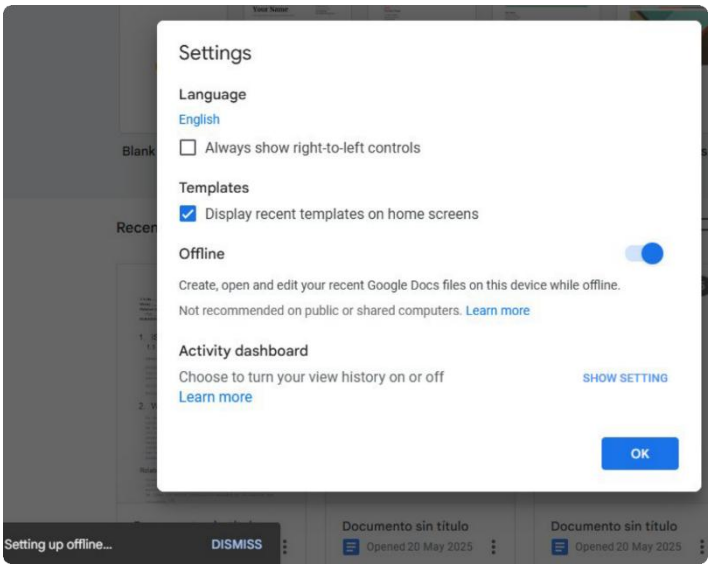
Real-Time Collaboration: Google Docs provides real-time collaboration. When multiple users are actively modifying a le then they all see each other's changes.

Cloud Storage: Files produced in Google Docs end up in Google Drive, which is the cloud storage of Google.

Version History: Google Docs has a complete version history which indicates when modifications were made to that document.

Commenting and Suggesting: Google Docs has features for commenting and suggesting changes. Users can make comments on specific parts of the document and invite collaborators by using the "@" symbol.

Offline Access: Although Google Docs operates primarily via cloud computing, it also allows offline access.



Benefits of Google Docs

Document access: Since documents created on Google Docs exist in the cloud, which means that regardless of the device that you are using, provided it has internet access you can simply log in and access it. It is also possible to download the contents, so users can save a copy of the documents in their personal computers, work offline if there is not an internet connection, and refresh contents where the connection is available.

Collaboration: Google Docs is ideal for real-time collaboration. The attributes of the suite are recommendable for team projects, group assignments, and situations in which the document requires several people to work on it at the same time.

Cost-Effective: Google Docs can be used by one person at zero cost thus making it a more effective choice compared to conventional paid-for text editors. In addition to this, Google also provides its services to schools and companies like Google Workspace which comes loaded with other functionalities.

Ease of Use: Google Docs is similar to other word-processing applications. This means even if a person is not good with technology, he can use it without problems as it is user-friendly.

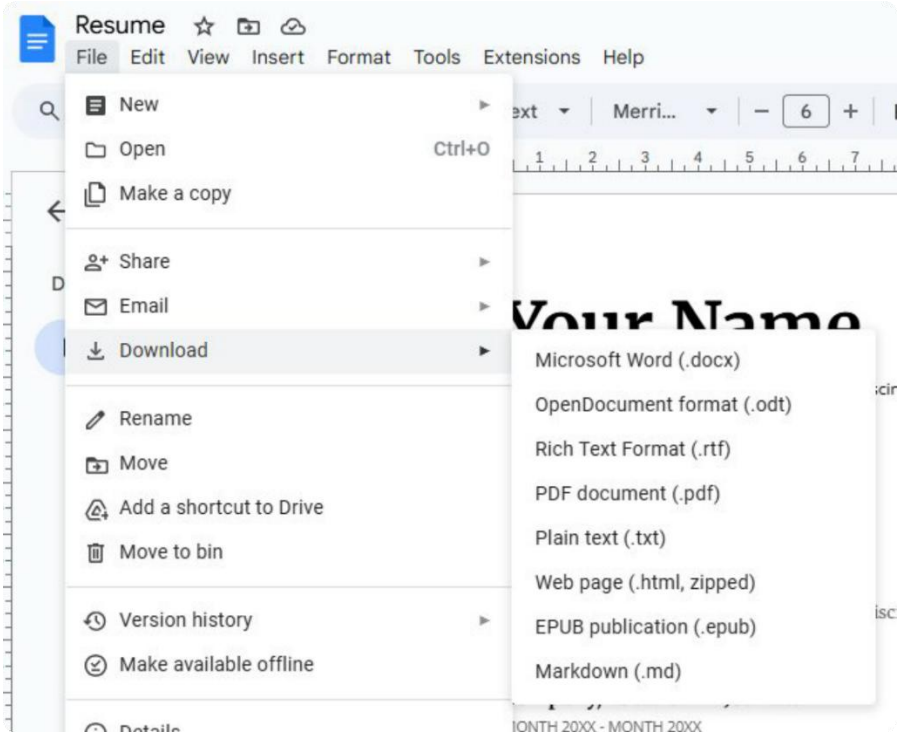
Security: Google utilizes advanced security methods to protect user data.

Integration and Automation: The integration with other Google services and third-party applications enables users to streamline document management and automate workflows. For example, users have the opportunity to auto-generate reports using Google Sheets data or create a document from a Google Form response.

Use on various scenes

- **Education:** Google Docs helps students do study together and helps teachers who are overseeing multiple projects.
- **Government:** Google Docs is used by government agencies for departmental collaboration.
- **Personal Use:** Google Docs offers a convenient way of creating and saving documents like resumes, letters, or personal projects that are to be used for personal needs.

- Docs supports many different file types, including DOC, DOCX, TXT, RTF, and ODT, making it easy to view and convert Microsoft Office files directly from Google Drive.
- Since Docs is an online word processor, you can share and collaborate with multiple people on the same document, tracking revisions, changes, and suggestions all in real time.



Time to practice

- Create an example document with Headers.
- Create an automatic table of contents or Index for this document.

Let's be digital – Zoom introduction

Author: Antonio López Blanes

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Zoom's key features

- HD video chat and conferencing
- Audio conferencing using VoIP (Voice over Internet Protocol)
- Instant messaging
- Virtual backgrounds for video calls
- Screen sharing and collaborative whiteboards
- Hosting video webinars

How to set up a Zoom meeting

A. Starting a Zoom meeting

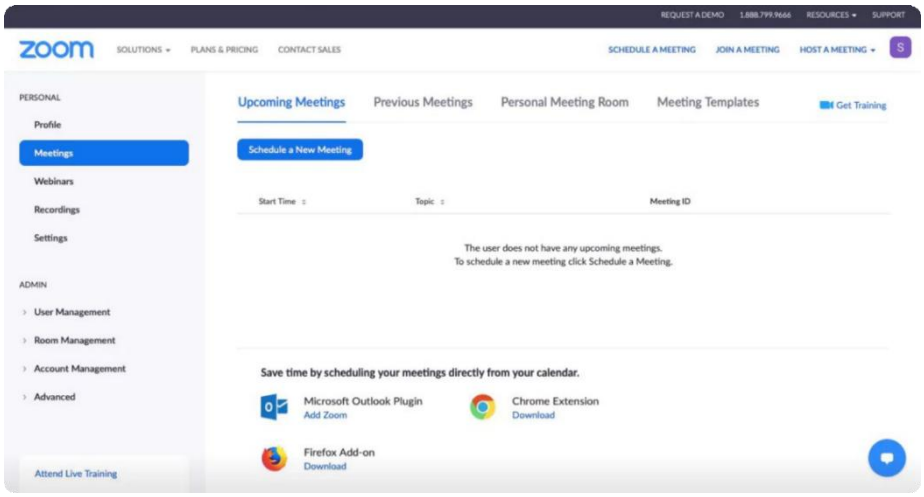
Step 1: Log in to your Zoom account.

Step 2: Hover your cursor over the "HOST A MEETING" link at the top-right corner of the screen, and select one of the following options:

- With Video On
- With Video Off
- Screen Share Only

Step 3: The website will redirect you to the Zoom app and start a meeting.

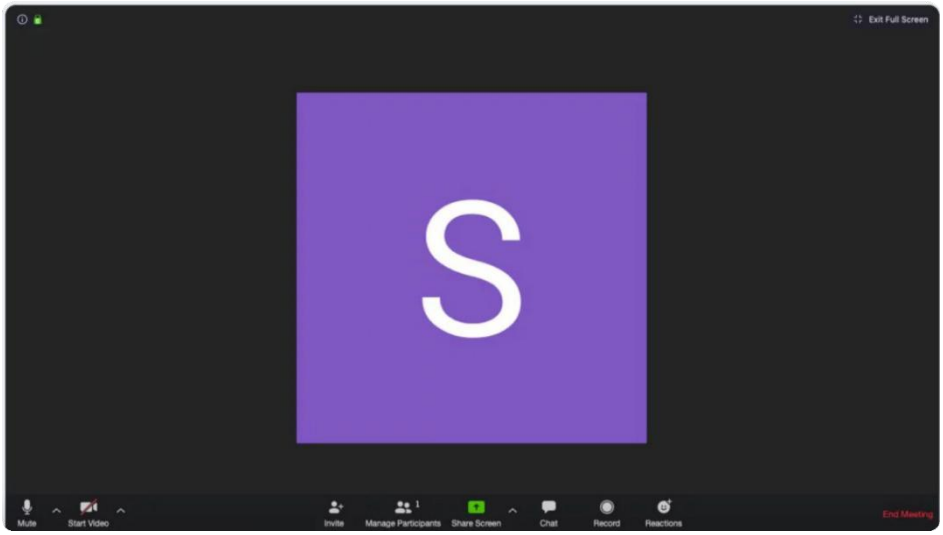
Here, you can edit meeting settings or copy the "Invitation URL" that you send to the attendees.



B. Adding participants

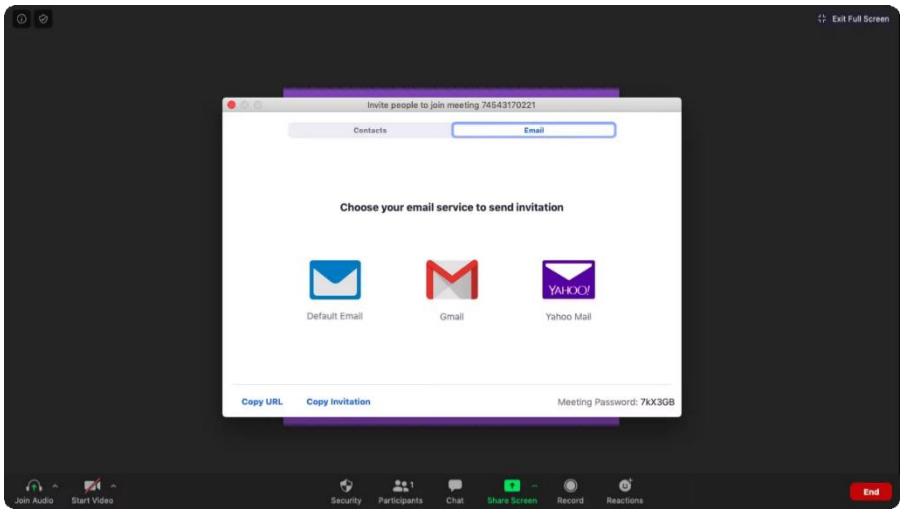
Step 1: Start a new meeting on the Zoom desktop app.

Step 2: In the new meeting screen, click on the "Invite" but on in the toolbar at the bottom.



Step 3: Here, Zoom will give you the options to "Copy URL" or "Copy Invitation". You can send these to participants via text, email or instant messaging.

Step 4: You can also directly email the meeting details through your preferred email client via the Zoom app itself.



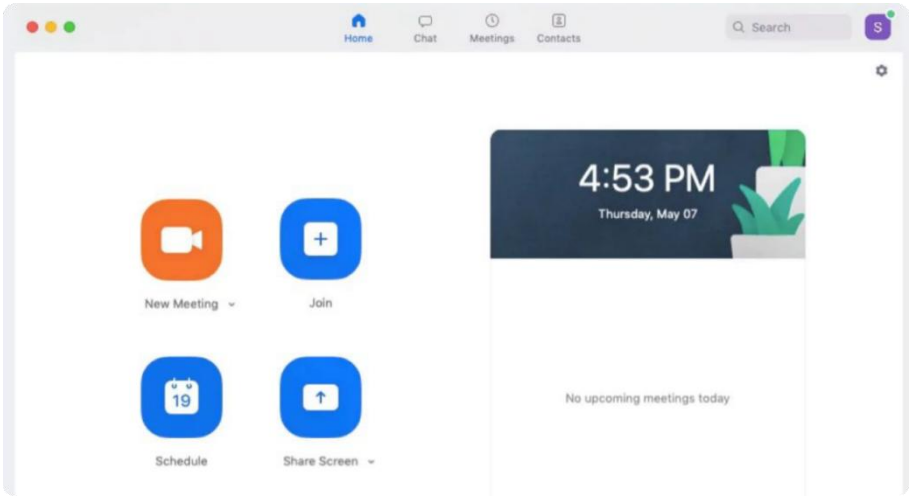
How to join a Zoom meeting

A. Join using a Meeting Link

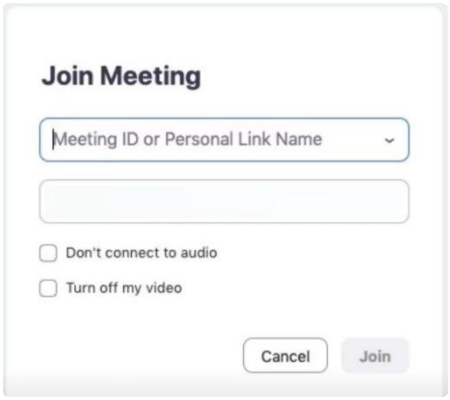
If you have a meeting link, just click on it or paste it into your web browser to join the meeting.

B. Join using a meeting ID

Step 1: Open the Zoom app and click on the "Join" icon.



Step 2: Paste the Meeting ID in the box, add your display name for the meeting and click on the Join button.



How to schedule meetings

You can schedule a meeting by setting its date and time, Meeting ID, if requires a password to join or not.

Step 1: To schedule a meeting, open the Zoom app and click on the blue "Schedule" button (looks like a calendar icon).
Step 2: Enter meeting details in the Schedule Meeting pop-up window that appears. You can also select your preferred calendar to schedule the event.
Step 3: Once you have adjusted preferences, click on the "Schedule" button at the bottom right of the screen.

Free account limits

- Group meetings limit at 40 minutes.
- One-on-one meetings used to be unlimited.
- Limit at 100 participants per meeting.
- Automatic subtitles available.
- Only local recording, with no access to cloud storage.
- Limit at 720p video quality, three editable whiteboards, and five two-minute Zoom Clips.
- Advanced features like AI tools, live streaming, custom branding, and telephone dial-in are not available.

Let's be digital – What is Google Meet

Author: Antonio López Blanes

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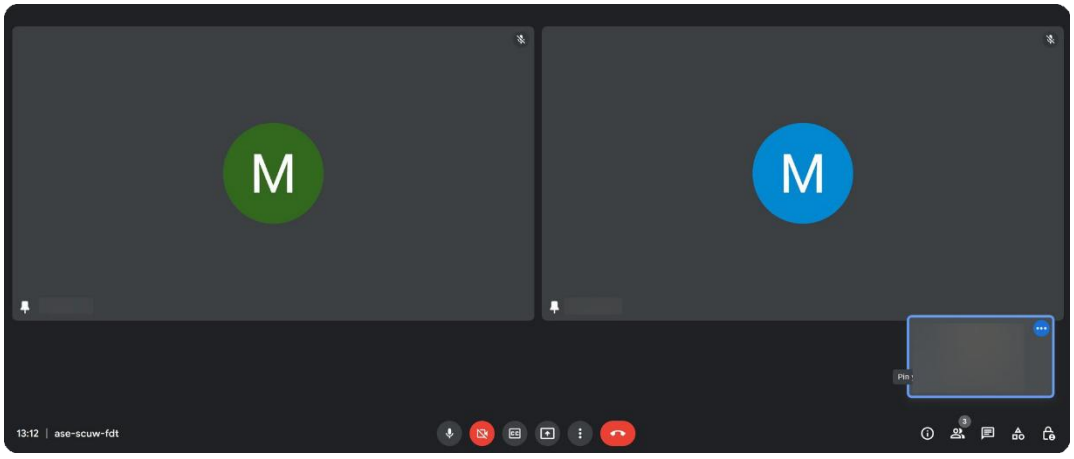
Benefits of Using Google Meet

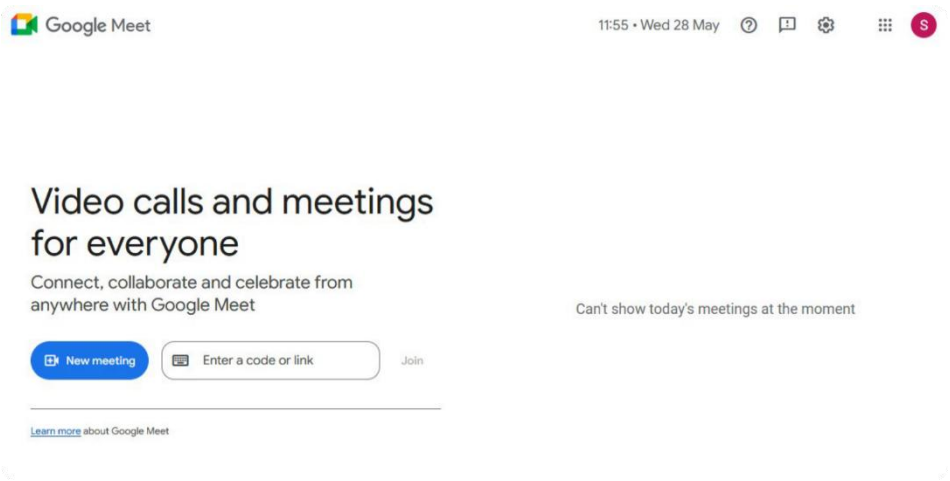
- Simple to Utilize: Google Meet is easy to use and combines with other Google Workspace tools, making scheduling and joining meetings very easy.
- Clear Video & Sound: Google Meet offers high-quality video and audio, making sure communication during gatherings is understandable.
- Accessibility: Google Meet are available from different devices, like computers, laptops, tablets and smartphones, making it easy for people to join meetings from anywhere.
- Google Calendar integration.



Accessing Google Meet

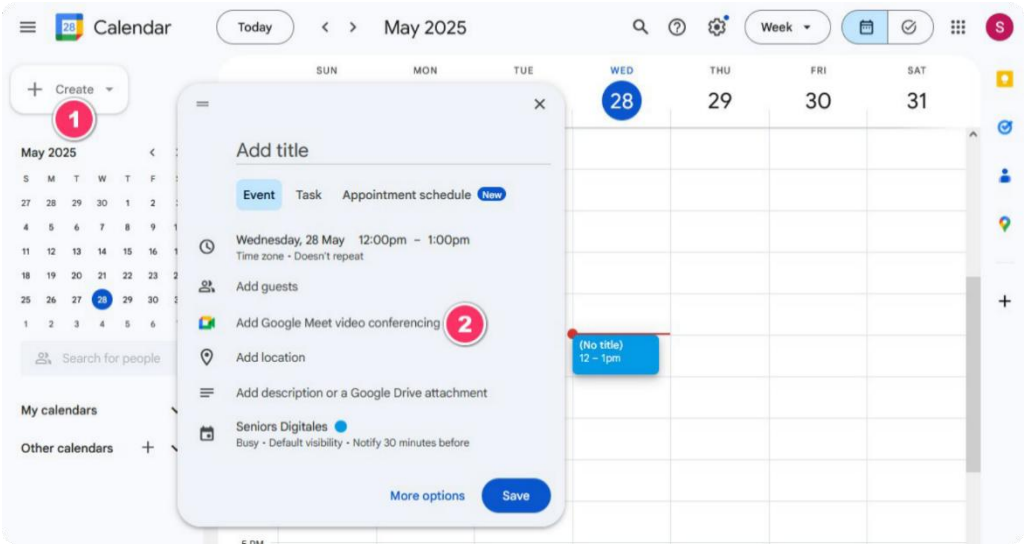
Via web browser

- Open your web browser and go to meet.google.com.
- Sign in with your Google account.
- Click on New meeting to start a new meeting or enter a meeting code to join an existing one.



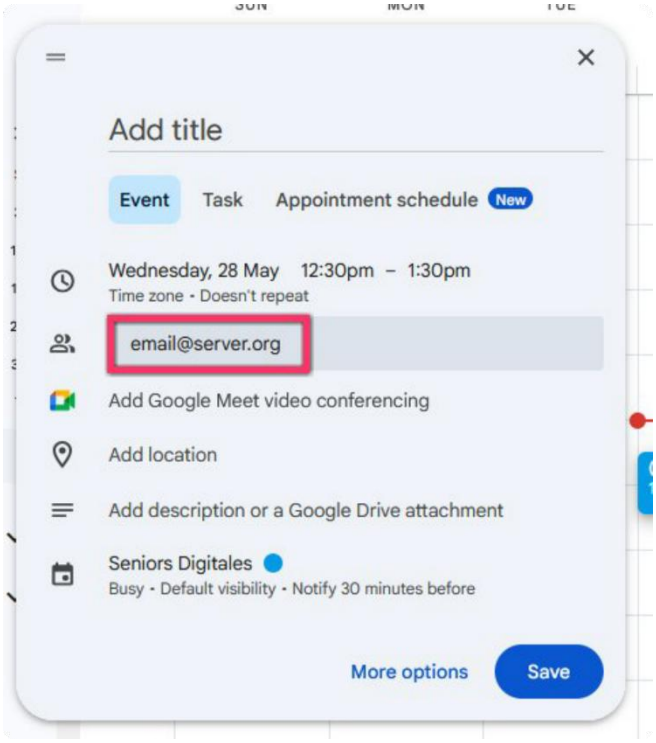
Using Google Calendar

- Open Google Calendar and sign in with your Google account.
- Click on the "Create" button to schedule a new event.
- Add meeting details and click on "Add Google Meet video conferencing."
- Save the event, and Google Calendar will generate a Google Meet link that you can share with participants.

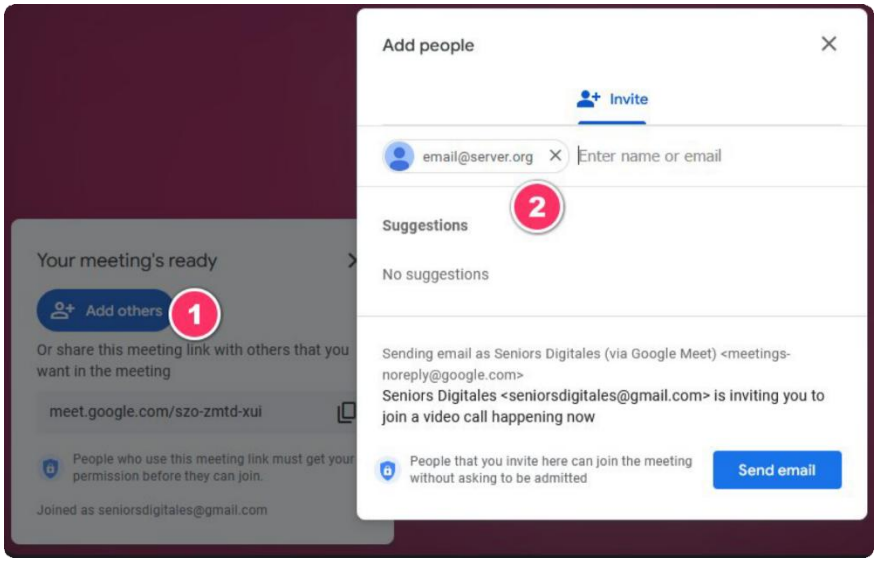


Inviting participants

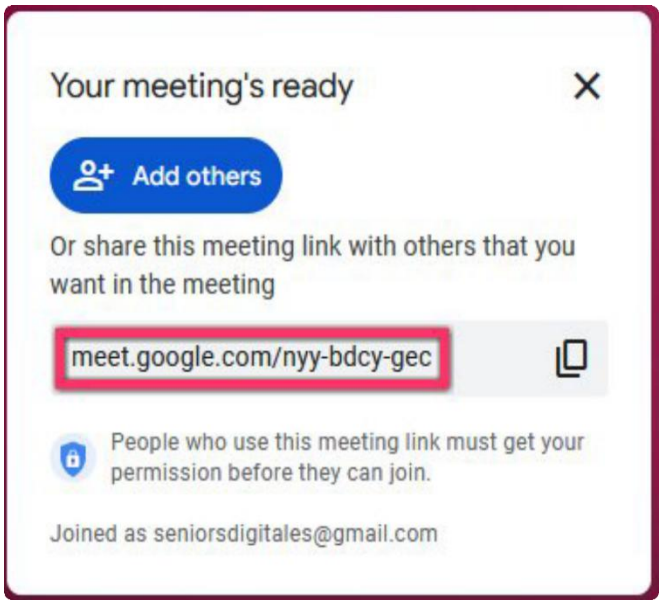
- Via Google Calendar, include email addresses in the guest area. They'll get an email invitation containing the meeting connection.



- From Meet website, click the "Add others" button within the meeting space and add emails of the participants.



- Distributing the meeting link.



Joining a meeting

Joining a Google Meet via a link

- Receive the Link: The meeting organizer will send you a Google Meet link, usually via email or chat.
- Click the Link: Click on the link provided. It will open in your web browser.
- Sign In: If you are not already signed in, you will be prompted to sign in with your Google account.
- Join the Meeting: Adjust your camera and microphone settings, then click "Join now" to enter the meeting.

Joining directly from the calendar event

- Open Google Calendar: Go to Google Calendar and sign in with your Google account.
- Find the Event: Locate the event on your calendar.
- Click on the Event: Open the event details.
- Join the Meeting: Click on the "Join with Google Meet" button. This will open the meeting in your web browser.

Google Meet free plan limits

- For one-on-one meetings, there is no time limit.
- For group meetings with three or more participants, the duration is limited to
- 60 minutes.
- Limit of 100 participants per meeting.

- Features like meeting recording, noise cancellation, and attendance tracking are not available in the free plan.
- There is not an automatic subtitles translation of subtitles available.

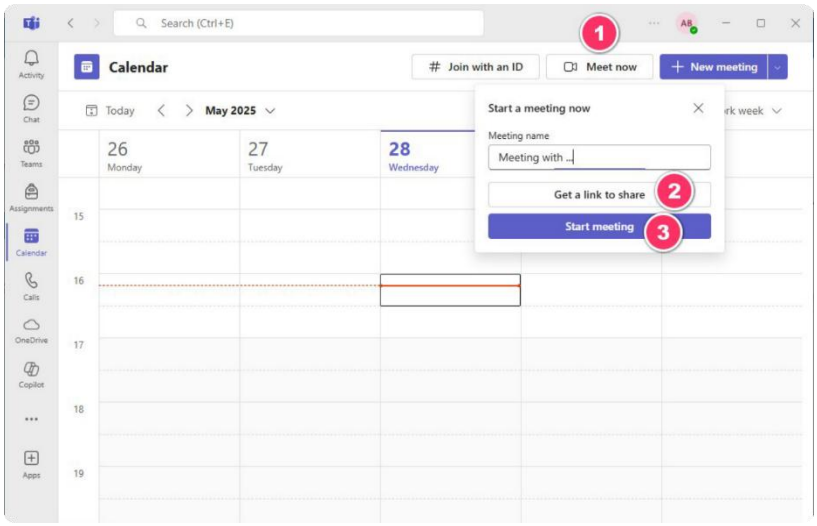
Let's be digital - Meetings in Microsoft Teams

Author: Antonio López Blanes

Contents

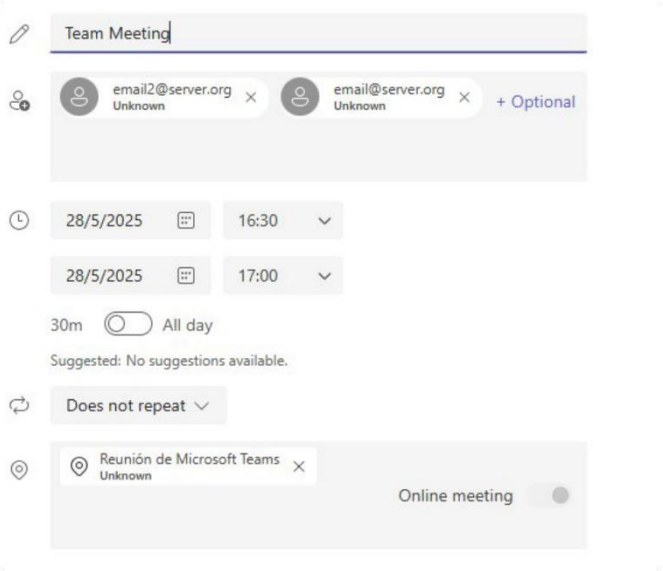
Start an instant meeting

- Select Meet now Icon in Microsoft Teams in the upper right corner.
- Edit the Meeting name and select the Calendar-tab to share a link to the meeting.
- When you are ready, select the Start-meeting button to open the meeting pre-join screen.
- Select Join now to enter the meeting.



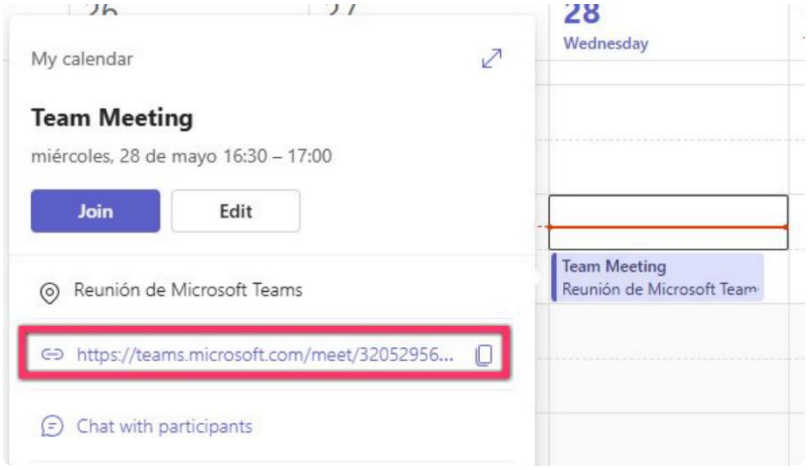
Schedule a calendar meeting

- Select Calendar-tab icon in Teams.
- Select New meeting Cross icon at top of the screen.
- Add meeting details and attendees
- Select Send.



Invite with a meeting link

- Create a meeting or open one in your Teams calendar.
- The meeting link will appear as a URL. Select Copy to copy the URL.



Join meetings

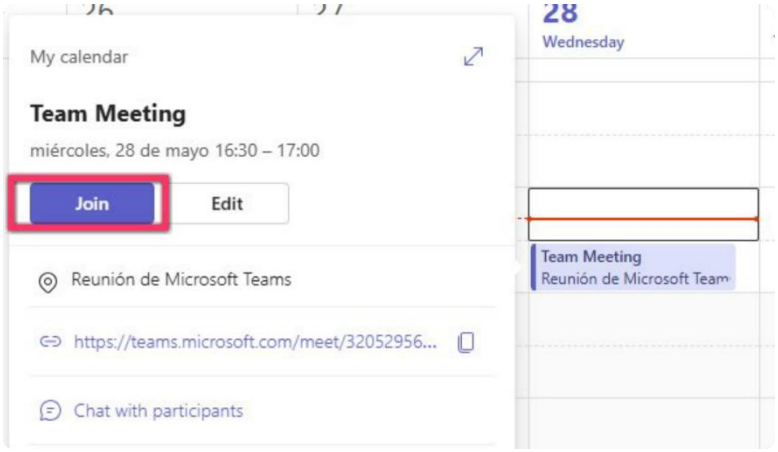
Join by link

- In your meeting invitation, select Join the meeting now to join on Teams for web or desktop.
- If you already have the Teams app, the meeting will open there automatically.
- If you have a Teams account, select Sign-in and access the meeting.
- If you do not have a Teams account and the organizer has allowed it, you can enter your name to join the meeting.

Join from calendar

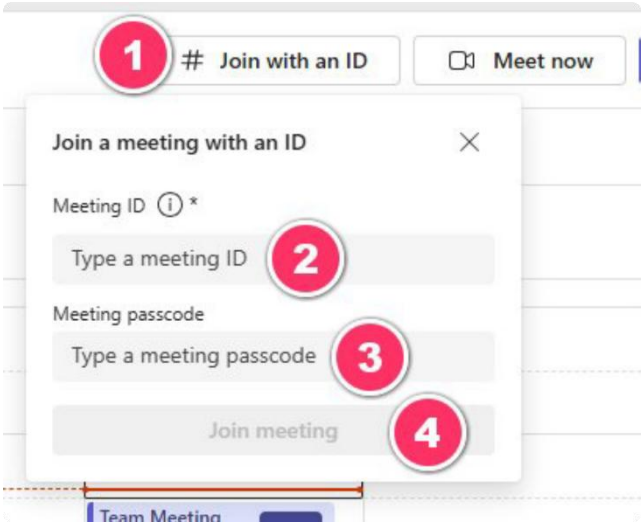
- Select Teams Calendar tab icon.

- Find the meeting you want and select Join.



Join with a meeting ID from your Teams app

- Select Teams Calendar tab icon.
- Select Join with an ID.
- Enter a meeting ID and passcode.
- Press Join-meeting to enter the meeting as a participant.



Microsoft Teams Meetings free plan limits

- Unlimited one-on-one meetings.
- Group meetings (with three or more participants) are limited to 60 minutes per session and support up to 100 participants.
- Includes features like screen sharing, chat and messaging, file sharing, virtual backgrounds, and noise suppression.
- Do not have meeting recordings, transcripts, breakout rooms, webinar support, and guest access to teams.
- Includes real-time subtitles only in English.

Let's be digital – Getting started with Webex Meetings

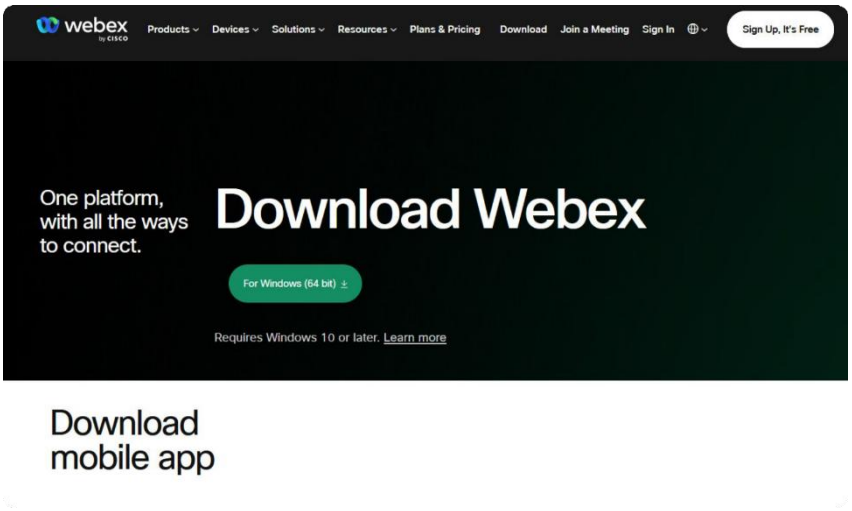
Author: Antonio López Blanes

Contents

Introduction

What is Webex Meetings?

- Webex Meetings is a cloud-based video conferencing platform that enables users to host and attend virtual meetings, webinars, and online events.
- It supports high-quality video, audio, and screen sharing, making it ideal for remote collaboration, team meetings, and client presentations.
- https://www.webex.com/downloads.html



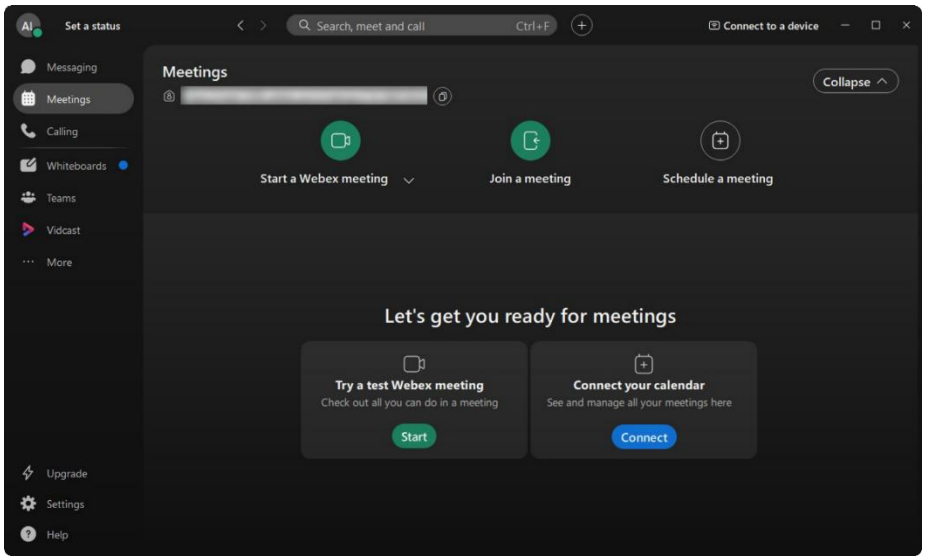
Key features

- HD Video and Audio.
- Screen Sharing: Share your entire screen or specific applications.
- Meeting Recording.
- Breakout Rooms: Facilitate small group discussions within larger meetings.

- Interactive Tools: Chat, polls, Q&A, and reactions to keep participants engaged.
- Integration: Works with Microsoft 365, Google Workspace, and Slack.
- Available on desktop, mobile, and web browsers.

Navigating the interface

Overview of the Webex dashboard.



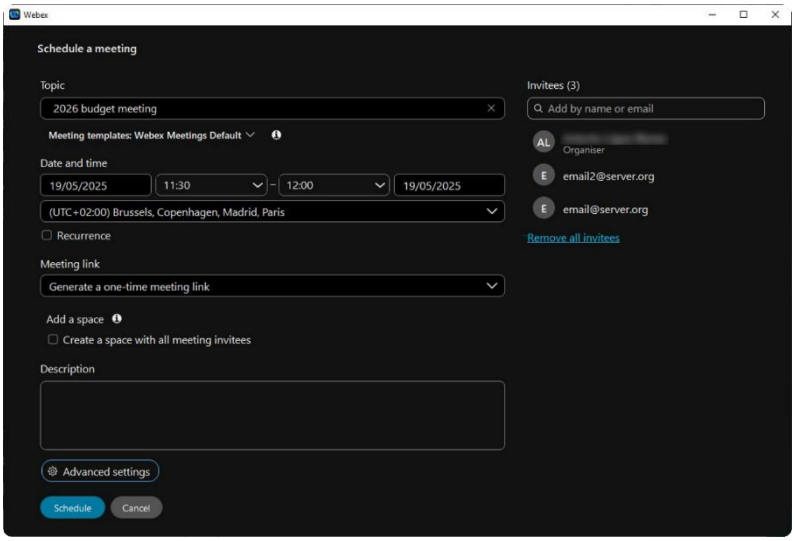
Scheduling a meeting

Scheduling

- Click "Schedule": On the main screen, look for a "Schedule" button and click it.
- Fill in Meeting Details.
- Choose Settings (Optional).
- Click "Schedule".

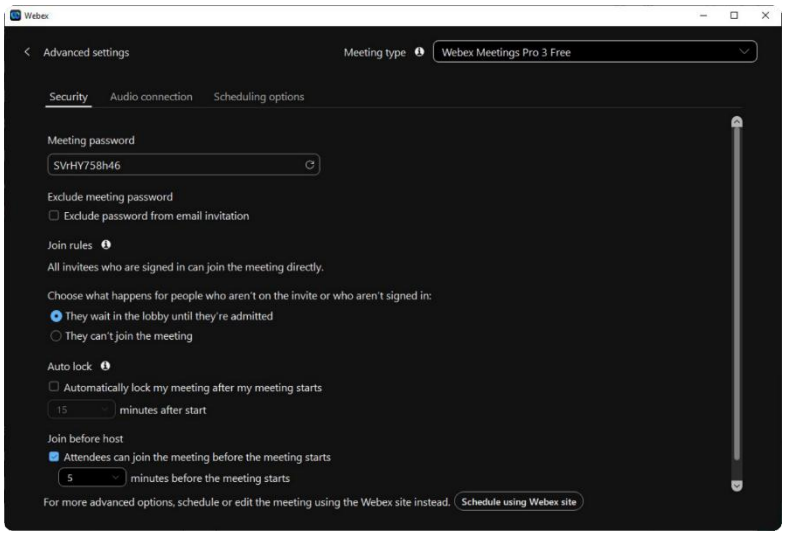
Fill in Meeting Details

- Meeting name: Give your meeting a title.
- Date and time: Choose the time for the meeting.
- Duration: Set how long it will last.
- Invitees: Type the email addresses of the people you want to invite.



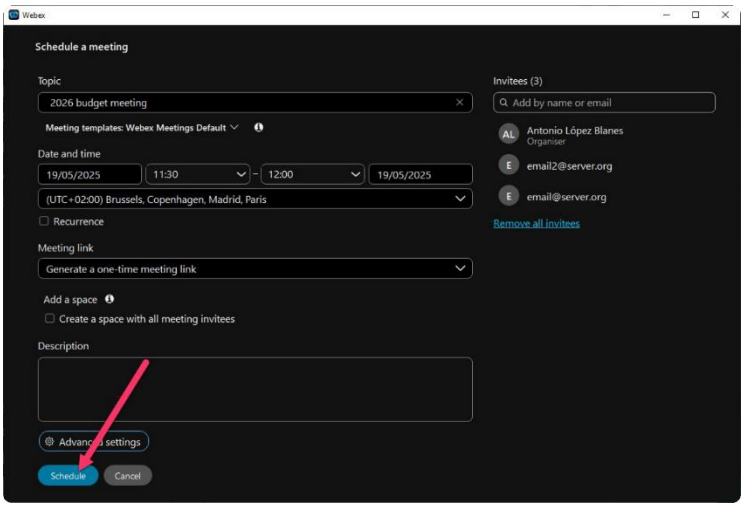
Choose Settings (Optional)

- You can choose if people may join the meeting.
- You can mute participants when they join.
- You can also set a password if you want extra security.



Click "Schedule"

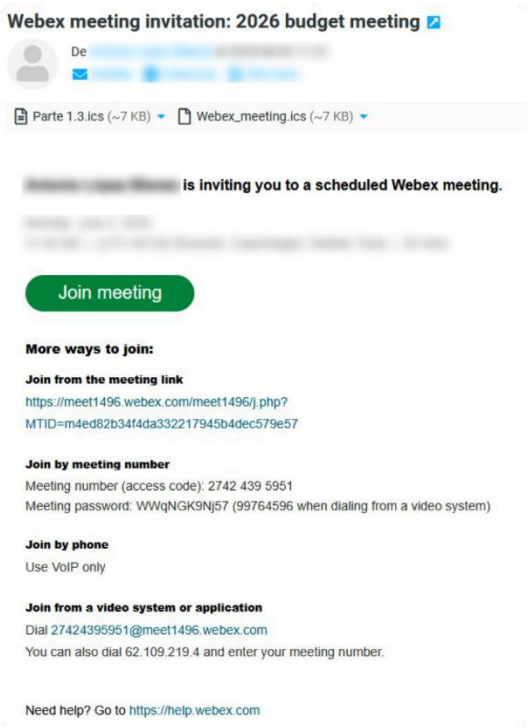
Webex will send email invitation to your guests with the meeting link and details.



Ways to Join a Meeting

From an Email Invitation

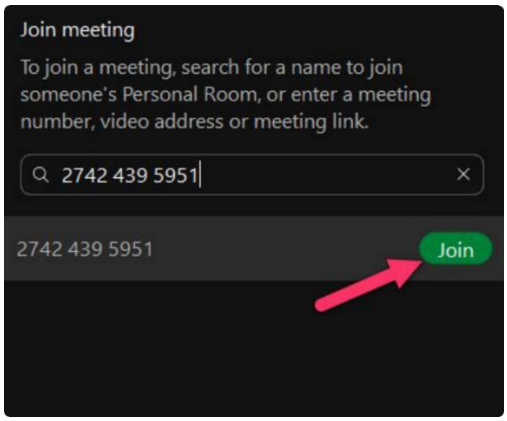
- Open the email invitation you received.
- Click the "Join Meeting" button or link.
- Your browser will open and launch the Webex desktop app (if installed), or let you join from the browser directly.



From the Webex Desktop App

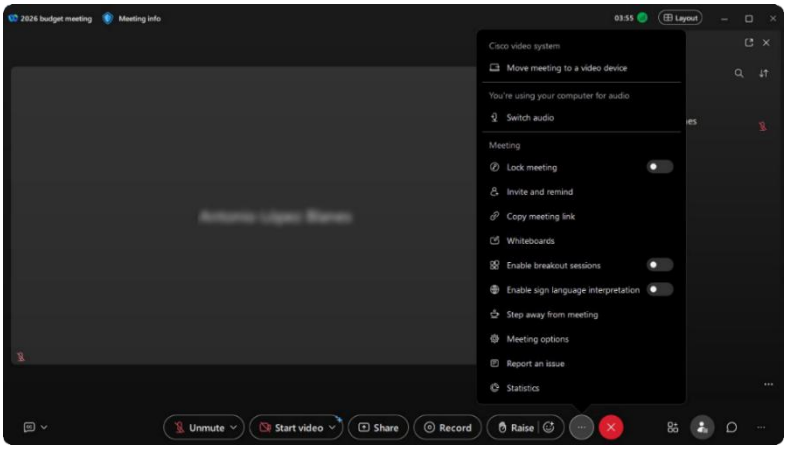
- Open the Webex app on your PC.
- Click "Join a Meeting".
- Enter the Meeting Number or Link from your invitation.

- Type your name and email if prompted.
- Click "Join".



In-Meeting Controls

- Audio and video settings
- Screen sharing and whiteboarding
- Chat, reactions, and participant management



Security and Privacy

Locking meetings

- Once all participants have joined, you can lock the meeting to prevent others from entering.
- How to do it: In the meeting window, click "..." button > "Lock Meeting".
- This is useful for private discussions or sensitive topics.
- Once all participants have joined, you can lock the meeting to prevent others from entering.

Password Protected Meetings

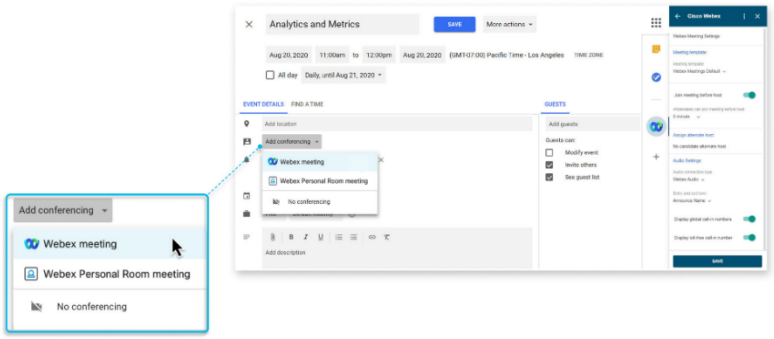
- When scheduling a meeting, you can set a password.
- Only people with the password can join.
- This adds an extra layer of protection, especially for public or widely shared invites.

Waiting Room

- You can enable a virtual lobby where participants wait until you admit them.
- This gives you control over who enters the meeting.

Webex Integrations

- Microsoft Outlook: Webex add-in for Outlook.
- Google Calendar: Webex for Google Workspace add-on from the Marketplace.
- Microsoft Teams: Webex Meetings app for your Teams workspace.
- Slack: Webex Meetings app for Slack.



Free plan limits

- Meeting Duration: Up to 40 minutes per meeting.
- Participants: Up to 100 attendees.
- Number of Meetings: Unlimited.
- Messaging: Unlimited 1:1 and team messaging.
- Screen Sharing: Available.
- Whiteboarding: Unlimited use.
- Recording: Local recording only (no cloud storage).
- Video Messaging: Via Vidcast.
- No Wait Time Between Meetings.

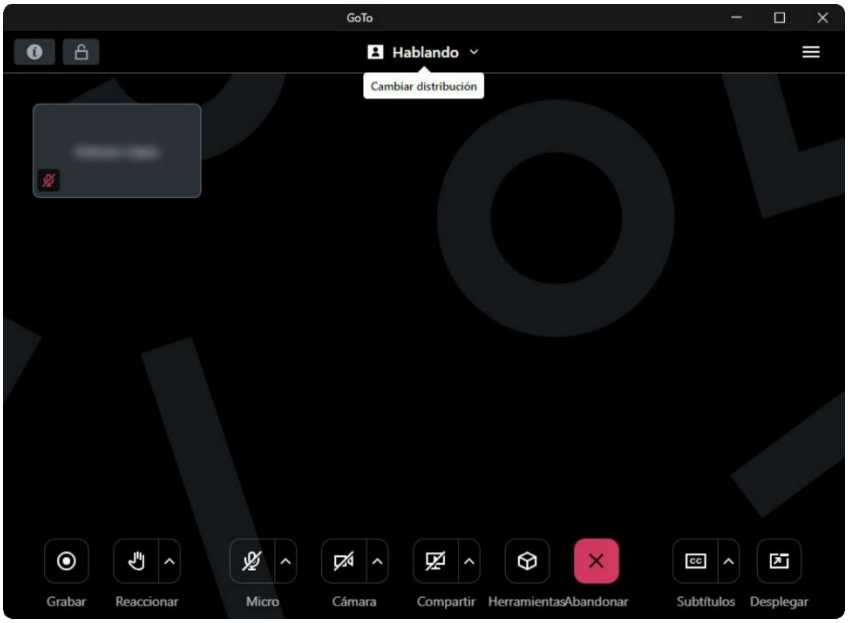
Let's be digital – GoTo Meeting Quick Start

Author: Antonio López Blanes

Contents

Key benefits of GoTo Meeting

- GoTo Meeting is a professional online meeting and video conferencing tool developed by GoTo.
- HD Video and Audio: Clear communication for professional meetings.
- Screen Sharing: Share your entire screen or specific applications.
- Meeting Recording: Record sessions for later review or sharing.
- Drawing Tools: Annotate shared content in real time.
- Mobile Access: Join or host meetings from mobile devices.

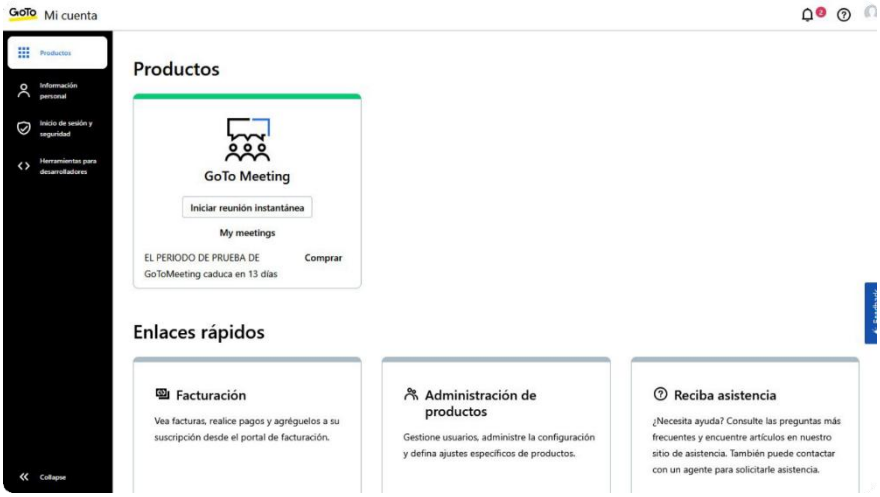


Getting Started

Creating an account

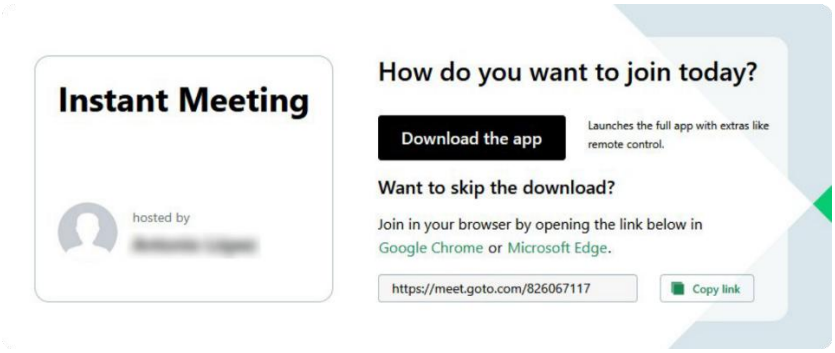
- Visit https://www.goto.com/meeting.
- Click "Start for Free" or "Sign Up".

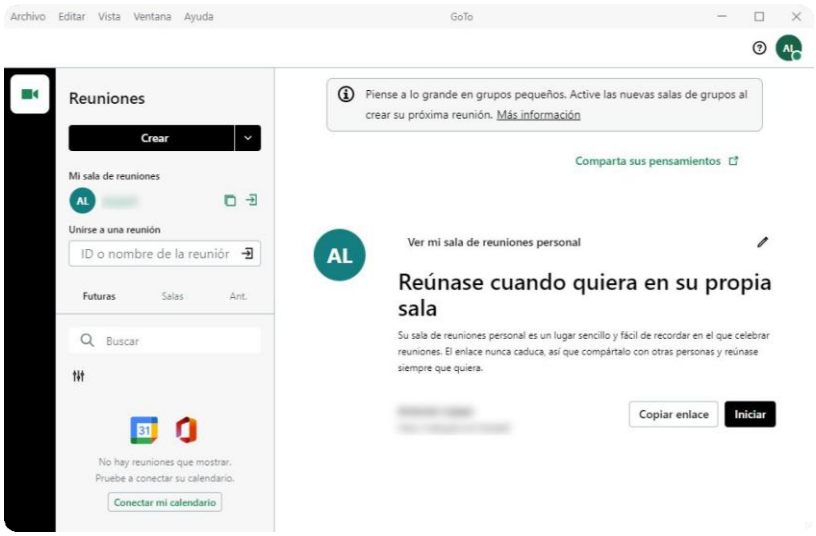
- Enter your email address, name, and create a password.
- You may be asked to verify your email.
- Once signed in, you'll land on your GoTo dashboard.



Downloading and installing the desktop app

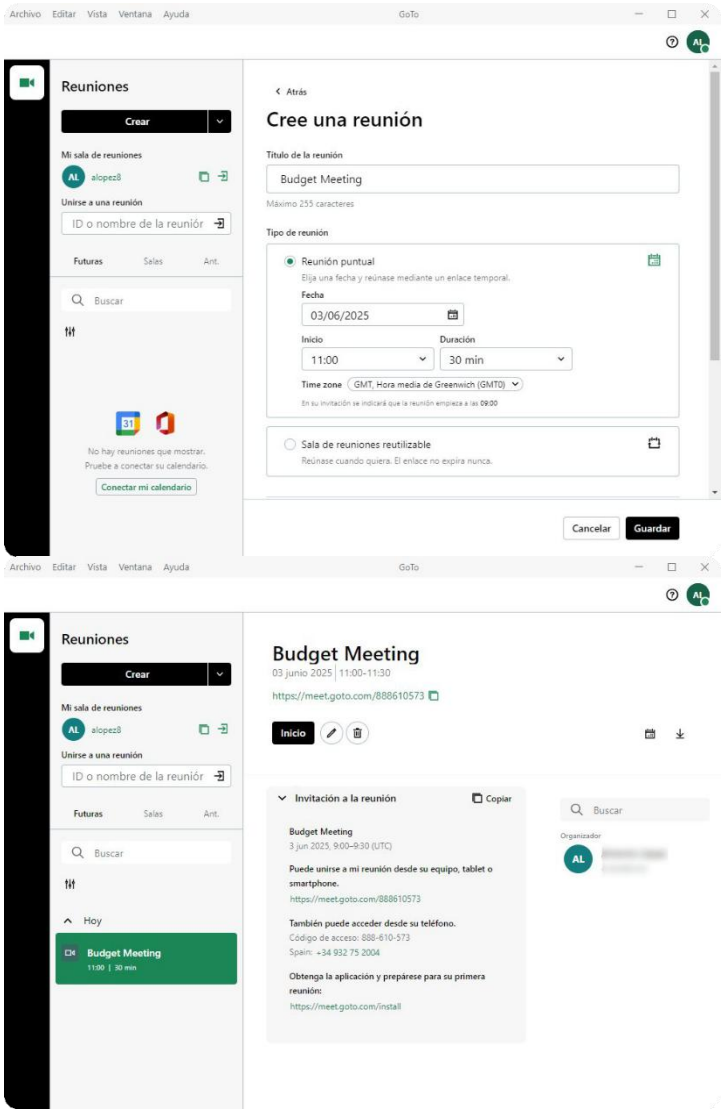
- After signing in, click "Start Instant Meeting" from the dashboard.
- Follow the on-screen instructions to complete installation.
- Once installed, open the app and sign in with your GoTo credentials.





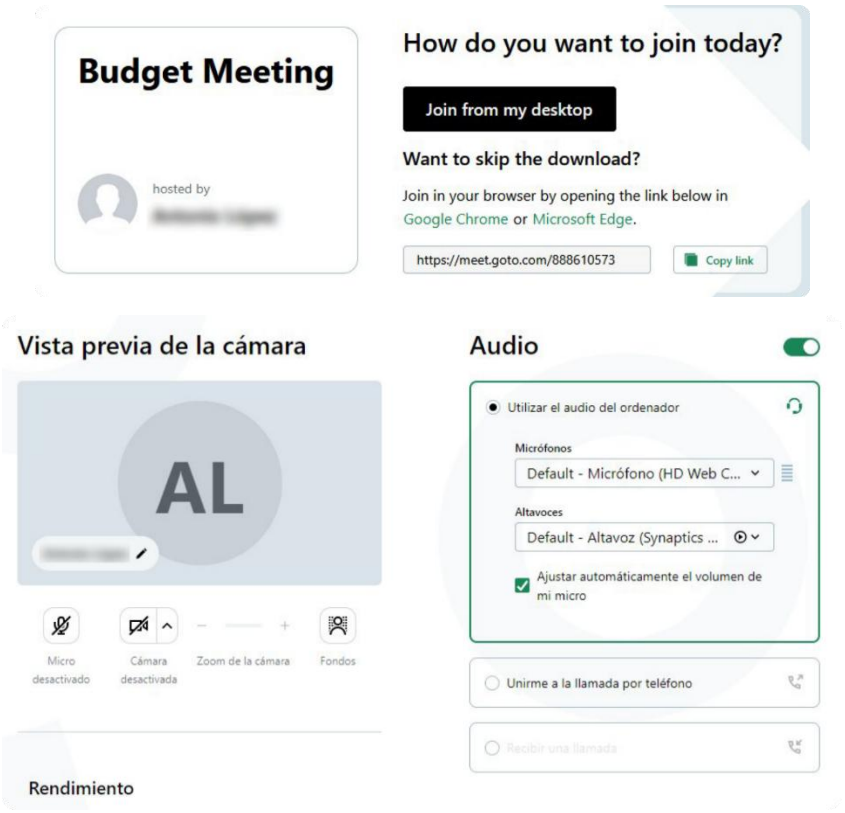
Scheduling a Meeting

- Click on Create button.
- Setting meeting preferences
- Send meeting link to the participants.



Joining a Meeting

- Open the email invitation you received from the meeting organizer.
- Click on to the meeting link.
- Your browser will open and prompt you to:
    - Launch the GoTo desktop app (if installed), or
    - Join from the web browser (no download needed).
- Joining via link.
- It is recommendable to adjust the audio and video setup before joining.



Integrations and Add-ons

- GoTo Meeting integrates with a variety of tools to help you schedule, manage, and join meetings from the apps you already use.
- Calendar integrations: Outlook Plugin, Microsoft 365 add-in and Google Workspace Add-on.
- Chrome and Firefox Extensions.
- Quickly schedule or start meetings from your browser toolbar.
- Automatically detect meeting links on web pages and emails.
- Benefits: Great for users who work primarily on browsers.

Free plan limits

- GoTo Meeting is a paid application that only provides a 14-day free trial version.
- In the trial period you can try all the features of the app.

Let's be digital – Mentimeter: Presentations with surveys and questions

Author: Antonio López Blanes

Contents

What is Mentimeter?

- Mentimeter is an interactive presentation and polling tool that allows you to engage your audience in real time.
- It is commonly used in meetings, classrooms, workshops, and events to make sessions more dynamic and participatory.

How It Works

- The presenter creates a presentation on Mentimeter.
- A unique code is generated.
- The audience joins via menti.com using the code.
- Participants respond in real time, and results are displayed live.

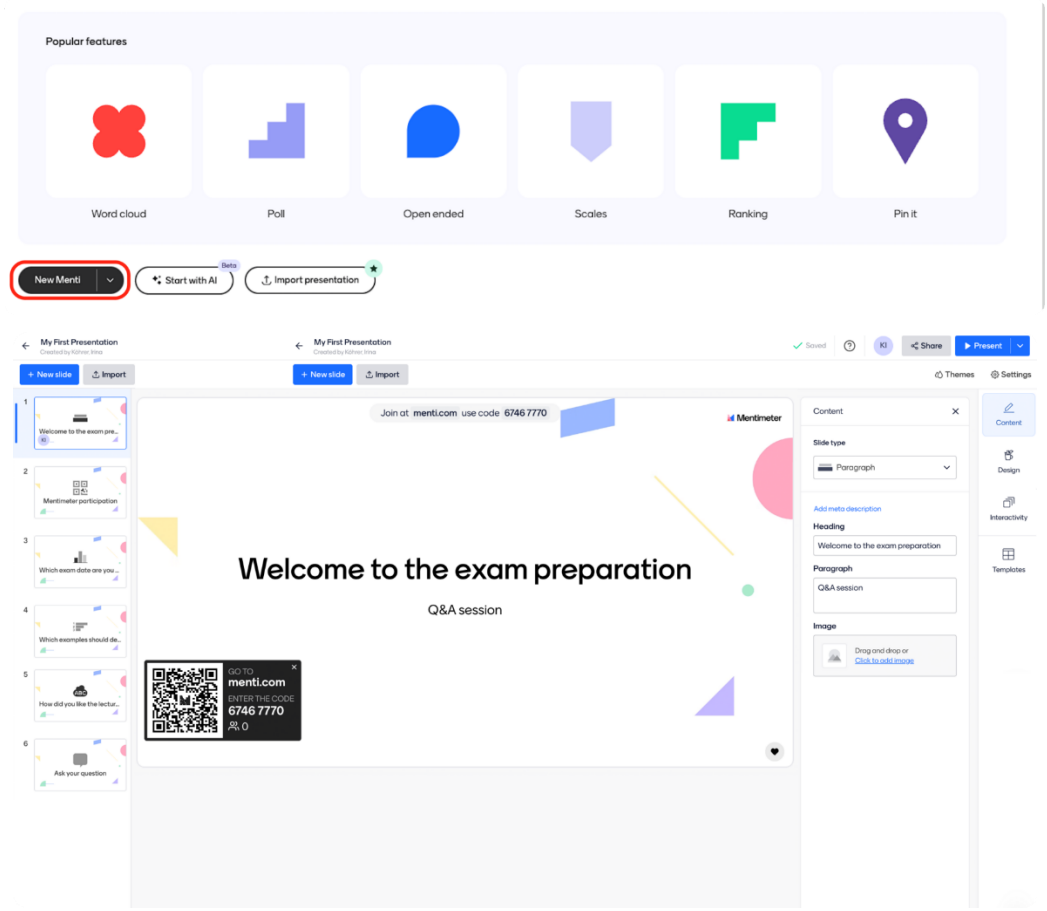
Key Features of Mentimeter

- Live polls (multiple choice, ranking, scales, etc.).
- Word clouds.
- Q&A sessions.
- Quizzes and competitions.
- Interactive slides with real-time feedback.
- Audience participation via smartphones or laptops (no app download needed).

Creating the presentation

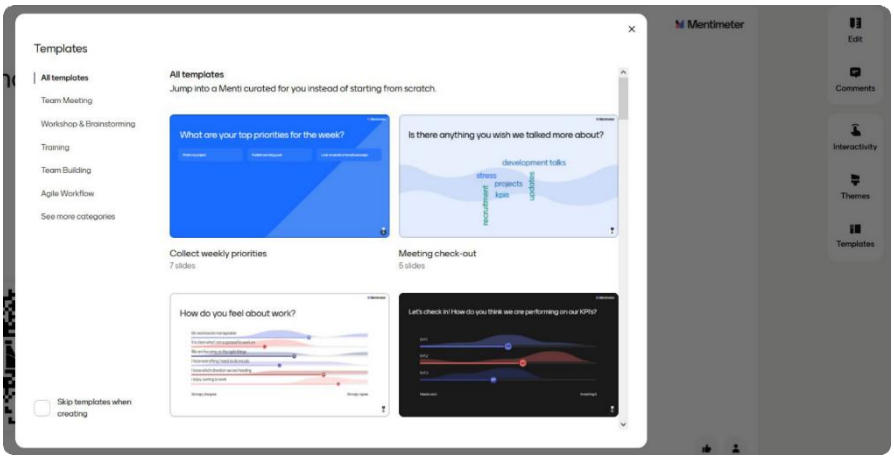
Log into Mentimeter

- On your Home screen, click on '+ New Menti' to make a new presentation or '+ New survey' for an asynchronous activity.
- Mentimeter will directly bring you to the editing screen for your slide deck.
- You can enter a title for your presentation in the upper left corner.



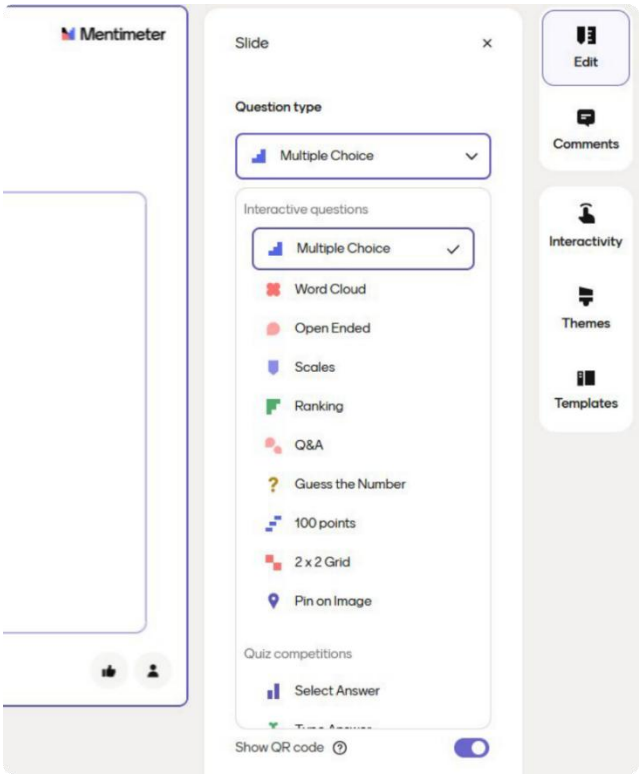
Change Template

Before adding more contents, change the theme of your presentation from the 'Template' menu.



Add Content or Questions

- Now you are ready to add content or questions on your presentation slides.
- To add any question, first select the question type from 'Popular question types' or 'Advanced question' menu under the 'Type' tab.
- After you select the question type you will be prompted to enter the content for the question under the 'Content' tab.



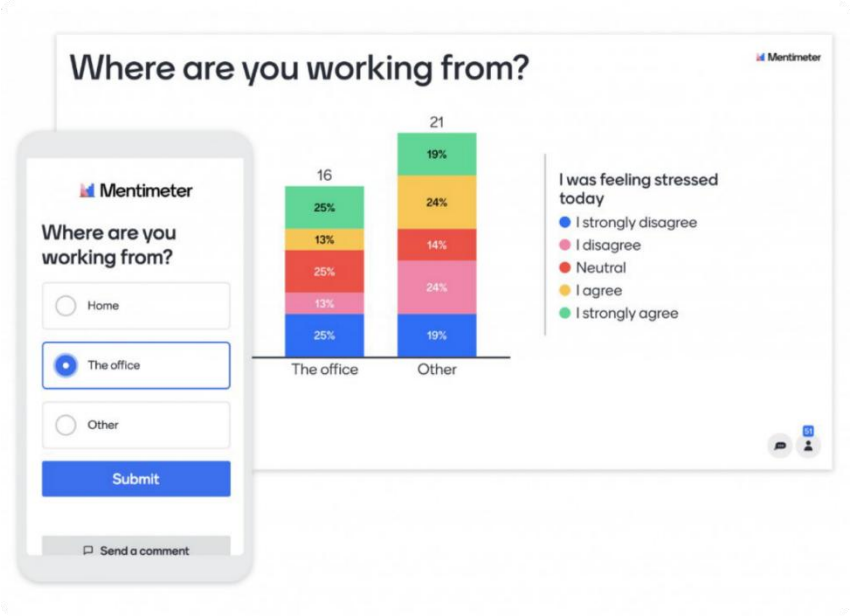
Quiz Competition

- If you want to create a quiz competition, then choose between the 'Select Answer' or 'Type Answer' question types under the 'Quiz Competition' menu.

- The 'Select Answer' can be configured as multiple choice or multiple answer question by selecting how many answers are correct.
- The 'Type Answer' is essentially a fill-in-the-blank question type where you can set multiple correct answers.
- You also have the option to add a 'leader board' after a quiz question so participants can see the highest scores of the quiz and there will be a sense of competition and fun.

Share Voting Link and Instructions

- Before you present, you will need to share the presentation with your audience to allow them to participate and interact with your presentation.
- To do this, click on Share and select the Participation tab to share a Mentimeter code, web link or QR code with your audience.



Free account limits

- Unlimited presentations and slides.
- Up to 2 questions per presentation.
- Up to 50 participants per month.
- Basic question types (e.g., multiple choice, word cloud).
- Access to templates.
- Audience participation via menti.com.
- No integrations (e.g., with PowerPoint, Zoom, or LMS platforms).

Let's be digital - Slido Q&A and survey platform

Author: Antonio López Blanes

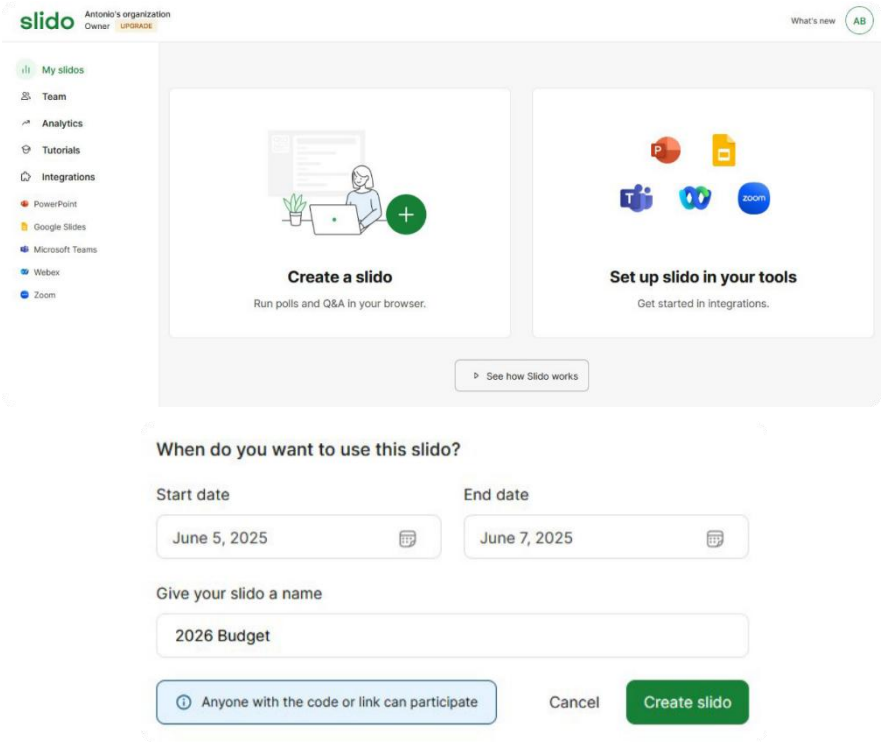
Contents

What is Slido

- Slido is an easy-to-use Q&A and survey platform for live, remote or hybrid meetings, events, classes, and webinars.
- It integrates well with video conferencing applications, making communication seamless and efficient.

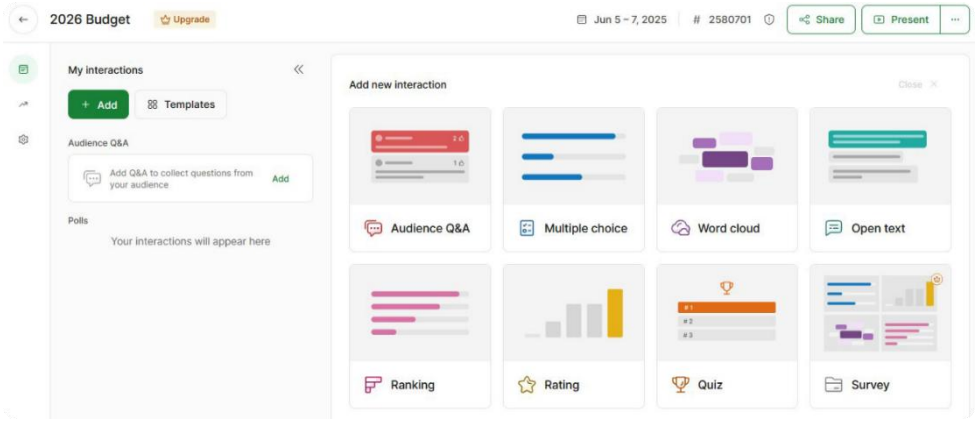
Create your first Slido

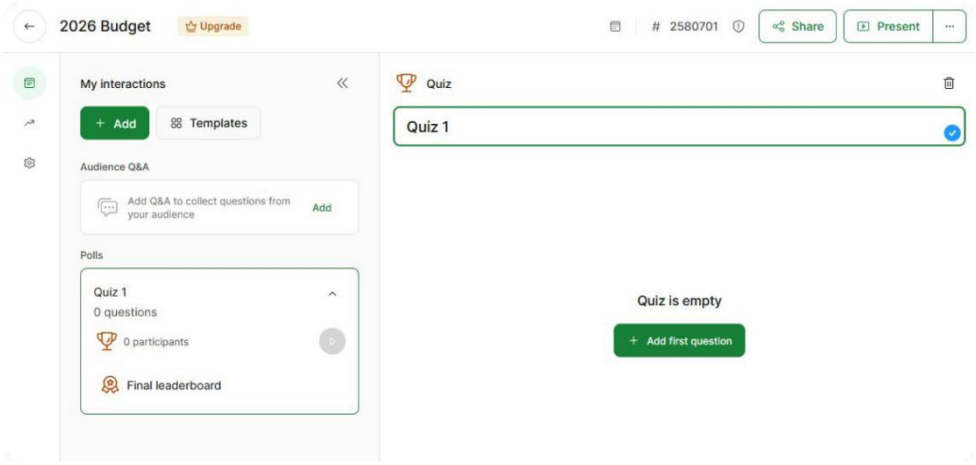
- Select Create a Slido.
- When the pop-up appears, pick the dates and give your Slido a name.
- Click Create Slido in the pop-up.
- You can now create polls, quizzes, set up your Q&A and test everything before your meeting or event starts.



Create your quiz

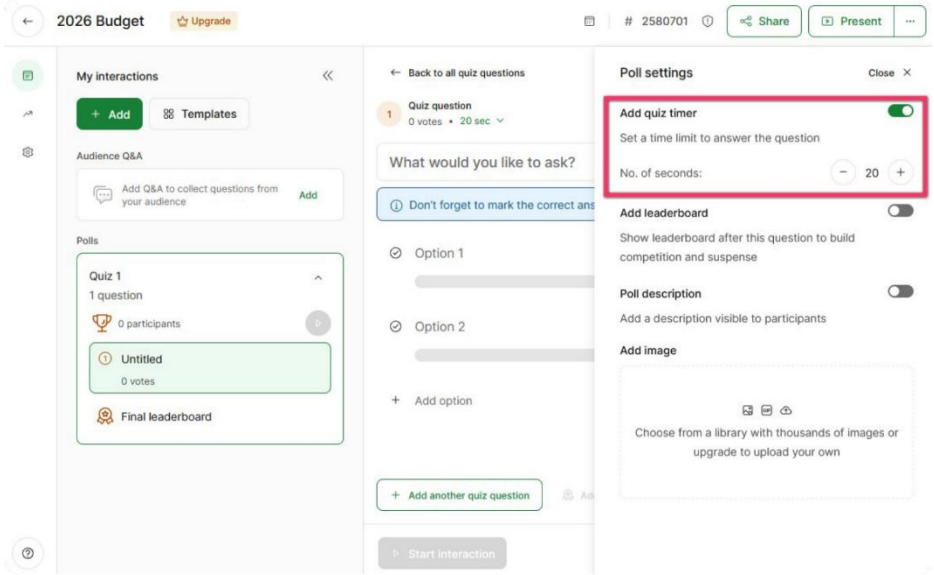
- Use the + Add new button to create a new interaction and select Quiz.
- Give your quiz a name.
- Click + Add first question and enter your question-and-answer options.
- Mark the correct answer using the checkmark on the left.
- Select + Add another quiz question to add more questions.





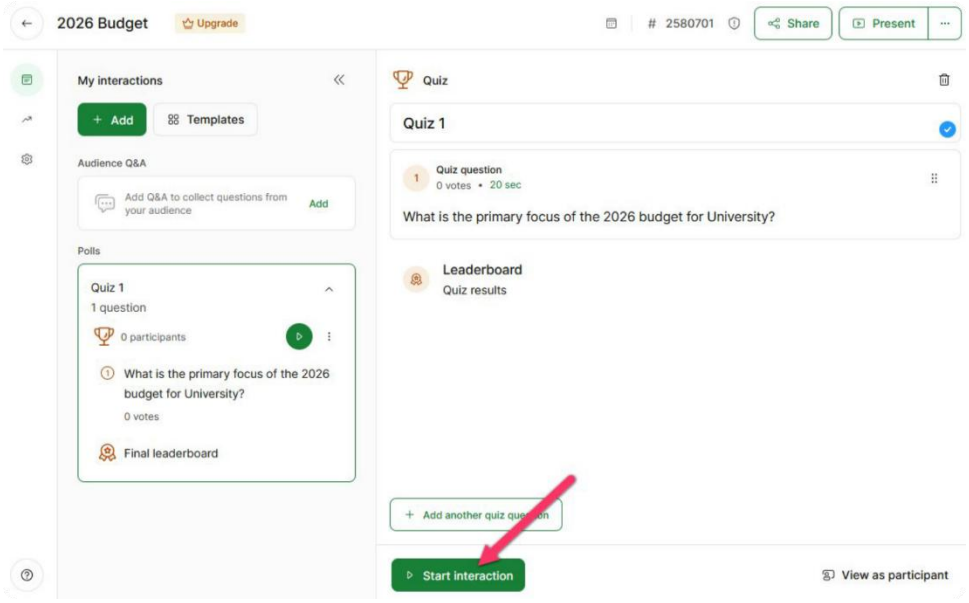
Quiz timer

- Every quiz question will default to having a 20-second timer.
- You can change this when creating or editing quiz questions.



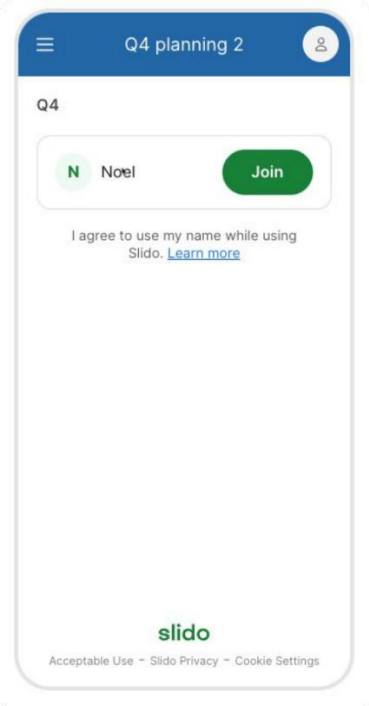
Activate the quiz so participants can join

- Once you re all set, click the Play but on or Start interaction to activate your quiz.
- Before jumping to the first question though, make sure to give your participants time to join the quiz.



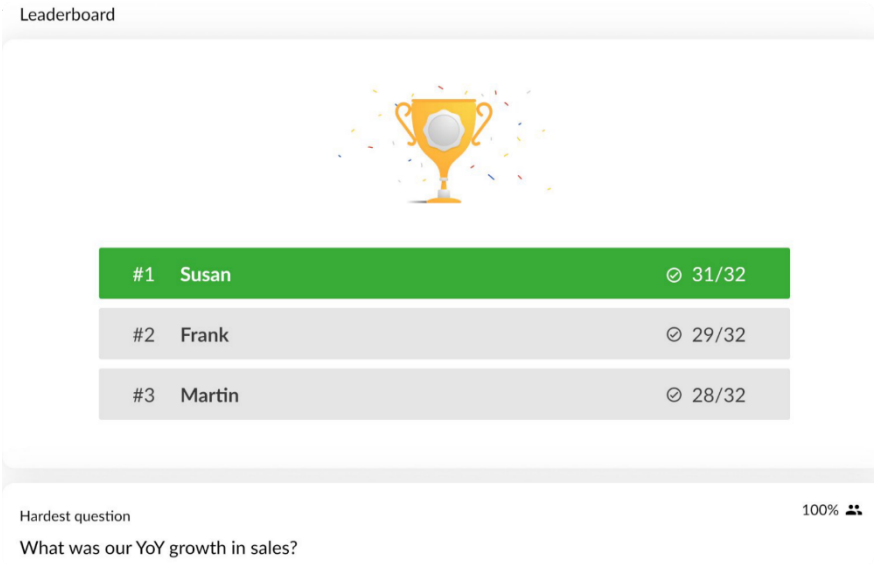
Run the quiz

- After beginning with the first quiz question, use the control bar below to move forward.
- Click Lock voting to display the results and then click Reveal answer. Then continue your quiz by selecting Next question.
- If you are using the quiz timer, voting is locked and results appear automatically when the time is up.



Display the leader board

- Slido quizzes will automatically generate and display a leader board after the final quiz question.
- Quiz participants are automatically ranked based on the number of correct answers they chose and how quickly they responded.



Slido free plan limits

- Unlimited events with up to 100 participants per event.
- Three polls per Slido.
- Does not include access to surveys, quizzes, data exports, branding customization, moderation tools, or advanced privacy settings.

Let's be digital - How to use Miro

Author: Antonio López Blanes

Contents

- What is Miro.
- What you can do with Miro.
- How to use Miro.
- Free account limits.

What is Miro

- Miro is a collaborative online whiteboard platform designed to help teams work together visually, no matter where they are.
- It's widely used for brainstorming, planning, and managing projects in real time.

What you can do with Miro

- Create diagrams and flowcharts (e.g., mind maps, org charts, user journeys).
- Collaborate in real time with team members using sticky notes, comments, and drawing tools.
- Run workshops and meetings with built-in facilitation tools like timers, voting, and templates.
- Integrate with other tools like Slack, Microsoft Teams, Jira, Notion, and more.
- Use templates for agile workflows, design sprints, product roadmaps, and more.

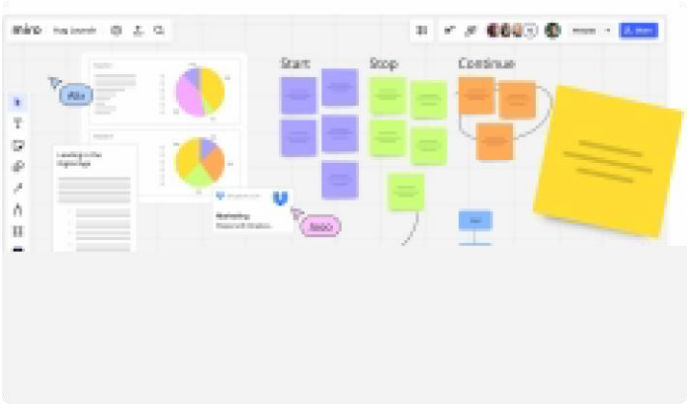
How to use Miro

Create a new Miro board.

- To create a new board, head to your dashboard and click on the plus icon labelled New board.
- Share to invite people to edit your Miro board with you in real time.

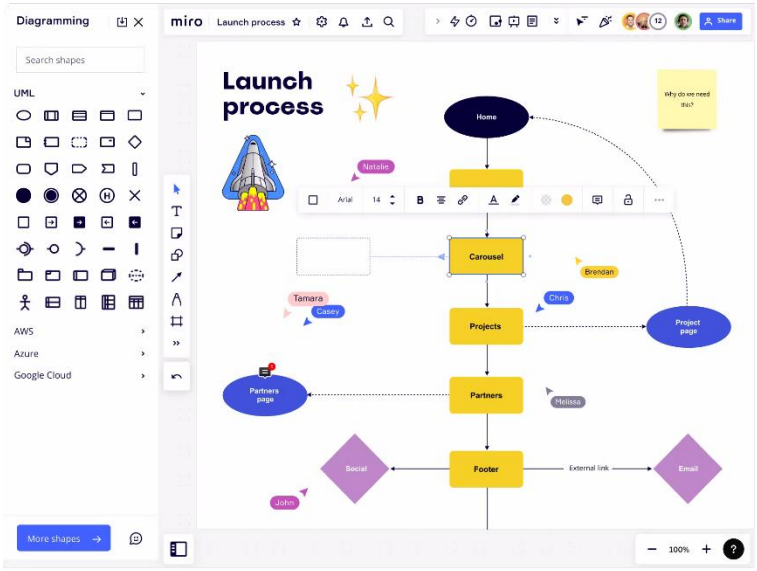
Create your own content in Miro.

- You can add contents from the creation toolbar, on the left of your board.
- From there, you can drag and drop shapes, link them up with connection lines, add text, or draw using the Pen tool.



Use a template.

Templates are fully customizable.



Add context to your Miro board.

- Embed everything from YouTube videos to Google Sheet documents simply by pasting a URL onto your canvas.
- With over 130 app integrations, Miro also lets you import content from other popular platforms, like Jira, Asana, and ClickUp.

Share your Miro board.

- Invite others to view and comment on your board using the Share button on the top right.
- From there, you can tag each other in comments.
- You also can share a link to your Miro board, embed it on other websites, or simply export it as a PDF or image.

Free account limits

- Up to 3 editable boards per team (No private boards).
- Unlimited team members.
- Real-time collaboration with comments and reactions.
- Access to templates.
- Basic integrations (e.g., Slack, Microsoft Teams, Google Drive, Trello).
- Embedded media and boards.
- Talktrack (up to 5 recordings).

Interview Techniques

Author: M2K13

Introduction

Conducting meaningful interviews is a central element of the PROMOTE Project, as it allows participants to give voice to the stories and achievements of senior women through respectful, well-prepared, and technically sound conversations. This section provides practical guidance on the different types of interviews, the preparations steps required, and key techniques to ensure both clarity and authenticity in the final outcome. Special attention is given to building trust with the interviewee, mastering technical aspects of video and sound recording, and structuring the interview to elicit rich, personal narratives. Whether used in educational, community, or media settings, these tools aim to empower interviewers -particularly older and younger students involved in the project- to confidently and effectively document real-life experiences that deserve recognition and visibility.

There are three types of interviews:

The background interviews

These call on your technical, analytical or scientific knowledge. You may also be asked to give a detailed account of a fact or current event. These interviews demand thorough preparation and may extend over a long period.

Example: the interview with Klauss Barbie by a German journalist published by Stanford University lasted 4 days).

Question and answer interview

These are like a dialogue. The interviewee is introduced by the journalist. It may be used afterwards as a feature article in print or as a short interview segment on print, radio or television.

Example: all interviews with political figures.

The portrait

Similar to a Q &A (Question and Answer) interview, but this time the focus is on the interviewees in greater detail, with additional incursions into their world (interviews with friends, colleagues, relatives). This format is more often used in documentary films.

Example: Portrait of Martin Scorsese.

Before the interview

Clearly identify the objectives of the interview

- Know precisely the broadcast channel and viewer habits.
- Define the final length of the interview.
- Define the technical framework of the interview.
- Define the maximum length of time you want the interview to last.

Get to know your interviewee before the interview

- Find out as much as you can about their life and personality.
- Define the angle of attack for the interview (what do you want to learn?)
- Assess whether the interviewee is able to express themselves confidently and clearly on camera.

Choose the right place to make the interview

- A place where the interviewee fells secure and comfortable.

- A place where there is no background noise for the quality of the recording system.
- A location where daylight does not change (to have the same white balance throughout the interview)

Choose the right technical equipment and master its use before the interview

- Master the use of the camera and sound recording system
- Carry out white balancing for images and a signal input test for sound
- Prepare the technical framework and carry out tests before recording

Have an interview guide

- Have questions drafted in advance to be more effective in finding your angle of attack
- Write closed questions at the beginning and gradually open them up towards the end
- Be able to go beyond the questions you have planned to ask, to bounce off an answer.

The basics of interviewing: Building confidence and listening

- For most interviewees, the exercise does not come naturally, and you have to explain or even reassure them.
- You need to take the time to put them at ease, explain the reason for the interview, remind them of its purpose.
- You also need to do technical adjustments (show them how to frame the camera, have them listen to their voices)
- Start the interview without recording, go through all the questions, have them rephrase the answers if you don't understand them.
- Only then should you record, avoiding questions that turn out to be irrelevant.

Three ways to conduct an interview

- The directive interview consists of asking very precise questions, refusing digressions or evasive answers. This is an aggressive method, suitable for short street interviews formats, such as the man-on-the-street interview: three questions, three answers -each about five lines long-.
- The non-directive interview consists of asking a very open introductory question and then letting the interviewer monologue at will. This lax method is useful for discovering the personality of your interlocutor when you know nothing about him/her, but it rarely yields any information.
- The semi-directive interview alternates open and closed questions, general and detailed questions. This alternation allows for follow-up questions, encourages exchanges, and establishes a relationship of sharing and even cooperation.

Conclusion: Things to remember

- Prepare the interview: Beforehand, establish an angle of attack, prepare a set of approximately twelve questions, ranging from closed questions to open-ended questions. This set is the interview guide. You can deviate from it with other questions, but you need to come back to it to fulfil your objectives.
- Set a maximum for the interview: 30 minutes for an edited interview of 5 minutes maximum.
- Meet the person BEFORE the interview to explain the context, the objective and how the video will be used.
- Choose a location in which the interviewee will feel comfortable and confident.
- Set up the technical equipment and, if necessary, explain how it works to the interviewee.
- Approach the interview as a natural conversation to help the interviewee feel comfortable and speak freely.
- Ask a single question in the question.
- Do not give the answer in the question.
- Begin recording by repeating the questions and guiding the answers to reduce excessive editing afterwards.

Preparation of Interviews

The following guidelines offer a practical structure for planning and carrying out the activities developed within the PROMOTE Project. They are based on the experiences and best practices of the participating partners and are intended to support educators, facilitators and institutions that wish to replicate or adapt the initiative.

Begin with close questions

- How old are you?
- Where were you born?
- Where did you grow up?
- Do you have fond memories of school?
- For the next questions, change the order if you want.
- At what age did you get married?
- At what age did you start working?
- Did you have children?
- Have you changed jobs?

Afterwards, ask the open questions and organized them around tree topics:

1. School
   - What was the biggest challenge you had to overcome?
   - What do you consider to be your greatest achievement?
   - If you could give advice to young people today, what would it be?
2. Family
   - What was the biggest challenge you had to overcome?
   - What do you consider to be your greatest achievement?

- If you could give advice to young people today, what would it be?

3. Work
   - What was the biggest challenge you had to overcome?
   - What do you consider to be your greatest achievement?
   - If you could give advice to young people today, what would it be?

Choose another two questions in this list:

- What has always made you happy, no matter the time?
- What is the most important life lesson you have passed on to your children or grandchildren?
- How have you perceived the changes in the world over the years?
- What impressed you the most?
- Looking back, is there anything you would do differently?

Questions added after hybrid workshop in Alicante

- How do you think it could have been easier to achieve the achievements you have reached?
- What was your relatives' reaction to come back to studies and work?
- What advice would you give to younger generations?
- How to find the motivation to continue school with the children?
- The biggest obstacle in our life?
- What was the best and the worst moment in your life?
- Describe the situation of women in your country?
- What are your best memories of your childhood and teen years?
- Which specific event in the course of your life was a cornerstone for you and helped you grow and become more mature?
- What was life like when you were still a teenager?
- Which custom in your country of origin you would like to share with everyone?
- Which memory of your home country is your favourite?
- Which traditional dish reminds you of your childhood?
- What was your main source of inspiration in your early years?
- What changes did motherhood bring into your life?

- What advice would you give to a younger version of your own self, aged 18?
- Which values would you like to pass down to future generations?
- What do you consider to be your greatest achievement?
- If you could give advice to young people today, what would it be?

Creative Writing

Author: Diana Zlibut

Introduction

Creative writing plays a key role in the PROMOTE Project as both a tool for self-expression and a means of shaping compelling narratives about lives and achievements of women from older generations. Far beyond a stylistic exercise, creative writing fosters imagination, emotional awareness, and critical reflection. This section presents essential techniques and recommendations for developing personal voice, structuring nuances stories, and adapting narrative strategies for use in interviews. By encouraging creative, empathy and clarity, creative writing enables both interviewers and interviewees to co-create authentic and powerful portrayals that resonate across generations.

Goals of creative writing

- Creative writing aims to express the author's most deeply held feelings and ideals -often hidden beneath layers of allegorical storytelling -and to guide the reader toward understanding them.
- It broadens the reader's horizons, sparking curiosity about topics they may have previously found uninteresting or unfamiliar.
- Creative writing has the power to shift perspectives, potentially transforming the reader's outlook on life and, in turn, their lived experience.

Useful techniques

Imagination

One of the most powerful things in the world is the human mind, and the process behind innovation, behind the implementation of the ideas that changed society as a whole, is imagination. With its help, one can create entire worlds in their mind, control every single detail of complex scenario and write them down accordingly.

It also encourages deeper self-knowledge and offers a means to share that insight with others through storytelling.

Gathering knowledge

When writing, it is important to be aware of historical facts, events, psychology, sociology and general knowledge in as many domains as possible. Before engaging in creative writing, it is advisable to have as much knowledge as possible in different subjects, as it would give more accuracy to the writing, one would not want to use a term wrongly.

Your state of mind

Have you ever observed how your emotional state affects the way you write about a subject -how sadness, joy, anger or nostalgia can shape your tone and perspective? Being aware of your own state of mind is essential, as it can significantly influence your writing, often without you even realizing it.

Choosing a place

Choosing the right place to write is an important part of the creative process. Whether it is in a quiet garden, jotting ideas in a notebook under the shade of a tree on a sunny day, or working directly on the computer in the calm of an office, the environment can deeply influence focus, mood and inspiration. Selecting a space where the writer feels comfortable and undistracted helps foster creativity and concentration.

Taking sides

When writing a short novel or story, it is important to consider narrative perspective and character development. While the plot may center around a main character, giving depth and complexity to secondary characters can enrich the narrative. Exploring their motivations -even when their decisions oppose those of the protagonist- adds realism and emotional nuance.

Recommendations

- Let your creativity run freely, there is no reason to contain it, just one needs to chisel it.
- Use figures of speech if you wish.
- Sometimes showing what a character does works better than describing an idea with words.
- Understand your audience- are you writing something for yourself alone, is it for teenagers, for young adults, for people of a certain group? Remember who you're writing for.

Helpful exercises

- Listen to music and imagine an action, its setting, the characters involved and the conflict between them. Take a short walk as you listen, and imagine the action from the protagonist's perspective. Then, take another walk and imagine it from another character's perspective.
- If you have a talent for drawing, start drawing a scene between two characters, focusing on the tension between the two and what each character adds to your writing.
- Spend a few minutes every day, thinking about yourself, about your ideals and what you believe in, what you want to share to the world and why. Write everything down and think of situation where these 'lessons' would be applicable, then write the circumstances down.

You can do anything

Therefore, feel motivated to engage in the process of creative writing! Every mind is sublime in its own way and expressing its deepest thoughts is an art in and of itself. By having the capacity of thinking, you are already halfway there on the road to creative writing.

How to apply the techniques in an interview

- Find a relaxed spot, perhaps engage in small talk about different topics.

- Before the interview, especially if the topics of the interview are more sensitive, start with open-ended questions, let the interviewees express themselves freely and then go to the details.
- Always keep note of their feelings and do not focus on questions if you notice a negative change in their behaviour.
- Allow them to express their own opinions and experience in a neutral way, even if your opinions disagree.

Examples of questions to ask and not to ask

Recommended vs non-recommended question formats:

- "Can you tell me about your experience with strict teachers?" VS "Tell me about a teacher who was rude to you".
- "How did you feel when the political situation changed?" VS "Did you feel sad?" or "Did you feel happy?" (open-ended questions allow the interviewee to give more nuance to their answers).
- "How would you say the educational experience was for a pupil during communist times?" VS "So tell me about the communist times" (too vague, and the interviewee would be unsure what to start with).

It is very important to not ask a too vague question, or a too detailed one.