

NEW INFORMATION TECHNOLOGIES (NIT)

What are they and what are they for?

Digital tools such as computers, mobile phones and tablets that allow you to:



Communicate (WhatsApp, email, etc.) Search for information Learn new things Enjoy entertainment (YouTube, Netflix)

Mobile vs Computer (Smartphone)



Touch screen



Apps (WhatsApp, games, networks)



Small size



Computer (PC or laptop)



Large screen + keyboard



Documents, browsing, HD videos



Ideal for more complex tasks



Do not share personal data (name, address, photos)

Don't accept strangers on social media

Do not post intimate or private images

Be wary of contests and fake news

Avoid spending too much time in front of screens

The Internet is useful and fun, but use it responsibly! Use NTIs carefully to learn, communicate, and enjoy safely.

Recommendations for safe use

Think before you post

Set your profile to private

Ask an adult if you have any questions.



ACCESSIBILITY TOOLS



FORGET

Enlarge the screen content



NARRATOR

Read the text aloud



VOICE RECOGNITION

Using spoken commands



ON-SCREEN KEYBOARD

Typing without a physical keyboard



VOICE CONTROL

Access apps and features by voice



MONO SOUND

Combine two-channel audio



SUBTITLES

Show closed captions



SHORTCUTS

Act with gestures or taps



VOICE CONTROL

Access apps and features by voice



MONO SOUND


Combine two-channel audio





WHAT IS A SEARCH ENGINE?

A search engine is like a virtual library that allows you to find information on the Internet.

Main example: 



Tips for evaluating reliable information

- ✓ Check the source (official or educational sites)
- ✓ Check the date (avoid outdated information)
- ✓ Compare multiple sources



Useful Google Tools

- ✓ Search filters: images, videos, news, dates, region
- ✓ "Images" tab: to search for visual content



Techniques for better Google searches

- ✓ Use keywords (be specific)
- ✓ Use quotation marks (""): to search for exact phrases



Google on mobile

- ✓ Download the Google app from the store
- ✓ Use all functions: written and voice search

AI AND CHATGPT FOR PEOPLE WITH DISABILITIES



What is artificial intelligence (AI)?

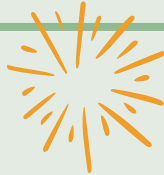
An artificial intelligence is a mind that lives inside a computer. It's not a person, but it knows a lot and can talk to you, help you, or learn from you.



ChatGPT is like a friend who lives inside a computer or phone. You can text him or say things, and he'll respond. He's not a real person, but he knows a lot because he's read many books, texts, and conversations. You can talk to him if you need help with something, if you're curious, if you want to learn, or if you just want to chat.



How can it be used?



- ChatGPT is a digital brain
- It lives in a computer or phone
- You talk or write to it
- It answers you and helps you

How to open an account on Chatgpt?

What do you need before you start?

- A phone, tablet or computer with internet.
- An email address (such as Gmail, Outlook, etc.).
- A mobile phone number to verify your identity (you will receive an SMS message).



Go to the website

Open your browser (like Google Chrome) and type: www.chat.openai.com

1



Click "Sign up"

It's at the bottom or center of the page.

2



Enter your email address

Use one that works and that you have access to. Then click "Continue."

3



Create a password

Choose a memorable yet secure password. Enter it and click "Continue."

4



Check your email

Go to your email. Open the message from OpenAI and click the button to verify your email.

5



Write your name and phone number

This is to verify that you are a real person.

6



Wait for a message (SMS)

You'll receive a code. Enter it on the page to confirm your phone number.

7



List!

You can now start using ChatGPT to ask questions, learn new things, or chat.

8

HOW TO USE EMAIL

CREATE AN ACCOUNT



Sign up for an email service
(e.g., Gmail)

1

COMPOSE THE MESSAGE



Enter the recipient's email,
the subject and the body of
the message

2

SEND THE EMAIL



Click the send button to
send the message

3

CHECK YOUR INBOX



Check the emails you
receive, open them and reply
if necessary.

4



EMAIL FEATURES

ADD ADDRESSES

Para: @email.com

Cc: @example.com

Cco: _____

Write the recipient's address and use Cc or Bcc when necessary.



ATTACH FILES



Click on the paper clip icon and select the files you want to send.

ORGANIZE EMAILS



Sort received emails into folders, such as archives or starred

3



USE THE SEARCH FUNCTION



Enter keywords in the search bar to find the email.

4



Quick guide to using Canva

What is Canva?

- A very simple tool for creating beautiful designs, such as posters, invitations, brochures, or presentations.

Enter Canva

Go to www.canva.com You can use it for free Click "Sign up" with your email or Google account

1

Choose what you want to do

Poster Presentation Card Social Media Post Click on the option you like best

2

Choosing a template

You will see many examples Choose one you like Click on it to start editing

3

Change texts

Click on the text Write whatever you want You can change the size or color with the buttons above

4

Add images

Tap "Elements" or "Upload Files" You can use drawings or photos Drag them into the design

5

Save or print

Click "Share" and then "Download" You can save as an image or PDF You can also print it directly

6

Useful tips

Use templates with few elements If you have trouble moving the mouse, use arrow keys or technical aids Ask for help placing the images if you need it

7

✓ List!

Designing can be fun and easy

8



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