

MODULE 2

2.4 - ADAPTING AND CREATING CONTENT

Now that you know how to find information and materials on the internet, and you know how to evaluate those materials so that you know that the information is correct and there is no copyright issue, what is next? How do you get from authentic materials that you have found online, to the right lay-out and shape of those materials that you can use for your class? Sometimes you can just press the “print” button and that’s it, but sometimes it needs a bit more editing. And that is what we will be talking about in this video. We will quickly go over some things you might need for your class and how you can reach that goal.

First example: Imagine that you want to do the following task in one of your classes. You find this activity in the Open Textbook on TBLT, on page 42. As the textbook is addressed to teachers, you can’t just print the pages and give it to the students. You need to make a hand-out that you can give to your students to use in class. This needs to include the pictures, phrases and maybe a description of the activity.

So how do you get from this to this?

You can do this with a word processing programme, such as Microsoft Word or Pages. These are applications that can be installed on your computer. Or if you don’t have this, you can work online, with Google doc. So for example, if I want to make this hand-out with Google docs. I open a new document, and start writing. I’m making the title, put in a bigger font and write the subsections. I would like to insert the pictures underneath “images and phrases to use”. So I click here, on “insert” and choose “image; upload from computer”. Now I can choose the picture I want. For example this one. And click open. Now I can change the size of the image as I want it. I can also add a second image, same procedure.. let’s say this one. And make it in a size that it can fit next to the other picture.

You can also use tables to make sure that the pictures and text don’t move. For example, in this document, I put the pictures in a table but you don’t see the border. If I click on showing all borders, you can see the different. But when the borders are invisible, it is a way to make sure the pictures will all be aligned well d don’t move. For more information about how to insert images in the way you want, please watch the tutorials that you find in the additional resource section.

Okay, next example: you may need to use a single section of a content found. For example if you found a great opinion article but you just want to use the headline and not the text itself for an activity. How do you do this?

You have two options here:

First option is to use the “cutting” function on your computer. I have a windows computer, so I search in the search bar, and look for the “snipping tool”. Once opened, I can select the part of the page that I need. I select only the title of the article. Once I let go of the selection, it opens automatically my selections and I can choose between saving or coping my image.

Another option would be the “crop” function in word or PowerPoint. In this case, I press the “print screen” button of my keyboard and open PowerPoint, word or Google slides. In this case I used Google slides. I go to edit, and paste. And here is my “print screen”. Now I double click on the image in case it is not selected, and go for the “crop” option. Moving the slides one by one, I create the image that I want to remain. Once I am ready, I click again on crop, and there is my image!

These two options are better explained in the extra resources that you find in the additional resource section

Third Example: you would like to make a CV in one of your classes but instead of making a complete CV, you would like to start with a simpler version. How do you go from this (picture 1) to [click, click for slide] this (picture 2). You will need to use tables, text boxes and lines.

For all these examples, you can use very simple tools in Microsoft word, in PowerPoint, Google docs or Google slides. Go and have a look what you can do with them! They are useful to write simple texts on a blank page, but also to create more creative material with the support of images, tables or charts.

Did you know that there are several templates that you can use instantly? For example, for flyers and brochures, CVs, portfolios, journal pages, calendars, catalogues, menus, recipes and so on.

In the additional resources you find the tutorials that can help you figure out the steps!