Understanding The Digital Tools And Technology At Your Fingertips  
(You Don’t Need To Be An Expert!)

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## Definitions

* **Understand**: to know the meaning of (something, such as the words that someone is saying or a language)
* **Digital**: of, relating to, or utilizing devices constructed or working by the methods or principles of electronics
* **Tool**: a handheld device that aids in accomplishing a task
* **Technology**: the use of science in industry, engineering, etc., to invent useful things or to solve problems; a machine, piece of equipment, method, etc., that is created by technology
* **At one's fingertips**: instantly or readily available
* **Expert**: one with the special skill or knowledge representing mastery of a particular subject
* **Student**: a person who studies something; SCHOLAR, LEARNER
* **Wizard**: one skilled in magic
* **Science Fiction**: fiction based on imagined future scientific or technological advances
* **Technomancy**: In science fiction and fantasy, technomancy, also called technomagic, is a category of magical abilities that affect technology or magical powers that are gained through the use of technology.
* **Magic**: a power that allows people to do impossible things by saying special words or performing special actions
* **Effective**: producing a result that is wanted : having an intended effect
* **Efficient**: capable of producing desired results with little or no waste (as of time or materials)

## Where is your mind set for learning?

* NASA Explorer’s School (childlike wonder)
* Starfleet Academy (what does the future hold for science)
* Ilvermorny School of Witchcraft and Wizardry (anything is possible; the world is full of magic)
* Any place that keeps you on the edge of “anything is possible” (Rivendell, Jedi Academy, etc.)
* Accessing Higher Ground (professional– this is what is here in front of us now)
  + what is real, what is possible, is AHG all of the above?

## Effective or efficient?

* *A buffet is effective* – everyone gets access to everything and can sort through and pick what they want (need); however, the user is left on their own and a lot is wasted
* *A menu is efficient* – everyone selects only those items that are most wanted (needed); a waiter (guide) is required, and less is wasted

## How do we create our “inventory”?

* Ask the questions
* Always keep an open mind

## How to explore

* If we strive to become an expert in anything, it should be how to search

### Internet Search Tips

* Understand the symbols of searching (using “” ‘and’ ‘or’, etc.) [Google Modifiers](https://support.google.com/websearch/answer/2466433?hl=en)
* Key words can produce better results than whole sentences
* Lists are your friend (finding an article with lists)
* Go to primary source when available (apple site, Microsoft site, google site, etc.)
* Editing the date range can help for research purposes when you want to find current sources (you click the tools button after you hit enter on your search)

## Collaborate (Today!)

### Resource Document: [bit.ly/AHGmagic2021](https://bit.ly/AHGmagic2021)

* Assistive Technology – General
  + Speech-To-Text Programs (Dictation)
  + Text-To-Speech Programs (Read Aloud)
  + Conversion Programs
* Creating Accessibility and Incorporating Universal Design for Instruction (UDI)
  + How-To Information
  + Accessibility Tools
  + Communication Tools
  + UDI Resources
* Digital Tools and Assistive Technologies
  + Note Taking Systems / Programs
  + Reading and Writing Support
  + Screen Readers
  + Voice Control
* Resources & Additional Information
* Questions - Seeking More Information On…

## How do we find answers to unknown questions?

### The individual approach – Tips for asking questions

* Identify the platforms / devices the individual has access to first
* Ask WHY a problem is frustrating someone often helps to focus towards a particular program or path to start on when they aren’t sure what to ask about
* Have visual examples available to show (as well as sample files)
* Meet the individual where they are at considering comfort and language of technology (example: they may not know what “dictation” means, or be uncomfortable with a certain browser)

### Why does it matter?

* Every individual matters; when we reach one, we reach the world

## Points to ponder

### Life Lessons – Star Trek

* Never stop exploring and don’t be afraid to question the status quo
* Don’t interfere in other’s lives unless they’re ready
* Speak to people in their own language
* Lead boldly, but also listen (learn from others)
* Join the away team, encourage disagreement, ask for advice, and embrace diversity
* Believe that there’s always a solution and in every decision, use logic and emotion

### Life Lessons – The Lord of the Rings

* You are capable of doing unexpectedly big things
* Learn to trust
* Keep trying

### Life Lessons – Harry Potter

* Community is important; talk about things
* The path is shown by Felix Felicis (believe in yourself)
* A good teacher is a great thing; if you need help, ask for it
* Be a doer, not a dreamer (if you ask yourself “what if…”, research it!)
* Older doesn't mean wiser (learn with and from others, no matter their age)
* Magic is real

## Quotes

* **Carl Sagan**: We live in a society exquisitely dependent on science and technology, in which hardly anyone knows anything about science and technology.
* **Rod Serling**: Fantasy is the impossible made probable. Science Fiction is the improbably made possible.
* **Arthur C. Clarke**: Any sufficiently advanced technology is indistinguishable from magic.
* **Bill Gates**: I don't know has become I don't know yet.
* **Daniel J. Boorstin**: The greatest obstacle to discovery is not ignorance - it is the illusion of knowledge.
* **Ralph Waldo Emerson**: The creation of a thousand forests is in one acorn.
* **Robert Louis Stevenson**: Don't judge each day by the harvest you reap but by the seeds that you plant.
* **Henry Van Dyke**: Use what talents you possess; the woods would be very silent if no birds sang there except those that sang best.

## Bonus

* [The Magic of Tech YouTube video](https://www.youtube.com/watch?v=lzh-7udjWXo)

## Resources

### Definitions

* [Merriam-Webster Dictionary](https://www.merriam-webster.com/dictionary)
* [Wikipedia](https://en.wikipedia.org/wiki/Technomancy)

### Various “points to ponder”

* [4 Life Lessons Learned From 'The Lord of the Rings'](https://hellogiggles.com/reviews-coverage/4-love-life-lessons-lord-rings/)
* [5 leadership lessons from the captains of Star Trek](https://geekboss.com/leadership-lessons-from-star-trek/)
* [7 Lessons 'Star Trek' Taught Us About Life, Leadership and Diversity](https://www.space.com/38248-star-trek-lessons.html)
* [9­­­ things we can learn from Harry Potter](https://au.reachout.com/articles/9-things-we-can-learn-from-harry-potter)
* [10 Life Lessons from Harry Potter](https://os.me/short-stories/10-life-lessons-from-harry-potter/)
* [15 magical life lessons we learned from 'Harry Potter'](https://www.today.com/popculture/15-magical-life-lessons-we-learned-harry-potter-t105040)
* [Everything You Need to Know in Life You Can Learn From Star Trek](https://medium.com/publishous/everything-you-need-to-know-in-life-you-can-learn-from-star-trek-985f6b853660)

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