

## **Using these guides:**

On this disc there are three “Supporting Me” guides for Personal Assistants (PAs) employed by or for someone with

- a learning disability
- Autistic Spectrum Condition
- challenging behaviour

There are three copies of each guide.

There are two PDF colour copies of each guide, with photos and drawings in them. One is ‘high resolution’ and one is ‘low resolution’. The High-resolution copy can be printed and photocopied and given to employers and PAs. The ‘low resolution’ copy is more suitable for emailing to people, but bear in mind that the amount of colour may make it expensive or difficult for people to print out from their home computer.

Both the PDF colour copies should be printed as A5 booklets (see below). Because these copies are in PDF format, they cannot be altered.

The 3rd copy is a text only version of the guide (a word document), with no photos or drawings. This can be emailed and printed out easily on a home computer. It can be altered by an individual employer so that it is personal and tailored to them. Their photos can be added to it.

## **Instructions for printing the “Supporting Me” guides:**

The guides will probably appear on your computer screen A4 size, and will probably print out A4. To turn them into an A5 booklet, you can either

- print them as an A4 document and then photocopy them as an A5 booklet or
- print them direct to a photocopier as an A5 booklet (this will only work if you have a photocopier linked to your computer).

To reproduce the guides in colour, you will need to have a colour printer and/or photocopier.

Computers, printers and photocopiers vary, but we have added some instructions for the computers, printers and photocopiers we use at Southdown. You may need to experiment if you have different equipment from us. We use PCs; MACs may be different.

**To photocopy A4 documents as an A5 booklet:**

- Select 'booklet' on photocopier
- Select A4 as the size of the original
- Ensure there is paper in the tray the photocopier is indicating
- Select 2 sided original if it is not single sided
- Select ok

**To print an A4 size document as an A5 booklet:**

- Select 'file' and then 'print'
- Select relevant copier from name box in printer dialogue box
- Open properties and select the "Main" tab
- In "Document Style" select "Pamphlet Style" and change the drop down selection to "2-up Pamphlet"
- To fold and staple the document go to the "finishing" box on the "Main" tab and select "2 Staples" from the "staples" drop down
- On the "Paper" tab check that the paper size is set to "A4"

If any of the contact details in the guide change, Southdown has the original design work. Please contact Southdown Housing Association (01273 405800) and ask for the Training Department.

**Please note that the photos and drawings in these guides may not be reproduced in any other format without permission. We have consent from the people photographed by Southdown to use their photos for Southdown and this guide, not for other purposes. Please contact Change if you wish to use their drawings in any other material (contact details on the back of the guides).**