

Delete these first three pages once  
you've read them

## Personalizing your Passport

DO – delete or change pages  
that are not relevant.

DO - add your own photos and  
pictures and lots of  
personalised information.

DO – as much as possible,  
involve the person and their  
family in creating their own  
Passport.

And have fun!

DON'T - please! - just bash out  
lots of boring Passports that  
all look the same...

DON'T break the copyright  
conditions (see slide 3).

from Sally Millar, CALL Scotland

# CALL Scotland

## Adult A5 Passport starter

- This is a suggested layout that should make it easier for you to create a Passport quickly. Each 'slide' in this PowerPoint presentation will be a page in your Passport, once it is printed out. You can also use it as an on-screen presentation (add recorded speech if you like) – one mouse click or switch press will turn each page (or activate an animation).
- Before you do anything else, go to **File** menu and do **Save As**, to save this file and keep it as a permanently blank template for re-use. (Save file as Template if you know how, or just name it 'blank' if you don't yet).
- For more information on using PowerPoint software, go to the 'Resources' section on the CALL Centre website [www.callcentrescotland.org.uk](http://www.callcentrescotland.org.uk) and download the PowerPoint Quick Guides. You could print out & try the tutorial on [www.fgcu.edu/support/office2000/ppt/](http://www.fgcu.edu/support/office2000/ppt/)
- Once you have got started and have read these instructions (print them out if you like, Slide 1-3) you should delete these first 3 slides/pages (click to select each in the left side series then press backspace/delete). Then do **Save As** again with the name of your particular Passport.
- There are some headings, symbols & pictures to give you ideas but if you don't want to use these you can move (click & drag), resize, or delete or change them and/ or insert your own. To add new text, you may need to go to Insert Menu, Textbox then click in it and write.
- To re-order pages, just click, hold and drag the slide showing in the left hand window to the position in the series that you want it to be in.
- If you add, delete, or move pages around, remember to alter the page numbers and Index page numbering to match!
- Also date each page by typing the date into the footer box.
- To alter page numbers or other things in the footer box, go to View Menu, Header and Footer, Date & Time / Fixed, box and type in the change. Then click Apply (each page to be done separately, as date will vary from page to page).



# Copyright

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Some pictures used here are clip art (page numbers - NB. not slide numbers - 2, 4, 12) that is freely copiable.

Page Nos. 6-17, 19-21 use Wigit Rebus symbols. See full copyright details at [www.wigit.com/support/symbols/copyright.htm](http://www.wigit.com/support/symbols/copyright.htm)

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*Delete and insert your own photo of course!*

**My name is**

**I like to be called**

Please read this booklet about me, and ways to communicate

# Contents



1. Key things you need to know
2. Special People
3. My Family
4. My Friends
5. How I communicate
6. How you can help me with communication
7. Things I like to talk about
8. Places
9. My Work
10. My Past
11. Special moments and events in my life
12. Things that cheer me up
13. Things that upset me
14. Things that make me cross!
15. I need help with
16. Food and Drink
17. My sight



Key things  
you need to know about me...

1. I need
2. I mustn't
3. I like
4. I don't like





# Special People

These are the most important people in my life



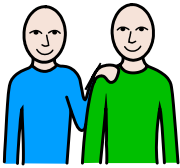
- Mother
- Father
- Wife/Husband/Partner
- Son
- Daughter
- Brother
- Sister
- Pets

# My Family



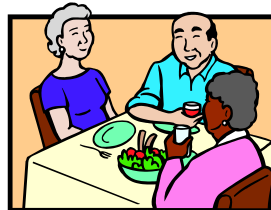
- My *partner/wife /husband* is
- We have x children, called
- They are aged
- They live
- We have x grandchildren





# My Friends

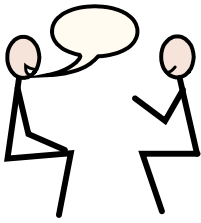
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# How I communicate

- 
- **Understanding other people**
- **Getting my own message across**

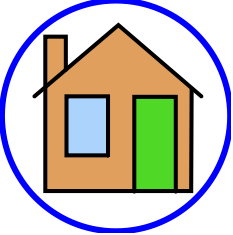


# How you can help me with communication

- Please DO

- Please DON'T



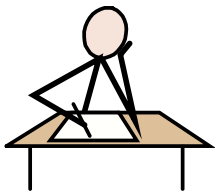


# Places



- I live now in
- My family live
- I was brought up in
- I used to live in
- I've travelled to
- I like to go out to



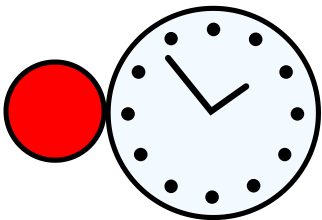


# My Work



- Qualifications, profession?
- where
- what

# My Past



•

•

•

•

# Special moments and events in my life



- 

- 

-





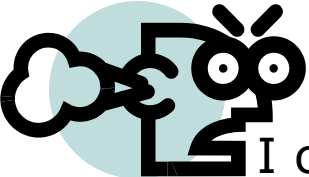
Things that cheer  
me up





## Things that upset me

- 
- 
- 
-



I can't stand this!

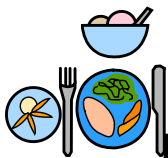


- *Delete and add your own text here*



I need help with

- *delete & add your own text here*



# Eating and Drinking

Things you might need to  
know

- ***delete and add your own text here***



What's my sight  
like?

