

# CALL Centre 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 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 <http://www.callcentrescotland.org.uk> and download the PowerPoint Quick Guides. You could print out & try the tutorial on <http://www.fgc.edu/support/office2000/ppt/>
- Once you have read these instructions (print them out if you like, Slide 1) and got going with the Passport, you should delete this slide/page (click to select it in the left side series then press backspace/delete) and again Save As with the name of your particular Passport.
- There are some symbols and 'starter text' lines to give you ideas but if you don't want to use them 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).

Please DON'T just bash out lots of Passports that all look the same - personalise, personalise, personalise!

Have fun!

*Sally Millar*  
CALL Centre



## Copyright

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<http://www.mayerjohnston.com>

The 'My Family' page includes CPL Graphics produced using Clicker 4 software from Cricksoft Ltd. , <http://www.cricksoft.com>  
If you have this software you are entitled to use these symbols and pictures. You should always include the copyright statement as above on any printed copy of the Passport that uses the symbols, if it is going outside the home / school / centre where the software is.

If you do not have this software, you should delete these symbols and pictures and insert instead photos, graphics of your own, non-copyrighted clip art etc.

This book is about me!

My name is

*Insert photo etc here.*

Please read!

This book will help you to  
get to know me and how I  
communicate.

## Page Index

1. All about me
2. You need to know
3. My Family
4. My Friends
5. Special people, special things
6. Things I like to talk about
7. How I communicate
8. How I communicate (2)
9. You can help me communicate
10. Fun things I like to do
11. Places I like going
12. Things I don't like
13. I'm working on this...
14. Help!
15. Eating and Drinking
16. What's my eyesight like?



All About Me!





## You need to know...

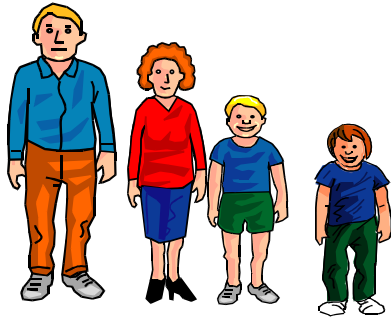
1. *Delete & add your own text*

2.

3.

4.



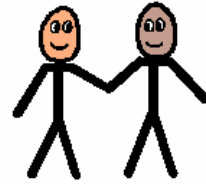


## I love my Family

I like to talk about them so  
you need to know who  
everybody is



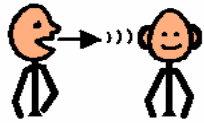
My Friends



Special People  
Special Things



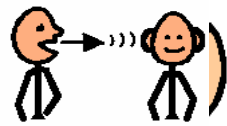




## How I Communicate (1)

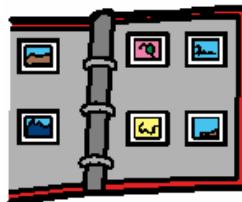
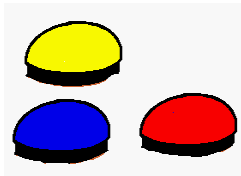
- I





## How I Communicate (2)

*• Delete this & add your own text*



## You can help me to communicate

### Please DO

- give me plenty time

### Please DON'T

- ask me more than one question at a time



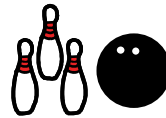
• I like

Fun Things!

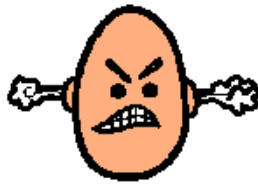


# I like going to..

- Swimming  
(I'm brilliant!)



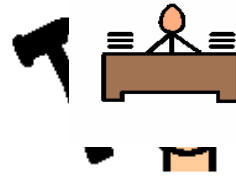
I can't stand it!



- *Delete and add your own text here*

So don't say you haven't been  
warned....

I'm working on this....





# Eating and Drinking





What's my sight  
like?