

# READ ME FIRST

## California Department of Developmental Services Consumer Advisory Committee

My Life, My Way



### Vision Statement:

My Life, My Way

“People with developmental disabilities in California will live their life the way they want”

### CONTENTS:

- A. Our committee
- B. How to use the Adaptation CD
- C. Message from the Board Resource Center

#### A. Our Committee



Consumer Advisory Committee 2005

The Department of Developmental Services (DDS) Consumer Advisory Committee (CAC) was created in 1992 by the DDS Director to give Californians with developmental disabilities a voice about how they receive services. For the past three years the CAC has been active in producing and distributing self-advocacy publications throughout California and the United States.

This CD and the prior publications can be downloaded from the California Department of Developmental Services website. [www.dds.ca.gov](http://www.dds.ca.gov).

#### Consumer Advisory Committee Publications:

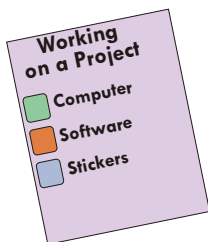
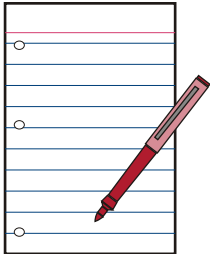
- Consumer Guide to the Lanterman Act
- Conversations from the Community
- From Conversations to Actions
- Making My Own Choices and Picture Sticker Book
- Satisfaction Guide, DVD and Picture Sticker Book
- Recommendation Guide for Interviewers

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## B. How to Use the Adaptation CD

This CD is designed to help people understand what adaptations are, the varieties of adaptations, how to make adaptations, and includes field tested clip art images that can be easily inserted into new or existing documents.

The learning information, samples and clip art images are organized into separate folders that are easy to access and can be printed directly from your printer in black and white or color. All folders are presented in **Adobe PDF Format** and can be printed either as an individual page or as a chapter to be included in a notebook. Picture images can be copied into existing documents or printed as a dictionary for future use and for new ideas.

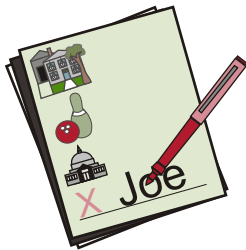


**IMPORTANT NOTE:** **Adobe Acrobat Reader** can be downloaded from the internet at [www.adobe.com](http://www.adobe.com) for no cost. Adobe Reader is needed to open and use folders on this CD. Adobe and Reader are either registered trademarks or trademarks of Adobe Systems Incorporated.

## The CD has 6 Folders of material to help you

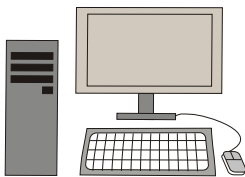
### 1. Folder #1 Beginning

Folder #1 begins with an inspirational message from the Department of Developmental Services, Consumer Advisory Committee Chair, Donald Roberts. Donald speaks about the importance of taking time to understand the value of adaptations and how they open the door for people with developmental disabilities to be equal members in decision making boards and leadership advisory groups. Additionally, there are comments and insights from CAC members about strategies involved in making adaptations and simple recommendations for agencies to ensure all people feel welcomed.



### 2. Folder #2 Getting Started

Folder #2 is a guide that explains the purpose of, and guidelines for, making adaptations and accommodations so people can be equal members and feel respected.



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Folder content includes pages of good tips about writing for people and meeting accommodations. This is an important chapter to review as a primer for the remaining folders that have more in-depth information.

## 3. Folder #3 Making Adaptations

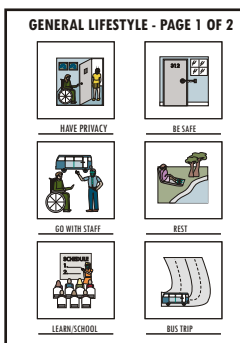
Folder #3 is a comprehensive chapter that presents guides, instructions, and learning materials for various types of adaptations and accommodations, including a “how to” for a variety of adaptations.

### Content areas include



- General Accommodations
- Assistive Technology
- Use of Audiotape
- Use of a Facilitator and a needs survey
- Use of a Board Mentor
- Use of Video/DVD
- Use of Color, Fonts and Size
- Use of Plain Language
- Planning Events for Everyone
- Working with People with Visual Impairments
- Web Design
- Environmental Adaptations

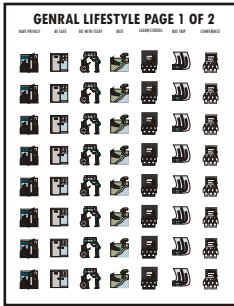
## 4. Folder #4 Graphic Library and Stickers



Folder #4 includes over 150 different field tested clip art images of important concepts and objects used frequently at board and committee meetings, as well as, images that illustrate interests and behaviors of self-advocacy and self-determination. These images can be used in a variety of ways and are user friendly. They are divided into categories and shown as a dictionary, clip art, a copy and paste version, and in sticker format.

**Dictionary:** The CD includes a separate “**Picture Dictionary**” file of all images, divided into four categories; Organizational, Leadership, General and Self Advocacy. This file can be printed separately on 8.5x11” paper and maintained in a folder to easily identify and locate the image(s) you want to paste or stick on a document.

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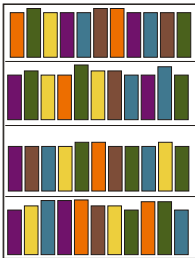


**Stickers:** There is a separate file called “**Stickers**” where you can locate and print 1” stickers of the images you want to adhere to a document. The stickers are presented with up to seven (7) per page and eight (8) copies of each image for cost-effective multiple use.

*(See Sticker section below for sticker paper ordering information)*

**Copy and Paste:** All images are presented in a separate folder for copying and pasting in word processing, presentation and graphic art software documents. These images can be viewed on your computer screen in a list format or thumbnail (viewing the actual image). Complete instructions are listed on the CD cover and in this “Read Me First” file. See the following pages for instructions.

## Image Categories:



**Organizational** (images of concepts and objects frequently used)

1. Financial
2. Legislative
3. Policy

**Leadership** (common objects used in meetings)

1. Agenda
2. Meetings
3. Staff/People
4. Miscellaneous

**General** (images commonly found in peoples' lives)

1. Lifestyle
2. Staff/Services
3. Miscellaneous

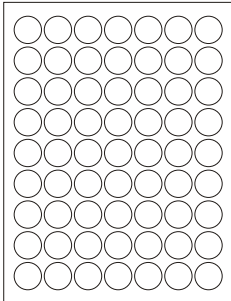
**Self-Advocacy/Determination**

1. Rights and Choices
2. Actions
3. Self Determination

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## How to use the images:

(images and pages are displayed in **Adobe PDF** format)



**Stickers:** The CD contains pages of 1" sticker pages that can be downloaded to your computer and printed in black and white or color. The sticker pages are divided into the four small folders within the Sticker Folder. Categories include Organizational, Leadership, General and Self Advocacy.

There are up to seven (7) different images per page and eight (8) copies of each image. The sticker pages can be viewed on your computer screen by clicking on the category.

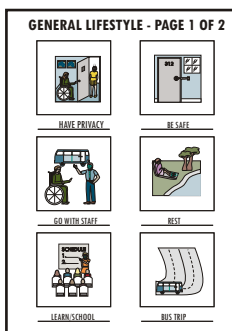
## Printing directions:

1. **Open the CD Folder #4**
2. **Go to the Sticker Folder**, click on folder to open
3. **Search for the sub-folder** you want (e.g. organizational...), **Click on the folder**
4. **Insert 1" sticker paper** in your printer so it prints on the correct side
5. On the **Print Screen, Click on Properties**
6. Go to **Paper Settings**
7. Select **Heavy Weight Paper**
8. **Print** as usual (color or black and white)

**Purchasing Sticker Paper:** The 1" picture images need to be printed on 1" circle sticker paper that can be purchased for \$28.50\* for 100 sheets through:



Planet Label, Inc.  
Product # LT6010-63C  
Toll Free: 866-252-1520 or [www.planetlabel.com](http://www.planetlabel.com)



*\* Prices subject to change.*

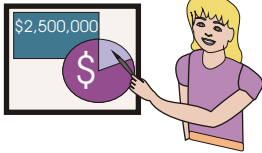
*Please contact Planet Label directly for your order and pricing.*

**Dictionary:** (Images displayed in Adobe PDF format)

The folder contains a picture dictionary of all images contained on the CD. The images are divided into sub-folders and six (6) images per page with their name or description below the image. The dictionary is provided for people to view images on their computer screen or print the pages to maintain a notebook for future reference and ease of acquiring the images.

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## Viewing, printing and downloading:



1. **Open the CD Folder #4**
2. **Go to Dictionary Folder**, click on it to open
3. **Open Folder**, click on category desired
4. **View** the dictionary on your screen
5. **View and or Print** as usual in black and white or color

**Copy and Paste:** (images and pages are produced in .wmf)

The clip art images can be copied from the CD folder, pasted in your document and sized to meet your need in creating documents that need picture images. The images can be inserted in popular software such as Microsoft Word, Publisher, WordPerfect, CorelDraw or other graphic software available at the time of this printing. All images are produced in .wmf (Windows Metafile Format).

1. **Open the working document on the screen.**
2. In the **Task Bar** row go to the heading "Insert" and Click on it.
3. Go down to "**Picture**" and click.
4. Go over to "**From File**" and click on it.
5. **Go to the Drive that has the disk in it;** locate the "Folder" with the picture image you want.
6. **Find the image** you want and "Click" on it.
7. Click on "**Insert**"
8. It will open onto your page.
9. You can resize the image by clicking on it and a box will appear.  
Go to any corner of the box with your mouse and move the corners:
  - a. **IN** - to make it smaller.
  - b. **OUT** - to make the picture larger.
10. **Important Note!** inserting in word processing: Sometimes when you want to move the clip art to a different place on your word processing (Microsoft Word or Word Perfect) document it will move the text also.

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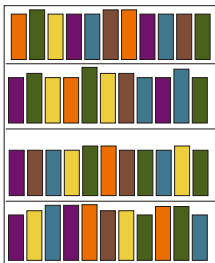
**To avoid the clip art box moving text - do the following:**

- a. **Click** on the picture so there is **BOX** around it.
- b. **Go to "Format"** on the **"Task Bar"** click on it.
- c. Scroll down to **"Picture"** click on it.
- d. Go to **"Layout"** and Open.
- e. Click on the tab **"In Front of Text"** and click on.
- f. Click OK. (the picture is in **FRONT** of the **TEXT** and can be moved and resized).

**NOTE:**

As you begin to explore and use these images and find a need for specific objects or concepts not included, feel free to contact us with your thoughts and recommendations. [info@brcenter.org](mailto:info@brcenter.org)

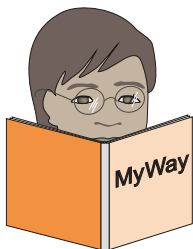
## 5. Folder #5 Adaptation Samples



Folder #5 contains sample adaptations used in meetings that can be ideas for making your meetings easier for people to understand the complex ideas discussed. The samples are divided into two categories; meeting materials and financial charts.

The samples were created with input from self-advocates, field tested at meetings and training sessions throughout California. Like all materials on this CD, the samples are provided to give people new ideas to make their own, copy these for use at meetings or use as discussion points to increase awareness of how to make adaptations.

## 6. Folder #6 Resources



Folder #6 includes resources and references for learning more about a variety of adaptations, sources for locating in-depth information on content contained in this CD and website locations. The folder is divided into two sections; Internet Resources and References. To access the websites, click on the web address and paste into your browser.



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## C. Message from the Board Resource Center



The Board Resource Center, Mark Starford and Sherry Beamer, have been honored to be a part of this very important project developed by the Consumer Advisory Committee. CAC members have been very active providing direction and clarity in developing this CD.

Members have contributed many hours reviewing text, expressing their thoughts and going to People First and other advocacy groups learning from people - what kinds of adaptation work for them. Without their interest and leadership, we would not have been able to facilitate the content and production of this CD.

We hope you will take the ideas, samples and images provided on this CD and apply them to your materials so people with developmental disabilities will have opportunities to be participants and leaders in decisions that impact their lives. Members have worked hard this past year field testing images in fourteen communities, providing ideas and instructions about useful adaptations and volunteering insight about what it is like to be a member of a board and not understand what they are voting for.

The CAC members have been our guides and leaders in creating the CD. We thank the Department of Developmental Services, Carol Riskey, the members of the Consumer Advisory Committee, along with the many volunteers in California who provided input into this CD.

Sincerely,

*Mark Starford*  
President, Board Resource Center  
November 2005

