

How to Customize the "Need Help?" Support and Assistance Brochure For Use in Your Community

About the brochure

The "Need Help?" Support and Assistance Brochure was developed as part of the North Okanagan Guardianship Project under the auspices of the Public Trustee of British Columbia. The brochure is designed to provide adults who may be vulnerable to abuse and neglect with an easy to understand guide to support and assistance in their own communities.

Using graphics and simple text, the brochure **describes** abuse and neglect, and then **supports** individuals in taking **action**. The simplicity and clear meaning of the graphics provides adults with the information and encouragement they may need to reach out to their community for assistance, no matter what their literacy level.

Jutta Prem-Stein, a speech and language pathologist specializing in augmentative and alternative communication, and Allester Bradbury, a graphic designer and artist, developed the style of graphics used in the brochure. This type of graphic was first used in "Legal Pix", a pictorial guide to the legal system and courts for those with low literacy and/or developmental disabilities.

Because the "Need Help?" brochure was "validated" through one-on-one discussions with adults with developmental disabilities and learning disabilities, and with seniors, the graphics cannot be altered.

The instructions will assist you in customizing the brochure to reflect your community's supports.

Comments, questions or suggestions for brochures to meet the needs of other vulnerable adults can be sent to:

Barbara Levesque Box 1455 Vernon, BC V1T 6N7 phone/fax (250) 545-8032

For more information about the graphics used in this brochure or "Legal Pix", contact:

**Kindale Developmental Association Box 94 Armstrong, BC V0E 1B0
phone (250) 546-3005 fax (250) 546-3053**

If you are having difficulty following the customizing instructions, call Barbara Levesque at (250) 545-8032 or email levesque@junction.net

Instructions for Customizing

This package should include:

- a copy of the "Need Help?" Support and Assistance Brochure Customizing Instructions
- two Adobe pdf files named *brochure 1* and *brochure 2*.

Brochure 1

Customize this page of the brochure by adding the name address, and telephone number of your organization.

1. Download brochure 1 to your computer
2. Open with Adobe Acrobat Reader (free download <http://www.adobe.com/products/acrobat/readstep2.html>)
3. Click on **View** from pull-down menu at the top of the screen and select **Rotate Counterclockwise**
4. If necessary, increase the size of the image to 100% (change the % in the box on the toolbar)
5. Click in the box at the center of the page with your mouse
6. Type in **your organization's information**
7. Print
8. Check to see that your information has printed properly

Brochure 2

Customize this page of the brochure by adding telephone numbers under the small telephone icons, and beside the large telephone at the bottom of the page.

1. Download brochure 2 to your computer
2. Open with Adobe Acrobat Reader
3. Click on **View** from pull-down menu at the top of the screen and select **Rotate Counterclockwise**
4. Click in the area below the uppermost small telephone with your mouse
5. Insert appropriate telephone numbers

For example:

- If there is a **support group or advocate** for adults in your community who are vulnerable to abuse and neglect, put that number under the small telephone that is first from the top.
 - If your community has a **helping agency** that supports adults who are vulnerable to abuse and neglect, put that number under the small telephone that is second from the top.
 - If your community has a **legal aid office**, put that number under the small telephone that is third from the top.
 - **Do not** insert the number of a particular church beside the last telephone - this space can be used to list the phone number of the church visited by the adult.
6. If your community has a **central help line**, that phone number can be inserted beside the large telephone at the bottom of the page by clicking below the words "**Don't Give Up**". Otherwise, leave this space blank. A central telephone information line is not essential to supporting adults in your community.
 7. Print
 8. Check to see that your information has printed properly

Photocopy the brochure on buff or light yellow paper, double-sided.

Using buff or yellow paper enhances the text and graphics for those with visual impairments.

For assistance in customizing this brochure for your community, call Barbara Levesque at (250) 545-8032.