Information and Instructions for Using the "Living My Dream" Materials

PowerPoint Presentation Information and Instructions:
- The PowerPoint Presentations were created using the 2010 version of PowerPoint and saved to the 97-2003 version format.
- Slide #4 with the school bus cannot be edited in earlier versions of PowerPoint, but it can be deleted.
- Replace the blank phone number on slide #20 with the ADRC phone number.
- Place the ADRC contact information in the contact slide #60 or #64.
- A blank slide is provided at the end of the presentation for you to enter additional ADRC information.
- There are some helpful comments in the notes sections for select slides in the slide deck.

Manual Information and Instructions:
- The manuals have been saved in PDF format with phone number and text fields scattered throughout the manual. The phone number fields are for entering ten digit phone numbers and are linked. Entering the ADRC phone number and then pressing the enter key in any *one* field will cause the same number to appear in all the fields in the manual. Please enter exactly ten digits only. Do not add parenthesis or hyphens, just digits! Remember you only have to enter the ADRC phone number one time for it to appear in all the phone number fields.
- There are linked text fields near each phone number field in the pamphlets. These can hold up to 21 characters including spaces. Use these to further identify your ADRC. (e.g. ADRC of *Maple County*). In this example the letters and the space between the words "Maple County" equals a total 12 characters. As with the phone number field, information typed in one field will appear in the other fields. Typing the desired text and then pressing the enter key in *one* field will cause the text to appear in the other fields.
- You will not be able to save the file but you will be able to print multiple copies.
- Waivers Manual text/phone number fields are located on pages 8, 10, 16, 18, 19, 20, 32 and 34.
- Family Care and IRIS Manual text/phone number fields are located on pages 8, 10, 16, 18, 20, 32, 34.
- Partnership, Family Care, and IRIS Manual text/phone number fields are located on pages 8, 10, 16, 18, 20, 32, 34.

Pamphlets Information and Instructions:
- Each pamphlet contains three linked phone number fields and entering a ten digit phone number and then pressing the enter key in *one* field will cause the number to appear in the other two fields.
- Please enter exactly ten digits only. Do not use parenthesis or hyphens, just digits!
- There are three linked text fields near each phone number field in the pamphlets. These can hold up to 21 characters, including spaces. Use these to further identify your ADRC. (e.g. ADRC of *Maple County*). In this example the letters and the space between the words "Maple County" equals a total 12 characters. As with the phone number field, information typed in one field will appear in the other two fields. Typing the desired text and then pressing the enter key in *one* field will cause the text to appear in the other two fields.
- The pamphlets are designed to be printed on both sides and folded into a trifold. Every printer and its settings are different. If you are experiencing any difficulty printing the trifold correctly, consider printing one page per sheet of paper and then using the copier's functions to correctly copy a two sided trifold.