

QUICK REFERENCE GUIDE: CREATING YOUR FIRST FSI TRANSITION BOOKLET

STEP

1

GO TO FINDSUPPORT BC WEBSITE - <http://findsupportbc.com>:

Click on the “Create a Transition Booklet” button.

TIPS:

- Visit FINDSUPPORT BC WEBSITE often as we are always tweaking and adding to the resources.

STEP

2

REGISTER / SIGN IN:

You must create an user account and sign in using your user name and password.

TIPS:

- Creating your account is FREE & EASY!
- By signing in, your information and data will be encrypted and protected.

STEP

3

WATCH INTRO / TOUR VIDEO:

Please take a few minutes to watch this short and informative intro video.

TIPS:

- This intro video will show you how to navigate through our website, some of the usability features you need to know, how to fill out the forms and more.

STEP

4

START YOUR BOOKLET PROJECT:

1 SAVE YOUR PROJECT by customizing the front page of your own booklet.

IMPORTANT: Pick your booklet title and color theme, add a photo, and decide what information to share on the cover page of your booklet.

2 PERSONALIZE your project. You can add your own text and photos using empty forms or you can fill out the 10 forms FSI prepared for you. These forms were specifically designed to inspire you with ideas when creating your own booklet.

IMPORTANT: You can skip any form you don't need. You can save and come back later to complete your project.

TIPS:

- Keep your text plain and simple! Keep Person Centered Planning in mind & use positive / respectful language.
- Use photos effectively: pictures speak louder than words!
- Draft what you want to say in advance and collaborate with your transition team to ensure your information is clear and easy to understand. You can download blank forms to draft your ideas when you sign in!
- View sample project for ideas and contact FSI if you have any questions.
- You can create more than one project!

STEP

5

EXPORT / CREATE YOUR OWN BOOKLET FROM YOUR PROJECT:

Preview your project and export/save it to your local computer as a PDF file.

TIPS:

- *In preview mode, don't forget to check your spellings!*
- *When exporting to a booklet format, you don't have to include all the forms you filled out. Select only the forms you want to include in your booklet and rearrange their order. Then click on "export" button to save your booklet PDF file to your local computer.*
- *For the booklet format, if total number of pages don't match printing total, generic "Notes" pages will be added at the end.*
- *You can also export any form as a separate letter sized PDF document. For form(s) you will be updating frequently, export it as a separate letter sized PDF document.*
- *You can export as many PDF files as you want to your local computer.*

STEP

6

PRINT YOUR BOOKLET:

You can have your booklet professionally printed, or print them at home.

TIPS:

- *To learn how to print your booklet using your home printer, refer to the printing instruction on our website.*

STEP

7

SHARE YOUR BOOKLET:

Share your booklet with your team and your community! Inspire them to see you as a person not just as the object of clinical reports!

Your booklet will help your team to better understand your unique gifts and strengths and appreciate you for who you are on another level - a level that highlights that you have interests, passions, skills and assets as well as challenges and struggles.

Create opportunities and participation in your community and improve your connectedness to your community using your booklet!

TIPS:

- *Don't forget to refer your friends to [FINDSUPPORT BC WEBSITE](#) to create their own booklets using FSI Booklet Maker.*

STEP

8

UPDATE YOUR BOOKLET REGULARLY:

Give us feedback on how we can make the FSI Booklet Maker even better!

TIPS:

- *Regularly review and update your booklet to reflect your changes and growth - once every 6 months or a year.*
- *Updating is easy! Simply sign in and update the information you want & need using the FSI Booklet Maker !*