

Getting started with Adobe “Acrobat” XI Pro



For Children and Students With disABILITIES!


This guide is developed by Families Helping Families of Jefferson, the Louisiana Parent and Training Information Center (LAPTIC) for students in Pre-K - 5th grades.



Changing Lives Every Day

In order to use this document you must have Adobe “Acrobat” XI Pro. When you open All About Me! you will see light blue fields that can be edited. On the first page you can edit the “Insert School Year” field to include current school year (i.e. 2015 – 2016) and “Insert Full Name” field where you can enter your child’s full name.

You can use the tab key to help you navigate to each field where text or pictures can be inserted. The picture fields are not highlighted blue,


instead you will see a hand with an index finger pointing that looks similar to this  when you click into the field.

Here you can insert a picture of your child. Left click the field. You will see a box appear that is titled “Select Icon” there will be a button that says “Browse” click it.

This will then allow you to enter your computer to search for the picture you would like to insert. FIRST – next to file name you will see a drop down key with the words, “Adobe PDF Files (.pdf**)” click the drop down arrow and choose the format the picture you want to insert is saved as (i.e. JPEG, PNG, TIF, etc...) Then choose the picture from your computer that you would like to insert and double click it. The picture will insert.

If you want to replace the picture, simply do the same steps above to replace it.

You can repeat the steps above to insert information and pictures throughout the document. Remember to look for

 for places you can insert pictures. On Page 7 there is a place to add six photos of your child doing various things in the community, with family, playing, etc.

A sample of what a complete document looks like is shown as an example.

If you have any problems navigating the document, please call: Bebe Bode 504-888-9111 ext. 220. or

bbode@fhfjefferson.org

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Changing Lives Every Day

Contact us and find out how we can help.

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School Year:
2015 - 2016

All About Me!

A "Get to Know Me" Guide for

Molly Cooper



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Changing Lives Every Day

Welcome to My Book!

I'm glad you have taken the time to get to know me!

My book will give you more insight into who I am, my likes and dislikes, what motivates me, how I learn best, and a lot of other important information about my health and medical needs.

My book has input from my parents, teachers, and other people I work with from time to time.

Like most people, I have good days and bad days...my book will help you to identify situations and triggers that may make me have "one of those days".

Most important, this book will show you how talented, unique and capable I am to learn what you have to teach me!

I hope you enjoy reading my book as much as I enjoyed making it for you!

Sincerely,
MOLLY

My Family...



My family is very important to me!

They are my biggest fans and know me better than anyone. If there is ever anything you need to know about me, please feel free to ask them!

My Mother's Name is Amelia Cooper

My Father's name is Thomas Cooper

I have 0 brother(s) and 1 sister(s)

Their names are: Matilda Cooper

Some other very important people in my life are:

Name	Relationship
Shelby	Aunt
Skittles	Dog
Timmy	Friend
Meow	Cat



My Strengths...



WHEW! I have so many! Here are some you may be interested in:

My Learning Style:

- Visual
- Auditory
- Tactile (hands-on)

Communication:

I have a small vocabulary and produce very short sentences. I use verbal communication as well as sign language to help me communicate my needs. I will take your hand and lead you to a desired activity or need if I'm unable to communicate it verbally or through sign.

Socialization:

I am a social butterfly. I love to be around other kids and where all the action is. I love to play games. Sharing is a bit difficult for me so I will need your guidance when it is time to share certain toys.

I am also good at:

I am really good at smiling. My mom says my smile is infectious. I know I will make you smile. I love to act out different characters from Disney movies. Puzzles and building with Duplo Legos are two of my favorite things to do. I can identify all of the alphabet and numbers up to 20.

Recent Changes in My Life...

It is said that the only constant in life is change.

Some changes make me happy, some may make me sad or uncomfortable.

Here is a list of some things that have happened recently that may affect how I feel.

My mother and father are no longer living together. My dad moved to another state. I don't get to see him very often and it makes me very sad. We moved into a new neighborhood. I don't have my own room anymore and I have to share one with my older sister. Everything is different now. I will need your support.

Children like things to be predictable. Regular bedtime, meal time, etc... Routines help children feel safe and secure.

When change occurs the first and most important step is to talk to the child about what is going to happen. Be as honest and direct as possible.

If it is a move, describe what the new town and new house will be like. If it is a new school, describe what you know about the school, the classroom and the teacher. If it is a divorce situation, explain as accurately as you can what the child's life and routine will be like once the divorce occurs.

The more the child knows what to expect, the less likely his fears.

Some of My Interests...

Some activities I really enjoy are:

Being outdoors is my favorite because I love to slide, swing, be around flowers, play in the sandbox, and make friends. Going to the aquarium and the zoo is fun. I enjoy picking flowers and smelling them. I help my mom in the garden. We go to church on Sunday's. I love to sing in church.

Things that interest me:

I love to act like I am a princess or a villain in a Disney movie. I really like my iPad games. They are learning games but they are a lot of fun and interesting. I love creating and building with my Duplo Legos. Books are great, my favorites are my Bible story books.

My favorite ways to be recognized for doing well are:

High fives and knuckle bumps! Smiles and acknowledging me with words like... Great Job or Way to Go!

There are many ways for parents and professionals to help children develop their talents and interests.



- When children show interest in a new activity support them by showing your interest.
- Help children find ways to be involved in activities that expose them to their interests.
- Don't push children so hard that they begin to resent the activities.
- Make sure activities are age appropriate and safe.

Trying different hobbies is one of the main ways children learn and discover who they are as an individual, help as much as possible.

Pictures



My Sensory Challenges...

SOUNDS

I usually avoid seek no concern

Comments: Loud noises hurt my ears and scare me. Loud thunder hurts my ears and frightens me. I hold my ears and become anxious. If there is a bad thunderstorm I will hide in corners or under desks. I will seek out a place where I feel safe. I need to be watched because while I am hiding I will not answer you.

SMELL

I usually avoid seek no concern

Comments: Smelling flowers, hand lotions, hand sanitizers, and perfume. I will try and pick flowers if I am near them so I can smell them. I keep putting hand sanitizer on my hands so I can smell them. I will hug you tight and smell your neck for long periods of time if you are wearing a perfume I like.

TASTE

I usually avoid seek no concern

Comments: Eating mushy foods such as, yogurt, mashed potatoes and oat-meal.

My fears are:

I am fearful of heavy rain, thunderstorms and lightning. Roaches and spiders scare me and I get emotionally upset if they are in the room. I will get very anxious and cry. It will be hard for me to concentrate on tasks until I am sure they are squished.

I usually have warning signs that occur before I get upset, they are:

When I get overwhelmed I will start pushing my work away from me. I will hold my ears and start to hum loudly. I will whine and become clingy. I won't answer you or look at you.

The best way to calm or comfort me is to:

Massage my hands with deep pressure and talk to me in a soothing voice. Provide a familiar object (I like to hold onto my pink Duplo Lego) and sit in a bean bag chair. Let me know how much longer I have to wait. Give me short breaks in be-tween tasks. Let me know about transitions.



I have the following medical concerns:

I have had several ear infections and tend to get several upper respiratory track infections. I see the doctor a lot for these concerns. When I was born I needed open heart surgery for a heart defect. It was corrected and I am monitored .

Some other important information you should know about me is:

I have a zest to enjoy life in my own way, and the ability to achieve whatever I set my mind to. I am very motivated to learn and will impress you with all I know.

I'm really glad that you got to know more about me!

I look forward to getting to know you better, learning and showing you all the wonderful things I can do!



My Self Care...

Dressing

- Independent
- Needs Assistance
- Working on skills

Toileting

- Independent
- Needs Assistance
- Working on skills

Eating

- Independent
- Needs Assistance
- Working on skills

Hand Washing

- Independent
- Needs Assistance
- Working on skills

Some other things you may need to know about my self care skills are:

I have difficulty with coordination in my hands so working buttons and zippers is a struggle. I need help wiping my bottom after I have a bowel movement. I've been using a special spoon to assist me with eating but will need your assistance at times. Opening containers or packages is quite difficult for me and I will need your assistance.