Poster for TPA Local Support Groups: **How-To Guide**

Thank you for your interest in starting a TPA Local Support Group. In order to get you started, we created a customisable Poster which you can easily adjust to your needs by including the details of your local group meetings. This guide tells you how:

Downloading / Saving the Document

- If you have not done so already, scroll to the end of the article and right-click with your mouse on the highlighted word **tpa_poster_template.doc**. Select **Save Target As …** (wording may vary depending on the browser you use) in the options. [*Left-clicking on the file may open the document right away but not save it to your hard drive.*]

- The document was created with Microsoft Word but any other text-processing application (e.g. *OpenOffice, AbiWord*) capable of opening files with the **.doc** extension should be able to allow editing of this document.

- Even without any software installed, you could still edit the document if you, for example, have an account with Google or Windows Live. These accounts offer so-called "cloud-based" office applications which allow you to create or edit documents in your browser. Please contact TPA (details below) if you need more information.

Editing / Applying Changes

- When you open the file in Word, you may need to deactivate its 'Protected View' first. Click the **Enable Editing** button in the top right corner.

- The document consists of two (2) elements: an image in the top region and a textbox below that begin with the words **WORDING FOR GROUP LEADERS TO OVERTYPE / DELETE:**. Overwrite the content of this box with the details for your local group meetings (date, time, venue, contact details, etc.) and delete where necessary.

- Try to keep your own text under seven (7) lines (or less if you want to increase font size) or it will cause the text to run into a new page.

- When finished editing, simply make sure you save the document as **.doc** file again.

- Tip: It is useful to save your edited document with a different file name (e.g. **tpa_poster_[mytown].doc**, or **tpa-[mytown]_[date].doc**) to keep the original file.

Printing

Your TPA Local Support Group Poster is now ready to be printed on your home printer! Or transfer your document to a portable storage device ("USB stick"), take it to a copy shop and have it printed in a bigger size or better quality.

Alternatively …

We provide a TPA Poster that can be filled in by hand. If you are not familiar with document editing, simply download the file **tpa_poster_blank.doc**, print it off and fill in the details where the dotted lines are.

*We hope these instructions have helped you. If you need further information, please contact Lilian (**lilian15@ntlworld.com**).*