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| **Conversations** | that | Matter |

**INSTRUCTIONS FOR CUSTOMIZING**

**THE CONVERSATIONS THAT MATTER USER MANUAL**

**FOR MANAGERS & SUPERVISORS**

**Change Footer Information:**

1. Double-click on the footer on Page 2 to edit the footer.
2. Enter the information for your agency (Note: Do not add an extra line in the footer or hit ENTER at the end of a line. This will add an extra line in the footer and mess up the formatting of the document.)
3. When finished, click anywhere in the main body of the document to close the footer.

 **Page 5: Replace Agency Logo, Name and Letter**

1. Click on the Participation House logo on Page 5 and press DELETE.
2. On the Ribbon, click INSERT, then PICTURE. Select your agency logo and resize it approximately to the same size as the Participation House logo
3. Change "##Participation House (London)" to your agency's name.
4. Change all instances of "##PHSS" to your agency's name or acronym.
5. Edit the "Executive Director's Message" if desired and change the name at the bottom.

**Page 7: Edit the Welcome Letter (if desired).**

**Page 11:**

1. Enter the date that staff members received their subscription email.
2. Enter the support person's name and email address and/or phone number.

**Page 14: Enter the support person's name and email address and/or phone number.**

**Page 24:**

1. Enter the names of your Conversations that Matter committee (if you have one).
2. Enter the program names and the support reps for each location (if you have them).

**Page 25: Edit the Responsibilities of Reps and Coordinators (as needed).**

**Page 29:**

1. Edit the Ideas for Facilitating Engaging and Fun Discussions (as needed).
2. Enter the support person's name and email address and/or phone number.

**Page 30: Edit the Facilitated Discussion Form (as needed).**

**Page 41: Edit the Videos Suggestions and Recommendations (as needed).**

**Page 42: Edit the contact information on the Troubleshooting and Staff Change Form**

**Note: Update the Table of Contents** If you have added or deleted pages or moved pages around, you'll need to update
the Table of Contents. You do this by clicking at the top of The Table of Contents,
click on UPDATE TABLE, then click on UPDATE ENTIRE TABLE.