

S.P.A.R.K


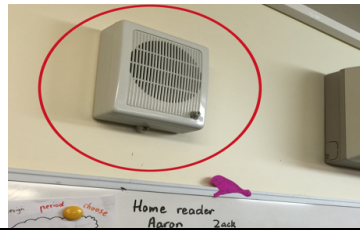
Template Update Guide



This outlines the process for updating the S.P.A.R.K resource for use by schools, parents and students. The template is protected, so only certain fields can be updated, e.g. child's name, teacher's name, child's photos etc.

Note: all images should be in landscape orientation

If experiencing problems, please contact the CFA Inclusion and Fairness team: inclusionandfairness@cfa.vic.gov.au

TASK		IMAGE REQUIREMENTS	SAMPLE IMAGE
Cover	<ul style="list-style-type: none"> Double click in 'Child's Name' field. Enter child's name 		
Page 1 - Insert Image - Insert Text	<ul style="list-style-type: none"> Double click in 'Insert Picture' icon. Navigate to saved image to insert Click on 'Child's Name' and 'Child's Pronoun field to enter details 	<ul style="list-style-type: none"> Child in their classroom. 	
Page 3 - Insert Image	<ul style="list-style-type: none"> Double click in 'Insert Picture' icon. Navigate to saved image to insert 	<ul style="list-style-type: none"> Classroom alarm/speaker required. <i>Align to red circle in template</i> 	
Page 4 - Insert Text	<ul style="list-style-type: none"> Double click on 'Child's Name' and 'Child's Pronoun field to enter details 		

S.P.A.R.K

Template Update Guide






TASK		IMAGE REQUIREMENTS	SAMPLE IMAGE
Page 5 - Insert Image	<ul style="list-style-type: none"> Double click in 'Insert Picture' icon. Navigate to saved image to insert 	<ul style="list-style-type: none"> Child 'stopping work' in classroom required. 	
Page 6 - Insert Text	<ul style="list-style-type: none"> Double click on 'Child's Name' and 'Child's Pronoun' field to enter details 		
Page 7 - Insert Image	<ul style="list-style-type: none"> Double click in 'Insert Picture' icon. Navigate to saved image to insert 	<ul style="list-style-type: none"> Child listening to teacher 	
Page 8 - Insert Text	<ul style="list-style-type: none"> Double click on 'Child's Name' and 'Child's Pronoun' field to enter details 		
Page 9 - Insert Image	<ul style="list-style-type: none"> Double click in 'Insert Picture' icon. Navigate to saved image to insert 	<ul style="list-style-type: none"> Child lined up at doorway 	
Page 11 - Insert Image	<ul style="list-style-type: none"> Double click in 'Insert Picture' icon. Navigate to saved image to insert 	<ul style="list-style-type: none"> Alarm/ speaker in classroom 	
Page 12 - Insert Text	<ul style="list-style-type: none"> Double click on 'Child's Name' and 'Teacher's Name' field to enter details 		

S.P.A.R.K

Template Update Guide



TASK		IMAGE REQUIREMENTS	SAMPLE IMAGE
Page 13 - Insert Image	<ul style="list-style-type: none"> Double click in 'Insert Picture' icon. Navigate to saved image to insert 	<ul style="list-style-type: none"> Child walking in line to assembly area 	
Page 14 - Insert Text	<ul style="list-style-type: none"> Double click on 'Child's Name' and 'Child's Pronoun' and 'Teacher's Name' fields to enter details 		
Page 15 - Insert Image	<ul style="list-style-type: none"> Double click in 'Insert Picture' icon. Navigate to saved image to insert 	<ul style="list-style-type: none"> Child waiting in line at assembly area. 	
Page 16 - Insert Text	<ul style="list-style-type: none"> Double click on 'Child's Name' and 'Child's Pronoun' field to enter details 		
Page 20 - Insert Image - Insert Text	<ul style="list-style-type: none"> Double click in 'Insert Picture' icon. Navigate to saved image to insert Double click on 'Teacher's Name', 'Child's Name', 'Child's Pronoun' fields to enter details 	<ul style="list-style-type: none"> Child returning to classroom from assembly area 	
Back Cover - Insert Image	<ul style="list-style-type: none"> Double click in 'Insert Picture' icon. Navigate to saved image to insert 	<ul style="list-style-type: none"> Image of child 	

NOTES:

- When inserting images, ensure size does not push content over on to next page
- Books can be printed using a photocopier, or printed in hard copy at locations such as Big W