User Guide for Inserting Setting Information into the Parents' Guide to the Early Years Foundation Stage Framework

What is this user guide?

This short guide will help you add your setting logo and information to the Parents' Guide to the Early Years Foundation Stage Framework. There are helpful step by step instructions and screen shots to take you through the process.
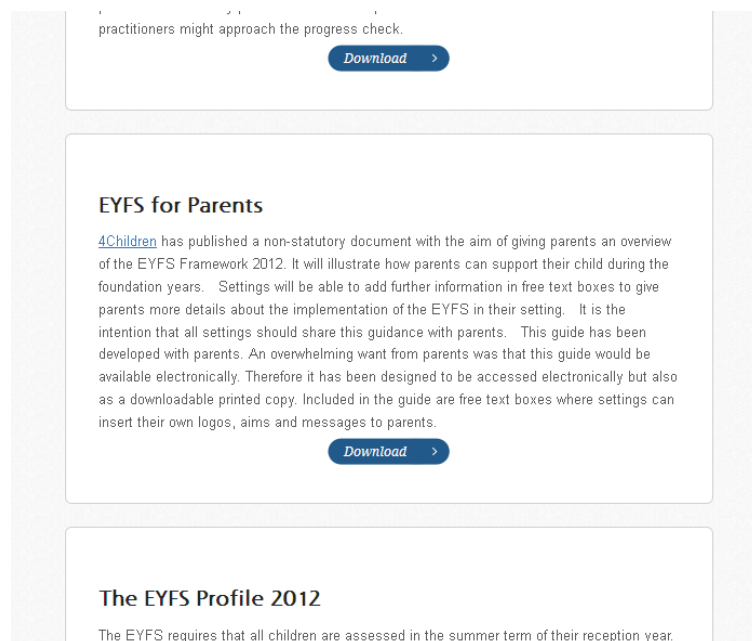
This user guide covers;

- How to download a copy of the Parents' Guide
- What version of Microsoft Word to use to edit the Parents' Guide
- How to insert a setting logo into the Parents' Guide
- How to insert text into the Parents' Guide
- Where to go for further information
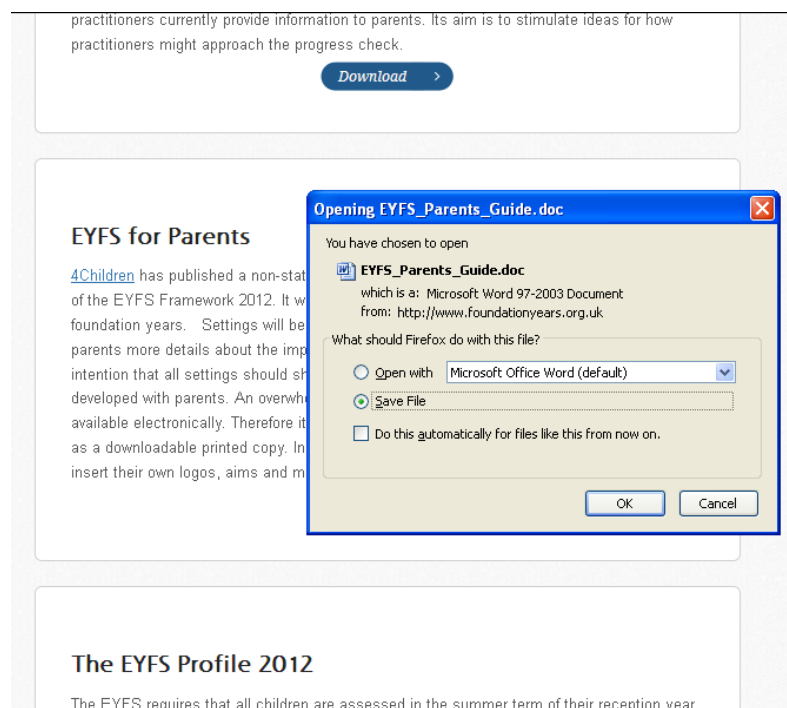
How to download a copy of the Parents' Guide

The Parents' Guide to the Early Years Foundation Stage Framework is available to download from the Foundation Years website.
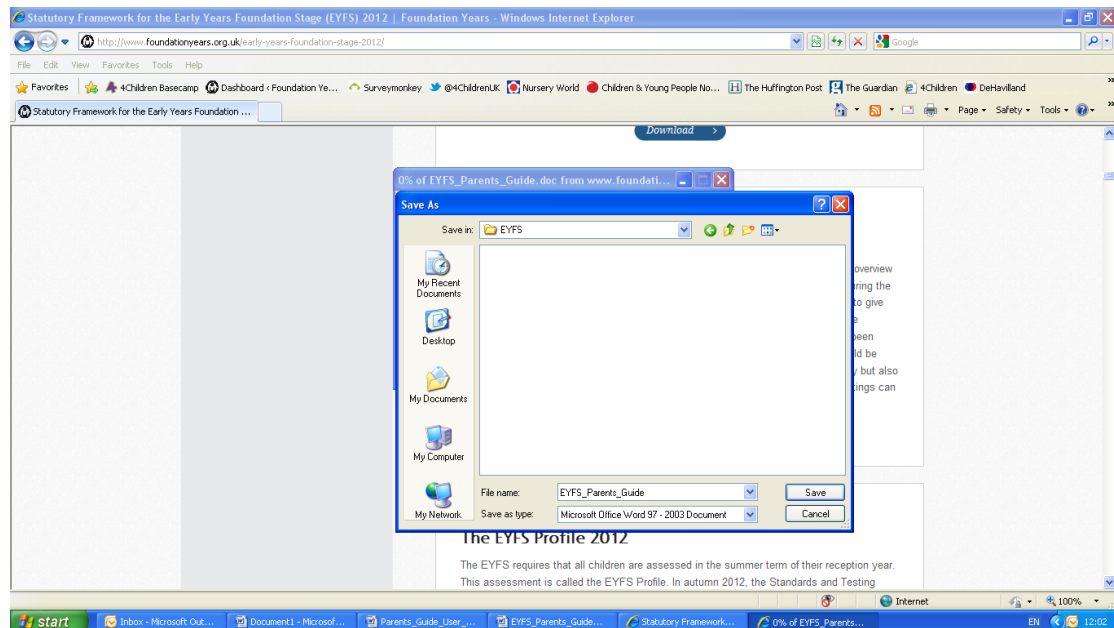
Once you have opened the page scroll down to the Parent's guide box and click on download button.
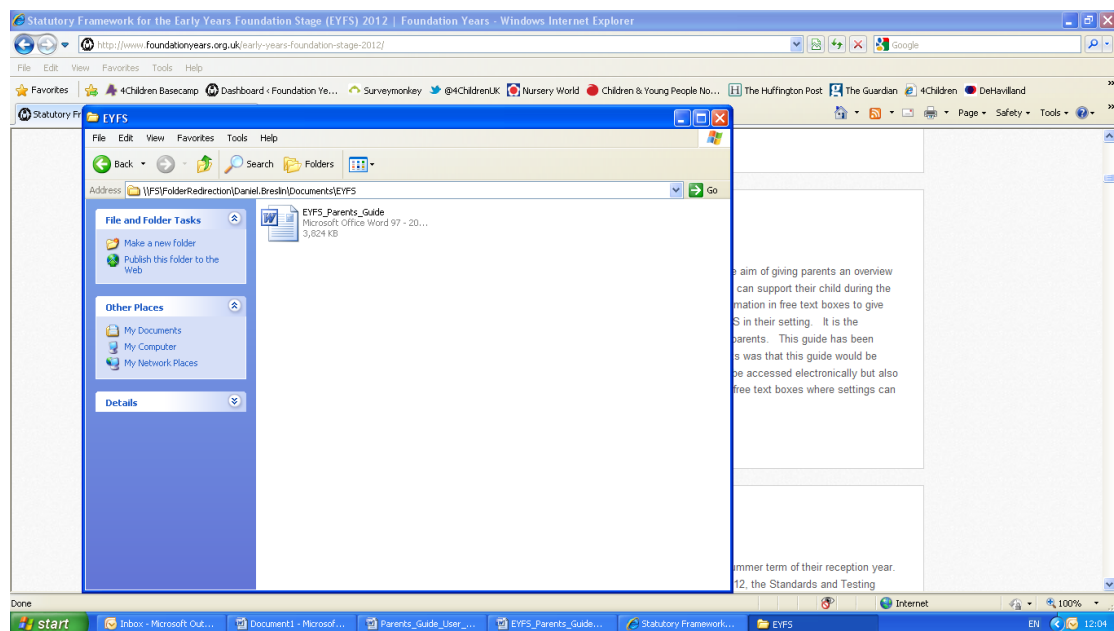

This will open a dialogue box on the screen. Click save.

When the dialogue box opens select a location you wish to save the Parents' guide. Click save.

Locate the document where you have saved it. Open the document.

The Parent's guide will open and you should be presented with a document with a text box in the top left hand corner. If this text box is not present please go to the section on how to insert a logo into the text box.

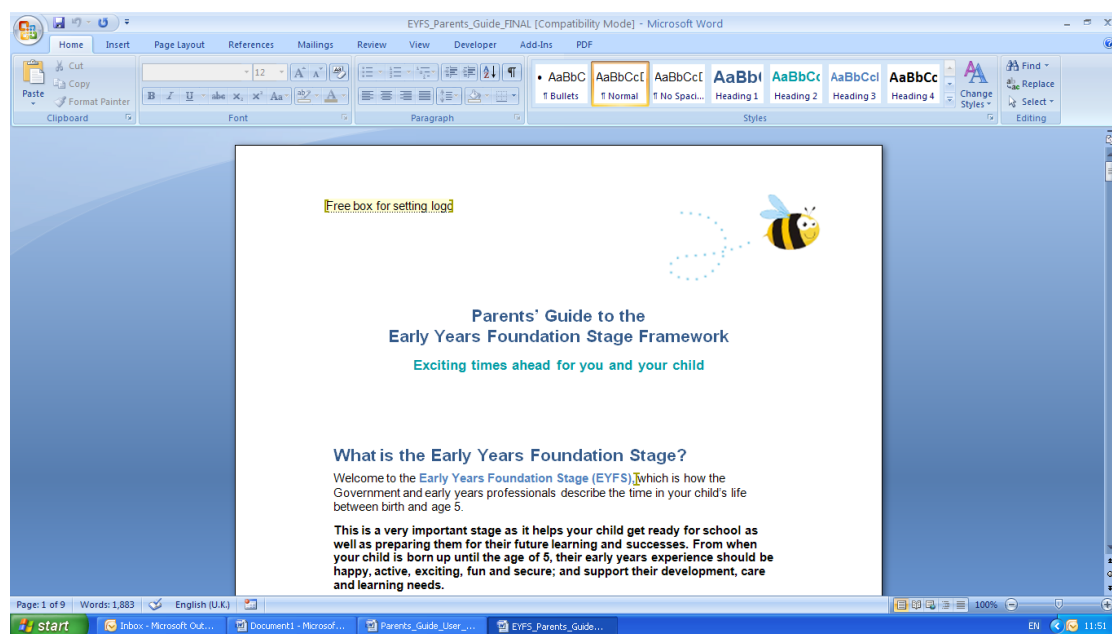## What version of Microsoft Word should I use to edit the Parents' Guide

The Parents' Guide to the Early Years Foundation Stage Framework is available in a Word 97-2003 format. This format allows you to edit the Parent's Guide in a word version from 97 onwards.

Please note you cannot edit the boxes if you open the Parents' Guide to the Early Years Foundation Stage Framework in Microsoft Works.
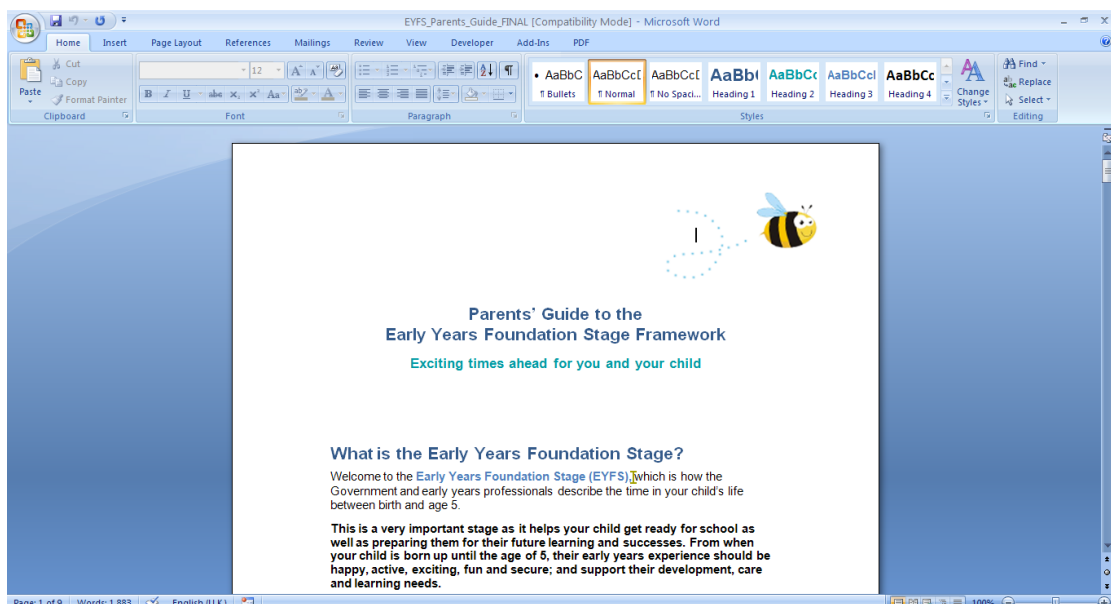
How to insert my settings logo into the Parents' Guide

The Parent's guide is locked for editing apart from two text boxes, the first of these is at the top of the first page. This text box is for settings to insert their logo.
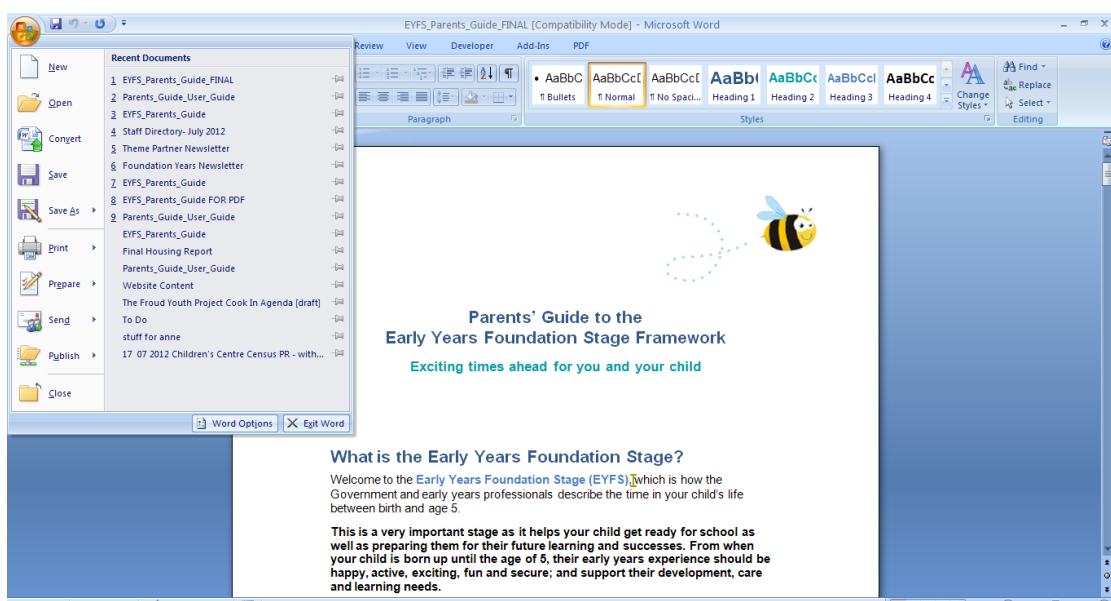
To be able to edit the text box you will need to be able to view hidden text. If when you open the document you can see the text in the top left hand corner then you are able to insert your logo immediately.
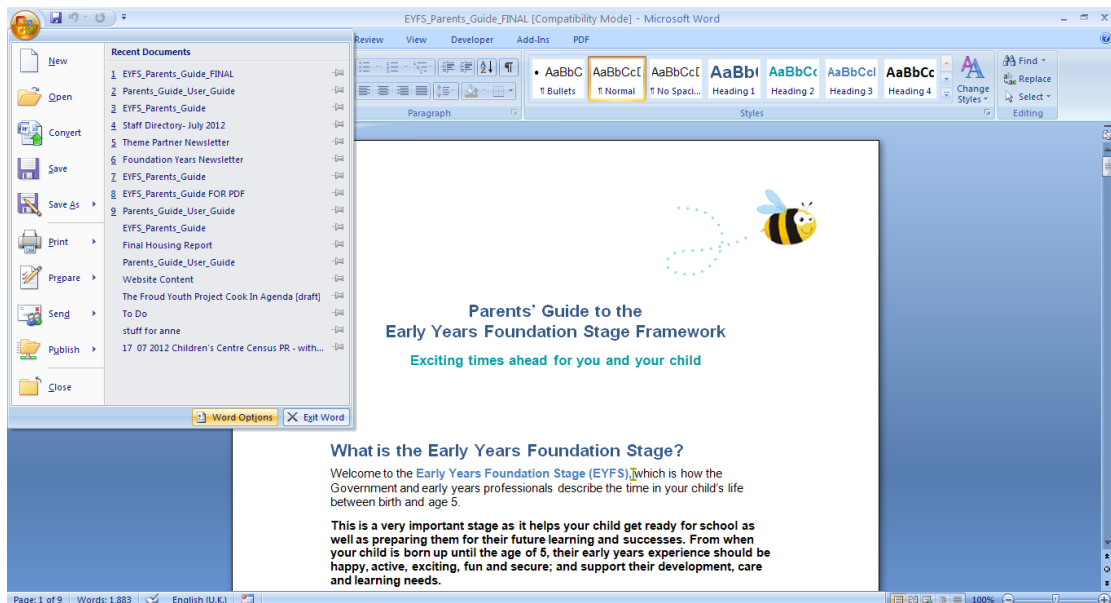

If the text is not present on the first page then you will need to turn hidden text on to be able to view this text box.
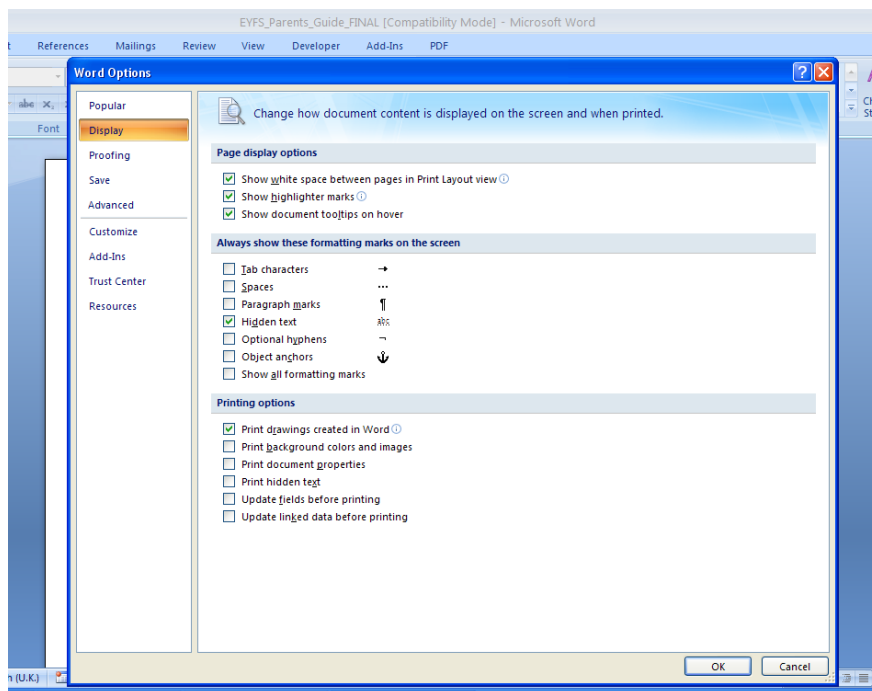
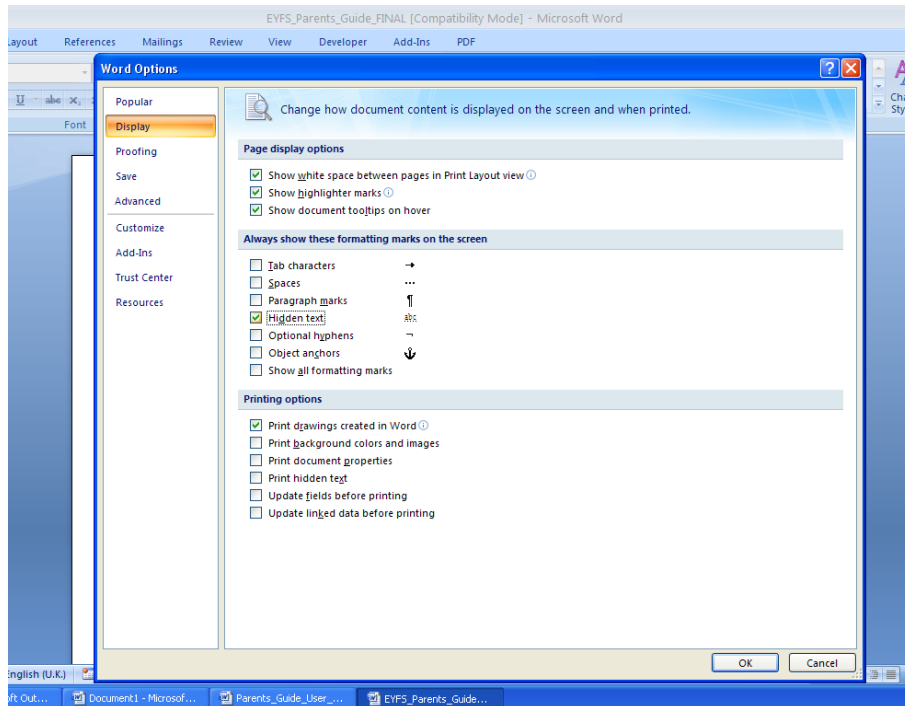To turn on view hidden text select the Microsoft icon in the top left hand corner of the screen.

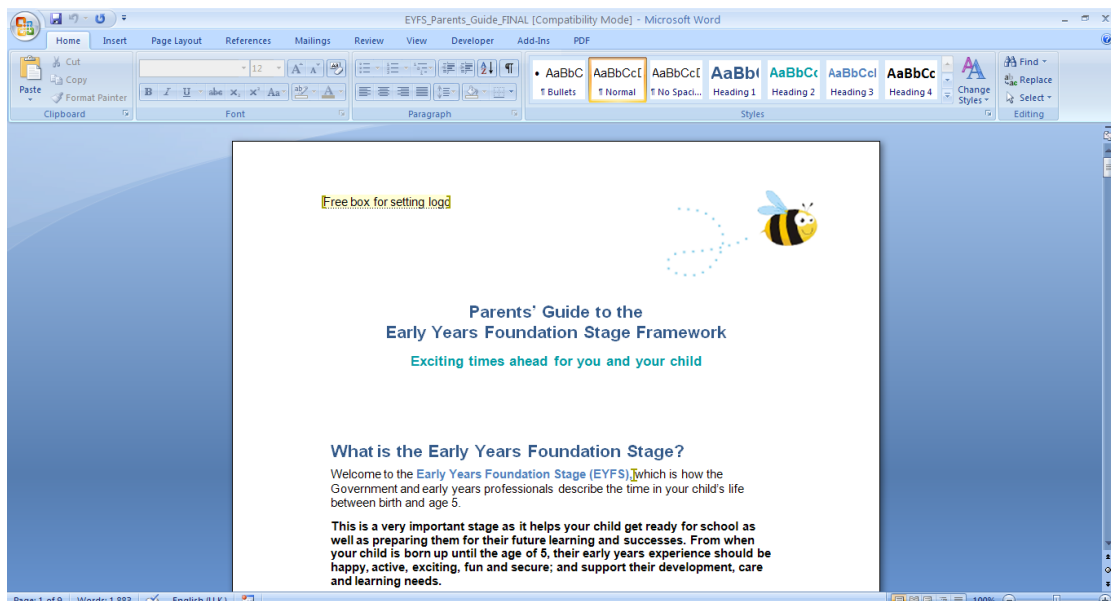Click word options.

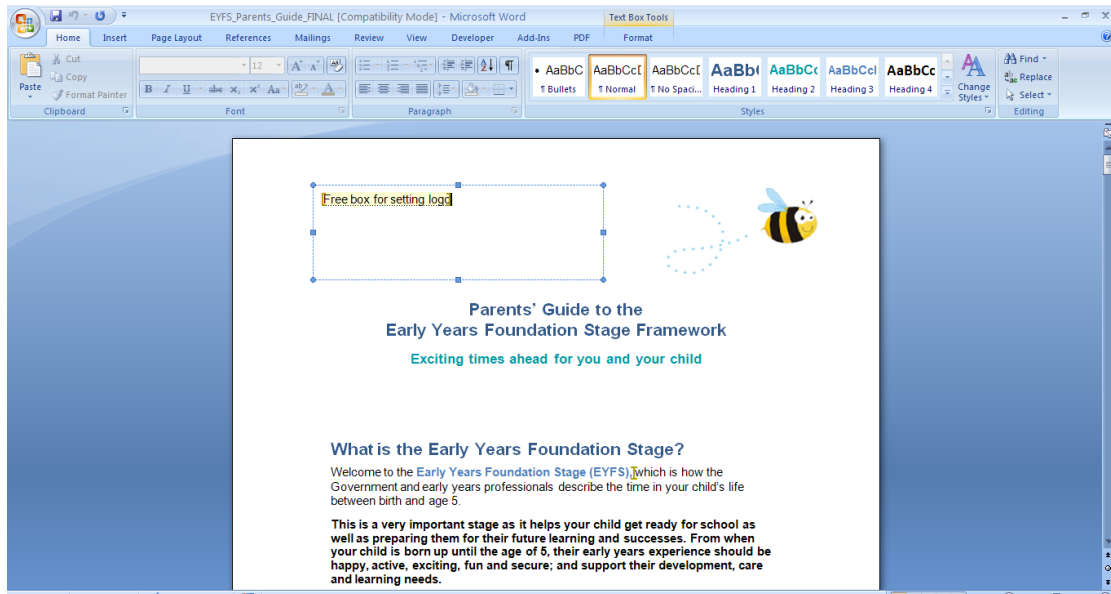Click display from the left hand option.

Tick the hidden text option.

Click OK.
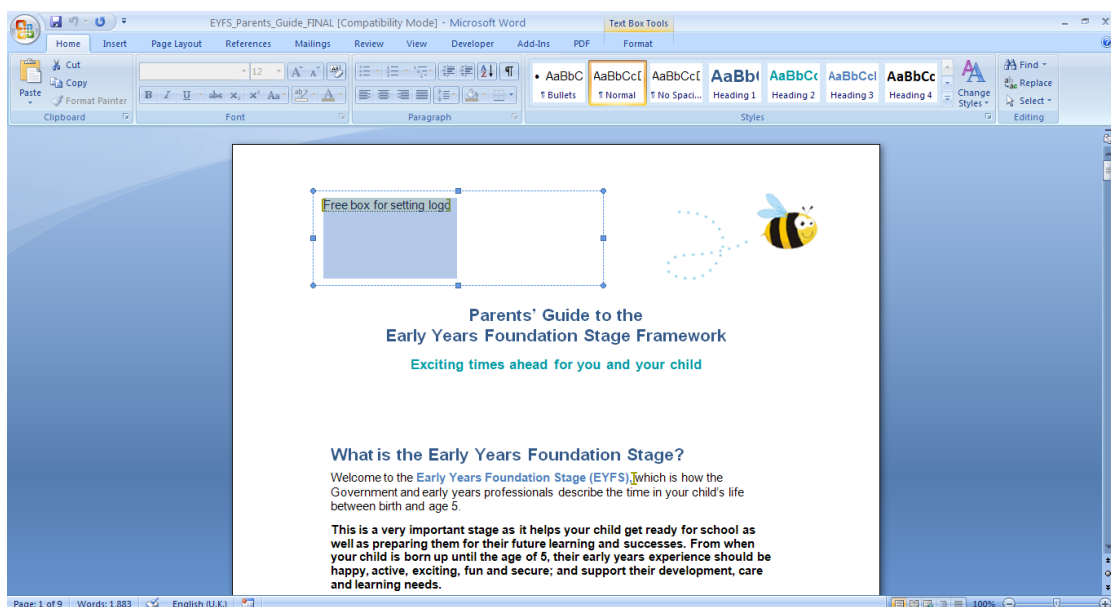
The text box will now appear in the top left hand corner.

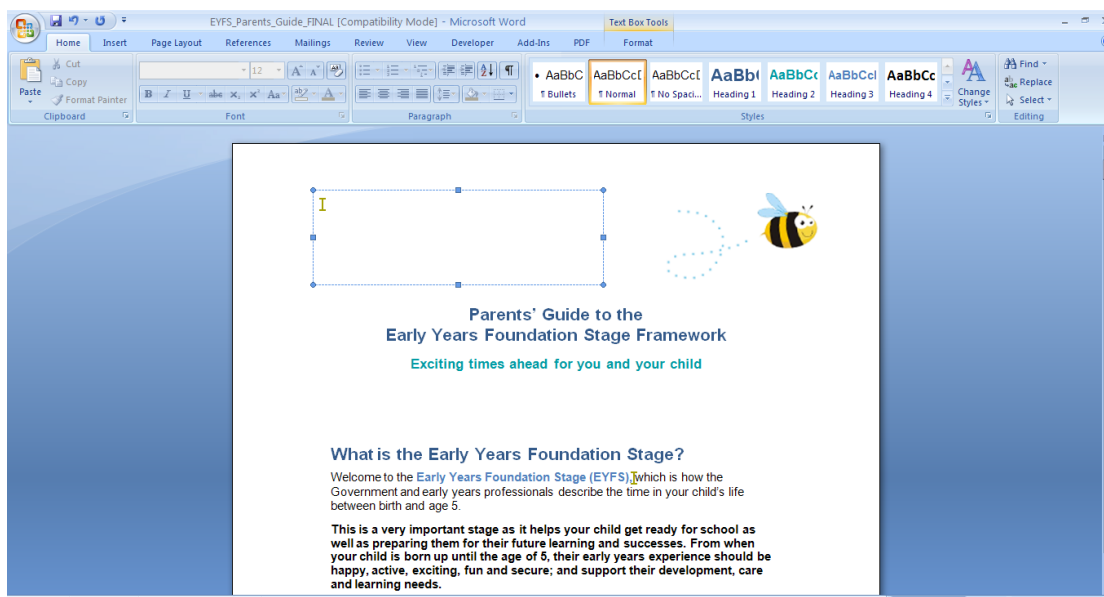Click on the text box.

EYFS
User Guide to the Early Years Foundation Stage Framework Parent's Guide
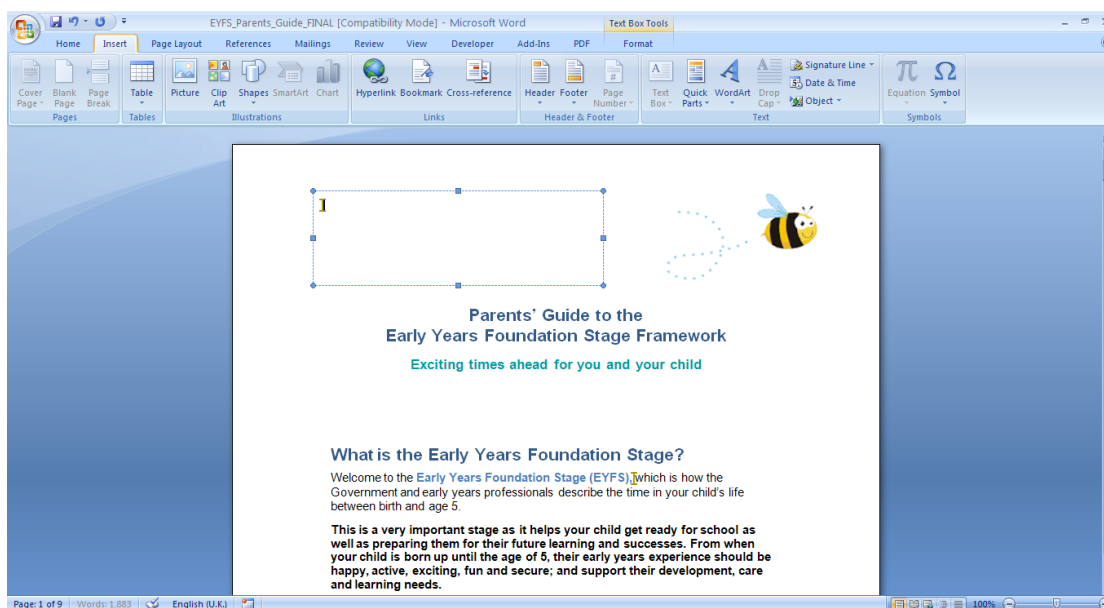
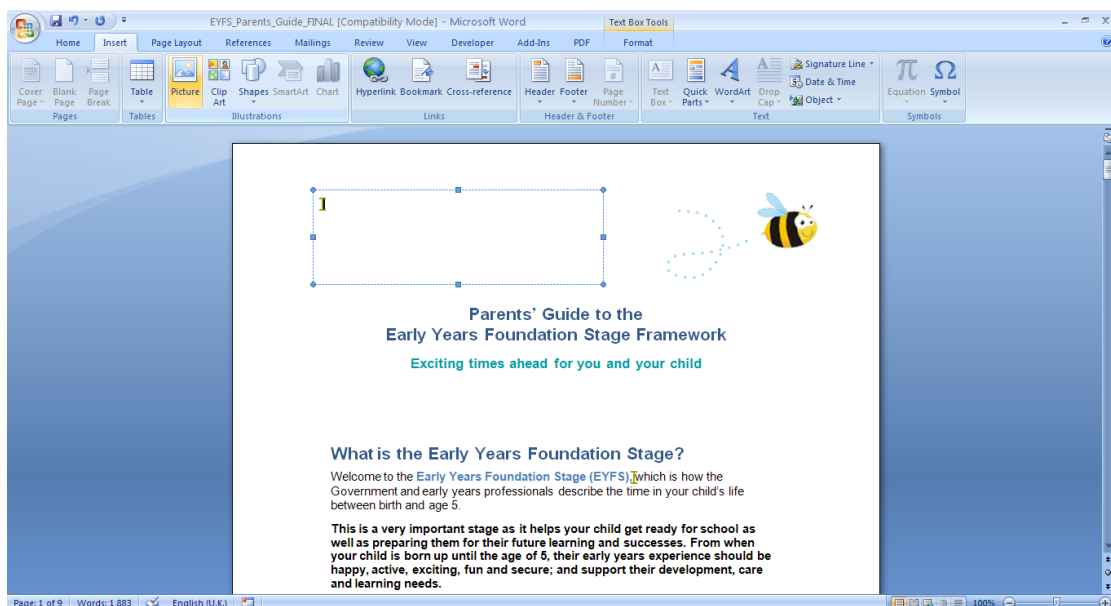Highlight the text and delete the contents of the text.

This will leave an empty text box.

To put an logo into the document you must insert a picture and not copy and paste.
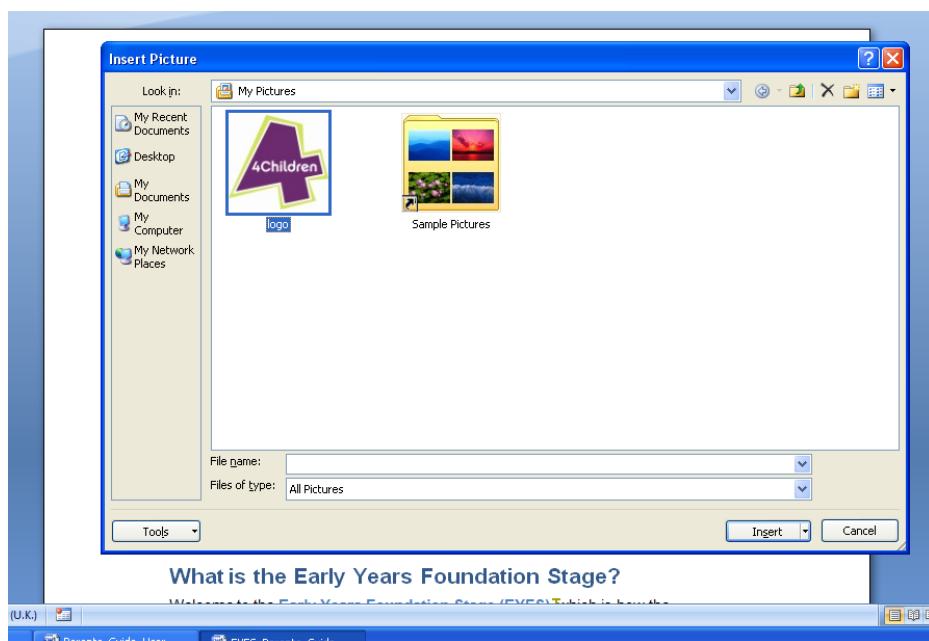
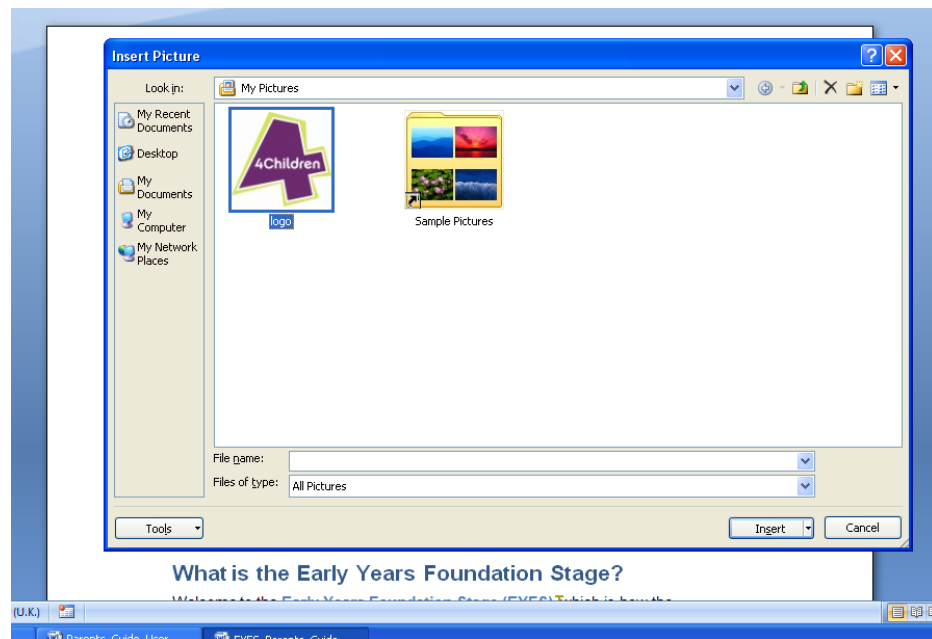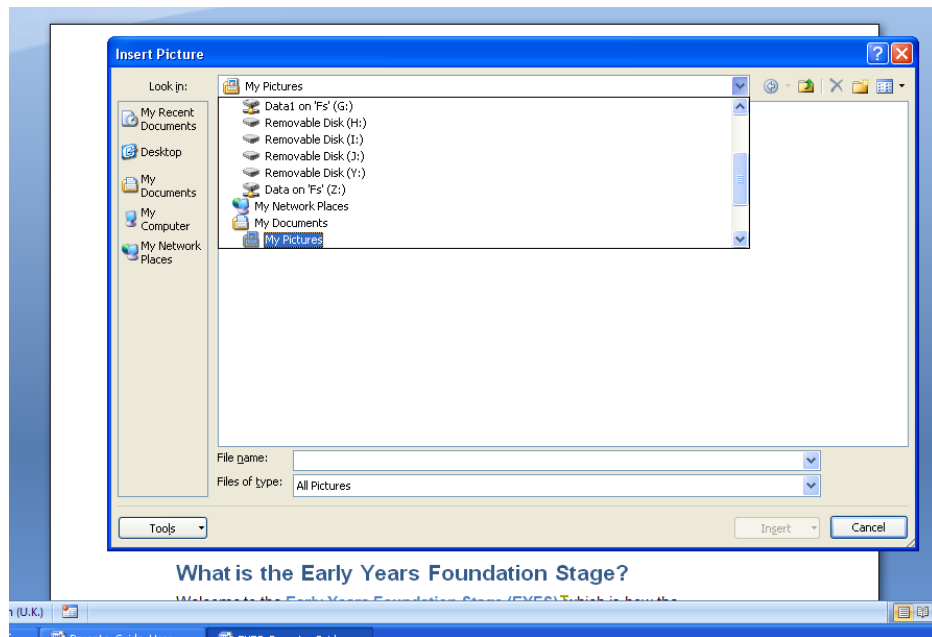If you are using Microsoft Word 2007 or 2010 cick on the inset tab.

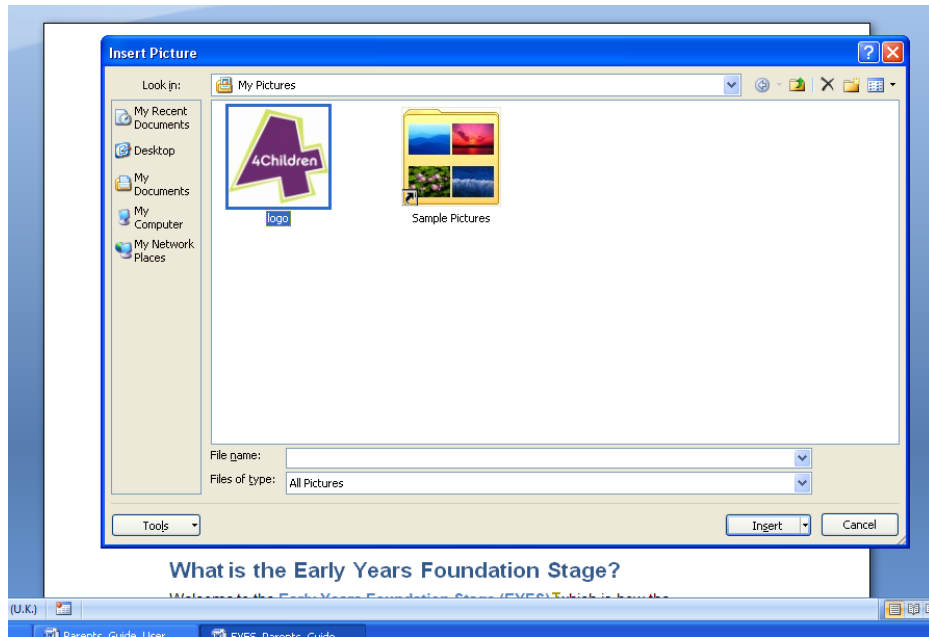Click on the picture icon in the illustration group.

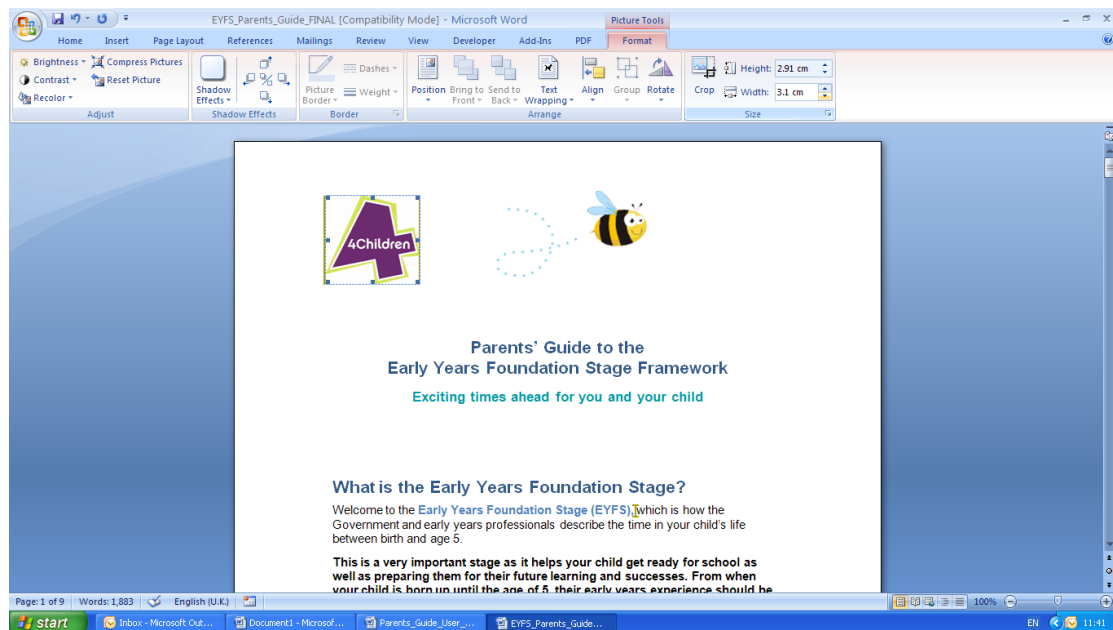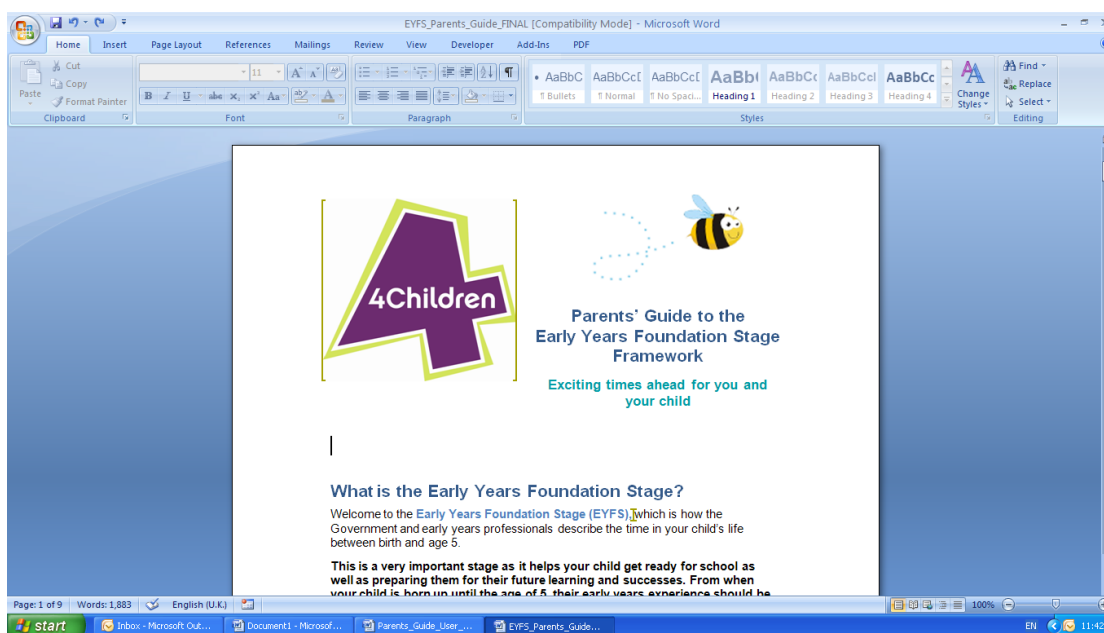This will open a dialogue box. Locate the image that you wish to insert.

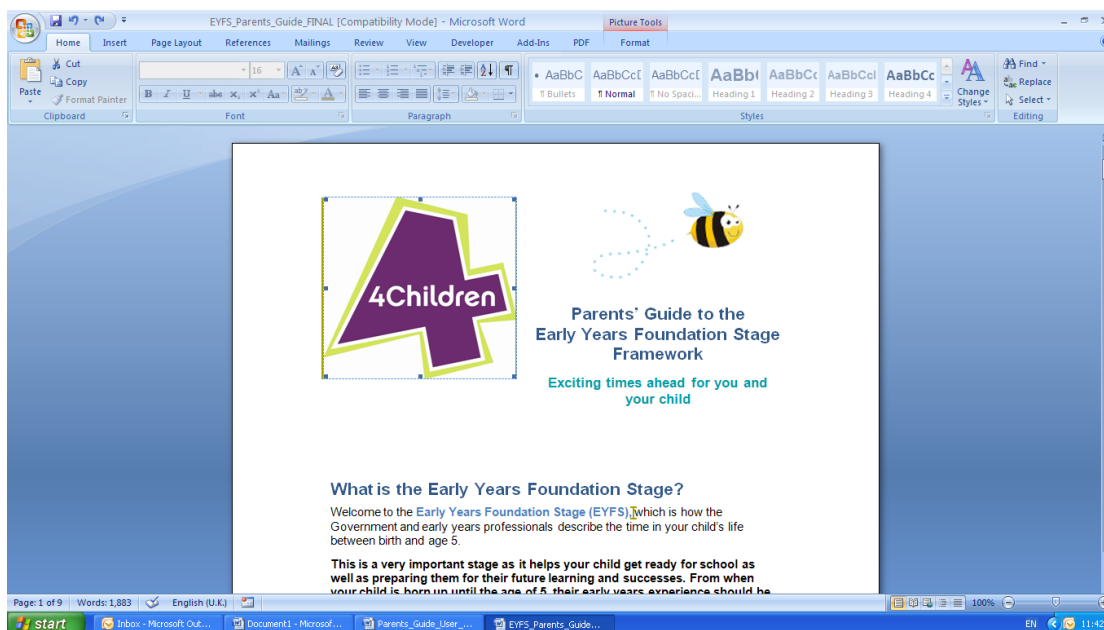Once the logo has been located click insert.

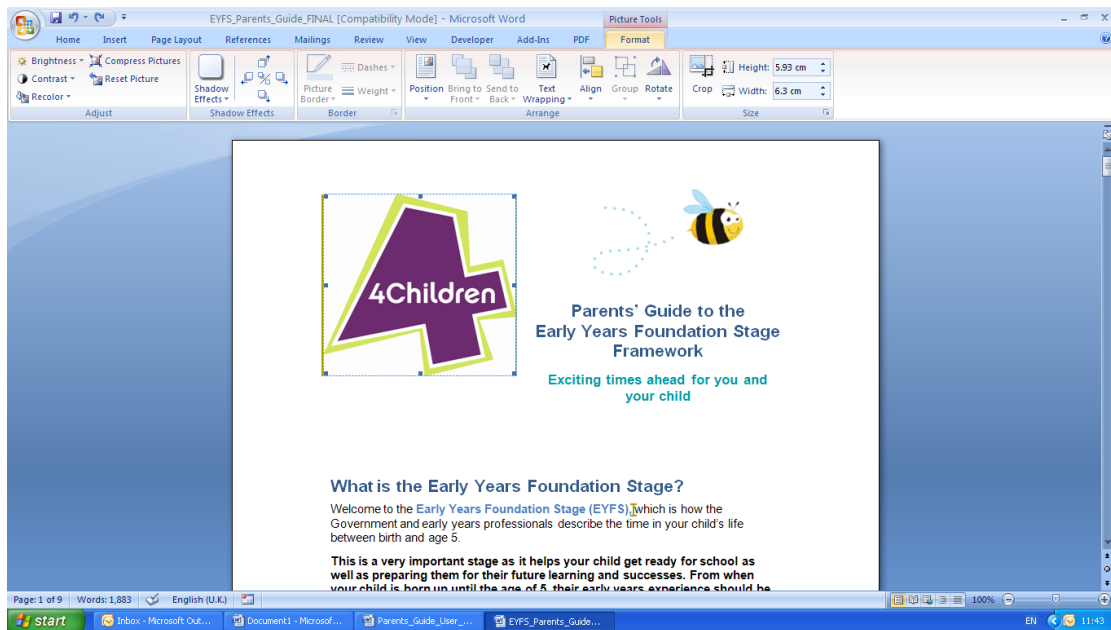The image will appear in the text box.

There may be an occasion when you will need to resize the logo.
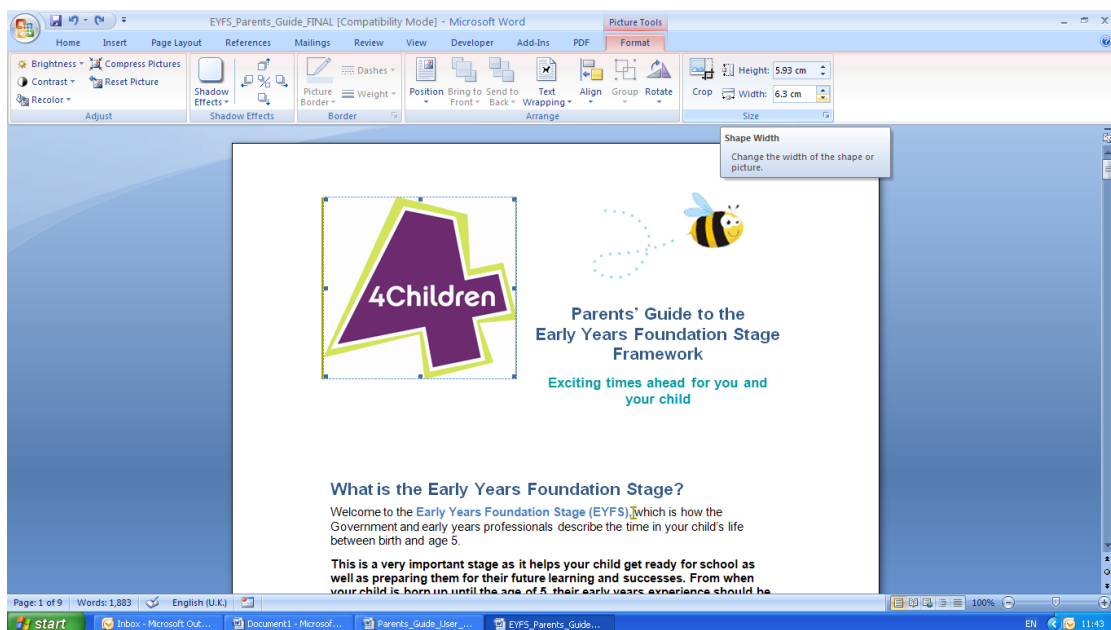
To do this click on the image. This will create a new edit option on the top ribbon, highlighted in pink. Click on this tab.
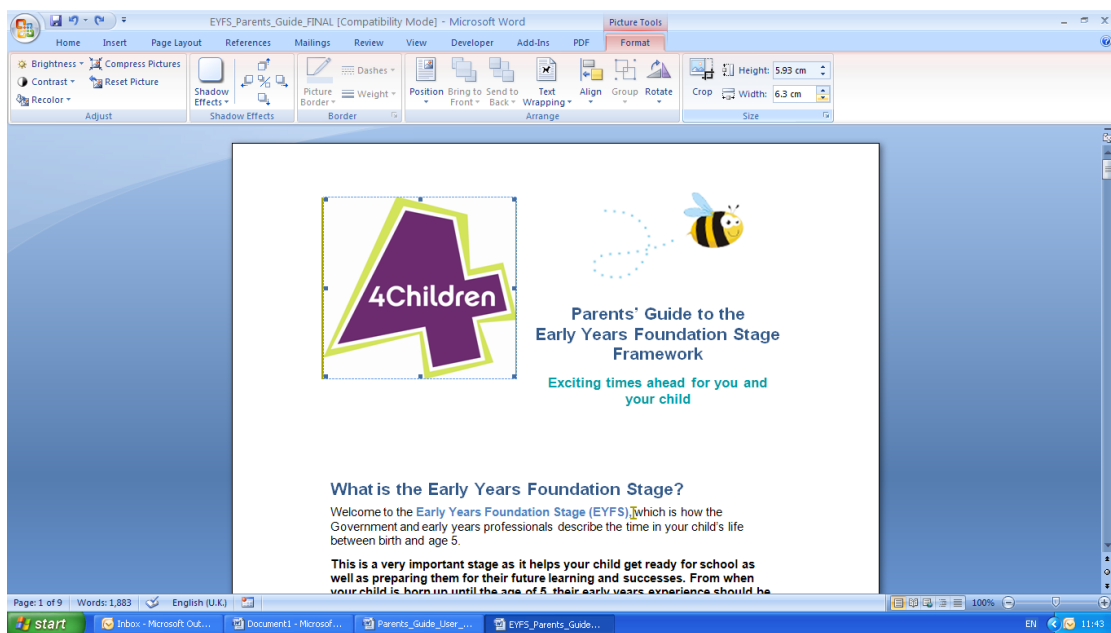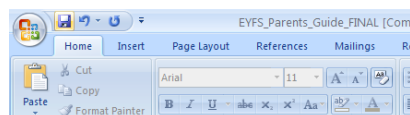
Click on the width and height boxes.

Click on the downward arrows to reduce the logo size. Continue to reduce the size of the logo until it a suitable size.
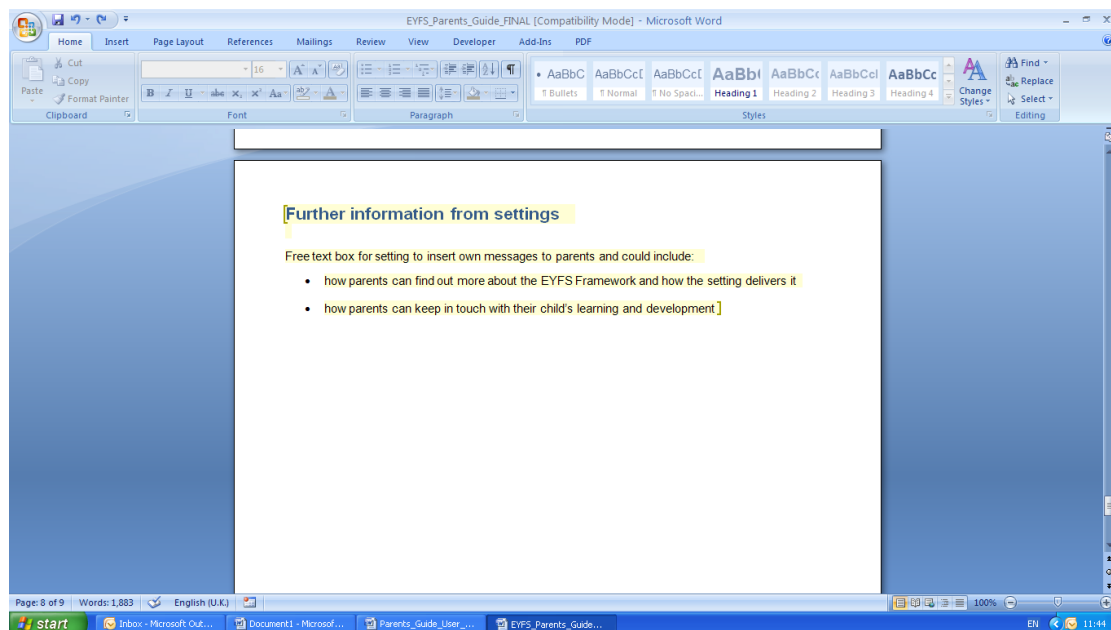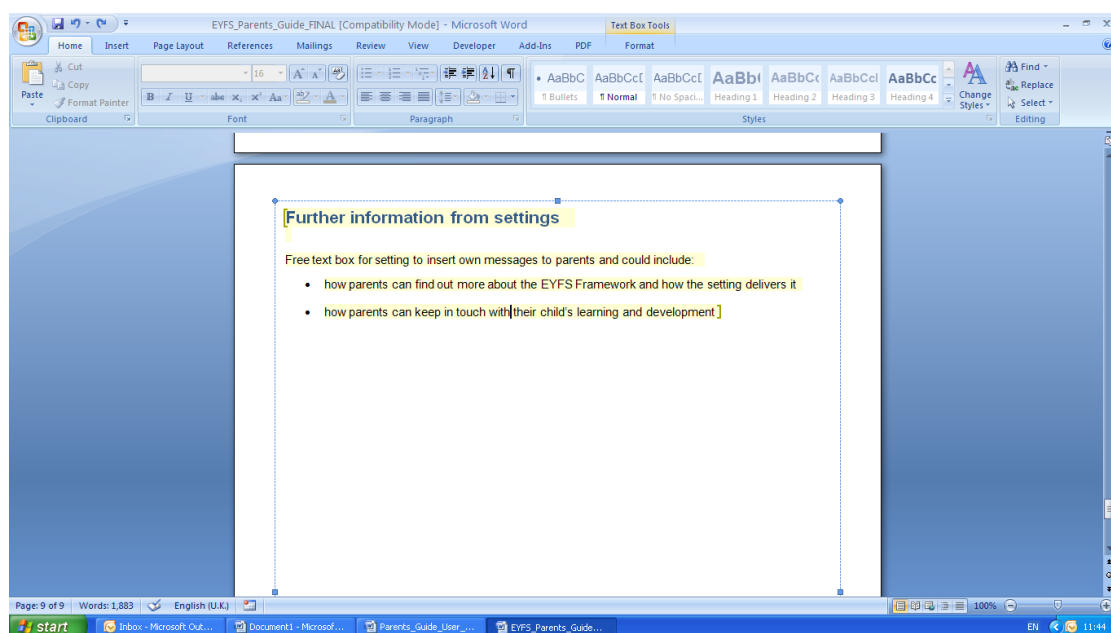
Click save.

How to insert text into the Parents' Guide

The Parent's Guide has an unprotected text box to allow settings to insert information about the EYFS Framework and how parents can keep in touch with their child's learning and development. This is the last page of the parents' guide. For settings that do not wish to insert further information leave the page blank and do not print all pages from the document.

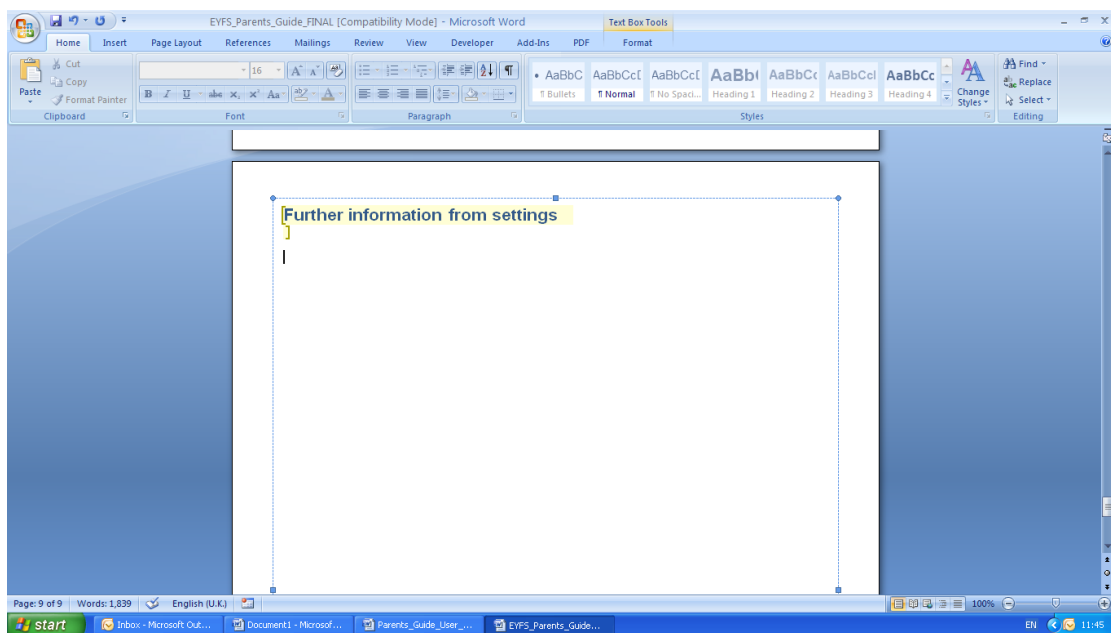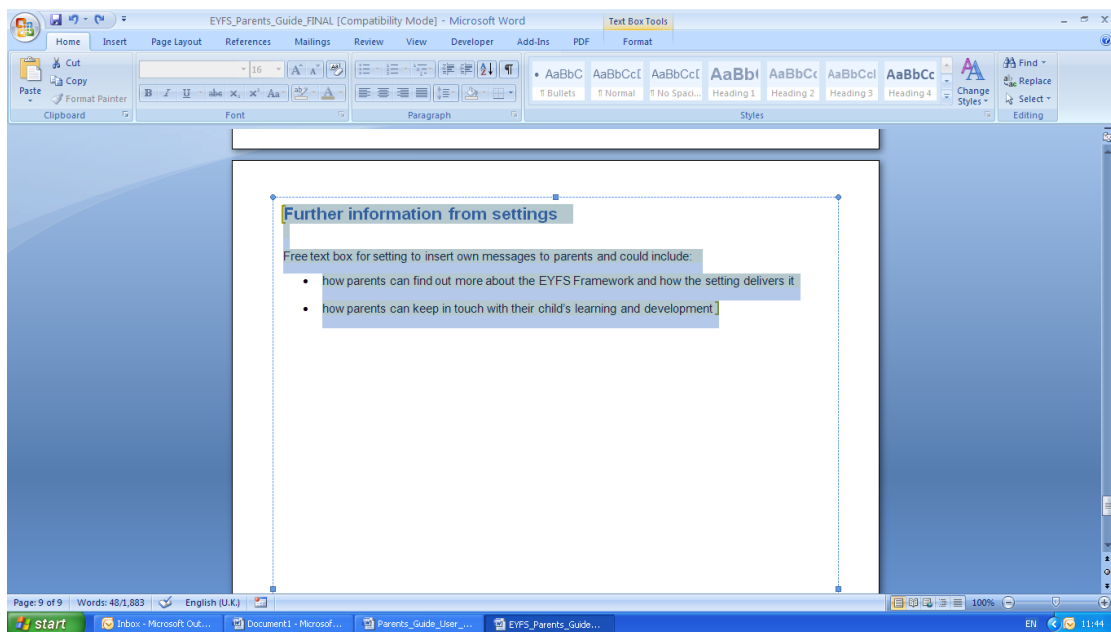To insert text into the parent's guide open the document and scroll to the last page.

Click onto the text box.

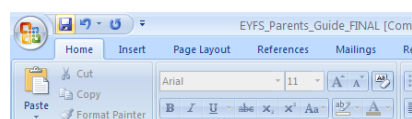Highlight the text in the text box and delete.

This will leave an empty text box for you to insert new text. You can then text that you wish.

Once you have inserted the text you wish click off of the text box. The text will remain highlighted however this highlighting will not be shown on any printed versions of the document.

Click save.

EYFS
User Guide to the Early Years Foundation Stage Framework Parent's Guide

Where can I go for further information?

We hope that this guide will help you personalise the Parents' Guide for your setting and that that it provides answers to your questions.

However, if you still require further assistance you can contact the Foundation Years team at foundations@4children.org.uk.