

Kindergarten IT Program



Tip – How to create a document ‘zero’?

From user feedbacks, we realised some of the sessions are going to be very similar for every child. E.g. 'EARLY CHILDHOOD SERVICE CONTACT DETAILS' and 'CONTEXT OF EARLY YEARS SETTING/S'. Instead of keep copying and pasting the same content every time, we suggest users to create a document 'zero'. By doing this, users can save some time while creating TLDS by avoiding copying the same content over and over again.

1. Open the TLDS document.
2. Fill in the sections which are going to be very similar for every child. E.g. 'EARLY CHILDHOOD SERVICE CONTACT DETAILS' and 'CONTEXT OF EARLY YEARS SETTING/S'.
3. Save the document. (It's your document 'zero')
4. Open up the document again and use 'Save As' to create the statement which reflects each child.