

WIDT

What I Did Today - Quick Digital Documentation for Child Care



User Guide

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Subscription



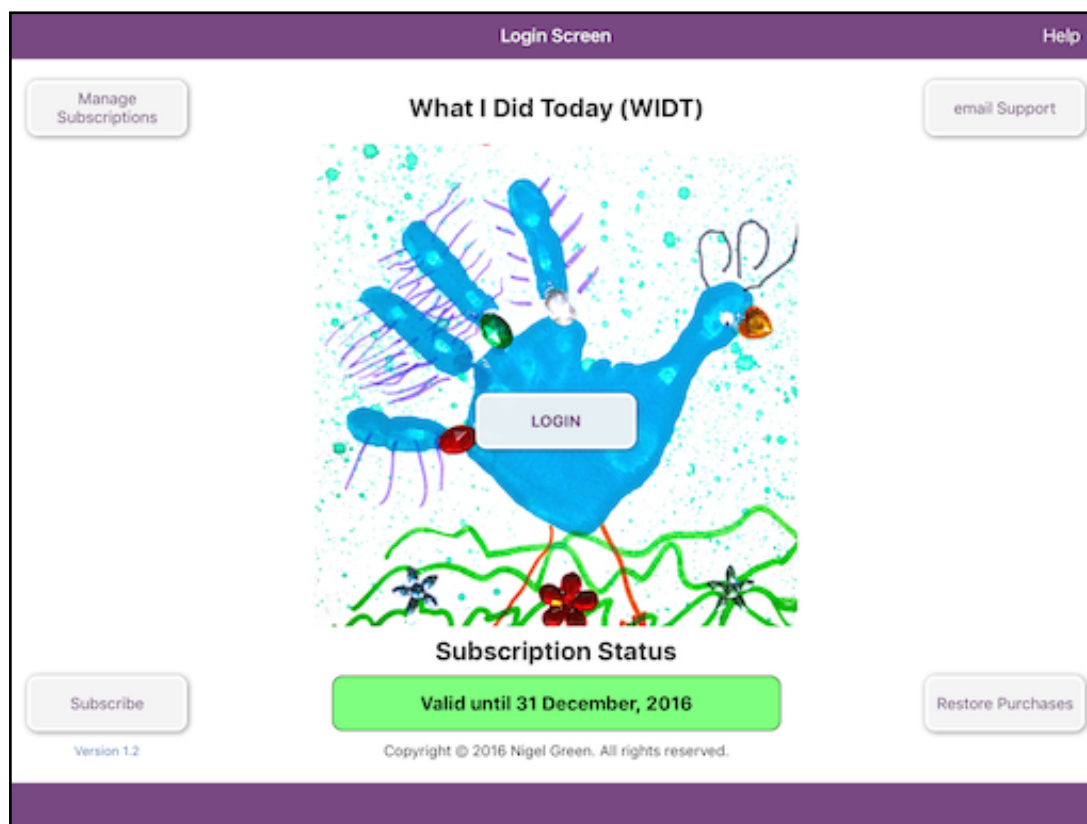
To enable the **LOGIN** button you will need an active subscription.

A 7 day free trial is available to you to see whether the app will meet the needs of your service.

To commence the free trial, you will need to 'purchase' a subscription using the **Subscribe** button, but you will not be charged anything until after the free trial period expires. If you choose to continue using 'What I Did Today' after the trial, you will be charged a monthly fee which you can cancel at any time by turning off auto-renewal using the **Manage Subscriptions** button.

If you upgrade your iPad and/or you restore from a backup, you can use the **Restore Purchases** button to re-activate your current subscription.

Login Screen



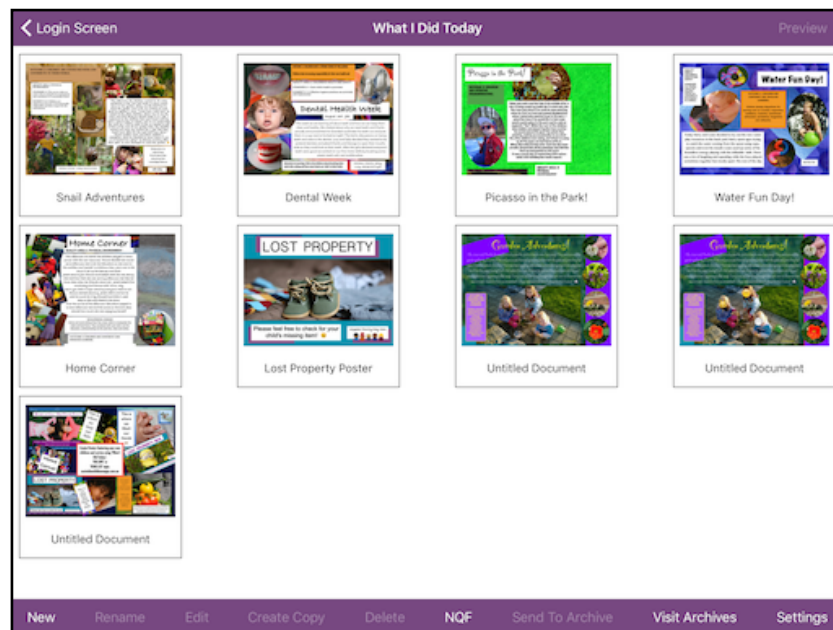
Once you have an active subscription (or trial) the **LOGIN** button will appear and you can proceed to the next screen.

Please Note: A username or password is not required to login, so it is recommended that you protect your iPad with a passcode if you are concerned about children deleting all your hard work...

The **Help** button downloads and displays this document.

If you need technical support, please use the **email Support** button to contact the developer directly for assistance.

Main Screen



New: Creates a blank Document.

Rename: You may rename a Document to anything you like. This is mainly for your own reference but it is also used as the email subject when sharing. To rename a Document you must first select it.

Edit: Edits an existing Document. You must first select a Document to edit.

Create Copy: Creates an exact copy of the selected Document. This can be used to create similar designs without needing to start from scratch.

Delete: You may delete any Document by selecting it and choosing Delete. You will be prompted before anything is deleted, just to be sure.

NQF: View the MTOP/EYLF framework references and ACECQA resources.

Send To Archive: Moves the selected Document to the Archives. It can be restored from within the Archives at any time, if you wish.

Visit Archives: Review the archived Documents or choose to restore some.

Preview: This is a READ-ONLY preview of the selected Document. You can use this to ensure you do not accidentally change anything before exporting.

Settings: See Settings on Page 13 for more information.

Documents



Add Text: Adds a blank text box, ready for input.

Add Photo: Adds a new photo placeholder, ready to accept an image. Double tap the placeholder to bring up photo import options.

Add Date: Inserts the current date in DD/MM/YY format.

Add Tag: Displays a list of custom Tags to insert. Tags can be created and edited on the Settings page.

Documents (cont.)

MTOP: If chosen in Settings, this will be available. Select to display a list of 'My Time, Our Place' outcomes. Different levels of detail are available - see Settings on Page 13.

EYLF: If chosen in Settings, this will be available. Select to display a list of 'The Early Years Learning Framework' outcomes. Different levels of detail are available - see Settings on Page 13.

NQS: If chosen in Settings, this will be available. Select to display a list of 'National Quality Standard' Quality Areas. Different levels of detail are available - see Settings on Page 13.

BG (Background) Colour: This has two uses. It can be used to change your background colour if you don't want a background image or alternatively it can be used to tint your chosen background image. To change the colours use the red, green, blue and alpha (transparency) sliders or HEX if you are familiar with using web colours.

BG (Background) Image: You can choose any image from your existing Photos or take a new one with the iPad camera to use as your background image.

Documents (cont.)

Action Bar: Actions become available when an object is selected (the selected object has a red border). Some objects share the same actions whereas others have actions that are unique to their type.

All objects share these actions:

- **Lock:** Use this to temporarily disable the object from being selected or moved. This is particularly useful when layering objects. To unlock an object, long press on the background. NB. This will unlock all locked objects, so you may need to re-lock some objects before continuing.
- **Down Layer:** This moves the selected object down one layer. You might need to do this if the object is on top of or below another object and you wish to make it more or less visible.
- **Up Layer:** This moves the selected object up one layer. You might need to do this if the object is on top of or below another object and you wish to make it more or less visible.
- **Match Width:** If you would like to add multiple objects and have them be the exact same width, you can use this action. First select the object you wish to change, touch Match Width and then touch the object whose width you want to match.
- **Match Height:** If you would like to add multiple objects and have them be the exact same height, you can use this action. First select the object you wish to change, touch Match Height and then touch the object whose height you want to match.
- **Delete:** This deletes the selected object. **WARNING:** No confirmation is given so be sure you have the correct object selected before using this action or you will need to recreate the object. There is no undo button.

Documents (cont.)

Editable Text Actions:

Edit On/Edit OFF. The pen icon next to the lock turns editing on and off. This can be useful when you are trying to resize or move the text box and the keyboard gets in the way (for users without hardware keyboards).

Fonts:

This action is available to all text objects. Use this to change the font, font size, colour and background colour for the selected text object. There are hundreds of fonts available for you to choose from.

Text Alignment:

Left, Center, Right and Justified alignments are available for text objects.

Match Font:

This is available to all text objects and allows you to match the font and font size of another text object. First select the object you wish to change, touch Match Font and then touch the object whose font you want to match.

Border:

Choose from None, Squared and Rounded.

Move/Resize:

The default setting is Move so that you can reposition any object anywhere on the screen. When resizing a text object with your finger, the object resizes from its bottom right corner. After you are finished resizing, you should set the object back to the Move setting so you don't accidentally resize it again.

Documents (cont.)

Photo Actions:

Using gestures, photos can be scaled and rotated to any size or angle.

Reset Image:

This resets the image to its full scale and removes any rotations.

Straighten Image:

Straightens the selected image/photo by rotating it to the nearest 45 degree angle.

Shape Masks:

- No Mask. This removes any shape masks from the image.
- Star
- Circle
- Oval (NB. square photos will appear to be a circle mask)
- Square

Please note: Imported images are automatically reduced in size in order to preserve memory resources and to allow for many different photos and objects to be added.

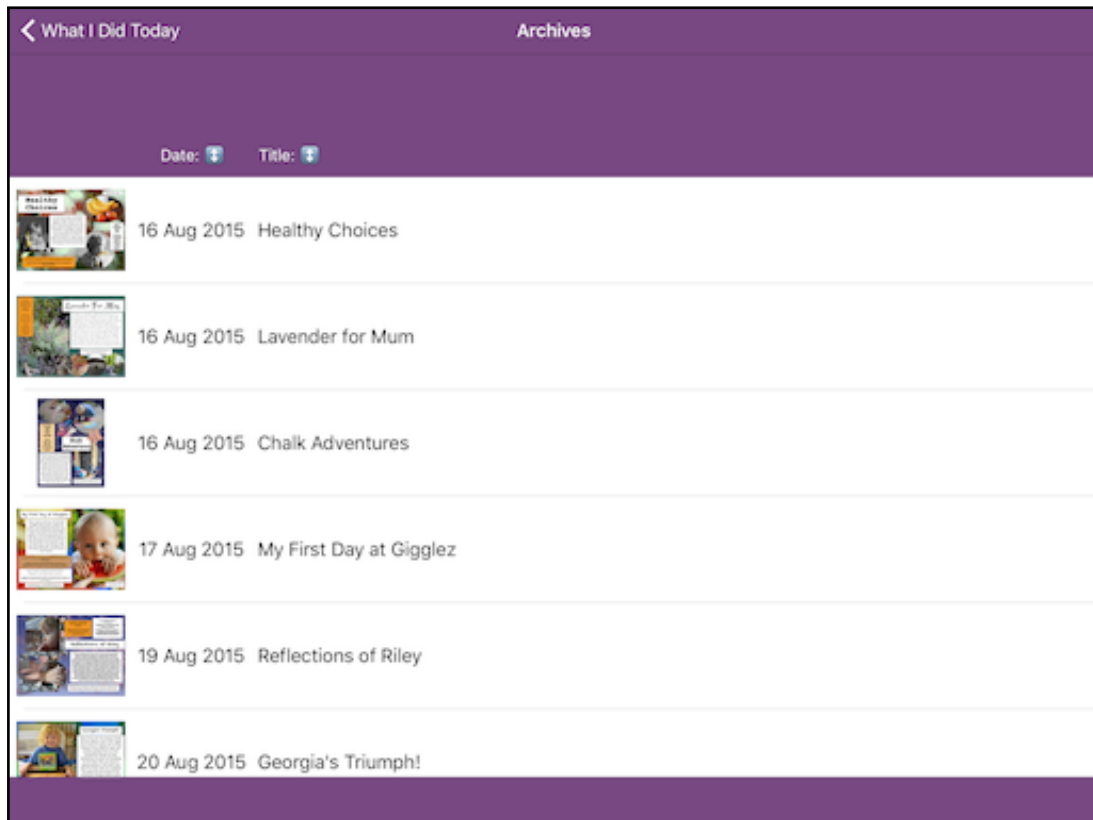
Export

Each Document can be exported and shared using a variety of options including:

AirDrop, Message, Mail, Twitter, Facebook, Copy, Print, Save Image and any other App that supports handling JPEG images.

You can print directly from the iPad if you have an AirPrint enabled printer. Otherwise you can email it to a computer and print it from there or save the JPEG image to a USB drive for printing elsewhere.

Archives



Documents can be archived on the **Main Screen** once they have been emailed or printed off if you wish.

Archiving a Document removes it from the Main Screen, however you can always put it back by selecting it in the Archives and using the 'Restore' button.

You can sort items in the Archives by **Date** or **Title** by selecting each heading.

Settings

National Quality Framework (NQF):

MTOP EYLF MTOP + EYLF

Outcome Detail:

Outcomes Only Outcomes + Elements

National Quality Standard (NQS):

NO YES

Quality Area Detail:

Quality Areas Only Quality Areas + Standards Quality Areas + Standards + Elements

Manage Tags

Outcome Colours: (Select an Outcome then choose a colour)

| Outcome | Current Colour | Replacement Colours |
|-----------|----------------|---|
| Outcome 1 | Yellow | Blue, Red, Brown, Light Blue, Yellow, Dark Red, Pink, White |
| Outcome 2 | Green | Orange, Yellow, Brown, Light Orange, Green, Yellow-Green, Light Green, Grey |
| Outcome 3 | Pink | Pink, Blue, Brown, Light Pink, Magenta, Green, Light Green, Grey |
| Outcome 4 | Purple | Green, Cyan, Orange, Light Green, Purple, Blue, Light Blue, Grey |
| Outcome 5 | Blue | Purple, Magenta, Orange, Light Purple, Blue, Dark Blue, Light Blue, Grey |

National Quality Framework (NQF): Depending on your service requirements, you can choose to display outcomes from MTOP, EYLF or both.

Outcome Detail: Choose your desired level of detail - Outcomes Only or Outcomes and Elements.

National Quality Standard (NQS): Depending on your service requirements, choose whether to display choices from the NQS or not.

Quality Area Detail: Choose your desired level of detail - Quality Areas Only, Quality Areas and Standards or Quality Areas, Standards and Elements.

Outcome Colours: To change an Outcome colour tap on the relevant colour box on the left and select the replacement colour on the right.

Settings (cont.)

Manage Tags: Change existing tags and/or create new ones. Tags are commonly used terms, sentences or even children's names that can be inserted into Documents without needing to re-type them.


Note: If your tag contains the word Outcome or OUTCOME followed by a number from 1 to 5, it will use the corresponding outcome colour from Settings for the tag background colour.

Copyright

MTOP 'My Time, Our Place', EYLF 'The Early Years Learning Framework for Australia', NQS 'National Quality Standard', NQF 'National Quality Framework'

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