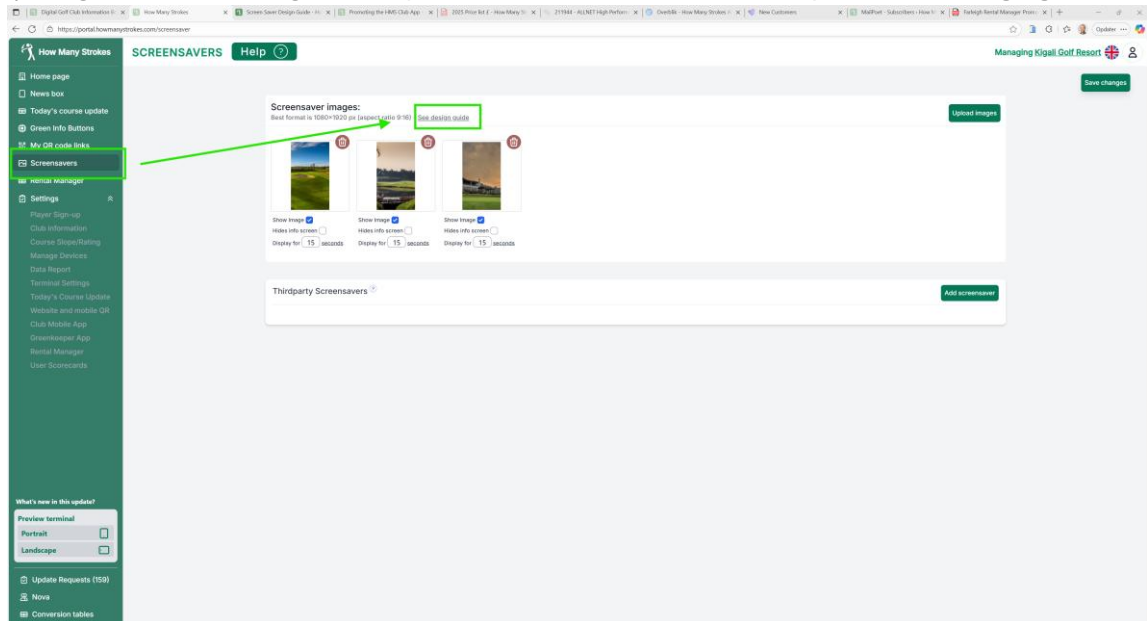


Guide for Screensaver

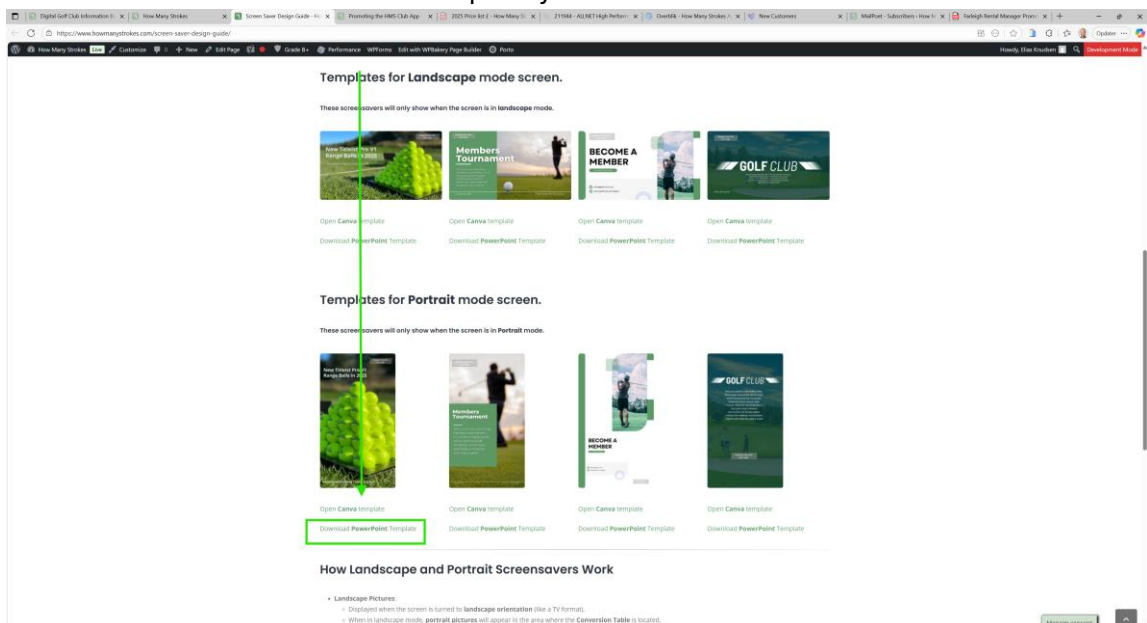
How to make a screensaver with PowerPoint for Information Board background photo (1) and Advertising (2) internal or external ad.

Information Board background photo (1)

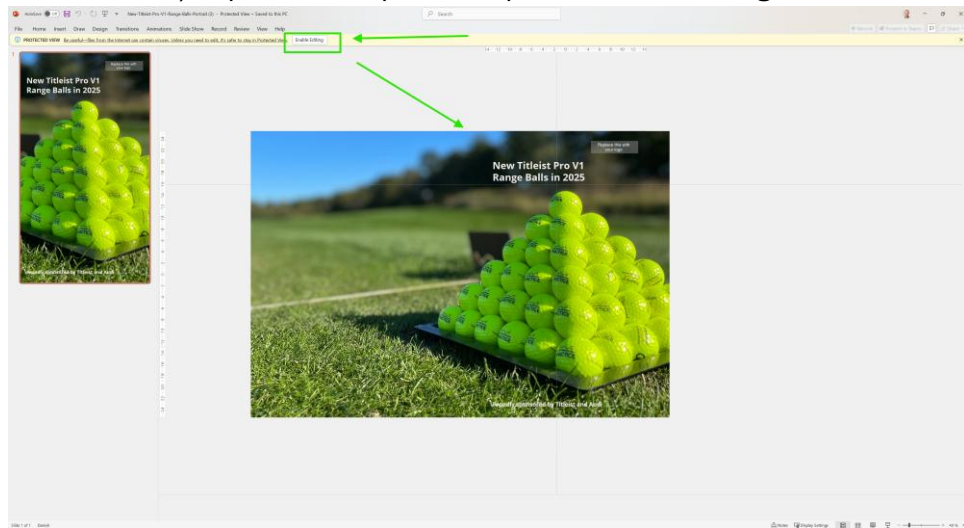
A) Login to HMS Management System under **Screensavers** and press **See design guide**



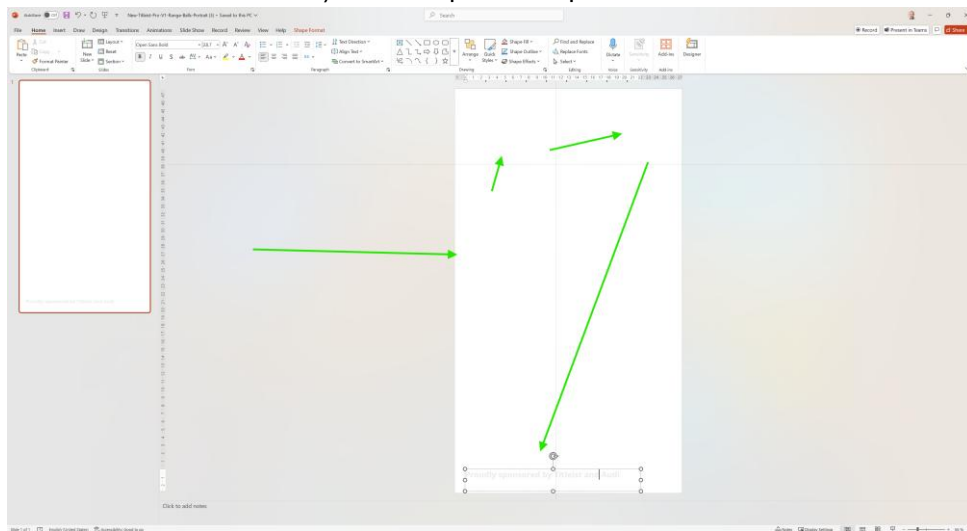
B) New tap will open and scroll down and press **Download PowerPoint Template** for the template you want to use



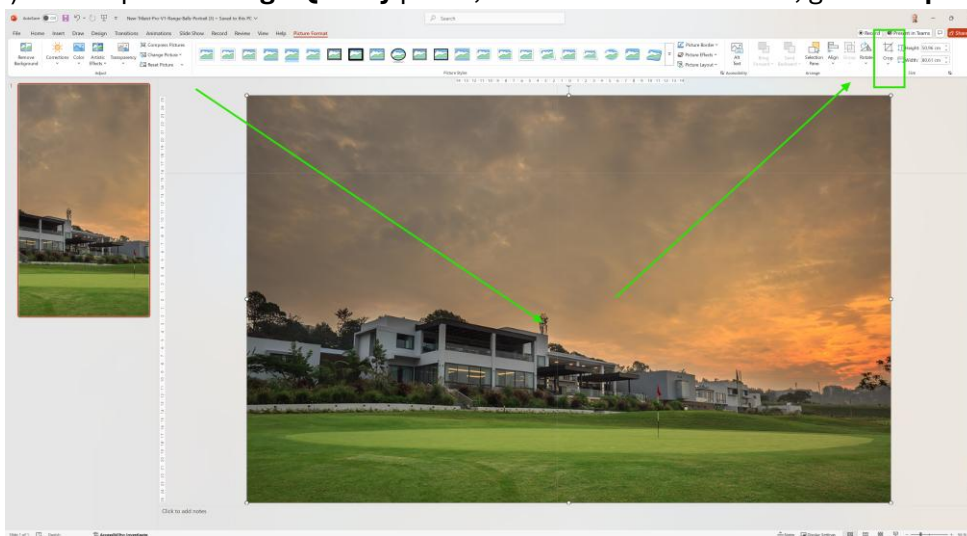
C) Open the Template and press **Enable Editing**



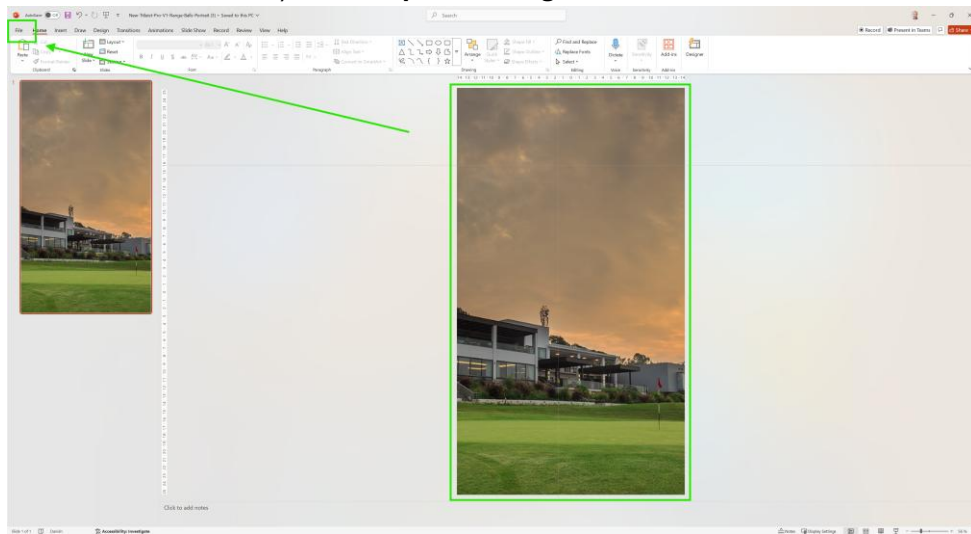
D) Clean up the template



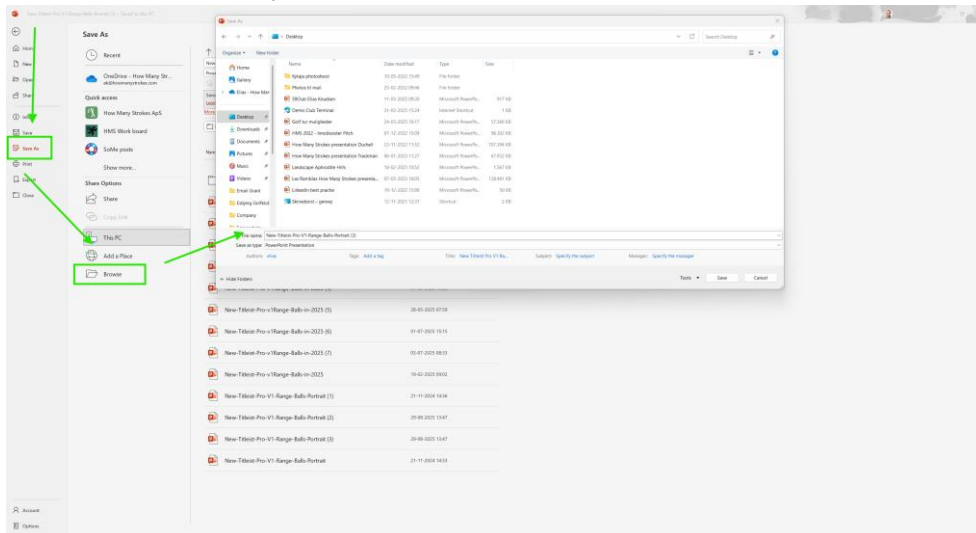
E) Insert photo in **High Quality** photo, fit it to PowerPoint frame, go to **Crop**



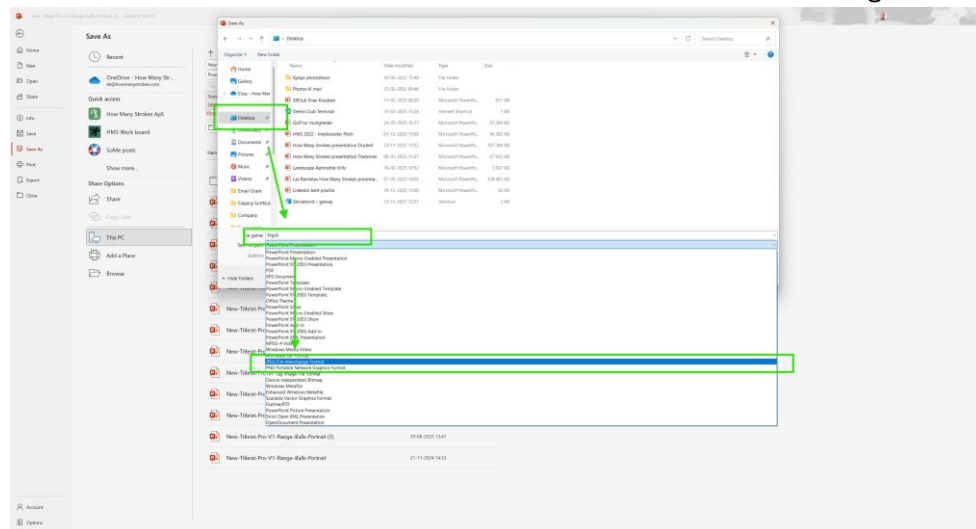
F) Fit the photo and go to Files



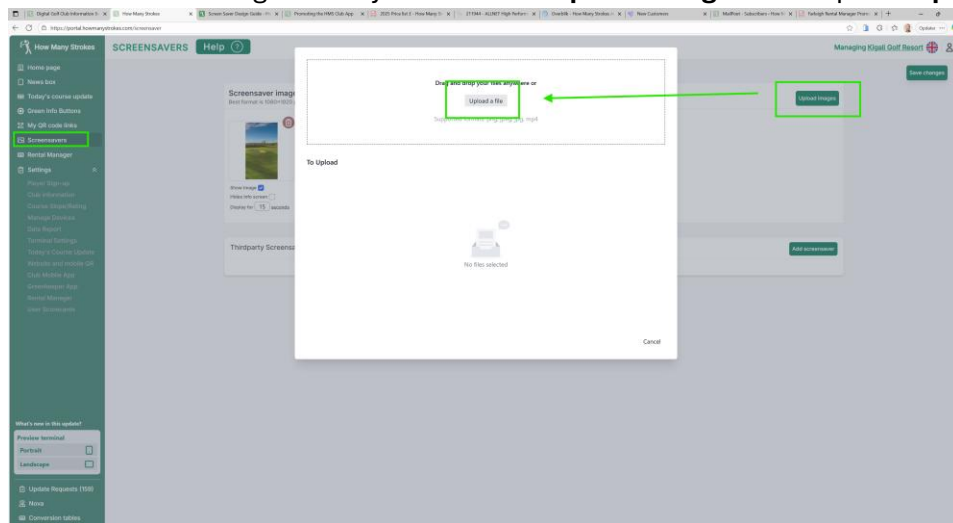
G) Press **Save As** and the **Browser**



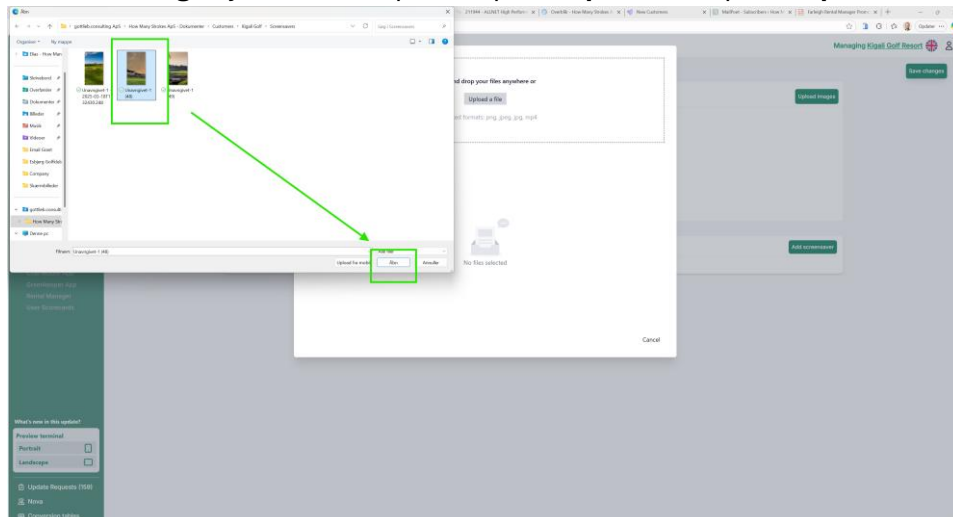
H) Decide where to **save** file – **Name** the file – save as **JPEG File Interchange Format**



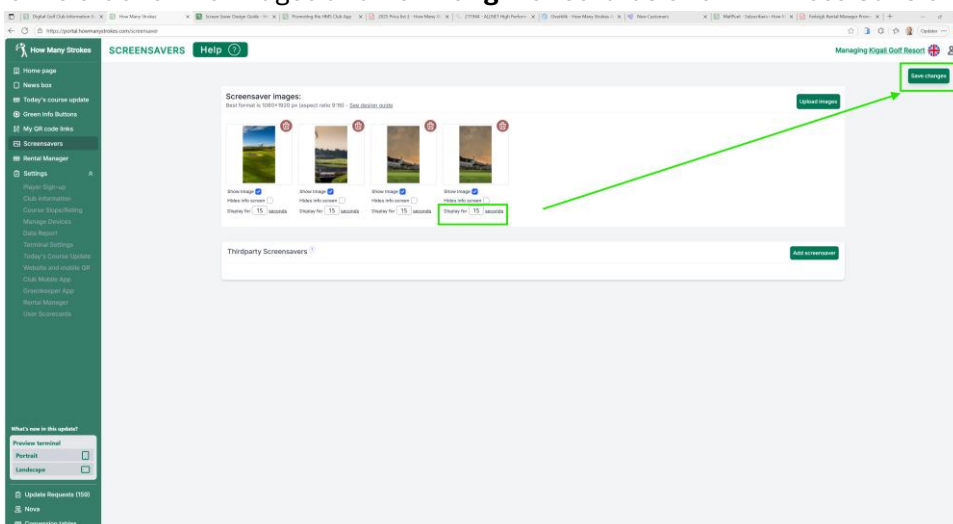
I) Go to **Screensavers** in Management System – Press **Upload images** – then press **Upload a file**



J) Find the images you want to upload – press **open** – then press **Upload now**

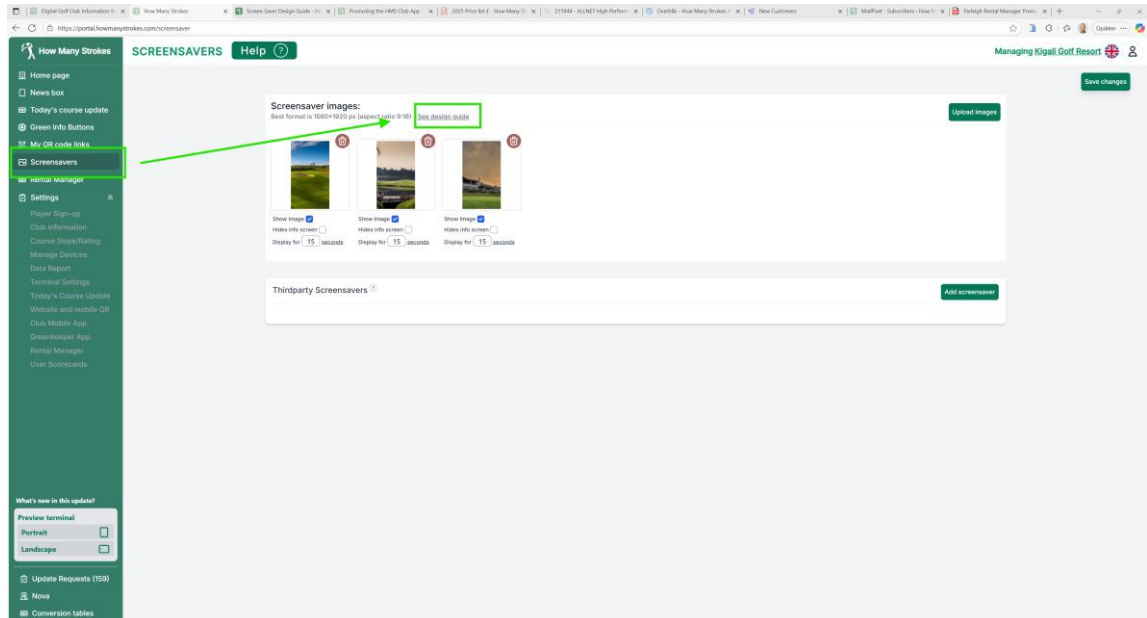


K) Decide the order of the images and **how long it should be shown** – Press **Save changes**

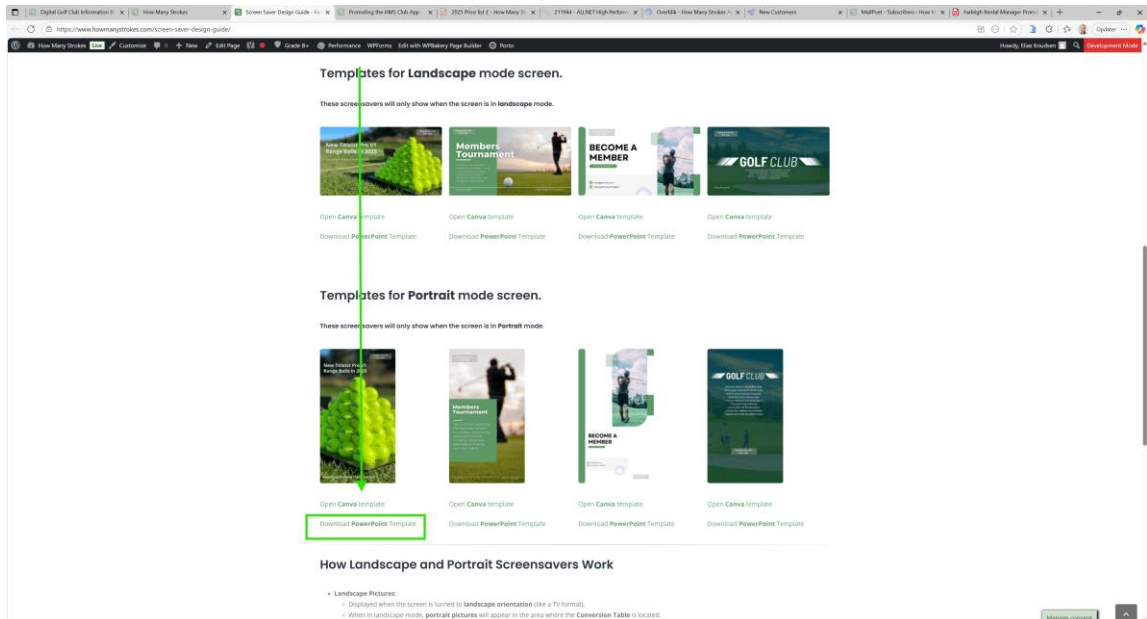


Advertising (2) internal or external ad. (almost the same steps)

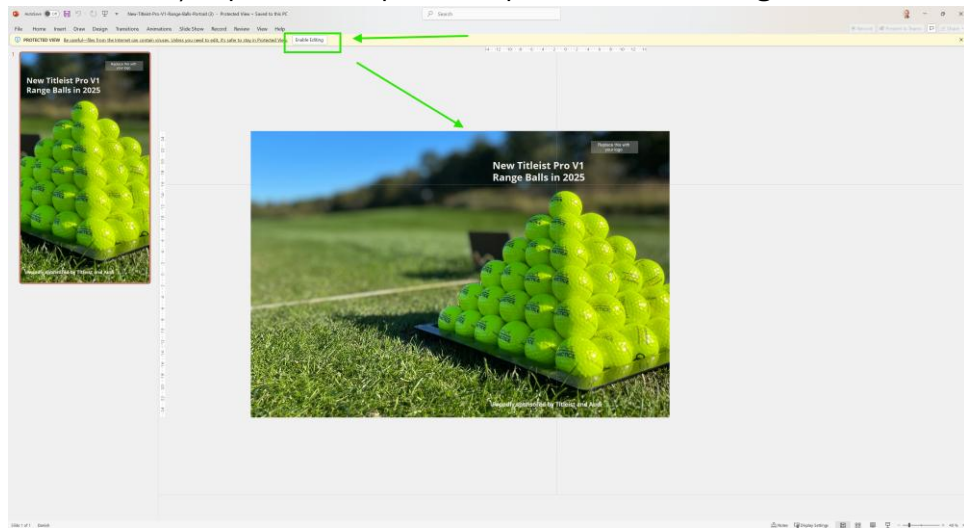
A) Login to HMS Management System under **Screensavers** and press **See design guide**



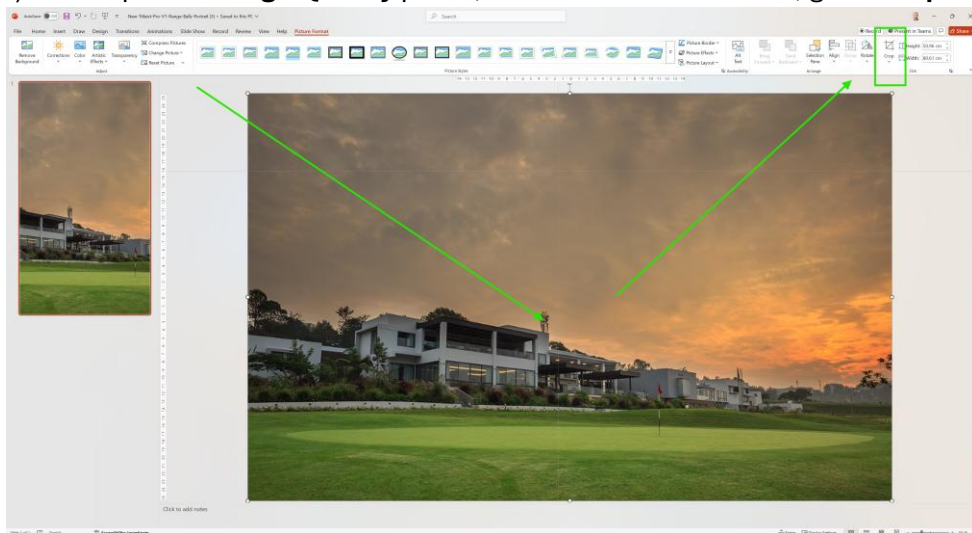
B) New tap will open and scroll down and press **Download PowerPoint Template** for the template you want to use



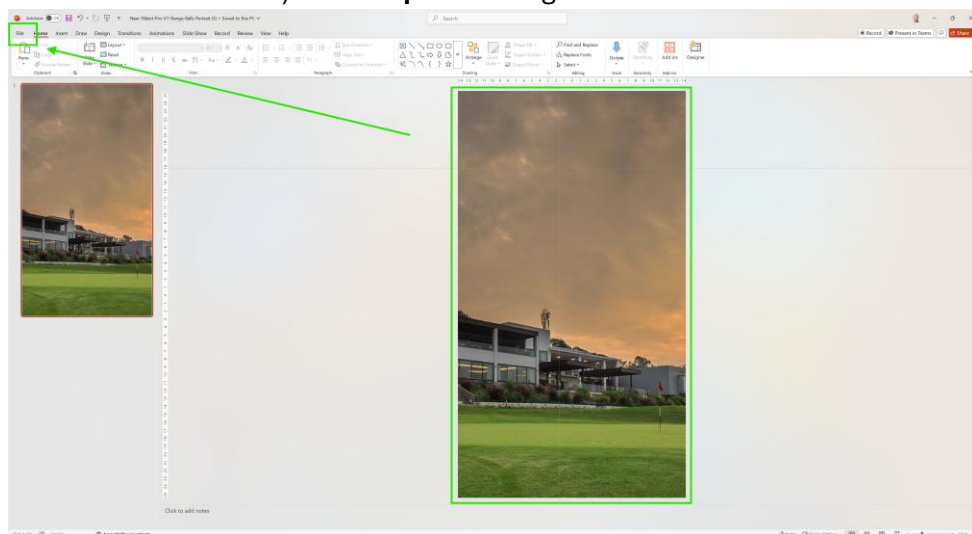
C) Open the Template and press **Enable Editing**



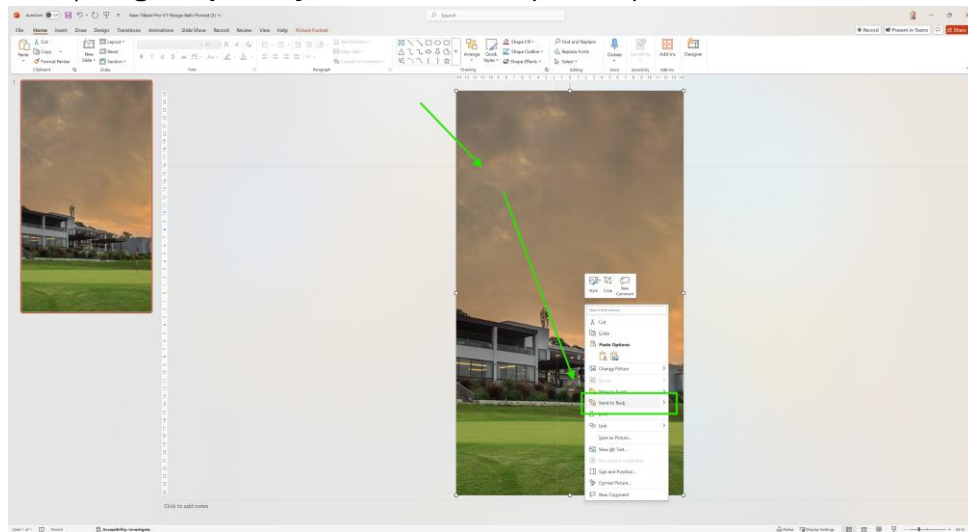
D) Insert photo in **High Quality** photo, fit it to PowerPoint frame, go to **Crop**



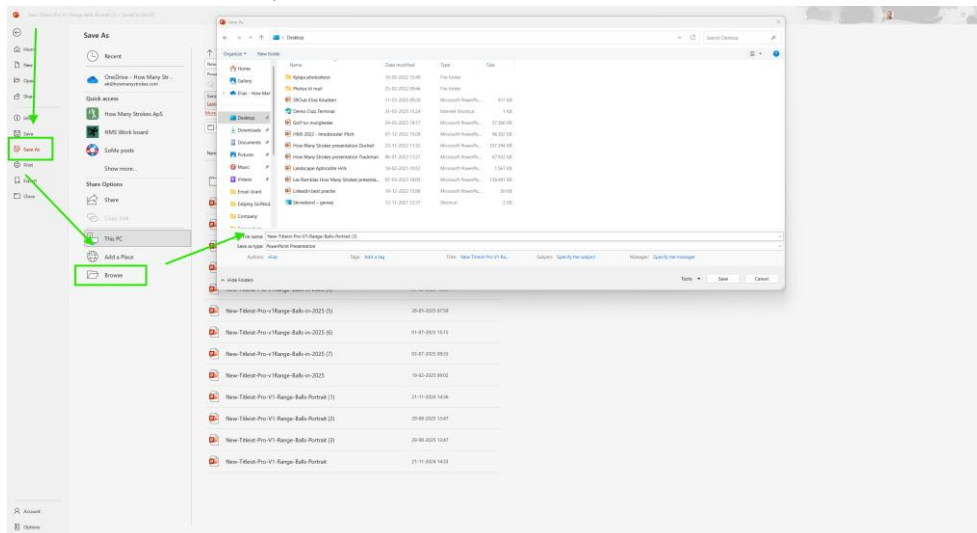
E) **Fit the photo** and go to **Files**



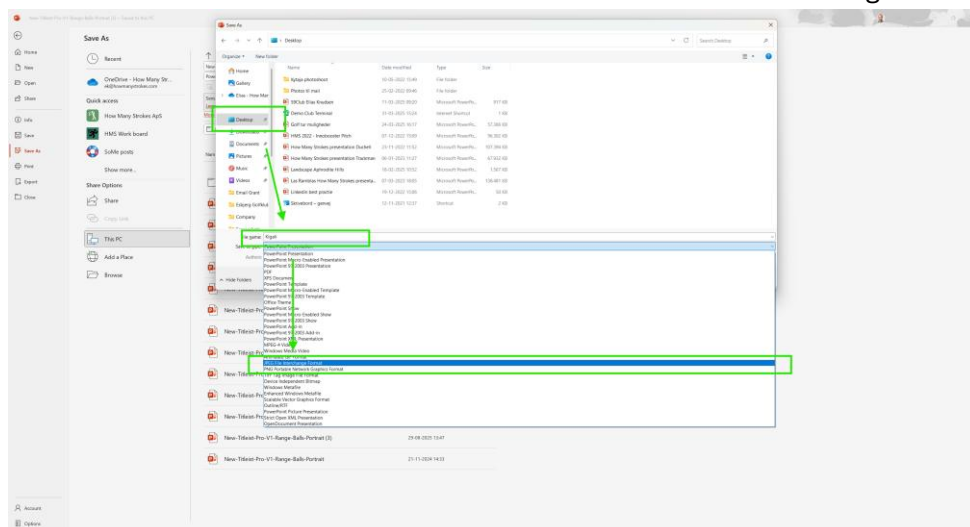
F) Right tap with you mouse on the photo – press **Send to back**



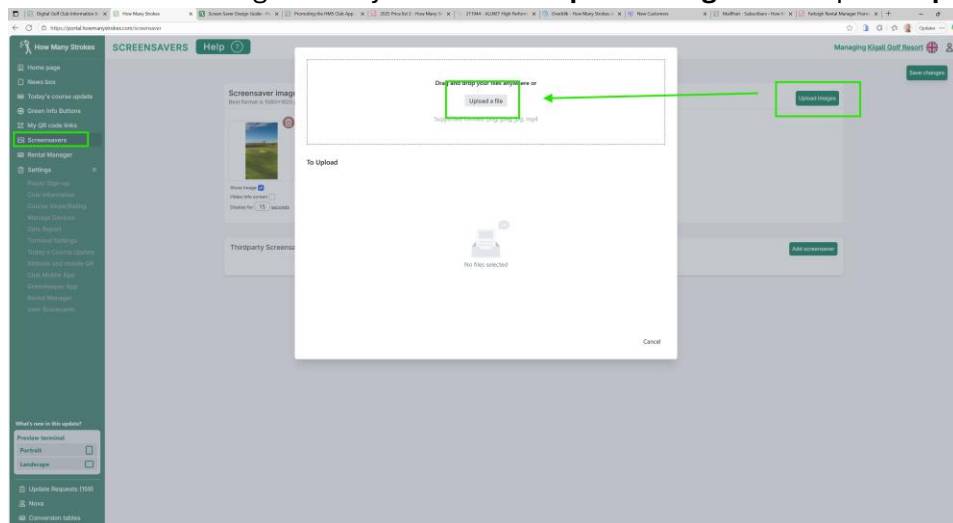
G) Press **Save As** and the **Browser**



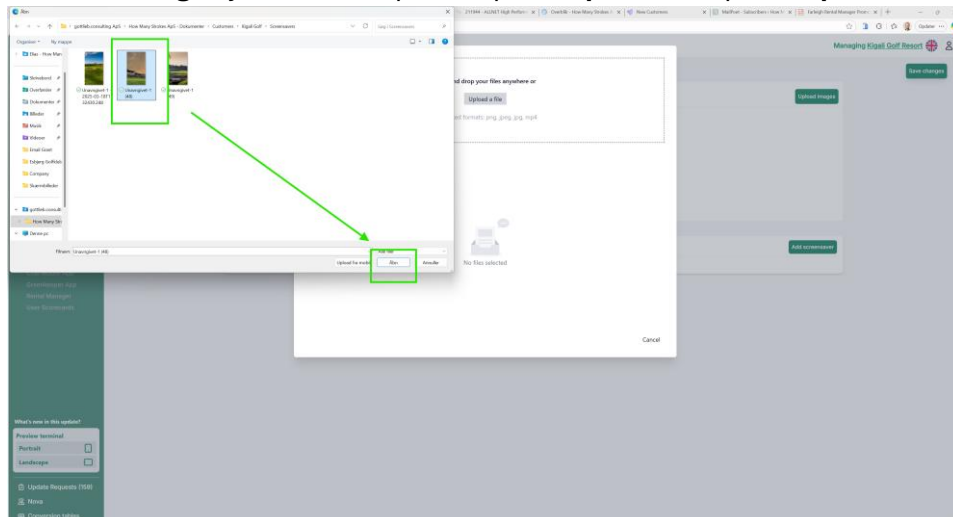
H) Decie where to **save** file – **Name** the file – save as **JPEG** File Interchange Format



I) Go to **Screensavers** in Management System – Press **Upload images** – then press **Upload a file**



J) Find the images you want to upload – press **open** – then press **Upload now**



K) Check **Hide info Screen** - Decide order of images and **how long shown** – Press **Save changes**

