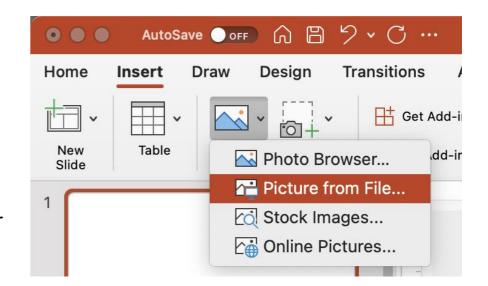# Digital Health Literacy screen display template (vertical)

Adding your logo to the template

1. Click on the **Insert** tab, then **Pictures** > **Picture From File…**
2. Locate your logo and click **Insert**.
3. On **slide 2**, delete the placeholder **"Your logo here"** and arrange your logo in the designated space.
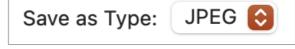

Adding text

1. Click the text **"Date…"** and **"Details…"** on **slide 2** and enter the relevant information.
2. This text is just a guide. Feel free change the colour, font, or the text itself.
3. When finished, click outside of the box; such as the empty area around the slide.

Saving your image

1. Select the background image, your text and logo by **clicking and dragging** over the whole of **slide 2**, or press **Ctrl+A** (**Command+A** for Mac).
2. Right click > **Save as Picture…**
3. Select **JPEG** From the file type drop down.

4. Choose a location to save and click **Save**.

Finished

Upload your new image to your screen display.

DIGITAL HEALTH LITERACY

Date: Monday xx Month 2021
Time: 00:00pm

Details details details details details details details details details details

Your logo here