**How To Amend The Digital Display Templates**

We’ve attached digital display templates for use on your library screens which you can update using Microsoft PowerPoint. To help, please follow the below instructions:

1. Open the presentation in Microsoft PowerPoint.
2. Open your web browser and go to the web browser version of your uLibrary account (libraryname.ulverscroftulibrary.com) and find the titles you’d like to feature on your digital display.
3. Once found, click the title so that you are on the title screen. Once on the title screen right click on the title’s image and select Copy Image. You could also save the image to your device by selecting Save Image As,
4. Once you’ve copied or saved the image, go back to the digital display template and right click on the title you wish to change. If you have copied the image you will click Change Picture > From Clipboard and if you have saved the image you will click Change Picture > This Device > Find The Image.
5. Once you have made your desired changes you can save it as a Powerpoint, or export as a PDF or JPEG/PNG file – whichever format works best for your library screens.