User Manual

Print Certification Program

for

Little Healthy Fighter

# Award Scheme

StartSmart@school.hk Campaign

Content

A) System Requirement

i. Operation System: Microsoft Window 7 or above

ii. Microsoft .Net Framework: Microsoft .Net Framework 4.0 or above

iii. Microsoft Access Database Engine 2010 Redistributable

B) Installation Step

1. Download Certificate Printing Program

Download the setup program in StartSmart@school.hk website
(http://www.startsmart.gov.hk/en/others.asp?MenuID=27).
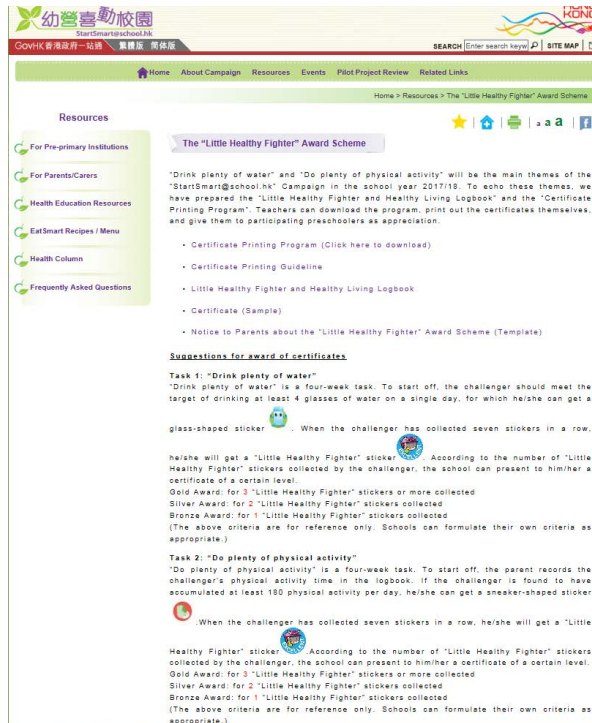
i. Click "Download Program".
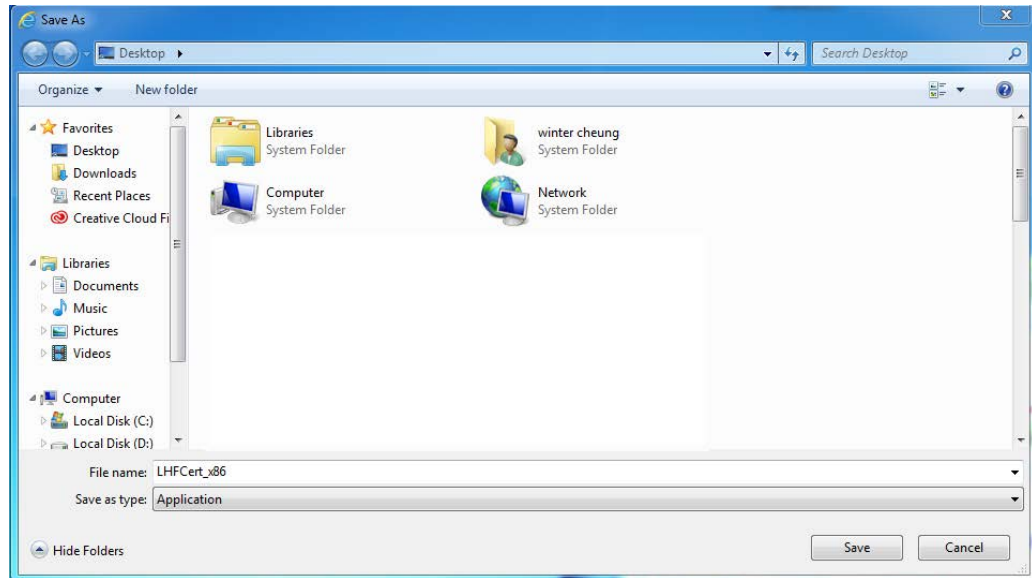
ii. Click ▼ beside "Save".

iii. Click "Save As" to save the setup file.

2. Save Print Certificate Program

     i.   Save the setup file in Desktop.

    ii.   You will see a setup file located in Desktop.

### 3. Installation of Certificate Printing Program

Double click the download file in Desktop. The setup wizard will start. Click "Next" to continue.
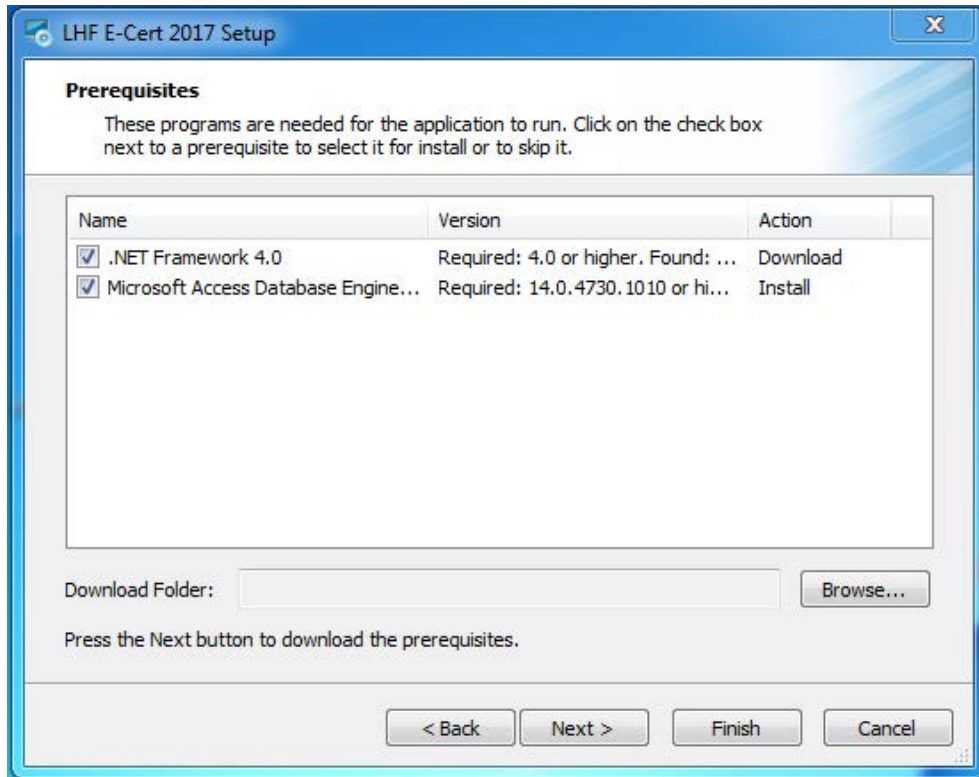
4. Installation of the required software (This step may/may not occurred)

The setup wizard will detect and install the required software if they are not installed in the computer. Otherwise this step will be skipped.

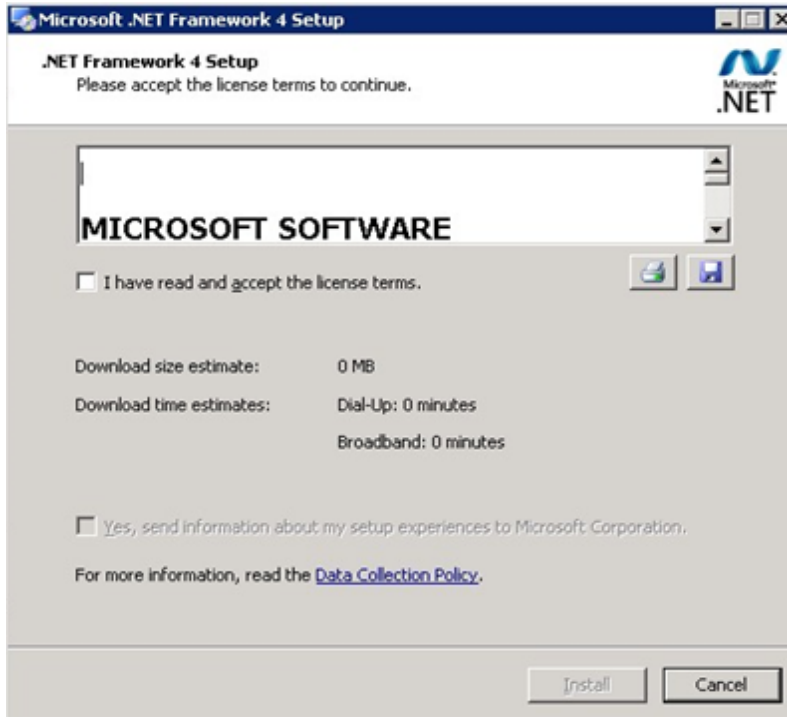   i.   Click "Next" to continue.
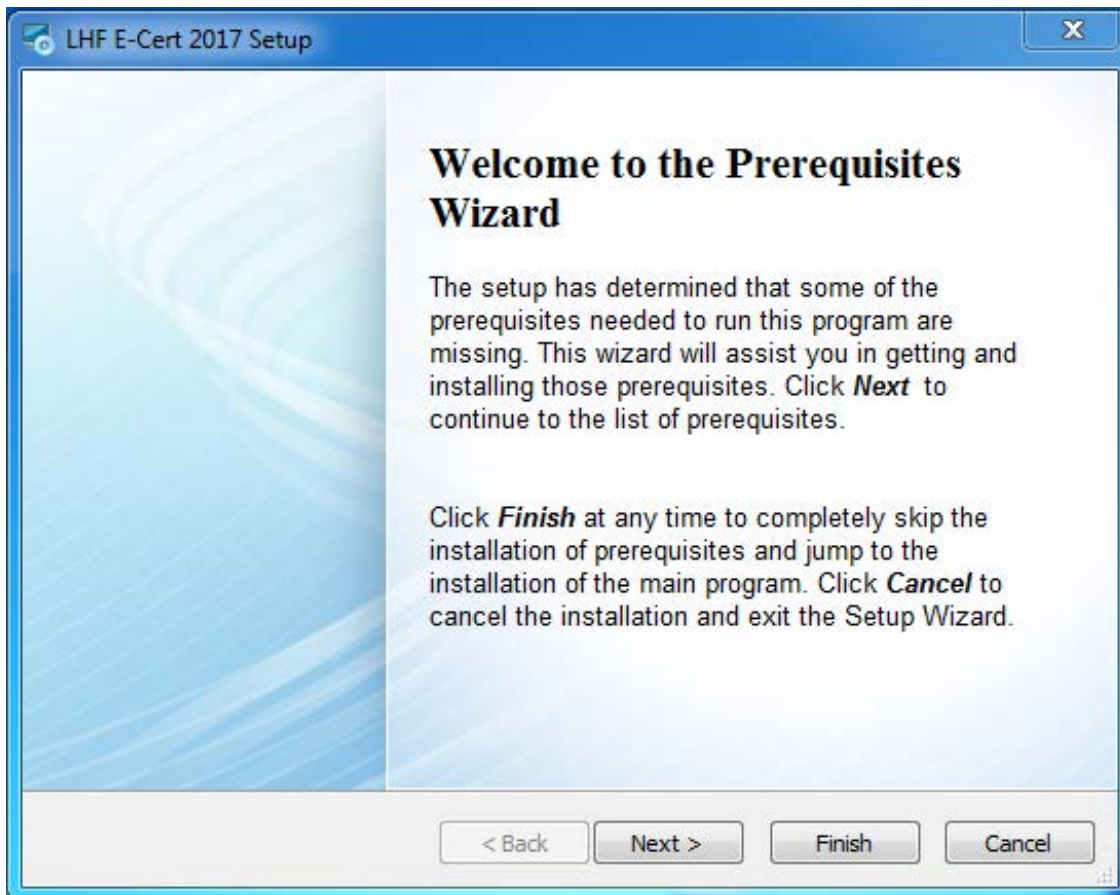
ii.   Select download folder and click "Next" to continue.

a) Installation of Microsoft .NET framework 4.0

    i.   Check "I have read and accept the license terms" and click "Install" to start the installation.

    ii.   Click "Finish" to finish the installation.
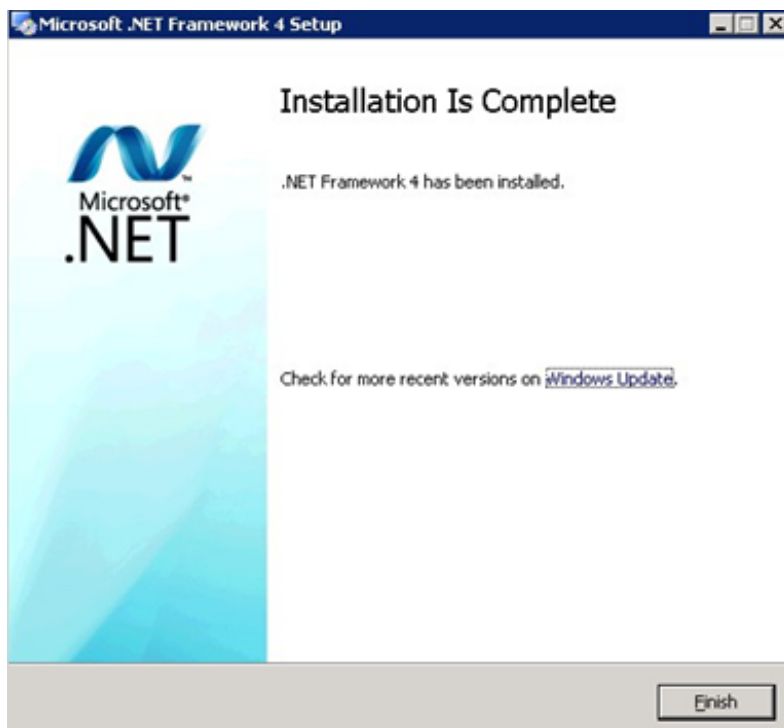
b) Installation of Microsoft Access Database Engine 2010

    i.   Check "I accept the terms in the license Agreement" and "Next" to continue.
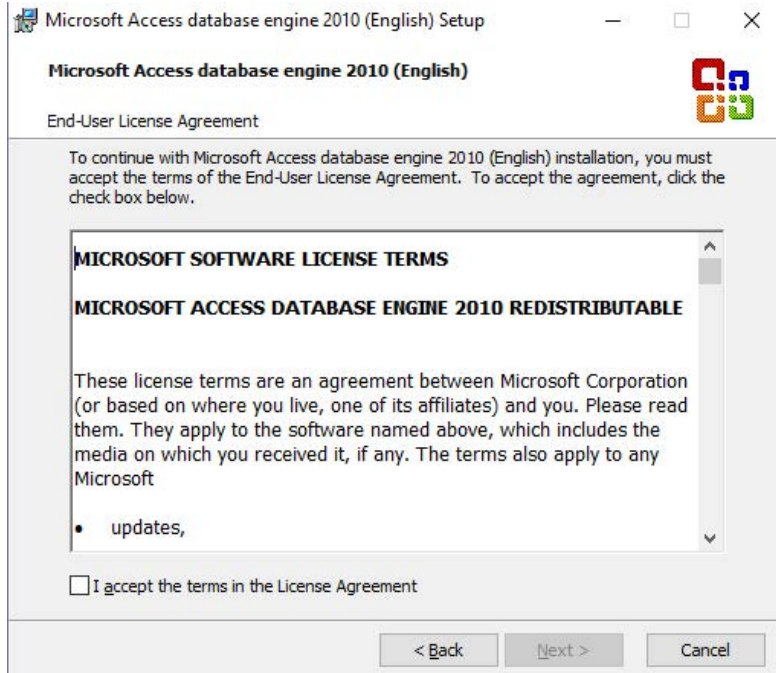
    ii.   Select installation directory and click "Install" to start the installation.
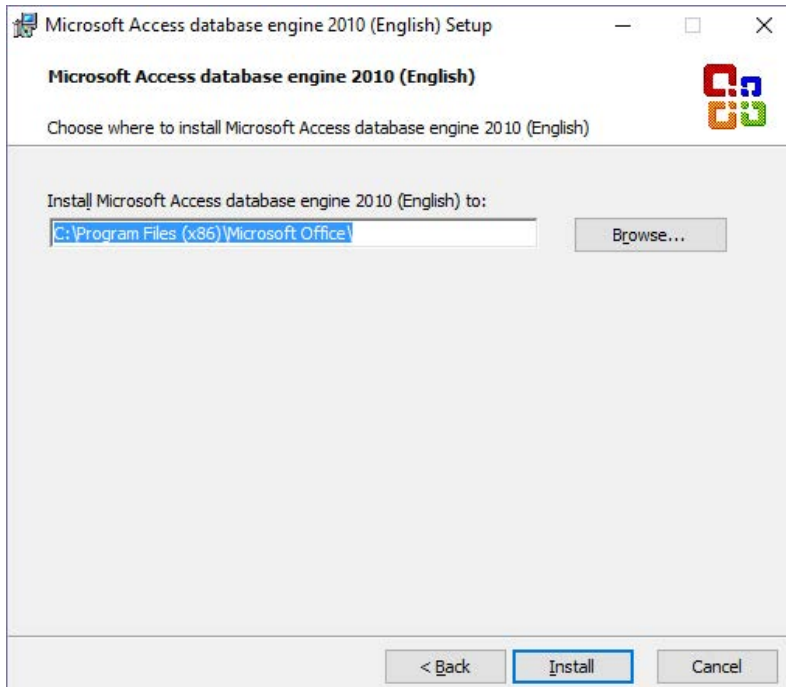
iii.   Setup completed, click "OK" to continue.
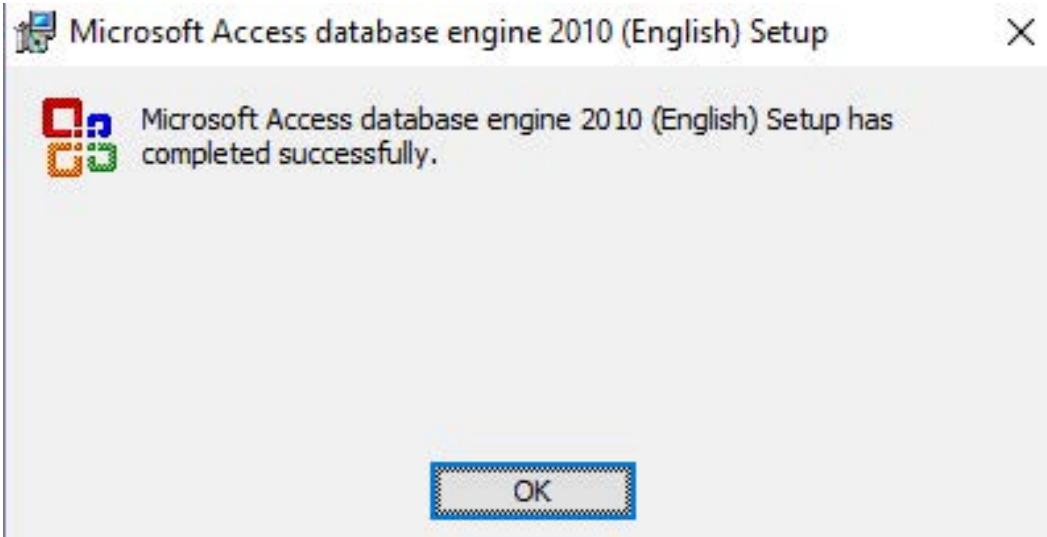
iv.   When the components are installed successfully, click "OK" and the LHF E-Cert 2017 Setup will run again.

5. Select Installation Folder

i.   Click "Install Now" to continue.
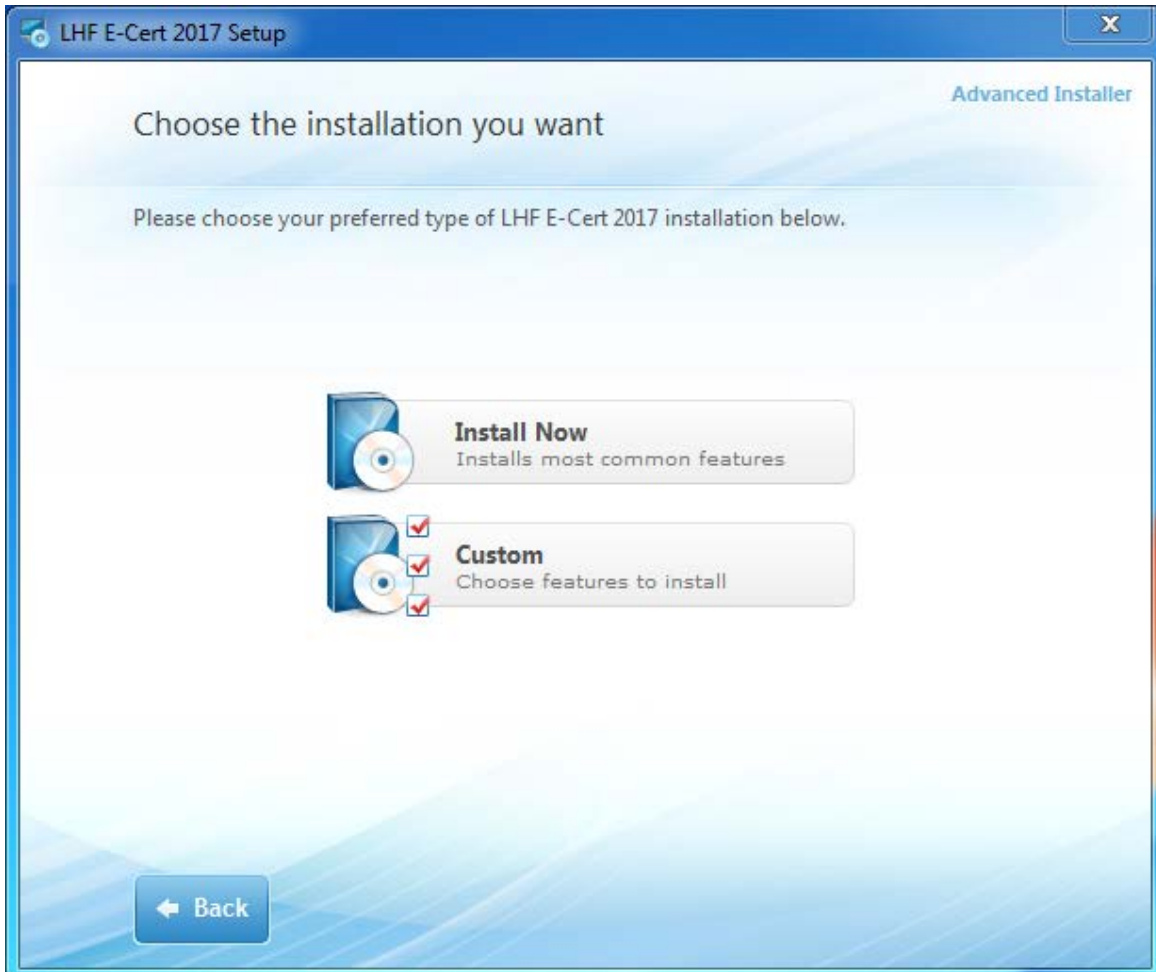
ii. Select installation folder and click "Next" to continue.
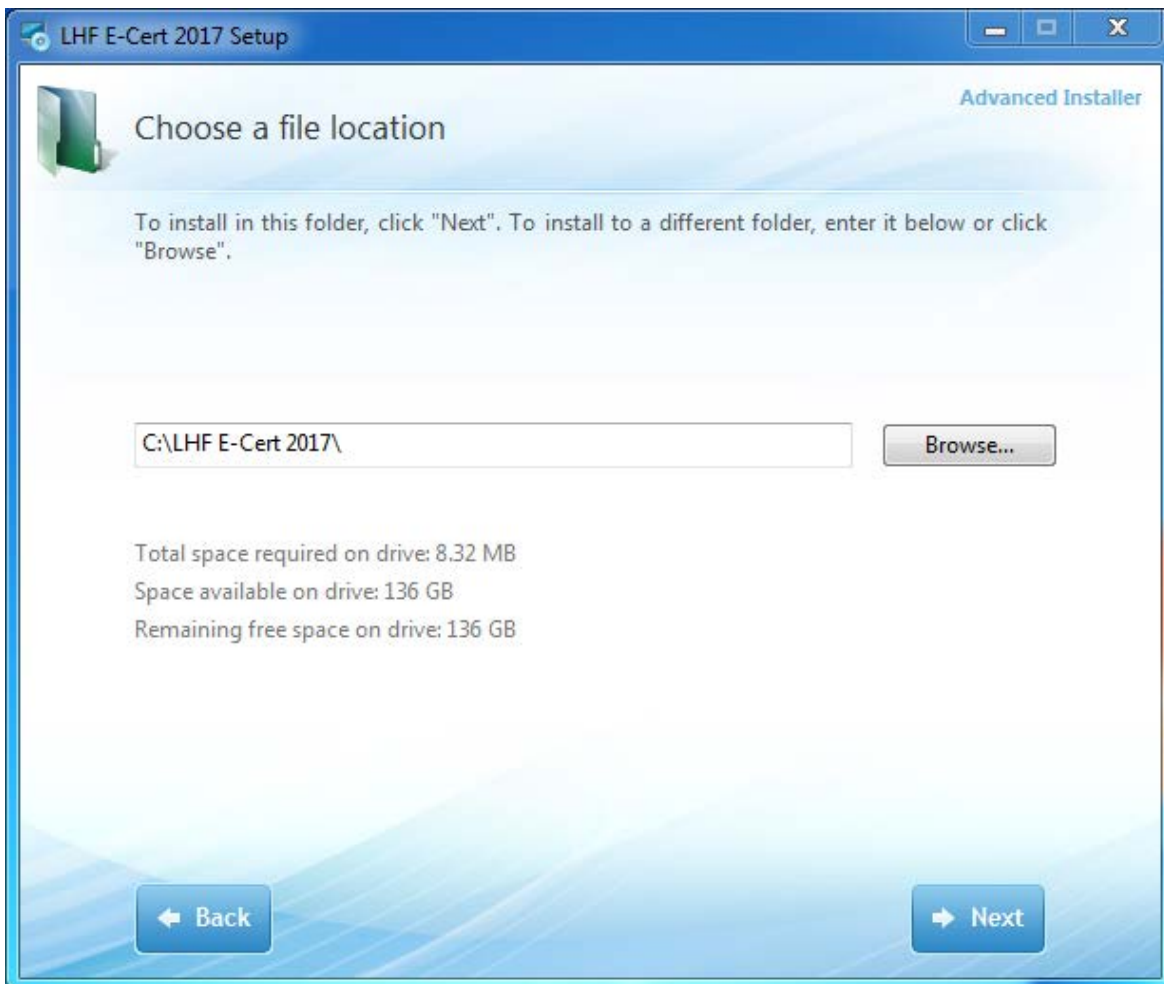
iii. Click "Install" to start the installation.

6. **Complete Setup Wizard**

    i.   Installation is completed. You can click "Close" to exit the setup wizards.
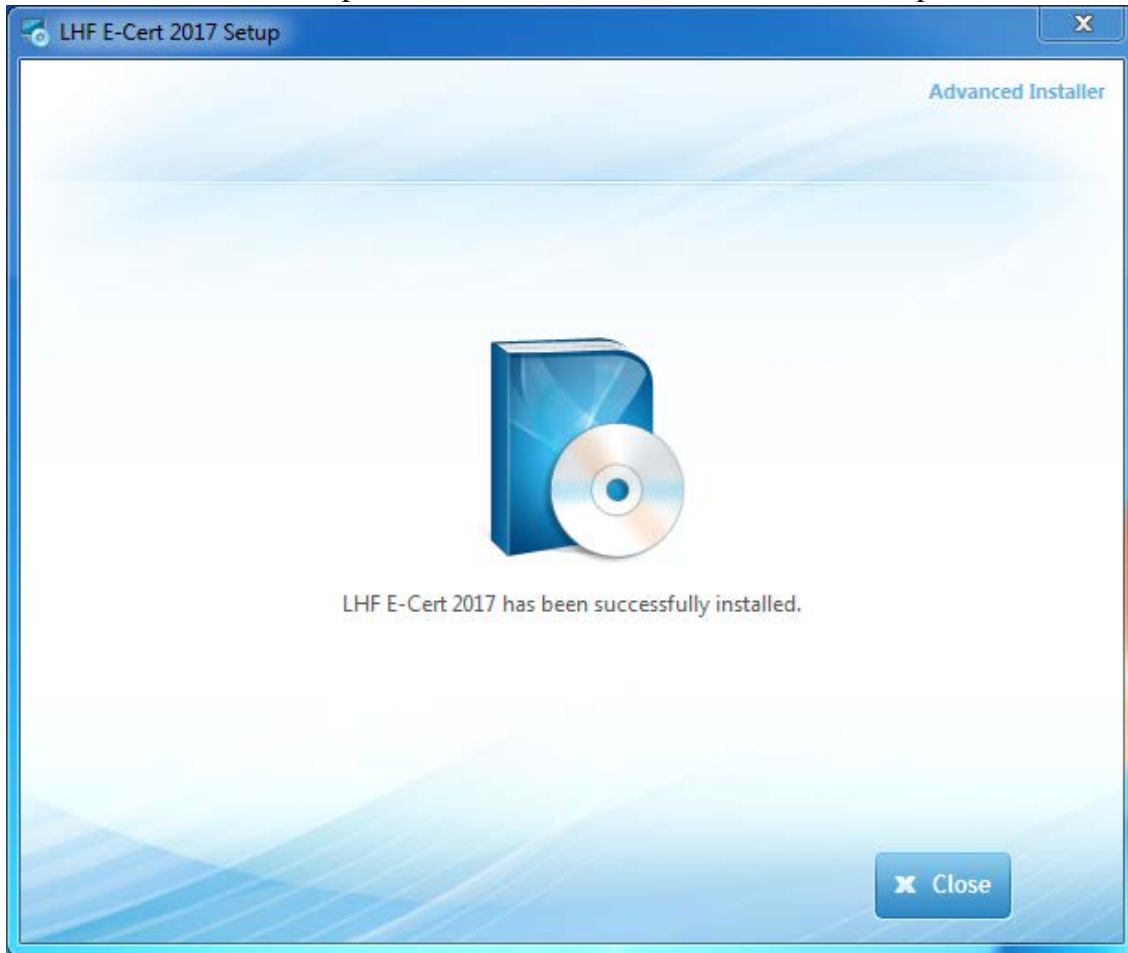
    ii.   After exiting the setup wizard, you will find a new short cut "Shortcut to LHF E-Cert 2017" in your Desktop.

C) Using Print Certificate Program

1. Starting Print Certificate Program

i. Double click the shortcut in your Desktop, then fill in the password and click "Enter".
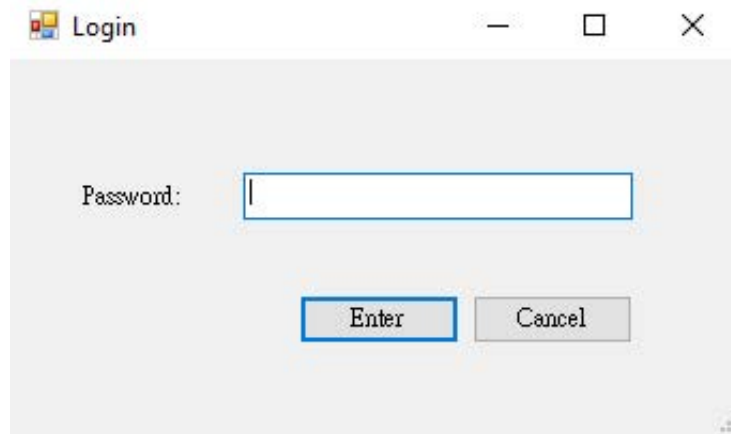
ii. After logging in the application, you will see the following screen:

2. Language Selection

i. Click the button to select English or Chinese language to operate the program.

ii. The language option can be changed later by clicking the button highlighted in red.
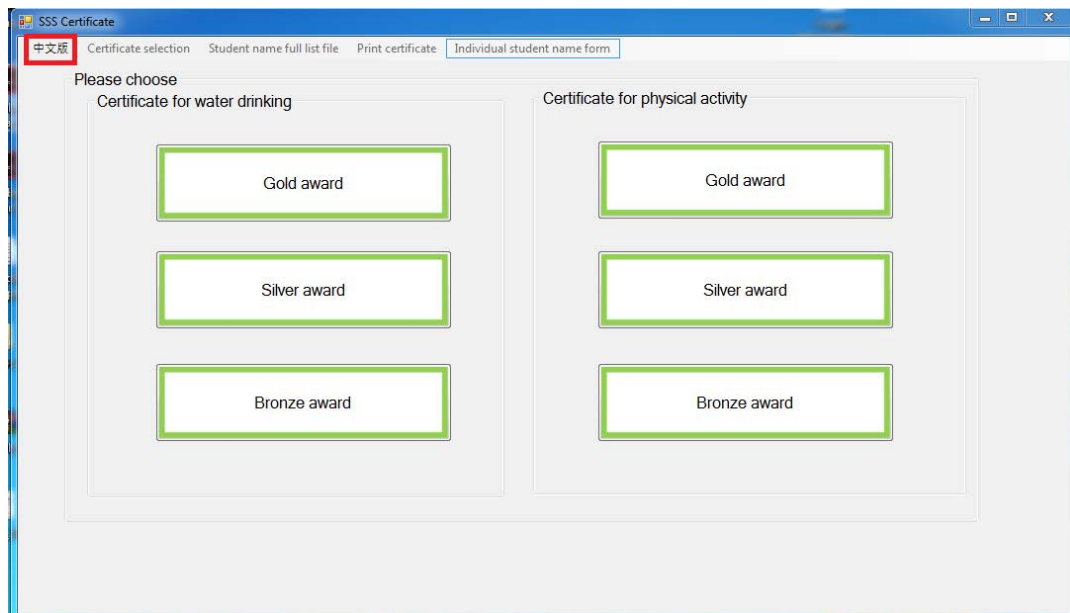
3. Certificate Selection

   i.   There are 2 types of certificate for selection: "Certificate for water drinking" and "Certificate for physical activity".
   ii. For each certificate, there are 3 different awards, namely "gold award", "silver award" and "bronze award".
   iii. User can select the certificate and award type with the buttons as shown.
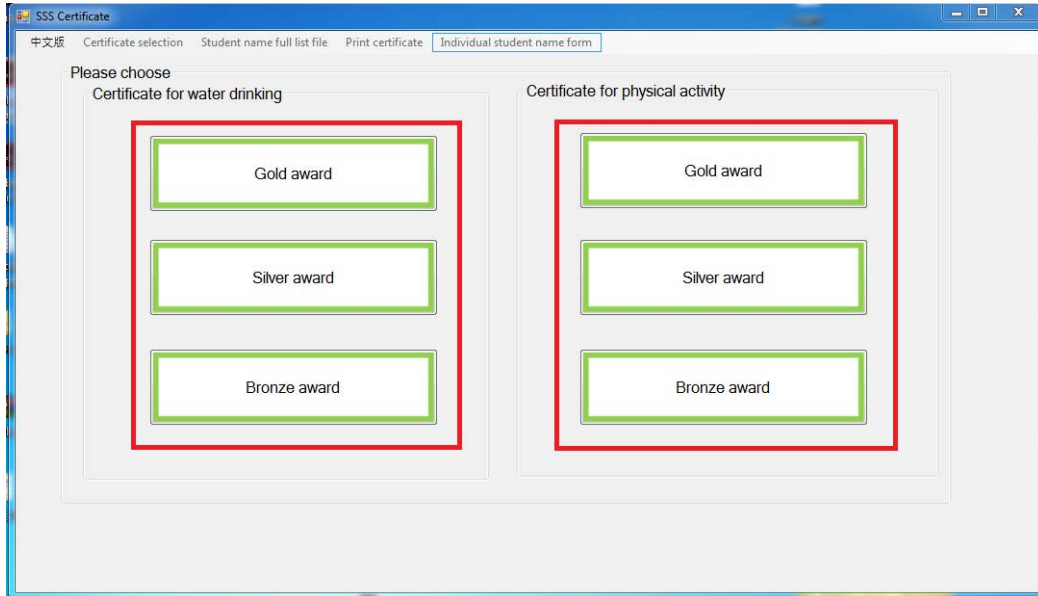
   iv. User can change the selection of certificate later by clicking on the menu button as shown.
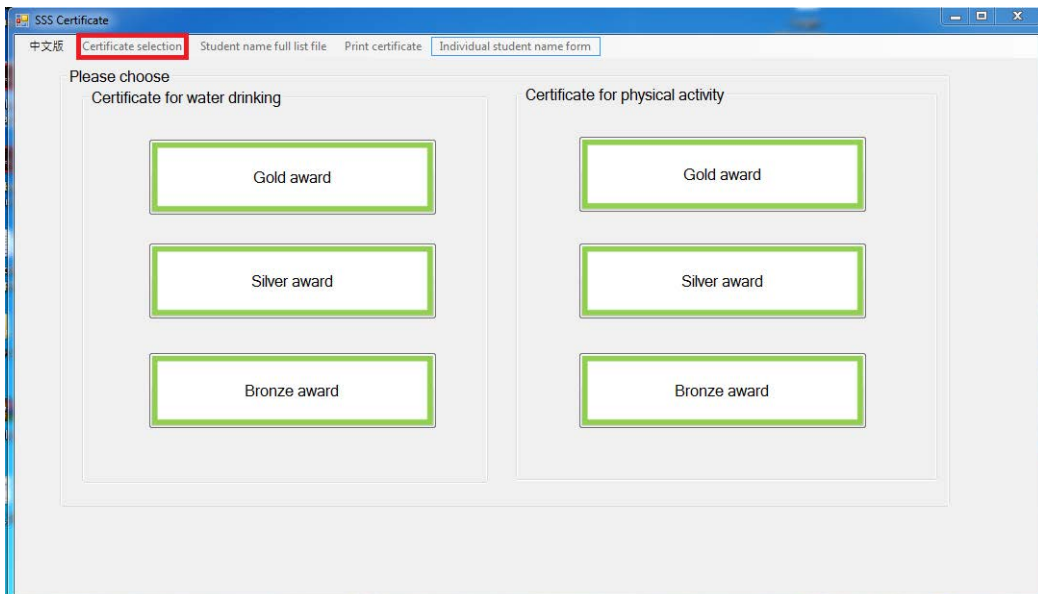
4. Student Name Full List File

i. Click "Student name full list file" to open student name list

ii.   Please fill the information in the column of "Student Name" and "School Name".

iii.   You can fill in the "School Name line 2 (Optional)" if the school name is too long. It will display under "School Name" in the certificate.

iv.   After you fill in the student name list, save and close the Excel spreadsheet.

	A	B	C	D	E	F	G
1	學生姓名 Student Name	學校名稱 School Name	學校名稱第二行 (可選填) School Name line 2 (Optional)	如學校名稱太長, 可選填學校名稱第二行。證書將顯示學校名稱第二行的文字於學校名稱之下			
2	陳大文	健康幼稚園					
3	Chan Tai Man	Healthy Kindergarden					
4				完成試算表後，請儲存及關閉本檔案。			
5							
6							
7							
8							
9				"School Name line 2" is an optional field incase school name is too long to print in one line. The text in "School Name line 2" will be displayed under "School Name".			
10							
11							
12							
13							
14							
15							
16							
17							
18				Please save and close the Excel Spreadsheet after completed names and dates			
19							
20							
21							
22							
23							

5. Preview Certificate

i. After editing the Excel spreadsheet, you can click [|<] [<] [>] [>|]   to preview the certificates in the application.

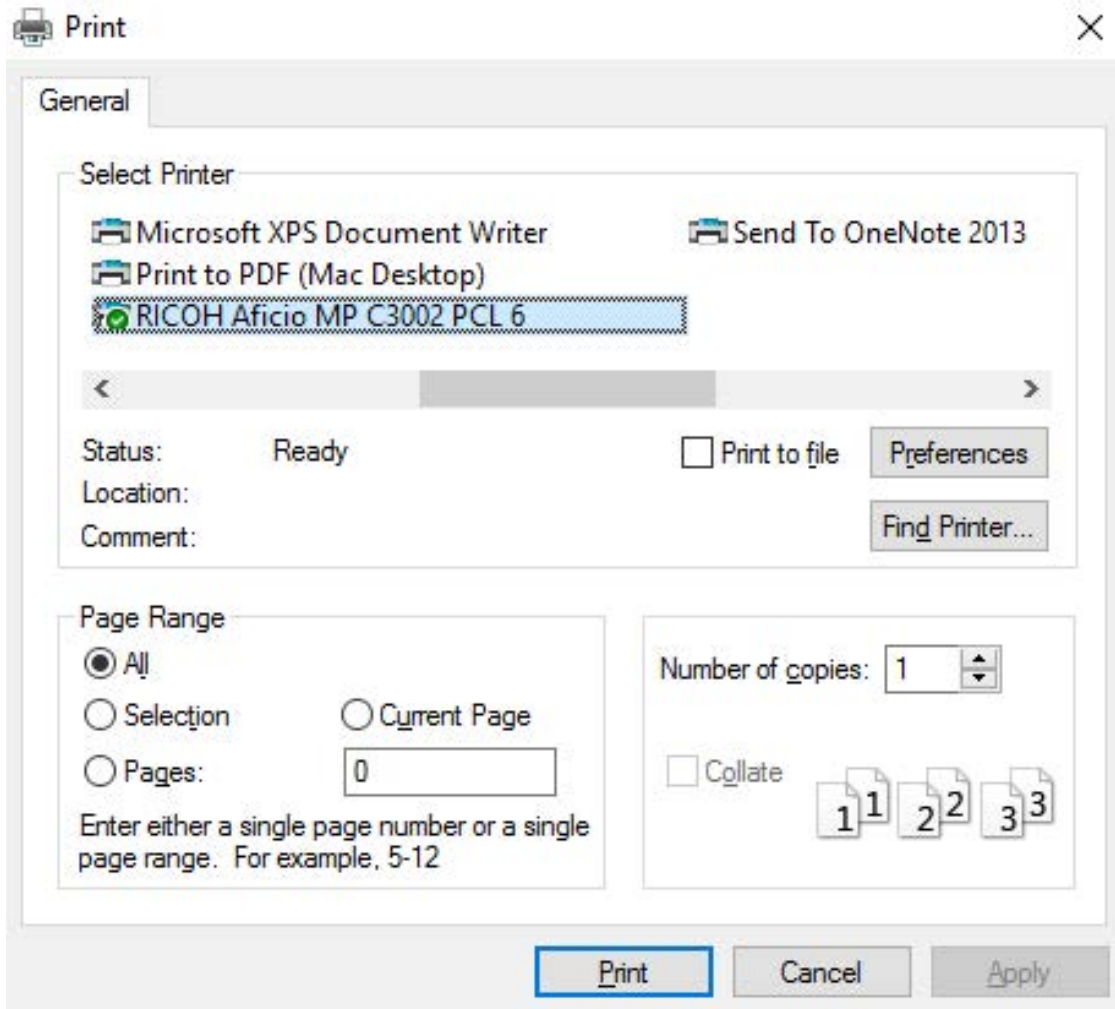ii. User is able to adjust the font size of the student name and school name with the drop down menu as shown.

6. Print All Certificates

i. Click "Print Certificate" to print all certificates stored in the "Student name full list file".

ii.   You can select which printer you would like to use, page range and number of copies and then click "Print" to continue.

7. Individual Student Name Form

i. You can use "Individual student name form" to input and print certificate for individual student.

ii. Please fill the information in the column of "Student Name" and "School Name". You can fill in the "School Name 2 (Optional)" if the school name is too long. It will be displayed under "School Name" in the certificate.

iii. After finished inputting the student's information, click "Preview" to continue.

i. Click "Print Certificate" to print the certificate, the procedure is the same as step 6 in section C ("Using Print Certificate Program").

8. Closing Print Certificate Program

i.   Click the "X" in the top right corner to close the program