

# **User Manual**

## **Print Certification Programme for Little Healthy Fighter Award Scheme**

**StartSmart@school.hk Campaign**

# Content

<b>A) System Requirement.....</b>	<b>2</b>
<b>B) Installation Step .....</b>	<b>3</b>
1. Download Certificate Printing Programme .....	3
2. Save Certificate Printing Programme .....	4
3. Installation of Certificate Printing Programme .....	5
4. Installation of the Required Components (This step may/may not occur).....	6
5. Complete Setup Wizard .....	9
<b>C) Using Certificate Printing Programme .....</b>	<b>10</b>
1. Starting Certificate Printing Programme .....	10
2. Language Selection .....	11
3. Certificate Selection.....	12
4. Student Name Full List File .....	13
5. Preview Certificate.....	15
6. Print All Certificates.....	16
7. Individual Student Name Form.....	18
8. Closing Certificate Printing Programme.....	20

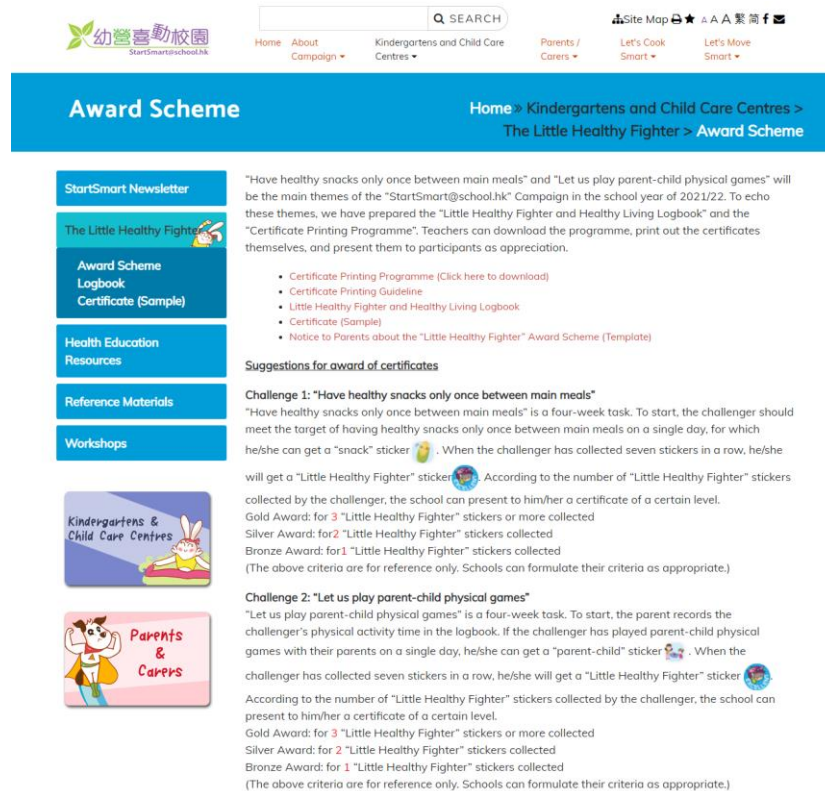
## **A)System Requirement**

- i. Operation System: Microsoft Windows 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 Programme

Download the setup programme in StartSmart@school.hk website (<https://www.startsmart.gov.hk/en/others.aspx?MenuID=27>).



**Award Scheme**

Home » Kindergartens and Child Care Centres » The Little Healthy Fighter » Award Scheme

**StartSmart Newsletter**

**The Little Healthy Fighter**

**Award Scheme Logbook Certificate (Sample)**

**Health Education Resources**

**Reference Materials**

**Workshops**

**Kindergartens & Child Care Centres**

**Parents & Carers**

"Have healthy snacks only once between main meals" and "Let us play parent-child physical games" will be the main themes of the "StartSmart@school.hk" Campaign in the school year of 2021/22. To echo these themes, we have prepared the "Little Healthy Fighter and Healthy Living Logbook" and the "Certificate Printing Programme". Teachers can download the programme, print out the certificates themselves, and present them to participants as appreciation.

- Certificate Printing Programme (Click here to download)
- Certificate Printing Guideline
- Little Healthy Fighter and Healthy Living Logbook
- Certificate (Sample)
- Notice to Parents about the "Little Healthy Fighter" Award Scheme (Template)

**Suggestions for award of certificates**

**Challenge 1: "Have healthy snacks only once between main meals"**

"Have healthy snacks only once between main meals" is a four-week task. To start, the challenger should meet the target of having healthy snacks only once between main meals on a single day, for which he/she can get a "snack" sticker. When the challenger has collected seven stickers in a row, he/she will get a "Little Healthy Fighter" sticker. According to the number of "Little Healthy Fighter" stickers collected by the challenger, the school can present to him/her a certificate of a certain level.

Gold Award: for 3 "Little Healthy Fighter" stickers or more collected

Silver Award: for 2 "Little Healthy Fighter" stickers collected

Bronze Award: for 1 "Little Healthy Fighter" stickers collected

(The above criteria are for reference only. Schools can formulate their criteria as appropriate.)

**Challenge 2: "Let us play parent-child physical games"**

"Let us play parent-child physical games" is a four-week task. To start, the parent records the challenger's physical activity time in the logbook. If the challenger has played parent-child physical games with their parents on a single day, he/she can get a "parent-child" sticker. When the challenger has collected seven stickers in a row, he/she will get a "Little Healthy Fighter" sticker. According to the number of "Little Healthy Fighter" stickers collected by the challenger, the school can present to him/her a certificate of a certain level.

Gold Award: for 3 "Little Healthy Fighter" stickers or more collected

Silver Award: for 2 "Little Healthy Fighter" stickers collected

Bronze Award: for 1 "Little Healthy Fighter" stickers collected

(The above criteria are for reference only. Schools can formulate their criteria as appropriate.)

- Click "Certificate Printing Programme (Click here to download)".
- Click  beside "Save".

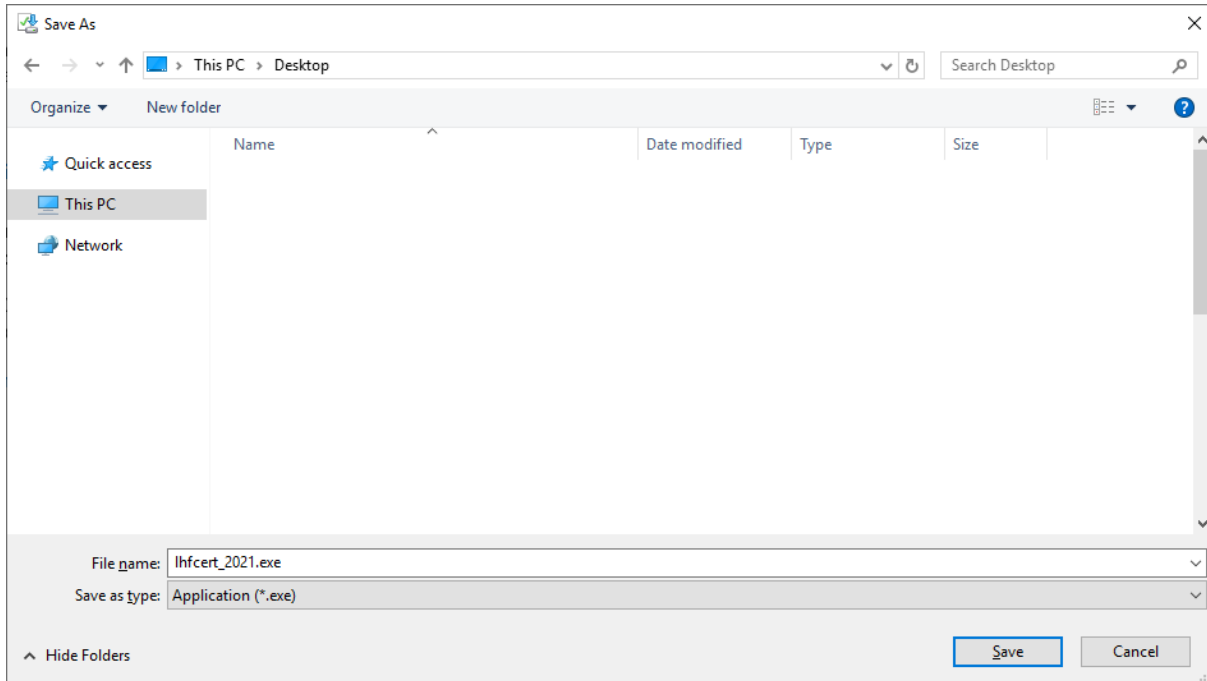


- Click "Save as" to save the setup file.

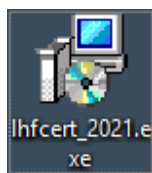


## 2. Save Certificate Printing Programme

- i. Save the setup file in Desktop.



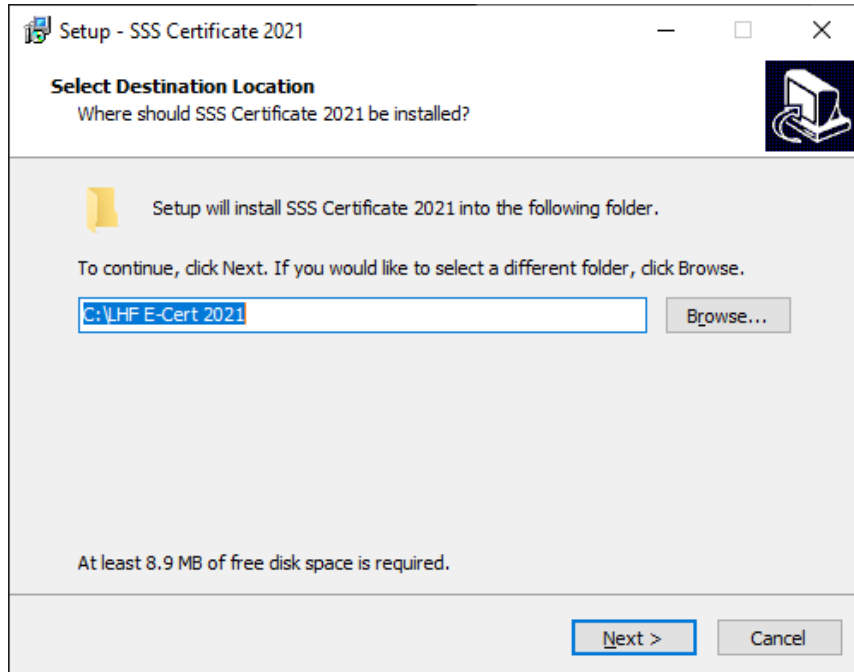
- ii. You will see a setup file located in Desktop.



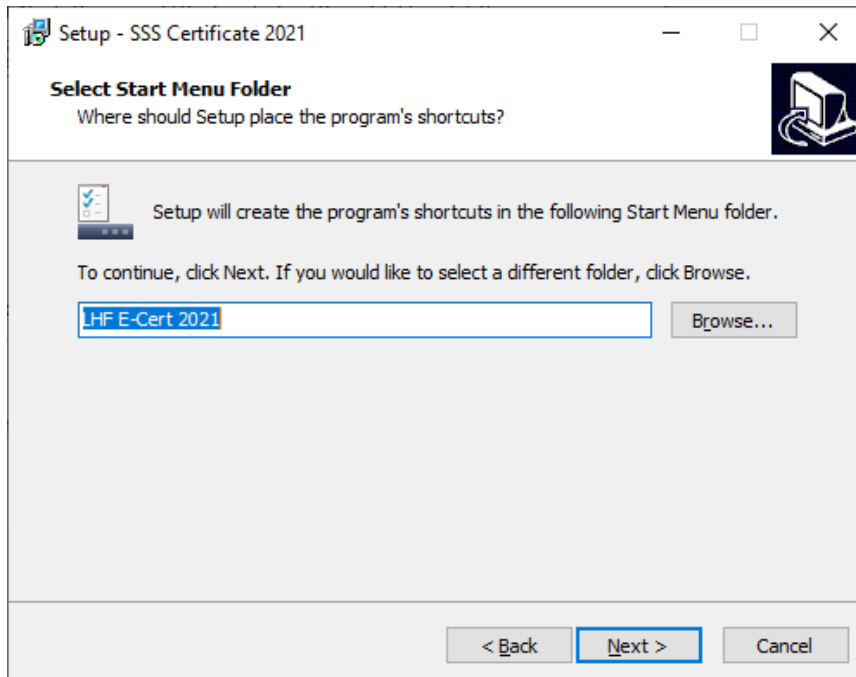
### 3. Installation of Certificate Printing Programme

Double click the download file in Desktop.

- i. The setup wizard will start. Select installation folder and click “Next” to continue.



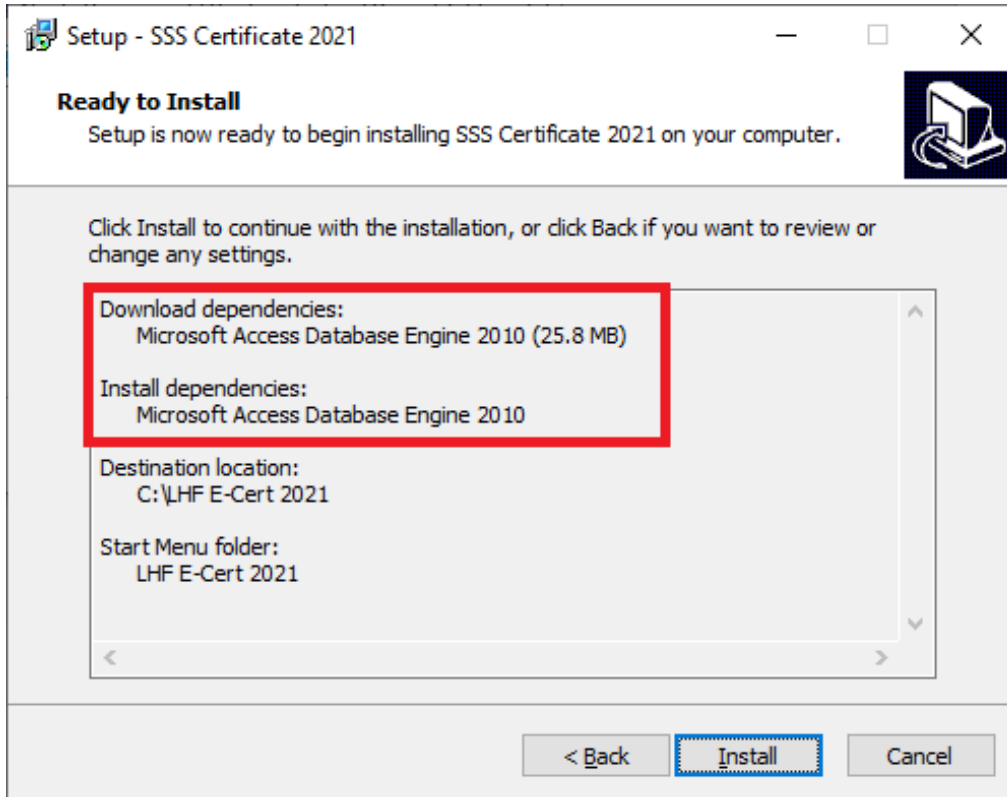
- ii. Select Start Menu folder and click “Next” to continue.



#### 4. Installation of the Required Components (This step may/may not occur)

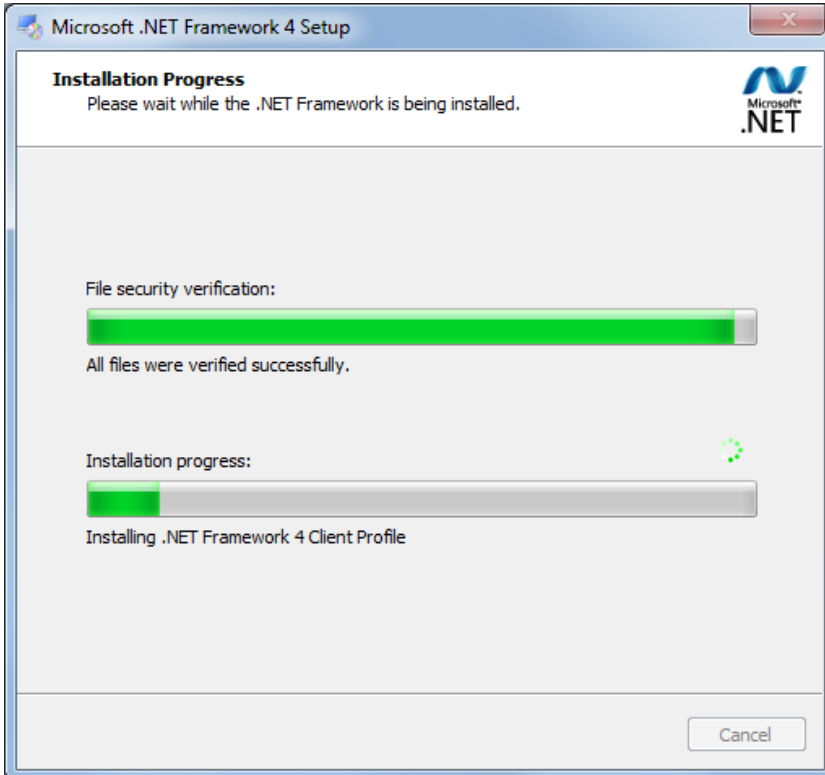
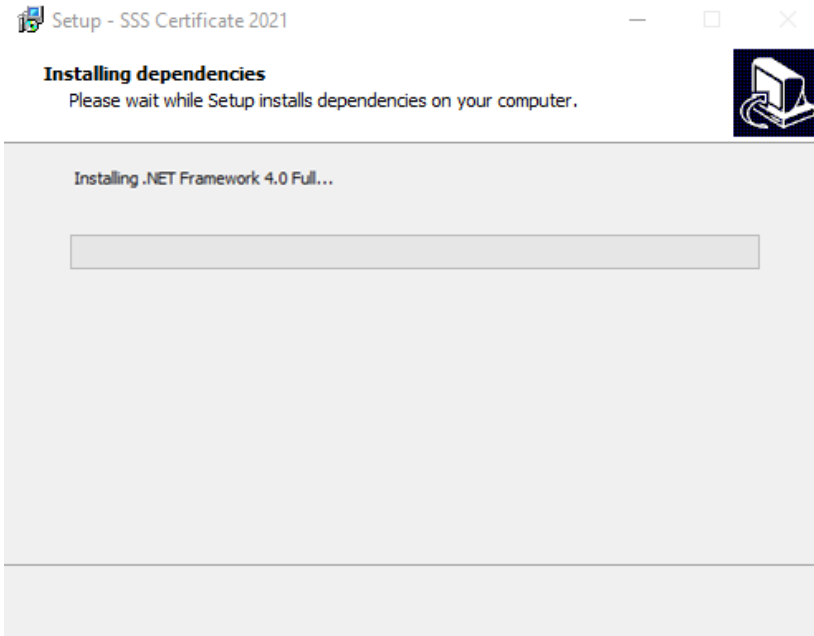
The setup wizard will detect and install the required components if they are not installed in the computer. Otherwise this step will be skipped.

- i. Click “Install” to continue.



#### 4.1) Installation of Microsoft .NET framework 4.0

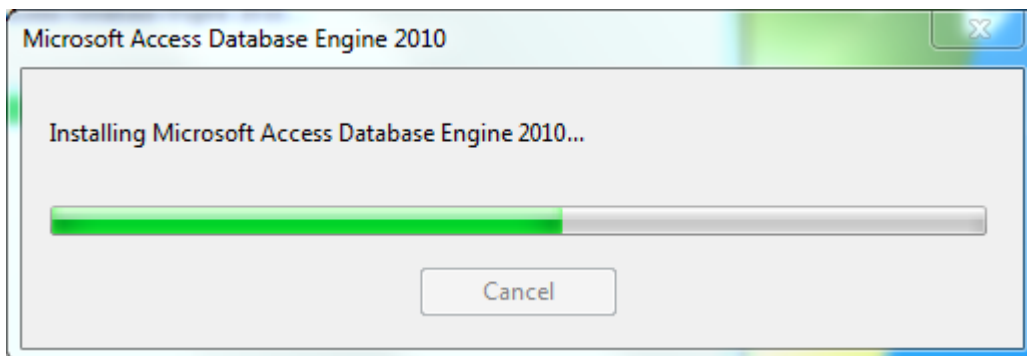
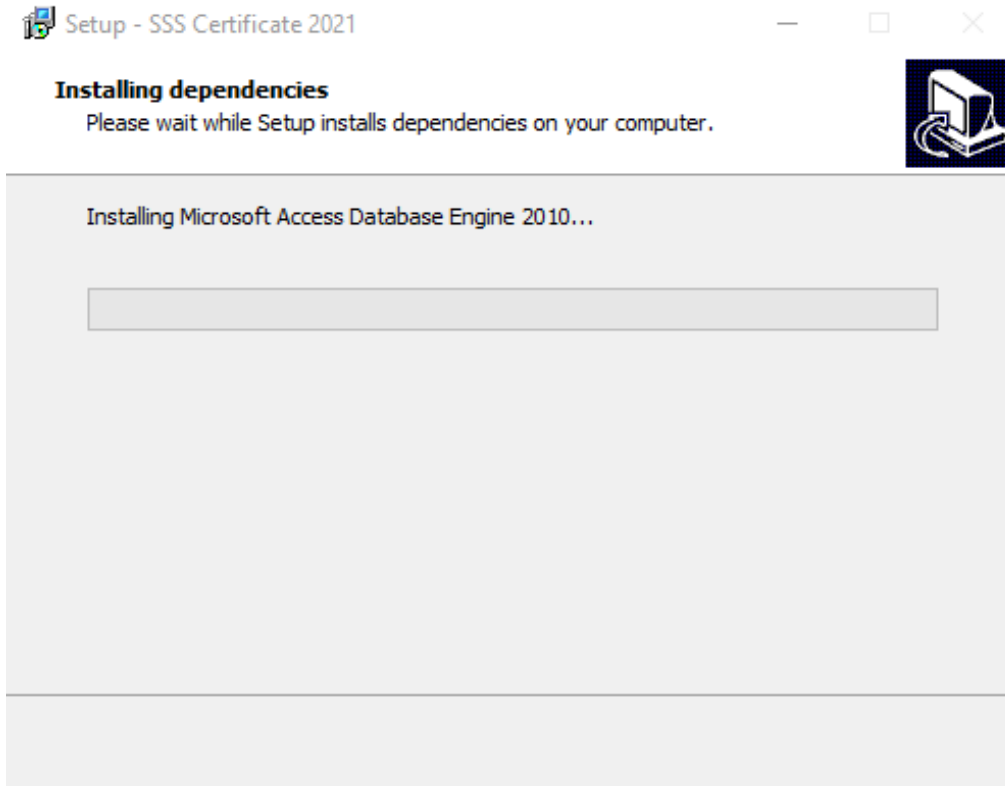
- i. The installation will proceed automatically.





#### 4.2) Installation of Microsoft Access Database Engine 2010

- i. The installation will proceed automatically.

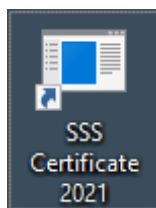


## 5. Complete Setup Wizard

- i. Installation is completed. You can click “Finish” to exit the setup wizards.



- ii. After exiting the setup wizard, you will find a new short cut “SSS Certificate 2021” in your Desktop.

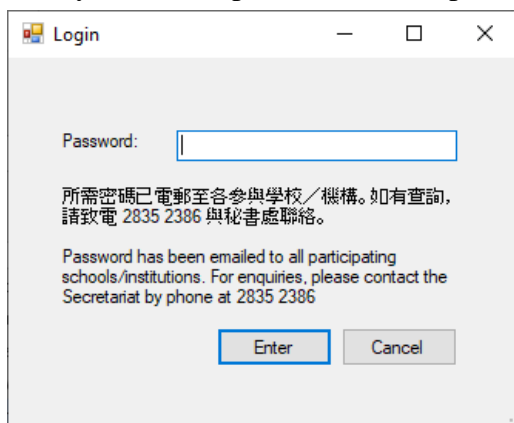


## C) Using Certificate Printing Programme

### 1. Starting Certificate Printing Programme



- 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:

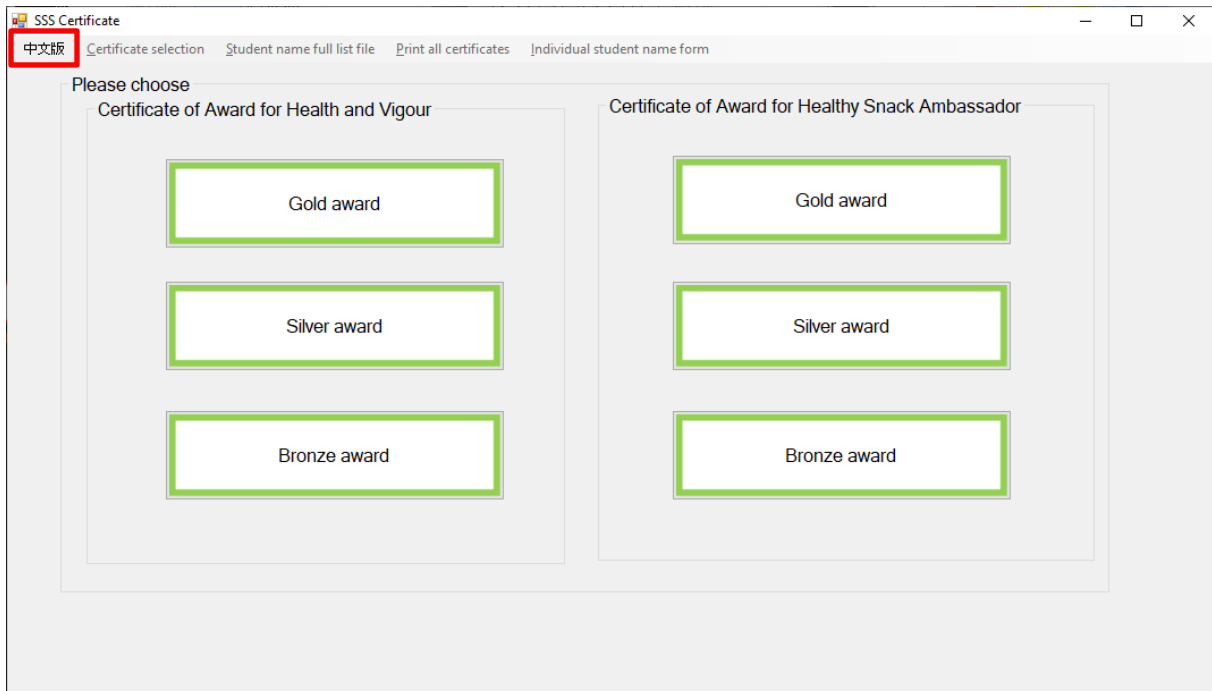


## 2. Language Selection

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

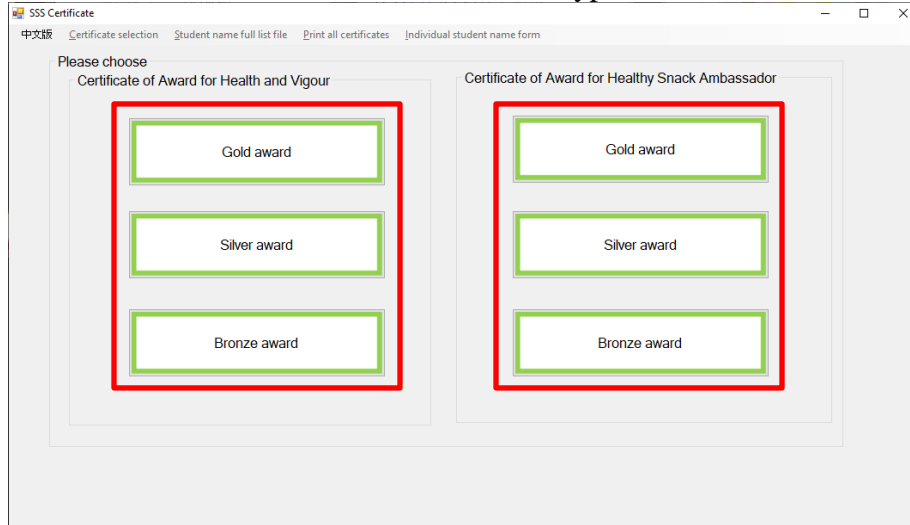


- ii. The language option can be changed later by clicking the button highlighted in red.



### 3. Certificate Selection

- i. There are 2 types of certificate for selection: “Certificate of Award for Health and Vigour” and “Certificate of Award for Healthy Snack Ambassador”.
- 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 namelist



- 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	鍾意郁	幼營喜動幼稚園					
3	Sporty Bunny	StartSmart Kindergarten					
4				完成試算表後, 請儲存及 關閉本檔案。			
5							
6							
7				"School Name Line 2" is an optional field in case school name is too long to be printed in one line. The text in "School Name Line 2" will be displayed under "School Name".			
8							
9							
10							
11							
12							
13							
14							
15							
16							
17				Please save and close the Excel Spreadsheet after completed names and dates			
18							
19							
20							
21							
22							
23							
24							

## 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.



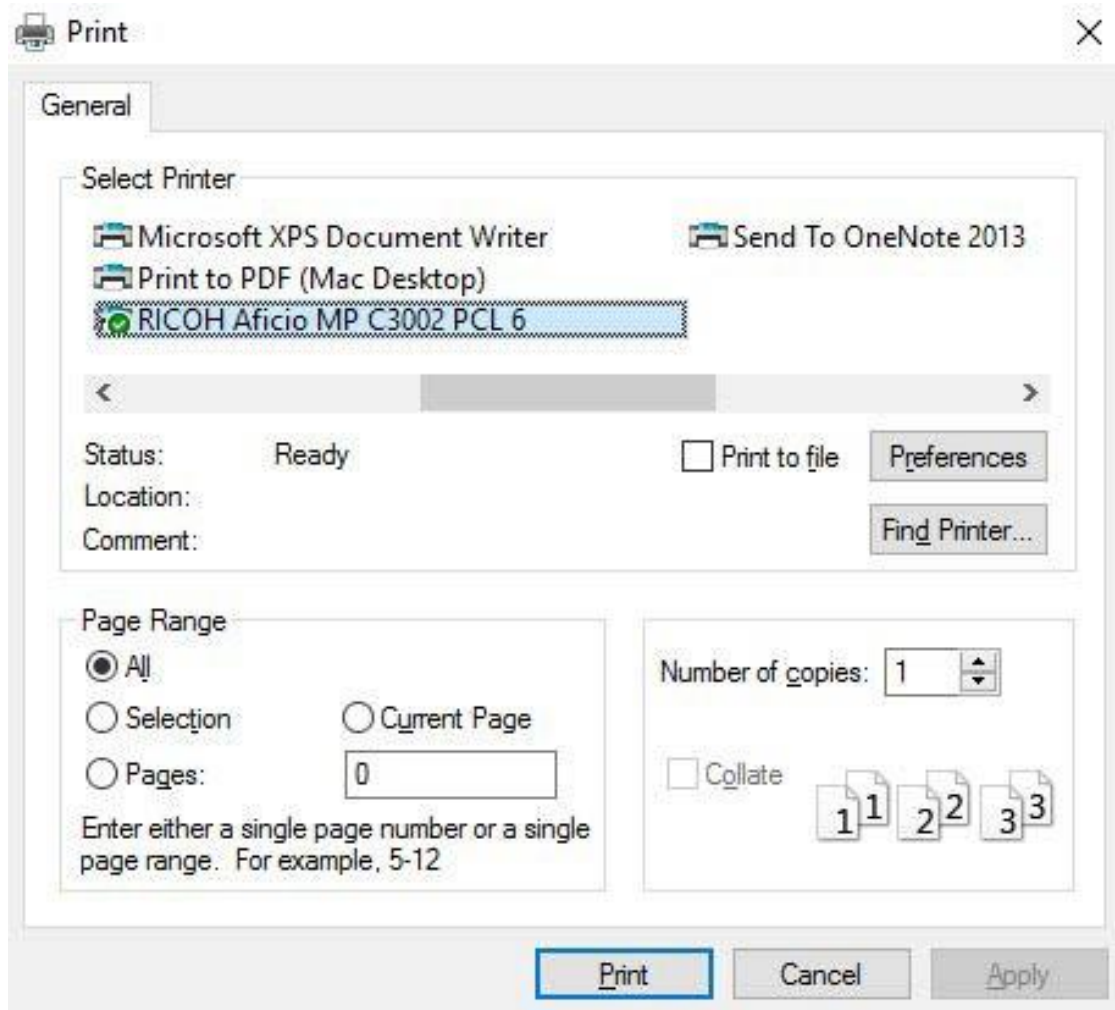


## 6. Print All Certificates

- i. Click “Print all certificates” to print all certificates stored in the “Student namefull 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.

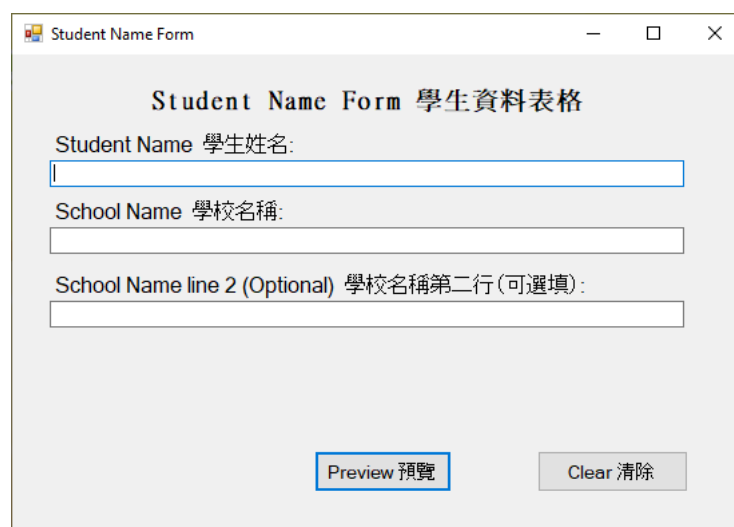


## 7. Individual Student Name Form

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

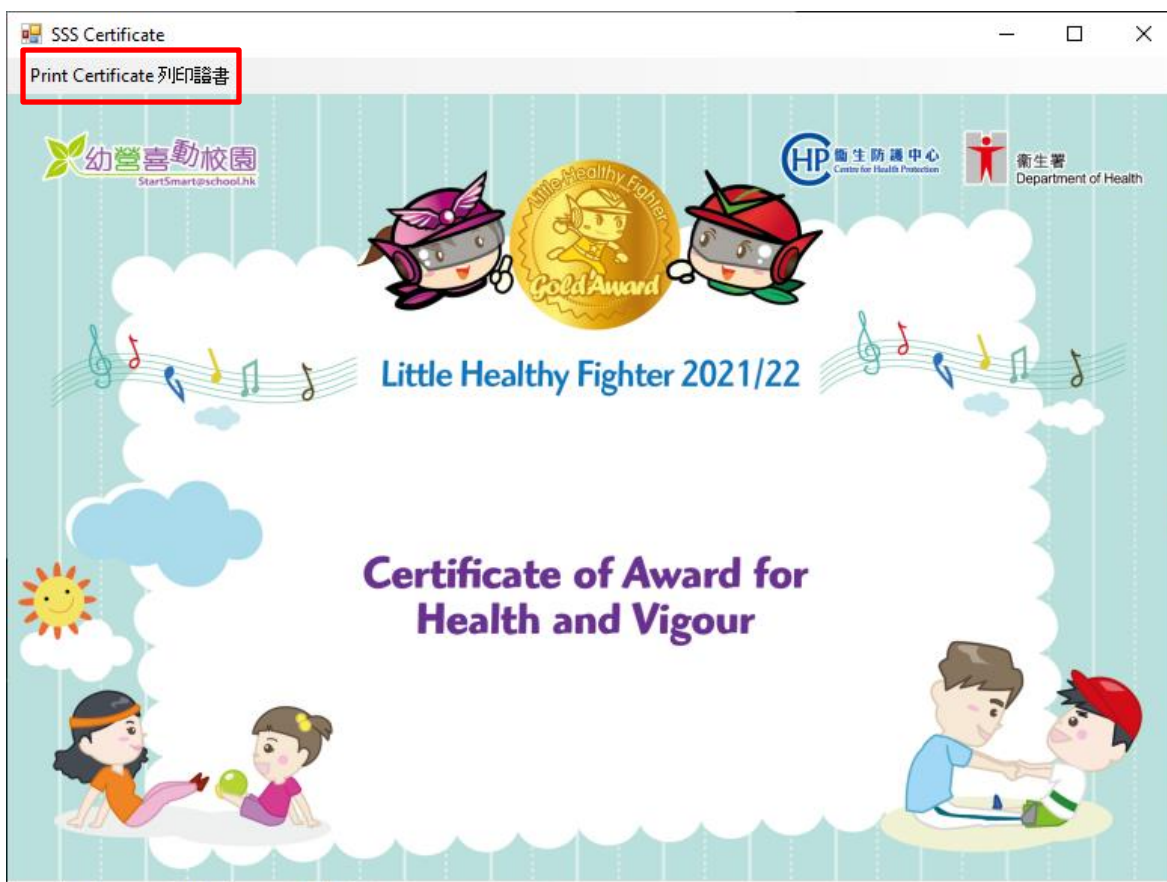


- ii. Please fill the information in the column of “Student Name” and “School Name”. You can fill in the “School Name line 2 (Optional)” if the school name is too long. It will be displayed under “School Name” in the certificate.



- iii. After finished inputting the student’s information, click “Preview” to continue.

- iv. Click “Print Certificate” to print the certificate, the procedure is the same as step 6 in section C (“Using Certificate Printing Programme”).



## 8. Closing Certificate Printing Programme

- Click the “X” in the top right corner to close the programme

