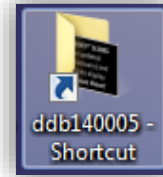


LET'S UPDATE CARLSON LIBRARY'S **LEVEL ONE** DIGITAL DISPLAY!

- **First...Create a shortcut to the display file (This is done only once but will be really handy!)**

- Double-Click Clarion Shares
- Double-Click Display Units – Carlson
- Double-Click display-units
- Right-Click ddb140005
- Choose Send To -> Desktop (Create Shortcut)
- Close File Explorer Window (we're done here)
 - On your desktop, **find** the shortcut that you just made
 - **Right-Click ddb140005**
 - **Choose Rename**
 - **Type: Level 1 Digital Display**
 - **Return** and you are done!



- **Retrieve The PowerPoint File**

- Double-Click **Level 1 Digital Display** shortcut that you created on your desktop
- Right-Click **running-presentation**
- Choose **Copy**
- **Minimize** File Explorer Window
- **Point** to a blank space on desktop
- **Right-Click**
- Choose **Paste**

- **Update the necessary slides in the PowerPoint slideshow**

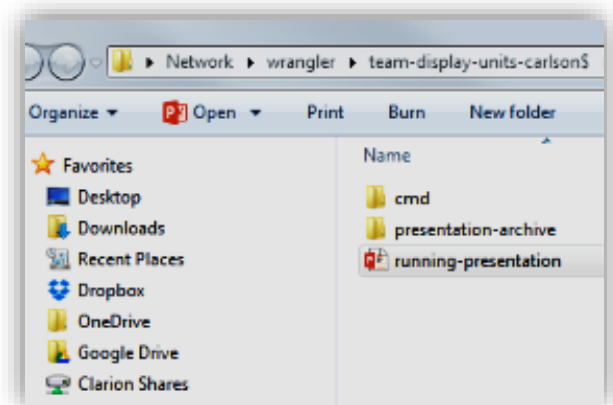
- **Open running-presentation** from your desktop
 - Note the **SECURITY WARNING Macros have been disabled.** message!
 - **Click Enable Content** button

- **Save the updated slideshow**

- Click **File**
- Click **Save As**
- Choose **Computer**
- Choose **Desktop**
- In File name: box, **type: new-presentation**

- **Place the new-presentation into the queue**

- Go to your desktop
- **Right-Click new-presentation**
- Choose **Copy**
- **Double-Click Level 1 Digital Display** shortcut on your desktop
- **Right-Click** in the blank area below **running-presentation**
- Choose **Paste**
 - Software takes care of the rest (it may take a minute to update)



- **Clean Up!**

- **Delete** the file **running-presentation** from your desktop
- **Delete** the file **new-presentation** from your desktop
 - Each time an update is made, **begin** with the most current **running-presentation** file
 - Having older, "extra" files on your desktop is just asking for trouble!