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A) System Requirement

- a) Operation System: Microsoft Window 7 or above
- b) Microsoft .Net Framework: Microsoft .Net Framework 4.0 or above
- c) Microsoft Access Database Engine 2010 Redistributable

B) Installation Step

*If any previous version has been installed, please uninstall first.

1. Download Print Certificate Program

Download the setup program in EatSmart@school.hk website (https://school.eatsmart.gov.hk/en/content_joyful.aspx?id=6336).

i. Click "Download Program.

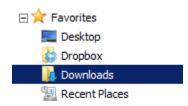


ii. Click "**Save**" to save the file.

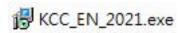


2. Save Print Certificate Program

i. Setup file will be saved under Downloads folder.



ii. You will see a setup file located in the folder.



3. Installation of Joyful Fruit Month certificate printing program

Double click the download file in Desktop. The setup wizard will start. If you want to select the "**Destination Location**", check "**Browse**" to select Folder. Click "**Next**" to continue.

Setup - FM 2021 E-Cert	
Select Destination Location	
Where should FM 2021 E-Cert be installed?	
Setup will install FM 2021 E-Cert into the	following folder.
To continue, click Next. If you would like to select	a different folder, dick Browse.
C:\E-Cert 2021	Browse

4. Select Start Menu Folder

If you want to select the "**Start Menu Folder**", check "**Browse**" to select Folder. Click "**Next**" to continue.

Setup - FM 2021 E-Cert	
Select Start Menu Folder Where should Setup place the program	s shortcuts?
Setup will create the program's	s shortcuts in the following Start Menu folder.
To continue, click Next. If you would like	e to select a different folder, click Browse.
	< Back Next > Cancel

5. Start Install

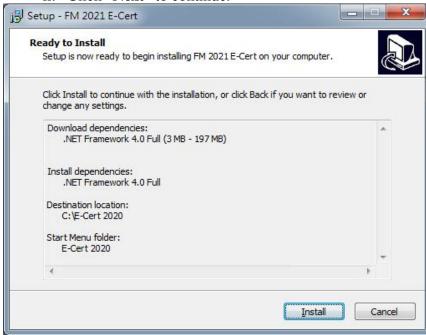
Click "Install" to start install.

Setup - FM 2021 E-Cert		
Ready to Install Setup is now ready to begin installi	ing FM 2021 E-Cert on your o	computer.
Click Install to continue with the ins change any settings.	stallation, or click Back if you	want to review or
Destination location: C:\E-Cert 2021 Start Menu folder: E-Cert 2021		*
*		τ.
	< <u>B</u> ack	Install Cancel

6. Installation of the required component (This step may/may not occurred)

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

- a) Installation of .NET framework 4.0
 - i. If .net framework 4.0 not installed.
 - ii. Click "Next" to continue.



iii. Wait for System Download and Auto Install

Microsoft .NET Framework 4 Setup	X
Installation Progress Please wait while the .NET Framework is being installed.	Microsoft .NET
File copy progress:	3
Copying SetupUi.xsd	
Installation progress:	C
	Cancel

b) Installation of Microsoft Access Database Engine 2010 Redistributable

- i. If Microsoft Access Database Engine not installed.
- ii. Click "**Next**" to continue.

Ready to Install		
Setup is now ready to begin installing FM	2021 E-Cert on your compute	er.
Click Install to continue with the installation change any settings.	on, or dick Back if you want to	review or
Download dependencies: Microsoft Access Database Engine 2	2010 (25.8 MB)	*
Install dependencies: Microsoft Access Database Engine 2	2010	
Destination location: C:\E-Cert 2020		
Start Menu folder: E-Cert 2020		
4		* F
	10	

iii. Wait for System Download and Auto Install

File:	AccessDatabaseEngine.exe (1 of 1)
Speed:	1 KB/s
Status:	Receiving
Elapsed Time:	0:00:01
Remaining Time:	7:12:11
Current File:	1 KB of 25,932 KB (0%
Overall Progress:	1 KB of 25,932 KB (0%

rosoft Access Database Engine 2010	
stalling Microsoft Access Database Engine 2010	
Cancel	

7. Complete Setup Wizard

i. Click "Finish" to complete setup.



ii. After you exit the setup wizard, you will find there is a new short cut "ESS Certificate 2021" in your Desktop.



C) Using Print Certificate Program

1. Starting Print Certificate Program



i. Double click the shortcut in your Desktop, you should fill in the password and click "**Enter**". Password has been emailed to all Joyful Fruit Month participating schools and institutions.

🖶 Login	\$ <u>*</u>		×
Password:			
所需密碼已電郵至名 詢,請致電 2772 20 絡。	後與學校和機 12 與開心「果	機構。如有 と」月秘書/	查 <u></u> 虚聯
Password has been em and institutions. For er Joyful Fruit Month Sec 2012.	quiries, please	contact the	nools
1	Enter	Cance	el

ii. After you login the application, you should see the following screen.



2. Student name list file

i. Click "Student name list file 學生名單輸入表" to open student name list.



Please fill the information in the column of Student Name, Issuer (Principal/Teacher) Name, School Name and Issue date.

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.

ii. After you filled in the student name list, save and close the Excel Spreadsheet.

1	A	В	C	D	E	F G H I
	學生姓名	簽發人(校長/老師)姓名	學校名稱	學校名稱第二行(可選填)	簽發日期(日/月/年)	如學校名稱太長,可選填
1	Student Name	Issuer (Principal/Teacher) Name	School Name	School Name Line 2 (Optional)	Issue Date (DD/MM/YYYY)	學校名稱第二行。證書將
2	CHAN Siu Ming	Mr. LEE Tai Keung	EatSmart Kindergarten		01/04/2021	又口伸另 <u>一</u> 门。
3						
4						字於學校名稱之下。
5						
6						"School Name Line 2" is an
7						optional field in case school
8						name is too long to be
9						printed in one line. The text
10						in "School Name Line 2" will
11						
12						be displayed under "School
13						Name".
14						
15 16						
17						完成試算表後,請儲存及
18						關閉本檔案。
19						
20						Please save and close the
21						Excel Spreadsheet after
22						completed names and dates.
23						
24						

1	A	B	С	D	E	F G H I
	學生姓名	簧發人(校長/老師)姓名	學校名稱	學校名稱第二行(可選填)	簽發日期(日/月/年)	如學校名稱太長,可選填
1	Student Name	Issuer (Principal/Teacher) Name	School Name	School Name Line 2 (Optional)	Issue Date (DD/MM/YYY)	學校名稱第二行。證書將
2	CHAN Siu Ming	Mr. LEE Tai Keung	EatSmart Kindergarten	Hong Kong	01/04/2021	
3	-					顯示學校名稱第二行的文
4						字於學校名稱之下 ·
5						
6						"School Name Line 2" is an
7	-					optional field in case school
8						name is too long to be
9						0
10						printed in one line. The text
11	-					in "School Name Line 2" will
12						be displayed under "School
13						Name".
14						
15						
16						完成試算表後,請儲存及
17						關閉本檔案。
18						
19	-					Please save and close the
20						Excel Spreadsheet after
21						completed names and dates.
22						completed names and dates.
23						
24						

3. Preview Certificate

i. After you edit the Excel Spreadsheet, you can click to preview Certificate in the application.



<

< >

>

Illustration of the screen without filling School Name line 2



Illustration of the screen filling School Name line 2

4. Print Certificate



i. Click "**Print Certificate** 列印證書" to print in the application.

You can select which printer you would like to use, Page Range and Number of copies, then click print to continue.

Select Printer		
🛱 Print to PDF (Mac Desktop)		
RICOH Aficio MP C3002 PCL 6		
🚍 Send To OneNote 2013		
<		>
Status: Ready	Print to file	Preferences
Location:		-
Comment:		Fin <u>d</u> Printer
Page Range		
All	Number of copies	: 1 🌲
O Selection O Current Page		
O Pages: 0	Collate	B. D. D.
Enter either a single page number or a single	1	1 22 33
page range. For example, 5-12		

5. Student Name Form

i. You can use "Student Name Form 學生資料表格" to input and print individual certificate.



Please fill the information in the column of Student Name, Issuer (Principal/Teacher) Name, School Name and Issue date.

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

ii. When you finished inputting student information, click "**Preview** 預覽" to continue.

	rm 學生資料表格:
Student Name: 學生姓名:	CHAN Siu Ming
Issuer (Principal/Teacher) Name: 簽發人(校長/老師) 姓名:	Mr. LEE Tai Keung
School Name: 學校名稱:	EatSmart Kindergarten
School Name Line 2(Optional): 學校名稱第二行(可選填):	
Issue Date(DD/MM/YYYY): 簽發日期(日/月/年):	01/04/2021
	Preview 預覽 Clear 清除

iii. If the Issue Date format isn't (DD/MM/YYYY), program will show a confirm date format pop up

Confirm Issue Date	Format		×
Issue Date Forma	t isn't 'DD <mark>/MM/YYYY</mark> '(eg	g.'01/02/2021'), St	ill process?
	是(Y)	(N)	取消

Click "**Print Certificate** 列印證書" to print certificate, procedure is same as **C**) Using **Print Certificate Program Step 4**. Print Certificate.



6. Closing Print Certificate Program



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