

# Custom Messaging Templates for Actionfigure™ Screen

Custom Messaging on Actionfigure Screen can be created in the [Messaging Dashboard](#) using a basic built-in template. Custom images can also be uploaded for more personalized messages using graphics, branding, and more personality. If you are familiar with design software, custom images can be uploaded with a target resolution of 580x400 pixels.

One of the easiest ways to create a custom message is using the Custom Messaging Templates in PowerPoint or Google Slides.

## Accessing the Templates

The Custom Messaging Templates are available here: [PowerPoint](#), [Google Slides](#)

## Using the Templates

1. There are template slides for several types of occasions including events, holidays, and closures. Scroll through the slides to find one that fits your needs.
2. All of the text is customizable in the template. Click in the text box to edit.
3. Most photos can be swapped for a personalized photo. To change a photo, right click on an image, select change picture or replace image, then select the photo you want to use. You can also move and resize decorative elements around the photos to fit your new image.

## Exporting Your Message

### PowerPoint on Desktop

1. In the slide thumbnail pane, on the left side of the PowerPoint window, select the slide you want to save.
2. In the **File** menu, select **Save As** (or **Save a Copy**) if your presentation is saved on OneDrive or SharePoint). Navigate to where you want to save your slide.
3. Type the name of your slide image in the **File name** text box.
4. Click to open the **Save as Type** drop-down menu. Select **JPEG**.

5. Click **Save**. Review the PowerPoint dialog box, and select **Just This One** to save your selected slide as a **JPEG** image.

#### **PowerPoint in a Browser (e.g. Office for the web in Microsoft 365)**

1. In the **File** menu, select **Save As**
2. In the Save As menu, select **Download as Images**. This will automatically download a zip file that contains all of the slides as a separate image file.
3. Open the zip file. Locate the slide that you want to save, and you may delete the rest of the slides that you don't currently need. Rename the image file and move it to the desired destination.

#### **Google Slides**

1. In the **File** menu in Google Slides, go to **Download ▶ JPEG image (.jpeg, current slide)**
2. The file will automatically be downloaded to your downloads folder.

#### **Uploading Your Message to Your Screen**

1. Sign in to the [Actionfigure Dashboard](#).
2. Find the screen you wish to display the message on and select **Messaging** in the **Manage** box. This will take you to a new window.
3. In the new window, select **Upload & Replace Image**. Find and select your image file.
4. In the same window, use the **Schedule** field to set a start date that you would like your message to appear on your screen. You may also select an optional end date.
5. Select **Save** to save the message to your screen.
6. To add another message, select **Add New Message** at the bottom of the same window.
7. You may also replace an existing image by clicking on the **X** button on the top right of the image, then selecting **Choose a File**.

If you have tried these instructions and are experiencing issues with messaging, please contact us at [support@actionfigure.ai](mailto:support@actionfigure.ai).