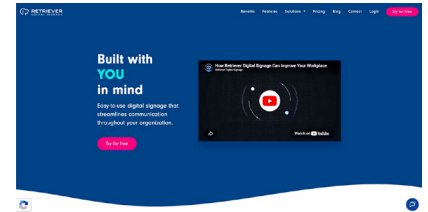


How to Create and Edit a Slide in Retriever Digital Signage

STEP ONE

Log In to Retriever

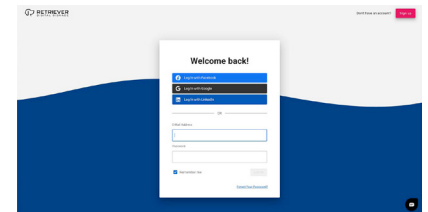
1. Go to retrieverdigitalsignage.com.
2. In the top right corner, click **Login**.



STEP TWO

Enter Your Registered Username & Password.

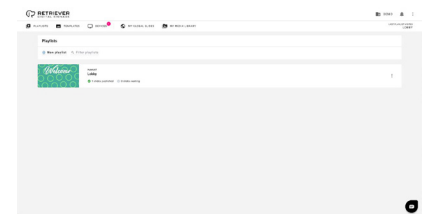
- You will be redirected to your Retriever Digital Signage playlists page.



STEP THREE

Create or Edit a Playlist

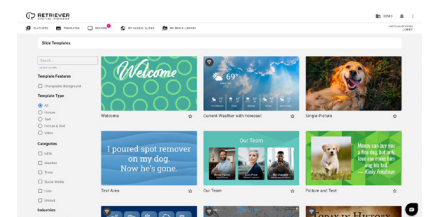
1. If you would like to add to a current playlist, click on the playlist you would like to edit.
2. If you would like to create a new playlist, click + **New Playlist** underneath the **Playlists** heading.
 - You will need to name the playlist and choose from a **Blank Playlist** or a **Starter Playlist**.



STEP FOUR

Add a Slide

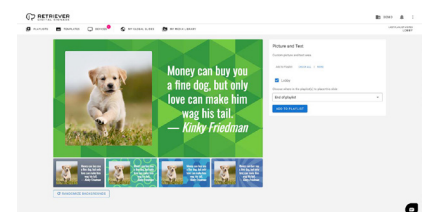
1. Click the + **Add a slide** button.
2. Choose **Add From Template** to select a template from our template library.
 - If you have previously created a global slide, you can instead choose **Add Global Slide**. For more information on Global Slides, check out our [Global Slides Training Video](#) covering this topic.
3. For the rest of this tutorial, we'll use the [Picture and Text Slide](#).



STEP FIVE

Choose Slide Placement

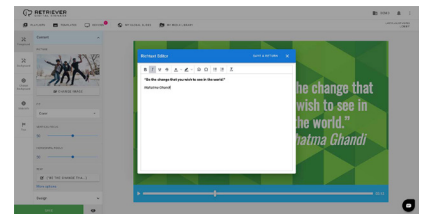
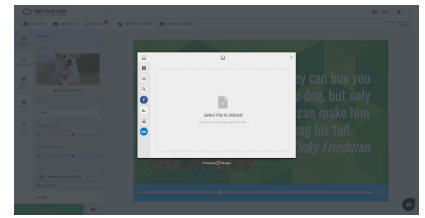
- You may select one or multiple playlists.
- You may choose to add the slide at the beginning, middle, or end of the selected playlists.
- Then click **Add to Playlist**.



STEP SIX

Edit the Slide

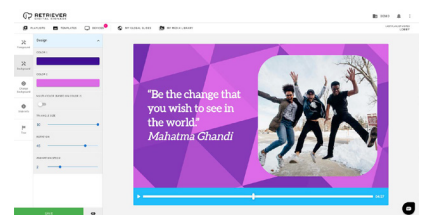
- To replace the photo, click the **CHANGE IMAGE** button.
 - You can choose from your existing photo library if you have images used on previous slide designs. Otherwise, click **Add New**.
 - From here you can choose from multiple sources for your image.
- To edit the text, click on the grey box that contains the text in the **Content** section.
 - A rich text editor will appear, and you can edit your text.
 - Click **Save & Return** when you are finished editing.
 - Click on **More options** to change font, size, spacing, line height, and alignment (left, center, right).



STEP SEVEN

Additional Customization

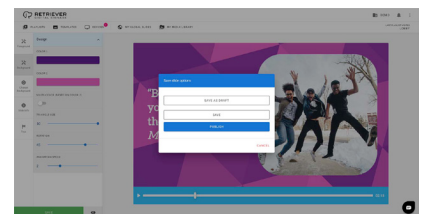
- You may change settings in the **Design** or **Transition** sections to adjust the layout and animation of the slide.
- If you click the **Background** button and click on the **Design** tab, you can edit the background color, as well as make other design adjustments.
- Below the **Background** button, the **Change Background** button allows you to select a different background template entirely.



STEP EIGHT

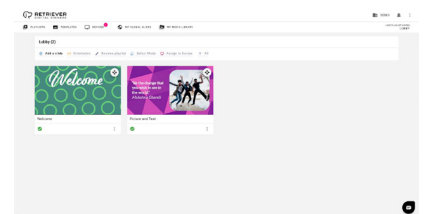
Save and Publish

1. Once you've made all the changes that you'd like, click the **SAVE** button.
2. If you are ready to use the slide, click the **Publish** button.



That's It!

You have successfully created, edited, and published your own slide on Retriever Digital Signage. For more digital signage tutorials, check out our [training videos](#). They will get you up and running with quick, in-depth explanations of our various features.



Need More Help?

Our goal is to help you communicate effectively.
Call us toll free at 888-817-2817.



Knowledge Base

Scan the code to view our [knowledge base](#) with guides, articles, and training videos.