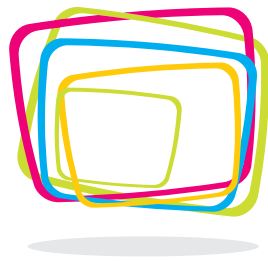


DIGITAL SCREENS

ADMINISTRATOR USER GUIDE



digix
DIGITAL SIGNAGE

TABLE OF CONTENTS

CHAPTER ONE <i>Introduction to Digital Screens</i>	1
1.1 Digital Channel Strategy	
<i>Our Communication Channels</i>	2
<i>Digital Channel Strategy</i>	3
1.2 Parts of the eScreen System	
<i>The eScreen</i>	4
<i>SDA</i>	4
<i>Server</i>	4
<i>Design Studio</i>	4
<i>What part do you play?</i>	4
<i>The eScreen Layout</i>	5
1.3 eScreen Content Guidelines	
<i>Permissible Content Examples</i>	6
<i>Per-Facility Discretion</i>	6
<i>Disallowed Content</i>	7
<i>Photographs</i>	7
<i>Community Property</i>	8
<i>Automatic Content</i>	8

CHAPTER TWO	<i>eScreen Templates</i>	9
2.1	Why We Use eScreen Templates	
	Brand Compliance	10
	<i>Branding Guidelines at a Glance</i>	10
	<i>Branding and eScreen Communications</i>	12
	Easy to Use and Efficient	12
2.2	Getting to Know Your eScreen Templates	
	What You Will Need	13
	<i>Getting the Formata Font Files</i>	13
	<i>Getting the Template Files</i>	13
	<i>A Working Knowledge of PowerPoint</i>	13
	The Template Files	14
	Template Sizes	15
	Choosing a Template	15
	<i>More About the Upper Right Area</i>	16
	<i>Topics and Style Examples</i>	17
2.3	How to Use the Templates	
	Choosing a Slide Layout	21
	<i>Slide Layout Objects</i>	22
	<i>Special-Use Layouts</i>	23
	Adding Information to a Slide	23
	Previewing a Slide	25
	Exporting a Slide	27
	<i>Changing the File Type</i>	28

<i>JPEG vs. PNG File Types</i>	29
<i>Saving the Slide</i>	29
<i>The Saved Slide</i>	29
Working with Text	30
<i>On Pasting Text</i>	32
Formatting Text on a Slide	32
<i>Selecting All Text in a Text Box</i>	33
<i>Centering Text in a Text Box</i>	33
<i>Inserting Forced Line Breaks in a Text Box</i>	33
<i>Selecting Only Some Text in a Text Box</i>	34
<i>Making Text Bold in a Text Box</i>	35
<i>Making Text Italic in a Text Box</i>	35
Working with Photos	36
<i>Saving a Photo from an E-mail</i>	36
Adding a Photo to a Slide	37
Formatting Photos	38
<i>More on Picture Style Presets</i>	39
2.4 Doing More with Templates	
<i>Special Template Instructions</i>	40
Duplicating a Slide	41
Changing a Photo	42
Manipulating Photos	43
<i>Repositioning Photos</i>	43
<i>Control Handles</i>	44
<i>Rotating a Photo</i>	45
<i>Resizing a Photo</i>	46

<i>Cropping a Photo</i>	47
<i>Previewing Our Progress</i>	48
<i>Manipulating Objects</i>	48
<i>Changing the Z-Order</i>	49
<i>Moving an Object to the Back or Front</i>	51
<i>Selecting Multiple Objects</i>	51
<i>Creating Your Own Objects</i>	52
<i>Inserting a New Text Box</i>	53
<i>Inserting a New Photo</i>	54
<i>Formatting Text and Text Boxes</i>	54
<i>Changing the Text Size</i>	54
<i>Changing the Text Color</i>	55
<i>Adding a Drop Shadow to the Text</i>	55
<i>Adding an Outline to a Text Box</i>	57
<i>Changing Line Weights</i>	58
<i>Changing the Shape of a Text Box</i>	58
<i>Text and Text Box Formatting Presets</i>	59
<i>More on Shape Style Presets</i>	60
2.5 Using the Small Templates	
<i>Copying and Pasting Text</i>	62
<i>Copying Text from Another Source</i>	62
<i>Pasting Text into a Slide</i>	62
<i>Keeping Text Box Formatting After Pasting</i>	63

CHAPTER THREE *The Design Studio Program* 65

3.1 Introduction to Design Studio

What is Design Studio? 66

Design Studio Tools and Features 66

3.2 The Design Studio User Interface

Starting the Design Studio Program 68

Logging in to the Server 69

The Program Window 70

'Remember Password' and 'Auto Login' 70

The Title Bar 71

The Menu Bar, Tool Bars and Windows 71

About Docking and Docking Pane Layouts 71

Moving the Tool Bars 73

Manipulating Tabs and Windows 74

Parts of the User Interface 74

About Tabs 75

Using the View Menu 75

Unpinning Windows (Auto Hide) 75

Closing Unnecessary Items 76

Resizing a Tabbed Window 76

Reordering Tabs 77

Saving the Current Docking Pane Layout 77

3.3 The Content Resource Tabs

Content Resources and Folders 78

Graphic Resources 78

<i>Video Resources</i>	78
<i>Sound Resources</i>	79
<i>Message Resources</i>	79
<i>The 'Categories' Tab</i>	79
<i>The 'Players' Tab</i>	79
<i>Opening Your Facility Folder</i>	80
<i>Navigating Content Folders</i>	81
<i>Resizing the Folder List</i>	81
<i>Changing Folder Views</i>	82
<i>Creating New Folders</i>	83
<i>Importing and Organizing Content</i>	83
<i>Importing Using the New Button</i>	84
<i>Importing By Right-Clicking</i>	84
<i>Importing Using the Drag-and-Drop Method</i>	85
<i>Selecting More Than One Item in a Content Resource Window</i>	87
<i>Moving Content</i>	88
<i>Renaming Content</i>	89
<i>Deleting Stored Content</i>	89
<i>Copying Content</i>	89
3.4 Scheduling Content to Play	
<i>Introduction to Scheduling</i>	90
<i>Working with Categories</i>	90
<i>The Anatomy of a Category</i>	90
<i>Changing the Play Order in a Category</i>	91
<i>Deleting a Play Item from a Category</i>	91
<i>Opening Play Items from Within a Category</i>	91
<i>Basic Scheduling</i>	92

<i>Saving vs. Publishing</i>	93
3.5 Advanced Scheduling Options	
<i>Introduction to Advanced Scheduling</i>	94
<i>The Message Scheduling Window</i>	94
<i>Disabling 'Always Scheduled'</i>	95
<i>Creating a Play Time</i>	96
<i>Play Only Once</i>	97
<i>Daily Recurrence</i>	97
<i>Weekly Recurrence</i>	97
<i>Monthly Recurrence</i>	98
<i>Yearly Recurrence</i>	98
<i>Recurring on Specific Dates and Times</i>	98
<i>The Message Scheduling Timeline</i>	99
<i>Click-and-Drag to Add a Play Time</i>	99
<i>On Scrolling</i>	99
<i>Adjusting a Play Time Using the Timeline</i>	100
<i>Adjusting a Play Time Using the Dialog Box</i>	101
<i>Deleting a Play Time</i>	101
<i>Copying and Pasting Play Times</i>	102
<i>The Playtime Grid</i>	103
<i>Snap to Grid</i>	103
<i>Grid Settings</i>	103
<i>Time Type</i>	104
<i>Zoom</i>	104
<i>Go to Date</i>	105
<i>Opening Schedules for Multiple Items</i>	105
<i>On Timeline Settings</i>	105

	<i>Copying and Pasting Play Times to Other Items</i>	107
	<i>Saving Schedules</i>	107
	Scheduling Examples	108
3.6	Item Properties	
	<i>The Properties Window</i>	110
	<i>Transitions</i>	110
	<i>Keep with Next</i>	111
	<i>Timeout (Play Duration)</i>	112
	<i>Changing the Default Timeout</i>	112
3.7	Working with Videos	
	<i>eScreen Audio Capabilities</i>	113
3.8	Community Property	
	<i>Sharing Your Content Using 'Community Property'</i>	114
	<i>Corporate Video Repository</i>	114
	<i>Playing Community Property on Your eScreens</i>	114
3.9	Working with Text Tickers	
	<i>Anatomy of a Text Ticker</i>	115
	<i>Your Local Facility Ticker</i>	115
	<i>Font, Color and Text Size</i>	116
	<i>The Zoom Drop-Down Box</i>	117
	<i>Text Scrolling Speed (Crawl Rate)</i>	117
	<i>Saving and Publishing Messages</i>	118
3.10	Messages with Scrolling Text	

<i>When You Should Use Scrolling Text</i>	119
<i>Creating a Message with Scrolling Text</i>	119
<i>Using the Message Templates</i>	120
<i>Publishing from a Message Template</i>	121
<i>Previewing a Message</i>	123
3.11 Messages with Audio	
<i>Anatomy of an Audio Message</i>	124
<i>Creating and Playing an Audio Message</i>	125
<i>The Background Audio Category</i>	126
3.12 Player Previews	
<i>Thumbnail Previews</i>	127
<i>Animated Player Previews</i>	128
3.13 Usage Reports	
<i>Anatomy of a Usage Report</i>	129
<i>Usage Reports Are Always Up-to-Date</i>	130
<i>Changing the View in a Usage Report</i>	130
<i>Working Inside a Usage Report</i>	130
<i>Locating an Item's Original Location (Go To)</i>	131
<i>Running a Usage Report in a Usage Report</i>	131
CHAPTER FOUR <i>Best Practices</i>	133

4.1 What to Say and How to Say It

Where Do I Get Information to Post?	134
When Not to Post	136
Composing and Editing Text	137
<i>Paring Down Long Text</i>	138
<i>Avoid Using 'Filler Words' and Phrases</i>	138
<i>Properly Time-Stamp Your Text</i>	139
Working with Content Providers	140
<i>Who Is Allowed to Make Requests to Post Information?</i>	140
<i>If You Receive Unsuitable Information</i>	140
<i>On Posting PowerPoint Slides</i>	141
<i>Allowing Others to Use eScreen Templates</i>	141
Light Customizations	142
4.2 Recommended Slide Conventions	142
4.3 Community Property Best Practices	147
4.4 Design Studio Best Practices	
<i>When in Doubt, Right-Click!</i>	148
Folders and Content	148
Audio and Video	149
Scheduling Best Practices	150
Miscellaneous Information	151
4.5 Troubleshooting and Support	152

CHAPTER ONE

Introduction to Digital Screens

An eScreen is simply a digital sign, similar to a large computer monitor or TV, that displays useful information like company notices, production facts/figures, and other internal communications. These digital signs are installed in our lobbies, conference rooms, operator control rooms, break rooms, etc. for the purpose of informing and educating employees, guests and customers.

Instant and thorough communication is very important in a large company like Digix. Our eScreens can quickly disseminate information to employees and contractors who may not have access to e-mail, in a clear and visually-appealing way.

Our screens are capable of displaying high quality images, animations, videos, and some even have audio capabilities. The following training introduces you to these features and upon its completion, you will have a better understanding of how to leverage for your communication needs.



1.1 eScreen Channel Strategy

The eScreens are among the most dynamic communication options available to you. Let's learn why.

Our Communication Channels

The goal of internal communications is simple: to engage all employees in Digix's mission, strategy and success—across functions, levels and geographies. But the steps we take to successfully achieve this goal are a bit more complex.

Every day, we have important choices to make about what and how we communicate.

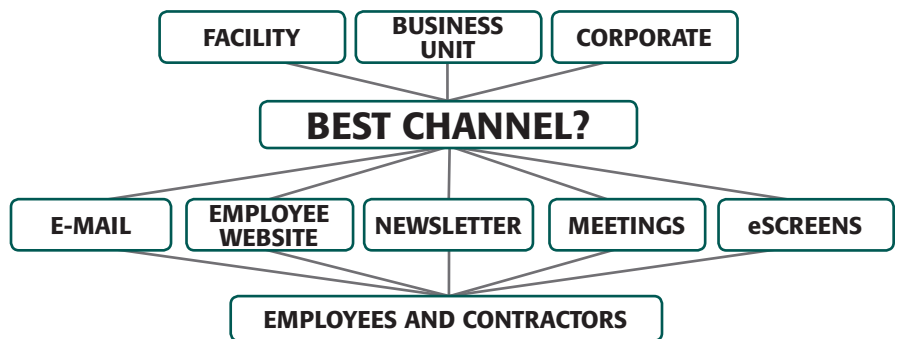


Figure 1-1. Typical flow of information

We live in a world of information overload where it's easy to post, send and share volumes of data with the push of a button. Deciding what not to communicate is just as important as deciding what to communicate. Are we treating everything with equal importance and adding to the clutter of messaging, or are we using a strong filter based on relevance and value to hone in on the "critical few"?

How we communicate—using the right channel with the right content at the right time—is the difference-maker. The eScreens are just one of several options available to us at Digix.

COMMUNICATION CHANNEL	E-MAIL	EMPLOYEE WEBSITE	NEWSLETTER	MEETINGS	eSCREENS
WHO CAN IT REACH?	ONLY THOSE WITH NETWORK ACCESS			SOME	EVERYONE

Figure 1-2. Communication channels and their reach

Digital Channel Strategy

In a rather short period of time, eScreens have filled a communication gap by helping us connect with employees and contractors who do not have access to Digix's network while at work. And this success isn't a secret. More and more people and functions are asking to post information on eScreens. Without proper oversight, eScreens could easily follow in e-mail's footsteps — overcrowded and overwhelming.

As an eScreen administrator, your role is to help set priorities for your facility and make sure the *critical few* are getting the play time they deserve.

Before posting a message, be sure to ask yourself:

- *Does the information support the goals of internal communications, my business unit and/or my facility?*
- *Is this the right channel for the message and the audience or would I be better off using email, bulletin boards and/or meetings?*
- *Have we effectively communicated the message already through other channels, or would we be using a new technology for old news?*
- *What would happen if we didn't post the information on eScreens? Would it negatively impact safety, operations or employee engagement? Would anyone even miss it?*

If you have questions about our internal communications channel strategy, be sure to contact a member of the Public Affairs team in your business unit or Plymouth.

Digix's Public Affairs department

E-Mail:
public.affairs@digixco.com

1.2 Parts of the eScreen System

The eScreens are all connected on our network and share content from a central server. You tell your eScreen what to play, and the server sends it the information.

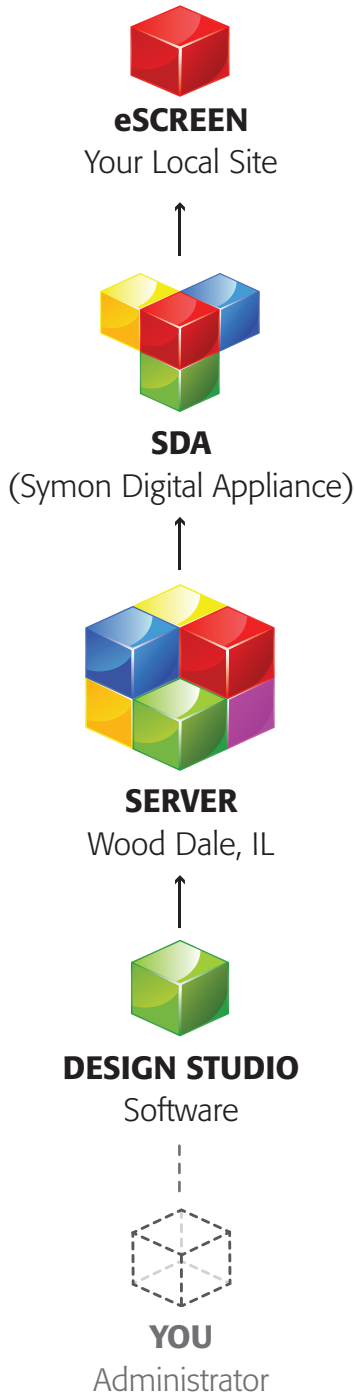


Figure 1-3. Parts of the system



The eScreen

What we all know as the eScreen is actually an LCD (liquid crystal display) flat screen television monitor powered by a computer called an SDA (Symon Digital Appliance), which displays content from the server. The content includes user-generated items such as slides and text tickers, as well as automatic feeds like news and weather.



SDA

The SDA is the computer that powers the LCD screen. The SDA is usually mounted to the wall behind the screen, and sometimes can be built-in to the screen itself. Some sites have multiple eScreens connected to one SDA.



Server

The eScreen Server is located in Wood Dale, IL, and is the main “brain” of the eScreen system. The server is responsible for telling each eScreen in North America what to play and when.



Design Studio

The program you will use to add and schedule content for your eScreens is called Design Studio. Design Studio sends your content and schedules to the server, where it is stored and later recalled for playback on your eScreens.



What part do you play?

Of all these parts, you are arguably the most important! You are the interface between your local organization and the communication power of the eScreens. You will also help content providers (managers, HR staff, event coordinators, etc.) share their messages with employees via the eScreens.



Figure 1-4. A Typical wall-mounted eScreen, not powered-on

The eScreen Layout

The eScreen is divided into several distinct areas, each displaying different types of content.

Main Area. The main area is used to display important messages like announcements, safety information and advisories.

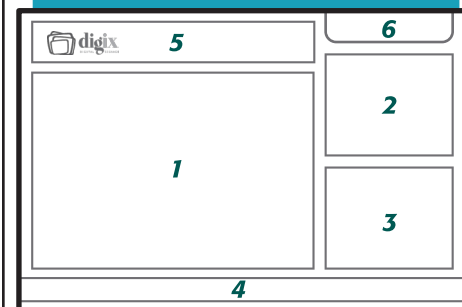
Upper right area. This area is used to display continual or recurring information like reminders and training dates, as well as non-crucial information like event/employee photos.

Lower right area. This area displays national news, local weather, quotes and facts. The lower right area receives its information automatically, and is not user-editable.

Text ticker area. Several scrolling tickers (news, stocks, local site ticker, etc.) display in this area, and repeat automatically. Only the local site ticker is user-editable (see page 115 for more information).

Fixed areas. The brand arc and Digix logo display in the header. The time and date display alternately at the top-right of the screen.

The layout areas of the eScreen:



1. Main area
2. Upper right area
3. Lower right area
4. Text ticker area
5. Header
6. Time/date

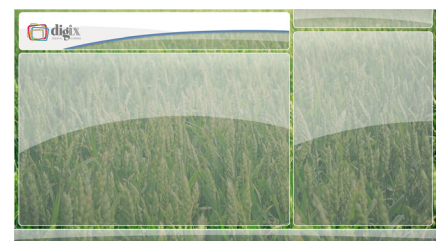


Figure 1-5. The eScreen layout showing no content

1.3 eScreen Content Guidelines

The content shown on the eScreens is the responsibility of the Public Affairs department, and must adhere to a set of guidelines.

Permissible Content Examples

The Digix eScreens should only display positive, professional, relevant and timely content. The following list includes some approved content types:

- Departmental news
- Production numbers
- Site-specific events
- Public Affairs events
- Maintenance dates
- Local news items
- General reminders
- Training dates
- Employee schedules
- Requests for volunteers*
- Safety reminders
- Employee accolades
- *On-the-job recognition*
- *Community involvement photographs*
- *Facility photographs*
- *Quarterly Update dates and times*
- *Quarterly earnings reports*
- *Tips (energy, safety, etc.)*
- *Message from facility managers/SLT*
- *Employee birthdays[†]*
- *Congratulations[†]*
- *Good-luck messages[†]*

*subject to local approval †per-facility discretion

Per-Facility Discretion

Personal congratulations. You may want to acknowledge an employee's efforts outside of Digix. The decision on whether this is appropriate for your facility's eScreen is left up to facility-level management. However, if you are unsure, a good general rule is that personal announcements such as births and weddings should be saved for your newsletters and bulletin boards.

Employee recognition and birthdays. As a vital part of engagement, we want to ensure that employees who go above and beyond Digix's values-in-action are recognized. Displaying employee birthdays can also be an excellent means of encouraging further

engagement. If your facility-level management chooses to display a list of employee birthdays on your eScreens, please be sure that you have a current, complete list from your Human Resources department.

Disallowed Content

All content displayed on the eScreens is subject to editing or removal if found to be inconsistent with the brand identity and/or these guidelines. Specifically, content will be removed if it:

- *is primarily intended to highlight an employee's home life*
- *is primarily intended as a joke or gag*
- *is defamatory or discriminatory, or promoting illegal activities*
- *is intended to solicit business for a company outside of Digix*
- *does not display accurate facts and figures*
- *falls into one of the categories listed on the right*

Photographs

Imagery is typically used to evoke emotions, provide information, and is an important part of communicating in general. Photographs selected for the eScreens should:

- *reflect our global presence and diversity*
- *highlight human interaction with our products, crops, etc.*
- *use contours and colors, landscapes, food and people*
- *focus on collaboration with our customers and communities*
- *be factual and truthful*
- *show actual use of Digix products when possible*

For more information on using photos and other imagery including stock photographs, see page 144.

What are some examples of content that is not allowed?

- *Classified ads*
- *Death notices*
- *Personal audio or music*
- *Chain-letter e-mails*
- *Photos of blood or other bodily fluids*
- *Photos of weapons*
- *Offensive/objectionable material or photographs*
- *Workplace-inappropriate jokes or stories*

Community Property

It would not be very productive to have users at different facilities creating duplicate content.

General-purpose content such as emergency preparedness tips, parking lot safety information, daylight savings time reminders, as well as a variety of other pre-made content has been made available in a folder called *Community Property* in the Design Studio software. (For more information on content folders in Design Studio, see page 78). This content is available to all users; simply add them to your eScreen’s schedule to play. (For more information on scheduling content in Design Studio, see page 90).

Automatic Content

As an eScreen Administrator, you are to be responsible for updating the site-specific content. However, all corporate-wide, and business-unit-wide content will automatically be displayed on all relevant eScreens without action from you. It will play alongside the local content that you add to your eScreens.

This type of content is indicated by one of the badges shown in [\(Figure 1-6\)](#). When you see, for example, the *All Phosphates* badge, you will know that the current content is being shown at all phosphate facilities. Similarly, the *All Digix* badge indicates that the content is being shown organization-wide.

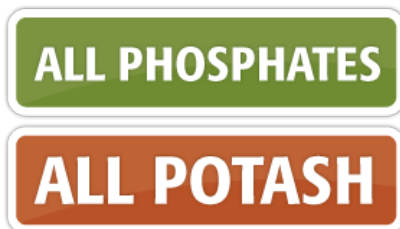


Figure 1-6. Automatic content indicator badges

CHAPTER TWO

eScreen Templates

One of the most important parts of the eScreen system is the content that you will be displaying.

The way in which you will get most of your content posted on your facility's eScreens is using pre-made PowerPoint templates with text and graphics, that are specifically tailored for eScreens.

To effectively use the eScreen templates, we must take a closer look at the information itself: What information should be posted? What is the best way to display this particular information? Are there guidelines I should follow?



2.1 Why We Use eScreen Templates

There are several great reasons to use eScreen templates: They are brand-compliant, easy to use and efficient, and come in a variety of styles and topics.



Figure 2-1. The Digix logos

PANTONE 330	PANTONE 647	PANTONE 1675
PANTONE 7496	PANTONE 645	PANTONE 153
PANTONE 383	PANTONE 401	PANTONE 130
PANTONE 111	PANTONE 4485	PANTONE 458
PANTONE COOL GRAY 11	PANTONE 4495	PANTONE 617
PANTONE BLACK		

Figure 2-2. Digix color palette



Figure 2-3. Logo positioning

BRAND COMPLIANCE

The main reason the templates exist is to ensure that the information we post to our eScreens is brand-compliant and reaches the workforce in a consistent, professional manner.

Any communication (e-mail, memo, newsletter, and even an eScreen slide) that leaves our desks—whether it’s intended for the public or for the workforce—must conform to certain visual standards called *Branding Guidelines*.

Branding Guidelines at a Glance

The Digix visual identity system is composed of a group of design elements that uniquely brand Digix communications. It is the way our employees interact with our guests, customers and each other.

The color palette. As part of Digix’s visual identity system, the palette contains 15 approved colors (Figure 2-2).

The color palette offers a range of colors that complement the Digix logo and each other, using natural tones that represent agriculture: fields, crops, soil, water and industrial environments.

The Digix logo. There are several versions of the Digix logo (Figure 2-1). You are most likely to come into contact with:

- the most well-known version, the full color logo, which is only for use on white backgrounds or white paper.
- the one-color black logo, which is only for use on light backgrounds or white paper.
- the one-color white (reversed) logo, which is only for use on dark background colors.

The logo must always be positioned away from other elements on the page or screen (Figure 2-3).

There are several treatments you should never apply to the Digix logo ([Figure 2-4](#)), including

- *placing a black logo onto a dark background (1)*
- *setting the logo in any color other than white or black (2)*
- *placing a full-color logo on any color other than white (3)*
- *attaching other company names or text to the logo (4)*
- *placing the logo in-line with text (5)*
- *making a pattern from the logo (6)*
- *breaking apart or using the logo elements (7)*
- *transforming the logo in any way, including applying a drop shadow or adding a border to the logo (8)*

The brand arcs. Central to the visual identity system are the graphic arcs representative of the hills and patterns of farm fields. The Digix brand arcs are a familiar mark of coherence and professionalism, which carry their own set of usage guidelines. To learn more about the branding arc guidelines, visit the *Branding Guidelines* section at the Digix employee website.

The fonts. There are two fonts approved for Digix communications: (1) Formata and (2) Arial.

Formata is a sans serif font that can be used for headlines, subheads, captions and text. It is not pre-installed on Digix computers because there are required licenses associated with its use. (For information on obtaining a Formata font license, see page 13). Formata is used on all professionally-designed pieces like brochures and sell sheets. Choose from the weights shown in ([Figure 2-5](#)).

Arial is a sans serif font that is pre-installed on every Digix computer. You will see Arial used in most PowerPoint presentations and Word documents. Choose from the weights shown in ([Figure 2-5](#)).

Our brand:

The Digix brand is more than just our logo. It is based on a brand strategy that defines our vision, position, promise, and foundation. How we represent Digix—through our actions, products, words and visuals—is the sum of our brand's worth.

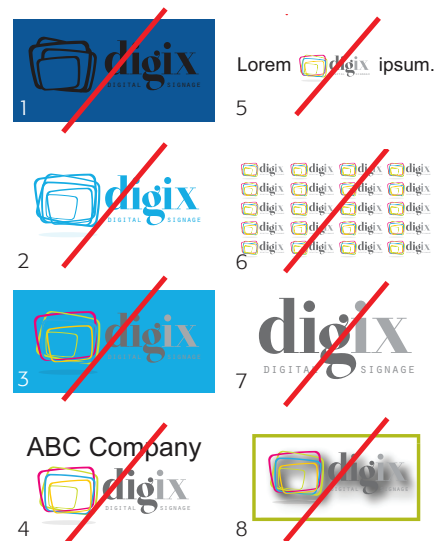


Figure 2-4. Digix logo treatment restrictions

Formata Light
Formata Regular
Formata Medium

Arial Regular
Arial Bold

Figure 2-5. Approved fonts for Digix communications

Branding and eScreen Communications

Because these firm branding guidelines also apply to Digix's eScreens, it makes sense to have a unified, approved means of creating eScreen content. Using pre-made templates to create slides brings unity to our digital communications and ensures our strong brand image can be seen by employees, guests and customers.

EASY TO USE AND EFFICIENT

Using eScreen templates is easy and much quicker than creating a slide from scratch each time you want to post a message. You do not have to worry about designing a slide; you are only concerned with the information you're putting into it.

Every aspect of slide-making has already been considered. All eScreen templates include:

- *Approved, relevant graphics*
- *Pre-positioned graphic and text elements*
- *Text boxes and photo place holders*
- *Font choice and text size*
- *Instructions on how to use each template*

All you have to do is type (or paste) the information into the designated areas on the slide.

VARIETY OF STYLES AND TOPICS

The eScreen templates cover a variety of topics, and most templates include blank versions of all slides so that you can use them for other needs as well.

Slide colors and layouts have been chosen for each topic. This ensures slide topics are easily recognized by viewers. See "Topics and Style Examples" on page 17 for a list of template topics.

2.2 Getting to Know Your eScreen Templates

Let's take a look at the eScreen templates, what format and styles are available, and how to choose the right one for your needs.

WHAT YOU WILL NEED

Before we can take our first look at the eScreen templates, you will want to make sure you have the following:

- *The Formata fonts installed on your computer*
- *The template files*
- *A working knowledge of PowerPoint*

Getting the Formata Font Files

To obtain the Formata font files, send an e-mail to brands@digixco.com so that a license can be secured for you.

Many of the eScreen templates utilize the Formata fonts. You will get the best visual result if you have these fonts installed. (See 11 for more information on Formata).

Getting the Template Files

The eScreen templates are essentially just slides contained in several PowerPoint files. Some of the files contain multiple topics and slide types. You can download all of the files at once, or on an as-needed basis, but be sure to check back for new topics and updated files.

The template files are available on the employee website. From your Digix computer, visit the employee website and click through the steps defined in *(Figure 2-6)*.

A Working Knowledge of PowerPoint

Although the templates are pre-formatted, you will also use traditional PowerPoint tools to get the results you want, e.g., resizing a text box, rotating a photo, and exporting slides. For PowerPoint training, visit <http://microsoft-training.digixco.com/office.htm>.

How do I install the Formata font?

Once you receive the font files from Mosaic's Public Affairs department, e-mail the Digix Global Service Desk at Global.ServiceDesk@digixco.com to request that the font be installed.

Be sure to let them know that you already have the font files.

Someone from the Global Service Desk will contact you to install the fonts.

Digix Employee Website
<https://employee.digixco.com>

Brand Guideline Templates
(In the 'Quick Links' menu)

Downloads
(On the right)

eScreen Templates
(On the right)

Figure 2-6. Employee website navigation for downloading eScreen templates

THE TEMPLATE FILES

When you have downloaded the PowerPoint files, store them in a place where you can easily access them in the future. You will notice that the files are named by topic as shown in (Figure 2-7).

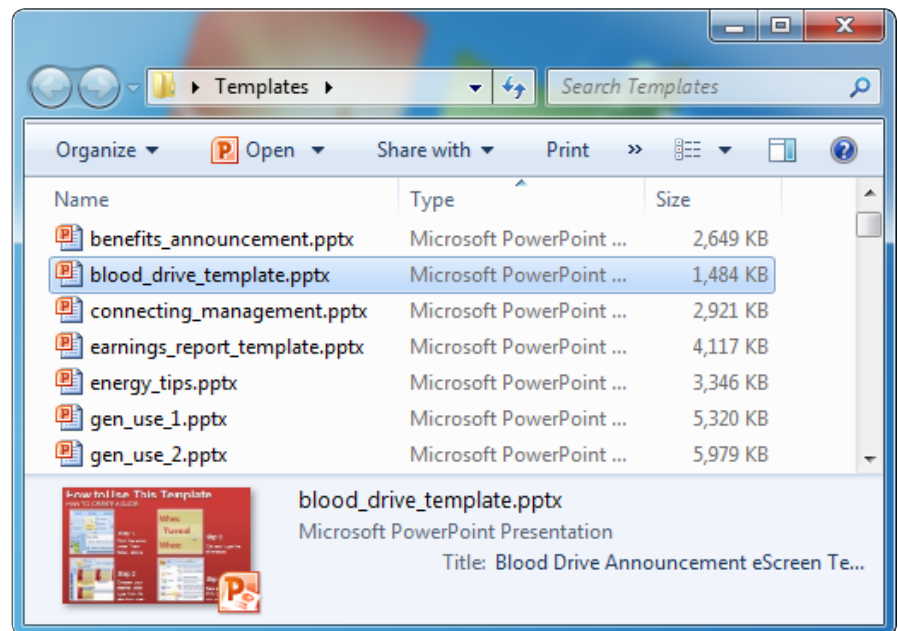


Figure 2-7. Example of a typical template file list on your computer.

The template files are available on the employee website. (For more information, see "Getting the Template Files" on page 13).

Basic File Management

Store the files somewhere safe, like on your personal network drive. Name the folder something easy to remember, like **Templates**, as shown in (Figure 2-7). It is a good idea to keep a fresh, untouched copy of the template files on your personal network drive as well.

As you create slides, the template files will become saturated with your own content. Should you need a fresh copy of a template file, you can retrieve it quickly from your personal network drive.

Backup, backup, backup!

Keeping your work on your desktop computer may be convenient, but you should store them on your personal network drive, along with fresh, untouched copies of the template files.

You may also choose to keep all of your working files on your personal network drive, and work directly from there. Either way, be sure to have a backup of all work.

TEMPLATE SIZES

There are two distinct sizes of eScreen templates to choose from: large and small. The size you choose depends on where you intend to post the finished slide:

- *Main area (1)*
- *Upper right area (2)*

Large templates. Large slides should be posted in the main area, the larger of the two areas highlighted in [\(Figure 2-8\)](#).

Small templates. As shown in [\(Figure 2-9\)](#), template files with the prefix `sm_` contain small slides that have been specifically formatted to retain readability when displayed in the smaller upper right area.

Content of any type or topic may go in either area highlighted in [\(Figure 2-8\)](#). For more on content types and examples, see "eScreen Content Guidelines" on page 6).

CHOOSING A TEMPLATE

Consider the message you want to post. To begin your slide, you must determine how the message should be composed, which layout area the completed slide should be posted to, as well as the size and topic of the template you should choose.

Consider the information that you will use to create your slide:

- *What form of information is it (text, photos, etc.)?*
- *How long is the text?*
- *How time-sensitive is the information?*
- *Is there a template that covers this topic?*
- *What is its intended visibility (high, moderate, etc.)?*

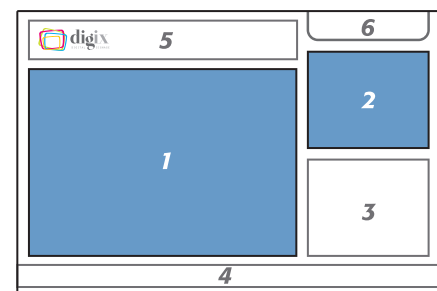


Figure 2-8. eScreen layout areas available for posting slides





	sm_gen_use_1.pptx	Microsoft PowerP...	3,316 KB
	sm_gen_use_2.pptx	Microsoft PowerP...	4,673 KB
	sm_reminders.pptx	Microsoft PowerP...	4,662 KB
	sm_schedule.pptx	Microsoft PowerP...	4,388 KB

Figure 2-9. Files for small templates bear the `sm_` prefix

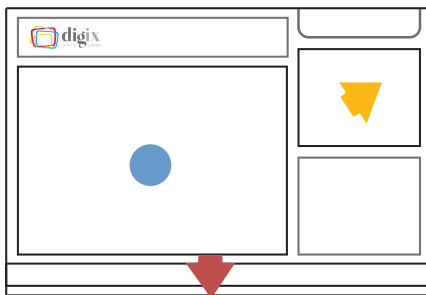


Figure 2-10.2

Small template, big text:

When using a small template, you will notice that its text appears very large. Do not be tempted to resize the text. Always follow the suggested minimum point sizes.

The slides will be displayed much smaller in the upper right area of the eScreen layout, and the large text helps retain its readability.

The information is primarily:	How time-sensitive is the information?		Is there a template for this topic specifically?		What is the intended visibility?	
	Very	Moderate	Yes	No	Moderate	High
Short Text	Red arrow	Yellow arrow	Blue circle	Red arrow	Yellow arrow	Blue circle
Moderate Text*	Red arrow			Blue circle		
Long Text*		Red arrow	Blue circle		Red arrow	Blue circle
Photo(s)			Yellow arrow			Blue circle
Text with Photo(s)				Blue circle		

Main area (large template) ● Upper right area (small template) ▼ Text ticker (see page 115) ▼

*You should keep all messages as concise as possible. (See "Paring Down Long Text" on page 138).

Figure 2-10.1 Suggested eScreen layout areas for messages by type

Taking into account the suggestions outlined in (Figure 2-10.1), consider the following use-case scenarios:

- If your message is moderate in length and needs to be highly visible, then you should post it in the main area.
- If your message is very short, and does not need to be highly visible, then you should post it in the upper right area.
- If your message is rather long, but there was no suitable template for your needs, then you should post the information in the text ticker area. (For more information, see page 115).
- If you have a set of photos that does not require high-visibility, then you should post them in the upper right area.

More About the Upper Right Area

Due to its small size, the upper right area should only be used for very short, concise messages and reminders. The upper right area is typically it is used to display continual or recurring information like

reminders and training dates, as well as non-crucial information like event/employee photos.

Topics and Style Examples

Below are several examples of the content-specific eScreen slides you will find in the template files. This is not a complete list, and each file may include several slide layouts, colors, and topics. (For more information on choosing slide layouts, see page 21).



Figure 2-11. Sample slide styles and topics (continued on next page)



Figure 2-11. Sample slide styles and topics (continued from previous page)

Blank Slides and General Purpose Slides

In the event that there is no suitable template for your needs, many blank and general-use templates have also been provided in

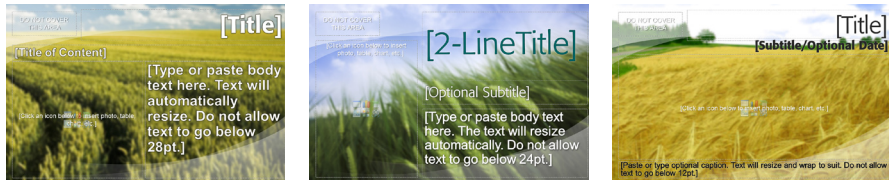
numerous formats and color combinations so that you can start your message from scratch. For more information on light customizations, see "Recommended Slide Conventions" on page 142.

Below is a small sample of the styles available for your general communication needs, and the name of the file containing them:



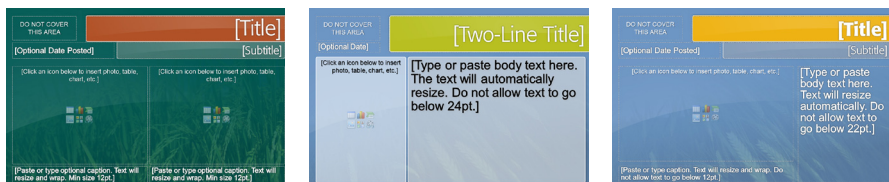
Plain without Heading Box

gen_use_1.pptx



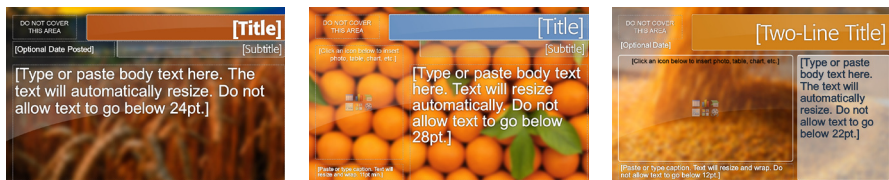
Full photo without Heading Box

gen_use_1.pptx



Plain with Heading Box

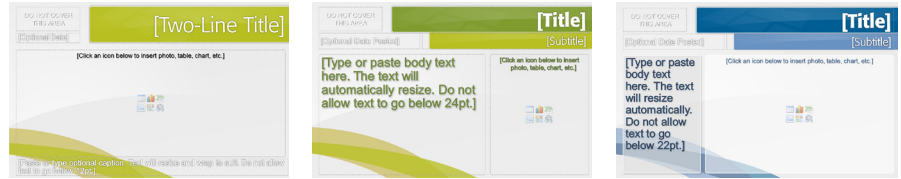
gen_use_3.pptx



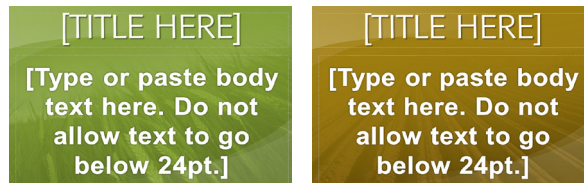
Full Photo with Heading Box

gen_use_2.pptx

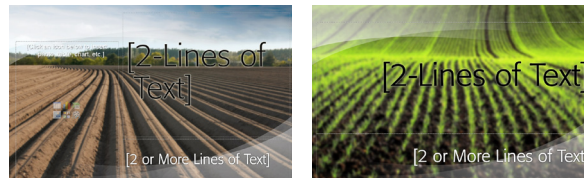
Figure 2-12. Sample general-purpose slides (continued on next page)



Plain White
gen_use_4.pptx



Small Plain
sm_gen_use_1.pptx



Small Full Photo
sm_gen_use_2.pptx

Figure 2-12. Sample general-purpose slides (continued from previous page)

Requesting Additional Templates

You may come across a recurring topic or message that you are continually posting to your eScreens. If you feel that it would benefit your or other users' workflow to have a new eScreen template made for a particular topic, contact the Public Affairs department.

Digix's Public Affairs department

E-Mail:
public.affairs@digixco.com

2.3 How to Use the Templates

Now that you know how to choose a template based on the topic and placement of the message you want to post, let's open a template file and take a look around.

Template Instructions

The first thing you will notice when you open a template is the template instructions. A set of instructional slides—with helpful pictures for each step—is included inside all template files. The instructional slides will include some or all of the following:

- How to create a new slide
- How to insert and format a photograph
- How to save/export the slides

These slides are like any other slide in PowerPoint, and can be rearranged or deleted. When exporting slides, be sure you are not exporting the instructional slides along with the ones you created. (For more information on exporting slides, see page 27).

CHOOSING A SLIDE LAYOUT

Step 1 on the first instructional slide says to click on the arrow below the **New Slide** button (Figure 2-14).

Every template file has many layout and color options, and may even contain more slide topics. These can only be accessed by clicking this button.

Slide options in the **New Slide** menu are grouped by color, type, or in some other logical way. In the *Weather Advisory* template (Figure 2-13), slide options are grouped by type of weather.

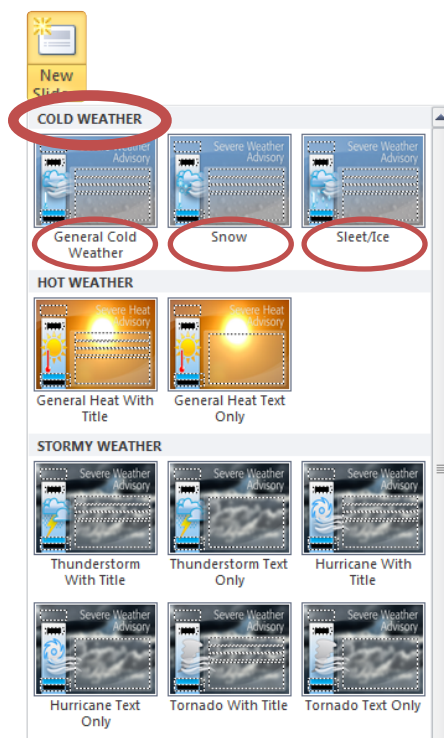


Figure 2-13. Slides are grouped logically in the **New Slide** menu.

Important:

Click the arrow below the **New Slide** button to see all layout and color options included in that template file.

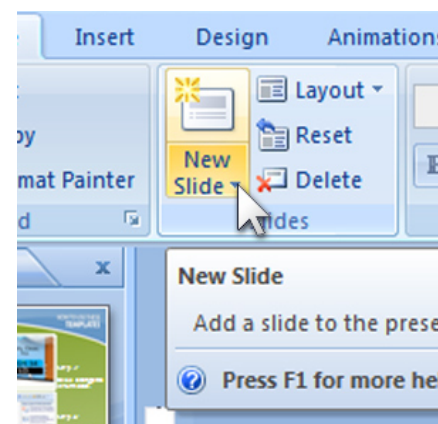


Figure 2-14. Step 1 of the first instructional slide

More about slide layout objects:

DO NOT COVER THIS AREA

[Optional Date Posted]

[Click an icon below to insert photo, table, chart, etc.]



[Paste or type optional caption. Text will resize and wrap. Min size 12pt.]

- Editable objects have a thin dotted line.
- To begin typing in a box, click inside of it.
- Do not place text or other objects over the "DO NOT COVER" area.
- Follow all instructions inside layout objects.
- Objects you did not type into or insert a something into will be invisible when the slide is exported.

Figure 2-15. About layout objects

Slides are also sub-grouped by the type of message, the slide elements they contain, or in some other logical way. In the *Weather Advisory* example (Figure 2-13), the **Cold Weather** group contains slides for general cold weather, snowy weather, and icy weather. The **Stormy Weather** group contains slides for thunderstorms, hurricanes and tornados.

Slide Layout Objects

A slide layout object is an element contained within a slide, such as a text box or photo placeholder, that receives your input. Some slide layout objects include:

- **Text boxes** can be used for title text, subtitle text, body text, event dates, captions, etc.
- **Photo placeholders** can be used for photos of events, employees, or the person being quoted in a message.
- **Graphic elements** are typically part of the background image and cannot be moved or replaced. They can separate or group items, and provide visual interest or clarification to the slide.
- **Multi-element placeholders** allow you to insert any type of media into a slide: tables, charts, photos, graphics and items from other Microsoft® Office products.

A given slide may contain several layout objects. The way the objects are combined or arranged will determine which slide layout will work best for the message you are composing.

Use-Case Scenario:

A message that will only have a title and a few lines of text, will go into a slide layout that has text boxes for a title and body text. For this type of message, you would not want to choose a slide layout that also has a text box for a subtitle and a photo placeholder.

Special-Use Layouts

Let's look at a more complex example of slide layout objects that are arranged to accomplish a special function. The slide is found in the template file: `weather_with_displays.pptx` in the *Hot or Stormy Weather* group with the name **General Heat Text Only** (Figure 2-16). This slide would be used to warn the workforce of a heat advisory issued by your local weather station or Safety department.

In (Figure 2-17) you can see that there are several layout objects on the slide. However, only four are user-editable:

- the body text box (item 3)
- the two text boxes for high and low values (item 4)
- the text box for day of the week (item 5)

The other objects, including the title, were pre-placed for the functionality of this particular slide and are not user-editable.

The body text. The main text box (item 3) is where a user will type or paste the message.

The weather display. On the slide, to the left is a combination of objects including: graphic elements (item 6) and text boxes (items 4 and 5) where a user will type the required information. When complete, it becomes a visually-appealing and useful weather display that will enhance the message.

ADDING INFORMATION TO A SLIDE

Example Exercise:

In this example, we will go through the steps to create a *Severe Heat Advisory* slide. We will type a message that we have composed into the main text box, fill-in the required weather display information, and export the slide from PowerPoint. First, let's take a look at how to add the information.

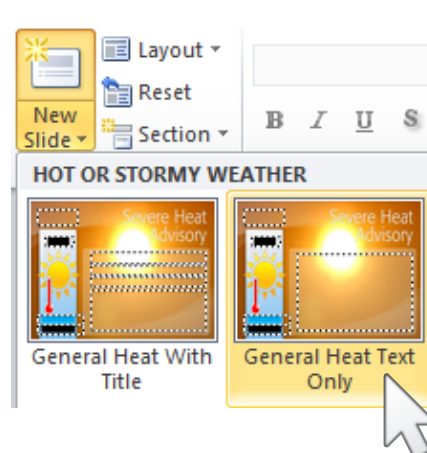


Figure 2-16. Choosing the General Heat Text Only slide layout

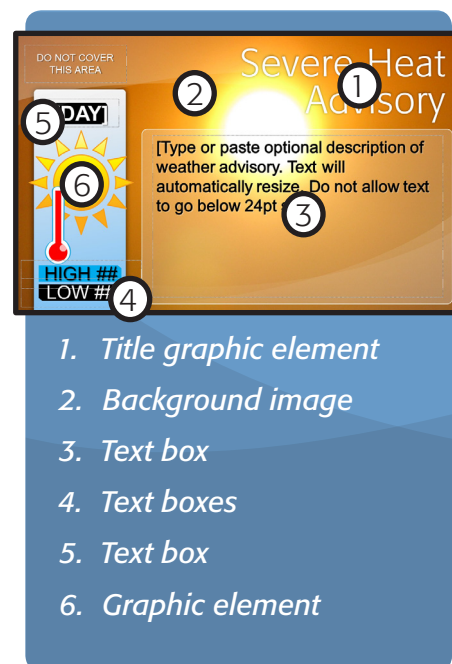


Figure 2-17. Example of layout objects on a slide template

Follow these steps to open the example slide:

1. **Open the file.** In your templates folder, double-click the file weather_with_displays.pptx to open it in PowerPoint
2. **Show the New Slide menu.** Click the arrow below the New Slide button to bring up the New Slide menu.
3. **Choose the slide.** Click the slide **General Heat Text Only** in the Hot or Stormy Weather group (Figure 2-17 on page 23).

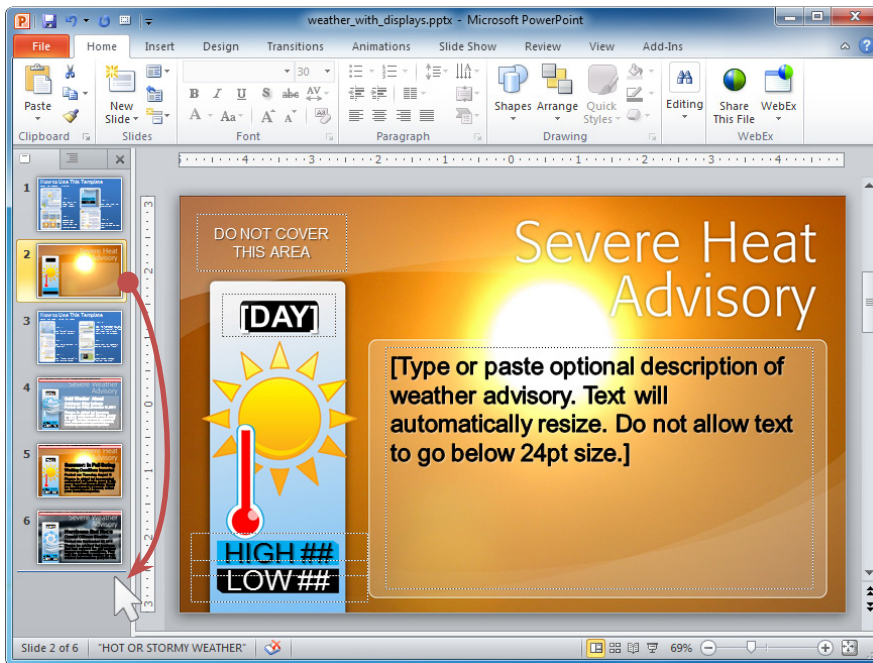


Figure 2-18. Moving slides within the slide list on the left in PowerPoint

The new, blank slide will now appear in the slide list on the left. If the new slide was inserted between the instruction slides, you may choose to move it to the bottom of the list by dragging it below the last slide (Figure 2-18).

HINT: The messages for your facility's eScreens may be composed using any of several sources. (For more information on the type of content you should post, see "Where Do I Get Information?" on page 134).

The bare minimum:

Most text boxes will state a minimum text size, but a 22-point minimum text size is recommended when it is not stated.

Follow these steps to fill-in the text boxes on the example slide:

4. **Fill in the body.** Click on the main text box and type in:

Please be advised that the severe heat that is anticipated for Friday, August 13, may impact your working conditions. Stay cool and remember to drink plenty of fluids during the day!

Remember:

If you need medical assistance, dial 1455 from any facility phone.

5. *Fill in the day of the week.* Click on the text box for the day of the week at the top of the weather display and type the following text: Fri (Figure 2-19).
6. *Fill in the high value.* Click on the text box for the high temperature value and type in: HIGH 98.
7. *Fill in the low value.* Click on the text box for the low temperature value and type in: LOW 85 (Figure 2-20).

HINT: As you type, the text will resize to fit the shape of the text box without cutting off any part of the message.

Now you have what looks like a functioning weather display to post on your eScreens. Viewers will immediately understand that on the day specified (Friday), the temperature will be very high (up to 98 degrees), which brings more importance to your suggestion to work safely and drink plenty of fluids.

Case-in-Point:

Of course, you should obtain accurate temperatures for the day(s) for which you are making slide(s). These can come from your local news outlet, a weather website such as www.weather.com, or the weather app on your smartphone.

PREVIEWING A SLIDE

Notice that the thin dotted lines are now missing around the layout objects where you have typed the information. This indicates the layout object is no longer invisible; its contents will export properly.

There is one layout object whose dotted line did *not* disappear: the “DO NOT COVER THIS AREA” text box at the top left. We would not want this text to display on our final slide, however, it is not necessary to delete the text or the text box. Because the text box has a thin dotted line around it, its contents will neither print nor

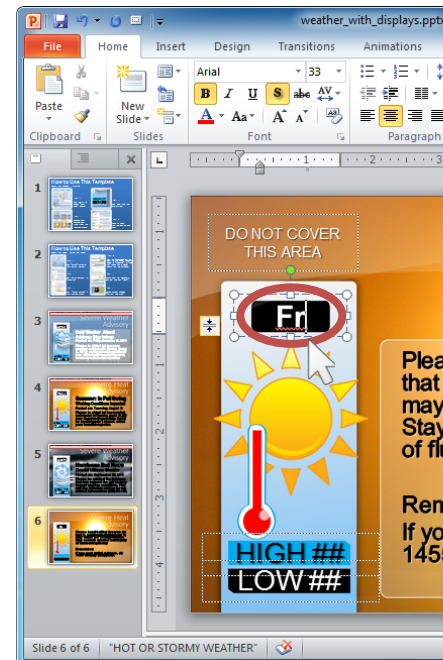


Figure 2-19.

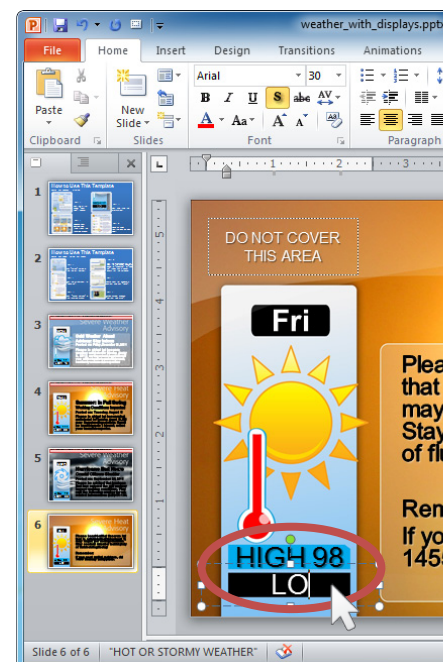



Figure 2-20.

export. You can be sure of this by previewing the slide using the **Slide Show** mode inside of PowerPoint.

Follow any one of these steps to preview the slide in Slide Show mode:

1. Click the Slide Show button in the status bar at the bottom of the window (Figure 2-21), or
2. Click the From Current Slide button. This can be found under the Slide Show tab in the tool bar (Figure 2-22), or
3. Press the F5 key on your keyboard. 

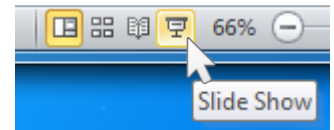


Figure 2-21.

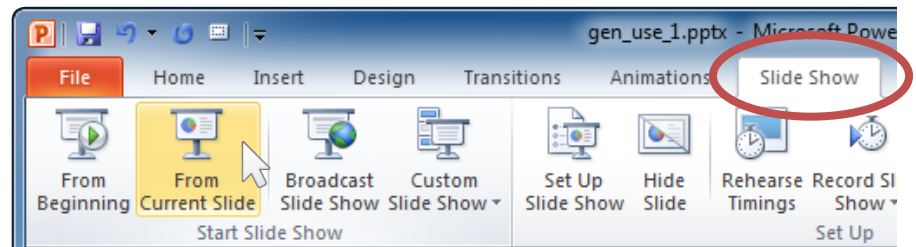


Figure 2-22.

In the preview, you will notice that the “DO NOT COVER THIS AREA” text does not display (Figure 2-23). You see a high-quality, accurate view that shows exactly what your final slide looks like. Be sure to give your message one more quick review for spelling and structure.

Follow any one of these steps to close the Slide Show mode and return to the regular editing mode:

1. Press the Esc key on your keyboard, or
2. Choose End Show. Choose End Show from the menu that appears when you right-click anywhere on the slide show presentation as shown in (Figure 2-24).

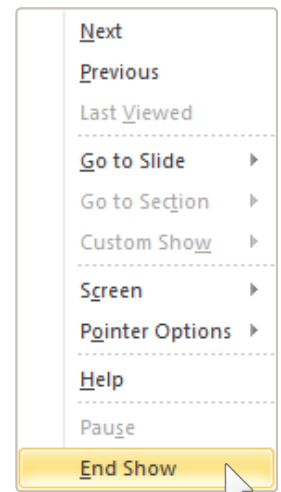


Figure 2-24.

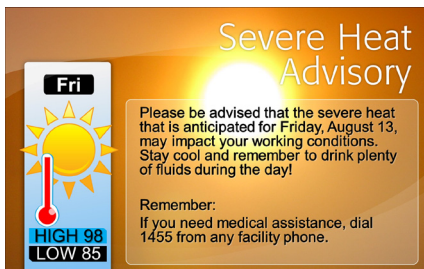


Figure 2-23. Slide preview



Okay we're all done! You have decided your slide looks great, and is ready to be exported out of PowerPoint.

EXPORTING A SLIDE



Example Exercise:

To export a slide or slides out of PowerPoint simply means to save the slide or slides in any format other than the PowerPoint document format. Before we begin, make sure the slide you want to export is the current slide being shown on your screen.

Follow these steps to export a slide:

1. **Open the File Menu.** to open the **File** menu., click on the **File** button at the top left corner of the window as shown in (Figure 2-25).
2. **Click Save As.** In the **File** menu that appears, click the **Save As** button as shown in (Figure 2-26). The **Save As** dialog box will appear as shown in (Figure 2-27).



Figure 2-25.

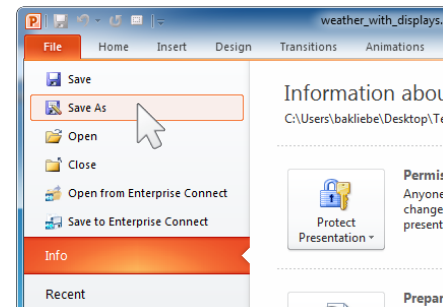
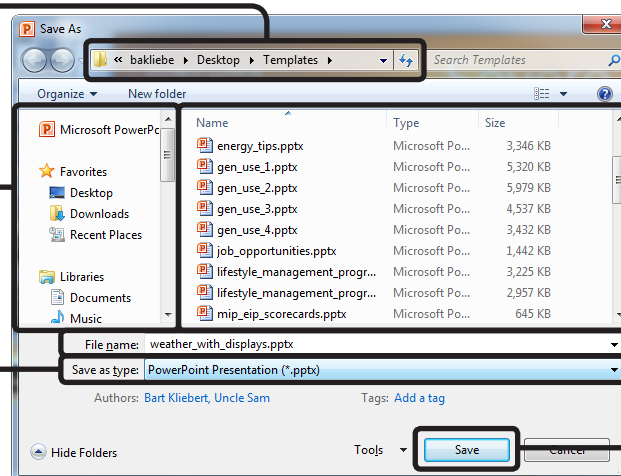


Figure 2-26.

Current Location
Shows the name and location of the folder where you are about to save.

Folder List
Lets you navigate to other folders to save your slide in another location.

Save As Type
Shows the file type of the slide you are about to save.



File List

Shows a list of files in the current folder that matches the type chosen in the **Save As Type** box .

File Name

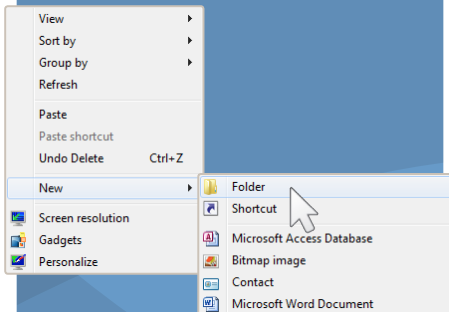
Choose a name for your file and type it here.

Save Button

Click this button when you are ready to save your slide.

Figure 2-27. Parts of the **Save As** dialog box

Basic file organization tip:



You can create a new folder from inside the *Save As* dialog box by following these steps:

1. Right-click on a blank area in the file list.
2. Choose New
3. Choose Folder
4. Give your new folder a descriptive name.
5. Open the new folder by double-clicking, and save your slide in it.

3. **Choose a location for your file.** Using the folder list in the *Save As* dialog box, choose where you would like to save the exported slide. In this example, save it to your desktop.
4. **Give the file a name.** Choose a descriptive name for the slide you are exporting, and type it into the **File name** box. We will call this slide `heat_advisory_0813` (Figure 2-28).

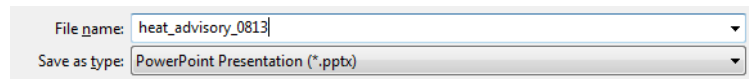


Figure 2-28.

Changing the File Type

As of now, the *Save as type* box still says PowerPoint Presentation (*.pptx), but we do not want to use this file type. Using this file type would save the entire document as a PowerPoint presentation. You must choose a file type that the eScreens can display, like PNG.

Follow these steps to change the document type to PNG:

5. **Open the file type menu.** In the *Save As* dialog box that we opened in the previous step, click on the **Save as type** box (Figure 2-28), and a long list of file types will appear.

HINT: This list is not in alphabetical order. To quickly cycle to the PNG item in the list, type **J** **P** on your keyboard. This cycles through: JPEG then PNG. Press enter to accept the choice.

6. **Select the PNG file format.** Choose **PNG Portable Network Graphics Format (*.png)** from the list (Figure 2-29).

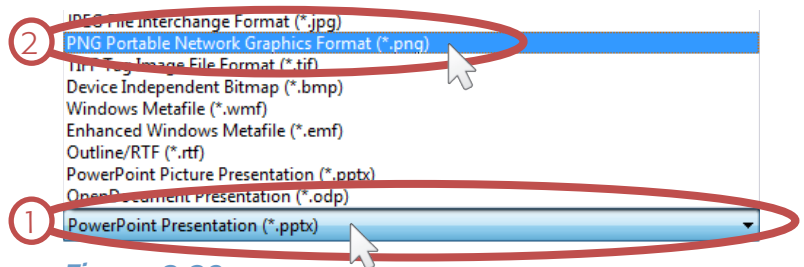


Figure 2-29.

JPEG vs. PNG File Types

The most common file type for photographs is JPEG. However, drawn images and illustrations with varying amounts of text and graphics—like the eScreen slides—are better suited for the PNG file type, which offers a higher quality for the eScreens.



Figure 2-30. Comparing the JPEG and PNG file types

Hint: PNG files are no different to you or the eScreens. You will store, open, and view them the same as you do with JPEG files.

Saving the Slide

Now you will complete the export process by saving the slide. Review the settings in the **Save As** dialog box. In the previous steps, you set the following attributes:

- **File name:** heat_advisory_0813
- **File type:** PNG
- **Location:** Desktop

Follow these steps to save the slide with its current settings:

7. **Click the Save button.** At the bottom of the dialog box, click the **Save** button (Figure 2-31).



Figure 2-31.

8. **Choose Current Slide Only.**

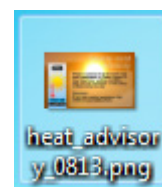
A dialog box will appear (Figure 2-32). Because there is more than one slide in your PowerPoint document, the program needs to know whether it should save all the slides or the current slide only. The slide you created was currently active when you chose the **Save As** command, so clicking **Current Slide Only** will save only the current, active slide.

What does it all mean?

JPEG, the file type we know best for photographs, is an acronym for *Joint Photographic Expert Group*.

PNG is an acronym for *Portable Network Graphics*.

The Saved Slide



After you save the file, you will see it on your desktop. You can organize it

into another folder if you choose, or add it directly into Design Studio. See "Importing and Organizing Content" on page 83 for more information.

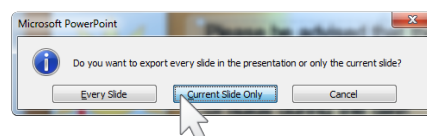


Figure 2-32.

WORKING WITH TEXT

To get the best visual result for the text on your eScreen slide, sometimes you will need to format or edit a message after you see it placed into the slide layout.



Example Exercise:

In this example, we will go through the steps to create an *Employee of the Month* slide. We will compose a message from information we received in an e-mail, place the text into a slide layout, and learn how to format the text using traditional tools found inside of PowerPoint.

When you receive an e-mail like the one shown in (Figure 2-33), your first step is to determine where to post the message, and which template you should choose.

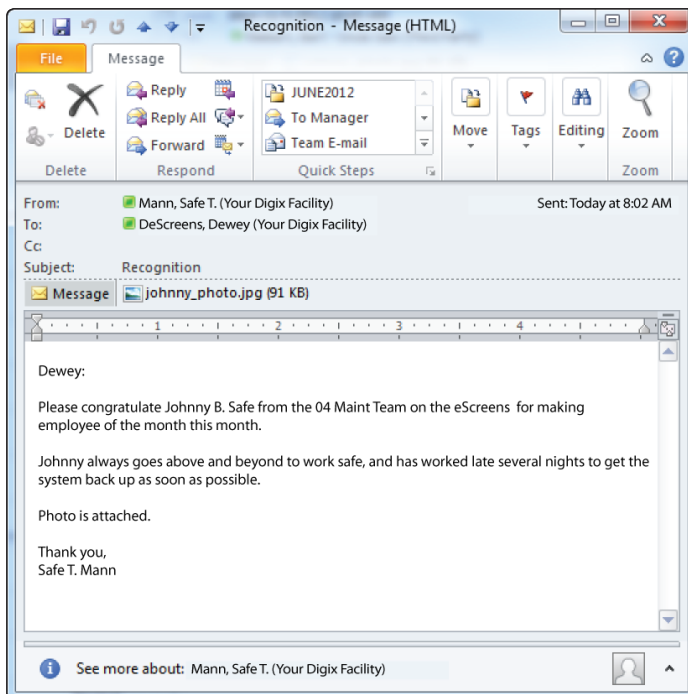


Figure 2-33. Example request you may receive via e-mail for information to be posted on the eScreens

We know from the chart in (Figure 2-10.1 on page 16) that because the slide will contain a photo and short text, we should post it in the main area. This means we'll choose a large template.

We know from the section "Topics and Style Examples" on page 17, and by looking at the list of template files, that there is no template for congratulating employees of the month.

Hint: For general messages like this one, a general-use slide layout with a text box and a photo placeholder will be the best approach.

For this example, we will start with a general-purpose template, and select a slide layout that will accommodate our message.

Follow these steps to open the example slide:

1. **Open the file.** In your templates folder, double-click the file `gen_use_3.pptx` to open it in PowerPoint
2. **Show the New Slide menu.** Click the arrow below the **New Slide** button to bring up the **New Slide** menu.
3. **Choose the slide.** Click the slide named **Text and Content 30/70** in the **Light Blue and Light Orange** group (Figure 2-34).

Hint: The layouts in this file are sub-grouped by the objects they contain, and the size ratio between content placeholders and the text boxes are displayed in the layout name. The photo we will be using in the next exercise, `johnny_photo.jpg`, is in the portrait orientation (vertical). A layout with a 30/70 ratio best matches the content placeholder to that orientation.

When the new slide appears, let's examine its layout objects to ensure it will fit our needs: In (Figure 2-35) we see that there are several layout objects on the slide. The following are user-editable:

- the title text box (2)
- the subtitle text box (3)
- the text box for body text (4)
- placeholder for the photo (5)
- photo caption text box (6)

The e-mail we received contains enough information to fill-in these layout objects: The title text box ("Employee of the Month"), the body text box (a message we will compose from the e-mail), and the content placeholder (the photo attached to the e-mail). We will learn more about working with photos on page 36.

You can compose your own text to fill in the remaining text boxes (subtitle and caption) or you can leave them blank. We know from

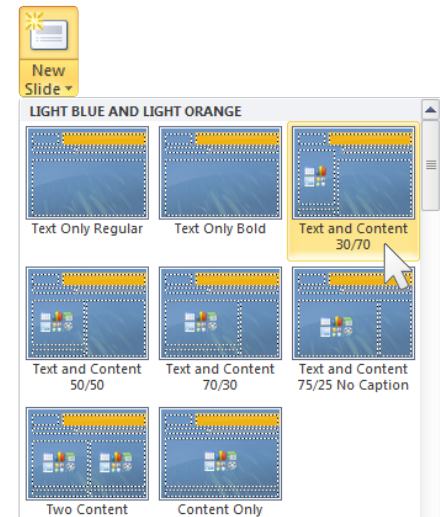


Figure 2-34.

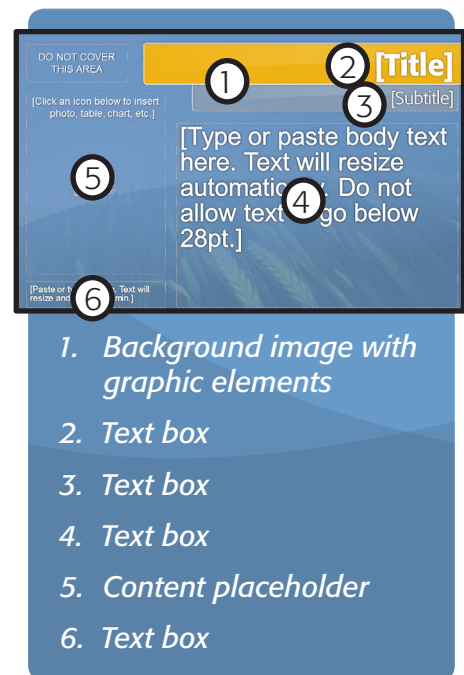




Figure 2-35. Example of layout objects on a slide template

On Pasting Text

When pasting message text instead of typing it, you can use the keyboard shortcut  + .

Be careful that the pasted text takes the formatting of the text box into which you are pasting it.

For more information, see "Copying Text from Another Source" and "Pasting Text into a Slide" on page 62.



Figure 2-36. Our progress so far


the section "Previewing a Slide" on page 25, that empty text boxes or placeholders will not show up on the exported slide.

Follow these steps to add text to the example slide:

4. **Fill in the title.** Click on the title text box and type: **Employee of the Month**
5. **Fill in the subtitle.** Click on the subtitle text and type the current month and year. For this example, type: **November 2013.**
6. **Fill in the body text.** Click on the main text box and type:
 Congratulations to Johnny B. Safe from the 04 Maintenance Team for making employee of the month for November.
7. **Fill in the photo caption.** Click on the caption text box and type: **Johnny B. Safe, Mechanic - 04 Maintenance Team.**

Hint: The body message was composed using the information we received in the e-mail shown in (Figure 2-33). For more on how to extract information from e-mails, and which information you should include in a message, see page 137.

FORMATTING TEXT ON A SLIDE

 When the text is entered, we see that it is not appealing (Figure 2-36): The employee's name gets lost inside the rest of the text, and the line break in the caption is at an odd location.

To fix these problems and add a bit of visual interest, we will:

- *center the body text*
- *make the employee name bold in the body text*
- *put the employee name on its own line in the body text*
- *put the employee name on its own line in the caption text*
- *italicize the employee's job title in the caption text*

Selecting All Text in a Text Box

Follow any one of these steps to select the body text:

1. Use the **Select** menu. Click once inside the body text to activate the text box, and choose **Select All** from the **Select** menu in the **Editing** area of the tool bar as shown in (Figure 2-37).
2. Use the keyboard shortcut **Ctrl + A**. Click once inside the body text to activate the text box, and press + on the keyboard.

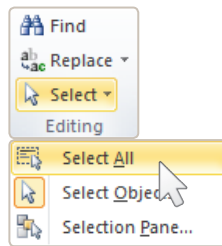


Figure 2-37.

Keyboard Shortcut Tip: Press and quickly release the A key while holding down the control key. Then release the control key.

3. **Triple-click the text.** With or without the text box active, clicking anywhere on the body text three times in rapid succession will select the entire body of text.

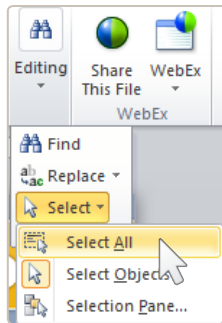


Figure 2-38.

Centering Text in a Text Box

Follow any one of these steps to center the body text:

1. Use the **Center** button on the tool bar. With the body text selected, click the **Center** button in the **Paragraph** section of the tool bar (Figure 2-39).
2. Use the keyboard shortcut **Ctrl + E**. With the body text selected press + on your keyboard.

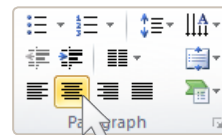


Figure 2-39.

Inserting Forced Line Breaks in a Text Box

Now that the body text is centered in the text box, we want to put the employee's name on its own line using forced line breaks, which are also known as carriage returns.

Click to select text:

The following applies to selecting text in PowerPoint:

- Double-clicking will select a word.
- Triple-clicking will select a paragraph.

In this example, triple clicking selects all of the body text because the text is not divided into paragraphs (there are no carriage returns in the text).

Tool Tips:

If you do not see the tool bar items listed in the steps, one of the following may be the cause:

- **The Home tool bar is not being shown.** Click on the **Home** tab to show the **Home** tool bar.
- **The tool bar buttons are being combined into menus due to screen size.** This is normal behavior, however your buttons and tools may not look the same as the screen shots shown. Simply click the menu to see the tools it contains (Figure 2-38).

Congratulations to
 Johnny B. Safe
 from the 04
 Maintenance Team for
 making employee of the
 month for November.

Figure 2-40.

More selection shortcuts:

- *Shift + Home* selects all text from the cursor to the beginning of the line.
- *Shift + End* selects all text from the cursor to the end of the line.
- *Holding the Shift and Ctrl keys* will select whole words when used with the left/right arrow keys, and whole paragraphs when used with the up/down arrow keys.

Follow these steps to insert carriage returns in the body text:

1. **Place your type cursor before the employee name.** Using your mouse, click once just before the 'J' in Johnny B. Safe. This will insert your type cursor there. It is okay if the employee name is already at the beginning of the line.
2. **Press the enter key on your keyboard.** Because forced line breaks are invisible, it will not look like much as happened if the employee name was already at the beginning of the line.
3. **Place your cursor after the employee name.** Using your mouse, click once just after the 'e' in Johnny B. Safe.
4. **Press the enter key on your keyboard.** Now the employee name should be on its own line as shown in (Figure 2-40).

Hint: The spaces between the employee name and the words before and after it, are still in the text. Even though you cannot see them, they may affect the centering of the text slightly. Delete the extra spaces to ensure your text is truly centered.


Selecting Only Some Text in a Text Box

Now the employee name is on its own line (Figure 2-40). However, it is in the same style as the rest of the text. We want to add some emphasis only to the employee name, so we must select only that.

Follow any one of these steps to select only some text:

1. **Click and drag.** Place your mouse cursor at the beginning of the text you wish to select, and drag across the text.

Hint: Dragging means to hold down your primary mouse button while moving your mouse across the text.

2. **Use the Shift key.** Insert your type cursor at the beginning of the employee name. Hold down the  key and press the right-arrow key multiple times until the text is selected.

Making Text Bold in a Text Box

Follow any one of these steps to make the selected text bold:

1. Use the **Bold** button in the tool bar. With the text selected, click the **Bold** button in the **Font** section of the **Home** tool bar (Figure 2-41).

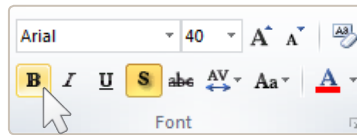


Figure 2-41.

2. Use the keyboard shortcut **Ctrl + B**. With the text selected, press + on your keyboard.

Now the employee name stands out more, and the message is easier to read at a glance (Figure 2-42).



Figure 2-42.

Let's shift our attention to the caption text box in the bottom left area of the slide. We know that we want the employee's job title on the line below his name, so we will insert a forced line break between the comma and the job title. (See page 33 for more information on inserting forced line breaks).

Making Text Italic in a Text Box

Now we will italicize the employee's job title in the caption box. To do that, select only the employee's job title. (See page 34 for more information on selecting only some text).

Follow any one of these steps to make the selected text italic:

1. Use the **Italic** button in the tool bar. With the text selected, click the **Italic** button in the **Font** section of the **Home** tool bar (Figure 2-43).



Figure 2-43.

2. Use the keyboard shortcut **Ctrl + I**. With the text selected press + on your keyboard.

You can see in (Figure 2-44) that the job description is now italicized.



Figure 2-44.

Our Progress

If we preview our slide in the **Slide Show** mode (Figure 2-45), we will see that all of the text on the slide looks great. (For more information on previewing a slide, see page 25).

We will fill in the blank area with a photo of the employee in the next exercise.



Figure 2-45.

WORKING WITH PHOTOS

Photographs are an essential part of communication. A photo should always accompany your message if:

- a photo pertaining to your message is available
- there is adequate space on the slide to accommodate both your message and the photo

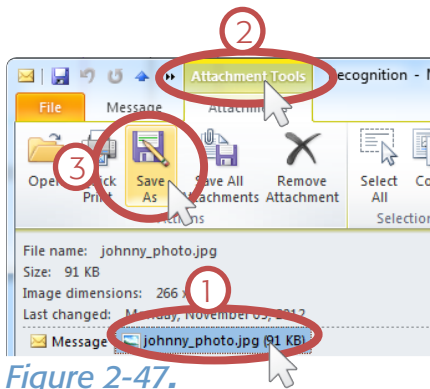


Figure 2-47.



Example Exercise:

We will add a photo to the *Employee of the Month* slide we began in the previous exercise. We will learn how to take a photo from an e-mail and place it into a slide.

Saving a Photo from an E-mail

When you receive an e-mail message with a photo attachment that you would like to add to a slide (Figure 2-46), the first step is to get the photo out of the message and put it on your desktop.

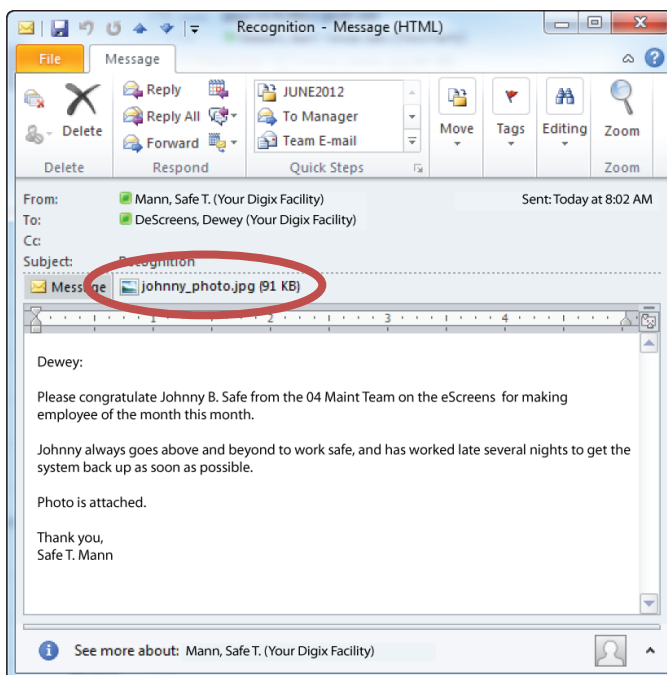


Figure 2-46. An e-mail message with photo attachment

Follow any one of these steps to save an attachment from an e-mail message:

1. Use the Attachment Tools (Figure 2-47). Click once on the attachment to be saved (1). At the top of the e-mail message, click the yellow **Attachment Tools** tab (2), then click the **Save As** button (3). To save multiple attachments, click the **Save All Attachments** button instead. When the **Save As** dialog box appears, choose **Desktop** in the folder list and click **Save**. You do not need to give the photo a name.
2. Drag the photo onto your desktop. Make sure you can see both the e-mail message window and a blank area of your desktop. Drag the attachment onto your desktop (Figure 2-48).

Hint: If the photo was sent inside the e-mail text instead of as an attachment, right-click on the photo, and choose **Save as Picture** (Figure 2-49).

You may want to organize the photo into a folder for future use. Or you can delete it after it is placed in the slide, if you know you will not use it again.

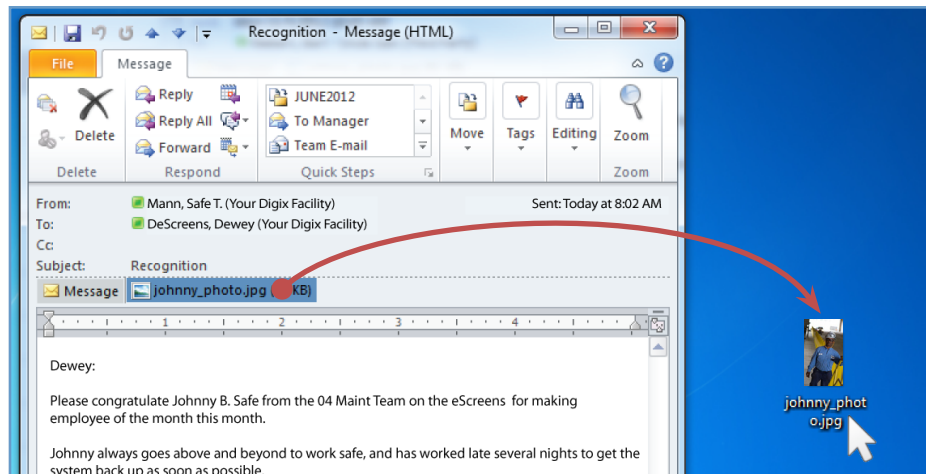


Figure 2-48. Dragging a photo out of an e-mail message

ADDING A PHOTO TO A SLIDE

Now that we have saved the photo onto our desktop, we want to insert it into the *Employee of the Month* slide that we began in the previous exercise on page 30.

In the center of the content placeholder there are six icons as shown in (Figure 2-50):

- *Insert Table* (1)
- *Insert Chart* (2)
- *Insert SmartArt Graphic* (3)
- *Insert Picture from File* (4)
- *Clip Art* (5)
- *Insert Media Clip* (6)

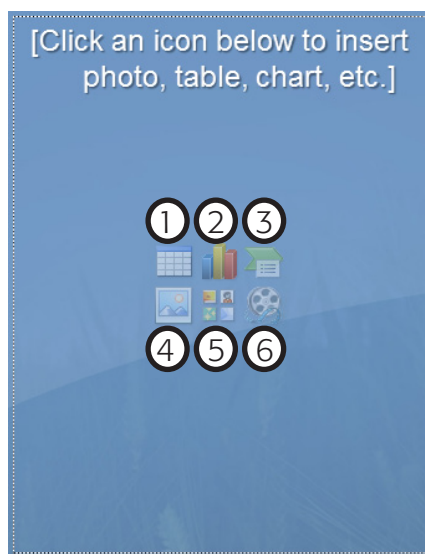


Figure 2-50. Content placeholder

You will occasionally encounter a slide that was specifically designed for photo content, and the content placeholder will only have one icon: **Insert Picture from File** (4).

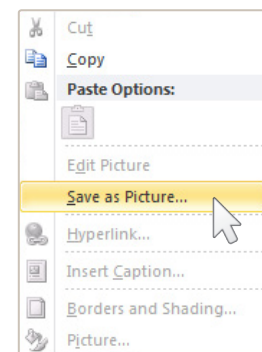


Figure 2-49. The menu that appears when you right-click a photo inside e-mail message text

Placeholder icons:

The icons in the content placeholders are semi-transparent until you hover your mouse pointer over them. A helpful reminder will appear as you move the mouse over each one.

Follow these steps to fill the content placeholder with a photo:

1. Click the photo icon. Inside of the content placeholder, click the photo icon as shown in (Figure 2-51).

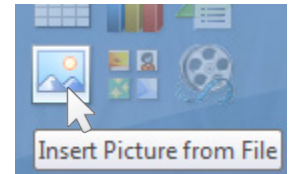


Figure 2-51.

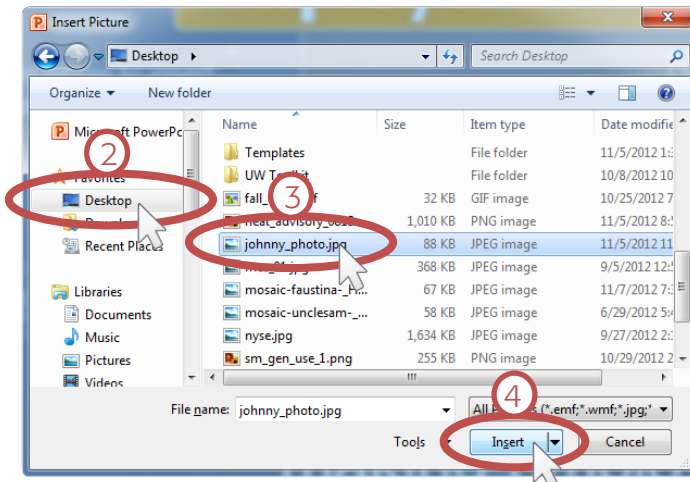


Figure 2-52.

2. Navigate to your desktop. In the Insert Picture dialog box that appears, click Desktop in the folder list.
3. Choose a photo to insert. From the list of files on your desktop, choose the file we put there earlier: johnny_photo.jpg.
4. Click the Insert button. At the bottom of the Insert Picture dialog box, click the Insert button to insert the photo.

Steps 2 thru 4 are illustrated in (Figure 2-52).

Hint: Begin typing the file name in the File name box. Use arrow keys to choose the file from the list that appears. Press Enter to insert the photo.

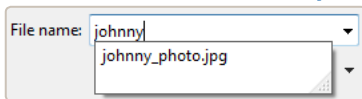


Figure 2-53.

Previewing Our Progress

Preview the slide in the **Slide Show** mode (Figure 2-53). The photo has inserted properly in the center of the content placeholder. (For more information on previewing a slide, see page 25).

However, it looks like the photo would benefit visually from a white border, and a drop shadow to match the text.


FORMATTING PHOTOS

Just like you can change font sizes and text colors, there are several attributes you can apply to photos as well. PowerPoint has several formatting presets for photos to help us.

Follow these steps to add a Picture Styles preset to a photo:

1. Select the photo. Using your mouse, click once on the photo you want to add a picture style to.

2. **Open the Format tool bar.** When any photo is selected, a pink **Picture Tools** tab will appear at the top of the program window. Click the **Format** tab to open the **Format** tool bar.
3. **Select a picture style.** in the **Picture Styles** section of the new tool bar, you will see several options. Click the first option as shown in (Figure 2-54).

 Export the finished slide with the name `eom_nov.png` using the steps listed in "Exporting a Slide" on page 27.

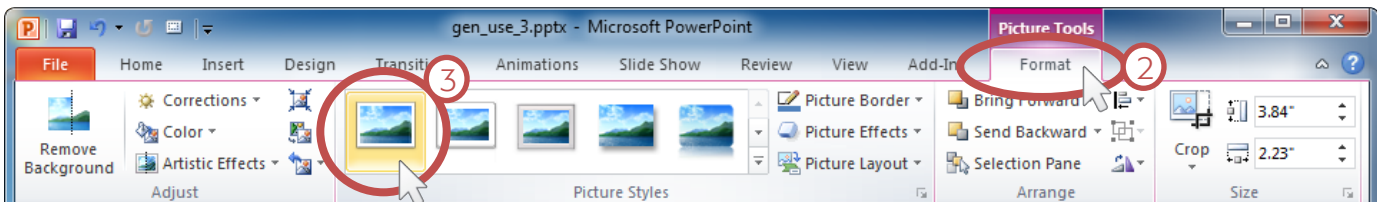


Figure 2-54.

The photo is now formatted with a white border and a drop shadow, which compliments the style of the text nicely (Figure 2-55).

More on Picture Style Presets

PowerPoint has a total of 28 **Picture Style** presets. Each one applies varying treatments to the selected photo including:

- photo shape and rotation
- drop shadow
- photo border
- reflections

To see all available presets, click the downward arrow in the bottom-right corner of the list in the **Picture Styles** section of the tool bar (Figure 2-56).

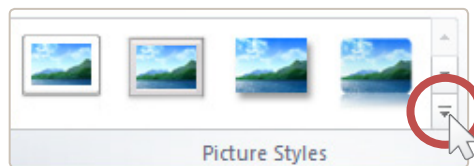


Figure 2-56.

Not all presets are appropriate for eScreen slides. Use discretion when formatting photos, and always choose a preset that compliments the other elements on the slide. Here are some helpful guidelines:

- choose only style presets with square or rectangular shapes
- choose style presets that do not excessively distort the photo
- if you are ever unsure and want to be safe, choose only from the first five options in the **Picture Styles** presets list



Figure 2-55.

Picture Style previews:

When you hover your mouse pointer over a **Picture Style** preset in the menu, you can see a temporary preview of the style applied to your selected photo. The photo will revert to its previous style when you move your mouse cursor away from the **Picture Style** presets.

2.4 Doing More with Templates

In the previous section you learned how to insert text and photos to create basic eScreen slides that will work for most of your needs. Let's learn a few more basic techniques like cropping photos, resizing objects, selecting multiple objects, and adding your own objects to a slide layout.

Special Template Instructions

You will occasionally come across a template with a different set of instructions than you are used to. These instructions can be on a set of instructional slides, listed in a text box, or in a content placeholder.

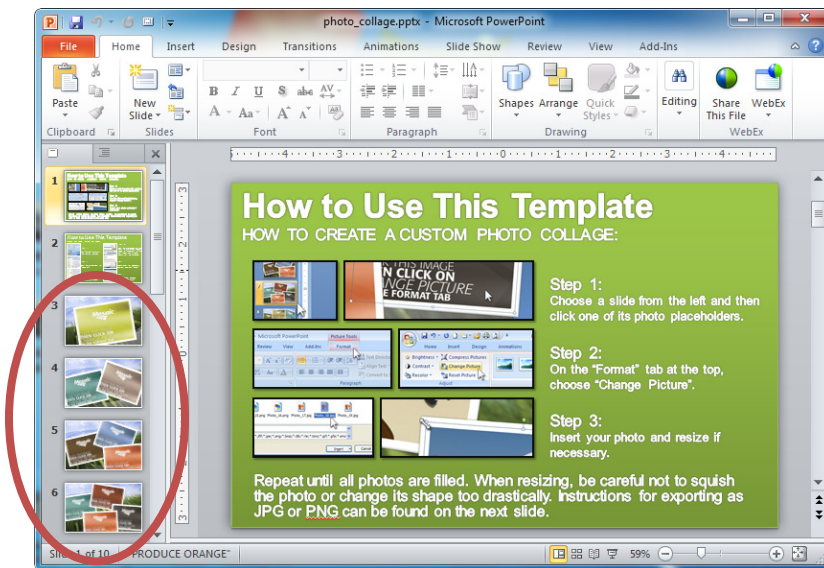


Figure 2-57. Slide layout options located in the slide list

Hint: Don't let the word 'special' frighten you! The instructions are easy, clear, and you can get remarkable results just by following their steps!



The file we will use in our next exercise, `photo_collage.pptx`, has a few special instructions.

Take a look at (Figure 2-57). Until now, we have only used the **New Slide** menu to see the slide layout options in a template. However, the photo collage template already has its slide layout options in the slide list at the left.



Example Exercise:

In this example, we will follow the steps to create a *Photo Collage* slide. We will insert a few photos, and learn the different ways they can be manipulated.

Let's assume that there was a Digix event this past weekend that we want to highlight on the eScreens. There are three photos that we'd like to put together in a collage. For the example, we will assume they are on our desktop in a folder called: **Collage Photos**.

Hint: To follow along with this exercise, choose three photos that you already have. Use copies of the original files just incase.

Follow these steps to open the example slide:

1. **Open the file.** In your templates folder, double-click the file photo_collage.pptx to open it in PowerPoint
2. **Choose a slide from the slide list on the left.** Click on any of the slides to see them. For our example, we will use the slide with three photo placeholders (slide number 5 in the list).

When the slide appears, examine its layout objects to ensure it will fit our needs: In (Figure 2-58) we see that there are three frames with photo placeholders. Because we have three photos, this slide will suit our needs.



Figure 2-58.

DUPLICATING A SLIDE

It is important to remember that in the case of *this* template file, the layout options in the slide list are just regular slides. If you edited the slide and save the file, the changes you made would still be there the next time the template is opened. You will have lost the blank, pre-formatted slide layout options.

Hint: You can always download new, blank template files from the employee website. (See page 13 for more information).

To avoid permanently changing the pre-formatted slides, it is necessary to duplicate the slide layout you would like to use.

Follow these steps to duplicate a slide:

1. **Select the slide.** In the slide list, click once on the slide you would like to duplicate. For our example, click on slide 5.
2. **Use the keyboard shortcut Ctrl + D.** With the slide selected in the slide list, press + on your keyboard.

What you need to know about the slide list:

There are seven layout options, each with one more placeholder than the last.

Because of the instructional slides, the layout options begin at No. 3.

The numbers do not follow the slides when you reorder them, and the slides in the list cannot be named. Be careful to avoid confusion.

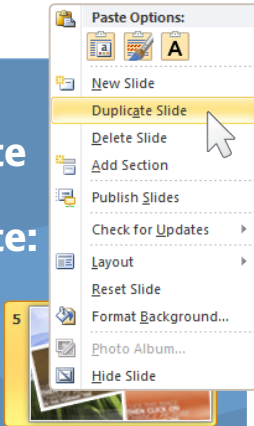
The last slide in the list is an example slide.

Before adding photos, always duplicate the slide so that you will always start with a fresh one.



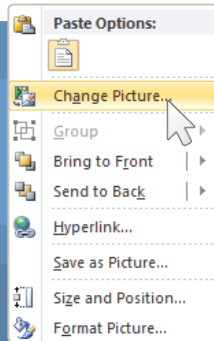
A duplicate way to duplicate:

You can also duplicate a slide by right-clicking and choosing *Duplicate Slide* in the menu.



Change is good:

You can also change a photo by right-clicking and choosing *Change Picture* in the menu.



3. *Move the slide to the bottom of the slide list.* Unfortunately, PowerPoint offers no way to organize or group slides in the slide list. The best approach is to keep all of the slides you create at the bottom of the list. For more information on moving slides in the list, see (Figure 2-18 on page 24).

CHANGING A PHOTO

Changing a photo means to replace one photo on a slide with another that you choose. This is a time-saving trick that can be great for re-using old slides that you have already created for other topics. Just switch out the old text, and use the **Change Picture** tool to replace the old photos with new ones.



In our photo collage example, we will use the **Change Picture** tool to swap out the placeholders with other photos.

Good to Know: Unlike the content placeholders we've seen in previous exercises, the placeholders in this template are regular images, intended to be *replaced* with your photos. The placeholder images will appear both in *Slide Show* mode and on the exported slide, even if they are not replaced.

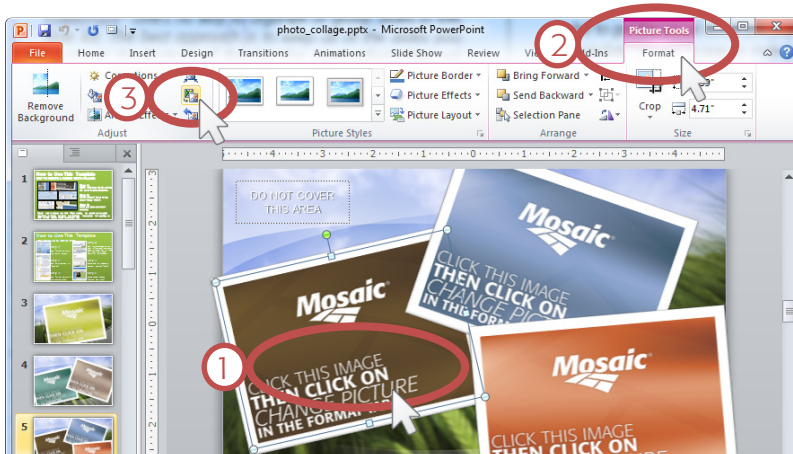


Figure 2-59. Changing a photo using the Change Picture tool

Follow these steps to change a photo:

1. *Select the image you would like to change.* Click once on the leftmost photo placeholder.
2. *Open the Format tool bar.* When a photo is selected, a new **Format** tab will appear at the top of the window. Click it to show the **Format** tool bar.
3. *Click the Change Picture button.* Click the **Change Picture** button in the **Adjust** section of the tool bar.

4. *Navigate to your desktop.* In the **Insert Picture** dialog box that appears, click **Desktop** in the folder list.
5. *Open the folder containing the image.* The file list is showing the files and folders on your desktop. Double-click the **Photo Collage** folder to open it.
6. *Choose a photo to insert.* From the list of files, choose: **photo_collage_1.jpg**.
7. *Click the Insert button.* At the bottom of the **Insert Picture** dialog box, click the **Insert** button to replace the image with the selected photo.

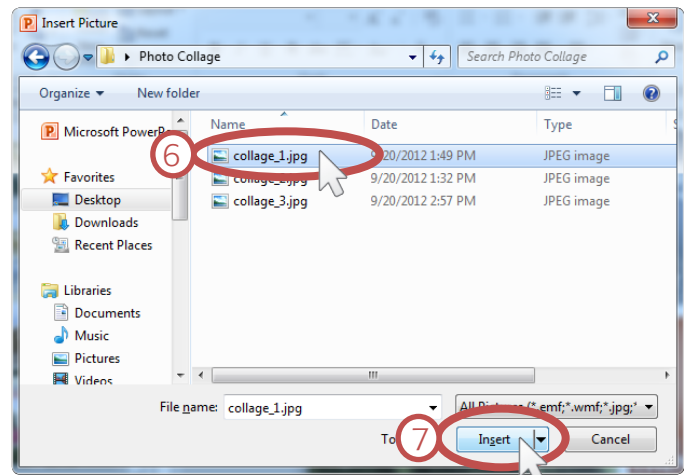
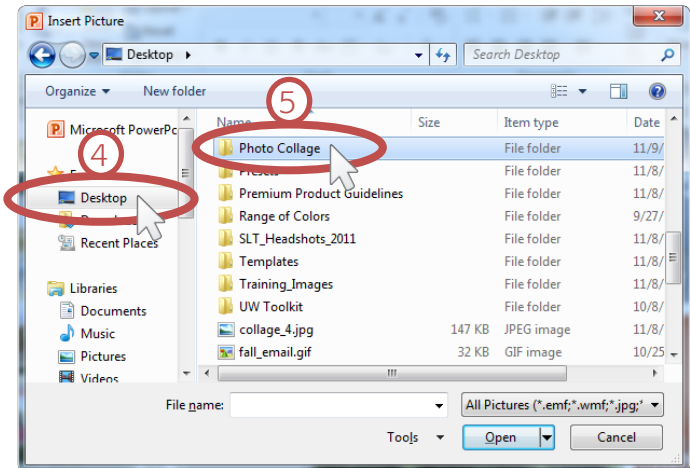


Figure 2-60. Using the Insert Picture dialog box

In (Figure 2-61) you can see that the photo we chose has now taken the place of the leftmost photo placeholder image.

Unfortunately, it looks like one of the people in the photo is being covered by another photo placeholder. To fix issues like this, we will need to rotate and reposition the photos as we go.

MANIPULATING PHOTOS

In the *Employee of the Month* exercise on page 37, the photo that we inserted into the slide fit perfectly and looked great. However, in order to get the visual result you want, sometimes you may need to manipulate photos in one or more of the following ways:

- *reposition the photo*
- *rotate the photo*
- *resize the photo*
- *crop the photo*

Repositioning Photos

Repositioning, or moving, a photo is the most straight-forward way to manipulate it. To reveal the person whose face is covered in our

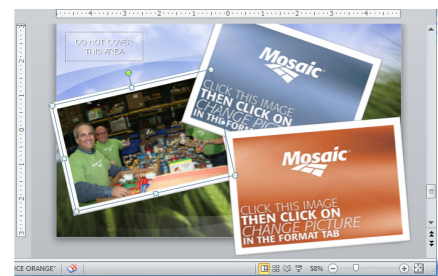


Figure 2-61. Slide with the first photo inserted

example, we will reposition the photo by moving it downward.

Follow any one of these steps to reposition the photo:



Figure 2-62. Dragging to reposition a photo

- 1. Drag the photo.** Click and hold your mouse button anywhere on the photo, and slowly drag it downward with your mouse until the face of the person in the photo is no longer covered. Release the mouse button when the photo is positioned where you want it as shown in (Figure 2-62).
- 2. Use the arrow keys.** Pressing the arrow keys (← → ↑ ↓) on your keyboard while the photo is selected will move it in the direction of the key you are pressing.

Hint: If you hold the shift key while dragging, the photo will stay on a straight path in the direction you are dragging.

Cutting corners:

You may have noticed by now that the corners of some of the image placeholders extend past the sides of the slide. When the slide is exported, these corners will be completely cut-off.

This is acceptable, and gives the slide visual interest. Just make sure that faces and important parts of the photographs will not be cut-off.

Now we have the result we want: the subject's face is now visible.



Use what you learned in "Changing a Photo" on page 42, to insert the second photo (`photo_collage_2.jpg`) into the topmost photo placeholder.

Control Handles

Notice that several control handles appeared around the photo we just inserted: a round control handle at each corner, a square control handle at each side, and a round green control handle at the very top of the photo. Grabbing (i.e., clicking and dragging) any one of these control handles will manipulate the

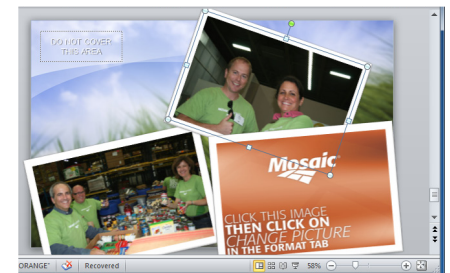








Figure 2-63. Slide with the second photo inserted

selected photo or object in one of the following ways:

-  Dragging the corner control handles will resize the image proportionally in the direction you are dragging.
-  Dragging a side control handle will stretch the image from the selected side, in the direction you are dragging.
-  Dragging the top control handle will rotate the image in the direction you are dragging.

Hint: When you hover your mouse over a control handle, the mouse cursor will change depending on the control handle.

-  Hovering over a corner control handle will change your cursor to a diagonal arrow.
-  Hovering over a side control handle will change your cursor to a horizontal or vertical arrow.
-  Hovering over the rotation control handle will change your cursor to a rotating arrow.

Rotating a Photo

The photo we just inserted looks quite decent: no important parts of the photo were cut-off and no one's face is being covered. However it may benefit from a bit more manipulation. If we rotate the photo, we will see more of it.

Follow these steps to rotate a photo:

1. **Select the photo.** Click once on the photo to select it.
2. **Use the rotate control handle.** Move your mouse pointer to the green control handle at the top of the photo. Hold down your mouse button and drag the mouse counter-clockwise slowly (**Figure 2-64**) until you get the result you want.
3. **Release the mouse button.**



Figure 2-64. Dragging to rotate a photo


 Using what you learned in “Changing a Photo” on page 42, insert the third photo (`photo_collage_3.jpg`) into the rightmost photo placeholder. The result can be seen in (Figure 2-65).



Figure 2-65. Slide with the third photo inserted



Figure 2-66. Dragging to resize a photo

Resize vs. stretch:

Always use a round control handle at a corner to resize the photo. Using a square control handle at the side will stretch the photo it in the direction you are dragging.

Be careful not to reshape or distort photos by stretching them.

Resizing a Photo

The photo of the large group of people that we just inserted fits well. However, it is a little difficult to see all of the faces clearly because of its size. To fix this, we will make the new photo bigger.

Follow these steps to resize a photo:

1. **Select the photo.** Click once on the photo we just inserted (the rightmost photo) to select it.

2. **Use the resize control handle.** Move your mouse pointer over the round control handle in the top-left corner (your cursor will change to a diagonal arrow). Drag the control handle upward and to the left until the photo is approximately as big as shown in (Figure 2-66).

Unfortunately, making one photo bigger has covered faces of the people in the other two.

By cropping the new photo, we can cut out all the empty space above the group of people. To do this, we will use the Crop tool.

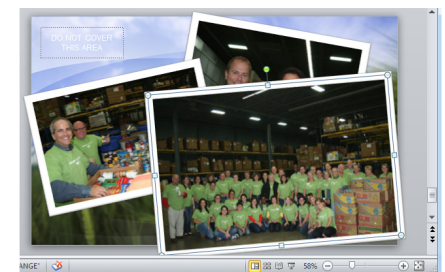


Figure 2-67. Slide with the third photo resized

Cropping a Photo

Cropping a photo is different from resizing a photo. Resizing changes the size of an entire photo, while cropping cuts edges off of a photo. You are essentially making the unnecessary parts of a photo invisible.

Hint: Cropping a photo is never permanent. You can always re-crop a photo by using the *Crop* tool again. This way, you will never actually lose the unseen part of a cropped photo.

Follow these steps to turn on the *Crop* tool:

1. **Select the photo.** Click once on the photo you will crop. In this example, we will click on the photo that we just inserted in the previous steps.
2. **Open the Format tool bar.** When a photo is selected, a new **Format** tab will appear at the top of the window. Click it to show the **Format** tool bar.
3. **Click the Crop button.** Click the **Crop** button in the **Size** section of the tool bar (Figure 2-68).

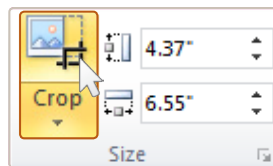


Figure 2-68.

When the *Crop* tool is activated, short black bars appear around the selected photo: one at each corner and one at each side. Slowly moving your mouse to one of these black bars will change your cursor to a cropping symbol (Figure 2-69). This symbol means that your mouse is in the proper place to begin cropping.

Follow these steps to crop a photo:

1. **Drag a side of the photo.** With the photo selected and the **Crop** tool activated, drag one of the black bars toward the center of the photo. In this example, we will drag the top bar downward to just above the group of people as shown in (Figure 2-70).

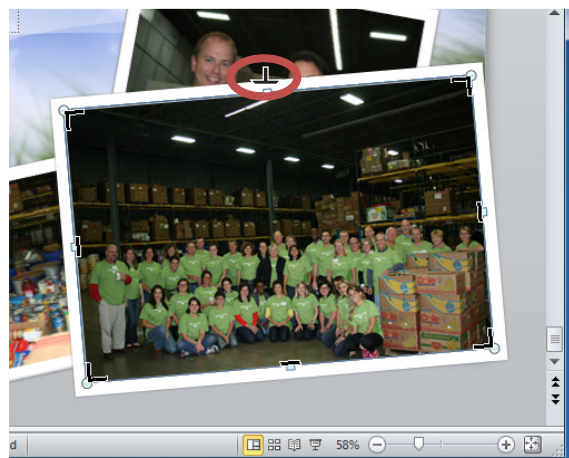


Figure 2-69. The cursor changes to crop symbol, indicating you are ready to crop



Figure 2-70. Dragging to crop a photo with the **Crop** tool

Hint: You can continue making multiple crops while the **Crop** tool is activated.

2. **Deselect the photo.** When you have finished making your crops, click anywhere other than the photo to deactivate the **Crop** tool.

Previewing Our Progress

Preview the slide in the **Slide Show** mode (Figure 2-71). You can see that we have a bit more manipulating to do so that the important parts of all photos are visible. (For more information on previewing a slide, see page 25).



Figure 2-71.



Move the leftmost photo upward to see the person who is still being covered, using the steps listed in the previous section, "Repositioning Photos" on page 43.

However, the person's face goes from being hidden behind one photo to being hidden behind another photo (Figure 2-72).

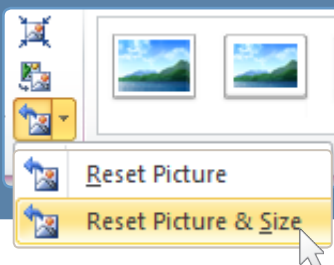


Figure 2-72.

To fix this, we must change the in-front-of/behind arrangement (known as the z-order), which we will do in the next exercise.

In too deep?

Reset the photo back to its original size and shape by clicking the **Reset Picture & Size** button in the Format tool bar.



MANIPULATING OBJECTS

Imagine that creating a slide in PowerPoint is like creating an art project in real life, like découpage. The slide and background image together are like the canvas. The slide objects would be like actual

photographs and text clippings that you arrange on top of the canvas. We've already looked at ways we can manipulate these objects just as we would in real life (move, rotate, etc.). Let's look at a few more.

Changing the Z-Order

Just like a real art project, the photos or text that you place on the canvas can go in front of or behind each other, and items have the potential to become hidden. In the computer world, this in-front-of/behind arrangement is known as the z-order.

In (Figure 2-73), our photo collage slide is dissected to show the z-order of its objects. The photo in question (Photo 1) is behind the other two. The photo covering it (Photo 2) is directly in front of it. Photo 3 is in front both of the other photos, however, it is not covering anything important like faces.

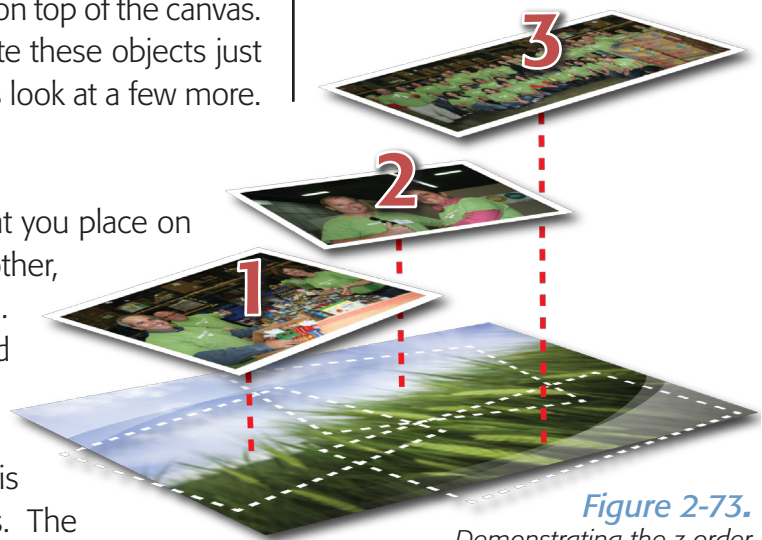


Figure 2-73.
Demonstrating the z-order of objects on a slide

PowerPoint offers four tools for changing the z-order of objects on a slide. These tools have descriptive names:

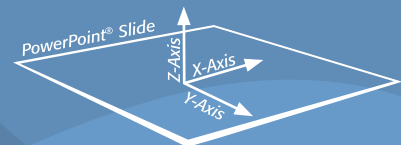
- *Bring to Front*
- *Send to Back*
- *Bring Forward*
- *Send Backward*

These tools can be found in several places: The **Arrange** button on the **Home** tool bar; the **Format** tool bar that appears when a photo is selected; and in the menu that appears when you right-click on a photo.



Example Exercise:

In this example, we will continue to manipulate the *Photo Collage* slide that we began in the previous exercise. We will learn how to change the z-order of objects, create our own objects, and learn how to format them.



Why is it called the z-order?

In geometry, x refers to the horizontal axis (left to right), and y refers to the vertical axis (up and down). Perpendicular to these two is the z-axis (forward and backward).

Z-order, sometimes known as *stacking order*, refers to the order of objects along the z-axis.

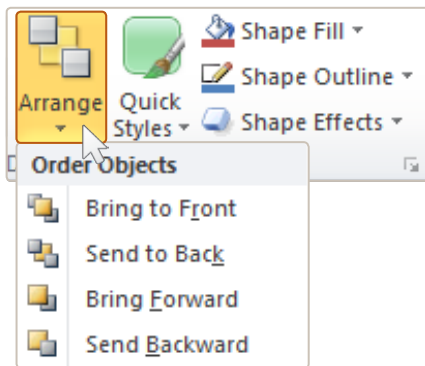


Figure 2-74.
The **Order Objects** section of the **Arrange** menu in the **Drawing** section of the **Home** tool bar

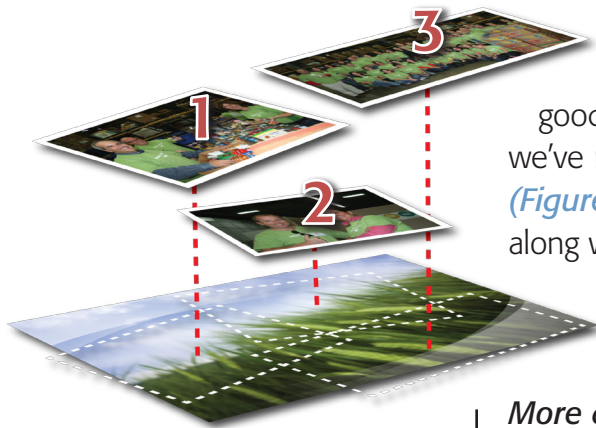


Figure 2-76.
The new z-order of the slide objects

To fix the problem of photo 2 covering the person's face in photo 1, we must change the z-order so that photo 2 ends up behind photo 1.

Follow these steps to change the z-order:

1. **Select the photo.** Click once on the photo whose z-order you want to change. In this example, we will click on photo 2.
2. **Select Send Backward from the Arrange menu.** The **Send Backward** menu item can be found in the **Order Objects** menu, which is accessible by clicking the **Arrange** button in the **Drawing** section of the **Home** tool bar (**Figure 2-74**).

Our results. In (**Figure 2-75**), you can see that the photos are now arranged properly, and the slide looks much better. No faces or important parts of any photo is being covered, and the spacing looks good. To understand what we've really done, take a look at



Figure 2-75. Slide preview with photos properly arranged

(**Figure 2-76**). Now Photo 2 is *behind* Photo 1. If you are following along with the example, you may want to make minor adjustments to the position, rotation or size of the photos to get them looking just right before you export them.

More about the Object Order tools. It is important to remember that the each time you click one of the **Object Order** tools, the selected object is moved up or down *one level* in the z-order. In our example, Photo 2 was directly in front of Photo 1, so the **Send to Back** tool gave us the result we wanted with just one click.

Hint: Sometimes you may have to use an **Object Order** tool more than once to get the position you want in the z-order.

Moving an Object to the Back or Front

If you know that you want an object moved all the way behind other objects on a slide, you can use the **Send to Back** tool. Conversely, you would use the **Bring to Front** tool to move an object all the way to the front of the other items.

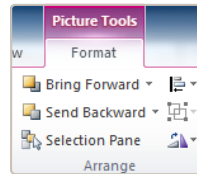




Figure 2-77.

Hint: The background image on each slide is static, and is not counted in the z-order. If you use the **Send to Back** tool on an object, it will still be in front of the background image.

Selecting Multiple Objects

Instead of moving or resizing several items individually, you can manipulate items simultaneously by selecting more than one at a time. Then, whichever manipulation or formatting you apply to one object will be applied to all selected objects.

Follow these steps to select multiple objects:

1. **Click on the first object.** Click on the first object you would like to select. In this example, click on one of the photos in the Photo Collage slide.
2. **Hold down the Shift key.** Press and hold the  key on your keyboard.
3. **Click on the other objects.** With the  key held down, click once on each of the other objects you want to select. In our example, click on the other two photos.
4. **Release the Shift key.**

Now that all three of the photos on the slide are selected, you could:

- reposition (move) all of the photos by dragging any one of the selected photos into the position you want (page 43)
- resize all of the photos by using the corner control handle of any one of the selected photos (page 46)

- rotate all of the photos by using the rotate control handle of any one of the selected photos (page 45)
- format all of the selected photos by choosing a **Picture Style** preset from the **Format** tool bar (page 38)



Drag all of the photos upward a little as shown in (Figure 2-78). This will make room for the caption text box that we will create in the next exercise.



Figure 2-78.

Being objective about objects:

Creating your own objects on a slide is not recommended unless there are no suitable slide templates for your needs.

You should always use discretion when creating your own slide objects, and make sure they fit visually with the rest of the slide objects.

CREATING YOUR OWN OBJECTS

In addition to the layout objects that are already on a slide when you open it, you can add your own objects for light customization.

On the **Insert** tab, PowerPoint offers several objects that can be inserted into slides. However, when creating slides for the eScreens, you should only insert photos and text boxes (Figure 2-79).

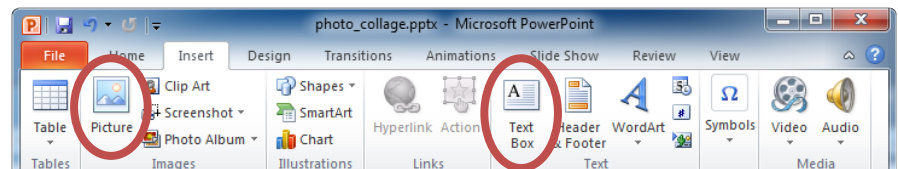


Figure 2-79.

In rare cases, you may want to insert a table, chart or graph. However, use caution when doing this. It should be simple, clear, and readable from long distances when displayed on the eScreens.

Caution: Never insert *ClipArt, Screenshots, Shapes, SmartArt, Hyperlinks, WordArt, Video, Audio, Headers or Footers.*



Example Exercise:

In this example, we will add a small text box to act as the slide caption, and format the text inside of it.

Inserting a New Text Box

Follow these steps to insert a new text box:

1. **Open the Insert tool bar.** At the top of the PowerPoint window, click on the **Insert** tab to display the **Insert** tool bar.
2. **Click the Text Box button.** In the **Text** section of the **Insert** tool bar, click the **Text Box** button. Your cursor will change to a text box cursor.
3. **Draw the text box.** Using the text box cursor, drag diagonally to create a square in the bottom-left area of the slide. It is okay if the square covers a bit of one of the photos (Figure 2-80).

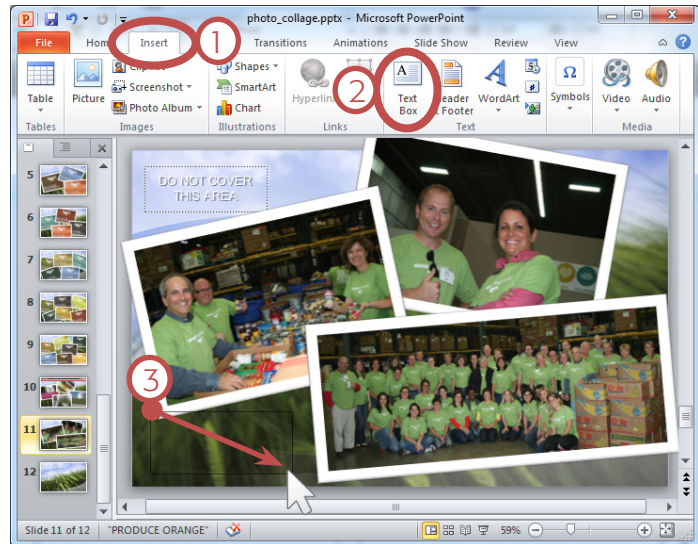


Figure 2-80.

A new text box has now been inserted with a blinking text cursor as shown in (Figure 2-81). It is ready to accept your text.

PowerPoint has given the new text box the width of the box that you drew. However, it has disregarded the height. In fact, if you tried to extend the text box using the square control handle at the bottom, it would not work. The height of a new text box is determined solely by the text that is typed into it. The text box will resize to accommodate the text as you type it in.

Follow this step to fill the text box:

4. **Type or paste the text.** For this example, type in the following:

Employees Volunteer to Help the Food Bank



The text is difficult to see because it is black. New text boxes are not pre-formatted like the other layout objects in the slide templates. However, we will manually format the text and the text box ourselves in the next exercise.



Figure 2-81.

Inserting a New Photo

Clicking the **Picture** button on the **Insert** tool bar, shown in (Figure 2-79) on page 52, opens the **Insert Picture** dialog box where you will choose a photo to insert. For more on how to use the **Insert Picture** dialog box, see (Figure 2-52) on page 38.

Hint: You can also drag-and-drop new photos into a PowerPoint slide from your desktop.

FORMATTING TEXT AND TEXT BOXES

In the section “Formatting Text on a Slide” on page 32, we looked at the following basic ways to format text:

- centering text
- making text italic
- making text bold

Of course, you can use the other tools in the **Font** and **Paragraph** sections of the **Home** tool bar to format your text further.



In our *Photo Collage* example, we will make the caption text larger and change its color so that it is more readable.

Changing the Text Size

Follow these steps to change the text size:

1. **Select the text.** Using your mouse, triple-click on the text to select all of it. For more information on selecting text, see pages 33 and 34.
2. **Use the Increase Size button.** With the text selected, click on the **Increase Size** button in the **Font** section of the **Home** tool bar (Figure 2-82) until the text size is about 24 points.

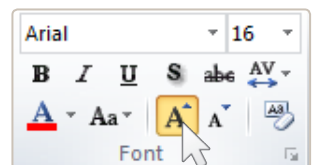


Figure 2-82.

Changing the Text Color

It is good practice to only use dark text colors on light backgrounds, and white or light text colors on dark backgrounds.

Follow these steps to change the text color:

1. **Select the text.** Using your mouse, triple-click on the text to select it. For more on selecting text, see pages 33 and 34.
2. **Open the Text Color menu.** With the text selected, click on the small arrow beside the **Text Color** button in the **Font** section of the **Home** tool bar.
3. **Choose a text color.** From the **Text Color** menu, click on the color you would like the text to be. In our example, choose white.

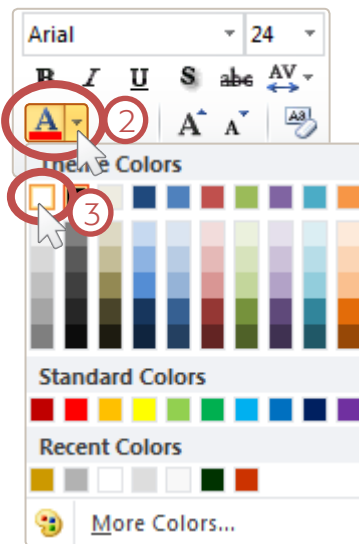


Figure 2-83.



Center the text using the keyboard shortcut **Ctrl** + **E**.

For more information, see "Centering Text in a Text Box" on page 33. Our progress is shown in (Figure 2-84).

Hint: Reposition the text box if necessary to ensure that the white text is fully on the dark background.

Adding a Drop Shadow to the Text

We will make the white text stand out even more with a drop shadow.

Follow this step to add a drop shadow:

1. **Use the Shadow button.** With the text still selected, click the **Shadow** button in the **Font** section of the **Home** tool bar (Figure 2-85). The text now has a drop shadow (Figure 2-86).

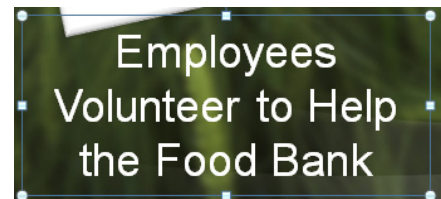


Figure 2-84.

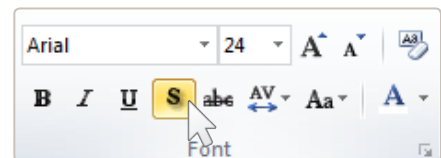


Figure 2-85.

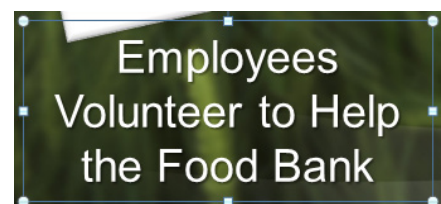


Figure 2-86.



Example Exercise:

In this example, we will manipulate our caption text box even further. We will follow the steps to fill the text box with a translucent background color, apply an outline around the box, and even change its shape.

Adding a Background Color to a Text Box

Text boxes are simply rectangular shapes that contain text. As such, a text box can be filled with a color and/or have an outline like other shapes in PowerPoint.

Follow these steps to add background color to a text box:

1. **Select the text box (not the text).** Using your mouse, click once on the outer edge of the text box, away from the text.

Hint: Your cursor will change to a four-headed arrow, indicating your mouse is in the proper position to select the text box only.

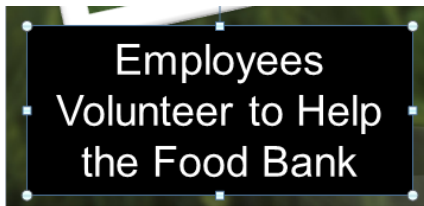


Figure 2-87.

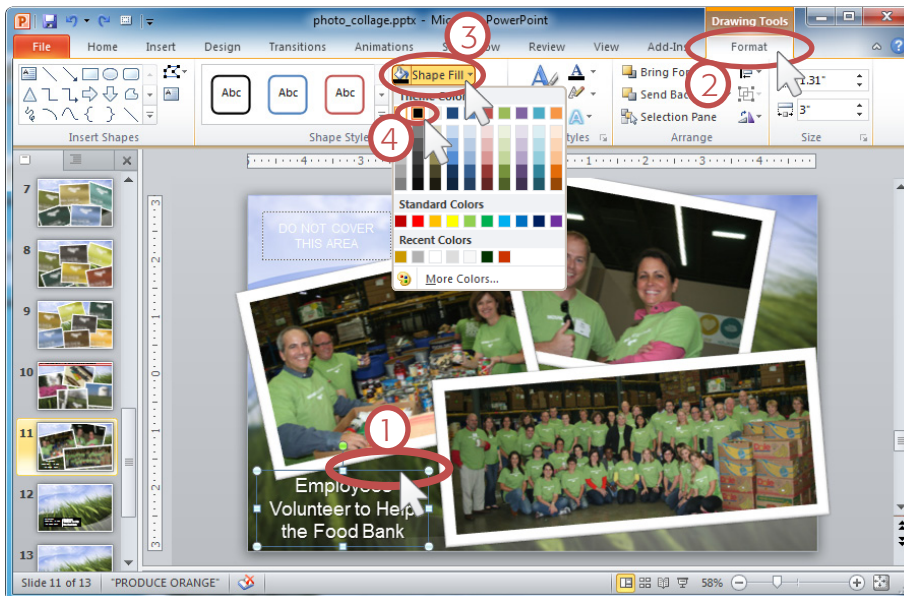


Figure 2-88.

2. **Open the Format tool bar.** An orange **Drawing Tools** tab will appear at the top of the program window. Click the **Format** tab to open the **Format** tool bar.

3. **Open the Shape Fill menu.** Click on the **Shape Fill** button in the **Shape Styles** area of the **Format** tool bar.

4. **Choose a fill color.** From the **Fill Color** menu, click on the color you would like the text to be. For our example, choose black. The text box is now filled black (Figure 2-87).

Making a Background Color Translucent

Follow these steps to make a background color translucent:

1. Open the Colors dialog box. Click on **More Fill Colors...** in the Shape Fill menu (Figure 2-89).
2. Change the Transparency setting. In the Colors dialog box, move the Transparency slider to 50% (Figure 2-90).
3. Click the **OK** button to close the box.

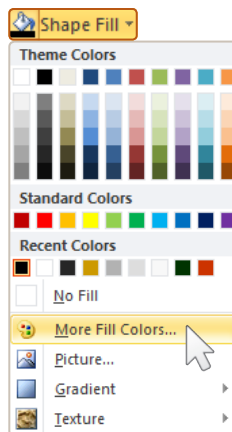


Figure 2-89.

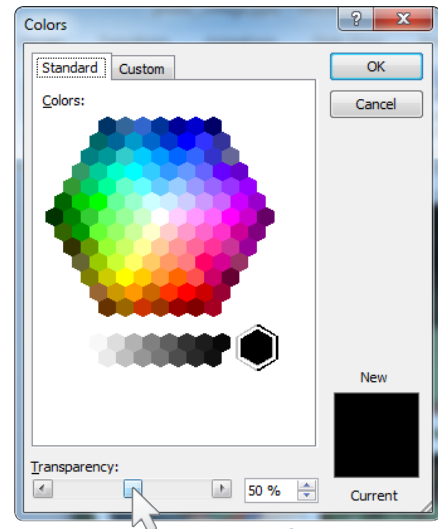


Figure 2-90.



Now the black background inside the text box is translucent (Figure 2-91).

Next, we will add an outline around the box.

Adding an Outline to a Text Box

There are two ways to add an outline to a text box:

- choose an outline color
- choose an outline weight

If you choose an outline color, the line defaults to a weight of 1pt. If you choose an outline weight, the line defaults to a color black.

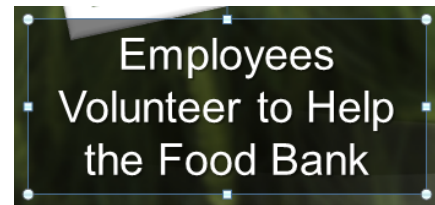


Figure 2-91.

Follow these steps to add an outline to a text box:

1. Select the text box (not the text). Using your mouse, click once on the outer edge of the text box, away from the text.
2. Open the Format tool bar. Click the **Format** tab to open the Format tool bar.
3. Open the Shape Outline menu. Click on the **Shape Outline** button on the Format tool bar.
4. Choose an outline color. From the **Outline Color** menu, click on the color you would like the outline to be. For our example, choose white. Now the text box has a white outline around it.

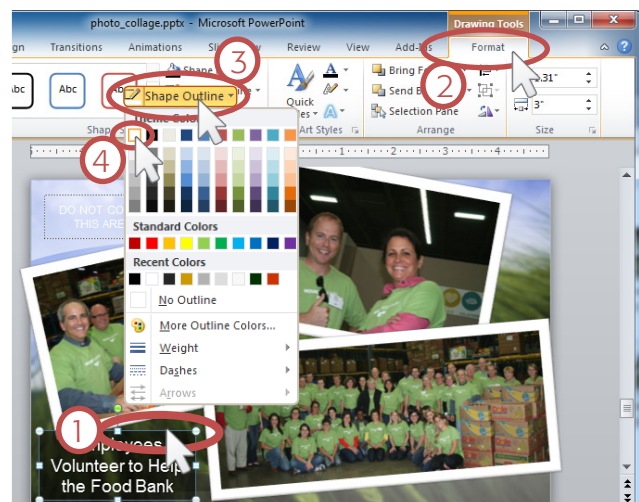


Figure 2-92.

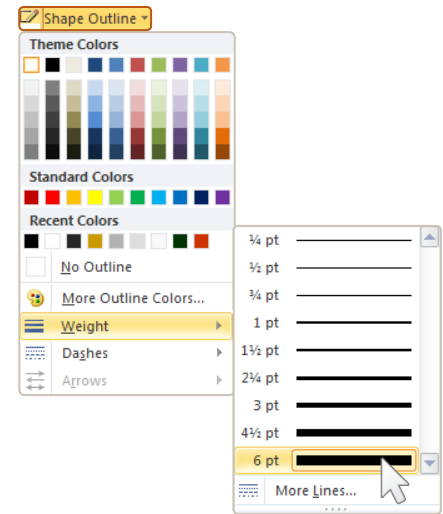
Changing Line Weights



The default line weight for the outline applied to our text box is 1pt. We would like a thicker line for our example.

Follow these steps to change a line weight:

1. Open the **Line Weight** menu. Click on **Weight** in the **Shape** outline menu.
2. Choose a line weight In the **Line Weight** menu, click on a line weight. In our example, we will choose **6pt** (Figure 2-93).



The outline around our text box is now much thicker (Figure 2-95).

Figure 2-93.

Changing the Shape of a Text Box

Follow these steps to change the shape of a text box:

1. Open the **Edit Shape** menu. Click on **Edit Shape** button in the **Insert Shapes** section of the **Format** tool bar.
2. Choose **Change Shape**.
3. Choose a shape. From the **Shape Menu** that appears, select a shape. For our example, we will choose the rounded rectangle (the second option) (Figure 2-94).

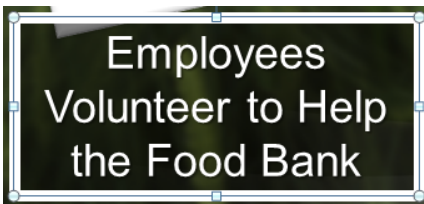


Figure 2-95.

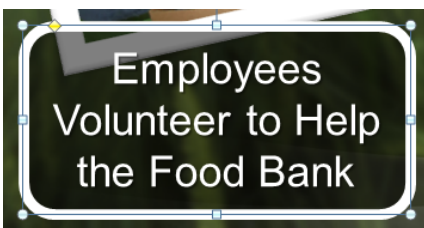


Figure 2-96.

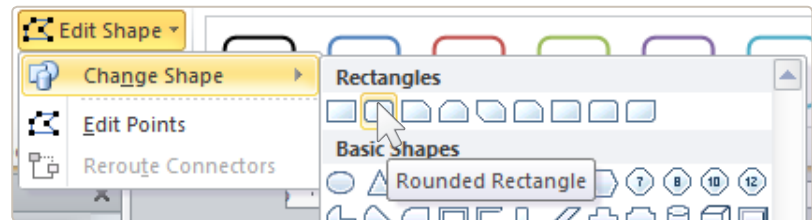


Figure 2-94.

The text box has now changed to a rounded rectangle (Figure 2-96).

Previewing Our Progress

Preview the slide in the *Slide Show* mode (Figure 2-97). You can see that the translucent text box with rounded corners looks great. (For more information on previewing a slide, see page 25).

Text and Text Box Formatting Presets

Just like we can format a photo using *Picture Styles* (see page 38), PowerPoint has several formatting presets for text and text boxes:

- we can format selected text using presets called **Quick Styles**
- we can format text boxes using presets called **Shape Styles**



Figure 2-97.

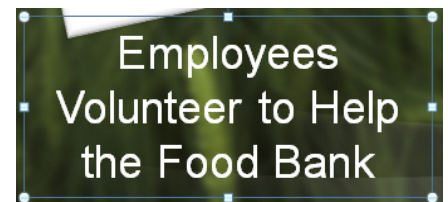


Figure 2-98.



Example Exercise:

In this example, we will assume that instead of the formatting we applied to the caption text box in the previous exercises, we want to apply a preset style.

To follow along, use the steps on page 53 to create a new text box, or undo all of the formatting changes so that the text box reverts back to the one shown in (Figure 2-98).

Follow these steps to add a Shape Style to a text box:

1. Select the text box (not the text). Using your mouse, click once on the outer edge of the text box, away from the text.
2. Open the Format tool bar. An orange Drawing Tools tab will appear at the top of the program window. Click the Format tab to open the Format tool bar.

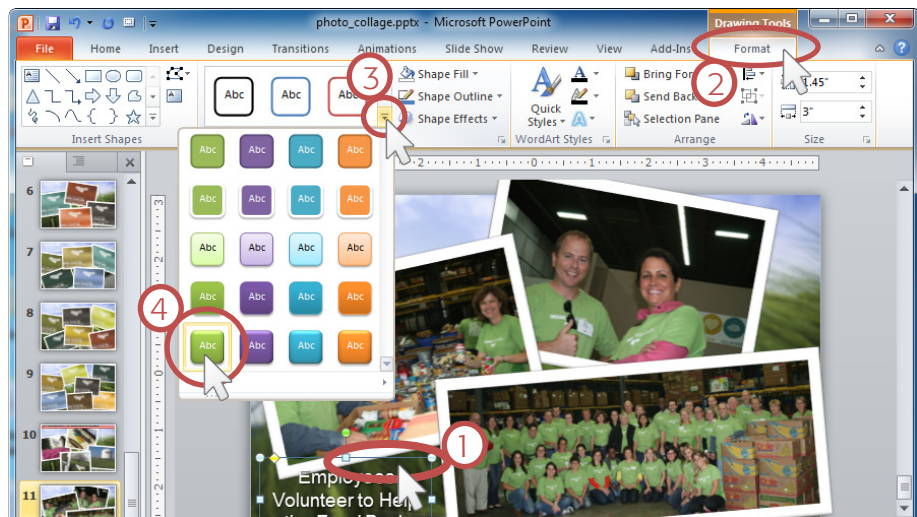


Figure 2-99.

3. **Open the Shape Style menu.** Click the small arrow at the bottom-right of the **Shape Style** list.

4. **Select a Shape Style.** In the **Shape Styles** list that appears, click the option shown in (Figure 2-99).



This formats the text box with a green fill, beveled edges, rounded corners, and a drop shadow—with minimal effort.

Use what you learned in previous exercises to resize or reposition the text box to get the visual result you want, if necessary (Figure 2-100).

Export the slide with the name **volunteer_collage.png** using the steps listed in the section "Exporting a Slide" on page 27.



Figure 2-100.

Shape Style previews:

When you hover your mouse pointer over a *Shape Style* preset in the menu, you can see a temporary preview of the style applied to the selected text box. The text box will revert to its previous style when you move your mouse cursor away from the *Shape Style*.

More on Shape Style Presets

PowerPoint has a total of 42 *Shape Style* presets. Each one applies varying treatments to the selected text box including:

- fill color
- outline color
- corner options
- reflections
- beveled edges
- drop shadows

To see all available presets, click the small downward-facing arrow in the bottom-right corner of the list in the *Shape Styles* section of the tool bar (Figure 2-101).

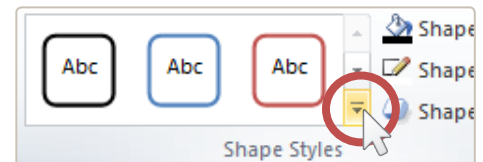


Figure 2-101.

Not all presets are appropriate for eScreen slides. Use discretion when formatting text boxes, and always choose a preset that compliments the other elements on the slide. Here are some helpful guidelines:

- choose only style presets with square or rectangular shapes
- choose style presets that do not distort the text or text box

2.5 Using the Small Templates

So far we have created slides from the large templates. For shorter messages or quick announcements, using a small template is the quickest and easiest method.



Example Exercise:

In this example, we will go through the steps to create a short message to announce that a pair of earrings have been found. We will copy text directly from an e-mail we have received, and paste the text into a small slide layout.

If you receive an e-mail like the one shown in (Figure 2-102), you will know from the chart in (Figure 2-10.1 on page 16) that because the slide will only contain short text, we should post it in the upper right area. This means we will choose a small template.

For this example, we will start with a small general-purpose template, and select a slide layout that will accommodate our message.

Follow these steps to open the example slide:

1. **Open the file.** In your templates folder, double-click the file `sm_gen_use_1.pptx` to open it in PowerPoint
2. **Show the New Slide menu.** Click the arrow below the **New Slide** button to bring up the **New Slide** menu.
3. **Choose the slide.** Click the slide named **1-Line Title** in the **Dark Green** group (Figure 2-103).

When the new slide appears, examine its layout objects to ensure it will fit our needs: In (Figure 2-104) we see that there are only two layout objects on the slide. Both are user-editable:

- the title text box (1)
- the body text box (2)

The e-mail we received already contains a perfectly-composed message that we will simply copy and paste into the slide layout.

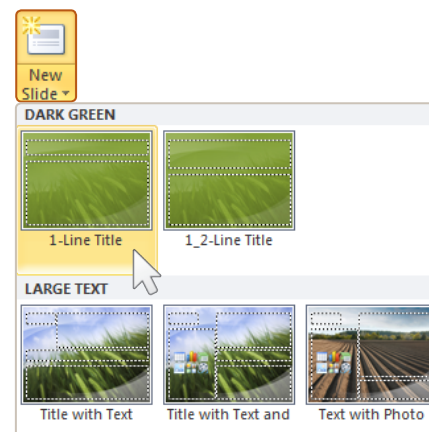


Figure 2-103.

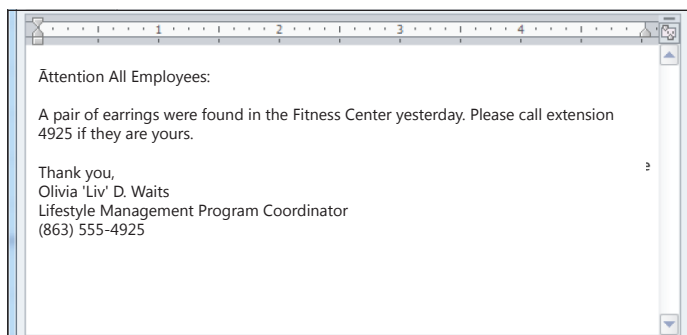


Figure 2-102. Example e-mail you may receive

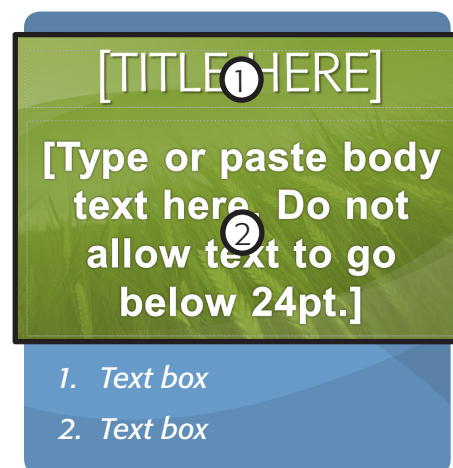


Figure 2-104. Example of layout objects on a slide template

To copy or not to copy?

You should always tailor your message to the needs at your facility. Composing your own message is a great way to keep the local feel, but copying text from an e-mail or memo is okay when you are pressed for time.

EARRINGS FOUND

A pair of earrings were found in the Uncle Sam Fitness Center yesterday. Please call extension 4925 if they are yours.

Figure 2-106. Our progress after pasting the text



Copying Text from Another Source

Sometimes an e-mail or document you receive will contain a short snippet of text that will work perfectly for your message, and fit well on a slide. In these instances, you will want to copy the text exactly.

Follow these steps to copy text from an e-mail or document:

1. **Select the text.** Using your mouse, drag over the text in the e-mail or document to select it. (For more on selecting text, see pages 33 and 34). For our example, we will select just the following from the e-mail body:

A pair of earrings were found in the Uncle Sam Fitness Center yesterday. Please call extension 4925 if they are yours.

2. **Copy the text.** Right-click on the text and choose Copy from the menu. Or, use the keyboard shortcut  + .

A copy of the text is now being held temporarily on the clipboard.



Type **EARRINGS FOUND** into the title text box of the slide. (See "Adding Information to a Slide" on page 23).

Pasting Text into a Slide

Follow any one of these steps to paste text into a text box:



1. **Use the paste button.** Click on the **Paste** button in the **Clipboard** section of the **Home** tool bar as shown in **Figure 2-105**.
2. **Use the right-click menu.** Right-click inside the text box and choose **Paste** from the menu.
3. **Use the keyboard shortcut **Ctrl + V**.** With your text cursor inserted in the text box, press  +  on the keyboard.



Figure 2-105.


Keeping Text Box Formatting After Pasting

Text boxes are pre-formatted for text color, font, size, shadows, etc. If the text you are pasting had no previous formatting, then it would assume the formatting attributes preset for the text box.

However, if you are pasting text from Outlook or Word, it will retain its previous formatting, thereby voiding those of the text box.

Hint: Even if the text looks like plain black text, it is still considered to have formatting.

To force the text you just pasted to assume the formatting of the text box you are pasting into:

- Immediately after pasting the text, press and release the  key on your keyboard to open the **Paste Options** menu.

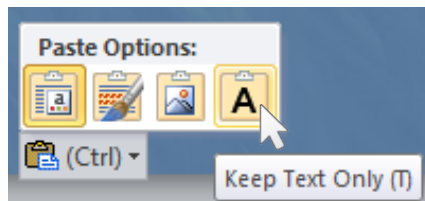




Figure 2-107.

- Type  on your keyboard, or click the **Keep Text Only** button as shown in (Figure 2-107).

 Using what you learned in previous exercises, put a line break between the two sentences in the body text (page 33), and turn off the bold attribute for the second sentence (page 35).

Give all of the body text a point size of 28 (page 54). The results should be similar to the slide preview shown in (figure 2-108).

Export the slide with the name `announcement_earrings.png` using the steps listed in the section "Exporting a Slide" on page 27.

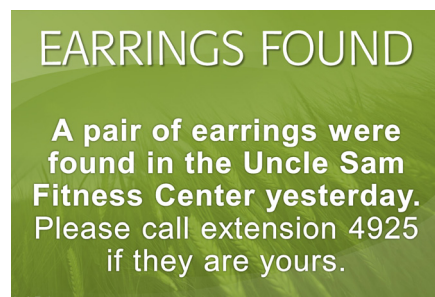


Figure 2-108.

CHAPTER THREE

The Design Studio™ Program

Design Studio—the software that you will use to interact with the eScreens at your facility—was developed by Symon, the company that provided Digix with its eScreens. It has powerful features for storing, managing and displaying the content that you create.



3.1 Introduction to Design Studio

Symon Design Studio™ (hereinafter Design Studio) is a powerful program used to store and schedule content. In this section we will look at its capability to manage and display content.



What is Design Studio?

Design Studio is the program you will use to add, store and schedule content for your eScreens. It sends content and play times to the server, where they are stored and later recalled for playback on your eScreens.

DESIGN STUDIO TOOLS AND FEATURES

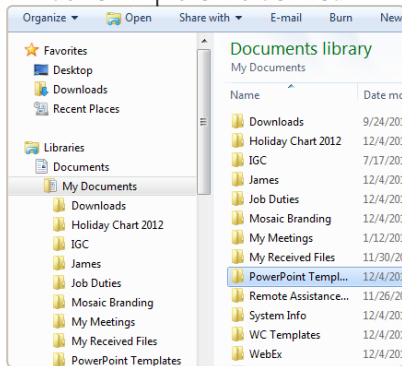
Design Studio offers several tools and features to create, manage, and display content, including:

- Storage Folders
- Play Categories/Schedules
- Messages
- Text Tickers
- Playlists/Advanced Schedules
- Player Previews (page 127)

Storage Folders

The storage folders in Design Studio work just like the folders that you are familiar with in Windows® (Figure 3-1). (For more information on navigating storage folders, see page 81).

Windows® Explorer Folder List:



Design Studio Folder List:

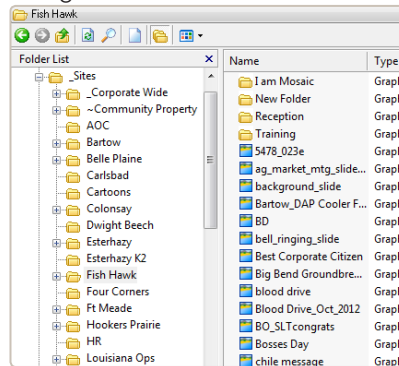


Figure 3-1. Comparison of how storage folders work in Design Studio

There is a different set of storage folders for each content resource (graphics, videos, etc.). Your facility will have its own storage folder within each set, where you will store your content. (For more information on how to open your facility folders, see page 80).

Play Categories/Schedules

A Play Category (hereinafter category) is a container that groups play-items

and slides based on the layout area in which they will display on the eScreens. Therefore, a category can be thought of as a direct portal to an eScreen layout area (page 5), and the sole means of scheduling content. For example, slides that display in the top

right area of the eScreen layout are scheduled in a category named *Top Right*. (For more on categories and scheduling, see "Scheduling Content to Play" on page 90.)

Messages

A message can be thought of as a slide that is created inside of Design Studio, much like the ones we created using PowerPoint in *Chapter 2* (page 9). It is not recommended to create general, every-day messages inside of Design Studio because they lack the efficiency, flexibility, functionality and branding that the eScreen templates offer. However, there will be a few good uses for messages as we will see in the upcoming sections, "Messages with Scrolling Text" on page 119 and "Messages with Audio" on page 124.

Text Tickers

A Text Ticker (hereinafter ticker) is simply a message that uses horizontally-scrolling text to achieve a "ticker tape" effect. Several tickers display in succession at the bottom of the eScreen layout in the *Ticker Area*. (For more information on eScreen Layout Areas, see page 5). The following tickers display on all Digix eScreens:

- *National news ticker*
- *Digix news ticker*
- *Stock ticker*
- *Facility announcements*

For more information on local facility tickers, see page 115.

Playlists/Advanced Schedules

Design Studio offers powerful tools for scheduling and displaying content, including the ability to customize the following:

- *Which items play*
- *The order that items play*
- *When items play*
- *The duration items play*

For more on advanced scheduling options, see page 94.

3.2 The Design Studio User Interface


Let's start the Design Studio program and learn different the parts of its user interface, and how to customize them.

Starting the Design Studio Program

There are a few different ways to start, or launch, Design Studio.

From the Desktop: When the program was installed on your computer, a shortcut icon was added to your desktop.

Follow one of these steps to launch Design Studio from the desktop:

1. **Double-click the icon.** With your mouse, click twice quickly on the Design Studio program icon (Figure 3-2).
2. **Select the icon and press Enter.** Click once on the Design Studio program icon to select it, and then press  on your computer keyboard.

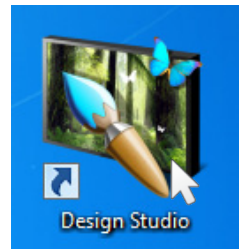


Figure 3-2.

From the Start Menu: The Windows® Start menu contains all of the programs installed on your computer. The search box on the Start menu helps you launch programs quickly.

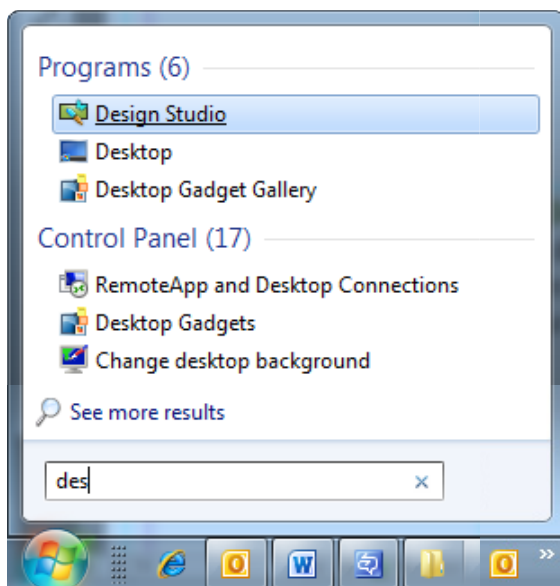




Figure 3-3.

Follow these steps to launch Design Studio from the Start menu search box:

1. **Open the Start menu.** Click once on the Start button, or press the  key on your keyboard.
2. **Type the program name.** Simply begin typing Design Studio and the Design Studio program will show up in the list (Figure 3-3).
3. **Launch the program.** With your mouse, click once on the Design Studio program in the list, or press the  key on your computer keyboard.

Hint: If the Design Studio program is not the first item in the list, use your arrow keys to highlight it before pressing the  key.

LOGGING IN TO THE SERVER

The Design Studio program will only operate while connected to the eScreen Server (hereinafter server) in Wood Dale, IL. The very first time you launch Design Studio, you will be prompted to login to the Server.

User Name

Each facility has a unique user name to login to the server. The eScreen administrator will use this user name to manage the content for that site only. You should have been given this information when Design Studio was installed on your computer.

Password

Each facility has a unique password to accompany its user name. You should have been given this information when Design Studio was installed on your computer.

Server Name

The server name box tells Design Studio where to look for the server. You should have been given this information when Design Studio was installed on your computer.

Follow these steps to login to the server:


1. **Enter your user name.** Click once on the **Username** box and enter your user name as it was given to you.
2. **Enter your password.** Click once on the **Password** box and enter your password as it was given to you.
3. **Enter the server name.** Click once on the **Server Name** box and enter the server name as it was given to you, if this box is not already filled-in.
4. **Click Login.** Click once on the **Login** button (Figure 3-5), or press  on your keyboard.



Figure 3-4. The Design Studio login window the first time the program is launched



Figure 3-5. Logging in (Note: this figure may not reflect actual login information)

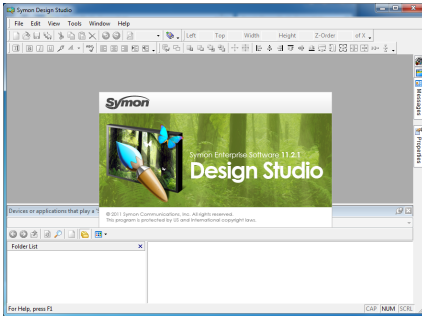


Figure 3-6. The program window during the login process

'Auto Login' tip:

Because it is Mosaic's policy that you are the only person allowed to use your Digix account on your computer, using *Auto Login* is permissible, because no one else will have access to your Design Studio.

'Remember Password' and 'Auto Login'

If you click the *Remember Password* check box, you will not have to type your password the next time you launch Design Studio.

If you click the *Auto Login* check box, Design Studio will automatically select the *Remember Password* check box as well. The next time you launch Design Studio, you will not be presented with the login window; you will be logged in immediately without further action.

Hint: Press and hold the  key while launching Design Studio in the future to see the login window again.

THE PROGRAM WINDOW

When Design Studio loads for the first time, the program window resembles the one shown in (Figure 3-7).

Various elements of the user interface (hereinafter UI) can be found at the top, right, and bottom of the program window. Some of the

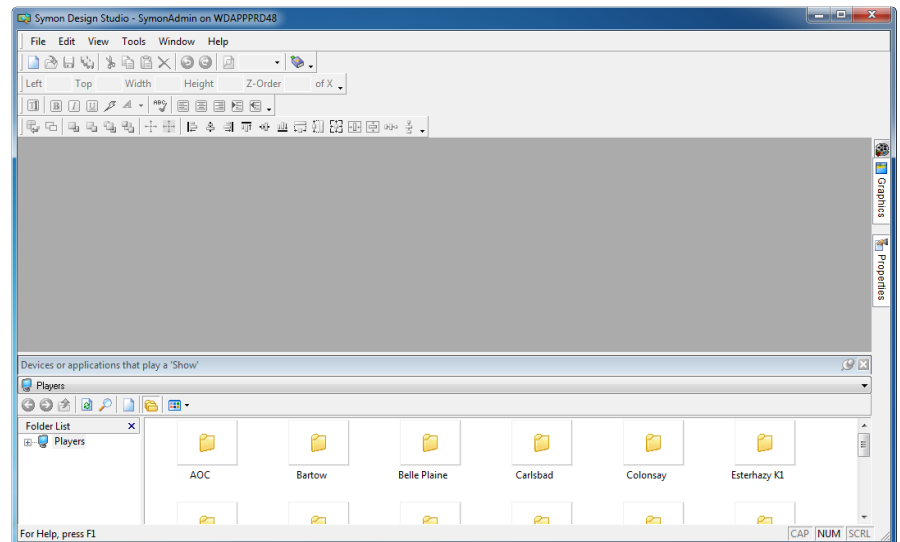


Figure 3-7. The program window upon first launch

UI elements you will encounter include:

- The title bar
- The menu bar
- Tool bars
- Floating windows
- Docked windows (panes)
- Tabs

The Title Bar

At the very top of the program window is the title bar. The title bar displays the Design Studio name, the user name you are logged in with, and the server name (*Figure 3-8*).

There are three buttons on the far right of the title bar: the *Minimize*, button, the *Maximize/Restore* button, and *Close* button.



Figure 3-8. The title bar

The Menu Bar, Tool Bars and Windows

Each element of the UI, such as the menu bar, tool bars, and windows can be moved around independently.

The menu bar and tool bars will become a "window" and will "float" when not docked to the top edge of the program window. You can arrange them any way you like.

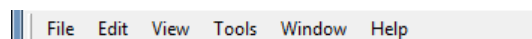


Figure 3-9. The menu bar



Figure 3-10. The tool bars

About Docking and Docking Pane Layouts

Design Studio's UI elements can be docked to any edge of the program window, where they will stay, even when the program window is resized or maximized. UI elements are known as a *panes* when they are docked.

The way docked panes are arranged in the Design Studio program window is known as a *docking pane layout*. These can be saved once you have the program window just the way you want it. See page 77 for more information on saving a docking pane layout.

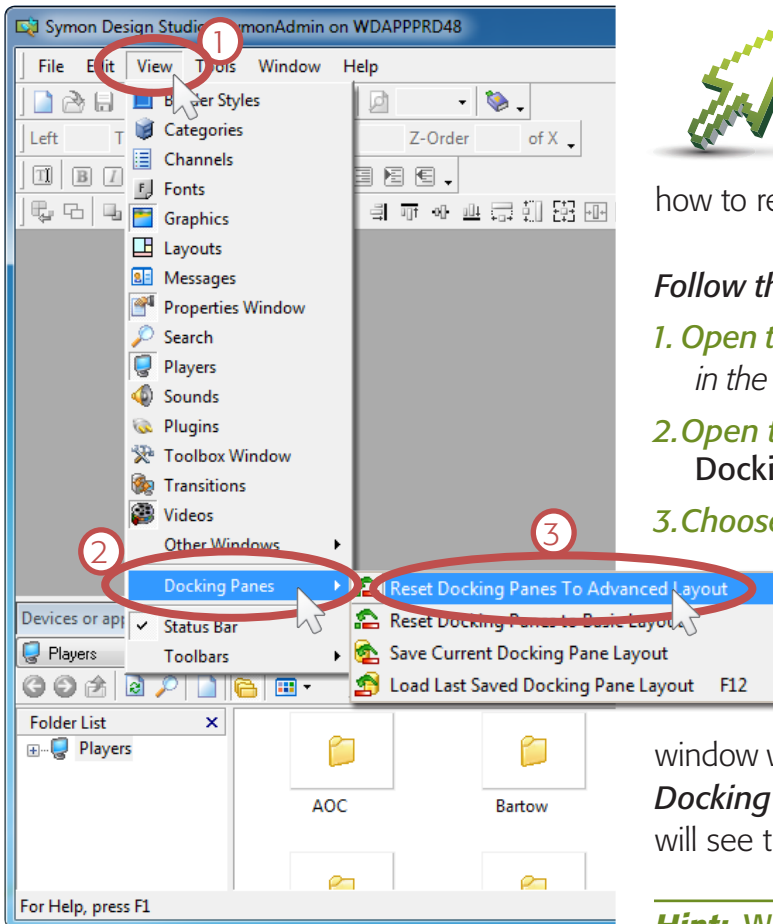


Figure 3-11.

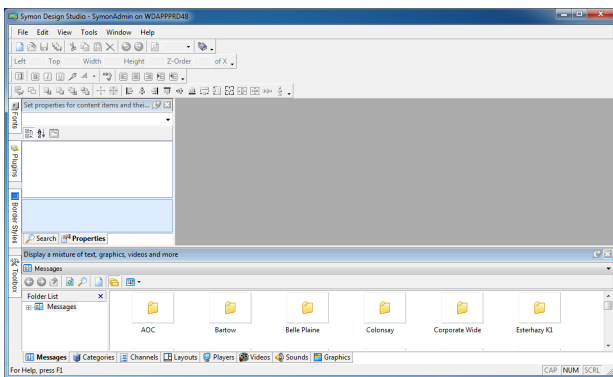


Figure 3-12. The Advanced Docking Pane Layout



Exercise:

In this exercise we will customize the Design Studio UI. We will load a pre-defined docking pane layout, and learn how to reposition tool bars by dragging them.

Follow these steps to load a docking pane layout:

1. **Open the View menu.** Click once on the **View** menu in the menu bar, or press + on the keyboard.
2. **Open the Docking Panes menu.** Click once on the **Docking Panes** menu located in the **View** menu.
3. **Choose Reset Docking Panes to Advanced Layout.**

The above steps are outlined in (Figure 3-11).

The size, position, and layout of the UI elements within the Design Studio program window will all reposition themselves to the **Advanced Docking Pane Layout**, as shown in (Figure 3-12). You will see that a few more UI elements have appeared.


Hint: When saving or recalling a docking pane layout, the menu bar and tool bars are unaffected. We will move those manually in the next exercise.

Case-in-point:

It is highly recommended that you use the **Advanced Docking Pane Layout** so that the example steps and screenshots found in this manual will match what you see. It is also beneficial for future training and troubleshooting if everyone's Design Studio program window looks and functions the same way.

Moving the Tool Bars

All of the tool bars—and the menu bar—have small vertical lines, or "handles" on their left sides, as shown in (Figure 3-13). These handles are used to reposition the tool bars by dragging them around.

 As you can see, there are still four tool bars across the top of the program window, each stacked on top of another. We will arrange these tool bars horizontally on fewer rows so that they take up less space inside the Design Studio program window.

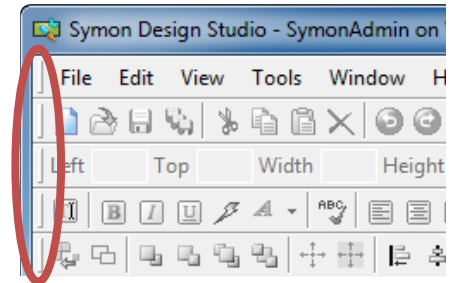


Figure 3-13. Tool bar handles



Figure 3-14. Dragging to reposition tool bars (steps 1 and 2 highlighted)

Follow this step to move the tool bars:

1. **Drag the second tool bar up.** Using your mouse, click and hold on the tool bar handle, and move the second tool bar up until it is on the first row, beside the first tool bar.
1. **Drag the last tool bar up.** Using your mouse, click and hold on the tool bar handle, and move the last tool bar up until it is on the second row, beside the second tool bar. (Figure 3-15).

Hint: While dragging, the tool bars will live-update, allowing you to see where you are positioning them. The extra tool bar rows will disappear automatically while you drag as well.

Did you notice the helpful arrow heads?

When you hover your mouse over a tool bar handle, the cursor will change to a four-way arrow. This will indicate that you are in the proper position to begin dragging to reposition the tool bar.

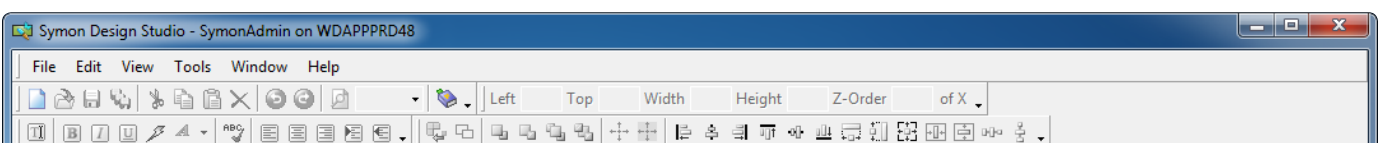


Figure 3-15. The tool bars now take up less space in two rows.

MANIPULATING TABS AND WINDOWS

Now that we have loaded the *Advanced Docking Pane Layout* and moved the tool bars, we can look at manipulating other UI elements.

Parts of the User Interface

Lets take a look at the Design Studio program window after following the steps in the previous exercises. (Figure 3-16).

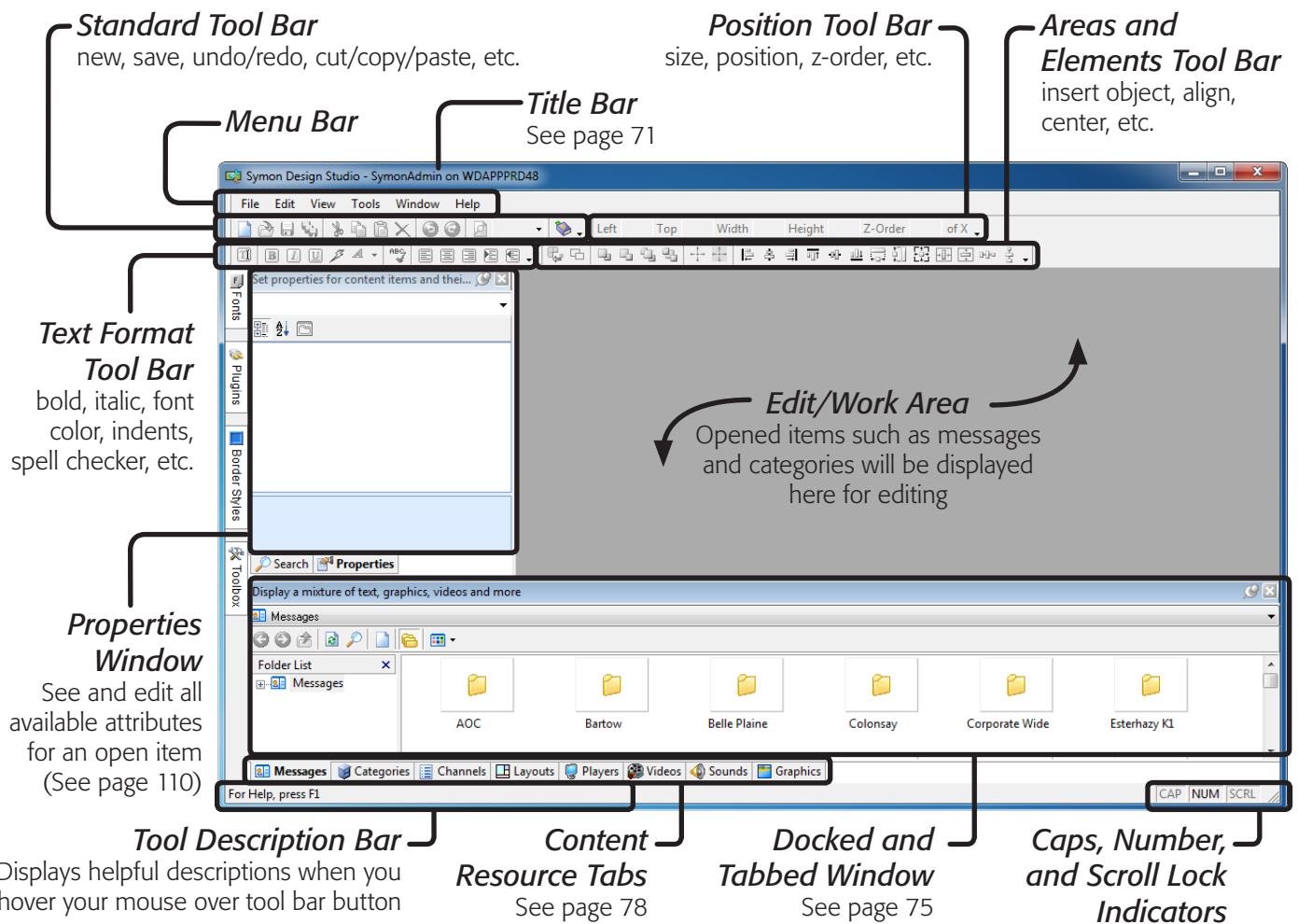


Figure 3-16. Parts of the Design Studio program window UI

About Tabs

When two or more windows are docked on the same edge of the program window, Design Studio arranges them in a tabbed configuration. The content resource tabs shown in (Figure 3-17) are actually several windows docked at the bottom edge of Design Studio.

These windows can be accessed by clicking a tab, or by choosing the item from the **View** menu.

Using the View Menu

Another way to access tabbed windows is through the **View** menu (Figure 3-18). The **View** menu contains a list of available windows—whether they are floating, tabbed, docked or not currently visible. In the **View** menu, when you click on the name of a window that is currently visible, the window will close. If you click on the name of a window that is not currently visible, it will open.

Unpinning Windows (Auto Hide)

All tabbed windows have **Pin** and **Close** buttons in their top-right corner. Clicking the **Pin** button will either *pin* or *unpin* the window. When unpinned, the window will auto-hide when not in use.

Clicking the **Close** button will close the window.

Hint: A closed window can be re-opened by clicking its name in the **View** menu.

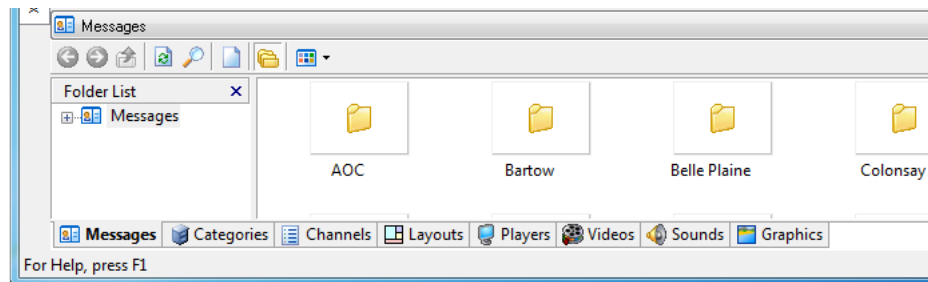


Figure 3-17. Tabbed Windows

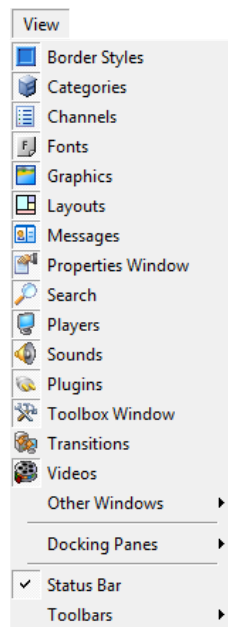


Figure 3-18. The View menu

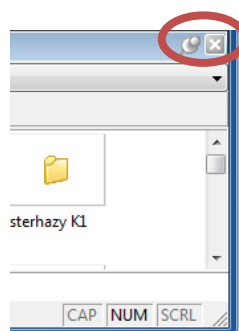


Figure 3-19. Pin and Close buttons

On docking and pinning windows

Think of a tabbed window as an upside-down rolling window shade on a window in your house. Now imagine that the shade is attached or "docked" at the bottom of that window.

When you want to see the shade, you pull it up and attach, or "pin" it so that it remains open.

If a docked pane in Design Studio is "unpinned" at the top, it will "roll" itself closed when you move your mouse cursor away from it. This is also known as *Auto Hide*.

Closing Unnecessary Items



Some UI elements represent items that Design Studio users cannot access, or simply will have no need for. We will close the unnecessary tabs now to simplify our UI.

Follow these steps to close the unnecessary items:

1. **Show the tab you would like to close.** Click once on the **Channels** tab at the bottom of the program window to open it.
2. **Click the Close button.** Click once on the **Close** button in the upper-right of the **Channels** window.

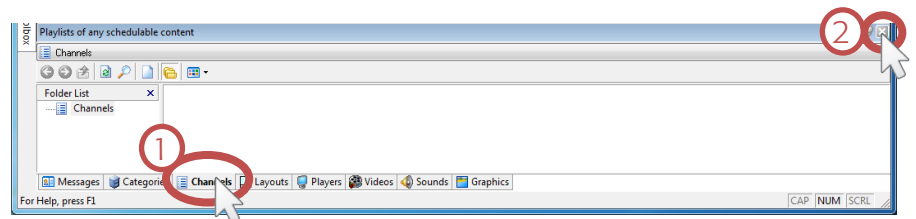
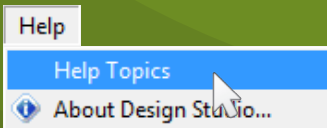


Figure 3-20. Closing an unnecessary tabbed window

More advanced docking help

For more information on docking windows inside Design Studio, as well as how to use *Docking Helpers*, use the help feature in the program.



- Choose *Help Topics* from the *Help* menu, or press the **F1** key.
- Search for docking on the search tab.



Use either the steps above, or the **View** menu, to close the following unnecessary tabbed windows: **Layouts**, **Toolbox**, **Border Styles**, **Plugins** and **Fonts**.

Resizing a Tabbed Window

You may find it useful to see more of a tabbed window's contents. Tabbed windows can be resized vertically simply by dragging its top border up or down.

Hint: Your mouse cursor will change to a double-headed arrow, indicating you are in the proper position to begin resizing the window.

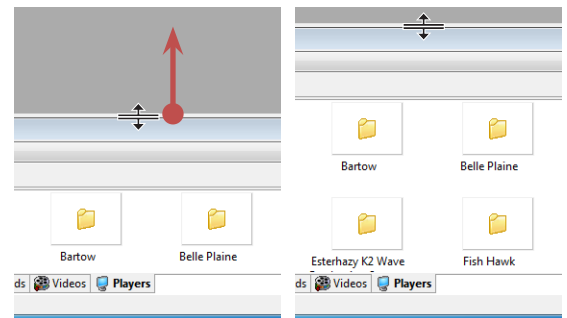



Figure 3-21. Resizing a tabbed window



Reordering Tabs

The tabbed windows can be rearranged to any order you like simply by dragging the tabs horizontally to another position with your mouse.

Saving the Current Docking Pane Layout

 Now that we have closed all unnecessary UI elements and have gotten our program window just the way we want it (*Figure 3-22*), we will save our current docking pane layout.

Follow these steps to save the current docking pane layout:

1. **Open the View menu.** Click once on the **View** menu in the menu bar, or press  +  on your keyboard.
2. **Open the Docking Panes menu.** Click once on the **Docking Panes** menu inside of the **View** menu.
3. **Choose Save Current Docking Pane Layout.** Your current arrangement of windows and tabs are now saved.

Hint: If you have accidentally closed a tab or moved something out of place, and would like to return to the layout we've just saved, simply follow the steps above, but choose *Load Last Saved Docking Pane Layout* instead.

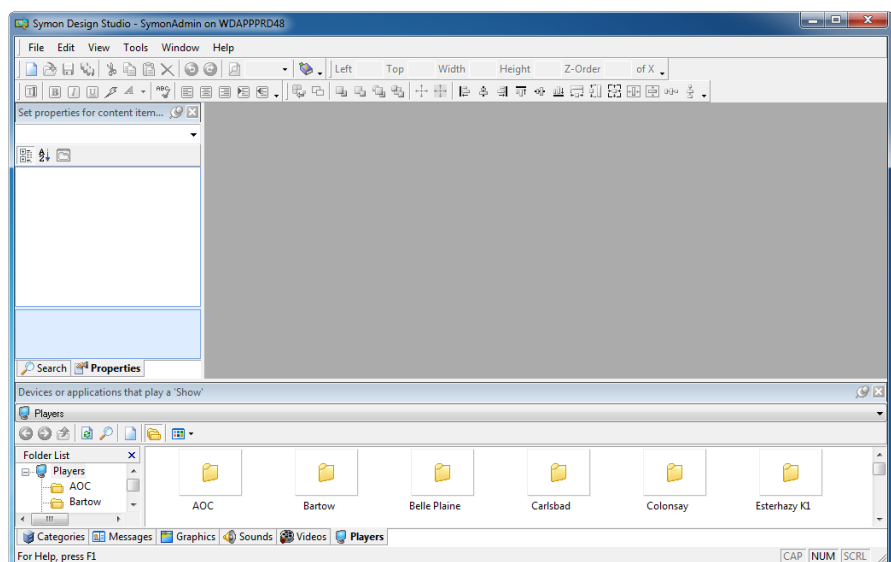


Figure 3-22. Ideal Design Studio program window layout

3.3 The Content Resource Tabs

Now that we have a basic understand of the UI, let's take a look at the ways in which content is stored and organized.

CONTENT RESOURCES AND FOLDERS

The items available for you to display on the eScreens are known as *content*. There are several types of content, including:

- *Graphics*
- *Videos*
- *Sounds*
- *Messages*

Each type of content is stored separately in its own area within Design Studio. Collectively, these are known as the content resources. In (Figure 3-23), you will see that each content resource has its own tabbed window containing a set of storage folders. Each facility has a designated folder located in each content resource tab.



Figure 3-23. Content resource tabs



Graphic Resources

The **Graphics** resource area holds graphic files such as photos and slides, until you are ready to schedule them. You will primarily use this area to store and organize your imported slides.

Graphic file types that can be imported include: *.jpg, *.jpeg, *.bmp, *.gif, *.png, or *.xaml (For more information on importing content, see "Importing and Organizing Content" on page 83).



Video Resources

The **videos** resource area holds video files like those from local events and corporate videos, until you are ready to schedule them. You will primarily use this area to store and organize your videos.

Video file types that can be imported include: *.mpg, *.mpeg, *.swf, *.mpg1, *.mp2, *.mp4, *.mov, *.asf, *.avi, *.vob, *.wmv or *.flv.



Sound Resources

The **Sounds** resource area holds sound files such as MP3s and radio broadcasts, until you are ready to schedule them.

Sound file types that can be imported include: *.wav, *.mp3, *.rmi, and *.wma (For more information on importing files, see page 84).



Message Resources

The messages resource area holds messages such as tickers, birthday lists, and audio files, until you are ready to schedule them. You will primarily use this area to store and organize your messages. For more on creating messages with scrolling text, see page 119. For more on creating audio messages, see page 124.



The 'Categories' Tab

The **Categories** resource tab contains the four categories you will use to post your content to the eScreens (*Figure 3-24*):

- *Main Area*
- *Top Right Area*
- *Ticker Area*
- *Background Audio Area*

For more information on adding play-items to a category, see "Basic Scheduling" on Page 92.

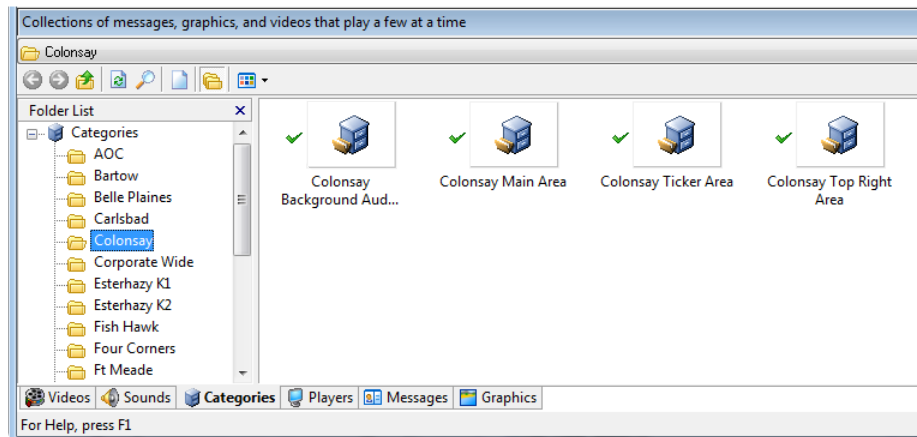


Figure 3-24. There are four play categories for each facility.



The 'Players' Tab

In the **Players** tab, the SDAs, or Symon Digital Appliances, are represented as *players*. Design Studio allows you to see a real-time snapshot of what is being displayed on your facility's eScreens at any given time by opening the **Players** tab. (See page 127).

Opening Your Facility Folder

Each of the content resource tabs contains a set of folders, in which is a specific folder for your facility. Your facility's folder is where you will store all of your local content for later retrieval.



Exercise:

In this exercise, we will open our facility-specific folder in all of the resource tabs, create a new folder, and change the viewing mode to show thumbnail previews.

Follow these instructions to open your facility folder:

1. **Open a resource window.** With your mouse, click once on the **Graphics** tab to show the graphics resource window.
2. **Expand the Graphics folder list.** Click once on the small plus symbol next to **Graphics** to show its folder structure.
3. **Expand the _Sites folder list.** Click once on the small plus symbol next to **_Sites** to show its folder structure.
4. **Select your facility folder.** Click once on the folder with the name of your facility to open it.

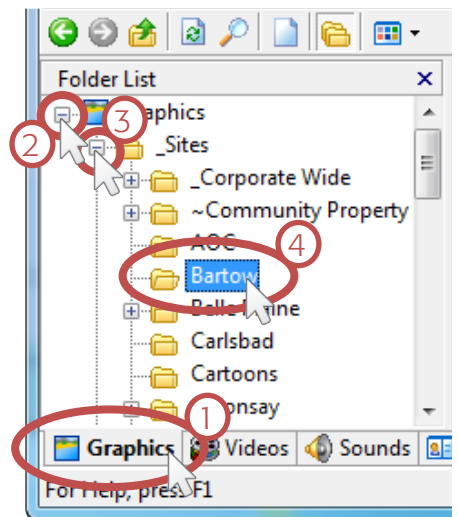


Figure 3-25.

Why am I opening all of my facility folders at once?

Design Studio remembers which folders were open when you exit the program.

This means that your facility folders will all remain open next time you return to Design Studio, ensuring you are always working in the correct folder.



Follow the above steps to open your facility folder in the remaining tabs as well: **Videos**, **Sounds**, **Messages**, **Categories** and **Players**.

Hint: The facility folders are not always grouped into a folder named **_Sites**. In those cases you will skip step 3.

Navigating Content Folders

Navigating the folder list in each content resource tab is similar to navigating the folder structure in Windows™. Let's take a look at the folder structure of the **Graphics** tab in (Figure 3-26):

- (1) The top-level graphics resource folder
- (2) A graphics folder
- (3) Graphics sub folders within a graphics folder
- (4) "Plus" symbol indicates a folder contains sub folders, and expands the folder structure
- (5) The file list
- (6) Folder task buttons

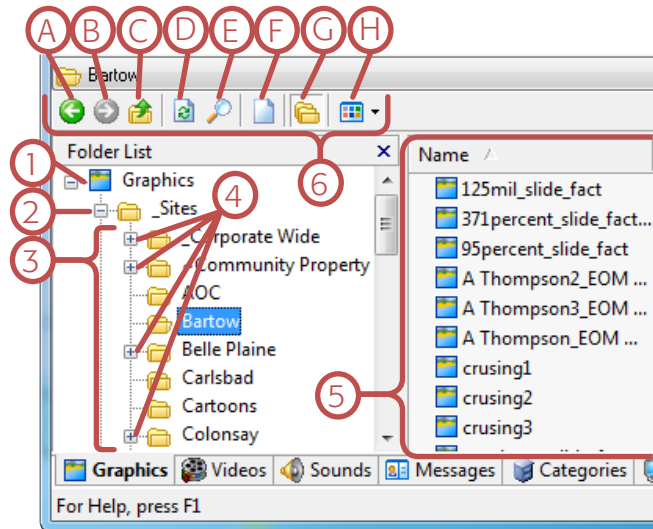


Figure 3-26. Parts of a tabbed content resource window

Opening Folders: Clicking on a folder in the list shows the items it contains—including sub folders—in the file list (5). You can also open folders from the file list by double clicking them.

Folder Task Buttons: The folder task buttons (6) help you navigate the folder structure, and contain a few commonly-used tasks:

- (A) Back
- (B) Forward
- (C) Up one level
- (D) Refresh
- (E) Search
- (F) New/add item
- (G) Folder List
- (H) Change View

Hint: The folder structures, areas and buttons shown in (Figure 3-26) act the same in all content resource tabs.

Resizing the Folder List

You may find it useful to see more (or less) of the folder structure. Just like tabbed windows can be resized vertically (page 76), the folder list can be resized horizontally simply by dragging its right-side border to the left or right (Figure 3-27).

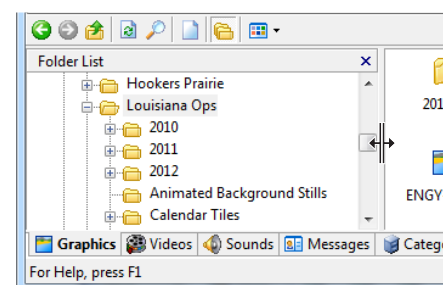
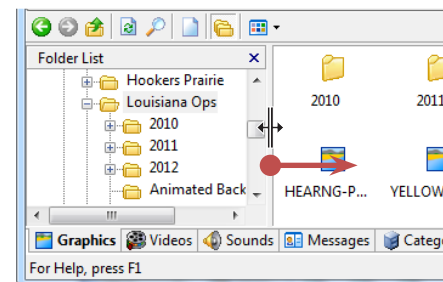
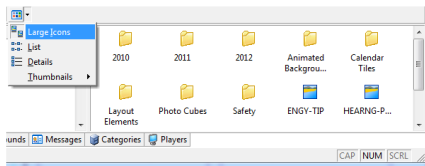
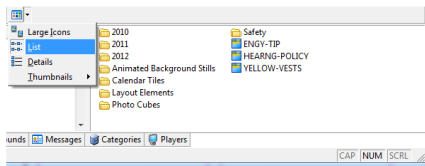


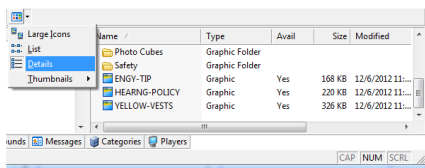
Figure 3-27. Dragging to resize the folder list



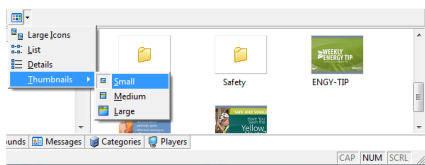
(A) Large icons



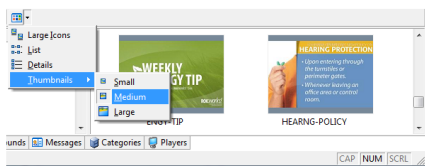
(B) List



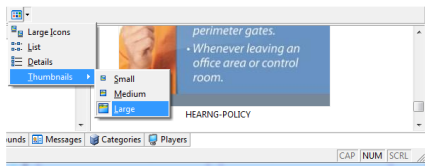
(C) Details



(D) Small thumbnails



(E) Medium thumbnails



(F) Large thumbnails

Figure 3-29. Folder viewing modes

Changing Folder Views

Just like in Windows™, you may choose to change a folder's viewing mode to show the contents of each folder differently (Figure 3-29):

- Large icons
- List
- Details
- Thumbnails



To make organizing and scheduling our content easier in the future, we will change the folder view options to display thumbnail previews in the content resource folders.

Follow these steps to change the folder viewing mode:

1. **Open a resource window.** With the mouse, click once on the **Graphics** tab to show the **Graphics** window.
2. **Open the Change View menu.** Click the small downward-facing arrow next to the **Change View** button to open the **Change View** menu.
3. **Open the Thumbnails menu.** Click once on **Thumbnails** to show the **Thumbnails** menu.
4. **Select a viewing mode.** For our example, choose **Medium**.

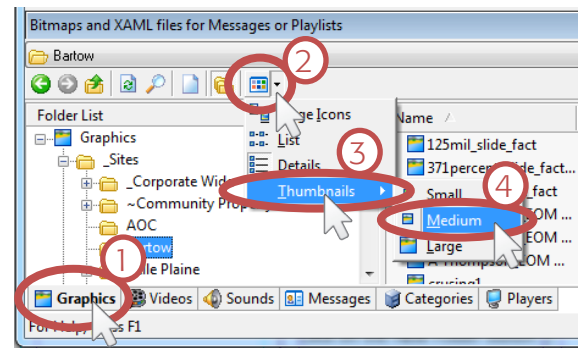


Figure 3-28.


Hint: You could also choose larger thumbnail previews. You should always choose whichever viewing mode is best for you.



Follow the above steps to change the viewing mode to medium thumbnails for the rest of the content resource tabs: **Videos**, **Sounds**, **Messages**, **Categories** and **Players**.

Creating New Folders

Creating new folders to organize your content by topic, date, or in some meaningful way, will help you find content quickly in the future.

 Use the steps listed in "Opening Your Facility Folder" on page 80 to navigate to your facility folder in the graphics resource tab if it is not already open.

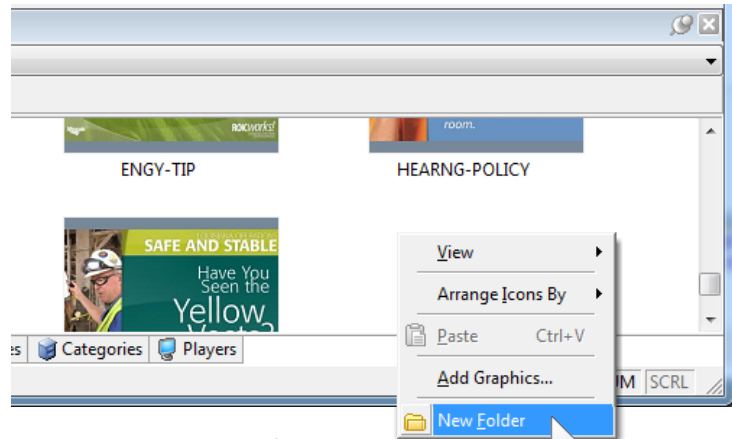


Figure 3-30. Right-clicking in a blank area to create a new folder

Follow these steps to create a new folder:

1. **Right-click on a blank area in the graphic resource window.** To avoid accidentally right-clicking on an existing item, locate a blank white space and then right-click there.
2. **Choose New Folder.** From the menu that appears, choose **New Folder** as shown in (Figure 3-30), or press the **F** key.
3. **Give the folder a name.** Begin typing a name for your new folder. For our example, we will name it **General Announcements** as shown in (Figure 3-31).

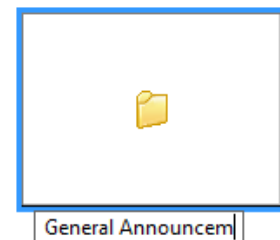


Figure 3-31. Typing a name for the new folder

IMPORTING AND ORGANIZING CONTENT

Adding graphics, videos, and sounds (also known as importing content) into Design Studio can be accomplished several ways:

- Clicking the **New** button
- Dragging-and-dropping
- Right-clicking

Are your items not displaying properly?



If your content folders do not update to show the changes after importing, copying, moving, renaming or deleting items, simply click the *Refresh* button.

Importing Using the New Button

There is a **New** button in the folder task buttons area (page 81) of a every content resource tab. Clicking this button will allow you to navigate your computer to select a file to import.

Hint: Clicking the *New* button in the *Messages*, *Categories* or *Players* tabs will create a new one of those items, instead of allowing you to import resources. We will learn more about creating new messages in a later section, but there will never be a need to create new categories or players.

When you click the **New** button, the **Open** dialog box appears:

Current Location
Shows the name and location of the folder where you are looking for your file.

Folder List
Lets you navigate to other folders if your slide is in another location.

File List
Shows a list of files in the current folder that matches the type in the **File Type** box.

File Name
Displays the name of the selected file.

File Type
Shows the types of files that can be imported. For a list of importable file types, see page 78.

Open Button
Click this button when you are ready to import the selected content.

Figure 3-32. Parts of the **Open** dialog box

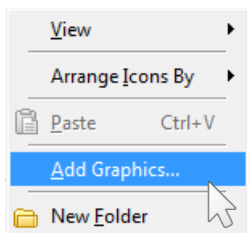


Figure 3-33. Importing from the right-click menu

Importing By Right-Clicking

If you right-click in any blank area inside a content resource window, a menu appears as shown in (Figure 3-33). Choosing **Add Graphics...** from this menu will show the **Open** dialog box (Figure 3-32).

Hint: This menu item will be called **Add Videos...** and **Add Sounds...** in their respective content resource tabs.

Importing Using the Drag-and-Drop Method

Dragging-and-dropping is the quickest way to add files to Design Studio.

Before dragging-and-dropping to import a file, you must:

- Make sure the correct tab and folder are opened and visible in Design Studio.
- Make sure the file you will import, and the Design Studio program window are both visible on your screen.

Making the Source and Destination Both Visible

If the file you will import is on your desktop, reposition either the Design Studio program window or the file icon so that they are both visible (*Figure 3-34*).

If the file you will import is in a folder, reposition the Design Studio program window and the folder containing the file, so that they are both visible (*Figure 3-35*).

Hint: Technically, only part of the file icon you would like to import, and the part of the window you will be dragging to, needs to be visible.

Two windows at once? It's a snap!

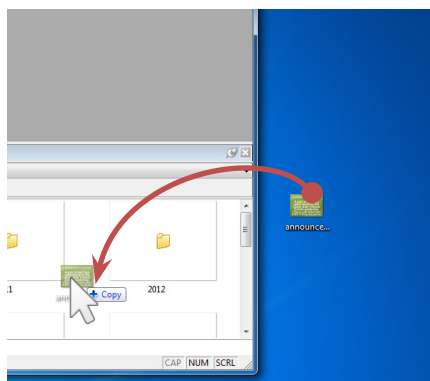
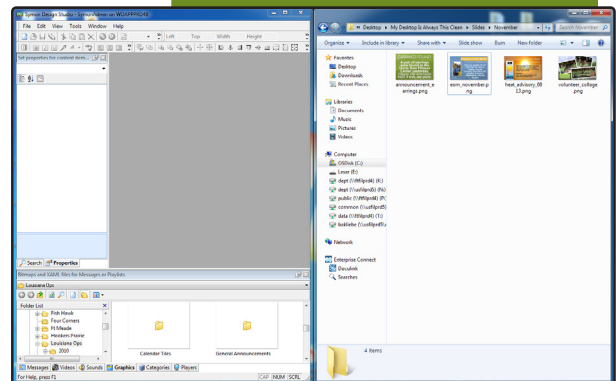
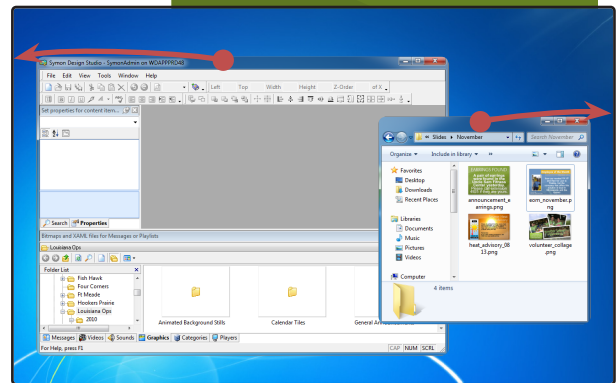


Figure 3-34. Dragging from the desktop to import

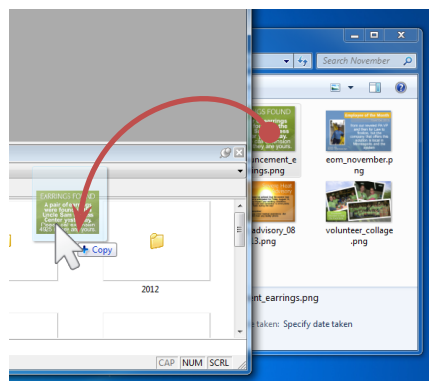


Figure 3-35. Dragging from a window to import

In Windows™ 7, dragging a window to the left or right edges of your desktop will cause it to resize to half of your screen, and snap to that edge. To easily see both windows, drag them to opposite edges of your desktop.

Figure 3-36. Splitting windows by dragging to the edges of the desktop

How to drag with only one window visible at a time:

1. Minimize the Design Studio program window.
2. Navigate to the desktop or the folder with the file you will import.
3. Begin dragging the file downward over the Windows™ Task Bar.
4. Without releasing the mouse button, hover over the Design Studio icon in the Task Bar.
5. The Design Studio program window will pop up, allowing you to continue dragging.
6. Release the mouse button over the area you want the imported file to be stored.

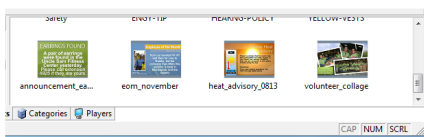


Figure 3-38. The four slides imported into the Graphics window



Example Exercise:

In this exercise we will import the four slides we created in *Chapter 2: eScreen Templates* on page 9. We will learn how to move and rename these graphics resources once they have been imported.

Follow these steps to import content into Design Studio:

1. **Open a content resource window.** Click on the content resource tab that you would like to import the new file into. In our example, open the **Graphics** tab.
2. **Navigate to your facility folder if necessary.** If you are not working in your facility folder, follow the steps on page 80.
3. **Drag the file(s) into Design Studio.** With your mouse, drag the file from its destination onto a blank area of the **Graphics** window, and release the mouse button. (For more about dragging-and-dropping, see page 85.) Design Studio will show a progress indicator while the graphics import as shown in (**Figure 3-37**).

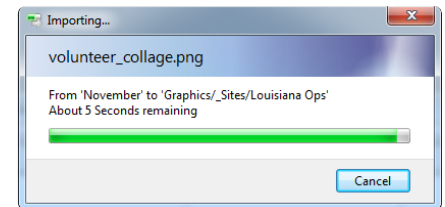


Figure 3-37.

Hint: You can import more than one file at a time by selecting multiple files to drag.

Using the above steps, import these four files into Design Studio:

announcement_earrings.png
 eom_november.png
 heat_advisory_0813.png
 volunteer_collage.png

Following along but don't have the slides?

If you do not have the four slides we will be using in these examples, but would like to follow along, simply use any existing slides or photos you may have; the import process is the same for all content.



In the next few steps, we will be moving graphics into the folder that we created in a previous exercise (page 83), named **General Announcements**. Make sure your facility folder is open and visible in the **Graphics** window. If necessary, use the steps listed in "Opening Your Facility Folder" on page 80 to navigate to it.

Selecting More Than One Item in a Content Resource Window

Before you can move your content, you must select it. There are several ways to select more than one item:

- Dragging to select items
- Shift-clicking to select items
- Control-clicking to select items

Dragging to Select

Using your mouse, drag a selection rectangle around the items you wish to select as shown in (Figure 3-39). This will select only the items touched by your selection rectangle.

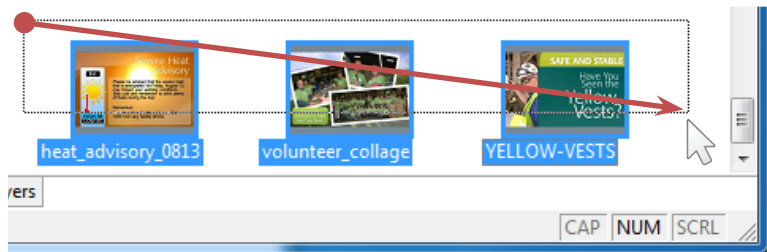


Figure 3-39. Dragging to select multiple items

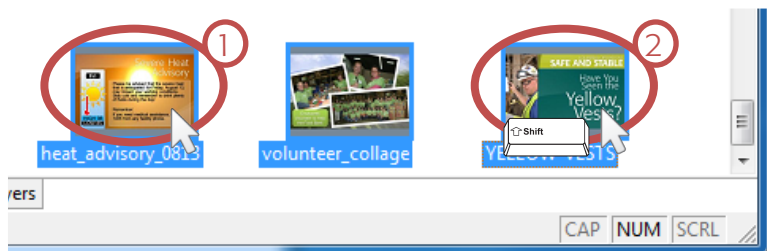



Figure 3-40. Shift-clicking to select multiple items

Shift-Clicking

Using your mouse, click once on an item. While holding down the  key, click on another item. These items, and all items in between them, will be selected (Figure 3-40).

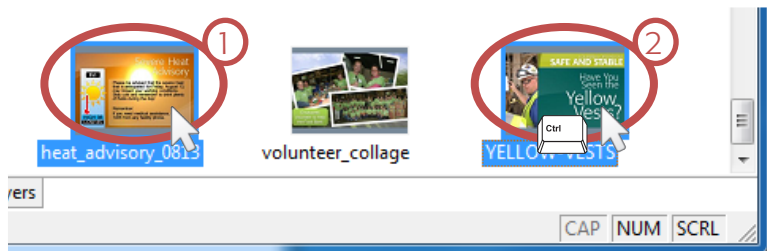



Figure 3-41. Control-clicking to select multiple items

Control-Clicking

Using your mouse, click once on an item. While holding down the  key, click on additional items. Each click will add or remove an item from the selection (Figure 3-41).

Hint: These selection techniques work in all viewing modes.

On cutting and pasting:

You can also move files using the *Cut* and *Paste* commands available in both the *Edit* menu and the right-click menu.

Or, you can use these keyboard shortcuts:

- + = *Cut*
- + = *Paste*

Simply cut the items you'd like to move, navigate to the new location, and paste them there.

Moving Content

All of your graphics, videos, and sounds can be moved between folders that you create, depending on how you would like to organize them. (For more information on creating new folders, see page 83).

Follow these steps to move content into a folder:

1. **Open a content resource window.** For our example, click on the **Graphics** tab if it is not already open.
2. **Select the items you wish to move.** Using one of the techniques on page 87, select these four items:
 announcement_earrings heat_advisory_0813
 eom_november volunteer_collage
3. **Drag the items to the new folder.** Using your mouse, drag one of the selected files to the folder named **General Announcements**. All of the selected files will be moved.

Hint: If you cannot see the destination folder, drag the items upward, and the window will scroll to show more of its contents.

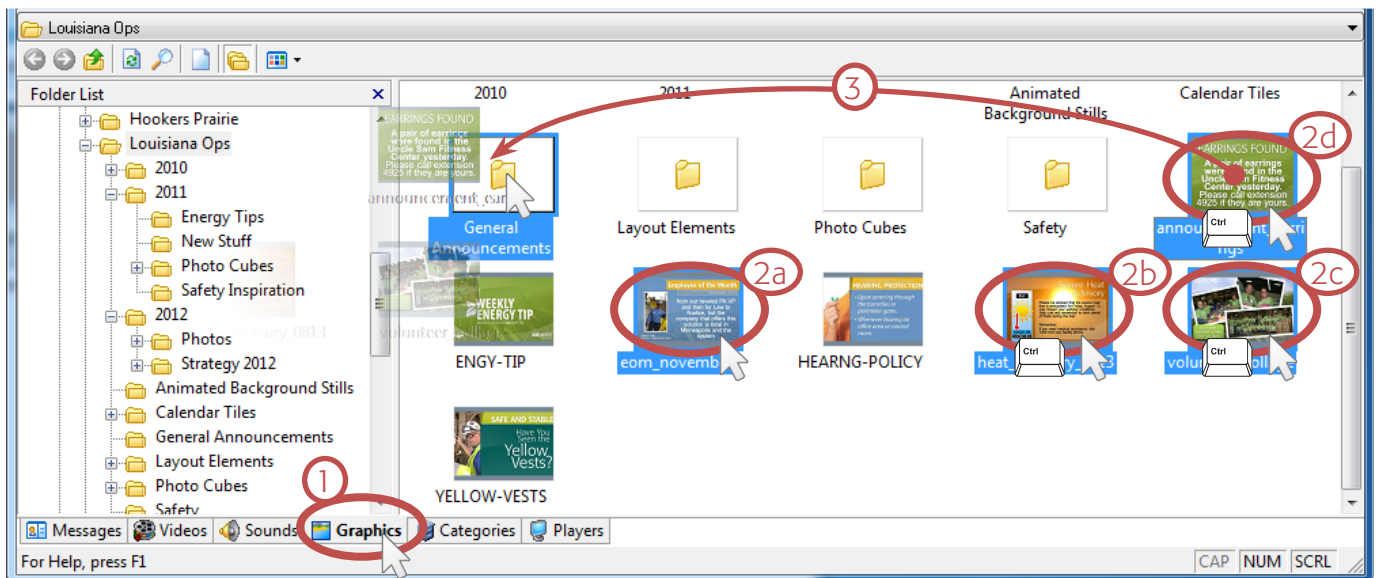


Figure 3-42.

Renaming Content

To organize and categorize your content further, you may want to add specific information to the way they are named.

Follow these steps to rename a content resource item:

1. **Right-click on the item.**
2. **Choose Rename.** From the right-click menu that appears, choose **Rename** as shown in (Figure 3-43).
3. **Type a new name for the item.** Type a new name, or add to the existing name as shown in (Figure 3-44).

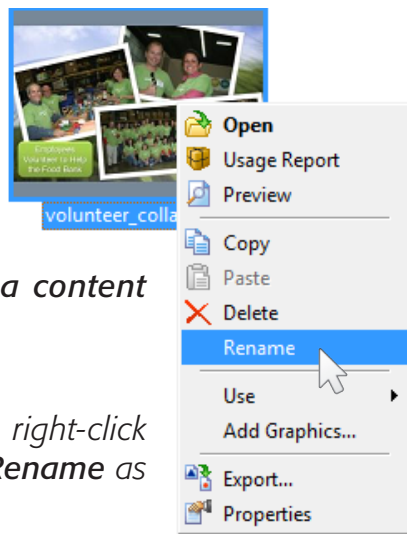



Figure 3-43.



Figure 3-44.

Deleting Stored Content

To delete a content resource item, right-click the item and choose **Delete** from the menu as shown in (Figure 3-45).

Or, with the item selected, simply press the  key on your keyboard.

Hint: You can delete multiple items if they are selected (See page 87 for more on selecting multiple items).

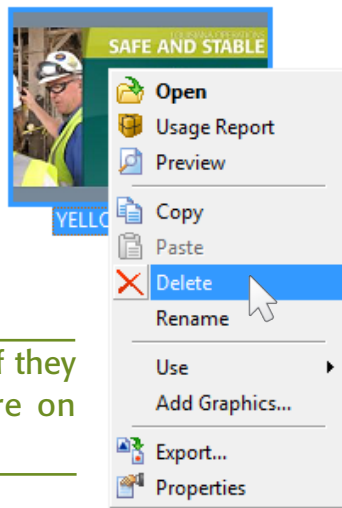



Figure 3-45.

You can also delete folders using this method, provided they are empty, or their contents is not currently scheduled or otherwise being used on another eScreen. For more information on how to see which content resource items are being used where, see "Usage Reports" on page 129.

Copying Content

Duplicates of graphics, videos and sounds can be made in their original locations, other folders, or folders that you create (For more information on creating new folders, see page 83).

Follow these steps to copy:

1. **Select the item(s) you wish to copy.** Using one of the techniques on page 87, select the item(s).
2. **Drag the items.** Using your mouse, begin to drag one of the selected items (they will all be dragged together).
3. **Hold the Ctrl key.** Before releasing the mouse button, hold down the  key. A small plus symbol will appear next to the cursor.
4. **Release the mouse button to begin copying.** Release the mouse button over the folder or location where you'd like the items copied.

3.4 Scheduling Content to Play

The content stored in Design Studio exists for the sole purpose of being displayed on the eScreens. Let's look at how this is accomplished.

The four categories:

In the section "Template Sizes" on page 15, you learned that graphic content can be displayed in either the main or upper right areas of the eScreen.

Each facility has a category in the *Categories* tab that represents each of these two areas.

The third category represents the text ticker area (page 115).

The fourth category represents background audio, and is not displayed in any visible layout area.

Introduction to Scheduling

The content you have imported into Design Studio will only be displayed on the eScreens when they have been instructed to do so.

You will tell Design Studio which items to play, when to begin and stop playing the items, how long to play them, and set a few other options regarding item playback as well. Instructing Design Studio in this way is known collectively as *scheduling*.

WORKING WITH CATEGORIES

You will schedule content by adding it to one of the Play Categories (hereinafter categories) listed in the *Categories* tab (*Figure 3-46*).

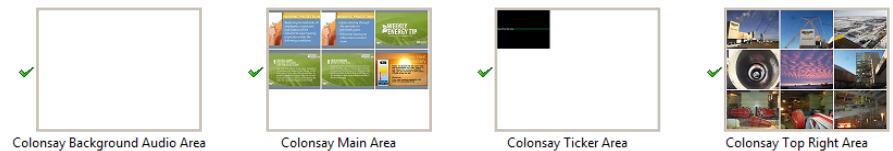


Figure 3-46. The four categories for the Colonsay facility

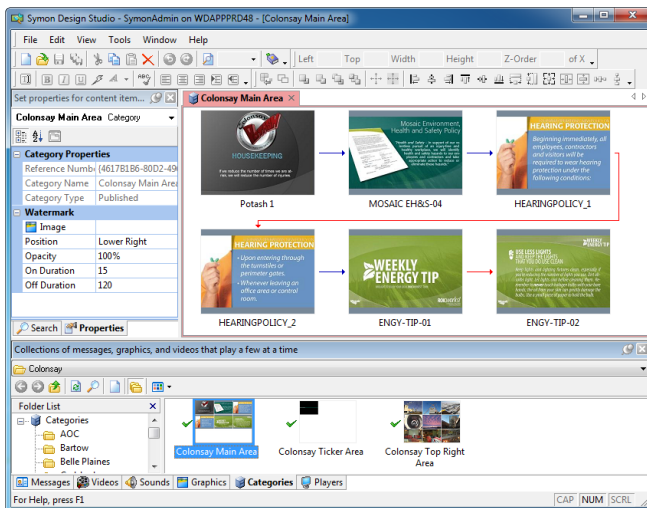


Figure 3-47. An opened category

The Anatomy of a Category

Double-clicking on a category in the *Categories* tab will open it in the Edit/Work Area (hereinafter, work area) as shown in (*Figure 3-47*).

Hint: When more than one item is open in the work area, Design Studio groups and tabs them. Switch between them by clicking their tabs, or use the keyboard shortcut **Ctrl** + **Tab**.

As you would expect, the items you see in this category, Colonsay Main Area, are being displayed in the main area of the eScreens at the Colonsay facility.

Play Items: Categories can contain graphics, videos and messages. Items in a category are shown as a large thumbnail preview. Double-clicking any item within a category will open it in the work area as well.

Play Order: Between each item is a forward-pointing arrow, indicating the order the items will be displayed. A red arrow indicates two items will always play together. (See "Keep with Next" on page 111).

Changing the Play Order in a Category

To change the order in which the items in a category will play, simply reposition the items by dragging them. Dragging-and-dropping one item on top of another will always place the first item *before* the item you've dropped it onto (Figure 3-48).

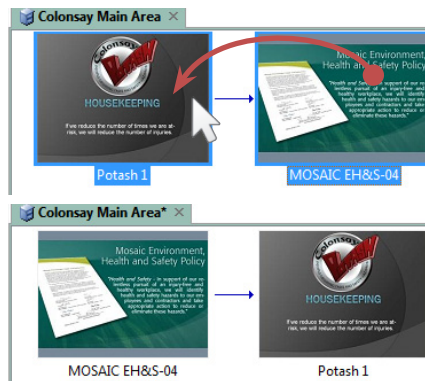



Figure 3-48. Dragging to change the play order

Deleting a Play Item from a Category

To delete a play item from a category, right-click the item and choose **Delete** from the menu as shown in (Figure 3-49).

Alternatively, you can use a keyboard shortcut. With the item selected, simply press the  key on your keyboard.

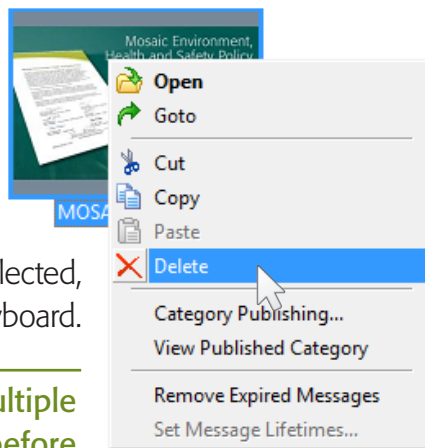


Figure 3-49. Deleting a play item

Hint: You can manipulate multiple items by selecting them before moving or deleting. (See page 87 for more on selecting multiple items).

Important reminder:

Be sure you are only working within your facility folder in each tab.

To make sure you are scheduling content to play *only* on your facility's eScreens, use the steps listed in "Opening Your Facility Folder" on page 80 to navigate to your facility folder in the *Categories* tab if it is not already open.

Opening Play Items from Within a Category

Most of the items in a category will be graphic slides or photos. Double-clicking these will open a larger preview of the item.

If the item is a video, double-clicking will also open a larger preview.

If the item is a message, double-clicking it will open the message for editing.

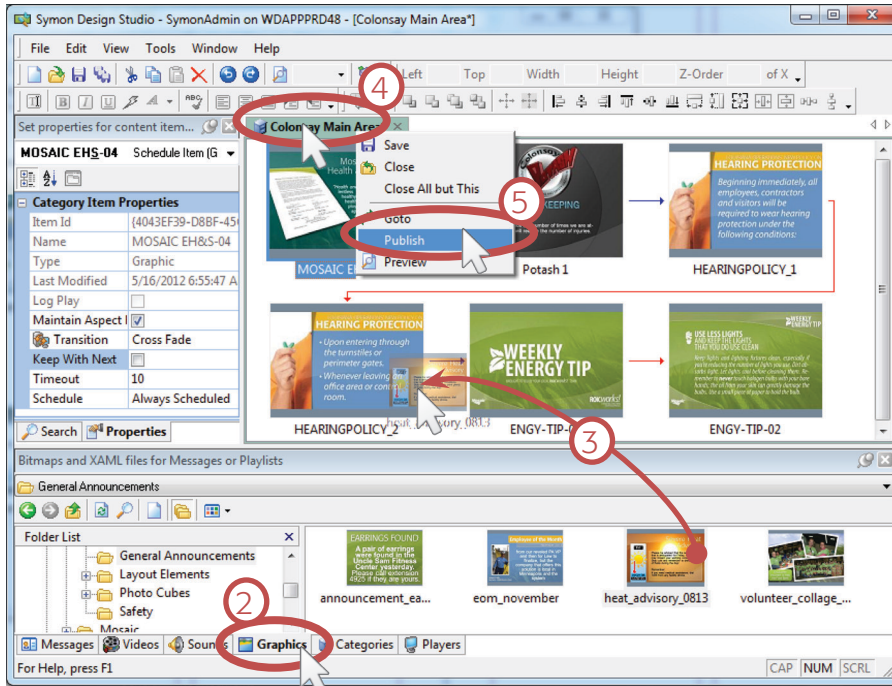


Figure 3-50. Steps 2 thru 5:
Adding an item to a category and publishing

Helpful things to remember before you begin scheduling:

- The category you wish to add an item to must be open and visible in the work area.
- The item you wish to schedule must be visible in a content resource tab.

BASIC SCHEDULING

The most straightforward form of scheduling consists of:

1. Adding an item to a category
2. Publishing the category

This will immediately add the item to the rotation to be played with the other items in that category.

Follow these steps to schedule an item to play:

1. **Open a category.** In your facility folder in the **Categories** tab, double-click either your **Main Area** or **Top-Right Area** category to open it in the work area.

2. **Navigate to the item you wish to play.** In the **Graphics**, **Messages**, or **Videos** tab, locate the resource item in your facility folder that you wish to play.
3. **Drag the item into the open category window.** With your mouse, drag the item up into the open category window in the work area. Wherever you drop the item is where it will be located in the play order, but you can reposition it if necessary.
4. **Right-click on the category's title tab.** At the top-left of the work area, right-click on the title tab of the open category.
5. **Publish the category.** From the right-click menu, choose **Publish**. Design Studio will ask if you would like to save the changes to the category before publishing; choose yes.



Hint: You can add multiple items by selecting them before dragging. (See page 87 for more on selecting multiple items).

SAVING VS. PUBLISHING

Before the added content will be displayed on the eScreens, the category you have added it to must be both *saved* and *published*.

Saving a Category

Choosing **Save** from the tab or **File** menu (Figure 3-51) will save the changes you have made to the category, but will *not* send these changes to the eScreens.

You can also save the changes to an open category with the keyboard shortcut  + .

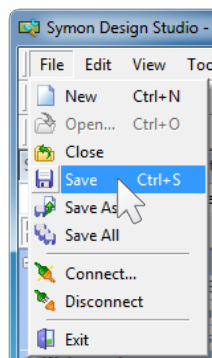


Figure 3-51.

The category items that were being displayed on the eScreens before changing the items in a category, will continue to play until you *publish* the category. This is useful when you are making many changes and would like to save your work as you go, but you are not ready for the new items to display on the eScreens.

Publishing a Category

Choosing **Publish** from the tab menu (Figure 3-52) will send the changes to the affected eScreens immediately. However, it will also prompt you to save the changes you have made to the category. This means that the **Publish** command essentially performs both tasks: *saving* and *publishing*.

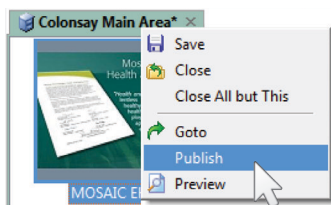


Figure 3-52.

Unpublished categories are indicated by a small "cog" icon in the **Categories** resource window as shown in (figure 3-53).

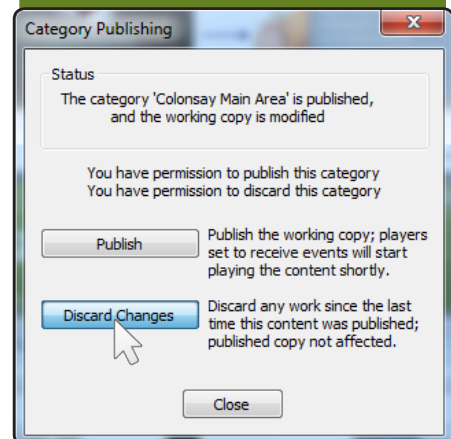
Hint: You can also publish a category at a later time from the **Categories** resource tab, by right-clicking and choosing **Publish**.



Figure 3-53. "Cog" indicator next to an unpublished category

How to discard all work done to a category since the last time it was published, even if it has been saved:

Right-click in the open category window and choose **Category Publishing...**



Then click the **Discard Changes** button.

3.5 Advanced Scheduling Options

In this section, we will learn about Design Studio's scheduling tools and options. We will leverage these tools to gain more precise control over when and how long items play.

Introduction to Advanced Scheduling

Scheduling an item (page 90) can be compared to turning on a light switch: Once it is on, it remains on until you turn it off. However, Design Studio offers specific control over an item's play schedule (hereinafter schedule) through its powerful scheduling tools:

- Schedule time ranges
- Recurrence patterns
- Copy/paste play times
- Visual timeline schedules

THE MESSAGE SCHEDULING WINDOW

Adding a custom schedule or changing an item's schedule is done inside the *Message Scheduling* window for that item.

Follow these steps to open the *Message Scheduling Window*:

1. **Select a category item.** With your mouse, click once on an item inside of an open category window.

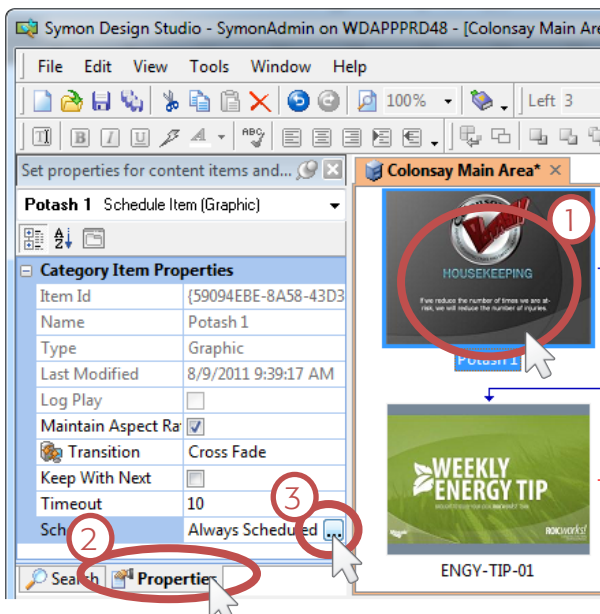


Figure 3-55. Steps to open the Message Scheduling window for a category item

2. **Show the Properties window.** If it is not open, click on the **Properties** tab or choose **Properties** from the **View** menu to show the **Properties** window.
3. **Click the Scheduling button.** In the **Schedule** section of the **Properties** window, click the small ellipses button next to **Always Scheduled**. This will open the **Message Scheduling** window (Figure 3-54).

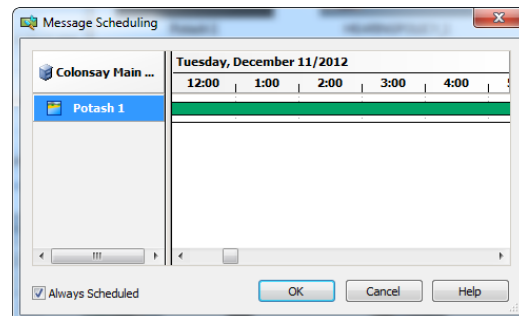


Figure 3-54. Message Scheduling window

Disabling 'Always Scheduled'

Items added to a category receive a default schedule of *Always Scheduled* (Figure 3-56). To create a custom schedule for an item, the *Always Scheduled* check box must be unchecked.

Follow these steps to disable an item's *Always Scheduled* option:

1. **Open the Message Scheduling window.** Use the steps on the previous page to open the **Message Scheduling** window for a category item.
2. **Uncheck Always Scheduled.** At the bottom of the **Message Scheduling** window, click once on the check box next to **Always Scheduled** to uncheck it as shown in (Figure 3-57).

Hint: Disabling the *Always Scheduled* option for an item is effectively the same as setting it to never be scheduled. The item will never display on the eScreens, however, you will still see the item in the category until it is deleted.

When the *Always Scheduled* check box is unchecked, you can create custom schedules for the item. See "Creating a Play Time" on page 96 for more information.

Resizing the Message Scheduling Window

When you open the *Message Scheduling* window for the first time, it is not very large. It will benefit us later to see more of this window.

Follow these steps to resize the *Message Scheduling* window:

1. **Drag the bottom-left corner.** Using your mouse, drag the bottom left corner of the window to enlarge it (Figure 3-58).
2. **Move the window if necessary.** Move and center the window as necessary in order to see as much of it as possible

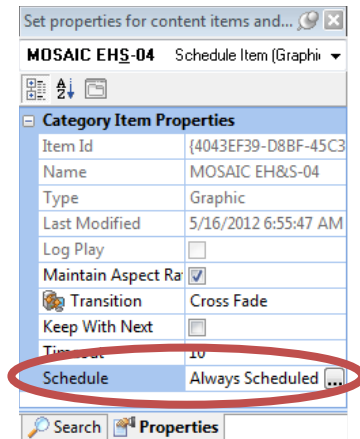


Figure 3-56. Item with default schedule of *Always Scheduled*

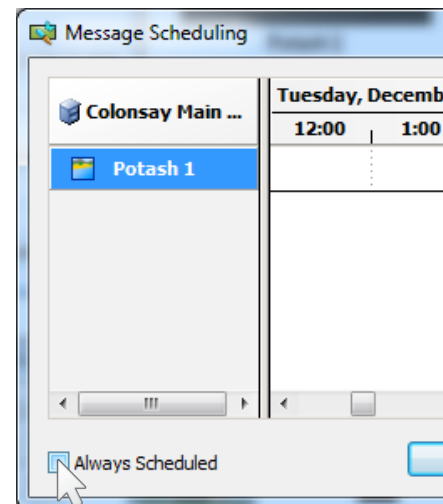


Figure 3-57.

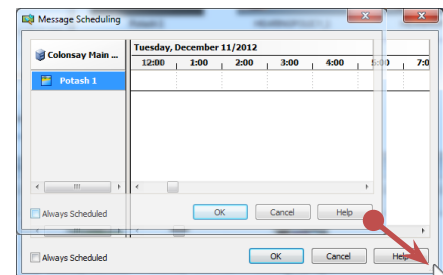


Figure 3-58. Dragging to resize

CREATING A PLAY TIME

Any category item can be set to begin playing at any time of any day, and stop playing at any later time on the same day, or any later day. This is known as the play-time range (hereinafter time range).

An item's time range can recur (be invoked again) using one of these recurrence patterns:

- *Play only once*
- *Daily recurrence*
- *Weekly recurrence*
- *Monthly recurrence*
- *Yearly recurrence*
- *Specific dates*

The time range and recurrence options for an item are found in the **Play Time** dialog box (*Figure 3-60*).

Follow these steps to open the Play Time dialog box:

1. **Right-click the empty timeline.** In the **Message Scheduling** window (page 94), right-click in a blank area. Make sure the **Always Scheduled** check box is unchecked before doing this.
2. **Choose Add Play Time** from the menu that appears (*Figure 3-59*). The **Play Time** dialog box will appear:

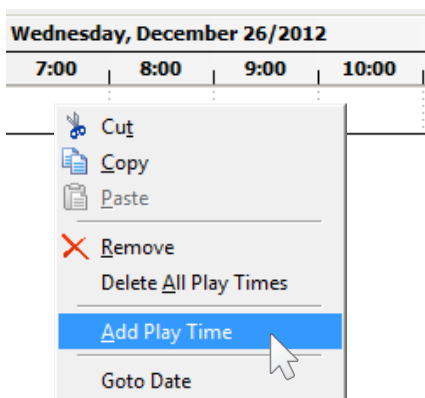


Figure 3-59.

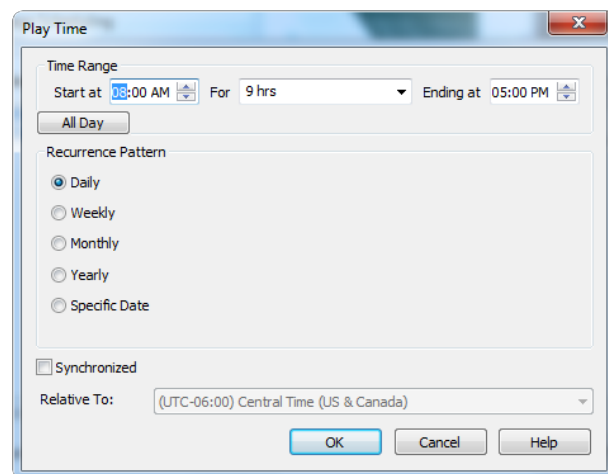


Figure 3-60. The Play Time dialog box

Play Only Once

When the recurrence pattern is set to *Specific Date*, the time range will only be invoked once, on the selected date.

With the settings shown in (Figure 3-61), an item would begin playing at 8:00 A.M. on Wednesday, November 27, 2013, play for two hours, and never play again without further instruction.

Use-case scenario: You wish to display a welcome message to guests who will be arriving at your facility on a specific date and time.

Daily Recurrence

When the recurrence pattern is set to *Daily*, the time range will be invoked once per day.

With the settings shown in (Figure 3-62), an item would begin playing every day at 11:00 A.M. and play for three hours.

Use-case scenario: You wish to display nutrition facts and information meant to encourage the work force to make healthy eating choices during lunch time.

Weekly Recurrence

When the recurrence pattern is set to *Weekly*, the time range will be invoked on the selected days of the week.

With the settings shown in (Figure 3-63), an item would begin playing at 7:00 A.M. and play for nine hours every Monday, Wednesday and Friday.

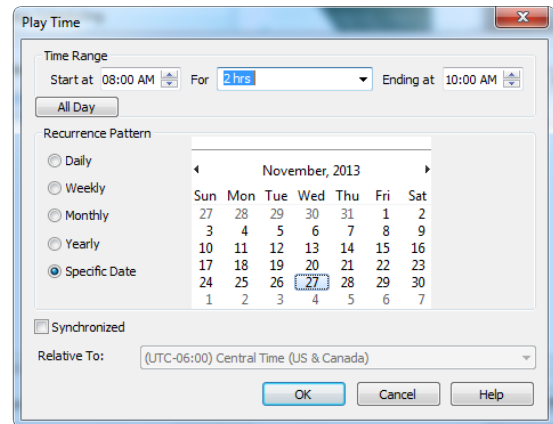


Figure 3-61. Playing an item only once

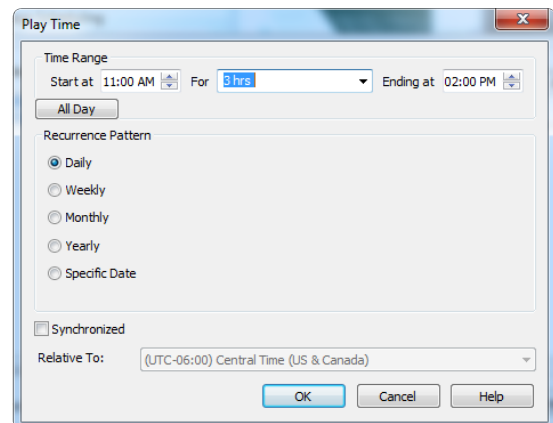


Figure 3-62. Playing an item daily

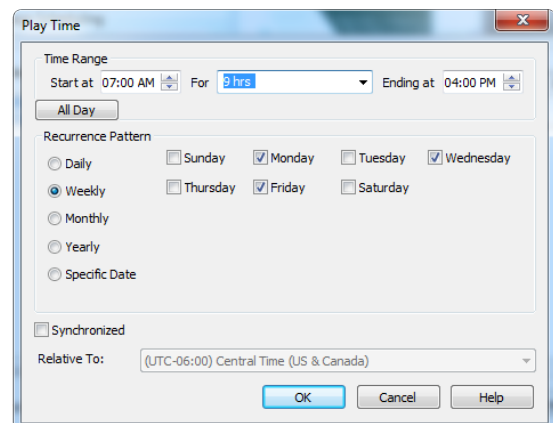


Figure 3-63. Playing an item weekly

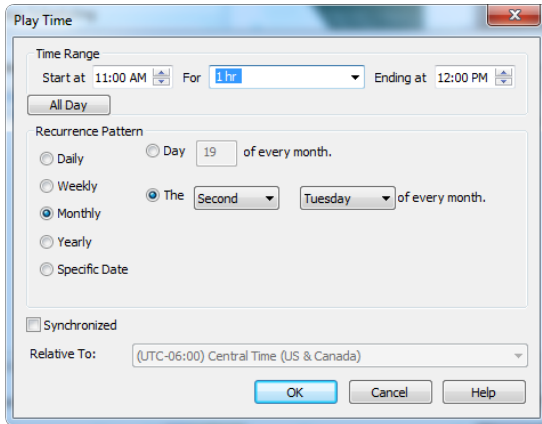


Figure 3-64. Playing an item monthly

Use-case scenario: You wish to display separate information to each shift based on their weekly schedule.

Monthly Recurrence

When the recurrence pattern is set to **Monthly**, the time range will be invoked on the selected day of each month.

With the settings shown in (Figure 3-64), an item would begin playing at 11:00 A.M. and play for one hour on the second Tuesday of every month.

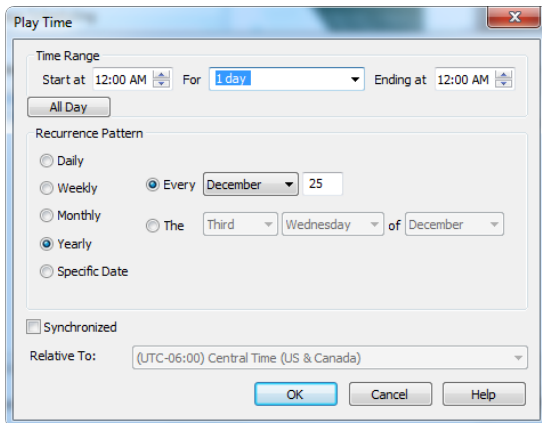


Figure 3-65. Playing an item yearly

Use-case scenario: You wish to display a reminder that the monthly radio address is in progress, and encourage the workforce to listen in.

Yearly Recurrence

When the recurrence pattern is set to **Yearly**, the time range will be invoked once a year on the selected day or date.

With the settings shown in (Figure 3-65), an item would play all day (24 hours) on December 25 every year.

Use-case scenario: Display a yearly holiday message.

Items can play for any length of time:

These use-case scenarios do not depict a time range any shorter than one day.

However, a time range can be any length of time, even days and weeks!

Recurring on Specific Dates and Times

You can create a custom play schedule that does not fall into one of the recurrence patterns offered. To play an item multiple times in the future on arbitrary dates and times (recurring, but not in a pattern), you must create multiple play times for the same item. See "Copying and Pasting Play Times" on page 102 for more information.

THE MESSAGE SCHEDULING TIMELINE

The *Message Scheduling Timeline* (hereinafter *timeline*) stretches across the top of the *Message Scheduling* window. The timeline offers a visual representation of an item's scheduled play times.

After setting an item's schedule in the *Play Time* dialog box, the play time(s) will appear in the timeline. In the example shown in (Figure 3-66), a *Play Time* setting of 8:00 A.M. - 10:00 A.M. is shown in the timeline as a shaded indicator bar stretching across 8:00 A.M. and 9:00 A.M., ending at the 10:00 A.M. mark.

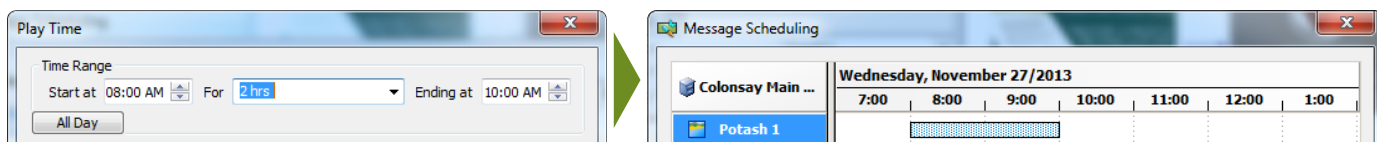



Figure 3-66. An item's *Play Time* dialog box settings are also represented visually on the timeline

Hint: The default timeline interval is one hour. See "Time Type" on page 104 to change the time interval that is shown.

Click-and-Drag to Add a Play Time

You can create a play time by dragging your mouse across the timeline as shown in (Figure 3-67). The *Play Time* dialog box will appear, and the time range you dragged-out will be automatically filled-in.

You can edit the *Time Range* and *Recurrence Pattern* settings in the *Play Time* dialog box when it appears, or you can accept the schedule you dragged-out by clicking the **OK** button, or by pressing the  key on your computer's keyboard.

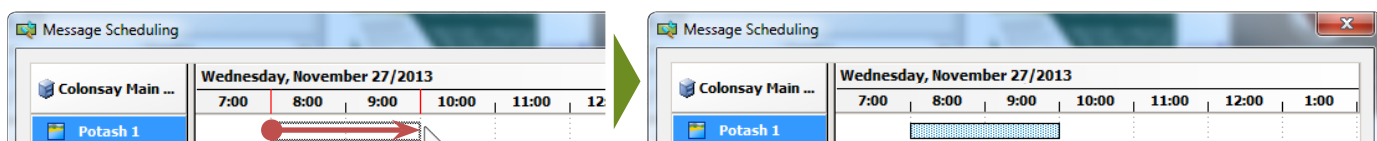


Figure 3-67. Creating a play time by dragging on the timeline

On Scrolling

There may be more play times than you can see on the timeline.

You can scroll forward or backward to see if there are other play times for a selected item.

Always check the recurrence pattern!

When dragging to create a play time shorter than one day, the default recurrence pattern in the *Play Time* dialog box is set to *Daily*.

If you want to make sure an item plays only once, change the recurrence pattern to *Specific Date* (page 97).

If you do not get the *begin* and *end* times exactly right on the first drag, you can try one of the following:

- Adjust the **Time Range** settings in the **Play Time** dialog box when it appears (see "Creating a Play Time" on page 96)
- Adjust the play time by dragging its edges (next section)
- Delete the Play Time (page 101), adjust the Grid Settings or zoom-in (page 103), and drag again to reschedule your item

Hint: If the play time you wish to create is longer than the length of the timeline, the timeline will automatically scroll as you drag to accommodate the new play time.

Adjusting a Play Time Using the Timeline

You can use your mouse to extend or shorten the beginning or end of the play time indicator bar to adjust the play time. In the example shown in (Figure 3-68), the play time is extended by one hour.

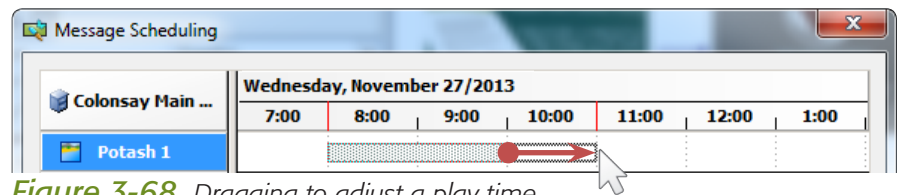


Figure 3-68. Dragging to adjust a play time

You can also use your mouse to drag the entire play time indicator bar to a new position on the timeline. You can even drag it to another date. This changes when the item begins and ends playing, but not the duration of the play time. Look at the example shown in (Figure 3-69). Instead of beginning at 8:00 A.M. and ending at 11:00 A.M., the item will begin playing at 9:00 A.M. and end at 12:00 P.M.

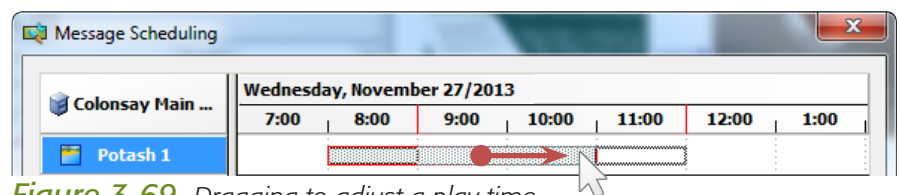


Figure 3-69. Dragging to adjust a play time

A hint for dragging to extend a play time:

When you move your mouse near the beginning or ending edge of a play time indicator bar, the cursor will change to a double-headed arrow indicating you are in the proper position to begin dragging.

Be aware that if you extend or move a play time indicator bar for a play time that is part of a recurrence pattern, then all of the play times in that pattern will be adjusted as well.

Adjusting a Play Time Using the Dialog Box

Instead of dragging a play time indicator bar to adjust a play time, you can reopen the **Play Time** dialog box to edit a selected play time.

Right-click on the play time indicator bar. Choose **Edit Play Time** from the menu as shown in (Figure 3-70), or press the **E** key on your computer's keyboard. The **Play Time** dialog box will appear. You can adjust the **Time Range** and **Recurrence Pattern** settings.

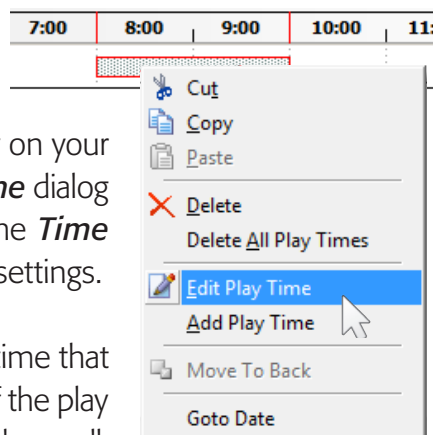


Figure 3-70.

Be aware that if you adjust a play time that is part of a recurrence pattern, all of the play times in the pattern will be adjusted as well.

Deleting a Play Time

Delete a play time by right-clicking it and choosing **Delete** from the menu (Figure 3-71). Or you can select the play time and press the **Delete** key. Be aware that if you delete a play time that is part of a recurrence pattern, all other play times in the pattern will be deleted as well.

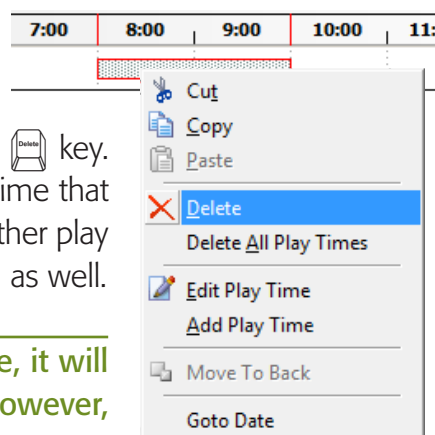


Figure 3-71.

Hint: If an item has no play time, it will never display on the eScreens, however, you will still see the item in the category until it is deleted.

Beware!

There is no way to undo or redo any changes made to the play times in the *Message Scheduling* window.

If you accidentally manipulate or delete a play time, click the *Cancel* button or re-adjust your play times manually.

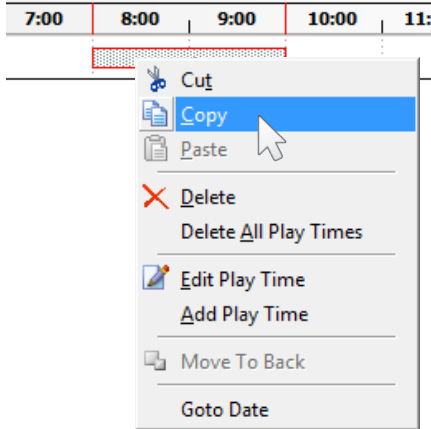


Figure 3-72.

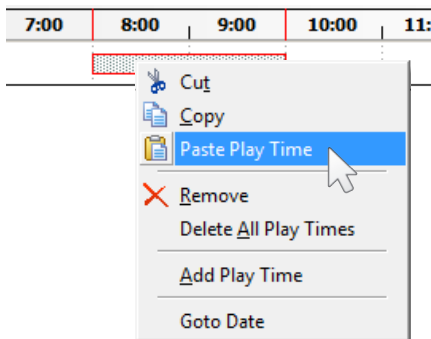


Figure 3-73.

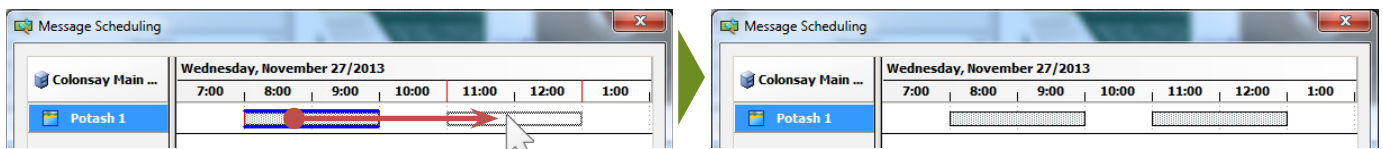


Figure 3-74.

Copying and Pasting Play Times

You can create multiple play times for each item using the timeline. These play times can be set to any time and date in the past or future.

Follow these steps to create multiple play times for an item:

1. **Right-click on a play time.** On the timeline inside the **Message Scheduling** window (page 94), right-click on an existing play time indicator bar.
2. **Copy the play time.** Choose **Copy** from the menu (Figure 3-72), or press the **C** key on your computer's keyboard.
3. **Right-click on the timeline.** Right-click again, anywhere on the timeline.
4. **Paste the play time.** Choose **Paste Play Time** from the menu that appears (Figure 3-73).

Hint: No matter where you initially right-clicked, the pasted time will always be placed directly over the copied play time.

5. **Reposition the new play time.** Drag the new play time to a new position. In the example shown in (Figure 3-74), the item will now play at 8:00 A.M. and at 11:00 A.M., for two hours each.

You can drag the newly-pasted play time to any time or date in the past or future. If you drag it rightward or leftward past the times that are visible, the timeline will scroll automatically for you.

You can edit the newly-pasted play time using the timeline (page 100) or using the **Play Time** dialog box (page 101).

THE PLAYTIME GRID

Between the time intervals that you can see on the timeline, there are invisible intervals that your mouse will *snap* to when creating a play time indicator bar. You may not notice this snapping at first because the default snap interval is set to *one minute*.

With a default snap interval of one minute, it can be difficult to align your cursor directly on an interval mark when you want a play time that begins on the hour. Therefore, the beginning and ending edges of your play time indicator bar may not be created where you intended.

The timeline and the invisible interval grid have several settings to make dragging to create play times easier. You can:

- Enable/disable the **Snap to Grid** feature
- Change the grid snap interval (**Grid Settings**)
- Change the timeline interval (**Time Type**) (hours, days, etc.)
- Zoom in/out to see more of the timeline

Snap to Grid

By default, Design Studio is set so that the play times you drag-out on the timeline will snap to the invisible interval grid. You can turn this feature off by right-clicking on the timeline and choosing **Snap to Grid** as shown in (Figure 3-75), to uncheck it.

Grid Settings

In the **Grid Settings** menu (Figure 3-76), you can choose the interval of the invisible grid. With a **30 Minute** grid interval, your play time indicator bar can only be created and adjusted in increments of 30 minutes: When you drag, it is only possible to create a play time that begins or ends on an hour or half-hour mark. The selected **Grid Settings** also apply when dragging to adjust existing play times.

To access the timeline menu:

Right-click anywhere at the top of the timeline.

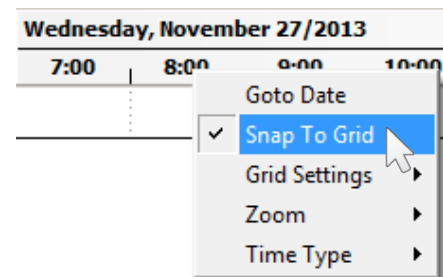


Figure 3-75.

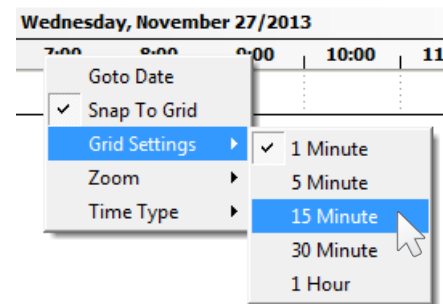


Figure 3-76.

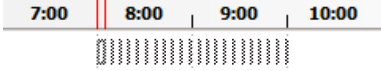
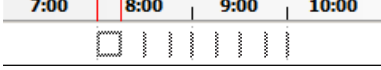
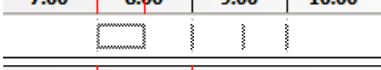
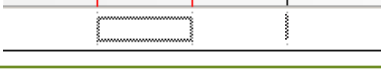
Grid Setting	Invisible Snap Intervals
5 Minute	
15 Minute	
30 Minute	
1 Hour	

Figure 3-77. The invisible snap intervals

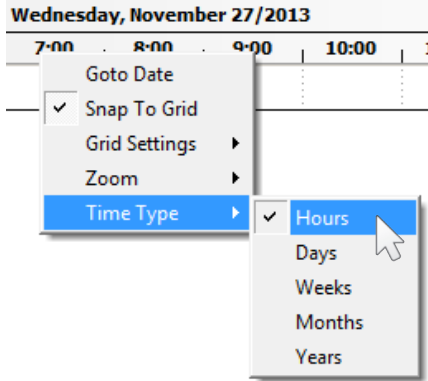


Figure 3-78. Changing Time Type

What is the difference between 'Time Type' and 'Zoom'?

Changing the *Time Type* allows you to see more time in the same space. One of the benefits of the *Time Type* setting is the interval marks it displays.

Changing the *Zoom* setting simply spreads those interval marks farther apart for clarity, essentially allowing you to see less time in the same space.

If it helps, you can think of *Zoom* as zoom-in, and *Time Type* as zoom-out.

Time Type

By default, the timeline is divided into one-hour intervals of time. You can change the display interval of the timeline using the *Time Type* menu: right-click at the top of the timeline and choose *Time Type* as shown in (Figure 3-78).

You can set the timeline to display the following intervals:

- Hours
- Days
- Weeks
- Months
- Years

Choosing one of these settings places helpful dividers on the timeline as shown in (Figure 3-79), to help visualize schedules and create new play times.



Figure 3-79. Time Types

Zoom

Independent of the *Grid Settings* and *Time Type*, the timeline can be *zoomed-in*, spreading the interval marks (and the invisible grid intervals) farther apart as shown in (Figures 3-81 and 3-82). This offers more precision when dragging to create or adjust play times.

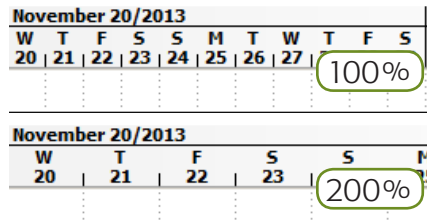


Figure 3-80. Zoom settings for the 'Days' Time Type

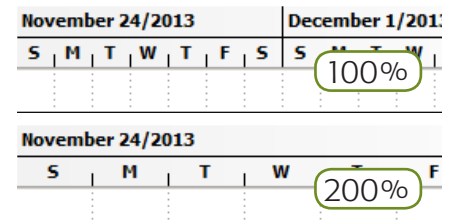


Figure 3-81. Zoom settings for the 'Weeks' Time Type

To change the **Zoom** setting, right-click at the top of the timeline and choose **Zoom** from the menu as shown in (Figure 3-82). You can choose from settings of 100%, 200% and 300%.

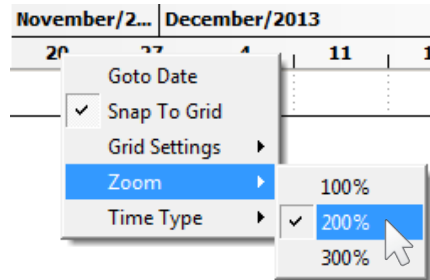


Figure 3-82. Changing the Zoom

Go to Date

Instead of scrolling long distances to find a specific date or time interval on the timeline, you can use the **Goto Date** feature. Right-click at the top of the timeline and choose **Goto Date** from the menu. When the **Date Chooser** appears (Figure 3-84), navigate to the month, day, date and year you desire. This date will then be shown on the timeline.



Figure 3-84. The Date Chooser

Hint: Click on the date at the top of the **Date Chooser** to switch quickly between months and years.

OPENING SCHEDULES FOR MULTIPLE ITEMS

Inside a category, there will be no visible difference between:

- Items that are **Always Scheduled**
- Items that have a custom schedule
- Items not currently playing because their schedules have expired
- Items not currently playing because they have no schedule
- Items not currently playing because their schedules have not yet begun

To see the schedules for more than one item, simply select several

On Timeline Settings

Changes you make to the timeline and invisible grid settings will not be saved when you are done. You must set your **Grid Settings**, **Time Type** and **Zoom** each time you open the **Message Scheduling** window.

The time and date you were viewing are also not saved. The timeline will jump to the current date/time each time it is opened.

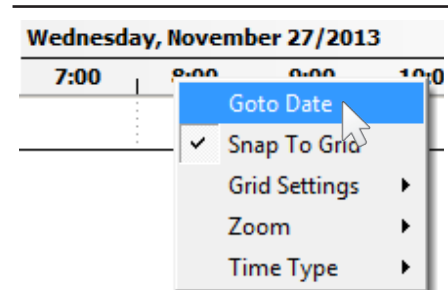
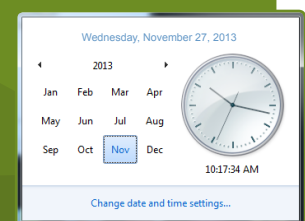


Figure 3-83. Goto Date feature

Fun fact:

Design Studio uses the same Date Chooser




that appears when you click on the time and date in your Windows™ TaskBar.

(or all) items before opening the *Message Scheduling* window. There are several ways to select more than one item in a category. For more information, see [\(Figures 3-39 thru 3-41\)](#) on page 87.


Dragging to Select

Drag a selection rectangle around the items you wish to select. This will select only the items touched by your selection rectangle.



Shift-Clicking

Click once on an item. Hold down the  key and click another item. These items, and all items in between them, will be selected.

Control-Clicking

Click once on an item. Hold down the  key and click on additional items. Each click will add or remove an item from the selection.

Selecting All Items

Click once on any item inside the category window to select it. Choose *Select All* from the *Edit* menu as shown in [\(Figure 3-85\)](#), or simply press  +  on your computer's keyboard.

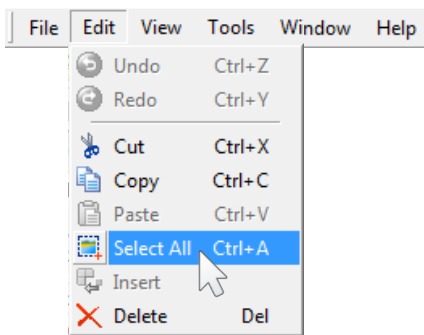


Figure 3-85.

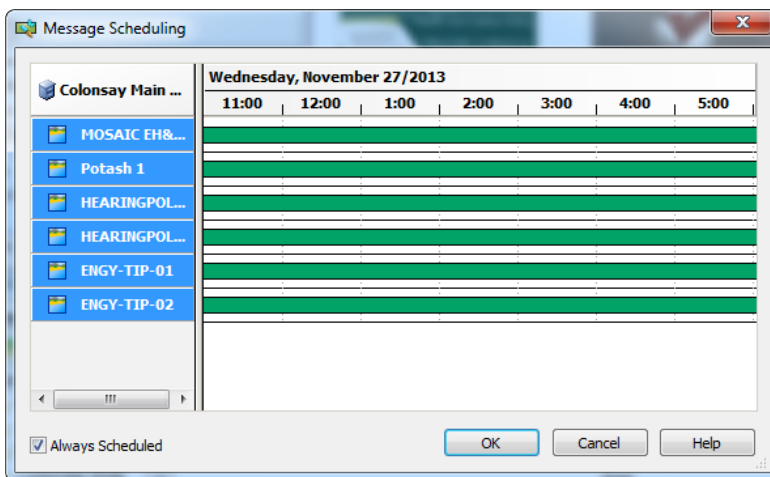


Figure 3-86.


Now when you open the *Message Scheduling* window (page 94), the selected items will be listed alongside their respective schedules. This is a great way to visualize what will play when, and to create better custom schedules.

In [\(Figure 3-86\)](#), all of the items in the list have a schedule of *Always Scheduled* by default. To create custom schedules for these items, you must first uncheck the *Always Scheduled* check box.

Copying and Pasting Play Times to Other Items

Just like you can copy a play time for an item and paste it on the same item (page 102), you can also paste a copied play time to other items. These new play times can then be repositioned or adjusted as you would any other play time.

Follow these steps to copy a play time to a new item:

1. **Right-click on a play time.** On the timeline, right-click on an existing play time indicator bar.
2. **Copy the play time.** Choose **Copy** from the menu, or press the  key on your computer's keyboard.
3. **Right-click on the timeline of another item.** Right-click anywhere on the timeline of the item you'd like to receive the copied play time.
4. **Paste the play time.** Choose **Paste Play Time** from the menu.
5. **Reposition the new play time.** The pasted play time will always be placed at the exact time of the original item's play time. Drag the new play time to a new position if you choose.

You can drag the newly pasted play time to any time or date in the past or future. (You cannot drag a play time between items). If you drag it rightward or leftward past the times that are visible, the timeline will scroll automatically for you. You can also edit the newly pasted play time using the Play Time dialog box (page 101).

Saving Schedules

Before the schedules you create will take effect, the category containing the scheduled item must be both *saved* and *published*. Choosing **Publish** from the tab menu (*Figure 3-87*) will send the

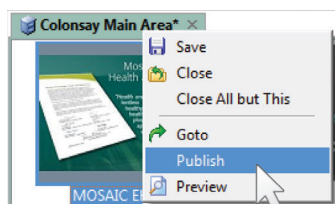


Figure 3-87.

changes to the eScreens immediately and will prompt you to save the changes you have made to the category. (For more, see page 93).

SCHEDULING EXAMPLES

Below are a few examples of what some common schedules could look like in the timeline.

Playing a Different Slide Every Week

Using the copy and paste technique (page 107), you are able to schedule energy tip slides to play for one week each, without having to drag-out a new play time for each slide.

Colosay Main ...	November 27/...					December 1/2013					December 8/2013									
	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S		
ENGY-TIP-01																				
ENGY-TIP-02																				
ENGY-TIP-03																				

Figure 3-88. A typical schedule for a weekly energy tip

Playing Slides at the Same Time Every Day

Using the *Daily* recurrence pattern settings (page 97), you are able to schedule nutrition fact slides to play every day at lunch time.

Colosay Main Area	November 24/2013							December 1/	
	S	M	T	W	T	F	S	S	M
NUTR_FACTS_2	☒	☒	☒	☒	☒	☒	☒	☒	☒
NUTR_FACTS_3	☒	☒	☒	☒	☒	☒	☒	☒	☒
NUTR_FACTS_1	☒	☒	☒	☒	☒	☒	☒	☒	☒

Figure 3-89. A typical schedule for daily lunchtime nutrition facts

Playing Slides at Specific Times

The example in (Figure 3-90) shows two slides: one reminding of an upcoming radio address, and one announcing that the radio

Colosay Main Area	Wednesday, November 27/2013					
	9:00	10:00	11:00	12:00	1:00	2:00
RDO_ADDRESS_UPCOMING						
RDO_ADDRESS_NOW!						

Figure 3-90. A typical schedule for a radio address at a specific time

address is in progress. Using the dragging technique to create play times (page 99), and the **Specific Date** recurrence pattern setting (page 97), you are able to schedule the first slide to play until 1:00 P.M., and the second slide to play during the radio address (from 1:00 P.M. to 2:00 P.M.).

Repeating Slides on Specific Dates

The example in (Figure 3-91) shows three related blood drive slides: The first slide reminds the work force of an upcoming blood drive on Monday and Tuesday. The second slide announces that today is the day of the blood drive. The third one thanks everyone who donated blood, and plays for five days after the blood drive.

Using the **Specific Date** recurrence pattern setting (page 97), and the copy and paste technique (page 102), you are able to schedule each slide to repeat on different days. This allows you to use the same slides for two separate blood drives (the first on Wednesday of one week and the second of Thursday the next week).

Scheduling Date-Specific Slides with a Title Slide

The example in (Figure 3-92) shows a week's worth of birthday slides, each scheduled on its respective date. The first slide displays a *Happy Birthday* message before the date-specific slide plays.

Hint: Be sure to select the **Keep with Next** check box for the first slide in its **Properties** window.

Colonsay Main Area	November 25/2013					December 1/2013					December 8					
	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T
BLD_DRV_UPCOMING																
BLD_DRV_TODAY																
BLD_DRV_THANK_YOU																

Figure 3-91. A typical schedule for slides recurring on different week days

Did you notice?

In the blood drive example (Figure 3-91), it is perfectly acceptable that the play time of the *Thank You* slide from the first blood drive overlaps the play time of the announcement slide for the second blood drive.

Colonsay Main Area	November 18/2013							Decemb
	S 24	M 25	T 26	W 27	T 28	F 29	S 30	S 1
BDAY_TITLE_SLIDE								
BDAY_11_25								
BDAY_11_26								
BDAY_11_27								
BDAY_11_28								
BDAY_11_29								
BDAY_11_30								

Figure 3-92. A typical schedule for title slide followed by date-specific slides

3.6 Item Properties

Once an item is added to a category and scheduled the way you want it, there are a few more options for the item that you may want to set. This is done using the **Properties** window.

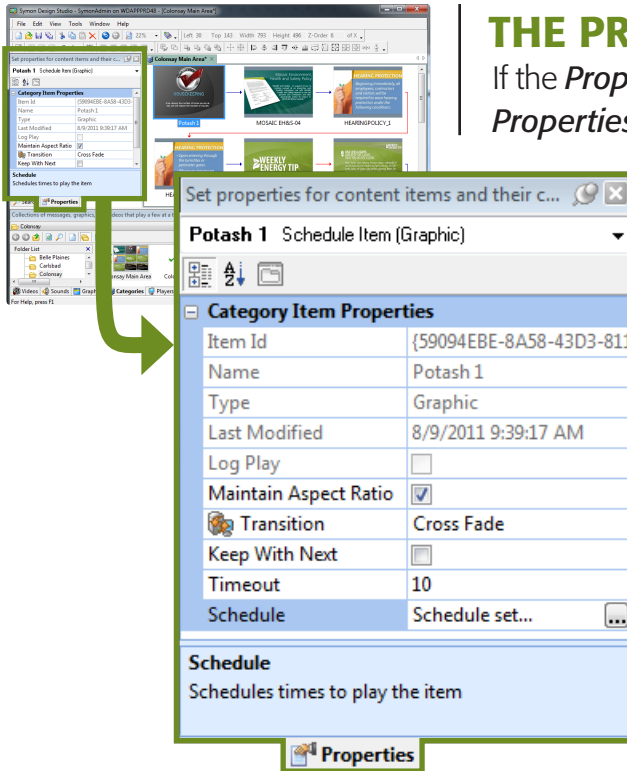


Figure 3-93. Properties window

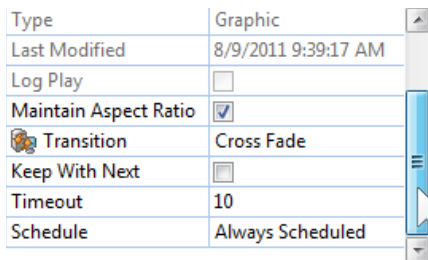


Figure 3-94. You may have to scroll to see all available options

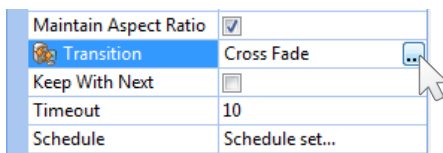


Figure 3-95. Opening the Transitions window

THE PROPERTIES WINDOW

If the **Properties** window is not open and docked on the left, choose **Properties Window** from the **View** menu to open it. Dock it to the left side of the Design Studio program window as shown in (Figure 3-93). Or, load the **Advanced Docking Pane Layout**. See "About Docking and Docking Pane Layouts" on page 71 for more information.

When you select an item within a category, the **Properties** window will list options available for that item. In (figure 3-93), there are several user-customizable options in the **Properties** window. For our purposes, we will only ever need to set the following options:

- *Transition*
- *Timeout*
- *Keep With Next*
- *Schedule (page 94)*

If you do not see all of these options when you select an item, then you may need to scroll down inside the

Properties window using the scroll bar as in (Figure 3-94).

Transitions

A **Transition** is an animated visual change from one item to the next, and determines how the item will "arrive" on the eScreens.

To change an item's **Transition** setting, click the small ellipses button as shown in (Figure 3-95). The **Transitions** window will appear (Figure 3-96).

Hint: Resize the window to see more transitions.

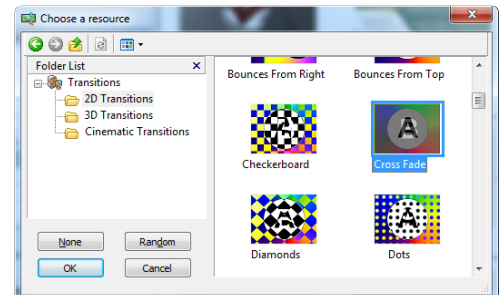


Figure 3-96. The Transitions resource window

Each animated **Transition** is represented by a thumbnail preview, giving you a basic idea of what the animation will look like.

The default **Transition** for all items added to a category is *Cross Fade*. This is suitable for all items, and you should avoid using busy or showy animations. Simple 2D Transitions work best for our purposes. (For more information, see "Avoid Distracting Transitions" on page 150).

Keep with Next

Between the items in a category, there are forward-facing arrows that indicate the play order. Although the items will always obey this order, they may be interrupted by other content also playing on the eScreens, such as that from Corporate or Public Affairs. For more information, see "Automatic Content" on page 8.

If you have two or more slides that must not be interrupted by other content, you can force them to always play together using the **Keep with Next** feature. Simply select the item in the category and click the **Keep with Next** check box in the **Properties** window (Figure 3-97).

Hint: A red arrow after an item indicates that it and the next slide will always play together.

In the example shown in (Figure 3-98), the second hearing policy slide will always play immediately after the first hearing policy slide.

The second and third energy tip slides will always play immediately after the energy tip title slide.

Automatic content may still play between any two slides where there is a blue arrow.

Type	Graphic
Last Modified	6/6/2012 8:09:01 AM
Log Play	<input type="checkbox"/>
Maintain Aspect Ratio	<input checked="" type="checkbox"/>
Transition	Cross Fade
Keep With Next	<input checked="" type="checkbox"/>
Timeout	10
Schedule	Schedule set...

Figure 3-97. Turning on the Keep with Next option for an item



In the example category above, three slides have the **Keep with Next** feature activated:

- HEARINGPOLICY_1
- ENGY-TIP-TITLE
- ENGY-TIP-02

Figure 3-98. Example of the Keep with Next feature in action

Did you know?

You can set the *Transition*, *Timeout*, and *Keep with Next* options for more than one item at a time by selecting multiple items (or all items) before changing the setting in the *Properties* window.

For more on selecting more than one item in a category, see (Figures 3-39 thru 3-41) on page 87.

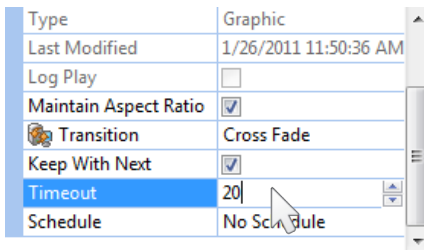


Figure 3-99. Typing a new value in the *Timeout* box

Timeout (Play Duration)

In Design Studio, the length of time an item displays before moving on to the next item is known as the play duration, or *Timeout*. The *Timeout* is measured in seconds, and is set in the *Properties* window.

The default *Timeout* for all new graphic resources (slides, photos, etc.) placed in a category is 10 seconds. This value can be changed by clicking the *Timeout* box and typing a new value (Figure 3-99).

Hint: Only graphics have a *Timeout* setting. Messages and videos will move to the next item when they are done playing.

You may determine that some slides require longer *Timeouts* than others, based on the information they contain. In the example category shown in (Figure 3-98) on page 111, the energy tip title slide may only need a *Timeout* of five seconds because it does not contain much information; it is simply introducing the next slide. However, the slides containing the actual energy tips may require a *Timeout* of 15 or 20 seconds to be read comfortably.

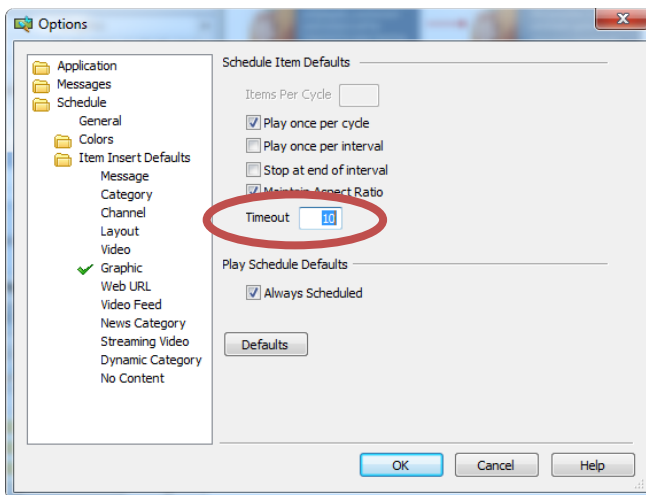


Figure 3-100. Changing the default *Timeout* value in the *Options* dialog box

Changing the Default Timeout

If you find yourself continually changing the *Timeouts* for the slides you add, you may consider changing the default *Timeout*, so that every new slide added will have a play duration suitable for your facility's needs. The default *Timeout* is set in the *Options* dialog box, which can be found in the *Tools* menu.

In the list on the left side of the *Options* dialog box, choose *Schedule*, then choose *Item Insert Defaults*, then choose *Graphic*.

Type a value into the *Timeout* box and choose OK.

3.7 Working with Videos

Videos are imported, stored and scheduled just like graphic items, and can be played in either the main or upper right areas.

- For a list of video file types that can be added to Design Studio, see "Video Resources" on page 78.
- For information on how to add videos to Design Studio, see "Importing and Organizing Content" on page 83.
- For information on how to play videos on the eScreens, see "Scheduling Content to Play" on page 90.
- For information on setting custom schedules for videos, see "Advance Scheduling Options" on page 94.
- For information on **Transitions**, and **Keep with Next** settings for videos, see "Item Properties" on page 110.

The techniques, procedures and settings referenced on the above pages apply to video content as well as graphic content resources.

The only consideration when scheduling and setting options for video, is that video content resources do not require a **Timeout** setting when added to a category. The eScreen will move on to the next item when the video has ended.

eScreen Audio Capabilities

All Digix eScreens are capable of playing videos and animations. If the video contains audio, you must make sure that your facility's eScreens are capable of audio output.

Most eScreens at your facility will be LCD televisions with built-in speakers. However, some eScreens were custom-built by the manufacturer (Symon), which included detachable speakers at the time of purchase. Whether these speakers were attached at the time of installation is a question for your facility's management or I.T. department.

Hint: If more than half of the eScreens do not have this capability, you may want to avoid videos that contain audio.

How can I tell if the eScreens at my facility have audio capabilities?

There is no indicator in Design Studio for whether an eScreen has speakers attached to it.

You should play a video (that contains audio), and walk to each eScreen is to see if you can hear the audio.

Be sure to bring a remote with you for the volume. Most eScreens also have volume controls on its bottom panel.

Why would some of the eScreens at my facility not have attached speakers?

Depending on your facility's management at the time of installation, the speakers that came with the eScreens may not have been attached.

This can be especially true in areas where distractions are discouraged, like control rooms, or in high-noise environments like warehouses and machine shops.

3.8 Community Property

In each content resource tab, there is a folder for shared and pre-made content called *Community Property*.

Why the tilde?

A tilde (the '~' symbol) appears at the beginning of the *Community Property* folder name so that it always appears near the top of the folder lists.

There is a shared-content (***Community Property***) folder available in each of these content resource tabs:

- *Messages*
- *Sounds*
- *Videos*
- *Graphics*

The ***Community Property*** folders are a resource for general-topic pre-made slides, slides made by users at other facilities, and a repository for finding corporate videos.

The ***Community Property*** folder in each content resource is called: ~Community Property as shown in (Figure 3-101). The folder will always be somewhere near the top of the folder list.

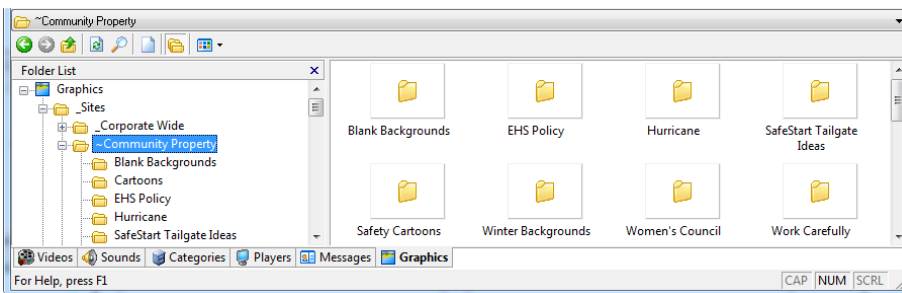






Figure 3-101. The *Community Property* folder in the graphic resource tab

On copying and pasting:

You can copy items using the *Copy* and *Paste* commands available in both the *Edit* menu and the right-click menu.

Or, you can use these keyboard shortcuts:

-  +  = *Copy*
-  +  = *Paste*

Simply copy the items, navigate to the *Community Property* folder and paste them there.

Sharing Your Content Using 'Community Property'

In some cases, you will create content that users at other facilities may find useful. Feel free to place a copy of your general-purpose content in the ***Community Property*** folder in Design Studio. For more information, see "Copying Content" on page 89.

Corporate Video Repository

Corporate videos are made available in the ***Community Property*** folder inside the ***Videos*** tab. Be sure to check back regularly to see if new videos have been added.

Playing Community Property on Your eScreens

To play an item from a ***Community Property*** folder, add the item to one of your categories directly from the ***Community Property*** folder.

Do not make a copy of, or move the item into, your facility folder. For more on scheduling items to play, see page 90.

3.9 Working with Text Tickers

Local facility tickers are a quick and powerful way to get text information out to the workforce. A ticker is simply a message that uses horizontally-scrolling text to achieve a "ticker tape" effect.

ANATOMY OF A TEXT TICKER

In its most basic form, a ticker is a box of text inside of a message. This text box is pre-set to horizontally scroll the text contained within it.

The message that contains this text box is always scheduled to play on your facility's eScreens, and as such, is found in the **Text Ticker** category for your facility. The **Text Ticker** category is found in your facility folder in the **Categories** tab.

When the text is edited and the message is published, the published text will be sent to your eScreens to play in the Ticker Layout Area alongside the other tickers (news, stocks, etc.). For more on Layout Areas, see page 5.

YOUR LOCAL FACILITY TICKER

Your local facility ticker will display in succession with several automatic tickers in the **Ticker Area**.

Follow these steps to edit your local ticker:

1. **Open the Ticker Area category.** In your facility folder in the **Categories** tab, double-click your **Ticker Area** category to open it in the work area [Item 1 in (Figure 3-102)].
2. **Open the ticker message.** In the window that appears, double-click the ticker message [Item 2 in (Figure 3-102)]. This also opens it in the work area (Figure 3-103).

Hint: When more than one window is open in the work area, Design Studio tabs them. For more on tabs, see page 71.

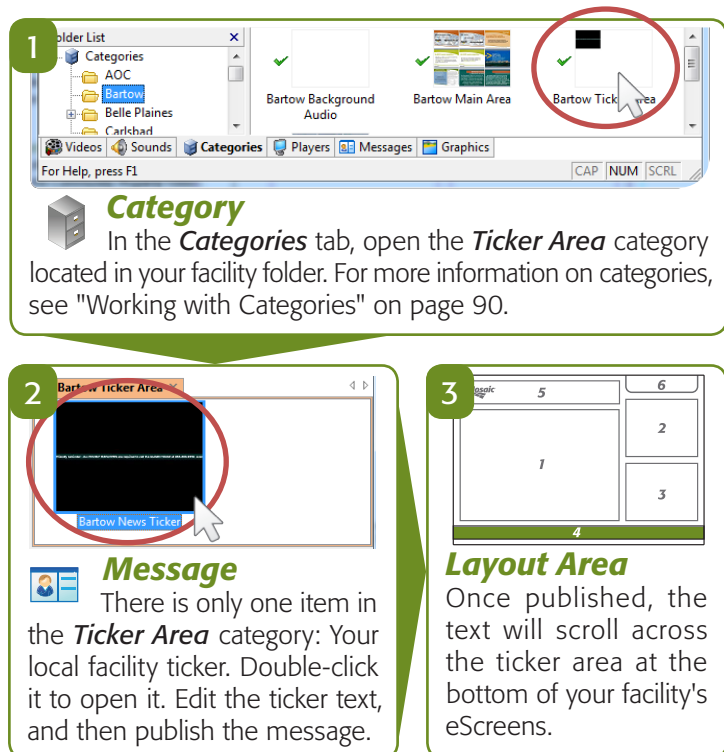


Figure 3-102. How a text ticker works and where it is stored

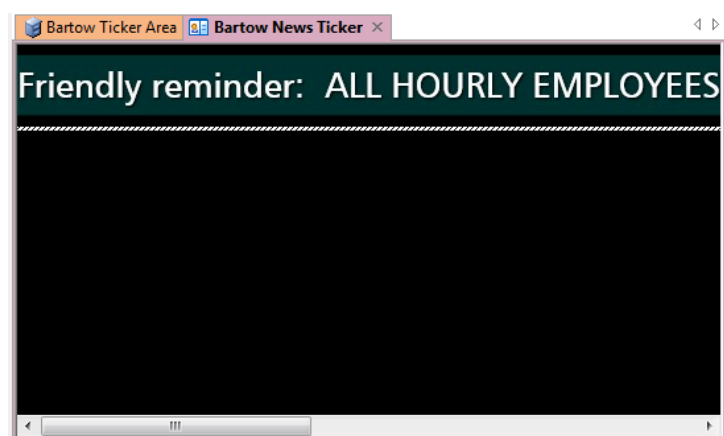


Figure 3-103. A ticker message opened in the work area

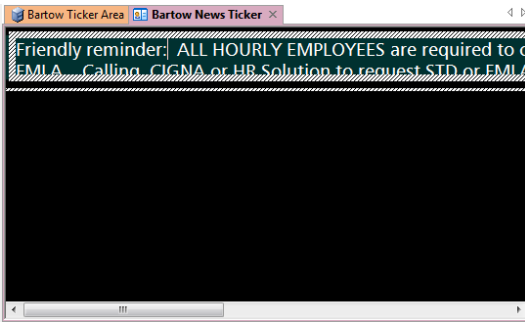
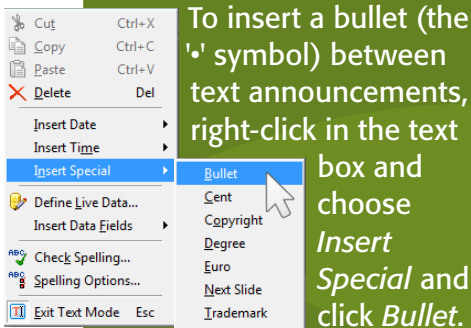


Figure 3-104. Editing the text in a ticker

3. **Open the text box for editing.** Double click on the text to insert your type cursor. If there is no text in your ticker, double-click colored background where the text would be.
4. **Type or edit the text.** Using your mouse and keyboard, type the announcement(s) you wish to display. Be sure to put a suitable separator between announcements or differing types of information.

Hint: When editing, the text may not appear on one line.

Separation bullets:



Or, if you have a keyboard with a number pad, you can use the keyboard shortcut + 0149. (This will only work if the numbers are typed on the keyboard's number pad.)

Font, Color and Text Size

Ensure that the font, color, and size of the text is not changed. If you are pasting from another program, sometimes the source formatting can override the settings in the text box. Ticker text should be:

- Set in the Arial font
- Be white in color
- Have a size of 18 - 20 pt.

These settings can be verified in the **Properties** window as shown in (Figure 3-105).

Follow these steps to reset the text to the proper attributes:

1. **Select all text.** Using your mouse, or the keyboard shortcut + , select all of the text in the text box.
2. **Adjust the text.** Using the options in the **Properties** window, re-set the text according to the attributes listed above.

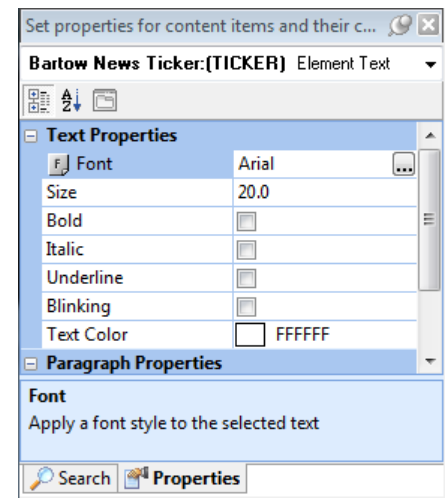



Figure 3-105. When text is selected, the **Properties** window displays the text formatting options listed above.

Hint: Be sure you are in text edit mode before using the shortcut + . Otherwise, you will select the text box instead.

The Zoom Drop-Down Box

To see more or less of the text at one time, you can change the zoom settings using the **Zoom** drop-down menu in the Standard tool bar as shown in (Figure 3-106).

Before using this setting, be sure to deselect the text. You can deselect the text either by clicking anywhere outside the text box, or by pressing the  key on your computer's keyboard.

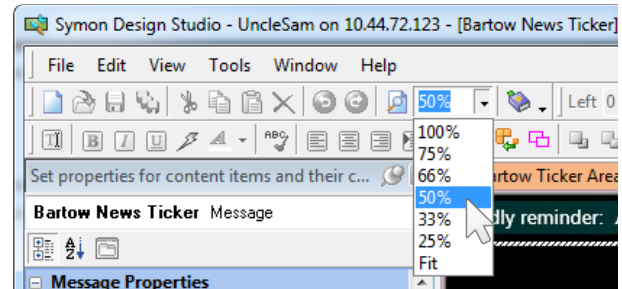


Figure 3-106.

Text Scrolling Speed (Crawl Rate)

How quickly the text will move across the Ticker Area is determined by its **Crawl Rate** setting in the **Properties** window (Figure 3-107).

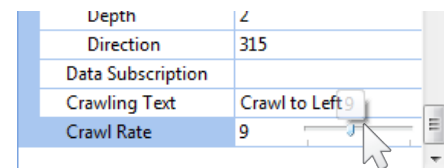



Figure 3-107.

Follow these settings to change the text scrolling speed:

1. **Deselect the text if necessary.** Click anywhere outside of the text box, or press the  key to deselect the text.
2. **Select only the text box.** Click once on the text box to select it. (Do not double-click, as this will open the text box for editing).
3. **Adjust the Crawl Rate setting.** In the **Properties** window (page 110), adjust the **Crawl Rate** slider to the left or right to decrease and increase the speed respectively.

Avoid setting the **Crawl Rate** too low or too high. A setting of between 8 and 10 will be sufficient for comfortable reading.

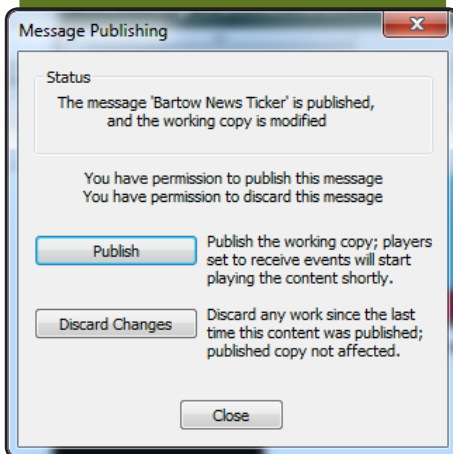
Caution: Never adjust other text ticker settings, including *Shadow, Crawl Direction, Translucency, etc.*

Don't see a 'Crawl Rate' setting?

You may have to use the scroll bars to scroll down inside the **Properties** window to see this setting.

How to discard all work done to a message since the last time it was published, even if it has been saved:

Right-click anywhere in the message and choose *Message Publishing...*



Then click the *Discard Changes* button.



Figure 3-110. "Cog" indicator next to an unpublished message.

SAVING AND PUBLISHING MESSAGES

Before the changed message will be displayed on the eScreens, it must be *saved* and *published*.

Saving a Message

Choose *Save* from the tab or *File* menu (Figure 3-108). This will save the changes you have made to the message, but will *not* send these changes to the eScreens.

You can also save the changes to an open message with the keyboard shortcut + .

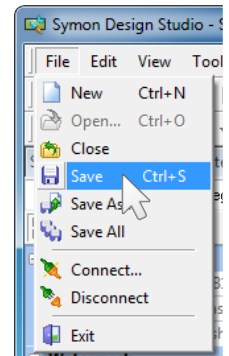


Figure 3-108.

The text that was being displayed on the eScreens before editing the message will continue to play until you *Publish* the message. This is useful when you are making many changes and would like to save your work as you go, but you are not ready for the new text to display on the eScreens.

Publishing a Message

Choose *Publish* from the tab menu (Figure 3-109). This will send the changes to the eScreens immediately. However, it will also prompt you to save the changes you have made to the message. This means that the *Publish* command essentially performs both tasks: *saving* and *publishing*.

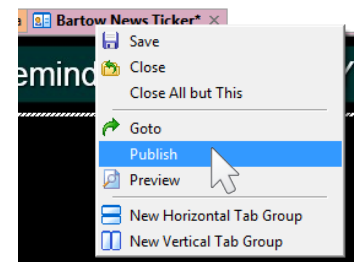


Figure 3-109.

Unpublished messages are indicated by a small "cog" icon in the *Messages* resource window as shown in (figure 3-110).

Hint: You can also publish a message at a later time from the *Messages* resource tab, by right-clicking and choosing *Publish*.

3.10 Messages with Scrolling Text

Design Studio is capable of creating messages (slides) that include scrolling text... something that cannot be achieved using the slide templates. However, you should use the slide templates (Chapter 2, page 9) for creating all other types of slides.

When You Should Use Scrolling Text

As a general rule, you should not place large amounts of text on a slide (see "Post Only One Slide Per Topic" on page 143). However, there may be times when you need to display a list of names, dates, etc.

Lists can be an easily-digestible way to group and show similar pieces of information, while not being overwhelming to the viewer. Messages with scrolling text are a good option for this because it results in an uncluttered, easy-to-read slide. You should use messages with scrolling text for the following types of information:

- *List of employees being recognized*
- *List of employee birthdays*
- *List of calendar events*
- *List of committee members recognized*
- *Other similar items that can be grouped logically*

You should avoid using messages with scrolling text for the following types of information:

- *A list of chronological steps*
- *A large paragraph, body text or stories*
- *Any other information that would not make sense in list form*

Creating a Message with Scrolling Text

There is no need to create a message from scratch. Templates for messages with scrolling text are provided in the **Community Property** folder in the **Messages** resource tab.

Unlike the assets in other **Community Property** folders, you would not add these messages directly to your eScreens to play. You must first open a message template to add your text, then save it into your facility folder before adding to your eScreen to play.

When you should not use scrolling messages:

Due to the nature of scrolling text, there will be times when some information is visible and some information is not.

Messages with scrolling text is not suitable for any information that would not make sense when considered individually, or suffer from the viewer being unable to consider all information at once.

If in doubt, stick with lists!

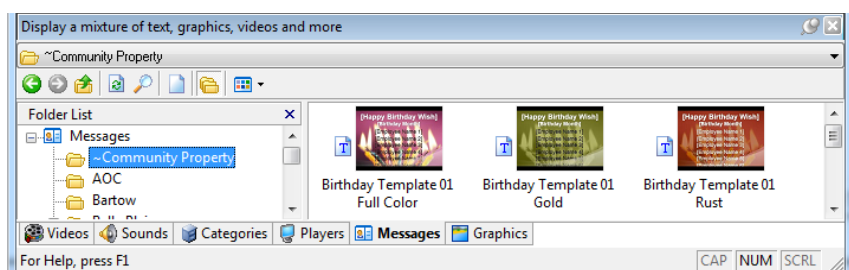
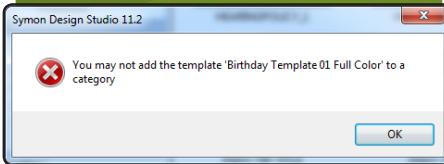


Figure 3-111. Templates for messages with scrolling text in the **Community Property** folder in the **Messages** tab in Design Studio

Note:



A message template cannot be added to a Play Category until it is saved as an ordinary message item.

USING THE MESSAGE TEMPLATES

The small 'T' icon next to a message item (*Figure 3-111*) indicates that it is a message template. A message template is itself not affected when you open it and edit the text inside: When you save the message, you will be prompted for a new name and location. You will have effectively created your own new message from the template.



Exercise:

In this exercise we will create a message with scrolling text, from a message template. We will follow the steps to fill out the text boxes. We will then preview the message, save it to our facility folder, and publish it.

Follow these steps to open a message template:

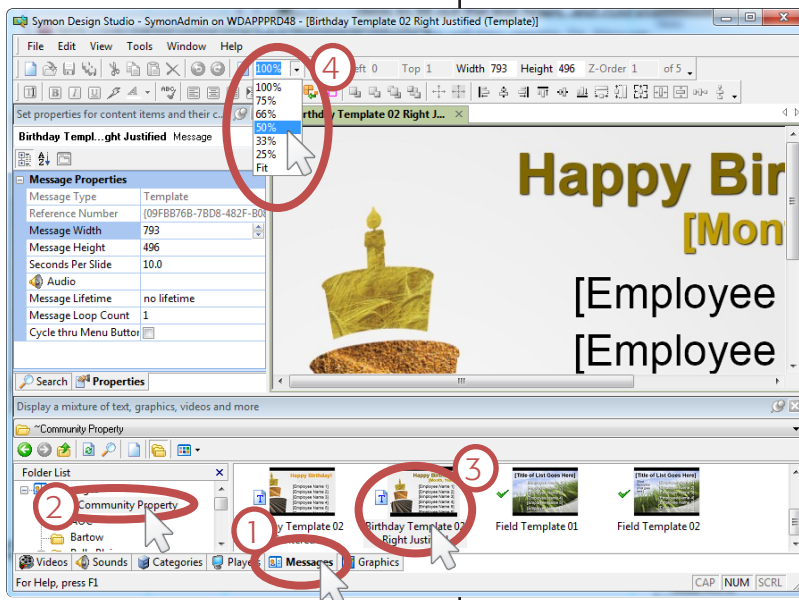


Figure 3-112. Opening a message template (Steps 1 thru 4 highlighted)

1. **Open the Messages content resource tab.** Click once on the **Messages** tab to show it. If the tab is not visible, choose **Messages** from the **View** menu.
2. **Navigate to the Community Property folder.** In the folder list of the **Messages** tab, double-click on the folder named **Community Property**.
3. **Choose a message template.** In the file list, double-click on a message template. For this example, open the item **Birthday Template 02 Right Justified**.
4. **Adjust the Zoom setting if necessary.** A new tab will open in the work area showing the message. If it is too large, change the **Zoom** setting to 50%. You can also unpin the content resource window to see more of the work area.

too large, change the **Zoom** setting to 50%. You can also unpin the content resource window to see more of the work area.

Hint: You can also use the scroll bars to scroll (pan) in the message as you are editing. Choose the best method for you.

Filling-in the Text Boxes

Unlike in the text boxes in the PowerPoint templates (page 30), the placeholder text in the Design Studio text boxes must be selected and over-written with new text.

Follow these steps to fill-in the text boxes:

5. **Double-click the Month, Year text box.** Just like the text box in the ticker message (page 115), double-clicking anywhere in the text will open the text for editing.
6. **Select all of the text inside the text box.** Use your mouse cursor to drag across the text to select, or use the keyboard shortcut **Ctrl** + **A**. (Figure 3-113).
7. **Type the new text.** For our example, we will type **November, 2013** as shown in (Figure 3-114).



Using these same steps, type a list of names into the list text box. For our example, we will use these names:

Matt Innae	Safe. T. Mann	Buck Kinnear
Kerry Oakey	Dewey DeScreens	Liv Dewaits
Mario Speedwagon	Brock Lee	Paul Molive

Deselect the text box by clicking anywhere outside of it, or by pressing the **Esc** key. The results are shown in (Figure 3-115).

PUBLISHING FROM A MESSAGE TEMPLATE

Anytime you attempt to *Publish* or *Save* a message that was created using a template, you will be prompted to save a copy of it (See page 118 for more information on saving and publishing messages).

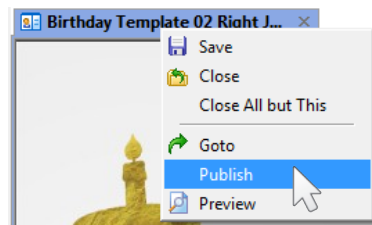


Figure 3-116.



Right-click on the tab and choose **Publish** (Figure 3-116).

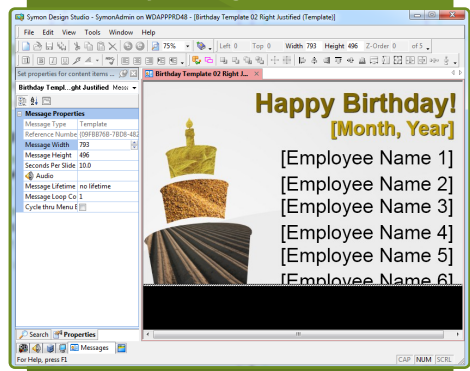
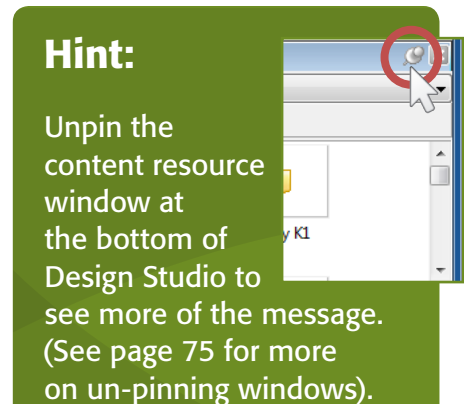


Figure 3-113.



Figure 3-114.

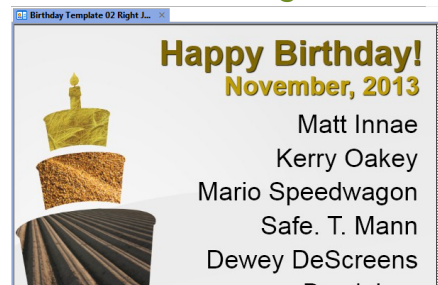


Figure 3-115.

Saving a Message from a Template

When you choose **Publish** from the tab menu as shown in (Figure 3-116) on page 121, you are prompted to save your new message. When you click the **Yes** button at the prompt as

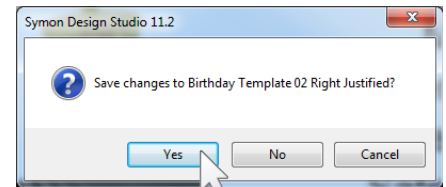




Figure 3-117.

shown in (Figure 3-117), you will be presented with the **Save As** dialog box (Figure 3-118). You must give your new message a name and save it in your facility's message folder.

Follow these steps to save your new message:

1. **Navigate to your facility folder.** When the **Save As** dialog box appears, your default save-location will be the **Community Property** folder. **DO NOT SAVE YOUR MESSAGES IN THIS FOLDER.**
 - Open the drop-down menu and choose **Messages** (Figure 3-119).
 - Find your facility folder in the folder list and double-click to open it (Figure 3-120).
2. **Choose a name for the new message.** Type in a name for the new message into the **Name** box. For our example, we will name it `birthdays_november`.
3. **Click the Save button** as shown in (Figure 3-121), or press the  key, to save the message.

CAUTION: Do not save your messages to the **Community Property** folder. Always save to your own facility folder.

 The new message will be saved in your facility folder. To play the message on your eScreens, navigate to your facility folder in the messages resource tab and use the steps listed on page 92 to add it to a Play Category.

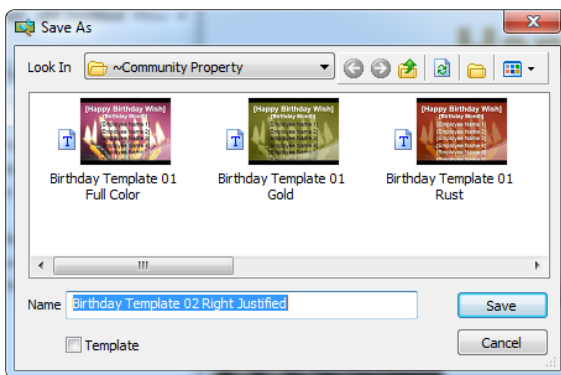


Figure 3-118.

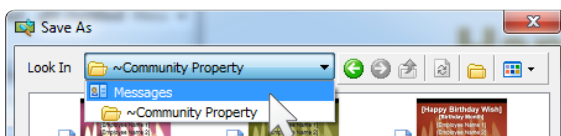


Figure 3-119.

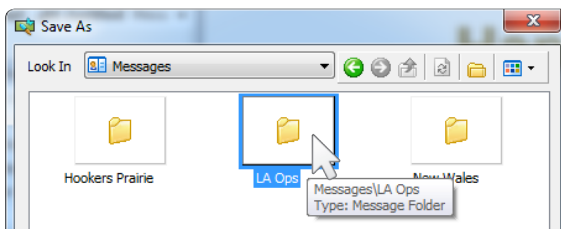


Figure 3-120.

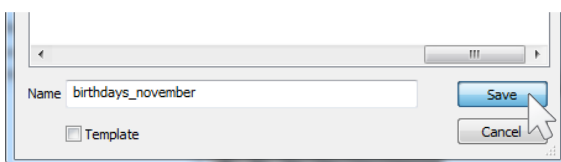


Figure 3-121.

PREVIEWING A MESSAGE

While you are editing a message, Design Studio does a pretty good job of displaying what it will look like. However, to see the animated scrolling of the text, you must preview the message.

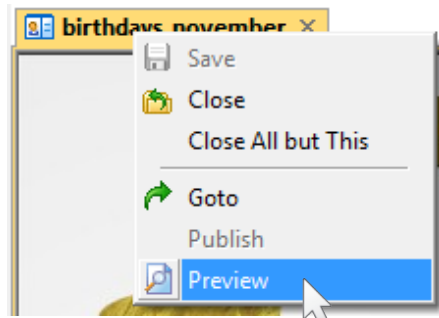


Figure 3-122.

Note:

Your content will appear shortly

Depending on your connection, the preview could take a while to load for the first time.

Follow these steps to preview a message:

1. **Right-click on the title tab of the message you would like to preview.** This will display the tab menu for that message.
2. **Choose Preview from the menu.** The Preview window will appear. Once the content has loaded, it will display an animated preview of exactly what the message will look like when it is played on the eScreens as shown in (Figure 3-123).

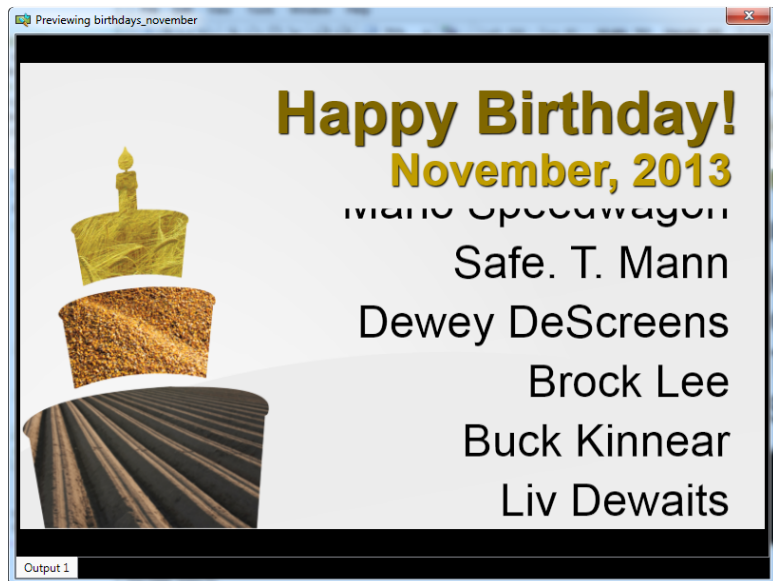


Figure 3-123. The Message Preview window in Design Studio

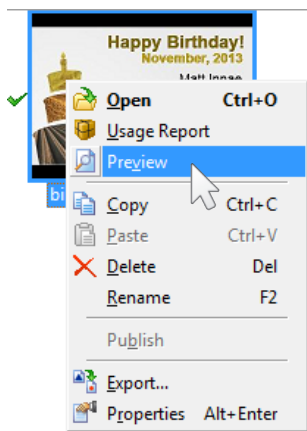


Figure 3-124.

You can also preview the message from within the **Messages** content resource tab. Simply right-click on the message and choose **Preview** as shown in (Figure 3-124).

3.11 Messages with Audio

*Design Studio is capable of creating messages that contain audio. When placed in the **Background Audio Play** Category, the audio message will play through the speakers on your facility's eScreens.*

WORKING WITH SOUND FILES

A sound resource (hereinafter audio) is imported, stored and organized just like graphic and video items.

- For a list of sound file types that can be added to Design Studio, see "Sound Resources" on page 79.
- For information on how to add sound files to Design Studio, see "Importing and Organizing Content" on page 83.

eScreen Audio Capabilities

The eScreens at your facility are capable of playing audio if they have speakers built-in or attached.

Most eScreens at your facility will be LCD televisions with built-in speakers. However, some eScreens were custom-built by the manufacturer (Symon), which included speakers when purchased. Whether these speakers were attached at the time of installation is a question for your facility's management or I.T. department.

Hint: If more than half of the eScreens do not have this capability, you may want to avoid using audio messages.

ANATOMY OF AN AUDIO MESSAGE

Unlike graphic and video items, audio cannot be added directly to a Play Category. Audio can only be played by a message. When audio is added to a message, it is known as an audio message. The audio message is added to the **Background Audio** category to be played.

The types of messages we've encountered so far have been comprised of text and graphic elements. However, an audio message does not need any visual elements, as they would not be seen anyway. The audio message plays unseen in the background of the eScreens while the other visual content plays in their respective layout areas.

CREATING AND PLAYING AN AUDIO MESSAGE

You must create an audio message for each piece of audio you wish to play on the eScreens.

When more than one audio message is added to the **Background Audio** category, they play in succession, and will repeat when they are done.

Follow these steps to create and play an audio message:

1. **Open the Messages tab and create a new message.** Inside your facility folder in the **Messages** tab, right-click in any blank area and choose **New**, then **Message** from the menu (Figure 3-126). Give the new message a descriptive name.
2. **Open the empty message.** Double-click the new message to open it in the work area. You will notice the message is empty.
3. **Drag an audio resource into the new message.** In the **Sounds** tab, navigate to your facility folder to find the audio item you wish to play. Drag the audio item into the open message [Item 2 in (Figure 3-125)].
4. **Select the Wait for End of Audio check box.** In the **Properties** window, click the check box next to **Wait for End of Audio** as shown in (Figure 3-127). This ensures the eScreen will not move onto the next item in the **Background Audio** category before this one is done playing.
5. **Save and publish the message.** Right-click on the title tab and choose **Publish** from the menu. You will then also be prompted to save the message.
6. **Add the message to the Background Audio category.** Open

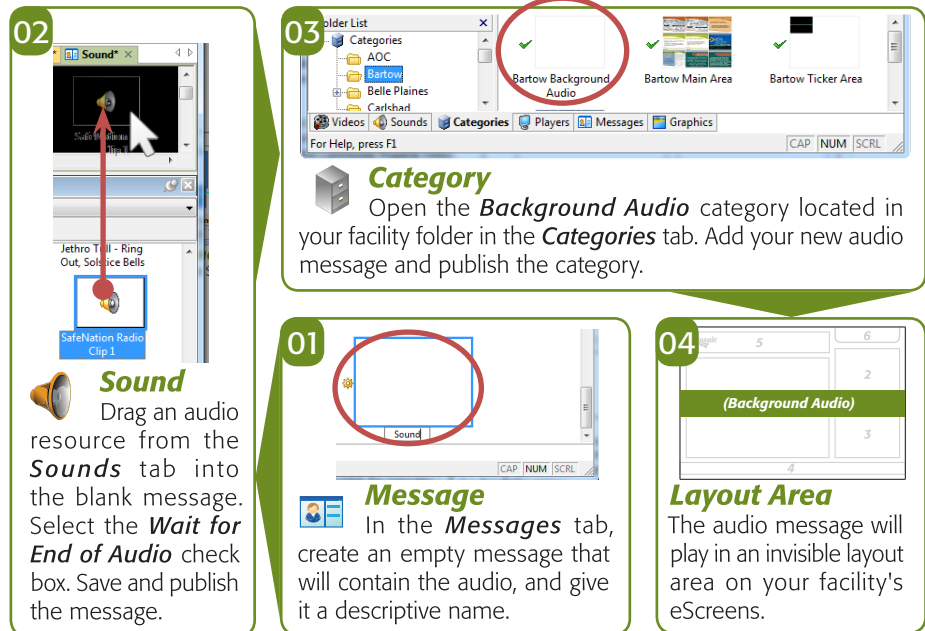


Figure 3-125. How to play audio on the eScreens using messages

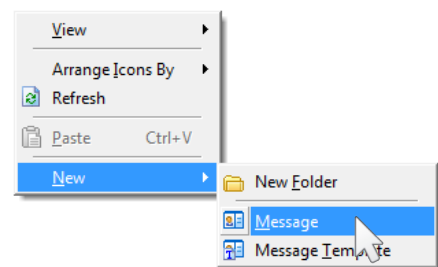


Figure 3-126.

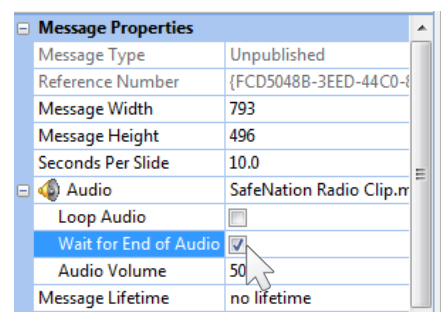


Figure 3-127.

Organizational tip:

There is no visual indicator in the *Messages* resource window as to whether a message contains audio. It is a good idea add the word 'audio' to the name of your audio messages.

You can also create a new folder to store your audio messages separately from your regular messages (see "Creating New Folders" on page 83 for more info).

On Large Sound Files

When you schedule an audio message to play, the sound file is sent to all of your eScreens at once. If it is a large file, this could take several minutes.

The audio may not play right away, or may produce 'false starts' while it loads. This behavior is normal. However, you should try to keep your audio files as small as possible by compressing them.

.MP3 is a much smaller file format than .WAV, and you should use these files whenever possible.

the **Background Audio** category located in your facility folder in the **Categories** tab [Item 3 in (Figure 3-125)]. Drag the new audio message into the open category.

7. **Save and publish the Background Audio category.** Right-click on the title tab and choose **Publish** from the menu. You will also be prompted to save the category.

Hint: Remember to publish the audio message *and* the *Background Audio* category for the audio to play. See pages 93 and 118 for more on publishing categories and messages.



In following the above steps, you have effectively created and scheduled a message.

THE BACKGROUND AUDIO CATEGORY

The **Background Audio** category can be treated like any other Play Category, and can contain multiple items with differing schedules. The only difference is the workforce will not see the scheduled items on the eScreens, but hear them.

Hint: It goes without saying that the *Background Audio* category is for playing audio messages only. You will get no results—visual or otherwise—if you add graphic slides or other types of messages to the *Background Audio* category.

If there is more than one audio message scheduled inside the **Background Audio** category, they will play in succession and repeat when they are done.

Audio messages can be scheduled like regular messages and graphics.

- For information on how to play audio messages on the eScreens, see "Scheduling Content to Play" on page 90.
- For information on setting custom schedules for audio messages, see "Advance Scheduling Options" on page 94.

3.12 Player Previews

Design Studio can show you what is playing on your facility's eScreens, through thumbnail previews and animated previews.

About Players

Like the other content resource tabs, your facility has its own folder located inside the **Players** tab. Navigate to your facility's folder to see the eScreens, or players, at your facility. See "Opening Your Facility Folder" on page 80.

SDAs, or Symon Digital Appliances, are represented as *players* in Design Studio. The players for your facility are grouped in your facility folder located in the **Players** tab as shown in (Figure 3-128).

In some cases, one player can power multiple eScreens. If your facility has multiple eScreens powered by the same player, you will only see one player in the **Players** tab. This one player represents all eScreens at your facility.

THUMBNAIL PREVIEWS

Design Studio allows you to see what is being displayed on your facility's eScreens at any given time via thumbnails in the **Players** tab.

Each live thumbnail represents a real-time snapshot taken of the an eScreen at the moment you opened the **Players** window (Figure 3-128). The thumbnails will continue to update, which could slow down Design Studio significantly until you close the **Players** tab.

Hint: If you do not see thumbnail previews, change the folder view mode to small, medium, or large thumbnails (page 82).

If a thumbnail preview refuses to show after refreshing (Figure 3-129), it may indicate a connection error between eScreen and Design Studio. See "The eScreen is Not Responsive" on page 152 for more.

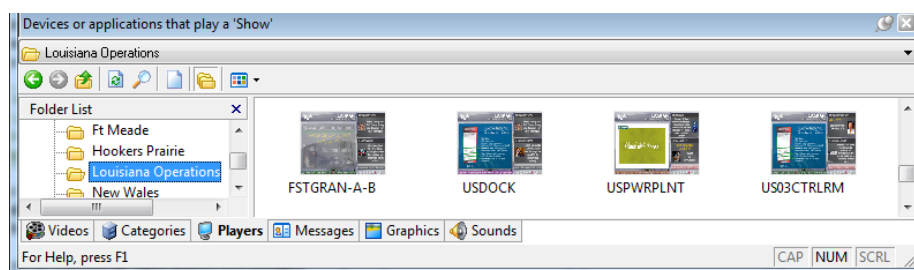


Figure 3-128. A facility folder open in the **Players** tab



Figure 3-129.

What am I looking for when I preview?


Watch the player preview to ensure content fidelity:

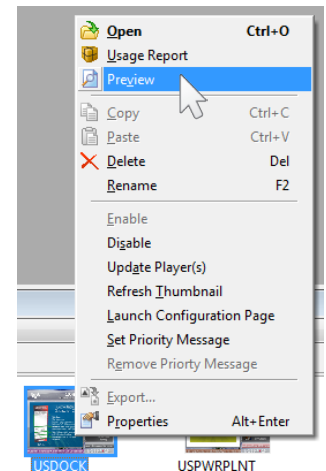
- Look for misspellings, grammatical and informational errors.
- Check for outdated content that should be removed.
- Ensure your content remains on-screen long enough to read comfortably.
- Make sure your transitions are not so busy as to distract viewers.

ANIMATED PLAYER PREVIEWS

In addition to the static thumbnail previews, Design Studio also offers a fully-functional preview of each player at your facility, complete with animation, video, transition animations and sound.

Follow these steps to preview what will play on your eScreens:

1. **Show the Players window.** Click once on the **Players** tab to show the **Players** window. If the **Players** tab is not visible, choose **Players** from the **View** menu.
2. **Navigate to your facility folder.** If necessary, find and open your facility folder in the **Players** window.
3. **Right-click on a player.** Decide which of your players you'd like to preview. Right-click on it to open the right-click menu.
4. **Choose Preview.** Click **Preview** in the menu as shown in (figure 3-130), or press the  key on your computer's keyboard. The animated preview will appear as shown in (Figure 3-131).



The **Preview** window displays the content

exactly as it is scheduled to play on your facility's eScreens. However, it is not a real-time preview.

This means what you see in the **Preview** window is

Figure 3-130.

not simultaneously displaying on the eScreens.

The preview may not display properly until all of the content has loaded. You may see white spaces and blank boxes, especially if it is the first time you are previewing a player. Wait a few minutes for all of the content to load into the preview.

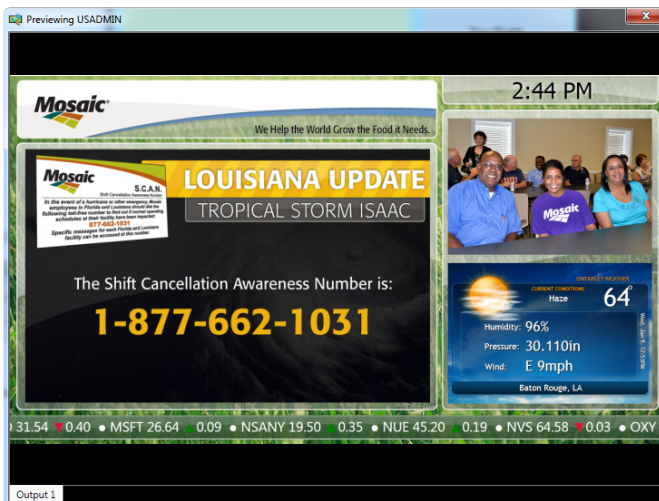


Figure 3-131.

3.13 Usage Reports

It may sometimes be helpful to see which items are being used, and which other items contain them. The **Usage Report** feature in Design Studio can give you this information.

VIEWING A USAGE REPORT

You can view an item's usage report (sometimes known as running a usage report) from two places within Design Studio:

- From within a content resource tab
- From within another usage report

To view the usage report for an item, right-click on the item and choose **Usage Report** from the menu as shown in (Figure 3-132). The **Usage Report** window will open in the work area.

ANATOMY OF A USAGE REPORT

There are two main areas that provide usage information, which can help with understanding where and how the item is used:

- 'Contained By'
- 'Items Contained'

In the example shown in (Figure 1-133), a usage report was run for an audio message named **SafeNation Audio Message**. You can see from the usage report that the message plays an audio file named **SafeNation Radio Clip**. The report also shows that this audio message is playing on the eScreens at the Colonsay facility.

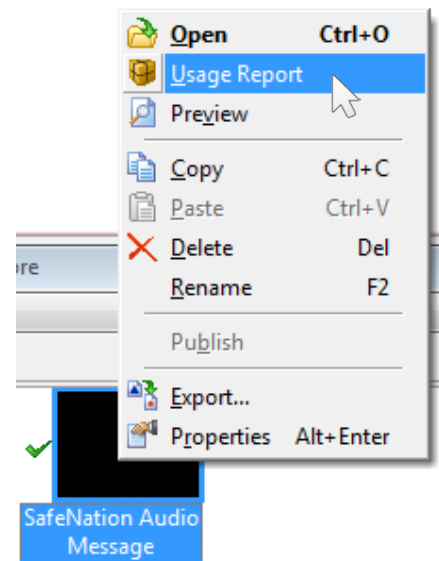


Figure 3-132. Right-clicking to run a usage report for an item from within the Messages resource tab

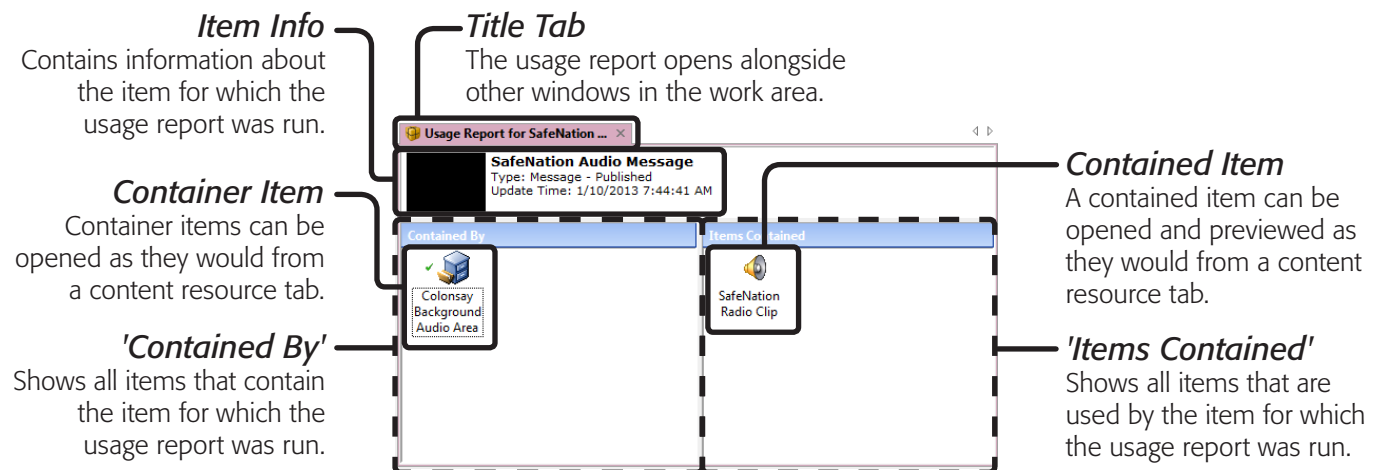


Figure 3-133. Example usage report with parts of its window highlighted

Usage Reports Are Always Up-to-Date

An opened usage report will always live-update. This means that any changes you make to an item's container, or the items it contains, will immediately show up in the **Usage Report** window.

Additionally, when an item is placed in a category, the item's usage report will always show that it is contained by that category, even if the item is not currently being displayed on the eScreens for any of the following reasons:

- *The item's schedule has run out or not yet begun*
- *The item has no schedule*
- *The category containing the item has not been published*

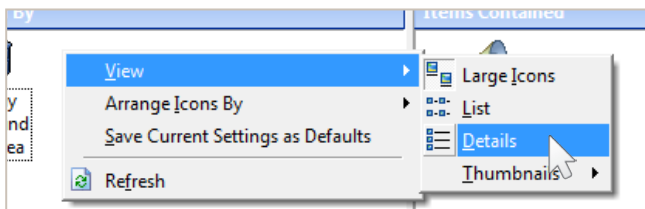


Figure 3-134.

Changing the View in a Usage Report

Just like in the content resource tabs, you can change the way items are listed in a usage report. Right-click in any blank space inside the **Contained By** or **Items Contained** area, and choose **View** from the menu (Figure 3-134). Select a view that suits your needs.

WORKING INSIDE A USAGE REPORT

A usage report is not solely for obtaining information. You can work with the items inside a usage report in many of the same ways you would if you were viewing these same items in a content resource tab. These actions include:

- *Renaming items*
- *Copying items*
- *Locating an item's original location*
- *Running other usage reports*

One of the only notable actions you cannot perform on an item from within a usage report is **Publish**.

Use-case scenario:

When you try to delete an item but that item is currently in a category, you will receive an error message (Figure 3-135).

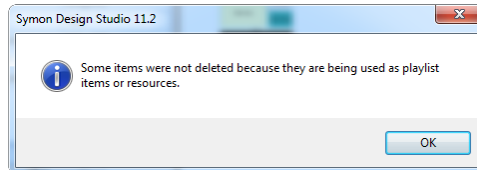


Figure 3-135.

If you are unsure which category or categories the item is contained by, a usage report is a quick way to find out.

Locating an Item's Original Location (Go To)

In the Usage Report, as well as other places inside Design Studio, you can use the **Go To** feature to find the storage location of any item.

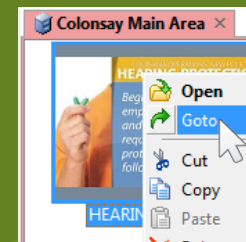
Right-click on the item and choose **Go to** from the menu that appears. Design Studio will open the content resource tab and folder containing that item, and the item will automatically be selected. You can then proceed to work with the item in its original storage location.

The **Go To** feature is available for items in usage reports, categories, and anywhere the original locations of the items are not apparent.

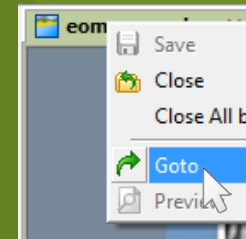
Running a Usage Report in a Usage Report

You can follow the chain of usage for items by running a Usage Report on an item from within an opened Usage Report (Figure 3-136).

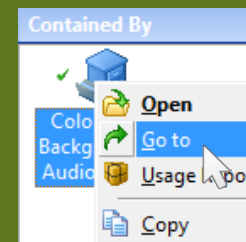
You can use 'Go To' from anywhere!



Any item inside a Play Category



The title tab of any open window



Any item inside a usage report

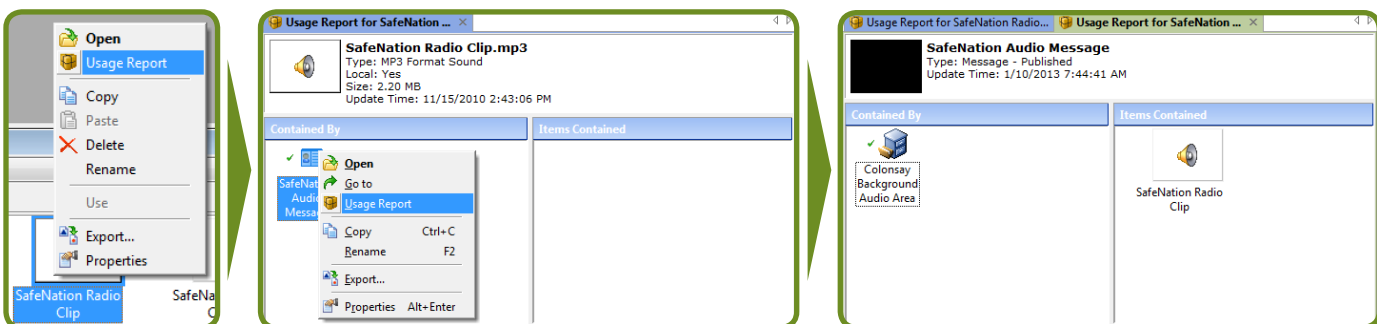


Figure 3-136. Running a usage report on an item from within a usage report

CHAPTER FOUR

Best Practices

eScreens are an important communication channel at Digix, and their success is directly related to the relevance and value of the messages that are displayed.

This reference guide provides eScreen administrators with a detailed look at how to understand, create, post and manage eScreen content. The last chapter, *Best Practices*, is just that. It compiles the key takeaways to ensure all eScreens comply with our corporate-wide standards while also supporting the goal of internal communications: to engage all employees in Digix’s mission, strategy and success—across functions, levels and geographies.

An important rule of thumb for eScreens: use common sense! If you’re not sure about something, don’t post it until you can touch base with a member of Public Affairs.



4.1 What to Say and How to Say It

Whether you are copying body text from another source, or composing it from scratch, these best practices help ensure your slides and text tickers are concise, informative and easy to read.

WHERE DO I GET INFORMATION TO POST?

When a member of your facility management comes to you with a request to post information on your facility's eScreens, they will provide the relevant information to you, or tell you where to find it.

Aside from that, you may want to independently seek relevant and helpful information to post on your facility's eScreens. Knowing what information will be beneficial to your workforce—and what information will not—will help tremendously.

Event Calendars

As an administrator, you may keep (or have access to) a facility-wide event calendar that shows trainings, meetings, and other important events. These dates may be beneficial to your workforce, and is a good example of what could be displayed on your facility's eScreens.

It is a good idea to use a small template for a reminder such as an event date, and to post it in the upper right area. See "Using the Small Templates" on page 61 for more information.

Employee Recognition Committee

If your facility has an employee recognition program, stay in touch with a committee member who can give you the name(s) and photo(s) of employees for recognition on the eScreens each month.

Employee Birthdays

If your facility management wishes to display employee birthdays on your eScreens, please be sure that you always have a current, complete list from your Human Resources department. Be careful not to skip a monthly update so that employees do not feel left out. It is best practice to update the list consistently and in a timely manner.

Employee birthday lists are considered "nice to know" versus "need

to know", so please avoid using the main area for this. It is a good idea to use a scrolling message template for long lists, and to post it in the upper right area. For instructions on making a scrolling birthday list, see "Creating a Message with Scrolling Text" on page 119.

You may also wish to list employee birthdays in your text ticker area. See "Your Local Facility Ticker" on page 115 for more information.

Local News and Advisories

One of the benefits of the eScreens is their ability to disseminate local information to the workforce. As an eScreen administrator, you are relied upon for this, as local news and advisories are not automatically fed to your facility's eScreens.

If your local government has a news site or emergency messaging system, subscribe to it. If there is a local emergency, road closure, or other event that could affect the workforce, you can get the relevant information to them via the eScreens.

Safety Reminders and Tips

Your Safety department can point you to some great free, reputable online sources for safety tips and imagery. Be sure the website states that its material can be reproduced freely before displaying it on the eScreens. It is also good practice to cite the source.

It is a good idea to use a small template for reminders such as safety tips, and to post them in the upper right area. See "Using the Small Templates" on page 61 for more information.

Reach Out to Department Managers

The Environmental Health & Safety (EH&S) department may want to post a weekly energy-saving tip, or the Maintenance department might like to post stability improvement charts. Your Safety department may

have a list of incidents and injuries common to your facility, and some great advice for preventing them.

Connect with the various departments at your local facility so that department managers become your content providers. Show them the benefits of communicating via eScreens.

Facility-Wide E-Mail

Generally, when a person or department sends out an announcement or memo via facility-wide e-mail, you should see it as an opportunity to inform members of the workforce who have limited or no access to e-mail. Facility-wide e-mail is your greatest source for eScreen material.

WHEN NOT TO POST

As discussed in "eScreen Channel Strategy" on page 3, knowing when not to post information is equally as important as knowing when and what to post. Asking yourself a few questions can help to determine if a given message should even be posted at all.

Who Is My Audience?

Sometimes the eScreens are not the best communication channel. Ask yourself if your audience would be better served by communicating the message using e-mail, bulletin boards and/or meetings.

Have We Already Communicated This Message?

In general, duplicate information can be considered a nuisance and may cause viewers to become discontented with the information being displayed on the eScreens.

Would Anyone Even Miss It?

By asking yourself what would happen if you *didn't* post a message, you may just find it is not important enough to be posted.

Should Someone Else Be Posting This Information Instead?

When you receive an e-mail that was sent to the entire Digix organization, you should generally not create slides for that information.

If the message is important and relevant, then the Public Affairs team may already be creating the appropriate slides, which will display automatically on all eScreens.

COMPOSING AND EDITING TEXT

Whether you are composing text from scratch, or copying it from another source, always edit for brevity and be sure to proofread the results before posting.

Text on a slide should *always* be as short and concise as possible while giving the viewer valuable information. Text should read like a short snippet or headline, and not like an article. The text should:

- *Be large enough to read from long distances*
- *Be easily digestible at a glance*
- *Convey only one topic or idea at a time*

If the text is too lengthy to be condensed effectively, consider rewriting.

How to Extract Information from E-Mails

When you receive information or announcements via company e-mails, sometimes you can extract the entire text from the e-mail. Be careful, however, not to copy the greeting and closing lines, and delete any unnecessary spaces before and after the text.

If the e-mail text is too long to fit comfortably on a slide, determine the most relevant facts and rewrite it. Also, be sure to properly timestamp your text (page 139).

Can I use abbreviations to shorten my text?

It is acceptable to use abbreviations familiar to our industry that the majority of the workforce will understand, like PPE.

However, you should not abbreviate words for the sake of brevity. Consider rewriting instead.

Paring Down Long Text

When paring down the text, be sure to keep relevant facts and do not include repeat information. Make sure the final text reads correctly and properly conveys the meaning of the original text.

Bad Form

Digix mining returned to the Manatee County Planning Commission Thursday with a request for multiple changes in their previously-approved Wingate Mine Extension Plan. The request represents a significant change from last June, when the county approved their "Operational Permit."

Good Form

Digix took its Wingate Mine Extension Plan back to the Manatee County Planning Commission with significant changes from last June when it was approved.

Avoid Using 'Filler Words' and Phrases

Always use concise statements when composing or editing a message for your eScreens, and avoid using redundant phrases. Consider changing these phrases:

Change This:

close proximity
 each and every
 free gift
 in the event

To This:

proximity
 each
 gift
 if

Change This:

refer back
 "or" / "and/or"
 the following
 such as

To This:

refer
 /
 these
 like

When composing or editing text for your messages, be on the lookout for fancy phrases that add nothing to the meaning of a sentence. All they do is take up space, and they should be removed.

You can usually omit the following phrases from the text:

- *all things considered*
- *as a matter of fact*
- *at the present time*
- *because of the fact that*
- *by means of*
- *by virtue of the fact that*
- *for all intents and purposes*
- *for the most part*
- *for the purpose of*
- *in a manner of speaking*
- *in the case of*
- *in the event that*
- *we would like to*
- *we are pleased to*

Also, words like *really*, *very*, *quite*, *extremely*, should be used sparingly for best effect.

Bad Form

If you have any questions or concerns, feel free to call extension 4528.

Good Form

Call extension 4528 with questions/concerns.

Properly Time-Stamp Your Text

If the information you are using to create a message included specific dates, (yesterday, tomorrow, last thursday, Friday the thirteenth, etc.) you should consider the time frame during which the information will be displayed, and remove or revise these dates accordingly.

Bad Form

Thanks to Richard Kennedy for spending the past few days troubleshooting numerous faults in the ATEX explosion system.

Good Form

Thanks to Richard Kennedy for troubleshooting numerous faults in the ATEX explosion system.

The revised text would now make sense even if shown a week after the event took place.

Tip: Edit the text on the slide

Instead of using a word processing program like Microsoft® Word to edit your text, paste the text into the slide and edit it there.

You will be able to see the final product, and decide which words or phrases can be removed to achieve the desired visual result.

WORKING WITH CONTENT PROVIDERS

A content provider is a person, committee or department that has something to say, and will provide you with content to post to the eScreens. As an eScreen administrator, you help others to get their messages out using the communicating power of the eScreens.

Who Is Allowed to Make Requests to Post Information?

This question will be best answered by your local facility management. However, to keep things organized, avoid confusion, and discourage misapplication, perhaps it is a good idea to only allow department managers to send information to you for posting.

Non-management employees wishing to post information on the screens may make the request through their manager or have their manager's approval attached. Otherwise, you should obtain approval on their behalf from the facility manager, Human Resources department, or other relevant manager. If you already have a system in place for this type of approval, then you should take that route.

If You Receive Unsuitable Information

It is important to reach out to content providers ahead of time so that they understand the communicating power of the eScreens, as well as the guidelines and limitations of the eScreens. If a person or department has spent considerable time composing a long message intended for the eScreen, it may be difficult for them to understand why their hard work has to be edited and shortened.

If you receive a request to post information that is much too long, too confusing, or otherwise unsuitable for the eScreens, you must come to a healthy compromise in order to accommodate their needs. You can either take on the task of editing their content yourself using the tips listed on page 138, or you can request that they shorten

the text or modify the content themselves and resubmit. Politely explain that we are aiming only for one topic per slide.

Posting PowerPoint Slides

Sometimes you will encounter a content provider who sends you a PowerPoint slide that they would like posted. In rare occasions, it is acceptable to post these if:

- *The text on the slide is large and readable at a glance*
- *The slide is neat, professional and uncluttered*
- *The slide is from an official Digix presentation*

If the slide and its text conforms to our standards of readability as put forth in "Composing and Editing Text" on page 137, it is generally okay to post on the eScreens.

Most times, however, a typical PowerPoint slide will not be suitable. Consider asking the content provider to edit the slide for brevity, or you can re-make the slide from scratch using an eScreen template.

Allowing Others to Use eScreen Templates

The eScreen templates are available on the employee website for everyone to use. Content providers may choose to use the templates to create eScreen slides, and then send them to you to post.

Although the templates are very easy to use and contain clear instructions, you must check the slides when you receive them. Make sure they conform to the standards set forth in this chapter.

It is important to note that the templates which use the "Formata" font should not be used by others, as this font will not be available on their computers, producing unpredictable results and visually unappealing slides.

4.2 Recommended Slide Conventions

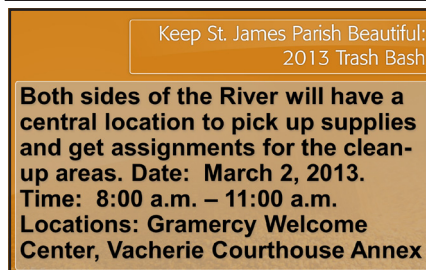
eScreen templates are a great way to begin a slide. However, where possible, you should always tidy up the appearance of the information to ensure the slide is pleasing, uncluttered and easy to read. These best practices can help.

Place Emphasis on Important Information

In the interest of readability, place important information—phone numbers, e-mail addresses, times, dates, etc.—each on its own line.

This calls attention to them and makes the whole text easier to read. You may also consider making these items bold so users will get important information in a single glance.

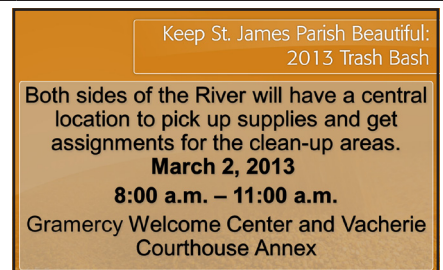
Bad Form



Keep St. James Parish Beautiful:
2013 Trash Bash

Both sides of the River will have a central location to pick up supplies and get assignments for the clean-up areas. Date: March 2, 2013. Time: 8:00 a.m. – 11:00 a.m. Locations: Gramercy Welcome Center, Vacherie Courthouse Annex

Good Form



Keep St. James Parish Beautiful:
2013 Trash Bash

Both sides of the River will have a central location to pick up supplies and get assignments for the clean-up areas.
March 2, 2013
8:00 a.m. – 11:00 a.m.
Gramercy Welcome Center and Vacherie Courthouse Annex

Similarly, *do not* allow important information—phone numbers, e-mail addresses, times, dates, etc.—to become separated on two lines. If an e-mail address or phone number is too large to fit on one line, make it slightly smaller than the rest of the text.

Bad Form

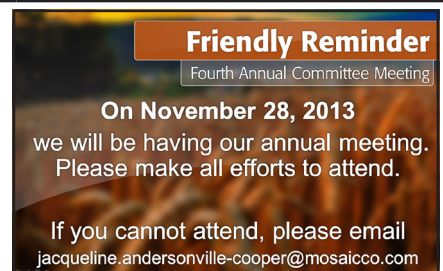


Friendly Reminder
Fourth Annual Committee Meeting

On November 28, 2013
we will be having our annual meeting.
Please make all efforts to attend.

If you cannot attend the meeting, please email jacqueline.andersonville-cooper@mosaicco.com.

Good Form



Friendly Reminder
Fourth Annual Committee Meeting

On November 28, 2013
we will be having our annual meeting.
Please make all efforts to attend.

If you cannot attend, please email jacqueline.andersonville-cooper@mosaicco.com

For more information on placing text on its own line, see "Inserting Forced Line Breaks in a Text Box" on page 33.

Center the Text On a Slide for Best Results

Because the text on your slides should read like a short snippet or headline, centering the text makes it easier to read in most cases. For more information, see "Centering Text in a Text Box" on page 33.

Post Only One Slide Per Topic

It is important to our brand image that the information we post be easily digestible to the average viewer. One way we all work toward this goal is by posting only one slide per topic.

It may be tempting to think that you need more than one slide to convey your message. However, a short, well-written message can be infinitely more effective than a long message spanning five slides.

Using the tips found on page 138, try removing all filler words and phrases, keep only the most important facts, and rewrite the text if necessary to ensure your message will fit comfortably on one slide.

Light Customizations

You are free use traditional PowerPoint tools (including Style Presets) to apply the following light text customizations if you feel it will benefit the look and feel of your slide:

- *Text color*
- *Photo borders*
- *Font size*
- *Text box borders*
- *Text box size/shape*

You are *not* allowed to do the following to items on a slide:

- *Change the font to anything other than Formata or Arial*
- *Excessively distort photos or text boxes*
- *Use distracting colors or effects, or any color that does not visually compliment the other elements on the slide*
- *Cover body text with photos or other text*

Bad Form



Good Form



If you are in doubt about a particular customization, best practice dictates that you should keep it as simple as possible.

Do Not Use Clip Art

Microsoft® Office® includes a gallery of clip art for use in Word and PowerPoint. However, these have a tendency to be trite and unprofessional. *Do not* use the cartoon-like images found in these galleries, or from other clip art sites you may find online.

Bad Form



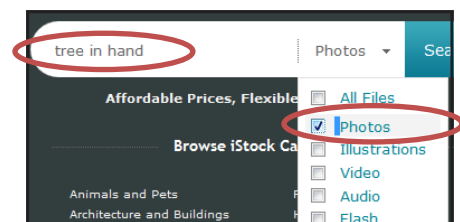
Good Form



On the Use of Stock Photography

If necessary, use a tasteful and relevant stock image—preferably with a transparent background.

These are available for a small fee from stock photography websites like www.shutterstock.com and www.gettyimages.com. When searching, be sure to select *Photos* and not *Illustrations*.



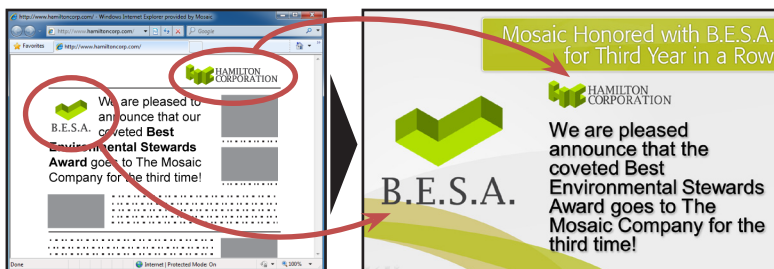
On the Use of Digix Images

When you need an image representing Digix or our industry, the Public Affairs department may have a suitable option. Before purchasing stock images of fields, crops, industrial machinery, community outreach, etc., send an email to public.affairs@digixco.com to see if they can help.

On the Use of Other Companies' Material

Most companies have trademarks and copyrights on their logos and marketing materials. As such, you should not use images, logos, or other content that has originated from companies outside of Digix without express written permission.

Not Allowed



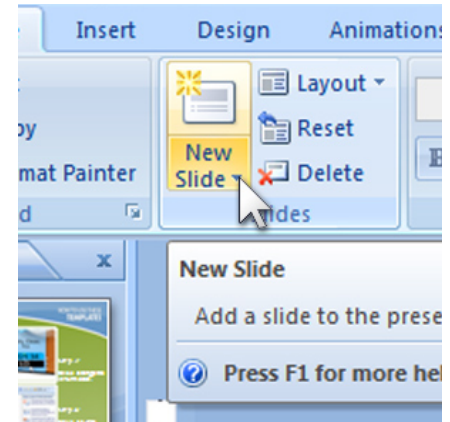
Allowed



Some companies may have a procedure to request the use of their material. Generally, you should allow Public Affairs to handle this. If you are in doubt, e-mail public.affairs@digixco.com.

Use Varying Template Styles and Colors

If all of your slides look the same regardless of topic, then viewers may not be able to distinguish between types of information, or new content from old. Using a variety of templates keeps your messages — and your eScreens — fresh and interesting.



Instead of beginning every slide with the same template, change it up a bit. Each template file contains several colors, styles and topics to choose from. Click the small arrow beneath the ***New Slide*** button to see the options for each template.

Group Similar Slides by Color and Style

In contrast to the above suggestion to vary your slide colors, in some cases it may be helpful to use the same template for recurring information or messages. For example, if you post weekly safety statistics, then you should use the same template each week. This way viewers will know at a glance which information is being shown.

4.3 Community Property Best Practices

Like any submission-driven resource, the idea of the Community Property folders inside of Design Studio can only thrive if we respect the shared content as well as contribute our own.

Add Your Own Content to Community Property

It is a good idea to add content that you've created into any Community Property folder when you feel it would benefit other users. Always place a *copy* of the content, and keep the original in your facility folder.

Use Descriptive File Names

When adding items to any Community Property folder, be sure to give it a helpful, descriptive name so that other users can identify it.

Bad Form

slide1.png
s_pol.png

Good Form

parking_lot_safety.png
safety_policy.png

You can rename the content items inside Design Studio if necessary. For more information, see "Renaming Content" on page 89

Do Not Copy Content from a Community Property Folder into Your Facility Folder

Instead, add the content directly from the Community Property folder into your Play Category. This ensures that if the content is updated, the slides being displayed at your facility will also be updated automatically.

Never Delete Items from a Community Property Folder

Other users may be displaying content from the Community Property folders on their screens as well. Deleting a slide or a video can disrupt another user's play schedules.

4.4 Design Studio Best Practices

These tips and best practices will help ensure your work inside Design Studio is productive and efficient.

When in Doubt, Right-Click!

The right-click menu is context-sensitive, so you will get a different list of commands depending on the item upon which you right-clicked. The most common commands and tasks normally found in menus and tool bars are also found in the right-click menu. You may just discover a new shortcut that can save time and boost your productivity!

FOLDERS AND CONTENT

We all share the Design Studio program, and as such, we all must respect others' content and folders.

Work Only Inside Your Facility's Folder

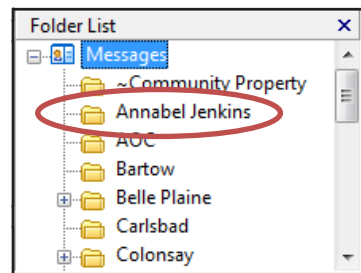
Be careful when you are adding content resources to Design Studio. Be sure you are only working in your facility's folder. For more information on opening your facility's folders, see page 80.

Do not use slides from other facilities on your screens; you can use Community Property for this instead.

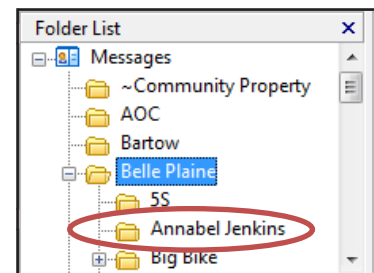
Only Create Folders Inside Your Facility Folder

You may find it helpful to create folders to organize your content. However, do not create folders in any facility folder but your own, and do not create folders in a main content resource folder.

Bad Form



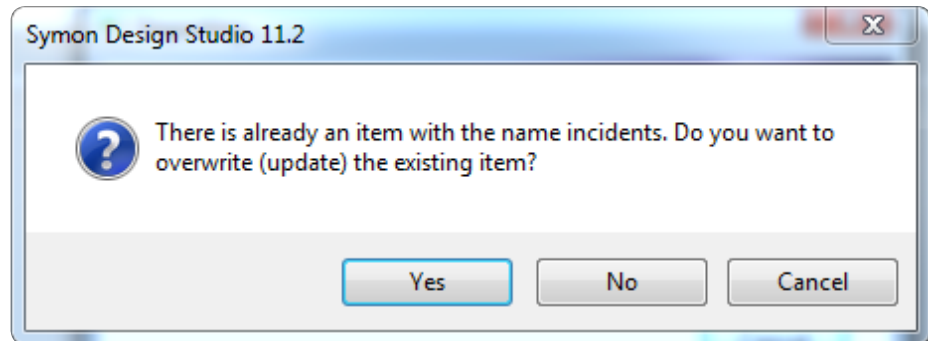
Good Form



Tip: Updating/ Overwriting Content

If you import an item into a folder that already has an item with the same name, you are given the option to *update* the existing slide. If you choose **Yes**, the existing slide will be overwritten by the new slide. If the existing slide is being displayed on the eScreens, the eScreens will automatically display the updated slide.

This is useful if you post information that changes daily. Simply give your slide the same name each day, import it into Design Studio, and the eScreens will play the new slide in place of the old one, without having to schedule it again!



AUDIO AND VIDEO

Do Not Play Videos and Background Audio Simultaneously

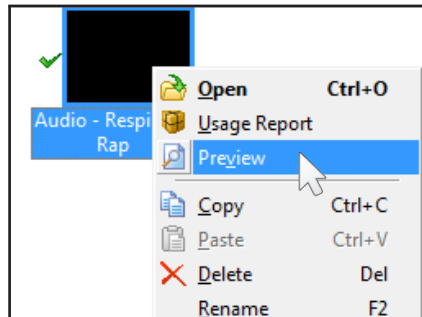
If background audio is playing on your facility's eScreens, do not also schedule videos in other areas. The audio from a video will interfere with the background audio for a confusing and unpleasant result.

Audio Message Preview Tip

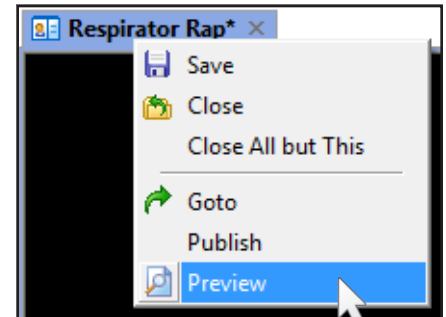
When you schedule an audio message to play, the sound file is sent to all of your eScreens at once. If it is a large file, this could take several minutes, during which time the audio may not play, or may produce 'false starts' until it loads completely.

Use the **Preview** command from either the audio message's title tab, or on the audio message itself.

On Audio Message



On Title Tab



When previewing, the sound file is sent from the server to your computer as though it were an eScreen, giving you an estimate of how long it will take for the audio to play properly on the eScreens.

SCHEDULING BEST PRACTICES

Timeouts: The Longer the Better

It is important that your slides' play duration (*Timeout*) settings are long enough for comfortable reading. Slides with less information require shorter Timeout. The default *Timeout* is ten seconds for all new slides, but you can increase the default *Timeout* by following the steps on page 112. Note that this will only change the setting for new slides added to a Play Category; existing slides are not affected.

Avoid Distracting Transitions

It is not in alignment with our brand to use showy animated transitions with too much movement. Do not use these. Simple 2D Transitions work best for our purposes. If you are in doubt, only use the following:

- *Crossfade*
- *Fade Out then In*
- *Wipes from Left/Right*
- *Cube Horizontal/Vertical Flip*

Do not use the *Cinematic* transitions.

MISCELLANEOUS INFORMATION

Your Communications Are Subject to Approval

Digix Public Affairs is responsible for the eScreens and all content displayed thereon. However, Digix Public Affairs knows the value of a "local look and feel." We feel that your workforce benefits from these local communications created and managed at the facility-level.

From time to time, Digix Public Affairs may monitor or search the content being displayed on your eScreens or stored in your local facility folder to ensure it is in-line with our branding and content guidelines.

If any communication is found to directly violate any of these guidelines, it may be edited or removed without notice. For more information, see "eScreen Content Guidelines" on page 6.

If you have any questions regarding guidelines, or if you would like approval for information that you are uncertain about, please contact Public Affairs before posting.

Use the 'Advanced' Docking Panes Layout

Use the steps listed in the exercise on page 72 to load the ***Advanced Docking Pane Layout*** in the Design Studio program window.

It is highly recommended that you use the ***Advanced Docking Pane Layout***. If all of our Design Studio program windows look and function the same way, future training and troubleshooting will be made easier and more efficient.

Digix's Public Affairs department

E-Mail:

public.affairs@digixco.com

4.5 Troubleshooting and Support

These tips can help resolve minor issues with the eScreens, templates, and Design Studio. However, technical issues should be reported to the Global Help Desk.

Always Physically View the eScreens

Although Design Studio offers a couple of helpful preview options, there is no substitute for physically previewing your eScreens.

This way, you can pinpoint issues such as slide timing, audio conflicts, and general readability, and adjust your content accordingly. If you encounter an unresponsive eScreen, begin an incident ticket using **MyServiceDesk**, located on the employee website.

I Can See a Preview In Design Studio, But There Is Nothing on the eScreen

Just like any LCD television set, most eScreen monitors have an **input** button that cycles through the various input connections. This button is typically found on the bottom or side of the screen.

Make sure the eScreen is plugged-in and powered on, and press the button to cycle through the inputs until you see content being displayed on the screen. This input is typically **HDMI-1**.

The eScreen Is Not Responsive

If you do not see a thumbnail preview in the Design Studio **Players** tab, try right-clicking on the player and choosing **Update Thumbnail**.

If the player remains unresponsive, begin an incident ticket using **MyServiceDesk**, located on the employee website.

My Facility Would Like an Additional eScreen

To request an additional eScreen for your facility, begin an incident ticket using **MyServiceDesk** located on the employee website. Indicate the facility and location of the requested eScreen.

Digix's Public Affairs department

E-Mail:
public.affairs@digixco.com

Digix's Global Service Desk

E-Mail:
global.servicedesk@digixco.com

Website:
<http://myservicedesk.digixco.com>

Phone:
1 (866) 256-9750

I Have an Issue with Managing or Displaying Content

Digix Public Affairs is responsible for all content displayed on the eScreens. Contact the Public Affairs department with content-related questions and issues, at public.affairs@digixco.com.

Why Can't I Delete an Item in Design Studio?

There are a couple of criteria for deleting items and folders:

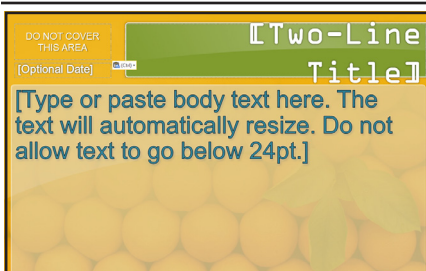
- *You may only delete folders and items that you have created and imported into Design Studio.*
- *Folders can only be deleted if they are empty or their contents are not being used by a Play Category or a message.*

If you are unable to delete a folder or item, run a Usage Report to determine if the item is being used and where. Delete the item from the Play Category or message containing it and try to delete it again. See "Usage Reports" on page 129.

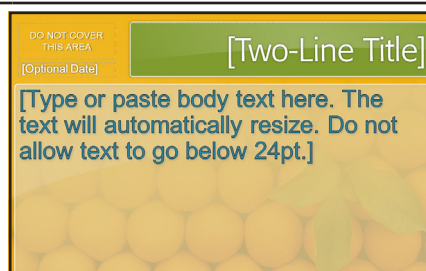
The Template I Have Chosen Does Not Look Right

If the Formata font is not installed properly, some templates will appear to be corrupt or display an unattractive font in its place.

Formata Not Installed



Formata Installed



Never post a slide in this condition. Change the affected text to Arial, or use a different template until the official Formata font is installed on your computer. See "Getting the Formata Font Files" on page 13.

APPENDIX A

Index

- A**
- add**, 93, 124
 - see also *import*
 - additional**, request eScreen, 152
 - adjust**, 101
 - Advanced Docking Pane layout**, 67, 151
 - appear**, 49, 84, 99
 - approval**, 140, 151
 - arcs**, 11
 - see also *branding*
 - area**, 5, 15 to 16, 84, 90, 135
 - eScreen layout areas, 5, 151, 66 to 67
 - choosing, 66 to 67
 - storage, 78 to 79
 - text ticker, 115
 - tool bar, 35
 - Arial**
 - see *fonts*
 - arrange**, 49
 - see also *z-order*
 - arrow**, 21, 91
 - attached speakers**, 113, 124
 - attachment**, e-mail, 36
 - audience**, 136
 - audio**
 - background audio, 124 to 126, 149
 - capability, 113
 - message, 125
 - preview with, 129, 149
 - working with sound files, 124
 - automatic content**, 111
 - avoid**, 111, 138
 - see also *best practices*
- B**
- back**
 - see *send to back*
 - background**
 - add color to text box, 56
 - making translucent, 57
 - background audio**, 124 to 126, 149
 - badge**, 8
 - see also *automatic content*
 - bar**, 47, 71, 73
 - see also *tool bar*
 - before**, 93, 118, 137
 - see also *keep with next*
 - begin**, 97, 100, 152
 - behind**, 48 to 50
 - see also *z-order*
 - beneficial**, 134
 - best practices**, 133 to 153
 - birthday**, 6, 109, 121, 134
 - see also *scrolling text*
 - black**, 47, 57
 - blank**, 18
 - see also *templates*
 - body**, 33, 63
 - see also *text*
 - bold**, 35
 - see also *formatting*
 - border**, 76
 - see also *outline*
 - box**
 - see *text box*
 - brand guidelines**, 10 to 11
 - branding**, 10 to 12
 - breaks**, 33
 - see also *forced line breaks*
 - bring to front**, 49, 51
 - built-in speakers**, 113, 124
 - button**, 21, 27, 71, 75, 81, 84, 152
- C**
- canvas**, 49
 - capability**, audio, 113, 125 to 126
 - caption**, 35, 52
 - category**, 66, 124, 130 to 131
 - anatomy of, 90 to 91
 - Background Audio, 125 to 126
 - deleting an item from, 91
 - main area, 5, 23, 90
 - play item properties, 110 to 112
 - play order, 91
 - keep with next, 111
 - run usage report on, 129 to 131
 - scheduling within, 92, 94

- selecting multiple items within, 106
 - text ticker area, 115
 - upper tight area, 16 to 17
 - centering text**, 143
 - see also *formatting*
 - change**
 - folder views, 82
 - line weights, 58
 - photo, 42
 - properties
 - see *Properties window*
 - text color, 55
 - text size, 54
 - z-order, 50 to 52
 - see also *publish*
 - see also *save*
 - Change Picture tool**, 42
 - channel strategy**, 3, 136
 - check box**
 - Auto Login, 70
 - Remember Password, 70
 - Always Scheduled, 95
 - choose**, 11, 15, 30, 57, 105, 112, 118
 - click**, 21, 50, 70, 75, 87, 106
 - see also *right-click*
 - clip**, 144
 - see also *video*
 - close**, 75 to 76
 - collage**, photo, 40, 49
 - color**, 10, 21, 55 to 57, 116
 - variety, 146
 - see also *palette*
 - commands**, common, 148
 - committee**, 134
 - see also *content providers*
 - community property**, 8, 114, 119
 - sharing, 114, 147
 - playing content from, 114, 147
 - company**, 1, 145
 - composing text**, 31, 137 to 138
 - computer**, 4, 68 to 69
 - contain**, 22, 112, 130
 - content**, 4, 15, 37 to 38, 66 to 67, 80 to 84, 111, 113 to 114, 128, 130, 140 to 141, 147 to 149, 151 to 153
 - automatic, 8
 - deleting, 89
 - replacing, 89, 149
 - guidelines, 6 to 9
 - importing, 83 to 86
 - keeping fresh, 146
 - organizing, 78
 - pasting, 88
 - playing, 90
 - scheduling, 92, 94
 - renaming, 89
 - resource, 78 to 80, 82, 89, 113 to 114, 130
 - selecting multiple, 87, 106
 - content providers**, 140 to 141
 - content resource tabs**, 78 to 83
 - importing content, 83 to 86
 - copying content within, 89
 - moving content within, 51, 88
 - control handles**, 44
 - copy and paste**, 61 to 62, 107, 114, 147
 - corporate video repository**, 114
 - Crawl Rate**, 117
 - see also *ticker*
 - create**, 12, 48, 79, 83, 95, 106, 148
 - audio message, 125
 - folders, 83
 - objects on a slide, 52 to 54
 - play time, 96, 102 to 104
 - crop tool**, 47
 - current**, 27, 77
 - see also *fresh content*
 - custom**, 95, 106
- D**
- daily**, 97
 - see also *recurrence pattern*
 - date**, 97 to 98, 102, 105, 109, 139, 142
 - see also *play time*
 - day**, 109
 - see also *recurrence pattern*
 - default**, 57, 103, 112, 150
 - delete**, 89, 91, 101, 153
 - department**, 135 to 136, 140
 - deselect**, 117
 - Design Studio**, 4, 8, 66 to 72, 75, 85 to 86, 90
 - best practice, 131, 148, 151 to 152
 - folder list, 81
 - importing content, 83 to 86
 - launching, 68 to 70
 - message, 67, 91, 99, 129
 - tool bars, 71
 - user interface, 71 to 72
 - saving current layout, 77
 - see also *windows*
 - usage report, 127
 - see also *folders*
 - desktop**, 68
 - dialog box**,
 - Insert Picture, 43, 54
 - Open, 84

Options, 112
 Play Time, 96 to 97, 101
 Save As, 27 to 28, 29

different, 40

digital communication, 1

display, 5, 23, 25, 66 to 67, 104

docking panes, 71 to 72
 saving, 77, 151
 recalling, 77, 110, 151

document, 28, 62

dotted line, 25

down, 87, 106, 138

drag-and-drop, 100, 102, 107

drive, 14, 109

drop-down menu, 117

duplicate a slide, 41

duration
 see *timeout*

E

edge, 71, 75

edit
 edit text, 137 to 139
 edit play time, 101

elements, 10, 71 to 72, 124
 see also *object*, *slide layout*

e-mail, 61 to 62, 136, 142
 how to extract information from,
 30 to 31, 137
 saving photo from, 36 to 37

employees, 1, 6, 13, 34 to 35,
 134, 134, 152

eScreen, 3 to 8, 7 to 9, 12 to 13,
 15 52, 65 to 67, 69, 79, 90, 93,
 113, 115, 118, 124, 126 to 128,
 134 to 136

event, 134

example

exercises
 employee of the month,
 30 to 39
 photo collage, 40 to 60
 small template, 61 to 63
 weather advisory, 23 to 26

play time adjustment, 100

scheduling examples,
 108 to 109

template styles, 17 to 20

export, 21, 27

**extracting information from
 e-mails**, 137

F

facility, 66, 69, 80, 83, 87, 113,
 115, 122, 124, 127 to 128,
 134 to 136, 140, 147 to 148,
 152

features, 66, 131

file
 basic management, 14
 File menu, 27, 93, 118
 file types
 JPEG vs. PNG, 29
 importable file types, 78 to 79
 Save As dialog box, 27 to 28
 see also *import*
 large sound files, 129
 overwriting, 149
 template files, 14, 21

folder,
 content resource, 78 to 83
 copying content within, 89
 moving content within, 88
 community property, 114
 best practice, 147 to 148
 creating new, 83

importing from, 85

folder list
 Insert Picture dialog box,
 42 to 43
 Open dialog box, 84
 Save As dialog box, 27
 Design Studio folder list, 81
 resizing, 81
 see also *folder views*

storage, 66
 facility folder, 80
 navigating, 81

folder views, 82

fonts, 11, 116, 141
 Arial, 11, 13, 153
 Formata, 11, 13, 153

forced line break, 33, 35

Formata
 see *fonts*

format
 file format, 27
 photos, 38
 text boxes, 54
 text on a slide, 30 to 32
 keeping formatting after
 pasting, 63
 presets
 photo, 39
 text, 59
 text box, 59

fresh content, 146

front, bring to, 49, 51

future, 102
 see also *play time*

G

goal
 communication, 2

good practice, 134 to 135

see also *best practice*

Goto, 105

graphic

resource window, 78

importing, 83 to 87

scheduling, 112

grid, playtime, 103 to 105

guidelines, 10 to 11, 151

H

handle

control handles, 44

tool bar, 73

hour, 97

grid settings, 103

I

important information, 2, 50,

134, 136, 142 to 143

import, 78, 149

importing content, 83 to 86

input button, 152

insert, 37, 52, 54

inside, 67, 130, 148

installed, 68 to 69, 153

interval, 103 to 104

see also *recurrence pattern*

invoke, 97 to 98

issues, 153

italic, 35

item, 23, 51, 76, 96 to 100, 124,

126, 147, 149, 153

closing unnecessary, 76

selecting more than one, 87

renaming, 89

deleting, 89

run usage report on, 129 to 131

play item, 90

deleting, 91

scheduling, 92, 94

selecting multiple, 106

copying and pasting playtimes

to and from, 107

properties, 110 to 112

J

JPEG, 29

K

keep with next, 111

L

large templates, 15, 126

launching Design Studio,

68 to 70

layout, 40 to 41

eScreen layout areas, 5,

66 to 67, 115, 151

Design Studio user interface,

71 to 72

saving current layout, 77

layout object, 22 to 23, 31, 61

manipulating, 48 to 49

selecting multiple, 51 to 52

slide layout examples, 17 to 20

light customization, 55, 143

line,

outline, 57 to 58

line breaks, forced, 33 to 34

line weight, 57

changing, 58

list

best practice, 134 to 135

birthday list, 121

file type list, 27

folder list, 81

new slide list, 21

slide list, 24

lists, 135

local facility ticker, 5, 115

local news, 135

location

current save location, 27

original location, 131

login, 69 to 70

logos

Digix, 10

other companies, 145

long text

best practice, 140, 150

lower right area, 5

M

main area, 5, 23, 90

management, facility, 134, 140

manipulate

photos, 43

z-order, 49

material, 145

menu,

Start menu, 71

View menu, 75

right-click menu, 84, 93, 101,

105, 148

File menu, 118

message

text on a slide, 15, 22 to 23, 36,

61

working with text, 30 to 31

best practice, 135 to 136,

143, 149

formatting text, 32 to 35

in Design Studio, 67, 91, 99, 129

- publishing from template
 - saving and publishing, 118
 - scheduling, 94 to 65
 - scrolling text, 119
 - templates, 120
 - text ticker, 115
 - messages**, 67, 79, 118 to 119, 122, 124, 126, 146
 - minute**, 103
 - mode**
 - preview, 26
 - folder views, 82
 - month**, 30, 98
 - see also *recurrence pattern*
 - mouse**, 47, 87, 100
 - move**
 - moving content, 88
 - see also *reposition*
- N**
- name**, 27, 34 to 35, 69, 71, 75, 121, 149
 - navigating folders**, 81
 - need**, 41, 43, 110, 119
 - network**, 14
 - news**, 5, 135
- O**
- object**, slide layout, 22 to 23, 31, 61
 - manipulating, 48 to 49
 - selecting multiple, 51 to 52
 - open**, 110, 120
 - opening your facility folder, 80
 - Open dialog box, 84
 - play item, 91
 - order**,
 - play order, 91
 - keep with next, 111
 - z-order, 49 to 52
 - organizing content**, 78
 - outline**, 56 to 58
 - see also *line weight*
- P**
- palette**, 10
 - pane**
 - see *docking pane*
 - paring down text**, 138
 - password**, 69 to 70
 - paste**,
 - content, 88
 - play times, 107
 - text, 32, 62
 - retain formatting, 63
 - pattern**
 - see *recurrence pattern*
 - photo**, 40, 42, 48 to 50, 52
 - adding to slide, 37
 - importing to Design Studio, 83 to 86
 - manipulating, 43 to 48
 - cropping, 47
 - formatting, 38
 - picture style presets, 38 to 39
 - repositioning, 43
 - resizing, 46
 - rotating, 45
 - saving from e-mail, 36 to 37
 - play category**
 - see *category*
 - play**, 4, 8, 90, 99 to 104, 114 to 115, 119, 122, 128
 - audio messages, 125 to 126
 - copy and paste playtimes, 107
 - order, 91
 - slides together, 111
 - time, 96 to 97
 - playtime grid, 103
 - Play Time dialog box, 101
 - play time**, 96 to 97
 - adjusting a play time, 101
 - copying and pasting, 107
 - time type, 104
 - player**, 79, 127 to 128, 152
 - animated preview, 128
 - thumbnail preview, 127, 152
 - PNG**, 29
 - policy**, 111
 - brand guidelines, 10 to 11
 - eScreen content, 6 to 7
 - post**, 9, 15, 30, 134 to 137, 104 to 141, 143
 - where to, 16
 - see also *schedule*
 - PowerPoint**, 13, 27 to 28, 141
 - see also *templates*
 - presets**
 - picture style presets, 38 to 39
 - text formatting presets, 59 to 60
 - preview**, 38, 48, 59, 91, 128, 149
 - message, 123
 - player
 - animated, 128
 - thumbnail, 127, 152
 - thumbnail preview
 - see also *folder views*
 - slide, 25 to 26
 - previous**, 63
 - see also *keep with next*
 - program**, 68, 70 to 71, 73, 85, 151
 - program window

see *window*, 68
Properties window, 110
property
 see *community property*
providers
 see *content providers*
Public Affairs, 145, 151, 153
publish, 93, 115, 118, 121
 saving vs., 93
R
range, 96 to 99
 see also *timeline*
receive, 61, 137, 140
rectangle, 87, 106
 see also *select*
recurrence pattern, 96 to 98,
 101, 109
 daily, 97
 monthly, 98
 play only once
 specific date, 97
 Play Time dialog box, 101
 weekly, 97
 yearly, 98
recurring
 on specific dates and times, 98
relevant information, 134, 137
reminders, 135
replace
 content, 89, 149
 photo, 42
report
 see *usage report*
reposition, 44, 51, 72, 85
repository
 see *corporate video repository*
requests, 140

resizing, 47, 81
 photo, 46
 window, 81, 85, 95
 tabbed, 76
 folder list, 81
resource, 78 to 80, 82, 89,
 113 to 114, 130
 importing, 84 to 86
 see also *content resource tabs*
rotate, 45

S
sans serif
 see *fonts*
save, 105, 120 to 122
 Save As dialog box, 27 to 28
 messages, 118
 from a message template, 122
 docking pane layout, 77
 vs publish, 93
schedule, 67, 78 to 79, 90, 99,
 149
 advanced, 94 to 95
 basic, 92
 examples, 108 to 109
 multiple items, 105
 see also *timeline*
scrolling text, 117, 119, 135
 see also *ticker*
 see also *message*
search, 68
seconds, 112
 see also *timeout*
select, 35, 51, 89, 97 to 98, 106
 text, 33 to 34
 items in window, 87, 106
serif
 see *fonts*

server, 4
 server name, 69
settings, 29, 97 to 99,
 103 to 105, 109, 116 to 117
shadow, 55
shape, 56, 58, 60
 see also *inserting objects*
short, 61, 137, 143
 see also *text*
show, 26, 130
 see also *display*
size, 15, 54, 63, 116
 see *text*
 see *template*
slide, 12 to 13, 15, 32, 78,
 108 to 109, 111 to 112, 114, 119,
 137, 141 to 150
 topics and examples, 17 to 18
 blank slides, 18 to 20
 duplicating in PowerPoint,
 41 to 42
 layout, 21
 objects, 22 to 23
 previewing, 25 to 26
 exporting, 27 to 29
 see also *graphics*
 see also *templates*
small templates
 see *templates*
snap to grid, 103
sound, 79, 124, 126
 see also *audio*
speakers, 113, 124
 see also *audio*
speed, 117
 see also *timeout*
stock photography, 144
storage folders, 14, 66, 78, 131

see also *content resource tabs*

strategy
see *eScreen channel strategy*

studio
see *Design Studio*

styles
picture style presets, 38 to 39
text formatting presets, 59 to 60

symbol, insert bullet, 47

system, parts of the, 10

tabbed windows
see *windows*

tabs
content resource tabs, 78 to 79
close, 75
reordering, 77
resizing, 76
unpinning (auto hide), 75
see also *window*

T

templates
adding information to a slide,
23 to 25
duplicating a slide, 41
files, 13 to 14
obtaining, 13
choosing, 15 to 20
exporting from, 27 to 29
layout objects, 22 to 23
small, 15, 61, 134 to 135, 141,
146, 153
special-use, 23
special instructions, 40 to 41

text
compose and edit, 137 to 139
what to say, 134
copy from another source, 62

retain format after pasting, 63
selecting, 33 to 34
scrolling, 119
text box, 23, 25
creating, 53
adding a background, 56
adding an outline, 57
formatting, 32 to 33, 35
changing color, 55 to 56
presets, 59

text ticker
see *ticker*

thumbnail preview
content
see *folder views*,
player, 127, 152

ticker
anatomy of, 115
area, 5
automatic feed, 5, 67
local facility, editing, 115 to 117
scrolling speed, 117

ticket, 152
see also *Global Help Desk*

timeline, 99 to 100, 102 to 105

timeout, 112
best practice, 150

time
play duration
see *timeout*
see *play time*
see also *play time*

tool bar
Design Studio, 71
moving, 73
PowerPoint
Format, 42, 47 to 49, 52,
56 to 59

Home, 62, 35, 49 to 50,
54 to 55, 62
if you do not see, 33

tool
PowerPoint tools
Change Picture, 42 to 43
Crop, 47 to 48
see also *z-order*
Design Studio
scheduling tools, 94
tools and features, 66 to 67

topic, 12 to 13, 15, 17, 20, 143
see also *templates*

transitions, 110 to 111
best practice, 150

troubleshooting, 152

type
time type, 104
typing text
see *text*
see also *file types*

U

unsuitable content, 140
see also *content guidelines*

upper right area, 16 to 17
content, 135
see also *small templates*

use-case scenarios
cannot delete item, 131
choosing a template, 22
scheduling examples, 98
where to place content, 16
see also *usage report*

usage report, 129 to 131
viewing, 129

user name, 69
see also *login window*

user-editable areas

eScreen layout, 5
templates, 23

users, 8, 114, 147

V

variety, 12,146

see also *templates*

video

best practice, 149
content resource, 78
working with, 113

view menu, 75

viewers

see *workforce*

visual identity

see *brand compliance*

W**website**

employee 13
Global Service Desk, 152

weekly, 108 to 109

see also *recurrence patterns*

weight

font weights, 11
see also *line weight*

window

content resource windows, 78
closing, 76
dragging from, 85
floating, 71
login window, 69
manipulating, 74
message scheduling window,
94 to 95
navigating, 81
see also *content folders*

program window, 70

preview window, 128

properties window, 110 to 113

resizing, 76

user interface, 68

parts of, 74

selecting items in, 87, 106

unpinning (auto hide), 75

workforce

communicating to, 10

what to communicate to,
134 to 135

see also *employees*

Y

yearly, 98

see also *recurrence patterns*

Z**zoom**

in message editing, 117

on the playtime grid, 104

z-order, 49 to 50