

This guide is designed to help navigate and use the Web Editor app. This guide will describe the processes to create, edit, and delete presentations for use within VCS.

New Presentation


1. Open **Web Editor** from the My Apps menu located in the top right of the VCS landing page. Refer to **Figure 1**.
2. Click **Add New** and select **Add New Presentation** from Web Editor. Refer to **Figure 2**.
3. Name the new presentation and select a presentation size from the drop-down menu or enter a custom size. Refer to **Figure 3**.
4. Click **Continue** to begin customizing the new presentation.

Elements


There are three elements that can be added to a new presentation. These are **Text Box**, **Media File**, or **Date/Time Element**. Each of these has different customization.

The following sections will walkthrough how to add each to a presentation.

Text Box

1. Click the Add Text Box button  to add a text box directly to the canvas.
2. Resize and position the text box to the desired location on the canvas.

Media File

1. Click the Add Media button .
2. Select media from the **Media** tab or **Daktronics Media Kit** tab to add the item to the canvas. Refer to **Figure 4**.

Note: The Media tab is populated by items in the Media Library, while the Daktronics Media Kit tab is a library of free media available to VCS users. See **Daktronics Media Kit (p.9)** for details on how to turn the Daktronics Media Kit on.

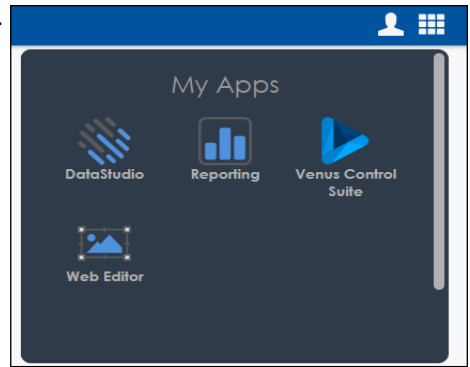


Figure 1: Web Editor in Apps Menu

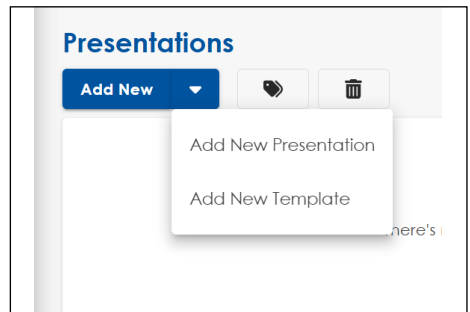


Figure 2: Getting Started Menu

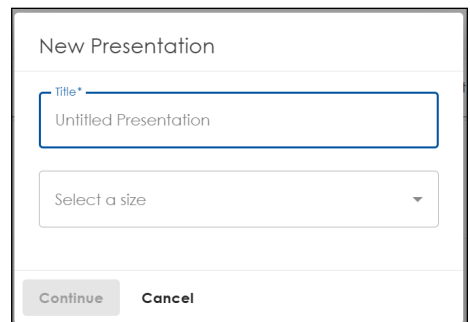


Figure 3: Create New Presentation

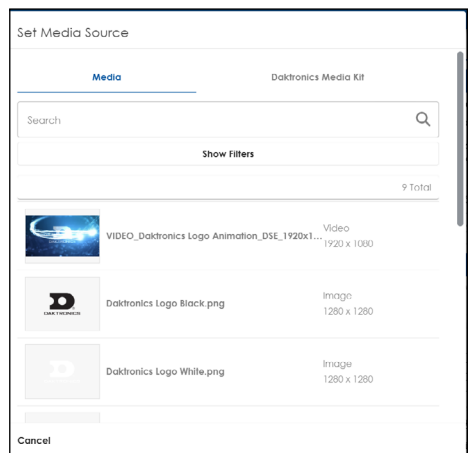



Figure 4: Set Media Source

Date/Time Elements

1. Click the add Date/Time Elements button .
2. Pick either **Add Date, Time or Temp** or **Add Countdown**. Refer to **Figure 5**.

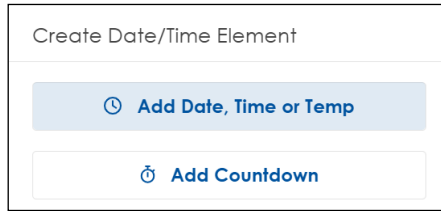


Figure 5: Create Date/Time Element

3. **Add Date, Time or Temp** creates a dynamic element that will display the date, time and/or temp. Select the desired options from the menu and click **Set** to add the element to the canvas. Refer to **Figure 6**.
4. **Add Countdown** creates a dynamic element that will display a countdown timer to or from a selected time. Select the target date and time, format, count direction, time zone, and display style from the menu. Click **Set** to add the countdown element to the slide. Refer to **Figure 7**.

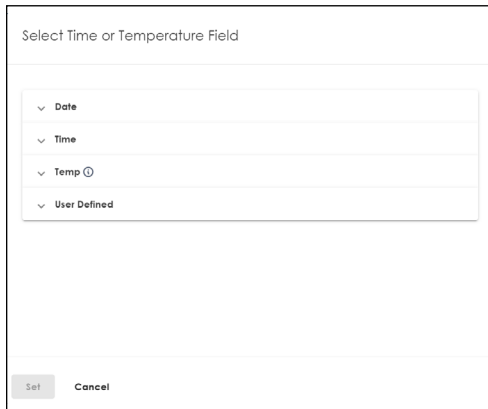


Figure 6: Time or Temperature Field

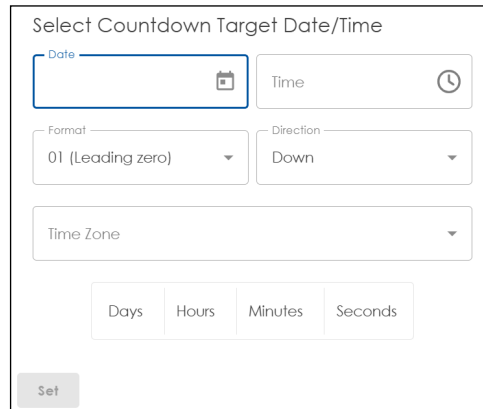


Figure 7: Countdown Creation

Details

Once the elements have been added to the canvas, they can be further customized using the details tabs. These tabs help create unique and dynamic effects for each piece of the presentation. There are five different detail tabs: **Properties**, **Data**, **Conditions**, **Elements**, and **Slides**.

The following sections will explain the details.

Properties

The **Properties** tab covers the basic properties of the element in a presentation. They include: **Content**, **Position**, **Font**, **Effects**, and **Data List**.

Note: Not every element on the canvas will have every property. For example, a basic text box may not have data list properties. Selected elements will list all applicable properties.

The following will detail each property. Refer to **Figure 8** for an example.

- The **Content** property lists basic content of the selected element. This can include the text, type, fit mode, source, field, and background color. Editing these properties will automatically update the

element on the canvas. Content also has the option for **Set Formatting**. **Set Formatting** opens a menu where the **Date & Time** and **Number** formatting options can be changed.

Note: **Date & Time** options allows for changes in the formatting of dates and time, such as day/month vs. month/day dates, while **Number** options allows for changes in the formatting of numbers, such as increasing or decrease a number to a decimal place.

- The **Position** property is used to alter the size and position of the selected element. The position can be set to an exact width, height, left, and top in pixels. There are also alignment and fitting options to automate position.

Note: The size and position of an element can also be adjusted by clicking, dragging, and resizing on the canvas.

5. The **Font** section can be used to alter the font, size, style, color, drop shadow, outline, and spacing of the text box. Other text options, like word wrapping, dynamic font sizing, shrink text to fit, and font smoothing are also in the font properties.
6. The **Effects** section is used to add an effect to the selected element. The effects are transitions for the element, such as fade in. Select an effect and set the duration and delay. While selecting an effect, the canvas will preview the selected option once. To see the effect again, click the **Preview Effect** button ▶ .
7. The **Data List** section contains all the data properties for elements. This section allows the user to control what and how the data is presented on the canvas. The canvas will update with the selected options.
 - Create or Remove Record - Selecting **Create Record** will create a record for the data source element. **Remove Record** will remove a created record.
 - Records Displayed - Select the number of records to be displayed in the element.
 - Alignment - Select horizontal or vertical alignment.
 - Record Number - Select which record to be displayed first (I'm sure this is wrong, but I couldn't figure it out exactly)
 - Paging - Select how the records will page the data and how long the records will hold before paging to the next record.

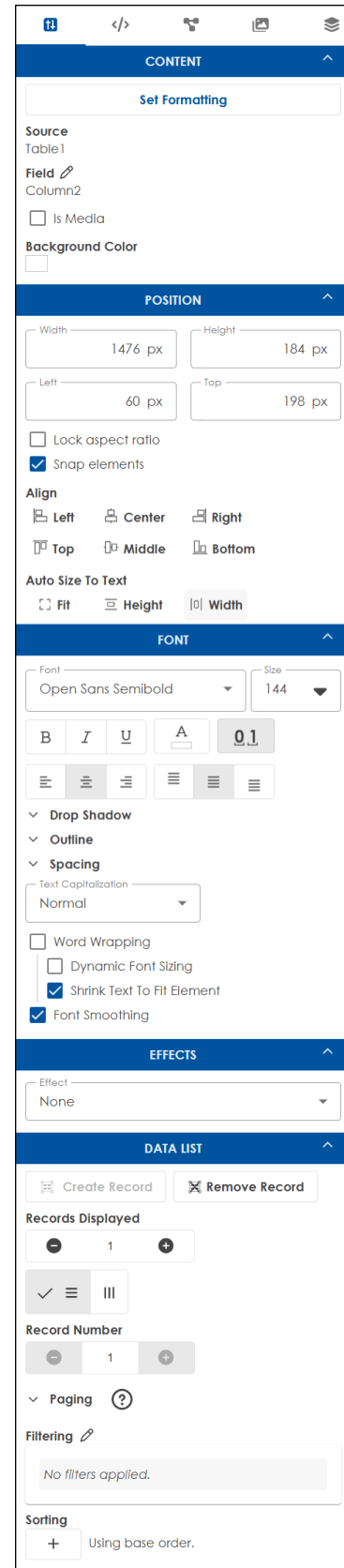



Figure 8: Example Properties

- Filtering - Select to edit filters using  . Use the filter menu to add or remove filters on the records. This will determine what records are used based on the conditions set. Refer to **Figure 9**.

Note: Filtering can use both **And** and **Or** when using multiple filtering groups.

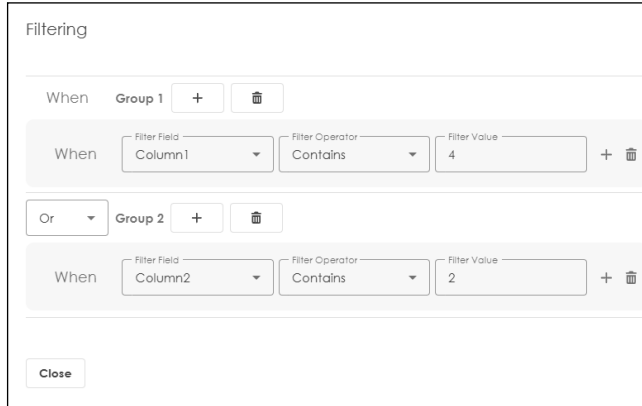



Figure 9: Filtering Menu

- Sorting - Select the **Field**. Then select ascending or descending in either alphabetical or numerical order. Click **+** to add another level or delete  to remove a level.

Note: There is a maximum of 3 levels of sorting.

Data

The **Data** tab is used to populate the presentation with data sources configured in Data Studio. These elements will dynamically change based on the original source allowing the media elements to update in real time.

Follow these steps to add a data element:

1. Select the **Data** tab. Refer to **Figure 10**.
2. Select a data source from the drop-down menu.

Note: The list will only populate with data sources created in Data Studio.

3. Navigate to an drag and drop the individual data points onto the presentation.

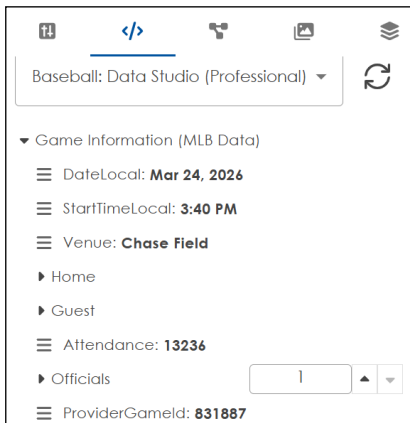


Figure 10: Data Tab

Conditions

The Conditions tab is used to create conditions for the data sources in the presentation. These conditions act as a set of special rules that determine what and how the data is displayed on the canvas. For example, a data source detailing a percentage can have conditions that any percentage above 90% displays as green, while any percentage below 60% displays as red.

Note: The Conditions tab generates empty. A condition must be added to see further details.

Follow these steps and refer to **Figure 11** to create a condition:

1. Select a viable data element on the canvas.
2. Select the **Data** tab.
3. Click **+** to create a new condition.
4. Enter a **Condition Title**.
5. Select a **Condition Type**.
6. Apply **Inherit Element Data**, if desired.






Note: Selecting will override the dynamic data source and field when applied to elements that possess data.

7. Select the **Dynamic Data Source**.
8. Select the **Dynamic Data Field**, when applicable.
9. Select the **Condition Operator**.
10. Add or remove additional conditions using the **+** and **-**.
11. Set the condition value.
12. Select the **Change Attribute**.
13. Select the color for the condition.

The screenshot shows a 'Condition Configuration' dialog box. It has a title bar 'Condition Configuration'. Below the title bar, there is a text input field for 'Condition Title*' with the placeholder text 'New Condition'. Below that is a dropdown menu for 'Condition Type' with 'Text' selected. There is a checked checkbox for 'Inherit Element Data' with a sub-note: 'This will override the dynamic data source & field when applied to elements that possess data.' Below this is another dropdown menu for 'Condition Operator' with 'Contains' selected. There are two rows of configuration options, each with a '+' and '-' button. The first row has a 'Static Value' field with '>90' and a 'Change Attribute' dropdown with 'Text Color' selected, accompanied by a green color swatch. The second row has a 'Static Value' field with '<60' and a 'Change Attribute' dropdown with 'Text Color' selected, accompanied by a red color swatch. At the bottom left are 'Save' and 'Cancel' buttons.

Figure 11: Condition Configuration Menu

Once a condition is created, the condition tab has additional menu options. Refer to **Figure 12**.

-  Edit Condition - Select to edit the condition.
-  Preview on Element - Select to preview the condition on the element on the canvas.
-  Apply on Element - Select or deselect to apply or remove the condition on the element.
-  Clone - Select to duplicate the condition.
-  Delete - Select to delete the condition.

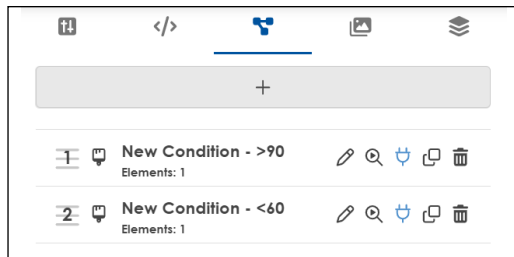






Figure 12: Condition List

Elements Tab

The Elements tab lists all elements created for an individual slide of a presentation. These elements include all text boxes, media fields, date and time elements, and the slide. The list of elements descends from the top to the bottom layer. Refer to **Figure 13**.

Note: The elements can be dragged and dropped in the list to layer what elements can be seen above or below others.

The Elements tab is also used for a number of other functions.

-  Lock/Unlock - Locks or unlocks the element in its current state
-  Show/Hide - Shows or hides the element on the slide
-  Duplicate - Duplicates the selected element
-  Delete - Deletes the selected element

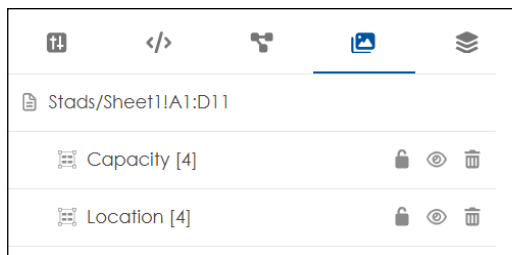




Figure 13: Elements Tab

Slides Tab

The Slides tab lists all slides in a presentation. The slides of a presentation can be arranged in the desired order by dragging and dropping the slide within the list. The duration of each of the slides can be set by clicking the duration timer and setting an appropriate time. Refer to **Figure 14**.

Note: Presentations will not play on displays if Animated Content is Off, a slide duration is less than the image duration, or a slide contains a video.

The Slides tab is also used for a number of other functions:

-  Duplicate - Duplicates the selected slide
-  Delete - Deletes the selected slide

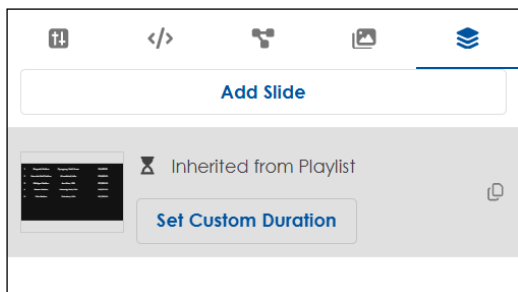


Figure 14: Slides Tab

The Media Library

The **Media** Library in the **Web Editor** app houses all media functionality. **Media** is additionally used to upload and manage **Content Studio Presentations** and **Web Presentations**. This section will cover the primary uses of adding and removing media, as well as adding tags and using the **Filter** menu.

1. Click **Media**.
2. Click **Add New**. Refer to **Figure 15**.

Note: The **Add New** button has a drop-down arrow to **Upload Files** or to add a **New Web Presentation** and **New Content Studio Presentation**.

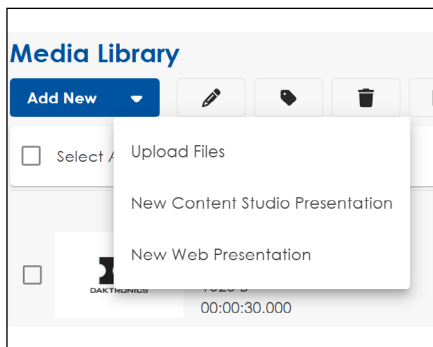


Figure 15: Add New Menu

3. Drag and drop files or click and navigate to files inside the **Upload Media** menu. Refer to **Figure 16**.
4. Click **Next**.

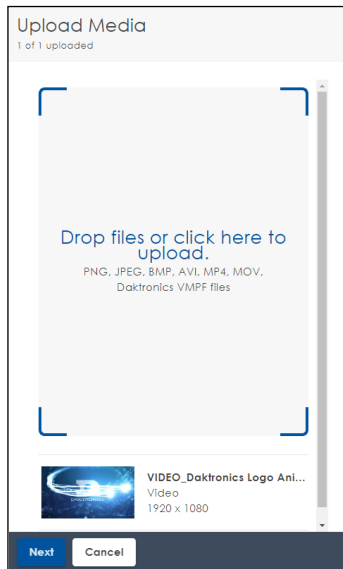


Figure 16: Upload Media

5. Select an association from the list if using an advanced scheduling account.

Note: Adding an association can also be done from either editing a media file or selecting **Association** in the media slide in.

6. Click **Save**.
7. Add tags to the media by clicking the media file and selecting **Edit Tags** under tags. Enter a name and clicking **+**.
8. Make bulk changes to media files by selecting multiple media files and clicking . This is used to bulk edit tags, download, or delete.
9. Preview a media file by selecting it and clicking on the thumbnail in the slide in. Refer to **Figure 17**.
10. Select and click to remove media.

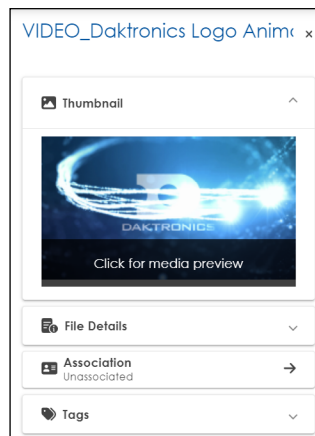




Figure 17: Media Slide In

Filters

The **Filters** menu is used to sort and identify specific media inside the **Media** Library.

1. Type inside the **Search** bar to automatically sort the media files. Refer to **Figure 18**.
2. Sort the files by selecting **Newest First**, **Oldest First**, **Recently Modified**, **Alphabetical**, or **Reverse Alphabetical**.
3. Sort by **Added to Library** by selecting **Past Day**, **Past Week**, or **Past Month**.
4. Sort by **Dimensions** by selecting a dimension.
5. Sort by **Files Types** by selecting a file type.
6. Sort by **Tags** by selecting a previously created tag.
7. Switch between **List** and **Grid** view by clicking  and  respectively.

Daktronics Media Kit

The Daktronics Media Kit is a library of free media available to VCS users accessed and scheduled through the Scheduling and Web Editor apps.

Follow these steps to enable the Daktronics Media Kit:

1. Access the Scheduling app.
2. Click **Settings**. Refer to **Figure 19**.

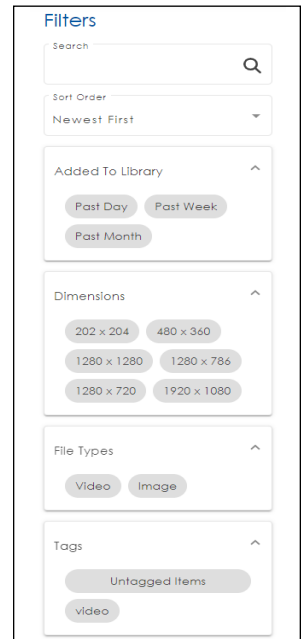


Figure 18: Filter Menu

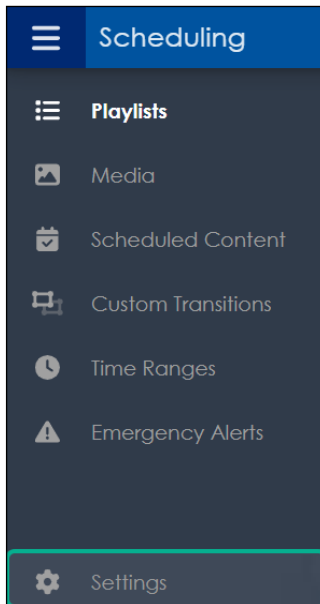


Figure 19: Settings

3. Navigate to the **Media Kit** settings and click **Enable**. Refer to **Figure 20**.

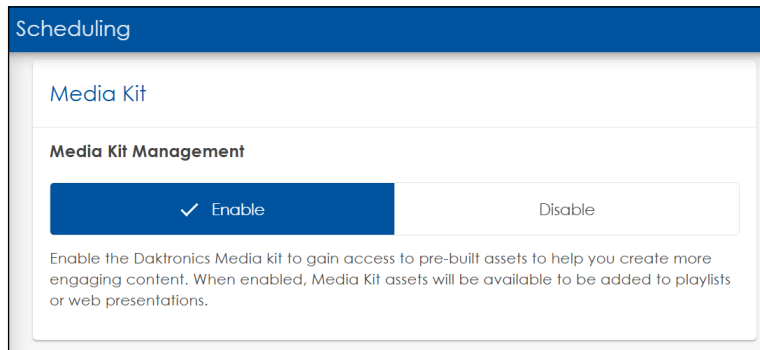


Figure 20: Media Kit Management