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.

Create a New Presentation

1. Open **Web Editor** from the Apps Menu located in the top right of the VCS landing page. Refer to **Figure 1**.

2. Click Create New Presentation from Web Editor's opening menu or select New Presentation from the Web Editor menu. Refer to **Figure 2**.

3. Name the new presentation with your desired name and select a presentation size from the drop-down menu. Refer to **Figure 3**.

4. Once the presentation is named and sized, you can begin editing the presentation.

Editing a Presentation

Adding a Textbox

1. From the Web Editor main menu, click the Add Textbox button.

2. Navigate to the Properties tab to alter the many elements of the textbox. Refer to **Figure 4**.

3. The Content section can be used to alter the text and background color of the textbox.

4. The Position section can be used to alter the size and position properties of the textbox.

> **Note:** The size and position of the textbox can also be adjusted by clicking and dragging the textbox on the slide.
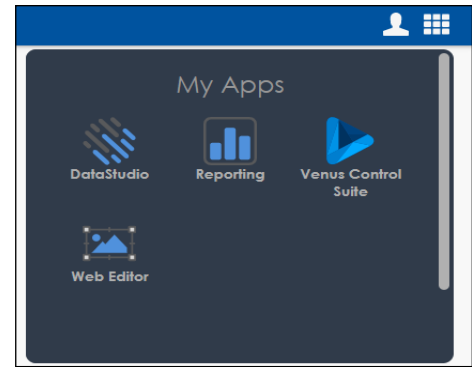

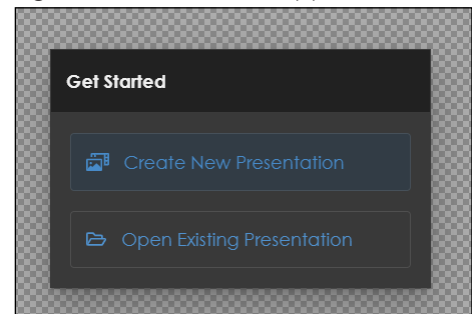*Figure 1: Web Editor in Apps Menu*
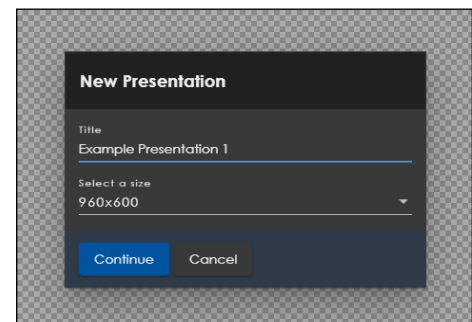

Figure 2: Getting Started Menu

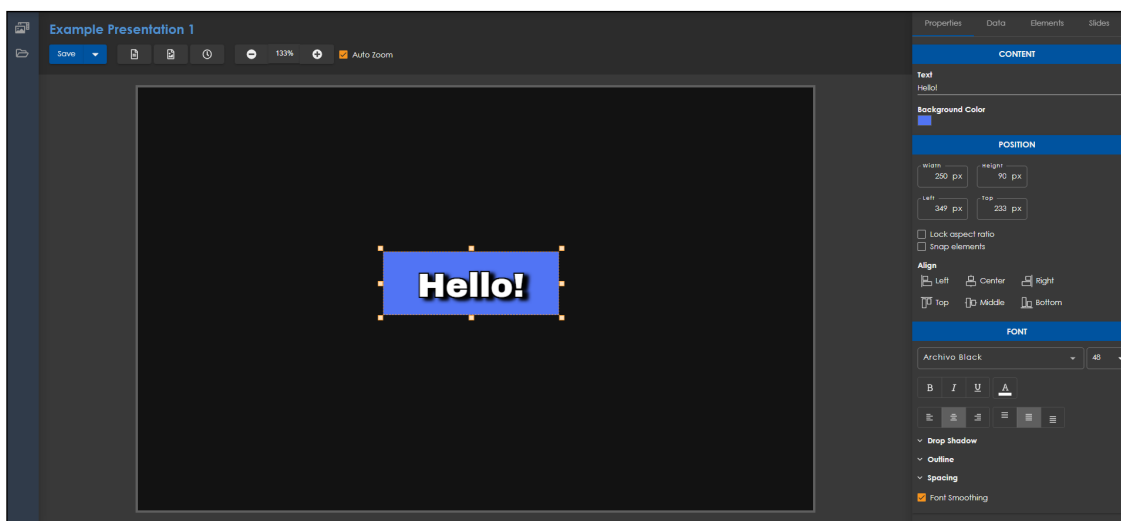*Figure 3: Create New Presentation*

Figure 4: Web Editor Properties Menu

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5. The Font section can be used to alter the font, font size, style, drop shadow, outline, and spacing of the text inside the textbox.

Adding Media

1. From the Web Editor main menu, click the Add Media button.

2. Navigate to the Properties tab to alter the properties of the media. Refer to **Figure 5**.

3. The Content section can be used to alter the type of media and background color of the media field.

4. The Position section can be used to alter the size and position properties of the image.

> **Note:** The size and position of the media field can also be adjusted by clicking and dragging the field on the slide.
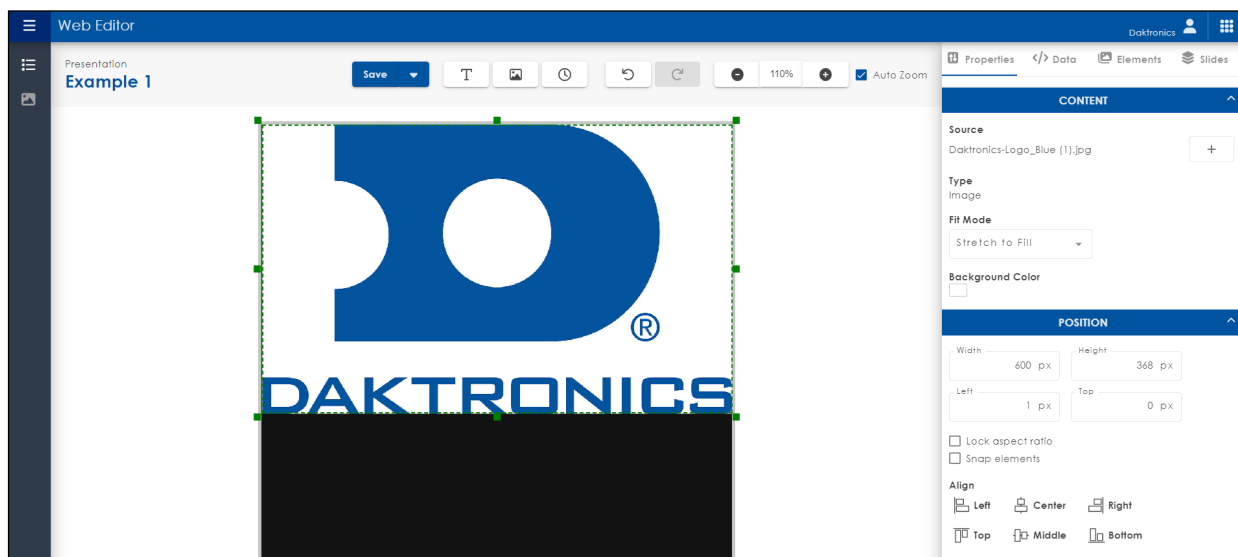

Figure 5: *Web Editor Properties Menu for a Media Field*

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Adding Date/Time Elements

1. From the Web Editor main menu, click the add Date/Time Elements button.

2. Pick either Add Countdown or Add Date, Time or Temp. Refer to **Figure 6**.

3. Add Date, Time or Temp creates a dynamic element(s) that will display the date, time and/or temp. Select the desired options from the menu and click **Set** to add the element(s) to the slide. The Refer to **Figure 7**.

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 8**.

5. The Properties section can be used to alter background color, position, and font properties of both the date, time or temp and countdown elements. Refer to **Figure 9**.

> **Note:** The size and position of the dynamic elements can also be adjusted by clicking and dragging the field on the slide.
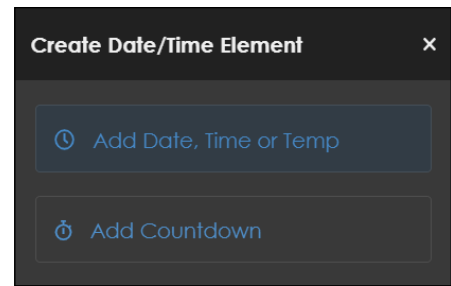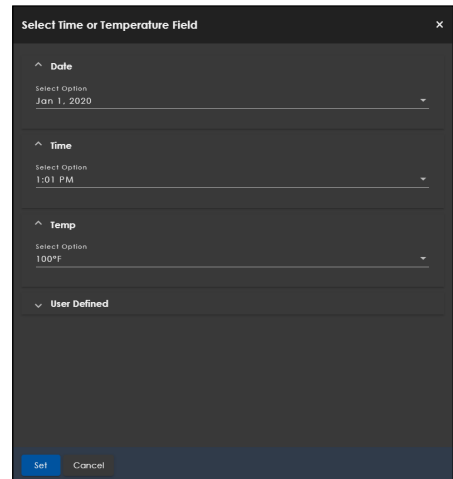

Figure 6: *Create Date/Time Element*
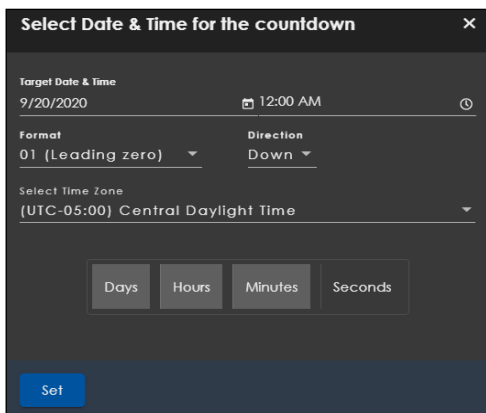

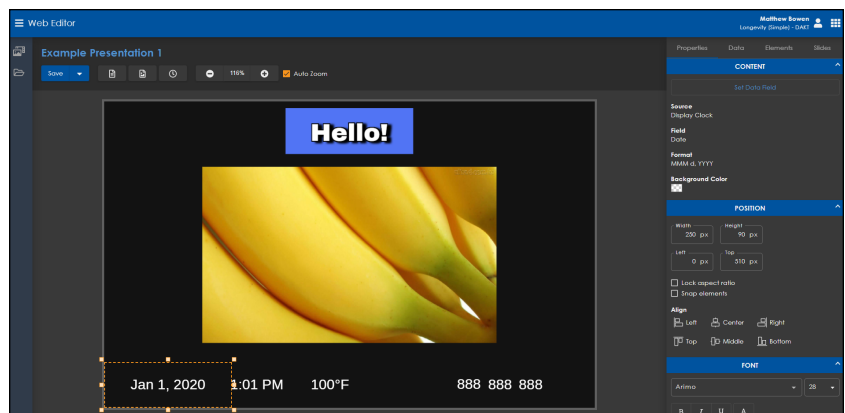**Figure 7:** *Time or Temperature Field*

Figure 8: *Countdown Creation*

Figure 9: *Web Editor Properties of Date/Time Elements*

Elements Tab

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

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

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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

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 10**.

> **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

Open Existing Presentation

1. Click Open Existing Presentation from Web Editor's opening menu or select Open Presentation from the Web Editor menu. Refer to **Figure 11**.

2. Locate the desired presentation via the search and/or filters section(s) of the Open presentation menu. Refer to **Figure 12**.

3. You can make any alterations to the presentation once it is open.

> **Note:** Remember to Save your presentation with the new alterations to ensure you keep the most recent version.
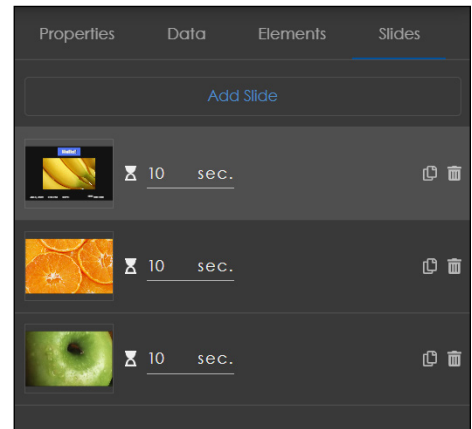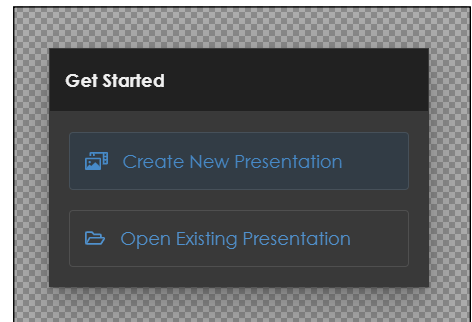

Figure 10: Slides Tab

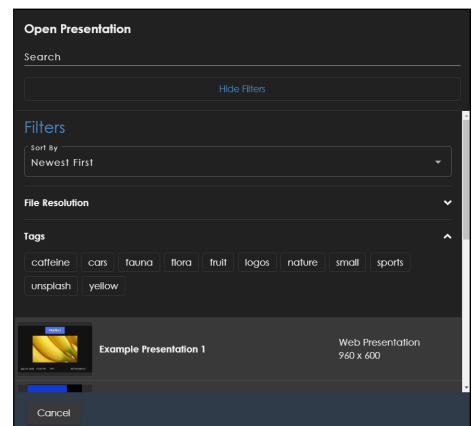*Figure 11: Open Existing Presentation from Apps Menu*

Figure 12: Open Existing Presentation from Web Editor Menu

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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**, **Web Presentations**, and **Free Content**. 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 13**.

    > **Note:** The **Add New** button has a drop-down arrow to add a **New Web Presentation**, **New Content Studio Presentation**, or **Free Content**.

3. Drag and drop files or click and navigate to files inside the **Upload Media** menu. Refer to **Figure 14**.

4. Click **Next**.

5. Add tags to the media by entering a name and clicking + .

    > **Note:** Tags can also be added from the dashboard by selecting media files and clicking 🏷 .

6. Click **Save**.

7. To remove media, select and click 🗑 .

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 15**.

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.

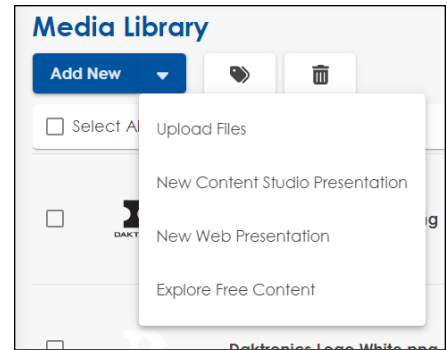7. Switch between **List** and **Grid** view by clicking ☰ and ⊞ respectively.
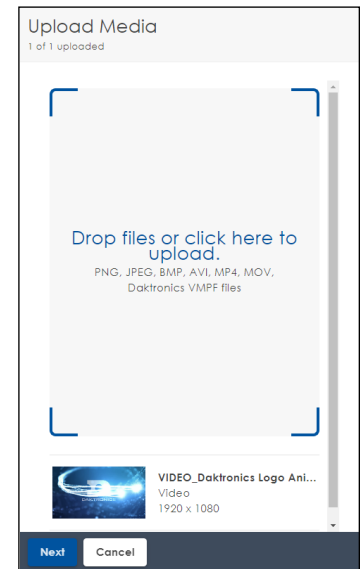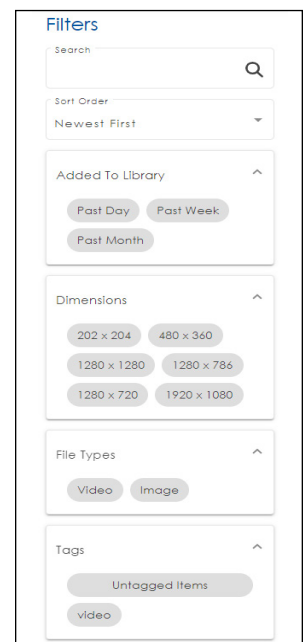
Figure 13: Add New Menu

Figure 14: Upload Media

Figure 15: Filter Menu

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