

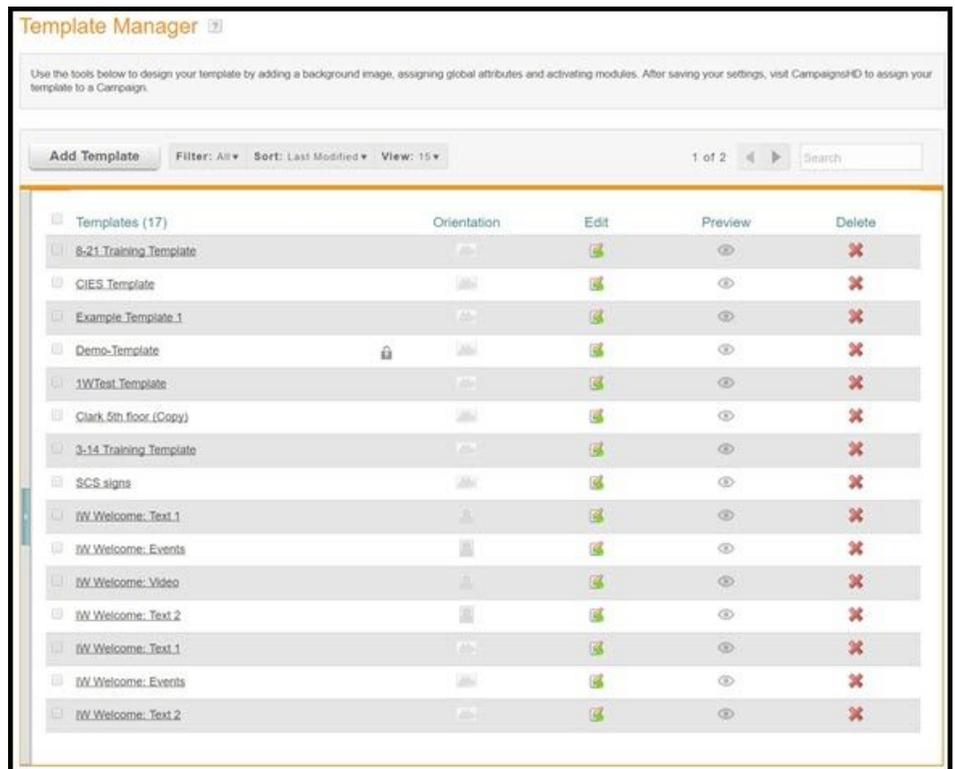
# TEMPLATES

Templates allow displaying content in a uniform fashion. Currently, SJSU features templates that are accessible through TemplatesHD in CommandCenterHD. This tutorial will detail the process for creating or editing templates within TemplatesHD.

1. From the CommandCenterHD Dashboard, click the TemplatesHD icon



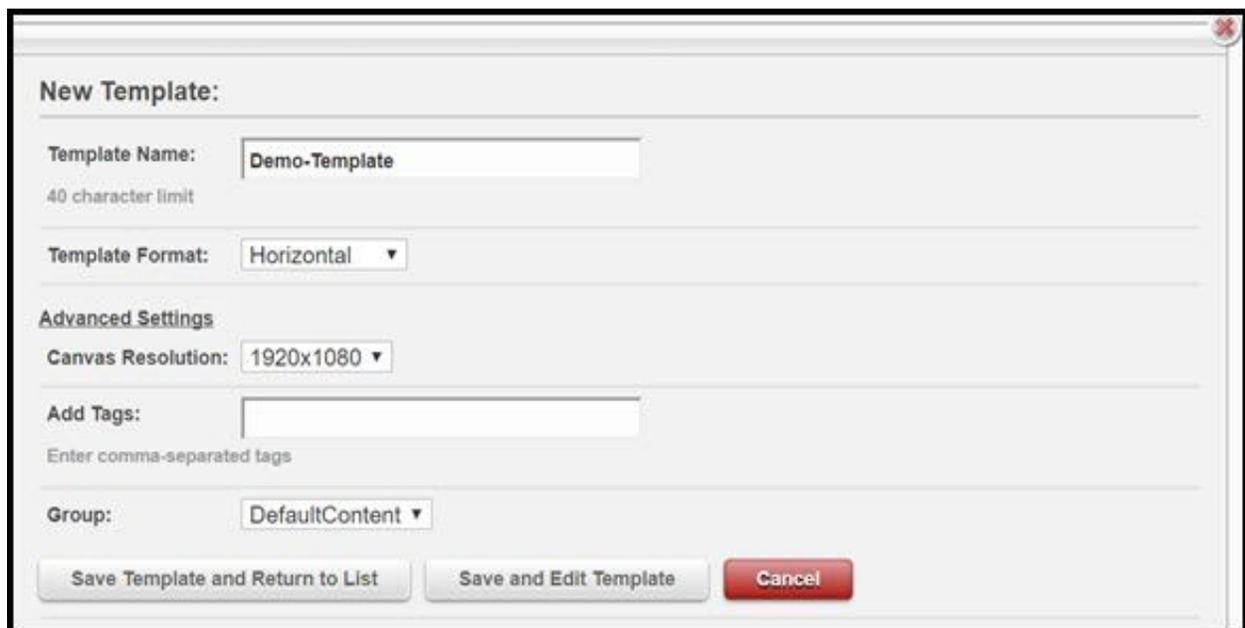
2. Now, you are directed to the Template Manager menu where you can create or manage templates. Similar to the Media Manager, you can adjust the filter to see all created templates.



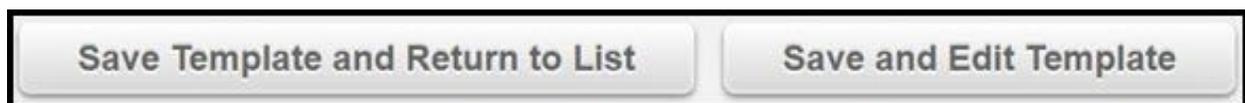
3. We can create a new template by clicking **Add Template**



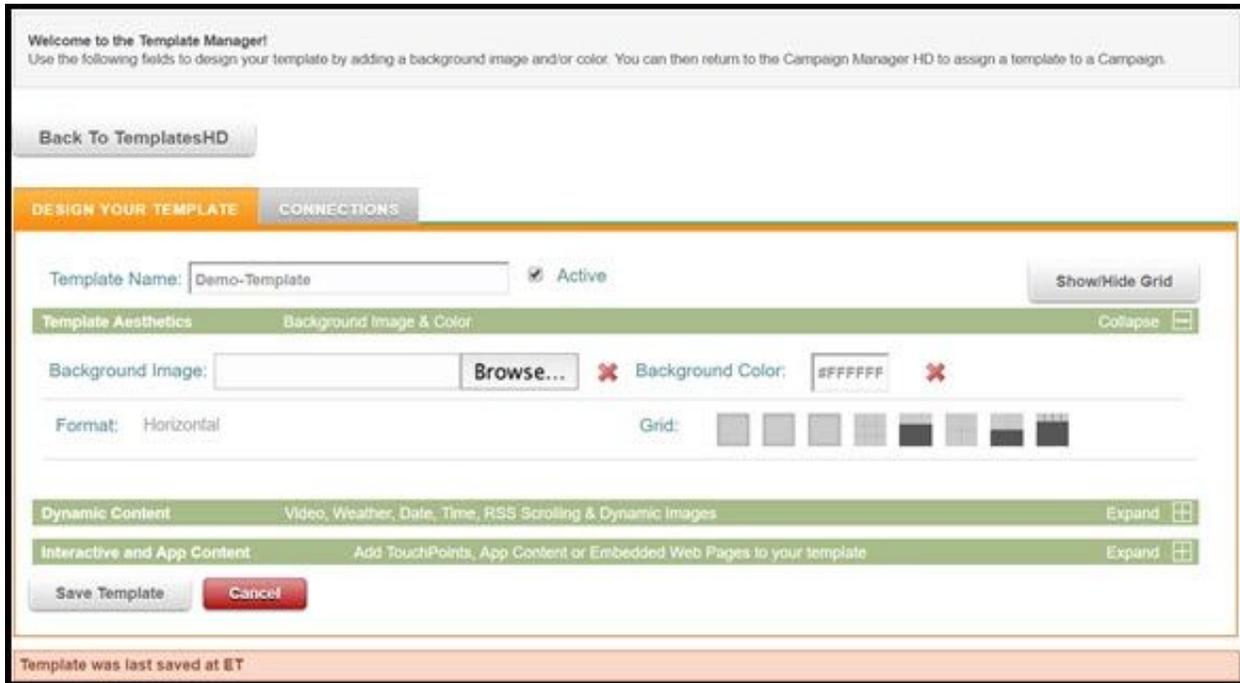
4. The New Template window should appear. Create a unique name for the template and adjust the Template Format depending on the sign. Click **Advanced Settings**, if needed, to adjust the resolution.

A dialog box titled "New Template:" with a close button in the top right corner. It contains several input fields and dropdown menus. The "Template Name" field contains "Demo-Template" with a "40 character limit" note below it. The "Template Format" dropdown is set to "Horizontal". Under "Advanced Settings", the "Canvas Resolution" dropdown is set to "1920x1080". There is an empty "Add Tags" field with the instruction "Enter comma-separated tags" below it. The "Group" dropdown is set to "DefaultContent". At the bottom, there are three buttons: "Save Template and Return to List", "Save and Edit Template", and a red "Cancel" button.

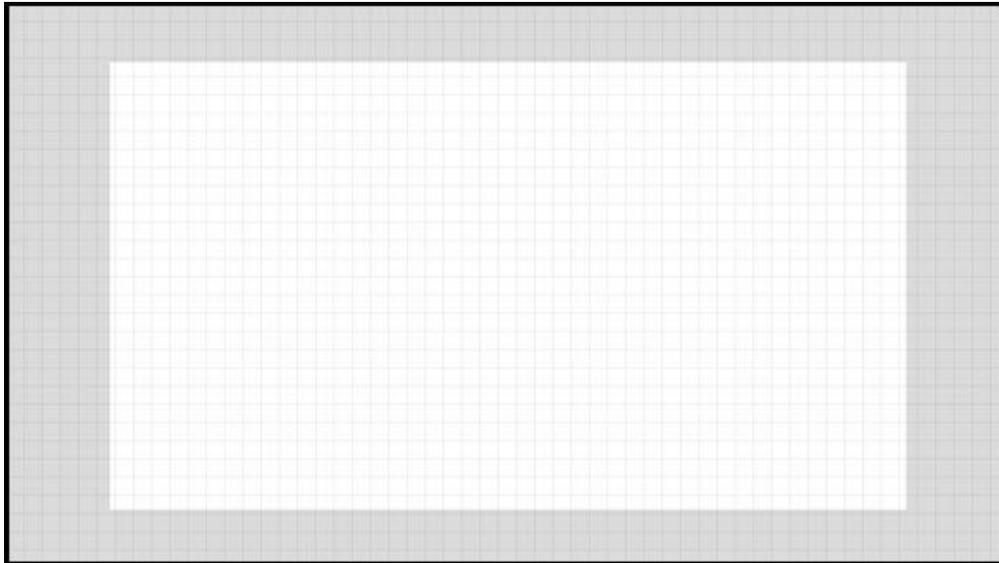
5. When finished, either click **Save Template and Return to List** or **Save and Edit Template**.



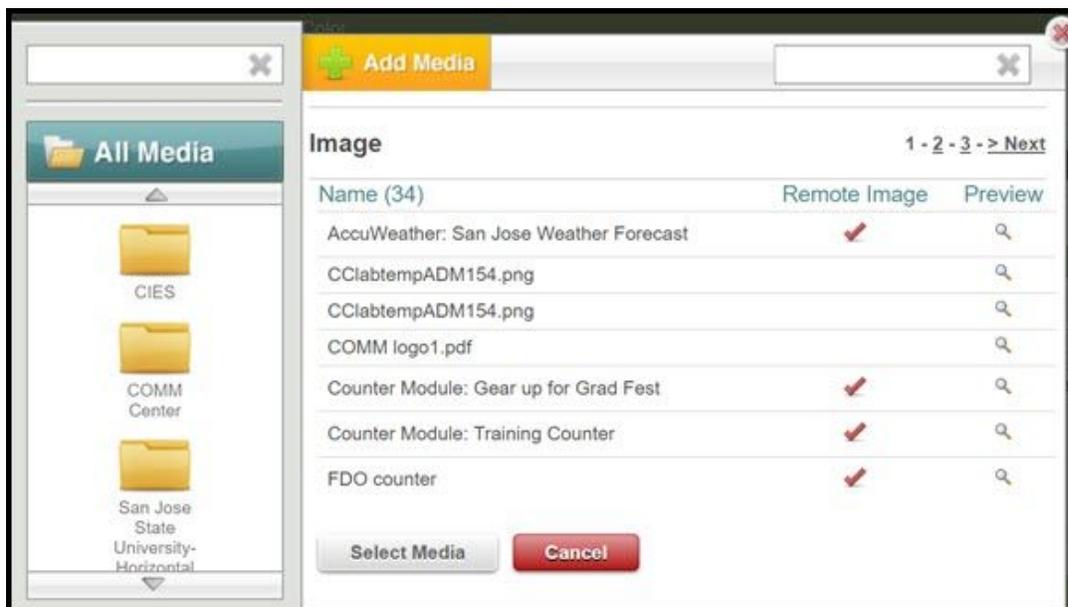
6. When editing a template, click the **Expand [+]** icon for Dynamic Content and Interactive and App Content. This allows you to see the many options available when creating templates.



- Below is the template canvas. You will notice a grey border around a white, grid box. Some of the grey border will be displayed on the screen, so keep that in mind when creating your template



7. If there isn't a background image for the template yet, click **Browse** and search for an uploaded background image within the displayed window



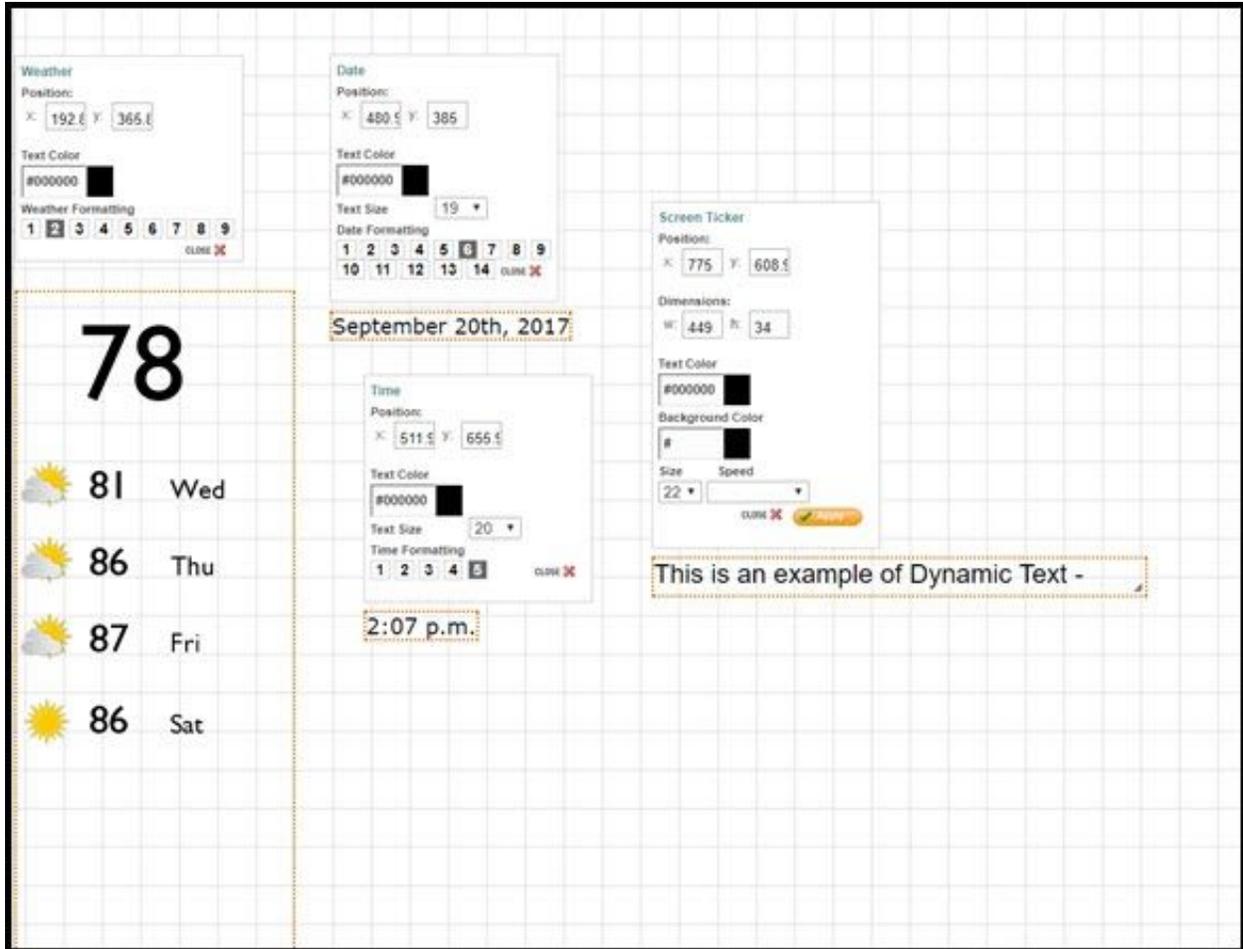
8. Adjust the Background Color to suit your needs. When you are finished, click **Select Media**, and you are ready to move on to adding dynamic content to your template

# Select Media

9. The Dynamic Content section allows you to add video, weather, date, time, RSS feeds and images. The Interactive and App Content section allows you to add touchpoints, app content or embedded web content to your template. **Note:** Whenever you add content, be sure to save



- These features are placeable anywhere within the canvas and can be adjusted by double-clicking. Sizing can be adjusted on some features by clicking the triangle near the bottom-right corner of the dotted-line box. Below is a demonstration on what the editing menus look like within the canvas



10. When finished creating your template, click **Save Template**

