## 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

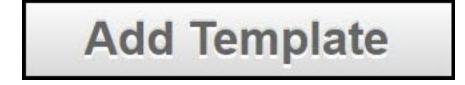


2. Now, you are directed to the Template Manager menu where you can create or manage templates. Similar to the Media Manager, you can adjust the filter to see all created templates.

## Template Manager 🙂

id Template	Filter: All * Sort: Last Modified *	View: 15 *			1 of 2 🔳 🕨	Search
Templates (17	1	Or	ientation	Edit	Preview	Delete
8-21 Training Ter	nplate			3	۲	×
CIES Template					۲	ж
Example Templa	10.3			3	۲	×
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Clark 5th floor (C	έγαο				۲	×
3-14 Training Ter	nplate				۲	×
SCS signs				3	۲	×
IW Welcome: Te	d.1			3	۲	×
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IW Welcome: Vid	teo			3	۲	×
IN Welcome: Ter	<u>#12</u>		10		۲	×
IW Welcome: Te	4.1			3	۲	×
IW Welcome: Ev	ents		1262	1	۲	×

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.

Template Name:	Demo-Template		
40 character limit			
Template Format:	Horizontal •		
dvanced Settings			
Canvas Resolution:	1920x1080 ¥		
Add Tags:			
Enter comma-separat	ed tags		
	DefaultContent •		

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

nd Edit Template
i

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.

lack To TemplatesHD							
ESIGN YOUR TEMPLATE	CONNECTIONS						
Template Name: Demo-Te	emplate	Ø Active					Show/Hide Grid
emplate Aesthetics	Background Image &	Color					Collapse
Background Image:		Browse 🔉	Backgro	und Color:	SFFFFFF	×	
Format: Horizontal			Grid:				- 10
lynamic Content	Video, Weather, Date	Time, RSS Scrolling & D	ynamic Imagi	es			Expand
nteractive and App Content	Add TouchF	oints, App Content or Em	bedded Web	Pages to your	template		Expand
Save Template Gan	icel 👘						

 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

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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

X	Add Media		×			
📷 All Media	Image	1 - <u>2</u> - <u>3</u> - <u>&gt; Next</u>				
	Name (34)	Remote Image	Preview			
	AccuWeather: San Jose Weather Forecast	1	Q			
0150	CClabtempADM154.png		٩			
CIES	CClabtempADM154.png		Q			
	COMM logo1.pdf		Q			
COMM	Counter Module: Gear up for Grad Fest	1	Q			
Center	Counter Module: Training Counter	1	Q			
San Jose State	FDO counter	1	q			
University- Horizontal	Select Media Cancel					

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

Live Video 💷 Adwe	🥭 Weather 🗎 Active	Dynamic Text 🔲 Active	Images Active
Select Channel 🔹	📆 Date 🛛 Active	🕘 🚮 Use RSS	Select Image Type: •
Aspect Rato	S Time Active	T Use Scrolling Text	
		Insert URL or Scrolling Text	
nteractive and App Content	Add TouchPoints, App Content or Er	mbedded Web Pages to your template	Collapse
Add Touch Point	Add App Content	Add Embedded	1 Web Page

 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

Weather   Position:   × 192.8 × 365.8   Text Color   #000000   Weather Formatting   1 2 4 5 6 7 8 9   cuse 30	Date Position: × 400.5 Y 385 Text Color Fext Size 19 * Date Formatting 1 2 3 4 5 [2] 7 8 9 10 11 12 13 14 ount 35	Screen Ticker Position × 775 ¥ 608.5
		Dimensiona:
78	September 20th, 2017	W 449 h 34
/8	Time	Test Color #00000
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A 81 Wed	Text Color	Size Speed
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🕂 86 Thu	1 2 3 4 🖸 case 🛠	This is an example of Dynamic Text -
腾 <b>87</b> Fri	2:07 p.m.	
🌞 86 Sat		

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

