

How to do Common Tasks

In this manual we will cover the most common tasks performed by DSI Software users. The guide is broken up into sections which cover General How Tos which cover multiple modules and Specific How Tos that focus on just one module.

Terminology

Editing computer

You use this computer to create your pages and schedules on. Then you use the communications to send the schedule to the display-only computer.
You have editing software on this computer.

Display-only computer

This computer displays the schedule 24/7. No creation of pages or schedules is done on this computer.
You have display-only software on this computer.

Creation computer

You create your pages and schedules on this computer. You also have this computer displaying the schedule 24/7 when you are not creating your pages or schedules.
You have creation software on this computer.

General

How to Get Started

We will assume that the hardware and software has all been setup and installed. All you want to do now is to make some content and put it on your channel.

The two most common scenarios we will cover are:

1. You have Creation software only. You create your content, schedule it, and display it all on the same computer.
2. You have Editing software and Display-only software which allows you to do off-line editing so no one sees you creating your content.

Scenario 1

1. Select Create Pages.
2. Create a page, adding text and/or graphics to your liking.

3. Save the page.
4. Select Create Schedules.
5. Schedule the page, set the display time and add a transitional wife if desired.
6. Save the schedule.
7. Select Run Schedule and choose the schedule you previously updated.

Scenario 2

1. Select Create Pages.
2. Create a page, adding text and/or graphics to your liking.
3. Save the page.
4. Select Create Schedules.
5. Schedule the page, set the display time and add a transitional wife if desired.
6. Save the schedule.
7. Select Connect Now.
8. Connect to the display-only system.
9. Select Display Local Directory.
10. Select your schedule.
11. Choose YES to the question of “Do you want to send all pages, graphics, etc that are associated with the schedule?”.
12. After the schedule has sent select Disconnect.

How to Setup Communications

Please consult the Communications Setup guide for details.

How to Make the Schedule Run Automatically

There are 2 ways to do this. You can be in front of the computer or you can use the communications to set a Display-only computer remotely.

Scenario 1 (in front of the computer)

1. Click on the Configuration button on the Main Menu of the DSI Software.
2. Find the Master Schedule section and browse to the schedule you want to run automatically.
3. Select the schedule and click on OPEN.
4. Then select the OK button to save and close the Configuration window.



Scenario 2 (using communications)

1. Use the communications to get connected to the Display-only computer.
2. When the Online Communications Menu appears, choose Change Remote Schedule.
3. Browse for the schedule and select it.
4. When it asks if you want to make it a permanent change, select YES. This schedule will start playing on the Display-only.
5. Choose to Disconnect from the Display-only computer.

Create Pages

How to Create a New Page

1. If you have Creation software, then do the following:
 - a. Click on the NEW button in the Commands toolbar. It will create a new page that is the same resolution as the computer you are working on.
2. If you have Editing software), then do the following:
 - a. Click on the NEW button in the Commands toolbar. It will create a new page that is the same resolution as the computer you are working on.
 - b. Now click on the Screen button in the Commands toolbar and choose the resolution of the Display-only computer.
 - c. How do you know what the resolution is of the Display-only computer? When you use Connect Now to start the communications between your Editing computer and your Display-only computer, a screen will come up and tell you the resolution of the Display-only computer. If, by chance, you don't see this message, it means both computers have the same resolution so don't need to click on the Screen button.



How to Type Text and Adjust the Entire Line

1. Click with your mouse where you want to type your text. You will see a blinking cursor appear there.
2. Start typing.
3. Now move your mouse down to the Font Settings toolbar and click on what you want to adjust on the text. It will change the entire line of text.



How to Adjust just a Word or a Character of Text

1. Right-click on the character or word you want to adjust.
2. Highlight "select" and then choose Character or Word. You will see a box go around the character or word.
3. Now move your mouse down to the Font Settings toolbar and click on what you want to adjust on the character or word.

How to Move Text

1. Click on the text you want to move. You will see a cursor appear on the text. Now click again and drag the text to where you want it.
2. You can also use the Left, Center and Right justify buttons on the Font Settings toolbar to move the text.

Note: if you are trying to line up the text neatly, try using the Grid button and setting it to 10x10. Then when you move the text (or image) it will snap to the grid you have setup.



How to Insert an Image on a Page

1. Left click on the Image button on the Editor Commands Toolbar.
2. Select the image file that you wish to use. You will probably need to go through some different folders to find the image that you want.
3. Select the image file and then click on OK.



Note: The DSI Software comes with many stock images located in the C:\DSI95\Graphics folder. These images are broken down into various categories like Animals, Background, Scenery and Sports. If you have your own images, you can use them (except for TEBBS software), but it is highly recommended you create a folder for them in the C:\DSI95\Graphics folder.

How to Move/Size/Crop an Image on a Page

Once the image is on the page you will most likely want to adjust it to your liking.

1. Right-click on the image. You will see a large menu of options appear.
2. Move your mouse over Move/Size and another smaller menu will appear.
3. From here you can choose one of the following: Move/Size, Reset, Crop or Full Screen.
 - a. Move/Size: Select this and you will see white squares in the corners and the sides of the image. Simply click and drag the white square to adjust the size. Click anywhere else inside the image to move the entire image. When done, press the ENTER key. Note: If you hold the SHIFT key while dragging the white squares, it will keep the aspect ratio.
 - b. Reset: This will take the image and resize it back to its original size.
 - c. Crop: With this option white squares will appear in the corners and the sides of the image. Click and drag these white squares to crop the image to your liking. Press the ENTER key when finished.
 - d. Full Screen: This option will make the image the exact size of the page, no matter what its original size was.

How to Make a Box

A box is an area that you have defined to put text in. You can put a frame around it, set the background color and text attributes.

1. Left-click and drag from the top-left to the bottom-right of the box.
2. Right-click inside the box and select "create box". You have just created a box with a grey frame around it.
3. Right-click inside the box to get a menu of options of what you can do with it including delete the box.

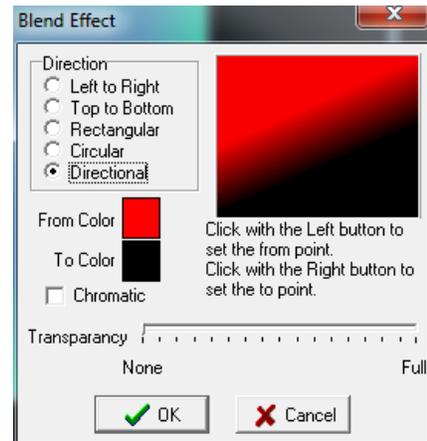
How to Make a Blended Background

Blended backgrounds, particularly from top to bottom are very nice. However the software also allows you to make blends left to right, in a rectangle, in a circle, or in any direction you choose. They can also be partially transparent. The chromatic function adds a unique twice to it all.

Full Page Blended Background

This will put a Blended Background over the entire screen.

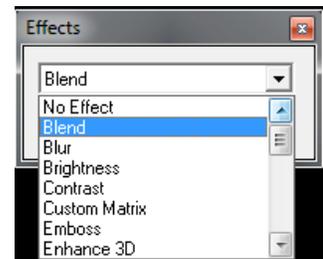
1. Select the Blend icon in the Editor Commands toolbar.
2. Choose the Direction of the blend. If you choose the Directional option you use the mouse to left & right click the From & To direction. You can vary the distance of the blend in this fashion.
3. Choose the From & To color.
4. Try out the Chromatic and the Transparency options.
5. Click on OK when done and see what it looks like.
6. To make additional changes click again on the Blend icon in the Editor Commands toolbar.



Blend in a Box

This will put a Blended Background within a Box you create.

1. First you need to create the box. See How To Make a Box.
2. Right-click inside the box and choose Effect.
3. Click the Drop-down arrow to select the Blend effect.
4. Click OK and you will now see the Blend Effect window.
5. Follow the same directions (Steps 2-5) as in the Full Page Blended Background to create the blend.
6. To make additional changes to the blend, follow steps 2-3 to bring the Blend Effect window back up.



Create Schedules

How to Create a New Schedule

Click on the NEW button in the Commands toolbar. Later when you go to save the schedule, it will ask you for a name. Give it a name that you will keep the same all the time.

How to Insert a Page into a Schedule

1. Find the page by looking at the page thumbnails at the bottom of the screen.
2. Left-click and drag it up and into the schedule.

How to Move a Page or Wipe Around in a Schedule

Simply click and drag the page thumbnail or wipe thumbnail to the place in the schedule where you want it to appear.

How to Set the Page Display Time

1. Click on the  in the top left corner of the page thumbnail to bring up the File Details window.
2. Set the Time To Display field and click OK.

How to Set the Default Page Display Time

When you add a page to a schedule it sets the Time To Display to a default. This is how you change that default.

1. Click the drop-down arrow that is located to the far left of the page thumbnails. 
2. Select Set Default Time.
3. Set the number of seconds and click on the OK button.
4. From now on, when you add a page to the schedule, it will default to this time.

How to Insert a Wipe

Transitional wipes can make the schedule look better if used the proper way. There are many different wipes to choose from and each can have their speed adjusted.

1. Find the wipe by looking at the wipe thumbnails at the bottom of the screen.
2. Left-click and drag it up and into the schedule.

How to Set the Speed of a Wipe

1. Click on the  in the top left corner of the wipe thumbnail to bring up the Wipe Details window.
2. Set the Wipe Speed where 1 is the slowest and 16 is the fastest and click OK.

How to Remove a Page or Wipe from the Schedule

1. Click on the page or wipe thumbnail.
2. Click on the Delete button with the mouse or press the DEL key on the keyboard.

