



Quick Guide To The Content Management System (CMS)

For further information check out the videos and other resources in the [help center!](#)

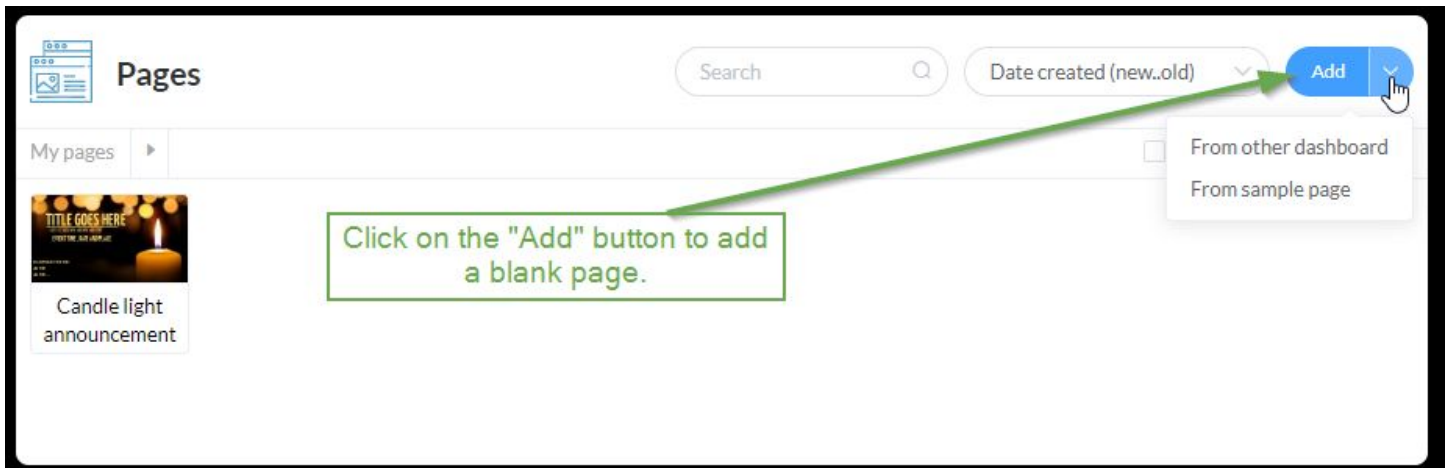
First Step: PAGES



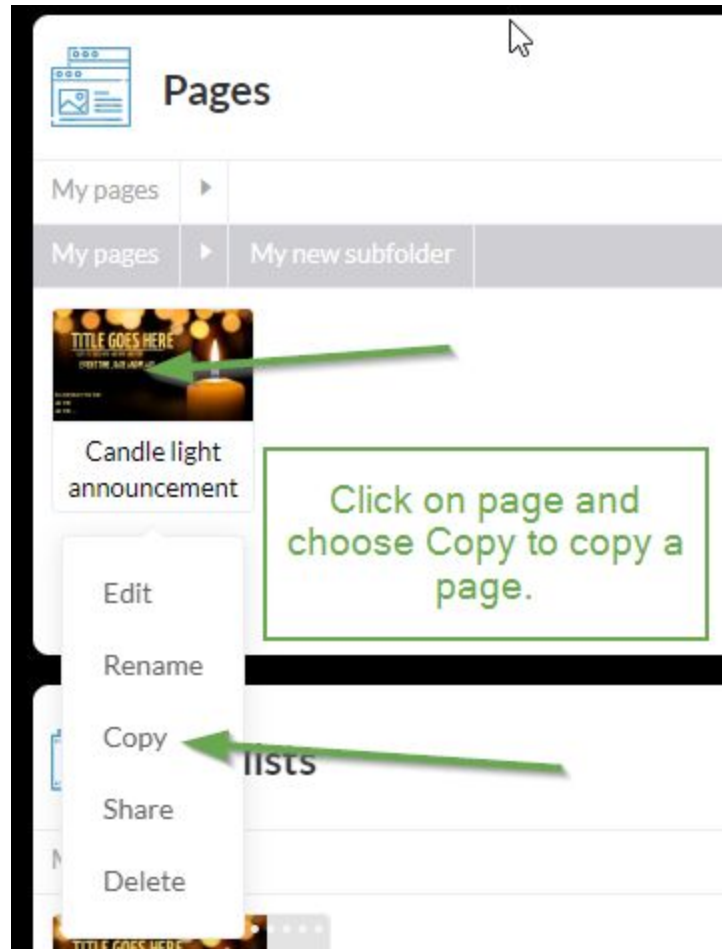
Pages

Pages are like slides. They are what are displayed on your TV within a Playlist of one or more pages.

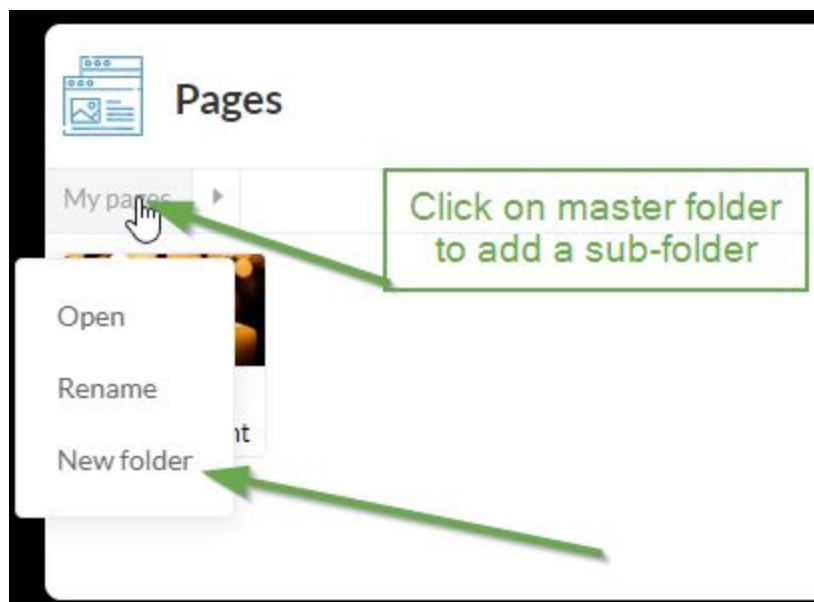
Add a page from the button at the upper-right.



OR copy and edit an existing one!



ORGANIZING PAGES IN FOLDERS



EASILY MOVE PAGES AND FIND THEM LATER

The screenshot shows the 'Pages' interface. At the top, there is a search bar, a 'Date created (new..old)' dropdown, and an 'Add' button. Below this is a navigation bar with 'My pages' and a subfolder 'My new subfolder'. A checkbox labeled 'Show extra path to drag to' is checked. A page card titled 'Candle light announcement' is visible. A green arrow points from the 'My new subfolder' to the page card, with a callout box that says 'Drag pages into your chosen sub-folder'. Another green arrow points to the 'Show extra path to drag to' checkbox, with a callout box that says 'Click here to open the navigation bar where you can pick a folder to drag pages into.'

DESIGNING PAGES

The screenshot shows the 'Pages' interface with a context menu open over the 'Candle light announcement' page card. The menu options are 'Edit', 'Rename', 'Copy', 'Share', and 'Delete'. A green arrow points to the 'Edit' option, with a callout box that says 'Click on a page and choose "Edit" to go to the page designer.'

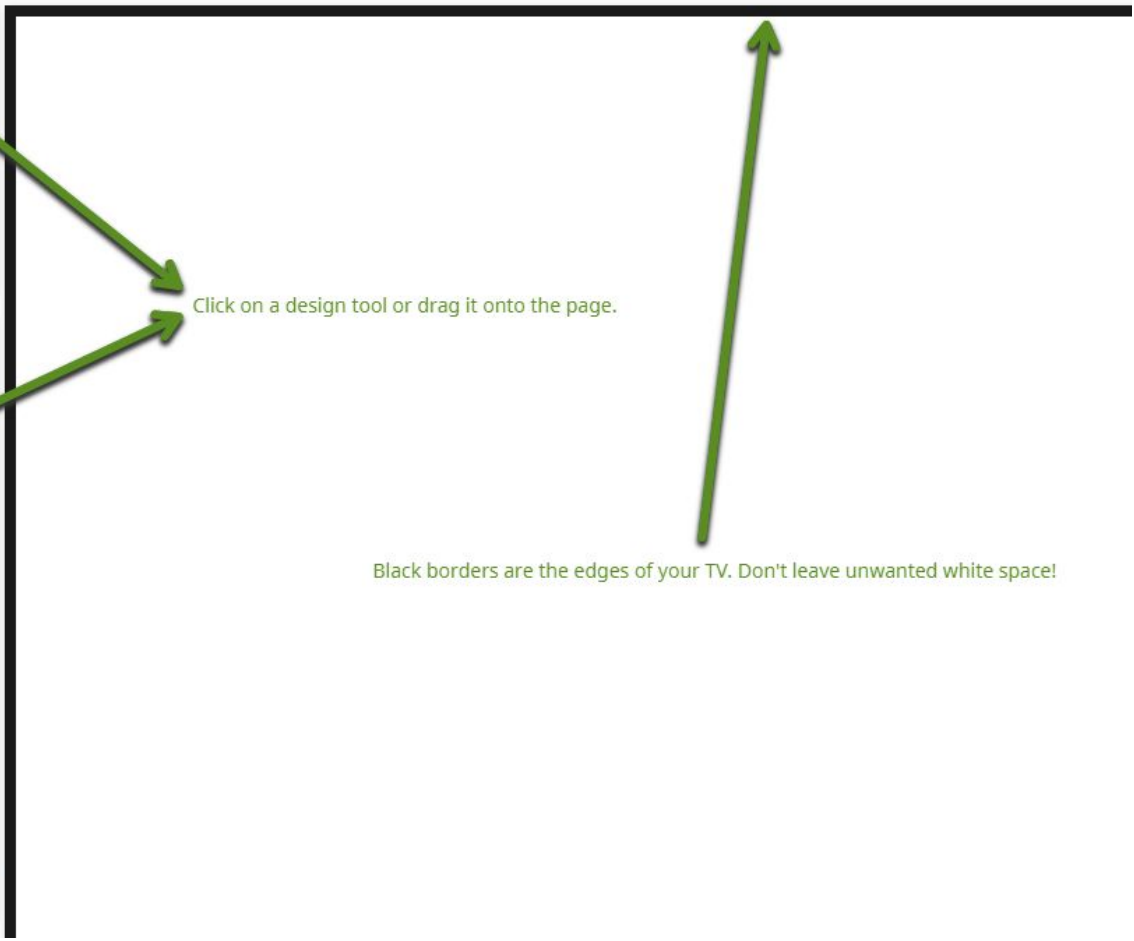
THE DESIGNER CANVAS

Basic elements

- Box
- Line
- Text
- Image
- Video

Apps

- News article
- RSS feed
- Slideshow
- My data
- Weather
- Time
- Date
- Calendar
- Twitter
- Facebook
- Yammer
- LinkedIn
- Instagram
- QR code
- Maps & traffic
- Web page
- YouTube
- Vimeo
- Streaming audio
- Monitoring audio



Click on a design tool or drag it onto the page.

Black borders are the edges of your TV. Don't leave unwanted white space!

WORKING WITH ITEMS ON THE PAGE

The image shows a design tool interface. On the left is a sidebar with three sections: "Basic elements", "Apps", and "Box properties". The "Box properties" section is expanded and contains the following controls:

- Background color: A blue color swatch with a dropdown arrow.
- Transparency: A slider set to 0.
- Border size: A slider set to 0.
- Border color: A dark grey color swatch with a dropdown arrow.
- Rounded corners: A slider set to 0.
- Page start animation + timing: A dropdown menu set to "None" and a timing dropdown set to "0s".
- Page end animation + timing: A dropdown menu set to "None" and a timing dropdown set to "0s".
- Move to front/back: Four small square icons representing different layering options.
- Delete: A button.

In the center is a canvas with a blue square element. The square has a dashed border and four black corner handles. A green arrow points to a small black dot at the top center of the square, with the text "Click, hold and turn to rotate element." Another green arrow points to the bottom center of the square, with the text "Click and drag the element to anywhere on the canvas". A third green arrow points to the bottom-right corner handle, with the text "Click and drag a corner to expand". A fourth green arrow points from the "Box properties" panel to the square, with the text "Edit the properties of the selected element here on the left".

TIP! YOU CAN ENTER SIZING AND PLACEMENT SPECIFICS IN THE LOWER-RIGHT TOOLBAR!

THE TOOLBAR (lower-left)

The image shows the lower-left toolbar of the design tool. It contains three icons: a gear (Settings), a grid (Alignment grid), and a play button (Preview). Green arrows point to each icon with the following text:

- Click on Settings gear to change orientation of page or to assign a background page.
- Click on # tag to show alignment grid
- Click on Play icon to preview any animations that you've set for the elements on the page.

Below the toolbar are three buttons: "Save & back" (blue), "Save" (grey), and "Back to dashboard" (grey).

THE TOOLBAR (lower-right)

TIP: You can type in those little spaces!

Width and Height of the selected element
TIP: 1920x1080 is full screen.

Rotation of the element

Start and end times for any animations that you've set for the selected element.

X/Y coordinates for the upper-left corner of the selected element

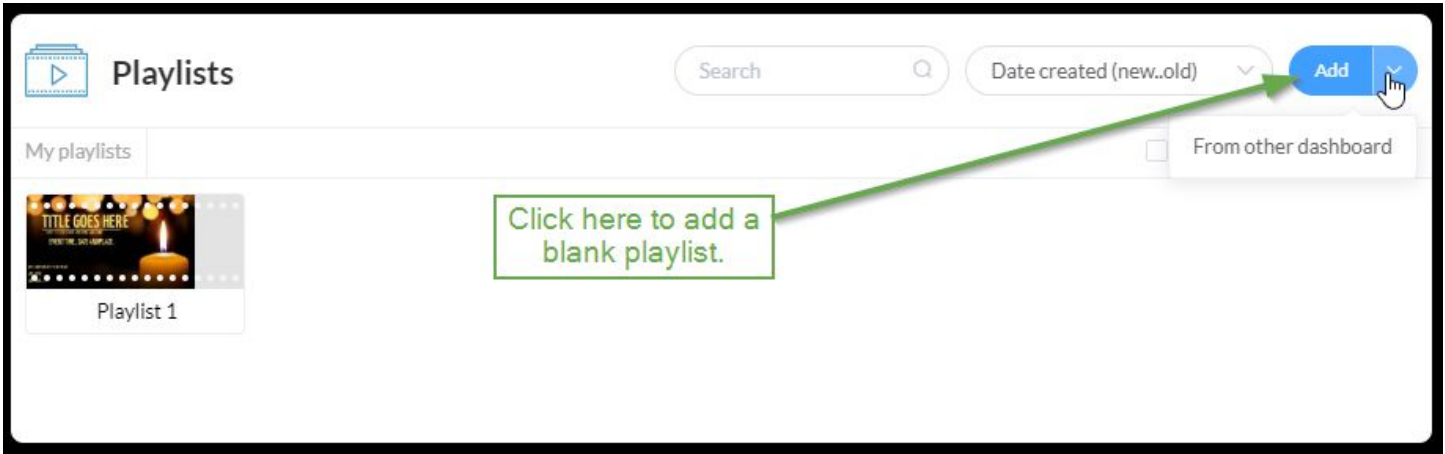


Second Step: PLAYLISTS

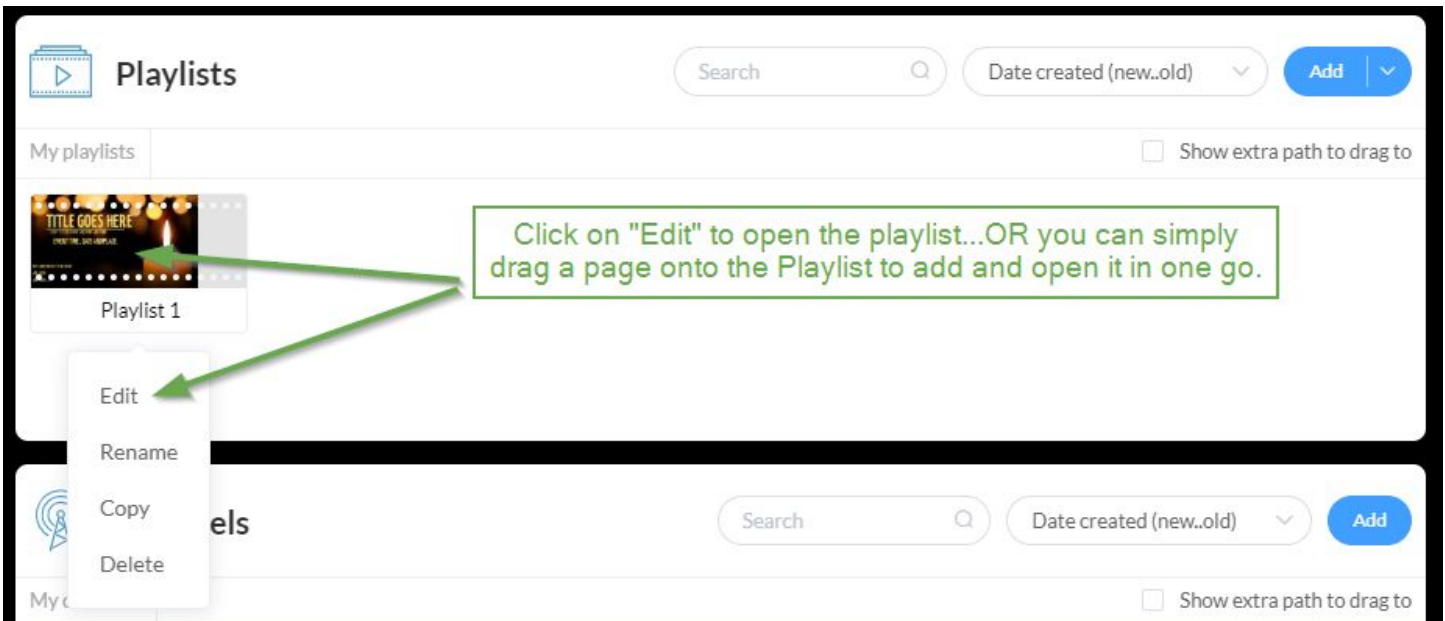
Playlists

A playlist contains one or more pages and allows you to set up a sequence of pages.

Add a blank Playlist.

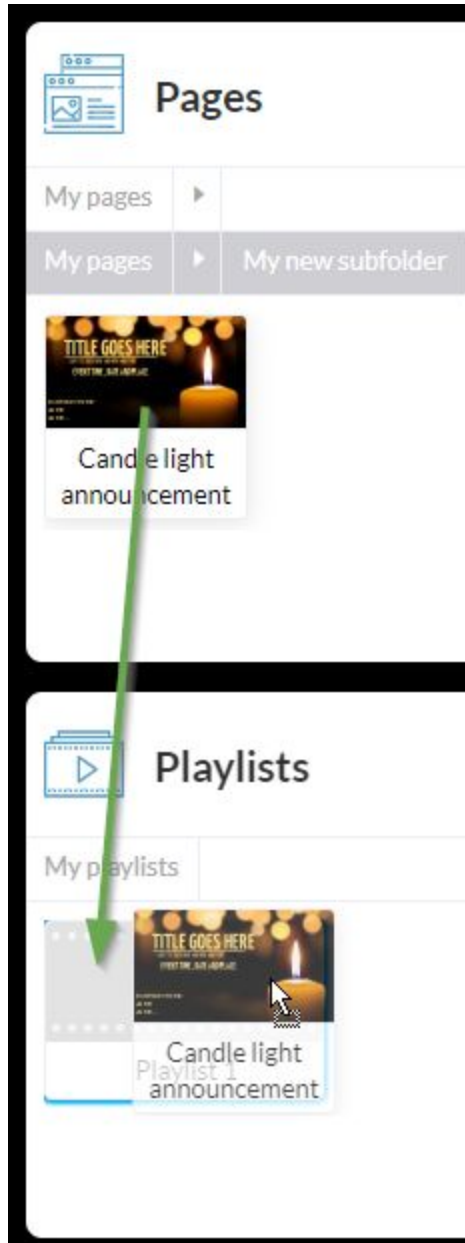


OR add pages to an existing one.



ADDING PAGES TO A PLAYLIST:

Option 1: Drag directly onto the playlist's icon.



Option 2: Drag pages onto the film strip

The screenshot displays a video editing software interface. At the top, the 'Pages' panel shows a list of pages: 'Yellow - Title 1 copy' and 'Candle light announcement'. Below this is the 'Playlist 1' film strip, which contains a sequence of pages. A yellow page is being dragged from the 'Pages' panel onto the film strip. A green box with the text 'Drag pages directly onto the film strip' has an arrow pointing to the yellow page in the film strip. Another green box with the text 'Click "Edit playback durations" to set timing for each page' has an arrow pointing to the 'Edit playback durations' button at the bottom of the film strip. The interface also includes a search bar, a date filter, and an 'Add' button at the top right. The film strip has a dotted line indicating the current page, and an 'Optional foreground page' section on the right. The bottom of the film strip shows 'Page transitions' set to 'Fade' and a duration of '00:00:30'.

Pages

Search

Date created (new..old)

Add

My pages

My pages

My new subfolder

Yellow - Title 1 copy

Candle light announcement

Click "Edit playback durations" to set timing for each page

Drag pages directly onto the film strip

Playlist 1

Optional foreground page

Edit playback durations

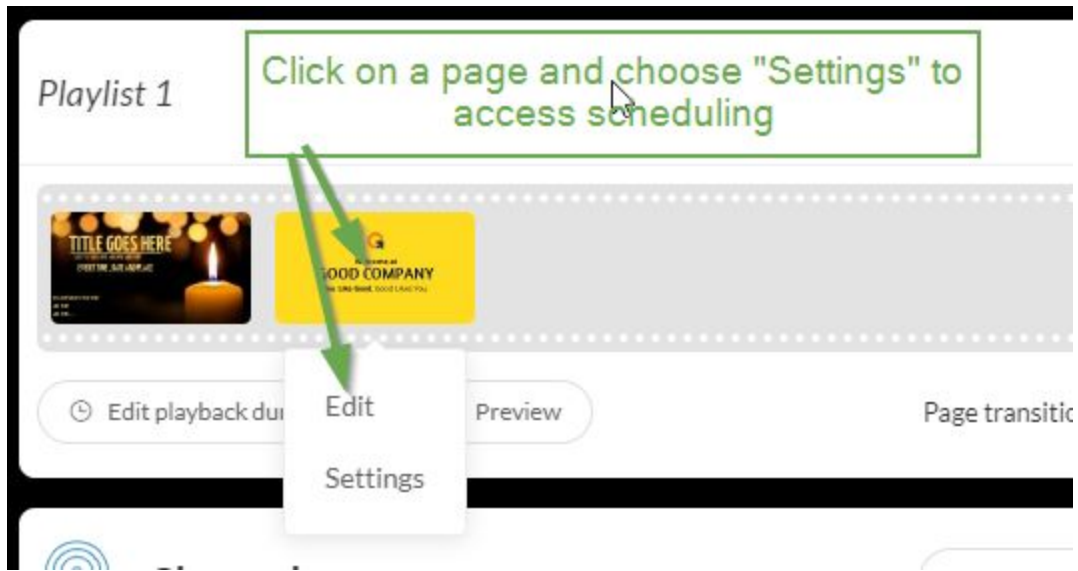
Preview

Page transitions

Fade

00:00:30

SCHEDULING PAGES (Optional): (by default pages are constantly active)
(Scheduling available on Advantage plan or above).



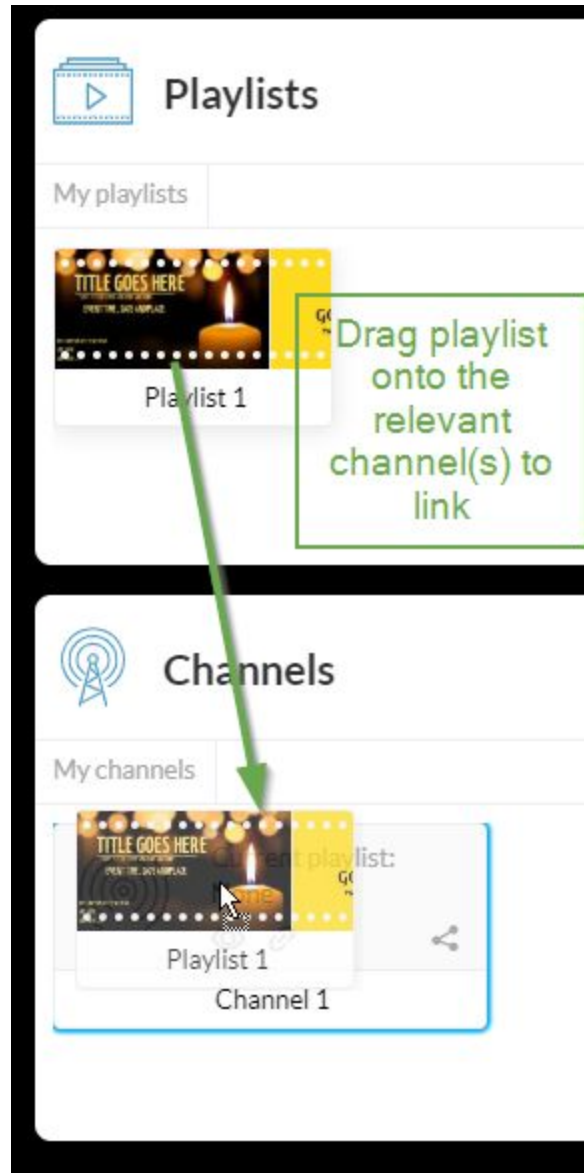
Last Step: CHANNELS



Channels

A channel is what your player device is tuned to within Settings. It is what holds the playlist(s) of your choice and allows you a way to schedule when playlists are active.






ADDING (linking) A PLAYLIST TO A CHANNEL:



SCHEDULING PLAYLISTS ON A CHANNEL

Channel 1

Click on pencil icon to change schedule

Playlist 1 Plays Continuously	Valid from 4/14/2020 12:00AM	through	 
Special Event Plays Continuously	Valid from 4/15/2020 12:00AM	through	  

* Color definitions and more are available in our FAQs!

NEED HELP?

SEND US AN E-MAIL OR GIVE US A RING!

WE ARE HERE FOR YOU!

support@smartsign2go.com

844-888-SIGN (7446)