Beginner's Guide to TelVue® InfoVue™

This is a step-by-step guide to creating your first InfoVue screens. Once you have mastered these steps, you can try your hand at more sophisticated displays.

This Guide includes instructions on how to create a variety of InfoVue displays, each using different elements. We'll start with the easiest kind of display and gradually introduce new design tools with each successive template. You can at any point refer to the online InfoVue User Manual instructions for more in-depth information.

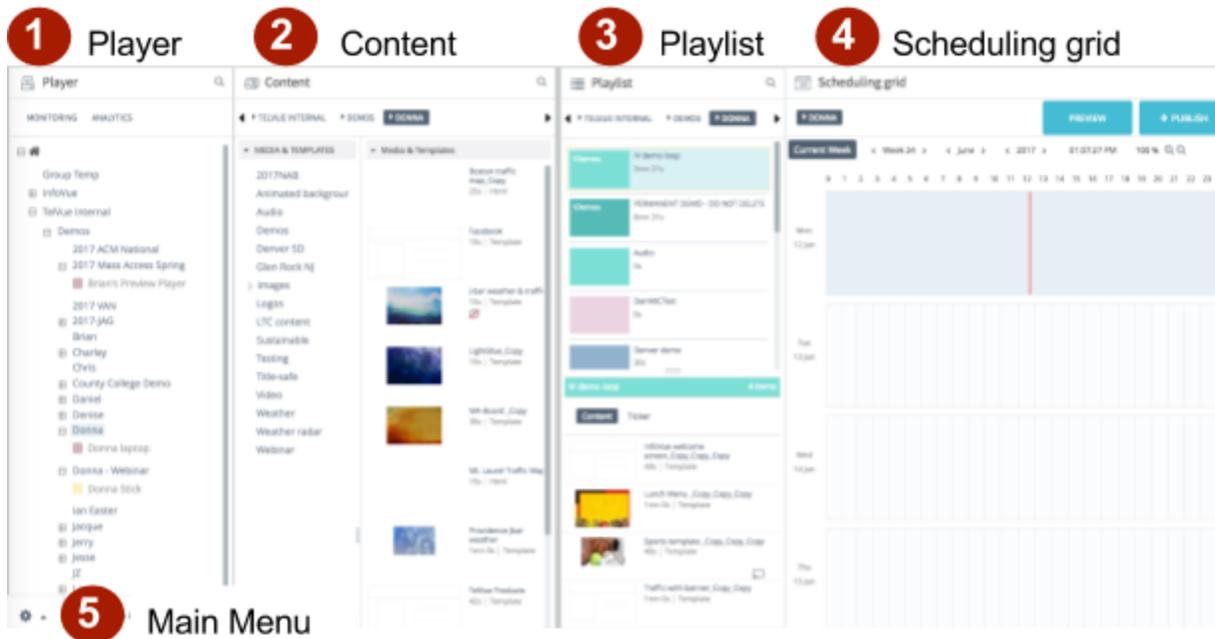## Table of Contents

Tour of Dashboard

When you first log into https://infovue.telvue.com, the InfoVue Dashboard displays all the components you need to create, organize, and schedule your InfoVue content.

The InfoVue user interface is divided into 4 windows:

1. **Player** – is where you manage your player network and access the Monitoring/Publish/Analytics windows.
2. **Content** – is where you will upload content and create Templates and Tickers.
3. **Playlist** – is where you create lists of content you wish to play in sequence, or randomly.
4. **Scheduling grid**– is where playlists are scheduled for playback.
5. The **Main Menu** (gear icon) on the lower left of the screen is where you access your user account, the Help link to the User Manual, and Log Out.

Understand the Hierarchy

It is important to understand Groups and Sub-groups in the Player pane.

An InfoVue account is typically organized with the content at the Group level, and the players in Sub-groups. A Sub-group is used when there is a need to have different schedules for different players.

Many groups use one player for Live and one for Preview. Some groups, like a school district, might assign a sub-group to each school in the district. Each sub-group could then have its own Live and Preview sub-sub-groups.

All content and playlists that exist at the higher level can be SHARED by all sub-groups. Content or playlists in a sub-group CANNOT be used by another sub-group. User accounts can be assigned to the appropriate group or sub-group to manage content and scheduling at that level.

Player Pane: What level do I work in?

CREATE at the highest level.
SCHEDULE at the lower level.

You know what level you're working on by the breadcrumb trail at the top of each pane.

Example #1: Upload, Schedule and Publish a Slideshow

The simplest kind of display is a slideshow - a playlist of images that will loop for as long as you want. To create a slideshow in InfoVue:

1. **Organize Content:** Take a moment to think about organizing your content into folders in the Content Library. To create a folder, right-click on MEDIA & TEMPLATES and Add → folder. Folders can be nested by right-clicking on a folder name to create a sub-folder. By creating a folder for your slideshow, you'll save some steps later in the process.
2. **Prepare Content**: The images should all be in the same aspect ratio to avoid distortion. If you plan to display the slideshow fullscreen, that means 16:9 for HD or 4:3 for SD. If you plan to embed the images in a template, the aspect ratio doesn't have to match the screen size, but must be consistent for all images in the slideshow.
3. **Add Content**: Right-click in the right half of the Content pane. Choose Add → Media, to open the "Upload Media" popup.

   a. Click "Select Files" to choose one or more image files from your computer.
   b. Click "Upload Files" to upload to your Content Library.
   c. The file will show up as a thumbnail.
   i. Images upload with a default duration of 7 seconds.To
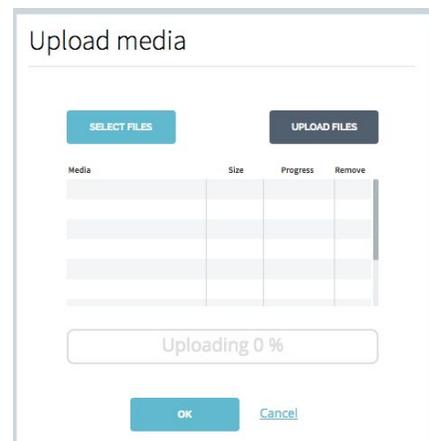
change duration, double-click on thumbnail to open the "Media Properties" window.

    ii. To add a transition animation, like a fade or slide, click on the right arrow to open up the second page of Media Properties.

    iii. If you want to define a window of validity for this image, click "Add" in the Validity window. This is useful if your image is an announcement or seasonal greeting, for example, that should stop running when it's no longer relevant. Or if the image is only relevant to a time of day, such as the morning.

4. **Create a Playlist** - Once you have uploaded all your images, you want to arrange them in a playlist.

    a. To create a playlist, right-click in the top half of the Playlist pane and choose "Add Playlist". This will again open up a Properties window, with options, for example, to mute audio (when using videos) or shuffle the playlist items. The only required field here is that you have to NAME the playlist at the top. SAVE. Your Playlist will show up as a colored tile at the top of the Playlist pane. Click on that and the items in that playlist will show up under a bar of the same color, below.

    b. To **fill that playlist with images**, drag and drop the Slideshow folder - or individual image thumbnails - from the Content pane to the lower half of the Playlist pane. You can rearrange the items by dragging the thumbnails up and down within the list.
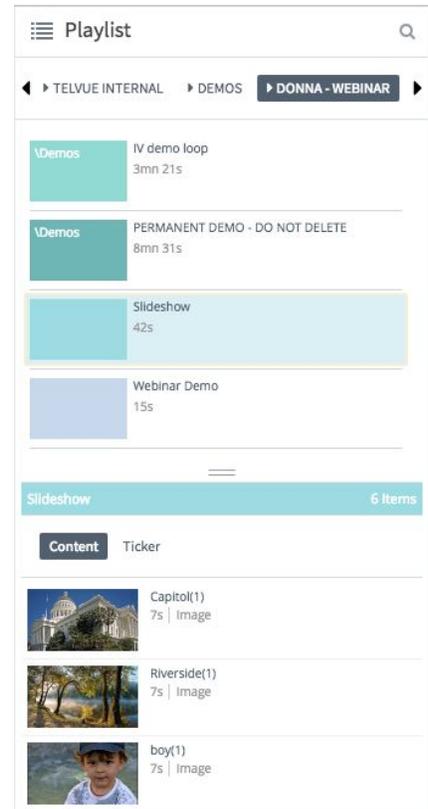
5. **Schedule and Publish the Playlist** - To display the Playlist, it needs to be first scheduled, then published. To "Publish" to your InfoVue player means to push content, playlists, and scheduling information from the InfoVue cloud to the physical player at your facility. "Publishing" assumes your player is connected to the Internet. See the InfoVue Quick Start Guide for more detailed instructions on setting up the InfoVue player.

    a. To **Schedule a Playlist**, drag the thumbnail from the Playlist pane to the Scheduling grid. By default, it will schedule from the current time to the end of the day. But the act of dragging a playlist to the scheduling grid automatically opens up a Scheduling Properties popup, where you can fine-tune the start and end times manually. Click OK.

   b. The final step is to **Publish** this schedule to your InfoVue Player. There are two ways to do this:

i. In the Player pane, click on the colored square next to your player(s), then click on the Publish button at the top right of the Scheduling grid.
ii. Or, to be able to view the progress of the update:
   1. Select your Player(s) as in the first option
   2. Click on the Monitoring tab at the top of the Player pane
   3. Click on the Publish button at the top
   4. A progress bar will show you when the changes have been published to your player(s).

> Remember to **RE-PUBLISH** to your players whenever you make a **change** in your templates, playlists or schedules.

Note: This example shows you how to schedule your slideshow as a fullscreen playlist. Example #3 "Add Dynamic Elements" will explain how to embed this playlist as an element or "zone" in a larger template.

Tour of Template Designer

The template designer is the key to making your InfoVue displays unique.
To open a Template Designer: Right-click in the right half of the Content pane. Choose Add →
Template to open the template designer window. The numbered regions are, briefly:
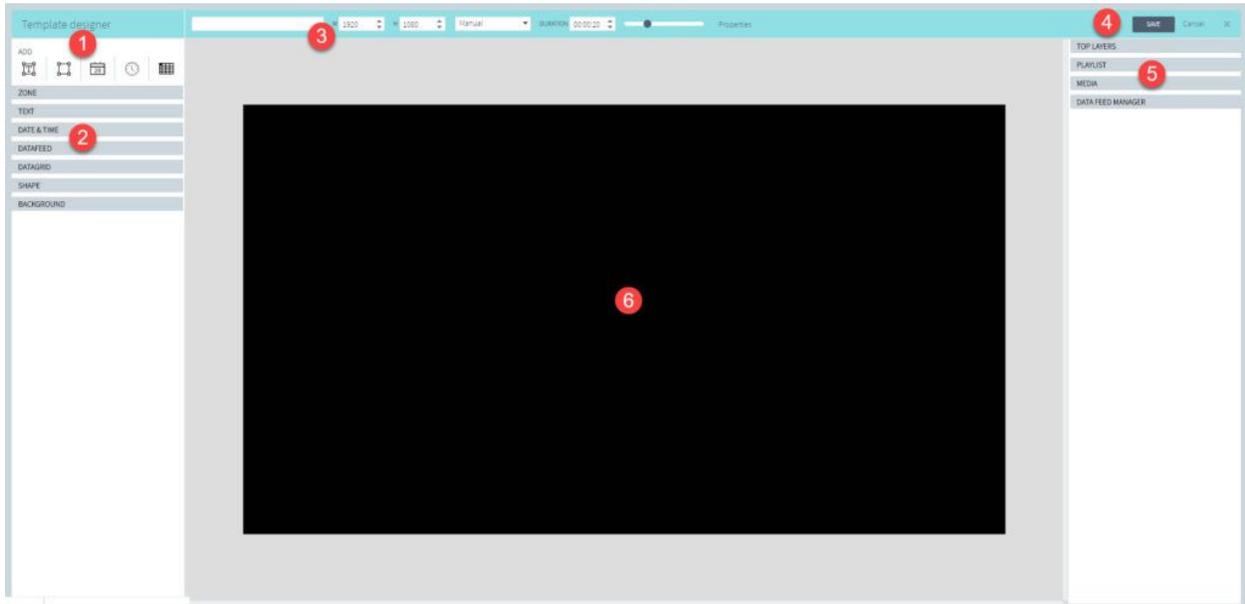
1. Add Text, Shape, Date and Time, and a Data Grid to your template designer. Clicking
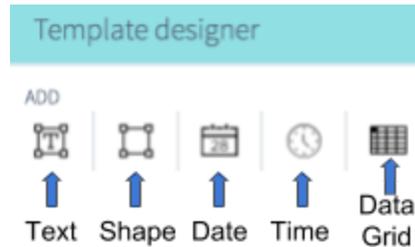
on any of these icons will create that zone in the center of your staging area, which you will then design and resize the way you want.
2. Click on any of the grey toolbars on the left to open up additional design options for each element, such as resizing a zone, changing font styles, defining border and opacity of shapes, and choosing a background.
3. Template properties across the top include:
    a. Name (required)
    b. Dimensions
        i. Note: best to match your player output dimensions where possible. For example if your player is outputting 1080p, your templates would be 1920x1080.
    c. Duration - length of time this template stays on the screen. Default for a template is 20 seconds. If you have embedded a playlist, video, or audio into your template, it will automatically adjust duration to the longest embedded media.
    d. A slider to zoom in and out of the staging area.
    e. Once you have Saved a Template, you will see an additional "Properties" link at the top.
4. SAVE your work as you go along. There is no auto-save.
5. The grey toolbars on the right give you access to elements which you can drag onto your template such as Top Layer images, uploaded media, playlists, and most importantly, Data Feeds.
6. The central part of the screen is the Staging area where you will design your template.

Example #2: Design a Simple Template

We'll start with the simplest template, using only a few of the more static elements available, such as text and shapes. Dynamic elements will be added in later examples.

1. **Open the Template Designer**
2. **Name your template**
3. **Choose a Background** by clicking on the Background toolbar at the bottom of the stack of grey design toolbars on the left.

a. You have a choice of single-colored, or image background. If you choose Color, there is a color picker.
b. If you choose Image, it opens up the Background Image library as a scrollable list of thumbnails. To upload a background image, right-click in an empty spot in that library, and upload a jpg from your computer. Make sure the aspect ratio of the image is the same as your template dimensions, or it will distort. Once uploaded, double-click on the thumbnail to make that the new Template background.

4. Add Text

a. Click on the Add Text icon to create a text box in the middle of your staging area.
b. This will automatically open up the Zone and Text toolbars on the left.
c. Choose text font, size, and color.
d. Resize and place your text zone by dragging the edges and corners in the staging area. You can also type dimensions and coordinates in the Zone toolbar if you prefer.
If you ever want to delete an element from the staging area, select the elements, and Right-click → Remove.

There are 2 ways to enter text:
● Type your text in the "Enter your text here!" space provided in the Text toolbar.
● Double-click in the text zone in the template staging area:
   1. When you do, the border of the text zone will show up red in the template designer.
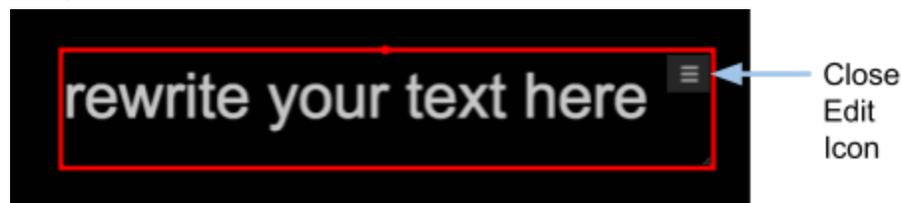
   2. Type your message directly in there.
   3. To save your text, mouse over to the top right of the text zone, and click on the Close Edit Icon .
   4. When the border of the text zone changes to light blue, you have exited edit mode and will be able to move and resize the text zone.
5. **Add Shape**. Shapes can be used as decorative elements on a template, such as a frame around your text, an oval or round call-out, a full-screen shaded overlay, or even a straight line. Shapes can have colored borders, rectangles can have rounded corners, and you can define the opacity of the fill area of a shape. Let's create a frame around our text:
   a. Click on the Shape icon to create a new Shape in the center of your staging area.
   b. This automatically opens up the Zone and Shape toolbars on the left.

c. Let's choose a Rectangle shape from the form pulldown.
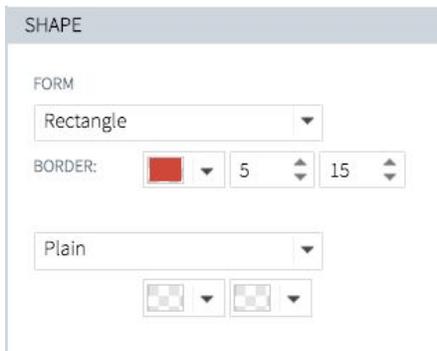
d. A colored border of 5 pixels, and a rounded corner of 15 pixels.

e. The next pulldown gives you a choice between Plain or Gradient fill, with color picker and opacity slider for each end of the gradient.

f. Resize and place your shape zone to frame the text we created in Step 4.

g. Since we created the Text zone first, it is sitting behind the Shape. To send the Shape to the back, right-click on that zone and Send to Back.

6. Branding (**Top Layers**). Finally, we want to add a Top Layer image to this template. Top Layers are a good way to add a transparent png to your template, as a logo or some other type of branding. Note that the Top Layer image library exists separately from the Background or Media libraries. (Please read the TelVue Knowledgebase article on "Understand the Media Upload Process" for a more detailed explanation of where to upload images, based on how you plan to use them.)

a. Click on the grey Top Layers toolbar at the right of the staging area to open the library.

b. Right-click in the library to upload a new image.

c. Select an image from your computer and upload.

d. To add this image to your template, drag and drop the thumbnail from the Top Layer library to the staging area.

e. To resize and place the image, you can either grab the edges and move them around, or manually enter the dimensions and coordinates in the Zone toolbar.

7. **SAVE** your changes, and you now have a Template to add to a Playlist that you can Schedule, and then Publish.

SAVE early and often when working on template and ticker design!

8. If you want to make a copy of this Template, right-click on the template thumbnail, select Copy. Then right-click anywhere else in media library, and Paste. You may then edit the Copy.

Let's get a little more ambitious with the next template, and add a few simple dynamic elements.

1. **Open a Template Designer**
2. **Name your template**
3. **Add Playlist to Template**. This time, we're going to add to this template, the slideshow playlist we created in Example 1.
   a. Search for the playlist by clicking on the grey Playlist toolbar on the right of the staging area.
   b. Drag the playlist thumbnail.
   c. Resize the zone to your liking. Remember to maintain the same aspect ratio as the pictures in the slideshow, or they will be distorted.
   d. Place the zone where you want.
4. **Add Date and Time**.
   a. From the row of ADD icons, click on the calendar to add a Date Zone to the center of the staging area. Click on the clock icon to add the time.
   b. This automatically opens the Date & Time toolbar on the left. Choose your preferred formats.
   c. The Text and Zone toolbars also opened. Style your Date and Time fonts.
5. **Weather**
   a. Every InfoVue account includes an attractive live weather forecast, based on your zip code. This forecast is in the form of two MediaRSS feeds, one horizontal and one vertical. To add a live weather zone to your InfoVue template:
      i. Click on the grey Data Feed Manager toolbar on the right of the staging area.
      ii. Click on the weather feed you want from the pulldown menu.
      iii. This will open a list of available Fields. Choose the Enclosure field, and drag it onto your staging area.
      iv. You should see a graphic representation of the weather feed, which helps you to resize and place the weather zone where you want it.
6. **SAVE, Schedule and Publish**

Understanding the [Data Feed Manager](www.telvue.com)

The weather feed is just one example of the kind of dynamic data you can add to your InfoVue screens with RSS, Media RSS, XML, and even social media feeds like Twitter and Facebook. Before we get into some of the other types of Feeds you can display with InfoVue, let's take a moment to understand the Data Feed Manager.

1. Data Feeds are what make your InfoVue displays dynamic, by updating timely information like weather and news, constantly and automatically. There is a ton of information on the Internet that is distributed via machine-readable feeds like this. It may not look like much to the human eye, but it can contain the latest information from news sites, event calendars, and more. The TelVue blog, for example, generates an [RSS feed](#) which gets updated every time a new blogpost is published. The TelVue HyperCaster can generate an XML feed of its Program Guide. (In one of the later template examples we'll embed a HyperCaster Program Guide into an InfoVue template.)
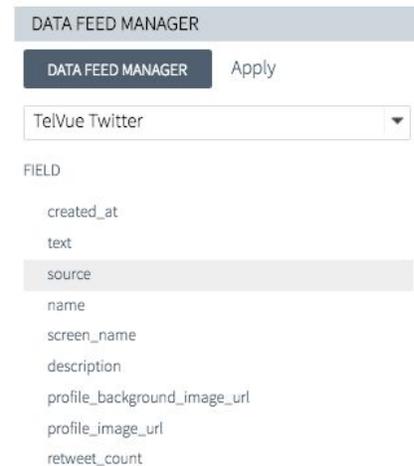
Data Feed Manager can only be accessed by opening a Template or Ticker Designer

2. To use an existing Data Feed, choose one from the pulldown menu, and drag one or more data fields across to the template or ticker staging area.
3. To create a new Data Feed, click on the darker Data Feed Manager button. There are several feed options, including RSS, Server Feed, and social media options. To help you understand how to use these different reeds, we are going to use a different one in each of the next three design examples.

Example #4: Add Dynamic Data part 1 - Server Feed

A "Server Feed" displays information that you enter into a spreadsheet within the InfoVue Data Feed Manager. This is useful for displaying lists - like a schedule of events, a roster of team players, a conference schedule, or a lunch menu. You can include images in this rotating display. You can also give an outsider [access to only the spreadsheets](#), so that they can update the information remotely, without ever touching the rest of your InfoVue content management.

1. Start by creating and organizing your feed in the Data Feed Manager:
   a. **Create a new Feed** in Data Feed Manager
      i. Click on grey New Feed toolbar.
      ii. Select "Server Feed" from "Type" pulldown.
      iii. Name your Server Feed.
      iv. (Leave URL field blank)
   b. **Organize your data**
      i. Double-click on the letter at the top of any column to open the grey "columns" toolbar on the left:

1. Define each column as Text or Image.
2. Name the column for easier identification when designing.

ii. Click on empty cell to type in info (for text columns) or upload an image (for image columns).

1. Note: The Server Feed image library is distinct from the other media libraries in InfoVue and available only through a Server Feed. They can be previewed from the grey Preview toolbar on the left.

2. Note: Unlike slideshow images, Server Feed images do NOT distort to fit the container. Rather they scale to preserve the original aspect ratio. But if you upload a tall image in a horizontal container, it will shrink to match the height.

c. How to **control reading speed**
    i. When displaying Data feeds, InfoVue uses a "referent" column to control the reading speed (how long a feed field stays on screen before moving on to the next item). Click on the grey "Display Options" toolbar to designate the "referent" column, which should be the column which will normally contain the most text. In a weather feed, the referent column should be the "enclosure". InfoVue will base the duration of each entry on how long it takes to read the referent column.
    ii. Click OK button, top right, to get back to the Template Designer.

2. **How to incorporate Server Feeds into your Template Design**
    a. In the Template Designer, under the grey Data Feed Manager toolbar, choose the feed you want from the pulldown. The available fields will show up below. Each field is a column title from your Server feed.
    b. Drag the fields you want onto the staging area of your Template Designer
    c. Decide on font color, style, size etc.
    d. Size and position each field, making sure your zone is large enough to accommodate the entry with the most text.
    e. Feed effects and Reading Speed - The grey Data Feed toolbar on the left gives you a few more editing options on your feeds.
        i. Feed effect pulldown: add an effect to each line of a feed that set the transition effect between items.
        ii. Reading speed. Remember the referent field? Here's where you can slow down or speed up your feed. 100 is the default. 200 is twice as fast. 50 is half as slow. In the template designer, click on the referent field of your feed to adjust the reading speed.
    f. **SAVE, Schedule and Publish**

Example #5: Add Dynamic Data part 2 - Data Feed in a Ticker

So far we have only designed Templates. This next exercise will be to Design and Add a Ticker.

The Ticker Designer is similar to the Template Designer, with a few important differences:
1. Tickers will always appear on top of your scheduled playlists when activated.
    a. Note: many users prefer the Ticker designer for branding, date and time, since tickers display across many playlists and therefore offer more consistent displaying options.
    b. If you plan to have one or more tickers running all of the time, it is a good idea to design tickers to a consistent dimension and location, and then design your templates to expect such a ticker running on top in that area.
2. Tickers are managed in a different area of the Content pane. Under the grey "Ticker" bar on the left side of the Content pane, there are "Published" and "Not published" folders.
3. Tickers obey different scheduling rules:
    a. Any ticker in the "Published" folder will automatically display on top of any playlist in your schedule, unless you have designated "Hide ticker" on any content.
    b. Any ticker in the "Not published" folder will NOT display, unless you attach it to a specific playlist.
    c. All tickers listed in the Published folder will play in sequence just like media in a playlist.
4. By default the Ticker staging area is full-width, narrow band at the bottom of the screen (although you can resize the ticker template if you want it taller or wider).
5. You have different media options in a Ticker designer:
    a. Fewer toolbars: No Playlists, DataGrids or Background Images, for example.
    b. You cannot add audio or video to a ticker, only images and text.
6. Ticker duration is set to manual (default duration is 07 seconds) as long as the template contains no data. When RSS feeds or other data feeds are added, the duration will switch to AUTOMATIC and it will match the time required to display all the data in the feed. You can switch this back to manual by clicking on the pulldown menu.
    a. When using multiple tickers, you might want to manually set a shorter duration for each, in order to give them time to appear in the rotation.

To Design a News Ticker:
1. **To open a new Ticker designer**:
    a. In the Dashboard, go to the Content pane.
    b. Click on "Not published".
    c. Right-click in the empty space to the right of the "Not published" folder.

d. Add → Ticker to open the Ticker designer.
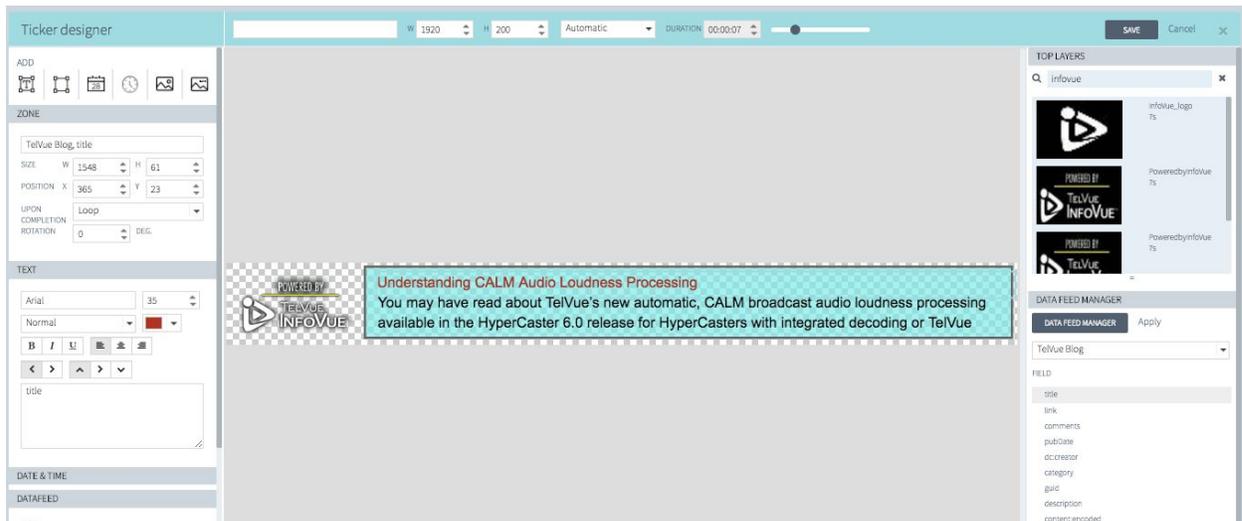
2. **Create a new Feed**:
    a. Click on the grey "Data Feed Manager" toolbar on the right of the Ticker designer you just opened.
    b. Click on the darker "Data Feed Manager" button to open the New Feed popup.
    c. Click on the grey "New Feed" toolbar on the left.
        i. Select "RSS/XML Feed" from "Type" pulldown.
        ii. Name your Feed.
        iii. Copy/Paste the feed URL into the URL field (e.g. the TelVue blog feed: http://www.telvue.com/category/archives/blog/feed/)
    d. Click "OK" button, top right to save and return to Ticker designer.
3. **Design your ticker**:
    a. To add text, date/time, data feed, etc., use the same tools as for designing a template.
    b. By default, the background of a ticker is transparent. If you want an opaque background:
        i. Click on the "Shape" icon on the top left.
        ii. Resize and Position your Shape.
        iii. From the grey "Shape" toolbar on the left, define colors, border, opacity, etc.
        iv. Right-click on the Shape to "Send to Back" .
4. **SAVE**. Move to the "Published" folder to display by default. Move to "Not Published" folder if you want to keep this Ticker for later, or attach this Ticker to a specific playlist. Note: Tickers obey the same hierarchy as players, so if you want to display a ticker across all players, it should be created at the highest level. To restrict it to only one player, create it at a lower level.
5. To **attach a Ticker** to a specific playlist:

a. In the Playlist pane, click on the playlist you want.
b. Under the Playlist bar, there is a Content and a Ticker tab. Click on Ticker.
c. Drag Ticker thumbnail from Not Published folder in Content pane to Playlist pane.
d. This ticker will display over any other media or template in this playlist only.
6. To **hide a Ticker** from a template:
a. Let's say you have designed a full-screen template that does not have room for a ticker at the bottom. To hide the ticker from just this one template:
i. In the Dashboard view, right-click on the Template to Edit.
ii. In the designer, click on the Properties link near the top.
iii. Click on the arrow at the right of the Properties window to slide to the second page.
iv. Click on the "Hide Ticker" option, under Playback.
v. SAVE.

Example #6: Add Dynamic Data part 3 - Data Feed in Data Grid

The Data Grid offers one more way to present your dynamic data in a template design. The Data Grid presents the data as a table, allowing you to display several rows at the same time. This is particularly useful for information such as your HyperCaster Program Guide.

To display your HyperCaster Program Guide as an InfoVue screen:
1. Starting in the **HyperCaster interface**:
a. Go to the Config → Scheduling → InfoVue Scheduling XML and choose some of the parameters to generate an XML feed.

b. Copy the URL generated by the Feed Builder.
2. Go to the **InfoVue interface**
a. Open a new template designer:
i. Click on Data Feed Manager, and again on Data Feed Manager under that.
ii. Click on "New Feed" and choose RSS/XML.
iii. Name that feed Program Guide.

iv. Paste the URL that you copied from the HyperCaster into that URL field.
  v. Click "OK".
b. In the template designer, choose a background - there's one in the InfoVue Library of a TV monitor, which works nicely.
c. Click on the **Data Grid icon**.

d. Resize the datagrid to suit your template.
e. From the Data Feed pulldown list, choose the Program Guide feed
  i. Drag the following fields into the Data Grid:
      1. Weekday Short
      2. Start time padded
      3. Program
  ii. Resize the column width by hovering your cursor over edge of a column until the arrow changes direction, and drag to adjust width.
  iii. Change the number of rows and the row height from the grey Datagrid toolbar on the left.
3. SAVE, Schedule and Publish.

Odds & Ends

1. Instructions for adding Twitter and Facebook feeds can be found in the telvue.com knowledgebase.
2. Instructions for embedding a YouTube video are also online.
3. Instructions for adding an Audio stream to your template.
4. Feel free to browse the InfoVue Library for a selection of background images. To use these backgrounds, copy/paste from the InfoVue Library to your own. There is also a selection of Ad Council PSAs. DO NOT work directly in the InfoVue Library. COPY/PASTE!
5. Aspect Ratio and Title Safe. In the InfoVue Library you will find separate folders for HD and SD content. You will also find some Title Safe templates in case you need to design

your templates in a title-safe way. [Guidelines for designing Title-safe templates](#) can be found in the [IV FAQs](#) section of the TelVue Knowledgebase.

6. Community generated info. You can give outside contributors restricted access to https://infovue.telvue.com in a way that they will only see and have access to the datasheets. When they update these fields, their screen display will update live. Refer to these instructions on [how to create a Restricted User](#)

7. More Dynamic Data sources:
    a. The complimentary weather feed that comes with your InfoVue account is provided by [Screenfeed.com](#). If you want to subscribe to any other Screenfeed content, or to other subscription services, you may deal with the content provider directly. The only thing InfoVue needs is the resulting RSS or MRSS feed.

Additional Resources

[TelVue InfoVue 2.0 User Manual](#)
[TelVue InfoVue FAQs](#)