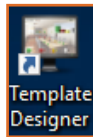


These slides will guide you thru **Template Editor / Designer**. This very flexible client allows you to create your own control environment from where you can control a meeting.

You also can edit our default templates instead of starting from scratch. Please read the slides and discover all of its functions and possibility's.

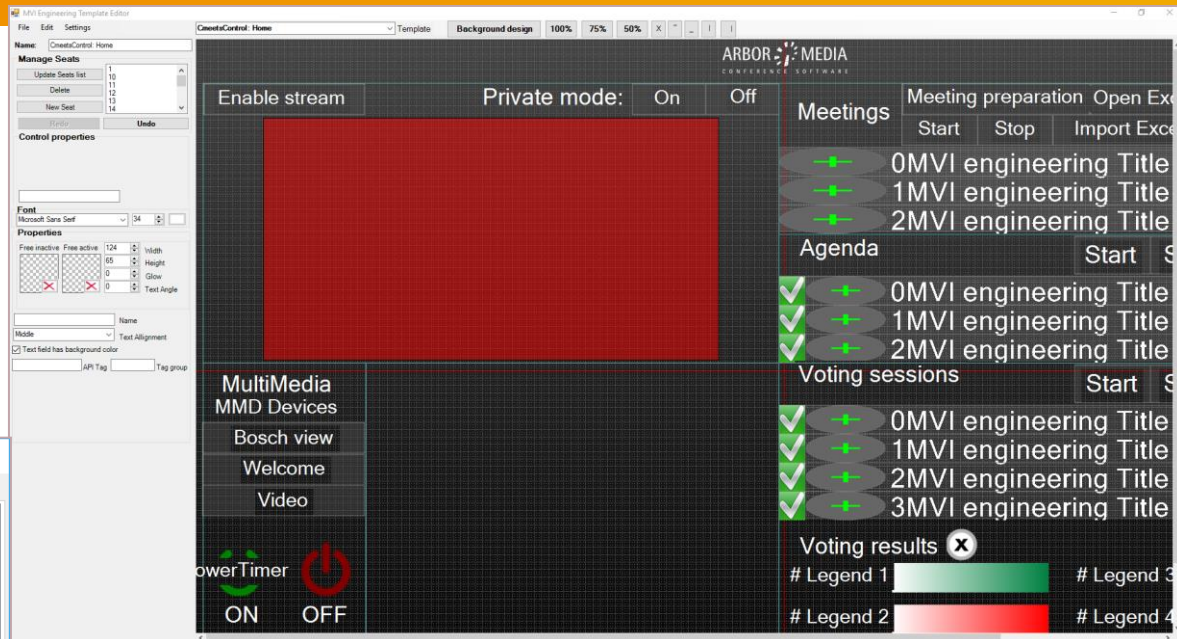
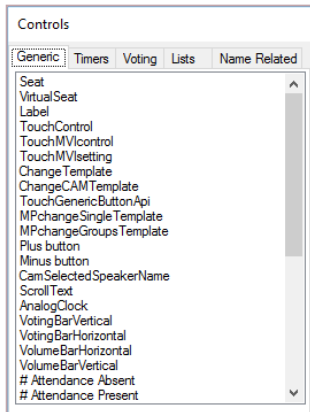
You can open the **Template Designer** from a few places:

- With the desktop shortcut.
- From the **MVI Voting and Control Server** where it's called **Design**.
- From the **MVI Windows Client** by pressing **F10** at a template, the **Template Designer** will automatically open the template that was opened when you pressed F10.



## Open the **Template Editor**.

- When you open the template editor you can see there is an editor window and a small window. The small window is called the control window, this window contains all items you can use in the editor. You can drag and drop items from the control window into the editor window.

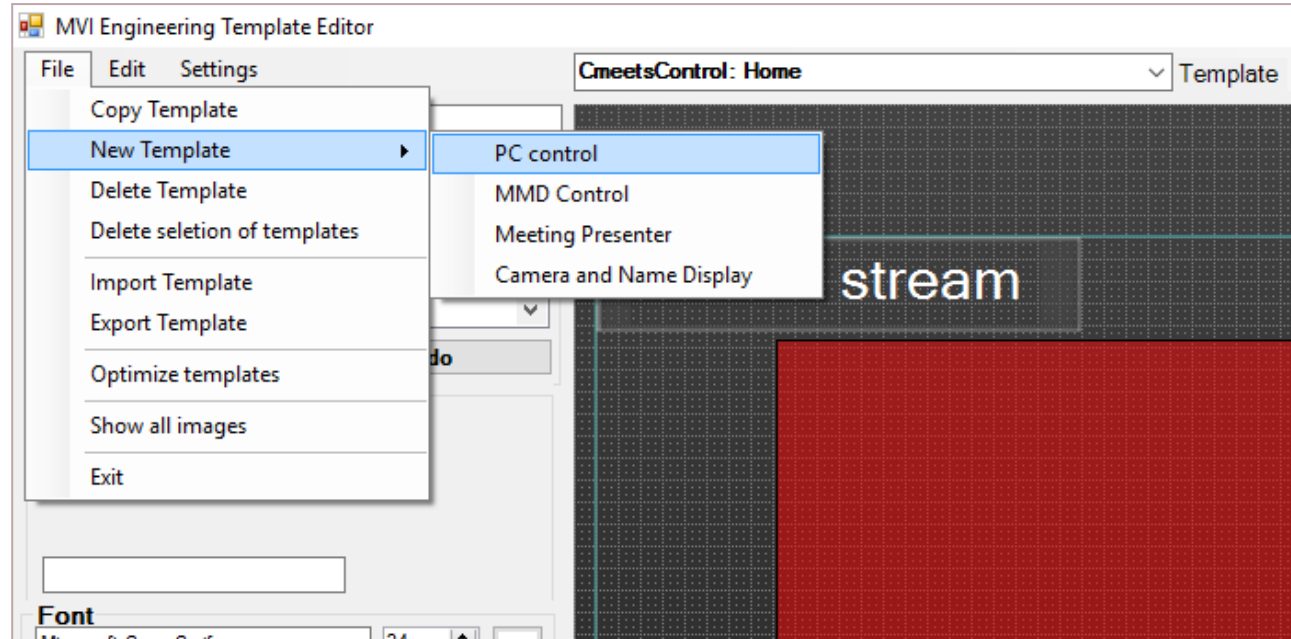


**Hint:** Template designer remembers the size (dimensions / font size) of the latest selected item you've selected.

If you select a button with a size 200 x 50 and you now drag- and drop another item into the design, the new item will be 200 x 50 as well (doesn't matter if it's a list, button or any other item).

Open the **Template Editor**.

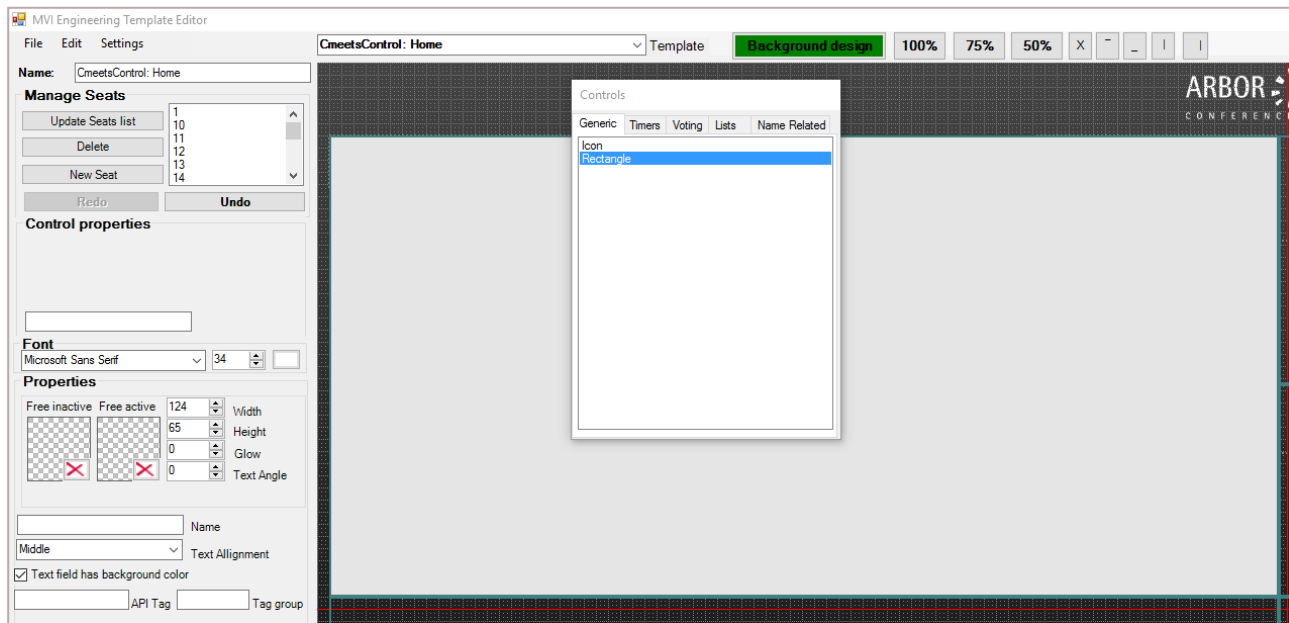
- Select a template from the dropdown menu on top. Or click **File** → **New Template** → and select **PC control** for an empty pc control template.



Now you do have a template which you can edit. As you can see, there are some areas created in the design, you can create or edit these areas in the background design of each template, you can go to the background design by clicking the **Background design** button on top of the editor.

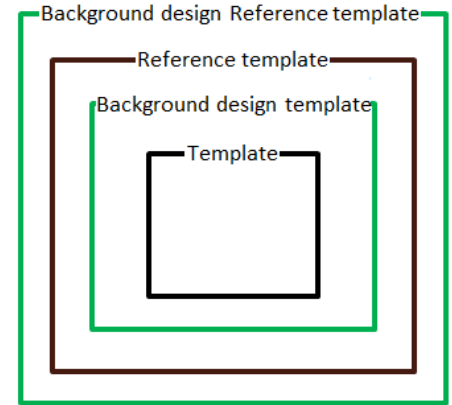
Select a rectangle or drag and drop a new one from the control window into the editor to create a new area.

You can also add an icon, an icon can be used to add a picture in it, like a table overview.



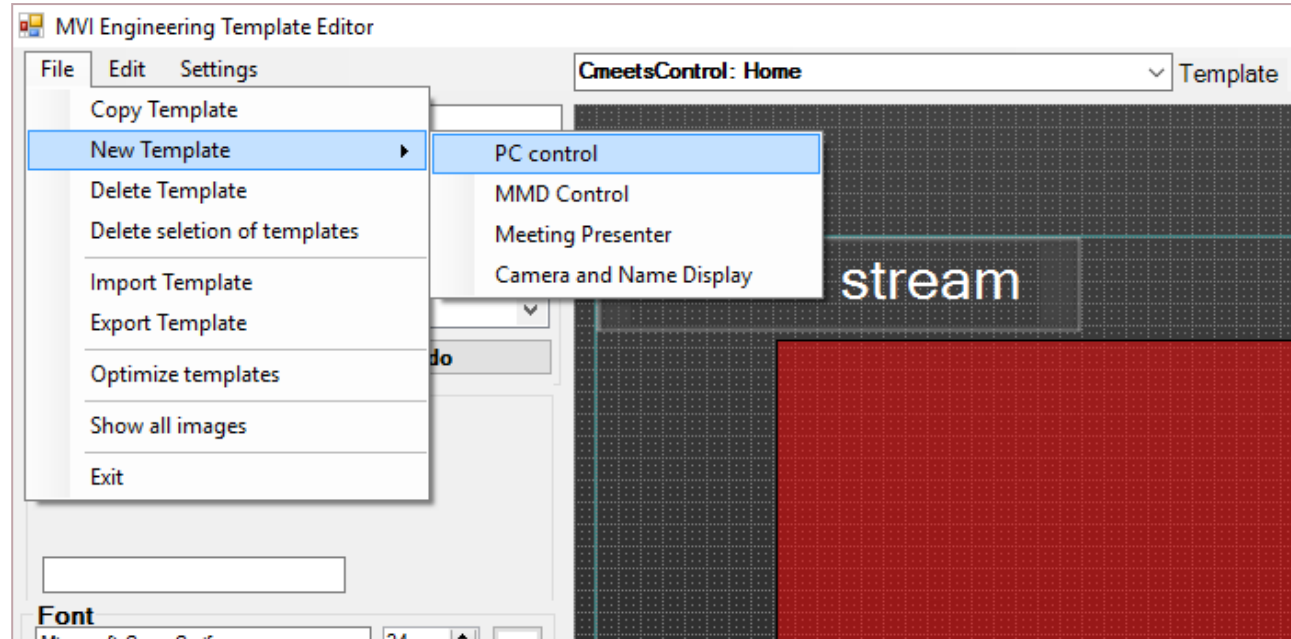
Now you do have a template which you can edit. First we want to give some important information. As you can see, there are some areas created in the design, you can create or edit these areas in the background design of each template, you can go to the background design by clicking the **Background design** button on top of the editor. Select a rectangle or drag and drop a new one from the control window into the editor to create a new area. Also there is an option to use reference templates. A normal template can be connected to reference template, every item you place on a reference template will be visible at every connected template. You can open

1. Changes made to background design of reference template will effect all templates.
2. Changes made to reference template will effect itself, background design of standard template and standard template.
3. Changes made to background design of a standard template will effect itself and standard template.
4. Changes made to standard template will effect only itself.



Now you do have a template which you can edit.

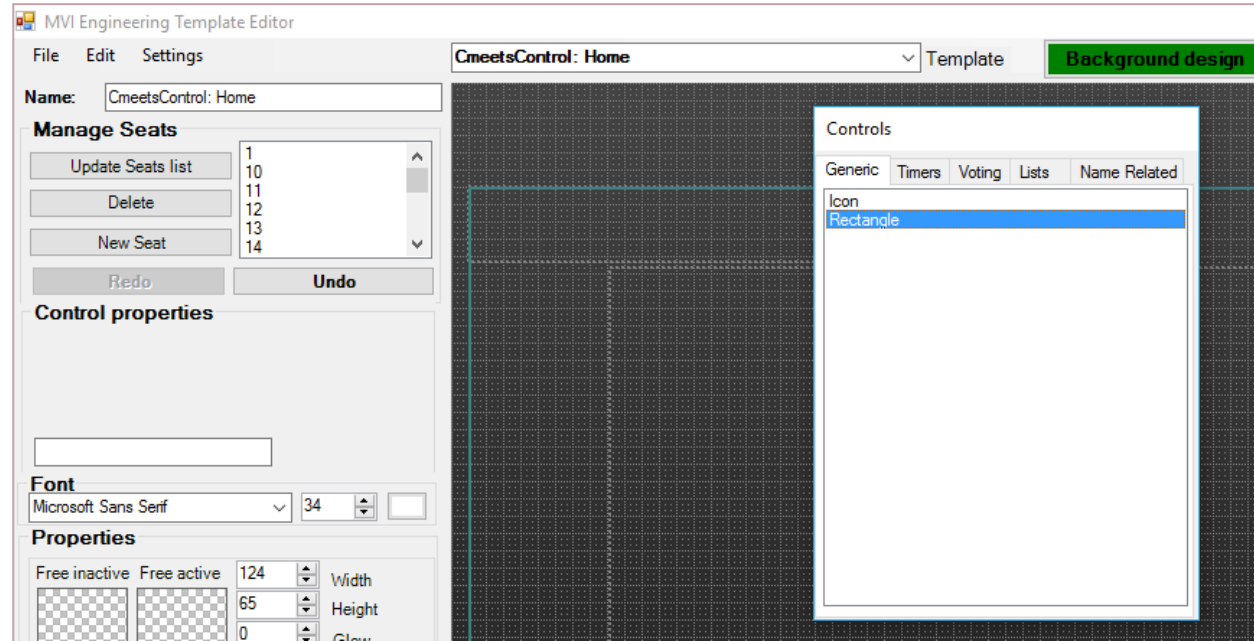
- Select a template from the dropdown menu on top. Or click **File** → **New Template** → and select **PC control** for an empty pc control template.



As you can see, there are some areas created in the design, you can create or edit these areas in the background design of each template, you can go to the background design by clicking the **Background design** button on top of the editor.

Select a rectangle or drag and drop a new rectangle from the control window into the editor to create a new area.

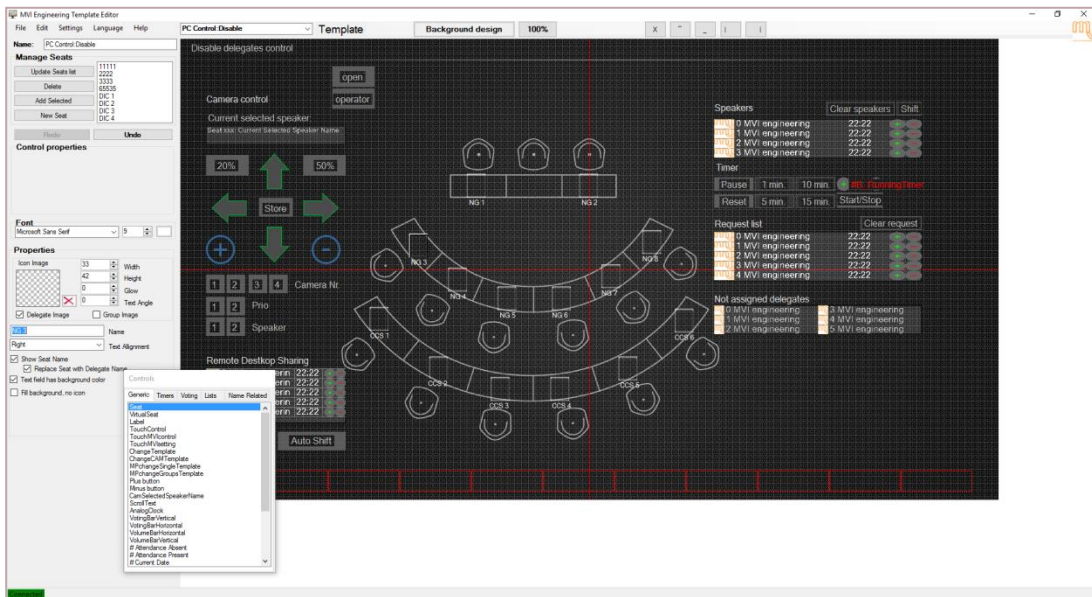
You can use the font size and font color to define how big the border must be and which color.





## Open the **Template Editor**.

- **4:** Enter a name or title for an item. In case of a selected seat enter the name of the unit that's connected to it.
- **5:** Define the text alignment of name from selected seat.
- **6:** Buttons for overall alignment.
- **7:** define zoom level while editing, this will not effect the look and feel of the template..
- **8:** Go to background design (see slide [background design](#)).



**1:** Select a template that you want to edit.

**2:** Select an image for a selected item.

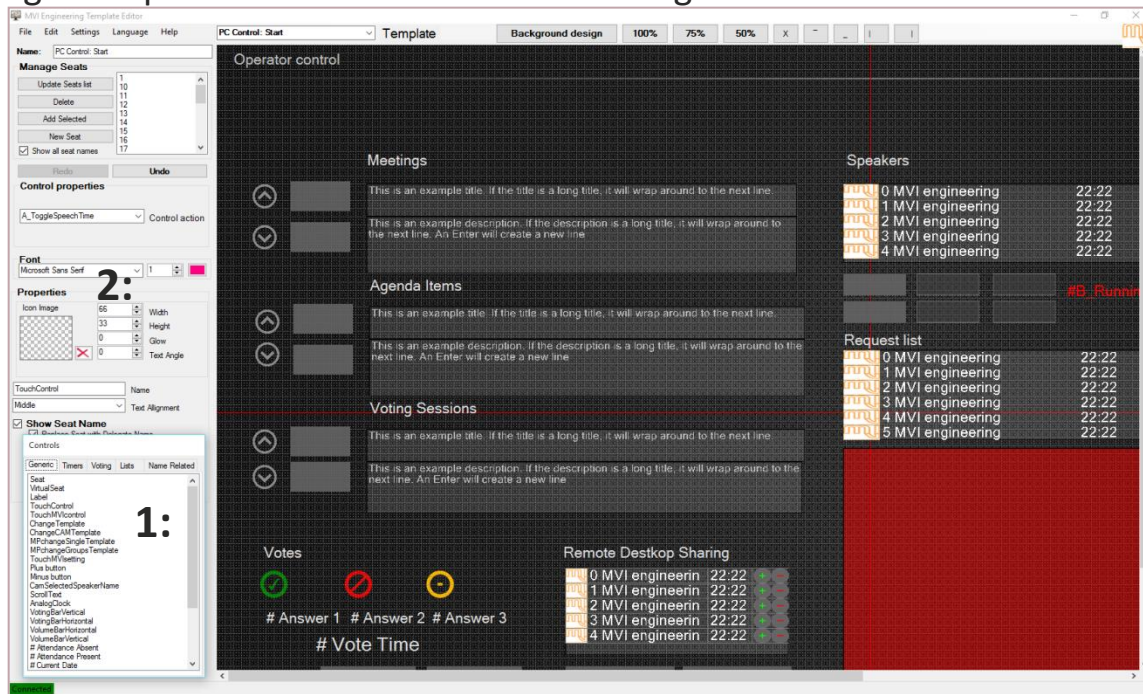
**3:** Select a seat so you can choose if a delegate or group image for selected seat must be shown at the picture area of the seat.



This is how you can drag & drop items and how to resize and align them.

- **1:** Drag items from the controls window and drop them into the template editor.

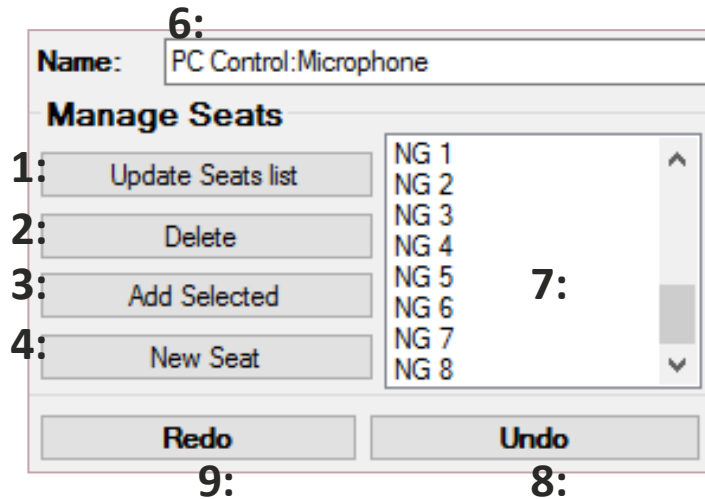
- **2:** When you've added an item, you can resize it with your computer mouse or other pointing device or change the width, height, glow and text angle here.



- **100%** Zoom 100%.
- **75%** Zoom 75%.
- **50%** Zoom 50%.
- **X** No alignment.
- **-** Align top.
- **-** Align bottom.
- **|** Align left.
- **|** Align right.

At the top left corner of the **Template Editor** you will find the **Manage Seats** options, like the image below. We will explain the functions of it in this slide.

- **1: Update Seats list** Updates the seats in the list.
- **2: Delete** will delete items you've selected in the editor.
- **3: Add Selected** Adds the seats you've selected into the editor.
- **4: New Seat** creates a new seat.

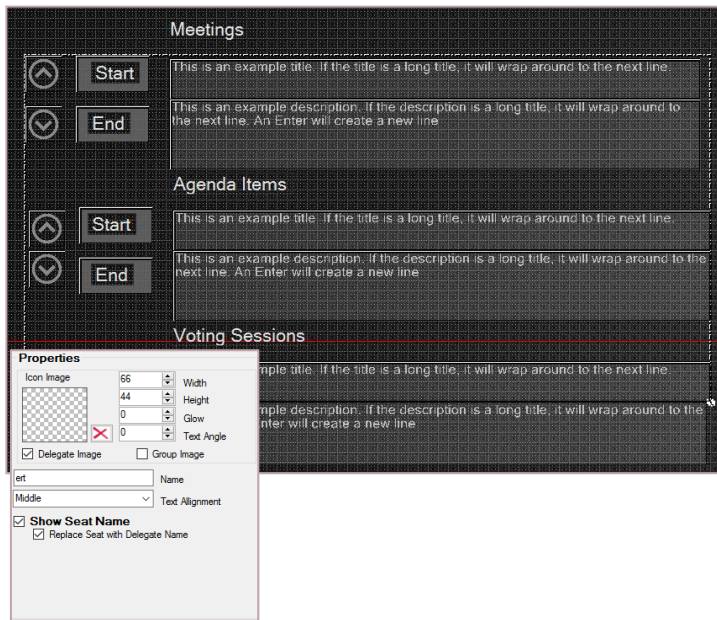


- **6: Name** Change the name of the template.
- **7:** You can drag and drop a seat from the list into the template editor.
- **8: Undo** if you (accidentally) changed something and want to undo it, click the **Undo** button.
- **9: Redo** can be used to undo an undo.  
Note: if any changes are made the redo will stop functioning.

In this slide we give you some information about resizing elements, items or buttons.

For instance, when you've added a few buttons but you want them to be bigger, you can resize them one by one but there is also a function that gives you the possibility to resize them all at the same time.

- You can select (multiple) items.
- Use your mouse or other pointing device to resize items to any size you like.
- If you selected multiple items they will all resize at the same moment. You can also use the properties area on the left side of the **Template Editor** to enter the size that you like for one or more items.



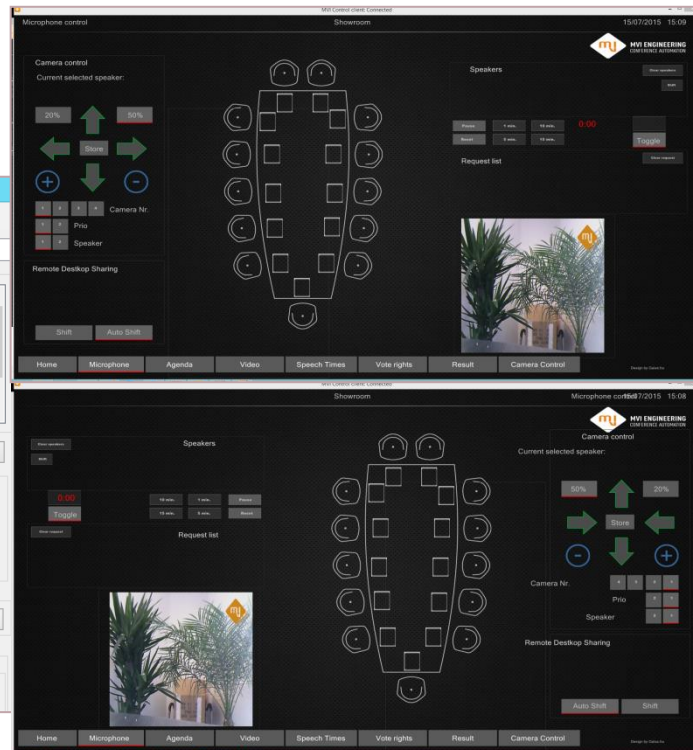
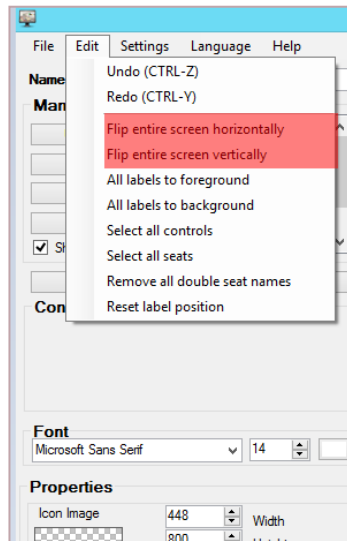
- Click **undo** when you've accidentally resized items and want to undo it.
- You can align multiple items.
- Select multiple items.
- Use the align buttons at the top of the screen.

It's very important to give functions to buttons or items, or else they simply don't do anything when you click at them.

- [illegible]

If you have two control units, for instance each at one side of the room, you can copy and paste the template into an empty (new) template and flip the whole screen so the two control units see the seats in the direction they look. How you can flip the screens we'll explain in the next slide.

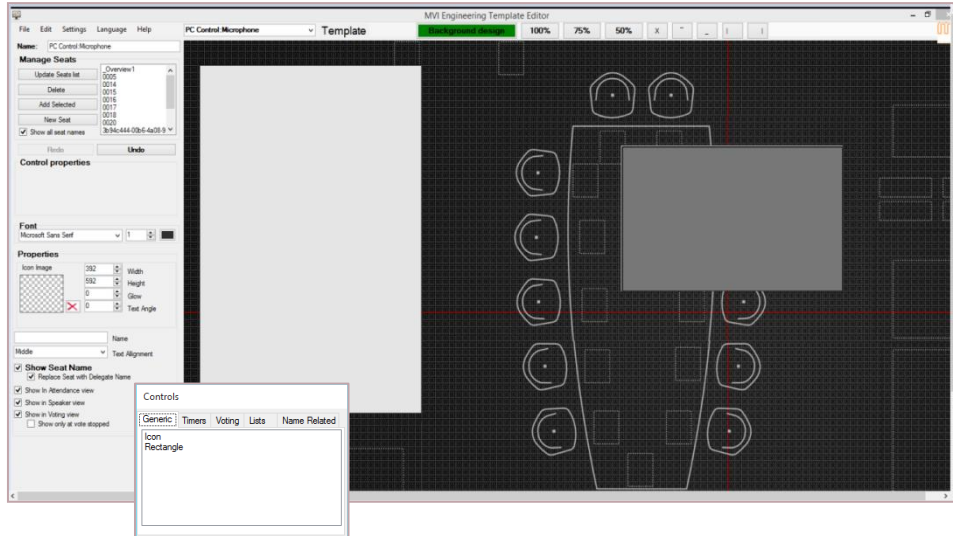
- Click **Edit** at the top menu to see a dropdown menu within a few options.
- **Flip entire screen horizontally** will flip the entire screen horizontally.
- **Flip entire screen vertically** will flip the entire screen vertically.





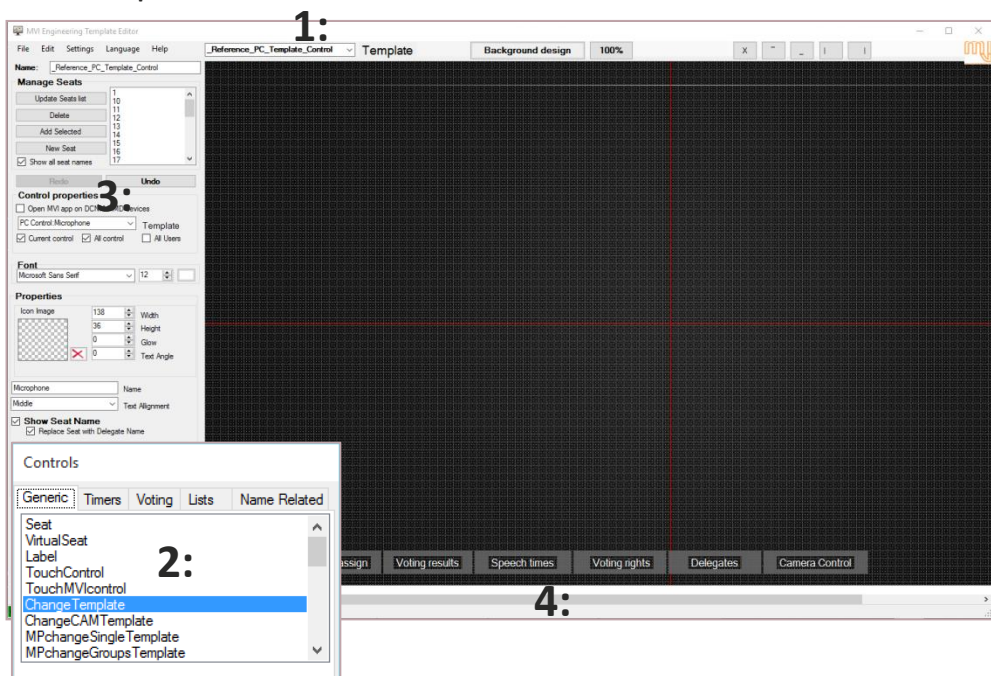
We've added a background design function. You can use **rectangles** and **icons** to delineate fields where you can place buttons or other items. One of the main reasons why we created **background design** is because you want objects you add to stay on the background so when you want select a item you don't click at the wrong item accidentally. Also you don't see the rectangles and icons in the normal template the way you see them at the background design, you only see the borderlines, so it's a lot more comfortable to work with.

- Click at **Background design** to open it. When the button **Background design** lights up green, you are able to edit the background design.
- You're now able to add or remove **rectangles** or **icons**.
- Drag and drop them from the little control screen into the **Template Editor** to give them the size you want and move them to the right place.
- You can load an image into an **icon**, for instance a table overview of your conference room (like the table in this → photo, make sure that the background color is transparent).



You may have noticed the red colored lines on the lower side of the screen, this are border lines from buttons that can be used to switch between different templates. Therefore we created **Reference Templates**, every item / button or function that you add to a reference template will be visible in every template that you connect with it. This can save you a lot of work and precious time.

- **1:** Select a reference template, from the dropdown menu.
- **2:** Select a button / element on the lower side of the screen from the controls window.

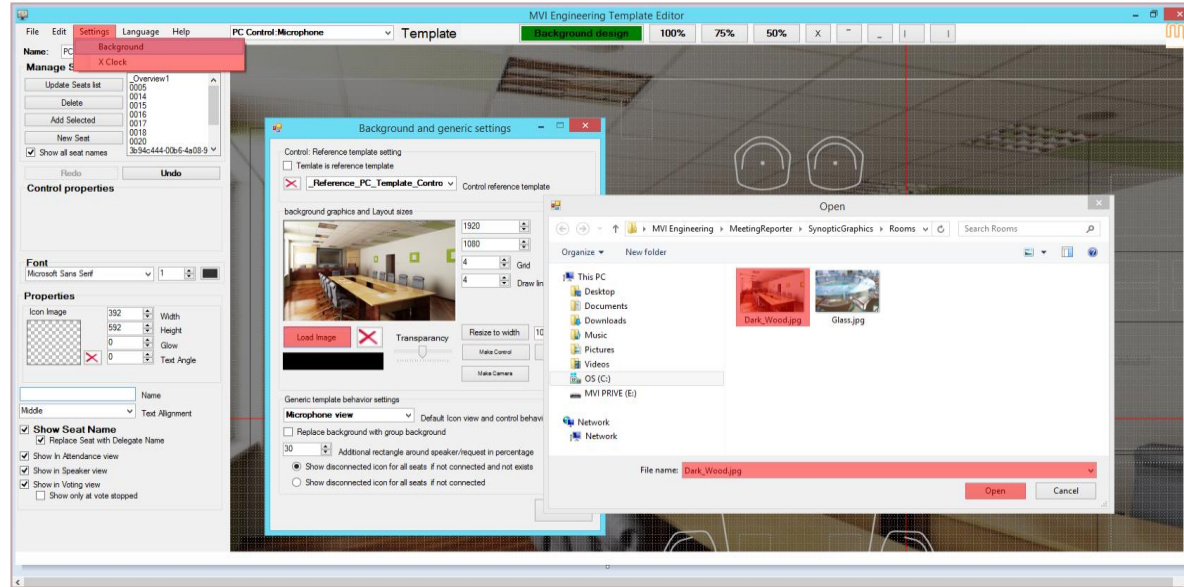


- **3:** Choose the function of the button from the dropdown menu, in this case choose which template must open.
- **4:** You can add more of them if you want or just change the existing buttons that we've added to this reference template.



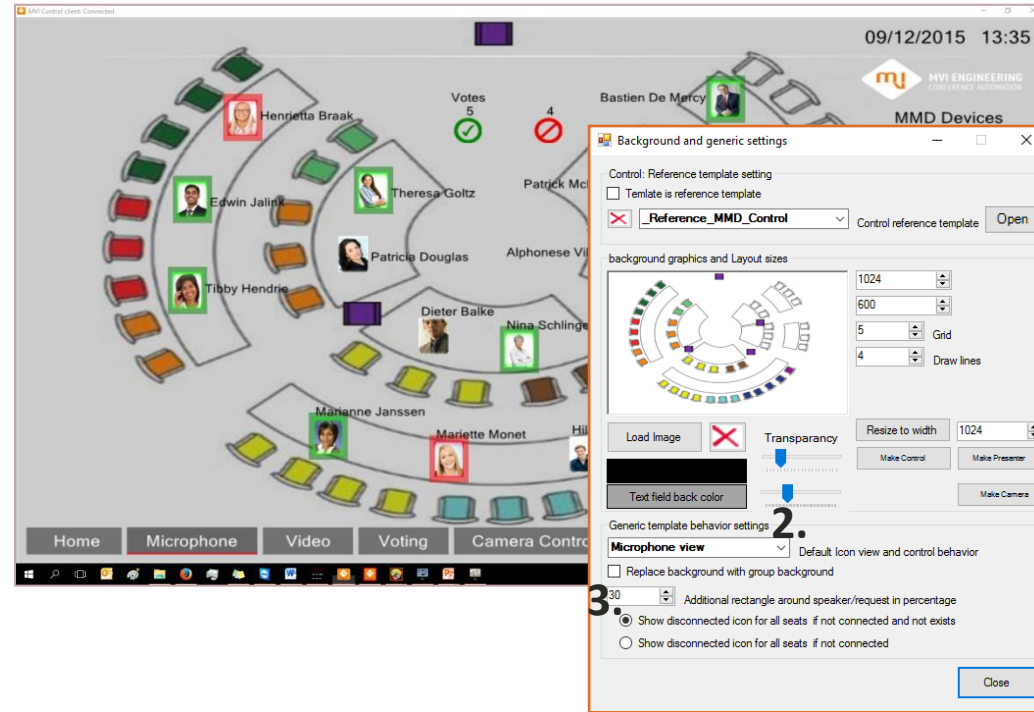
If you like, you can add or change a background image. We added some example photos, but you can add your own photos instead. This can make the whole template more personal and you can even use it to determine where you want to have the seats so you can create a sort of miniature of your own conference room.

- Go to **Settings > Background**.
- Click **Load Image**.
- Select image > click **Open**.
- The selected image will now be loaded as a background image into the **Template Editor**.



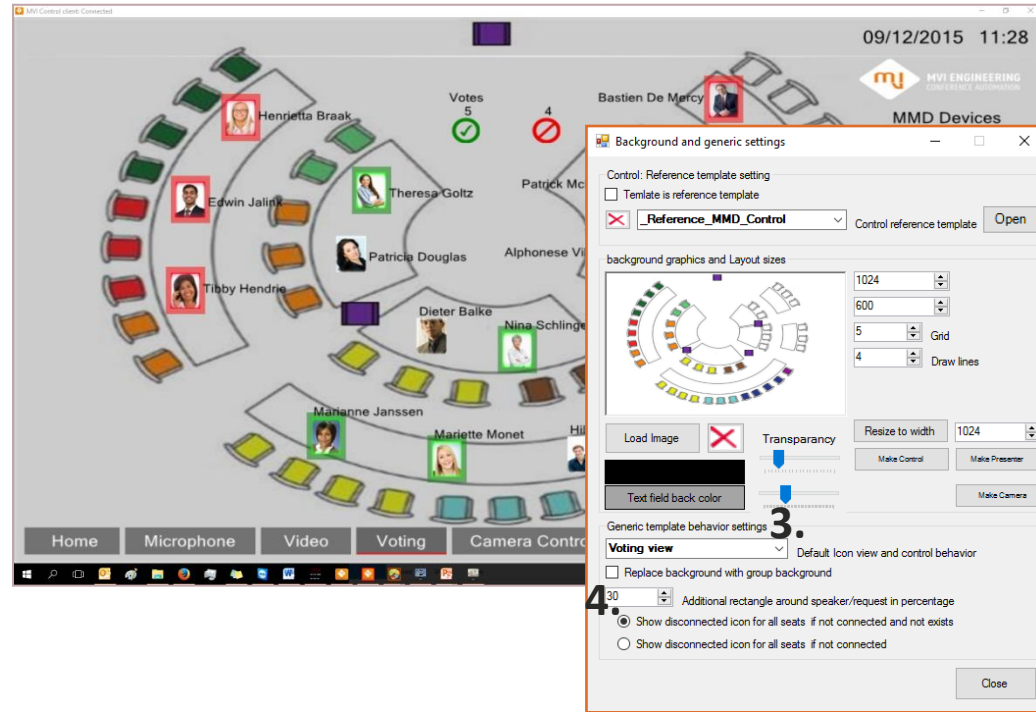
Create a microphone control template, like the template at picture 1. You can load a background image, for instance you can use a floor map of the room. Place all seats at the right places.

- 1. Go to **Settings > Background**.
- 2. Here you can select the control behavior of the template, select **Microphone view** from the dropdown menu.
- 3. Define how big you want the colored border to be when a person is speaking or in request.
- 4. You can see now that all active speakers have a red colored border around their photo and all persons at the request list have a green colored border around their photo.



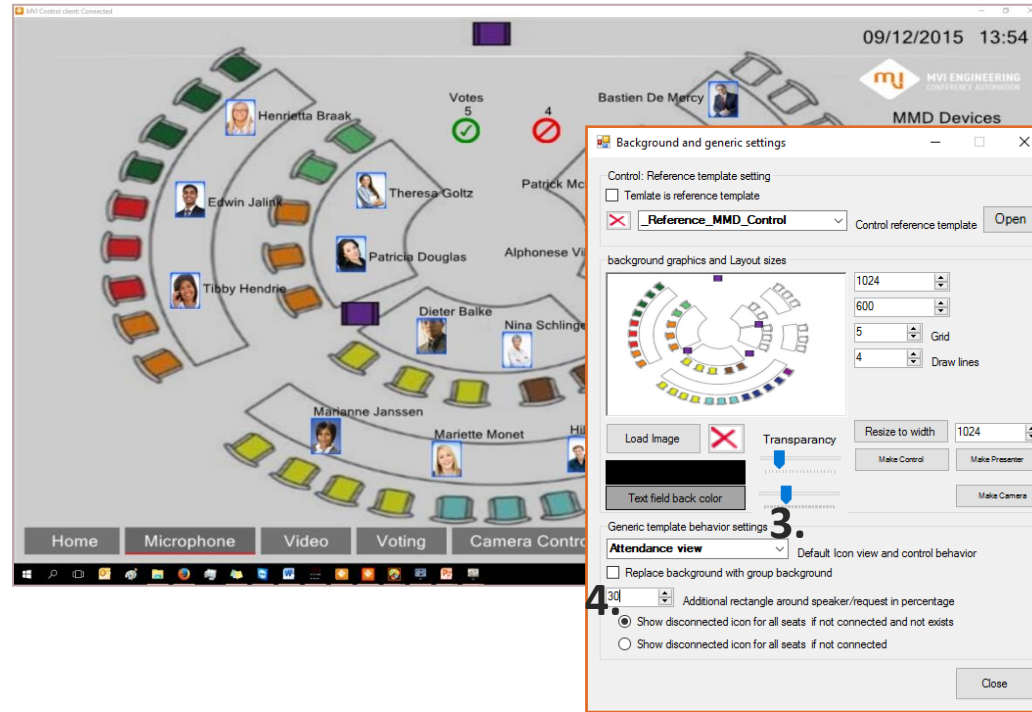
You can create a voting view from your microphone template. This is actually a copy of your microphone template but with a different reproduction. As you can see in picture 1, if a person voted Yes there will appear a green colored square around the photo. If a person voted No there will appear a red colored square around the photo.

- 1. In the **Template Editor** Create a copy of your microphone control template and rename it into something like **Voting**.
- 2. Go to **Settings > Background**.
- 3. Here you can select the control behavior of the template, select **Voting view** from the dropdown menu.
- 4. Define how big you want the colored border to be when a person has voted.



You can create an attendance view from your microphone template. This is actually a copy of your microphone template but with a different reproduction. As you can see in picture 1, if a person is present there will appear a blue colored square around the photo. If a person is absent nothing will happen.

- **1.** In the **Template Editor** Create a copy of your microphone control template and rename it into something like **Attendance**.
- **2.** Go to **Settings > Background**.
- **3.** Here you can select the control behavior of the template, select **Attendance view** from the dropdown menu.
- **4.** Define how big you want the colored border to be when a person is present.



You can create an disable delegates view from your microphone template. This is actually a copy of your microphone template but with a different reproduction. As you can see in picture 1, if a person is disallowed there will appear a red cross around the photo.

- 1. In the **Template Editor** Create a copy of your microphone control template and rename it into something like **Disallow**.
- 2. Go to **Settings > Background**.
- 3. Here you can select the control behavior of the template, select **Disable Delegate view** from the dropdown menu.
- 4. Define how big you want the colored border to be when a person is disallowed.

