



Content Hub Quick Guide Slides



1. New Slide

Log into the Content Hub, navigate to the slides section, and click the 'Add new' button to create a new slide. Choose to create a slide from an existing article or create a custom slide from scratch.

2. Title

For slides built from scratch, provide a unique title for identification. This title appears in the overview once your slide is published.

3. Template

Click on the drop-down menu to select an appropriate template from the template gallery that fits the purpose of your message.*

* Tip: use the filters in the template gallery to sort templates based on output or various options like Ticker, Hyperlink or QR Code.

4. Content

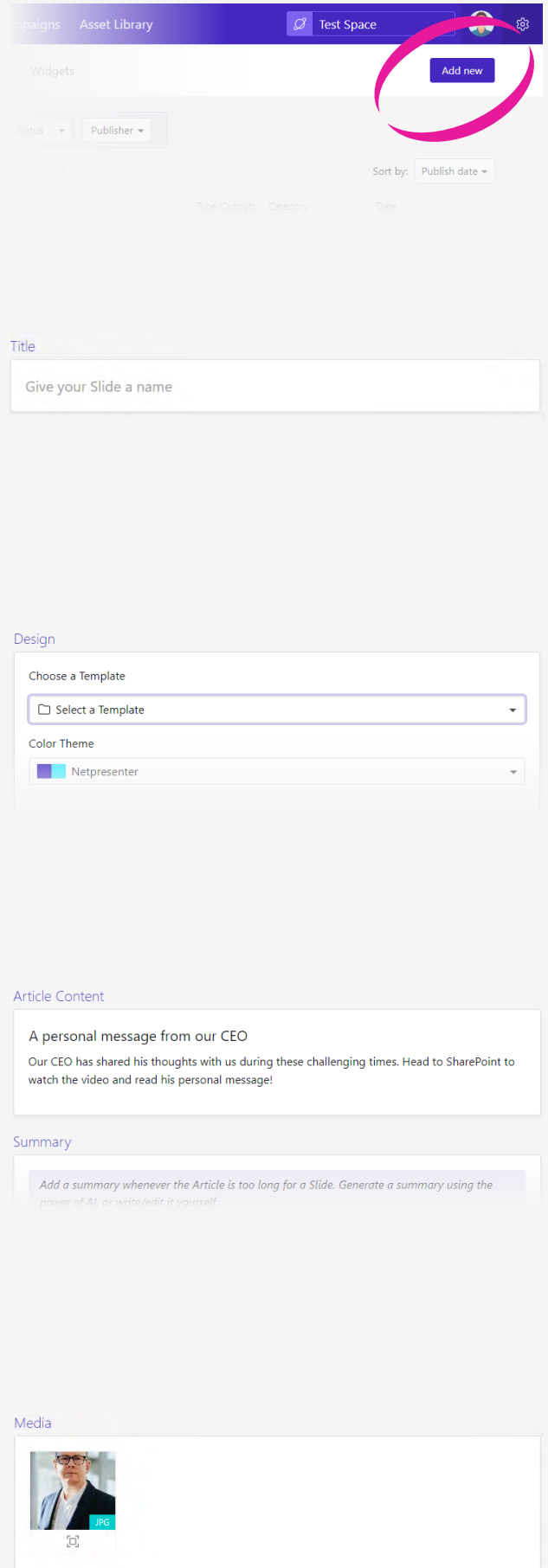
Proceed with the creation of your slide's content. If the slide is based on an existing article, the content will auto-fill. For custom slides, input the title and body text for your new slide.*

* Tip: if the content of the existing article is too long for a slide, utilize the summary field to create a summary. You can write your own summary or use AI to auto-generate one.

5. Media

Add media to your slide. If your slide is based on an existing article, media objects will also be imported automatically. For custom slides, add as many media items as required.*

* Tip: Use the positioning buttons to adjust the media objects to fill, fit, or stretch.





6. Target Audience

Define your slide's audience. If based on an article, the audience auto-selects, but you can modify it. For custom slides, select your audience manually.

7. Settings

Adjust settings for scheduling, visibility duration, and category. For article-based slides, schedule settings carry over but can be adjusted. For custom slides, set the schedule and category manually. You can create a recurring pattern for your slide or devise an hourly schedule that recurs weekly.

8. Output

Select the output for your slide - either TV as Digital Signage or PC as Screensaver.

9. Options

Configure optional settings such as Ticker Feed or Hyperlink. If the ticker feature is enabled, insert a valid RSS feed. This will display headlines from the selected feed in the footer of the slide. Additionally, the hyperlink option allows you to insert a URL to guide viewers to additional information or to open the article in the mobile app.*

** Tip: when you have selected a template with the QR Code option, the URL will be automatically converted into a QR code for TVs. This allows employees to scan the code easily with their mobile device.*

10. Publish

Once your slide is fully configured, you're ready to distribute it to your selected target audience. Click the **'Publish'** button to make your slide available for all slide players. You can also save the slide as a draft to publish later.*

** Tip: use the preview function to check your slide before publishing. Also, remember that you can always return to edit your slide, even after it's been published.*

Target audience

Development x

Don't show slide to members who have read the article

Publish

Together with Article

Duration

1 week

Output

TV

Screensaver

Options

Ticker

URL

Enter your URL here

Show Slide for 10 seconds

Asset Library Test Space

Save as draft Publish

Settings

Type Article



Whenever you have questions or need support, feel free to contact us at techsupport@netpresenter.com. We are happy to help!