

Yodeck Quick Reference Guide

The Yodeck web portal can be used to create, edit, and schedule content for digital signs from anywhere someone has an Internet connection.

Additional Resources:

- Sign In: <https://www.yodeck.com>
- [Yodeck User Manual](#)
- [Yodeck Support Center](#)
- [Yodeck Knowledgebase](#)
- [Yodeck Documentation](#)
- [Yodeck Tutorials](#) (YouTube)
- [Sample Presentation Templates and Icons](#)
- [Image Size Calculator](#)

Recommended Process

Yodeck is a very flexible system. It will allow you to do almost anything in any order. However, that flexibility adds complexity. To keep the setup and organization of content easy to follow and easy for multiple people to provide support, the following process is recommended:

1. Create slides in PowerPoint and save them as images (Jump to [Using Images](#))
2. (Optional) Create one or more layouts (Jump to [Using Layouts](#))
 - a. Edit each layout - NOTE: Use a 16:9 aspect ratio (use this [Image Ratio Calculator](#))
 - b. Use an image as a background for each layout
 - c. In a layout, include a playlist section whose aspect ratio is 16:9
3. Create a playlist (Jump to [Using Playlists](#))
 - a. Add images and layouts to the playlist
 - b. Add the **ASLCC - Shared Playlist** to your playlist
 - i. This allows content from ASLCC to be automatically updated on all digital signs
 - c. Add the **LCC - Shared Playlist** to your playlist
 - i. This allows the Effectiveness and College Relations department to automatically update relevant college information on all digital signs
4. Create a schedule
 - a. Add events (playlists) to the schedule
5. Apply the schedule to one or more monitors

NOTE: A monitor can only have one schedule set at a time. It is recommended that you have a standard schedule which does not change. Instead, make changes to the playlist(s) that are run by the schedule. Additional schedules can be added for special events, but they will require changing a monitor's settings to the new schedule and then changing the settings back once the event is over.

Definitions

App - An app is an application that displays dynamic content such as the time or the weather.

Digital Sign - Two devices (a monitor or player, and a display) that work together to show digital content.

Display - A display is the device (often a TV or computer monitor) that shows the content. This may sometimes be referred to as the Digital Sign.

Layout - A layout is a template for designing the way a digital sign should display content. Layouts can be used to define different areas or sections of the screen. Layouts answer the question WHERE content should be displayed on the digital sign.

- Think of a layout as an individual slide in a presentation. Together, multiple layouts can be combined to make a playlist
- Layouts can consist of multiple media (images, video, audio, documents, and web pages), apps, and playlists.

Media - Media consists of images, videos, audio, documents, and web pages that have been uploaded and configured to use in playlists, layouts, and schedules.

Monitor - A monitor is a device that connects to a display or sign to play content. In other digital sign systems, this may be referred to as a Player.

Playlist - A playlist is a timeline that specifies which content to display along with the duration that it should appear. Playlists answer the question WHAT content should be displayed.

- Think of a playlist as a complete presentation.
- Playlists can consist of multiple layouts, media (images, video, audio, documents, and web pages), apps, and even other playlists.
- Multiple playlists can be added to different sections of a layout.
- Multiple layouts can be added to a playlist to create a presentation.
- NOTE: When showing videos, only one video can play at a time.

Schedule - A schedule is a series of events arranged on a calendar to take place at specific days and times. Schedules are set on monitors. Schedules answer the question WHEN content should be displayed.

- A schedule can function as a sort of playlist because layouts, playlists, and media content are all different types of events that can be added to a schedule.
- Only one schedule can be set on a monitor at a time.

Workspace - A workspace is a place where content (media, apps, layouts, playlists, and schedules) can be created, edited, and shared among a group of monitors. Read more information about [workspaces in the Yodeck User Manual](#).

Getting Started

Login

Sign In: <https://www.yodeck.com>

- Sign in with your @lowercolumbia.edu account
- Example: gjetson@lowercolumbia.edu

Using Workspaces



Each account has access to one or more workspaces. Each department has its own workspace in which to save content. In addition, each account has access to shared workspaces. A dropdown box in the top right corner of the screen allows you to select the workspace in which you want to work. When you work with media, images, videos, audio files, documents, apps, playlists, layouts, etc., make sure you save your content in the correct workspace.

When viewing the list of playlists, layouts, schedules, etc., you will see all of the content to which you have access, including content in your primary workspace and content from any shared workspaces. The workspace where an item is saved appears in a separate column.

Using Images

Image Settings

Image settings can be updated from the Media menu.

Image Duration

- Images can be given a default duration to display. When an image is added directly to a playlist, its duration can be changed.

Image Availability

- The date and time for which an image is considered “available” can be set on an image. An image that is not available will still appear in the image library, but if it has been added to any layouts, playlists, or schedules then it will not display on the digital sign. This is an easy way to reuse images for special events that occur every year.

Tips for Using Images

- Use an image as a background on a layout to help distinguish different sections of information from each other on the display.

- Images should be set to a 16:9 aspect ratio for use with most displays. Use this [Image Size Calculator](#) to see a list of common 16:9 image sizes and help determine the correct width or height for your images. For example, a common full-screen size for images is 1920 pixels wide x 1080 pixels tall.
- Use an image as a “slide” by adding it directly to a playlist instead of using a layout.
- Use PowerPoint to create your slides, then save them as images and upload them to Yodeck.
 - a. Create a presentation in PowerPoint
 - b. Go to the **File** menu
 - c. Select **Save As**
 - d. Select a location
 - e. Change the **Save as type** setting to **PNG Portable Network Graphics Format (*.png)**
 - f. Click the **Save** button
 - g. Select either **All Slides** or **Just This One**
 - h. Click the **OK** button
- PowerPoint automatically saves images as 1280x720 (a common 16:9 image size)
- Get started with some [Sample Presentation Templates and Icons](#)

Using Layouts

The sample layout below is used to divide the display into four distinct sections:

1. An image
2. An app (ticker)
3. An app (weather)
4. A playlist

NOTE: When creating layouts, use a 16:9 aspect ratio. (use this [Image Size Calculator](#)).



Using Playlists

Naming Standards

Playlists for Layouts

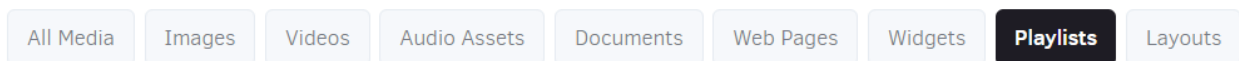
- A layout can contain multiple playlists.
- **Naming Standard:** When creating a playlist that will be used on a layout, it is recommended to use the following naming standard to clearly distinguish it from a playlist that is assigned to a schedule.
 - a. Standard: Workspace - Name of Playlist (layout, [Name of Layout])
 - b. Example: Food Services - Grill, Lunch Playlist (layout, Some Layout Name)

Playlists for Schedules

- A schedule can have multiple playlists assigned to it.
- **Naming Standard:** When creating a playlist that will be used in a schedule, it is recommended to use the following naming standard to clearly distinguish it from a playlist that is used on a layout.
 - a. Standard: Workspace - Name of Playlist (schedule, [Name of Schedule])
 - b. Example: Food Services - Grill, Lunch Playlist (schedule, Some Schedule Name)

Using Yodeck's Library

Library



When selecting content from the library, you will see all of the content to which you have access, including content in your primary workspace and content from any shared workspaces.

When creating a new playlist, it is recommended that you add the following playlists to your own list:

- **ASLCC - Shared Playlist:** This allows content from ASLCC to be automatically updated on all signs.
- **Bookstore - Shared Playlist:** This allows content from the bookstore to be automatically updated on all signs.
- **Performing Arts - Shared Playlist:** This allows content from Performing Arts to be automatically updated on all signs.
- **LCC - Shared Playlist:** This allows the Effectiveness and College Relations department to automatically update relevant college information on all digital signs.