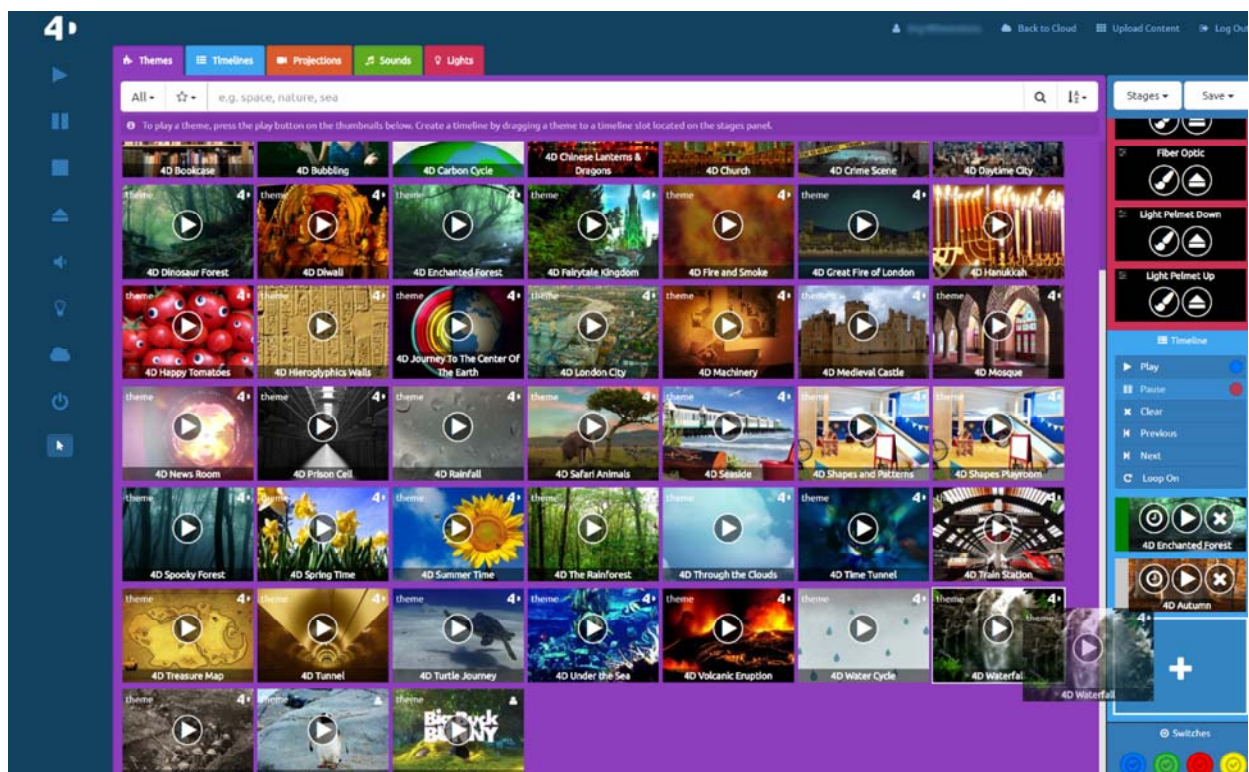


Creating and Editing a Timeline

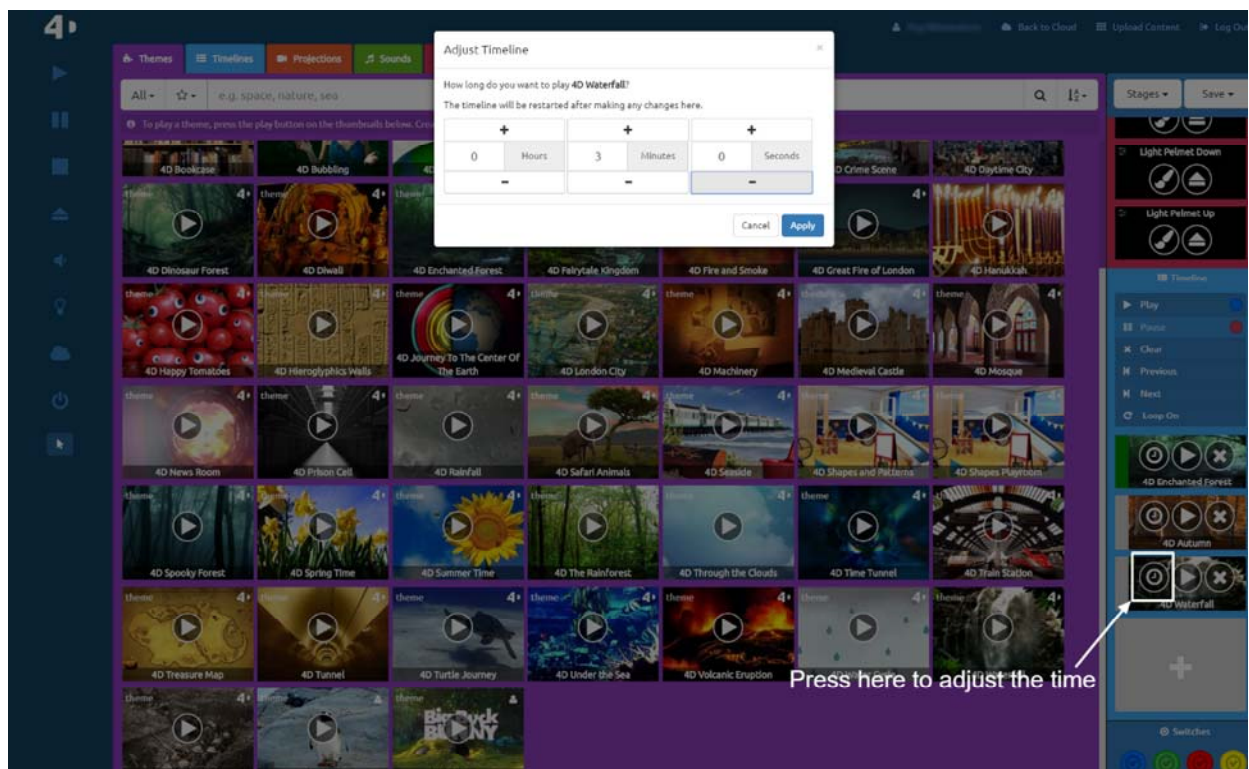
These steps apply when making a timeline while **inside** or **outside** the room. You can make a timeline through the room controller or access the offline content manager by clicking: **Content** ⇒ **Content Management** menu once you are logged into the cloud.

Step 1: Drag content to timeline slots

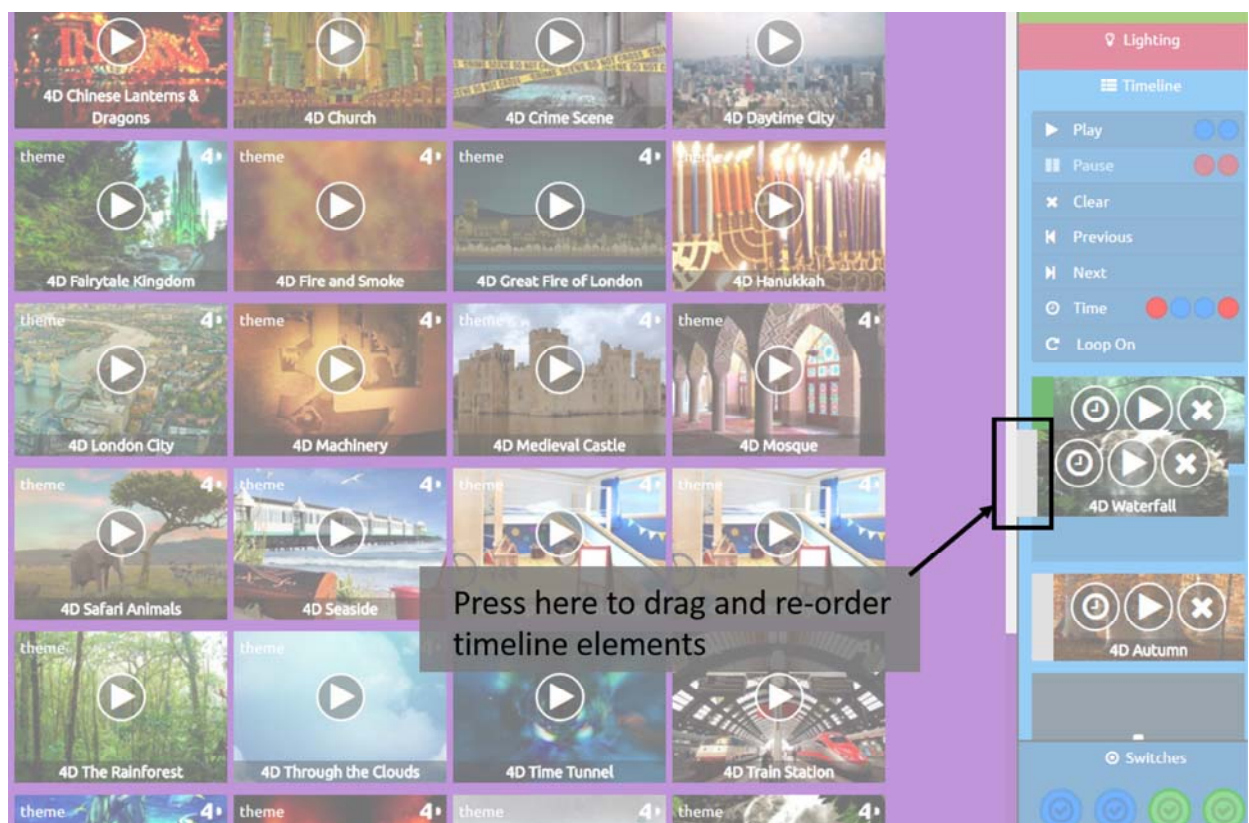
To create a new timeline, first scroll down to the bottom of the stages panel until you see the **Timeline** section. To add a theme to a timeline, go to the themes tab, and then drag and drop themes into the square with the plus button (see image below). You can add as many themes as you like.



Once you've added a theme, you can adjust how long to play that particular theme in the timeline before it moves on to the next one. Press the button that looks like a clock on the timeline blocks and you can then set how many hours, minutes, and seconds the theme will play for (see image below). Once you have set a time, press **Apply**

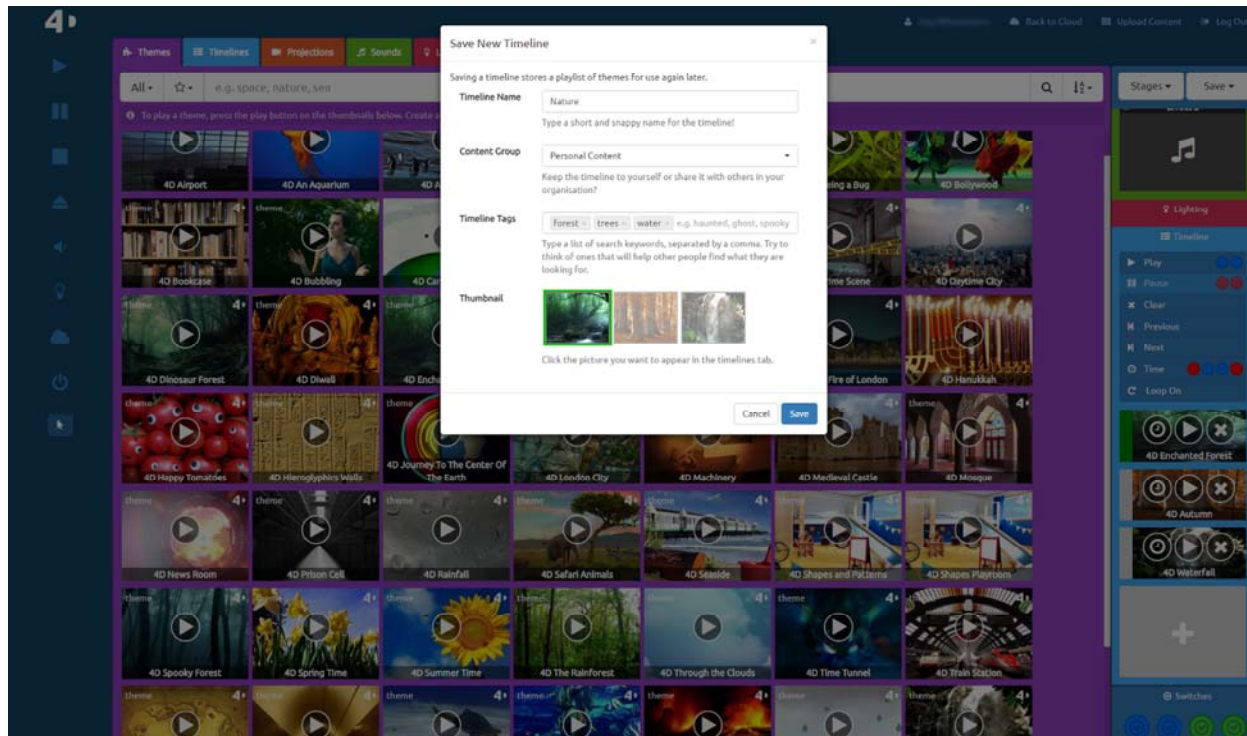


You can also re-order the timeline elements (i.e. themes you have placed into the timeline slots) by pressing and holding the ribbon on the left and dragging the element to the position you want (e.g. see image below).

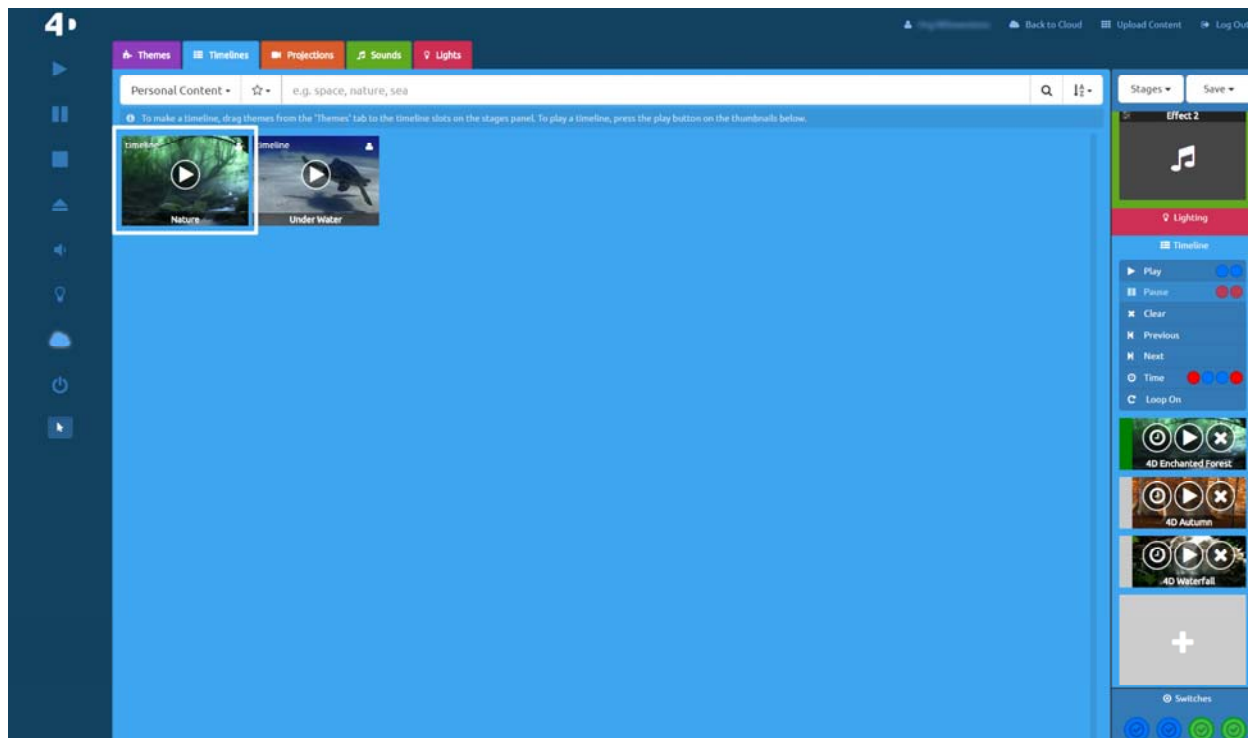


Step 2: Save your timeline

Now you are ready to save your timeline. Click on the **Save** dropdown menu on the top of the stages panel on the right, and press **Save As Timeline**. You will then be able to set your save options (see below) like setting a timeline name, save location, tags, and the thumbnail (which will be shown under the Timelines tab).



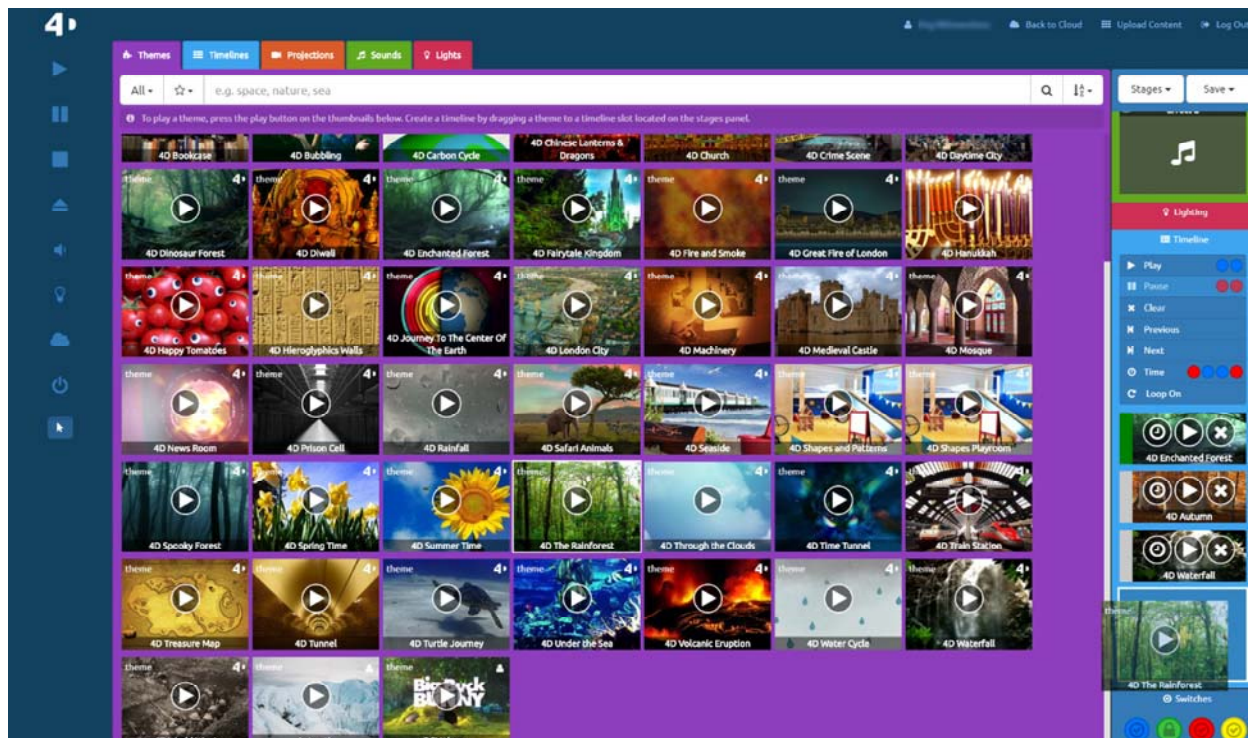
Once you are ready, press **Save**. You can then find your newly saved timeline under the **Timelines** tab.



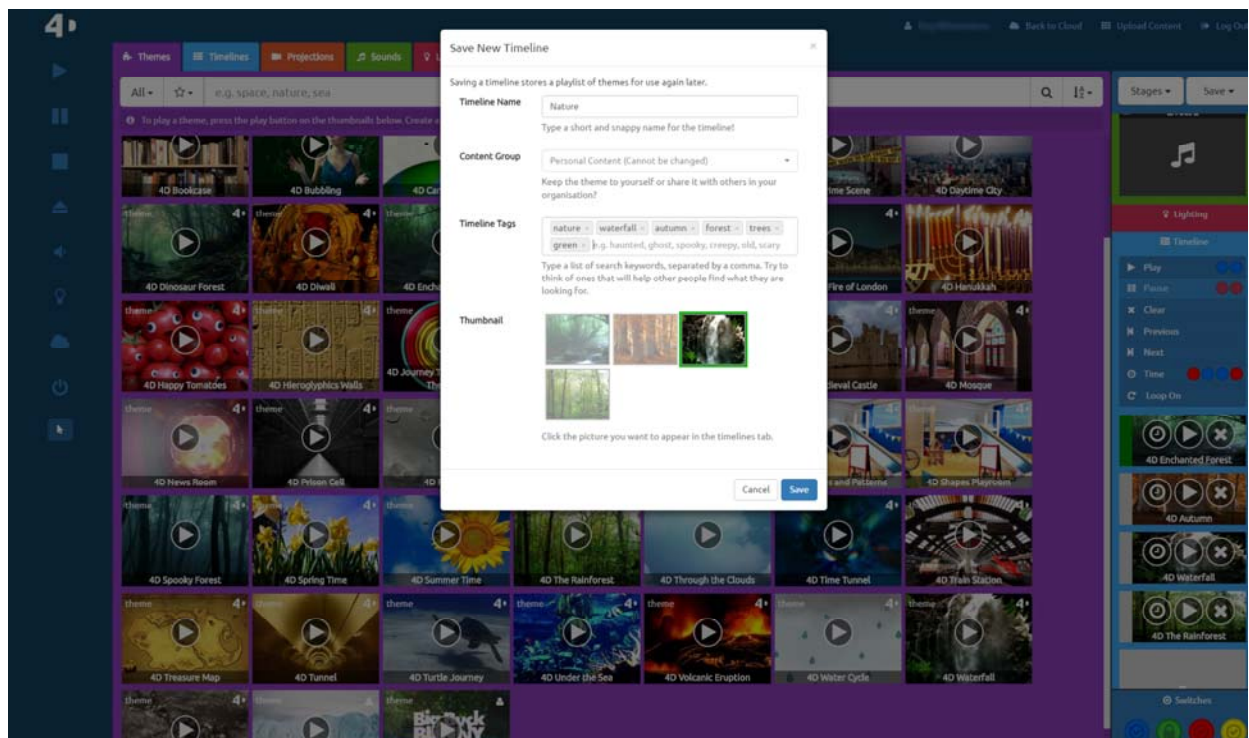
Step 3: Edit your timeline

Let's say you want an extra theme to your timeline. To do this, first load the timeline, by going to the **Timelines** tab and press the play button on the timeline you want to edit. This will load all the content associated with that timeline. Here we'll use the example timeline created in the earlier steps.

Let's add a new theme by dragging another nature related theme into a timeline slot.



Once you added the new theme to the timeline, press the **Save** button at the top of the stages panel on the right, then press **Update Timeline**. You will then be shown the same menu as saving a timeline. Here you can change the thumbnail, or modify the title, etc. In the example below, a new thumbnail is selected. Once you are ready, press **Save**.



In the timelines tab, you can then view your updated timeline with the new thumbnail (see below).

