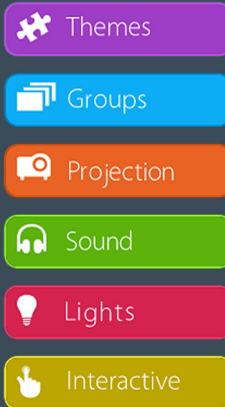


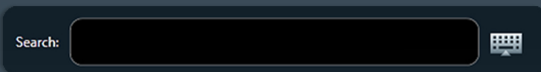
Quickstart Guide

Using 4D create is easy. This quick guide will help you get going as quickly as possible.

The **Sidebar** is where you can access different types of media. For example, pressing **Themes** gives you access to your themes library.

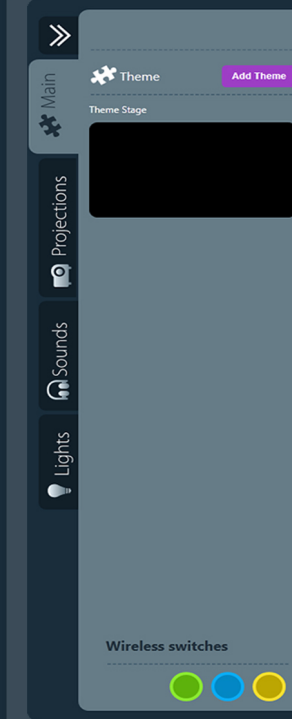


The **Media Library** is where you can play and pause complete Themes as well as individual Projection, Sound and Light elements. It's the centre of your media playground.



The **Search Bar**. From here you can search your media library for names and tags.

The **Stage Area** is where to see what's currently playing. You can also add different projections, sounds and lights from this panel. Need to use wireless switches? You can do that too.



The **Remote** allows you to play, pause and stop media. You can also mute and change the volume of audio. Need to turn on some lights? You can do that as well.



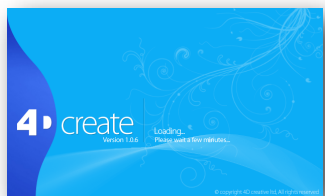
Help & Support

We want you to enjoy using the 4D create software and the hardware in your Immersive Space, so feel free to call or write to us if you have any questions, technical or otherwise.

The Landing
Blue Tower, 3rd Floor
MediaCityUK
Salford M50 2ST
0844 414 2595

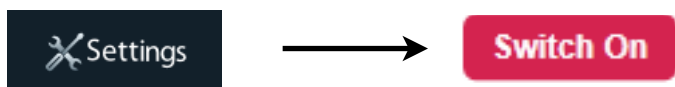
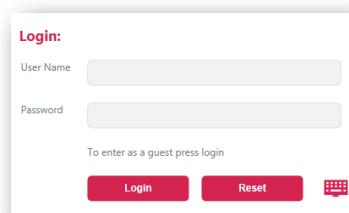
Turning your system ON

- (1) Following the numbered labels (starting from 1), switch on all the equipment, including the PC (if it's not already on). The labels are located next to the **Power** button on each piece of equipment.
- (2) The PC will show a black screen for up to 30 seconds while it loads up. It's important at this stage not to press the power button, so please be patient while the computer finishes loading.



(3) Once Windows has loaded, 4D create will load automatically. You will see a blue loading screen, asking you to wait for a few minutes. The software is pre-loading all your content to ensure the themes load quickly when in use. It will take between 1-5 minutes.

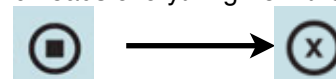
- (4) When presented with a **Login** window, simply press the **Login** button - you do not need to enter anything in the User or Password fields.
- (5) Click on **Settings** in the bottom right hand corner of the 4D create screen, and then press on the button that says **Switch On** to turn the projectors on.



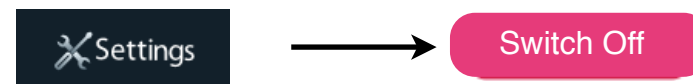
- (6) You're ready to go! If you have any problems, please consult the full user guide for more detailed information.

Turning your system OFF

- (1) To safely shut down the system, stop all "live events" (projection, light and sound). Do this by pressing the STOP button twice (bottom left). The first press stops all events running (STOP symbol turns to an "X") the second unloads everything from the "stage area".



- (2) If any lights are still on select the lightbulb image at the (bottom left of the screen) and select "Off".
- (3) Go to the **Settings** menu, and press the **Switch Off** button to turn projectors off.



- (4) The room should now be completely black with nothing playing and red/orange flashing power lights on the projectors (cool down mode)
- (5) Ensure all the rack equipment is switched off by following the numbered labels in reverse (the opposite order of turning the system on). As a rule of thumb, the amplifiers should always be the first piece of equipment that is turned off.
- (6) Press the PC power button (labelled "1") once and the PC will safely shutdown

PLEASE NOTE THAT THE LIGHTS MUST BE SWITCHED OFF IN THE SOFTWARE BEFORE YOU CLOSE THE PC DOWN. IF YOU FORGET:

1. Restart the PC, wait for the software to load and login as normal
2. Press play on any theme (the lights will change colour and you will hear a beep from the system)
3. Press the STOP button twice (bottom left) - all lights should switch off
4. Press the power button on the PC once and it will safely shutdown

Frequently Asked Questions

When I open the software, why does it say 'Application already open' and then immediately close?

This was a known issue that has been fixed from version 1.0.6 onwards. However, very occasionally, the software might not close properly, and it therefore won't allow you to open a second instance of it.

Drag your mouse to the bottom of the screen and hover over the start bar. Right click and then select 'Start Task Manager'. Select the 'Processes' tab and find any entries in the list called 'FDcreative.ISpaces.UI.exe'. Right click on these and select 'End Process'. Make sure all entries with this name are closed, and then try opening the software again.

Why are my images/videos appearing on the wrong screen or not appearing at all?

This may be due to a temporary error with the graphics cards. Try restarting the PC; if this doesn't work, please call us on 0844 414 2595.

I'm trying to import a video/image/sound, but the software won't let me.

You may find that you can't capture a thumbnail of a video in the 'Add video' menu; the video might not play at all, or the software may crash when you select 'Import'.

You might be trying to import the file from an external source, such as a server or a hard drive. Try copying the file onto your Windows desktop first, and then try re-importing it into 4D create.

How do I loop a theme?

You can loop video and sound from the 'Edit' menu.

Can you change an element of a theme whilst using it?

Yes, you can change a theme element whilst the theme is being played. Simply drag a video, image or sound into the relevant **Stage Area** for it to play.

How do I create a slideshow?

You can create a slide show by combining multiple images and videos into a 'Theme List':

- Save each image/video as a separate theme, then in 'Themes' select 'Add' from the top right hand corner of the **Media Library**.
- Select 'Theme List' from the pop up menu and start dragging the themes you want to add into the drop zone which will appear below the **Sidebar**.
- Then open the drop zone edit menu, name your list and save it. You will be able to move through the themes in the list by using the **Red** wireless switch, or the 'Up' arrow on the keyboard.

Can I see other people's themes?

Yes. All content is shared between users as there are no individual logins.

Can others delete or amend my themes?

Yes. Any themes or work you have created could potentially be deleted. For this reason, we advise you to export any themes you have created as a backup:

- Select your theme, and then press **Edit Theme** at the top of the stage area.
- Select **Export** in the bottom right corner and save to the desired location. This will bundle up all the content within the theme and save it safely to disc.

What is the file transfer time?

Typically a file transfer should not take more than a few minutes (unless it is a large video or sound file). If it does, the software might have crashed and may need restarting.

We always recommend that you copy any large files to the desktop before you try to import them to 4D create, then delete them (as they are copied into the software).

I tried to import a 30 minutes video. Why did it fail?

Some video codecs are not supported within the software. If you are encountering any problems importing, please try converting it outside of 4D create using an application such as Handbrake or MPEG Streamclip. Recommended settings can be found overleaf.

Alternatively, the video may be too large. Try converting the file and limiting the 'bit rate' to make it smaller (see the question '*How do I convert files which are not in a suitable format?*').

Can you link a voting system to the 4D system?

There is a voting system theme built into the interactive floor if you have it in your space. Otherwise this is not something that is available on the current version of 4D create.

What file format is best for Video, Sound or Image?

We recommend the following:

Video: MPEG4

Sound: WAV, MP3

Image: BMP, JPG, PNG

How will local network restrictions affect me?

You may be unable to access the internet or update any software. Contact your school IT administrator in the first instance to resolve this. If you are having major problems, contact 4D creative on 0844 414 2595.

How much space is on the drive?

Our PC's come with drives between 200GB and 2TB in size.

Can I import multiple files as a batch?

The current version of 4D create (1.0x/1.1x/1.2x) does not allow for batch import, but this is something that is planned for future versions.

Can I use a switch to play sounds?

Yes. You can assign a switch to a sound.

Can I make an image flash?

You will need to animate an image first and then import it into the software in order to make it flash (it is not possible from within 4D create).

What are the copyright issues for us as a school?

When downloading/sourcing content, it is the school's responsibility to get permission from copyright holders to use their work. Please see our full user guide for more information.

How do I get remote access?

Remote access will need to be arranged with your IT department. 4D creative uses remote access but this is for troubleshooting and software upgrade purposes only.

How do I convert files which are not in a suitable format?

4D create will automatically convert your content into the correct format when importing. However, if creating videos outside of 4D create, we recommend the following settings:

Codec: MPEG4 - Apple MP4 Visual/MP4 Basic (Avoid using Apple H.264 Codec).

Size/Resolution: 1280 x 720 (often referred to as High Definition 720)

Frame Rate: 25 frames per second (fps)

Bit rate: Variable (in MPEG Streamclip, specifying a bit rate will give you an estimation as to how large the resultant file will be).

File Size: 200mb max (recommended)

Can I play a video live from the web?

No, you can't play video from a webpage in our software. You will need to download it first in a suitable format, and then import it using the standard procedure.

Can I view videos from the content library in other applications?

No, the content is only available within the software.

Can you time the elements?

This is not an available feature in versions 1.0.x/1.1.x/1.2.x of the software.

What is a playlist?

A playlist is a collection of sounds, images, or videos that can be controlled using the wireless switches.

How are wireless switches assigned?

The **Red** wireless switch is reserved solely for Theme Lists (see the question *Can you put themes together in the playlist?*).

The **Yellow**, **Blue** and **Green** switches can be assigned to individual elements. The placement of these switches are saved with each theme, so if you assign them and save a new theme, they will be recalled when you next load that theme.

At this stage, switches cannot be used to move between elements/themes within a Group.

How can I programme a new lighting scene?

Go to **Lights** in the **Sidebar**, and select **Add** in the top right hand corner of the **Media Library**. Enable the **Extra** or **Theatre Lights** you want in your scene and select the desired colours from the Colourwash section. Give it a name and press **Save**.

Can you still put a spotlight on?

If your space has spotlights installed, the software will have been set up when it was installed to control these. In 4D create, these types of lights are known as either **Extra** lights or **Theatre Lights** (depending on set up and the type/model of light).

When creating a lighting scene, you will have the option to add these lights in. To put a spotlight on, create a new lighting scene, and enable the one light you want activated.

Offline editor - is there one?

Not yet, however we are working towards offering **offline** versions of the software soon.

Can you lock the screen?

This is not currently available in versions 1.0.x/1.1.x/1.2.x. We are planning to add this feature in future releases.

Does the software resize an image? (see page 7 of user guide)

Yes, the software will automatically resize any image or video in order to fit the screen it is being projected onto. You may find that some images that looked fine when you created/downloaded them appear stretched or squashed when uploaded to 4D create (especially on the main dual screen).

How long does it take to build a theme?

Hopefully not long at all! We've designed the software in such a way that allows making themes and importing content to be as quick and easy as possible.

It should take anywhere between 1 and 5 minutes to make a full theme, however you can spend longer on it if you decide to experiment with content and insert detailed descriptions and tags.

Can you edit the sound?

This is not currently available in versions 1.0.x/1.1.x/1.2.x.

The adjustments you can currently make to a sound file in 4D create are volume, stereo balance (Left/Right), fade in/fade out and playback options (play once, loop etc.).

Can you integrate other brands of wireless switches?

The wireless switches featured in 4D create are set to mimic the arrow keys on a keyboard. Theoretically, any switches that can 'mimic' these four keys will work with 4D create. The keys are set as follows:

Red = Up **Yellow = Left** **Blue = Right** **Green = Down**