Schedule

The Venus 1500 Hub is divided into three control areas: **Home, Content and Schedule**.

This lesson is an overview of the **Schedule** tab, the area you will go to when you want to **Add** and **Publish** new items or **Remove** items from the display.   You can also **Preview**. Of course, you can change the **View** to what works best for you!

1. The orange "V" in the top left corner is called the **Application Menu**. This is the front door to **Venus 1500**. You can configure displays, change communication methods, register your software, launch the help guide and select Venus 1500 options

2. **Add.** Click the Add button to add a new presentation to the rotation.

3. **Remove.**   Select a presentation from the rotation and then click **Remove** to delete it from the rotation.

    ✅ **Tip:** To select multiple presentations at once, click on the top presentation, hold down your **Shift** key and click on the bottom presentation to highlight all in between.

    ❗ **Trap:** When using **Add** or **Remove**, your changes will not reflect on your display until you click the **Publish** button to update the display.

4. **Move Up, Move Down.** Select a presentation and click on **Move Up** or **Move Down** to change the location of the presentation in the rotation.

🔸 **Other Ways to Move Up, Move Down.** Click on the presentation you want to **Move** and use the **directional arrows** to the left of the thumbnail to move it to the desired location.

5. **Preview.** Select a presentation and then click the **Preview** button to see how the presentation will play on your display.

6. **Print.**   Click on the **Print** button to print a copy of your schedule with or without thumbnail.

    ✅ **Tip:** Depending on the programs you have installed on your computer, you may able be able to print to pdf or to Microsoft XPS Document Writer to save a copy that can be emailed. Just change your printer option from your printer to the program you have installed and click **Print**.

7. **Publish To Display.** This is your final step in getting new content to or removing old content from the display. Everything you did previously was only within the software. Once you click **Publish**, all your changes will be communicated to the display.