

Changing Content Views

Because there are several phases of developing a presentation, Venus 1500 provides several different views for you to choose from:

- **List:** This is the default view in Venus 1500 Version 4. List view lists presentations vertically in the order they were created.
- **Thumbnail:** Displays all the presentations in the Content Tab as thumbnails (tiny images). Use the “more” button when you want to view different folders.
- **Filmstrip:** Displays the presentation as a larger thumbnail. Includes the name, modified date, who it was last modified by, the size and duration. If the presentation is scheduled, this will also be noted.

1. Click the **Content** tab on the Hub.
 2. Click the button for the view you want to use in The Presentation Views group.
- Venus 1500 displays thumbnails of presentations using the view you selected.

🔍 **Other Ways to Change Views:**
Right-click on the presentation thumbnail, choose the view option.

✅ **Tip:** Filmstrip View will show if the creative piece is scheduled. See Fig. 2

Exercise

- **Exercise:** Switch to Thumbnail view using the View tab on the Ribbon.
- Switch back to List view by right-clicking on a thumbnail.

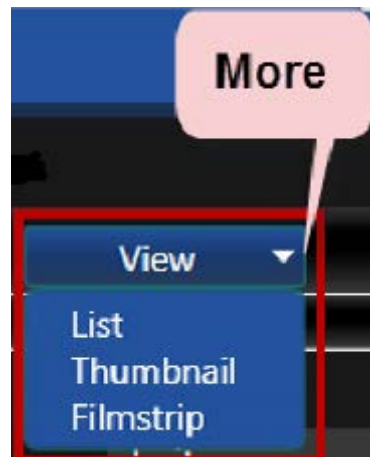
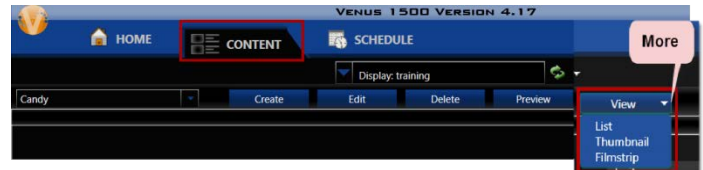


Figure 1: View tab on the Content Ribbon

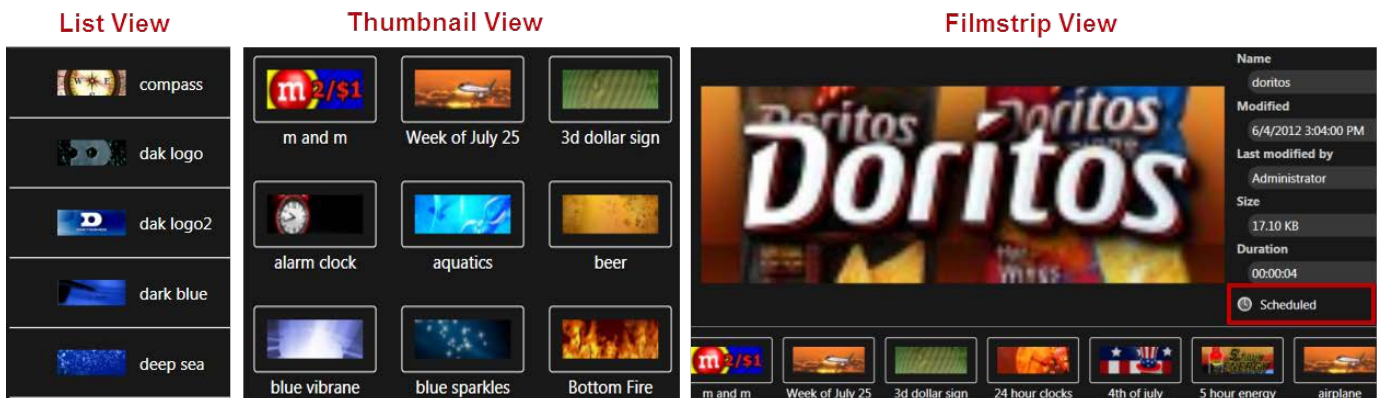


Figure 2: Library viewing options. Note Filmstrip View shows if creative is scheduled.