# VENUS CONTROL SUITE

## TRANSFERRING CONTENT FROM VENUS 1500 V4 TO VENUS CONTROL SUITE

A step by step process on how to move content from Venus 1500 V4 to your new Venus Control Suite Software.

### TRANSFERRING CONTENT

1.  Open Venus 1500 V4 by clicking on the **Orange V**.

2.  If a display is not selected, select a display from the center dropdown.

3.  Click the **Content** tab.

4.  Click the **Create Button** to open Content Studio.

5.  Click the **Application Menu** (Orange V) in the upper left corner and select **Open**.

6.  Choose the preferred display and click **next** (users may only have one option).

7.  Select content file and click **Open**.

8.  Once the presentation is open, click the **Application Menu** (Orange V) in the upper left corner and select **Save As**.

9.  Under **Systems**, choose the external location (i.e. Desktop, My Documents, My Computer, My Network) to save your message (see figure 1).

10. Name your content in the **File Name field** at the bottom (leave the file type as VMPF files).

11. Click **Save**.

12. Repeat steps 5-11 for all content that needs to be transferred.

13. To upload saved content into Venus Control Suite, navigate and log into **https://venus.daktronics.com**.

14. Click the **Media** icon.

15. Click **Upload**.

16. Click **Drop files or click here to upload** in the Upload Media box and navigate to your saved VMPF files (see figure 2).

17. Select VMPF file(s) and click **Open**.

    ✓ **Tip**: Choose multiple files by holding the ctrl key down on your keyboard as you select multiple files.

18. Once the files have finished uploading, you may tag them or click **Finish** (see figure 2).
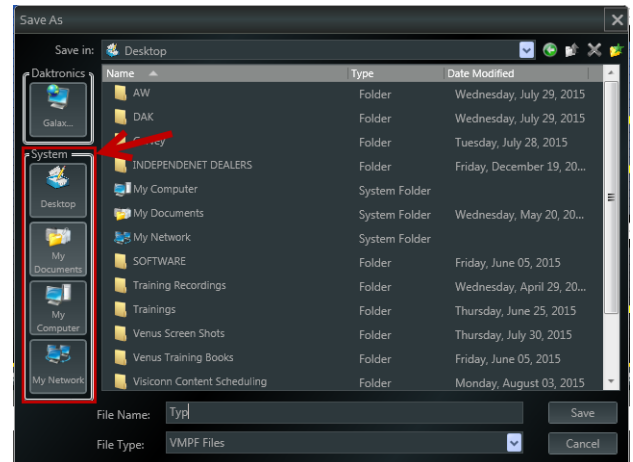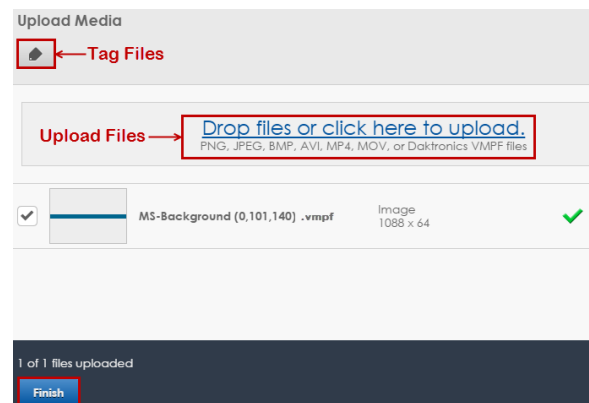


Figure 1: Select location from the System



Figure 2: Uploading VMPF Files

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