



## **CSV Files & Breeze User Guide**

**Version 1.3**

February 2017

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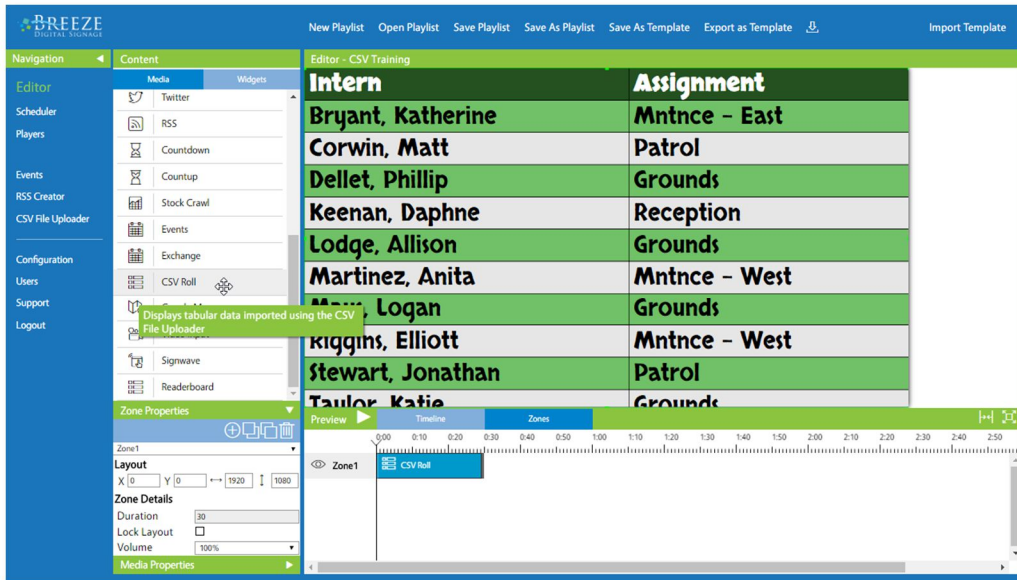
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# CSV FILES & BREEZE USER GUIDE

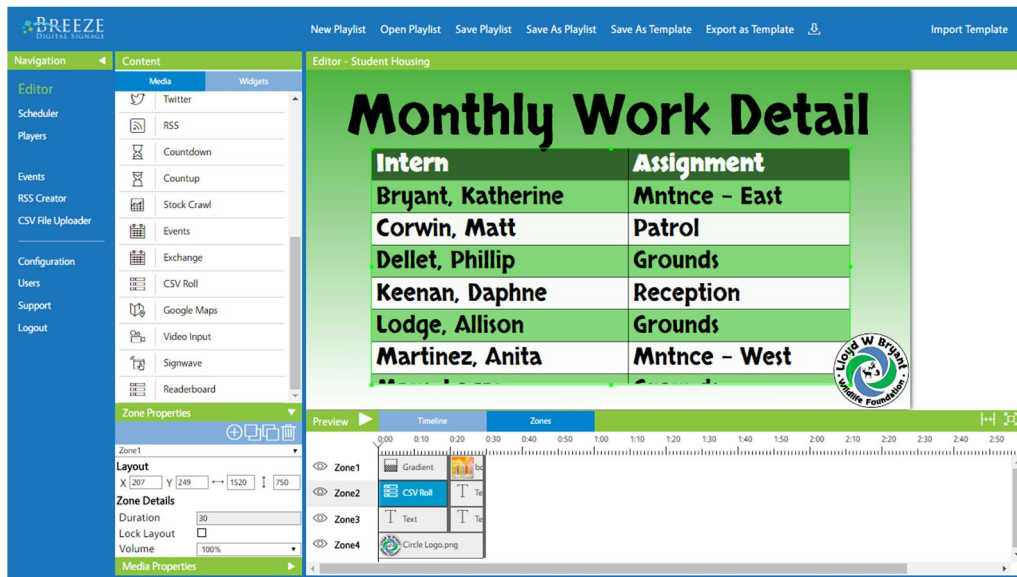
## INTRODUCTION

A **CSV Roll** widget displays tabular data, otherwise known as a table, in a **Breeze** playlist. A common form of tabular data is a worksheet created in **Microsoft Excel**.

CSV is an acronym for Comma-Separated Values; this file format communicates a table in plain text over a network, such as the Internet. CSV file format offers the advantage of widespread compatibility and extensive usage history.



The **CSV Roll** widget creates a table header from the first line of text in the CSV file. Rows of data are displayed over rows of alternating background colors. When data exceeds the space provided, rows are scrolled vertically under the header. The **CSV Roll** widget can be the focus of the digital signage or displayed alongside and in sequence with other media content.

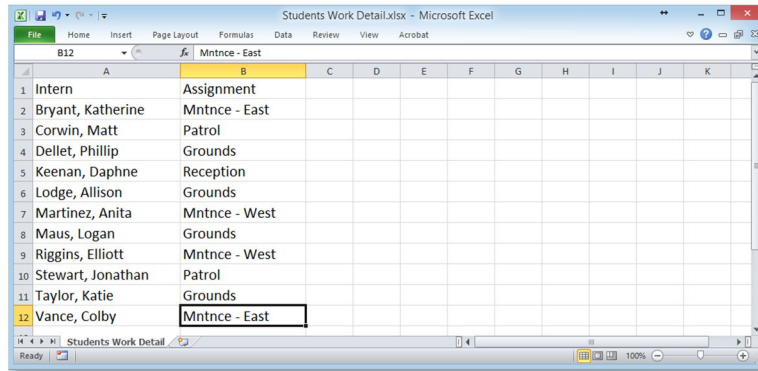


It is a simple process to update the tabular data displayed by **CSV Roll** widgets. When a new CSV file is uploaded with the same filename as a previously utilized CSV file, the new tabular data automatically updates playlists with corresponding **CSV Roll** widgets!

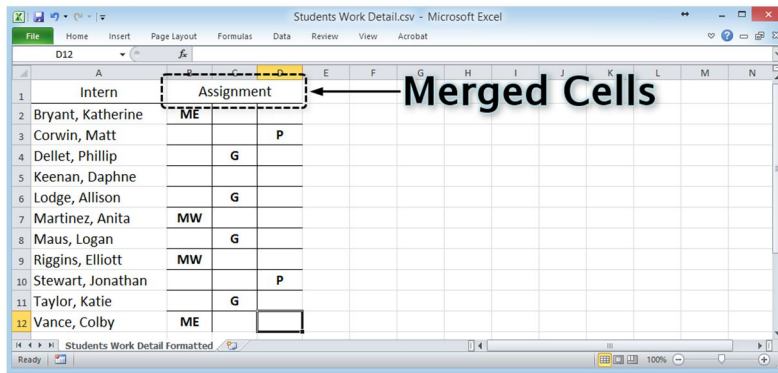
# CSV FILES & BREEZE USER GUIDE

## CSV FILES & EXCEL WORKSHEETS

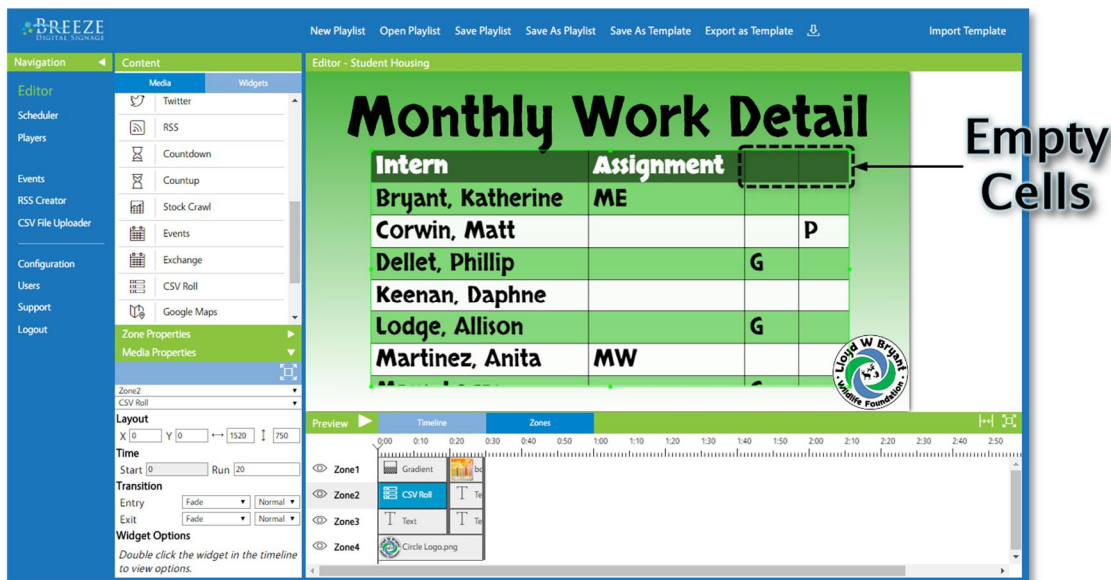
**Microsoft Excel** creates a CSV file by reading each cell in a worksheet from the first row to the last, preserving blank lines and cells that exist between the two rows.



Formatting applied to the text and cells in an **Excel** worksheet will not be retained through the exportation process.



When merged cells exist in an **Excel** file, empty cells will be added to compensate for the merged cells when the data is exported in CSV format. Please visit the **Microsoft Community** website for more information about the differences between CSV file format (.csv) and **Microsoft's** proprietary **Excel** file format (.xlsx or .xls): [https://answers.microsoft.com/en-us/msoffice/forum/msoffice\\_excel-mso\\_windows8/csv-vs-xlsx/c2d05fb3-09ac-473f-8e5d-d6568e7a5fe1](https://answers.microsoft.com/en-us/msoffice/forum/msoffice_excel-mso_windows8/csv-vs-xlsx/c2d05fb3-09ac-473f-8e5d-d6568e7a5fe1).

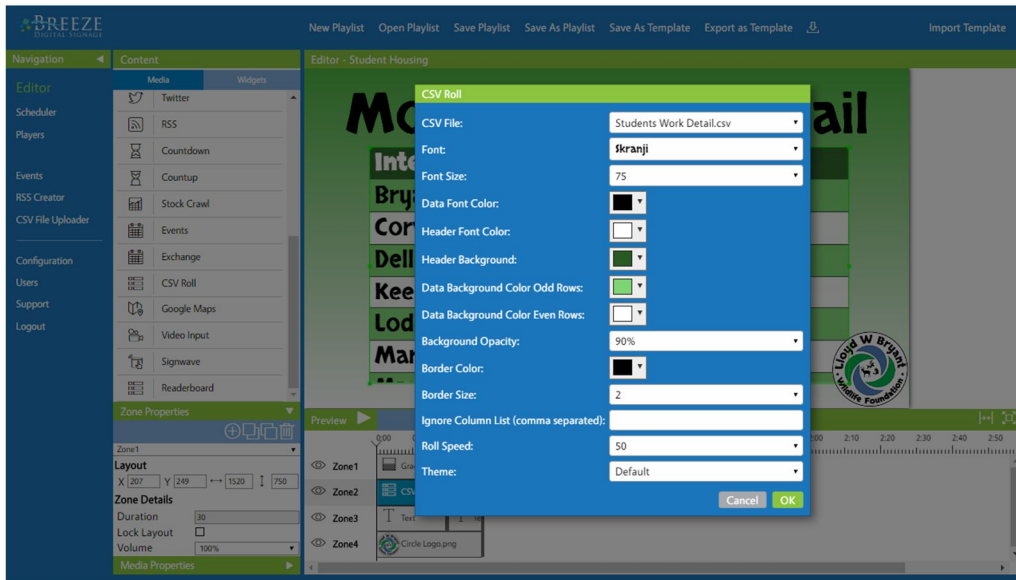


# CSV FILES & BREEZE USER GUIDE

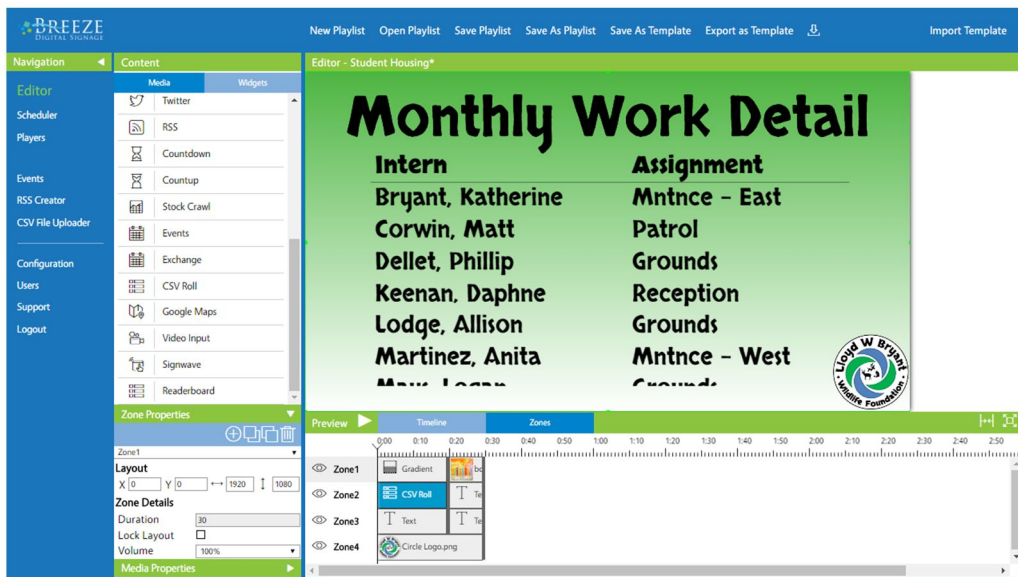
## CSV FILES & EXCEL WORKSHEETS (CONTINUED)

Due to the nature of CSV files, it is recommended to utilize a “simple table” layout. A “simple table” is a table in which the same number of columns exist in each row and the same number of rows exist in each column. This layout resembles a grid.

Although formatting is lost in the conversion from an **Excel** file to CSV file, the **CSV Roll** widget in the **Breeze Editor** offers many settings to adjust the aesthetic properties of the table.



Different combinations of colors as well as opacity and border settings enable users to create a wide range of different table appearances.



**Note:** Although this manual demonstrates creating a CSV file from a **Microsoft Excel** worksheet, any tabular data saved in CSV format can be uploaded to the **Breeze** server and displayed with a **CSV Roll** widget. A CSV file can even be created manually in a simple text editor!

# CSV FILES & BREEZE USER GUIDE

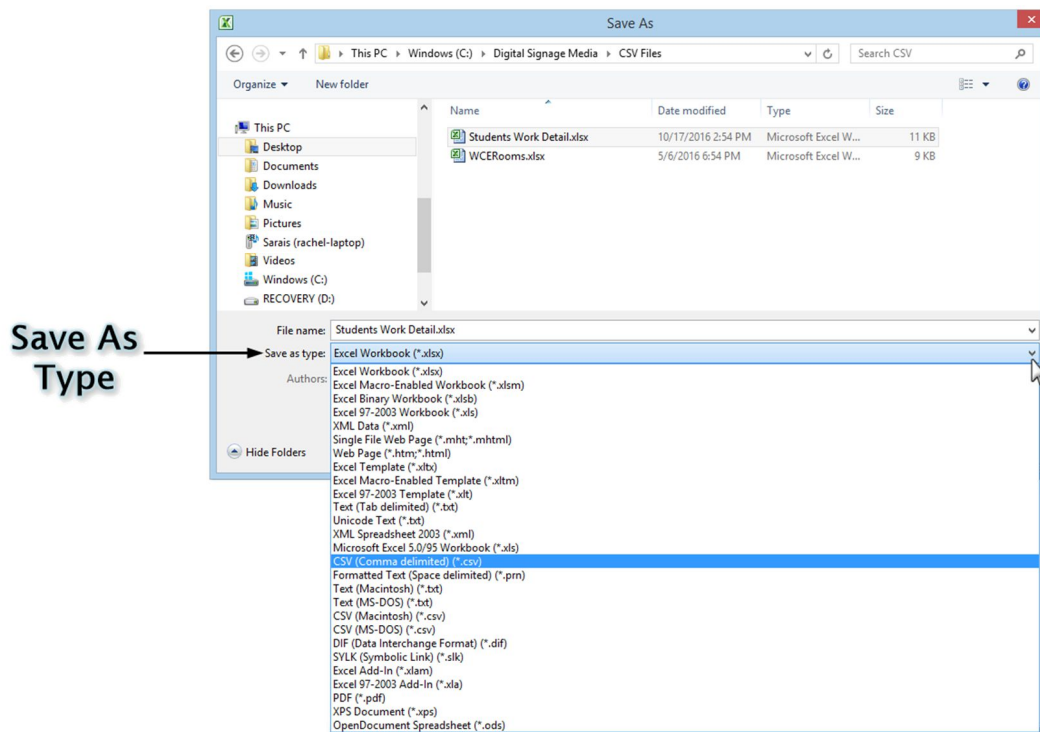
## EXPORT IN CSV FILE FORMAT

An **Excel** worksheet must be saved, or exported, in “Comma Separated Value” (.csv) format to be uploaded to a **Breeze** server. **Microsoft Excel** offers three different \*.csv file formats, but only two of these are compatible with the **Breeze** software: **CSV (Comma delimited) (\*.csv)** and **CSV (MS-DOS) (\*.csv)**.

**Note:** *The CSV (Macintosh) (\*.csv) format is not compatible with Breeze!*

### TO EXPORT AN EXCEL WORKSHEET AS A CSV FILE:

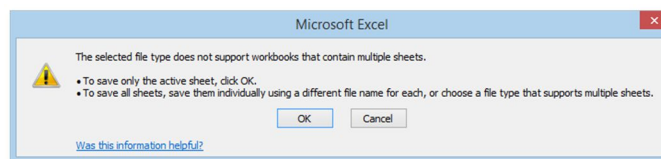
1. Select the **File** tab on the **Tool Ribbon** in **Excel**, and select **Save As** from the **File** menu.
2. Navigate to the location where the CSV file will be saved. If needed, the name of the CSV file can be edited at this time.
3. Below the **File name** field is the **Save as type** field. Select the arrow to the right of the **Save as type** field see a list of possible file formats, as illustrated in the image below.



4. Select **CSV (Comma delimited) (\*.csv)**.
5. Select the **Save** button.

**Note:** *Several message windows appear after the **Save** button is selected. Please continue reading for further information about these message windows or select **OK** and **Yes** to proceed.*

A window opens stating only one worksheet at a time can be saved as a CSV file. To export multiple worksheets from one **Excel** workbook, each worksheet must be exported as a single CSV file. Select **OK** to continue the exportation process.



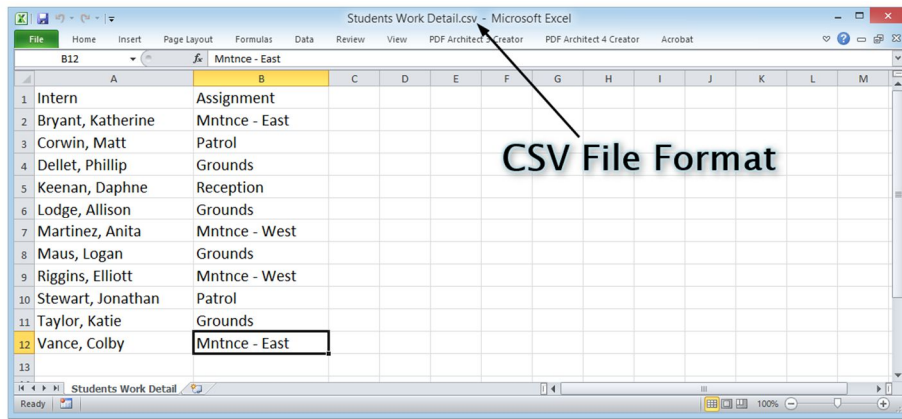
# CSV FILES & BREEZE USER GUIDE

## EXPORT IN CSV FILE FORMAT (CONTINUED)

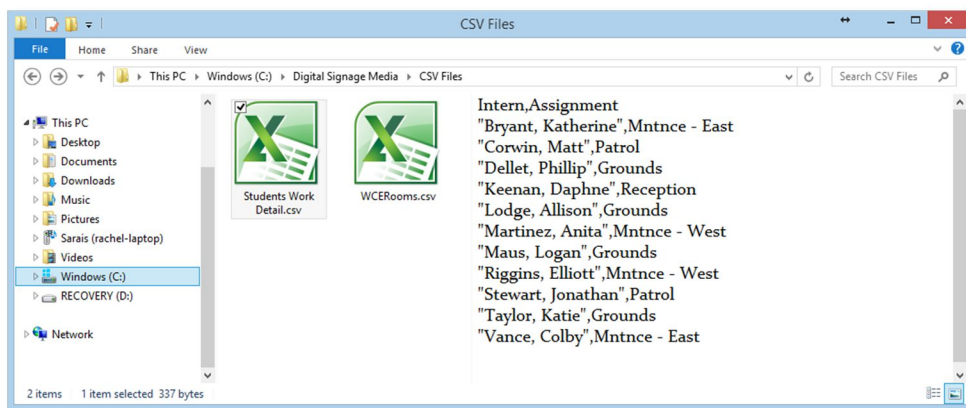
A second message window opens stating some **Excel** features are not compatible with CSV file format. This is the point at which formatting is lost in the transfer from an **Excel** worksheet to a CSV file. Select **Yes** to finish the exportation process.



The active **Excel** worksheet (\*.xlsx) becomes a CSV file (\*.csv) in the **Excel** program window, and the name of the CSV file is now the title of the worksheet tab. The **Excel** worksheet (\*.xlsx) remains unaltered in its original location. Although tabs for multiple worksheets can still be displayed at this time, only the data in the active worksheet is included in the CSV file.



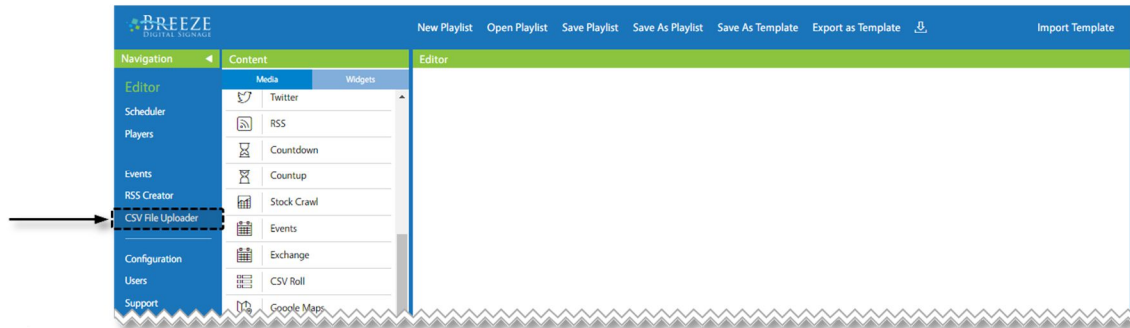
Inspecting the CSV file in a **Windows File Explorer** window reveals it is simply a text file containing data separated by commas, as the name **Comma Separated Value** implies.



# CSV FILES & BREEZE USER GUIDE

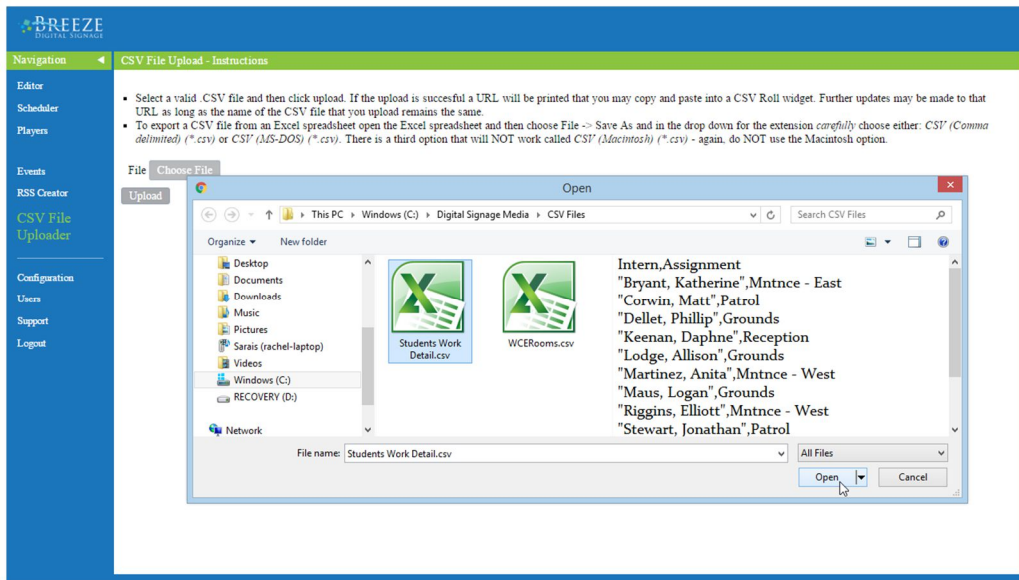
## CSV FILE UPLOADER TOOL

After the **Excel** worksheet (or any tabular data) has been saved in CSV format, the **CSV File Uploader** tool is used to upload the CSV file to the **Breeze** server. Permission to the **CSV File Uploader** must be enabled for the user or a link to this tool is not available in the **Navigation** panel.

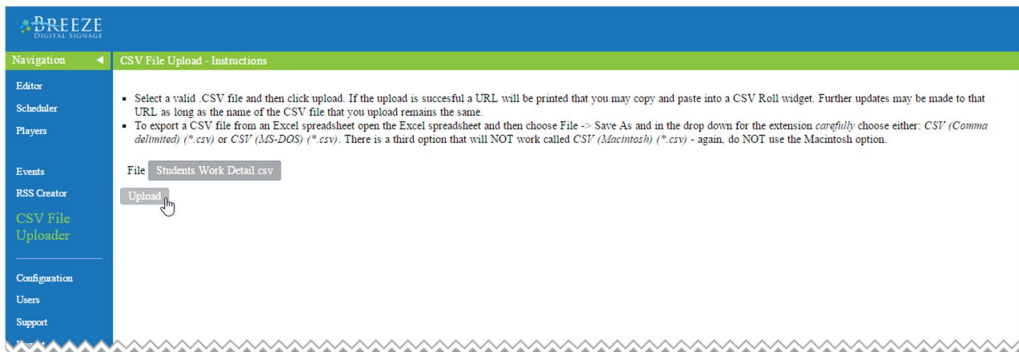


### TO EXPORT AN EXCEL WORKSHEET AS A CSV FILE:

1. Navigate to the **CSV File Uploader** tool.
2. Select **Choose File** to access the local computer directory.



3. Navigate to and select the desired CSV file from the local computer or network location.
4. Click **Open**. Once a CSV file is selected, the filename is displayed on the **Choose File** button.
5. Select the **Upload** button to bring the CSV file into the **Breeze** server.

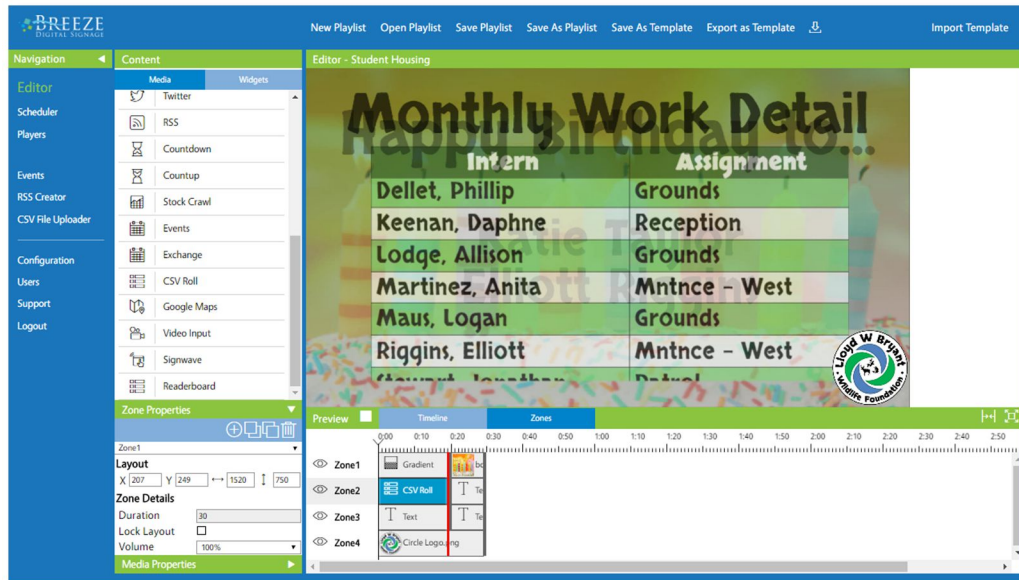




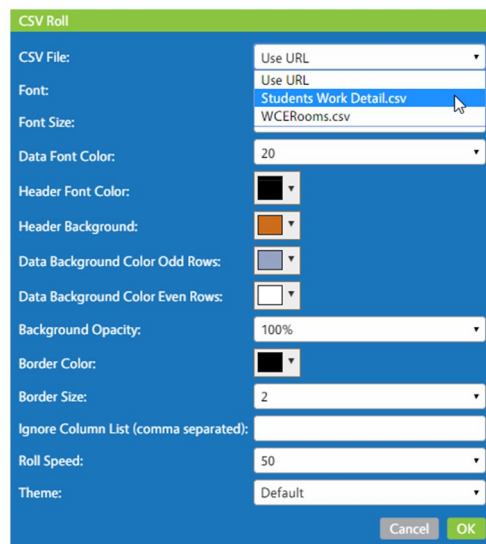
# CSV FILES & BREEZE USER GUIDE

## CSV ROLL WIDGET

After a CSV file is uploaded, a **CSV Roll** widget creates a table in a **Breeze** playlist. A **CSV Roll** widget is drag-and-dropped into a zone, with the same method as used to add other media content to a playlist. The table can be the focus of a playlist, or just one piece of media in a sequence. The image below illustrates a table generated by a **CSV Roll** widget in a crossfade transition with a **Text** widget.



The **CSV Roll** window opens after the widget is dropped into a zone. A CSV file must be selected before the widget can function! The **CSV File** field provides a dropdown list of all CSV files uploaded to the **Breeze** server, as well as an option to use a CSV file located at an external network location.



Many settings are provided to customize a table's appearance in a **Breeze** playlist. These settings can be altered after a widget is added to a playlist by double-clicking on the image in the **Canvas** or the **CSV Roll** media icon in the **Timeline**. The **CSV Roll** window re-opens and all widget settings are available to edit once again. Click **OK** to view the altered table in the **Canvas**.

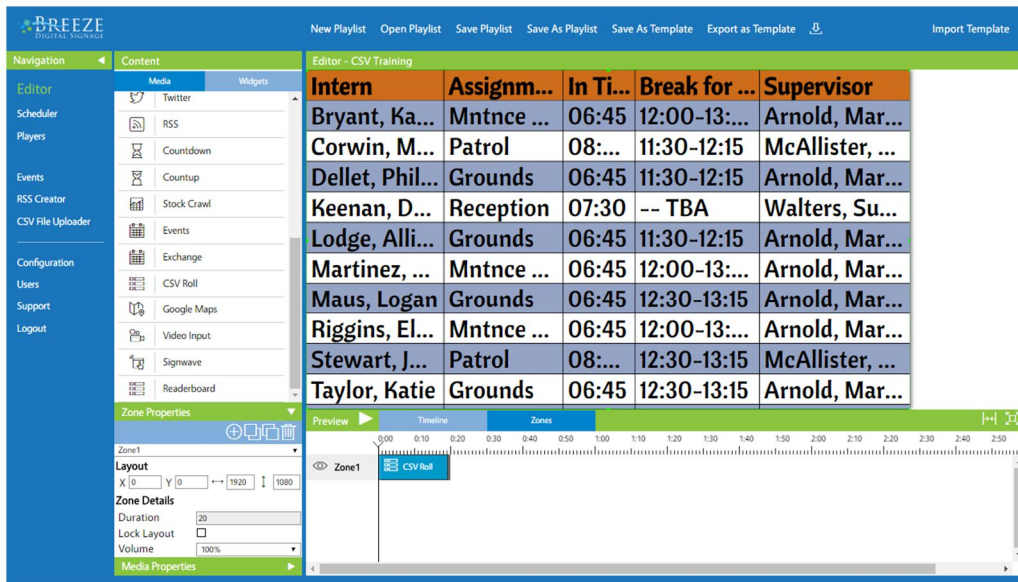
This process can be repeated until the desired look is achieved. A similar process can be used to quickly duplicate tables in just a few clicks!

# CSV FILES & BREEZE USER GUIDE

## TABLE SIZE

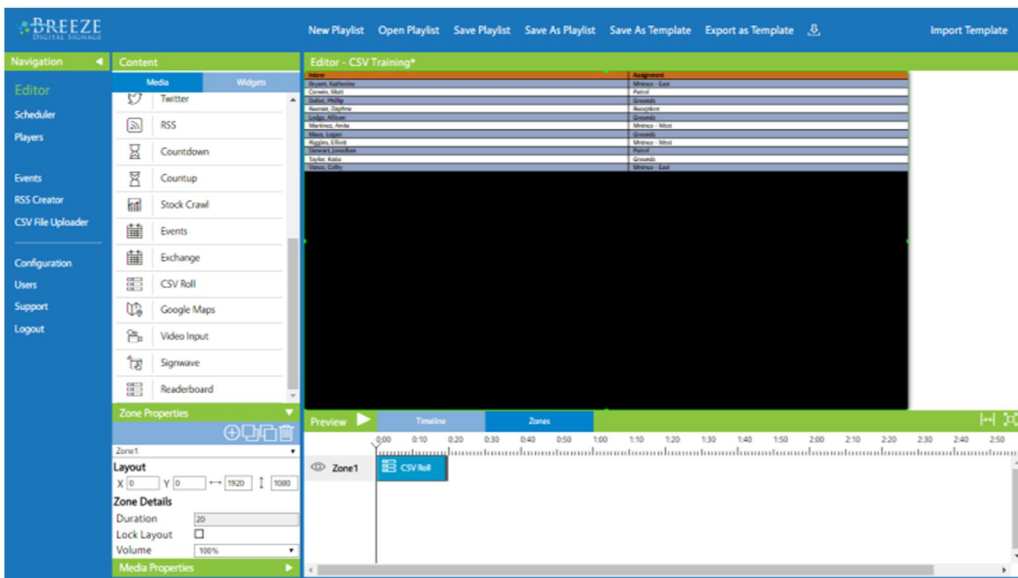
**Font Size** plays a key role in determining the size of the table generated by a **CSV Roll** widget. Other factors, such as the number of rows, number of columns, and length of data entries also have an effect but often the **Font Size** attribute has the greatest impact.

The **Font Size** may need adjusted to accommodate the tabular data. For example, a table with numerous columns will require a smaller font size or the data is cut short. Abbreviated data is indicated via ellipses when there is not enough space to display the width of the table.



When a small font is applied to a table with a small amount of data, the table height often does not fill the zone. The **CSV Roll** widget stretches the width of columns to fill the provided area, but the height of table rows is completely dependent on **Font Size**. Any areas of the zone not filled by the table are transparent.

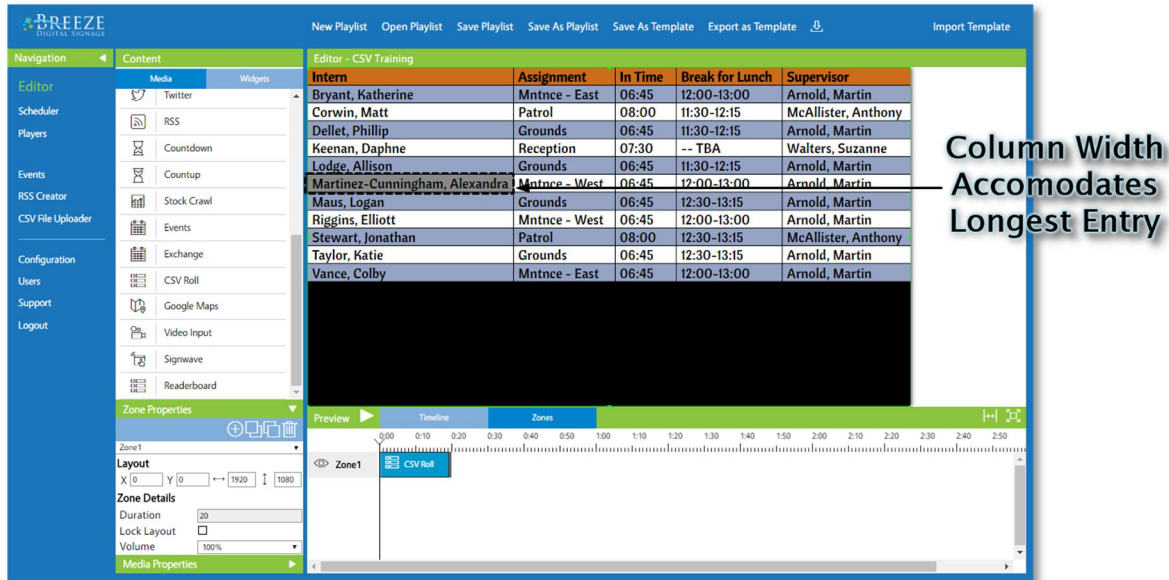
When the default **CSV Roll** widget settings are applied to the table used an example throughout this guide, a very different appearance is generated. This is due in large part to the **CSV Roll** widget default **Font Size** of 20 point. A 20-point **Font Size** is much too small for this table, which contains a mere 12 rows and 2 columns of brief data entries.



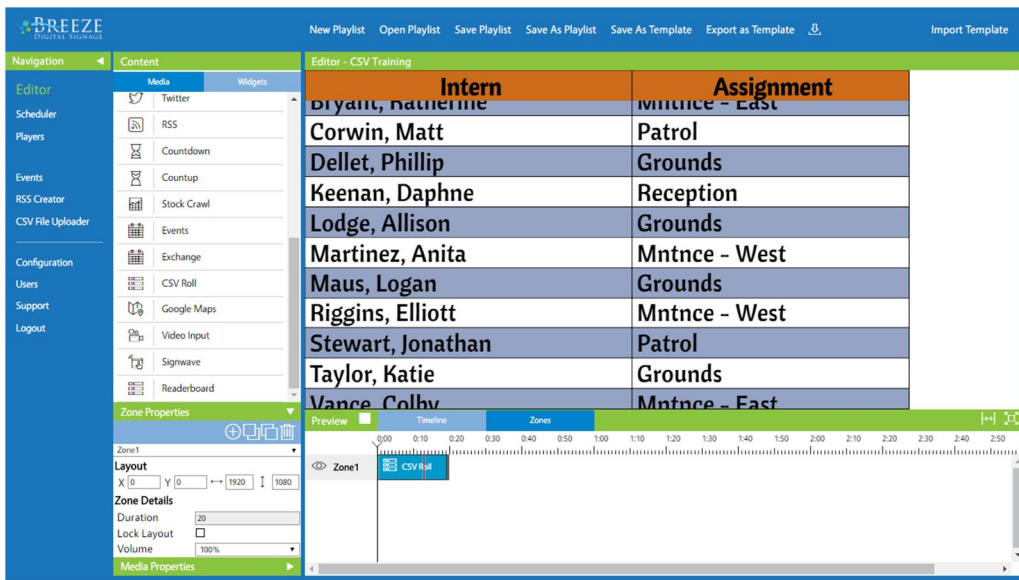
# CSV FILES & BREEZE USER GUIDE

## TABLE SIZE (CONTINUED)

As previously stated, the number of columns and length of data entries also play a role in determining the table size. The longest piece of data in each column typically determines the width of the column. When a cell contains data that is much longer than the rest of the entries in that column, a large amount of blank space can be included in the column to accommodate the long data entry.



When a table is greater in size than the height of the zone, rows are scrolled in a vertical direction under the header row. Increasing the **Font Size** of the **CSV Roll** widget to 85-point overfills the zone and the rows of data scroll during the **Play Preview**.



**Roll Speed** enables users to control the rate at which rows are scrolled. A selection of **10** scrolls at a minuscule rate while **100** scrolls at a fairly rapid rate.

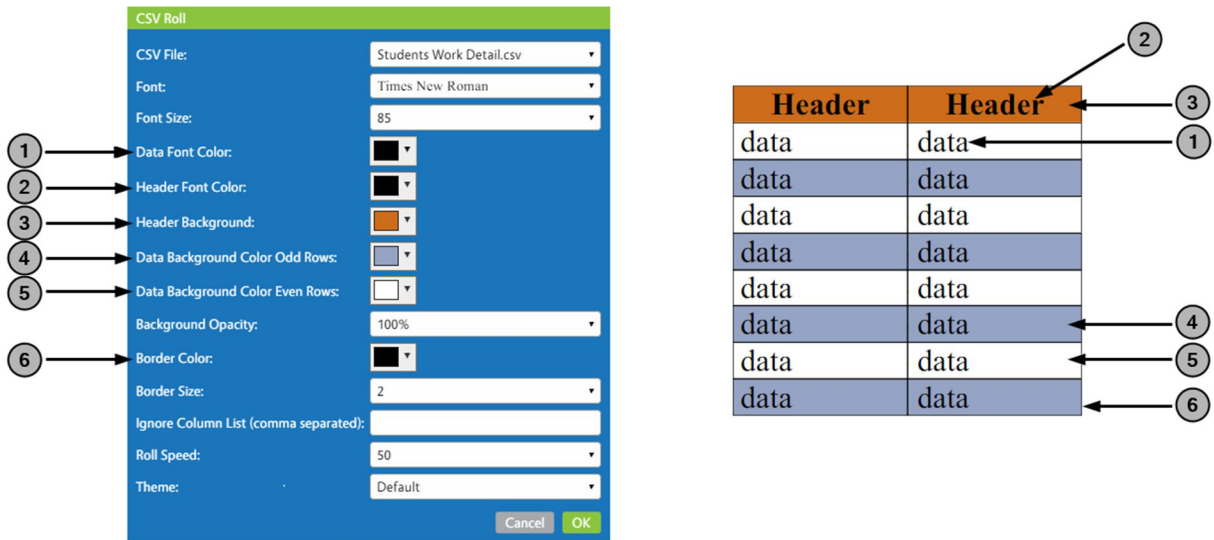
**Note:** If the appropriate **Font Size** for a well-constructed table is much too small or too large for viewing on the digital sign, please reconsider the amount of data included in the table and/or the size of the displaying the table.

# CSV FILES & BREEZE USER GUIDE

## CSV ROLL WIDGET COLORS

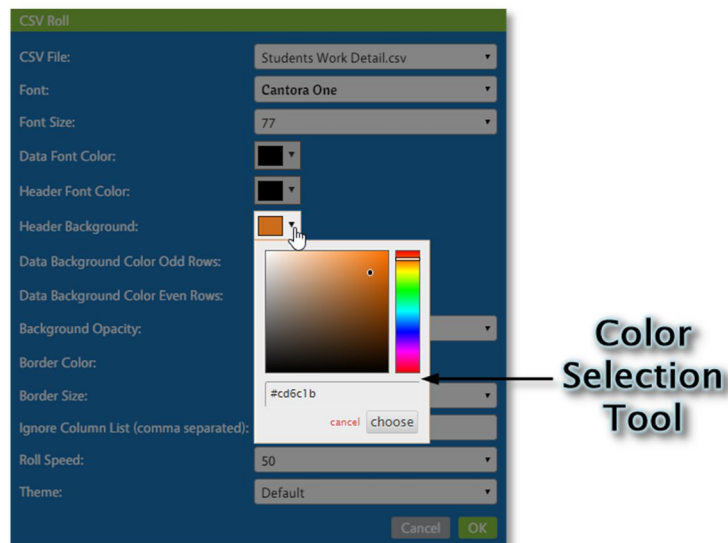
Six different colors settings (plus **Background Opacity**, **Border Color**, and **Border Size**) provide great flexibility in customizing a table's appearance. The six color settings consist of:

1. **Data Font Color**
2. **Header Font Color**
3. **Header Background**
4. **Data Background Color Odd Rows**
5. **Data Background Color Even Rows**
6. **Border Color**



Data entries are displayed over rows of alternating background colors. The same color can be selected for both the **Data Background Color Odd Rows** and **Data Background Color Even Rows** to create a table with one background row color.

The currently selected color is displayed in each color field. Clicking on the dropdown arrow to the right of the color evokes the color selection tool.

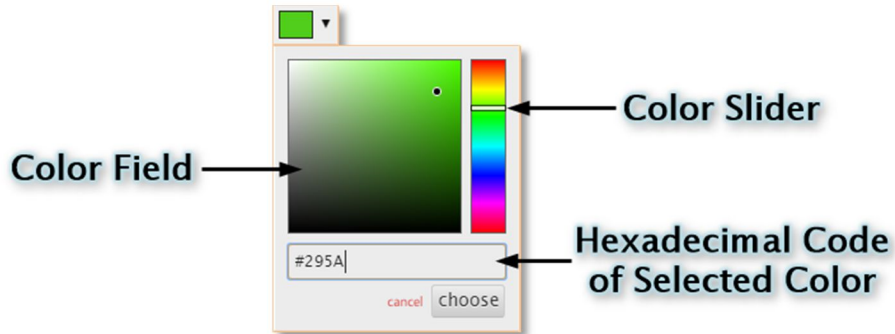


# CSV FILES & BREEZE USER GUIDE

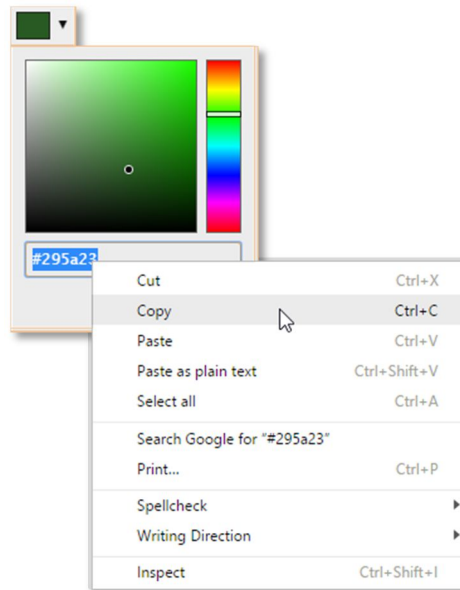
## COLOR SELECTION TOOL

The color selection tool in **Breeze** allows for a color to be selected using one of two methods: clicking in the **Color Field** or typing a hexadecimal color code in the text field. When colors are selected by clicking in the **Color Field**, the corresponding hexadecimal color code appears in the text field.

The position of the **Color Slider** determines the color spectrum displayed in the **Color Field**.



Typing a hexadecimal color code in the field allows for the exact same color to be selected with ease for several media items in one playlist or across media items in multiple playlists. Knowing the hexadecimal color codes for the company's branding can be considered an asset when creating digital signage content!



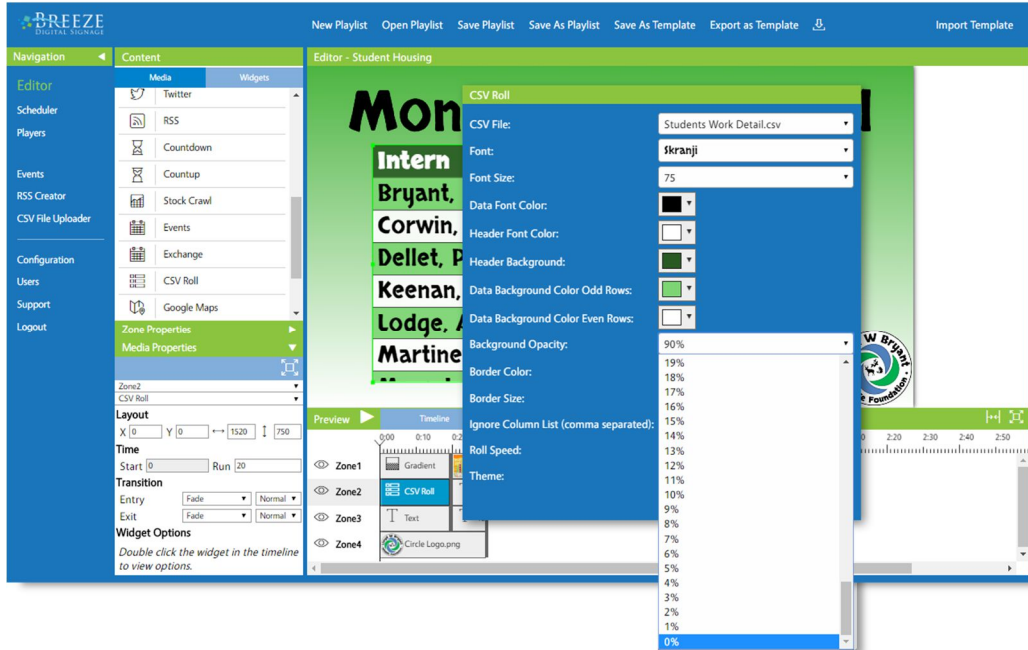
Selecting multiple colors from one color spectrum is a quick method to obtain complementary colors for table rows. In the table used as an example throughout this guide, the color selected as the **Data Background Color Even Rows** was randomly chosen from the same spectrum as the **Header Background color**.



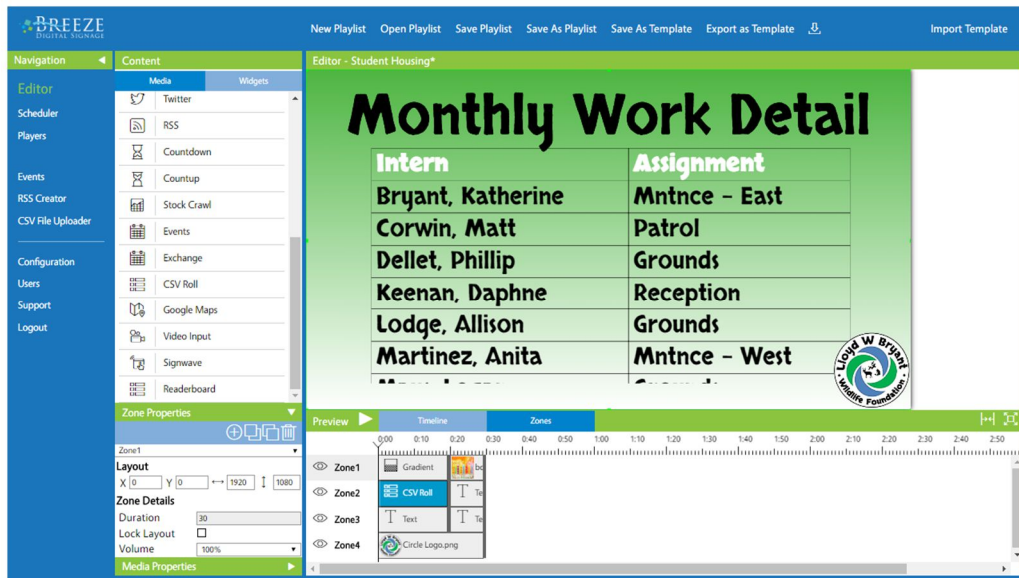
# CSV FILES & BREEZE USER GUIDE

## BACKGROUND OPACITY

**Background Opacity** determines the percent of opacity applied to the colors selected for background rows of the table. Opacity is defined by **Merriam-Webster** as “the quality of a material that does not allow the light to pass through it.” For digital signage purposes, opacity can be thought of as the opposite of transparency.



A **Background Opacity** of 0% produces a table of just text and cell borders. This total lack of opacity, also known as transparency, results in the omission of background row colors in their entirety.

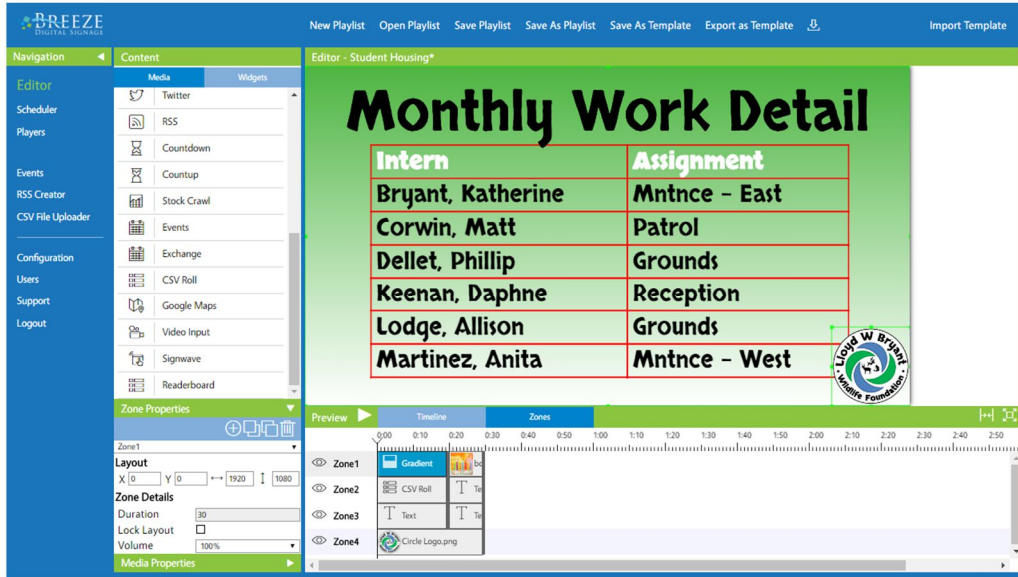


# CSV FILES & BREEZE USER GUIDE

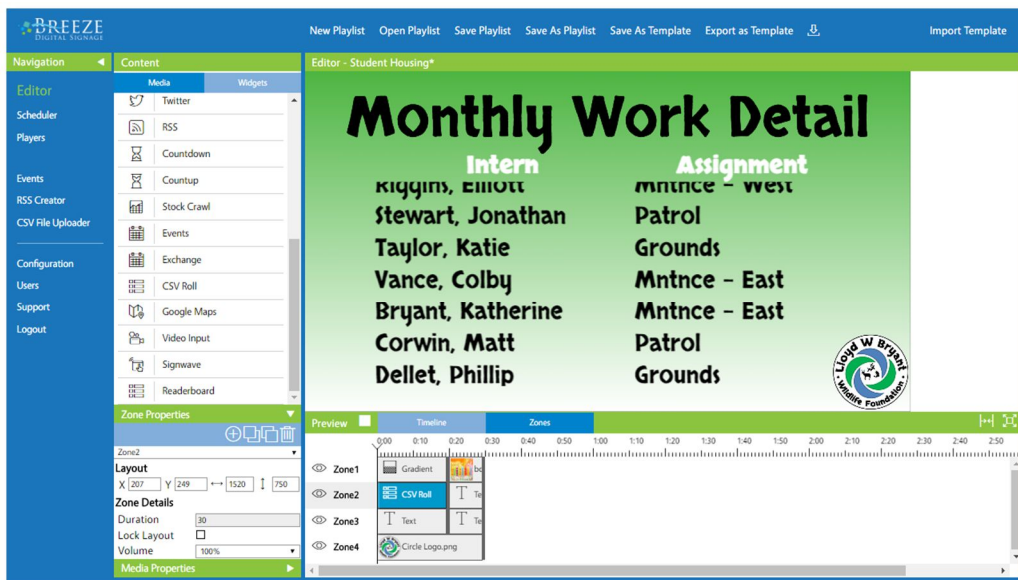
## TABLE BORDERS

Each cell in the table created by a **CSV Roll widget** has a border. Borders around each cell in the table exist even with a **Background Opacity** of 0%.

Two settings are provided to customize borders: **Border Color** and **Border Size**. **Border Color** is chosen in the same **Color Selection** tool as detailed on page 13. The image below illustrates a **Border Color** of red (#ff0000) and a **Border Size** of 5.



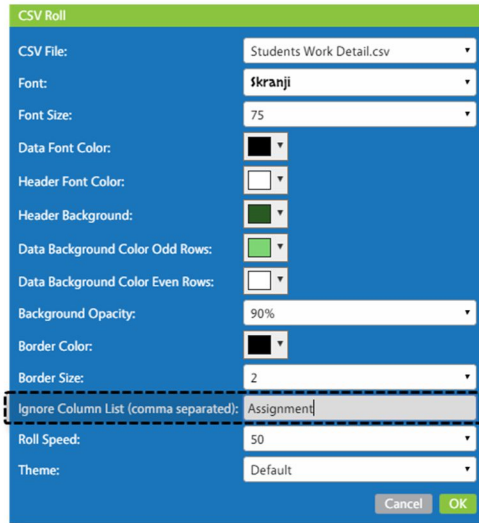
The **Border Size** provides five selections defining the thickness of table borders, as well as two additional selections of **Underline Header** and **None**. **None** removes cell borders in their entirety. With a **Background Opacity** of 0% and **None** selected in the **Border Size** field, only the tabular data remains.



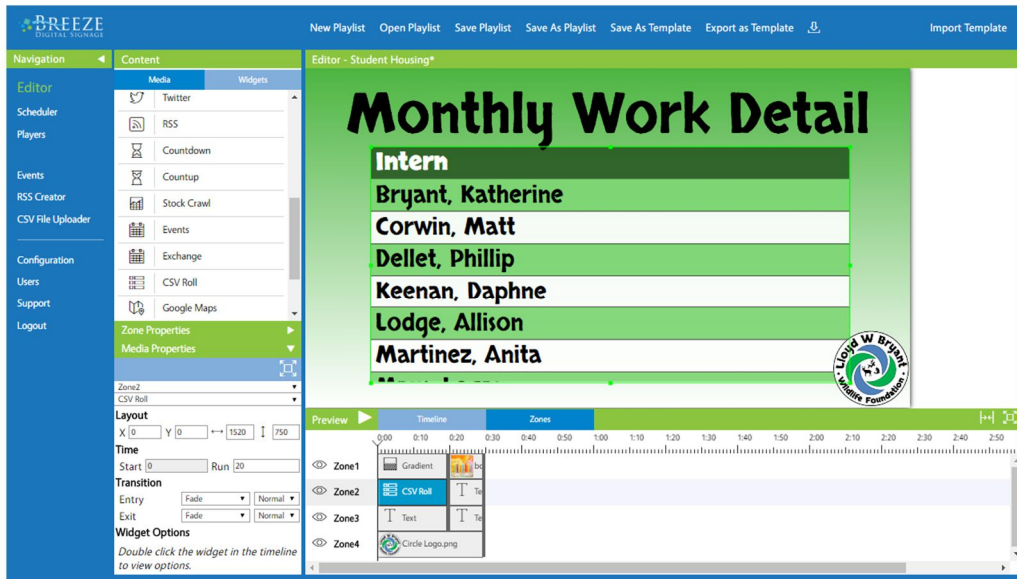
# CSV FILES & BREEZE USER GUIDE

## IGNORE COLUMN

The **Ignore Column List** feature omits entire columns of data from the table. For example, if the word “Assignment” is entered in the **Ignore Column List**, the example table used throughout this guide would no longer display two columns.



The “Assignment” column is omitted from the table leaving just the “Intern” column to be displayed.



Multiple columns can be omitted from a table by entering multiple columns headings in the **Ignore Column List**, separated by commas.

The advantage offered by the **Ignore Column List** feature is most valued by users who are supplied with a CSV or **Excel** file in which only some of data should display on the digital sign. Rather than having to reformat the file, a user is able to omit unwanted columns of data via the **Ignore Column List** feature.



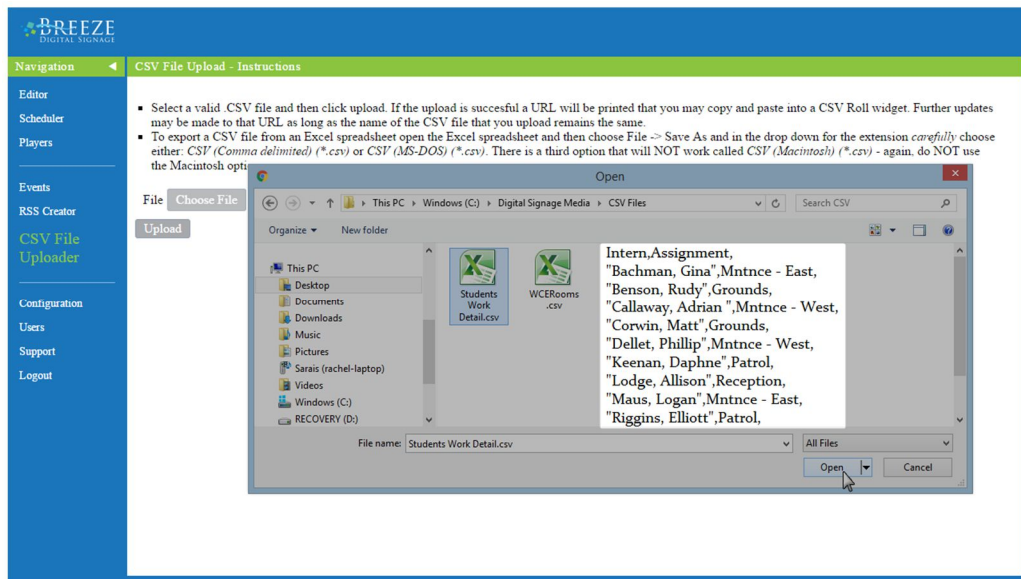
# CSV FILES & BREEZE USER GUIDE

## UPDATING TABULAR DATA

Updating the tabular data in **Breeze** is as easy as uploading a new CSV file!

When a new CSV file is uploaded to the **Breeze** server with the *exact same name* as a previously uploaded CSV file, the new tabular data is saved over the old data. Any playlist that utilized tabular data from the old CSV file is updated with the new data automatically!

In the image below, the CSV file has the exact same name as the example CSV file previously utilized throughout this manual: "Students Work Detail.csv." Looking closely, a reader may notice this file contains slightly different data. Several student names have changed and work assignments have rotated. After this CSV file is uploaded, the new data replaces the old data in any table generated by a **CSV Roll** widget with a corresponding filename of "Students Work Detail.csv."



### TO UPDATE THE TABULAR DATA:

1. Make the necessary changes to the CSV file. (In **Excel**, make the necessary changes and repeat the steps "To Export an Excel Worksheet as a CSV File" on page 6.)

**Note:** The new CSV file must have the exact filename of the previously uploaded CSV file for changes in tabular data to be implemented automatically!

2. Upload the new CSV to the **Breeze** server in the **CSV Uploader** tool.
3. It is not necessary to save the playlist; simply update the player to see changes reflected in playlists containing the CSV file.

If the tabular data in a CSV file is the only update needed for the digital sign, a user can proceed directly to the **Players** tool to send the updated tabular data to the player(s).

The **Editor** can be used to validate and preview changes to the table. To preview the updated table, open a playlist containing a **CSV Roll** widget with the updated CSV file.

# CSV FILES & BREEZE USER GUIDE

## MANIPULATION OF TABLE DESIGNS

On page 9, the **CSV Roll Widget** section states “settings [in a **CSV Roll** widget] can be modified after the widget is created by double-clicking on the image in the **Canvas** or the **CSV Roll** media icon in the **Timeline**.” This feature was designed to provide a method to edit existing widgets saved within playlists. However, it can also be manipulated to easily create several tables with identical appearances.

After double-clicking on the widget image in the **Canvas** or the **CSV Roll** media icon in the **Timeline**, the **CSV Roll** window re-opens and all settings can be modified. After changes have been made, select **OK** and the table is displayed in the **Canvas** with the modified settings.



The **Breeze Editor** retains the last created (or modified) widget settings as long as the user remains within the **Editor** tool. Once the desired appearance for a table is achieved, new widgets can easily be added to other playlists while retaining identical **CSV Roll** widget settings (creating an identical table appearance). Once a user navigates away from the **Editor** tool, the widget settings are reset to default values.

This process can be used to duplicate a table appearance, displaying different data in tables with a nearly identical appearance in the matter of a few mouse clicks. This process can also be utilized to add the same table to multiple playlists.

### TO DUPLICATE A TABLE DESIGN:

1. Double-click on the widget image or the **CSV Roll** media icon with the desired appearance to re-open the **CSV Roll** widget window.
2. Click **OK** without altering the widget to retain the settings of the **CSV Roll** widget.
3. Open a different playlist if necessary. Then, add a new **CSV Roll** widget to the desired zone. (All settings for the new widget are identical to the widget that was re-opened in Step 1.)
4. Change the tabular data in the new table by altering the **CSV File** field, if necessary.
5. Select **OK** to create the new table.