

GETTING STARTED

Installing the Plugin in Microsoft Visio or PowerPoint

1. Click the download link above to run/save the install.
2. After successfully downloading, open Microsoft Visio or PowerPoint.
3. On the “Home” Toolbar, you will see the Pro Quick Draw icon.
4. Select the Pro Quick Draw icon to toggle the Pro Quick Draw plugin on.

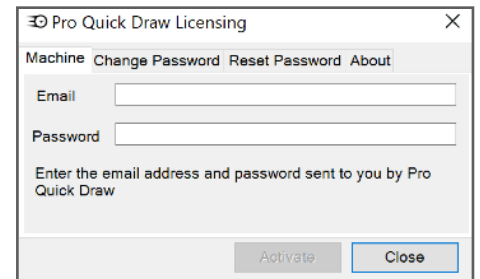


If you're on a trial you have a limited number of days remaining. If you purchased, be sure to license your machine:

1. On the 'Home' toolbar on the right side, click the 'Licensing' button.
2. Enter the e-mail address and password associated with the license.

Your plugin install is complete and you should not have to re-enter username for one year.

Note: All of your team's machines use the same username and password, so please advise with colleagues before considering changing the password.



Each team has a different number of licenses. If you have hit the max number of licenses, please advise with us as we can remove a license that is potentially not being used.

Understanding your Library of Plays

To maximize the benefits of Pro Quick Draw, it is a good idea to have a library of plays that you can develop over time and access easily during the season. To get started, you can just work with 4-5 of your most important plays. To do so, save each drawing as an individual Visio or PowerPoint file.

Import Your Library

- 1) Click the 'Settings' Button located on the toolbar
- 2) Under the 'Play' heading you are able to click the browser box to find and select the library folder. Select your folder and press 'OK' on the menu on the right side of the screen, you will find your library in the 'Folders' box. Click on the source file and your individual plays will show up in the 'Plays' box in the Pro Quick Draw menu.



You have the option to bring in plays from any location on your computer, including a network drive. If your network drive is hidden or blocked, please contact your team's network admin for access.

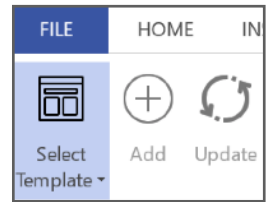
USING TEMPLATES

Choose a Template

Click 'Select Template' on the toolbar to choose from a variety of our templates. Next, make a choice between 'Add' or 'Update':

- 'Add' makes a new page layout in addition to the pages you already have with the template you selected.
- 'Update' clears the page you currently have and starts with a fresh layout for that page with the template you selected.

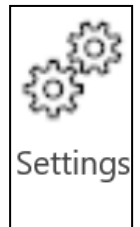
★ Note: This Add & Update button is only to be used with the 'Select Template' feature. Not to be confused with the Add & Update button on the lower right menu which you will learn about below.



Select a Default Template Setting

Select your most commonly used template as the default template. This prevents the user from having to select a template each time.

- 1) Select Settings button
- 2) Select 'Default Template' check box. This activates a drop-down of your available templates.
- 3) Make the selection of your favorite and close the settings window.

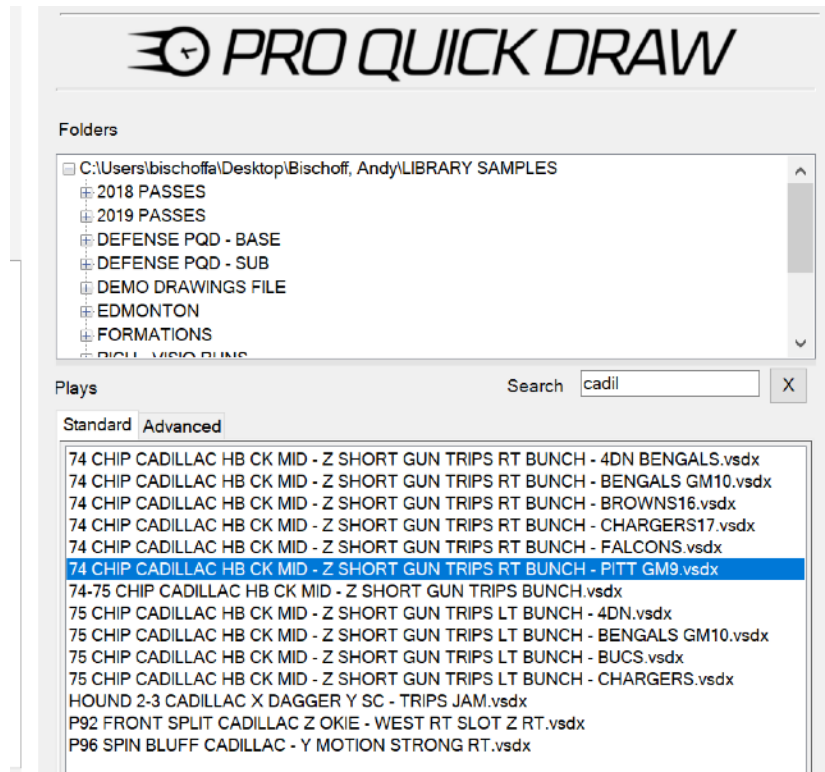


When you select the Toggle Panel, that template now appears as the main template in the Page Templates section.

LIBRARY SEARCH BAR & ADDING PLAYS

Standard Library Search

Search for plays in your library and it will populate anything that contains those keywords regardless of the order.



Advanced Library Search

Allows user to select a group of plays and then choose the Advanced Tab to edit or change the order of your search.

Located on the right side of the Advanced Search menu screen, this feature allows you to re- order your plays as well as add the plays into your playbook or project with the click of a button. If you select more plays than your template can hold, additional pages will automatically be added to allow your play count to be added to your project.

Note: If you would rather not use the Advanced Search & Play Selection features you can continue to search and place plays in the "Standard" tab located next to the Advanced Tab for easy selection of either tool.

Add a single play into your document

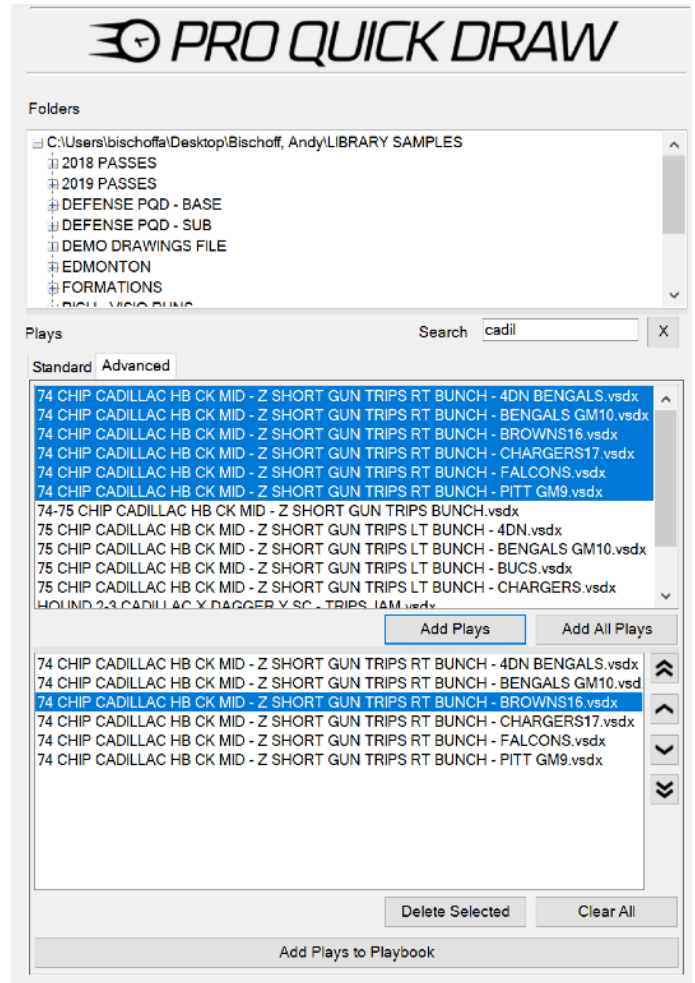
- 1) Double-click on the play name in your library in the menu
- 2) Select your play name and click the 'Add' button on the bottom right menu

Add multiple plays to your document

Allows user to select a group of plays and then choose the Advanced Tab to edit or change the order of your search.

Located on the right side of the Advanced Search menu screen, this feature allows you to re- order your plays as well as add the plays into your playbook or project with the click of a button. If you select more plays than your template can hold, additional pages will automatically be added to allow your play count to be added to your project.

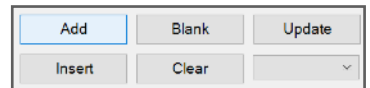
Note: If you would rather not use the Advanced Search & Play Selection features you can continue to search and place plays in the "Standard" tab located next to the Advanced Tab for easy selection of either tool.



LIBRARY USER BUTTONS

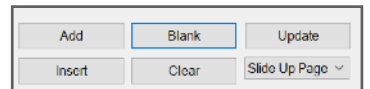
Add

Select your play name and click the 'Add' button



Blank

If you don't want to use all of the boxes on a given page, you can designate a blank box that will remain empty, without a number and will allow the number sequence to flow. Select the box you want to replace with a blank and click the 'Blank' button in the menu.



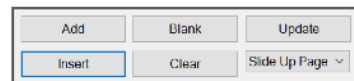
Update

To replace an existing play in the layout with a new play, select the 'Update' button and the first play is replaced with the new play.



Insert

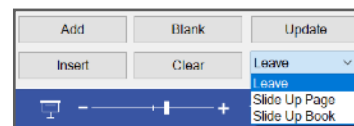
The 'Insert' button allows you to add a play to an existing document without the extra time of cutting, pasting and re-creating the document. As you insert the new play, your document will be auto re-numbered and auto formatted simultaneously; this will take 10-15 seconds to complete.



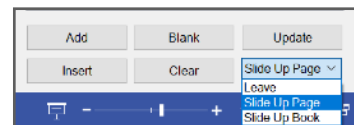
Clear

Remove a drawing from your layout in three unique ways depending on your needs at that time:

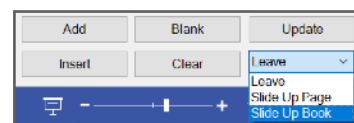
OPTION 1) Select 'Clear', then 'Leave' from the drop down. This will clear only that play and leave the rest of your layout exactly how it appears.



OPTION 2) 'Clear' and 'Slide Up Page' will reformat only that page of the playbook with the proper reformatting and re-numbering necessary to clean up the deleted play.



OPTION 3) Clear and 'Slide Up Book' will reformat and re-number the entire layout on all the pages of the playbook if that is what is needed to clean up the deleted play.



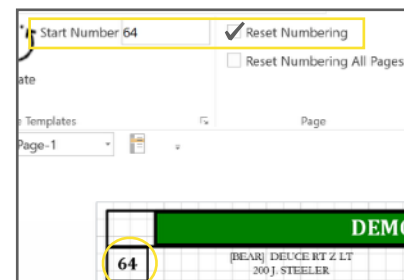
TOOLBAR BOXES

Start Number & Reset Numbering

Stop the number sequence and begin again from the number of your choice as you start a new section of your drawings.

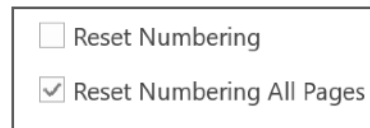
Example: Base Passes #1-10 and Play Action Passes #1-12, instead of being numbered #1-22.

Check the 'Reset Numbering' box on the toolbar to set the number sequence the way you prefer.



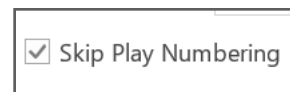
Reset Numbering All Pages

Allows user to reset each new page numbering to begin with number 1. For example, if you have 6 pages, by selecting this box, each page will begin with the number 1.



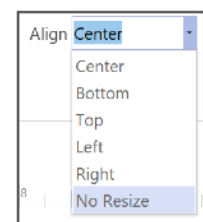
Skip Play Numbering

If you do not want a number associated with a play for any reason, you can elect to not have the play number by selecting the 'Skip Play Numbering' check-box on the toolbar.



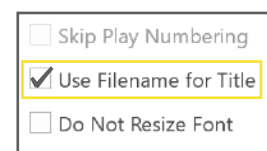
Align Drop Down Box

Select how you want the play aligned in the box.



Use Filename for Title

Check the box if you want to save time by using your filename as the name of the play. As you save each file while making your library, keep this feature in mind because it will save you time.



Do Not Resize Font

Leaves the font the size you want, instead of resizing to fit the box.

<input type="checkbox"/>	Skip Play Numbering
<input type="checkbox"/>	Use Filename for Title
<input checked="" type="checkbox"/>	Do Not Resize Font

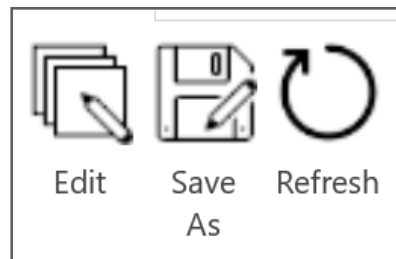
Use Play Title Style

Keeps format the same (colors, bold, size, etc) when a title box is added. Created a checkbox called "Use Play Title Style"

This allows the user to override the text box style (color, bold, underline, italics, etc) that was the default style when they built their template and a text box in the template. Now if the user has certain font, color etc., they will be able to keep those selections by selecting a check box on the toggle panel located right above the "Align Center" drop-down box.

<input checked="" type="checkbox"/>	Use Play Title Style
Align	Center

TOOLBAR BUTTONS



Edit

Edit an existing drawing that has already been placed in the presentation while also creating a new master file (write over). Select 'Edit' on the toolbar and you can make changes to your current drawing and save it as the same name and file.

Save As

Edit an existing drawing that has already been placed in the presentation and create a new master file to add to your library (save new). Select 'Save As' on the toolbar and create a new version of the same drawing. This allows team specific details to be added and inserted as you go, then have that file saved in your library for future use.

Refresh

Allow the user to refresh the selected play from the Master File. Do not need to Edit then close the play to refresh

This feature allows the user to refresh a drawing on a page of their playbook or project with the use of the Refresh button that is located right next to Edit and Save As on the Toggle Panel. If you know that you edited the master file in your library and want to refresh a presentation, it takes away the step of you having to find that actual file in your library with the search bar. As long as the edit you made was to the same file you have in your layout when you select Refresh, the file will be updated to your edited drawing.

EXPORTING TO VIDEO SYSTEM

Export to Video Deck

Export your playbook into your video system (DVSPORT, XOS, or HUDL) by clicking the Export button. Select from these options:

- Choose from .PPTX or .PPT format
- Export your playbook as one file, or one file or each page.

Name the file and select the folder you want to export to.



Export

Export by Page Number

Allows the user to export specific individual pages of a project to export

Example: User has a 25-page project of 6-Up templates and only want to export 3-4 pages that they select to be exported. Video Settings button has been removed. Now when user clicks Video Export button, the “Settings” page opens up with the ability to select which pages to export, rather than being restricted to exporting the entire document. This provides users the opportunity to enter an install document of 50-60 pages of Visio and only choose to export the selected pages they choose.

Import to Video Deck

Open your video system (DVSPORT, XOS, HUDL). Go through the steps to import the PDFs to your video system placing each file in the location of your choice.

Video Export

PowerPoint File Type

- PowerPoint (*.pptx)
- PowerPoint 97-2003 (*.ppt)

Page Export

- Single File
- File for each Page

Export Template

Transform To Template 2019 PASS GAME 1 UP TEMPLATE 6 - AB

Export Folder

C:\Users\bischoffa\Desktop\TEST FOLDER - AB

Export Range

- All
- Pages:

Type page numbers and/or page ranges separated by commas. For example: 1, 3, 5-12

Cancel Export

Export Range

- All
- Pages:

Type page numbers and/or page ranges separated by commas. For example: 1, 3, 5-12

Cancel Export