

SmartAgenda Creator v1.0

Complete User Manual & Technical Documentation

Professional InDesign Script for Automated Conference Agenda Generation

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Introduction

SmartAgenda Creator is a professional-grade ExtendScript for Adobe InDesign that automates the creation of conference agendas, meeting schedules, and event programs. It transforms CSV data into beautifully formatted InDesign documents with intelligent layout management, automated image placement, and comprehensive error reporting.

Key Features

- **Intelligent CSV Processing** - Dynamic column detection with robust parsing
- **Dual Layout Systems** - Table-based and independent row layouts for topics
- **Advanced Grid Management** - Flexible chairperson positioning with centering options
- **Image Automation** - Automatic avatar and flag placement with smart name matching
- **Line Break Processing** - Configurable character-to-linebreak replacement

- **Settings Management** - Export/import configurations for workflow consistency
- **Comprehensive Reporting** - Detailed success/failure analysis with oversight text detection

Target Users

- **Conference Organizers** - Academic conferences, professional events
 - **Meeting Planners** - Corporate meetings, board sessions
 - **InDesign Professionals** - Designers handling multiple agenda projects
 - **Administrative Staff** - Personnel managing event documentation
 - **Print Shops** - Service providers creating agenda materials
-

System Requirements & Installation

Minimum Requirements

- **Adobe InDesign CS6** or later (CC versions recommended)
- **Operating System:** Windows 7+ or macOS 10.9+
- **RAM:** 4GB minimum (8GB+ recommended for large datasets)
- **Storage:** 100MB free space for temporary files
- **Template Document:** InDesign file with properly labeled placeholders

Installation Steps

1. **Download** the SmartAgenda_Creator.jsx file
2. **Place script** in one of these locations:
 - **User Scripts:** [InDesign Install]/Scripts/Scripts Panel/
 - **Application Scripts:** [User]/AppData/Roaming/Adobe/InDesign/[Version]/Scripts/Scripts Panel/ (Windows)
 - **Application Scripts:** ~/Library/Preferences/Adobe InDesign/[Version]/Scripts/Scripts Panel/ (macOS)
3. **Restart InDesign** if currently running
4. **Access script** via Window → Utilities → Scripts → User (or Application)
5. **Test installation** by running on sample data

Verification

Run the script with InDesign open but no documents loaded. You should see:

Error: No document is open.
Please open your template file first.

This confirms proper installation and script functionality.

Template Design Guide

Essential Template Structure

Your InDesign template must contain labeled text frames and objects that serve as placeholders for dynamic content. SmartAgenda Creator uses these labels to identify where to place session data, chairperson information, and topic details.

Required Labels

Session Information Labels

`sessionTitle` - Main session title text frame
`sessionTime` - Session timing information text frame
`sessionNo` - Session number/identifier text frame
`chairpersons` - Chairperson information frame or group prototype

Topic Layout Labels

For Table-Based Topics:

`topicsTable` - Table frame for all topic data

For Independent Row Topics:

`topicTime` - Individual topic time text frame
`topicTitle` - Individual topic title text frame
`topicSpeaker` - Individual topic speaker text frame

Template Design Workflow

Step 1: Create Base Layout

1. **Set up document** with desired page size and margins
2. **Design session header area** with frames for title, time, and session number

3. **Create chairperson area** for presenter information
4. **Design topic section** using either table or independent frames
5. **Add any decorative elements** or branding

Step 2: Add Required Labels

1. **Select each text frame** that will contain dynamic content
2. **Open Object** → **Object Export Options** → **Alt Text tab**
3. **Enter the exact label name** in the "Alt Text" field, OR
4. **Use Window** → **Utilities** → **Scripts** → **Label panel** (if available)
5. **Verify labels** by checking each frame individually

Step 3: Configure Chairperson Layout

Option A: Inline Layout (Simple)

- Create single text frame labeled `chairpersons`
- Size frame to accommodate multiple names
- Choose comfortable font size and spacing

Option B: Grid Layout (Advanced)

- Create a **Group** containing:
 - Text frame labeled `chairpersons` (for name)
 - Optional: Image frame labeled `chairAvatar` (for photo)
 - Optional: Image frame labeled `chairFlag` (for flag/country)
- Position group where first chairperson should appear
- Ensure group is properly sized and styled

Step 4: Configure Topic Layout

Option A: Table Layout

1. Insert table frame
2. Label frame as "topicsTable"
3. Set desired width and position
4. Do not pre-format table content (script handles this)

Option B: Independent Rows

1. Create three text frames for time, title, and speaker
2. Label them: "topicTime", "topicTitle", "topicSpeaker"
3. Position frames as desired for first topic row
4. Optional: Group all three frames together
5. Script will duplicate for additional topics

Template Testing

1. **Save template** with meaningful name
2. **Create test CSV** with 2-3 sessions and multiple topics
3. **Run SmartAgenda Creator** with test data
4. **Review output** for proper placement and sizing
5. **Adjust template** as needed and repeat testing
6. **Save final template** when satisfied with results

Advanced Template Features

Master Pages

- Place consistent elements (headers, footers, logos) on master pages
- Keep dynamic content frames on document pages
- Use master page overrides carefully to maintain script functionality

Character and Paragraph Styles

- Apply styles to template frames for consistent formatting
- Script preserves existing character formatting
- Use paragraph styles for consistent topic spacing

Color and Effects

- Apply colors, gradients, and effects to template elements
- Script maintains visual formatting while updating content
- Test effects with actual content to ensure readability

CSV Data Preparation

File Format Specifications

Encoding and Structure

- **File Encoding:** UTF-8 with or without BOM
- **Delimiters:** Comma (,) or semicolon (;) - auto-detected
- **Text Qualification:** Double quotes (") for fields containing delimiters
- **Line Endings:** Windows (CRLF), Mac (CR), or Unix (LF)
- **File Extension:** .csv (required)

Column Specifications

Required Column

Column Name	Type	Description	Example
Session Title	Text	Primary session identifier	"Opening Ceremony"

Optional Columns

Column Name	Type	Description	Example
Session Time	Text	Session timing	"9:00 AM - 10:30 AM"
Session No	Text/Number	Session identifier	"1" or "Session A"
Chairpersons	Text	Session leaders (
Time	Text	Individual topic timing	"9:00-9:15"
Topic Title	Text	Topic description	"Welcome Address"
Speaker	Text	Topic presenter	"Prof. Dr. John Smith"

Data Structure Principles

Session Grouping

SmartAgenda Creator groups data by

Session Title

. When the Session Title changes, a new session begins:

CSV

Session Title,Session Time,Chairpersons,Time,Topic Title,Speaker
Opening Ceremony,9:00 AM,John Smith||Jane Doe,9:00-9:15,Welcome,John Smith
Opening Ceremony,9:00 AM,John Smith||Jane Doe,9:15-9:30,Overview,Jane Doe
Technical Session A,10:30 AM,Robert Johnson,10:30-11:00,Topic 1,Speaker A
Technical Session A,10:30 AM,Robert Johnson,11:00-11:30,Topic 2,Speaker B

Data Inheritance

- Session-level data (Title, Time, No, Chairpersons) can be repeated or omitted in subsequent rows
- First occurrence of session data is used if later rows are empty
- Topic-level data (Time, Title, Speaker) is row-specific

Advanced CSV Features

Multiple Chairpersons

Use double pipe (||) to separate multiple chairpersons:

CSV

Chairpersons

"Prof. Dr. John Smith||Dr. Jane Doe||Ms. Sarah Wilson"

Line Break Processing

Include special characters that will be replaced with line breaks:

CSV

Topic Title

"Introduction|Overview|Objectives"

Configure in SmartAgenda to replace "|" with line breaks.

Empty Fields

Empty fields are acceptable and handled gracefully:

CSV

Session Title,Session Time,Topic Title,Speaker





Opening Ceremony,9:00 AM>Welcome,

Opening Ceremony,,Introduction,John Doe

CSV Validation and Testing

Pre-Import Checklist

-  **Headers match exactly** (case-sensitive)
-  **Required "Session Title" column** present

-  **Consistent delimiter usage** throughout file
-  **UTF-8 encoding** applied
-  **No invalid characters** that could break parsing
-  **Chairperson names** use || separator

Testing Methodology

1. **Start small** - test with 2-3 sessions first
2. **Verify data structure** - check grouping works correctly
3. **Test special characters** - ensure line breaks and formatting work
4. **Validate chairperson separation** - confirm || delimiter functions
5. **Scale up gradually** - add more sessions once basics work

Sample CSV Files

Basic Conference Agenda

CSV

Session Title	Session Time	Session No	Chairpersons	Time	Topic Title	Speaker
Opening Ceremony	9:00-10:30 AM	1	Prof. Dr. John Smith	9:00-9:15	Welcome Address	Prof. Dr. John Smith
Opening Ceremony	9:00-10:30 AM	1	Prof. Dr. John Smith	9:15-9:30	Conference Overview	Dr. Jane Doe
Opening Ceremony	9:00-10:30 AM	1	Prof. Dr. John Smith	9:30-10:00	Keynote Speech	Dr. Robert Johnson
Opening Ceremony	9:00-10:30 AM	1	Prof. Dr. John Smith	10:00-10:30	Networking Break	
Technical Session A	11:00 AM-12:30 PM	2	Dr. Michael Brown	11:00-11:30	AI in Healthcare	Dr. Sarah Williams
Technical Session A	11:00 AM-12:30 PM	2	Dr. Michael Brown	11:30-12:00	Machine Learning Applications	Dr. Emily White
Technical Session A	11:00 AM-12:30 PM	2	Dr. Michael Brown	12:00-12:30	Panel Discussion	Multiple Speakers

Corporate Meeting Agenda

CSV

Session Title	Session Time	Chairpersons	Topic Title	Speaker
Board Meeting	2:00-4:00 PM	John Smith CEO Jane Doe CFO	Financial Report	Jane Doe
Board Meeting	2:00-4:00 PM	John Smith CEO Jane Doe CFO	Strategic Planning	John Smith
Board Meeting	2:00-4:00 PM	John Smith CEO Jane Doe CFO	Q3 Review	Robert Johnson

Configuration Panel Reference

The SmartAgenda - Configuration panel provides comprehensive control over how your agenda is generated. It consists of three main tabs: Chairpersons, Topics, and Line Breaks.

Chairpersons Tab

Layout Selection

Inline (single frame)

- Places all chairpersons in the labeled `chairpersons` text frame
- Suitable for simple layouts with few chairpersons
- Minimal template setup required

Separate frames grid

- Creates individual frames for each chairperson
- Enables image automation for photos and flags
- Requires group-based template setup
- Provides precise positioning control

Inline Layout Configuration

Comma separated

- Joins chairpersons with commas: "John Smith, Jane Doe, Robert Johnson"
- Standard format for most applications
- Compact presentation

Line breaks

- Places each chairperson on separate line
- Better readability for longer names
- Useful when space allows vertical layout

Grid Layout Configuration

Fill order

- **Row-first:** Fills horizontally before moving to next row
- **Column-first:** Fills vertically before moving to next column

Columns/Rows

- **Row-first mode:** Set number of columns, rows calculated automatically
- **Column-first mode:** Set number of rows, columns calculated automatically
- Valid range: 1-99

Spacing

- **Column spacing:** Horizontal distance between chairperson frames
- **Row spacing:** Vertical distance between chairperson frames
- **Units:** Points (pt), millimeters (mm), centimeters (cm), pixels (px)

Center grid horizontally

- Centers the entire chairperson grid horizontally on the page
- Maintains original vertical position
- Centers based on actual number of chairpersons, not full grid

Image Automation

Enable automatic image placement

- Activates intelligent image placement system
- Requires labeled image frames within chairperson groups
- Searches for avatar and flag images automatically

Image folder

- Path to folder containing chairperson images
- Supports network paths and local directories
- Browse button provides folder selection dialog

Image fitting

- **Use Template Default:** Maintains existing frame fitting settings
- **Fill Frame:** Scales image to fill frame completely (may crop)
- **Fit Proportionally:** Scales to fit while maintaining aspect ratio
- **Fit Content to Frame:** Scales to exact frame dimensions
- **Center Content:** Centers image in frame without scaling

Topics Tab

Layout Mode Selection

Table Layout

- Creates formatted table with rows and columns
- Suitable for structured data presentation
- Requires `topicsTable` labeled frame in template

Independent Row Layout

- Creates separate frames for each topic component
- Allows custom positioning and styling
- Requires `topicTime`, `topicTitle`, `topicSpeaker` labeled frames

Table Layout Configuration

Include Table Header Row

- Adds header row with "Time", "Topic", "Speaker" labels
- Improves data readability and structure
- Uses InDesign's built-in header row formatting

Independent Row Configuration

Vertical spacing

- Distance between topic rows
- Applies to group spacing if topics are grouped
- **Units:** Points (pt), millimeters (mm), centimeters (cm), pixels (px)

Line Breaks Tab

The Line Breaks tab allows you to replace specific characters with line breaks in any field, enabling better text formatting and presentation.

Session Fields

Session Title

- Replaces specified character with line breaks in session titles
- Useful for multi-line session names
- Default character: "|" (pipe)

Session Time

- Processes time information for line breaks
- Enables multi-line time displays
- Common use: separating date and time

Session No

- Applies line break processing to session numbers
- Useful for complex session identifiers

Chairpersons

Chairpersons

- Processes chairperson names for line breaks
- Applies to individual chairperson names, not the separator
- Useful for titles and affiliations: "Prof. Dr. John Smith|University of Technology"

Topics

Topic Time

- Processes topic timing information
- Enables multi-line time displays
- Example: "10:00 AM|Room A"

Topic Title

- Processes topic titles for line breaks
- Enables multi-line topic descriptions
- Common use: "Main Topic|Subtitle|Additional Info"

Topic Speaker

- Processes speaker information
- Enables multi-line speaker details
- Example: "Dr. John Smith|University Name|Department"

Settings Management

Import All Settings

- Loads previously saved configuration from JSON file
- Applies settings to all tabs simultaneously
- Preserves workflow consistency across projects

Export All Settings

- Saves current configuration to JSON file
 - Includes all tab settings in single file
 - Enables sharing configurations between users
-

Image Automation System

The Image Automation System is one of SmartAgenda Creator's most advanced features, providing intelligent placement of chairperson photos and flags with sophisticated name matching and file detection.

System Overview

Capabilities

- **Automatic image detection** based on chairperson names
- **Multiple file format support** (JPG, PNG, TIF, PSD)
- **Intelligent name matching** with variation generation
- **Avatar and flag placement** in designated frames
- **Title stripping** from academic and professional names
- **Comprehensive error reporting** with search attempt logging

Requirements

- **Grid layout mode** must be selected for chairpersons
- **Group-based template** with labeled image frames
- **Organized image folder** with consistent naming
- **Enable automatic image placement** checkbox activated

Template Setup for Images

Frame Labeling Requirements

Within each chairperson group, create image frames with these exact labels:

chairAvatar - For chairperson photo/headshot
chairFlag - For country flag or organizational logo

Template Structure Example

Group: Chairperson Prototype

- └─ Text Frame (label: "chairpersons") - for name
- └─ Image Frame (label: "chairAvatar") - for photo
- └─ Image Frame (label: "chairFlag") - for flag

Frame Positioning

- Position frames where images should appear
- Size frames appropriately for image content
- Apply any desired stroke, fill, or effects
- Test with sample images to verify appearance

Image Folder Organization

Folder Structure

Create a dedicated folder containing all chairperson images:

```
📁 Chairperson_Images/  
  📷 Avatar Images:  
    └─ john smith.jpg  
    └─ jane doe.png  
    └─ robert johnson.tiff  
    └─ sarah wilson.psd  
  
  🚩 Flag Images:  
    └─ flag-john smith.jpg  
    └─ jane doe-flag.png  
    └─ flag_robert_johnson.jpg  
    └─ flag-sarah-wilson.jpg
```

Supported Formats

- **JPEG/JPG** - Most common, good compression
- **PNG** - Supports transparency, good for flags

- **TIFF/TIF** - High quality, large file size
- **PSD** - Photoshop format, maintains layers

Name Processing Intelligence

Title Stripping

SmartAgenda automatically removes academic and professional titles:

Original Name	Processed Name
Prof. Dr. John Smith	John Smith
Dr. Jane Doe, MD	Jane Doe
Associate Prof. Robert Johnson	Robert Johnson
Mr. David Wilson	David Wilson
Prof. Dr. Med. Sarah Chen	Sarah Chen

Supported Title Patterns

- **Academic:** Prof., Dr., Associate Prof., Assoc. Prof.
- **Medical:** MD, PhD, M.D., Ph.D.
- **Courtesy:** Mr., Mrs., Ms., Miss
- **Combined:** Prof. Dr. Med., Prof. Dr., Dr. Med.

Name Variation Generation

Avatar Image Variations

For chairperson "John Smith", the system searches for:

Case Variations:

- john smith.jpg
- John Smith.jpg
- JOHN SMITH.jpg
- johnsmith.jpg

Separator Variations:

- john_smith.jpg
- john-smith.jpg

- john smith.jpg

Format Variations: Each name variation is tried with:

- .jpg / .jpeg
- .png
- .tif / .tiff
- .psd

Flag Image Variations

For chairperson "John Smith", the system searches for flag images:

Prefix Patterns:

- flag-john smith.jpg
- flag_john smith.jpg
- flag john smith.jpg
- flagjohnsmith.jpg

Suffix Patterns:

- john smith-flag.jpg
- john smith_flag.jpg
- john smith flag.jpg
- johnsmithflag.jpg

Case and Format Combinations: Each pattern is tried with all case and format variations.

Image Fitting Options

Use Template Default

- Maintains existing frame fitting settings
- Preserves designer's intended appearance
- Recommended for pre-configured templates

Fill Frame

- Scales image proportionally to fill entire frame
- May crop parts of image

- Good for consistent frame filling

Fit Proportionally

- Scales image to fit within frame bounds
- Maintains original aspect ratio
- Prevents distortion, may leave empty space

Fit Content to Frame

- Scales image to exact frame dimensions
- May distort image if aspect ratios differ
- Ensures complete frame coverage

Center Content

- Centers image within frame without scaling
- Maintains original image size
- May result in cropping or empty space

Search Process Details

Search Algorithm

1. **Extract clean name** from CSV data (remove titles)
2. **Generate name variations** (case, spacing, separators)
3. **Search for avatar image** using all variations and formats
4. **If avatar found, search for flag** using flag patterns
5. **Place images** in labeled frames with specified fitting
6. **Log all search attempts** for reporting

Search Order Priority

1. **Exact case match** with original spacing
2. **Title case** variations
3. **Lowercase** variations
4. **No spaces** variations
5. **Underscore** separator variations
6. **Hyphen** separator variations

Error Handling and Reporting

Success Tracking

- **Successful placements** logged with filenames
- **Image fitting** applied according to settings
- **File paths** recorded for verification

Failure Analysis

- **Missing images** logged with clean names
- **Search attempts** recorded (up to first 10 variations)
- **Folder existence** verified
- **File format** attempts documented

Report Output Example

```
IMAGE PLACEMENT REPORT:
=====
Image folder: C:\Projects\Conference\Images
Total chairpersons processed: 15
Successfully placed: 12/15 images
Missing images: 3/15

SUCCESSFUL PLACEMENTS:
[SUCCESS] John Smith -> john_smith.jpg + flag-john-smith.png
[SUCCESS] Jane Doe -> jane_doe.jpg + jane_doe-flag.jpg

MISSING IMAGES:
[MISSING] Robert Johnson
  Searched for: robert_johnson.jpg, robert-johnson.jpg...
```

Advanced Features

Template Inheritance System

SmartAgenda Creator includes sophisticated template management that preserves document settings and structure across generated agendas.

Document Settings Preservation

- **Page dimensions** and orientation
- **Margin settings** (top, bottom, left, right)
- **Facing pages** configuration
- **Page binding** and direction
- **Bleed and slug** settings
- **Master page** relationships

Template Duplication Process

1. **Open template** document in InDesign
2. **Create new document** with inherited settings
3. **Duplicate template pages** to new document
4. **Remove original blank page**
5. **Use first page** as master template
6. **Duplicate master** for each session
7. **Remove master** after processing complete

Dynamic Layout Detection

Automatic Capability Detection

SmartAgenda analyzes your template and automatically determines available layout options:

Independent Topic Layout Detection:

- Searches for `topicTime`, `topicTitle`, `topicSpeaker` frames
- Enables independent row layout option if all found
- Disables option if any frames missing

Table Topic Layout Detection:

- Searches for `topicsTable` frame
- Enables table layout option if found
- Sets as default if independent layout unavailable

Layout Option Management

- **Auto-enable** appropriate layout based on template
- **Disable incompatible** options in configuration panel

- **Provide user feedback** about detected capabilities
- **Fallback gracefully** if preferred option unavailable

Intelligent Grid Centering

Horizontal Centering Algorithm

Traditional centering centers the full grid space, but SmartAgenda centers based on actual content:

Standard Centering Problem:

Grid space: [X X X]
 Chairpersons: Only 2 people
 Result: [X X] (off-center)

SmartAgenda Smart Centering:

Grid space: [X X X]
 Chairpersons: Only 2 people
 Result: [X X] (properly centered)

Centering Process

1. **Calculate actual chairperson count**
2. **Determine rows/columns needed** for actual count
3. **Calculate space required** for actual layout
4. **Center the used space** horizontally on page
5. **Maintain original** vertical position

Row-First vs Column-First Centering

- **Row-first:** Centers based on widest row
- **Column-first:** Centers based on actual columns used
- **Handles partial rows** intelligently
- **Accounts for spacing** in calculations

Advanced CSV Processing

Robust Parsing Engine

- **Multi-delimiter support** (comma, semicolon auto-detection)

- **Quoted field handling** with escape sequence support
- **UTF-8 BOM detection** and removal
- **Line ending normalization** (Windows, Mac, Unix)
- **Empty line skipping** and data validation

Dynamic Field Detection

```
javascript

// Field availability detection
var availableFields = {
  "Session Title": detected,
  "Session Time": detected,
  "Session No": detected,
  "Chairpersons": detected,
  "Time": detected,
  "Topic Title": detected,
  "Speaker": detected
};
```

Session Grouping Logic

1. **Primary grouping** by Session Title changes
2. **Data inheritance** within sessions
3. **Topic aggregation** per session
4. **Empty field handling** gracefully
5. **Duplicate detection** and management

Memory Management

Efficient Object Handling

- **Cleanup duplicate objects** after each session
- **Remove prototype elements** when no longer needed
- **Minimize DOM manipulation** for performance
- **Batch operations** where possible
- **Progressive garbage collection**

Clone Management System

```
javascript
```

```
// Systematic cleanup approach
```

```
removeExistingChairClones(page); // Before creating new
```

```
removeExistingTopicClones(page); // Before creating new
```

Error Recovery Systems

Graceful Degradation

- **Continue processing** when non-critical errors occur
- **Skip problematic records** rather than failing completely
- **Provide detailed error reporting** for troubleshooting
- **Maintain partial functionality** when features unavailable

Validation Checkpoints

- **Template validation** before processing
 - **CSV structure validation** after parsing
 - **Image folder validation** before automation
 - **Frame existence verification** before content placement
-

Workflow Examples

Example 1: Academic Conference Agenda

Scenario

Large academic conference with:

- 15 sessions over 3 days
- Multiple chairpersons per session
- 3-5 topics per session
- International speakers (need flag images)
- Professional headshots available

Template Setup

Session Header Area:

- └─ sessionTitle (large, bold text frame)
- └─ sessionTime (medium text frame)
- └─ sessionNo (small text frame)

Chairperson Area (Grid Layout):

- └─ Group: Chairperson Prototype
 - └─ chairpersons (text frame for name)
 - └─ chairAvatar (square image frame)
 - └─ chairFlag (small rectangular image frame)

Topic Area (Table Layout):

- └─ topicsTable (wide table frame)

CSV Structure

```
CSV

Session Title,Session Time,Session No,Chairpersons,Time,Topic Title,Speaker
Opening Plenary,Day 1 - 9:00 AM,S001,Prof. Dr. Sarah Chen||Dr. Marcus Weber,9:00-9:15>Welcome Address,Prof. Dr. Sarah Chen
Opening Plenary,Day 1 - 9:00 AM,S001,Prof. Dr. Sarah Chen||Dr. Marcus Weber,9:15-9:45,Keynote: Future of AI,Dr. Elena Petrova
Technical Session A,Day 1 - 10:30 AM,S002,Dr. James Liu||Prof. Maria Santos,10:30-11:00,Machine Learning in Healthcare,Dr. James Liu
Technical Session A,Day 1 - 10:30 AM,S002,Dr. James Liu||Prof. Maria Santos,11:00-11:30,Neural Networks Applications,Prof. Maria Santos
```

Configuration Settings

Chairpersons Tab:

- Layout: Separate frames grid
- Fill order: Row-first
- Columns: 2
- Column spacing: 15 pt
- Center grid horizontally: ✓
- Enable image automation: ✓
- Image folder: /Conference2025/Photos
- Image fitting: Fit Proportionally

Topics Tab:

- Layout: Table Layout
- Include header row: ✓

Line Breaks Tab:

- Speaker: Replace "|" with line breaks (for titles/affiliations)

Expected Output

- Each session on separate page
- Chairpersons in 2-column grid with photos and flags
- Topics in formatted table with headers
- Professional appearance with consistent spacing

Example 2: Corporate Board Meeting

Scenario

Quarterly board meeting with:

- 3 main sessions
- 2-3 board members per session
- Detailed agenda items
- Corporate headshots in company database

Template Setup

Corporate Header:

- └─ Company logo (fixed element)
- └─ sessionTitle (corporate font)
- └─ sessionTime (smaller, aligned right)

Executive Area (Inline Layout):

- └─ chairpersons (single text frame, comma-separated)

Agenda Items (Independent Rows):

- └─ topicTime (left column, narrow)
- └─ topicTitle (center column, wide)
- └─ topicSpeaker (right column, medium)

CSV Structure

```
CSV

Session Title,Session Time,Chairpersons,Time,Topic Title,Speaker
Financial Review,2:00-3:30 PM,John Smith|CEO||Sarah Johnson|CFO||Robert Davis|COO,2:00-2:15,Q3 Financial Results,Sa
Financial Review,2:00-3:30 PM,John Smith|CEO||Sarah Johnson|CFO||Robert Davis|COO,2:15-2:45,Budget Planning 2026,
Strategic Planning,4:00-5:30 PM,John Smith|CEO||Michael Brown|CTO,4:00-4:30,Technology Roadmap,Michael Brown
Strategic Planning,4:00-5:30 PM,John Smith|CEO||Michael Brown|CTO,4:30-5:00,Market Expansion,John Smith
```

Configuration Settings

Chairpersons Tab:

- Layout: Inline (single frame)
- Separator: Comma separated

Topics Tab:

- Layout: Independent Row Layout
- Vertical spacing: 8 pt

Line Breaks Tab:

- Chairpersons: Replace "|" with line breaks (for titles)
- Topic Title: Replace "|" with line breaks (for sub-items)

Example 3: Workshop Schedule

Scenario

Educational workshop with:

- Multiple parallel sessions
- Room assignments in time field
- Presenter photos needed
- Simple, clean layout

Template Setup

Workshop Header:

- └─ sessionTitle (workshop name)
- └─ sessionTime (date/time range)
- └─ sessionNo (workshop code)

Facilitator Area (Grid with Images):

- └─ Group: Facilitator
 - └─ chairpersons (name and credentials)
 - └─ chairAvatar (professional headshot)

Schedule (Table with Room Info):

- └─ topicsTable (includes room assignments in time column)

CSV Structure

CSV

```
Session Title,Session Time,Session No,Chairpersons,Time,Topic Title,Speaker
Digital Marketing Fundamentals,March 15 - 9:00 AM,WS101,Dr. Lisa Chen||Mark Rodriguez,9:00-10:30|Room A101,Intro
Digital Marketing Fundamentals,March 15 - 9:00 AM,WS101,Dr. Lisa Chen||Mark Rodriguez,10:
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