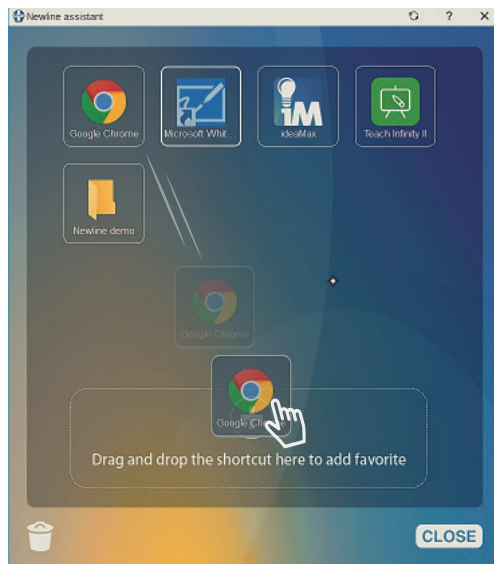# newline | Newline Assistant Quick Guide

Using the Newline Series Assistant

Adding Programs to the Newline Assistant

1. Open the Newline Assistant on the OPS.
2. Drag and drop any program you want to use as a shortcut on the Start Meeting screen into the window.

💡 **Bonus Tip:**

You can only add executable programs to the Newline Assistant, such as a video player. Individual PDF or document files can not be added.

While you can add programs like Microsoft Excel, you can not add a link to an already existing Excel spreadsheet.

Using the Newline Assistant to Customize the Start Meeting Screen

1. Tap the ➕ icon near the bottom right.
2. A menu will pop up with options to add to the screen.
3. Tap on the Windows icon section at the top.
4. Your Newline Assistant programs will be listed here.
5. Tap on the programs you want to add to the Start Meeting screen.
6. When you close out this window, the items you added will be on the Start Meeting screen, ready to go!