Information Technology Services

Quick Start Guide for Digital Signage
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Accessing Signage Studio

The Signage Studio desktop application may be downloaded from: www.digitalsignage.com

Once installed, launch the desktop application. Enter your credentials.

Timelines

Timelines are created to display content. You may decide to create several timelines, which can be added, removed, or reordered on your television using the Sequences screen.
Sequences

Drag and drop a Timeline to your Sequence screen to add or reorder content.
Adding Content

**Step 1: Add a Resource**

Under Resources, click the plus button and select “From local.”

Navigate and select the file.

- Using an image sized according to the dimensions of your television is recommended.
- Signage Studio will accept the following types of content: jpg, png, mp4
  - Signage Studio will not accept: PDF, Word, Powerpoint
- If you are sharing the television with another department, you may want to use a prefix.
**Step 2: Increase the Duration of the Timeline**
Select the Timeline and increase the duration of time. (You may want to allow 10 seconds for each flier.)

**Step 3: Expand the Output**
Select the Output bar. Increase the duration until the bar is the same length as your Timeline.
Step 4: Drag and Drop Resource to Timeline

Drag content from the Resources section to your Timeline. You may need to increase the duration that the image will be displayed.
Scene Editor

If your flier or video does not fit the dimensions of the television, you will need to use the Scene Editor.

If you do not see the “Scene editor” in the left menu, click on “Navigation” and select “Scene editor.” Then, click on “Scene editor” in the left menu.
Click on the “Scenes” section and click the plus symbol.
Give your scene a name and enter the dimensions of your television. Click “Finish.”

Open the Resources menu. Drag and drop content onto the scene. Select the “Maintain Aspect Ratio” checkbox. Enlarge and position the image. Please note: Occasionally, images will not render correctly on the television unless the “Maintain Aspect Ratio” checkbox is unchecked after sizing.
Return to the Timeline. Expand the Scenes menu. Drag and drop content to the timeline, resizing if needed.

Uploading Content
After edits have been made, click “File” and select “Save / Upload” to sync content to the television.

Please note: If you have a large image or video, it may take some time before the television is able to download the content.