

MSUDenver Digital Sign Tutorial

Four Winds Digital Signs

<https://cmw1a.fwicloud.com/cmweb52/?client=hemetrosuod>

The screenshot displays the 'Content Manager Web' interface. At the top, the FWI logo is on the left, and the text 'Content Manager Web' is in the center. On the right, it shows 'Logged in as itstest' with a 'Log Out' button and a language dropdown set to 'EN'. Below the header is a dark navigation bar with icons for file operations. A secondary navigation bar contains links: 'Schedule', 'New Content', 'Properties', 'Timeline', 'Network Monitor', and 'Delete'. The main area is split into two panels. The left panel, titled 'Name', shows a hierarchical tree structure: 'MSU Denver' (expanded) contains 'Information Technology Services' (expanded), which contains 'WC 241' (expanded), which contains 'ITS Lobby' (expanded), which contains 'MSU Denver Standard Template' (expanded). This template contains 'Marketing', 'Events', 'Department Name', 'Scroll', 'Logo', and 'Main Content'. The 'Main Content' section is further expanded to show 'ITS iMac' and 'ITS is Hiring!'. The right panel, titled 'Template Viewer', shows a large grey area with the text 'Template Viewer' at the top. Below the main content area is a 'Content Library' section with a toolbar containing '+ Add New Content', '+ Add New Category', 'Schedule', 'Properties', 'Import', 'Delete', and 'FWI Store'. Below the toolbar is a table with columns 'Name', 'Status', and 'Description'. The table lists four items: 'Information Technology Services' (expanded), 'ITS is Hiring!', 'ITS iMac', 'ITS Content Feed Test', and 'Grad_in_Four - 2'. At the bottom of the page, a copyright notice reads '©2016 Four Winds Interactive, LLC / All Rights Reserved'.

FWI Content Manager Web

Logged in as itstest Log Out EN

Schedule New Content Properties Timeline Network Monitor Delete

Template Viewer Preview

Template Viewer

Content Library

+ Add New Content + Add New Category Schedule Properties Import Delete FWI Store

Name	Status	Description
Information Technology Services		
ITS is Hiring!		
ITS iMac		
ITS Content Feed Test		
Grad_in_Four - 2		

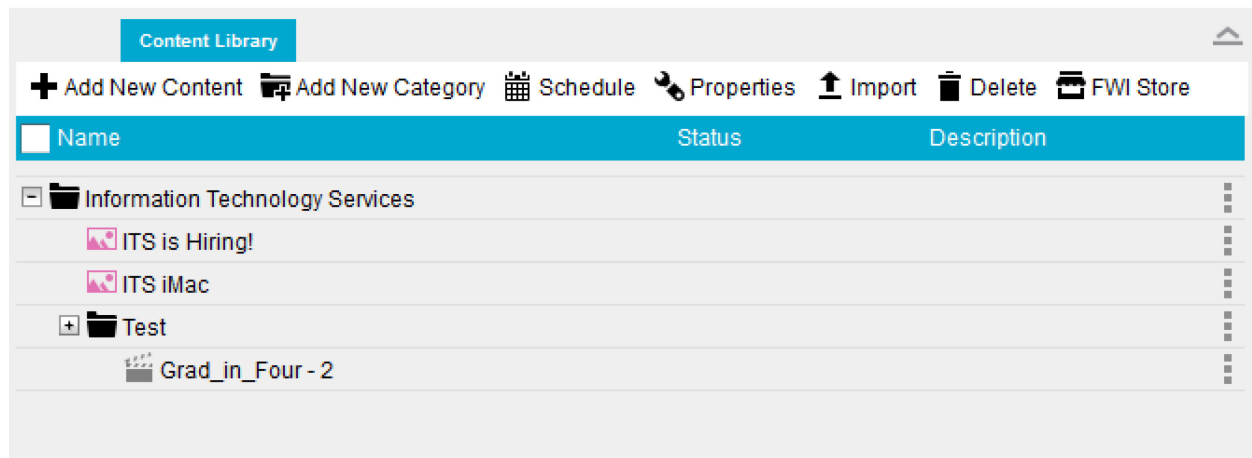
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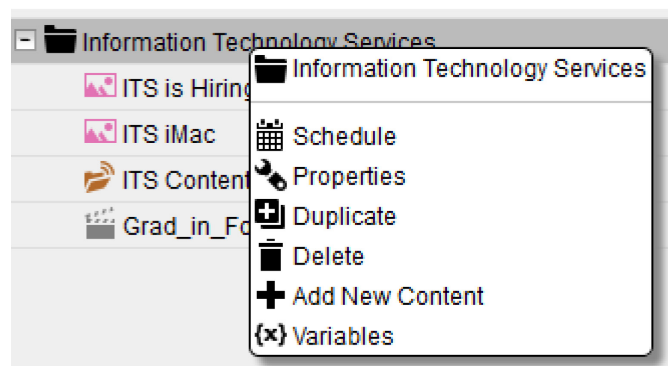
Creating content in the Content Library

After signing in, you will be at the **Content Manager Web** screen. At the bottom of the screen, you should see the **Content Library**.



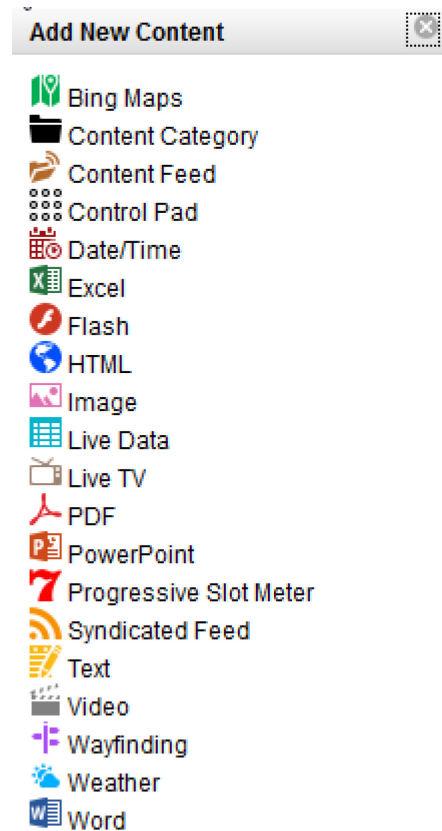
This is the area where your content lives on the server. Note that this is not what is on your digital sign, or what is currently playing—that is in the Player area, which we will get to in the next section. The Content Library is a repository where you will create, organize, and prepare content for your digital sign.

To create new content, right-click your folder and select “Add New Content” from the drop-down menu seen below:



(Note: Do *not* attempt to use the “Add New Content” in the menu bar at the top of the Content Library; this will give you an error message, because the system will try to create the new content in the root directory, rather than your own folder.)

You will then see the **Add New Content** window come up, which will allow you to select the kind of content you want to create.

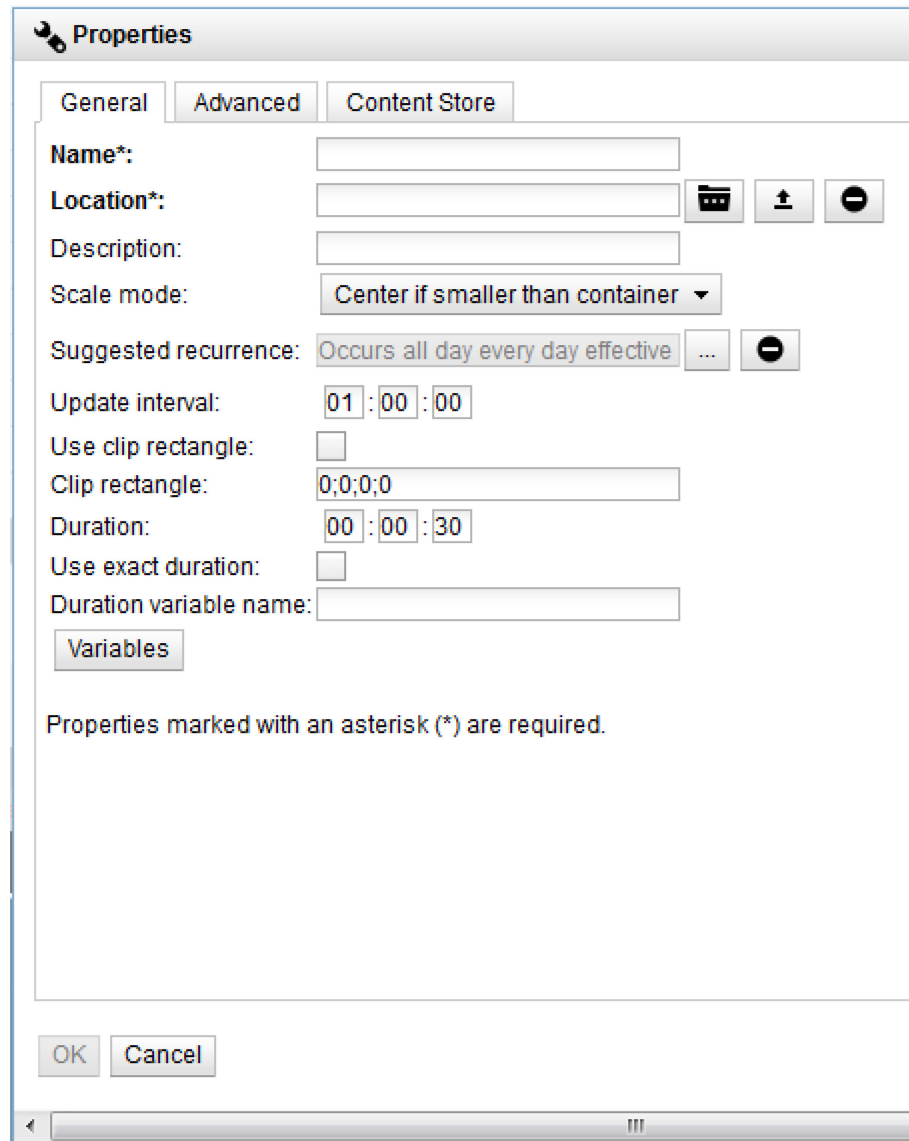


Recommended content types for your Digital Signs and their formats include:

- **Content Category:** Allows you to organize content into categories, like folders on your computer. Not content itself.
- **Excel/Powerpoint/Word:** Documents in Office document formats. Please see [“Important notes for Office formats”](#) for additional information.
- **Image:** Static images of the .PNG or .JPG/.JPEG format.
- **PDFs:** Basic PDF images. Multi-page documents can be set to cycle through each page over a certain time period.
- **Text:** Basic text.
- **Video:** Video files of the .MP4 or .WMV format.

The other content formats listed in the **Add New Content** window are generally either not applicable to the digital sign environment; require additional software, plugins, and/or purchases; or require more advanced setup or tutorials. If you would like to use a different type of content than is listed above, please contact the Help Desk at 303-352-7548.

After you select the type of content you want to create, a **Properties** menu will appear. The exact options available will vary based on the type of content you selected, but it should look similar to the image below:



The screenshot shows a 'Properties' dialog box with three tabs: 'General', 'Advanced', and 'Content Store'. The 'General' tab is active. It contains the following fields and controls:

- Name*:** A text input field.
- Location*:** A text input field followed by three buttons: a folder icon, an upload icon (highlighted with a red box in the zoomed-in view), and a minus icon.
- Description:** A text input field.
- Scale mode:** A dropdown menu set to 'Center if smaller than container'.
- Suggested recurrence:** A text field showing 'Occurs all day every day effective' followed by an ellipsis button and a minus icon.
- Update interval:** A time picker set to '01 : 00 : 00'.
- Use clip rectangle:** An unchecked checkbox.
- Clip rectangle:** A text field showing '0;0;0;0'.
- Duration:** A time picker set to '00 : 00 : 30'.
- Use exact duration:** An unchecked checkbox.
- Duration variable name:** A text input field.
- Variables:** A button.

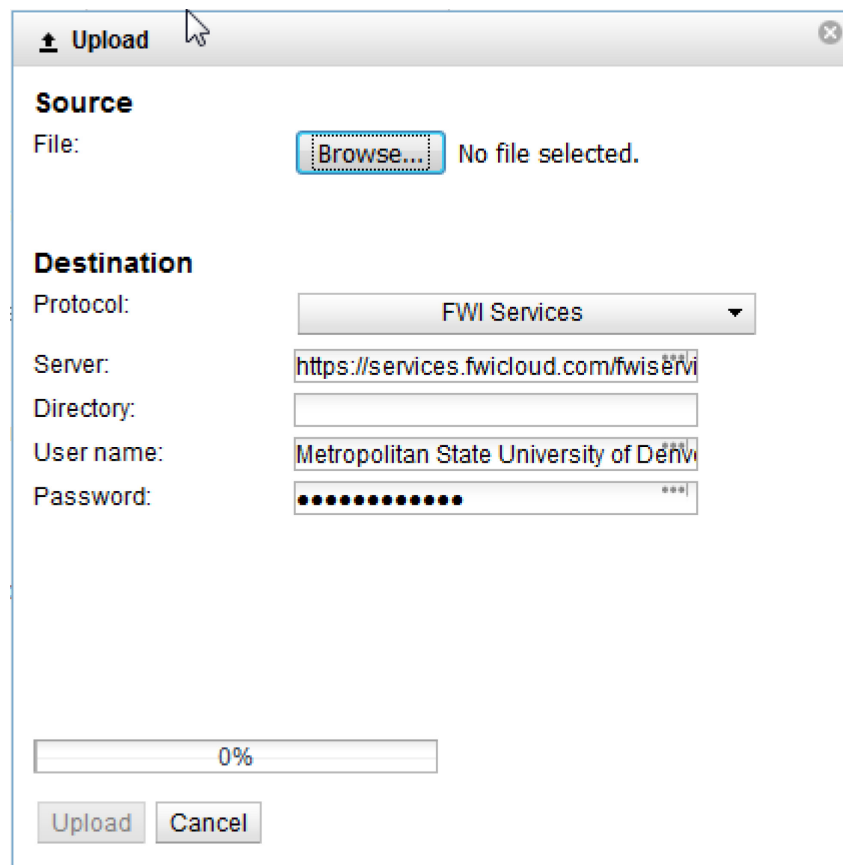
At the bottom, there are 'OK' and 'Cancel' buttons. A note at the bottom states: 'Properties marked with an asterisk (*) are required.'

The first thing you should do is upload your content by selecting the upload button next to **Location**:



This is a zoomed-in view of the 'Location*' field from the Properties dialog. It shows the text input field, the folder icon button, the upload icon button (which is highlighted with a red rectangular box), and the minus icon button.

This will open the Upload window, seen below:



Source

File: No file selected.

Destination

Protocol:

Server:

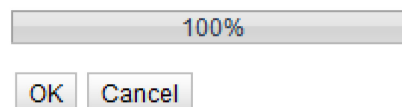
Directory:

User name:

Password:

Click the “Browse...” button to locate and select the content you want to upload from your computer. Do not adjust anything under the **Destination** heading, or your upload may fail. Once your file is selected, click the “Upload” button at the bottom of the window. Once the progress bar is full, you will get a message like the one below, and the “Upload” button will change to “OK”.

The file was uploaded successfully.



The name of the content will be automatically created based on the name of the file. Most other content properties will need to be entered in manually. Important properties include:

- **Name:** The name of the content as it appears in the Content Library
- **Scale Mode:** How the content will change shape in relation to the window it appears in on your Digital Sign.
 - “Center if smaller than container” will shrink large content (maintaining ratio). It will not affect small content.
 - “Fill container while maintaining aspect ratio” will try to make the content fit the size of the window without distorting the content.
 - “Fill container, distort aspect ratio if necessary” will stretch the content to fill the window completely.
- **Duration:** The length of time that the content will display. This can be ignored for video content unless the “Use exact duration” box is checked.

The screenshot shows a 'Properties' dialog box with three tabs: 'General', 'Advanced', and 'Content Store'. The 'General' tab is active. It contains the following fields and controls:

- Name*:** A text input field.
- Location*:** A text input field with three buttons to its right: a folder icon, an up arrow, and a minus sign.
- Description:** A text input field.
- Scale mode:** A dropdown menu currently set to 'Center if smaller than container'.
- Suggested recurrence:** A text field showing 'Occurs all day every day effective' with a plus button and a minus button.
- Update interval:** A time picker set to '01 : 00 : 00'.
- Use clip rectangle:** An unchecked checkbox.
- Clip rectangle:** A text field showing '0;0;0;0'.
- Duration:** A time picker set to '00 : 00 : 30'.
- Use exact duration:** An unchecked checkbox.
- Duration variable name:** A text input field.
- Variables:** A button below the duration variable name field.

At the bottom of the dialog, there is a note: 'Properties marked with an asterisk (*) are required.' and two buttons: 'OK' and 'Cancel'.

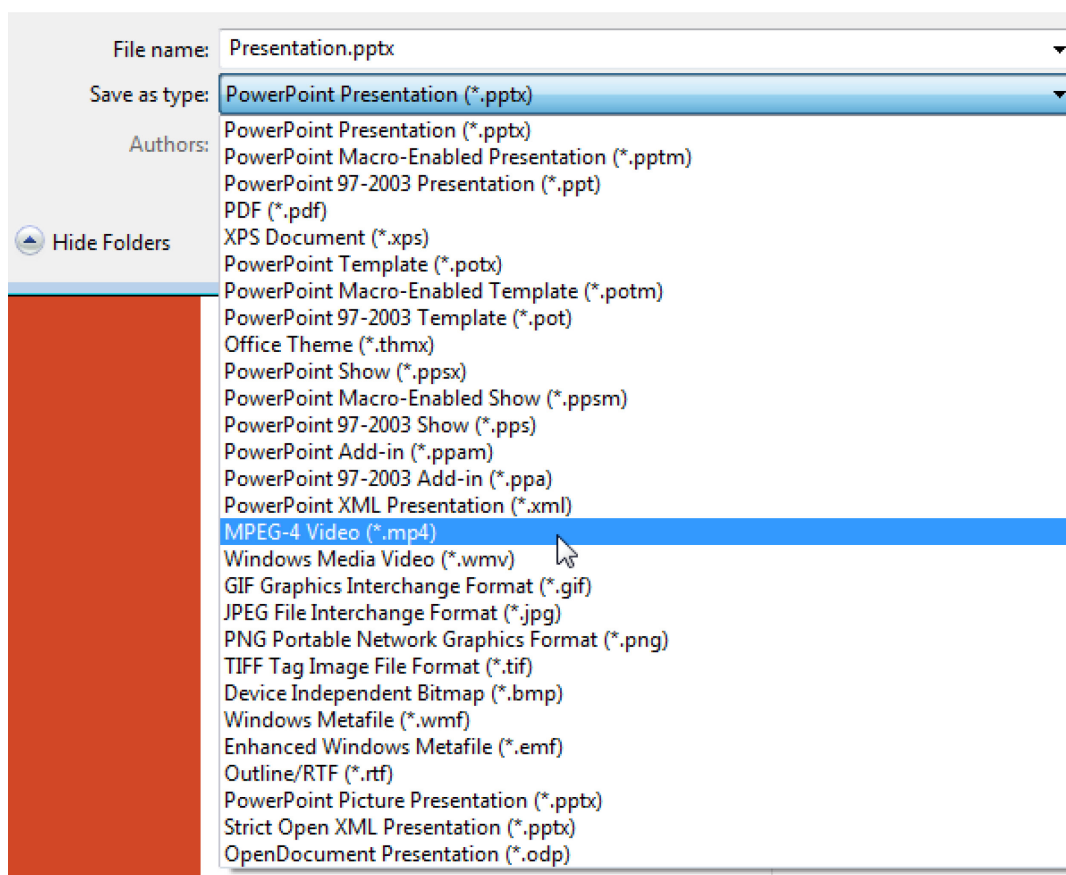
- **Use Exact Duration:** If this is selected, the content will show for exactly the specified duration and no longer. This is useful if you only want part of a video file, video feed, or multi-page PDF to be displayed.

Once your content is set up as you wish, click “OK” and it will be added to the Content Library.

Please note that you can still change these settings after you have created the content by right-clicking on the item under “Content Library” and selecting “Properties”.

Important notes for Office formats

All content in Microsoft Office formats (Word, Excel, PowerPoint) run using a plugin container for the Office Suite. What this means is, a small program runs the PowerPoint or Word document directly in the frame. Sometimes, this program can crash, causing display issues on your Digital Sign. As such, we recommend converting any Office documents to another format before adding them as content. Excel and Word documents can be saved as PDFs, and PowerPoint documents can be saved as an MP4 or WMV video file. These format options are available in the “Save As” menu option of the appropriate Microsoft Office application, under the “Save as type:” dropdown box:



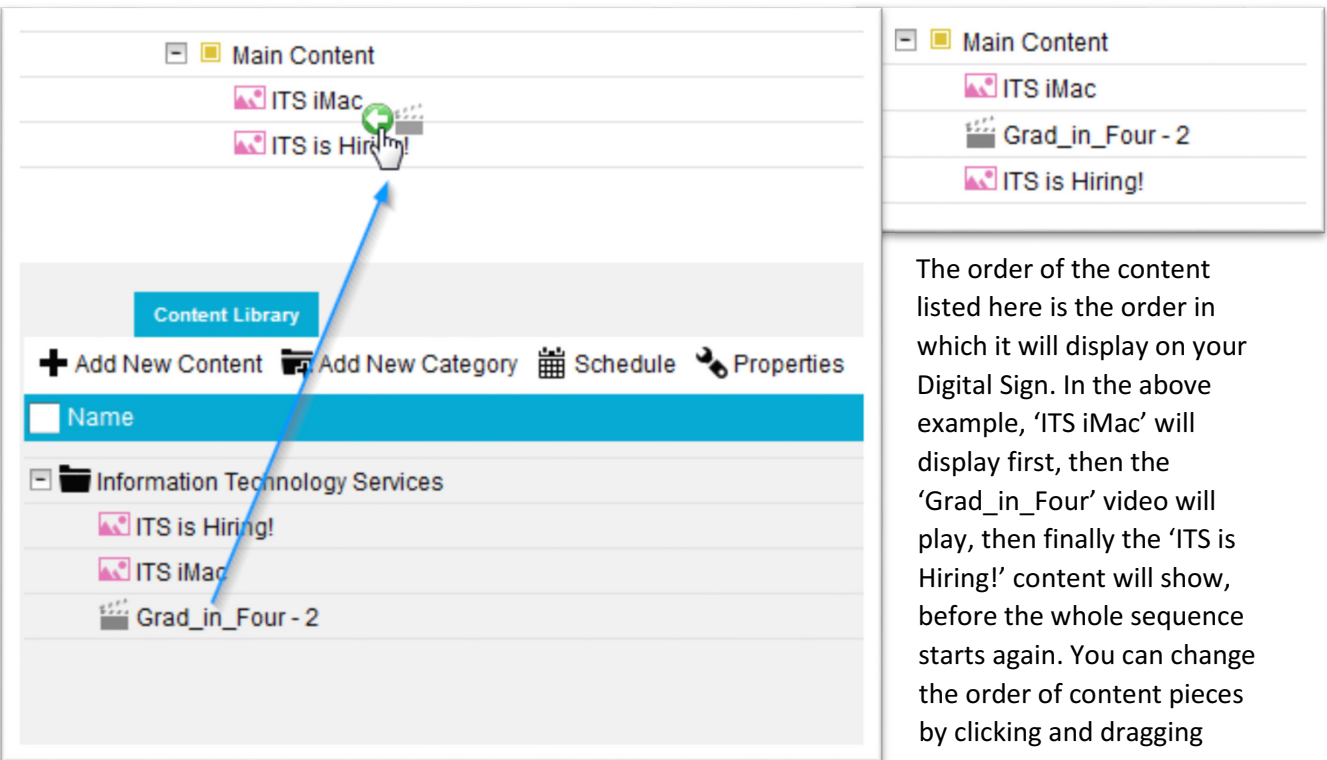
There is an additional conversion option within the Content Manager system itself. When creating a piece of PowerPoint content, you may notice a dropdown box labeled “PowerPoint player”:

PowerPoint player: Simple Slide Show ▼

If you select Simple Slide Show, any transitions or animations will be stripped from the presentation, leaving only the slides. This process may take some time to complete; a progress bar at the bottom of the screen will inform you when it is finished. This option is generally reliable and can be safely used.

Adding content to your Digital Sign Playlist

Once you have added content to the Content Library, adding it to your sign is as simple as expanding the folders in the left-hand middle frame until you see a folder named “Main Content”, then clicking and dragging the desired content to that folder:

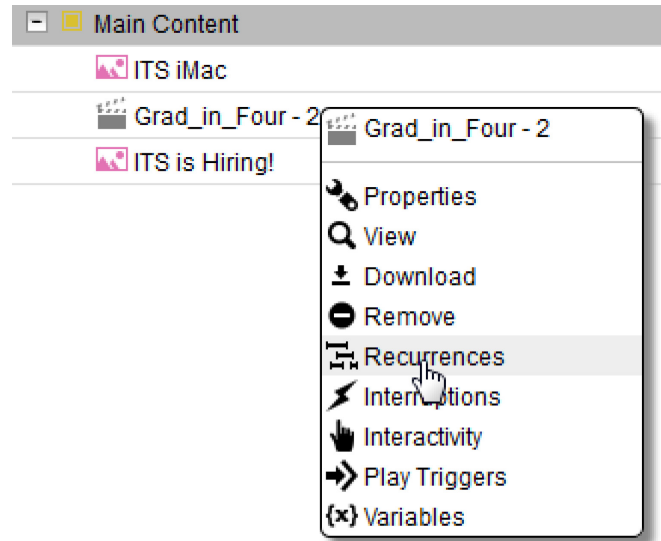


The screenshot displays a digital sign management interface. On the left, a 'Content Library' panel is open, showing a folder named 'Information Technology Services' which contains three items: 'ITS is Hiring!', 'ITS iMac', and 'Grad_in_Four - 2'. A blue arrow indicates the 'ITS iMac' item is being dragged from this library towards the 'Main Content' folder in the top right panel. The 'Main Content' folder is currently expanded, showing a list of content items: 'ITS iMac', 'Grad_in_Four - 2', and 'ITS is Hiring!'. The order of items in this list represents the sequence in which they will be displayed on the digital sign.

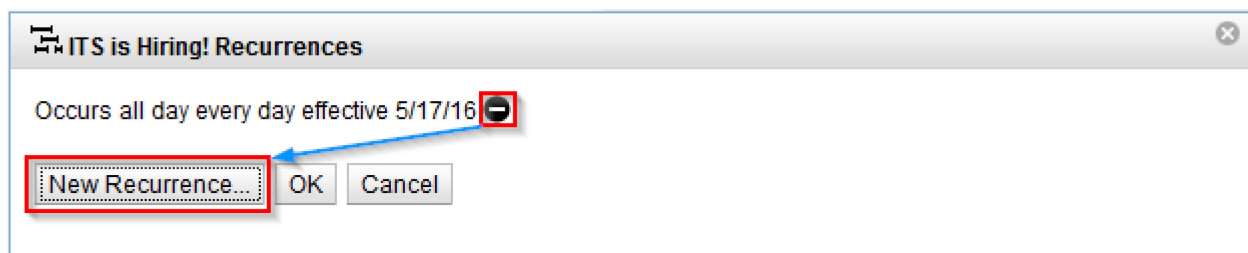
The order of the content listed here is the order in which it will display on your Digital Sign. In the above example, 'ITS iMac' will display first, then the 'Grad_in_Four' video will play, then finally the 'ITS is Hiring!' content will show, before the whole sequence starts again. You can change the order of content pieces by clicking and dragging them around.

Scheduling your content

By default, content will display in order, all the time, indefinitely. This is fine for most pieces of content, but sometimes, content is desired for a time-specific event or only needs to be displayed a certain number of times. You can assign a specific schedule to individual content pieces by right-clicking them within the Main Content folder and selecting “Recurrences”:



The **Recurrences** menu will display all the current rules. The default rule for all content (as seen below) sets it to display indefinitely, but if you wish to adjust this, you can create new rules by deleting the existing rule (select the – icon), then clicking the “New Recurrence...” button.



ITS is Hiring! Recurrences

Timeline: August, 2016 | September, 2016 | **October, 2016** | November, 2016 | December, 2016

ITS is Hiring!

Date of First Occurrence
 Start date: 11/1/2016

Time and Duration of Each Occurrence
☒ All day
 Start time: 10:36 AM
 End time: 1:36 PM
 Days to span: 0

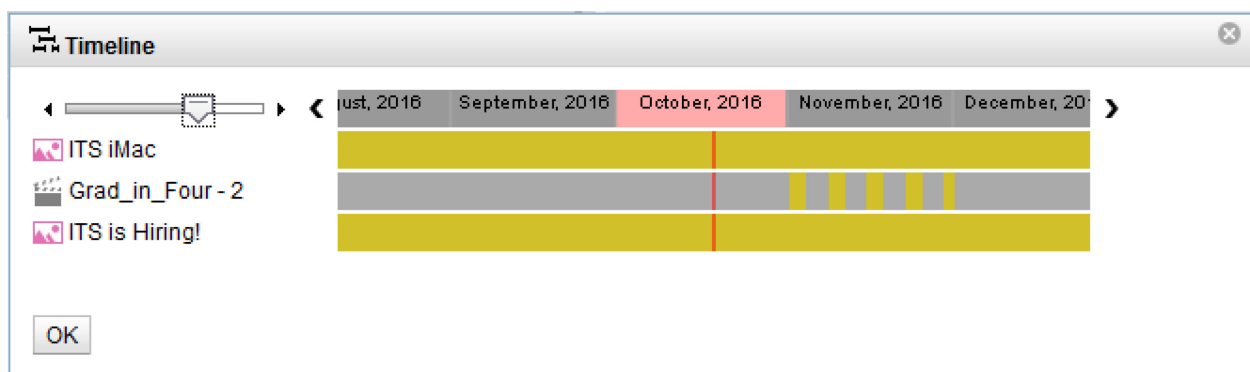
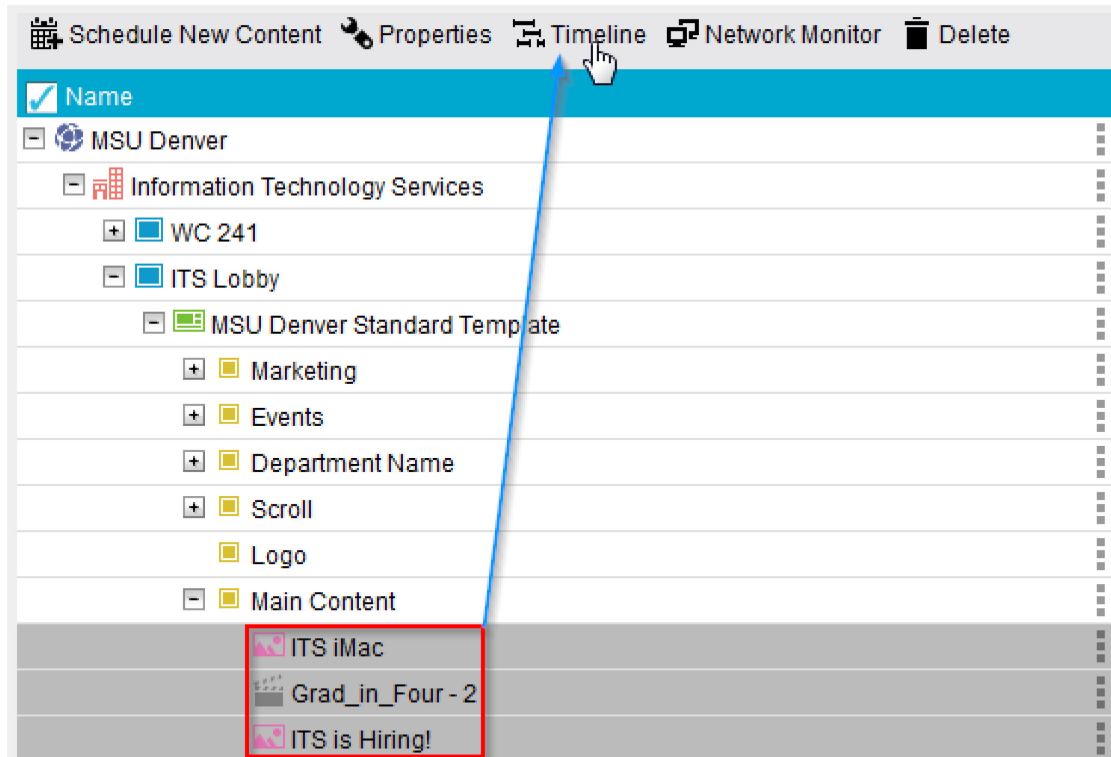
Range
☐ No end date
☐ End after 25 occurrences
☒ End by 11/30/2016

Pattern
☐ Daily
☒ Weekly
☐ Monthly
 Occur every week on:
☐ Monday ☒ Tuesday ☒ Wednesday ☒ Thursday
☐ Friday ☐ Saturday ☐ Sunday

OK Cancel

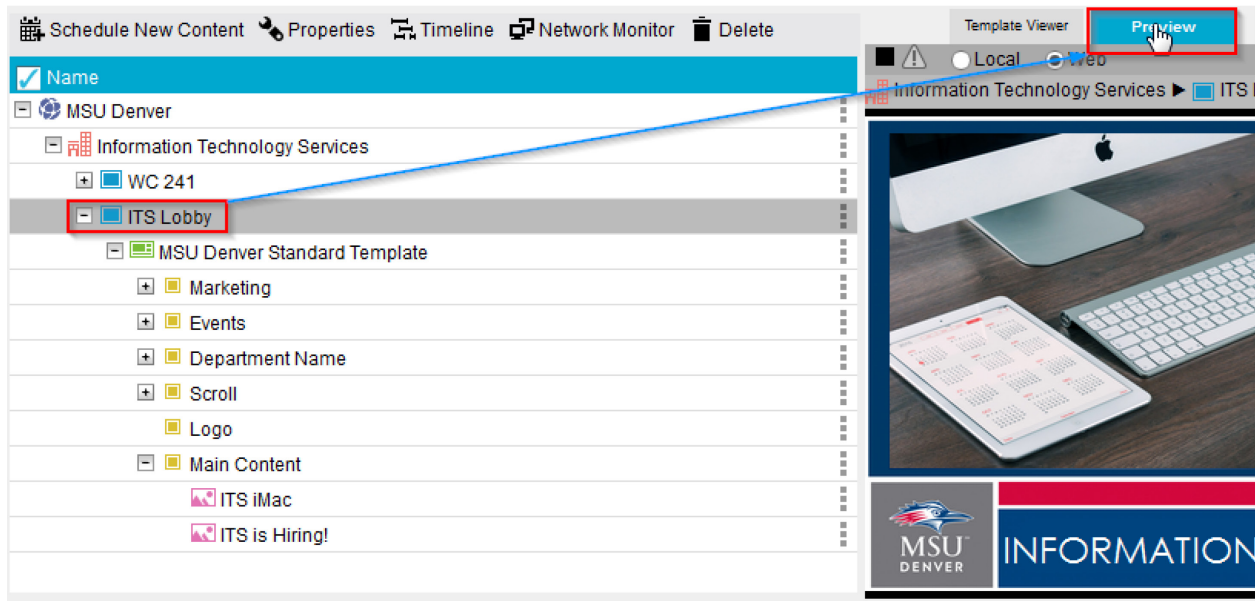
Most of these menu options are fairly self-explanatory, but the purpose of the bars at the top is not immediately obvious. The dark grey section on the right is a timeline, and the slider on the left lets you change its timescale (ranging from a per-second to a per-month basis, all the way up to decades). The red stripe indicates the current time, and yellow stripes indicate when the selected content will be displayed on the Digital Sign. In the example above, I have set the content to be displayed in the middle of the week during the month of November.

You can also view a timeline of all scheduled content by highlighting all desired content items in the “Main Content” section (Shift+click to select a range of items, or Ctrl+click to select individual items), then clicking “Timeline”:



Previewing the Digital Sign

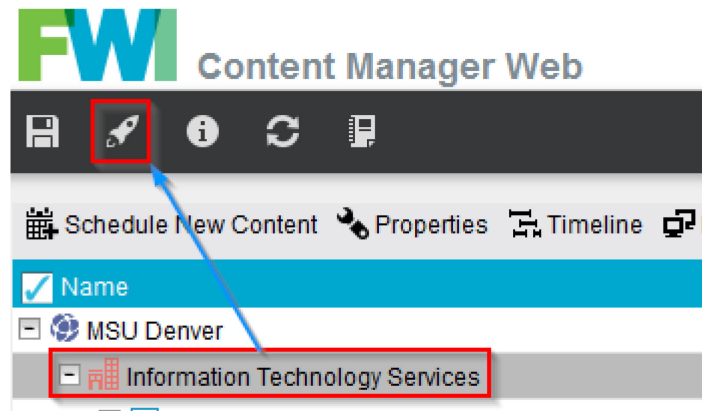
Once you have your content uploaded and scheduled, you can preview what it will look like right in your web browser! Simply highlight your Digital Sign in the left-hand frame, then click the preview button in the top right:



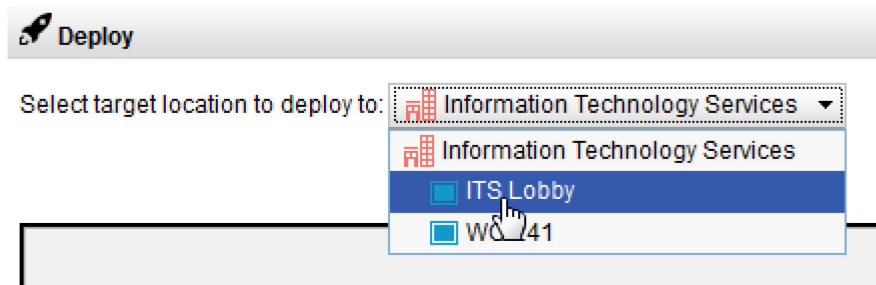
It may take a moment for all content to load, but once it has, the Digital Sign preview will appear in the right-hand frame.

Saving and Publishing your content

Once you have your Digital Sign content set up as you want it, you will need to publish it. Simply select your department in the left-hand section, then click the Save and Deploy button (shaped like a rocketship) in the navigation bar at the top of the page:



This will bring up the **Deploy** window (below). If you have several Digital Signs and want to push this update to all of them, select your department from the “Select target location to deploy to:” dropdown box. If you only have one Digital Sign, or only want to update one of them, select the individual sign.



Once you have selected a target location, click Deploy at the top and your updated content will be published. By default, Digital Signs check every 15 minutes for new content, and it can take some time after that for the Digital Sign to download the new content. Therefore, you may need to wait for up to 30 minutes to see your changes go live, though most Digital Signs will update sooner than that.

Network Monitor

Another useful feature of the Content Manager Web screen is the Network Monitor. This can be used both on- and off-campus to make sure your Digital Signs are hooked up and communicating with the content system. Simply select your department and click “Network Monitor”.



This will bring up a **Status** window, which lists each of your Digital Signs and their status on the network. If you have problems publishing new content, this is a good way to see if your Digital Sign might be turned off or disconnected.

The screenshot shows a "Status" window with a table of digital sign status. The table has six columns: Player, Device Host, Device IP Address, Running, Status Update Time, and Remote Deployment Received. There is one row of data for "ITS Lobby". Below the table are "Refresh" and "OK" buttons.

Player	Device Host	Device IP Address	Running	Status Update Time	Remote Deployment Received
ITS Lobby	MS16364	fe80::e0ea:2f33:a750:b240%12, 147.153.169.215		10/5/16, 12:57 PM	10/5/16, 12:27 PM

Refresh OK

Please contact ITS at 303-352-7548 if you have any issues with your digital signs!