



2. Uploading slides

Uploading slides to the Engineering Digital Signage System.

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Signage Staging

Slide *demo-slide* has been created.

Home

Demo Signage Group

VIEW

MEMBERS

Create content »

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Slides »

demo-slide

Geology Logo on Granite - 1920 x 1080

Signs »

There is no content in this group.

Groups »

There is no content in this group.

Introduction

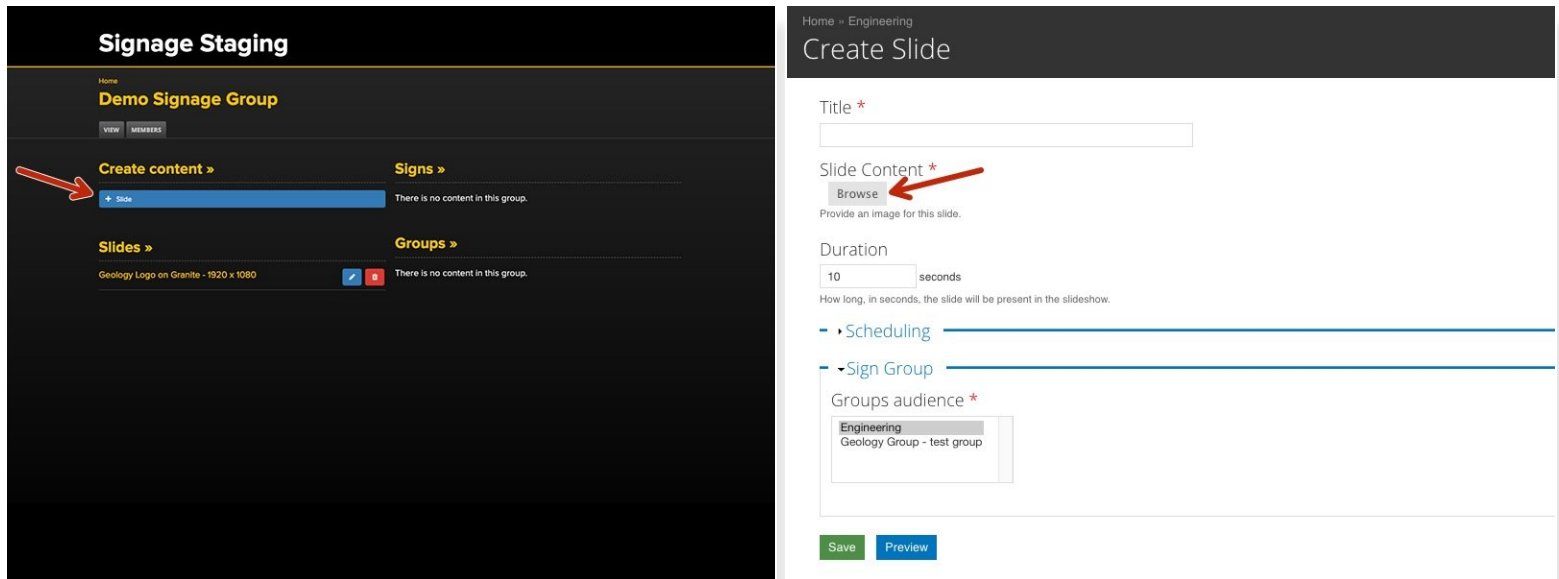
The following will demonstrate how to upload slides to the Digital Signage System.

Step 1 — Before You Begin



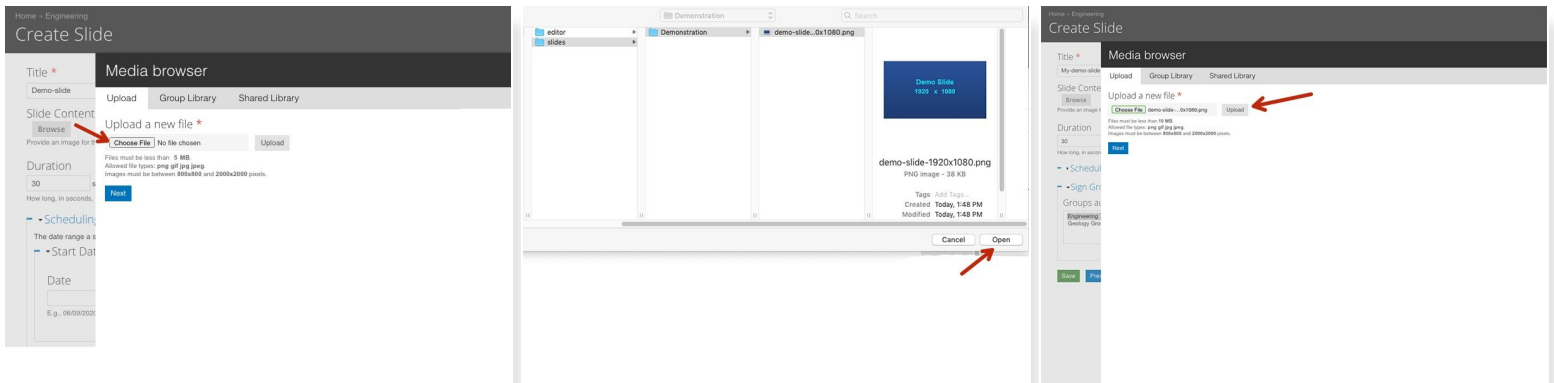
- First, you need to know if your display is portrait (vertical) or landscape (horizontal).
 - All displays currently in use in Engineering support high definition.
 - Displays set to **portrait** mode will use a pixel resolution of 1080 W x 1920 H
 - Displays set to **landscape** mode will use a pixel resolution of 1920 W x 1080 H
- ☒ Please keep these dimensions in mind when creating your slides. This will help to ensure optimum results when your content is displayed on the "big screen".
- ☒ The allowed file types for slides are: **jpg jpeg gif png**. Files must be less than **5MB**.

Step 2 — Assigning Properties



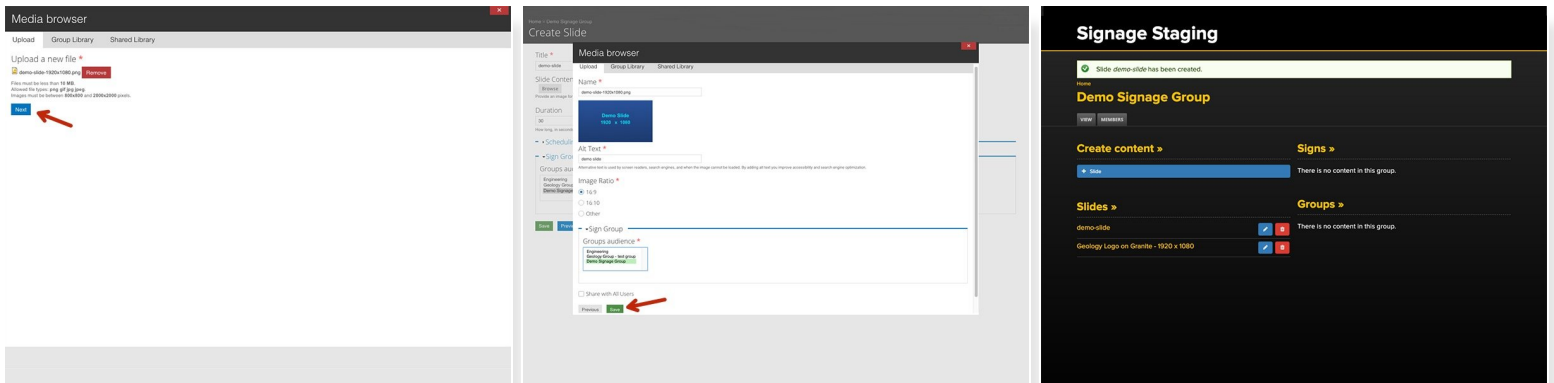
- Click on +Slide to begin.
- Now you must enter a Title, Choose your slide, and select a Sign Group. Additionally, you may change the duration and set up a schedule of when your slide is to be visible.
- Click on Browse to select the slide that you want to upload.

Step 3 — Uploading the Slide



- Click on Choose File.
- Navigate to the location of your file, select it, and click Open.
- Click **Upload**

Step 4 — Finalizing the Slide



- Click **Next**
- Provide a **short description** in the Alt Text box
- Select the **Image Ratio** (16x9 in most cases)
- In the **Sign Group** drop down, select one of the "Groups Audience".

⚠ Click on Save. The screen will refresh and you may need to **click on Save again**.

- You will get a message stating that your Slide has been created.

You now know how to upload a slide to the Engineering Digital Signage System.