

# TECHNOLOGY SERVICES

## Xibo Basic Guide: Upload or Edit Media Files in your Layout



This document explains how to upload and/or change the media files in the Xibo layout for your digital signage display(s).

- **To view a video of these instructions** or to view other Xibo user guides, go to the *Xibo* section under *Training Resources* on the Technical Training page at [www.fhsu.edu/technology/training](http://www.fhsu.edu/technology/training).

For assistance or training using these procedures, contact Sarah Taggart, IT Development Coordinator at 785-628-4999.

## TABLE OF CONTENTS

[Step 1: Prepare your Media Files](#)

[Step 2: Sign In to Xibo](#)

[Step 3: Upload Media into Xibo](#)

[Step 4: Add or Edit Media in your Layout](#)

[Step 5: Publish your Layout](#)

### Step 1: Prepare your Media Files

Using your preferred software (such as *PowerPoint* or *Canva*), prepare and save your media files. Recommended formats are **.png**, **.jpg**, or **.mp4**.

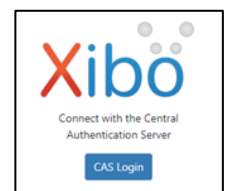
If you wish to download images from the **FHSU Digital Asset Portal**, sign in with your TigerNetID login at: [fhsu.netx.net/portals/fhsu/](http://fhsu.netx.net/portals/fhsu/)

**TIPS:** It is helpful to include the date in the filename (for example: *20230915-filename.jpg*).


For best results, slide dimensions should be 1920 x 1080p resolution (16:9). You can check slide dimensions in PowerPoint by going to the **Design** tab > **Slide Size**.

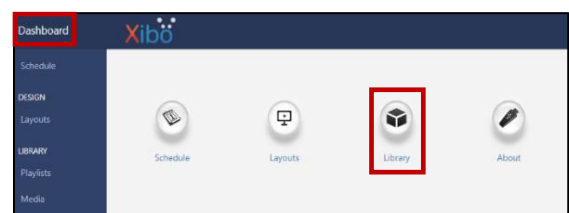
### Step 2: Sign In to Xibo

1. Go to the Xibo website: <http://xibo.internal.fhsu.edu/>
2. Click **CAS Login**, and then sign in using your **TigerNetID username** and **password**.



### Step 3: Upload Media into Xibo

1. From the **Dashboard**, click on the **Library** icon.
2. Next, click **Add Media**  in the top right corner.




# TECHNOLOGY SERVICES


## Xibo Basic Guide: Upload or Edit Media Files in your Layout




3. The *Add Media* box will appear, with a message stating that files up to a maximum of 2G can be added.

a. Make sure the **folder** where your files will be saved to is correct.


If you need to change the folder, click **Select Folder** , expand the **Root Folder** to view your folder options, click on your **preferred folder**,

and then click **Done** .


b. Click **Add Files** , browse to select the desired file (or files), and click **Open**. The file(s) will appear in the window.

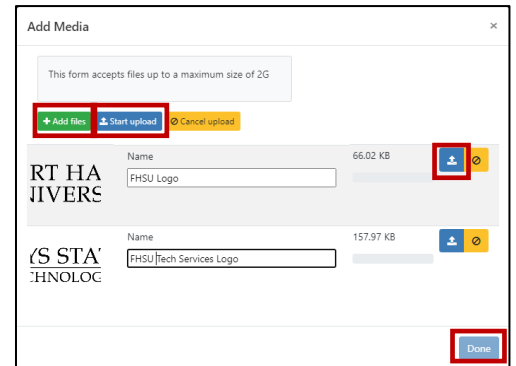
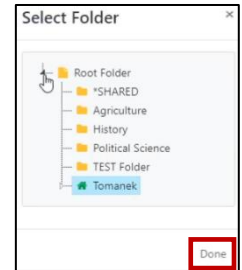
c. Optional: Type in a meaningful **Name** for each file. If you do not enter a name, the file(s) will be saved using the same name as you gave them on your computer.

d. After all desired files have been added, you are ready to upload. To upload one file at a time, you can click

the **Upload** button next to each file . Or, to upload

all files at once, you can click **Start Upload** .


e. When you are done uploading media files into Xibo, click **Done** . Your media files are now stored in the Xibo Library.

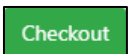


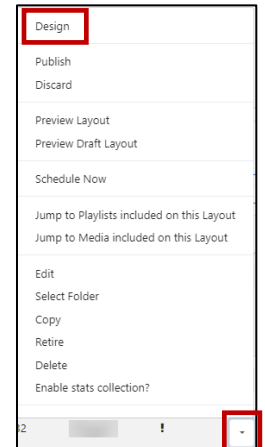
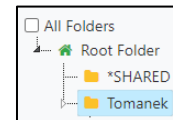
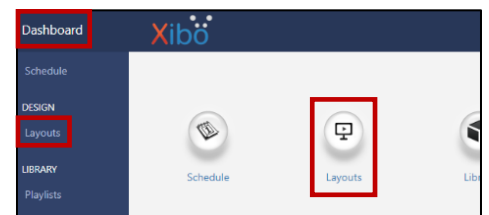
### Step 4: Add or Edit Media in your Layout:

1. In the left navigation menu under DESIGN, click on **Layouts** OR go to the **Dashboard** and click the **Layouts** icon.

2. **Make sure your folder is selected** on the left side of the window. If it is not, click on **Root Folder** to view your folder options, and then click on your **preferred folder**.

3. Your layout(s) will be listed. At the right side of your layout, click on the **drop-down arrow** , and then choose **Design** (at the top of the list).



4. If your layout has already been published, a message will appear, stating that it is published and needs to be checked out in order to edit it. If you see this message, click **Checkout**  to continue.



# TECHNOLOGY SERVICES

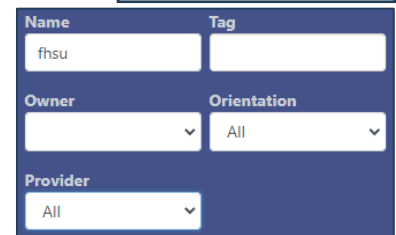
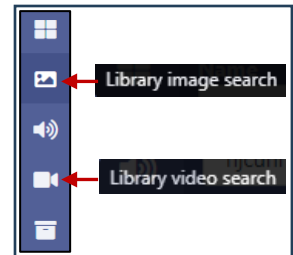
## Xibo Basic Guide: Upload or Edit Media Files in your Layout



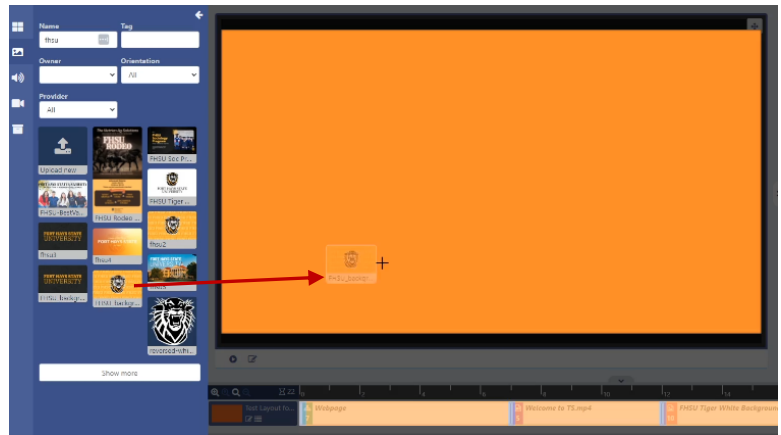
5. Now that your layout is in edit mode, you can add and remove media files that are stored in Xibo. On the left side, you'll see several menu options where you can search for your media files. Most Xibo users will only use the *Library image search*  and *Library video search*  options, since that is where most of your files will be stored.

**TIPS:** **.png** and **.jpg** files will be stored under *Library image search* and **.mp4** files will be stored under *Library video search*.

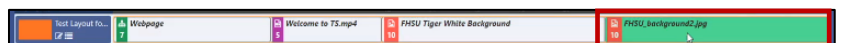
If you have a lot of media files, you can refine the search by using the filter fields above the files.




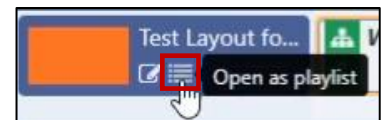
6. **Search for the media file** you would like to add to your layout, and then just **drag and drop** it into the region.





7. All files in the layout are shown at the bottom of the window. You can see that the file has been added to this layout.

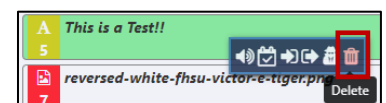
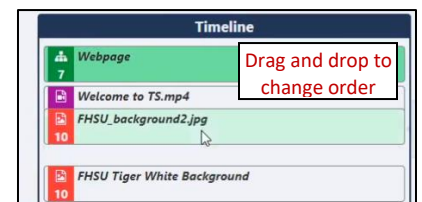
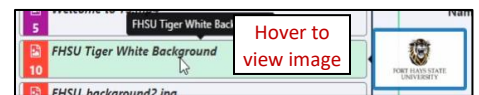


You can **edit the files** from this list, but the recommended method is to click on the **Playlist icon**  to edit them in the *Timeline* view.




8. The *Playlist Timeline* will display the files in a list for editing:

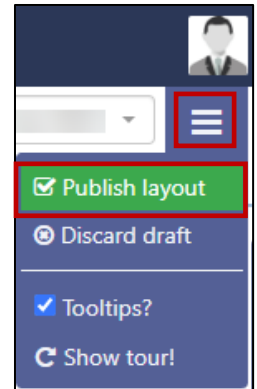
- If you **hover** over a filename, it's image will appear.
- You can **drag and drop** the files to place them in the order you would like them to appear on your display.
- If you wish to **delete a file from the layout** (so it will no longer play on your display), you can **right-click** on the file and then click the **Trash Can icon** . Click **Yes** to confirm.
- As you finish editing EACH FILE, click **Save** .
- When you are finished editing, close the *Timeline* window by clicking on the **X** in the top right corner.





### Step 5: Publish your Layout:

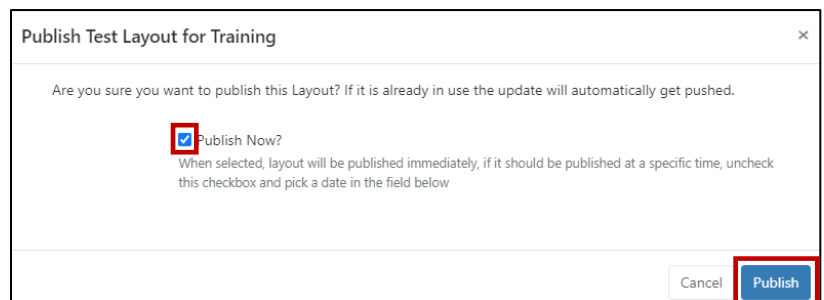
1. While viewing your layout, click the **Options (menu) icon**  in the top right corner of the window (below your profile icon) and select **Publish layout**.




2. A pop-up box will appear. The box next to **Publish Now?** should be checked. Click **Publish**.

The layout has now been updated and published, so that the changes made will be displayed on your TV.

Please **allow 3 to 5 minutes** for your display to refresh, before the changes appear.



3. If you wish to return to the Xibo *Dashboard*, you can click **Exit**  in the top left corner.

4. When you are finished using Xibo, log out by going to your **profile picture** in the top right corner and selecting **Logout**.

