Media Types/Modules
There are various types of media that you can add to the playlist on your regions. These media types are added by selecting a module in the Region Timeline.

Library
The library module allows you to reuse items that you have previously uploaded to your media library whether through directly uploading to the library itself or uploading content through the Region Timeline.

1. Click Library in the Add Media list of the Region Timeline.
2. Click the plus arrow next to the media items you want in the order that you want. They will appear in this order in the gray box at the top of the window.

3. You can click and drag the items in the box to reorder them or click the minus sign to remove them.
4. Click Assign to assign the items to the region. When you do this, the individual items will show up in the playlist, and you can modify the times or order within the playlist.

Clock
The clock module allows you to place an analog or digital clock on your display.

1. Click Clock in the Add Media list of the Region Timeline.
2. Select a clock type.
3. For Duration, set this to how long you want the clock to show as part of a playlist. If the region will only ever show the clock, this number does not really matter, but you can set the number relatively high to reduce how often it visually refreshes (briefly disappear to restart the loop).
4. For digital clocks, you will need to format the time/date and apply a style to it. The time/date must be within brackets and include the following items:

<table>
<thead>
<tr>
<th>Month</th>
<th>M</th>
<th>Numeric Month (1,2,3)</th>
<th>MMM</th>
<th>Short Month Name (Jan, Feb, Mar)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mo</td>
<td>Mo</td>
<td>Numeric Month w/ ordinal (1st, 2nd, 3rd)</td>
<td>MMMM</td>
<td>Full Month Name (January, February)</td>
</tr>
<tr>
<td>MM</td>
<td>MM</td>
<td>Num Month w/ lead zero</td>
<td>(01,02,03)</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day of Month</th>
<th>D</th>
<th>Numeric Date (1,2,3)</th>
<th>DD</th>
<th>Numeric Date w/ lead zero (01,02,03)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Do</td>
<td>Do</td>
<td>Numeric Date w/ ordinal (1st, 2nd, 3rd)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Day of Week</th>
<th>dd</th>
<th>Short Day Name - 2 Letter (Su, Mo, Tu)</th>
<th>dddd</th>
<th>Full Day Name (Sunday, Monday, Tuesday)</th>
</tr>
</thead>
<tbody>
<tr>
<td>ddd</td>
<td>ddd</td>
<td>Short Day Name - 3 Letter (Sun, Mon, Tue)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Year</th>
<th>YY</th>
<th>2 Digit Year (99,00,01)</th>
<th>YYYY</th>
<th>4 Digit Year (1999, 2000, 2001)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>AM/PM</th>
<th>A</th>
<th>Capitalized AM/PM (AM, PM)</th>
<th>a</th>
<th>Lowercase AM/PM (am, pm)</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Time</th>
<th>H</th>
<th>24-H Hour (0,1, to 23)</th>
<th>m</th>
<th>Minute no lead zero (0,1, to 59)</th>
</tr>
</thead>
<tbody>
<tr>
<td>h</td>
<td>h</td>
<td>12-H Hour (1, 2, to 12)</td>
<td>mm</td>
<td>Minute w/ lead zero (00, 01, to 59)</td>
</tr>
</tbody>
</table>

Sample: [ddd, MMMMM D h:mm a] would display as Mon, January 1 2:15 pm
**Embedded**
The embedded module allows you to add embedded content from the web such as an online video or a social media widget. This module is targeted at people with some web design or HTML experience. Note that for videos, the player must have an auto-play option enabled and you must set the time for the region to match the time of the video. Otherwise, the video will not play or the region may advance before the end of the video.

1. Click Embedded in the Add Media list of the Region Timeline.
2. Add a Name and Duration for the item.
3. The HTML to embed should come from the place where you get the video or widget.
4. If there are custom styles or header items, you may add those to the respective fields. This may be necessary for some items to load remote data or to control how the content looks.

**Image/Video**
The Image and Video modules allow you to load images and videos to the system to be displayed on the screen.

While the system supports a variety of video formats, there have been issues noted with FLV and WMV files. It is strongly recommended to convert your video to MP4 before loading to the system.

1. Click Image or Video in the Add Media list of the Region Timeline.
2. In the box that pops up, you can navigate to the file(s) you would like by clicking Add Files.
3. For images, you may set a Duration in seconds for the image to show. Videos will show this field as well, but you may disregard it as the video will play through it’s duration regardless.
4. After you have added all of the files you would like to add, click Start Upload. Stay on this screen until all of the progress bars show that the uploads have completed.
5. Click Assign to Layout at the bottom of the screen to add the media to your timeline.
6. If necessary, you can re-arrange the individual media files in the playlist by clicking and dragging them.

**Text**
The text module allows you to add a simple rich text (text with formatting and images if desired) message to the signage. This could be used for quick announcements or to post information when creating media in PowerPoint or other software would be too much.

1. Click Text in the Add Media list of the Region Timeline.
2. Using the editor, type and format your text as desired. Note that sizes may scale differently on the actual layout as opposed to the preview in the editor.
3. Click the Options tab above the editor, and enter a Duration for the text to show.
4. Click Save.

**Ticker**
The Ticker module allows you to add information from an RSS feed to your display as a scrolling ticker or a formatted block of text.

1. Click Ticker in the Add Media list of the Region Timeline.
2. Select “Feed” as the Source Type.
3. For Feed URL, insert the URL to an RSS Feed.
4. For Duration, there are two methods:
   - The default setting is that the duration is for the entire feed. If using this, set the timing for how long you expect it to take to get through the items on the feed.
   - On the Format tab (which will appear after you click Save) you can choose to have the duration set here to per item.
5. Once you click Save, you will get an Effect option and additional tabs at the top of the screen.
   - To do a traditional scrolling ticker, select one of the marquee Effect options.
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**Working With Modules**

- Use any of the other options to do a formatted text block, but if you would like less RSS items to appear per page (x amount at a time instead of a full list), you will need to select any effect other than None.

6. Click the **Appearance** tab to adjust how the text for the feed items appear in your region.
   - You can use one of the pre-built Templates.
   - Alternately, you can custom build the format by clicking Override the template and adding elements (described in the Available Substitutions box) within brackets and formatting the text.
   - As with the Text module, note that sizes may scale differently on the actual layout as opposed to the preview in the editor.

[Image: Available Substitutions]

- **[Date]: [Title] - [Description]**

7. Click the **Format** tab to adjust settings on how the feed items themselves display.
   - **Speed**: How fast the marquee or other effects should happen
   - **Text Direction**: Remains Left to Right in most cases
   - **Number of items**: How many items from the RSS feed you would like to show. Some RSS feeds have years of data, so you may want to limit this based on how often the feed is updated
   - **Items per Page**: If you are not using the marquee, how many feed items do you want to show per page
   - **Take items from the**: Which feed items do you want to take first -- this would usually be the start of the feed.
   - **Duration is per item**: This refers to what was referenced in step 4 -- if you select this, the duration that you set will apply per item/page if you are not using a scroll.

8. Click the **Advanced** tab to adjust additional settings for the display of your feed.
   - **Background Color**: A color for the background of this region. Leave this field blank for a transparent background.
   - **Copyright**: If you’d like to show a copyright or information about the feed you used, you can add this here. This may be required depending on the feed used. See their guidelines for usage.
   - **Update Interval**: How frequently do you want Xibo to check for updates to the feed in minutes?
   - **Show items side by side**: If you are not using a marquee, and have more than 1 items per page set, would you like the individual items to be shown horizontally? Otherwise, they will show vertically.
   - **Date Format**: If you have set the date to be visible, how do you want it to be formatted. This formatting is different than the formatting for the clock, and a link is available next to the field for this option (http://php.net/manual/en/function.date.php)
   - **Allowable Attributes/Strip Tags**: These are more advanced features that allow you to read specific or ignore specific tags in the RSS feed.
   - **Disable Date Sort**: By default, the system will order the RSS feed items. Select this if you would like to not sort by date.
   - **Message Display**: If the feed is unable to be reached or if the RSS feed has no items, what would you like to show in it’s place.

**Webpage**

The Ticker module allows you to add a live view of a webpage to your layout.

1. Click **Webpage** in the Add Media list of the Region Timeline.
2. In the **Link** field, add the url (including http / https in front) to the webpage you want to display.
3. Add a **Duration** for how long you’d like the webpage to be shown.
4. The **Options** allows you to customize how the webpage shows up.
   - If you’d like the webpage to simply fit to the size of the region as it would normally in a browser window of that size, use “Open Natively”.
   - If you’d like to focus in on a particular part of the page, use “Manual Position” to adjust the position of the page by offsetting the top and left parts of the page that you want to see and by zooming (scale).
   - “Best Fit” will try to scale the webpage width to fit within the region.
5. Note that if using a page that isn’t https://, it may not display in the preview, but it will display on the actual sign. This is a security feature of many browsers that prevent the embedding of insecure http:// content within a secured https:// page.