



This document provides a glossary of terms for Xibo digital signage software at Fort Hays State University. Xibo enables a user to upload media and arrange it in a layout which is then scheduled to one or more displays.

- 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.

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

Xibo Glossary:

Campaigns - Layouts that are grouped together into an ordered list. Campaigns can be scheduled as whole units and the Display will play them in sequence.

Campaigns are managed in the Campaign Administration page which is accessible from the "Design" navigation item, Campaigns sub menu. Campaigns are simple entities with a Name and a list of assigned Layouts.

Checkout – No changes are made or will be shown on your current published layout.

CMS = Content Management System. This is the interface to the FHSU Xibo Digital Signage network. From here you can do the following:

- Setup Displays
- Configure Display Settings
- Upload or Create Content
- Schedule and Publish Content to your Display(s)

Displays – The connected hardware that shows the scheduled content.

Duration – The length of time (in seconds) a content item will be displayed.

Layouts – A complete screen design made up of Regions that can be scheduled and displayed across multiple displays. A Layout will remain on screen until all Regions have finished playing their assigned content through once.

NOTE: Xibo has no limit to the number of Layouts in the system or the number of Layouts each individual user can have.

Layout Designer – Where content can be created in Xibo. Each time a new Layout is created, or an existing one needs a design change, the Layout Designer is used.

Media – Content that is used for creating layouts. Media is separated into two types:

Library Media: Files that are uploaded and stored in the CMS library. These are available for use on one or multiple layouts. (Ex. Images, Videos, Fonts)

Layout Media: Media not commonly reused. It usually exists on one playlist and is specific to the layout. (Ex. Text, Ticker, and Embedded Content)



Playlist – A timeline showing the sequence and duration each item of assigned content will play in a specific Region of a Layout. A Playlist can contain a single item or multiple items. The entire Layout will remain on screen until all Regions have finished playing their assigned content through once.

Publish – Confirmation of changes made and will overwrite the current published version.

Regions – Defined areas on a Layout that can hold sets of content. Regions can be moved around and resized inside the Layout. Each Region contains its own Playlist/Timeline to which Widgets are assigned.

Retire – Retired content can be hidden from new scheduling options but will remain unaffected and continue to show on existing schedules.

Schedule – Assign dates/times for your content to appear across one or multiple displays.

Templates – Saved copies of Layouts that can be used when creating a new Layout. Saving and using a Template can save a lot of time spent on the design process. Templates are saved from the Layout Designer Options menu using the "Save Template" menu item.

Widget – An icon in the Layout Designer that provides a specific type of content that you can use in a Layout.