

# TECHNOLOGY SERVICES

## Xibo Helpful Tips



This document provides some helpful tips for using 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](http://www.fhsu.edu/technology/training).

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

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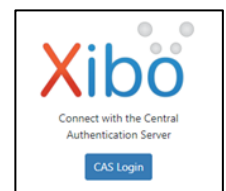
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## Sign In to Xibo:

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**.



## Media Options:

Xibo supports a variety of media options. These all can be categorized under two types:

- **Library Media:** File-based media uploaded and stored in the library for use on one or multiple layouts.
  - Examples: Images, Videos, Fonts
- **Layout Media:** Media that is created and stored directly on a layout; specific to that layout and not reused on other playlists.
  - Examples: Tickers, Text, Embedded content



**PowerPoint files** can be uploaded two different ways for use on a display:





1. Export as a video – For instructions, see separate guide: *Export a PowerPoint Presentation as a Video*
2. Save as a JPEG or PNG:
  - a. **File > Export > Change File Type > select JPEG or PNG > Save As > choose file location > Save**
  - b. Choose either **All Slides** or **Just This One**.

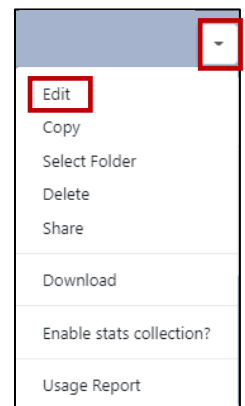
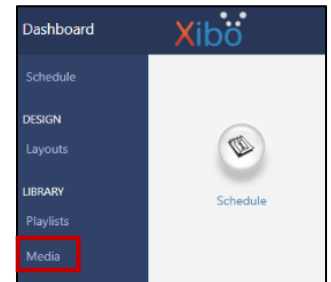
**NOTE:** PowerPoint saves exported slides using generic names (Slide 1, etc.), so it is a good idea to **rename** each exported file using a meaningful name **before** uploading them into Xibo.

## Update Revised Media:

When content needs to be updated or revised (ex. Information such as text, images, or links need to be revised or removed), it must also be refreshed (replaced) in Xibo for the changes to take effect on your displays.

Follow the instructions below to go through the process:


1. Make revisions/edit the file in its current location on your computer and save your changes.
2. [Sign in to Xibo](#).
3. Select **Media** from the left navigation menu.
4. Click the **drop-down menu** to the right of the image you would like to update and select **Edit**.
5. Click **Replace** .
6. Click **Add Replacement** .
7. Select the updated or new file for this media.
8. Click **Start Replace** .
9. Click **Done** .

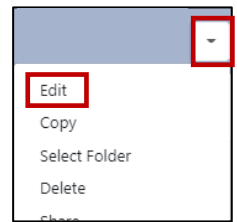
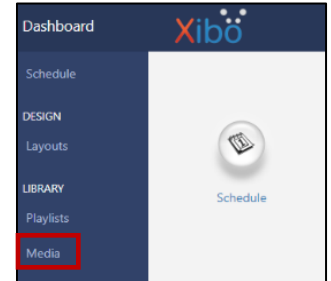




### Rename Media:


It is sometimes helpful to rename media after it has been uploaded into Xibo. For example, when a PowerPoint presentation is saved as a JPEG, each slide is saved as a separate image using generic names (Slide 1, etc.). If they are not renamed before being uploaded into Xibo, you can follow these steps to rename them in Xibo.

1. [Sign in to Xibo](#).
2. Select **Media** from the left navigation menu.
3. Click the **drop-down menu** to the right of the image you would like to rename and select **Edit**.
4. **Change the Name** of the file (do NOT change or remove the file extension).
5. Click **Save** .

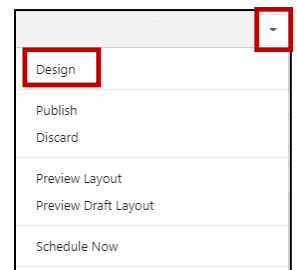
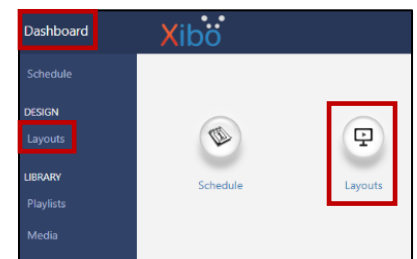
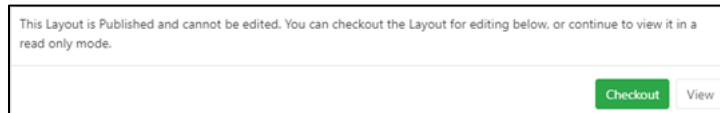


**NOTE:** This will NOT update the name of the file in the location where it is saved on your computer.

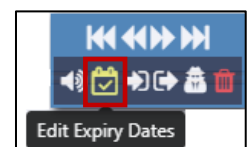
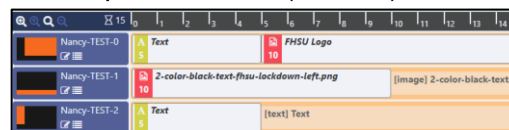
### Schedule Specific Media within a Layout:

1. Click on **Layouts** in the left navigation menu OR go to the **Dashboard** and click the **Layouts** icon.
2. Click on the **Row Menu (drop-down) icon**  to the right of the layout you would like to edit and select **Design**.

**NOTE:** If the layout has already been published, you will be prompted to click **Checkout**.



3. In the playlist timeline below the Layout, locate the specific media (content) item that you wish to schedule. **Right-click** on that item and then click on the **Edit Expiry Dates** (calendar) icon.

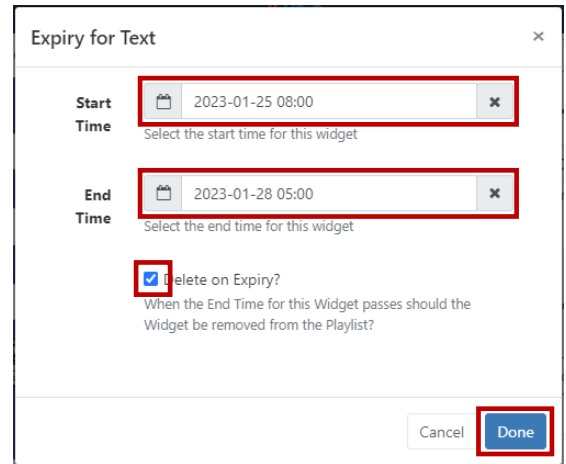




4. Select the appropriate **Start** and **End Dates** and **Times** you would like to have this file displayed.

5. Place a **checkmark** in the box next to **Delete on Expiry**. This will remove the item from the playlist after the *End Time* passes.

6. Click **Done** .



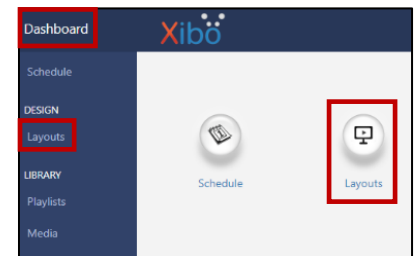
7. A calendar icon will appear on that file in the playlist, indicating that it has been scheduled to be displayed for a specific time frame.




8. Publish the Layout (see [Step 4](#) in the next section).

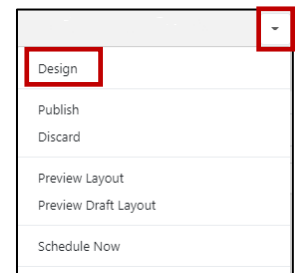
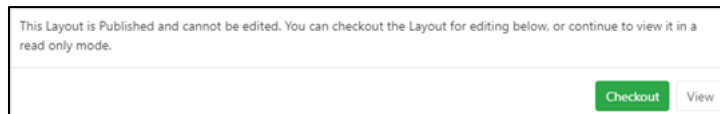
## Edit a Published Layout:

1. Click on **Layouts** in the left navigation menu OR go to the **Dashboard** and click the **Layouts** icon.




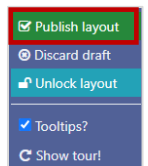
2. Click on the **Row Menu (drop-down) icon**  to the right of the layout you would like to edit and select **Design**.

**NOTE:** If the layout has already been published, you will be prompted to click **Checkout**.



3. Edit the necessary content.

4. Click the **Options (menu) icon**  in the top right corner of the window (below your profile icon) and select **Publish layout**.



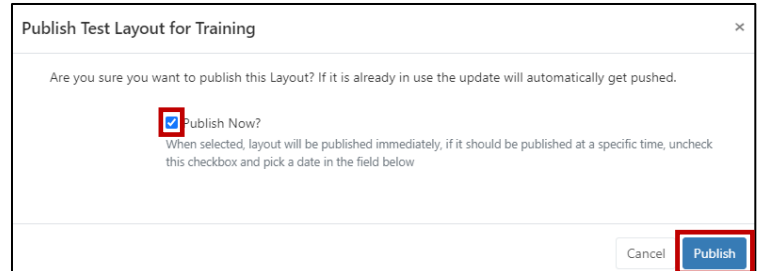
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5. The box next to **Publish Now?** should be checked. Click **Publish**.

6. Click **Exit**  in the top left corner.

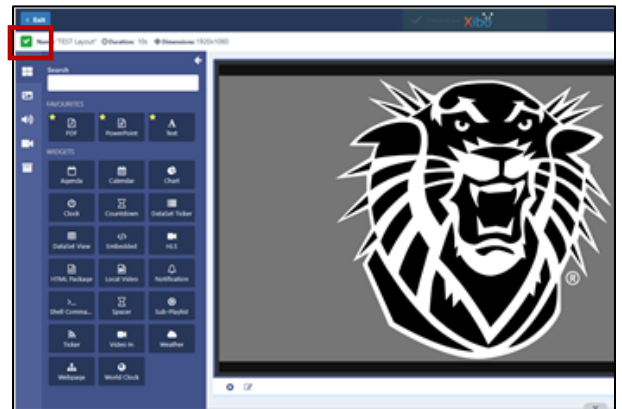


## Layout Status:

In the Layout Designer, an icon in the upper left corner shows the current playing status of the selected layout:

-  Layout has not been built yet
-  Layout is valid and can be scheduled once it has been published
-  Layout is invalid and cannot be published for scheduling
-  Layout contains media that can only be viewed from the player and can be scheduled once it has been published

You can hover over the status icon to see additional information regarding the status that is displayed.




## Basic Formatting:

- Use **recommended formats**:
  - **Image files:** PNG, JPEG, JPG, GIF, etc.  
**NOTE: \*Animated GIFs are not supported.\***  
Animated GIFs will cause the layout to not show on the display. You will see this Xibo image instead:
  - **Video files:** MP4, MKV, H264, etc.
- Use a **naming standard** for your media files:
  - In order to easily organize and search your media, it is highly recommended that you give each media file a meaningful name **before** uploading it into Xibo.
  - If a file is updated often, it is helpful to include a version date in the filename (ex: 20230901-filename.jpg).



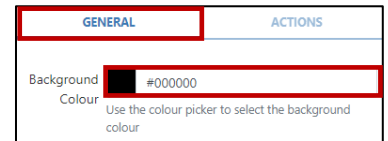


- If you wish to **change the Background Color** (for the entire layout), follow these steps:

1. From the main Dashboard, click on **Layouts**, then click the **drop-down arrow**  next to your layout and choose **Design**.
2. Make sure no media items are selected (green) in the Playlist view at the bottom of the screen. This ensures that the entire layout is selected. (If an item is green, click on it to deselect it.)




3. Under the **General** tab, select your desired **Background Color** (default is black).



4. Click **Save** .

- You can **access format settings for a specific media item** within the layout in two different ways:
  - In the Playlist view at the bottom of the screen, click on the media item to select it (green), and edit the item using the options displayed to the right of the media window.

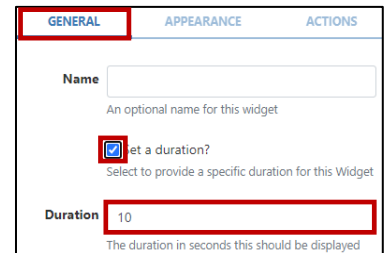
OR

- Click on the **Playlist icon**  to edit settings for each item in the *Timeline* view.



- To **set the Duration** (in seconds) of a **specific media item** within the layout, follow these steps:

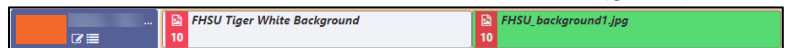
1. In the Playlist view at the bottom of the screen, click on the media item to select it (green).
2. Under the **General** tab, place a check mark in the box next to **Set a duration?**.
3. Enter the **number of seconds** you want this media item to be displayed (default is 10).



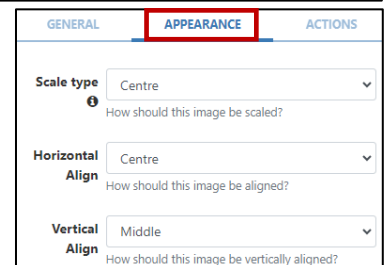
4. Click **Save** .

- **Media items are centered by default.** To **change the alignment of (or center) a specific media item**, follow these steps:

1. In the Playlist view at the bottom of the screen, click on the media item to select it (green).



2. Under the **Appearance** tab, modify the alignment settings as needed.



3. Click **Save** .