



# Display Screen User Guide

Last Updated: October 28, 2016

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## Before you Begin

Before you begin to use the Digital Media Manager web application, you need to:

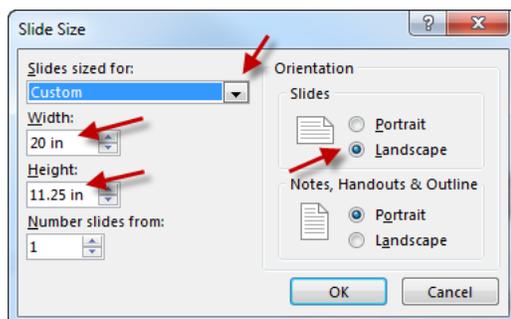
- Request access to manage display screens:
  - a. For new user, go to <http://www.mcgill.ca/it/forms/request-display-screen-acct>
  - b. For existing user who forgot the username and password and/or would like to change users, contact IT Service Desk at 514-398-3398.
- Create your display screen content in Microsoft PowerPoint and convert it to an image or SWF file.

### Create content in Microsoft PowerPoint

The display screen standard Microsoft PowerPoint size is 20 x 11.25 inches.

To set the size in Microsoft PowerPoint 2013:

1. Click **Design** tab.
2. Click **Slide Size** drop down arrow > click **Custom Slide Size**.
3. The **Slide Size** window opens, fill out the following information:
  - a. **Slides sized for:** select Custom.
  - b. **Width:** enter 20.
  - c. **Height:** enter 11.25.
4. Click on the **OK** button.



5. The next step is to create your content in PowerPoint.

### Note

When creating the content in Microsoft PowerPoint, the recommended font size is 16 and up.



## Convert your content in Microsoft PowerPoint to images

Once you have finished designing your content in Microsoft PowerPoint, you can convert your slides as images.

To convert the content in Microsoft PowerPoint 2013 to JPG:

1. Click **File** tab.
2. Click **Save As**.
3. Click **Browse**.
4. The **Save As** window opens. Do the following steps:
  - a. **File name**: Enter a name.
  - b. **Save as type**: select **JPEG File Interchange Format (\*.jpg)**.
  - c. Click on the **Save** button.
  - d. A dialogue box will appear and then click on the **All Slides** button to export all of the slides.
  - e. Another dialogue box appears and indicates the location of where each slide will be saved. Click on the **OK** button.
5. Now, you are ready to use the Digital Media Designer web application. Go to [Create your Presentation](#) on page 9.

## Convert your content in Microsoft PowerPoint to SWF files

The two recommended software that you can use are:

1. FlashPoint for Microsoft PowerPoint 2010:
  - a. To buy: <http://www.flashdemo.net/powerpoint-to-flash/buynow.html>
  - b. Steps on how to use it: <http://knowledgebase.mcgill.ca/media/pdf/AV/Using-FlashPoint.pdf>
2. iSpring Pro 7 for Microsoft PowerPoint 2013:
  - a. To buy: <http://www.ispringsolutions.com/ispring-pro>



# Log into the Digital Media Manager (DMM)

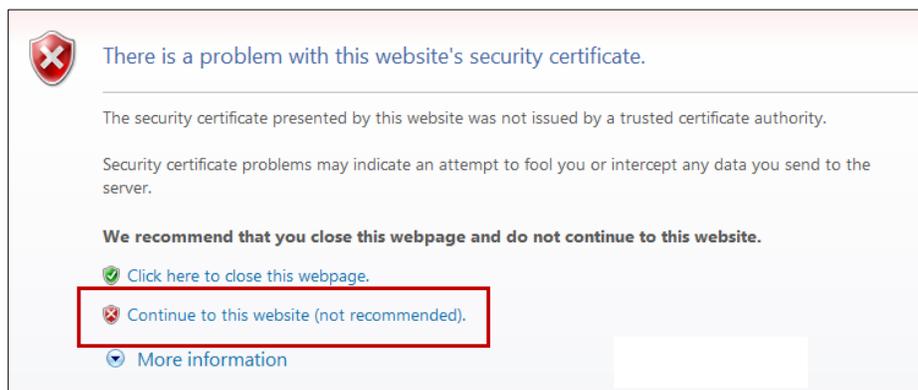
You need to get your display screen credential before you could log into the Digital Media Manager. If you do not have one, go to:

<http://www.mcgill.ca/it/forms/request-display-screen-acct.>

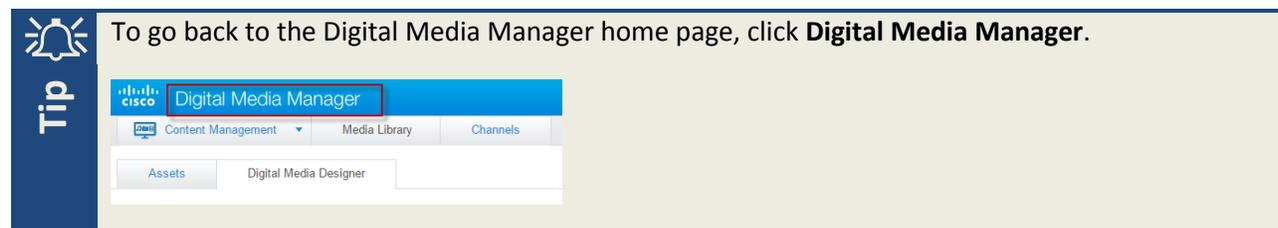
1. Open up a browser and go to the URL below:

<https://pds.campus.mcgill.ca:8443/>

Note: For Internet Explorer users, if you see the following website security certificate warning, click **Continue to this website (not recommended)**.



2. Enter the username and password (provided by the IT Service Desk).
3. You will see the Digital Media Manager home page. The next step is to [Upload file\(s\) to the Media Library](#) section on page 5.

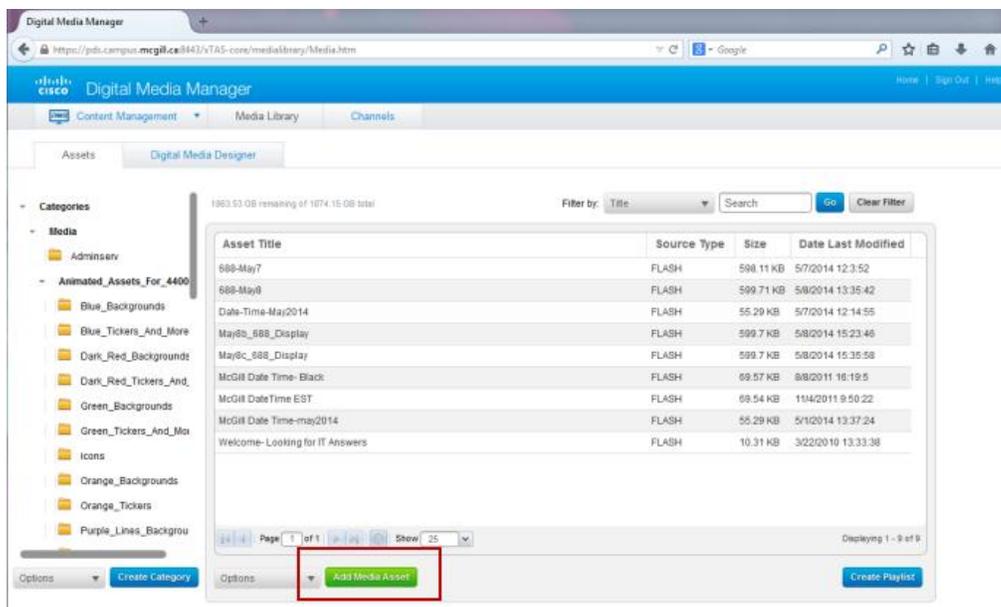


# Upload file(s) to the Media Library

1. From the **Digital Media Manager** home page, click **Content Management**.



2. Click **Media Library** tab (located at the top).
3. Find and click your group folder name from the left of the screen under **Assets** tab > **Categories** > **Media** (e.g. ICS).
4. Click on the **Add Media Asset** button at the bottom of the screen.



5. The **Add Asset** window opens. Fill out the following:
  - a. **Source**: choose **Local File** and click **Browse** to upload the file.
  - b. **Title**: enter a name (e.g. May15\_688\_Display).
  - c. **Asset Type**: it will automatically detect the file; if not, select the type.
  - d. Click on the **Save** button.



**Add Asset**

Single **Batch** Help *i*

Source\*:  URL(recommended)  **a** Local File

Local File\*:  Pic-library.PNG

Title\*:  **b**

Asset Type\*: Images (jpg, jpeg, gif) **c**

Est. Duration: 0 hr 0 min 0 sec

Category:

Name	Delete
ICS	

Description:

Owner:

**d**

- e. The **View Asset** window will display. Review the information.
  - f. Click on the **Close** button.
6. You should now see your new file under the **Asset Title** section.

Assets Digital Media Designer

1863.47 GB remaining of 1874.15 GB total

Filter by: Title Search  Go

Asset Title	Source Type	Size	Date Last Modified
688-Nov6	FLASH	681.33 KB	11/6/2014 13:39:12
Blood Drive - Medical Students	IMAGES	181.94 KB	9/5/2014 14:20:9
Date-Time-Oct2014	FLASH	6.06 KB	10/7/2014 10:23:57
Date-Time-Sept2014a	FLASH	6.03 KB	9/24/2014 8:49:23
Drive_Screen	IMAGES	181.94 KB	9/5/2014 14:26:59
McGill Date Time- Black	FLASH	69.57 KB	8/8/2011 16:19:5
McGill DateTime EST	FLASH	69.54 KB	11/4/2011 9:50:22
Nov4_688_Display	FLASH	564.83 KB	11/4/2014 8:51:19
Nov5_688_Display	FLASH	488.6 KB	11/5/2014 15:52:6
Oct29_688_Display	FLASH	730.69 KB	10/29/2014 9:33:15
Pic-campus	IMAGES	57.35 KB	9/4/2014 15:37:1
<b>Pic-library</b>	<b>IMAGES</b>	<b>641.71 KB</b>	<b>11/7/2014 14:53:39</b>

Page 1 of 1 Show 25 Displaying 1 - 14 of 14



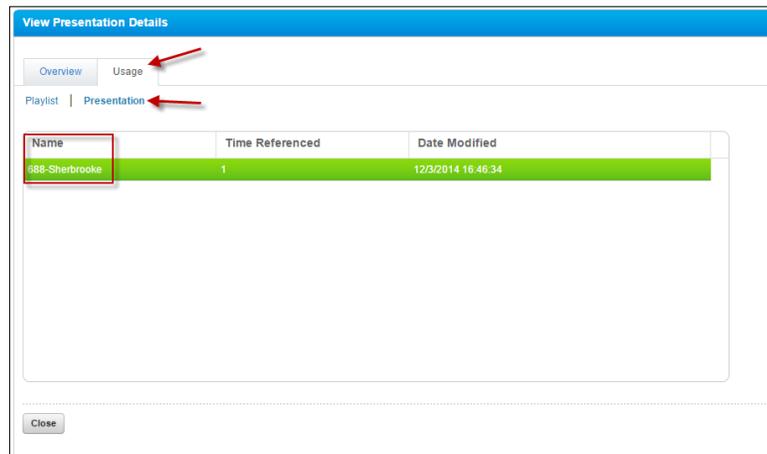
## To Add, Edit, View and Delete Asset

1. On the **Digital Media Manager** page, click the **Media Library** tab at the top.
2. Find and click your group folder name under **Assets** tab > **Categories** > **Media** (e.g. ICS).
3. Under the **Asset Title** section, click on the file. It will highlight in green.
4. Right click on the selected file and you will see a list of action items. Select one of the action items.



- a. **Add Asset:** This is another way to add a file to the Asset Title list.
- b. **Edit Asset:** It allows you to change the picture, and/ or modify the file name.
- c. **View Asset:** It allows you to see where this image is being used.

Click **Usage** tab > **Presentation**. You will see the name of the presentation.



- d. **Delete Asset:** It will permanently delete the file(s) that have not been used in the presentation. You can find where it is being use by clicking **View Asset** > **Usage** tab > **Presentation** and then you have to go to that presentation and remove the file from the playlist

### Note

You can delete many files by pressing on the Ctrl keyboard and clicking on the file(s), but you can only add, edit and view one file at a time.

We recommend that you always delete unused images and/or files to avoid slow down on the system.

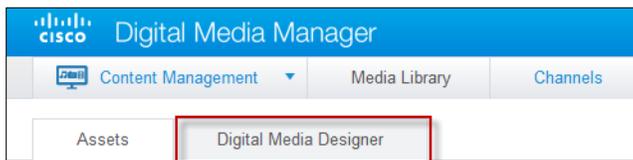


# Display Screen Presentation

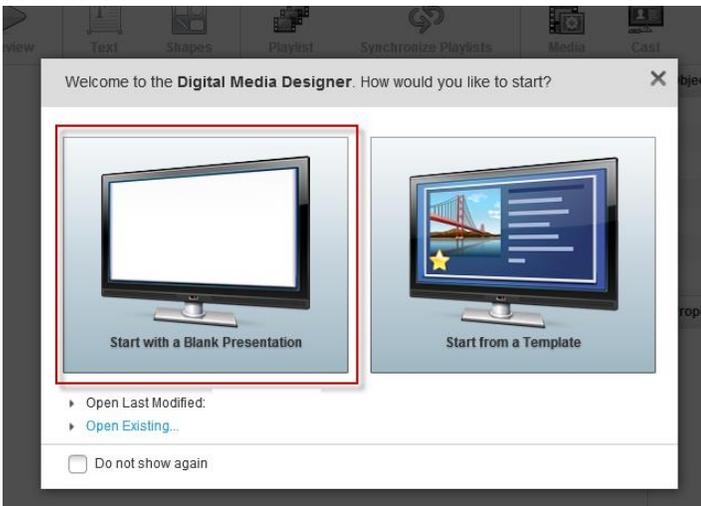
Make sure you have uploaded your file(s) in the Media Library (see [Upload file\(s\) to the Media Library](#) on page 5) before you design your display screen presentation. Here are the steps to create your display screen presentation:

## Design your display screen presentation

1. From the **Digital Media Manager** page, click on the **Digital Media Designer** tab.

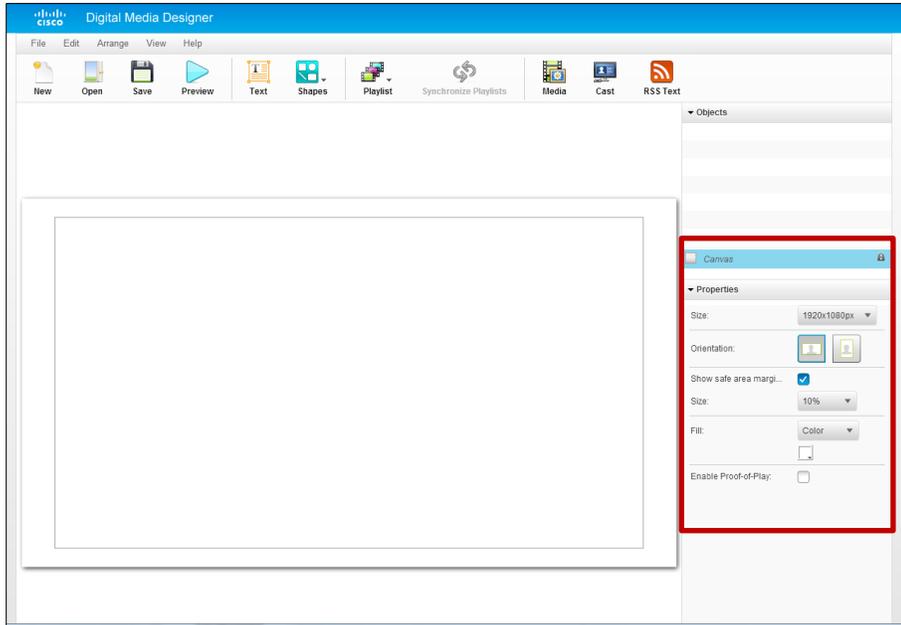


2. Click on the **Start Digital Media Designer 2.0** button.
3. A **Welcome to the Digital Media Designer** dialogue box opens. Click **Start with a Blank Presentation**.



4. The **Digital Media Designer** window opens. Set the canvas properties:





- a. **Size:** It is important that you set the correct size for your screen display: **1920** for the width and **1080** for the height.
- I. Select **Custom** from the drop down list.
  - II. Enter 1920 for the Width and 1080 for the Height.

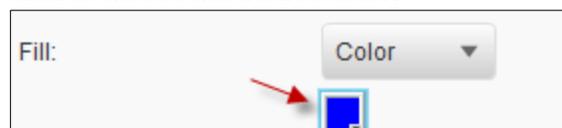


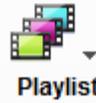
- b. **Orientation:** allows you to select portrait or landscape.
- I. Select landscape.



- c. **Show safe area margins:** should be set the same size as the Size section, which is 1920 for the width and 1080 for the height. Click **Custom** and set the size.

- d. **Fill:** allows you to choose the desired background color.
- I. Click to choose the desired color.

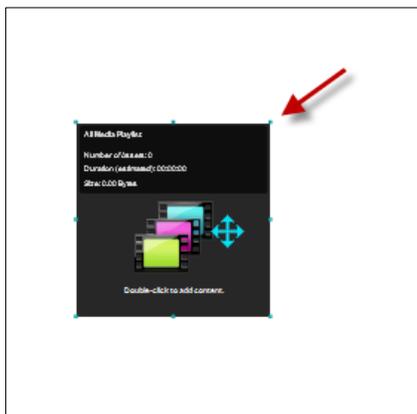




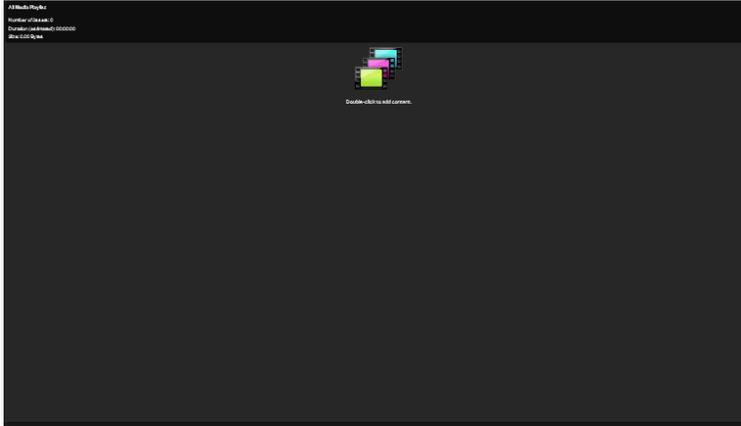
5. Design your presentation layout by deciding which **Playlist** placeholder you would like to use:



- a. **All Media Types:** Allows you to display all types of files. If you created your content in PowerPoint and converted to a SWF file, you should use this.
  - b. **Image Slideshow:** Only allows you to upload picture format files such as JPEG, PNG, and GIF.
  - c. **Audio Only:** Only allows you to upload audio file format.
6. Once you have decided type of Playlist, you will see it on the content layout. For each type of Playlist, you can:
- Move an item: Click and drag to move it to the desired area.
  - Make an item bigger or smaller: Click on the item and you will see all the corners highlighted. Click on the corner to make it bigger or smaller.



Note: Make sure you use all the space 1920 X 1080 and it should look like this:



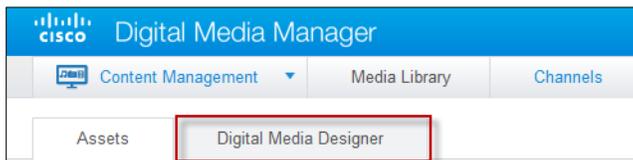
7. Next step is to [import your content into the playlist](#) on page 12.



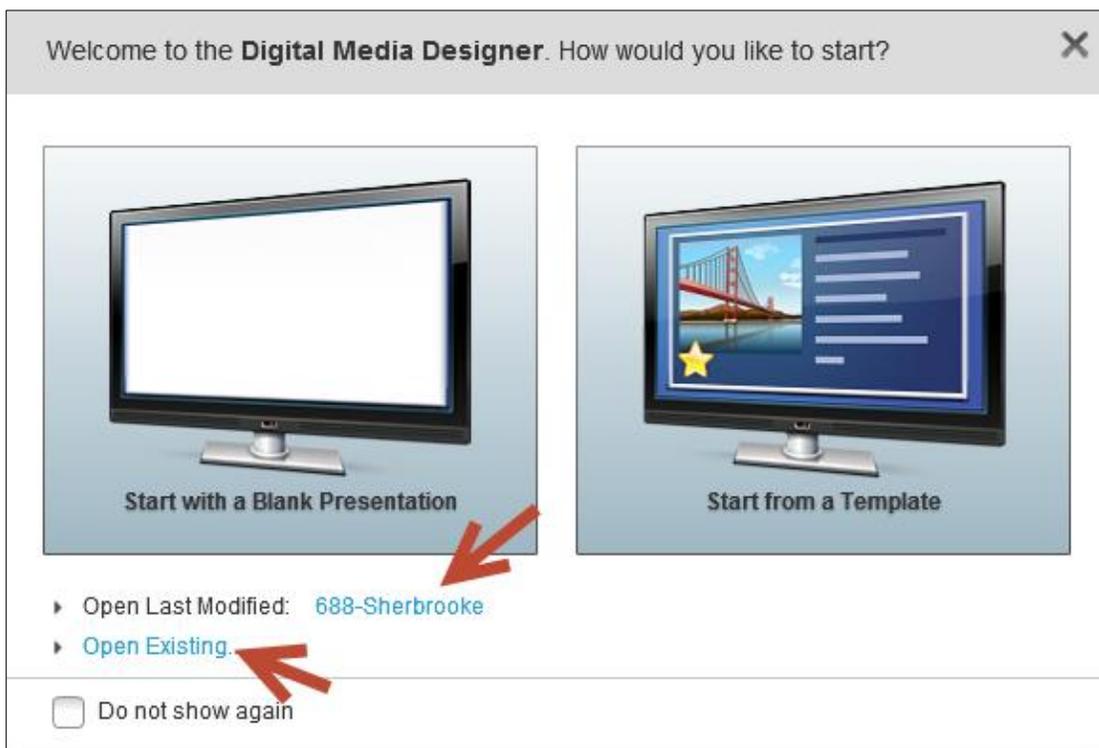
## Import your content into the playlist

At this point, you would have already created your content in Microsoft PowerPoint and converted as images or flash file. Ensure that you have upload your content to the [Media Library Asset](#) on page 5.

1. From the **Digital Media Manager** page, click on the **Digital Media Designer** tab.



2. Click on the **Start Digital Media Designer 2.0** button.
3. A Welcome to the Digital Media Designer dialogue box opens. Find your presentation either from **Open Last Modified** or **Open existing**.



4. Double click on the **Playlist** (e.g. **All Media Types** or **Image Slideshow**) placeholder.

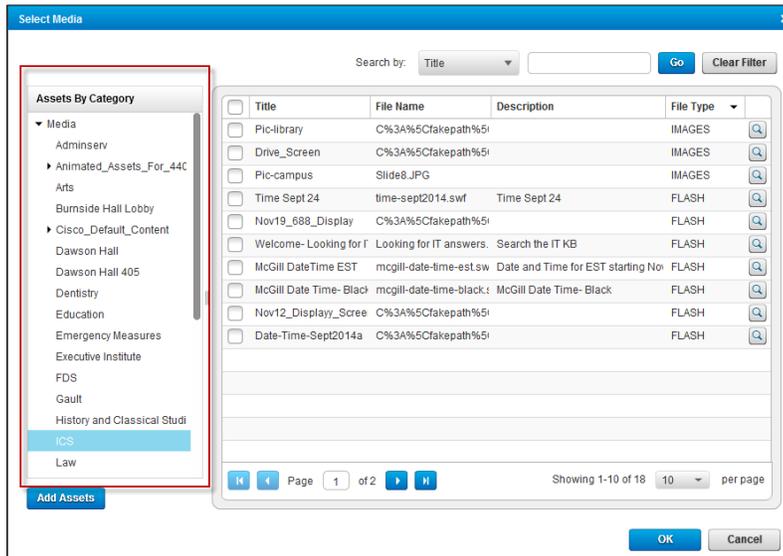
This is where you will upload your images or flash file to show it on your display screen and set the duration of how long each images or flash file will play.

Note that the steps below are the same for the **All Media Types** and **Image Slideshow** placeholder:

- a. A **Playlist Content** window appears. Click on the **Add Content** button.



- b. Under **Assets By Category**, click on your department name. You should see the files that you uploaded in the Asset Title.

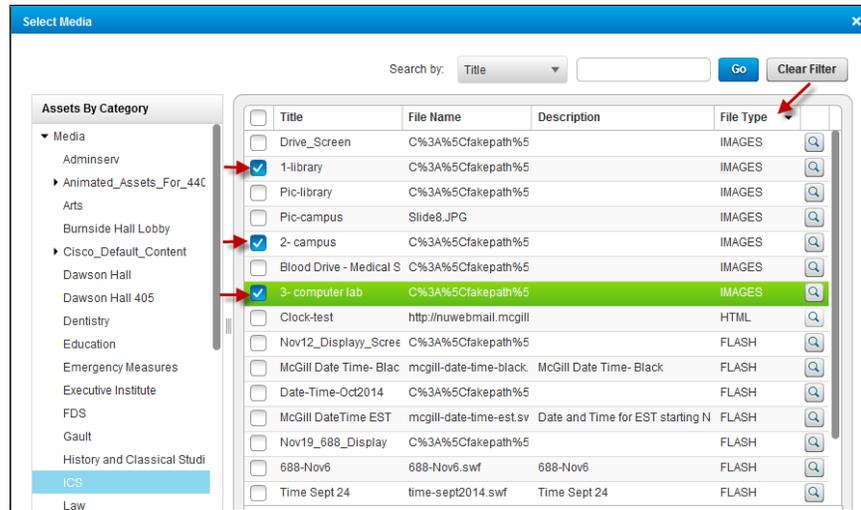


c. Locate your file. If you have uploaded many files, you can find your file either by:

- **Filtering:**



- I. Click to increase the number of items per page, if needed.
- II. Find your file(s) by either:
- III. Click **File Type** to filter the same file type and then click on the checkbox to select your file(s).



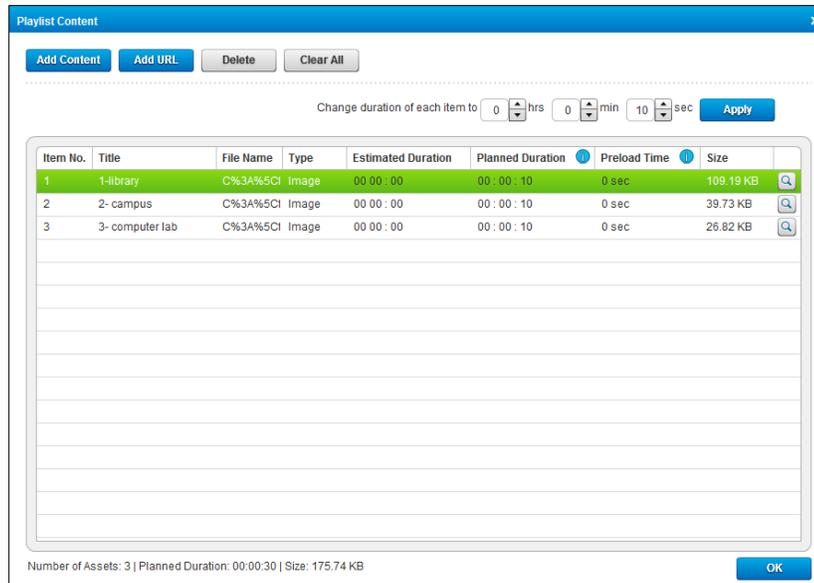
- **Search:**

- I. Type the name of your file.
- II. Click on the **Go** button.



d. Click on the **OK** button. You will the file(s) that you just added on the Playlist.

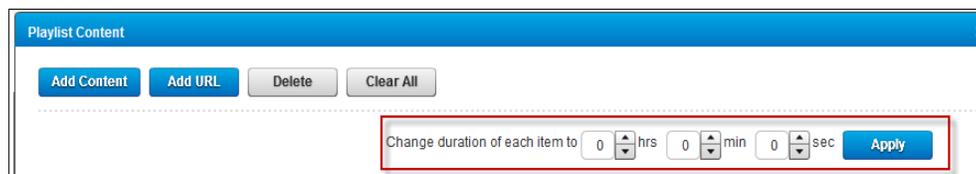




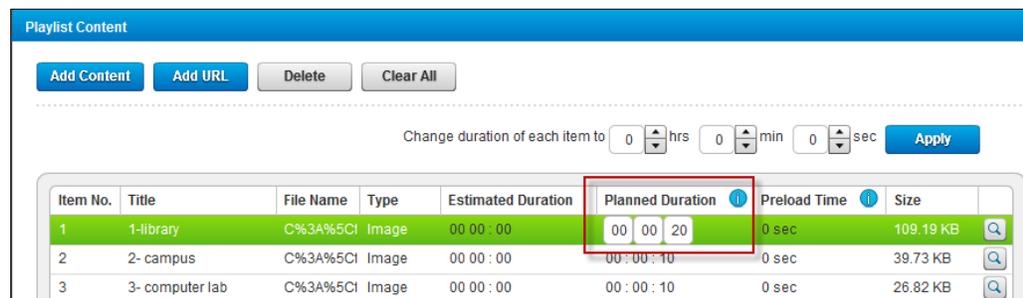
e. Set the duration of how long each file will play and loop (minimum of 10 seconds for images and 0 for SWF files).

Two ways to set the duration:

- To set for all of the images or flash file: set the duration and then click on the **Apply** button.



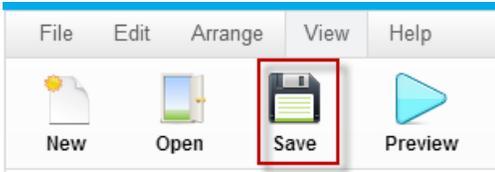
- To set an image or flash file individually: double on the field under **Planned Duration** and then enter the duration.



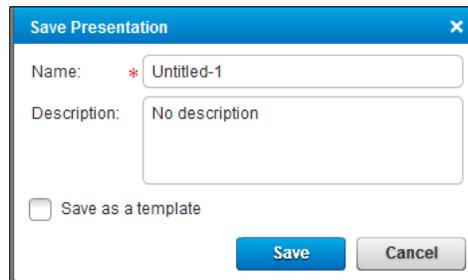
f. Click on the **OK** button, when you are done.

3. Now, save the presentation by clicking on the **Save** icon.

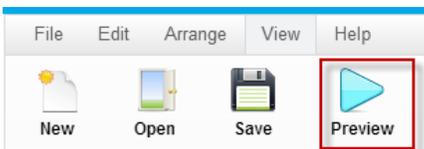




4. If this is the first time you are saving your presentation, the **Save Presentation** window opens. Do the following:
  - a. **Name:** enter a name (the name of your presentation should include the name of your department + date of last modified - e.g. EducationSept2014)
  - b. **Description:** enter a description (e.g. indicate the location of the display screen, which display screen it is, etc.)
  - c. Click on the **Save** button.



5. Click the **Preview** icon below the menu to see the presentation you just saved.



## Note

- The Preview only gives you a general idea of how it will look like. Sometimes what you see on the preview is not the same as when you see it on the display screen. It is always best to preview the presentation on the display screen.
- The Preview may not work in Firefox.

6. Close the **Digital Media Designer** window. The next step is to [Publish your presentation](#) on page 20.

## Note

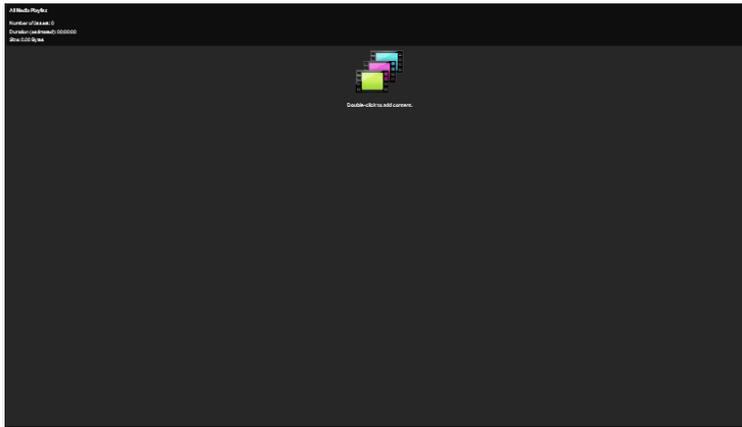
For each display screen, you should create a maximum of 2 presentations (1 main and 1 backup). This is to avoid slow down on the system.



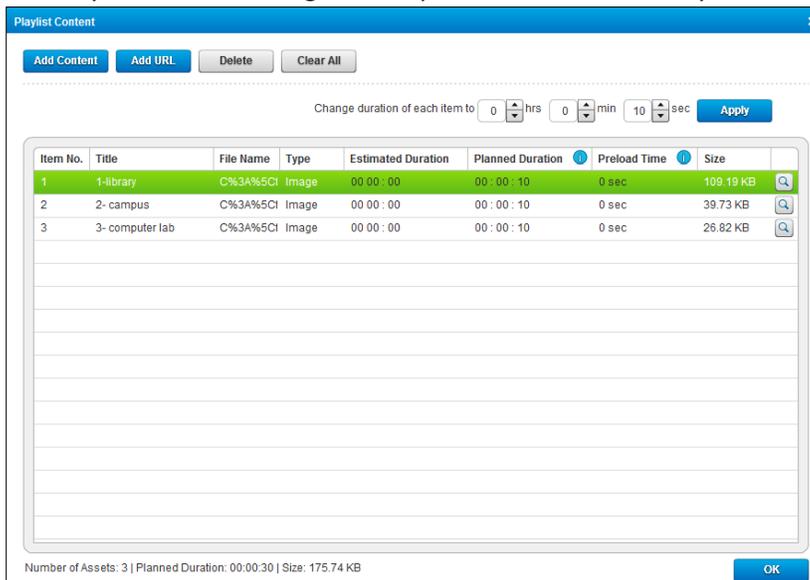
## Remove content from the playlist and Media Library

The following step will show you how to remove content from the playlist and how to remove it permanently from the Media Library Asset.

1. Go to your display screen presentation.
2. Double click on the **Playlist** (e.g. **All Media Types** or **Image Slideshow**) placeholder.

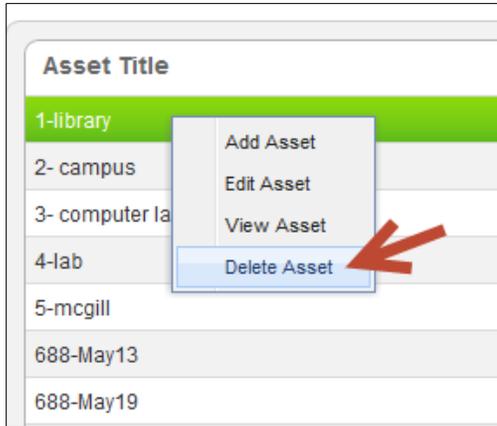


3. The Playlist Content dialogue box opens. Click the file that you want to delete.



4. Click on the **Delete** button, located at the top.
5. Click **OK**.
6. Save your presentation and close the Digital Media Designer.
7. From the Digital Media Manager Designer, click **Assets** tab.
8. Find the file, click on it and right-click on **Delete Asset**.



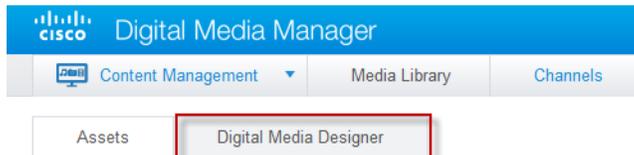


9. Click **OK** to confirm it.

## Find existing display screen presentation

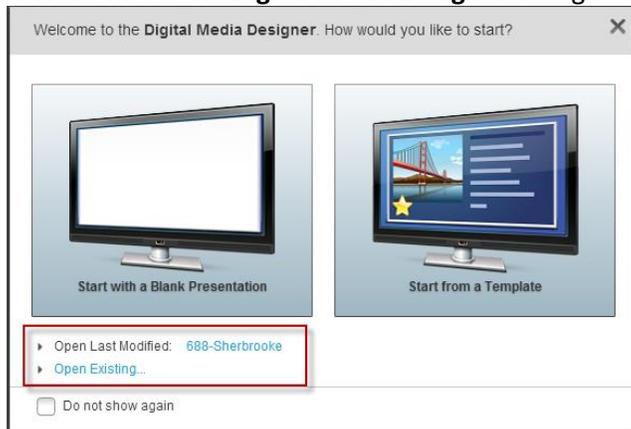
The following are steps on how to find your presentation and edit it:

10. From the **Digital Media Manager** page, click **Digital Media Designer** tab.



11. Click on the **Start Digital Media Designer 2.0** button.

12. A **Welcome to the Digital Media Designer** dialog box opens.

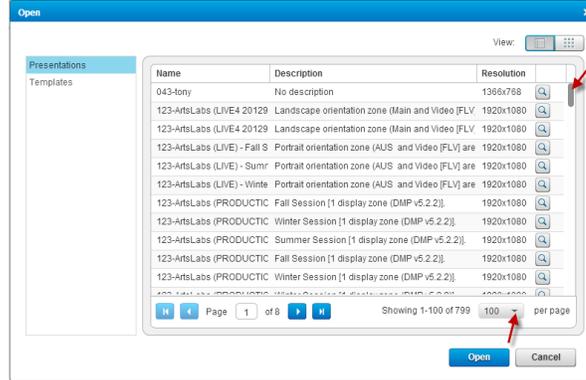


You can either:

- a. Click on the presentation next to **Open Last Modified**.
- b. Or click on **Open Existing** and do the following steps:
  - I. Change the filter to show 100 per page.
  - II. Use the scroll bar to find your presentation.



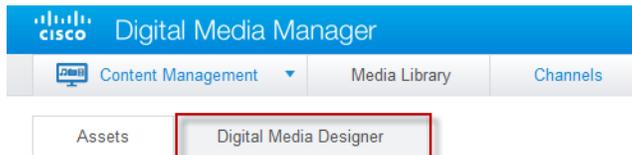
- III. Click to select your presentation.
- IV. Click on the **OK** button.



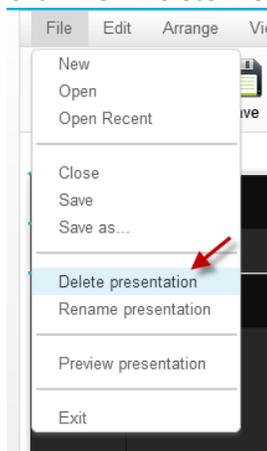
13. Begin editing your presentation. Don't forget whenever you make changes to your presentation, you have to save it before you publish it.

## Delete existing display screen presentation

1. From the **Digital Media Manager** page, click **Digital Media Designer** tab.



2. Click on the **Start Digital Media Designer 2.0** button.
3. A **Welcome to the Digital Media Designer** dialogue box opens. Open your presentation.
4. Click **File > Delete Presentation**.



5. The **Cisco Digital Media Designer** dialogue box opens. Click on the **Yes** button.
6. Click on the **OK** button to confirm that you have deleted your presentation.



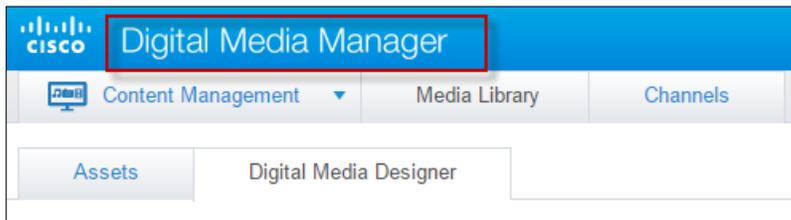
# Publish your display screen presentation

## Note

Every time you make changes to your content, you have to:

1. Upload the new file(s) to the Media Library
2. Delete the old file(s), upload new file(s) in your presentation and save it
3. Republish your presentation.

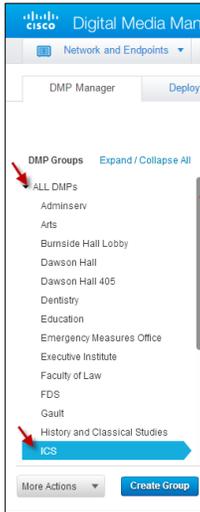
1. Go to the **Digital Media Manager** page, click **Digital Media Manager** to go back to the menu page.



2. Click **Network and Endpoints**.



- Under **DMP Groups** column (located on the left side), click arrow next to **ALL DMPs** to expand the list and then click to select your department.



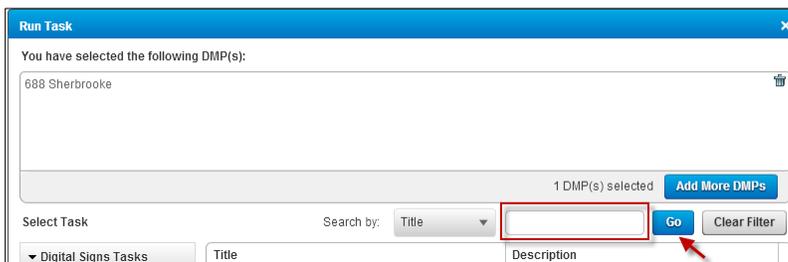
- You will see the name of your display screen on the right side. Click to put a check next to the name of your display screen.

<input type="checkbox"/>	Name	Status	LCD Status	IP Address	Version	Product	Description	Internal Storage	External Storage	WAAS
<input checked="" type="checkbox"/>	688 Sherbrooke	<input checked="" type="checkbox"/>	Not Set	172.18.75.60	5.4.1(RB)	4400	2nd floor in front of the ele	2.71 / 2.86	0 / 0	no

- Click on the **Run Task** button.



- The **Run Task** window opens. Find your presentation by typing the name of your presentation and click on the **Go** button.



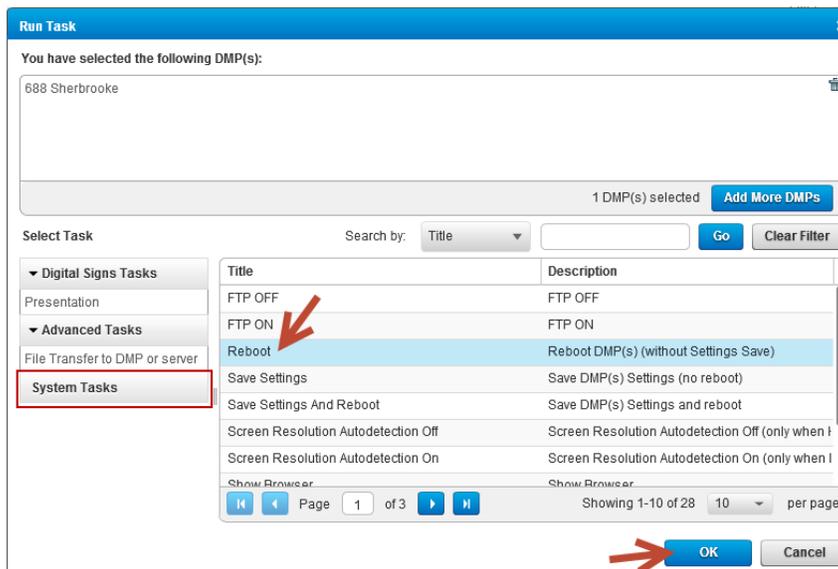
- Click to select your presentation.
- Click on the **OK** button.
- Now, go check your display screen and make sure the new presentation is showing properly.



# Reboot the Digital Media Manager System

Whenever there is an electrical shutdown, your content on the display screen may not appear. When this happens, you should first check that your display screen is plugged and the screen is on. After verifying this, do the following steps to reboot the system:

1. Go to **Network** and **EndPoints**.
2. Under **ALL DMPs**, select your department.
3. Put a check on your display screen name.
4. Click on the **Run Task** button.
5. The Run Task window opens.
  - a. Click **System Tasks**.
  - b. Click **Reboot**.



6. Click **OK**.
7. Go check your display screen.

If all fails, contact IT Service Desk at 514-398-3398 and explain to them what happened.

