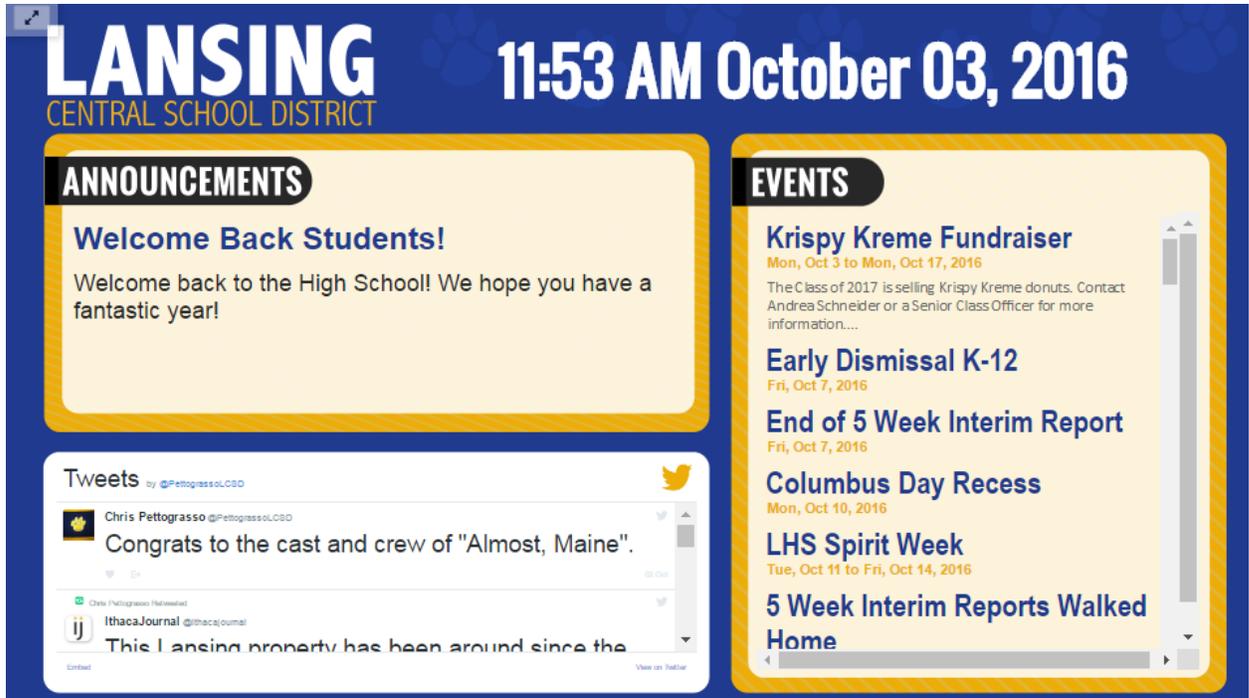


# Digital Signage Content Management Guide



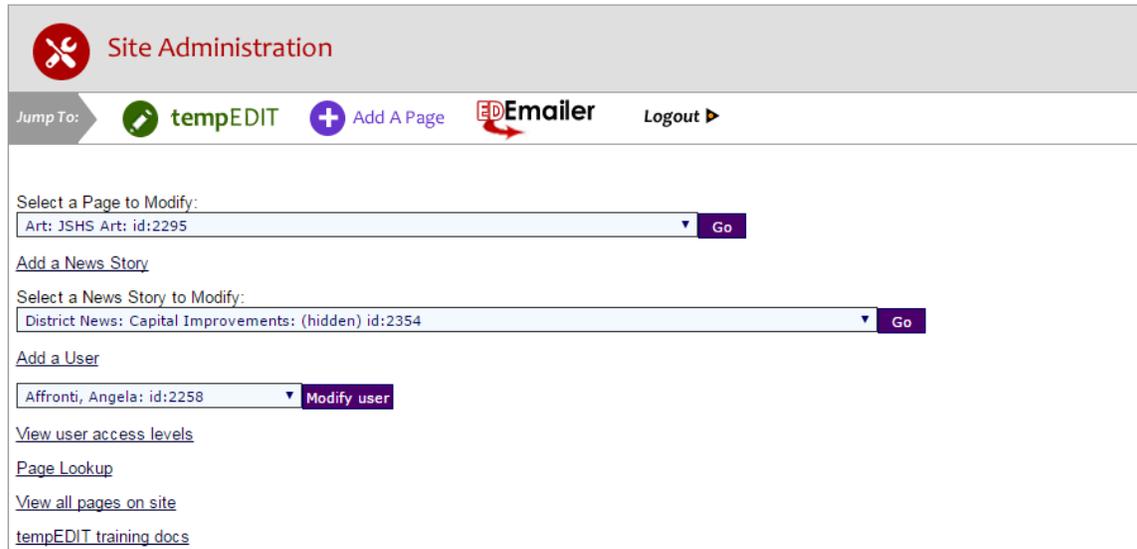
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# How to Use Your Digital Signage

## Accessing and Updating Digital Signage

Updates are made to digital signage through **tempEDIT**, a content management system created by the CNYRIC. To access **tempEDIT**, bookmark the following page (be sure to insert the correct district website into address):

<http://www.yourdistrictwebsite.org/protected/adminmain.cfm>



The screenshot shows the 'Site Administration' interface. At the top, there is a navigation bar with a red wrench icon and the text 'Site Administration'. Below this is a 'Jump To:' section with several links: 'tempEDIT' (with a green arrow icon), 'Add A Page' (with a blue plus icon), 'EDMailer' (with a red arrow icon), and 'Logout' (with a right-pointing arrow). The main content area has three sections: 'Select a Page to Modify:' with a dropdown menu showing 'Art: JSHS Art: id:2295' and a 'Go' button; 'Add a News Story' with a dropdown menu showing 'District News: Capital Improvements: (hidden) id:2354' and a 'Go' button; and 'Add a User' with a dropdown menu showing 'Affronti, Angela: id:2258' and a 'Modify user' button. At the bottom, there are four links: 'View user access levels', 'Page Lookup', 'View all pages on site', and 'tempEDIT training docs'.

1. To access/update your digital signage, log in to **tempEDIT** using the credentials provided. Upon logging in, you will see the **Site Administration** page.
2. Under “Select a Page to Modify,” locate the digital signage page.
  - a. Ex. Digital Signage: School
3. When page appears in **Site Administration**, open in **tempEDIT**.
  - a. Note: The page used for digital signage should *always* be hidden.

- In **tempEDIT**, the following instructions and specifications – or something similar to them – may appear. These are the custom settings for your site. Please refer to these settings on your school’s site as the default.

This page is created to sync to the digital signage for \*School\*. Use advance options to add new photos, announcements, and news. It will automatically be sent to the digital display.

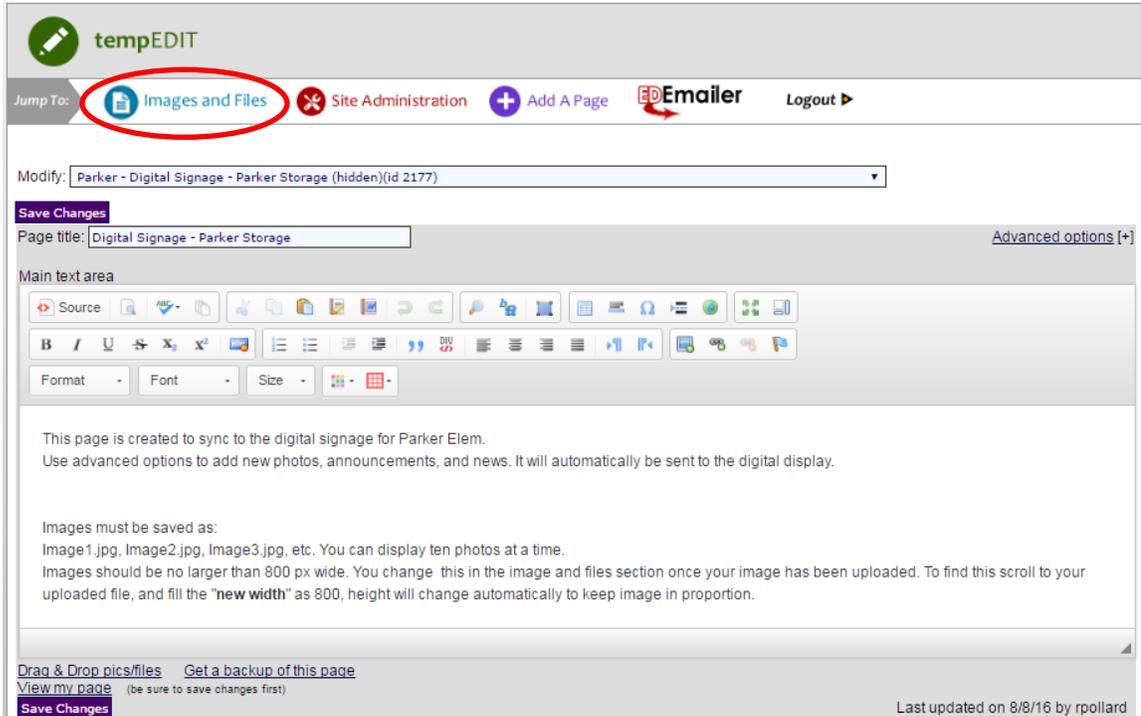
Images must be saved as:  
Image1.jpg, Image2.jpg, Image3.jpg, etc. You can display up to ten photos at a time.  
Images should be no larger than 600 px wide. You change this in the image and files section once your image has been uploaded. To find this scroll to your uploaded file, and fill the "**new width**" as 600, height will change automatically to keep image in proportion.

Note: Current images saved as a .JPG. If uploading different file format, this will have to be reprogrammed.

## Adding an Image to Digital Signage

To add an image to digital signage, follow these instructions, as well as the custom settings used on your **tempEDIT** page:

1. In **tempEDIT**, select the “**Images and Files**” icon



2. Prior to upload, **verify all images are named with the correct naming convention** and file extension. If necessary, consult the directions in **tempEDIT** to verify the correct naming conventions.
  - a. Ex. image1, image2, etc.
3. In “**Images and Files,**” under “Upload a New File,” select the correct file for upload. Populate the “Description of file” field with the appropriate name of the file.

Note: Do *not* select “Automatically display link on page”


Images and Files

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Jump To:
 **tempEDIT**
 Site Administration
 Add A Page
 **EDMailer**
[Logout ▶](#)

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**Upload a New File**

Choose a file:  No file chosen

Description of file:

Automatically display link on page

Put form in FormsCentral

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**Your current files:** [resize all images](#)

**File 1:**

File name: [image7.jpg](#)

Description:

Rank:

Display link on page

Put form in FormsCentral



Current size: width: 800 X height: 533  
 New width :  (height will be calculated automatically)



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**File 2:**

File name: [image8.jpg](#)

Description:

Rank:

Display link on page

Put form in FormsCentral

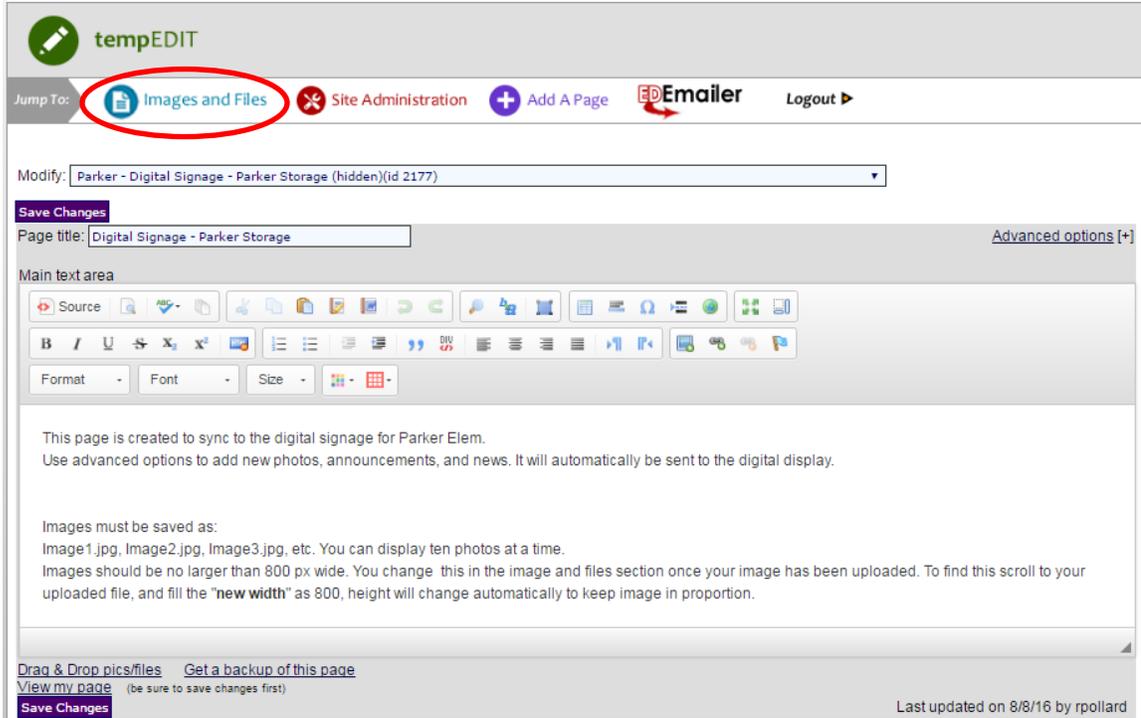


4. When the file is ready, select the “Upload File” button.
5. Verify each image is set to correct dimensions specified within the custom settings in the **tempEDIT** page.
6. If applicable, update the image size by entering the appropriate width in the “New width” text box.
7. Repeat as necessary for all images to be loaded to the signage.
  - a. Note: Be sure all images are in numerical order (ex., Image1.jpg, Image2.jpg, Image3.jpg, etc.). Otherwise nothing will appear for the images that are skipped.

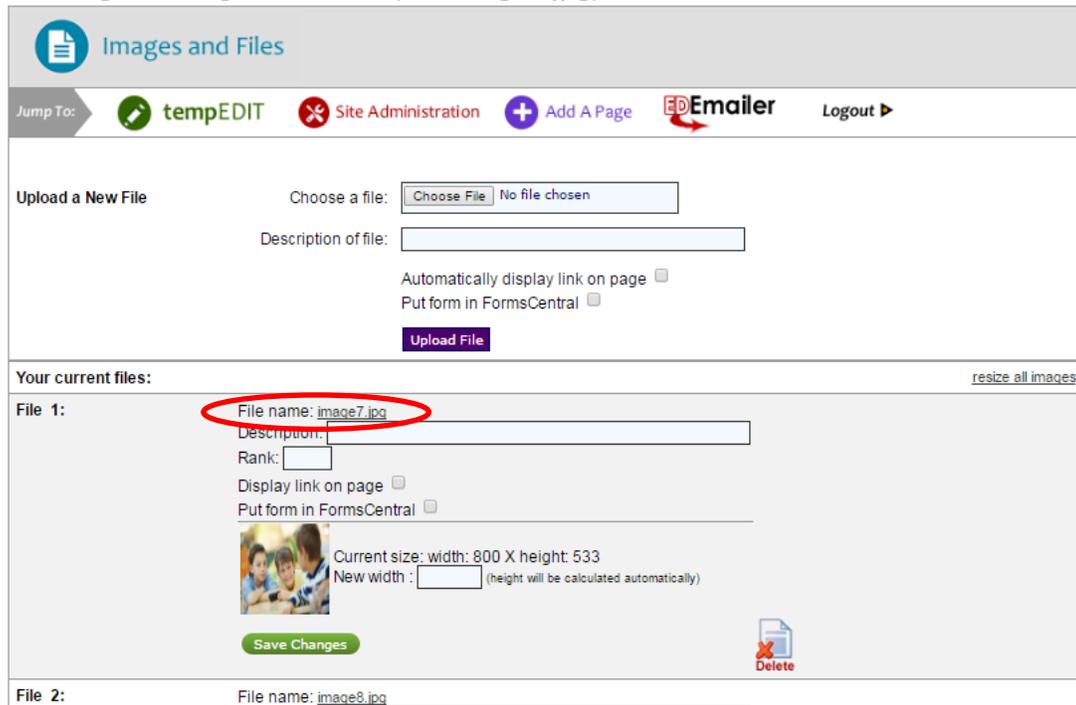
# Replacing an Image in Digital Signage

To update an image on the digital signage, follow these instructions:

1. In **tempEDIT**, select the **“Images and Files”** icon



2. In **“Images and Files,”** locate the file you would like to update and note the image naming convention (ex. Image7.jpg).



3. Verify the new image has the proper naming convention and upload the image. With the correct naming convention, the image will automatically replace the previous image on the signage.
4. Repeat as necessary for all images to update the images.
  - a. Note: Be sure all images are in numerical order (ex., Image1.jpg, Image2.jpg, Image3.jpg, etc.). Otherwise nothing will appear for the images that are skipped.

# Adding Announcements to Digital Signage

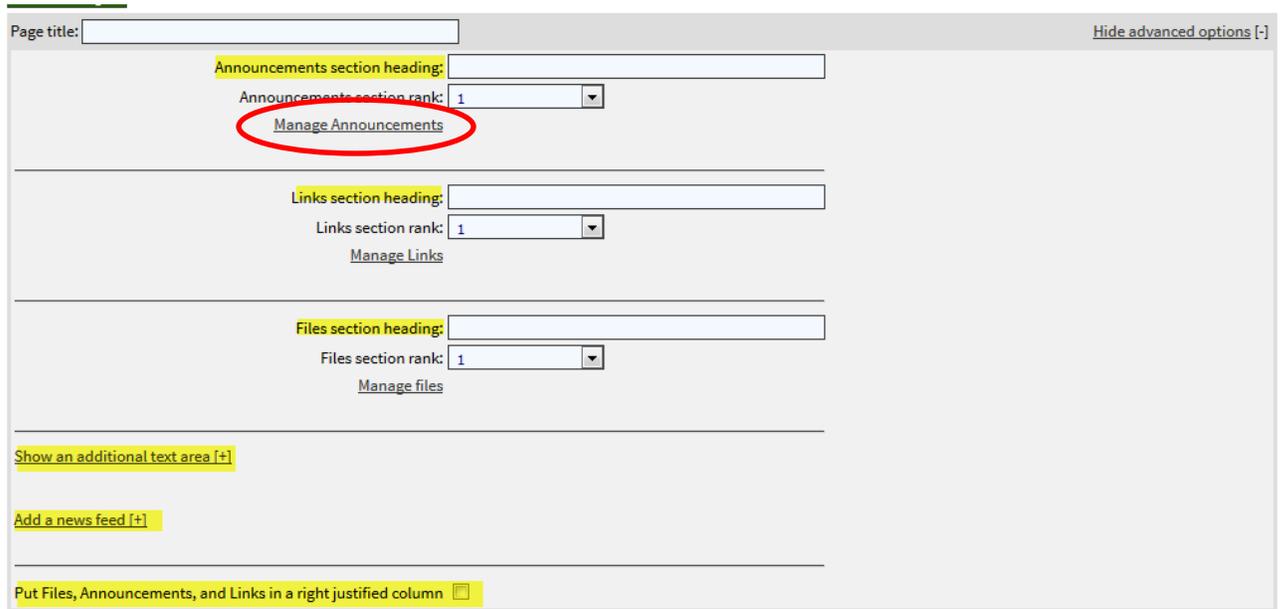
Digital signage comes with the option to add announcements to each sign. There is no limit on the number of announcements you may add to the sign.

To add an announcement to digital signage, follow these instructions:

1. In **tempEDIT**, select “Advanced Options,” located in the top right corner of the **tempEDIT** workspace.



A page will open displaying all advanced options.



2. Select “Manage Announcements.”

Manage Announcements

Jump To: [tempEDIT](#) [Site Administration](#) [Add A Page](#) [Logout](#)

Add an announcement:

Announcement title:

Announcement text:

Order on page:

[Add this announcement](#)

Your current announcements:

3. In the “Manage Announcements” area, populate the following:
  - a. Announcement title
  - b. Announcement text
  - c. Order on page (ex. 1, 2, 3, etc.)
4. When complete, select “Add this announcement.”
5. When done adding announcements, select “Save changes.”
  - a. Note: When an announcement is no longer needed, be sure to delete it.