MultiQ CMS Quick Start Guide for Publishers

multiQ

Contents

Version	Date	Comments
1.8	2019-05-27	Updated Version

How to login and make your personal settings

All user gets an activation mail from the CMS. When responding to the mail, a personal password is set. Then go to https://cms.multiq.com to login to the CMS.
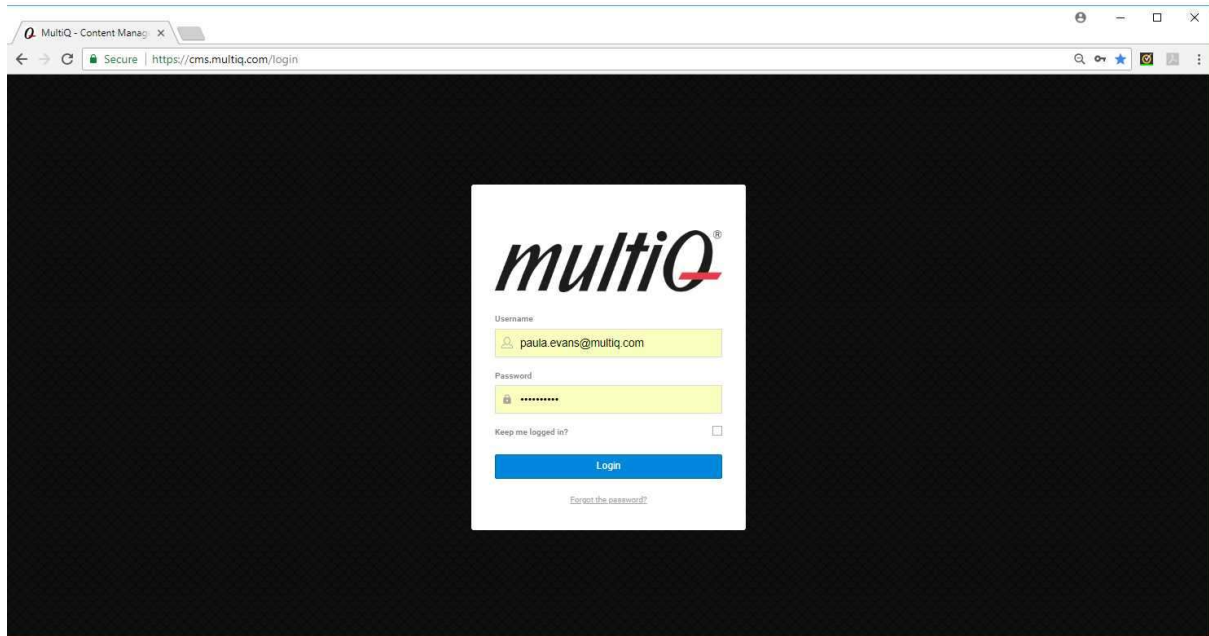
MultiQ CMS login.

First time login -Onboarding
During the first- and second time login some introduction to the system is presented.

Privacy statement
At first login to the system you will see a Privacy Statement. Once you have approved the terms this message will not be shown again.
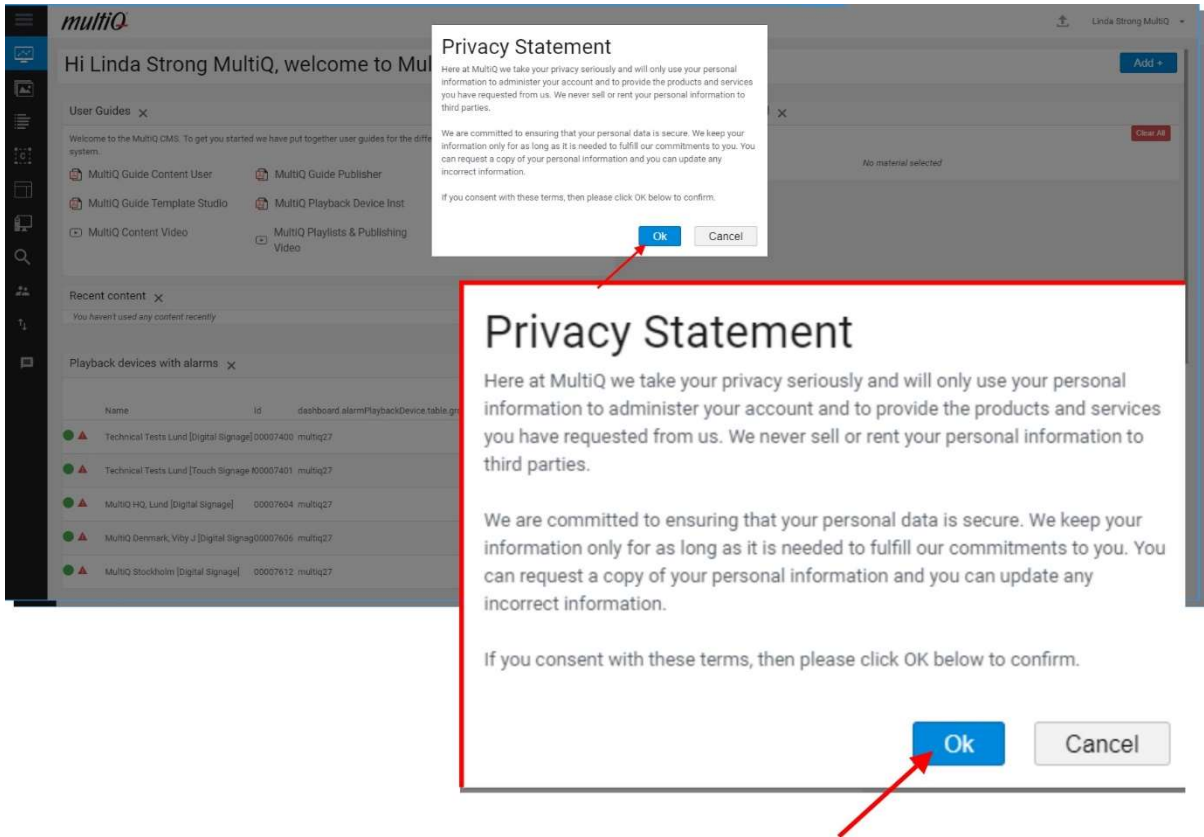
Onboarding menus

Next, you will get to the Onboarding menus that provide a quick introduction to the MultiQ digital signage CMS. Onboarding screens will be shown after the two first logins. Thereafter, they will not be shown again.

The first menu contains an overview of the system. If you press the "Watch" button you will get to see an overview video on the system.
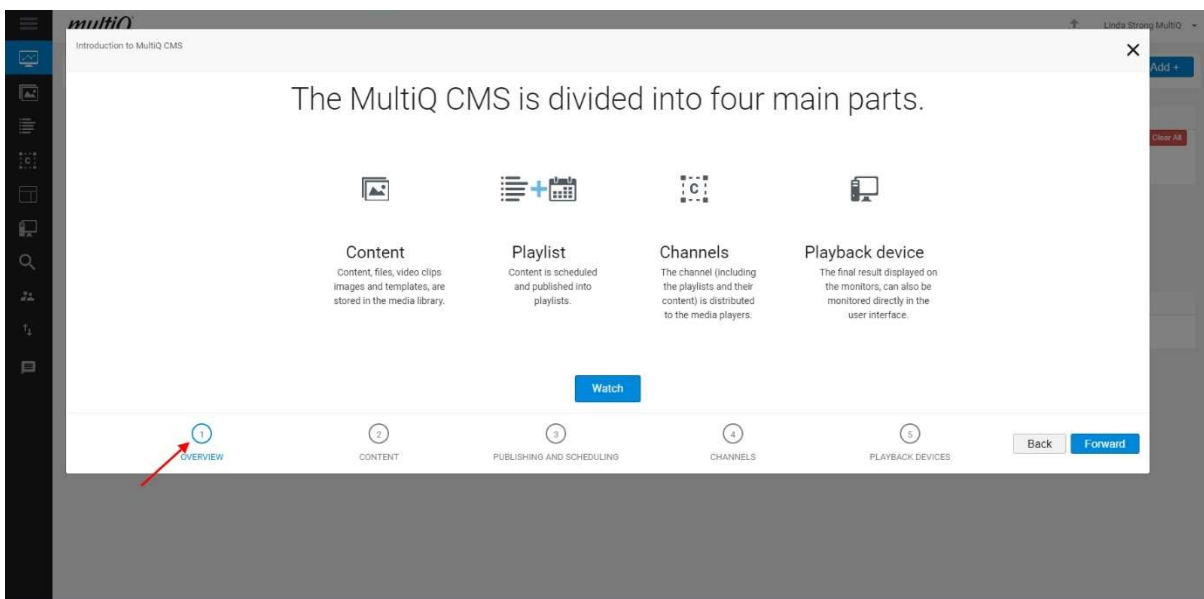
The second menu includes a "Watch" button that shows a video on content handling.
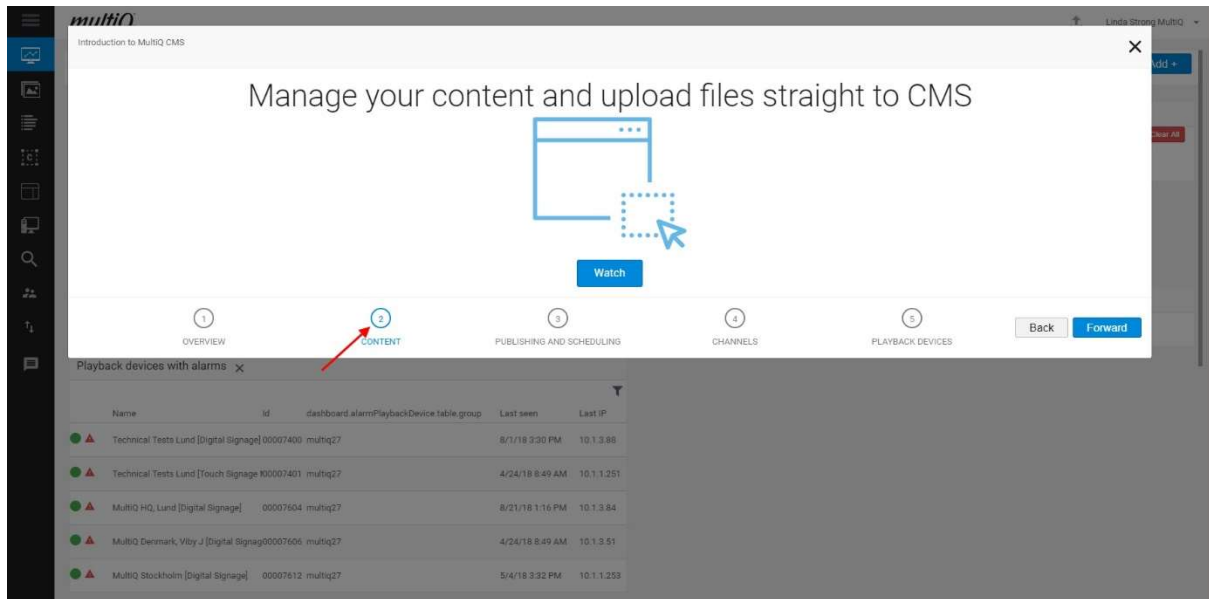
The third menu deals with publishing and scheduling and include a video clip on this subject.
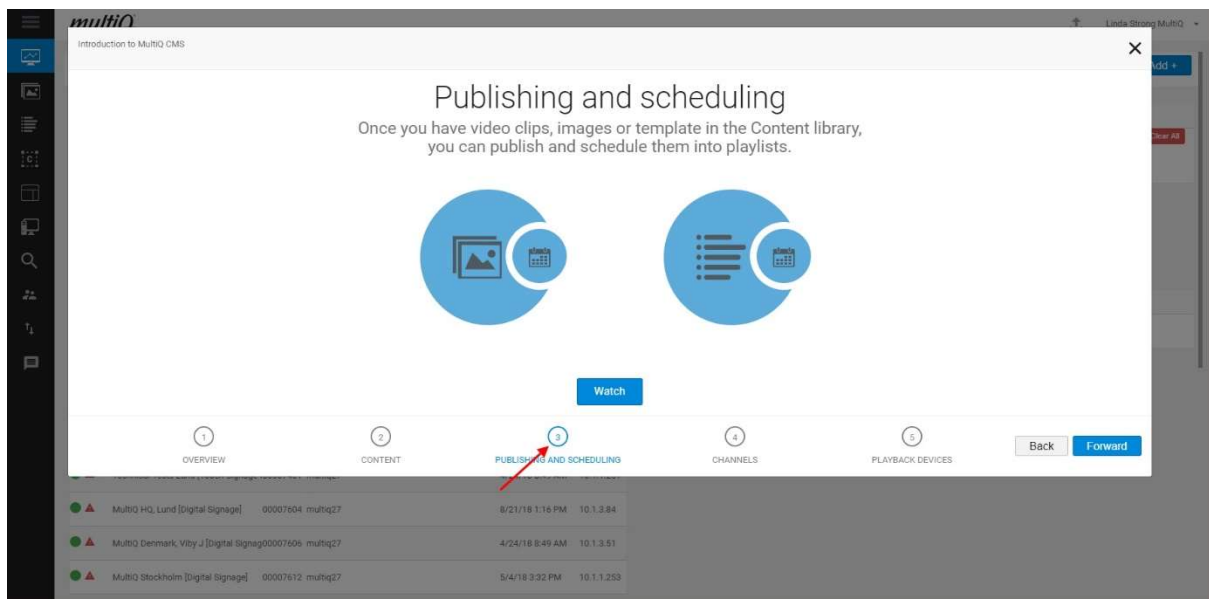
The fourth menu introduces the concept of channels and split-screen technology.
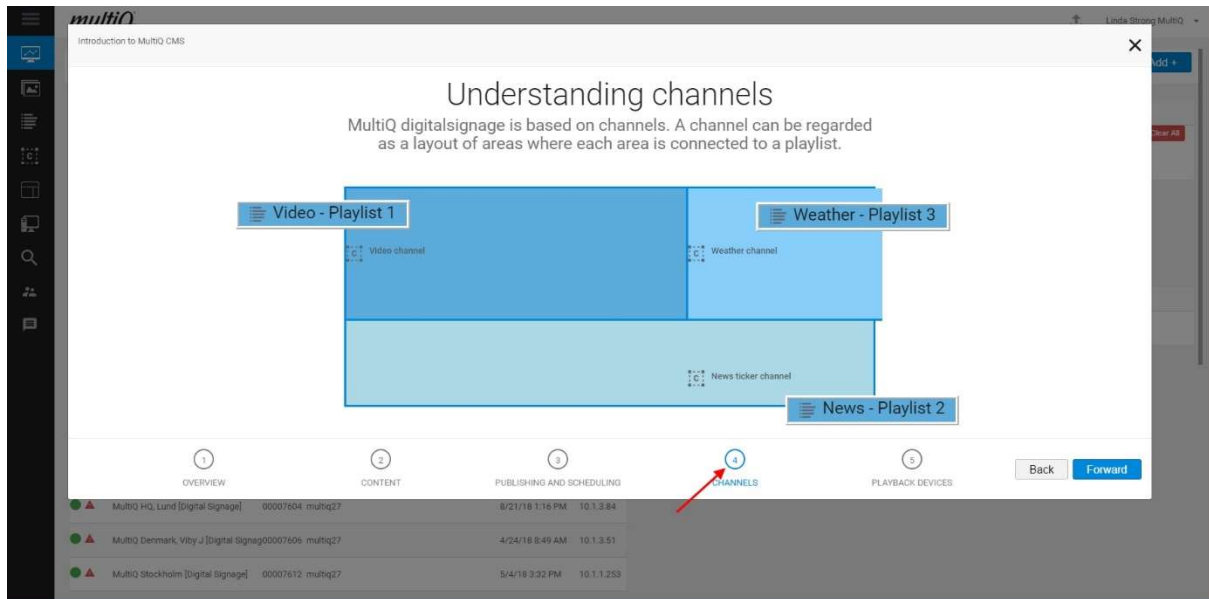
The fifth menu gives an overview of the playback device menu.
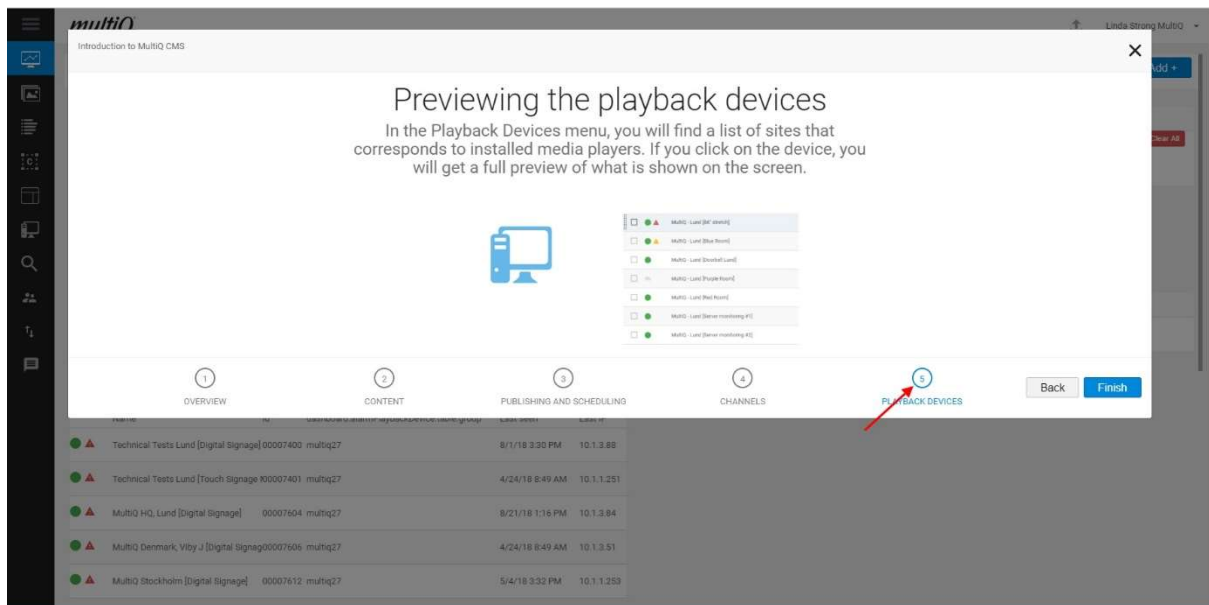
The video clips can also be reached directly from the Dashboard menu (which is behind the onboarding menus).

The Dashboard menu

After the onboarding menus are finished you will find yourself in the Dashboard menu. From the third time and on you will always get directly to the Dashboard menu when logging in to the system.
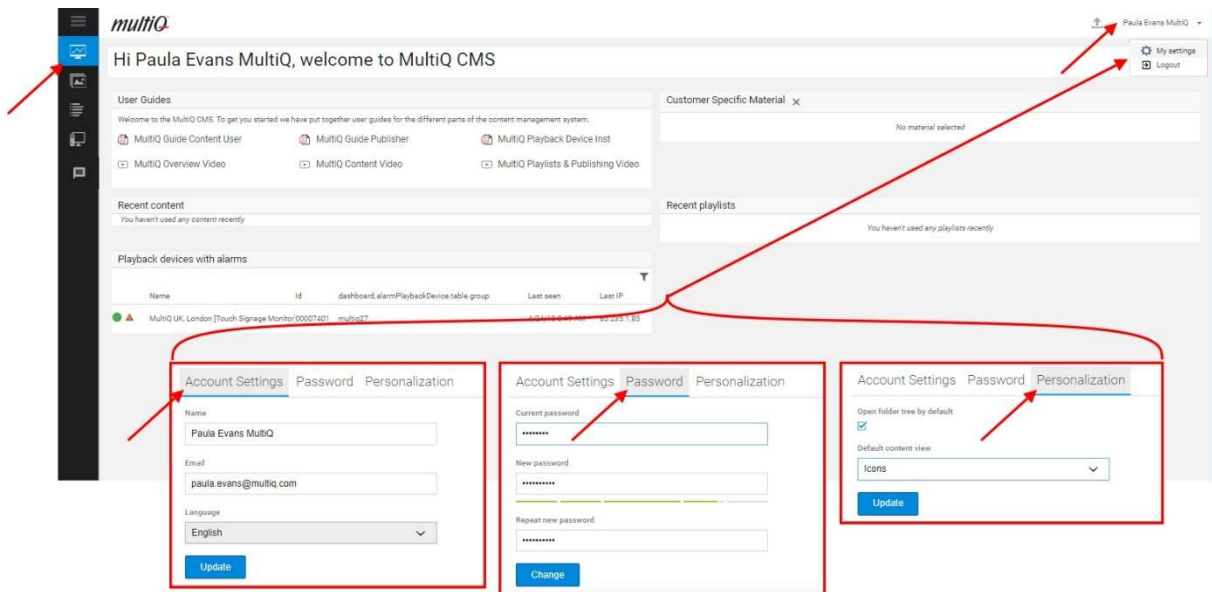
In the upper right corner of the Dashboard menu are the personal settings, changing passwords and logout. It is recommended to use the "Open folder tree by default" setting for improved overview.

Local Publishers

A "Local Publisher" normally has access to fully edit one or more local playlists. Also, content can be uploaded to a local content folder and content can be fetched from a common library of images and video clips. The local user can also use a library of templates to create signs and use them in the local playlist(s). In relation to the users of specific templates, the local user also has access to the Playlist menu. However, we will start in the Content menu.

Content Menu

In the upper right corner of the screen there is an "Add +" button. By clicking this button, you can choose between uploading a media file (image, video, PPT, PDF etc.).
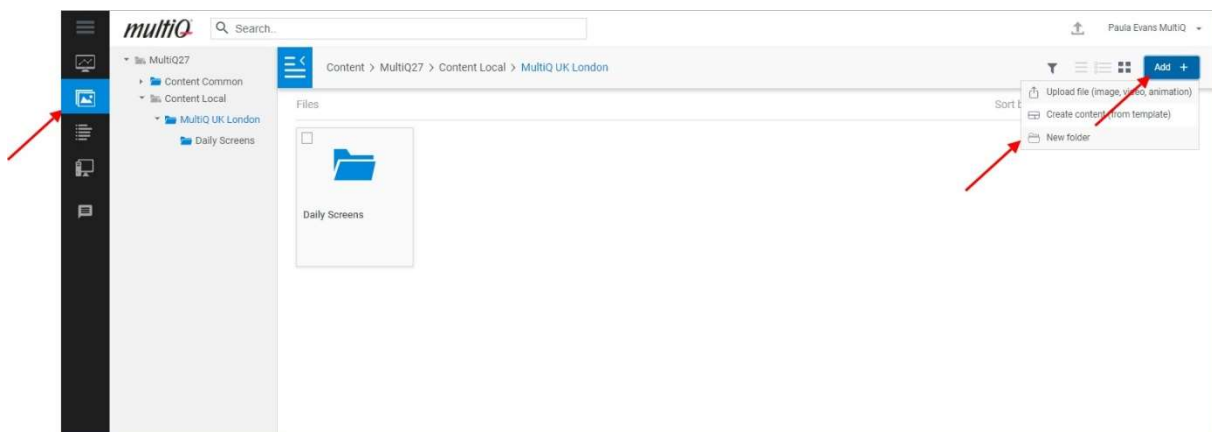
Content menu, "Add +" button.

We start by adding a folder into the MultiQ UK London folder called "Images". You can set up any folder structure you like.
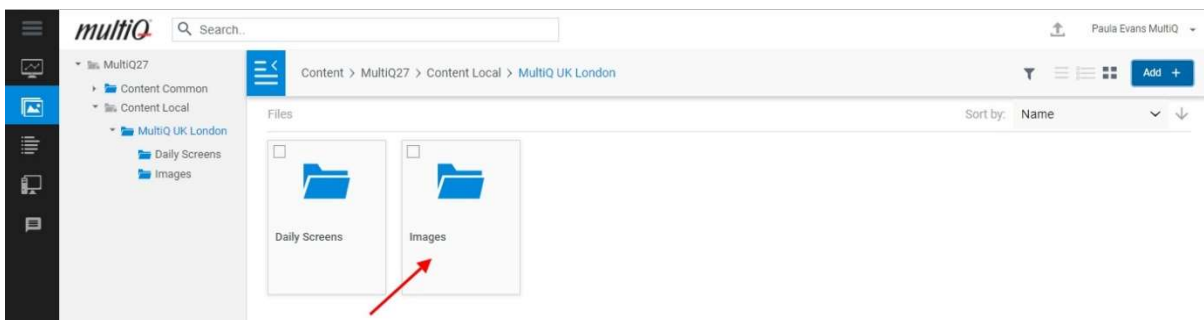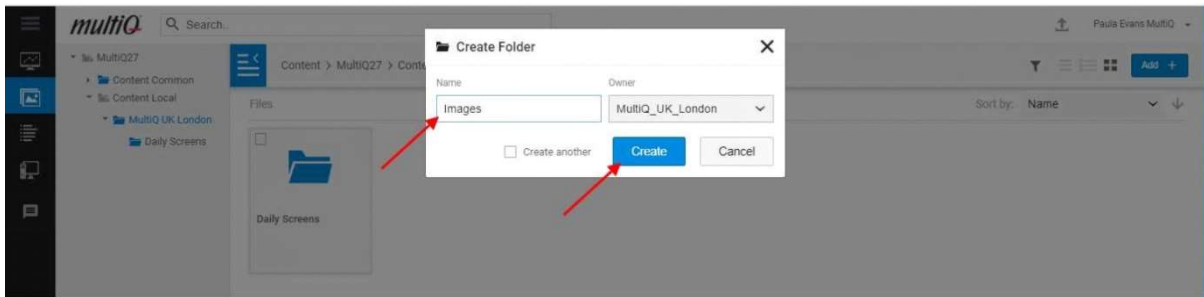
Creating the "Images" folder.

Now select the "Images" folder. One way to upload files is to use the "Add +" button" and the "Upload file" control. However, a very quick and practical way is to directly drag files from a folder on your desktop into the "Images" folder.
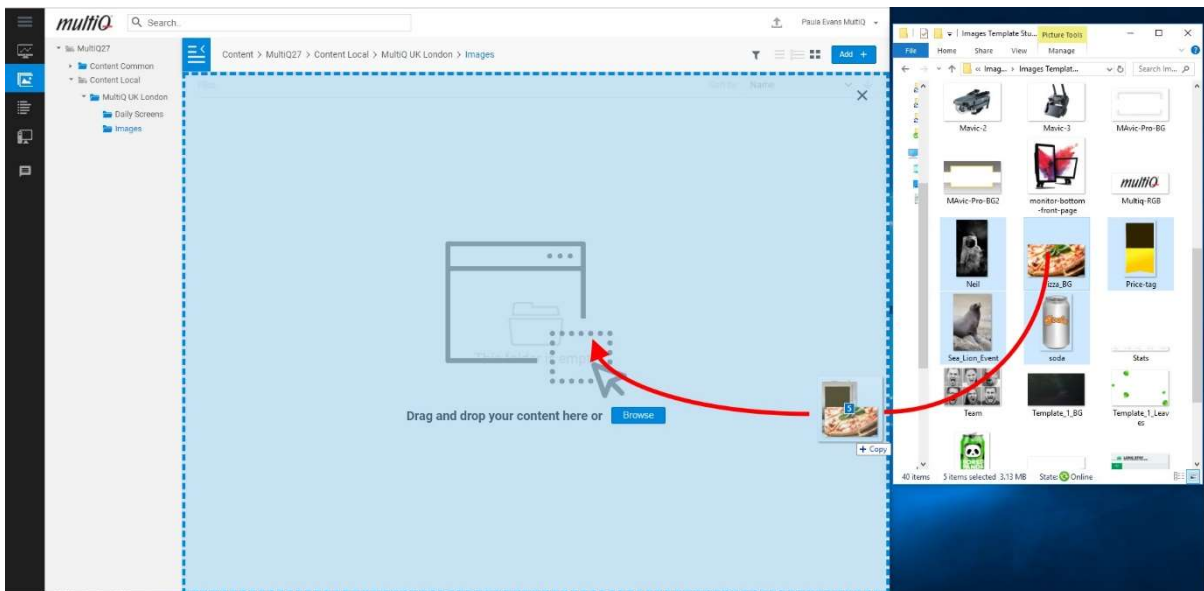
Drag, image- and video files directly to the target folder in the Content library.

Not that video- and Power Point files will be backend rendered on the server. Therefore, it will take a few minutes before the files are available for use. When they are done, you can see the thumbnails. Also, PDF files can be used.
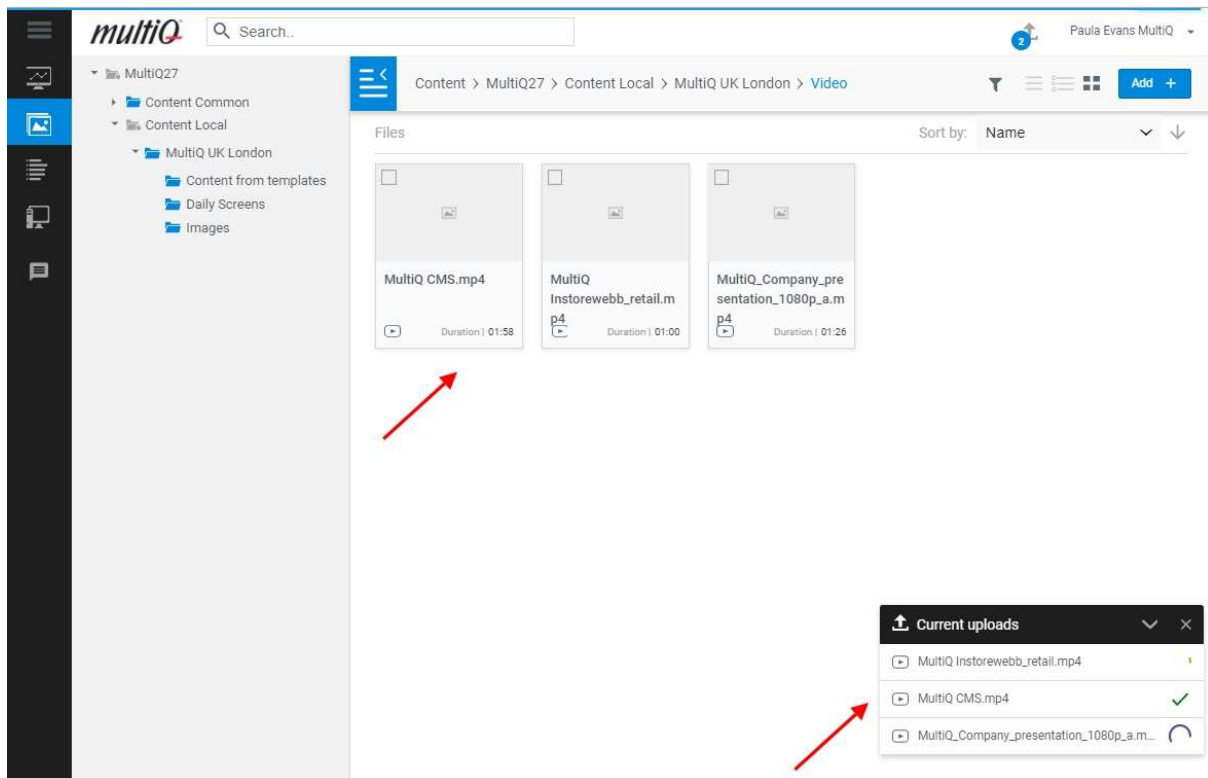
Uploading and backend-rendering video files can take a few minutes.
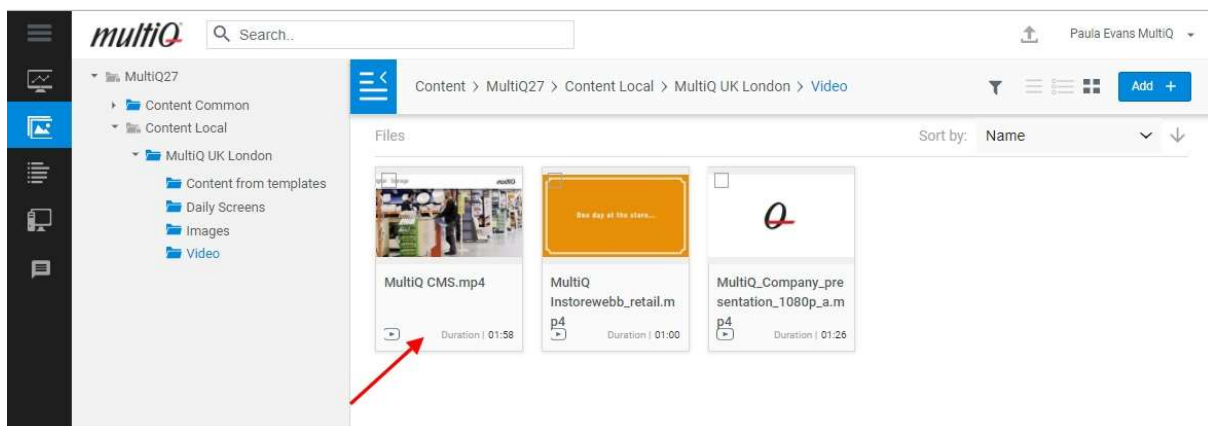
When the video files are ready for use, you can see the thumbnails. To see the thumbnails, you need to update the page.

Creating content from templates

There are usually several templates available in the system that are available to the local user.

It is suitable to have a separate folder for the content created from templates.
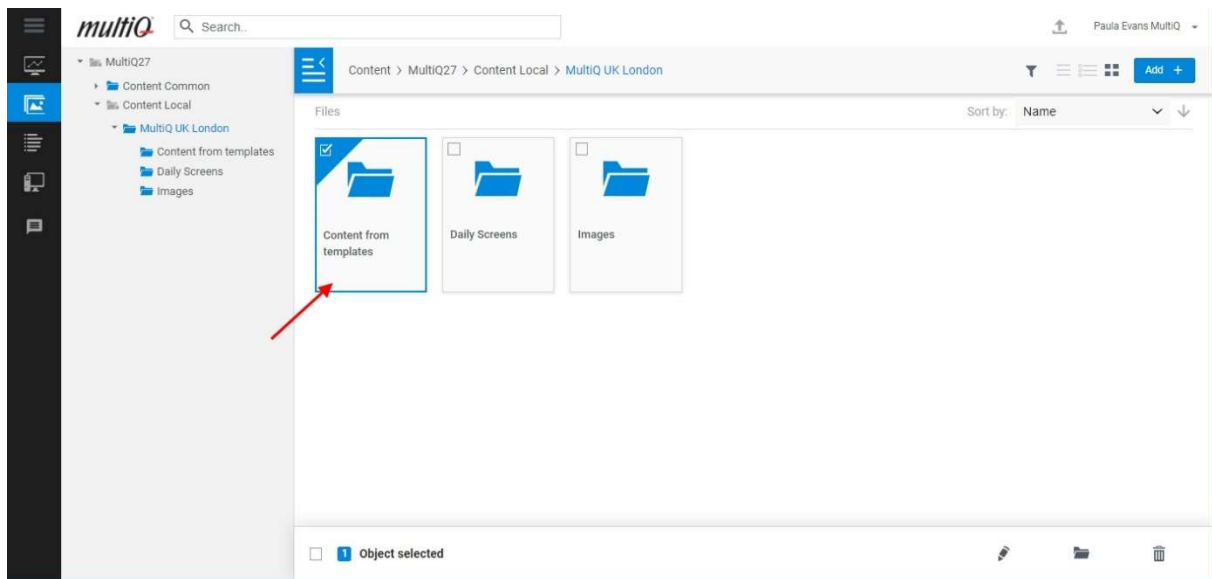
First add another folder to be used for content from templates.

Click on the folder and then select "Add +" and select "Create Content (from template)".
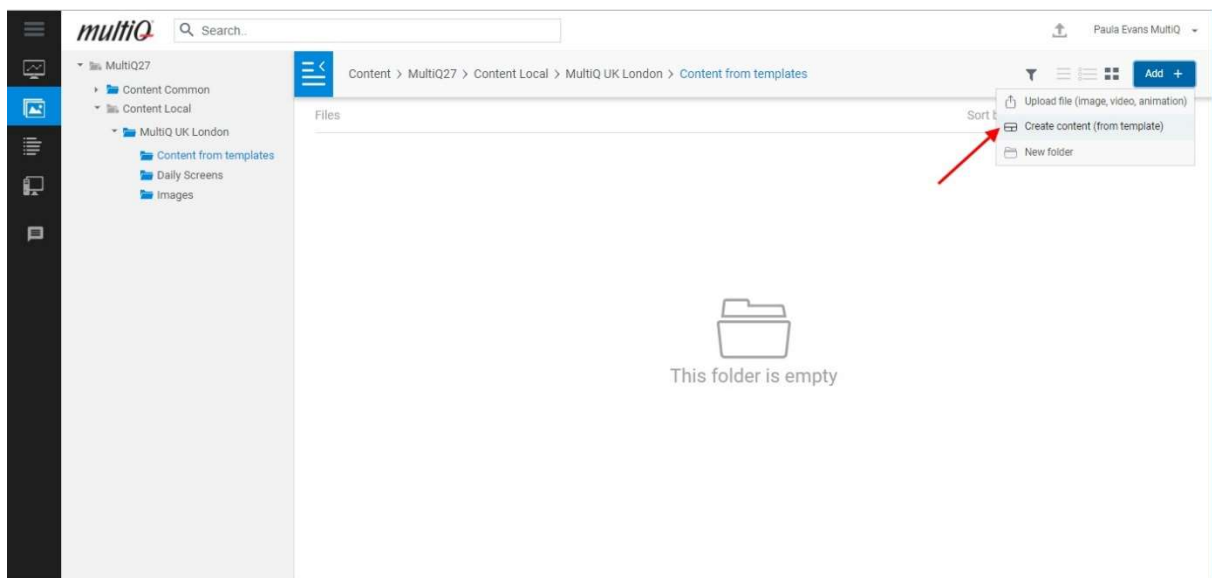
To access the templates, choose the "Create content (from template)" command.

Then select one of the available templates, here is one for internal corporate information.
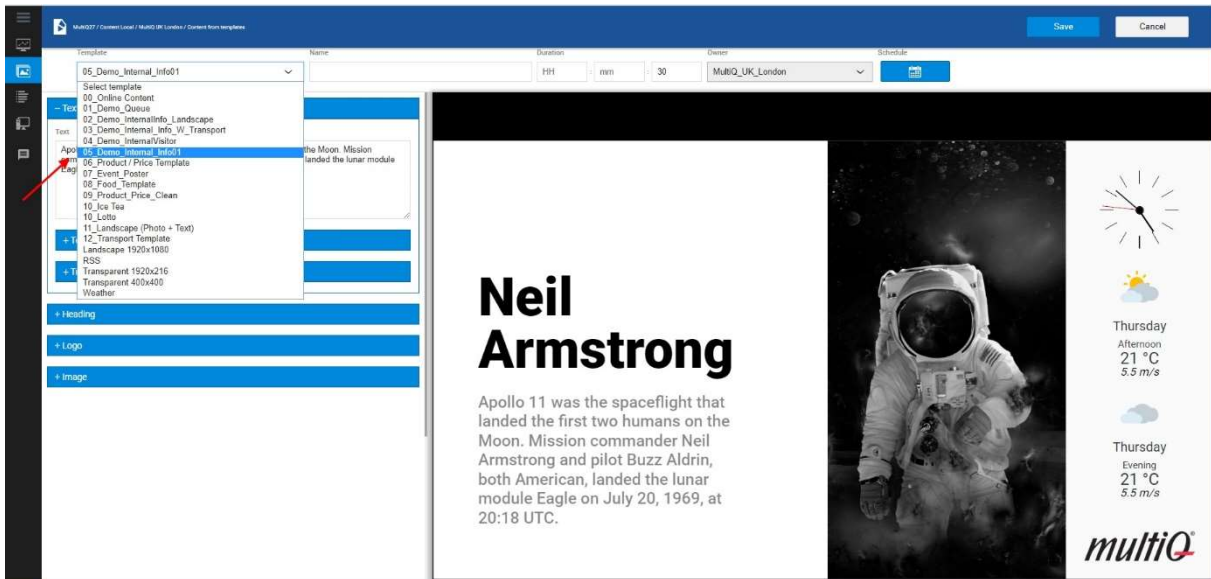
Next, choose a name for the content.
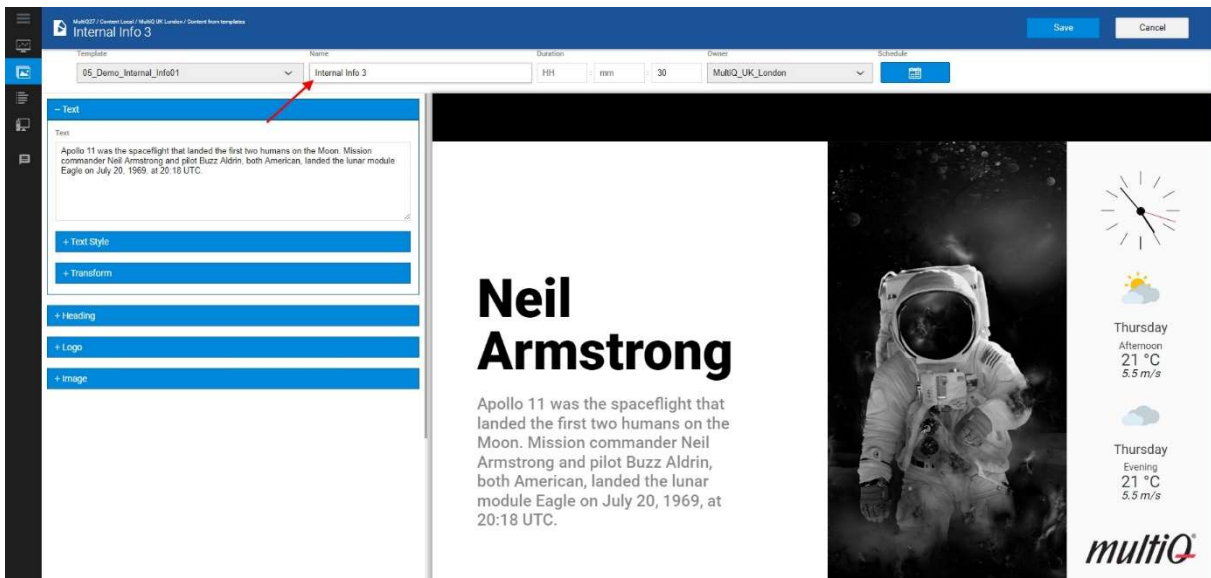
Finally, edit the content based on the template.
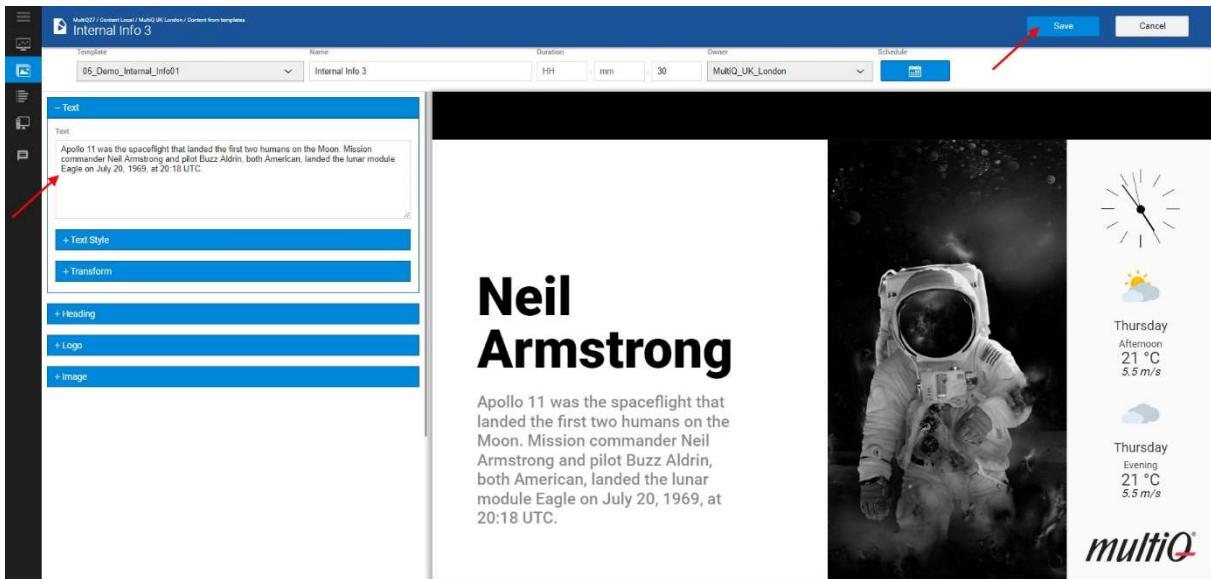
When you are done click on "Save".

You now have content made from this template.

At any time, you can open the content from template to make further changes simply by right click and selecting "Edit".
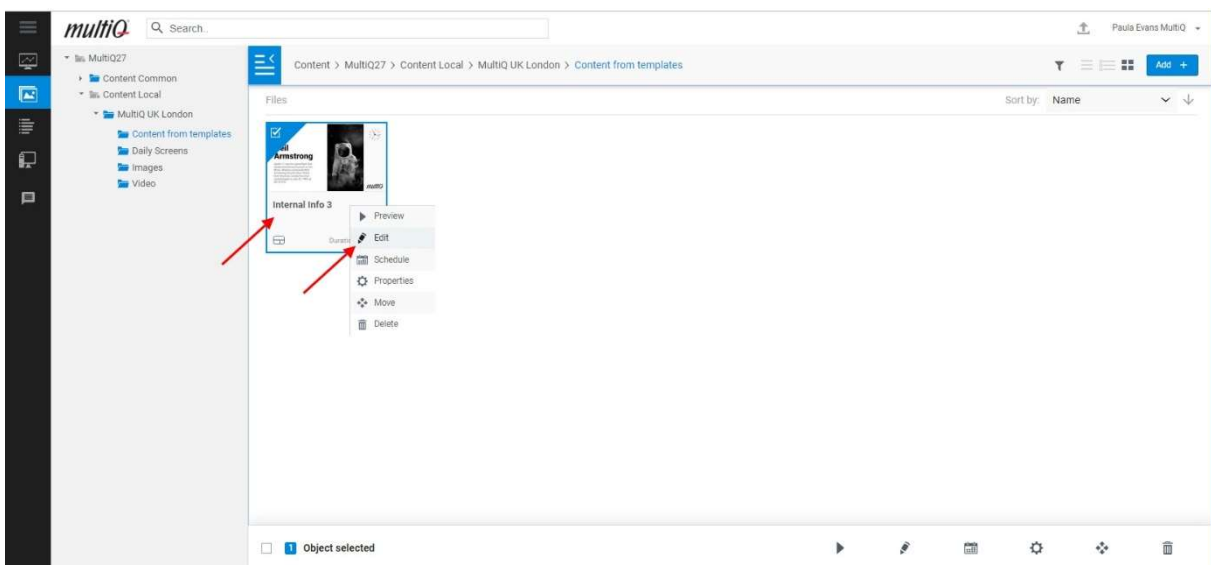
Right click on the content from template and select "Edit" to change it further.

Flattened editing menus

The Template Creator can decide to leave the editing menus unfolded which may give a better overview of the components that can be changed in the template when there are not too many components. Some parts of the menus, such as the Text Style and Transform menus still must be unfolded so save some space in the editing menu.
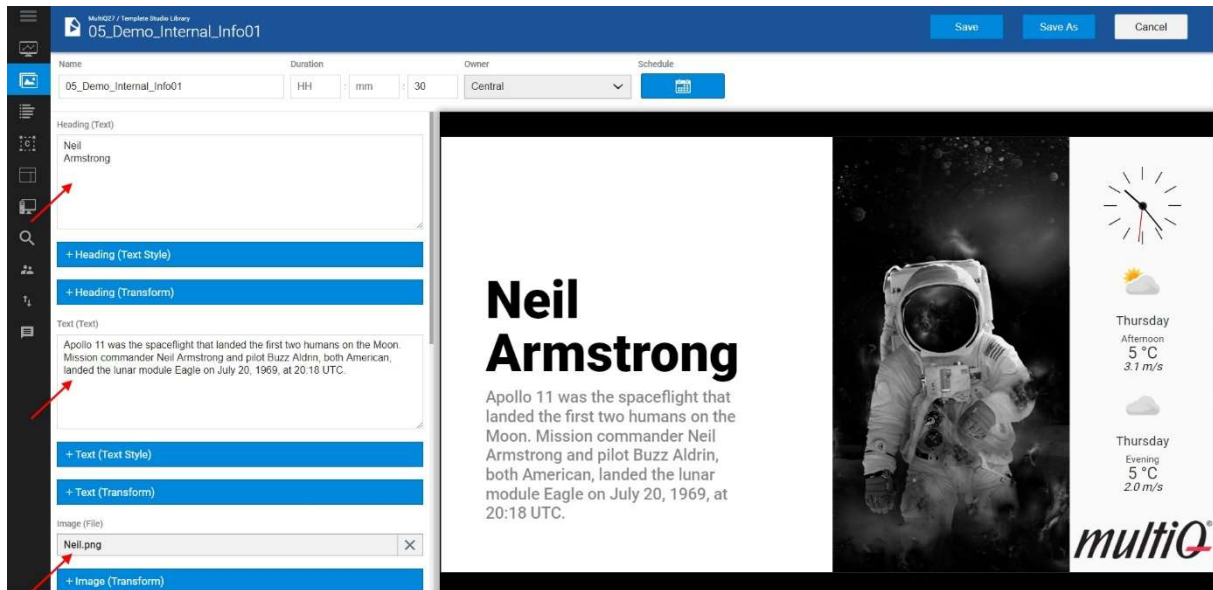
The same template displayed in "Flattened view".

Cloning templates

You can clone the content from a template by first making your changes and then clicking "Save As" on top right. You will now be prompted for a new name for the new content.
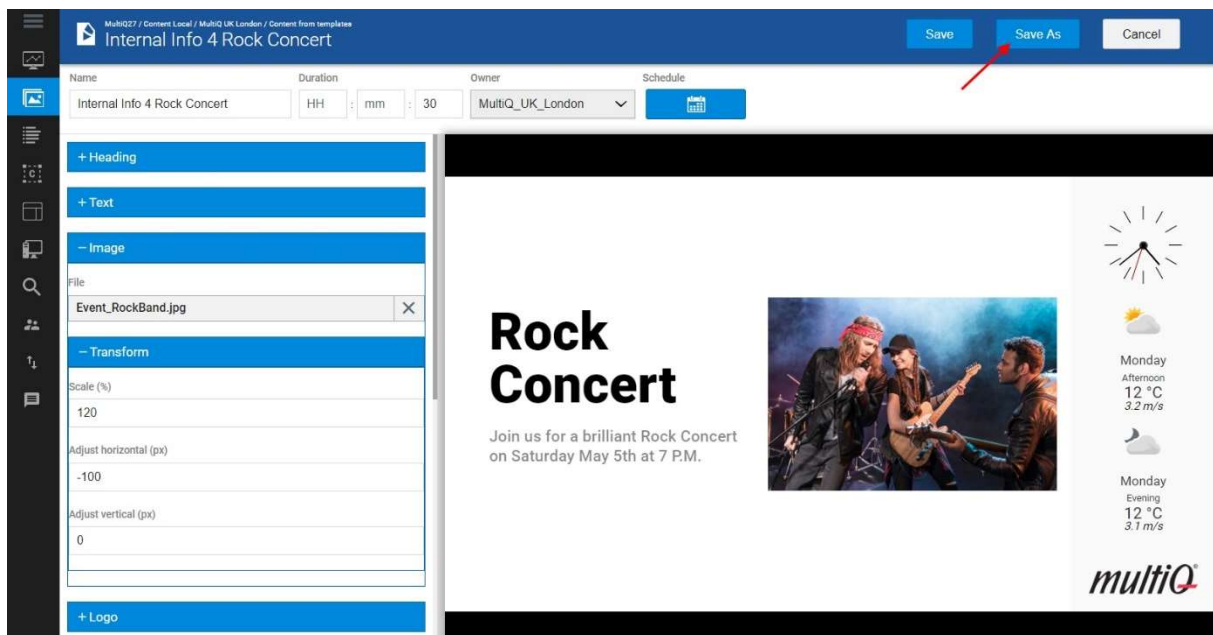
So, you can always choose between starting from an original template or modifying existing content to save it under a new name.
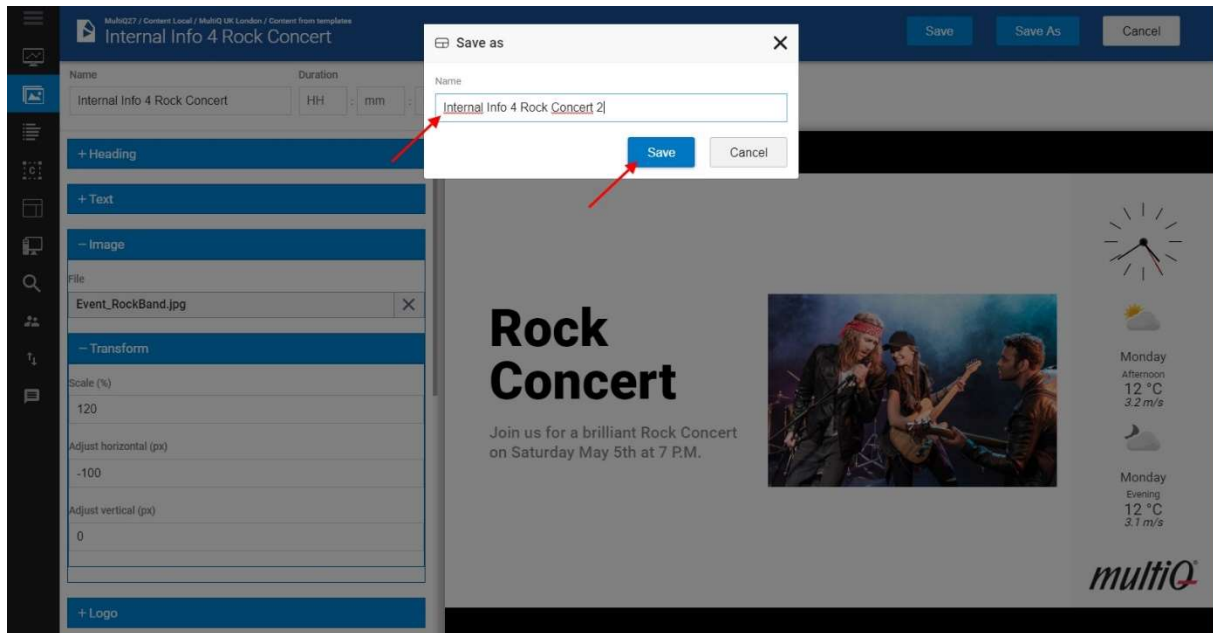
Adjusting objects

Using "Scale to Fit" for text objects

There is a "Scale to Fit" feature that may have been activated by the template creator or set to be an alternative for the template user. "Scale to Fit" makes the font size automatically adjust to get the text to fit inside the designated size of the text component.
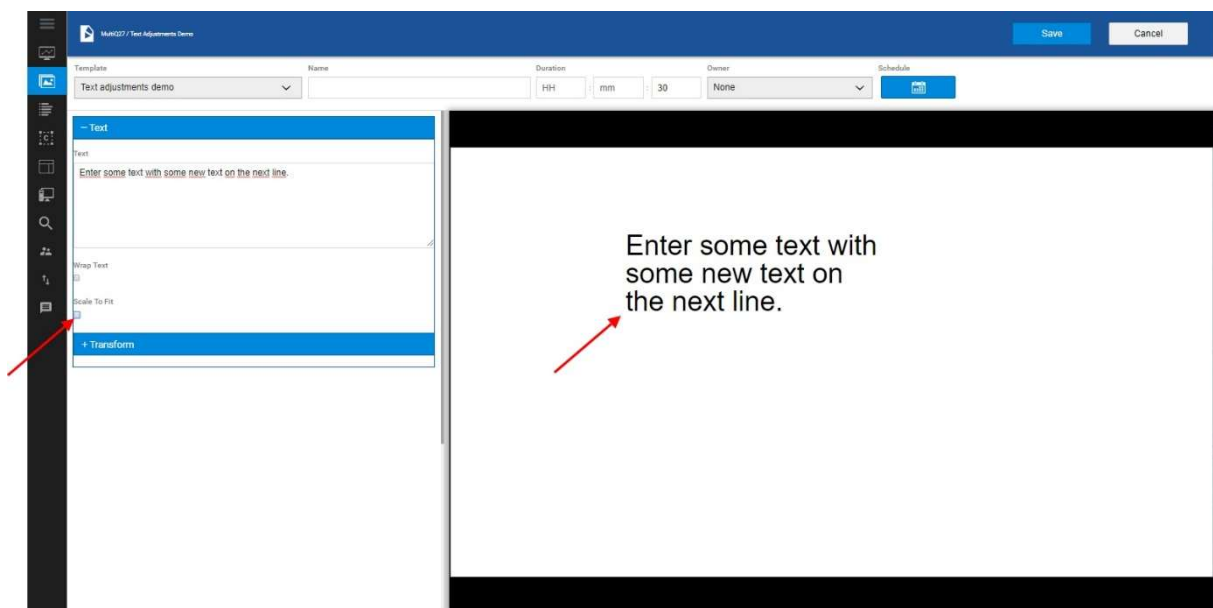
Without "Scale to Fit".
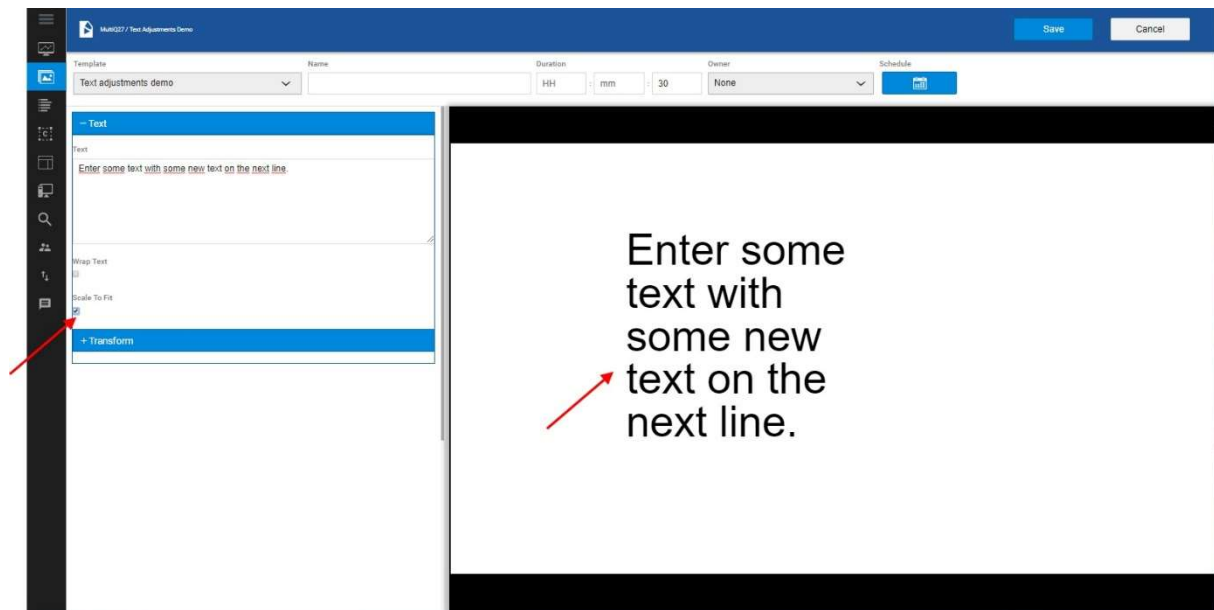
With "Scale to Fit" selected. The text will fill out the entire text area.

Using the "Style" menu "Object Fit" to adjust images

Especially for images, sometimes the size of the image does not fit the template. In the example below, there is an image which is wider than the space set out for the image. In this case the intention is to cover half of the template with an image component.

Here, we got an image that has an aspect ratio wider than the designated area in the template. To avoid cropping in an external software, there is an "Object fit" drop down menu where different fitting alternatives can be selected.

Note. These settings are only available if left accessible by the template creator.

Object fit: "Contain"

With "Contain" Object fit, the image is rescaled to make the complete image appear inside the designated image area.
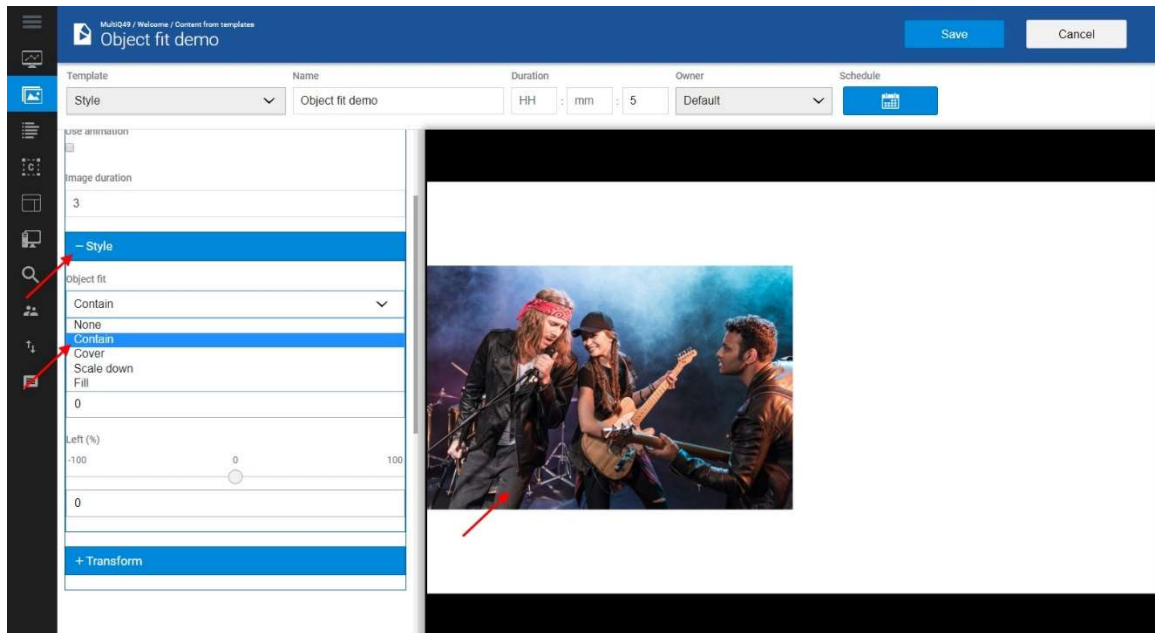
Object fit: "Contain".

Object fit: "Cover"

Object fit Cover makes the image to cover the designated area keeping its proportions. However, portions of the image may be cut. In this example the full height of the image is shown but the outermost right and left parts of the image are cut since the image is wider than the designated area for the image. Correspondingly, an image that is taller than the designated area will have the top and bottom parts cut off.
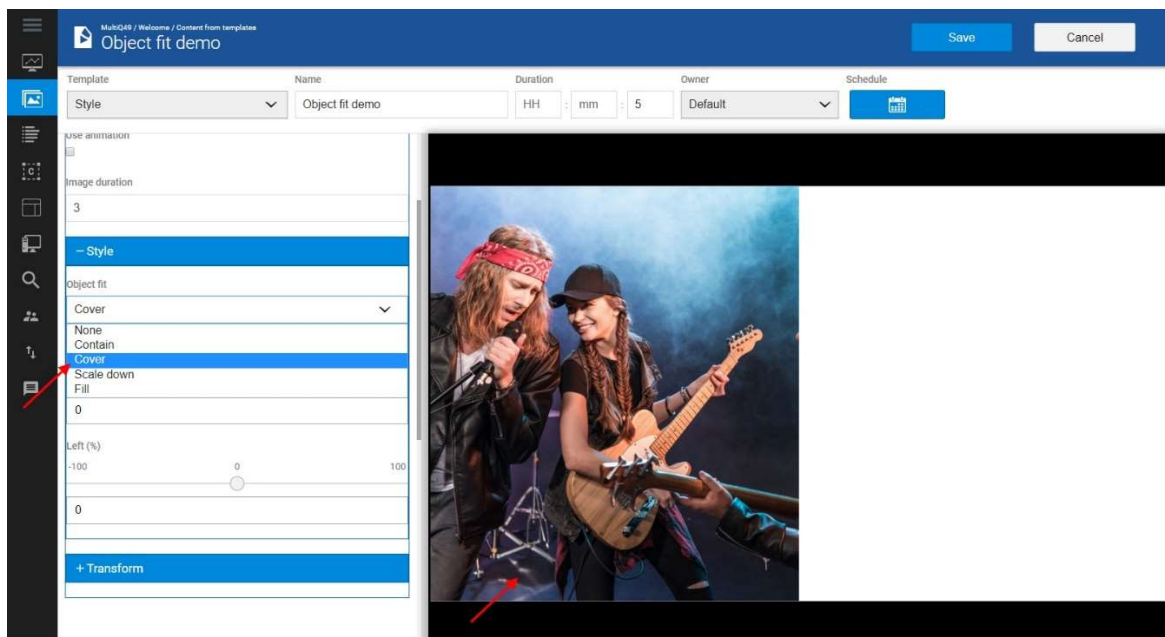
Object fit: "Cover" with the center of the image selected, Top= 0 % and Left= 0 % (middle).
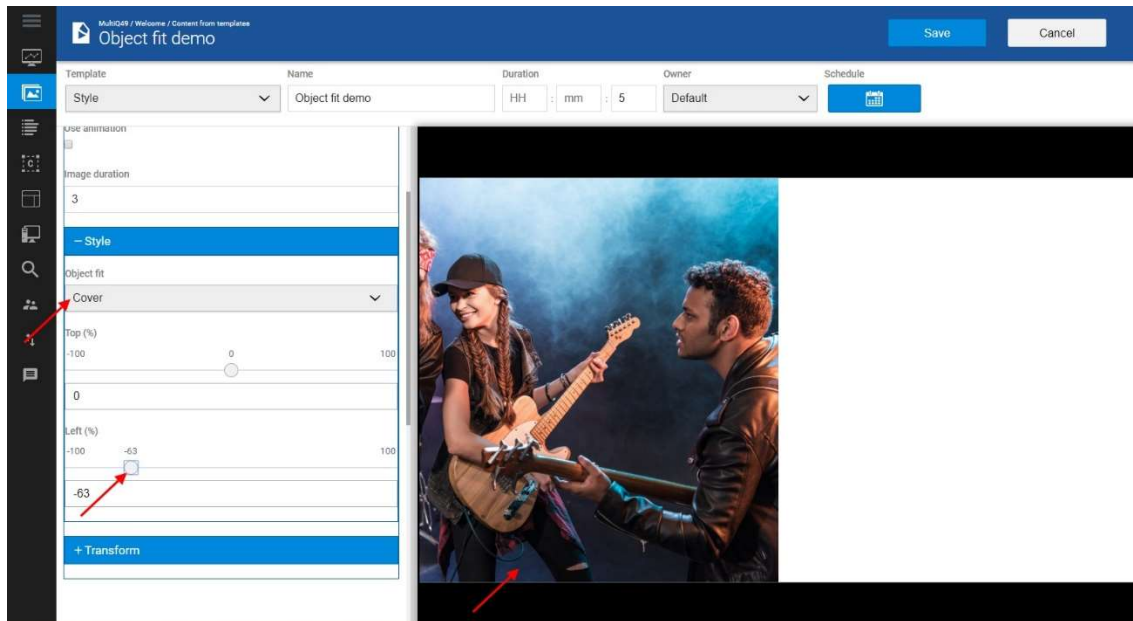
Object fit: "Cover" with Top= 0 % Left= -63 % to select a portion to the right of the image.

When cropping an image which is too high in relation to the designated area, the image will be cut in its upper and lower parts. Then, the desired part of the image can be chosen by changing the "Top" value.

Object fit: "Scale down"

Object fit "Scale down" will scale the image to fit within the designated area. However, there will be blank areas to fill out the area. In this case there will be areas on top and at the bottom that are blank.
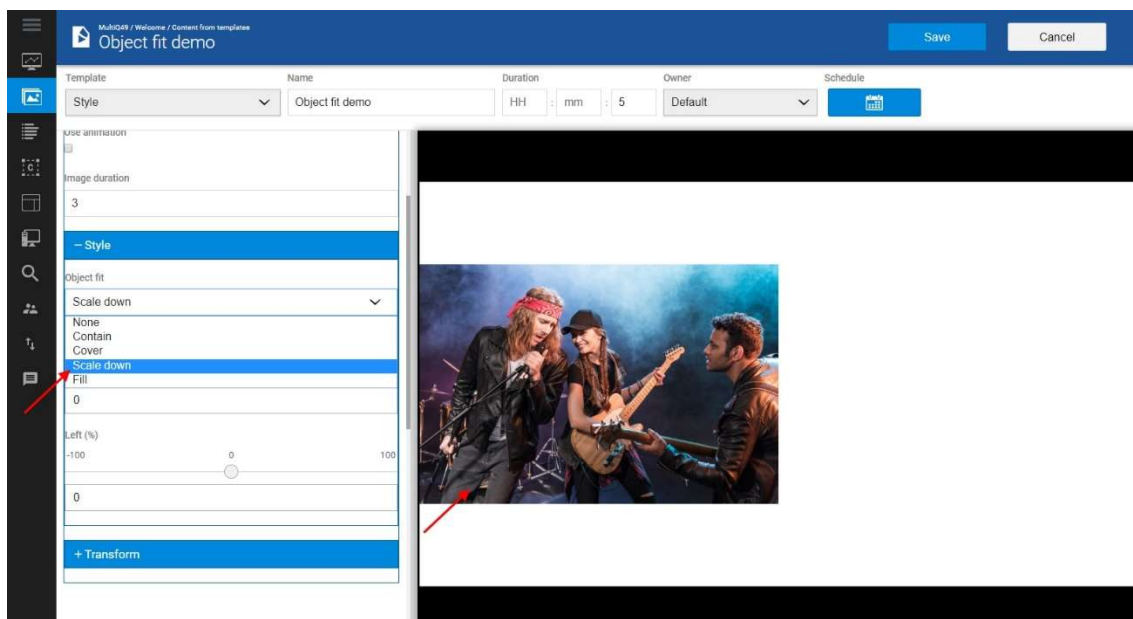
Object fit: "Scale down".

Object fit: "Fill"

Object fit: "Fill" will cause the image to stretch across the designated area. This will in most cases cause the image to be deformed while not keeping its aspect ratio. The feature is though very useful if the aspect ratio of the image is close to the designated area aspect ratio. Then it can see to that the area is filled while not deforming the aspect ratio very much.
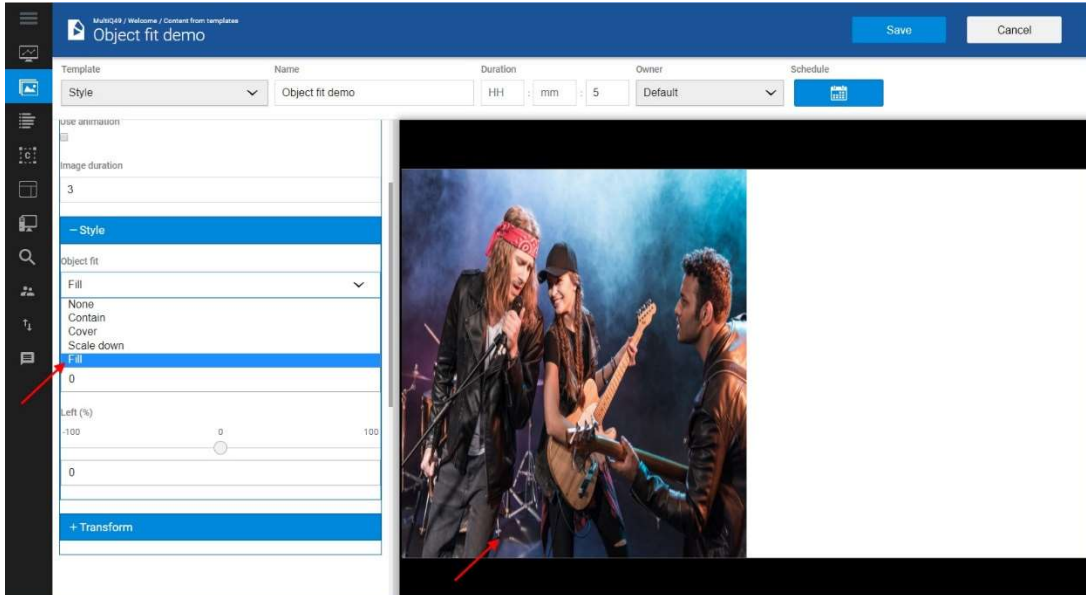
Object fit: "Fill".

Object fit: "None"

Object fit. "None" will give very different results depending on the size of the image. It may though sometimes be useful and the "Top" and "Left" settings may be used to select the desired part of the image.
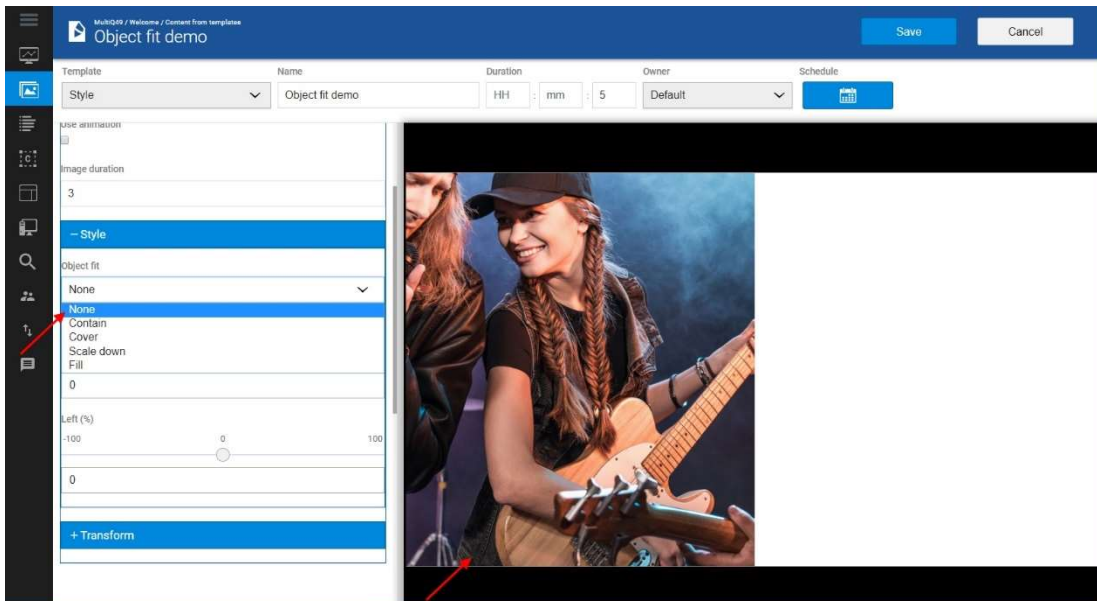
Object fit: "None".

The "Transform" menu

If the Template creator has left one or more of the "Transform" menu items open, you can move, resize and rotate an image, video clip or slideshow that is a part of the template.
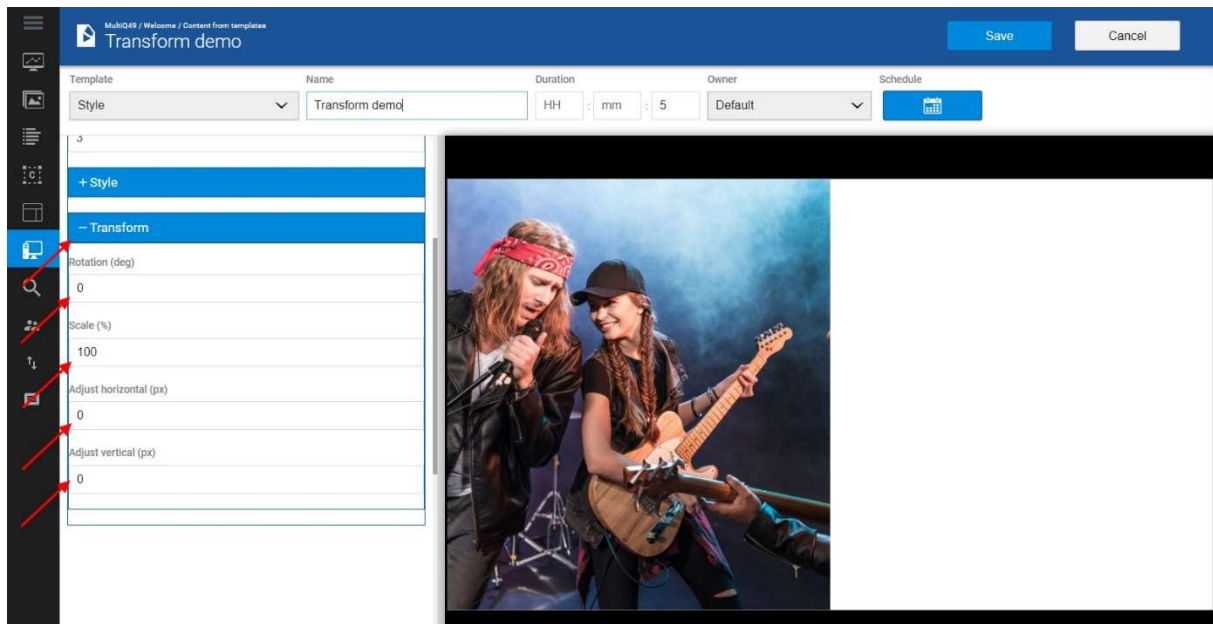
In the "Transform" section of the editing menu you can move, resize and scale images, videos or slideshows.
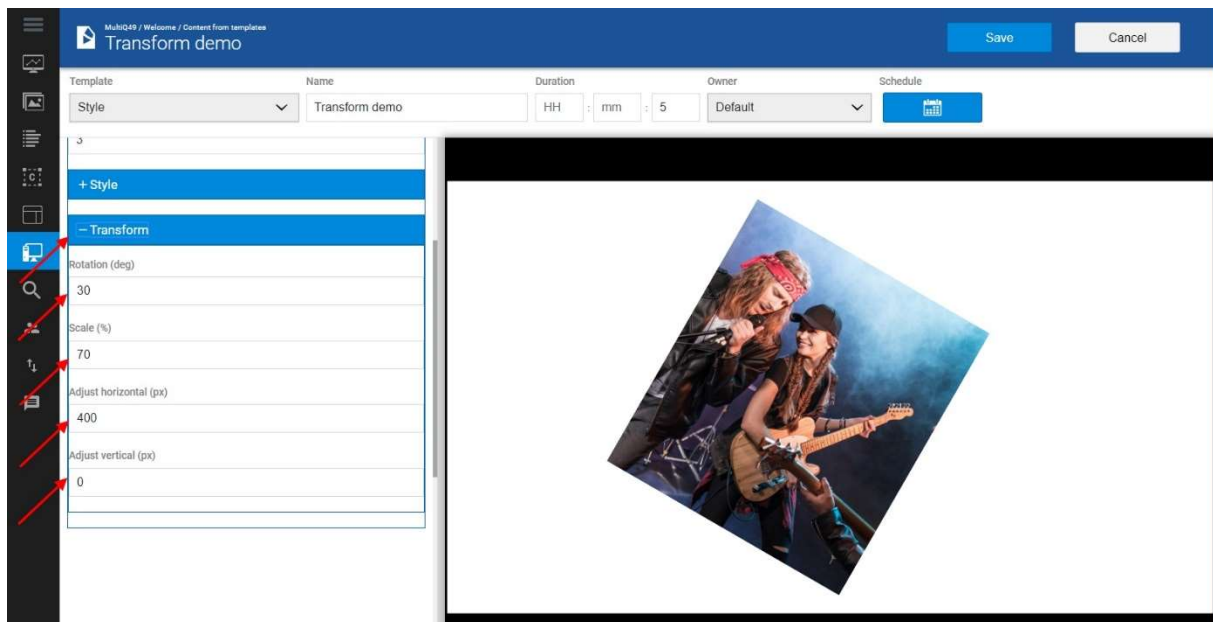
Here, a slideshow has been rotated, resized and moved horizontally.

Templates with Slideshows

Templates may contain slideshows that makes it possible to put an area that includes several images or video clips played in sequence. In the Slideshow component you can choose several images that are played in sequence. You could say that this works the same way as a simplified playlist. Also, video clips can be added to the slideshow. You can set the duration of each media spot and the speed of animation (time for transition). There are three different types of animations for the transition between the spots; fading, sliding vertical and sliding horizontal.

Just as for Images the Slideshow component can be adjusted with the "Styles" menu and just as for all other Template Studio components, the slideshow can be rotated and manipulated in several ways with the Transform tools.
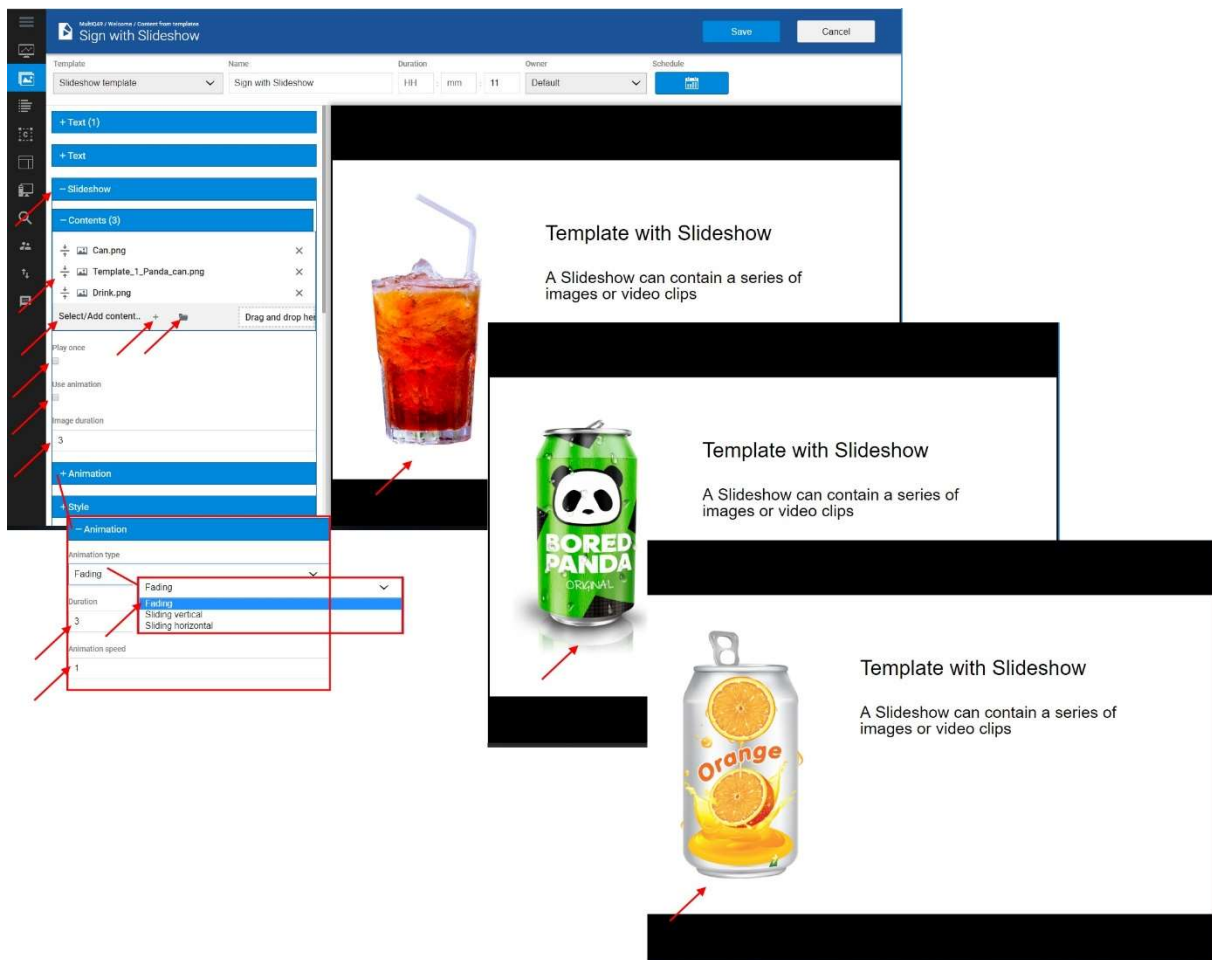
The Slideshow component acts as a "playlist" inside the template.

In the Slideshow setup menu, there are a few choices:

Select/Add content: Click this button to select image- or video files to be included in your template either from the Content library (clicking the folder icon) or by direct upload from your computer (using the "+" button or by dragging and dropping to the drop zone). Files that are directly uploaded to the slideshow will be stored in the current folder of the content library.

Play Once: If checked, the list of files will only be played once and then the playback device will automatically move on to the next spot (content from template or other). If left unchecked the template will loop the files in the slideshow for the duration set to the media in the playlist.

Use animation: If checked, each spot in the slideshow will play for the number of seconds set in the "Image duration" box. Not that this also applies to video clips. I.e. that this feature is primarily intended for images. You can choose between several animations to be used between the spots (fading, slide vertical and slide horizontal). Also, the duration of the animation between the spots can be set.

Use animation: If checked, each spot in the slideshow will play for the number of seconds set in the "Image duration" box. Not that this also applies to video clips. I.e. that this feature is primarily intended for images. You can choose between several animations to be used between the spots (fading, slide vertical and slide horizontal). Also, the duration of the animation between the spots can be set.

Rearranging the Content library

You can move files between folders by dragging them from one folder to another such as dragging a file from a folder to another folder that is visible in the tree structure. However, there are some restriction to video- and image files that are used in templates cannot be moved and an error message will show if tried.
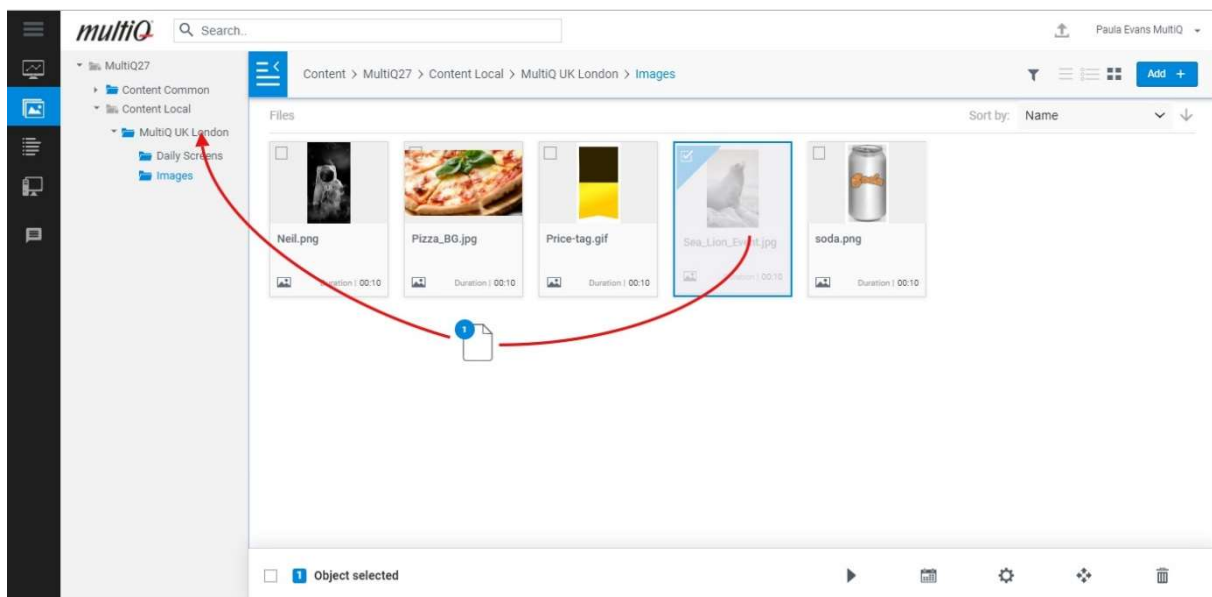
Rearranging the Content library is simply done by adding or deleting folders and by dragging files between folder as is shown in this figure.

The Playlist Menu

As a local user you have one or more local playlists where you publish your content. The playlists have been configurated and connected to the proper media players in advance, so you only need to care about the content of the playlists.

To edit the playlist(s) go to the "Playlists" menu.

In the "Playlist" menu you have a list of playlists to the left. In this case only one playlist is available. To the right we can see the playlist, presently consisting of three templates that each play for 30 seconds.
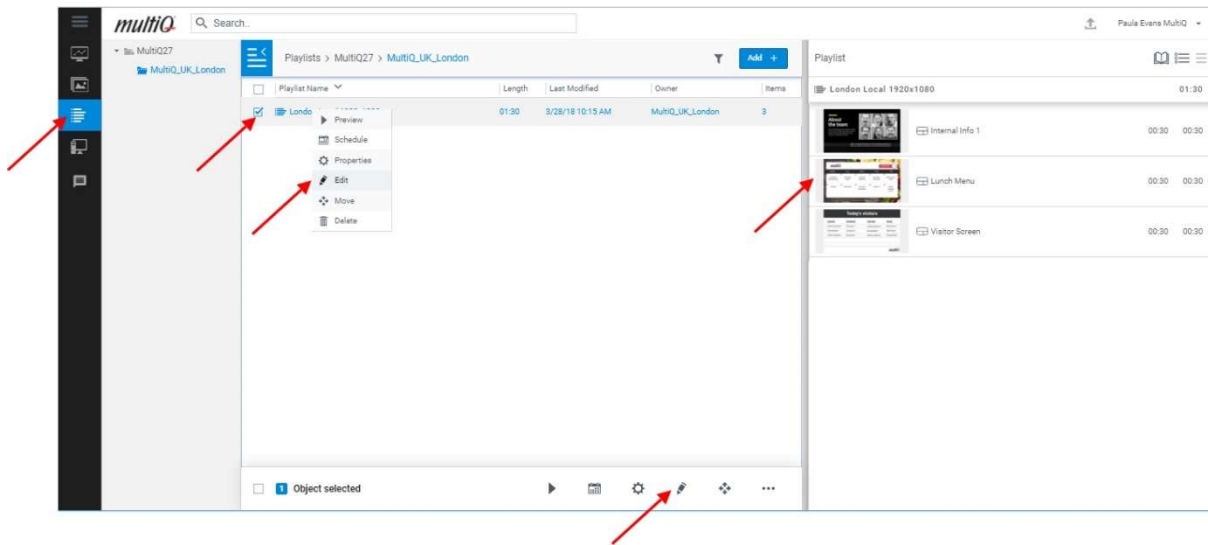
To and more files to the playlist, go to editing the playlist by clicking the "pen" symbol in the lower part of the menu. Alternatively, you can right click on the playlist to the left and then choose "Edit".

Now you can see the Content menu to the left and you can drag files directly from any folder into the playlist. Here, a video clip is dragged into the playlist. You can also choose to click the "Select" button.
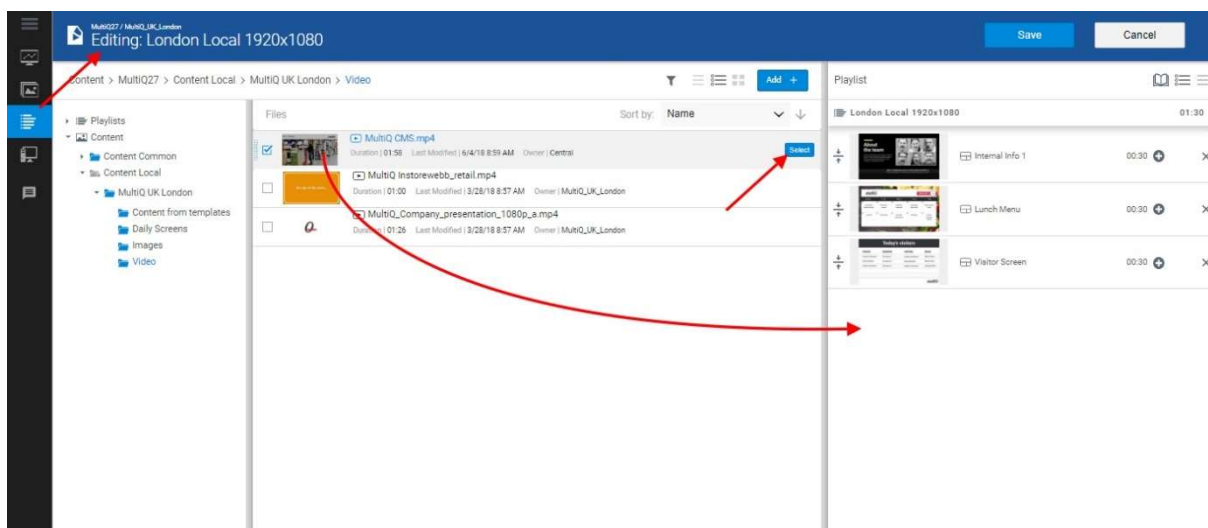
Once the file is visible in the playlist you can drag the file to the desired position within the playlist.

For templates and images, you might want to edit the duration for each spot. One way to do this is to hold down the left button of your mouse above the duration figures in the playlist and drag up or down to increase or decrease the duration. Another way is to click the "Properties" icon to the lower right of the screen and enter the duration numerically. If you want to delete a media spot, click the "X" to the right of the media. When you are all done, press the "Save" button to the upper right.
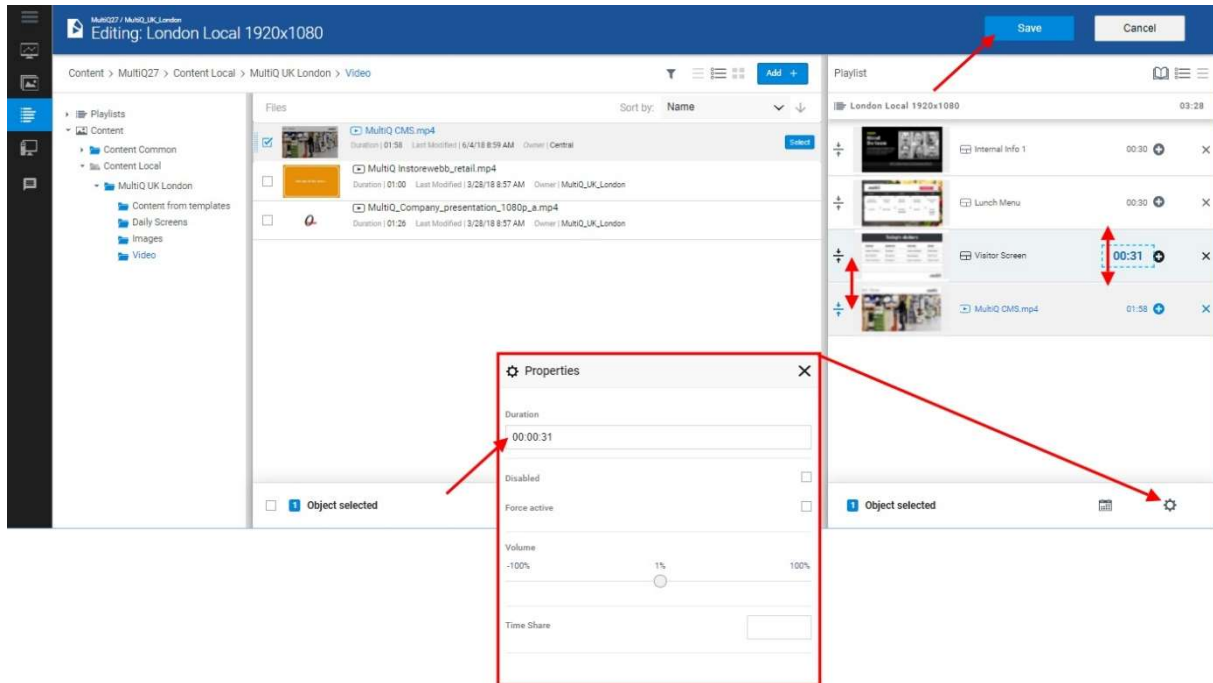
By dragging each media spot to the desired position in the playlist and then to set the desired duration for each spot you get the playlist to behave the way you want.

Scheduling

Scheduling means setting different time intervals when each media spot is to be shown. If you do not schedule a media spot it will always be played. The scheduled content will be played according to local time for the location of the playback device. For concurrent playback across several time zones see section "More on time zones".

To schedule content, go to the editing menu, mark the media spot to schedule and click on the calendar icon at the bottom of the menu. Alternatively, right click on the media spot you want to schedule and select "Schedule". In this case, we want to decide when to show the video clip that we just added to the playlist.
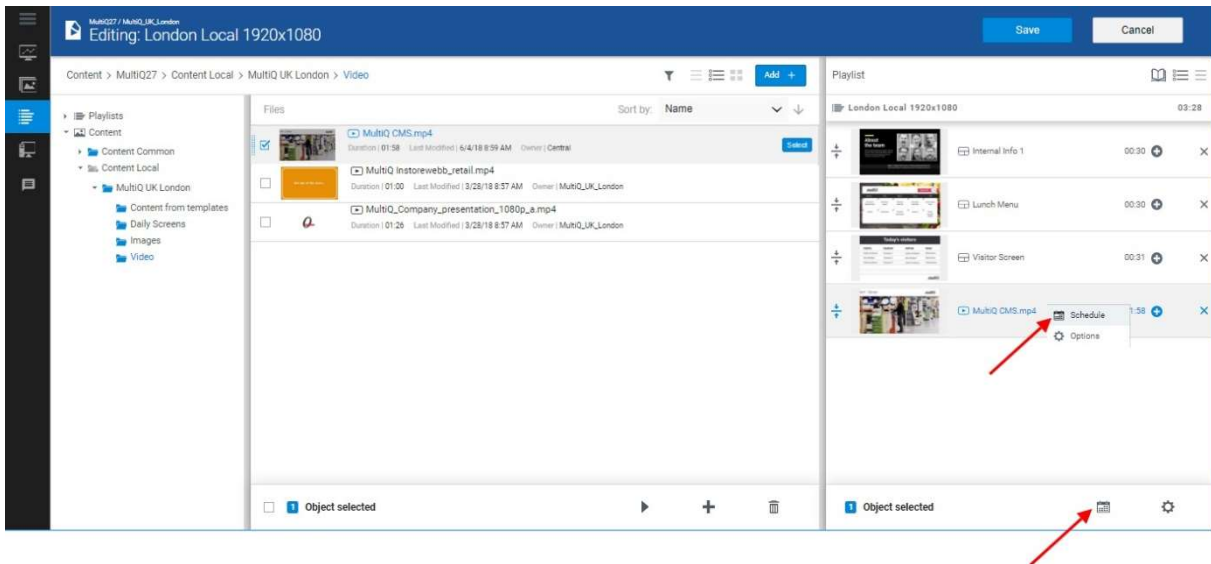
In the scheduling menu you can add as many schedules as you like. You can also choose between "Show If" and "Don't Show If".
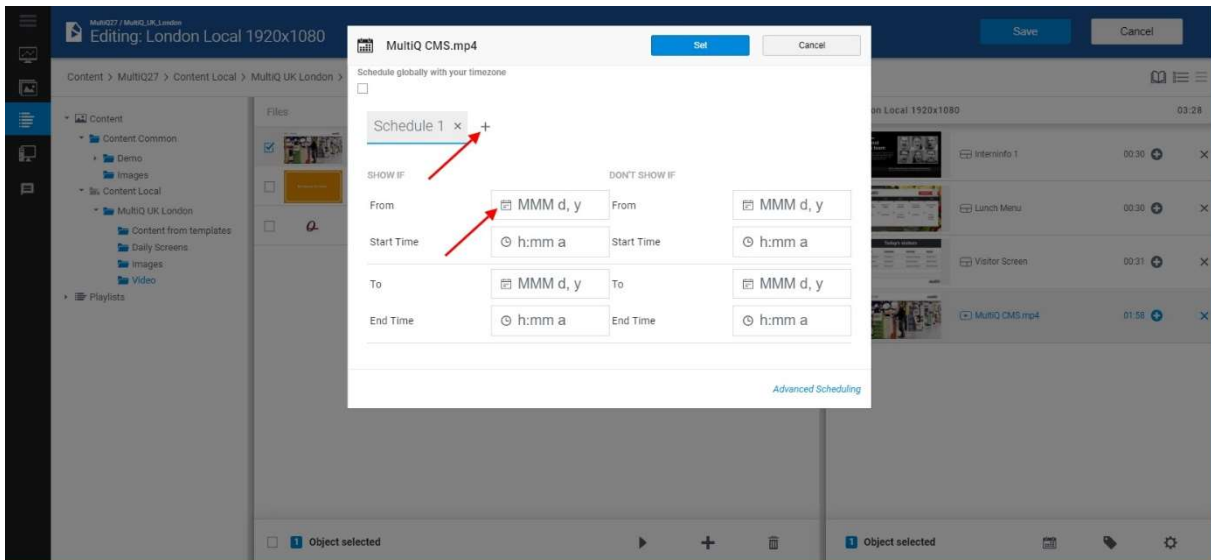
By clicking the calendar icon, you get a calendar where you can choose date and time to start and stop the display of the media.
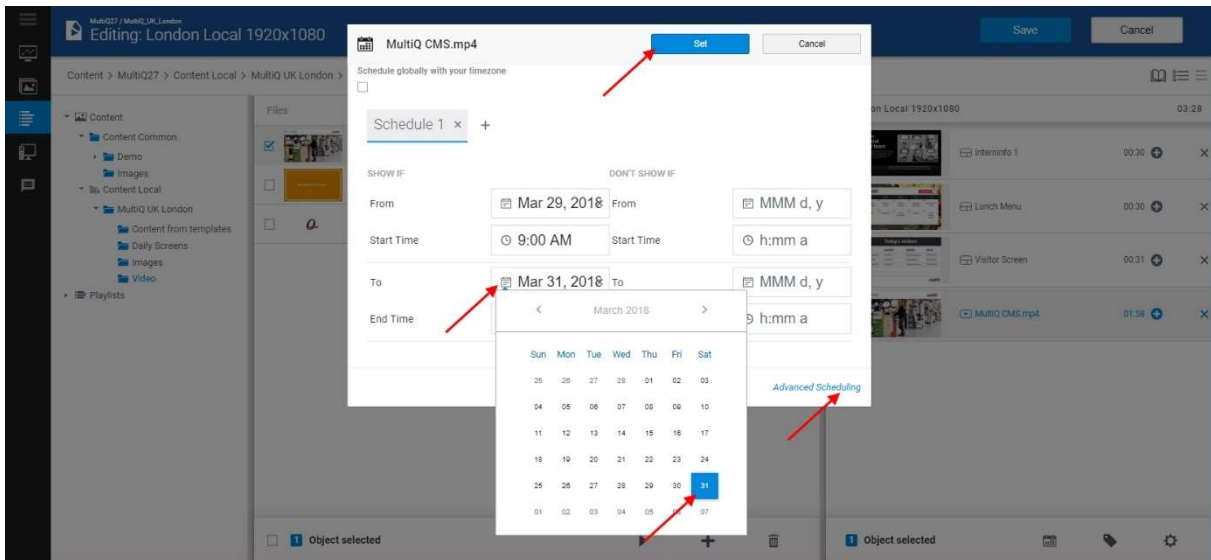
By going to the "Advanced Scheduling" menu, you can choose to play content on specific weekdays, days of the month or at regular time intervals every day.
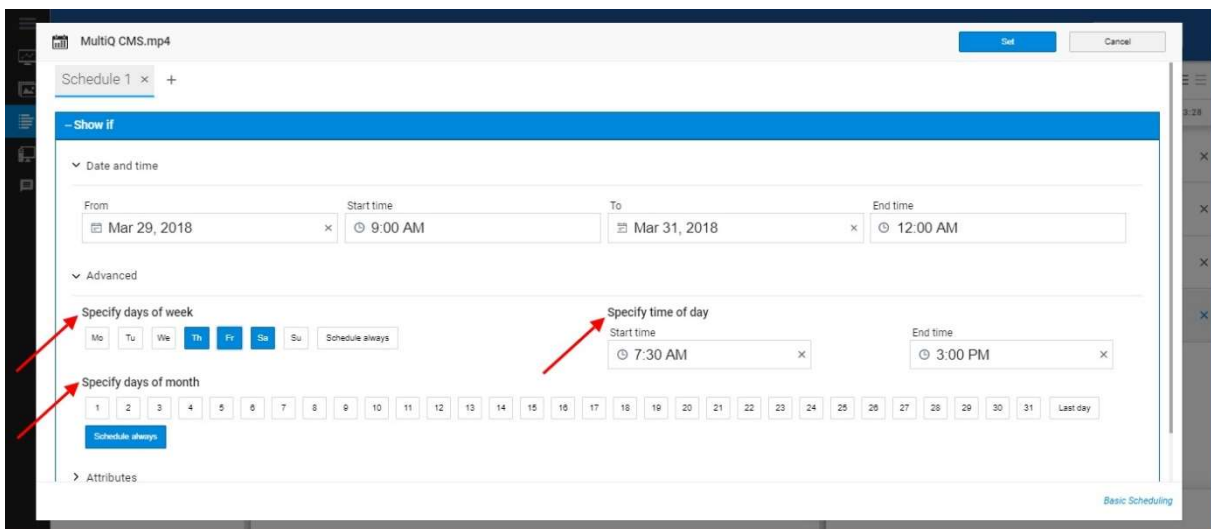
If you hover the mouse over a scheduled media spot you will see a label telling when the media is scheduled. Once you have the scheduling done, do not forget to click the "Save" button on the top right.
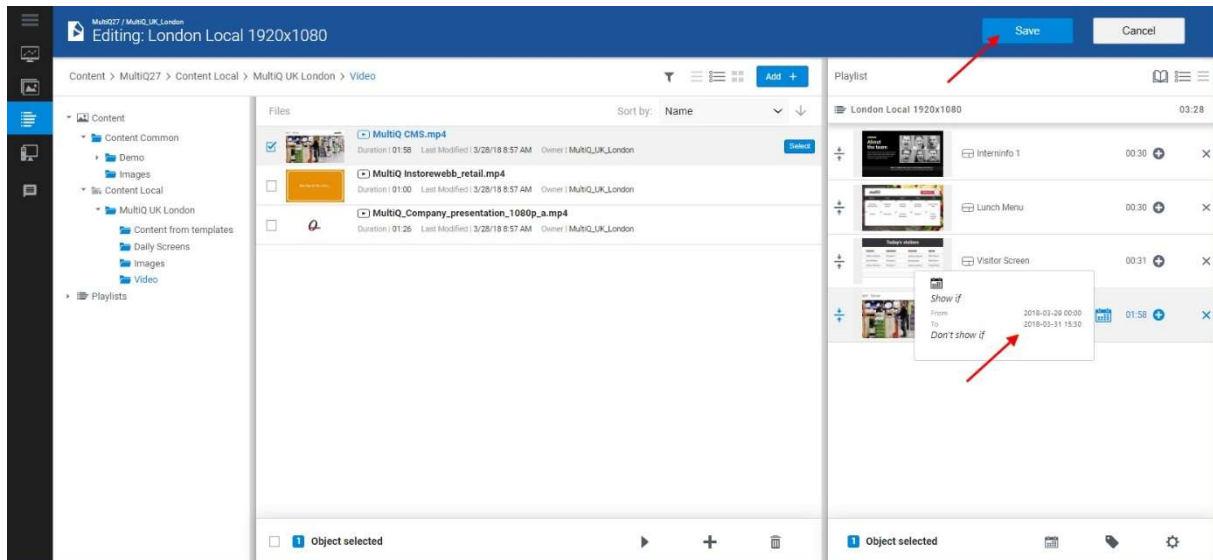
Playlist preview

Once the playlist is saved, you can preview the entire playlist.
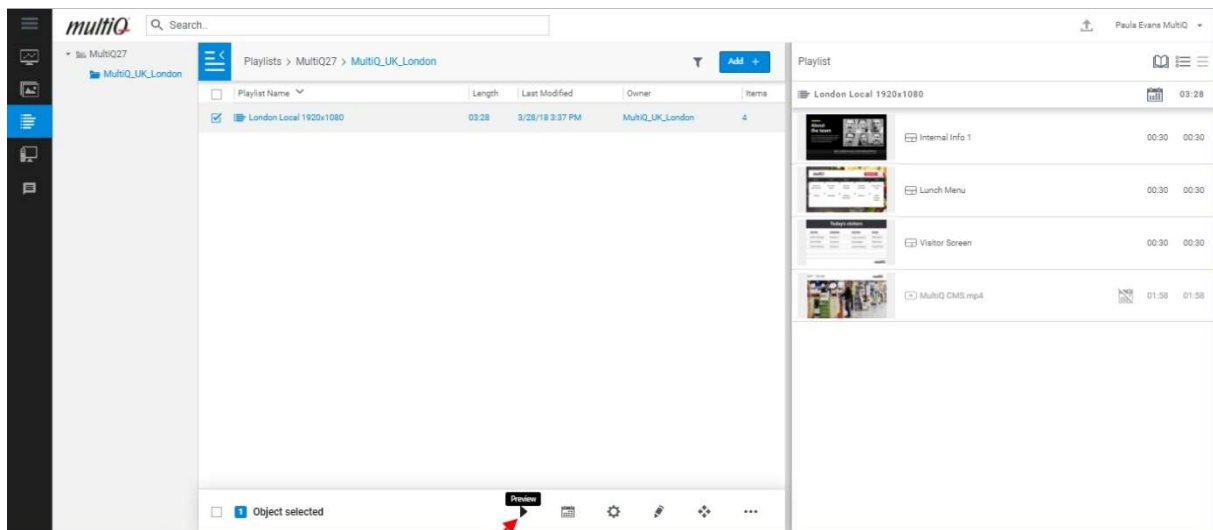
You will now get the complete playlist played as it will be shown on the screen. There is an additional feature "Playlist Simulator" that makes it possible to preview the playlist at another date. This is a way to see what the playlist will look like including scheduling.
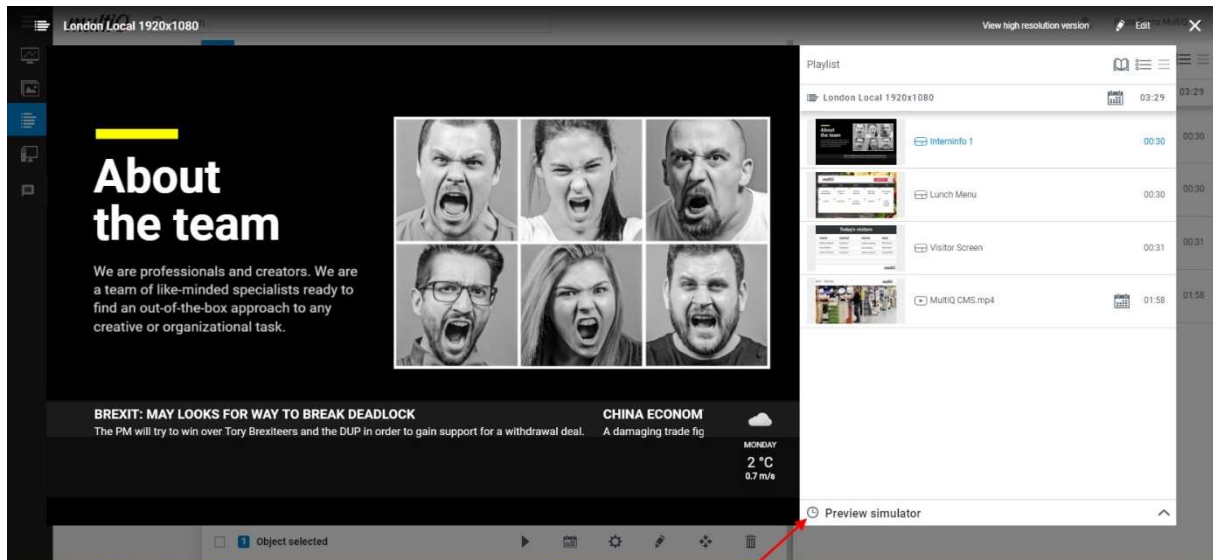
Date and time are set in a calendar view.
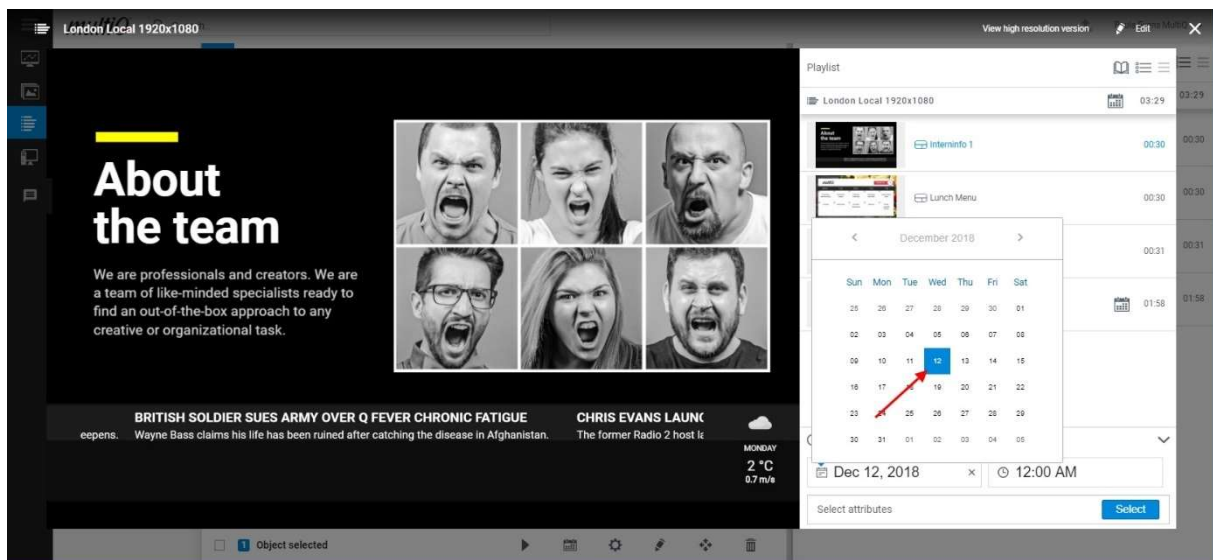
The Playback Devices Menu

If the screen is divided into areas including several playlists, the Device menu is a better place to preview the content.

Go to the Playback Devices menu and select your site and media player. Click on the device and you will get an exact preview of what is to be shown on the physical screen.
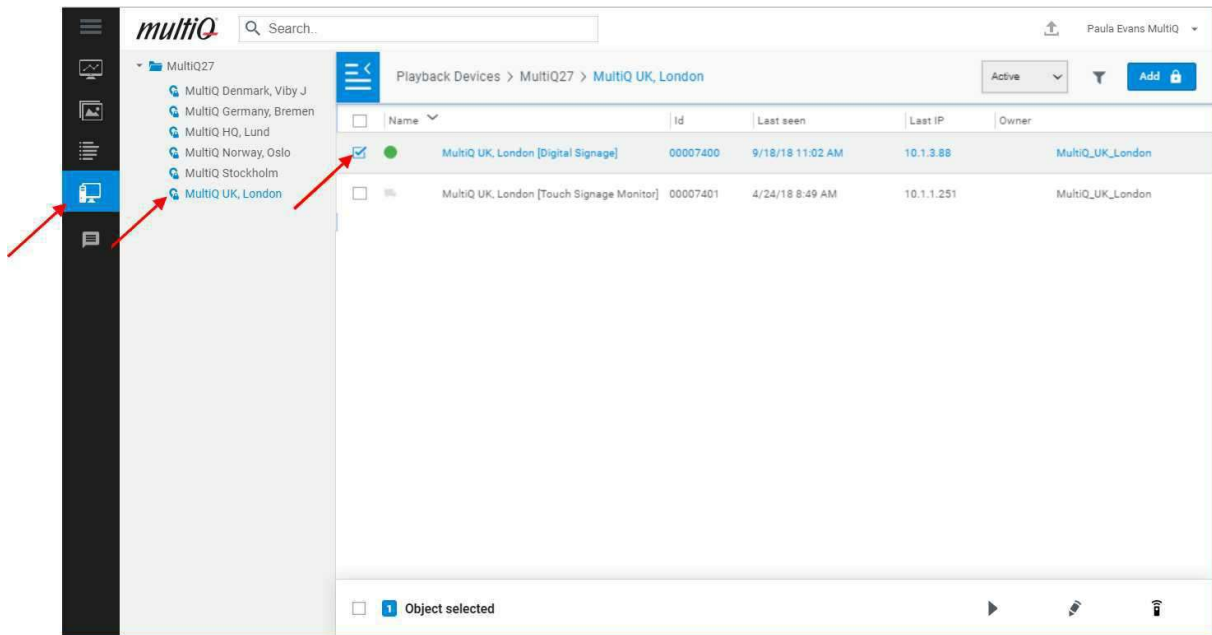
Unlike the playlist preview, you will now get a complete preview of everything on the screen. This means that if there are several areas, as in the example below (having one weather widget area and a news ticker area) you will get to see the whole thing. You do not need to go to the actual physical screen to check out the result.
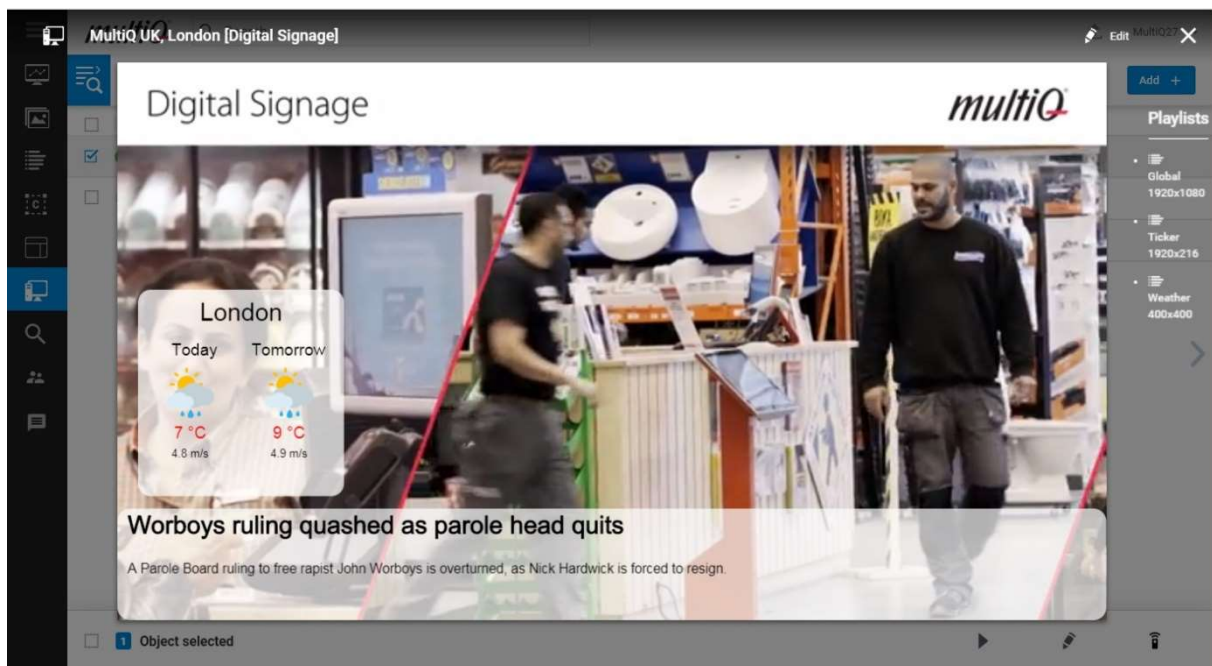
Complete preview including split-screen elements, a weather widget and a news ticker.

Some practical shortcuts

Here we will take a closer look at some shortcuts that can make publishing faster and sometimes easier. In some cases, it is easier to find a playlist or a file by starting our from the playback device menu.

If you double click a playback device, you will get a preview of what is shown on the screen.
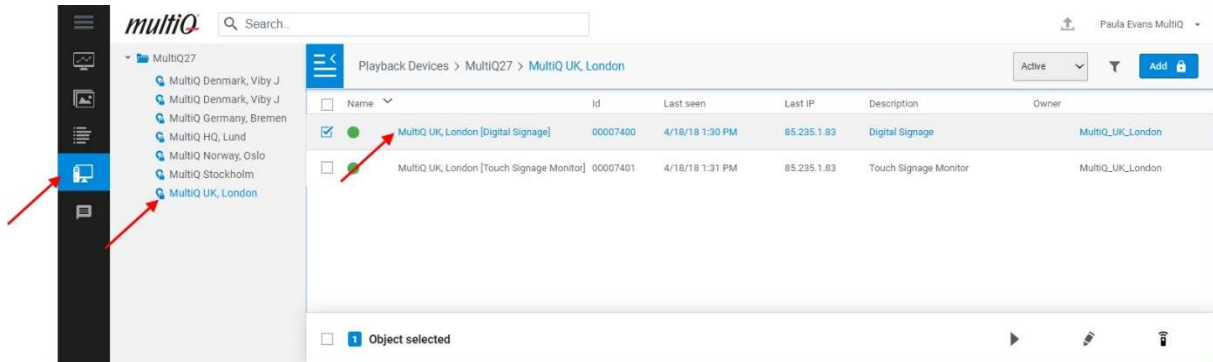
In the upper right corner, there is an "Edit" button. If you click on "Edit" you will get to the playback device editing menu. Even more practical are the direct links to the playlists. It is very practical to start from the preview and then find the playlists for editing through these links.
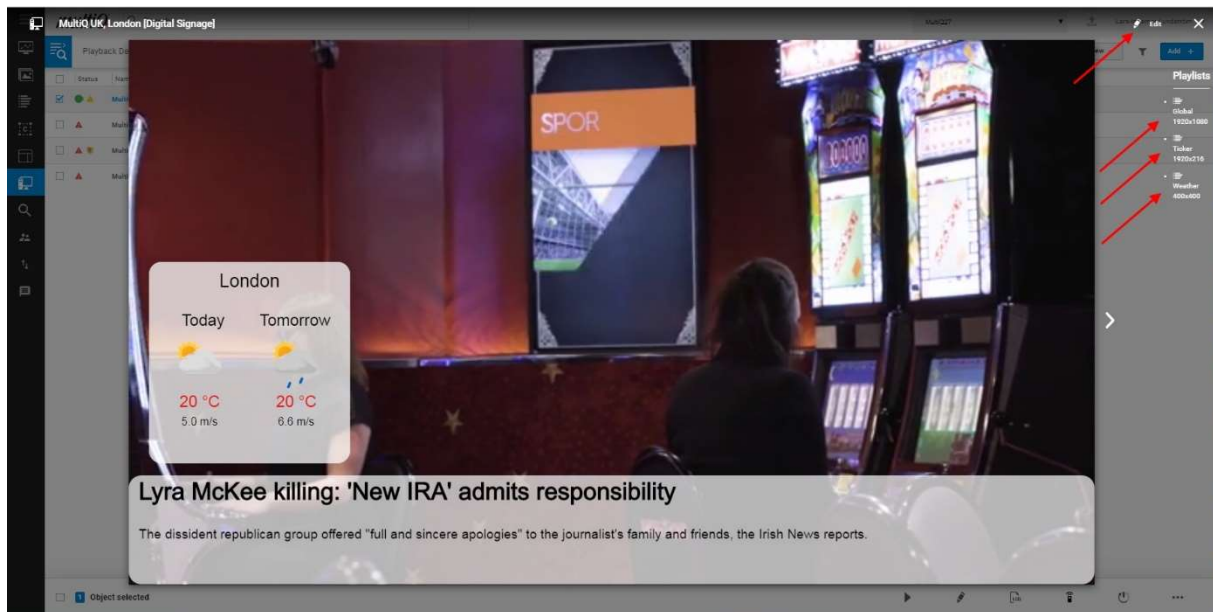
In the playback device editing menu, you can click on the ">" button to get to the use playlist listed to the left.
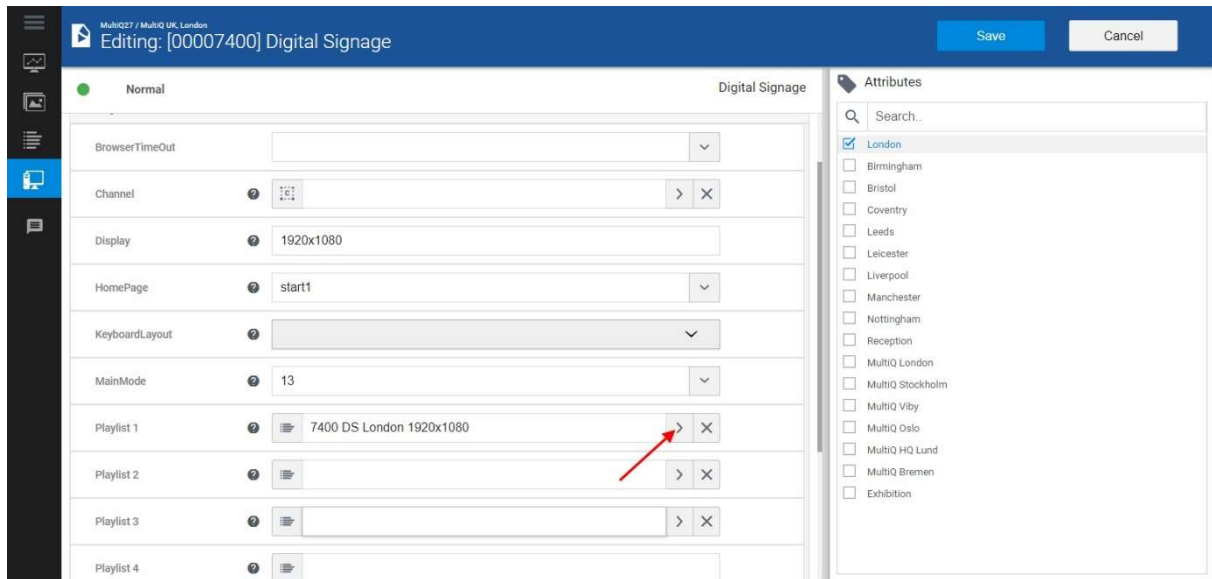
If you right click on the playlist, you can select "Edit" or if click the "Pen" icon at the bottom of the menu you can get directly to the playlist "Edit" menu. Note that you cannot edit sub playlists this way. For sub playlists, you need to go to the Playlist menu and open the playlist for editing from there.
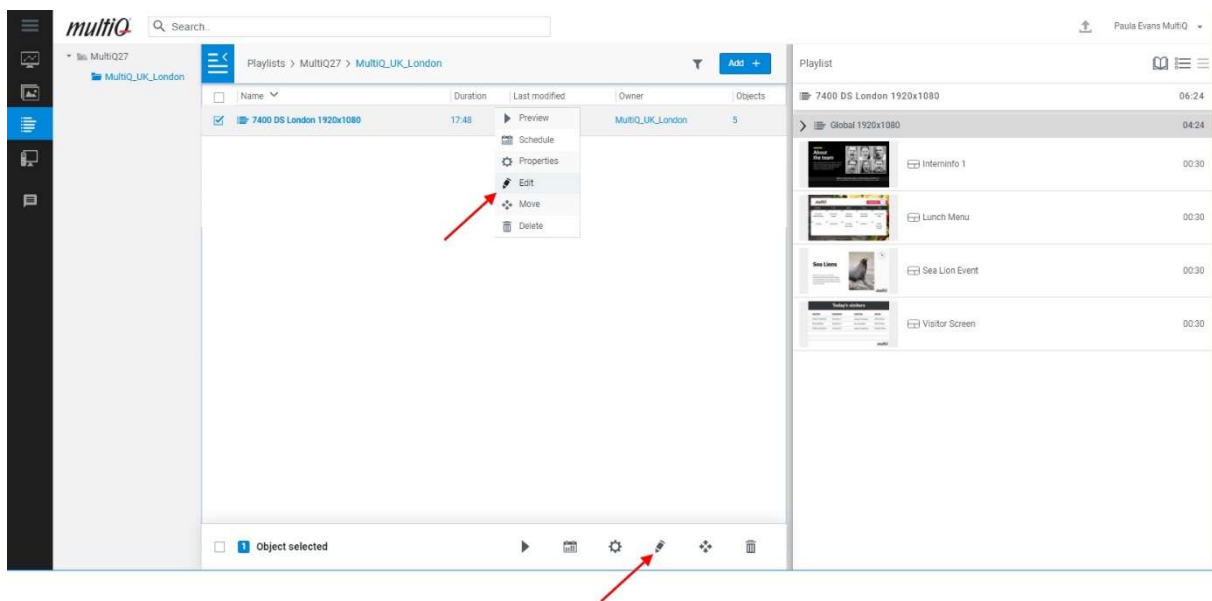
As an alternative, you can click on the symbol for a specific item in the playlist and then select "View in Content".
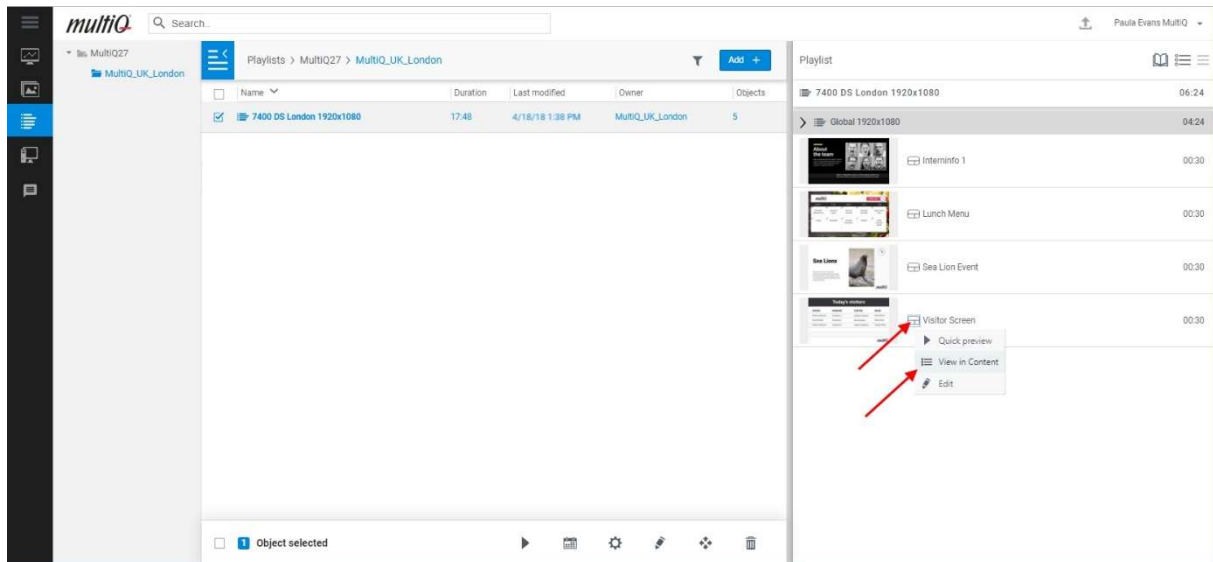
You now get the selected media spot presented as an Icon in the Content menu and you can right click and select "Edit".
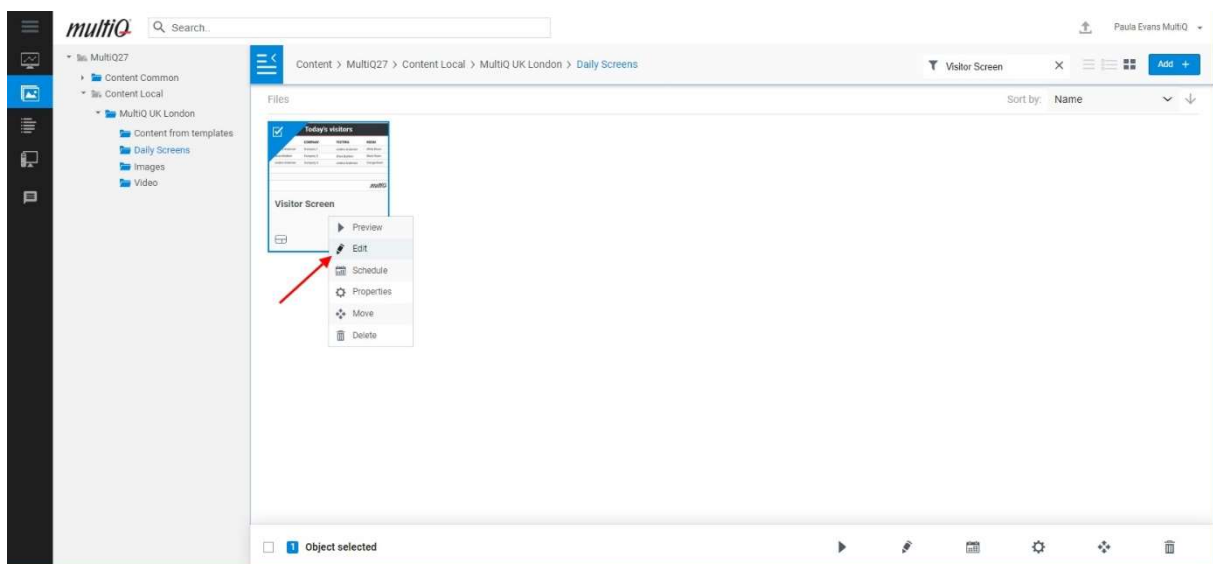
You now get directly to the template editing menu for this item.
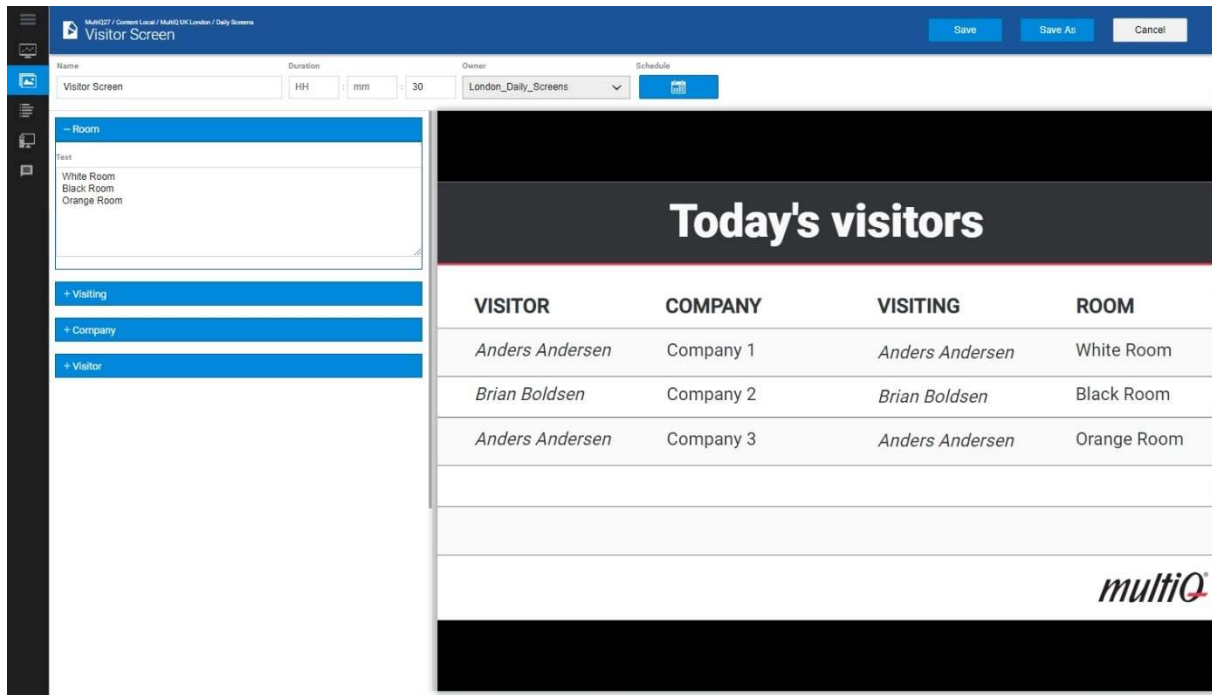
You can do the same thing from any playlist and go directly to any item. This is especially suitable for content made from templates. Then, you do not need to look for the media in the Content menu but can go directly to the media from the playlist.

For sub playlists you need to look up the playlist directly in the Playlist menu and then use the above methods to edit content from templates directly in the playlists.

Central Publishers

Central Publishers work in a way very similar as Local Publishers. However, there can be four main differences:

- The Central publishers have access to most folders in the Content menu.

- The Central publishers have access to global playlists that may affect all media players.

- The Central publisher can use attribute publishing to publish specific content to a selection of locations.

- The Central publisher may have access to the template creation tool, Template Studio.

Full access to the Content Library

The Central publisher has access to more folders and files in the Content library than local users. As can be seen in the screenshot below, this is a central publisher with read and write access to all content folders in the system. In this case the Central publisher also has access to all local content folders.
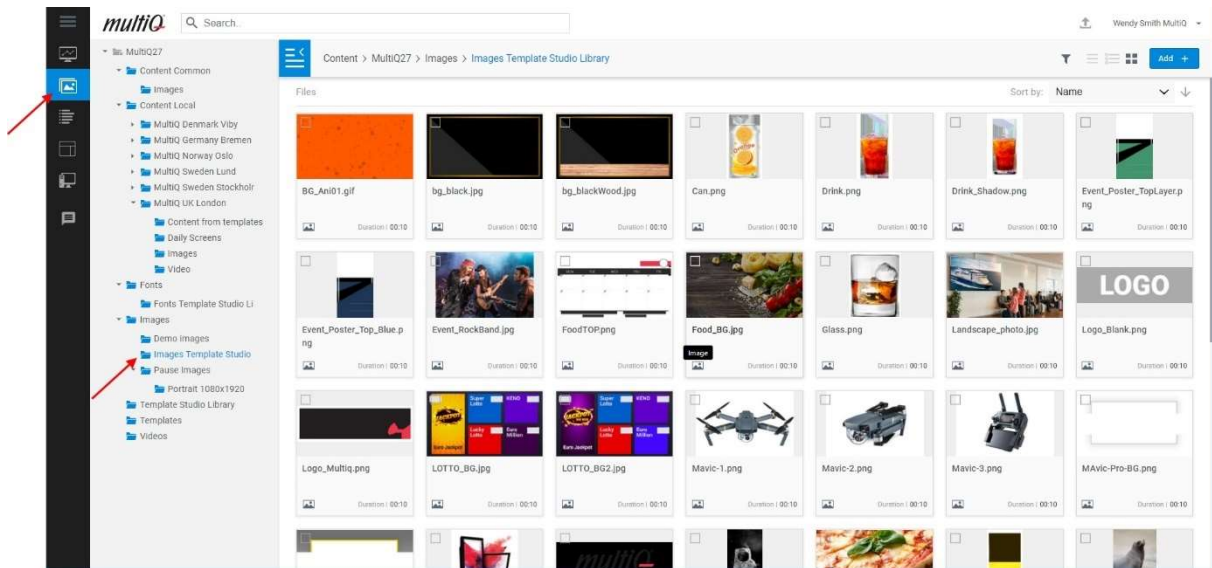
Publishing in Global Playlists

There are often global playlists that are used to publish common content that will be shown everywhere in the system. In the screenshot the Central publisher has access to all playlists, the global ones as well as the local playlists.

Every playback device has its own individual playlist. Inside this playlist there are sub playlists. One of the sub playlists is a global playlist and there is also a local playlist. These sub playlists will be played in sequence. The global playlist can be edited by the Central publisher. Local publishers can only edit their own playlists. In the image below, you see a global playlist playing in sequence with a local playlist. To the right you see another example of using sub playlists where there are two sub playlists, one to be used in the morning and the other to be used in the evening playing in sequence.
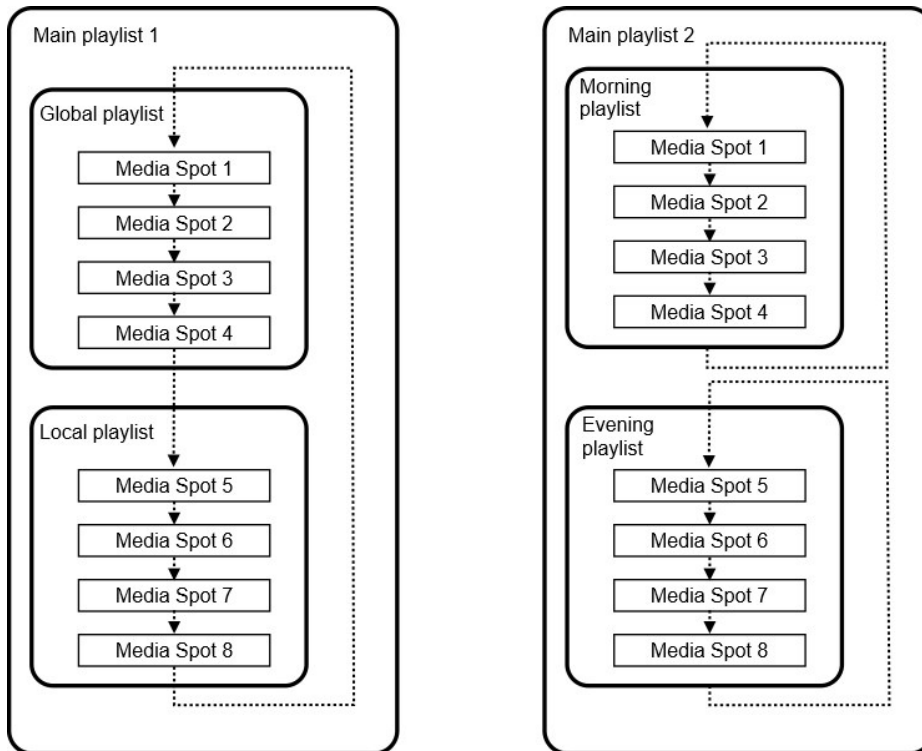
Examples of use of sub playlists. To the left a Global playlist in sequence with a Local playlist. To the right, two playlists that are scheduled to be used at different periods of the day.

Global and local playlists are set up by the Super Users and Publishers only need to edit existing playlists.
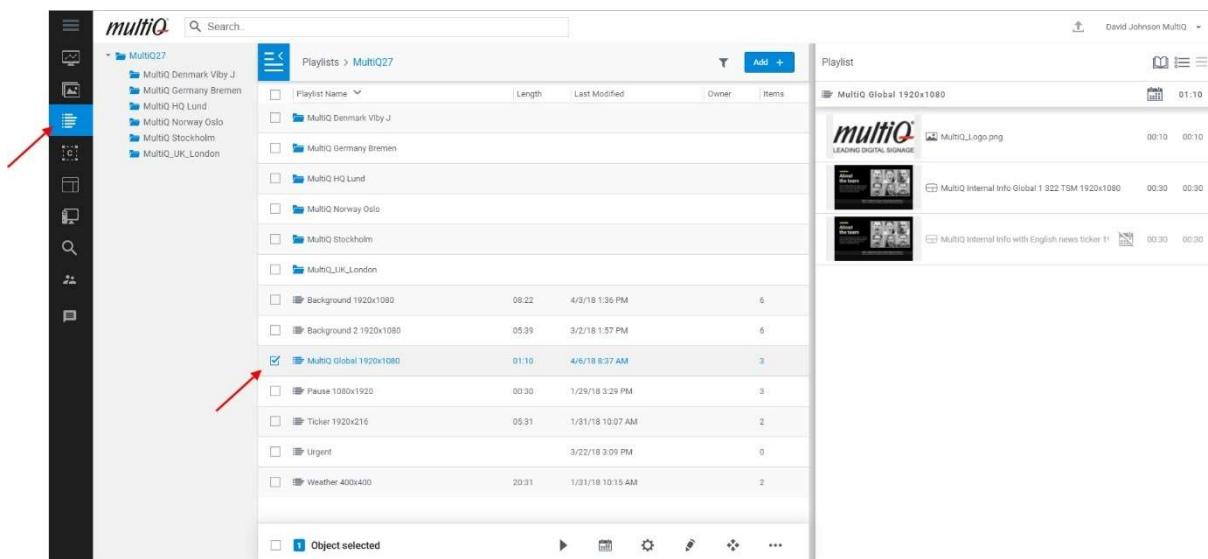
The Central publisher has access to all playlists in the system and can publish to all playback devices.

Using Static Attributes for publishing in global playlists

Attributes is a way of "tagging" media players with their locations or other characteristics. All media players use a common "Global playlist". However, by "tagging" the media spots in this playlist with the same "tags" as the tags used for the media players, you can get specific content to be played at specific locations. Note that the playback devices are tagged with pre-determined static attributes by the Super Users. All such attributes are then available in the static attributes list and can be used to determine where specific media is to be played. Publishers only need to tag the content in the playlists with the attributes required to get the specific content played by the selected playback devices. In practice it is the playback device that determine if to play a media spot or not depending on the attributes set in the media and in the playback device.

Here is an example of using attribute publishing:

In this case there is a global playlist used at all MultiQ offices. In the global playlist there are three media spots. The "MultiQ Logo image" and the "MultiQ Internal Info Global 322 TSM" spot are to be shown on all screens in all offices. However, the "MultiQ Internal Info with English news ticker" is only to be used in the reception screen in the London office.

First, select the global playlist and go to editing of the playlist. Select the "MultiQ Internal Info with English news ticker" media spot and then select the Attribute menu either in the right click menu or by clicking the scheduling icon at the bottom right.
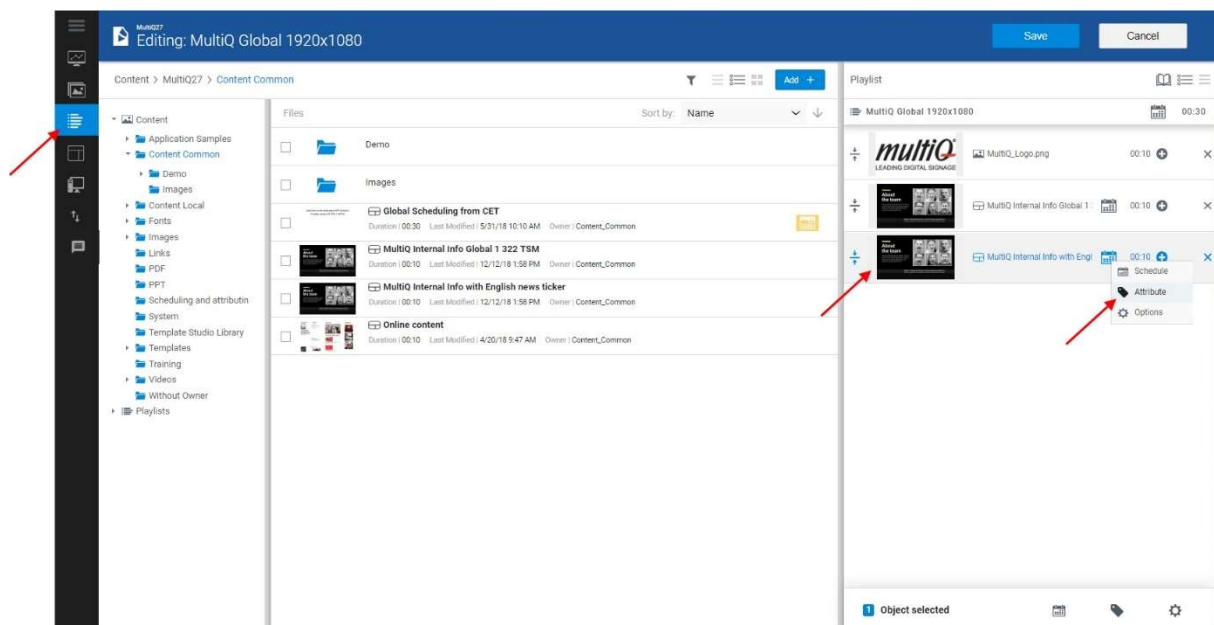
Select the media and then select the Attribute menu.

![multiQ logo]

Then select the desired attribute for playback. In this case, two attributes are required; "Reception" and "MultiQ London". We also need to check the "Require all attributes" box since both attributes will be required to get the media played in on the London office reception playback device only. If this had not been checked, the media had been played as soon as any attribute was set. This means that the media had been played on all reception screen at all locations and on all screen in the London office if the "Require all attributes" box had not been checked. Media that are not tagged with any attributes at all will be default be played everywhere.
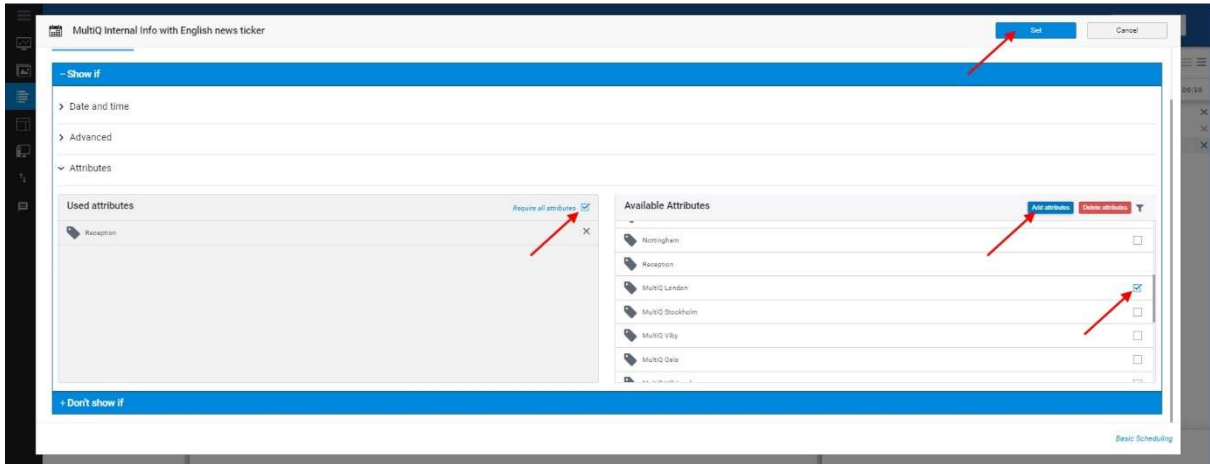
Select the required attributes from the preset list.
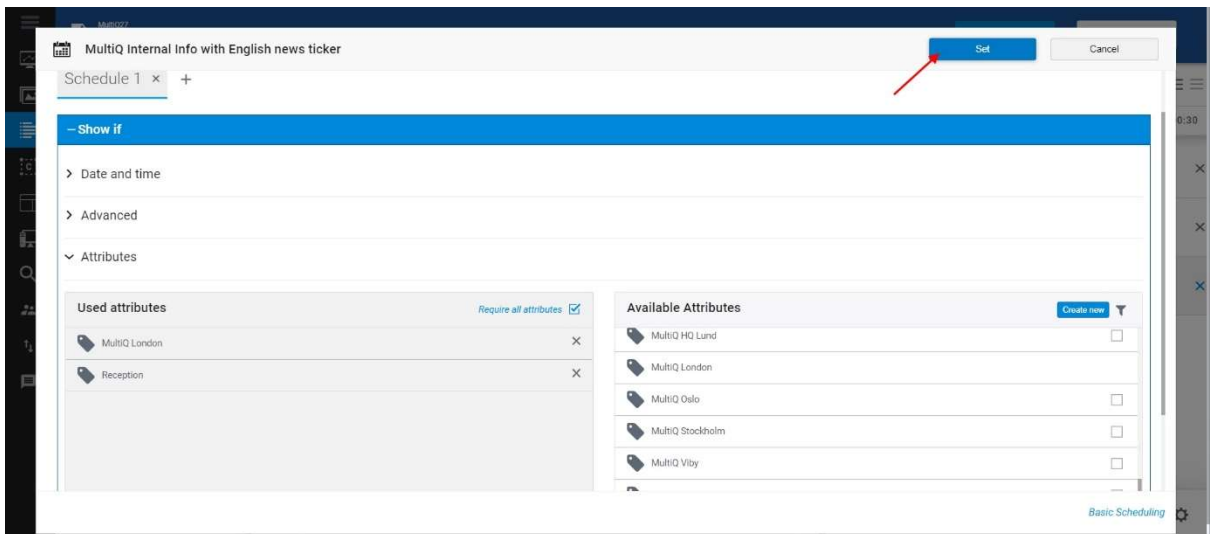
When all attributes are checked, click the "Set" button.
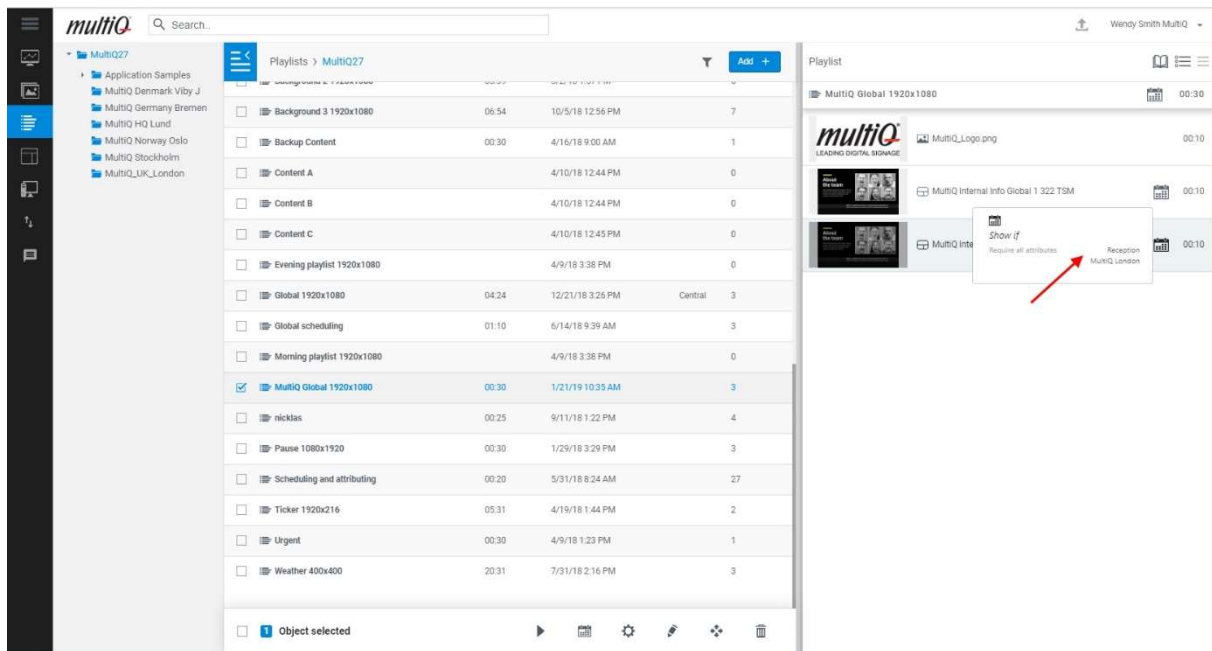
If hovering with the mouse above the tagged media, you will see where it is to be played, here the reception screen in the London office. Don't forget to click the "Save" on top right button to save the playlist and to activate the static attributes.

Publishing in different time zones

Local time zone publishing

All playback devices have a tag indicating in what time zone they are, and this controls the local clock in each device. Each media player plays the content according to the internal clock if scheduling has been made in the playlist as shown in the previous sections. So, a media spot that has been scheduled to play at 10:00 will play at this time according to local time and if the media is used in several time zones, the content will be played at 10:00 local time everywhere.

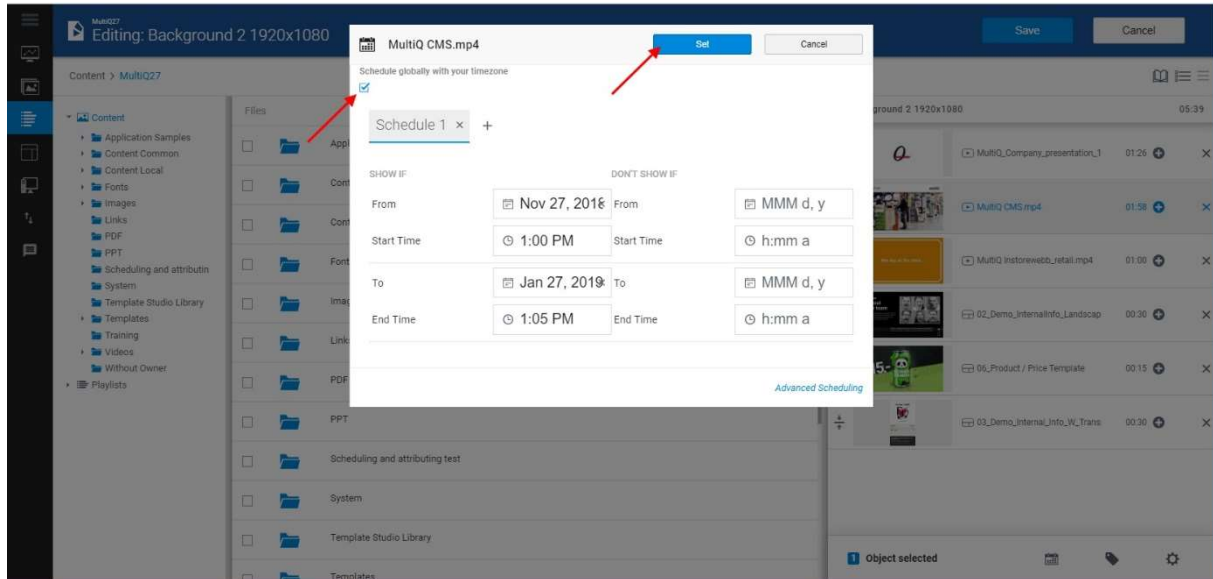### Global scheduling for concurrent playback independent from time zone

Universal concurrent playback is different from local time zone publishing. This kind of scheduling makes it possible to get content to play concurrently across several time zones. This means that the content will play concurrently everywhere and therefore at different local time in various local time zones. Typical applications are everything that needs to happen at the same time such as Jackpot signs for gaming applications and video streaming covering live events.

Global scheduling for concurrent playback is simple to set up. Just check the "Schedule globally with your time zone" box in the Scheduling menu. Playback will take place concurrently everywhere at the time you set in the scheduling menu referring to the time of the clock in the computer used when making the schedule. I.e. that if playback is set for 1:00 PM, playback will occur at this time in

the time zone of the computer used for scheduling and playback in other time zones will occur concurrently in each time zone and at the corresponding local time of that time zone. If you check an already set schedule, you will always see the time for the schedule referred to the time zone of the computer that you are currently using.

Concurrent playback is initiated by checking the box "Schedule globally with your time zone".

Comparison between Local Time Zone publishing and Global Scheduling for concurrent playback in all time zones.

Combining objects on the screen

As described above, the most common digital sign content only consists of playback of a sequence of full screen video clips. However, in many cases it is desirable to combine playback of video clips or live streaming with other elements. These elements may be weather forecasts, clocks, news RSS feeds, social networks, queue number presentation or any other kind of information that is desired for simultaneous display together with the main message. MultiQ digital signage include direct and simple access to a wide selection of objects and online elements that can be added to the screen content in a very simple way. Objects can be added using standard templates and templates that can be easily made using the integrated Template Studio tool with a simple visual and intuitive user interface.

The full screen video playback is perhaps the most common digital signage message.

Screen content including video, an analogue clock and weather forecast. The content covers different zones on the screen that are placed beside each other.

A different way of combining various kinds of information on the same screen is to place content on top of each other as here where a video clip is played in the background with a weather forecast and a news ticker on top. MultiQ digital signage allows for areas and objects to be placed on top of each other as well as for transparent or semi-transparent areas and objects.

Combining objects by using a channel with several areas and separate playlists

The three different examples above with a full screen video alone, and weather forecasts, clocks, and news tickers can be implemented by using a channel with areas placed beside or on top of each other having separate playlists.

By using a channel with several areas, the screen can consist of different kinds of information. Using a channel with fixed areas is used when a fixed split of the screen is desired. This concept allows for unsynchronized playback of content in the different areas. This is interesting for many applications such as queue number presentation and applications where different fixed parts of the screen are to be handled by different publishers.

However, in many cases, there is a desire to dynamically change between a full screen video and layouts that combine different kinds of information. This can be done by using a full screen channel and playing content based on templates that include several sources of information.

Dynamic change of screen layout

When using channels with several areas to split the screen into several areas having different content, the layout on the screen is fixed and cannot be changed on the fly.

However, by changing between templates including various layouts in the same playlist it is possible to seamlessly and instantly change between full screen to different variations of split-screen appearances.
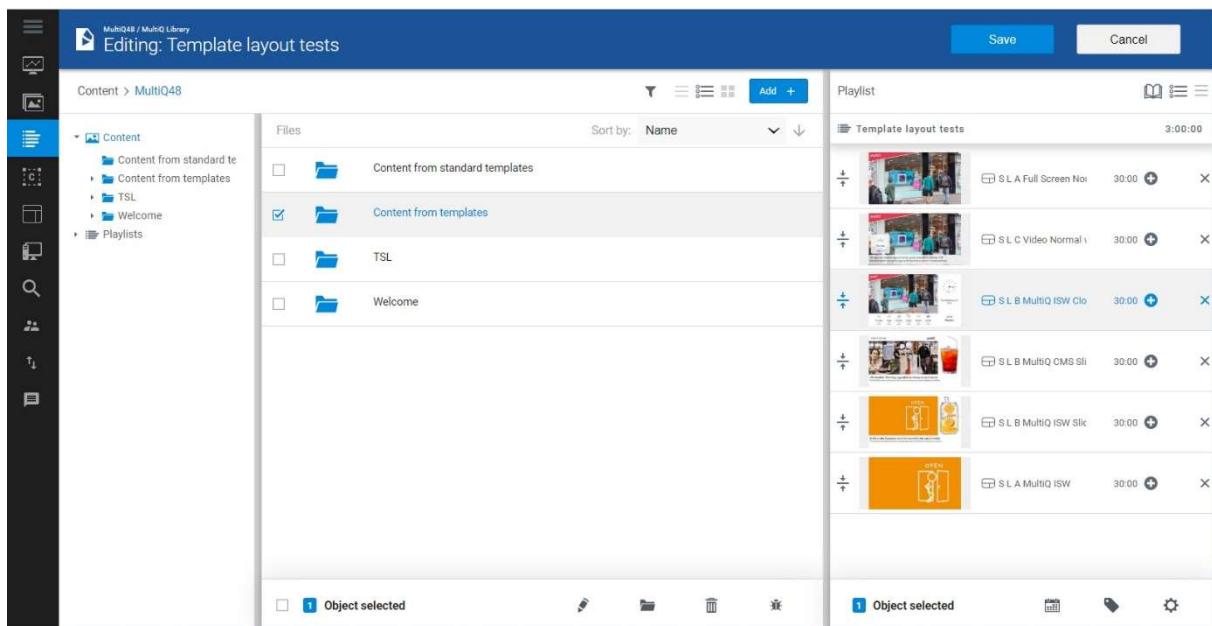
Template 1   Template 2   Template 3

"On the fly" change between layouts by using content based on different templates

By using content made from templates, it is possible to move directly and without any glitches between different layouts containing any of the many online or offline components that are included in the integrated Template Studio template creation tool. Video clips or sequences of video clips are played as a part of the template. Therefore, change of layout is always in sync with start and stop of video clips.


Moving between different layouts is easy since they are based on content made from templates and can be scheduled in playlists and treated just as any other content made from templates.

Standard templates used for different layouts

To facilitate production different layouts of components, standard templates including suitable zones for different components can be used. This is like using channels; however the templates are easily available to the publisher just as for any other templates. In theory all templates are the same thing, however they can be used for different purposes. Layout type templates are used to combine different elements that before used to be combined by using channels with areas and separate

playlists. In many cases, a layout-oriented template is a more convenient choice that is easily accessible for the publisher.
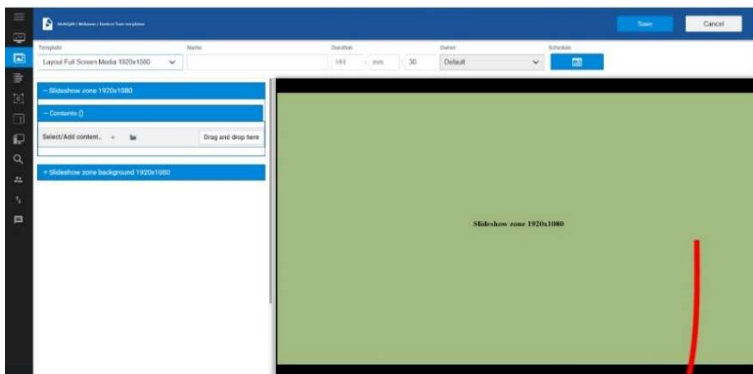
Full screen layout template.
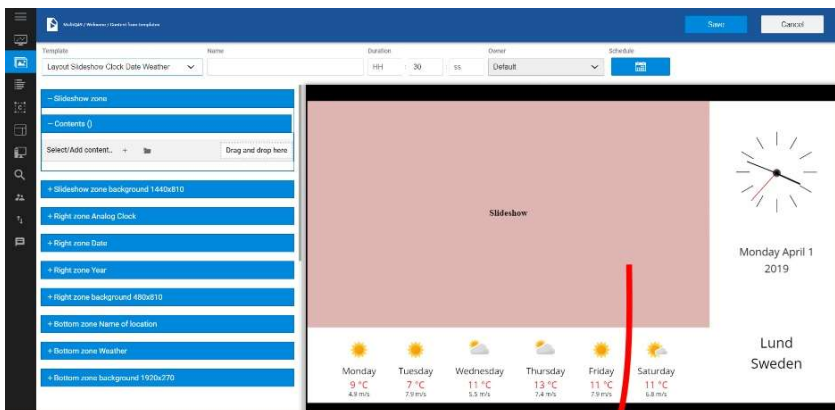
Split-screen layout with zones placed beside each other.

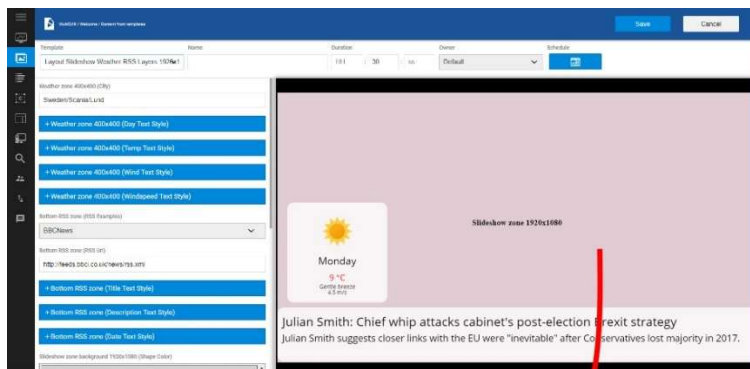*By using a set of standard templates, it is easy to create several layouts with different zones that can be used for any kind of online- or offline component. Here is layout template with weather and RSS-feed components arranged in layers.*

Editing the content in each content made from template is easy just by a right click on the content to get into the editing menu and then changing the appearance in a visual interface.
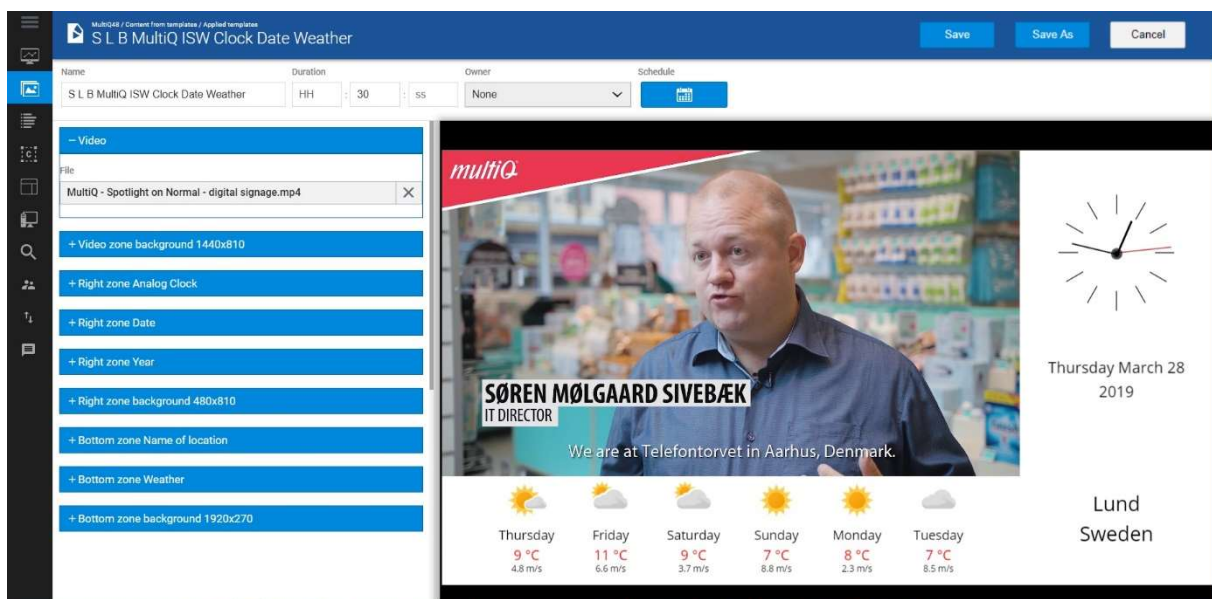
When content from templates are used to produce complete layouts, you have a complete overview of all components at the same time.

The "Slideshow" component – A kind of "playlist" inside a template

In the example above, the Template Studio "Slideshow" component is used as a part of the templates.
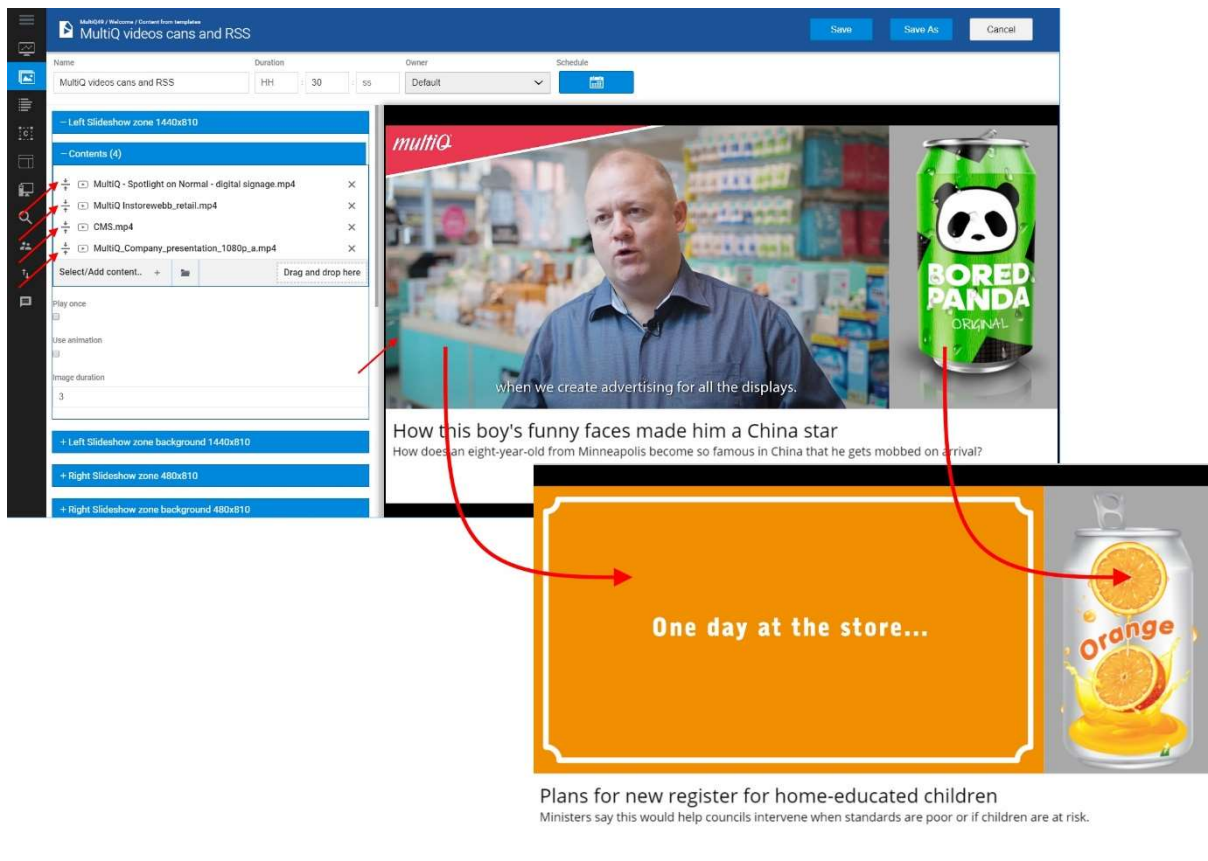
The Slideshow component can be described as a playlist within a template. This component replaces the "Video" as well as the "Image" components and making it possible to play several images and video clips in sequence. If using just images, it is possible to add animations between the spots.

With the "Slideshow" component a sequence of video clips or images can be played inside a template.

Using standard templates to create standard signage.

In the examples above, templates have been used to combine elements to give a split screen appearance and to change between different layouts on the fly. However, a more common way of using templates is to create traditional signs combining text and images and other graphical elements.

To create common signs, standard templates can be used. A standard template include text- and media elements arranged in way that are frequently used. The standard templates are a quick way of getting started with your first projects. From there you can explore the more advanced features to be found in the system such as Template Studio. Standard templates have placeholders to be replaced by your own text, images or video clips. The "Slideshow component" allows for a sequence of imagens and/or video clips to be displayed as a part of the template.
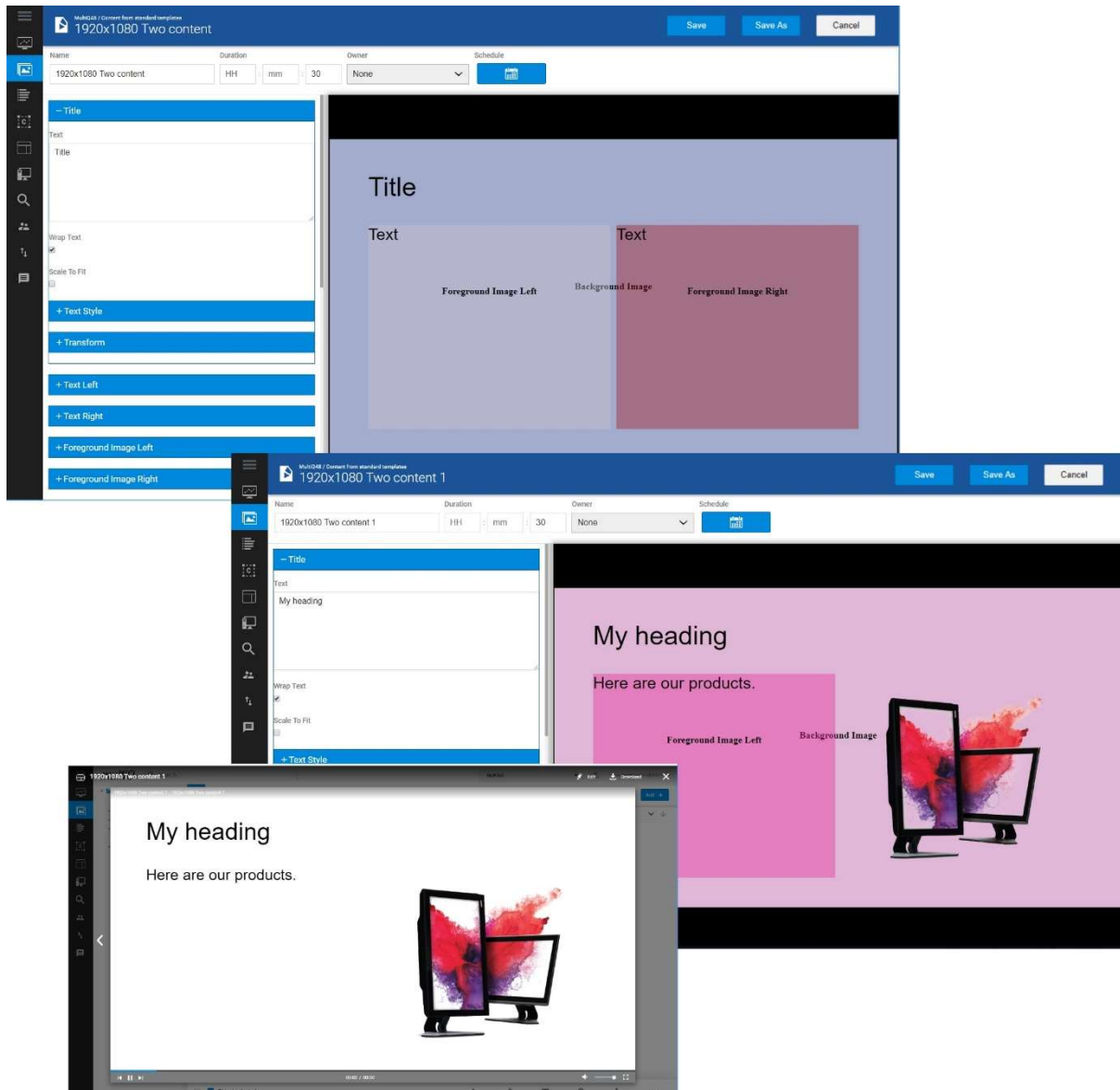
Standard templates have placeholders indicating where images, videos or slideshows are located as is shown above.

There is a selection of 2 sign templates and 4 layout templates:

Sign-oriented templates:
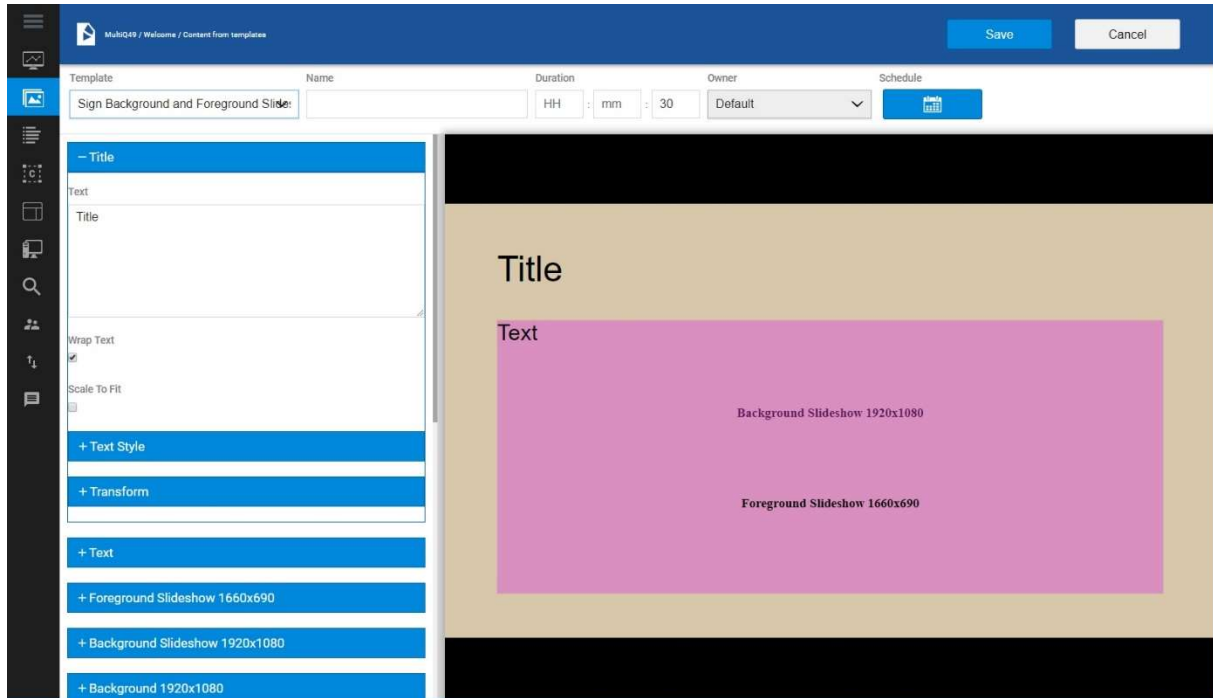
Standard Template: "Sign Background and Foreground Slideshows Text 1920x1080".
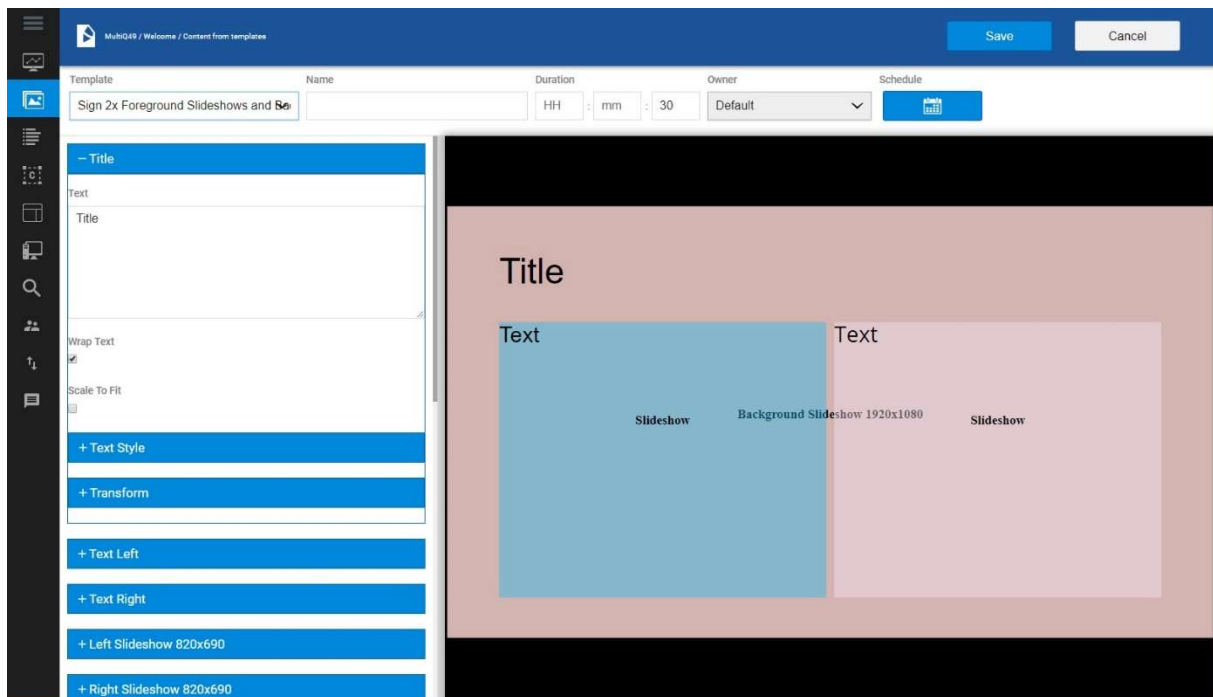
Standard Template: "Sign 2x Foreground Slideshows and Background Slideshow Text 1920x1080".

Layout-oriented templates:
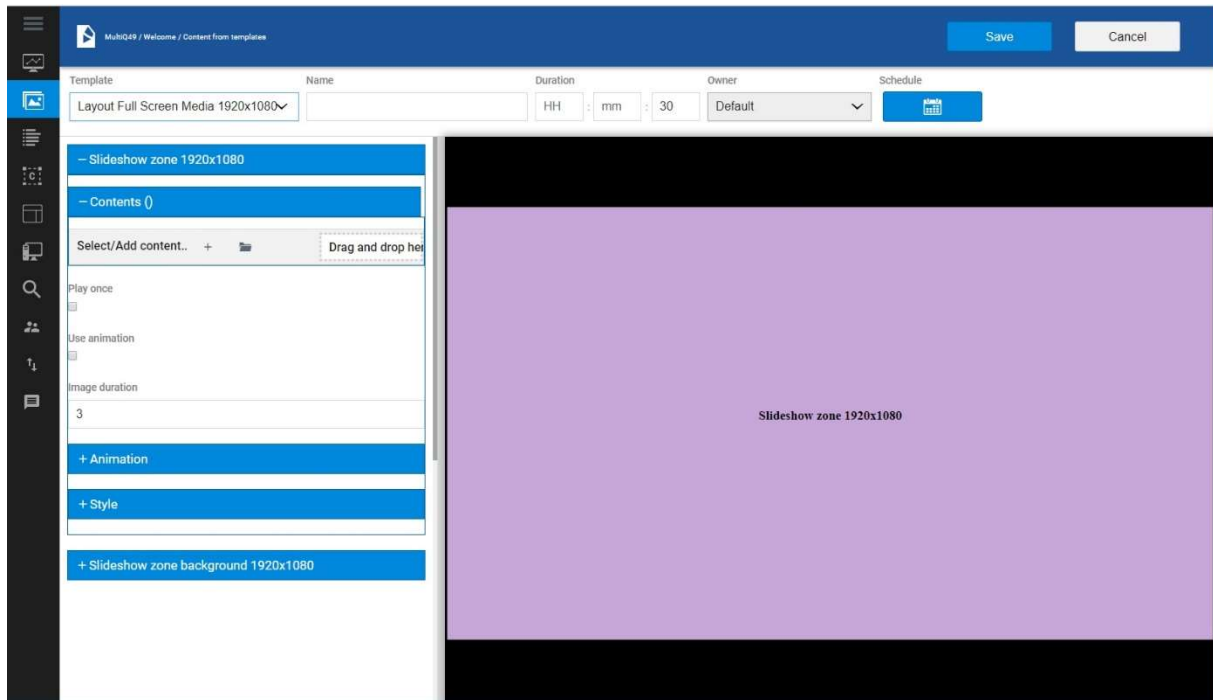
Standard Template: "Layout Full Screen Media 1920x1080".

Standard Template: "Layout Slideshow Clock Date Weather 1920x1080".

Standard Template: "Layout 2xSlideshow and RSS feed 1920x1080".

Standard Template: "Layout Slideshow Weather RSS Layers 1920x1080".

Template Studio: - Creating templates from scratch

If you wish to create a template from scratch, this is done in the integrated Template Studio tool. In the tool, it is pos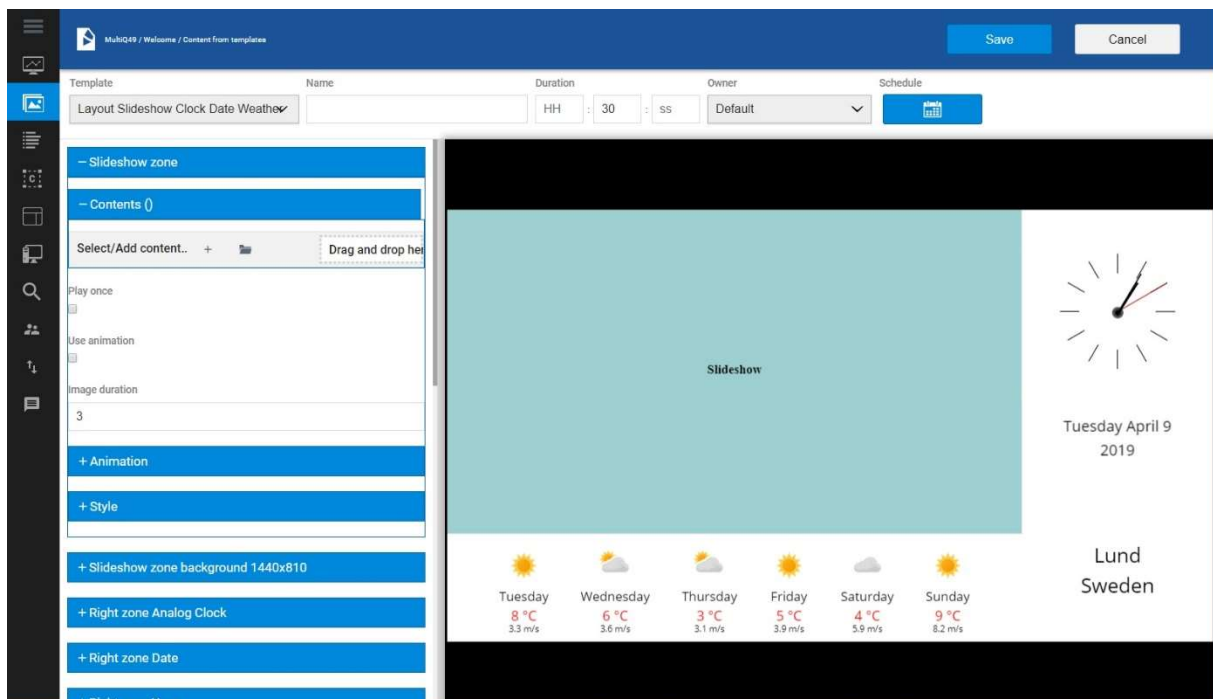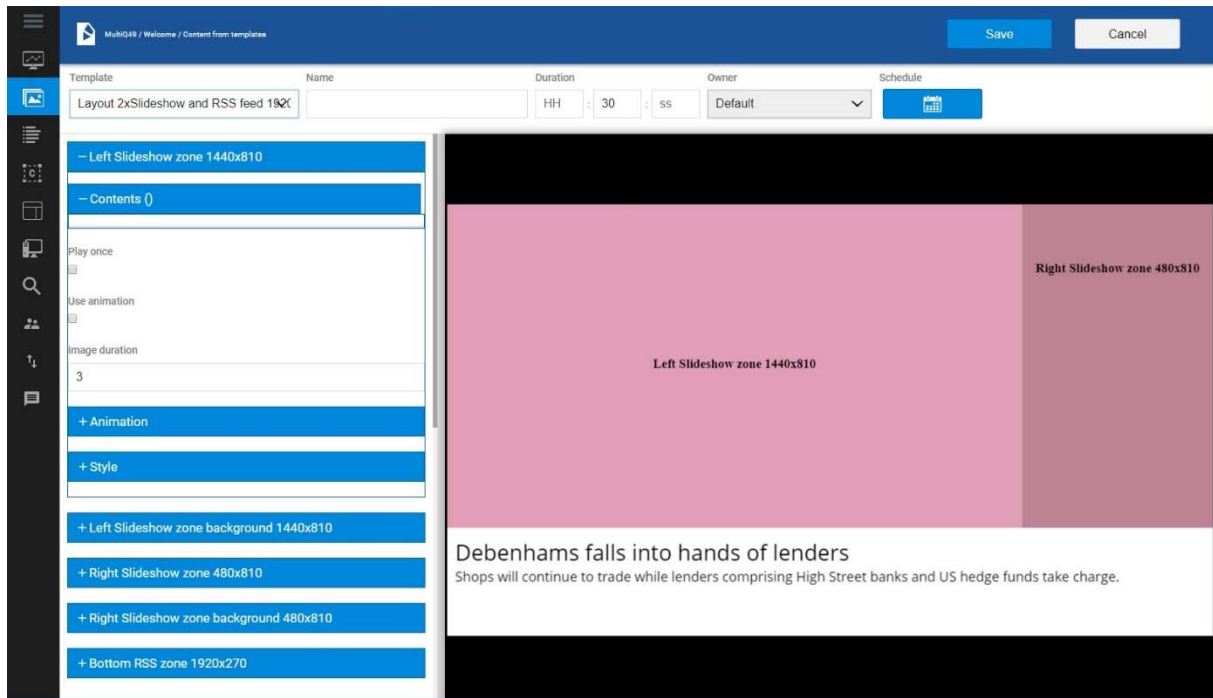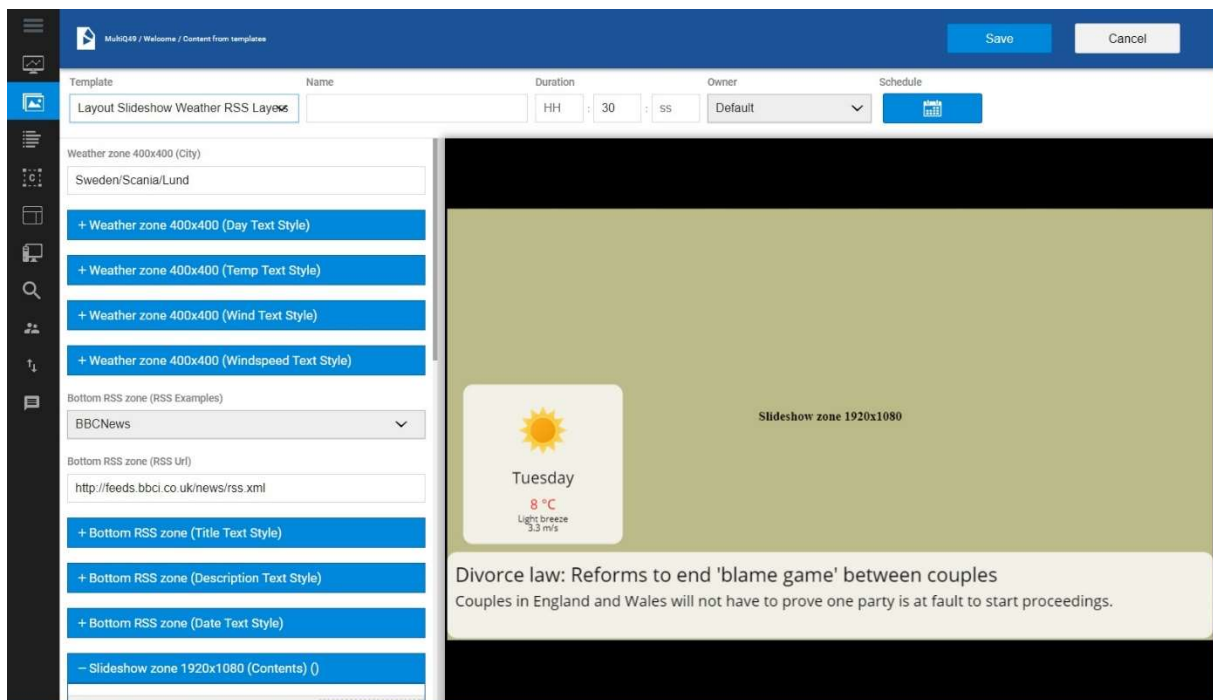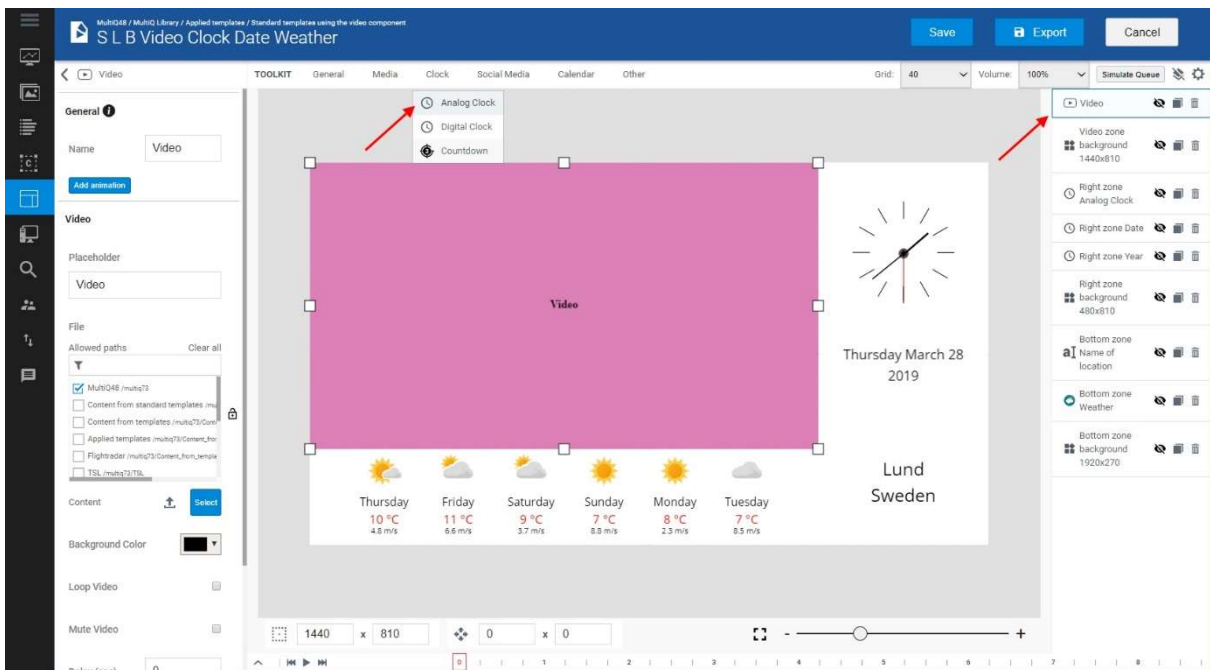sible to combine online- and offline component to any design you like to be used as full screen signs, fit a specific area in a channel or to make a complete layout for the screen as is shown above.

The tools include basic elements such as text (with web fonts to fit the company graphical profile), shapes, images, video clips, audio clips and various kinds of clocks and calendars. Also, there are social network components for Facebook Timeline and Albums, Instagram and Twitter. Google and Outlook calendars can be integrated as well as Power BI dashboards, QQ codes, queue number presentation from queue systems and weather forecasts along with RSS feeds (horizontal or vertical scroll). Parts of or entire web pages can be presented on the screens. The pages can be unlocked if password protected (basic authentication, form login or OAuth2).

The integrated template creation tool, Template Studio, include a wide range of online- and offline components that can be combined freely to fit any need for template.

Any user can have access to templates and be able to modify content that is based on templates. However, to be able to create new templates, you must have access to, Template Studio. In many cases the Central users also make and modifies the templates used in the system and have access to the Template Studio tool. More on Template Studio in the Template Studio User Guide.

Sharing with other users

The MultiQ CMS user rights system is very much based on sharing. Here, we will take a closer look at how to share folders and templates with different roles and users. Sharing can be done to folders and specific files as well as playlists and playback devices. Here is an example of creating a "Common" content folder for a fictional signage network, "EuroMedia" with offices and local publishers in three offices in London, Paris and Berlin. Note that the roles and other users must be set up by an "admin" super user. With existing roles, the central Publisher can share content with local publishers.

Creating and sharing a "Common" content folder

Local folders are created automatically when going through the setup process described here. However, to make a folder with common content for all roles, it needs to be shared with these roles. Right click on the folder and select "Share" from the right-click menu.
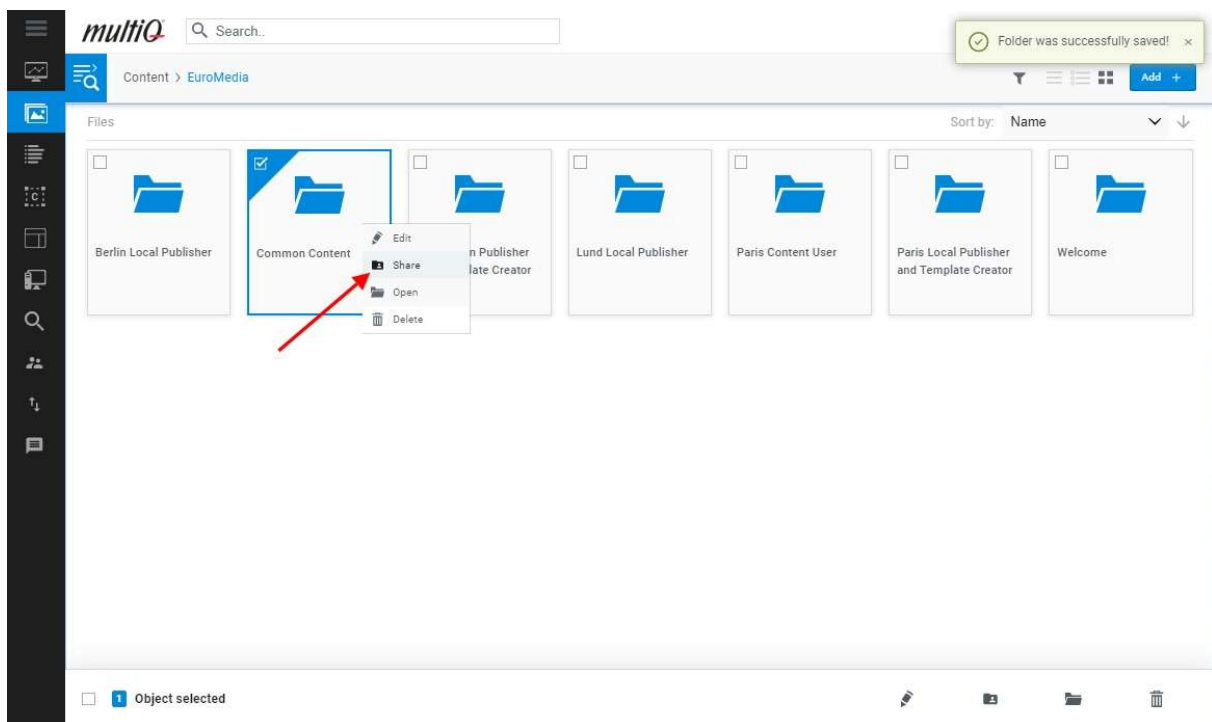
Next decide who is going to have access to each folder. You can select between RW (Read/Write) or RO (Read Only) in the drop down-menu to the right of each role.
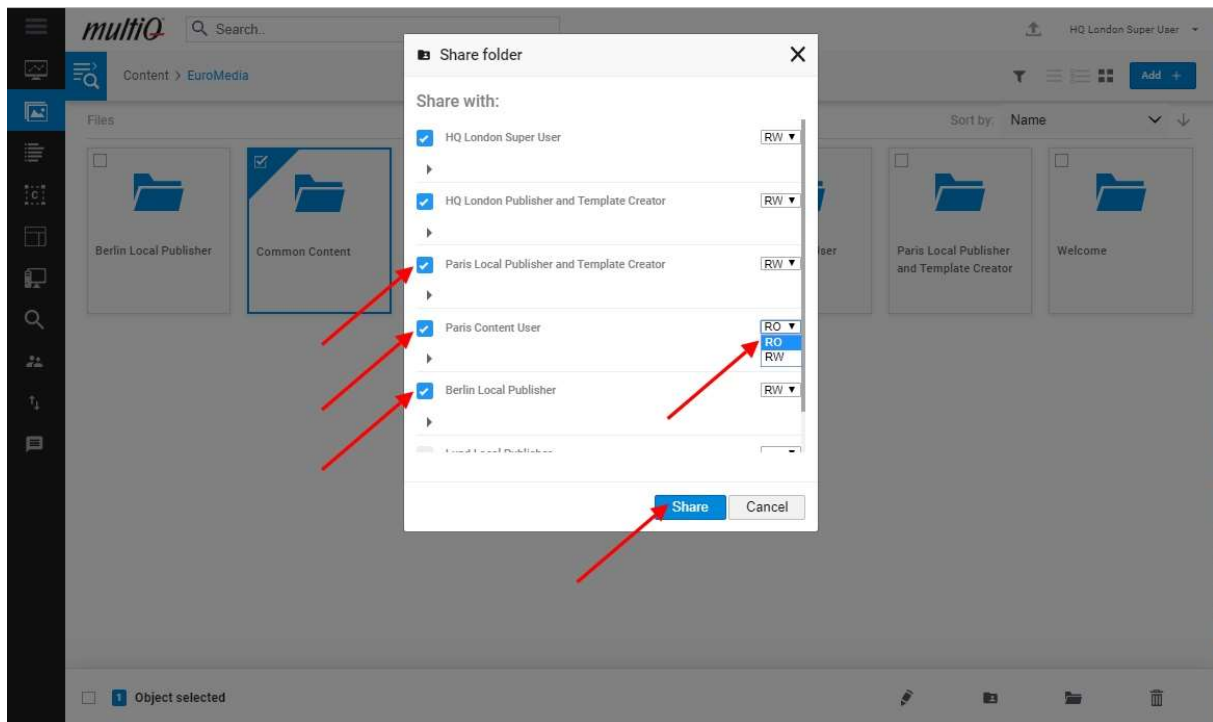
While sharing it may be practical to be able to see what users has access to a particular role.

By clicking the "expand" arrow underneath each role, you can see who has access to the role. You can also search for specific users of each role.
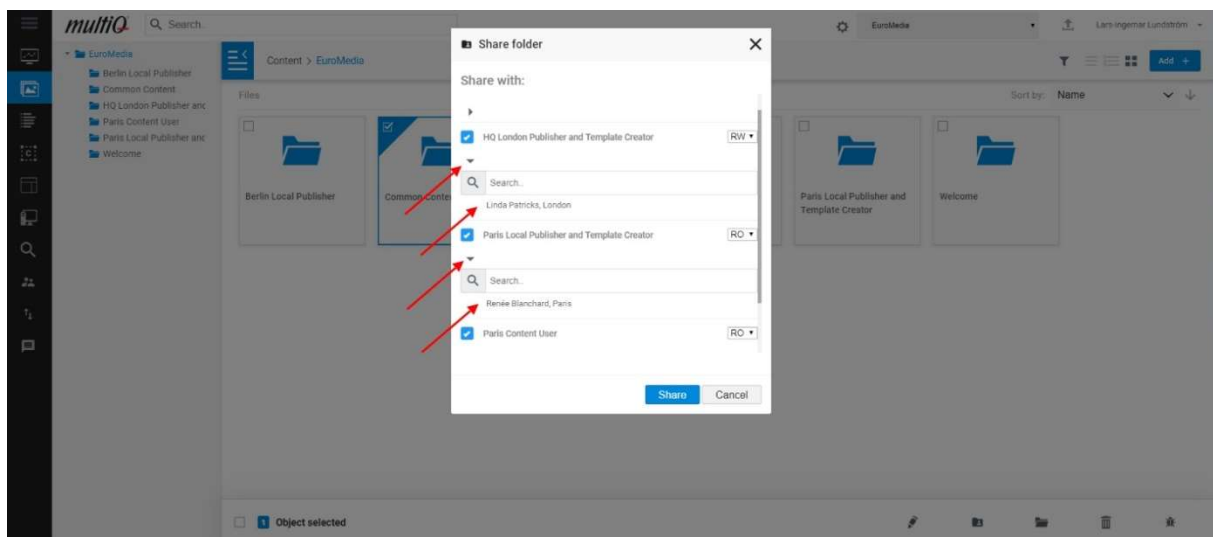
Sharing templates

A Template Creator can decide which roles have access to specific templates in their "Add+, Create content (from template)" drop-down menu.

Here the "Berlin Local Publisher" role has access to the standard "Layout 2xslideshow and RSS feed 1920x1080" template.

The Berlin Local Publisher clicks the "Add+" button and selects "Create content (from template)".
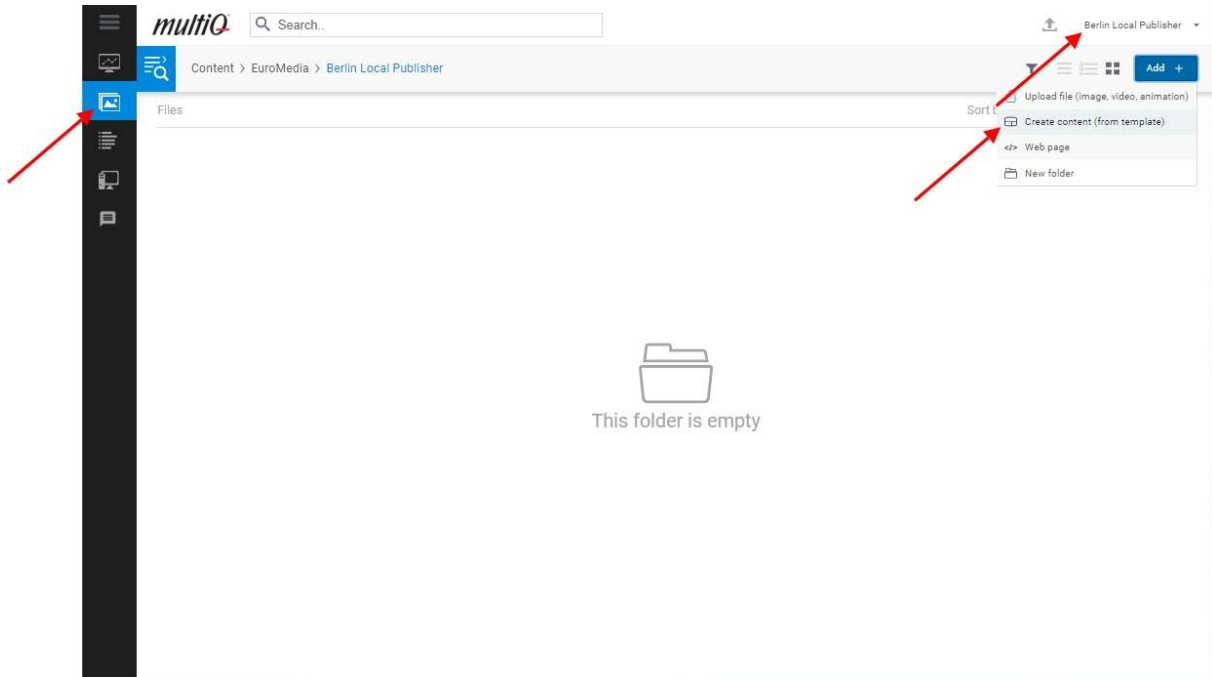
Next the available templates can be selected from the drop-down menu in the upper left corner of the template editing menu.
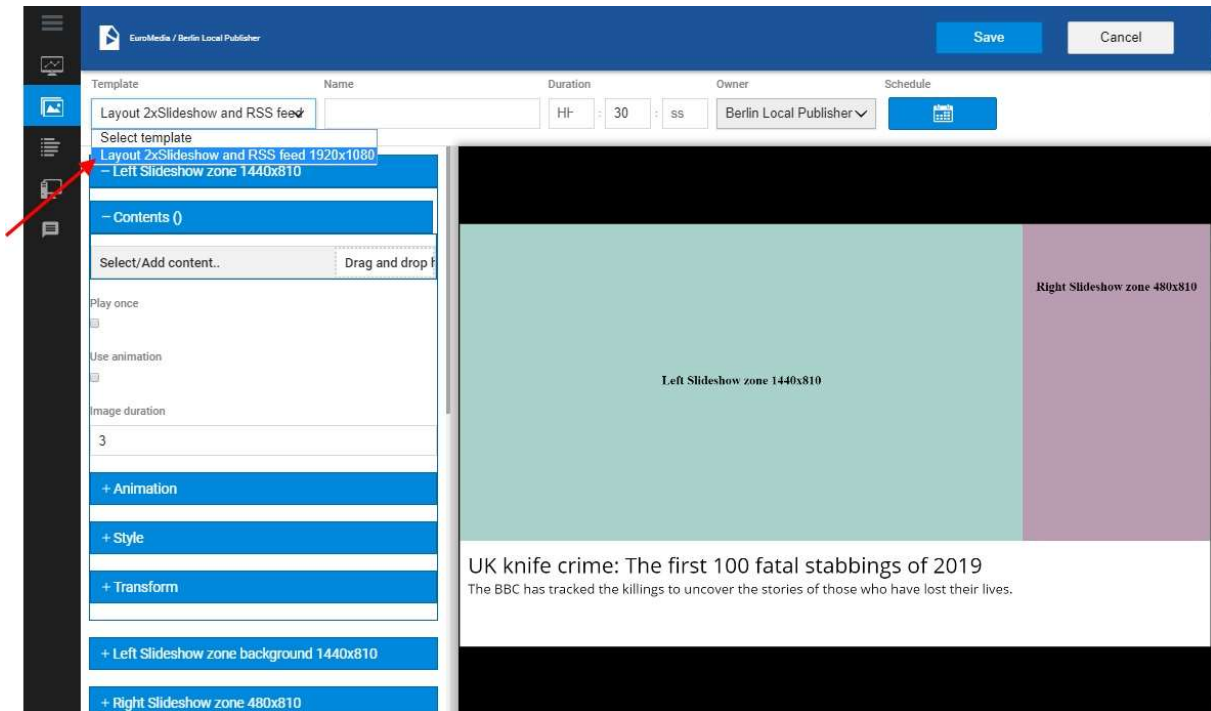
The template has been shared by the Template Creator by selecting "Share" in the right-click menu for the template in the "Templates" menu library.
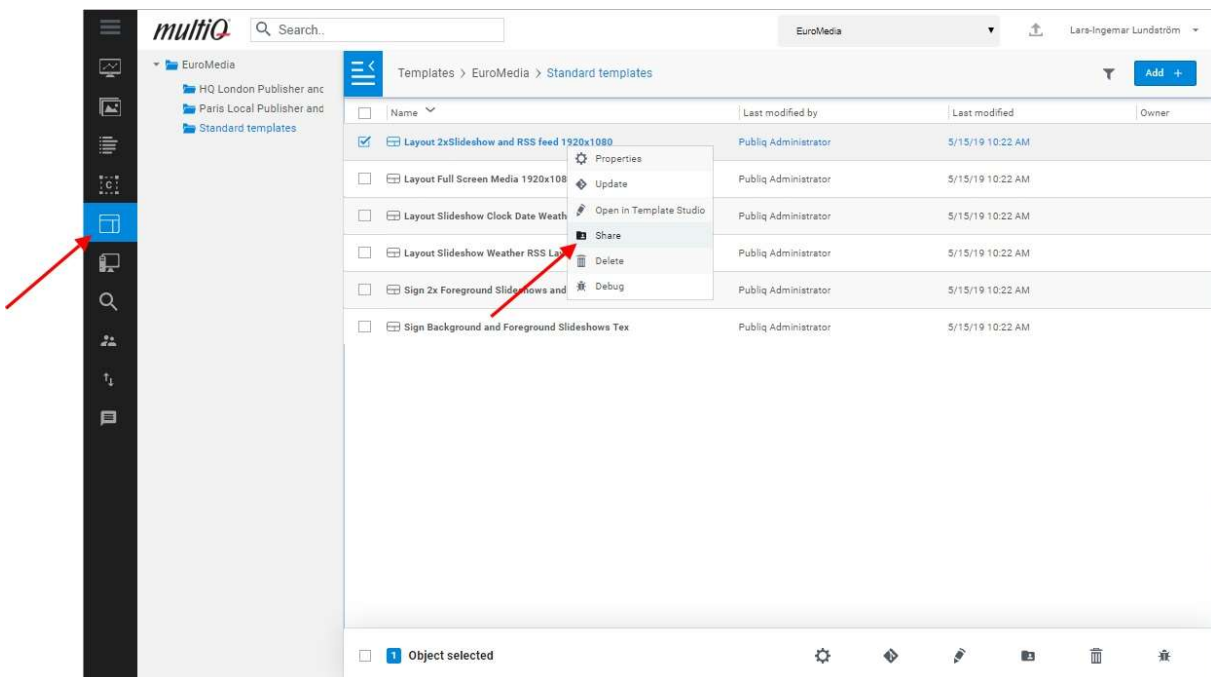
The Template Creator can choose with whom to share the template and thus decide what roles have access to use the template.

Supported media formats

The system is based on HTML-5 technology and supports the following HTML-, audio- and video formats:

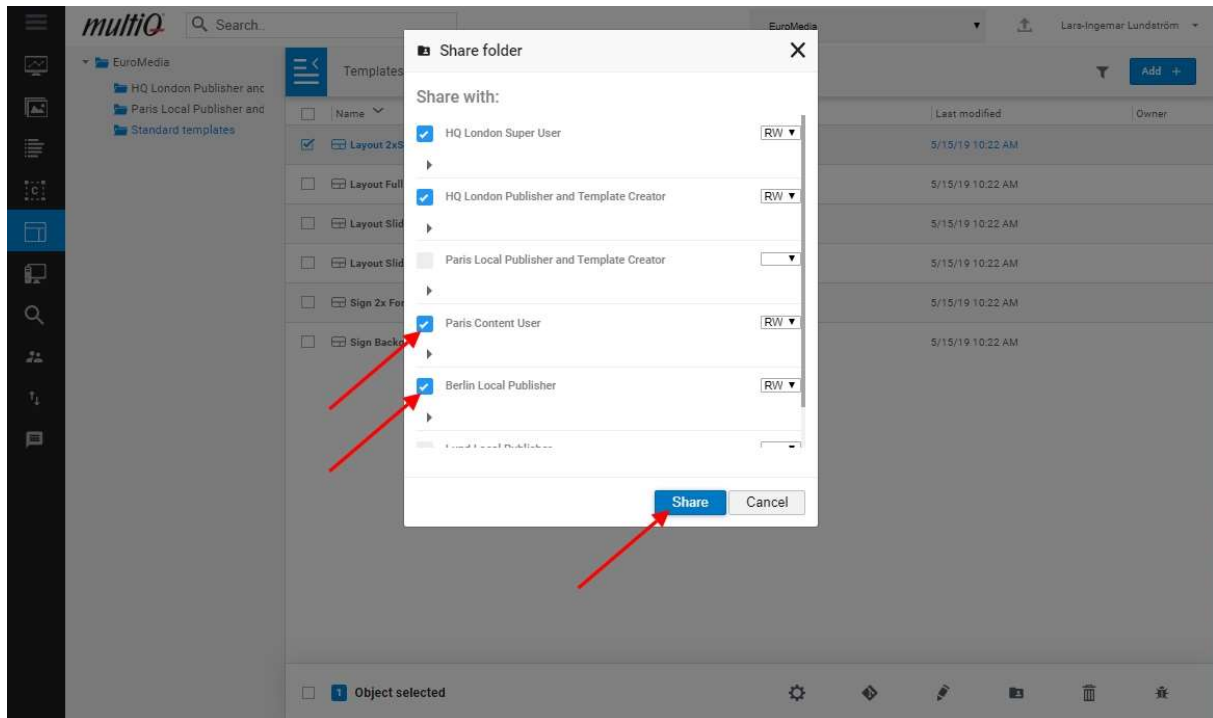| Audio Codecs	Video Codecs	Container Formats	Image formats
AAC	H.264	MP3	BMP
MP3	Theora	MP4	GIF
Opus	VP8	Ogg	JPEG
PCM	VP9	WAV	PNG
Vorbis		WebM	WEBP

In templates, JPEG and PNG image files and MP4 video files are supported.

The system supports PDF documents in playlists. This requires the playback device tag "PqsForceAltMedia" to be set to "d". How playback device tags are set up is described in the Super User Guide. Ask your system administrator.

Using Power Point presentations as content in playlists

Power Point presentations can be used as content in playlists. If a Power Point presentation is uploaded to the CMS it will be converted into a video clip by the server. *It is however, better to use Power Point to convert into video and then to upload the converted Power Point video file to the CMS. The reason for this is that Power Point has access to specific fonts that may be used in the Power Point file and this is therefore a way to secure that the converted video gets the same exact appearance as the original Power Point presentation.*

In any case to get the conversion into a vide file to work properly there are two things that need to be fulfilled by the Power Point file:

1. The Power Point presentation needs to be created in a format that fits the aspect ratio and the resolution of the monitor used.
2. The duration of each slide needs to be defined and the slideshow should be set to advance the slides automatically. (It is necessary for the CMS to know this in order to produce a video clip with the correct duration).

Set the correct layout of the Power Point presentation

Go to the Design menu and select "Slide Size". Select "Custom Slide Size".

![multiQ logo]

If using a Full-HD 1920x1080 pixel screen, type 1920pix in the Width input box and 1080pix in the Height input box. Power Point will automatically set the correct size of the layout in inches or in centimeters.

To set the duration of each slide, select the "Transitions" menu. Then in the "Advance Slide" menu uncheck "On Mouse Click" and check the "After" box. Set the number of seconds for each slide. Here 10 seconds, using the format "00:10,00".
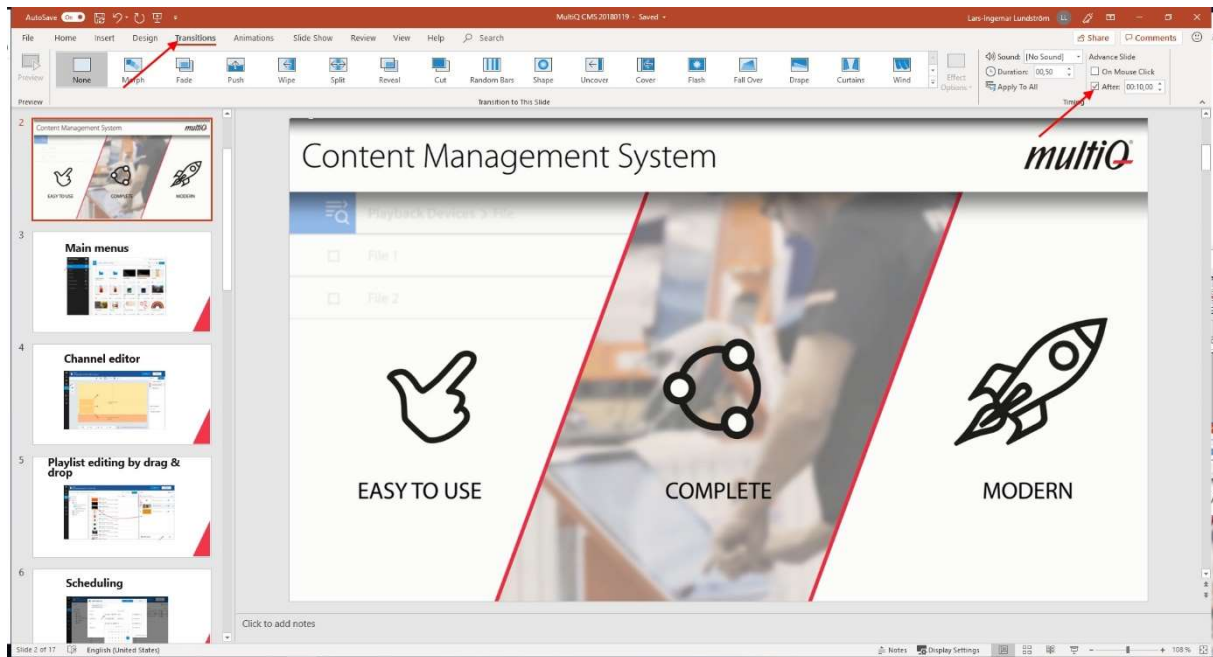
Power Point does not give the same possibilities, especially when it comes to adding online content, such as weather, news and social media as is possible with Template Studio templates. Therefore, it is highly recommended to use the integrated template tool instead of Power Point.