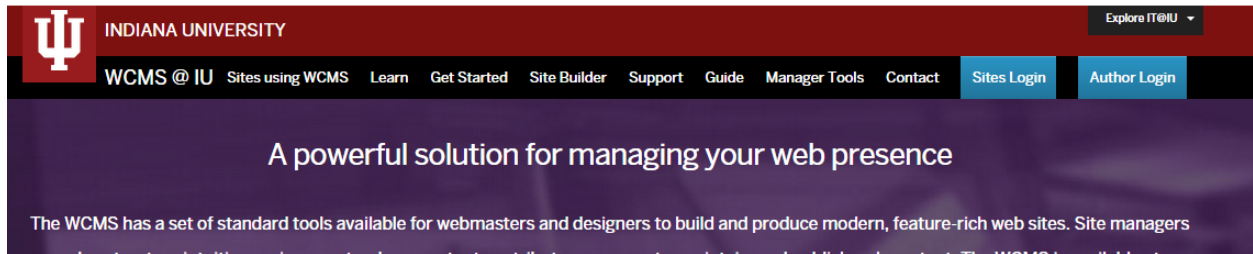


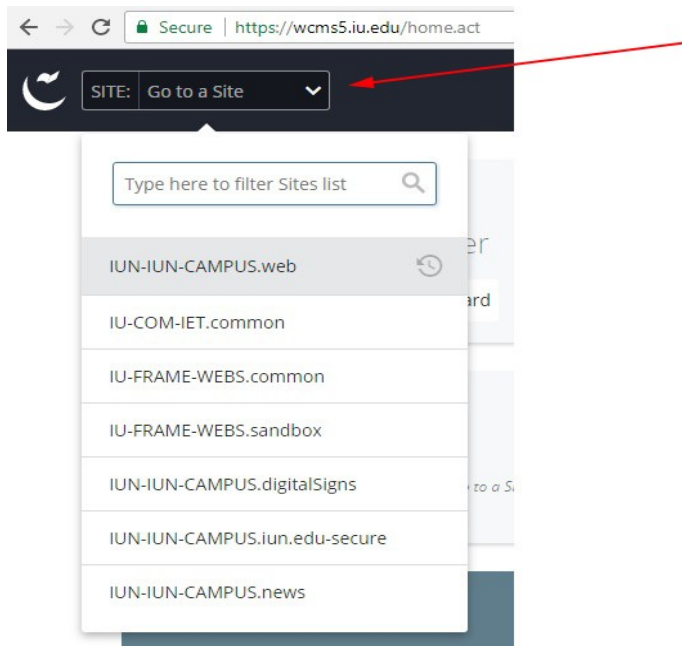
# Digital Signs in WCMS –Slides



Log into WCMS with your IU Northwest username and passphrase.

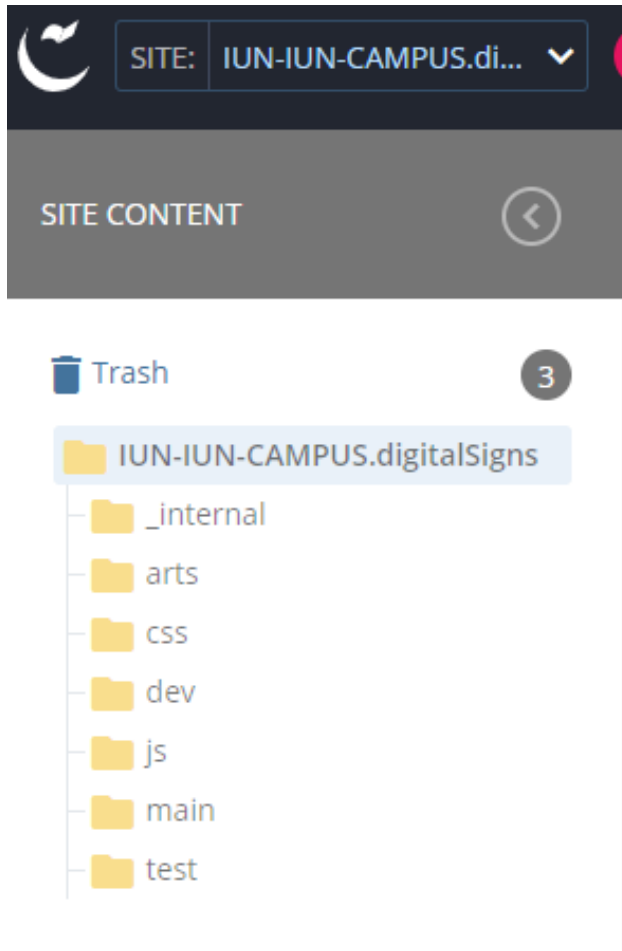
To navigate to your site folder.

At the top left of the page, click on the drop down arrow for **"SITES: Go to Site"** and select "IUN-IUN-CAMPUS.digitalSigns"



Your website folders should appear to the left of the screen.

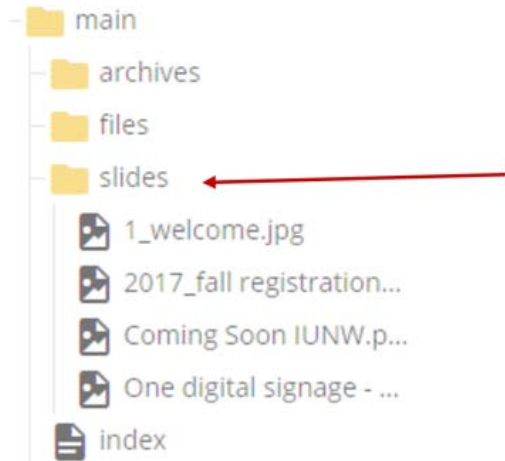
Next, navigate to the "main" folder by clicking on the folder name or icon.



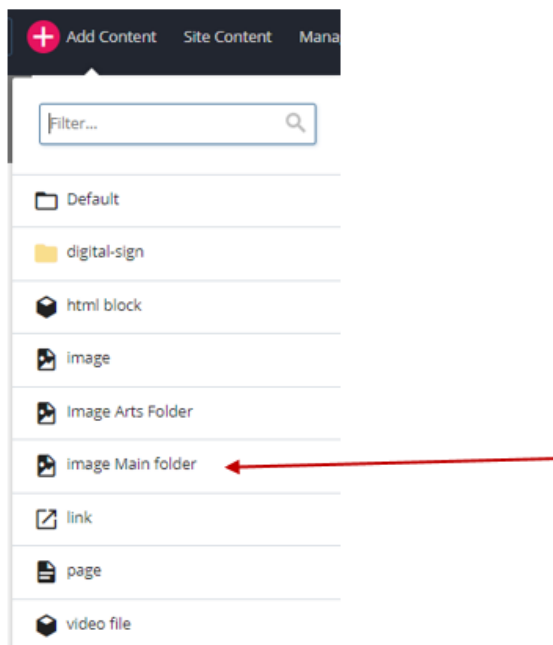
The folder you will update is the “main/slides” folder. This is where you will add your images into the “slides” folder,

## Digital Signs: How to add a slide

**Click** on the **slides** folder in the **main** folder inside the **IUN-IUN-CAMPUS.digitalSigns**



In the top black menu bar, choose: click on the “Add Content > image Main Folder”



Content Metadata Configure Fullscreen Draft saved Close Save & Preview

File Name \*

image

Placement Folder \*

slides

IUN-IUN-CAMPUS.digitalSigns: /main/slides

Timer in milliseconds

Drop file(s) here or choose some from your computer

The **New File dialog box** opens. Click on the dotted dashed area **“Drop file(s) here or choose some from your computer”** to select the file you want to or drag and drop your file into the dotted dash area.

## File name

\*Follow the naming convention: lowercase hyphen for spaces.

Note: It is best to name your pdf on your computer in the same format needed for the file name.

*EX: iun-students-in-garden*

## Placement Folder

Verify the Placement Folder is the correct location (slides) and then submit your changes.

## Timer in milliseconds

This will set the length of time the slide will display. The slide are defaulted to 10 seconds.

*It is not required to enter a value for the timer input.*

If you would like to adjust the time of the slide use this formula below, or you can search on the web for seconds to milliseconds converter.

## Math Formula for Timer in milliseconds.


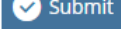
This will set the length of time the slide will display.

(It is important remember **this timer use milliseconds**. You can use the equation  $1000 * (seconds + (minutes * 60))$ ).


For a slide to display for 2 minutes and 45 seconds the formula would be  $1000 * (45 + (2 * 60)) = 165000$   
... Math!

## You can submit your changes in two ways

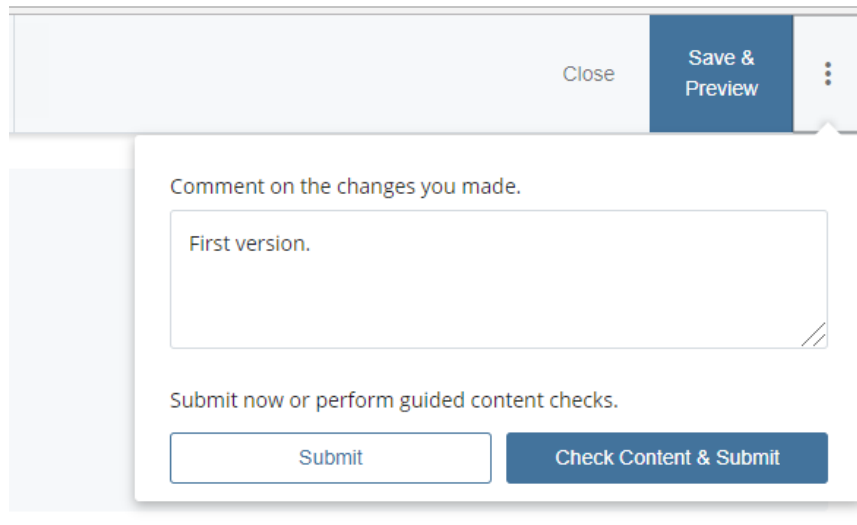
### Option 1

Then click on the “Save & Preview” button  then “Submit”  button the top right of the screen.

### Option 2:

You can click the vertical three dots  next to “Save & Preview” and click the “Submit” button.

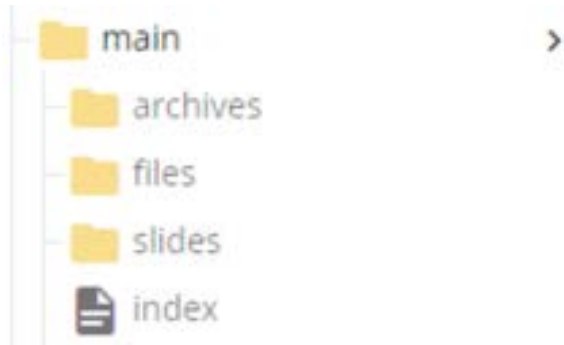




After you upload your image, you will need to publish the image.

After we have some slides in place, we will need to **publish** the digital sign.

This will make this signs available at <http://www.iun.edu/digital-signs/main/>; use this URL to verify your slide has been published and it is in the desired order.



**Click** Hover over the **main** and **right click**.

**Click** Publish

**Click** "Submit"

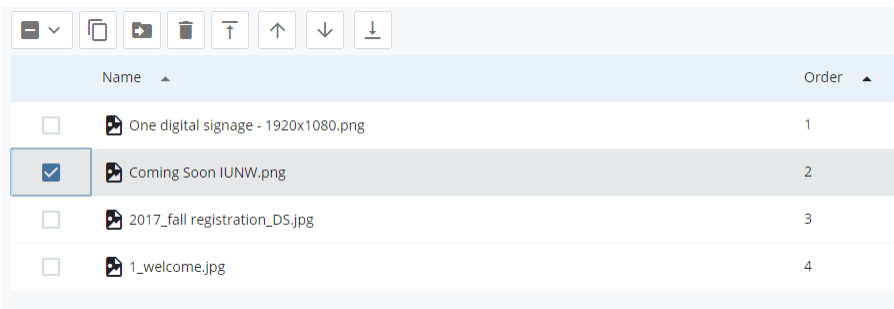
Your sign should now be updated.

**\*\*Once you upload the slide, remember you will need to publish the slide. Then you will need to publish the “main” folder.**

**\*\*When you remove a slide, you will need to republish the “main” folder**

If you forget to republish the “main” folder after removing an image, you may see the image still on the digital slides or you may see a blank slide.

To rearrange the order of the slides.



Check the checkbox next to the slide's file name to display the Action Arrows at the top of the screen.



Then you can drag and drop the files into a specific order **OR** you can use the action arrows at the top to reorder the slides.

**NOTE: After publishing, the signs may take a couple of hours to appear on the digital signs. The system the digital signs has to refresh**