

## 2.7.2 Local Media

The screenshot shows a configuration window for local media. At the top, there are three numbered callouts: 1 points to the 'Duration' field set to 10 seconds; 2 points to the 'View Type' dropdown menu set to 'Fit region'; 3 points to the 'Others' section with an unchecked 'Detect Picture Orientation' checkbox. Below these is the 'Channel ID' field set to 'Page 1-1'. A dashed green box highlights the main content area, with callout 4 pointing to the 'Drag & Drop file here, or + File' button. Inside this area is a table with two rows of media files. Callout 5 points to the large empty space below the table. Callout 6 points to the 'Save', 'Cancel', and 'Go Back' buttons at the bottom right.

Duration: 10 Seconds

View Type: Scale Type: Fit region

Others: ☐ Detect Picture Orientation

Channel ID: Page 1-1

Drag & Drop file here, or

File	Name	Duration (Sec.)	Caption
	c:/users/cary.chou/pictures/6p2hqux.jpg	10	
	c:/users/cary.chou/pictures/c3sj722.jpeg	10	

Save Cancel Go Back

1. In the **Duration** field, select how long each media file will be displayed in the layout item/box.  
*NOTE: If you want to have each media file to be displayed for different amounts of time configure the **Duration** field in step 5.*
2. In the **View Type** field, select one of the following options to configure how the image/video will fit into the layout box:
  - **Stretch to fit region** – Stretches smaller images/videos horizontally so that they fit into the layout box.
  - **Fit region** – Scales the images/videos so that the

full image fits into layout box.


- **Scale to fill region** – Scales up smaller images/videos until the layout box is completely filled.

3. In the **Others** field, check the **Detect Picture Orientation** to make automatic corrections to the picture orientation.

4. Drag and drop or click the **+ File** button and select the media file you want to be displayed in the layout box. Repeat this step to add more media files.

*NOTE: Supported file formats include PNG, JPG, JPEG, BMP, MP4, WMV, 3GP, AVI, MOV, PPT, PPTX, PDF, and MP3.*

5. In the file list, choose any of the following options to configure the playback of the media files you have selected for the box:

- Click and drag any file to re-order the playback sequence.
- Double-click the **Duration** column for any file to configure how long the respective file will play for before switching to the next file.
- Double-click the **Caption** column for any file to add a description for the file.
- Select any file and click the delete button (  ) to remove the file from the playback list.

6. Click **Save** to finish configuring the media settings.

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