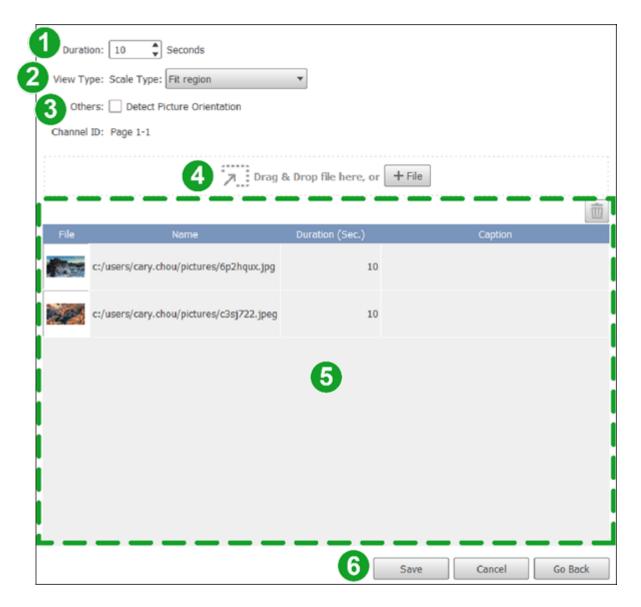
2.7.2 Local Media



- 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.

Click Save to finish configuring the media settings.