Xibo Tutorial

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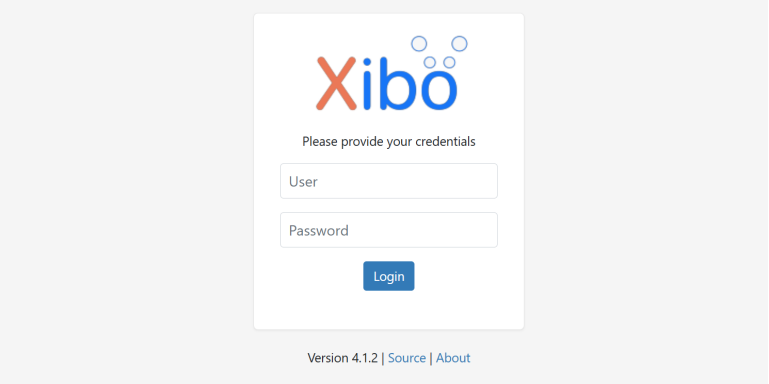
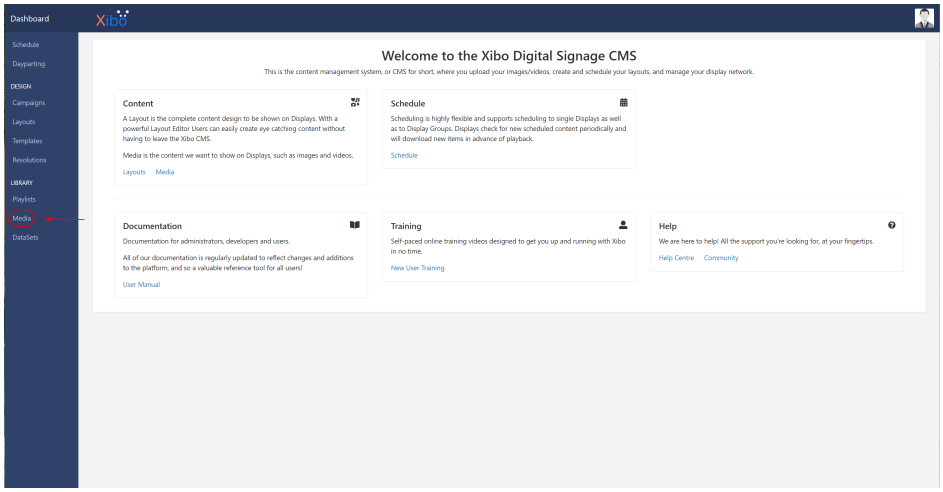
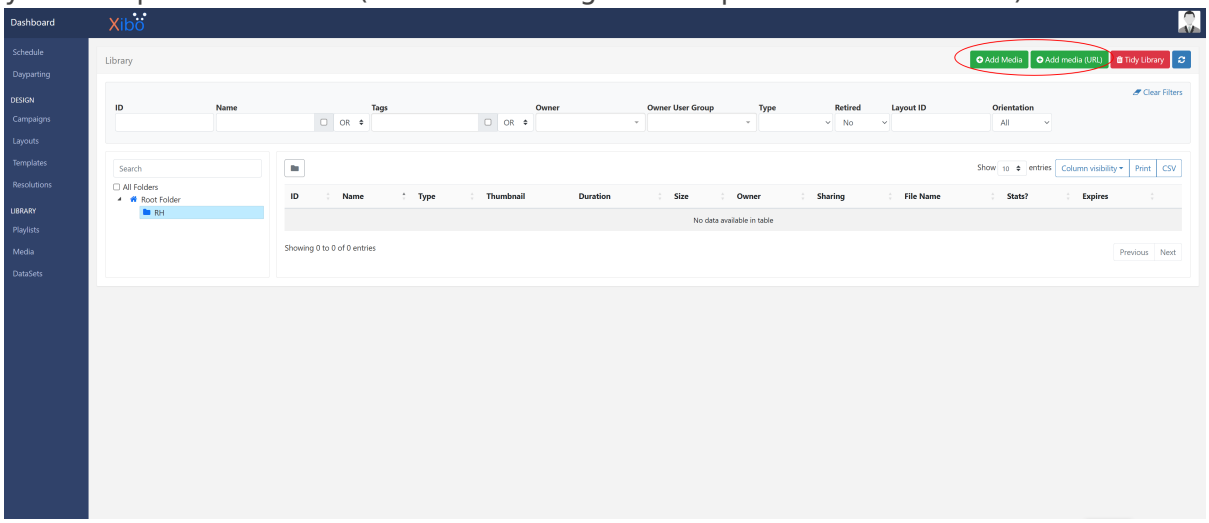
1. Go to https://xibo.ps.uci.edu and input your credentials



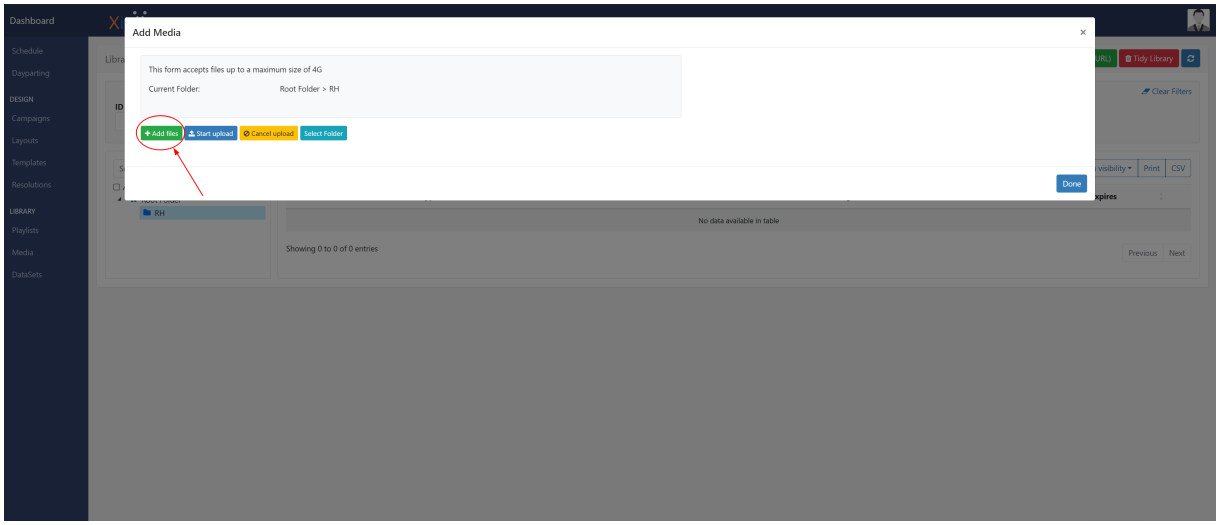
2. Once logged in, it will take you to this screen, click on the **"Media"** tab on the left side of the screen



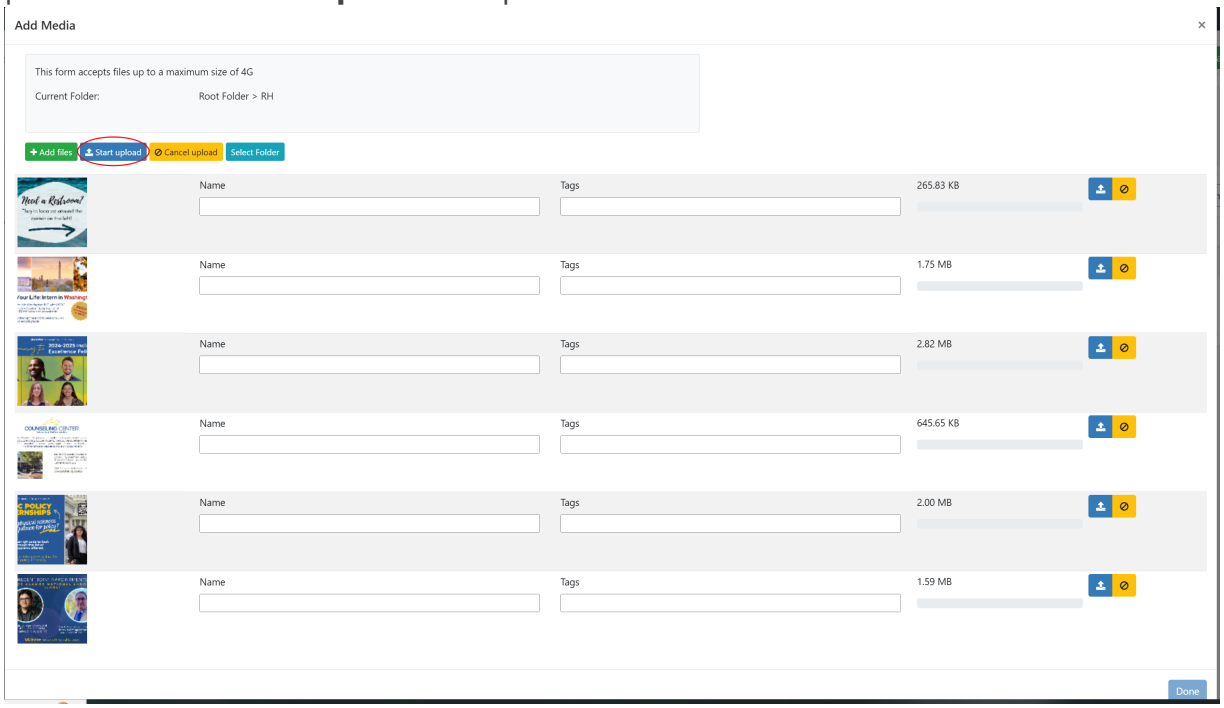
3. You will be taken to this screen where you will have the option to upload your media from your computer or a URL. (We will be using the computer for this tutorial)



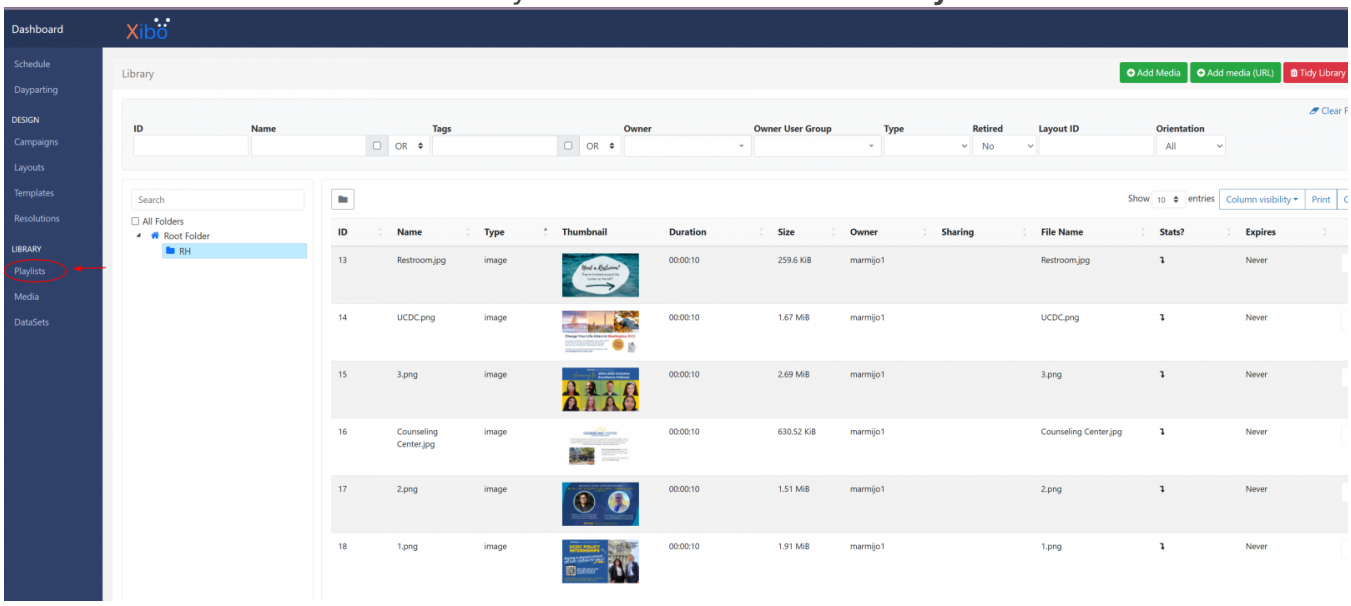
4. Click on the "**Add Files**" button



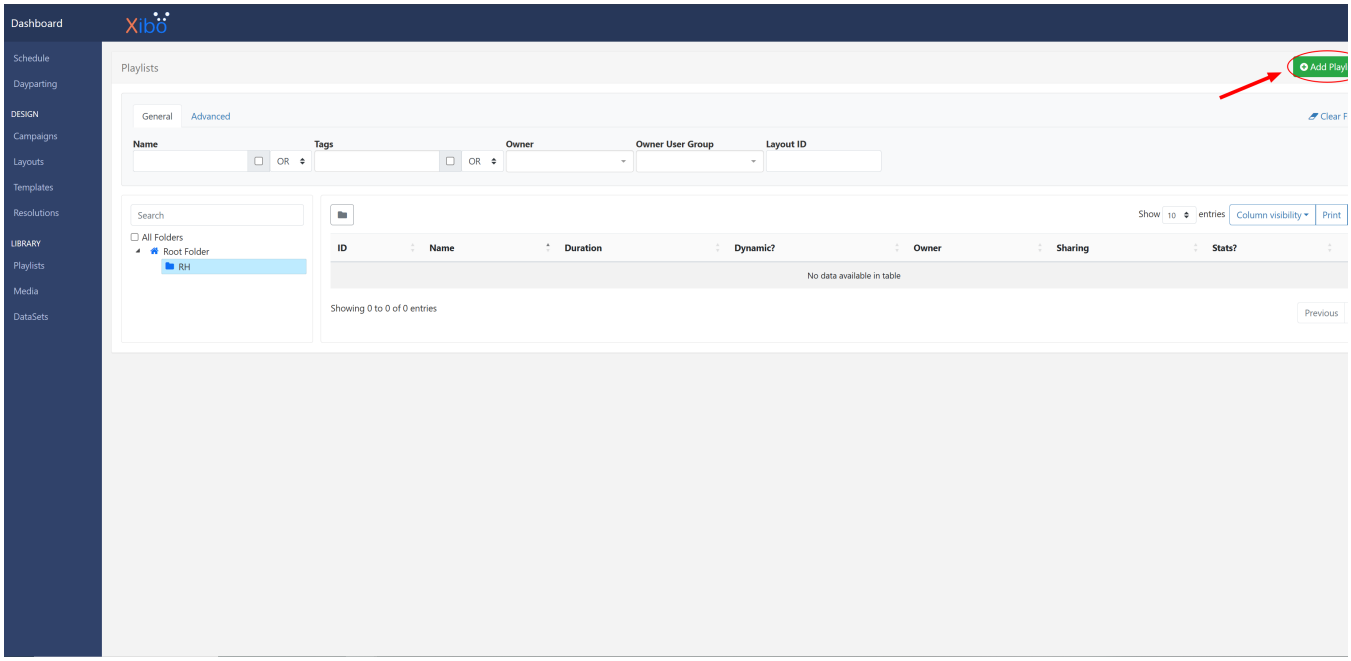
5. You will be asked to select your media files, once selected you will be taken to this preview. Click "**Start Upload**" to upload the media shown.



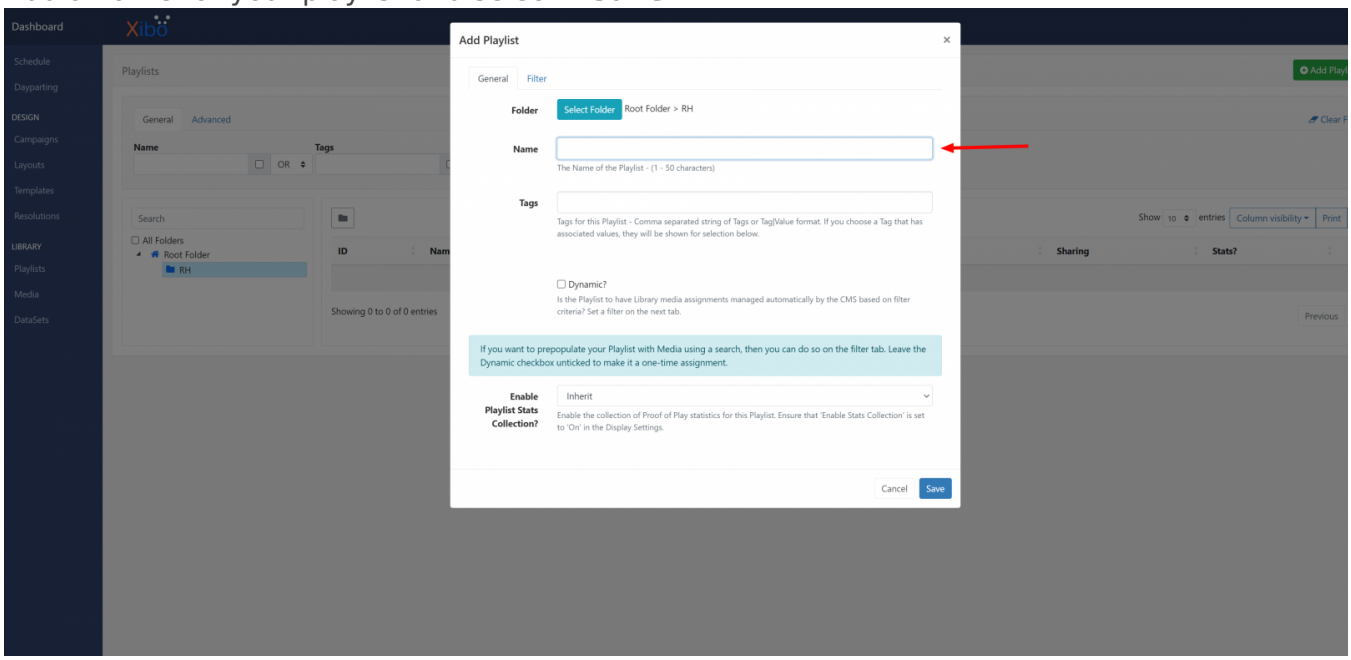
6. You will return to this screen where you can now click on the "**Playlists**" tab on the left.



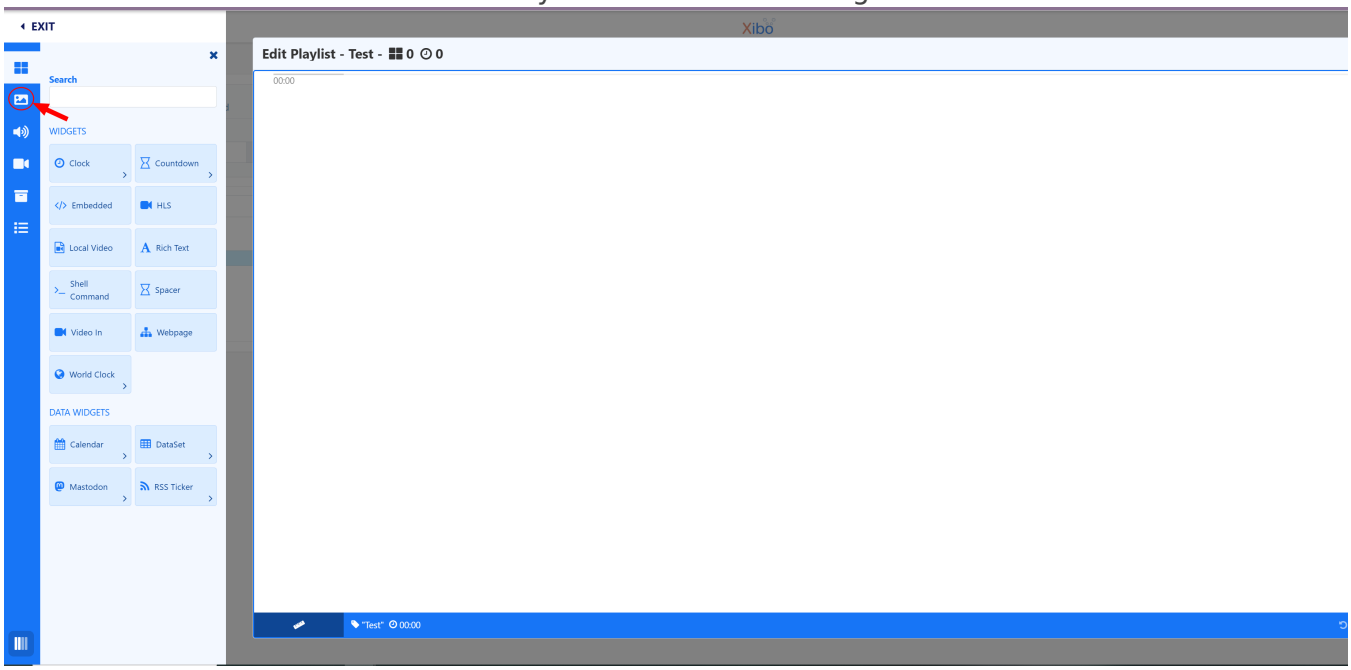
7. Once on the "**Playlists**" tab, click on the "**Add Playlist**" button to create a new playlist.



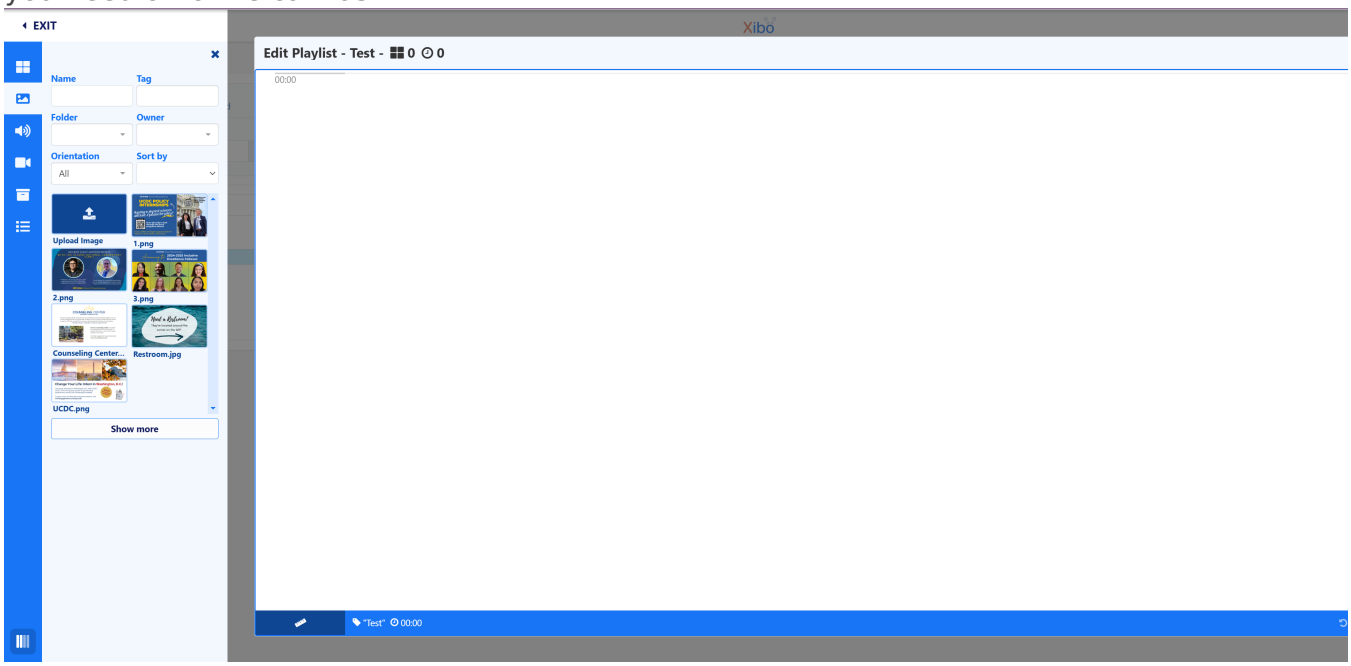
8. Add a name for your playlist and select **"Save"**



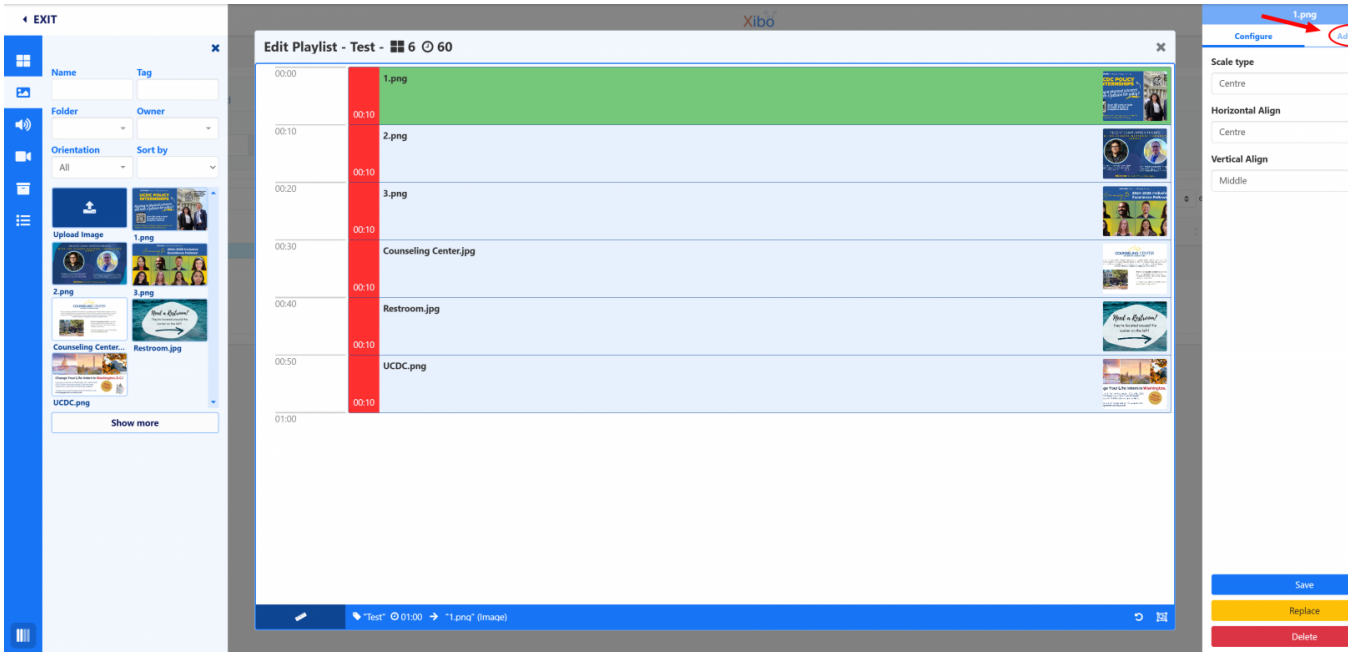
9. You will be taken to this screen when you will select the image button shown below



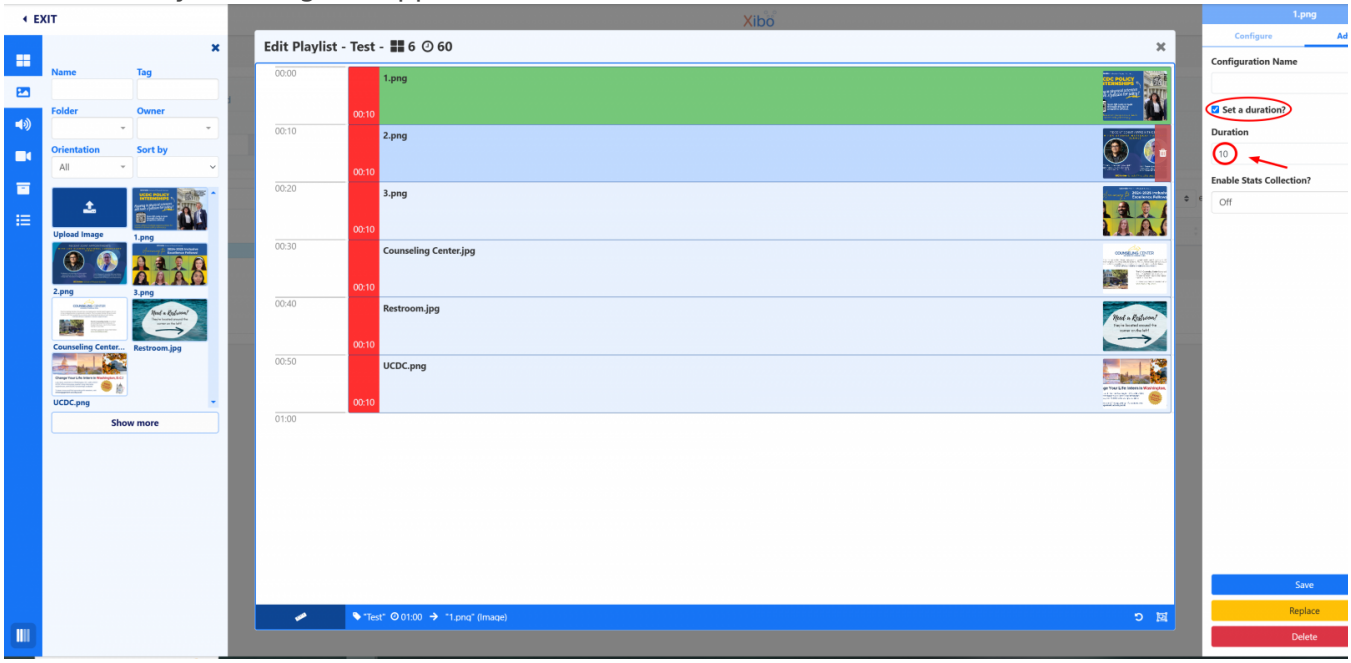
10. You will then see the images that you had uploaded earlier. **Drag and Drop** the images you need onto the canvas



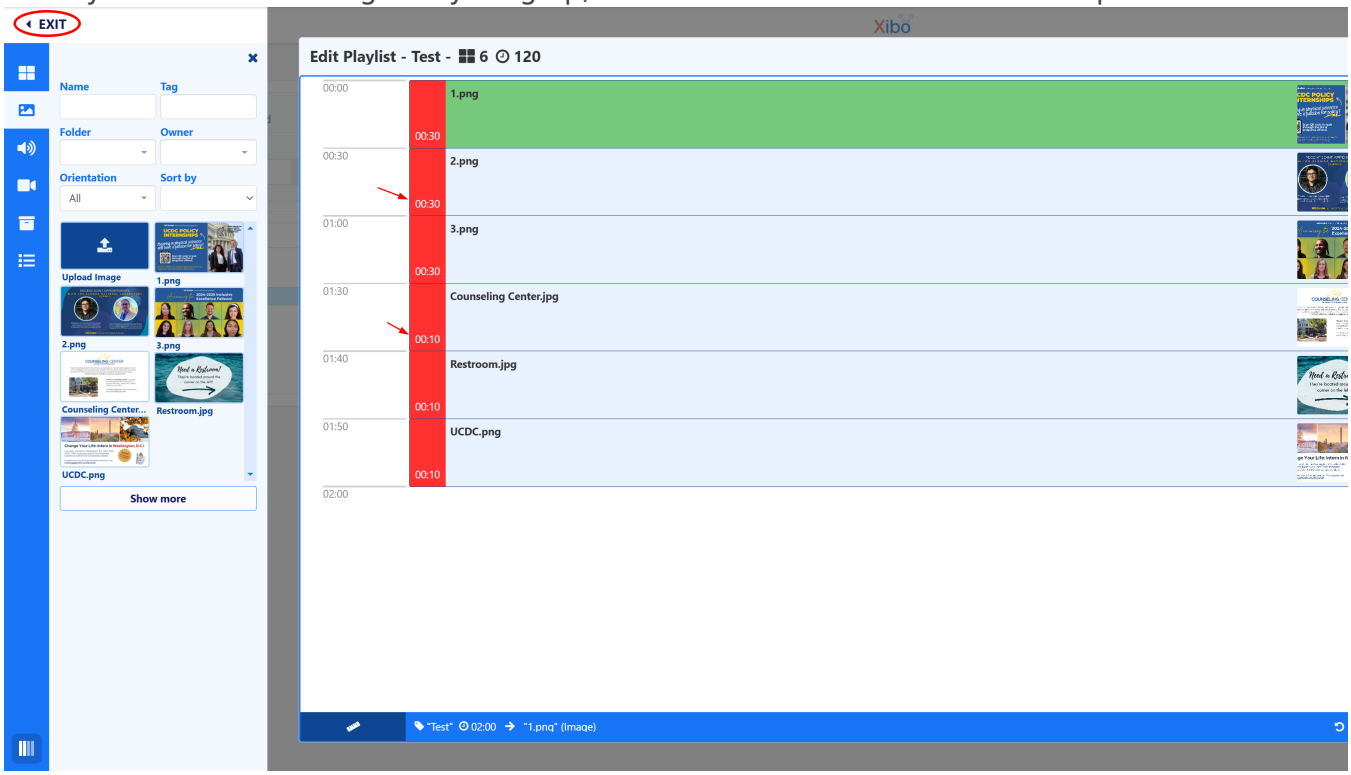
11. Once you have your media on the canvas, you will see a screen like this. If you would like to change the duration that an image would appear for, select the image and then click on the "**Advanced**" tab.



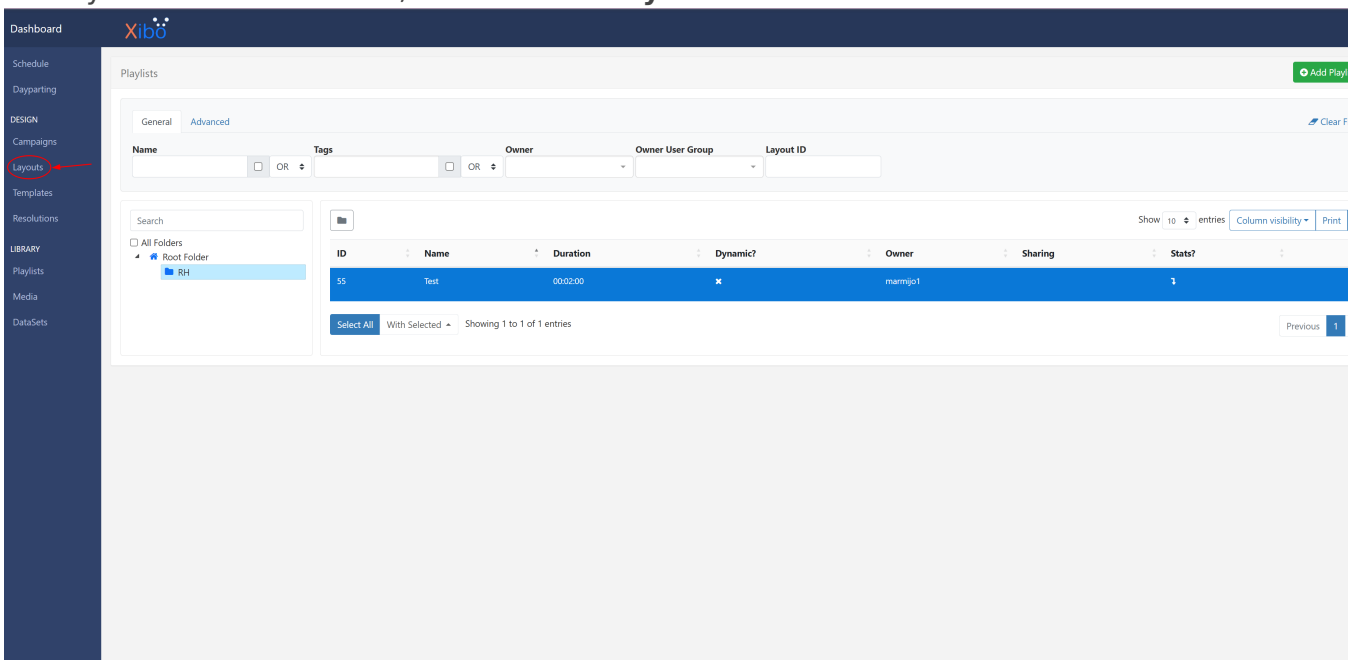
12. From here click on the "**Set a duration?**" button and set the amount of time that you would want your image to appear for



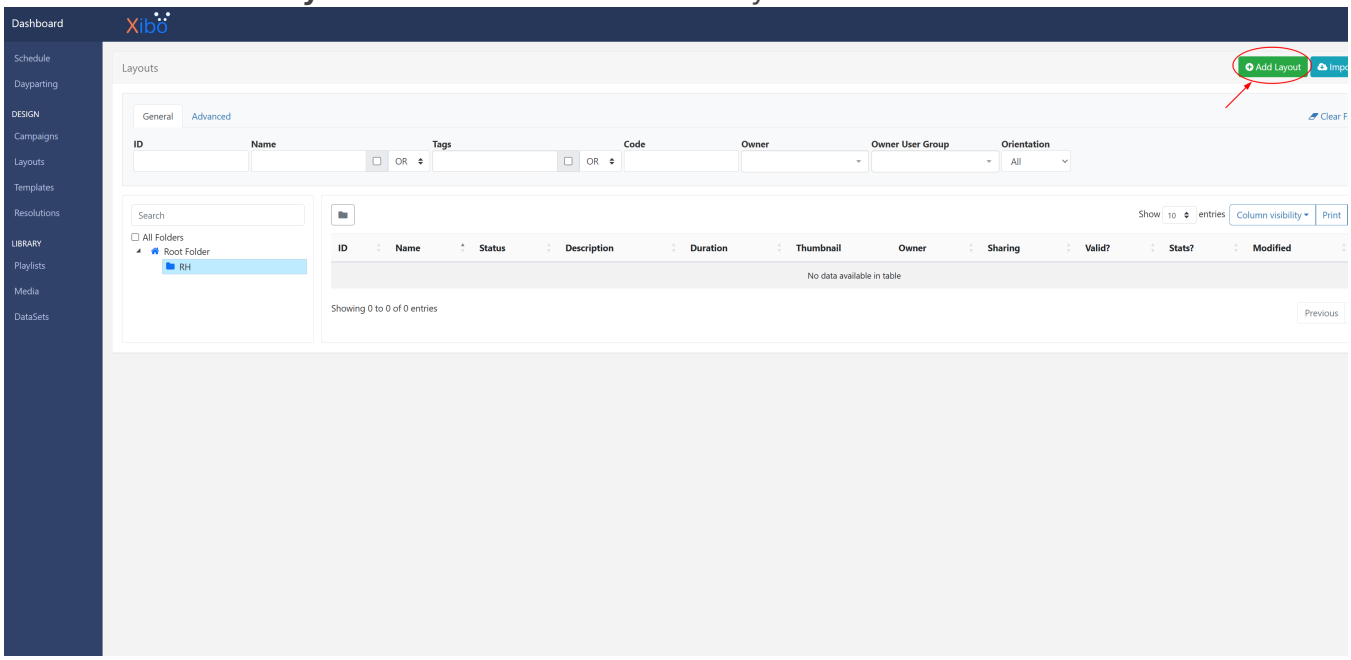
13. Once you are done setting everything up, click on the **"Exit"** button on the top left



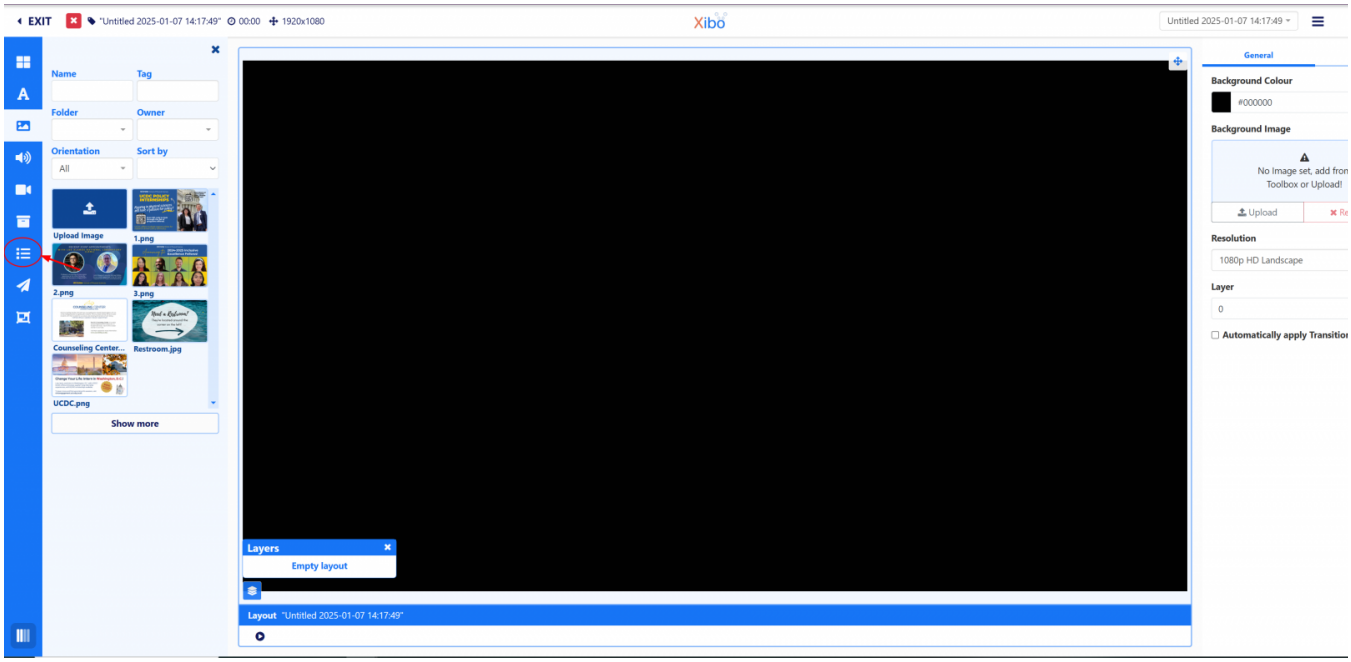
14. Once you are on this screen, Click on the **"Layouts"** tab on the left



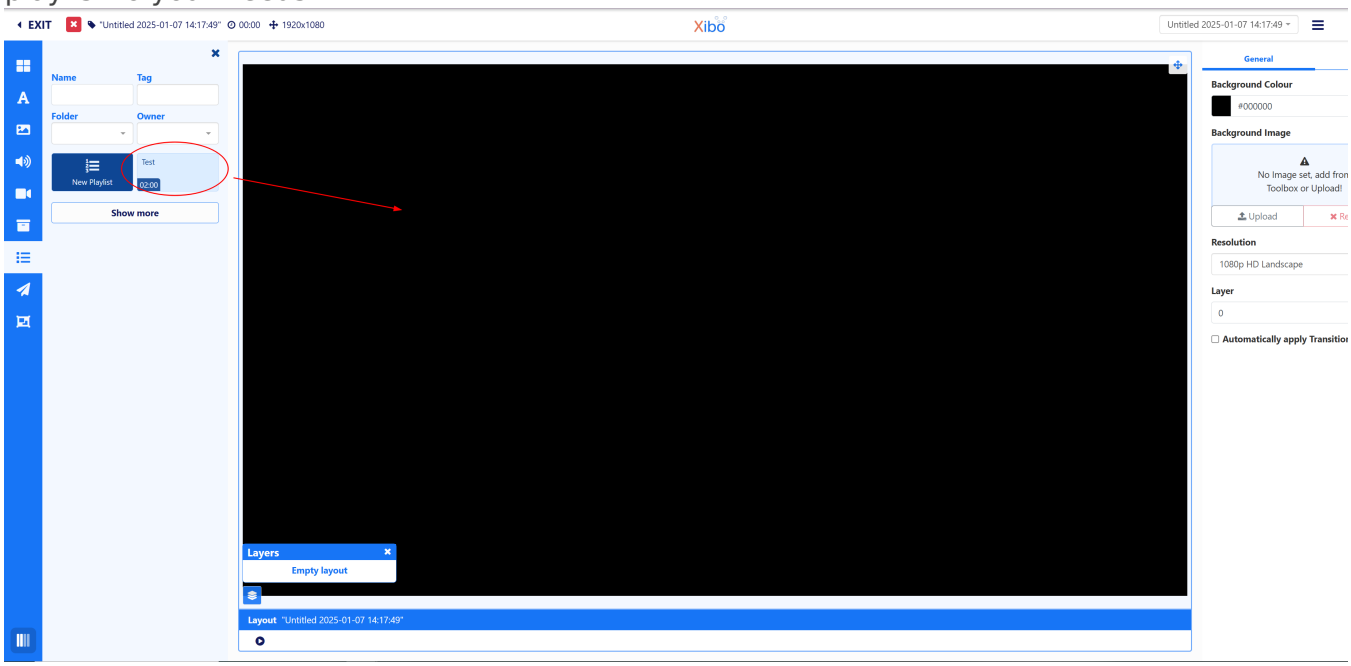
15. Click on the **"Add Layout"** button to create a new layout



16. This screen will pop up, click on the icon with three lines. This will take you the the playlist section



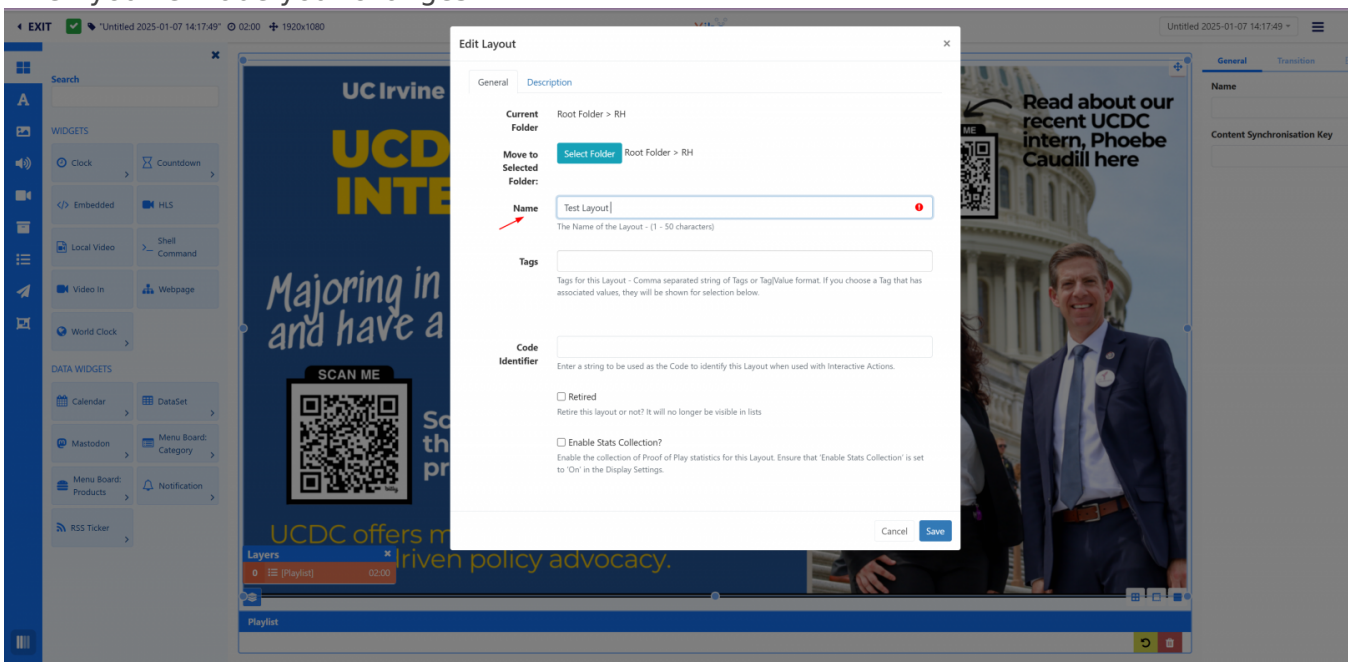
17. You will see your playlist, Drag and Drop the playlist onto the canvas. Then resize the playlist to your needs



18. Once you're done making your changes to your playlist, Click on the name of the playlist on the top left



19. This will allow you to change the name of your layout (Optional but recommended). Save when you've made your changes



20. Once you've made your changes, Click the three lines on the top right and Click **"Publish".** This will make your layout available for preview and will conclude the process of making a layout.

