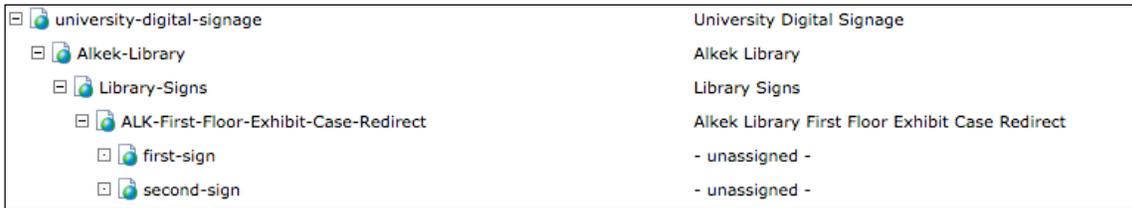


# Creating Signs

## Locating the Folder

Signs are located in Gato-edit's AdminCentral within the folder called University Digital Signage. The signs are then organized by Building, Owning Department and then Sign Location.



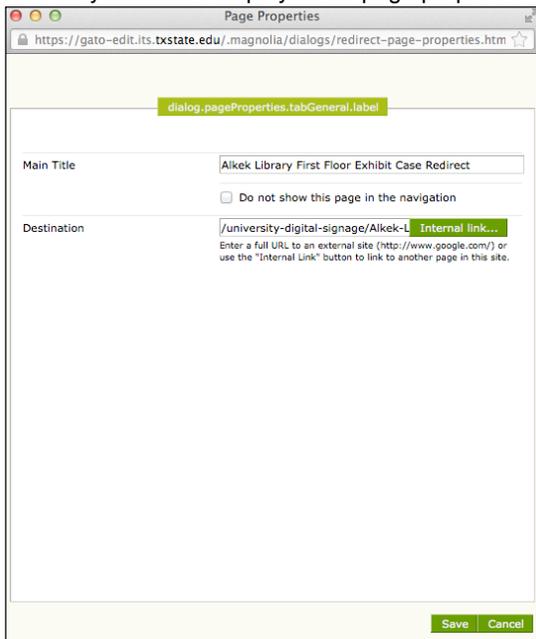
### Folder structure for digital signs

Each physical sign is represented by a Redirect page. A URL will be provided for this page and your sign will always load that URL.



### Redirect page with Digital Signs below

The sign content is held on pages using the Digital Sign template. You can build multiple signs, then choose the one you wish to display in the page properties of the Redirect page.



### Redirect properties

## Choosing the Sign to Display

To select the sign you want displayed, in Admin Central open the Redirect page for editing. You can double-click on the page's icon, or click on the page to highlight it, then click **Open Page** on the bottom toolbar. The page will then open in a new tab.

Click the **Properties** button in the upper-right-hand corner of the page. There is a Destination field in the window that appears. Click the **Internal Link** button and browse to the Digital Sign page that you want to be displayed. Click **OK**, then **Save**.

Activate the sign page and the Redirect page.

## Creating and Deleting Signs

As new sign locations are added ETC Support will create folders for new signs at your request. This allows for proper record keeping and the assignment of the permanent URL for that sign.

You can create an unlimited number of new Digital Sign pages for an existing sign. When a sign is added to Gato, support will provide two pages to start with. You can add more by clicking on the Redirect page for the sign to highlight it, then clicking the **New Page** button.

When the new page appears in the list, double-click in the **Page** field to rename the page. You can use the characters a-z, 0-9 and -; spaces will be automatically replaced by -. When choosing the page to redirect to, having a descriptive name for the page will be helpful in locating it.

Next, double-click in the **Title** field to give the page a title. All characters are allowed here and this can aid in locating the desired page at a glance in AdminCentral. Presently, Digital Sign pages do not display this title anywhere.

Lastly, double-click in the **Template** field. The field will become a selection box. Choose **Digital Sign** from the list. This will ensure that you'll have the proper tools when editing the page.

To delete a page, right-click the page you wish to remove and click on **Delete page**. To confirm the deletion, click on the page to highlight it then click **Activate changes** on the bottom toolbar.

## Adding Content

### Creating a Slide with a PowerPoint Template

Templates are provided to create you slides using Microsoft PowerPoint. The templates can be downloaded from here:

<http://gato-docs.its.txstate.edu/gato/sign/digital-signage-templates/Digital Sign Templates.zip>

The templates are at two distinct sizes: 1920x1080 (landscape) and 1080x1920 (portrait). These dimensions fit a 1080p monitor in either horizontal or vertical orientation. You can adjust the size for smaller displays under Page Setup.

Eight Powerpoint templates are provided: four in a light color scheme, four in a dark color scheme; Of these, four are landscape and four are portrait. There are two template styles: one faculty profile (image and text); one schedule and video.



Dr. Jane Doe – Department of Biology

### Aenean blandit

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Upcoming Events	Time & Location
Gallery Opening: Art of Txstate	08.12.12 8:00 PM Room # 112
Gallery Opening: Art of Txstate	08.12.12 8:00 PM Room # 112
Gallery Opening: Art of Txstate	08.12.12 8:00 PM Room # 112
Gallery Opening: Art of Txstate	08.12.12 8:00 PM Room # 112

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Dr. Jane Doe – Department of Biology

**Aenean blandit**

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Donec consequat sapien id sem scelerisque quis tincidunt diam elementum. Aenean aliquet facilisis condimentum. Nam imperdiet tincidunt est at interdum. Aliquam eget turpis quis orci posuere semper a ut leo. Fusce rhoncus ligula vitae est elementum iaculis. Aenean blandit tempus sapien, placerat lobortis nibh sagittis nec.

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To create a slide, open it in Powerpoint and replace the images and text. Once your slide is built, you'll need to export it as a PNG file. To do so, use the "Save as Pictures" menu option. Be sure to choose PNG as the file type.

## Uploading Slides to a Digital Sign

Open the Digital Sign page you wish to add your slide to in Gato-edit. If this is the first item you are adding to the page, you will need to add a Slideshow to the page first.

Click the button labeled "New Sign +" in the upper-right-hand corner. Choose **Slideshow** from the window that comes up.



New Sign Creation Bar

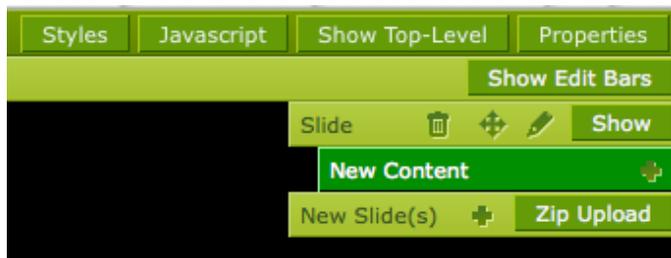
You can then set the default duration of the **Rotation Timer** and the **Animation Style**: either **Fade** or **Slide**. Click **Save** to place the Slideshow on the page.



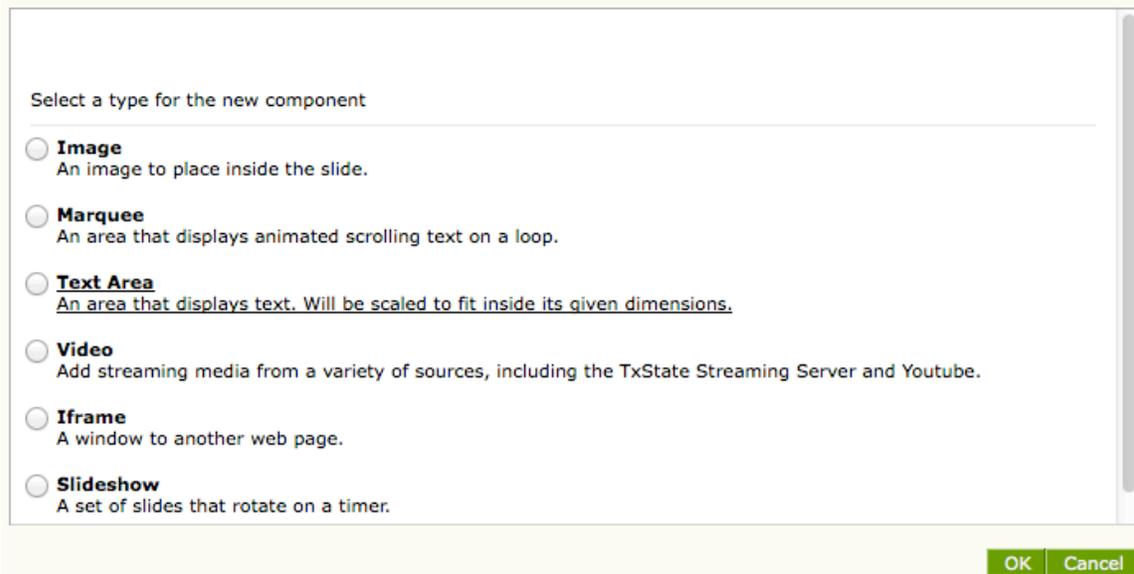
You can now add slides to your slideshow. Click “**view**”.

With a Slideshow now present, the next step is to add a slide. Click the green “**view**” button. Click the “**New Slide +**” button in the upper-right-hand-corner. If you wish, you can change the duration of the Rotation Timer for this slide. Click **Save**. You can add an many slides as you like before adding content to the slides.

To add content to a slide, click “**Show**” on the slide you wish to edit. You will now have a dark green edit bar for the slide with a “**New Content +**” button.



Click “**Show**” then “**New Content**” to bring up the content types.



## Digital Sign Content Types

Click the “**New Content +**” button, then choose **Image**. Click the **Browse** button and select the PNG file you created on your computer. As the template is designed at the correct page resolution, you won’t need to use the **Scale Mode** options. Click **Save** to place the image on the slide.

To save a few steps, you can create a number of slides in PowerPoint, export them all as PNG files, then create a ZIP file with them. In Gato, after a Slideshow is created, one of the buttons on the green edit bar will be **Zip Upload**. Click this button and use the **Browse** button in the window that appears to locate the ZIP file on your computer. Click **Save** and Gato will upload the file, unzip it and generate a slide from each image in the file.

## Adding Video

To add a video on top of your slide, first locate the required video properties, then add the recommended parameters in the Video paragraph properties.

You can use video from the Streaming Media Server, YouTube or Vimeo.

To add Streaming Media Server content, use the direct URL to the file you need as the Video URL : <http://stream.its.txstate.edu/users/NetID/moviname.mov>. The NetID is your actual NetID and moviname.mov is the actual movie file name. You'll also need the width and height for the video.

The screenshot shows a dialog box titled "Video" with two tabs: "Video" and "Positioning". The "Video" tab is selected. The dialog contains the following fields and options:

- Video URL:** A text input field with a placeholder text: "Full URL to a video file. You can also use the URL of a YouTube video."
- Width: (\*)** and **Height: (\*)**: Text input fields with placeholder text: "Native width of the video. (YouTube gives dimensions if you click their 'Embed' button.)" and "Native height of the video." respectively.
- Captions:** A checked checkbox labeled "Show Closed Captions (when available)." with a sub-note: "Captions shown if possible (.mp4 files with corresponding .srt files at the same url, youtube)."
- Splash Image:** A text input field with a "Browse..." button and a "Filename" label below it. A sub-note reads: "An optional image to display after the video plays, typically a screen capture from the first few seconds."
- At the bottom right, there are "Save" and "Cancel" buttons.

### *Video properties*

For YouTube videos, locate the page on the YouTube site the video is hosted on. Click the **Share** button below the video. Click the **Options** link below the URL given and check the boxes for **HD link** and **Long link**. Copy the resulting URL displayed and use this as the Video URL. Then, click the **Embed** button and capture the width and height shown in the code block.

To pull content from Vimeo, locate the Vimeo page the video resides on. You'll only need the URL given in the format <http://vimeo.com/<videoid>>. For example <http://vimeo.com/46727629> is a valid Video URL. Then click the **Share** button on video and capture the width and height from the code displayed.

Once you have your source URL, you're ready to add the video. On the edit bar for the Slide you want to add the video to, click "**New Content +**", then choose **Video** from the list.

Use the URL determined above as the **Video URL**. Enter **Width** and **Height** for the video.

You can choose to enable **Captions** if they're included with the Streaming Server file or YouTube video. As the video should start playing automatically, the **Splash Image** is optional and will only display if the video doesn't load.

Click the Positioning tab. Depending on the orientation of your sign, you'll want to set these properties accordingly.

Landscape layout:

Top %: 5  
Left %: 5  
Width %: 50  
Height %: 50

Portrait Layout:

Top %: 5  
Left %: 5  
Width %: 90  
Height %: 30

Click **Save**, and the video will now be in your slide.

Video Positioning

Top (%): 0  
Distance from parent's top as a percent. (0% would line up perfectly)

Left (%): 0  
Distance from parent's left as a percent. (0% would line up perfectly)

Width (%): 100  
Width of this area as a percent of parent. (100% would fill the space)

Height (%): 100  
Height of this area as a percent of parent. (100% would fill the space)

Positioning Result:

Save Cancel

*Video positioning properties*

## Creating a Slide Using the Built-in Tools

Open the Digital Sign page you wish to add your slide to in Gato-edit. If this is the first item you are adding to the page, you will need to add a Slideshow to the page first.

Click the button labeled “**New Sign +**” in the upper-right-hand corner. Choose **Slideshow** from the window that comes up.

You can then set the default duration of the **Rotation Timer** and the **Animation Style**: either **Fade** or **Slide**. Click **Save** to place the Slideshow on the page.

With a Slideshow now present, the next step is to add a slide. Click the green “**New Slide**” button in the upper-right-hand-corner. If you wish, you can change the duration of the Rotation Timer for this slide. Click **Save**. Click the “**Show**” button

You will now have a dark green edit bar for the slide with an “**New Content +**” button.



*Digital Sign edit bars with blank slide*

Select a type for the new paragraph

- Image**  
An image to place inside the slide.
- Marquee**  
An area that displays animated scrolling text on a loop.
- Text Area**  
An area that displays text. Will be scaled to fit inside its given dimensions.
- Video**  
Add streaming media from a variety of sources, including the TxState Streaming Server and Youtube.
- Iframe**  
A window to another web page.
- Slideshow**  
A set of slides that rotate on a timer.

### *Digital Sign slide content types*

There are six types of content you can place in a slide:

- **Image:** PNG and JPG will work best.
- **Marquee:** An area that displays animated scrolling text on a loop. Defaults to 10% but can be set to any size.
- **Text Area:** An area that displays text. Will be scaled to fit inside its given dimensions.
- **Video:** Add streaming media from a variety of sources, including the TxState Streaming Server and Youtube.
- **Iframe:** A window to another web page.
- **Slideshow:** A set of slides that rotate on a timer.

## **Adding an Image**

Choose “**New Content +**” on the slide and click on **Image**. Click the **Choose File** button and select the PNG or JPG file you created on your computer.

You have two options on the scale mode:

- Fit inside area without losing any of the image.
- Clip two sides to fill the area.

Next, choose the **Positioning** tab. The blue bar in the checkered box will give you the positioning of the image.

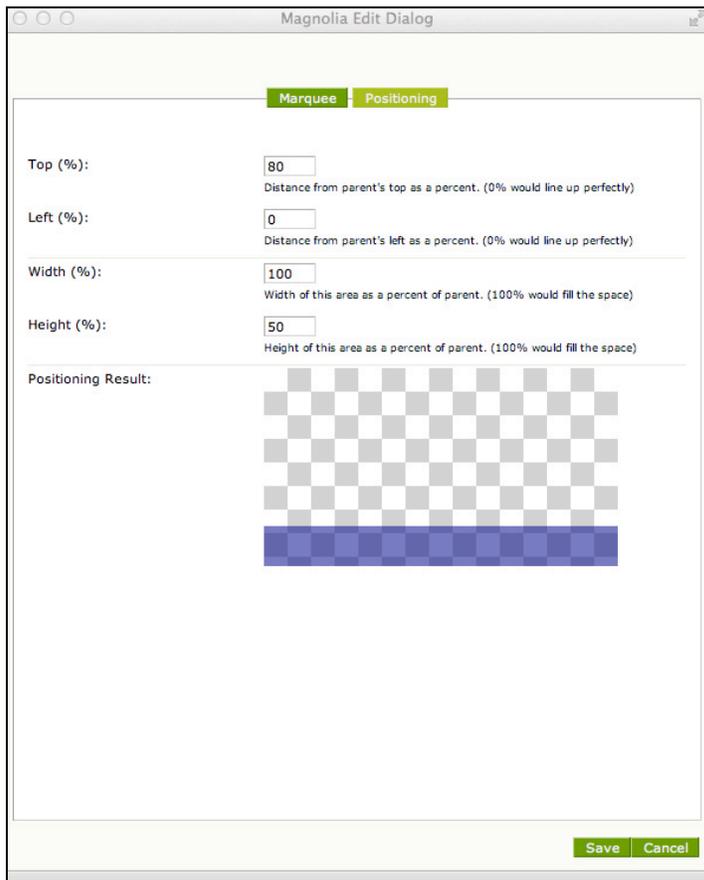
## **Adding a Zip File**

You have the option of uploading a ZIP file of images. Click the **Zip Upload** button and use the **Browse** button in the window that appears to locate the ZIP file on your computer. Click **Save** and Gato will upload the file, unzip it and generate a slide from each image in the file.

To save a few steps, you can create a number of slides in PowerPoint, export them all as PNG files, then create a ZIP file with them. In Gato, after a Slideshow is created, one of the buttons on the green edit bar will be **Zip Upload**.

## **Adding a Marquee**

Choose **New Content** on the slide and click on **Marquee**. Place the text on the Marquee box. Next, choose the **Positioning** tab. The blue bar in the checkered box will give you the positioning of the Marquee location.



The screenshot shows the 'Magnolia Edit Dialog' window with the 'Marquee' and 'Positioning' tabs selected. The 'Positioning' tab is active, displaying the following settings:

- Top (%): 80 (Distance from parent's top as a percent. (0% would line up perfectly))
- Left (%): 0 (Distance from parent's left as a percent. (0% would line up perfectly))
- Width (%): 100 (Width of this area as a percent of parent. (100% would fill the space))
- Height (%): 50 (Height of this area as a percent of parent. (100% would fill the space))

Below the settings is a 'Positioning Result' section showing a 10x10 grid of squares. The bottom two rows of the grid are highlighted in blue, representing the marquee's position. At the bottom right of the dialog are 'Save' and 'Cancel' buttons.

*Marquee positioning tab*

Click **Save** when you are finished.

## Adding a Text Area

Choose **New Content** on the slide and click on **Text Area**. Place the text in the Text box. The text will be scaled to fit inside the area specified in the **Positioning** tab. Next, choose the **Positioning** tab. The blue bar in the checkered box will give you the positioning of the text location.

## Adding a Video

You can use video from the Streaming Media Server, YouTube or Vimeo.

### Texas State Streaming Media Server

To add Texas State Streaming Media Server content, use the direct URL to the file you need as the Video URL: <http://stream.its.txstate.edu/users/NetID/moviname.mov>. The NetID is your actual NetID and moviname.mov is the actual movie file name. You'll also need the width and height for the video.

The screenshot shows a dialog box with two tabs: "Video" (selected) and "Positioning".

**Video URL:** [Text input field]  
Full URL to a video file. You can also use the URL of a YouTube video.

**Width: (\*)** [Text input field]  
Native width of the video. (YouTube gives dimensions if you click their "Embed" button.)

**Height: (\*)** [Text input field]  
Native height of the video.

**Captions:**  Show Closed Captions (when available).  
Captions shown if possible (.mp4 files with corresponding .srt files at the same url, youtube).

**Splash Image:** [Text input field] [Browse...]  
Filename  
 [Text input field]  
An optional image to display after the video plays, typically a screen capture from the first few seconds.

At the bottom right, there are "Save" and "Cancel" buttons.

## Video properties

### YouTube

For YouTube videos, locate the page on the YouTube site the video is hosted on. Click the **Share** button below the video. Click the **Options** link below the URL given and check the boxes for **HD link** and **Long link**. Copy the resulting URL displayed and use this as the Video URL. Then, click the **Embed** button and capture the width and height shown in the code block.

### Vimeo

To pull content from Vimeo, locate the Vimeo page the video resides on. You'll only need the URL given in the format <http://vimeo.com/<videoid>>. For example <http://vimeo.com/46727629> is a valid Video URL. Then click the **Share** button on video and capture the width and height from the code displayed.

Once you have your source URL, you're ready to add the video. On the edit bar for the slide you want to add the video to, click **Add Content**, then choose **Video** from the list.

Use the URL determined above as the **Video URL**. Enter **Width** and **Height** for the video.

You can choose to enable **Captions** if they're included with the Streaming Server file or YouTube video. As the video should start playing automatically, the **Splash Image** is optional and will only display if the video doesn't load.

Click the Positioning tab. Depending on the orientation of your sign, you'll want to set these properties accordingly. The blue bar in the checkered box will give you the positioning of the text location.

## Adding an Iframe

Choose **New Content** on the slide and click on **Iframe**. On the pop-up window paste the URL of the web page you would like to display. You may need to adjust the width of the Iframe to display the web page properly. Next, choose the **Positioning** tab. The blue bar in the checkered box will give you the positioning of the text location.

## Adding a Slideshow

This more advanced option allows you to create a slideshow within your slide. Choose **Add Content** on the slide and click on **Slideshow**. You will need to set the **Rotation Timer** and **Animation Styles**. Next, choose the **Positioning** tab. The blue bar in the checkered box will give you the positioning of the Slideshow location.

## Resources, Documentation and Training

Support:

512.245.5566 M-F 8:00am-12:00am, S&S 12:00pm-12:00am

[gato@txstate.edu](mailto:gato@txstate.edu)

Chat: <http://gato.its.txstate.edu/support/livechat.html>

GATO Training workshops

<http://gato.its.txstate.edu/support/training.html>

Technology Resources Adobe Software training

<http://www.tr.txstate.edu/training.html>