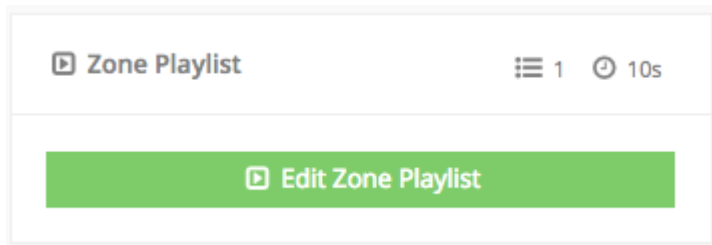
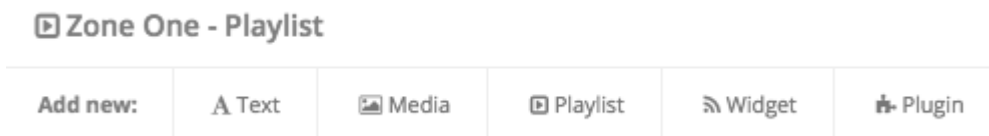


# How do I add Content to a Zone?

To add start adding content to a zone (known as playlist items), either Double Click the zone or click the 'Edit Zone Playlist' button:



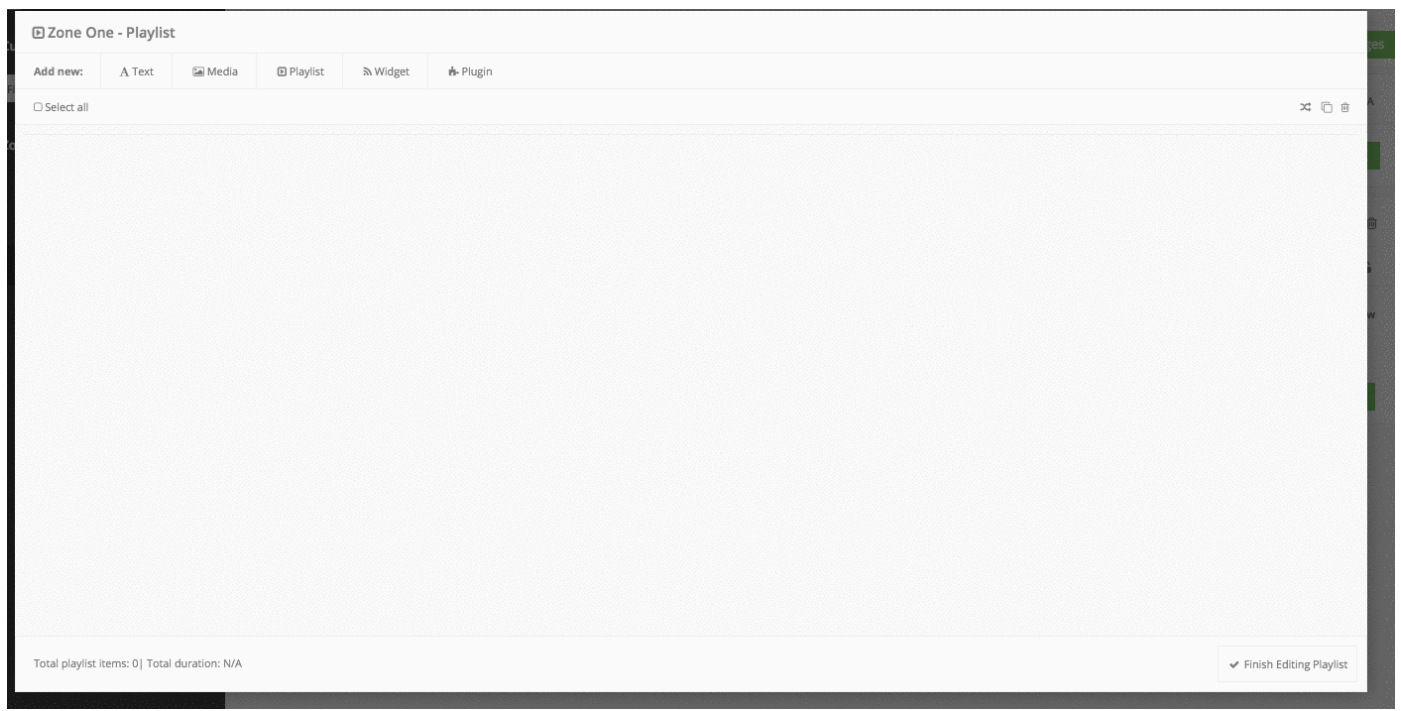
Now you can select from the available content types to begin building your playlist:



**Note:** If you only have one playlist item in the zone, then this will play on repeat. If you have more than one item, the timings for each item will be used (along with other conditional play rules) to determine how long and when each item will play.

## Text

This will insert a text content item to the playlist. You can then customise the text and formatting by clicking the blue 'Edit Text and Formatting' option:



# Media

When you click to add media, a new panel will open with the ability Browse your media library, select an item and insert this into the zone.

## Insert Media

### Order

Uploaded Date - Newest first



### Search

☐ Show Folders

### File Types








☒ Video ☒ Image ☒ Application ☒ Audio

### Tags

Match any tags



[Create dynamic media item.](#)

	embedsignage-logo-reveal.mp4	No Tags.
	Save&Publish.mov	No Tags.
	image.png	No Tags.
	Screen Shot 2017-09-21 at 12.46.44.png	No Tags.
	Screen Shot 2017-09-21 at 12.46.44.png	No Tags.
	90 mp4_high_5968d072734d 6FRAM_app_1.mp4	No Tags.
	20170822-0720.png	No Tags.

760 media items found.

Close

Insert selected

Once you've found the media you want, you can add it to playlist by either:

- Double Clicking
- Dragging and dropping from the library
- Selecting the item, then clicking 'Insert Media'

Zone One - Playlist

Add new:

Text

Media

Playlist

Widget

Plugin

Select all

Order

Uploaded Date - Newest first

Search

Show Folders

File Types

VideoImageApplicationAudio

Tags

Match any tags

Create dynamic media item.

embedsignage-logo-reveal.mp4

No Tags.

Save&Publish.mov

No Tags.

image.png

No Tags.

Screen Shot 2017-09-21 at 12.46.44.png

No Tags.

Screen Shot 2017-09-21 at 12.46.44.png

No Tags.

90 mp4\_high\_5968d072734d 6FRAM\_app\_1.mp4

No Tags.

20170822-0720.png

No Tags.

760 media items found.

Close

Insert selected

# Playlist

Browse the already configured Global playlists and insert them into the playlist.

Zone One - Playlist

Add new:

Text

Media

Playlist

Widget

Plugin

Select all

Total playlist items: 0 | Total duration: N/A

Finish Editing Playlist

# Widgets

Browse the selection of widgets available. Each widget will have it's own set of configurable settings that may be required to be set before the widget will display in the zone.

# Plugins

If a Plugin has been added to your account, it can be inserted into a zone here. A range of plugins are available offering extended functionality. Each plugin will have its own set of configurable settings.

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Revision #1

Created 5 years ago by [Sam Marciano](#)

Updated 5 years ago by [Sam Marciano](#)