

# Playlist Item - Media

## Upload media to account

Firstly, you need to upload the media to your account. Do this by going to the 'Media' section of your account and then following [these steps](#).

## Add to Layout

To add a media item to your layout, you have to add the media playlist item into a zone. When in the layout builder, select your designated zone, either double click or click '*Edit Zone Playlist*' to enter the zones playlist.

Select media from the playlist item options at the top of the screen.



## OPTIONAL - Search for media item

When the media playlist item has been selected you will see a search area and a list of all the media items previously uploaded through the media section of your account.

## Insert Media

Order

Uploaded Date - Newest first

Search


☒ Show Folders


File Types


☒ Video ☒ Image ☒ Application ☒ Audio


Tags


Match any tags

 embed.mp4 No Tags.

 F16-AUG-Classic-ii-video.mp4 No Tags.

 lady-dress.jpg No Tags.

 lady-shirt.jpg No Tags.

 man-jumper.jpg No Tags.

24 media items found.

Upload new

Close

Insert selected

You can search your media library to find you media item easier, by using the left hand side options.

- **Order** - This is the order in which your media library is shown in the right hand area. *(if you wanted to insert the last media item you uploaded, could use the 'Uploaded Date - Newest first' option)*
- **Search** - Type in the file name you want to search for (*embed.mp4*)
- **Show Folders** - Will show the media items in their folders, if they are inside folders. If unselected all media items will be displayed in a list.
- **File Types** - Can search for specific file types *(if you want to insert a video, can just select 'Video' to search your library for all the videos previously uploaded)*
- **Tags** - If your item has a tag, can type this tag to search for all items with this tag

## Insert Media Item

Once you have found your media item in the right hand area, you can select it and insert it into the playlist. in a few ways:

- Select one or multiple items and click '*Insert selected*'
- Double click the media item in the right hand area
- Drag and drop the media item from the right hand area

Zone One - Playlist

Add new:

A Text

Media

Playlist

Widget

Plugin

Select all

1

lady-dress.jpg

00:00:02

No Conditional Play

Letterbox

Fade

No Triggers

No Touch

No Tags.

2

embed.mp4

Until Finished

No Conditional Play

Stretch

Fade

No Triggers

No Touch

No Tags.

3

lady-shirt.jpg

00:00:02

No Conditional Play

Letterbox

Fade

No Triggers

No Touch

No Tags.

Order

Uploaded Date - Newest first

Search

Show Folders

File Types

Video Image Application Audio

Tags

Match any tags

Create dynamic media item.

embed.mp4

No Tags.

F16-AUG-Classic-II-video.mp4

No Tags.

lady-dress.jpg

No Tags.

lady-shirt.jpg

No Tags.

man-jumper.jpg

No Tags.

24 media items found.

Upload new

Close

Insert selected

Total playlist items: 3 | Total duration: N/A

Finish Editing Playlist

You can also upload new media here, rather than going back to the media section of your account, by clicking the *'Upload new'* button underneath the library on the right hand side.

To close the search/ library options, click *'Close'*.

Zone One - Playlist

Add new:

A Text

Media

Playlist

Widget

Plugin

Select all

1

lady-dress.jpg

00:00:02

No Conditional Play

Letterbox

Fade

No Triggers

No Touch

No Tags.

2

embed.mp4

Until Finished

No Conditional Play

Stretch

Fade

No Triggers

No Touch

No Tags.

3

lady-shirt.jpg

00:00:02

No Conditional Play

Letterbox

Fade

No Triggers

No Touch

No Tags.

Order

Uploaded Date - Newest first

Search

Show Folders

File Types

Video Image Application Audio

Tags

Match any tags

Create dynamic media item.

embed.mp4

No Tags.

F16-AUG-Classic-II-video.mp4

No Tags.

lady-dress.jpg

No Tags.

lady-shirt.jpg

No Tags.

man-jumper.jpg

No Tags.

24 media items found.

Upload new

Close

Insert selected

Total playlist items: 3 | Total duration: N/A

Finish Editing Playlist

## Configure Settings

Once you have inserted your media item(s) into the playlist you will see them on the left hand side, in the order they will play from top down. You can then configure their settings, by selecting them from the items summary or from the options displayed on the right hand side once the pencil icon has been clicked.

1

lady-dress.jpg

00:00:02

No Conditional Play

Letterbox

Fade

No Triggers

No Touch

No Tags.

Once you are happy with your playlist, click *'Finish Editing Playlist'* or the *'X'* in the top right hand corner to be taken back to the layout builder overview.

Revision #1

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

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