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***.

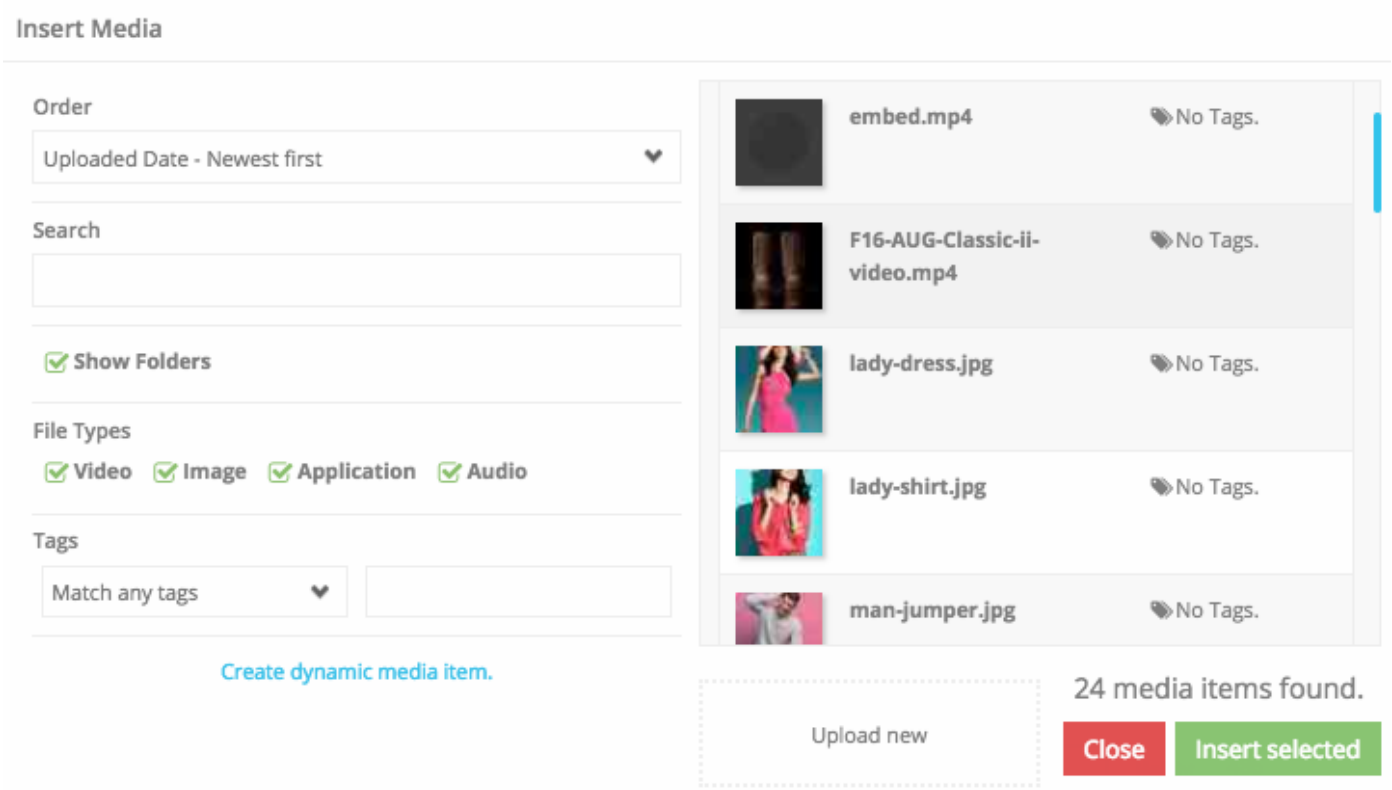
Add to Layout

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.



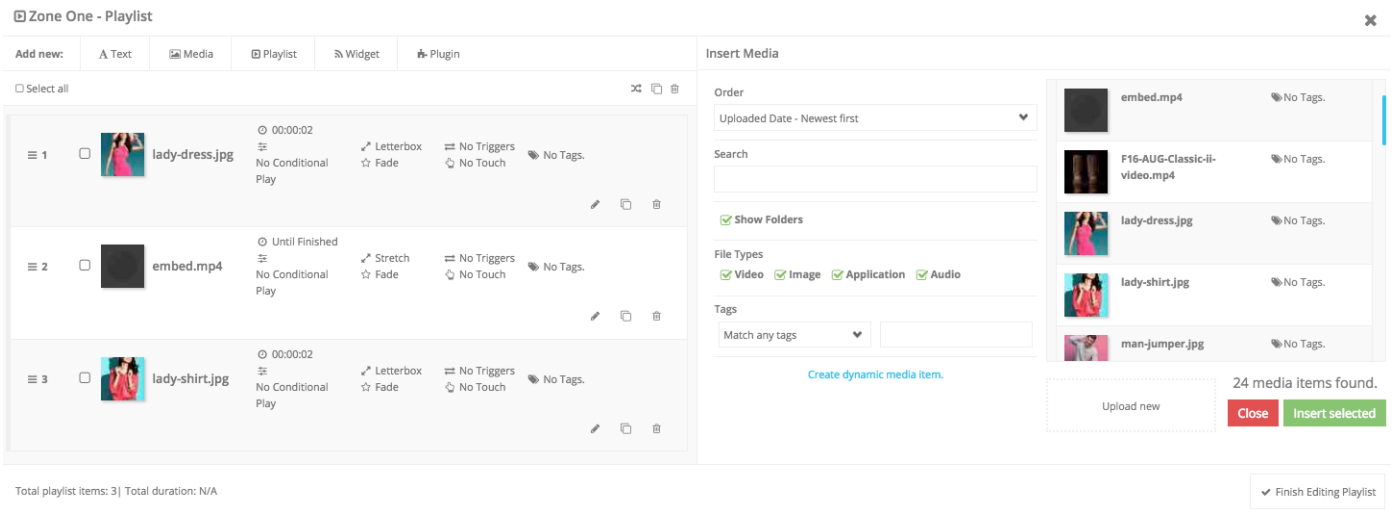
You can search your media library to find you media item easier, by using the left hand side options.

- **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

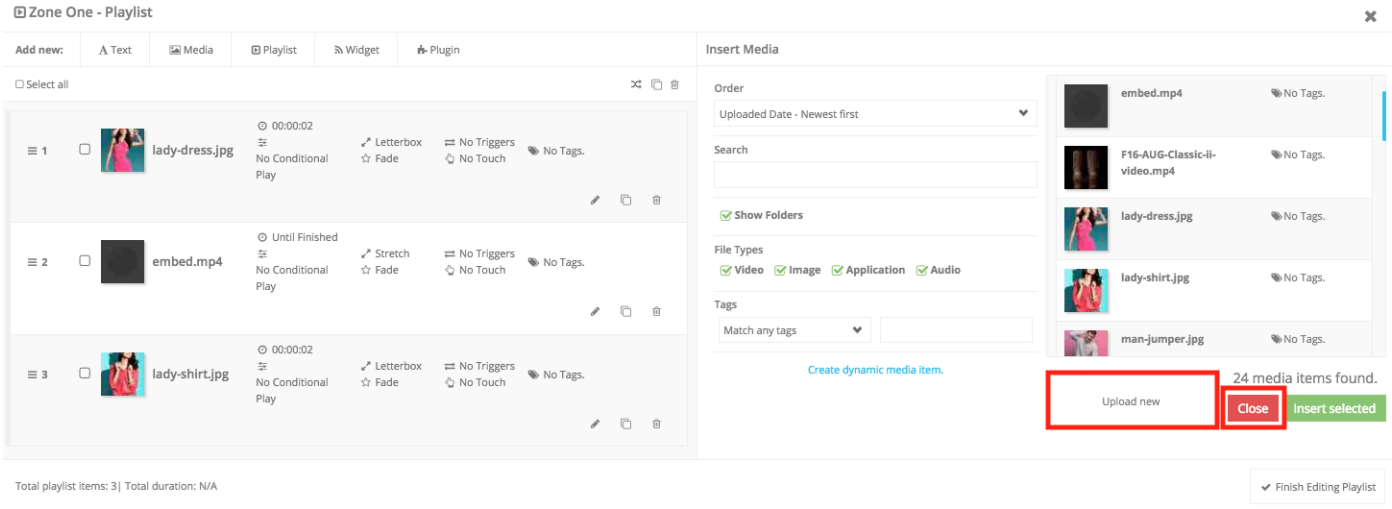
Once you have found your media item in the right hand area, you can select it and insert it into the playlist. in a few ways:

- 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



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'.*



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.

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.

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