

2.7.2 Local Media



1. In the **Duration** field, select how long each media file will be displayed in the layout item/box.

*NOTE: If you want to have each media file to be displayed for different amounts of time configure the **Duration** field in step 5.*

2. In the **View Type** field, select one of the following options to configure how the image/video will fit into the layout box:

- **Stretch to fit region** – Stretches smaller images/videos horizontally so that they fit into the layout box.
- **Fit region** – Scales the images/videos so that the full image fits into layout box.
- **Scale to fill region** – Scales up smaller images/videos until the layout box is completely filled.

3. In the **Others** field, check the **Detect Picture Orientation** to make automatic corrections to the picture orientation.

4. Drag and drop or click the **+ File** button and select the media file you want to be displayed in the layout box. Repeat this step to add more media files.

NOTE: Supported file formats include PNG, JPG, JPEG, BMP, MP4, WMV, 3GP, AVI, MOV, PPT, PPTX, PDF, and MP3.

5. In the file list, choose any of the following options to configure the playback of the media files you have selected for the box:

- Click and drag any file to re-order the playback sequence.
- Double-click the **Duration** column for any file to configure how long the respective file will play for before switching to the next file.

- Double-click the **Caption** column for any file to add a description for the file.
- Select any file and click the delete button () to remove the file from the playback list.

6. Click **Save** to finish configuring the media settings.

Click **Save** to finish configuring the media settings.