3. Adding Slides to Digital Signs

How to add slides to digital signs.
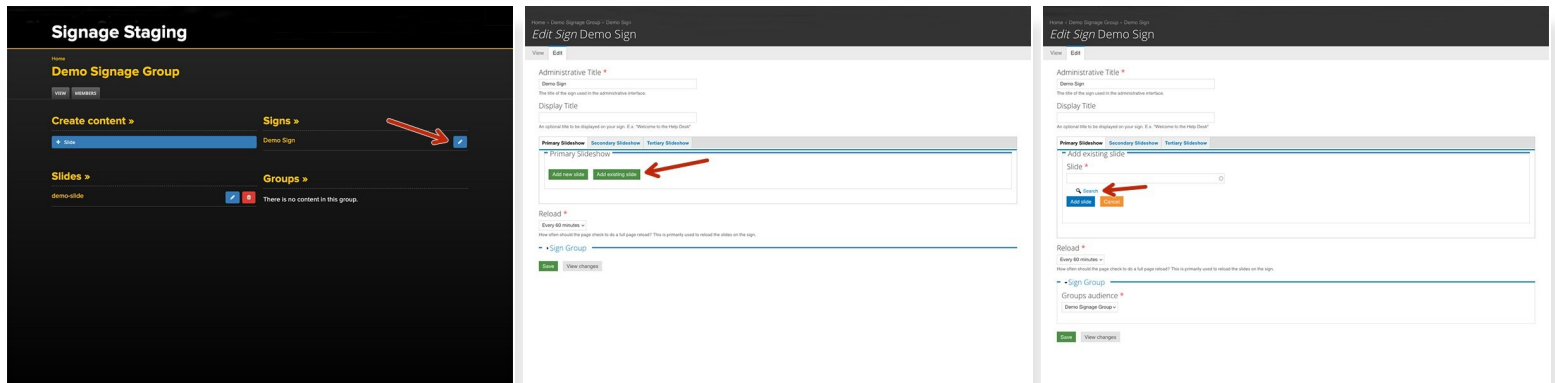
Written By: Jeff Richmond

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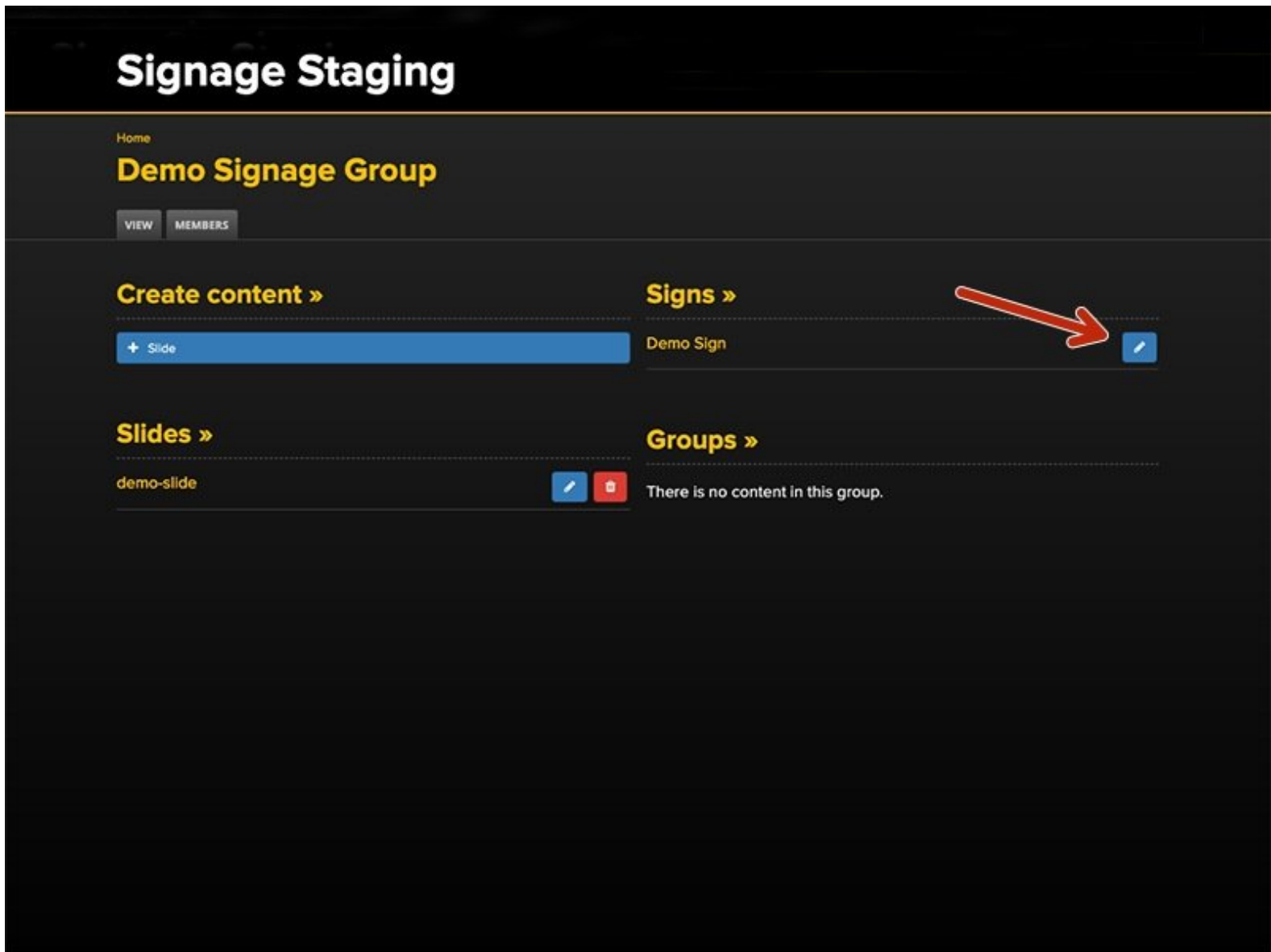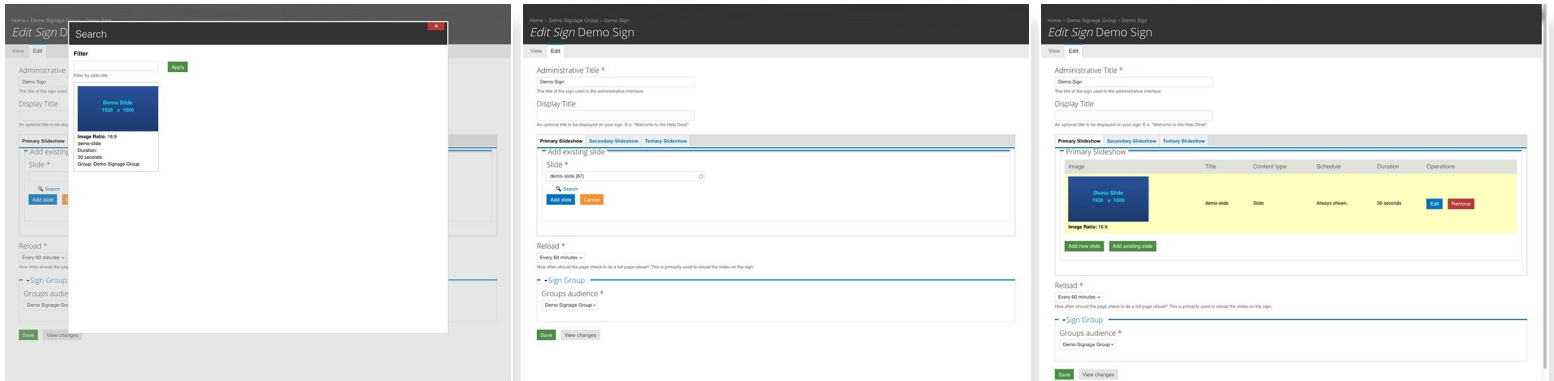
Introduction

This guide will demonstrate how to add slides to a digital sign.

Step 1 — Getting Started

- From your Signage Group page, under **Signs**, click on the **blue edit icon** of the sign that you wish to add a slide to.

- A new page will open. You may keep all the default settings.

- The **Primary Slideshow tab** is selected by default. Click on **Add existing slide**.

- Click on **Search** to see the available slides. Alternatively, you may begin typing the filename in the box if you know it.

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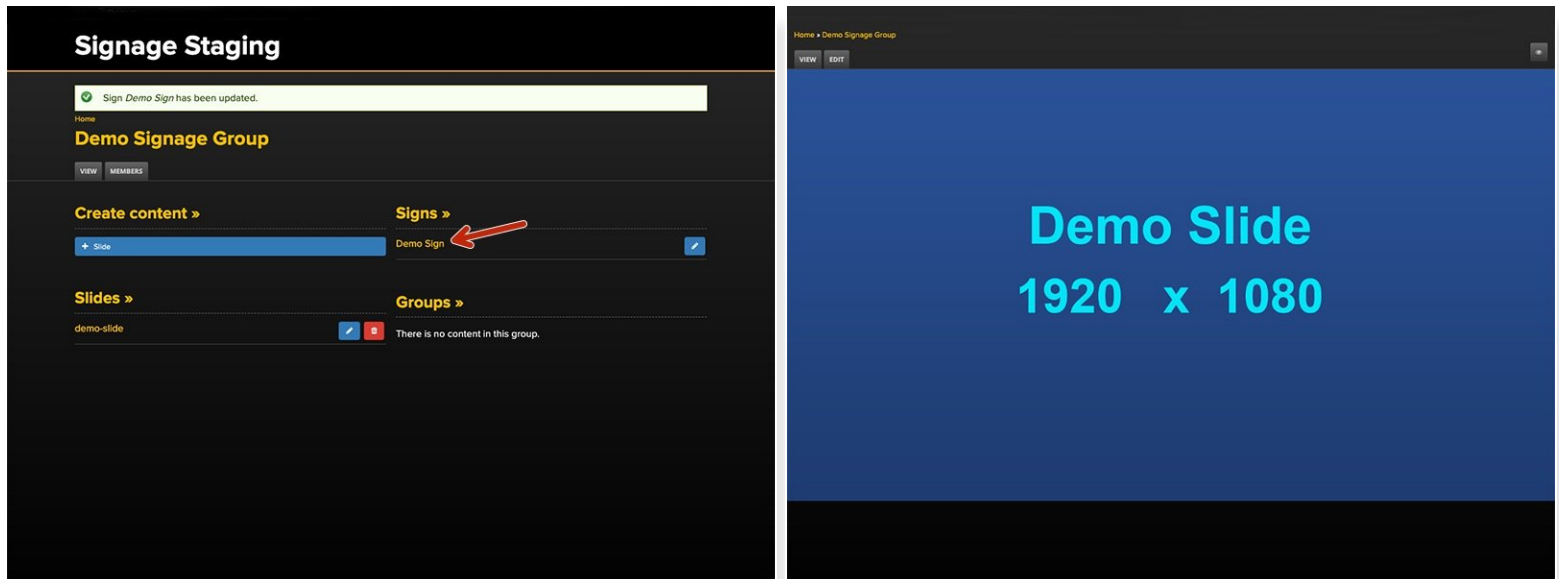
Step 2 — Selecting the Slide

- Click on the thumbnail image of the slide that you want to use.

- The slide name will populate the box. Click on **Add slide**.

- A new page will open showing the slide that you selected is a part of the Primary Slideshow.

⚠ Be sure to **Click Save** (at the bottom left of the page).

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Step 3 — The Sign is Updated

- From your **Group Page**, you will see a message at the top of the page indicating that your sign has been updated.

- You can click on the **Title of the Sign** to view it.

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Step 4 — Another Way to Add a New Slide (pt.1)
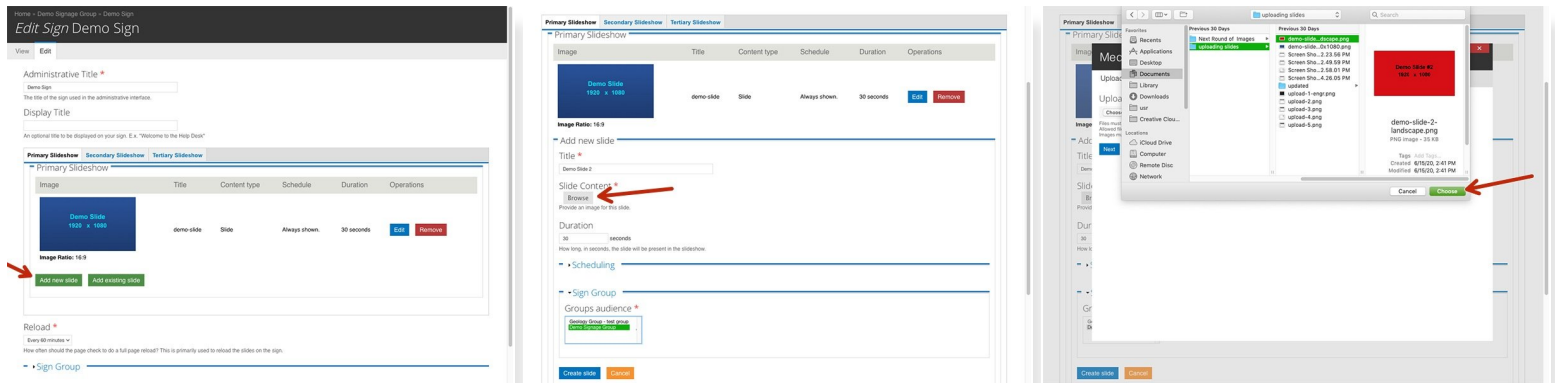
- You may also **Add a New Slide** through the Sign Editing feature.

- Click on Add **New** Slide

- Give your new slide a Title, Duration, and Select a Sign Group. Click **Browse** to locate and click **Choose**.

Step 5 — Another Way to Add a New Slide (pt.2)
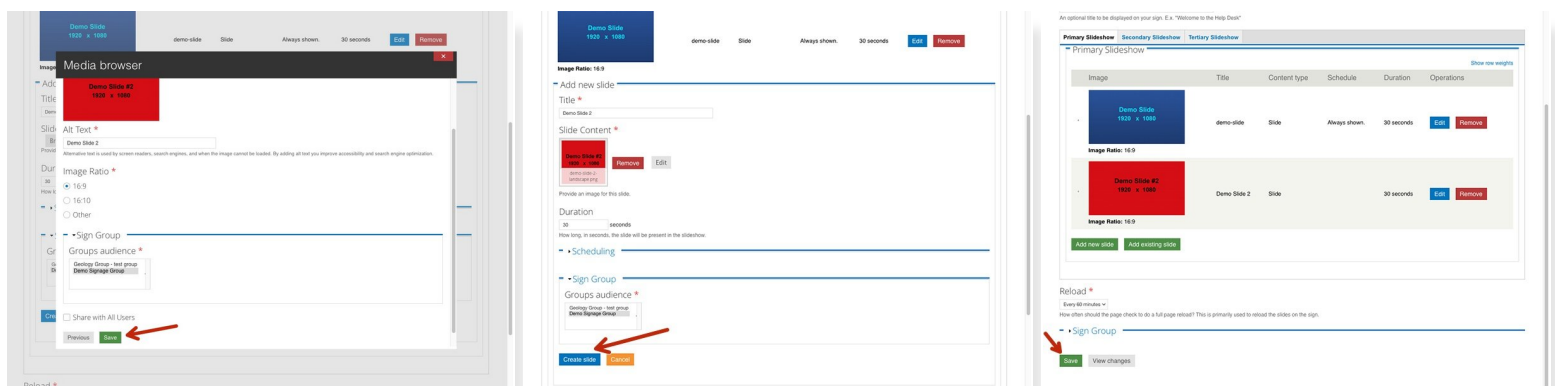
- After you have chosen your image, supply the Alt Text Description, Image ratio, and Sign Group, **Click Save**.

- Fill out any relevant information and **Click Create Slide**.

- ⚠ Finally, be sure to **Click Save** at the bottom left of the page.

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Step 6 — A New Slide Has Been Added to the Sign

- Your new slide has been added to the sign.

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