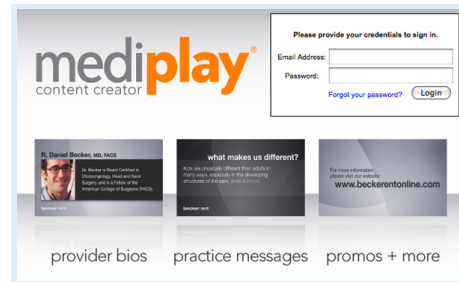


## content creator user guide

### Hello!

Welcome to the Mediplay Content Creator personalization interface! For your convenience, we've provided step-by-step instructions to help you create your professional, design-quality personalized practice messages. So pull up your chair, and let's get started!



### Step One: Log in

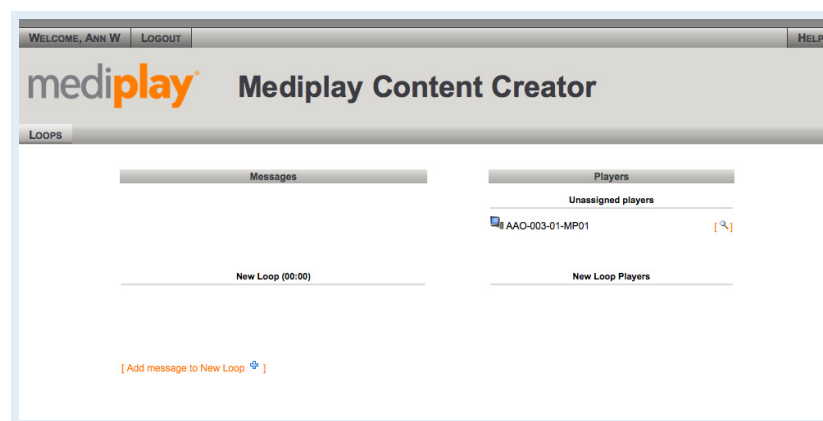
1. Go to the following URL: [personalize.mediplay.com](http://personalize.mediplay.com)
2. Simply enter your username and password and click [Login](#).
3. This will bring you to the Mediplay Content Creator interface.

### Step Two: Getting familiar with the interface

The Creator interface is divided into two main sections. Current messages will be displayed on the left, under **Messages**. Any available players will be listed on the right, under **Players**. We will discuss how these sections are used later in the guide. But first, let's create a message!

### Step Three: Creating your message

To get started on our first message, click [Add message to Loop #1](#), located at the bottom of the box in the left column under **Messages**.



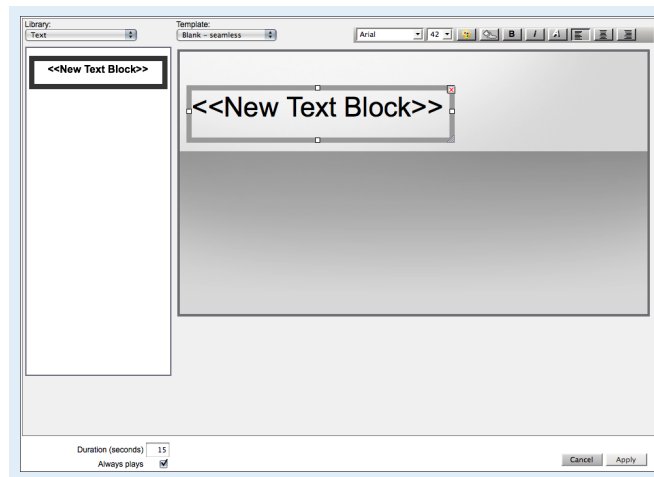
Here you will begin to build your message. At the top of the screen, select your background template from the [Template](#) drop down menu. To help you get started, we've provided a number of backgrounds to work with.

Once you have selected your background, you now have the ability to add text and/or images

to your message. A drop down menu at the top left of the screen will allow you to choose the following:

- Text
- Images
- Borders
- Graphic elements
- Drop shadows

In this example we will begin by adding text. Please select “**Text**” from the drop down menu.



Once selected, simply click and drag the “**New Text Block**” (located in the left column) onto the message area to the right. Now that the text block has been placed on the background, you can move or resize it as needed.

To **move** text box: Click on grey border and drag anywhere on the background.

To **resize** text box: Click on the bottom left hand corner and drag in any direction.

To **delete** the text box: Click on the red “**x**” in the right hand corner.

Once you have entered your text, use the controls at the top to make the following adjustments:

- Font type
- Font size
- Text box background color
- Bold
- Italic
- Drop shadow
- Left / Center / Right aligned

Of course, if you need to go back and resize the text box, you can do just that. If you want to add another text box, you can do that too!

#### **Step Four: Adding images**

Now that your text is just right, let's add an image. Simply select “**Images**” from the drop down menu. Once selected, all of your available images will be displayed in the left hand column. To

# medi**nlav**®

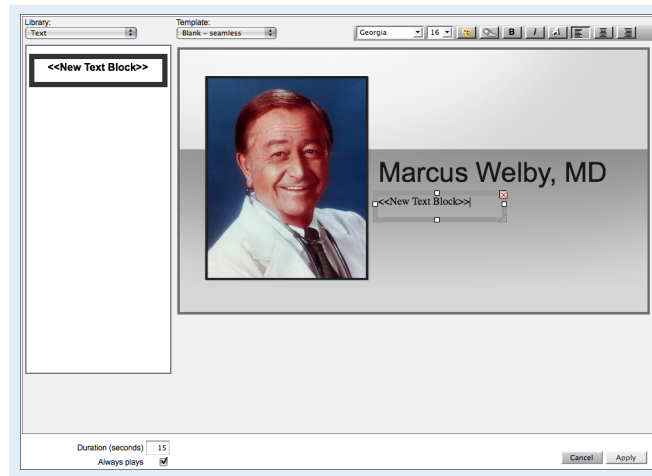
upload your own image, click [Browse](#) below the left column. Now select the desired file from your hard drive, and click [Open](#).



**Important safety tip:** Images must be one of the following formats: **JPG, PNG, or GIF.**

In a few seconds, you should see your image appear in the left hand column. Once it appears, drag it onto the background. The image can be moved and resized just like the text block.

To resize the image while maintaining its aspect ratio, click and drag the lower right corner of the image. Non-proportional scaling can be achieved by click-dragging on the edge manipulators (these appear as small white squares on the sides of the image).



**Important safety tip:** You can resize to your heart's content, but please note that there's **no undo** function. To start over, you'll just need to drag your original image back onto the background.

When building your custom content, you can add as many images as you would like! You can also layer images atop one another if you're feeling extra creative.

## **Step Five: Scheduling your message**

Once you are finished, you now have the ability to choose when your message will be displayed.

Below the left column you will see a check box labeled, "[Always plays!](#)" By default, your file is set to always play. This means, until the file is manually deleted, it will play continuously.

If you would like the message to play for a set period of time (ex. 12/05/2009 – 12/20/2009), simply uncheck the box. You will then be asked to choose the start and end date.

Once you have chosen your play frequency and/or run dates, click [Apply](#), located in the bottom right hand corner of the screen.

Your newly created message should now appear in the Loop #1 Message section, under **Messages**, on the left hand side of the screen. To make additional changes, simply click on the messages you would like to change.

## **Adding multiple messages to your loop**

In this example you have only one message in the loop. However, Mediplay's Content Creator allows you to have as many messages as you would like in a single loop. Playback order can be adjusted by simply dragging and dropping the messages within the **Messages** column.

On the right hand side, under the **Players** column, you will see your available media players.



These are the media players that are configured to display your custom content. You can assign your media player to your newly created loop by dragging and dropping the player in the corresponding **Player** section in the right hand column. In this example, you will drop your media player into the "Loop #1 Player" section. Your media player will now be scheduled to play the messages you've created from the left column.

### **Congratulations!**

That's it! You have now successfully created and scheduled your own custom practice content. All of your changes are saved automatically, and your new message(s) will appear on your players shortly.

### **Previewing your message**

If you would like to preview your message(s) as they will display on the screen, simply click on the magnifying glass next to the right of your player name. You can then view each message by clicking the left / right arrows at the top of the screen.

### **Multiple players? No problem!**

If you have multiple players, you can assign a different loop to each player. To do so, you will need to create a new loop.

Simply click "**Add Message to New Loop**", located in the dialogue box labeled "**New Loop Messages**". Once you have created your message for Loop #2, simply drag your media player into the corresponding **Players** section, to the right of your new message(s).

This will allow you to create, organize and schedule multiple loops, on multiple players.

### **Questions? Concerns?**

If you have questions or concerns about the Mediplay Content Creator, please contact us. We are available from 9am-6pm, Monday through Friday to help make creating your custom messages as simple as possible.

For questions, concerns or suggestions, please contact the Mediplay support team:

[support@mediplay.com](mailto:support@mediplay.com)

919.741.6550