



CodaSign User Guide
Uploading and Managing
Media

www.codasign.co.uk

Uploading and Managing Media

Supported Media Types

You can upload your own media for use with CodaSign Media Players. Supported file types include:

Images

- JPG, PNG and most common image formats.

Videos

- MP4, WMV and other video formats.
- Recommended settings: H.264, WMV3, or VC1 at 1080p or lower, with a bitrate of 8 Mb/s or less.

PDFs

- Because your display may not have the same fonts as your computer, ensure all fonts are embedded.
- Exporting PDFs in PDF/A format increases compatibility across devices.

General Recommendation

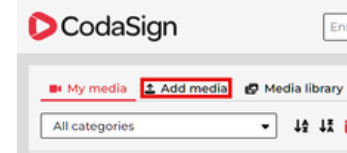
For best results, upload media that matches the orientation of your display screens and ensure all text is readable.

If creating media using Microsoft 365 tools, see our: [PowerPoint to Video Conversion Guide](#) and [Word to PDF Conversion Guide](#).

Uploading Image, Video or PDF files

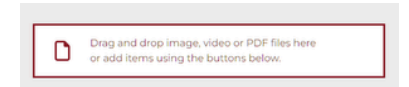
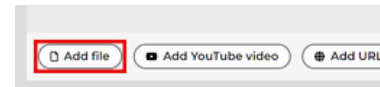
To upload your media:

- 1 Either click 'Add Media' or 'Quick Upload'.



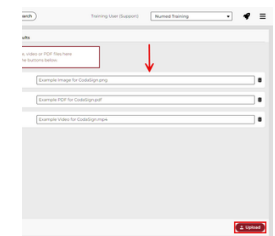
- 2

By clicking 'Add File', you can browse for files on your computer or, drag and drop files into the red rectangle in the centre of the page.



- 3

Once your files appear in the list, you can rename them using the box on the right-hand side.



- 4

Click 'Upload' to complete the process.



Media can take a while to upload.
Once complete, a thumbnail preview will appear.

Previewing and editing the settings for your media

To preview a piece of media:

Select the media item then click 'Preview'.



Within 'Preview/Info' you can:

- Click the play symbol to preview the media.
- Click the expand icon to view a larger version.
- View usage statistics.

To edit media settings:

Click 'Edit'.

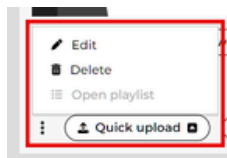
You can adjust:

- The media name
- The default duration (how long it appears on screen)
- The description
- With the PDF files, you can set a default duration for the entire document or you can choose a duration for each page. You can also set it to display a single page.

A screenshot of the 'Edit source' dialog box. It has a title bar with 'Edit source' and a close button. Inside, there are three input fields: 'Name' with the text 'Example Image for CodaSign.png', 'Default duration' with the value '0:15', and 'Description' which is empty. At the bottom, there are two buttons: 'Cancel' and 'Save changes'.

To delete a media file:

Click the three-dots menu in the bottom left of the media tile, then select Delete.



YouTube Videos

CodaSign allows you to add YouTube videos as part of your 'My media'.



Please note the following points before searching and adding YouTube videos

- Audio levels are controlled by the original uploader and may be too loud for your waiting rooms.
- Advert-enabled videos will play adverts on your screens. These adverts may not be suitable for a waiting area.
- YouTube Shorts are not supported.

To add a YouTube video:

- 1 Click 'Add Media' or 'Quick Upload'.
- 2 Click 'Add YouTube Video'.
- 3 Enter the URL of the YouTube video.
- 4 Click 'Add Video'.
- 5 Your video will appear in the list; rename it if required.
- 6 Click 'Upload' to finish.

A screenshot of the 'Add YouTube video' dialog box. It has a title bar with 'Add YouTube video' and a close button. Inside, there is a text input field containing the URL 'https://www.youtube.com/watch?v=grt8ljhsc_8'. To the right of the input field is an 'Add video' button.

URLs - webpages, images, videos and PDFs

CodaSign also supports adding online media from web sources, including webpages, images, videos, and PDFs.



Ensure you have permission from the owner of the webpage or media before adding it to CodaSign.

To add a URL:

- 1 Make sure you have the full and correct URL.
- 2 Click 'Add Media' or 'Quick Upload'.
- 3 Click 'Add URL'.
- 4 Enter the media or webpage URL.
- 5 Click 'Add URL'

Add URL

https://codasign.co.uk/support/

 Add URL

- 6 Enter a name for the media item.
- 7 Click 'Upload' to complete the process.

