



CodaSign User Guide Using the Media Library

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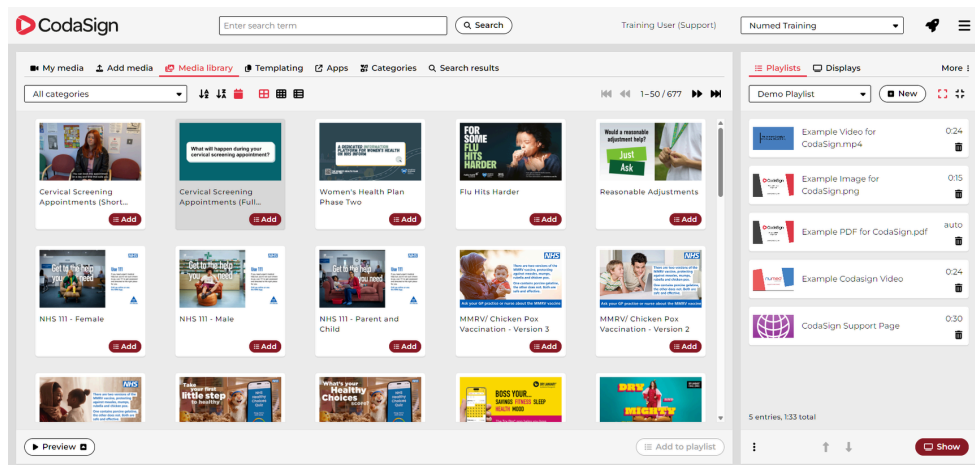
Using the Media Library

CodaSign includes an extensive built-in media library containing content for your sector and suitable for your waiting areas. You can use any of this media as part of your subscription package.

Accessing the Media Library

To access the media library, click the 'Media Library' icon on the menu.

This will display the most recently added media available for your organisation.



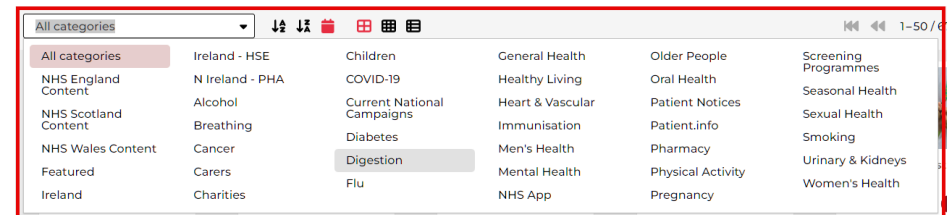
Browsing by Category

Media items are grouped into categories to help you quickly find relevant content.

To browse by category:

- Click the 'All Categories' drop down menu.
- Select the category you want to view from the list.

This will filter the media library to show only items within that category.



Sorting and Display Options

The tools at the top of the page allow you to adjust how the media library is displayed.



Using these tools you can:

- Sort media alphabetically.
- Sort by Most Recent – Show the latest uploaded content first.
- Change View – Switch between: large media icons, small icons, list view.

These options help you find the right content quickly and navigate large collections more easily.

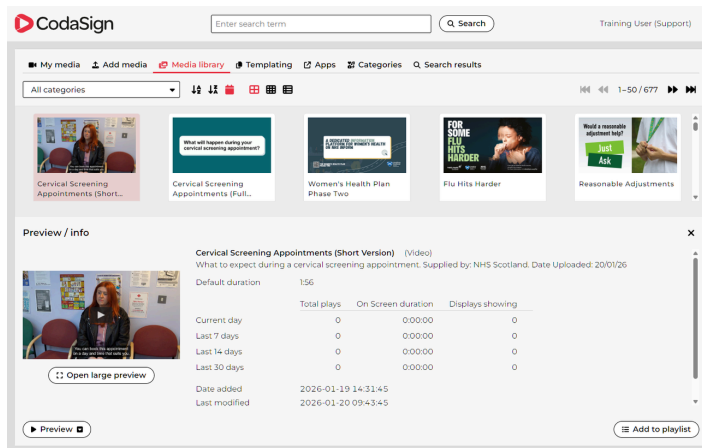
Previewing Media

To preview a media item:

- 1 Select the item you want to view.
- 2 Click 'Preview'.

The preview screen will display:

- The full title
- A description of the media
- Information about sound or subtitles, if applicable
- Usage statistics showing how many times the item has played on your CodaSign Media Player



This helps you decide whether the media is suitable for your waiting area before adding it to a playlist.

Adding Media to a Playlist

You can add media from the library to your playlists using the same process described in:

CodaSign Guide - Creating and Managing Your Playlists.
Simply locate the item you want and use the Add button or drag-and-drop feature to insert it into the playlist of your choice

