Creating a New Layout
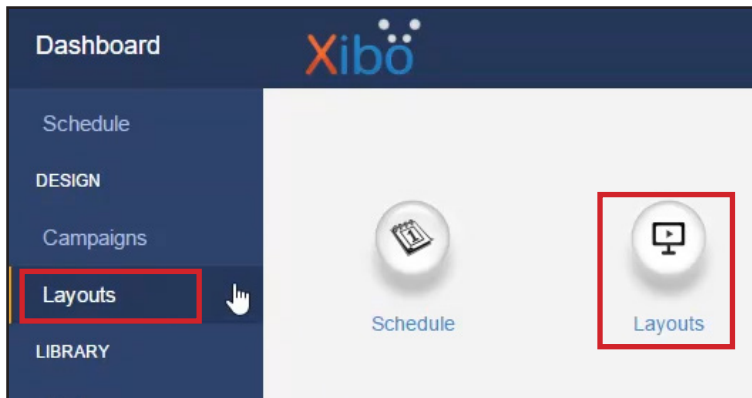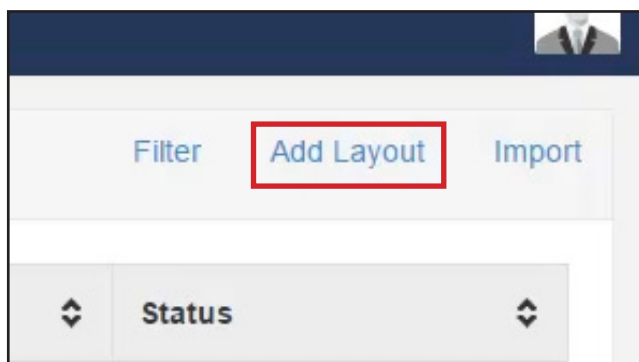
1. Log into Xibo.
2. From the dashboard, click the **Layouts** button. You can also click **Layouts** in the navigation bar at the left of the screen.

3. Click **Add Layout**.

4. Enter details about your layout. You may also select a template to use. For **Resolution**, select the best description of your display(s). Note that while the software will scale a layout for different size screens, it must still be proportional Click **Save**.
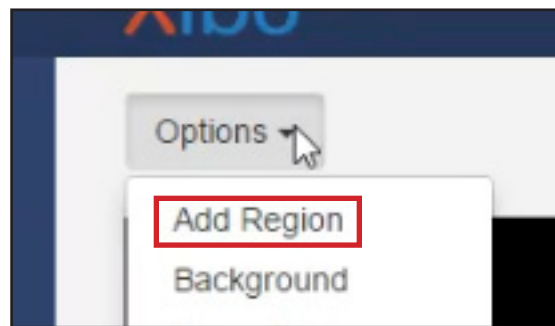
5. When a new blank layout is created, you will see a gray box. This is a single full-screen default region for the content. You can resize this to use in your layout, or delete it to add other new regions.

6. To change the background image or color for the layout, you can go click **Options** and select **Background**.
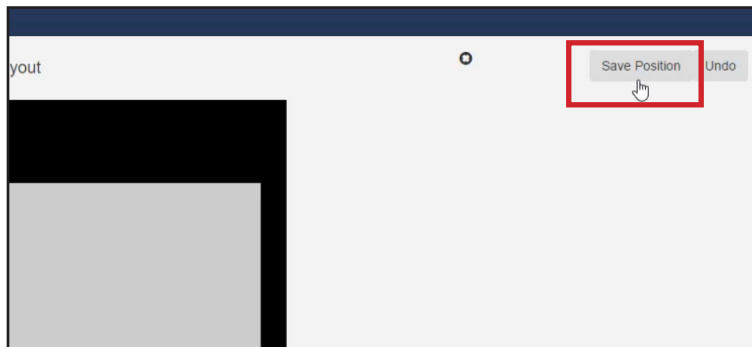
Working with Regions

1. To add a new region to your layout, click Options and select **Add Region**.

2. You can move regions by clicking and dragging them.
3. You can resize regions by hovering over the bottom right corner, and clicking and dragging until the region matches your desired size.

4. Any time you change the position of the regions on the layout, be sure to click **Save Position**.
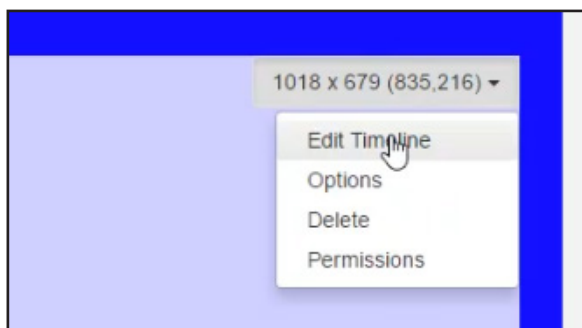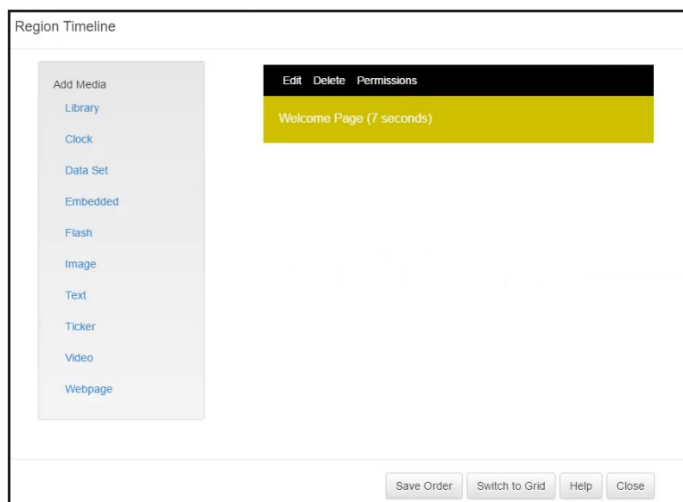
WORKING WITH LAYOUTS

Adding Content to Layouts

Each region can have it's own independent playlist of content to run. The content types include:

- *Library*: A video or image file that you have previously uploaded to your Xibo library.
- *Clock*: An analog or digital clock. You have more flexibility to style the date and time formatting of the digital clock.
- *Embedded*: An HTML embed code of some type ofcontent. Note that when using an embed code for video such as YouTube, if there is no autoplay option, your content would not play.
- *Flash*: A SWF flash file.
- *Image*: Upload an image to your Xibo library to use as content.
- *Text*: A large text area to write a message.
- *Ticker*: A ticker that will show article titles/headlines from an RSS feed.
- *Video*: Upload a video to your Xibo library to use as content.
- *Webpage*: A webpage on the internet. Note that the Xibo display will be static and not allow interaction with the webpage such as scrolling or logging in.

1. On the layout view, hover over a region, and click the dropdown menu at the top right and click **Edit Timeline**.

2. If you have added anything, your timeline will show in the right side of the screen. Several content modules will show on the left side.
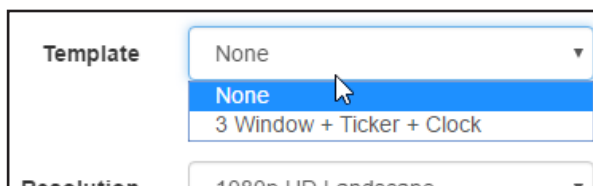

3. Click a content module to add it to the timeline.
4. Configure the module for your needs (for more information on configuring the content modules, see the Content Module guide).
5. Once you save, the module will appear in your timeline.
6. To rearrange content, click and drag the items higher or lower in the timeline.
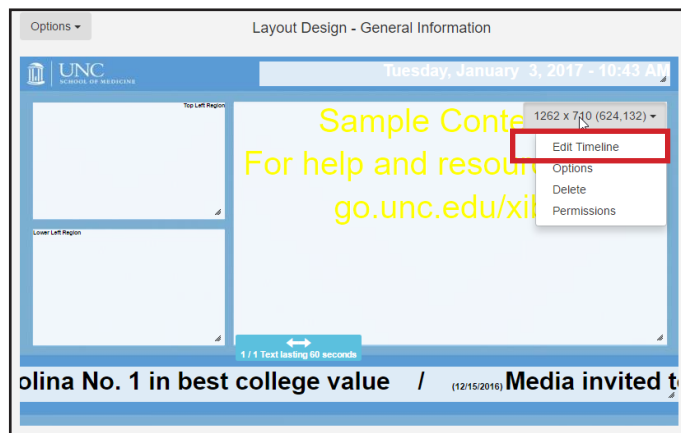
Working With Templates

In addition to being able to make your own layout, there are a few templates that are provided for you to use.

1. From the dashboard or navigation bar, click the **Layouts** button. Click **Add Layout**.
2. In the screen that appears, enter details for your layout, and select a **Template**.

3. Once you click **Save**, there will be a layout with prepopulated regions.
4. In the template, you can edit and add content to the regions by clicking the dropdown menu at the top right of the region, and clicking **Edit Timeline**.

Notes

- Layouts will not work properly if all regions do not have at least one item scheduled. You will have an indicator above the Layout Designer that says whether the layout is valid (checkmark) or not (x).