

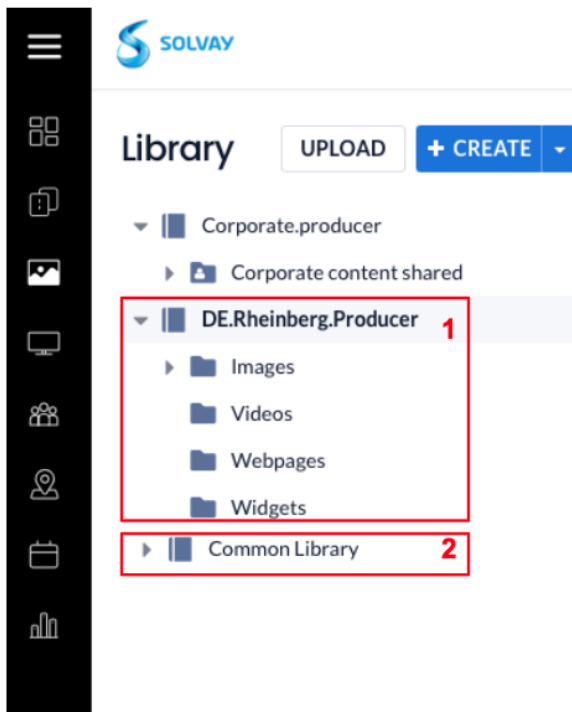
Digital Signage - Appspace Libraries



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What are libraries in Appspace?

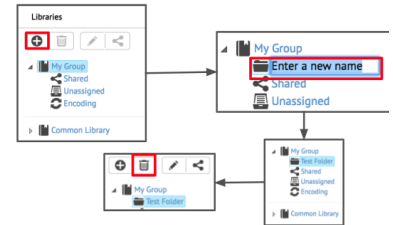
- ✓ Libraries are used to manage your content within Appspace
- ✓ Here, you can upload image and video files and add links to content from external sources
- ✓ There are two types of Library Permissions within Appspace:
 1. A **User Group Library** where content is shared with only the users who are members of that library
 2. A **Common Library** can be accessed by everyone within the Solvay domain who has an Appspace account. By default, every user has read permissions



Libraries: Content - Uploading Media Supported Formats

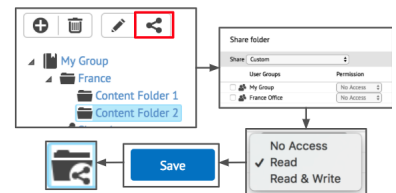
- ✓ All main file types are supported by Appspace including **MPEG-4, JPEG, PNG, GIF and MP3**
- ✓ Google Drive: Google Slides and Sheets can be used via a Card
- ✓ The screenshot shall respect a resolution of 1920x1080
- ✓ You can select the files that you wish to upload either using Drag-and-Drop or by selecting the files manually
- ✓ Note that the maximum file-size supported is 2GB
- ⚠ Note that the following file types are **NOT** supported :
 - ✗ **WMV & MOV** : Must be converted into a supported file-type such as MPEG-4. Convert [here](#) or [here](#).
 - ✗ **PowerPoint**: Google Slides to be used
 - ✗ **Excel**: Google Sheets to be used

Libraries: Folders



Adding Folders and Deleting Folders

- ★ You can add Folders within your Libraries to **create a structure**
- ★ To add a folder, click the Plus Icon
- ★ You can then type in the name of your folder before pressing Enter
- ★ To delete a folder, click on the folder you wish to delete and then click on the Trash Icon



Sharing Folders

- ★ Content within a User Group Library will be shared with the users of that group
- ★ However, you can choose to **share folders** within the Library with users who are not members of that User Group Library
- ★ To do this, select the folder that you wish to share, click the Share Icon, choose the group with which you wish to share your folder, set the permission level and then click Save
- ★ You can see that the folders has been shared due to the **Shared Folder icon**