

Uploading Content to the Cloud

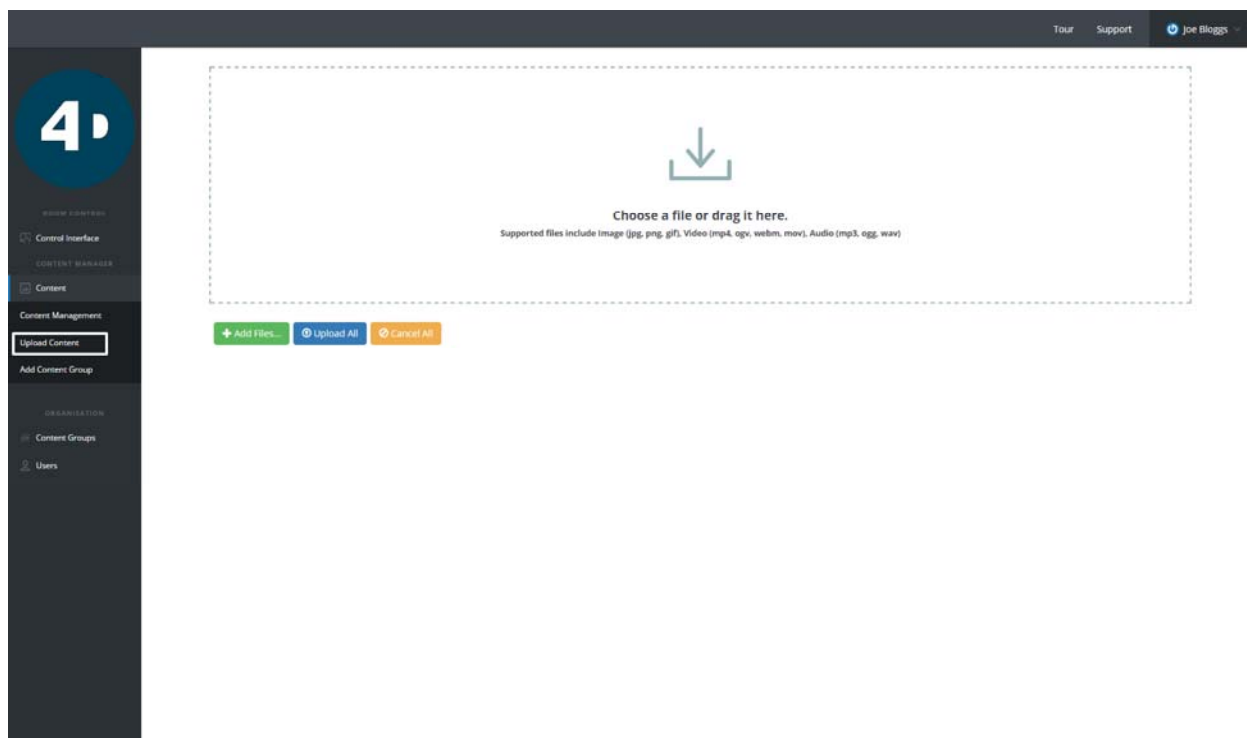
Step 1: Go to your GenIE 2 cloud

To upload content, you need to be logged into your GenIE 2 cloud. If you are currently in the GenIE 2 application (where you can play projections, sounds, etc.) you can navigate to the cloud by pressing the **Back to Cloud** button at the top.

Step 2: Select the files you want to upload

Once you are on the cloud, press the **Upload Content** menu item on the left hand panel (as shown below). Then, either press the **Add Files** button, or drag the files you want to upload from your computer into the dotted box that says **Choose a file or drag it here**. The supported files will then appear below.

TIP: Avoid uploading large files, as this can cause themes to load slower.



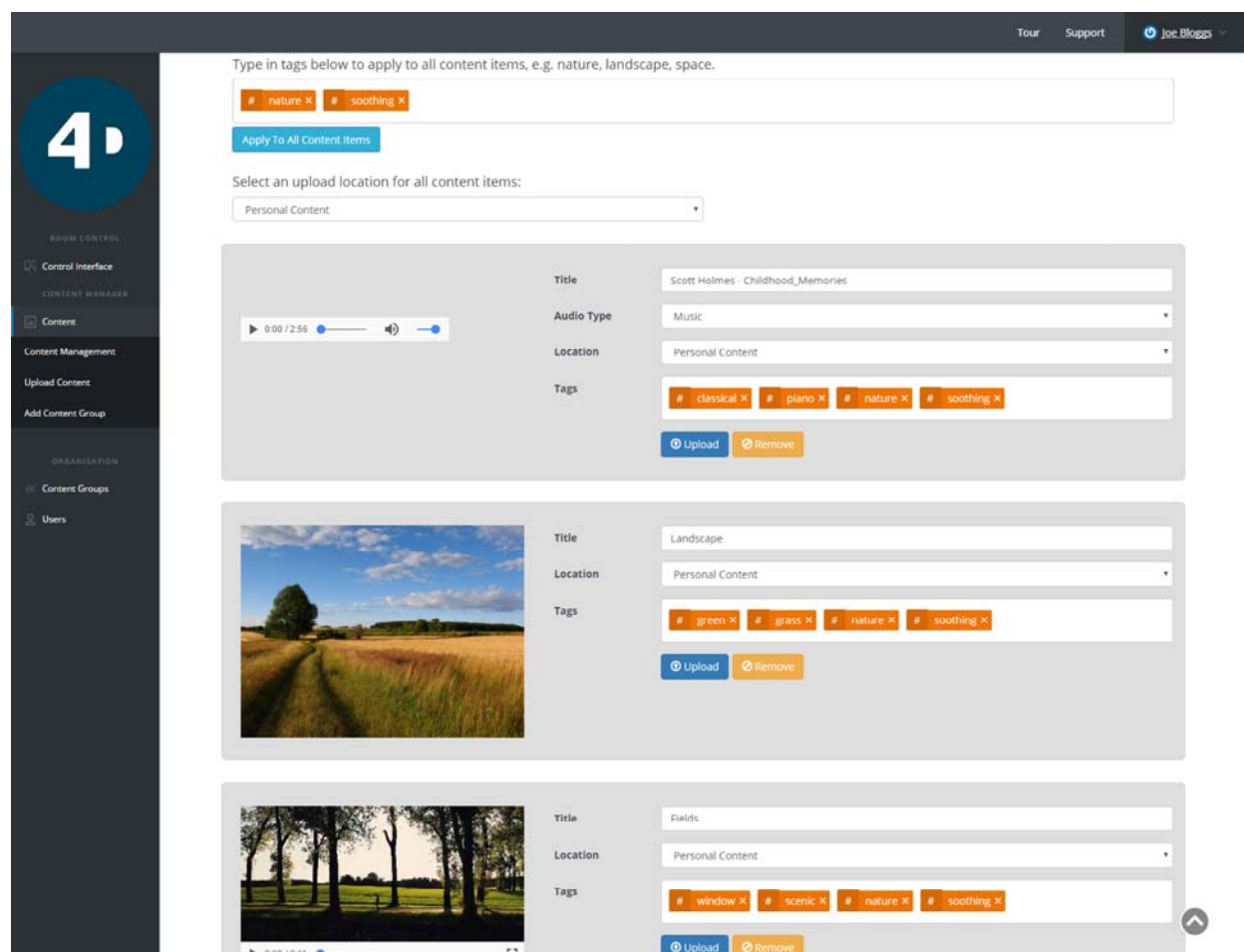
Step 3: Set the name, tags, and upload location for each upload

For each file, you need to **choose a title** for each content item (as sometimes the filenames can be unintuitive, like file0001.jpg).

Next, select a **content group** for each item, or to quickly put them all in the same group, use the dropdown box at the top.

Next, all items must have at least one tag (words that describe the content). You can set tags for each item individually, or you can write tags at the top that are added to all at once.

TIP: Avoid using special characters in tags (like hyphens, question marks, etc.) and keep them short. You do not need to duplicate the title.



You can also preview playable content items that you have selected to upload (e.g. by pressing the play button on a video or audio thumbnail).

Step 4: Upload your files

Once you are ready to upload, you can upload each item individually by pressing the **Upload** button, or at the top of the page, press **Upload All** to upload all items at once. Upload progress is shown by a blue progress bar. Once an upload is complete, the bar will turn green and the text "Upload complete" will appear (see below in the green bar).

TIP: Wait until the uploads are finished before you leave the page.

TIP: The room will sync new content every hour (so long as GenIE2 is switched on) and when it first starts up. You can check the progress in the room controller.

The screenshot displays the GenIE2 Content Manager interface. On the left is a dark sidebar with a '4D' logo and navigation links: ROOM CONTROL, Control Interface, CONTENT MANAGER (highlighted), Content, Content Management, Upload Content, Add Content Group, ORGANISATION, Content Groups, and Users. The main area has a top header with 'Tour', 'Support', and a user profile 'Joe Bloggs'. Below the header is a dashed box for file uploads with the text 'Choose a file or drag it here.' and 'Supported files include Image (jpg, png, gif), Video (mp4, ogv, webm, mov), Audio (mp3, ogg, wav)'. Below this are buttons for '+ Add Files...', 'Upload All' (highlighted with a red box), and 'Cancel All'. A text input field for tags is shown with 'nature' and 'soothing' selected. Below the tags is a button 'Apply To All Content Items'. A dropdown menu for 'Select an upload location for all content items:' is set to 'Personal Content'. Two content items are shown in a list. The first item is an audio file titled 'Scott Holmes - Childhood Memories' with a duration of 0:00 / 2:56. It has tags 'classical', 'piano', 'nature', and 'soothing'. The second item is a landscape image titled 'Landscape' with tags 'green', 'grass', 'nature', and 'soothing'. Both items have 'Upload' and 'Remove' buttons and a green progress bar at the bottom of each item card that says 'Upload Complete'.

