XINICS COMMONS EX

USER MANUAL

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목차

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Xinics COMMONS EX

Overview

Xinics COMMONS EX Introduction

Create

Manage

Publish

Xinics COMMONS EX is a content creation / management platform that can register, manage, conveniently view and distribute / share various educational contents such as videos, documents and social media materials.

Components of COMMONS EX

Content creation

[Content Creation] allows you to upload files, register social media, and create content.
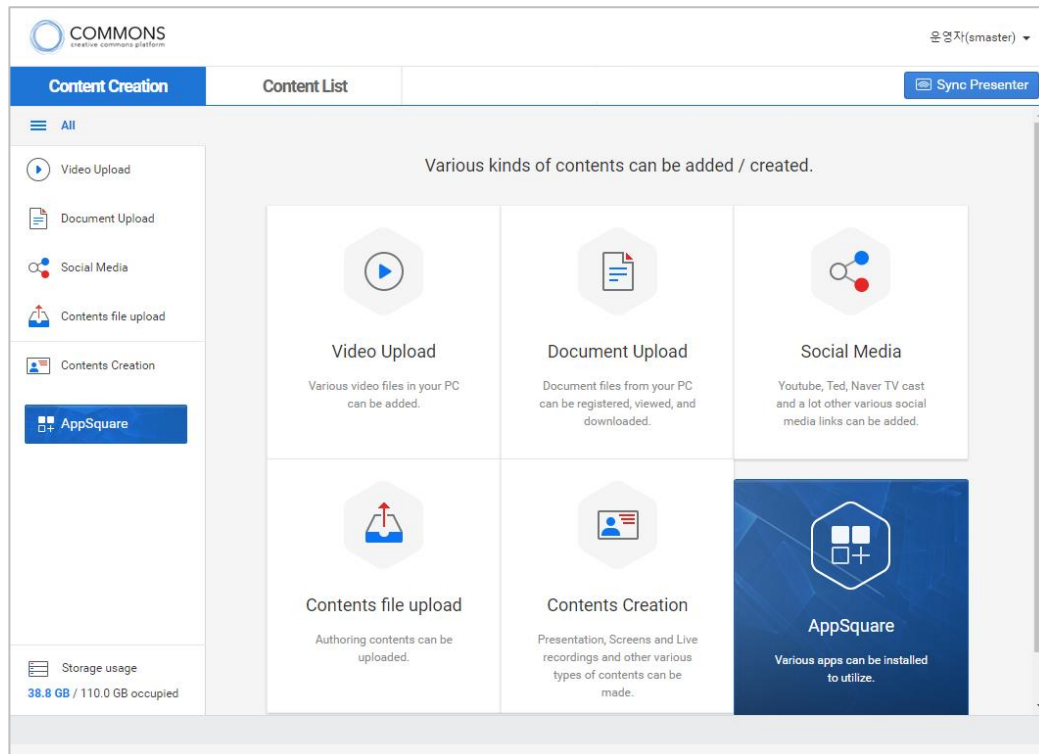
※ The menu may differ from the above image depending on the options of the provided system.

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Content list

[Content List] allows you to manage the content stored on your personal content platform and distribute / share it for your purposes.
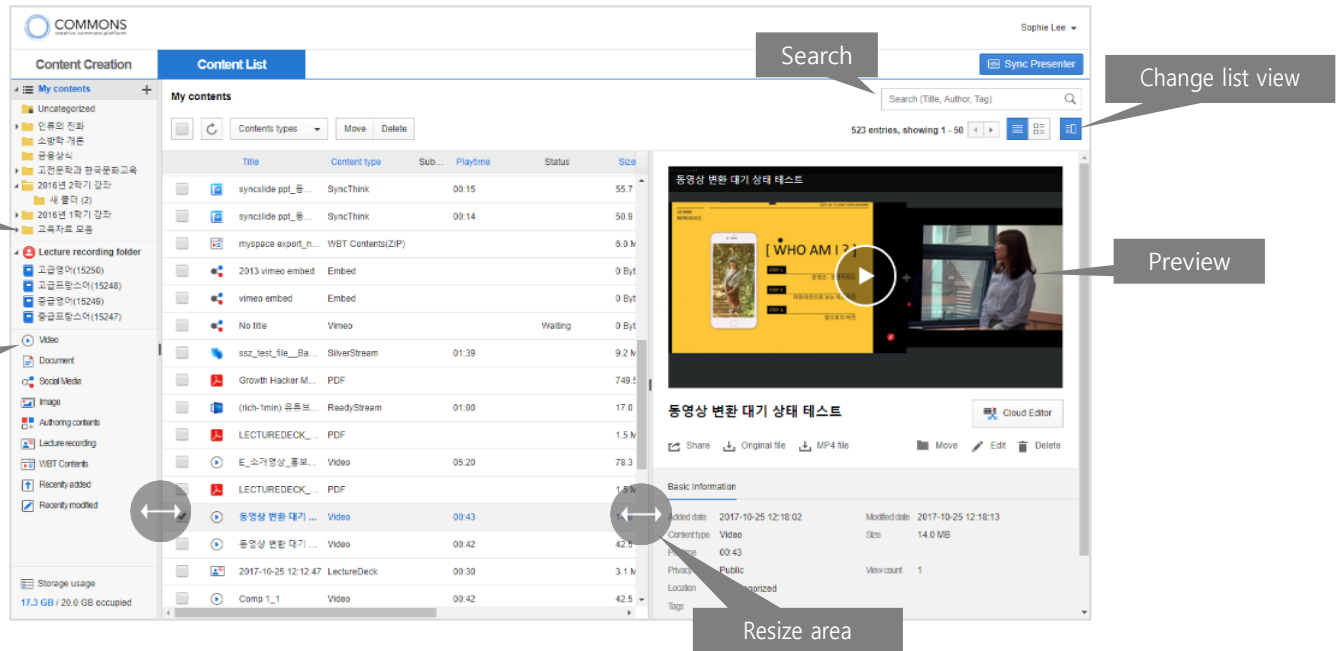
You can adjust the size of the preview and list area as desired, or change the way you view the list.
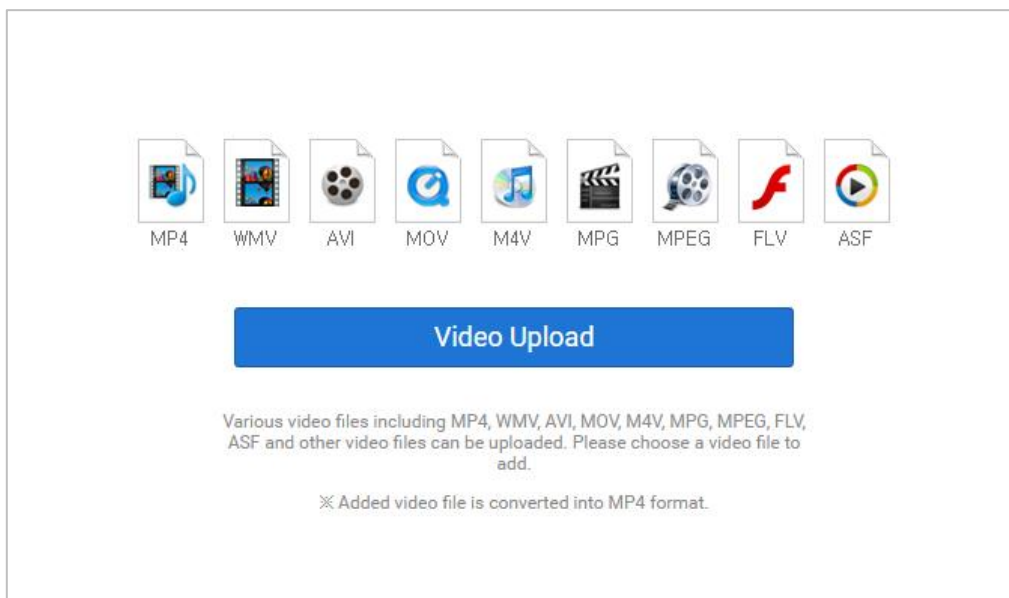
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User Guide

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Contents Creation

Upload files

You can upload video files, document files, and authoring content files on your PC. On the top tab, click Register Content..
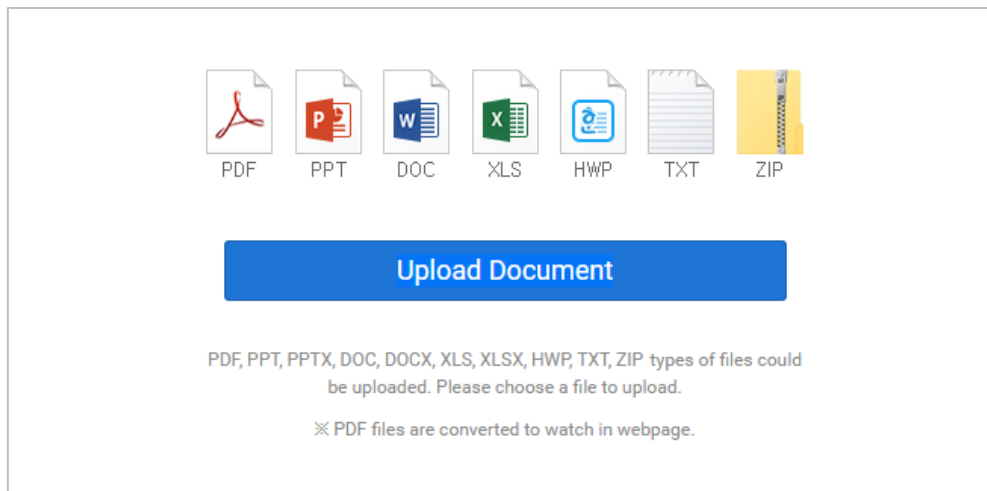

Video Upload

① Select [Content Creation - Video Upload].

② Click the [Video Upload] button to display the file explorer and select the file to upload.

- Types of videos you can upload: MP4, WMV, AVI, MOV, MPG, FLV, ASF

※ Uploaded images are converted to MP4 format for viewing in various environments..

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Upload Document

① Access [Content Creation – Document Upload].

② Click the [Upload Document] button to display the file browser and select the document file to register.

* PDF documents support previewing, but other types of documents do not support previewing. However, the original download is supported, so you can check the contents after downloading.

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Upload progress

① After selecting a file, uploading starts.

※ Please be careful not to leave the screen while uploading at this time.

② At the bottom of the screen, basic information can be entered.

- Title: The title is automatically assigned as the name of the file to be registered.

- Tag: You can input tag by separating it with comma and enter. Please enter a tag and hit comma or enter on your keyboard. You can delete any of the generated tags by pressing [X].
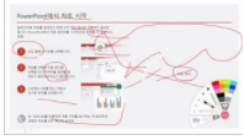
※ You can input up to 16 characters at a time. (Including spaces)

- Folder: Select the folder to save the contents. When you click the box, the folder list appears. Specify the desired folder and click [OK].

- Privacy (Public setting): Set the public range.

  ■ Public: If you have a content link, others can open it.

  ■ Private: Only you can see it.

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■ Subtitles: Subtitle can be registered for the video type.

③ You can cancel the upload by pressing the [X] button on the right side of the progress bar during upload process.

④ When uploading is completed, [Apply] and [Cancel] buttons are activated.

■ Apply: Click this to check registered content.

※ The viewable time may be delayed depending on the conversion status.

■ Cancel: Click this button to cancel basic information correction after content registration processing. If you click this button, it returns to the file upload initial screen.
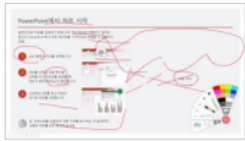
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Upload Subtitles

You can insert subtitles for video content.

When uploading is completed, a file browser button will appear, allowing you to register subtitles.

※ Registerable subtitle types: * vtt, * smi

Videos with subtitle can be identified by subtitle icons on the list.

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View contents

View content by type

Select by content type and view

Various types of content are registered in the commons system. Click each type of document, video, authoring content, social media, etc. under the left folder area to see the corresponding type of content in the list.
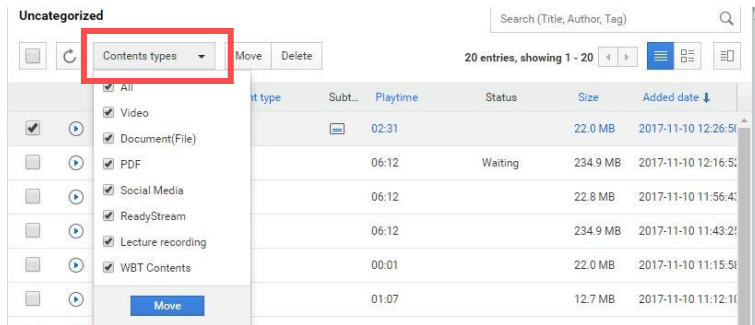
※ Type filters appear depending on the options of the system provided, so they may appear different from the image.


Filter only selected types

At the top of the content list, there is a box where you can filter the type in detail.

If you select only the type you want to view and click [OK], only the content of that type will be displayed.

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Content preview

When you click the [Preview] button on the upper right of the content list, a preview window appears next to the list. You can check the content player and information by selecting the content you want to preview. To hide the preview window, press the [Preview] button again.
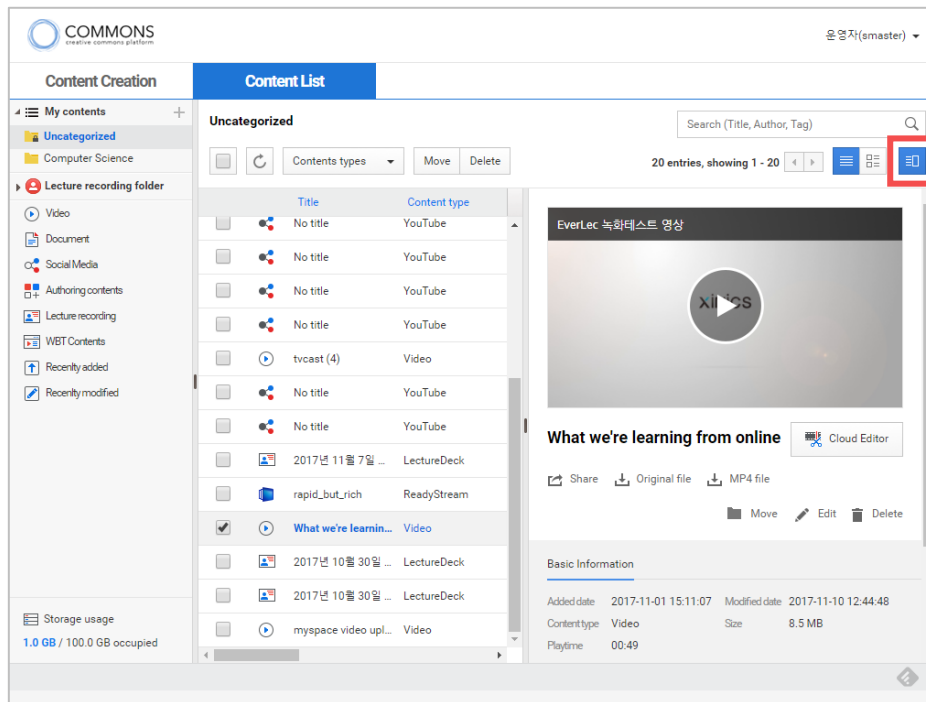
View content only in full browser view

If you want to see the content in its entirety on the browser screen by itself, double-click the content in the content list or click on the thumbnail image.
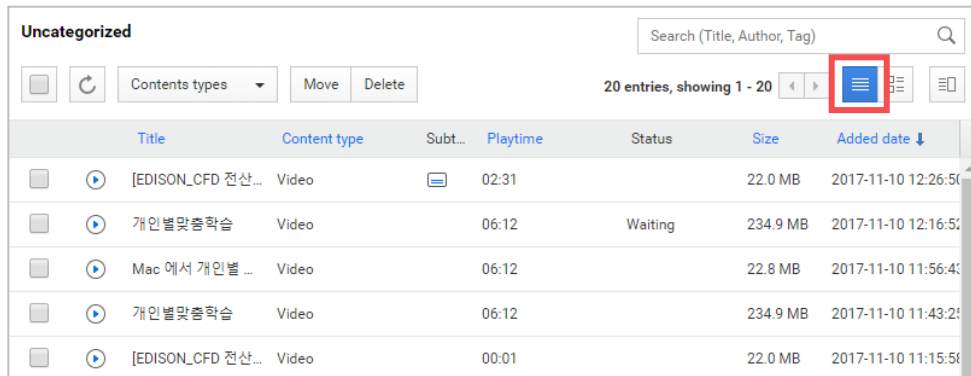
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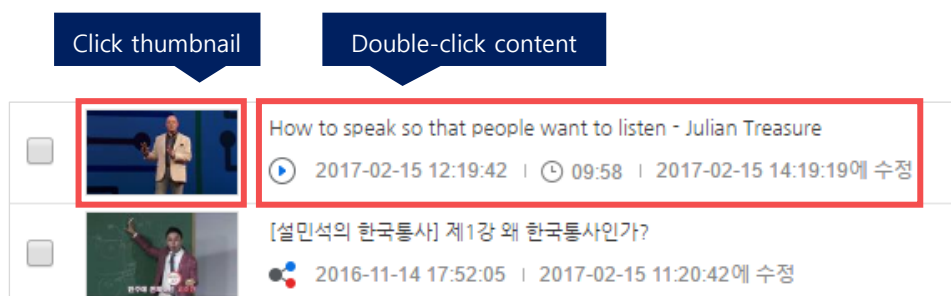
Change list view

You can change the content list view to another type.
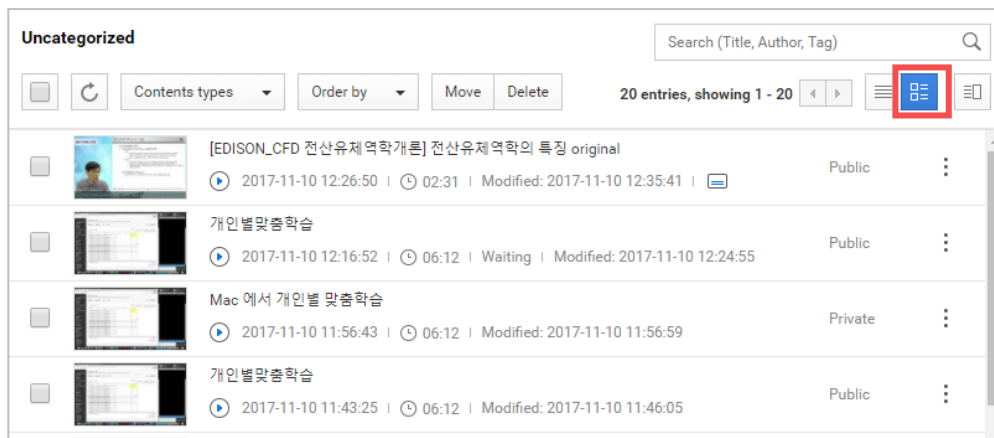
[View as detailed list]

You can view the list of contents in a table with a detail field.

[View thumbnail list]

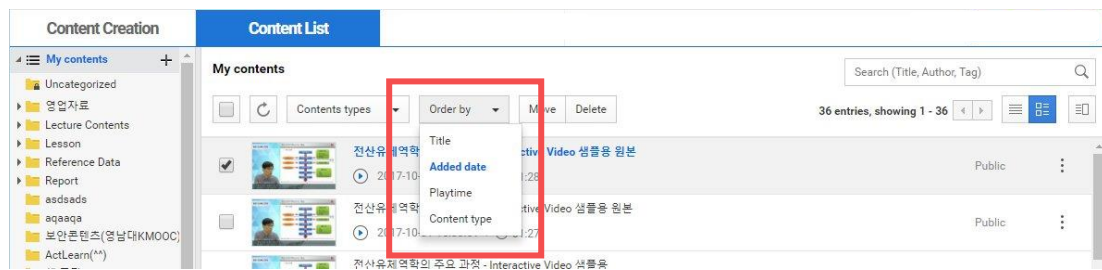You can view the content list in a way that the thumbnail image is displayed.

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Changing content list sorting conditions

In the list view state, you can sort by ascending / descending order by clicking the column title at the top of the list.

※ Only the text displayed in bold can be sorted.

◆ In thumbnail list view state

In the thumbnail list view, an alignment box appears at the top of the list. You can sort your content by selecting your own sorting options.

● Title order: The title text is sorted in ascending order.

● Sorted by: Sorted by date in descending order.

● Play time order: The play time is sorted in descending order.

● Type order: You can see that the same types are grouped together and sorted

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Search content

You can search for content by entering a title, subscriber, or tag.
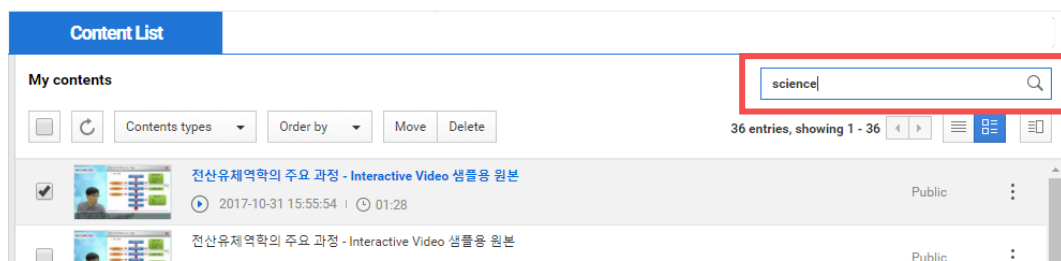
Publish / share content

If the privacy setting of the content you are registering is "Public," you can share it externally via the URL.

You can share your content in the following ways:

- Share as a link: You can copy the content link and post it to another site, or forward it via mail / instant messenger.
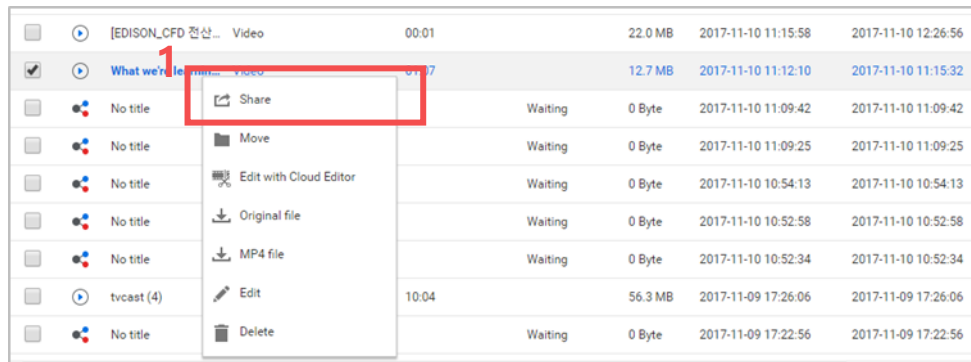
- Share with source code: You can copy the content source code and embed it in a specific post, or post it where you need to share it in a source code way.

- Sharing via SNS: You can post content links directly to your personal Twitter or Facebook.

① Mouse over the content you want to share in the list and right-click. When the operation menu appears, click the [Share] button.

② When the sharing pop-up window appears, you can select link copy, source code copy, SNS sharing
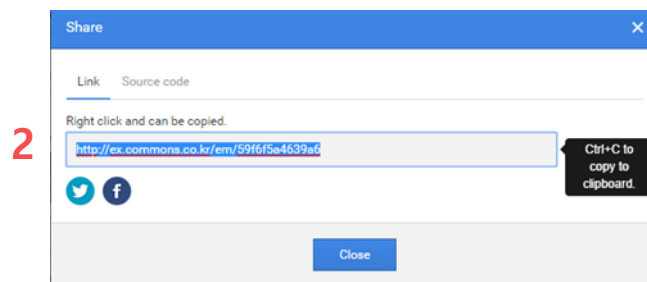
- Copy link / source code: Press Ctrl + C on your keyboard or use the right mouse button to copy and paste it where you want.

- Sharing via SNS: When you click on it, a window for entering your personal account and password appears, and you can post it to your SNS after linking with your account.

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Content management

Folder management

On the left side of the content list, you can manage folders. In addition to the default folder, you can create a new folder of your choice, or you can organize your content in multiple levels by tree type.

- ■ My Contents: View your entire content.

- ■ Uncategorized: If the content does not belong to any folder, it belongs to the 'Uncategorized' folder. You cannot delete this folder or create subfolders below it.

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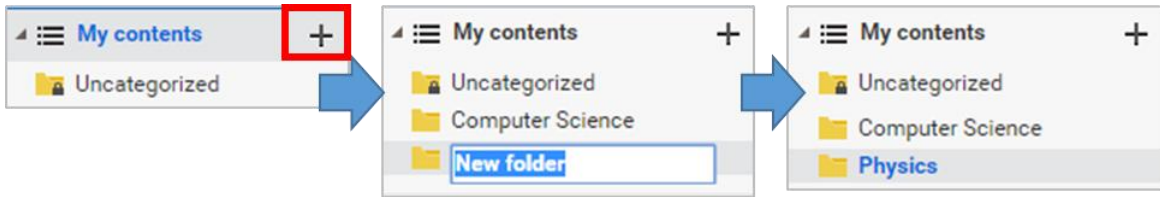
[Create folder]

① With "My Content s" selected, press the [+] button to create a new folder.

② The 1st folder is created, but the folder name can be modified.

③ Enter the name to be modified and press Enter or click the other area to change the name.

[Creating subfolders]

① Select the folder where you want to create the subfolder, and then press [+].

② A subfolder is created under the selected folder. You can modify the folder name.

③ Enter the name to be modified and press Enter or click the other area to change the name.

※ Folder can be configured up to 3 stages in total.

[Moving folder locations]

You can drag the folder to the desired location.

**Put it as a subfolder of a specific folder**

When you click a folder and drag it to the text area of another folder, the mouse cursor changes to the [+] shape. When this shape appears, the dragged folder is moved under the folder when the mouse is released.

Change folder order

If you click a folder and drag it under the text area of another folder, the mouse cursor will change to ⊟. When this shape appears, when you release the mouse, the dragged folder is moved in the same unit as the folder above it.

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[Rename a folder]

① Mouse over the folder to rename and right-click.

② When the menu appears, click "Rename".

③ When the text is changed to a form to input text, enter the name of the folder to change and press Enter to change the name.

[Delete Folder]
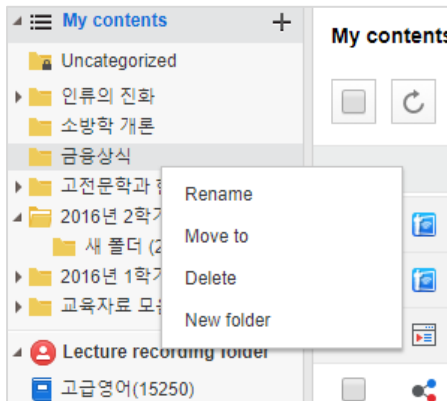
① Mouse over the folder to be deleted and right-click.

② When the menu appears, click "Delete".

③ The selected folder is deleted.

[Folder management shortcut key guide]

- F2: You can change the name of the folder by selecting it and pressing F2.

- Del: You can delete the folder by selecting it and pressing the Delete key

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Q. When I delete a folder, will the content in it be deleted?

No. If the content is contained in the deleted folder, the contents are moved to the parent folder. If you delete the 1st folder, it will be moved to the [Unclassified] folder because there is no higher folder.
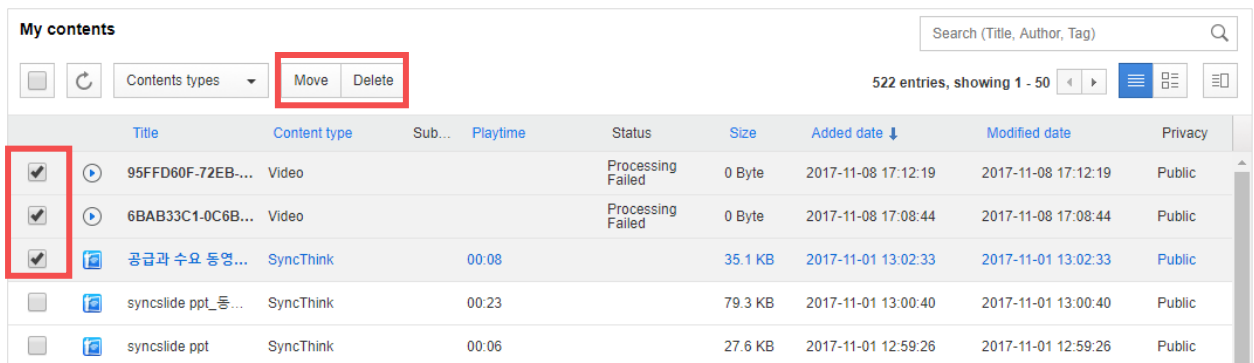

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Move content folder

■ **Move 1 content**
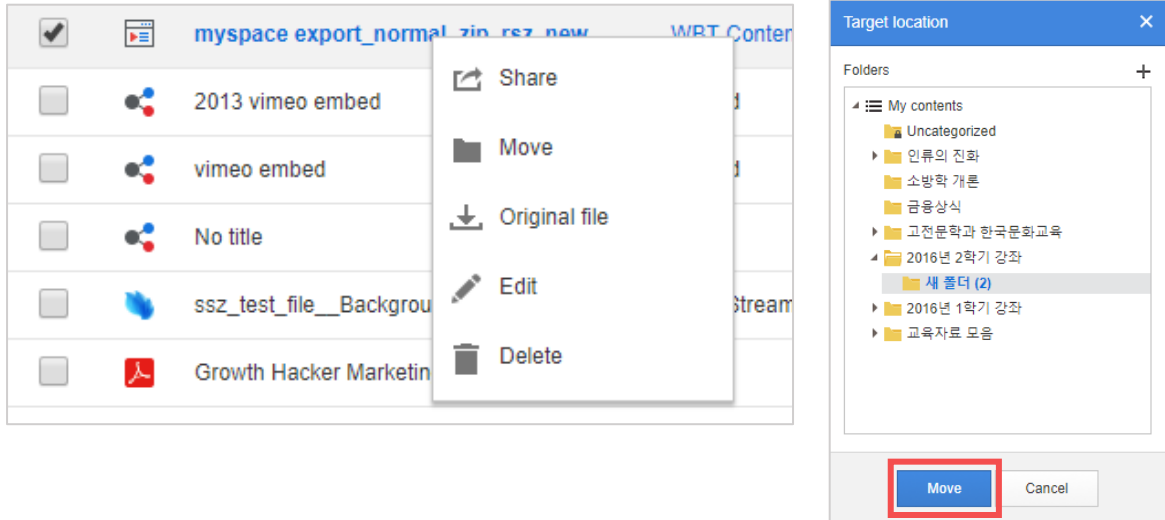
① Mouse over the content you want to move in the list and right-click. When the operation menu appears, press the [Move] button.

② A popup window will appear. Select the folder to which you want to move the content, and then click [Move].

■ **Move multiple content**

① To move multiple contents, select several to move.

Click the checkboxes to select multiple, or Ctrl-click on the keyboard to select multiple content.

② Click the [Move] button that appears at the top of the list. When the popup window appears, select the folder to move and click [Move].

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Edit content

① You can modify the content by clicking the right mouse button on the content to be edited in the list or by clicking the [Edit] button while displaying the preview.

② When the content modification popup window appears, enter the information to be modified and click the [Apply] button.

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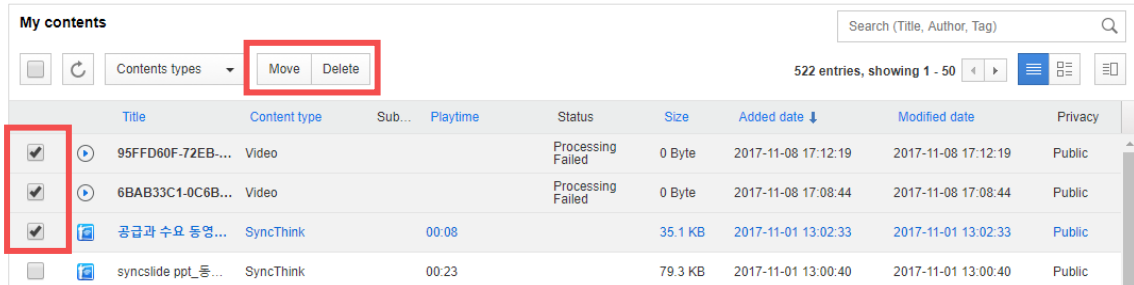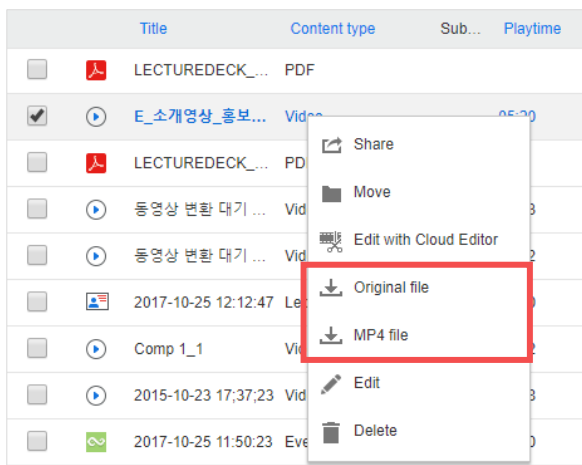# Delete content

When you select the content you want to delete, you will see the [Delete] button at the top, which you can delete by clicking on it.

※ Deleted contents can only be recovered by the operator.

Download content

Mouse over the content you want to download from the list and right-click. When the operation menu appears, click [Original File] or [MP4].

[Original File]

You can download the file you used to upload the file.

[MP4 file]

You can download the output converted to MP4.

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Check your storage quota

The storage space allocated for each user can be checked in the lower left corner.

If you need to adjust the usage space, please ask the operator.

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