

The WMV movie files that Envisage uses are stored in the following location on the Envisage Dedicated Server (EDS): **C:\Program Files\Envisage\Media\WMV**

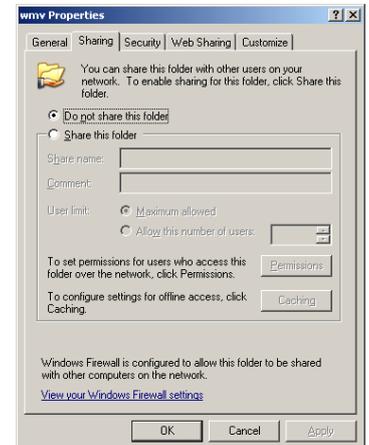
When downloading new media for the Envisage system, or after creating your own media with PowerPoint and converting to WMV using the recommended Wondershare utility, the file should be copied in to the above location on the EDS. To facilitate this, customers may wish to share this folder so it is available to other PCs on the network.

This document gives details of how to set up this folder as a shared folder and how to create a shortcut to that folder on the desktop of another PC on the network. If you require help with this process, please contact your Envisage support provider.

## Sharing the folder on the Envisage Dedicated Server (EDS)

On the Envisage Dedicated Server, perform the following steps.

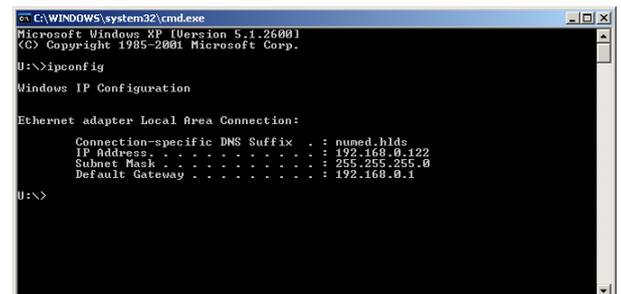
1. Double click the 'My Computer' icon on the desktop. (If the icon does not appear on the desktop, click the Windows Start button and click 'My Computer' from the menu item)
2. Double click the yellow 'Program Files' folder, then double click the yellow 'Envisage' folder, then double click on the yellow 'Media' folder.
3. In here, you should see a yellow 'wmv' folder. DO NOT double click this, right click on it and select 'Sharing and Security'. You should see a window similar to the one on the right.
4. Click on the 'Share this folder' button and type in a Share Name of **Envisage Media**. IF THIS FOLDER IS ALREADY SHARED, SKIP THE REST OF THIS SECTION.
5. Click on the 'Permissions' button. You should see an entry for 'Everyone'. Click on this and put the tick in the 'Full Control' box.
6. Click the 'Add' button and type 'auth' (without the quote marks) in the white box.
7. Click the 'Check Names' button. 'Auth' should changed to Authenticated Users – click OK.
8. Click on the 'Authenticated Users' entry in the 'Group or user names' section, then tick the 'Full Control' box.
9. Click OK on the 'Permissions' window, then OK on the 'WMV Properties' window.
10. You should now see a little hand symbol on the yellow wmv folder indicating the folder is shared.
11. Close the 'My Computer' window to get back to the desktop.



## Finding the IP address of the Envisage Dedicated Server (EDS)

To set up a shortcut on the desktop of another computer, you will need to know the IP address of the EDS. Find this as follows.

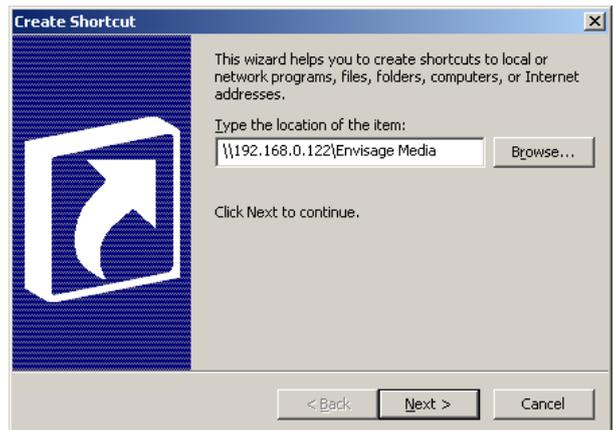
1. On the EDS, click the Windows Start button and click 'Run..'
2. In the 'Open' box, type in cmd then click 'OK'.
3. This should open a black window. Type in 'ipconfig' (without the quotes) and press enter.
4. A response should come back; one of the entries will be an IP Address. In the example shown here it is 192.168.0.122. Make a note of this number.



## Setting up a shortcut to the media folder on another computer

Setting up a shortcut on the desktop of your own PC to the media folder on the EDS will make the transfer of media (WMV) files quick and easy. To do this, perform the following steps:

1. On your own PC (not the EDS), right click on a blank area of the desktop.
2. Left click 'New' then 'Shortcut'
3. The Create Shortcut wizard will appear. In the white box, type in \\<EDS-IP-Address>\Envisage Media (replace the <EDS-IP-Address> text with the IP address of the EDS that you previously noted, as shown opposite. Yours will be different from the one shown here).
4. Click the 'Next' button.
5. Amend the name of the shortcut if you wish, then click 'Finish'.
6. You should now see the shortcut as an icon on your desktop. Double clicking on this should open up the folder on the EDS and the contents of that folder should be visible.



When downloading media from the Envisage media website, you should save the media in to this folder. When asked where you want to save the file, browse to the desktop, then to the shortcut. When WMV movie files are saved in this location, they will automatically appear in the 'Ungrouped' folder when the Envisage Media Scheduler is next started. You do not need to manually import the media item in to the scheduler.

When converting a locally produced PowerPoint presentation to WMV using the recommended Wondershare conversion program, copy the converted file in to the folder shortcut. The WMV file will automatically appear in the 'Ungrouped' folder when the Envisage Media Scheduler is next started. You do not need to manually import the media item in to the scheduler.

Other documents are available on [www.envisage-media.info](http://www.envisage-media.info) giving more information on the Envisage Media Scheduler and the Wondershare PowerPoint to WMV convertor.