1. Request a content developer login at eu.montana.edu/studio1080. When you first register, you will be asked for an overview of the first content module you want to create. You will also need a current e-mail address. Be sure to remember the user name and password you are requesting. It may take up to a few days for your account to be approved, particularly if you register over a weekend. If you want to work collaboratively on a program, be sure to choose a user name and password that you don’t mind sharing—each content module is associated with one user account. Your user name will appear as the author of the content, so if you are developing on behalf of a group, use the group name as your user name.

2. Once you have received email confirmation that your user account is active, return to eu.montana.edu/studio1080 and log in with your user name and password.

3. Open your program, which you will find in the top left tab called Programs.

4. You will be asked to choose a structure for your program. Choose wisely, as you will be stuck with this structure. (See diagram next page) The choices are:
   
   a) In Brief: Hot spot, sequence of single screen. This choice is best for a single video or image; a photo slide show; or a “hot spot” program
   
   b) Mini Program and Program (aka Full Program). Mini program and Full program are similar; but Full has more sub-menus (chapters) and overall screens. Base your choice on how many sub-menus your content module will have. If two, pick Mini. If five or six, pick Full. If you have three or four sub-menus, choose Mini if each sub-menu has two or three topics (sections); pick Full if you have more than three topics under any of the sub-menus.

5. After you have chosen the structure for your program, begin uploading your media—all images, videos, etc. You cannot crop or edit inside the MMaPS software, so do all cropping and editing first, outside of the system. Also, we strongly recommend using a naming convention that will allow you to search for your own personal files and programs. For example:

   SGT_YellArt_Geyser

   Your three initials  Short name for program  Short name for file

   When uploading media, you are required to name the file and to click the checkbox for copyright. Caption and credit are optional, though it is best to enter this information now if you know it and want to use it. Use the bracket keys with a c to indicate copyright, e.g., [c] MSU

   You may wish to upload different versions of the same image, such as one that is cropped at 3x4 portrait, one that is cropped at 4x3 landscape, and one that is cropped at 16x9 widescreen. It is OK to use the same image several times in your content module, particularly if you are creating a large program.

6. Once your media is uploaded (you can upload more later, if you like), choose a graphical style for your program from the six available. (You can also change this at any time).

7. Finally, begin by naming the buttons on your main screen. You can then navigate to the next level by using the ALT key as you click on each particular button. At each level, you can choose a different layout from the Template tab. Place your media files in the available frames through drag and drop. Images that are a different aspect ratio than the frame will stretch to fill the frame. Click the save icon when you are finished with each screen.

8. You can log out and return to your program at any time. When your program is finished, click the Publish icon. At this time, you will be asked to upload a teaser image (you cannot choose from your existing media but need to upload a new file) and confirm the keywords and description of your program. You will receive an email confirmation when your program enters the publishing queue, and when it is published to Studio 1080.

Points to remember:

- Crop and edit OUTSIDE of the content software
- Use a naming convention for your media files
- Use the ALT key to maneuver through your program
- You can only collaborate on a program by sharing a user name and password, so choose one you don’t mind sharing
InBrief Programs

Mini: 2 Sub-menus x 3 topics

Opening screen with optional 16x9 image

Sub-menu (intermediate) screens with optional 16x9 image

Topic screens for media

See templates, p. 3

Mini: 3 Sub-menus x 2 topics

Opening screen with optional 16x9 image

Sub-menu (intermediate) screens with optional 16x9 image

Topic screens for media

See templates, p. 3

Mini: 4 Sub-menus x 2 topics

Opening screen with optional 16x9 image

Sub-menu (intermediate) screens with optional 16x9 image

Topic screens for media

See templates, p. 3

Program: 3 sub-menus x 6 topics

Opening screen with optional 16x9 image

Sub-menu (intermediate) screens with optional 16x9 image

Topic screens for media

See templates, p. 3

Program: 4 sub-menus x 6 topics

Opening screen with optional 16x9 image

Sub-menu (intermediate) screens with optional 16x9 image

Topic screens for media

See templates, p. 3

Program: 6 sub-menus x 4 topics

Opening Screen

Sub-menu (intermediate) screens with a frame for optional 16x9 image

Topic screens for media

See templates, p. 3

Note: You do not have to fill every screen of a content module. If there is no content, it just won’t show up. So, it is better to pick a structure that is too large rather than too small.
**Templates for Mini and Full Programs**

Note: You do not have to fill every available media frame. If you don’t put a piece of media in a frame, it just won’t show up on the final screen.

**Templates for pop-up windows and hot spots**