grass valley

NewsQ™

NEWS PLAYBACK SYSTEM

User Guide

SOFTWARE VERSION 5.5

071831202
NOVEMBER 2005

the most watched worldwide

A THOMSON BRAND

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Grass Valley Product Support

To get technical assistance, check on the status of problems, or report new problems, contact Grass Valley Product Support via e-mail, the Web, or by phone or fax.

Web Technical Support

To access support information on the Web, visit the product support Web page on the Grass Valley Web site. You can download software or find solutions to problems by searching our Frequently Asked Questions (FAQ) database.

World Wide Web: http://www.thomsongrassvalley.com/support/
Technical Support E-mail Address: gvgtechsupport@thomson.net.

Phone Support

Use the following information to contact product support by phone during business hours. Afterhours phone support is available for warranty and contract customers.

United States	(800) 547-8949 (Toll Free)	France	+33 (1) 34 20 77 77
Latin America	(800) 547-8949 (Toll Free)	Germany	+49 6155 870 606
Eastern Europe	+49 6155 870 606	Greece	+33 (1) 34 20 77 77
Southern Europe	+33 (1) 34 20 77 77	Hong Kong	+852 2531 3058
Middle East	+33 (1) 34 20 77 77	Italy	+39 06 8720351
Australia	+61 1300 721 495	Netherlands	+31 35 6238421
Belgium	+32 2 3349031	Poland	+49 6155 870 606
Brazil	+55 11 5509 3440	Russia	+49 6155 870 606
Canada	(800) 547-8949 (Toll Free)	Singapore	+656379 1390
China	+86 106615 9450	Spain	+ 34 91 512 03 50
Denmark	+45 45968800	Sweden	+46 87680705
Dubai	+ 971 4 299 64 40	Switzerland	+41 (1) 487 80 02
Finland	+35 9 68284600	UK	+44 870 903 2022

Authorized Support Representative

A local authorized support representative may be available in your country. To locate the support representative for your country, visit the product support Web page on the Grass Valley Web site.

Profile Users Group

You can connect with other Profile XP Media Platform users to ask questions or share advice, tips, and hints. Send e-mail to profile-users@thomson.net to join the community and benefit from the experience of others.

Safety Summaries

General Safety Summary

Review the following safety precautions to avoid injury and prevent damage to this product or any products connected to it.

Only qualified personnel should perform service procedures.

While using this product, you may need to access other parts of the system. Read the *General Safety Summary* in other system manuals for warnings and cautions related to operating the system.

Review all system operator manuals, including manuals in electronic format on the system hard drive.

Injury Precautions

Use Proper Power Cord

To avoid fire hazard, use only the power cord specified for this product.

Ground the Product

This product is grounded through the grounding conductor of the power cord. To avoid electric shock, the grounding conductor must be connected to earth ground. Before making connections to the input or output terminals of the product, ensure that the product is properly grounded.

Do Not Operate Without Covers

To avoid electric shock or fire hazard, do not operate this product with covers or panels removed.

Do Not Operate in Wet/Damp Conditions

To avoid electric shock, do not operate this product in wet or damp conditions.

Do Not Operate in an Explosive Atmosphere

To avoid injury or fire hazard, do not operate this product in an explosive atmosphere.

Avoid Exposed Circuitry

To avoid injury, remove jewelry such as rings, watches, and other metallic objects. Do not touch exposed connections and components when power is present.

Product Damage Precautions

Use Proper Power Source

Do not operate this product from a power source that applies more than the voltage specified.

Provide Proper Ventilation

To prevent product overheating, provide proper ventilation.

Do Not Operate With Suspected Failures

If you suspect there is damage to this product, have it inspected by qualified service personnel.

Battery Replacement

To avoid damage, replace only with the same or equivalent type recommended by the circuit board manufacturer. Dispose of used battery according to the circuit board manufacturer's instructions.

Safety Terms and Symbols

Terms in This Manual

These terms may appear in this and other product manuals:

WARNING: Warning statements identify conditions or practices that can result in personal injury or loss of life.

CAUTION: Caution statements identify conditions or practices that can result in damage to the equipment or other property.

Terms on the Product

These terms may appear on the product:

DANGER indicates a personal injury hazard immediately accessible as one reads the marking.

WARNING indicates a personal injury hazard not immediately accessible as you read the marking.

CAUTION indicates a hazard to property including the product.

Symbols on the Product

The following symbols may appear on the product:

DANGER high voltage

Protective ground (earth) terminal

ATTENTION – refer to manual

Service Safety Summary

Do Not Service Alone

Do not perform internal service or adjustment of this product unless another person capable of rendering first aid and resuscitation is present.

No Power Switch

To avoid electric shock, disconnect the main power by means of the power cord. The power cord is the main power disconnect. Ensure that the power cord is easily accessible at the rear of the product or at the power receptacle.

Use Care When Servicing With Power On

Dangerous voltages or currents may exist in this product. Disconnect power and remove battery (if applicable) before removing protective panels, soldering, or replacing components.

To avoid electric shock, do not touch exposed connections.

Certifications and Compliances

Canadian Certified Power Cords

Canadian approval includes the products and power cords appropriate for use in the North America power network. All other power cords supplied are approved for the country of use.

FCC Emission Control

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the instruction manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense. Changes or modifications not expressly approved by Grass Valley can affect emission compliance and could void the user's authority to operate this equipment.

Canadian EMC Notice of Compliance

This digital apparatus does not exceed the Class A limits for radio noise emissions from digital apparatus set out in the Radio Interference Regulations of the Canadian Department of Communications.

Le présent appareil numérique n'émet pas de bruits radioélectriques dépassant les limites applicables aux appareils numériques de la classe A préscrites dans le Règlement sur le brouillage radioélectrique édicté par le ministère des Communications du Canada.

Canadian Certified AC Adapter

Canadian approval includes the AC adapters appropriate for use in the North America power network. All other AC adapters supplied are approved for the country of use.

EN55022 Class A Warning

For products that comply with Class A. In a domestic environment this product may cause radio interference in which case the user may be required to take adequate measures.

Laser Compliance

Laser Safety Requirements

The device used in this product is a Class 1 certified laser product. Operating this product outside specifications or altering its original design may result in hazardous radiation exposure, and may be considered an act of modifying or new manufacturing of a laser product under U.S. regulations contained in 21CFR Chapter 1, subchapter J or CENELEC regulations in HD 482 S1. People performing such an act are required by law to recertify and reidentify this product in accordance with provisions of 21CFR subchapter J for distribution within the U.S.A., and in accordance with CENELEC HD 482 S1 for distribution within countries using the IEC 825 standard.

Laser Safety

Laser safety in the United States is regulated by the Center for Devices and Radiological Health (CDRH). The laser safety regulations are published in the "Laser Product Performance Standard," Code of Federal Regulation (CFR), Title 21, Subchapter J.

The International Electrotechnical Commission (IEC) Standard 825, "Radiation of Laser Products, Equipment Classification, Requirements and User's Guide," governs laser products outside the United States. Europe and member nations of the European Free Trade Association fall under the jurisdiction of the Comité Européen de Normalization Electrotechnique (CENELEC).

FCC Emission Limits

This device complies with Part 15 of the FCC Rules. Operation is subject to the following two conditions: (1) This device may not cause harmful interference, and (2) this device must accept any interference received, including interference that may cause undesirable operation.

Certification

Category	Standard
Safety	*Designed/tested for compliance with:* **ANSI/UL60950-2000** - Safety of Information Technology Equipment **IEC 60950** - Safety of Information Technology Equipment (3rd edition, 1999) **CAN/CSA C22.2, No. 60950-00** - Safety of Information Technology Equipment **EN60950:2000** - Safety of Information Technology Equipment (3rd edition)

Environmental Criteria

The following table lists the environmental criteria for NewsQ.

Characteristics	Description	
Operating Temperature	*Requirement:*	10° to 40°C
Storage Temperature	*Requirement:*	-40° to 65°C
Operating Altitude	*Requirement:*	To 10,000 feet
	Supplemental Data:	IEC 60950 compliant to 2000 meters
Storage Altitude	*Requirement:*	To 40,000 feet
Mechanical Shock	*Supplemental Data:*	Class 5 (30G) Grass Valley 001131500
Random Vibration	*Requirement:*	Operational: Class 6 Grass Valley 001131500
	Requirement:	Non-Operational: Class 5 Grass Valley 001131500
Transportation	*Requirement:*	Grass Valley 001131500
Equipment Type	*Supplemental Data:*	Information Technology
Equipment Class	*Supplemental Data:*	Class 1
Installation Category	*Requirement:*	Category II Local level mains, appliances, portable equipment, etc.
Pollution Degree	*Requirement:*	Level 2 operating environment, indoor use only.
Relative Humidity	*Requirement:*	Operating 80% from +30° to +40°C Non-Operating 90% from +30° to +60°C Do not operate with visible moisture on the circuit boards

Chapter 1

Introducing NewsQ

NewsQ is a news playout control system designed for instant roll, two-channel manual or automated playout. With NewsQ, you can quickly create a running order of stories and clips, cue the stories, and manually trigger them for play to air. You can also configure NewsQ to be controlled by an external automation system such as NewsQ Pro.

This manual shows you how to use NewsQ effectively and efficiently to create playlists and play out clips to air using electronic news clips.

This chapter discusses:

- What NewsQ is
- How to use NewsQ to playback clips
- The NewsQ interface
- How to navigate around NewsQ
- How to use the NewsQ keyboard

What is NewsQ?

Designed for instant roll, two-channel playout, NewsQ provides a manual playback solution for broadcasters that do not have an existing playback server or control system. You can also use NewsQ with an automated playout system like NewsQ Pro.

Using NewsQ for manual playback, you can quickly enter a running order of stories and clips, assigning each to an A list or B list. NewsQ then cues the stories, letting you manually trigger them for play to air. A countdown clock helps you monitor the progress of each story during playback.

NewsQ accommodates last-minute timing changes, allowing you to trim the beginning and end frames of clips with frame accuracy. You can also insert, move, or delete items from a playlist without interrupting playback.

Using an external automation system with NewsQ allows you to play to air without the use of a Profile Media Server. Playlists reside on your network or as part of the automation system, and you use the external automation system to play them to air using NewsQ as the server.

Another use for NewsQ is as a backup control system. In newsrooms where a Profile system is the primary playback device, you can send clips to both the NewsQ player and a Profile Media Server, thereby creating a backup for the Profile system.

NewsQ also includes enhanced audio features, including support for more audio channels—two out or four out. For greater audio control and monitoring, the system includes audio output metering and level controls.

Overview of Using NewsQ

With manual playout, you play clips to air with NewsQ in three stages:

1. Create a new playlist using digitized news clips stored in the Bin.

   You can also open an existing playlist. Importing clips from another workstation or media server is another way to put clips in your playlist.

2. Trim any clips in the playlist, if necessary.

   Change the starting or ending point of a clip.

3. Cue the clips in the playlist and play them to air during a news broadcast.

   Cue clips automatically or manually. Play each clip to air when needed. Change the starting point of a clip during playback.

If you are using NewsQ with an automation system, you follow these steps:

1. Configure NewsQ to use automation.

   See “Using An External Automation System” on page 63 for instructions.

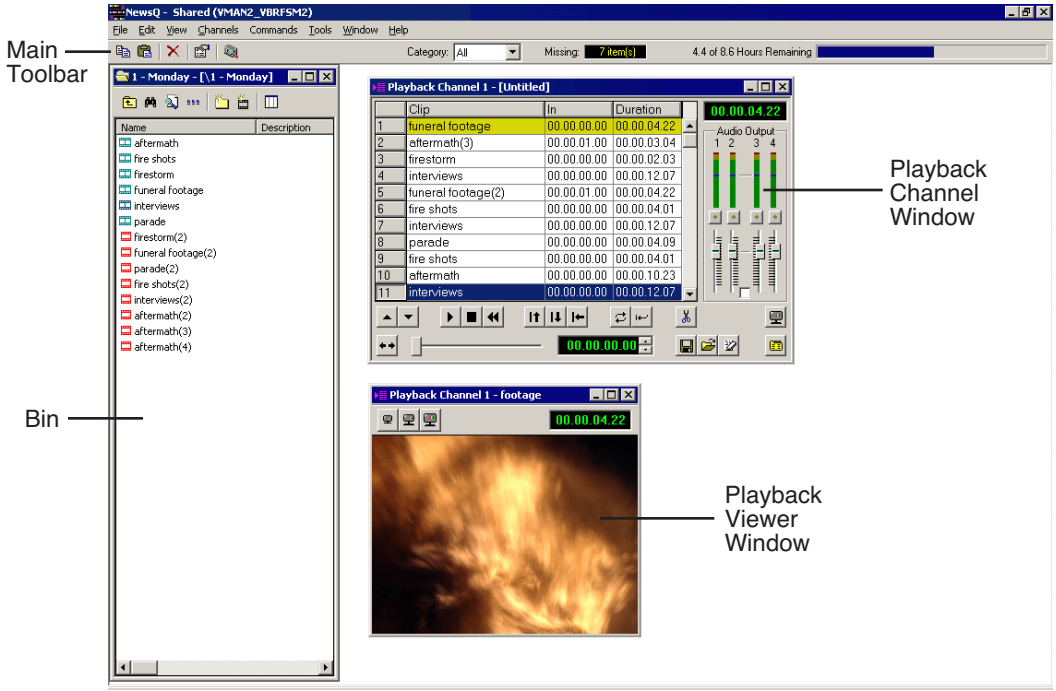
2. Load the playlist into the automation system.
3. Play the clips to air using the external automation system.

This manual takes you through the process of playing clips to air with NewsQ.

Tour of the NewsQ Application

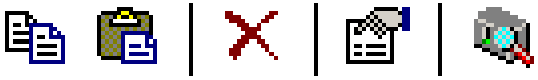
The NewsQ application consists of a main toolbar, a Bin to hold your files, the Playback Channel window, and a Playback Viewer window. If you are using two channels for NewsQ playback, you have two Playback Channel windows (one for each channel), and two viewer windows.

NOTE: If you are using NewsQ in a shared environment, you do not have a Playback Viewer window. See "Working in Shared or Local Mode" on page 31 for more information.



Main Toolbar

The Main Toolbar lets you access common NewsQ functions:



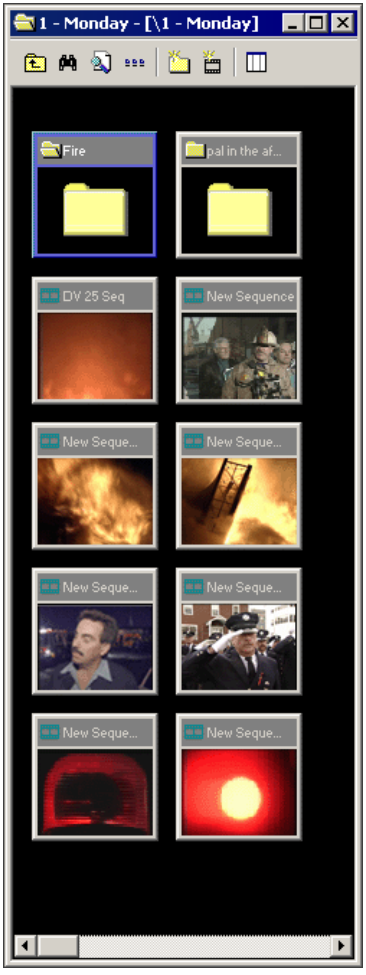
Icon	Function	Description
	Copy	Lets you copy a clip from the Bin into your playlist.
	Paste	Lets you paste a clip from the Bin into your playlist.
	Delete	Deletes the selected clip from the playlist or Bin.
	Properties	Opens the Sequence or Master Clip Properties window showing you the properties of the selected clip or sequence.
	ContentShare Explorer	Opens the ContentShare Explorer program, which allows you to obtain and manage media files from your network.

Bin

The Bin is a database where clips and sequences are stored and organized. The top-level bin appears by default when you start NewsQ.

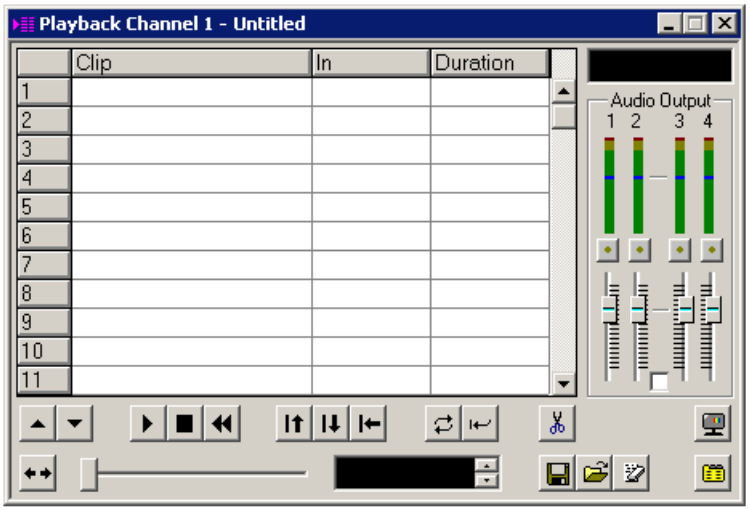
You can create additional bins to organize your media. You can also customize the information about each clip and then search specific fields in the database.

See “Setting Up The Bin” on page 27 for details on using the Bin.



Playback Channel Window

You create your playlist in the Playback Channel window, as well as cue and play clips to air. You can also adjust the audio output.



See Chapter 3, “Working with Playlists” and Chapter 5, “Playing Clips to Air” for details on creating playlists and playing clips to air.

Playback Viewer Window

The Playback Viewer window allows you to simultaneously monitor your media as you are playing it to air. You can also use the Playback Viewer to preview clips on the channel you are not using for playback. You can view the video at full size, half size, or quarter size.

NOTE: If you are using NewsQ in a shared environment, you do not have a Playback Viewer window.

Navigating in NewsQ

You work in NewsQ with the mouse, the keyboard, or a combination of both. This manual includes instructions for both mouse and keyboard commands, allowing you to use the method you prefer.

Using the Mouse

To execute a mouse command, move the mouse pointer to a given menu or button, then click the left mouse button. This manual uses the term *click* when you press the mouse button once; *double-click* when you press the mouse button twice in quick succession; *press* when you press and hold the mouse button.

You can also use the mouse to drag clips from the Bin into the Playback List. Place the mouse pointer on the title bar of the clip you want to move. Press the mouse button and drag the clip to the Playlist.

Using the Keyboard

The keyboard is customized with color-coded keys that allow you to see commands at a glance. Keyboard commands are either a single keystroke or a key combination. You execute key combinations such as **Ctrl+TAB** by pressing and holding the first key in the combination, while simultaneously pressing the second key. A complete list of the keyboard keys and functions is in *Appendix A*.

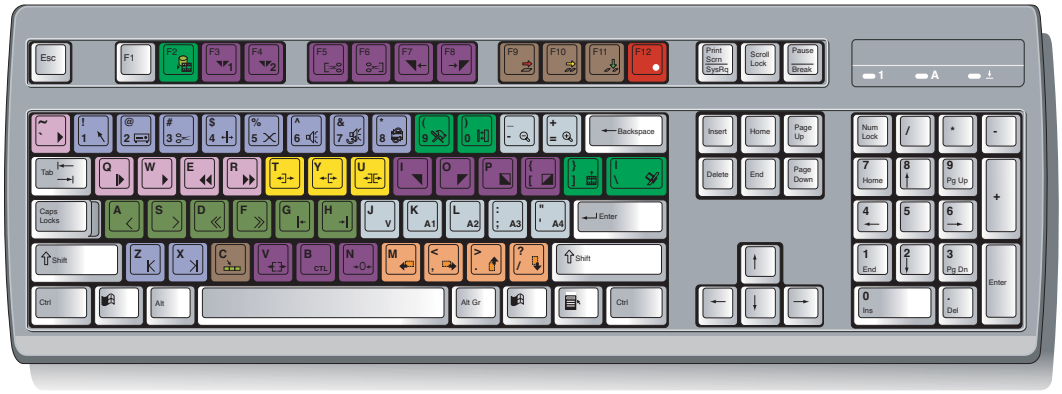
Using the Shortcut Menus

NewsQ also makes use of right-click shortcut menus. Shortcut menus provide a quick way to access relevant commands without having to move the mouse pointer to the toolbar or menu bar. To access these menus, press the right-mouse button once and a menu appears. The commands that appear depend on the position of the mouse pointer when you right-click. For example, when you right-click in the Bin, the shortcut menu provides quick access to bin management commands.

If you are comfortable using a mouse, shortcut menus provide a valuable means of accessing commands quickly.

Tour of the NewsQ Keyboard

NewsQ's keyboard uses color-coded keys that correspond to NewsQ functions. The keyboard you use with NewsQ is the same keyboard you use with other Digital News Production products, including NewsEdit. Some of the keys are used exclusively for NewsEdit and are not used with NewsQ. Keys listed here apply to NewsQ functions. For a complete key reference, see *Appendix A*.



Mark Point Buttons

You use the dark purple buttons to set and control the mark In and Out points.

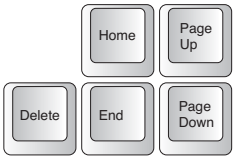
Transport Control Buttons

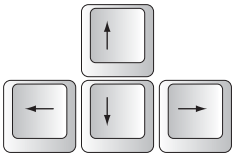
You use the light purple buttons for playing a sequence in the Trimmer; these buttons act like deck controls. You use the avocado green buttons to control movement within a clip.

Other NewsQ Buttons

You use this green button to send clips to other workstations or video servers.

The black buttons round out the NewsQ application.





Chapter 1

Setting Up The Bin

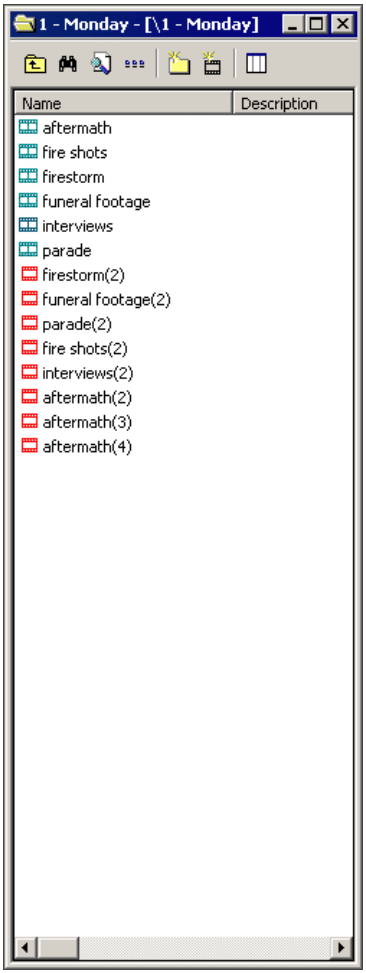
NewsQ uses Bins to hold all of your media clips, sequences and raw footage. A bin is like a database; you can create as many bins as you need to organize your work. NewsQ uses the same Bin as NewsEdit, another Digital News Production product from Grass Valley. If you are also using NewsEdit, the Bin may already be set up.

This chapter discusses how to:

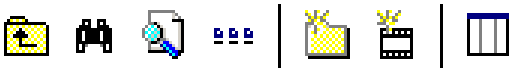
- Create a new bin
- Work in Local or Shared mode
- Set up a SmartBin
- View your bins
- Use the context-sensitive Bin menu

The Bin Window

The Bin window consists of two main components — a toolbar and the area that holds your files. The toolbar lets you create new bins, search for specific files, and change the way you view bins.



Understanding the Bin Toolbar



Icon	Function
	View the bins at the next highest level.
	Search for a specific clip or sequence.
	Toggle between displaying bins and search results.
	Toggle between displaying your clips and sequences as text or as thumbnails.
	Create a new bin.
	Import clips from other workstations.
	Select the columns to view in your bin; only available when viewing bin contents as text, not as thumbnails.

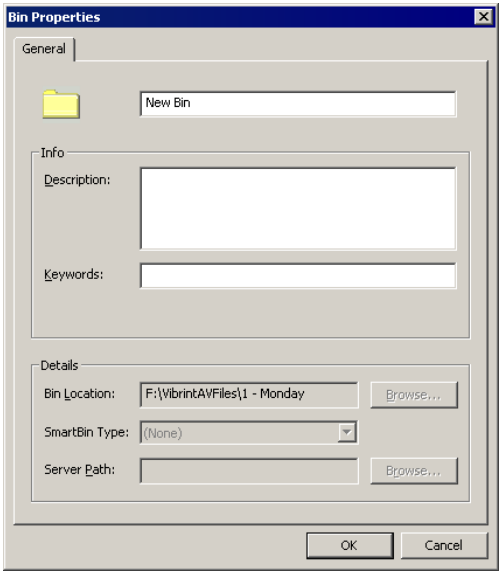
Creating a New Bin

If you are using NewsEdit with NewsQ, the Bin displays all of the clips and sequences created on NewsEdit. You may need to create new bins from time to time while using NewsQ.

To create a new bin:

1. Click the **New Bin** button on the Bin toolbar.

   The Bin Properties window appears:



2. Enter the Bin Name.
3. Enter a bin Description.
4. Enter bin Keywords.

   You can use the keywords to search for a specific bin.

5. Click **OK**.

If you want to create a SmartBin, see “Setting Up a SmartBin” on page 32.

***NOTE: To change a bin’s properties, highlight the bin folder and choose* Edit | Properties.**

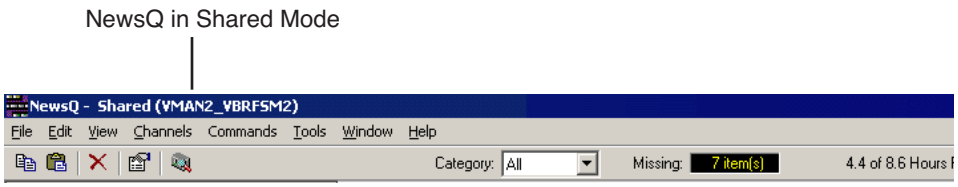
Working in Shared or Local Mode

You can use NewsQ either in shared or local mode:

- Shared mode uses a shared database. All NewsQ workstations access the same bins; the bins are locked so two editors can't make changes to the same file at the same time.
- Local mode uses your computer's local disk storage and a local media database. Each NewsQ workstation has its own Bin on the NewsQ machine, and cannot share the Bin. In order to use someone else's files, you need to import them into the Bin.

You can change modes from the General Options menu; see "Setting General Options" on page 75.

NewsQ indicates your current mode at the top of the window.



You create playlists in NewsQ the same way regardless of what mode you are working in. The main difference is that your Bin is shared, and all editors using a NewsQ workstation have access to the same media files you do.

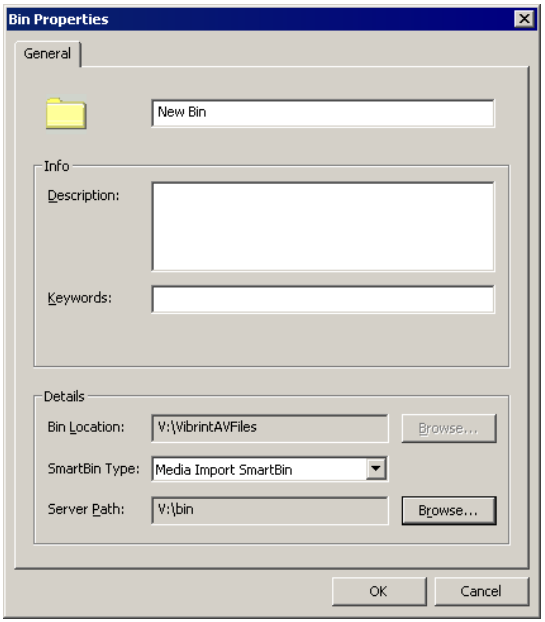
NOTE: When you are working in shared mode, the* Show/Hide Viewer *button is grayed out. This is done in order to preserve the ability to view real-time effects and transitions on the output video without having to render.

Setting Up a SmartBin

If you are using NewsQ in shared mode, you can have clips from a Media Server appear in one of your bins automatically. This type of Bin is called a SmartBin. NewsQ monitors the server folder you specify and updates the SmartBin automatically when new clips or updated feeds appear. You don't need to go into the server directory and copy the media into your NewsQ bin in order to use it for playout.

To create a SmartBin:

1. Click the **New Bin** button on the Bin toolbar.



2. Select the SmartBin Type from the drop-down list:

Video Server SmartBin	Allows clips from a Media Server to update automatically in a NewsQ Bin.
Media Import SmartBin	Allows QuickTime DV25 .mov and DV50 .mov files to import automatically into a NewsQ Bin.

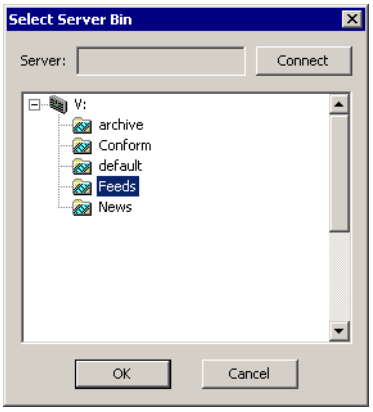
3. Follow the directions below for the type of SmartBin you are creating.

Creating a Video Server SmartBin

To create a Video Server SmartBin:

1. Click **Browse** to the right of the Server Path field.

   The Select Server Bin window appears:



2. If you are using a Network Attached Storage server, enter the name of the server and hit **Connect**; if you are using a Profile or M-Series iVDR server, the Server field is grayed out.

   NOTE: You only need to enter the name of the server the first time you connect; the server connects automatically once you've set it up.

3. Select the bin to monitor and click **OK**.

   The Server Path fills in with the selected Bin and the Enable SmartBin checkbox gets checked.

4. Click **OK** to create the SmartBin.

NewsQ now monitors the Media Server folder and adds new media to this bin automatically.

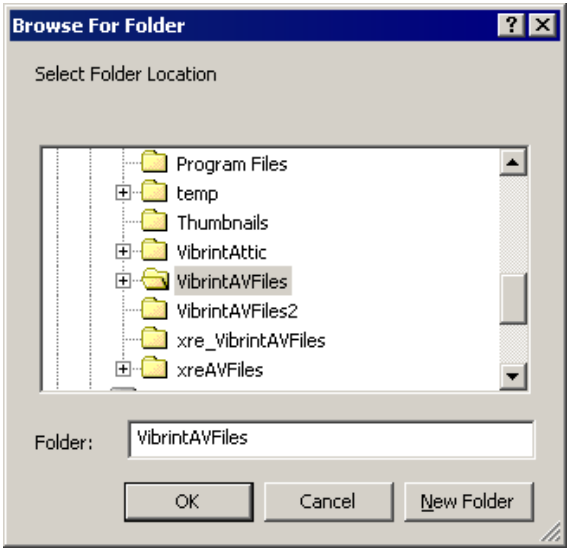
Creating a Media Import SmartBin

Media Import SmartBins allow you to automatically import files of non-native format into NewsQ. Once set up, whenever you export a file into the source folder, it is automatically imported into the NewsQ Bin. You can then use it in a sequence.

To create a Media Import SmartBin:

1. Click **Browse** to the right of the Server Path field.

   The Browse For Folder window appears:



2. Select the folder to monitor and click **OK**.

   The Server Path fills in with the folder location.

3. Click **OK** to create the SmartBin.

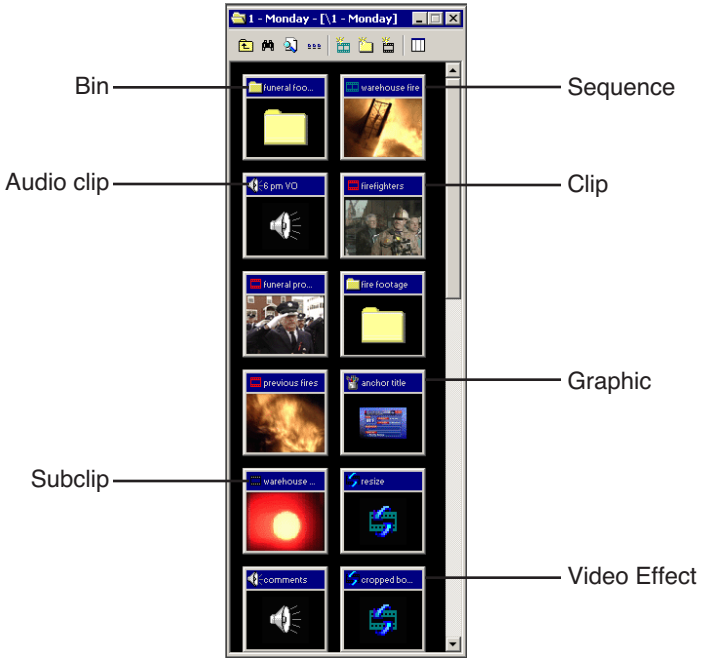
NewsQ now monitors the Media Import folder and imports new media to this bin automatically.

Viewing the Material in Your Bins

There are two ways to view the information in your bins: Thumbnail view or Details view.

Thumbnail View

In this view, each clip or sequence is represented by a single frame, allowing you to see the content of the material. The Thumbnail view provides a visual representation of the type of media file in each bin.



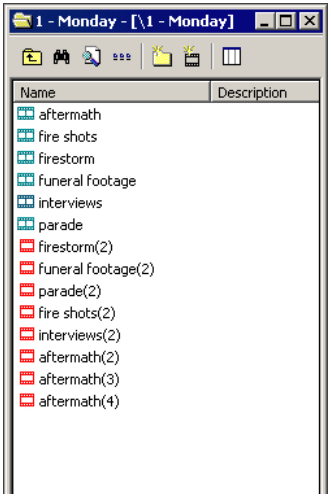
Changing Thumbnail Size

NewsQ offers three different sizes of thumbnails in this view: small, medium, and large. The default size is small.

To change the size of the thumbnails:

1. Click the **View Thumbnails** button on the Bin toolbar.
2. Choose the thumbnail size you want from the View menu.

Details View



In this view, each clip or sequence is represented by an icon, the name of the file, and other information about the file, such as timecode, description, and keywords.

The information acts as a database that you can customize by entering information about your clips. You can also search the information for clips that match certain criteria.

Displaying Columns

You can hide or display multiple text columns in the Bin:

1. Click the **View Thumbnails** button in the Bin toolbar.
2. Double-click on a bin to open it.

   If you are in the highest-level bin, you will not see all of the column choices.

3. Click the **Column Manager** button in the Bin Toolbar.
4. Select the columns you want to display or click the **Reset** button to display all of the columns. A checkmark appears next to the selected options:
   - **Name** — Displays the name of the clip or sequence.
   - **Description** — Displays the description of the clip or sequence.
   - **Keywords** — Displays any keywords you entered; these keywords help to identify and search for specific clips.
   - **Created** — Displays the date the clip or sequence was created.
   - **Folder** — Displays the directory where the clip files are stored.
   - **Duration** — Displays the length of the clip or sequence.

- **Mark In** — Displays the Mark In timecode.
- **Mark Out** — Displays the Mark Out timecode.
- **Video Format** — Displays the video format used for the clip or sequence, NTSC or PAL.
- **Video Aspect** — Displays the video aspect for the clip or sequence, 4:3 or 16:9.
- **Video Resolution** — Displays the video resolution for the clip or sequence.
- **Compression** — Displays the video compression type for the clip or sequence, DV25, DV50, or MPEG2.
- **Chroma Format** — Displays the chroma ratio for the clip or sequence, 4:1:1, 4:2:0 or 4:2:2.
- **Tracks** — Displays the tracks present in the clip.
- **Tape ID** — Displays the name of the source VTR tape where the media in this clip came from.
- **Modified** — Displays the date of the last time the clip was modified.

5. Click **OK**.

   The Bin displays your column choices.

Sorting Your Media Files

You can arrange clips in numeric or alphabetical order according to the columns you select. For example, you can sort the Bin by the Mark In column to display all of the clips in timecode order.

To sort the Bin:

1. Click the heading of the column by which you want to sort the Bin.

   The clips and sequences display in alphabetical or numerical order depending on the column you selected.

2. Click the column again to reverse the order of the sort.
3. Right-click in the Bin and select **Restore Default Sort** to return to the original sort order.

Using the Context-Sensitive Bin Menu

Several NewsQ features are available by right-clicking in the Bin window when the Bin is highlighted. The menu is context-sensitive, that is, you will see a different list of available features depending on what is selected.

Menu Item	Description
Details	Changes the view of the Bin to Details View.
Thumbnails	Changes the view of the Bin to Thumbnails View.
Copy	Lets you copy a clip or sequence in the Bin.
Paste	Lets you paste a clip or sequence in the Bin.
Delete	Deletes the selected clip from the Bin.
Rename	Lets you change the name of a bin, clip, or sequence.
Copy to Channel 1	Copies the selected clip to the playlist for Channel 1.
Copy to Channel 2	Copies the selected clip to the playlist for Channel 2.
New Bin	Creates a new Bin in the currently selected Bin.
Import Clip	Opens the Import Clip dialog box so you can select a file to import.
Send to File	Lets you send a clip or sequence to another destination.
Find	Opens the Find dialog box so you can search for a specific clip or sequence.
Find in Workgroup	Lets you search for clips or sequences on other NewsEdit workstations in your workgroup.
Go to Item Bin	After a search, opens the Bin where the found item resides in the same bin window.
Show Item Bin	After a search, displays the Bin where the found item resides in a new bin window.
Restore Default Sort	Restores the default sort order in the Details View of the Bin window.
Column Manager	Opens the Column Manager so you can change the columns you view in the Bin.
Properties	Lets you view and change the properties of a clip or sequence.

Chapter 1

Working with Playlists

The purpose of NewsQ is to play clips to air during a news broadcast. To do this, you need to create a playlist consisting of the clips for your broadcast. If you have two channels with NewsQ, you can use the second channel as another playout source or to preview clips before playing them to air.

This chapter discusses how to:

- Create a new playlist
- Adjust the position of the playlist items
- Save playlists
- Load an existing playlist
- Understand and change playlist colors
- View clips in the playlist
- Use the context-sensitive Playback menu

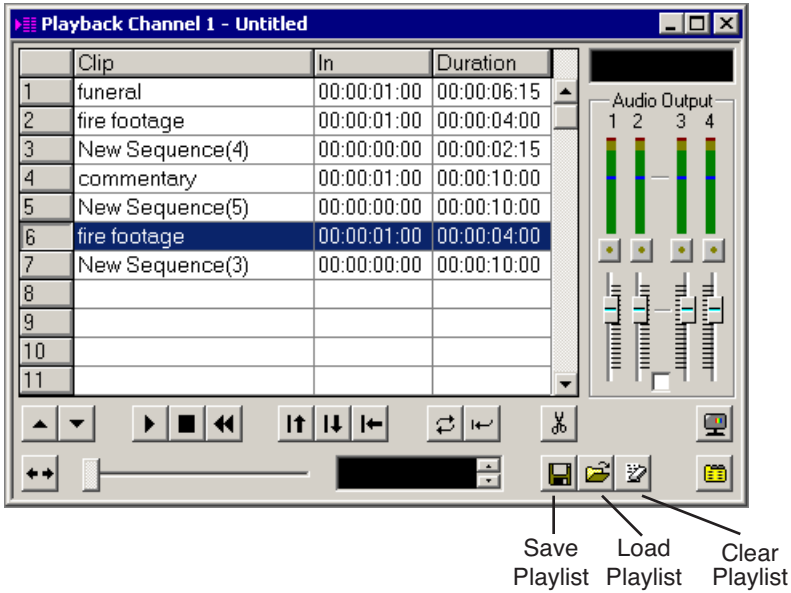
Creating a Playlist

If you want to send sequences directly to air from NewsQ, you use a playlist. A playlist is a list of clips in running order for your news broadcast.

To create a playlist:

1. Choose **Channels | Open Playback Channel**. (If you are using two channels, you can select to open Channel 1 or Channel 2).

   The Playback Channel window opens:



2. Open the Bin (or bins) where the clips reside.
3. Add clips to your playlist using one of these methods:
   - Highlight the clip and drag it into a numbered slot in the window.
   - Right-click on the clip in the Bin and select **Copy to Channel 1** (or 2).
   - Right-click on the clip in the Bin, select **Copy**, then right-click in the playlist and select **Paste**.

NOTE: You can select multiple clips in the Bin and add them to the playlist in one operation.

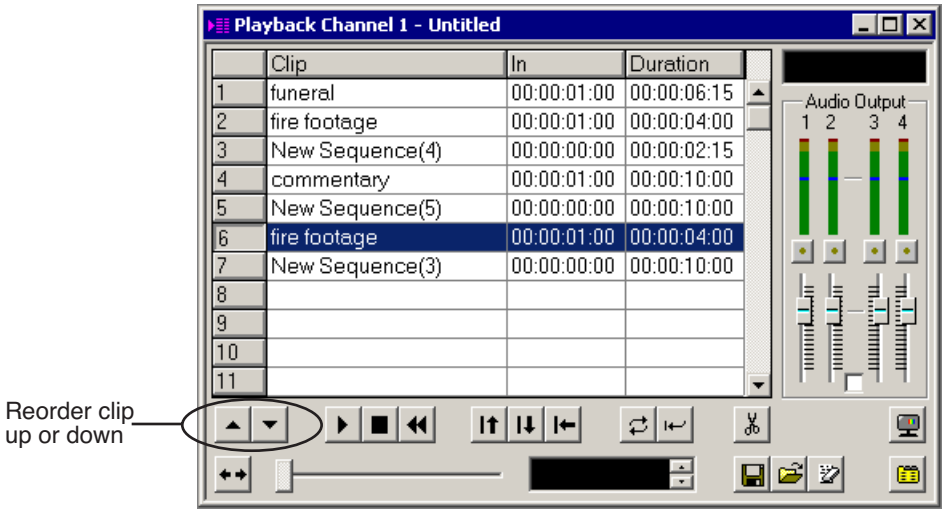
Rearranging Clips in the Playlist

NewsQ makes it easy to change the position of any clip in your playlist. You can move clips up or down in the playlist, as well as delete any clips you no longer need.

If you are using a dual-channel system, you can copy and paste clips from one channel's playlist into the other playlist.

To change the order of the clips:

- Highlight the clip you want to move and press the **Reorder Up** or **Reorder Down** button in the playlist.



To delete a clip, highlight the clip and press **Delete** on your keyboard.

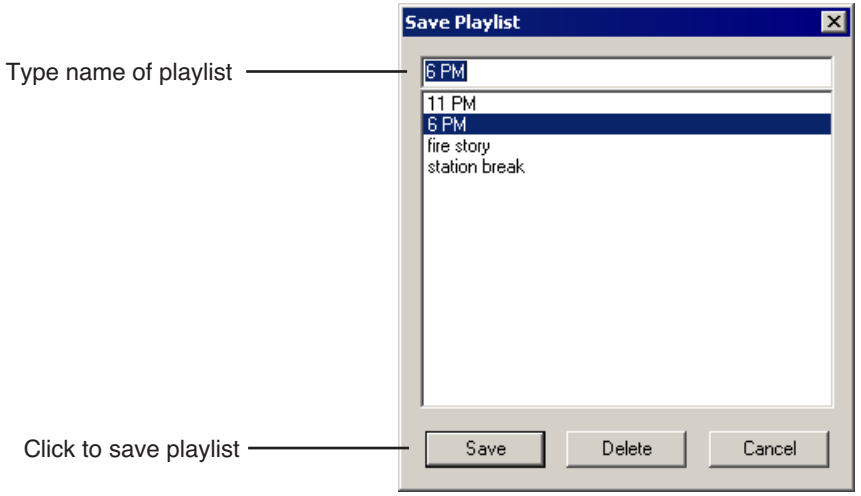
Saving Playlists

Sometimes you'll want to create your playlist and immediately play the clips to air. Other times you may want to create a playlist that you can use again later. For example, you could create a playlist for the 6 PM broadcast and each day modify the playlist to include that day's clips. To use a playlist again, you need to save it.

To save a playlist:

1. When you are done adding your clips, click the **Save** button in the Playback Channel window.

   The Save Playlist window opens:



2. Type the name of the playlist and click **Save**.

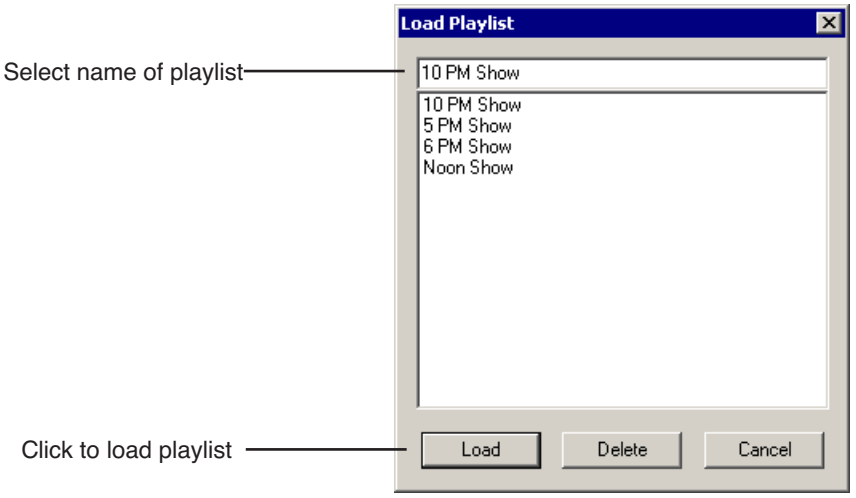
Loading an Existing Playlist

If you create and save a playlist, you can load it into the Playback Channel window to add or remove clips, rearrange the order of the playlist, or play the clips to air.

To load an existing playlist:

1. Click the **Load** button in the Playback Channel window or select **File I Load List**.

   The Load Playlist window opens:



2. Select the name of the playlist you want and click **Load**.

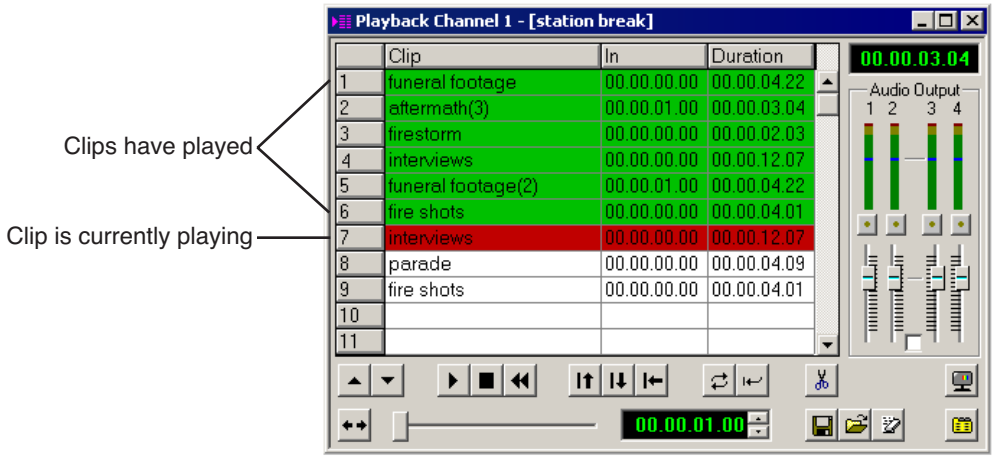
   The playlist loads into the Playback Channel window.

You can now modify, review, or play the playlist to air.

Understanding Playback Colors

In the playback list, row colors indicate the playback status of clips. Row colors let you know quickly what state a clip is in. While NewsQ has default colors, you can change any row color you wish. The default colors are:

Row Color	Description
Yellow	The clip is cued up for play.
Gold	The clip has played down.
Red	The clip is playing.
Green	The clip has played.
Blue	A clip is being dragged from the Bin into the playlist.



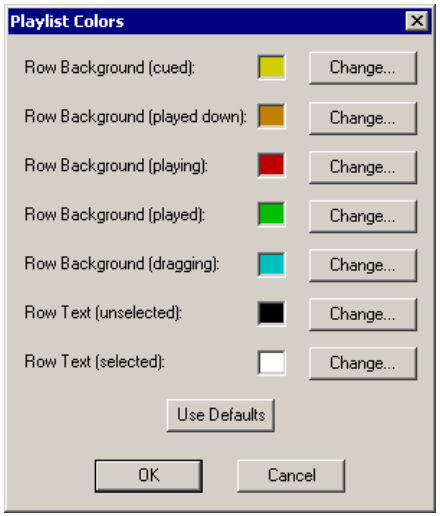
Changing Playback Colors

You can change the color of any row in the playback to suit your individual needs.

To change the playback colors:

1. Choose **Channels | Playlist Colors**.

   The Playlist Colors window opens:



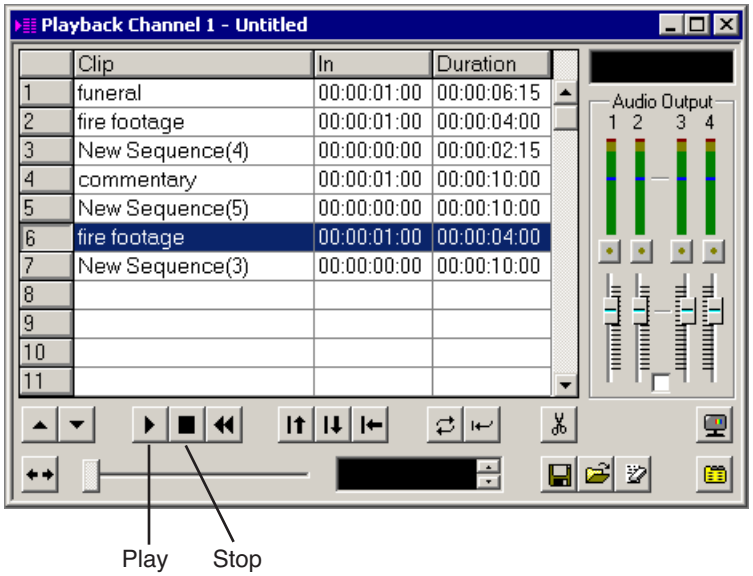
2. Click **Change** for the row color you wish to change.
3. Pick the new color and click **OK**.
4. Change other colors, if you wish.
5. When you are done, click **OK**.

You can return to the default colors at any time by clicking the **Use Defaults** button.

Viewing Clips in the Playlist

Before you playout clips to air, you may want to preview a clip. Make sure NewsQ isn't cabled out to air before previewing clips. If you are using two channels for NewsQ, you can preview clips on one channel without disturbing playout on the other channel.

To play a clip:



1. Highlight the clip and click the **Cue Selected** button to cue it.
2. Click the **Play** button or press **W** on your keyboard.
3. Press the **space bar** on your keyboard or click the **Stop** button when done previewing.

While viewing a clip, you may decide to trim it. See Chapter 4, "Trimming Clips in the Playlist".

Using the Context-Sensitive Playlist Menu

Several NewsQ features are available by right-clicking in the Playback Channel window. The menu is context-sensitive, that is, you will see a different list of available features depending on what is selected.

Menu Item	Description
Copy	Lets you copy a clip or sequence in the playlist.
Paste	Lets you paste a clip or sequence in the playlist.
Delete	Deletes the selected clip from the playlist.
Trim Selection	Lets you trim the beginning or end of a clip in the playlist.
Properties	Lets you view and change the properties of a clip or sequence.

Chapter 1

Trimming Clips in the Playlist

As you add clips to your playlist, you may need to trim a clip to fit or edit out bad frames. You may also need to modify the start point for a clip. NewsQ provides a method for trimming clips so you can create accurate playback to air.

This chapter discusses how to:

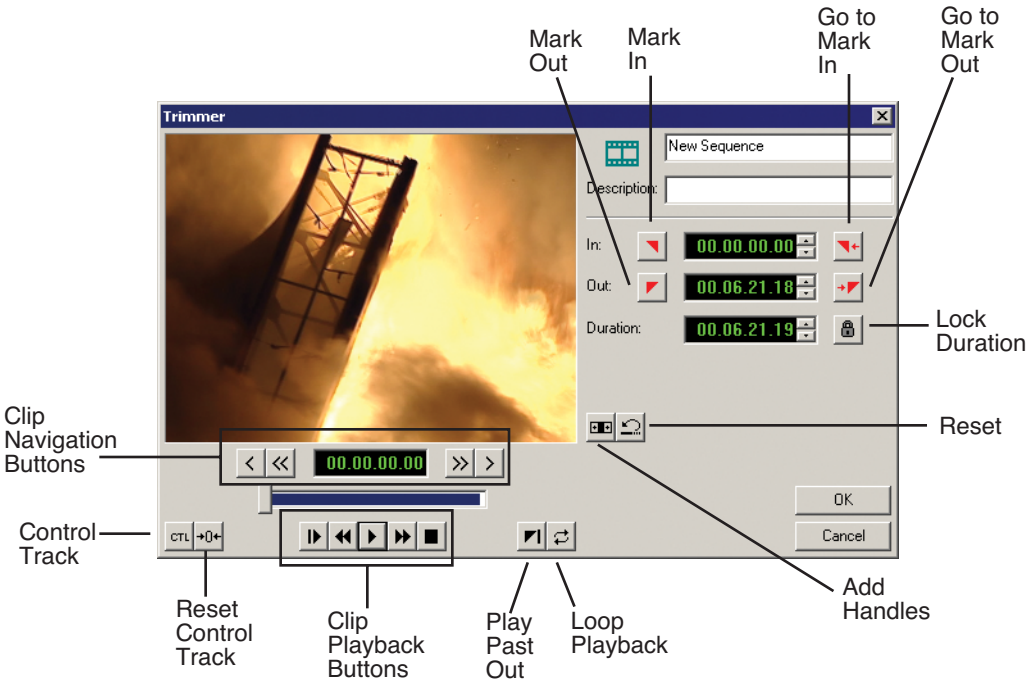
- Use the NewsQ Trimmer
- Navigate and play through your clip
- Trim the mark in and out points of a clip
- Use additional features of the Trimmer

Tour of the Trimmer

If you need to trim any of the clips in your playlist, you can do it without going back to the original clip in the Bin; instead, you trim clips in NewsQ using the Trimmer.

To open the Trimmer, highlight the clip you want to trim and click the **Trimmer** button in the Playback Channel window.

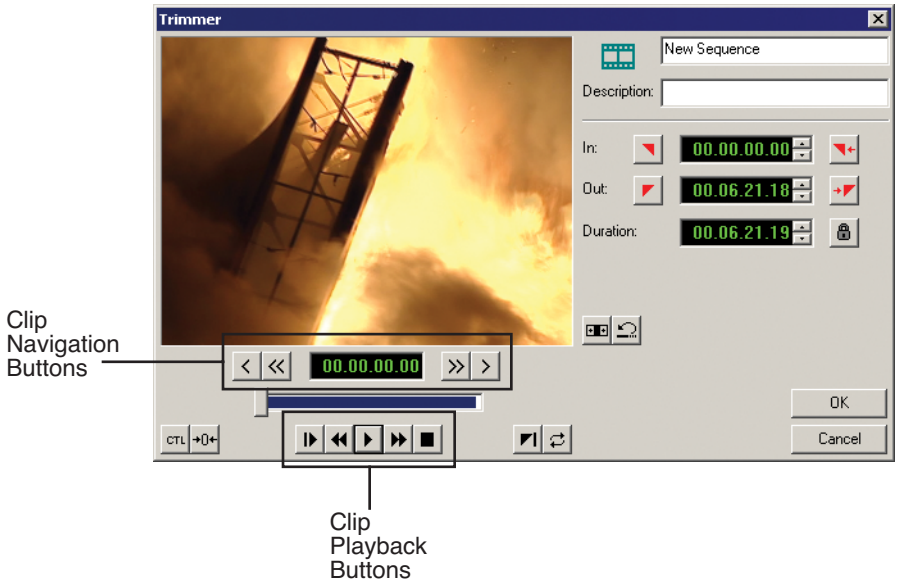
You can also right-click on the clip and select **Trim Selection**.



Navigating and Playing Through Your Clip

NewsQ provides some quick ways to navigate through your clips to find the frames you need for trimming.

You can either click the buttons in the Trimmer or press the corresponding keys on the keyboard.



Use these tools to navigate through your clip:

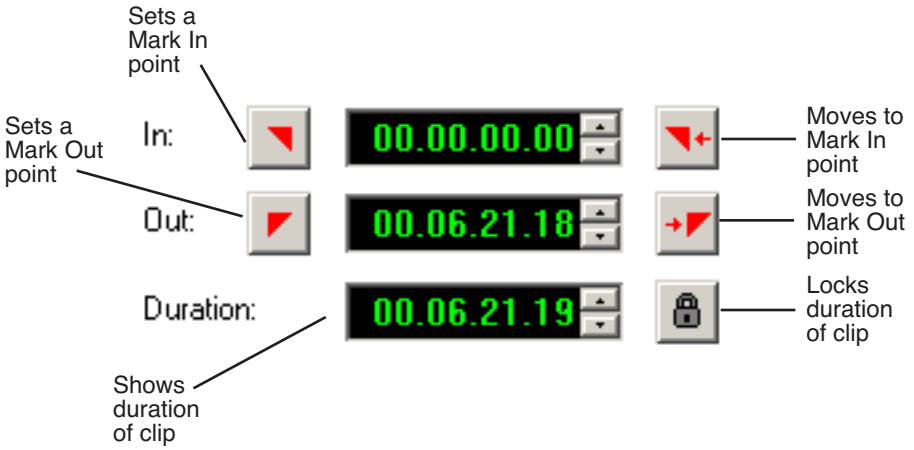
Icon	Keyboard Key	Description
	A	Move back 1 frame
	S	Move forward 1 frame
	D	Move back 10 frames
	F	Move forward 10 frames

Use these tools to play through your clip:

Icon	Keyboard Key	Description
	Q	Play from start of clip
	E	Rewind clip
	~ or **W**	Play clip
	R	Fast forward through clip
	space bar	Stop playing clip

Trimming Mark In and Out Points

You will often need to shorten your clips or change the starting or ending frame. With NewsQ, you trim clips in your playlist by changing the Mark In and Mark Out points. You set the Mark Points using the Mark In and Mark Out buttons in the Trimmer window.



To modify the mark points:

1. If you need to trim the beginning of the clip, press **W** to play the clip and stop at the frame where you want the clip to start.

   You can also use the slider to move to the approximate In point and then use the **A**, **S**, **D**, and **F** keys on the keyboard to jog through the clips in 1-frame or 10-frame increments.

2. Press **I** on the keyboard to mark a new In point.
3. If you want to trim the end of the same clip, play the clip again and stop at the frame where you want the clip to end.
4. Press **O** on the keyboard to mark a new Out point.
5. Click **OK** when done.

Using Additional Features of the Trimmer

In addition to basic trimming, there are other features of NewsQ that you can use.

Using Handles to Add Frames to Your Clips

If the clips you are using include handles, you have additional frames to choose from when trimming.

To use handles:

1. Click the **Add Handles** button in the Trimmer window.

   The handles appear as additional frames on the slider in the Trimmer.

2. Mark new In and Out points for your clip using the additional material.

NOTE: If the* Add Handles *button is grayed out, it means that no additional handle material is available for this clip.

Locking the Duration of a Clip

Sometimes you need to maintain the length of the clip, but still need to trim it. Using the Lock Duration feature, you can keep the exact length of the clip intact while trimming. NewsQ uses the extra frames in the handles and adjusts the clip. For instance, if you move the Mark In point 5 frames from the beginning of the clip, the Mark Out point moves automatically 5 frames to keep the duration time intact.

To lock the duration of a clip:

1. Click the **Lock Duration** button in the Trim tool.
2. Trim your clip as usual.

Playing Past Out

Playing Past Out allows you to create an Out point on the fly while continuing to view media after the Mark Out point. This is useful if you're not sure if the Out point is in the right place.

To play past the Out point:

1. Click the **Add Handles** button so you can see the handle material past the Mark Out point.

2. Click the **Play Past Out** button in the Trimmer window.
3. Play your clip.

   The clip continues playing past the Mark Out point, letting you see the rest of the footage in the clip.

Using Control Track

Control track is a way to see the actual count of a clip instead of using the timecode.

Control track is available in the Trimmer.

To use control track:

- Click the **Control Track** button.

  The timecode field changes and the text becomes yellow.

To switch back to viewing the timecode, click the Control Track button again.

To reset the control track to zero:

- Click the **Reset Control Track** button while in Control Track mode.

Chapter 1

Playing Clips to Air

You use NewsQ to control the playback of news clips to air. Using a playlist, you cue and play clips as needed during a news show.

This chapter discusses how to:

- Use NewsQ as a manual playback system
- Use an external automation system with NewsQ
- Adjust audio output

Using Manual Playback

To manually play clips to air, you need to load a playlist (or create a new one), cue the clips, and play them to air. You can also modify the start of clips if you need to.

Loading a Playlist

You can either use an existing playlist or create a new one for playout. An existing playlist could be from a previous news broadcast or one that you created earlier for a specific broadcast.

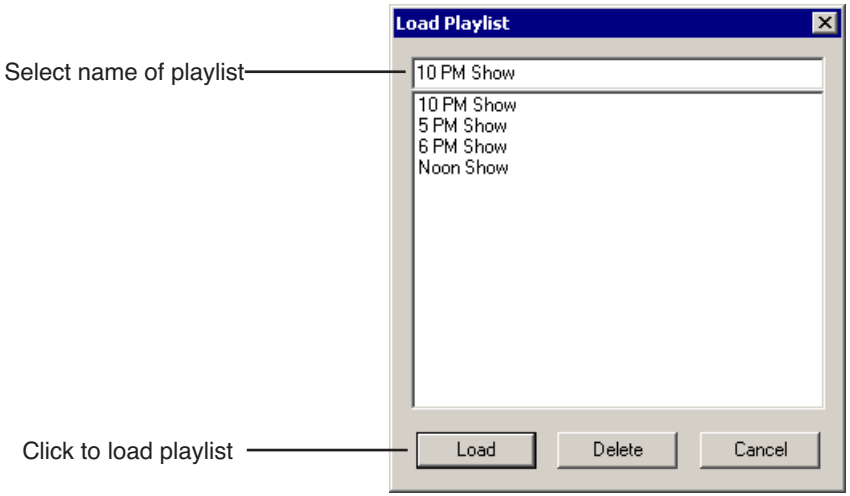
If you need to create a new playlist, see “Creating a Playlist” on page 40 for instructions.

You may want to open the playlist prior to the broadcast to make any last minute changes.

To load a playlist:

1. Click the **Load** button in the Playback Channel window.

   The Load Playlist window opens:



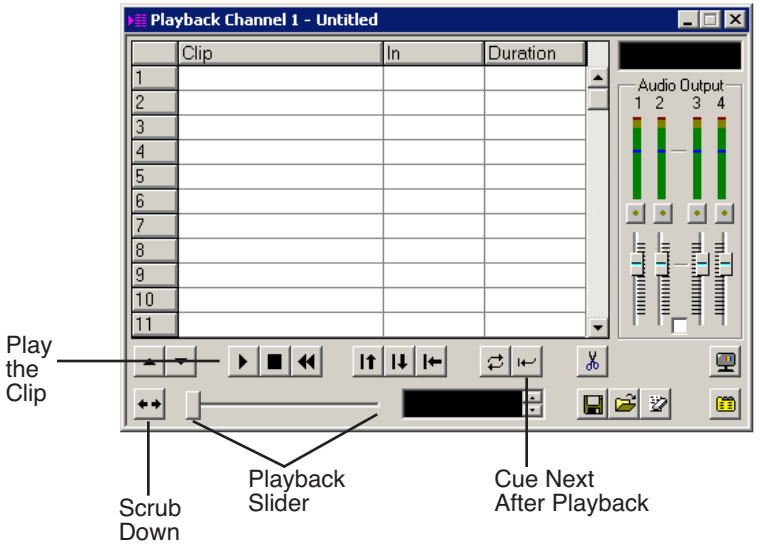
2. Select the name of the playlist you want and click **Load**.

   The playlist loads into the Playback Channel window.

You can now play or review the playlist.

Modifying the Start of a Clip

Sometimes you want to change the starting frame of a clip while playing to air, but don't want to trim the clip in the playlist. You can change the start of a clip in NewsQ, known as scrubbing down, before playing to air. Scrubbing won't change the length of the clip—the starting frame is changed only for this playout.



To scrub down a clip:

1. Click the **Cue Selected** button to cue the clip you want to modify.

2. Click the **Scrub Down** button on the Playback Channel window.

   Loop Playback must be disabled for Scrub Down to be available.

3. Select a new starting point for the clip.

   Move the playback slider to find the new start point.

4. When you are satisfied with the new position, click the **Scrub Down** button again.

   The clip background turns brown indicating the clip has been scrubbed down.

5. Click **Play** to play the clip from the new position.

Cueing and Playing Clips to Air

You use the playlist to control the playout of clips to air. During a news broadcast, you air the clips according to a script or when the director signals you.

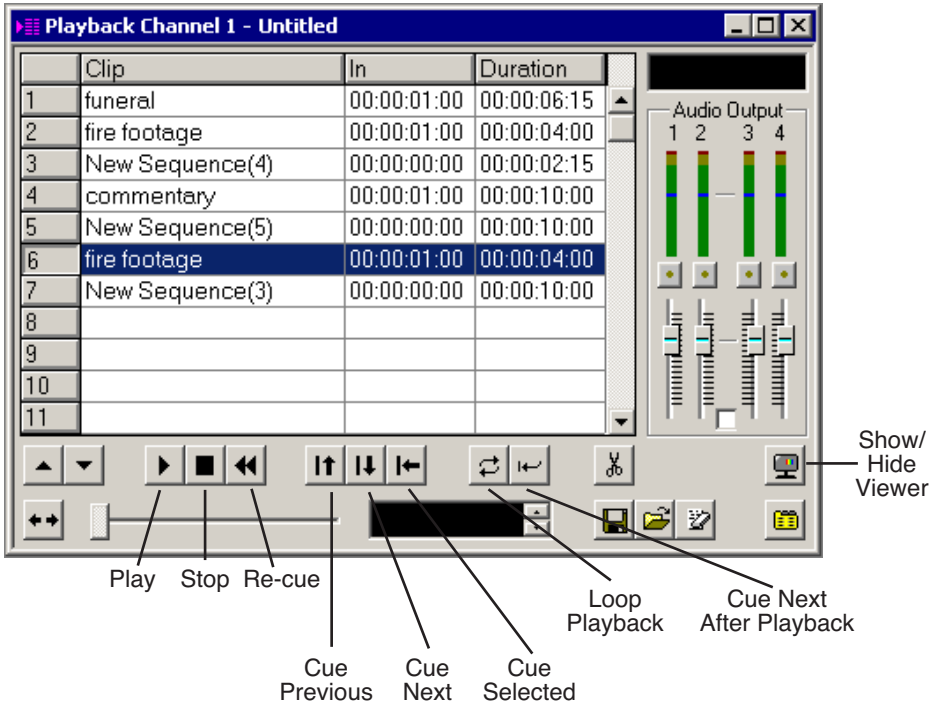
Playing clips to air with NewsQ involves these basic steps:

1. Cue the clip in the playlist.

2. Play the clip to air.

3. Repeat steps 1 and 2 for each clip during the broadcast.

There are several ways to cue and play clips, depending on the setup of your playlist and your broadcast requirements.



Cueing Clips

There are several ways to cue clips before playing them to air. When you load a playlist, NewsQ automatically cues the first clip in the list.

If you are playing the clips to air in the same order as the playlist, you can click the **Cue Next After Playback** button. Once the current clip has finished playing, NewsQ automatically cues the next clip in the playlist. If you prefer to manually cue clips, you can click the **Cue Next** button after the current clip is done playing.

You can also cue clips out of order using one of these methods:

- Highlight a clip and click the **Cue Selected** button in the Playback Channel window.

- Click the **Cue Previous** button in the Playback Channel window.

Playing Clips

Once a clip is cued, it can be played to air.

To play a clip:

- Click the **Play** button in the channel window.

  If you need to stop a clip during play, click **Stop** in the Playback Channel window or press the **space bar** on the keyboard. Click **Play** again to continue playing from the point where the clip was stopped.

  You can click **Re-cue** in the Playback Channel window if you want to play that clip again from the beginning.

Playing an Entire Playlist Automatically

If you are playing clips to air in the order of the playlist (one after the other), you can set NewsQ to play the clips automatically. With this method, you don't need to manually play each clip to air.

To play clips automatically:

1. Click the **Loop Playback** button to turn it off, if you need to.

2. Click the **Cue Next After Playback** button in the Playback Channel window to turn it on.
3. Make sure the first clip in the playlist is selected.

4. Press **Ctrl** + **Shift** on the keyboard and simultaneously click the **Play** button in the Playback Channel window.

   NewsQ cycles through the playlist, playing each clip in succession. When done playing the list, NewsQ continuously loops the entire playlist.

Viewing Clips While Playing to Air

While you are playing the clips to air, you have the option of viewing the footage. To view your clips, click the **Show/Hide Viewer** button.

The Playback Channel Viewer window opens:

NOTE: If you are using NewsQ in a shared environment, you do not have a Playback Viewer window.

Using An External Automation System

When you use NewsQ with an external automation system, such as NewsQ Pro, NewsQ becomes a server for playing clips to air. You control playout of the clips from the automation system.

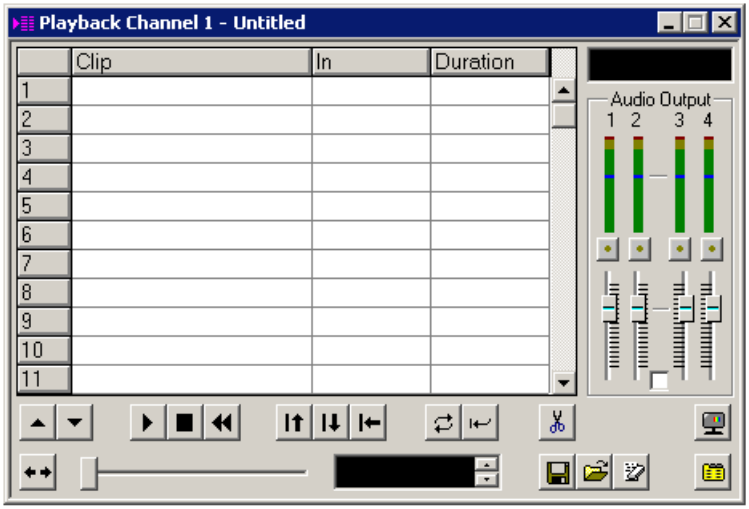
Configuring NewsQ for Automation

Before you can use an external automation system, you need to configure NewsQ to use automation.

To set up NewsQ to use automation:

1. Choose **Channels | Open Playback Channel**. (If you are using two channels, you can select to open Channel 1 or Channel 2).

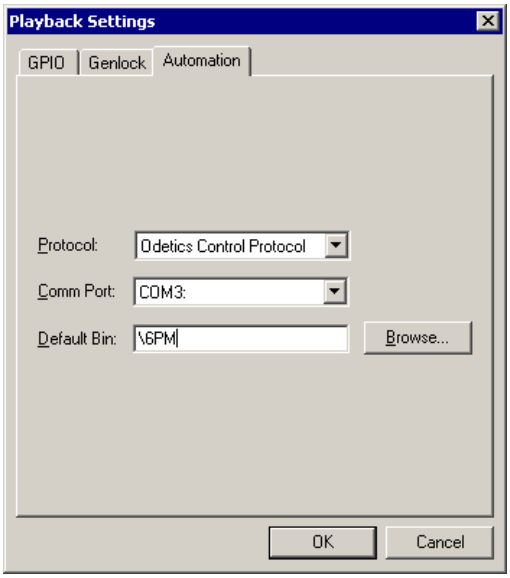
   The Playback Channel opens:



2. Click the **Settings** button.

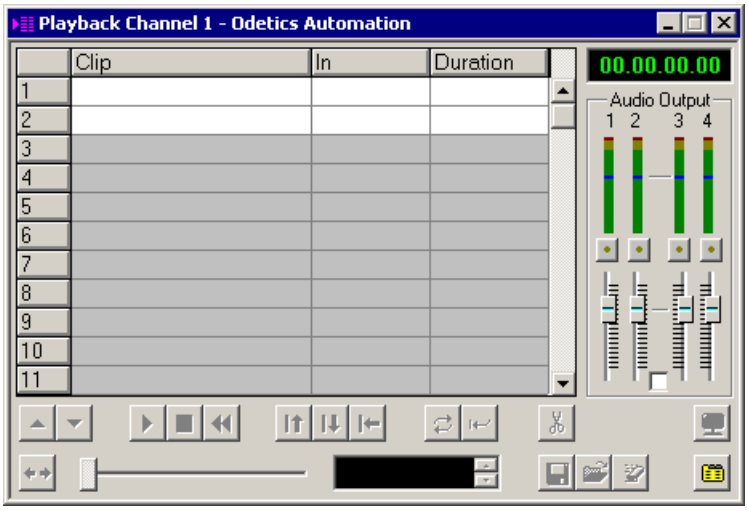
   The Playback Settings window opens.

3. Click the Automation tab.



4. Select **Odetics Control Protocol** from the Protocol drop-down list.
5. Select the Comm Port that this channel will use to connect to the automation system; each channel uses a different Comm Port.
6. Enter the Bin location used to store media that is ready to play to air.
7. Click **OK**.

   The Playback Channel window displays the 2 available slots that the automation system uses to play out clips to air.



Playing Clips to Air

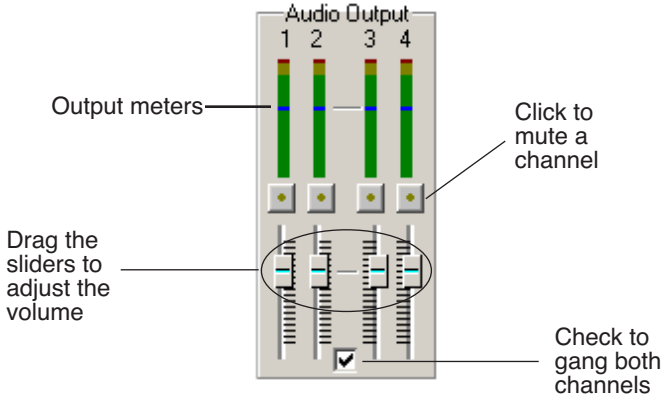
Once NewsQ is configured to use automation, you use the automation system to control playout to air. See your external automation system documentation for instructions.

While NewsQ is under automation control, you have access to the Playback Channel settings and the Bin. NewsQ buttons that control cueing and playback are disabled, as these functions are performed through the automation system.

To switch from automation control back to manual playback, choose **Settings I Automation I Protocol** and select **None** from the drop-down list.

Adjusting Audio Output

While playing to air, you can adjust the audio output to customize the audio for your particular needs. You can adjust the entire playlist or a single clip as needed.



Adjusting the Volume

You use the Master Audio Sliders to adjust the output level for the playout of clips:

- Drag the slider for the appropriate channel up or down to set the output volume.

  Check the Master Gang box to adjust both channels simultaneously.

Muting Audio Channels

By default, NewsQ plays all audio channels. You can mute specific channels or mute multiple channels at a time.

To Mute a specific track:

- Click the **Master Mute** button for the channel (or channels) you want to mute.

To turn off muting, click the Master Mute button again.

Appendix **A**

The NewsQ Keyboard

This appendix lists all of the keyboard functions that control NewsQ, including key combinations using the Control and Shift keys.

The keyboard you use with NewsQ is the same keyboard you use with other Digital News Production products, including NewsEdit. Some of the keys are used exclusively for NewsEdit and are not used with NewsQ.

Keys listed in this appendix apply to NewsQ functions.

Icon	Key	Name	Function
	F2	Send	From the Bin, lets you send a clip or sequence to another destination.
	F3	Copy to Channel 1	Copies the selected clip to the playlist on Channel 1.
	Ctrl + F3	Scrubdown	Lets you temporarily change the starting frame of a clip when playing to air.
	F4	Copy to Channel 2	Copies the selected clip to the playlist on Channel 2.
	F5	Play Channel 1	Starts playing the selected clip.
	F6	Stop Channel 1	Stops playing the selected clip.
	F7	Cue Next on Channel 1 Go to Mark In	Cues the next item in the playlist. In the Trimmer, moves to the Mark In point.
	Ctrl + F7	Cue Previous on Channel 1	Cues the previous clip in the playlist.
	F8	Re-cue on Channel 1 Go to Mark Out	Re-cues the selected item in the playlist. In the Trimmer, moves to the Mark Out point.
	Ctrl + F8	Cue Selected on Channel 1	Cues the selected item in the playlist.
	~	Play	Plays a clip.
	F9	Play Channel 2	Starts playing the selected clip.
	F10	Stop Channel 2	Stops playing the selected clip.
	F11	Cue Next on Channel 2	Cues the next item in the playlist.
	Ctrl + F11	Cue Previous on Channel 2	Cues the previous clip in the playlist.
	F12	Re-cue on Channel 2	Re-cues the selected item in the playlist.
	Ctrl + F12	Cue Selected on Channel 2	Cues the selected item in the playlist.

Icon	Key	Name	Function
	Q	Play From Start	Plays a clip starting at the beginning.
	W	Play	Plays the selected clip in the playlist.
	Shift + W	Reverse Play	Plays the selected clip in the playlist in reverse.
	E	Rewind	Rewinds the current clip in the playlist.
	R	Fast Forward	Fast Forwards the current clip in the playlist.
	I	Mark In	In the Trimmer, marks an In point.
	Ctrl + I	Go to Mark In	In the Trimmer, moves to the Mark In point.
	O	Mark Out	In the Trimmer, marks an Out point.
	Ctrl + O	Go to Mark Out	In the Trimmer, moves to the Mark Out point.
	A	Back 1 Frame	Moves position one frame to the left.
	S	Forward 1 Frame	Moves position one frame to the right.
	Ctrl + S	Save	Saves your sequence.
	D	Back 10 Frames	Moves position 10 frames to the left.
	Ctrl + D	Back 1 Second	Moves position 1 second to the left.
	F	Forward 10 Frames	Moves position 10 frames to the right.
	Ctrl + F	Forward 1 Second	Moves position 1 second to the right.
A2	**Ctrl + L**	Load playlist	Allows you to open a previously saved playlist.
	Ctrl + C	Copy	Copies the selected clip from its source, the Bin or the playlist.
	Ctrl + V	Paste	Pastes the selected clip into the Bin or playlist.
CTL	**B**	Control Track	In the Trimmer, toggles between Timecode and Control Track.

Icon	Key	Name	Function
→0←	**N**	Reset Control Track	In the Trimmer, resets the Control Track to 0.
Home	**Home**	Go to Start	Moves the position to the beginning of a clip.
Page Up	**Page Up**	Page Up	In the playlist, cues the previous clip in the playlist; in the Trimmer, moves the clip forward 1/5 of the way with each button press.
Delete	**Delete**	Delete	Deletes the selected clip from the playlist.
End	**End**	Go to End	Moves the position to the end of a clip.
Page Down	**Page Down**	Page Down	In the playlist, cues the next clip in the playlist; in the Trimmer, moves the clip backward 1/5 of the way with each button press.
←	**Left arrow**	Shuttle Rewind	In the Trimmer, shuttles left in increments of -50%, -75%, -1x, -2x, -3x.
→	**Right arrow**	Shuttle Fast Forward	In the Trimmer, shuttles right in increments of +50%, +75%, -1x, -2x, -3x.
↑	**Up arrow**	Select Previous	Selects the previous clip in the playlist.
	Ctrl + Up arrow	Reorder Up	Moves the selected clip up one position in the playlist.
↓	**Down arrow**	Select Next	Selects the next clip in the playlist.
	Ctrl + Down arrow	Reorder Down	Moves the selected clip down one position in the playlist.
←	**Numberpad 4**	Left 1 frame	In the Trimmer, moves the position indicator to the left one frame.
	Ctrl + Numberpad 4	Left 10 frames	In the Trimmer, moves the position indicator to the left 10 frames.
→	**Numberpad 6**	Right 1 frame	In the Trimmer, moves the position indicator to the right one frame.
	Ctrl + Numberpad 6	Right 10 frames	In the Trimmer, moves the position indicator to the right 10 frames.
	Space Bar	Play/Stop	In the playlist, stops playing a clip; in the Trimmer, toggles between playing and stopping a clip.

Appendix **A**

Configuring NewsQ Options

NewsQ has many options that let you define how your system is set up. While your NewsQ system was pre-configured at the factory, you may want to adjust some options based on how you use NewsQ in your newsroom.

This appendix discusses how to:

- Set options for your newsroom
- Configure playback channel settings
- Set security permissions

Default Configuration Settings

Your NewsQ software sets most configuration options to a default value, as listed below:

Option	Configuration Item		Default Value
Tools/Options/General	Video Format		NTSC
	Has Setup		✔
	Database Connection Mode	Local	Dependent on software installation choice
		Shared	
	Default Bins Location		E:\VibrintAVFiles
	NTSC Timecode		SMPTE - Drop Frame
	Prompt Before Deleting Items		✔
	Test for Invalid Video Server Characters		off
	Map Hot Keys For Non-QWERTY Keyboards		off
.../Output	Video Connections		Composite
	Audio Connections		Balanced Analog
	Channels		1
.../Workgroups	Share Name		VibrintAVFiles
.../Send			<<None set up>>
.../Handles	Handle Type	Import	1 second
		Trimmer	10 seconds
		Consolidation	10 seconds
		Render	1 second

Option	Configuration Item		Default Value
.../NewsQ Pro	Primary Database	Server	localhost
		Ports	2000/2001
	Backup Database	Server	<<blank>>
		Ports	2002/2003
	Thumbnails	Server	localhost
		Path	C:\
	Categories		All
	Background Row Colors		<<as is>>
	Text Row Colors		<<as is>>
Playback Settings/GPIO	Enable Triggers		off
	Trigger	1 Channel	<None>
	Commands (First, Second, Third)		<None>
.../Genlock	Enable Genlock		off
	Horizontal Phase		0
	Subcarrier Phase		0
.../Automation	Protocol		None
	Comm Port		<None>
	Default Bin		<<blank>>

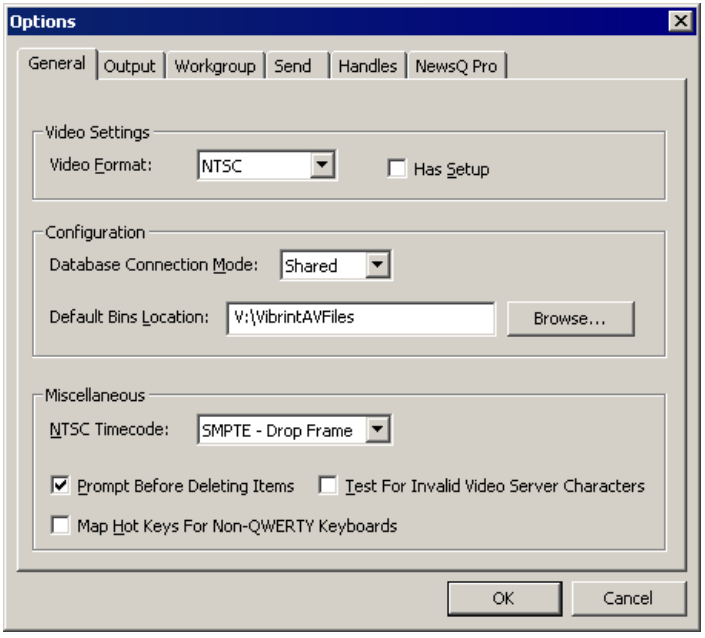
Setting Options for Your Newsroom

You can configure NewsQ for the specific equipment you are using in your newsroom.

To configure your NewsQ system:

1. Choose **Tools I Options**.

   The Options window opens:



2. Go through each tab on the Options window and configure NewsQ using the descriptions in the sections below.
3. Click **OK** when you are done configuring your system.

Setting General Options

Setting	Options	Description
Video Format	**NTSC** **PAL**	Select the Video Format you are using. **NTSC** has a frame rate of 29.97 frames/second and is used primarily in the Americas and Japan. **PAL** has a frame rate of 25 frames/second and is used in Europe, most of Asia, and Australia.
Has Setup	**On** **Off**	Check **Has Setup** if the analog composite signal carries setup information.
Database Connection Mode	**Local** **Shared**	Select **Local** if you are using local disk storage and a local NewsQ database. You have access to files on your local machine only. Select **Shared** if you are using shared disk storage and a shared database. You share the Bin with all NewsQ workstations that are part of the NewsShare network.
Default Bins Location		Enter the default path to your media files.
NTSC Timecode	**SMPTE - Drop Frame**	Recommended setting to avoid the time slipping problems associated with non-drop frame.
	SMPTE	Standard format used to represent timecode.
Prompt Before Deleting Items	**On** **Off**	Check this option to receive a confirmation prompt before deleting files. The default is On.
Test for Invalid Video Server Characters	**On** **Off**	Check this option to have NewsQ check for invalid characters when creating files, including creating a new clip, creating a new sequence, renaming a Bin object, sending a sequence with a video ID, and editing the name of the sequence when sending to another destination. Invalid characters are: *** \ | / < > : " ? [ ] % & '**
Map Hot Keys For Non-QWERTY Keyboards	**On** **Off**	Check this option to have NewsQ keep the color-coded hot key functions in place regardless of the keyboard input language; if unchecked, using a non-QWERTY keyboard causes the hot keys to follow the letter placement on the keyboard, changing the intended order.

Setting Output Options

Setting	Options	Description
Video Connections	**Composite** **S-Video** **Component** **Serial D1**	Select the Video Connection option that corresponds to the video source's connection to NewsQ. If you are using the Pro D&A Break Out Box, the Component Y output defaults to a second composite output unless you select **Component** video.
Audio Connections	**Balanced Analog** **Unbalanced Analog** **AES/EBU** **SPDIF** **TDIFF** **SDI Embedded**	Select the Audio Connection option that corresponds to the audio source's connection to NewsQ.
Channels	**1** **2**	Select the channel you are currently setting output options for.

Setting Up Workgroups

In order for each NewsQ workstation to be able to pull media from other Digital News Production workstations, you need to set up a workgroup.

To set up a workgroup:

1. Make sure that your Share Name is **VibrintAVFiles**.
2. Click **Update Workgroup List**.

   The system lists the available machines for file import or export. This may take several minutes while the network is searched.
3. Click **OK**.

Setting Up Send Locations

In addition to creating playlists, you can send a clip or sequence from your Bin to a playout machine or to a network video server. To send completed sequences or individual clips, you first need to configure NewsQ with each of your send locations.

A send location can be a NewsEdit XT workstation, a Media Server, or a Bin you specify. If you want to store clips on your computer, you can also add a send location for your PC.

To set up a send location:

1. Click **Add**.

   The Add Named Destination to Send List window appears.

2. Enter the name of the send location.

3. Select the type of location from the drop-down list:

Send Type	Description
Vibrint	Select **Vibrint** when the send location is another NewsEdit, FeedClip, or NewsQ workstation, or a NewsQ Pro system.
Profile	Select **Profile** when the send location is a Profile Media Server, a K2 Server, or an M-Series iVDR.
Publish	Select **Publish** when you are using NewsQ Pro to control NewsQ in a shared environment.
SeaChange	Select **SeaChange** when the send location is a SeaChange server.
GXF ftp	Select **GXF ftp** to send the completed sequence as a GXF stream which can be used for a generic FTP site.
GXF file	Select **GXF file** to send the completed sequence as a GXF file.

4. Configure the send location based on the location type:

Send Type	Option	Description
Vibrint	**Use Video ID**	Check **Use Video ID** if you will be linking to stories on a Newsroom Computer System (NRCS) that contain Video IDs. When you send a sequence to this location, the system uses the Video ID for the name of the file that gets sent.
	Include Graphics	Check **Include Graphics** if you want all graphics to remain with the sequence.
	Send to	Click **Browse** and select the file destination path.
Profile	**Use Video ID**	Check **Use Video ID** if you will be linking to stories on a Newsroom Computer System (NRCS) that contain Video IDs. When you send a sequence to this location, the system uses the Video ID for the name of the file that gets sent.
	Include Graphics	Check **Include Graphics** if you want all graphics to remain with the sequence.
	Send to	Open Media Manager, click on the desired destination directory, and drag the folder from Media Manager into this field.
	Host Name	Automatically fills in with the computer name for the Profile Video Server.
	User Name	Automatically fills in as **movie**; leave as is.
	Password	Leave this field blank.
	NewsQ Pro Destination	Check **NewsQ Pro Destination** if this send location is a NewsQ Pro server.
	Send as LGOP	Check **Send as LGOP** to send the sequence as a GXF stream with MPEG2 LGOP compression. To adjust the MPEG options, click the **Settings** button.

Send Type	Option	Description
Publish	**Use Video ID**	Check **Use Video ID** if you will be linking to stories on a Newsroom Computer System (NRCS) that contain Video IDs. When you send a sequence to this location, the system uses the Video ID for the name of the file that gets sent.
	Include Graphics	Check **Include Graphics** if you want all graphics to remain with the sequence.
	Send to	Click **Browse** and select the file destination path.
	Render All Effects	Check **Render All Effects** if you want all transitions and effects rendered before sending.
	NewsQ Pro Destination	Check **NewsQ Pro Destination** if this send location is a NewsQ Pro server.
SeaChange	**Use Video ID**	Check **Use Video ID** if you will be linking to stories on a Newsroom Computer System (NRCS) that contain Video IDs. When you send a sequence to this location, the system uses the Video ID for the name of the file that gets sent.
	Include Graphics	Check **Include Graphics** if you want all graphics to remain with the sequence.
	Send to	Click **Browse** and select the file destination path.
	Host Name	Enter the name of the server computer.
	User Name	Enter your user name.
	Password	Enter the password for the send location, if you have one.

Send Type	Option	Description
GXF FTP	**Use Video ID**	Check **Use Video ID** if you will be linking to stories on a Newsroom Computer System (NRCS) that contain Video IDs. When you send a sequence to this location, the system uses the Video ID for the name of the file that gets sent.
	Include Graphics	Check **Include Graphics** if you want all graphics to remain with the sequence.
	Send to	Click **Browse** and select the file destination path.
	Host Name	Enter the name of the server computer.
	User Name	Enter your user name.
	Password	Enter the password for the send location, if you have one.
	Send as LGOP	Check **Send as LGOP** to send the sequence as a GXF stream with MPEG2 LGOP compression. To adjust the MPEG options, click the **Settings** button.
GXF File	**Use Video ID**	Check **Use Video ID** if you will be linking to stories on a Newsroom Computer System (NRCS) that contain Video IDs. When you send a sequence to this location, the system uses the Video ID for the name of the file that gets sent.
	Include Graphics	Check **Include Graphics** if you want all graphics to remain with the sequence.
	Send to	Click **Browse** and select the file destination path.
	Send as LGOP	Check **Send as LGOP** to send the sequence as a GXF stream with MPEG2 LGOP compression. To adjust the MPEG options, click the **Settings** button.

5. Click **OK**.

Setting Handles

Setting		Description
Handle Type	**Import**	Select **Import** when you are importing a file from another workstation to your own.
	Trimmer	Select **Trimmer** when you are trimming a clip with the Trim Tool and trim the set duration from either side of your clip.
	Consolidation	Select **Consolidation** when you are consolidating a clip or sequence, which reduces the file size by removing unused footage.
	Render	Select **Render** when you are using media with effects and transitions; handles provide additional media between clips in case you need it.

To change the handle durations, select the handle type from the drop-down menu and enter the new duration in the In or Out fields.

Setting NewsQ Pro Options

Setting		Description
Primary Database	Server	Enter the server name where the primary NewsQ Pro database resides.
	Ports	Enter the port numbers used to access the primary NewsQ Pro database.
Backup Database	Server	Enter the server name where the secondary NewsQ Pro database resides.
	Ports	Enter the port numbers used to access the secondary NewsQ Pro database.
Thumbnails	Server	Enter the server name where NewsQ Pro stores video clip thumbnails.
	Path	Enter the path to the thumbnail directory.
Categories		Lists the currently configured NewsQ Pro categories. If you are using NewsQ Pro version 1.5 or later, you don't need to add categories here. Categories are set in the SDB Server options and propagated to NewsEdit. To add a category: Click **Add**, enter a category name, and click **OK**.
Background Row Colors		Displays the Background and Text Rows in different colors to alert other editors that this sequence is being edited.
Text Row Colors		

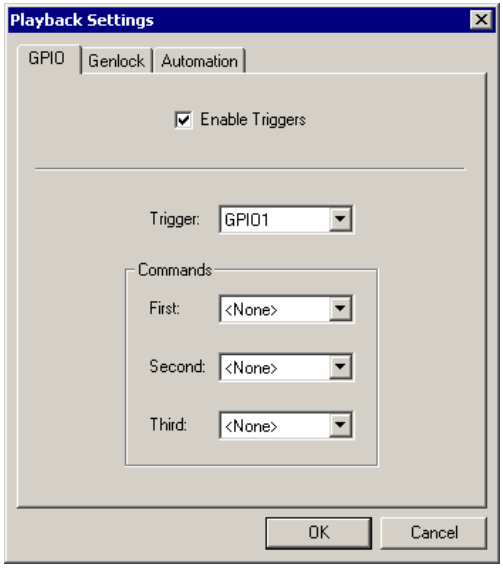
Configuring Playback Channel Settings

You need to configure NewsQ for the type of playback you are using in your newsroom.

To configure playback channel settings:

1. Click the **Settings** button on the Playback Channel window.

   The Playback Settings window opens:



2. Go through the tabs and configure NewsQ using the descriptions in the sections below.
3. Click **OK** when you are done configuring playback channel settings.

Configuring GPIO Settings

General Purpose Interface (GPIO) inputs allow you to connect a switcher or other control device to the NewsQ system and use it as an input device to control the NewsQ software application.

For example, you set GPI01 to **Cue Selected** as the first function and **Play** as the second function. When you activate GPI trigger 1 on the controller, the selected clip will cue up and then play.

To reassign the function of any of the GPI inputs, select the GPI trigger number and the function you want the GPI to perform.

Setting	Options	Description
Enable Triggers	**On** **Off**	Check this option if you want to use GPI inputs to control the NewsQ software.
Trigger	Single-channel system: **GPI01 - GPI06** Dual-channel system: **GPI01 - GPI03** for Channel 1 **GPI01 - GPI03** for Channel 2	Select the number of the GPI trigger you are configuring.

Setting	Options	Description
First, Second, and Third Functions	**<None>**	No action selected.
	Re-Cue	Re-cues the currently selected clip in the playback list.
	Cue Next	Cues the next clip in the playback list.
	Cue Previous	Cues the previous clip in the playback list.
	Cue Selected	Cues the selected clip in the playback list.
	Play	Plays the cued clip.
	Reorder Down	Moves the selected clip down one space in the playback list.
	Reorder Up	Moves the selected clip up one space in the playback list.
	Select Next	Selects the next clip in the playlist.
	Select Previous	Selects the previous clip in the playlist.
	Stop	Stops playing a clip.

Configuring Genlock Settings

Setting	Options	Description
Enable Genlock	**On** **Off**	Check this option to use Genlock with NewsQ. Genlock is the synchronization of two television signals at the vertical, horizontal, and chroma phase levels such that the signals may be cut, mixed, or cross-faded without noticeable roll, jump, or chroma shift.
Horizontal Phase	**-5148 to +5148**	Select the appropriate Horizontal Phase by moving the slider, typing the number, or using the up and down arrows.
Subcarrier Phase	**-180 to +180**	Select the appropriate Subcarrier Phase by moving the slider, typing the number, or using the up and down arrows.
Use Defaults		Click this option to return Genlock settings to their default positions.

Configuring Automation Settings

Setting	Options	Description
Protocol	**None** **Odetics Control Protocol**	Select **Odetics Control Protocol** if you are using an automation system, like NewsQ Pro, to control your NewsQ workstation; otherwise, select **None**.
Comm Port	**None** **COM3** through **COM10**	If you are using the Odetics Control Protocol, select the COM Port to which it is connected.
Default Bin		Enter the default path to your media files for playout.

Setting Security Permissions

If you want to use security with your Open SAN DNP system, refer to the *Open SAN Security Instruction Guide* for details on setting up a domain controller and configuring your system for security.

This section describes how to set security permissions for the NewsQ system. You need to be an Administrator to perform this function.

You can set all permissions from one NewsQ machine. You need to set permissions in three different places—in the V:\ directory, in NewsQ options, and in the NewsQ bins. You need to be logged in as Domain Administrator in order to set security permissions.

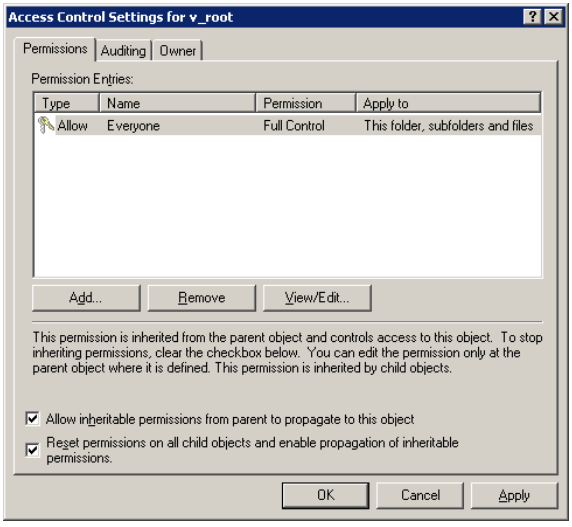
If you using NewsQ in shared mode and have set permissions in NewsEdit XT, you don't need to set them again.

Setting Initial Shared Volume Permissions

This task assures a uniform starting point in setting volume permissions, essentially establishing the secure volume's permissions to be identical to either a CVFS volume that does not implement Windows Security, or a default NTFS volume.

To set shared volume permissions:

1. Open a cmd window, switch to the V: drive, and type the following:
   cacls V:* /T /G Everyone:F
2. Open Windows Explorer, select the V: volume, right-click and select **Properties**.
3. Click the **Security** tab.
4. If necessary, add the user Everyone and allow Full Control.
5. Click **Advanced...** and check the box **Reset permissions on all child objects and enable propagation of inheritable permissions**.



6. Click **OK** and click **Yes** in response to the dialog **This will remove explicitly defined permissions... Do you wish to continue?**

7. Click **OK** to exit the Properties window.

Setting High Level Shared Volume Permissions

Permissions on the V:\ folders are set using Windows Explorer. First you add the group(s) to the drive and then set security permissions for that group. For the folders that are inheriting permissions from the folder above it, you don't need to set them; they automatically use the permissions they inherit.

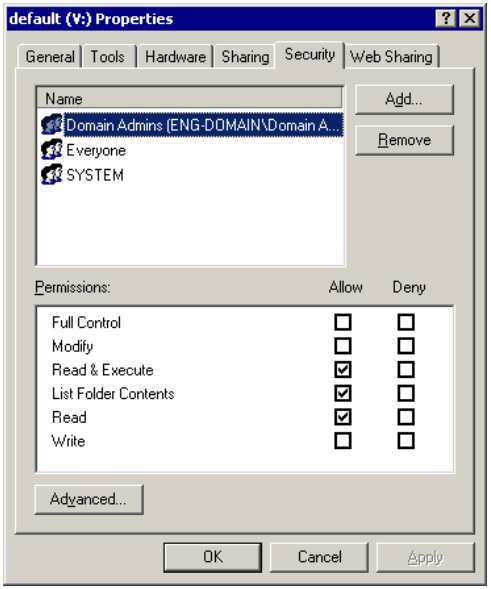
	Domain Admins	Everyone	SYSTEM	Archivists	Editors	Ingestors	Producers	Viewers	Profile Services	Vibrint Services
V:\	**F**	**F**	**F**						**F**	**F**
V:\media		**F***	**F***							
V:\PDR	**F**		**F**		**F**	**F**			**F***	**F***
V:\Thumbnails	(inherit Full Control from V:\)									
V:\VibrintAttic	(inherit Full Control from V:\)									

F = Full Control
* = Inherits permissions from the folder directly above it

To set permissions on the V:\ folders:

1. Open Windows Explorer and navigate to the V:\ drive.
2. Right-click on the desired folder and select **Properties**.

   The default V:\ Properties window opens:



3. Under the Security tab, click **Add**.

   The Select Users, Computers, or Groups window opens.

4. Select the group you want to add to the drive folder and click **Add**.

   The group adds to the bottom pane of the window.

5. Click **OK**.

6. Check the box for Full Control in the Allow column.

7. Click **OK**.

8. Give Full Control permission to the other groups—Domain Admins, Everyone, and SYSTEM.

9. Select the V:\PDR drive and do the following:

   a. Uncheck **Allow inheritable permissions from parent to propogate to this object**.

   b. Add these groups: Profile Services, Editors, and Ingestors.

   c. Set Full Control permissions for these groups.

Setting NewsQ Root Level Permissions

Permissions for V:\VibrintAVFiles are set in NewsQ options. First you add the group(s) to the drive and then set security permissions for that group. You need to login to this machine as Domain Administrator to set root permissions.

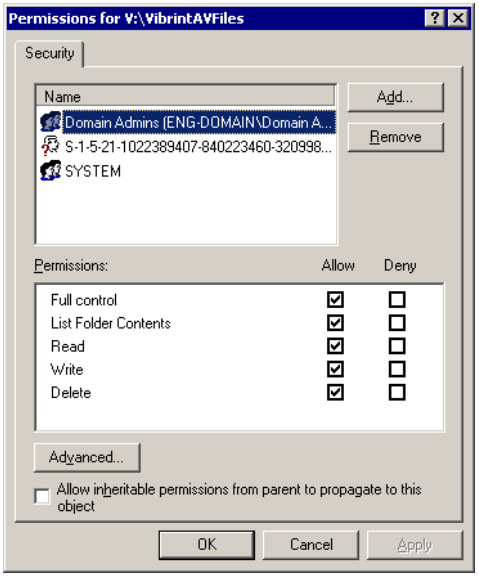
	Domain Admins	Everyone	SYSTEM	Archivists	Editors	Ingestors	Producers	Viewers	Profile Services	Vibrint Services
V:\VibrintAVFiles	**F**		**F**	**L R**	**L R**	**L R**	**L R**	**L R**	**F**	**F**

F = Full Control
L = List Folder Contents
R = Read

To set permissions for VibrintAVFiles:

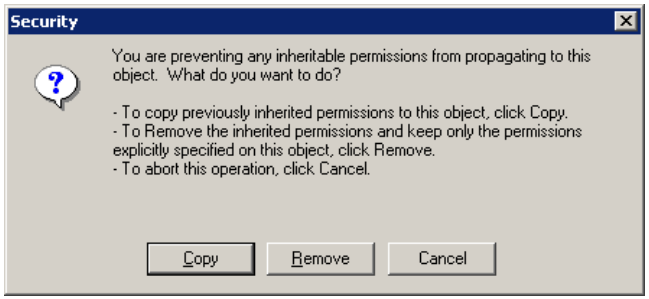
1. Open NewsQ and select **Tools I Set Root Permissions**.

   The Permissions for V:\VibrintAVFiles opens:



2. Uncheck **Allow inheritable permissions from parent to propogate to this object**.

   A Security message appears:



3. Select **Copy**.
4. Remove the current permissions.
5. Select the Everyone group and click **Remove**.
6. Add each of the groups you created for your newsroom (if you are using the typical security schema, add the groups Archivists, Editors, Ingestors, Producers, and Viewers).
7. Set permissions for each group according to the chart on page 90.
8. Click **OK**.

Setting NewsQ Bin Permissions

Permissions for the NewsQ bins are set in the Properties tab for each Bin. Follow the instructions below and set the permissions for each bin in your top-level NewsQ bin.

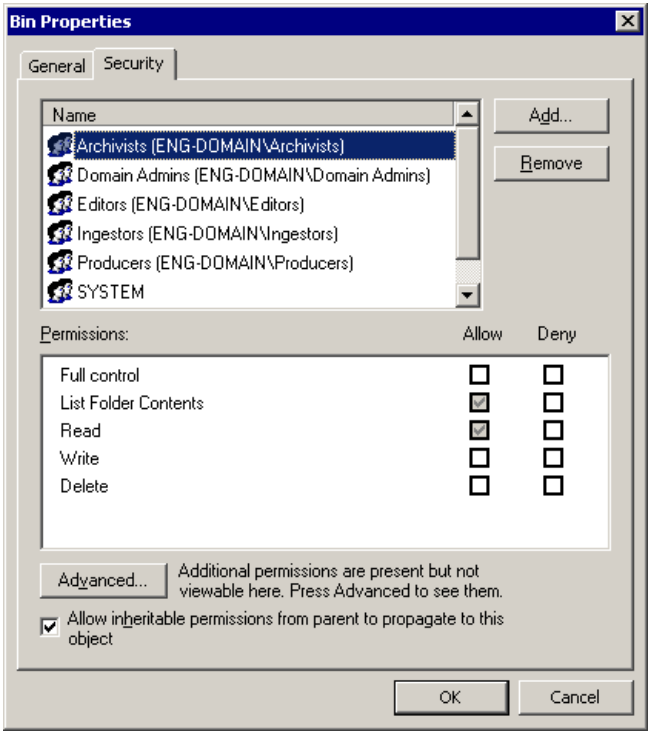
	Domain Admins	Everyone	SYSTEM	Archivists	Editors	Ingestors	Producers	Viewers	Profile Services
Monday-Sunday Bins	**F***		**F***	**-W -D**	**W D**	**-W -D**	**W -D**	**L R***	
Feeds Bin	**F***		**F***	**W -D**	**-W -D**	**W D**	**-W -D**	**L R***	
HFR Bin	**F***		**F***	**-W -D**	**W -D**	**-F**	**W D**	**L R***	
Archive Bin	**F***		**F***	**W D**	**W -D**	**W -D**	**W -D**	**L R***	

F = Full Control
L = List Folder Contents
R = Read
W = Write
D = Delete
- = Deny
* = Inherits permissions from the folder directly above it
** = Inheritance is blocked at this level

To set permissions for NewsQ bins:

1. In the NewsQ bin, right-click on the first bin and select **Properties**.

   The Bin Properties window for that bin opens:



2. Click the Security tab.
3. Change permissions for each group listed based on the chart on page 92.
4. Click **OK** when you are done setting permissions.

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