

User Guide

software release **1.1**

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NEWSQ PRO
DIGITAL NEWS PRODUCTION

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Grass Valley Group 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 Group Web site. You can download software or find solutions to problems by searching our Frequently Asked Questions (FAQ) database.

World Wide Web: <http://www.grassvalleygroup.com/support/>

Technical Support E-mail Address: gvtechsupport@grassvalleygroup.com.

Phone Support

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

USA and Americas (includes Latin America and Canada)

Telephone (800) 547-8949 (Toll Free)
(530) 478-4148 (Direct Dial Toll Call)
Fax (530) 478-3181

Europe and UK

UK Regional Service Location	Tel +44 1753 218 777 Fax +44 1753 218 757	Italy	Tel +39 72 901 428 Fax +39 72 905 371
France	Tel +33 145 297 300 Fax +33 145 297 302	Germany	Tel +49 221 1791 234 Fax +49 221 1791 235



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Asia Pacific

Australia	Tel (612) 8877 6800 Fax (612) 8877 6825	India	Tel (91) 11 373 0544 Fax (91) 11 373 0543
China	Tel (86) 10 6235 1185 Fax (86)10 6235 1190	Japan	Tel (813) 5484 6869 Fax (813) 5484 3775
Hong Kong	Tel (852)-2531-3000 Fax (852)-2802-2996	Southeast Asia	Tel (65) 7328 729 Fax (65)7327 649

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 Group 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 email to profile-users@grassvalleygroup.com 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 Tektronix 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 prescrites 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	<p><i>Designed/tested for compliance with:</i></p> <p>ANSI/UL60950-2000 - Safety of Information Technology Equipment</p> <p>IEC 60950 - Safety of Information Technology Equipment (3rd edition, 1999)</p> <p>CAN/CSA C22.2, No. 60950-00 - Safety of Information Technology Equipment</p> <p>EN60950:2000 - Safety of Information Technology Equipment (3rd edition)</p>

Environmental Criteria

The following table lists the environmental criteria for the NewsQ Pro.

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

Introducing NewsQ Pro

NewsQ Pro is a news playout control system that works with Grass Valley Group's Profile Video Servers, NewsEdit (version 4.0 and above), and an MOS-compatible newsroom computer system, such as the Associated Press Electronic News Production System (ENPS), version 2.09 and above.

NewsQ Pro combines a nonlinear editing system with an electronic news production system and a media server for a complete digital solution.

This manual shows you how to use NewsQ Pro effectively and efficiently to play out clips to air using electronic news clips created with NewsEdit.

This chapter discusses:

- What NewsQ Pro is
- Terms you should know
- How to use NewsQ Pro in your newsroom, and the roles of newsroom staff
- The NewsQ Pro software components

For detailed information on installing the NewsQ Pro system in your newsroom, see the *NewsQ Pro Installation Guide*.



What is NewsQ Pro?

NewsQ Pro is a news playout system that controls Profile Video Servers for live news playback. It includes tools to integrate the news production workflow between a Profile Video Server, NewsEdit, and optionally a newsroom computer system. You can also use NewsQ Pro as a manual control system for Profile Video Servers.

By using NewsQ Pro with a Profile Video Server for news playout you can effectively replace four to six tape machines. NewsQ Pro displays each channel simultaneously and you can control playout with a keyboard and mouse.

NewsQ Pro consists of five software components:

- The main NewsQ Pro application
- The Assignment List Plug-in
- The Assignment List Manager
- The Housekeeper utility
- The SDB Server utility

Each component plays a different role in the newsroom workflow and is introduced later in this chapter.

Terms You Should Know

To use NewsQ Pro effectively and efficiently, you should become familiar with these terms:

Term	Definition
Clip	A piece of media you can edit, containing video, audio, or both. Once a sequence is sent from a NewsEdit workstation to a Profile Video Server it becomes a clip again. All clips and subclips merge into one clip.
Placeholder	An item (in the NewsQ Pro Assignment List Plug-in or the Assignment List Manager) reserved for a clip that doesn't yet exist or is not complete. Clips are linked in the playlist and played to air.
Script	The textual information for a news story in the newsroom computer system (NCS) rundown. Scripts can also reference electronic media, such as clips from the Profile Video Server.
Sequence	Edited media, consisting of different clips and subclips edited using the NewsEdit editing system.
Story	The story — a collection of clips, sequences, and scripts — is the complete news segment that plays to air.



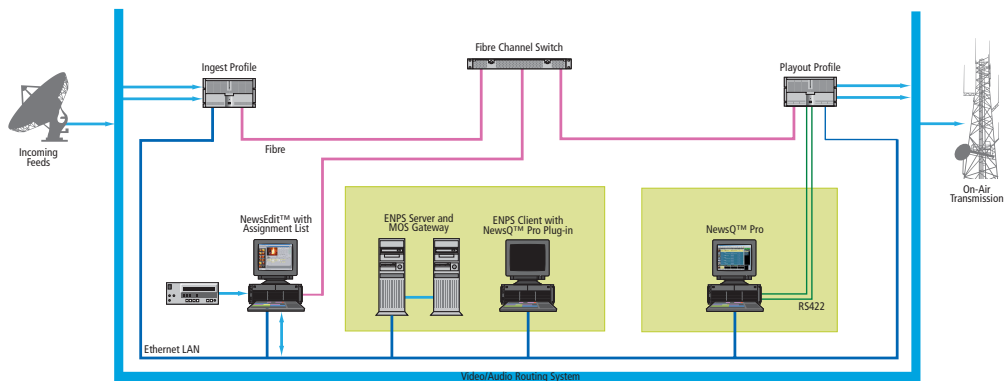
Using NewsQ Pro in Your Newsroom

Newsrooms can use NewsQ Pro in two ways:

- To create playlists by linking to a newsroom computer system (NCS)
- To create playlists manually in NewsQ Pro

Linking to a Newsroom Computer System (NCS)

The most efficient way to use NewsQ Pro is with a newsroom computer system such as the Associated Press Electronic News Production System (ENPS). The producer uses the newsroom computer system to create rundowns for news shows and links clips created in NewsEdit to rundown scripts. After the clips are complete, the playback operator uses NewsQ Pro to play out the clips to air.



Linking to a Newsroom Computer System (NCS)

A typical newsroom workflow using a newsroom computer system (NCS) is:

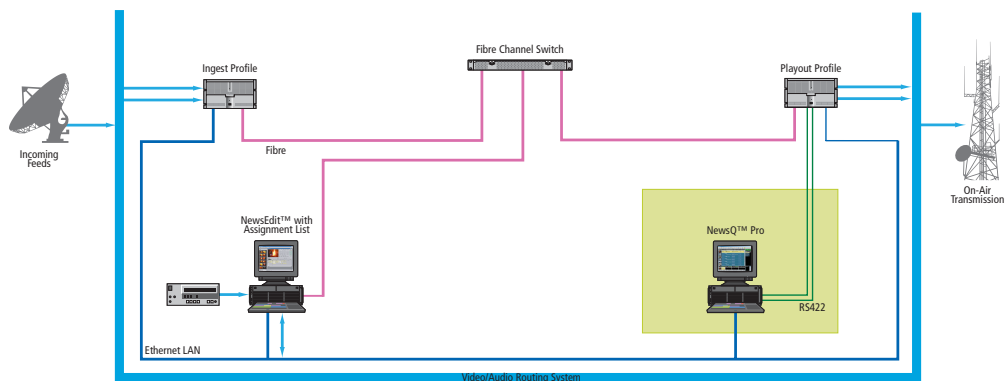
- The news producer creates a rundown using NCS
- The news producer uses the NewsQ Pro Assignment List Plug-in to:
 - Create placeholders for scripts that require clips
 - Assign placeholders to editors
 - Link placeholders to scripts in the rundown
- The news producer assigns playback channels within the ENPS rundown
- The news editor creates sequences for assignments using NewsEdit
- The news editor uses the NewsQ Pro Assignment List Manager to:
 - Receive assignments from the producer
 - Create additional clip placeholders
 - Reassign placeholders to other editors
 - Send completed clips to a Profile Video Server
- The playback operator uses the main NewsQ Pro application to:
 - Open the producer's rundown playlist
 - Assign clips to specific channels for playback
 - Rearrange, insert, or delete clips prior to broadcast if necessary
 - Play back clips during the news broadcast



Creating a Playlist Manually

Newsrooms without MOS-compatible NCSs can also use the NewsQ Pro application to manually create rundowns and playlists.

After creating playlists, using placeholders to link to clips created in NewsEdit, you can cue and play the clips for broadcast.



A typical newsroom workflow using NewsQ Pro to create playlists is:

- The news producer creates a rundown
- The news editor creates sequences for assignments using NewsEdit
- The news producer uses the NewsQ Pro Assignment List Manager to:
 - Create placeholders for clips
 - Assign placeholders to editors
- The news editor uses the NewsQ Pro Assignment List Manager to:
 - Create placeholders for clips
 - Reassign placeholders to other editors
 - Send completed clips to a Profile Video Server
- The playback operator uses the main NewsQ Pro application to:
 - Create a new playlist and rundown using the scripts from the producer and the clip database
 - Assign clips to specific channels for playback
 - Rearrange, insert, or delete clips prior to broadcast if necessary
 - Play back clips during the news broadcast

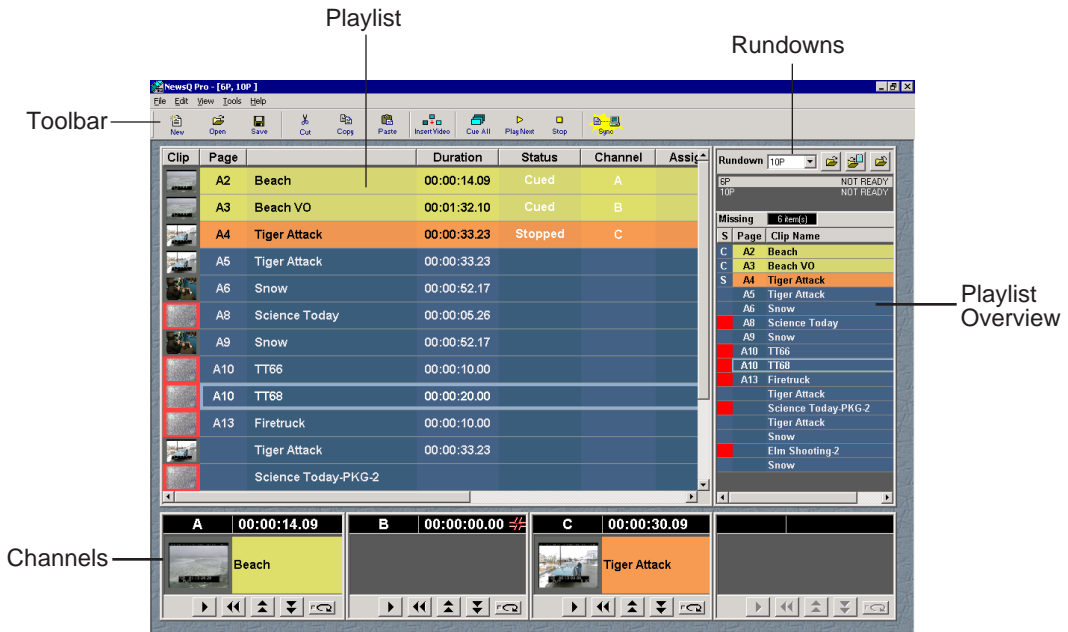


Tour of NewsQ Pro and Plug-ins

NewsQ Pro consists of several components to allow newsrooms to coordinate news playback with a Profile Video Server and a NewsEdit workstation.

The NewsQ Pro Application

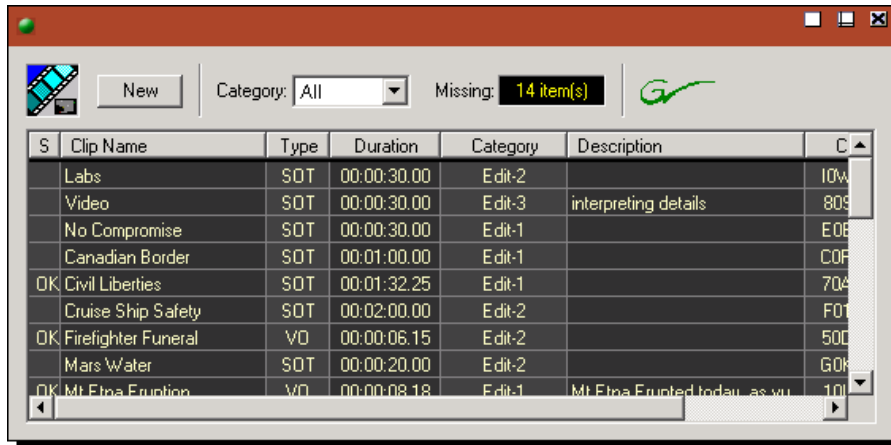
Playback operators use the main NewsQ Pro application to control playlists before and during news broadcasts and to create new playlists.



Chapter 4, “The Playback Operator’s Role,” describes the NewsQ Pro application.

The Assignment List Plug-in

Producers use the NewsQ Pro Assignment List Plug-in to create placeholders for clips and to coordinate electronic news stories with ENPS rundown scripts. The Assignment List Plug-in integrates with the ENPS application.



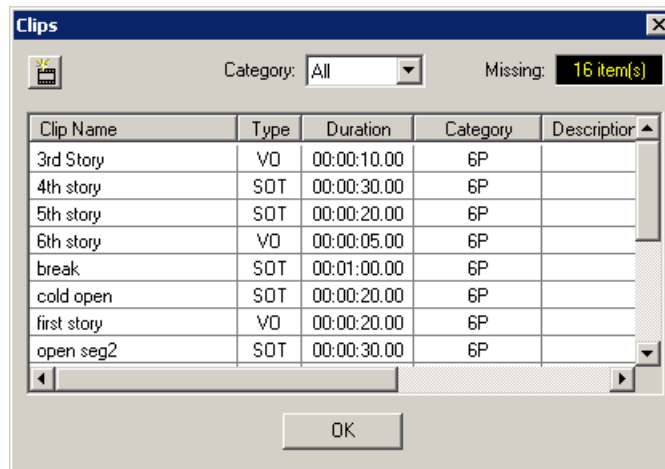
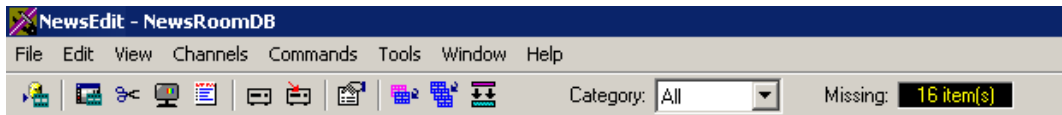
Chapter 2, “The Producer’s Role,” describes the Assignment List Plug-in.



The Assignment List Manager

Editors use the Assignment List Manager to receive assignments from the producer, to create additional placeholders for clips, to reassign placeholders to other editors, and to send completed clips to a Profile Video Server.

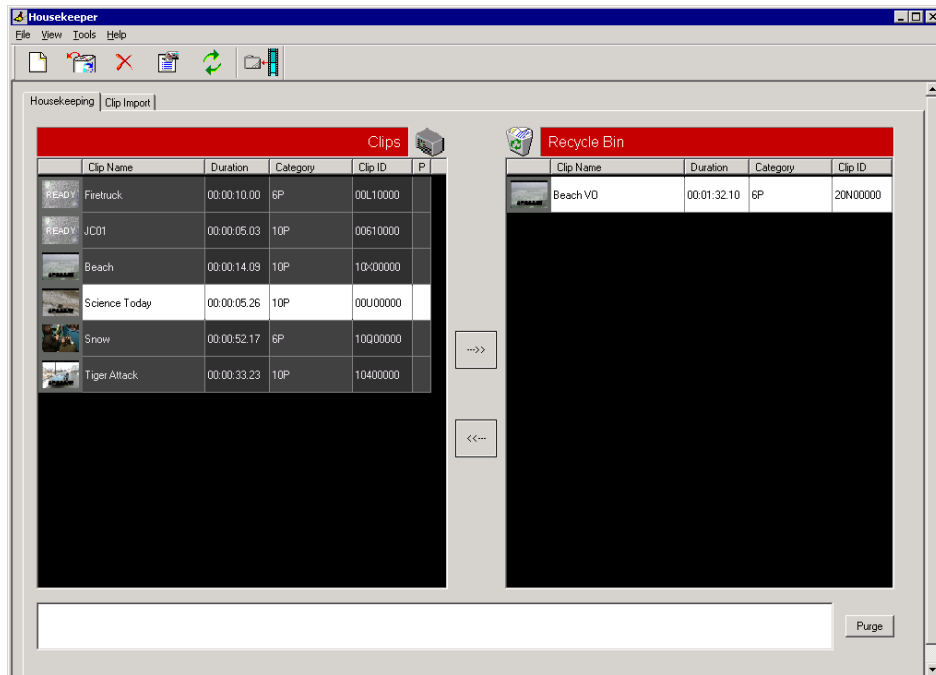
The Assignment List Manager runs on the NewsEdit workstation and integrates with NewsEdit — the NewsEdit toolbar displays part of the Assignment List Manager so editors can see at a glance how many stories need video. Opening the Assignment List Manager provides more detail on specific stories.



Chapter 3, “The Editor’s Role,” describes the Assignment List Manager.

The Housekeeper Utility

Playback operators use the Housekeeper utility to remove files from the clip database and to import files from Profile Video Servers. The Housekeeper utility usually runs on the computer with the main NewsQ Pro main application, though it can be installed on another computer if necessary.

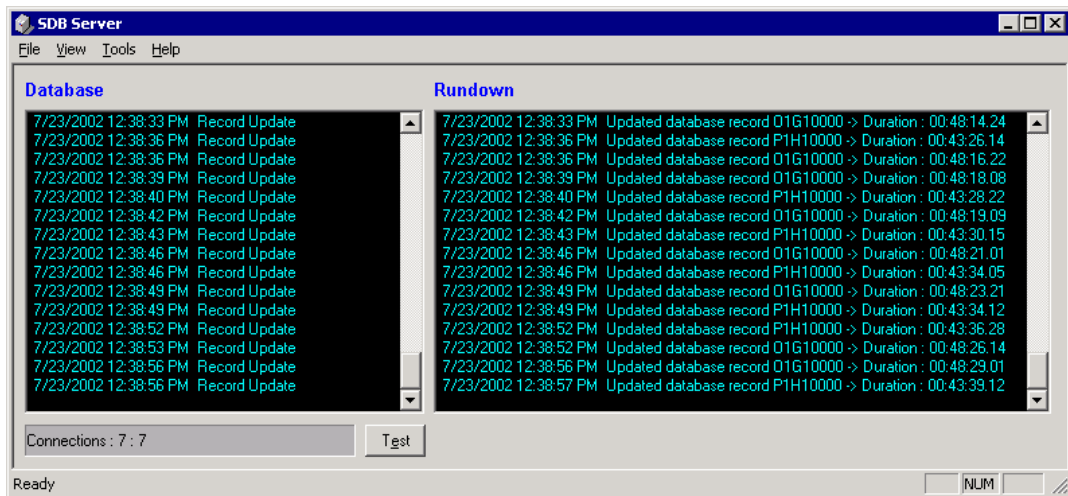


Chapter 5, “Deleting and Importing Clips,” describes the Housekeeper utility.



SDB Server Utility

The SDB Server utility provides newsroom staff with status on all NewsQ Pro playlists associated with ENPS rundowns. The SDB Server utility runs on the same computer as the main NewsQ Pro application and on the system hosting the hot standby backup database, usually a Profile Video Server.



Appendix B, “Using the SDB Server Utility,” describes the SDB Server utility.

The Producer's Role

Producers can use NewsQ Pro with a newsroom computer system (NCS) such as the Associated Press Electronic News Production System (ENPS) to create rundowns, to create placeholders for editor assignments, and to link clips from NewsEdit to the rundown. Producers can also use ENPS to assign clips to a specific playback channel, eliminating the need for the playback operator to assign channels for the rundown.

In newsrooms without NCSs, a news editor can follow the producer's script and create placeholders using another component of NewsQ Pro, the Assignment List Manager, and have a playback operator manually create playlists.

This chapter is written for producers and discusses how to use the Assignment List Plug-in to:

- Create placeholders for news clips
- Reassign placeholders to other editors
- Link clips to an ENPS rundown
- View placeholder categories and video thumbnails
- Sort placeholders



Tour of the Assignment List Plug-In and ENPS

ENPS lets you create rundowns for your news shows and add scripts for each story. The NewsQ Pro Assignment List Plug-in integrates with ENPS and allows you to create placeholders for clips, assign those placeholders to newsroom editors, and link the resulting news clips back to the ENPS rundown.

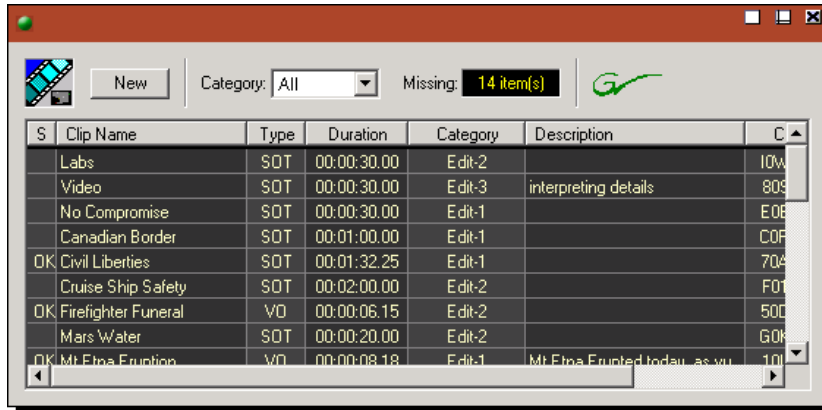
The screenshot displays the ENPS software interface. On the left, a window titled "ENPS Rundown" shows a list of stories with columns for Page, Story Slug, Segment, Break, and Air. The stories listed are A1 through A13, including "Mt Etna", "Weather", "Octopus", "Trains, No Planes", "New Planet Discovered", "Unemployment Rates", "Firefighter Funeral", "Warehouse Fire", "Civil Liberties", "Tiger Attack", "Texas 7", and "Weather".

In the center, a window titled "ENPS Editing Window" shows a script for "Firefighter Funeral (VO)" with markers for audio cues: <mos>, Firefighter Funeral (VO), and </mos>.

At the bottom, a window titled "NewsQ Pro Assignment List Plug-in" displays a table of clips with columns for S, Clip Name, Type, Duration, Category, Description, and C. The table lists various clips such as "America", "Vaccine Limitations", "Labs", "Video", "No Compromise", "Canadian Border", "OK Civil Liberties", "Cruise Ship Safety", "OK Firefighter Funeral", "Mars Water", and "OK Mt Etna Eruption".

Labels with arrows point to the "ENPS Rundown" window, the "ENPS Editing Window", and the "NewsQ Pro Assignment List Plug-in" window.

Tour of the Assignment List Plug-In and ENPS



The Assignment List Plug-in displays the following information for each clip:

Column	Description
S (Status)	The clip status: displays OK if the clip has been completed, sent to the Profile Video Server, and is ready for playback; or is blank if the clip is incomplete and not ready for playback.
Clip Name	The name of the placeholder clip.
Type	The type of clip an editor needs to create: either Voice Over (VO) or Sound on Tape (SOT).
Duration	The clip length.
Category	The category assigned to the clip; you can assign categories based on the editor to receive the assignment, for instance.
Description	Brief description of the clip an editor needs to create.
Clip ID	The clip ID, which is automatically defined when the placeholder is created.
Date	The date the placeholder was created.



Creating Rundowns with ENPS

Before using NewsQ Pro Assignment List Plug-in, you need to create a rundown using ENPS as you normally would. See the ENPS documentation for specific instructions.

Creating Placeholders

You need to create a placeholder for each news clip that you are linking to a rundown. Placeholders generate assignments for editors, who can then create news clips for the story and send them to a Profile Video Server for playback. Placeholders let you see if clips are complete and ready for air or not.

If you are not using a newsroom computer system, you use the Assignment List Manager instead of the Assignment List Plug-in to create placeholders. Both components have the same purpose — to create placeholders and assign them to editors. Chapter 3, “The Editor’s Role,” describes the Assignment List Manager.

To create a new placeholder:

New

1. Click **New**.

The New Clip Entry window appears:

The screenshot shows a dialog box titled "New Clip Entry". It contains the following fields and controls:

- New Slug**: A text input field.
- Clip Name**: A text input field.
- Story Type**: A dropdown menu.
- Duration**: A dropdown menu showing "00:00:00:00".
- Category**: A dropdown menu showing "10P".
- Description**: A large text area with vertical scrollbars.
- Protected**: A checkbox, currently unchecked.
- OK** and **Cancel**: Buttons at the bottom right.

2. Enter the placeholder information:

- **Clip Name** — Enter a name for the placeholder. The name identifies the placeholder in both the Assignment List Plug-in (in the ENPS system) and the Assignment List Manager (in the NewsEdit system).
- **Story Type** — Select a Story Type from the drop-down menu, either **SOT** (Sound On Tape) or **VO** (Voice Over). You can also leave this field blank.
- **Duration** — Enter a duration for the placeholder or select one from the drop-down list. Once the clip is created the duration is automatically adjusted to the clip length.
- **Category** — Select a category from the drop-down menu. The category determines which editors receive the placeholder as an assignment. Selecting ALL displays the entire assignment list.
- **Description** — Enter a description for the placeholder. The description helps news editors identify the clip they need to create.
- **Protected** — Check this box to prevent the clip from being erased or deleted from the database.

3. Click **OK**.

The new placeholder appears in the Assignment List, and is sent to the news editors specified in the Category field.

NOTE: The Clip ID and the Date are automatically set when you create a new placeholder.

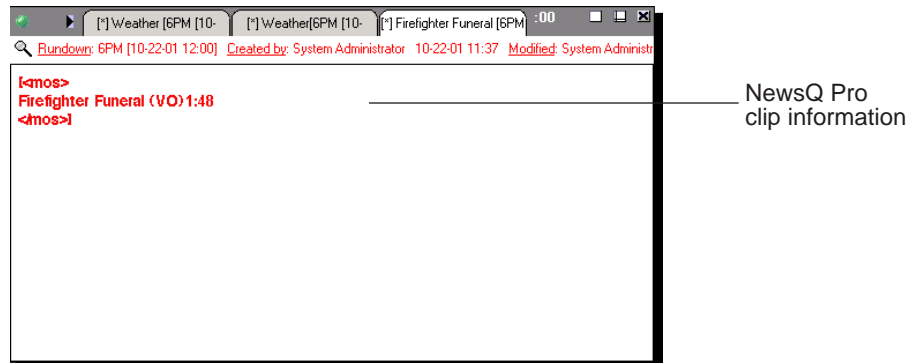


Linking Clips to an ENPS Rundown

To use a NewsEdit sequence in a news story when it plays out to air, you need to link it to the ENPS rundown. You can link a clip either when it is a placeholder or after the clip has been sent to a Profile Video Server.

To link a clip to an ENPS rundown:

- Drag the clip from the Assignment List Plug-in to the ENPS Editing Window.



When you save the script, the clip is linked and added to the ENPS rundown.

Assigning Playout Channels to Clips

With ENPS and NewsQ Pro you can assign playout channels to stories in a rundown. Channels are then already assigned when a playback operator opens the rundown.

To assign a playout channel in an ENPS rundown:

1. Click in the MOS Channel column for the story you want to assign.
2. Enter the channel name or number in the box and click **OK**. You must enter the channel label exactly as it was set up in NewsQ Pro.

The channel is assigned to that story and appears in the NewsQ Pro application.

Additional Assignment List Plug-in Features

In addition to creating placeholders and linking clips, there are other features of the Assignment List Plug-in that you can use.

Reassigning Placeholders to Editors

When you create a new placeholder, the Category field determines which editors receive that assignment. If you select **All**, your news editors also need to select **All** in their Assignment List Managers to view the assignment.

You can reassign a placeholders at any time by doing the following:

1. Double-click the clip you want to reassign.
The Clip Properties window appears.
2. Select a new editor, workstation name, or category from the **Category** list.



3. Click **OK**.
The placeholder is automatically sent to the new workstation for completion.

Viewing Clip Categories

In the Assignment List Plug-in, you can view the placeholders and clips based on Category.

To change the Category of clips to view:

- Select a category from the **Category** list.
The list updates to display only the placeholders and clips in that category.
Select **All** to view all assignment placeholders again.



Viewing a Video Thumbnail for a Placeholder

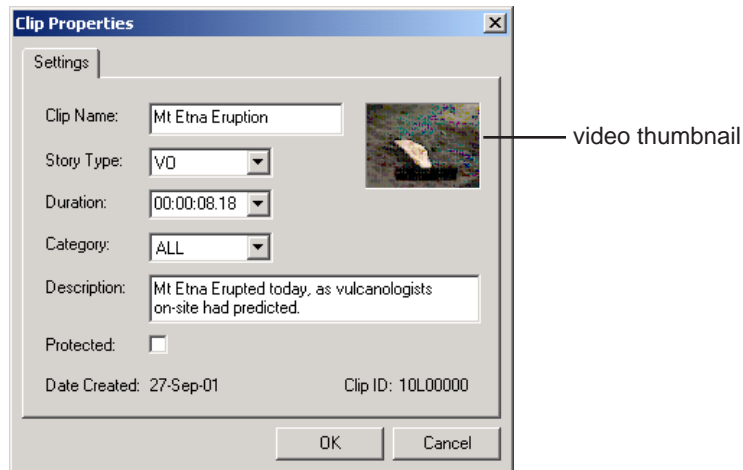
In addition to a clip's properties, you can view a thumbnail of a completed clip within the Assignment List Plug-in. The thumbnail is the first frame of the clip.

You can only see thumbnails for clips that are complete, which are identified with an **OK** in the Status column; otherwise a blank image appears.

To view the thumbnail:

- Double-click the placeholder.

The Clip Properties window appears, displaying the video thumbnail.



The Editor's Role

News editors use the Assignment List Manager component of NewsQ Pro to receive assignments from the producer and return completed assignments.

The Assignment List Manager runs on the computer with the NewsEdit editing system. Editors create clips and sequences in NewsEdit as usual and send them to a Profile Video Server. A playback operator then uses the clips in NewsQ Pro to create a playlist and control the playback of clips to air.

This chapter is written for news editors and discusses how to use the Assignment List Manager to:

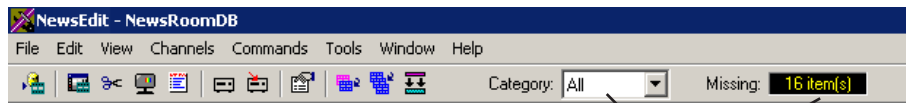
- Receive assignments from your producer
- Send completed sequences to a Profile Video Server
- Create new clip placeholders
- Change clip assignments
- Update clips



Tour of the Assignment List Manager

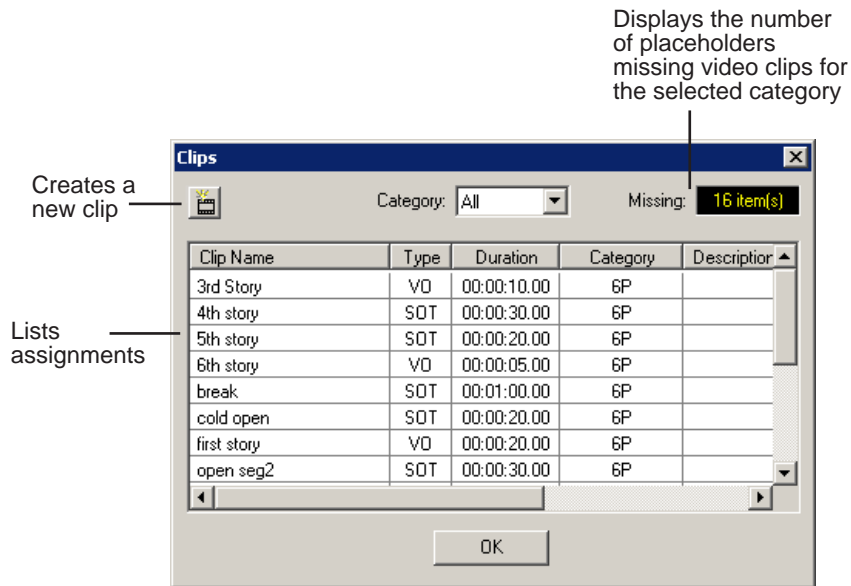
You use the Assignment List Manager to receive assignments from the producer, to create additional placeholders for clips, to reassign placeholders to other editors, and to send completed clips to a Profile Video Server.

The Assignment List Manager runs on the NewsEdit workstation and integrates with NewsEdit: the NewsEdit toolbar displays part of the Assignment List Manager so you can see the number of assignments you've received.



NewsQ Pro Assignment List Manager

To see more detail for each story, double-click the **Missing** box to open the Clips window:



The list of assignments shows each clip placeholder and its properties:

Column	Description
Clip Name	Displays the name of the clip created by the producer.
Type	Displays the type of clip you need to create, either Voice Over (VO) or Sound on Tape (SOT).
Duration	Displays the length of the clip.
Category	Displays the category assigned by the producer; determines which editors receive the placeholder for an assignment.
Description	Displays a description of the clip you need to create.
Clip ID	Displays the clip ID, set automatically when the placeholder was created.
Date	Displays the date the placeholder was created.

Receiving Editing Assignments

Assignments show up automatically in your Assignment List Manager when sent from the producer or when assigned from another editor.

The assignments are created by the producer as placeholders for clips to use in an upcoming news broadcast. You create clips in NewsEdit and link them to the placeholders in the Assignment List Manager.



Sending Completed Clips

Once you create a clip or sequence on NewsEdit for a specific placeholder, you need to send it back to a Profile Video Server so it can be used. Your NewsEdit workstation must be configured with the Profile Video Server and its default directory as the default Send Destination. See your NewsEdit documentation for more information.

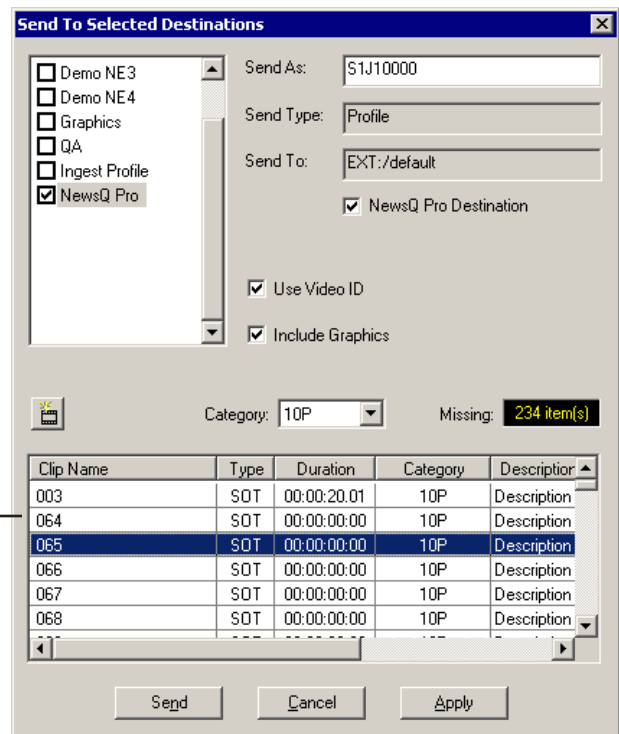
To send a clip to a Profile Video Server:

1. select the completed sequence in the NewsEdit Bin.

If you have the completed sequence open in NewsEdit, it is already selected.

2. Press **F2** on your keyboard.

The Send To Selected Destinations window appears showing the list of open NewsQ Pro placeholders.



NOTE: If the list of placeholders is grayed out, it means that you haven't selected that send location as a News Q Pro send destination. See your NewsEdit documentation for details.

3. Select the placeholder to assign your completed sequence to and click **Send**.

The clip is automatically sent to the Profile Video Server. Once the clip is sent, the placeholder no longer appears in your Assignment List and the number of missing items at the top of the screen decreases by one.

Additional Assignment List Manager Features

In addition to creating clips for assigned placeholders and sending them to the server for playback, there are other features of the Assignment List Manager that you can use.

Creating New Placeholders

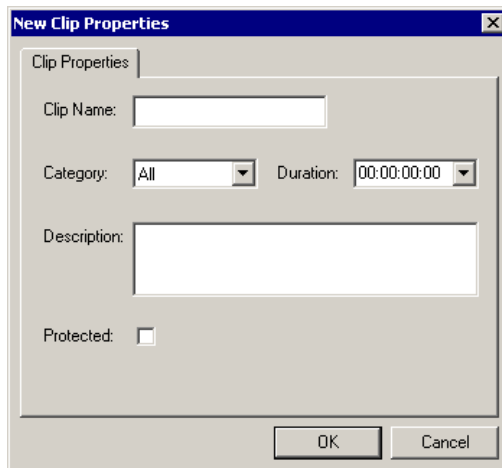
In addition to the assignments you receive from your producer, you can create additional placeholders for clips you want to include in a news broadcast.

To create a new placeholder for a clip:



1. Click the **New Clip** button.

The New Clip Properties window appears:



New Clip Properties

Clip Properties

Clip Name:

Category: Duration:

Description:

Protected:

OK Cancel



2. Enter information for the clip:

- **Clip Name** — Enter a name for the placeholder. The name identifies the placeholder in your Assignment List Manager, the Assignment List Plug-in on the ENPS system, and the NewsQ Pro playlist.
- **Category** — Select a category from the drop-down menu. The category determines who receives the placeholder as an assignment. Selecting **ALL** makes the placeholder accessible to all editors who select **ALL** in their Assignment List Manager.
- **Duration** — Enter a duration for the placeholder or select one from the drop-down list. Once the clip is created the duration is automatically adjusted to the clip length.
- **Description** — Enter a description for the placeholder to help identify the clip you need to create.
- **Protected** — Check this box to prevent the clip from being deleted from the database.

3. Click **OK**.

The Clip ID and Date are set automatically when you create the placeholder.

Changing a Clip Assignment

If you receive an assignment that isn't for you or that you need to send to another editor, you can reassign it as follows:

1. In the Clips window, double-click on the placeholder you want to assign.
2. Select a new editor, workstation name, or category from the **Category** list.



3. Click **OK**.

The placeholder is automatically sent to the new workstation for completion.

Viewing the Assignment List

In the Assignment List Manager, you can choose to view assignments within a selected category or all of the assignments in the list.

To change the category of assignments to view:

- Select a category from the **Category** drop-down list.

A screenshot of a web interface showing a drop-down menu. The label 'Category:' is on the left, followed by a text box containing the word 'News' and a small downward-pointing arrow on the right side of the box.

The list updates and displays only those assignments in that category.

Select **All** to view all assignment placeholders again.

Updating Clips

To modify a clip after you have sent it to a Profile Video Server, you need to delete the clip from the database and reassign the placeholder to yourself before you can resend the clip. Otherwise, you won't have a placeholder with which to link the clip. See "Deleting Clips From the Profile Video Server Only" on page 70 for more information.



Chapter 3 The Editor's Role

The Playback Operator's Role

Playback operators use the NewsQ Pro application to control the playback of news clips to air. Using a playlist linked to an ENPS or NewsQ Pro rundown, playback operators cue and play clips as required during a broadcast.

This chapter is written for playback operators and discusses how to use the NewsQ Pro application to:

- Link to an ENPS rundown
- Create a playlist manually
- Cue clips and play them to air
- Add clips to a playlist, rearrange clips, and change clip properties
- Use the context-sensitive Playlist menu



Tour of the NewsQ Pro Application

You use the NewsQ Pro application to control a playlist before and during a news broadcast. You can also use it to create a new playlist.












The screenshot shows the NewsQ Pro application interface. The main window is titled "NewsQ Pro - [6P, 10P]". It features a menu bar (File, Edit, View, Tools, Help) and a toolbar with icons for New, Open, Save, Cut, Copy, Paste, Insert Video, Cue All, Play Next, Stop, and Sync. The central area is a table with columns: Clip, Page, Duration, Status, Channel, and Assign. The table contains several rows of clips, with A4 "Tiger Attack" highlighted in orange and marked as "Stopped". Below the table are three channel preview windows labeled A, B, and C, showing video thumbnails and durations. Channel A shows "Beach" (00:00:14.09), Channel B shows a black screen (00:00:00.00), and Channel C shows "Tiger Attack" (00:00:30.09). On the right side, there is a "Rundowns" panel with a "Missing" section and a list of clips. Labels with arrows point to various parts of the interface: "Toolbar" points to the top toolbar; "Playlist" points to the main table; "Rundowns" points to the right-hand panel; "Channels" points to the bottom preview windows; and "Playlist Overview" points to the Rundowns panel.

Clip	Page	Duration	Status	Channel	Assign
A2	Beach	00:00:14.09	Cued	A	
A3	Beach VO	00:01:32.10	Cued	B	
A4	Tiger Attack	00:00:33.23	Stopped	C	
A5	Tiger Attack	00:00:33.23			
A6	Snow	00:00:52.17			
A8	Science Today	00:00:05.26			
A9	Snow	00:00:52.17			
A10	TT66	00:00:10.00			
A10	TT68	00:00:20.00			
A13	Firetruck	00:00:10.00			
	Tiger Attack	00:00:33.23			
	Science Today-PKG-2				

Toolbar













The NewsQ Pro Toolbar lets you access common features:

Icon	Function	Other Ways to Access...
 New	Creates a blank playlist.	File New Playlist or Ctrl + N
 Open	Opens a saved playlist.	File Open Playlist or Ctrl + O
 Save	Saves the current playlist.	File Save Playlist or Ctrl + S
 Cut	Cuts selected clips from the playlist to the clipboard.	Edit Cut or Ctrl + X
 Copy	Copies selected clips from the playlist to the clipboard.	Edit Copy or Ctrl + C
 Paste	Pastes clips from the clipboard into the playlist.	Edit Paste or Ctrl + V
 Insert Video	Opens the Clip Browser, where you can add clips to the playlist.	Ctrl + I
 Cue All	Cues all channels specified in the automatic channel assignment.	-----
 Play Next	Plays the next clip in the playlist.	-----
 Stop	Stops playing the current clip.	Spacebar (if enabled)
 Sync	Relinks the NewsQ Pro playlist with its associated ENPS rundown.	-----



Playlist

Clip	Page	Duration	Status	Channel	Assign
	A2	Beach	00:00:14.09	Cued	A
	A3	Beach VO	00:01:32.10	Cued	B
	A4	Tiger Attack	00:00:33.23	Stopped	C
	A5	Tiger Attack	00:00:33.23		
	A6	Snow	00:00:52.17		
	A8	Science Today	00:00:05.26		
	A10	TT68	00:00:20.00		
	A13	Firetruck	00:00:10.00		
		Tiger Attack	00:00:33.23		
		Science Today-PKG-2			

The playlist lists each clip and its properties:

Column	Description
Clip	Displays a video thumbnail of the clip, if available, and the clip name. You can choose how to view the thumbnails by clicking the Clip column heading or by selecting View (Small) or (Large) Thumbnail . If a clip is not ready for playback, a red border appears around the thumbnail.
Duration	Displays the clip length.
Page	Corresponds to the page of the ENPS rundown. This column is blank if you are not using ENPS with NewsQ Pro or if the producer did not select <i>Freeze Page Numbers</i> for the rundown properties in ENPS.
Status	Displays the available channels and the status of the clip: <ul style="list-style-type: none">- [Blank] — Clip has not yet been cued.- Cued — The clip is cued to a specific channel and is ready to play.- Played — The clip is done playing.- Roll — The clip is playing to air.- Stopped — The clip has been manually stopped during play.
Channel	Displays the channel on which a clip is playing.
Assign	Allows you to assign a clip to a channel, overriding automatic channel assignment.
ID	Displays the clip ID, which is automatically set when you create the placeholder.

Understanding Playlist Colors

Each playlist entry appears in a color that identifies its status in NewsQ Pro:






Row Background Color	Description
Yellow	The clip is cued for playback.
Green	The clip is playing.
Orange	The clip is stopped during play.
Gray	The clip is in postroll.

You can modify row colors by choosing **Tools | Options** and clicking the **Color** tab. Click row color box you want to change and select a new color.

Channels



The channels area displays the channels available on your system. You can perform these functions for each channel:

Icon	Function
	Plays the current clip in the channel. If a clip is playing, clicking this button pauses the clip; click it again to resume playback.
	Recues the current clip.
	Cues the previous clip in the channel.
	Cues the next available clip.
	Loops playback for the currently playing clip.



This symbol indicates that the Profile Media Server is no longer connected to a channel. Check your network connection; you cannot remotely control the Profile Video Server while this symbol is present.



Rundowns






The rundown area displays the open rundowns and their status, a list of available rundowns, the number of clips missing from the current rundown, and buttons to let you append another rundown to the current playlist.

You can open up to three rundowns at once in NewsQ Pro. All open rundowns merge into a composite playlist, allowing seamless control of back-to-back rundowns.

Selecting a rundown in the rundowns area selects all clips in that rundown in the playlist area.

The rundown area has these buttons:

Icon	Function
	Opens the selected rundown and creates a playlist.
	Appends the selected rundown to the end of the current playlist.
	Removes the selected rundown from the playlist.

Playlist Overview

S	Page	Clip Name
C	A2	Beach
C	A3	Beach V0
C	A4	Tiger Attack
	A5	Tiger Attack
	A6	Snow
	A8	Science Today
	A9	Snow
	A10	TT66
	A10	TT68
	A13	Firetruck
		Tiger Attack
		Science Today-PKG-2
		Tiger Attack
		Snow
		Elm Shooting-2
		Snow

The playlist overview displays a subset of the playlist columns, allowing you to see more of the playlist at a glance.

Column	Description
Status	<p>Displays clip the status:</p> <ul style="list-style-type: none"> - Blank — The clip has not yet been cued. - C (Cued) — Clip is cued to a specific channel and is ready to play. - P (Played) — The clip is done playing. - R (Roll) — The clip is playing to air. - S (Stopped) — The clip has been manually stopped during play. - Red Square — Clip not ready for playback.
Page	<p>Corresponds to the page of the ENPS rundown.</p> <p>This column is blank if you are not using ENPS with NewsQ Pro or if your Producer didn't choose the Freeze Page Numbers option in ENPS.</p>
Clip Name	Displays the clip name.



Creating a Playlist

Before you can play clips to air, you first need to create a playlist. There are two ways to create a playlist — by linking to an ENPS rundown or by manually creating a playlist in NewsQ Pro.

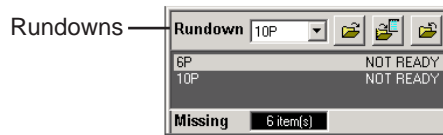
Linking to an ENPS Rundown

If your newsroom is using a newsroom computer system, such as ENPS, to create news rundowns, you can link to the ENPS rundown and create the playlist automatically.

To open an ENPS rundown:



- Select your rundown from the drop-down list and click **Open Rundown**.



The rundown opens in the NewsQ Pro application, showing all of the clips in the rundown, and cues the clips to the channels specified in the automatic channel assignment. The playlist displays a headframe for each clip, which provides a visual reference to the clip. A red border appears around clips that are not yet ready for playback.

Clip	Page	Duration	Status	Channel	Assi-
A2	Beach	00:00:14.09	Cued	A	
A3	Beach VO	00:01:32.10	Cued	B	
A4	Tiger Attack	00:00:33.23	Stopped	C	
A5	Tiger Attack	00:00:33.23			
A6	Snow	00:00:52.17			
A8	Science Today	00:00:05.26			
A9	Snow	00:00:52.17			
A10	TT66	00:00:10.00			
A10	TT68	00:00:20.00			
A13	Firetruck	00:00:10.00			
	Tiger Attack	00:00:33.23			
	Science Today-PKG-2				

Appending Rundowns to Your Playlist

With NewsQ Pro and ENPS, you can add rundowns to create a playlist that includes all of the clips and other information from each of the rundowns. Appended rundowns are added to the end of the current playlist.

To append a rundown:

1. Select the rundown from the drop-down list.
2. Click **Append Rundown**.



The rundown is added to the end of the current Playlist, displays in the Playlist Overview, and the rundown name is added to the Rundown list.

The screenshot shows the NewsQ Pro software interface. The main window displays a playlist overview with columns for Clip, Page, Duration, Status, Channel, and Assign. The playlist contains several clips, including 'Beach', 'Beach VO', 'Tiger Attack', 'Snow', 'Science Today', 'TT66', 'TT68', 'Firetruck', and 'Science Today-PKG-2'. The 'Tiger Attack' clip is highlighted in orange. To the right, there is a 'Rundown' list window showing a list of rundowns, including 'A2 Beach', 'A3 Beach VO', 'A4 Tiger Attack', 'A5 Tiger Attack', 'A6 Snow', 'A8 Science Today', 'A9 Snow', 'A10 TT66', 'A10 TT68', 'A13 Firetruck', 'Tiger Attack', 'Science Today PKG-2', 'Tiger Attack', 'Snow', and 'Elm Shooting-2'. A red arrow points to the 'Tiger Attack' rundown in the list, with the text 'Appended Rundown Adds Here' next to it. Below the playlist overview, there are three preview windows labeled A, B, and C, showing the video content of the selected clips.

Appended Rundown Adds Here

To remove a rundown from a playlist:

1. Select the rundown to remove from the rundown list window.
2. Click **Close Rundown**.



The rundown is removed from the playlist.



Previewing Other Rundowns

Sometimes you may want to check to see if other news shows are ready for air by seeing if all placeholders are complete. With NewsQ Pro you can view other rundowns in addition to the one in the NewsQ Pro Playlist.

To preview a rundown:

- Select **View | Rundown Preview** or press **Ctrl + R** on the keyboard.

The Rundown Preview window appears, showing all of the placeholders and completed clips. A red square in the status column indicates that the clip is not complete. You can also see at a glance how many clips you are missing.

S.	Page	Clip Name
A1		Mt Etna Eruption
A2		Travel Diary
A4		Octopus Field Trip
A6		Trains, No Planes
A5		New Planet?
A7		Unemployment Rates
A8		Firefighter Funeral
A9		Fire
A10		Civil Liberties
A11		Tiger Attack
A12		Texas 7 Anniversary



NOTE: *If you see the number of missing items but not the rundown itself, expand the window vertically by clicking the maximize button at the top of the window.*

To preview another rundown, select it from the Rundown drop-down list.

Creating a New Playlist Manually

The other way to create a playlist is to do it manually using NewsQ Pro.

To create a new playlist:



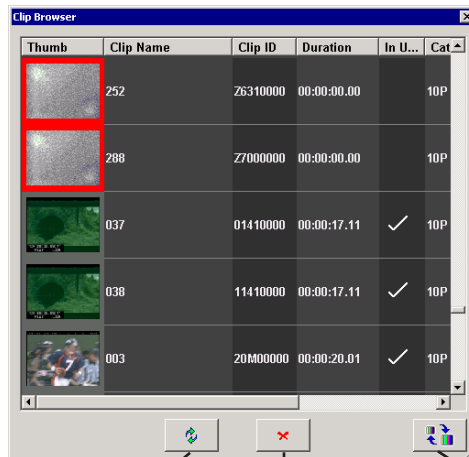
1. Click **New Playlist** in the main toolbar.

An empty playlist appears.



2. Click **Insert Video**.

The Clip Browser opens, displaying all available clips from the clip database.



Refreshes the clip lists to view the most current clips

Closes the Clip Browser

Toggles between viewing large and small thumbnail sizes

3. Drag a clip into the Playlist window or the Playlist Overview window.

The clip appears in the Playlist window and the Playlist Overview window.

4. Continue to add clips to the playlist as necessary.



5. Click the **Close Clip Browser** button.



Saving and Opening Local Playlists

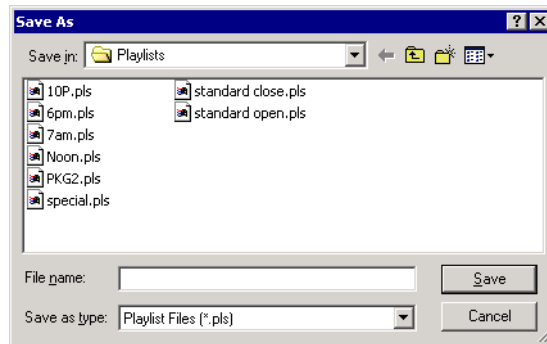
Sometimes you need to create a playlist and immediately play the clips to air. Other times you may want to create a playlist that you can use over again. For example, you could create a playlist for a 6 PM broadcast and modify the playlist each day to include that day's clips. To use a playlist again,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

To save a playlist:



1. When you are done adding clips, click **Save** on the main toolbar.

The Save As window appears:



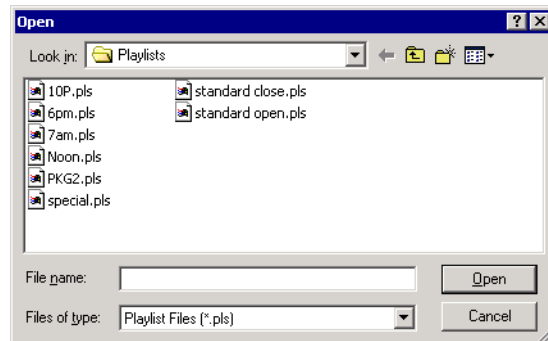
2. Select a location for the playlist and enter a file name.
3. Click **Save**.

The playlist is saved with a .pls extension.

To open a saved playlist:



1. Click **Open Playlist** on the main toolbar.



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

The playlist opens and displays the list of clips.

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

Chaining Clips in a Playlist










Sometimes you may want to group two or more clips together so that the clips play as one continuous clip during playback. This grouping is called chaining, and provides the advantage of playing clips in succession without having to cue and play each one individually.

To chain clips:

1. Select the clips you want to chain by clicking on one clip and holding down the Shift key while selecting the other clip(s).
2. Right-click on one of the selected clips and select **Chain Clips**.

The clips chain together, indicated by a light blue rectangle around the clips.

Clips chained together

Clip	Duration	Status	Channel	Assign
 Snow	00:00:52.17			
 Tiger Attack	00:00:33.23			
 Firetruck	00:00:10.00			
 Snow	00:00:52.17			
 Tiger Attack	00:00:33.23			
 Beach VO	00:01:32.10			
 Beach	00:00:14.09			
 Tiger Attack	00:00:33.23			
 JC01	00:00:05.03			

To unchain clips:

- Right-click on a chained clip and choose **Unchain clips**.

The unchained clips remain in the playlist as independent clips.



Cueing and Playing Clips

Once you have your playlist in NewsQ Pro, you can cue the clips to the appropriate channels and play them to air.

Cueing Clips

The playlist automatically cues the first clips according to the automatic channel assignment. As clips play, subsequent clips are cued. If a clip isn't ready for playback, the clip is skipped and the next available clip cues. You can also cue a clip out of sequence if you need to.

There are several ways to cue clips:



- Select the clip you want to cue and click **Cue All** on the toolbar.
All channels are recued as specified in the automatic channel assignment, starting with the selected clip.

- Manually cue a clip by dragging it to the target channel.
- In the channel window, click one of the following buttons:



- **Recue Current Clip** — Resets the current clip in the channel back to the beginning; clip is ready to play.



- **Cue Previous Clip** — Cues the previous clip assigned to the particular channel; if no channel assignment is specified, NewsQ Pro cues the first previously available clip.



- **Cue Next Clip** — Cues the next clip assigned to the particular channel; if no channel assignment is specified, NewsQ Pro cues the next available clip.



- **Turn Loop Playback On/Off** — When on, continuously loops the currently playing clip; to turn loop playback off, click this button again.

Playing Clips

During a news broadcast, you play clips either according to the script or when the director signals you.

To play a clip:

1. Cue the clip to one of the channels if you need to.

To cue a clip, drag and drop it into a channel window.



2. Click the **Play Cued Clip** icon in the channel window.



Play Cued Clip/Stop

If you need to stop a clip during play, click **Stop** in the channel window to pause. The Play Cued Clip button is a toggle and changes to **Stop** when clicked. Click **Play** to resume playing the clip.



Play Next

You can also play the next clip in the playlist by clicking **Play Next** in the NewsQ Pro toolbar.

In addition, you can control clips in the playlist by using GPI inputs and the keyboard function keys. See “Configuring GPI Inputs” on page 76 and “Defining Function Keys” on page 78 for details.



Additional Playlist Features

In addition to cueing and playing clips, there are many other features of NewsQ Pro that let you customize a playlist for your news broadcast.

Rearranging the Layout of a Playlist

You can change the order of the columns that display in your playlist. Drag a column heading to the left or right to move it to a new position. The Clip column is always the first column in the playlist; you can't move it or move another column in front of it.

To reset columns to the default positions, select **Tools | Reset Playlist Columns**.

Viewing Clip Properties

You can check the properties of a clip in the playlist at any time. The clip properties window displays the clip story type and description, which are not shown in the playlist.

To display clip properties:

1. Double-click the clip in the Playlist Window.

The Clip Entry window appears:



2. Click **OK** to close the window.

Assigning Clips to Channels

If you don't specify a specific channel for a clip, the system automatically assigns it to the next available channel. However, you can assign a channel to any clip. For instance, you may have a small clip that you want to play in between two longer clips to create a smooth transition.

To assign a clip to a specific channel:

- Right-click on a clip in the playlist and select **Assign to "X"**.

To change a clip assignment, right-click the clip and select **Unassign Clip**.

To temporarily override a channel assignment and cue a clip at the same time:

- Drag the clip to the channel you want.

The clip appears in the channel and cues up for play. To remove a clip from an assigned channel, right-click in the channel window and select **Eject**.

If you are using a local playlist (not associated with an ENPS rundown), you can also let NewsQ Pro reassign the channels for you:

- Select **Tools | Auto Reassign Channels**.

New channel assignments appear in the Assign column.

You need to configure NewsQ Pro for **Hard Channel Assignment** to use this feature. See "Setting Preferences" on page 74 for more information.

Rearranging a Playlist

While you can rearrange clips in the playlist, changing the order from the original rundown disables the link between NewsQ Pro and the ENPS rundown. Therefore, you won't see any subsequent changes made to the ENPS rundown.

If you created a playlist manually, you can rearrange clips as necessary.

Using the toolbar icons or keyboard shortcuts, you can cut (**Ctrl + X**), copy (**Ctrl + C**), and paste (**Ctrl + V**) clips in any order in the playlist. You can drag clips to another position in the playlist.



Adding New Clips to a Playlist

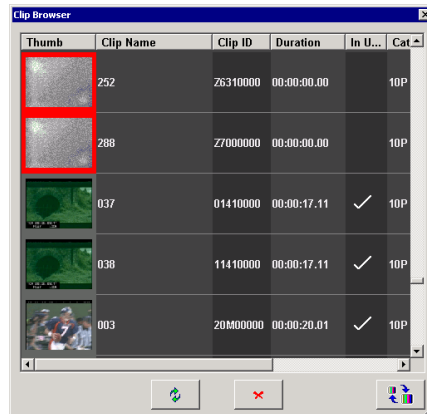
Occasionally, you may need to add a news clip directly to the playlist if you aren't able to add it to the ENPS rundown first. You can add a new clip directly into the NewsQ Pro playlist, but doing so disables the link between NewsQ Pro and the ENPS rundown. Therefore, you won't see any subsequent changes made to the ENPS rundown.

To add clips to your playlist:



1. Click **Insert Video**.

The Clip Browser appears, displaying all available clips.



2. Drag a clip into the Playlist window. To append the clip to the bottom of the playlist, drag the clip onto scroll bar at the bottom of the playlist window.

The clip appears in the Playlist window and the Playlist Overview window.

3. Continue adding clips to the playlist as necessary.



4. Click the **Close Clip Browser** button.



To re-link a NewsQ Pro playlist with the ENPS rundown, click the Sync rundown icon in the NewsQ Pro toolbar. However, any changes you made to the playlist are lost.

WARNING: Resyncing stops all items that are playing and cues clips at the beginning of the playlist.

Using the Context-Sensitive Playlist Menu

Several NewsQ Pro features are available by right-clicking in the Playlist 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
Assign to <i>channel_name</i>	Assigns the selected clip to <i>channel_name</i> for playback. Choose Tools Options Channel Configuration to change channel names; you may configure up to four channels.
Unassign Clip(s)	Removes the channel assignment from the selected clip(s).
Mark Played	Marks the currently selected clip as played.
Unmark Played	Marks all unmarked clips in the playlist as played.
Unmark All Played	Removes the played status from all clips marked played.
Chain Clips	Chains two selected clips together for continuous playback.
Unchain Clips	Unchains the selected clips.
Properties	Displays the properties of a selected clip.



Chapter 4 *The Playback Operator's Role*

Deleting and Importing Clips

The Housekeeper utility lets you remove unwanted clips from the database to reduce the database size. You can also import clips from a Profile Video Server, providing you with a wider variety of video footage from which to choose.

This chapter discusses how to:

- Open the Housekeeper utility
- Set up Housekeeper
- Delete clips from your clip database
- Import clips from a Profile Video Server



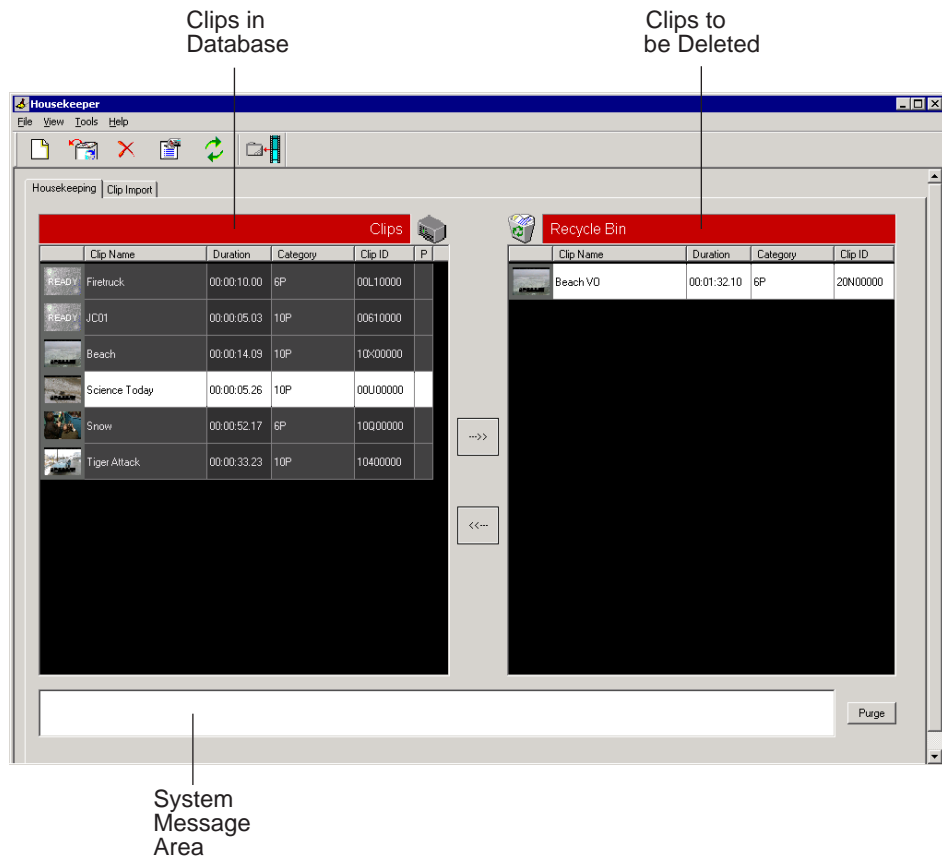
Tour of the Housekeeper Utility

The Housekeeper utility runs on the same computer as the NewsQ Pro application. The Housekeeper utility consists of the Housekeeping tab, the Clip Import tab, and a toolbar.

The Housekeeping Tab

You use the Housekeeping tab to remove clips from the clip database. Deleting clips removes them from the NewsQ Pro and Profile Video Server databases.

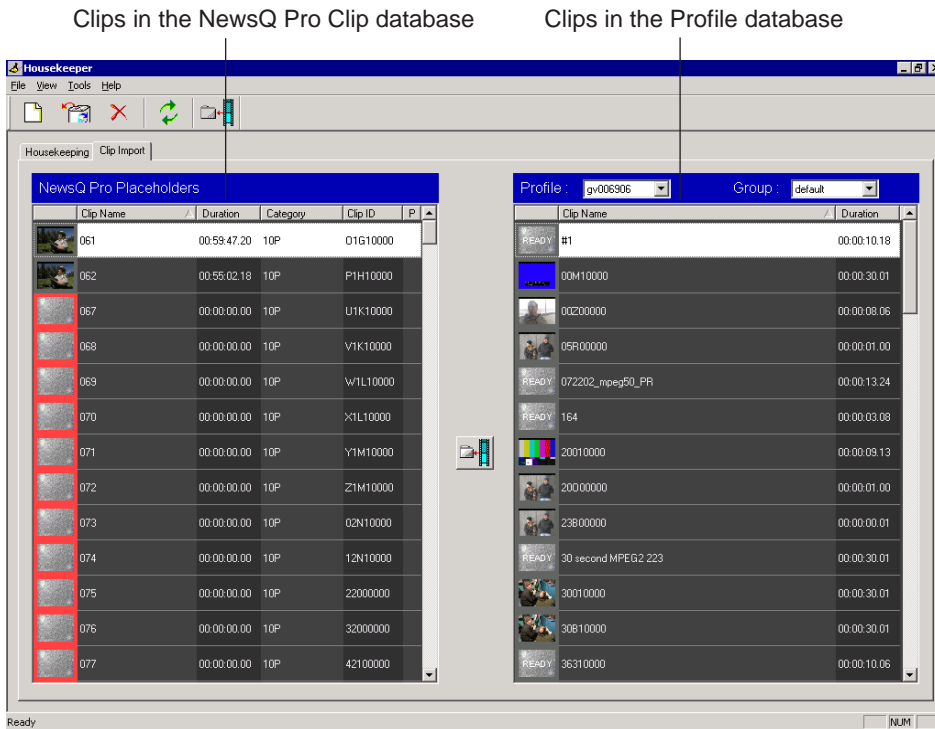
The Housekeeping tab displays the clips in the database, a Recycle Bin with clips to be deleted, and a system message area.



The Clip Import Tab

You use the Clip Import tab to import clips from a Profile Video Server database. Once you import a clip to the database you can use it in playlists.

The Clip Import tab displays the clips in your database and a list of available clips from the Profile database that you can import.










Toolbar

The toolbar lets you access common Housekeeper functions:



Icon	Description
	Creates a new placeholder in the NewsQ Pro clip database.
	Allows you to remove a deleted placeholder from the Recycle Bin.
	Deletes the selected placeholder from the clip database and moves it to the Recycle Bin.
	Refreshes the clip database.
	Links the selected Profile clip to the selected placeholder in NewsQ Pro.

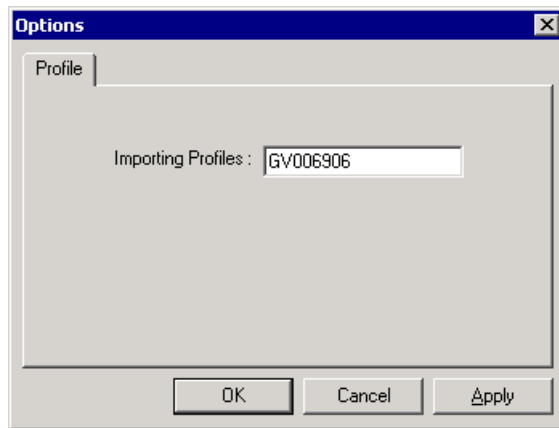
Setting Up the Housekeeper Utility

The Housekeeper utility accesses clips and placeholders stored on a Profile Video Server. Before using Housekeeper to import and delete clips, you need to specify the Profile Video Server(s) you are using.

To add a Profile Video Server to the Housekeeper utility:

- Enter the name of the Profile Video Server you are using.

To specify two Profile Video Servers, separate the names with a comma.





Deleting Clips From the Clip Database

You use the Housekeeping tab to remove clips from the clip database. To manage the size of the clip database, you should remove clips from the database when they are no longer needed.

When you delete clips with the Housekeeper utility you remove them from both the NewsQ Pro database and the Profile Video Server database.

Moving Files to the Recycle Bin

To delete clips, you first need to move them to the Recycle Bin.

To move files:

1. Select the clip you want to delete.
2. Click the right arrow or drag the clip from the Clips area to the Recycle Bin.



The clip moves into the Recycle Bin.

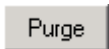
To move more than one clip at a time, hold down the **Ctrl** key while selecting clips and then drag the files into the Recycle Bin. You can also select a consecutive range of clips by holding down the **Shift** key, clicking the first clip in the range, and then clicking the last clip in the range.

***NOTE:** If you move a file by mistake, drag it back into the Clips area. It will not be deleted.*

Emptying the Recycle Bin

After you move the files to be deleted into the Recycle Bin, you can empty it to delete the files.

To empty the Recycle Bin:



- Click **Purge**.

The Recycle Bin empties and the clips are permanently removed from the clip databases and the Profile Video Server.

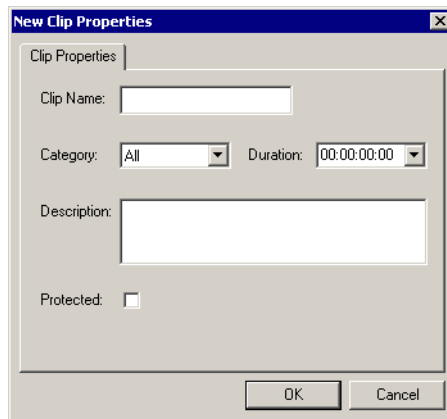
Unprotecting a Clip

Protected clips are identified with a **P** in the rightmost column of the Housekeeping tab, and cannot be deleted. To delete a protected clip, you have to unprotect it before moving it into the Recycle Bin.

To unprotect a clips:

1. Double-click the desired clip.

The Clip Properties window appears:



2. Uncheck the **Protected** checkbox.
3. Click **OK**.

You can now move the clip into the Recycle Bin and delete it.

Refreshing the Clip List

If you think the clip database may have changed since you opened the Housekeeper utility, you can refresh the clip list so you see the most recent list from which to choose files.

To refresh the clip list:



- Click **Refresh Clip List**.

The list refreshes with any changes.



Deleting Clips From the Profile Video Server Only

Sometimes, an editor may need to update a clip after it has been sent to the Profile Video Server for playback. To reassign the placeholder to the news editor, you need to delete the clip from the Profile Video Server without deleting it from the NewsQ Pro database.

To remove a clip only from the Profile Video Server:

1. Right-click on the clip you want to remove.
2. Choose **Delete from Profiles**.

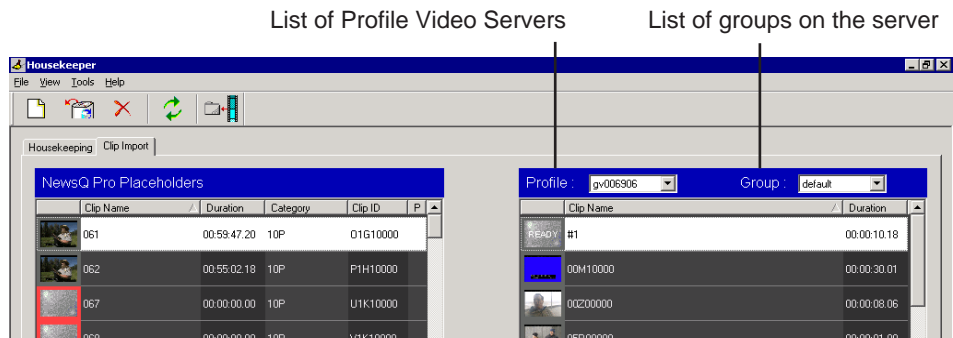
The clip is removed from the Profile Video Server and reassigned to the news editor.

Importing Clips

With the Housekeeper utility, you can import clips from Profile Video Servers. You assign these clips to a NewsQ Pro placeholder for use in your broadcast.

Importing Clips from a Profile Video Server

Importing clips from a Profile Video Server provides you a greater selection of video footage from which to choose. Imported are copied into your database.



To import a clip:

1. Select the **Profile** server and the **Group** you want to import from.

2. Select the clip you want to import.

You can see a video thumbnail (the first frame of the clip) in the first column of the clips on the Profile Video Server. If you see **READY** instead of a video thumbnail, double-click the clip to open an information window.

If the clip is incomplete and not ready for air, a red border appears around the thumbnail area.



3. Click **Associate Profile Clip with Placeholder**.

You can also drag clips from the Profile list to the NewsQ Pro placeholder list.

The Profile clip is now linked to the NewsQ Pro placeholder.

Creating New Placeholders

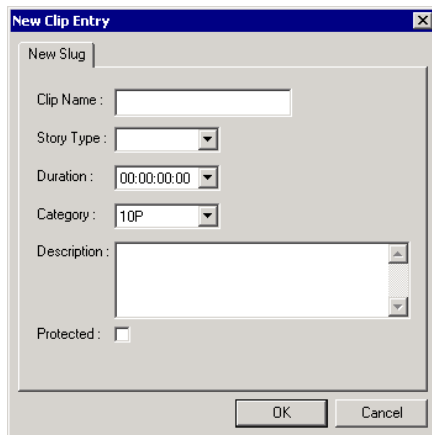
You may need to create additional placeholders for clips you are importing. New placeholders are created in the NewsQ Pro clip database.

To create a new placeholder:



1. Click **New Placeholder**.

You can also select **File | New Placeholder** or press **Ctrl + N** on the keyboard. The New Clip Entry window appears:





Chapter 5 *Deleting and Importing Clips*

2. Enter information for the clip:

- **Clip Name** — Enter a name for the placeholder. The name identifies the placeholder in the Assignment List Manager, the Assignment List Plug-in on the ENPS system, and the NewsQ Pro playlist.
- **Story Type** — Select a Story Type from the drop-down menu, either SOT (Sound On Tape) or VO (Voice Over). You can also leave this field blank.
- **Duration** — Enter a duration for the placeholder or select one from the drop-down list. Once the clip is created the duration is automatically adjusted to the clip length.
- **Category** — Select a category from the drop-down menu. The category determines who receives the placeholder as an assignment. Selecting **ALL** makes the placeholder accessible to all editors who select **ALL** in their Assignment List Manager.
- **Description** — Enter a description for the placeholder. The description helps to identify the clip.
- **Protected** — Check this box to prevent the clip from being deleted from the database.

3. Click **OK**.

***NOTE:** The Clip ID and the Date are automatically set when you create a new placeholder.*

You can now import a clip to assign to the new placeholder or associate it with a clip that was previously imported.

Refreshing the Clip List

If you think there have been changes to the clip database since you opened the Housekeeper utility, you can refresh the clip list so you see the most recent clips.

To refresh the clip list:



- Click the Refresh clip list icon.
The list refreshes with any changes.

Configuring NewsQ Pro

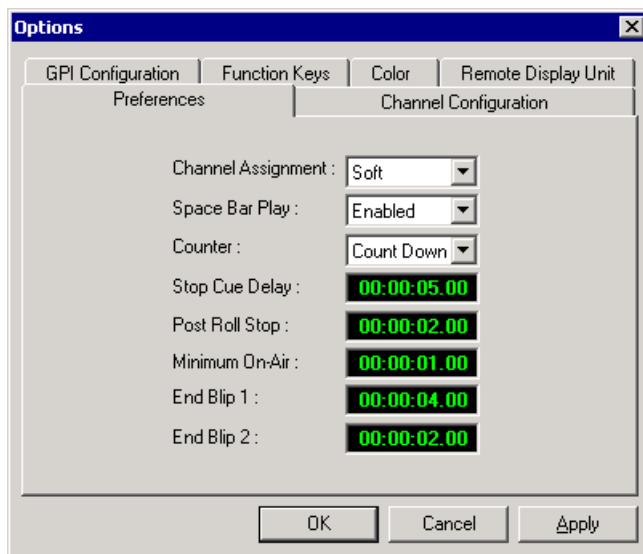
NewsQ Pro has several options that can be tailored to the requirements and equipment in your newsroom.

Your system was configured for you when it was installed. This appendix describes each of the settings in case you need to re-configure your system.

To configure your NewsQ Pro system:

1. Choose **Tools | Options**.

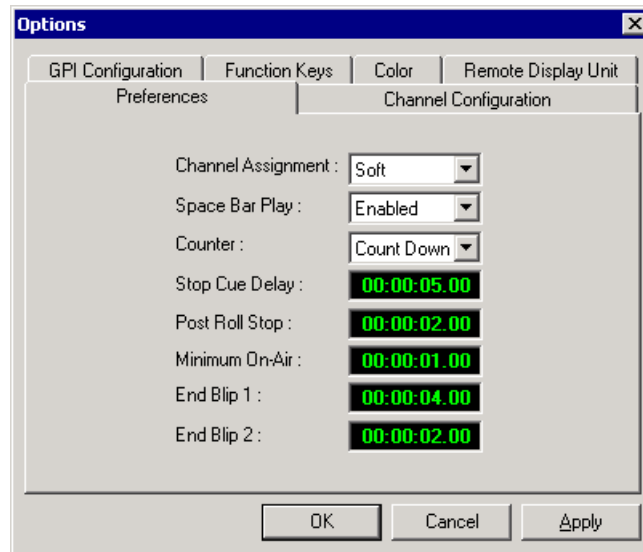
The Options window appears:



2. Go through each tab on the Options window and configure NewsQ Pro using the descriptions in the sections below. Click **Apply** to apply your settings to each tab.
3. Click **OK** when you are done setting options.

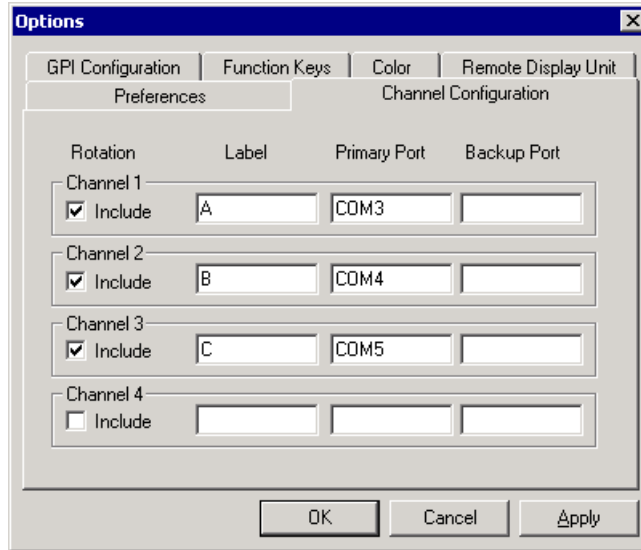


Setting Preferences



Setting	Options	Description
Channel Assignment	Soft	Assigns a clip to the first available channel.
	Hard	Assigns a clip to a specific channel when the clip is added and maintains that assignment no matter which channels are available.
Space Bar Play	Enabled Disabled	Enables or disables the ability to use the space bar to play the next cued clip.
Counter	Count Down Count Up	Sets the clip duration counter to count down from the total clip duration to zero or count from zero up to the total clip duration.
Stop Cue Delay		Determines the amount of time to freeze a clip on its last frame before cueing the next clip on that channel.
Post Roll Stop		Determines the amount of time a clip (that was started by pressing Play Next) continues rolling before playing the next sequential clip in the playlist (also started by pressing Play Next).
Minimum On-Air		Determines the minimum time that a clip must be on the air before triggering Post Roll and cueing the next clip.
End Blip 1 and 2		Determines the amount of time prior to the end of a clip to display an audio/visual warning.

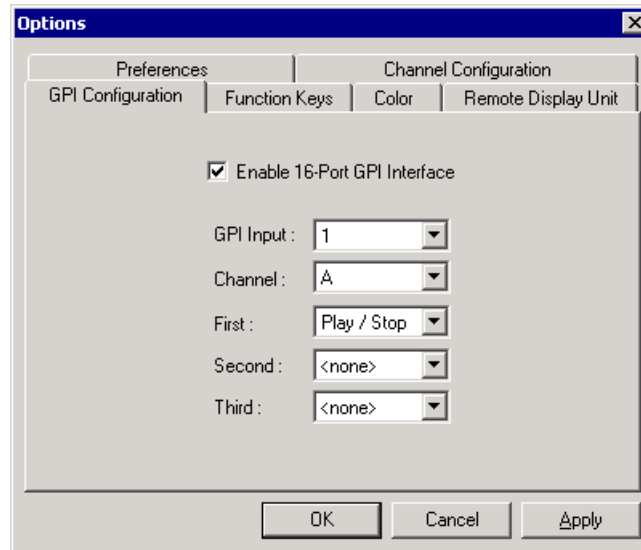
Setting Channel Configuration



Check the checkbox next to each channel you want NewsQ Pro to use for automatic channel assignment. Enter the label and the COM ports you are using for each channel.



Configuring GPI Inputs



General Purpose Interface (GPI) inputs allow you to connect a switcher or other control device to the NewsQ Pro system and use it as an input device to control the NewsQ Pro software. Sixteen GPI inputs are pre-assigned as defaults and let you control these functions for each of the 4 available channels:

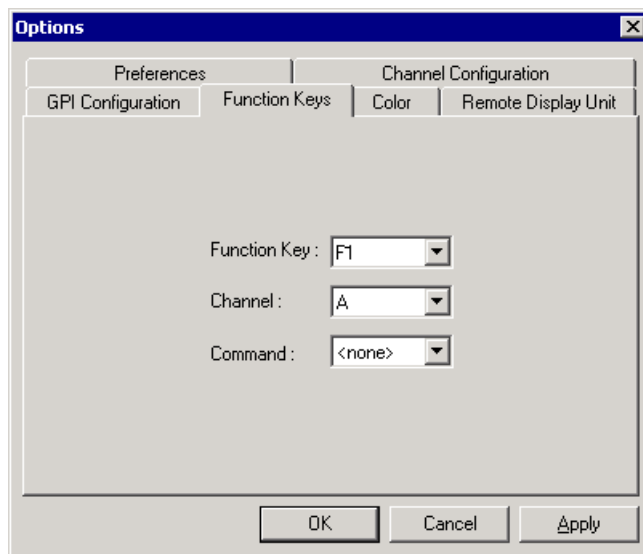
GPI Inputs				
NewsQ Pro function	Channel 1	Channel 2	Channel 3	Channel 4
Play/Stop Cued Clip	1	5	9	13
Recue Current Clip	2	6	10	14
Cue Previous Clip	3	7	11	15
Cue Next Clip	4	8	12	16

To reassign the function of a GPI input, select the GPI number, the channel it affects, and the function you want the GPI to perform.

Setting	Options	Description
Enable 16-Port GPI Interface	On (checked) Off (unchecked)	Check this checkbox to use GPI inputs to control the NewsQ Pro software.
GPI Input	1 through 16	Select the GPI input you are configuring.
Channel	None <i>Channel 1 label</i> <i>Channel 2 label</i> <i>Channel 3 label</i> <i>Channel 4 label</i> Not Channel Specific	Select the channel you are using for the GPI input.
GPI Function: First	Select the function for each GPI input. Each input usually has only one function, though each GPI perform up to three functions.	
Second	None	The GPI doesn't perform a function.
Third	Play/Stop	Plays or stops the playing clip.
	Recue	Recues the current clip.
	Cue Previous	Cues the previous clip in the playlist.
	Cue Next	Cues the next clip in the playlist.
	On-Air	Only used with the First GPI function. Sets the system to monitor an on-air signal. When NewsQ Pro detects a signal, it automatically changes the channel window to red, indicating that channel is now playing to air. When the clip ends, it goes into post-roll for the designated time, then freezes on the last frame until the signal ends.



Defining Function Keys



The computer function keys (F1 - F12) provide shortcuts to some NewsQ Pro commands by pressing the key instead of navigating through the NewsQ Pro menus. The function keys are pre-assigned by default and let you control these functions for each of the available channels:

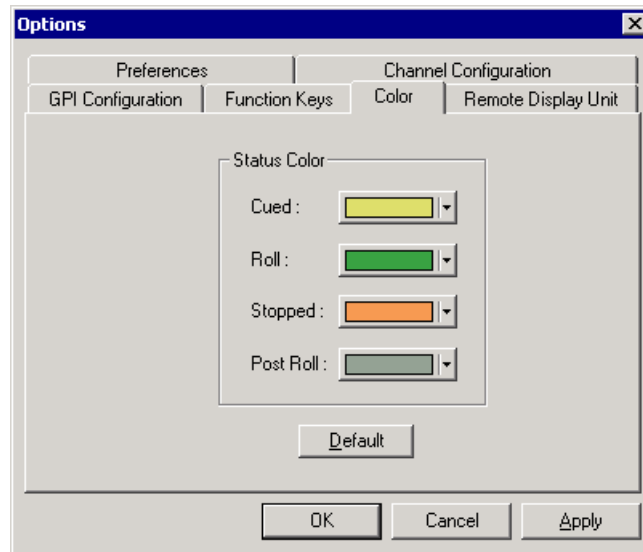
NewsQ Pro function	Function Key		
	Channel 1	Channel 2	Channel 3
Play Cued Clip	F1	F5	F9
Recue Current Clip	F2	F6	F10
Cue Previous Clip	F3	F7	F11
Cue Next Clip	F4	F8	F12

To reassign a function to any of the keys, select the Function Key number, the channel it affects, and the command you want the function key to perform.

Setting	Options	Description
Function Key	F1 through F12	Select the function key you want to use.
Channel	None <i>Channel 1 label</i> <i>Channel 2 label</i> <i>Channel 3 label</i> <i>Channel 4 label</i>	Select the channel on which the function key will operate.
Command	None Play/Stop Recue Cue Previous Cue Next	Select the command the function key will perform.



Defining Status Colors

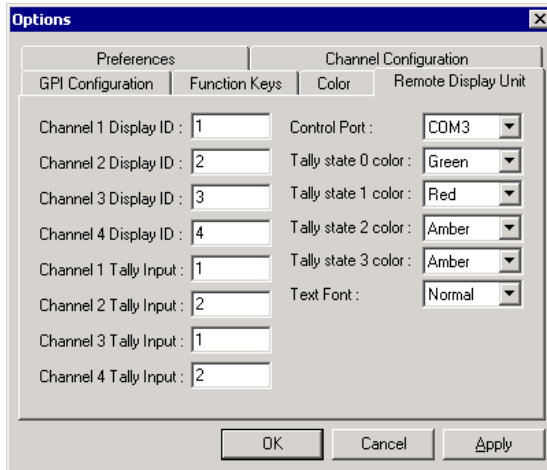


NewsQ Pro uses color to show clip status. To change a color, open the drop-down menu for the color you want to change and select the new color.

Setting	Description
Cued	The color shown when a clip is cued.
Roll	The color shown when a clip is playing.
Stopped	The color shown when a clip is stopped during play.
Postroll	The color shown when a clip is in postroll.
Default	Resets the colors to the default system colors.

Configuring the Remote Display Unit (RDU)

A Remote Display Unit (RDU) lets you see the clips playing on each channel and the status of each clip. The RDU usually resides in the control room so that operators can see playback status during a broadcast.



Setting	Options	Description
Channel Display ID (1-4)		Enter the Display ID for each channel on the RDU.
Channel Tally Input (1-4)		Enter the Tally Input for each channel on the RDU.
Control Port	COM1 - COM10	Select which Control Port you are using for the RDU.
Tally State Color (0 - 3)	Red Green Amber	Select the color to display for the tally state on the RDU.
Text Font	Normal Spaced Thin Small	Select how you want the text to appear on the RDU.



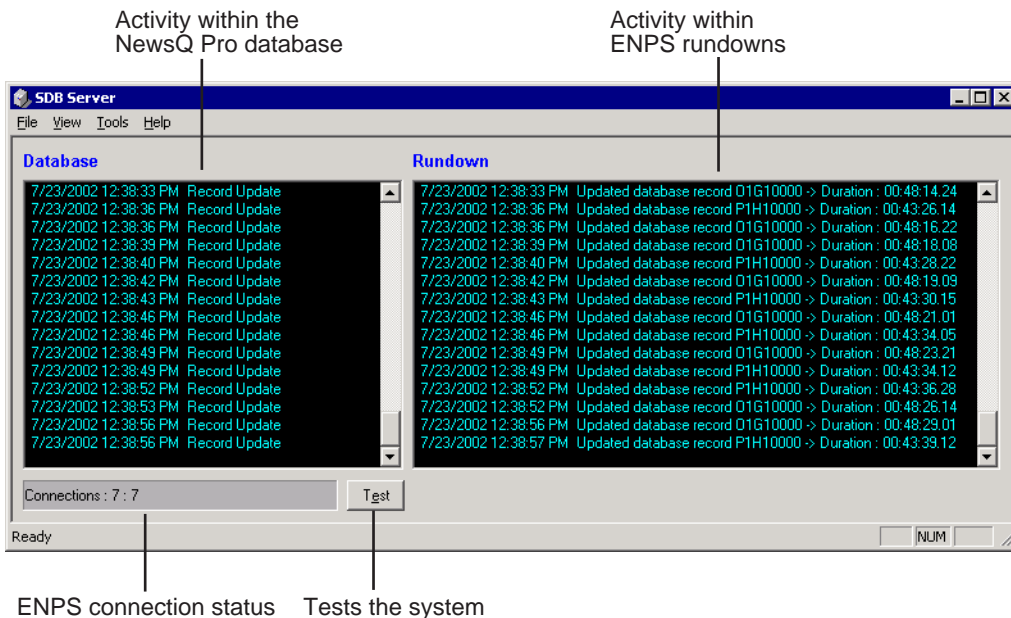
Appendix Configuring NewsQ Pro

Using the SDB Server Utility

The SDB (Simple Database) Server utility displays NewsQ Pro playlist status for active ENPS rundowns, even if the rundown isn't open in NewsQ Pro.

The SDB Server utility runs on the computer with the NewsQ Pro application and on the computer serving as a backup database, which is usually a Profile Video Server.

For the SDB Server utility to monitor ENPS rundowns, you need to add each rundown to the utility. The utility also monitors rundowns not currently loaded into NewsQ Pro for diagnostic purposes.





Opening the SDB Server Utility

To check the status of ENPS rundowns, you need to start the SDB Server Utility:



- Double-click **SDB Server** on the desktop or open click the **Start** menu and choose **Programs | NewsQ Pro | SDB Server**.

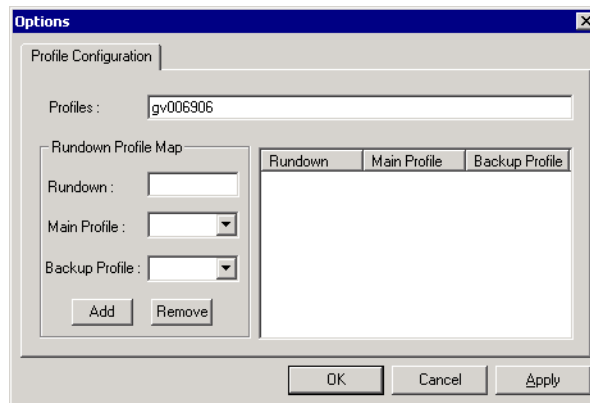
Adding Rundowns

Before using the SDB Server Utility to monitor rundown status, you need to add all of your ENPS rundowns on each computer hosting a NewsQ Pro database.

To add rundowns to the SDB Server:

1. Select **Tools | Options**.

The Options window appears:



2. Enter the rundown name in the Rundown Profile Map section.

You must enter the name of the rundown exactly as it is used in ENPS, with no spaces. The name is case-sensitive.

3. Select the Main and Backup Profiles from the drop-down lists.
4. Click **Add**.

The information appears in the Rundown section of the window.

5. Continue to add rundowns and then click **OK**.

Repeat this procedure on the backup SDB server you use with NewsQ Pro.

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