grass valley

NewsQ Pro

Playback Control System

User Guide

SOFTWARE VERSION 1.5

071814302
MARCH 2003

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@thomsongrassvalley.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

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 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@thomsongrassvalley.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 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 the NewsQ Pro.

Characteristics	Description	
Operating Temperature	Requirement:	10° to 40°C
Storage Temperature	Requirement:	-40° to 65°C
Operating Altitude	Requirement: Supplemental Data:	To 10,000 feet 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: Requirement:	Operational: Class 6 Grass Valley 001131500 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 Pro

NewsQ Pro is a news playout control system that works with Grass Valley'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, or Avid Technology's iNews, version 1.5 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 seven software components:

- Main NewsQ Pro application
- Assignment List Plug-in
- Assignment List Manager
- Housekeeper utility
- SDB Server
- Thumbnail Server
- XMOS Server

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.

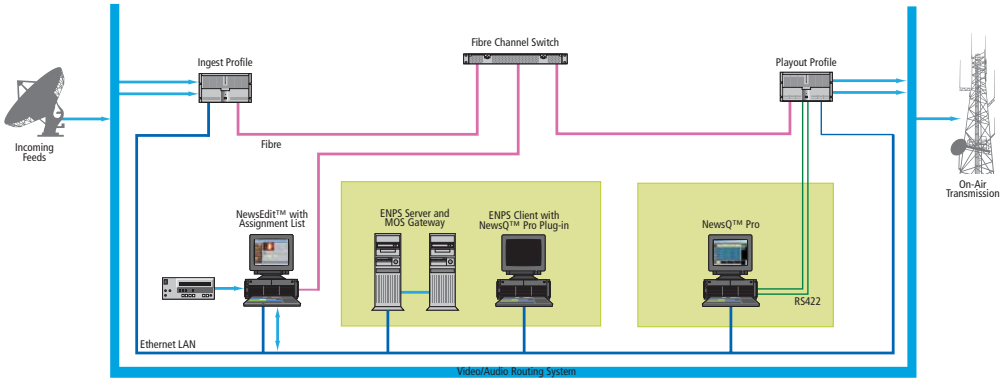
Using NewsQ Pro in Your Newsroom

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) or Avid iNews. 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)

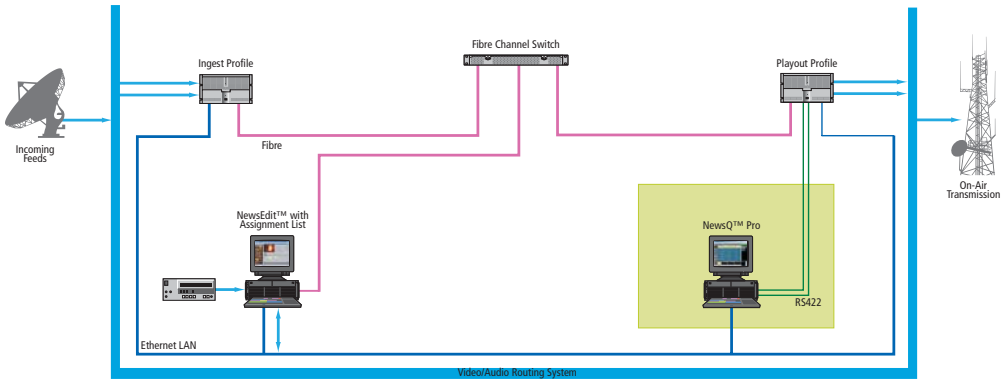
A typical newsroom workflow using a newsroom computer system (NCS) is:

- 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 NCS 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.



Creating a Playlist Manually

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

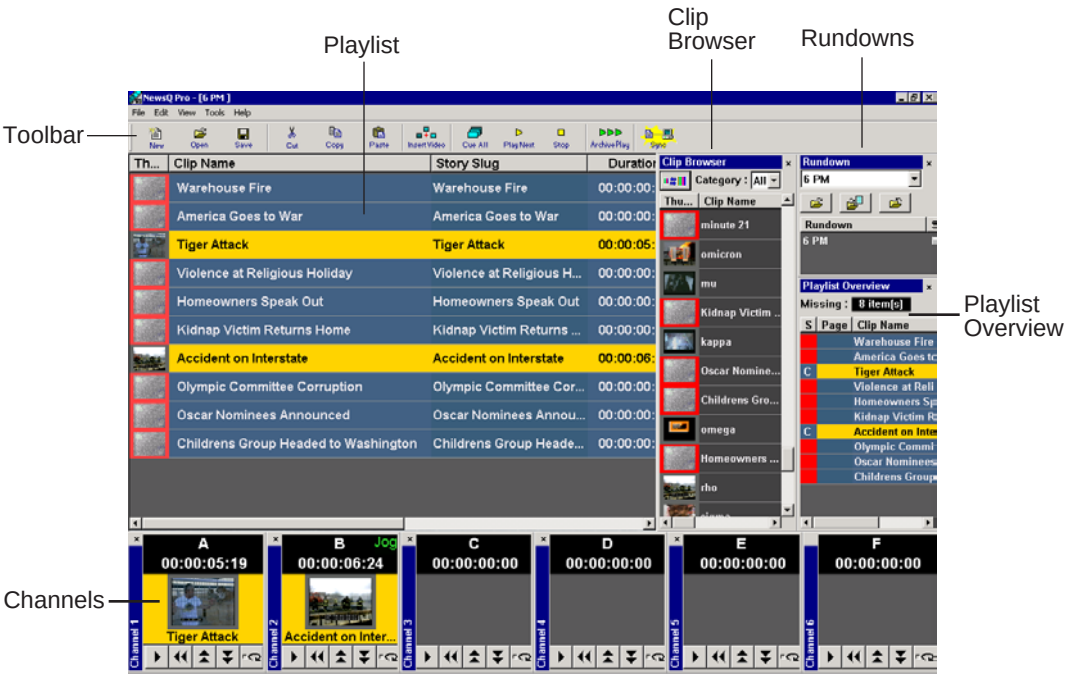
- The news producer creates a rundown
- The news editor creates sequences for assignments using NewsEdit
- The news producer uses the NewsQ Pro Assignment List Manager to:
  - Create placeholders for clips
  - Assign placeholders to editors
- The news editor uses the NewsQ Pro Assignment List Manager 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

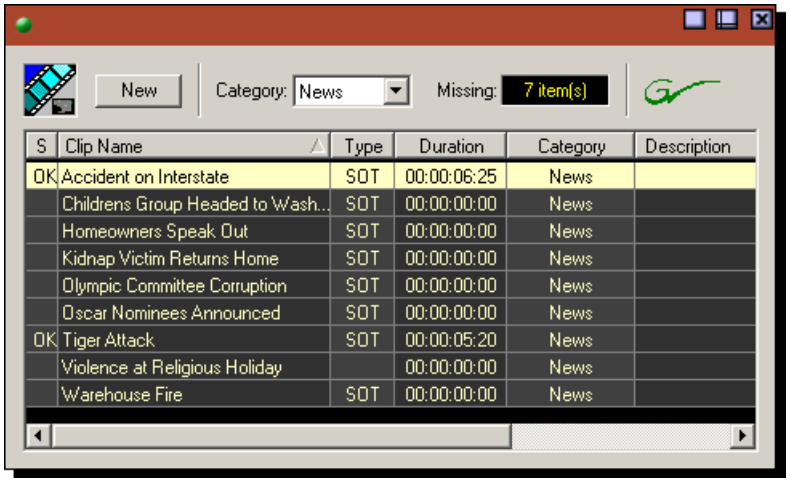
Playback operators use the main NewsQ Pro application to control playlists before and during news broadcasts and to create new playlists.



Chapter 5, “Playing Clips to Air,” 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 or iNews rundown scripts. The Assignment List Plug-in integrates with the ENPS and iNews applications.

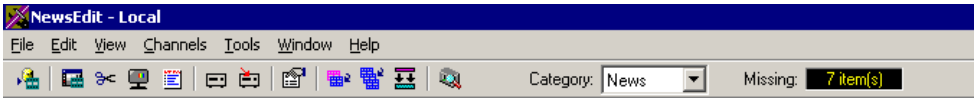


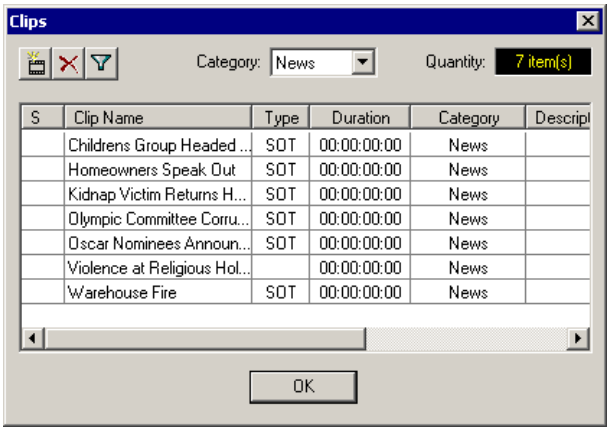
Chapter 3, “NCS Rundowns and NewsQ Pro,” describes the Assignment List Plug-in.

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.

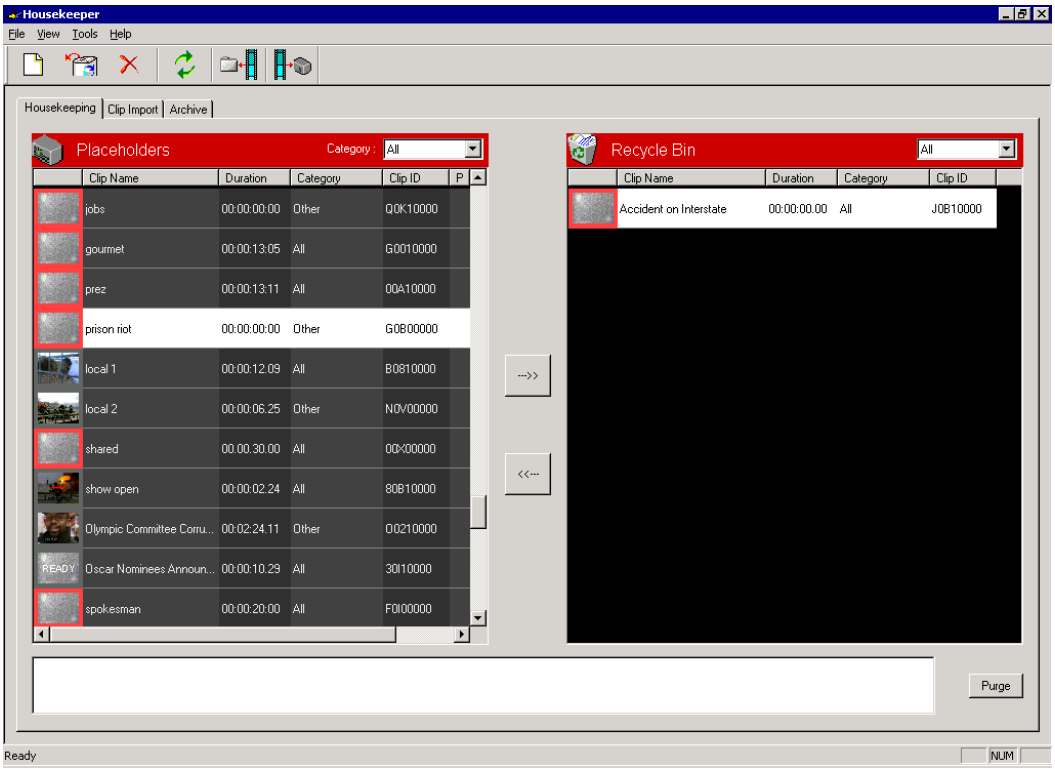




Chapter 4, “Editing and NewsQ Pro,” describes the Assignment List Manager.

The Housekeeper Utility

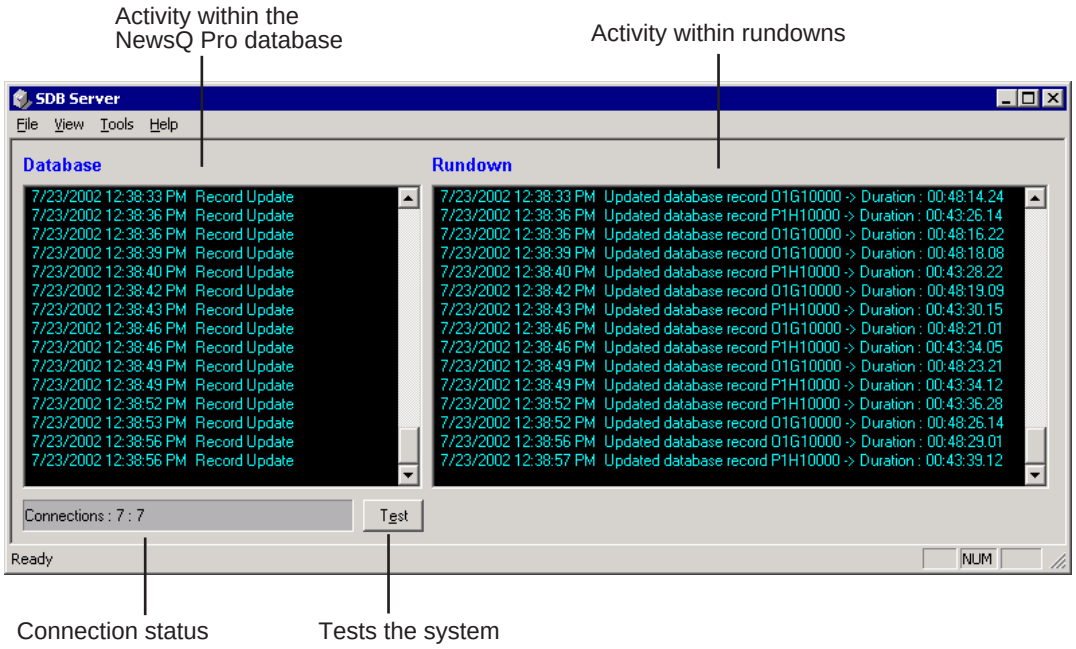
Playback operators use the Housekeeper utility to remove files from the clip database and to import files from Profile Video Servers. The Housekeeper utility typically runs on the computer with the main NewsQ Pro main application, though it can be installed on another computer if necessary.



Chapter 6, “Managing Clips,” describes the Housekeeper utility.

Simple Database Server (SDB) Server

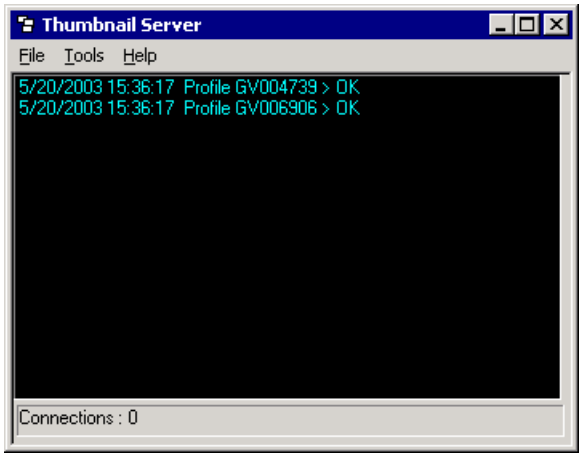
The SDB Server provides newsroom staff with status on all NewsQ Pro playlists associated with ENPS or iNews rundowns. The SDB Server typically runs on the same computer as the main NewsQ Pro application and on the system hosting the hot standby backup database, usually a Profile Video Server.



Chapter 7, “Understanding the Server Components,” describes the SDB Server.

Thumbnail Server

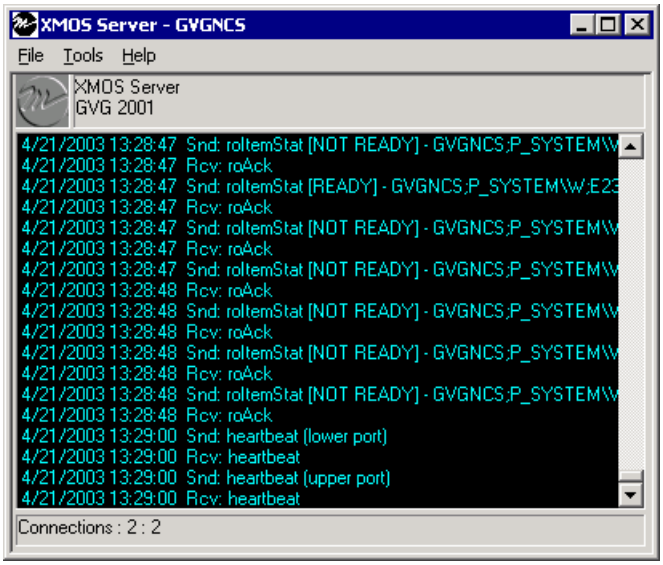
The Thumbnail Server displays connection status to the Profile Media Server(s) and creates thumbnails for MPEG clips. The Thumbnail Server typically runs on a Profile Server for flexibility, but can run on the same computer as the other NewsQ Pro Server Components.



Chapter 7, “Understanding the Server Components,” describes the Thumbnail Server.

XMOS Server

The XMOS Server displays the communication between the Newsroom Computer System and NewsQ Pro. It typically runs on the same computer as the other NewsQ Pro Server Components, Housekeeper and the SDB Server.



Chapter 7, “Understanding the Server Components,” describes the XMOS Server.

Chapter 2

Installing and Configuring NewsQ Pro

NewsQ Pro consists of several plug-ins and server components in addition to the main application. You need to install and configure each component.

This chapter discusses how to:

- Install NewsQ Pro software, including components and plug-ins
- Configure these components:
  - NewsQ Pro application
  - SDB Server
  - Thumbnail Server
  - XMOS Server
  - Housekeeper Utility
  - Assignment List Manager

Installing NewsQ Pro and Components

The various NewsQ Pro components reside on multiple computers. The following table indicates where each component is typically installed:

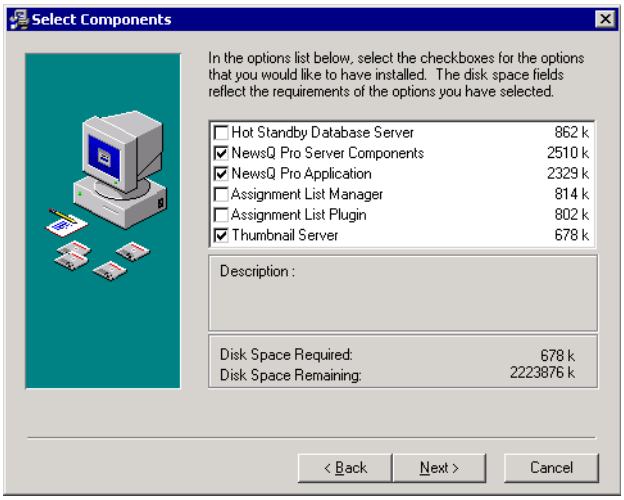
Component	Machine where you install it...
NewsQ Pro application	NewsQ Pro computer
Thumbnail Server	
NewsQ Pro Server Components, which includes: • Housekeeper • XMOS Server • SDB Server	
Assignment List Manager	Non-NCS computers, usually used by Newsroom Producers.
Assignment List Plugin	All NCS client computers. See “Installing the Assignment List Plug-in” on page 18 for specific installation instructions.
Hot Standby Database Server	Optional; install on a PC on the same network as the NewsQ Pro computer.

Because you must configure some components with the locations of other components, you should plan your overall installation before beginning.

To install the NewsQ Pro application and its components:

1. Insert the NewsQ Pro CD into the CD-ROM drive.
2. Navigate to the CD and double-click **NewsQ Pro 1.5.exe**.

3. Click **Next** until you reach the Select Components screen.



4. At the Select Components screen, check the boxes for the component(s) you want to install.
5. Click **Next**.
6. Click **Finish**.
7. Configure each component:

NewsQ Pro application	See “Configuring the NewsQ Pro Application” on page 23.
Thumbnail Server	See “Configuring the Thumbnail Server” on page 39.
Housekeeper	See “Configuring the Housekeeper Utility” on page 41.
XMOS Server	See “Configuring the XMOS Server” on page 40.
SDB Server	See “Configuring the Simple Database (SDB) Server” on page 36.
Assignment List Manager	See “Configuring the Assignment List Manager” on page 44.

Installing the Assignment List Plug-in

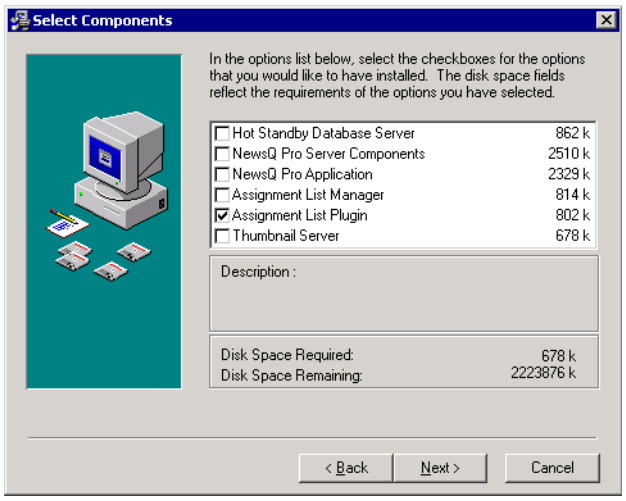
The Assignment List Plug-in needs to be installed on each NCS computer that needs to access it. You can install this plug-in on each computer using the installation CD, or you can create a network installation from which you can install the plug-in on multiple computers using the same configuration file.

Using the Installer

If you are installing the Assignment List Plug-in on a small number of computers, the easiest way to install it is to use the installation CD.

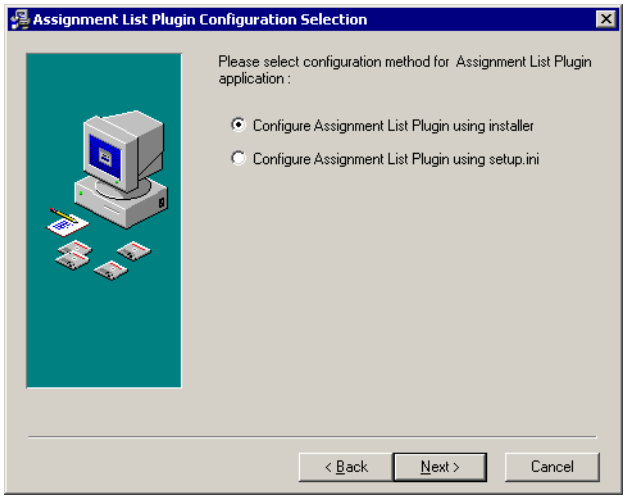
To install the Assignment List Plug-in:

1. Insert the NewsQ Pro CD into the CD-ROM drive.
2. Navigate to the CD and double-click **NewsQ Pro 1.5.exe**.
3. Click **Next** until you reach the Select Components screen.



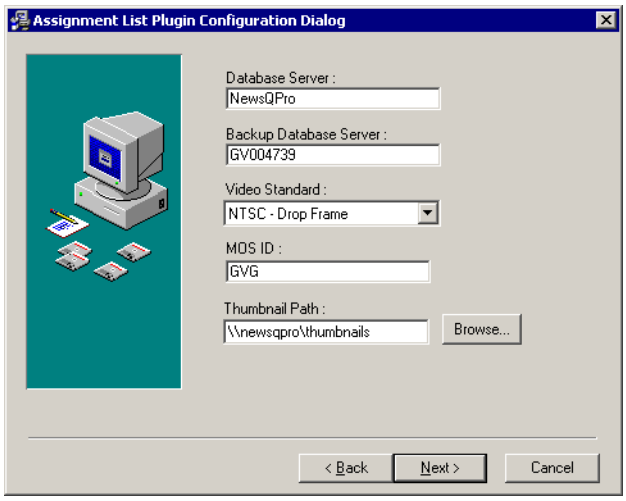
4. At the Select Components screen, check the **Assignment List Plugin** checkbox and click **Next**.

   The Assignment List Plugin Configuration Selection window appears:



5. Select **Configure Assignment List Plugin using installer** and click **Next**.

   The Assignment List Plugin Configuration Dialog window appears:



6. Enter the following information for your system and click **Next**:

Name	Description
Database Server	Enter the name of the server hosting the NewsQ Pro database (the NewsQ Pro server).
Backup Database Server	Enter the name of the server hosting the backup NewsQ Pro database, if you have one.
Video Standard	Select a video standard: **PAL, NTSC - Drop Frame, or NTSC - Non-drop Frame.**
MOS ID	Enter your MOS ID; in ENPS, the MOS ID appears in the MOS config field.
Thumbnail Path	Enter the fully-qualified path to the thumbnail directory on the computer hosting the Thumbnail Server.

7. Click **Next**.
8. Click **Finish** to complete the installation.

Using a Configuration File

If want to install the Assignment List Plug-in on multiple computers with the same configuration, you can create a network installer to do so.

To prepare the network installer:

1. Copy the NewsQ Pro software installation file, **NewsQ Pro 1.5.exe**, from the CD onto your network.
2. Using a text editor such as Notepad, create a file called setup.ini and enter the following text:

```
[ AssignmentListPlugin]
DatabaseServer=server_name
BackupDatabaseServer=backup_server_name
MosID=mos_id
ThumbnailPath=thumb_path
VideoStandard=video_standard
```

   The following table describes each entry:

Name	Description
DatabaseServer	The name of the server hosting the NewsQ Pro database.
BackupDatabaseServer	The name of the server hosting the backup NewsQ Pro database.
MOSID	Your MOS ID; in ENPS, the MOS ID is displayed in the MOS config field.
Thumbnail Path	The fully-qualified path to the thumbnail directory on the computer hosting the Thumbnail Server.
VideoStandard	Your video standard: **0** for PAL, **1** for NTSC - Drop Frame, or **2** for NTSC - Non-drop Frame.

3. Save the file in the directory with the NewsQ Pro 1.5.exe file.

From each computer on which you are installing the plug-in:

1. Navigate to the network directory where you saved the installer and configuration file and double-click **NewsQ Pro 1.5.exe**.
2. Click **Next** until you reach the Select Components screen.

3. At the Select Components screen, check the **Assignment List Plugin** checkbox and click **Next**.
4. Select **Configure Assignment List Plugin using setup.ini** and click **Next**.
5. Click **Next**.
6. Click **Finish** to complete the installation.

   The installer uses the setup.ini file to configure the Assignment List Plug-in.

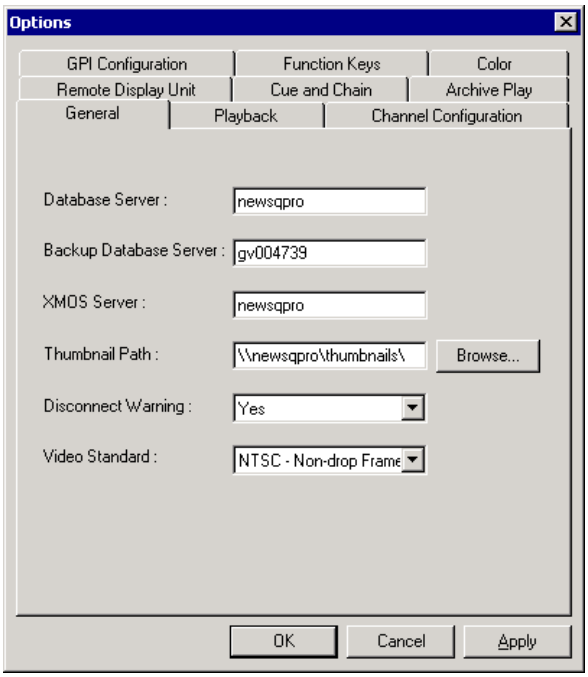
Configuring the NewsQ Pro Application

NewsQ Pro has several options that you can tailor to your newsroom environment. NewsQ Pro was configured when it was initially installed; this chapter describes each setting in case you need to reconfigure your system.

To configure your NewsQ Pro system:

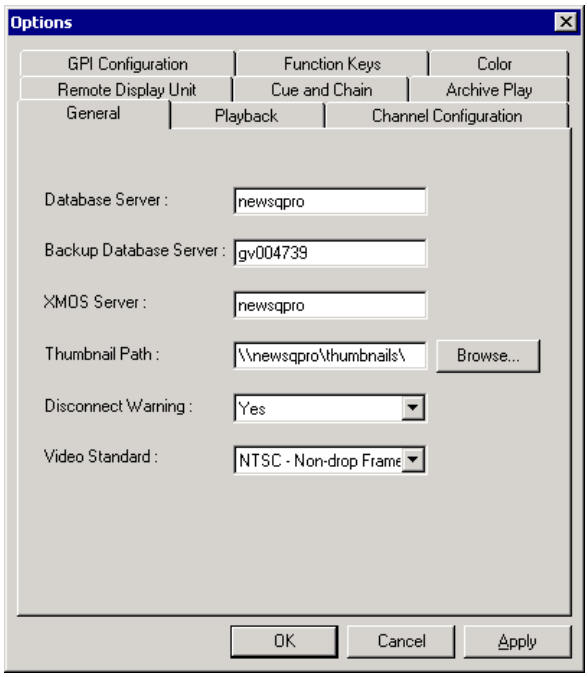
1. Choose **Tools | Options**.

   The Options window appears:



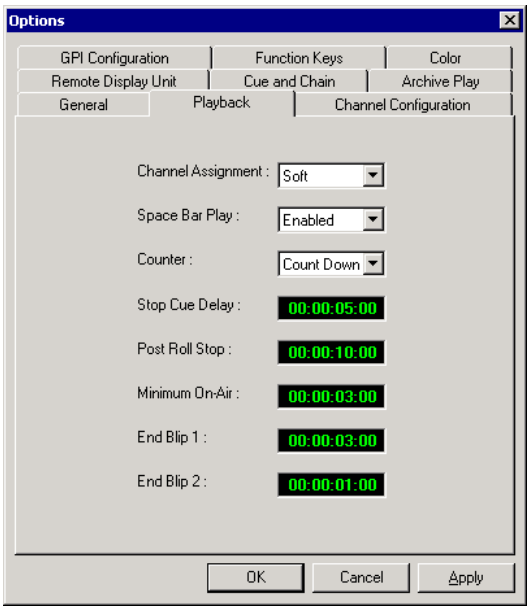
2. Go through each tab in the Options window and configure NewsQ Pro using the descriptions in the following sections.
3. Click **Apply** to apply your settings to each tab.
4. Click **OK** when you are done setting options.

Setting General Options



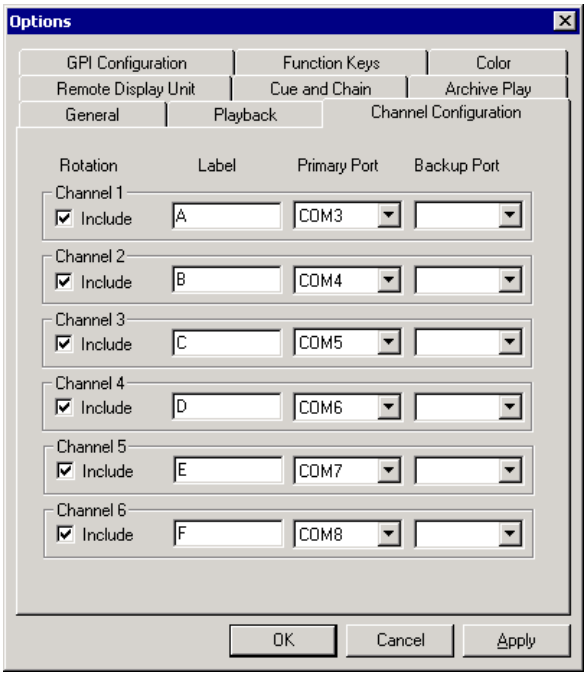
Setting	Options	Description
Database Server		Enter the name of the computer hosting the primary SDB Server.
Backup Database Server		Enter the name of the computer hosting the hot-standby SDB Server.
XMOS Server		Enter the name of the computer hosting the XMOS Server.
Thumbnail Path		Enter the fully-qualified path to the thumbnail directory on the computer hosting the Thumbnail Server.
Disconnect Warning	**Yes** **No**	Select **Yes** to be alerted before NewsQ Pro disconnects the synchronization with the NCS.
Video Standard	**PAL** **NTSC - Drop Frame** **NTSC - Non-drop Frame**	Select a video standard.

Setting Playback Options



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 regardless of the available channels.
Space Bar Play	**Enabled** **Disabled**	Enables or disables use of the space bar to play the next cued clip.
Counter	**Count Down** **Count Up**	Sets the clip duration counter to count time down from the clip duration to zero, or from zero up to the 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

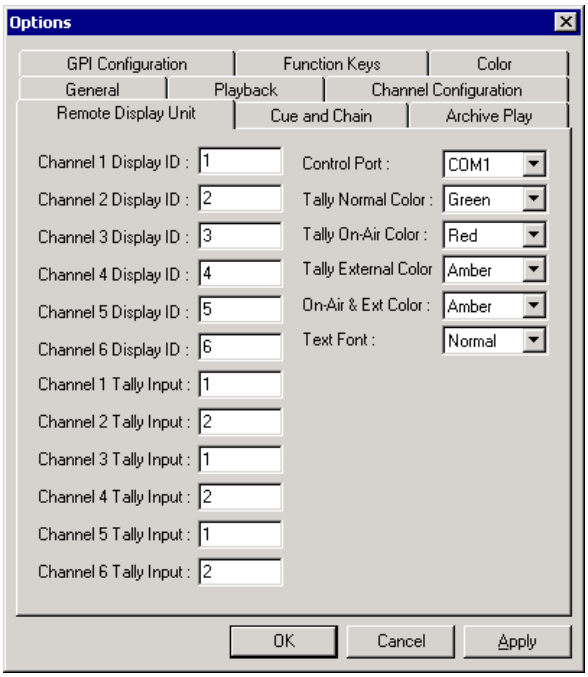


To configure a playback channel:

1. Check the checkbox next to each channel NewsQ Pro should use when automatically assigning channels.
2. Enter a label name for each channel.
3. Select a **Primary Port** (**COM1** through **COM10**) for each channel.
4. Select a **Backup Port** if desired.
5. Click **OK**.

Configuring the Remote Display Unit (RDU)

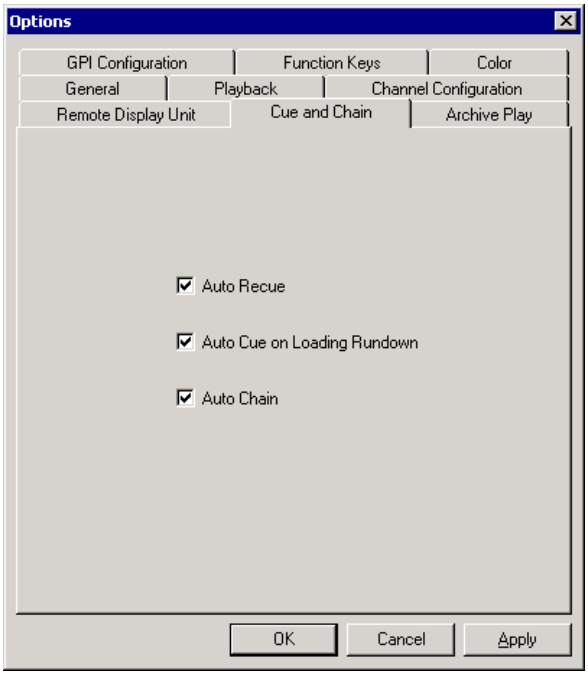
A Remote Display Unit (RDU) lets you see the clips playing on each channel and the status of each clip. The RDU usually resides in the control room so that operators can monitor playback status during a broadcast.



Setting	Options	Description
Channel Display ID (1-6)		Enter the **Display ID** for each channel on the RDU.
Channel Tally Input (1-2)		Enter the **Tally Input** for each channel on the RDU.
Control Port	**COM1** - **COM10**	Select the **Control Port** you are using for the RDU.
Tally Normal Color	**Red** **Green** **Amber**	Select the color to display on the RDU.
Tally On-Air Color	**Red** **Green** **Amber**	Select the color to display on the RDU to indicate a GPI on-air trigger.

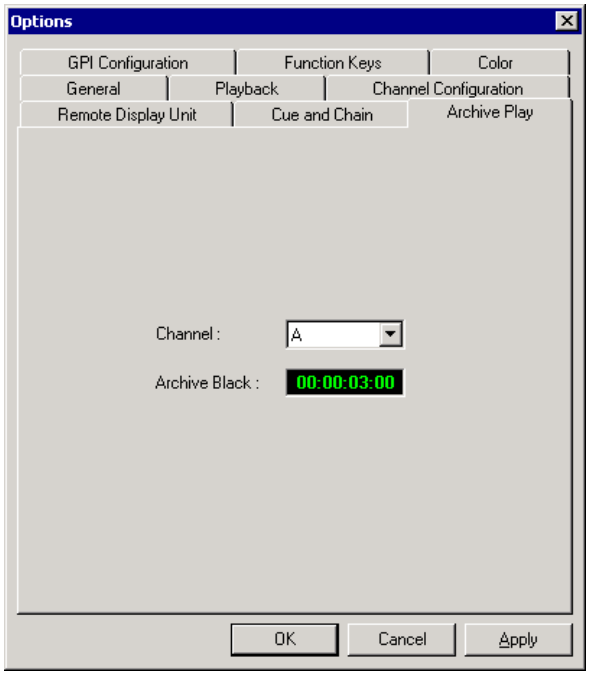
Setting	Options	Description
Tally External Color	**Red** **Green** **Amber**	Select the color to display on the RDU to indicate the Tally Input on the RDU has triggered. (Tally Input is infrequently used.)
On-Air and External Color	**Red** **Green** **Amber**	Select the color to display on the RDU to indicate that both the GPI On-Air and Tally Input are triggered.
Text Font	**Normal** **Spaced** **Thin** **Small**	Select the text format to display on the RDU.

Setting Cue and Chain Options



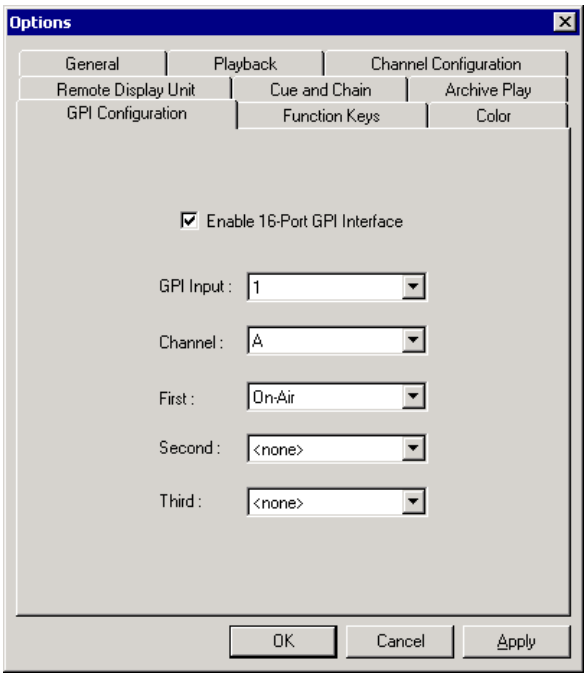
Setting	Description
Auto Recue	Check **Auto Recue** to automatically recue clips in the playlist when a clip is moved to a new position within the NewsQ Pro playlist or the NCS rundown.
Auto Cue on Loading Rundown	Check **Auto Cue on Loading Rundown** to automatically cue clips into all available channels when you open a rundown.
Auto Chain	Check **Auto Chain** to have NewsQ Pro automatically chain two or more consecutive clips in a playlist that are assigned to the same channel.

Configuring Archive Play



For each **Channel**, specify the **Archive Black** duration. Archive Black is the black video that separates each archived clip from the next. The default time is **5** seconds.

Configuring GPI Inputs



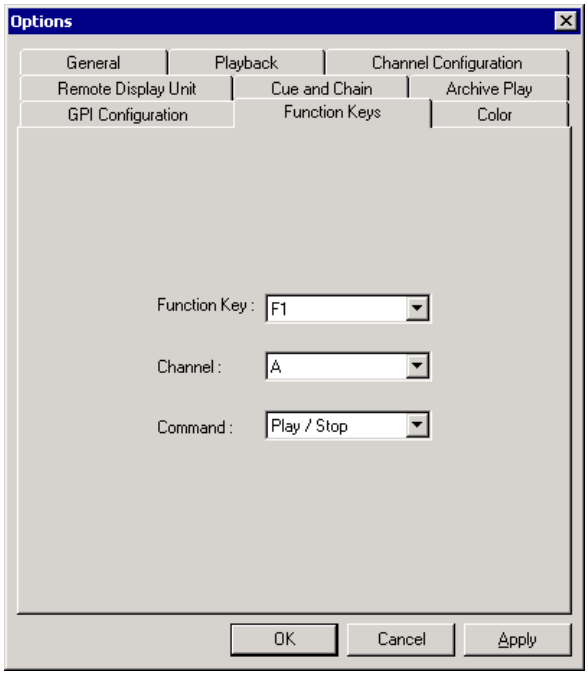
General Purpose Interface (GPI) inputs allow you to connect a switcher or other control device to the NewsQ Pro system and use it to control the NewsQ Pro software. Sixteen GPI inputs are pre-assigned as defaults and let you control the following functions for each of the six available channels:

	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 **Enable 16-Port GPI Interrface** to control the NewsQ Pro software via GPI input.
GPI Input	**1** through **16**	Select the GPI input you are configuring.
Channel	**<none>** **Channel 1 label** **Channel 2 label** **Channel 3 label** **Channel 4 label** **Channel 5 label** **Channel 6 label** **Not Channel Specific**	Select the GPI input channel.
GPI Function: First Second Third	Select a function for each GPI input. Each input usually has only one function, though each GPI can perform up to three functions.	
	<none>	The GPI has no assigned function.
	Play/Stop	Plays or stops the current 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, the channel window becomes red to indicate the channel is playing to air. When the clip ends, it goes into post roll for the specified time and then freezes on the last frame until the signal ends.

Defining Function Keys



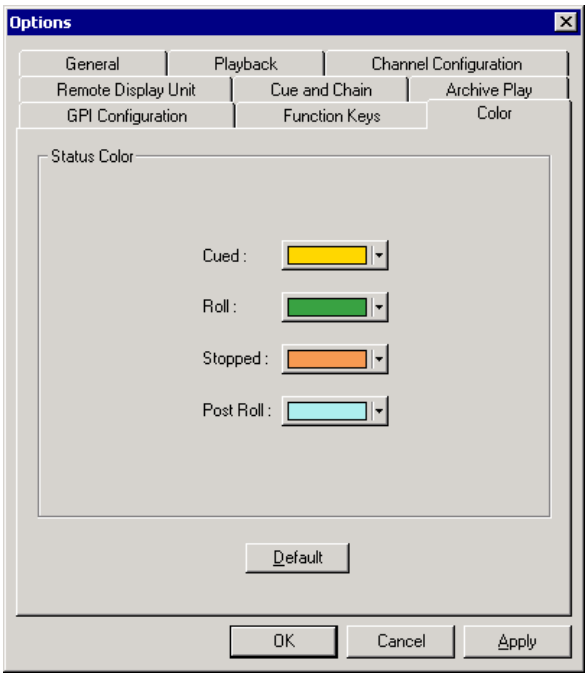
The computer function keys (F1 - F12) provide shortcuts to some NewsQ Pro commands. The function keys are pre-assigned by default and let you control the following functions for each of the available channels:

	Function Key		
NewsQ Pro function	**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 set.
Channel	**<none>** **Channel 1 label** **Channel 2 label** **Channel 3 label** **Channel 4 label** ***Channel 5 label*** ***Channel 6 label***	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 on the specified channel.

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 a new color.

Setting	Description
Cued	The color indicating that a clip is cued.
Roll	The color indicating that a clip is playing.
Stopped	The color indicating that a clip is stopped during play.
Post Roll	The color indicating that a clip is in post roll.
Default	Resets the colors to the default system colors.

Configuring the Simple Database (SDB) Server

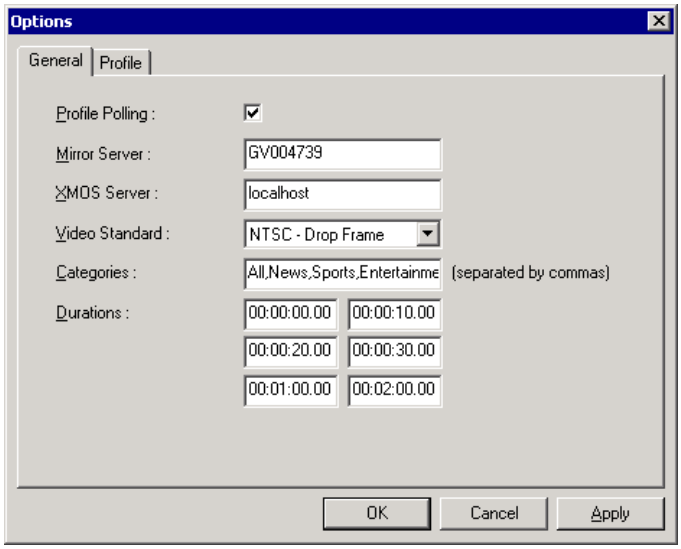
The SDB Server provides you with status on all NewsQ Pro playlists associated with NCS rundowns.

To configure the SDB Server:

1. Double-click **SDB Server** on the desktop or click the **Start** menu and choose **Programs | NewsQ Pro | SDB Server**.
2. Choose **Tools | Options**.

   The Options window appears.
3. Go through each tab on the Options window and configure NewsQ Pro using the descriptions in the following sections. Click **Apply** to apply your settings to each tab.
4. Click **OK**.

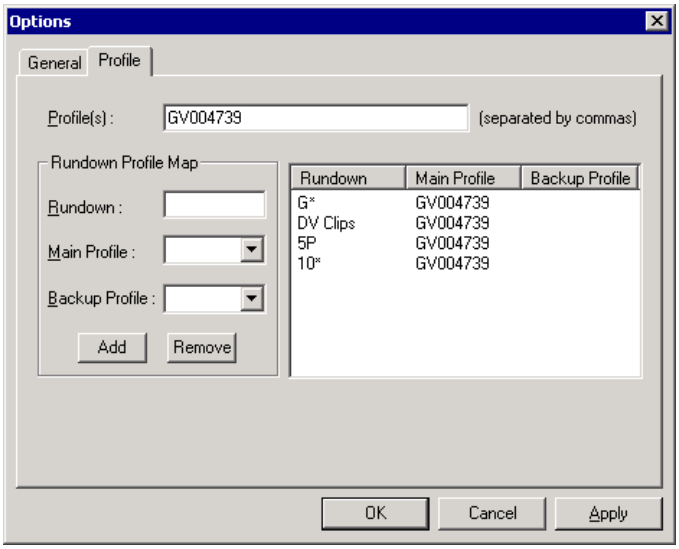
Setting General Options



Setting	Options	Description
Profile Polling	**On** **Off**	Check **Profile Polling** to enable the SDB Server to monitor changes to the Profile file system and update the database with clip availability, clip duration, etc. You should only enable this option on one SDB Server (either the main or backup server). If one of the SDB Servers is down, the mirror automatically starts its Profile polling feature.
Mirror Server		Enter the name of the computer hosting the backup database server.
XMOS Server		Enter the name of the computer hosting the XMOS Server.
Video Standard	**PAL** **NTSC - Drop Frame** **NTSC - Non-drop Frame**	Select a video standard.
Categories		Lets you define categories for sorting and assigning placeholders for story slugs. Enter category names, separating them with commas. Categories appear in these locations: • Assignment List Plug-in • Assignment List Manager • Housekeeper • NewsQ Pro Clip Browser
Durations		Lets you set six default durations for new placeholders. Enter durations in the format hours:minutes:seconds:frames.

Setting Up Rundowns on the Profile Server

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



1. Enter the name of the Profile Media Server(s) you are using.
2. For each rundown you use in the NCS:
   a. Enter the rundown name in the Rundown Profile Map section.

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

   b. Select the Main and Backup Profiles from the drop-down lists.
   c. Click **Add**.

      The information appears in the Rundown section of the window.

   d. Continue to add rundowns and then click **OK**.
3. Repeat this procedure and configure the backup SDB Server exactly as you did the main server.

Configuring the Thumbnail Server

The Thumbnail Server displays connection status to the Profile Media Server(s) and creates thumbnails for MPEG clips.

Creating a Thumbnail Folder

Before using the Thumbnail Server, you need to create a directory in which to store video thumbnails.

To create the Thumbnail folder:

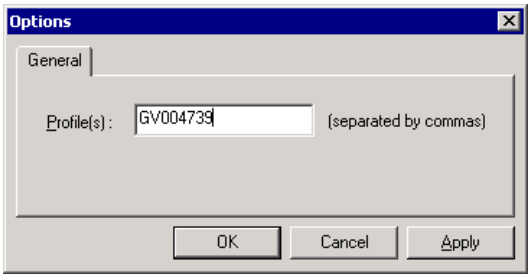
1. Navigate to C:\NewsQ Pro.
2. Create a folder and name it **Thumbnails**.
3. Right-click on the folder, select **Sharing**, and click **Share this folder**.
4. Click **OK**.

Setting Up the Thumbnail Server

To set up the Thumbnail Server:

1. Double-click **Thumbnail Server** on the desktop or click the **Start** menu and choose **Programs | NewsQ Pro | Thumbnail Server**.
2. Choose **Tools | Options.**

   The Options window appears:



3. Enter the name of the Profile Media Server where the media resides that will be used for thumbnails.

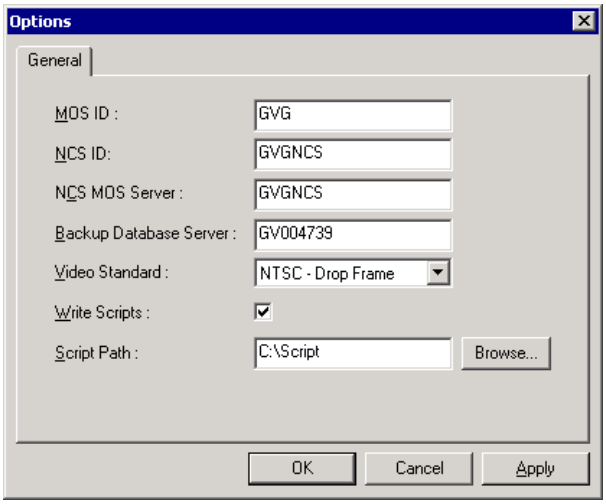
   If you are using multiple servers, separate each name with a comma.
4. Click **OK**.

Configuring the XMOS Server

The XMOS Server displays communications between the NCS and NewsQ Pro.

To configure the XMOS Server:

1. From the **Start** menu, choose **Programs | NewsQ Pro | XMOS Server**.
2. Choose **Tools | Options**; the Options window appears:



3. Enter the following system information:

Setting	Description
MOS ID	Enter your MOS ID; in ENPS, the MOS ID is displayed in the MOS config field.
NCS ID	Enter the name of the server hosting your newsroom computer system (the NCS server).
NCS MOS Server	Enter the name of the server hosting the NCS MOS Server component; typically this is the NCS server.
Backup Database Server	Enter the name of the server hosting the backup NewsQ Pro database.
Video Standard	Select a video standard: **PAL, NTSC - Drop Frame, or NTSC - Non-drop Frame.**
Write Scripts	Check **Write Scripts** box to have NewsQ Pro to save script files to disk.
Script Path	Enter a fully-qualified path to the directory where scripts are stored.

4. Click **OK**.

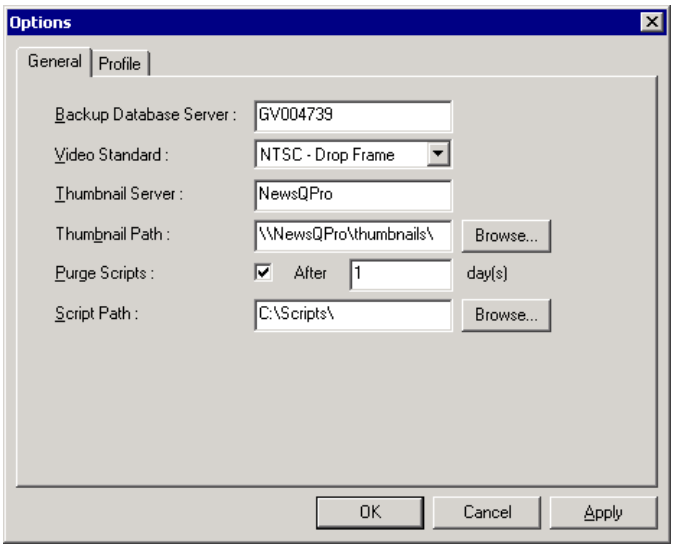
Configuring the Housekeeper Utility

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

To configure the Housekeeper Utility:

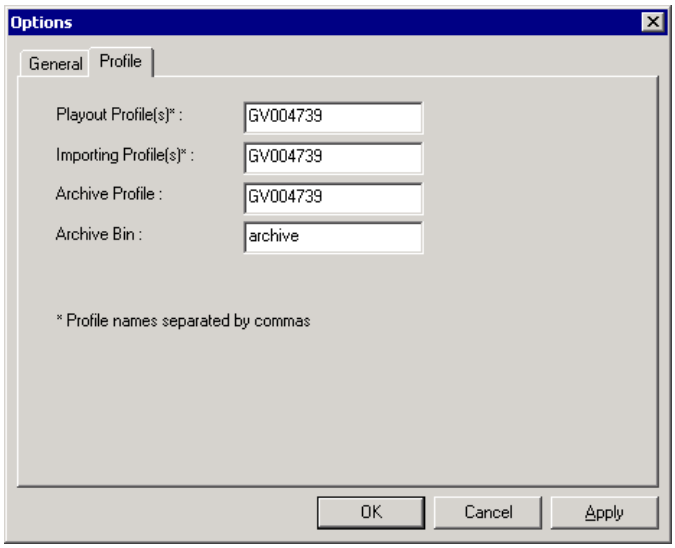
1. Double-click **Housekeeper** on the desktop or click the **Start** menu and choose **Programs | NewsQ Pro | Housekeper**.
2. Choose **Tools | Options**.
3. Go through each tab on the Options window and configure NewsQ Pro using the descriptions in the following sections.
4. Click **OK**.

Setting General Options



Setting	Options	Description
Backup Database Server		Enter the name of the computer hosting the backup NewsQ Pro database.
Video Standard	**PAL** **NTSC - Drop Frame** **NTSC - Non-drop Frame**	Select a video standard.
Thumbnail Server		Enter the name of the computer hosting the Thumbnail Server.
Thumbnail Path		Enter the fully-qualified path to the thumbnail directory on the computer hosting the Thumbnail Server.
Purge Scripts	**On** **Off**	Check **Purge Scripts** to have NewsQ Pro to delete script files from the NewsQ Pro computer.
After __ day(s)		Enter the purge delay.
Script Path		Enter a fully-qualified path to the directory where scripts are stored.

Setting Profile Options



Setting	Description
Playout Profile(s)	Enter the name of the Profile Media Server you are using for playout.
Importing Profile(s)	Enter the name of the Profile Media Server you are using for importing files.
Archive Profile	Enter the name of the Profile Media Server you are using for archiving clips.
Archive Bin	Enter the name of the archive directory on the Profile Server.

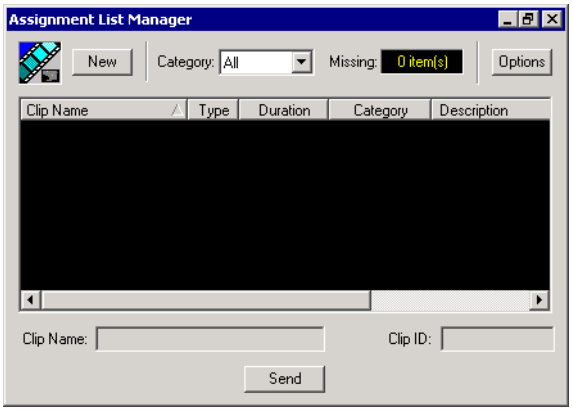
Configuring the Assignment List Manager

The Assignment List Manager lets producers create placeholders for clips, assign or reassign placeholders to editors, and monitor clip status.

To configure the Assignment List Manager:

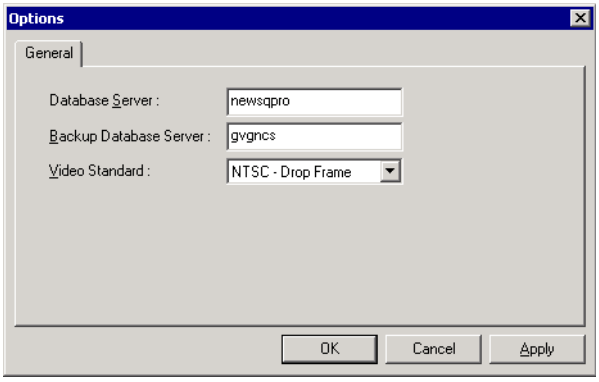
1. Click the **Start** menu and select **Programs | NewsQ Pro | Assignment List Manager**.

   The Assignment List Manager appears:



2. Click **Options**.

   The Options window appears:



3. Enter the following system information:

Setting	Description
Database Server	Name of the server where the NewsQ Pro database resides.
Backup Database Server	Name of the server where the backup NewsQ Pro database resides.
Video Standard	Select your video standard: **PAL**, **NTSC - Drop Frame**, or **NTSC - Non-drop Frame**.

4. Click **OK**.

Chapter 2 Installing and Configuring NewsQ Pro

Chapter 3

NCS Rundowns and NewsQ Pro

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

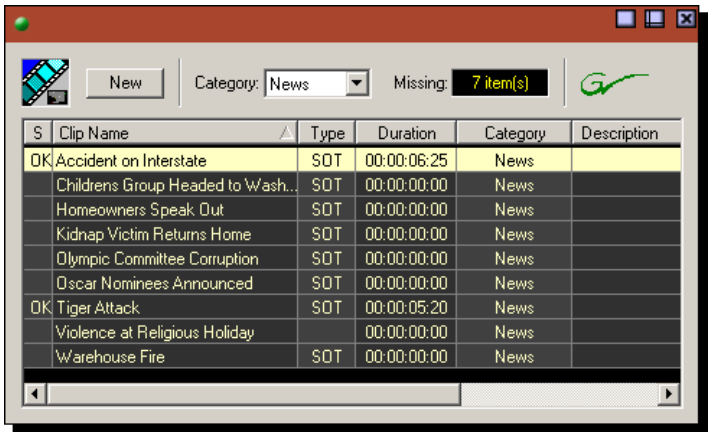
In newsrooms without NCSs, a news editor can follow the producer's script and create placeholders using another component of NewsQ Pro, the Assignment List Manager, and have a playback operator manually create playlists.

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

- Create placeholders for news clips
- Link clips to an ENPS or iNews rundown
- Assign a playout channel to clips
- Reassign placeholders to other editors
- View placeholder categories and video thumbnails

Tour of the Assignment List Plug-In

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



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

Column	Description
S (Status)	The clip status: displays **OK** if a clip has been completed, sent to the Profile Video Server, and is ready for playback. Status is blank if a 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.

Using ENPS

The NewsQ Pro Assignment List Plug-in lets you create a placeholder for a clip and link it to the accompanying story slug in the NCS rundown. With ENPS, you can create the placeholders and link them manually to your rundown or use the auto-create feature and create and link the placeholder automatically.

Creating Placeholders Automatically

With ENPS, you can automatically create a placeholder linked to a story slug.

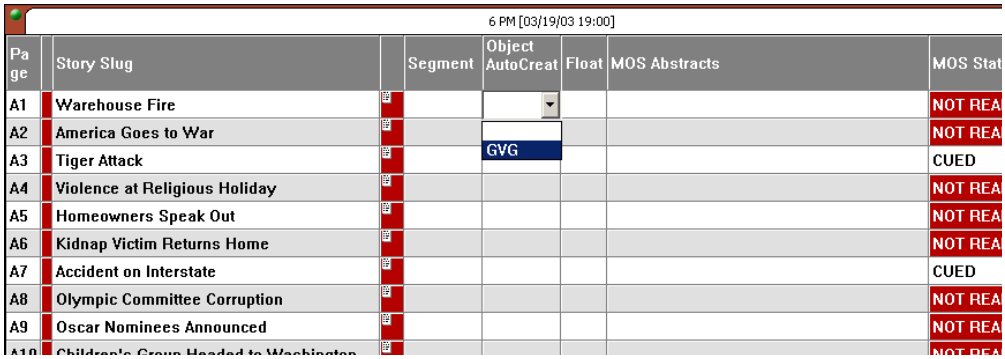
To create and link a placeholder automatically:

1. Create a new rundown.

   Create a rundown as you normally would. See the ENPS documentation for details.

2. Create a new story slug in ENPS.

3. Click the **Object AutoCreate** field, select the MOS ID from the drop-down list, and press **Enter**.



A new placeholder is created in the NewsQ Pro Assignment List Plug-in and is automatically linked to the story slug.

Linking Clips to ENPS Manually

If you don't create your placeholder and link it automatically to your rundown, you need to manually add it and link it to your story slug.

To link a clip to an ENPS rundown:

1. Create a new rundown.

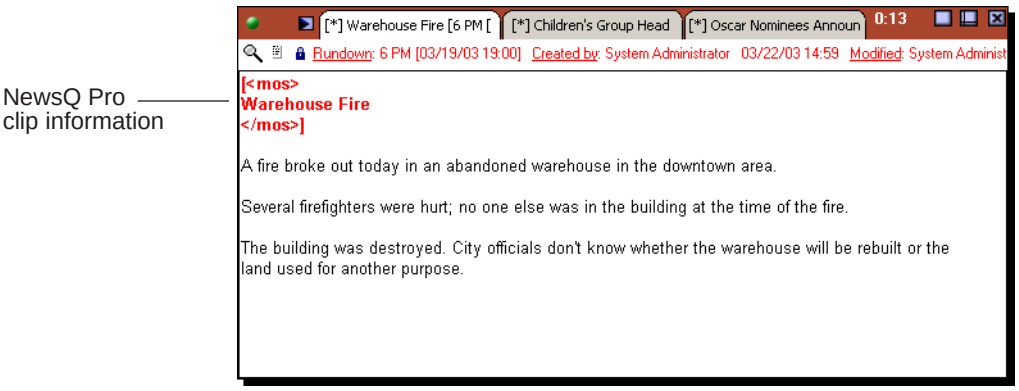
   Create a rundown as you normally would. See the ENPS documentation for details.

2. Create a new story slug in ENPS.

3. Create a new placeholder in the NewsQ Pro Assignment List Plug-in.

   See "Creating Placeholders" on page 55 for instructions.

4. Drag the new placeholder 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. When a playback operator opens the rundown, stories are already assigned to playout channels.

To assign a playout channel in an ENPS rundown:

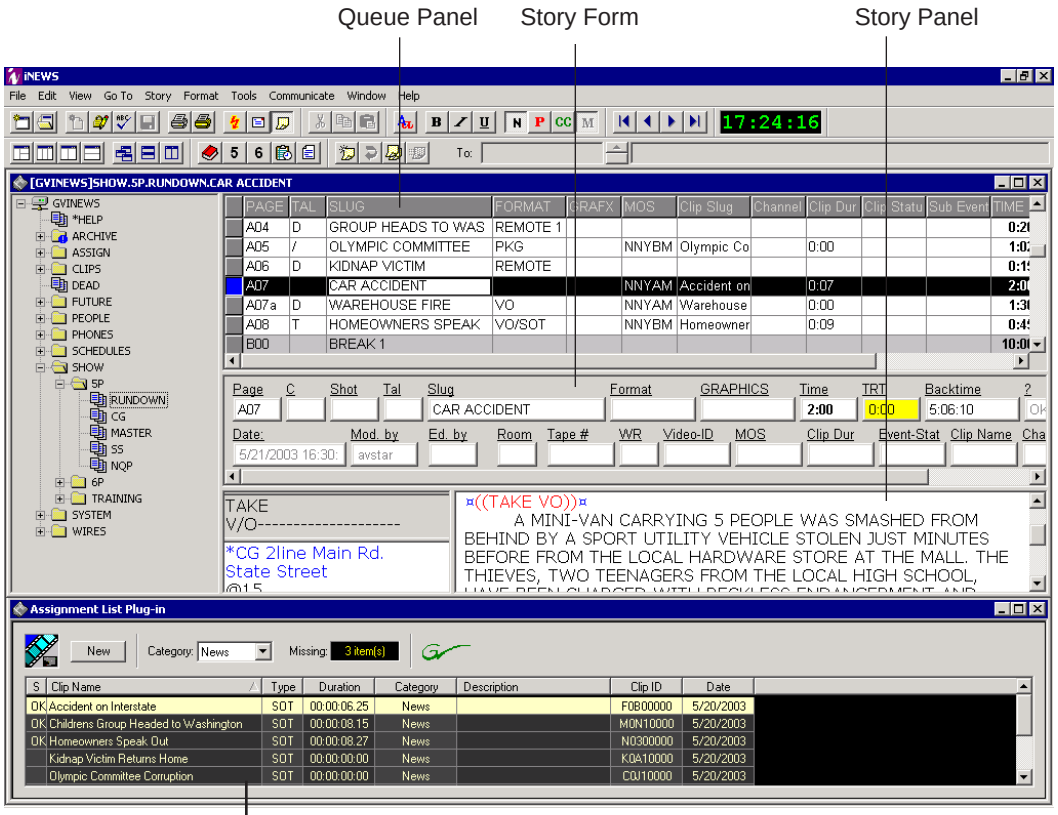
1. Click the **MOS Channel** column for the story you want to assign.
2. Enter the channel name or number in the box and click **OK**.

   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.

Using iNews

To use a NewsEdit sequence in a news story when it plays out to air, you need to create a placeholder and link it to your NCS rundown.



To create a rundown and link it to your story:

1. Create a new rundown.

   Create a rundown as you normally would. See the iNews documentation for details.

2. Create a new story slug in iNews.

3. Create a new placeholder in the NewsQ Pro Assignment List Plug-in.

   See “Creating Placeholders” on page 55 for instructions.

4. Verify that the new story slug is highlighted in the Queue Panel and then drag the new placeholder from the Assignment List Plug-in to the Story Form window.

   The placeholder links with the story and the clip name displays in the Clip Slug column in the iNews Queue Panel.

Using the Assignment List Plug-in

With the Assignment List Plug-in, you can create placeholders, assign them to a news editor, view video thumbnails for a clip, and change viewing categories.

Creating Placeholders

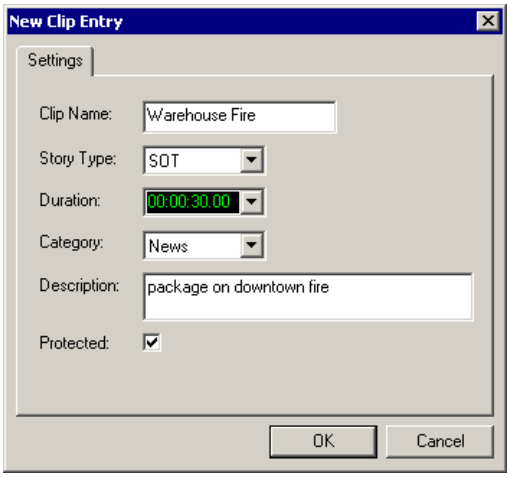
You need to create a placeholder for each news clip you are linking to a rundown. Placeholders generate assignments for editors, who can then create news clips for the story and send them to a Profile Video Server for playback. Placeholders also let you see if clips are complete and ready for air or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

If you are not using a newsroom computer system, 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 , “Editing and NewsQ Pro,” describes the Assignment List Manager.

To create a new placeholder:

1. In the Assignment List Plug-In window, click **New**.

   The New Clip Entry window appears:



2. Enter the placeholder information:
   - **Clip Name** — Enter a placeholder name. The name identifies the placeholder in both the Assignment List Plug-in (in the NCS) 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.

     Selecting **SOT** will cause the clip duration to be sent to the NCS for show timing calculations. Selecting **VO** will send **0** (zero) to the NCS.
   - **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.
   - **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 set automatically when you create a new placeholder.

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 displays only the placeholders and clips in that category.

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

Viewing a Video Thumbnail for a Placeholder

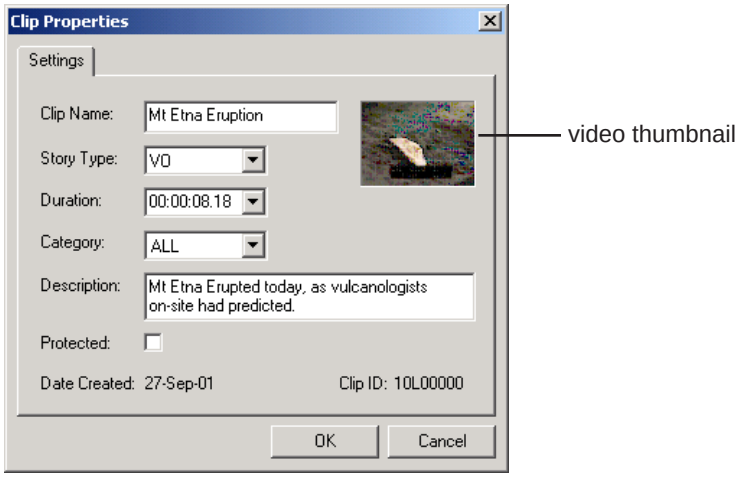
The Assignment List Plug-in, in addition to showing a clip's properties, displays the first frame of the clip as a thumbnail.

You can only see thumbnails for complete clips, which are identified with an **OK** in the Status column; the thumbnail is blank for incomplete clips.

To view a thumbnail:

- Double-click a placeholder.

  The Clip Properties window appears, displaying the video thumbnail if the clip is complete.



Chapter 4

Editing and NewsQ Pro

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.

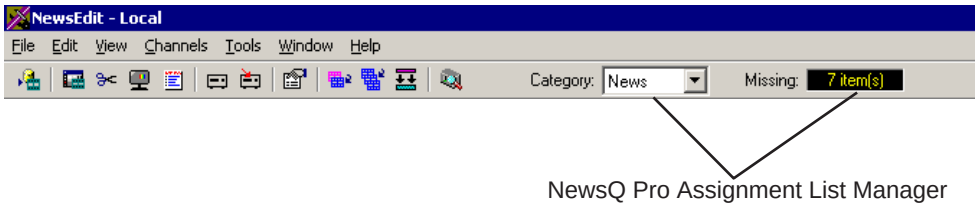
This chapter is written for news editors and discusses how to use the Assignment List Manager to:

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

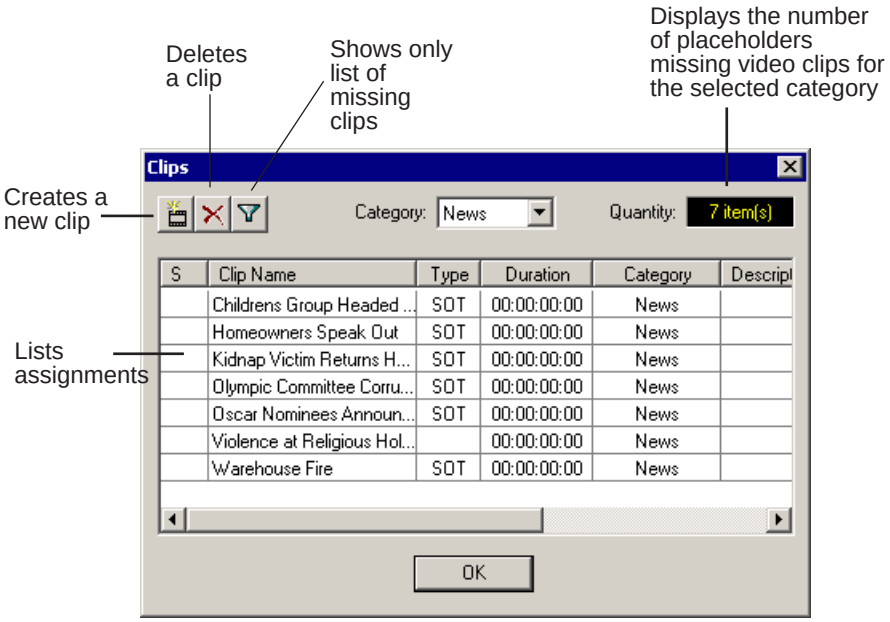
Tour of the Assignment List Manager

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.



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
S (Status)	The clip status: displays **OK** if a clip has been completed, sent to the Profile Video Server, and is ready for playback. Status is blank if a 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.

Receiving Editing Assignments

Assignments automatically appear in your Assignment List Manager when they are sent from the producer or assigned from another editor.

Producers create the assignments as clip placeholders for 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.

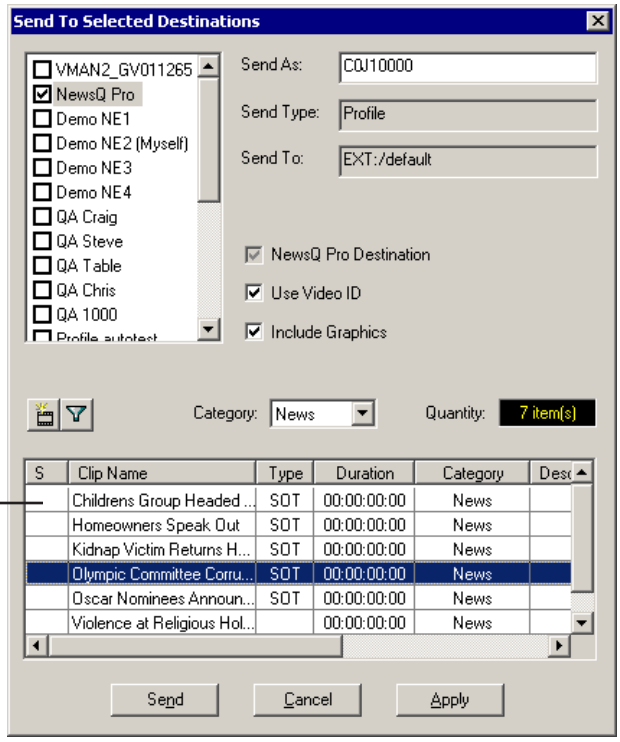
To send a clip to a Profile Video Server:

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, displaying 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.

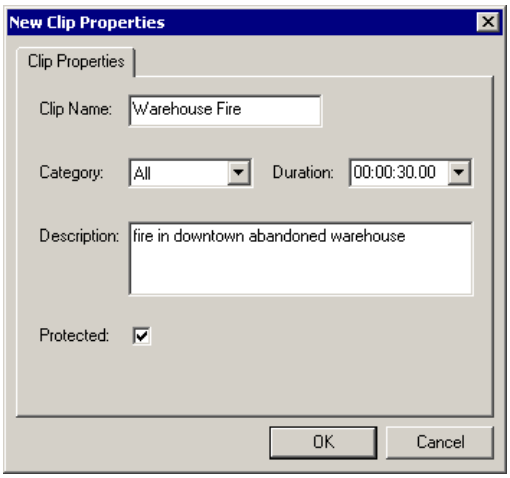
Creating New Placeholders

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:



2. Enter the clip information:
   - **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 placeholder duration 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 automatically set 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.

The list displays only the placeholders and clips in that category.

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

Identifying Missing Clips

In the Assignment List Manager, you can filter the list of clips to show only missing clips.

To show missing clips:

- Click the **Missing Clips** button.

Click the button again to show the entire clip list.

Chapter 4 Editing and NewsQ Pro

Chapter 5

Playing Clips to Air

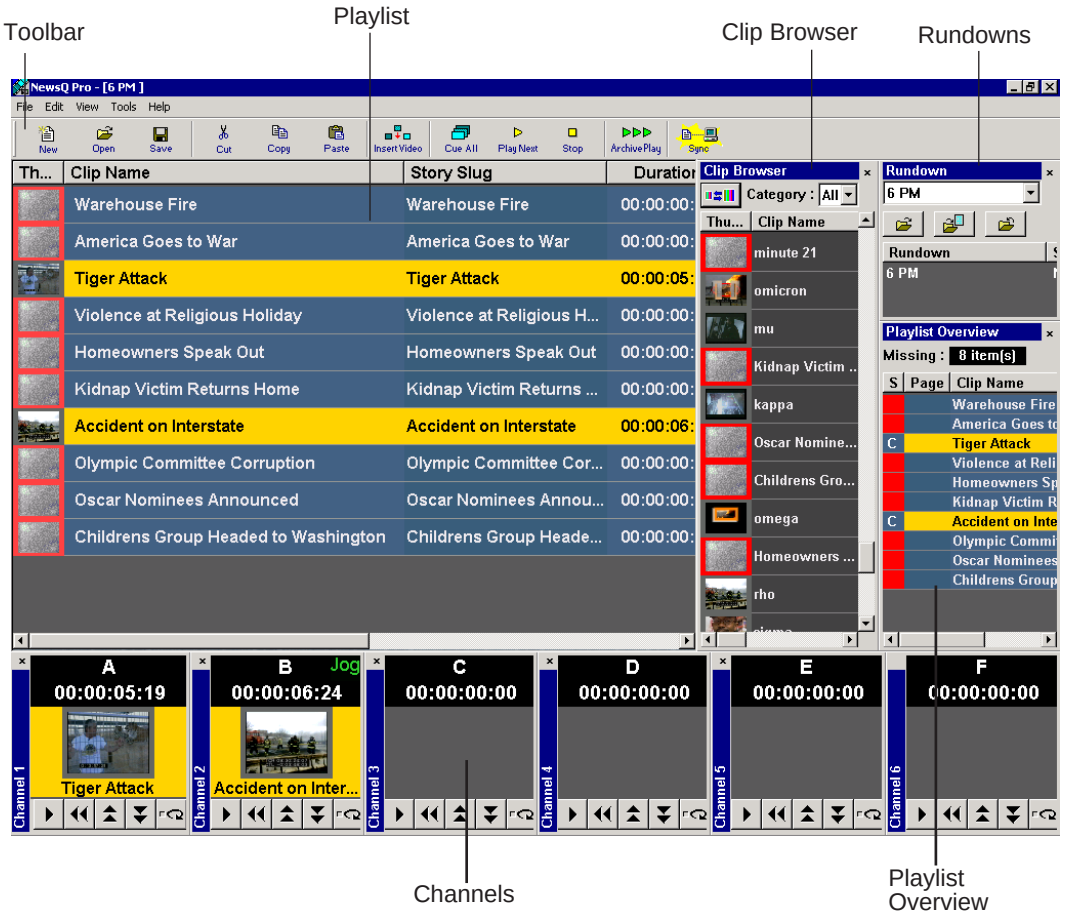
Playback operators use the NewsQ Pro application to control the playback of news clips to air. Using a playlist linked to an ENPS or NewsQ Pro rundown, playback operators cue and play clips as required during a broadcast.

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
- Archive clips to tape
- 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 manually create a new playlist.



The Clip Browser, Rundowns list, Playlist Overview, and channel windows are all dockable; you can rearrange windows or close windows you aren't using (such as unused channels).

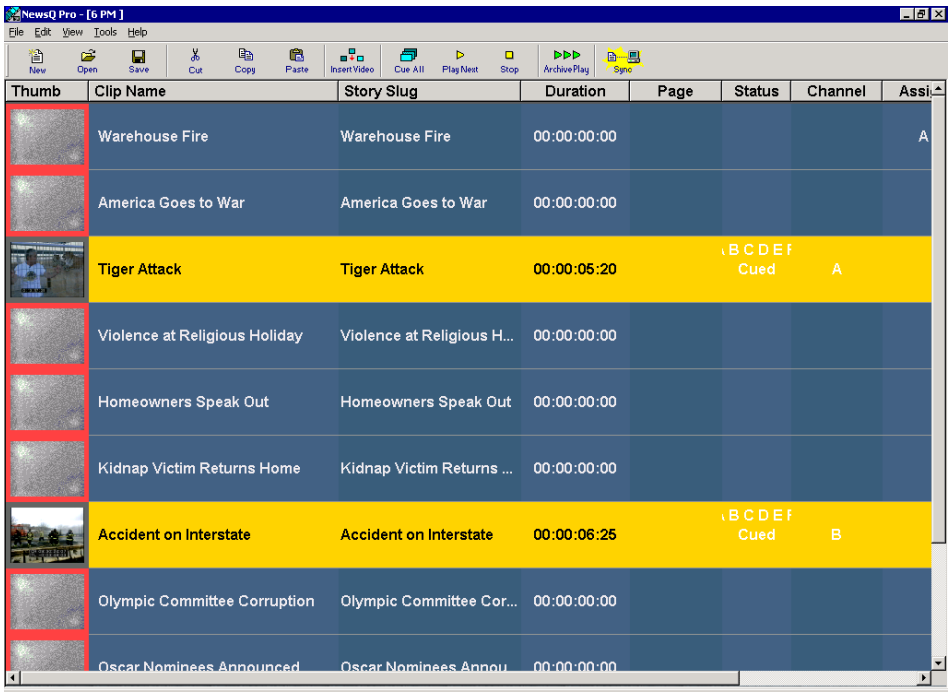
To restore a window you have closed, choose the name of the window from the View menu.To restore all windows to their default locations, choose **Tools | Reset Windows**.

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, so 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)
Archive Play	Lets you archive clips to tape.	----------
Sync	Relinks the NewsQ Pro playlist with its associated ENPS rundown.	----------

Playlist



The playlist lists each clip and its properties:

Column	Description
Thumb	Displays a video thumbnail of the clip, if available. To change the thumbnail size, click the **Clip** column heading or select **View | (Small) or (Large) Thumbnail**. A red border appears around the thumbnail if the clip is not ready for playback,
Clip Name	Displays the name of the clip from the NewsQ Pro Assignment List Plug-in.
Story Slug	Displays the name of the story from the NCS rundown.
Duration	Displays the clip length.
Page	Corresponds to the page of the NCS rundown. This column is blank if you are not using ENPS with NewsQ Pro or if the producer did not select Freeze Page Numbers for the rundown properties in ENPS.

Column	Description
Status	Displays the available channels and the status of the clip: - [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.
Description	A brief description of the clip.

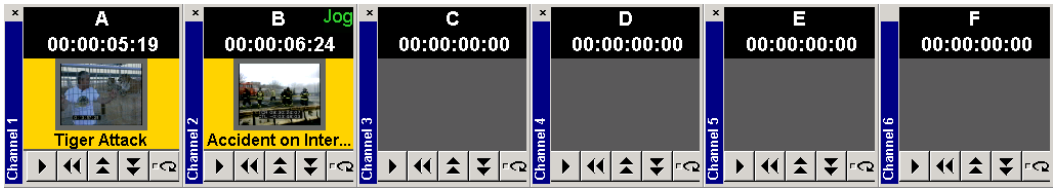
Understanding Playlist Colors

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 post roll.

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

Channels

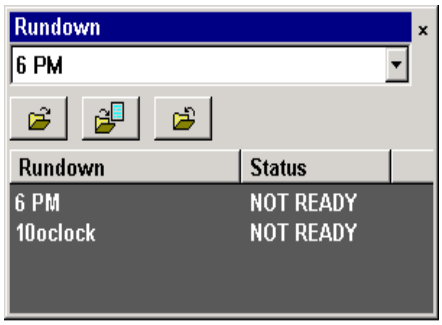


The channels area displays the channels available on your system. You can perform the following functions for each channel:

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 current 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 the following controls:

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.

You can open up to three rundowns at once; all open rundowns merge into a composite playlist, allowing seamless control of back-to-back rundowns.

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

Playlist Overview

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

Column	Description
Status	Displays clip the status: - 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	Corresponds to the page of the ENPS rundown. 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.
Clip Name	Displays the clip name.

Creating a Playlist

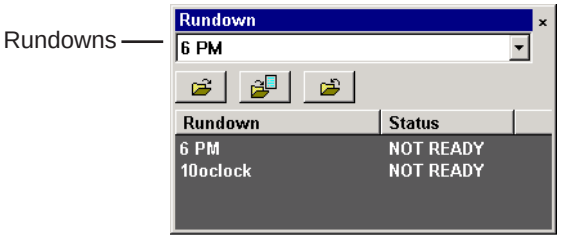
You need to create a playlist before you can play clips to air. There are two ways to create a playlist: by linking clips to an NCS rundown or by manually creating a playlist in NewsQ Pro.

Linking to a NCS Rundown

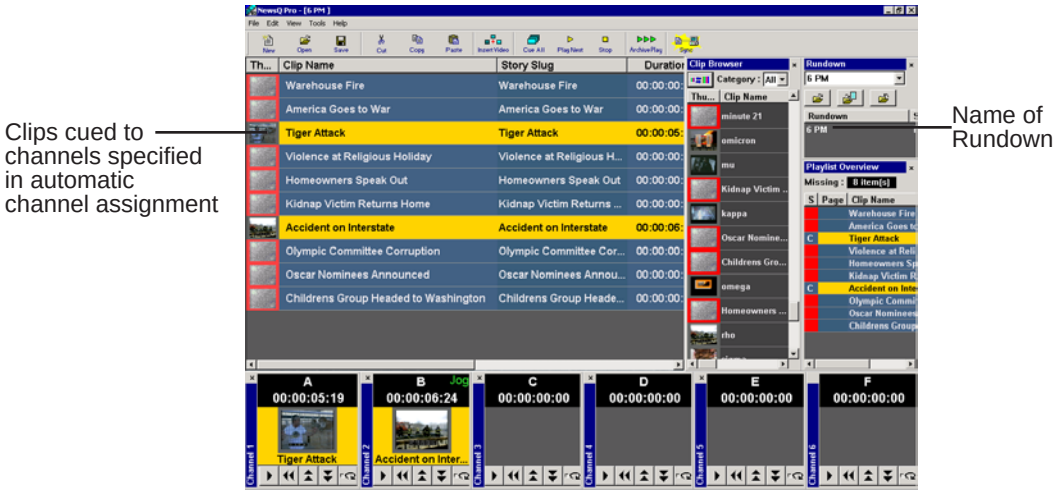
If you use a newsroom computer system such as ENPS or iNews to create news rundowns, you can link to the NCS rundown and create a playlist automatically.

To open an NCS rundown:

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



The rundown opens in the NewsQ Pro application, displays all clips in the rundown, and cues clips to channels if specified by automatic channel assignment. The playlist displays a headframe for each clip; a red border appears around clips that are not yet ready for playback.



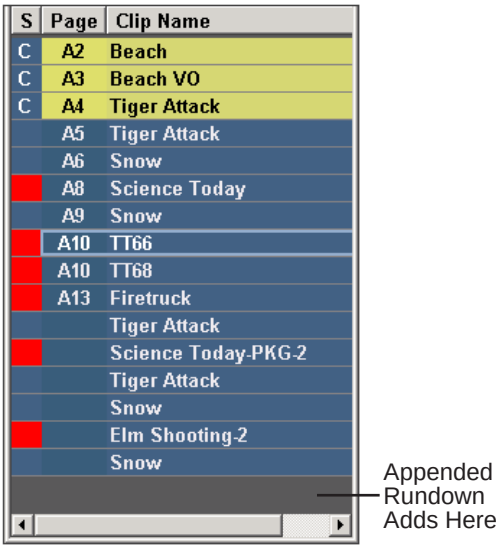
Appending Rundowns to a Playlist

With NewsQ Pro and your NCS, 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. You can open up to three rundowns in the playlist at one time.



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.

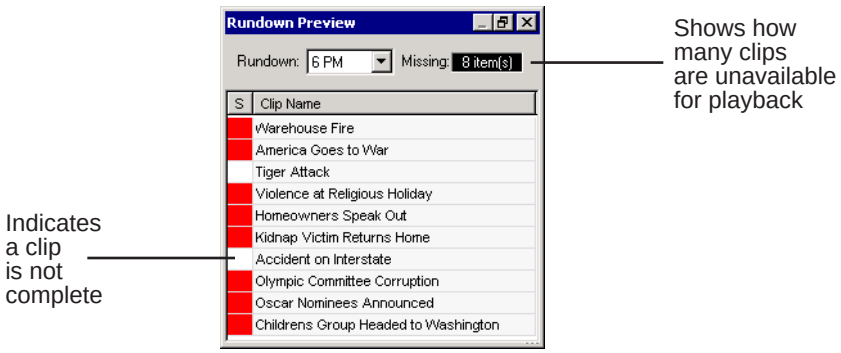
Previewing Other Rundowns

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



NOTE: If you can 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.

Manually Creating a New Playlist

The second way to create a playlist is manually using NewsQ Pro.

To create a new playlist:

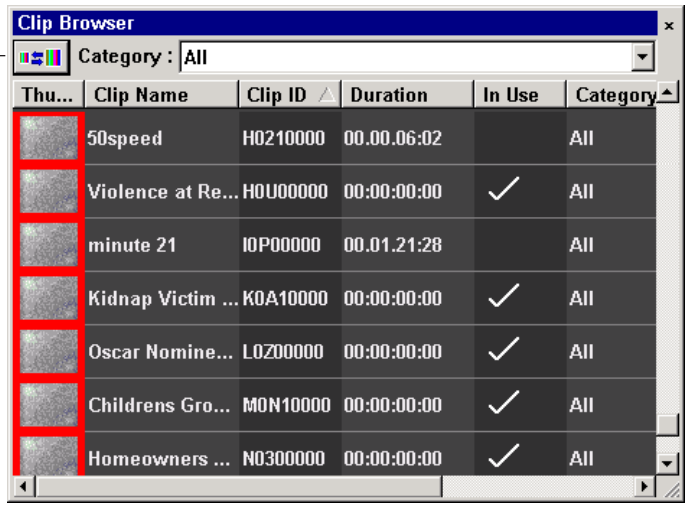
1. Click **New Playlist** in the main toolbar.

   An empty playlist appears.

2. Click **Insert Video**.

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

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 that window.

4. Continue adding clips to the playlist as necessary.

Dragging a clip from the Clip Browser window and dropping it onto the horizontal scroll bar at the bottom of the Playlist window appends the clip to the end of the playlist.

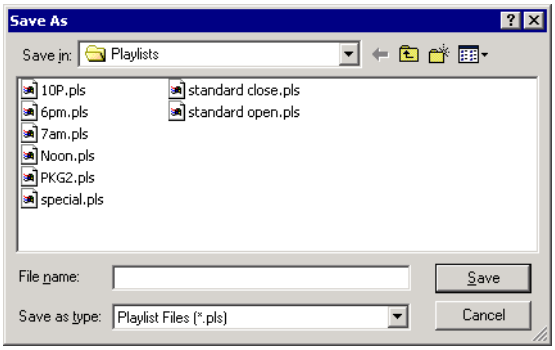
Saving and Opening Local Playlists

Sometimes you need to create a playlist and immediately play the clips to air or a playlist that you can use over again. For example, you could create a playlist for a 6 PM broadcast and modify it 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:

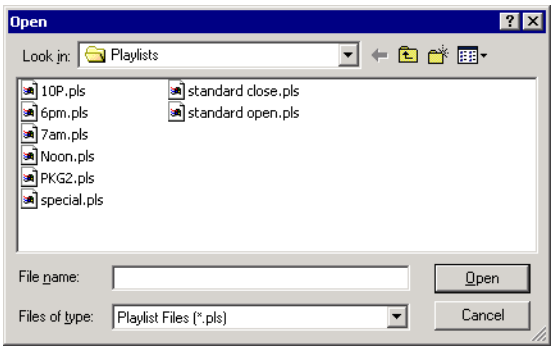


2. Select a location for the playlist and enter a file name.
3. Click **Save**.

   The playlist is saved with a .pls extension.

To open a saved playlist:

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



2. Select a playlist and click **Open**.

   The playlist opens and displays the list of clips it contains.

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

Exporting a Playlist

You can also export a playlist, open it in a text editor, and then print it.

To export a playlist:

1. Select **Export Playlist** from the File menu.

   The Export Playlist window opens.

2. Enter a name for the playlist and click **Export**.

   The playlist is saved as a .CSV file.

Chaining Clips in a Playlist

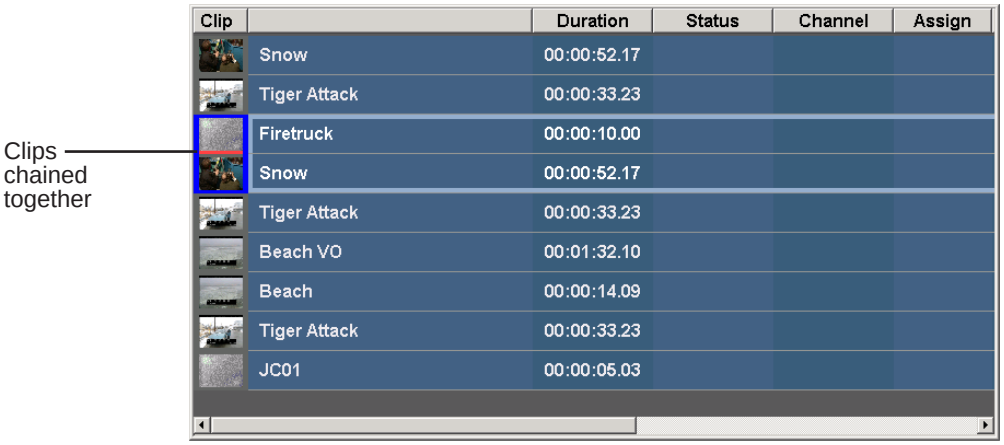
Sometimes you may want to group two or more clips together so the clips play back-to-back as one continuous clip. This grouping is called chaining, and provides the advantage of playing clips in succession without having to cue and play each one individually. You can only chain clips on manually created playlists.

You can also set up your system so that any two or more consecutive clips assigned to the same channel will chain automatically. See “Setting Cue and Chain Options” on page 29 for details.

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.



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 a playlist, 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, and cues subsequent clips when prior clips have played. If a clip isn't ready for playback, the clip is skipped and the next available clip cues. You can also cue clips manually.

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; the 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

The Play Cued Clip button is a toggle and changes to **Stop** when clicked; to stop a clip during play, click the **Stop** icon to pause it. Click **Play** to resume playing the clip.

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 the Remote Display Unit (RDU)” on page 27 and “Defining Function Keys” on page 33 for details.

Archiving Clips

The Archive Play feature allows you to automatically play all clips in a playlist on a selected channel and record the output of that channel on a VTR.

To configure Archive Play, you must select the archive channel from the Archive Play configuration tab (“Configuring Archive Play” on page 30). You can also change the Archive Black duration on that tab; NewsQ Pro rolls five seconds of black between each archived clip by default.

To play a clip to archive:

1. Click the **Archive Play** button to enable Archive Play.
2. Cue a clip to the archive channel.

   Select the first clip and click the **Cue All** button on the toolbar.
3. Start recording on the VTR.
4.

   Click the **Play Cued Clip** icon in the channel window.
5. After all clips have played, stop the VTR and click **Archive Play** again to disable Archive Play.

NewsQ Pro logs “as run” data in a comma-delimited log file (C:\NewsQPro\logs\AsRunLog.log). Each line includes the Date, Time (start time to the nearest second), Rundown Name, Clip Name, Clip ID, and Duration.

NewsQ Pro appends new data to the log file each time you enable Archive Play. To start a new log, delete the AsRunLog.log file before enabling Archive Play.

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 displayed playlist columns by dragging a column heading to the left or right. 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 clip to any channel. 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 a NCS 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.

to use this feature, you need to configure NewsQ Pro for **Hard Channel Assignment**. See "Setting Playback Options" on page 25 for more information.

Rearranging a Playlist

You can rearrange clips in a playlist, though doing so breaks the link between NewsQ Pro and the NCS rundown. Therefore, you won't see any subsequent changes made to the NCS 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.

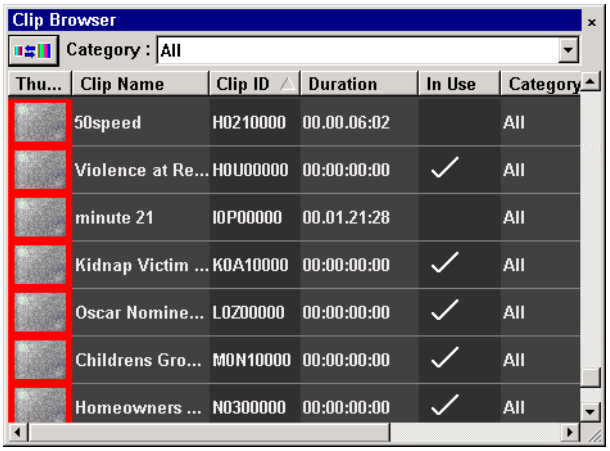
Adding New Clips to a Playlist

Occasionally, you may need to add a news clip directly to the playlist if you aren't able to add it to the NCS rundown first. However, doing so breaks the link between NewsQ Pro and the NCS rundown. In that case, you won't see any subsequent changes made to the NCS rundown.

To add clips to a 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.

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

WARNING: Resyncing stops all clips 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.

Menu Item	Description
Assign to channel_name	Assigns the selected clip to channel_name 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 6

Managing 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 to access a wider variety of video footage and move files to archive directories.

This chapter discusses how to:

- Delete clips from your clip database
- Import clips from a Profile Video Server
- Move clips for archiving

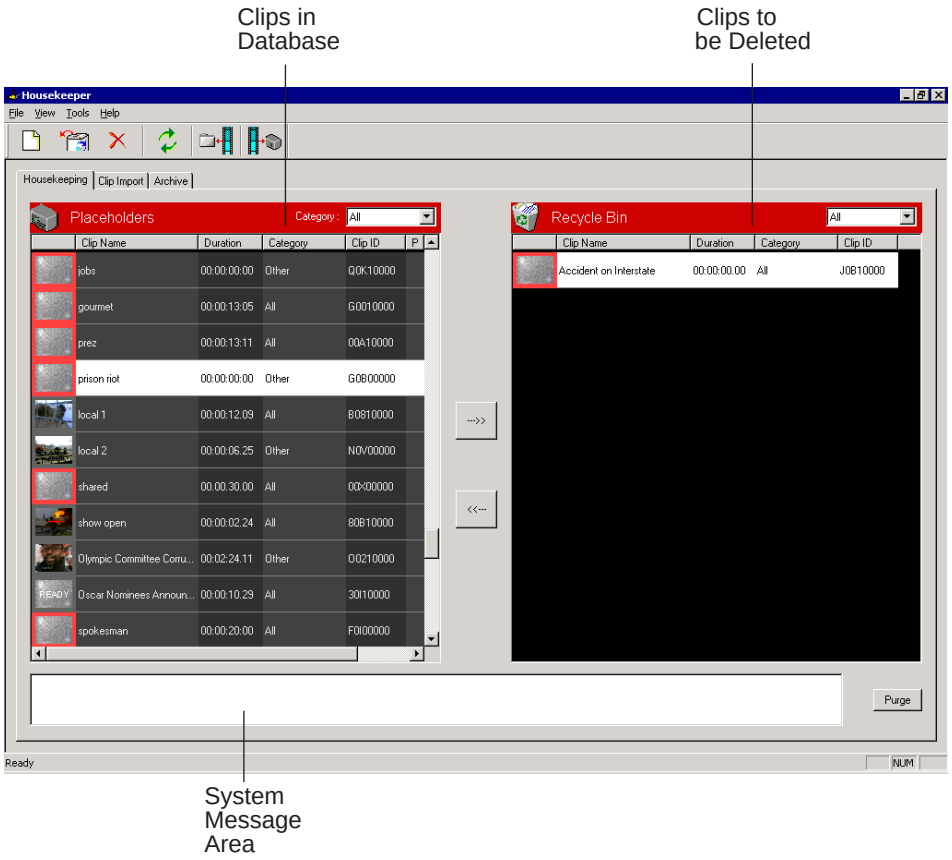
Tour of the Housekeeper Utility

The Housekeeper utility typically 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

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

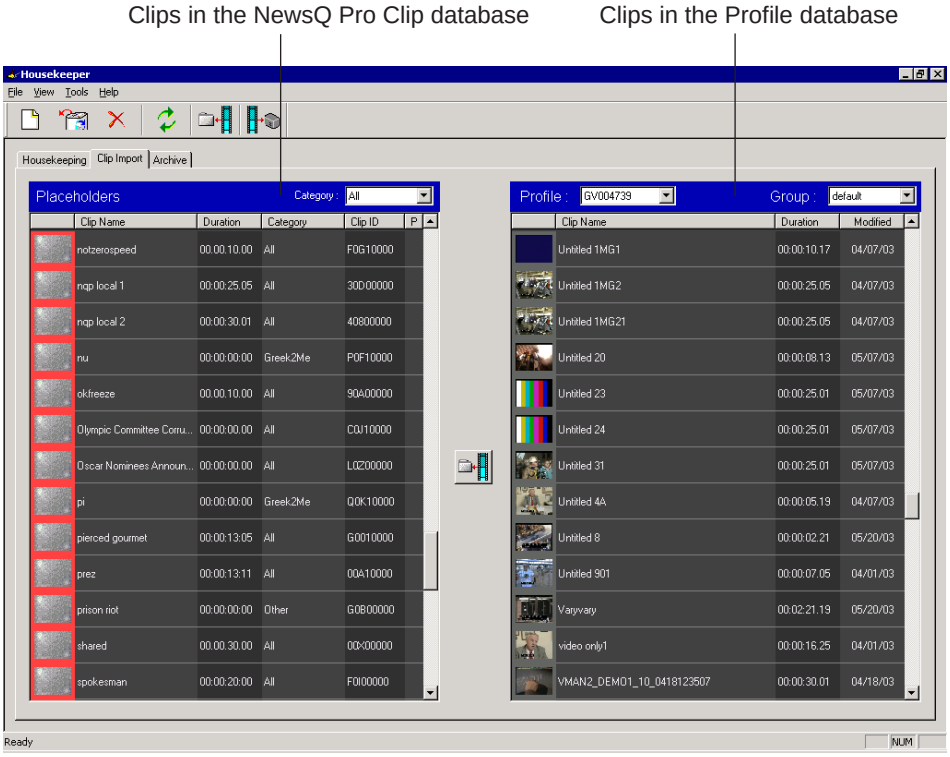
The Housekeeping tab displays the clips in the database, a Recycle Bin with clips to be deleted, and a system message area.



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.

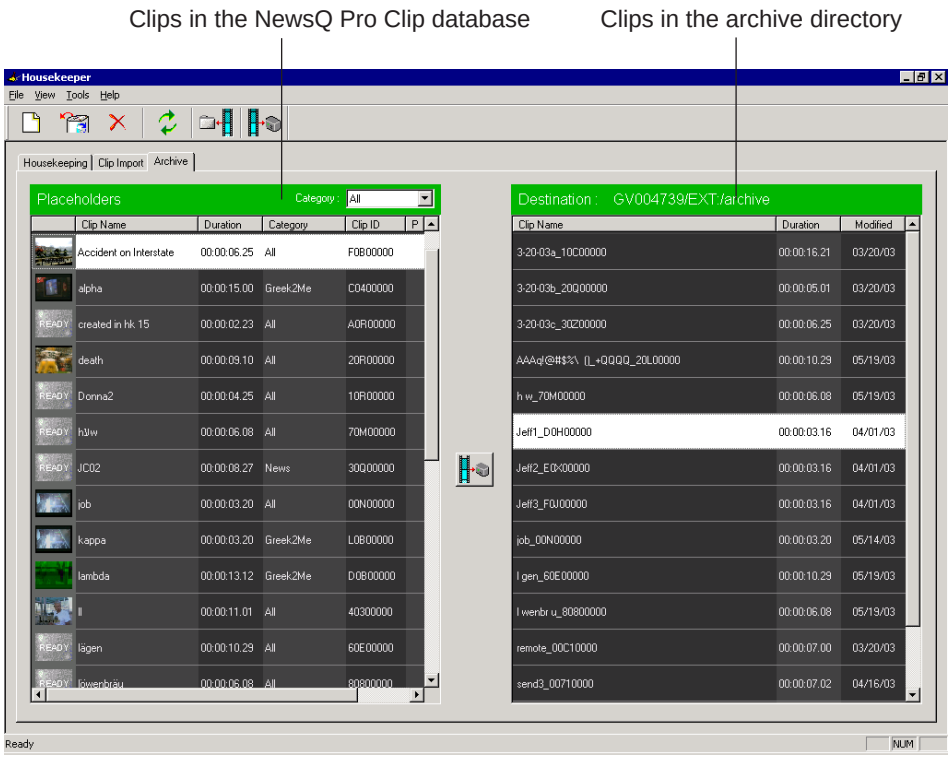
The Clip Import tab displays the clips in your database and a list of available clips from the Profile database that you can import.



The Archive Tab

You use the Archive tab to move clips from the NewsQ Pro database to a Profile Video Server directory so the clips can be archived for more permanent storage. When you archive a clip, it is renamed with a long name consisting of the clip ID and clip name.

The Archive tab displays the clips in your database and the archive directory on the Profile Media Server.



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.
	Moves the selected clip into an archive directory on the Profile.

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 to 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.

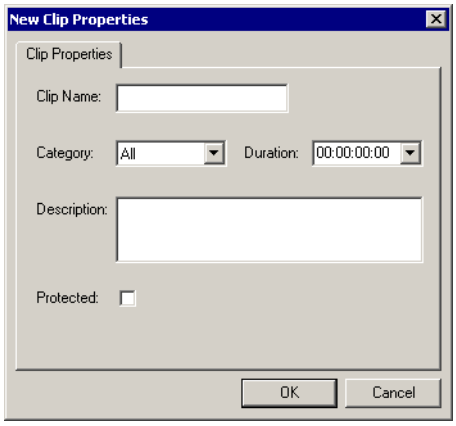
Unprotecting a Clip

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 a Profile Video Server Only

Sometimes, an editor may need to update a clip after it has been sent to a 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**.

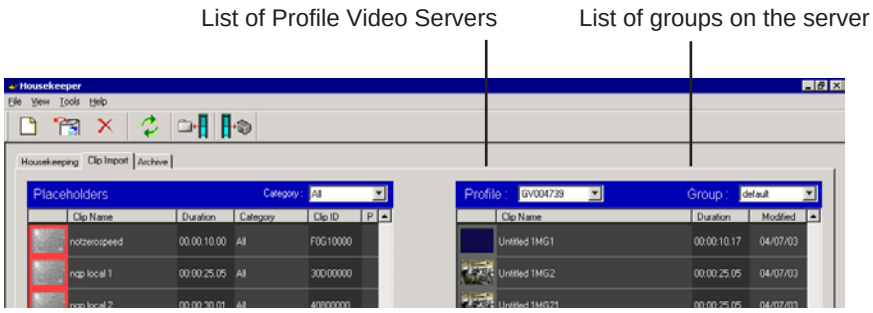
   The clip is removed from the Profile Video Server and reassigned to the news editor.

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 a greater selection of video footage from which to choose. Imported clips 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.

   The first column displays a video thumbnail (the first frame of the clip) of each clip on the Profile Video Server. If **READY** appears in place of a video thumbnail, double-click the clip to open an information window.

   A red border appears around the thumbnail area if the clip is incomplete and not ready for air.

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 linked to the NewsQ Pro placeholder.

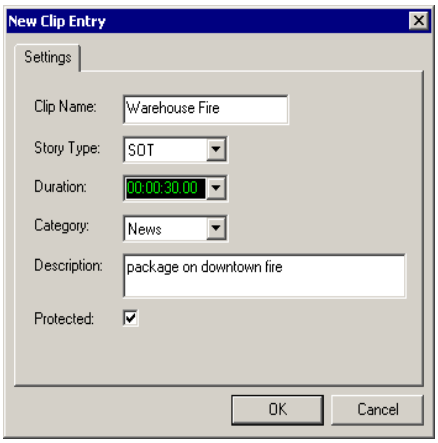
Creating New Placeholders

You can create additional placeholders for clips you are planning to import. 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:



2. Enter the clip information:

   - **Clip Name** — Enter a placeholder name. The name identifies the placeholder in both the Assignment List Plug-in (in the NCS) 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.

     Selecting **SOT** will cause the clip duration to be sent to the NCS for show timing calculations. Selecting **VO** will send **0** (zero) to the NCS.
   - **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.
   - **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.

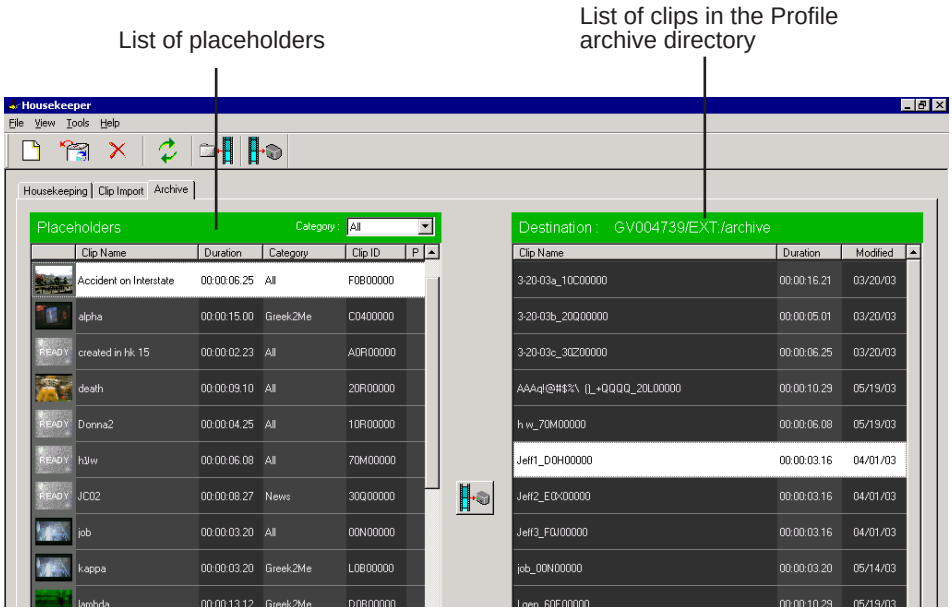
3. Click **OK**.

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

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

Archiving Clips

You can use the Housekeeper utility to move placeholders from the NewsQ Pro database to an archive directory on the Profile Video Server, after which you can archive them onto another storage device.



To archive a clip:

1. Select the clip you want to archive.

   The first column displays the first frame of the placeholder.

2. Click **Archive Placeholder Clip**.

   You can also drag clips directly from the NewsQ Pro placeholder list to the archive directory.

The placeholder clip moves to the archive directory on the Profile server.

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