

# NewsQ Pro™

PLAYBACK CONTROL SYSTEM

User Guide

● → SOFTWARE VERSION 2.1

071-8310-01  
DECEMBER 2005

*the most watched worldwide*

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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:** [gvtechsupport@thomson.net](mailto:gvtechsupport@thomson.net)

### Phone Support

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

United States	(800) 547-8949 (Toll Free)	France	+33 (1) 34 20 77 77
Latin America	(800) 547-8949 (Toll Free)	Germany	+49 6155 870 606
Eastern Europe	+49 6155 870 606	Greece	+33 (1) 34 20 77 77
Southern Europe	+33 (1) 34 20 77 77	Hong Kong	+852 2531 3058
Middle East	+33 (1) 34 20 77 77	Italy	+39 06 8720351
Australia	+61 3 9721 3737	Netherlands	+31 35 6238421
Belgium	+32 2 3349031	Poland	+49 6155 870 606
Brazil	+55 11 5509 3440	Russia	+49 6155 870 606
Canada	(800) 547-8949 (Toll Free)	Singapore	+656379 1390
China	+86 106615 9450	Spain	+ 34 91 512 03 50
Denmark	+45 45968800	Sweden	+46 87680705
Dubai	+ 971 4 299 64 40	Switzerland	+41 (1) 487 80 02
Finland	+35 9 68284600	UK	+44 870 903 2022



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*Preface*

## **Authorized Support Representative**

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

## **Profile Users Group**

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



## **Safety Summaries**

### **General Safety Summary**

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

*Only qualified personnel should perform service procedures.*

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

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

### **Injury Precautions**

**Use Proper Power Cord**

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

**Ground the Product**

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

**Do Not Operate Without Covers**

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

**Do Not Operate in Wet/Damp Conditions**

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

**Do Not Operate in an Explosive Atmosphere**

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

**Avoid Exposed Circuitry**

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



## Preface

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### Product Damage Precautions

<b>Use Proper Power Source</b>	Do not operate this product from a power source that applies more than the voltage specified.
<b>Provide Proper Ventilation</b>	To prevent product overheating, provide proper ventilation.
<b>Do Not Operate With Suspected Failures</b>	If you suspect there is damage to this product, have it inspected by qualified service personnel.
<b>Battery Replacement</b>	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.



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*Preface*

## **Certifications and Compliances**

### **Canadian Certified Power Cords**

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

### **FCC Emission Control**

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

### **Canadian EMC Notice of Compliance**

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

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

### **Canadian Certified AC Adapter**

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

### **EN55022 Class A Warning**

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

## **Laser Compliance**

### **Laser Safety Requirements**

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

### **Laser Safety**

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

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

### **FCC Emission Limits**

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



## Preface

### Certification

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

### Environmental Criteria

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

Characteristics	Description
Operating Temperature	<i>Requirement:</i> 10° to 40°C
Storage Temperature	<i>Requirement:</i> -40° to 65°C
Operating Altitude	<i>Requirement:</i> To 10,000 feet <i>Supplemental Data:</i> IEC 60950 compliant to 2000 meters
Storage Altitude	<i>Requirement:</i> To 40,000 feet
Mechanical Shock	<i>Supplemental Data:</i> Class 5 (30G) Grass Valley 001131500
Random Vibration	<i>Requirement:</i> Operational: Class 6 Grass Valley 001131500 <i>Requirement:</i> Non-Operational: Class 5 Grass Valley 001131500
Transportation	<i>Requirement:</i> Grass Valley 001131500
Equipment Type	<i>Supplemental Data:</i> Information Technology
Equipment Class	<i>Supplemental Data:</i> Class 1
Installation Category	<i>Requirement:</i> Category II Local level mains, appliances, portable equipment, etc.
Pollution Degree	<i>Requirement:</i> Level 2 operating environment, indoor use only.
Relative Humidity	<i>Requirement:</i> 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

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## ***Introducing NewsQ Pro***

NewsQ Pro is a news playout control system that works with Thomson Grass Valley's K2, Profile Video Server or M-Series iVDR, NewsEdit (version 4.0 and above), and a 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 Media Servers for live news playback. It includes tools to integrate the news production workflow between a Media Server, NewsEdit, and optionally a newsroom computer system. You can also use NewsQ Pro as a manual control system for Media Servers.

By using NewsQ Pro with a Media Server for news playout you can effectively replace four to six tape machines, depending on your Media Server. The Profile Video Server supports six playout channels, while the M-Series iVDR supports two playout channels. NewsQ Pro displays each channel simultaneously and you can control playout with a keyboard and mouse, or with GPI buttons.

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:

<b>Term</b>	<b>Definition</b>
Clip	A piece of media you can edit, containing video, audio, or both. Once a sequence is sent from a NewsEdit workstation to a Media 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 a Media 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.



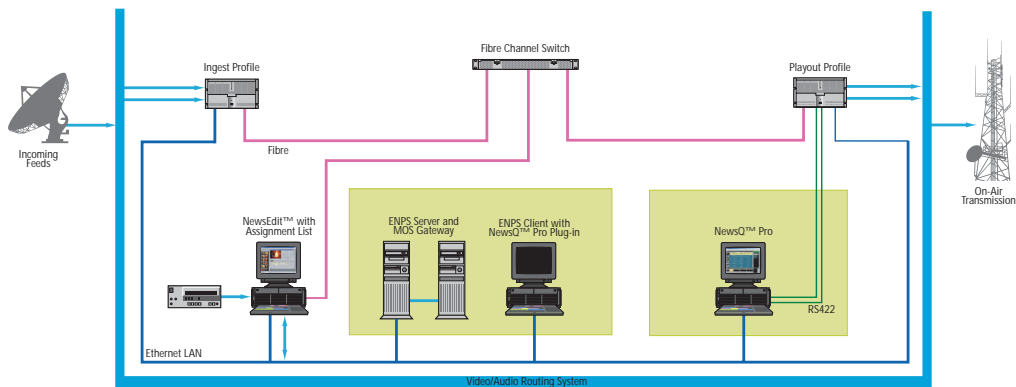
## Using NewsQ Pro in Your Newsroom

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.



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### *Linking to a Newsroom Computer System (NCS)*

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

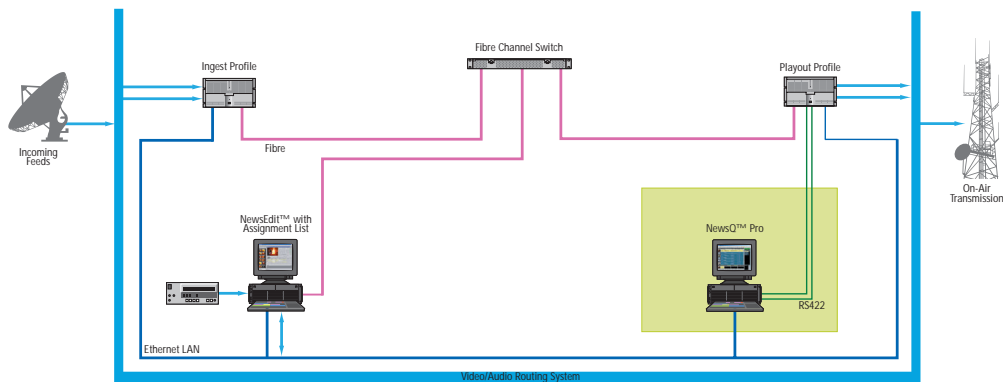
- The news producer creates a rundown using NCS
- The news producer uses the NewsQ Pro Assignment List Plug-in to:
  - Create placeholders for scripts that require clips
  - Assign placeholders to editors
  - Link placeholders to scripts in the rundown
- The news producer assigns playback channels within 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 Media Server, such as a Profile Video Server or an M-Series iVDR
- The playback operator uses the main NewsQ Pro application to:
  - Open the producer's rundown playlist
  - Assign clips to specific channels for playback
  - Rearrange, insert, or delete clips prior to broadcast if necessary
  - Play back clips during the news broadcast



## Creating a Playlist Manually

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

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



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

- The news producer creates a rundown
- The news editor creates sequences for assignments using NewsEdit
- The news producer uses the NewsQ Pro Assignment List Manager to:
  - Create placeholders for clips
  - Assign placeholders to editors
- The news editor uses the NewsQ Pro Assignment List Manager to:
  - Create placeholders for clips
  - Reassign placeholders to other editors
  - Send completed clips to a Media Server, such as a K2 Server, Profile Video Server or an M-Series iVDR
- 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

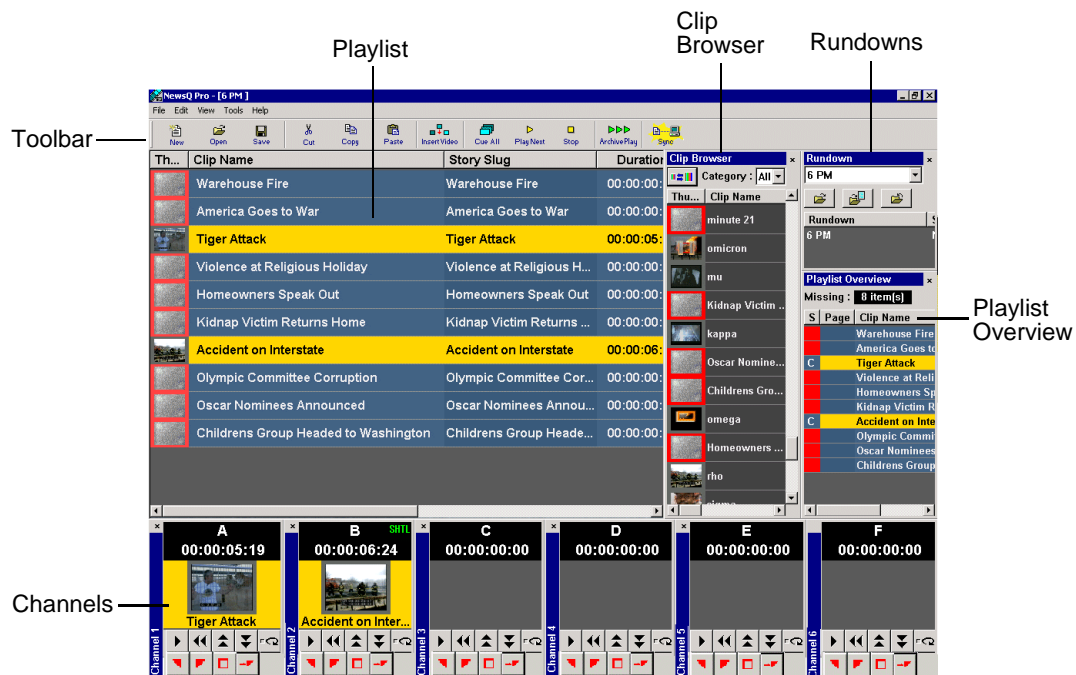


## Tour of NewsQ Pro and Plug-ins

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

### The NewsQ Pro Application

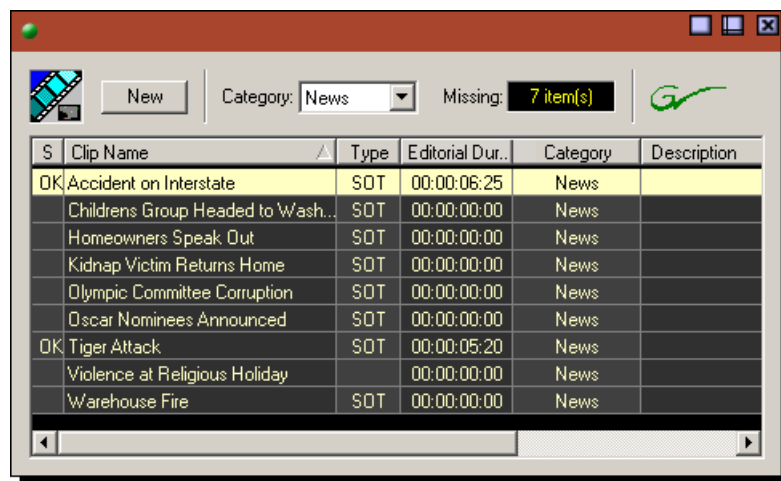
Playback operators use the main NewsQ Pro application to control playlists before and during news broadcasts and to create new playlists.



Chapter 4, “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 2, “NCS Rundowns and NewsQ Pro,” describes the Assignment List Plug-in.

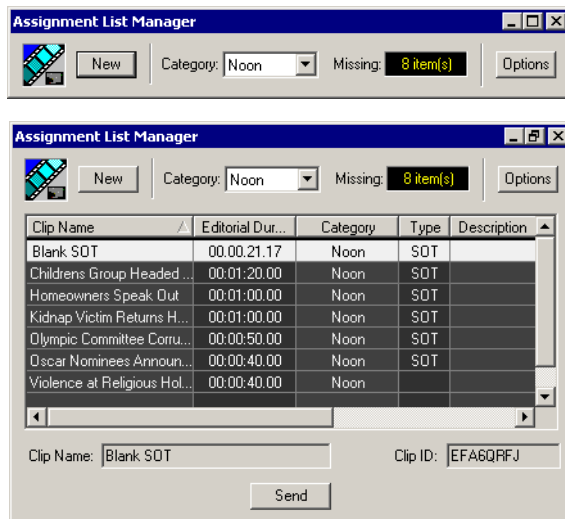


## The Assignment List Manager

The Assignment List Manager (ALM) comes in two forms: standalone and embedded into the NewsEdit application.

Producers (or other station personnel) use the standalone Assignment List Manager to determine how many clips are missing for a given news show. Editors use the embedded Assignment List Manager to receive assignments from the producer and to send completed clips to a Media Server for playout. Both forms of the Assignment List Manager are used to create additional placeholders for clips and to reassign placeholders to other categories.

The standalone Assignment List Manager runs on any computer on the network—an icon in the task bar flashes red when items in the selected category are missing.

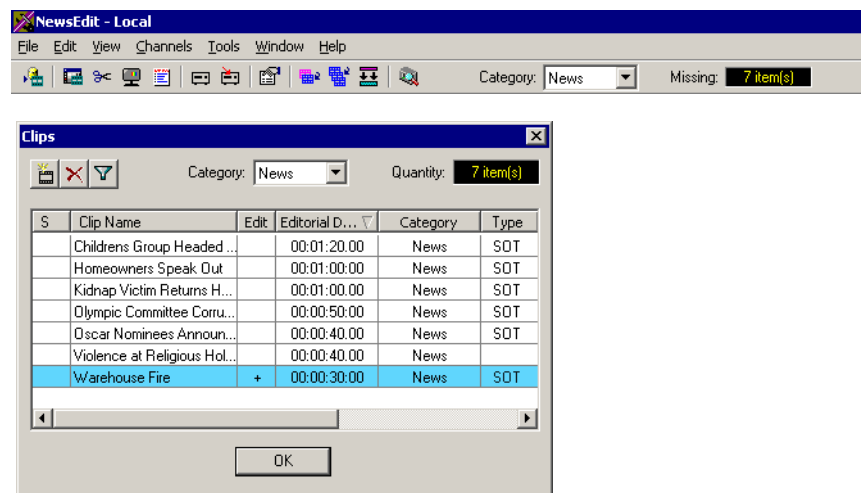


The embedded ALM runs on the NewsEdit workstation and integrates with NewsEdit — the NewsEdit toolbar displays part of the Assignment List Manager so editors can see at a glance how many stories need video. Opening the Assignment List Manager provides more detail on specific stories.



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*The Assignment List Manager*

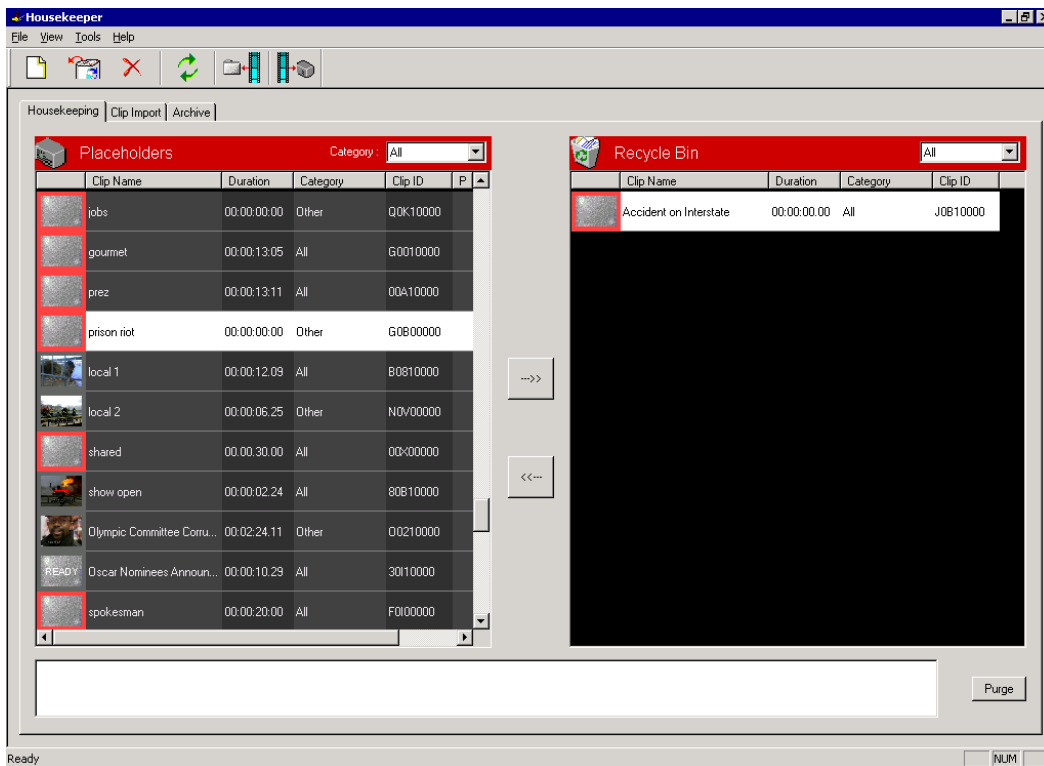


Chapter 3, “Editing and NewsQ Pro,” describes the Assignment List Manager.



## The Housekeeper Utility

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

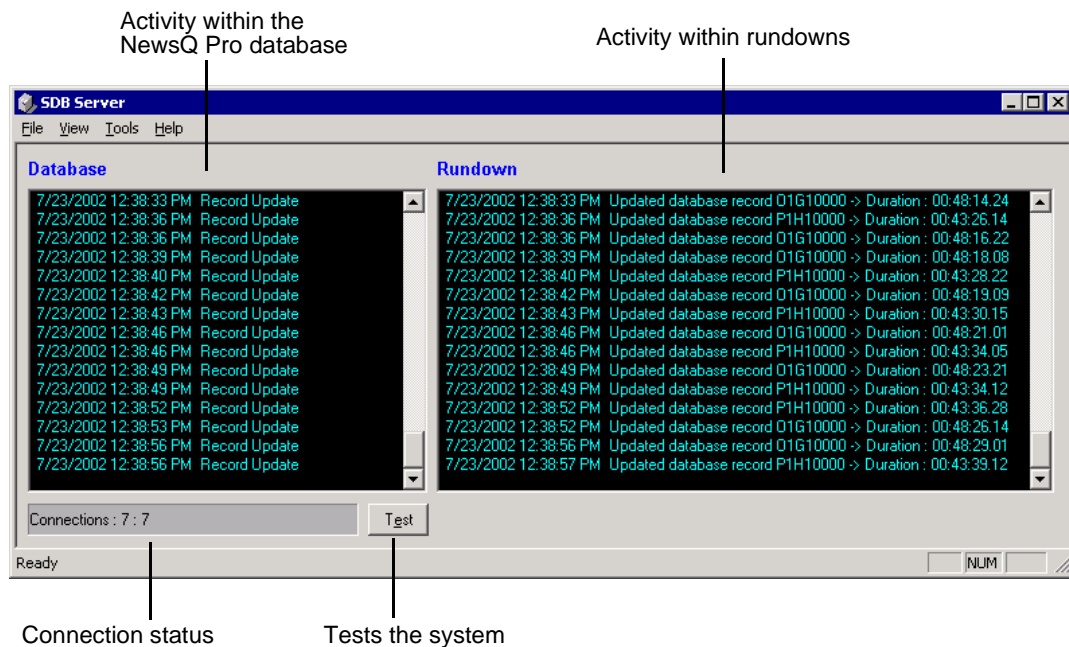


Chapter 5, “Managing Clips,” describes the Housekeeper utility.

## Simple Database (SDB) Server

The SDB Server runs in the background to keep clip status current. When the status of a clip changes, the SDB Server updates available status and clip duration in the NewsQ Pro database, which in turn updates the NewsQ Pro application. In addition, when a clip is sent from NewsEdit associated with a NewsQ Pro placeholder, the SDB Server updates the number of missing items in the Assignment List Manager and Assignment List Plug-in.

The SDB Server typically runs on the same computer as the main NewsQ Pro application, and optionally on a second system as a hot standby backup database.

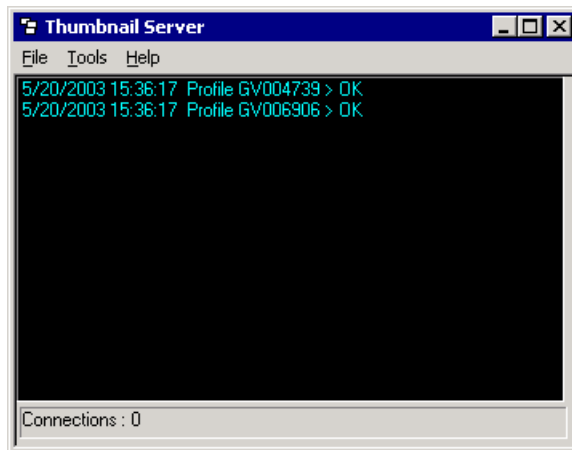




## Thumbnail Server

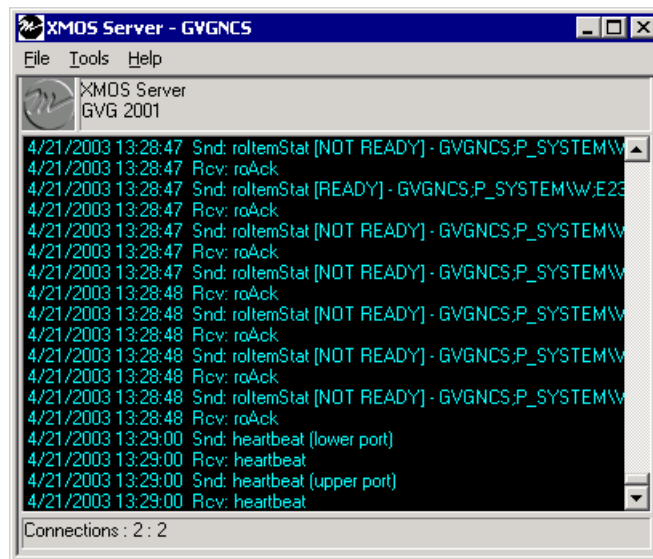
The Thumbnail Server displays connection status to the Profile Media Server(s) and creates thumbnails for MPEG clips. The K2 system or the M-Series iVDR does not use the Thumbnail Server.

The Thumbnail Server typically runs on the NewsQ Pro machine for flexibility, but can run on the same computer as the other NewsQ Pro Server Components.



## **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.





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*Chapter 1 Introducing NewsQ Pro*

## Chapter **2**

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### ***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 specific playback channels, eliminating the need for a playback operator to assign channels for the rundown.

In newsrooms without a NCS, 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.

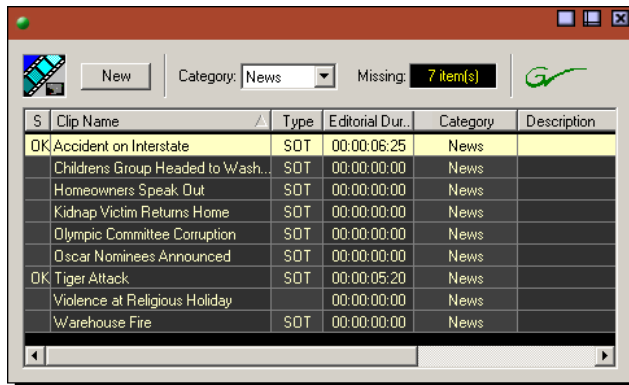
This chapter is written for producers and discusses how to use the Assignment List Plug-in to:

- Create placeholders for news clips
- Sort placeholders by category
- View placeholder categories and video thumbnails
- Link clips to an ENPS or iNews rundown
- Assign a playout channel to clips



## 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 <b>OK</b> if a clip has been completed, sent to the Media 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.
Editorial Duration	The duration of the clip set when the placeholder was created. Once a clip has been created, a newsroom editor can change this field to reflect the actual on-air duration of the clip.
Category	The category assigned to the clip; you can assign categories based on the editor to receive the assignment, for instance.
Type	The type of clip an editor needs to create: Voice Over (VO), Sound on Tape (SOT), or other types set in the SDB Server Options. See “Setting General Options” on page 107 for details.
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.
P (Protected)	Protected status; displays <b>P</b> if the clip is protected, which prevents it from being erased or deleted from the database. Column is blank if the clip is unprotected.



## Using the Assignment List Plug-in

With the Assignment List Plug-in, you can create placeholders, assign and sort them by category, check the number of missing clips, and view or change placeholder properties.

### 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 Media 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 or Housekeeper instead of the Assignment List Plug-in to create placeholders. Both components have the same purpose — to create placeholders and assign them to editors. Chapter 3, “Editing and NewsQ Pro,” describes the Assignment List Manager.

To create a new placeholder:

**New**

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

The New Clip Entry window appears:

The screenshot shows a dialog box titled "New Clip Entry" with a close button (X) in the top right corner. The dialog has a "Settings" tab selected. The fields are as follows:

- Clip Name: Celebrity Buzzrds
- Story Type: SOT (dropdown menu)
- Category: 10pm (dropdown menu)
- Editorial Duration: Clip Duration (dropdown menu)
- Description: The latest on the greatest
- Protected:
- Being Edited:

At the bottom right of the dialog, there is an "OK" button and a partially visible "Assignment List Man" button.



---

## Chapter 2 NCS Rundowns and NewsQ Pro

### 2. Enter the placeholder information:

- **Clip Name** — Enter a placeholder name. The name identifies the placeholder in the Assignment List Plug-in (in the NCS), the Assignment List Manager (in the NewsEdit system or standalone), and in the NewsQ Pro playlist.
- **Story Type** — Select a Story Type from the drop-down menu. Story types are set in the SDB Server Options; see “Setting General Options” on page 107 for details. Default story types are **SOT** (Sound On Tape) or **VO** (Voice Over). You can also leave this field blank.
- **Category** — Select a category from the drop-down menu. The category determines how stories are grouped and sorted.
- **Editorial Duration** — Enter a duration for the placeholder or select one from the drop-down list. The Editorial Duration is an optional value you can set for an estimated on-air duration of the clip that is changed to a more precise value later. Once media is associated with the placeholder, the Editorial Duration is adjusted to the clip length unless the editor changes it.
- **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.
- **Being Edited** — Check this box to indicate when the sequence for a placeholder is currently being edited. This field allows users to easily determine that a clip is already being worked on. When checked, these areas designate that the clip is Being Edited: the clip in the NewsQ Pro playlist and in the Assignment List Manager turns blue, and the text for the clip in the standalone Assignment List Manager turns blue.

### 3. Click **OK**.

The new placeholder appears in the Assignment List.

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

## Sorting Placeholders by Category

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

You can sort a placeholder 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 other category from the **Category** list.



3. Click **OK**.  
The placeholder automatically appears on the edit workstation.

## 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

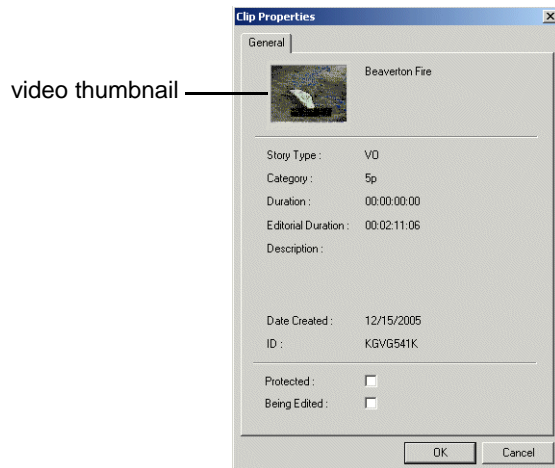
The Assignment List Plug-in, in addition to showing a clip's properties, displays the first frame of the clip as a thumbnail.

You can only see thumbnails for completed 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.



## 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 link placeholders automatically, you need to enable the Auto Create feature in the ENPS MOS Configuration and add the Auto Create column to your ENPS rundown template.

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**.

Page	Story Slug	Segment	Object AutoCreat	Float	MOS Abstracts	MOS Status
A1	Warehouse Fire					NOT READY
A2	America Goes to War					NOT READY
A3	Tiger Attack		GVG			CUED
A4	Violence at Religious Holiday					NOT READY
A5	Homeowners Speak Out					NOT READY
A6	Kidnap Victim Returns Home					NOT READY
A7	Accident on Interstate					CUED
A8	Olympic Committee Corruption					NOT READY
A9	Oscar Nominees Announced					NOT READY
A10	Children's Group Headed to Washington					NOT READY

A new placeholder is created in the NewsQ Pro Assignment List Plug-in and is automatically linked and embedded into the script for this story.

You can then use the Assignment List Plug-in to edit properties for the new placeholder, such as category or type.

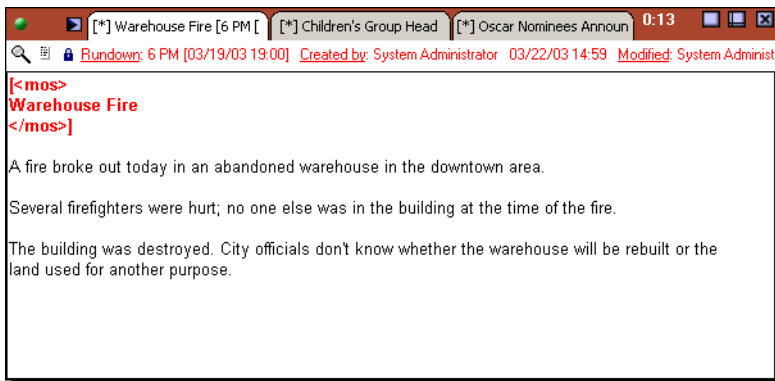
## Linking Clips to ENPS Manually

As an alternative to using the ENPS Auto Create feature, you can manually create placeholders and add them to your story scripts. For example, you would use this method to add an existing placeholder to your script.

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 in ENPS and open it.
3. Create a new placeholder using the NewsQ Pro Assignment List Plug-in, Assignment List Manager, or Housekeeper.  
See “Creating Placeholders” on page 19 for instructions.
4. Drag the new placeholder from the Assignment List Plug-in to the ENPS Editing Window.

NewsQ Pro  
clip information



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 in the box and click **OK**.

You must enter the channel label exactly as it was set up in NewsQ Pro.

The story is assigned to that channel and appears in the NewsQ Pro application in the “Assign” column.



## 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.

Queue Panel      Story Form      Story Panel

The screenshot displays the iNews software interface, divided into three main sections: Queue Panel, Story Form, and Story Panel.

**Queue Panel:** A table listing news items with columns for PAGE, TAL, SLUG, FORMAT, GRAFX, MOS, Clip Slug, Channel, Clip Dur, Clip Statu, Sub Event, and TIME.

PAGE	TAL	SLUG	FORMAT	GRAFX	MOS	Clip Slug	Channel	Clip Dur	Clip Statu	Sub Event	TIME
A04	D	GROUP HEADS TO WAS	REMOTE 1								0:21
A05	/	OLYMPIC COMMITTEE	PKG		NNYBM	Olympic Co		0:00			1:0:
A06	D	KIDNAP VICTIM	REMOTE								0:1:
A07		CAR ACCIDENT			NNYAM	Accident on		0:07			2:0:
A07 a	D	WAREHOUSE FIRE	VO		NNYAM	Warehouse		0:00			1:30
A08	T	HOMEOWNERS SPEAK	VO/SOT		NNYBM	Homeowner		0:09			0:4:
B00		BREAK 1									10:00

**Story Form:** A detailed view of a selected item (A07) with fields for Page, C, Shot, Tal, Slug, Format, GRAPHICS, Time, TRT, and Backtime. It also includes a text area for the story content.

**Story Panel:** A text area containing the story content for the selected item, starting with "A MINI-VAN CARRYING 5 PEOPLE WAS SMASHED FROM BEHIND BY A SPORT UTILITY VEHICLE STOLEN JUST MINUTES BEFORE FROM THE LOCAL HARDWARE STORE AT THE MALL. THE THIEVES, TWO TEENAGERS FROM THE LOCAL HIGH SCHOOL, HAVE BEEN CHARGED WITH DEVIATION FROM THE LAW AND..."

**Assignment List Plug-in:** A window showing a list of assignments with columns for S, Clip Name, Editorial Dura., Category, Type, Description, Clip ID, Date, and P.

S	Clip Name	Editorial Dura.	Category	Type	Description	Clip ID	Date	P
OK	Accident on Interstate	00:00:06.25	News	SOT		Tw0RQ7SK	4/15/2004	
OK	Childrens Group Headed to Washington	00:00:08.15	News	SOT		Tw06JRIH	4/13/2004	
OK	Homeowners Speak Out	00:00:08.27	News	SOT		Tw06C8LH	4/13/2004	
	Kidnap Victim Returns Home	00:00:00.00	News	SOT		Tw01RDIH	4/13/2004	
	Olympic Committee Corruption	00:00:00.00	News	SOT		Tw0107SK	4/13/2004	

NewsQ Pro Assignment List Plug-in



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## Chapter 2 *NCS Rundowns and NewsQ Pro*

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 in iNews.
3. Create a new placeholder in the NewsQ Pro Assignment List Plug-in, Assignment List Manager, or Housekeeper.  
See “Creating Placeholders” on page 19 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.
5. Click on a different line in the Queue Panel to save your changes.  
The placeholder links with the story and the clip name displays in the Clip Slug column in the iNews Queue Panel.

## Chapter **3**

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### ***Editing and NewsQ Pro***

News editors use the Assignment List Manager (ALM) 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 Media Server. A playlist is received from the NCS or a playback operator uses the clips in NewsQ Pro to create a playlist, and then controls the playback of clips to air.

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

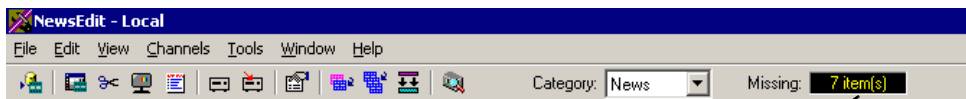
- Receive assignments from your producer
- Link a sequence with a NewsQ Pro placeholder
- Send completed sequences to a Media Server
- Create new clip placeholders
- Change clip assignments
- Update clips



## 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 Media Server.

The embedded 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. The standalone ALM runs on any computer in the network.



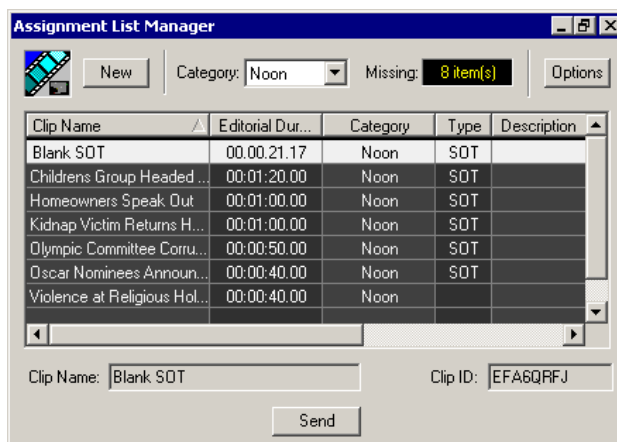
NewsQ Pro Assignment List Manager in NewsEdit toolbar

Standalone Assignment List Manager



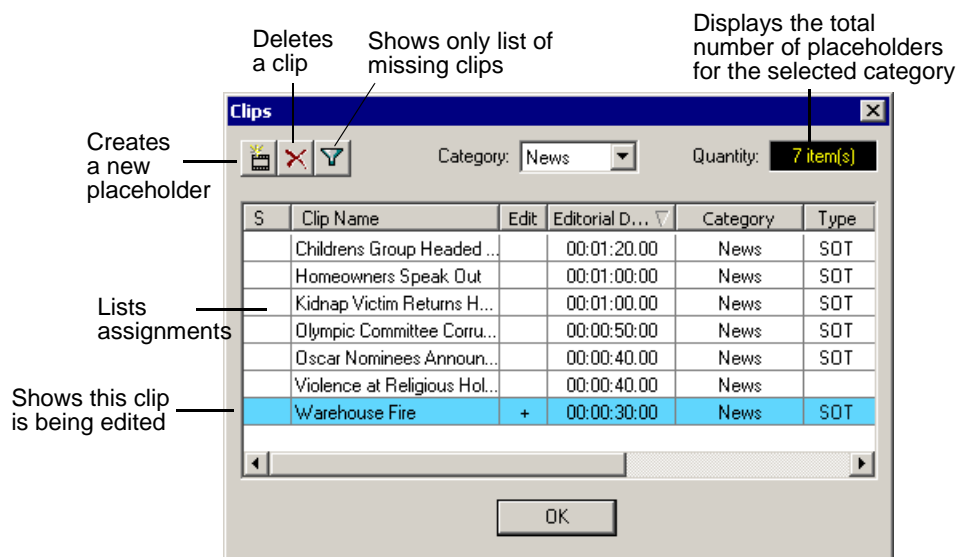
To see more detail for each story:

- In the standalone ALM, maximize the window:



## Tour of the Assignment List Manager

- In NewsEdit, 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 <b>OK</b> if a clip has been completed, sent to the Media 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 clip placeholder.
Edit	Edit status; displays <b>+</b> and highlights the row in blue if the clip is being edited by another editor. This field is automatically set when an editor links a placeholder in the Assignment List Manager to a sequence in NewsEdit. Automatically turns off when the sequence is sent to a Media Server.
Editorial Duration	The duration of the clip set when the placeholder was created. This estimated value will be changed later when media is associated with the placeholder.
Category	The category assigned to the clip; you can assign categories based on the editor to receive the assignment, for instance.
Type	The type of story or sequence an editor needs to create: Voice Over (VO), Sound on Tape (SOT), or other types set in SDB Server Options.
Description	Brief description of the clip an editor needs to create.



Column	Description
Clip ID	The clip ID, which is automatically defined when the placeholder is created.
Date	The date the placeholder was created.
P (Protected)	Protected status; displays <b>P</b> if the clip is protected, which prevents it from being erased or deleted from the database. Column is blank if the clip is unprotected.

## 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.

## Linking Sequences to NewsQ Pro Placeholders

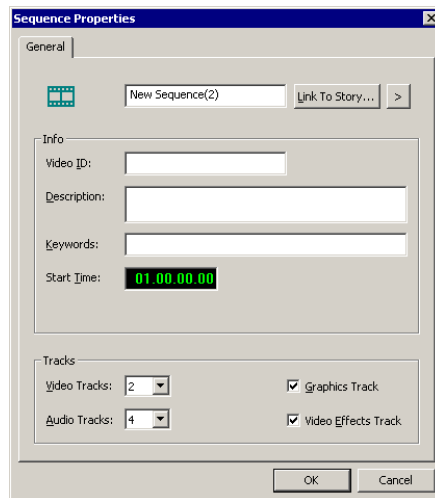
The Assignment List Manager displays the placeholders that need sequences to complete a news story. As you create a new sequence in NewsEdit, you can link it to a NewsQ Pro placeholder. Linking your NewsEdit sequence to a placeholder lets others in the newsroom know that a sequence is being edited.

To link to a NewsQ Pro placeholder:



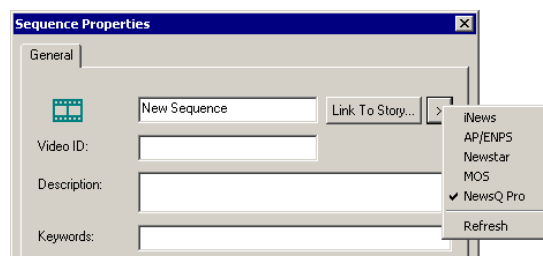
1. In NewsEdit, click the **New Sequence** button in the Bin toolbar.

The Sequence Properties window appears:



You can also use an existing sequence—open the sequence in NewsEdit, and click the **Story View** button in the main toolbar.

2. Click the arrow next to Link To Story and select NewsQ Pro.

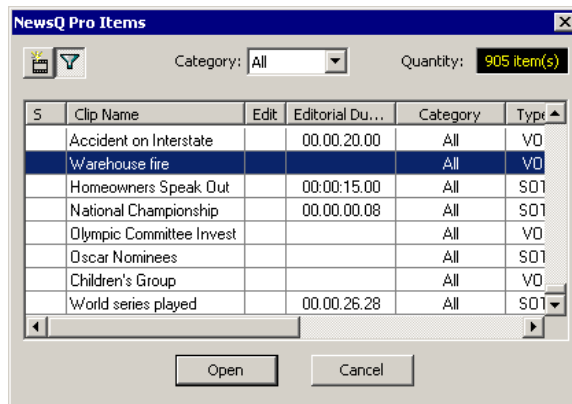




## Chapter 3 *Editing and NewsQ Pro*

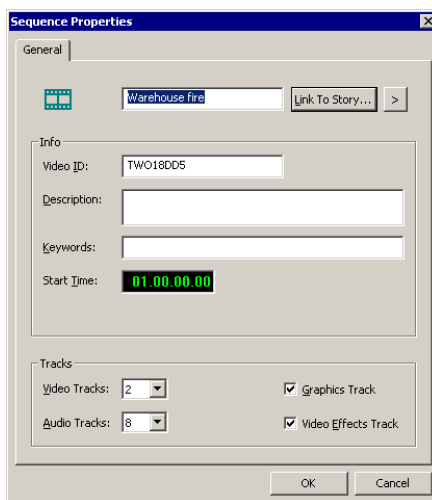
### 3. Click **Link to Story**.

The NewsQ Pro Items window appears, showing available placeholders:



### 4. Select the placeholder for your story and click **Open**.

The Sequence Properties window appears with the sequence name and Video ID filled in:



### 5. Click **OK**.

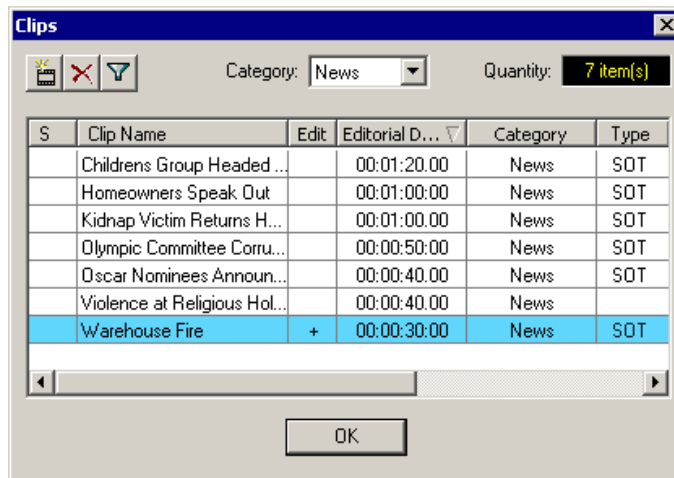
The Timeline opens so you can create your sequence.



---

*Linking Sequences to NewsQ Pro Placeholders*

The Assignment List Manager displays the placeholder as being edited:





## Sending Completed Clips

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

If you didn't previously link your sequence to a NewsQ Pro placeholder, you can do it before sending the clip.

To send a completed sequence:

1. Select the completed sequence in the NewsEdit Bin.

If you have the completed sequence open in NewsEdit, it is already selected; click **Save** before sending to make sure you send the latest version.

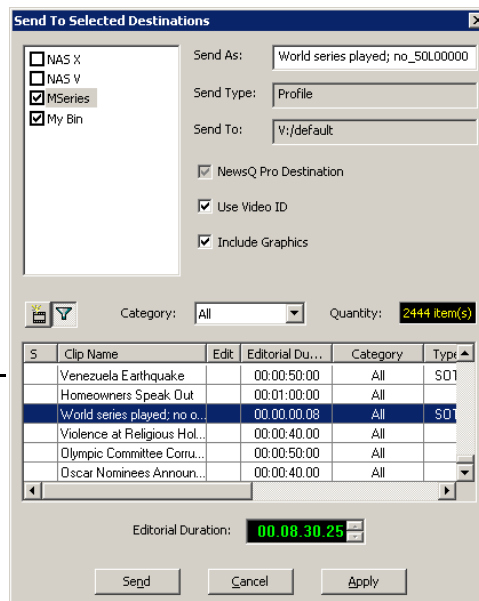


2. Press **F2** on the keyboard or click the **Send to File** button in the toolbar.

The Send To Selected Destinations window appears, displaying the list of open NewsQ Pro placeholders. If you linked the sequence to a NewsQ Pro placeholder, that placeholder is highlighted.

If not already selected, click the checkbox for your Media Server's location.

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





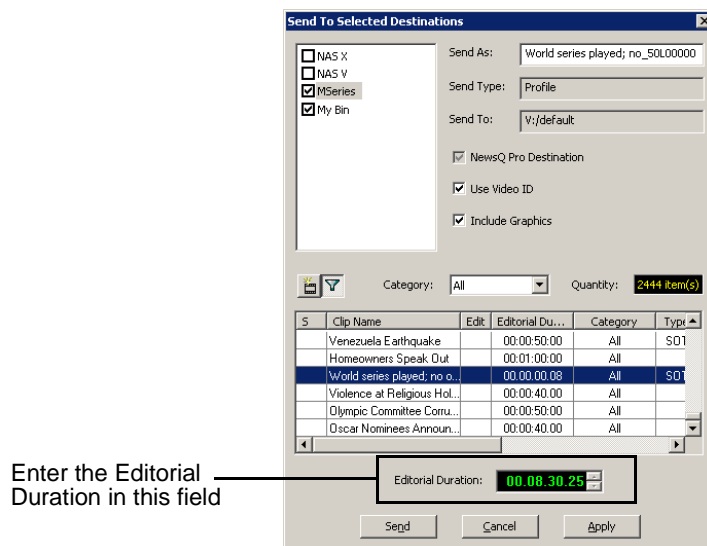
**NOTE:** *Toggling the Missing Clips Only button to off displays previously sent placeholders with media. You can also link a sequence to one of these placeholders, which overwrites the media with the new content.*

3. If you haven't linked the sequence to a placeholder, select one to assign to your completed sequence.

4. Enter an **Editorial Duration** for the sequence, if desired.

(Editorial Duration is only available with ENPS, not iNews).

When sending a linked story to a NewsQ Pro destination, you have the opportunity to change the Editorial Duration. To enter a duration, type it into the green timecode Editorial Duration field at the bottom of the window, not by changing the Editorial Duration property of the placeholder.



The duration is sent back to the Newsroom Computer System as the actual on-air duration of the sequence for more accurate rundown timing. If left unchanged, the total duration of the story is sent by default.

5. Click **Send**.

The clip is automatically sent to the Media 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** button.

The New Clip Properties window appears:

The screenshot shows a window titled "New Clip Entry" with a close button (X) in the top right corner. The window has a "Settings" tab selected. Inside the window, there are several input fields and checkboxes:

- Clip Name :** A text box containing "Warehouse fire".
- Story Type :** A dropdown menu with "SOT" selected.
- Category :** A dropdown menu with "5p" selected.
- Editorial Duration :** A dropdown menu with "Clip Duration" selected.
- Description :** A text box containing "Warehouse fire destroys valuable collection of incunabulae".
- Protected :** An unchecked checkbox.
- Being Edited :** An unchecked checkbox.

At the bottom of the window, there are two buttons: "OK" and "Cancel".

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.
- **Story Type**— If desired, specify whether this is a SOT (story on tape), VO (voice over), etc.

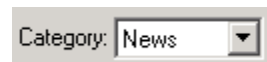
- **Description** — Enter a description for the placeholder to help identify the clip you need to create.
  - **Category** — Select a category from the drop-down menu. The category determines who receives the placeholder as an assignment. Selecting **ALL** makes the placeholder accessible to all editors who select **ALL** in their Assignment List Manager.
  - **Editorial Duration** — If desired, enter an estimated duration for the story or select one from the drop-down list. Once the clip is created the duration is automatically adjusted to the clip length. The editor can also enter an editorial duration that is less than the clip length, which is sent back to the NCS for show timing.
  - **Protected** — Check this box to prevent the clip from being deleted from the database.
  - **Being Edited** — Check this box to show that the clip for a placeholder is being edited. This field allows editors to easily see that a clip is already being worked on in another edit room.
3. Click **OK**.

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

## Changing a Clip Category

If you need to change a clip category:

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



3. Click **OK**.

The placeholder automatically appears on the edit workstation.



## 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**

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### ***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 NCS rundown or local NewsQ Pro playlist, 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 NCS 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



## Chapter 4 *Playing Clips to Air*

# 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 screenshot shows the NewsQ Pro application interface. The main window is titled "NewsQ Pro - [6 PM]". The interface is divided into several sections:

- Toolbar:** Located at the top left, containing icons for File, Edit, View, Tools, and Help, along with specific actions like New, Open, Save, Cut, Copy, Paste, Insert Video, Cue All, Play Next, Stop, Archive/Play, and Sync.
- Playlist:** A table with columns for "Th...", "Clip Name", "Story Slug", and "Duration". It lists various news items, with "Tiger Attack" and "Accident on Interstate" highlighted in yellow.
- Clip Browser:** A dockable window on the right showing a list of clips with icons and names like "minute 21", "omicron", "mu", "Kidnap Victim...", "kappa", "Oscar Nomine...", "Childrens Gro...", "omega", "Homeowners...", "rho", and "sigma".
- Rundowns:** A dockable window on the right showing a "Run-down" for "6 PM" and a "Playlist Overview" table. The overview table has columns for "S", "Page", and "Clip Name", listing items like "Warehouse Fire", "America Goes to...", "Tiger Attack", "Violence at Reli...", "Homeowners Sp...", "Kidnap Victim R...", "Accident on Inte...", "Olympic Commi...", "Oscar Nominees", and "Childrens Group".
- Channels:** A row of six channel windows at the bottom, labeled "Channel 1" through "Channel 6". Each window shows a video preview and a duration timer. Channel 1 shows "Tiger Attack" with a duration of 00:00:05:19. Channel 2 shows "Accident on Inter..." with a duration of 00:00:06:24. Channels 3, 4, 5, and 6 are currently empty.
- Playlist Overview:** A dockable window at the bottom right showing a summary of the playlist.

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













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.	<b>File   New Playlist</b> or <b>Ctrl + N</b>
 Open	Opens a saved local (.pls) playlist.	<b>File   Open Playlist</b> or <b>Ctrl + O</b>
 Save	Saves the current playlist as a local (.pls) playlist.	<b>File   Save Playlist</b> or <b>Ctrl + S</b>
 Cut	Cuts selected clips from the playlist to the clipboard.	<b>Edit   Cut</b> or <b>Ctrl + X</b>
 Copy	Copies selected clips from the playlist to the clipboard.	<b>Edit   Copy</b> or <b>Ctrl + C</b>
 Paste	Pastes clips from the clipboard into the playlist.	<b>Edit   Paste</b> or <b>Ctrl + V</b>
 Insert Video	Opens the Clip Browser, so you can add clips to the playlist.	<b>Ctrl + I</b>
 Cue All	Cues all channels specified in the automatic channel assignment starting with the currently selected story.	-----
 Play Next	Plays the next clip in the playlist.	<b>Spacebar</b> (if enabled) and external GPI
 Stop	Stops playing all clips.	-----
 Archive Play	Puts the NewsQ Pro application into Archive Play mode, which lets you archive stories to tape.	-----
 Sync	When sync has been broken with the NSC rundown, such as by reordering stories, re-syncs the NewsQ Pro playlist with the NCS.	-----



## Chapter 4 *Playing Clips to Air*

### Playlist

Th...	Clip Name	Channel	Story Slug	Duration	ID	Status	Assign
	>< COLD WEATHER		COLD WEATHER	00:00:03.01	KBTVJ7V2	Played	
	EXPLODING WHALE	B	EXPLODING WHALE	00:00:13.19	KBTVLJW2	Cued	
	Auto Ax-VO		Auto Ax-VO	00:00:13.19	KBTVMFZ2	Played	
	BEAVERTON FIRE	A	BEAVERTON FIRE	00:00:08.01	KBTVHIR2	Cued	
	Seattle Monorail-VO		Seattle Monorail-VO	00:01:29.28	KBTV088B		
	SW protests-VO		SW protests-VO	00:00:40.26	KBTVTIZ6		
	Celebrity Buzzrds		Celebrity Buzzrds	00:00:17.16	KBTVORSZ		
	Golf Highlights		Golf Highlights	00:01:04.29	KBTV1TUZ		
	Coffee prices rising		Coffee prices rising	00:00:13.23	KBTV25WZ		
	Sci Fi Marathon		Sci Fi Marathon	00:00:59.29	KBTV3RWZ		

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 <b>Thumb</b> column heading or select <b>View   (Small) or (Large) Thumbnail</b> . 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. A Scissors icon appears next to a clip that has been trimmed.
Story Slug	Displays the name of the story from the NCS rundown.
Duration	Displays the clip length, the full duration of the media, not the editorial duration.
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 <i>Freeze Page Numbers</i> for the rundown properties in ENPS.
Status	Displays the available channels and the status of the clip: <ul style="list-style-type: none"> <li>- [Blank] — Clip has not yet been cued.</li> <li>- Cued — The clip is cued to a specific channel and is ready to play.</li> <li>- Roll — The clip is playing to air.</li> <li>- Stopped — The clip has been manually stopped during play.</li> <li>- Played — The clip has finished playing.</li> </ul>
Channel	Displays the channel in which a clip is currently cued or playing.

<b>Column</b>	<b>Description</b>
Assign	Displays the channel assigned through the NCS or NewsQ Pro. Allows you to assign a clip to a channel, overriding automatic channel assignment. This column is blank with Soft Channel Assignment.
ID	Displays the clip ID, which is automatically set when you create the placeholder.
Description	Displays any descriptive text entered in placeholder properties.

You can rearrange the order of the columns in the playlist by dragging the title of the column to a new location. To restore all columns to their default position, choose **Tools | Reset Playlist Columns**.

You can also resize the columns by dragging to expand or shrink the column name.

### **Understanding Playlist Colors**

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

<b>Row Background Color</b>	<b>Description</b>
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.
	Sets an in-mark to begin trimming the clip. A Scissors icon appears next to the clip name in the playlist to indicate a trimmed clip.
	Sets an out-mark to end trimming the clip.
	Clears both the in- and out-marks from the clip.
	Previews the last few seconds of the clip and immediately recues. (The number of seconds that previews is determined by your studio's needs.)

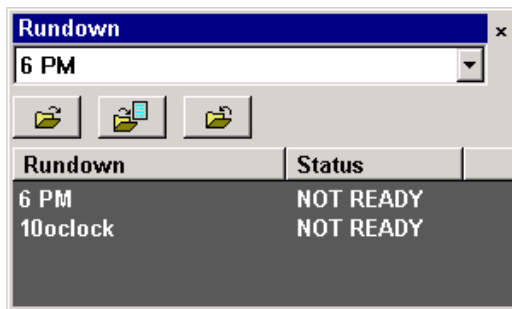


This symbol indicates that the Media Server is no longer connected to a channel. Check the following possible problems; you cannot remotely control the Media Server while this symbol is present:




- There is no physical serial cable connection between NewsQ Pro and the Media Server used for playout.
- COM ports are set incorrectly in the NewsQ Pro Channel Configuration; see “Setting Channel Configuration” on page 93.
- Playout channels on the Media Server are not set to use remote protocol.



## Rundowns



The rundown area displays the open rundowns and their status, a list of available rundowns, 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.

The status displays READY when the “MOS Ready to Air” property is enabled for a rundown through ENPS. The Status column is not used with iNews; the column can be resized off of the screen if desired.

You can open up to five 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 scroll to other parts of the playlist without disrupting the view in the main playlist window.

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



## 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.

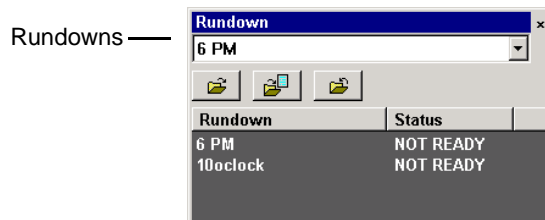
### Linking to a NCS Rundown

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.

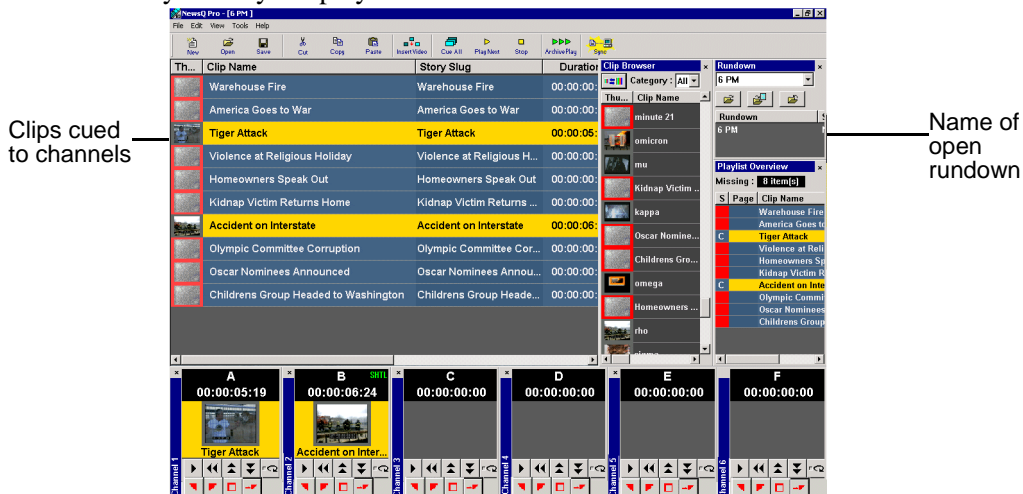
To open an NCS rundown:



- 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 **Autocue on Loading Rundown** is enabled (see “Setting Cue and Chain Options” on page 98). 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 five rundowns in the playlist at one time.

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

Appended Rundown Adds Here

To remove a rundown from a playlist:

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



The rundown is removed from the playlist.



### Previewing Other Rundowns

If you need to look at another rundown, you can open it without disrupting the current NewsQ Pro playlist.

To preview a rundown:

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

The Rundown Preview window appears.

2. Select a rundown from the Rundown drop-down list.

The Rundown Preview window displays all placeholders and completed clips for the rundown. 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.

Shows how many clips are unavailable for playback

Indicates a clip is not complete

S	Clip Name
■	Warehouse Fire
■	America Goes to War
	Tiger Attack
■	Violence at Religious Holiday
■	Homeowners Speak Out
■	Kidnap Victim Returns Home
■	Accident on Interstate
■	Olympic Committee Corruption
■	Oscar Nominees Announced
■	Childrens Group Headed to Washington



**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. If the Clip Browser isn't open, 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 the main playlist 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.

You can drop clips that are ready and also empty placeholders to which media will be sent later.



### Saving Local Playlists

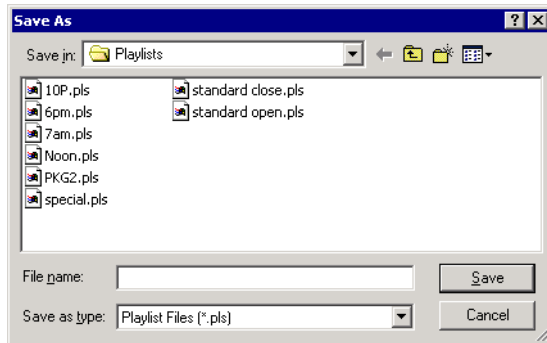
Sometimes you need to create a playlist that you can use over again. For example, you could create a playlist for a 6 PM broadcast and then modify it for the 10 PM broadcast. To use a playlist again, you need to save it and reopen it later to make changes.

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.

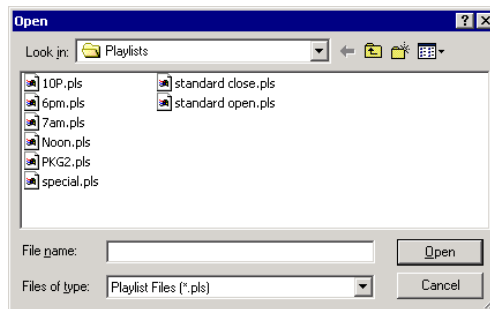
To save a playlist with a different name, select **File | Save As**, enter a new filename, and click **Save**.

You can also save an NCS rundown as a local playlist. This creates a “snapshot” of the current state of the rundown. If the rundown is then changed on the NCS and you need to revert to the previous version, you can open the local .pls version.

## Opening Saved Playlists



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.

## Appending a Playlist

If you want to add another local playlist, you can append one to the current playlist in NewsQ Pro. To append a playlist:

1. Select **Append Playlist** from the File menu.  
The Open window appears.
2. Select the playlist you want to append by browsing to a .pls file, and click **Open**.  
The playlist appends to the end of the open playlist in NewsQ Pro.

## Exporting a Playlist

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

To export a playlist:

1. Select **Export Playlist** from the File menu.  
The Save As window appears.
2. Enter a name for the playlist and click **Export**.  
The playlist is saved as a .CSV file. You can import the .CSV file into a



## Chapter 4 *Playing Clips to Air*

spreadsheet program that supports comma delimited format and it sorts the playlist data into columns.

### 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 also chain clips through your NCS through the Auto-Chain feature.

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 98 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.

Clips chained together

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

To unchain clips:

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

The unchained clips remain in the playlist as independent clips.

## Cueing and Playing Clips

Once you have 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 if the Auto Cue on loading Rundown option is on, 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.



- **Set Mark In**— Marks the starting point of the trimming of the clip.



- **Set Mark Out**— Marks the end-point of the trimming of the clip.



- **Clear Marks**— Clears all the trim marks on the clip.



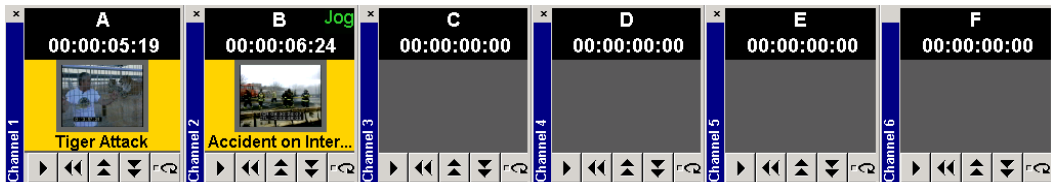
- **Preview Out Cue** — Cues the clip to automatically play the last few seconds of the clip and immediately recue. (The number of seconds that is previewed is determined by your studio's needs.) You cannot set preview out cue while the cue is playing.



## Chapter 4 *Playing Clips to Air*

### Using the Jog Feature

If you need to change the start position of a cued clip, you can jog to the desired frame. When you cue a clip into a channel, the jog indicator displays; if you cue more than one channel at a time, jog appears in the last cued channel.



To move Jog to another channel, click **Play** then click **Stop** in the desired channel.

To jog through the clip, use the left and right arrow keys to step through 1 frame at a time, and use Ctrl + the arrow keys to step through 10 frames at a time.

When you play the clip, the clip starts at the new position.



## Playing Clips

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

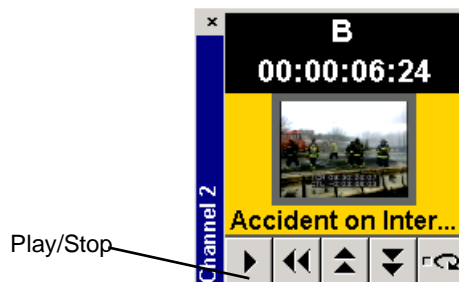
To play a clip:

1. If not already cued, cue the clip to the desired channel.

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



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



The Play 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 GPI Inputs” on page 94 and “Defining Function Keys” on page 101 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 (see “Configuring Archive Play” on page 99). You can also change the Archive Black duration on that tab; NewsQ Pro rolls five seconds of black between each archived clip by default. You need to create a black clip file—see section titled *Recording a Black Clip File* below for instructions.

To play a clip to archive:



Archive Play



Cue All



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** button 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\log\ArchivePlay.log). Each line includes the Date, Time (start time to the nearest second), Rundown Name, Clip Name, Clip ID, and Duration.

Each time you enable Archive Play, you can choose whether to clear the existing log file or append the new data.

## **Recording a Black Clip File**

In order to archive clips, you need to create a file called “**BLACK**” that contains black video. You can record the file in two ways—using NewsEdit or the M-Series iVDR.

### **Using NewsEdit**

1. Create a new sequence named **BLACK**.
2. Right-click in the Timeline and select **Insert Filler**, enter a 10 second duration, and click **OK**.
3. Save and close the file.
4. Send the file to the default bin of your playout server.

### **Using the M-Series iVDR**

1. Pull the input source on R1 input (make sure you don’t have a video feed on R1).
2. Click **New Clip** and name it **BLACK**.
3. Press the Record button and record for approximately 10 seconds.
4. Press the Stop button.
5. Eject **BLACK** from the record channel.

***NOTE:** The file **BLACK** needs to be in the bin used for playout of clips (normally V:/default bin) in order to work properly.*



## 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 Thumb 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, category, and editorial duration, which are not shown in the playlist.

To display clip properties:

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

The Clip Properties 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 remove a clip assignment, right-click the clip and select **Unassign Clip**.

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

- Drag the clip to the channel you want.

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

If you are using a local playlist (not associated with an 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 91 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 also 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. If the Clip Browser isn't open, Click **Insert Video**.

The Clip Browser appears, displaying all available clips.

Thu...	Clip Name	Clip ID ▲	Duration	In Use	Category ▲
	50speed	H0210000	00.00.06:02		All
	Violence at Re...	H0U00000	00:00:00:00	✓	All
	minute 21	I0P00000	00.01.21:28		All
	Kidnap Victim ...	K0A10000	00:00:00:00	✓	All
	Oscar Nomine...	L0Z00000	00:00:00:00	✓	All
	Childrens Gro...	MON10000	00:00:00:00	✓	All
	Homeowners ...	N0300000	00:00:00:00	✓	All

2. Drag a clip into the Playlist window. To append the clip to the bottom of the playlist, drag the clip onto the 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. You will be prompted for whether to save changes as a local playlist before re-syncing.

**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 <i>channel_name</i>	Assigns the selected clip to <i>channel_name</i> for playback. Choose <b>Tools   Options   Channel Configuration</b> to change channel names; you may configure up to six channels.
Unassign Clip(s)	Removes the channel assignment from the selected clip(s).
Mark Played	Marks the currently selected clip(s) as played.
Unmark Played	Removes the played status from the currently selected clips.
Unmark All Played	Removes the played status from all clips marked played.
Chain Clips	Chains two or more selected clips together for continuous playback.
Unchain Clips	Unchains the selected clips.
Properties	Displays the properties of a selected clip.



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*Chapter 4 Playing Clips to Air*



## Chapter **5**

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### ***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 Media 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 Media Server
- Move clips for archiving



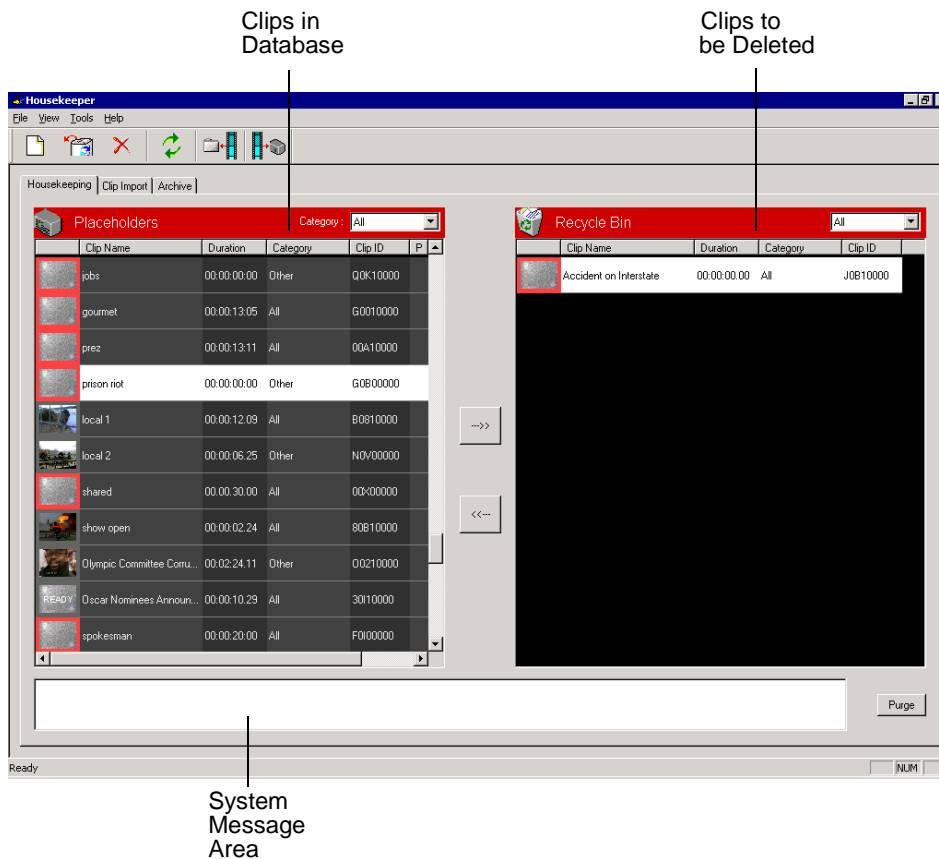
## Tour of the Housekeeper Utility

The Housekeeper utility typically runs on the same computer as the NewsQ Pro application, but can be installed separately on another system as well. The Housekeeper utility consists of the Housekeeping tab, the Clip Import tab, the Archive 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 the media server database.

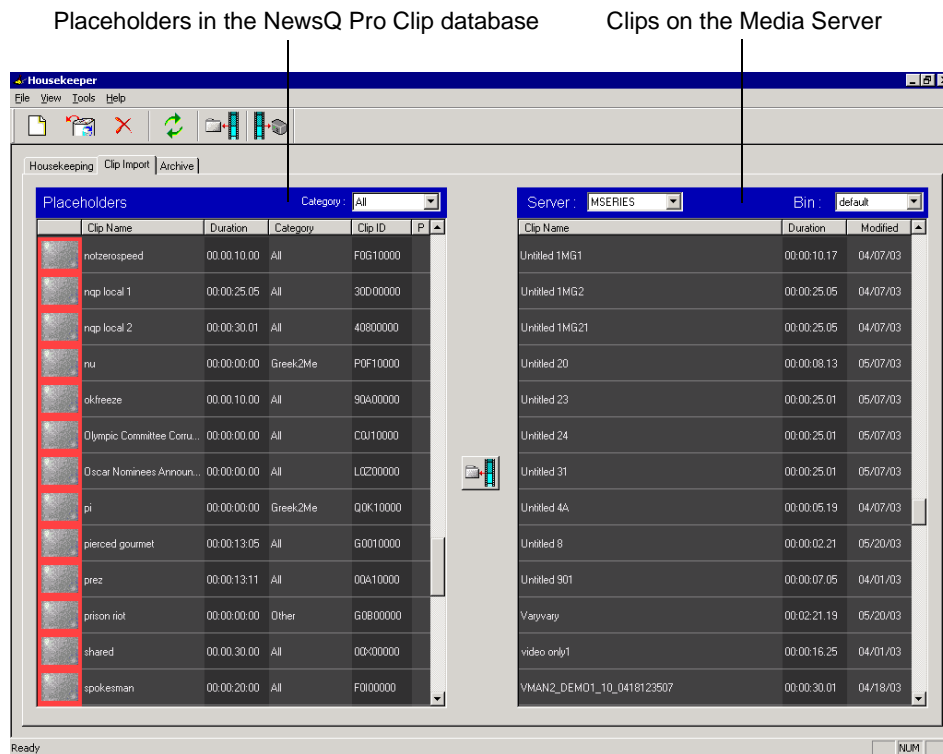
The Housekeeping tab displays the clips in the database, a Recycle Bin with clips to be deleted, and a system message area.



## The Clip Import Tab

You use the Clip Import tab to associate existing clips on a Media Server with NewsQ Pro placeholders. Once you import a clip to the database you can use it in playlists.

The Clip Import tab displays empty placeholders in the NewsQ Pro database and available clips on the Media Server that you can import.





## Chapter 5 Managing Clips

### The Archive Tab

You use the Archive tab to copy selected clips from a Media Server's playout bin to a Media Server's archive bin so the clips can be archived for more permanent storage. When you archive a clip, it is renamed with a long name consisting of clip name followed by the clip ID.

The Archive tab displays the ready clips in your database and the archive bin on the Media Server.

Clips in the NewsQ Pro Clip database      Clips in the archive bin







Clip Name	Duration	Category	Clip ID	P
Accident on Interstate	00:00:06.25	All	F0800000	
alpha	00:00:15.00	Greek2Me	C0400000	
created in Hk 15	00:00:02.23	All	A0R00000	
death	00:00:09.10	All	20R00000	
Domna2	00:00:04.25	All	10R00000	
h3w	00:00:06.08	All	70M00000	
JC02	00:00:08.27	News	30Q00000	
job	00:00:03.20	All	00N00000	
kappa	00:00:03.20	Greek2Me	L0B00000	
lambda	00:00:13.12	Greek2Me	D0B00000	
l	00:00:11.01	All	40300000	
lagen	00:00:10.29	All	60E00000	
lowenbrau	00:00:06.08	All	80800000	

Clip Name	Duration	Modified
3-20-03a_10C00000	00:00:16.21	03/20/03
3-20-03b_20000000	00:00:05.01	03/20/03
3-20-03c_30C00000	00:00:06.25	03/20/03
AAAq@H\$% (L+QQQ_Q_20L00000	00:00:10.29	05/19/03
h w_70M00000	00:00:06.08	05/19/03
Jell1_D0H00000	00:00:03.16	04/01/03
Jell2_E0<00000	00:00:03.16	04/01/03
Jell3_F0J00000	00:00:03.16	04/01/03
job_00N00000	00:00:03.20	05/14/03
I gen_60E00000	00:00:10.29	05/19/03
I wenbr_u_80800000	00:00:06.08	05/19/03
remote_00C10000	00:00:07.00	03/20/03
send3_00710000	00:00:07.02	04/16/03

## Toolbar

The toolbar lets you access common Housekeeper functions:



Icon	Description
	Creates a new placeholder in the NewsQ Pro clip database.
	Allows you to restore a deleted clip from the Recycle Bin.
	Deletes the selected placeholder from the clip database and moves it to the Recycle Bin, as well as its media from the Media Server.
	Refreshes the view of the clip database.
	Links the selected Media Server clip to the selected placeholder in NewsQ Pro. (This feature is enabled only on the Clip Import tab).
	Copies the selected clip into an archive bin on the Media Server. (This feature is enabled only on the Archive tab).



## 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 the placeholder from the NewsQ Pro database and the corresponding media from the Media Server.

## 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(s) you want to delete.
2. Click the right arrow or drag the clip(s) from the Clips area to the Recycle Bin.



The clip(s) move to the Recycle Bin.

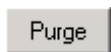
To move more than one clip at a time, hold down the **Ctrl** key while selecting clips and then drag the files into the Recycle Bin. You can also select a consecutive range of clips by holding down the **Shift** key, clicking the first clip in the range, and then clicking the last clip in the range.

**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 database and the Media Server.

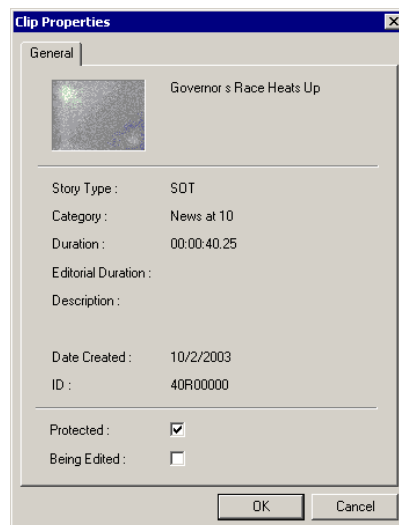
## Unprotecting a Clip

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 Media Server Only

You can delete clips from the Media Server without deleting the placeholder from the NewsQ Pro database.

Rather than deleting clips, if you want to update a clip after it has been sent to a Media Server for playback, you can overwrite it by associating the new sequence with the same placeholder. See “Sending Completed Clips” on page 36 for details.

To remove a clip only from the Media Server while leaving its placeholder intact:

1. On the Housekeeping tab, right-click on the clip you want to remove.
2. Choose **Delete from media servers**.

The clip is removed from the Media Server and appears as “Missing” in the Assignment List Manager. In the Housekeeper Placeholder list, the placeholder remains but the thumbnail is empty with a red box around it.

***NOTE: If the media fails to delete, make sure it is not Protected and is not currently cued to a channel in NewsQ Pro.***

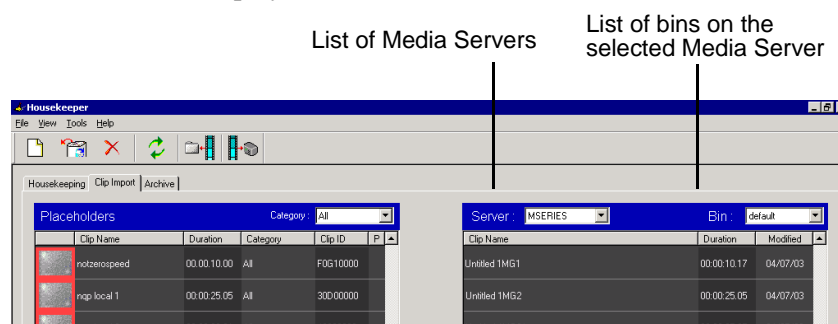


## Importing Clips

With the Housekeeper utility, you can import clips from Media Servers. You associate these clips with a NewsQ Pro placeholder for use in your broadcast.

### Importing Clips from a Media Server

Importing clips from a Media Server provides a greater selection of video footage from which to choose. Imported clips are copied into your database and into the Media Server's playout bin.



To import a clip:

1. Select a placeholder in the left pane.
2. Select the **Server** and the **Bin** you want to import from in the right pane.
3. Click **Associate media clip with placeholder**.



The Transfer Monitor appears showing transfer progress. The Server clip is linked to the NewsQ Pro placeholder.

**NOTE:** *Clips imported with this method won't show a headframe thumbnail in NewsQ Pro or in Housekeeper; instead, these clips display "READY".*

You can also import clips using one of these methods:

- Drag a clip from the right pane to the NewsQ Pro placeholder list.
- Drag a clip from the right pane to an empty position in the left pane.

To create a new placeholder, highlight a clip in the right pane (with nothing selected in the left pane) and click **Associate media clip with 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:

The screenshot shows a dialog box titled "New Clip Entry" with a close button (X) in the top right corner. The dialog has a "Settings" tab. It contains the following fields and controls:

- Clip Name: A text input field.
- Story Type: A drop-down menu.
- Category: A drop-down menu.
- Editorial Duration: A drop-down menu with "Clip Duration" selected.
- Description: A text input field.
- Protected: A checked checkbox.
- Being Edited: A checked checkbox.
- At the bottom: "OK" and "Cancel" buttons.

2. Enter the clip information:

- **Clip Name** — Enter a placeholder name. The name identifies the placeholder in the Assignment List Plug-in (in the NCS), the Assignment List Manager (in the NewsEdit system or standalone), and in the NewsQ Pro playlist.
- **Story Type** — Select a Story Type from the drop-down menu. Story types are set in the SDB Server Options; see “Setting General Options” on page 107 for details. Default story types are **SOT** (Sound On Tape) or **VO** (Voice Over). You can also leave this field blank.
- **Editorial Duration** — Enter a duration for the placeholder or select one from the drop-down list. The Editorial Duration is an optional value you can set for an estimated on-air duration of the clip that is changed to a more precise value later. Once media is associated with the placeholder, the Editorial Duration is adjusted to the clip length unless the editor

changes it.

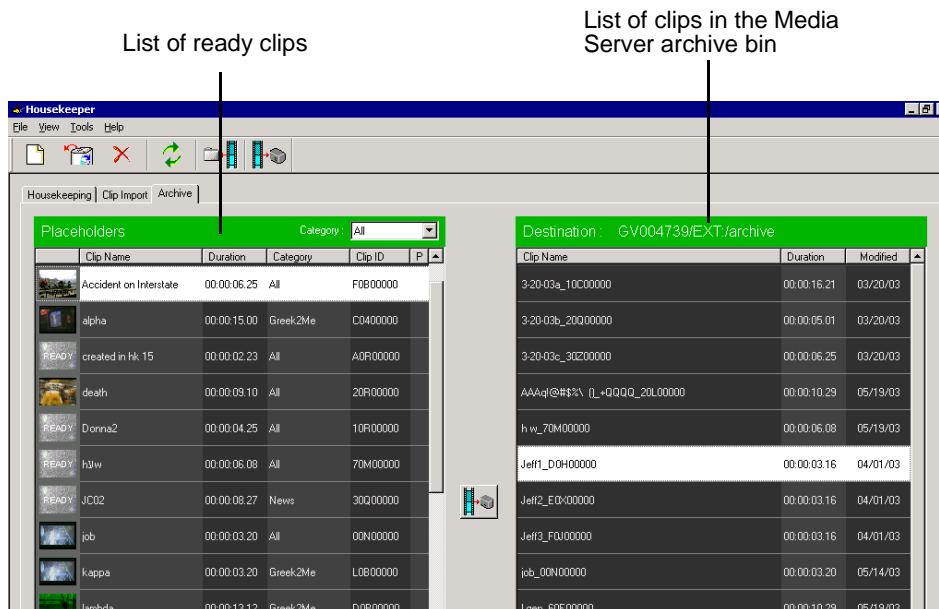
- **Category** — Select a category from the drop-down menu. The category determines how stories are grouped and sorted.
  - **Description** — Enter a description for the placeholder. The description helps news editors identify the clip they need to create.
  - **Protected** — Check this box to prevent the clip from being erased or deleted from the database.
  - **Being Edited** — Check this box to indicate when the sequence for a placeholder is currently being edited. This field allows users to easily determine that a clip is already being worked on. When checked, these areas designate that the clip is Being Edited: the clip in the NewsQ Pro playlist and in the Assignment List Manager turns blue, and the text for the clip in the standalone Assignment List Manager turns blue.
3. Click **OK**.

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



## Archiving Clips

You can use the Housekeeper utility to copy NewsQ Pro placeholders to an archive bin on the Media Server.



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 Transfer Monitor appears showing transfer progress and the clip is copied to the archive bin on the Media Server.

## Appendix **A**

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### ***Installing and Configuring NewsQ Pro***

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

This appendix discusses how to:

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



## Installing NewsQ Pro and Components

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

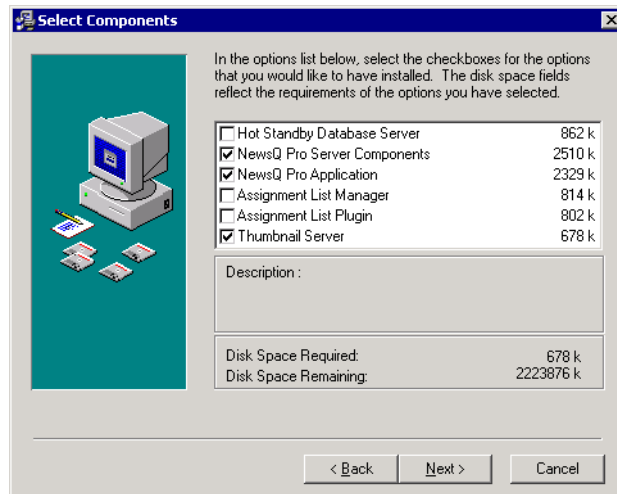
Component	Machine where you install it...
NewsQ Pro application	NewsQ Pro computer
Thumbnail Server	<i>NOTE: If you are using an M-Series iVDR or K2 as your media server, you don't need to install the Thumbnail Server.</i>
NewsQ Pro Server Components: <ul style="list-style-type: none"><li>• XMOS Server</li><li>• SDB Server</li></ul>	
Housekeeper Utility	Recommend installing on the NewsQ Pro computer.
Assignment List Manager (standalone version)	Non-NCS computers, usually used by Newsroom Producers.
Assignment List Plugin	All NCS client computers. See "Installing the Assignment List Plug-in" on page 83 for specific installation instructions.
Hot Standby Database Server	Optional; install on a PC on the same network as the NewsQ Pro computer.
X-keys Jog/Shuttle Controller	Optional; install on the NewsQ Pro computer. See "Installing the X-keys Jog/Shuttle Controller" on page 88 for specific installation instructions.

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 **SetupNewsQPro.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. At the Select Server Type screen, select the Media Server you are using: **M-Series/K2, Profile, or NewsQ.**

If the Media Server choices are grayed out, it means that the version you are installing only supports one type of server.

6. Click **Next** twice to start the installation.

7. Click **Finish** at the Installation Complete screen.

8. Configure each component:

NewsQ Pro application	See “Configuring the NewsQ Pro Application” on page 89.
Thumbnail Server	See “Configuring the Thumbnail Server” on page 112.
Housekeeper	See “Configuring the Housekeeper Utility” on page 114.
XMOS Server	See “Configuring the XMOS Server” on page 113.
SDB Server	See “Configuring the Simple Database (SDB) Server” on page 108.
Assignment List Manager	See “Configuring the Standalone Assignment List Manager” on page 117.



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*Appendix Installing and Configuring NewsQ Pro*

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X-keys Jog/Shuttle controller	See "Defining X-keys" on page 104.
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## Installing the Assignment List Plug-in

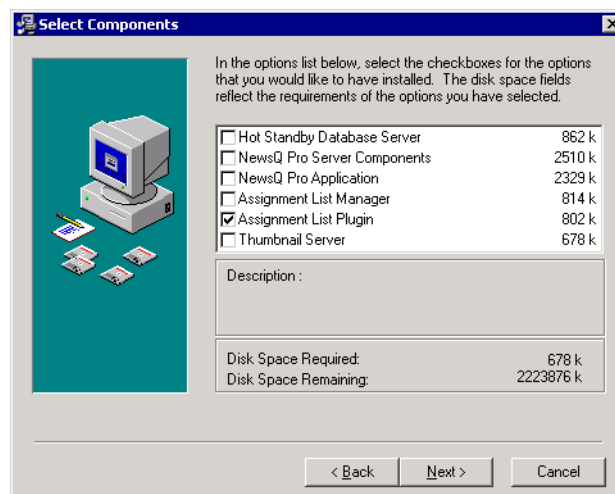
The Assignment List Plug-in needs to be installed on each NCS computer that needs to access it. You can install this plug-in on each computer using the installation CD, or you can create a network installation from which you can install the plug-in on multiple computers using the same configuration file.

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

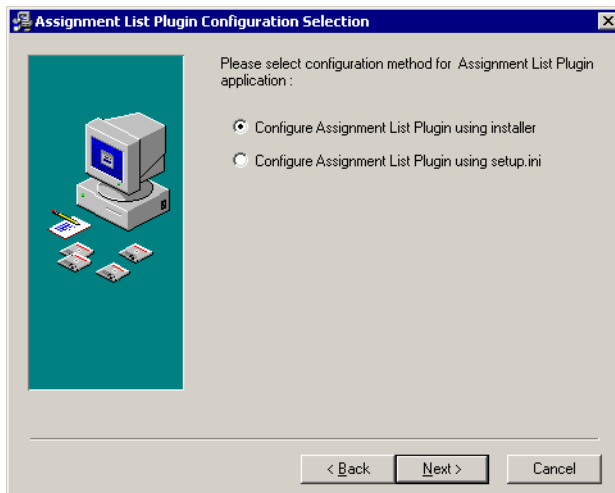




Appendix *Installing and Configuring NewsQ Pro*

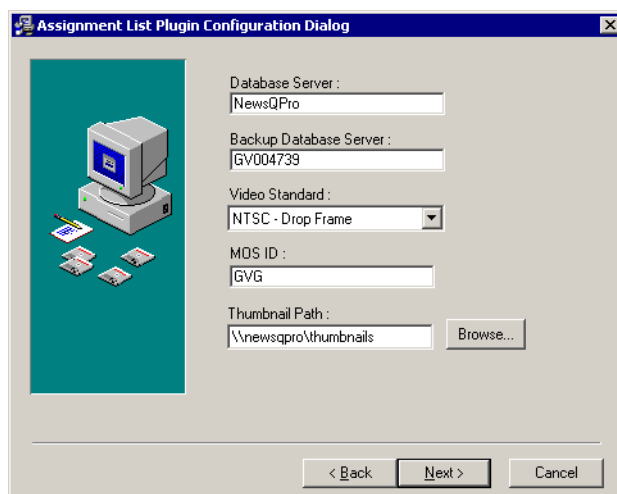
4. At the Select Components screen, check the **Assignment List Plugin** checkbox and click **Next**.

The Assignment List Plugin Configuration Selection screen appears:



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

The Assignment List Plugin Configuration Dialog screen appears:



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*Installing the Assignment List Plug-in*

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 primary SDB Server).
Backup Database Server	Enter the name of the server hosting the Hot Standby Database Server, if you have one.
Video Standard	Select a video standard: <b>PAL, NTSC - Drop Frame, or NTSC - Non-drop Frame.</b>
MOS ID	Enter your MOS ID; in ENPS, the MOS ID appears under <b>ENPS   System Maintenance   MOS Configuration</b> in the ID column.
Thumbnail Path	Enter the full path to the thumbnail directory on the computer where thumbnails are stored, in the format <b>\\server\foldername</b> ; usually, \\newsqpro\thumbnails on the NewsQ Pro computer.  This path needs to match the path set in NewsEdit—Tools   Options   NewsQ Pro   Thumbnails Path.

7. Click **Next** twice.

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



### Using a Configuration File

If you 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, **SetupNewsQPro.exe**, from the CD onto your network.
2. Using a text editor such as Notepad, create a file called **setup.ini** similar to this example:

```
[AssignmentListPlugin]
DatabaseServer=newsqpro
BackupDatabaseServer=backup_system
MosID=gvq.nqp.mos
ThumbnailPath=\\newsqpro\thumbnails
VideoStandard=1
UnicodeDragDrop=1
```

Name	Description
DatabaseServer	The name of the server hosting the NewsQ Pro database (primary SDB Server).
BackupDatabaseServer	The name of the server hosting the backup NewsQ Pro database (backup SDB Server).
MOSID	Your MOS ID; in ENPS, the MOS ID appears under <b>ENPS   System Maintenance   MOS Configuration</b> in the ID column.
Thumbnail Path	The full path to the thumbnail directory on the computer where thumbnails are stored, in the format <b>\\server\foldername</b> ; usually, \\newsqpro\thumbnails on the NewsQ Pro computer. This path needs to match the path set in NewsEdit—Tools   Options   NewsQ Pro   Thumbnails Path.
VideoStandard	Your video standard: <b>0</b> for PAL, <b>1</b> for NTSC - Drop Frame, or <b>2</b> for NTSC - Non-drop Frame.
UnicodeDragDrop	The Newsroom Computer System you are using: <b>0</b> for iNews or <b>1</b> for ENPS.

3. Save the file in the directory with the SetupNewsQPro.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 **SetupNewsQPro.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.

### **Using a Batch File**

You can also create a batch file to automatically install the Assignment List Plug-in using the setup.ini file.

To create the batch file:

1. Create a text file named **setupALP.bat**.
2. In the file, put this text:  

```
setupnewsqpro.exe /ALP
```
3. Save the file into the same directory as the NewsQ Pro installer and your setup.ini file.

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

- Double-click **setupALP.bat**.

The batch file runs and installs the plug-in.



## Installing the X-keys Jog/Shuttle Controller

Once you have installed NewsQ Pro and the other components, you can install the optional X-keys Jog/Shuttle controller. NewsQ Pro has been designed to work with the X-keys Jog/Shuttle controller only. Do not use any other type of controller.

1. Plug the X-keys Jog/Shuttle controller into a USB connector on the NewsQ Pro machine.
2. On the NewsQ Pro machine, insert the X-keys Macro Works installation CD and follow instructions. Do not check the box to put shortcuts on the desktop.

*If AutoRun is not enabled on your CD-ROM drive, find the file "ainstall.exe" on the installation CD and run it.*

3. Reboot the computer when prompted.
4. When the installation has completed, the X-keys Macro Maker and Macro Manager windows automatically pop up. Close these windows. NewsQ Pro comes with a pre-configured X-keys layout.
5. Start NewsQ Pro.
6. In the NewsQ Pro Tools menu, select **Options**.
7. Select the **X-keys** tab.
8. Verify the "Enable X-keys" box is checked and click **OK**.

Now you can use the X-keys Jog/Shuttle controller. A default layout has been provided with pre-configured X-keys. You can customize the X-keys to suit your needs. For more information on the X-keys configuration, see "Defining X-keys" on page 104.

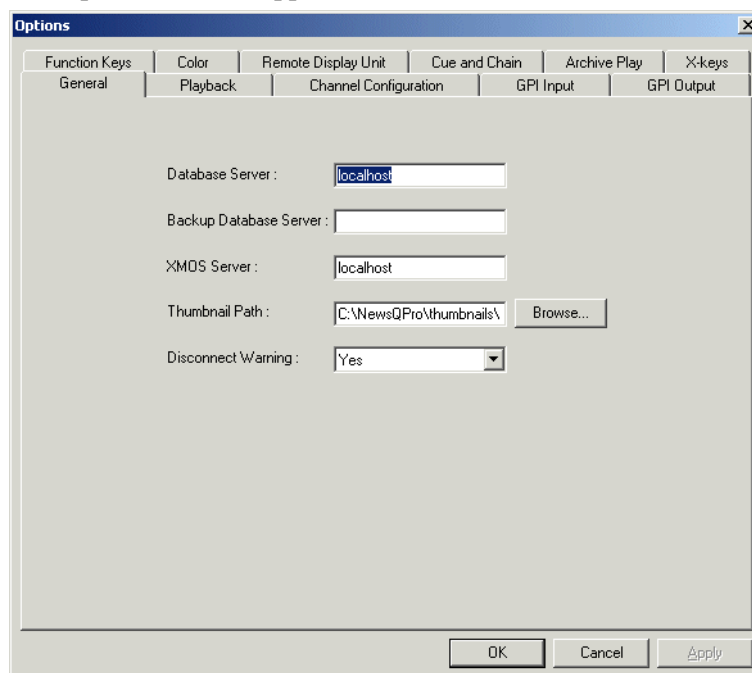
## Configuring the NewsQ Pro Application

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**.

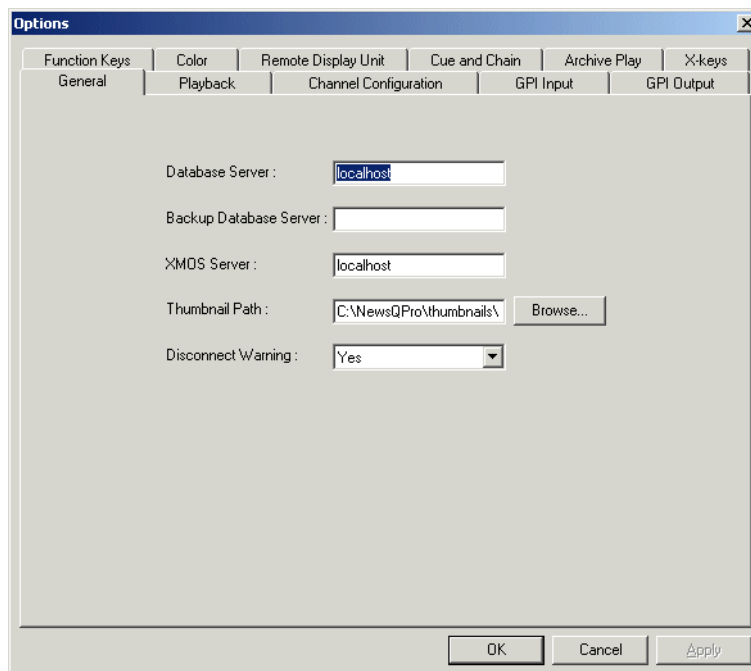
The Options window appears:



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.



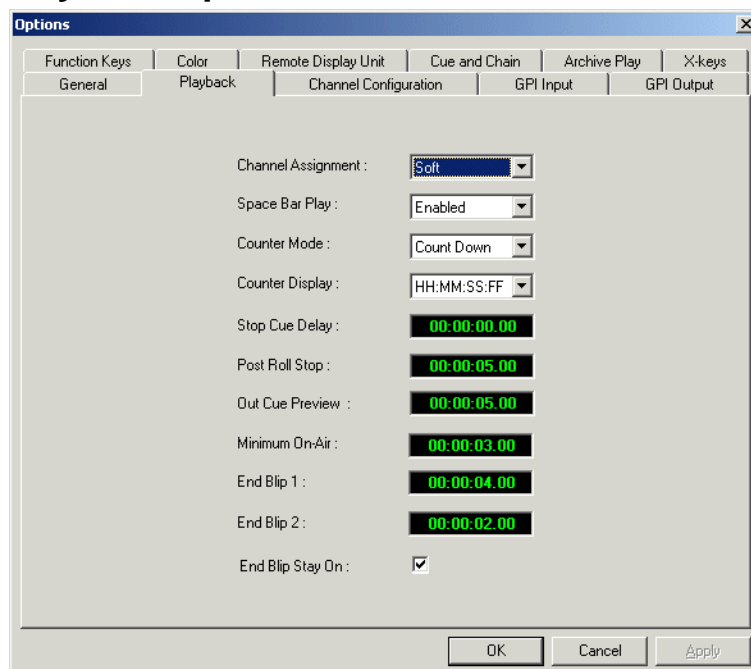
## Setting General Options



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 full path to the thumbnail directory on the computer where thumbnails are stored, in the format <b>\\server\foldername</b> ; usually, <b>\\newsqpro\thumbnails</b> on the NewsQ Pro computer.  This path needs to match the path set in NewsEdit—Tools   Options   NewsQ Pro   Thumbnails Path.
Disconnect Warning	<b>Yes</b> <b>No</b>	Select <b>Yes</b> to be alerted before NewsQ Pro disconnects the synchronization with the NCS.



## Setting Playback Options



Setting	Options	Description
Channel Assignment	<b>Soft</b>	When a rundown is loaded, does not assign channels to stories; clips will be cued to the first available channel.
	<b>Hard</b>	When a rundown is loaded, assigns channels to all stories without a current channel assignment and maintains that assignment regardless of the available channels.
Space Bar Play	<b>Enabled</b> <b>Disabled</b>	Enables or disables use of the space bar to play the next cued clip.
Counter Mode	<b>Count Down</b> <b>Count Up</b>	Sets the clip duration counter to count time down from the clip duration to zero, or from zero up to the clip duration.
Counter Display	<b>HH:MM:SS:FF</b> <b>MM:SS</b>	Determines how the counter is displayed.
Stop Cue Delay		Determines the amount of time to freeze a clip on its last frame before cueing the next clip on that channel.

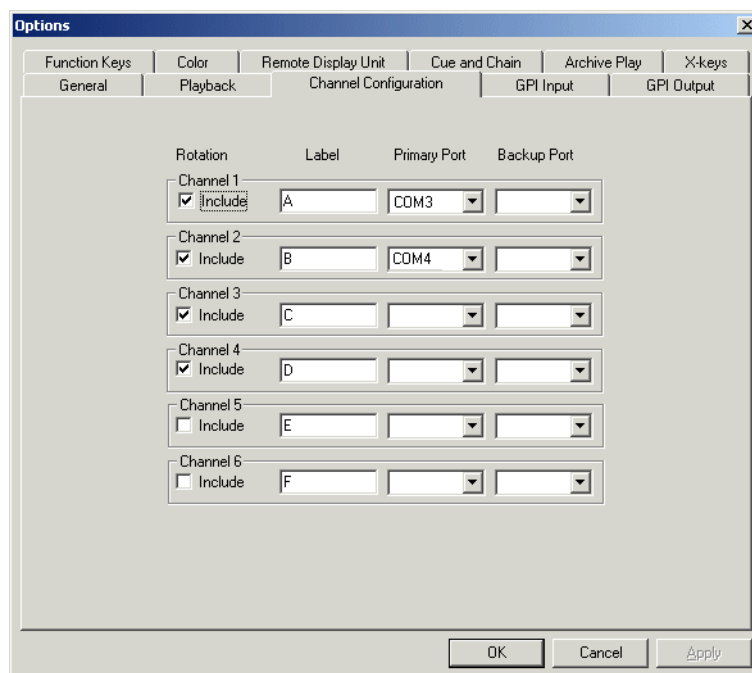


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*Appendix Installing and Configuring NewsQ Pro*

<b>Setting</b>	<b>Options</b>	<b>Description</b>
Post Roll Stop		When a channel is playing and <b>Play Next</b> is pressed, determines the amount of time that the clip continues to post roll before cueing the next clip to that channel.
Out Cue Preview		Previews the last few seconds of the clip and immediately recues. (The number of seconds that previews is determined by your studio's needs.)
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.
End Blip Stay On		Determines whether the End Blip visual signal remains on once triggered or just flashes momentarily.

## Setting Channel Configuration



To configure a playback channel:

1. Check the checkbox next to each channel NewsQ Pro should include in the channel rotation when automatically assigning channels.
2. Enter a label name for each channel.
3. Select a **Primary Port** (typically starting with **COM3** for Channel 1) for each channel.
4. Select a **Backup Port** if desired.

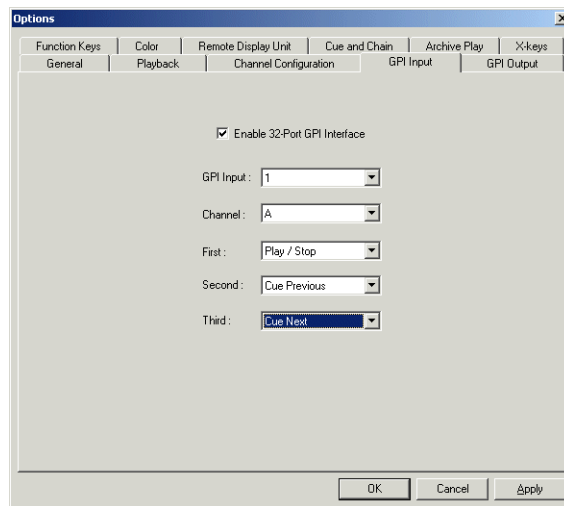
The Backup Port can be connected to a playout channel on a second media server for mirrored playback.

5. Click **OK**.

After a few seconds, the channels reinitialize and are ready for playback.



## 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. NewsQ Pro supports either 16 or 32 GPI inputs depending on your hardware configuration. Sixteen GPI inputs are pre-configured by default to control the following functions for channels A through D:

**GPI Inputs**

<b>NewsQ Pro function</b>	<b>Channel A</b>	<b>Channel B</b>	<b>Channel C</b>	<b>Channel D</b>
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

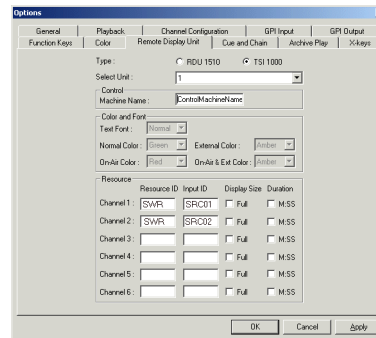
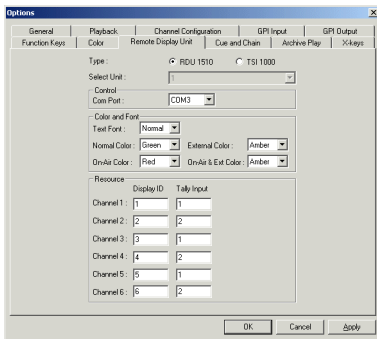
To reassign the function of a GPI input, select the GPI number, the channel it affects, and the function you want the GPI to perform.

Setting	Options	Description
Enable 32-Port GPI Interface	<b>On</b> (checked) <b>Off</b> (unchecked)	Check <b>Enable 32-Port GPI Interface</b> to control the NewsQ Pro software via GPI input.
GPI Input	<b>1</b> through <b>16</b> or <b>32</b>	Select the GPI input you are configuring.
Channel	<b>&lt;none&gt;</b> <b>Channel A-F</b> <b>Not Channel Specific</b>	Select the GPI input channel.
GPI Function for Channel A-F labels:	Select a function for each GPI input. Each input usually has only one function, though it can perform up to three functions.	
First	<b>&lt;none&gt;</b>	The GPI has no assigned function.
Second	<b>Play/Stop</b>	Plays or stops the current clip.
Third	<b>Recue</b>	Recues the current clip.
	<b>Cue Previous</b>	Cues the previous clip in the playlist.
	<b>Cue Next</b>	Cues the next clip in the playlist.
	<b>On-Air</b>	Only used with the First GPI function. Sends the specified channel 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 API trigger is held longer than the Minimum On-Air duration specified under Options and then released, the channel goes into post-roll and then cues the next clip.
GPI Function for Not Channel Specific:	<b>&lt;none&gt;</b>	The GPI has no assigned function.
	<b>Cue All</b>	Cues a clip into each available channel, starting with the selected clip.
	<b>Play Next</b>	Plays the next clip in the playlist.
	<b>Stop All</b>	Stops all playing channels in the playlist.
	<b>Cursor Up</b>	Selects the previous item in the playlist.
	<b>Cursor Down</b>	Selects the next item in the playlist.



## 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. There are two different RDUs you can use with NewsQ Pro: RDU 1510 or TSI 1000.



Setting	Options	Description
Type of Display Unit	<b>RDU 1510</b> <b>TSI 1000</b>	Select your type of Remote Display Unit.
Select Unit	<b>1</b> <b>2</b> <b>3</b>	For the TSI, select the unit that you want to use. You can connect the NewsQ Pro system to up to three TSI Remote Display Units. The default values of these units are 1,2, and 3. You can configure these to more appropriate names for your needs.
Control		For the RDU 1510, select the Com Port on the NewsQ Pro that the RDU is connected to (usually COM1).  For the TSI 1000, enter the IP address or the host name of the TSI 1000 machine.
Text Font	<b>Normal</b> <b>Spaced</b> <b>Thin</b> <b>Small</b>	Select the text format to display on the RDU.
Tally Normal Color	<b>Red</b> <b>Green</b> <b>Amber</b>	Select the color to display on the RDU during normal operation.

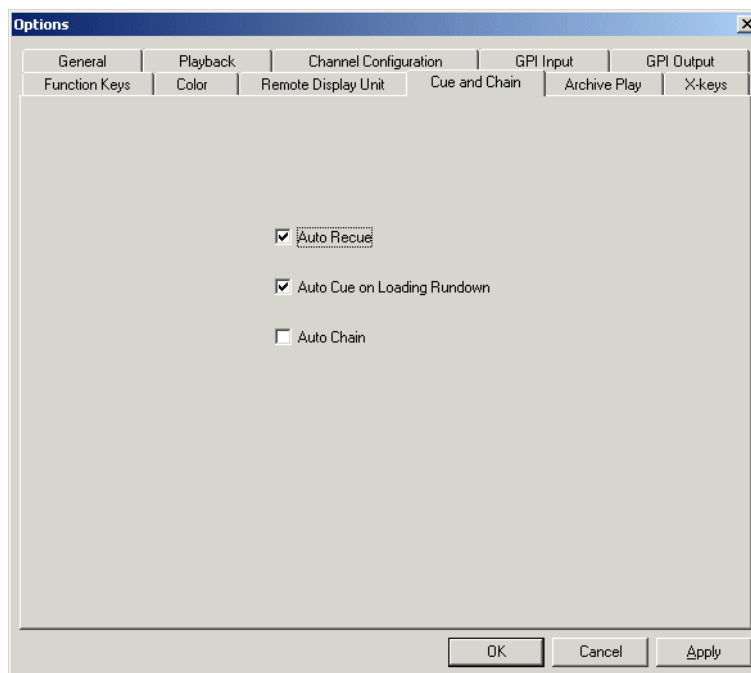
---

*Configuring the Remote Display Unit (RDU)*

<b>Setting</b>	<b>Options</b>	<b>Description</b>
Tally On-Air Color	<b>Red Green Amber</b>	Select the color to display on the RDU to indicate a GPI On-Air trigger.
Tally External Color	<b>Red Green Amber</b>	Select the color to display on an external tally device to indicate an input trigger.
On-Air and External Color	<b>Red Green Amber</b>	Select the color to display on the RDU to indicate that both the GPI On-Air and Tally Input are triggered.
Channel Display ID (1-6)		Enter the <b>Display ID</b> number for each channel on the RDU. The Display ID determines the position of the clip information on the RDU.
Channel Tally Input (1-2)		Enter the <b>Tally Input</b> number for each channel on the RDU. The Tally Input determines the position of the color on the RDU.
Display Size		Check the Size checkbox to display the clip name with the full number of characters allowed. If Full is checked, 19 characters can be displayed. If Full is not checked, 13 characters can be displayed. (TSI-1000 only.)
Duration		Check the Duration box to display the minute and seconds.



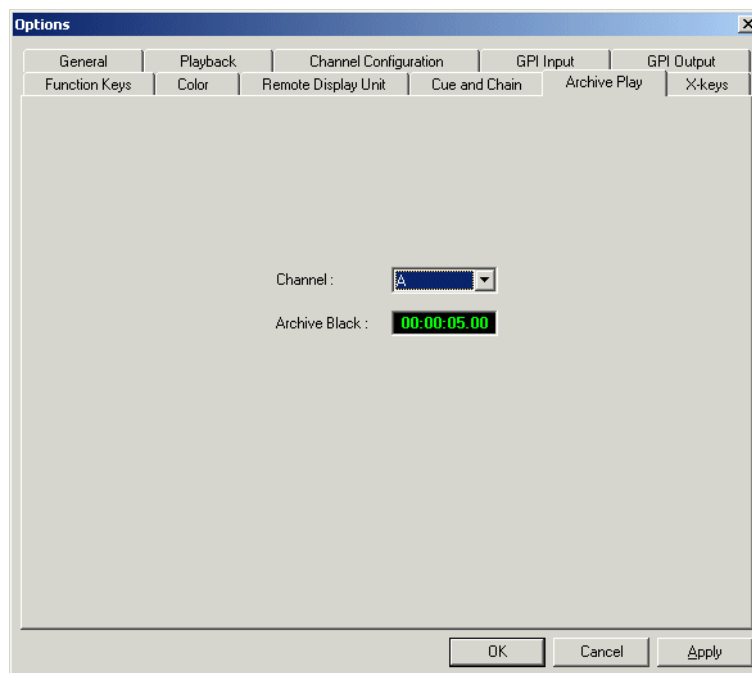
## Setting Cue and Chain Options



Setting	Description
Auto Recue	Check <b>Auto Recue</b> 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, or when clips change to Ready status.
Auto Cue on Loading Rundown	Check <b>Auto Cue on Loading Rundown</b> to automatically cue clips into all available channels when you open a rundown.
Auto Chain	Check <b>Auto Chain</b> to have NewsQ Pro automatically chain two or more consecutive clips in a playlist that are assigned to the same channel.



## Configuring Archive Play



1. Choose the channel to use for Archive Play.

When in Archive Play mode, clips can be cued only to this channel.

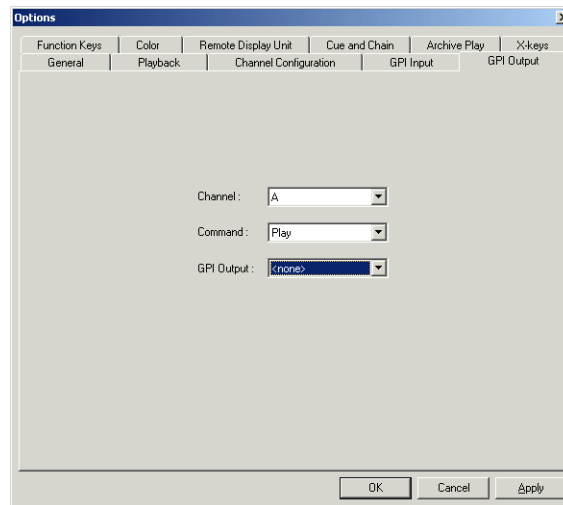
2. Specify the **Archive Black** duration.

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

If it does not already exist on your media server, you must record a black clip and place it in the default media bin. The clip should be about 10 seconds long and must be named "**BLACK**." See "Recording a Black Clip File" on page 61 for instructions.



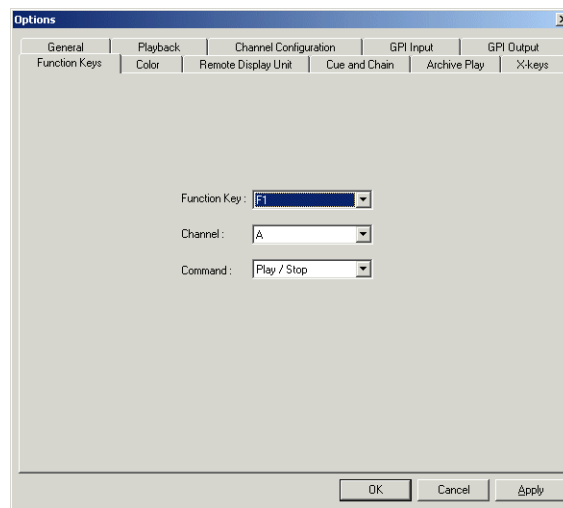
## Configuring GPI Output



To assign the function of a GPI output, select the channel it affects, the command in NewsQ Pro that triggers GPI output, and the GPI output number.

Setting	Options	Description
Channel	<none> Channel A - F	Select the channel that will trigger the GPI output.
Command	<b>Cue</b>	The output is set when the channel is cued; reset when the channel is playing or if the clip is ejected.
	<b>Play</b>	The output is set when the channel is playing; reset when the channel is stopped or the clip is ejected.
	<b>Loop Play</b>	The output is set when the channel is in loop play mode; reset if not in loop play mode.
	<b>Jog Forward</b>	The output is set when the Jog Forward or Jog Backward buttons are pressed; reset when the Play, Stop, or Eject buttons are pressed, or when the channel is re-cued.
	<b>Jog Backward</b>	
GPI Output	<none> 1-16 or 1-32 (depending on your configuration)	Select the GPI output you want to activate.

## Defining Function Keys



The computer function keys (F1 - F12) provide shortcuts to some NewsQ Pro commands. The function keys are pre-configured by default to control the following functions for channels A through C:

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



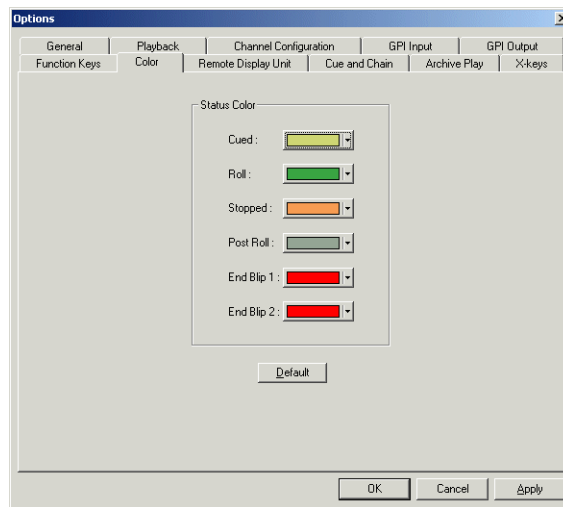
---

*Appendix Installing and Configuring NewsQ Pro*

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.

<b>Setting</b>	<b>Options</b>	<b>Description</b>
Function Key	<b>F1 through F12</b>	Select the function key you want to set.
Channel	<b>&lt;none&gt; Channel A-F</b>	Select the channel on which the function key will operate.
Command	<b>&lt;none&gt; Play/Stop Recue Cue Previous Cue Next</b>	Select the command the function key will perform on the specified channel.

## Defining Status Colors

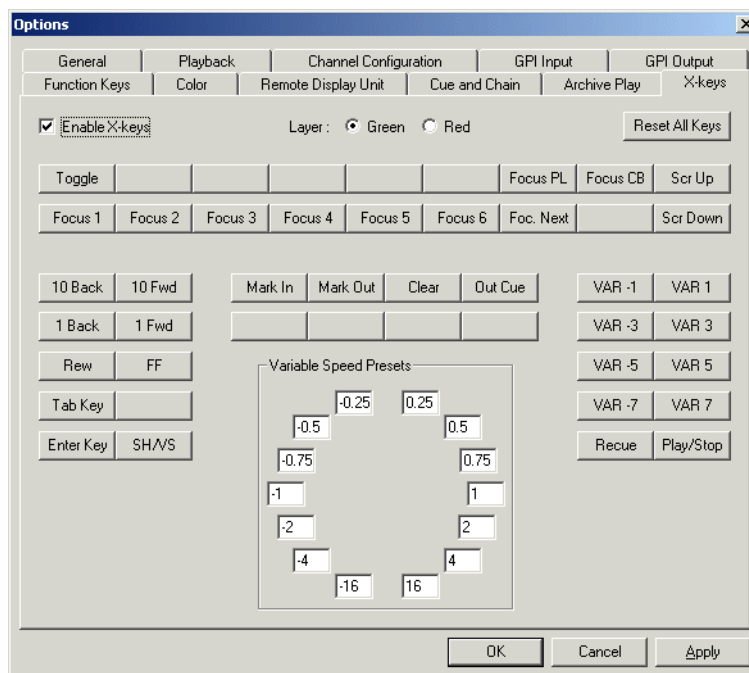


NewsQ Pro uses color to show clip status. To change a color, open the drop-down menu for the color you want to change and select a new color.

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.
End Blip 1	The color indicating the first audio/visual warning.
End Blip 2	The color indicating the second audio/visual warning.
Default	Resets the colors to the default system colors.



## Defining X-keys



You can use NewsQ Pro with the X-keys Jog/Shuttle controller. For installation information, see “Installing the X-keys Jog/Shuttle Controller” on page 88. Many of the X-keys have been pre-configured on the Green layer; only the Toggle key has been pre-configured on the Red layer. You can change the default layout or add new commands on the unused keys. To customize the keys, use the procedure below.

***Before you can use the X-keys Jog/Shuttle controller, you need to install the X-keys Macro Works software. However, do not use the X-keys Macro Maker application to modify the keys.***

To configure or modify a key, follow these steps:

1. In the NewsQ Pro Tools menu, select **Options**.
2. Select the X-keys tab.
3. Click on the key that you want to configure or modify. A drop-down list displays the available commands.

4. Select a command to apply to this key.
5. To configure another key, repeat steps 3 and 4.
6. Once you have finished configuring keys, click **OK**.

In addition to the keys, the controller comes with jog/shuttle knob. The jog control, the center disk of the knob, allows you to make precise frame by frame selections for editing. The outer rim can be used in Shuttle or Varispeed mode. The SH/VS key toggles between the two modes.

Shuttle and Varispeed modes both allow you to play clips at various preset fast forward, rewind, and slow-motion speeds. In Shuttle mode, when you release the knob the clip stops. In Varispeed mode, when you release the knob the clip keeps playing until you press the Stop key.

### **Using the X-keys Jog/Shuttle Controller**

The X-keys controller allows you to simplify your workflow. For example, you can use the default layout to easily navigate between different channels or between the Playlist and Clip Browser windows.

Any commands you send using the X-keys controller apply to the currently active channel or window, which is considered to have **focus**. When a channel has focus, you can perform tasks such as navigating through a clip or trimming a clip. When a window has focus, you can scroll through the clips or the playlist. Always bear in mind that you need to give focus to a channel or window before you can apply the X-keys controller commands to it.

The following table describes the pre-configured keys on the X-keys Jog/Shuttle controller.

<b>Setting</b>	<b>Description</b>
Enable X-keys	Enables or disables the X-keys Jog/Shuttle controller
Layer	Indicates whether you are configuring the Red or Green layer
Reset All Keys	Resets all the keys on the particular layer that you are configuring. Reset All Keys does not affect keys that shift between the layers, i.e. the Toggle, Red, and Green keys.
Toggle	While you are using the X-keys controller, Toggle switches between the Red or the Green layer.



---

*Appendix Installing and Configuring NewsQ Pro*

<b>Setting</b>	<b>Description</b>
Focus PL	Gives focus to the main NewsQ Pro Playlist window, that is, makes the Playlist window active. X-keys commands such as scrolling will apply to the window that has focus.
Focus CB	Gives focus to the Clip Browser window, if open. X-keys commands such as scrolling will apply to the window that has focus.
Focus 1-6	Gives focus to the specified channel. X-keys commands such as those related to playing, shuttling, or trimming a clip in a channel will apply to the channel that currently has focus.
Focus Next	Gives focus to the next channel. All X-keys commands will apply to the channel that currently has focus.
Scr Up Scr Down	When the focus is on the Clip Browser window, you can press the Scroll Up or the Scroll Down button to select a clip in the Clip Browser.  When the focus is on the main Playlist window, you can press the Scroll Up or the Scroll Down button to select a clip in the Rundown.
10 Back	Jogs the clip backward 10 frames
10 Fwd	Jogs the clip forward 10 frames
1 Back	Jogs the clip backward 1 frame
1 Fwd	Jogs the clip forward 1 frame
Rew	When the focus is on a channel, you can press the Rew button to rewind the clip in that channel.
FF	When the focus is on a channel, you can press the FF button to fast forward through the clip in that channel.
Tab Key	In message dialog boxes, functions in the same manner as the Tab key on a computer keyboard
Enter Key	In message dialog boxes, functions in the same manner as the Enter key on the computer keyboard
SH/VS	Toggles between Shuttle and Varispeed modes.
Mark In	Marks a new In point for a clip. After trimming, the clip must be recued to apply the new Mark In.
Mark Out	Marks a new Out point for a clip. After trimming, the clip must be recued to apply the new Mark Out.



<b>Setting</b>	<b>Description</b>
Clear	Clears the trim marks of a clip
Out Cue	When a channel has focus, you can use the Out Cue key to activate Out Cue Preview for that channel. This allows you to preview the end of a clip by playing the last few seconds, followed by a recue to the beginning. The duration of the preview can be configured by going to the Tools menu and selecting Options, then changing the Out Cue Preview field on the Playback tab.
VAR -1 VAR 1 VAR -3 VAR 3 VAR -5 VAR 5 VAR -7 VAR 7	These seven speeds correspond to whatever values are typed into the fields in the Variable Speed Presets section of the X-keys Configuration dialog box.  When you press a VAR key, the clip plays at the preset speed for that key until you press the Stop key.  You can move the wheel to the left to access the negative (backward) speeds, move the wheel to the right to access the positive (forward) speeds.
Recue	Recues the clip
Play/Stop	Plays or stops the clip
Variable speed presets	Preset speeds that you can access by using the shuttle/varispeed wheel of the controller or by using the VAR keys. You can modify these to your own settings.



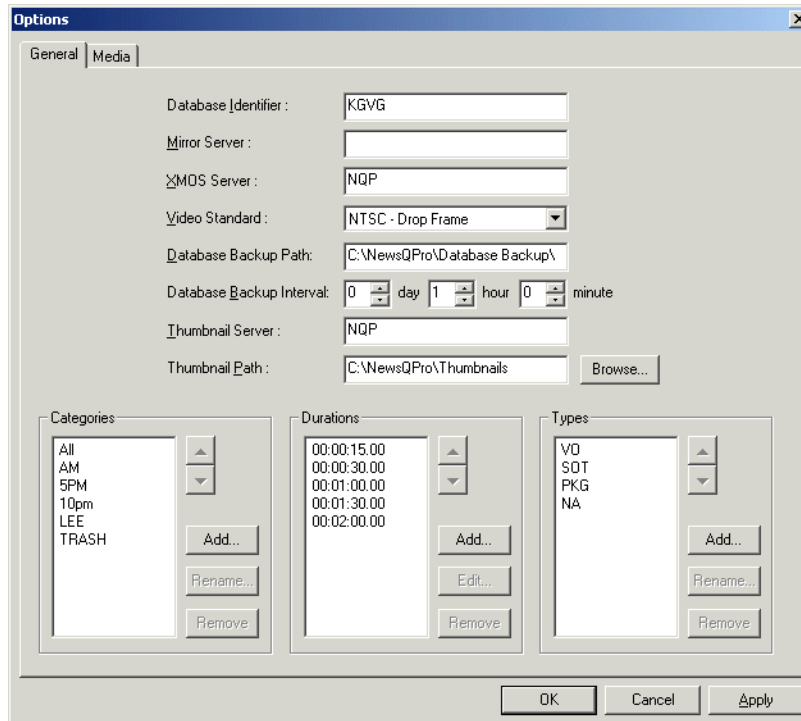
## Configuring the Simple Database (SDB) Server

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.
4. Click **OK**.

### Setting General Options

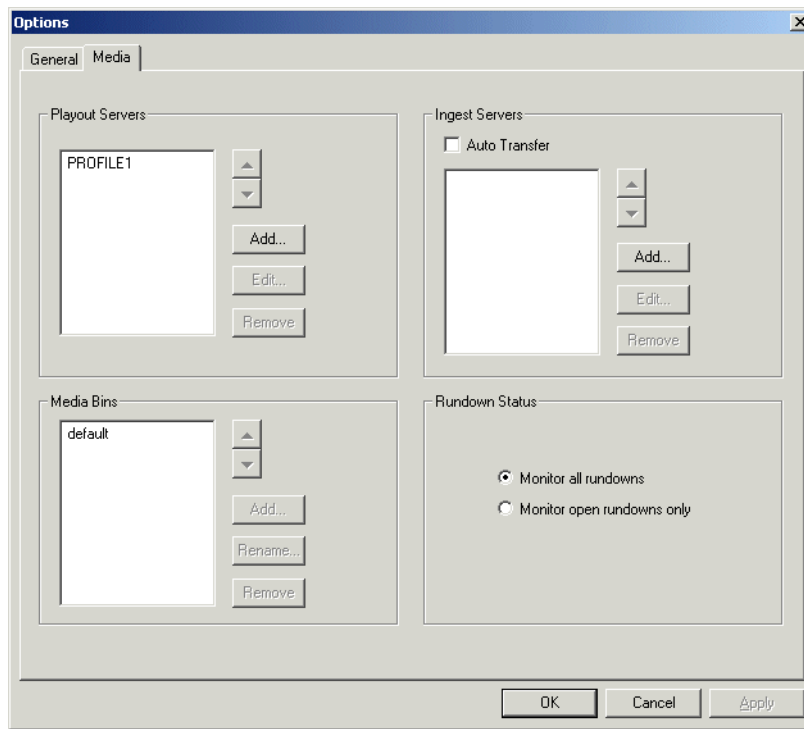


## Setting General Options

Setting	Options	Description
Database Identifier		Enter an ID for the database, up to 4 characters, such as your station call letters. All clip IDs will begin with this identifier. This is an optional field.
Mirror Server		Enter the name of the computer hosting the backup database server.  For the primary SDB Server, this is the system hosting the hot standby database server; for the hot standby database server, this is the system hosting the primary SDB Server.
XMOS Server		Enter the name of the computer hosting the XMOS Server.
Video Standard	<b>PAL</b> <b>NTSC - Drop Frame</b> <b>NTSC - Non-drop Frame</b>	Select a video standard.
Database Backup Path		Enter the path for the database backups.
Database Backup Interval		Enter how often you want the database to back up automatically.
Categories		Lets you define categories for sorting and assigning placeholders.  To add a category, click <b>Add</b> , enter the name of the category, and click <b>OK</b> .  Categories appear in these locations: <ul style="list-style-type: none"> <li>• Assignment List Plug-in</li> <li>• Assignment List Manager</li> <li>• Housekeeper</li> <li>• NewsQ Pro Clip Browser</li> </ul>
Durations		Lets you set default estimated durations for new placeholders.  To add a duration, click <b>Add</b> , enter the duration in the format hours:minutes:seconds:frames, and click <b>OK</b> .
Types		Lets you define story types for placeholders. Two story types, SOT (Story on Tape) and VO (Voice Over) are default types.  To add a story type, click <b>Add</b> , enter the type, and click <b>OK</b> .
Thumbnail Path		Sets the path where the thumbnails will be stored.
Thumbnail Server		Specifies the Thumbnail server.



## Setting Media Options



Setting	Options	Description
Playout Servers		<p>Lets you define the Media Servers you are using for playout.</p> <p>To add a playout server, click <b>Add</b>, enter the <b>Name</b> and <b>Drive</b> where the media is stored on the playout server, and click <b>OK</b>.</p> <p>If you are using mirrored playback, add both servers here.</p>
Media Bins		<p>Lets you select the Bin where playout media is sent; also used for monitoring ready status and clip duration.</p> <p>To add the media bin, click <b>Add</b>, enter the name, and click <b>OK</b>. To change the playout bin to a different bin, select the bin and click <b>Rename</b>.</p>

---

*Setting Media Options*

<b>Setting</b>	<b>Options</b>	<b>Description</b>
Rundown Status	<b>Monitor all rundowns</b>	Select <b>Monitor all rundowns</b> to monitor rundowns on the system; this is the default.
	<b>Monitor open rundowns only</b>	Select <b>Monitor open rundowns only</b> to monitor only the rundowns that are open in NewsQ Pro; when set, only updates the status column in ENPS for open rundowns.



## Configuring the Thumbnail Server

The Thumbnail Server displays connection status to the Profile Media Server(s) and creates thumbnails for MPEG clips. If you are using an M-Series iVDR for playout, you don't use the Thumbnail Server

### 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**.

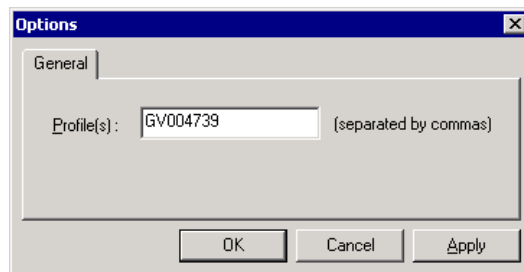
### Setting Up the Thumbnail Server

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 (playout server) where the media resides that will be used for thumbnails.

If you are using multiple servers, separate each name with a comma.

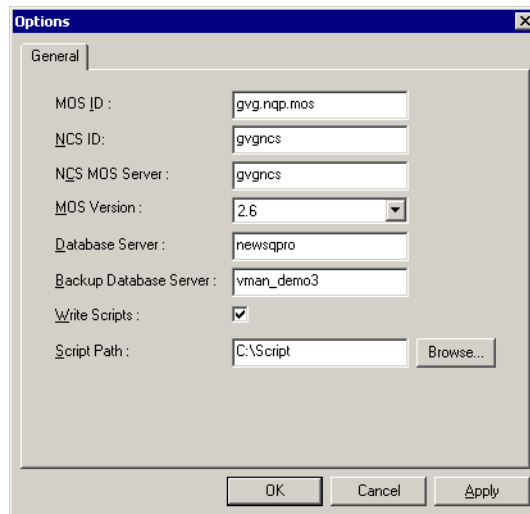
4. Click **OK**.

## Configuring the XMOS Server

The XMOS Server provides communication 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 appears under <b>ENPS   System Maintenance   MOS Configuration</b> in the ID column. In iNews, this value is located on the iNews Server at C:/Program Files/Avid/MOS Gateway/mosconfig.xml. See your iNews administrator for assistance.
NCS ID	Enter the name of the server hosting your newsroom computer system. For ENPS, the name of the ENPS Server; for iNews, the name of the iNews Server. <sup>a</sup>
NCS MOS Server	Enter the name of the server hosting the NCS MOS Server component. For ENPS, the same value you entered for the NCS ID; for iNews, the name of the iNews MOS Gateway machine.



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## Appendix *Installing and Configuring NewsQ Pro*

Setting	Description
MOS Version	Select the version of MOS you are using from the pull-down menu; <b>2.6</b> for ENPS, <b>2.7</b> for iNews. If your version is unknown, leave set at the default value, 2.6.
Database Server	Enter the name of the server hosting the NewsQ Pro database (primary SDB server).
Backup Database Server	Enter the name of the server hosting the backup NewsQ Pro database (hot standby SDB server).
Write Scripts	Check <b>Write Scripts</b> box to have NewsQ Pro save script files to disk.
Script Path	Enter the full path (or browse) to the directory where scripts are stored.

a. If you have an ENPS Buddy server, you need to enter both the main and buddy server names in both the NCS ID and NCS MOS Server fields, in the format "MAIN,BUDDY".

4. Click **OK**.

## Configuring the Housekeeper Utility

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

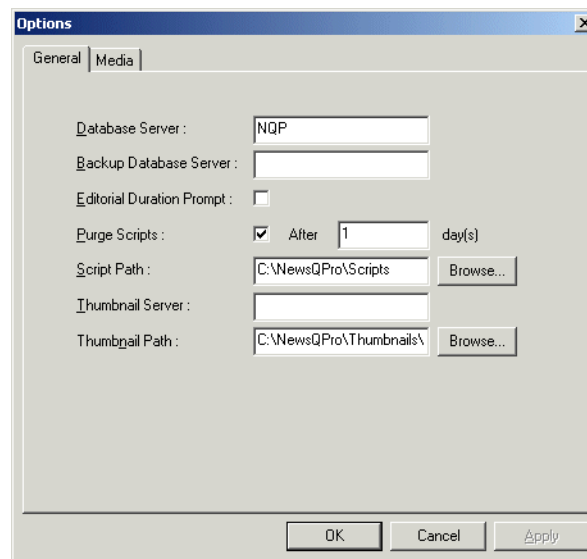
To configure the Housekeeper Utility:



1. Double-click **Housekeeper** on the desktop or click the **Start** menu and choose **Programs | NewsQ Pro | Housekeeper**.
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**.



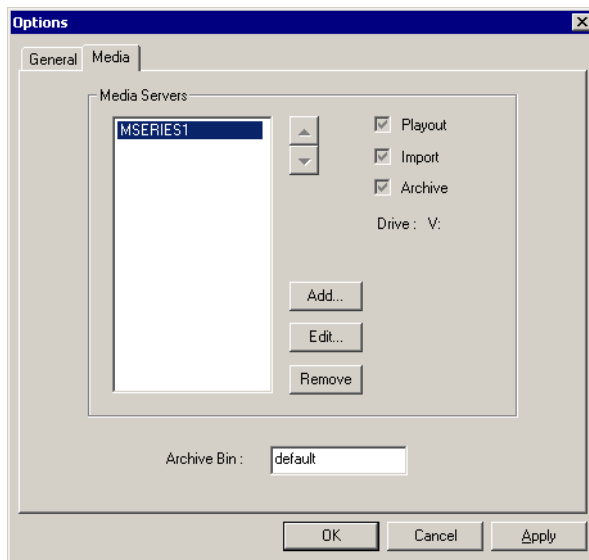
## Setting General Options



Setting	Options	Description
Database Server		Enter the name of the computer hosting the NewsQ Pro database (primary SDB server).
Backup Database Server		Enter the name of the computer hosting the backup NewsQ Pro database (hot standby SDB server).
Editorial Duration Prompt		Check this box to prompt the user for an Editorial Duration when associating clips with placeholders through the Clip Import tab.
Purge Scripts	<b>On</b> <b>Off</b>	Check <b>Purge Scripts</b> to have NewsQ Pro delete script files from the NewsQ Pro computer.
After ___ day(s)		Enter the purge delay.
Script Path		Enter the full path (or browse) to the directory where scripts are stored.
Thumbnail Path		Enter the full path to the thumbnail directory.
Thumbnail Server		Specify the Thumbnail server.



## Setting Media Options



To add a Media Server:

1. Click **Add**.  
The Add Server window appears:
2. Enter the name of the server.
3. Enter the drive where media is located on the server.
4. Select the type of server—**Playout**, **Import**, and/or **Archive**:
  - **Playout Server**—A server where you will be sending clips to be played to air.
  - **Import Server**—Any server where you want to import clips from; this server is listed on the Clip Import tab.
  - **Archive Server**— Any server where you want to archive files; this server is listed on the Archive tab. You can only have one Archive Server.
5. Click **OK**.

## Configuring the Standalone Assignment List Manager

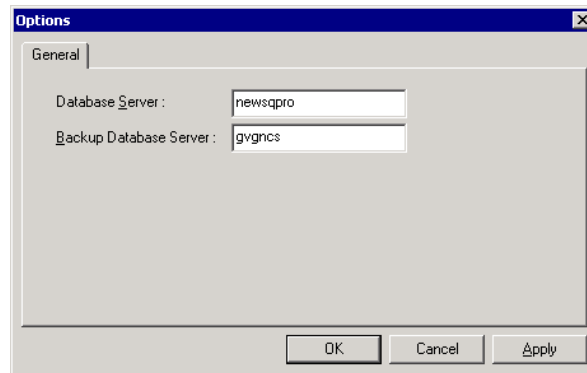
The Assignment List Manager lets producers create placeholders for clips, assign or reassign placeholders to editors, and monitor clip status.

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 (primary SDB server).
Backup Database Server	Name of the server for the backup NewsQ Pro database (hot standby SDB server).

4. Click **OK**.

To configure the Assignment List Manager integrated in NewsEdit, see “*Setting NewsQ Pro Options*” in the NewsEdit User Guide.



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*Appendix Installing and Configuring NewsQ Pro*

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