

Xnews

MOS Compliant NCS Graphics Plug-in

User Manual

M852-0900-491



www.miranda.com

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After the original release date, the Xnews User Manual may be updated with edits and then re-released. The following table tracks the versions of this document.

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1 INTRODUCING XNEWS

Xnews is a MOS-compliant Newsroom Computer System (NCS) plug-in that provides news producers and journalists with immediate access to images, graphic elements and templates directly from their newsroom desktops. Graphic pages can be created or edited to produce effective lower-thirds, over-the-shoulder graphics images, and full-screen builds with animated highlights. Finished graphic pages can then be quickly dragged and dropped into local news rundowns, which can then be played out using Xplay.

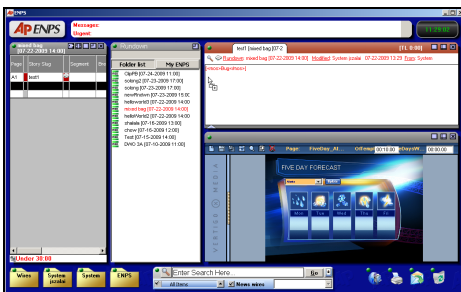
Xnews is available as an ActiveX plug-in or a stand-alone web client. As an ActiveX plug-in software, Xnews integrates fully into any MOS compliant newsroom system, as well as broadcast automation systems like:

Newsroom Computer Systems

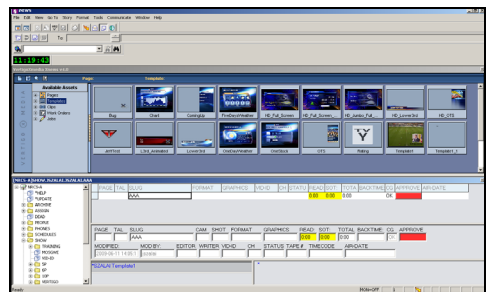
- Associated Press ENPS
- Avid iNEWS
- Dalet Enterprise Edition
- VSNnews
- Annova Systems OpenMedia

Broadcast Automation / Production Control Systems

- Omnibus
- Thomson – Grass Valley Ignite
- Ross OverDrive



Associated Press ENPS



Avid iNEWS

In [“The newsroom workflow with the Vertigo Suite” on page 1-3](#), you will find conceptual information on how Xnews and the Vertigo Suite integrate and operate within typical newsroom environments.

Meanwhile, further chapters in this user manual provide practical information and instructions for installing and integrating Xnews into your Newsroom Computer System, as well as how to use Xnews to create, edit, and playout graphics pages and rundowns.

- [“Installing and integrating Xnews into your NCS System” on page 2-1](#)
- [“Familiarizing yourself with the Xnews Interface” on page 3-1](#)
- [“Preparing to use Xnews” on page 4-1](#)
- [“Embedded Pages: Creating, editing and previewing” on page 5-1](#)
- [“Shared Pages: Creating, editing and previewing” on page 6-1](#)
- [“Clip Assets: Opening and editing the Mark In/Out settings” on page 7-1](#)
- [“Creating and working with stories and rundowns in ENPS” on page 8-1](#)
- [“Creating and working with stories in INEWS” on page 9-1](#)
- [“Playing out rundowns using Xplay” on page 10-1](#)

NOTE

Since Xnews is a plug-in that integrates into third-party newsroom computer systems, we limit our documentation coverage to topics related to the operation and integration of Xnews. We strongly recommend that you refer to your NCS’s user documentation for instructions and information relating to using a newsroom computer system.

The newsroom workflow with the Vertigo Suite

Integrating the Vertigo Suite into your existing newsroom environment improves the efficiency of your entire newsroom workflow. Graphic artists use Xstudio to create templates for news graphics that are then stored on an Xmedia Server archive. These templates are accessible to all the networked newsroom computer system (NCS) workstations used by graphics artists and journalists.

Since Xnews is integrated into the NCS workstation interface as a plug-in application, journalists can use Xnews to open Vertigo Suite templates and media libraries (i.e. images, clips... etc.) to create the news graphics pages that they need to support a story. Once completed, the journalist can simply drag-and-drop the graphics page into stories and rundowns within the same newsroom system interface.

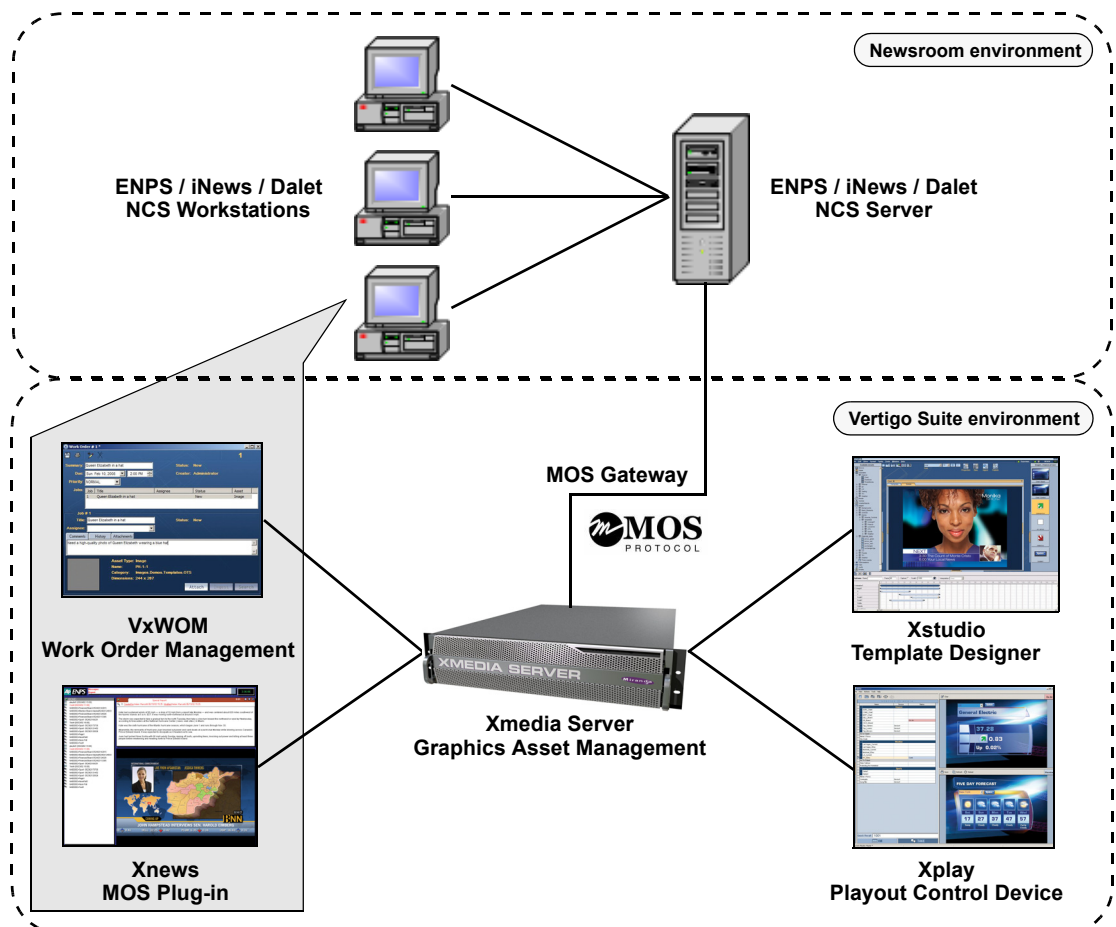


Figure 1-1. Components of the Vertigo Suite integrate with existing newsroom computer systems

When journalists require a graphic element that does not already exist in the system, they can use the Vertigo Suite's Work Order Management system to create a request from the Art department and insert a placeholder on their page. Once the graphic artist has created the desired graphic element, the journalist can review/approve/reject it, then automatically replace the placeholder on the graphics page with the new graphic element.

Using the MOS protocol, the newsroom computer system and the Vertigo Suite (i.e. Xmedia Server and Xnews) are able to communicate the status of the graphics pages in the rundowns, report errors, and recall the pages and their graphic elements. For news Directors, the seamless integration of the Vertigo Suite with existing newsroom systems facilitates the timing and organization of stories within the rundown, especially last minute changes to the rundown. This template-based approach also means that graphics can be created at high speed for breaking news.

With the Vertigo Suite integrated into an existing newsroom system, Xplay can be used to control the playout of rundowns to output devices. Rundowns are stored on the Xmedia Server and are easily loaded into Xplay as playlists. The most common way to control a playlist is to advance through the items in order. Last minute changes to graphics can be made on the fly, and even if the playlist has been changed by another user on a different workstation, the latest version can still be quickly and easily accessed at any time.

2 INSTALLING AND INTEGRATING XNEWS INTO YOUR NCS SYSTEM

Xnews integrates into your newsroom computer system as an ActiveX plug-in application. As such, proper installation and configuration is essential to ensure proper functionality.

The integration of Xnews should only be performed by a qualified network or newsroom system administrator (see [page 2-2](#)). However, journalists may be required to install Xnews on their NCS workstation and configure the Xnews settings upon the first start-up.

The following topics are covered in this chapter:

- [“Integrating Xnews into your newsroom computer system \(iNEWS or ENPS\)” on page 2-2](#)
- [“Installing Xnews on a NCS workstation” on page 2-3](#)
- [“Configuring the xnews.ini file” on page 2-5](#)
- [“Starting Xnews for the first time” on page 2-8](#)
- [“Xnews licensing” on page 2-9](#)
- [“Configuring the Xnews settings” on page 2-10](#)

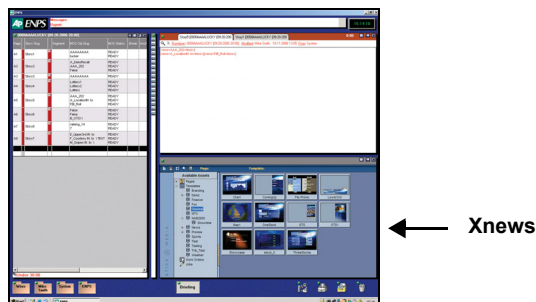


Figure 2-1. Xnews is a plug-in application that integrates easily into the ENPS client workstation

Integrating Xnews into your newsroom computer system (iNEWS or ENPS)

Xnews integrates into your newsroom computer system (NCS) client workstation as an ActiveX plug-in. This allows journalists to easily create graphics pages from templates and quickly add them to the stories and rundowns without having to switch between two applications.

Proper installation and configuration is essential to ensure proper functionality. Therefore, we strongly recommend that the integration of Xnews into your newsroom computer system be performed by a qualified network or newsroom system administrator.

Installation and configuration instructions for integrating Xnews into the Associated Press' ENPS and Avid's iNEWS newsroom computer systems are available to system administrators in the **Xmedia Server Configuration Guide**.

NCS user documentation

If as a journalist or system administrator, you require information regarding your newsroom that extends beyond the Xnews and Xmedia Server documentation, we suggest that you consult the following user documentation resources:

Associated Press' ENPS user documentation

Please consult the Associated Press' user documentation for precise and detailed information and instructions for setting up and using the ENPS newsroom computer system.

- With ENPS open, clicking the F1 key brings up **ENPS online help**.
- ENPS - Basic User's Guide version 4.5 by Associated Press Broadcast Technology

Avid's iNEWS documentation user documentation

Please consult Avid's iNEWS user documentation for precise and detailed information and instructions for setting up and using the iNEWS newsroom computer system.

- **Introduction to iNEWS Workstation v.2.0 (Training Manual)**
<http://cdn.pinnaclesys.com/SupportFiles/attach/0130-04983-02A.pdf>
- **iNEWS Newsroom Computer System Setup and Configuration Manual v.2.0**
http://cdn.pinnaclesys.com/SupportFiles/attach/iNEWS_Setup_and_Config_v2.0.pdf
- **iNEWS Newsroom Computer System Operations and Troubleshooting Manual v.2.0**
http://cdn.pinnaclesys.com/SupportFiles/attach/iNEWS_Operations_and_troubleshooting_v2.0.pdf

Installing Xnews on a NCS workstation

Xnews is an ActiveX plug-in that is installed on a NCS client workstation. To ensure the proper functioning of the Xnews software, the client workstation must conform to the following hardware and software requirements:

Recommended platform:

- Intel® Core™ i3, i5 or i7 series or Xeon 1.8 GHz or faster
- 4 GB RAM
- 40 GB free hard drive space
- 100/1000 NIC
- 256 MB Nvidia/ATI video card
- Windows XP professional SP3 or Windows 7
- Microsoft Internet Explorer 7.0 or later

Before installing Xnews

1. Ensure that the Xmedia Server is installed and configured (if unsure, consult your network administrator).

The Xmedia Server runs the Vertigo Suite of products. It determines the directory paths for the templates and pages. It also coordinates the licenses for the system, controls the locations to which users working with the client components can publish image files, and establishes a connection with the Media Object Server.

2. Ensure with your network administrator that sufficient Xnews licenses are available. This should have been done when setting up the Xmedia Server. If not, your network administrator must obtain the Machine ID of the Xmedia Server. Then contact our Technical Support department (support@miranda.com) to verify your licensing purchase agreement.
3. Find out the **IP ADDRESS** and **PORT NUMBER** of the computer on which the **XMEDIA SERVER** is installed (you will need this information when you first launch Xnews after installation).

NOTE

The server's **IP ADDRESS** and **PORT NUMBER** are displayed in the status bar of the Xmedia Server program.

To install Xnews:

1. Log on with administrator privileges (consult your network administrator for details).
2. Insert the Vertigo Suite CD-ROM and then in Windows Explorer browse to the CD drive.
3. Run `setup.exe`. The **END USER LICENCE AGREEMENT** window is displayed.
4. Read the agreement. If you choose to accept it, click **I AGREE** to begin installation. The **VERTIGO SUITE** window is displayed, warning that all open applications should be closed before proceeding.

5. If all applications are closed, click **CONTINUE**, otherwise click **EXIT SETUP** to quit the installation process.
If you clicked **CONTINUE**, another **VERTIGO SUITE** window is displayed, giving you the opportunity to select where you would like the program to be installed on your system.
6. To accept the proposed default location, click **CONTINUE**.
If you would like a location other than the proposed default, click **CHANGE DIRECTORY** and make a new selection. Once you've finished, click **CONTINUE**.
The **SETUP OPTIONS** window is displayed.
7. Under **COMPONENTS TO INSTALL**, select the Xnews check box, then click **CONTINUE**.
8. Click **FINISH** to start the installation process, or click **EXIT SETUP** to quit. If a warning message appears stating that a file being copied is not newer than the current one, click **YES** to keep the existing file.
9. You will be prompted once installation has completed successfully.
Click **OK** to complete the procedure.
You may log off as administrator if desired, although it is not necessary in order to run the program.

Configuring the xnews.ini file

Most of the Xnews settings are configured using the **SETTINGS** window ([page 2-10](#)). However, there are three (3) very important scenarios in which you must configure settings in the `xnews.ini` file.


The following topics introduce to you the three scenarios that require you to edit the `xnews.ini` file:

- [“Enabling the Playout Preview setting” on page 2-5](#)
- [“Enabling Embedded Pages or Shared Pages mode” on page 2-6](#)
- [“Editing the MOS version for iNEWS” on page 2-7](#)

Enabling the Playout Preview setting

While editing or creating of a page, Xnews allows you to preview the on-air playout appearance and behavior of the page on a designated device (eg. Software CG).

For the preview page functionality to be used, you must enable the **PLAYOUT** settings in the `xnews.ini` file and the device must be exclusively available for Xnews connectivity.

Once these conditions are met, each time a page or template is opened in the Xnews Home Area, the **PREVIEW PAGE** button  appears in the toolbar allowing you to preview the page on the device.

The following procedure provides instructions for enabling the Playout Preview mode in the `xnews.ini` file, while [“Previewing the on-air look of a page” on page 5-14](#) provides you with information for how to use the Preview Page feature.

To enable the Xnews Preview Page feature:

1. Ensure that Xnews is closed on the NCS workstation.
2. Verify that a playout device is properly configured in the Vertigo Suite's Device Manager/Configuration (i.e. Xplorer, Xstudio, Xbuilder, or Xplay).
3. Set the Playout settings in the `Xnews.ini` file.
 - a. Open the `Xnews.ini` file by navigating to the following folder and opening the `xnews.ini` file:
C:\Documents and Settings\All Users\Application Data\VertigoXmedia\Settings
 - b. Type the device's name after the `PreviewDeviceName=` setting.
 - c. Edit the `EnablePreview=` setting from `False` to `True`.
 - d. Save the edits by selecting the **FILE>SAVE** menu command.
 - e. Close the `xnews.ini` file.

Enabling Embedded Pages or Shared Pages mode

By default, Xnews is configured to run in **EMBEDDED PAGES MODE**, which only allows you to create embedded pages. This configuration is preferred in most cases since pages are usually created for a specific story or rundown and then they are no longer needed (see [page 4-5](#) for more information about embedded pages). If your intention is to create embedded pages, then you do not have to edit the `EnableEmbeddedPages` setting in the `xnews.ini` file.

If however, you want to save and re-use the same page(s) in several rundowns, then you must configure Xnews for **SHARED PAGES MODE**. In Shared Pages mode, pages are created and then saved on the Xmedia Server as a **Page** asset. This type of page is often referred to as a shared page because it can be used by multiple stories and/or rundowns (see [page 4-5](#) for more information about embedded pages).

The following procedures describes how to configure Xnews to run in shared page mode, as well as how to revert Xnews back to Embedded Pages mode.

To configure Xnews to run in Shared Page mode:

1. Ensure that Xnews is closed on the NCS workstation.
 2. Open the Xnews.ini file by navigating to the following folder and opening the `xnews.ini` file:
`C:\Documents and Settings\All Users\Application Data\VertigoXmedia\Settings`
 3. In the **[Preferences]** section, set `EnableEmbeddedPages=` to `False`.
This setting allows you to save the page as a shared page (an asset) on the Xmedia Server.
 4. Set the **[Quiet Mode]** parameter:
 - If you want to specify a name and category for the page, set the `UseQuietMode2=` to `False`. This allows the **SAVE PAGE** window to appear when you attempt to save the page.
- Or,
- If you want the shared page's name and category assignment to be identical in the Pages category to how it was in the Templates root category, set the `UseQuietMode2=` to `True`.
5. Save and close the `xnews.ini` file.

To revert Xnews back to embedded mode:



1. Ensure that Xnews is closed on the NCS workstation.
2. Open the Xnews.ini file by navigating to the following folder and opening the `xnews.ini` file:
`C:\Documents and Settings\All Users\Application Data\VertigoXmedia\Settings`
3. In the **[Preferences]** section, set `EnableEmbeddedPages=` to `True`.
This setting allows you to save the page as a embedded page in a story.
4. In the **[Quiet Mode]** section, set the `UseQuietMode2=` to `True`. This setting ensures that the embedded page's name is automatically assigned when it is inserted into a story.
5. Save and close the `xnews.ini` file.

Editing the MOS version for iNEWS

If you are using Xnews within a iNEWS system, you must apply the following edits to the Xnews.ini file's settings.

```
[Preferences]
    DisableSaveAndClose=True
    HideSaveAndInsert=True

[MOS]
    MOS_Version=2.6
```

These changes are necessary since iNEWS uses MOS version 2.6, rather than version 2.8 (default). As a consequence, both the **SAVE AND INSERT PAGE** button  and the **SAVE** button  are disabled since they send MOS 2.8 commands.

With these buttons disabled, you can still save a new page by dragging it into the rundown (see [page 9-2](#)). Or, use the **APPLY** button that appears in iNEWS itself, just below the Xnews window, which will insert the page (MOS item) back into the story after having edited it.

Starting Xnews for the first time

When you initially launch Xnews (see [page 3-2](#) and [page 3-3](#)), a red bar will display to indicate that you are not connected to an Xmedia Server. As a client application, Xnews must be connected to the Xmedia Server. Since you have only just installed Xnews, you have not yet had the opportunity to connect it to the server.

When the message displays:

1. In Xnews, right-click on the Drag bar (see [page 3-19](#)) and select the **CHANGE SETTINGS** command.

The **SETTINGS** window appears (figure [2-2](#)).

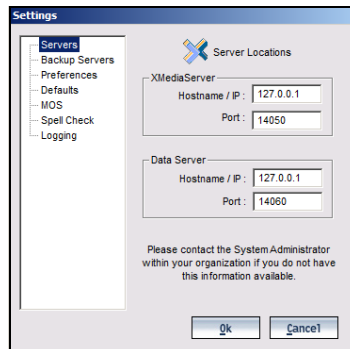


Figure 2-2. Specify the Xmedia Server's IP address and Port in the Settings window

2. In the Xmedia Server **HOSTNAME/IP ADDRESS** field, enter the IP address of the machine hosting the Xmedia Server.
3. Unless the port number was changed when the Xmedia Server was installed, the default in the Xmedia Server **PORT** field will be correct (14050). If it was changed, enter the new number.
4. Click **OK**. For changes to take effect, close Xnews and then re-launch.
If the connection to the Xmedia Server is not established, consult your system administrator. The problem could be due to one of the following:
 - The IP address or port was entered incorrectly.
 - The machine hosting the Xmedia Server is down.
 - The Xmedia Server is not running on the host machine.
 - The machine is not connected to the network.

Xnews licensing

As a licensed software application, Xnews checks the Xmedia Server upon startup for a valid Xnews license. If a license has been installed and is available, Xnews opens normally and is ready for use. However, if a license has not been installed or there are none currently available, Xnews displays an error message (figure 2-3).

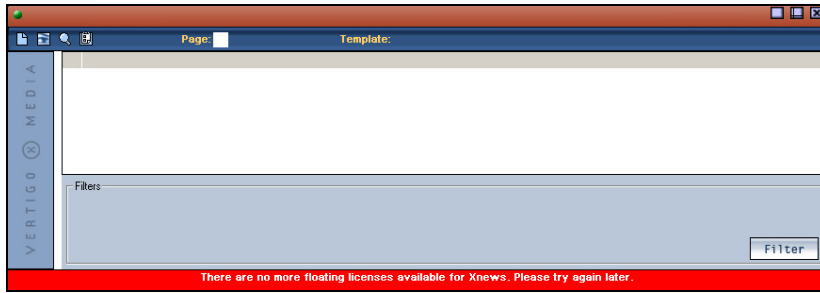


Figure 2-3. License error: “There are no more floating licenses available for Xnews. Please try again later.”

As the license error message states, it might just be a case that your system has limited number of floating licenses and that none are currently available. In such a case, you must wait until one becomes available before you will be able to use Xnews.

If however you suspect that the Xnews license was not installed on the Xmedia Server, or if you suspect that something is wrong with the license (i.e. expired); we encourage you to contact your network or newsroom system administrator. The administrator will be able to open the Vertigo Suite License Manager to add or verify the Xnews license (see “**Xmedia Server Configuration Guide**” for more information).

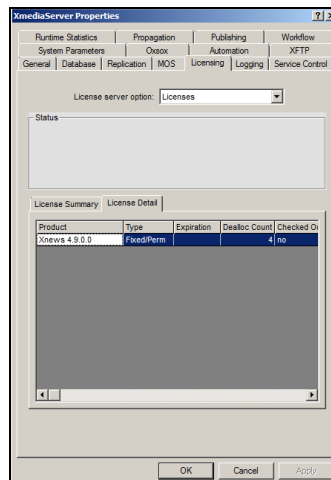


Figure 2-4. Xnews license detail in the License Manager on the Xmedia Server

Configuring the Xnews settings

Xnews settings are accessed by right-clicking in the Drag bar (1) or the Status bar (2) and selecting the **CHANGE SETTINGS** command (figure 2-5).



Figure 2-5. There are two ways to access the Change Settings command

The **CHANGE SETTINGS** command opens the **SETTINGS** window (figure 2-6). Selecting a setting category from the list in the left-hand portion of the Settings window displays the settings for the category.

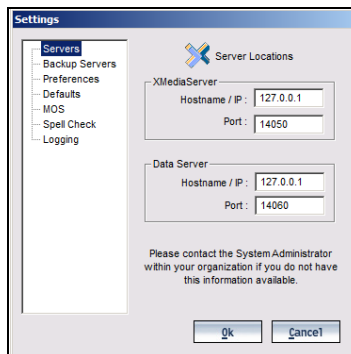


Figure 2-6. The Settings window

The following sections provide detailed information about each of the Xnews settings:

- [“Servers settings” on page 2-11](#)
- [“Backup Server settings” on page 2-12](#)
- [“Preferences settings” on page 2-13](#)
- [“Defaults settings” on page 2-15](#)
- [“MOS settings” on page 2-17](#)
- [“Spell Check settings” on page 2-18](#)

Servers settings

As a client application, Xnews must be connected to the Xmedia Server in order to be able to access templates and pages stored on the network. It must also be connected to the Data Server in order to access the data specified by the templates. The information entered in the Server settings tells Xnews which machines hosts the servers.

When Xnews is initially launched the Server tab is the first one displayed. Xnews cannot run until key information is provided here.

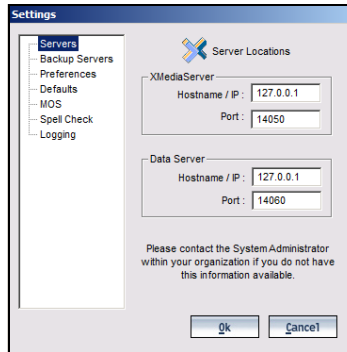


Figure 2-7. Xnews' Server settings

The following settings must be specified on the Server settings tab:

XmediaServer

- **Hostname / IP** - The hostname or IP address of the machine hosting the Xmedia Server.
- **Port** - The port number on which the connection to the Xmedia Server is established. Normally the XMS port value is **14050**.

Data Server

- **Hostname / IP** - The hostname or IP address of the machine hosting the Data Server.
- **Port** - The port number on which the connection to the Data Server is established. Normally the DataServer port value is **14060**.

Backup Server settings

By specifying the Backup Server settings, Xnews is able to seamlessly connect to the secondary server's XMS service and Data Server in the event that the primary Xmedia Server unexpectedly goes down.

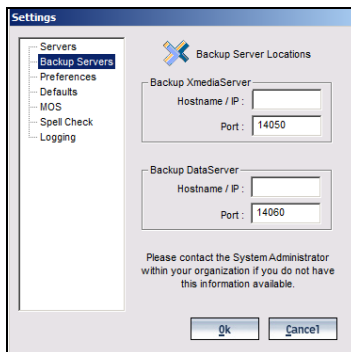


Figure 2-8. Xnews' Backup Server settings

The following settings must be specified on the Backup Server settings tab:

Backup XmediaServer

- **Hostname / IP Address** - Specifies the backup server's IP address used in case of failure of the primary Xmedia Server.
- **Port** - Specifies the backup server's port used in case of failure of the primary Xmedia Server.

Backup DataServer

- **Backup Data Server Hostname / IP Address** - Specifies the backup data server's IP address used in case of failure of the primary data server.
- **Backup Data Server Port** - Specifies the backup data server's port used in case of failure of the primary data server.

Preferences settings

The **PREFERENCES** page contains settings that allow you to determine some of the behavior and appearance defaults for the Asset Gallery, Asset Browser, and Work Order Management system in Xnews.

- [“User interface options”](#)
- [“Automatic behavior options”](#)
- [“Work Order Options”](#)

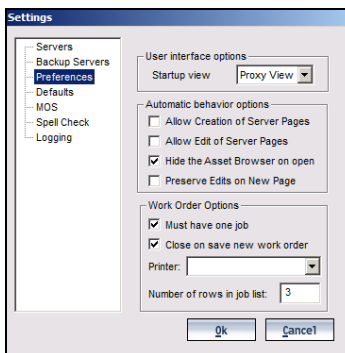


Figure 2-9. Xnews' Preferences settings

User interface options

- **Startup view** - This setting allows you to specify the default view for the Xnews Asset Gallery. When **PROXY VIEW** is selected, the contents of the Pages and Templates root categories are displayed in the Asset Gallery as thumbnail images. When **DETAIL VIEW** is selected, the contents of the Pages and Templates root categories are displayed in the Asset Gallery as a list of the assets' basic properties. See [“Changing the view style \(Detail or Proxy\)” on page 3-14](#) for more information.

Automatic behavior options

- **Allow Creation of Server Pages** - This setting is a mechanism for granting or restricting permission for users to create and save new shared pages to the Xmedia Server. See [“Allow Creation of Server Pages” on page 3-16](#) for more information.
- **Allow Edit of Server Pages** - This setting is a mechanism for granting or restricting permission for users to edit shared pages that are stored on the Xmedia Server. See [“Allow Edit of Server Pages” on page 3-17](#) for more information.
- **Hide the Asset Browser on open** - When this setting is enabled, the Asset Browser will collapse (hide) when a page or template is opened. See [“Opening/hiding the Asset Browser panel” on page 3-8](#) for instructions on how to reopen the Asset Browser once it is hidden. When this setting is disabled, the Asset Browser remains open when a page or template is opened in the Home Area.

- **Preserve Edits on New Page** - Creates a new page based on a page that was just edited and inserted into a story. Its functionality only applies to new pages created using the following methods:
 - holding down **SHIFT** and dragging the page into a storyor,
 - holding down **SHIFT** and clicking the **SAVE-AND-INSERT** button.

Enabling the **PRESERVE EDITS ON NEW PAGE** setting and using one of the Shift sequences (listed above), creates a new page that is identical to the page just dragged out, including all edits that were made to the previous page. The practical use of this feature is that the new page remains open in Xnews' Home Area and is available for editing starting from the previous page rather than the template.


Disabling the **PRESERVE EDITS ON NEW PAGE** setting and using one of the Shift sequences (listed above), creates a new page that is identical to the template on which it is based, discarding all edits that were made in the previous page.

Work Order Options

- **Must have one job** - When this setting is enabled, the first job is automatically created when the new work order is requested. Enable this setting, as well as the **CLOSE ON SAVE NEW WORK ORDER** setting (see below), when you want to be able to quickly create work orders containing only one job.

Disable this setting, as well as the **CLOSE ON SAVE NEW WORK ORDER** setting, if you want to use automatic job creation through auto-create-job assets, and create work orders with multiple jobs.

Note that for changes to this setting to take effect, Xnews must be restarted.

- **Close on save new work order** - When this setting is enabled, the Work Order window closes when the work order is saved. When this setting is disabled the Work Order Window remains open after the work order has been saved.
- **Printer** - This setting allows you to specify a default printer to which work orders will be printed when the **PRINT WORK ORDER** button  is selected from the Work Order window.
- **Number of rows in job list** - This setting determines the number of rows that are always visible in the job list portion of the Work Order window. Since most work orders contain a small number of jobs, the default value of 3 is reasonable. If there are more than three jobs in the work order, you can always scroll down through the list to view the additional jobs. If you routinely add numerous jobs to a work order, this setting can be set to a larger number so that you can see all the jobs without having to scroll. Note that the minimum permitted value is 3 and the maximum permitted value is 10.

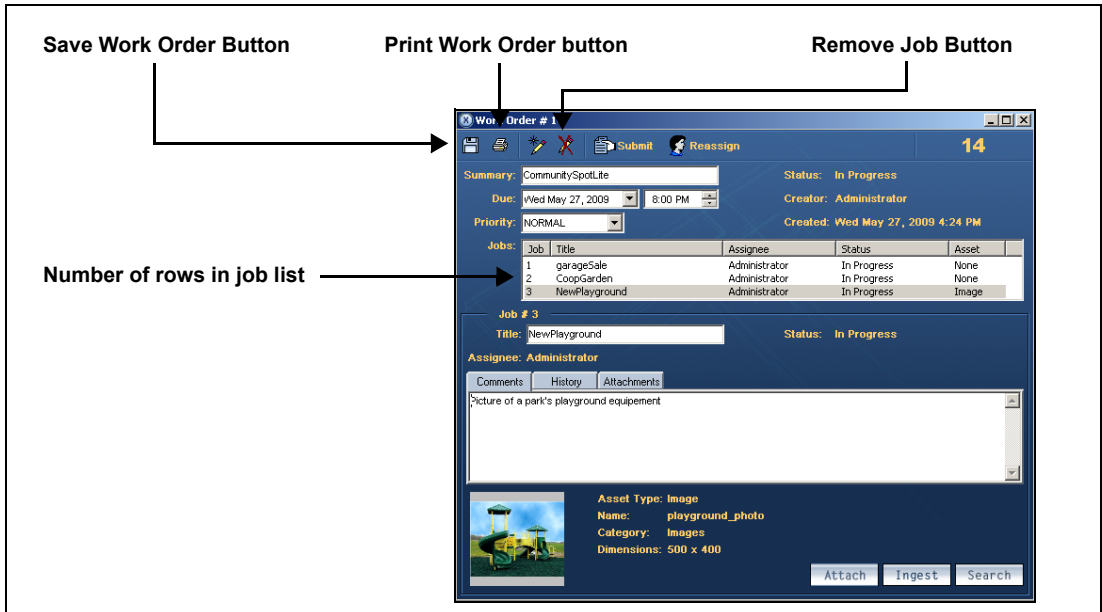


Figure 2-10. The Work Order Options settings affect the features/behavior of the Work Order window

Defaults settings

The **DEFAULTS** page contains settings that allow you to specify some of the properties and storage locations that will be used as the defaults for the Rundowns, Pages, and Place Holder created or saved in Xnews.

- [“Rundown default settings”](#)
- [“Pages default settings”](#)
- [“Placeholder categories default settings”](#)

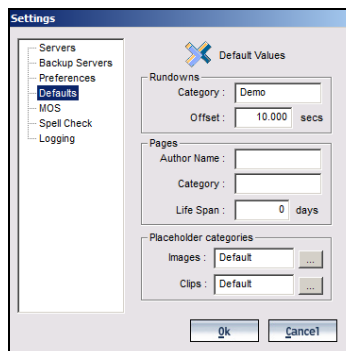


Figure 2-11. Xnews' Default settings

Rundown default settings

- **Category** - Enter the name of the category into which all rundowns will be stored by default on the Xmedia Server. Note that the **MOS CONTROL ACTIVE** setting must be enabled when the rundown is created.
- **Offset** - Enter the default amount of time delay (in seconds) between the playout of two consecutive story elements in the rundown.

Pages default settings

- **Author Name** - Enter the name that will appear by default as the creator of all new pages.
- **Category** - Enter the name of the category into which all shared pages will be stored by default on the Xmedia Server.
- **Life Span** - All pages have an expiry date. Once reached, expired pages are deleted from the system in order to keep the server from becoming clogged with pages that are no longer relevant. Use this field to enter the number of days before a page expires. If left at 0, the page never expires. If an existing page is edited, its expiry date is reset to the number of days specified in this field.

Placeholder categories default settings

- **Images** - Specifies the category in which new image place holders are saved. If unspecified, image place holders are saved to in the same category as the image from which the place holder is created. Click the **BROWSE** button to open the **SELECT CATEGORY** window, which allows you to navigate to the desired category location. Then click **OK** to automatically set the selected category as the default.
- **Clips** - Specifies the category in which new clip place holders are saved. If unspecified, clip place holders are saved to the same category as the clip from which the place holder is created. Click the **BROWSE** button to open the **SELECT CATEGORY** window, which allows you to navigate to the desired category location. Then click **OK** to automatically set the selected category as the default.

MOS settings

To integrate the Xmedia Server (XMS) into a newsroom environment, the Xmedia Server must be configured as a MOS Server and then associated with a Newsroom Computer System, like ENPS or iNews.

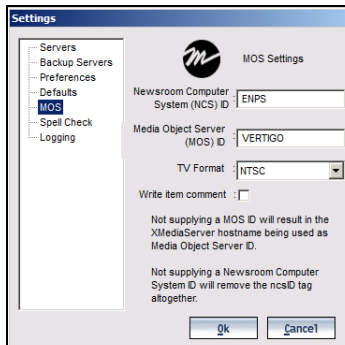


Figure 2-12. Xnews' MOS settings

The following MOS settings are used for setting up the connection between Xnews and the Media Object Server. Contact your system administrator for the NCS and MOS IDs.

- **Newsroom Computer System ID** - Enter the name of the server hosting your newsroom computer system. Not supplying a Newsroom Computer System ID will remove the ncsID tag altogether.
 - For ENPS, the name of the ENPS Server, which can be found at **ENPS>SYSTEM MAINTENANCE>SERVERS**.
 - For iNEWS, the name of the iNEWS Server.
- **Media Object Server ID** - All MOS messages to and from the Xmedia Server will be identified by the MOS ID assigned by your system administrator (e.g. VERTIGO). Not supplying a MOS ID will result in the Xmedia Server hostname being used as the Media Object Server ID.
 - In ENPS, see **ENPS>SYSTEM MAINTENANCE>MOS CONFIGURATION** in the ID column.
 - In iNEWS, this value matches the <mos> value within the configuration file on the iNEWS MOS Gateway at `C:/Program Files/Avid/MOS Gateway/mosconfig.xml`. See your iNEWS administrator for assistance.
- **TV Format** - The video format that is being used by the Xmedia Server. Valid values are:

• NTSC	• HDTV_1080_30M
• PAL	• HDTV_1080_25
• HDTV_720_60	• ITV
• HDTV_720_60M	• NTSC_16_9
• HDTV_720_50	• PAL_16_9
• HDTV_1080_30	

- **Write item comment** - When enabled and a page is saved, the <itemComment> MOS tag is written to the MOS XML. The <itemComment> contains the name of the page and some MOS clients (i.e. iNEWS) display this information in the rundown.
If the setting is disabled (default), the <itemComment> MOS tag is not written to the MOS XML when a page is saved.

Spell Check settings

Xnews offers an optional spell check utility, which helps you to avoid any typing error or spelling mistakes by underlining any potentially misspelled words that you have entered into text boxes on a page.

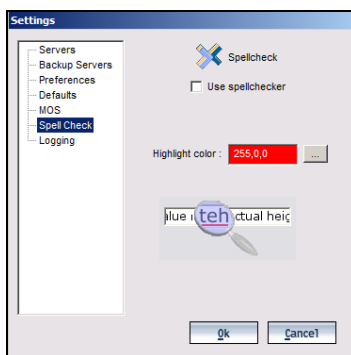


Figure 2-13. Xnews' Spell Check settings

- **Use spellchecker** - When selected, the application helps you to avoid any typing errors or spelling mistakes by underlining any potentially misspelled words that you have entered.
- **Highlight color** - Specifies the RGB color that the **SPELL CHECK ON** setting uses for the line color to identify potentially misspelled words.

Logging settings

Xnews' **Logging** settings allow you to specify the categories of events that you want to be recorded in the Xnews log files, as well as the maximum number and size of Xnews log files that will be archived.

As Xnews operates, events are recorded to a log text file, which is stored under the Windows system directory for application specific data.

Since the log files thoroughly track and record Xnews' events during operation, they are a great tool to use for diagnosing error conditions or unexpected behaviors. In fact, our Technical Support team will often ask its customers to send them the Xnews log file to help them troubleshoot any unexpected behavior that you may be experiencing.

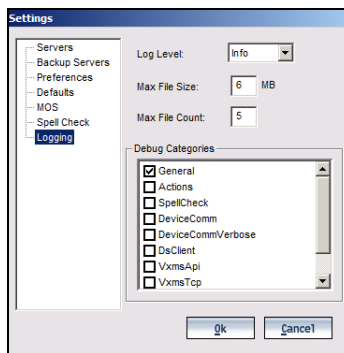


Figure 2-14. Xnews' Logging settings

- **Log Level** - This sets the default log level used by all logging categories except those that have been checked in the Debug Categories list. The choices are:
 - **Error** - Only log errors and essential operations.
 - **Warn** - Log unsuccessful operations that may indicate a problem (in addition to all messages logged at the Error level).
 - **Info** - (Default) Log important events that occur during normal conditions (in addition to all messages logged at the Warn level).

It is recommended to set the **Log Level** to **Info** in order to provide enough information in the logs to diagnose common problems without affecting performance.

- **Max File Size** - Sets the maximum memory size for each log file created per run. The default value is 6 MB.
- **Max File Count** - Specifies the maximum number of Xnews*.log files that will be stored. A large enough number should be chosen to store over a day's worth of logs. This way if a problem happens the relevant log files will be available. Once the maximum number of files is reached, the oldest log file will be replaced by a new one. The default value is 5.
- **Debug Categories** - Select the types of debug logging (categories) that you would like to record in the Xnews log file:

- **General** - General logging that does not fit under any other category.
- **Actions** - Logs the execution of actions in a panel, template or page.
- **Spellcheck** - Logs activity in the spell checker.
- **DeviceComm** - Logs socket communication between the client application and the CG as well as server-side socket communications in device drivers. Formerly controlled via the VXLOG_DEVICE environment variable set to '1'.
- **DeviceComm Verbose** - Logs socket communication between the client application and the CG as well as server-side socket communications in device drivers. Logging with this category is very verbose, since it includes the actual bytes that are transmitted. Formerly controlled via the VXLOG_DEVICE environment variable set to '2'.
- **DSClient** - Logs client-side socket communication with the Data Server.
- **VxmsApi** - Logs client-side calls to the Xmedia Server.
- **VxmsTcp** - Logs client-side socket communication with the Xmedia Server using the principal Xmedia Server connection.
- **VxmsCache** - Logs client-side activity in the Xmedia Server cache.
- **VxmsTcpLayer** - Logs client-side socket communication with the Xmedia Server used by the cache and publishing.

3 FAMILIARIZING YOURSELF WITH THE XNEWS INTERFACE

The Xnews user interface opens as a panel/workspace in your newsroom computer system's (NCS) client workstation interface (figure 3-1). The Xnews user interface contains its own components and features that you will use in the creation and insertion of pages into news rundown.

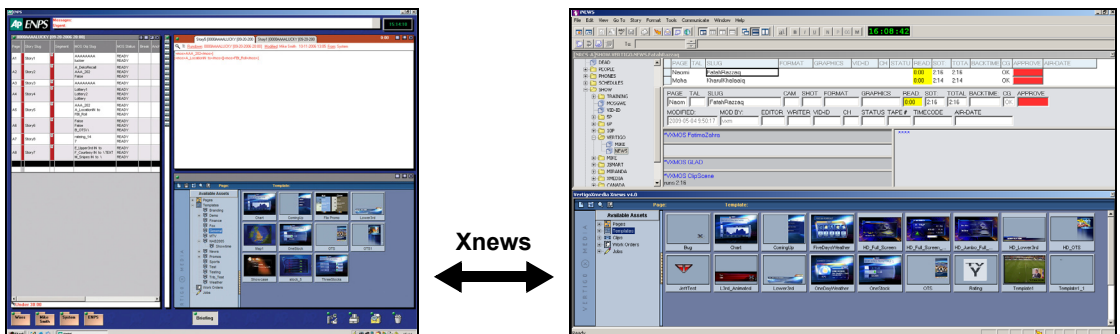



Figure 3-1. Xnews integrates into your NCS client's workspace (i.e. ENPS or iNEWS)

The following sections provide functional descriptions of the Xnews interface and all of its components:

- [“Opening Xnews in ENPS” on page 3-2](#)
- [“Opening Xnews in iNEWS” on page 3-3](#)
- [“Overview of the Xnews interface” on page 3-4](#)
- [“Toolbar buttons on the Xnews interface” on page 3-6](#)
- [“Using the Asset Browser in Xnews” on page 3-7](#)
- [“Asset Gallery, Home Area and Status bar” on page 3-13](#)
- [“Using the Drag bar to create embedded pages and clips” on page 3-19](#)
- [“Using the Search Tool” on page 3-20](#)
- [“Creating and using Work Orders” on page 3-32](#)

Opening Xnews in ENPS

To launch Xnews within the ENPS workspace:

1. Launch ENPS using the ENPS workstation's **START** menu or desktop shortcut.
2. Click the **MEDIA CONTROL ROVER**  and select your MOS ID description name from the list (figure 3-2).

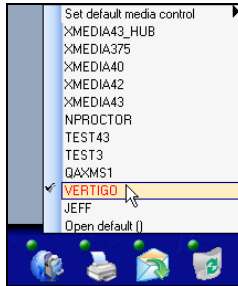


Figure 3-2. Select the MOS ID Description name from the Media Control rover to open Xnews in ENPS

NOTE

The MOS ID description name was specified when the ENPS MOS configuration settings were specified. You can verify the MOS ID description name by selecting the **ENPS FOLDER ROVER > SYSTEM MAINTENANCE > MOS CONFIGURATION**. The correct **DESCRIPTION** name is specified for the IP address of the ENPS workstation.

3. Xnews immediately starts loading into one of the Editing Windows on the ENPS interface (figure 3-3).

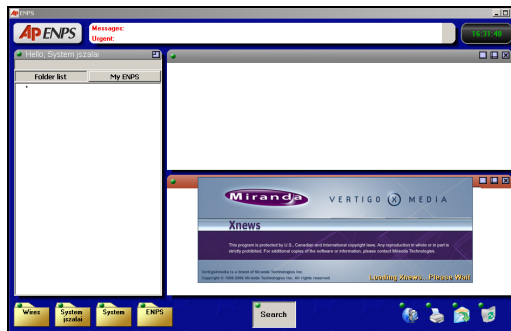


Figure 3-3. Opening Xnews in the ENPS workspace

NOTE

If it is the first time that Xnews is opened since it was installed, a red bar will display to indicate that you are not connected to an Xmedia Server. See [“Starting Xnews for the first time” on page 2-8](#) for instructions on how to set the server connection settings.

Opening Xnews in iNEWS

To launch Xnews within the iNEWS workspace:

1. Launch iNEWS using the iNEWS workstation's **START** menu or desktop shortcut.
The **iNEWS SERVER CONNECTION** window appears.
2. Log into the iNEWS workstation.
3. Close the **iNEWS MESSAGES OF THE DAY** window.
The iNews workstation window appears (figure 3-4).

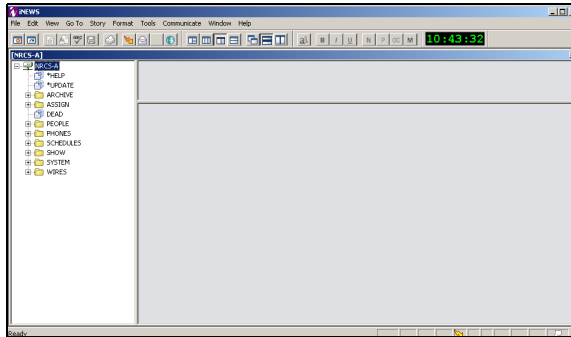


Figure 3-4. iNews workstation window

4. Launch Xnews by selecting **TOOLS>PLUGINS>VERTIGOXMEDIA XNEWS** from the iNEWS menu bar.
Xnews opens in one of the iNEWS workspace's panels (figure 3-5).

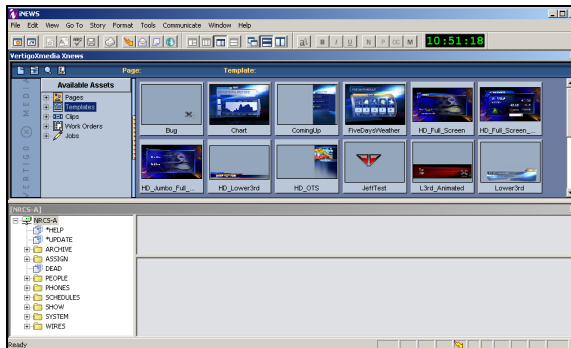


Figure 3-5. Xnews opens in a panel in the iNEWS workspace

Overview of the Xnews interface

If you are launching Xnews from your newsroom computer system for the first time, you must configure the server settings before you can access the Xnews interface (see [page 2-8](#)).

Once you launch Xnews, the Xnews interface appears in a section of your NCS interface. Figures [3-6](#), [3-7](#) and the following descriptions provide a brief overview of Xnews' main interface components.

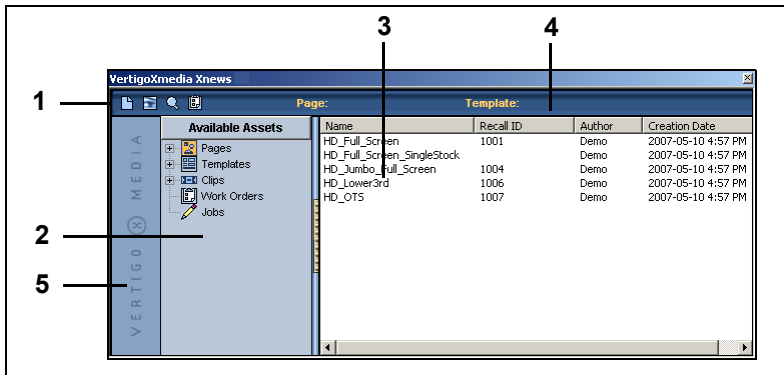


Figure 3-6. Xnews interface with the Asset Browser and Asset Gallery open

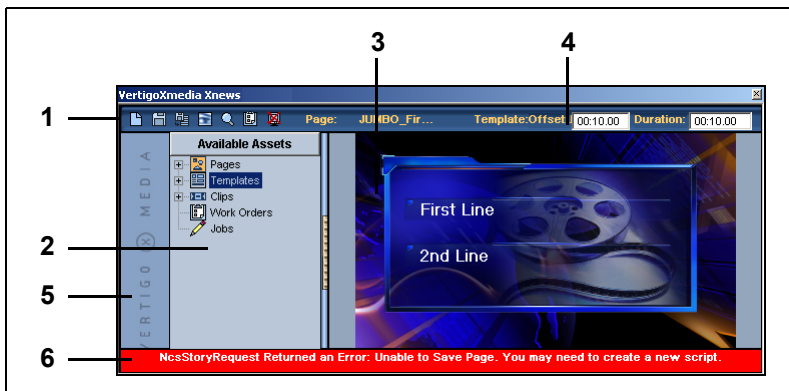



Figure 3-7. Xnews interface with the a page open in the Home Area

- 1. Toolbar:** Contains buttons for creating a new page, saving, and switching between **DETAIL** and **PROXY** view in the Asset Gallery. When a template or page is open in the Home Area, three additional buttons appear in the toolbar allowing you to save the asset and preview the page. See [“Toolbar buttons on the Xnews interface” on page 3-6](#) for a functional description of each button in the toolbar.

2. **Asset Browser:** Provides a tree view of the Xmedia Server root categories that contain the templates, pages and clips, Work Orders and Jobs. When you click on a folder in the Asset Browser, its contents are displayed in the Asset Gallery on the right. You can display or hide the Asset Browser by clicking the orange gripper bar. See [“Using the Asset Browser in Xnews” on page 3-7](#) for more detailed instructions for using the Asset Browser.
3. **Asset Gallery / Home Area:** When you click a folder in the Asset Browser, its contents are displayed in the Asset Gallery in either **DETAIL** or **PROXY** view (to toggle between views, click  in the toolbar). Double-clicking a template or page in the Asset Gallery opens the template/page in what now becomes the Home Area. You can modify the template/page's editable components in the Home Area and then save the page. If Xnews experienced an error when loading the template or page, a message will appear in a banner along the bottom of the Home Area. See [“Asset Gallery, Home Area and Status bar” on page 3-13](#) for instructions on how to use the Asset Gallery and Home Area.
4. **Status bar:** Located next to the toolbar, the Status bar provides the name, source, offset, and duration values for the template or page that is currently open in the Home Area. Right-clicking the Status bar also provides access to the **CHANGE SETTINGS** and **ABOUT** commands. See [“Asset Gallery, Home Area and Status bar” on page 3-13](#) for instructions on how to use the Status bar features.
5. **Drag bar:** The Drag bar, identified by the Vertigo Xmedia logo, allows you to drag and drop the currently open page into the host news system. Right-clicking the Drag bar also provides access to the **CHANGE SETTINGS** command. See [“Using the Drag bar to create embedded pages and clips” on page 3-19](#) for instructions on how to use the Drag bar.
6. **Error Message:** Whenever Xnews encounters an error, a red bar appears in the lower portion of the Xnews interface that displays an error message describing the source and/or consequence of the error. Simply click the error message bar to hide it.

Toolbar buttons on the Xnews interface

The Xnews toolbar contains iconic buttons that execute various Xnews functions. The following table provides a brief functional descriptions of each button in the toolbar.

 CREATE NEW	<p>If a page is already open in the Home Area, clicking this button closes the page. The Home Area is replaced with the Asset Gallery, which displays the contents of the category that was last selected.</p>
 SAVE PAGE	<p>These buttons only appear in the toolbar when a page/template is open in the Home Area.</p> <p>When an unsaved page is open in the Home Area, clicking the SAVE PAGE button  allows you to save the page as a shared page by specifying the page details (i.e. name) and the category location(s).</p> <p>When a page is open in the Home Area, the SAVE PAGE button  appears in the toolbar. Clicking this button saves any edits that were made to the page.</p>
 SAVE AND INSERT PAGE	<p>This button only appears in the toolbar when a page/template is open in the Home Area.</p> <p>Allows you to save the open page by adding it to the open story/rundown.</p>
 CHANGE THE VIEW	<p>Pressing this button toggles the Asset Gallery's display format between DETAIL and PROXY views. As described on page 3-13, Detail view displays category contents in a list format, which provides more detail about the page. While Proxy view displays the pages and templates as thumbnail images for quick and easy recognition.</p>
 SEARCH	<p>Pressing the SEARCH button opens the SEARCH window, which allows you to create and execute a search for locating assets on the Xmedia Server. See "Using the Search Tool" on page 3-20.</p>
 NEW WORK ORDER	<p>Pressing this button opens the WORK ORDER window, which allows you to create a work order request for the creation or addition of an asset (i.e. image) that is needed for a page. Once a work order is created, a placeholder is placed on the page. See "Creating and using Work Orders" on page 3-32 for more information.</p>
 PREVIEW PAGE	<p>These buttons only appear in the toolbar when a page/template is open in the Home Area and the Playout settings are enabled in the <code>xnews.ini</code> file.</p> <p>Pressing this button publishes the open page to a designated device, which allows the page's on-air likeness to be previewed on the playout device. See "Previewing the on-air look of a page" on page 5-14 for more information.</p> <p>If the PREVIEW PAGE button has an X on it, this indicates that Xnews was unable to connect to the device.</p>

Using the Asset Browser in Xnews

The Asset Browser (figure 3-8) is a collapsible panel on the left-side of the Xnews interface that allows you to view and access the pages, templates, and clips that are stored on the Xmedia Server. As well, the Asset Browser allows you to access the Work Orders and Jobs that are also stored on the Xmedia Server (see [page 3-36](#)).

The Asset Browser organizes pages, templates, and clips in a tree structure of root categories and subcategories, which can be navigated by expanding or collapsing the category. Note that you can create new subcategories, but the root categories are permanent and subcategories cannot be deleted in Xnews. When a category is selected, the pages, templates, or clips of the category are listed/previewed in the Asset Gallery (to the right of the Asset Browser).

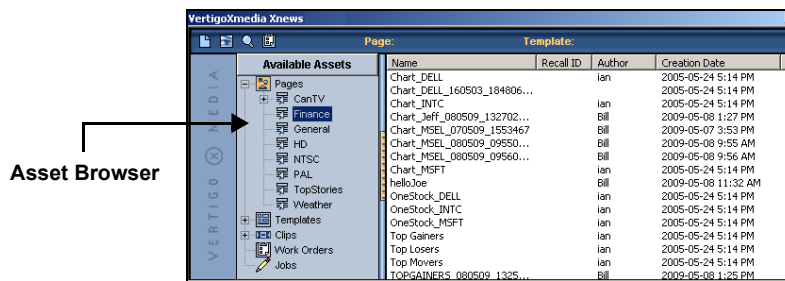


Figure 3-8. The Asset Browser in Xnews

In addition to accessing the contents of the Xmedia Server, the Asset Gallery has a context menu that features a series of commands that are used to perform various tasks using the selected asset category.

The following sections provide instructions for using the Asset Browser in Xnews to manage and organize the pages and templates stored on the Xmedia Server:

- [“Opening/hiding the Asset Browser panel” on page 3-8](#)
- [“Refreshing a category” on page 3-8](#)
- [“Adding a new category” on page 3-9](#)
- [“Setting access permissions for an asset category” on page 3-10](#)

NOTE

Unlike the Asset Browsers in other Vertigo Suite applications, the Asset Browser in Xnews only contains five (5) root categories: **PAGES**, **TEMPLATES**, **CLIPS**, **WORK ORDERS**, and **JOBS**.

Opening/hiding the Asset Browser panel

The Asset Browser is a collapsible browser that is located and anchored to the left side of the Xnews interface. By collapsible, we mean that you open and hide the browser's display by clicking the gripper bar on the left-hand side of the screen (figure 3-9).

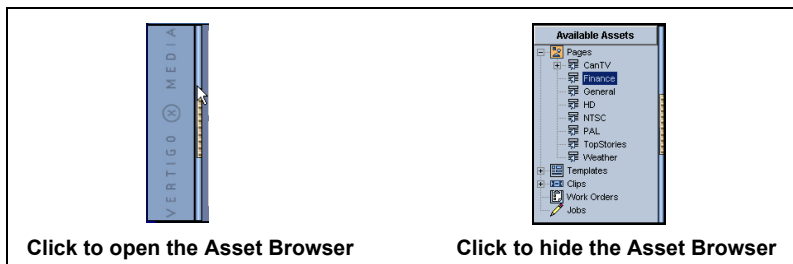



Figure 3-9. Click the gripper bar to open or hide the Asset Browser

Another way to reopen the Asset Browser when a page or template is open in the Xnews Home Area is to click the **CREATE NEW** button  in the Xnews toolbar. The page/template immediately closes in the Home Area and the Asset Browser and Asset Gallery return to their previous state.

NOTE

If the **HIDE THE ASSET BROWSER** on open setting is enabled on the Preferences page in the Xnews settings, the Asset Browser will automatically collapse when a page or template is opened in the Home Area. See [page 2-13](#) for more information.

Refreshing a category

The benefit of having the Xmedia Server centrally archive all of the assets (i.e. pages, templates, images...etc.) is that anybody on the network can ingest, create, or access these assets at anytime. Since the contents of the Xmedia Server may be changing during your Xnews session (as others add, edit, or remove assets), the Xmedia Server automatically refreshes the Asset Browser every time a change is saved to an asset or asset category. This ensures that the Xnews Asset Browser always contains the latest versions of the assets stored on the Xmedia Server.

Although it isn't necessary, you can refresh the Asset Browser by right-clicking on a category in the Asset Browser and selecting the **REFRESH** command (figure 3-10). The Asset Browser immediately reloads the category with the Xmedia Server content.

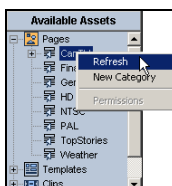


Figure 3-10. The Refresh command reloads the category with the most recent content from the XMS

Adding a new category

The Asset Browser's Pages, Templates, and Clips root categories are pre-set within the system and cannot be moved or deleted, nor can new ones be created. However, you can create as many subcategories within these root categories as required, as well as edit and delete them (figure 3-11).

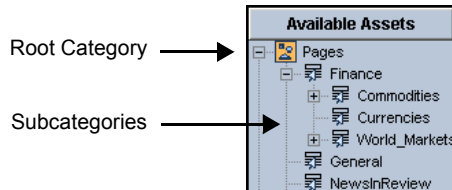


Figure 3-11. The Asset Browser organizes assets in a tree-structure of root categories and subcategories

To create a new category or subcategory:

1. Select the desired root category icon, so that its tree structure appears in the Asset Browser.
2. If you want the new subcategory to be immediately under the root category, right-click on the root category's name in the tree. Otherwise, navigate to the subcategory in which you would like to create a new subcategory and right-click on its heading. In both cases, the Asset Browser's context menu appears.
3. Select the **NEW CATEGORY** command from the context menu. The **NEW CATEGORY** window appears.
4. Type the name of the new subcategory in the text box.
5. Click **OK**.
The new sub-category is displayed below the category heading.

NOTE

You cannot add or delete root categories from the Asset Browser in Xnews. You must use Xplorer, Xstudio, or another Vertigo Suite application to add or delete categories. Xnews however, does allow you to create as many categories within the root categories as you would like.

Setting access permissions for an asset category

If the Xmedia Server has been configured to support user rights management, the **PERMISSIONS** command will be enabled in the Asset Browser's category context menu (figure 3-12).

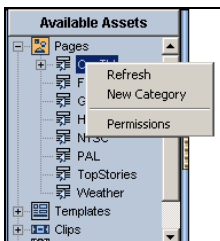


Figure 3-12. The Permissions command allows you to restrict access to the category to specific users

If the **PERMISSIONS** command is disabled in the context menu, this indicates that either the Authorization Manager is not installed; or that the Xmedia Server does not have its Authorization Manager Configuration settings enabled or set properly; or the user does not have access to the Policy Store.

Complete instructions for configuring the Xmedia Server for user rights management and using the **PERMISSIONS** command are available in the "User Rights Management" section of the Xmedia Server Configuration Guide.

The following procedure describes how to set the Asset Browser's category permissions to restrict access of a selected asset category to only a select group of users.

To restrict access of asset category to only a select group of users:

1. Right-click on the asset category from the Asset Browser that you want to restrict access to.
2. Select the **PERMISSIONS** command from the context menu (figure 3-13).

The **CATEGORY SECURITY** window appears and states that there are currently no viewing restrictions set for the selected category. It further explains that the action of adding a user or a group instantly hides the category from every user except those users or groups add to this permission.

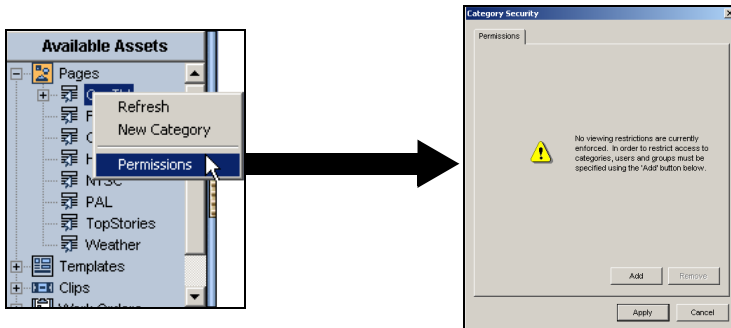


Figure 3-13. Select the Permissions command to restrict access to the selected asset category

- Click the **ADD** button.
The **SELECT USERS OR GROUPS** window appears (figure 3-14).

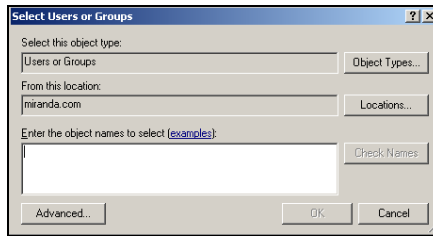


Figure 3-14. The Select Users or Groups window

- The text box provides a space for you to type the names of the user or group that you want to find.
- Click the **CHECK NAMES** button.
- If only one match is found, then the name is immediately added to the text box. However, if multiple names match the search, then the **MULTIPLE NAMES FOUND** window appears (figure 3-15). Select the name of the user(s) that you want to add from the **MULTIPLE NAME FOUND** window and click **OK**.

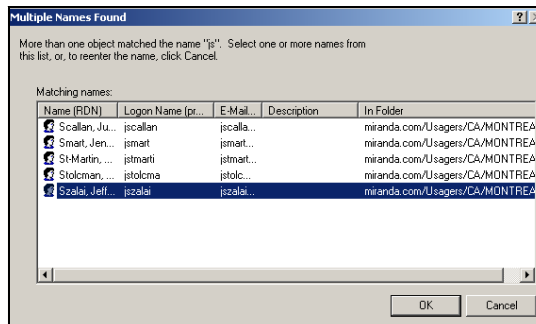


Figure 3-15. The Multiple Name Found window

- The names are now listed in the **SELECT USERS OR GROUPS** window (figure 3-16).

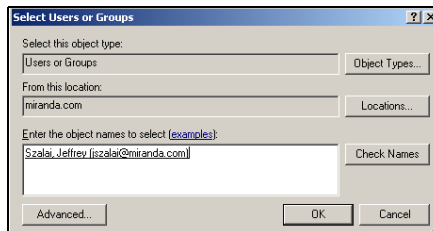


Figure 3-16. The Select Users or Groups window

- Click **OK** and the **SELECT USERS OR GROUP** window closes.
The **CATEGORY SECURITY** window now lists the users and/or groups that have permission to view and interact with the assets in this category (figure [3-17](#)).

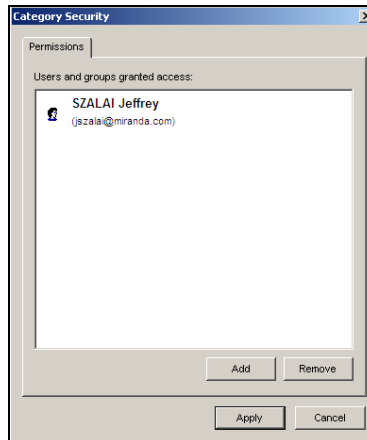


Figure 3-17. The Category Security window lists the users and/or groups who have permission

- Click **APPLY** to complete the procedure.

Related documentation

Please refer to the “User Rights Management” section of the Xmedia Server Configuration Guide for other procedures using the **PERMISSIONS** command, including:

- [“Granting additional users access to a restricted category” on page 19-53](#)
- [“Removing users from a category’s security” on page 19-53](#)
- [“Removing all access restrictions from a category” on page 19-54](#)

Asset Gallery, Home Area and Status bar

The pages, templates, work orders, and jobs that are stored on the Xmedia Server and associated devices are displayed or listed in the Asset Gallery. After selecting a root category or subcategory in the Asset Browser, the assets are displayed in the Asset Gallery. Some asset types can be displayed as thumbnail images (**PROXY** view) for easy identification, while others are displayed as lists which provide specific details about the assets (**DETAIL** view).

In addition to viewing the contents of the Xmedia Server, the Asset Gallery has a context menu that features a series of commands that are used to perform various tasks using the selected asset.

While the following sections describe the Asset Gallery views and commands, further chapters in this document provide instructions for using these features.

- [“Changing the view style \(Detail or Proxy\)” on page 3-14](#)
- [“Opening a template or page in the Home Area” on page 3-15](#)
- [“Changing the edit and creation settings for shared pages” on page 3-16](#)
- [“Zooming in/out of a template or page on the Home Area” on page 3-17](#)
- [“Displaying a listing of Work Orders or Jobs” on page 3-18](#)



← Asset Gallery in Proxy View mode




← Home area displaying a shared page

Figure 3-18. The Home Area replaces the Asset Gallery when a template or page is opened in Xnews

Changing the view style (Detail or Proxy)

When the **PAGES** or **TEMPLATES** category or subcategories is selected in the Asset Browser, its assets are displayed in the Asset Gallery. Depending on the view setting (**PROXY** or **DETAIL**) the assets will be displayed in the Asset Gallery in a list/table or as a series of thumbnail graphics.

Figure 3-19 demonstrates that you can change the view style by clicking the **CHANGE THE VIEW** button  selecting either the **DETAIL VIEW** or **PROXY VIEW** commands.

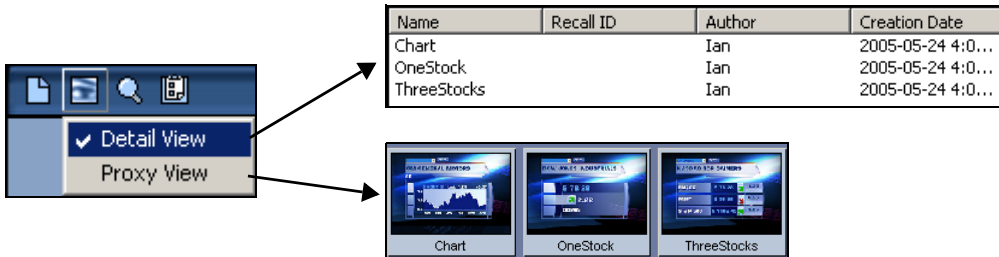


Figure 3-19. Use the Change the View button to toggle between Proxy View and Detail View

NOTE

The **STARTUP VIEW** field on the Xnews Preference settings page dictates in which view mode Xnews uses as its default view. See [“Preferences settings” on page 2-13](#) for more information.

Opening a template or page in the Home Area

Since templates and shared pages are stored on the Xmedia Server, they can be accessed by navigating through the Asset Browser and Asset Gallery. Embedded pages, however, exist only within a rundown. Therefore to open an embedded page, you must open the rundown first in your NCS interface and then access the page from there.

The following procedures provide instructions for opening templates, shared pages, and embedded pages within the Xnews Home Area.

To open a template or shared page in the Xnews Home Area:

1. Open the Asset Browser and navigate through the **PAGES** or **TEMPLATES** categories until the desired page/template is listed or displayed in the Asset Gallery.
2. Open the page or template by performing one of the following:
 - Double-click the page/template in the Asset Gallery.
 Or,
 - Right-click on the page/template in the Asset Gallery and select the **OPEN** command.

To open an embedded page from a host news system's story:

1. In the NCS interface (i.e. ENPS or iNews), open the rundown and story that contains the page that is to be displayed in Xnews.
2. Double-click on the MOS entry for the page that you want to display in Xnews and the page opens in the Xnews Home Page (figure [3-20](#)).

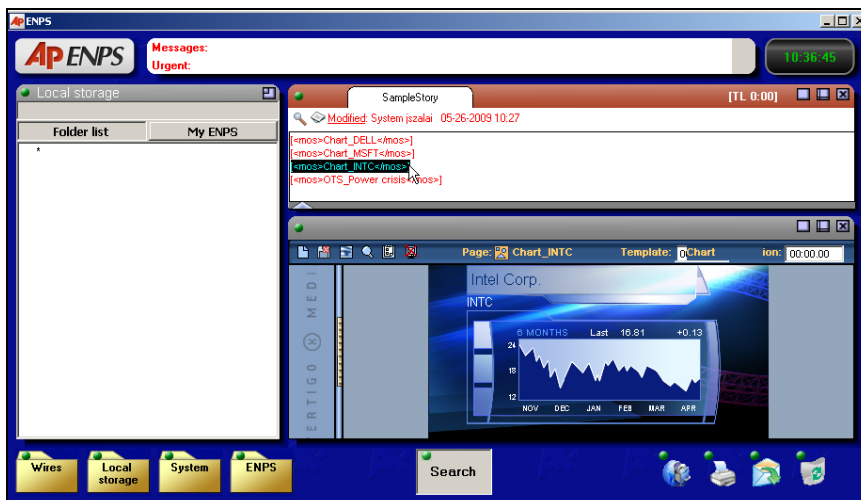


Figure 3-20. Opening an embedded page in Xnews

Changing the edit and creation settings for shared pages

Xnews features two (2) settings that determine whether or not users can create and/or edit shared pages:

- [Allow Creation of Server Pages](#)
- [Allow Edit of Server Pages](#)

Figure 3-21 shows that these two (2) settings can be access and enabled/disabled on the Xnews **PREFERENCE** settings page (see [page 2-10](#) to learn how to access Xnews settings).

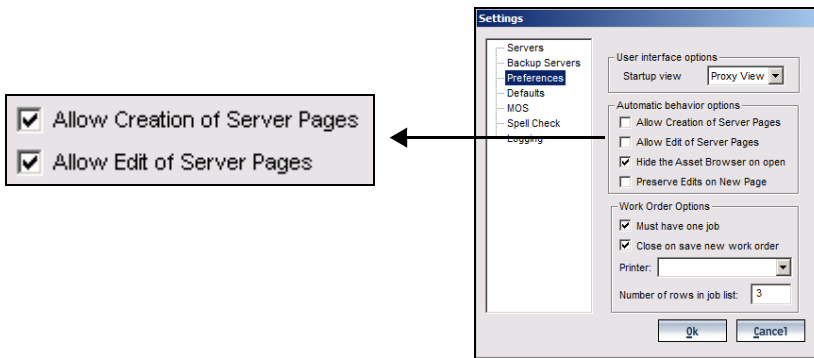




Figure 3-21. Two Preference settings that control the creation and editing of shared pages

Allow Creation of Server Pages

The **ALLOW CREATION OF SERVER PAGES** setting in the Xnews **PREFERENCE** settings is a mechanism for granting or restricting permission for users to create and save new shared pages to the Xmedia Server.



When this setting is enabled (checked), the **SAVE PAGE** button  in the Xnews toolbar is enabled (blue), which allows you to save a shared page. However, when the setting is disabled (empty), the **SAVE PAGE** button  in the Xnews toolbar is disabled (grey) and it does not allow you to save the page to the Xmedia Server.

NOTE

If your intent is to create a shared page, but an embedded page is created from the template instead, check to see if the **ALLOW CREATION OF SERVER PAGES** setting is enabled in the `xnews.ini` file. Similarly, if the **SAVE PAGE** window does not appear when you press the enabled **SAVE PAGE** button, the `UseQuietMode2` parameter in the `xnews.ini` file might be enabled. See [“Enabling Embedded Pages or Shared Pages mode” on page 2-6](#) for instructions on changing these settings.

Allow Edit of Server Pages

The **ALLOW EDIT OF SERVER PAGES** setting in the Xnews **PREFERENCE** settings is a mechanism for granting or restricting permission for users to edit shared pages that are stored on the Xmedia Server.

When this setting is disabled (unchecked), the **SHARED PAGE** icon  in the Xnews Status bar displays a small lock, which signifies that no edits can be made to the page. However, when the setting is enabled (checked), the **SHARED PAGE** icon  in the Xnews Status bar does not display a lock and users can make changes to the page's editable fields. See [“Editing and previewing a shared page” on page 6-4](#) for instructions on editing shared pages.

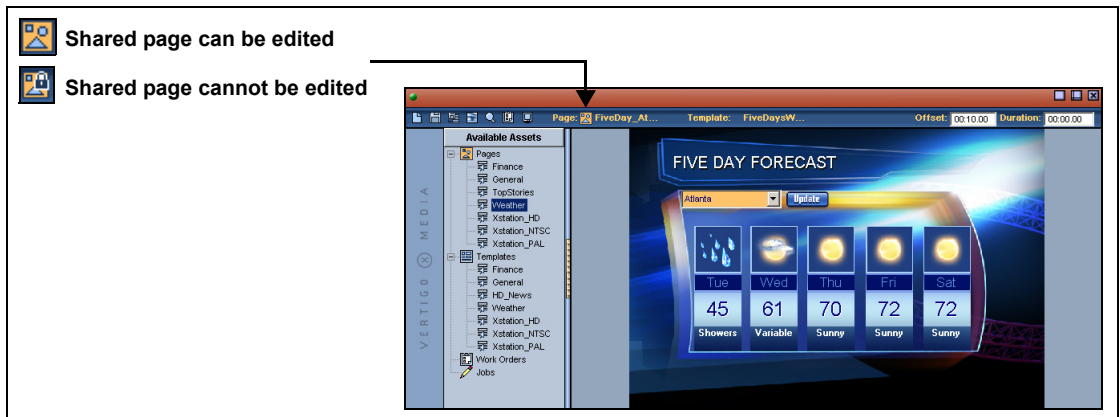


Figure 3-22. The Shared Page icon indicates whether or not a page can be edited

Zooming in/out of a template or page on the Home Area

When a page is open in the Xnews Home Area, you can use your mouse's wheel to zoom in and out of the page (figure 3-23). Pressing your keyboard's **HOME** key returns that page's view to its original size in the Home Area.

You can then move the page up or down in the Home Area by holding down the **ALT** key and pressing the **UP ARROW** or **DOWN ARROW** keys on your keyboard.



Figure 3-23. Use the mouse wheel to zoom in and out of the page

Displaying a listing of Work Orders or Jobs

The Xnews Asset Browser not only displays the root categories for Pages and Templates, it also displays root categories for Work Orders And Jobs. Upon selecting these root categories, a listing of all of the Work Orders or Jobs is displayed in the Xnews Home Area (figure 3-24).

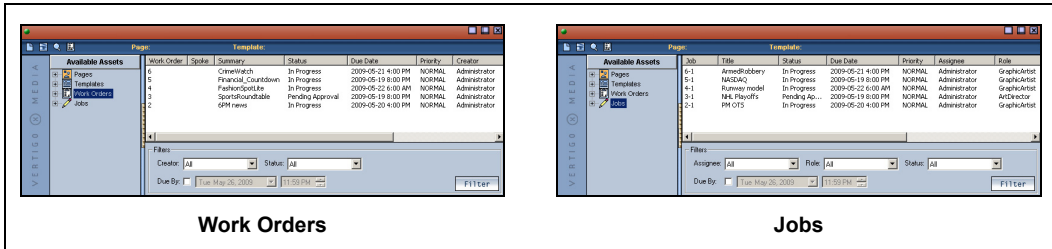


Figure 3-24. Access listings of Work Orders and Jobs using the Asset Browser and Asset Gallery

When Work Orders or Jobs are listed in the Asset Gallery, the lower portion of the pane contains a filtering tool. You can use the filter to limit the number of listings displayed by specifying a set of restrictions or properties that the results must conform to (e.g. only work orders that are currently in a Pending state).

Full instructions for using the Work Order management system are provided in [“Creating and using Work Orders”](#) on page 3-32.


Using the Drag bar to create embedded pages and clips

The Drag bar is located along the left side of the Xnews interface and is easily identified by the **VERTIGO X MEDIA** logo that is written across it.

The Drag bar provides access to the **CHANGE SETTINGS** command, which allows you to specify settings that affect the functionality of Xnews (figure 3-25). See [“Configuring the Xnews settings” on page 2-10](#) for more information.



Figure 3-25. The Drag bar provides access to the Xnews Settings window

The Drag bar allows you to drag and drop the currently open page/clip into the host news system. Figure 3-26 demonstrates that when you click the Drag bar while holding down the left mouse key and start moving the mouse across the story panel, the cursor changes to a drag icon  and the drag-and-drop functionality is initiated. Place the cursor in the location in the story where you want the page to be ordered and release the mouse key. The page/clip's MOS entry is added to the story and the page closes in Xnews. See [“Saving and adding embedded pages to a story” on page 5-15](#) for more information.

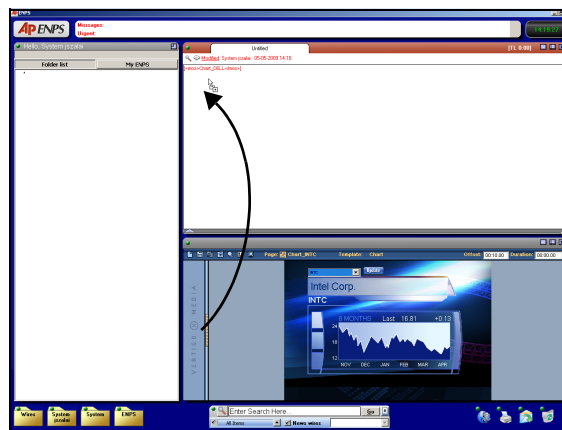


Figure 3-26. Using the Drag bar to add a page to the NCS story

Using the Search Tool

While Xnews' Asset Browser and Asset Gallery provide you with convenient access to the page and template assets that are stored on your Xmedia Server (XMS), they do not provide an effective way of finding or sorting these assets based on common themes or characteristics. For this reason, Xnews offers a Search tool, which allows you to quickly search and find assets based on asset properties. When a query is performed, the Search tool returns a listing of the assets that match the search conditions.

The Search tool allows you to perform two types of searches: a **standard search** and an **advanced search**. The standard search allows you create a search profile using the basic properties associated with assets like, the type of asset, keywords, date of creation, among others. While the advanced search allows you to create a search profile based on the asset's metadata information. Since pages and templates do not contain meta data, **only the Standard search is relevant to finding pages and templates for use with Xnews.**

NOTE

Although the Search tool allows you to search for all types of assets stored on the Xmedia Server, in the context of Xnews, you will primarily be searching for pages and templates.

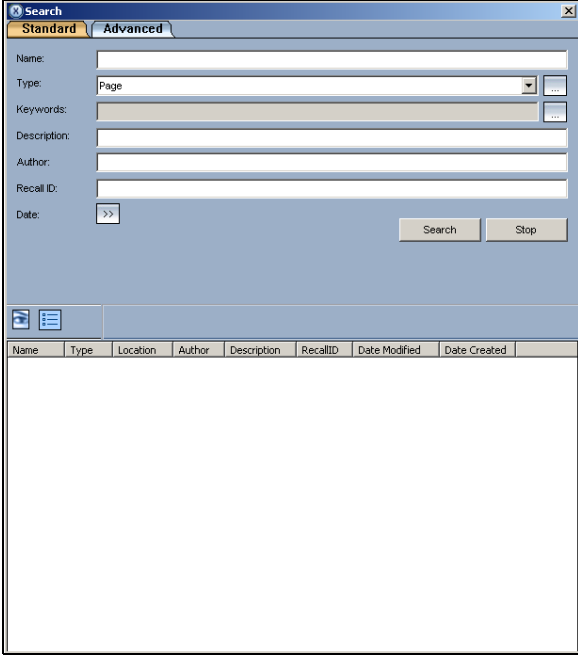
The following sections provide more information about the Search tool, as well as how to perform a standard search for page and/or template assets:

- [“Opening the Search Tool” on page 3-21](#)
- [“Using the standard search fields and controls” on page 3-22](#)
- [“Viewing the Search status and asset information in the Message area” on page 3-28](#)
- [“Displaying search results in the Detailed View or Proxy View” on page 3-29](#)
- [“Instructions for performing a standard search” on page 3-31](#)

Opening the Search Tool

To open the search tool from within Xnews and select the search mode:

1. Click the **SEARCH** button  in the Xnews toolbar.
The **SEARCH** window (Search Tool) appears (figure [3-27](#)).



Name	Type	Location	Author	Description	RecallID	Date Modified	Date Created
------	------	----------	--------	-------------	----------	---------------	--------------

Figure 3-27. The Search window

2. Select the **STANDARD** tab to perform a standard search using the asset's basic properties (see ["Instructions for performing a standard search" on page 3-31](#)).

Using the standard search fields and controls

The Standard search mode allows you to search for pages and templates using the basic asset properties that were provided when the asset was ingested or created.

Once you have defined your search profile, select the **SEARCH** button to start the search. Immediately after launching the query, the Search tool looks for matches based on your profile and displays the results in the Results area. The message area also displays the status of the search and summarizes the results of the Search tool's findings.

If your search profile is too general, then the Search tool might retrieve more results than are necessary, which could take time and be ineffective. At any time during the search, you can press the **STOP** button to immediately stop the search. The results that were retrieved up to that point will be displayed in the Results area.

It is recommended that you be strategic when creating your search profile. When searching for a particular asset, be as precise as possible in the type of information that you provide and use as many identifiers as possible to focus the search and limit the amount of matching results. If, however, you want the search tool to return all of the assets that match certain conditions, then keep your search profile flexible by setting minimal restrictions and using generic identifiers.

The following headings represent the asset property fields on the standard search interface that can be used to build a search profile. Each heading below provides advice for how to use the field to expand or limit your search.

- [Name](#)
- [Type](#)
- [Keywords](#)
- [Description](#)
- [Author](#)
- [Recall ID](#)
- [Date](#)

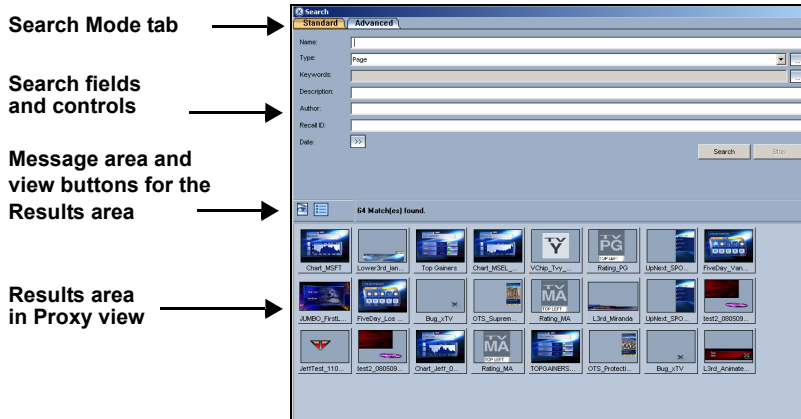


Figure 3-28. The Search tool's Standard Search interface components

Name

The **NAME** field allows you to search for assets that contain specific text in their name. Therefore, you type either the asset's exact name, or part of the asset's name and the search tool returns all of the assets who's name contains the text.

There are certain rules that you should be aware of that affect the search tool's matching of this property:

- Whenever possible type the asset's exact name (including any underscores).
- The search tool is not case-sensitive, so using upper or lower case does not affect the search results.
- If the asset's name contains multiple words separated by spaces (i.e. Red Sports Cars), then your name query text must contain the exact wording and it must be in the exact order. For example, "Sports Cars Red" or "Red Sport Car" will not find this asset.
- If the asset's name contains multiple words separated by spaces (i.e. Red Sports Cars), then your name query text can contain a only part of the name, but this results in a less focused search resulting in more results than desired. For example: red, red sports, sports cars, sports, or cars will find the asset, but potentially others as well. Note that when using partial names, the words still must be in the same order (i.e. sports cars, not cars sports).
- If the asset's name contains multiple words separated by underscores (i.e. Red_Sports Cars), then the underscore attaches the two words and they become one string. Therefore, to find this asset you will could search for Red_sports cars, or red_sports, but "red sports car" will not find this asset.
- You can use the asterisk (*) operator before or after a word as a wild card to represent one or more missing characters. This allows you to broaden your search or compensate for misinformation. For example, *Sports Cars will find the asset Red_Sports Cars. Similarly, Red_sports* will also find the asset.
- You can use the question mark (?) operator before or after a word as a wild card to represent one missing character. This allows you to broaden your search or compensate for misinformation. For example, if you had twenty assets each named in incrementing order (i.e. page1, page2... page19, page20), you can find the first nine (page1 to page9) by searching for "page?".

Type

The **TYPE** field allows you to search for assets that belong to a specific asset type, like images, cel animations, clips, among others. When combined with other fields, the **TYPE** field is very helpful in limiting the search's results to only particular types of asset. In the context of Xnews, you are most likely to set this field to either **PAGES** or **TEMPLATES**.

By default, the **TYPES** field is set to **ALL TYPES**, meaning that no restrictions will be placed on what type of assets will be returned. To limit your search to only one particular type, or certain types of assets only, you use either the field's drop-down list, or the **SELECT TYPES TO SEARCH** window (figure 3-29).

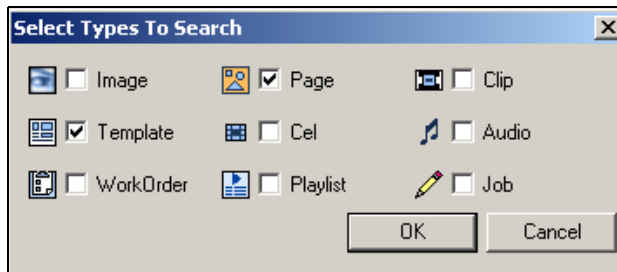





Figure 3-29. You can restrict search results to only certain types of assets


To restrict or limit your search to finding assets of only one specific type:

- Click in the **TYPE** field's text box, or by press the drop-down list button , and then select the asset type's name from the list.

To find assets of multiple types:

1. Open the **SELECT TYPES TO SEARCH** window:
 - Click in the **TYPE** field's text box, or by press the drop-down list button , and then select the **MULTIPLE TYPES** from the list.
 Or,
 - Click the browse button  to the right of the Type field to open the **SELECT TYPES TO SEARCH** window.
2. Select the check boxes of the asset types that you want to restrict results to. Be sure that all of the other check boxes are deselected.
3. Click **OK**.


To verify or change your multiple types selections:

When more than one asset type has been selected in the Type parameter, the **TYPE** field will display **MULTIPLE TYPES** label. If you want to verify, or change, which asset types have been selected, open the **SELECT TYPES TO SEARCH** window by clicking the browse button  to the right of the **TYPE** field. Selected check boxes represent the asset types included in the search, while deselected check boxes represent asset types that are not included in the search.

Keywords

When an asset is created or ingested into the Xmedia Server, the user is asked to provide keywords that are appropriate for identifying or recalling the asset. The keywords become a part of the asset's Keywords property and can be viewed and changed at any time using the Properties Browser. The search tool can use these keywords as searchable identifiers for retrieving assets.

To specify which keywords to use in a standard search:

1. Click the browse button  to the right of the **KEYWORDS** text box on the standard search interface.
 - If there are assets in your system who have keywords associated to them, then a **KEYWORD** window appears listing the available/searchable keywords.
 - If no assets in your system have keywords associated to them, then the **No KEYWORDS EXIST** window will appear stating: "There are currently no keywords to display". This means that you cannot use the Keywords search field, so press **OK** and base your search on other asset properties
2. Select the keywords that you want to use in your search from the **KEYWORD** window and press **OK**.

The chosen keywords now appear in the Keywords field's text box on the standard search interface.

Description

When an asset is created or ingested into the Xmedia Server, the user is asked to provide a brief description of the asset for identification and/or instructional purposes. This description becomes a part of the asset's properties and can be viewed and changed at any time using the Properties Browser.

The **DESCRIPTION** field allows you to search for assets whose Description property contains specific text. You can type either the asset's exact description, or part of the asset's description in this field. The search tool returns all of the assets whose Description property contains the text.

There are certain rules that you should be aware of that affect the search tool's matching of this property:

- Whenever possible type the asset's exact description property phrase, or at least the first portion exactly.
- The search tool is not case-sensitive, so using upper or lower case does not affect the search results.
- If the asset's description property contains multiple words separated by spaces (i.e. Red Sports Cars), then your description query text must contain the exact wording and it must be in the exact order. For example, "Sports Cars Red" would not find this asset.
- If the asset's description property contains multiple words separated by spaces (i.e. Red Sports Cars), then your description query text can contain a only part of the name, but this results in a less focused search resulting in more results than desired. For example: red, red sports, sports cars, sports, or cars will find the asset, but potentially others as well. Note that the words in the description phrase still must be in the same order (i.e. sports cars, not cars sports).

Author

When an asset is created or ingested into the Xmedia Server, the user is asked to provide the name of the person who created the asset. The name becomes a part of the asset's properties and can be viewed and changed at any time using the Properties Browser.

The **AUTHOR** field allows you to search for assets based on name of the author/person who created the asset. You can type either the exact name in the text box, or part of the author's name and the search tool returns all of the assets whose Author property contains the text.

Recall ID

A Recall ID is a unique identifier (usually numeric) that is given by the user to panel, template, shared page, and/or clip assets so that they can be quickly retrieved in production. The Recall ID of a panel, template, or page asset becomes one of its properties and it can be viewed or changed at any time using the Properties Browser.

The **RECALL ID** field allows you to search for assets whose Recall ID number matches the number typed in this field's text box. You can type either the exact number in the text box, or part of the recall ID's number. The search tool returns all of the assets whose Recall ID property contains the numbers specified.

Remember that zero (0) is not a valid Recall ID number, that Recall ID numbers can be a maximum of eight (8) characters, and no two assets can have the same Recall ID.

Date

The **DATE** field on the standard search interface features arrow buttons that display or hide the date options (figure 3-30) used in to limit the search results according to the dates that the asset was either created or modified.

Figure 3-30. The standard search interface's Date options

When displayed, the **DATE** field offers the following three (3) options:

No specific date	When activated, this option applies no date restrictions to the retrieval of asset results. In other words, assets that were created or modified on any date will be eligible and available to the search. As such, this is the default state of this field.
Modified Date	When activated, this option restricts the search results to only assets that were modified and saved between the dates specified in the From and To date fields to the right of this option.
Creation Date	When activated, this option restricts the search results to only assets that were created and saved between the dates specified in the From and To date fields to the right of this option.

When you select either the **MODIFIED DATE** or **CREATION DATE** options, you must also set the **FROM** and **TO** date fields that represent the dates between the search tool will limit its results to. You can either type the dates directly into the text box, or select the pull-down button on the right-side of the text box, which opens a calendar user interface. You can then navigate and select the exact date desired. You must specify a valid date for both the **FROM** and the **TO** fields.

Viewing the Search status and asset information in the Message area

When you perform a search, the search's progress and a summary of its outcome (number of results found) is displayed in the message area located above the Results area.

Possible status messages include:

- "Searching... Please wait..."
- "Populating tree view... Please wait..."
- "Populating proxy view... Please wait..."
- "There are no results to display."
- "# Match(es) found."

When the Search Tool is set to Proxy view, selecting an asset from the Results area displays information about the asset in the message area (figure 3-31). The asset information that is displayed is intended to supplement the information already provided in the results area and help you to identify and evaluate the assets found through the search. The information provided depends on the type of asset that is selected and the view mode that is active in the Results area.

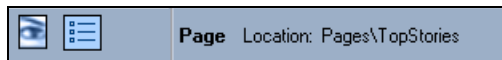


Figure 3-31. Asset information is displayed above the Results area

Displaying search results in the Detailed View or Proxy View

The Search tool's results area organizes and displays the assets that matched the specified search conditions. There are two modes in which asset can be viewed in the Results area: [Detailed view mode](#) or [Proxy view mode](#) (figure 3-32). Detailed view mode offers the advantage of instantly seeing detailed information about each asset, while proxy view mode provides the advantage of seeing a visual image of each asset.

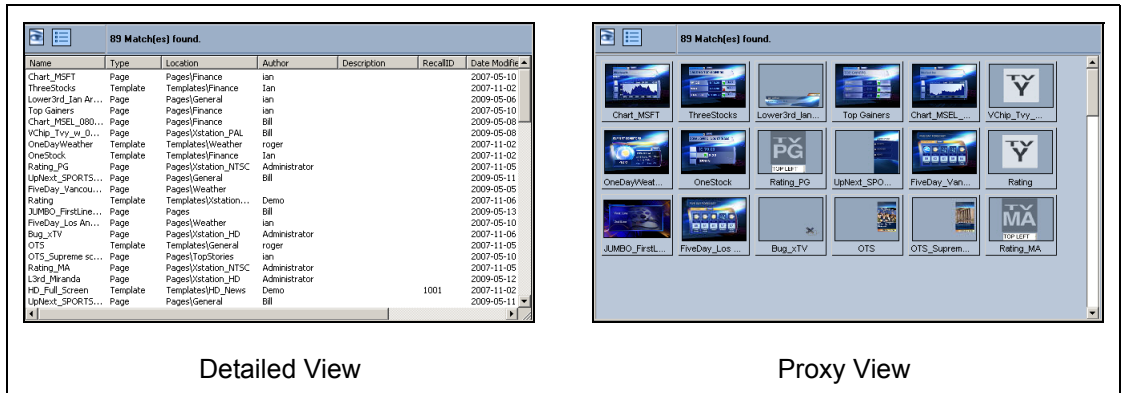


Figure 3-32. The Search tool has two modes for viewing search results: Detailed and Proxy

Detailed view mode


The search interface's detailed view mode lists the assets in a table format in the Results area (see figure 3-32). Each row represents an asset that matched the search profile and displays the following information for each asset (if available):

- Name
- Type
- Directory location
- Author
- Description
- Recall ID
- Date Modified
- Date Created

NOTE

See [“Using the standard search fields and controls” on page 3-22](#) for a description of these categories.

To activate Detailed view mode:

- Press the **DETAIL VIEW** button  located above the Results table.

Selecting the table headings in the results area allows you to quickly sort the results table based on that column's results. Also, when you select the asset from the results table, additional information about the asset is displayed in the message area above the Results area.

Double-clicking on a page or template asset in the results area opens the asset in the Xnews Home Area.

Proxy view mode

The search interface's proxy view mode allows you to quickly recognize the assets in the Results area by displaying them as thumbnail images (see figure [3-32](#)).

To activate Proxy view mode:

- Press the **PROXY VIEW** button  located above the Results table.

When you select the asset from the results table, additional information about the asset is displayed in the message area above the Results area.

Double-clicking a page or template asset in the results area opens the asset in the Xnews Home Area.

Instructions for performing a standard search

Standard search mode retrieves assets from your Xmedia Server using basic asset properties that are set when the asset is created or ingested, like the asset's name, keywords, type of asset, among others. The standard search mode is effective for retrieving the majority of assets, and is therefore highly recommended in most circumstances.

How you define your standard search profile often depends upon what information you have about the assets that you are looking for, and how broad or narrow you want the scope of your search to be. As such, it is impossible to describe one way of performing a standard search for assets. The procedure below describes a generic workflow for performing a standard search. Additional information and instructions for using the standard search fields are available in ["Using the standard search fields and controls" on page 3-22](#).

To perform a standard search mode query:

1. With the Search tool open and the Standard tab selected, define your search parameters by selecting and setting the search fields. We suggest using the Type field to restrict your query to only pages and/or templates.
2. Once the appropriate search fields are set, press the **SEARCH** button to launch the search.
The search's progress status and results summary appears in the message area. As well, the results of the search are listed/displayed in the Results area.
3. Browse through the results and locate the desired asset(s).
In detailed view mode, you can sort the results table by selecting the column's heading. When you select an asset in the Results area, additional information about the asset is displayed in the message area above the Results area.
4. Once you have located an desired asset, you can open the page or template assets by double-clicking the asset's listing/thumbnail in the Results area.
If the search tool did not find the asset(s) that you were looking for, then return to step 1 and redefine your search conditions.

Creating and using Work Orders

While creating or editing a page, you may realize that the Xmedia Server does not contain the specific image or video clip asset that you need for your story. In such a case, Xnews allows you to create a work order, which is a set of requests directed at your graphics department for the creation and addition of the required asset to the Xmedia Server. Each request in the work order is known as a job. While creating the job request, you can insert a placeholder on the page. Once the asset is ingested into the Xmedia Server and the job is complete, the placeholder is automatically replaced by the new image/video and the page is ready to go to air.

Xnews also allows you to view all of the work orders and jobs on your system through the Asset Browser's Work Orders and Jobs categories.

The following sections describe how to create and use work orders and jobs in the context of the Xnews application:

- [“Creating a new work order and an initial job request” on page 3-33](#)
- [“Viewing existing work orders and/or jobs” on page 3-36](#)
- [“Adding a job to an existing work order” on page 3-38](#)
- [“Removing a work order or job from the XMS” on page 3-40](#)

NOTE

The Work Order Management System is a feature that must be installed and configured on the Xmedia Server. For a more detailed description about configuring the Work Order Management system, please refer to the **Xmedia Server Configuration Guide**.

Creating a new work order and an initial job request

If the Xmedia Server does not contain an image or video clip asset that you require for your template-based page, you can create a work order and job request. The work order's job issues a request to your graphic arts department to create an asset that fulfills your prescribed specifications and then ingest it into the system.

✓ NOTE

Before creating a work order or job from Xnews, your Xmedia Server system must first be configured to contain a work order workflow. You must also have the correct permission settings in your user profile to allow you to create work orders and jobs. Contact your system administrator for more information regarding your organization's work order workflow configuration.

Before creating a new work order, it is recommended that you verify that the image or clip that you require does not already exist on the Xmedia Server.


To verify if an image or clip already exists:

1. With the page open in Xnews, right-click the image or clip that is to be replaced. Either the **SELECT AN IMAGE** or the **SELECT A CLIP** window appears.
2. Browse through the categories within the window to see if any of the existing images or clips meet your requirements.
 - If so, select the asset and press **OK**. The image or clip will immediately be brought into the page.
 - If not, then proceed to creating a work order for your story or rundown, and specify a particular job request for the required image or clip

✓ NOTE

You can allow use the Search Tool to verify if an image or clip already exists in the system. See [“Using the Search Tool” on page 3-20](#) for instructions.

To create a new work order:

1. With the page open in Xnews, select the **NEW WORK ORDER** button  from the toolbar.
2. Each time you begin a new Xnews session and you attempt to create or access a work order or a job, the **VERTIGOXMEDIA LOGIN** window (figure 3-33) appears and prompts you to sign in using a user name and password. If you do not have a user name and password, contact your IT department and ask them to add you to the Xmedia Server's **WORKFLOW>USERS** properties.

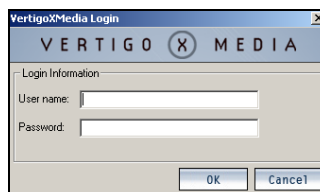


Figure 3-33. VertigoXmedia Login window

Once you enter your user name and password, press **OK** and the Work Order Window appears (figure 3-34).

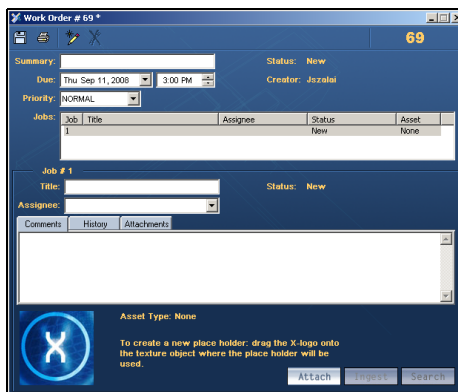


Figure 3-34. The Work Order window

NOTE

The entire login step is avoided if the Windows user name matches the user name in the XmediaServer Properties' Workflow options. If this is the case, then the user will automatically be logged on under the logged in name and the **VERTIGOXMEDIA LOGIN** window does not even appear.

3. In the **SUMMARY** text box, type a short description of what story or rundown the work order applies to (i.e. 11PM news).
4. In the **DUE** field, specify the date and time by which all of the jobs in the work order are required to be finalized in the system. You can either type the date directly in the date text box, or press the drop-down arrow to open and use a calendar to select the date. Similarly, you can either type the time in the text box, or select use the up and down arrows.
5. In the **PRIORITY** drop-down list, select one of the available priority levels to indicate to the graphic arts department the urgency of the work order request. The default priority levels are: **LOW**, **NORMAL**, **HIGH**, and **URGENT**. The meaning and use of the priority levels should be determined within your organization and configured in the Priorities workflow options on the XMS Panel application.
6. Depending on Xnews' Work Order Options (page 2-14) and the workflow defined on the Xmedia Server, the first job can be automatically created when the work order is created and the job is already listed in the Jobs table and its properties are ready to be filled in.
 - In the **TITLE** field, type a short title that describes the subject of the image or clip requested.
 - In the **ASSIGNEE** field, select from the drop-down list the name of the person that you want to assign the job to (i.e. the name of the graphic artist).

7. Add a placeholder to the page by dragging the X-logo onto the page where the image or clip is located (figure 3-35). The **JUST CREATED** placeholder is inserted on the page and the Job's Asset information (type, name, category, and dimensions) are updated.

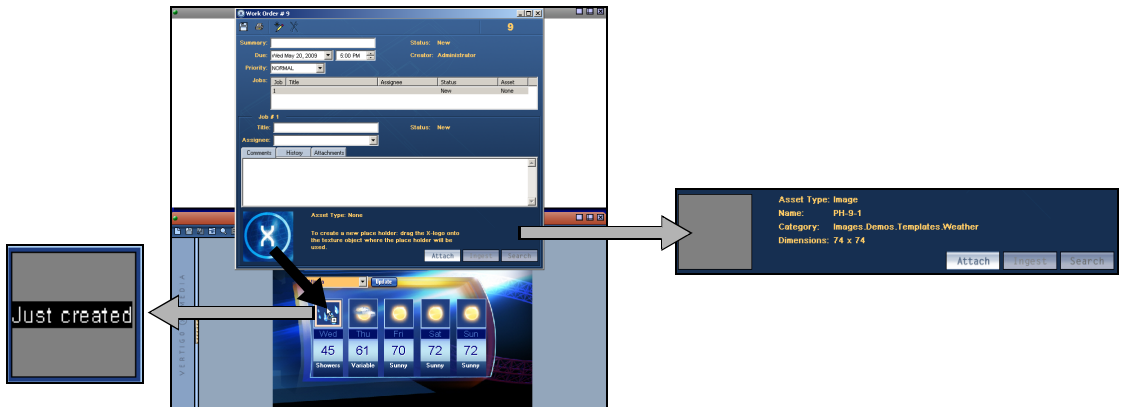



Figure 3-35. Adding a job's placeholder to a page

8. Once the job(s) are created for the work order, you must save the work order by pressing the **SAVE WORK ORDER** button  in the Work Order toolbar.
9. The Work Order dialog automatically closes and the new work order is entered into the system.

Viewing existing work orders and/or jobs

All saved work orders and jobs are stored on the Xmedia Server. You can view and open existing work orders and jobs using Xnews' Asset Browser and Asset Gallery.

To view a list of the existing work orders and open a specific work order:

1. Select the **WORK ORDERS** root category in the Asset Browser.
A list of all of the existing work orders now appears in the Asset Gallery (figure [3-36](#)).

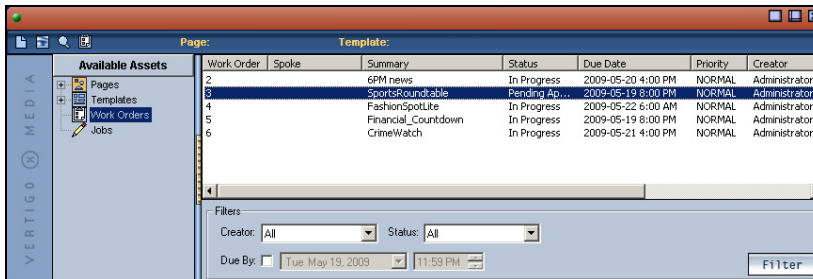


Figure 3-36. Work Orders listed in the Asset Gallery

2. Optional - If you cannot find the work order that you are looking for, use the Filters tool in the lower portion of the Asset Gallery to place restrictions on the listing.
3. To open a work order, simply double-click the work order's row in the Asset Gallery's list. The Work Order window opens and displays all of the work order information and lists the jobs associated with the work order (figure [3-37](#)).

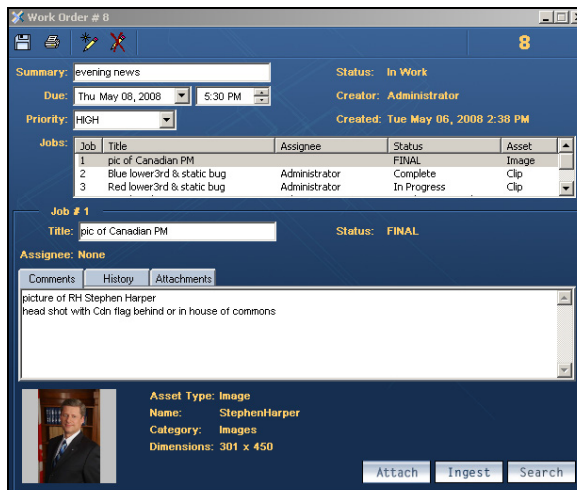


Figure 3-37. An existing Work Order form

To view a list of the existing jobs and open a specific job:

1. Select the **JOB**s root category in the Asset Browser.
A list of all of the existing jobs now appears in the Asset Gallery (figure 3-38).

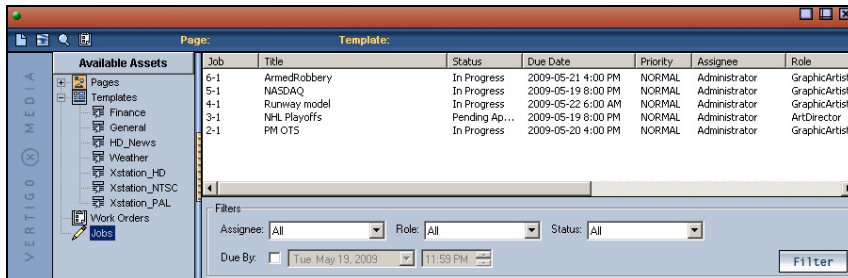


Figure 3-38. Jobs listed in the Asset Gallery

2. Optional - If you cannot find the job that you are looking for, use the Filters tool in the lower portion of the Asset Gallery to place restrictions on the listing.
3. To open a specific job, simply double-click the job's row in the Asset Gallery's list. The Job window opens and displays all of the information associated with the job (figure 3-39).

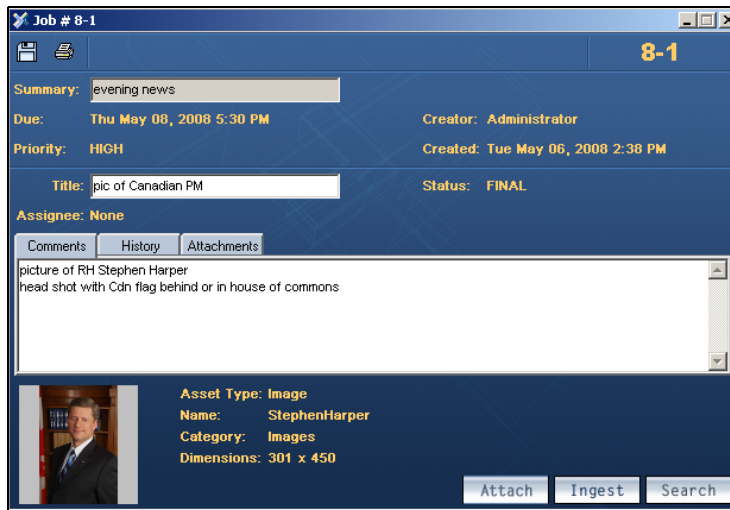


Figure 3-39. The Jobs window for a specific job

Adding a job to an existing work order

Jobs must belong to a work order. Therefore, to create and submit a job request for a new image or clip, you must first create a work order and then create a job request (see [page 3-33](#)), or add a new job to an existing work order.

To add a new job to an existing work order:

1. Open an existing work order. See [“Viewing existing work orders and/or jobs” on page 3-36](#) for instructions.

The **WORK ORDER** window appears and displays all of the work order information and lists the jobs associated with the work order (figure [3-40](#)).

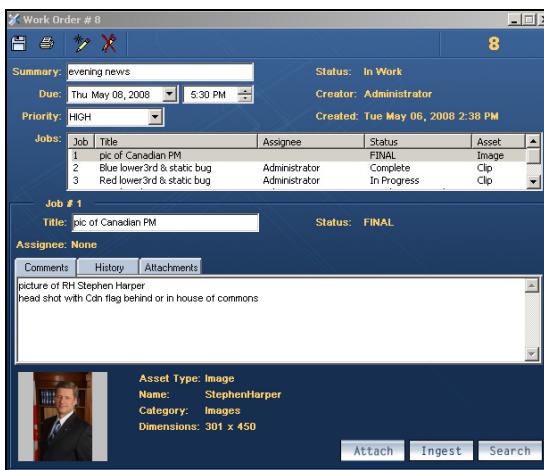



Figure 3-40. The Work Order list the current jobs

2. To add a new job, select the **ADD JOB** button  in the Work Order toolbar. A job is added to the Jobs list.
3. In the **TITLE** field, type a short title that describes the subject of the image or clip requested.
4. In the **ASSIGNEE** field, select from the drop-down list the name of the person that you want to assign the job to (i.e. the name of the graphic artist).

NOTE

Depending upon your Work Order Workflow definition, the user names that appear in the Assignee drop-down list might be limited to only those who are assigned the same role as the Target Role setting on the Assign Transition's properties on the XMS Panel application. Therefore, if the desired user's name does not appear in the Assignee list, verify that the user's role and the Assign transition's properties match.

- In the **COMMENT** tab's text box, provide instructions and/or specifications to guide the graphic artist, so that they can provide you with an image or clip that meets your specific requirements.
- Add a placeholder to the page by dragging the X-logo onto the page where the image or clip is located (figure 3-41). The **JUST CREATED** placeholder is inserted on the page and the Job's Asset information (type, name, category, and dimensions) are updated.

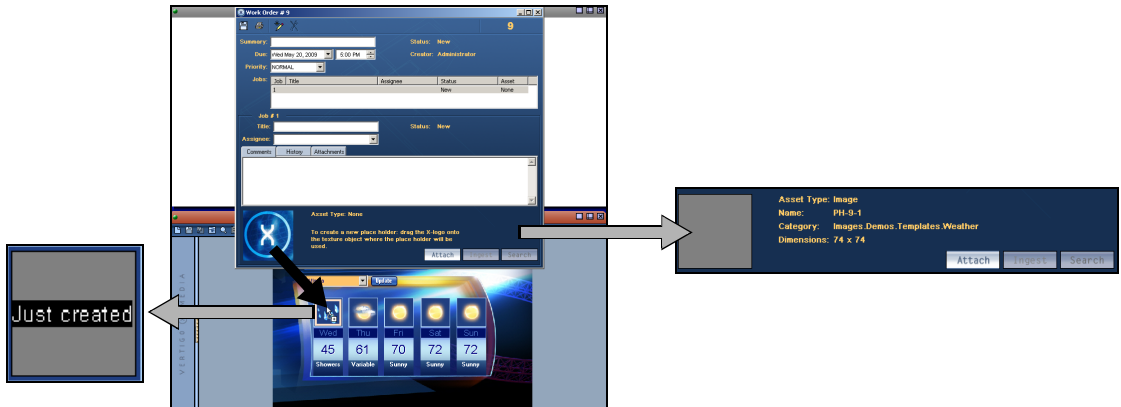


Figure 3-41. Adding a job's placeholder to a page

✓ NOTE

You can save a job without a placeholder, then use the Search or Ingest buttons to locate and attach a placeholder to the job. This placeholder will not exist on any page at this point, but it can be dragged afterward onto a page, or simply left alone in its category.

Also note, that in the distributed work order case, on the hub the Ingest and Search buttons are disabled for empty-placeholder jobs because only spokes are allowed to make placeholders for distributed work orders. See the **Xmedia Server Configuration Manual** for more information about the Hub and Spoke model and distributed work orders.

- Click the **SAVE WORK ORDER** button  to save the job and the work order.

Removing a work order or job from the XMS

Xnews allows you to delete unwanted work orders and jobs from the Xmedia Server.

To delete a work order or job from the Xmedia Server:

1. Select the **WORK ORDERS** root category or the **JOBS** root category in the Asset Browser. A list of all of the existing work orders or jobs appears in the Asset Gallery.
2. Optional - If you cannot find the work order or job that you are looking for, use the **FILTERS** tool in the lower portion of the Asset Gallery to place restrictions on the listing.
3. Select the work order or job that you want to remove, or to select multiple work order/jobs, press the **SHIFT** key as you click on each one for consecutive selections, or press the **CTRL** key to select a grouping of non-consecutive work orders/jobs.
4. Right-click on the selection and select the **DELETE** command.
5. The **DELETE WORKORDER** window appears and asks you to confirm your intention to delete the work order(s) or job(s).
6. Press **OK**.

4 PREPARING TO USE XNEWS

A prerequisite to using Xnews to create pages is that the Xmedia Server must contain the templates upon which the pages will be created. If the templates do not already exist, or if the templates require edits, you must use Xstudio to create/edit the template before using Xnews.

Once the templates are available on the Xmedia Server, you must decide whether you will want to create embedded pages or shared pages. This decision must be made in advance of creating your page because Xnews must be configured to operate in either embedded pages mode or shared pages mode.

The information in the following sections will help you to create a template, as well help you to decide if you want to create embedded pages or shared pages:

- [“Creating templates in Xstudio” on page 4-2](#)
- [“Choosing between embedded pages or shared pages” on page 4-5](#)
- [“Creating a clip template in Xstudio for clip payout” on page 4-6](#)

Creating templates in Xstudio

Templates are built in Xstudio and determine the layout and contents of the on-air graphics. Meanwhile, pages are instances of a template, which means that the layout is already done and all you have to do is enter into the template's variable fields the text, images, or video clips that are specific to the required broadcast graphic. No matter how many times the page is edited, the page retains its ties to the template that it was created from. The advantage of this is that changes to the template are easily propagated to all of the pages that were built from using that template.

The following procedure provides a high-level overview of how to create a template in Xstudio. These instructions are only intended to illustrate the template requirements for creating pages in Xnews. For complete information about creating and using templates in Xstudio, see the "Xstudio User Manual".

To create a template in Xstudio:

1. Open Xstudio by selecting **START>PROGRAMS>VERTIGOXMEDIA>XSTUDIO**.
The **CREATE NEW** window appears in the Xstudio window upon opening (figure 4-1).

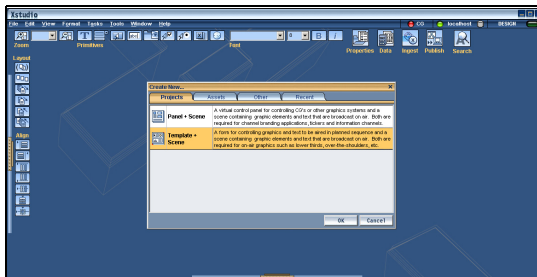


Figure 4-1. Xstudio's initial screen

2. Select **TEMPLATE + SCENE** from the **CREATE NEW** window and then click **OK**.
An empty template canvas appears and is ready to be populated (figure 4-2).

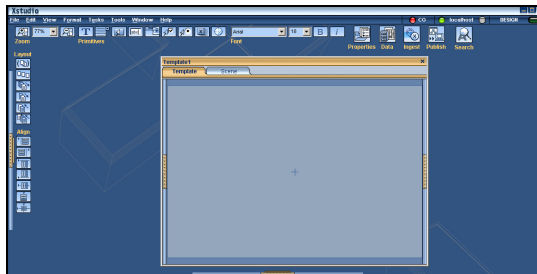


Figure 4-2. A new, empty template canvas

3. Build the template by populating the template's canvas with assets and/or primitives.
 - Open the Asset Browser, then drag and drop one or more **IMAGE**, **CEL ANIMATION**, and/or **CLIP** assets onto the template's canvas.
 and/or
 - Drag and drop one or more of the following primitives from the Primitives toolbar to the template's canvas: **TEXT**, **DROPBOX**, **BUTTON**, **TEXTBOX**, **IMAGE**, **CHECKBOX**, **RADIO BUTTON**, **ACTIVE X**, **TIMER**.

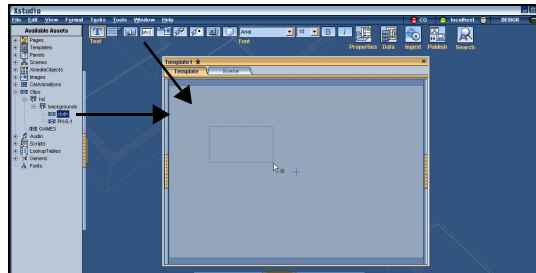
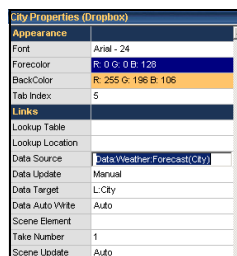


Figure 4-3. Populating the template with assets and/or primitives

4. Move, resize, align, or layer the objects on the template's canvas to achieve the desired layout. See the "Xstudio User Manual" for instructions on how to perform these tasks.
5. Use the **PROPERTY BROWSER** to set the property parameters for each individual object on the template's canvas. See "Xstudio User Manual" for descriptions of each of the properties that can be set.

Of particular relevance to pages for Xnews are the **ALLOW EDITS** property and the properties under the **LINKS** category (e.g. Lookup table, Data Source...etc.).

- A page's image, cel animation or clip assets can only be replaced in Xnews if the asset's **ALLOW EDITS** property is enabled on the template in Xstudio. Therefore, as the template's author you can allow users to replace the object when creating a page by setting the **ALLOW EDITS** property to **TRUE**. Meanwhile, a **FALSE** value prevents the asset from being replaced on a page in Xnews. See ["Replacing an image, cel animation or a clip on a page" on page 5-5](#) for more information.
- Setting the properties within the **LINKS** category in the Property Browser (figure 4-4) allows you to define when and how the object will be populate with data (e.g. Data Source or Lookup Table).

Figure 4-4. Set the properties within the Property Browser's **LINKS** category

- Use the **ACTION EDITOR** to associate the template's objects with actions that are executed when a specific event occurs either in Xnews or during playback.

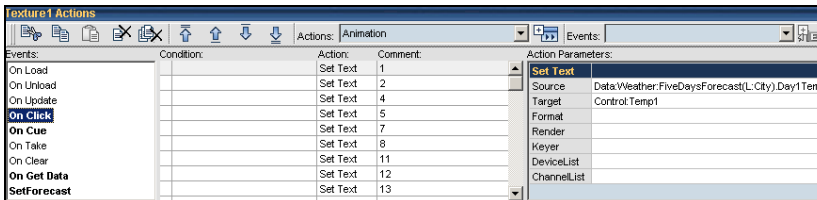


Figure 4-5. Use the Action Editor to associate a template's object with an action and event

- Save the template by selecting **FILE>SAVE**.
The **SAVE TEMPLATE** window appears (figure 4-6) allowing you to specify a name for the template and into which category the template will be stored on the Xmedia Server.

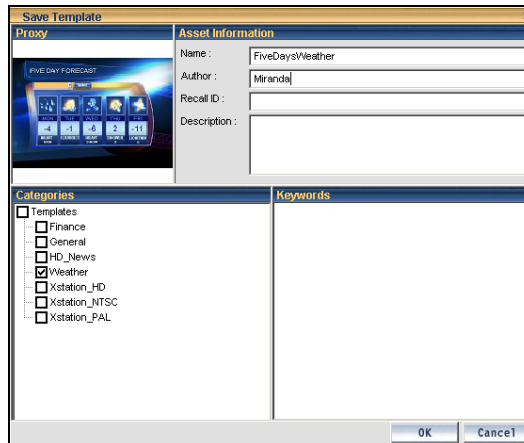


Figure 4-6. Save the template asset to the Xmedia Server

Choosing between embedded pages or shared pages

Before using Xnews to create graphics pages for broadcast, we recommend that you determine whether you want to create embedded pages or shared pages. Both types of pages provide the same playout performance in a rundown. The main consideration that should be taken into account is whether the page is intended to be included in only one or many stories.

Embedded pages exist only within a story, and it is the rundown that is saved as a whole in the Xmedia Server. As a result, the individual page does not exist anywhere else, not even in the Pages root category of the Asset Browser. An advantage of using embedded pages is cleanup - once the rundown is deleted, all the pages in it are gone too. Therefore, the Xmedia Server does not accumulate large quantities of unused/unwanted assets. The use of embedded pages is commonly preferred in newsroom environments since pages are usually created for a specific story or rundown and then they are no longer needed. By default, Xnews is configured to run in **EMBEDDED PAGES MODE** (see [“Enabling Embedded Pages or Shared Pages mode” on page 2-6](#)).

Shared pages exist in the Xmedia Server (accessed from the Asset Browser) as distinct assets and can be used in many different stories as a common item. The benefit of using shared pages is that only one “copy” of that page needs to be updated for the updates to apply to all of the stories that include that page. The drawback of using shared pages is that deleting the shared page asset from the Xmedia Server affects all stories that use that page. By default, Xnews is configured to run in **EMBEDDED PAGES MODE**, which only allows you to create embedded pages. To create shared pages in Xnews, you must disable the `EnableEmbeddedPages` setting in the `xnews.ini` file (see [“Enabling Embedded Pages or Shared Pages mode” on page 2-6](#)).

While most of the procedures are the same for creating or editing embedded and shared pages, there are some differences in the way in which they are accessed and saved. Therefore, we recommend that you follow the procedures in the relevant chapters below:

- [“Embedded Pages: Creating, editing and previewing” on page 5-1](#)
- [“Shared Pages: Creating, editing and previewing” on page 6-1](#)

This icon indicates that the open page is a shared page. If no icon appears, then the open page is an embedded page.

Shared pages are stored on the Xmedia Server



Figure 4-7. Identifying whether a page is an embedded page or a shared page

Creating a clip template in Xstudio for clip playback

Clip assets can be directly added to a story and played out as part of the rundown. For the clip to be cued and played out to a device, you must first create and publish a “clip template” in Xstudio. The clip template must contain a clip texture on both the template and scene side. The clip texture on the scene side must then be associated to the clip texture on the template side. By setting the texture on the template side, we are able to display the clip proxy on the template in Xplay and the linking takes care of setting the clip object on the scene side.

Once the clip template is saved to the Xmedia Server and published to the device, you must set the **CLIP TEMPLATE** and **CLIP OBJECT NAME** fields on the device’s configuration in the Device Manager.

The following topics provide instructions for how to create a clip template and set the device configuration settings for clip playback:

- [“Creating a clip template” on page 4-6](#)
- [“Specifying the clip template on a device’s configuration” on page 4-8](#)

Creating a clip template

To create a clip template in Xstudio:

1. Open Xstudio by selecting **START>PROGRAMS>VERTIGOXMEDIA>XSTUDIO**.
The **CREATE NEW** window appears in the Xstudio window upon opening (figure 4-8).

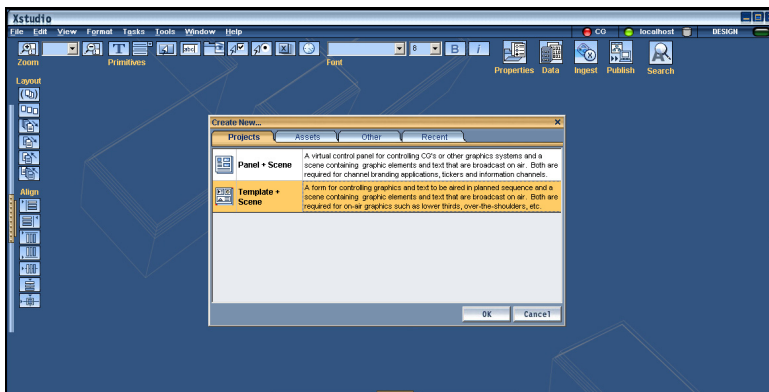


Figure 4-8. Xstudio’s initial screen

2. Select **TEMPLATE + SCENE** from the **CREATE NEW** window and then click **OK**. An empty template canvas appears and is ready to be populated (figure 4-9).

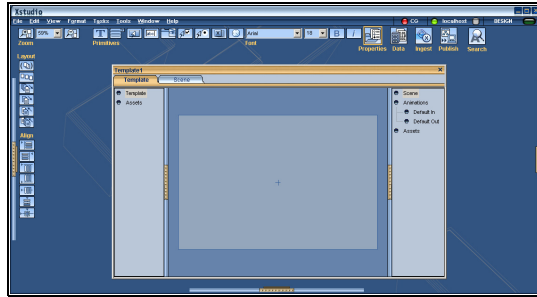



Figure 4-9. A new, empty template canvas

3. Place an Image texture on the template's canvas by selecting the **IMAGE PRIMITIVE** icon  and dragging the texture onto the canvas (figure 4-10).

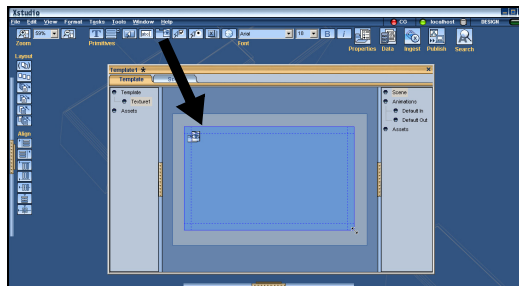



Figure 4-10. Add an image texture to the template's canvas

4. Select the **SCENE** tab and place a clip object on the scene's canvas by selecting the **CLIP PRIMITIVE** icon  and dragging the object onto the canvas (figure 4-11).

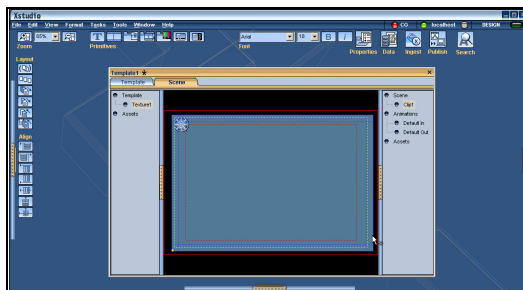


Figure 4-11. Add a clip primitive object to the scene-side's canvas

5. Select the **TEMPLATE** tab to return to the Template side.
6. Link the template side's image texture to the scene's clip object by dragging the clip object in the scene tree and dropping it onto the image texture (figure 4-12). Be sure to place and size the clip object within the scene's safe areas.

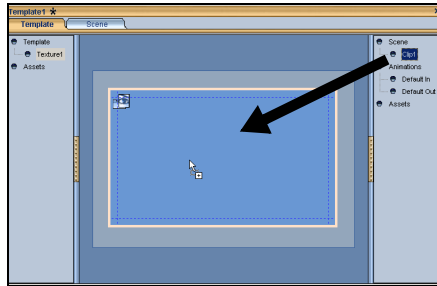


Figure 4-12. Link the scene's clip object to the template's image texture

7. Save the template to the Xmedia Server by selecting **FILE>SAVE**. Specify a name and category for the template in the **SAVE TEMPLATE** window. Then, click **OK**.

Specifying the clip template on a device's configuration

To specify a clip template on a device's configuration:

1. Open the clip template in Xstudio and take note of its name, category location, and the name of the texture on the template side.
2. Open the **DEVICE MANAGER** window by selecting **TOOLS>DEVICES>CONFIGURE DEVICES**. The Device Manager (**DEVICE CONFIGURATION** window) appears (figure 4-13).

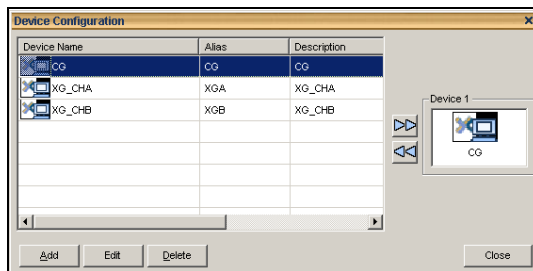



Figure 4-13. The Device Manager

3. If the device is connected (appears in the Device box on the right side), click the left arrow button  to disconnect it and make it available for editing. The device box becomes empty.

4. Select the device name in the table and click the **EDIT** button. The Device Manager window expands to reveal the **EDIT DEVICE CONFIGURATION** settings (figure 4-14).

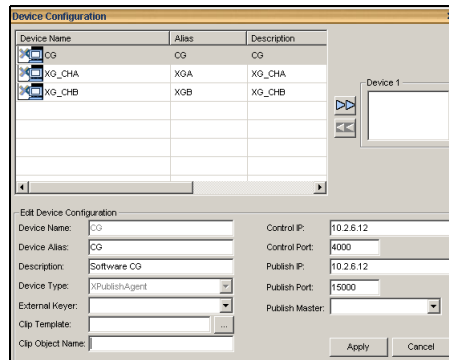


Figure 4-14. The device's configuration settings

5. Click the **BROWSE** button next to the Clip Template field. The **SELECT CLIP TEMPLATE** window appears.
6. Navigate to the Clip Template, select the asset, and then click **OK**. The **SELECT CLIP TEMPLATE** window closes and the clip template's name appears in the **CLIP TEMPLATE** field on the Device Configuration window.
7. Type the name of the texture on the template side of the clip template in the **CLIP OBJECT NAME** field.
8. Click **APPLY**. The **EDIT DEVICE CONFIGURATION** settings close.
9. Reconnect the device by selecting the device's name from the table and then clicking the right arrow button . The device now appears in the Device box on the right (figure 4-15).
10. Click the **CLOSE** button to close the **DEVICE CONFIGURATION** window.

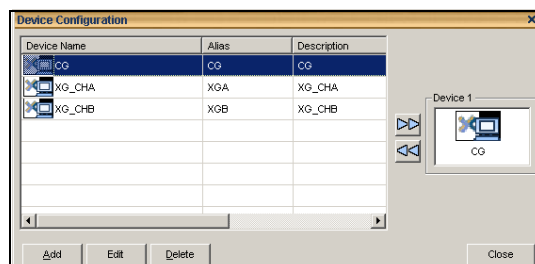


Figure 4-15. Reconnect the device

5 EMBEDDED PAGES: CREATING, EDITING AND PREVIEWING

By default, Xnews is configured to run in **EMBEDDED PAGES MODE**, which allows you to create embedded pages that exist only within a story/rundown, rather than being saved as an asset on the Xmedia Server (i.e. shared page). The Embedded Page configuration is preferred in most cases since pages are usually created for a specific story or rundown and then they are no longer needed (see [page 4-5](#) for more information about embedded pages). So rather than storing and deleting all of the individual page assets, embedded pages are saved within the rundown, and only the rundown is required to be deleted when it is no longer needed.

The following topics provide practical information and instructions for creating, editing and previewing embedded pages using Xnews:

- [“Creating a new embedded page from a template” on page 5-2](#)
- [“Opening an existing embedded page” on page 5-3](#)
- [“Changing a template’s editable fields” on page 5-4](#)
- [“Replacing an image, cel animation or a clip on a page” on page 5-5](#)
- [“Editing a page’s image using the Image Editor” on page 5-7](#)
- [“Previewing the on-air look of a page” on page 5-14](#)
- [“Saving and adding embedded pages to a story” on page 5-15](#)

NOTE

Although the default configuration sets Xnews to Embedded Pages mode, the instructions in [“Enabling Embedded Pages or Shared Pages mode” on page 2-6](#) will allow you to verify that your system is indeed configured in Embedded Pages mode.

Creating a new embedded page from a template

Since pages are based on templates, you must first open the desired template to create a page from it. You can then edit the template's editable fields (i.e. text, images, clips...etc.) and insert it into a news story as a new embedded page.

To create a new embedded page from a template:

1. Display the available templates in the Asset Gallery by clicking the **TEMPLATES** category in the Asset Browser and navigating down until the desired template is displayed in the Asset Gallery.

If a page is already open, click the **CREATE NEW** button  in the toolbar. This will close the open page, and then display the templates in the category that was last selected.

When the new page opens, the Asset Browser disappears. To display it again, click the orange gripper bar.

2. Double-click the template in the Asset Gallery from which you would like your page based.

A new page is created based on the template and is opened for editing. The status bar indicates that the page has not yet been named and saved, and identifies the template on which it is based.

3. Modify the page's replaceable fields as required (see [“Changing a template's editable fields” on page 5-4](#) and [“Replacing an image, cel animation or a clip on a page” on page 5-5](#)).
4. Set the page's **OFFSET** and **DURATION** settings that are displayed in the Status bar. See [“Displaying a listing of Work Orders or Jobs” on page 3-18](#).
5. Insert the page into the story. See [“Saving and adding embedded pages to a story” on page 5-15](#).

Opening an existing embedded page

By definition embedded pages are not saved on the system, rather they are part of the story that they were inserted into. Therefore, to open an embedded page involves first opening the story in the NCS workstation. Once the story is open, you can open, edit, and/or save changes to the page.

To open an existing embedded page:

1. With the NCS workstation interface open, navigate to the rundown and story that contains the page that you want to open.
 2. Open Xnews in the NCS workstation interface.
 3. Double-click the MOS entry for the page that you want to open (figure 5-1).
- The page opens in the Home Area of the Xnews interface.

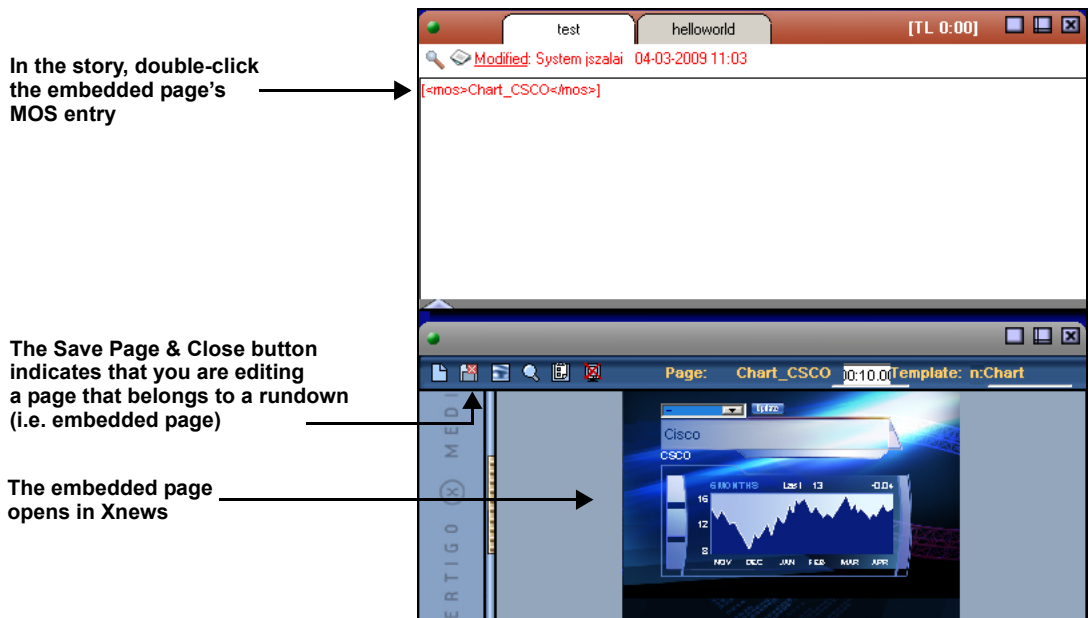


Figure 5-1. Opening an embedded page in Xnews

Changing a template's editable fields

Templates determine the layout and appearance of graphics pages and they can range in sophistication from very simple (i.e. an over-the-shoulder image) to multi-asset displays that use logic to determine the content and behavior of the resulting page.

Regardless of how simple or complex the template is, you can create a unique page from the template by editing the template's editable fields. These editable fields may be:

- Text inside text boxes
- Selections from drop-down lists
- A selection from a series of radio buttons
- Single or multiple selections from check boxes
- An image, cel animation, or clip

Making changes to the editable fields follows the typical user interface behavior. For example, enabling/disabling a radio button or check box by selecting it, or filling in text by selecting and typing inside a text box. Since changing an image, cel animation or clip is a little more involved, precise instructions are provided on [page 5-5](#).

A quick way of identifying and navigating through the editable fields on a template or page is to click anywhere on the page and then click the **TAB** key to go from one editable field to the next.



Figure 5-2. Customize pages by changing the editable fields on the template

NOTE

Not all fields on a template are designed to be editable. Whether or not a field is to be editable is determined by the creator of the template in Xstudio by enabling the field's (asset's) **ALLOW EDIT** property. Therefore, if you select a field and you are unable to edit it, it most likely has been intentionally protected to enforce editorial standards.

Replacing an image, cel animation or a clip on a page

A page's image, cel animation or clip assets can be replaced in Xnews only if the asset's **ALLOW EDITS** property was enabled on the template in Xstudio. When the asset is added to template in Xstudio, the author can specify whether or not the asset can be edited/replaced by setting the asset's **ALLOW EDITS** property (figure 5-3). Assigning a **TRUE** value to this setting allows Xnews users to change the asset in Xnews. However, a **FALSE** value prevents the asset from being replaced on a page in Xnews. This editorial restriction ensures that all of the pages that are created from the template have a consistent look and feel. See [“Creating templates in Xstudio” on page 4-2](#) for more information.

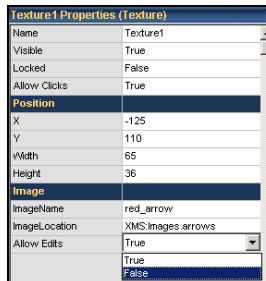


Figure 5-3. The Allow Edits property in Xstudio determines whether the image/clip can be edited in Xnews

To replace a page's image, cel animation or clip in Xnews:

While the following procedure only makes reference to images, these instructions also apply to replacing a cel animation or a clip on a page.

1. With the page open in the Home Area, right-click on the existing image that is to be replaced.
 - If the template allows the image to be edited, the **SELECT AN IMAGE** browser window appears allowing you to view all of the images stored on the Xmedia Server (figure 5-4).

Note: If the desired image does not currently exist in the browser (i.e. on the Xmedia Server), you can create a work order request for its creation. See [“Creating and using Work Orders” on page 3-32](#) for more information.
 - If nothing happens when you right-click, then the image's properties are most likely set not allow Xnews users to edit or replace the asset on the page.

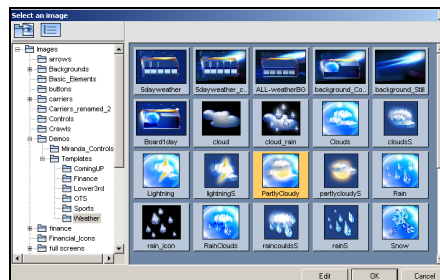


Figure 5-4. The Image Browser allows you to view and choose an image to use as a replacement

2. Either double-click on the desired image, or select it and then click **OK**.
The Image Browser window closes and the image is updated on the page in Xnews.

 **NOTE**

If a page's image requires editing, you can access and use the Image Editor for performing minor editing tasks like adjusting the image's color and sharpness or cropping the image. See [page 5-7](#) for more information.

Editing a page's image using the Image Editor

The Image Editor allows you to perform some basic image editing tasks to the image assets that appear on the template or page. For example, you can adjust the image's color and sharpness or crop the image.

To access the Image Editor from within Xnews:

1. With a page open in the Home Area, right-click on the image.
The **SELECT AN IMAGE** window appears (figure 5-5).

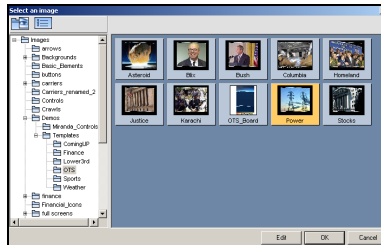


Figure 5-5. click the Edit button to open the Image Editor

2. Navigate to and select the image that is to be edited.
3. Once the image is selected, click the **EDIT** button (figure 5-5).
The **IMAGE EDITOR** window appears (figure 5-6).

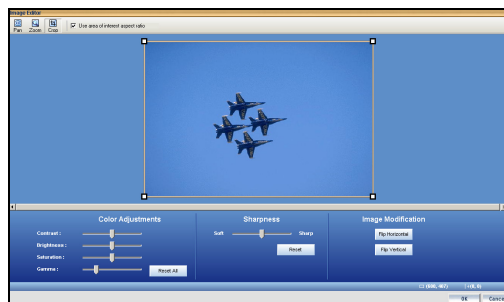


Figure 5-6. The Image Editor

The following sections provide functional descriptions and instructions for how to use the Image Editor to edit image asset:

- [“Zooming in/out and repositioning the image” on page 5-8](#)
- [“Cropping an image” on page 5-10](#)
- [“Making color adjustments” on page 5-12](#)
- [“Adjusting the sharpness of an image” on page 5-13](#)
- [“Using the Image Modification buttons to flip an image” on page 5-13](#)

Zooming in/out and repositioning the image

When editing an image, it is often necessary to view the image, or a portion of the image, in greater detail. It is for this reason that the Image Editor allows you to magnify, or zoom in on the image, as well as zoom out to get an expanded or distanced view of the image.

As figure 5-7 demonstrates, when an image is opened in the Image Editor it is placed directly in the center of Editor's canvas. However, when you zoom in on the image, you may not see certain areas of the image. To reposition the image within the display, while maintaining the zoom scale, you can pan across the image to the area that is otherwise outside of the window's display.

Instructions for zooming in/out and panning across the image are provided below.


- [“Zooming in/out” on page 5-8](#)
- [“Reposition the image by panning” on page 5-9](#)



Figure 5-7. Zooming in and panning across the canvas

Zooming in/out

There are two (2) methods that you can use to zoom in on an image:

1. The Image Editor's **ZOOM** tool allows you to zoom in on a particular area on the image.
 - Click the **ZOOM** button  on the Image Editor's toolbar. Your pointer transforms into a magnifying glass.
 - Click the part of the image that you want to zoom in on. The Image Editor zooms in on the image in increments.
2. You can zoom in on the image using your mouse or keyboard. Note, however, that this type of zoom operation zooms in on the center of the portion of the image that is currently displayed. As a result, you may need to pan across the image to view a particular area of interest (see figure 5-7).
 - Roll the mouse wheel forward.

Or,

 - click the + (plus) key on your keyboard's number pad.

To zoom out of the image:

You can zoom out of the image using your mouse or keyboard. Note, however, that this type of zoom operation zooms out on the center of the portion of the image that is currently displayed.

- Roll the mouse wheel backward.

Or,


- click the - (minus) key on your keyboard's number pad.

Or,

- click the **SPACE BAR** on your keyboard and the zoom is reset to the images original scale (1:1).

Reposition the image by panning**There are three (3) methods that you can use to reposition an image by panning:**

Panning is only required, and therefore only available, when a portion of the zoomed image is not visible in the Image Editor's canvas. In such a case, the canvas' horizontal and/or vertical scroll bars become active.

1. The Image Editor's **PAN** tool allows you to reposition an image using your mouse to drag the image around the Editor's canvas.
 - Click the **PAN** button  on the Image Editor's toolbar.
Your pointer transforms into a hand.
 - Drag the image in the direction (up/down, and/or right/left) required to reposition and display the desired portion of the image in the Editor's canvas.
2. You can reposition an image using the Editor's canvas scroll bars. When an upper or lower portion of the image is not visible in the Editor's canvas, the canvas' vertical scroll bar becomes active. Similarly, when the right or left portion of the image is not visible in the Editor's canvas, the canvas' horizontal scroll bar becomes active.
 - Drag the scroll box up/down and/or back/forth to reposition the image on the Editor's canvas.
3. You can also use the keyboard's direction keys (up, down, left, right, page up, and page down) to reposition the image in small increments.

Cropping an image

The Image Editor's cropping function allows you to conserve a selected portion of the image, while removing the remaining portions surrounding the selected area (see figure 5-8). Cropping is a popular image processing technique that is commonly used to focus the image on a particular subject or area on the image.

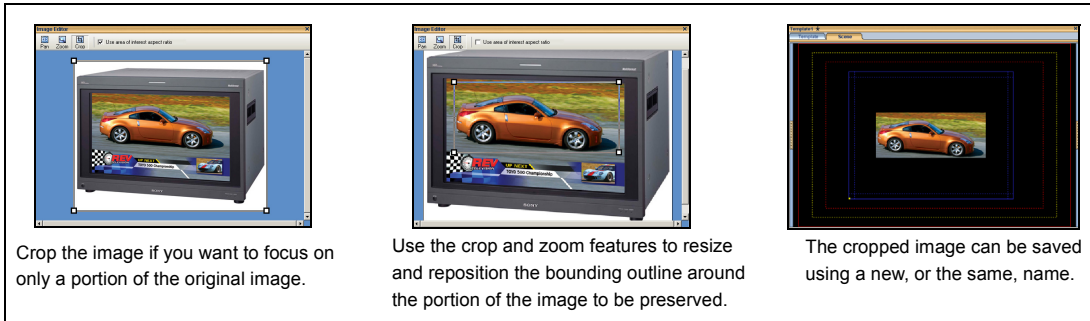


Figure 5-8. Cropping the contents of an image asset using the Image Editor

NOTE

Since cropping permanently alters the image, the Image Editor allows you to save a copy of the changed image before the cropping is actually performed. As a result you can preserve the original state of the image asset.


A bounding outline surrounds the image when it is opened in the Image Editor (figure 5-8). The bounding outline is a frame that is used for defining the area of interest when using the cropping feature. In other words, the content inside of the bounding outline will be preserved, while whatever is outside the bounding outline will be permanently removed. When the Image Editor is in crop mode, dragging the bounding outline's corner handles (squares) allow you use to resize the bounding outline around the area of interest on the image. If the **"USE AREA OF INTEREST ASPECT RATIO"** check box is selected, then the bounding outline can only be resized to dimensions that maintain the aspect ratio of the image's placeholder on the scene, template, or control panel. Clearing this check box allows you to resize the bounding outline freely without any aspect ratio restrictions.

When resizing or repositioning the bounding outline, its dimensions and location is display in the lower right corner of the Image Editor window (figure 5-9). The first set of number displays the X/Y dimensions of the bounding outline in pixels, while the second set represents the location coordinates of the bounding outline's upper left corner.



Figure 5-9. The dimensions and location of the bounding outline

To crop an image:

1. Open the original image in the Image Editor (see [“Zooming in/out and repositioning the image” on page 5-8](#)).
2. With the image completely visible in the Image Editor, click the **CROP** button .
3. Resize and/or reposition the bounding area to include only the content to be preserved.
 - a. Select the **USE AREA OF INTEREST ASPECT RATIO** check box if you want to resize the bounding outline, but still maintain the aspect ratio of the image’s placeholder on the scene, template, or control panel. Clear the check box is you want to freely resize the bounding area.
 - b. Drag the bounding outline’s sizing handles to resize the bounding outline around the area of interest.
 - c. If necessary, you can reposition the bounding outline within the image by clicking inside the bounding outline and dragging it over the area of interest in the image.
4. Once the bounding outline contains only the area of interest, click **OK**.

The **NAME NEW IMAGE** window appears.

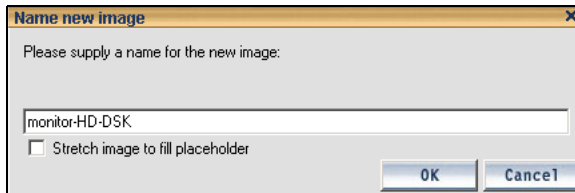


Figure 5-10. The **NAME NEW IMAGE** window.

5. Save the cropped image:
 - Select the **STRETCH IMAGE TO FILL PLACEHOLDER** check box if you want the Image Editor to enforce scaling so that the resulting image is the exact size of the placeholder.
 - Leave the **STRETCH IMAGE TO FILL PLACEHOLDER** check box clear (unchecked) if you want to defer any scaling between the cropped image and its final space until playout time.
 - If you want to preserve the original image asset, you can save the cropped image as a new image by typing in the name of the new image asset in the text box and then clicking **OK** on the **NAME NEW IMAGE** window.
 - To replace the original image with the cropped image, leave the original image’s name in the text box and click **OK**.

The Image Editor closes automatically and the cropped image appears on the page.

Making color adjustments

The Image Editor allows you to adjust the color properties of an image asset. Color adjustments are applied immediately to the entire image, not just a specific area of interest. You can experiment with different color settings, however there is no way to undo your changes except to click the **RESET ALL** button, which returns the color settings to the state they were in when the image was last saved, or by clicking the **CANCEL** button, which closes the Image Editor and the image asset remains unchanged.

Figure 5-11 and the following table demonstrate that you adjust the image's color properties by moving the property's slider to the right or left.

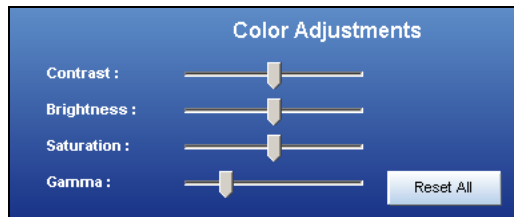


Figure 5-11. The Image Editor's color adjustment sliders

Contrast	<p>The difference in the luminance of the brightest and the darkest areas of an image. A high contrast will display an obvious difference (i.e. black versus white) in the luminance between two areas, while a low contrast makes the difference less obvious or more gradual (i.e. shades of grey).</p> <ul style="list-style-type: none"> • Move the slider to the right to increase the image's contrast ratio. • Move the slider to the left to decrease the image's contrast ratio.
Brightness	<p>Generally, the brightness setting determines how light or dark a the colors of the image are based on how close the colors are to white. The more white a color has, the brighter it is.</p> <ul style="list-style-type: none"> • Move the slider to the right to increase the image's brightness (until all white) • Move the slider to the left to decrease the image's brightness (until all black)
Saturation	<p>Saturation refers to the intensity of a specific hue. It is based on the color's purity; a highly saturated hue has a vivid, intense color, while a less saturated hue appears more muted and grey. With no saturation at all, the hue becomes a shade of grey.</p> <ul style="list-style-type: none"> • Move the slider to the right to increase the image's saturation. • Move the slider to the left to decrease the image's saturation.
Gamma	<p>Alters the contrast of the mid-tone colors with little effect on pure white or black, which is the function of the Contrast property above. Increasing the gamma ratio increases the image's highlight to shadow contrast in terms of mid-tone colors' density values. Decreasing the gamma setting intensifies the shadows amongst the mid-tone colors.</p> <ul style="list-style-type: none"> • Move the slider to the right to increase the image's gamma setting. • Move the slider to the left to decrease the image's gamma setting.

Adjusting the sharpness of an image

The Image Editor allows you to adjust the sharpness setting of an image asset. The sharpness adjustment is applied immediately to the entire image, not just a specific area of interest. You can experiment with different settings, however there is no way to undo your changes except to click the **RESET** button, which returns the sharpness setting to the state it was in when the image was last saved, or by clicking the **CANCEL** button, which closes the Image Editor and the image asset remains unchanged.

Figure 5-12 demonstrates that you adjust the image's sharpness property by moving the property's slider to the right to increase the focus and to the left to blur the image.



Figure 5-12. The Image Editor's sharpness adjustment slider

Using the Image Modification buttons to flip an image

The Image Editor allows you to quickly change the orientation of an image by flipping it horizontally or vertically. Figure demonstrates that the **IMAGE MODIFICATION** section of the Image Editor's interface features two buttons: **FLIP HORIZONTAL** and **FLIP VERTICAL**. click these buttons to immediately flip the image, and click the button again to return to the original orientation.

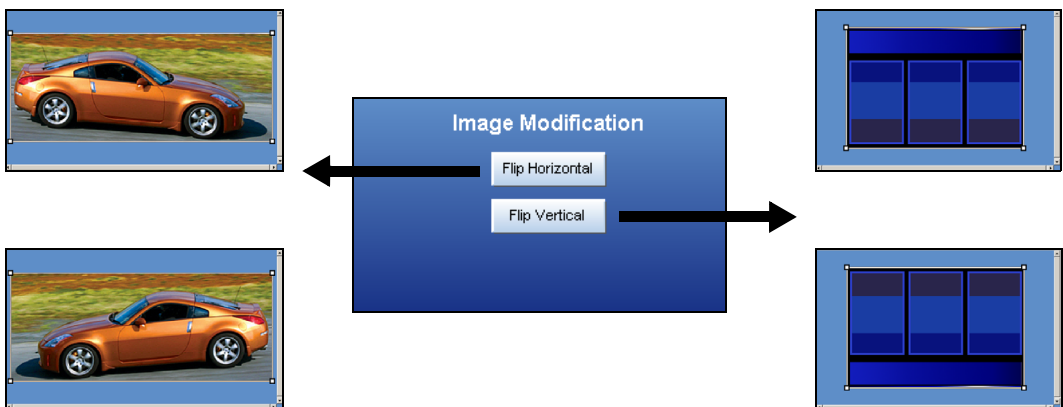


Figure 5-13. The Image Editor's Image Modification buttons allow you to quickly flip image assets


Previewing the on-air look of a page

While editing or creating of a page, Xnews allows you to preview the on-air playout appearance and behavior of the page on a designated device (e.g. Software CG).




Figure 5-14. The playout of a page can be previewed on a device during creation

For the preview page functionality to be used, you must enable the **PLAYOUT** settings in the `xnews.ini` file and the device must be exclusively available for Xnews connectivity. See [“Enabling the Playout Preview setting” on page 2-5](#) for instructions on how to enable the Playout preview mode.


Once these conditions are met, each time a page or template is opened in the Xnews Home Area, the **PREVIEW PAGE** button  appears in the toolbar allowing you to preview the page on the device.

To preview a page on a device:

With a page/template open in the Xnews Home Area, look to see if the Xnews toolbar contains the **PREVIEW PAGE**  button.

If so, click the **PREVIEW PAGE** button and the page is quickly published to the device and then played out on the device identified in the `xnews.ini` file.

If the Preview Page button does not appear in the toolbar, the Preview Page functionality has not been properly enabled. Return to [page 2-5](#) and follow the instructions for enabling the Preview Page feature.

If the Preview Page icon appears in the toolbar but it has a red X over it , this indicates that the device is currently disconnected or not available to Xnews. For example, the device might be closed, or currently be used by or connected to another Vertigo Suite application. Click the Preview Page button to try to connect to the device. If the connection is re-established then the Preview Page icon returns to its normal appearance and the page playouts on the device. If the Preview Page remains with the X over it, you must verify the availability of the device.

Saving and adding embedded pages to a story

Once you have completed all of your edits to the page, you can save and add the page to a story in the NCS interface.

To save and add a newly created embedded page to a NCS story:

With a story open in the NCS and the page open in the Xnews Home Area:

- click the **SAVE AND INSERT PAGE** button  from the Xnews toolbar. The page closes and is saved to the story.

Or,

- Drag and drop the Drag bar from the Xnews interface into your NCS's story area (figure [5-15](#)).

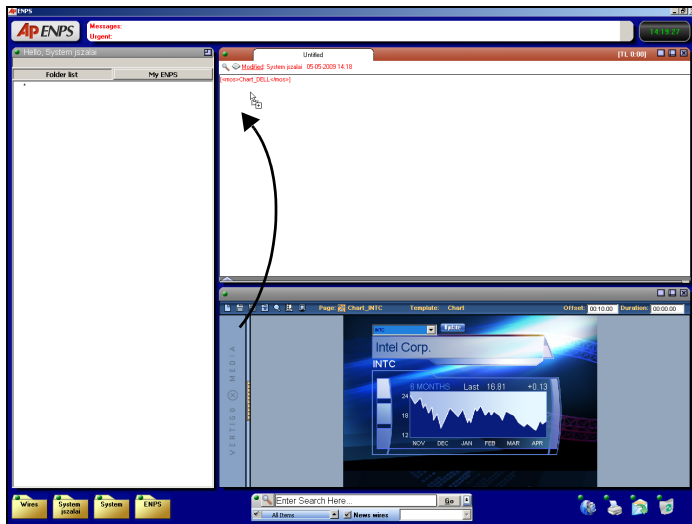



Figure 5-15. Using the Drag bar to add a page to the NCS story

To save any changes to an embedded page to a NCS story:

With the page open in the Xnews Home Area, click the **SAVE PAGE** button  from the Xnews toolbar. The page closes and is saved to the story.

6 SHARED PAGES: CREATING, EDITING AND PREVIEWING

Unlike embedded pages, which only exist within a story/rundown, shared pages are distinct assets that are stored on the Xmedia Server and they can be used in many different playlists as a common item. See [page 4-5](#) for more information about shared pages.

Creating a new shared page requires that Xnews be configured for Shared Pages mode (see [page 2-6](#)). However, editing and/or adding shared pages to a NCS story can be performed in either Embedded Pages or Shared Pages mode.

The following topics provide practical information and instructions for creating, editing and previewing shared pages using Xnews:

- [“Creating a new shared page from a template” on page 6-2](#)
- [“Opening an existing shared page” on page 6-3](#)
- [“Editing and previewing a shared page” on page 6-4](#)
- [“Saving shared pages to the Xmedia Server” on page 6-5](#)
- [“Adding shared pages to a story” on page 6-7](#)

This icon indicates that the open page is a shared page



Shared pages are stored on the Xmedia Server






Figure 6-1. Identifying shared pages

Creating a new shared page from a template

Since pages are based on templates, you must first open the desired template to create a page from it. You can then edit the template's replaceable fields (i.e. text, images, clips...etc.) and save it as a new shared page.

To create a new page from a template:

1. Display the available templates in the Asset Gallery by clicking the desired **TEMPLATES** category in the Asset Browser.
If a page is already open, click the **CREATE NEW** button  in the toolbar. This will close the open page, and then display the templates in the category that was last selected. When the new page opens, the Asset Browser disappears. To display it again, click the orange gripper bar.
2. Double-click the template in the Asset Gallery from which you would like your page based.
A new page is created based on the template and is opened for editing. The status bar indicates that the page has not yet been named and saved, and identifies the template on which it is based.
3. Modify the page's replacable fields as required (see [“Saving shared pages to the Xmedia Server” on page 6-5](#) and [“Replacing an image, cel animation or a clip on a page” on page 5-5](#)).
4. Set the page's **OFFSET** and **DURATION** settings that are displayed in the Status bar. See [“Displaying a listing of Work Orders or Jobs” on page 3-18](#).
5. To save the page:
 - a. Click the **SAVE PAGE** button  in the toolbar.
The **SAVE PAGE** window appears, unless **QUIETMODE** is enabled. If QuietMode is enabled, then the page is automatically named (see [page 2-5](#)).
NOTE: If the **SAVE PAGE** button  is disabled in the toolbar, the **ALLOW CREATION OF SERVER PAGES** setting has been disabled. See [“Preferences settings” on page 2-13](#) for information on how to enable this setting and enable the **SAVE PAGE** button.
 - b. Specify the following information on the **SAVE PAGE** window:
 - **NAME** - The name that you want to give to the new page.
 - **RECALL ID** - A code (usually numeric) you can assign to the page.
 - **AUTHOR** - The name of the person who authored the page.
 - **DESCRIPTION** - A description of the page.
 - **AVAILABLE CATEGORIES** - The categories in which you would like to store and make the page available.
 - c. Click **OK** to save, or the **CANCEL** button to close the window and returned to the unsaved page.

Opening an existing shared page

All of the previously created shared pages are centrally archived on the Xmedia Server. Using the Asset Browser and Asset Gallery in the Xnews interface, you can navigate to and open an existing page.

✓ NOTE

You can also open a shared page that is listed in a NCS story by double-clicking the page's MOS entry in the story.

Finding and opening an existing page using the Asset Browser and Asset Gallery:

1. With the Asset Browser open (see [page 3-8](#)), navigate through the **PAGES** root category by expanding the subcategories until the desired page appears or is listed in the Asset Gallery (figure [6-2](#)).

✓ NOTE

The Asset Gallery can either list the pages in Detail View or as thumbnail graphics using the Proxy View. Use the **CHANGE THE VIEW** button  to toggle between the two views.



Figure 6-2. Navigate through the Asset Browser and Asset Gallery to find an existing page

2. Once you have located the exact page that you want to open, either:
 - Double-click the page's proxy or name in the Asset Gallery.
 Or,
 - Right-click on the page's proxy or name in the Asset Gallery and select the **OPEN** command.

The Asset Browser and the Asset Gallery both close and the page opens in the Home Area.

✓ NOTE

Since the Xmedia Server archives all shared pages, navigating and identifying a specific page using the Asset Browser might not be the most effective, especially if you are not familiar with the categorization logic. Another method for finding or sorting pages based on common themes or characteristics is to use the Search Tool. See [“Using the Search Tool” on page 3-20](#).

Editing and previewing a shared page

The procedures for editing and previewing pages are the same whether you are working with a shared or embedded page. Therefore, we ask that you refer to the following topics for instructions on how to edit and preview a shared page:

- [“Changing a template’s editable fields” on page 5-4](#)
- [“Replacing an image, cel animation or a clip on a page” on page 5-5](#)
- [“Editing a page’s image using the Image Editor” on page 5-7](#)
- [“Previewing the on-air look of a page” on page 5-14](#)

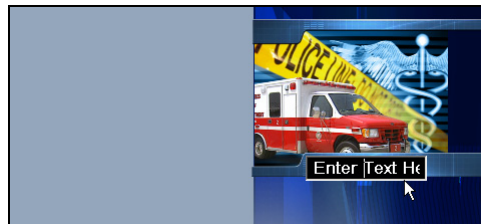
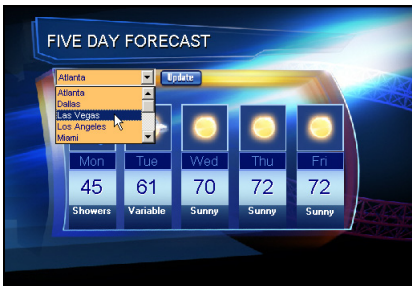





Figure 6-3. Customize pages by changing the editable fields on the template

NOTE


Not all fields on a template are designed to be editable. Whether or not a field is to be editable is determined by the creator of the template in Xstudio by enabling the field’s (asset’s) **ALLOW EDIT** property. Therefore, if you select a field and you are unable to edit it, it most likely has been intentionally protected to enforce editorial standards.

Saving shared pages to the Xmedia Server




You must save the page to conserve any changes that were made to the page or to archive the shared page in a category on the Xmedia Server.

The Xnews toolbar features three (3) buttons that can be used to save the shared page. The **SAVE PAGE** button  is used to simply save the page to a category on the Xmedia Server. The **SAVE AND INSERT PAGE** button  not only saves the page to the Xmedia Server, it also inserts it into the story that is currently open in the NCS interface. The **SAVE AND CLOSE PAGE** button  indicates that the page being edited is part of, and will be saved to, the rundown.

NOTE

If the **SAVE PAGE** button  is disabled in the toolbar, the **ALLOW CREATION OF SERVER PAGES** setting has been disabled. See [“Preferences settings” on page 2-13](#) for information on how to enable this setting and enable the **SAVE PAGE** button.

To save a shared page:

1. With the page open in the Home Area:
 - Click the **SAVE PAGE** button  in the toolbar to just save the page to a category on the Xmedia Server.
The **SAVE PAGE** window appears (figure 6-4).
 - Or,
 - Click the **SAVE AND INSERT PAGE** button  in the toolbar to save the page to a category on the Xmedia Server and insert it into the story that is currently open in the NCS interface.
The **SAVE PAGE** window appears (figure 6-4).
 - Or,
 - Click the **SAVE AND CLOSE PAGE** button  in the toolbar to save any edits make to the page to the existing rundown and Xmedia Server.

NOTE

If the **SAVE PAGE** window does not appear and it appears that the page was saved automatically, then Xnews might have its **QUIETMODE2** setting enable. See [“Configuring the xnews.ini file” on page 2-5](#) for more information.

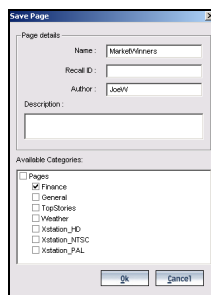


Figure 6-4. Fill in the fields on the Save Page window to save a shared page to the Xmedia Server

2. Specify the following information on the **SAVE PAGE** window (figure [6-4](#)):
 - **NAME** - The name that you want to give to the new page.
 - **RECALL ID** - A code (usually numeric) you can assign to the page.
 - **AUTHOR** - The name of the person who authored the page.
 - **DESCRIPTION** - A description of the page.
 - **AVAILABLE CATEGORIES** - The categories in which you would like to store and make the page available.
3. Click **OK** to save, or the **CANCEL** button to close the window and return to the unsaved page.

Adding shared pages to a story

Once you have completed all of your edits to the page, you can save and add the page to a story in the NCS interface.

To save and add a new or existing shared page to a NCS story:

With the page open in the Xnews Home Area:

- click the **SAVE AND INSERT PAGE** button  from the Xnews toolbar. The page closes and is saved to the story.

Or,

- While holding down the **SHIFT** key, drag and drop the Drag bar from the Xnews interface into your NCS's story area (figure 6-5).

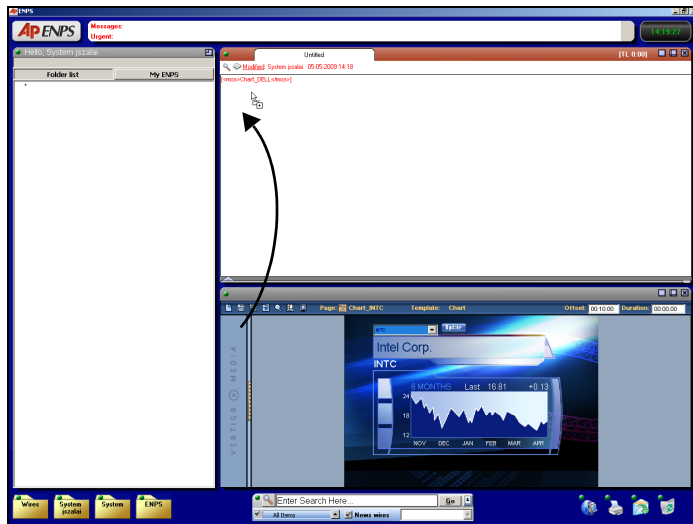


Figure 6-5. Adding a shared page to a story by dragging it from Xnews

7 CLIP ASSETS: OPENING AND EDITING THE MARK IN/OUT SETTINGS

Video clip assets (Clips) that are stored on the Xmedia Server can be inserted directly into a story (see [page 8-5](#) and [page 9-3](#) for instructions). Before adding a clip to a story, however, you may want to use the Mark In/Out Editor to trim the clip. You can do this by setting the clip's Mark In and Mark Out values, without modifying the original clip file.

When Xnews is used in an ENPS system, the Mark In/Out Editor is a standalone window that provides the additional functionality of previewing the clips playout (figure [7-1](#)). When Xnews is integrated within an iNEWS system, the Mark In/Out Editor is embedded in the Xnews interface and it does not allow you to preview the clip's playout.

The following sections describe how to use the Xnews Mark In/Out Editor:

- [“Locating and opening a clip asset using the Xnews Asset Browser” on page 7-2](#)
- [“Preview and editing the clip's mark in/out settings” on page 7-4](#)



Figure 7-1. The Xnews Mark In/Out Editor in an ENPS system

Locating and opening a clip asset using the Xnews Asset Browser

Video clip assets are stored on the Xmedia Server and therefore they can be opened during an Xnews session using the Asset Browser. All of the video clip assets are stored within the **CLIPS** root category in the Asset Browser. Navigate through the hierarchical subcategories and the clip's proxy or name appears in the Asset Gallery.

Before you can open a clip in Xnews however, a story belonging to a rundown must be open in the newsroom computer system interface. If not, the clip will not open and an error appears in the lower part of the Xnews interface (figure 7-2).



Figure 7-2. Error message: “**A story in a rundown must be open before loading the clip <clipName>**”

To locate and open a clip asset in using the Xnews Asset Browser in ENPS:

1. Open Xnews and expand the Asset Browser (see [page 3-8](#)).
2. Select and navigate through the **CLIPS** root category until the desired clip is listed or displayed (proxy) in the Asset Gallery.
3. Double-click the clip asset in the Asset Gallery and the clip opens in the **MARK IN/OUT EDITOR** (figure 7-3), which allows you to edit the clip's start and stop times. The Mark In/Out Editor in an ENPS system also allows you to playout a preview of the clip (see [“Preview and editing the clip's mark in/out settings” on page 7-4](#)).



Figure 7-3. When Xnews is integrated into ENPS the Mark In/Out Editor also allows you to preview the clip

If the Mark In/Out Editor is unable to load the clip asset, then the embedded Mark In/Out Editor appears and displays a proxy of the clip, as well as an error message.

- The video could not be loaded into the media player. [click for more details]

An error occurred obtaining the clip from the Xmedia Server. These errors sometimes occur when the user credentials are refused by the networking component of the server where the XMS resides. The full error message was "General access denied error". Please contact your network administrator and try again.



Figure 7-4. An error message appears when Xnews is unable to open the clip

Preview and editing the clip's mark in/out settings

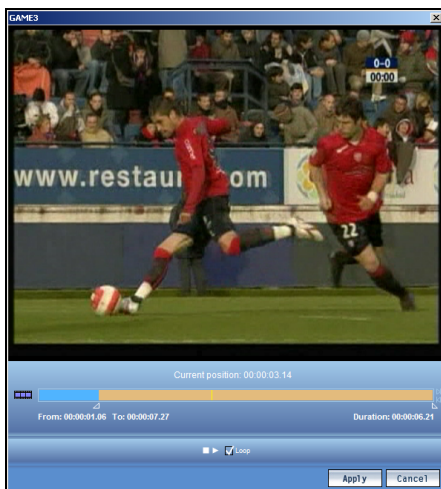
The Mark In/Out Editor allows you set a video clip asset's Trim In (start point) and Trim Out (end point) without permanently changing the clip. You can also preview the clip's playout when the Mark In/Out Editor is opened on an ENPS system.

The following sections provide more information:

- [“Overview of the standalone Mark In/Out Editor interface in ENPS” on page 7-5](#)
- [“Overview of the embedded Mark In/Out Editor interface in iNEWS” on page 7-7](#)
- [“Setting the Trim In and/or Trim Out points” on page 7-8](#)
- [“Previewing the clip in the standalone Mark In/Out Editor” on page 7-10](#)

NOTE

When opening a clip in ENPS, the Mark In/Out Editor opens as a standalone window. However, when a clip is opened in iNews, or when an error occurs when trying to load the clip in ENPS, the Mark In/Out Editor is embedded in within Xnews (figure 7-5).



Standalone Mark In/Out Editor with ENPS



Embedded Mark In/Out Editor in iNEWS

Figure 7-5. The Mark In/Out Editor in ENPS (standalone window) and iNews (embedded in Xnews)

Overview of the standalone Mark In/Out Editor interface in ENPS

Figure 7-6 and the following descriptions provide an overview of the features and components of the standalone Mark In/Out Editor that is used by Xnews in ENPS systems to set a clip's trim values, as well as preview the layout of the clip.

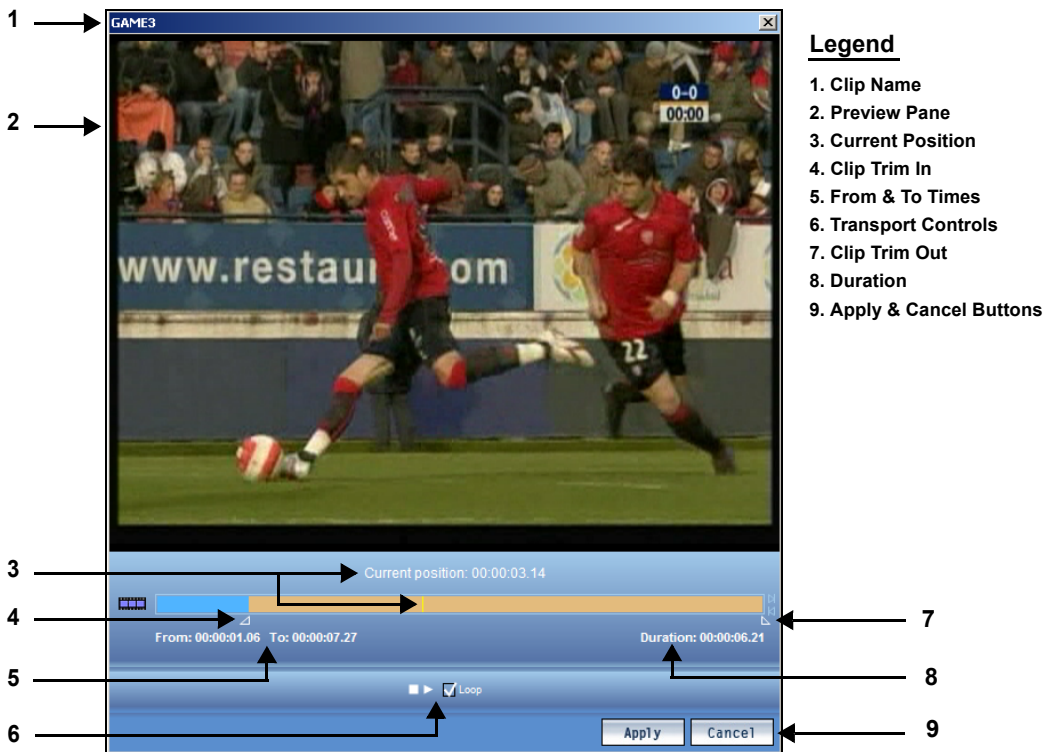


Figure 7-6. Use the Mark In/Out Editor to preview the clip and set the clip's Trim In and Trim Out values

1. **Clip name:** The name of the video clip asset that has been opened appears at the top of the Mark In/Out Editor window.
2. **Preview pane:** It is often useful to preview the changes that you make before you commit to them. Therefore, using the Current Position slider you can preview the layout of a particular instance of the clip in the Preview pane. As well, you can use the transport controls to play back the clip including any edits that you have made using the Mark In/Out Editor.
3. **Current position:** The current time code position of the video that is being played out in the preview panel is indicated beside this heading. A thin yellow line also reports the current location along the video and audio tracks. Dragging the yellow line along the tracks allows you to preview and stop on specific frames within the clip. You can also use your keyboard's left and right direction keys to move the yellow current position line with finer precision.

4. **Clip Trim In:** Dragging the **CLIP TRIM IN** handle allows you to crop the beginning of the clip by setting a new location from where the clip will begin to play. The original clip asset remains unchanged, but the trim setting is implemented in the story when the **APPLY** button is clicked.
5. **From and To times:** Displays the adjusted length of the clip after taking into consideration the new trim settings. The value displayed is in time code format. The time reported in the **FROM** field is where the clip will start from, and the **TO** field represents the point where the clip will stop playing.
6. **Transport controls:** The transport controls allows you to preview the clip's playout in the Mark In/Out Editor's preview panel, including the effects of the trim settings. The controls consist of a **STOP** button, a **PLAY** button, and a **LOOP** check box.
7. **Clip Trim Out:** Dragging the **CLIP TRIM OUT** handle allows you to crop the ending of the clip by setting a new location where the clip will finish playing. The original clip asset remains unchanged, but the trim setting is implemented in the story when the **APPLY** button is clicked.
8. **Duration:** Displays the total amount of time the clip will take to play out taking into consideration the new trim settings. The value displayed is in time code format.
9. **Apply and Cancel buttons:** All adjustments to the clip's trim settings are simulations in the Mark In/Out window until you click the **APPLY** button. Once you click the Apply button, the trim settings are automatically applied to the clip's entry in the story. click the **CANCEL** button if you do not want to apply the changes from the Mark In/Out Editor to the clip in the story.

Overview of the embedded Mark In/Out Editor interface in iNEWS

Figure 7-7 and the following descriptions provide an overview of the features and components of the embedded Mark In/Out Editor that is used by Xnews in iNEWS systems to set a clip's trim values.

NOTE

Unlike the standalone ENPS version (page 7-5), the embedded Mark In/Out Editor does not have the ability to preview the clip's playout.

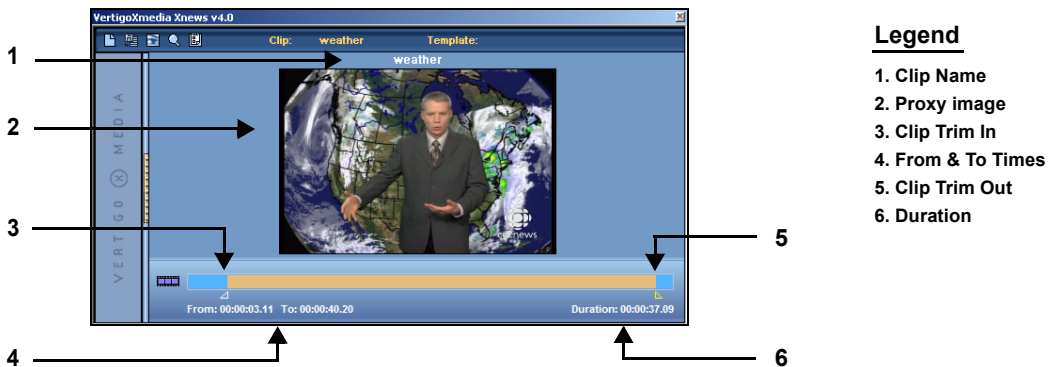


Figure 7-7. The Mark In/Out Editor is embedded in the Xnews interface for iNEWS systems

1. **Clip name:** The name of the video clip asset that has been opened appears at the top of the Mark In/Out Editor window.
2. **Proxy Image:** If available, a thumbnail image of a frame within the clip file is displayed to help visually identify the clip.
3. **Clip Trim In:** Dragging the **CLIP TRIM IN** handle allows you to crop the beginning of the clip by setting a new location from where the clip will begin to play. The original clip asset remains unchanged, but the trim setting is applied to the clip in the story. You can also set the Trim In by placing the current position line (yellow line) on the desired frame, then right-click and choose the **SET TRIM IN** command.
4. **From and To times:** Displays the adjusted length of the clip after taking into consideration the new trim settings. The value displayed is in time code format. The time reported in the **FROM** field is where the clip will start from, and the **TO** field represents the point where the clip will stop playing.
5. **Clip Trim Out:** Dragging the **CLIP TRIM OUT** handle allows you to crop the ending of the clip by setting a new location where the clip will finish playing. The original clip asset remains unchanged, but the trim setting is applied to the clip in the story. You can also set the Trim Out by placing the current position line (yellow line) on the desired frame, then right-click and choose the **SET TRIM OUT** command.
6. **Duration:** Displays the total amount of time the clip will take to play out taking into consideration the new trim settings. The value displayed is in time code format.

Setting the Trim In and/or Trim Out points

The Trim values allow you to crop the video so that the playout begins and ends at the specified locations, without changing the original clip asset. There are two (2) ways of setting the Mark In and Mark Out values for the clip:

- The Mark In/Out Editor has handles that you drag along the video track's timeline to set the Trim In and Trim Out values (figure 7-8).

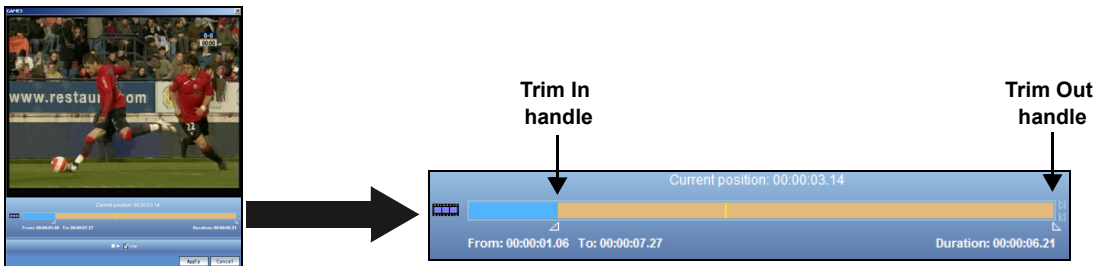


Figure 7-8. Trim settings are set by dragging the handles across the video track

- Drag and drop the current position line (yellow line) to the desired frame, then right-click and select either the **SET TRIM IN** command or **SET TRIM OUT** command (figure 7-9).



Figure 7-9. The Set Trim In and Set Trim Out commands

When dragging the handles, be sure to use the various visual cues (**CURRENT POSITION**, **FROM/TO**, **DURATION**, and the preview panel) as references, for determining the precise frames for these settings.

Once you have moved the handles to the desired locations along the video track:

If you are using the standalone Mark In/Out Editor in ENPS:

- You can preview the edited clip's playout using the Editor's Transport controls, current position line, and the Preview panel (see ["Previewing the clip in the standalone Mark In/Out Editor" on page 7-10](#)).
- If you are satisfied with the edits to the clip, then click the **APPLY** button to insert the clip into the story. The clip will now contain the new Trim In and Trim Out settings.

If you are using the embedded Mark In/Out Editor in iNEWS:

- If you are satisfied with the edits to the clip, the current Trim In and Trim Out settings are automatically applied to the clip in the story.

Previewing the clip in the standalone Mark In/Out Editor


It is often useful to preview the changes that you make before you commit to them. Therefore, using the Current Position slider you can preview the playout of a particular instance of the clip in the Preview pane. As well, you can use the transport controls to play back the clip including any edits that you have made using the Mark In/Out Editor.

NOTE

The ability to preview the playout of clip assets is only available on the standalone Mark In/Out Editor used in ENPS. It is not available in the embedded version for iNEWS, however you can preview the clip using the software CG (see [“Enabling the Playout Preview setting” on page 2-5](#) and [“Creating a clip template in Xstudio for clip playout” on page 4-6](#)).

To preview a particular frame of a clip in the Mark In/Out Editor Preview Panel:

1. Move your pointer to the current position line (thin yellow line) that appears on the video track.

As you hover over the current position line it changes into a directional line .

2. Drag the current position's directional line along the video track. As you move the line, notice that the **CURRENT POSITION** field above the video track updates and displays the exact frame location (timecode) of where the line is along the video track. As well, the preview panel updates and displays the video content at the location of the line (figure 7-10).


3. When the **CURRENT POSITION** field displays the desired time, or you see the desired frame in the preview panel, drop the line on the video track.

The content of the particular video frame where the line rests remains visible in the preview panel.





Figure 7-10. Using the Current Position time and Line to preview the contents of a video frame

To preview the effects of the trim and fade settings by playing out the clip:

1. Make the desired changes to the trim and fade settings along the video and/or audio tracks (see [“Setting the Trim In and/or Trim Out points” on page 7-8](#)).
2. Using the Current Position time display and the preview panel as a reference, drag and drop the **CURRENT POSITION LINE** on the video track frame where you want the playout to begin from.
3. click the **PLAY** button  in the Preview control below the video and audio tracks. The clip begins to play immediately in the Preview panel.

 **NOTE**

You can stop the playout in the Preview panel at any time by clicking the **STOP** button  in the Preview control. As well, you can set the playout to loop, or play repeatedly, by selecting the **LOOP** check box  in the Preview control.

8 CREATING AND WORKING WITH STORIES AND RUNDOWNS IN ENPS

The topics in this chapter describe how to create a new rundown and then populate it with stories that contain graphic pages and clips.

- [“Creating a new rundown in ENPS” on page 8-2](#)
- [“Creating a new story within a rundown in ENPS” on page 8-3](#)
- [“Opening a story and adding graphics pages and/or clips in ENPS” on page 8-5](#)
- [“Saving a story to a rundown in ENPS” on page 8-7](#)

NOTE

Using a MOS Protocol based technique called **MOS Redirection**, Xmedia Servers work with the ENPS Newsroom Computer System (NCS) to transfer stories and their associated media between Xmedia Servers within a single newsroom, or between multiple newsrooms and Xmedia Servers in different locations. See [“Using MOS Redirection to transfer media between Xmedia Servers” on page 7-16](#) in the Xmedia Server Configuration Guide for more information.

Related documentation


Please consult the Associated Press' user documentation for precise and detailed information and instructions for using the ENPS newsroom computer system.

- With ENPS open, clicking the F1 key brings up **ENPS online help**.
- **ENPS - Basic User's Guide** version 4.5 by Associated Press Broadcast Technology

Creating a new rundown in ENPS

If your system administrator has granted you the appropriate privileges, you can create a new Rundown in the ENPS system.

To create a new rundown:

1. Open the ENPS application on the client workstation (see [page 3-2](#)).
2. Select the **SYSTEM FOLDER ROVER**  > **NEW > RUNDOWN** as demonstrated in figure 8-1. The **RUNDOWN PROPERTIES** window appears (figure 8-2).

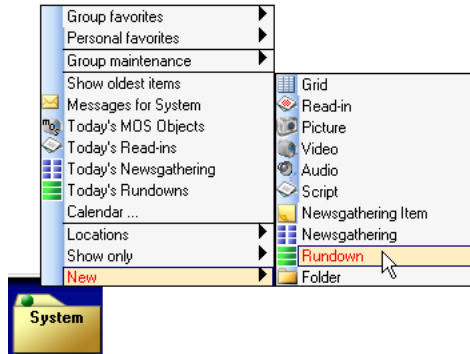


Figure 8-1. Creating a new rundown in ENPS

3. Enter the name of the new rundown in the **PROGRAM** field.
4. Scroll down the properties list and enable the **MOS CONTROL ACTIVE** field by clicking the empty box to its right. As figure 8-2 shows, a check mark appears when this property is enabled. This property links the rundown to the MOS Server (i.e. Xmedia Server).

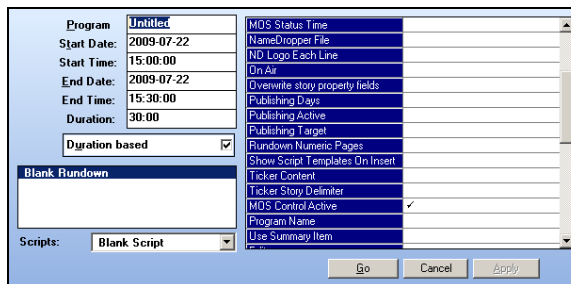



Figure 8-2. The Rundown Properties window

5. Click the **Go** button.
The rundown is created and exists on the ENPS system, but it does not exist on the Xmedia Server until an initial story is added to the rundown. See [page 8-3](#) and [page 8-5](#) for instructions on how to add a story to a rundown and populate it in ENPS.

Creating a new story within a rundown in ENPS

To create a new story within an existing rundown:

1. Open the ENPS application on the client workstation (see [page 3-2](#)).
2. Open the rundown that the story will belong to:
 - a. Select the **SYSTEM FOLDER ROVER**  > **SHOW ONLY > RUNDOWN** (figure 8-3).
The rundowns stored within the System folder on the ENPS server are listed in the List Window.

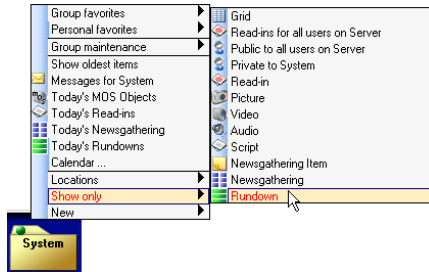


Figure 8-3. List all of the existing rundowns

- b. Double-click the rundown's name and it opens in an Editing Window (figure 8-4). If the rundown already contains stories, they are listed in the Rundown's Editing Window.

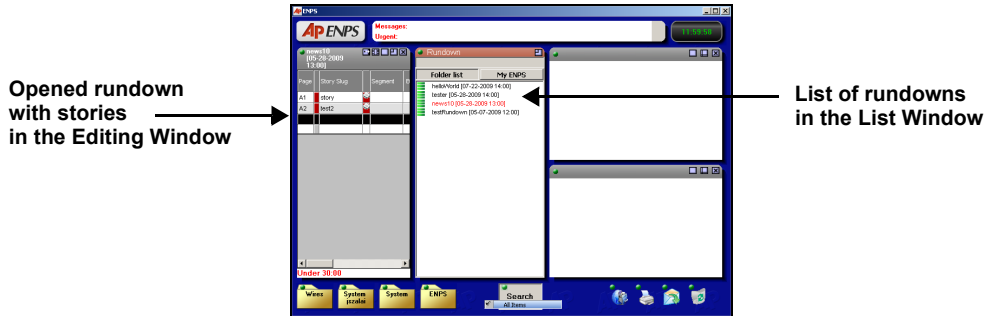



Figure 8-4. Opening a story from a rundown

3. Select the **RUNDOWN'S EDITING WINDOW'S ROVER**  > **INSERT ROW**.
A new row is immediately added to the stories listed in the rundown.

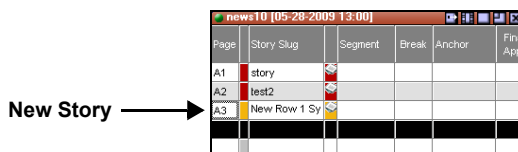



Figure 8-5. Adding a new story to a rundown

4. Click in the new story's **STORY SLUG** cell and type a name for the story.
5. Double-click the new story's row to open the story in an Editing Window. This is where you will add graphics pages, clips, and or script text for the story (see [“Opening a story and adding graphics pages and/or clips in ENPS” on page 8-5](#)).

Opening a story and adding graphics pages and/or clips in ENPS

To open a story and add graphics pages and/or clips:

1. Open the ENPS application on the client workstation (see [page 3-2](#)).
2. Open the rundown that the story will belong to:
 - a. Select the **SYSTEM FOLDER ROVER**  > **SHOW ONLY > RUNDOWN** (figure 8-3).
The rundowns stored within the System folder on the ENPS server are listed in the List Window.

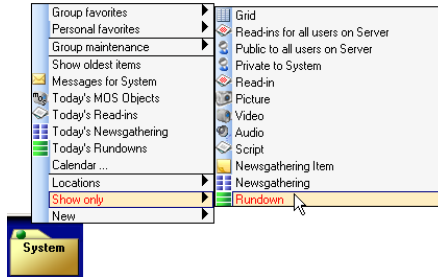


Figure 8-6. Displaying a list of rundowns on the system

- b. Double-click the rundown's name and the rundown opens in an Editing Window (figure 8-4).
If the rundown already contains stories, they are listed in the Rundown's Editing Window. If it does not, then you will have to create a new story before proceeding (see [“Creating a new story within a rundown in ENPS” on page 8-3](#)).

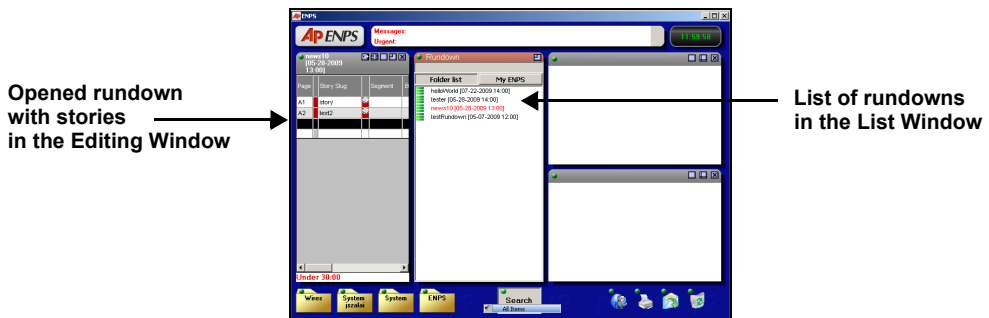


Figure 8-7. Listing the stories contained in the selected rundown

- Double-click the story's name in the rundown table and the story's content is displayed in an Editing Window (figure 8-8).

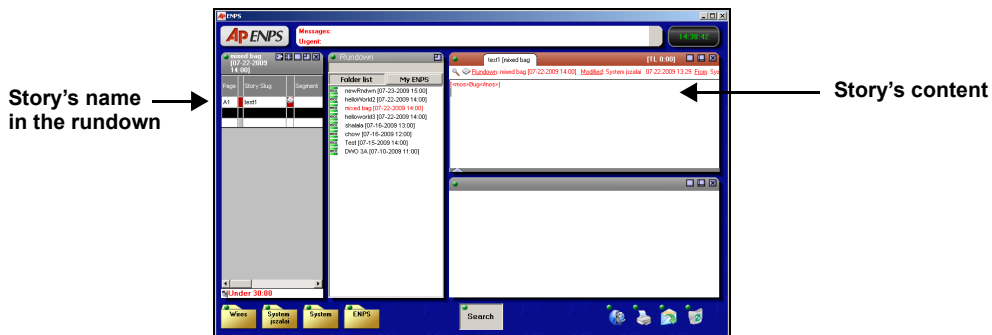



Figure 8-8. Opening a story

- Open Xnews (see [“Opening Xnews in ENPS” on page 3-2](#)).
- Navigate through the Asset Browser to the template, page, or clip that you want to add to the story.
- Open the template, page or clip and make the appropriate edits:
 - Open the page/template/clip by double-clicking on the template/page/clip's heading/proxy in the Asset Gallery (see [page 5-1](#) and [page 6-1](#)).
 - Make any required changes to the page's editable fields (see [page 5-4](#)).

For clips:

 - Open the clip by double-clicking on the clip's heading/proxy in the Asset Gallery (see [page 7-2](#)).
 - Optional: Edit the mark in and/or mark out settings for the clip (see [page 7-4](#)).
- Either drag and drop the Xnews Drag bar to the story's content window (figure 8-9), or click the **SAVE AND INSERT PAGE** button . The page/clip's name now appears in the story as the clip is now embedded in the story.

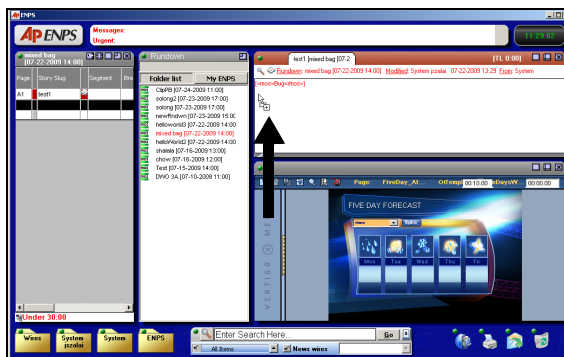


Figure 8-9. Drag and drop the Xnews Drag bar to the story's content window

Saving a story to a rundown in ENPS

Once pages and/or clips have been added to a story, the story must be saved to the rundown.

✓ NOTE

It is only upon saving the story to the rundown that the story's content gets saved/updated on the Xmedia Server.

There are three ways in which you can save a story to a rundown in ENPS:

- Click the story's rover  and select the **SAVE** command.

Or,

- Drag the story's tab heading from the Editing window and drop it into the Rundown's editing window (figure [8-10](#)).

Or,

- click **CTRL+S** on your keyboard.

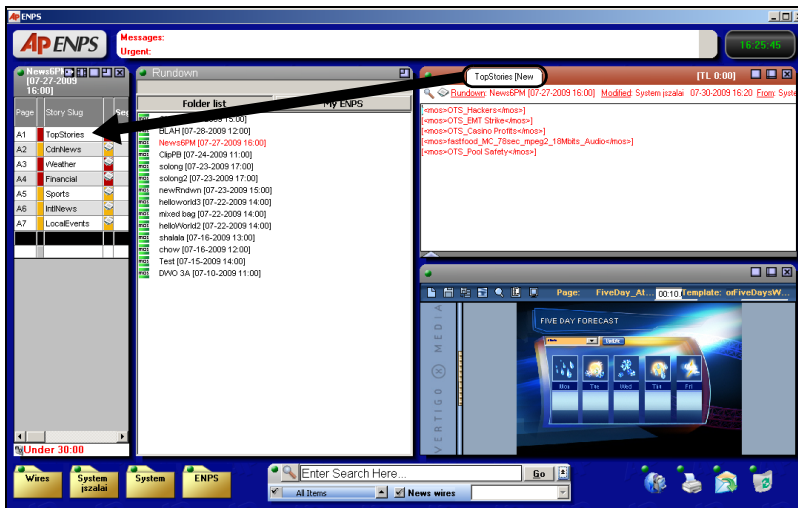


Figure 8-10. Save changes made to the story by dragging and dropping the story to the rundown

9 CREATING AND WORKING WITH STORIES IN INEWS

Using Xnews within iNEWS allows you to easily create and edit stories from within a queue (rundown).

Note that only system administrators and/or users with specific permissions can create queues in the iNEWS Directory Panel.

The topics in this chapter describe how to add stories to an iNEWS queue (rundown), as well as how to use Xnews add pages and clips to the stories.

- [“Adding a new story to a rundown in iNEWS” on page 9-2](#)
- [“Opening a story and adding a page or clip in iNEWS” on page 9-3](#)
- [“Opening a page or clip that belongs to a story in iNEWS” on page 9-5](#)

Related documentation

Please consult Avid’s iNEWS user documentation for precise and detailed information and instructions for using the iNEWS newsroom computer system.

- **Introduction to iNEWS Workstation v.2.0 (Training Manual)**
<http://cdn.pinnaclesys.com/SupportFiles/attach/0130-04983-02A.pdf>
- **iNEWS Newsroom Computer System Setup and Configuration Manual v.2.0**
http://cdn.pinnaclesys.com/SupportFiles/attach/iNEWS_Setup_and_Config_v2.0.pdf
- **iNEWS Newsroom Computer System Operations and Troubleshooting Manual v.2.0**
http://cdn.pinnaclesys.com/SupportFiles/attach/iNEWS_Operations_and_troubleshooting_v2.0.pdf

Adding a new story to a rundown in iNEWS

To add a story to a rundown (queue):

1. Open the queue in which you want the story to appear by double-clicking the queue's heading in the Directory Panel (figure 9-1).

If stories already exist within the queue, they will be listed in the Queue Panel and Story Panel. However, if the queue does not already contain stories these panels will be empty.

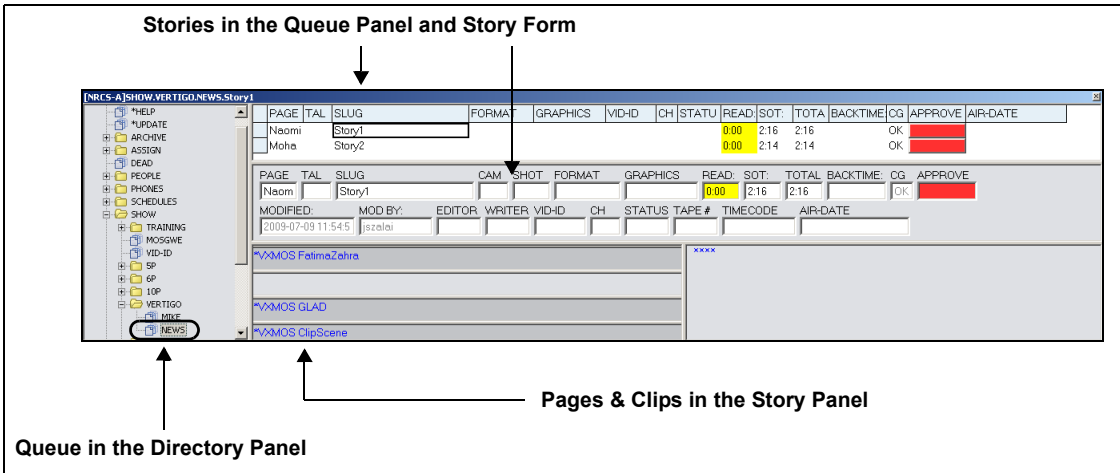


Figure 9-1. Adding a story to a rundown in iNEWS

2. Click anywhere within the Queue Panel and select the **FILE>NEW STORY** command from the iNEWS menu bar.
3. A new story is inserted in the Queue Panel and Story Form (figure 9-1).
4. Type the name of the story in the **SLUG** column/field of either the Queue Panel or Story Form.

Opening a story and adding a page or clip in iNEWS

To open a story and add a graphics page or clip using Xnews:

1. Open the story in which you want to add the page.
 - a. Navigate through the Directory Panel to the queue folder that contains the desired story (e.g. **NRCS-A>SHOW>VERTIGO**).
 - b. Open the queue by double-clicking the queue's heading in the Directory Panel (figure 9-2).

The stories belonging to the queue are listed in the Queue Panel.

- c. Select the slug name of the story that contains the page or clip that you want to open (figure 9-2).

The pages and clip belonging to the story are listed in the Instruction Panel side of the Story Panel.

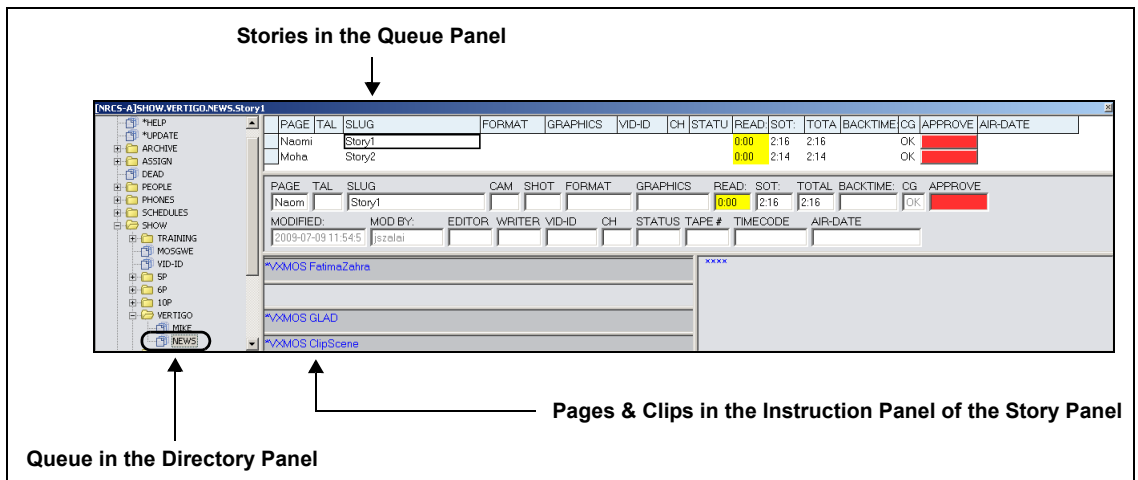


Figure 9-2. Open the story that you want to add a page or clip to

2. Launch Xnews by selecting **TOOLS>PLUGINS>VERTIGOXMEDIA XNEWS**
3. Navigate through the Xnews Asset Browser and Asset Gallery to locate the template, page, or clip that you want to insert into the story.
4. Open the template, page or clip and make the appropriate edits:

For templates and pages:

- a. Open the page/template/clip by double-clicking on the template/page/clip's heading/proxy in the Asset Gallery (see [page 5-1](#) and [page 6-1](#)).
- b. Make any required changes to the page's editable fields (see [page 5-4](#)).

For clips:

- a. Open the clip by double-clicking on the clip's heading/proxy in the Asset Gallery (see [page 7-2](#)).
- b. Optional: Edit the mark in and/or mark out settings for the clip (see [page 7-4](#)).

5. Drag and drop the Xnews Drag bar to either side of the Story Panel (Instruction Panel or Story Text Panel).

The page/clips's name is added to the Instruction Panel and a pink asterisk is added to the Story Text Panel to represent the added page (figure 9-3).

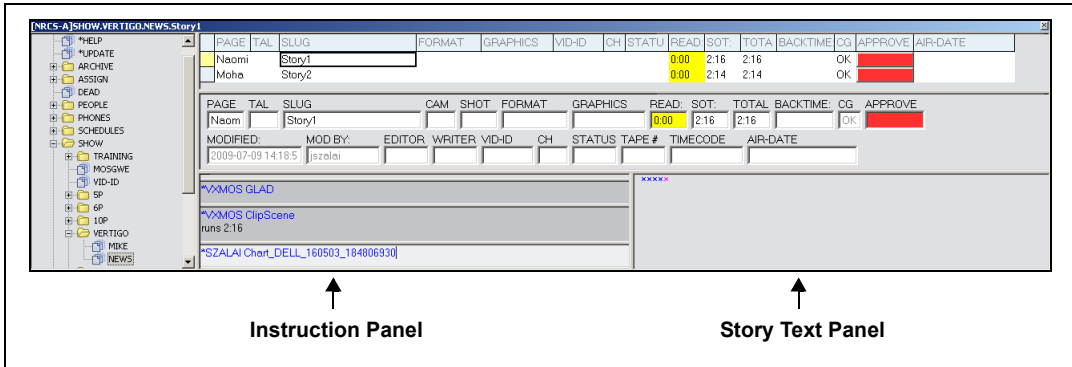


Figure 9-3. Drag and drop the Xnews Drag bar to either the Instruction Panel or Story Text Panel

Opening a page or clip that belongs to a story in iNEWS

To open a page or clip that belongs to a story:

1. Open the story that contains the page or clip that you want to open.
 - a. Navigate through the Directory Panel to the queue folder that contains the desired story (e.g. **NRCS-A>SHOW>VERTIGO**).
 - b. Open the queue by double-clicking the queue's heading in the Directory Panel (figure 9-4).
The stories belonging to the queue are listed in the Queue Panel.
 - c. Select the slug name of the story that contains the page or clip that you want to open.
The pages and clip belonging to the story are listed in the Instruction Panel side of the Story Panel.

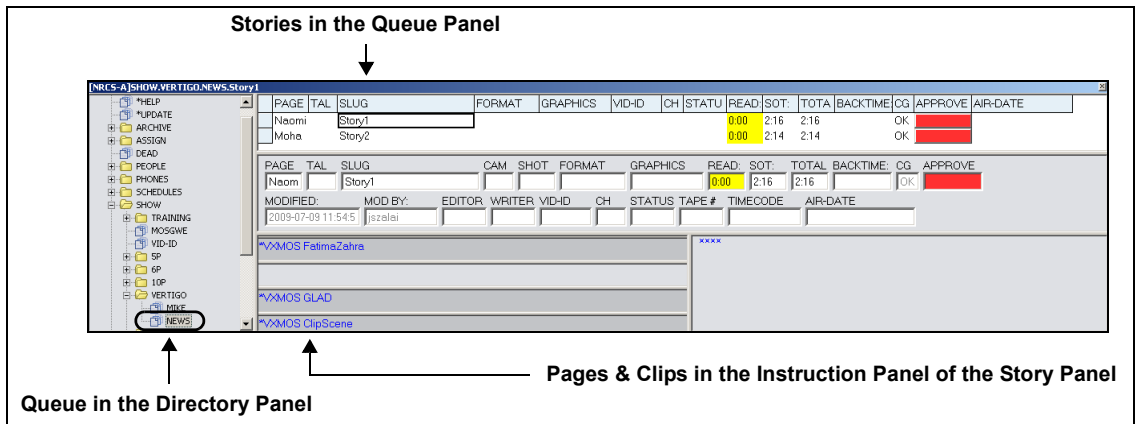


Figure 9-4. Open the story that contains the page or clip that you want to open in Xnews

2. Double-click the page's or clip's name in the Instruction Panel.
If Xnews was not already open in the iNEWS workspace, Xnews launches automatically.
The page or clip appears in the Xnews home area (figure 9-5).

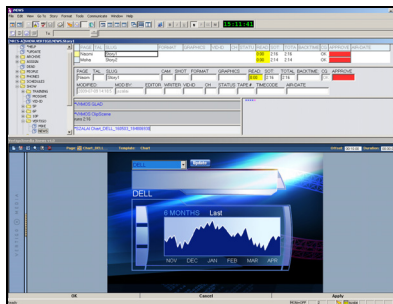


Figure 9-5. The story's page or clip opens in Xnews

3. click the **APPLY** button along the bottom of the iNEWS interface.

10 PLAYING OUT RUNDOWNS USING XPLAY

Xplay is the Vertigo Suite's playout management software that allows you to control and playout the rundown that was created using Xnews and your newsroom computer system.

When pages and clips are saved to a rundown's story, the rundown is saved on the Xmedia Server. Xplay is able to use the rundown as a playlist, which you can manually or automatically take the playlist to air.

While complete instructions for using Xplay are available in the **Xplay User Manual**, this chapter offers you an overview of the Xplay interface and offers you "quick start" instructions for using Xplay to control and playout the contents of a rundown to a device.

The topics in this chapter discuss:

- ["Overview of the Xplay interface" on page 10-2](#)
- ["Opening a rundown in Xplay" on page 10-4](#)
- ["Updating and reloading a rundown in Xplay" on page 10-5](#)
- ["Verifying device connections in Xplay" on page 10-7](#)
- ["Playing out a rundown in Xplay" on page 10-8](#)

NOTE

The information and instructions in this chapter assume that Xplay has been properly installed, configured, licensed, and connected to the proper device(s). If any of these conditions is not met, please consult the **Xplay User Manual** before proceeding to read this chapter.

Overview of the Xplay interface

To help familiarize yourself with the Xplay interface, we encourage you to take a close look at figures 10-1 and 10-2, as well as the following descriptions, which identify the Xplay's main interface components and provides brief functional descriptions of each.

To open Xplay:

- Click **START>PROGRAMS>VERTIGOXMEDIA>XPLAY PRO.**

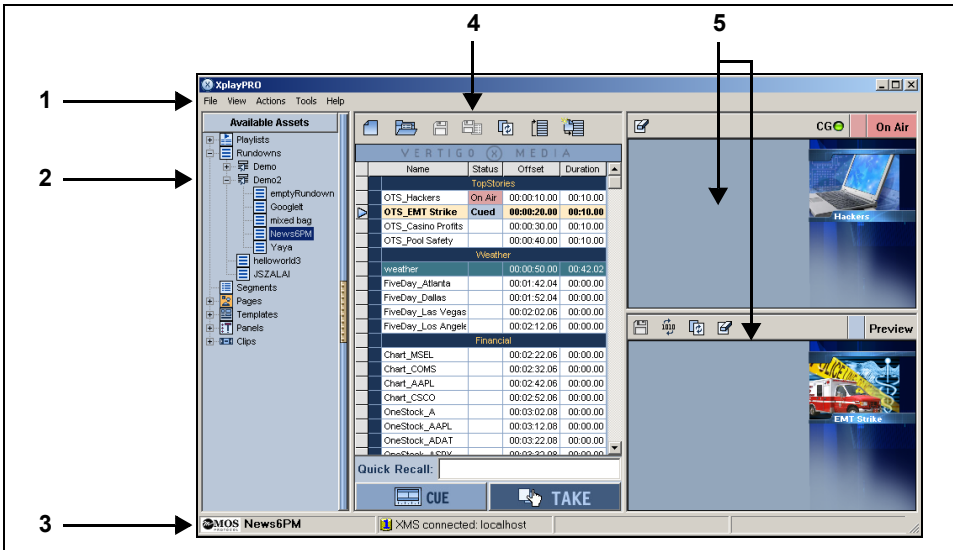


Figure 10-1. Xplay set to Manual playout mode and On-Air Preview layout mode

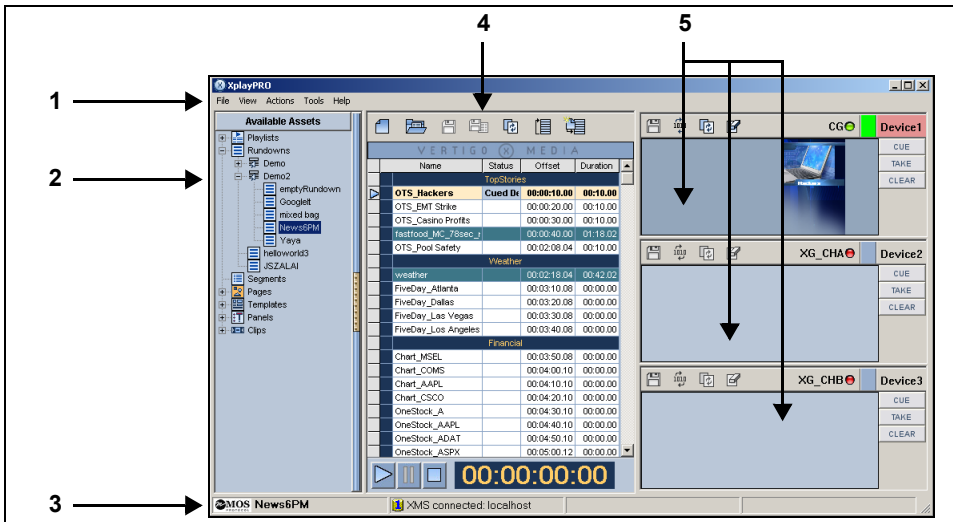


Figure 10-2. Xplay set to Automatic playout mode and Multi-Device layout mode


1. **Main menus:** Provides access to commands that execute most of Xplay's functionality.
 - **File** menu - Contains commands for opening and editing playlists (rundowns), as well as to close the Xplay application.
 - **View** menu - Contains commands for opening logs, as well as for exposing Xplay's Asset Browser, Quick Recall field, and Search tool.
 - **Actions** menu - Contains commands for controlling the playlist and the playout of the playlist items, including **RELOAD PLAYLIST**, **CUE**, **TAKE**, and **CLEAR** commands.
 - **Tools** menu - Contains commands for configuring Xplay's settings, as well as configuration settings for the interaction of Xplay with playout devices and other services.
 - **Help** menu - Contains a command for identifying the Vertigo Suite's version and build number, as well as a command for installing Xplay's required license.
2. **Asset Browser:** The Asset Browser, which is located within a collapsible panel, provides a tree view of assets stored on the Xmedia Server. You can use the Asset Browser to locate and load a rundown into Xplay.
3. **Status bar:** Displays the MOS Protocol logo indicating that the currently loaded playlist is a rundown that is written by a MOS application. The implication is that the newsroom system may save this rundown at anytime and eliminate any changes that you may have made. Note that the Xplay Save buttons are disabled when a rundown is loaded. The MOS logo is followed by the rundown's name. Also displayed is the name/IP address and connection status of the Xmedia Server that Xplay is configured to connect to.
4. **Playlist window:** The workspace where an opened rundown is displayed as a playlist. Playlist items (story headings, pages, clips, comments...etc.) are organized in a sequential list that determines their playout order. See "[Playing out a rundown in Xplay](#)" on page 10-8 for more information.
 - The buttons along the top of the window are used for loading and managing playlists in this window. These buttons allow you to open a new playlist, as well as save, reload, looping... the playlist and its items.
 - The **QUICK RECALL** field, which can be hidden/exposed using the **VIEW>QUICK RECALL** command, allows you to enter a page or template's Recall ID to perform various shortcuts.
 - Which buttons appear at the bottom of the Playlist window is determined by Xplay's playout mode: **MANUAL** or **AUTOMATIC**.
 - In **MANUAL** playout mode, the **CUE** and **TAKE** buttons allow you to control the timing of when the playlist items appear on air.
 - In **AUTOMATIC** playout mode, the **TIMER**, **PLAY**, **PAUSE**, and **STOP** buttons allow you to playout the playlist using the timing specified in the playlist.
5. **Device & Preview display panes:** Xplay's **GENERAL** settings (**TOOLS>SETTINGS**) allow you to set the **LAYOUT** setting to either **MULTI-DEVICE** or **ONAIR-PREVIEW**, which affects the appearance of Xplay's display panes. The display panes allow you to see a visual representation of the playlist item that is either being cued or being currently being played out on a device.
 - **MULTI-DEVICE:** When Xplay is configured to playout to multiple devices, a display pane appears for each of the devices that Xplay is connected or outputting to. Each device's display pane has indicators that inform of the

device's connection status, as well as override buttons for controlling the playout of the playlist items on that device (e.g. **CUE**, **TAKE CLEAR**). This allows you to take selected playlist items to air on the channel of your choice.

- **ONAIR-PREVIEW**: This mode is commonly used when Xplay is only connected to a single device with a single keyer. The upper display pane shows the playlist item that is currently on air and the lower pane previews the item that has been cued as next-to-air.

Opening a rundown in Xplay

To open a rundown in Xplay:

1. Select the **FILE>OPEN PLAYLIST** command. Or, select the **OPEN EXISTING PLAYLIST** button .

The **OPEN PLAYLIST** window appears (figure [10-3](#)).

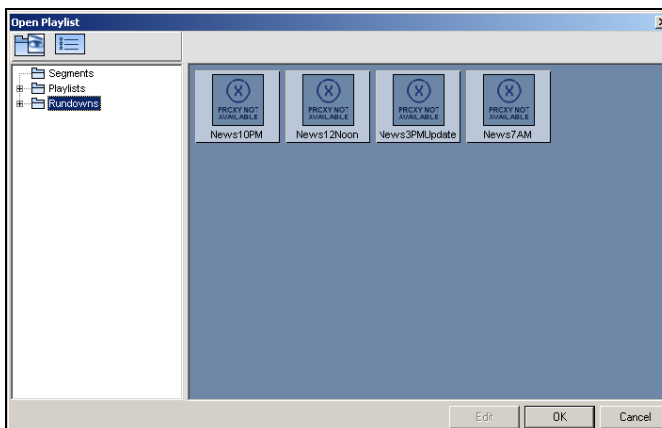


Figure 10-3. The Open Playlist window

2. Navigate through the **RUNDOWNS** root category, until the desired rundown is listed/displayed.
3. Double-click the desired Rundown's name/proxy.
The rundown opens as a playlist in Xplay's Playlist Window.

NOTE

You can also open a rundown using the Xplay's Asset Browser. If the Asset Browser is not already displayed, select **VIEW>ASSET BROWSER**. Navigate through the **RUNDOWNS** root category until you find the rundown's name in the Asset Browser. Double-click the rundown's name and the rundown is loaded as a playlist in Xplay's Playlist Window.


Updating and reloading a rundown in Xplay

If a rundown has been open in Xplay for a while, you may need to reload it to ensure that it's still up-to-date. For example, additional items may have been appended to the rundown by a user at another workstation while the rundown was also open at your workstation.

NOTE

Although you can edit other types of playlists using Xplay, rundowns can only be edited in Xnews and the newsroom computer system. In a newsroom environment, Xplay is only used for controlling and playing out the rundown.

How you reload and whether it's necessary at all depends on how Xplay has been configured. There are three possible scenarios:

- The **PLAYLIST UPDATE INTERVAL** setting has not been activated. In this case, Xplay will not be checking for updates. For changes made at remote workstations to take effect, the rundown must be manually reloaded. See [“Manually reloading a rundown in Xplay” on page 10-6](#).
- The **PLAYLIST UPDATE INTERVAL** setting has been activated, but not the **AUTO RELOAD PLAYLISTS** setting (see [“Configuring Xplay's update and reload settings” on page 10-6](#)). This means that Xplay will periodically check the Xmedia Server for updated versions of the rundown, but it will not automatically reload the new version for you. Instead, the **RELOAD PLAYLIST** button  will turn orange to indicate that a new version has been detected. Click the button to reload.
- Both the **PLAYLIST UPDATE INTERVAL** and **AUTO RELOAD PLAYLISTS** settings have been activated (see [“Configuring Xplay's update and reload settings” on page 10-6](#)). Xplay will check the Xmedia Server for an updated version of the current rundown and it will automatically reload it when it finds a newer version.

NOTE

The pages currently on air remain on air even if they have been moved to new locations in the rundown, or have been removed altogether.

Configuring Xplay's update and reload settings

The **AUTO RELOAD PLAYLIST** and **PLAYLIST UPDATE INTERVAL** settings work together to determine when and how frequently Xplay will take the initiative to reload the rundown. See [“Updating and reloading a rundown in Xplay” on page 10-5](#) for an overview discussion of this topic.

To configure Xplay's playlist reload and update settings:

1. In Xplay, select **TOOLS>SETTINGS>PLAYOUT**.
The **SETTINGS** window appears and displays the **PLAYOUT** settings.

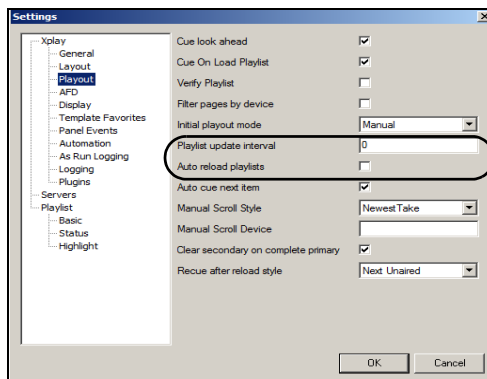




Figure 10-4. Xplay's settings for updating and reloading rundowns

2. Set the **PLAYLIST UPDATE INTERVAL** setting.
Enter a number to represent the number of seconds between each time (continuous) that Xplay checks to see if the current playlist has changed in the Xmedia Server. Entering **0** means that Xplay will never check for updated versions. The action taken when a playlist has changed is determined by the **AUTO RELOAD PLAYLISTS** setting.
3. Set the **AUTO RELOAD PLAYLISTS** setting.
Selecting the check box means that when an updated version of the currently active playlist is found, it will automatically be loaded. When the check box is deselected, the **RELOAD PLAYLIST** button  will turn orange to alert the user to the new version so they can reload it manually.
4. click **OK** to close the **SETTINGS** window.

Manually reloading a rundown in Xplay

When the **PLAYLIST UPDATE INTERVAL** setting has not been activated (see [“Configuring Xplay's update and reload settings”](#)), Xplay will not check the Xmedia Server for updates to its currently opened rundown. For any changes that were made to the rundown to take effect, the rundown must be manually reloaded in Xplay using the **RELOAD PLAYLIST** button  in the Playlist window's toolbar.

Verifying device connections in Xplay

Before beginning playout, make sure that Xplay is connected to the playout device(s). A device's connection status is indicated in Xplay by the LED next to the device's name in the display panes (figure 10-5).

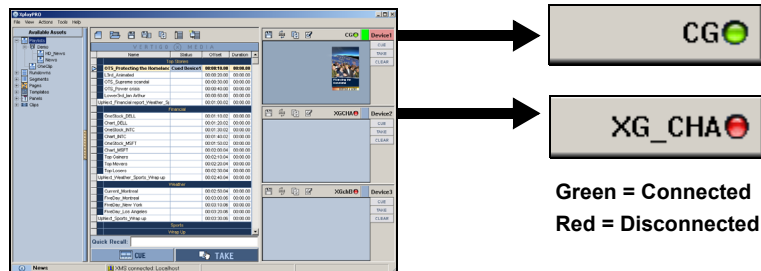


Figure 10-5. Whether or not Xplay is connect to a device is indicated by the LED's color (Green or Red)

If Xplay is in Manual mode and the rundown that you will be playing out contains clip assets that were inserted directly into the story, you must also verify that the clip template and clip object have been specified on the device's configuration. See [page 4-6](#) for instructions on verify and/or adding the clip template data to the device configuration.

NOTE

Adding, removing, and configuring devices is performed in the **DEVICE MANAGER (TOOLS>DEVICE MANAGER)**. Instructions for using the Device Manager are provided in the **Xplay User Manual**.

To connect Xplay to one or more devices:

If the LED next to the device name is red, double-click it. The LED turns green if a connection to the device is established. If the LED remains red, it means one of the following:

- The information describing the device has been entered incorrectly.
- The desired device is down.
- The network connection has been lost.

If no names or LEDs appear within the display pane, it means none have been defined and/or assigned. If this is the case, refer to the instructions in the **Xplay User Manual** on how to set up your devices. If desired, you can disconnect from all devices and run your playlist in Xplay to ensure that all page information is correct.

To disconnect Xplay from one or more devices:

1. From the **Tools** menu select **DEVICES>CONFIGURE DEVICES**.
2. Select the active device for the required view and then click the left-pointing arrow. Xplay is now disconnected from the output device.

NOTE

If you want to temporarily disconnect a device from Xplay, without removing the device from the display pane; simply right-click on the device's LED and select the **DISCONNECT** command (the green LED turns red). Double-click the device's LED to reconnect.

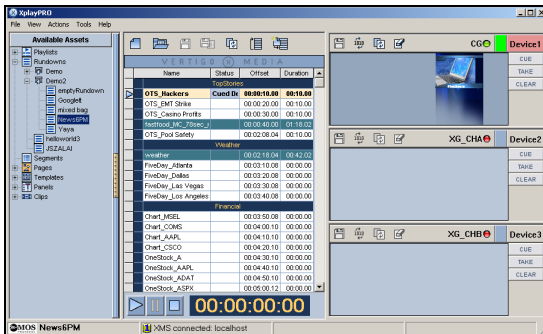
Playing out a rundown in Xplay

The most common way to control the playout of a rundown in Xplay is to advance through the items in their listed order. Xplay offers two (2) sequential playout modes:

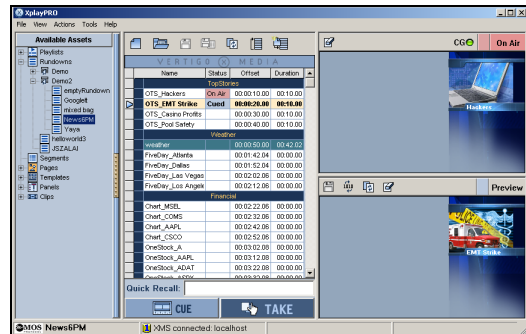
- “Automatic playout mode” on page 10-9
- “Manual playout mode” on page 10-10

To verify Xplay’s current playout mode, simply look at the Playlist window portion of the Xplay interface (figure 10-6):

- if the lower portion of the window contains a **CUE** and **TAKE** button, then it is in **Manual** playout mode.
- if the lower portion of the window contains a clock and **PLAY**, **PAUSE**, and **STOP** buttons, then it is in **Automatic** playout mode.



Automatic playout mode



Manual playout mode

Figure 10-6. Xplay has two modes for playing out rundowns in sequential order: Automatic and Manual

To change Xplay’s Playout Mode setting:

1. Select the **TOOLS>SETTINGS** command.
The **SETTINGS** window appears.
2. Select the **XPLAY>PLAYOUT** categories from the tree-structure in the **SETTINGS** window.
3. In the **INITIAL PLAYOUT MODE** setting, choose either **MANUAL** or **AUTO** from the drop-down list.
4. Click **OK**.
5. Close and restart Xplay for the changes to take effect.

Automatic playback mode

AUTOMATIC playback mode allows you to output the playlist's content sequentially according to the time specifications set out in the **OFFSET** column (figure 10-7).

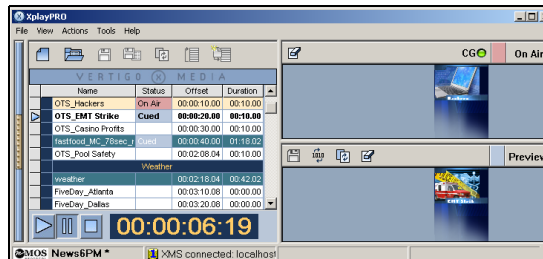


Figure 10-7. Playing out a rundown in automatic mode

NOTE

Once the playback of the rundown has begun in Automatic mode, updates cannot be made to the rundown until the playback has stopped.

To play out a playlist in Auto mode:

1. Open the rundown in Xplay (see [page 10-4](#)).
2. Verify that Xplay is in Automatic playback mode (see [page 10-8](#)).
3. Verify that Xplay is connected to the desired playback device(s) (see [page 10-7](#)).
4. Select the desired starting point for the playback by double-clicking on the playlist item that will be first to go to air.
The playlist item is cued is displayed in the Preview pane on the right-side.
5. Use the following buttons to control the playback of the rundown:

	Click the PLAY button to start the playback of the playlist from the currently cued playlist item. If no item is currently cued, then playback will begin with the first item in the playlist. As the playlist is being played out, the clock counts down the time until the next playlist item is brought to air and the playlist item is displayed on the device's display pane.
	Click the PAUSE button to temporarily halt the playlist's playback. Clicking the PAUSE button again resumes the playlist from where you paused.
	Click the STOP button to terminate the playlist's playback. Clicking the PLAY button after the playlist has been stopped restarts the playlist's playback from at the cued playlist item.

NOTE

Select the **ACTIONS>CLEAR ALL** command from the Xplay menu to clear the playlist (remove the current cued and/or on air status). Similarly, you can clear the Preview and device panes by clicking the **CLEAR / UNCUE** override buttons above each of the display panes.

Manual playout mode

MANUAL playout mode allows you to control the pace at which the rundown's items are taken to air by clicking the **TAKE** button. Therefore, rather than using the playlist items' **OFFSET** settings, you can click the **TAKE** button to bring the most recently cued item to air on the device/kyer, while the next item in the rundown is cued.

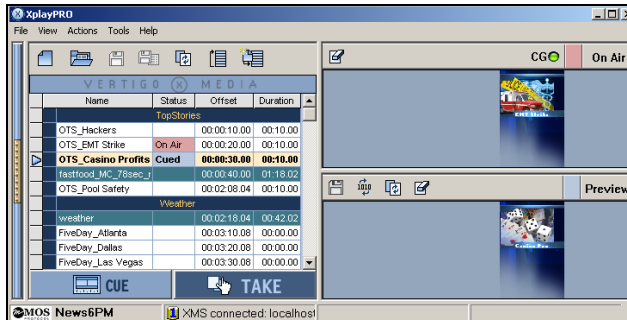





Figure 10-8. Playing out a rundown in Manual playout mode

To play out a playlist in Manual mode:

1. Open the rundown in Xplay (see [page 10-4](#)).
2. Verify that Xplay is in Manual playout mode (see [page 10-8](#)).
3. Verify that Xplay is connected to the desired playout device(s) (see [page 10-7](#)).
4. Select the desired starting point for the playout. Either double-clicking on the playlist item, or click the **CUE** button  to indicate that it is the next item to go to air. The playlist item is cued is displayed in the Preview pane on the right-side.
5. Select the **TAKE** button  to bring the cued item to air on the output device(s). The next item in the playlist is automatically cued up.

NOTE

Select the **ACTIONS>CLEAR ALL** command from the Xplay menu to clear the device (remove the current cued items and/or on air status). Similarly, you can clear the Preview and device panes by clicking the **CLEAR / UNCUE**  override buttons above each of the display panes.