BLAZE NRCS 3.0

User Manual

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Rev 3.0

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1 Preface

Congratulations on the purchase of BLAZE Newsroom Computing System. BLAZE automates your newsroom system workflow, along with BAPTER MOS gateway creates seamless integration with various devices such as video servers, audio servers, still stores, character generators and teleprompters

1.1 Who should use this manual

This manual is written for journalists, producers, directors, writers, and various technical personnel responsible for using the BLAZE NRCS in a broadcast newsroom. Portions of the manual provide installation data for technicians.

It is strongly recommended that the users have prior experience or classroom knowledge of

- *The Windows operating system and*
- *Usage of Web browser*

2 Introduction

BLAZE-NRCS is a hybrid integrated Production Workflow and Newsroom Workflow system. It encompasses the ingestion of wires, logging and sorting of media elements, writing, editing and approval of stories, and the management of the rundown and its progress through the production process. The BLAZE-NRCS system touches many pieces of the broadcast chain and automates the workflow process by eliminating Human errors and enabling maximum usage of the latest Software technologies available.

BLAZE is a web-based application built using the latest HTML5 web interface and runs natively on any modern web browsers without the need of any installation in the client machines.

2.1 Supported Web browsers

Web Browser	Versions Supported
Google Chrome	Version 50 or Higher
Internet Explorer	Version 10 or higher
Firefox	Version 49 or Higher

2.2 Supported Screen Resolution

Best user experience of BLAZE NRCS can be found on screens with a resolution of **1290 X 800** or higher

2.3 Supported Fonts

Blaze supports all Unicode fonts including Right to left fonts.

3 User Interface & Terminologies

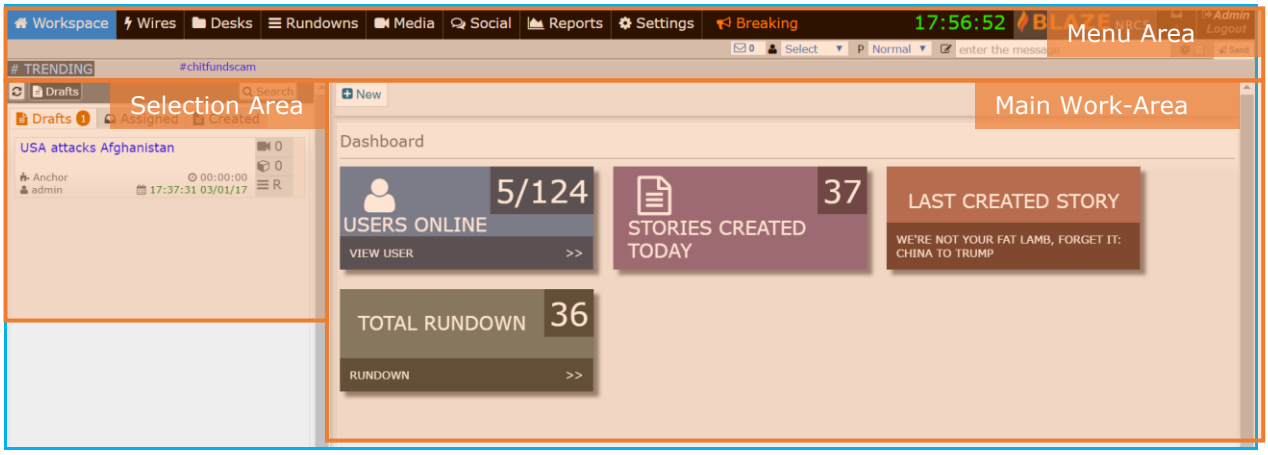
3.1 Different work areas in the user interface

Once you login to the Blaze Application home screen, the user interface can be visualized as divided into three areas

1> **Menu Area** - The part of the User Interface which aids in navigating to different sections of the application. Few other sections such as the social Media Bar, The Breaking news bar and few other sections is also part of this Area.

2> **Selection Area** – This area acts as a secondary navigation area. Sub items of the main sections selected in the Menu Area are displayed here. A secondary navigation area helps in quick modifications to recently edited data.

3> **Main Work-Area** – While the Menu Area and the Selection area helps you in navigating to the item you want to work on, the Main Work-Area contains the most critical sections of the application. This is the part where most of the user actions and interaction with the system happen. Actions such as script editing, clips attachment, CG Attachment happen in this part of the work area.



3.2 Story and its elements

A story is the most used and the most important object in the NRCS. A story is a structure made up of various sub-objects like Script, media Clip, Character graphics and voice overs.

At a time, only one user can open a story in Edit mode, however any number of users can open a story in read-Only Mode.

A story Script window is further divided into two parts the Anchor Window and the Instructions Window

The script typed in the Script Area is taken into consideration for story duration calculation. The Script typed in the Notes Area is for internal instructions only and is not used for Story duration calculation and is also not sent to the Anchor.

A story can be of various formats depending on the Sub-Formats in it.

3.2.1 Different Story Formats Explained

A story can be of different format depending on the sub-formats in the story structure. The popular story formats are as follows

Studio:

These Story formats will typically be used by the Anchor to give introduction to the Story. The following event could be a live event or a package. The clips attached to this type of Story element is not considered for story Duration calculations. Text typed in the Script window of this element is sent to the Teleprompter.

Voiceover:

The footage of these stories will generally require Anchors intervention in explaining the footage to the audience. The script to be read by the anchor is written in the Script Area. The video or audio clip is taken into consideration for counting the Duration of the story along with the script duration. The higher duration among the two: Script duration and Media Duration is taken into consideration for story duration calculation

Package:

This story format is used to broadcast stories which have well edited footage along with it. This story format is a used when there is sufficient progress in the story and the footage will have the necessary Voice overs to make the video self-explanatory. The video or audio clip is taken into consideration for counting the Duration of the story along with the script duration. The total duration of the two: Script duration and Media Duration is taken into consideration for story duration calculation.

Live:

The content of Live Stories is driven by external feeds and sources. No script is sent to prompter for this format.

Phono:

A Video or Audio call is the main content for Phono story formats. No script is sent to prompter for this format.

Breaking:

A special hotline between the anchor and the Bulletin Producer is setup for breaking story format. The content typed by the Producer on the script Area is instantaneously visible to the anchor in this format.

Montage:

These are special elements such as Jingles, Bumpers and Graphic fillers. The duration of these stories is calculated from the media Clip of the story.

Break:

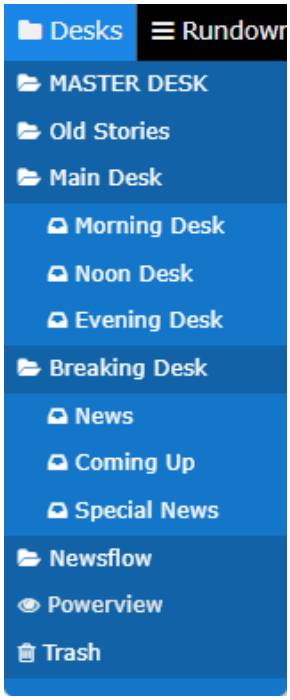
This format allows running of Schedules from External Scheduling software's such as broadcast management systems and Traffic Systems. The duration of the story is taken from the planned duration of the break.

Headlines:

This format allows creation of headlines which is an introduction to the bulletin. This format usually contains multiple Script areas to facilitate last minute changes to the headlines order. The story duration is calculated as the total of Anchor Area text and the clip duration.

3.3 Desk and its Importance

Over the time there are thousands of stories generated, it's very difficult to organize these stories without appropriate classification. Desks Section comes to the rescue to solve this by providing user defined folders. By selecting a desk for a story during story creation search and retrieval of stories is greatly simplified.



- Creation and modification of Desks is possible under `Settings > Desks`
- *Each Desk will have separate privileges and users will have access to the desks only to which they have been granted privileges*

TIP

- Master Desk contains stories of all desks, only experienced users should be granted privileges to this section
- Stories created in a Rundown are present in a folder named Rundown desk which is hidden to the users by default.

Note

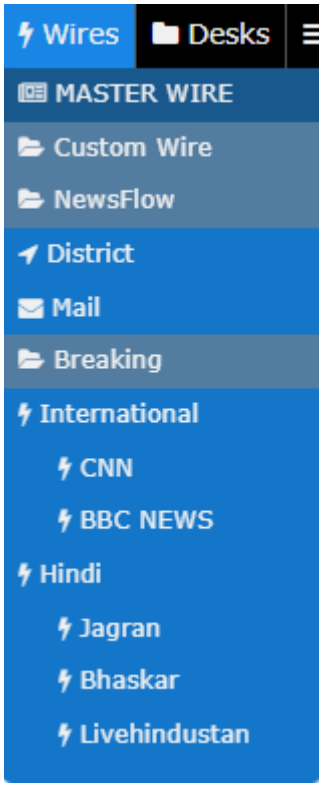
Third-party softwares like NewsFlow can also be integrated under Desks for use. Only approved media from NewsFlow will be listed under desks>newsflow.

3.4 Wires – The news source

A newsroom often relies on multiple sources for news. The most common sources of news are through RSS Feeds, District reporters, Emails, Custom Wires and FTP Wire Feeds. External news agencies provide news based on subscription.

The Wire Service of Blaze application is designed to handle all the above Sources. The news sources can be added in the `Settings > Wires` section.

The various sources of news are listed under Wires section.

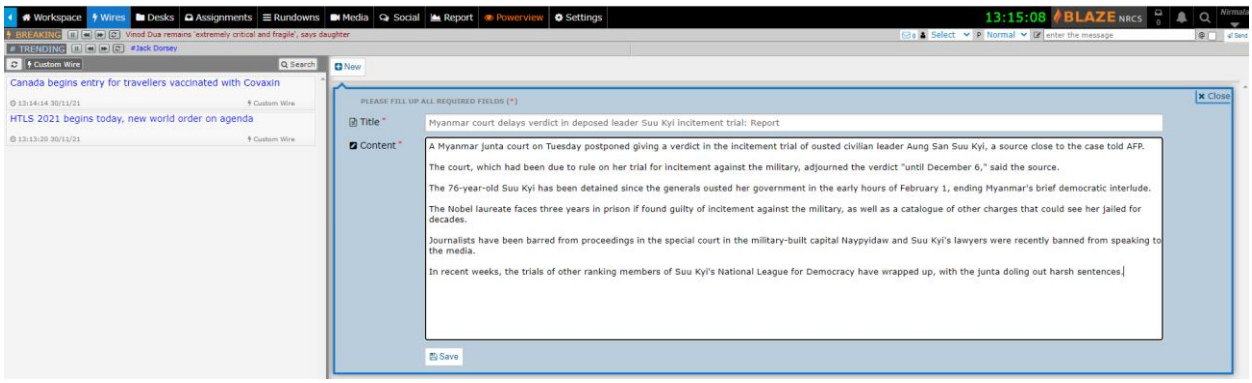


Master Wire:

A wire sub section which has all wires listed under a single link. This works like Master Desk. This entry helps user to go through all wire items from a single screen and hence save time.

Custom Wire:

Wires added by users are the custom wires. Using 'New' button one can add wire with title and content and save.



District:

All district feeds sent via FTP are listed here. The Wire Service automatically extracts info from the sent files and displays it here.

Mail:

News sent to official email id/s of the organization are displayed here.

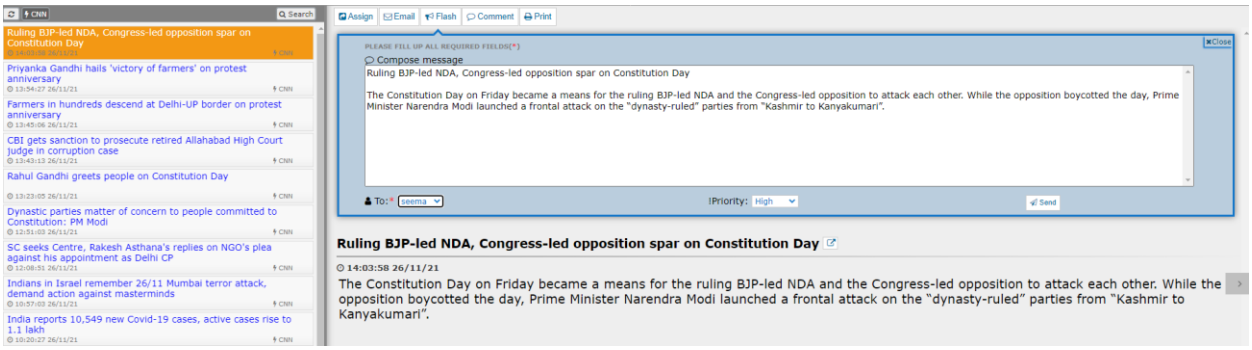
Other news sources are listed under the respective headings

Breaking:

All breaking news wires will be listed here. Users can add wire items under breaking. Such wires when they have some special words like 'Breaking', 'Alert', are displayed as pop up alert to all users across channels. All breaking news will be displayed as scrolling in ticker.

3.4.1 Flashing wire item

Users can flash the wire items which are important for the upcoming bulletin using the flash feature. You can select the users to whom you want to flash the wire item and choose the priority before you send. Users will receive flash wire item as a notification. Users can comment the wire item and also print.

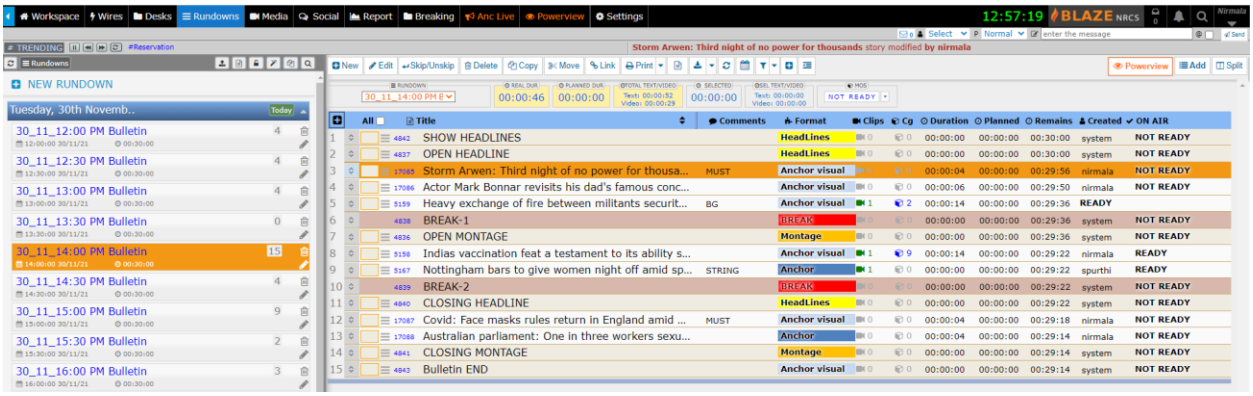


Note

Newsflow, a third-party software can also be integrated under wires for use. Wires uploaded from newsflow will be listed under newsflow.

3.5 Rundowns – The heart of the Newsroom Computer System

The newsroom's goal is to come up with a good news bulletin. A news bulletin is called a Rundown in a NRCS. A rundown is a set of stories, the stories in a rundown have a very high chance of going On-Air. The source of the stories in a rundown could be from a Desk, Wire or a Story created in the rundown itself. Rundown Section is generally privilege controlled with access granted to only Senior editors and Bulletin producers. User operations in the Rundown section are often reflected in connected devises and hence extra care should be taken by users working in the Rundown Section



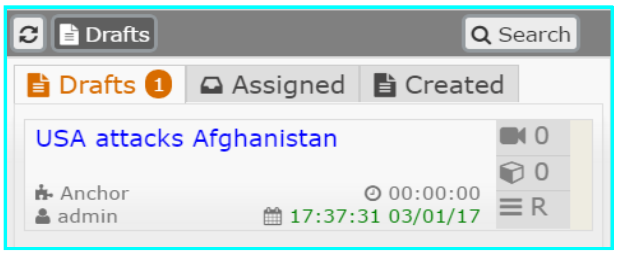
4 User Operations

4.1 Creation and modification of a Story

Depending on the privileges assigned to a user there are multiple ways to create a story. Even though there are multiple ways to create a story the basic procedure across the diverse ways of story creation remains the same.

A story can be created in the following different sections of the application

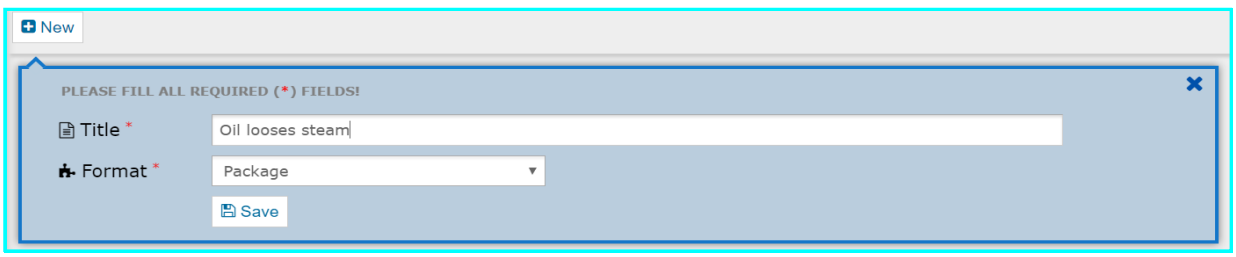
4.1.1 Creation of a story in Workspace > My Stories > Drafts



Every user of Blaze will have access to "My Stories" section. My Stories section is a private user space where the stories can be created. The stories created in the drafts section of My Stories will not be visible to any other user other than the one who created it.

To create a story, you need to navigate to Workspace > My Stories > Drafts section and click on the New Button in the work-area and select the requires story title and Format.

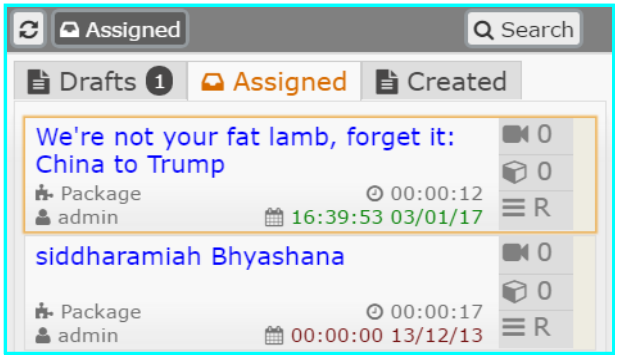
Once the story is completed the story can be copied or moved to a Desk or a Rundown



The My Stories section contains links to the following other sections

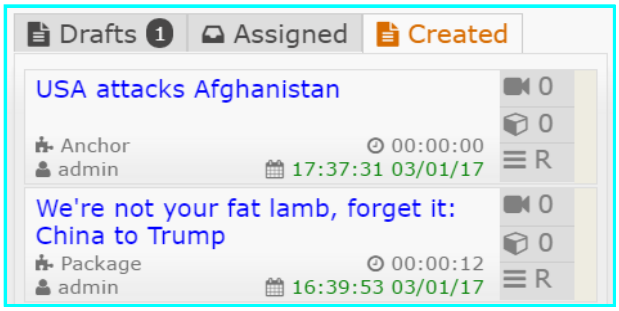
Workspace > My Stories > Assigned

This section will have links to all stories assigned to logged in user. Unopened stories blink with an orange color border. The blinking stops if a user opens the story. The user can perform various actions on the selected story in the Main Work-Area



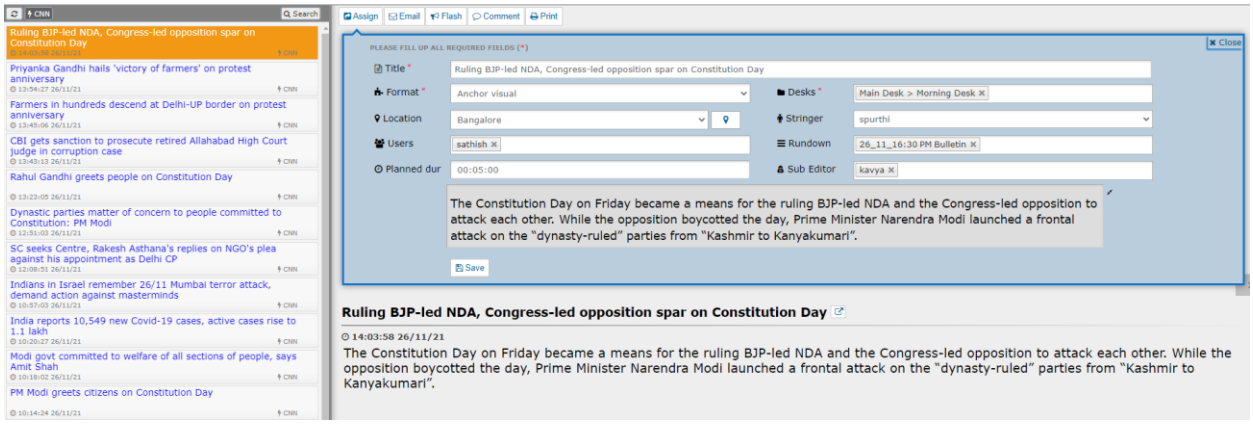
Workspace > My Stories > Created

This section will have links to all stories created by you. The user can perform various actions on the selected story in the Main Work-Area similar to Assigned Stories



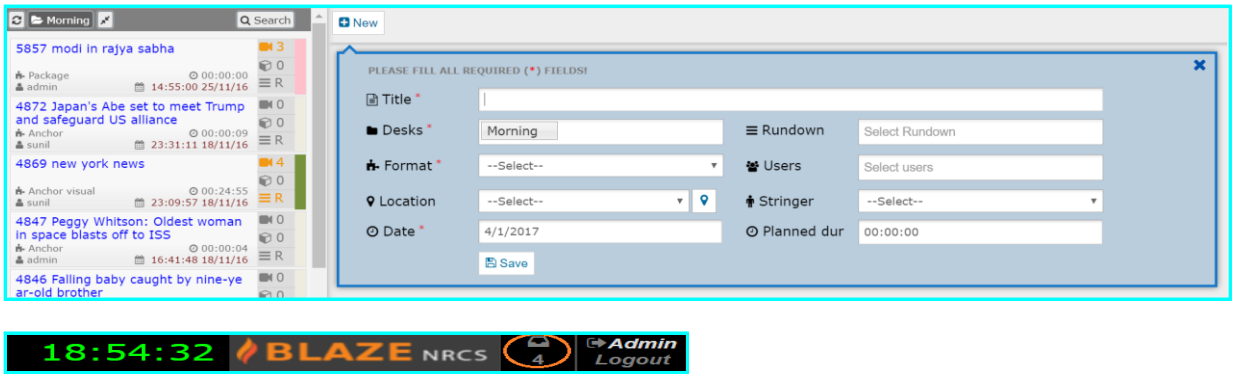
4.1.2 Creation of a story from wires

All users will have read only access to wires section, so all users can browse through wire items. Additional privileges in the wires section is required to assign a wire as a story. By using Assign action, you can create a story and select the users to work on this story. The respective users will receive a notification about the new assignment in the menu area.



4.1.3 Creation of a story from Desk

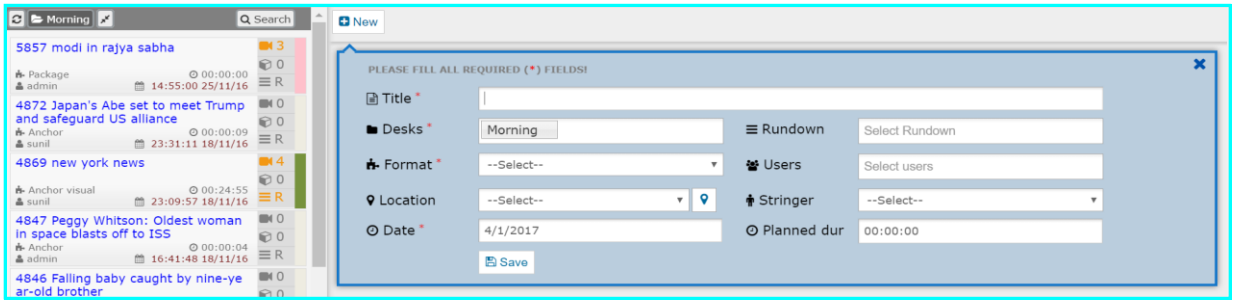
All users will have read only access to wires section, so all users can browse through wire items. Additional privileges in the wires section is required to assign a wire as a story. By using Assign action, you can create a story and select the users to work on this story. The respective users will receive a notification about the new assignment in the menu area.



4.1.4 Creation of a story in a Rundown

When time is a constraint, a story can be directly created in a Rundown. The stories created in a rundown are available to users who have access to rundown screen.

> TIP *Since very less users have access to stories in a Rundown it is advised to create stories in Desk and Link the stories to a rundown*



4.2 When to Copy/Move/Link a Story

A story created generally travels through the workflow to its final form, various operations are carried on it during this transit. Cut/Copy and Link are some of the most important such operations. Depending on the situation you might want to choose among one these operations.

Copy: This operation on a story is the most appropriate when the user wants to retain the original story. By doing a copy of a story the original story in untouched and fully intact, a replica of the original story is copied to the destination. This is generally the choice when you want to modify an existing story but want to retain the original story also. A story move can happen across desks and Rundowns.

Move: This operation on a story moves the story from the origin to the destination. The story in the origin is deleted and will no longer be available in the origin. A story move can happen across desks and Rundowns.

Link: This is an advanced operation, and the destination of a story link can only be a Rundown. By linking a story to a rundown, a soft link will be created in the destination rundown. Both Stories are internally linked to the same story

When you are unsure of which operation to conduct, COPY is the safest operation as the original story is not modified.

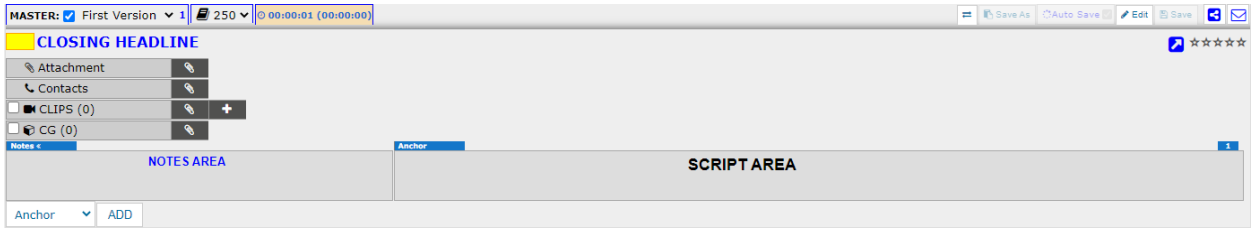
4.3 Editing a Story

After Successful creation of a story user can start scripting it. User can open script window in full screen mode by clicking on Pop-out button or Pressing F11 or Alt+Z button. There are Multiple parts in Script window

Note Area: User can use note area to write notes about story. This can include instruction to Anchor or Background of story

Anchor Part: This is the main part of any story. The script part of this area will be sent to Prompter and Anchor will read it.

Voiceover Part: If story format is package then Voiceover section for the story will be written in this part.

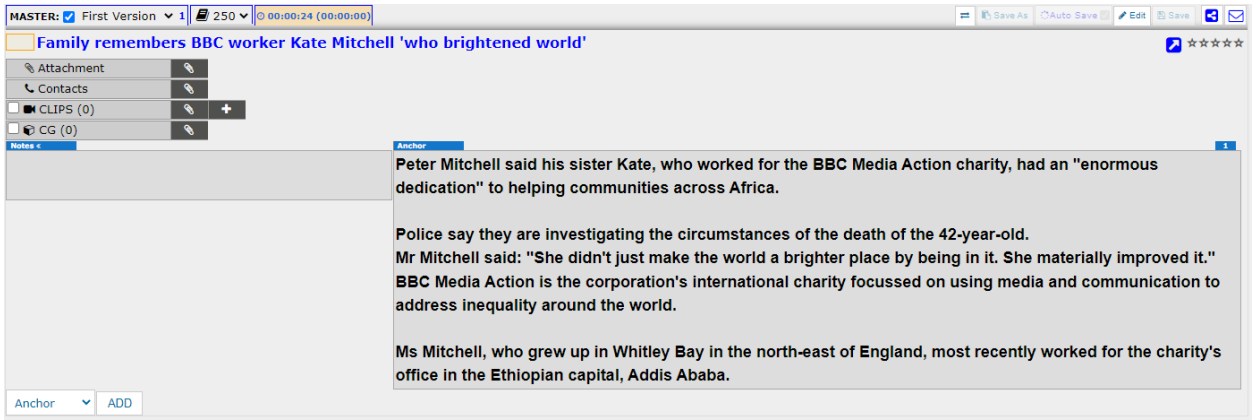


4.3.1 Open a story in editing Mode

There are multiple ways to Open a Story in Editing mode.

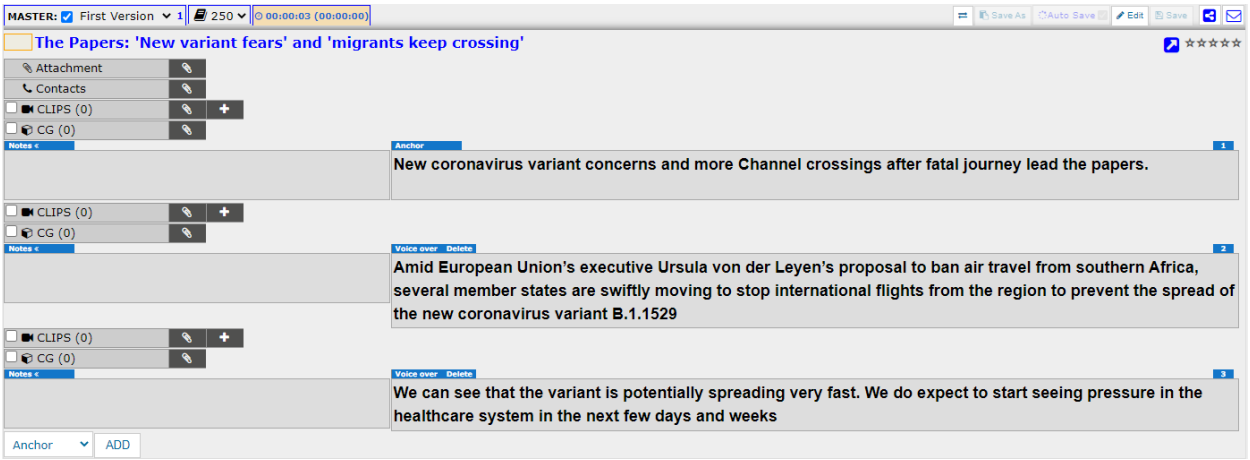
- Double click on Script Area
- Click on edit Button above script area
- Press shortcut key Ctr+O or Ctr+O

User can click on Save button or Press Ctr+S to save the script. By default, script will be saved automatically at configured interval. Default auto save interval is 15 Second. As the user start typing Story duration will be updating at top section of the story script based on reading speed configured.



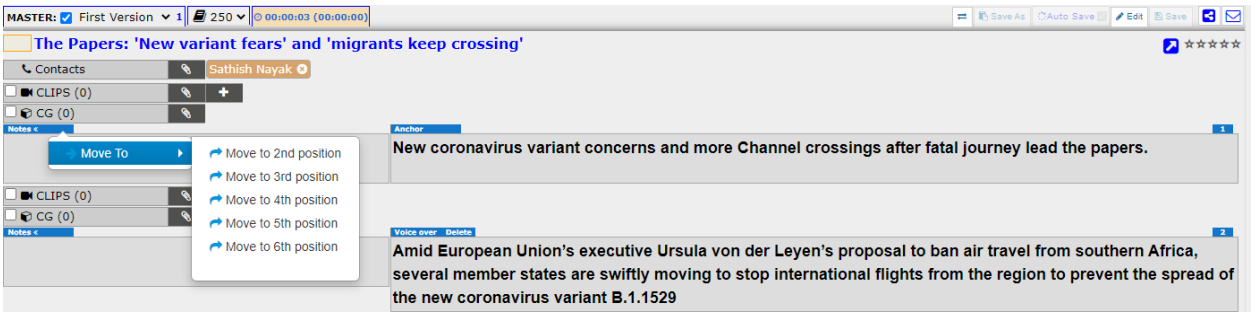
4.3.2 Multiple Item Add

Users can add multiple story items (Anchor, VoiceOver) and attach clips, CG to each of them along with content. User can select the item from the drop down and add accordingly.



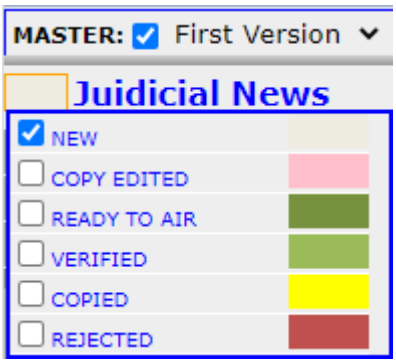
4.3.3 Item Reorder

Users can move the position of the story item from context menu. Right-Click and choose the position to move to the new position.



4.3.4 Changing the Status of a Story

Story state will represent the progress of a story. When story changes from one state to other state changing the status will help user to identify the story in which state. Color indication will help user to easily identify the status of story. Color of the status may vary based on configuration made. Following are the default Story states



New: Indicates the story is just created and it is in New state

Deleted: Indicates story is deleted state

Copy Edited: Indicates story is verified against Spelling/Grammar errors

Ready to Air: Indicates Story is ready to OnAir

Verified: This status represent story has been verified

Copied: This status indicates story is copied from another desk/rundown

Rejected: Indicates script is rejected. Users can reject a story with comment.

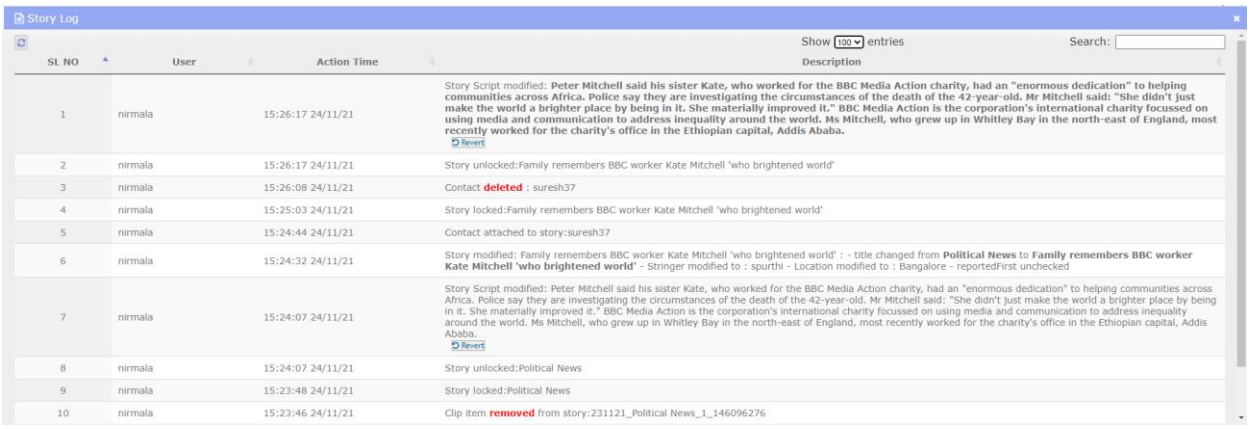
Note

Story state is customizable, and administrator can create story state based on the requirement.

4.3.5 Saving Different versions of a Story

Only one user is allowed work on a story at a time. Based on the Designation and privileges assigned user can overtake story for editing. For other user's story will appear in locked state. If user not able to overtake story still user can continue working on it with different version name. User can Create multiple versions of story and compare it with other version in later stages.

4.3.6 Story Log

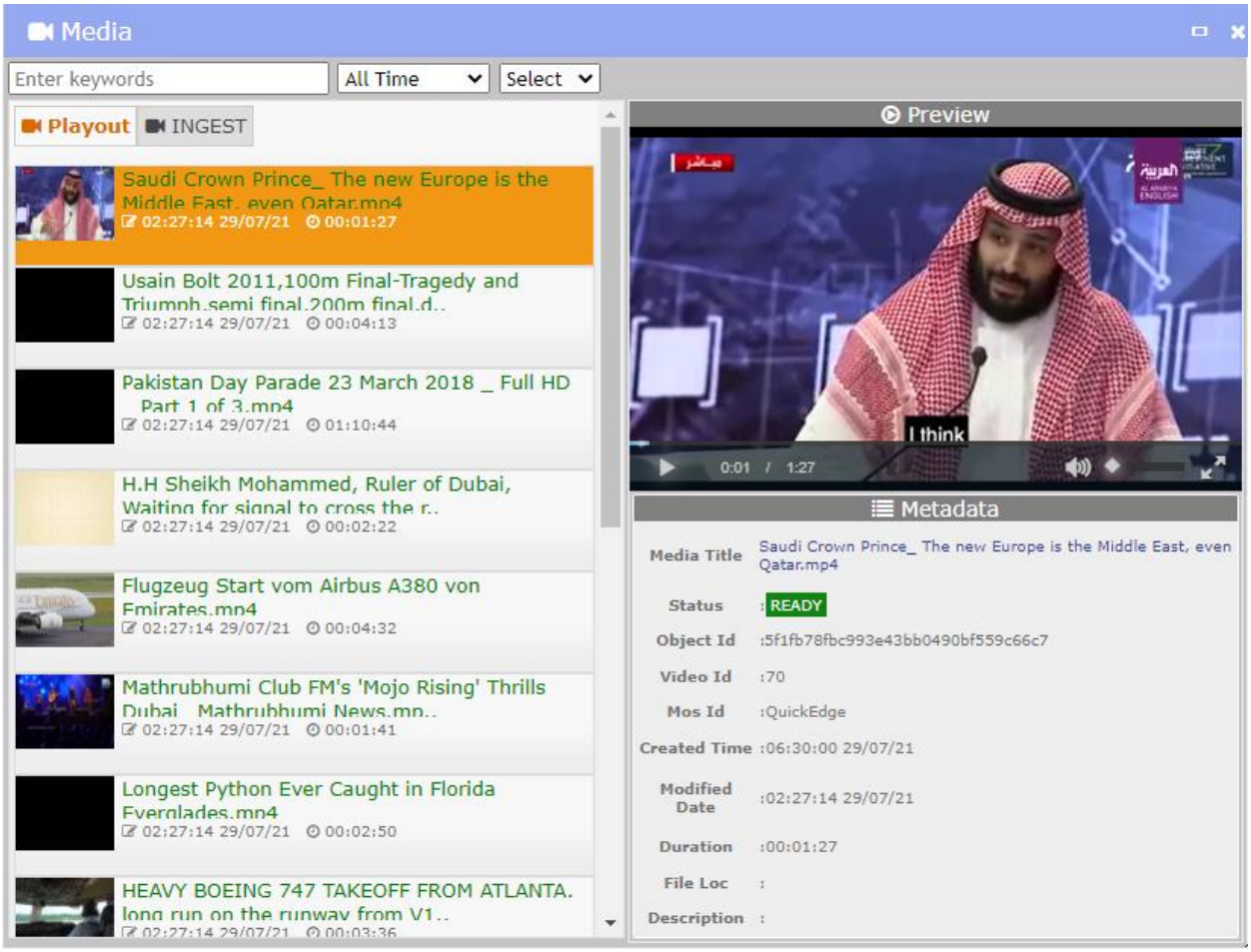


Story log will help user to track history of a story. Blaze will automatically record all the actions applied on a story. Revert button in story log will take you to the different edited versions of the story, so that user can navigate to the required edited section.

4.3.7 Attachment of a Media Clip to a story

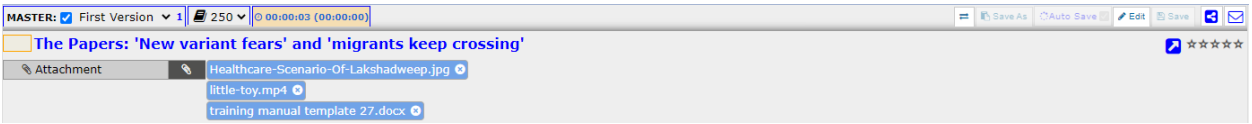
Click on Attach Clip button to attach Media clips to a story. A popup will be opened with all clips which are available for attaching. The window will list all clips or only 24hour's clip based on the configuration set. User can use search feature to search for specific clip and attach it. Preview option will allow user to preview the clip and if necessary, user can mark-in and mark-out the clip for instructing payout device to play only selected duration of clip.

Users can also drag and drop clips to the story from the media page in the script section of the story.



4.3.8 Attachments

This section allows users to attach the story related attachments such as Image, Media Clip, Documents etc.

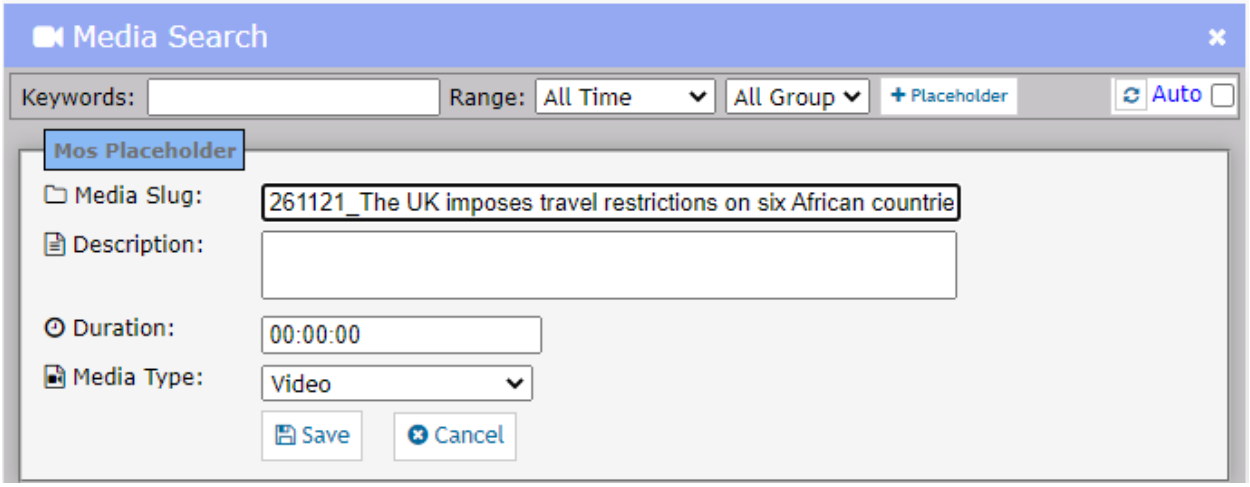


4.3.9 Contacts

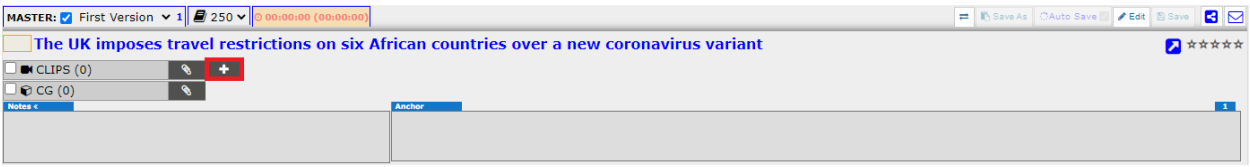
In case required users can also attach a contact for the story. For more story related information like Phono, PCR users, contacts will be helpful.

4.3.10 Creating Placeholder

In case required clip is not available in the blaze system user can create a placeholder clip and attach it. Placeholder will reserve the space for new clip with the name specified in playout system. When clip is ready it will match with place name and make the clip ready in Both Blaze and playout system.



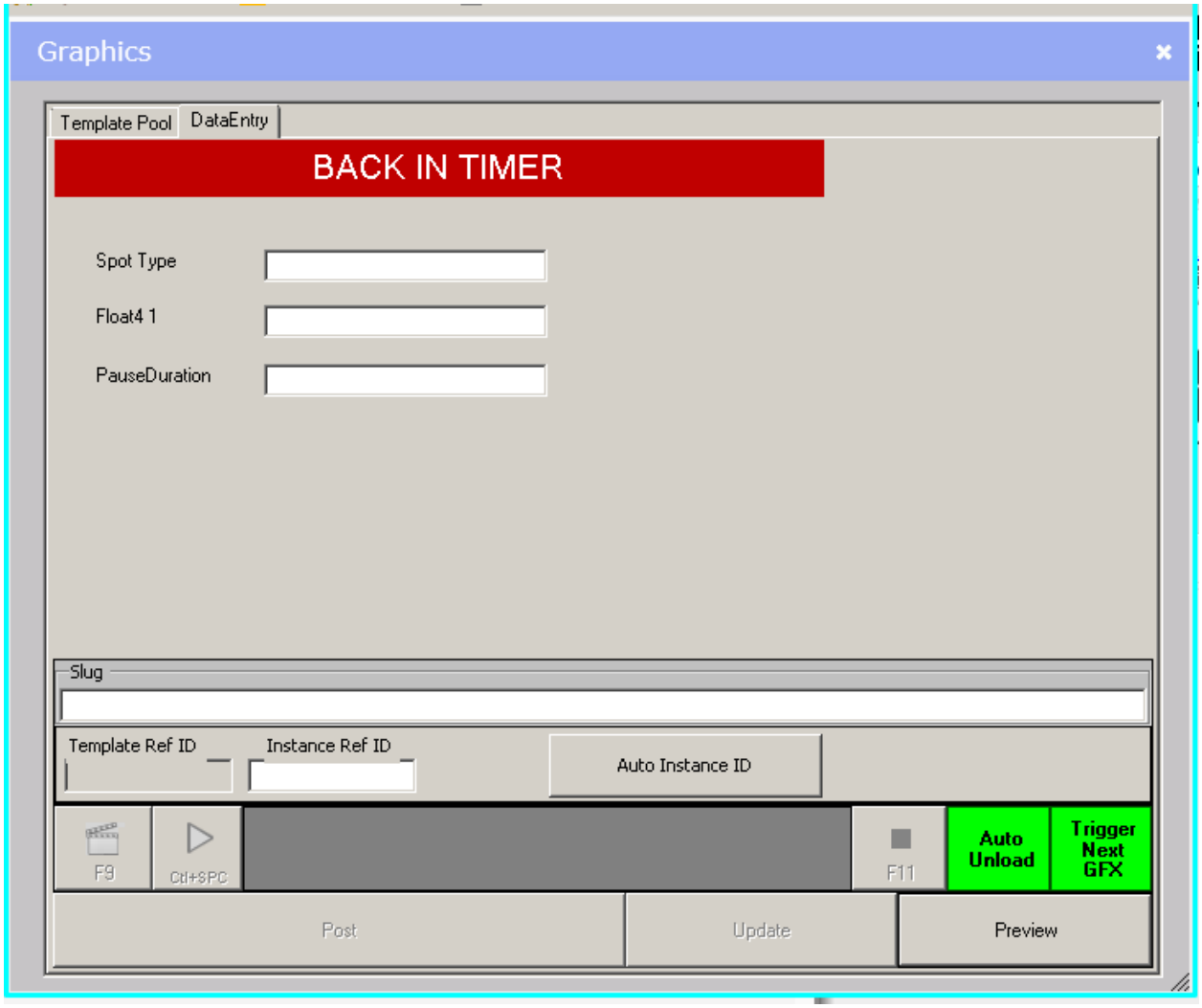
Placeholder will be automatically created with every new story created OR users can manually create one clicking on the **+** button in the script section.



4.3.11 Attachment of a Graphic template to a story

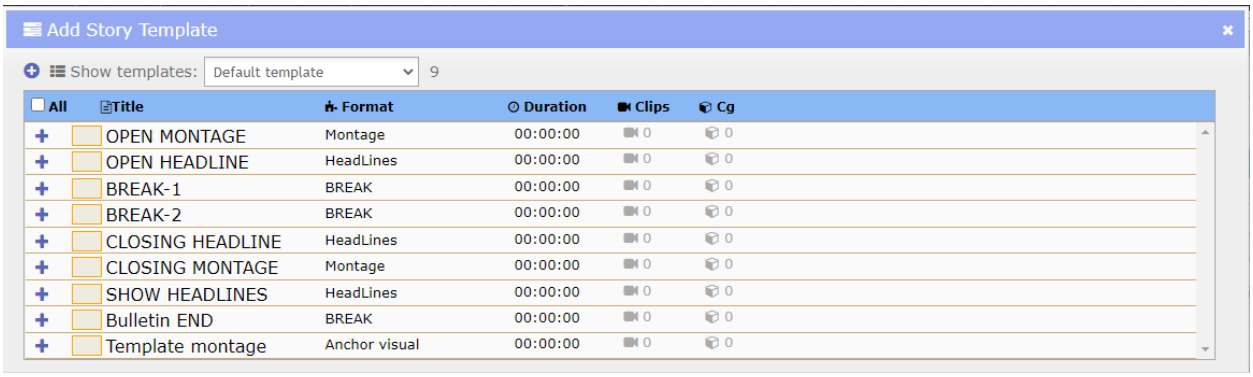
Blaze supports CG integration using HTML 5 based plugin OR Active X. Before you use plugin CG integration with the third-party software should be completed, only then using plugins user can attach CG.

Click on Attach CG button to attach Graphic templates to a story. A popup with templates from Graphics device system will be opened. User can select the Graphics template and fill the required fields and click on save button. This will attach CG's to the story.



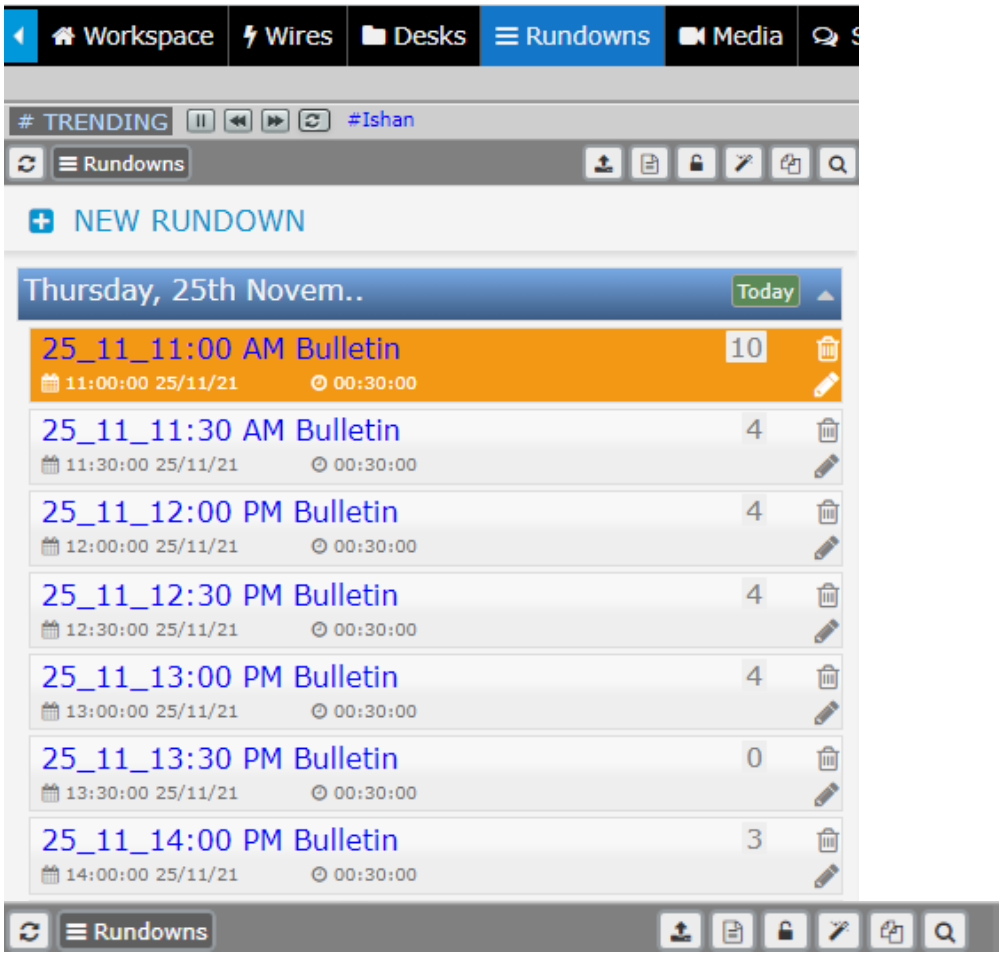
4.3.12 Add a story from show template

Click on 'Add' button from the rundown menu to add a story from show template. User can choose list of show templates from the dropdown and click **+** icon beside the story to add. Template story will be added to the rundown.

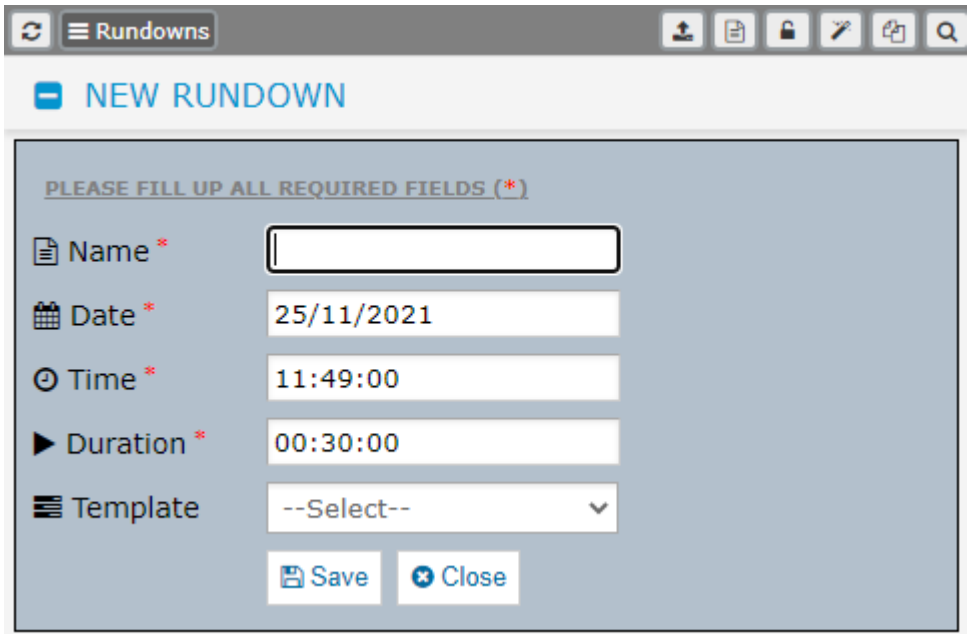


4.4 Creation and Modification of a Rundown

Rundown defines the set of stories to be OnAired for current bulletin. Rundown is the final output of any NRCS system. Any modification done is rundown will reflect in all connected devices when rundown is OnAir.



4.4.1 Create a New Rundown



All the rundowns will be created automatically from Show Master based on Configuration.

To create New rundown click on New Button under Rundowns page.

- Enter the Name, Date and Time and Duration for rundown
- Select the Show template for new Rundown in case it needs. This will create rundown with predefined set of stories from Template
- Click on Save button

4.4.2 Auto creation of Rundown using Show Master

Show Master is the predefined set of rundowns created by Administrator. Rundowns will be created automatically for the specified number of days using this Show Master. Clicking on "Create Shows from Master" button will re-generate all the shows looking into Show Master.

4.4.3 Locking a Rundown

Once rundown is complete and there is no need of updating any story in rundown then user can lock the show.

- Select rundown to be locked
- Click on "Lock a Show" button. This will lock any further updating of story in selected rundown.

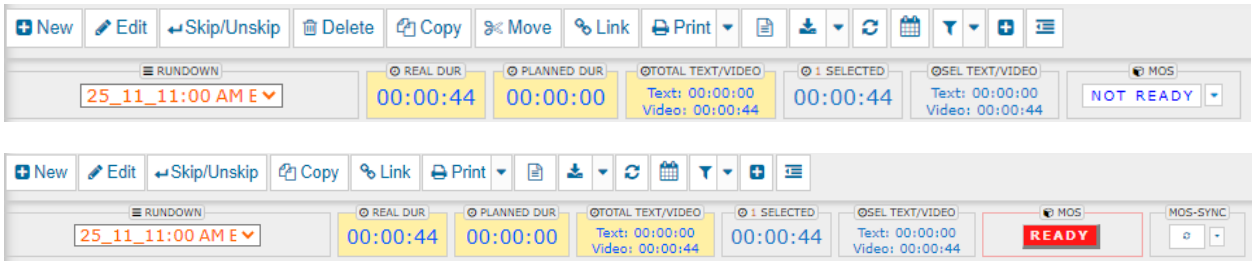
4.4.4 Making a Rundown On Air/Off Air

OnAir rundown will send rundown information to connected devices. BLAZE will send Clip related information will be sent to Playout System, Script related information to Prompter device and CG related information to CG Device's.

- Select the Rundown needs to be OnAired
- Click on "Not Ready". This will send MOS messages to All the devices. Optionally user can select devices and click "Start" button

When bulletin is over and Rundown not in use then OffAir the show by clicking "READY" button

Sync option will refresh the complete rundown to the selected device. If none is selected then it sends refresh message to all the devices.



4.4.5 Duration Calculation in a Rundown

On top of the rundown page it lists different duration information. The duration is calculated based on Duration calculation configuration made for each story type. This includes script duration, Clip Duration and Planned duration.

- Real Duration: The real duration of complete rundown.
- Planned Duration: Lists the total of planed duration provided for each story
- Total Text/Video: This separates total Script duration and Total Video duration in rundown
- Selected: This will list the total duration of selected story
- Selected Text/Video: This separates total Script duration and Total Video duration of selected Story

Following are the default Story type and Duration calculation logic used

Anchor: Contains only anchor part and only Script part is used for duration calculation

Anchor Visual(AV): Contains both anchor part and Clip part. Duration is calculated on either script part or Clip part whichever is higher

Anchor visual bite: Contains both anchor part and a visual with bite. Duration is calculated on either script part or Clip part whichever is higher.

Package: Contains Both anchor script and Packaged clip. Duration is calculated by summing up Script and Visual part.

Headline: Contains Both anchor script and Packaged clip. Duration is calculated by summing up Script and Visual part.

Anchor Bite: Contains Both anchor script and bites. Duration is calculated by summing up Script and total clip duration.

Commercial/Montage/BREAK: Contains only clips. Duration is calculated based on clip duration

Live: Indicates story is live. Duration is calculated based on predefined duration

4.4.6 Printing a Rundown

Click on Print button to print whole rundown. User can select list to print only story title or select Detail to print with story details in rundown. In Print popup user can check or uncheck required columns for printing.

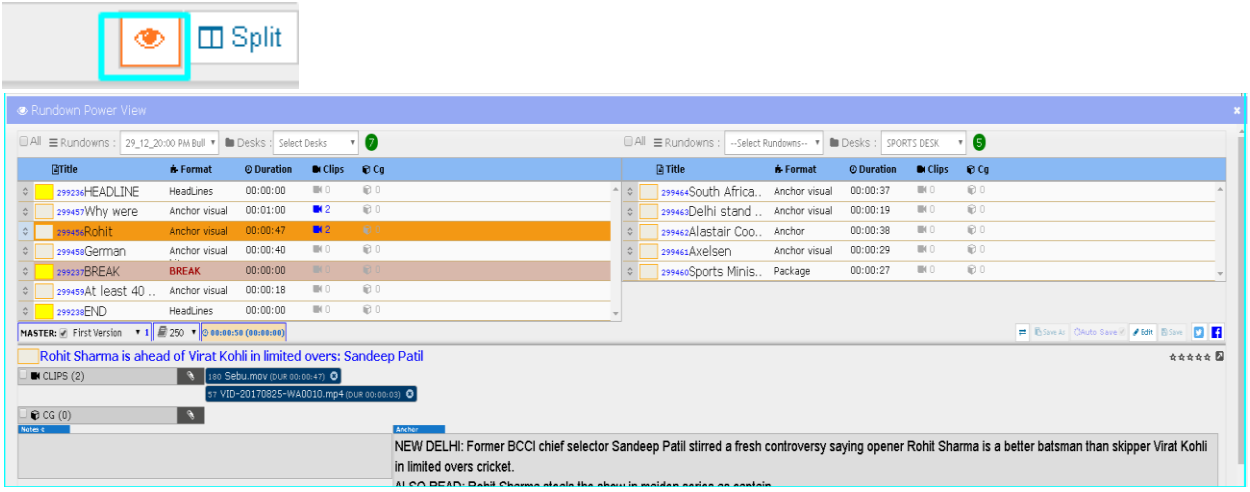
4.4.7 Download a Rundown

Users can download Rundown for Prompter format or Playout format. This will help User to load the Rundown in target device without MOS communication. This will provide an alternative solution to OnAir a bulletin when there is network problem or issue at target device.

Click on Download Button and select Target device format.

4.4.8 Using PowerView Mode

Power View will allow users to work on Multiple stories in single page. Click on powerview button will open a new popup window with two sections. Left side view and Right-side View. On selecting a rundown or Desk all the stories in it will be listed under it. User can easily Copy stories from one section to other section. Even users can edit the stories directly from Powerview. Clicking on Close button will close the PowerView.



4.4.9 Skipping and Unskipping a Story in a Rundown

When the Rundown is OnAir and if some stories need to be skipped from Bulletin then Select the Story and click on Skip Button. This will notify to all connected devices and Story will be removed from List. To Unskip the skipped story click on Skip/Unskip button. This will re-add the story to the Rundown.

4.4.10 Duplicating a Rundown

When User wants to create duplicate of a rundown then Select the rundown and click on "Create Duplicate Show" button. Enter the name for new rundown and Set the date, time, duration. Click on Save button. This will create new rundown from selected rundown with all the stories in it.

4.4.11 Modifying a Rundown

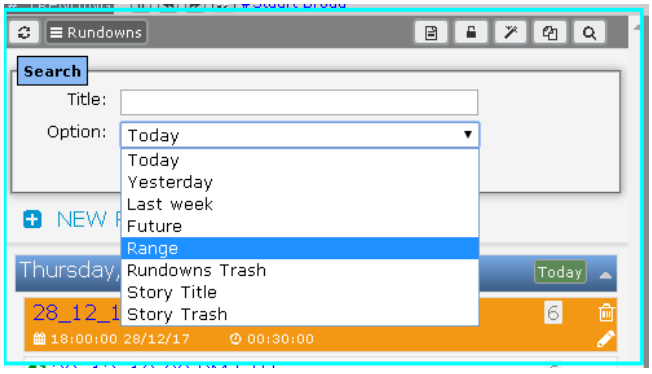
Select the rundown to be modified and click on Edit Button next to Rundown. Edit the required fields and Save it.

4.4.12 Delete a Rundown

Select the rundown to be Deleted and click on Delete Button next to Rundown. When Rundown is in OnAir state user is not allowed to delete it.

4.4.13 Search a Rundown

Search option in rundown help user to find preferred rundown. Blaze is provided with different search options to easily find a rundown. Following are the search options. Title is the optional field and if it is provided then rundown will be searched matching the title



- Today: Searches only current days rundowns
- Yesterday: Searches in previous days rundown
- Last week: Searches 7 days back rundowns
- Future: Lists the rundowns created for future days

- Range: This will allow user to select from and to dates to search rundowns between 2 date ranges
- Rundown Trash: Deleted rundowns can be searched using this option. Provide the date range for search
- Story Title: This will list all the rundowns which contain provided story title.
- Story Trash: This will list all the stories deleted from Rundowns. Restore option will restore the story to the rundown

4.4.14 Upload New Slugs

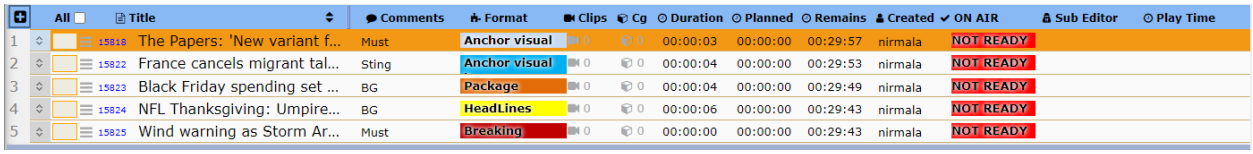
Upload slugs help user to upload the slugs with their content and clips. Users can upload slugs only in particular format only. Eg: Export slug format

4.4.15 Email a story from Rundown

While working on a story in desk or rundown, user can email a story from within application. Story with details can be mailed to single or multiple recipients.

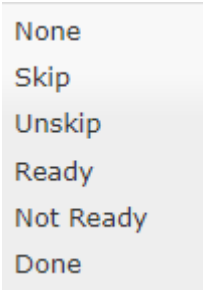
4.4.16 Comment a Story

This feature helps to provide instructions (Must,Sting,BG) for PCR ssers on the story.



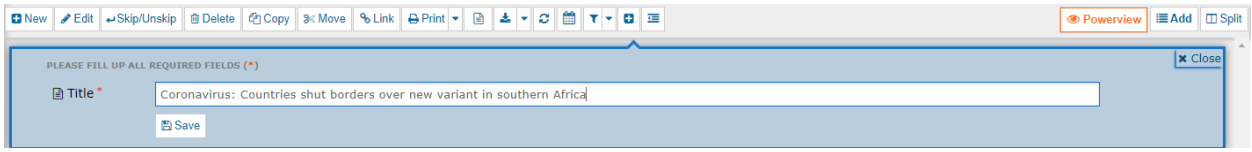
4.4.17 Slug Filtering

As required, users can filter the slug based on the status like Skip, Unskip, Ready, Not Ready, Done.



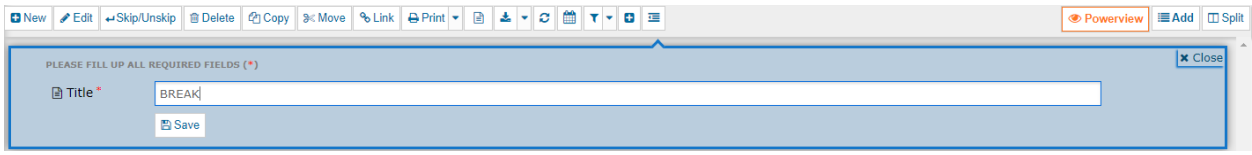
4.4.18 Quick Slug

While working in rundown if users want to add a slug, Quick Slug is the feature which meets the requirements. Users can choose the position and add the slug. Slug will be added after the selected position.



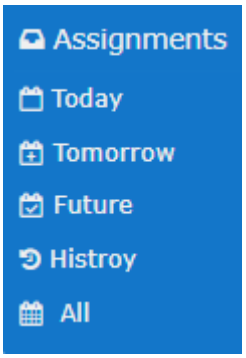
4.4.19 Add Break

This feature allows the user to add a quick break in the rundown. This break can be added at the required position with the background color highlighting the break.



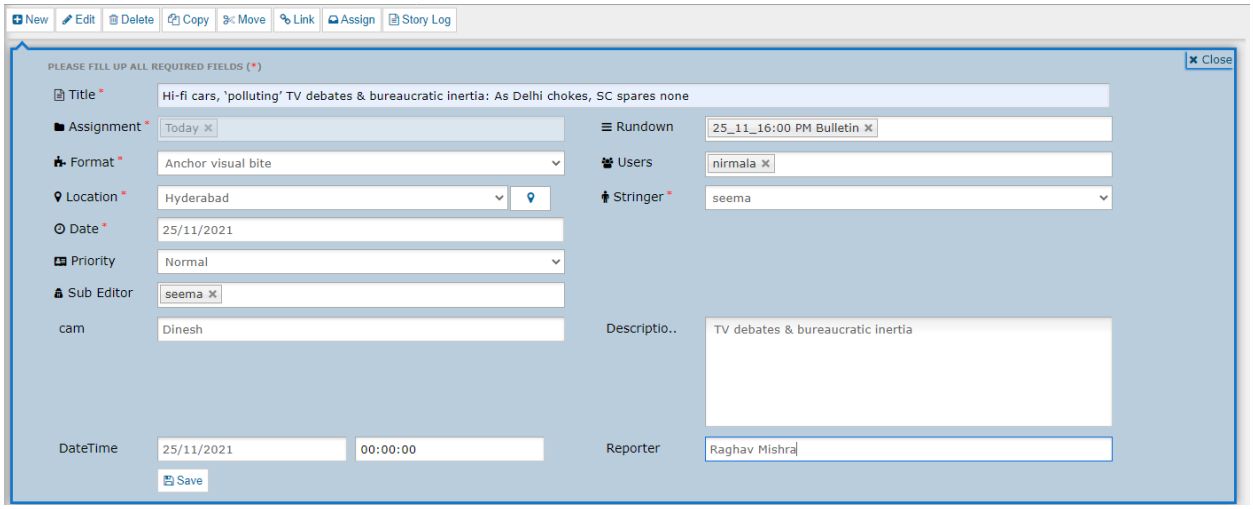
4.5 Assignments

Assignments will list all the assignments created by user for today, tomorrow and future. User can create an assignment using extra fields like Camera Man, Description, Date, and Reporter as per the requirement. User can also view the history of all the past assignments.



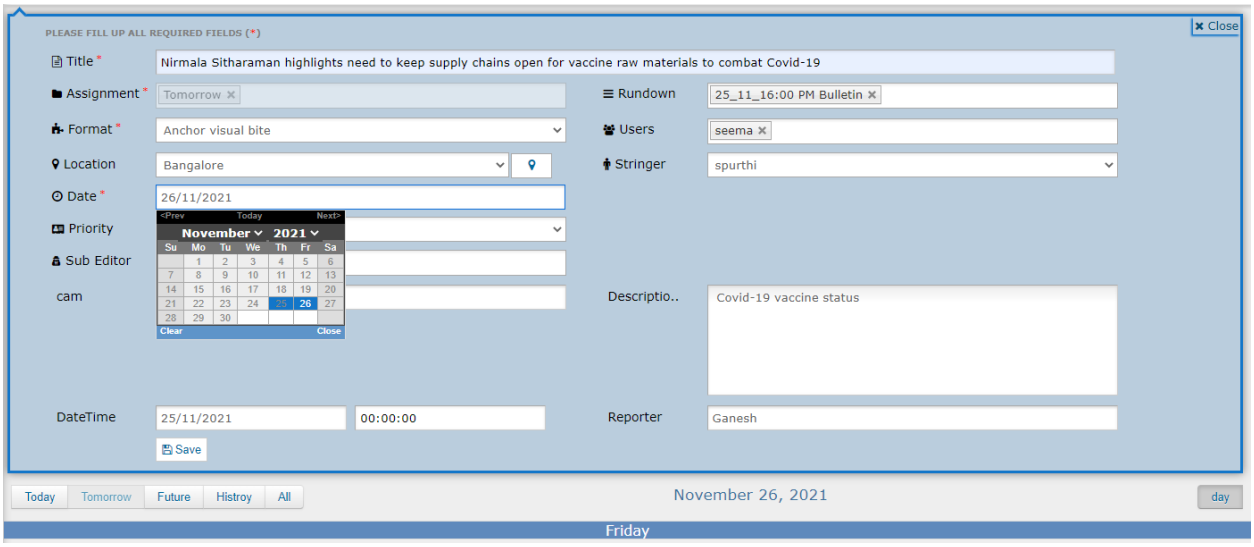
4.5.1 Assignments for Today

Users can create an assignment for current day (Today) and work on the assignment. All assignments created on current date will be listed under 'Today'.



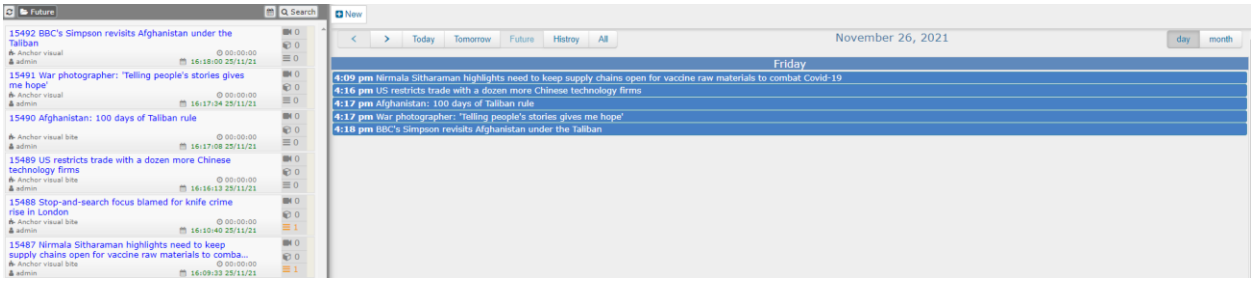
4.5.2 Assignments for Tomorrow

Users can create an assignment for next day (Tomorrow) in advance selecting the next date from the calendar. Thus, created assignment can be found under 'Tomorrow'.



4.5.3 Future Assignments

All the assignments created with future dates will be listed under 'Future'. User can select the assignment and edit or work on it.

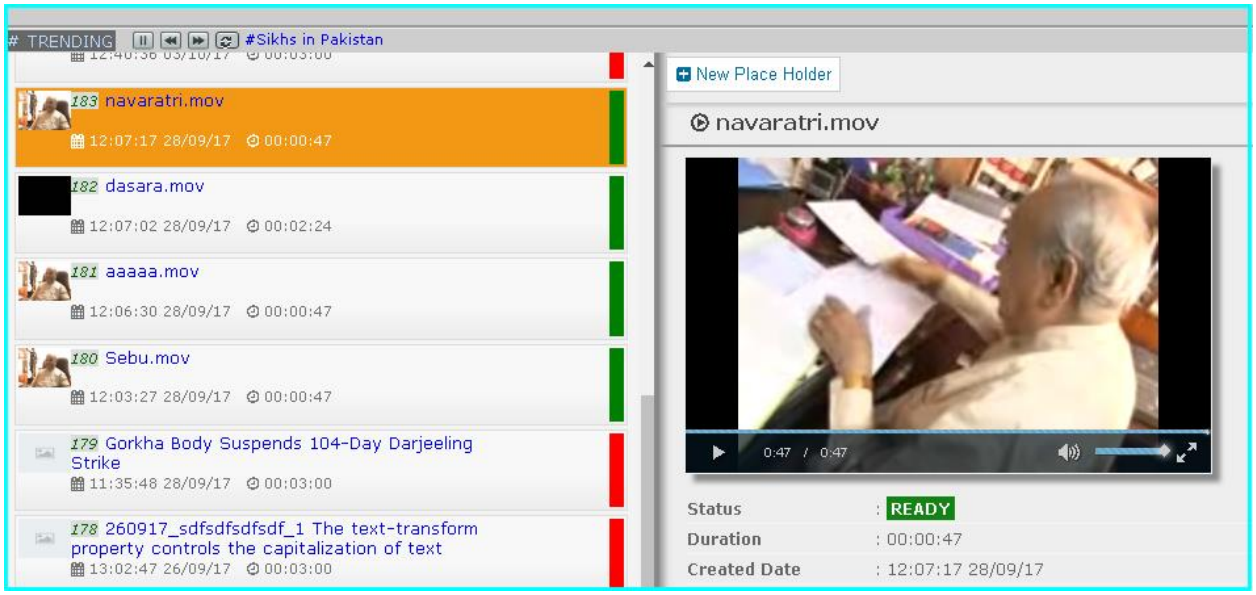


4.6 Media

Media section will list all the media from different sources. Users can watch for latest clips and preview it.

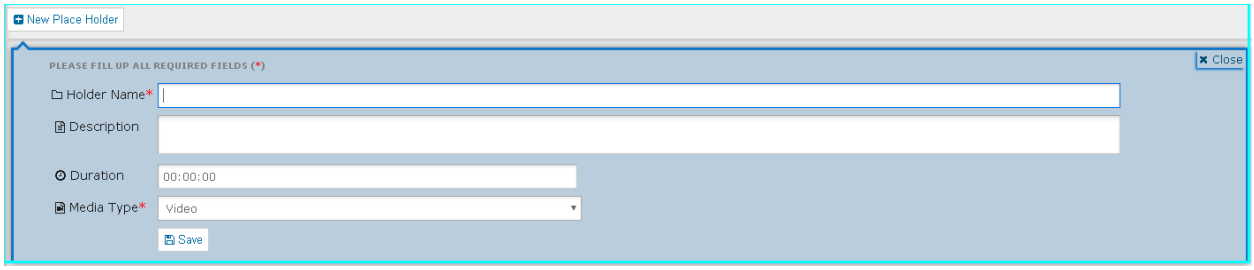
4.6.1 Previewing a Media

Preview option will help user to review the clip for any errors before attaching to a story. Thumbnail will help to choose right clip without previewing it.



4.6.2 Create a Placeholder

When media is not available users can create a placeholder with some name. When Media becomes available it will associate with the placeholder name. The clip information will be updated automatically in story and rundown.

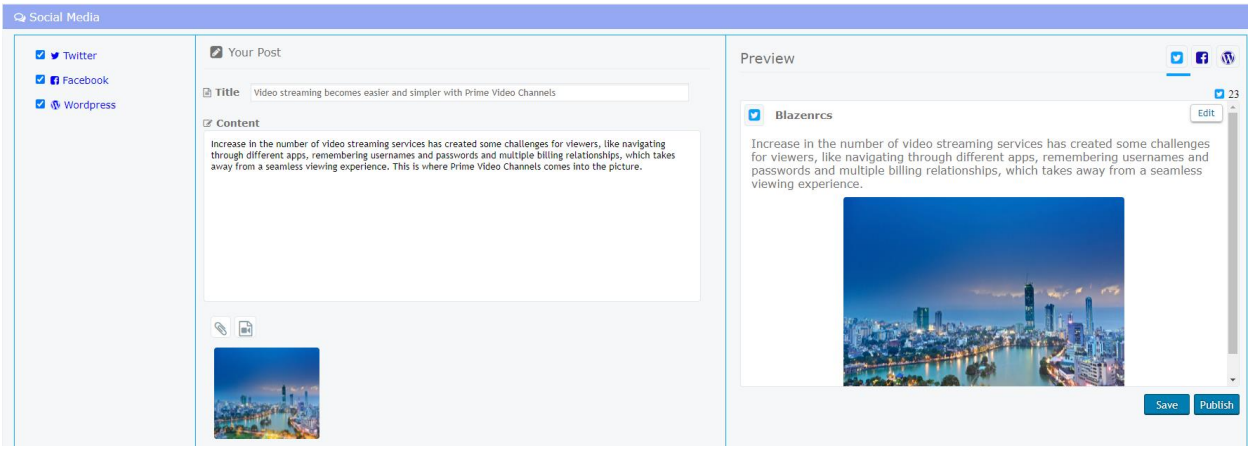


4.6.3 Edit Media

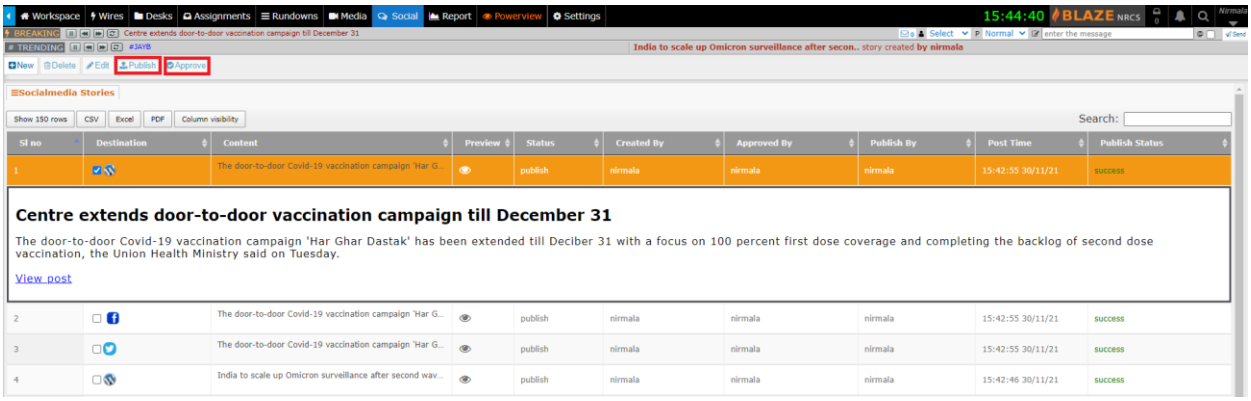
Edit media allows user to edit already marked In Out points of the media and update with new mark In Out points. User can also preview only the marked In Out section of the clip before they update new marked points.

4.7 Social Media

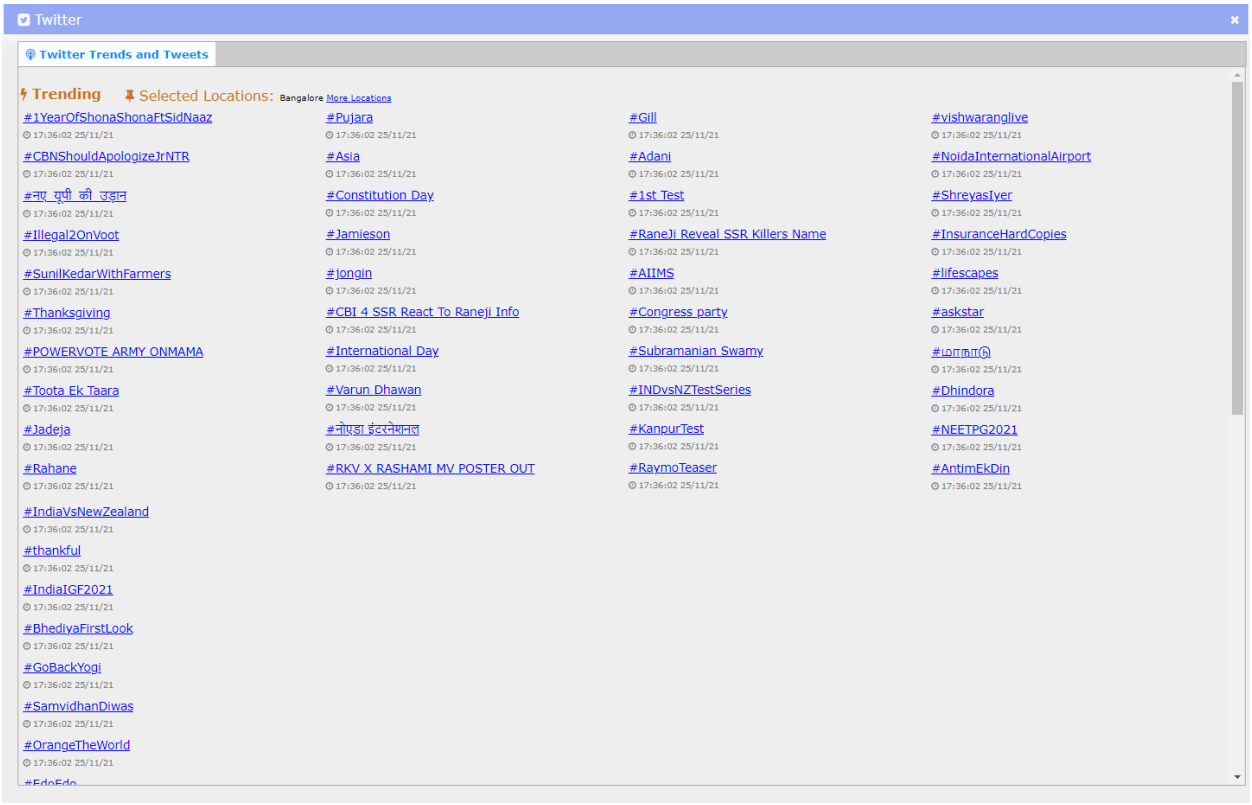
Social Media allows user to share or post the story, its content and clips attached from within the application to the social media platforms like Facebook, Twitter and Word Press. User can edit and post the story or save the story. Based on the privileges user can either wait for the story to be approved or can publish directly.



Users can preview the saved story before posting to any social media. Click on the link under preview column, will open respective social media site with posted story details.

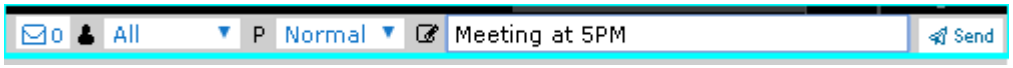


Users can also view the latest twitter trends based on the location set.



4.8 Messaging and Chat

The Messaging and Chat feature will enable users to communicate between each other.



4.8.1 Sending Message

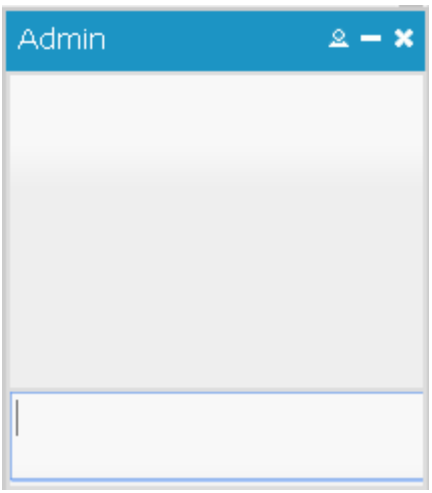
- Select the User to send to individual user or select All to send message to all user
- Select the Priority. High priority message will display alert message over the receiver's screen. Normal priority message will display in notification box over the receiver's screen.
- Enter the message in message area

- Click on Send button

Users can view previous messages by clicking on message button

4.8.2 Chat

Chat feature will help users to send instant messages between users or create a group and interact within group. Only online users can chat each other. To start chat Select the online user and click on username. A chat window ill open. Enter the message and press Enter key. To Add more users to the chat and have group chat click on the add user button. Select the users to be added. Start sending messages. Message will be delivered to all users in group.



4.9 Reports

Blaze is provided with various reports to help privileged users to analyses ongoing process in the system.

4.9.1 Performance of Rundowns

Rundown performance report will help users to analyze how a selected rundown has performed. This report will list all the stories matching the selected criteria.

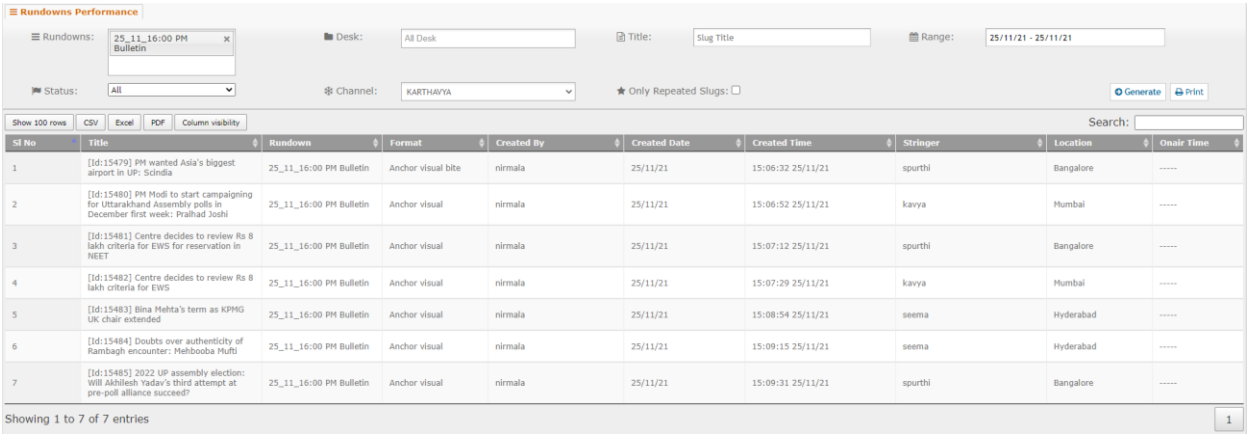
- Range will provide an option to select date ranges to filter rundowns
- User can select specific rundowns to generate reports
- Status field will help user to see reports based on onAir status of a story in rundown

  OnAired: Filters stories which are OnAired

  Skipped: Lists stories in rundown which are skipped from OnAir

Not OnAired: Lists stories which are skipped directly in Playout.

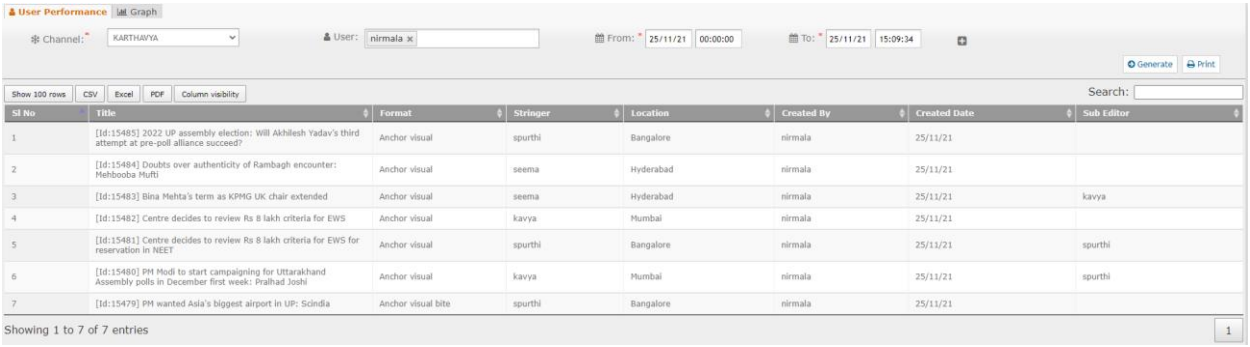
First Reported: Lists the stories from rundown which are first reported by the channel



Users can select the columns to be displayed for the result by selecting columns from Column Visibility button.

4.9.2 Generate user Performance Reports

User performance report will help view various user related reports based on selected criteria. By default, it will generate reports of all users for current day. It will list set of stories matching the selected criteria.



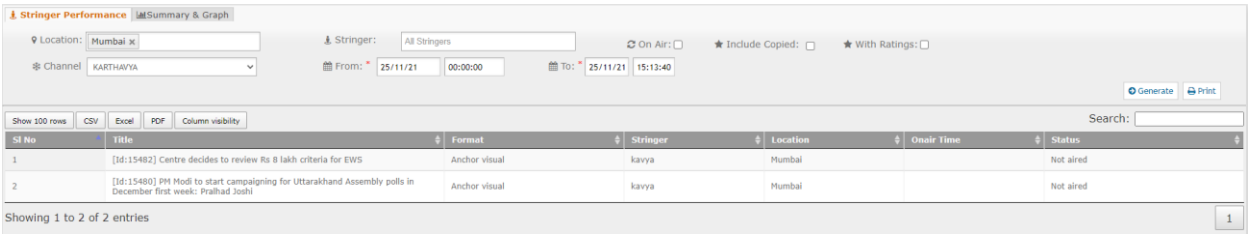
- User: Select the username for whom report needs to be generated
- Select from and to dates with time stamp to filter out report between selected date and time ranges
- Created: Check this to view stories created by selected users
- Modified: Check this to view stories modified by selected users
- OnAir: This will filter the stories which went OnAir
- First Reported: Lists the stories which were reported first in the channel
- With Ratings: This filed will help to filter stories created by user which having specific story ratings

- With Stringer: This filed will help to filter stories with stringer and location

4.9.3 Generate Reports based on Stringer / Reporter

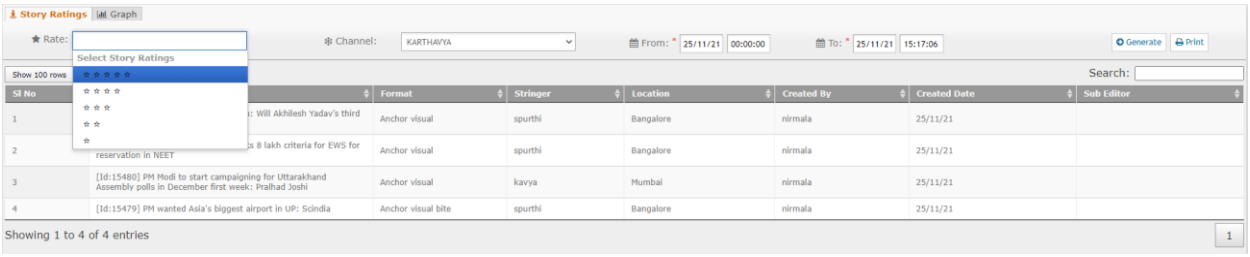
Stringer and Location report will help administrator to view various stringer related report. By default, it will list all stories from All stringers and All locations for current date.

- Location: Select the location to list stories came from that location
- Stringer: Select the stringer names to generate reports of selected stringers
- Date Range: Select the from and to date to filter the report between the selected date and time ranges
- OnAir: This will filter the stories which went OnAir
- First Reported: Lists the stories which were reported first in the channel
- With Ratings: This filed will help to filter stories created by user which having specific story ratings
- With Duplicates: Lists the stories which are copied multiple times

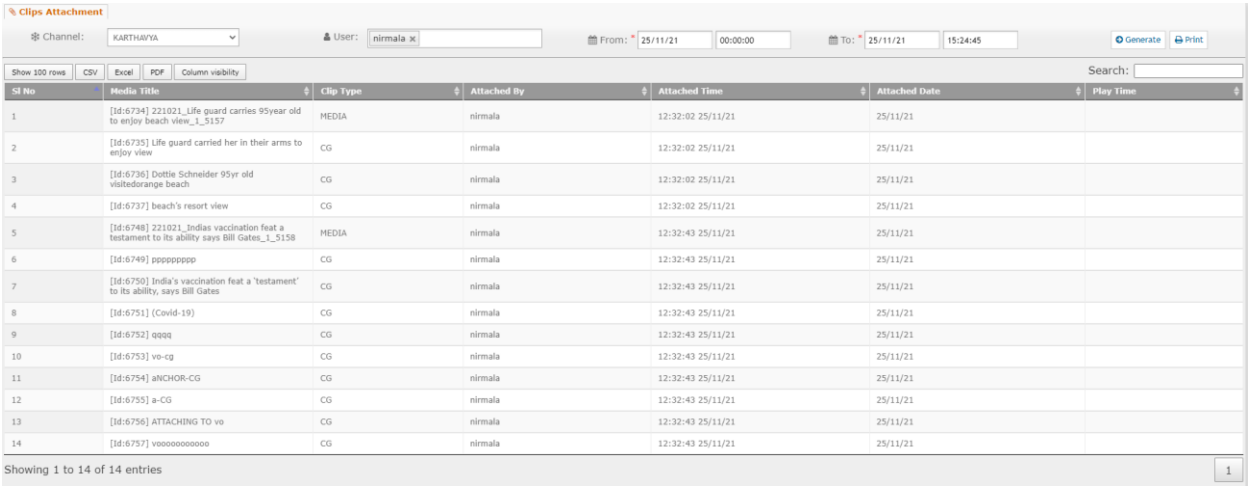


4.9.4 Generate Reports based on Story Ratings

Story rating report will help to search stories based on rating provided. Select the rating to filter, from and to date to generate report



4.9.5 Clip attachment



This report will help to know who attached which clip to a story. Select the user and from-to date ranges and click on generate button. This will list all the stories with clip attached by selected user

4.10 Anchor Live

Anchor live is the feature where a producer will directly post live breaking news to anchor who opened BLAZE nrcs application in her laptop. Live typing will reflect in anchors screen directly.

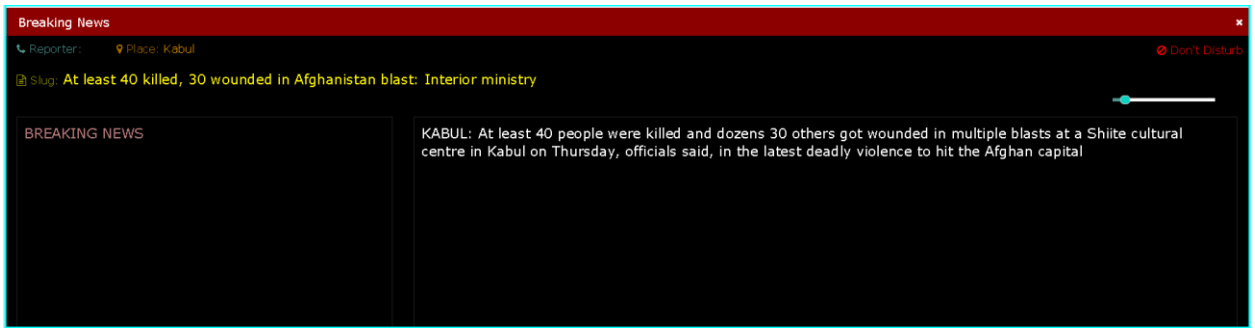
4.10.1 Posting live news

User with producer Producer privilege can post story to anchors screen.

- Click on Anchor line menu
- Select the anchor to whom to send braking news. By default, all is selected
- Provide the supporting information for the breaking news like Reporter name, Place, Story title
- Instruction area can be used for providing information to anchor
- Story script part is the actual content which anchor needs to be read.

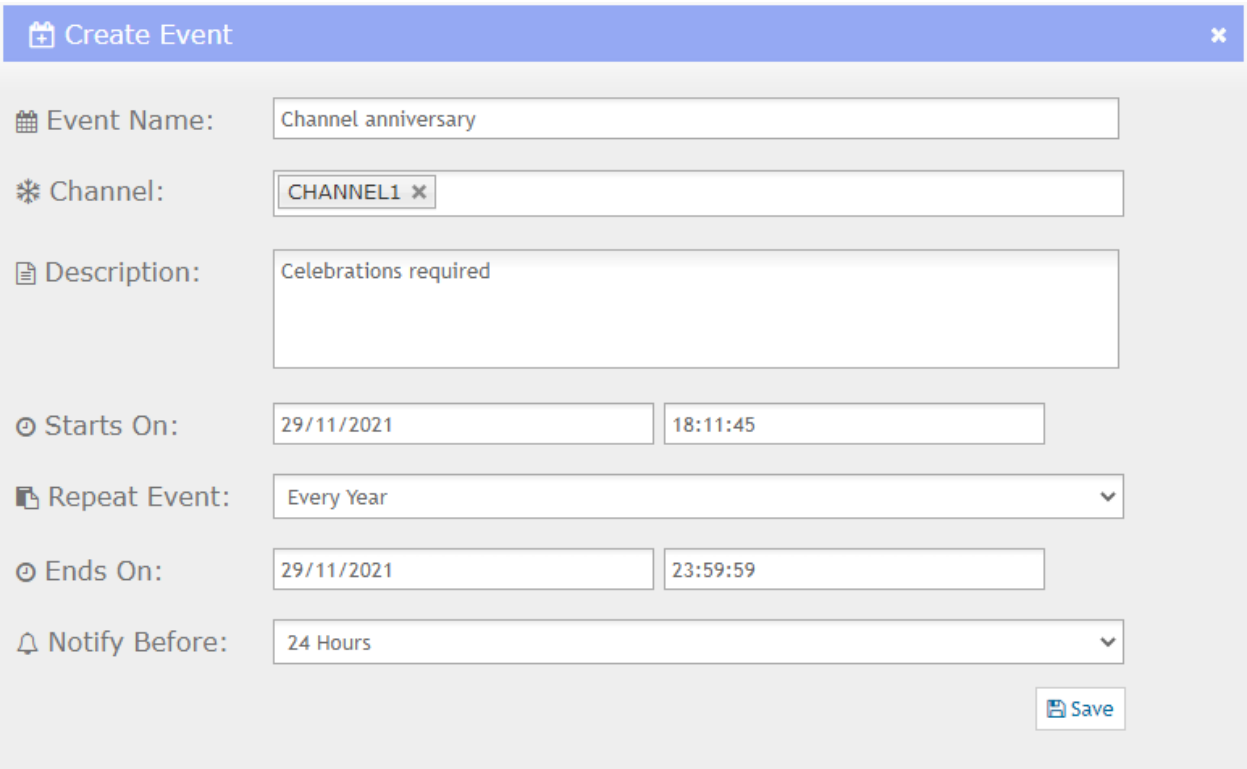
4.10.2 Reading live news

User with anchor privilege will be opened with Black screen with read-Only access to script. Anchor can adjust the size of font for reading. Don't disturb button will disable opening of window as producer type.



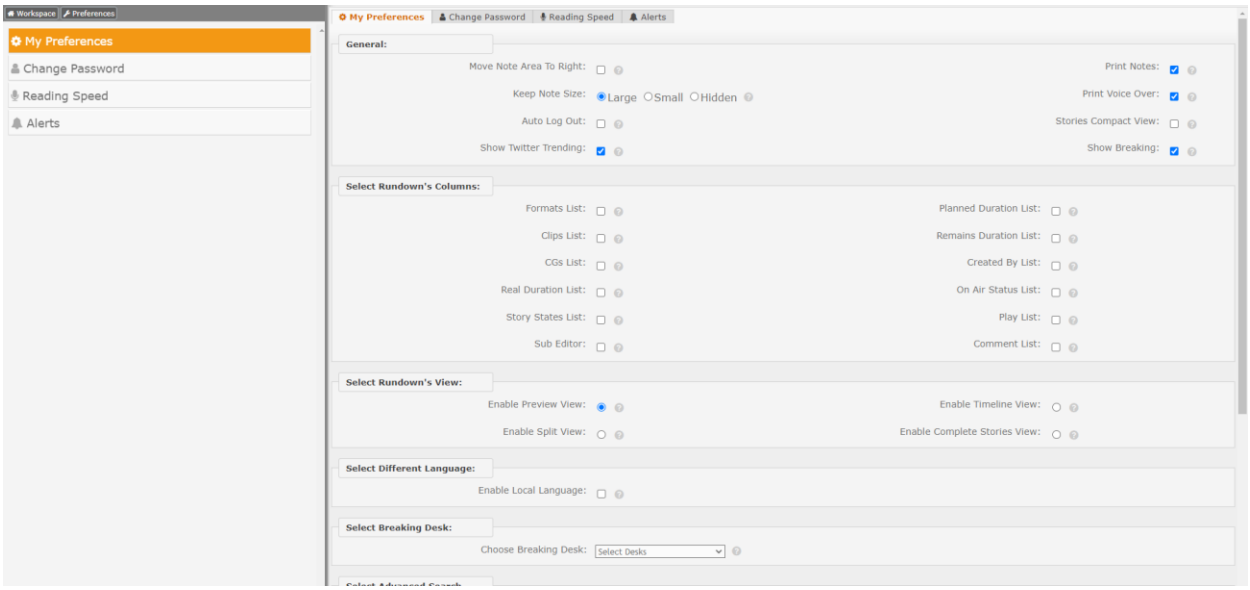
4.11 Creating Events

This feature allows to schedule the upcoming event with details like event date, the camera man assigned to event, location, call time and these fields are customizable as per the channel requirement. Upcoming events will be displayed as notification to the users.



4.12 User Preferences

This section specifies the settings that can be customized for an user. Preferences allows individual users to save and change their account's user settings. User can change their password, Reading Speed and set alerts for incoming assignments or emails.



Appendix 1: Shortcut keys

- Opening/Closing New Rundown Window:`Ctrl+r/Ctrl+R`
- Opening/Closing Search Filter:`Ctrl+~`
- For Opening/Closing New Story Window: In Chrome (`Ctrl+Alt+n/Ctrl+Alt+N`). Internet Explorer and Firefox Browsers (`Ctrl+n/Ctrl+N`)
- For Opening/Closing Edit Story Window:`Ctrl+e/Ctrl+E`
- For Selecting All Stories from Rundowns:`Ctrl+a/Ctrl+A`
- For Skip/Unskip Stories from Rundowns:`Ctrl+/`
- For Deleting Stories from Desks and Rundowns:`Ctrl+delete`
- To Copy an Item:`Ctrl+c/Ctrl+C`
- To Move an Item:`Ctrl+x/Ctrl+X`
- To paste an Item:`Ctrl+v/Ctrl+V`
- Open Script for Editing:`Ctrl+o/Ctrl+O`
- To Save a Story:`Ctrl+s/Ctrl+S`
- For Saving Story Script & come out of script area for further navigation: Alt+s
- To print:`Ctrl+p/Ctrl+P`
- To Link Stories:`Ctrl+l/Ctrl+L`
- For Opening Clips Window: Ctrl+1 and Esc: To Close Opened Media Window
- For Attaching Clips : Press Enter twice
- For Selecting Duration For MarkIn And MarkOut Press: Ctrl+< and Ctrl+> Respectively
- To Attach CG's:`Ctrl+2` and `Esc` to Close Opened CG Window
- To View Rundowns in Vertical Window (Split): In Chrome (`Ctrl+Alt+w/Ctrl+Alt+W`) and In IE and Other Browsers – (`Ctrl+w/Ctrl+W`)
- To Navigate Through Different Desks Press : Ctrl+3/f9 Then Press Up/Down Arrow to Navigate And Enter To Get The Stories
- To Navigate Through Different Rundowns Press : Ctrl+4/f10 , Then Press Shift+Tab to Highlight Rundown And Press Up/Down Arrow To Navigate And Enter To Get The Stories, Again Press Tab To Navigate Through Stories Inside That Rundown
- To Navigate To Breaking Desk Press : Ctrl+5
- To View Rundowns In Vertical Window(Split): (Ctrl+Alt+w)
- For Multiple Selection Of Stories: Shift+(up/down) arrow
- For Reorder A Single Story Inside Rundowns: Ctrl+(up/down) arrow
- For Navigating Stories : Up and Down Arrow And To Select Press Enter
- For Full Script Screen, Press Alt+z (in chrome) / f11 (in chrome or IE)

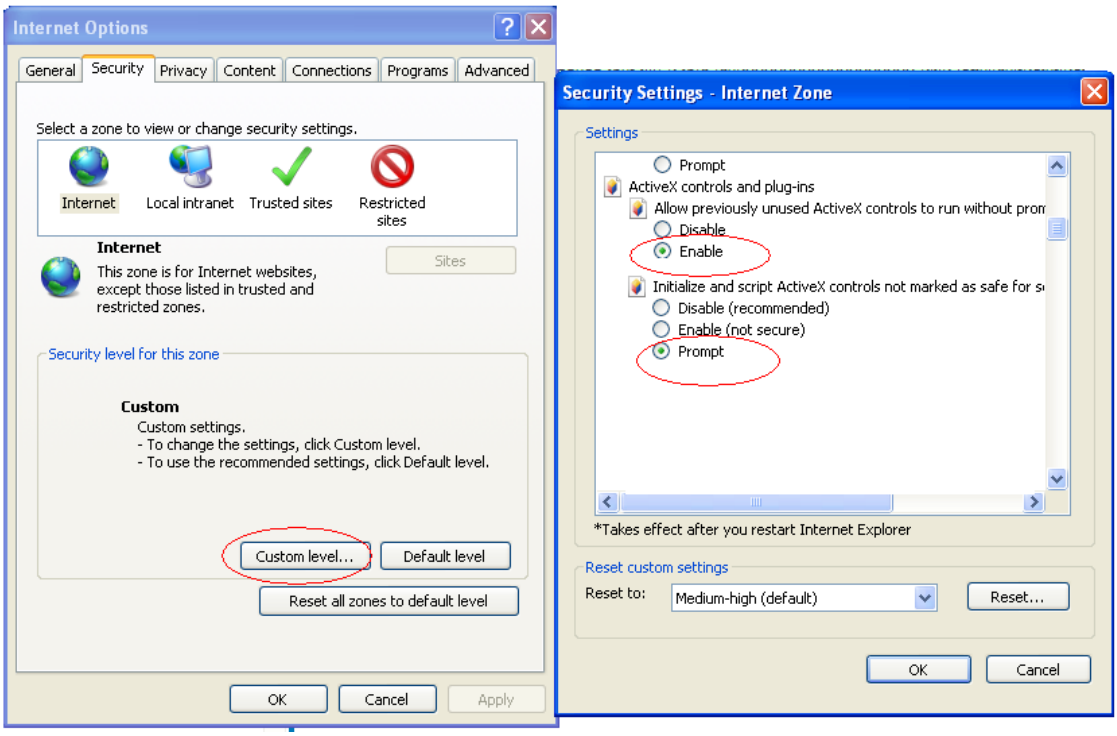
- To Shrink/Expand Raw Clip Window, Press f12
- To navigate through main menus, Press left and right arrow and Enter to select the menus
- To copy CG : ctrl+alt+c
- To paste CG : ctrl+alt+v
- For Opening Raw Clip Window : ctrl+m
- To Strike text : ctrl+shift+/
- To create a new slug with copied slug : ctrl+shift+v
- To create quick slug: alt+m

Appendix 2: Enabling ActiveX in Internet Explorer Browser

Note: ActiveX is a Microsoft proprietary technology and is not supported in any other Web browsers

To enable ActiveX controls in your browser follow these steps.

- Click on "Tools" menu in the browser.
- Select "Internet Options" from the drop-down menu.
- Click on the "Security" tab
- Click on the "Custom Level" button on the security level zone block.
- In scroll-down menu with radio buttons. Make the following changes to the menu choices:
- Allow previously unused ActiveX controls to run without prompt - Select "Enable"
- Initialize and Script ActiveX Controls not marked as safe for scripting Select "Prompt", as shown in the Screenshot *Appendix 1 Enable ActiveX*
- Click on the "Ok" button to exit and save.
- Click on the "Ok" button again to exit out of Internet options menu.
- Restart your browser to enable the new settings.



Screenshot - Appendix 1: Enable ActiveX