



Avid[®] Instinct[™] User's Guide

Version 3.0

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Using This Guide

Avid® Instinct™ is a tool for producers, writers, and journalists that allows them to write Avid iNEWS® stories and put together simple audio and video sequences. Avid Instinct is part of a larger newsroom computer system that includes an iNEWS server and an asset manager, which gives the user access to text and media used in creating stories for broadcast.

This guide contains all the task-oriented instructions, conceptual information, and reference material you need to use the story-creation features of your Avid application.

This guide is intended for all Instinct users, from beginning to advanced. You should be familiar with your Microsoft® Windows® XP operating system, and with recording and producing news broadcasts.



The documentation describes the features and hardware of all models. Therefore, your system might not contain certain features and hardware that are covered in the documentation.

About This Guide




This guide is designed to consolidate all the information you will need to take advantage of the many options that your Avid Instinct application offers.

The Contents lists all topics included in the book. They are presented with the following overall structure:

- Chapter 1, “Getting Started with Avid Instinct,” describes the overall organization of the iNEWS environment and the general features of the Instinct application.
- The main body of this guide follows the natural flow of your work, with clear and comprehensive step-by-step procedures.
- An appendix summarizes the keyboard shortcuts available to the user.
- Finally, a detailed Index helps you quickly locate specific topics.

Symbols and Conventions

Avid documentation uses the following symbols and conventions:

Symbol or Convention	Meaning or Action
	A note provides important related information, reminders, recommendations, and strong suggestions.
	A caution means that a specific action you take could cause harm to your computer or cause you to lose data.
	A warning describes an action that could cause you physical harm. Follow the guidelines in this document or on the unit itself when handling electrical equipment.
>	This symbol indicates menu commands (and subcommands) in the order you select them. For example, File > Import means to open the File menu and then select the Import command.
▶	This symbol indicates a single-step procedure. Multiple arrows in a list indicate that you perform one of the actions listed.
(Windows), (Windows only), (Macintosh), or (Macintosh only)	This text indicates that the information applies only to the specified operating system, either Windows or Macintosh OS X.
Bold font	Bold font is primarily used in task instructions to identify user interface items and keyboard sequences.
<i>Italic font</i>	Italic font is used to emphasize certain words and to indicate variables.
Courier Bold font	Courier Bold font identifies text that you type.
Ctrl+key or mouse action	Press and hold the first key while you press the last key or perform the mouse action. For example, Command+Option+C or Ctrl+drag.

If You Need Help

If you are having trouble using your Avid product:

1. Retry the action, carefully following the instructions given for that task in this guide. It is especially important to check each step of your workflow.
2. Check the latest information that might have become available after the documentation was published:
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 - If the latest information for your Avid product is provided as a ReadMe file, it is supplied on your Avid installation CD or DVD as a PDF document (README_*product*.pdf) and is also available online.

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Viewing Help and Documentation on the Interplay Portal

You can quickly access the Interplay Help, PDF versions of the Interplay guides, and useful external links by viewing the Interplay User Information Center on the Interplay Portal. The Interplay Portal is a web site that runs on the Interplay Engine.

You can access the Interplay User Information Center through a browser from any system in the Interplay environment. You can also access it through the Help menu in Interplay Access and the Interplay Administrator.

The Interplay Help combines information from all Interplay guides in one Help system. It includes a combined index and a full-featured search. From the Interplay Portal, you can run the Help in a browser or download a compiled (.chm) version for use on other systems, such as a laptop.

To open the Interplay User Information Center through a browser:

1. Type the following line in a web browser:

`http://Interplay_Engine_name`

For *Interplay_Engine_name* substitute the name of the computer running the Interplay Engine software. For example, the following line opens the portal web page on a system named docwg:

`http://docwg`

2. Click the “Avid Interplay Documentation” link to access the User Information Center web page.

To open the Interplay User Information Center from Interplay Access or the Interplay Administrator:

- ▶ Select Help > Documentation Website on Server.

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1 Getting Started with Avid Instinct

Avid Instinct provides you with the tools needed for writing iNEWS stories and building simple audio and video sequences to go with those stories. Instinct runs as an iNEWS client and is tightly integrated with both your iNEWS system and your asset manager. The application uses a script-based editing tool and a vertical story layout — called the Storyline — to organize your story elements.

Video and audio source material comes from your shared storage and is accessed by the asset manager. Instinct can search and browse the media database, and it can access media stored on your Avid Unity™ MediaNetwork or Avid Unity ISIS® shared storage systems. Working remotely eliminates the need to copy the information to a bin or folder.



Avid Instinct requires a license from your Avid Interplay system. For more information on licenses, see the Avid Instinct ReadMe and your Avid Interplay documentation.

Instinct has the essential features to access the iNEWS server and be a part of an iNEWS environment. In addition, the application allows you to do the following:

- Create stories
- Add video and audio to your story
- Work with multiple resolutions in a single story
- Record voice-over narration
- Adjust audio tracks
- Export your story to a playback device or to an Avid editing system such as Avid NewsCutter® Adrenaline™

The following topics discuss some of the basic features of Avid Instinct:

- [The iNEWS Newsroom Environment](#)
- [Starting Avid Instinct](#)
- [Logging In to Avid Instinct](#)
- [Automatic Backup of Stories](#)
- [Understanding the Application Layout](#)
- [Navigating to a Folder That Contains a Selected Asset](#)

1 Getting Started with Avid Instinct

- [Updating the Application Display](#)
- [Setting an Automatic Timeout for Interplay Assist and Avid Instinct](#)

The iNEWS Newsroom Environment

Instinct provides producers, writers, journalists, directors, and various technical personnel in a newsroom with an array of tools to make their jobs easier. The following topics provide an overview of concepts and terms used in the newsroom environment and some general information useful in understanding how Instinct is integrated with a full, digital broadcast solution:

- [Overview of the Newsroom Computer System](#)
- [Avid Instinct](#)
- [Asset Manager](#)

Overview of the Newsroom Computer System

The data you and others in your newsroom create — stories, scripts, news rundowns — are saved in a database on the iNEWS server. The iNEWS server is maintained by your system manager, and Instinct works as a client of the iNEWS server. The Instinct systems in your newsroom are linked together via a network so they can share information. When the iNEWS server receives new information — such as additions or changes to stories — that information can be accessed by clients connected to the server. This enables each system to access the most recent versions of stories and program rundowns, thereby allowing you to work faster and more efficiently.

Avid Instinct

Avid Instinct refers to the basic story building application that runs on the computer on which you work. From Instinct, you can create stories, edit scripts, and access wire stories. You can access media from the media server attached to your network, and you can use that media in your stories as you build a sequence that can then be sent to playback or edited further by video professionals in the newsroom.

Asset Manager

In addition to running as a client of the iNEWS server, Instinct also runs as a client of an Avid Interplay™ server, which uses an asset manager called the Avid Interplay Engine to provide access to shared media. The Avid Interplay system allows you to use all of the media clips available to you in a workgroup environment. As you build your story, you can use Instinct to browse and to access the media clips managed by Interplay, add the media clips to your story, and then save your sequence so that others can access your work.



Media clips reference the actual media files, which are stored on your Avid Unity shared storage system.

Your Interplay administrator must set some site and user settings before you use Instinct. These settings are stored on the Interplay server and are used by Instinct when retrieving media objects managed by the Avid Interplay Engine. Site and user settings include the following:

- Video format (used as the default for stories you create in Instinct, the Video format must be set to either specific NTSC or PAL formats, or any format)
- Source and Storyline audio patching (used for mapping audio tracks)
- Audio parameters (target workspace for voice-over recording, audio rate, ducking volume, audio file format)
- Target and working resolutions
- User permissions for sending stories to playback and for modifying settings
- Avid Interplay Transfer settings

These settings must be set by an administrator. For more information, see the *Avid Interplay Engine and Avid Interplay Archive Engine Administration Guide* or the Interplay Help.

Starting Avid Instinct

In addition to running as a client of Avid iNEWS and Interplay, Instinct accesses shared media stored on either an Avid Unity MediaNetwork system or an Avid Unity ISIS system. Avid Unity client applications should already be installed on your system; however, if you are not certain if the necessary software has been installed, see your system administrator.

To record a voice-over or to send material to playback, you need the following:

- An Avid Unity account with write access to at least one shared-storage workspace
- A workspace to which you have write access. This workspace is specified in the Editing Settings tab of the Application Database Settings in the Interplay Administrator, in the option “Media Creation Workspace.”

If your Windows username and password exactly match the Avid Unity username and password, access to the workspace is automatic. If your Windows username and password do not match, you need to log in through the Client Manager (for Avid Unity ISIS) or the Connection Manager (for Avid Unity MediaNetwork). See your system administrator for more information.

Before you start Instinct for the first time, the administrator for your Avid Interplay system must specify site settings for your system. For information on Interplay settings, see the *Avid Interplay Engine and Avid Interplay Archive Engine Administration Guide*.

Logging In to Avid Instinct

After Instinct launches, the Server Login dialog box appears. You must log in and select an asset manager and an iNEWS server before you can begin working on the application. In most instances, you only need to specify the asset manager and the iNEWS server the first time you launch Instinct after installation.

To log in from the Server Login dialog box:

1. Click the Start button, and then select Programs > Avid > Avid iNEWS Instinct.

The first time you start Instinct, the License Agreement dialog box opens. You must click Agree to accept the Avid license agreement.

After the application initializes, the Server Login dialog box opens.

2. If your user names or your passwords for the asset manager and the iNEWS server are different, select Separate Login.

The Server Login dialog box expands to allow you to log in with separate user accounts on the asset manager and the iNEWS server.



3. If necessary, enter the name of the Avid Interplay server in the Asset Manager Server text box.
4. If necessary, enter the name of your iNEWS server in the NRCS Server text box. If you do not know the name of the Interplay or the iNEWS server, contact your system administrator.
5. Type your user name in the User text box.
6. Type your password in the Password text box. Interplay passwords are case-sensitive.
7. Click the Login button.

If the log in fails, the Server Login dialog box displays an X next to the server to indicate a failure. Click the Login button again to retry. If the failure persists, see your system administrator.

The Avid Instinct main window appears.

Disabling Desktop Compositing

For proper playback in Interplay Assist or Avid Instinct on Windows Vista or Windows 7 systems, desktop compositing must be disabled. (Desktop compositing supports Aero desktop themes that include transparent window borders and other effects.)

1 Getting Started with Avid Instinct

Interplay Assist and Avid Instinct automatically disable desktop compositing when you launch the application and restore desktop compositing when you close the application. Alternatively, you can select a non-Aero desktop theme or disable desktop compositing through a system setting. These alternative methods prevent a brief flash from appearing when the application disables desktop compositing.

To disable desktop compositing:

1. Access the Control Panel.
2. Do one of the following:
 - ▶ Click System and Security, then click System.
 - ▶ In Classic view, double-click System.
3. Click “Advanced system settings.”
4. In the System Properties window, click the Advanced tab.
5. Under the Performance area, click Settings.
6. Uncheck “Enable desktop composition.”

Exiting Instinct

To exit Avid Instinct:

- ▶ Select Exit from the File menu or press Ctrl+Q.

If you exit Avid Instinct, and attempt to open it immediately afterwards, you might get a message that another instance of the application is already running or is still exiting. Wait approximately thirty seconds and start the application again.

Automatic Backup of Stories

Avid Instinct automatically creates a local backup version of a story in case of a system crash, with “.backup” appended to the story name. If a story is open when Avid Instinct crashes, the next time you log in, a message is displayed, asking if you want to restore the locally backed up story.

- If you select Yes, the backup story is opened and added to the iNEWS queue. If you then want to replace the original story with the backup version, delete the original story and rename the backup version with the name of the original story.
- If you select No, the backup story is not added to the queue.

Working with MultiRez and Dynamic Relink

MultiRez (a term derived from “multiple resolutions”) allows you to associate a clip with multiple media files of different resolutions. For example, you can associate the same audio clip with both low-resolution MP2 and uncompressed PCM, and the uncompressed files can be associated with more than one sample rate or bit depth. MultiRez works with both audio and video files.

When you work with MultiRez, you can easily switch between the different resolutions. This switching is referred to as *dynamic relink*. Dynamic relink is useful when you want to work with low-resolution media (*working resolution*) and create your final output in high-resolution media (*target resolution*).

Your Interplay administrator sets dynamic relink options in two locations in the Avid Interplay Administrator: in the Editing Settings tab of the Application Database Settings and in the Instinct/Assist User Settings. If dynamic relink is enabled, the following relink options must be changed from the default value (“not set”) before the functionality is applied to a site or a user:

Option	Setting	Description
Dynamic Relink (Editing Settings tab, Application Database Settings)	Enabled or Disabled	Enables or disables Dynamic Relink.
Send to playback (Editing Settings tab, Application Database Settings)	Target resolution, primary	Sets a resolution for output to a playback device. The default is DV 25 411.
	Audio Target Resolution	Sets an audio resolution for output to a playback device. The default is PCM. Also sets the Sample Rate and Bit Depth of the audio for playback.
Video Settings (Instinct/Assist User Settings)	Working Resolution	Sets the user’s working video resolution.
Audio Settings (Instinct/Assist User Settings)	Working Resolution	Sets the user’s working audio resolution. If the working resolution is set to PCM, you can select a sample rate and a bit depth for audio clips.

1 Getting Started with Avid Instinct

When your Avid Interplay administrator enables dynamic relink, Assist or Instinct loads video and audio clips in your working resolution. When you send a sequence to playback, the media clips are automatically relinked to the target resolution. If dynamic relink is disabled, Assist or Instinct loads clips using the resolution the media clips are currently linked to, and Instinct does not relink media when you export it.

For more information on Avid Interplay settings, see the *Avid Interplay Engine and Avid Interplay Archive Engine Administration Guide* or the Interplay Help.

To check if dynamic relink is enabled:

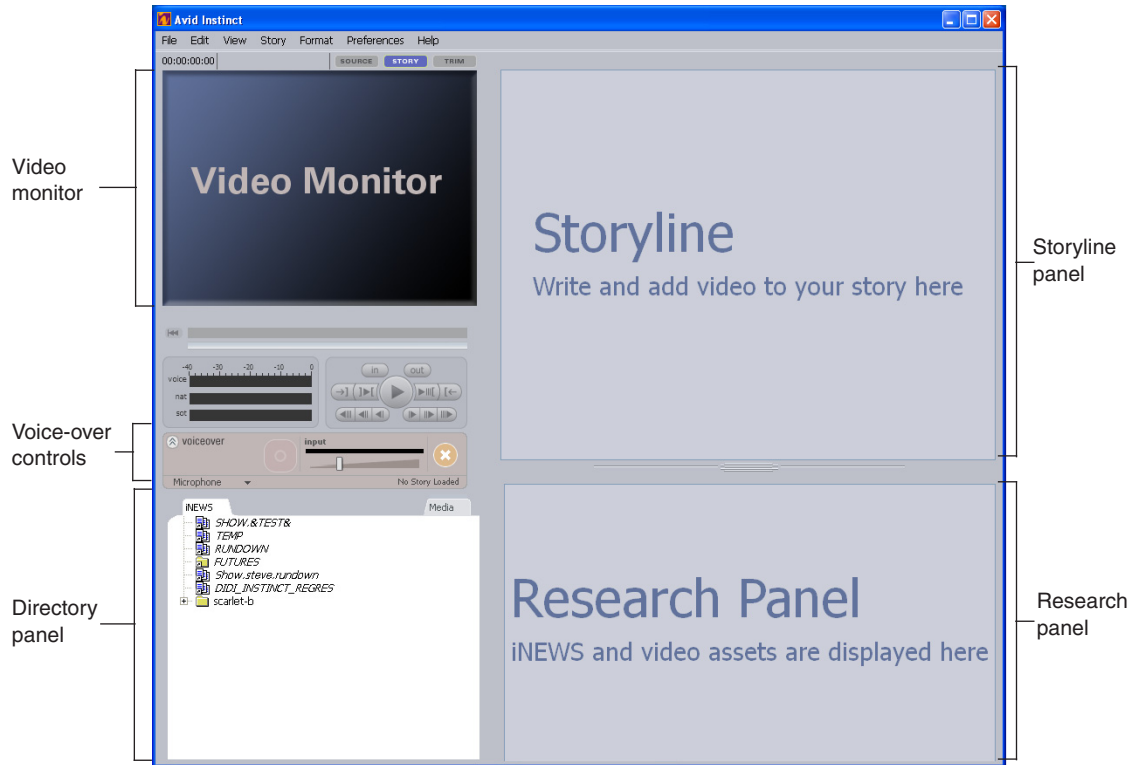
1. Select Help > About Avid Interplay Assist or Help > About Avid Interplay Instinct.
2. Click the MultiRez tab, and check that the Dynamic Relink Enabled option is set to Yes.
MultiRez Enabled is also displayed and should be set to yes. MultiRez enabled means that the application is capable of using MultiRez and dynamic relink.
3. Click OK.

Understanding the Application Layout

Becoming familiar with the layout of Avid Instinct will help you navigate through the application more quickly.

All of the work you do within Instinct is performed from the main window. From this window, you can navigate through your system, open queues and stories, edit and print scripts, browse media, assemble video and audio clips, prepare sequences, and search the database.

Instinct can display in both the traditional landscape mode and in portrait mode. Portrait mode allows you to take optimal advantage of the vertical layout of Instinct. See the *Avid Instinct ReadMe* for a list of supported video cards and video drivers that allow you to use portrait mode display.

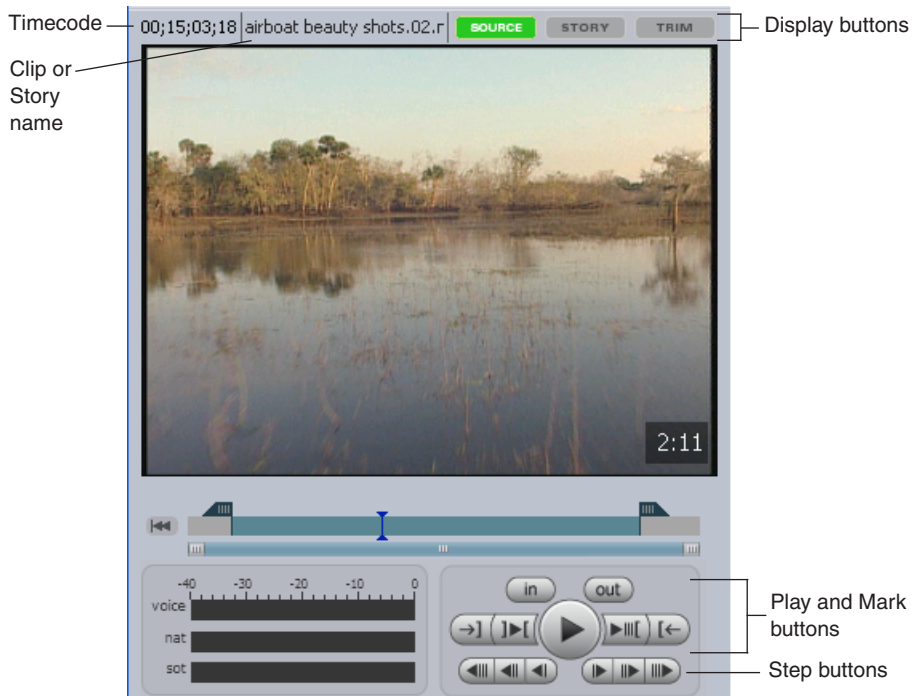


The main elements of the Instinct main window are labeled to guide you in the tasks that go into creating a story. The Instinct main window is made up of five components, which are described in the following sections:

- [“Video Monitor” on page 26](#)
- [“Voice-over Controls” on page 26](#)
- [“The Storyline” on page 27](#)
- [“Directory Panel” on page 28](#)
- [“Research Panel” on page 29](#)

Video Monitor

The Video monitor appears at the top of the main window. It displays the active video clip or sequence, along with the story name (or slug). Display buttons at the top of the monitor allow you to switch between the raw video (Source), the full sequence (Story), and the active clip in the Storyline (Trim). You can use the Play buttons, Mark buttons, and Step buttons to play, cue, and mark the clip as you create your story.



Voice-over Controls

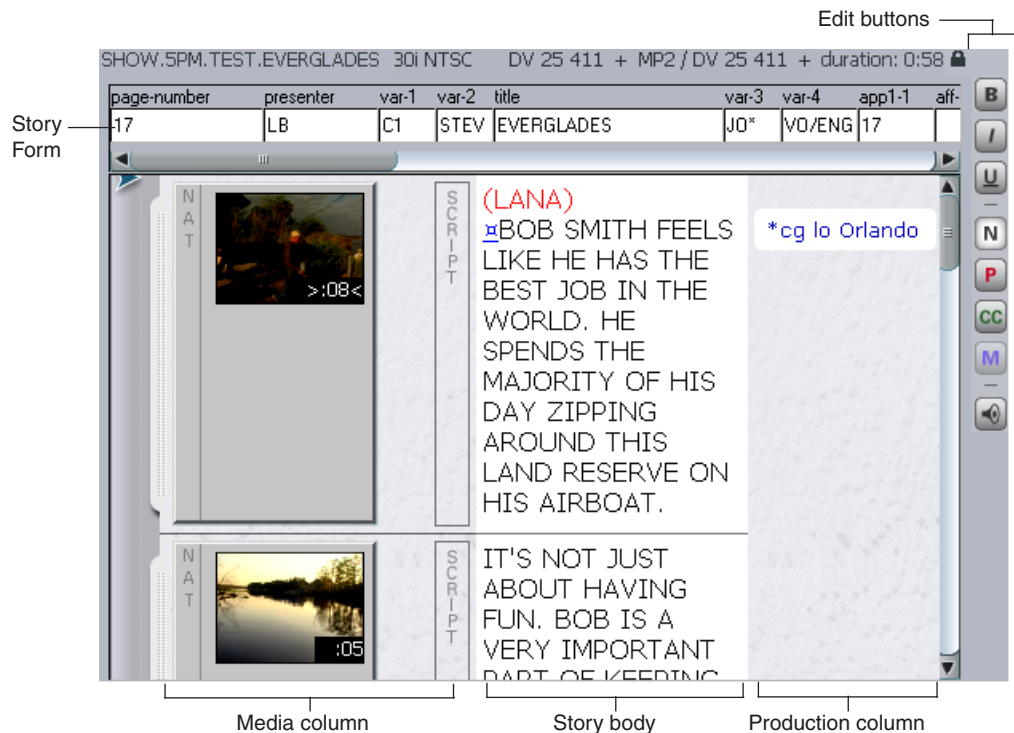
You use the Voice-over controls for recording voice-over narration. You can set the input source and monitor the volume when you record audio.



The Storyline

The Storyline is divided into three main parts:

- The Media column, a vertical layout of your story where you add and delete media clips as you build your story
- The Story body, where the text of your story appears and where you can edit and format the script for your story using the Edit buttons
- The Production column, which displays production cues containing playback instructions for devices such as video machines, still stores, and character generators.



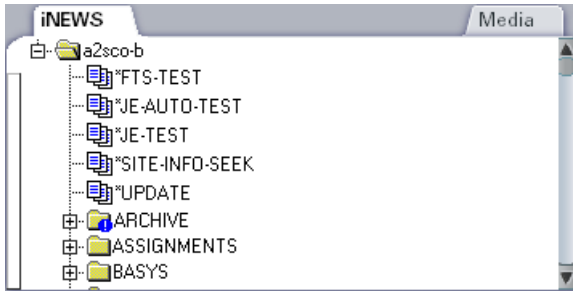
The Story Form appears at the top of the Storyline. You can set the Story Form to display or remain hidden as you work. The iNEWS server provides the Story Form headings.

To hide the Story Form:

- ▶ Select Story > Hide Story Fields.

Directory Panel

The Directory panel lists the contents of the news and media databases you are accessing. The iNEWS tab includes all of the stories, scripts, assignments, rundowns, and notes stored on your iNEWS server. Using the tabs at the top of the panel, you can also view media stored on your media database.



iNEWS Tab: The iNEWS tab is your guide to iNEWS. It contains the directory or file structure of the iNEWS server. The iNEWS tab is one of the primary elements that make up the Instinct layout, and it can display the following kinds of information:

- Directories — Like file drawers in a file cabinet, directories are storage spaces. Directories can contain more directories (subdirectories) or queues. Directories do not contain stories.
- Queues — Like folders in a file drawer, queues are storage places within the iNEWS tab which allow you to view information in detailed categories. Stories are contained in queues.
- Rundowns — Rundowns are a special type of queue, one that contains timed-out lists of stories indicating the order in which they will run during a news program.



Some broadcast facilities refer to rundowns as lineups.

- Stories — Stories in iNEWS are documents found in queues in the iNEWS database. They can contain any type of information you need to save — from news stories to contact names and addresses. You can display an iNEWS story in its entirety in the

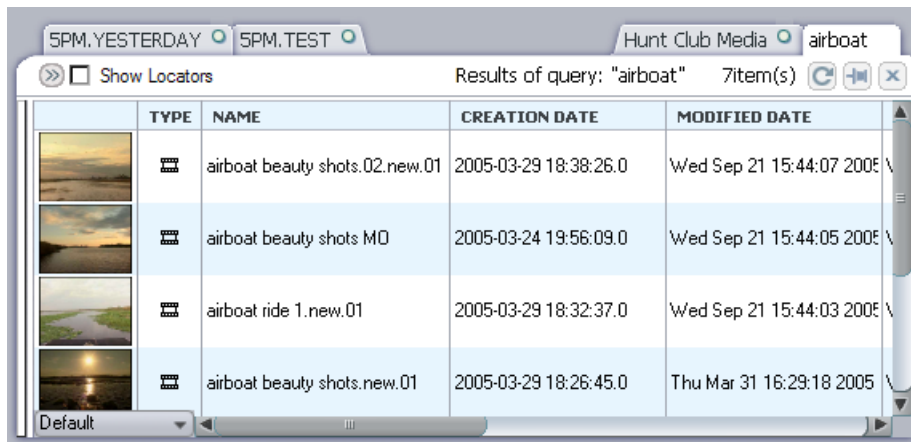
Research panel; however, because Instinct stories also contain media clips, you can display only the text of the story script in the Research panel. To see all of the elements of your story, you must open the story in the Storyline.

Media Tab: The Media tab displays all media folders accessible to Avid Interplay. Using a tree view, the Media tab shows you the following types of information:

- Directories — Directories are storage spaces that contain media folders. Directories do not display individual clips, which you can view in the Research panel.
- Media folders — Folders contain either other folders or the individual media files, such as video clips, that you use when building your stories.

Research Panel

The Research panel is where your active content is listed. It contains all queues, which allow you to open stories in the Storyline, and it lists all selected projects and media folders and catalogs managed by your asset manager. You can load stories and media from the Research panel, which keeps track of your assets in a tabbed window with iNEWS assets on the left of the Research panel and media assets listed on the right. You can also view logging information contained in locators and restrictions added to media clips.



You also use the Research panel to access Instinct search functions. When you start a search, a Search tab opens in the Research panel. The Search tab allows you to search the iNEWS and the Interplay databases for all stories and media files that fit the search parameters you specify. You can also search any indexed queue or directory on your iNEWS server. Results for both media and iNEWS searches display in the Research panel.



You can change the display properties of the iNEWS tabs of the Research panel by using the keyboard shortcuts described in “Modifying the Display of the Research Panel” on page 42.

Navigating to a Folder That Contains a Selected Asset

You can use a command to navigate (go to) to a folder that contains a selected asset. You can also navigate to the folder that will hold the current story when it is saved.

To navigate to a folder that contains a selected media asset:

1. Right-click one of the following and select Open Enclosing Folder:
 - An image in the Video monitor (Source mode or Trim mode)
 - A clip in the Storyline
 - An asset in the Research panel (any tab).

The Open Enclosing Folder dialog box opens and displays a list of folders that contain the asset.

2. Select a folder and click OK.

The folder is selected in the directory tree and the contents of the folder are displayed in a tab in the Research panel, with the selected asset highlighted.

To navigate to an Interplay folder in which a story will be saved:

- ▶ Right-click an image in the Video monitor in Story mode and select Open Enclosing Folder.

The folder is selected in the directory tree and the contents of the folder in which the story will be saved are displayed in a tab in the Research panel. If the folder does not exist yet, the directory tree opens to the nearest location and no contents are displayed.

Updating the Application Display

If material is ingesting as you are working or other people are working in the same project, you might need to update the application display to see the latest content.

To update the application display, do one of the following:

- ▶ Select View > Refresh all.
- ▶ Press F5.

The Directory panel, the Research panel, the Storyline, and the Video monitor update to the latest content. In the Research panel, this includes only the tab in front if you have more than one tab. Tabs that are behind the active tab don't update. If you try to update before a previous update operation has completed, Instinct ignores the second attempt. Search result tabs are also not updated.

To refresh the tabs that are behind the active tab:

1. Click the tab you want to update to bring it to the front.
2. Select View > Refresh all.

The tab updates to the latest content.

To update the Research panel:



- ▶ Click the Refresh button.

To update a search result tab:

- ▶ Execute the search again.

Setting an Automatic Timeout for Interplay Assist and Avid Instinct

An Interplay administrator has the option of letting Interplay Assist and Avid Instinct automatically time out after a specified period of inactivity. This feature helps in license management, because it enables an unused license to be freed up without the administrator manually finding and closing inactive applications on user desktops.

If a timeout period is set, and the application does not detect any activity during that period, the application displays a message that asks if you want to quit. Click Yes to quit, or click No to keep the application open. If you do not click Yes or No, the application quits in twenty seconds.

The default setting is one hour. This setting applies to the entire database.

To set the timeout period:

1. Start Interplay Administrator and log on to the database for which you want to set the automatic timeout.
2. In the Application Settings section of the Interplay Administrator, click the Application Database Settings icon.
3. Click the Application Defaults tab.
4. Select the database (AvidWG).
5. In the Assist/Instinct - Defaults section, enter a value in hours for the Automatic Timeout option. Decimal values are allowed. For example, for a timeout period of one and a half hours, enter:

1.5

If you do not want a timeout period, enter 0 (zero).

1 Getting Started with Avid Instinct

6. Click Apply.

The timeout period begins the next time you launch the application.

2 Working with Stories

Avid Instinct lets you create, view, and modify stories located on an Avid iNEWS™ server, access media clips managed by the Avid asset manager, and record voice-over narration for your stories.

You use Instinct to connect to an iNEWS server to access story scripts, which then allows you to build stories on your Avid system. When you open a story, you can make formatting and content changes on your local system instead of moving to an iNEWS workstation to do the script editing. After you have made changes to the story, you can save the changes, which are then available to others using the same server.

You can build a sequence in Instinct, selecting your media from clips stored in a shared storage environment. You can create copy, and then match your script to your footage by trimming the audio or video. You can then send the story to playback or hand it off to an editor working with an Avid editing application, such as Avid NewsCutter Adrenaline, who can then refine the media sequence and add titles and effects. For more information on accessing and arranging footage, see [“Working with Media” on page 61](#).

The following topics describe how to use Avid Instinct to create and build stories:

- [Using the Directory Panel](#)
- [The Research Panel](#)
- [Display Customizations](#)
- [Editing Scripts](#)
- [Read Times](#)
- [Support for iNEWS Hyperlinks and Story Links](#)
- [Saved and Locked Stories](#)
- [Offline Mode](#)
- [Searching for Information](#)

Using the Directory Panel

The Directory panel provides you with a guide to both the iNEWS server and the asset manager. It contains the directory or file structure of the servers, displayed in tree view, and you use the panel to locate and open queues and remote assets. When you open Instinct, the Directory panel displays the contents of the iNEWS directory by default.

The following topics provide more information about using the Directory panel:

- [“Creating a Shortcut to a Directory or a Queue” on page 34](#)
- [“Removing a Shortcut to a Directory or a Queue” on page 35](#)
- [“Opening a Story” on page 35](#)
- [“Creating a New Story” on page 38](#)

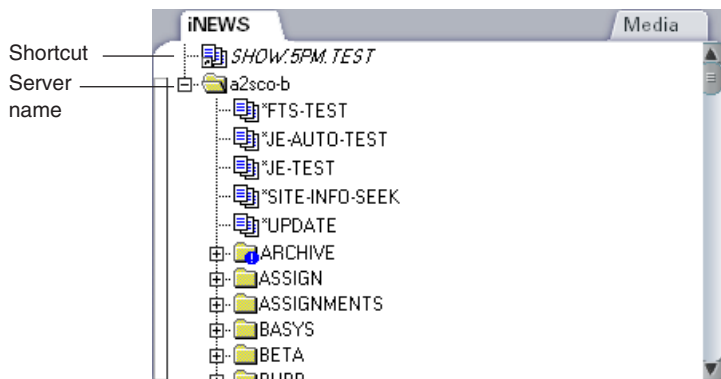
Creating a Shortcut to a Directory or a Queue

You can save time accessing stories you use often by creating shortcuts to directories and queues in the Directory panel.

To create a shortcut to a directory or a queue:

1. Click the iNEWS tab of the Directory panel.
2. Navigate to the directory or the queue.
3. Right-click the name or icon for the directory or the queue, and select Create Shortcut.

The shortcut appears in italic above the iNEWS server name in the Directory panel.



To rename the shortcut:

1. Right-click the shortcut name, and select Rename Shortcut.
The Shortcut Rename dialog box opens.
2. Type a new name for the shortcut.
3. Click OK.

Removing a Shortcut to a Directory or a Queue

To remove a shortcut to a directory or a queue:

- ▶ Right-click the shortcut name, and select Delete Shortcut.
The shortcut is removed.

Opening a Story

The iNEWS tab of the Directory panel displays the contents of the news database stored on your iNEWS server. It lists all available directories and queues in a hierarchical file structure. You use the iNEWS tab to browse directories and queues, and you can then open a queue — a list of stories — in the Research panel. The story script appears in the Story body area of the Storyline, which remains blank until you open your first story.

In the iNEWS tab of the Directory panel, all folders are closed when you first log in, which indicates closed directories. Folders and queues within a directory are indented below that directory. You can open and close directories by clicking the plus sign (+) next to the folder.

You cannot open queues and stories that have user locks applied to them at an iNEWS workstation. If you need to access a queue or a story that has been locked with either a Key lock or an Easy lock, see your iNEWS system manager.

To open a story:

1. Click the iNEWS tab of the Directory panel.
2. Navigate to the directory you want to open.

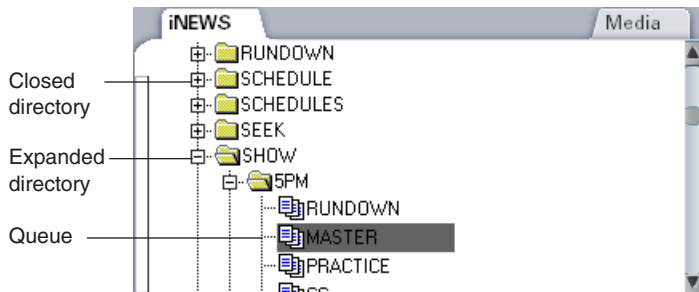
For information on using keyboard shortcuts to navigate the Directory panel, see [“Directory Panel Shortcuts” on page 159](#).

2 Working with Stories

3. Do one of the following to open the folder:

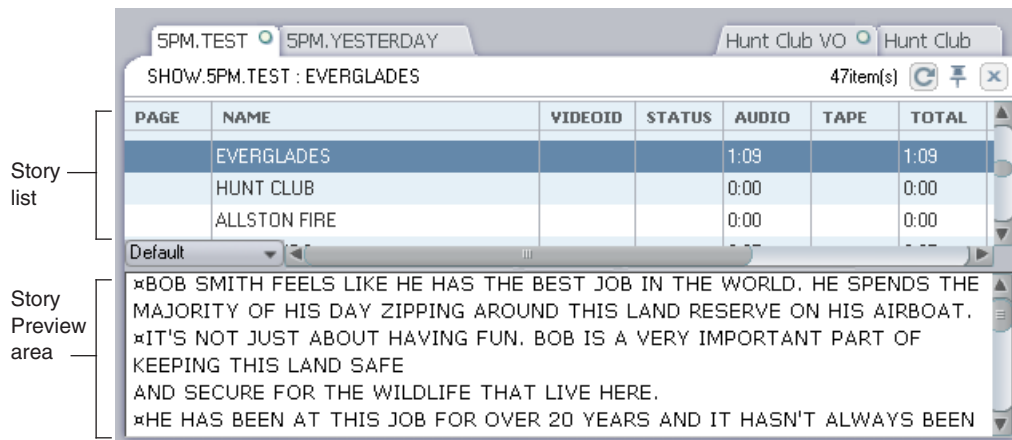
- ▶ Click the folder.
- ▶ Click the plus sign (+) next to the folder.

The iNEWS tab displays all queues and subfolders contained in the selected directory.



4. Click the queue you want to open.

The stories in the queue are displayed in the Story list in the Research panel.



5. Locate the story you want to open, and do one of the following:

- ▶ Double-click the story name.
- ▶ Select the story, and press Enter.

The story appears in the Storyline.

The screenshot shows a video production software interface. At the top, there's a status bar with text: "SHOW.SPM.TEST.EVERGLADES 30i NTSC DV 25 411 + MP2 / DV 25 411 + duration: 0:58". Below this is a preview area with a video thumbnail on the left and a script area on the right. The script area shows the text: "(LANA) BOB SMITH FEELS LIKE HE HAS THE BEST JOB IN THE WORLD. HE SPENDS THE MAJORITY OF HIS DAY ZIPPING AROUND THIS LAND RESERVE ON HIS AIRBOAT." A search box on the right contains the text "*cg lo Orlando". Below the preview area is a media list window titled "SHOW.SPM.TEST : EVERGLADES" with 44 items. The list has columns for PAGE, NAME, VIDEOID, STATUS, AUDIO, TAPE, and TOTAL. The first row is highlighted in blue and contains the text "EVERGLADES". Below the media list is a script area with the text: "(LANA) BOB SMITH FEELS LIKE HE HAS THE BEST JOB IN THE WORLD. HE SPENDS THE MAJORITY OF HIS DAY ZIPPING AROUND THIS LAND RESERVE ON HIS AIRBOAT. IT'S NOT JUST ABOUT HAVING FUN. BOB IS A VERY IMPORTANT PART OF KEEPING THIS LAND SAFE AND SECURE FOR THE WILDLIFE THAT LIVE HERE."

PAGE	NAME	VIDEOID	STATUS	AUDIO	TAPE	TOTAL
	EVERGLADES			1:09		1:09
	HUNT CLUB			0:00		0:00
	ALLSTON FIRE			0:00		0:00

You can view the story's script in the Story Preview area before you open the story by clicking the story name in the Story list. Media, formatted text, and production cues do not display in the Story Preview area.

Creating a New Story

Before you can create a new story, you must open the queue in which the new story will be located. When you create a story, usually the story is blank; however, its contents depend on what attributes are defined in the story form for the selected queue. For information about story form attributes, see your iNEWS system manager.

When you have created a story, you cannot use Instinct to change its location within the queue. You can rearrange stories only from an iNEWS workstation.

Site settings determine the default project type for the story — either an NTSC or a PAL format. If your site is set to work with both NTSC and PAL projects, you can specify the project type when you create your story.

To create a new story:

1. Open a queue.
2. Select the row in the Story list below where you want Instinct to place your story. If you do not select a row, Instinct places the new story at the end of the queue.
3. Do one of the following:
 - ▶ Select File > New Story.
 - ▶ Press Ctrl+N.

The New Story dialog box opens. If you have a story open that you have modified, a message box asks if you want to save the changes in the open story before creating a new story.

4. Type a name for the story in the Story name text box.
5. Select a format from the Video Format list (the video formats available to you are set by your Interplay administrator).
6. Click OK.

The new story is created and placed above the selected row in the Story list. The new story has a blank text box in the Story body.

The Research Panel

The Research panel provides basic information about the stories listed in the selected queue. The following table describes the column headings for stories in the Queue list. For a procedure on how to select column headings, see [“Hiding and Showing Columns” on page 43](#).

Heading	Description
Page	Lists the page number, typically assigned by the show producer for each story (this allows, for example, stories to be identified by the area of the show to which they belong)
Name	Lists the name of the story (sometimes called the “slug”) on the iNEWS server
VideoID	Lists the media, tape, or video identification number of the sequence, which is used to reference the story to the sequence for playback (for example, by Avid iNEWS ControlAir™)
Status	Lists the playback status of the media sequence, as communicated by the control system (for example, cued, playing, unavailable, ready)
Audio	Lists the estimated time for reading a story in <i>minutes:seconds</i> , which can be estimated by the newsroom system or entered into the field by a user
Tape	Lists the time for any portions of the story not read by the presenter (for example, sound bites), which are either computed by the newsroom system by adding up any run times listed in the Story body or entered directly into the field by the user
Total	Lists the total duration of other timing fields (audio and tape/run time) in <i>minutes:seconds</i>

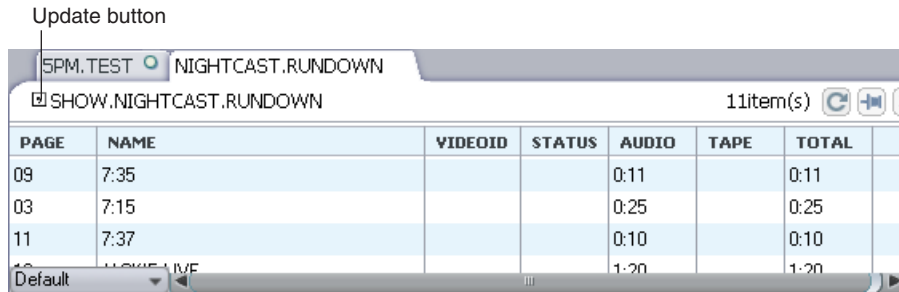


You cannot sort the columns in the Story list.

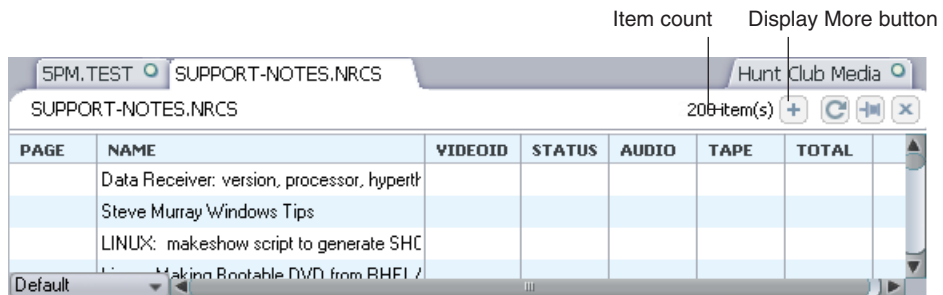
2 Working with Stories

In addition to the data organized by the column headings in the Story list, the Research panel displays the following information about queues and stories:

- Refresh queues: When a queue has the refresh trait enabled in iNEWS, the iNEWS update notification service allows you to see which queues have been modified during your work session. If a user makes a change to the active queue in the Research panel, the Update button next to the queue name becomes active. If you click the active Update button, or if you press F5, Instinct updates the queue.



- Non-refresh queues: Some queues in the iNEWS database typically do not have the refresh trait enabled — for example, wire queues. If a non-refresh queue holds a large number of entries, the Story list displays only the first 200 items and the Display More button is active. To view the next 200 items, click the Display More button next to the item count.



The refresh trait can be set only from an iNEWS workstation. For more information on the refresh trait, see your iNEWS system manager.

Display Customizations

You can change the font used in the Directory panel, the Research panel, or the Storyline. You can also set the Research panel to hide the Story list or the Story Preview area, and you can create a custom view in the Research panel.

Changing the Font

You can change the default fonts and font sizes for the following areas of the Instinct interface by using the Fonts menu options:

Interface Area	Fonts Menu Option
Story body	Story Body
Story Form	Story Fields
Directory panel	Media/iNEWS Browser
Story or Media list	List

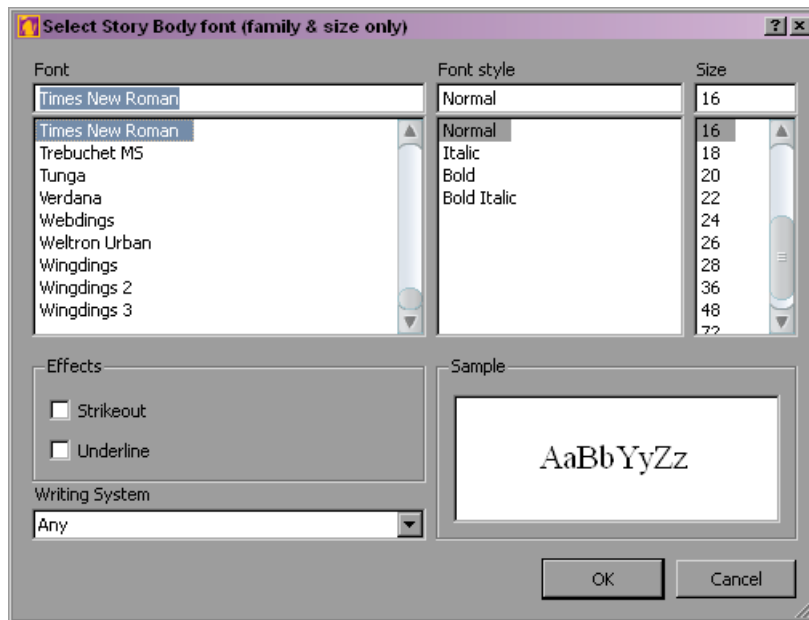
Font changes are saved as user settings and do not affect other Instinct systems accessing the iNEWS server or the asset manager.

To change the font in Avid Instinct:

1. Select Preferences > Fonts > *[font option]*.

The Select *[font option]* font dialog box opens.

2 Working with Stories



The dialog box allows you to select and preview options other than Font and Size, but those options do not take effect in the application; you can change only Font and Size.

2. Select a font and a size, and then click OK.

The font in the interface area you selected changes.

To restore the default fonts in the Instinct interface:

- ▶ Select Preferences > Fonts > Restore Fonts to Default.

Modifying the Display of the Research Panel

You can modify the appearance of the Research panel to hide the Story Preview area or to split the Research panel horizontally (so the Story list and the Story Preview area display on the right and left of the panel) or vertically (so they display at the top and bottom of the panel).

To modify the display properties of the Research panel, do one of the following:

- ▶ Click in either the Story list or in the Story Preview area, and press Alt+Z to zoom in on the area you want to view (zooming in hides the unselected area).
- ▶ Click anywhere in the Research panel to make it active, and press Alt+H to display the Story Preview area to the right of the Story list.
- ▶ Click anywhere in the Research panel to make it active, and press Alt+V to display the Story Preview area below the Story list.

Hiding and Showing Columns

You can select headings to be hidden or displayed in the Research panel.

To hide a column:

- ▶ Right-click the column heading and select Hide this Column.

When you hide columns, they are listed on the menu below the Hide this Column option.

To display a hidden column:

- ▶ Right-click a column heading and select Show *[heading]*.

Saving a Custom Layout

Any time you modify a column, the Research panel maintains the custom layout for the individual queue during your current work session even if you switch queues. When you quit your session, the customized layout is lost unless you save it. You can apply saved layouts to any display in the Research panel. The application uses the last saved layout to display queues in the Research panel. You can also save separate custom layouts for the iNEWS tabs and for the media tabs in the Research panel.

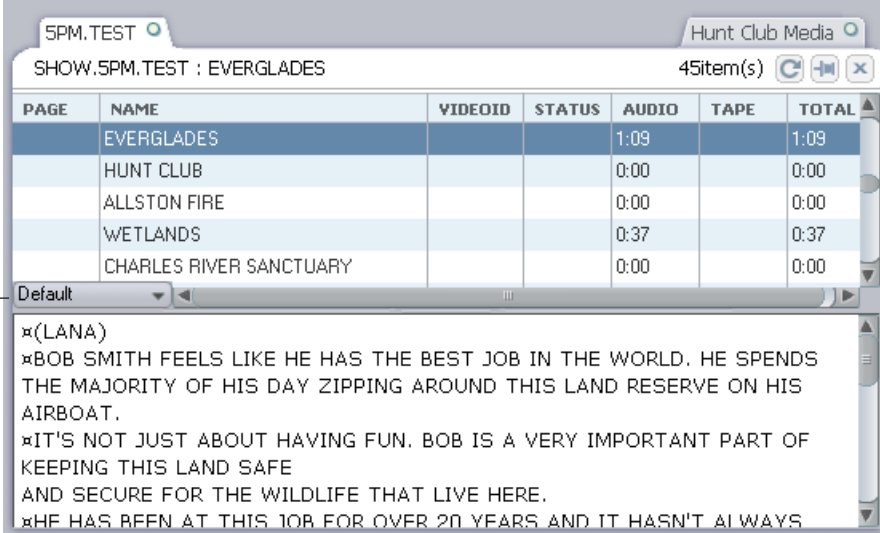
The Research panel also saves the default layout which appears when you first open Instinct. You cannot save or delete the default layout.

To save a layout:

1. Open a queue.
2. Modify the display or the columns according to preference.
3. Click the Layout menu, and select Save Layout As. If you want to save changes to an existing layout, click Save Layout.

The initial layout name is “Default.” Once you save a layout, the Layout menu displays the saved layout name.

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SPM.TEST | Hunt Club Media

SHOW.SPM.TEST : EVERGLADES | 45item(s)

PAGE	NAME	VIDEOID	STATUS	AUDIO	TAPE	TOTAL
	EVERGLADES			1:09		1:09
	HUNT CLUB			0:00		0:00
	ALLSTON FIRE			0:00		0:00
	WETLANDS			0:37		0:37
	CHARLES RIVER SANCTUARY			0:00		0:00

Layout menu

Default

x(LANA)
xBOB SMITH FEELS LIKE HE HAS THE BEST JOB IN THE WORLD. HE SPENDS THE MAJORITY OF HIS DAY ZIPPING AROUND THIS LAND RESERVE ON HIS AIRBOAT.
xIT'S NOT JUST ABOUT HAVING FUN. BOB IS A VERY IMPORTANT PART OF KEEPING THIS LAND SAFE AND SECURE FOR THE WILDLIFE THAT LIVE HERE.
xHE HAS BEEN AT THIS JOB FOR OVER 20 YEARS AND IT HASN'T ALWAYS

The Enter Column Layout Name dialog box opens.

4. Type a name for the custom view, and click OK.

The layout is saved and added to the list of layouts in the Layout menu. You can select any of the saved layouts from the Layout menu.

To change to another saved layout:

- ▶ Click the Layout menu, and select a saved menu from the menu list. If you select Default, the Research panel reverts to the layout that appears when you first open Instinct.

To delete a layout:

1. Click the Layout menu, and select the layout you want to delete from the menu list.
2. Click the Layout menu, and select Delete Current Layout.

A confirmation box opens.

3. Click Yes.

You cannot delete the Default layout.

Opening Multiple Tabs in the Research Panel

When you open a new queue, it replaces the current queue in the Research panel. If you want to keep the contents of more than one queue open at a time, you can save the queue display as a tab in the Research panel and then open the new queue as a separate tab. This way, you can keep multiple queues open at once.

You can have a maximum of 10 tabs open in the Research panel at one time.

To open multiple queues in the Research panel:

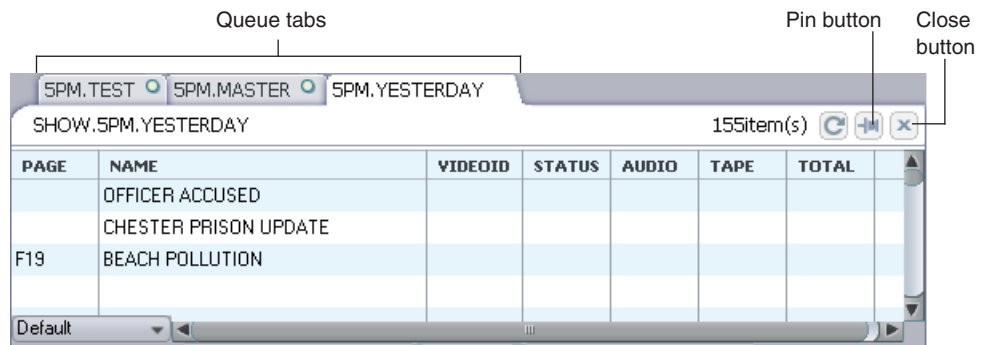


1. Click the active tab in the Research panel, and then click the Pin button.

The queue is saved as a tab in the Research panel, and the Pin button changes from a horizontal pin icon to a vertical one to indicate the tab is saved.

2. In the Directory panel, click a new queue.

The queue opens as a new tab in the Research panel.



To close a tab in the Research panel:

- ▶ On the tab you want to close, click the Close button.

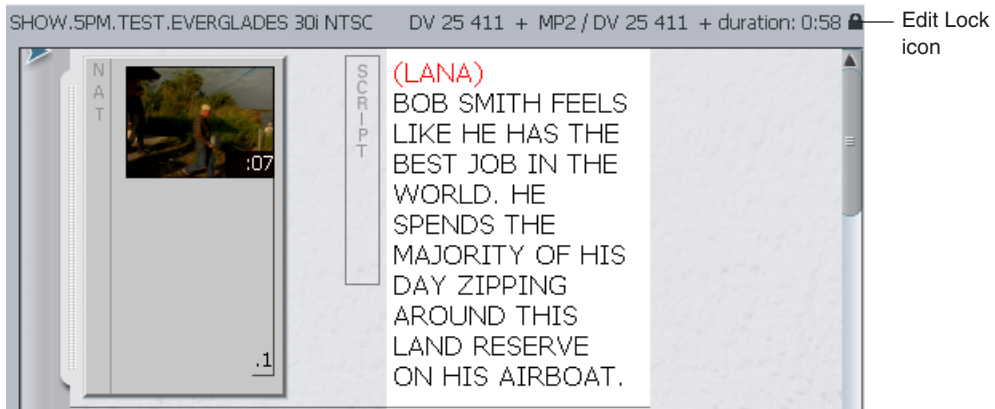
Editing Scripts

You can use Avid Instinct to perform basic editing functions on your story scripts, eliminating the need to do the work on an iNEWS workstation and saving valuable time in the writing process.

Only one user can edit a story script at any given time. If a second user tries to edit a story that another user is working on, the second user receives a message that the story is locked by another user. When a user edits a story script, Instinct puts an edit lock on the story, indicated by an edit lock icon above the story next to the duration display, and removes it

2 Working with Stories

when the user saves and closes the story. (You can also manually unlock an open story; see [“Saved and Locked Stories”](#) on page 54.) Edit locks prevent multiple users from making changes to a story at the same time.



Modifying any element of your story, including the video sequence, causes Instinct to place an edit lock on it. For information on modifying the video sequence, see [“Story Building Basics”](#) on page 87.

The following topics describe how you can edit your story script:

- [“Adding and Rearranging Text in a Story”](#) on page 47
- [“Splitting Text into New Segments”](#) on page 48
- [“Marking Text As Presenter Instructions”](#) on page 48
- [“Marking Text As Closed Caption”](#) on page 49
- [“Adding a Production Cue”](#) on page 49
- [“Deleting a Production Cue”](#) on page 51
- [“Marking Text As Machine Control”](#) on page 51
- [“Marking Text As Normal”](#) on page 51
- [“Formatting Text”](#) on page 52

Adding and Rearranging Text in a Story

You can modify the script of your story by typing new text in the Storyline. You can also cut, copy, paste, and delete text.

To add text to a story:

1. Open a story in the Storyline.
2. Click in the Story body, and type your new text.

To rearrange the text in a story:

1. Open a story in the Storyline.
2. Select the text you want to cut, copy, or delete.
3. Do one of the following:
 - ▶ Right-click the text, and select the appropriate command.
 - ▶ Press Ctrl+X (cut), Ctrl+C (copy), or Delete.

To paste cut or copied text:

1. Position the cursor in the story where you want to paste the text.
2. Do one of the following:
 - ▶ Right-click, and select Paste.
 - ▶ Press Ctrl+V.

Copying Locator Text

You can copy the timecode and text from a locator and paste it into another portion of the interface. For example, you can copy and paste timecode and locator text into a segment in the story.

To copy locator text:

1. Display a clip with locators in the Research panel and click Show Locators at the top of the panel.
2. Right-click the clip and select Copy Locator Text.

Splitting Text into New Segments

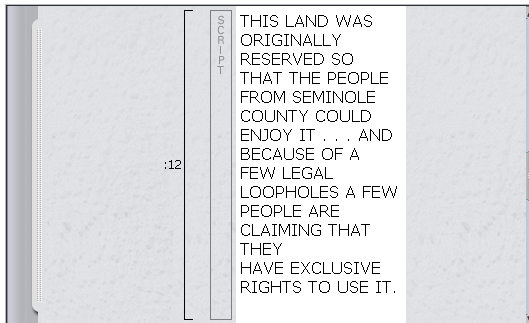
You can also rearrange the text of your script by creating splits. A split divides the text at the point marked by the cursor in the Story body into two segments.

To create a split segment:

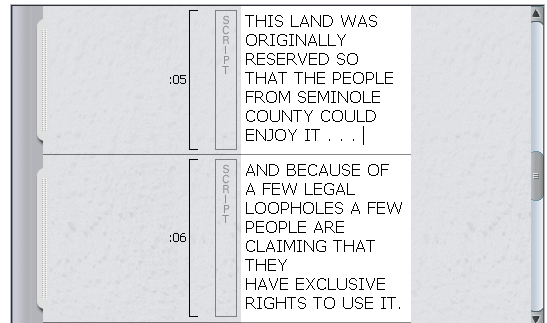
1. Open a story in the Storyline.
2. Type or paste your script in a segment in the Story body.
3. Select the segment that contains your script.
4. Click in the Story body at the point in your script where you want to split the segment.
5. Do one of the following:
 - ▶ Select Story > Split.
 - ▶ Press Ctrl+].

A new segment is created.

Segment before splitting



Segments after splitting



Marking Text As Presenter Instructions

Presenter Instructions appear in red, allowing the presenter who reads the story on camera to differentiate the instructions from the actual script. Using this formatting option, you might tell the presenter that the following lines are a voice-over to accompany footage.

To mark text as Presenter Instructions:

1. Open a story in the Storyline.
2. Select the text you want to mark.
3. Click the Presenter Instructions button.



The text changes to red, indicating Presenter Instructions. Text marked as Presenter Instructions is not included in the read time of a story. For more information, see [“Read Times” on page 53](#).

You can also click the button before typing text.

Marking Text As Closed Caption

Your story can also contain text marked as Closed Caption. Closed-captioned text is green in the Story body. Like Presenter Instructions, the presenter does not read this text on camera.

Text marked as Closed Caption is not included in the read time of a story. For more information, see [“Read Times” on page 53](#).

To mark text as Closed Caption:

1. Open a story in the Storyline.
2. Select the text you want to mark.
3. Click the Closed Caption button.



The text changes to green, indicating that the text is closed captioned.

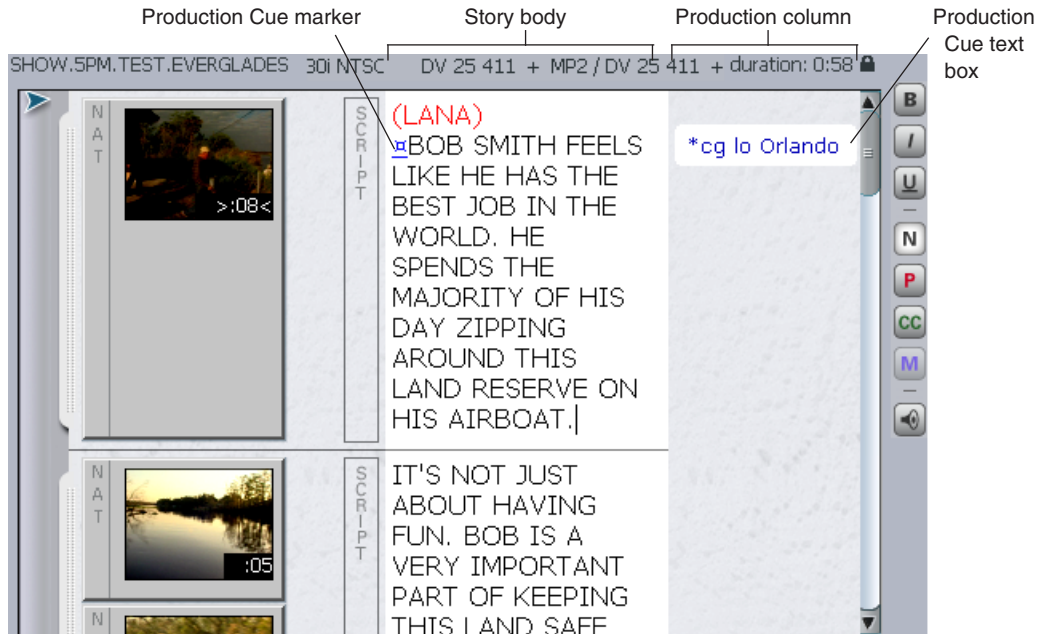
You can also click the button before typing text.

Adding a Production Cue

Production cues are playback instructions for devices such as video machines, still stores, and character generators. When you insert production cues, they appear in the Production column. In addition, a Production Cue marker appears in the story text to indicate where each production cue belongs in the story. Instinct stories can include a maximum of 256 production cues. If you attempt to save a story with more cues, Instinct warns you that any production cues over the 256-cue limit will be lost.

You should not rearrange or edit Instinct production cues from within Avid iNEWS.

2 Working with Stories



To insert a production cue into your scripted story:

1. Open a story in the Storyline.
2. In the Story body, move the pointer next to or within the text where you want to place the production cue.
3. Do one of the following:
 - ▶ Select Story > Insert Production Cue.
 - ▶ Right-click in the text and select Insert Production Cue.
 - ▶ Press Alt+Insert.



A blue Production Cue marker appears within the Story body, and a blank box opens in the Production column.

4. Type the cue information in the text box. To mark cue information automatically as Machine Control, type an asterisk (*) at the start of the line. For information about Machine Control, see [“Marking Text As Machine Control” on page 51](#).

Deleting a Production Cue

If you want to delete a production cue, you must delete the Production Cue marker, not just the text within the Production Cue text box.

You should not delete Instinct production cues from within Avid iNEWS.

To delete a production cue:

1. Select the Production Cue marker in the Story body.
2. Do one of the following:
 - ▶ Press the Delete key.
 - ▶ Right-click the Production Cue marker and select Delete.



Marking Text As Machine Control

You can mark text in the Production Cue text box as Machine Control; however, you cannot mix Machine Control text and other text on the same line in the text box.

The Machine Control button and the machine control text are blue. Any line in the Production Cue text box that starts with an asterisk (*) automatically is marked as Machine Control.



You can mark text as Machine Control only in a Production Cue text box. See “Adding a Production Cue” on page 49.

To mark text as Machine Control:

1. Open a story in the Storyline.
2. Select the text in the Production Cue text box that you want to mark.
3. Click the Machine Control button.



The text changes to blue, indicating that the text is for machine control.

You can also click the button before typing text.

Marking Text As Normal

If you have marked the text as Presenter Instructions or Closed Caption, you can mark the text as Normal to remove the formatting. Normal text is included in the read time of a story.

To mark text as Normal:

1. Open a story in the Storyline.
2. Select the text from which you want to remove the formatting.

2 Working with Stories



3. Do one of the following:

- ▶ Click the Normal button.
- ▶ Press Ctrl+Alt+N.

The text changes to black, indicating that the text contains no formatting.

You can also click the button before typing text.

Formatting Text

You use either the formatting buttons or the shortcut menu to change the format of story text.

To format new text:

1. Open a story in the Storyline.



2. Do one of the following:

- ▶ Click the Bold, the Italic, or the Underline button.
- ▶ Select Format, and then select Bold, Italic, or Underline.
- ▶ Press Ctrl+B, Ctrl+I, or Ctrl+U.



3. Type the text.

To format existing text:

1. Select the text you want to format.

2. Do one of the following:

- ▶ Click the Bold, the Italic, or the Underline button to deselect it.
- ▶ Select Format, and then deselect Bold, Italic, or Underline.
- ▶ Press Ctrl+B, Ctrl+I, or Ctrl+U.

To remove text formatting:

1. Select the formatted text.

2. Do one of the following:

- ▶ Click the Bold, the Italic, or the Underline button to deselect it.
- ▶ Select Format, and then deselect Bold, Italic, or Underline.
- ▶ Press Ctrl+B, Ctrl+I, or Ctrl+U.

Read Times

Avid Instinct calculates the read time of a story by using the number of words in the story and the read rate in words per minute (wpm) of the presenter.

The default wpm rate is 180, but it can differ according to the settings for the particular story. For example, if the presenter listed for the story has a read rate of 150 wpm, Instinct calculates the read time based on that read rate and displays the read time of each segment next to the script for that segment. If you add a video clip to the segment that does not match the read time, the segment displays either how much video you need to add or how much video you need to trim in order to fill the read time.

The screenshot displays three rows of script segments in Avid Instinct. Each row consists of a 'NAT' (Natural) video window, a 'SCRIPT' text box, and a read time indicator. The first row shows a script segment with a read time of :05. The second row shows a video clip with a read time of :05 and a 'Video to add to match read time' of :02. The third row shows a video clip with a read time of :07 and a 'Video to trim to match read time' of :04.

Segment Type	Script Text	Read Time	Adjustment
Script	HE HAS BEEN AT THIS JOB FOR OVER 20 YEARS AND IT HASN'T ALWAYS BEEN EASY.	:05	None
Video	IT'S NOT JUST ABOUT HAVING FUN. BOB IS A VERY IMPORTANT PART OF KEEPING THIS LAND SAFE AND SECURE FOR THE WILDLIFE THAT LIVE HERE.	:05	Video to add to match read time: :02
Video	they did not want to lease it out to the exclusive gun club . . . but in the end they had no choice.	:07	Video to trim to match read time: :04

The Presenter text box in the Story Form determines the read rate. If you want to change the wpm rate for the presenter, you must make the change through the iNEWS workstation. If you want to change the presenter for an iNEWS story, you can edit the name in the Presenter text box and save the change.

Avid Instinct does not include Closed Caption or Presenter Instructions text in the read time. Only text marked as Normal (including bold, italic, or underlined text) is calculated.

Support for iNEWS Hyperlinks and Story Links

Avid iNEWS v3.0 includes the ability to add hyperlinks in a story body. These links launch into an Internet Explorer workspace within the iNEWS application, or into the user's default browser outside of the iNEWS application, depending on the user's setting. If you are working in a story in Avid Instinct, you can click a hyperlink and it will open in your default browser.

Avid iNEWS v3.0 also includes the ability to add a story link in a story body. Clicking this link in iNEWS creates a new workspace displaying the linked story. If you are working in a story in Avid Instinct, you can click a story link and the following occurs:

- The queue that contains the story is highlighted in the iNEWS tab in the Directory panel.
- The queue and the story are displayed on a new tab in the Research panel.
- The story is loaded into the storyline panel.

Saved and Locked Stories

When you save a modified story in Instinct, it is important to remember that the story is actually saved on the iNEWS server (and the media sequence is saved by the asset manager on the Interplay server at the same time). Therefore, use caution when saving a story because your changes might affect others who access the same story.

Since Instinct places an edit lock on open stories, only the user who opened or created the story can save it. Other users can view the story, but they cannot modify it. When you save and close your story, other users can access it and make changes. If you want to remove the edit lock but keep the story open while allowing other users to work on it, you can unlock the story manually, and then lock it later when you need to make changes to it.

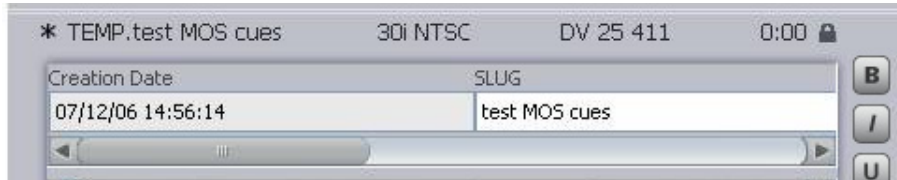
Instinct saves the media sequence in the media database at a location that mirrors the location of the story in the iNEWS hierarchy. However there are some characters — for example, * | \ : " < > / ? — that are legal in the iNEWS hierarchy but are illegal in the asset manager hierarchy. For seamless integration, you should not use special characters when naming the story. For more information on special characters used when saving sequences in the database managed by the asset manager, see [“Saving Your Changes” on page 119](#).

If you save a story in Instinct, and then use an iNEWS workstation to move or copy it, you can open the story from its new location on the iNEWS server. In this case, Instinct creates a new media sequence when you save the story with the asset manager.

Saving Stories

Saving your story to the iNEWS database preserves any modifications and allows you to continue working on the story.

If you have edited but have not saved a story, an asterisk is displayed in front of the story name. After you save the story, the asterisk disappears.



To save changes, do one of the following:

- ▶ Select File > Save Story.
- ▶ Press Ctrl+S.

The story is saved, remains open, and keeps the edit lock.

Locking, Closing, and Deleting Stories

You can close your story while still logged in to the iNEWS server, which allows other users to access and modify the story, or you can simply unlock the story so others can edit it.

When you manually lock a story, a dialog box opens and asks if you want to save the modified story. If you choose to save, the story is saved and keeps the edit lock. If you choose not to save the story, the story closes without saving and keeps the edit lock.

If you unlock an unsaved story, a message asks if you want to save the modified story before removing the edit lock.



Opening a new story also closes the active story. If you made changes on the active story, a message box asks if you want to save your changes before opening the new story.

To unlock or lock a story manually, do one of the following:

- ▶ Select Story > Edit Unlock.
- ▶ Select Story > Edit Lock.
- ▶ Press Ctrl+E.

To close a story:

- ▶ Select File > Close Story.

2 Working with Stories

To delete a story:

1. Select the story in the queue displayed in the Research panel. You cannot delete an open story.
2. Do one of the following:
 - ▶ Select File > Delete Story.
 - ▶ Press Ctrl+Delete.

A dialog box opens asking you to confirm the deletion.

3. Click Yes.

The story is deleted from the queue.

Offline Mode

If you lose your connection to the iNEWS server, you can edit and save a story script on your local drive. Instinct saves the story as an XML (Extensible Markup Language) file in an offline folder, or you can save the story to a user-defined location. This allows you to continue working even if you cannot access the iNEWS database. When your network connectivity is restored, you can then update your story on the iNEWS server.

If you lose your connection to the asset manager, you can save edits to the media sequence once you reconnect to the network.

Saving Stories in Offline Mode

When you save a story in offline mode, the story is saved as an XML file that you can use later to update the story stored on your iNEWS server. The default location for offline stories is a subfolder (named “Offline”) within the application folder — for example, C:\Program Files\Avid\Avid iNEWS Instinct\Offline. You can also specify another location and a file name for the saved story.

To save a story in offline mode, do one of the following:

- ▶ If you want to save your story to the default location, select File > Offline > Save Story.
- ▶ If you want to save your story to a user-defined location, select File > Offline > Save Story as, and then navigate to the appropriate location in the Save As dialog box. You can change the default file name by typing a new name in the File Name text box.

The story is saved to your local system.

Restoring Stories in Offline Mode

When you reconnect to the iNEWS server, you can update the story stored on the server with any changes you made in offline mode.

To restore a story with changes made in offline mode:

1. Open the story you want to restore (see [“Opening a Story” on page 35](#)).
2. Do one of the following:
 - ▶ If you saved your story using the Save Story option, select File > Offline > Restore Story.
 - ▶ If you saved your story using the Save Story As option, select File > Offline > Restore Story from, and then select your story from the location where you saved it and click Open.

The Story body in the Storyline is updated with any changes you made while working in offline mode.

3. Do one of the following:
 - ▶ Select File > Save Story.
 - ▶ Select File > Close Story.

The story is updated on the iNEWS server.

Restoring a Story after a Timeout

If you leave your Instinct session unattended for a long time, Instinct performs the following operations:

- Saves the current story in Offline Mode.
- Returns you to the Instinct login screen.

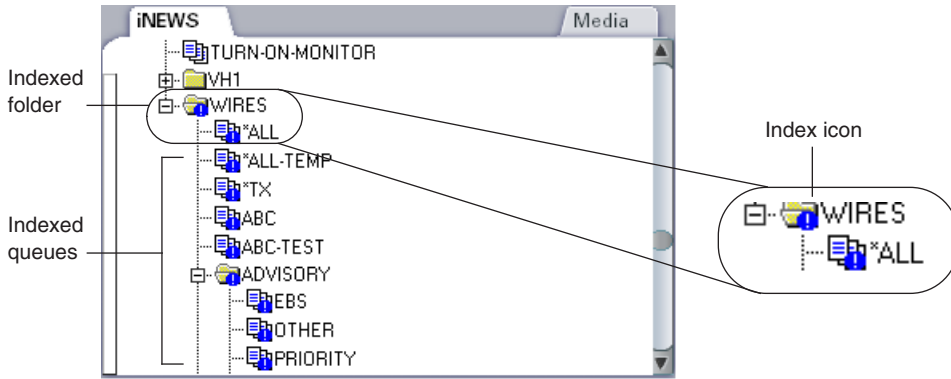
Instinct creates a backup story in case of a system crash. See [“Automatic Backup of Stories” on page 22](#).

To restore the story you were working on:

1. Start Instinct and open the story you were working on.
2. Select File > Offline > Restore Story.

Searching for Information

Stories you work on are saved on the iNEWS server. Often you need to search the server database for specific stories, or you might find it necessary to search through all the stories for a specific topic. You can use the Search command to search for information in the iNEWS database; however, you can only search in indexed queues and folders (marked with an Index icon).



For information on iNEWS index functions, see your iNEWS documentation.

Defining the Search

You can search for words or numbers, alone or in combination. If you search for a single word or number, the system searches for stories that contain the text. You can also use an asterisk (*) as a wildcard in order to search for either a separate word or a word used as part of a longer word. For example, if you search for “bill*,” the system locates stories with the words “bills,” “billion,” and “billboard” as well.

The search is not case-sensitive. For example, if you specify the word “aids,” the system locates the words “aids,” “Aids,” and “AIDS.”



You cannot refine your search by excluding words, searching for literal strings, using Boolean operators, searching the results of a search, or specifying the number of hits.

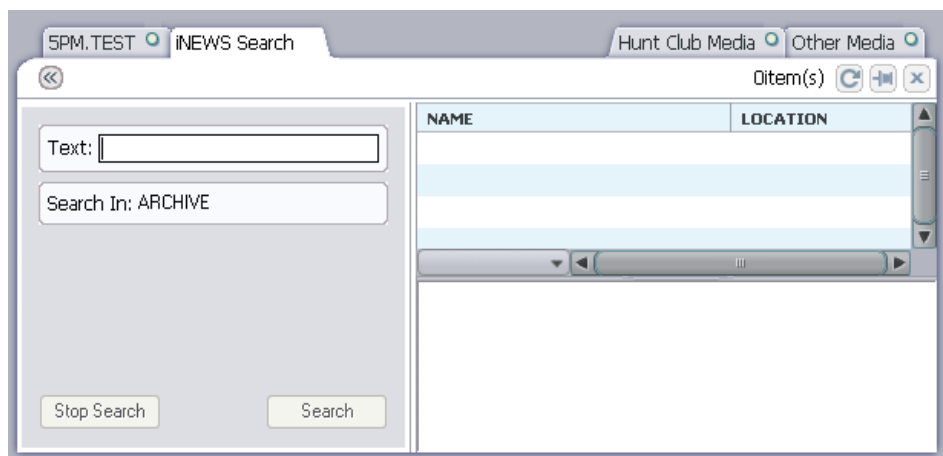
Using the Search Command

Instinct displays search results in a tab in the Research panel. Each new search replaces the previous search, but you can keep your search results open by “pinning” the tab. The results of a next search then display in a new tab.

To find stories in a folder or queue:

1. Click the iNEWS tab of the Directory panel.
2. Navigate to the indexed folder or queue you want to search.
3. Do one of the following:
 - ▶ Select File > Search iNEWS.
 - ▶ Right-click the queue, and select Search.
 - ▶ Press Ctrl+Shift+F.

The iNEWS Search tab opens in the Research panel.



4. In the Text text box, type the text you want to locate.
5. Click the Search button.

Results are displayed in the Story list in the Research panel. Results displayed in the Research panel reflect the maximum number of results from the iNEWS database allowed by Instinct (300 results). The actual number of matches for your search term might be higher. If your search returns the maximum number of results, you can limit your search and start a new search.

To keep the search results tab open:

- ▶ Click the Pin button.

The tab remains open, and the subsequent search opens in a new tab.

2 Working with Stories

3 Working with Media

Avid Instinct runs as a client of an Avid Interplay server — which uses an asset manager called the Avid Interplay Engine to provide access to shared media — just as it runs as a client of the iNEWS server. The asset manager maintains shared media files available to all clients. You use Instinct to connect to Interplay in order to browse the media accessible to your workgroup and to access shared media files over the network. You can then add the media to your story, arrange it to fit your script, and save the story as a sequence on the server, allowing others in your workgroup to access the sequence using the same server.

The Media tab of the Directory panel allows you to view media folders accessible to Avid Interplay. The Media tab displays the assets of any selected folder as a collection of folders containing media files that you link to over the network, and you can use the media files in these folders as you build your story in the Storyline.

Media assets are stored on the Avid Interplay server. If you are disconnected from the server — for instance, if either the server or your network connection fails — you cannot load or search for media, and you cannot save changes to the media clips in your sequence. If you experience problems with your connection to the server, see your system administrator.

The following topics explain how you can use the media files managed by your asset manager as you work with Instinct:

- [Working with Remote Assets](#)
- [Customizing the Research Panel](#)
- [Overview of Finding Media Objects](#)

Working with Remote Assets

You collaborate with others in your newsroom by accessing stories and media assets stored remotely in folders on the iNEWS and Interplay databases. The media assets always reside on the Interplay database to ensure consistent project management for all users. You use the Media tab of the Directory panel to access these remote media assets, and you use the Research panel to display information about the media.

3 Working with Media



You access media assets from folders, not directly from projects. If your media assets are assigned to a project only — for instance, if you use Avid CaptureManager™ to capture media clips to a project — you need to create a subfolder on your asset manager and move media assets there in order for Instinct to see them. For information on configuring CaptureManager to capture media to a folder, see the Avid CaptureManager User Guide.

Media Assets can carry two different kinds of markers:

- Reservations: Reservations protect assets from deletion and moving. Media assets protected by a reservation are marked by a Reservation icon.
- Restriction locators: Restrictions indicate limitation warnings on the use of media assets. Assets that include a restriction locator are marked by a Restriction icon.

You cannot set reservations or restrictions in Instinct. A message alerts you when you attempt to use restricted media, and you might not be able to save changes to clips and sequences with some marked clips.

Opening Media Folders

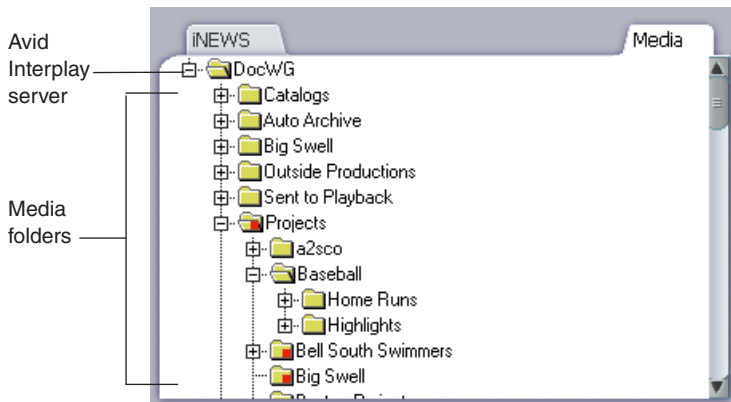
In the Media tab of the Directory panel, all folders are closed when you first log in, which indicates closed directories. Media folders within a directory are indented below that directory. You can open and close directories by clicking the plus sign (+) next to the folder.

In Interplay Access, an administrator can set the text color of the names of media folders and assets (the default is black). Any colored text is also visible in Avid Instinct.

To view and open a directory and load the contents of a folder:

1. Click the Media tab in the Directory panel.

The Directory panel displays all folders accessible to the asset manager.



2. Navigate through the media folders, and find the folder you want to open. (You can use keyboard shortcuts to move through the folder structure. For information on using shortcuts to navigate the Directory panel, see “[Directory Panel Shortcuts](#)” on page 159.)
3. Click the folder.

The Research panel displays the contents of the selected folder. You need to load individual clips into the Video monitor before adding them to your story.

To view a video clip in the Video monitor:

1. Click a folder in the Directory panel.
The contents of the folder are displayed in the Research panel.
2. Click the head frame of the clip you want to view.
The Video monitor displays the selected clip.

Creating and Deleting Media Folders and Shortcuts

You can create and delete folders in the Avid Interplay database to help organize your projects. You can save time accessing directories and stories you use often by creating shortcuts to folders in the Directory panel.

Folders must be empty before you can delete them in the Directory panel.

To create a new media folder in the Directory panel:

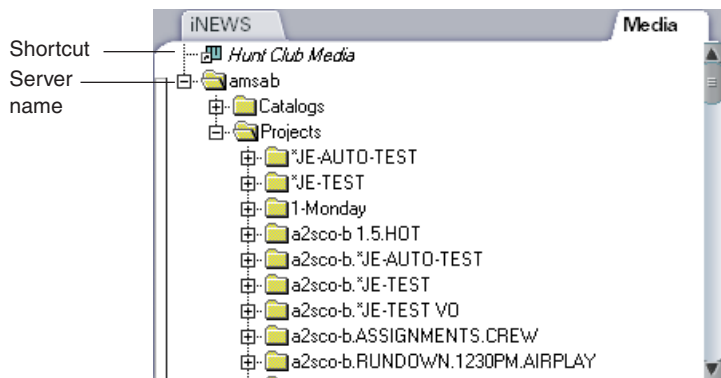
- ▶ Right-click a media folder in the Directory panel, and select Create Folder.

To create a shortcut to a media folder:

1. Click the Media tab in the Directory panel.
2. Navigate to a folder.
3. Right-click the folder name, and select Create Shortcut.

The shortcut appears in italic above the Interplay server name in the Directory panel.

3 Working with Media



To delete a folder:

1. In Interplay Access, delete the contents of the media folder. You cannot delete the contents of a media folder from Instinct.
2. In Instinct, navigate to the folder in the Directory panel.
3. Right-click the icon for the folder, and select Delete Folder.

The folder is deleted.

To remove a shortcut to a media folder:

- ▶ Right-click the folder name, and select Delete Shortcut.

The shortcut is removed.

Moving, Copying, and Duplicating Clips or Sequences

To move clips or sequences from one folder to another:

1. In the Research panel, select the clip or sequence that you want to move.
2. Drag the clip or sequence to the destination folder in the Media tab of the Directory panel, and release the mouse button.

When you copy clips from one folder to another, any custom columns that you created in the first folder are also copied to the second folder. The custom columns appear in the order in which you created them.

To copy clips or sequences from one folder to another:

1. In the Research panel, select the clip or sequence that you want to copy.
2. Press and hold Ctrl as you drag the clip or sequence to the destination in the Media tab of the Directory panel, and release the mouse button. This creates a link to the original clip, and hence a copy of the asset within the new folder.

To duplicate a clip:

- ▶ Right-click the clip or sequence and select Duplicate.

A new copy of the clip or sequence with a new Creation date is created. Assist appends a number such as .01 to the end of the name, creating a new name.



The duplicated clip refers to the original media; the media can be deleted accidentally when the duplicated clip is deleted.

Customizing the Research Panel

You can modify how the Research panel displays information about the media managed by the Avid Interplay Engine. You can also specify the information you want to view about each media asset by customizing column headings and column displays.

For more information, see the following topics:

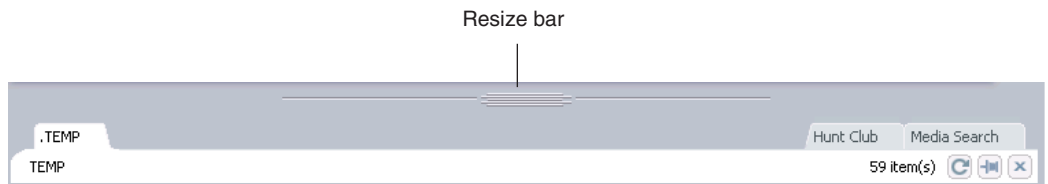
- [“Changing the Research Panel View Size” on page 65](#)
- [“The Research Panel Display” on page 66](#)
- [“Media Column Headings” on page 66](#)
- [“Opening Multiple Tabs in the Research Panel” on page 79](#)
- [“Viewing Locators and Restrictions” on page 79](#)

Changing the Research Panel View Size

You can adjust the size of the Research panel and the Storyline to maximize the display area of the panel you need for your work.








To change the Research panel display size:

- ▶ Click the resize bar at the top of the Research panel, and drag it up or down to resize it.



The Research Panel Display

The Research panel provides you with information on all media viewed by the asset manager, including audio and video clips, graphics, and text files. An icon identifies the type of asset for each media file, as summarized in the following table:

Icon	Media Object	Object Description
	Master clips	A clip that references audio and video media files formed from captured footage or imported files
	In-progress master clip	A clip in the process of being captured; when the capture is complete, the icon updates to the standard master clip icon
	Subclips	A clip that references a selected portion of a master clip
	Sequences	A composition created from marked sections of one or more clips or subclips
	Audio clips	A clip that references audio media files formed from captured sound — for example, voice-over recordings — or imported audio files
	In-progress audio clip	A clip in the process of being captured; when the capture is complete, the icon updates to the standard audio clip icon
	Clips with restriction	A clip containing restricted material and marked by an Avid Interplay Assist user

Media Column Headings

You can select individual or multiple headings to be displayed or hidden in the Research panel. The following table describes the default Column Selection headings. For a procedure on how to select column headings, see [“Hiding and Showing Columns” on page 68](#).

Heading	Description
[Frame]	For video clips, displays a thumbnail of the first frame of a clip (also called a head frame); for audio clips, displays a standardized waveform
Type	Displays an object icon Identifying the type of asset for each media file
Name	Lists the name of the clip or sequence
Creation Date	Lists the date and time the clip was logged or captured
Tracks	Lists all tracks used by this media object

Heading	Description (Continued)
Duration	Lists the length of the clip
Video ID	Lists the video ID number
Tape	Lists the source tape name
Comments	Displays any comments added as metadata to the media file when it was originally captured

The following topics provide more information on using columns in the Research panel:

- [“Sorting Columns” on page 67](#)
- [“Moving and Rearranging Columns” on page 68](#)
- [“Hiding and Showing Columns” on page 68](#)
- [“Adding Columns” on page 68](#)
- [“Selecting Values for a Custom Property” on page 69](#)
- [“Selecting Asset Types” on page 72](#)
- [“Displaying Resolutions” on page 73](#)
- [“Creating New Columns” on page 73](#)
- [“Enlarging or Reducing Column Width” on page 74](#)
- [“Renaming Clips” on page 74](#)
- [“Adding Comments” on page 74](#)
- [“Viewing Thumbnail Images” on page 75](#)
- [“Modifying Writable Properties” on page 76](#)
- [“Saving a Custom Layout” on page 77](#)

Sorting Columns

You can sort the information in all of the columns in the media tabs in the Research panel except the Frame column. The Icon column sorts alphabetically based on the type of media object (audio clip, master clip, sequence, subclip).

When you sort a column, a sort icon appears next to the heading for that column and indicates if the sort order is ascending or descending.

To sort information in columns:

- ▶ Click the column heading. To reverse the sort order, click the column heading again.

Moving and Rearranging Columns

To move a column in the Research panel:

- ▶ Click the heading of the column that you want to move, then drag the column to the position you want and release the mouse button.

The column appears in the new position, and the other columns shift to make room.

Hiding and Showing Columns

You can select columns to be hidden or displayed in the Research panel. You cannot hide the Frame column, which displays the head frames for media clips.

When you hide columns, they are listed on the menu below the Hide this Column option.

To hide a column:

- ▶ Right-click the column heading and select Hide this Column.

To display a hidden column:

- ▶ Right-click a column heading and select Show *heading*.

Adding Columns

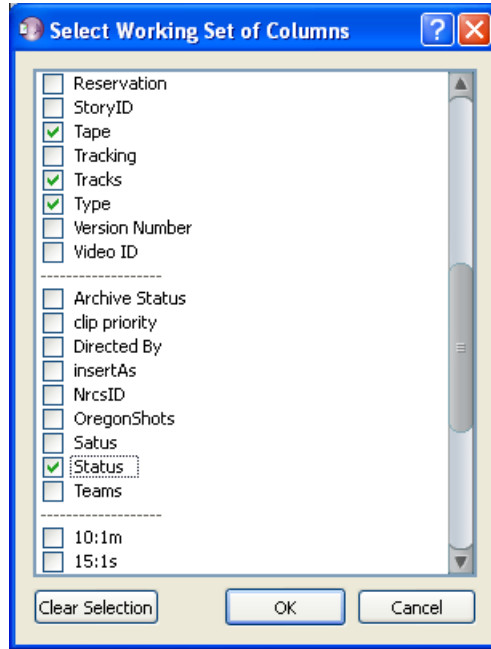
You can add columns to the display in the Research panel in order to display additional properties for media objects. Available column headings are determined by media information stored in the media database.

Added columns appear only for the selected folder and for the current work session. If you want to use the same columns the next time you log in to Instinct, you must save a custom layout (see [“Saving a Custom Layout” on page 77](#)).

To add columns to the Research panel:

1. Right-click a column heading and select Select Working Set of Columns.

The Select Working Set of Columns dialog box opens. The dialog box displays three sections of properties as defined in the Interplay Administrator, separated by dotted lines: System, Custom, and Resolutions.



2. Select the columns you want to display.
3. Click OK.

The new columns appear to the right of the existing columns in the Research panel.

Selecting Values for a Custom Property

You can select a property value from a custom list for a particular column in the Research panel rather than typing it in. Your system administrator needs to first create a custom property in Interplay Administrator and then import an XML file containing the values into Interplay Administrator.

For example, you might want to specify the status of a particular asset. The administrator creates a custom column named “Status” and imports an XML file that contains status values such as Opened, Approved, and so on. In the Research panel, you can click the Status column cell for an asset and select a value rather than typing it in each time.

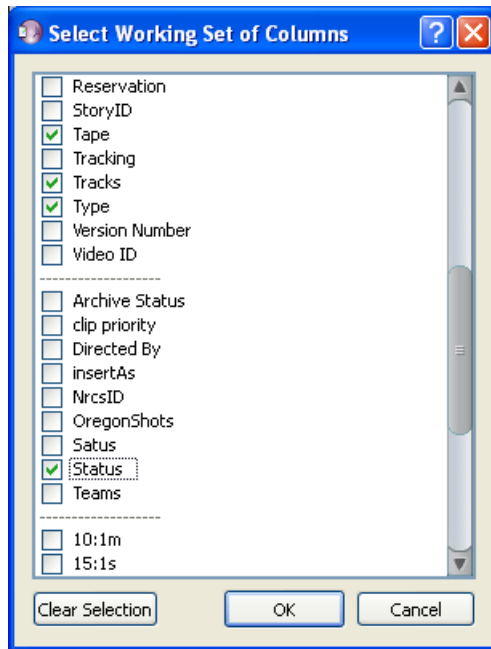
To select property values:

1. Make sure your Administrator has set up the custom property and imported the list of values. For more information, see “Adding a Custom Property” in the *Avid Interplay Engine and Interplay Archive Engine Administration Guide*.

3 Working with Media

2. Right-click a column heading and select Select Working Set of Columns.

The Select Working Set of Columns dialog box opens. The dialog box displays three sections of properties as defined in the Interplay Administrator, separated by dotted lines: System, Custom, and Resolutions.



3. Navigate to the new custom column heading, select it, and click OK.
4. Locate the custom column in the Research panel and click it in the cell for the asset you want to label.

The list of values for the property appears.

The Big Swell Bin

Sitem(s) [Refresh] [Home] [Close]

Type		Creation Date	Status	MPEG2 MPL 352	MPEG 50	Name
		4/7/2008 9:38:01 AM				GoldenGate
		5/15/2006 10:35:29	Opened			Mixed.03
		4/19/2006 4:37:23 PM	Finished			Avalanche.r
		10/13/2004 10:21:5	Rejected		○	GoldenGate
		4/19/2006 4:37:23 PM	Reopened			Avalanche.s
			Approved			

5. Select a value.

The value appears in the cell.

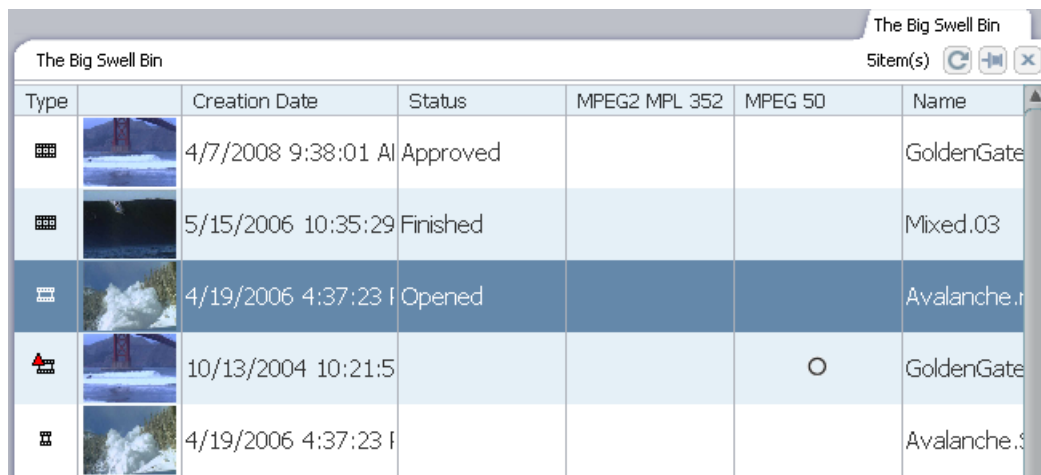
The Big Swell Bin

Sitem(s) [Refresh] [Home] [Close]






Type		Creation Date	Status	MPEG2 MPL 352	MPEG 50	Name
		4/7/2008 9:38:01 AM	Opened			GoldenGate
		5/15/2006 10:35:29				Mixed.03
		4/19/2006 4:37:23 PM				Avalanche.r
		10/13/2004 10:21:5			○	GoldenGate
		4/19/2006 4:37:23 PM				Avalanche.s

3 Working with Media

6. Select values for additional assets.



The screenshot shows a window titled "The Big Swell Bin" with a table of assets. The table has columns for Type, Creation Date, Status, MPEG2 MPL 352, MPEG 50, and Name. The rows represent different assets with their respective creation dates and statuses.

Type	Creation Date	Status	MPEG2 MPL 352	MPEG 50	Name
	4/7/2008 9:38:01 AM	Approved			GoldenGate
	5/15/2006 10:35:29	Finished			Mixed.03
	4/19/2006 4:37:23 PM	Opened			Avalanche.r
	10/13/2004 10:21:5			<input type="radio"/>	GoldenGate
	4/19/2006 4:37:23 PM				Avalanche.S

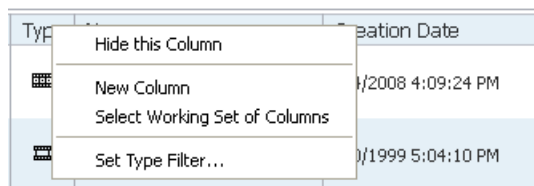
Selecting Asset Types

To select asset types and reference clips to display:

1. Right-click the Type column heading in the Research panel and select Set Type Filter.



You need to right-click the column heading. If you right-click elsewhere in the column, the option does not appear in the context menu.



The Set Type Filter dialog box opens.

2. Select the asset types you want to display.
3. (Option) Select "Show reference clips" to display objects that are referenced by sequences.
4. Click OK.
5. (Option) Save the layout if you want to preserve your type filter settings.

Displaying Resolutions

Among the column headings you can show are the resolutions associated with the clip, subclip, or sequence (see “[Hiding and Showing Columns](#)” on page 68). The information in the resolution column describes the resolution status of the clip, subclip, or sequence.

NAME	CREATION DATE	TRACKS	DURATION	DV 25 411	DV 50	15:1 S
airboat ride 1.02	4/26/2006 5:43:21 PM	V1 A1-2	00:03:23:17	●	○	●
bill daniel interview	3/15/2005 12:24:40 PM	V1 A1-2	00:01:36:19	●	○	○
MN HUNT CLUB Clip.02	3/15/2005 12:31:29 PM	V1 A1-2	00:00:22:04	●		
airboat shots	5/22/2006 1:42:24 PM	V1-2 A1-4 T	00:01:53:09			

The circles indicate the following:

- Filled circle — online
- Half-filled circle — partially online
- Empty circle — offline or not available

You must click the clip, subclip, or sequence in the Research panel to accurately display the resolution status. When you click the item, the system retrieves the latest resolution status. Since the status does not automatically update, it might not be correct if you are viewing an unselected subclip or sequence.

For more information about resolution status, see “[Viewing Media Status](#)” in the *Avid Interplay Access User’s Guide*.

Creating New Columns

You can create new column headings in the Research panel, if you have the user privileges set in the Instinct/Assist User Settings view in the Interplay Administrator. If the new heading has the same name as a system property or a user property — for instance, FPS (frames per second) — the new column displays the properties for the heading already in the database. Also, you cannot create two headings with the same name.

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To create a new column:

1. Right-click a column heading and select New Column.
The Add New Column dialog box opens.
2. Type a name for the new column.
The new column appears to the left of the active column in the Research panel.

Enlarging or Reducing Column Width

You can enlarge or reduce the width of any column in the Research panel. When you change the size of the Frame column, the head frames increase or decrease in size.

You must enlarge or reduce all frames in the Research panel together. You cannot change the size of an individual frame or cell.

To enlarge or to reduce the size of columns:

- ▶ Click the border of a column in the Research panel, and drag it to the right or the left to resize it.

Renaming Clips

You can rename a clip in a folder directly by modifying the information displayed in the Research panel.

To change the name of a clip:

1. Click the cell in the Name column that you want to modify.
The clip row is highlighted.
2. Click the cell again to enter text.
The pointer changes to an I-beam.
3. Type the new clip name, and press Enter.

Adding Comments

You can add comments to the clip information in any media tab in the Research panel to help you keep track of details not displayed in the other columns. However, you cannot add comments to stories in the Story list.



To add a comment to the Research panel:

- ▶ Click in the Comments column of the clip you want to annotate, and type your comment in the Comments text box. You might have to scroll right to see the Comments column.

Viewing Thumbnail Images

You can choose to display thumbnail images of a master clip or a subclip that is loaded in the Video monitor. Thumbnail images of a clip are time-based and are displayed every ten seconds. If you click a thumbnail, the position indicator moves to that location in the Video monitor.

You can choose to view the thumbnails in a Research Panel tab or in a separate window. Viewing in a window could be useful when you have a wide monitor or a second monitor.

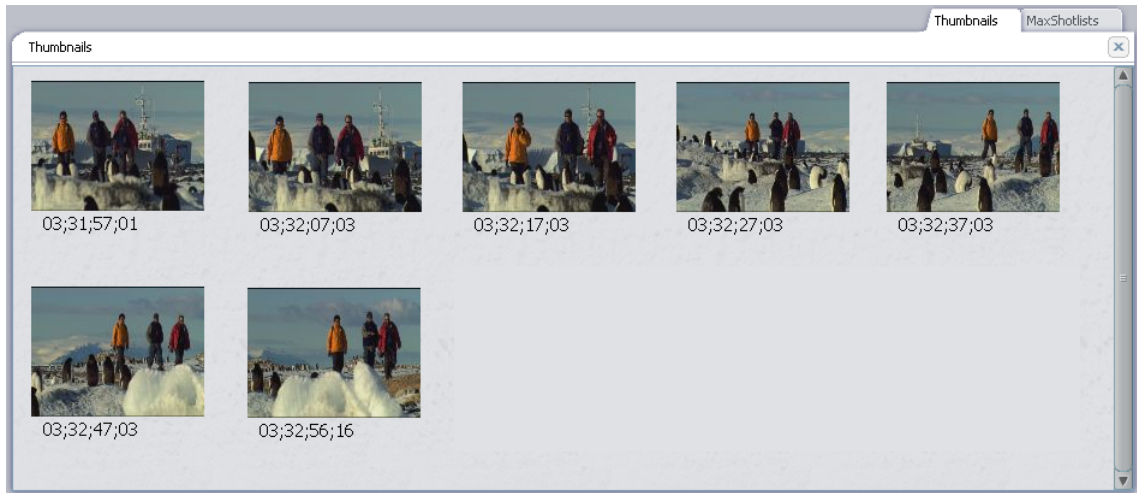
During Frame Chase capture, additional thumbnails are added to the view.

To display thumbnails:

1. Load a clip or a subclip into the Video monitor.
2. Select one of the following:
 - ▶ Preferences > Thumbnail Viewer > Show in tab.
 - ▶ Preferences > Thumbnail Viewer > Show in window.
3. Select View > Show Thumbnail Viewer.

The thumbnails are displayed in a separate window or in a tab in the Research panel (click the tab to view the thumbnails). Thumbnails are displayed in a grid, with the timecode of each thumbnail below it.

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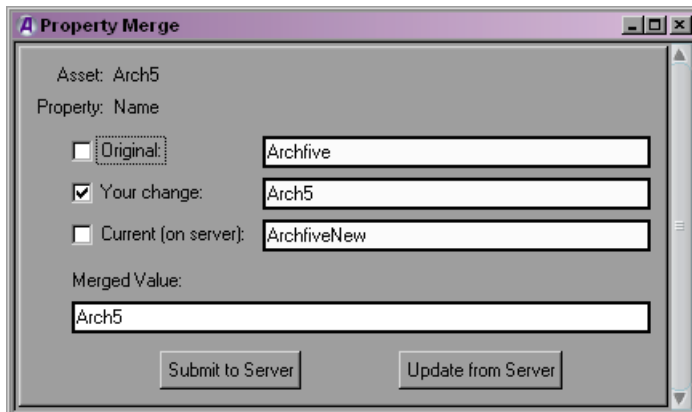
If the media is ingesting, additional thumbnails appear at the bottom of the grid approximately every 10 seconds.

4. (Option) Click a thumbnail image.

The position indicator in the Video monitor goes to the frame corresponding to the thumbnail.

Modifying Writable Properties

If you have Write privileges in your Interplay environment, you can change several of the properties associated with assets, for example, Comments or Name. These are called writable properties. If you try to change a writable property that another user modified after you accessed the asset, the Property Merge dialog box opens.



For example, someone else who accessed a clip in Interplay Access after you loaded the same clip in the Research panel might have changed the name of the clip on the server; when you then try to rename that clip, the Property Merge dialog box opens. The change could have been made in any Interplay application, including Instinct, Avid Assist, Interplay Access, or the Interplay Window in an Avid editing application.

You can view the original status of the writable property, your change, and the current status of the property on the server, and you can choose to update the asset on the server or to update the asset on your system. You can update the asset on the server by merging the changes; you can also create the text of the change.

To update your asset with the change from the server:

- ▶ Select Update from Server.

The asset is updated with the change from the server.

To update the server with your change:

1. Select the version of the property you want to see in the Merged Value text box. You can select any combination of the versions:
 - Original - the state of the asset before you accessed it
 - Your change - this version is selected by default
 - Current (on server)

The versions appear in the Merged Value text box in the order in which you select them.

2. (Option) Edit the text in the Merged Value text box to create the change you want.
3. Select Submit to Server.

The asset is updated with the text in the Merged Value text box.

Saving a Custom Layout

Any time you modify a column or the overall display, the Research panel maintains the custom layout for the individual folder during your current work session even if you switch stories. When you quit your session, the customized layout is lost unless you save it. You can apply saved layouts to any media display in the Research panel. The application uses the last saved layout to display folders in the Research panel.

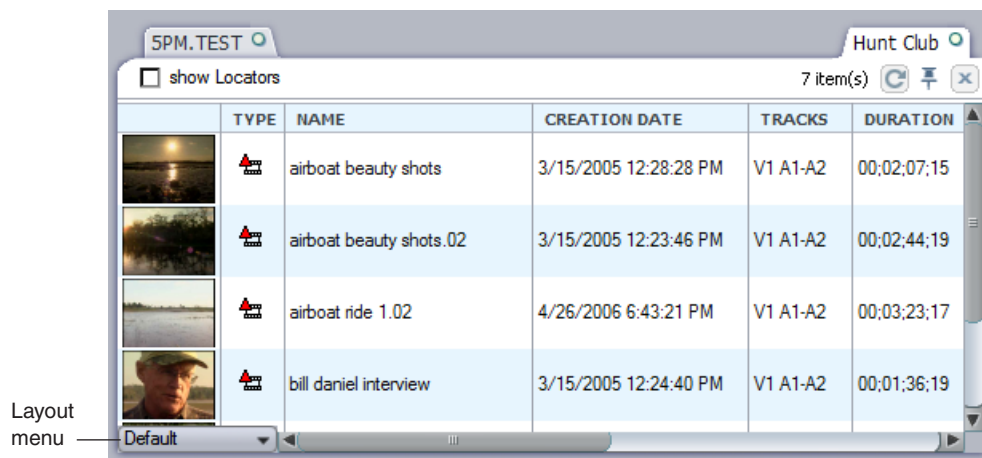
You can save separate custom layouts for the iNEWS tabs and for the media tabs in the Research panel, but you must save the layout for each tab separately.

The Research panel also saves the default layout which appears when you first open Instinct. The initial layout name is “Default,” and once you save a layout, the Layout menu displays the saved layout name. You cannot save or delete the default layout.

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To save a layout:

1. Open a media folder in the Research panel.
2. Modify the columns to create a custom view.
3. Click the Layout menu, and select Save Layout As. If you want to save changes to an existing layout, click Save Layout.



The Enter Column Layout Name dialog box opens.

4. Type a name for the custom view, and click OK.

The layout is saved and added to the list of layouts in the Layout menu. You can select any of the saved layouts from the Layout menu.

To change to another saved layout:

- ▶ Click the Layout menu, and select a saved menu from the menu list.

If you select Default, the Research panel reverts to the layout that appears when you first open Instinct.

To delete a layout:

1. Click the Layout menu, and select the layout you want to delete from the menu list.
2. Click the Layout menu, and select Delete Current Layout. You cannot delete the Default layout.

A confirmation box opens.

3. Click Yes.

Opening Multiple Tabs in the Research Panel

When you open a new folder, it replaces the current folder in the Research panel. If you want to keep the contents of more than one folder open at a time, you can save the folder display as a tab in the Research panel and then open the new folder as a separate tab, with a maximum of 10 tabs open at once. This way, you can keep multiple folders.

To open multiple folders in the Research panel:

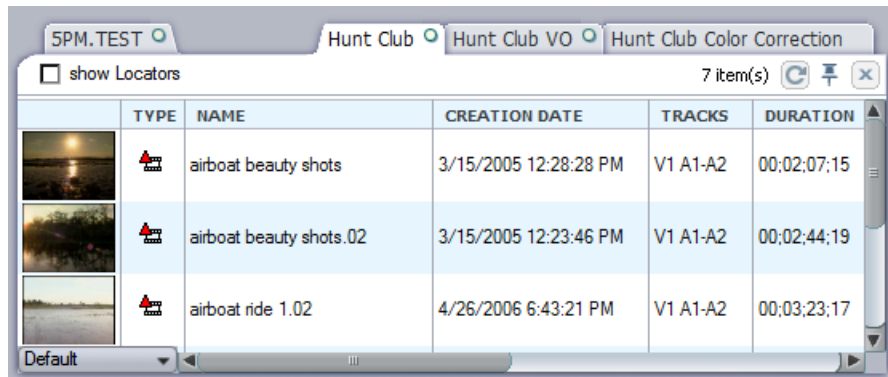


1. Click the active tab in the Research panel, and then click the Pin button.

The folder is saved as a tab in the Research panel, and the Pin button changes from a horizontal pin icon to a vertical one to indicate the tab is saved.

2. In the Directory panel, click a new folder.

The folder opens as a new tab in the Research panel.



To close a tab in the Research panel:

- ▶ On the tab you want to close, click the Close button.

Viewing Locators and Restrictions

Locators are a type of electronic bookmark. They allow editors to find and identify specific frames in master clips, subclips, and sequences. Locators can include comments that allow editors, producers, and other users to add review or editing remarks. They are also used to mark restrictions — for example, in media clips that contain copyright requirements or other limitations for use. Users can add locators in Avid editing applications, Interplay Assist, and Interplay Access. Users can add restrictions in Interplay Assist.

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You can view locator comments and restriction locators in the Logging panel, which opens in the Research panel. By default, you can see only those locators or restrictions you have added in Assist or an Avid editing application. If you have the necessary permissions set by your Interplay administrator, you can also choose to view locators and restrictions set by other users.

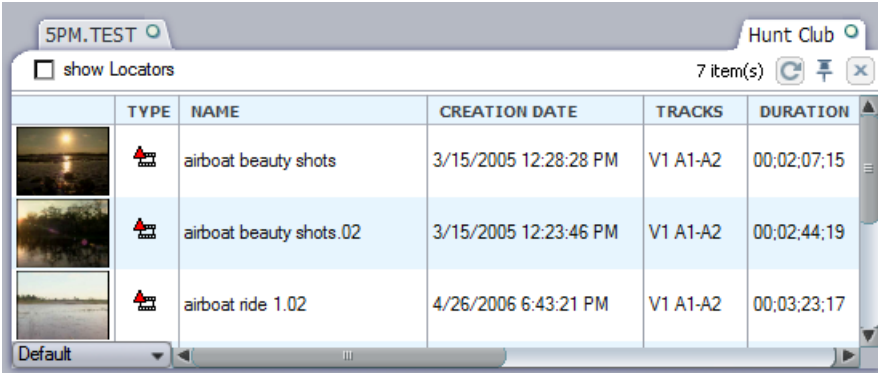
Locator comments appear in the Comment text box in the Logging panel, and restriction locators are indicated by red markers next to the head frames of the start and the end of the restricted section of the clip. You can search the text of locators and restrictions. For more information about searching, see [“Overview of Finding Media Objects” on page 81](#).

Restrictions are frame-accurate. You can use the Logging panel to move to the frame marking the start or end of a restriction.

To view locators and restrictions for a clip:

1. Click a folder in the Directory panel.

The contents of the folder are displayed in the Research panel.

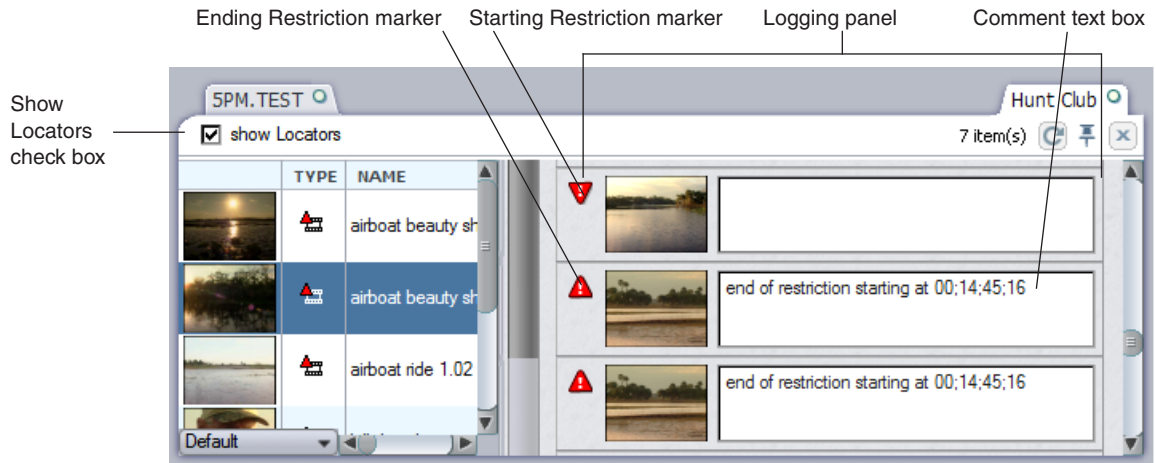


The screenshot shows a window titled "5PM.TEST" with a sub-window "Hunt Club" containing a table of media clips. The table has columns for TYPE, NAME, CREATION DATE, TRACKS, and DURATION. There are three rows of data, each with a small thumbnail image and a red marker icon in the TYPE column.

	TYPE	NAME	CREATION DATE	TRACKS	DURATION
		airboat beauty shots	3/15/2005 12:28:28 PM	V1 A1-A2	00:02:07:15
		airboat beauty shots.02	3/15/2005 12:23:46 PM	V1 A1-A2	00:02:44:19
		airboat ride 1.02	4/26/2006 6:43:21 PM	V1 A1-A2	00:03:23:17

2. Select a media clip in the Media list.
3. Select Show Locators.

The Logging panel opens and displays any locator comments or restrictions.



To move to the start or end of a restriction:

- ▶ Click the head frame of the appropriate restriction marker in the Logging panel.

To view restrictions set by other users:

- ▶ Right-click the Logging panel outside of the listed locators and restrictions, and select Show All.

Overview of Finding Media Objects

You find media objects in Instinct by performing simple searches, or by browsing projects, catalogs, or folders.

The most common method of finding objects in Avid Instinct is to perform a search based on attributes. Instinct searches for the attributes associated with media objects, and the more specific your attribute values are the faster the search engine returns results. Each attribute can define statistical information (such as the date) or descriptive information (such as a comment, annotation, or object name). The search function allows you to search by a date, a word, or a few characters.

The database returns the results of any search in the Research panel, which allows you to access more detailed information about displayed media objects.



Instinct also provides other less specific ways of finding objects, allowing you to browse projects, folders, and catalogs located on both the iNEWS server and the asset manager. For information on searching the iNEWS server, see “Searching for Information” on page 58.

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Typically, you conduct database searches for media objects on their associated attributes. For example, you could find all media objects that have the word “feature” in their names or other text fields, all media objects in a particular folder, or all media objects in a particular folder that have the word “feature” in their names.

The following topics provide more information about searching media in Instinct:

- [Performing Searches](#)
- [Keeping Your Search Results](#)

Performing Searches

When you perform a search, the Search controls open on a separate tab of the Research panel. Searches allow you to define your search based on four attributes. You can also specify a location to search, such as a specific folder.

Results displayed in the Research panel reflect the maximum number of results from the Interplay database allowed by Instinct (2500 results). The actual number of matches for your search term might be higher. If your search returns the maximum number of results, you can limit your search and start a new search. Since the search engine limits its search by the attributes you set, you can narrow the scope of your search by setting attribute values and this results in significantly faster searches. To get the best response times for your searches, make them as specific as possible.

The following table describes the standard Instinct attribute names:

Attribute	Options	Description
Text	<i>User-supplied text</i>	<ul style="list-style-type: none">• Allows you to search all text-based attributes:<ul style="list-style-type: none">• Name• Tape• VideoID• Comments• Locator and restriction annotations• User-created fields

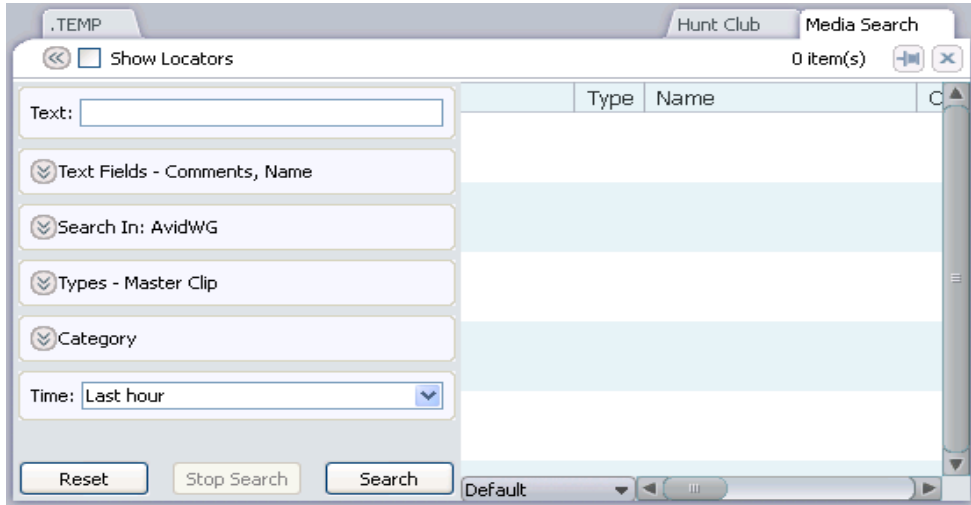
Attribute	Options	Description
Text Fields	<ul style="list-style-type: none"> Any system property or custom metadata containing a text field Select All Clear All 	Allows you to search in any text field you select; Name is selected by default.
Search In		Allows you to search in any folder managed by the asset manager
Types	Master Clip Subclip Sequence	Allows you to specify the type of media object for your search (you must select at least one type for each search)
Category	<i>Site-specific list of categories</i>	Allows you to specify which category to search. The specific categories listed for this attribute are defined by the system administrator.
Time	Whenever Last 10 minutes Last hour Last 24 hours Last week Last month Last year	Allows you to set a time parameter for your search (time parameters refer to the date the media object was last modified). Including a time parameter can significantly improve the response time of your search.

To perform a search:

- Do one of the following:
 - ▶ Select File > Search Media.
 - ▶ Press Ctrl+F.
 - ▶ Right-click a folder, and select Search.

The Media Search tab opens on the Research panel.

3 Working with Media



2. In the Text field, type a search term. You can specify words or characters for your search. Search terms are not case-sensitive and apply to all text attributes of the media objects in your search.

If you accept the default settings and specify no additional attributes, the search will return all clips, subclips, and sequences in the database. Setting attribute values results in significantly faster searches.

3. Expand the Text Fields field and select a system property or custom metadata containing a text field. Name is selected by default.
4. Expand the Search in field and navigate to the folder you want to search. If you do not specify a location, Instinct searches the entire media database. If you right-click a folder and select Search, the Search in field displays the name of the selected folder.
5. Expand the Types field and select the type of media object you want to search for. You can select multiple types. By default, all three types of media objects are selected — master clips, subclips, and sequences.
6. (Option) Expand the Category field and select the appropriate attribute to search. You can select multiple categories. The asset manager defines which categories, if any, appear in this field.
7. Click the Time menu, and select a time parameter for your search. Specifying a time parameter can significantly improve the response time of your search.

8. Click Search.

Instinct performs the specified search and returns all matching records in the Research panel.

9. (Option) To start a new search, click Reset and then repeat steps 1 through 7. For information on keeping your search results when you perform another search, see [“Keeping Your Search Results” on page 85](#).

Keeping Your Search Results

If you want to keep the results of your search when you perform another search, you must “pin” the search tab to keep it open before you start a new one.

To keep your search results:



- ▶ Click the Pin button.

The search is kept open as a tab in the Research panel.

3 Working with Media

4 Story Building Basics

Once you have started a new script and collected your media assets, you can begin building your story. In the Storyline, Avid Instinct provides you with a vertical layout and intuitive tools that allow you to cue, mark, trim, and add video clips. You can also add voice-over narration and adjust audio clips. For information on using audio with Instinct, see [“Using Audio” on page 121](#).

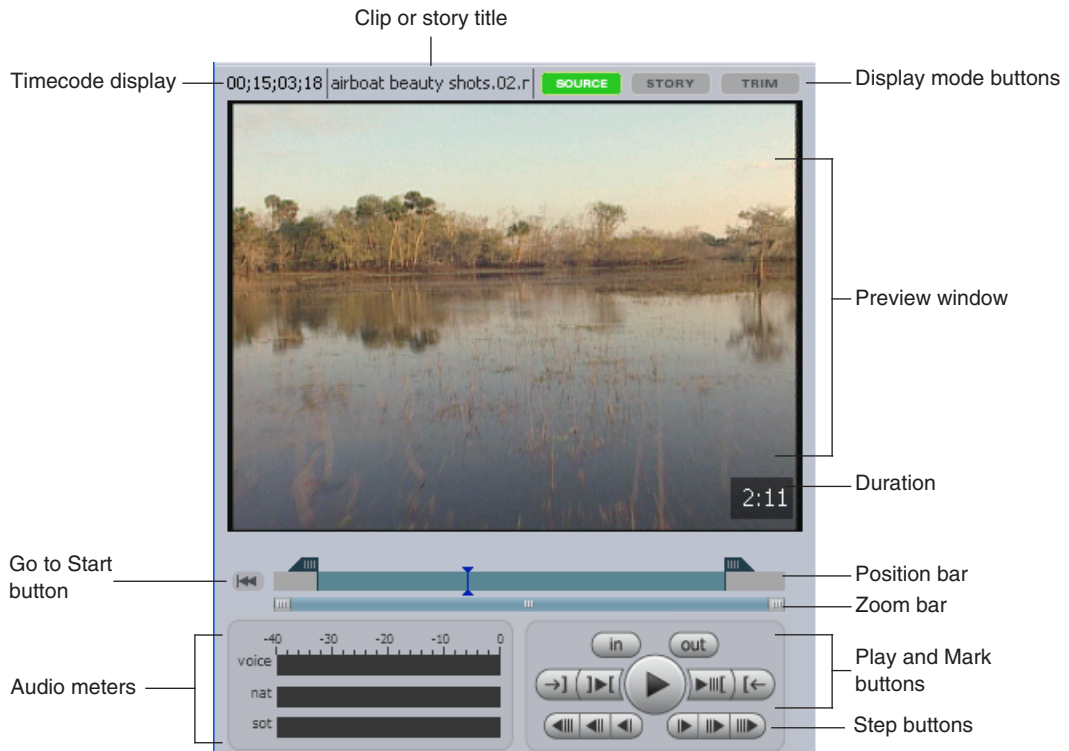
The following topics introduce you to procedures that you use to build a basic story:

- [Video Monitor Components](#)
- [Loading Clips in the Video Monitor](#)
- [Monitoring Audio and Video](#)
- [Playing Video Clips](#)
- [Marking and Cueing Footage](#)
- [Video Sequences](#)
- [Working with Video in the Storyline](#)
- [Saving Your Changes](#)

Video Monitor Components

The Video monitor provides you with the controls you need to play, cue, and mark video clips as you build your story.

4 Story Building Basics



The following table describes the controls available in the Video monitor:

Control	Description
Timecode display	<p>In Source and Trim modes, denotes the current position of the position indicator in hours, minutes, seconds, and frames</p> <p>In Story mode, denotes the time from the beginning of the media sequence to the position indicator in hours, minutes, and seconds</p>
Clip or story title	In Source or Trim mode, displays the name of the active clip; in Story mode, displays the name of the active story
Display mode buttons	<p>Indicates which clip or sequence displays in the Video monitor:</p> <ul style="list-style-type: none"> • Source — source clip currently selected in the Research panel • Story — active sequence currently loaded in the Storyline • Trim — clip selected in the Storyline
Preview window	Displays the video for the selected clip or sequence

Control (Continued)	Description
Duration	In Source or Trim mode, displays the length (hours:minutes:seconds) between the In point and the Out point in the displayed clip In Story mode, displays the length (hours:minutes:seconds) of the sequence open in the Storyline
Go to Start button	Moves the position indicator to the start of the clip or the sequence
Position bar	Displays a graphical representation of the clip or sequence length and contains the position indicator
Zoom bar	Lets you zoom in on a section of the position bar so that you can more easily work with long clips and sequences. See “Using the Zoom Bar” on page 98 .
Audio meters	Display audio volume levels and audio peak levels
Play and Mark buttons	Allow you to play the video clip and to mark In and Out points
Step buttons	Allow you to step or move through a clip or a sequence in increments of 1 frame, 1 second, or 10 seconds

Loading Clips in the Video Monitor

You access video clips by locating them in the asset manager. Using the Media tab in the Directory panel, you can find any video clips stored in shared projects and browse them in the Research panel. You can also find video clips by using the Search function.

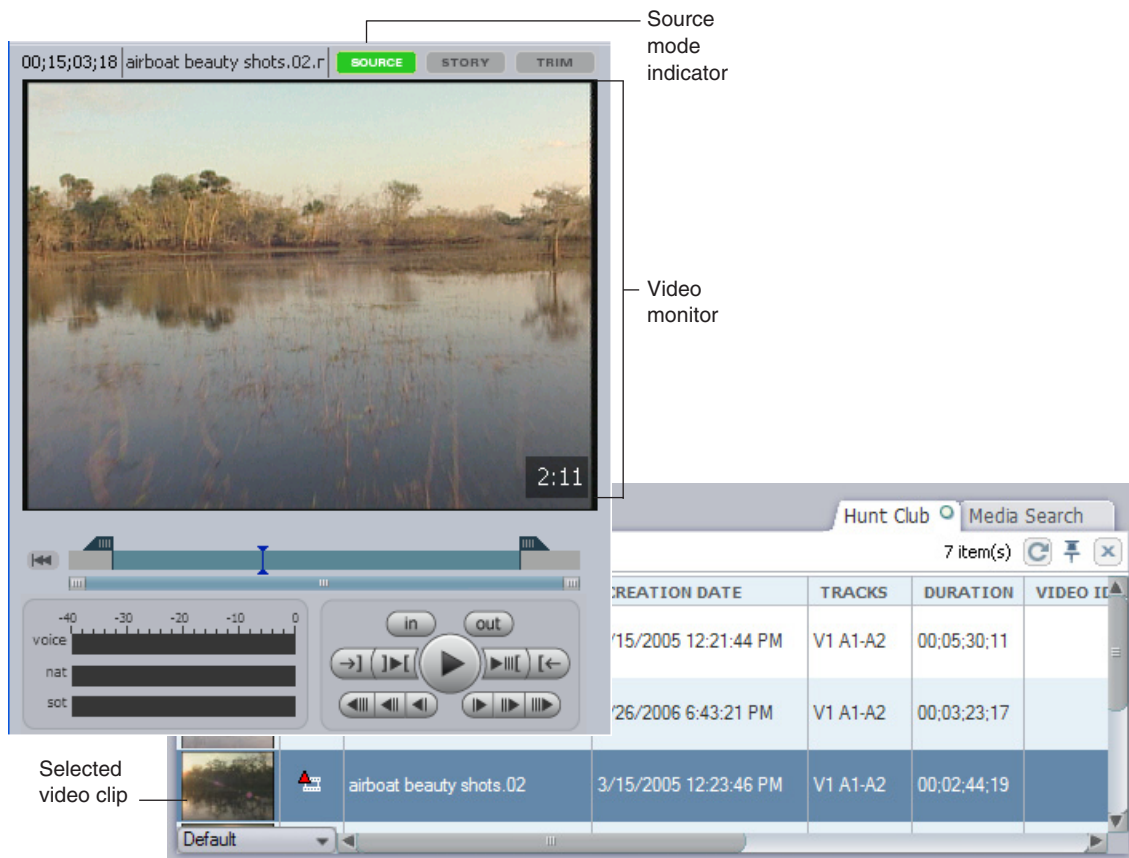
You can view video clips of any resolution qualified by your system; however, you can only work with media clips that match the working and target resolutions specified by your Interplay settings. For more information on resolutions, see [“Video Resolutions” on page 100](#).

To load video clips in the Video monitor:

1. Locate a video clip in the asset manager. For information on locating media, see [“Overview of Finding Media Objects” on page 81](#).
2. Do one of the following:
 - ▶ Double-click the head frame for the selected video clip in the Research panel.
 - ▶ Select the clip in the Research panel and press Enter.

The Video monitor displays the clip in Source mode.

4 Story Building Basics



You can also change the aspect ratio used to display clips in the Video monitor. This is useful when your source video includes widescreen aspect ratios.

To change the aspect ratio in the Video monitor:

- ▶ Select Preferences > Change Aspect Ratio > [aspect ratio option].

The image is resized within the Video monitor.

Monitoring Audio and Video

You can monitor audio and video in several ways. You can disable tracks so you play none of your video tracks and only selected audio tracks. You can play all or none of your video tracks and up to 16 audio tracks (source clips and sequences can include up to 24 tracks of audio; you can play only 16 at a time). Media from disabled tracks does not use bandwidth to play over the network. You can also select an audio monitoring mix mode.

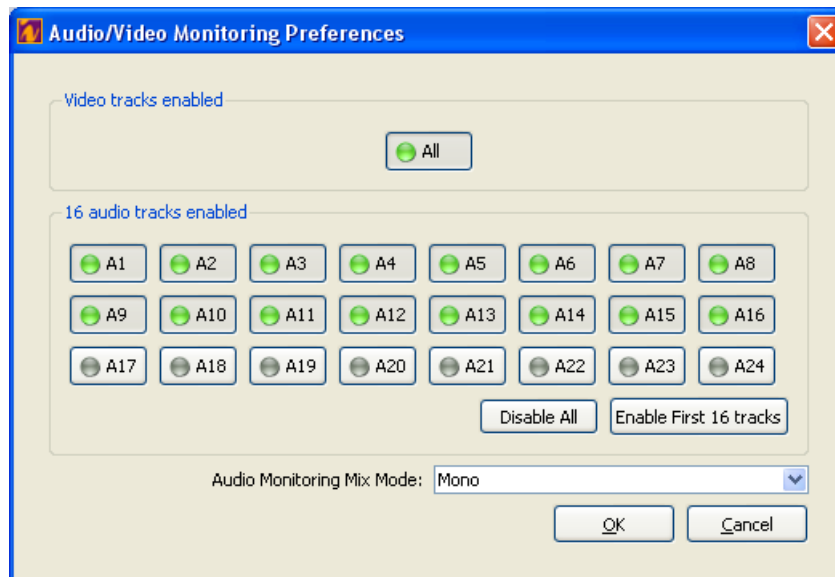


Disabling tracks is only for playing in the Video monitor. Your actual media is not affected, and the tracks are not disabled when, for example, you send a story to playback.

To set up audio and video monitoring:

1. Do one of the following:
 - ▶ Select Preferences > Audio/Video Monitoring.
 - ▶ Press Ctrl+M.


The Audio/Video Monitoring Preferences dialog box opens.



2. Click the button in the “Video tracks enabled” area to select All or None.
When you disable video tracks, Video Disabled appears in the Video monitor.
3. Do one of the following:
 - ▶ Click the Audio track buttons for the tracks that you want to play. You can select up to 16 separate tracks to play.
 - ▶ Click Disable All to disable all audio tracks.
 - ▶ Click Enable First 16 Tracks to play audio tracks A1 through A16.

4 Story Building Basics

4. Select an Audio Monitoring Mix Mode option as described in the following table.

Option	Description
Mono	Maps to a center pan, which creates a mono mixdown of all audio tracks and outputs the resulting track to two channels. This results in two identical channels of audio, each containing the original NAT, SOT, and VOICE tracks.
Stereo	Maps to a left/right alternating pan (odd tracks on one channel, even tracks on the other channel), creates a stereo mixdown of all audio tracks, and outputs the resulting two tracks to two channels. This results in NAT/VOICE tracks (A1/A3) on one channel and the SOT track (A2) on the other channel by default. An administrator specifies how tracks are mapped in the Editing Settings tab of the Application Database Settings in the Interplay Administrator. If you are working with two NAT tracks or two SOT tracks, see “Working with Two Tracks for NAT and SOT” on page 140 .
Direct Out	Does not combine audio in any way; all audio tracks remain as they are in the source media and play back through separate output channels.  <i>If you are playing back from the Video monitor through two-channel output such as headphones or two speakers, you might not be able to detect that all audio tracks are playing. However, the source media maintains all audio tracks.</i>



An administrator sets one of these options for mixdown and send to playback in the Editing Settings tab of the Application Database Settings in the Interplay Administrator. See [“Send to Playback” on page 145](#).

5. Click OK.

When you disable a track, it stays disabled for every clip and sequence you load as long as Instinct is open. The next time you start Instinct, all tracks are enabled again.

Playing Video Clips

There are several ways to view, play, and cue clips:

- Instantly access frames or move through footage by using the position indicator within the position bar under the Video monitor
- Play or step through the footage by using the Play and Step buttons
- Cue and mark the footage by using the Mark buttons

You can also use keyboard shortcuts to play and cue clips. For information on keyboard shortcuts, see [“Using Keyboard Shortcuts” on page 155](#).

To play the video clip:

1. Load a clip into the Video monitor. For information on loading video clips, see [“Loading Clips in the Video Monitor” on page 89](#).
2. Do one of the following:
 - ▶ Click the Play button.
 - ▶ Press Ctrl+space bar.
 - ▶ With keyboard focus on the Video monitor area, press the space bar.
3. (Option) To stop or pause playback, click the Play button again, press Ctrl+space bar again, or press the space bar again.



Using the Position Bar and the Position Indicator

You can use the position indicator that appears in the position bar under the Video monitor to move to a specific point in a clip or sequence. This allows you to move through the video clip to locate the frame you want to cue or mark.

Timing marks are displayed in the position bar at five-minute intervals.

The zoom bar is located below the position bar. You can use the zoom bar to zoom in on a section of the position bar so that you can more easily work with long clips and sequences. For more information, see [“Using the Zoom Bar” on page 98](#).

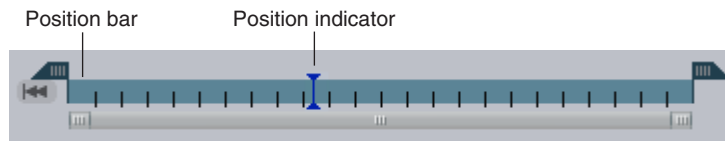


A position indicator, the Video guide, appears in the Media column when you are viewing a video sequence (see [“Scrubbing Through the Storyline” on page 95](#)).

To access frames within a clip in the Video monitor or to move through the footage:

- ▶ Move the position indicator within the position bar under the monitor by clicking anywhere in the position bar or by dragging the position indicator to the left or right.

The speed with which you drag the position indicator determines the speed at which you move through the footage. If you Ctrl+click the position indicator, you can drag it to fine-tune its movement as you move through the video clip.



Using the Step Buttons

You can use the Step buttons that appear under the Video monitor to step through your footage. You can also use the keyboard to manipulate footage. For information on all keyboard shortcuts, see [“Using Keyboard Shortcuts” on page 155](#).



The Mark In/Mark Out buttons and the Go to In/Go to Out buttons are disabled when you are in Story mode.

To step the clip backward or forward in one-frame increments:



▶ Click the Step Forward or the Step Backward buttons under the monitors.



▶ Press Alt+. (period) or Alt+, (comma).

To step forward or backward in 1-second increments:



▶ Click the Step Forward 1 second or the Step Backward 1 second buttons.



▶ Press Ctrl+. (period) or Ctrl+, (comma).

To step forward or backward in 10-second increments:



▶ Click the Step Forward 10 seconds or the Step Backward 10 seconds buttons.



▶ Press Ctrl+Alt+. (period) or Ctrl+Alt+, (comma).

Playing a Sequence

You can play all of the video and audio added to your story by using the Story display mode. When you play a media sequence, the Storyline scrolls automatically, keeping the video guide in view as the sequence plays.

Auto-scrolling is disabled by default if focus is in the Story body or if you use the scroll bar to change the display position of the media sequence in the Storyline. You can disable auto-scrolling manually by deselecting Story > Auto-Scroll Storyline.

To play an entire media sequence:

1. Open a story in the Storyline. For information on opening a story, see [“Opening a Story” on page 35](#).
2. Click the Story display button in the Video monitor. (Story mode is selected by default when you open a story in the Storyline.)
3. Click the Go to Start button to set the position indicator at the beginning of the sequence.





4. Do one of the following:

- ▶ Click the Play button.
- ▶ Press Ctrl+space bar.
- ▶ With keyboard focus on the Video monitor area, press the space bar.

Scrubbing Through the Storyline

The Storyline provides you with a vertical column that contains a graphical representation of all video and audio clips added to your story. Along the left side of the Storyline, the video guide allows you to scrub through your story, just as the position bar in the Video monitor allows you to scrub through the video footage.

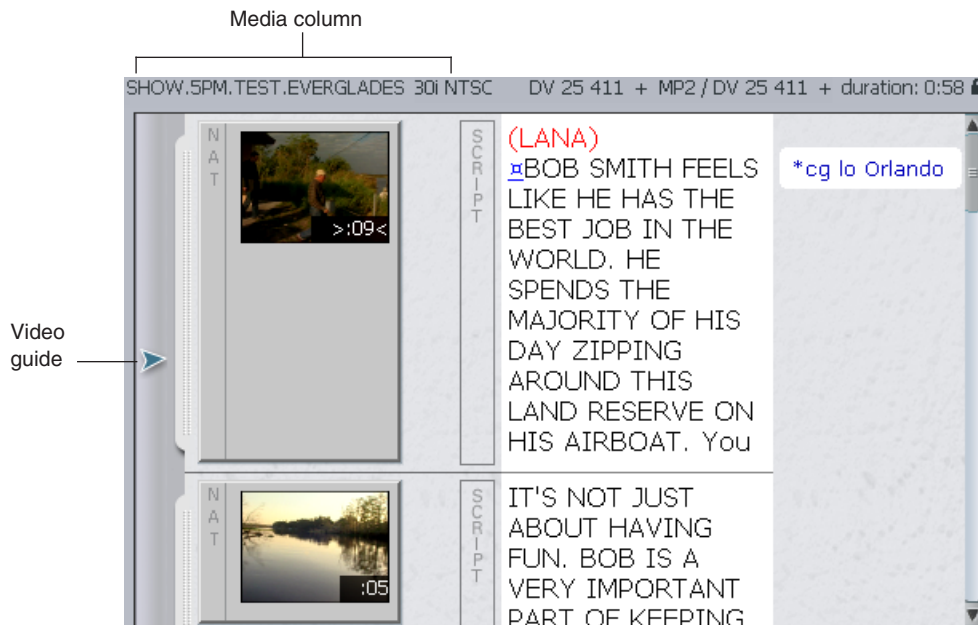


“Scrubbing” in Instinct entails moving through video clips. You cannot scrub through the audio in Instinct.

To scrub through the Storyline:

1. Open a story in the Storyline.
2. Move the video guide on the left side of the Storyline by clicking anywhere in the Media column or by dragging the video guide up or down.

The speed with which you drag the video guide determines the speed at which you move through the footage.



Playing Footage with the J-K-L Keys (Three-Button Play)

The J-K-L keys on the keyboard allow you to play, step, and shuttle through footage at varying speeds. This feature, also referred to as three-button or variable-speed play, allows you to use three fingers to manipulate the speed of playback for greater control.

To shuttle through the footage using the J-K-L keys on the keyboard:

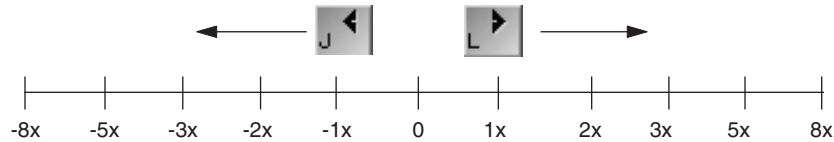
1. Do one of the following:
 - ▶ Load a clip or sequence into the Source or Record monitor. Load a clip or sequence into the Source/Record monitor.
 - ▶ Open a pop-up monitor.
 - ▶ Select a clip in a bin in Frame view.
2. Use the following keys to shuttle at varying speeds:
 - ▶ Press the L key to move forward through the footage at normal speed.
 - ▶ Press the L key multiple times to move forward through the footage at faster speeds, as described in the following table:

Press the L Key	To Play Footage at	NTSC Rate	PAL Rate	24p Rate
2 times	2x normal speed	60 fps	50 fps	48 fps
3 times	3x normal speed	90 fps	75 fps	72 fps
4 times	5x normal speed	150 fps	125 fps	120 fps
5 times	8x normal speed	240 fps	200 fps	192 fps

- ▶ Press the J key to move backward at the same shuttle speed increments.
- ▶ Press the K and L keys together for slow forward (8 fps for NTSC, 6 fps for PAL, and 6 fps for 24p projects).
- ▶ Press the K and J keys together for slow backward.
- ▶ Press and hold the K key and tap the L key or the J key to step through footage one frame at a time.

To slow or change play direction one speed at a time:

- ▶ Press Alt (Windows) or Option (Macintosh) while you tap the J or L key. Play slows or changes direction one speed at a time from the speed at which you are currently playing.



For example, you are shuttling backward with the J key at 2x normal speed. Press and hold Alt and tap the L key once. Play slows to backward at normal speed (1x speed). Hold Alt (Windows) or Option (Macintosh) and tap L once again. Play stops. Continue to hold Alt (Windows) or Option (Macintosh) and tap L once again. Play goes forward at normal speed. Continue to hold Alt (Windows) or Option (Macintosh) and tap L once again. Play goes forward at 2x normal speed. Continue to hold Alt (Windows) or Option (Macintosh) and tap L once again; play goes forward at 3x normal speed. Release the keys to continue playing forward at 3x normal speed.

To pause shuttling:

- ▶ Press the K key.

To stop shuttling:

- ▶ Press the space bar.

Using Timecode to Find a Frame

You can type timecode values by using the numeric keypad on the right side of the keyboard to cue a loaded clip or sequence to a specific frame. Typing a number overwrites timecode from right to left, which allows you to move to a frame near the current timecode by modifying only the timecode values on the right of the timecode display. You can navigate footage by typing timecode values in any display mode: Source, Story, or Trim.

To cue to a frame based on timecode:

1. Click in the Video monitor to make it active.
2. Type the timecode for the frame by using the numeric keypad on the right side of the keyboard.

The new numbers appear as bold text, while existing numbers appear dimmed. You can delete the new numbers by pressing the Delete key on the numeric keyboard.

3. Press Enter on the numeric keypad.

The Video monitor displays the frame at the specified timecode. You can cancel the timecode change by pressing the Escape key or by clicking outside the Video monitor.

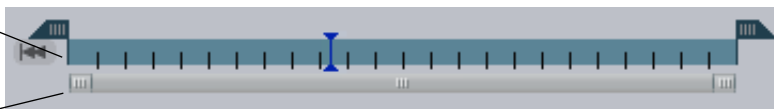
Using the Zoom Bar

The zoom bar is located below the position bar. You can use the zoom bar to zoom in on a section of the position bar so that you can more easily work with long clips and sequences. For example, in a two-hour clip, you can use the zoom bar to expand the position bar to show only a few minutes of the clip.

When you open a clip, the entire position bar is displayed and the zoom control fills the zoom bar. As you adjust the amount of zoom, the zoom control becomes narrower.

The following illustrations show a two-hour clip and the same clip zoomed in to a duration of slightly more than five minutes.

Position bar for a two-hour clip (marks every 5 minutes)



Zoom bar with the zoom control filling the zoom bar

Position bar for the same clip, zoomed in



You can drag the zoom control to another part of the position bar, while keeping the same amount of zoom (the *zoom factor*). This action does not affect the position indicator, so the image in the monitor does not change until you move the position indicator (for example, by clicking in the position bar).

To zoom in or out on a particular area of the position bar:

1. Drag the position bar or the zoom control to an area you want to focus on.
2. Change the zoom by doing one of the following:
 - ▶ Click and drag either end of the zoom control. Drag in to zoom in and drag out to zoom out.
 - ▶ With the mouse pointer over or near the position bar and zoom bar, rotate the mouse wheel forward to zoom in and backward to zoom out.
 - ▶ Select View > Position Bar Zoom In or View > Position Bar Zoom Out.
 - ▶ Press Ctrl++ to zoom in or Ctrl+- to zoom out.

In all cases except clicking and dragging, the position indicator scrolls into view if needed and stays in view throughout the zoom.

To zoom in on an area marked by IN and OUT points:

- ▶ Select View > Zoom In on Marks.

The application zooms and scrolls so that the IN point is visible near the left end of the position bar and the OUT point is visible near the right end. In trim mode, as you select clips to trim, this function is performed automatically.

Note the following features:

- Position indicator and auto-scroll: If you play while zoomed in, the position bar maintains the amount of zoom and scrolls to keep the position indicator visible (*auto-scroll*). If you drag the position indicator or IN and OUT points while zoomed in, the position bar also maintains the amount of zoom and auto-scrolls. The further you move the mouse pointer from the end of the position bar, the faster the auto-scroll.
If the position indicator is not visible in the position bar when you start to play a clip, the position bar automatically scrolls so that the position indicator comes into view.
You can zoom in or out or drag the zoom control while playing. If you make the position indicator visible by zooming or scrolling, auto-scroll resumes when needed.
The position bar also scrolls if you move to a specific point in the clip, for example, by using the Go to IN or Go to OUT buttons.
- Frame-chase editing: If you zoom in on an in-progress clip, the zoom bar automatically zooms and the position bar scrolls so that your view of the position bar remains consistent as more material becomes available. Auto-scrolling keeps the position indicator visible when playing. For example, if you zoom in to view the last 10 minutes of a clip and play near the end, you continue to see the last 10 minutes of the available media for the entire capture operation.
- Maximum zoom in: You might not be able to zoom in for clips less than ten seconds long; the exact duration depends on the width of the monitor.

Marking and Cueing Footage

You can speed the story building process by marking clips with In and Out points in advance.

The following topics provide more information about marking footage:

- [“Video Resolutions” on page 100](#)
- [“Marking In Points and Out Points” on page 100](#)
- [“Dragging In Points and Out Points” on page 101](#)

4 Story Building Basics

- [“Cueing the Footage” on page 102](#)
- [“Reviewing an Out Point” on page 102](#)

Video Resolutions

Your Interplay administrator sets the target resolution for playback and the working resolution for all users. Instinct lists your working and target resolutions above the Storyline panel.



For HDV projects, select the HD1080i_60 video format.

To mark and trim footage, your working resolution must be at least equal to the resolution of the video clip you want to use, or you must have user permission settings that allow you to work with the necessary resolution. For more information about target and working resolutions, see the *Avid Interplay Engine and Avid Interplay Archive Engine Administration Guide*.

For more information about using different resolutions in your story, see [“Working with Video in the Storyline” on page 108](#).

Marking In Points and Out Points

You can mark In and Out points for your clips in advance, which allows you to build a story quickly by splicing the marked clips into place one after another. This provides a rough cut for your story. Even if your marks are not accurate now, you can move the In and the Out points and fine-tune the media sequence later, or you can save the story so the sequence can be edited by a craft editor in your workgroup.

Instinct creates an audio dissolve between each clip in your sequence. Because the dissolve requires at least one frame to fade out or fade in, you should not mark your In point at the first frame of your clip or your Out point at the last frame of your clip. Instead, use the Video monitor controls to step in a few frames from the beginning or end of your clip before marking your In and Out points. For more information on audio, see [“Using Audio” on page 121](#).

You can also use keyboard shortcuts to cue and mark clips. For information on keyboard shortcuts, see [“Using Keyboard Shortcuts” on page 155](#).

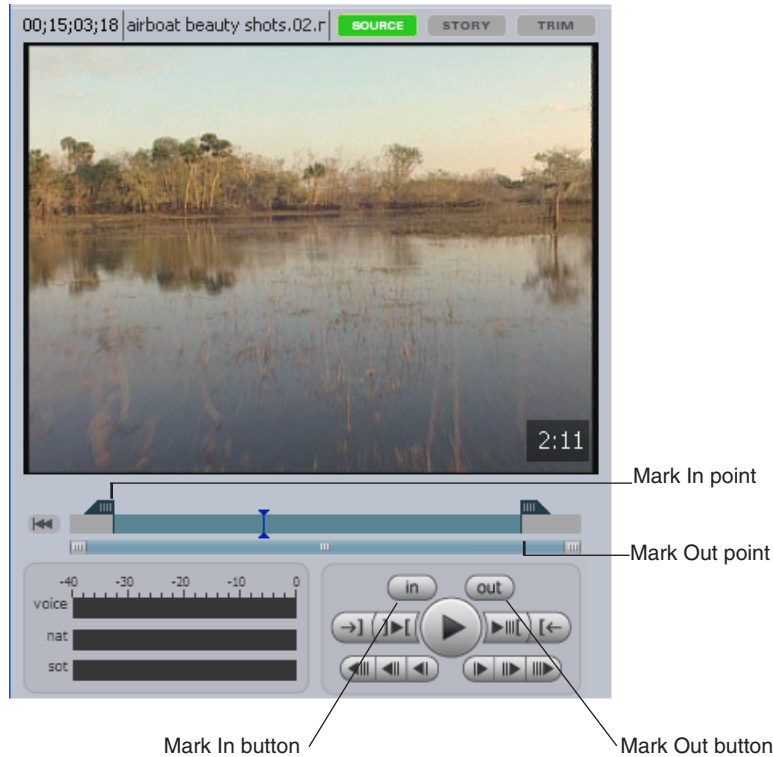
To mark In points and Out points before adding video to a story:

1. Load a clip into the Video monitor. For information on loading video clips, see [“Opening Media Folders” on page 62](#).
2. Play or step through the material.



- When you find the appropriate frame, click the Mark In button under the monitor. If the clip is playing, marking an In point with the Mark In button does not stop playback.

The Mark In point moves to the selected location to indicate the Mark In frame.



- Continue playing or stepping through the video clip.



- Click the Mark Out button under the monitor to mark an Out point. If the clip is playing, marking an Out point with the Mark Out button does not stop playback.

The Mark Out point moves to the selected location to indicate the Mark Out frame.

To clear an In point or an Out point:

- ▶ Use the preceding procedure to set a new In point or a new Out point.

Dragging In Points and Out Points

You can also use the Mark In point and the Mark Out point to scrub through the position bar to set a new In or Out point. If you drag the Mark In or Mark Out point while a video clip is playing in the monitor, playback stops. You can also Ctrl+click the Mark In or Mark Out

4 Story Building Basics

point and drag it to fine-tune its movement as you move through the video clip, just as you can Ctrl+click the position indicator to scrub through the video. For more information, see [“Using the Position Bar and the Position Indicator” on page 93](#).

To position In points or Out points by scrubbing:

- ▶ Click the Mark In point or the Mark Out point, and then drag it to a new location. The clip in the Video monitor scrubs forward or backward as you move the In or Out points. Ctrl+click the Mark In or Mark Out point and drag it to fine-tune its movement as you move through the video clip.

Cueing the Footage

You can cue the footage in the Video monitor to the marked In points and Out points by using the Mark Clip controls. This allows you to move quickly to the In point and the Out point or to play the clip from the marked In point to the Out point.

To cue footage to an In point or an Out point:

1. Load a clip into the Video monitor. For information on loading video clips, see [“Opening Media Folders” on page 62](#).
2. Set an In point or an Out point. For information on marking video clips, see [“Marking In Points and Out Points” on page 100](#).
3. Do one of the following:



- ▶ Click the Go to In button.



- ▶ Click the Go to Out button.

To play footage from an In point to an Out point:

1. Load a clip into the Video monitor. For information on loading video clips, see [“Opening Media Folders” on page 62](#).
2. Set an In point or an Out point. For information on marking video clips, see [“Marking In Points and Out Points” on page 100](#).



3. Click the Play In to Out button.

Reviewing an Out Point

You can preview a marked Out point to see how the clip looks before adding it to your story. When you use the Review Out button, Instinct prerolls the video to 3 seconds before the Out point, and then plays the footage to the marked point.

To review an Out point:

1. Load a clip into the Video monitor. For information on loading video clips, see [“Opening Media Folders” on page 62.](#)
2. Set an Out point. For information on marking video clips, see [“Marking In Points and Out Points” on page 100.](#)



3. Click the Review Out button.

The application prerolls the footage 3 seconds, and then plays the video to the Out point.

Video Sequences

After you have viewed and marked your clip, you are ready to start creating a sequence. A sequence contains the audio and video clips that make up the media content of your story. You divide your sequence into segments which match media clips to the script. Each story, then, is a stack of segments with corresponding text.

Sequence-Building Operations

Instinct provides you with three basic types of operations that allow you to add video and audio to your story:

- B-roll — allows you to add video as cover footage for the audio component of the story
- SOT — “Sound-on-tape”; allows you to add audio recorded with video footage to any part of your story
- Voice — allows you to add audio-only clips, including voice-over recordings



Depending on the country or region you work in, the term “SOT” might carry a different meaning. In some areas, SOT footage is simply called a “clip,” and a video sequence or package (the collection of video in a story) is called a SOT.

When you add video to your story, you either open a story stored on your iNEWS server or you create a new story. Your workflow determines whether you start with a script to which you then add the necessary video and audio or you begin building your story with video and audio and then add the script later. These workflows are discussed in the following sections:

- [“Adding Video to a Story” on page 104](#)
- [“Creating a Story with Video Footage” on page 106](#)

For information about adding and adjusting audio, including using SOT and voice-over clips, see [“Using Audio” on page 121.](#)

Adding Video to a Story

When you start building your story with a script, the Storyline shows you how much video you need to add to each segment in order to match the video to the script. This makes it easy to select just the amount of footage you need.

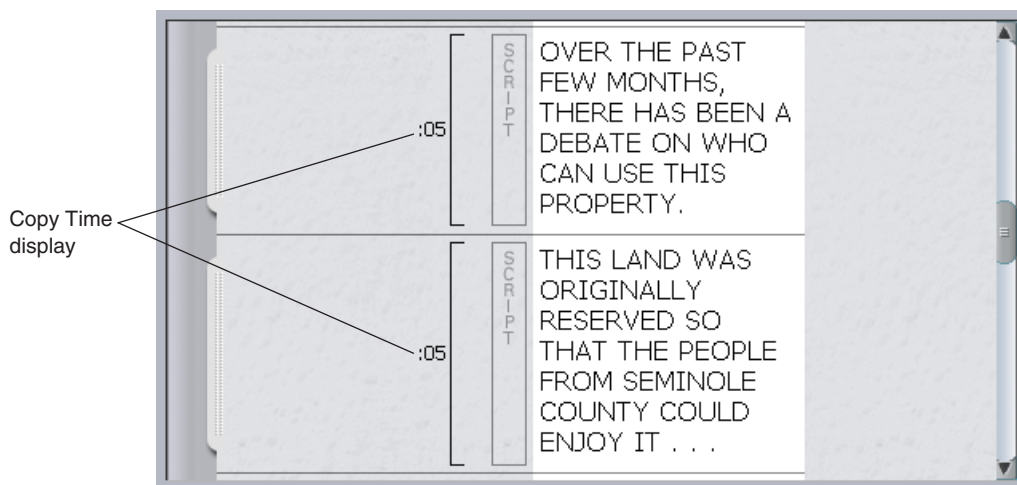
There are some limitations on the kinds of media clips you can add to your story. You cannot mix frame rates or formats in a story. For example, you cannot mix sources captured at 24 frames per second (fps) with sources captured at 30 fps, progressive projects with interlaced projects, or NTSC projects with PAL projects. When you move the mouse over the upper right corner of the Video monitor and your source clip is incompatible with existing sources in the story, the Source menu reads WRONG FORMAT and you cannot drag the clip to the Storyline.

You also cannot add a sequence to your story. If you load a sequence in the Video monitor and mouse over the right side of the monitor, the Source menu reads SEQUENCE NOT SUPPORTED and you cannot drag it to the Storyline.

To begin building a sequence:

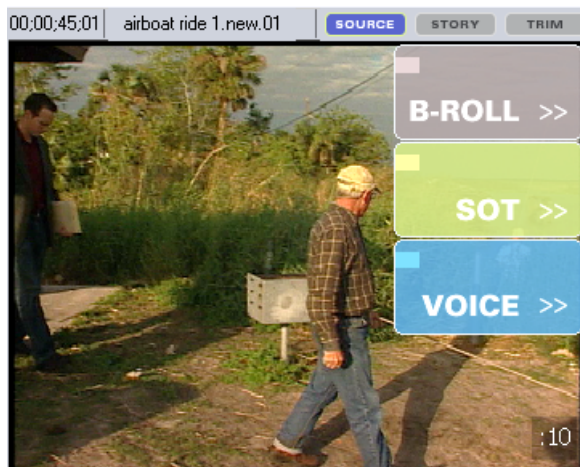
1. Open a story in the Storyline. For information on opening stories from the iNEWS server, see [“Opening a Story” on page 35](#).

The Copy Time display shows the amount of footage needed to match the copy. The number (in minutes:seconds) is determined by the read rate of the presenter. For information on read rates, see [“Read Times” on page 53](#).



2. Load the first clip into the Video monitor.

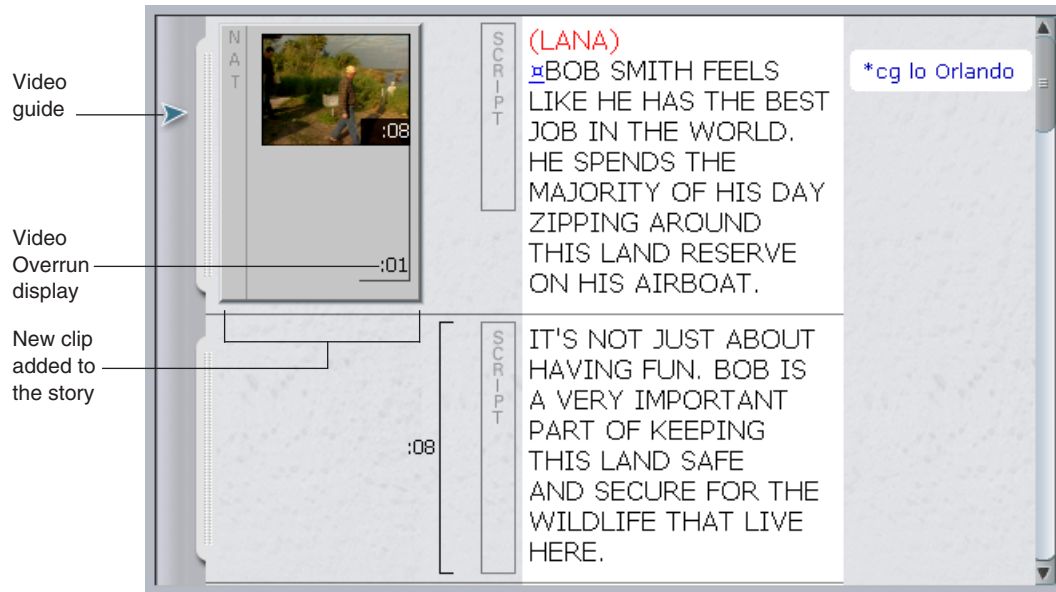
3. (Option) Mark In and Out points in the clip as described in [“Marking In Points and Out Points” on page 100](#). If you do not mark the clip, you can add In and Out points later by trimming the clip (see [“Trim Mode” on page 114](#)). For more information on loading, cueing, and marking source clips, see [“Video Monitor Components” on page 87](#).
4. Move the mouse pointer over the right side of the Video monitor.
The Source menu displays in the Video monitor.



5. Click the option for the kind of operation you want — B-roll, SOT, or Voice — and drag it to the first segment at the top of the Storyline. For information about adding and adjusting audio, including using SOT and voice-over clips, see [“Using Audio” on page 121](#).

The clip is added to the Storyline. If the length of the video clip is less than the read time of the script, the Copy Time display shows the amount of footage still needed to match the copy. If the length of the video clip is more than the read time of the script, the Video Overrun display shows you how much extra footage has been added to the segment. For information on extending or trimming the video clip to fit the script, see [“Trim Mode” on page 114](#).

4 Story Building Basics



Clicking the video head frame in the Storyline changes the active mode to Trim mode. For information on working with Trim mode, see [“Trim Mode” on page 114](#).

To undo the previous action, do one of the following:

- ▶ Select Story > Undo.
- ▶ Press Ctrl+Z.

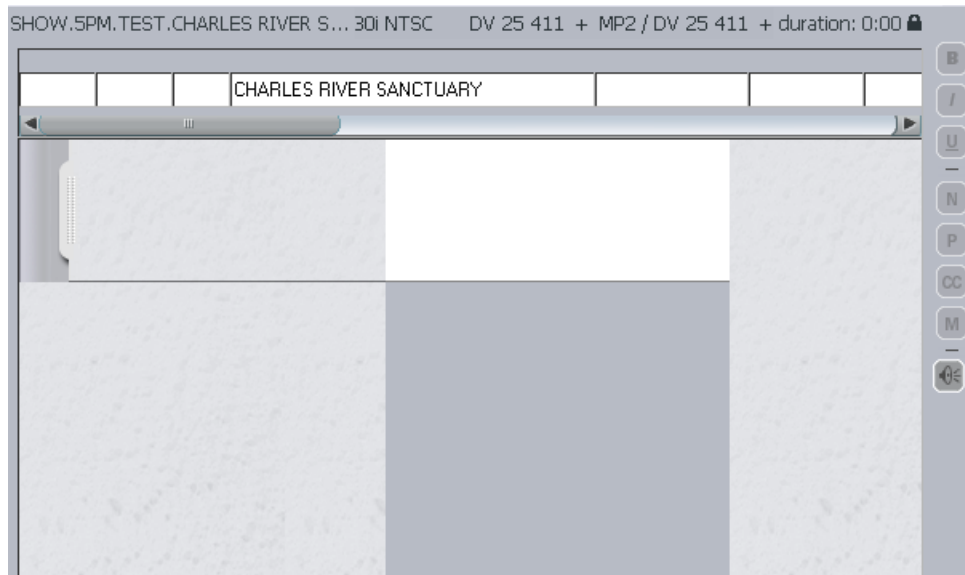
Creating a Story with Video Footage

When you start building your story with video, the Storyline displays a blank script. You add your video to the Storyline, and then add your script to match the video. As you type your script, the Video Overrun display updates to show you how much text you need to sync the script with the video.

To build a story with video:

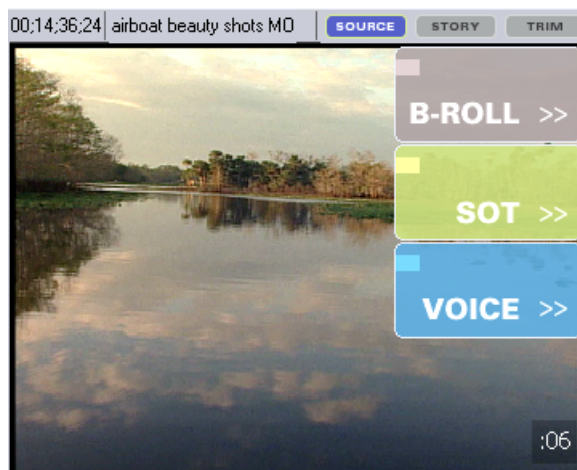
1. Create a new story in the Storyline. For information on creating stories, see [“Creating a New Story” on page 38](#).

A blank story opens in the Storyline.



2. Load the first clip into the Video monitor.
3. (Option) Mark In and Out points in the clip as described in [“Marking In Points and Out Points” on page 100](#). If you do not mark the clip, you can add In and Out points later by trimming the clip (see [“Trim Mode” on page 114](#)). For information on loading, cueing, and marking source clips, see [“Video Monitor Components” on page 87](#).
4. Move the mouse pointer over the right side of the Video monitor.

The Source menu displays in the Video monitor.



4 Story Building Basics

5. Click the option for the kind of operation you want — B-roll, SOT, or Voice — and drag it to the first segment at the top of the Storyline. For information about adding and adjusting audio, including using SOT and voice-over clips, see [“Using Audio” on page 121](#).

The clip is added to the Storyline.



Clicking the video head frame in the Storyline changes the active mode to Trim mode. For information on working with Trim mode, see [“Trim Mode” on page 114](#).

To undo the previous action, do one of the following:

- ▶ Select Story > Undo.
- ▶ Press Ctrl+Z.

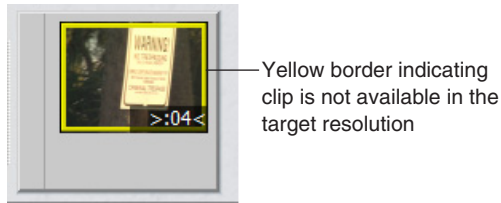
Working with Video in the Storyline

You can add video to your story by marking In and Out points and then using the Source menu to drag the clips to the Storyline. Once you have your footage assembled in your story, you can modify the script, trim the video, and adjust clip length in the Storyline. (For information on working with audio, see [“Using Audio” on page 121](#).)

Only one user can modify a story at any given time. If a second user tries to change a story that another user is working on, the second user receives a message that the story is locked by another user. When a user makes any change to the story — including in the video sequence — Instinct puts an edit lock on the story, indicated by an edit lock icon above the story next to the duration display, and removes it when the user saves and closes the story. Edit locks prevent multiple users from modifying stories.

Your story might include clips that are not available to the asset manager in your target resolution (the resolution used for playback). For example, you might have a clip in your story with a resolution of DV 25 411 (your working resolution) but which is not available to the asset manager at DV 50 (your target resolution). Before you can send the story to playback, your producer or your Interplay administrator must acquire the clip in the target resolution. The clip might need to be transcoded, captured in the target resolution, or restored from an archive. Instinct lists your target resolution above the Storyline panel.

Instinct marks clips in your story that are not available in the target resolution with a yellow border. For more information about target resolutions, see the *Avid Interplay Engine and Avid Interplay Archive Engine Administration Guide*.



Adding Video Clips to the Storyline

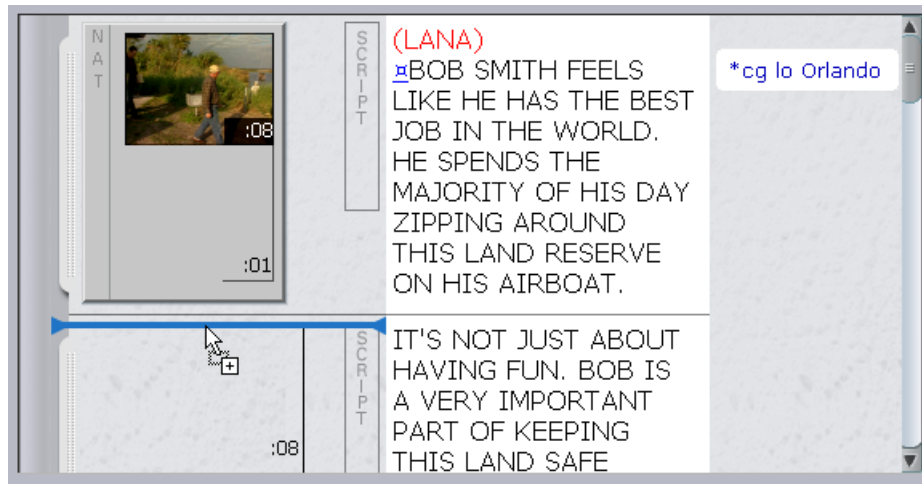
When you add video clips to your story, you can choose to add them to a segment that already includes video, or you can add clips to a new segment. Dividing your story into multiple segments can help to organize parts of your story, but using few segments — for example, one segment for a lead-in clip, one for the body of the story, and one for a concluding stand-up — might fit your workflow better. The Storyline allows you to modify your story easily, so you can adapt the story-building process to your needs.

To add a video clip to a story:

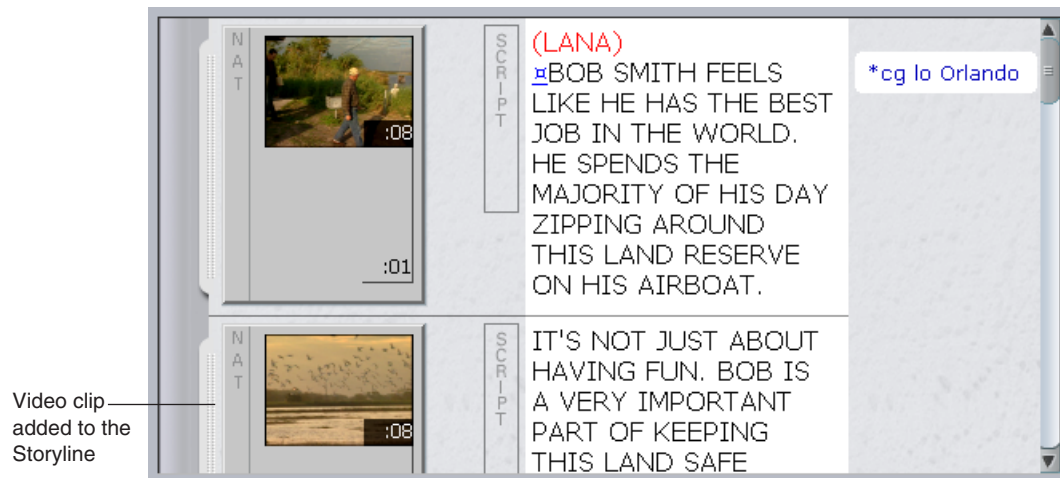
1. Open a story in the Storyline.
2. Load a clip into the Video monitor. For information on loading video clips, see [“Loading Clips in the Video Monitor” on page 89](#).
3. (Option) Mark In and Out points in the clip as described in [“Marking In Points and Out Points” on page 100](#). If you do not mark the clip, you can add In and Out points later by trimming the clip (see [“Trim Mode” on page 114](#)). For more information on loading, cueing, and marking source clips, see [“Video Monitor Components” on page 87](#).
4. Move the mouse pointer over the right side of the Video monitor.
The Source menu displays in the Video monitor.
5. Click the option for the kind of operation you want — B-roll, SOT, or Voice — and drag it to the first segment at the top of the Storyline. You can add clips to a segment either before or after existing clips, or you can add clips to a new segment.

A blue insertion bar appears when the clip is dragged to an open position in the Storyline.

4 Story Building Basics



The clip is added to the Storyline. If the length of the video clip is less than the read time of the script, the Copy Time display shows the amount of footage still needed to match the copy. If the length of the video clip is more than the read time of the script, the Video Overrun display shows you how much extra footage has been added to the segment. For information on extending or trimming the video clip to fit the script, see [“Trim Mode” on page 114](#). (For information about adding and adjusting audio, including using SOT and voice-over clips, see [“Using Audio” on page 121](#).)



Clicking the video head frame in the Storyline changes the active mode to Trim mode. For information on working with Trim mode, see [“Trim Mode” on page 114](#).

Replacing Video Clips in the Storyline

You can replace one clip with another in the Storyline, using the following guidelines:

- You can replace a B-Roll with another B-Roll.
- You can replace a B-Roll with a SOT if there is no other SOT in the segment
- You can replace a SOT with another SOT or a B-Roll
- You can replace a Voice with a Voice

To replace a video clip in the story with another video clip:

1. Load a new clip into the Video monitor (see [“Loading Clips in the Video Monitor” on page 89](#)).
2. (Option) Mark In and Out points in the clip as described in [“Marking In Points and Out Points” on page 100](#). If you do not mark the clip, you can add In and Out points later by trimming the clip (see [“Trim Mode” on page 114](#)).
3. Move the mouse pointer over the right side of the Video monitor.
The Source menu displays in the Video monitor.
4. Click the option for the kind of operation you want — B-roll, SOT, or Voice — and drag it on top of the clip you wish to replace. The blue insertion bar does not appear when the clip is dragged over an existing clip.
The new video clip replaces the existing clip.

Deleting Video Clips in the Storyline

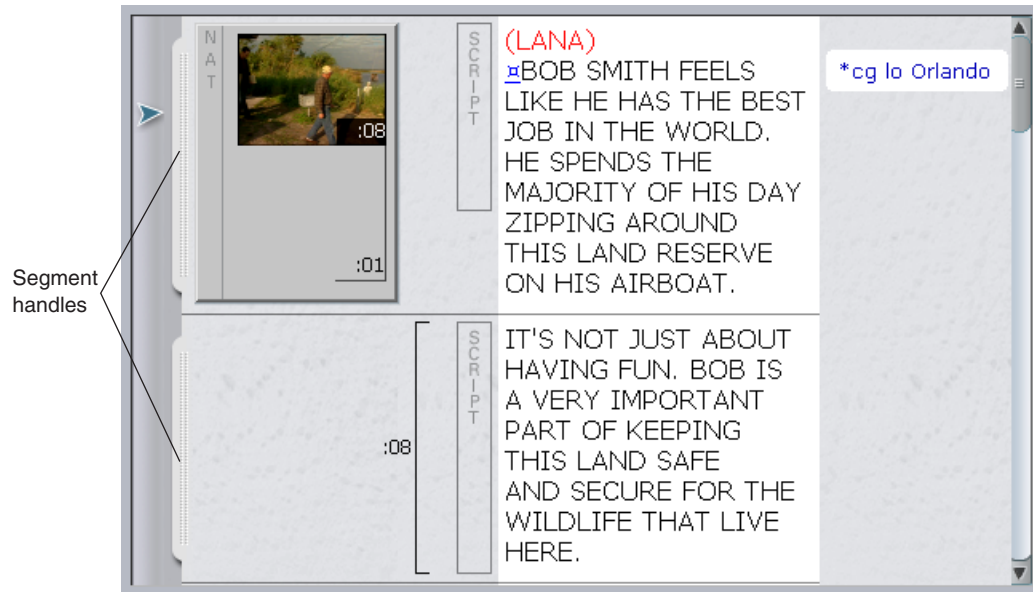
To delete a video clip from the story:

1. Click the video clip in the Storyline to select it.
2. Press the Delete key.

Story Segments

You can use segments to help organize your stories by dividing the script into distinct sections, each with corresponding video. You work with segments by selecting the segment handle on the left of the Storyline, and then performing segment operations to modify your story.

4 Story Building Basics



Adding and Deleting Segments

You can insert a new segment either above or below an existing segment.

To add a segment to the Storyline:

- ▶ Right-click a segment handle, and select one of the following:
 - Insert New Segment Above
 - Insert New Segment Below

A new segment appears in the Storyline.

To delete a segment in the Storyline:

- ▶ Click a segment handle, and press the Delete key.

Rearranging Segments by Dragging and Dropping

You can move segments up or down in the Storyline. This moves all media clips, text, and production cues located in the segment.

To move a segment:

- ▶ Click a segment handle, and drag it to a new position in the Storyline.

Splitting Segments

You can also modify your story by splitting segments. A split divides the segment at the point marked by the video guide in the Storyline. The new segment is located below the original segment, with the media clip spanning both segments. Any text in the Story body remains with the original segment.

To split a segment:

1. Do one of the following:



- ▶ Move the video guide to the point in your story where you want to split the segment.
- ▶ Click the Play button and play through the story until the point where you want to split the segment.

2. Do one of the following:

- ▶ Select Story > Split Segment Here.
- ▶ Press Ctrl+Shift+P.

A new segment is created below the original segment.

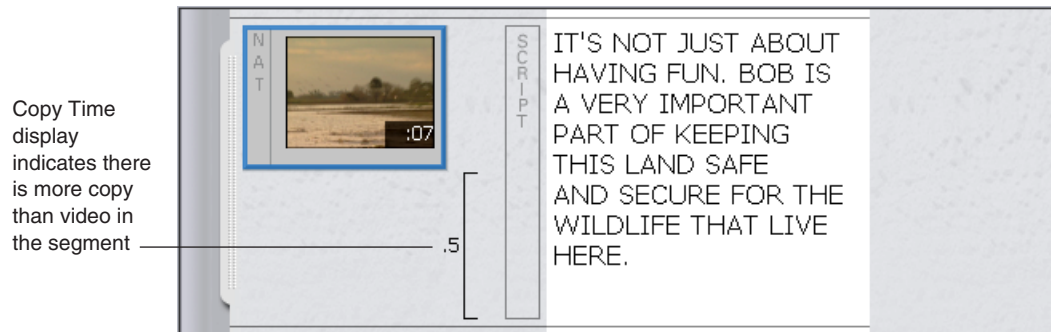
Adding Copy to the Script

When you add copy to a story that has video in the Media column, the Read time lets you know how well the length of your video matches your script. As you add or delete copy, the Read time adjusts to indicate if you have more video than copy, or vice versa. You can then trim the video or revise the script to sync these parts of your story.

Video Overrun display indicates there is more video than copy in the segment



4 Story Building Basics



You cannot add copy to a story that has been locked by another user.



For information on editing and formatting text, see “Editing Scripts” on page 45.

To add copy to the script:

- ▶ Click in one of the segment text boxes in the Storyline, and type or paste your copy as needed.

The Video Overrun and the Copy Time displays update to indicate the length of the new copy in relation to the video.

Trim Mode

You can trim your video to fit your story during the story-building process at any time, using any of the tools Instinct provides for trimming. The following topics describe different methods you can use to trim your video:

- [“Using Trim Mode to Adjust the Video” on page 114](#)
- [“Using Auto Trim Mode” on page 116](#)
- [“Extending Clips” on page 117](#)
- [“Extending Clips On-the-Fly” on page 118](#)

Using Trim Mode to Adjust the Video

Trim mode allows you to trim a selected clip so that the In point and the Out point are marked at the best place for your story. You enter trim mode by selecting a clip in the Storyline, and then you can change the In point and Out point to suit the needs of the story.

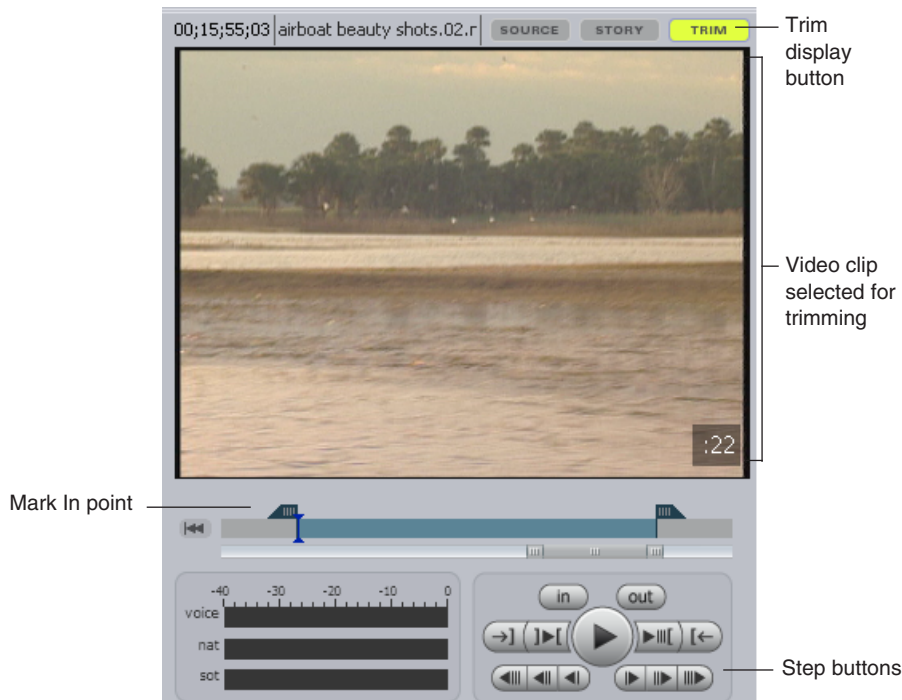
When you trim a clip, only the active clip in the Storyline is modified. Other clips that you added to the Storyline from the same source clip remain unchanged.

For more information on setting In points and Out points, see [“Marking In Points and Out Points” on page 100](#).

To use Trim mode:

1. Open a story in the Storyline.
2. Click a video frame in the Media column to select it.

The video clip displays in the Video monitor, and the Trim display button is highlighted.



3. Do one of the following to set a new In point or Out point:
 - ▶ Use the position indicator to scrub through the position bar, and then click the Mark In button or the Mark Out button.
 - ▶ Use the Step buttons to step through the footage, and then click the Mark In button or the Mark Out button.
 - ▶ Click the Mark In point or the Mark Out point, and then scrub through the position bar to set a new In point or Out point.

The Video Overrun display and the Read Time display update to indicate the length of the video in relation to the script.

4 Story Building Basics



When you move the In or Out point, or when you move the position indicator while in Trim mode, the head frame selected in the Storyline changes and displays the video frame where the position indicator is located.

Using Auto Trim Mode

You can use Auto Trim mode as a quick way to match the length of your video clip to the length of your copy. Auto Trim lengthens or shortens the selected video clip by automatically setting the Out point so that the segment uses just enough video to cover the copy. If you activate Auto Trim mode for a segment and then later edit the story script, the video clip adjusts its length to match the new copy.

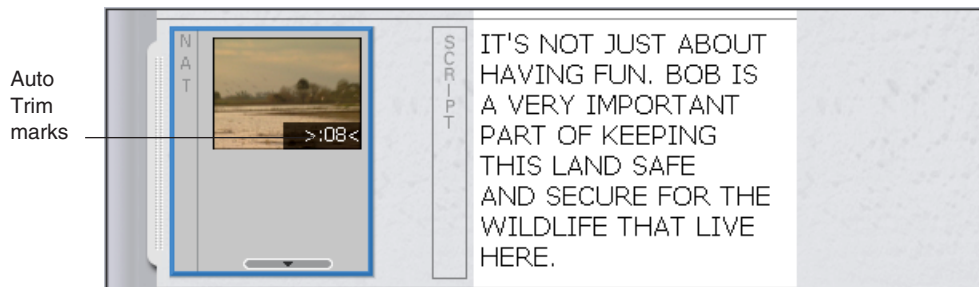
To trim your video automatically:

1. Open a story in the Storyline.
2. Select the video clip in the Media column that you want to trim.

The video clip displays in the Video monitor, and the Trim display button is highlighted.

3. Right-click the clip and select Auto Trim-to-fit.

The Out point automatically adjusts to fit the Read Time of the segment. Auto Trim markers indicate Auto Trim mode is active.



To exit Auto Trim mode:

- ▶ Right-click the clip and deselect Auto Trim-to-fit.

Extending Clips

You can modify your video sequence in the Media column by adjusting the length of clips in the Storyline so that one B-roll clip extends into the next B-roll clip. Using the video guide in the Storyline, you can move through the story to a new Out point, and then extend the length of the preceding segment to the new point. Extending a clip provides a quick method for adjusting B-roll video and audio without having to mark In and Out points in the source media.



You can use the Add/Remove Clip Extension button to add a default 1-second extension to a B-Roll clip.

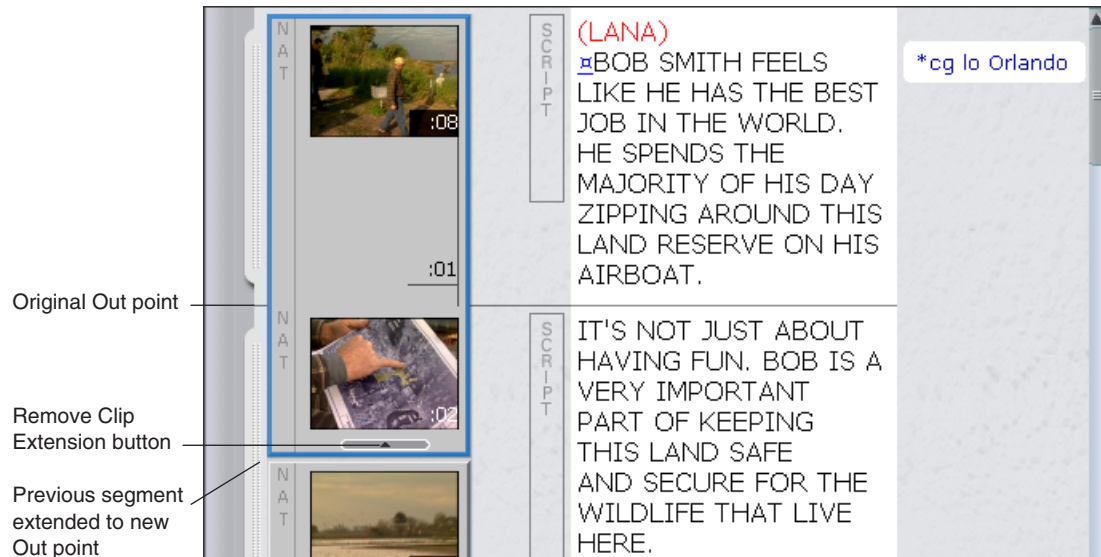
You can also extend a B-Roll clip into a SOT clip to create an audio overlap (also called an L-cut). For information on audio overlaps, see [“Creating Audio Overlaps” on page 136](#).

To extend a clip:

1. Open a story in the Storyline.
2. Click the Story display button in the Video monitor.
3. Do one of the following:
 - ▶ Click in the Media column at the point to which you want to extend your clip.
 - ▶ Scrub through the Media column to locate the point to which you want to extend your clip.
 - ▶ Use the Step buttons and the Timecode display to locate the precise point for your new Out point.
4. Do one of the following:
 - ▶ Select Story > Extend Previous Shot to Here.
 - ▶ Press Ctrl+Shift+X.

The video and audio from the previous segment extend to the new Out point, and the clip extension displays a new head frame to indicate the new Out point.

4 Story Building Basics



To create a default 1-second extension:

1. Click a B-Roll clip in the Storyline to select it.
2. Click the Add/Remove Clip Extension button.

The video clip is extended 1-second into the B-Roll clip in the next segment.

To restore the length of the clip to the original Mark Out point:

- ▶ Click the Add/Remove Clip Extension button.

Extending Clips On-the-Fly

You can create an extended clip while playing your sequence in the Video monitor. Using the video guide in the Storyline, you can play through the story to a new Out point, create an extension at the new point, and continue to play the story. This provides you with a convenient way to modify your story and to move quickly on to other parts of the story-building process.

To extend a clip on-the-fly:

1. Open a story in the Storyline.
2. Click the Story display button in the Video monitor.



3. Do one of the following:

- ▶ Click the Play button.
- ▶ Press Ctrl+space bar.
- ▶ With keyboard focus on the Video monitor area, press the space bar.

To stop or pause playback, click the Play button or press Ctrl+space bar, or the space bar, again.

4. When the video guide is at the point to which you want to extend your clip, do one of the following:

- ▶ Select Story > Extend Previous Shot to Here.
- ▶ Press Ctrl+Shift+X.

The video and audio from the previous segment extend to the new Out point, and the clip extension displays a new head frame to indicate the new Out point.

Saving Your Changes

When you save a modified story in Instinct, the metadata for your sequence are saved on the Interplay server. (The story script is also saved at the same time on the iNEWS server.) Once you save your sequence, other users can access your work.

The asset manager saves your sequences in projects. The project name is taken from the iNEWS path to the story, and the project contains a folder with a name taken from the story and containing the saved sequence. A separate folder, named “Voice Tracks,” contains the audio clips created by voice-over recordings.

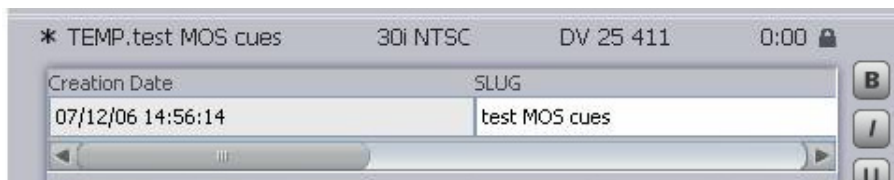
Instinct saves the media sequence in the media database at a location that mirrors the location of the story in the iNEWS hierarchy. However there are some characters — for example, *|\: "<>/? — that are legal in the iNEWS hierarchy but are illegal in the asset manager hierarchy. When Instinct encounters these characters, it replaces them with a dash before creating the corresponding folder in the asset manager. If special characters mark the only difference between folder names on the iNEWS server, a single folder in the asset manager hierarchy might represent two or more folders in the iNEWS hierarchy. To avoid this problem and achieve the best integration between iNEWS and the asset manager, do not create stories or folders on the iNEWS server that are only distinguished by these special characters.

When you save a sequence previously saved by the asset manager, the new sequence replaces the old sequence as the most current version managed by the asset manager.

4 Story Building Basics

If you save a story in Instinct and then change the story name or the video ID, Instinct finds the original sequence and links it to the story even though the story's metadata attributes have changed. When you modify the story sequence and save it, the asset manager creates a new story folder for the sequence.

If you have edited but have not saved a story, an asterisk is displayed in front of the story name. After you save the story, the asterisk disappears.



To save a modified sequence, do one of the following:

- ▶ Select Story > Save Story.
- ▶ Press Ctrl+S.

5 Using Audio

Avid Instinct provides basic tools for adding audio to your stories, including the capability to record voice-over narration and adjust audio in the Storyline.

The following topics discuss how to use audio in Avid Instinct:

- [Before You Begin Recording](#)
- [Recording Voice-over Narration](#)
- [Using Natural Sound and Sound-on-Tape](#)
- [Creating Audio Overlaps](#)
- [Adjusting Audio Tracks](#)
- [Adding Audio Effects](#)

Before You Begin Recording

Instinct supports a variety of audio inputs. If you want to connect an external audio device, see the documentation that comes with your device. For information on selecting an audio input device, see [“Creating the Voice-over” on page 122](#).

Your Interplay administrator can specify audio settings in the Avid Interplay Administrator, including audio patching, audio rate, and the target workspace. For more information about these settings, see the *Avid Interplay Engine and Avid Interplay Archive Engine Administration Guide*.

Recording Voice-over Narration

The Instinct application provides you with a simple way to record voice-over narration. The Voice-over controls allow you to record audio directly into the Storyline for voice-over narration. This feature saves you the extra steps of recording the narration with an external tool first, checking in the clip to the asset manager, locating the recording in the asset manager, and then adding the audio clip to the sequence. As you record your voice-over narration to the Storyline, you can also watch the sequence, adjust the volume, and hear playback of the audio tracks while recording.

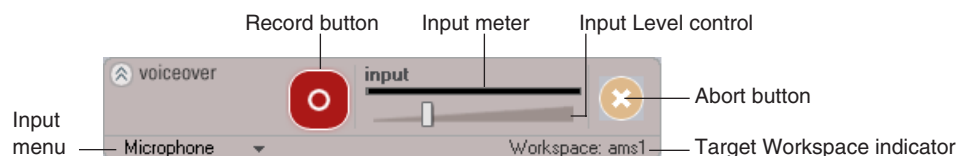
5 Using Audio



Voice-over narration is recorded to the single audio track specified in the Editing Settings tab of the Application Database Settings in the Interplay Administrator. For more information, see the Avid Interplay Engine and Avid Interplay Archive Engine Administration Guide.

The asset manager saves your voice-over clip in a project. The project name is taken from the iNEWS path to the story, and the project contains a folder called “Voice Tracks” containing the audio clips created by voice-over recording.

To view the audio input sources available on your system, see the Input menu in the Voice-over controls.



Features of the Voice-over controls are as follows:

- Record button — starts and stops the recording
- Input meter — lets you view audio levels as you record the voice-over narration
- Input Level control — allows you to set the audio gain level (volume) for recording voice-over narration
- Input menu — includes several optional sources for audio input, depending on your system and audio board
- Abort button — stops the recording without saving the audio file or checking in the clip to the asset manager
- Target Workspace indicator — displays the target workspace on your shared storage system — either Avid Unity MediaNetwork or Avid Unity ISIS — where the media file is saved



The target workspace indicator might appear blank until you create a new story or a new segment, or until you add a voice-over track to an existing segment.

Creating the Voice-over

You can add a voice-over narration to any segment in your story. If you record over a video clip, the Video monitor plays the video as you record and the video guide in the Storyline moves down the Media column until the end of the recording. If you record beyond the length of the segment, or if you record in a segment that has no video clip, the Video monitor displays a black screen and the video guide does not move while you record.

When you record voice-over narration, you can change the default input level for audio gain (the input volume). When you use the Input Level control to modify the volume, Instinct saves the new level and uses it as the default level for all sessions until you set a new level. The Input Level control overrides the audio controls for your system (for example, the Windows Master Volume control). However, if you record your voice-over narration using an external audio device, such as an M-Audio® MobilePre USB preamp and audio interface or a Digidesign® Mbox™, that Instinct does not recognize, the application cannot directly change the input volume. In this case, you must use external audio controls — either system audio controls or volume controls on your audio device — to change the volume level.

If the external audio device includes audio gain controls, you should use these controls to set input volume rather than the Instinct Input Level control or the operating system audio controls.

To record the voice-over:

1. Open a story in the Storyline. For information about opening stories, see [“Opening a Story” on page 35](#).
2. Click the segment handle for the segment where you want to add voice-over narration. The selected segment is outlined in blue.
3. Click the arrow to open the Voice-over controls.
4. Click the Input menu, and select the appropriate input device. If you use an external audio device to record your voice-over narration and the device does not appear in the Input menu, select either Windows Mixer or Automatic.
5. (Option) Click the Input Level control, and adjust the input audio gain. You can adjust the volume as you record the voice-over narration.
6. When you are ready to start the voice-over, click the Record button.

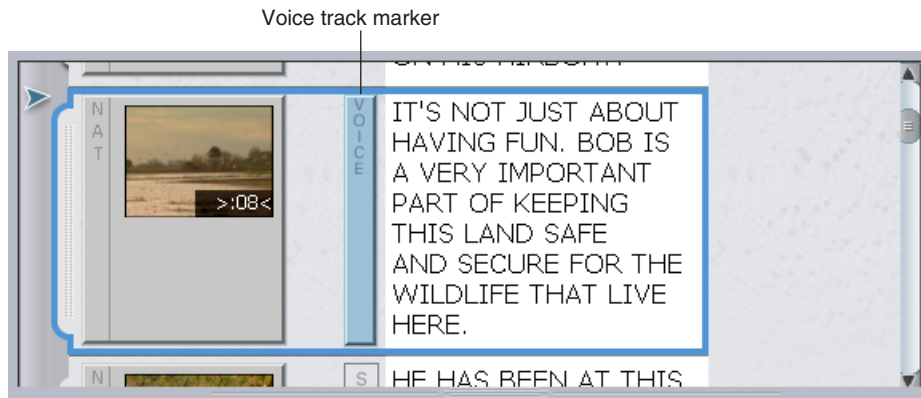


The application prerolls the footage 3 seconds, and a 3-second countdown appears in the Video monitor. When the countdown finishes and the video guide reaches the selected segment, the voice-over recording begins and the Record button turns orange while recording.

7. Record your narration using the selected input device.
8. Click the Record button a second time to stop the voice-over recording.

Your recorded voice-over is saved and a Voice track marker is added to the segment. If you need to record the voice-over again, repeat the procedure.

5 Using Audio



To cancel the voice-over recording:



- ▶ Click the Abort button. If you cancel the voice-over recording, the audio track is not saved.

To delete a voice-over recording:

1. Click the Voice track marker to select it.
2. Press the Delete key.

Recording Voice-over Narration to Multiple Segments

You can record your voice-over narration to more than one segment by creating splits as you record. This makes it easier to associate video clips with separate audio segments when you know that different sections of the voice-over narration require different video segments.

The splits created during voice-over recording do not appear in the Storyline until after the recording stops.

To record the voice-over to multiple segments:

1. Open a story in the Storyline. For information about opening stories, see [“Opening a Story” on page 35](#).
2. Click the segment handle for the segment where you want to add voice-over narration. The selected segment is outlined in blue.
3. Click the arrow to open the Voice-over controls.
4. Click the Input menu, and select the appropriate input device. If you use an external audio device to record your voice-over narration and the device does not appear in the Input menu, select either Windows Mixer or Automatic.



5. (Option) Click the Input Level control, and adjust the input audio gain. You can adjust the volume as you record the voice-over narration.
6. When you are ready to start the voice-over, click the Record button.
The application prerolls the footage 3 seconds, and a 3-second countdown appears in the Video monitor. When the countdown finishes and the video guide reaches the selected segment, the voice-over recording begins and the Record button turns orange while recording.
7. As you record your narration, do one of the following:
 - ▶ Select Story > Split Segment Here.
 - ▶ Press Ctrl+Shift+P.
8. Click the Record button a second time to stop the voice-over recording.
Your recorded voice-over is saved and Voice track markers appear in the new split segments.



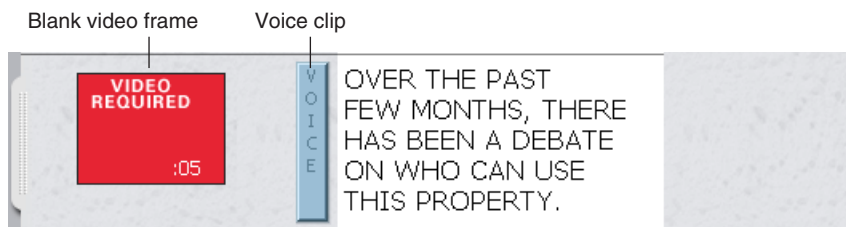
To cancel the voice-over recording and the split segments:

- ▶ Click the Abort button. If you cancel the voice-over recording, the audio track is not saved and no segments are split.

Using a Voice Clip for Voice-over Narration

You can use any media clip that contains an audio track as your voice-over narration. If you add a clip to your sequence using the Voice option, only the audio track is added to the Storyline. If the clip has more than one audio track, Instinct uses the first track specified in the Interplay settings on the asset manager. For information on Interplay settings, see [“Asset Manager” on page 19](#).

If you add a Voice clip to a segment that already uses a B-roll clip, Instinct automatically lowers (“ducks”) the volume level of the B-roll audio (for information on audio ducking, see [“Using Natural Sound and Sound-on-Tape” on page 127](#)). If you add a Voice clip to a segment with no video, the video frame in the Storyline remains blank and indicates you must add video to the segment.



5 Using Audio



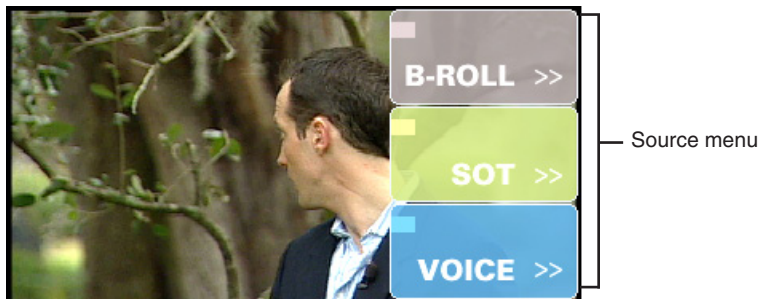
By default, *Instinct* creates an audio dissolve between each clip in your sequence. Because the dissolve requires at least one frame to fade out or fade in, you should not mark your *In* point at the first frame of your clip or your *Out* point at the last frame of your clip. Instead, use the Video monitor controls to step in a few frames from the beginning or end of your clip before marking your *In* and *Out* points. For more information on marking source clips, see “[Video Monitor Components](#)” on page 87. For information on setting the dissolve duration, see “[Setting the Audio Dissolve Duration](#)” on page 142.

You cannot add a Voice clip to a segment that already uses a SOT clip.

To add a Voice clip to a segment:

1. Open a story in the Storyline.
2. Load a clip into the Video monitor. For information on loading video clips, see “[Loading Clips in the Video Monitor](#)” on page 89.
3. (Option) Mark In and Out points in the clip as described in “[Trim Mode](#)” on page 114. If you do not mark the clip, you can add In and Out points later by trimming the clip (see “[Trim Mode](#)” on page 114).
4. Move the mouse pointer over the right side of the Video monitor.

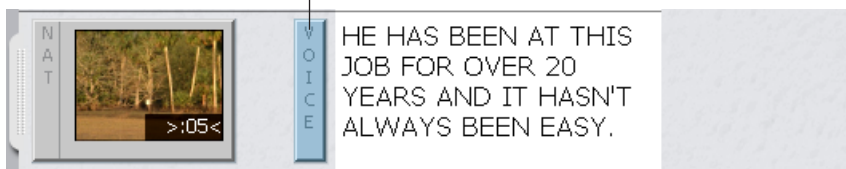
The Source menu displays in the Video monitor.



5. Click the Voice option and drag it to the segment where you want to add the voice-over narration.

The clip is added to the Storyline as voice-over narration.

Voice clip added to the Storyline over a B-Roll clip



Using Natural Sound and Sound-on-Tape

Instinct uses three kinds of audio tracks:

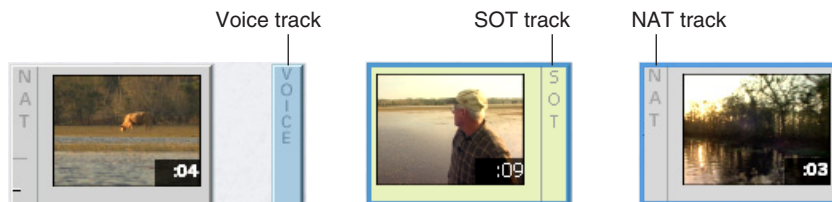
- Voice — audio recorded by Instinct through an audio device connected to your system (usually a voice-over track), or an audio-only media file accessed from the asset manager
- Natural sound (NAT) — audio recorded at the same time as the video clip by the microphone built-in to the video camera. Instinct supports two NAT tracks (see [“Working with Two Tracks for NAT and SOT” on page 140](#)).
- Sound-on-Tape (SOT) — audio recorded at the same time as the video clip, usually with a microphone separate from the one built in to the video camera (which records the natural sound). Instinct supports two SOT tracks.

The application automatically sets audio gain levels to ensure the clearest sound for the master audio track, the principal audio track in a segment. This provides default volume levels for separate tracks, without having to adjust audio gain levels manually (a process sometimes called “rubberbanding”). However, Instinct also allows you to adjust the volume of audio clips as you build your story (see [“Adjusting Audio Tracks” on page 138](#)).

Audio gain levels are set according to the following parameters:

- If a Voice track is present, the application lowers (or “ducks”) the audio level on NAT track running at the same point in the Storyline. (You cannot have a Voice track and a SOT track in the same segment.)
- If a SOT track is present, the application ducks the audio level on the NAT track running at the same point in the Storyline.
- If no Voice or SOT tracks are present, NAT sound remains at full volume.

Each type of audio track is identified in the Storyline. (Your Interplay administrator can modify audio track labels in the Avid Interplay Administrator application.)



5 Using Audio

The following topics provide more information on SOT tracks:

- [“Adding Sound-on-Tape Tracks to the Storyline” on page 128](#)
- [“Adding SOT Audio to B-Roll Video” on page 131](#)
- [“Inserting a SOT Clip” on page 132](#)
- [“Adding B-Roll Footage to a SOT Clip” on page 134](#)

Adding Sound-on-Tape Tracks to the Storyline

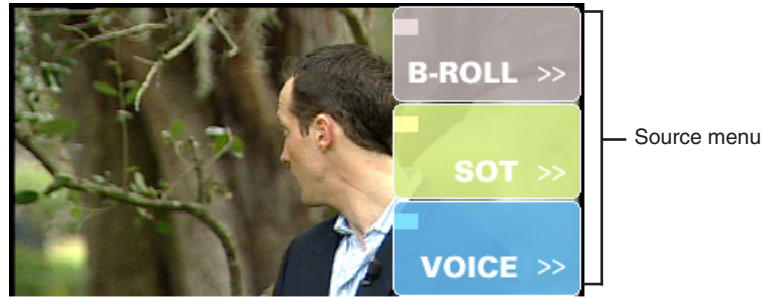
You add a clip as a SOT track the same way you add a B-Roll clip. When you add a SOT to a segment where there is no existing Voice track, the NAT sound track is disabled by default, which allows the SOT track to play at full volume. You can modify and trim the SOT clip using the same methods you use for any other clip. For information on working with media clips, see [“Story Building Basics” on page 87](#).



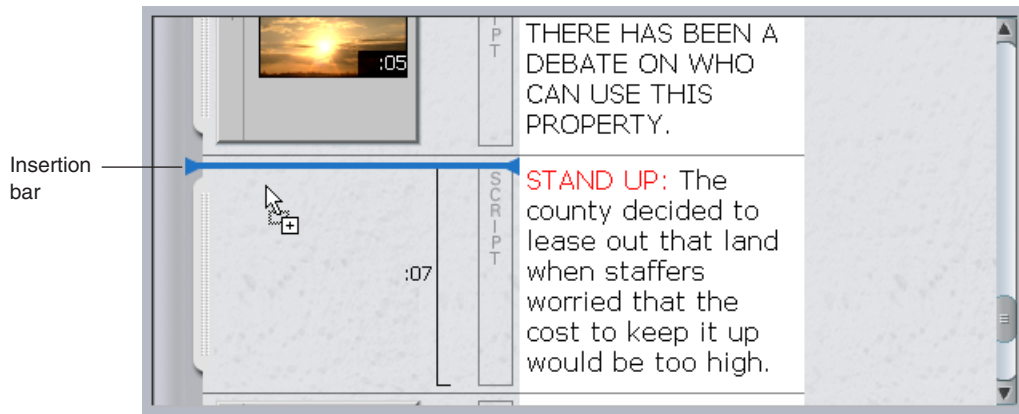
By default, Instinct creates an audio dissolve between each clip in your sequence. Because the dissolve requires at least one frame to fade out or fade in, you should not mark your In point at the first frame of your clip or your Out point at the last frame of your clip. Instead, use the Video monitor controls to step in a few frames from the beginning or end of your clip before marking your In and Out points. For more information on marking source clips, see [“Video Monitor Components” on page 87](#). For information on setting the dissolve duration, see [“Setting the Audio Dissolve Duration” on page 142](#).

To add a SOT track to a story:

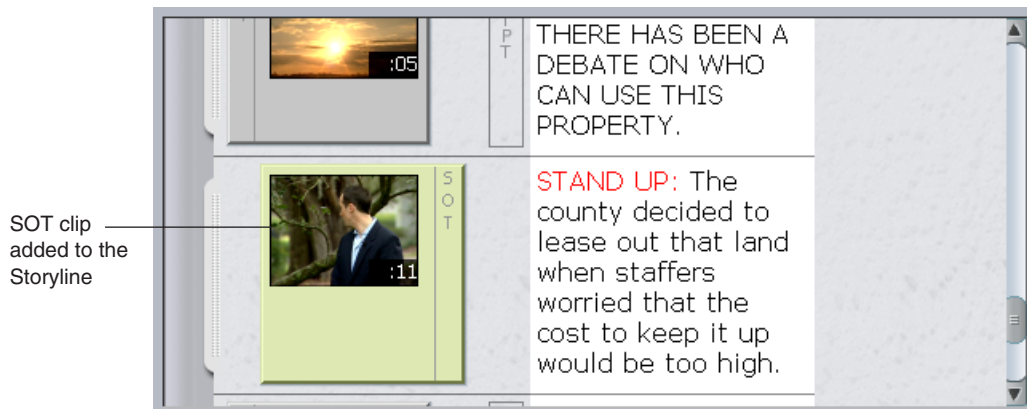
1. Open a story in the Storyline.
2. Load a clip into the Video monitor. For information on loading video clips, see [“Loading Clips in the Video Monitor” on page 89](#).
3. (Option) Mark In and Out points in the clip as described in [“Marking In Points and Out Points” on page 100](#). If you do not mark the clip, you can add In and Out points later by trimming the clip (see [“Trim Mode” on page 114](#)).
4. Move the mouse pointer over the right side of the Video monitor.
The Source menu displays in the Video monitor.



5. Click the SOT option and drag it to the segment where you want to add the clip. A blue insertion bar appears when the clip is dragged to an open position in the Storyline.



The clip is added to the Storyline. For information on extending or trimming the video clip to fit the script, see [“Trim Mode” on page 114](#).



5 Using Audio

To delete a SOT clip from the story:

1. Click the SOT clip in the Storyline to select it.
2. Press the Delete key.

Disabling and Enabling the NAT Track

By default, the NAT sound track on a SOT clip is disabled. You can disable or enable the NAT track depending on the needs of your story. If you disable the NAT track, Instinct uses only the audio recorded on the SOT track. If you enable the NAT track, the application ducks (lowers) the volume of the audio recorded on the NAT track (usually by the microphone built into the video camera) to a preset level.



To disable or enable the NAT track:

- ▶ Right-click the clip in the Storyline and select or deselect Disable NAT Track.

Overriding the Default NAT and SOT Tracks

An Interplay administrator sets the default tracks for NAT and SOT audio. By default, track A1 is mapped to NAT audio, and A2 is mapped to SOT audio (if dual-channel support is enabled, A1 and A4 are mapped to NAT audio, and A2 and A5 are mapped to SOT audio). You might need to change these mappings. For example, the NAT audio and the SOT audio might become reversed if a reporter's microphone is recorded on the wrong track. When this happens, the NAT sound takes the place of the SOT track, and if you disable the NAT track the SOT is disabled instead. You can change (or swap) the NAT and SOT tracks easily to compensate for this problem.

When you override the default NAT or SOT tracks in a clip, only the active clip in the Storyline is modified. Other clips that you added to the Storyline from the same source clip remain unchanged.

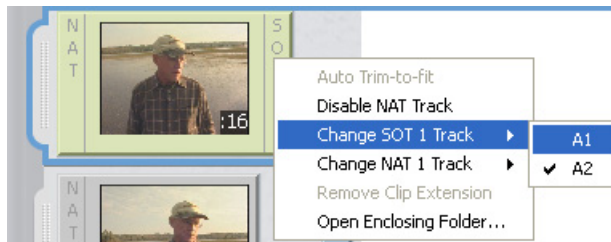
To override the default NAT and SOT tracks:

1. Right-click a clip in the Storyline.
2. Select the option for the track or tracks you want to change.

For example, if you want to swap the default NAT and SOT tracks:

- Select Change SOT 1 Track and select A1.
- Select Change NAT 1 Track and select A2.

A check mark shows the selected track.



Adding SOT Audio to B-Roll Video

When you combine a B-roll clip with a SOT clip by dragging them into the same segment in the Storyline, Instinct assumes you want the SOT audio to replace the B-roll audio while keeping the B-roll video. This allows you to take a sound bite from one clip and play it over the video from another clip.



If you drag the SOT clip on top of the B-roll clip, it replaces both the video and audio of the B-roll clip. If you want to replace the audio only, you must drag the SOT clip to an open position in the segment. For information on adding SOT clips to a sequence, see “Adding Sound-on-Tape Tracks to the Storyline” on page 128.

To add SOT audio to a B-roll clip:

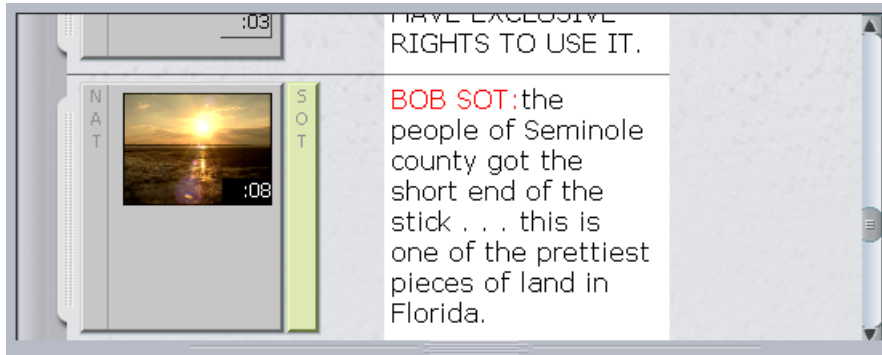
1. Open a story in the Storyline.
2. Add a B-roll clip to the Storyline.

For information on adding B-roll clips to a sequence, see [“Adding Video Clips to the Storyline” on page 109.](#)

5 Using Audio

3. Add a SOT clip to the Storyline in the same segment as the B-roll clip. A blue insertion bar appears when the clip is dragged to an open position in the segment.

The SOT audio replaces the B-roll audio. In the following illustration, the SOT and the B-roll clip are the same length.



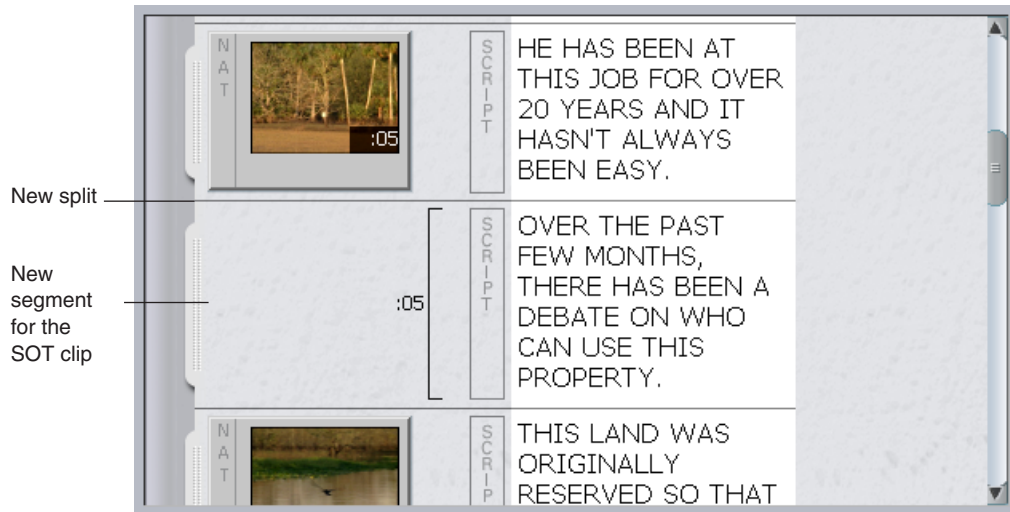
Inserting a SOT Clip

When you add a SOT to a B-roll clip, Instinct uses the B-roll video to cover the video in the SOT clip. However, if you want to insert a SOT clip in the middle of a B-roll segment so you can see the video in the SOT clip — for instance, to cut away from the primary footage for a sound bite — you first need to create a new segment. You can then add the SOT to the new segment and trim the B-roll footage as needed.

To insert a SOT by splitting a segment:

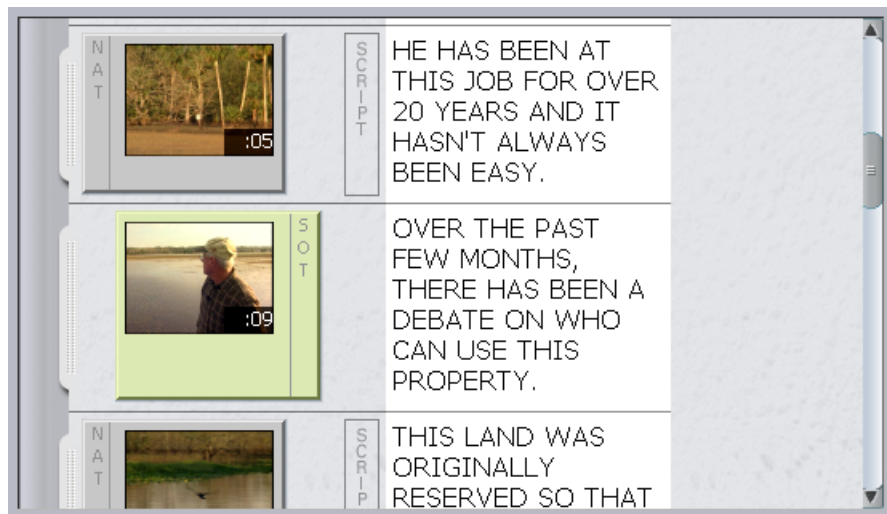
1. Open a story in the Storyline.
2. Click the Story display button in the Video monitor.
3. Place the cursor in the Story body at the point in your script where you want to add the SOT clip.
4. Select Story > Split.

A new segment is created.



5. (Option) Trim the B-roll footage to adjust it to the length of the new segment. For information on trimming footage, see [“Trim Mode” on page 114](#).
6. Add the SOT clip to the new segment. For information on adding SOT clips to a sequence, see [“Adding Sound-on-Tape Tracks to the Storyline” on page 128](#).

The SOT clip is inserted into the new segment.



7. (Option) If you want to move the text of the script to a new segment, you can create another split, and cut and paste your text to the empty segment.

Adding B-Roll Footage to a SOT Clip

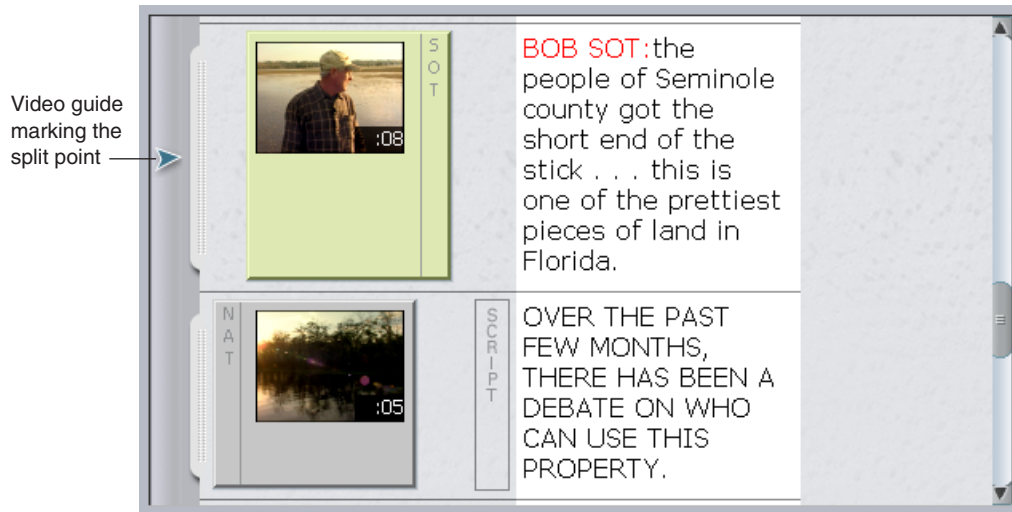
If you want to add B-roll footage to the middle of a SOT clip — for instance, to cut away from an interview to an establishing shot that provides context for the interview — you can create a new segment at the point where you want the B-roll footage to appear. The B-roll video covers the SOT video at that point, leaving the SOT audio and returning to the SOT video once the B-roll footage ends.



By default, Instinct creates an audio dissolve between each clip in your sequence. Because the dissolve requires at least one frame to fade out or fade in, you should not mark your In point at the first frame of your clip or your Out point at the last frame of your clip. Instead, use the Video monitor controls to step in a few frames from the beginning or end of your clip before marking your In and Out points. For more information on marking source clips, see “Video Monitor Components” on page 87. For information on setting the dissolve duration, see “Setting the Audio Dissolve Duration” on page 142.

To add B-roll footage to a SOT clip:

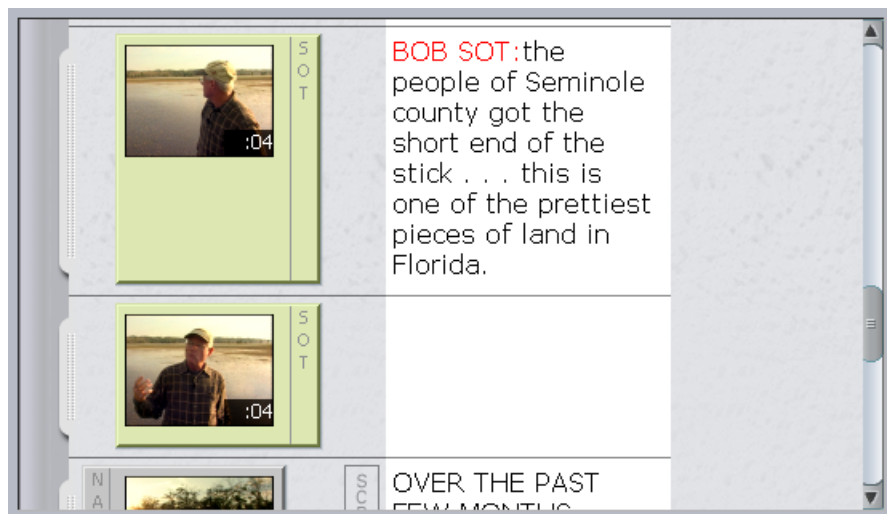
1. Open a story in the Storyline.
2. Click the Story display button in the Video monitor.
3. Do one of the following:
 - ▶ Click in the Storyline at the point to which you want to cut away from the SOT clip.
 - ▶ Move through the Storyline to locate the point to which you want to cut away from the SOT clip.
 - ▶ Use the Step buttons and the Timecode display to locate the precise point for your split.
 - ▶ Click the Play button and play through the sequence to the point to which you want to cut away from the SOT clip.



4. Do one of the following:

- ▶ Select Story > Split Segment Here.
- ▶ Press Ctrl+Shift+P.

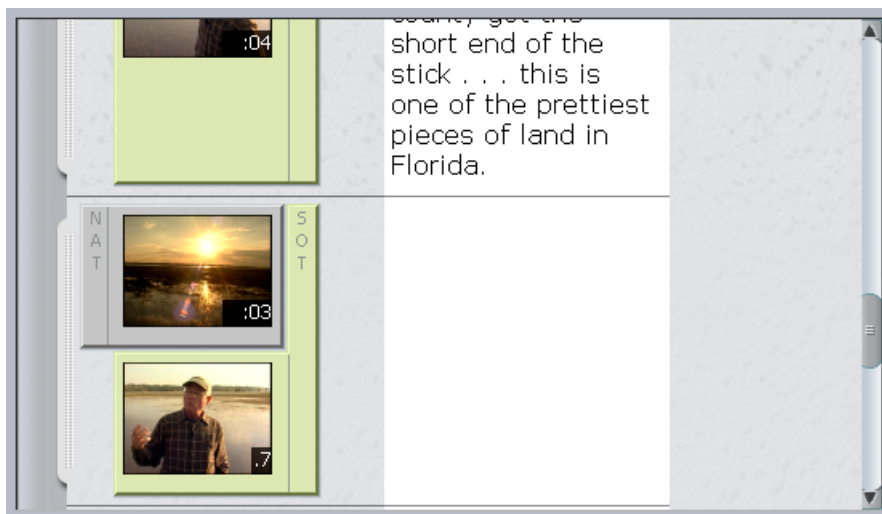
A new segment is created. This split does not affect how the SOT plays. It creates an In point in the sequence which allows you to add the B-roll clip at the appropriate place in the Storyline.



5. Load a clip into the Video monitor.

5 Using Audio

- (Option) Mark In and Out points in the clip as described in [“Marking In Points and Out Points” on page 100](#). If you do not mark the clip, you can add In and Out points later by trimming the clip (see [“Trim Mode” on page 114](#)).
- Move the mouse pointer over the right side of the Video monitor.
The Source menu displays in the Video monitor.
- Click the B-roll option and drag it to the new segment.
The B-roll clip is added to the Storyline, covering the SOT video.



Creating Audio Overlaps

An audio overlap (also called an L-cut) is similar to an extended video clip. In an audio overlap, the video from a B-roll clip covers the video — but not the audio — of an SOT clip, allowing the SOT audio to play under the video from the preceding clip. Typically, audio overlaps are used to extend a video clip over the first few seconds of an interview clip. This creates a smooth transition from a B-roll segment to a SOT clip, as it allows video to overlap the audio transition.

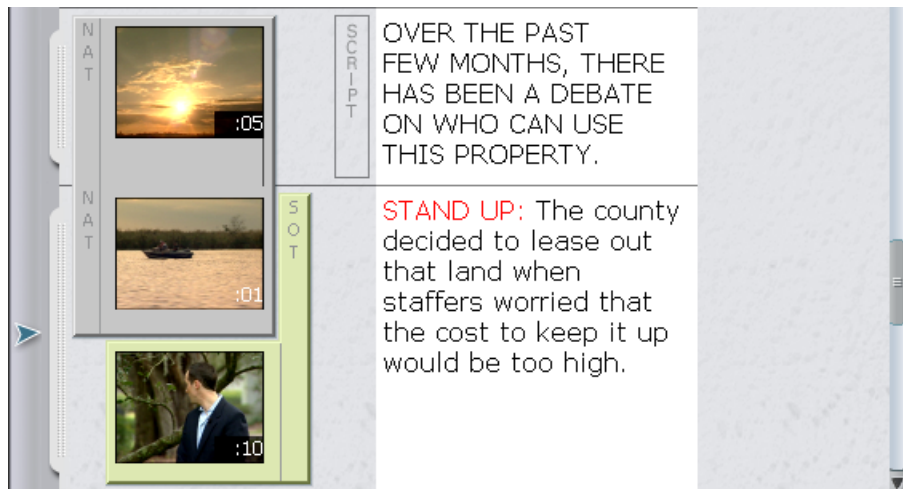


You can use the Add/Remove Clip Extension button to create a default 1-second audio overlap.

To create an audio overlap:

1. Open a story in the Storyline.
2. Add a B-roll clip to the Storyline.
For information on adding B-roll clips to a sequence, see [“Adding Video Clips to the Storyline” on page 109](#).
3. Add a SOT clip to the Storyline below the B-roll clip.
For information on adding SOT clips to a sequence, see [“Adding Sound-on-Tape Tracks to the Storyline” on page 128](#).
4. Do one of the following:
 - ▶ Click in the Storyline at the point to which you want to extend your B-roll video.
 - ▶ Scrub through the Storyline to locate the point to which you want to extend your B-roll video.
 - ▶ Use the Step buttons and the Timecode display to locate the precise point for your overlap.
 - ▶ Click the Play button and play through the sequence to the point to which you want to extend your B-roll video.
5. Do one of the following:
 - ▶ Select Story > Extend Previous Shot to Here.
 - ▶ Press Ctrl+Shift+X.

The B-roll video overlaps the SOT video, and the overlap displays a new head frame to indicate the new Out point for the B-roll clip.



5 Using Audio

To create a default 1-second audio overlap:

1. Click a B-Roll clip in the Storyline to select it.
2. Click the Add/Remove Clip Extension button.

The B-Roll clip is extended 1-second into the SOT clip in the next segment to create the audio overlap.

To remove an audio overlap:

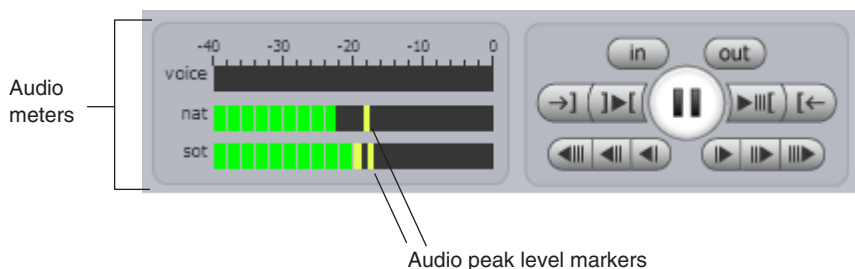
- ▶ Click the Add/Remove Clip Extension button.

Adjusting Audio Tracks

You can modify audio tracks by adjusting the volume, or gain, of specific clips in the Storyline. You can adjust the gain of any audio track in your sequence, although the gain levels of ducked audio tracks remain lower than the volume of the master audio track. (For information on audio ducking, see [“Using Natural Sound and Sound-on-Tape” on page 127](#)).

Monitoring Audio Tracks

You can monitor audio gain levels while you adjust them by using the audio meters in the audio controls. When you play footage that includes audio, the audio levels are tracked in the audio meters, with the high level indicated by an audio peak level marker.



Monitoring audio while the sequence plays allows you to see if the audio gain levels change significantly from one clip to another in the Storyline. For information on increasing or decreasing the volume levels of a clip, see [“Adjusting Audio Gain” on page 139](#).

The audio meters include reference points of 0, -10, -20, -30, and -40 dBFS. The audio meters display green for levels under -20 dBFS, yellow for levels between -20 and -10 dBFS and red for levels between -10 and 0 dBFS.

If your workgroup is configured for two NAT tracks or two SOT tracks, the NAT or SOT audio meter is split into two (NAT1/NAT2 or SOT1/SOT2), with separate monitoring for each track. The track is split even if the selected clip has only one track. For more information, see [“Working with Two Tracks for NAT and SOT”](#) on page 140.



If you want to monitor a single audio track — for instance, to monitor the audio for a SOT or a stand-up — you can mute audio tracks by selecting specific tracks in the Audio/Video Monitoring Preferences dialog box. For information on selecting tracks, see [“Monitoring Audio and Video”](#) on page 90.

Adjusting Audio Gain

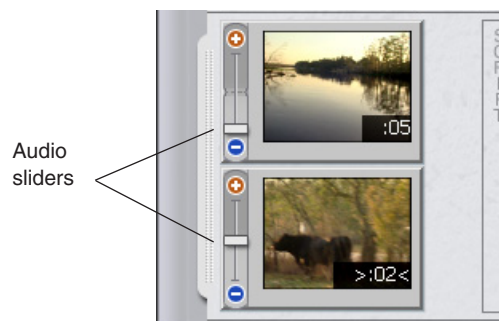
You can use the audio sliders to increase or decrease the volume of audio tracks. You can adjust the audio gain while a sequence plays in the Video monitor, which allows you to make your adjustments dynamically as you listen to the audio.

To adjust the volume of an audio track:

1. Open a story in the Storyline.
2. Click the Edit Audio Tracks button.

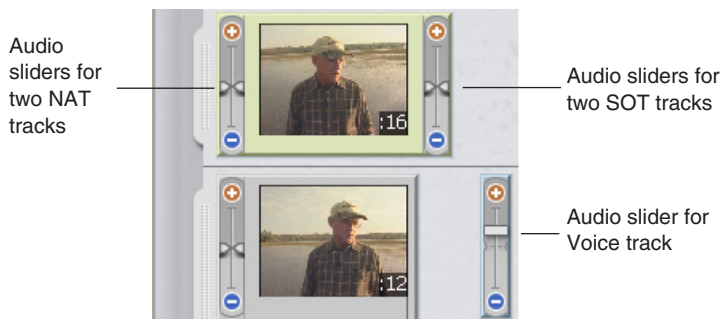


Each audio track in the Storyline displays an Audio slider.



If your workgroup is configured for two NAT tracks or two SOT tracks, and a clip includes two NAT tracks or two SOT tracks, two sliders are displayed for NAT or SOT.

5 Using Audio



3. (Option) Click the Play button to play the sequence.



If two NAT or SOT tracks are enabled in the workgroup, the audio sliders display two tracks for NAT, two tracks for SOT, or two tracks for both, even if the selected clip has only one track.

4. Click the Audio slider on the track you want to adjust, and drag it up or down to increase or decrease the volume.

Working with Two Tracks for NAT and SOT

Avid Instinct supports monitoring and adjustment of two tracks for both NAT (natural sound) and SOT (sound-on-tape). Which tracks are available, and how they are laid down for output, depend on how your workgroup is configured. For example, your story could have two NAT tracks (tracks A1 and A4) to provide a stereo background, with a single SOT track (track A2) providing the voice-over. When you send the story to playback, the audio tracks can be mixed down so that NAT track A1 is mapped to the left audio channel, NAT track A4 is mapped to the right audio channel, and SOT track A3 is center-panned (played on both channels). An Interplay administrator enables center panning (see [“Enabling Center-Panned Sound”](#) on page 143).

You can adjust the volume for each track separately. The following illustration shows two clips in a story with audio sliders displayed: one clip with two NAT tracks and two SOT tracks, and one clip with two NAT tracks and a Voice track. The audio meters show levels for two NAT tracks, and two SOT tracks.



If two NAT or SOT tracks are enabled in the workgroup, the audio meters and audio sliders display two tracks for NAT, two tracks for SOT, or two tracks for both, even if the selected clip has only one track.

For more information on monitoring and adjusting audio gain, see [“Monitoring Audio Tracks” on page 138](#) and [“Adjusting Audio Gain” on page 139](#).

To work with two NAT or SOT tracks, your Interplay administrator must enable settings in the Editing Settings tab of the Application Database Settings in the Interplay Administrator. These settings apply to all stories created in the Interplay workgroup. The following settings apply to working with two NAT or SOT tracks:

- Audio Patching
- Audio - Source audio patching
- Audio - Storyline audio patching
- Send to Playback - Audio Mixdown Mode
- Audio Effects - Center-Panned Sound on Tape and Voice Over

For more information, see the *Avid Interplay Engine and Avid Interplay Archive Engine Administration Guide*.

5 Using Audio

Which tracks are laid down for output depends on how your workgroup is also configured in the Interplay Administrator. The following table lists the default settings.

Source Track	Storyline Label	Storyline Track
A1	NAT1	A1
A4	NAT2	A4
A2	SOT1	A2
A5	SOT2	A5
A3	Voice	A3

You can replace the default source track with any other audio track in a clip after you add the clip to the story. See [“Overriding the Default NAT and SOT Tracks”](#) on page 130.

Adding Audio Effects

An Interplay administrator can set defaults for two audio effects, as described in the following topics:

- [“Setting the Audio Dissolve Duration”](#) on page 142
- [“Enabling Center-Panned Sound”](#) on page 143

Setting the Audio Dissolve Duration

Instinct creates an audio dissolve between each clip in your sequence. By default, this dissolve uses two frames: one from the end of the first clip, and one from the beginning of the second clip. An Interplay administrator can change the default setting in the Interplay Administrator application to remove or lengthen a dissolve.



Because the dissolve requires at least one frame to fade out or fade in, you should not mark your In point at the first frame of your clip or your Out point at the last frame of your clip. Instead, use the Video monitor controls to step in a few frames from the beginning or end of your clip before marking your In and Out points. For more information on marking source clips, see [“Video Monitor Components”](#) on page 87.

To set the duration of the audio dissolve:

1. Start the Interplay Administrator.
2. In the Application Settings section of the Interplay Administrator window, click the Application Database Settings icon.
3. Click the Editing Settings tab.
4. Select a folder in the database.
5. In the Audio Effects section, type the number of frames for the dissolve. Type “0” (zero) for no dissolve.
6. Click Apply and close the Interplay Administrator.

Enabling Center-Panned Sound

An Interplay Administrator can enable center-panned sound, so that any SOT tracks or Voice tracks are output on both output channels to create a center-panned effect. For example, with this option enabled, you can mix down in stereo mode, with NAT1 on an odd channel (left speaker), NAT2 on an even channel (right speaker), and any SOT or Voice tracks on both channels (both speakers).

To enable center-panned sound:

1. Start the Interplay Administrator.
2. In the Application Settings section of the Interplay Administrator window, click the Application Database Settings icon.
3. Click the Editing Settings tab.
4. Select a folder in the database.
5. Select a folder in the database.
6. In the Audio Effects section, select “Enabled” for “Center-Panned Sound on Tape and Voice Over.”
7. Click Apply and close the Interplay Administrator.

6 Exporting Stories

Avid Instinct allows you to export your story in the following ways:

- You can send your story directly to playback, if you need to deliver the story quickly.
- You can send the story to an Avid editing application, if it requires further editing or finishing.

The following topics discuss how to export stories:

- [Send to Playback](#)
- [Setting Working and Target Audio Resolutions](#)
- [Exporting a Story to an Avid Editing Application](#)

Send to Playback

You can send a story to a playback device, such as Avid AirSpeed, which you can access from Instinct. The Avid Interplay Transfer client installs with Instinct, and this allows the application to connect to any available playback device on your network that has the Interplay Transfer Engine installed. For information on configuring Interplay Transfer, see the *Avid Interplay Transfer Setup and User's Guide*.



You must install the Avid Interplay Transfer client on your system to send a story to the Interplay Transfer service. The Interplay Transfer client installs with Instinct; however, if for some reason the client software is not installed on your system, contact your Interplay administrator.

When you log in to Instinct, the application automatically gets a list of playback devices available from the Interplay Transfer server. You can select your playback device from the Send to Playback menu.

Instinct automatically relinks all clips in your sequence to media in the target resolution. Clips that are not available from the asset manager in your target resolution are marked with a yellow border. The Send to Playback function will fail if your sequence includes a clip unavailable in the target resolution. Before you send a sequence that contains clips marked with a yellow border to playback, you must have your Interplay administrator or your producer acquire all marked clips in the appropriate resolution.

6 Exporting Stories

Instinct mixes down audio tracks before sending to playback, using the Audio Mixdown Mode setting in the Editing Settings tab of the Application Database Settings in the Interplay Administrator. An administrator can select one of the following output modes for audio:

- **Mono:** Creates a mono mixdown of all audio tracks and outputs the resulting track to two channels when sent to playback. This results in two identical channels of audio, each containing the original NAT, SOT, and VOICE tracks.
- **Stereo:** Creates a left/right alternating pan (odd tracks on one channel, even tracks on the other channel), creates a stereo mixdown of all audio tracks, and outputs the resulting two tracks to two channels when sent to playback. This results in two channels of audio, with the NAT/VOICE tracks (A1/A3) on one channel and the SOT track (A2) on the other channel by default. An administrator specifies how tracks are mapped in the Audio - Storyline Audio Patching settings in the in the Editing Settings tab of the Application Database Settings in the Interplay Administrator. If you are working with two NAT tracks or two SOT tracks, see [“Working with Two Tracks for NAT and SOT” on page 140](#).
- **Direct Out:** Creates separate output channels for each audio track in the story when it is sent to playback. This setting does not combine audio in any way; all audio tracks remain as they are in the story. Select this option to retain the greatest flexibility to do further audio manipulation after the story is sent to the playback device.



Your Interplay administrator needs to set your user privileges so you can send to playback. If you are having problems, see your Interplay administrator.

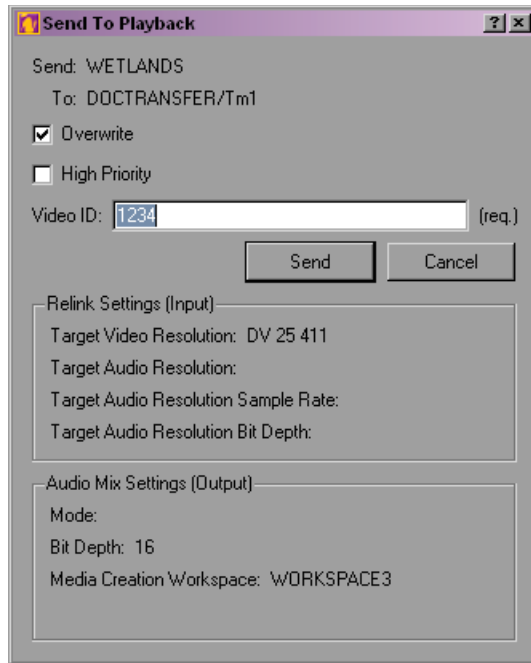
Exporting Stories for Playback

If you need to send your story to a playback device, you can use Avid Instinct to export the finished story to Interplay Transfer, which controls the transfer operation.

To send a story to Interplay Transfer for playback

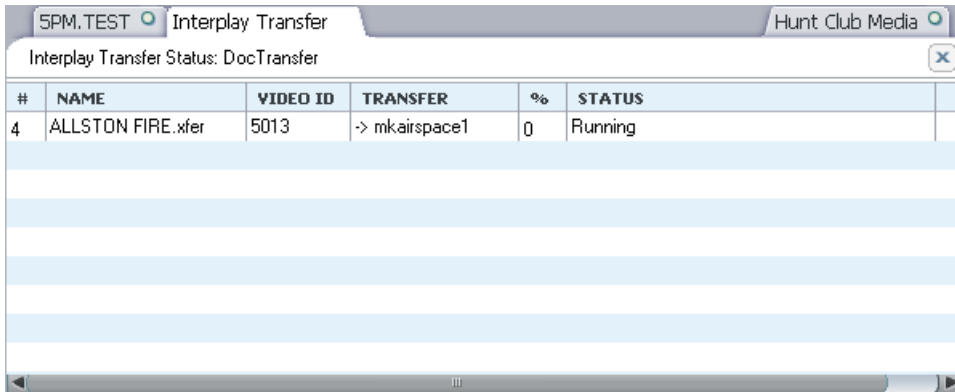
1. Open a story in the Storyline.
2. Select File > Interplay Transfer > Send To Playback > [playback device]. The Send to Playback menu options list all playback devices available to Interplay Transfer.

The Send to Playback dialog box opens.



3. If necessary, type the Video ID for your sequence in the Video ID text box. If the iNEWS server has a video ID field for the story you want to send to playback, the server automatically supplies the Video ID for the text box.
4. (Option) Select from the following transfer options:
 - Overwrite — select this option if you want to overwrite any sequence with the same Video ID already sent to the playback device.
 - High Priority — select this option if you want the media to play before the transfer to the playback device is finished.
5. Click Send.

Instinct renders any audio effects, such as dissolves at the beginning and end of each clip, and mixes down the audio as specified in the settings in the Interplay Administrator (see [“Send to Playback” on page 145](#)). The sequence is sent to the playback device, and it is checked into the Sent to Playback folder in the asset manager as a new sequence with the extension *.xfer*. The Interplay Transfer tab opens in the Research panel.



#	NAME	VIDEO ID	TRANSFER	%	STATUS
4	ALLSTON FIRE.xfer	5013	-> mkairspace1	0	Running



If you close the Interplay Transfer tab, you can display it again by selecting File > Interplay Transfer > Show Status.

To remove entries from the Interplay Transfer tab:

- ▶ Select File > Interplay Transfer > Clear Status.

Setting Working and Target Audio Resolutions

Your Interplay administrator can set the working audio resolution for Avid Instinct users. The working resolution can be set to one of the following audio formats:

- PCM — Pulse Code Modulation (PCM) is an industry-standard audio format for digital audio; it is used for export and send-to-playback operations and when you need a high-quality audio playback
- MP2 — MPEG-1 Layer II (MP2) a compressed audio format that is useful when you do not require high-quality playback

The target audio resolution is used when you send media to playback. The default target audio resolution is PCM, which cannot be changed. If your sequence contains audio clips that are not available on the asset manager in your target resolution, your Interplay administrator must acquire the audio in the appropriate resolution before you can send the sequence to playback.

Working resolutions are user settings; target resolutions are database settings and you use the default target resolution in send-to-playback operations. Your Interplay administrator can set the appropriate audio working resolutions in the Instinct/Assist User Settings view in the Avid Interplay Administrator.

If your target or working resolution is set to PCM, your Interplay administrator can also set the sample rate and bit depth used for audio clips. The broadcast standard sample rate for most high-end production houses is 48 kHz. A 16-bit bit depth is generally used for CD-quality audio. Your Interplay administrator can select the appropriate values based on the requirements of your facility.

To set the working audio resolution:

1. If you have administrative privileges, in the Avid Interplay Administrator click Instinct/Assist User Settings.
2. In the Instinct/Assist User Settings view, select a user from the user list.
3. In the Audio Settings section, select a Working resolution:
 - PCM
 - MP2

You cannot change the target audio resolution.

4. If you set your working resolution to PCM, do the following:
 - a. Click the Sample Rate menu and select a sample rate.
 - b. Click the Bit Depth menu, and select an audio bit depth.
5. Click Apply.

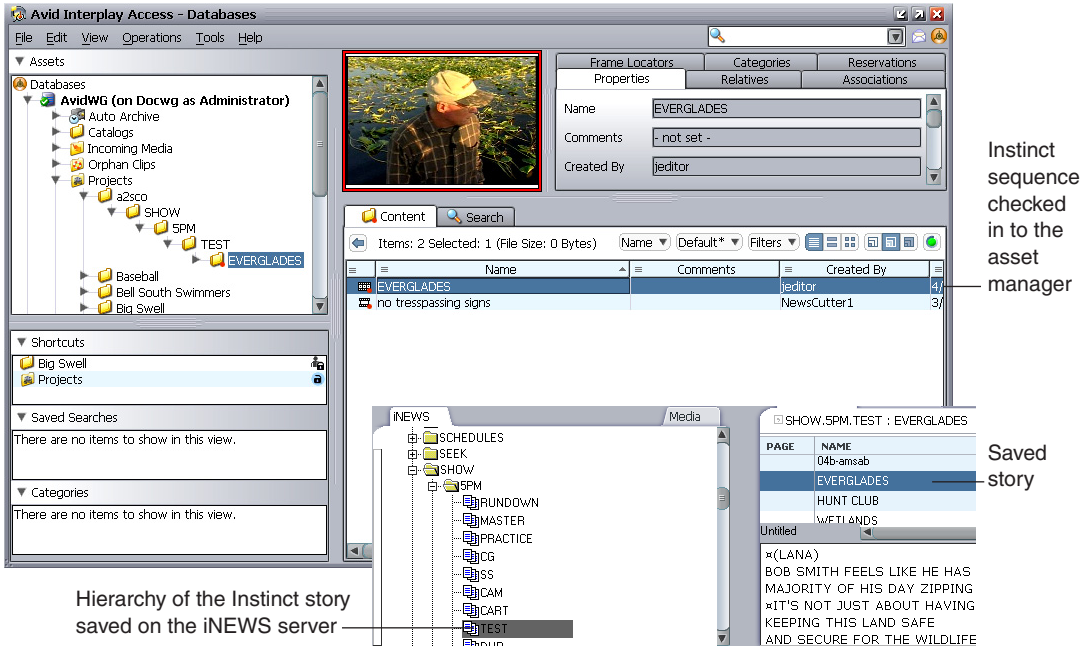
For more information on setting working and target resolutions and other Instinct/Assist User settings, see the *Avid Interplay Engine and Avid Interplay Archive Engine Administration Guide*.

Exporting a Story to an Avid Editing Application

When you save your story in Instinct, the media sequence is also checked in to a project on the asset manager. You can check out the sequence using either the Avid Interplay Access or the Avid Interplay window in an Avid editing system (such as Avid NewsCutter). In the editing application, you can add titles and effects, trim clips, edit audio tracks, or perform any other editing function available in the application.

The asset manager saves Instinct sequences in projects. The project name is taken from the iNEWS path to the story, and the project contains a folder with a folder name taken from the story and containing the saved sequence. A separate folder, named “Voice Tracks,” contains the audio clips created by voice-over recordings.

6 Exporting Stories



The following sections describe two methods to open a story sequence saved by the asset manager in an Avid editing application.

- “Checking Out a Sequence from Avid Interplay Access” on page 150
- “Checking Out a Sequence from the Avid Interplay Window” on page 152

Checking Out a Sequence from Avid Interplay Access

From Avid Interplay Access, you can drag the sequence to an open bin in an Avid editing application. This checks out the sequence, allowing you to edit it. Once you have edited the sequence, you can then check it in to the asset manager so other users can access it or send it to a playback device.

For more information on using Avid Interplay Access, see the *Avid Interplay Access User’s Guide*.

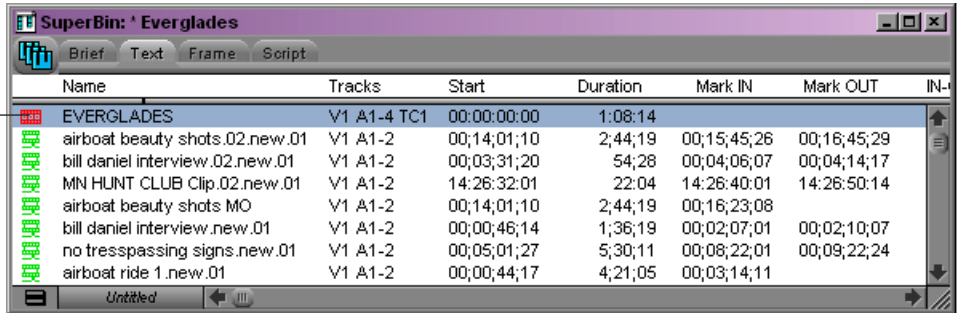
To open a sequence in an Avid editing application using Avid Interplay Access:

1. Open your Avid editing application.
2. Open the bin to which you want to check out your sequence.
3. If you have not already done so, open Avid Interplay Access.

4. Perform a search or browse operation that returns the sequence that you want to check out.
5. In the Content pane, click the sequence you want to check out, and drag it to the Avid system bin.

The imported sequence appears in the bin.

Instinct sequence in an Avid system bin



6. Load the sequence into the Timeline.

The sequence displays in the Timeline. Effect icons at the audio clip transitions indicate audio dissolves.



Effect icons showing Audio dissolves

Instinct creates an audio dissolve between each clip in your sequence. Because the dissolve requires at least one frame to fade out or fade in, you should not mark your In point at the first frame of your clip or your Out point at the last frame of your clip. Instead, use the Video monitor controls to step in a few frames from the beginning or end of your clip before marking your In and Out points. For more information on audio, see [“Using Audio” on page 121](#).

Checking Out a Sequence from the Avid Interplay Window

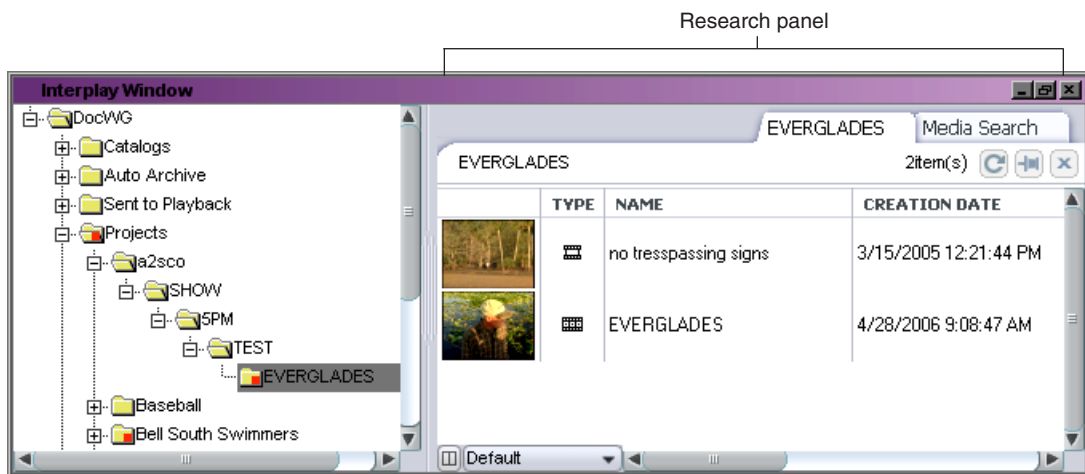
From the editing application, you can use the Avid Interplay window to open the sequence in a bin. Once you have edited the sequence, you can then check it in to the asset manager so other users can access it or send it to a playback device.

For more information on using the Avid Interplay window, see “Working with Avid Interplay from an Avid Editing System” in the Help for your Avid editing application.

To open a sequence in an Avid editing application using the Avid Interplay window:

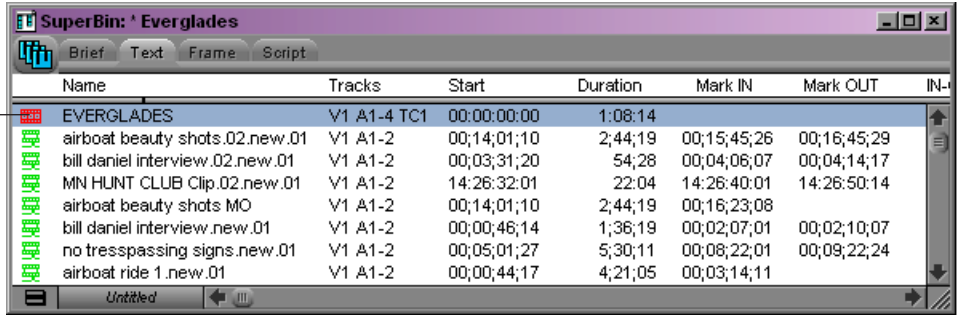
1. Open your Avid editing application.
2. Open the bin to which you want to check out your sequence.
3. Select Tools > Interplay Window.

The Avid Interplay window opens.



4. Perform a search or browse operation that returns the sequence that you want to check out.
5. In the Research panel, click the sequence you want to check out, and drag it to a bin.
The imported sequence appears in the bin.

Instinct
sequence
in an Avid
system bin



6. Load the sequence into the Timeline.

The sequence displays in the Timeline. Effect icons at the audio clip transitions indicate audio dissolves.



Effect icons showing Audio dissolves

Instinct creates an audio dissolve between each clip in your sequence. Because the dissolve requires at least one frame to fade out or fade in, you should not mark your In point at the first frame of your clip or your Out point at the last frame of your clip. Instead, use the Video monitor controls to step in a few frames from the beginning or end of your clip before marking your In and Out points. For more information on audio, see [“Using Audio” on page 121](#).

A Using Keyboard Shortcuts

See the following topics for a list of keyboard shortcuts:

- [General Shortcuts](#)
- [Video Monitor Shortcuts](#)
- [Storyline Shortcuts](#)
- [Directory Panel Shortcuts](#)
- [Research Panel Shortcuts](#)
- [Shortcuts for Foreign Language Keyboards](#)

General Shortcuts

The following table lists shortcuts used to control some of the functions that are not specific to a panel or area within the application:

Shortcut	Result
Ctrl+N	With focus in the Research panel, creates a new story
Ctrl+Z	Undoes the last action
Ctrl+Y	Redoes the last undone action
Ctrl+E	Turns edit lock on and off
Ctrl+F	Opens the Search tab for a media search
Ctrl+Shift+F	With focus in an indexed folder or queue, opens the Search tab for an iNEWS search
Ctrl+1	Moves focus to the Storyline, unless focus is in the Story form
Ctrl+2	Moves focus to the Directory panel, unless focus is in the Story form
Ctrl+3	Moves focus to the Research panel, unless focus is in the Story form
Ctrl+grave accent (backquote) key (`)	In tabbed panels, selects the next tab
Ctrl+M	Opens the Audio/Video Monitoring Preferences dialog box

A Using Keyboard Shortcuts

Shortcut	Result (Continued)
Alt+Z	Closes and opens all panels except the Storyline, unless focus is in a queue or the Story form
Ctrl+S	Saves the story on the iNEWS server
Ctrl+Delete	Deletes the story from the queue
F1	Opens the Help
Ctrl+Q Alt+F4	Exits Avid Instinct

Video Monitor Shortcuts

The following table lists shortcuts for specifying display modes and playing in the Video monitor. These commands can be used regardless of the keyboard focus.

Shortcut	Result
F9	Puts Video monitor into Source mode
F10	Puts Video monitor into Story mode
F11	Puts Video monitor into Trim mode
Alt+F5	Refreshes the media object information for the video displayed in the Video monitor; this is useful for viewing the status of in-progress clips
Ctrl+space bar Ctrl+5	Starts or stops playback of video in the Video monitor
Ctrl+6	Plays the video from the In point to the Out point
Ctrl+7	Prerolls the video to 3 seconds before the Out point, and then plays the footage to the Out point
Alt+. (period)	Steps forward 1 frame at a time
Alt+, (comma)	Steps backward 1 frame at a time
Ctrl+. (period)	Steps forward 1 second at a time
Ctrl+, (comma)	Steps backward 1 second at a time
Ctrl+Alt+. (period)	Steps forward 10 seconds at a time
Ctrl+Alt+, (comma)	Steps backward 10 seconds at a time

Shortcut	Result (Continued)
Ctrl+Shift+, (comma)	Moves the position indicator to the beginning of the video clip
Ctrl+Shift+. (period)	Moves the position indicator to the end of the video clip
Alt+I	Sets a Mark In point
Alt+O	Sets a Mark Out point
Alt+Q	Moves the position indicator to the Mark In point
Alt+W	Moves the position indicator to the Mark Out point
Ctrl+Shift+P	During a voice-over recording, splits the segment at the point marked by the video guide in the Storyline

The following table lists shortcuts for playing in the Video monitor. These commands require keyboard focus to be in the Video monitor area of the main window.

Shortcut	Result
space bar	Starts or stops playback
5	
6	Plays from the In point to the Out point
7	Plays the last 3 seconds before the Out point
.(period)	Steps forward 1 frame
Right arrow	
, (comma)	Steps backward 1 frame
Left arrow	
Ctrl+right arrow	Steps forward 1 second
Ctrl+left arrow	Steps backward 1 second
Ctrl+Alt+right arrow	Steps forward 10 seconds
Ctrl+Alt+left arrow	Steps backward 10 seconds at a time
Home	Moves to the first frame
End	Moves to the last frame
I	Sets a Mark In point
E	

A Using Keyboard Shortcuts

Shortcut	Result (Continued)
O R	Sets a Mark Out point
Q	Moves to the Mark In point
W	Moves to the Mark Out point

Storyline Shortcuts

The following table lists shortcuts used to modify display attributes, edit scripts, and navigate text boxes in the Storyline:

Shortcut	Result
Alt+R	With focus in the Storyline, hides/shows the production cue text boxes
Alt+L	With focus in the Storyline, hides/shows media clips in the Media column
Ctrl+]]	Splits the text at the point marked by the cursor in the Story body into two segments
Tab	With focus in the Story form, moves the cursor from one field to the next (left to right) With focus in the production cue text box, moves the cursor from one production cue to the next (top to bottom) With focus in the Story body, moves the cursor from one segment to the next (top to bottom)
Shift+Tab	With focus in the Story form, moves cursor from one field to the previous (right to left) With focus in the production cue text box, moves the cursor from one production cue to the previous (bottom to top) With focus in the Story body, moves cursor from one segment to the previous (bottom to top)
Ctrl+Shift+X	Extends the previous shot to the point marked by the video guide in the Storyline
Ctrl+Shift+P	Splits the segment at the point marked by the video guide in the Storyline
Alt+Insert	Inserts production cue at the point marked by the cursor in the Story body
Ctrl+B	Marks selected text as bold
Ctrl+I	Marks selected text as italic
Ctrl+U	Underlines selected text
Ctrl+Alt+P	Turns on Presenter Instructions text mode in story
Ctrl+Alt+C	Turns on Closed Caption text mode in story

Shortcut	Result (Continued)
Ctrl+Alt+N	Turns on Normal text mode in story
Ctrl+Alt+M	Turns on Machine Control text mode in production cue
F6	Moves the cursor between the text next to a production cue and the production cue text box
Alt+Up Arrow	With focus in the Story body, moves the cursor to the Story form
Alt+Down Arrow	With focus in the Story form, moves the cursor to the Story body With focus in the Story body, moves the cursor between the text next to a production cue and the production cue text box

Directory Panel Shortcuts

Shortcut	Result
Up Arrow	With focus in the Directory panel, moves selection up one item
Down Arrow	With focus in the Directory panel, moves selection down one item
Right Arrow	With focus in the Directory panel and with a folder or directory selected, expands the folder or directory
Left Arrow	With focus in the Directory panel and with a folder or directory selected, closes the expanded directory or folder
F5	With focus in the Directory panel, refreshes the display

Research Panel Shortcuts

The following table lists shortcuts used to modify display attributes and to navigate through the lists in the Research panel:

Shortcut	Result
Alt+Z	With focus in a queue, opens and closes the Story Preview area
Alt+H	With focus in a queue, arranges the Story list and the Story Preview area horizontally so the Story list displays to the left of the Story Preview area
Alt+V	With focus in a queue, arranges the Story list and the Story Preview area vertically so the Story lists displays above the Story Preview area

A Using Keyboard Shortcuts

Shortcut	Result (Continued)
F5	With focus in the Research panel, refreshes the display
Up Arrow	With a story or media clip selected, moves the focus up one line or one clip
Down Arrow	With a story or media clip selected, moves the focus down one line or one clip
Enter	With a story or media clip selected, opens the story in the Storyline or loads the clip in the Video monitor
Home	With a story or media clip selected, moves the focus to the first story or clip in the Research panel
End	With a story or media clip selected, moves the focus to the last story or clip in the Research panel

Shortcuts for Foreign Language Keyboards

The following table lists differences in the keyboard shortcuts for languages other than English. (A blank entry indicates no difference in the keyboard mappings for foreign language keyboards.) To use these shortcuts, you must have the default input language set to the appropriate language before you open Instinct.

English	French	Italian	German	Spanish	Result
Alt+grave accent (backquote) key (`)	Alt+ ²	Alt+\	Alt+ [^]	Alt+ ^o	In tabbed panels, selects the next tab
Alt+Z	Alt+W		Alt+Y		Closes all panels except the Storyline, unless focus is in a queue With focus in a queue, opens or closes the Story Preview area
Alt+. (period)	Alt+: (colon)				Steps forward 1 frame at a time
Alt+, (comma)	Alt+; (semicolon)				Steps backward 1 frame at a time
Ctrl+. (period)	Ctrl+: (colon)				Steps forward 1 second at a time
Ctrl+, (comma)	Ctrl+; (semicolon)				Steps backward 1 second at a time
Ctrl+Alt+. (period)	Ctrl+Alt+: (colon)				Steps forward 10 seconds at a time
Ctrl+Alt+, (comma)	Ctrl+Alt+; (semicolon)				Steps backward 10 seconds at a time

English	French	Italian	German	Spanish	Result (Continued)
Ctrl+Shift+, (comma)	Ctrl+Shift+; (semicolon)				Moves the position indicator to the beginning of the video clip
Ctrl+Shift+. (period)	Ctrl+Shift+: (colon)				Moves the position indicator to the end of the video clip
Alt+Q	Alt+A				Moves the position indicator to the Mark In point
Alt+W	Alt+Z				Moves the position indicator to the Mark Out point
Ctrl+1	Ctrl+&				Moves focus to the Storyline
Ctrl+2	Ctrl+è				Moves focus to the Directory panel
Ctrl+3	Ctrl+"				Moves focus to the Research panel
Ctrl+5	Ctrl+(Starts or stops playback of video in the Video monitor
Ctrl+6	Ctrl+-				Plays the video from the In point to the Out point
Ctrl+7	Ctrl+Ã				Prerolls the video to 3 seconds before the Out point, and then plays the footage to the Out point

A Using Keyboard Shortcuts

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