Avid MediaCentral | UX

User's Guide

Version 2.6

Contents

Using This Guide

This guide is intended for all users of an Avid MediaCentral | UX system (formerly Interplay Central). This guide describes product features and basic user procedures, such as user settings and story or asset creation.

For initial installation and configuration, see the *Avid MediaCentral Platform Services Installation and Configuration Guide*. For administrative information, see the *Avid MediaCentral | UX Administration Guide*.

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.
Italic font	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.
| (pipe character)	The pipe character is used in some Avid product names, such as Interplay | Production. In this document, the pipe is used in product names when they are in headings or at their first use in text.

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. You should always check online for the most up-to-date release notes or ReadMe because the online version is updated whenever new information becomes available. To view these online versions, select ReadMe from the Help menu, or visit the Knowledge Base at www.avid.com/support.

3. Check the documentation that came with your Avid application or your hardware for maintenance or hardware-related issues.

4. Visit the online Knowledge Base at www.avid.com/support. Online services are available 24 hours per day, 7 days per week. Search this online Knowledge Base to find answers, to view error messages, to access troubleshooting tips, to download updates, and to read or join online message-board discussions.

Avid Training Services

Avid makes lifelong learning, career advancement, and personal development easy and convenient. Avid understands that the knowledge you need to differentiate yourself is always changing, and Avid continually updates course content and offers new training delivery methods that accommodate your pressured and competitive work environment.

For information on courses/schedules, training centers, certifications, courseware, and books, please visit www.avid.com/support and follow the Training links, or call Avid Sales at 800-949-AVID (800-949-2843).

1 Getting Started

The following main topics describe basic user tasks as well as various concepts and features you might encounter when working with MediaCentral | UX.

- About MediaCentral | UX
- Signing In to MediaCentral | UX
- Understanding Layouts and Panes
- Using Plug-ins and MOS Integration
- Support for iNEWS Communities
- Showing Desktop Notifications from Panes
- Viewing MediaCentral | UX Help

About MediaCentral | UX

MediaCentral UX delivers workflow tools for media professionals through both Web and mobile applications. With a customizable user interface, MediaCentral UX allows individuals in different media production functions to access the tools they need to complete tasks with greater visibility to assets, team collaboration, and workflow agility. Through MediaCentral UX, users can access Avid iNEWS, Interplay Production, Interplay MAM, or all three.

Avid iNEWS

The Avid iNEWS newsroom computer system provides journalists, producers, directors, and various technical personnel in the newsroom with an array of tools to make their job easier. It is primarily made up of iNEWS Workstations, linked together via a local or wide area network, and the iNEWS Server, which manages all the day-to-day activities of the newsroom.

Although referred to as a singular unit, the iNEWS Server typically consists of two or more computers running the iNEWS Server software. Each one acts as a backup for the other to protect the overall stability of the network. For redundancy, the iNEWS system mirrors its database across these servers for redundancy.

Interplay | Production

The Avid Interplay Production system combines an asset database with workflow management software, both of which are integrated with Avid shared storage and Avid archive solutions. Interplay Production provides tools that let journalists and producers add rich media to stories and send the assembled video sequence to a playout server.

Interplay | MAM

The Avid Interplay MAM system helps to archive and manage media in a shared storage environment. It integrates production islands, facilitates and streamlines workflows, and grants access to media assets and associated metadata from any workstation. Interplay MAM provides tools

that let archivists, journalist, editors, and producers assign metadata to assets; search, access, and preview assets; arrange assets in sequences and transfer them to the edit bay; and overview and manage business processes.

Signing In to MediaCentral | UX

Use a supported browser to connect to and sign in to your MediaCentral server. See the *Avid MediaCentral ReadMe* for a list of supported browsers.

MediaCentral UX lets you use a single user name and password to access all Avid systems for which your account is configured. A journalist might have access to both an Avid iNEWS database and an Interplay Production database, while a logger might have access only to an Interplay Production database. MediaCentral UX credentials (user name and password) are created by a MediaCentral UX administrator in the Users layout.

• Interplay MAM users must sign in with MediaCentral UX credentials that match credentials set in the Interplay MAM system.

• iNEWS and Interplay Production users have the option of using MediaCentral UX credentials that are different from their iNEWS and Interplay Production credentials.

The first time you sign in to MediaCentral UX, you must use MediaCentral UX credentials. You are then given the option of using your MediaCentral UX credentials to sign in to iNEWS and Interplay Production or to use different credentials. The credentials you use depend on the user name and password that you can use to sign in directly to iNEWS or Interplay Production. Supplying these credentials enable you to use only the MediaCentral UX user name and password at future sign-ins.

Your iNEWS and Interplay Production credentials are set in the iNEWS or Interplay Production sections of the User Settings dialog box, which you access from the Home menu. You can change these credentials at any time.

(Chrome v44 and earlier only) After you supply your credentials for the first time, a dialog box asks you if you want to use MOS plug-ins. See "Using Plug-ins and MOS Integration" on page 31.

(MediaCentral UX 2.4 and later) After you supply your credentials for the first time, a dialog box asks you if you want to allow or block notifications from the MCS server. Click Allow or Block.You can change this decision later. For more information, see "Showing Desktop Notifications from Panes" on page 33.

To sign in to MediaCentral UX:

1. Open a supported browser and type the URL of your MediaCentral server.

   The URL is the computer name of the server.

2. At the sign-in screen, type your user name and password.

3. Click Sign In, or press Enter or Return (Macintosh).

   After a few moments, the MediaCentral UX application opens and displays the last layout that you used.

When you sign in to MediaCentral UX, you are automatically signed in to your iNEWS newsroom computer system, your Interplay MAM system, your Interplay Production system, or all three. If, however, the credentials for one of these integrated systems is inaccurate, you see a warning message that states that the application is unable to authorize the sign-in name or password. If you receive this message, click the link provided and verify your security settings.

4. (Optional) If the layout you want is not displayed, select the one you want from the Layout selector.
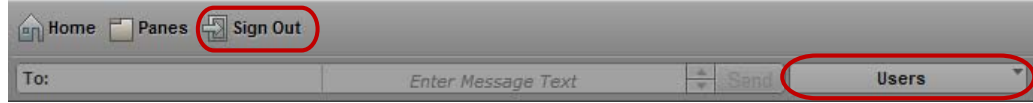
Left: Sign Out button. Right: Layout selector.

📝 *Each MediaCentral UX user is assigned one or more roles by the MediaCentral UX administrator. Each role is associated with one or more layouts. For more information about available layouts, see "Working with Layouts" on page 23. For more information about roles, see the* Avid MediaCentral | UX Administration Guide.

To sign out:

▸ Click Sign Out in the menu bar.

Understanding Layouts and Panes

A *layout* is a set of panes and other controls that is installed as part of the MediaCentral UX Web application. The size and location of the panes are set by default in each layout. Not all available panes are displayed in each layout, but users can customize which panes are displayed, their sizes, and where they are located in the window. For a list of installed layouts, see "Working with Layouts" on page 23.

📝 *Using browser controls to change the size of the contents of the MediaCentral UX window (for example, Ctrl + to enlarge the window and Ctrl – to reduce the window) is not supported. Using these controls do not work consistently and slow down the application.*

The following table describes the main panes.

Icon	Pane	Description	Refer to...
🗀	Assets	A pane that displays assets. These assets can result from a search or from browsing. Assets are displayed in a folder hierarchy, if applicable to the assets displayed.	"The Assets Pane" on page 36
⊙⊙	Associations	A pane that displays associations between Interplay MAM assets.	"Working with Associations (Interplay | MAM)" on page 308
⬥⬥	Audio	A pane that displays the controls for adjusting the audio settings for media assets.	"Working with Audio Tracks in Advanced Sequences" on page 201
📺	Closed Captioning	A pane that displays the controls for dreating and editing closed captions for a sequence.	"Working with Closed Captions in MediaCentral | UX" on page 333
📄	File Info	A pane that displays the essence packages, essences, and locations of an Interplay MAM asset.	"The File Info Pane" on page 321
❓	Help	A pane that displays the help system.	"Viewing MediaCentral | UX Help" on page 35

Icon	Pane	Description	Refer to…
	Launch	A pane from which you navigate to various locations. This pane displays remote file systems, local file systems, and other locations for assets.	"The Launch Pane" on page 30
	Logging	A pane in which you can add metadata to media. The functionality of the pane depends on the type of asset loaded.	"The Logging Pane for Interplay | Production Assets" on page 264
		• For Interplay Production assets, you can view and create markers (formerly called the Markers pane)	"The Logging Pane (Interplay | MAM)" on page 283
		• For Interplay MAM assets, you can annotate and segment strata.	
	Media	A pane in which you can view and edit media assets. The controls that are displayed depend on the selected asset.	"The Media Pane" on page 161
	Messages	A pane that allows you to send messages and media links to other MediaCentral UX users.	"Sharing MediaCentral | UX Messages" on page 351
	Metadata	A pane that displays properties that are associated with a selected asset in the Interplay Production database or Interplay MAM database.	"Viewing and Editing Interplay | Production Metadata" on page 46
			"Viewing and Editing Interplay | MAM Metadata" on page 61
	Packages	A pane for Media Distribute users that you can use to review and approve packages submitted for publication. The pane also displays a history of packages ready for publication and already published, which allows you to search all submitted and published packages.	*Avid Media | Distribute User's Guide.*
	Progress	A pane in which you can monitor the progress of background processes, such as send to playback and sequence mixdowns.	"The Progress Pane" on page 366
	Project/Story	A pane that displays the contents of a project, its facets, and any associated stories. It can only be opened from the Assets pane, and is therefore not listed as part of the Panes menu.	"The Project/Story Pane" on page 71
	Queue/Story	A pane that displays the contents of a queue with the contents of a selected story in the queue, including the story form and any production cues. It can only be opened from the Assets pane, and is therefore not listed as part of the Panes menu.	"The Queue/Story Pane" on page 74
	Search	A pane from which you can conduct a search. This pane functions similarly to the Search bar but includes criteria for advanced searches.	"The Search Pane" on page 234

Icon	Pane	Description	Refer to...
	Sequence	A pane that includes the Sequence Timeline and other controls that let you create and edit a sequence.	"The Sequence Pane" on page 102
	Social Messages	A pane for Media Distribute users that lets you create packages for publication to social media sites.	*Avid Media	Distribute User's Guide.*
	Tasks	A pane in which you can view and edit user tasks of MAM processes created by you or user tasks that have been assigned to you by other users.	"The Tasks Pane" on page 387
	Thumbnails	A pane that displays small images of an asset that is loaded in the Asset mode of the Media pane.	"Viewing Interplay	Production Thumbnails" on page 47 "Viewing Interplay	MAM Thumbnails" on page 67
	Web Story	A pane for Media Distribute that lets you create packages for publication to Web Content Management Systems (CMS).	*Avid Media	Distribute User's Guide.*

In addition to the panes, the application layouts also feature bars that offer additional information, options, and functionality.

The following table describes these bars.

	Bar	Description	Refer to...
1	Menu	A section of the application that provides numerous menu options.	"The Menu Bar" on page 30
2	Message	A section of the application in which you can send and receive messages.	"iNEWS Messaging" on page 358
3	Search	A section of the application from which you can conduct a search. The results of a search can be dragged from the bar and placed in an area as a pane for better viewing.	"The Search Bar" on page 233

Working with Layouts

The MediaCentral UX Web application is installed with predefined layouts. Not all available panes are included in each layout, but you can open additional panes when you need them.

You select a layout from the Layout selector, located near the upper right corner of the window. The menu shows the name of the layout that is currently displayed. If you click the menu, it shows the name of the role or roles for the signed-in user, along with the layouts that are available for that role. You can select any layout that is displayed.

The following illustration shows the default layouts available to the Journalist role.
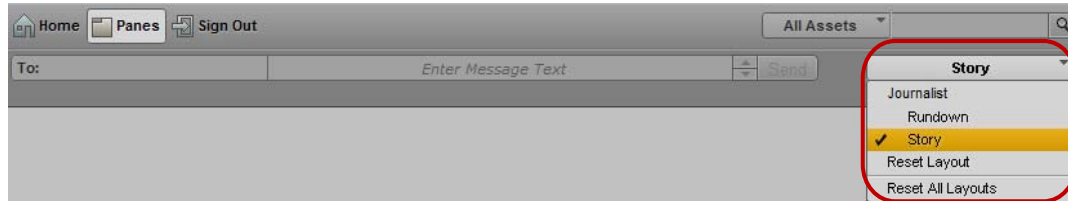
The following table lists the layouts and which users have access to them.

Layout	Description	Available To
Cut	Journalists, media loggers, and editors use this layout to create sequences. By default the Sequence pane is displayed horizontally.	All users, based on role.
Media | Distribute	Advance Journalists and Media Distribute Producers use this layout to publish media packages to multiple delivery platforms and services. For more information, see the *Avid Media | Distribute User's Guide*.	All users, based on role, if Media Distribute is installed.
Log	Media loggers use this layout to add markers to clips and to create subclips. For more information, see "Logging Interplay | Production Assets and Creating Subclips" on page 259.	All users, based on role
Research	Journalists use this layout to search and collect Interplay MAM assets and edit basic sequences.	All users, based on role
Rundown	Journalists use this layout to edit and create stories.	All users, based on role
Story	Journalists use this layout to edit and create stories that include video and audio. By default the Sequence pane is displayed vertically. This layout is displayed the first time a user signs in. You can switch to another layout at any time by selecting it from the Layout selector.	All users, based on role
System Settings	Administrators use this layout to specify various configuration settings. For more information, see "Configuring System Settings" in the *Avid MediaCentral | UX Administration Guide*.	Administrators only

Layout	Description	Available To
Users	Administrators use this layout to import, create, and manage MediaCentral UX users. For more information, see "Avid MediaCentral | UX User Management" in the *Avid MediaCentral | UX Administration Guide*.	Administrators only

To change to a different predefined layout:

▶ Choose the layout from the Layout selector.

📖 *Changes that you make to a predefined layout are saved when you change to a different layout or when you sign out.*

To close a pane:

▶ Click the X on the pane's tab.

To open additional panes:

1. Select the Panes menu.

2. Select the menu option corresponding to the pane you want to open.

   The pane you select opens in the active area. For more information, see "Working with Areas and Panes" on page 25.

To reset a layout to its original configuration:

▶ Select Reset Layout from the Layout selector.

To reset all layouts to their original default configurations:

▶ Select Reset All Layouts from the Layout selector.

Working with Areas and Panes

You can customize MediaCentral UX by adjusting a layout's areas and panes. A single area can contain one or more panes. When an area contains more than one pane, the panes are displayed in a tabular format, with one pane on top of the others.

The following illustration shows a typical Story layout. This layout is composed of six different areas and seven different panes. The area in the lower right contains two panes.
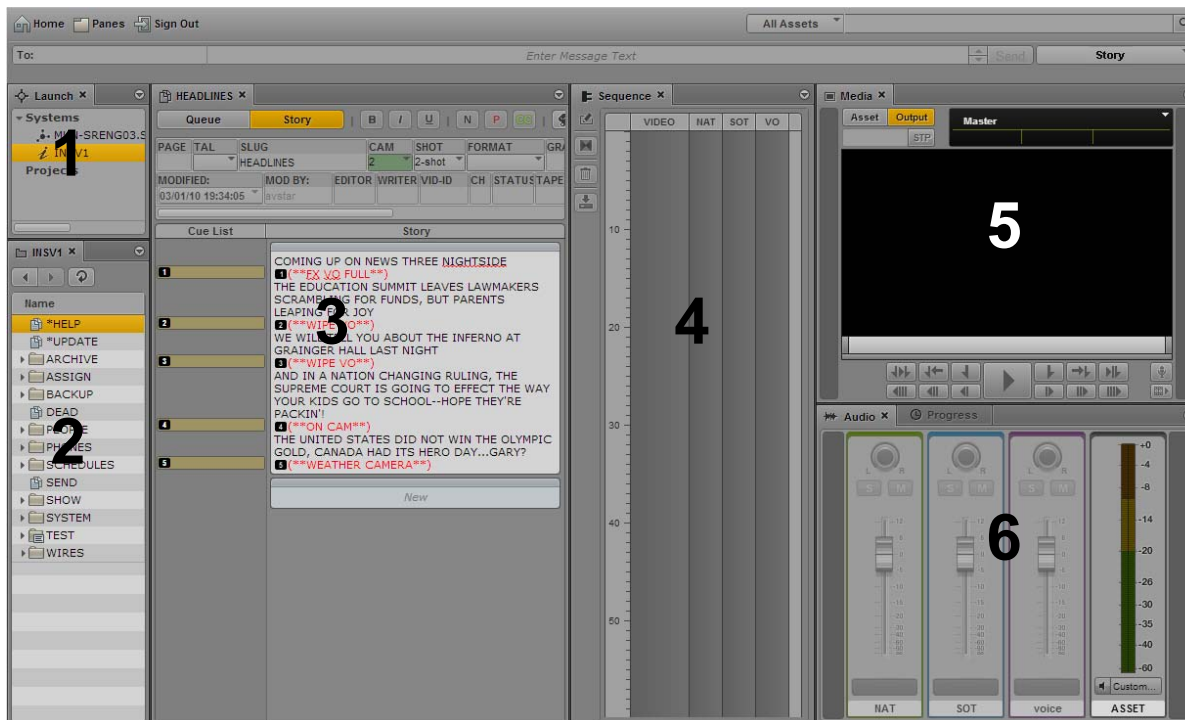
One way to customize this layout is to combine two or more panes into one area, thus reducing the number of areas and allowing more space for the remaining areas. In the following illustration, the layout is composed of four areas and seven panes. The area on the left contains the Queue/Story pane, the Launch pane, and an Assets pane.
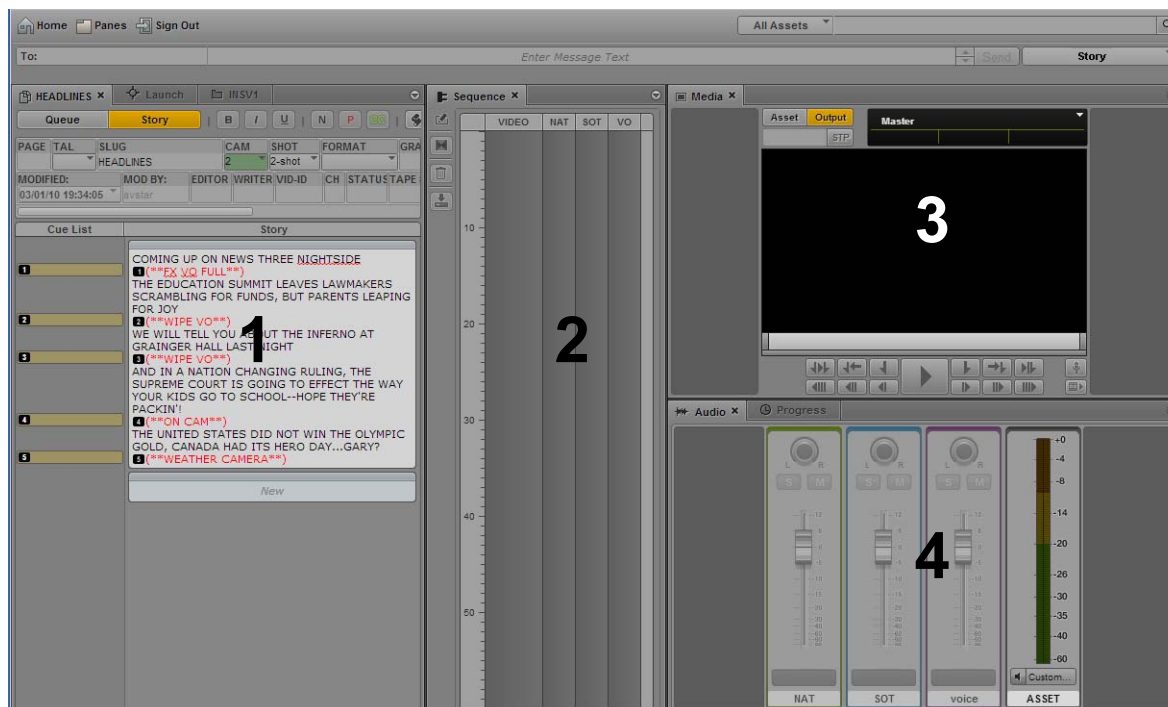
You can also move a pane to create a new area. In the following illustration, the Assets pane was moved to the left to create a new area.

If the number of tabbed panes within an area exceeds the area's space within the browser window, Right and Left Arrow buttons appear next to the Pane Menu button, enabling you to navigate through all of the panes.
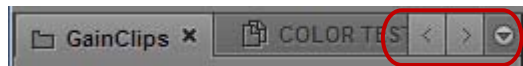
You can move panes to save screen space and reconfigure panes in a way that best suits your needs. The application saves the last arrangement and displays it the next time you sign in to the application.

You move panes into what are called *drop zones* within an area. Each area has five drop zones: center, top, bottom, left, and right.

To move a pane:
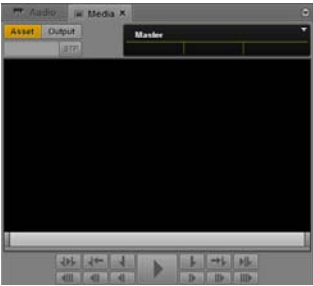
▶ Click the pane's tab and drag it to a drop zone.

Do not click the X in the pane's tab unless you want to close the pane.

The drop zone is highlighted in orange to help you identify where the pane will be positioned within the window when you release the mouse button.

The following illustrations demonstrate the process of dragging the Media pane to each drop zone. In the illustrations, the Audio pane is already located in the area to which the Media pane is being moved. If you drag the Media pane into the center drop zone, the two panes are displayed as tabbed panes, with only one visible at a time. Dragging to the top or bottom drop zones splits the area vertically. Dragging to the left or right drop zones splits the area horizontally.

Drop Zone	Position	Result
Center		
Top		
Bottom		

Drop Zone	Position	Result
Left		
Right		

Active Panes

An active pane (the pane with user focus) is outlined in orange.This feature helps you to know which keyboard shortcuts are available, because some shortcuts are available only if a pane has focus. For example, pressing the space bar controls playback only when the Media pane has focus. The following illustration shows the Media pane outlined in orange to indicate focus.
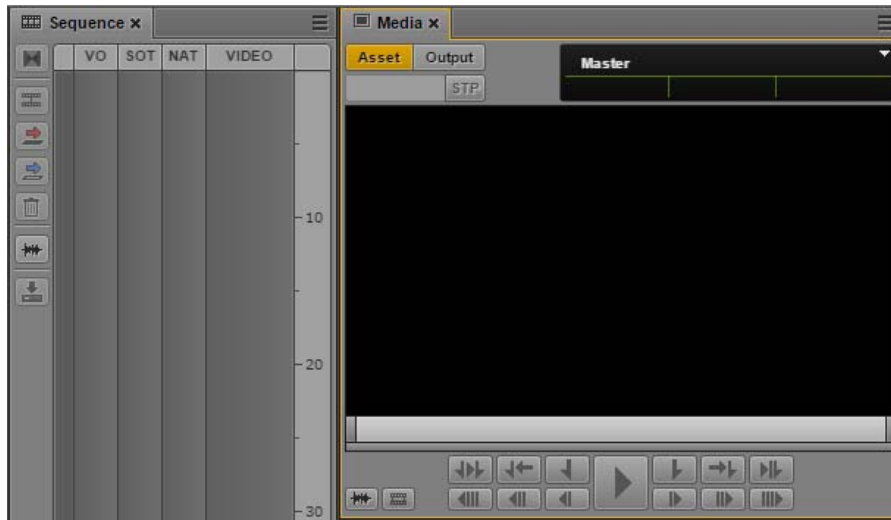
Some panes have global shortcuts that work if another pane has focus. For example, Ctrl+space bar controls playback when the Logging pane has focus. For more information, see "Keyboard Shortcuts" on page 490.

The Menu Bar

The application's menu bar includes the following menus:

• Home

Option	Description
User Settings	Opens the Settings dialog box with configuration options available for modification to non-administrative users. For more information, see "User Settings" on page 487.
About	Opens a screen with information about the product

• Panes

This menu lists the panes that you can open in the selected layout. For a list of these main panes, see "Understanding Layouts and Panes" on page 21. You are only permitted one instance of some panes within the user interface; however, you can open multiple instances of an Assets pane or Search pane. If a single-instance pane is already opened, the option representing that pane will appear grayed out in the Panes menu.

• Sign Out

Select Sign Out to leave the application and return to the sign-in screen.

The Launch Pane

The Launch pane lists the iNEWS system, Interplay MAM system, and Interplay Production system that are available on the MediaCentral UX system. The Launch pane also includes any iNEWS projects and iNEWS servers that are part of an iNEWS community. It also includes any shortcuts you create. For information about creating shortcuts, see "Creating Shortcuts to Assets, Folders, and Queues" on page 38.
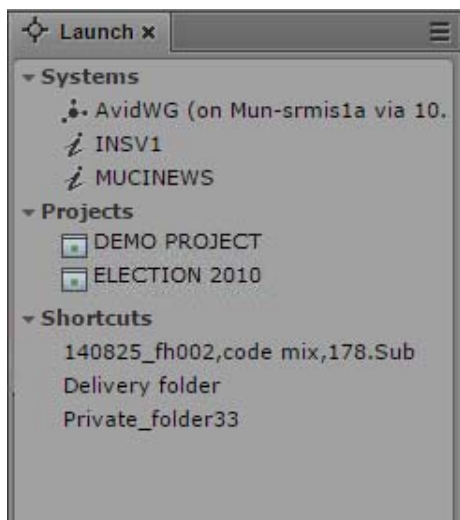
Systems and projects are identified by the following icons.

Icon	Description
	Connected Interplay Production system
	Disconnected Interplay Production system
	Connected Interplay MAM system
	Connected iNEWS system
	Disconnected iNEWS system
	Project in the iNEWS database
	iNEWS Project (not started)
	iNEWS Project (expired)

Opening a system, such as an iNEWS newsroom computer system, Interplay MAM system, or Interplay Production system, lets you view the contents of that system's database in the Assets pane. Opening an iNEWS project from the Launch pane lets you view each project's contents in the Assets pane.

To open a system or project from the Launch pane, do one of the following:

▶ Double-click the item you want to open.

▶ Right-click the item and select "Open in New Assets Tab."

For more information about assets and projects, see "Working with Assets" on page 36 and "Working with Projects" on page 70. For more information about iNEWS communities, see "Support for iNEWS Communities" on page 32.

Using Plug-ins and MOS Integration

MediaCentral UX v2.4 and later provides support for MOS Active-X plug-ins through the MediaCentral UX Desktop. Deko Select is an example of a MOS plug-in for a newsroom computer system's interface. It allows a user, such as a reporter, to drag and drop graphic templates directly into the story. Other plug-ins are available through third-party manufacturers.

These plug-ins are specific to iNEWS workflows. Plug-ins can be used in the Cut, Log, Rundown, and Story layouts.

MediaCentral | UX Desktop is a client application capable of replacing a traditional web browser as an access portal to MediaCentral UX. Because Chrome v45 has removed support for NPAPI, this application allows customers that rely on MOS plug-ins for MediaCentral UX to continue to operate as normal. For more information see the *MediaCentral Platform Services Installation and Configuration Guide*.

The following procedures apply only if you are using Chrome v44 or earlier.

Enabling MOS

To use plug-ins, you need to enable MOS in MediaCentral UX.

- If you are using a Chrome browser, the first time you sign in to MediaCentral, a dialog box asks if you want to use MOS plug-ins. Click Yes.

- If you click No, you can later enable MOS through a user setting. Select Home > User Settings > MOS and then select "MOS enabled."

Installing Plug-Ins

For procedures on how to install plug-ins, see the documentation for the plug-in.

After installation and configuration, plug-ins are listed at the bottom of the Panes menu.

Support for iNEWS Communities

MediaCentral UX supports iNEWS communities. The iNEWS Community feature allows customers with multiple iNEWS systems to share content and collaborate on stories. An iNEWS user can work with content stored on any of the iNEWS systems in a community from a single iNEWS Workstation. MediaCentral UX provides similar functionality.

MediaCentral UX requires you to supply credentials to sign in to one iNEWS system. This system is considered your *local system*. If your local system is configured in an iNEWS community, you are able to automatically sign in to other systems in the community. These systems are considered your *remote systems*. In the Launch pane, your local iNEWS system is listed first, followed by the remote systems. To connect to a remote system, double-click the system name.

In the following illustration, MUCINEWS is the local system and KIEV-JEN and KIEV-MOB are the remote systems.
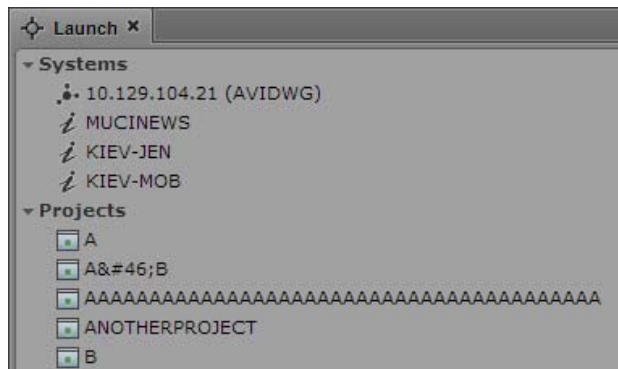
Any projects listed are associated with your local system. You cannot show projects that are associated with remote systems.

In MediaCentral UX, you can perform the following tasks on iNEWS remote systems:

- Browse stories in the Assets pane.

- Load queues in the Queue/Story pane.

- Display stories in the Queue/Story pane.

- Create and edit stories.

- Copy production cues from a story on one iNEWS system to a story on another.

- Search a selected remote system.

📄 *When searching an iNEWS database, you can simultaneously search multiple indexed queues. However, you can only choose one non-indexed queue path at a time. Attempts to choose more than one result in an invalid selection error message.*

- Display and play sequences associated with a story if the sequence is stored in the Interplay Production database configured with the MediaCentral UX system you are signed in to.

  In other words, if you load a story from a remote system that is associated with a sequence, then click the Open Sequence button, the associated sequence will open if it is stored in the Interplay Production database listed in the Launch pane. You can then edit and save the sequence.

  If you load a story from a remote system, but the associated sequence is stored in a different Interplay Production database, you cannot view, play, or edit the sequence. If you click the Open Sequence button, a message tells you that the "mob_id cannot be resolved." (A mob ID is a software object that identifies the sequence).

⚠️ **Do not edit a story after you receive the message that the mob ID cannot be resolved. There is a risk of data loss if you remove or modify the existing attached mob ID information**

- Float stories so that they remain in the queue but do not appear in the rundown.

Limitation for MOS Placeholder and Project Bucket Features

MediaCentral UX checks if the iNEWS server supports the MOS placeholder and project bucket features. These features were added in iNEWS 4.0.0, but the check only succeeds with iNEWS server versions 4.0.3 and later. For this reason, MediaCentral UX only enables workflows using MOS placeholders and project bucket features in iNEWS 4.0.3 and later.

Showing Desktop Notifications from Panes

Notifications from panes can be shown as browser alerts. This is useful if the browser running MediaCentral UX is minimized or hidden by other windows. Notifications are shown for the following:

- Jobs listed in the Progress pane (Interplay Production)
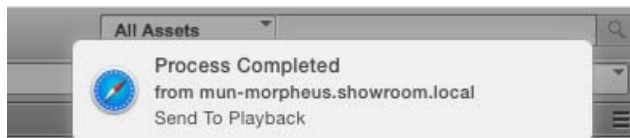
- Processes listed in the Progress pane (Interplay MAM): When a process is completed or has failed, a notification is shown.
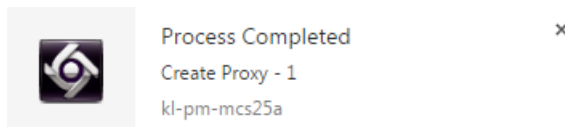
- Tasks listed in the Tasks pane (Interplay MAM): If the signed-in user has new tasks in his task list and the Tasks pane is open but hidden, a notification is shown.
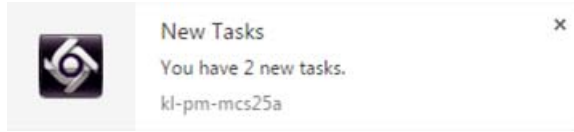
- Messages received in the Messages pane. Click the notification to display the Messages pane.

The first time you start MediaCentral UX after the initial installation, you see a message box that asks you if you want to allow or block notifications from the MCS server. Click Allow or Block.
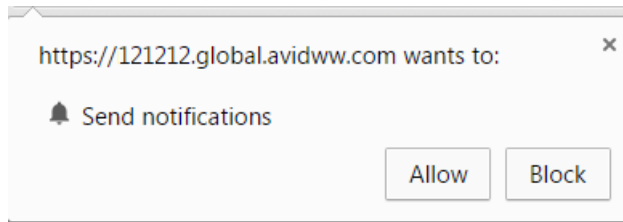
Depending on your initial selection, you can later allow or block these notifications through your browser settings.

To allow or block notifications in Chrome:

1. Click the file icon in the URL bar.
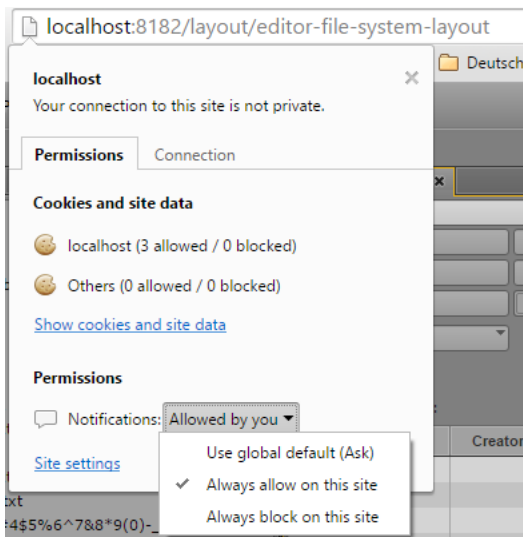
2. Click the Permissions tab.

3. In the Permissions section, select one of the following options from the Notifications menu:
   - Always allow on this site
   - Always block on this site

To allow or block notifications in Safari:

1. Select Preferences from the Safari menu.

2. Click Notifications.

3. For the MCS server, select Allow or Deny.

An administrator can disable this feature for all users of an MCS server by adding the following line to the application.properties file:

```
system.client.desktopNotifications.enabled=false
```

For information about the application.properties file, see the *MediaCentral Platform Services Installation and Configuration Guide*.

Viewing MediaCentral | UX Help

The Help system for MediaCentral UX combines the contents of the following documents:

- *Avid MediaCentral | UX User's Guide*

- *Avid MediaCentral | UX Administration Guide*

- *Media | Distribute User's Guide*.

You can view help related to a specific pane. For example, if you want to know more about the Media pane and the controls available within the pane, you can view that information by opening that portion of the Help system through the Pane Menu button. You can also open the Help system to the Contents page and use the Contents, Index, or Search to find specific information.

To access a Help topic related to a specific pane:

1. Click the Pane Menu button.

2. Select Help.

    You can click the Contents, Index, or Search button to find other information.

To open the Help system to the Contents page:

▶ Select Panes > Help.

2 Working with Assets

The following main topics describe the Assets pane and how you can work with various assets in MediaCentral UX.

- The Assets Pane
- Working with News Assets
- Working with Interplay | Production Assets
- Working with Interplay | MAM Assets

See also "Working with Remote Assets" on page 177.

The Assets Pane

Assets are items that are stored in a database, such as stories, scripts, video clips, and audio clips. From the Assets pane, you can view assets for items that are contained in the Launch pane. For example, if you double-click the name of an iNEWS system in the Launch pane, the Assets pane displays the contents of the iNEWS database.

After you sign in to MediaCentral UX, an empty pane labeled Assets is displayed in one of the application areas. After you open a system or project, the label of the Assets pane changes to reflect your selection, and you can browse the database or work with the assets that are displayed. You can also open multiple Assets panes, which appear as multiple tabbed panes within an application area.

The options you have for working with assets depends on the type of asset you select.

The following topics describe working with different types of assets:

- "Navigating in the Assets Pane" on page 37
- "Creating Shortcuts to Assets, Folders, and Queues" on page 38
- "Working with News Assets" on page 39
- "Working with Interplay | Production Assets" on page 41
- "Working with Interplay | MAM Assets" on page 51

To display assets in an Assets pane:

▶ Double-click an item in the Launch pane.

The following illustration shows the Interplay Production database selected in the Launch pane and its contents opened in the Assets pane below. The name of the highlighted system appears in the Asset pane's tab.
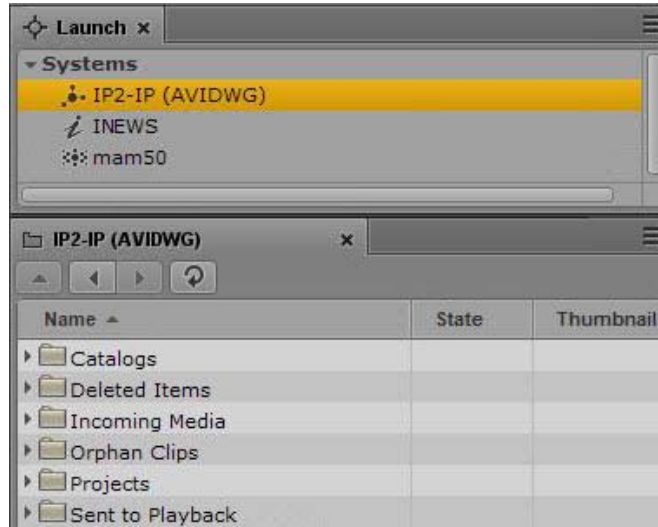
To open an additional Assets pane, do one of the following:

▶ Select Panes > Assets.

▶ Right-click an item in the Launch pane and select Open in New Assets Tab.

The new pane is displayed next to a previously opened Assets pane.

If you closed the last open Assets pane, the new pane is displayed in an existing area.

To close an Assets pane:

▶ Click the Close button on the Asset pane's tab.

📖 *To ensure the Assets pane has focus, click an item in the pane, not an empty area of the pane.*

Navigating in the Assets Pane

As you browse through a database, the history of your navigation is retained in views. You can use the Back button or Forward button to display these views. You can also navigate to the next folder up in the database hierarchy by using the Up button. The name that appears in the Assets pane's tab changes to reflect your location within the database you are viewing.

The following table lists the navigation buttons in the Assets pane.

Button	Description
	Up button displays the contents of the next folder up in the database hierarchy. The button is inactive at the highest level of the hierarchy.
	Back button toggles the current view to the previous view in the pane.
	Forward button toggles the current view to the next view in the pane.
	Refresh button refreshes the current view in the pane.
	Close button closes the pane.
	Pane Menu button opens a menu providing various options, including opening the help content related to the pane.

To expand a folder within the current view, do one of the following:

▶   Click the turn-down arrow to the left of a folder.

▶   Press the right arrow key.

To collapse a folder within the current view, do one of the following:

▶   Click the turn-down arrow to the left of a folder.

▶   Press the left arrow key.

To open a folder in a new view in the existing Assets pane:

▶   Double-click a folder.

To display a view you already displayed:

▶   Click the Forward button or the Back button.

To navigate to a folder up in the database hierarchy:

▶   Click the Up button.

For a list of all keyboard shortcuts you can use in the Assets pane, see "Assets Pane Shortcuts" on page 492.

Creating Shortcuts to Assets, Folders, and Queues

If you have specific assets, folders, or queues that you access often, you can create links for them and display them in the Launch pane. Double-click the shortcut in the Launch pane and the item is displayed in the Assets pane. You can create shortcuts for Interplay Production systems, Interplay MAM systems, and iNEWS systems.

You can create shortcuts from the Assets pane or the Search results list. Right-click an asset, folder, or queue and select Create Shortcut. In the Launch pane, right-click to rename or delete the shortcut. You can reorder the shortcuts by dragging and dropping.

To create a shortcut to an asset, folder, or queue:

▶ In the Assets pane or the Search results list, right-click an item and select Create Shortcut.

A link to the item is displayed in the Shortcuts section of the Launch pane.
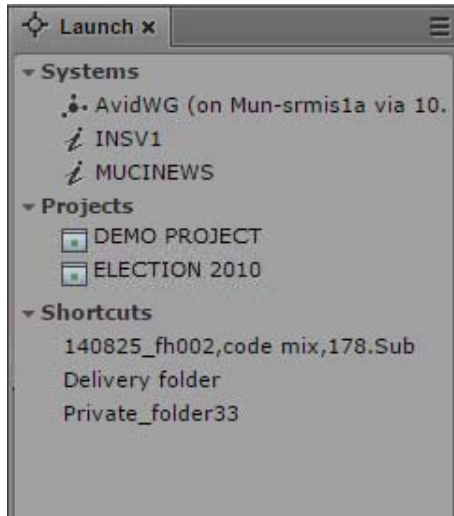
To rename the shortcut, do one of the following:

▶ Right-click the shortcut, select Rename Shortcut, type the new name, and press Enter.

▶ Select the shortcut, press F2, type the new name, and press Enter.

▶ Select the shortcut, click it again, type the new name, and press Enter.

To reorder shortcuts:

▶ Click a shortcut, drag it to a new location, and release the mouse button.

To delete a shortcut, do one of the following:

▶ Right-click the shortcut and select Delete Shortcut.

▶ Select the shortcut, click the Pane menu, and select Delete Shortcut

▶ Select the shortcut and press the Delete key.

A confirmation message asks if you want to delete the shortcut. Click Delete.

Working with News Assets

The following topics describe the iNEWS database as it is displayed in the Assets pane:

• Identifying iNEWS Directories, Queues, Projects, and Facets

• Navigating the iNEWS Database

Identifying iNEWS Directories, Queues, Projects, and Facets

The iNEWS database is a file structure that is organized by directories that contain subfolders or queues, which in turn contain stories. Directories contained within other directories are known as subfolders or subdirectories.

Projects are a way of categorizing stories by topic so that news teams working on a particular topic can find everything related to it in a single place, without moving or copying original source information within the database. *Facets* are sub-topics of projects that provide additional granularity. Any stories associated to a facet are automatically associated to that facet's parent project.

You can view the contents of an iNEWS database by choosing the iNEWS system in the Launch pane. Likewise, Projects can also be opened from the Launch pane. Projects and iNEWS systems are identified by the following icons.

Icon	Description
	Connected iNEWS system
	Disconnected iNEWS system
	Project in the iNEWS database
	iNEWS Project (not started)
	iNEWS Project (expired)

After you double-click a system in the Launch pane, the database file structure with its directories and queues is displayed in the Assets pane. If you double-click a project, any facets of the chosen project are displayed in the Assets pane.

Different icons are used to identify queues, directories and facets in the Assets pane, as listed in the following table.

Icon	Description
	Directory or subfolder in the iNEWS database
	Indexed directory or subfolder
	Queue
	Indexed Queue
	Locked Queue
	Indexed and Locked Queue
	Facet
	Facet (not started)
	Facet (expired)

In addition to facets, each project also contains the following queues in the Assets pane:

Icon	Description
	ALL queue - shows all stories associated with the project and its facets. These stories do not actually reside in the ALL queue. Instead, they retain their original source queue location and permissions.
	QUERY Search Queue - shows results of a search conducted with criteria pre-defined for the project in iNEWS. Each project can have only one search queue.
	BUCKET queue - an indexed queue that acts as a repository for stories that do not exist elsewhere in the iNEWS database. All stories that reside in a project's BUCKET queue will also appear in its ALL queue.

Navigating the iNEWS Database

This topic provides procedures for viewing the database file structure by opening directories and queues. For information about projects and facets, see "Working with Projects" on page 70.

The contents of directories are displayed in the Assets pane. The contents of queues are viewed in the Queue/Story pane. For more information, see "The Queue/Story Pane" on page 74.

To open a directory:

▶ Double-click the directory in the Assets pane.

This action opens the directory's contents in the same pane. To return to the previous view of the database file structure, click the Back button.

▶ Click the turn-down arrow to the left of the directory in the Assets pane.

This action expands the directory to show its contents while still retaining a view of the rest of the database file structure. To close the directory, click the turn-down arrow again.

To open a queue:

▶ Double-click the queue in the Assets pane.

The queue's contents open in the Queue/Story pane.

Working with Interplay | Production Assets

An Interplay Production database holds media assets such as clips, subclips, sequences, and graphics. You can browse the database in the Assets pane and display a media asset in the Media pane. You can rename assets but you cannot delete them.

The following topics describe working with media assets:

- "Identifying Interplay | Production Systems and Media Assets" on page 42
- "Navigating the Interplay | Production Database" on page 42
- "Adding or Removing Property Columns" on page 43
- "Resizing Columns" on page 44
- "Moving Columns" on page 44
- "Moving or Copying Assets" on page 44

Identifying Interplay | Production Systems and Media Assets

Different icons are used to identify Interplay Production assets and indicate status in the Assets pane.

Icon	Description	Column
	Audio asset	Name
	Video asset: master clip.	Name
	Video asset: subclip	Name
	Video asset: sequence	Name
	Video asset: in-progress clip (Edit While Capture or EWC)	Name
	Video asset: group clip	Name
	Video asset: effect	Name
	Remote asset: downward-pointing arrow for each asset type	Name
	Supported	State
	Reservation	State
	Restriction	State

For information about remote assets, see .

Navigating the Interplay | Production Database

The contents of folders in an Interplay Production system are displayed in the Assets pane. You can double-click an asset to open it in the Media pane.

To open an Interplay Production folder:

▶ Double-click the folder in the Assets pane.

This action opens the folder's contents in the same pane. To return to the previous view of the database file structure, click the Back button.

▶ Click the turn-down arrow to the left of the folder in the Assets pane.

This action expands the directory to show its contents while still retaining a view of the rest of the database file structure. To close the folder, click the turn-down arrow again.

To open an asset:

▶ Double-click the asset.

The asset opens in the Media pane. If the asset is a sequence and the Sequence pane is open, the asset is loaded in the Sequence Timeline. For more information, see "Working with Video Media" on page 160 and "Using the Sequence Pane" on page 102.

Adding or Removing Property Columns

A set of property columns is shown when viewing media assets in the Assets pane. These columns display metadata that is associated with assets in the Interplay Production database. You can select other property columns to display. The columns that are available depend on the columns that are available in a particular Interplay Production database.

To add or remove property columns:

1. Click the Pane Menu button in the top right corner of the Assets pane and select Add or Remove Columns.

   The Add Or Remove Columns window opens. The list is divided in System properties, User (custom) properties, and Resolutions.
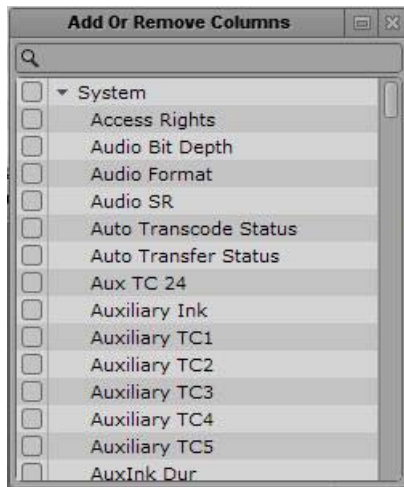
2. Select the columns you want to add or deselect the columns you want to remove.

   You can use the search box to find a particular column.

3. Click the Close box or click anywhere outside the window to save your settings.

Resizing Columns

You can adjust the column width of any column displayed in the Assets pane.

To resize a column:

1. Position your mouse pointer over the dividing line between two columns.

   The pointer changes to a bi-directional arrow when it hovers over the correct location.

2. Click and drag it right or left to adjust column width.

Moving Columns

You can rearrange the order of columns displayed in the Assets pane.

To move a column:

1. Click the header of the column you want to move.

2. Drag it right or left and release the mouse button when it is repositioned where you want it.

   An orange line appears as a guide during the drag-and-drop process.

Moving or Copying Assets

You can move or copy assets in the Interplay Production database by using the Cut, Copy, and Paste commands.

To move an asset to another folder:

1. Select one or more assets.

2. Right-click and select Cut.

3. Select the folder into which you want to move the asset, right-click, and select Paste.

To copy an asset to another folder:

1. Select one or more assets.

2. Right-click and select Copy.

3. Select the folder into which you want to move the asset, right-click, and select Paste.

Duplicating Assets

Duplicating an asset in the Interplay Production database creates a new asset, with new metadata (MobID). You can duplicate master clips, subclips, audio-only clips, and sequences.

To duplicate an asset, do one of the following:

▶ Right-click the asset you want to duplicate and select Duplicate.

▶ Select the asset you want to duplicate, click the Pane Menu button, and select Duplicate.

   A new asset is created in the same folder as the original asset, with the extension .duplicate. The name is highlighted in edit mode so that you can easily rename it.

Renaming Assets

You can rename clips and other assets in the Interplay Production database.

To rename an asset, do one of the following:

▶ Select the asset, click the name of the asset, and type the new name.

▶ Select the asset, press F2 (Windows) or Enter (Macintosh), and type the new name.

Creating a New Folder

You can create a new folder in the Interplay Production database. Your ability to create a new folder depends on Interplay Production rules. For example, the credentials you use to sign in to the Interplay Production database must allow creation of folders.

For more information, see the *Interplay | Access User's Guide* or your Interplay Production administrator.

To create a new folder in the Interplay Production database:

1. In the Assets tab, navigate into the folder in which you want to create the subfolder.

Selecting a folder does not create a subfolder in the folder.

2. Do one of the following to create the folder:

   ▶ Click the Pane Menu button and select Create Folder.

   ▶ Right-click an item and select Create Folder.

   A new folder is created with the name New.Folder. If there is already a folder named New.Folder, .01 is appended to the folder name, and incremented for each unnamed new folder (New.Folder.02, and so on).

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

   ▶ Select the folder, click the name of the folder, and type the new name.

   ▶ Select the folder, press F2 (Windows) or Enter (Macintosh), and type the new name.

Displaying or Hiding Referenced Assets

Referenced assets are assets that are referenced by another asset in the same Interplay Production folder, such as clips that are included in a sequence. You have the option of displaying or hiding referenced assets through a user setting. The default is to hide referenced assets.

To display or hide referenced assets:

1. Select Home > User Settings.

2. Click Interplay Production.

3. In the Referenced Assets section, select "Show referenced assets" to display referenced assets. Clear the check box to hide referenced assets.

Viewing and Editing Interplay | Production Metadata

The Metadata pane displays properties that are associated with a selected asset in the Interplay Production database, such as Comments or Creation date. Some properties are created automatically and others you can create or edit manually. In the Metadata pane, if a property is editable, a text box or drop-down menu is displayed.
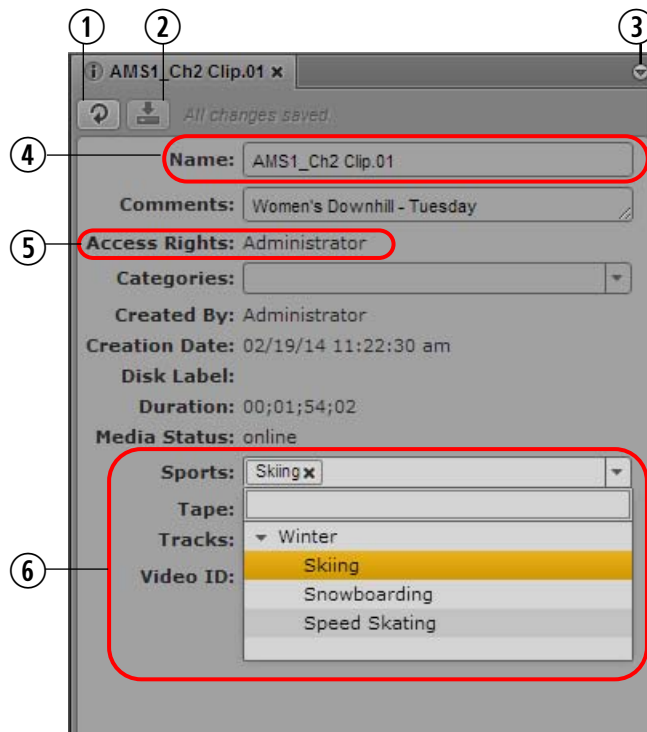
1	Refresh button	4	Editable text box
2	Save button	5	Non-editable field
3	Pane Menu button	6	Custom property drop-down menu

The properties that are displayed in the Metadata pane are determined by settings in the Property Layout view in the Interplay Administrator application. An administrator can select both system properties and custom properties as follows:

- On the System Properties tab, select items in the Inspector Default column.

- On the Custom Metadata tab, select items in the Inspector Default column.

A user must have write permission on an asset to add an identifier to an asset.

For information on system and custom properties, and assigning permissions, see the *Interplay | Engine and Interplay | Archive Engine Administration Guide*.

Note the following:

- You can cut, copy, and paste text between the Metadata pane and other applications.

- You can use the Tab key to move to the next editable text box or use Shift+Tab to move to the previous text box.

- Text is limited to 32,000 characters.
- The following characters are not valid for text in the Metadata pane:
  - Interplay Production asset names: / \ | Enter
  - Interplay Production folder names: * ? : / \ " < > | Enter

  If you try to save information that includes an invalid character, an error message is displayed.

📖 *You can also display database properties in an Assets tab (see "Adding or Removing Property Columns" on page 43). In an Assets tab, you can display any property from the database, but you cannot edit a property.*

To open the Metadata pane:

▶ Select Metadata from the Panes menu.

To view properties of an asset:

▶ Double-click an asset in the Assets pane.

To edit properties of an asset:

1. Click in a text box and enter text, or select an entry from a drop-down list.

   If you select from a drop-down list and type a letter, MediaCentral UX filters the list to all properties starting with that letter. As you continue to type, MediaCentral UX continues to filter the list according to the letters you type.

   If you misspell a word in a text field, a wavy red line marks the misspelled word. You can right-click the word and open the browser's spell-checker options. This feature is available for both Chrome and Safari browsers.

   You can insert line breaks in a text box, such as the Comments box. However, line breaks are not supported when viewing metadata in Interplay Access or Media Composer. If the property is saved in Interplay Access, it is saved as a single line and is shown as a single line in MediaCentral UX.

2. Click the Save button, or click the Pane menu and select Save.

   To discard your changes, click the Refresh button, load a different asset, or close the Metadata pane.

To update the information displayed:

▶ Click the Refresh button.

Viewing Interplay | Production Thumbnails

The Thumbnails pane lets you display a series of small images of an asset (thumbnails). Viewing and double-clicking thumbnails can help you navigate through source clips and markers more quickly. You can view thumbnails in the following arrangements:

- Time-based: Shows the first frame of the asset, the last frame of the asset, and a frame at the frequency that you choose. Use the slider to select one of the following frequencies:
  - one frame every 10 seconds (default setting)
  - one frame every 1 minute
  - one frame every 5 minutes
  - one frame every 10 minutes

This setting persists from one session to another. The exact frame displayed depends on the type of timecode (drop-frame, non-drop frame, 24 fps, and so on). Timecodes are displayed beneath each thumbnail, reflecting the timecode display that is set in the Media pane: Master, Absolute, or Remain.

• Marker-based: Shows any frame with one or more markers. A frame with a marker is indicated by a marker in the upper right corner of the thumbnail.

• Both time-based and marker-based thumbnails.

The following illustrations show each of these arrangements: time-based, marker-based, and both.
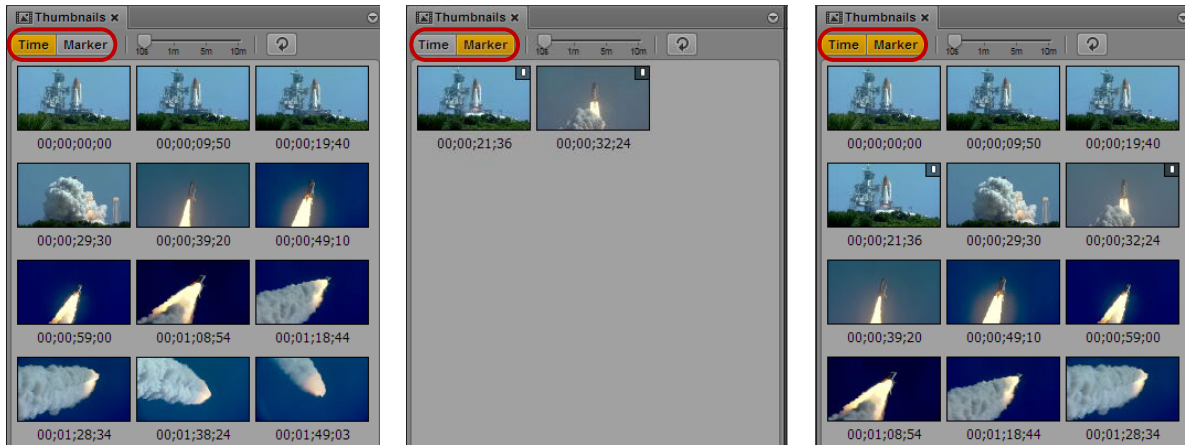
Note the following:

• You can show thumbnails for master clips and subclips, and sequences when loaded in Asset mode.

• You can view thumbnails for video clips, clips with video and audio, and audio-only clips.

• The size of the thumbnails depends on the aspect ratio selected in the Media pane. Changing the aspect ratio changes the size of the thumbnails.

• You can show thumbnails for group clips. The thumbnails reflect the grid selected in the Media pane: 1x1, 2x2, or 3x3.

• Currently, you cannot adjust the size of the thumbnails.

• You can view thumbnails for a clip that is ingesting (edit-while-capture) after it is checked into the Interplay Production database (approximately every two minutes). Click the Refresh button to update the display.

Support for edit-while-capture (EWC) is qualified only for Avid AirSpeed Multi Stream and AS5000 systems.

• Click the Refresh button to update the display for changes to the asset, for example, if you add or delete a marker.

To view thumbnails:

1. Select Panes > Thumbnails.

   If an asset is already loaded in Asset mode in the Media pane, thumbnails are displayed in the Thumbnails pane.

2. In the Assets pane, do one of the following:

   ▶ Double-click a master clip or subclip.

   ▶ Right-click a sequence and select Load in Asset Mode.

   The asset is loaded in the Media viewer and thumbnails are displayed in the Thumbnail pane, with timecode for each thumbnail below it. If the asset contains markers, a thumbnail is displayed for each marker.

3. To show only time-based thumbnails, click the Marker button so that it is inactive. To show only marker-based thumbnails, click the Time button so that it is inactive. If you want to show time-based thumbnails, use the slider to select the frequency at which frames are displayed.

4. To navigate to a particular frame in the Media pane, double-click a thumbnail.

   The position indicator in the Media Timeline jumps to the frame.

   If the double-clicked thumbnail has a marker associated with it, the associated marker information is highlighted in the Markers pane. If there is no marker associated with the thumbnail, the nearest marker information is highlighted.

Restoring an Asset from an Interplay Production Archive

Starting with MediaCentral UX v2.5, you can perform an indexed search that includes an Interplay Production Archive database. If you find that an asset and its media is archived, you can restore the asset and its media to your local Interplay Production database. You can then play and edit the asset.

There are several scenarios in which an asset needs to be restored, for example:

- The asset and its media does not exist on the local Interplay Production system.

- The asset exists on the local Interplay Production system, but the media is archived.

- The asset and low-res media exist on the local Interplay Production system, but the high-res media is archived.

To restore an asset in MediaCentral UX, the following are required:

- Your Interplay Production workgroup must be properly configured with the Interplay Restore service. The workgroup must also have the appropriate Interplay Restore templates available. Templates determine the destination server, the target video quality, and other options. For more information, see the *Interplay Production Services Setup and User's Guide.*

- Your MediaCentral Platform server must be configured to perform an indexed search, and an Interplay Production Archive system must be available as a remote zone. For information on configuring Media Index, see the *Avid Media | Index Configuration Guide*. For information on how to perform an indexed search, see "Searching for Assets" on page 229.

  If you know that an asset is archived, you can improve search time by selecting the Interplay Production Archive system as a system criterion.

The following illustration shows the result of a search of both a local Interplay Production system and an Interplay Production Archive system. The highlighted asset is stored on the archive system. You can right-click the asset, and select Restore From Archive.

If you try to play an archived asset that does not have media on the local Interplay Production server, the following error message is displayed: "Asset not found in Interplay database."

Note the following:

• You can restore only one asset at a time. Multiple selection is not supported.

• The metadata that is displayed in the search results list depends on how the MediaCentral administrator set up the indexed search. If markers are indexed they will be displayed in the search results under "Time-Based Metadata."

• No content is shown in the Metadata pane or the Logging pane.

To restore an asset from an Interplay Production archive:

1. Perform an indexed search.

2. In the results list, right-click an asset and select Restore from Archive.

   The Restore From Archive dialog box is displayed.
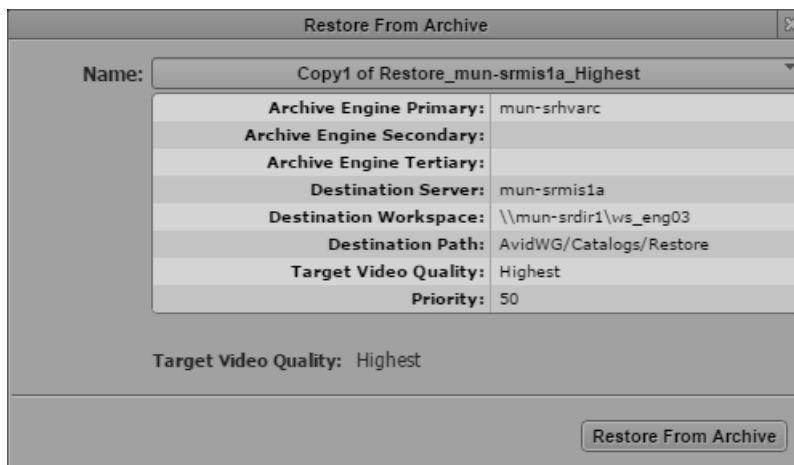
3. Select a profile from the Name menu.

   Profiles are created by an Interplay Production administrator.

4. Click Restore From Archive.

   The job request is sent. You can check the status of the job in the Progress pane.
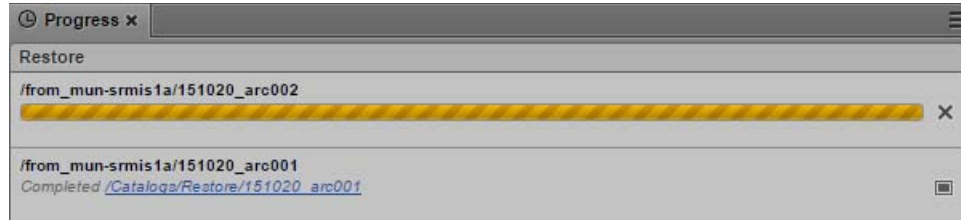
5. When the job is complete, you can play the asset in the Media viewer.

Working with Interplay | MAM Assets

An Interplay MAM database holds media assets such as video and audio assets, basic sequences, and graphics. The Interplay MAM Workspace allows you to carry out many aspects of day-to-day work with these assets by mapping tasks to a tree structure. The Workspace is displayed as a set of folders that contain references to media assets in the MAM database. For example, you save sequences or references to video assets to a folder. This allows you to access the media assets directly at a later date — in other words, you do not need to search for them again.

The Assets pane gives you access to the Workspace of any connected Interplay MAM system. You can see all folders that are released to you and browse and edit the folder structure in the Assets pane. You can add, rename, and delete asset references, view and edit asset metadata, and create basic sequences and initiate processes for assets in the Assets pane.

The following topics describe working with MAM assets:

- "Navigating the Interplay | MAM Workspace" on page 52
- "Identifying Interplay | MAM Media Assets" on page 52
- "Creating a New Folder" on page 54
- "Moving a Folder" on page 55
- "Renaming a Folder" on page 54
- "Deleting a Folder" on page 55
- "Adding Assets to a Folder" on page 56
- "Triggering the Rights Evaluation for a Basic Sequence" on page 56
- "Moving or Copying Assets" on page 58
- "Renaming Asset References" on page 58
- "Removing Asset References" on page 59
- "Deleting Assets and Basic Sequences" on page 59
- "Viewing and Editing Interplay | MAM Metadata" on page 61
- "Viewing Interplay | MAM Thumbnails" on page 67

Navigating the Interplay | MAM Workspace

The contents of released folders in an Interplay MAM Workspace are displayed in the Assets pane. You can double-click an asset to open it in any pane that supports displaying aspects of that asset.

To open an Interplay MAM folder:

▸ Double-click the folder in the Assets pane.

This action opens the folder's contents in the same pane. To return to the previous view of the Workspace file structure, click the Back button.

▸ Click the turn-down arrow to the left of the folder in the Assets pane.

This action expands the directory to show its contents while still retaining a view of the rest of the Workspace file structure. To close the folder, click the turn-down arrow again.

To open an asset:

▸ Double-click the asset.

The asset opens in the Media pane. If the panes are open, the asset opens also in the Logging, Metadata, and Thumbnails pane and its associations are shown in the Associations pane. If the asset is a basic sequence and the Sequence pane is open, the asset is loaded in the Sequence Timeline. For more information, see "Viewing and Editing Interplay | MAM Metadata" on page 61, "Viewing Interplay | MAM Thumbnails" on page 67, "Working with Video Media" on page 160, "Using the Sequence Pane" on page 102, "Logging Interplay | MAM Assets" on page 280, and "Working with Associations (Interplay | MAM)" on page 308.

Identifying Interplay | MAM Media Assets

A set of property columns are shown when viewing MAM assets in the Assets pane. These columns display metadata that is associated with assets in the Interplay MAM database. The following columns are available for MAM assets: Name, Thumbnail, Type, and Rights.

Different icons are used to identify Interplay MAM assets and indicate rights in the Assets pane. Depending on the installed Interplay MAM package you might see additional icons.

Icon	Description	Column
	Audio asset	Name
	Commercial or Commercial Version asset	Name
	Document asset	Name
	Episode or Episode Version asset	Name
	Feature or Feature Version asset	Name
	File asset or Default placeholder icon	Name

Icon	Description	Column
	Graphics asset	Name
	Image asset	Name
	Season asset	Name
	Sequence asset (audio or video)	Name
	Series asset	Name
	Stock Footage asset	Name
	Trailer asset	Name
	Video or Rushes asset	Name
	Audio asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Basic Sequence asset placeholder icon.	Thumbnail
	Commercial or Commercial Version asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Document asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Episode or Episode Version asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Feature or Feature Version asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	File asset or Default placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Graphics asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Image asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Season asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Series asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Stock Footage asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail

Icon	Description	Column
	Trailer asset placeholder icon. Is shown until a specific image is assigned as a thumbnail	Thumbnail
	Video or Rushes asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Usage right "Free for use"	Rights
	Usage right "Not evaluated so far"	Rights
	Usage right "Parts need to be licensed"	Rights
	Usage right "Contains restricted parts"	Rights

Creating a New Folder

You can create new folders in the Interplay MAM Workspace. Your ability to create a new folder depends on Interplay MAM rules. For example, the credentials you use to sign in to the Interplay MAM database must allow creation of folders.

For more information, see the *Interplay | MAM Desktop User's Guide* or *Interplay | MAM User Manager User's Guide*.

To create a new folder in the Interplay MAM Workspace:

1. In the Assets tab, select a folder.

The new folder is added as sibling or subfolder depending on the control you use.

2. Do one of the following:

   ▶ To create a sibling of the selected folder, click the Pane Menu button and select Create Folder.

   ▶ To create a subfolder within the selected folder, right-click the folder and select Create Folder.

   A new folder is created with the name New.Folder. If there is already a folder named New.Folder, .01 is appended to the folder name, and incremented for each unnamed new folder (New.Folder.02, and so on).

3. Rename the folder. See .

Renaming a Folder

You can rename Interplay MAM Workspace folders in the Assets pane.

To rename a folder, do one of the following:

▶ Select the folder, click the name of the folder, and type the new name.

▶ Select the folder, press F2 (Windows) or Enter (Macintosh), and type the new name.

Moving a Folder

You can move folders with their contents in the Interplay MAM Workspace by using the Cut and Paste commands or drag and drop. Note that you can move but cannot copy folders.

Your ability to move a folder depends on Interplay MAM rules: The folder permissions in Interplay MAM Workspace must allow moving the selected folder and adding it to the target folder.

To move a folder to another folder by using commands:

1. Select one or more folders.

2. Do one of the following:

   ▶ Click the Pane Menu button and select Cut.

   ▶ Right-click and select Cut.

3. Select the folder into which you want to move the folder, right-click, and select Paste.

To move a folder by using drag and drop:

1. Select one or more folders.

2. Drag the selection to the folder into which you want to move the folder.

   The folder expands to show its contents and a green icon indicates if dropping is possible.

3. Release the mouse button.

Deleting a Folder

You can delete folders from Interplay MAM Workspace in the Assets pane. If you delete a folder, all the references to media assets that it contains will also be deleted. Check whether you need the media asset references contained in a folder before you delete it.

Your ability to delete a folder depends on Interplay MAM rules: the folder permissions in Interplay MAM Workspace must allow the deletion of the selected folder.

To delete folders:

1. Select one or more folders.

2. Do one of the following:

   ▶ Right-click and select Delete.

   ▶ Click the Pane Menu button and select Delete.

   A security prompt opens.

3. Click Yes.

   If your credentials allow deleting folders the folders are deleted.

   If you are not authorized to delete some of the selected folders or folders at all a message opens. After closing the message the folders that are released for deletion are deleted.

Adding Assets to a Folder

You can add assets to a folder from the Search pane's search results list after you have conducted a search, from the Tasks pane's attachments area or from the Associations pane's associations list. This action does not save or copy the asset to the folder. You are creating and saving only a reference to the asset. Each folder can have only one reference that points to the same asset. If you try to add a second reference to the same asset, a message is displayed.

To add asset references to a folder:

1. Do one the following:

   ▶ Open the Search pane and conduct a search for MAM assets. For more information, see "Conducting a Search" on page 239.

   ▶ Open the Tasks pane and select a task. For more information, see "Adding and Editing User Task Attachments" on page 396.

   ▶ Open the Associations pane and show associations in the associations list. For more information, see "Viewing Associated Assets" on page 312.

2. Select one or more assets in the search results list or the task attachments area.

3. Drag the selection to the name or icon of the folder into which you want to paste the asset references.

   The folder expands to show its contents and a green icon indicates if dropping is possible.

4. Release the mouse button.

   Valid asset references are pasted into the folder. References to assets that are not allowed as contents of the folder are not pasted.

   If there is already a reference to an asset with the same identifier in the folder, a message is displayed, and the asset is not pasted.

Triggering the Rights Evaluation for a Basic Sequence

A set of property columns is shown when viewing MAM assets in the Assets pane. The Rights column displays the value of the usage rights property — symbolized by a Rights Indicator icon — that is associated with assets in the Interplay MAM database.

For basic sequences the usage rights information is not retrieved from the usage rights property but evaluated dynamically based on the usage rights of the individual segments of assets it contains. The usage right for the entire basic sequence is determined by the most restrictive usage right for a segment.

Therefore the Rights column initially does not show a Rights Indicator icon for a basic sequence. You have to trigger the rights evaluation once, as described in the following procedure. After that, the Rights Indicator icon of the basic sequence is shown during your current user session. You need to trigger the rights evaluation for each session.

To trigger the rights evaluation for a basic sequence:

▸ Select the basic sequence in the Assets pane.
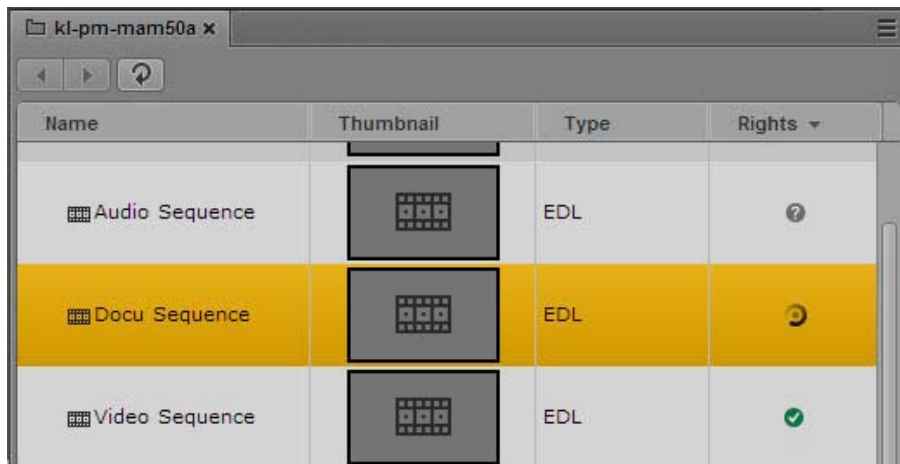
The rights evaluation starts. During this time a busy indicator is shown in the Rights column. When the rights evaluation is finished the calculated usage right of the basic sequence is indicated by the corresponding Rights Indicator icon. For more information, see "Identifying Interplay | MAM Media Assets" on page 52.

Selecting Assets

Clicking an item (basic sequence, other asset, or folder) in a folder selects and highlights it. Multiple items can be selected in different ways. Note that you can select items in different folders at the same time.

To select several nonconsecutive items:

▸ Ctrl+click the items you want to select, regardless of order or arrangement.

The items are selected and highlighted.

To select several consecutive items:

▸ Click an item and then Shift+click the item that ends the series of hits you want to select.

The items in the series are selected and highlighted.

▸ Shift+click an item above or below the highlighted selection.

The selection is expanded or narrowed.

To remove the selection:

▸ Click the Refresh button of the Assets pane.

The selection is removed.

Moving or Copying Assets

You can move or copy basic sequences and other assets in the Interplay MAM Workspace by using the Cut, Copy, and Paste commands, or drag and drop.

To move or copy an asset to another folder by using commands:

1. Select one or more assets.

2. Do one of the following:

    ▸ Click the Pane Menu button and select Cut, or right-click and select Cut.

    ▸ Click the Pane Menu button and select Copy, or right-click and select Copy.

3. Select the folder into which you want to move or copy the asset, right-click, and select Paste.

    Valid assets are pasted into the folder, and assets that are not allowed as contents of the folder are not pasted. If there is already an asset with the same identifier in the folder, a message is displayed, and the asset is not pasted.

To copy an asset to another folder by using drag and drop:

1. Select one or more assets.

2. Drag the selection to the name or icon of the folder into which you want to copy the assets.

    The folder expands to show its contents and a green icon indicates if dropping is possible.

3. Release the mouse button.

    Valid assets are pasted into the folder, and assets that are not allowed as contents of the folder are not pasted. If there is already an asset with the same identifier in the folder, a message is displayed, and the asset is not pasted. If your selection contained folders and individual assets, the folders and their contents are moved but the individual assets are copied.

Renaming Asset References

You can rename the reference of basic sequences and other assets in the Interplay MAM Workspace. Note that this action renames only the display name in the folder but not the basic sequence or the asset itself. To rename the asset or sequence, you must change its Title property in the Metadata pane.

Note also that the Media pane always shows the Title of an asset. If you only rename the reference of an asset in the Assets pane but not its Title property, you will see different names displayed for the same asset in the Assets and Media pane.

To rename an asset reference, do one of the following:

▸ Select the asset, click the name of the asset, and type the new name.

▸ Select the asset, press F2 (Windows) or Enter (Macintosh), and type the new name.

Removing Asset References

You can remove basic sequences and other assets in the Interplay MAM Workspace. Note that this action removes the reference in the folder but does not delete the basic sequence or the asset itself.

To remove asset references from folders:

1. Select one or more assets.

2. Do one of the following:

   ▶ Right-click and select Delete.

   ▶ Click the Pane Menu button and select Delete.

   A security prompt is displayed.

3. Click Yes.

   If your credentials allow deleting assets, the asset references are deleted.

   If you are not authorized to delete some of the selected assets or any assets, a message is displayed. After closing the message the folders that are released for deletion are deleted.

Deleting Assets and Basic Sequences

You can delete assets and basic sequences from the Interplay MAM database. To do so, you can start a Delete process not only from the Assets pane, but also from the Media, File Info, Associations, and Search panes. In the Media and File Info panes, you can delete the asset or basic sequence open in the pane. In the Associations, Assets, and Search panes you can delete up to 50 assets and sequences at the same time.

Note the following limitations:

• You can delete assets and sequences only if you have the proper permissions in Interplay MAM.

• You can delete assets and basic sequences only from Interplay MAM systems. In addition, you must select the delete process from the same MAM system that also manages the assets and sequences.

• You can delete assets and basic sequence of all types.

• Deleting an asset or basic sequence does not remove the reference to the asset or sequence from the Assets pane.

To delete assets and basic sequences from the Interplay MAM database:

1. Do one of the following:

   ▶ In the Assets pane, navigate to the desired folder and select the assets and basic sequences to be deleted.

   ▶ In the Search pane, conduct a search and select the assets and basic sequences to be deleted in the results list.

   ▶ Open an asset in the Associations pane and select the assets to be deleted (the source asset and any of its associated assets).

   ▶ Open an asset or a basic sequence in the Media pane.

   ▶ Open an asset in the File Info pane.

2. Do one of the following:

   ▶ Click the Pane Menu button and select Actions.

   ▶ (Assets and Search pane only) Right-click and select Actions.

3. (Option) Select the MAM system on which the Delete process is to be created. This must be the system from which the asset was opened.

4. Select the Delete Assets and Sequences process type.

   The Delete Assets and Sequences process dialog box opens and shows the assets that are to be deleted as attachments.
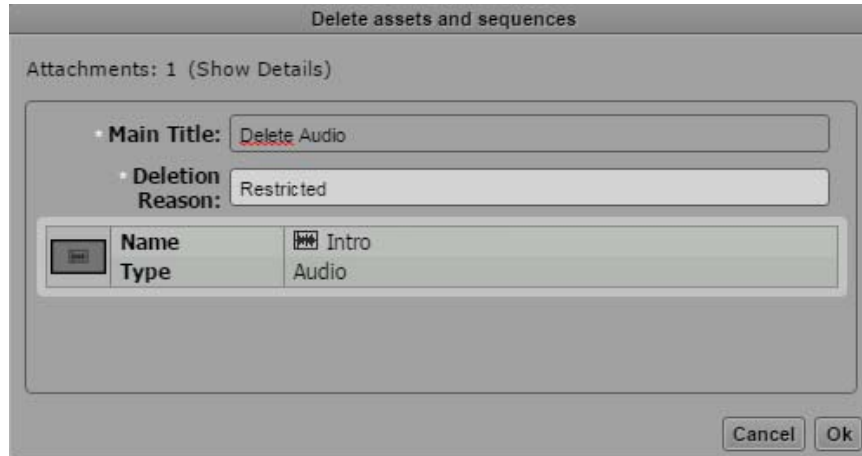
5. Provide a main title and a reason for deletion.

6. Click OK.

   The Delete Assets and Sequences process dialog box is closed and the delete process is triggered.

7. (Option) Open the Progress pane and monitor the progress of the delete process.

   When all assets and sequences are deleted, the Progress pane shows a "Finished" message.

The Delete process does not remove the reference to the deleted asset or sequence from the Assets pane. After a manual refresh, you can notice the following changes in the Assets pane: In the Thumbnails column, the Default placeholder icon is shown and the Rights column does not shown a right indicator icon any longer.
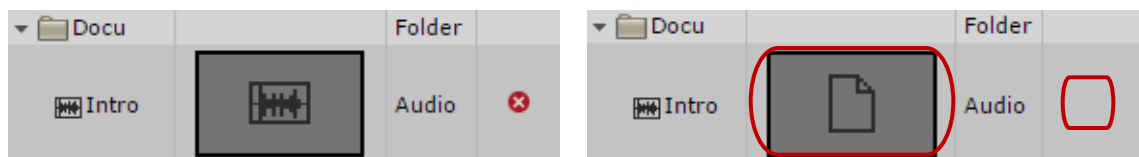
When you double-click the reference of a deleted asset or sequence, you see a message such as "The asset does not exist" or "The sequence does not exist." Delete the reference from the Assets pane, as described in "Removing Asset References" on page 59.

Viewing and Editing Interplay | MAM Metadata

The Metadata pane displays properties that are associated with a selected asset in the Interplay MAM database, such as Comments or Creation date. Some properties are created automatically and others you can create or edit manually. In the Metadata pane, if a property is editable, a text box, drop-down menu, or other input control is displayed.
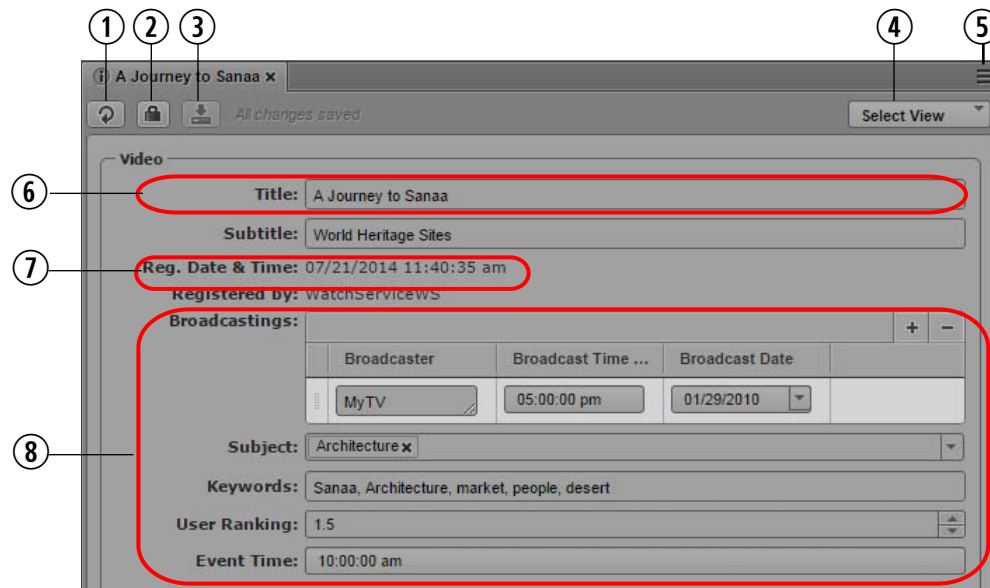
1	Refresh button	5	Pane Menu button
2	Lock button	6	Editable text box
3	Save button	7	Non-editable field
4	Metadata section selector	8	Examples for editable properties

The properties that are displayed in the Metadata pane are determined by the configuration of the property and the metadata template of the corresponding asset type in the Interplay MAM Datamodel Administrator application. An administrator can define the following:

• Which properties are displayed

• If a property is editable, read-only, read-only based on the values of another property, or mandatory

• If a property shows a default value

• Limits for text input

A user must have write permission on assets to edit the metadata of an asset.

For information on properties and assigning permissions, see the *Interplay | MAM Datamodel Administrator User's Guide and Interplay | MAM User Manager User's Guide*.
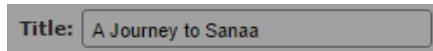
Property Types and Input Controls

The fields in the Metadata pane are linked to properties that describe an asset. Interplay MAM and MediaCentral UX support different property types and input controls.

Property Types

In Interplay MAM, the following three property types are distinguished:
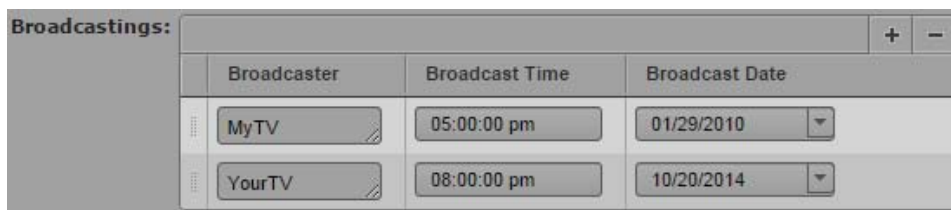
- Single-value property: When you edit metadata that is allocated to a single-value property, there is only one field available in which to enter data, so only one value can be entered for this asset property. For more information, see "Editing Metadata" on page 64.

- Multi-value property: When you edit metadata that is allocated a multi-value property, there are several fields available in which you can enter data for this asset property as shown in the following illustration. Existing values can be changed or deleted, and new values can be added.
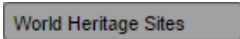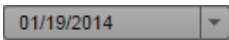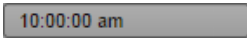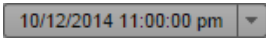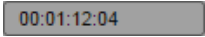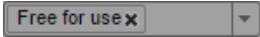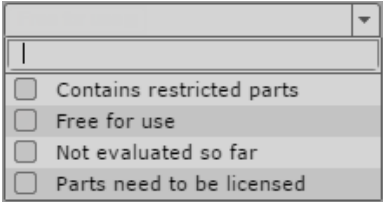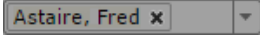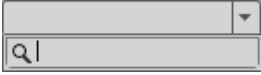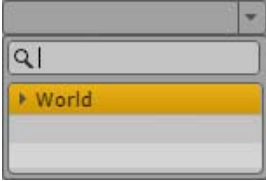
- Compound property: When you edit metadata that is allocated a compound property, you edit several properties that are combined into a single property. For each of these single properties you have several fields in which to enter data, just as you do for multi-value properties. The following illustration shows how three single properties (Broadcaster, Broadcast Time, and Broadcast Date) are combined into the Broadcastings property.

Input Controls

Depending on the configuration of the metadata template in Interplay MAM, you might encounter the following input fields when entering data:

Display	Field type	Description
World Heritage Sites	Text	Text fields accept all characters. Input might be limited to a certain number of characters by the property configuration in Interplay MAM.
01/19/2014	Date	Date fields are preformatted. The display format depends on the locale of your account. You can enter the entire Date value manually, or select it from a calendar tool.
10:00:00 am	Time	Time fields are preformatted. The display format depends on the locale of your account.

62

Display	Field type	Description
`10/12/2014 11:00:00 pm ▾`	Date/Time	Date/Time fields are preformatted. The display format depends on the locale of your account. You can enter the entire Date/Time values manually, or select the date value from a calendar tool.
`00:01:12:04`	Timecode Duration	Timecode and Duration fields are preformatted for different timecode types (PAL, NTSC). They also support pasting copied timecodes.
`1 ▲▼`	Integer	Integer fields require figures.
`1.5 ▲▼`	Floating-point	Floating-point fields require figures and decimal points.
`☑`	Boolean	Boolean check boxes differentiate between "applies" and "does not apply."
`Free for use ✕ ▾`	Legal list	Drop-down lists provide the available values of a property. When you open a property of type legal list, the input control initially shows a search box and all values of the property. ☐ Contains restricted parts ☐ Free for use ☐ Not evaluated so far ☐ Parts need to be licensed
`Astaire, Fred ✕ ▾`	Master data	Master data, for example, data records about producers, actors, and so on, consists of multiple distinct values. These multiple values are represented by one master data value, when used for annotation. When you open a property of type master data, the input control initially shows an empty search box.
`Yemen ✕ ▾`	Thesaurus	Thesauruses are mostly used to provide larger sets of invariant terms that can be assigned as values to a property. When you open a property of type thesaurus, the input control shows a search box and the name of the thesaurus to search in. ▸ World

Editing Metadata

In the Metadata pane, if a property is editable, a text box, drop-down menu, or other input control is displayed. Depending on the configuration of the asset template in Interplay MAM, the metadata might be distributed in several sections on the Metadata pane.

Note the following:

- If you are editing an Interplay MAM asset, metadata is locked to prevent other users from editing the metadata at the same time. The lock is automatically set when you begin editing a metadata field. The lock is released when you end editing, load another asset, or close the Metadata pane. If another user opens the asset while it is locked, and clicks the Lock button or tries to edit the metadata, the tool tip for the Lock button reads "This metadata is locked by user <user name>."

- You can cut, copy, and paste text between the Metadata pane and other applications.

- You can use the Tab key to move to the next editable text box or use Shift+Tab to move to the previous text box.

- If you select from a drop-down list and type a letter, MediaCentral UX filters the list to all values starting with that letter. As you continue to type, MediaCentral UX continues to filter the list according to the letters you type.

To open the Metadata pane:

▶ Select Metadata from the Panes menu.

To view properties of an asset:

▶ Double-click an asset in the Assets or Search pane.

To manually lock metadata:

▶ Click the Lock button.

When the metadata is locked, the Lock button turns orange.

The metadata remains locked until you end editing, load another asset, or close the Metadata pane. You can manually unlock the metadata by clicking the Lock button. If you make an edit, the lock is automatically set again.

To edit single-value properties of an asset:

1. (Option) If the metadata is grouped in different metadata sections, select the desired section from the Select View menu.

2. Click in a text box and enter text.

3. To edit a legal list property, click in the field and do one of the following:

   ▶ Double-click the value or check its check box.

   ▶ Navigate down the list using the Down Arrow key until you reach the desired value and press Enter.

   ▶ Start typing the name of the value in the search box to filter the list, select the value, and press Enter.

4. To edit a thesaurus property, click in the field and do one of the following:

   ▶ Navigate down the thesaurus using the Down Arrow key until you reach the desired term and press Enter.

   ▶ Start typing the name of the term in the search box to filter the list, select the term, and press Enter.

5. To edit a master data property, click in the field, start typing the name of the value in the search box to filter the list, select the value, and press Enter.

6. To edit a date, time, or date-time property:

   ▶ Highlight the figures you want to change and type in the new figures.

   ▶ Click the field's Down Arrow button and select the date from the calendar that opens.

7. To edit a timecode or duration property, click in the field and do one of the following:

   ▶ Type in the figures, including "0", from right to left.

   ▶ Highlight the timecode and press Ctrl+V to paste a copied timecode.

8. To edit an integer or float property:

   ▶ Type the figures, and if necessary, the decimal point.

   ▶ Press the Up Arrow or Down Arrow key to increase or decrease the figures.

9. To edit a boolean property:

   ▶ Check the check box to set the property to "true."

   ▶ Uncheck the check box to set the property value to "false."

10. To save your changes, do one of the following:

    ▶ Click the Save button, or click the Pane Menu button and select Save.

    ▶ Press Ctrl+S (Windows) or Command+S (Macintosh).

    To discard your changes, click the Refresh button, load a different asset, or close the Metadata pane.

To edit multi-value properties of an asset:

1. To add a new value to a multi-value property, click the Plus button.

   A new value is added at the bottom of the list.

2. Edit the value for each individual field inside a multi-value property as you would for a single-value property.

3. Press the Tab key to move to the next property within the compound property or use Shift+Tab to move to the previous property.

4. To change the position of a value, click the drag icon to the right of the value, drag it and drop it between other values or at the beginning or end of the property's value list.
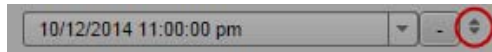
5. To remove a property, click the Minus button to the right of the value.

6. Click the Save button, or click the Pane menu and select Save.

   To discard your changes, click the Refresh button, load a different asset, or close the Metadata pane.

To edit compound properties of an asset:

1. To add a new row to a compound property, do one of the following:

   ▶ To add a new row below the last row, click the plus button.

   ▶ To add a new row above a row, select the row and click the Plus button.
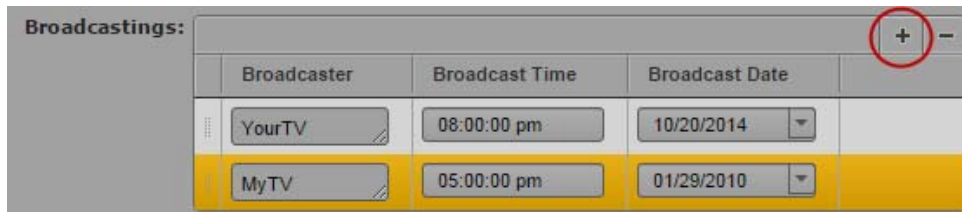
2. Edit every field as you would for a single-value property.

3. Press the Tab key to move to the next property within the compound property or use Shift+Tab to move to the previous property.

4. To change the position of a row, click the drag icon to the left of the row, drag it and drop it between other rows or at the beginning or end of the property's table.
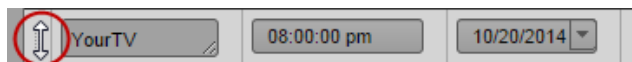
5. To remove a row, select the row and click the Minus button.

6. Click the Save button, or click the Pane menu and select Save.

   To discard your changes, click the Refresh button, load a different asset, or close the Metadata pane.

To update the information displayed:

▶ Click the Refresh button.

Viewing Interplay | MAM Thumbnails

The Thumbnails pane lets you display a series of small images of an asset. In an Interplay MAM context, these are referred to as "keyframes" that are displayed in Interplay MAM Desktop's Lighttable view. In MediaCentral UX they are referred to as "thumbnails." Viewing and double-clicking thumbnails can help you navigate through video assets more quickly. You can view thumbnails in the following arrangements:

• Time-based: Shows the first frame of the asset, the last frame of the asset, and a frame at the frequency that you choose. The exact frame displayed depends on the type of timecode (drop-frame, non-drop frame, 24 fps, and so on). Timecodes are displayed beneath each thumbnail, reflecting the timecode display that is set in the Media pane: Master, Absolute, or Remain.

• Marker-based: Shows any thumbnail that is extracted by the Interplay MAM Video Analysis or a user in Interplay MAM Cataloger. You can adjust the quantity by applying a marker-based filter.

• Both time-based and marker-based thumbnails.

The following illustrations show each of these arrangements: time-based, marker-based, and both.
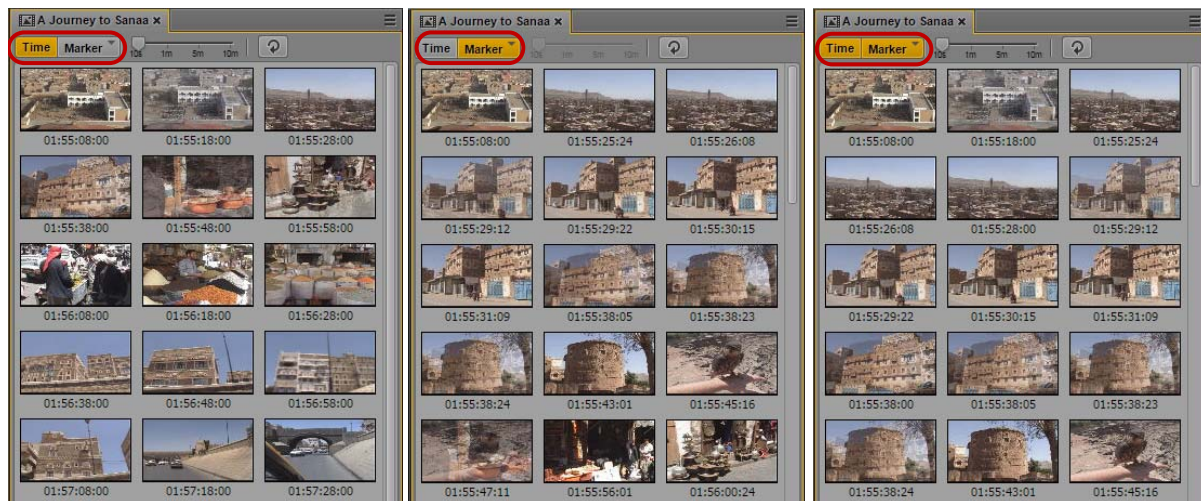
Note the following:

• You can show thumbnails for video assets.

• The size of the thumbnails depends on the aspect ratio selected in the Media pane. Changing the aspect ratio changes the size of the thumbnails.

• Currently, you cannot adjust the size of the thumbnails.

• Click the Refresh button to update the display for changes to the asset, for example, if a user has extracted new thumbnails in Interplay MAM Cataloger.

• If the entire keyframes set is deleted in Interplay MAM Desktop, you can only show time-based thumbnails in the Thumbnails pane.

To view thumbnails:

1. Select Panes > Thumbnails.

   If an asset is already loaded in Asset mode in the Media pane, thumbnails are displayed in the Thumbnails pane.

2. In the Assets pane, double-click a video asset.

   The asset is loaded in the Media viewer and thumbnails are displayed in the Thumbnail pane, with timecode for each thumbnail below it.

3. To show only time-based thumbnails, click the Marker button so that it is inactive. To show only marker-based thumbnails, click the Time button so that it is inactive.

4. To navigate to a particular frame in the Media pane, double-click a thumbnail.

   The position indicator in the Media Timeline jumps to the frame.

To apply a time-based filter:

1. To show only time-based thumbnails, click the Marker button so that it is inactive.

2. Use the slider to select one of the following frequencies:

   - one frame every 10 seconds (default setting)

   - one frame every 1 minute

   - one frame every 5 minutes

   - one frame every 10 minutes

   The Thumbnails pane shows the thumbnails that match the selected frequency. This setting persists from one session to another.

To apply a marker-based filter:

1. To show only marker-based thumbnails, click the Time button so that it is inactive.

2. Click the arrow in the upper right corner of the Marker button.

The Add or Remove window opens.
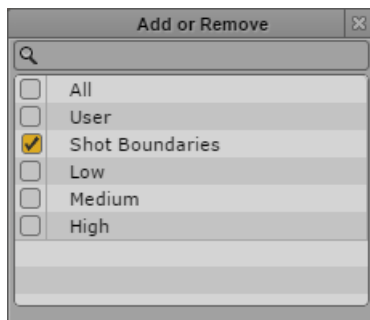
3. Select the filter you want to apply or deselect the filter you want to cancel:

- - All: Shows all marker-based thumbnails. Includes all other filter criteria.

- - User: Shows the thumbnails that are extracted by a user in Interplay MAM Cataloger.

- - Shot Boundaries: Shows the thumbnails that are extracted by the Video Analysis for shot boundaries.

- - Low: Shows the thumbnails that are extracted by the Video Analysis already for small changes in image content.

- - Medium Shows the thumbnails that are extracted by the Video Analysis during medium alteration in image content.

- - High: Shows the thumbnails that are extracted by the Video Analysis only when the image content changed significantly.

4. Click the Close box or click anywhere outside the window to save your settings.

The Thumbnails pane shows the thumbnails matching the selected filter. This setting persists from one session to another.

3 Working with Projects

The following main topics describe the Project/Story pane and how to use projects and facets in news production:

- Opening Projects or Facets
- The Project/Story Pane
- Associating Stories with Projects or Facets
- Opening a Project or Facet Associated with a Story

Opening Projects or Facets

Using *projects* is a feature of the iNEWS newsroom computer system that provides a way of categorizing stories by topic so that news teams working on a particular topic can find everything related to it in a single place, without moving or copying the original source information from its current location in the iNEWS database. *Facets* are sub-topics, providing additional granularity to projects.

In MediaCentral UX, iNEWS projects are listed in the Launch pane. Open a project from the Launch pane to view each project's contents in the Assets pane. You open facets and the project's queues from the Assets pane.

To open a project:

▶ Double-click the project in the Launch pane.

The project's contents open in the Assets pane.

To open a facet:

▶ Double-click the facet in the Assets pane.

The facet's contents open in the Project/Story pane.

The Project/Story Pane

The contents of a project include an ALL queue, a QUERY queue, a BUCKET queue, and any sub-topics, known as facets. For example, the following illustration shows the Hurricane Earl project has facets for topics like Damage and Evacuation.
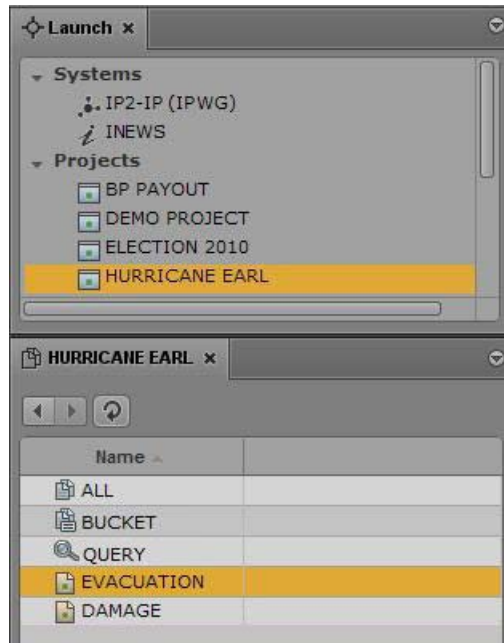
Every project has an ALL queue that displays in the Queue panel all stories associated with the project and its facets. Any indexed story can be associated with a project or facet.

Stories associated with a project retain their original source queue location in the iNEWS database; they do not actually reside in the ALL queue. Stories associated with a project also retain their original source permissions. For example, a user without read access to a story's source queue will not be able to see that story in a project to which its associated, even if the user has read access to the project.

Every project has a QUERY queue, identified by the magnifying glass icon, which is the search queue that runs the project's query. For more information on the icons used to identify projects and facets, see "Identifying iNEWS Directories, Queues, Projects, and Facets" on page 39.

Every project has a BUCKET queue, which is an indexed queue that acts as the repository for stories that don't exist anywhere else in the iNEWS database. A user can copy, create, and delete stories in the BUCKET queue. All stories in the BUCKET will show up in the ALL queue.

The BUCKET queue was first introduced in version 4.0 of iNEWS. When an iNEWS database is upgraded to v4.0 from an earlier version, current projects get BUCKET queues; however, these queues are not yet indexed, which is required for all stories associated with projects and/or facets. For more information, see the "iNEWS Projects" chapter of the Avid iNEWS Setup and Configuration Guide.

The Project/Story pane functions similarly to the Queue/Story pane. It can display either a project's facet or a news story associated with that project's facet. It can also display both at the same time, as shown in the following illustration:
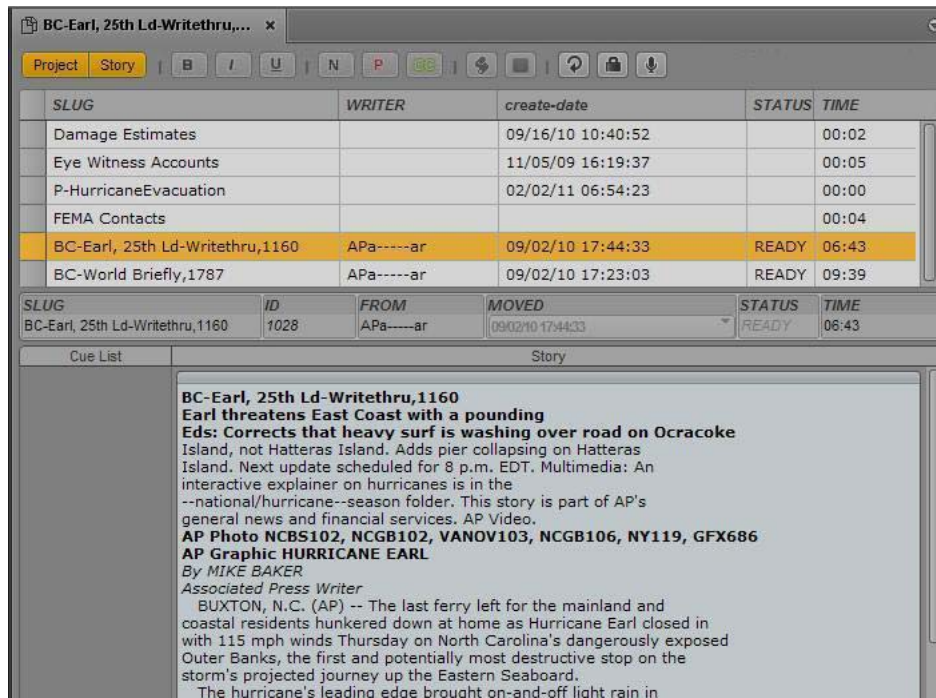
The title that appears on the pane's tab changes based on what is selected in the Project/Story pane.

Two buttons, Project and Story, are located at the top of the pane. Use these buttons to toggle on or off the display of the project or a story. When toggled on the buttons appear orange.

For example, while viewing a project's contents, clicking the Story button splits the pane's display space to show the project's contents on the top half and the selected story associated with that project or facet on the bottom half of the pane. Clicking the Story button again hides the story and displays only the project's facet or queue once more.

You cannot have both the Project and Story buttons toggled off simultaneously. When only one is on and the you click that button, the system automatically toggles it off and toggles the other button on.

The name on the tab of a Project/Story pane changes based on the story you have selected in the pane. You can move the mouse pointer over the tab to view the entire path name.

When only the facet or one of the project's queues (ALL, QUERY, or BUCKET) is shown, the display is called a *grid view*. When only the story is shown in the pane, the display is called a *story view*. And when both are visible, the display is called a *split view*.

You can use the horizontal dividing line between the grid and story sections of the pane to adjust the ratio of the split view display within the pane. When you position your mouse pointer over the dividing line, the pointer changes to a double arrow, letting you click and drag it up or down to adjust the space allocated to each section of the pane. However, it is not recommended to use this technique to hide one section of the pane or the other.

The ratio you set is retained when you sign out.

Associating Stories with Projects or Facets

Any indexed story can be associated with a project or facet.

To associate an indexed story with a project or facet.

1. Navigate to and open the indexed queue in which the story resides.

2. Right-click the story in the Queue/Story pane and select Associate Story to Project.

3. In the dialog box, select the projects or facets to which you want the story associated.

4. Click Apply.

Opening a Project or Facet Associated with a Story

In the Project/Story pane, you can open a project that is associated with a story or facet.

To open a project associated with a story:

1. Select a story in the queue section of the Project/Story pane.

2. Click the Pane Menu button and select Projects and the project or facet you want to open.

   The project opens in a new Project/Story pane.

4 Building a Script

The following main topics describe the Queue/Story pane, basic techniques of script building, and some typical production tasks.

- The Queue/Story Pane
- Creating a Story
- Segmenting Stories
- Writing Stories in Right-to-Left Languages
- Using Annotation to Dictate a Story
- Editing a Story
- Copying Stories
- Locking and Unlocking a Story
- Inserting Script Templates
- Inserting MOS Placeholders
- Adding Media to a Story
- Associating a Sequence with a Story
- Creating a Text-Only Story Segment
- Copying and Sending iNEWS Links
- Deleting or Recovering a Deleted Story
- Recovering Stories In Case of Disconnect
- Production Tasks

The Queue/Story Pane

In MediaCentral UX, you can create iNEWS stories, edit them in the Queue/Story pane, and save them on an iNEWS server.

The Queue/Story pane can display either an iNEWS queue, such as a show's rundown, or a story in that queue. The Queue/Story pane can also display both a queue and a story in that queue, as shown in the following illustration:

				PAGE	TAL	SLUG	CAM	SHOT	FORMAT	GRAPHICS	CH	VID-ID	STATU	READ	SOT:	TOTA
						530 PM SHOW								00:...	00:...	00
						PRODUCER:								00:...	00:...	00
						DATE: 00/00/00								00:...	00:...	00
				A00		START OF SHOW								00:...	00...	00
						OPEN					A	Z_OP...		00:...	00:...	00
						HEADLINES	2	2-s...						00...	00:...	00
						H1-							ASSI...	00...	00:...	00
						H2-							ASSI...	00...	00:...	00
						H3-							ASSI...	00...	00:...	00
						FIRST WX	WX		WX OFC					00:...	00:...	00
					S...	EDUCATION SUMMIT	3	2-s...	VO/W/L					00:...	00:...	00
					B/S	EDUCATION LIVE	RE...	3-s...	SAT/V/S				ASSI...	00:...	00:...	00
					LI	EDUCATION TAG	RE...							00:...	00:...	00
					B...	EDUCATION SIDE	1		GFX FULL	EDUCATI...				00:...	00:...	00
					B...	GRAINGER FIRE	1	OTS	VO	FIRE			ASSI...	00:...	00:...	00
					S...	GUN BAN SCOTUS	3	OTS	VO/W/L	G172			ASSI...	00:...	00:...	00
						LIVE GUN BAN	RE...							00:...	00:...	00
						PKG GUN BAN			PKG				ASSI...	00:...	00:...	00

1   The Queue section

2   The Story section, also called the Script Editor. For more information, see "The Script Editor" on page 77.

The name on the tab of a Queue/Story pane changes based on the story you select in the pane. You can move the mouse pointer over the tab to view the entire path name.

When only the queue is displayed in the pane, the display is called a *grid view*. When only the story is shown in the pane, the display is called a *story view*. When both are visible, the display is called a *split view*.

You can use the horizontal dividing line between the queue and story sections of the pane to adjust the ratio of the split view within the pane. When you position your mouse pointer over the dividing line, the mouse pointer changes to a double arrow. You can then click and drag the dividing line up or down to adjust the space allocated to each section of the pane. However, it is not recommended to use this technique to hide one section of the pane or the other.

The ratio you set is retained when you sign out.

You cannot enter data in the Queue section.

> 📄 *If you change queue attributes in iNEWS while you are working in MediaCentral UX, you need to sign out of MediaCentral UX and sign in again to view your changes."*

The Queue/Story Toolbar

The Queue/Story pane includes a toolbar that has buttons that toggle the display within the pane and provide functions for editing your story.

	Display or Control	Description
1	Queue	Toggles display of the queue on or off. When toggled on the button is colored orange.
2	Story	Toggles display of the Story editor on or off. When toggled on the button is colored orange.
		> 📄 *You cannot have both the Queue and Story buttons simultaneously toggled off. When only one is on and you click that button, the system automatically toggles that display off and the other display on.*
3	Monitor	Toggles the iNEWS monitor server on or off. See "Turning On the iNEWS Monitor Server" on page 100.
4	Bold	Marks text as bold. See "Editing a Story" on page 83.
5	Italic	Marks text as italic.
6	Underline	Marks text as underline.
7	Normal	Sets text as normal. See "Formatting a Script" on page 84
8	Presenter	Sets text as presenter instructions.
9	Closed Caption	Sets text as closed-captioning.
10	Template	Inserts an iNEWS script template. See "Inserting Script Templates" on page 89
11	Open Sequence	Opens the associated sequence. Use this button to create a new script sequence or to open one previously created. See "Adding Media to a Story" on page 90.
12	Refresh	Refreshes the queue.
13	Lock	Locks the story. See "Locking and Unlocking a Story" on page 88
14	Float	Floats a story in a rundown. See "Floating Stories" on page 100.
15	Annotation	Lets you dictate text. See "Using Annotation to Dictate a Story" on page 82.
16	Print	Opens the default browser Print dialog box. See "Printing a Rundown View" on page 101.

Although the toolbar always appears at the top of the pane, even when only the queue is shown in the grid view, most of the buttons are used for editing stories, not for modifying the queue.

The Script Editor

The section of the pane in which the story appears is called the *Script Editor*. There are three sub-sections of the Script Editor: Story Form, Cue List, and Story. The following illustration identifies these areas, along with where a story's timing is displayed.
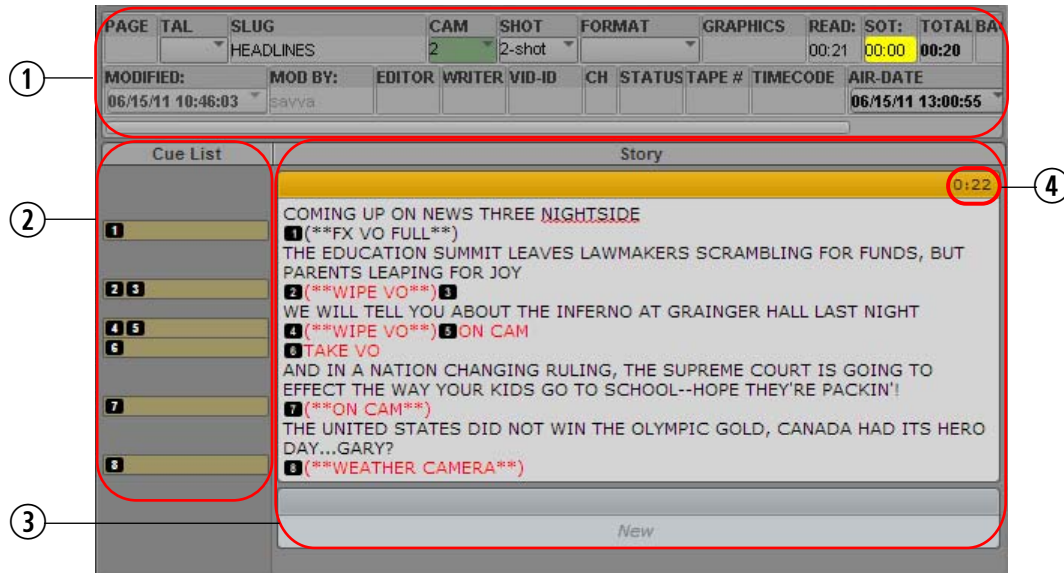
1	Story Form	3	Story (text area)
2	Cue List	4	Timing display

At the top of every story is the Story Form, which provides story information in fields that are predetermined by the iNEWS system administrator for each queue in the database. For example, a form can contain the story's title (slug), page number, and status. Fields shown in the Story Form often also appear in the Queue section. Wire queues usually show different fields than rundown queues. You can edit fields in the Story Form, depending how they are configured by the iNEWS system administrator.

Avid iNEWS lets a system administrator assign colors to various components. These colors are now displayed in the following MediaCentral UX areas:

• Queue section: In earlier releases of MediaCentral UX, iNEWS system colors were shown in the Story Form. These colors are now also shown where applicable in the Queue section (rundown). If a story is selected in a rundown, any items that use iNEWS system colors display those same colors.

• Story Form drop-down menus: Any colors shown in Story Form drop-down menus on iNEWS are also shown in Story Form drop-down menus on MediaCentral UX.

You can use the horizontal dividing line between the Story Form and the rest of the sections to adjust the ratio of the Script Editor display within the pane. You can also choose to hide the Story Form while still viewing the other sub-sections of the Script Editor.

To hide the Story Form, do one of the following:

▶ Click the Pane Menu button located at the top right corner of the Queue/Story pane and select Hide Story Form.

▶ Right-click in the Story Form and select Hide Story Form.

To show the Story Form:

▶ Click the Pane Menu button located at the top right corner of the Queue/Story pane and select Show Story Form.

The Story is the sub-section of the Script Editor in which you write your story or view the text of an existing story. As you type, your text automatically wraps to the next line when you reach the end of the current line. A scroll bar at the right side of this area appears when text extends beyond the bounds of the text area.

The timing displays located on the right side of the story's segment headers show the duration of the text in each story segment. The duration of the text is based on the read rate that is set in Avid iNEWS. This number is useful if you create a sequence to accompany your story. See "Editing a Sequence Associated with a Story" on page 123.

The Cue List is the sub-section of the Script Editor in which you edit production cues and machine control events, such as those for a character generator (CG). Each cue is numbered within a story, beginning with one (1). If cues are rearranged in the story, the system renumbers the cues automatically. The following illustration shows an example of a cue containing a CG event.

For more information, see "Adding Production Cues" on page 85, "Adding Machine Control Instructions" on page 86, and "Adding a Primary Machine Control Instruction" on page 87.

Creating a Story

You can create a story in MediaCentral UX or edit a story previously created in MediaCentral UX or iNEWS. For more information on how to edit existing stories, see "Editing a Story" on page 83.

When connected to an iNEWS server version 4.0 or higher, you can create a new story in a queue or a facet. When you create a story in a facet, the story will be associated with that facet and will live in a special "project bucket."

You can add an external link to a story, such as a Web URL.

To create a new story:

1. Navigate to the row in which you want the new story to be inserted in the queue.

2. Click the Pane Menu button located at the top right corner of the Queue/Story pane.

3. Select Create Story.

   The existing row is pushed down, and a new row is inserted in the queue at that location.

   If you are in split view, you can begin writing your story; if not, open the new story by double-clicking on the new row.

4. Enter the name of your story in the Title field of the Story Form.

5. Enter the text of your story in the first available segment.

6. Click the Pane Menu button located at the top right corner of the Queue/Story pane.

7. Select Save Story to save your changes.

Navigating away from a story in the queue automatically saves any changes made to the story, as does closing the tab or pane.

   When you save a story and the preferences were set in your iNEWS client or configuration to provide a confirmation of the action, MediaCentral UX displays a message asking you to confirm the save operation. Click OK to save the story or Cancel to delete the new story or to leave an existing story unmodified. For more information, see "Setting Confirmation Preferences" in the *Avid iNEWS User's Guide*.

Saving a story does not save a sequence associated with a story. You must save the sequence in the Sequence pane. See "Saving a Sequence" on page 117.

To view an existing story:

▶ Select the story in the queue you want to view and click the Story button to display the story in the bottom half of the Queue/Story pane.

To open an existing story to story view:

▶ Double-click a story in the queue.

▶ Select the story in the queue and click the Queue button.

   This toggles off the display of the queue in the Queue/Story pane and displays the story within the entire pane's space.

Segmenting Stories

You can write a story in a single segment or divide it into multiple segments. The following illustration shows a story in a single segment.

You can use segments to time the text and integrate it with video, audio, and production cues. See . Multiple timed segments are combined to form the overall story. The following illustration shows the same story as the one in the previous example, but written as a segmented story.
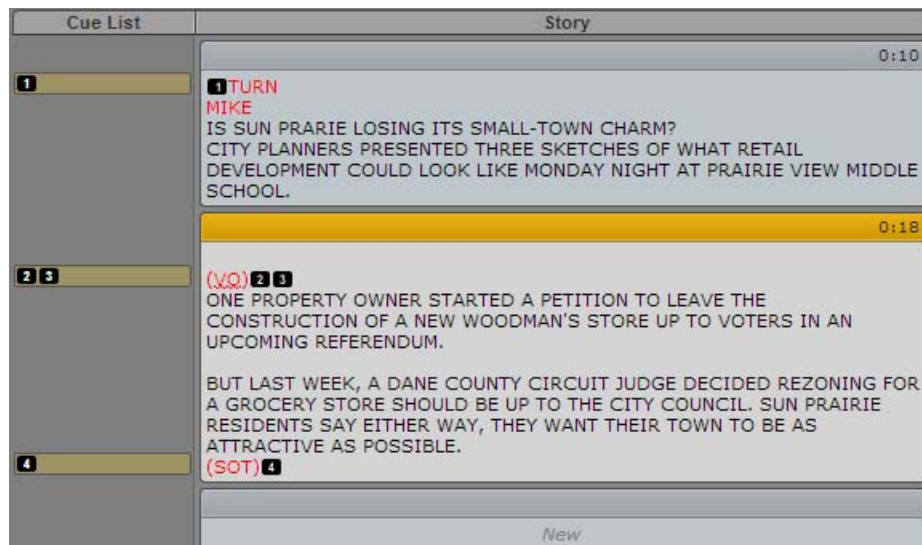
You can add or delete segments, split a segment in two, and rearrange segments within a story.

To add a segment to a story:

▶ Click in the segment marked NEW located at the bottom of the story and begin typing. See the previous illustration for an example.

To split a segment in two:

1. Position the cursor in the story where you want to split the text into two segments.

2. Do one of the following:

   ▶ Right-click and select Split Segment.

   ▶ Click the Pane Menu button and select Split Segment.

   ▶ Press Ctrl+] (Windows) or Command+] (Macintosh).

To rearrange segments in a story:

▶ Click the header bar of the segment you want to move and drag it up or down into its new location.

When you rearrange segments, any production cues or machine control events in those segments are also moved and renumbered as needed.

To delete a segment and the text in the segment:

1. Select the segment.

2. Click the Pane Menu button located at the top right corner of the Queue/Story pane.

3. Select Delete Segment.

Deleting the segment also deletes the text in the segment.

Writing Stories in Right-to-Left Languages

The script editor lets you write stories in right-to-left languages (for example, Arabic and Hebrew). Alignment of the text changes based on the following rules:

• Automatic switching to right-to-left alignment:

   - Story segments switch to right-to-left if more than 50 percent of the text consists of right-to-left characters. To apply the new alignment to a segment, reload the story.

   - Production cues switch to right-to-left if more than 50 percent of the text in the production cue body consists of right-to-left characters.

   - Queue grid cells switch to right-to-left and right-aligned if the first character in the cell is a right-to-left character. If the cell is center-aligned by default, it will remain center-aligned regardless of cell content.

• Manual switching

   - If focus is in any segment, alignment of all segments will be switched. Reloading the story will return the segment alignment to the default.

   - If focus is in the production cue body, only the current cue body alignment will be switched. Reopening the production cue returns cue body alignment to the default.

   - If focus is in a story form field, only the current story form field alignment will be switched. Reloading the same story form keeps the current field alignment. Reloading a different story form returns the field to the default.

To manually switch alignment of the segment that has focus, do one of the following:

▶ Press Ctrl+Shift.

▶ Select "Switch to RTL" from the Queue/Story Pane menu. If the story is RTL, select "Switch to LTR."

▶ Right-click and select "Switch to RTL." If the story is RTL, select "Switch to LTR."

Using Annotation to Dictate a Story

The Annotation feature allows users to dictate their stories, using the Chrome browser's Speech-to-Text technology.

This feature requires a connection to the Internet, and it is only available on Windows-based computers with Google Chrome, not Apple computers with the Safari browser.

To use the Annotation feature to write stories:

1. Open a blank story and place your cursor in a segment.

2. Click the Annotate button.

A speech bubble appears below the button, instructing you to begin speaking. The speech bubble also displays an audio level bar and a Cancel button.

3. Speak clearly.

If you want sentence punctuation in your text, you can type it in later, or you can say what punctuation is needed as you speak. For example, if you want the text to be `Hello, I'm Jane Doe.`, then you would need to say, "Hello comma I'm Jane Doe period." The system punctuates contractions for you.

For best results, conduct your dictation in a location without much background noise. When you finish talking, the system transfers your speech into text starting at your cursor position.

A pause in your speech can stop the annotation. To continue, click to position your cursor and click the Annotate button.

4. After your text is displayed in the Script Editor, you can edit the text as needed.

Editing a Story

When you modify a story, changes you make in MediaCentral UX are automatically updated in the iNEWS newsroom computer system. The reverse is also true: changes made to a story at an iNEWS workstation are automatically updated if you open the story in MediaCentral UX.

If you edit a story that is transmitted to a destination queue marked as an update queue, the edited story replaces the older version in the update queue. For more information on configuring update queues, see "Setting Automatic Update" in the *Avid iNEWS Setup and Configuration Guide*.

The standard editing features found in MediaCentral UX are the same as those for most word processing software applications. You can cut, copy, or paste text as you work on a story. When cutting or copying text, the system stores the text in a temporary storage spot known as a clipboard; only one block of text can be stored at a time, so whenever you cut or copy something new, it replaces whatever was previously stored on the clipboard.

You can use cut, copy, and paste to move text and production cues within a single story or from one story to another.

You can also edit any editable field for a story in a queue. This includes any editable field that contains a string value, but it does not include other fields — for example, time or duration fields.

You can also change text to a bold or italicized font, and underline selected text within a story, using keystroke combinations or the toolbar buttons circled in red in the following illustration.

To cut text:

▶ Select the text and press Ctrl+X (Windows) or Command+X (Macintosh).

To copy text:

▶ Select the text and press Ctrl+C (Windows) or Command+C (Macintosh).

To paste text:

▶ Select the text and press Ctrl+V (Windows) or Command+V (Macintosh).

📄 *To immediately undo the previous editing change, press Ctrl+Z. On a Macintosh, press Command+Z.*

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

▶ Press Ctrl+Z (Windows) or Command+Z (Macintosh).

▶ Right-click and select Undo.

▶ Click the Pane Menu button and select Undo.

To redo the previous edit, do one of the following:

▶ Press Ctrl+Y (Windows) or Command+Y (Macintosh).

▶ Right-click and select Redo.

▶ Click the Pane Menu button and select Undo.

To set text to bold, do one of the following:

▶ Select the text and click the B button.

▶ Select the text and press Ctrl+B (Windows) or Command+B (Macintosh).

To italicize text, do one of the following:

▶ Select the text and click the I button.

▶ Select the text and press Ctrl+I (Windows) or Command+I (Macintosh).

To underline text, do one of the following:

▶ Select the text and click the U button.

▶ Select the text and press Ctrl+U (Windows) or Command+U (Macintosh).

To edit fields for a story in a queue:

1. Click within a field in the queue. Double-clicking the field selects all text in the field.

   The story's row is highlighted, and the cell is active for editing.

			31	B2-SPORTS		W/SOT/FX			1029
				SPOT-2					
			*	GCA OPEN		D2-SOT	G...		insti...
			32	WXRVIDEO		VO			1030
			33	WEATHER			G...		

2. (Optional) If you edit text in a right-to-left (RTL) language, right-click the active field and select Switch to RTL.

3. Type to edit the contents of the field. You can also use keyboard shortcuts to copy, cut, and paste text within the field.

4. When you finish editing the field, click another row to save your changes. Clicking another field in the same row in the queue does not save your edits.

Formatting a Script

When you write a story, the text appears in the normal, the default text style. When you format a story as a script for a news broadcast, you might need to mark certain text, such as instructions for presenters or closed captioning.

Presenter instructions are most often used as brief instructions to news presenters (also called news anchors). The text for presenter instructions appears red in the script, in reverse video on the teleprompter, and is not included in the text used by the system to calculate the read time.

Closed captioning is most often used for "sound-bite verbatims." The text for closed captioning appears green in the script and is sent to a closed caption encoder if your station uses such a device to broadcast scripts for the hearing-impaired. Closed captioning text does not appear in the teleprompter, and it is not included in the calculations of a script's read time.

📄 *The default normal text style is sent to both the teleprompter and to any closed caption encoder used at the station.*

The following procedures use the toolbar buttons circled in red in the following illustration.

To mark text as a normal text:

▶ Select the text and click the N button or press Ctrl+Alt+N (Windows).

To mark text as a presenter instruction:

▶ Select the text and click the P button or press Ctrl+Alt+P (Windows).

To mark text as a closed captioning text:

▶ Select the text and click the CC button or press Ctrl+Alt+C (Windows).

You can click the N, P, or CC buttons before typing your text as well. Any new text you type will appear in the format you selected. To change the format of the text you type at any time, select another format.

Adding Production Cues

When you format a story as a script for a news broadcast, you might need to add production cues. Production cues provide important information to technical staff as well as machine control commands for devices, such as character generators.

Production cues are added to scripts from the Story area and edited in the Cue List area of the Script Editor. Each production cue you add is given a numerical value. This number appears in a black box as a production cue marker in the script, which corresponds to the insertion location of that production cue's text box in the Cue List.
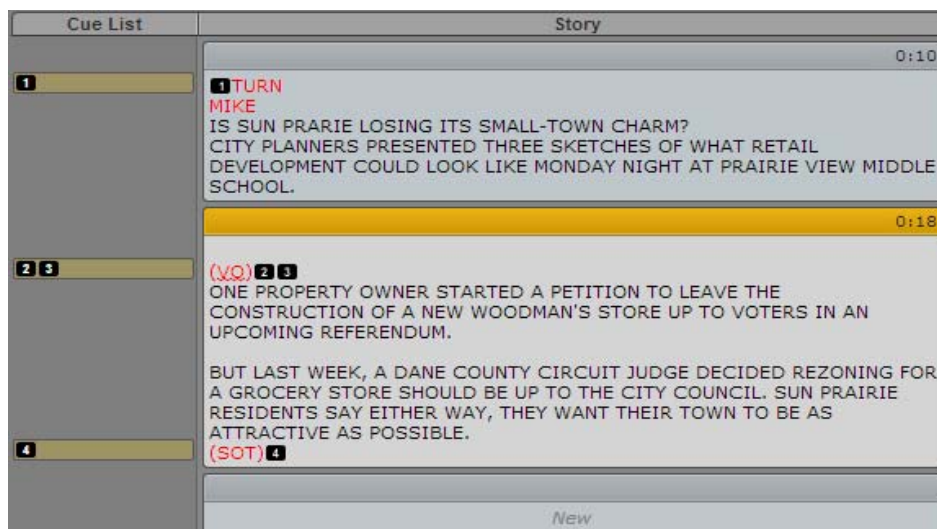
When selected, the production cue marker is colored orange, and the information in the production cue is visible in the Cue List.

You can copy one or more production cues from one story to another, and you can copy production cues and paste them within an open story.

To insert a production cue in a script:

1. Position your cursor in the story where you want to insert the production cue marker.

2. Do one of the following:

   ▶ Right-click and select Insert Production Cue.

   ▶ Click the Pane Menu button and select Insert Production Cue.

   ▶ Press Alt+Insert (Windows).

3. Enter the production cue information, such as Take VO, On Camera, Take SOT, or Take Live. The information is automatically saved when you click someplace else in the story.

To move a production cue in a script:

▶ Click the production cue's marker and drag it to another location within the script.

When production cues are rearranged in a script, the system automatically renumbers them, beginning with one (1). The same renumbering occurs if new production cues are added or existing ones are deleted.

To delete a production cue from a script:

▶ Select the production cue and press the Delete key.

If you delete a production cue and the preferences were set in your iNEWS client or configuration to provide a confirmation of the action, MediaCentral UX displays a message asking you to confirm the delete operation. Click OK to delete the production cue or Cancel to leave the story unmodified. For more information, see "Setting Confirmation Preferences" in the *Avid iNEWS User's Guide*.

To copy one or more production cues to another story:

1. Open two stories.

2. Click and hold the mouse and select the production cue or cues, or text that includes the production cues.

3. Press Ctrl+C.

4. Position the insert cursor where you want to insert the production cue or cues.

5. Press Ctrl+V.

   If necessary, the production cues are renumbered to fit sequentially into the target story.

You can also drag and drop the production cues from one story to another.

Adding Machine Control Instructions

If your station integrates with a broadcast control system, such as iNEWS | Command, the production cues might include machine control instructions.

These instructions must be preceded by an asterisk (*) and written in a special format, beginning with a command for the type of device the instruction is for, such as CG for a character generator. After the command the format specifies a particular item or template, such as 2line for a template that contains two lines for fulfillment data. If additional comments or information is required it would follow on succeeding lines in the same production cue text box.

In the following procedure, a machine control instruction for a 2-line character generator graphic is used as an example.

To add machine control instructions for a CG event:

1. Insert a production cue in the script.

2. In the production cue text box (in the Cue List), type *CG 2line and press Enter.

3. Type the first line of text that should appear on the 2-line CG graphic, such as Mayor Joe Smith. Press Enter.

4. Type the second line of text that should appear on the 2-line CG graphic, such as Pleasantville.

   Your CG machine control instruction will appear in blue font.
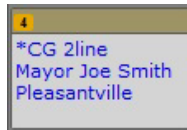
Adding a Primary Machine Control Instruction

The machine control event associated with the Story Form, by default, takes precedence over other machine control commands put into a script, when the event list is generated by the iNEWS monitor server. If you want the machine control event associated with the Story Form to appear in a position other than first in the event list, you can insert a placeholder in the Story. The system then inserts the Story Form machine control event at that location in the event list. You can insert one primary machine control instruction cue. Only one is allowed in any given story.

Like other machine control instructions, the instructions you type must be preceded by an asterisk (*) and written in a special format, beginning with a command for the type of device the instruction is for, such as CG for a character generator.

To insert a primary production cue:

1. Position your cursor in the story where you want to insert the production cue marker.

2. Do one of the following:

   ▶   Right-click and select Insert Primary Cue.

   ▶   Click the Pane Menu button and select Insert Primary Cue.

   A production cue labeled *Primary is created.

Copying Stories

You can copy stories from one location in a queue to another or from one queue to a second queue, including different queues within an iNEWS Community configuration. If you run a search of iNEWS stories, you can copy stories from the search results to an open queue.

To copy a story from one location to another, do one of the following:

▶   Select the story you want to copy and press the Ctrl key as you drag it to another location in the queue.

▶   Open two queues in separate tabs, then select the story you want to copy from the first queue and drag it to the second tab and another location in the second queue.

📄   *If you press Shift while dragging the story, the story is moved from one queue to another without making a copy.*

▶ Select a story from the search results in the Search pane, and drag it to another location in an open queue.

A copied story appears in the new place in the queue or in a new queue.

If you copy a story from one queue to another, and the preferences were set in your iNEWS client or configuration to provide a confirmation of the action, MediaCentral UX displays a message asking you to confirm the copy operation. Click OK to complete the copy or Cancel to leave the queue unmodified. For more information, see "Setting Confirmation Preferences" in the *Avid iNEWS User's Guide*.

Locking and Unlocking a Story

The iNEWS newsroom computer system has multiple types of locks, such as edit locks, segmented edit locks, easy locks and key locks. Locking a story makes it impossible for another unauthorized person to change a story while you are working in it. If a story is edit locked by another user, you can still navigate to that story and view it, but a warning message appears if you attempt to edit the story. The warning message states: `Unable to obtain edit lock. Story is currently locked by another user.`

Segmented edit locking allows for one user to change Story Form data while another user has a lock on the story's text and cue list. This is beneficial for producers who might need to make modifications in the Story Form section of the Script Editor while a reporter is still working on the body of the story itself.

Easy locks and key locks can only be applied to a story from an iNEWS workstation, but the security measures are honored within MediaCentral UX. With easy lock, an iNEWS user locks the story to his or her user name, so that only that user or an iNEWS system administrator can access it. If any other user attempts to open an easy-locked story from MediaCentral UX, they will be denied viewing or editing access to the story. Likewise, an iNEWS user key locks a story by applying a password so that only those who know the password can view or edit the story. If a MediaCentral UX user attempts to open a key-locked story, the system will prompt that user for the password.

⚠ **System administrators cannot supersede the edit lock of another user from MediaCentral UX. However, neither the easy locking feature nor the key locking feature apply to iNEWS system administrators. They can access any easy- or key-locked story in the iNEWS database at any time.**

To lock a story, do one of the following:

▶ Begin typing in the body of the story. An edit lock is automatically applied to the story body.

▶ Click the Lock/Unlock button in the toolbar. An edit lock is manually applied to the story body.

When you have a story locked, the Lock/Unlock button is colored orange.

To lock the Story Form, do the following:

▶ Begin typing in any field in the Story Form of a story. The segmented edit lock is automatically applied.

To unlock a story, do one of the following:

▶ Navigate to another story in the queue. The story you edited is automatically saved and unlocked.

▶ Click the Lock/Unlock button.

📄 *If you click the Unlock button, a confirmation dialog box appears stating the following:*

```
Story has been modified. Do you want to save it before unlocking?
```

Choose Yes to save it and then unlock the story, No to unlock the story without saving modifications, or Cancel to return to the story with the edit lock still in place.

Navigating between the Story Form section of the Script Editor to the Story or Cue List sections releases any segmented edit lock you have on the Story Form. The reverse does the same for any edit lock you might have on the story body. All changes you made while having either lock are saved by the system before the locks are released.

Inserting Script Templates

Script templates are templates created by an administrator for you to use to quickly insert predefined text and segments into stories. For example, if a daily weather story in a show has a standard set of production cues and presenter instructions that are always the same, an administrator can create a script template that contains this information. The template can then be made available to MediaCentral UX users to insert within new stories they write for subsequent shows.

Script templates are inserted at the current cursor position of an opened story.

To insert a script template:

1. Position your cursor in the story body where you want to insert the template information.

2. Do one of the following:

    ▶ Click the Template button in the toolbar.

    ▶ Right-click and select Insert Script Template.

    ▶ Press Ctrl+Shift+I.

3. Select the template you want to use from the list by double-clicking on it.

📄 *If you already know the name of the template you want, you can also type it in the Search field and press Enter.*

Inserting MOS Placeholders

You can create a placeholder item for a third-party MOS device in an iNEWS story, in either the story form or as a story's production cue. To add it to the story form, the story form must be capable of including MOS information.

📄 *The iNEWS server must be running iNEWS v4.0.3 or later.*

To insert a MOS object placeholder:

1. Position your cursor in one of the following places:

    - In a segment in the Story editor.

    - In any field in the Story form.

2. Click the Pane Menu button and select Insert Placeholder.

    The Create MOS Object Placeholder dialog box opens.

3. Select a device name and enter a title. Optionally, enter a description.

4. Press OK.

The new MOS object placeholder appears as a production cue in the Story editor and the Cue List, or in the MOS-Title field.

The MOS device user can later update the placeholder with a real ID and object by turning on or loading the monitor server. The MOS Gateway will then return data back to iNEWS and MediaCentral UX in the production cue.

Adding Media to a Story

If you want to add media to your story, you need to create a video sequence that is associated with the story. To create a sequence, click the Open Sequence button in the Queue/Story pane toolbar. You also use this button to open a sequence that you already associated with a story. You then edit the sequence in the Sequence pane. For more information, see "Using the Sequence Pane" on page 102 and "Editing a Sequence Associated with a Story" on page 123.

You can set an option to automatically load a sequence associated with a story. Select Home > User Settings > iNEWS > Autoload Sequence.

The following illustration shows the Open Sequence button and a sequence that is associated with a story.
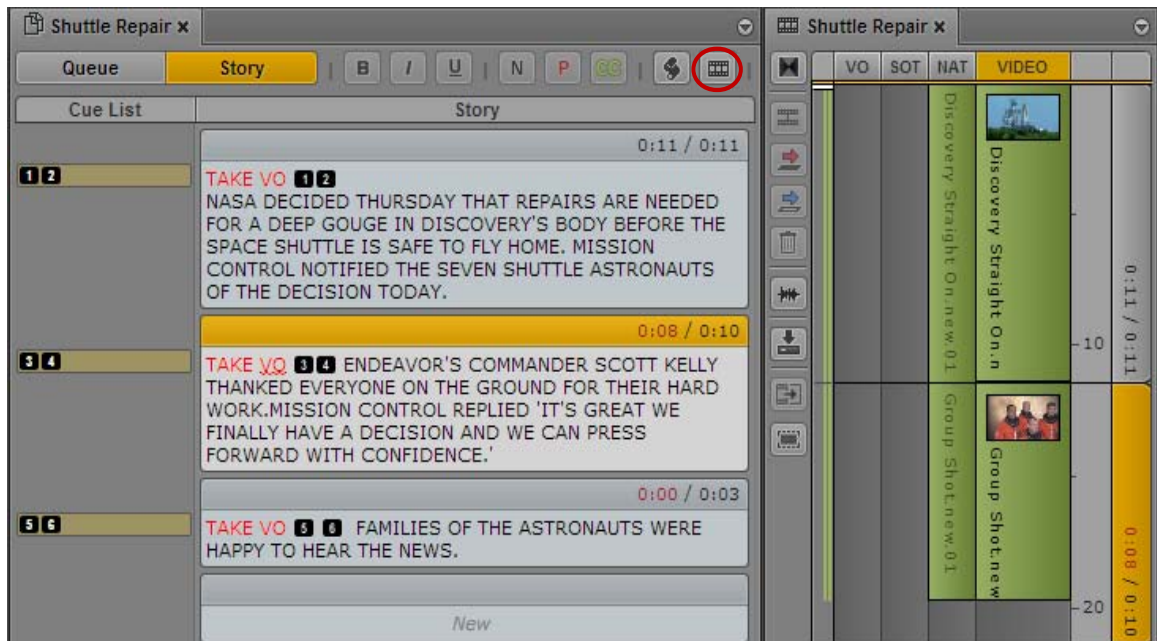
Saving a story does not save a sequence associated with a story. You must save the sequence in the Sequence pane. See "Saving a Sequence" on page 117.

Associating a Sequence with a Story

In addition to using MediaCentral UX to create a new sequence for a story (see "Creating an Interplay | Production Sequence" on page 113), you can associate an existing sequence with an iNEWS story. This lets you create a video sequence in MediaCentral UX or in Media Composer, and then later associate it with a story in the iNEWS database. You can associate only one sequence with a story, which then transfers metadata — such as the information in the fields of the iNEWS story form — from the story to the existing sequence. For example, when you associate a sequence with a story, you can transfer the data from the Video ID field for the story to the Tape ID column for the sequence. When you then send the sequence to playback, MediaCentral UX automatically sends the correct ID information to the playback device.

> *If the story does not have a story (slug) name, the sequence name is used as the story name.*

You can associate a sequences with only one story. If you try to associate a sequence with a story that is already associated with another story, a dialog box asks you if you want to duplicate the sequence. If you duplicate the sequence, a second sequence is created with a new sequence name: *[sequence_name]*.duplicate. You can move the new sequence to another folder, and the sequence maintains its association.

If you associate a sequence with a story that already has a sequence associated with it, you can overwrite the existing association with the new sequence.

You can update the timing field for a story when you associate a sequence with it so that the duration of a story matches the duration of the sequence. If you unassociate a sequence from a story, the duration of the story returns to its original value. The following table illustrates the effect associating a sequence with a story has on the story timing.

Story Duration Value	Sequence Duration Value	Selected Timing Field Result
1 minute	2 minutes	2 minutes
2 minutes	1 minute	1 minute

You can also use the Tape-ID of a sequence to update an iNEWS frame field, or use an iNEWS frame field to supply the value of a sequence Tape-ID if none exists. You set these options in the iNEWS group of the System Settings.

The following table provides an example of how this setting affects the metadata for associated sequences.

Sequence TapeID Value	Associated iNEWS field Value	Sequence TapeID Result	Associated iNEWS field Result
empty	empty	empty	empty
empty	ID-456	ID-456	ID-456
ID-123	empty	ID-123	ID-123
ID-123	ID-456	ID-123	ID-123

You cannot associate a sequence with a locked story, and you must have write permissions to the story in order to associate a sequence.

To set options for associating sequences with stories:

1. Sign in to MediaCentral UX as an administrator.

2. Select System Settings from the Layout selector.

   The System Settings layout opens.

3. In the Settings pane select iNEWS.

   The Details pane displays the iNEWS settings.
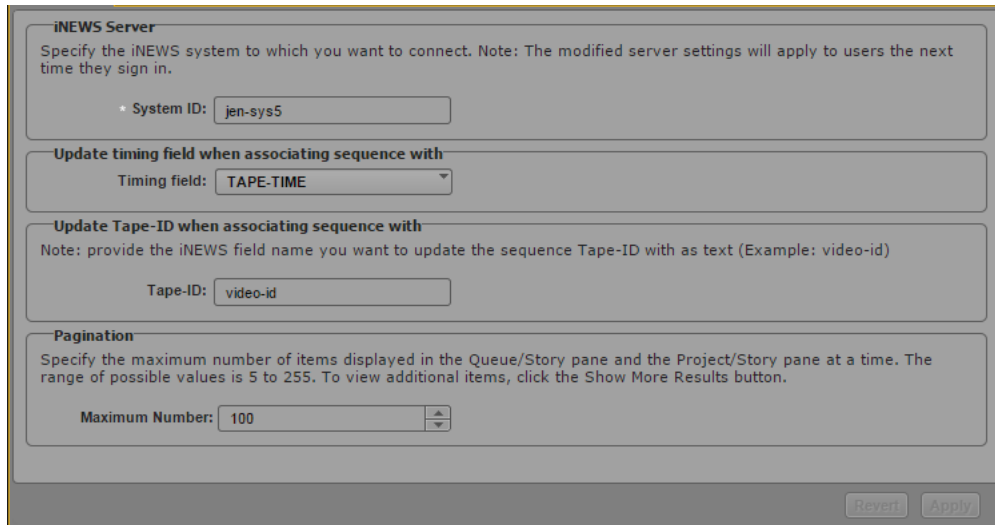
4. To specify how the timing field is updated, click the Timing field menu in the Details pane and select one of the following:

AUDIO-TIME	This field displays the estimated read time for a story. Unless specified manually, the estimated time is based on the length of the story and presenter's read rate. If there is also a TAPE-TIME field in the story form, the system adds the TAPE-TIME to the AUDIO-TIME to calculate the story's total time.
TAPE-TIME	If there is an AUDIO-TIME field, the system adds tape time to audio time to calculate the story's total time.
MOS-DURATION	This field is required to allow duration information from MOS or CAP events to be included in calculations for CUME-TIME, BACK-TIME or TOTAL-TIME fields. The contents of MOS-DURATION field are only used if a RUNS-TIME field is present in the story.
DURATION	This field can be used to store manually entered, suggested duration. The value is not used for time calculation in any other fields.

   For more information on these options, see "Form Field Types and Definitions" in the *Avid iNEWS Setup and Configuration Guide*.

5. To specify which iNEWS field you want to use to update the sequence Tape-ID metadata field, type the appropriate field name in the Tape-ID text box.

6. Click Apply to save your new settings or click Revert to replace changed information with the previously saved settings.

To associate a sequence with a story:

1. Open your story in the Queue/Story pane.

2. Open the sequence in the Interplay database that you want to associate with your story.

3. Drag the sequence from the Media pane, the Asset pane, or the results list in the Search pane, and then drop it on your iNEWS story.

	PAGE	TAL	SLUG	FORMAT	GRAPHICS	VID-ID	CH	STATUS	READ:	SOT:	TOTA	BACKTIME	CG	APPROV
	A22		T1a-			1004...	...			0...	00...		...	
	A23		T1b-			1004...	...			0...	00...		...	
	A16		GUN BAN TAG							00...	00...		...	
	A17	B...	CHILE QUAKE		9823	1004...	...			00...	00...		...	
	A13	S...	GUN BAN SCOTUS	VO/W/L	G172	1004...	...			00...	00...		...	
	A14		LIVE GUN BAN					00...	00...	00...	00:00	...	avsta
	A15		PKG GUN BAN Gun Ban SOT PKG			1004...	...			00...	00...		...	
	A07		HAWAII STORY			4865...	...			00...	00...		...	
	A09	B/S	EDUCATION LIVE	SAT/V/S		1004...	...			00...	00...		...	
	A10	LI	EDUCATION TAG							00...	00...		...	
	A12	B...	GRAINGER FIRE	VO	FIRE	1004...	...			00...	00...		...	
	A01		OPEN			Z_OP...	...			00...	00...		...	

You cannot undo this action. If you want to associate a different sequence with your story, select a new sequence and repeat the procedure.

The new sequence becomes an associated sequence.

To associate a sequence with more than one story:

1. Open your story in the Queue/Story pane.

2. Open the sequence in the Interplay database that you want to associate with your story.

3. Drag the sequence from the Media pane, the Asset pane, or the results list in the Search pane, and then drop it on your iNEWS story.

   A dialog box opens and asks if you want to create a duplicate sequence.

4. Click Yes to create a duplicate sequence.

   A duplicated sequence is created in the same folder as the original sequence, and it becomes an associated sequence.

To associate a different sequence with a story:

1. Open your story in the Queue/Story pane.

2. Open the new sequence in the Interplay database that you want to associate with your story.

3. Drag the sequence from the Media pane, the Asset pane, or the results list in the Search pane, and then drop it on your iNEWS story.

   A dialog box opens and asks if you want to override the existing associated sequence with the new one.

4. Click Yes.

   The new sequence replaces the old associated sequence.

To remove the associated sequence from a story, do one of the following:

▸ Right-click the story in the queue, and then select Unassociate Sequence.

▸ Select the story in the queue, click the Pane Menu button, and select Unassociate Sequence.

Creating a Text-Only Story Segment

For some news stories, you might need to create a story segment that is not associated with video in the story. For example, a story might include presenter text before the video starts. MediaCentral UX v2.1.2 and later lets you create a story segment that does not display a corresponding timing block in the sequence.

You can create more than one text-only story segment in a sequence.

You cannot disconnect a story segment if the corresponding timing block contains video. The menu option is grayed out.

To create a text-only story segment:

1. Create a story segment. You can place it anywhere in the story. You can include the text now or later.

   A corresponding timing block is created in the sequence.

2. In the Sequence pane, right-click the header of the new timing block and select "Disconnect Story Segment."
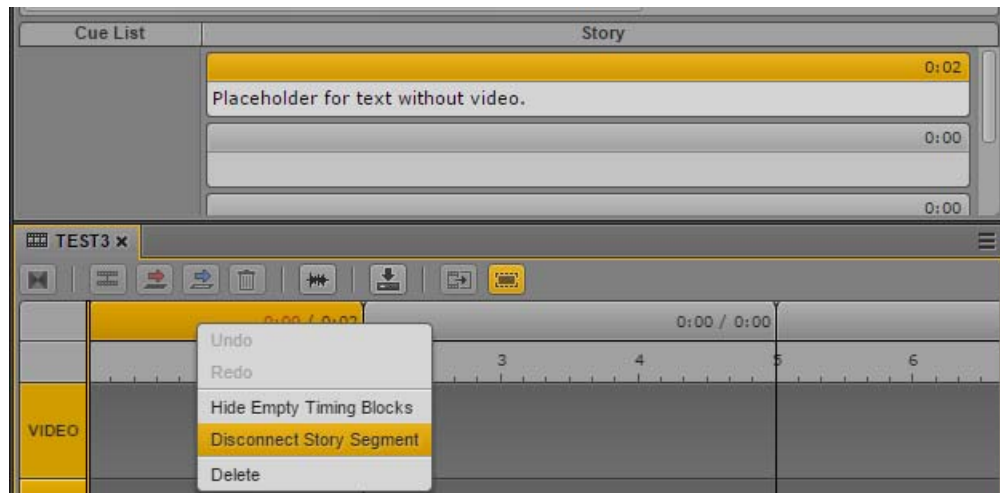
The timing block is removed from the sequence.

If you extend a video or audio segment into a timing block that was removed, the timing block is displayed.

To reconnect text-only story segments:

▸ Click the Sequence Pane menu button and select "Reconnect Story Segments."

This action displays any timing blocks that were previously removed.

Any changes you make to the sequence are saved with the sequence. If you disconnect a story segment and save the sequence, the next time you open the sequence the story segment will still be disconnected.

Copying and Sending iNEWS Links

You can copy and send links to stories, queues, iNEWS folders, iNEWS facets, and iNEWS projects. These links are in URL format and can be shared through e-mail, wikis, documents, or chat messages. The links are valid as long as the item exists in the iNEWS database.

When you click an iNEWS link or paste it into the address bar of a supported browser, MediaCentral UX opens with the correct layout and asset selection. If you are not signed in, the sign-in screen is displayed. After signing in, the link target is displayed.

You can select Copy Link or Copy Container Link. Copy Link creates a link to the selected item, and Copy Container Link creates a link to the item that holds the selected item.

To create a URL for an iNEWS link from the Asset pane, do one of the following:

▶ In an iNEWS list, right-click an item and select Copy Link.

▶ In an iNEWS list, select an item, click the Pane Menu button, and select Copy Link or Copy Container Link.

To create a URL for an iNEWS link from the Queue/Story pane or the Project/Story pane, do one of the following:

▶ Right-click an item and select Copy Link.

▶ Select an item, click the Pane Menu button, and select Copy Link or Copy Container Link.

To create a URL for an iNEWS project link from the Launch pane, do one of the following:

▶ Right-click an item and select Copy Link.

▶ Select an item, click the Pane Menu button, and select Copy Link.

In all cases, a popup dialog box opens with a URL that is already selected for copying. Press Ctrl+C (Windows) or Command+C (Macintosh) to copy the link, then use Ctrl+V (Windows) or Command+V (Macintosh) to paste the link.

Recovering Stories In Case of Disconnect

When you work in MediaCentral UX, the state of your story is stored on your local Windows or Macintosh system every 10 seconds. This feature is helpful in case of a disconnection or service failure, or if you close a browser session without saving your work. This feature is also helpful if your administrator sets an automatic session timeout.

Edits made during the last ten seconds cannot be recovered.

You can recover your unsaved changes in several different ways:

- If a disconnection or failure occurs and you remain signed in, the editing functions of the Queue/Story pane are deactivated, and the Auto Recovery dialog box is displayed, as described below.

- If the disconnection or failure results in the need to sign in again, a dialog box is displayed that lists assets with unsaved changes.
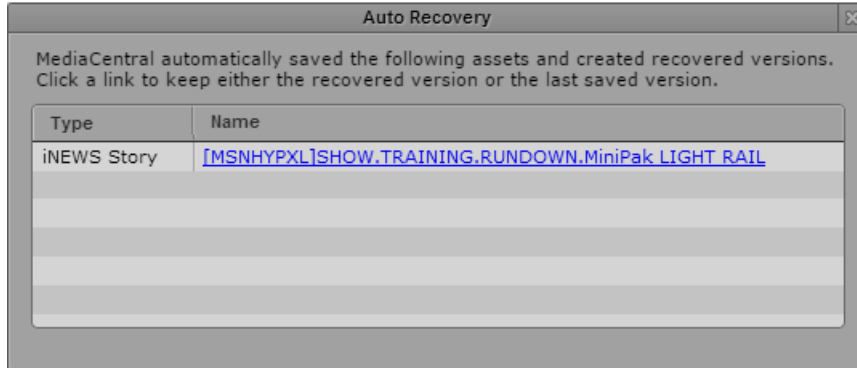
Click the name of the asset to open the last saved version. If the asset is a story, the Queue/Story pane displays three additional buttons:

- Recovered: Click this button to open the recovery file (from the local system).

- Last Saved: Click this button to open the last saved file (from the Interplay Production database).

- Keep This: Click this button to save the version that you display and delete the other version.
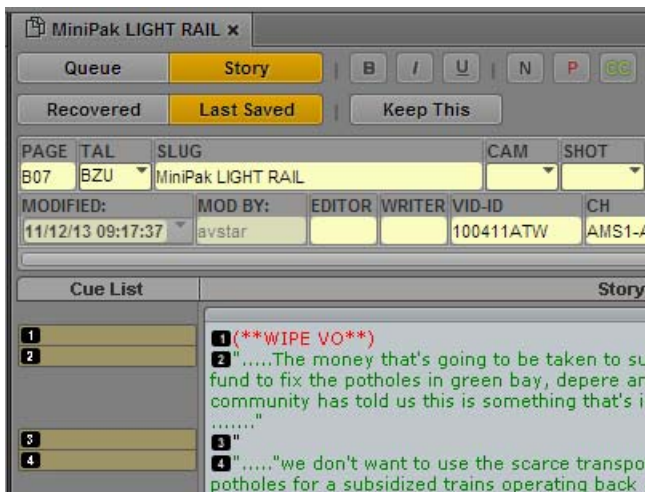
If the story includes a script sequence, and the Sequence pane is open, these buttons are displayed on the Sequence pane.

You can switch back and forth between versions to compare them, and click the Keep This button when you decide which version to keep.

- If you close the Auto Recovery dialog box without selecting an asset, you can select Auto-Recovered Assets from the Queue/Story pane menu to display the Auto Recovery dialog. This option appears only if auto-recovered assets are available.

This feature works similarly for stories and sequences. For specific information about auto-save for sequences, see "Recovering Sequences" on page 119.

If your browser crashes, but the MediaCentral UX session and iNEWS session are still active, iNEWS stories are locked for five minutes. You will not be able to edit or restore the story unless the lock is released or the MediaCentral UX and iNEWS sessions end. You can ask your MediaCentral UX administrator to end the MediaCentral UX session, which will release the lock.

Deleting or Recovering a Deleted Story

When an iNEWS story is deleted, it is sent to a folder labeled Dead (the Dead queue), from which an administrator can retrieve it for a limited amount of time. This time frame is pre-determined based on a purge interval set for that queue by each site's system administrator.

To delete a story:

1. Select the story.

2. Click the Pane Menu button located at the top right corner of the Queue/Story pane.

3. Select Delete Story.

   If you delete a story and the preferences were set in your iNEWS client or configuration to provide a confirmation of the action, MediaCentral UX displays a message asking you to confirm the delete operation. Click OK to delete the story or Cancel to leave the story in the queue. For more information, see "Setting Confirmation Preferences" in the *Avid iNEWS User's Guide*.

   If you want to recover a deleted story, contact your system administrator to retrieve it from the Dead queue. After the story is purged from the Dead queue, it cannot be retrieved.

Production Tasks

Some tasks considered to be typically done by producers or production staff—such as grouping stories, reordering queues, turning on the monitor server, and floating stories—are available via the Queue/Story pane in MediaCentral UX.

Grouping Stories

You can group stories within a queue to link them together. For example, a producer might want to link a presenter's intro and tag before and after a reporter's package as a story group within a rundown. When stories in a queue can be grouped, a Story Group column appears as the second column in the Queue panel located next to first column of selector buttons.

You can only create groups from contiguous stories.

The following illustration shows two story groups: the first with three stories about a gun ban, and the second with two stories about education.

	PAGE	TAL	SLUG	FORMAT	GRAPHICS	VID-ID	CH	STATUS	READ:	SOT:	TOTAL	BACKTIME	CG	APPROV
	A22		T1a-			1004...	...			0...	00...		...	
	A23		T1b-			1004...	...			0...	00...		...	
	A16		GUN BAN TAG							00...	00...		...	
	A17	B...	CHILE QUAKE		9823	1004...	...			00...	00...		...	
	A13	S...	GUN BAN SCOTUS	VO/W/L	G172	1004...	...			00...	00...		...	
	A14		LIVE GUN BAN							00...	00...		...	
	A15		PKG GUN BAN	PKG		1004...	...			00...	00...		...	
	A07		HAWAII STORY			4865...	...			00...	00...		...	
	A09	B/S	EDUCATION LIVE	SAT/V/S		1004...	...			00...	00...		...	
	A10	LI	EDUCATION TAG							00...	00...		...	
	A12	B...	GRAINGER FIRE	VO	FIRE	1004...	...			00...	00...		...	
	A01		OPEN			Z_OP...	...			00...	00...		...	

After you create a group, you can move the group together within a queue. You can also create stories within an existing group or remove them from a story group.

To create a group from existing stories:

1. In the Queue/Story pane, shift+click to select two or more consecutive stories.

2. Do one of the following:

   ▸ Right-click and select Create Story Group.

   ▸ Click the Pane Menu button, and select Create Story Group.

   ▸ Press Ctrl+Alt+G.

To add a story or stories to an existing group, do one of the following:

▸ Position your cursor within the group and create a new story. Creating a new story between rows of a group adds the new story to that group.

▸ Drag a story or a selection of stories and drop them between the rows of a group.

▸ If the story you want to add is located in the row directly above or below the group to which you want to add it, select it along with the story group, then right-click and select Create Story Group.

To remove a story from a story group, do the following:

▸ Select the story, and then drag it to a new location in the queue.

To move a story group:

1. In the Queue/Story panel, click any square within the Story Group column to select the group.

2. Drag and drop the group into its new location within the queue.

   You can drag and drop a story group anywhere within a single queue or from one queue to another in a different workspace and group associations are retained.

To ungroup a group of stories, do one of the following:

▸ In the Queue/Story panel, right-click any story within the group and select Dissolve Story Group.

▸ Click the Pane Menu button, and select Dissolve Story Group.

▸ Press Ctrl+Alt+V.

Ordering a Queue

As the stories in a rundown queue develop, the order in which they are presented in the newscast can change. Only individuals with the proper permissions to order queues (usually a member of the production staff) can do so.
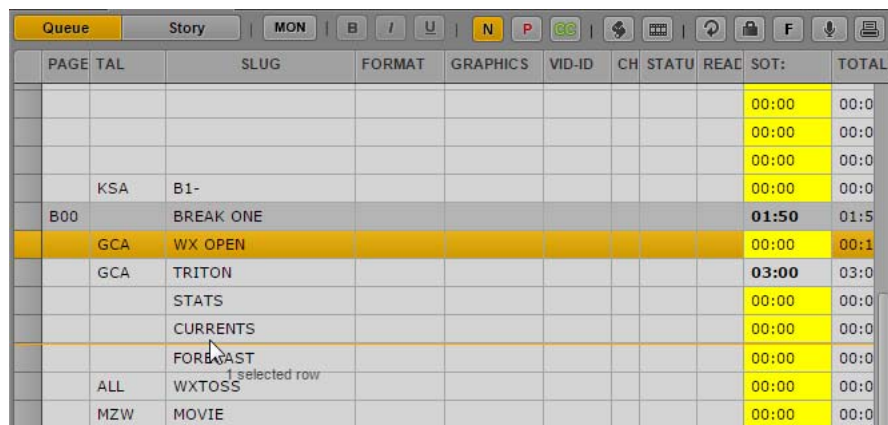
Users with ordering privileges can select and move stories to change their sequence within a queue. You can select one or multiple stories, and you can reorder the rundown by dragging the stories to a new position and dropping them in the new location. An ordered queue can also be locked to prevent changes to the story sequence.

You can also hold the Ctrl key down as you drag a story to copy it from one location to another or from one queue to another. For more information, see "Copying Stories" on page 87. When a show is underway, you can also "float" a story, which will keep the story in the queue but remove it from show timing, teleprompters, and machine control. For more information, see "Floating Stories" on page 100.

To order a queue:

1. Open the queue you want to order.

   For more information, see "Navigating the iNEWS Database" on page 41.

2. Select the story you want to order. Ctrl+click to select multiple stories, or Shift+click to select a range of stories.

3. With the stories selected, place the mouse pointer on the first column of one selected story, and then drag the stories and drop them at the new location.

   A line indicator shows the intended new order, and the repositioned stories appear in their new place within the queue when you release the mouse pointer.

If you reorder a queue, and the preferences were set in your iNEWS client or configuration to provide a confirmation of the action, MediaCentral UX displays a message asking you to confirm the story reordering. Click OK to complete the copy or Cancel to leave the queue unmodified. For more information, see "Setting Confirmation Preferences" in the *Avid iNEWS User's Guide*.

Floating Stories

When you are unsure where in a rundown you want to place a story or whether you want to keep it in the rundown at all, you can float the story. Floating a story keeps it in the queue but removes the story's time from the show timing, causing it to be ignored by machine control and the network prompters.

To float a story:

1. Open the queue containing the story with which you want to work.

   For more information, see "Editing a Story" on page 83.

2. Click a story to select it. Ctrl+click to select multiple stories, or Shift+click to select a range of stories.

3. Do one of the following:

   ▶ Click the Float button in the toolbar.

   ▶ Right-click and select Float.

   ▶ Press Alt+F.

   ▶ Click the Pane menu and select Float.

   The story you chose is now floating, or removed from the show's timing. The Float button is highlighted, and the floated story displays blue text in the queue.

4. To add the story time back to the rundown, click the Float button again or right-click and select Unfloat.

Turning On the iNEWS Monitor Server

Avid iNEWS has a utility program known as the monitor server. When turned on, it checks its assigned rundown for machine control events, reports any errors, and creates a playlist.

The Queue/Story pane toolbar provides a button, which lets you turn the iNEWS monitor server on or off.

To turn the monitor server on or off:

▶ Click the MON button.

When the monitor server is on, the MON button appears orange. While on, the iNEWS monitor server checks its assigned rundown, performing as much error checking as it can by comparing machine control events with styles located in the SYSTEM.RESOURCE queue, and without actually communicating with any broadcast equipment, including iNEWS | Command. The MON button will appear red if errors are discovered.

📄 *Turning on the monitor server from MediaCentral UX does not "load" the monitor server. That is done from an Avid iNEWS workstation; once loaded, the monitor server sends its playlist to a specified device automation system, such as iNEWS | Command.*

Displaying iNEWS Timing Clocks

MediaCentral UX can display the iNEWS show timing clocks, which provide up-to-the-second information related to an on-air show.

To view the show timing clocks:

1. Click the Pane Menu button located at the top right corner of the Queue/Story pane.

2. Select Show Timing Clocks. When chosen, the pane's toolbar expands to display three clocks underneath the Queue and Story buttons.

The show timing clocks are blank (as shown) when show timing is off. From left to right, the show timing clocks are:

- Item Countdown: This clock displays the time remaining for the current story.

- Segment Countdown: This clock displays the time remaining until the next hard out.

- Over/Under Clock: This clock displays how much over or under the show is, based on the position of the show timing bar in the rundown—helping to synchronize the rundown to the actual broadcast. The numerals appear red for overtime and green for under or on time.

📄 *Displaying the show timing clocks in this manner does not allow a MediaCentral UX user to control the show's timing. That is done from an Avid iNEWS workstation.*

Printing a Rundown View

In the event that you need a printed copy of a show's rundown, you can print the current rundown view from MediaCentral UX.

To print the current rundown view:

▶ Click the Print button.

The default browser Print dialog box opens, letting you send the current rundown view to a printer of your choice.

5 Using the Sequence Pane

The following main topics describe the Sequence pane and how to use it:

- Displaying the Sequence Pane
- The Sequence Pane
- Understanding Basic and Advanced Sequences
- Selecting a Horizontal or Vertical Timeline
- Using the Sequence Zoom Bar
- Viewing Sequence Information
- Creating a Sequence
- Saving a Sequence
- Saving a Version of a Sequence
- Recovering Sequences
- Opening and Editing an Existing Sequence in the Sequence Pane
- Opening a Sequence Associated with a Story
- Editing a Sequence Associated with a Story
- Editing a Sequence

Displaying the Sequence Pane

The Sequence pane is displayed in the default Cut, Log, and Story layouts. It is displayed with a horizontal timeline in the Cut and Log layouts, and with a vertical timeline in the Story layout. You can change the orientation if you prefer (see "Selecting a Horizontal or Vertical Timeline" on page 107).

To display the Sequence pane:

▸ Select Panes > Sequence.

The Sequence pane opens in the mode and orientation in which it was set when you signed out of the application.

The Sequence Pane

The Sequence pane includes the Sequence Timeline and controls that let you edit a sequence. You can work with one of two Sequence Timelines: basic or advanced. See "Understanding Basic and Advanced Sequences" on page 106.

You can display the Sequence pane with a vertical timeline or a horizontal timeline.

The following illustration shows the two timelines and two orientations and identifies the controls.
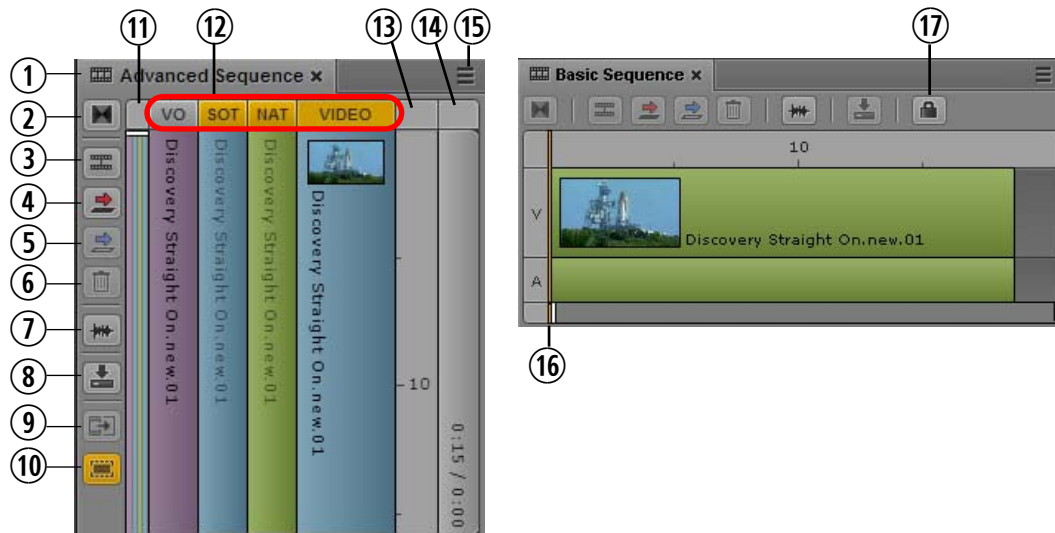
Left: Vertical timeline for an advanced sequence. Right: Horizontal timeline for a basic sequence.

	Control	Description
1	Sequence Pane tab	Move the mouse pointer over the tab to display information about the sequence. See "Viewing Sequence Information" on page 110.
2	Add Video Dissolve button	Adds a video dissolve (advanced sequence only). See "Inserting Video Dissolves (Advanced Sequences Only)" on page 157.
3	Split button	Divides one or more segments into two at the position indicator. See "Splitting a Segment" on page 155.
4	Overwrite button	Performs an overwrite edit. See "Performing an Overwrite Edit in a Basic Sequence" on page 136 and "Performing an Overwrite Edit in an Advanced Sequence" on page 138.
5	Replace button	Performs a replace edit. See "Performing a Replace Edit" on page 141.
6	Delete Segment button	Deletes the selected segment from the sequence. See "Moving or Deleting Segments in the Timeline" on page 147.
7	Audio pane button	Opens the Audio pane or brings it to the front.
8	Save button	Saves the sequence in the Interplay Production or Interplay MAM database. See "Saving a Sequence" on page 117.
9	Extend/Retract button	(Script sequence only) Extends a segment beyond the boundary of a timing block or retracts it. See "Extending a Segment into Another Timing Block" on page 128.

	Control	Description
10	Show/Hide Empty Timing Blocks	(Script sequence only) Shows or hides empty timing blocks. See "Showing and Hiding Empty Timing Blocks" on page 130.
11	Sequence zoom bar	Lets you enlarge a section of the timeline. Displays segments, tracks, and other sequence information. See "Using the Sequence Zoom Bar" on page 108.
12	Track selectors	Lets you select the track for an insert edit, an overwrite edit, or a split segment operation (advanced sequence only). See • "Performing an Insert Edit in an Advanced Sequence" on page 134 • "Performing an Overwrite Edit in an Advanced Sequence" on page 138 • "Splitting a Segment" on page 155
13	Timecode bar	Displays timing for the sequence in hours, minutes, and seconds, depending on the length of the loaded asset. Click in the timecode bar to drag the position indicator, Right-click in the timecode bar to access certain commands.
14	Timing block header	(Script sequence only) Displays the duration of the media currently contained in the timing block and the duration of the text in the associated story segment. See "Working with Timing Displays" on page 125.
15	Pane Menu button	Provides options for working with sequences.
16	Position indicator	Lets you scrub through a clip or sequence.
17	Lock button	Lets you manually lock a sequence to prevent other users from editing the same sequence. See "Locking a Basic Sequence (Interplay | MAM)" on page 133.

The following table describes the items in the Pane menu.

Menu Item	Description
Undo	Undoes the previous edit. See "Undoing and Redoing an Action in the Sequence Pane" on page 147.
Redo	Redoes the next previously undone edit.
Save As	Lets you rename and save a sequence in a different location. See "Saving a Version of a Sequence" on page 118.
Save Sequence	Saves the sequence in its current location in the Interplay Production or Interplay MAM database. See "Saving a Sequence" on page 117.
Insert Dissolve	Inserts a video dissolve (advanced sequence only). See "Inserting Video Dissolves (Advanced Sequences Only)" on page 157.
Split	Divides one or more segments into two at the position indicator. See "Splitting a Segment" on page 155.
Delete	Deletes the selected item (segment or effect).
Modify Start Timecode	See "Modifying the Start Timecode" on page 158.
Hide/Show Empty Timing Blocks	(Script segment only) Shows or hides empty timing blocks. See "Showing and Hiding Empty Timing Blocks" on page 130.
Sequence Mixdown	Sends a sequence to mixdown. See "Transcoding Assets" on page 189.
Audio Scrubbing	Enables or disables audio scrubbing. A check mark shows that audio scrubbing is enabled. See "Enabling Audio Scrubbing" on page 158.
Orientation	Lets you select the orientation of the timeline and toolbar: horizontal or vertical. See "Selecting a Horizontal or Vertical Timeline" on page 107.
Help	Opens a Help topic that describes the Sequence pane and its functions.

The Sequence pane does not include commands to create a new sequence.

You cannot add clips to the timeline until you have created or loaded a sequence. See "Creating a Sequence" on page 112.

Understanding Basic and Advanced Sequences

When you create a sequence from the Assets pane, you can choose whether to create a basic sequence or an advanced sequence. Interplay Production supports basic sequences and advanced sequences. Interplay MAM supports only basic sequences.

- A *basic sequence* includes a timeline with one video track and one audio track. The single audio track represents all source audio tracks. A portion of media that is contained on a track in a sequence is called a *segment*. The following illustration shows a basic sequence with one video segment and one audio segment.

A basic sequence consists of cuts only. It is sometimes referred to as a shotlist or a cut list, or, in an Interplay MAM context, as an EDL (Edit Decision List). You cannot add video dissolves or audio dissolves to a basic sequence.

All source audio tracks in the clips that compose a sequence are monitored in a single audio meter. You can select which channels are monitored. See "Audio Monitoring for Assets and Basic Sequences" on page 199.

  - Interplay MAM supports audio-only basic sequences, which contain one audio track but no video track (see "Audio-Only Basic Sequences (Interplay | MAM)" on page 117). It does not support video-only basic sequences.

  - Interplay Production does not support audio-only or video-only basic sequences.

- An *advanced sequence* includes a timeline with one video track. By default it includes three audio tracks, named NAT (natural sound), SOT (sound on tape), and VO (voice-over) for use with iNEWS stories. You can create a sequence that is associated with an iNEWS story, or you can create and edit an independent sequence.

Different colors for segments in the timeline indicate relationships between the segments:

  - Video without associated audio: dark blue

  - Video with associated NAT, or NAT only: green

  - Video with associated SOT, Video with associated NAT and SOT, or SOT only: light blue

  - VO: purple

The following illustration shows, from left to right, Video with NAT and SOT, VO, Video with NAT, and Video only.
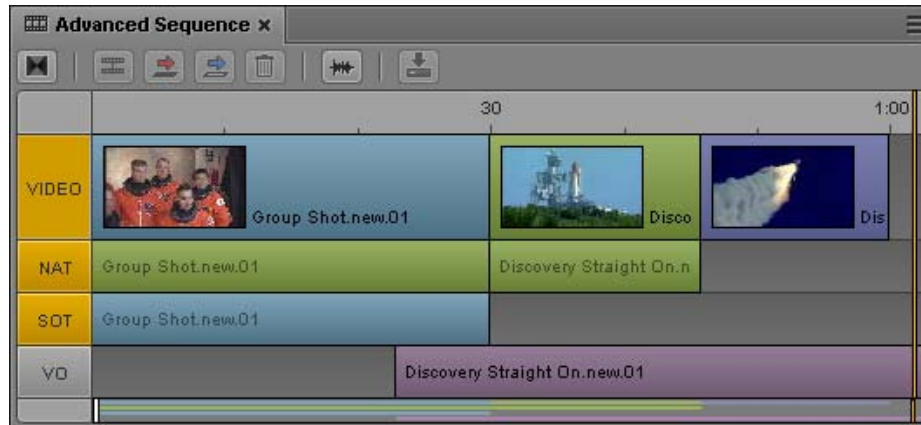
An administrator can rename the audio track labels. An administrator also determines the audio track mapping, which you can change. For information on renaming, mapping, and configuring audio tracks, and adding audio dissolves, see "Working with Audio Tracks in Advanced Sequences" on page 201.

You can add video dissolves to an advanced sequence. See "Inserting Video Dissolves (Advanced Sequences Only)" on page 157. Audio dissolves are added automatically. See "Working with Audio Tracks in Advanced Sequences" on page 201.

Interplay Production supports audio-only and video-only advanced sequences. See "Audio-Only and Video-Only Advanced Sequences (Interplay | Production)" on page 115.

When you create a sequence from the Queue/Story pane, the sequence is automatically created as an advanced sequence.

You cannot convert a basic sequence to an advanced sequence, or an advanced sequence to a basic sequence.

The ability to create advanced sequences in Interplay Production depends on the role you are assigned, and the license assigned to that role. Contact your MediaCentral UX administrator for more information. Interplay MAM supports only basic sequences.

Selecting a Horizontal or Vertical Timeline

You can display the Sequence pane with a vertical timeline or a horizontal timeline. You can change the orientation to your preference and the selection will be saved until you change it or reset your layout.

You can select Auto to have the orientation determined by the dimensions of the Timeline area of the Sequence pane:

- If the horizontal size is larger than the vertical size, the Sequence pane is displayed with a horizontal timeline.

- If the vertical size is larger than the horizontal size, the Sequence pane is displayed with a vertical timeline.

To select the orientation of the timeline:

▶ Click the Sequence Pane Menu button, select Orientation, and select Auto, Horizontal, or
Vertical.

Using the Sequence Zoom Bar

The Sequence zoom bar is located below the Sequence Timeline for horizontal orientation or to the
left of the timeline for vertical orientation. You can use the zoom bar to enlarge a section of the
Sequence Timeline so that you can work more easily with long sequences or make precise edit
decisions.

📄 *The Sequence zoom bar is similar to the Media zoom bar, but the two zoom bars operate
independently. The Media zoom bar is available to loggers who do not have access to the Sequence
pane.*

In the following illustration, the top timeline shows a basic sequence with the zoom bar set to show
the entire sequence. The bottom timeline shows the sequence zoomed in to the middle portion of the
sequence.
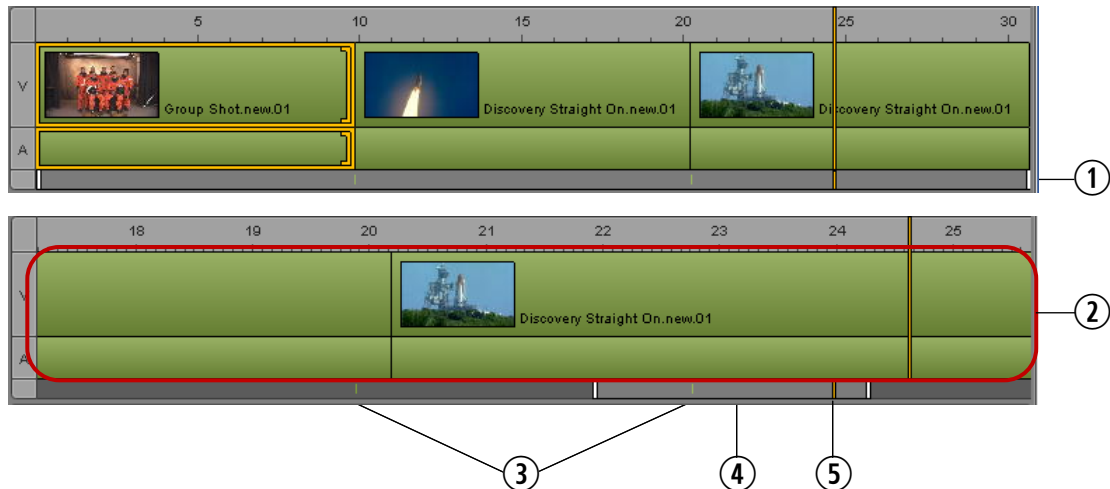
1	Zoom bar	4	Zoom slider
2	Zoom region	5	Position indicator
3	Edit points		

The visible area of the timeline is referred to as the *zoom region* and is represented by the *zoom
slider*. You can drag the zoom slider along the zoom bar to display a different zoom region anywhere
in the sequence. The zoom region remains the same size as you drag the slider.

If a basic sequence is loaded in the Sequence pane, the zoom bar displays tick marks for edit points
between segments.

The zoom bar includes a position indicator that matches the position indicator in the Sequence
Timeline and the Media Timeline. This position indicator is always visible in the zoom bar, which is
useful when you are zoomed in to a section of the timeline that does not include the timeline position
indicator.

Position indicator in zoom bar but not in zoom region.

You can click the position indicator in the zoom bar and jump to its counterpart in the timeline. The zoom region moves to and enlarges the section of the timeline that includes the position indicator.

Position indicator in the zoom bar and in the zoom region.

You can click anywhere in the zoom bar to move the zoom region left or right.

With an advanced sequence loaded, the zoom bar displays a representation of the sequence as a set of colored bars. This representation is a "mini-map" that matches the content of the video and audio tracks of the sequence. These colored bars can help you navigate through the sequence.
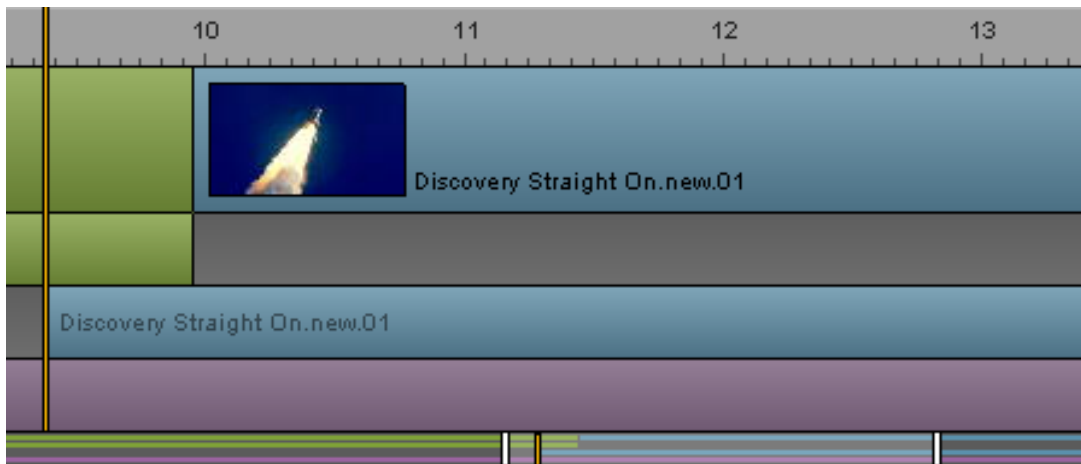
The zoom bar displays colored bars that match the content of the tracks in the sequence.

To zoom in to or out from a section of the Sequence Timeline, do one of the following:

▸ Drag a zoom slider handle in or out. The mouse pointer changes to a double-headed arrow when you hover over a zoom slider handle and select it.

Zoom slider handles, right handle selected.

109

The zoom region moves in or out symmetrically unless one end reaches the end of the sequence. If you want to drag only one end, Alt+click the handle and drag it.

▶ With the Sequence pane active, press the Down Arrow key to zoom in by 50 percent or press the Up Arrow key to zoom out by 50 percent. Press Shift+Up Arrow to reset the zoom level to show the entire sequence.

Timeline Paging During Playback

Starting with MediaCentral UX v2.5, you can select an option in the User Settings that enables a paging display during playback in the Sequence Timeline. This feature is useful when you are zoomed in to a sequence and you want to display the area around the position indicator. When the position indicator moves close to the end of the visible region of the timeline, the Sequence pane displays the next region and keeps the position indicator displayed in the region. This timeline paging also works for reverse playback.

The following illustration shows two consecutive zoomed-in regions.
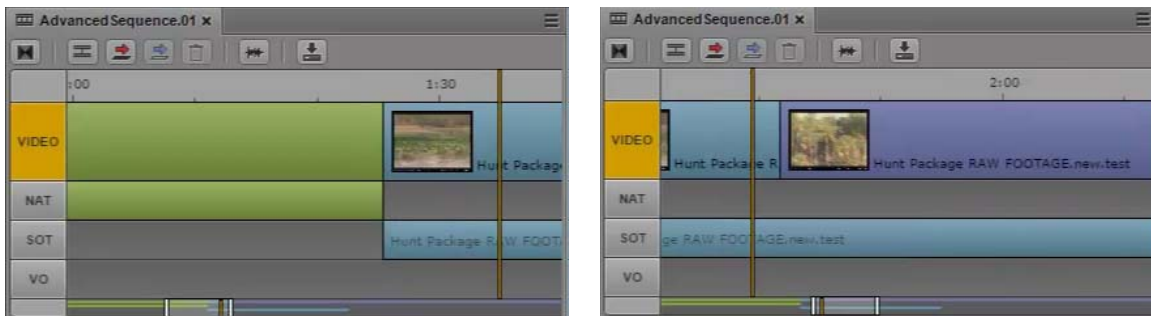
To enable Sequence Timeline paging:

1. Select Home > User Settings.

2. In the Name column, select Sequence.

3. In the Timeline section, select "Paging enabled."

4. Click Apply, then close the dialog box.

Viewing Sequence Information

You can view the sequence name, format, and other details about the sequence loaded in the Sequence pane.

To view sequence information:

▶ Move the mouse pointer over the Sequence pane's tab.

The following table describes the information you can view for Interplay Production sequences.

Item	Description
Name	The asset name as listed in the Interplay Production database.
Format	30i NTSC
	25i PAL, 25p PAL
	720p/25, 720p/29.97, 720p/50, 720p/59.94
	1080i/59.94, 1080i/50
	1080p/25, 1080p/29.97
Aspect ratio	4:3
	16:9
Raster Dimensions:	720x486
	720x592
	1280x720
	1920x1080

The following table describes the information you can viewfor Interplay MAM basic sequences.

Item	Description
Name	The basic sequence name as listed in the Interplay MAM database.
Type	Type of sequence: Video or Audio. Defined when you create the sequence and cannot be changed.
Frame Rate Sample Rate	Frame rate of a video sequence or sample rate of an audio sequence. Defined when you create the sequence.
Mixed Frame Rate	Indicates if you can add clips with differing frame rates to the sequence: allowed or prohibited. Allowed by default, but can be prohibited by configuration in Interplay MAM.
Rights	Usage right of the sequence: ✅ Free for use ❔ Not evaluated so far ⚠️ Parts need to be licensed ❌ Contains restricted parts The usage right for the entire sequence is determined by the most restrictive usage right for a segment in the sequence.
Duration	Calculated automatically when you add or remove segments, or change the segment length.

Item	Description
No of Segments	Calculated automatically when you add or remove segments.
Note	Is shown when you open a read-only basic sequence; informs you why the sequence is read-only: due to Interplay MAM access rules or because it represents an external sequence.

Creating a Sequence

You can create a sequence in MediaCentral UX and save it as an asset in the Interplay Production or Interplay MAM database. You can also create a sequence and associate it with an iNEWS story. In this case the sequence is referred to as a *script sequence*.

Note the following:

*   You must create a sequence and load it into the Sequence pane before you can add clips to the Sequence Timeline.
*   You can open and edit some types of sequences created in another Avid application. See "Opening and Editing an Existing Sequence in the Sequence Pane" on page 121.
*   Interplay Production sequences you create in MediaCentral UX can be opened and edited in Avid Symphony, Media Composer, and NewsCutter. Interplay Production basic sequences (shotlists) can also be opened and edited in Interplay Assist.

    Interplay MAM basic sequences can be opened and edited in Interplay MAM Desktop.
*   The ability to create advanced sequences in Interplay Production depends on the role you are assigned, and the license assigned to that role. Contact your MediaCentral UX administrator for more information. Interplay MAM supports only basic sequences.
*   For Interplay Production sequences, the video format is determined by the first clip that you add to the sequence. Any additional clips must match the initial video format. There is a special case when you record a voice-over before adding video. See "Recording a Voice-Over" on page 208.
*   For Interplay MAM sequences, the target frame rate is defined when the basic sequence is created. By default, you can add clips with a differing frame rate but mixed frame rate editing might be disabled by configuration in Interplay MAM.

See the following topics:

*   "Creating an Interplay | Production Sequence" on page 113
*   "Rules for Creating a Script Sequence (Interplay | Production)" on page 115
*   "Sequences Associated with Stories in Instinct and NewsCutter" on page 115
*   "Audio-Only and Video-Only Advanced Sequences (Interplay | Production)" on page 115
*   "Creating an Interplay | MAM Sequence" on page 116
*   "Audio-Only Basic Sequences (Interplay | MAM)" on page 117

Creating an Interplay | Production Sequence

There are several ways to create an Interplay Production sequence:

- Create a sequence in the Interplay Production database without loading it in the Sequence pane, or with the Sequence pane closed. Use this procedure to create a "placeholder" sequence for later editing.

- Create a sequence, edit it in the Sequence pane, and save it. Use this procedure to create a sequence independently from an iNEWS story.

- Create a sequence that is associated with an iNEWS story, edit it in the Sequence pane, and save it.

For more information on associating sequences with iNEWS stories, see "Associating a Sequence with a Story" on page 91.

To create a sequence in the Interplay Production database:

1. In the Assets tab, navigate into the folder in which you want to create the sequence.

Selecting a folder does not create a sequence in the folder.

2. From the Assets pane tab, select Create Basic Sequence or Create Advanced Sequence.

   When the process is finished, a sequence named New.Sequence is displayed in the Assets pane and highlighted in orange. (You might need to scroll down to see it.) If there is already a sequence named New.Sequence, .01 is appended to the sequence name, and incremented for each unnamed new sequence (New.Sequence.02, and so on).

   The sequence name is grayed out and in italics until online media is added to the sequence and you save the sequence.

   You can use this procedure to create a "placeholder" sequence for later editing.

3. Rename the sequence in the Assets pane by doing one of the following:

   ▶ Select the sequence, click the name of the sequence, and type the new name,

   ▶ Select the sequence and press F2 (Windows) or Enter (Macintosh).

   You can later edit the sequence by opening the Sequence pane and double-clicking the sequence.

To create a sequence in the Interplay Production database, edit it, and save it:

1. Select Panes > Sequence to open the Sequence pane.

2. In the Assets tab, navigate to the folder in which you want to create the sequence.

Selecting a folder does not create a sequence in the folder.

3. Click the Assets Pane Menu button and select Create Basic Sequence or Create Advanced Sequence.

   When the process is finished, a sequence named New.Sequence is displayed in the Assets pane and highlighted in orange. (You might need to scroll down to see it.) If there is already a sequence named New.Sequence, .01 is appended to the sequence name, and incremented for each unnamed new sequence (New.Sequence.02, and so on).

   The sequence name is grayed out and in italics until online media is added to the sequence and you save the sequence.

4. Rename the sequence in the Assets pane by doing one of the following:

   ▶ Select the sequence, click the name of the sequence, and type the new name,

   ▶ Select the sequence, press F2 (Windows) or Enter (Macintosh), and type the new name.

5. Edit the sequence.

   See "Editing a Sequence" on page 132.

6. Save the sequence by doing one of the following:

   ▶ Click the Save button in the Sequence pane toolbar.

   ▶ Click the Pane Menu button and select Save Sequence.

   ▶ With focus in the Sequence pane, press Ctrl+S (Windows) or Command+S (Macintosh)

   You need to click the Refresh button in the Assets pane to see the grayed out, italicized sequence name change to the standard font.

To create an Interplay Production sequence associated with a story, edit it, and save it:

1. Open a story in the Queue/Story pane.

2. Open the Sequence pane.

3. Click the Open Sequence button.

   The name of the sequence in the Sequence pane tab and in the Media pane displays the name of the opened story.

   Clicking the Open Sequence button automatically opens the Media pane if it is closed.

   If you later change the name of the story and you want to change the name of the sequence, you must rename the sequence in the Assets pane. To quickly access the sequence in the Assets pane, make sure the sequence is loaded in the Media pane, click the Pane Menu button, and select Open Enclosing Folder.

4. Edit the sequence.

   See "Editing a Sequence" on page 132.

   After you add the first clip to the sequence, a message box informs you that a new sequence is being created. MediaCentral UX obtains an iNEWS edit lock, creates and saves the sequence in the script sequence location, and saves the sequence identifier with the story.

📄 *A MediaCentral UX administrator sets the location for storing a script sequence in the Interplay Production section of the MediaCentral UX System Settings.*

5. Save the sequence by doing one of the following:

   ▶ Click the Save button in the Sequence pane toolbar.

   ▶ Click the Pane Menu button and select Save Sequence.

   ▶ With focus in the Sequence pane, press Ctrl+S (Windows) or Command+S (Macintosh)

   The sequence is saved in the script sequence location.

   You might need to click the Refresh button to see the sequence in the Assets pane.

Rules for Creating a Script Sequence (Interplay | Production)

Keep in mind the following rules when creating a sequence that you want to associate with a story (referred to as a *script sequence*):

• When creating a new sequence that you want to associate with a story, first open the Sequence pane, then click the Open Sequence button to associate the sequence with the story.

If a story does not have a sequence associated with it, and the Sequence pane is not displayed, clicking the Open Sequence button opens the Sequence pane. The pane is labeled "Sequence." To create a sequence associated with a story, click the Open Sequence button again. The Sequence pane is labeled with the title of the story.

• You cannot create a sequence for a story unless the story has a title (labeled Slug).

• If the Autoload Sequence option is enabled, you can create a sequence by opening the Sequence pane and either clicking the Open Sequence button or navigating to a story that already has a title.

• If the Autoload Sequence option is disabled, you must create a sequence by opening the Sequence pane and clicking the Open Sequence button.

• The sequence is not created in the Interplay Production database until you drag the first clip into the Sequence pane.

• You cannot send a sequence to playback until a video ID is present.

> *For more information on associating sequences with iNEWS stories, see "Associating a Sequence with a Story" on page 91.*

Sequences Associated with Stories in Instinct and NewsCutter

MediaCentral UX supports viewing and editing sequences that were associated with a story in Avid Instinct. Sequences edited in MediaCentral UX cannot be displayed in Avid Instinct after they are edited.

MediaCentral UX does not support viewing and editing sequences associated with a story in the News Cutter NRCS tool. The sequence is displayed as a production cue, but does not open in the Sequence pane. You can open the sequence from the Interplay Production database in the Assets pane and edit it like other sequences created in Avid editing applications, according to the same rules (see "Opening and Editing an Existing Sequence in the Sequence Pane" on page 121).

Audio-Only and Video-Only Advanced Sequences (Interplay | Production)

You can create and save a video-only advanced sequence (video track and no audio) or an audio-only advanced sequence (VO track and no video). However, send-to-playback and other workflows are not supported for video-only or audio-only sequences. The process fails with the following error message: "Remote STP process failed: Audio resolution selected but not found (in "wait mixdown" phase)"

To send the sequence to playback, add a blank audio track or blank video track to the sequence.

Creating an Interplay | MAM Sequence

For Interplay MAM sequences, you define the target frame rate when you create the basic sequence. By default, you can add clips with a differing frame rate. Note that mixed frame rate editing might be disabled by configuration in Interplay MAM.

To create a basic sequence in the Interplay MAM database, edit it, and save it:

1. Select Panes > Sequence to open the Sequence pane.

2. In the Assets tab, select the folder in which you want to create the sequence.

3. Do one of the following:

   ▶ Right-click and select Create Basic Sequence or Create Basic Sequence (audio-only).

   ▶ Click the Pane Menu button and select Create Basic Sequence or Create Basic Sequence (audio only).

   The Sequence Details dialog box opens. If you selected "Create Basic Sequence" the dialog box includes a Frame Rate menu and a Sample Rate menu. If you selected "Create Basic Sequence (audio-only)" the Frame Rate menu is not displayed. The following illustrations show both versions of the Sequence Details dialog box.
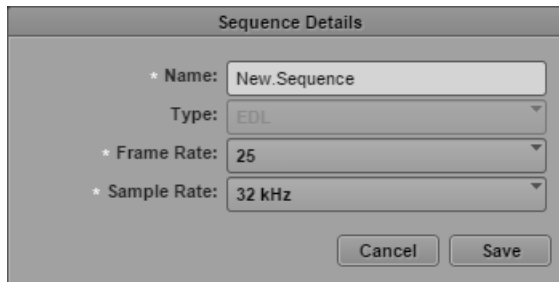
4. Type a name for the basic sequence in the Name field.

   If you do not provide a name, a new basic sequence is created with the name New.Sequence. If there is already a basic sequence named New.Sequence, .01 is appended to the basic sequence name, and incremented for each unnamed new basic sequence (New.Sequence.02, and so on).

5. (Option) Select the basic sequence type from the Type list.

6. To define the frame rate of the video, do one of the following:

   ▶ Select a predefined target frame rate from the Frame Rate list.

   ▶ Type a value greater than 0 in the Frame Rate list field to define a customized frame rate.

7. To define the sample rate of the audio, do one of the following:

   ▶ Select a predefined sample rate from the Sample Rate list.

   ▶ Type a value greater than 0 in the Sample Rate list field to define a customized sample rate.

8. Click Save.

   The new basic sequence is shown in the selected folder.

9. Double-click the basic sequence to open it in the Sequence pane.

10. Edit the sequence.

    See .

11. Save the sequence by doing one of the following:

   ▶ Click the Save button in the Sequence pane toolbar.

   ▶ Click the Pane Menu button and select Save Sequence.

   ▶ With focus in the Sequence pane, press Ctrl+S (Windows) or Command+S (Macintosh).

Audio-Only Basic Sequences (Interplay | MAM)

You can create and save an audio-only basic sequence in the Interplay MAM database. An audio-only basic sequence is a basic sequence without video track, but with one audio track.
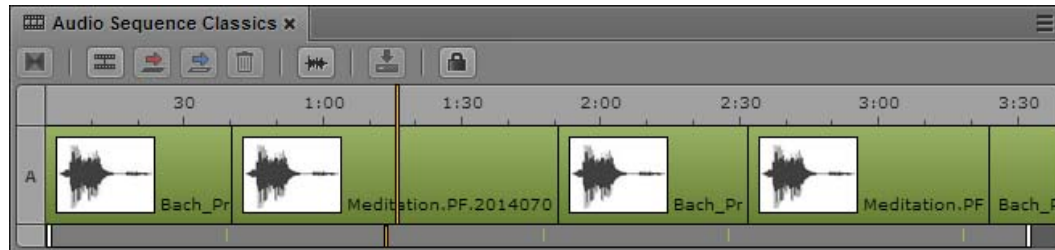
When you create the audio-only basic sequence, a preselection offers the standard sample rates of 32kHz, 44.1 kHz, 48 kHz, 96 kHz, and 192kHz. In addition to these, you can define other sample rates (label "custom") by entering a number greater than 0. For more information, see "Creating an Interplay | MAM Sequence" on page 116.

Note the following:

• The sample rate is not evaluated and therefore you can create audio-only basic sequences with mixed sample rates.

• You can add segments only from an audio asset to an audio-only basic sequence.

• You have the same editing options as for basic sequences with one video and audio track: trim, split, overwrite, replace, and delete.

• You can also open and edit audio-only basic sequences in Interplay MAM Desktop.

Saving a Sequence

If you save a sequence that is not associated with a story, the sequence is saved in the location you selected when you created the sequence in the Assets pane. To save another version of the sequence with a different name or in a different location, use the Save As feature. See "Saving a Version of a Sequence" on page 118.

If you are working with a sequence associated with a story, and you save the sequence through the Sequence pane, the story is automatically saved.

📖 *If you save a story through the Story pane, you must manually save the sequence.*

A MediaCentral UX administrator sets the location for storing a script sequence in the Interplay Production section of the MediaCentral UX System Settings. The default path is Projects/iNEWSsequences/*date*.

Saving a sequence automatically saves the markers contained in the sequence.

You can move or copy a sequence in the Assets pane by using the Cut, Copy, and Paste commands.

To save a sequence, do one of the following:

▶ Click the Save button in the Sequence pane toolbar.

▶ Click the Pane Menu button and select Save Sequence.

▶ With focus in the Sequence pane, press Ctrl+S (Windows) or Command+S (Macintosh)

If you try to close a modified sequence without saving it, the Save Changes dialog box opens and asks if you want to save your changes.

Saving a Version of a Sequence

You can use the Save As feature to create and save a version of a sequence with a different name. You can also save the sequence in a different location. The new sequence is treated as a duplicate in the Interplay Production database, and can be edited independently from the original.

The Save As feature is not supported for Interplay MAM sequences.

You can move or copy a sequence in the Assets pane by using the Cut, Copy, and Paste commands.

To save a version of a sequence:

1. In the Sequence pane, click the Pane Menu button and select Save As.

   The Select Interplay Folder dialog box opens.

2. Select the folder in which you want to save the sequence.

3. Rename the sequence.

   If the sequence has the same name as a sequence in the selected folder, the Save button is grayed out. You need to rename the sequence or save it to a different folder.

4. Click Save.

   The sequence is saved with the new name. This name is associated with the open sequence, and the next time you save the sequence, it will be saved with the new name.

   To edit and save the sequence with its original name, you need to open the original sequence and save it with its original name. You cannot use the Save As feature to overwrite an already saved sequence.

Exporting a Basic Sequence (Interplay | MAM)

When you are finished editing a sequence, you can export it using a MAM Export process. To do so, the sequence does not necessarily have to be open in the Sequence pane.

Your ability to create and initiate MAM Export processes depends on Interplay MAM user privileges and rules. For example, the credentials you use to sign in to the Interplay MAM database must allow creation of MAM Export processes. Beyond that, the MAM Export profile must be available and configured in Interplay MAM.

To export an Interplay MAM basic sequence:

1. Do one of the following:

   ▶ Open a basic sequence in the Media pane.

   ▶ In the Assets pane, navigate to the desired folder and select the basic sequence.

   ▶ In the Search pane, conduct a search and select the basic sequence in the results list.

2. Do one of the following:

   ▶ Click the Pane Menu button and select Actions.

   ▶ (Assets and Search pane only) Right-click and select Actions.

3. (Option) Select the MAM system on which the Export process is to be created.

4. Select MAM Export > (target-name), such as "All destinations" or "Export to Standard."

   The MAM Export process dialog box opens. The following illustration shows MAM Export process dialog box for "All destinations."
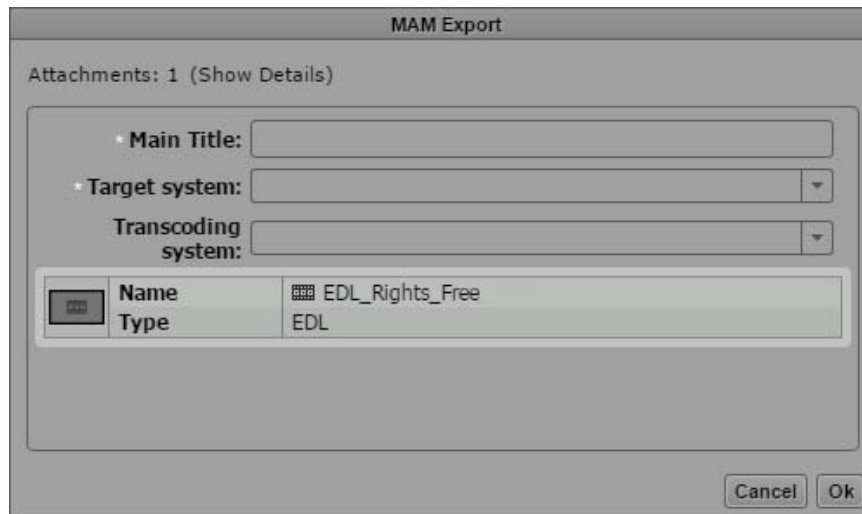
5. Provide the required information and click OK.

   If the sequence is open in the Sequence pane and has unsaved changes, a dialog box is displayed.

   - Click Yes to save the changes and export the changed sequence.

   - Click No to keep but not save the changes and to export the unchanged sequence.

   - Click Cancel to keep but not save the changes and cancel the export.

   For information on monitoring the process, see "Monitoring Processes in the Progress Pane" on page 385.

Recovering Sequences

When you work in MediaCentral UX, the state of your sequence is periodically stored on your local Windows or Macintosh system. This feature is helpful in case of a disconnection or service failure, or if you close a browser session without saving your work. This feature is also helpful if your administrator sets an automatic session timeout.

Each edit you make is stored, so that the state of the sequence after the last edit can be restored in case of a crash or timeout, and no edits are lost.

📄 *For information about recovering stories, see "Recovering Stories In Case of Disconnect" on page 95.*

You can recover your sequence in several different ways:

- If a disconnection or failure occurs and you remain signed in, the editing functions of the Sequence pane are deactivated, and the Auto Recovery dialog box is displayed, as described below.

- If the disconnection or failure results in the need to sign in again, the Auto Recovery dialog box is displayed and lists assets with unsaved changes.
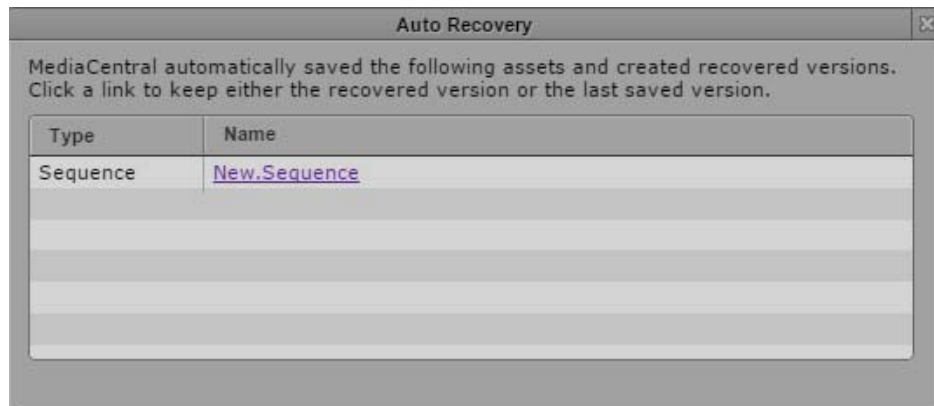
Click the name of the asset to open the last saved version. If the asset is a sequence, the Sequence pane displays three additional buttons:

- Recovered: Click this button to open the recovery file (from the local system).

- Last Saved: Click this button to open the last saved file (from the Interplay Production or Interplay MAM database).

- Keep This: Click this button to save the version that you display and delete the other version.
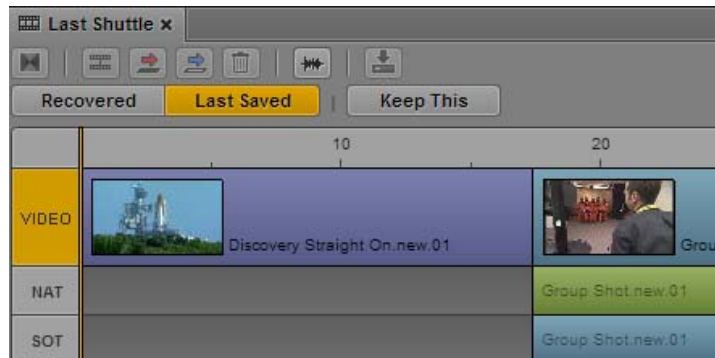
You can switch back and forth between versions to compare them, and click the Keep This button when you decide which version to keep.

- If you close the Auto Recovery dialog box without selecting an asset, you can select Auto-Recovered Assets from the Sequence pane menu to display the Auto Recovery dialog. This option appears only if auto-recovered assets are available.

Opening and Editing an Existing Sequence in the Sequence Pane

MediaCentral UX lets you open and edit sequences that you created in MediaCentral UX, Avid editing applications, Interplay Assist, and Avid Instinct, and Interplay MAM Desktop.

You are limited in the types of sequences you can play and edit. Following are some rules for editing and playback:

- If the sequence contains only cuts (for example, a shotlist), it opens in the Media pane for playback and you can edit it in the Sequence pane. You can select the camera angle and audio mapping for group clips in a cuts-only sequence. For more information, see "Working with Group Clips" on page 214.

- If the sequence contains effects that the playback service supports (such as video and audio dissolves) but was created in an application other than MediaCentral UX, it opens in the Media pane for playback. The sequence also opens in the Sequence pane, but you cannot edit it. The video track is colored dark red to indicate that it is uneditable.
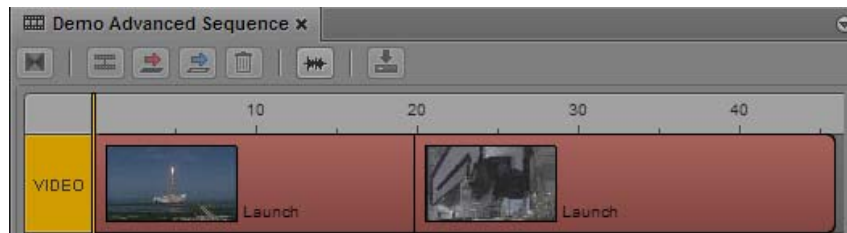
- If the sequence contains unrendered effects the player does not support, the player displays an error message. The sequence opens in the Sequence pane as uneditable.

- If all effects are rendered, the sequence opens in the Media pane for playback. The sequence opens in the Sequence pane as uneditable.

- You cannot create subclips from an uneditable sequence.

- You can add markers to an uneditable sequence, edit marker text, and save the markers with the sequence, with the proper permissions. See "Understanding Markers and Restrictions" on page 261.

- If you open a sequence from an Interplay Production database but you do not have a read/write role for the folder that holds the sequence, the sequence opens as read-only. You can play the sequence but you cannot edit or save it.

- If you open a sequence from an Interplay MAM database for which you do not have write permission or that represents an external sequence, the sequence opens as read-only. You can play the sequence but you cannot edit or save it.

- Interplay MAM sequences that are edited in Interplay MAM Desktop might contain comments for individual segments. These comments are also displayed in the Sequence pane timeline.

- For more information about playback of sequences, see "Playback of Simple and Complex Sequences" on page 172.

To open an existing sequence in the Sequence pane:

▶ Double-click a sequence in the Assets pane, the Search pane, the Quick Search pane, or the Tasks pane.

The sequence is loaded into the Media pane and into the timeline in the Sequence pane. The Sequence pane automatically loads the sequence as basic or advanced.

Opening a Sequence Associated with a Story

If you create a sequence through the Open Sequence button in the Queue/Story pane, the sequence is associated with the opened story as a script sequence (see "Creating a Sequence" on page 112).

You can select a user setting to automatically open a script sequence when you open the associated story.

To automatically open a script sequence with a story:

1. Select Home > Settings.
2. Select iNEWS.
3. Select "Autoload Sequence."
4. Click Apply.

To manually open a script sequence:

1. Open a story in the Queue/Story pane.
2. Open the Sequence pane.
3. Click the Open Sequence button.

The associated sequence opens in the Sequence pane and Media pane.

After you associate a script sequence with a story, you cannot disassociate it. However, you can completely revise the sequence and rename it if necessary.

Editing a Sequence Associated with a Story

If you are a journalist working on a sequence associated with a story (a script sequence), you need to edit the clips in your sequence to match the script in your story. In MediaCentral UX, both the story segments and the Sequence pane include timing information to help you edit your script and your sequence.

In the Story pane, a script is divided into story segments. Each story segment has a timed length based on the read rate that is set in Avid iNEWS. In the Sequence pane, a sequence associated with a story is divided into *timing blocks*.

Each story segment is associated with a timing block. Both the story segment and the timing block show the same timing information: the duration of the media in the timing block and the duration of the text in the story segment. For example, 0:00/0:16 indicates that there is no media for a story segment that is 16 seconds long.

The following illustration shows a story with four story segments (including the default New segment) and a sequence with four corresponding timing blocks. The sequence does not yet contain any media, which is shown as 0:00 in the timing displays.
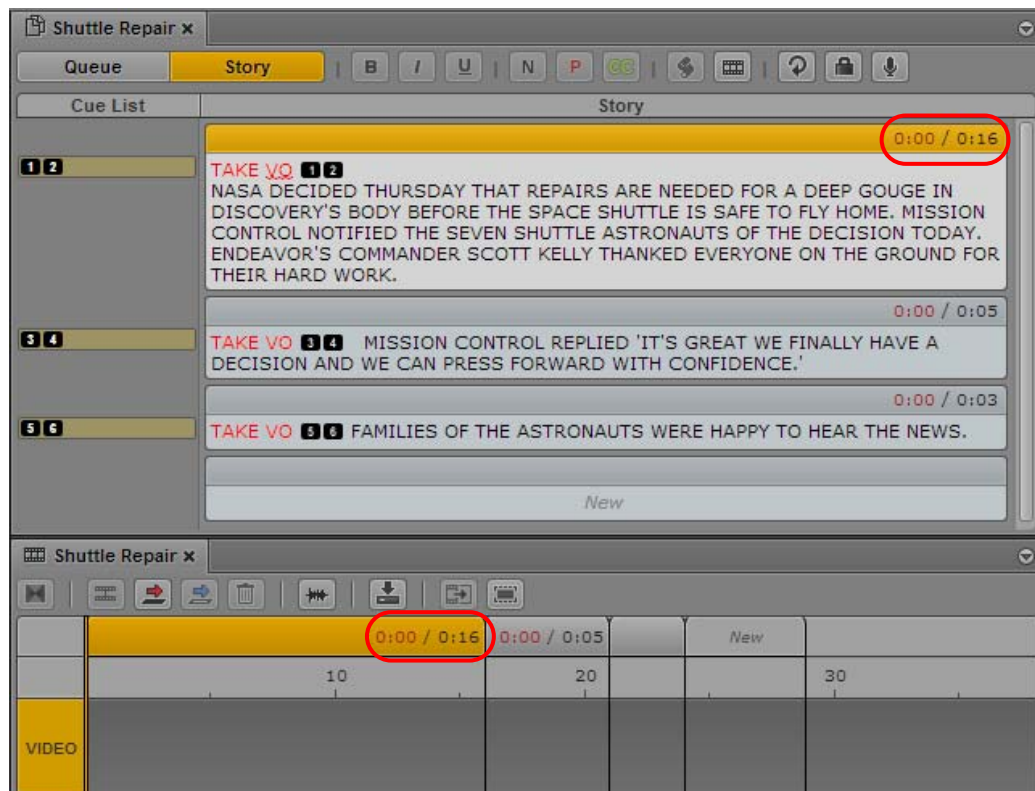
The previous illustration shows the Sequence pane in the horizontal orientation. You can change the orientation by clicking the Pane Menu button and selecting from the Orientation submenu.

As you edit the text in your script and the media in your sequence, the story segments in the Story pane and the timing blocks in the Sequence pane remain synchronized to help you edit media to match your script. See the following topics for more information:

- "Working with Story Segments and Timing Blocks" on page 124
- "Working with Timing Displays" on page 125
- "Editing Media into Timing Blocks" on page 127
- "Extending a Segment into Another Timing Block" on page 128
- "Showing and Hiding Empty Timing Blocks" on page 130
- "Manually Adjusting Timing Blocks" on page 131

> *Timing blocks are shown only for sequences associated with a story.*

Working with Story Segments and Timing Blocks

As you work, MediaCentral UX maintains synchronization between the story segments in your script and the timing blocks in your script sequence. As you create new story segments, new timing blocks are created. As you expand your script, or add media, the timing displays are updated. If you change the order of the story segments, the order of the timing blocks is also changed.

This synchronization gives you the flexibility to focus on the script, the sequence, or both together. Following are two approaches you can take:

- For a current news story, you might start by drafting a script. As you write, you can break the script into segments, which creates associated timing blocks in the sequence. Later, you can fill in the timing blocks with media that comes in from the field, and use the timing displays to fine-tune the script and the sequence before recording a voice-over.

- For a feature story, you might start by opening a new story, and creating a rough cut using clips from a media library. By dragging clips to the end of the default "New" timing block, you create both a new timing block and a new story segment (see "Editing Media into Timing Blocks" on page 127). You can then work on the script, using the timing displays and timing blocks to help you match the script to the media.

The following list describes the basic functions when working with story segments and timing blocks:

- When you highlight a story segment, the corresponding timing block is highlighted. When you highlight a timing block, the corresponding story segment is highlighted.

- If you add a story segment to a script, a corresponding timing block is added to the sequence.

- If you reorder story segments, the corresponding timing blocks are automatically reordered and media segments are moved with their timing blocks.

- If you split a story segment, a new timing block is inserted after the selected timing block. Any media remains in the selected timing block.

- Presenter instructions (red) and closed-captioning text (green) do not affect how iNEWS calculates the text duration. If a story segment contains only presenter text or only closed-caption text, the text duration is shown as 0:00. A corresponding timing block is created, but you have the option of hiding it. See "Showing and Hiding Empty Timing Blocks" on page 130.

- If you are working on a script and a sequence together, the same set of Undo/Redo actions applies to both the Story pane and the Sequence pane. If you load a new sequence or close the Sequence pane, the Undo actions are lost in the Story pane.

- For some news stories, you might need to create a story segment that is not associated with video in the story. For example, a story might include presenter text before the video starts. MediaCentral UX lets you create a story segment that does not display a corresponding timing block in the sequence. See "Creating a Text-Only Story Segment" on page 94

📄 *Saving a sequence through the Sequence pane automatically saves the story. However, saving a story through the Story pane does not automatically save the sequence. You must save the sequence manually. If you close the story but do not save the sequence, a message asks you if you want to save the sequence.*

Working with Timing Displays

The header of a story segment and the header of the corresponding timing block show the same set of two numbers:

- The first number shows the duration of the media currently contained in the timing block.

- The second number shows the duration of the text in the story segment. The duration of the text is based on the read rate that is set in Avid iNEWS.

📄 *Frames are not shown for the media duration. The duration is rounded up or down to the nearest second, with the midpoint rounded up. For example, a 24 fps clip with a duration of 00;00;30;12 is rounded up to 0:31.*

The following examples show the results of adding media to a story segment that is 16 seconds long.

In the following illustration, there is no media associated with the story segment, so the timing display is 0:00/0:16. The media duration is red, indicating that more media is needed to match the text duration in the story segment and eliminate any video gaps.
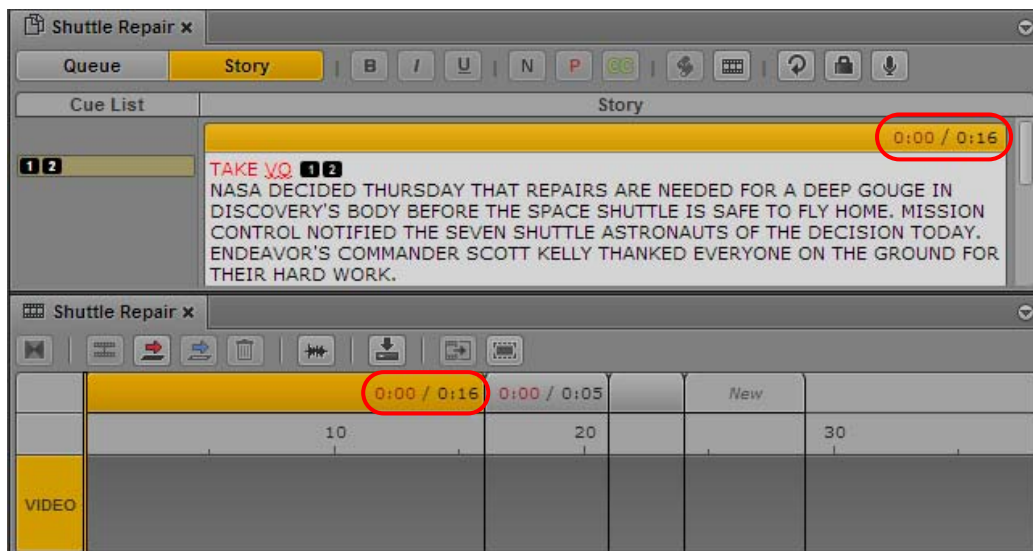
- If you insert a clip that is 10 seconds long, it fills 10 seconds of the timing block and the timing display changes to 0:10/0:16. Again, the media duration is red, because more media is needed. To fill this 6 second gap, you can lengthen the clip or add another clip.
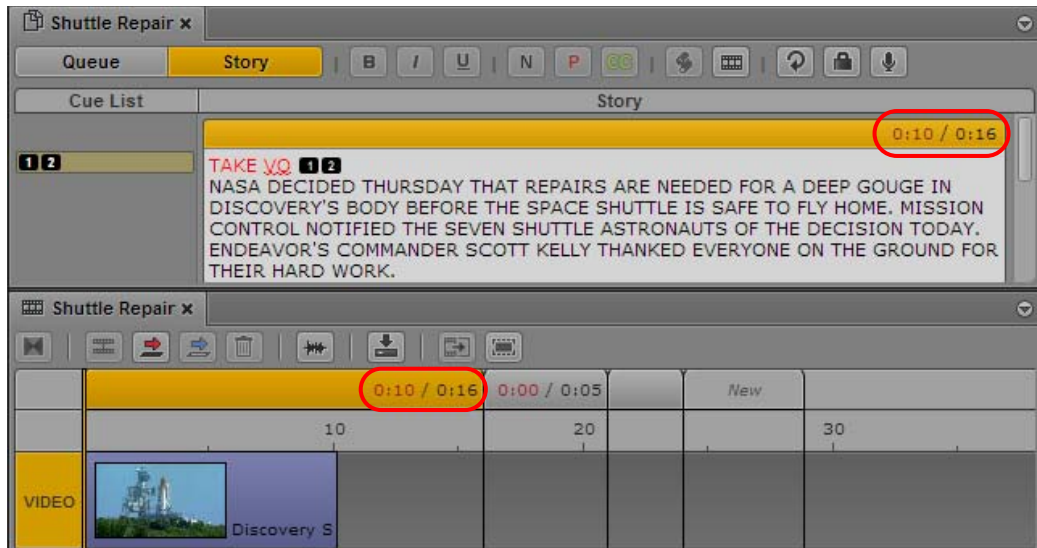
- If you insert a clip that is 20 seconds long, it extends the timing block 4 seconds. The timing display changes to 0:20/0:16. The media duration is black, indicating that there is enough media to match the length of the text. However, there is now a 4 second gap at the end of the text. You can either trim the video to 16 seconds, or add some text.
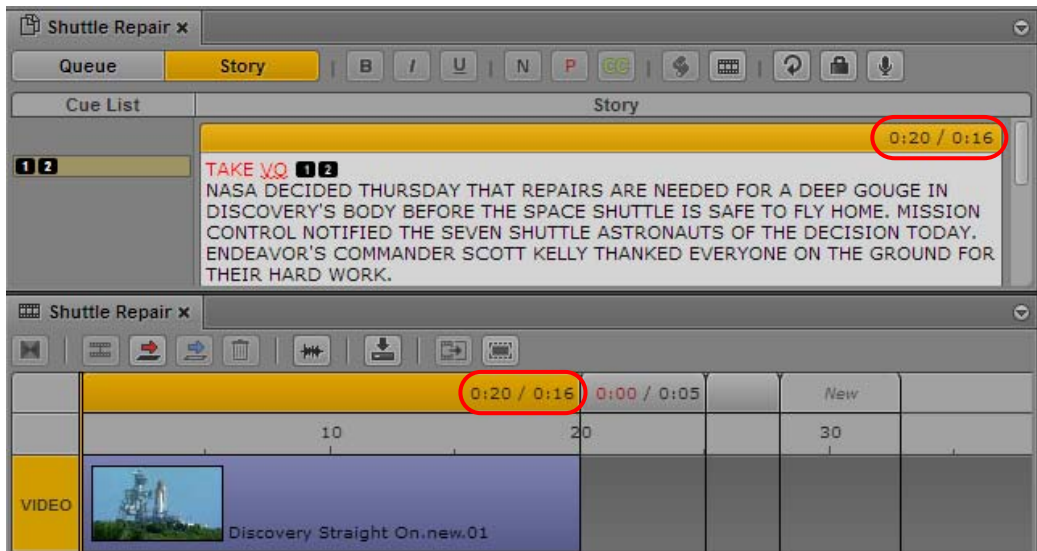
- If you insert a clip that is 16 seconds long, or you trim a clip to 16 seconds, the text duration and the media duration match. The timing display changes to 0:16/0:16.
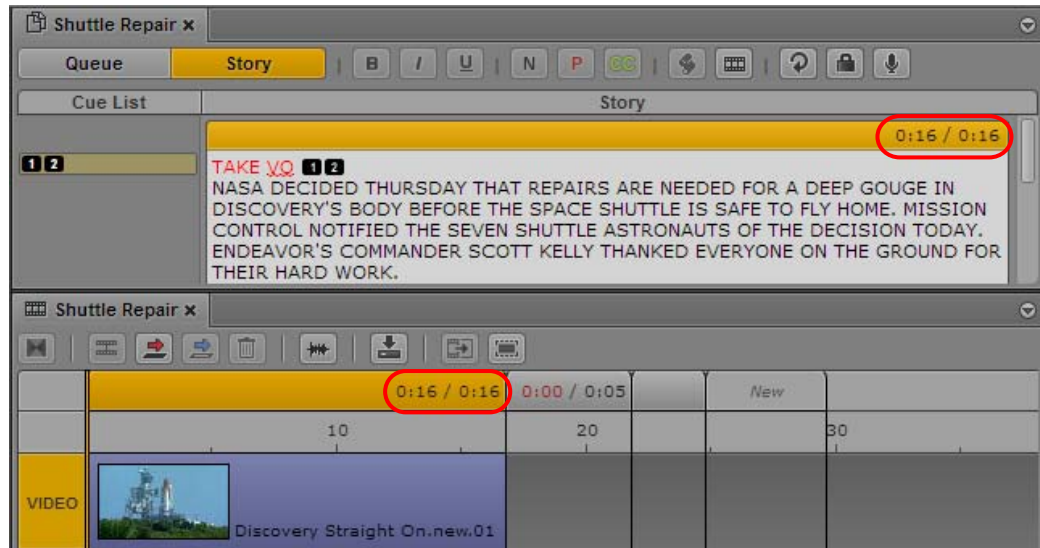
Adding text or removing text changes the text duration of a story segment, which automatically changes the duration of the timing block to match.You can manually adjust the duration of the timing block. See "Manually Adjusting Timing Blocks" on page 131.

Editing Media into Timing Blocks

Editing media into a timing block is similar to editing media into the sequence (see "Editing a Sequence" on page 132). You can perform insert edits or overwrite edits, trim segments, split segments, and so on. For example, you can insert a video clip into a timing block simply by dragging the clip from the Media viewer to a timing block.

The following actions are specific to editing media into timing blocks:

- Edits respect the boundaries of the timing block. In other words, a media segment shorter than the duration of the timing block results in a gap in the timing block, and a media segment longer than the duration of the timing block extends the timing block. To extend a segment beyond a timing block boundary, use the extend segment feature. See "Extending a Segment into Another Timing Block" on page 128. You can also manually change the duration of the timing block. See "Manually Adjusting Timing Blocks" on page 131.

- You can edit media into timing blocks independently. That is, you can edit media into timing block A, then edit media into timing block C, leaving timing block B empty. This leaves a gap (or "black hole") in a sequence. You can use these gaps as placeholders as you work on the sequence, but in most cases you need to fill them before sending a sequence to playback.

  Similarly, a timing block can include gaps in which video media does not completely fill the timing block.

- An empty timing block displays a length of three seconds by default. You can hide empty timing blocks. See "Showing and Hiding Empty Timing Blocks" on page 130.

- You can drag segments from one timing block to another.

- You can create an L-cut within a timing block using the standard procedure for creating an L cut (see "Using L-Cuts in the Timeline" on page 154). To create an L-cut beyond a timing block boundary, you need to use the extend segment feature. See "Extending a Segment into Another Timing Block" on page 128.

- You can create a new timing block and corresponding story segment by dragging a clip to the "New" timing block or past it. A timing block is added to the end of the existing blocks, just before the "New" block. A corresponding story segment is added to the script.

- Recording a voice-over increases the length of a timing block, because audio segments cannot cross timing block boundaries. After you finish the recording, you can split the audio segment to edit the audio appropriately.

- You can manually expand or contract the length of a timing block. See "Manually Adjusting Timing Blocks" on page 131.

Extending a Segment into Another Timing Block

By default, video and audio edits do not cross timing block boundaries. If you try to extend a media segment beyond the boundary of a timing block, the timing block enlarges to match the duration of the segment. If you want to extend a segment beyond the timing block, for example, to create an L-cut, you need to use the extend segment feature.

A common L-cut involves replacing some of the video in a segment while keeping its audio. The extend segment feature allows you to extend video (and NAT if available) beyond the boundary of a timing block without affecting the SOT track and the VO track. Use the position indicator to specify the end point of the extended segment.

The following illustration shows a selected segment (Video plus NAT plus SOT) in the first timing block. The position indicator is in the middle of the second timing block, which is the location into which you want to extend the segment. The tool tip for the Extend/Retract button displays "Extend."
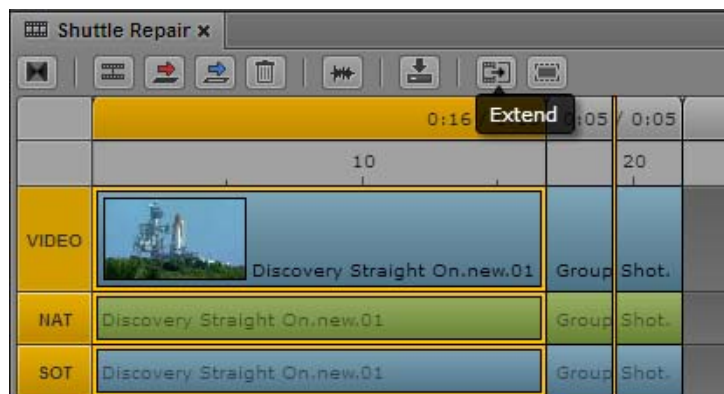
After you click the Extend/Retract button, the video and NAT for the selected segment extend into the second timing block. The selected video and NAT overwrite the video and NAT in the second timing block, without affecting the SOT. The Extend/Retract button turns orange and its tool tip changes to "Retract." This indicates that the selected segment is extended and you can click the button to retract it to its original position, as shown in the following illustration.
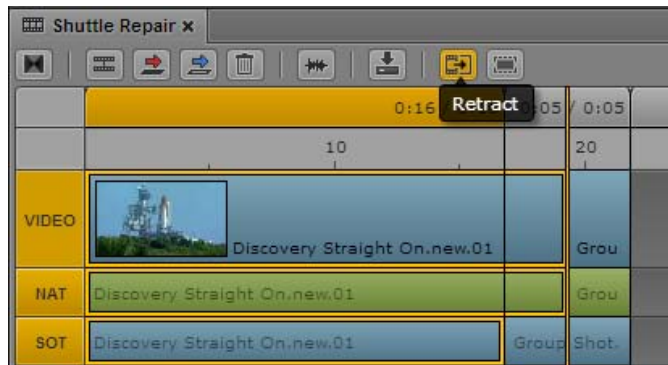
You can return the extended segments to their original duration by clicking the Extract/Retract button to retract the segment.

To extend a segment:

1. Move the position indicator to the location to which you want to extend the video segment.

2. Select the segment.

   You can select only a video segment and its associated audio segments (if available). Video, NAT, and SOT are selected, but only video and NAT will be extended. You cannot select or extend an audio-only track.

3. Do one of the following:

   ▶ Click the Extend/Retract button.

   ▶ Right-click and select Extend.

   ▶ Press Ctrl+Shift+X (Windows) or Command+Shift+X (Macintosh).

   The Extend/Retract button turns orange to indicate that the segment is extended into the next timing block. The tool tip for the button changes to Retract.

📄 *If you extend a segment over a hidden timing block, the timing block is displayed. See "Showing and Hiding Empty Timing Blocks" on page 130.*

To retract a segment:

1. Select the segment.

2. Do one of the following:

   ▶ Click the Extend/Retract button.

   ▶ Right-click and select Retract.

   The Extend/Retract button turns gray to indicate that the segment is retracted to the original timing block. The tool tip for the button changes to Extend.

Showing and Hiding Empty Timing Blocks

If a story segment does not contain any text, and its corresponding timing block does not contain media, the timing is displayed as 0:00/0:00. Because the timing block does not contain media, it is considered empty, and by default it is not shown in the sequence. Empty timing blocks are also hidden by default in the following situations:

• All text in a story segment is marked as presenter instructions (red) or closed-captioning text (green).

• Text in a story segment is timed at one second or less.

The following illustration shows a story segment without timed text (followed by a New segment). The corresponding timing block is hidden. The Show/Hide Empty Timing Blocks button is circled.
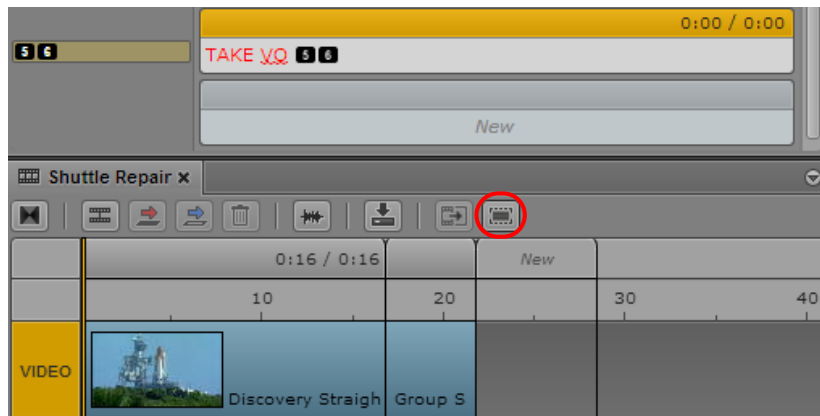
The following illustration shows the formerly hidden timing block. The Show/Hide Empty Timing Blocks button turns orange.
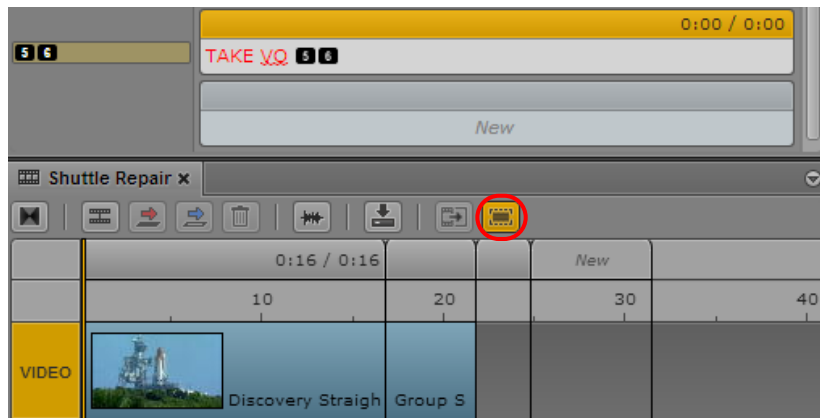
Note the following:

- If you extend a segment over a hidden timing block and into the next timing block, the hidden timing block is displayed and the segment is extended into it.

- If you take any actions to change a timing block, such as manually adjusting its duration, the block will always be shown.

- You can create a text-only story segment that does not have a corresponding timing block. See "Creating a Text-Only Story Segment" on page 94.

To show timing blocks, do one of the following:

▶ Click the Show/Hide Empty Timing Blocks button so that it is orange.

The tool tip for the button changes to Hide Empty Timing Blocks.

▶ Select Show Empty Timing Blocks from the Pane menu.

To hide timing blocks, do one of the following:

▶ Click the Show/Hide Empty Timing Blocks button so that it is gray.

The tool tip for the button changes to Show Empty Timing Blocks.

▶ Select Hide Empty Timing Blocks from the Pane menu.

Manually Adjusting Timing Blocks

By default the length of a timing block is synchronized with the duration of the text in the corresponding story segment. As you work on your story, you might want to manually adjust the duration of a timing block. For example, if you want to use a video segment that is not long enough to fill a timing block, and you do not need to exactly match the timing of the story segment, you can shorten the duration of the timing block.

After you manually adjust a timing block, the timing display (media duration and text duration) will continue to automatically update. However, the size of the timing block will no longer be affected by the text duration. Also, a manually adjusted timing block cannot be hidden.

To manually adjust a timing block:

1. Move the mouse pointer to the outside border of a timing block header so that a two-headed arrow appears.

2. Click the border of the header.

The timing block header turns orange.
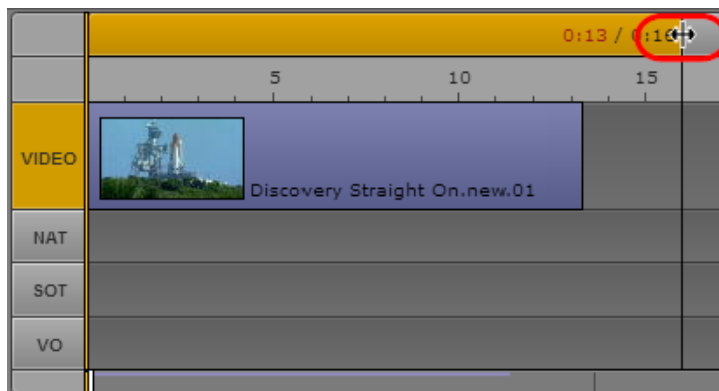
📄 *The timing block does not need to include media. Media does not need to be selected.*

3. Drag the border to shorten or lengthen the duration of the timing block.

   The following illustration shows a timing block duration shortened to match the duration of the video. Note that the media duration (0:13) does not match the text timing (0:16).
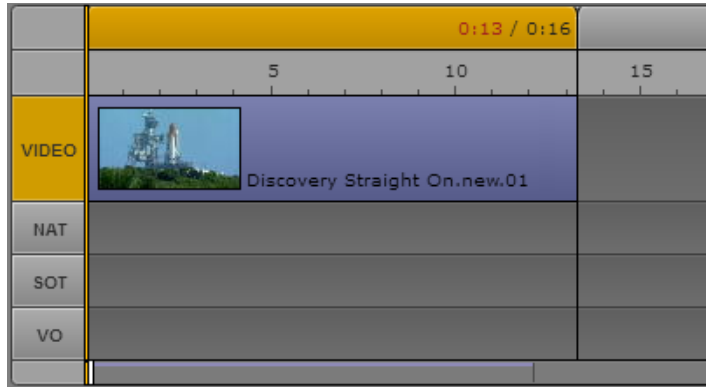
If you would like to adjust the timing block to a duration that is shorter than a media segment, you must first trim the media to the desired duration. Then drag the border of the timing block to the end of the media segment.

Editing a Sequence

You can work with one of two sequences: a basic sequence or an advanced sequence (see "Understanding Basic and Advanced Sequences" on page 106). The following topics describe how to work with basic sequences and advanced sequences:

📄 *Ancillary data that is contained in a clip is preserved when you edit the clip into a sequence.*

Locking a Basic Sequence (Interplay | MAM)

If you are editing an Interplay MAM sequence, the sequence is locked to prevent other users from editing the sequence at the same time. The lock is automatically set when you begin editing the sequence. You can manually set a lock before beginning editing by clicking the Lock button.

If another user opens the sequence while it is locked, and clicks the Lock button or tries to edit the sequence, the tool tip for the Lock button reads "Lock could not be acquired."

To manually lock a sequence:

▸ Click the Lock button.

When the sequence is locked, the Lock button turns orange.

The sequence remains locked until you close the Sequence pane or load another sequence. You can manually unlock the sequence by clicking the Lock button. If you make an edit, the lock is automatically set again.

Performing an Insert Edit in a Basic Sequence

The timeline for a basic sequence has two tracks: video (V) and audio (A). A basic sequence uses green for video and audio, as shown in the following illustration.

For more information on basic sequences and advanced sequences, see "Understanding Basic and Advanced Sequences" on page 106 and "Selecting a Horizontal or Vertical Timeline" on page 107.

For Interplay Production sequences, the video format is determined by the first clip that you add to the sequence. Any additional clips must match the initial video format.

For Interplay MAM sequences, the target frame rate is defined when the basic sequence is created. By default, you can add clips with a differing frame rate but mixed frame rate editing might be disabled by configuration in Interplay MAM.

To insert an asset into the timeline for a basic sequence:

1. Click a video or audio asset in the Media viewer in the Media pane.

2. Drag the asset from the Media viewer to the timeline until your pointer is over the V or A track, as shown in the following illustration.
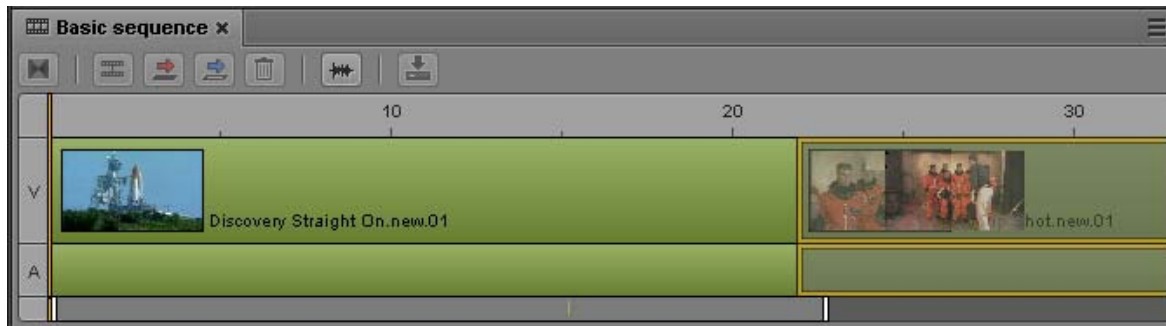
As you drag the segment to where you want it, the V and A tracks appear highlighted in orange to show you where the asset will be inserted when you release the mouse button.

3. Release the mouse button.

The asset is inserted into the timeline and the position indicator moves to the first frame of the next segment.

Performing an Insert Edit in an Advanced Sequence

The default timeline for an advanced sequence has four tracks: Video, NAT (natural sound), SOT (sound on tape), and VO (voice-over).

For information about colors in the timeline and other sequence information, see "Understanding Basic and Advanced Sequences" on page 106 and "Selecting a Horizontal or Vertical Timeline" on page 107.

If you are editing an advanced sequence, you can drag a clip from the Media viewer to the Sequence Timeline as either an insert or an overwrite edit (see "Performing an Overwrite Edit in an Advanced Sequence" on page 138).

When you drag a clip to the timeline, a thin guideline is displayed through the video track. If you release the mouse button above the guideline, you perform an overwrite edit. If you release the mouse button below the guideline, you perform an insert edit, as shown in the following illustration.

The examples in this topic use a horizontal timeline. If you are editing a sequence in a vertical timeline, the guideline is also vertical, and the edits are determined by dragging to the left or to the right of the guideline.

The video format is determined by the first clip that you add to the sequence. Any additional clips must match the initial video format.

To perform an insert edit using drag and drop:

1. Load a clip in the Media pane and mark In and Out points.

   The amount of material that you insert is determined by the In-to-Out duration of the asset.

2. (Optional) Click the audio track indicator or indicators for the tracks on which you want to insert the audio. You can enable NAT or SOT or both, or VO. A VO edit does not include video.

   If you do not enable an audio track, you can insert NAT or SOT audio by dragging the clip to either audio track.

You can also record a voice-over directly to the timeline. See "Recording a Voice-Over" on page 208.

3. Drag the clip from the Media viewer to a location in the video track or an audio track. Make sure the mouse pointer is below the guideline.

   The timeline shows where the insert will take place and how it will affect the other clips in the timeline.

4. Release the mouse button.

   The selected material is inserted into the timeline and the position indicator moves to the first frame of the next segment.

Performing an Overwrite Edit in a Basic Sequence

If you are editing a basic sequence (Interplay Production or Interplay MAM), you can use the Overwrite feature to replace a portion of the sequence with a clip that is loaded in Asset mode. There are two ways to perform an overwrite edit:

• Click the Overwrite button or press the B key. This method provides you with more options:

  - You can use the position indicator as an In point for the overwrite.

  - You can perform the overwrite edit from either Asset mode or Output mode.

The following illustration shows the Overwrite button circled.

• Drag a clip from the Media viewer and drop it on the Sequence Timeline. This method is a quick way to build a sequence but has fewer options.

  - You can overwrite only from the beginning of a video segment.

  - You can drag only when the Media pane is in Asset mode.

The following illustration shows how an overwrite edit is displayed when you drag a clip to the timeline. A thin guideline is displayed through the video track. If you release the mouse button above the guideline, you perform an overwrite edit, as indicated by the red arrow and red overlay. The resulting edit is also shown.
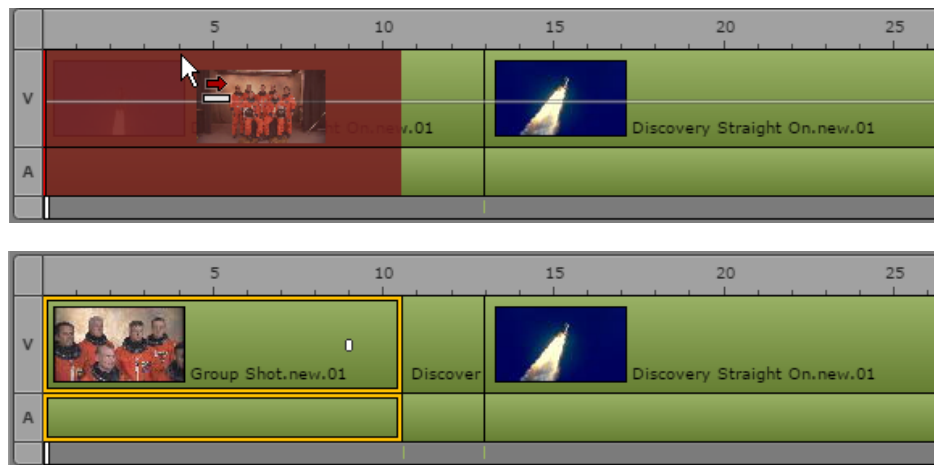
> *The examples in this topic use a horizontal timeline. If you are editing a sequence in a vertical timeline, the guideline is also vertical, and the edits are determined by dragging to the left or to the right of the guideline.*

If you release the mouse button below the guideline, you perform an insert edit, as indicated by the yellow arrow and yellow overlay.
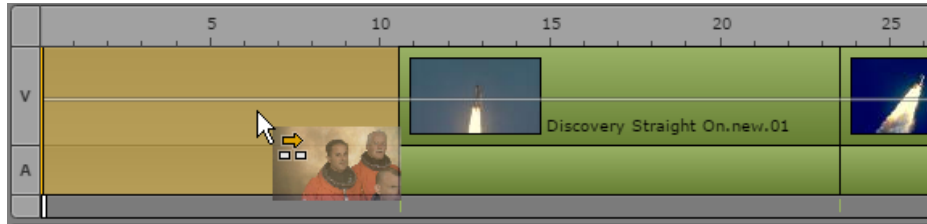
Note the following:

• If you use the drag and drop method, and you drop your clip in the Sequence Timeline before the guideline appears (approximately 0.5 second), you perform an insert edit instead of an overwrite edit.

To perform an overwrite edit using the Overwrite button or B key:

1. Load a clip in the Media pane and mark In and Out points.

   The amount of material that you overwrite is determined by the In-to-Out duration marked on the clip.

   When you use this method, the Media pane can be in either Asset mode or Output mode

2. In the Sequence Timeline, move the position indicator to the location where you want to start the overwrite.

3. Click the Overwrite button or press the B key.

   The selected material overwrites the material in the timeline and the position indicator moves to the first frame of the next segment.

To perform an overwrite edit using drag and drop:

1. Load a clip in the Media pane and mark In and Out points.

   The amount of material that you overwrite is determined by the In-to-Out duration of the asset.

   When you use this method, the Media pane must be in Asset mode.

2. Drag the clip from the Media viewer to a location in the video track of the Sequence Timeline. Make sure the mouse pointer is above the guideline in the middle of the track.

   The timeline shows where the overwrite will take place.

Do not release the mouse button before the guideline appears (approximately 0.5 second) or you perform an insert edit instead of an overwrite edit.

3. Release the mouse button.

   The selected material overwrites the material in the timeline and the position indicator moves to the first frame of the next segment.

Performing an Overwrite Edit in an Advanced Sequence

If you are editing an advanced sequence, you can use the Overwrite feature to replace a portion of the sequence with a clip that is loaded in Asset mode. There are two ways to perform an overwrite edit:

- Click the Overwrite button or press the B key. This method provides you with more options:

  - You can use the position indicator as an In point for the overwrite.

  - You can perform the overwrite edit from either Asset mode or Output mode.

The following illustration shows the Overwrite button circled. The NAT track is enabled, so that audio in the source clip will overwrite audio in the NAT track.
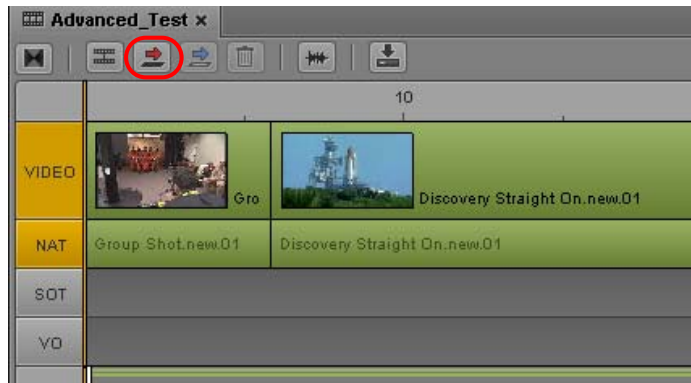
- Drag a clip from the Media viewer and drop it on the Sequence Timeline. This method is a quick way to build a sequence but has fewer options.

  - You can overwrite only from the beginning of a video segment.

  - You can drag only when the Media pane is in Asset mode.

The following illustration shows how a video-only overwrite edit is displayed when you drag a clip to the timeline. A thin guideline is displayed through the video track. If you release the mouse button above the guideline, you perform an overwrite edit, as indicated by the red arrow and red overlay.

The following illustration shows how a video and NAT overwrite edit is displayed when you drag a clip to the timeline. The NAT track indicator is enabled.

📄 *The examples in this topic use a horizontal timeline. If you are editing a sequence in a vertical timeline, the guideline is also vertical, and the edits are determined by dragging to the left or to the right of the guideline.*

If you have both NAT and SOT segments associated with the video, you can enable both tracks to overwrite the video segment and both audio segments. You can enable the VO track, but only VO audio will be overwritten.

📄 *You cannot overwrite NAT-only or SOT-only segments.*

If you release the mouse button below the guideline, you perform an insert edit, as indicated by the yellow arrow and yellow overlay.

For more information, see "Performing an Insert Edit in an Advanced Sequence" on page 134.

Note the following:

• You can perform an overwrite edit only in an advanced sequence.

• If you use the drag and drop method, and you drop your clip in the Sequence Timeline before the guideline appears (approximately 0.5 second), you perform an insert edit instead of an overwrite edit.

To perform an overwrite edit using the Overwrite button or B key:

1. Load a clip in the Media pane and mark In and Out points.

   The amount of material that you overwrite is determined by the In-to-Out duration marked on the clip.

   When you use this method, the Media pane can be in either Asset mode or Output mode

2. In the Sequence Timeline, move the position indicator to the location where you want to start the overwrite.

3. (Optional) Click a track selector to enable the audio track or tracks on which you want to overwrite the audio. If you do not enable an audio track, only video is overwritten.

The Video track is always enabled. You can overwrite video only, but you cannot overwrite audio only.

4. Click the Overwrite button or press the B key.

   The selected material overwrites the material in the timeline and the position indicator moves to the first frame of the next segment.

To perform an overwrite edit using drag and drop:

1. Load a clip in the Media pane and mark In and Out points.

   The amount of material that you overwrite is determined by the In-to-Out duration of the asset.

   When you use this method, the Media pane must be in Asset mode.

2. (Optional) Click a track selector to enable the audio track or tracks on which you want to overwrite the audio. If you do not enable an audio track, only video is overwritten.

The Video track is always enabled. You can overwrite video only, but you cannot overwrite audio only.

3. Drag the clip from the Media viewer to a location in the video track of the Sequence Timeline. Make sure the mouse pointer is above the guideline in the middle of the track.

   The timeline shows where the overwrite will take place.

Do not release the mouse button before the guideline appears (approximately 0.5 second) or you perform an insert edit instead of an overwrite edit.

4. Release the mouse button.

   The selected material overwrites the material in the timeline and the position indicator moves to the first frame of the next segment.

   - If the selected material is shorter than the segment that you are overwriting, and you are overwriting only video, the audio of the overwritten segment is preserved and creates an L-cut. The following illustrations show an example of the edit in progress and the result.

- If the selected material is the same length or longer than the segment that you are overwriting, and you are overwriting only video, the audio of the overwritten segment remains in the sequence. The audio is not associated with any video in the timeline. For more information, see "Creating an Audio-Only NAT or SOT Segment" on page 149.

Position Indicator Placement After an Insert or Overwrite Edit

If you perform an insert or overwrite edit, the position indicator (playhead) moves to the first frame of the next segment. This feature lets you make a series of quick edits without losing the final frame of the edited segment and without the need to switch from Asset mode to Output mode.

If the edited segment is the last segment in the sequence, the position indicator is set on an empty frame. This final frame is shown by black on the right side of the Media viewer. The only other way to access this frame is by clicking the Next Frame button or pressing the right arrow key when the position indicator is at the end of the last segment in a sequence.

Performing a Replace Edit

A replace edit is a quick way to completely overwrite a selected segment in a sequence without changing the duration of the segment. It is similar to an overwrite edit, but a replace edit is limited to an entire segment.
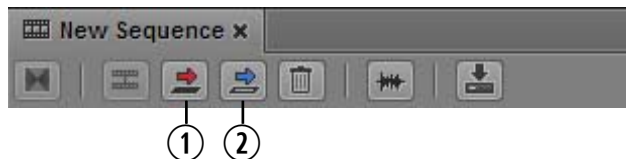
1 Overwrite button; **2** Replace button

To perform a replace edit, use the In point to indicate the start of the video you want to use in the sequence (the source material). MediaCentral UX calculates the amount of material needed to replace the selected segment. The Out point is not used in the calculation.

If there is not enough material from the In point to the end of the asset to replace the selected segment, the Replace button is disabled. The following message is displayed as a tooltip: "Insufficient source material to make this edit."

Note the following:

- If the sequence contains L-cuts (where an audio segment starts before the video segment or extends beyond it), there must be enough audio before and after the In point to replace the audio segment. For example, if video and NAT are selected for a segment, and the NAT starts 10 frames before the video, there must be 10 frames of source audio available before the In point. If the NAT extends 10 frames beyond the video, there must be sufficient source audio after the In point.

- If a group clip is loaded (advanced sequences only), the active angle of the group clip is used as the source material.

- A replace edit preserves any dissolves in the sequence. MediaCentral UX includes the necessary media handles when determining if the edit is possible. If not enough material is available, a replace edit shortens a dissolve at the beginning or end of a segment, while keeping the dissolve symmetrical.

- A replace edit does not preserve any audio volume or panning that were applied to the selected segment before the replace edit. You need to make these adjustments again.

- In both basic and advanced sequences, markers and restrictions from the source material replace markers and restrictions in the selected segment.

The replace edit feature works differently for basic sequences and advanced sequences, as described in the following procedures.

To replace video and audio in a basic sequence:

1. Load a clip in Asset mode and mark an IN point.

2. In the sequence, select the segment that you want to replace.

   You cannot select only video or only audio.

3. Click the Replace button.
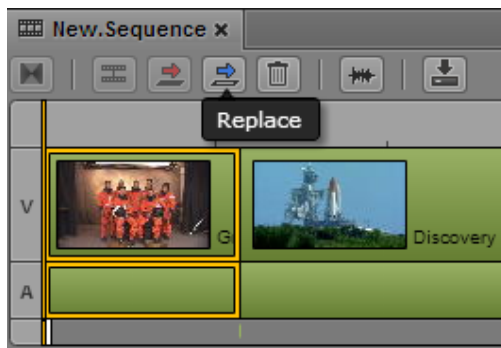
Video and audio in the selected segment is replaced.

To replace only video in an advanced sequence:

1. Load a clip in Asset mode and mark an IN point.

2. In the sequence, select the segment that you want to replace.

   To replace video only, make sure the NAT and SOT track buttons are not selected.

3. Click the Replace button.

The selected video is replaced. In the following illustration, the replaced video segment is colored dark blue to indicate there is no corresponding audio in the sequence. The NAT video remains green.
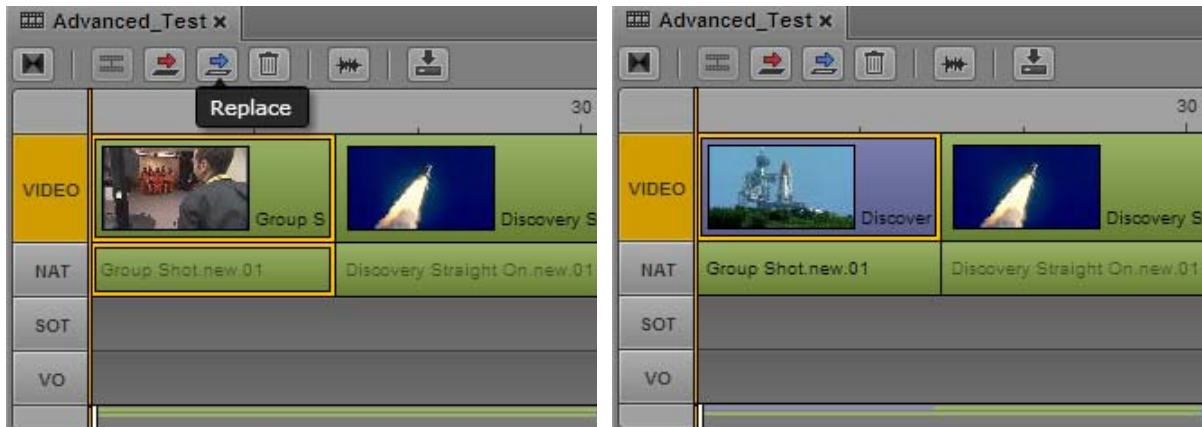
To replace video and audio in an advanced sequence:

1. Load a clip in Asset mode and mark an IN point.

2. In the sequence, select the segment that you want to replace.

3. Select the NAT or SOT track, or both.

4. Click the Replace button.

   The selected video and audio is replaced. In the following illustration, the NAT track is selected, and after the edit the Video and NAT tracks are green, to indicate video plus NAT.
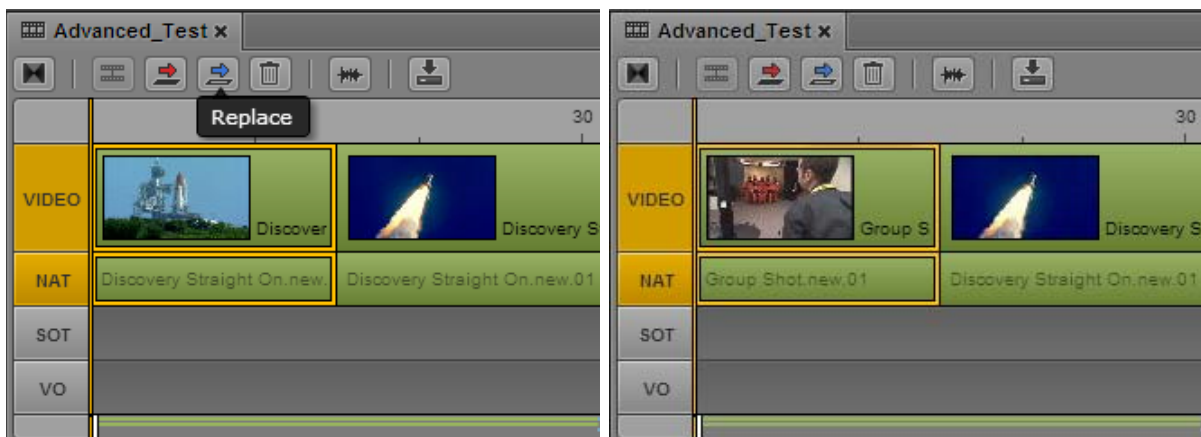
In the following illustration, both the NAT track and the SOT track are selected. After the edit the video segment and SOT audio segment are colored light blue, to indicate video plus SOT. Light blue is also used for video plus NAT and SOT.
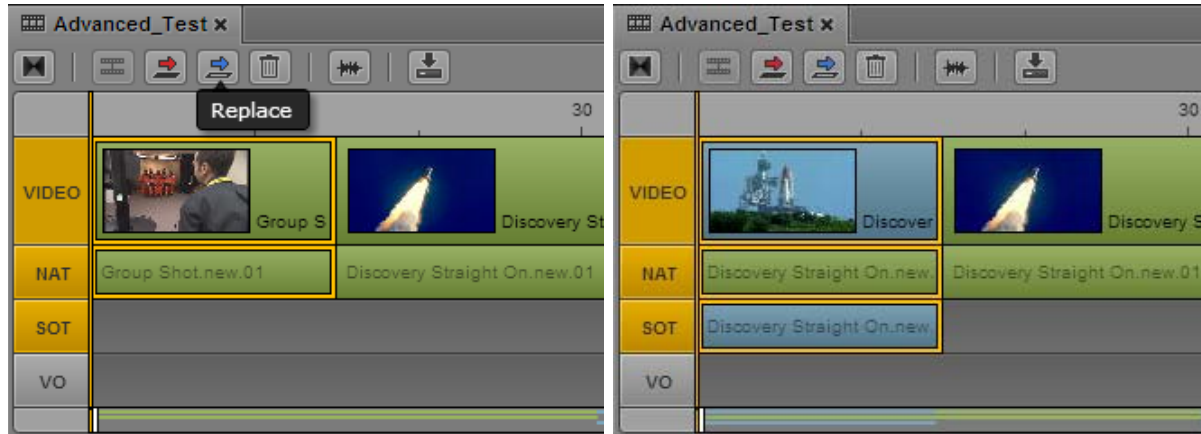
To replace voice-over audio in an advanced sequence:

1. Load a clip in Asset mode and mark an IN point.

2. In the sequence, select the voice-over audio segment you want to replace.

3. Click the VO button.

4. Click the Replace button.
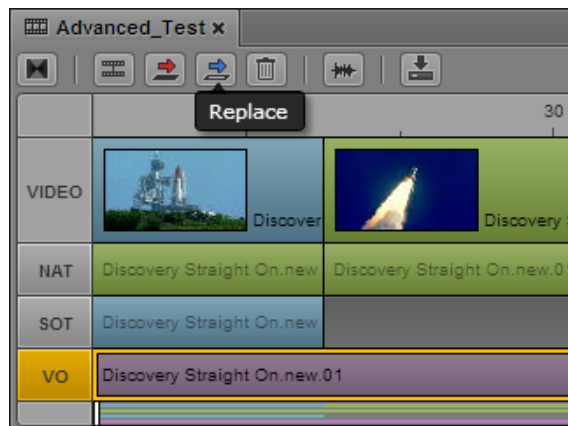
The selected audio is replaced.

Enabling an Audio Track

When editing an advanced sequence, you can enable audio tracks in the following combinations:

- Video and NAT track
- Video and SOT track
- Video and NAT and SOT tracks
- VO track

Enabling an audio track provides options for the following operations:

- Splitting a segment. See "Splitting a Segment" on page 155.
- Performing an insert edit. See "Performing an Insert Edit in an Advanced Sequence" on page 134.
- Performing an overwrite edit. See "Performing an Overwrite Edit in an Advanced Sequence" on page 138.
- Performing a replace edit. See "Performing a Replace Edit" on page 141.

See the appropriate procedure for more information.

To enable or disable an audio track:

▶ In an advanced sequence, click the track indicator button.

The track indicator is colored orange if enabled. The following illustration shows that the NAT and SOT tracks are enabled.

Note the following:

- Enabling the VO track disables NAT and SOT tracks.
- Enabling either the NAT or the SOT track disables the VO track
- If both the NAT and SOT tracks are enabled, Alt-click a track to disable both tracks.
- If both the NAT or SOT track are disabled, Alt-click a track to enable both tracks.

Using a Basic Sequence as a Source for a Sequence

You can open a basic sequence in Asset mode and use it as source footage for a sequence that is loaded in Output mode.

- Starting with MediaCentral UX v2.5, you can use a basic sequence as a source for a basic sequence.
- Starting with MediaCentral UX v2.6, you can use a basic sequence as a source for both a basic sequence and an advanced sequence.

📄 *Advanced sequences are not currently supported as a source.*

📄 *This feature applies to Interplay Production assets only.*

When you load the sequence in Asset mode, editing controls such as Mark In and Mark Out are available through buttons and keyboard shortcuts.

You can perform an insert edit or an overwrite edit. Replace editing is supported only when using a basic sequence as a source for a basic sequence.

Note the following:

- If the segment that you edit from the source includes more than one segment, all segments are added individually to the timeline. The last segment is selected.

- Restrictions in the source sequence are copied to the output sequence.

- Markers that exist on the source sequence are copied to the output sequence only if they apply to the sequence itself (not to the clips that make up the sequence).

- A group clip in the source sequence is copied as a group clip to the output sequence (basic sequence only).The active angle and the audio mapping are preserved.

- Advanced sequences do not support group clips. The active angle of a group clip in the source sequence is copied to the advanced sequence as a master clip.

- A sequence cannot be added to itself. If you load a basic sequence in Output mode, and you open the same sequence in Asset mode, the sequence will be loaded in Asset mode, but there will be no timeline in the Sequence pane.

To edit material from a basic sequence to a basic or advanced sequence:

1. In the Assets pane, do one of the following:

    ▶ Right-click a sequence and select Open in Asset Mode.

    ▶ Select a sequence, click the Pane Menu button, and select Open in Asset Mode.

    The sequence opens in Asset mode in the Media pane.

2. Use the editing tools (Mark In, Mark Out, and so on) to edit the material you want into your sequence.

Using Match Frame to Add Media to a Sequence

You can load a sequence from the Interplay Production database into Asset mode in the Media pane, and use the Match Frame feature to open the source clip for a particular frame. Then select media from the source clip to edit into a different sequence.

This approach is most useful when editing from an advanced sequence. Starting with MediaCentral UX v2.5, you can use a basic sequence as source footage for a sequence. See "Using a Basic Sequence as a Source for a Sequence" on page 145.

To use Match Frame to add media to a sequence:

1. In an Assets pane, do one of the following:

    ▶ Right-click a sequence and select Open in Asset Mode.

    ▶ Select a sequence, click the Pane Menu button, and select Open in Asset Mode.

    The sequence opens in Asset mode in the Media pane.

2. Navigate to a frame in the material that you want to add to a sequence.

3. Click the Pane Menu button and select Match Frame.

    The master clip that contains the frame is loaded in the Media pane, with the matching frame displayed. In and Out marks are set to match the segment used in the sequence.

4. Edit the material you want into your sequence.

Undoing and Redoing an Action in the Sequence Pane

You can undo or redo an action in the Sequence pane, such as restoring a clip that you deleted. You can undo or redo up to 100 actions. The undo/redo list is not saved after you sign out of a session.

If an action affects a marker (Interplay Production assets only), the change is also shown in the Logging pane. For example, if you add a marker to a sequence, then trim the sequence to remove the marker, the marker is removed from the list in the Logging pane. If you undo your action, the marker is restored to both the sequence and the Logging pane.

There is currently no Undo/Redo feature specifically for the Logging pane.

If you are working on a script and a sequence together, the same set of Undo actions applies to both the Story pane and the Sequence pane. If you load a new sequence or close the Sequence pane, the Undo actions are lost in the Story pane.

To undo an action, do one of the following:

‣ Press Ctrl+Z (Windows) or Command+Z (Macintosh).

‣ Select Undo from the Sequence pane menu.

‣ Right-click in the Sequence pane and select Undo from the context menu

To redo an action, do one of the following:

‣ Press Ctrl+Y (Windows) or Command+Y (Macintosh).

‣ Select Redo from the Sequence pane menu.

‣ Right-click in the Sequence pane and select Redo from the context menu

Moving or Deleting Segments in the Timeline

After you add assets to a sequence, you can rearrange them in the timeline. A portion of media that is contained on a track in a sequence is called a *segment*.

For an advanced sequence, after you have added a segment to the timeline, you cannot switch it to a different track. For example, if you drag and drop a clip into the timeline as a SOT, you cannot then select that segment in the timeline and drag it to another audio track. If the clip has audio on a channel that is not mapped to the audio track in which you insert it, you will not hear the audio when the sequence is played.

If you want to change the track into which audio was inserted, you can use the procedures described in "Adding and Removing Audio Segments" on page 148.

To move a segment in a sequence:

1. Click the segment you want to move.

2. Drag the segment and drop it in a new location in the timeline.

   In a long sequence, moving a segment to the viewable edge of the sequence (top or bottom for a vertical timeline, left or right for a horizontal timeline) scrolls the sequence in that direction.

To delete a segment from a sequence, do one of the following:

‣ Right-click the segment you want to delete and select Delete.

‣ Click the segment you want to delete and click the Delete button in the Sequence pane toolbar.

▶ Click the segment you want to delete and select Delete from the Sequence pane menu.

▶ Click the segment you want to delete and press Delete or Backspace (Windows).

Deleting a segment from the sequence does not remove the original source media from the server.

Adding and Removing Audio Segments

If a video clip is associated with one or more audio tracks, and you add the video clip in the Sequence Timeline, you can add or remove its associated audio segments. For example, if a sequence contains a video segment and its associated NAT segment, you can add a SOT segment. If a sequence contains a video segment without audio, you can add a NAT segment, a SOT segment, or both.

Similarly, you can remove a NAT segment, a SOT segment, or both.

The following illustration shows a video segment with associated NAT and SOT segments. If a video segment and associated NAT and SOT tracks are included in the timeline, the video segment is colored blue and matches the SOT segment.
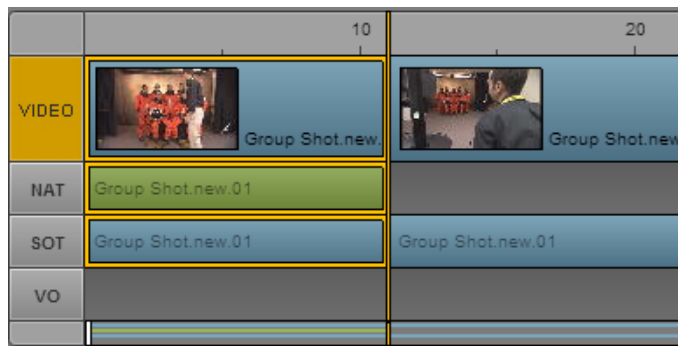
This feature applies only to the segment you select. It does not affect the audio in other segments of the sequence.

Enabling the track selector for NAT or SOT does not affect this feature.

To add a NAT or SOT segment:

▶ Right-click a segment in the Sequence pane and select one of the following:

- Add audio segment > NAT
- Add audio segment > SOT

A check mark indicates if an audio segment is included in the sequence.

To remove a NAT or SOT segment:

▶ Right-click a segment in the Sequence pane and deselect one of the following:

- Add audio segment > NAT
- Add audio segment > SOT

The check mark is removed.

Creating an Audio-Only NAT or SOT Segment

When editing a sequence, you might need to replace an unneeded video segment, such as an on-camera stand up, while keeping the audio. If you want to replace the video but keep the audio, you can perform a video-only overwrite edit. The audio segment remains in the timeline, without associated video, and you can edit the audio segment independently.

The following illustration shows a selected video segment and its associated SOT audio on the left (as shown by the orange outlines), and the same sequence after a video-only overwrite edit. The video segment on the right is colored purple to indicate there is no associated audio. The SOT segment remains blue, and the clip name is darker than clip names for audio segments associated with a video segment.

If you enable both NAT and SOT for a segment (as described in "Adding and Removing Audio Segments" on page 148), you can overwrite the original video and keep both NAT and SOT segments.The following illustration shows NAT and SOT tracks that are not associated with a video segment. The video segment above the selected NAT track is colored purple to indicate there is no associated audio. The NAT segment remains green, the SOT segment remains blue, and the clip names are darker than clip names for audio segments associated with a video segment.
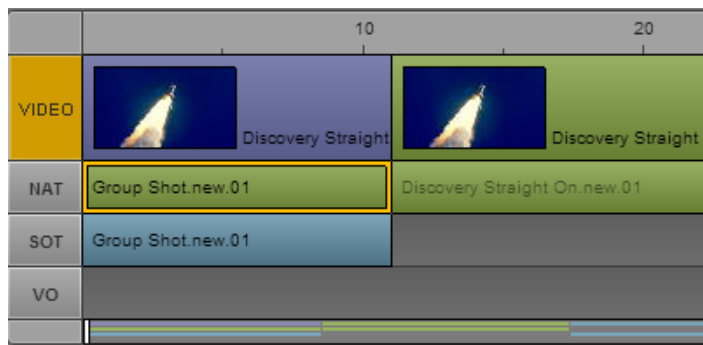
To create an audio-only NAT or SOT segment:

1. Edit a clip with NAT or SOT audio into the sequence.

2. (Optional) Enable a second audio segment (NAT or SOT).

3. Load a clip into the Media pane and set In and Out points for video to replace the video segment in the timeline. The marked video must be the same length or longer than the video segment you want to replace.

4. Perform an overwrite edit.

   For more information, see "Performing an Overwrite Edit in an Advanced Sequence" on page 138.

5. If necessary, trim the transitions to align audio and video.

Snapping in the Timeline

In some cases, edits that you make in the Sequence Timeline are limited to particular timecode locations. In other cases, you can make an edit to any timecode location. For example, dragging a video segment is limited to the start or end of another video segment. However, trimming the end of a video segment can extend to any available timecode location.

If an edit can be made to any timecode location, snap points can help you accurately align your edit. This can be particularly useful when aligning audio and video. Snap points include:

• The position indicator

• The start point or end point of another segment in the timeline

• The original start point or end point of the segment you are dragging

• The beginning of a sequence

• The boundaries of a timing block

As you drag a segment or endpoint, the dragging action pauses briefly or snaps to these points. If you then release the mouse button, the edit is made at the snap point.

The following illustration shows snap points for a VO segment.
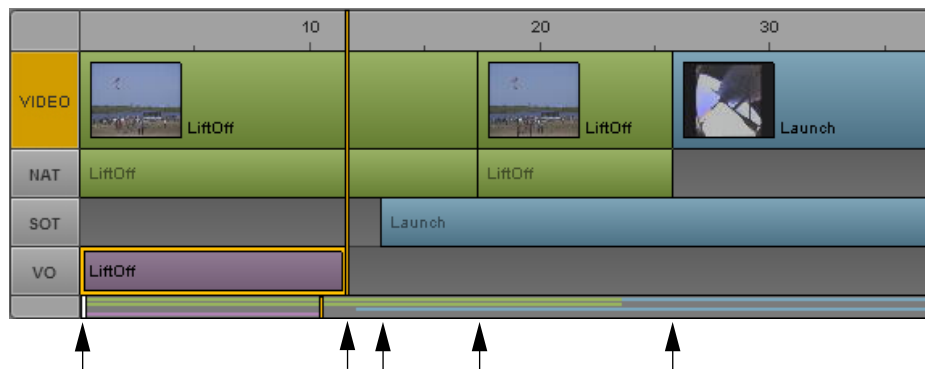
Snap points are limited to advanced sequences.

To override pausing and snapping:

▶ Hold down the Shift key while you drag a segment or end point.

Trimming Segments in the Timeline

You can trim a segment from either end, lengthening or shortening the segment frame-by-frame or by larger increments. You can also perform a double-sided trim, in which the combined duration of both segments remains the same.

After you trim a segment, the position indicator automatically moves to the new position in the sequence and the frame at that position is displayed in the viewer of the Media pane so you can see the exact frame to which the segment was trimmed.

📄 *You can only lengthen a segment to the maximum length of its original source media.*

The following topics describe trimming segments:

Trimming a Basic Sequence

When trimming a basic sequence, video and audio are trimmed together. You cannot trim only video or only audio.

To trim a segment using the mouse, do the following:

▶ Click one end of the segment and drag the audio or video trim indicator.

To trim a segment using keyboard shortcuts:

1. Click the end of the segment you want to trim.

2. Press one of the following keys:

M	Trim the segment's selected end by 10 frames earlier.
comma (,)	Trim the segment's selected end one frame earlier.
period (.)	Trim the segment's selected end one frame later.
slash (/)	Trim the segment's selected end 10 frames later.
	📄 *This keyboard shortcut is designed for an American keyboard; it might not work with another keyboard layout.*

The position indicator automatically moves to the trim location.

Trimming an Advanced Sequence

For an advanced sequence, you can trim the video track, the audio track, or both video and audio.

To trim a segment using the mouse, do one of the following:

▶ To trim both video and audio, click one end of the video segment and drag the trim indicator.

The following illustration shows both video and audio segments that can be trimmed from the end of the segment.
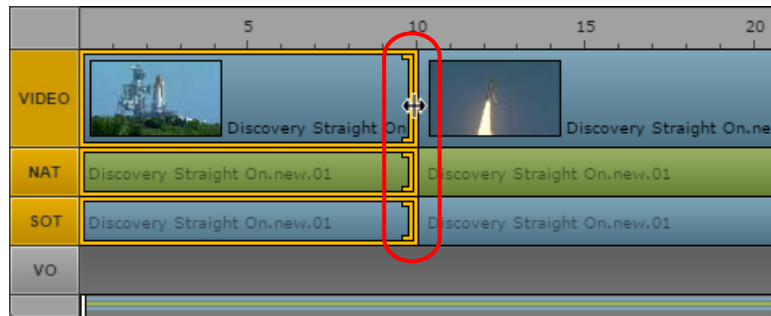
▶ To trim only audio, click one end of the audio segment and drag the trim indicator.

▶ To trim only video if the sequence includes audio from the same source, hold down the Ctrl key (Windows) or Command key (Macintosh), click one end of the video segment, and drag the trim indicator. Use this technique to create an L-cut. See .

To trim a segment using keyboard shortcuts:

1. Click the end of the segment you want to trim.

2. Press one of the following keys:

M	Trim the segment's selected end by 10 frames earlier.
comma (,)	Trim the segment's selected end one frame earlier.
period (.)	Trim the segment's selected end one frame later.
slash (/)	Trim the segment's selected end 10 frames later.
	This keyboard shortcut is designed for an American keyboard; it may not work with another keyboard layout.

The position indicator automatically moves to the trim location.

Trimming from the Top or the Tail of a Segment

You can use a command or keyboard shortcut to trim a segment from the beginning (top) or end (tail) to the current position of the position indicator.

To trim from the beginning of a segment:

1. Position the position indicator on the frame to which you want to trim.

You can trim a selected segment or segments that overlap at the position indicator.

To trim overlapping segments, do not select any segments. The trim affects one video segment, its associated audio segment, and any voice-over segment.

📄 *To deselect a segment, click in an unused part of the timeline.*

2. Do one of the following:

▸   Right-click and select Trim Top.

▸   Press Shift+[.

📄 *This keyboard shortcut is designed for an American keyboard; it might not work with another keyboard layout.*

To trim from the end of a segment:

1. Position the position indicator on the frame to which you want to trim.

You can trim a selected segment or all segments that overlap at the position indicator.

To trim overlapping segments, do not select any segments. The trim affects one video segment, its associated audio segment, and any voice-over segment.

📄 *To deselect a segment, click in an unused part of the timeline.*

2. Do one of the following:

▸   Right-click and select Trim Tail.

▸   Press Shift+].

📄 *This keyboard shortcut is designed for an American keyboard; it might not work with another keyboard layout.*

Using Double-Sided Trim

Double-sided trim refers to a trimming operation in which one video segment is extended into another video segment and overwrites the material in the trimmed segment. (This feature is referred to as dual-roller trim in Media Composer and NewsCutter.) The combined duration of both clips remains the same.

•   In a basic sequence, double-sided trim applies to video and to the synced audio track.

•   In an advanced sequence, double-sided trim applies to video only.

To use double-sided trim:

▸   Hold down the Control key (Windows) or the Command key (Macintosh) and drag the transition.

Trim indicators appear on both sides of the transition while you hold down the Control key.
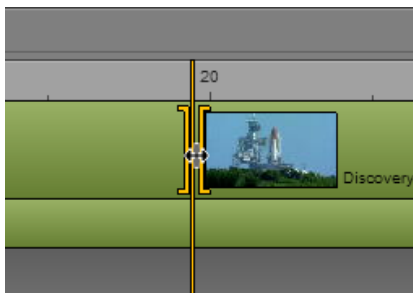
You can use the following keystrokes to control the trim:

Shift+M	Trim the segment's selected end by 10 frames earlier.
Shift+ comma (,)	Trim the segment's selected end one frame earlier.
Shift+period (.)	Trim the segment's selected end one frame later.
Shift+slash (/)	Trim the segment's selected end 10 frames later.

This keyboard shortcut is designed for an American keyboard; it may not work with another keyboard layout.

Using L-Cuts in the Timeline

An L-cut is a split edit between two segments in which the video transition does not occur simultaneously with the audio transition. In some cases, the audio transition happens before the video, while in other cases the reverse is true.

The following illustration shows an L-cut near the 20-second mark in the timeline. The SOT segment in the sequence (light blue) extends beyond its corresponding video.
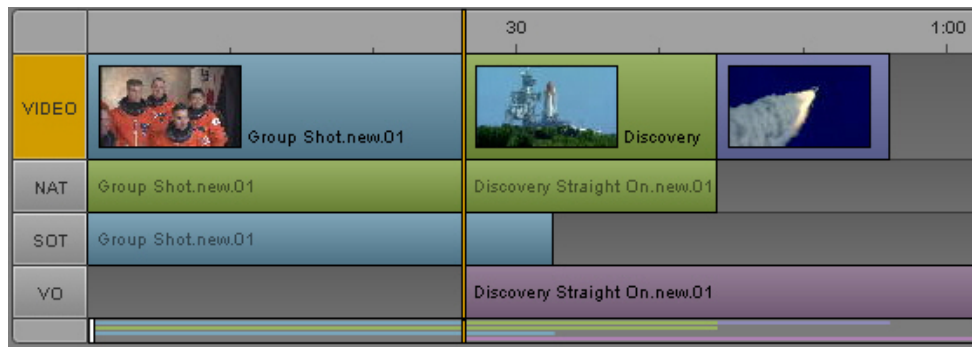
To create an L-cut:

1. Select the video segment you want to edit, positioning the mouse pointer near the end you want to adjust.

   A trim indicator is displayed in the segment's video track, audio track, or both.

2. Do one of the following:

   ▶ Hold down the Ctrl key (Windows) or Command key (Macintosh), click the video trim indicator, and drag it to a different position.

   ▶ Click the audio trim indicator and drag it to a different position.

   This separates the video transition from the audio transition and lets you edit one without editing the other. You can click either indicator to modify each segment independently.

To remove an L-cut:

▶ Click and drag the trim indicator for audio back into alignment with the video, or vice versa. You do not have to be exact; the application will automatically realign the video and audio transitions.

L-cuts are maintained when you drag a segment to a new location in the sequence.

When audio segments overlap, MediaCentral UX automatically adjusts the audio levels. See "Working with Audio Tracks in Advanced Sequences" on page 201.

Splitting a Segment

You can use a button, a menu item, or a shortcut key to split segments at a selected timecode location, and then use the resulting split to edit the sequence. For example, you can split a video segment and its related audio, then delete one of the new segments. This feature is similar to the Avid editing system "Add Edit" feature.

Splitting a segment works differently, depending on the type of sequence you are editing:

- For a basic sequence, a split applies to all visible tracks. For a sequence with a video track and audio track, you cannot split only video or only audio.

- For an advanced sequence, you can select audio tracks to split by enabling the track. To enable a track, click the track indicator button so that it displays orange. You can split the following combinations:

  - Video only

  - Video and NAT

  - Video and SOT

  - Video, NAT, SOT

  - VO only

  Combinations that cannot be split:

  - VO and Video

  - VO and NAT (cannot be enabled at the same time)

  - VO and SOT (cannot be enabled at the same time)

  - VO, NAT, and SOT (cannot be enabled at the same time)

  - L-cuts

  When you select Split from the context menu or the pane menu, the menu item text shows which tracks are enabled for splitting. If you move the mouse pointer over the Split button, the tooltip shows which tracks are enabled for splitting.

Also note the following:

- Selecting a segment does not affect the split. The split occurs at the position indicator.

- After you split a segment, the first frame of the second segment becomes the current frame.

- For Multicamera group clips, the same camera angle is maintained for both segments. Each segment's angle can then be changed independently.

- The location where you want to split the segment can be up to one frame from either end of the segment.

- Splitting a segment in a sequence does not create new master clips or subclips.

To split one or more segments:

1. Move the position indicator to the location where you want to split the segment.

2. For an advanced sequence, enable the audio tracks that include segments that you want to split.

3. Do one of the following:

   ▸ Click the Split button.

   ▸ Press Ctrl+E (Windows) or Command+E (Macintosh).

    ▸   Position the mouse pointer on the timecode bar, right-click the timecode bar, and select Split.

    ▸   Select Split from the Sequence pane menu.

The following illustration shows a video segment with associated NAT and SOT tracks enabled for splitting, and the results of the split operation.

Left: Before splitting the segments; Right: After splitting the segments

You can now edit the split segments, for example, by deleting one of the new segments or inserting a new clip at the split.

Adding Markers to a Sequence

There are two ways to add markers to a sequence:

- Add a clip or a portion of a clip that contains markers.
- Add markers directly to the sequence.

Markers are a feature used in Interplay Production assets. For complete information about working with markers, see "Logging Interplay | Production Assets and Creating Subclips" on page 259.

Adding a clip that contains markers: Any markers that are contained within the In and Out marks are copied to the sequence when you edit the clip into the sequence. Copying markers with a clip is a "one-time copy." If you lengthen a clip by trimming, markers that are included in the added part of the clip are not copied. If you shorten a clip by trimming, you remove any markers that are included in the trimmed portion. They are not restored if you lengthen the clip. To restore the markers, redo the edit. You can use Match Frame from the sequence to locate the original clip. See "Using Match Frame" on page 188.

Markers in audio-only clips: Markers are not added for audio-only clips, such as voice-overs. You can copy markers only from a clip that includes a video track.

Moving segments with markers: When you move a segment of a sequence that contains markers, the markers are also moved.

Adding markers in Output mode: If you are adding markers to a sequence in Output mode, saving in the Logging pane or saving in the Sequence pane saves both the sequence and the markers.

Switching modes in the Media pane: If you switch from Output mode to Asset mode, or from Asset mode to Output mode, the Logging pane switches to match the media that is loaded in the Media pane.

> 📑 *If you set the Logging pane to display only those markers created by you, only your markers are visible in the Sequence pane. For more information, see "The Logging Pane for Interplay | Production Assets" on page 264.*

Inserting Video Dissolves (Advanced Sequences Only)

You can insert a video dissolve to transition on center between segments in an advanced sequence. Dissolves can be set to transition from 2 to 300 frames, using even numbers only, with half of the frames used in the leading segment and the other half in the trailing segment.

> 📑 *Dissolves cannot be placed at the start of the first segment or the end of the last segment in a sequence. For any dissolve, you must ensure the source material has sufficient media to allow for the dissolve before Mark In or after Mark Out points. Also, the trailing half of one dissolve cannot overlap the leading portion of the next dissolve. In all of these cases, the system will issue messages indicating that a dissolve is not possible.*

To insert a video dissolve between two segments:

1. Place the position indicator within two seconds of the cut between two segments in the timeline.

2. Do one of the following:

   ▶ Click the Add Video Dissolve button in the Sequence pane toolbar.

   ▶ Press the Backslash key (\).

   ▶ Click the Pane Menu button and select Insert Dissolve.

   The following illustration shows a dissolve between the two segments of a sequence, which is indicated by the square Dissolve icon located just to the right of the position indicator.
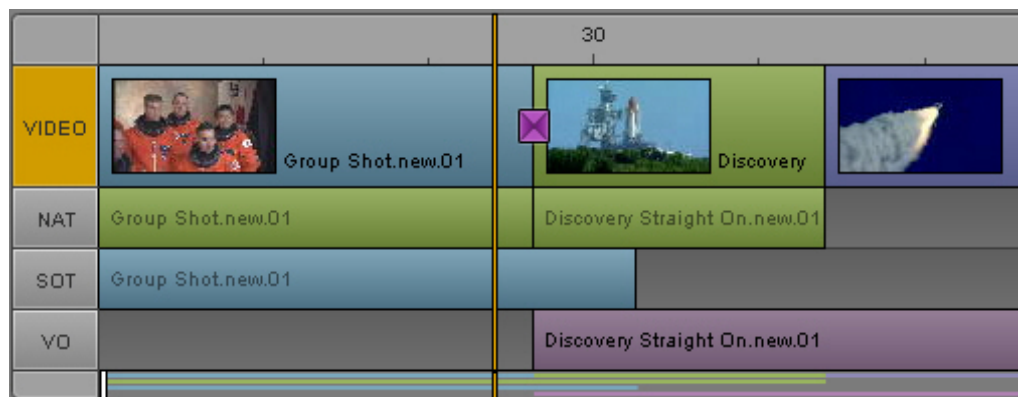
> 📑 *The icon is a static size and does not change with dissolves of varying durations.*

3. By default the duration of dissolves is set to 20 frames, divided evenly at 10 frames in the leading segment and 10 frames in the trailing segment. This can be changed, however, by double-clicking on the Dissolve icon or by right-clicking on the icon and selecting Modify Duration.
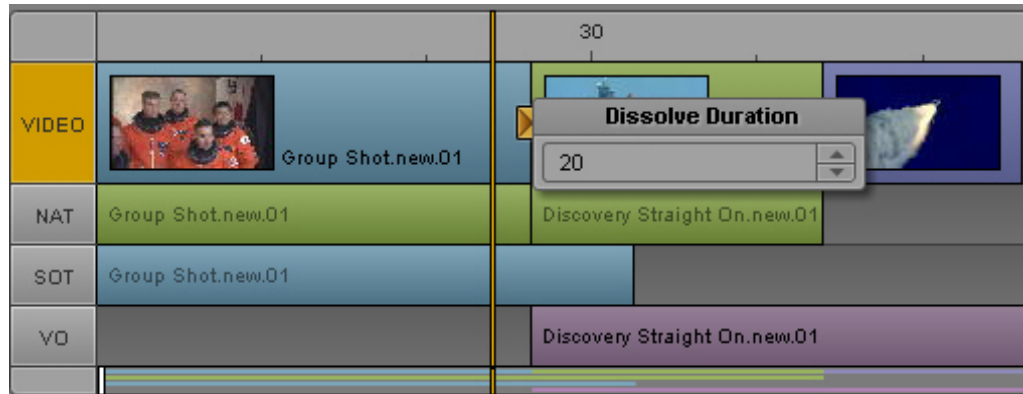
If altered, any new dissolve added to the sequence afterwards will have the altered setting for its duration.

You can change the default duration by changing the Dissolve Duration in the Sequence User Settings.

4. You can view the dissolve by positioning the position indicator in the Sequence Timeline at any point in the leading segment and then playing the output in the viewer of the Media pane.

Dissolves are associated with the leading segment, so if the leading segment is moved to the end of the sequence, the associated dissolve is automatically deleted.

To delete a dissolve:

▶ Right-click the Dissolve icon and select Delete Dissolve.

Enabling Audio Scrubbing

By default, scrubbing in the timeline is set to video-only to provide faster operation. You can optionally turn on audio scrubbing through a context menu command in either the Sequence pane menu or the Media pane menu.

To enable audio scrubbing:

▶ Click the Pane Menu button in the Sequence pane or the Media pane and click Audio Scrubbing.

A check mark indicates that Audio Scrubbing is enabled. To disable audio scrubbing and remove the check mark, click Audio Scrubbing again.

Modifying the Start Timecode

In some cases you might need to change the timecode for the first frame of a sequence. This feature applies only to Interplay Production sequences.

To modify the start timecode of a sequence:

1. Load a sequence in the Media pane.

2. Click the Sequence Pane Menu button and select Modify Start Timecode.

3. Position the insert bar in front of the digit you want to change and type a new digit.

In the following example, the first digit is changed from 0 to 1.

Modify Start Timecode ⊠	Modify Start Timecode ⊠
00;00;00;00	10;00;00;00
OK Cancel	OK Cancel

To restore the original digits of the timecode, press the Backspace key or the Delete key.

4. Click OK.

To switch between drop-frame and non-drop frame for NTSC sequences:

▶ Type a semicolon (;) or colon (:) at any time.

6 Working with Video Media

The following main topics describe how to work with the Media pane to view and edit your video assets:

- The Media Pane
- Playing Assets
- Working with Remote Assets
- Marking In and Out Points
- Working with Markers and Restrictions
- Displaying Captions and Segments
- Using the Timecode Displays
- Entering Timecode to Cue a Frame
- Working in the Media Timeline
- Using the Media Zoom Bar
- Reviewing in the STP Target Resolution
- Playing Back at the Highest Resolution
- Using Match Frame
- Opening an Enclosing Folder
- Transcoding Assets
- Viewing and Editing a Clip During Ingest
- Saving a Frame as an Image
- Viewing an Image
- Exporting an MP4 File

The Media Pane

The Media pane provides you with the controls you need to play, cue, and mark video clips as you build your story. You can set the Media pane to one of two modes:

• Click the Asset button to work in *Asset mode*.
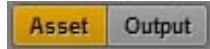
Use Asset mode to view master clips, subclips, and sequences, and to edit media into your sequence. You can also send a sequence to a playback device or add a MAM asset to a process. For a description of the controls in Asset mode, see "Media Pane: Asset Mode" on page 162, "Media Pane Menu Options (Asset Mode)" on page 164, and "Media Pane: Group Clip" on page 165.

• Click the Output button to work in *Output mode*.

Use Output mode to view a sequence, add a voice-over, and send the sequence to a playback device or add a MAM basic sequence to a process. For a description of the controls in Output mode, see "Media Pane: Output Mode" on page 166.

The view in the Media pane automatically switches to Asset mode or Output mode, depending on the asset you load.

• In the Assets pane, double-click a clip or subclip, or drag it to the Media pane. The clip or subclip opens in Asset mode.

• In the Assets pane, double-click a sequence, or drag it to the Media pane. The sequence opens in Output mode.

• In the Assets pane, right-click a sequence and select Open in Asset Mode. The sequence opens in Asset mode.

• In the Queue/Story pane, click the Open Sequence button. The associated sequence opens in Output mode.

• In the Search pane, double-click a MAM asset or basic sequence. The asset opens in Asset mode, and the basic sequence opens in Output mode.

• In the Tasks pane, double-click a MAM asset or basic sequence. The asset opens in Asset mode, and the basic sequence opens in Output mode.

You can use the Esc key to switch between Asset mode and Output mode.

Media Pane: Asset Mode

The following illustration shows the Media pane in Asset mode. Displays and controls are described in the accompanying table.

	Display or Control	Description
1	Title	Displays the name of an asset loaded from the Interplay Production database or the title of an asset loaded from the Interplay MAM database. The title of an Interplay MAM asset might not match the name in the Assets pane. For more information, see "Renaming Asset References" on page 58.
2	Asset and Output buttons	Lets you switch views between an asset loaded in Asset mode and a sequence loaded in Output mode.

	Display or Control	Description
3	Video format display	Displays the tracks associated with the asset. If the display is red, the asset does not have online media that matches the target resolution of the selected Send to Playback profile. If you move the mouse pointer over the display, you see what video and audio formats are associated with the asset, in addition to the tracks.
	STP button	Click this button to send a playable sequence loaded from an Interplay Production database to a playback device. In Asset mode, this button is active only if you load a sequence. For more information, see "Sending a Sequence to a Playback Device" on page 362.
4	Media viewer	Displays video for a loaded asset, including master clips, sequences, and subclips.
		Text for a marker that you select or annotation of a selected stratum is displayed as an overlay at the bottom of the Media viewer. Error messages concerning media appear at the top of the Media viewer. The speed display for J-K-L play is shown in the upper right. For more information, see "Using the J-K-L Keys for Playback" on page 170.
5	Media Timeline and Media zoom bar	• The Media Timeline is a graphical representation of the length and time span of an asset or sequence. The Media Timeline includes timing marks, a position indicator, and other controls. For more information, see "Working in the Media Timeline" on page 184.
		• The Media zoom bar lets you enlarge a section of the Media Timeline. For more information, see "Using the Media Zoom Bar" on page 185.
6	Media controls	Lets you play, pause, step through, and mark in and out points. For more information, see "Playing Assets" on page 169, "Stepping Through Assets" on page 171, and "Marking In and Out Points" on page 178.
7	Audio Pane button	Click this button to open or bring forward the Audio pane.
	Match Frame button	Click this button to load a master clip that contains a selected frame of a sequence or subclip. See "Using Match Frame" on page 188.
8	Pane Menu button	Provides options for controlling the display and sending to playback. For more information, see "Media Pane Menu Options (Asset Mode)" on page 164.
9	Timecode displays	Provides timecode information for the loaded asset or sequence. For more information, see "Using the Timecode Displays" on page 182.
10	Marker overlay Captions overlay	Displays the contents of a selected marker for a loaded Interplay Production asset. For more information, see "Working with Markers and Restrictions" on page 179.
		Displays the annotation of a selected stratum for the loaded Interplay MAM video or audio asset. For more information, see "Displaying Captions and Segments" on page 180.

	Display or Control	Description
11	MultiRez button	If this option is enabled, lets you choose to play back at the highest resolution. See "Playing Back at the Highest Resolution" on page 187.

Media Pane Menu Options (Asset Mode)

The following table lists options in the Media Pane menu when an asset is loaded in Asset mode. For more information, see the appropriate topic.

Menu Option	Description
Match Frame	See "Using Match Frame" on page 188.
Recently Viewed Assets	See "Playing Recently Viewed Assets" on page 172.
Open Enclosing Folder	See "Opening an Enclosing Folder" on page 188. Interplay Production only
Update Media Status	See "Updating the Media Status" on page 172.
Aspect Ratio	See "Selecting the Aspect Ratio" on page 172.
MultiAngle View	See "Loading a Group Clip and Changing the Angle View" on page 218. Interplay Production only
Playback Quality	See "Selecting the Playback Quality" on page 174.
Playback Latency	See "Adjusting for Playback Latency" on page 174.
Playback Mode (Frame or File)	See "Selecting Frame-Based Playback or File-Based Playback" on page 175.
Captions	See "Displaying Captions and Segments" on page 180. Interplay MAM only
Closed Captions	Displays closed captions as overlays. See "Working with Closed Captions in MediaCentral	UX" on page 333.
Safe Areas	Displays two outlined boxes: the safe title area (inner box) and the safe action area (outer box). Titles and closed captions should remain within the inner box. The outer box is the safe action area for video display. The safe title area is useful when you are positioning closed captions.
Overlay Text	Displays the contents of a selected marker (Interplay Production) or the annotation of a selected stratum (Interplay MAM).
Playback Statistics	Provides performance information about the media playback.
Audio Scrubbing	See "Enabling Audio Scrubbing" on page 158.
Send to Playback	See "Sending to Playback" on page 360. Interplay Production only

Menu Option	Description
Send to Playback Settings	See "Specifying Send to Playback Settings" on page 360.
	Interplay Production only
Actions	See "Creating Processes" on page 378.
	Interplay MAM only
Quick Send	See "Using the Quick Send Feature" on page 384.
	Interplay MAM only
Deliver to Me	See "Delivering Assets and Media to a Local Workgroup" on page 373.
	Interplay Production only
Deliver To	See "Delivering Assets and Media to a Remote Workgroup" on page 371.
	Interplay Production only
Transcode	See "Transcoding Assets" on page 189.
	Interplay Production only
Create Subclip	See "Creating Subclips" on page 277.
	Interplay Production only
Save as Image	See "Saving a Frame as an Image" on page 192.
Help	Displays information about the audio pane. Use the Help control buttons to access other Help topics.

Media Pane: Group Clip

When a group clip is loaded in the Media pane, two additional buttons are displayed.

	Control	Description
1	Multi-Angle View button	Determines whether the clip is displayed in multi-angle view: • Single-angle • 2x2 • 3x3
2	Active Angle button	Displays the active angle. The number indicates the number of the angle in the display, from left to right and top to bottom and across banks. Click to change the video angle from context menu.

For more information, see "Working with Group Clips" on page 214.

Media Pane: Output Mode

The following illustration shows the Media pane in Output mode. Displays and controls are described in the accompanying table.

	Display or Control	Description
1	Title	Displays the name of a sequence loaded from the Interplay Production database or the title of a sequence loaded from the Interplay MAM database. The title of an Interplay MAM sequence might not match the name in the Assets pane. For more information, see "Renaming Asset References" on page 58.
2	Asset and Output buttons	Lets you switch views between an asset loaded in Asset mode and a sequence loaded in Output mode.
3	Video format display	Displays the target resolution of the selected Send to Playback profile. Move your mouse pointer over the display to see the complete label for the target resolution.
	STP button	Click this button to send the loaded sequence to a playback device. For more information, see "Sending a Sequence to a Playback Device" on page 362.
		For Interplay Production sequences only.
4	Media viewer	Displays and plays media for the sequence loaded in the script editor.
		Error messages concerning media appear at the top of the Media viewer. The speed display for J-K-L play is shown in the upper right. For more information, see "Using the J-K-L Keys for Playback" on page 170.

Display or Control	Description
5 Media Timeline and Media zoom bar	• The Media Timeline is a graphical representation of the length and time span of an asset or sequence. The Media Timeline includes timing marks, a position indicator, and other controls. For more information, see "Working in the Media Timeline" on page 184. • The Media zoom bar lets you enlarge a section of the Media Timeline. For more information, see "Using the Media Zoom Bar" on page 185.
6 Media controls	Let you play, pause, and step through the sequence. For more information, see "Playing Assets" on page 169 and "Stepping Through Assets" on page 171. Controls for working with In points and Out points are disabled in Output mode.
7 Audio Pane button	Click this button to open or bring forward the Audio pane.
Match Frame button	Click this button to load a master clip that contains a selected frame of a sequence or subclip. See "Using Match Frame" on page 188.
8 Pane Menu button	Provides options for controlling the display and sending to playback. For more information, see "Media Pane Menu Options (Output Mode)" on page 167.
9 Timecode displays	Provides timecode information for the loaded sequence. For more information, see "Using the Timecode Displays" on page 182.
10 Voice-over button	Displays the controls for creating a voice-over. For more information, see "Recording a Voice-Over" on page 208. Advanced sequences only.
11 Review for Playback button	Enables play of media in the send-to-playback target resolution. For more information, see "Reviewing in the STP Target Resolution" on page 186.
MultiRez button	If this option is enabled, the button also lets you choose to play back at the highest resolution. See "Playing Back at the Highest Resolution" on page 187. For Interplay Production sequences only.

Media Pane Menu Options (Output Mode)

The following table lists options in the Media Pane menu when an asset is loaded in Output mode. For more information, see the appropriate topic.

Menu Option	Description
Match Frame	See "Using Match Frame" on page 188.
Recently Viewed Assets	See "Playing Recently Viewed Assets" on page 172.
Open Enclosing Folder	See "Opening an Enclosing Folder" on page 188. Interplay Production only
Update Media Status	See "Updating the Media Status" on page 172.
Aspect Ratio	See "Selecting the Aspect Ratio" on page 172.

Menu Option	Description
MultiAngle View	See "Loading a Group Clip and Changing the Angle View" on page 218.
	Interplay Production only
Playback Quality	See "Selecting the Playback Quality" on page 174.
Playback Latency	See "Adjusting for Playback Latency" on page 174.
Playback Mode (Frame or File)	See "Selecting Frame-Based Playback or File-Based Playback" on page 175. Basic sequences only.
Overlay Text	Displays the contents of a selected marker.
	Interplay Production only
Playback Statistics	Provides performance information about the media playback.
Audio Scrubbing	See "Enabling Audio Scrubbing" on page 158
Send to Playback	See "Sending to Playback" on page 360.
	Interplay Production only
Send to Playback Settings	See "Specifying Send to Playback Settings" on page 360.
	Interplay Production only
Actions	See "Creating Processes" on page 378.
	Interplay MAM only
Deliver to Me	See "Delivering Assets and Media to a Local Workgroup" on page 373.
	Interplay Production only
Deliver To	See "Delivering Assets and Media to a Remote Workgroup" on page 371.
	Interplay Production only
Transcode	See "Transcoding Assets" on page 189.
	Interplay Production only
Create Subclip	See "Creating Subclips" on page 277.
	Interplay Production only
Save as Image	See "Saving a Frame as an Image" on page 192.
Help	Displays information about the audio pane. Use the Help control buttons to access other Help topics.

Playing Assets

You can play a video asset or audio asset in the Media pane.

The following illustration shows the play buttons in the Media pane.
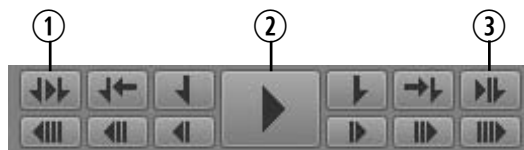
1 Play In to Out	**3** Review Out	
2 Play/Pause		

You can also use keyboard controls, including the J, K, and L keys. For more information, see "Using the J-K-L Keys for Playback" on page 170. For information about stepping through media, see "Stepping Through Assets" on page 171.

For information about playing sequences, see "Playback of Simple and Complex Sequences" on page 172.

To view or play a video asset:

1. Do one of the following:

   ▶ In the Assets pane, double-click the asset you want to view or play.

   ▶ In the Assets pane, right-click a sequence and select Open in Asset Mode.

   ▶ Drag an asset from the Assets pane and drop it on the Media viewer.

   ▶ In the Queue/Story pane, click the Open Sequence button.

   ▶ In the Search pane, double-click the asset you want to view or play.

   ▶ In the Tasks pane, double-click the asset you want to view or play.

2. To play video or audio, do one of the following:

   ▶ In the Media pane, click the Play/Pause button. While video or audio is playing, the Pause icon is displayed. To pause play, click the Play/Pause button again.

   ▶ On your keyboard, press the L key or the space bar. To pause play, press the K key or press the space bar again.

      If there is a delay in starting playback, the Play button flashes orange until playback actually starts. This feature is helpful in high-latency or low-bandwidth situations so that you do not try to start playback again.

To play from an In point to an Out point, do one of the following:

▶ In the Media pane, click the Play In to Out button.

To play to an Out point:

▶ In the Media pane, click the Review Out button.

   The position indicator moves to three seconds before the Out point and plays to the Out point.

Using the J-K-L Keys for Playback

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

The playback speed is displayed in the upper right corner of the Media viewer. For backward play, the display includes a left-pointing arrow. For forward play, the display includes a right-pointing arrow.

You can use the J-K-L keys with focus in the Media pane or in the Sequence pane.

Your ability to use the J-K-L keys when playing Interplay MAM assets depends on Interplay MAM rules. The credentials you use to sign in to the Interplay MAM database determine if you are allowed to change the playback speed.

You cannot use the J-K-L keys with file-based playback. See "Selecting Frame-Based Playback or File-Based Playback" on page 175.

To play or shuttle through the media using the J-K-L keys on the keyboard:

▶ 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 Media At
2 times	2x normal speed
3 times	3x normal speed
4 times	4x normal speed

An administrator can change the speed associated with the number of key presses. For more information, see the Media | Central Administration Guide.

▶ Press the J key to move backward at the same shuttle speed increments.

▶ Press the K key to stop playback.

▶ Press the K and L keys together for slow forward at ¼ times normal speed.

▶ Press the K and J keys together for slow backward at ¼ times normal speed.

▶ 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.
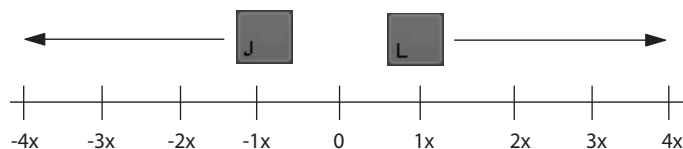
For example, you are shuttling backward with the J key at 2x normal speed. Press and hold Alt and tap the L key once. Play slows to backward at normal speed (1x speed). Hold Alt and tap L once again. Play stops. Continue to hold Alt and tap L once again. Play goes forward at normal speed.

Stepping Through Assets

You can use various controls to step through a clip, subclip, or sequence. The following illustration shows the buttons in the Media pane that you use to step forward or back.
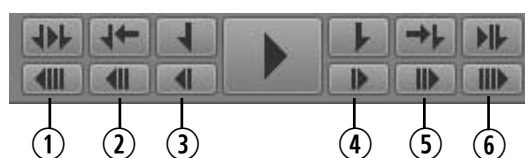
1	10 Seconds Back	**4**	1 Frame Forward
2	1 Second Back	**5**	1 Second Forward
3	1 Frame Back	**6**	10 Seconds Forward

For audio-only clips, stepping 1 frame is the equivalent of stepping .01second.

You can also step through by In and Out points, markers, or timecode. See "Marking In and Out Points" on page 178, "Working with Markers and Restrictions" on page 179, and "Entering Timecode to Cue a Frame" on page 182.

To step through an asset or sequence, do one of the following:

▶ Click the 10 Seconds Back button.

▶ Click the 1 Second Back button.

▶ Click the 1 Frame Back button or press the left arrow key.

▶ Click the 1 Frame Forward button or press the right arrow key.

▶ Click the 1 Second Forward button.

▶ Click the 10 Seconds Forward button.

▶ Press the Home key to move to the beginning of a clip.

▶ Press the End key to move to the end of a clip.

Playing Recently Viewed Assets

MediaCentral UX keeps a history of the last 10 assets that you loaded in the Asset mode of the Media pane. You select any of these assets to play, rather than selecting them from the Interplay Production database tree.

To play one of the last 10 assets loaded in Asset mode:

1. Click the Pane Menu button.

2. Click Recently Viewed Assets > *asset_name*.

Selecting the Aspect Ratio

MediaCentral UX automatically sizes the Media viewer for the asset you select to play. If necessary, you can change the aspect ratio.

To select the aspect ratio of the Media viewer:

1. Click the Pane Menu button.

2. Click Aspect Ratio > 4x3 or Aspect Ratio > 16x9.

Changing the Maximum Size of the Proxy Video

An administrator can change the default pixel dimensions of the image displayed in the Media viewer. This is especially useful if you want to work with a large Media viewer. The default pixel width is 480. As you enlarge the Media viewer, the pixel size of the image enlarges up to the maximum size specified in the MediaCentral System Settings. For more information, see the *Media | Central Administration Guide*.

This setting does not apply to remote assets.

Updating the Media Status

At times you might load an asset or sequence and see a message "Media Offline." This situation could occur for several reasons, for example, if a shared-storage workspace is not currently available. If the workspace becomes available, and the media comes back online, the media might not be automatically loaded. You can use a menu option to force the media player to search for the media again and load it if it is available.

To update the media status:

1. Click the Pane Menu button.

2. Click Update Media Status.

Playback of Simple and Complex Sequences

You can play sequences that are stored in an Interplay Production or Interplay MAM database, but some sequences require additional preparation to be completely playable.

Sequences created in Avid editing systems that include effects other than dissolves must be rendered in the editing system. You then need to check them into Interplay Production before you can play them correctly in MediaCentral UX.

Sequences that are fully supported for playback in MediaCentral UX are marked by a green triangle in the State column in the Assets pane. These sequences play as the editor intended, with all effects rendered.

Name	State ⌄	Type
▾ 🗀 Demo Bin		folder
⊞ FT STP S…	▶	sequence

The State column is not displayed by default. For information about how to display it, see "Adding or Removing Property Columns" on page 43.

Simple Sequences and Complex Sequences

MediaCentral UX can play *simple sequences* that are checked into the Interplay Production database or the Interplay MAM database. Simple sequences are defined as:

- Shotlists created in Avid editing applications (NewsCutter, Media Composer, and Symphony) and Interplay Assist that consist of cuts only, with no effects.

- Sequences created in Avid Instinct and MediaCentral UX that consist of cuts, L-cuts, audio pan/volume effects, audio dissolve effects, video dissolve effects, and no more than one video track.

- Edit Decision Lists (EDLs) created in Interplay MAM Desktop that have one video and one audio track, and consist of cuts only, with no effects.

Sequences that you create in MediaCentral UX are considered simple sequences. See "Using the Sequence Pane" on page 102.

MediaCentral UX can also play *complex sequences*. Complex sequences are sequences created in Avid editing applications that have multiple video tracks and various kinds of effects. If you load a complex sequence in MediaCentral UX, the MediaCentral UX playback server attempts to play the sequence. If the sequence has unrendered effects it will not play. To assure correct playback, a sequence must have all effects rendered and must be checked in again when the rendering is done.

If you render only high-resolution effects, the MediaCentral Playback Service server plays back effects as high-resolution and plays back other segments as the proxy resolution.

An editor working in a multi-resolution workgroup can take the following approach to prepare a complex sequence for review in MediaCentral UX:

1. Make a copy of the sequence.

2. Change the Dynamic Relink settings as desired.

3. Render the copy of the sequence.

4. Check the copy in to an Interplay Production folder.

5. Restore the Dynamic Relink working resolution settings.

6. Continue working on the original sequence.

Mixing Down Complex Sequences

If a sequence is not playable in the Media viewer, and you do not want to render it, you can use the MediaCentral UX Mixdown feature to create a playable master clip. See "Transcoding Assets" on page 189.

Selecting the Playback Quality

When you play media in MediaCentral UX, you are viewing media that is compressed for optimum viewing over a network. Instead of viewing source media in its native format, the media server compresses it on demand for network-based playback.

You have the option of playing media using one of three quality options: good, better, best. Your choice is usually based on the network connection between you and the server. If your computer is connected to the MediaCentral playback server on a local network, you can choose best quality. If your computer is connected to the MediaCentral playback server over a WAN connection, you might need to choose good quality. Good quality consumes less bandwidth at the expense of image quality.

To select the playback quality of the compressed media:

▶   Click the Pane Menu button, select Playback Quality, and select the level you want.

   The numbers associated with each level indicate the amount of JPEG compression.

Adjusting for Playback Latency

MediaCentral automatically adjusts to avoid pauses in playback (latency). By default, the MediaCentral player uses a small buffer and increases the size if the connection is interrupted or slow. The initial size is 200 milliseconds (ms), which provides very fast response when using J-K-L keys with a GigE connection.

If you find an unusual amount of latency, such as when using a remote wireless connection, you can adjust the size of the buffer to improve the playback. Select the level of latency to improve it. For example, if the latency is high (a lot of pausing or slow response from control keys), select High.

To adjust for playback latency:

▶   Click the Pane Menu button, select Playback Latency, and select the level you want.

   -   Auto: The player automatically adjusts the buffer size (the default).

   -   Low: The player uses a small buffer (200 ms).

   -   Medium: The player uses a medium-sized buffer (800 ms).

   -   High: The player uses a large buffer (2 seconds).

Selecting Frame-Based Playback or File-Based Playback

Earlier versions of MediaCentral UX used only frame-based playback. Starting with v2.1, MediaCentral UX includes an option to use file-based playback. The following sections compare the two types of playback and provide recommendations for when to use them.

- **Frame-based playback:** Media is encoded as a series of JPEG files that are streamed directly from the server for playback. This technique provides frame-accuracy and a smooth transition between cuts. Frame-based playback provides high quality but requires a higher bandwidth than file-based playback: from approximately 4Mbps to 25 Mbps, depending on the media and the playback options.

  The following features are possible only with frame-based playback:

  - Variable-speed playback

  - Viewing and editing of in-process clips (edit-while-capture or growing files)

  - Editing of advanced sequences

  If sufficient bandwidth if available, frame-based playback is recommended for sequence editing.

- **File-based playback:** Media is encoded as a series of FLV files that are downloaded to your workstation for playback. File-based playback provides good quality in low-bandwidth situations. There are two options for file-based playback, as described later in this topic. The low option provides playback at 512 Kbps. The high option provides half-size HD screening quality at approximately 3 Mbps.

  You can edit basic sequences using file-based playback. However, playback through the cut points is not necessarily exact or frame accurate, and you might see a slight pause as the position indicator passes the cut point.

  For low-bandwidth situations, file-based playback is a recommended for:

  - Searching and previewing

  - Logging

  - Review and approval

If you select file-based playback, you have an option for how to scrub an asset in the Media viewer:

- Server: This setting is a frame-by-frame scrub that retrieves additional media from the server. It provides a complete scrub by allowing you to accurately drag the position indicator to every frame of a video. However, this type of scrub might not work well in low-bandwidth situations.

- Local: This setting is a keyframe scrub that uses media already downloaded and cached on the local system. It provides a partial scrub by displaying only keyframes (I-frames) that represent a group of pictures (GOP). If you stop scrubbing, the frame where the position indicator is parked is displayed. Local scrub provides a less complete scrub than Server scrub, but works better in low-bandwidth situations.

> *File-based playback and Local scrubbing (referred to as Normal scrub in Interplay MAM) are the default modes for Interplay MAM assets. Your ability to select frame-based playback and Server scrubbing (referred to as Fast scrub in Interplay MAM) depends on Interplay MAM rules. The credentials you use to sign in to the Interplay MAM database determine if you are allowed to use frame-based playback and Server scrubbing.*

Note the following:

- You can select the type of playback for assets loaded in Asset mode or for basic sequences loaded in Output mode.

- You cannot select file-based playback for advanced sequences.

- Variable-speed play (J-K-L play) is not available for file-based playback.

- When you load an asset for file-based playback, the Media Timeline displays additional information.

    - A progress bar indicates that an asset is loading. Loading takes place from the position indicator to the end of the asset.

    - A green line indicates a portion of the asset that is loaded and ready to play.
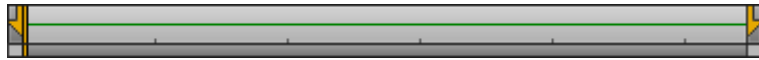
    - No progress bar or line indicates a portion of the asset that has not yet begun to load. This might happen if you are editing, and media in a sequence before or after the position indicator does not need to be loaded. If you click or drag in the unloaded area, loading begins.
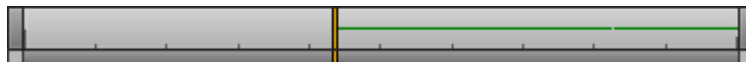
    - Breaks in the green line indicate segment boundaries in a sequence (the start and end points of clips in the timeline). You might need to zoom in to see them.
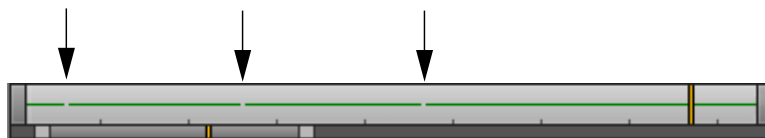
- A MediaCentral administrator can configure the bit rate for file-based playback. See the System Settings chapter of the *Avid MediaCentral | UX Administration Guide.* The low bandwidth setting is available for both Interplay Production and Interplay MAM assets. The high bandwidth setting is available for Interplay Production assets only, through the MultiRez button. See "Playing Back at the Highest Resolution" on page 187.

To select the type of playback:

1. Click the Media Pane Menu button and highlight Playback Mode.

2. The menu option shows either Playback Mode (Frame) or Playback Mode (File). If the type of playback you want is not shown, select the type of playback you want from the sub-menu.
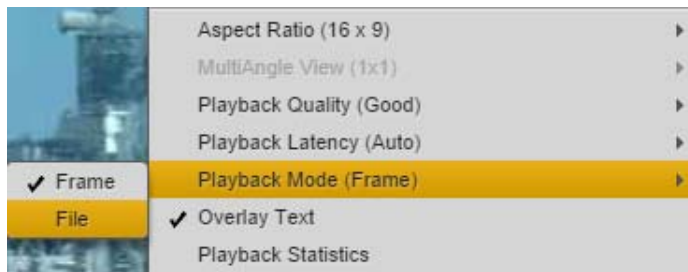
If you select file-based playback, the File Scrubbing Mode menu option is displayed.

To select the scrubbing mode:

1. Click the Media Pane Menu button and highlight File Scrubbing Mode.

   The option shows that either Server or Local is selected.

2. To change the scrubbing mode, select either Server or Local from the sub-menu.

Working with Remote Assets

If you are working in a multi-zone MediaCentral environment, you can search for assets in any of the systems that are configured to work with the system you signed into. You can use either a federated search or a central index search. For more information on these searches, see .

You cannot use the Assets panel to browse for assets on a remote system.

When you load a remote asset in the Media viewer, a remote-asset icon is displayed in the title bar, as shown in the following illustration.
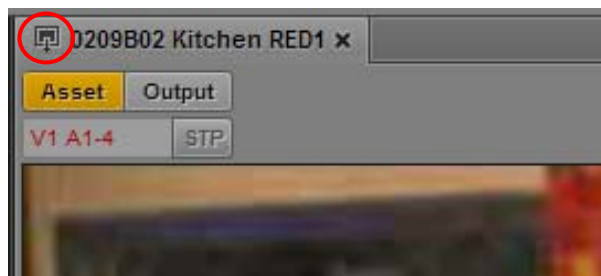
Note the following:

- If you do not have the appropriate access permissions on the asset in the Interplay Production database, you cannot play the asset.

  Access permissions are checked based on the shared user identity in the MediaCentral User Management system. A users needs to have credentials linked to an Interplay Production user for any Media Central UX systems the user accesses.

- You can play a remote asset, but you cannot add it to a sequence or create subclips. Controls such as creating subclips or adding markers are disabled for remote assets.

- If you want to do more than play an asset, you need to have it delivered to your local Interplay Production server. For more information, see "Delivering Assets and Media to a Local Workgroup" on page 373.

- You can share remote assets through links in the Messages pane. For more information, see "Sending Messages" on page 354.

- Starting with MediaCentral UX V2.5, if you are signed in to a MediaCentral | UX server that is not configured for Interplay Production, you can search for and play assets from one or more remote Interplay Production systems. Both the local and the remote systems must be configured for multi-zone and Media Index.

  Deliver, Deliver to Me, and Restore from Archive are not available for this configuration because there is no local Interplay Production system.

Marking In and Out Points

If you want to use only a portion of a clip, you can set an In and Out point in the clip, and then add the edited clip to the sequence that accompanies your story. By default, In and Out points are set at the first frame and last frame of a clip. You can mark In and Out points only in Asset mode.

The following illustration shows the buttons in the Media pane that you use with In and Out points
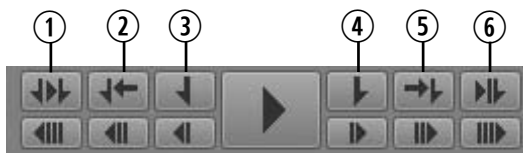
1	Play In to Out	4	Mark Out
2	Go to In	5	Go to Out
3	Mark In	6	Review Out

To mark an In point:

1. Load a clip in the Media pane and navigate to the frame where you want to set the In point.

2. Do one of the following:

   ▶ Click the Mark In button.

   ▶ Press I or E on the keyboard.

   The In point is moved to the frame you marked. If the clip is playing, marking an In point does not stop playback.

You can change an In point's location by dragging it along the Media Timeline.

To mark an Out point:

1. Load a clip in the Media pane and navigate to the location where you want to set the Out point.

2. Do one of the following:

   ▶ Click the Mark Out button.

   ▶ Press O or R on the keyboard.

   The Out point is moved to the location you marked. If the clip is playing, marking an Out point does not stop playback.

   You can change the Out point's location by dragging it along the Media Timeline.

To navigate to an In point, do one of the following:

▶ Click the Go to In button.

▶ With focus in the Media pane, press Alt+I, Alt+E, or Q.

▶ With focus outside of the Media pane, press Ctrl+Alt+I or Ctrl+Alt+E.

To navigate to an Out point, do one of the following:

▶ Click the Go to Out button.

▶ With focus in the Media pane, press Alt+O, Alt+R or W.

▶ With focus outside of the Media pane, press Ctrl+Alt+O or Ctrl+Alt+R.

To play from an In point to an Out point:

▶ Click the Play In to Out button.

To play to an Out point from any previous frame:

▶ Click the Review Out button.

   The position indicator moves to three seconds before the Out point and plays to the Out point.

Working with Markers and Restrictions

Markers are frame-specific indicators that a user can add when logging media with MediaCentral UX, Interplay Assist, or Interplay Access. A MediaCentral UX user can add markers in the Logging pane. For more information about adding markers, see "Logging Interplay | Production Assets and Creating Subclips" on page 259.

📄 *In Media Composer v6.0, Avid Symphony v6.0, and NewsCutter v10.0, the term "locators" was changed to "markers" in both the user interface and the documentation.*

Marker icons are displayed in the Media timeline. If you park the position indicator on a marker that includes text, and you select Overlay Text from the Pane menu, the text is displayed as an overlay in the Media viewer. You can click a marker to jump to it and display its text.

1	Marker indicators in the Media Timeline	**2**	Marker indicator and marker text

You can use keyboard shortcuts to step to the next marker or to the previous marker.

📄 *If you set the Logging pane to display only those markers created by you, only your markers are visible in the Sequence pane. For more information, see "The Logging Pane for Interplay | Production Assets" on page 264.*

To step to the next marker:

▶ Press Shift+right-arrow key.

To step to the previous marker:

▶ Press Shift+left-arrow key.

A restriction is a set of two markers that indicate clips whose use is limited in some way, such as through intellectual property rights management. Restrictions are marked in light red in the timeline in the Media pane, as shown in the following illustration.

For more information, see "Understanding Markers and Restrictions" on page 261.

Displaying Captions and Segments

A *stratum* allows you to view a media object from a specific perspective to consider its visual or editorial content. *Strata* are annotation layers that build the basis for logging Interplay MAM assets: each stratum can be segmented, each segment is defined by an In and Out mark, and then these segments can be annotated. For more information about strata and segments, see "Understanding Strata" on page 280.

When you play an Interplay MAM video asset that was annotated in the Logging pane or Interplay MAM Cataloger, you can display stratum annotations of type "text" as an overlay in the Media viewer. You can select the stratum from which the annotations are displayed. The timeline in the Media pane shows alternating orange and blue sections that represent the individual segments of the selected stratum. Gaps between segments are represented by light gray sections, and overlapping segments by a darker shade of the same color.
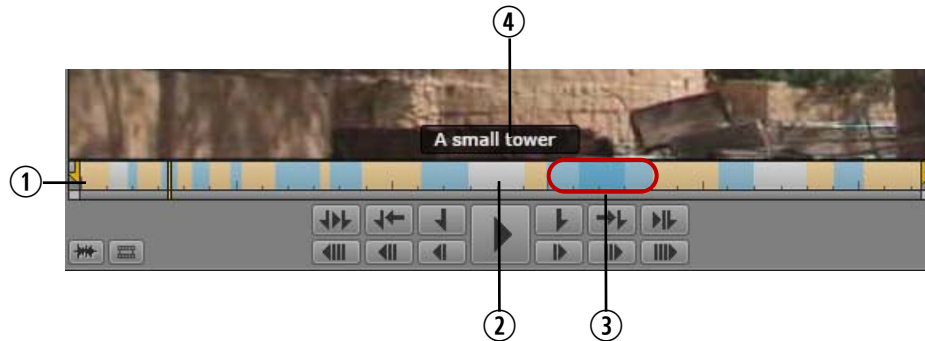
| **1** | Segments of the selected stratum | **3** | Overlapping segments |
| **2** | Gap between segments | 4 | Annotation of the current segment |

To show captions and segments of an asset:

1. Load an Interplay MAM video asset in the Media pane in Asset mode.

2. Click the Pane Menu button and select Overlay Text.

3. Click the Pane Menu button, select Captions and select the stratum from which annotation shall be displayed as captions. If the stratum contains sub-properties of type "text", select the desired sub-property.

   The Media viewer shows the annotation of the current segment as an overlay. The Media Timeline shows all segments of the stratum as alternating orange and blue sections.

4. Navigate through the asset.

   ▶ To step to the next segment border (the beginning of the next segment), press Shift+right-arrow key.

   ▶ To step to the previous segment border (either the beginning of the current segment or the beginning of the previous segment, if the cursor is positioned directly at the segment border), press Shift+left-arrow key.

   The overlay shows the annotation of the active segment.

Using the Timecode Displays

There are four timecode displays in the top-right corner of the Media pane. The information displayed depends on whether you are in Asset mode or Output mode, and the options you select.

If you are playing an Interplay MAM audio asset, the timecode displays milliseconds instead of frames (for example, 00:01:05:243).

	Display	Description
1	Master, Absolute, Remain	Master: In Asset mode, displays timecode for the selected frame that corresponds to the original timecode for the asset. In Output mode, displays timecode for the selected frame that corresponds to the timecode of the sequence.
		Absolute: Displays timecode for the selected frame that is offset from the first frame of the asset or sequence (time elapsed).
		Remain: Displays timecode for the selected frame that is offset from the last frame of the asset or sequence (time remaining).
2	Timecode display menu button	Displays the options for displaying master, absolute, or remain timecode.
3	In point	(Asset mode only) Displays timecode for the In point. The timecode displayed depends on your selection: Master, Absolute, or Remain.
4	Out point	(Asset mode only) Displays timecode for the Out point. The timecode displayed depends on your selection: master, absolute, or remain.
5	Duration	In Asset mode, shows timecode for the duration from In point to Out point.
		In Output mode, shows timecode for the duration of the sequence.

Entering Timecode to Cue a Frame

You can cue a loaded, playable clip or sequence to a specific frame by typing a timecode value, referred to as *direct-entry mode*. You can also cue backward or forward from the current location by a specified number of hours, minutes, seconds, or frames by using positive or negative frame-offset values. This is referred to as *offset mode*.

To cue to a frame based on a known timecode:

1. Do one of the following:

   ‣ Click the main timecode display.

   ‣ With focus in the Media pane, press Enter (Windows) or Return (Macintosh).

   The timecode is displayed with a green background.

2. Using the standard number keys or the numeric keypad, type the timecode for the frame you want to display, then press Enter (Windows) or Return (Macintosh). If you are using a numeric keypad, make sure the Num Lock key is on. You can use the period key (.) as a shortcut for entering 00.

Starting with MediaCentral UX v2.6, existing timecode digits are changed to hyphens. Hyphens are replaced by the digits you type.

To find a timecode that starts at the same hour, minute, or second as the current timecode, type only the last digits. For example, if the current timecode is 11:56:24:00 and you type 3000, the system finds the frame at 11:56:30:00.
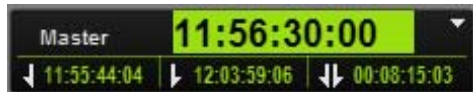
To clear the overlay without cueing, press the Esc key.

If you type a timecode that is earlier than the beginning of a clip or sequence, the first frame of the clip or sequence is displayed. If you type a timecode that is later than the end of the clip or sequence, the last frame of the clip or sequence is displayed.

While you are entering timecode, you can type a plus sign (+) or a minus sign (-) to switch to offset mode. Any numbers you type are preserved.

To cue to a frame based on a frame-offset value:

1. Using the standard number keys or the numeric keypad, type a plus sign (+) to move forward or a minus sign (-) to move backward. If you are using a numeric keypad, make sure the Num Lock key is on.

A plus sign or minus sign is displayed with an empty green field.

2. Type the number of hours, minutes, seconds, or frames you want the position indicator to move. Use the following formats:

   - Type 1 through 99 to specify a number of frames forward or backward. Then press Enter (Windows) or Return (Macintosh). For example, type –47 to move backward 47 frames.

   - Type 100 or greater to move forward or backward a specified number of hours, minutes, seconds, and frames. Then press Enter (Windows) or Return (Macintosh). For example, type +500 to move forward five seconds.

To clear the overlay without cueing, press the Esc key.

You can use the period key (.) as a shortcut for entering 00.

If you type a number that is beyond the limit of the clip or sequence, the first or last frame of the clip or sequence is displayed.

While you are entering a forward value, you can type a plus sign (+) again to switch to direct-entry mode. While you are entering a backward value, you can type a minus sign (-) to switch to direct-entry mode. Any numbers you type are preserved.

Working in the Media Timeline

The Media Timeline is a graphical representation of the length and time spans of an asset or sequence. The Media Timeline includes timing marks, a position indicator, and other controls. The following illustration shows the Media Timeline and controls in Asset mode.
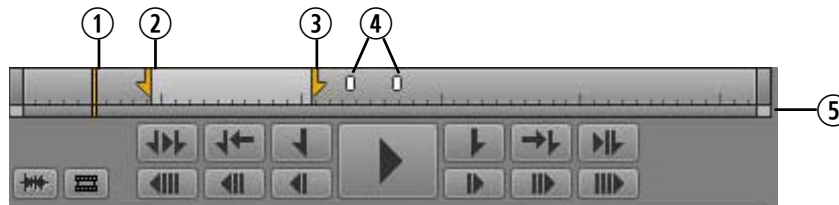
1	Position indicator	**4**	Marker indicators
2	In mark	**5**	Zoom bar
3	Out mark		

When you play an annotated Interplay MAM asset, you can display its segments on the Media Timeline in Asset mode. For more information about showing segments, see "Displaying Captions and Segments" on page 180.

In Output mode, the Media Timeline does not include In and Out markers or markers.

The *position indicator* functions as a playhead: media for the frame marked by the position indicator is displayed in the Media viewer. You can drag the position indicator to scrub through a clip or sequence. You can click a location in the Media Timeline to move the position indicator and display a specific frame. In Output mode, movement of the position indicator matches movement of the position indicator in the Sequence Timeline.

Marks in the Media Timeline indicate various time spans. The time spans indicated depend on the length of the asset or sequence and the settings in the zoom bar. Timing marks indicate the following:

- 1 second
- 10 seconds
- 1 minute (60 seconds)
- 5 minutes (300 seconds)
- 1 hour (3600 seconds)

These timing marks are intended for general navigation, not navigation to a specific timecode. For information about working with timecode, see "Using the Timecode Displays" on page 182.

Using the Media Zoom Bar

The Media zoom bar is located below the Media Timeline. You can use the zoom bar to enlarge a section of the Media Timeline so that you can work more easily with long clips. By default, the zoom bar is set to display the entire clip in the Media Timeline.

The Media zoom bar is similar to the Sequence zoom bar (in the Sequence pane), but the two zoom bars operate independently. The Media zoom bar is available to loggers who do not have access to the Sequence pane.

The Media zoom bar includes a position indicator that matches the position indicator in the Media Timeline and is always visible, which is useful when you are zoomed in to a section of the timeline that does not include the timeline position indicator.

The following illustration shows the zoom bar set for an entire 10-minute clip.

The following illustration shows the zoom bar set so that the timeline shows two minutes. This is referred to as the *zoom region*. Notice that the position indicator is displayed in the zoom bar, but is not visible in the timeline.

You can drag the zoom bar through the clip to select any two-minute region.

You can click the position indicator in the zoom bar and jump to the position indicator in the timeline. The zoom region moves to include both position indicators and to enlarge the section of the timeline that includes the position indicator.

You can click anywhere in the zoom bar to move the zoom region left or right.

If you drag the position indicator in the timeline, or if you play the loaded clip or sequence, the zoom bar and its position indicator match the movement in the timeline.

To zoom in to or out from a section of the Media Timeline, do one of the following:

▶ Drag a zoom bar handle in to zoom in or out to zoom out.

▶ Press the Down Arrow key to zoom in by 50 percent or press the Up Arrow key to zoom out by 50 percent.

▶ Press Shift+Up Arrow to reset the zoom level to show the entire sequence.

▶ Position the mouse pointer below the Media viewer and rotate the mouse wheel forward to zoom in by 50 percent or rotate the mouse wheel back to zoom out by 50 percent.

1. Area in which the mouse wheel controls the zoom region. 2. The zoom region within the zoom bar.

Reviewing in the STP Target Resolution

When you play media in MediaCentral UX in a multi-resolution environment (Interplay Production only), the media server plays the most compressed available media. For a send-to-playback operation, the send-to-playback profile specifies a high-resolution target resolution. You can select an option to play the media in the target resolution.

Reviewing media in the STP target resolution is a way of testing if all media is available for the sequence, checking for black frames, and checking if edits are frame-accurate. It is not a way to check the quality of the resolution. This relink is made only to the specific target resolution and if the resolution is not available the Media Offline display will be shown.

Use the MultiRez button, in the lower right of the Media pane, to review media in the STP target resolution. There are two different ways the button can be displayed:

- A button with a single function. This is the default button. It is available in Output mode only.

- A multi-function button. This button is enabled by the MediaCentral administrator as a system setting. It is available in both Asset and Output mode.

For more information about the multi-function button, see .

Reviewing in the STP target resolution is a temporary setting and applies only to the currently loaded sequence.

To review a sequence in the STP target resolution (single-function button):

1. In Output mode, click the MultiRez button.

   The button turns orange. The top half of the icon is black. A tool tip shows the target resolution.
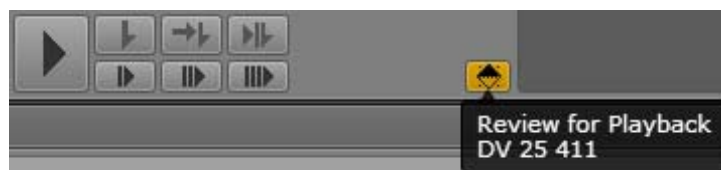
2. Play the sequence.

To review an asset in the STP target resolution (multi-function button):

1. In Asset mode or Output mode, click the arrow next to the MultiRez button, select STP Target Resolution, then click the MultiRez button.

The button turns orange. The top half of the icon is black. A tool tip shows the target resolution.

2. Play the sequence.

To return to normal playback, click the MultiRez button again.

Playing Back at the Highest Resolution

When you play media in MediaCentral UX in a multi-resolution environment, the media server plays the most compressed available media. You can choose to play back video at the highest available resolution. If video is available only in one resolution, the video is displayed in that resolution.

This option must be enabled by the MediaCentral administrator in the Player settings of the Systems Settings layout. For more information, see the *Avid MediaCentral | UX Administration Guide*.

If this option is enabled, you can choose to play back at the highest resolution in Asset mode or in Output mode. Use the MultiRez button, in the lower right of the Media Pane.

This option is available for both frame-based playback and file-based playback of Interplay Production assets. It is not available for Interplay MAM assets unless the Interplay MAM user is configured. See "Selecting Frame-Based Playback or File-Based Playback" on page 175.

To play back at the highest available resolution:

1. Click the arrow next to the MultiRez button, select Highest Resolution, then click the MultiRez button.

The button turns orange. The bottom half of the icon is black. A tool tip shows you which option you selected.
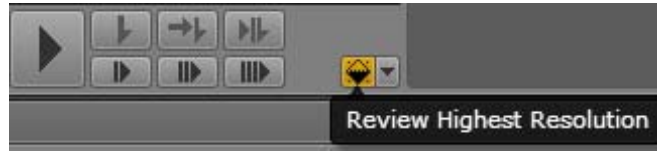
2. Play the asset.

To return to normal playback, click the MultiRez button again.

You can select STP Target Resolution from the same button. See "Reviewing in the STP Target Resolution" on page 186.

Using Match Frame

The Match Frame feature lets you load a master clip that contains a specific frame of a sequence. This clip is called the *source clip*. You can use Match Frame to quickly load a clip from a sequence or subclip for additional editing.

Match Frame is available in both Asset and Output mode. In Asset mode, it is not enabled for masterclips.

To load a source clip for a specific frame of a subclip or sequence:

1. Navigate to the frame for which you want to load the master clip.

2. Do one of the following:

   ▶   Click the Pane Menu button and select Match Frame.

   ▶   Click the Match Frame button.

The master clip that contains the frame is loaded in the Media pane, with the matching frame displayed. In and Out marks are set to match the segment in the sequence.

Opening an Enclosing Folder

You can use the "Open Enclosing Folder" command to open an Assets pane for a folder that contains a selected asset. For example, you might want to locate a folder that holds master clips captured at the same time as the clip currently loaded in the Media pane. You can use this command for an asset loaded in the Media pane, for an asset you select in an Assets pane, or for an asset selected in a Search pane.

To open the enclosing folder for an asset loaded in the Media pane:

▶   Click the Pane Menu button and select Open Enclosing Folder.

If the asset is stored in only one folder, the folder opens in a new Assets pane, with the selected asset highlighted.

If the asset is stored in more than one folder, the Open Enclosing Folder window opens and displays a list of folders that contain the asset. Double-click one of the listed folders and the folder opens in a new Assets pane, with the selected asset highlighted. You can use the Up Arrow and Down Arrow keys to navigate through the list, and the Enter key to open the enclosing folder for a selected clip. Use the Esc key to cancel and close the window.

To open the enclosing folder for an asset selected in an Assets pane:

▶ Click the Pane Menu button and select Open Enclosing Folder, or right-click and select Open Enclosing Folder.

The results are the same as when you select the command for an asset loaded in the Media pane.

To open the enclosing folder for an asset selected in a Search pane:

▶ Click the Pane Menu button and select Open Enclosing Folder, or right-click and select Open Enclosing Folder.

The folder for the selected asset, as shown in the Path column, directly opens in a new Assets pane, with the selected asset highlighted.

If the setting "Show only one representation for each asset found" is enabled in the Interplay Production User Settings, the results are the same as when you select the command for an asset loaded in the Media pane.

📖 *If the asset is contained in a folder that contains more objects than can be displayed in an Assets tab, and the asset is not displayed in the first group, it is not highlighted.*

Transcoding Assets

The Transcode feature lets you perform various media operations that are available through the Interplay Production Transcode service. This feature is available for Interplay Production assets only.

📖 *Interplay Central v1.8 and earlier provided a Sequence Mixdown feature, which also used the Transcode service. This feature is now available along with other Transcode features.*

The Transcode service provides media operations through the following modes. Some modes are available only for particular media types.

Mode	Description	Available for...
WHOLE	Transcodes an entire clip.	Master clips
CONSOLIDATE	Transcodes only the portion of a clip used to create a subclip or portions of clips used to create a sequence	Master clips, Sequences
MIXDOWN	Transcodes and mixes down the video and audio of a sequence to create one master clip	Sequences
DATAEXTRACT	Extracts the D1 track as a separate MXF file when you transcode DNxHD media that contains embedded ancillary data.	Master Clips, Sequences
DUALMIXDOWN	Transcodes and mixes down the video and audio of a sequence to create a one master clip with two resolutions associated with it.	Sequences

Mode	Description	Available for...
CROSSRATE	Creates a master clip in a project format different from the project format of the original clip.	Master clips

An Interplay Production administrator needs to create profiles for each of these modes. This topic describes using the Mixdown feature in MediaCentral. For information about other modes, see the *Interplay | Production Services Setup and User's Guide*.

A common use of the Transcode option is to mix down a sequence. For example:

• Creating a master clip that is playable in the Media viewer. If a sequence created in an Avid editing system is too complex to play correctly in the Media pane, you can use the Mixdown feature to create a new master clip. All master clips are playable. After mixing down the sequence, you can load the new master clip, mark In and Out points, and add the segment to your sequence.

For information about playing sequences, see "Playback of Simple and Complex Sequences" on page 172.

• Creating a sequence that matches the send-to-playback resolution. If you want to send a sequence to a playback device, the resolution of the sequence must match the resolution specified for the playback device. MediaCentral UX warns you if the sequence does not match the send-to-playback resolution, and you can use the Mixdown feature to create a master clip that uses the required resolution. Then create a new sequence containing the mixed-down clip, and send the new sequence to the playback device.

To transcode a sequence:

1. Do one of the following:

   ▶ In the Assets pane or a Search pane, select an Interplay Production asset, right-click, and select Transcode.

   ▶ In the Assets pane, select an Interplay Production asset and select Transcode from the Assets Pane menu.

   ▶ With an asset loaded in the Media pane, click the Pane Menu button and select Transcode.

   The Transcode dialog box opens.

Transcode	⊠
Mode:	MIXDOWN ▾
Name:	Mixdown MPEG 30 ▾
Video Time Code Format:	FUTURE_USE
Priority:	50
Target Video Quality:	MPEG 30
Workspace:	ws_eng03
Target Audio Track Mapping:	
Target Audio Quality Dual:	None
Type:	MIXDOWN
Target Audio Quality:	Uncompressed PCM
Index:	0
	Transcode

2. Select a mode from the Mode menu.

3. Select a Transcode profile from the Name menu.

   Transcode profiles are created by an Interplay Production administrator in the Production Services and Transfer Status tool. The Transcode dialog box displays the parameters of the profiles, but you cannot edit them in MediaCentral.

4. Click Transcode.

   The Transcode process uses the selected Transcode profile and begins the operation. You can view the progress in the Progress pane, along with the target folder and the mode.
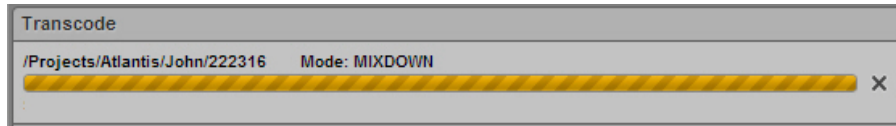
   To cancel the process, click the x icon. If the process was successful, the Progress pane displays the name of the new master clip or the transcoded master clip. Click the Monitor icon to play the clip in the Media pane.
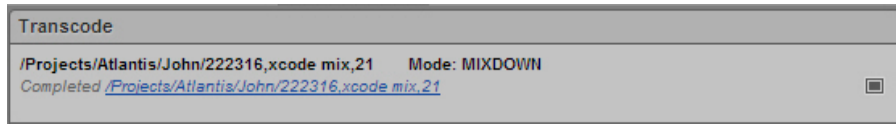
   The new master clip is created in the same Interplay Production folder as the original sequence. Click the blue link to open the folder in the Asset pane.

   Media for the new master clip is stored in the workspace specified in the Transcode profile.

Viewing and Editing a Clip During Ingest

MediaCentral UX lets you view and edit a master clip while it is still being captured through an ingest device. These clips are called *in-progress clips*, and the process of working with them is called *Frame Chase editing* or *edit while capture* (EWC). You can add an in-progress clip to a sequence and send the sequence to playback before the capture is complete. For more information about Frame Chase editing, see the Interplay Transfer documentation.

In-progress clips are indicated by the following icons in the Interplay Production database tree:

	In-progress master clip		In-progress audio clip

If you view an in-progress clip in the Media pane, the ends of the Media Timeline pulse with a purple glow while the capture is in progress.

During the capture, the visible region of the Media Timeline (the zoom region) remains constant to make the viewing and editing easier. The zoom bar shrinks as the duration of the clip grows. You can use the zoom bar to change the zoom region during the capture.

When you are playing close to the end of an in-progress clip, the position indicator can reach the end of the currently ingested media before a new chunk of media is ingested. Playback then stops without a message. Wait a few minutes and begin playback again.

You can reduce the zoom region and view new material as it becomes available. For example, if you zoom in to view the last 5 minutes of a clip and play near the end, the visible region of the timeline displays the last 5 minutes of the available media during the entire capture operation.

> *For limitations on creating subclips from in-progress clips, see the* MediaCentral Platform Services ReadMe.

Saving a Frame as an Image

From the Media pane, you can select a frame of video and save it as an image in either the PNG or JPG format.

- If a clip is associated with multiple resolutions, the image is saved in the highest resolution that is available on line.
- (Version 2.5 and later) If a clip uses an interlaced format (such as NTSC or PAL SD) the image is saved in a de-interlaced format to remove possible artifacts.

To save a frame as an image:

1. Open a video asset in the Media pane.
2. Navigate to the frame of video you want to save.
3. Click the Pane Menu button and select Save As Image.
4. When the dialog box appears, select the image format: PNG or JPG.
5. (Optional) Click in the Filename text field to change default name of the image.
6. Click Download.

   The image is saved to the default download folder on your computer, as specified by your browser.

Viewing an Image

Interplay MAM supports assets of type "Image." You can use the Media pane to preview Image browse proxies from an Interplay MAM database. Supported formats are PNG and JPG.

From the Media pane, you can save the image to the default download folder on your computer and attach the image to a process. See "Saving a Frame as an Image" on page 192 and "Creating Processes" on page 378. Note that you cannot add an image to a basic sequence.

To view an image:

1. Do one of the following:

   ▶ In the Assets pane, double-click the image asset or drag the image from the pane and drop it on the Media viewer.

   ▶ In the Search pane, double-click the image asset or drag the image from the pane and drop it on the Media viewer.

   ▶ In the Messages pane, double-click the image asset or drag the image from the pane and drop it on the Media viewer.

   ▶ In the Tasks pane, double-click the image asset or drag the image from the pane and drop it on the Media viewer.

   The image is shown in the Media viewer. All playback controls are disabled.

2. (Optional) Click the Pane Menu button and select Save As Image to save the image to the default download folder on your computer.

3. (Optional) Click the Pane Menu button and select Actions to attach the image to a process.

Exporting an MP4 File

You can create an MP4 video and audio file from a sequence loaded in the Media pane (Output Mode only). If the sequence is associated with multiple resolutions, the MP4 file is created from the highest available resolution.The file is created from the highest available resolution. The resulting MP4 file is the same video canvas size (for example, 1920x1080) encoded as H.264 with a stereo audio mixdown at 48 kHz per channel.

An Interplay Central administrator sets which user groups are allowed to export MP4 files through the Image Quality Settings of the System Settings Player tab. For more information, see "Configuring Image Quality" in the *Avid MediaCentral | UX Administration Guide*.

To export a sequence as an MP4 file:

1. In the Media pane, select Output mode, then load a sequence.

2. Click the Pane Menu button and select Export MP4.

   When processing begins, a message from the Administrator is sent to you in the MediaCentral Messages pane. Another message is sent when the processing is complete. This message includes a link from which you can download the file.

7 Using Audio

The following main topics describe how to add audio to the Sequence Timeline and adjust audio levels to produce your final story:

- The Audio Pane
- Working with Audio Tracks in Basic Sequences
- Working with Audio Tracks in Advanced Sequences
- Setting the Audio Mix
- Setting the Reference Level
- Recording a Voice-Over
- Recording an Audio Clip

The Audio Pane

The Audio pane provides you with controls for monitoring and adjusting audio levels.

The Audio pane is displayed in the Cut, Log, and Story layouts. You can drag the Audio pane to a different area if you prefer. If the Audio pane is not displayed, select Panes > Audio to open it.

Which controls are available depends on the type of asset and which mode is active in the Media pane. See the following topics:

- "The Audio Pane for Asset Mode and Basic Sequences" on page 195
- "The Audio Pane for Advanced Sequences" on page 196

The Audio Pane for Asset Mode and Basic Sequences

The Audio pane displays the same controls when you load an asset in Asset mode and when you load a basic sequence in Output mode. In both cases, the Audio pane shows the audio tracks that are available for monitoring and lets you select which tracks to monitor. You can monitor the audio level in the audio meters, and use the audio slider to adjust the level.

The following illustration shows the Audio pane for a clip in Asset mode (left) and a basic sequence in Output mode (right). The clip includes 14 tracks, with tracks A01 through A08 enabled for monitoring. The sequence includes two tracks, with both tracks enabled for monitoring.
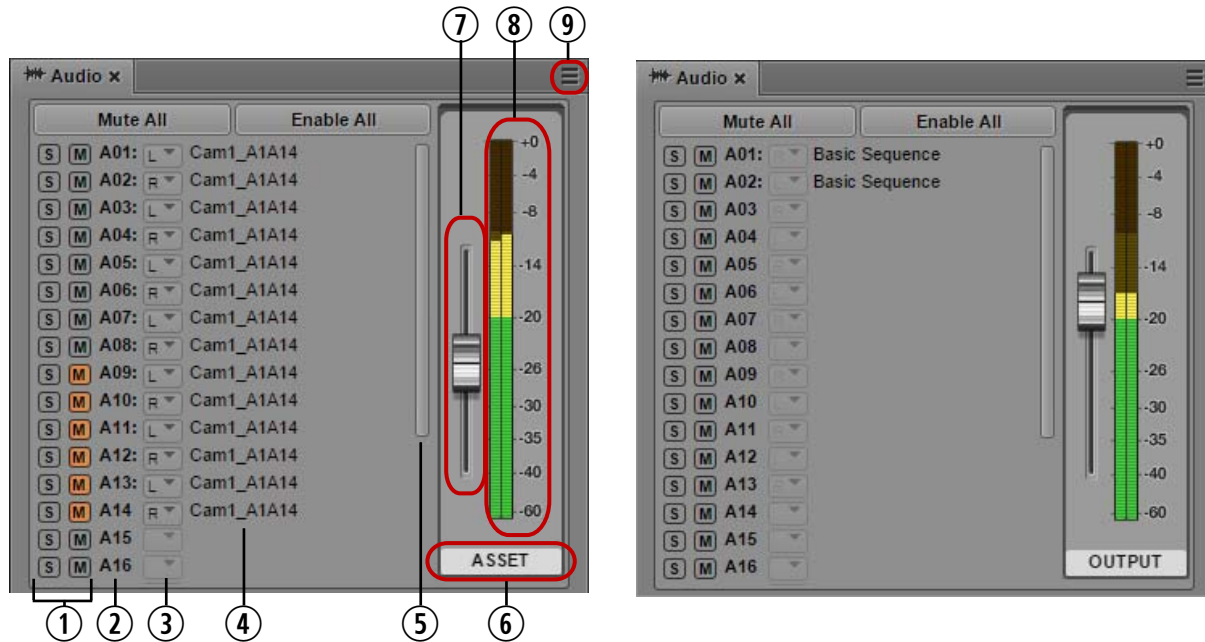
	Control	Description
1	Solo and Mute buttons	Click the S (Solo) button to monitor only the selected track or tracks. Click the M (mute) button to mute the selected track or tracks. Gray M buttons indicate audio is enabled. See "Audio Monitoring for Assets and Basic Sequences" on page 199.
2	Track identifiers	Identifies 24 audio tracks, numbered A01 to A24. Use the scroll bar to display tracks not currently displayed.
3	Panning menus	Display the current panning and lets you change it. Select L, C, or R. Changes are not saved. The controls are active only for stereo mix. See "Panning for Assets and Basic Sequences" on page 201.
4	Clip name or sequence name	Displays the name of the asset for each track in the asset.
5	Scroll bar	Drag the scroll bar to display tracks not currently displayed.
6	Mode identifier	Identifies which mode is selected in the Media pane.
7	Master volume slider	Click and drag the slider to adjust the volume level for overall audio mix in a clip or sequence. Adjustments are not saved. See "Audio Monitoring for Assets and Basic Sequences" on page 199.

Control	Description
8 Audio meters	Display the audio level for the mix of all tracks in the clip or sequence. There are two meters. For stereo output, each meter displays a separate level. For mono output, both meters display the same level. See "Setting the Audio Mix" on page 207.
9 Pane Menu button	Provides the following options:

- Mix Mode: Select Stereo or Mono to specify the audio output. See "Setting the Audio Mix" on page 207.

- Set Reference Level: Lets you set the reference level for audio monitoring. See "Setting the Reference Level" on page 208. The default is -20.

- Help: Displays information about the audio pane. Use the Help control buttons to access other Help topics.

The display is similar if an uneditable sequence is loaded in Output mode. Audio tracks are displayed and you can monitor and adjust the audio. Uneditable sequences are colored dark red in the Sequence pane.

Source clips and basic sequences can include up to 24 tracks of audio.

See the MediaCentral ReadMe *for possible limitations on the number of tracks you can monitor.*

The Audio Pane for Advanced Sequences

When an advanced sequence is open in Output mode, audio controls are available for each active track along with a slider for adjusting the combined output of the three tracks. The border color of each set of controls matches the color of the track in the sequence: green for NAT, blue for SOT, and purple for Voice. The NAT, SOT, and Voice controls are enabled or disabled depending on the position of the position indicator. For more information, see "Working with Audio Tracks in Advanced Sequences" on page 201.

The following illustration identifies controls in the Audio pane when an advanced sequence is open in Output mode, Mix Mode is set for Stereo, and the position indicator spans all three tracks.

	Control	Description
1	Panning knob	Controls the panning for each track. In the current release, the panning buttons are inactive. See "Panning for Advanced Sequences" on page 206.
2	Solo and Mute buttons	Click the S (Solo) button to monitor only the selected track or tracks. All other tracks are muted. Click the M (mute) button to mute only the selected track or tracks. Gray M buttons indicate audio is enabled. See "Soloing and Muting Tracks for Advanced Sequences" on page 203.
3	Volume slider	Click and drag the slider to adjust the volume level for an audio clip. The level applies only to the selected segment of a track, not to the entire track. These adjustments are saved with the sequence. See "Adjusting Audio Levels for Advanced Sequences" on page 206.
4	Volume level display	Displays the level selected by the volume slider.
5	Track identifier	Identifies the track associated with the audio controls. By default, mono tracks are labeled NAT, SOT, and VO. For stereo tracks, labels by default are NAT 1, NAT 2, SOT 1, and SOT 2. The identifier for the master slider shows which tracks are currently monitored.
		A MediaCentral UX administrator can change the labels that identify each track by changing the settings in the Interplay Administrator Application Database Settings.
6	Master volume slider	Click and drag the slider to adjust the volume level for overall audio mix in the sequence. Changes are not saved. See "Audio Monitoring for Assets and Basic Sequences" on page 199.
7	Audio meters	Displays the audio level for the solo tracks of the sequence, or the overall mix of the sequence. There are two meters. For stereo output, each meter displays a separate level. For mono output, both meters display the same level. See "Setting the Audio Mix" on page 207.

Control	Description
8 Pane Menu button	Provides the following options:
	• Mix Mode: Select Stereo or Mono to specify the audio output. See "Setting the Audio Mix" on page 207.
	• Set Reference Level: Lets you set the reference level for audio monitoring. See "Setting the Reference Level" on page 208. The default is -20.
	• Help: Displays information about the audio pane. Use the Help control buttons to access other Help topics.

Working with Audio Tracks in Basic Sequences

A basic sequence contains one audio track, which contains all source audio tracks. For a basic sequence, a single audio track is displayed in the Sequence Timeline. The Audio pane displays all source audio tracks.

You can add clips with up to 24 audio tracks to a sequence. All tracks are included in the saved sequence. The following illustration shows a basic sequence composed of a single multi-track clip. All tracks are displayed in the Audio pane.
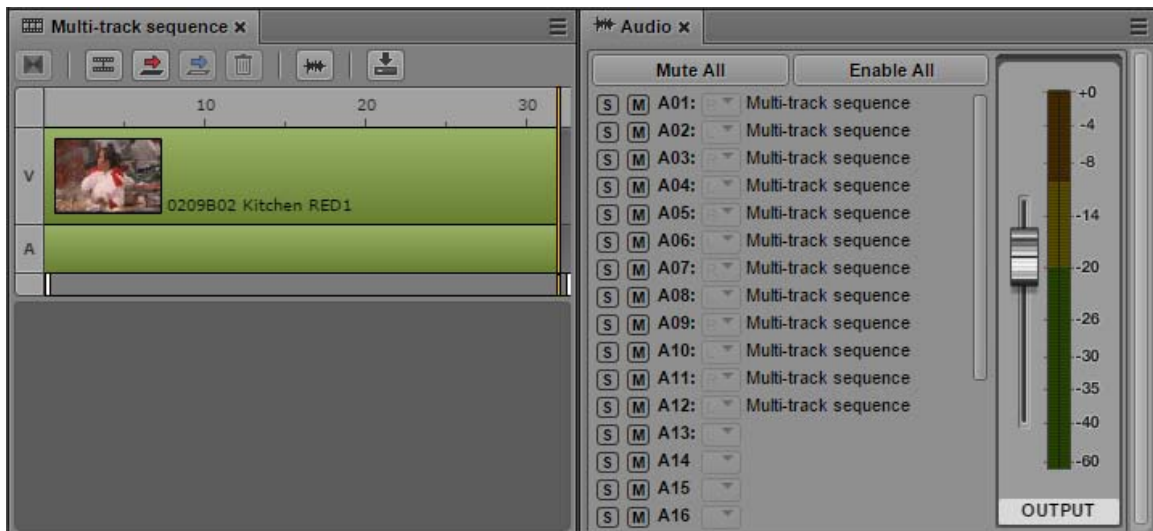
You can perform the following tasks to edit audio for clips, subclips, or a basic sequence:

• You can select which tracks to monitor. See "Audio Monitoring for Assets and Basic Sequences" on page 199.

• You can override the default panning for each track. See "Panning for Assets and Basic Sequences" on page 201.

• You can set the mix as mono or stereo. See "Setting the Audio Mix" on page 207.

Audio Monitoring for Assets and Basic Sequences

You can use controls in the Audio pane to select which tracks to monitor for assets and basic sequences. Assets and basic sequences can include up to 24 tracks of audio, and you can select any combination of tracks for monitoring. You can adjust the level of enabled tracks by using the volume slider next to the audio meters.

📄 *See the* MediaCentral ReadMe *for possible limitations on the number of tracks you can monitor.*

The display is similar if an uneditable sequence is loaded in Output mode. Audio tracks are displayed and you can monitor the audio. Uneditable sequences are colored dark red in the Sequence pane. For more information, see "Opening and Editing an Existing Sequence in the Sequence Pane" on page 121.

The first time you open the Audio pane all tracks are enabled for monitoring. Any custom monitoring that you set is retained from session to session.

The following illustration shows the Audio pane for a master clip (left) and a basic sequence (right).
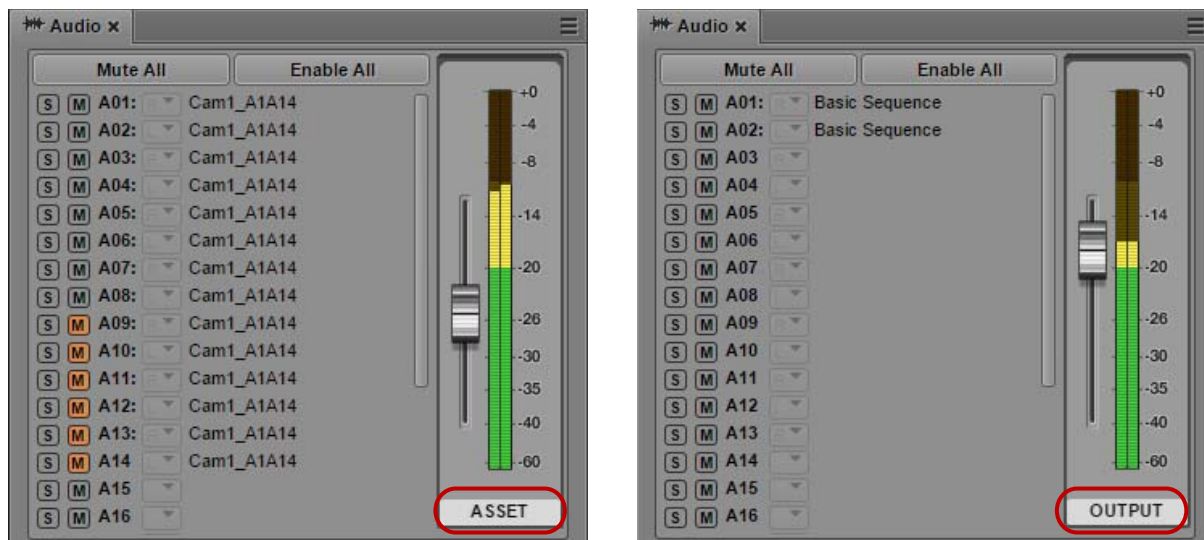
These displays are very similar. For a master clip, audio tracks are labeled with the name of the master clip (in this example, Cam1_A1A14). For a sequence, audio tracks are labeled with the name of the sequence (in this example, Basic Sequence). The label beneath the audio meters shows which mode is selected in the Media pane.

In the master clip, tracks A01 through A08 are enabled for monitoring, which is indicated by the gray S (Solo) and M (Mute) buttons. Tracks A09 through A14 are muted, which is indicated by orange M buttons. In the sequence, both tracks are enabled for monitoring.

If a group clip is loaded in the Media pane, additional controls are displayed in the Audio pane. See "Working with Group Clips" on page 214.

To disable monitoring of a track:

▶ Click the M button so that it is colored orange. You can mute more than one track.

To enable monitoring of a track:

▶ Click the M button so that it is colored gray.

To disable monitoring for all tracks:

▶ Click the Mute All button.

To enable monitoring for all tracks:

▶ Click the Enable All button.

To mute or enable all but a selected track:

▶ Alt+click an M button for a specific track.

   If one track is muted (the M button is colored orange), Alt-click the button to enable the track and mute all other tracks. To mute the single track again and enable all other tracks, Alt+click the M button again.

To solo a track:

▶ Click the S button. M buttons for other tracks are automatically colored dull orange. You can solo more than one track.

   The following illustration shows track A01 selected for soloing. Tracks A09 through A14 were manually muted (bright orange). Other tracks were automatically muted (dull orange).
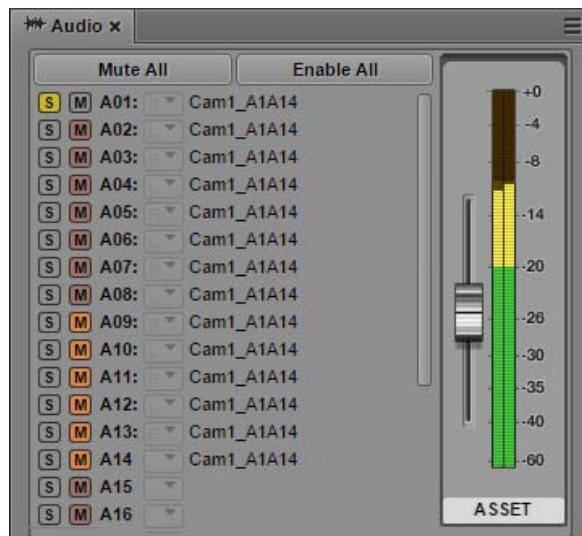
Panning for Assets and Basic Sequences

The default panning for clips, subclips, and basic sequences (left, right or center) is set in the Interplay Administrator (the Application Defaults tab in the Application Database Settings view). These settings include tracks 1 through 16. MediaCentral assigns odd tracks=left and even tracks=right for tracks 17 through 24.

If the Mix Mode is set to Stereo, you can override these settings by using the panning drop-down lists. These overrides are temporary and each time you reload the sequence, the default panning is restored.

If Mix Mode is set for Mono, panning is ignored and all tracks are mixed into a single track, which is played back in both output monitors (left and right). This setting applies only to sequences played in MediaCentral UX and is not saved with the sequence. Default panning is used for mixdown and send to playback (STP).

To override the default panning:

▸   Click the panning drop-down list for the track that you want to set and select L, C, or R.

Working with Audio Tracks in Advanced Sequences

For an advanced sequence, the timeline in the Sequence pane includes three different types of audio tracks:

- NAT (natural sound): Audio recorded at the same time as the video clip by the microphone built-in to the video camera. MediaCentral UX supports single-channel or dual-channel NAT tracks. Media in the NAT track and its associated video segment is colored green. If a video segment includes both NAT and SOT audio, the video segment is colored light blue.

- SOT (sound-on-tape): 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. MediaCentral UX supports single-channel or dual-channel SOT tracks. Media in the SOT track and its associated video track is colored light blue.

- VO (Voice): Audio recorded through an audio device connected to your system or an audio-only media file opened from the Interplay Production database. MediaCentral UX supports single-channel Voice tracks. Media in the Voice track is colored purple.

The following illustration shows, from left to right, Video with NAT and SOT, VO, Video with NAT, and Video only. A video segment without associated audio is colored dark blue.
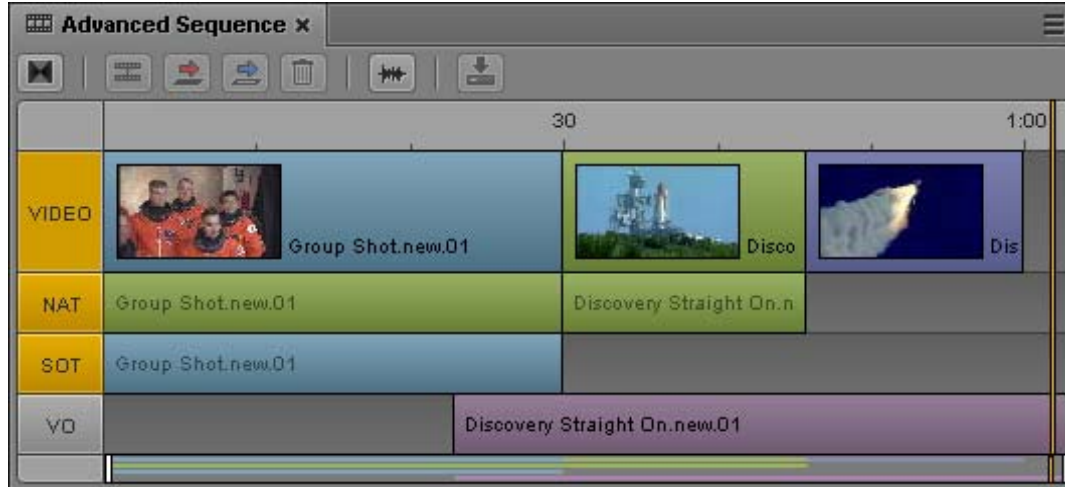
An Interplay Production administrator can change the labels that identify each track by changing the settings in the Interplay Administrator Application Database Settings.

The Interplay Administrator Application Database view also includes settings for specifying the number of channels to use for NAT and SOT and how to patch source and output tracks. You can select a maximum of five audio tracks for source and output:

- One or two NAT tracks
- One or two SOT tracks
- One Voice track

You can override the default output patching. See "Overriding the Default Audio Track Patching" on page 204.

Automatic Adjustment of Audio Gain Levels

The application automatically sets audio gain levels to ensure the clearest sound for the master audio track of your story. This provides default volume levels for separate tracks so that you do not need to manually adjust audio gain levels. 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 any other tracks (NAT track, SOT track, or both) running at the same point in the Sequence Timeline.
- If no Voice track is present, and a SOT track is present, the application ducks the audio level on the NAT track running at the same point in the Sequence Timeline.
- If no Voice or SOT tracks are present, NAT sound remains at full volume.

An Interplay Production administrator can change the amount of ducking by changing the setting in the Interplay Administrator Application Database Settings. The default level is 12 dB.

Automatic Creation of Audio Dissolves

By default, MediaCentral UX 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.

An Interplay Production administrator can change the number of frames used for the dissolve by changing the setting in the Interplay Administrator Application Database Settings. The default number of frames is 2.

Soloing and Muting Tracks for Advanced Sequences

To solo a track:

▶ Click the S button.

The button turns yellow. M buttons for other tracks are automatically colored dull orange. The track identifier under the audio meters changes to the label of the track or tracks selected for soloing.

To mute a track:

▶ Click the M button.

The button turns orange. Audio controls for the track are grayed out and the track identifier under the audio meters does not show the muted tracked.

Overriding the Default Audio Track Patching

An Interplay Production administrator sets the default source patching for NAT, SOT, and Voice audio on the Editing Settings tab of the Application Database Settings view. By default, track A1 is mapped to NAT audio, A2 is mapped to SOT audio, and A3 is mapped to Voice. If dual-channel support is enabled, A1 and A4 are mapped to NAT audio, and A2 and A5 are mapped to SOT audio.

📖 *For information about setting the default audio patching, see "Configuring Settings in the Interplay | Production Administrator" in the* MediaCentral UX Administration Guide.

You might need to change these settings for editing and output. 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 to compensate for this problem. These changes override the source audio patching.

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

To override the default source audio patching:

1. Right-click an audio clip in the Sequence pane and select the track you want to change.

   The menu shows the currently selected audio patching. The following illustration shows a clip with two audio tracks that uses the default mapping. A check mark shows the selected source track. Bold text indicates the default audio patching.
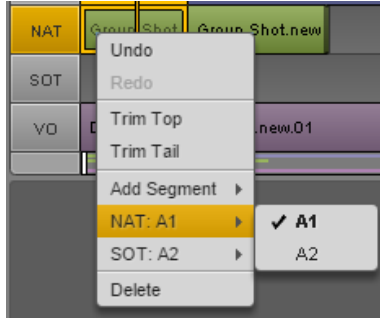
2. From the submenu, select the source track you want to use.

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

   - Select NAT A1 > A2.
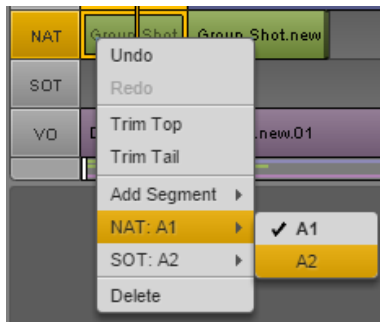
   - Select SOT A2 > A1.

   The menu shows the new patching.
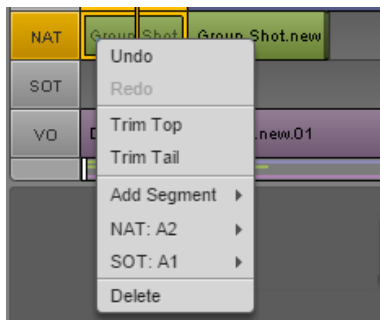
Adjusting Audio Levels for Advanced Sequences

You can adjust audio levels for segments in each track in an advanced sequence. These adjustments are saved with the sequence and preserved when sending to playback. You can also adjust the master volume for the overall audio mix. Master volume adjustments are not saved.

To adjust audio levels for a track in a sequence:

▶   Drag the audio slider for the track you want to adjust.

The change in audio level is shown in the volume level display below the slider. The following illustration shows volume lowered to -2.5 dB for NAT track 1.

For more information about audio controls, see "The Audio Pane" on page 194.

To adjust the master volume for a sequence:

▶   Drag the master volume slider.

To set the volume at the default level for a track or the entire sequence:

▶   Double-click the slider.

📄   *You can change the default reference level for the master volume. See "Setting the Reference Level" on page 216.*

Panning for Advanced Sequences

MediaCentral UX uses panning for advanced sequences as it is set in the Interplay Administrator.

• NAT and SOT tracks: Mapped as odd tracks=left, even tracks=right. Source tracks for output are patched in the "Audio - Storyline Audio Patching" setting on the Editing Settings tab of the Application Database Settings.

• VO track: Mapped as odd tracks=left, even tracks=right. You can center the VO track by selecting "Center-Panned Sound on Tape and VO" on the Editing Settings tab of the Application Database Settings.

These settings are saved in the sequence and are used for mixdown and send-to-playback (STP).

If Mix Mode is set for Mono, panning is ignored and all tracks are mixed into a single track for monitoring, which is played back in both output monitors (left and right). This setting is not saved with the sequence. Panning as set in the Interplay Administrator is used for mixdown and send-to-playback.

In the current release, the panning buttons are inactive, as shown in the following illustration.
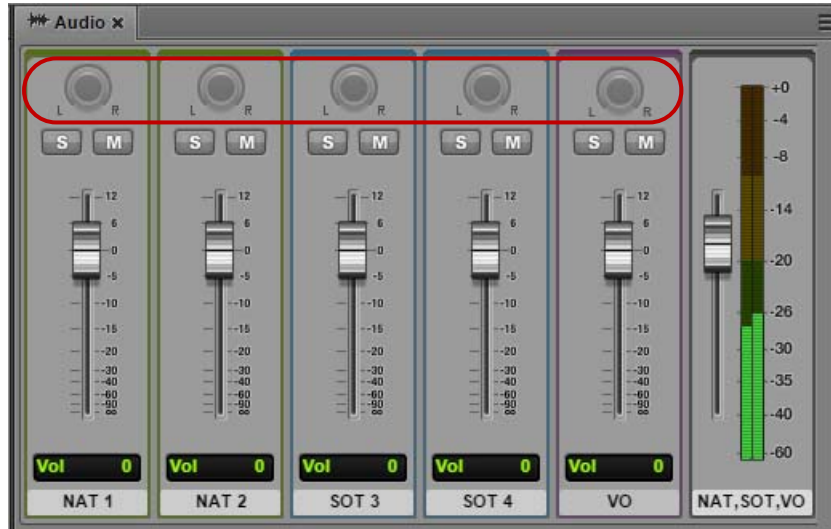
📄 *For a procedure to override these defaults by using the application.properties file, see the* MediaCentral Platform Services Installation and Configuration Guide. *This override is global and applies to all Interplay folders.*

📄 *Complex (uneditable) sequences created in Media Composer use panning as set in Media Composer.*

Setting the Audio Mix

You can set the audio mix for an asset or for a sequence. For an asset, up to 24 tracks are monitored. You can select which tracks to monitor. For more information, see "Audio Monitoring for Assets and Basic Sequences" on page 199. The audio mix is used for monitoring only.

If the audio mix is set for stereo, panning controls are active.

📄 *See the* MediaCentral ReadMe *for possible limitations on the number of tracks you can monitor.*

To set the audio mix, do one of the following:

▸ Select Mix Mode > Mono from the Audio Pane menu.

MediaCentral UX maps all audio tracks to a center pan, which creates a mono mixdown of all tracks. It outputs the resulting track to two identical channels.

▸ Select Mix Mode > Stereo from the Audio Pane menu.

MediaCentral UX maps all audio tracks to two channels. The mix depends on your panning settings. See "Panning for Assets and Basic Sequences" on page 201 and "Panning for Advanced Sequences" on page 206.

Setting the Reference Level

You can set the reference level for the master volume output. By default the reference level is -20 dB, which means a tone of -20dB is displayed as -20dB. If you change the reference level to -10, a tone of -20dB is displayed as -10dB.

To set the reference level:

1. Click the pane menu button and select Set Reference Level.

   The Reference Level dialog box is displayed.

2. Type a dB (decibel) level from -50 through -1.

3. Click OK.

Recording a Voice-Over

You can use special audio controls in the Media pane to record a voice-over for your story. You can record the voice-over while the video is playing. You can record a voice-over only for advanced sequences.

MediaCentral UX uses the recording function of the Adobe Flash Player to determine the input device used for the voice-over. The Flash Player automatically detects any default microphone or other audio recorder on your computer and uses that device unless you change it through the Flash Player settings. To access these settings, right-click anywhere in the Media viewer and select Settings.

If you select a device different from the default system input device, then remove the device, you might need to manually change the Flash Player settings.

The first time you click the voice-over controls during a session, you see a message from the Flash Player asking for permission to let the MediaCentral UX server access your camera and microphone. Click Allow.

If you open a sequence created in Avid Instinct, you cannot add a voiceover or markers until you save the sequence in MediaCentral. The Save button is enabled for this purpose, even if you did not make any changes to the file.

For Interplay Production sequences, the video format is usually determined by the first clip that you add to the sequence. However, if you record a voice-over before inserting a video clip, the video format and frame rate are determined by the Video Format setting in the Interplay Administrator. More specifically, the setting is found on the Editing Settings tab of the Application Database Settings view. This setting applies at the folder level. The following illustration shows the Video Format for the root folder set for PAL 25i.
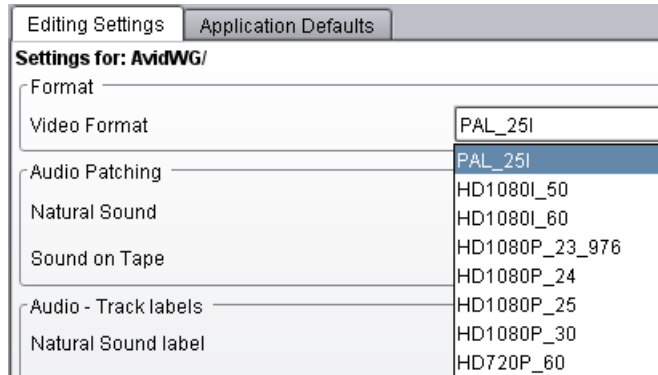
If the setting is Any, MediaCentral UX uses NTSC 29.97 as the default format.

For more information, see "Configuring Settings in the Interplay | Production Administrator" in the *Avid MediaCentral | UX Administrator's Guide*.

To record a voice-over:

1. Click the Output button to load the sequence into the Media pane.

   With the Output button selected, the Voice-Over button is displayed in the lower right of the Media pane.

2. Click the Voice-Over button.

   The voice-over controls are displayed.
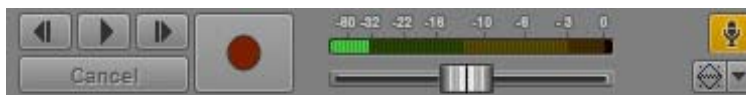
3. Click the Media Pane Menu button, select Input Source, and select the device you want to use for recording.

4. Adjust the recording device parameters to your preference, and use the volume slider to set the desired volume level.

5. Set the start point for the recording by doing one of the following:

   ▸ Drag the position indicator to a location in the Media Timeline or the Sequence Timeline.

   ▸ Click the Play/Pause, 1 Frame Back, or 1 Frame Forward buttons in the voice-over controls.

6. When you are ready to record, press the Record button.

   A three-second countdown is displayed in the viewer, audio pops mark each second, and the Record button flashes red. At the end of the countdown, the Record button remains red and you can begin recording.

   You can monitor the recording level in the audio meter and adjust it as needed while recording.

   Click Cancel to stop recording without saving the file.

7. When you are finished the recording, press the Record button again.

   The voice-over is added to the sequence, in the V column. You can review the recording by playing the sequence.

   When you record a voice-over, the new audio clip is named *sequence_name*.VO.*nn*. Voice-overs are checked into Interplay Production in the same folder as the sequence they are recorded into.

8. To exit the voice-over controls, click the Voice-Over button.

Recording an Audio Clip

You can use audio controls in the Media pane to record an audio master clip. This is an alternative way of recording a voice-over that gives you more flexibility than recording a voice-over for a sequence. To record an audio clip, you use the Media Pane in Asset mode.

This feature applies to Interplay Production assets only.

Adobe Flash Player

MediaCentral UX uses the recording function of the Adobe Flash Player to determine the input device used for the recording. The Flash Player automatically detects any default microphone or other audio recorder on your computer and uses that device unless you change it through the Flash Player settings. To access these settings, right-click anywhere in the Media viewer and select Settings. You can also change the input source from the Media Pane menu.

If you select a device different from the default system input device, then remove the device, you might need to manually change the Flash Player settings.

The first time you use the recording controls during a session, you see a message from the Flash Player asking for permission to let the MediaCentral UX server access your camera and microphone. Click Allow.

Interplay Administrator Settings

When you create a recording, the format is determined by two settings in the Interplay Administrator.

• Video Format setting on the Editing Settings tab of the Application Database Settings view.

This setting determines the frame rate. If the setting is Any, MediaCentral UX uses NTSC 29.97 as the default format. The following illustration shows the Video Format for the root folder set for PAL 25i.
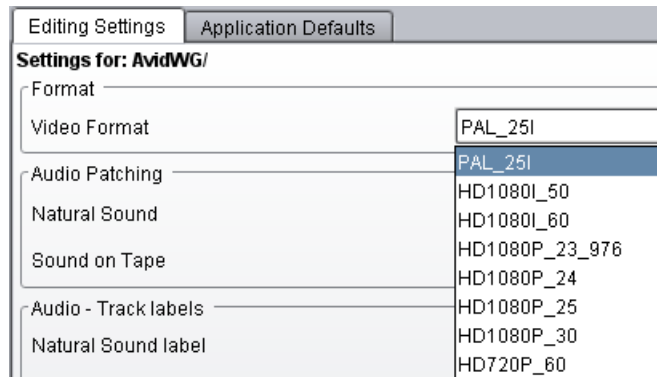
• Audio - general settings on the Editing Settings tab of the Application Database Settings view

- Audio sample rate: Fixed at 48kHz

- Sample bit depth: Choice of 16 or 24-bit (16-bit is the default)

- Audio file format: Fixed as PCM.

The following illustration shows the bit depth set for 16.
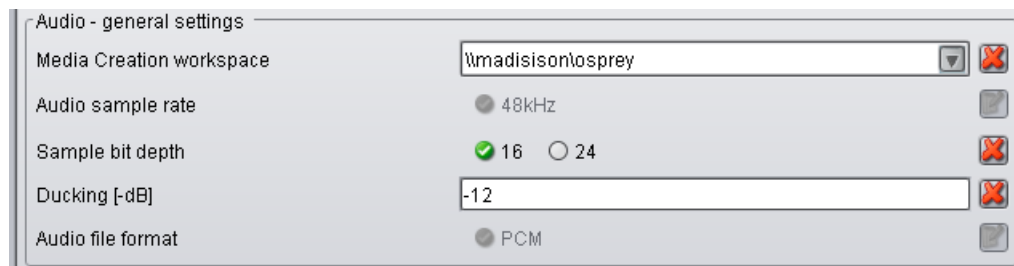
These settings apply at the folder level.

To record an audio clip:

1. Click the Asset button in the Media pane.

The Voice-Over button is displayed in the lower right of the Media pane.

2. Click the Voice-Over button.

   The Select Audio Clip Name and Folder dialog box is displayed.
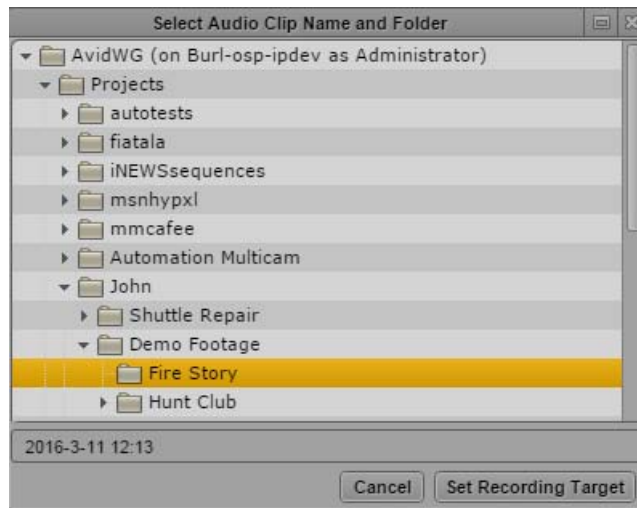
3. Select the folder and clip name:

   a. Select the folder in which you want to save the recorded clip.

      Selection is limited to subfolders of the top-level folders.

   b. Type a file name or accept the default (the current date and time).

   c. Click Set Recording Target.

      If a message from the Flash Player asks for permission to let the MediaCentral UX server access your camera and microphone, click Allow.

      The Media pane shows the a timer and record indicator (small circle) displayed in green in the upper right. The file name and path are displayed as an overlay in the lower left. If you want to change the file name or location, click the file folder icon in the overlay. The Audio Clip Name and Folder dialog box is displayed and you can change the location or file name.
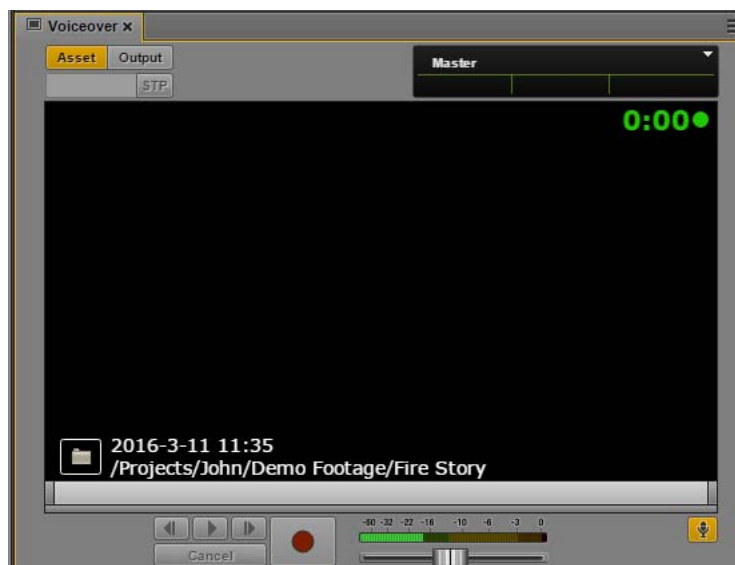
4. Click the Media Pane Menu button, select Input Source, and select the device you want to use for recording.

5. Adjust the recording device parameters to your preference, and use the volume slider to set the desired volume level.

6. When you are ready to record, press the Record button.

   A three-second countdown is displayed in the viewer, audio pops mark each second, and the Record button flashes red. At the end of the countdown, the Record button remains red and the recording begins. The timer in the upper right turns red, and the recording indicator flashes.
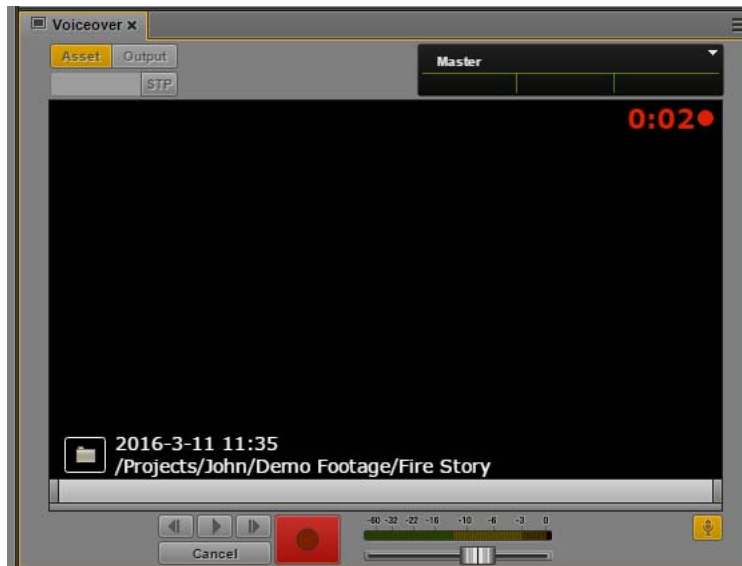
   You can monitor the recording level in the audio meter and adjust it as needed while recording.

   Click Cancel to stop recording without saving the file.

7. When you are finished recording, press the Record button again.

   An audio clip is created with the name and location you selected and is highlighted in the Asset pane.

   The file name is automatically incremented by a final number in preparation for the next recording.

8. To exit the audio-recording controls, click the Voice-Over button.

8 Working with Group Clips

The following topics describe working with group clips and multicamera workflows in MediaCentral UX:

Subclips created from group clips, group clips composed of subclips, and multigroup clips are not currently supported by MediaCentral UX.

Group Clips and Multicamera Workflows

Multiple cameras are often used for productions such as concerts, award shows, situation comedies, and reality TV. The resulting footage can then be used to create *group clips*, an asset type composed of footage recorded by more than one camera simultaneously. MediaCentral UX includes features for working with group clips in multiple-camera (multicamera) workflows.

Group Clips

Group clips are created in any of the applications in the Media Composer product family by syncing a group of clips based on common source timecode, auxiliary timecode, or marks placed in the footage. A user working in an Avid editing application can check group clips in to and out of Interplay Production. A user working in MediaCentral UX can view the group clips and use them to create a sequence. A sequence can contain a mix of master clips and group clips.

For more information about group clips and multicamera editing, see the documentation for Media Composer or another editing application in the Media Composer product family.

Avid Editing Applications

MediaCentral UX is qualified with group clips created by the following Avid editing applications:

- Media Composer v5.0 and later
- Avid Symphony v5.0 and later
- NewsCutter v9.0 and later

MediaCentral UX supports editing of sequences created in these applications that contain group clips, if the sequence consists of cuts only (for example, a shotlist). The sequence opens in the Media pane and the Sequence pane, and you can edit the sequence in the same way you edit a sequence you created in MediaCentral UX.

Supported Project Types and Resolutions

For a listing of supported project types and resolutions, see the *MediaCentral ReadMe*.

Interplay | Production

Interplay Production v3.0 and later is required for complete support of group clips and multicamera workflows.

A user working in an Avid editing application can check group clips in to and out from an Interplay Production database. Interplay Access users can view information about group clips, including master clip relatives.

Group clips and sequences that contain group clips are supported by Interplay Transfer v3.0 and by the following Interplay Production Services:

- Interplay Archive v3.0

- Interplay Restore v3.0, including Partial Restore

- Interplay Copy v3.0

- Interplay Move v3.0

- Interplay Delivery v3.0, including Partial Delivery

- Interplay STP Encode v3.0

- Interplay Transcode, with the following limitations:

    - You cannot use CROSSRATE mode to transcode group clips.

    - You can use MIXDOWN mode to transcode a sequence with group clips, but only the camera angle selected in the Avid editing application timeline is included in the mixed-down master clip.

Subclips created from group clips, group clips composed of subclips, and multigroup clips are not currently supported by Interplay Transfer or Interplay Production Services.

Working with Group Clips

You open a group clip in the same way you open other assets: select the group clip in the Assets pane, load it in the Media Pane, and the clip opens in Asset mode.

Because a group clip consists of multiple individual clips, each with a different camera angle, you can view it in different ways:

- Multi-angle view, either 2x2 or 3x3

- Single-angle view

The following illustration shows a group clip displayed in 3x3 multi-angle view and single-angle view. In multi-angle view, camera angles appear from left to right and top to bottom, based on the order the group clip was created in the Avid editing application. An orange bounding box marks the *active angle*. The active angle determines which camera angle is displayed in single-angle view and also which angle is displayed when you add the clip to a sequence.

📄 *The numbers shown in the multi-angle view illustration are for reference only and do not appear in the user interface.*

	Control	Description
1	Active angle indicator	An orange bounding box that indicates which master clip in a group clip is active.
2	Swap banks overlay arrows	Switches the display from one group of multiple angles to another. If a group clip has more angles than fill a single grid (either 2x2 or 3x3), the angles are displayed in *banks*.
3	Multi-Angle View buttons	Determines whether the clip is displayed in multi-angle view:
	■	Single-angle view (1x1)
	::	2x2
	⠿	3x3
	Active Angle button	Displays the active angle. The number indicates the number of the angle in the display, from left to right and top to bottom and across banks. Click to change the video angle from context menu.
	1	
4	Audio Pane button	Opens the Audio pane. If the pane is already open, it is brought to the front.
	Match Frame button	Click this button to load a master clip that contains a selected frame of a sequence or subclip. See "Using Match Frame for Group Clips" on page 225.

The following illustration shows the same group clip in a 2x2 grid and in a 3x3 grid. In both cases, angle 2 is selected as the active angle.

In multi-angle view, if the last bank of a group clip contains fewer than the number of angles in the grid, the remaining angles are displayed as empty slots.

Black filler is used as *padding* in master clips that have different start or end points from other master clips in the group clip. This filler is slightly lighter in appearance than the empty slot used for non-existent angles so that you can discern the difference.

The following illustration shows an empty slot in the lower right and above it padding for a clip that ends before the end of the master clip. The filler is slightly lighter than the empty slot.

You can create an image from a group clip displayed in single-angle view or multi-angle view. In multi-angle view, all angles are combined as a single image. For more information, see "Saving a Frame as an Image" on page 192.

You cannot currently create a subclip from a group clip.

> *MediaCentral UX supports group clips that include audio-only source clips (angles). However, at least one source clip must include video. If you select a video angle in the Media viewer, all clips with audio tracks are available for track mapping.*

For more information, see the following topics:

Loading a Group Clip and Changing the Angle View

When you load a group clip, the Media viewer displays it in single-angle view. You can also display angles of the group clip in either a 2x2 grid or a 3x3 grid. You can use the 2x2 grid for a group clip with more than four angles; the additional angles are displayed in additional banks. You can use the same controls in either grid layout.

To load a group clip:

1. In the Assets pane, navigate to the group clip you want to open.

   Group clips are marked by the group clip icon.
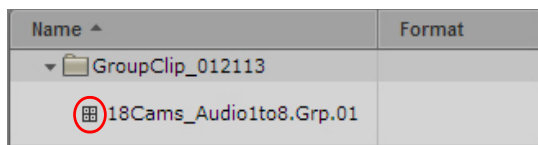
2. Double-click the clip or drag it from the Assets pane to the Media viewer.

To change the grid layout for a group clip, do one of the following:

▶ Click the Multi-angle View button and select 1x1, 2x2, or 3x3.
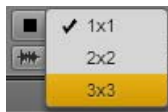
The icon on the button changes to show the currently selected grid.The selected grid layout persists for any new group clips that you open.

▶ Double-click in the Media viewer.

   - If the display is in single-angle view, the display switches to 3x3 (the default) or the last known multi-angle grid. For example, if you switch to 2x2, back to 1x1, then double-click the video, a 2x2 grid is displayed.

   - If the display is a multi-angle grid, the display switches to single-angle view.

Working with Banks

If a group clip contains more than nine camera angles, MediaCentral UX divides the angles into two *banks*, each containing either four or nine angles. If the last bank of a group clip has fewer than nine angles, the remaining angles are displayed as empty slots.

To change the bank displayed, do one of the following:

▶ For the next bank, press the right Swap Banks overlay arrow.

▶ For the previous bank, press the left Swap Banks overlay arrow.

▶ For the next bank, press Alt+. (period).

▶ For the previous bank, press Alt+, (comma).

▶ Select an active angle that is in a bank not currently displayed, for example, by typing Alt+*number*. The Media viewer changes to the bank that contains the new active angle.

Selecting the Active Angle in Asset Mode

The *active angle* determines which camera angle is displayed in single-angle view and which angle is used when you add the group clip to a sequence. In multi-angle view, an orange bounding box marks the active angle.

The default angle displayed is the last active angle saved in the AAF file and the Interplay Production database, regardless of the user. If an active angle is not yet set (for example, the clip is being loaded for the first time), angle 1 (V1) in the group clip is displayed.

If you change the active angle during your MediaCentral UX session, the active angle persists until you sign out or close the session. If you open the group clip in a different session, the active angle will be the last active angle saved in the Interplay Production database, which might not match the last active angle you selected in your previous session.

To change the active angle displayed in Asset mode, do one of the following:

▶ Click the Active Angle button and select an angle from the menu.

The following illustration shows angle 1 selected from the 10 angles that make up the group clip. In this example, the group clip is displayed in a 2x2 grid, so lines divide the list into two banks of four angles and one bank of two angles. For a 3x3 grid, the list is divided into banks of nine angles.

📖 *The order of the clips that compose a group clip is determined by how the clip was created in the Avid editing application.*

▶ Press a key combination:

- To select a specific camera angle, press Alt+*angle number* (Alt+1, Alt+2, Alt+3 up to Alt+9).

  If a group clip is divided into banks, and an angle is not displayed in the bank, the display automatically changes to the correct bank.

- To select the next consecutive camera angle, press Alt+Down Arrow.

- To select the preceding camera angle, press Alt+Up Arrow.

You can change the active angle while the clip is playing and the clip continues to play.

The active angle persists throughout your session, but it is not saved in the Interplay Production database.

For information about changing the camera angle in the Sequence Timeline, see "Creating a Basic Sequence with Group Clips" on page 226.

Playing a Group Clip

You can play a single angle of a group clip in single-angle view, or multiple angles in multi-angle view. In multi-angle view, all angles play simultaneously. You can change the active angle while the clip is playing and the clip continues to play.

To play a single-angle of a group clip, do one of the following:

▶ In single-angle view, click the Play button. You can change the angle you want to play (see "Selecting the Active Angle in Asset Mode" on page 219).

▶ In multi-angle view, double-click the angle you want to play and click the Play button.

To play all angles of a group clip:

▶ In multi-angle view, click the Play button.

All displayed angles play simultaneously.

Timecode and Group Clips

A group clip has its own timecode, which depends on the sync point and how the group clip was synced when created. The group clip takes its timecode from the first master clip in the bin when the group clip was created. If the master clips that compose the group clip share the same timecode and were synced by timecode, timecode for the group clip will match timecode for any of the active angles.

• In multi-angle view, the group clip timecode is displayed.

• In single-angle view, the timecode for the active angle is displayed.

Black filler is used as padding in angles that have different start or end points from other angles in the group clip. In single-angle view, master timecode for this filler is displayed as 01:00:00:00; absolute and remain timecode are displayed as blank.

For more information, see "Using the Timecode Displays" on page 182.

Selecting Audio Monitoring Preferences in Asset Mode

The Audio pane includes special controls for audio monitoring of group clips.

When you load a group clip in the Media pane and select Asset mode, the Audio pane displays audio tracks for the group clip and controls to set your monitoring preferences. The following controls are displayed only for group clips:

• A *track selector* for each track in the group clip. The track selector uses a drop-down menu that lets you map the audio track to the corresponding audio track in any angle in the group clip.

• The Audio Follows Video button, which lets you map all audio tracks to tracks from the clip selected as the active angle. "Audio follows video" is a shortcut that allows the audio mapping for a track to automatically "follow" any active angle change and use the audio from the new active angle.

The following illustration shows controls in the Audio pane when a group clip is loaded. There are four track selectors, representing four audio tracks in the group clip.
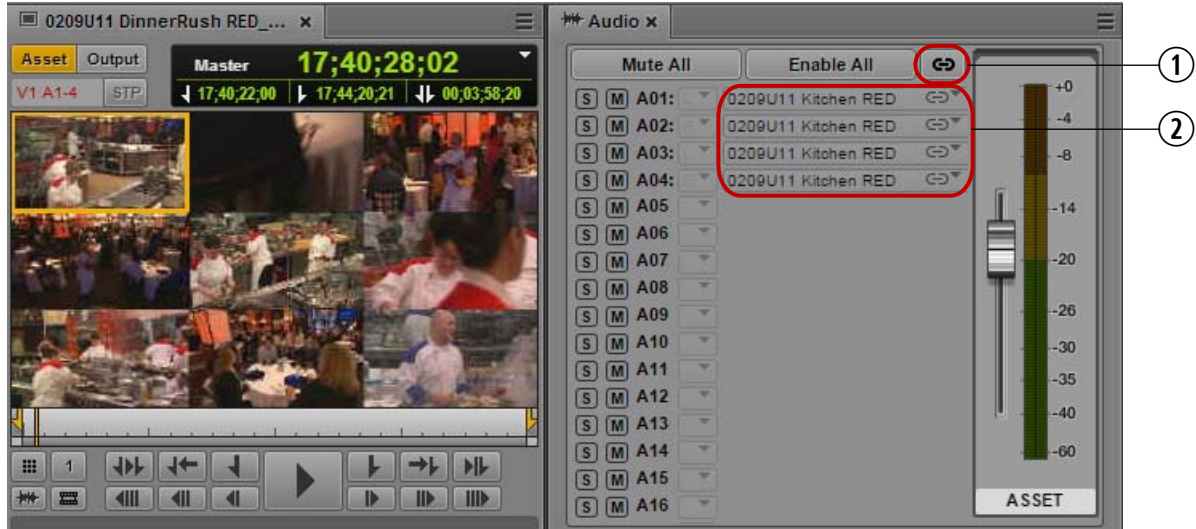
1	Audio Follows Video button	2	Audio Track Selectors

The number of track selectors shown represents the maximum number of tracks in any of the clips that compose the group clip. For example, if some clips contain two audio tracks, and some clips contain four tracks, there will be track selectors for four audio tracks.

Audio Follows Video

In the previous illustration, angle 1 is the active angle for the group clip. The master clip for this angle is named "0209U11 Kitchen RED," which matches the names of the audio tracks that are selected. This is an example of "audio follows video," which is indicated by the link icon on the track selector drop-down menu.

Enabling and Disabling Tracks

By default, all tracks are enabled for monitoring, as shown by gray S (solo) and M (mute) icons. You can select which tracks you want to monitor through the various controls. For example, to monitor a single track (solo a track), click the S button for that track. The other tracks are muted, as indicated by the dark orange M buttons. The following illustration shows only track A01 monitored.
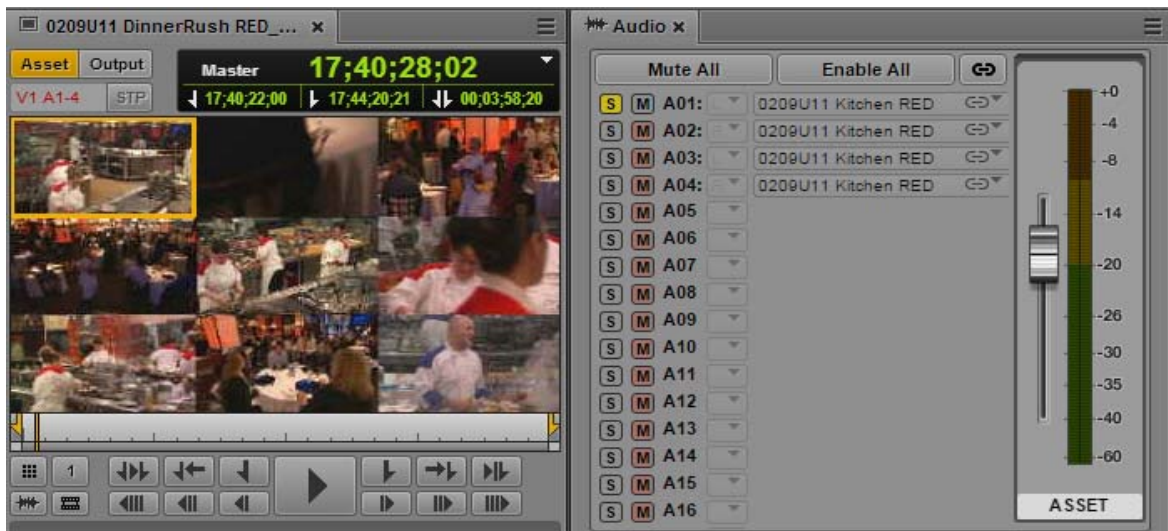
Controls for monitoring include the following:

- Click the S button to solo one or more tracks.

- Click the M button to mute one or more tracks.

- Click the Mute All button to disable all tracks for monitoring.

- Click the Enable All button to enable all tracks for monitoring.

For more information on monitoring in the Audio pane, see "Using Audio" on page 194.

Mapping From Other Clips

You can use the drop-down menu for each audio track to select audio from the corresponding audio track in any other clip in the group clip. The following illustration shows that Audio Follows Video is set for track A01, with a choice of audio from all angles in the group clip.
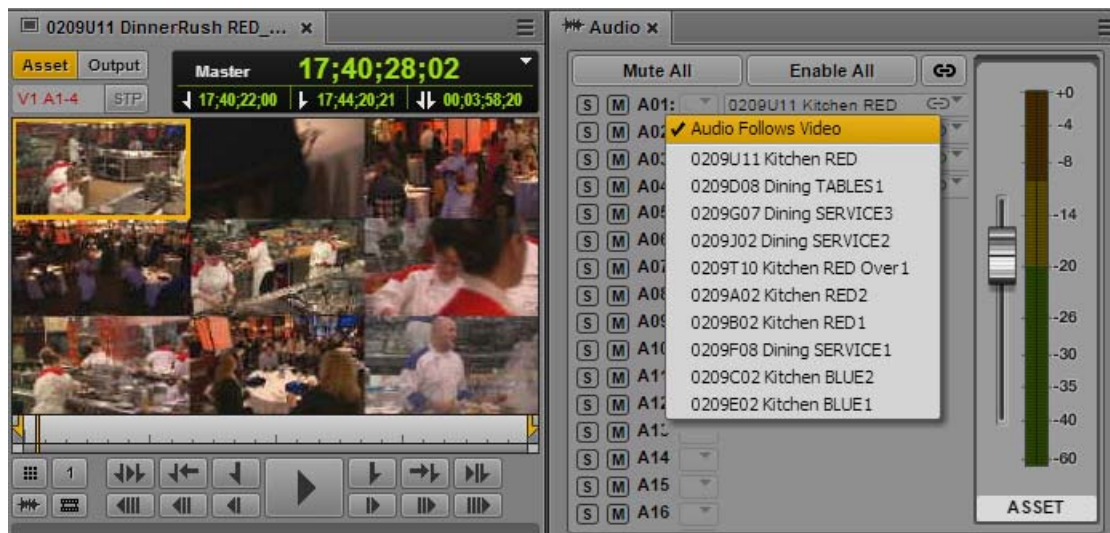
> *The order of the angles in the drop-down menu matches the order of the group clip as it was created in the Avid editing application. This list can include audio-only clips if at least one source clip includes video. Audio-only clips are not displayed in the Media viewer.*

You can map audio for a specific track by selecting an angle from the drop-down menu. To map all tracks to the same angle, Alt+click the desired angle.

The following illustration shows a customized mix in which angle 1 is associated with audio follows video and audio from a different angle on alternating tracks.
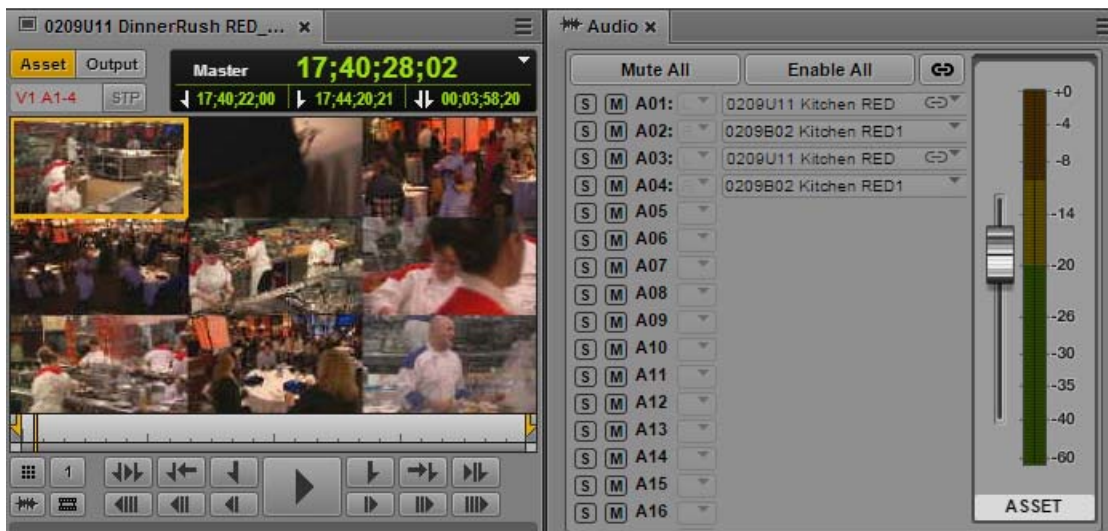
The monitoring selections that you set are retained when you switch angles in the master clip. Custom monitoring is a user setting that is retained from session to session.

Markers and Restrictions for Group Clips

Starting with MediaCentral UX version 2.4, there are differences in the way markers and restrictions for group clips are handled:

- Starting with MediaCentral UX version 2.4, markers created in MediaCentral UX are applied to the group clip itself, not to a particular angle of a group clip. These markers are checked into the Interplay Production database and are displayed in Media Composer. Prior to version 2.4, markers were applied to angles of a group clip, and were not displayed in Media Composer.

  Markers created on angles in a group clip can still be viewed in the Media viewer and in the Logging pane, but are not displayed in Media Composer.

- Restrictions created in MediaCentral UX are applied to angles of a group clip. This support did not change in version 2.4.

  You can add a new restriction to a master clip by selecting it as the active angle, either in single-angle view or multi-angle view. Master clips and group clips are linked, so that restrictions added or changed in a master clip are added or changed in the group clip. You cannot add a restriction to a group clip itself.

When you load a group clip in Asset mode, the Logging pane displays any markers or restrictions for master clips in the group clip. A resizable column labeled Angle displays the name of the master clip for each restriction, as shown in the following illustration.

Markers applied to angles of a group clip prior to version 2.4 show the name of the master clip in the Angle column.

You can edit existing markers and restrictions or you can add new ones.

Markers and restrictions are shown in the Media viewer for all angles of a group clip and for the group clip itself when it is loaded in Asset mode. Starting with MediaCentral UX v2.4.1, if you edit the active angle of a group clip into a basic or advanced sequence, only markers on the group clip itself are added to the sequence. Markers on the active angle are not added to the sequence. (Prior to MediaCentral UX v2.4, editing a group clip into a sequence added markers that were present in the active angle of the group clip).

If you set the Logging pane to display only those markers created by you, only your markers are visible in the Sequence pane. For more information, see "The Logging Pane for Interplay | Production Assets" on page 264.

You can export markers and restrictions for a group clip and for a sequence that includes one or more group clips.

For more information, see "Logging Interplay | Production Assets and Creating Subclips" on page 259.

Using Match Frame for Group Clips

You can use the Match Frame feature with group clips and sequences that include group clips.

To load the source master clip for the active angle of a group clip:

1. In Asset mode, select the active angle for which you want to load the master clip.

2. Navigate to the frame that you want to match.

3. Click the Pane Menu button and select Match Frame.

   The master clip for the active angle of the group clip is loaded in the Media pane, with the matching frame displayed.

To load the source group clip for a segment in a sequence:

1. In Output mode, navigate to the frame for which you want to load the group clip.

2. Click the Pane Menu button and select Match Frame.

   The group clip for the selected segment is loaded in the Media pane, in single-angle view. If you want, you can then use Match Frame to load the source master clip for the matching frame of the group clip.

Creating a Basic Sequence with Group Clips

Complete editing support for group clips is available only in basic sequences. You can create a basic sequence exclusively of group clips, or combine group clips with master clips. You can select the camera angle and audio mapping for group clips in the sequence.

MediaCentral UX also supports editing of sequences created in Media Composer, Avid Symphony, or NewsCutter that contain group clips, if the sequence consists of cuts only (for example, a shotlist).

You can add an active angle to an advanced sequence. See "Adding an Active Angle of a Group Clip to an Advanced Sequence" on page 227.

To add a group clip to a sequence:

1. Open the Sequence pane.

2. Load an existing basic sequence or create a new one.

3. Do one of the following:

   ▶ In single-angle view, display the active angle you want to use in the sequence and drag it to the sequence timeline.

   ▶ In multi-angle view, click and hold the angle you want to use and drag the clip to the sequence timeline.

To change the angle of a group clip in a sequence:

▶ Right-click the group clip or segment of a group clip, select Select Angle and the angle that you want to display in the sequence.

You can also use the same keyboard shortcuts you use when selecting an angle in the Media pane: Alt+Up Arrow, Alt+Down Arrow, and Alt+1 through Alt+9.

The following illustration shows a group clip with 10 available angles.
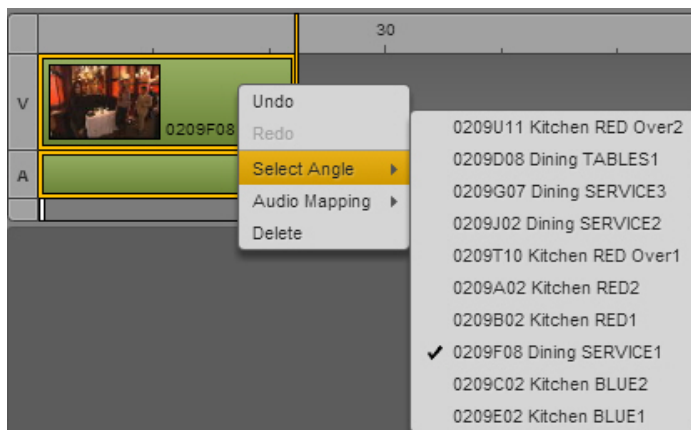
You can change the active angle while the sequence is playing.

- If you use the mouse to select the angle, playback stops.

- If you use keyboard shortcuts to select the angle, playback continues.

To change the audio selected for a group clip in a sequence:

▸ Right-click the group clip or segment of a group clip, select Audio Mapping, select the audio track you want to map, and select the angle for the audio.

The following illustration shows a group clip with four audio tracks.
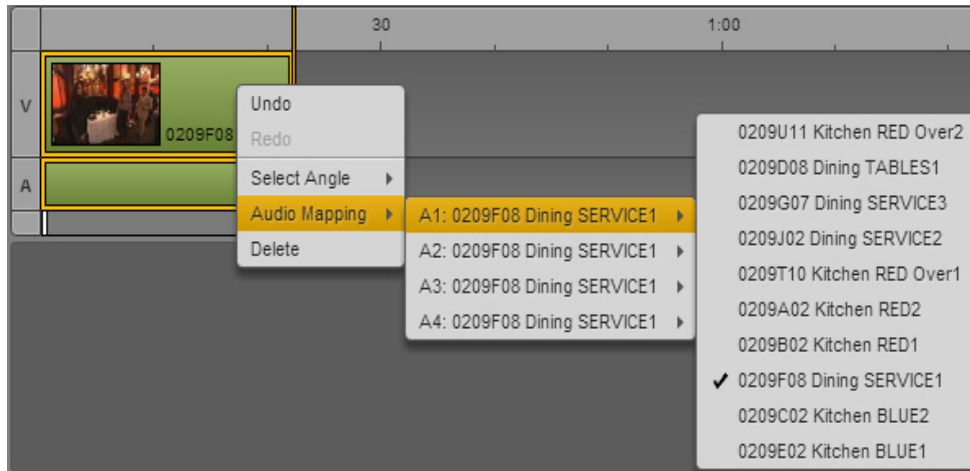
You can change the audio track while the sequence is playing, but playback will stop.

Adding an Active Angle of a Group Clip to an Advanced Sequence

Complete editing support for group clips is available only in basic sequences. However, you can now add the active angle of a group clip to an advanced sequence. The result is that the original master clip is used in the sequence, along with its original audio tracks.

The result is similar to using the Match Frame feature with a group clip, and then editing the resulting master clip into the sequence.

📄 *All association with the group clip is lost when you add an angle to an advanced sequence. If you need this metadata, you must use a basic sequence.*

To add an active angle of a group clip to an advanced sequence:

1. Load a group clip into the Media pane.

2. Select the active angle.

3. (Optional) Mark In and Out points.

4. Drag the clip to the Sequence Timeline of an advanced sequence.

5. (Optional) Change the audio mapping by right-clicking the clip in the timeline, selecting Audio mapping 1 or Audio mapping 2, then selecting the desired audio track.

   The default track is based on the Interplay Production settings. For more information, see the *Avid MediaCentral | UX Administration Guide*.

Sending a Sequence with Group Clips to a Playback Device

You can send a sequence with group clips to a playback device (STP). However, you need to do a mixdown before you can send the sequence.

For information about mixdown, see . For information about sending to playback, see .

9 Searching for Assets

The following main topics describe how to use the Search feature with Interplay Production, Interplay MAM, and iNEWS databases:

- Search and the Central Index
- The Search Bar
- The Search Pane
- Search Criteria
- Conducting a Search
- The Search Results List

Search and the Central Index

MediaCentral UX provides two methods of searching your asset database. Federated search uses the search capabilities of MediaCentral databases to provide the full search functionality that individual databases provide, with the limitations that are imposed by those databases. Media Index search does not directly search iNEWS, Interplay MAM, and Interplay Production databases but instead queries a central index synced with multiple databases and finds anything stored in the index.

Using Media Index with the central index provides a unified view of multiple asset management systems and focuses on simplicity and speed in finding assets. This does not replace existing asset management solutions, and you can continue to use the federated search for detailed asset information.

Indexed search requires Media Index to be installed and configured in your MediaCentral Platform environment.

Multi-zone search gives you access to media stored in zones other than the one you log in to when you sign on with MediaCentral UX. Your MediaCentral administrator must configure your user roles and permissions to view multi-zone databases, and you must have the proper permission settings to edit or play media assets found in a search. For playback and remote asset delivery, you must log in at least once to the remote system with MediaCentral UX in order to configure your Interplay Production credentials.

There currently are some limitations in using an indexed search with iNEWS:

- You cannot use the indexed search with iNEWS in a multi-zone environment. If your configuration includes multiple zones, the indexed search works only on the iNEWS system connected to the local zone.
- You cannot search the content of any custom fields of your iNEWS stories. Media Index cannot search fields that have customized field names.

- Searching the central index returns all items that meet the criteria specified in the search, regardless of read permissions set in iNEWS. You cannot open an iNEWS story listed in the search results that you do not have the appropriate permissions to view.

- The default search type for the Search bar is the federated search.

The following limitations apply when using an indexed search with Interplay Production assets:

- No per asset/per user permission. You can hide parts of the database by using a user account with limited access for indexing

- No folder locations. Assets in Interplay Production can be linked to multiple locations. In Media Index, these locations are not stored and you cannot display or search by folder locations.

The following limitations apply when using an indexed search with Interplay MAM assets:

- All attributes marked as "searchable" in the Interplay MAM data model are always sent to the central index during the sync process. Attributes marked as "not-searchable" are not sent to the central index and are not be available for searching or in search-result lists.

- For time-coded metadata (MAM Stratum Segments), only searching of text fields is currently supported. Non-text metadata fields in segments are not sent to the central index and are not available for indexed searches or in search-result lists.

- When using legal list attributes in Interplay MAM CBA rules, MAM allows to build rules using ">=", "<" for legal list values, since these values are integer values in MAM. On Central Index side, legal list values are treated as "ID-string," and only comparisons like "=" or "!=" are supported.

- Multi-value compound (MVC) attributes cannot be used for searching in Central Index and cannot be displayed in search-result lists. However, starting with MCS v2.6, multi-value (MV) attributes can be used for indexed searches if the feature is enabled in Interplay MAM.

Federated Search

You use federated search to query single or multiple databases in your local zone to find any media available to your local MediaCentral UX configuration. Federated search respects all user and role permissions, and search results only appear for media assets the user is qualified to view. This provides security for projects that include some confidential assets.

If you search across a large number of databases, however, federated search can slow down the speed with which the search query returns results, and a large search can affect performance within MediaCentral UX and potentially in your Interplay Production system. In addition, a federated search returns segregated results because as it tries to search across all systems it cannot treat all results as a large group — for example, a search by date returns results in blocks and not necessarily a merged result set.

The default search type for the Search bar is the federated search.

Media | Index and Indexed Search

Media Index allows you to search using the central index, which comprises both data storage and a query engine. The index receives its data from the original data sources — generally, the databases of multiple asset management systems, including Interplay Production, MAM, and iNEWS — and then pushes the data to the service that does the indexing. This allows the index to continuously sync to the database.

The value of searching the central index lies in how it indexes databases in multiple zones and gives you quick access to all of the media stored in distributed systems for your organization, including both local and remote assets. You can focus your search by adding filters for any metadata included in the index. And since a search using Media Index queries the central index and not the database itself, searches do not affect the performance of the MediaCentral system or the underlying Interplay Production engines.

You need to use an Advance license to use the indexed search and to access the central index when you are connecting to multiple systems within your MediaCentral environment. However, if you have only one system in the index and this system is your local system, and you use a Base license for the system type of the index, then you can use Media Index with a Base license.

If your MediaCentral Platform configuration includes Media Index, federated search is the default search method. You can change this by selecting indexed search from the Pane Menu. The search type selection persists for each user.

Media | Index and Interplay Production

Indexed search maps Interplay Production properties to Media Index criterion fields. The following table describes how Media Index categorizes some common Interplay Production properties:

Interplay Production Property	Media Index Field
Name	Name
Created By	Creator
Creation Date	Created
Modified Date	Modified
Changed By	Modifier
Start	Start
End	End
Duration	Duration
Comments	Description
Mime Type	Asset type

Media | Index and Interplay MAM

The indexed search in MediaCentral UX maps Interplay MAM attributes to Media Index criterion fields. Most MAM attributes correspond to Media Index, but some mappings require additional information. You can click the "Show mapping info" link on the title bar of the Sync Service Administrator to see information on mapping of Interplay MAM attributes to Media Index criteria.

If you have administrator privileges for MediaCentral, you can sign in to MediaCentral UX and view the complete mapping information in the Media | Index > Indexes view.

The following table describes how Media Index categorizes Interplay MAM base information:

Interplay MAM Information	Media Index Field
Prefix.ClassName. The prefix is "sequence" for EDL classes and "asset" for object classes — for example, sequence.EDL and asset.VIDEO.	Type
SYSTEMID	SystemID

The following table describes how Media Index categorizes some common Interplay MAM attributes:

Interplay MAM Attribute	Media Index Field
MAINTITLE	Name
REGISTRATION_USERLOGIN	Creator
MODIFICATION_USERLOGIN	Modifier
REGISTRATION_DATETIME. If REGISTRATION_DATETIME is empty, the values of the REGISTRATION_DATE and REGISTRATION_TIME attributes are combined.	Created
MODIFICATION_DATETIME. If MODIFICATION_DATETIME is empty, the values of the MODIFICATION_DATE and MODIFICATION_TIME attributes are combined.	Modified
/api/mam/proxy/forresource?id=interplay-mam:{SYSTEMID}:1|thumb|{DMGUID}	ThumbnailURL
DESCRIPTION	Description
For object classes (asset types): SYSTEM_SOC_TC For EDL classes (basic sequence types): • Video: 00:00:00:00 (NDF) or 00;00;00;00 (DF) • Audio: 00:00:00.000	startTC
For object classes (asset types): SYSTEM_EOC_TC For EDL classes (basic sequence types): SYSTEM_DURATION_TC	endTC
SYSTEM_DURATION_TC The value is taken from the SYSTEM_DURATION_UNITS or SYSTEM_DURATION (as fallback) attributes. Every time when SYSTEM_DURATION_UNITS or SYSTEM_DURATION are changed, SYSTEM_DURATION_TC is set.	durationTC

All other MAM attributes are sent as Custom attributes with prefix "com.avid.mam." followed by the MAM attribute name in Media Index (for example, com.avid.mam.asset_type).

In MCS v2.6 and later, you can search for Interplay MAM assets that include multi-value metadata. Multi-value metadata contain several keywords assigned to a single media object that are combined as a multi-value attribute. For more information, see the *Avid Interplay MAM Desktop User's Guide*.

The Search Bar

The Search bar in the top right corner of the application window has a menu that you use to select the type of asset, a text field in which you can enter search criteria, and a Search button you click to conduct the search.

When you use the Search bar, the results appear as a list under the Search bar. By default, the search uses the federated search.

You can adjust the size of the Search bar and the results by clicking and dragging the edges or corners.
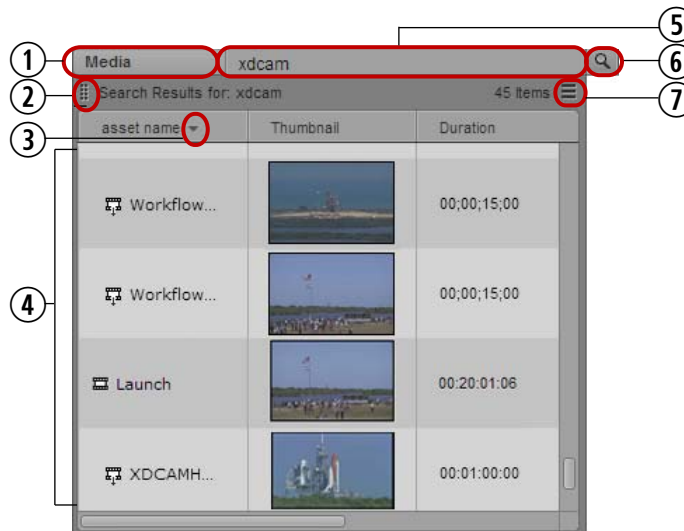
1	Assets menu	5	Search Text field
2	Detach Search icon	6	Search button
3	Sort arrow	7	Pane Menu button
4	Search results		

After you perform a search, you can display the results in a Search pane, and then use the advanced search criteria to refine and speed up your search.

To display search results in a pane, do one of the following:

▶ Click the Detach Search icon and drag the bar into any area in the MediaCentral UX window.

▶ Click the Pane Menu button and select Detach Search.

The Search Pane

The Search pane provides advanced search criteria for federated and indexed search that let you conduct a more precise and faster search. You can open a Search pane directly, or you can open a Search pane by dragging the Search bar into the MediaCentral UX window. You can open more than one Search pane.

The following illustration identifies the elements in the Search pane used for an indexed search.
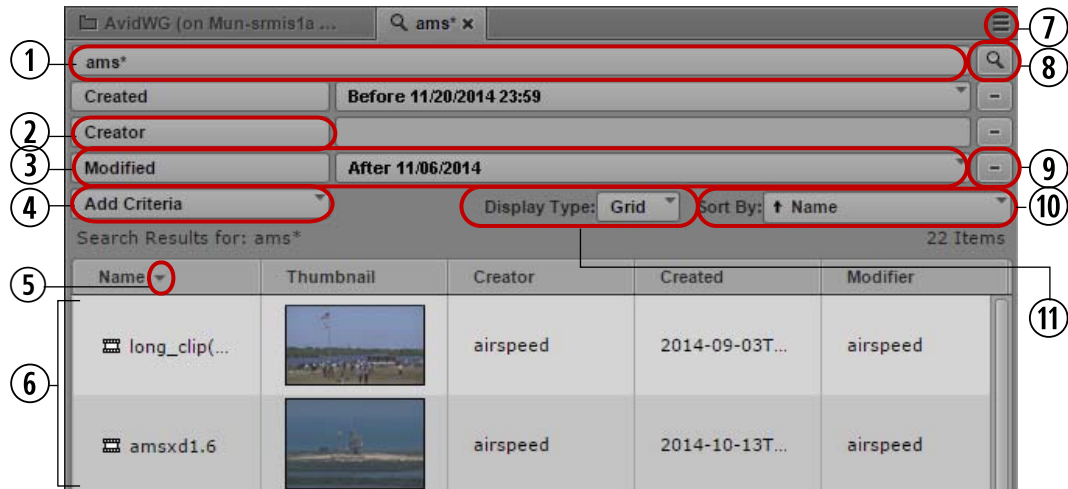
1	Search text field	6	Search results
2	Advanced Criteria (Creator selected)	7	Pane Menu button
3	Advanced Criteria (Modified selected)	8	Search button
4	Add Criteria button	9	Minus button to remove search criteria
5	Sort arrow	10	Sort By menu
		11	Display Type menu

The following illustration identifies the elements in the Search pane used for a federated search.
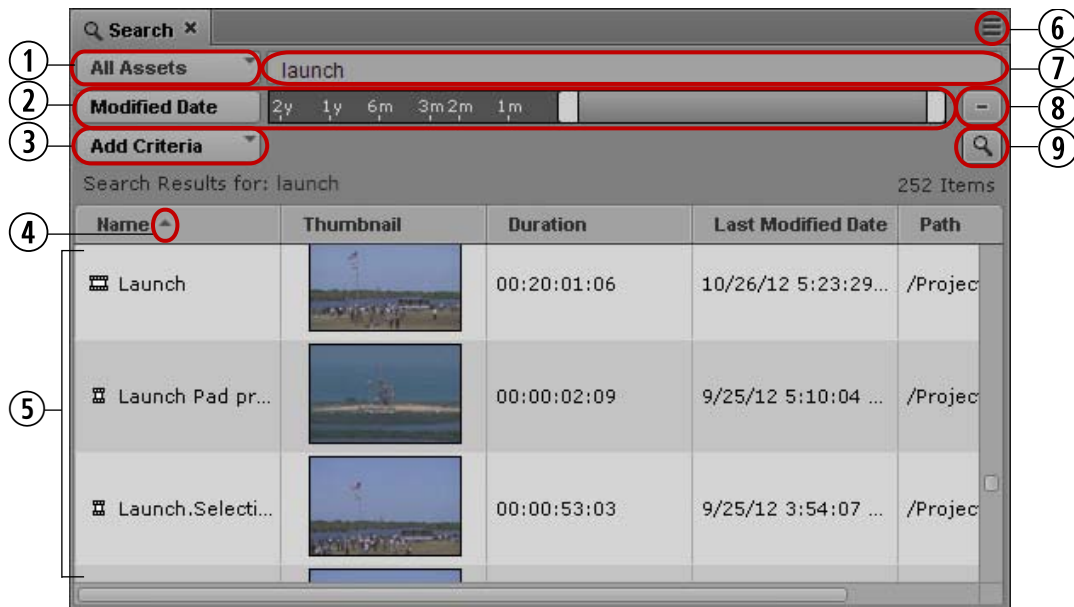
1	Assets menu	6	Pane Menu button
2	Advanced Criteria (Modified Date selected)	7	Search text field
3	Add Criteria button	8	Minus button to remove search criteria
4	Sort arrow	9	Search button
5	Search results		

To open a Search pane:

▶ Select Panes > Search.

This opens a blank Search pane in which you can conduct your search. If you have saved searches in the Launch pane, the last saved search opens in the Search pane. If a public search has been set as the default search, the Search pane opens with the default criteria displayed. For more information on setting the default search, see "Saving Searches" on page 245.

▶ If you already conducted a search in the Search bar and want to display the results in a pane, do one of the following:

  - Click the Detach Search icon and drag the bar into any area in the MediaCentral UX window

  - Click the Pane Menu button and select Detach Search.

For more information, see "The Search Bar" on page 233.

Search Criteria

While the Search pane provides natural language searches with additional options, you can use the search criteria a to limit the search results based on exact value selections. You use search criteria to reduce the number of results from the main search results list. Criteria filter the results, removing any that do not match all of the criteria.

When you type your search term, Media Index provides search suggestions to aid in your search. A drop-down list appears with search suggestions built from the index appears when you type three or more characters.

Your indexed search can return assets containing timecode-based metadata, such as assets where the text within markers matches your search query. If you view the search results in Card view, you can click a timecode link to open the asset in the Media pane at the location of the metadata found by your search.

Searching time-based metadata is not supported with MAM assets.

Media Index supports searches based on text analysis and normalization. Your search can return results for terms in different forms of the terms, such as conjugated verbs or plural words. For example, if you search for "elections," the natural language search can return results for "elect," "electing," or "election" in addition to the original term.

If you want to find an exact match for your search term, either enclose the term in quotation marks or use the text field of a search criteria. Criteria return exact results.

Media Index also runs a language-dependent analysis of text to provide indexes. Media Index uses the language and region settings of your system as the default language for searches. You can run a search in a different language. For example, if you need to search for content that contains German text, you can specify German as the language for your search. In this example, using English for the search might not find all assets with German-language text or metadata.

Search and Foreign Languages

Similarly, if you use Chinese as your search language, Media Index recognizes multi-character words as single search terms. For example, ??? ("robot") is treated as a single word and search results do not include either ?? ("machine") or ? ("man"), although these characters can be used as search terms by themselves because Media Index recognizes them as distinct Chinese words. However, some proper nouns might not be detected as complete words. In these cases, you can enclose the characters in quotation marks (") to specify a search for an exact text string.

Media Index supports only Simplified Chinese for search.

Media Index supports the following language options:
- English
- Arabic
- Chinese (Simplified and Traditional)
- French
- German
- Italian
- Japanese
- Korean
- Russian
- Spanish
- Turkish

Your MediaCentral administrator can limit the number of languages to use for the indexed search during the Media Index configuration. Your administrator can also set default languages for search across multiple zones if you work with a multi-zone configuration.

Search Prefixes

Depending on the type of field, criteria offer different prefix options.

- **any** — All criteria can be set to a neutral mode called "any" where the criteria do not affect the search results. Use this if you want the criterion to display in the Search pane, but you do not want it to affect the search results.

- **is set** — This search does not take any value but only checks if the field has any data set at all. Using this only returns a result if the criterion has some value set for this field.

- **not set** — The opposite of "is set," this only shows results where the criterion field is empty.

Date criteria do not support the is set/not set search prefixes.

Time Criteria

Time fields do not have a date component and usually reference a recurring time of day.

- **before** — The time value is earlier than the given value.

- **after** — The time value is later than the given value.

- **between** — The time value is between the given values.

- **any** — All criteria can be set to a neutral mode called "any" where the criteria do not affect the search results. Use this if you want the criterion to display in the Search pane, but you do not want it to affect the search results.

Search Operators

When you perform an indexed search, the search query text you type in the search field is used as an exact string. Results are more precise if you know the name of the asset you want to locate. You can also use some operators with your search syntax:

- Wildcard characters — You can use the standard asterisk or question mark anywhere in the words used in the search. Use an asterisk (*) to represent one or more characters in a word, and use a question mark (?) to represent a single character in a word.

- Fuzziness operator — Use a tilde (~) to include close matches in the search results. For example, typing `quikc~ brwn~ foks~` returns items containing "quick brown fox."

- Proximity operator — Add a tilde (~) and a numeral to your search terms to locate items where the terms are close to each other. For example, typing `"fox quick"~5` returns items containing "fox" and "quick" where the words are separated by the specified edit distance. ("Edit distance" refers to the number of operations necessary to transform one string into another.) Results are ranked by relevance, with those closest to the query string ranked highest. In this example, "quick fox" is more relevant than "quick brown fox."

- Boolean prefixes — You can use a plus (+) or a minus (-) sign as a prefix to force the search to either include or exclude a term. For example, typing `quick brown +fox -news` causes the search to return results that must contain "fox" and must exclude "news." In this example, "quick" and "brown" are optional, but their presence improves the relevance of the result.

- Boolean operators — You can include the standard Boolean operators AND, OR, and NOT (also written as &&, ||, and !) in your search terms. For example, typing `quick OR brown AND fox` returns results that must include "brown" and "fox" (because AND takes precedence over OR and applies to terms on either side of the operator) with "quick" as optional. Some search criteria allow you to select Boolean operators — true, false, is set, and not set — from a predefined list.

📄 *You must precede reserved characters with a backslash (\) to escape them. The following characters are reserved: + - && || ! ( ) { } [ ] ^ " ~ * ? : \ /*

Special Characters

The Search text field treats the period (.) and underscore (_) as special characters. If you want to search for assets with a specific name that includes a period or underscore, you can leave the Search text field blank and add a Name criterion that includes the asset name. You do not need to escape the period or underscore characters in criteria fields. For example, if you want to search for assets with names "new.sequence01" or "new.sequence02" you can add the Name criterion, and then type `new.sequ` in the text field for the criterion. This returns the assets new.sequence01 and new.sequence02.

If you conduct an indexed search using Advanced Search syntax, some special characters — "." (period) and "-" (dash) — are not recognized if your search term also includes wildcards. For example, if you search for `C0001.new.??`, the two periods in the search term prevent the search from returning an asset named C0001.new.02. To make your search more accurate, you can do any of the following:

- Search for the asset name without using a period or a dash — for example, by substituting a space for the special character (`C0001 new ??` returns the asset named C0001.new.02).

- If you use the search text box, you can add quotation marks around your search term — for example `"C0001.new.??"` returns both C0001.new.01 and C0001.new.02.

- If you use the Name criterion, you can specify an operator — for example, `contains C0001.new` returns both C0001.new.01 and C0001.new.02.

Text Criteria

Most fields in the Search pane are text fields. When you use the Search text field to conduct a search, the search operation assesses the search term in a "natural language" way, performing language analysis, which might lead to different results from what you would expect from a classical text search such as the one in Interplay Production. For example, using the Search text field allows the search to assess root words with their prefixes and suffixes, and some special characters like hyphens (-) are ignored.

However, terms typed in as text criteria perform result in exact matches, including white space and special characters used in the text fields. You can use text criteria if you want to match an asset name or ID exactly. This is similar to enclosing the search expression in the search text box in quotation marks. For example, if you type `928_myfile` in the search text box, the search matches both 928 and myfile. If you type `"928_myfile"` the search matches only this exact string. This is also how the text criteria behave.

The search criteria menus provide the following search prefixes:

- **is** — Matches the string exactly, including spaces. For example, "blue" matches "blue" but not "blueberry."

- **is not** — The opposite of "is." This matches anything that is not the search expression.

- **contains** — Matches substrings, including spaces. For example, "blues" matches both "blue" and "blueberry."

- **does not contain** — Only matches where the string does not occur.

Conducting a Search

You can search for assets by using the Search bar or the Search pane, using either the indexed search or the federated search. You can also add filter criteria to your search to narrow your search results.

Indexed search requires Media Index to be installed and configured in your MediaCentral Platform environment.

To conduct an indexed search:

1. Click the Pane Menu button and select Indexed Search.

2. (Option) Click the Pane Menu button and select a language for your search.

Default languages used for searching indexes are set during Media Index configuration.

3. Type a key word or words in the Search text field.

   You can search for text of one or more characters. Providing more characters results in greater precision in the search results.

   A drop-down list appears with search suggestions built from the index appears when you type three or more characters.

4. (Search pane only) Click the Add Criteria button to add one or more additional search criteria. For information about the criteria, see "Advanced Search Filters" on page 248 and "Indexed Search Examples" on page 252.

   To remove the added criteria, click the Minus button at the right of the pane above the Search button.

Media Index maps Interplay Production properties to Media Index criterion fields — for example, you search for text in the Comments property by using the Description criterion. For more information, see "Media | Index and Indexed Search" on page 230.

5. If you select criteria that allow Boolean operators, click the search field for a criterion and select the appropriate operator:
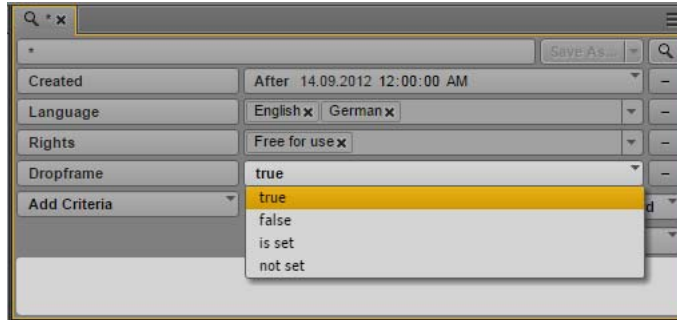
📄 *Boolean fields only allow for selection of one of two states: true or false. For most systems, "false" is not the same as "not set."*

6. If you select criteria that require a date or span of dates, click the date field.

The date picker window opens.
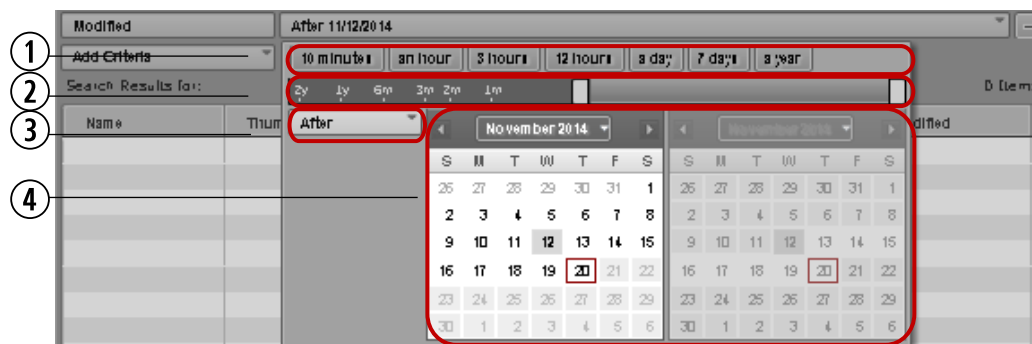
1	Shortcut date buttons	3	Scope menu
2	Date slider	4	Date picker

📄 *Date criteria do not support the is set/not set search prefixes.*

7. If you want to define a date range, click the Scope menu and select one of the following to define your search:

- Between

- After

- Before

- Not restricted

8. To specify a date range, do the following:

  ▶ Click one of the shortcut date buttons to set your search for one of the common time spans. The shortcut date buttons indicate the time from the present.

  ▶ Use the date slider to specify a time span for your search. The date slider indicates the time from the present.

  ▶ Use the calendar to select the appropriate dates for your search.

The date picker window uses your system time as the present and measures time spans from that reference.

The date slider adjusts to match the date options you select, and the date field displays a text summary of your date search criteria.

9. If you want to modify the time values to specify an exact time in hours, minutes, and seconds, do the following:

  a. Click a time value displayed in the criterion text box.

  The time value — hours, minutes, or seconds — is selected.
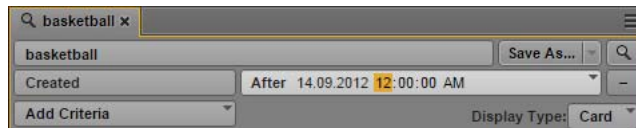
  b. Type a new value.

  When you type a legal value, the next value is automatically selected. You can also navigate between the values for hours, minutes, and seconds by using the arrow keys, or by pressing the Tab key or Shift+Tab to move to the following or preceding value.

10. Click the Search button.

The system returns assets that match the criteria in the search results list. If the asset exists in multiple locations in the MediaCentral databases, the search might list all instances.

11. To view the results found in a time-based metadata text field — for example, in marker text — click the Display Type menu and select Card, and then expand the Time-Based Metadata section.
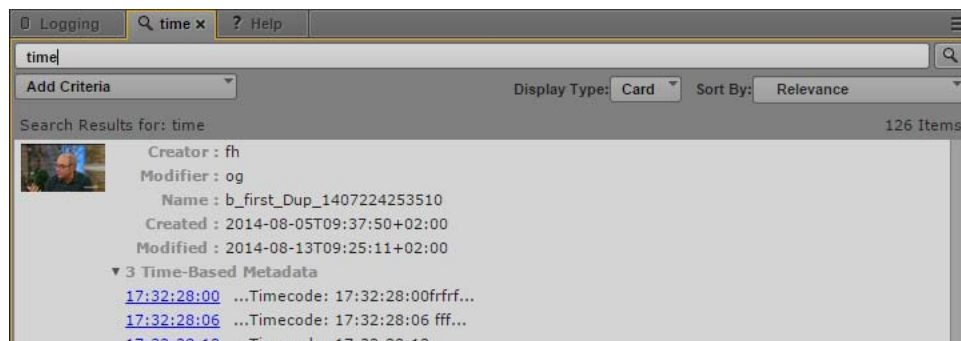
The results list displays a summary of the text found to match the search query and provides a timecode link to the location in the asset where the metadata occurs.

To conduct a federated search:

1. Click the Pane Menu button and select Federated Search.

2. Click the Assets menu and select the type of asset:

   - All Assets: Select All Assets to search iNEWS, Interplay MAM, and Interplay Production databases for stories and media that match the search criteria.

   - Stories: Select Stories to search iNEWS databases for stories that match the search criteria.

   - Media: Select Media to search the Interplay Production databases for media assets that match the search criteria.

   - MAM Assets: Select MAM Assets to search the Interplay MAM database for media assets that match the search criteria.

   If you select All Assets and then add criteria specific to Interplay Production (like Video Resolution, Category or Type), the search ignores iNEWS databases and returns results only for the Interplay Production database. Similarly, if you select All Assets and then add criteria specific to Interplay MAM (like Asset Type or Rights), the search ignores iNEWS and Interplay Production databases and returns results only for the Interplay MAM database.

3. Type a key word or words in the Search text field.

   You can search for text of one or more characters. The more characters you provide, the faster the search will provide results.

   When you enter two or more words, separated by spaces, the system conducts a search for anything that matches all words entered.

   - For an Interplay Production search, typing `White House` returns items containing that exact phrase.

   - For an Interplay MAM search, typing `White House` returns items containing "White" and "House" in a single metadata field, or "White" in one metadata field and "House" in a different metadata field, but the results do not feature items with only "White" or "House."

   - For an iNEWS search, typing `White House` returns any story with both "White" and "House" in them, but the results do not feature items with only "White" or "House." Typing `"White House"` returns stories with that exact phrase.

     Additionally, the search for a word, for example, "plane", results in items that contain "plane" as well as items that contain "airplane."

📋 *Search terms are not case-sensitive. However, Avid recommends you use only alpha-numeric characters.*

Use of punctuation or symbols might return inconsistent results. For example, an iNEWS system treats an asterisk or question mark as a wild card character. When you search stories in the iNEWS database by typing the letters `Sm*th`, the search locates stories with words such as "Smith," "Smyth," and "smooth." However, Interplay Production does not support wild card characters, so the same search for `Sm*th` only returns media assets containing those exact characters ("Sm*th"). For information about wild card characters and operators supported for searches in Interplay MAM databases, see "Wild Card Characters and Operators Supported for Federated Searches in Interplay | MAM Databases" on page 253.

📋 *In the Search pane, you do not need to include text in your search criteria for Modified Date, Video Resolution, Category, Type, Asset Type, or Rights.*

4. (Search pane only) Click the Add Criteria button to add one or more additional search criteria. For information about the criteria, see "Advanced Search Filters" on page 248.

   To remove the added criteria, click the Minus button at the right of the pane above the Search button.

5. If you select criteria that require a date or span of dates, click the date field.

   The date picker window opens.
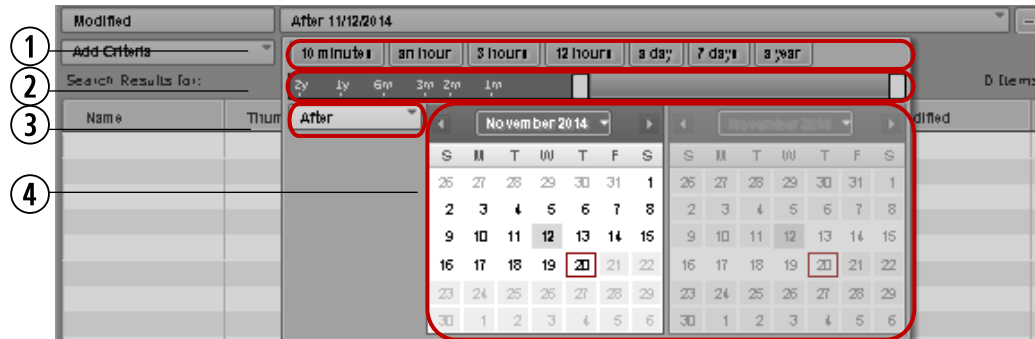
| 1 | Shortcut date buttons | 3 | Scope menu |
| 2 | Date slider | 4 | Date picker |

6. If you want to define a date range, click the Scope menu and select one of the following to define your search:

   - Between

   - After

   - Before

   - Not restricted

7. To specify a date range, do the following:

   ▶ Click one of the shortcut date buttons to set your search for one of the common time spans. The shortcut date buttons indicate the time from the present.

   ▶ Use the date slider to specify a time span for your search. The date slider indicates the time from the present.

   ▶ Use the calendar to select the appropriate dates for your search.

The date picker window uses your system time as the present and measures time spans from that reference.

The date slider adjusts to match the date options you select, and the date field displays a text summary of your date search criteria.

8. If you want to modify the time values to specify an exact time in hours, minutes, and seconds, do the following:

   a. Click a time value displayed in the criterion text box.

      The time value — hours, minutes, or seconds — is selected.
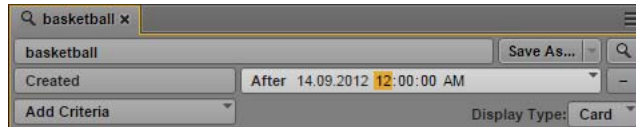
   b. Type a new value.

      When you type a legal value, the next value is automatically selected. You can also navigate between the values for hours, minutes, and seconds by using the arrow keys, or by pressing the Tab key or Shift+Tab to move to the following or preceding value.

9. Click the Search button.

   The system returns assets that match the criteria in the search results list. If the asset exists in multiple locations of Interplay Production, the search might list all instances as determined by an Interplay Production setting.

> 📄 *The Interplay Production settings include two settings that can help improve search performance: "Show only one representation for each asset found" and "Select a time range for your search." The Advanced Search criterion Modified Date overrides the Interplay Production time range setting. For more information, see "User Settings" on page 487.*

Using Predefined Metadata

Media Index supports using metadata values that are predefined so that you can use consistent values in your searches. Typically, predefined terms are contained in a thesaurus or a legal list controlled by your asset management system. These values then display in the search criteria as a list of terms you can add to or exclude from your search.

> 📄 *You can use legal lists and thesaurus lists defined in your Interplay Media Asset Management (MAM) systems. For more information on MAM legal lists and thesauruses, see the* Interplay | MAM Legal List Administrator User's Guide.

Thesaurus search criteria support the use of the following search prefixes:

- any (disables the prefix field for thesauruses)
- is (the default prefix)
- is not
- is set (disables the prefix field for thesauruses)
- not set (disables the prefix field for thesauruses)

Empty fields do not affect the search results.

To select pre-defined metadata for your indexed search:

1. Click the Pane Menu button and select Indexed Search.

2. In the Search pane, click the Add Criteria button and select a criterion that contains pre-defined terms.

3. Click the menu for the list of terms for your criterion, and select one or more appropriate terms.
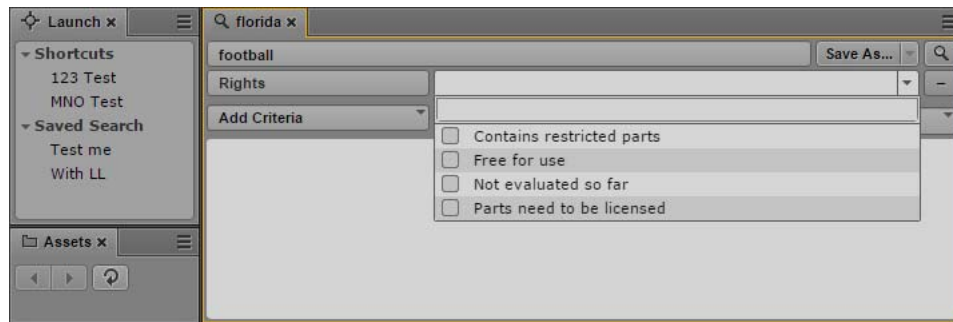
4. Enter your search terms and select any other criteria you want to use for your search.

5. Click the Search button.

   The system returns assets that match the criteria in the search results list. If the asset exists in multiple locations in the MediaCentral databases, the search might list all instances.

Saving Searches

You can save both indexed searches and federated searches to make it easy to access frequently searched assets. Users can open a saved search either in the last used Search pane or in a new Search pane. All saved searches appear in the Launch pane, and you can re-order them by dragging and dropping the saved searches in the Saved Search list. You can also edit a saved search by opening it and modifying the parameters of the search.

Saving a search saves the current configuration of the Search pane. This includes the following:

• Search criteria you add to the search

• Values for search criteria

• Text for a search typed into the Search text box

• Type of search that you run (indexed search or federated search)

• Displayed columns and attributes

• Sort order

• Display type (Grid or Card)

Opening a new Search pane loads the last saved search. If you modify a search but do not run the search, then the next Search pane you open still displays the previous saved search. To save your current search, you must run the search at least once. The search state does not affect Search panes that you already have open, so you can keep other search configurations by keeping the tabs open.

Saved searches are specific to the user. If you log in as an Administrator, you can share a saved search with other users by making it public. You can also make a public search the default search that displays when users open the Search pane when they do not have a previously saved search.
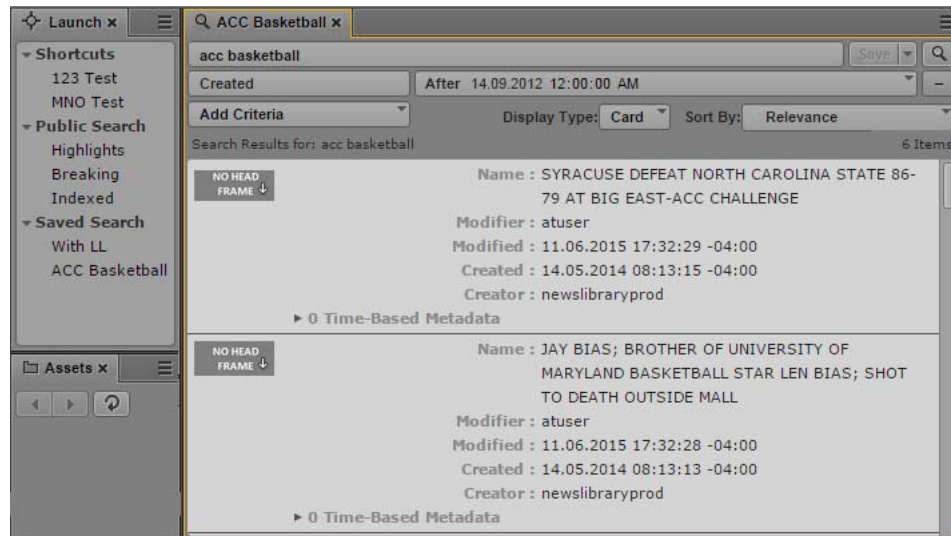
To save a search:

1. Search for assets using one of the procedures described in "Conducting a Search" on page 239.

2. Click Save As.

   The Save As dialog box opens.
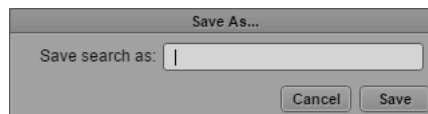
3. Type a name for the saved search, and then Click Save.

   The saved search appears in the Launch pane.

To open a saved search, do one of the following:

▶ To open the saved search in the last active Search pane, double-click the saved search in the Launch pane.

▶ To open the saved search in a new Search pane, do one of the following:

   - Alt+double-click the saved search in the Launch pane.

   - Right-click the saved search in the Launch pane, and select Open in New Search Tab.

   The search opens in the appropriate Search pane and immediately runs the selected search. The search results display in the Search pane.

To edit a saved search:

1. Double-click a saved search in the Launch pane.

   The search opens in the appropriate Search pane and immediately runs the selected search. The search results display in the Search pane.

2. Modify the parameters of the search by adding or deleting search criteria.

3. Click the Search button.

   The system returns assets that match the modified criteria in the search results list.

4. Click Save.

   The modified saved search appears in the Launch pane.

To share a saved search:

1. Log in to MediaCentral UX as a user with Administrator credentials.

2. Right-click a saved search, and then select Create Public Search.

   The saved search appears in the Public Search area of the Launch pane and is available to all users.

📄 *You must logged in as a user with an Administrator role to edit a public search.*

To set a public search as the default search for the Search pane:

1. Log in to MediaCentral UX as a user with Administrator credentials.

2. Right-click a public search, and then select Set As Default.

   The public search appears in the Public Search area of the Launch pane and is set as the default search when the Search pane is opened. An asterisk (*) marks the search as the default search.
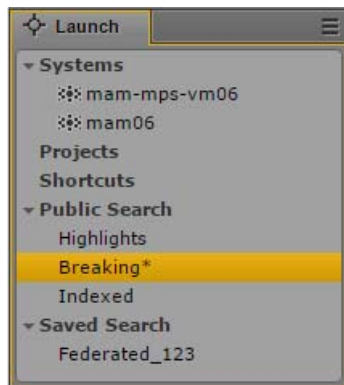
3. If you want to remove the default setting for the search, right-click the default search and select Unset Default.

To rename a saved search, do the following:

▶ Right-click the saved search in the Launch pane and select Rename.

To delete a saved search, do one of the following:

▶ Right-click the saved search in the Launch pane and select Delete.

▶ Click the Save menu in the Search pane, and then select Delete.

Advanced Search Filters

In addition to the basic criteria described in "Conducting a Search" on page 239, you can select from the criteria filters listed in the following tables. The filters available depend on whether you select the indexed search or the federated search.

Advanced Search with Media Index

Indexed search uses metadata categories set up by your MediaCentral administrator when Media Index is configured. Some search filters apply to all assets in the MediaCentral platform, and some filters apply only to certain databases. The criteria you select filter the results by removing any assets that do not match the criteria you specify. Your MediaCentral administrator can configure custom filters for Media Index, which then display in the list of search filters for indexed searches.

Indexed search requires Media Index to be installed and configured in your MediaCentral Platform environment.

Although the filters used by Media Index vary depending on your configuration, the following table lists some typical filters used for an indexed search.

Search Criterion	Description
ID	Searches for the unique ID of the media asset.
System	Searches a specific Interplay Production, MAM, or iNEWS database, depending on your configuration.
Type	Searches for a specified asset type — for example, "video" or "master clip."
Creator	Searches for the login name of the user who created this item.
Modifier	Searches for the login name of the user who last modified this item.
Name	Searches for a specified value in the name of the asset.
Created	Searches for assets that have been created in the time range you specify. You can use the shortcut date buttons, the date slider, or the date picker to modify any range for your search, Move the date slider all the way to the left or select Not Restricted from the scope menu if you want to specify an unlimited time period.
Modified	Searches for assets that have been modified in the time range you specify. You can use the shortcut date buttons, the date slider, or the date picker to modify any range for your search, Move the date slider all the way to the left or select Not Restricted from the scope menu if you want to specify an unlimited time period.
Description	Searches the text entered in the description or comments field of media assets.
Tags	Searches any tags added as metadata for media assets.
Start	Searches for the starting timecode.
Duration	Searches for the duration of media assets, measured as a timecode value.
End	Searches for the ending timecode.
[system]	Searches a specified MediaCentral server. If you select a server, all other server names are inactive in the search filters list.

You can use the following features with the advanced search filters in an indexed search:

- Selecting criteria: You can filter the results by one or more specific criteria. If you select a criterion that is specific to a system or system type, then all other systems and system types appear disabled in the dialog box because the system-specific filter you select excludes them. For example, if you select a criterion that only exists on the Interplay Production A system, you no longer get results from the Interplay Production B system, which appears disabled in the dialog box. This provides a visual cue to avoid selecting criteria combinations that would not return any results.

If you want to limit the search to a specific system, use the System criterion and select the system that you want to search. For example, if you select an Interplay Production system, an iNEWS system listed in the System criterion filter would be disabled if the Interplay Production system included criteria specific to that system and not found on the iNEWS system criteria.
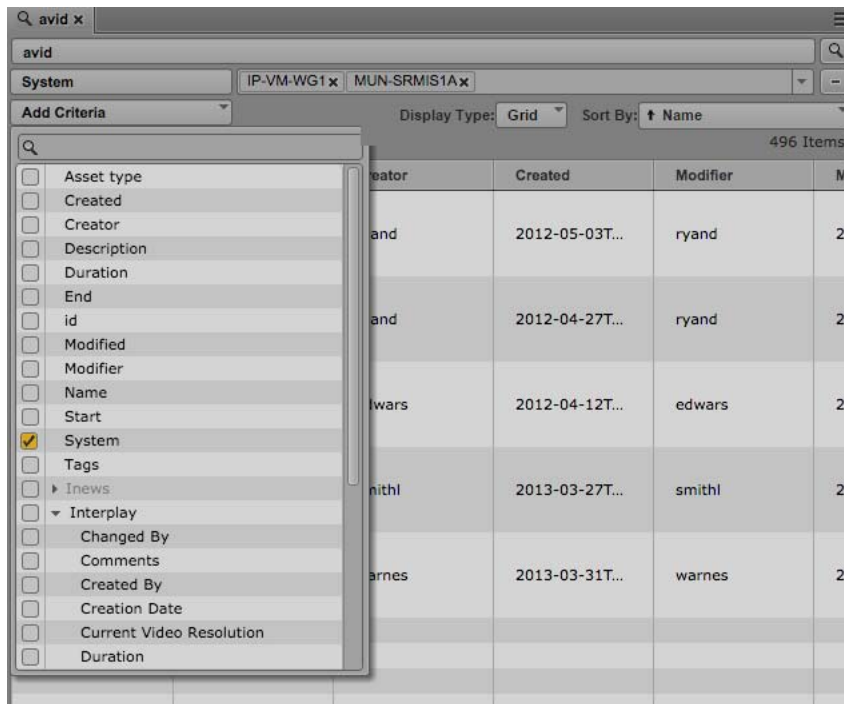
- Multiple values: You can select multiple values for some options.

- Removing a value: Click the x on the value.
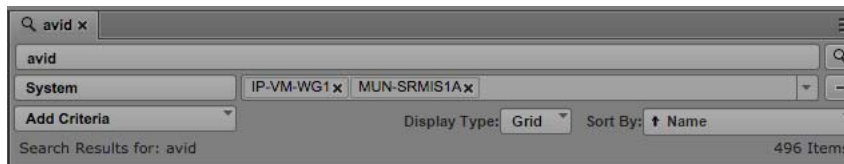
Advanced Search with the Federated Search Option

You do not need to include text in your search criteria for Modified Date, Reg. Date & Time, Video Resolution, Category, Type, Asset Type, or Rights.

Using advanced search filters in the Search pane results in a faster and more precise search.

Search Criterion	Description
Folder	(Interplay Production, iNEWS only) Searches only the selected folders and their subfolders. Click Browse to navigate to and select a folder. To select multiple locations for your search, hold the Control key (Windows) or Command key (Macintosh) down while clicking the locations in which you want to conduct your search.
	If your local iNEWS system is part of an iNEWS community, you can select a folder in any available iNEWS server.
	When searching an iNEWS database, you can simultaneously search multiple indexed queues. However, you can only choose one non-indexed queue path at a time and you cannot combine indexed and non-indexed queues. If you make an invalid selection, an error message is displayed.
Modified Date	(Interplay Production, Interplay MAM, iNEWS) Searches for assets that have been modified in the time range you specify. The Modified Date slider uses 14 days as a default date range, which you can modify to any range for your search. Move the slider all the way to the left if you want to specify an unlimited time period.
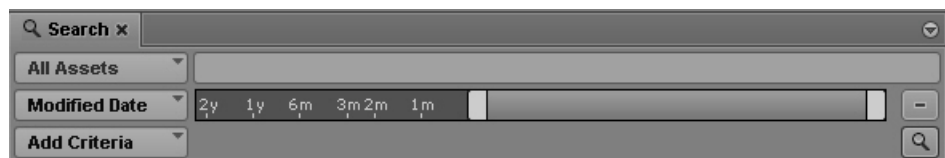
You can also specify a date range for search in the Interplay Production user settings. This setting determines the date range used by searches when you use the Search bar or when you do not select Modified Date from the Add Criteria menu. When you use the slider, this date range overrides the user setting. For more information, see "User Settings" on page 487.

| Search Criterion	Description
Reg. Date & Time	(Interplay MAM only) Searches the Interplay MAM database for assets that have been created in the time range you specify. The Registration Date & Time slider uses 14 days as a default date range, which you can modify to any range for your search. Move the slider all the way to the left if you want to specify an unlimited time period. The Reg. Date & Time option is only shown if the corresponding property is marked as searchable in the Interplay MAM configuration.
Video Resolution	(Interplay Production only) Searches the Interplay Production database for assets associated with media in a selected video resolution. Click the field and a list appears. Select one or more resolutions from the list.
Category	(Interplay Production only) Searches the Interplay Production database for assets in a selected category. A category is an Interplay Production custom grouping to which users can assign database assets. Click the field and a list appears. Select one or more categories from the list.
Type	(Interplay Production only) Searches the Interplay Production database for assets of a particular object type. Click the field and a list appears. Select one or more objects from the list.

Search Criterion	Description
Asset Type	(Interplay MAM only) Searches the Interplay MAM database for assets of a particular asset or basic sequence type. In Interplay MAM asset types are referred to as "object classes" and "EDL classes". Click the field and a list appears. It shows all object and EDL classes that are configured in the connected Interplay MAM systems. Select one or more asset types from the list.
Rights	(Interplay MAM only) Searches the Interplay MAM database for assets that have a particular usage right assigned. Click the field and a list appears. It shows all usage rights that are configured in the InterplayMAM legal list MA_Rights_Indicator. Select one or more rights from the list.

You can use the following features with the advanced search filters:

- Auto-completion: You can begin to type a value in a field, and as you type, the list of values is filtered to match the characters that you type. For example, type X to display resolutions that begin with X, such as XDCAM-EX and XDCAM-HD.
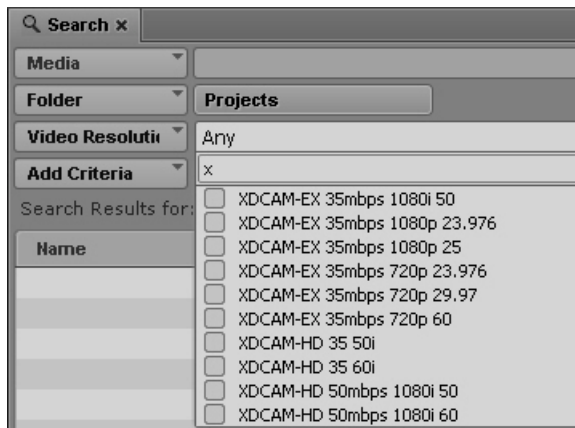
- Keyboard shortcuts: Press Up Arrow or Down Arrow to step through the list of values, press the space bar to select a value to add to the search field, and press Esc to close the list.

- Multiple values: You can select multiple values from the list of options.

- Removing a value: Click the x on the value.
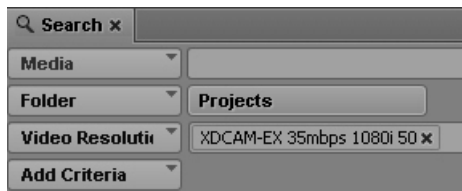
Indexed Search Examples

The Media Index search engine uses language analysis and, if specified with the appropriate operator, fuzzy matching to help find content even if the actual text is slightly different. This allows you to find words with incorrect spelling and word variations.

Indexed search requires Media Index to be installed and configured in your MediaCentral Platform environment.

The search syntax does not automatically compensate for spelling mistakes but instead expects exact matches. You can use different operators to improve your search requests, and you can combine the operators to create powerful search expressions. For a description of the operators available for the search syntax, see "Conducting a Search" on page 239.

Operator	Search expression	Matches	Does not match
Fuzzy (~)	quick~	quic, quakc, quick, quite	uid, kik
By default the fuzzy operator allows for two different characters in a word, but you can specify more.	quick~3	kwic, black	quantum
Wildcard (* and ?)	qui*	quit, quick, quiz	quack, kick
	qui?	quit, quiz	quick
	?ick	tick, sick	quick
Proximity ("*[term]*"~*[numeral]*)	"quick fox"~1	"quick brown fox"	"quick and clever fox"
Finds all cases where there words are inside the given distance from each other. The number parameter is the number of words separating the search terms.	"quick fox"~2	"qucik brown fox", "quick and clever fox"	"quick and slightly bluish fox"
Boolean prefixes (+ and -)	+quick -blue +fox	"quick brown fox", "fox is quick"	"quick blue fox"

Wild Card Characters and Operators Supported for Federated Searches in Interplay | MAM Databases

In addition to the basic criteria described in "Conducting a Search" on page 239, you can use different wild cards and operators to specify your query when conducting a federated search in Interplay MAM databases.

Option	Example	Result
Single character	`I`	Returns assets that contain the single search character "i" in one of their metadata fields. The field in question can contain other text.
		Example: *i* finds *I robot* but also *I'm a robot*
		The single character feature is also used to support searches for Chinese and Japanese characters.
		If the feature Auto-Append Wildcards is activated, searching for a single character is not possible.
Single search term	`house`	Returns assets that contain the search term "house" in one of their metadata fields. The field in question can contain other text.
Exclamation mark (!)	`!house`	Returns assets that contain only the search term "house" in one of their metadata fields. The field in question cannot contain any further entries.
		If the feature Auto-Append Wildcards is activated using the exclamation mark is not possible.
Quotation marks ("")	`"White House"`	Returns assets that contain both the search term "White" and the search term "House." "White" must come before "House" in the text. The two search terms cannot be separated by any other characters, except punctuation marks, as these are ignored.
Operator OR Operator character |	`White OR House` `White | House`	Returns assets that contain the search term "White" or the search term "House," or both.

Operator AND
Operator character &
Terms separated by spaces
	`White AND House`
	`White & House`
	`White House`
		Returns assets that contain the search terms "White" and "House" in a single metadata field, or the search term "White" in one metadata field and the search term "House" in a different metadata field.

Operator NOT
Operator character ^ or ~
	`White NOT House`
	`White ^ House`
	`White ~ House`
		Returns assets that contain the search term "White" in at least one metadata field, but that do not contain the search term "House" in this or any other metadata field.

Option	Example	Result
Brackets () and Operators	`(house AND (white OR blair)) NOT visitors`	If you create complex search queries — queries that use more than one Boolean operator — consider the priorities with which the operators are processed: NOT takes priority over AND, and AND takes priority over OR. In addition, you can use brackets in complex search queries to give structure to your query. In this case, the innermost bracket takes priority over the next bracket, and so on.

The example query excludes all assets that contain the word "visitors"; returns all assets that contain the other search terms, as follows: "house" and "white," "house" and "blair," "house" and "white" and "blair". |
| Wild card * or % | `Whit*`
`Whit%` | The asterisk and the percentage sign are the universal wildcards that will return any character string (0, 1, or more characters) in a specific position.

Returns all assets containing words that start with whit, such as: "whit," "white," "white-collar," "whitey," "whiter," or "whitish."

Using the * or % wildcard at the beginning of a search term or within a search term requires specific usage rights. For performance reasons these search options are not available by default. |
| Auto-append * | `Whit` | If the option Auto-Append Wildcards is set in the System Settings for Interplay MAM, each search term is appended automatically by an asterisk before submission. This allows a search behavior more similar to Interplay Production and iNEWS.

With the activated Auto-Append Wildcards feature, searching for a single character and using the exclamation mark is not possible. |

The Search Results List

The system returns assets that match the criteria of your search in the search results list. Above the result list, the "Search Results for" field repeats the key word or words you typed the Search text field; additionally the number of items found is shown.

The search result list shows metadata for all found items in an overview table with configurable columns. Depending on the type of item (iNEWS, Media, or MAM asset) you can select items in the result list and open them in other panes for subsequent editing. You can also drag items that represent media stored in the local Interplay Production server from the search results list to a folder in the Assets pane. If the asset includes both local and remote media, or if the media is offline, you cannot drag the asset to the Asset pane.

If the number of items found exceeds the configured maximum number of items that can be displayed at a time in Grid view or for federated searches, the Show More Results button is displayed at the bottom of the search results list. In Card view, you can view additional results by scrolling down the results list.

For indexed searches, you can view your results in Card view or in Grid view. Card view provides a summary of the metadata information in your search results, and Grid view displays your results in a grid with columns for each selected metadata category. Both views list the number of results your search has found. If your indexed search results include assets with time-based metadata, you can click the timecode link in Card view and open the asset at the position specified by the timecode. For example, if your search query matches text within a marker, clicking the timecode link opens the clip or sequence in the Media pane at the marker position.
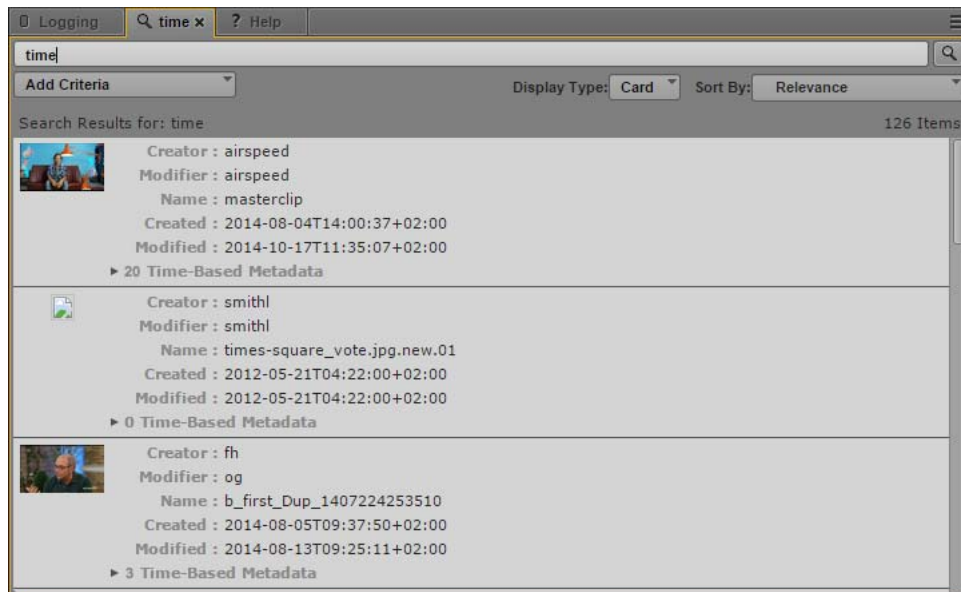
Search results displayed in Card view
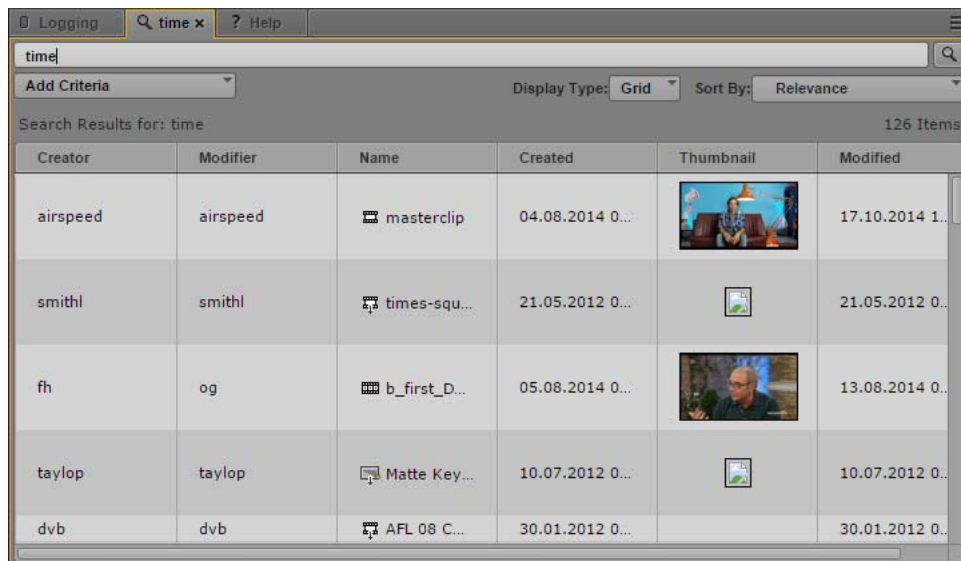
Search results displayed in Grid view

Indexed search results using criteria that include time-based values display a timestamp for the default time zone selected in the System Settings and appended by a Coordinated Universal Time (UTC) offset. For example, a timestamp of 04:30:00 AM -4:00 appearing in the search results list on a New York City system indicates that the time zone difference between New York (EDT) and UTC is four hours. In Paris (CEST), the same asset in a search results list displays a timestamp of 10:30:00 AM +2:00.

For reliable time-based search results, make sure that the iNEWS, Interplay Production, and MediaCentral servers all have the same time. If systems are not time-synced, assets that otherwise meet the search criteria might not be returned.

To change the view of the results list of an indexed search:

▶ Click the Display Type menu and select one of the following:

- Grid, to view a column-based results list.

- Card, to view a summary of search categories for each result. You can also view time-based metadata search results in Card view.

To sort search results, do one of the following:

▶ For indexed searches, click the Sort By menu and select a category to sort your results. You can select one category at a time. In Grid view, you can also click the heading of the column you want to sort by.

You can use the Sort By menu to sort the results using a category that is not visible as a column in the search results list.

▶ For federated searches, click the heading of the column you want to sort by.

An arrow appears in the column. How the column sorts the results depends on the content of the column. For example, the Name column sorts results alphabetically, starting from the lowest number and the first letter or the reverse.

To reverse the sorting order in Grid view or for federated searches:

▶ Click the heading of the column again.

To view additional items in Grid view or for federated searches:

▶ Click the Show More Results button.

Additional items are shown at the bottom of the search results list.

To add or remove columns from the Search pane:

1. Click the pane menu and select Add or Remove Columns.

The Add or Remove Columns dialog box opens.
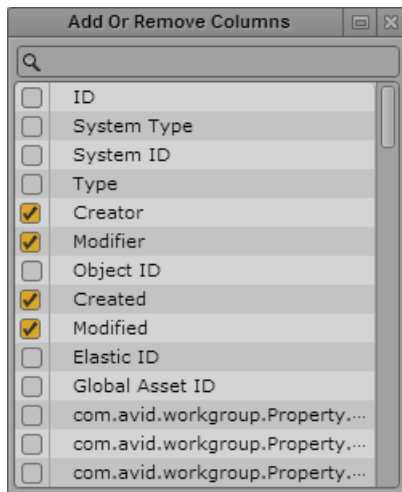
2. Select the columns you want to add or deselect the columns you want to remove.

   You can use the search box to find a particular column.

3. Click the Close box or click anywhere outside the window to save your settings.

   The Search pane displays the selected columns.

To open an item from the search result list, do one of the following:

▶ For federated searches or indexed searches, double-click the item.

   The asset opens in the Media pane. If the asset is a sequence and the Sequence pane is open, the asset is loaded in the Sequence Timeline. If the asset is an Interplay MAM asset and the panes are open, the asset opens also in the Logging, Metadata, and Thumbnails pane and its associations are shown in the Associations pane. For more information, see "Working with Video Media" on page 160 and "Using the Sequence Pane" on page 102.

▶ If the search results include matches for time-based metadata, expand the Time-Based Metadata area in Card view, and click the timecode link.
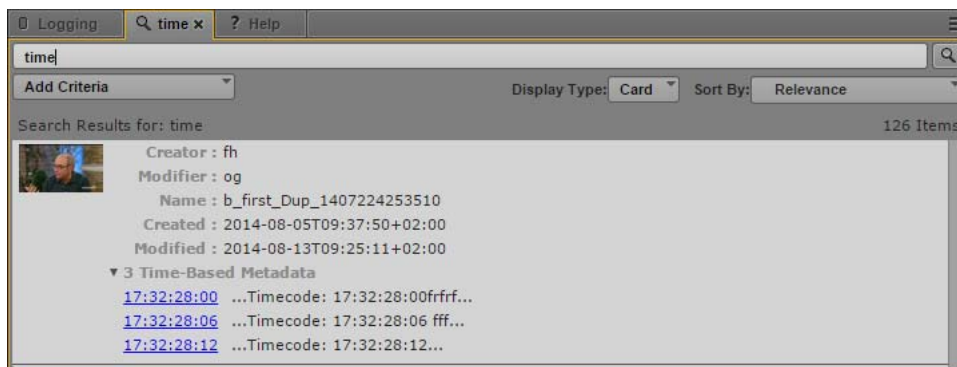
   The asset opens in the Media pane at the location of the timecode. If the asset is a sequence and the Sequence pane is open, the asset is loaded in the Sequence Timeline.

To copy an item from a search result list to another folder:

▶ Click the item you want to copy, and then drag it to a new folder in the Assets pane.

   The asset is copied to the target folder.

You can only drag assets in the search result list that are stored on the local Interplay Production server to a folder in the Assets pane.

To export markers for one or more assets as an .xlsx file:

1. In the search results list (federated search only), select one or more assets that include markers.

2. Right-click and select Export Logs.

   A Microsoft Excel file named logs.xlsx is saved to your default download folder.

   For more information, see "Exporting Markers" on page 275.

To create a shortcut to an asset:

▶ Right-click and select Create Shortcut.

   A link to the item is displayed in the Shortcuts section of the Launch pane. For more information, see "Creating Shortcuts to Assets, Folders, and Queues" on page 38.

10 Logging Interplay | Production Assets and Creating Subclips

The following main topics describe features you use when logging your material.

The following topic lists the keyboard shortcuts used for logging:

In Media Composer v6.0, Avid Symphony v6.0, and NewsCutter v10.0, the term "locators" was changed to "markers" in both the user interface and the documentation.

When you open an Interplay MAM asset, the Logging pane displays controls specifically for logging Interplay MAM assets. For more information, see "Logging Interplay | MAM Assets" on page 280.

Workflows for Logging

In MediaCentral UX, *logging* refers to the process of adding information to clips, subclips, and sequences. This information includes markers, restrictions, and text, which you can use for reference during story creation and media editing.

MediaCentral UX enables fast, flexible logging. A special layout for logging, called the Log layout, provides a Logging pane for viewing and editing markers. Keyboard shortcuts give you a quick way to work with markers while controlling media playback.

Example Workflows

Following are three typical logging workflows.

- Logging a video feed: A media logger logs content at the same time that the media is being ingested.The media logger can add markers to specify particular video or audio frames and add comments to the markers as required. A journalist can then open a specific clip or clips in MediaCentral UX, view the markers and comments, and copy text if necessary, even while the recording is in progress.

  Working with content while it is being ingested is sometimes referred to as "edit while capture." For more information, see "Viewing and Editing a Clip During Ingest" on page 191.

- Logging recorded video: A media logger browses for recorded clips and logs the content by adding markers and comments. For example, marker comments can include a transcription of an interview. A journalist can then use the transcription as a starting point for a story.

- Creating a shot list: A media logger can place markers on clips to identify specific shots, mark in and out points to create a series of subclips, and combine these subclips into a shot list. For example, a journalist or a logger might create a shot list with markers and subclips for a sequence, and another media editor can then match the shot list to a story text or use it to create a voice-over track. For more information, see "Using the Sequence Pane" on page 102.

- Adding markers to a sequence: You can add markers to a sequence you are creating, either by adding clips with markers to a sequence or by adding markers directly to a sequence. See "Adding Markers to a Sequence" on page 156.

Multiple Loggers Working on the Same Clip

Two or more media loggers can add markers to the same clip, while it is still being recorded or after it has already been recorded. Each media logger can refresh the Logging pane to display all saved markers, including those created by other loggers.

⚠️ **There is no locking mechanism if two loggers are editing the same marker text. If two loggers are editing the same marker text, either one can save the marker, and the clip in the Interplay Production database updates with the last saved version. To display the latest saved version, click the Refresh button or press F5.**

Multiple Loggers Working on the Same Sequence

Two or more media loggers can add markers to the same sequence. However, the loggers must limit their edits to the Logging pane and make sure no one else is editing the sequence. Any edits to the sequence (such as L cuts or trims) that are saved and checked in will overwrite the previously checked-in sequence, including markers not included in the edited sequence. Closing the Sequence pane can help avoid this problem.

Each media logger can refresh the Logging pane to display all saved markers, including those created by other loggers.

⚠️ **As with master clips, there is no locking mechanism if two loggers are editing the same marker text. If two loggers are editing the same marker text, either one can save the marker, and the clip in the Interplay Production database updates with the last saved version. To display the latest saved version, click the Refresh button or press F5.**

Keyboard Shortcuts

You can accomplish many functions for logging and controlling playback using keyboard shortcuts, such as

- Ctrl+M to add a marker.

- Ctrl plus a key on the numeric keypad to add a marker of a specific color. For example, press Ctrl+3 to create a marker with a red icon.

- Ctrl+Enter to save text.

- Up Arrow to move to previous marker, Down Arrow to move to next marker.

- Ctrl+J (back), Ctrl+K (stop), and Ctrl+L (forward) to control playback while entering markers and marker text.

For more information, see "Logging Pane (Interplay | Production) Shortcuts" on page 495.

Understanding Markers and Restrictions

In MediaCentral UX, adding markers is the primary way to log material. A *marker* is an indicator that you add to a selected frame to mark a particular location in a clip, subclip, or sequence. Markers can have icons of different colors and can be associated with user-defined comments.

Markers and Avid Applications

Users can add, view, and edit markers in several different Avid applications:

- Avid Media Composer, including NewsCutter and Symphony options

- Interplay Assist

- Interplay Access

- MediaCentral UX

Markers added in any of these products can be viewed and edited by any of the other products in an Interplay Production environment.

> *In Media Composer v6.0, Avid Symphony v6.0, and NewsCutter v10.0, the term "locators" was changed to "markers" in both the user interface and the documentation.*

> *Spanned markers created on an Avid editing system are not currently supported in MediaCentral.*

Markers and Uneditable Sequences

You can add markers to uneditable sequences (sequences that are colored dark red), edit marker text, and save the markers with the sequence, if you have the proper permissions in Interplay Production. You need to have a read/write role for the folder that contains the sequence and permissions for markers as described below.

> *For a description of uneditable sequences, see "Opening and Editing an Existing Sequence in the Sequence Pane" on page 121.*

Restrictions

A *restriction* is a span of an asset that indicates a clip, or a portion of a clip, whose use is limited in some way, such as through intellectual property rights management or content compliance. Users can add and edit restrictions only in Interplay Assist and MediaCentral UX, but can view them in the following Avid products:

• Avid Media Composer, including NewsCutter and Symphony options

• Avid Instinct

For information about creating restrictions in MediaCentral UX, see "Adding, Saving, and Deleting Restrictions" on page 272.

Permissions

To create and modify markers, a MediaCentral UX user's Interplay Production account must be configured with the following permissions:

Setting	Description
Can create locators	Create markers (formerly called "locators" in Avid editing products)
Can modify locators	Modify and delete markers
Can create restrictions	Create restrictions
Can modify restrictions	Modify and delete restrictions

If a user does not have these permissions, the Create Marker button or the Create Restriction button is grayed out and a tool tip states that the user does not have permission to create a marker or restriction.

An Interplay Production administrator sets these permissions in the Instinct/Assist User Settings view of the Interplay Administrator. For more information, see the *Interplay | Engine and Interplay | Archive Engine Administration Guide* or the Interplay Production Help.

Markers and Sequences

In MediaCentral UX, you can add markers to clips, subclips, and sequences stored in the Interplay Production database. Markers that you add to a sequence are associated only with the sequence. They are not automatically associated with the corresponding master clips used in the sequence. Similarly, a marker added to a subclip is not added to the associated master clip.

When you add a marker to a sequence, you might notice a delay of a few seconds before you can create a new marker. In this case, the Insert Marker button is disabled (grayed out). When the button is enabled again, you can create a new marker.

If you are creating a sequence in the Sequence pane, you can add markers either by adding clips with markers to the sequence or by adding markers directly to the sequence. See "Adding Markers to a Sequence" on page 156.

Number of Characters in Marker Text

In MediaCentral UX, marker text has a limit of 32,000 characters for each marker. If marker text exceeds 32,000 characters, a warning message tells you that the text exceeds the maximum number of characters and that you cannot save the text until the reduce the number of characters. The Save status message shows you the character count until it is reduced to 32,000, at which point the message changes to "Unsaved changes" and you can save the text.

The Log Layout

The Log layout provides you with an arrangement of panes defined for use in logging, which you can customize. The following illustration shows the Launch pane, the Media pane, and the Logging pane. The Logging pane tab displays the name of the loaded clip or sequence.
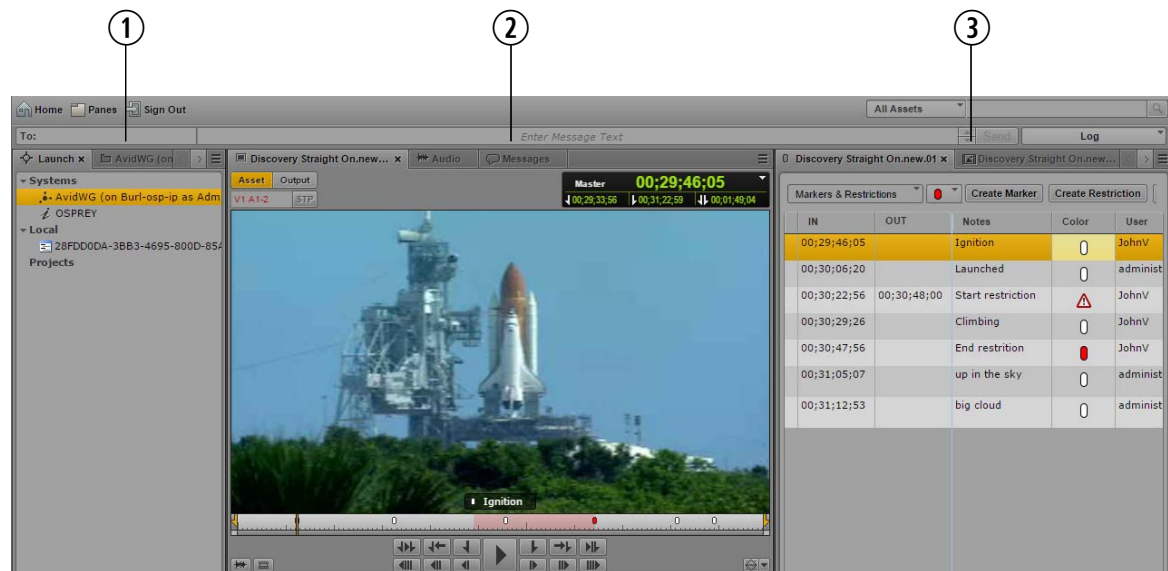
1	Launch pane, Asset pane	3	Logging Pane, Thumbnails Pane, Metadata pane (not shown)
2	Media pane, Audio pane, Messages pane		

You can adjust the location and size of the panes as you can do in other layouts. For example, you can drag the Assets pane beneath the Media pane. For more information, see "Working with Areas and Panes" on page 25.

📖 *The Output button and the STP button in the Media pane are disabled in the Log layout.*

To open the Log layout:

▶ Select Log from the Layout selector.

To reset the Log layout:

▶ Select Reset Layout from the Layout selector.

The Logging Pane for Interplay | Production Assets

You create and view markers and marker text in the Logging pane. You can also view restrictions, if the clip or sequence contains them.

📄 *Prior to MediaCentral v2.1, this pane was called the Markers pane.*

The following illustration shows a series of markers in the Logging pane. Displays and controls are described in the accompanying table.

	Display or Control	Description
1	Strata list	Displays the strata configured for editing. For Interplay Production assets, the only choice in the Strata list is "Markers & Restrictions." Strata is an Interplay MAM feature that does not currently apply to Interplay Production assets. For more information, see "Logging Interplay	MAM Assets" on page 280.
2	Marker Color button	Indicates the color of the next marker to be added. You can change the color by clicking the button and selecting a new color.
3	Create Marker button	Click to create a new marker at the timecode selected in the Media pane. You can also create a new marker by pressing Ctrl+M (Windows and Macintosh) or Command + M (Macintosh). You can create a new marker of a specific color by pressing Ctrl plus a key on the numeric keypad. See "Logging Pane (Interplay | Production) Shortcuts" on page 495
4	Create Restriction button	Creates a restriction for the segment marked by In and Out points in the Media pane. See "Working with Restrictions" on page 268.

264

	Display or Control	Description
5	Refresh button	Updates the display of markers saved for the selected clip or sequence. This control is especially useful when multiple loggers are adding markers to the same clip or sequence, or when a journalist wants to see the latest information added by the loggers.
		If the focus is in the Logging pane, you can also press F5 to update the display.
6	Export button	Displays options for exporting marker text to other applications. See "Exporting Markers" on page 275.
7	Save button	Saves all markers and exits edit mode.
		Edit mode refers to the state in which the cursor is displayed in the Notes field and you can enter text. Ctrl+S saves all markers but does not exit edit mode.
8	Save status message	Displays whether or not markers for the clip or sequence are saved. The messages are "Unsaved changes," "Saving," or "All changes saved."
9	Info icon	Displays the name of the selected stratum when you hover the mouse pointer over the Info icon. For Interplay Production, the only info is "Stratum that contains all media markers and restrictions."
10	Pane Menu button	The Pane menu for the Logging pane contains options for both Interplay Production and Interplay MAM assets. The following options are available for Interplay Production:
		• Add or Remove Columns. Select the columns you want to display.
		• Delete. Functions the same as the Delete key (Windows), Backspace (Macintosh), or fn+Backspace (MacBook).
		• Help. Displays a Help topic describing controls in the Logging pane. From this topic you can access the entire MediaCentral UX Help system.
11	Filter button and criteria list	Lets you set criteria for filtering the list of markers. Filtering does not apply to restrictions. See "Filtering the Markers List" on page 274.

	Display or Control	Description
12	Columns	The Logging pane has six or seven available columns:
		• (no label): Displays orange for the selected marker or markers.
		• IN: Displays the timecode in the clip or sequence that corresponds to the location of the marker or restriction.
		• OUT: Displays the timecode in the clip or sequence that corresponds to the end of a restriction.
		• Notes: Displays the text associated with the marker.
		You can cut, copy, and paste this text. See "Cutting, Copying, and Pasting Text" on page 273.
		• Color: Displays the icon associated with the marker.
		• User: Displays the name of the Interplay Production user who created the marker.
		• Angle: For a group clip, displays the name of the master clip for each marker or restriction. See "Markers and Restrictions for Group Clips" on page 224.
		After you create a new marker, the focus is in the first column to the right of the OUT column. This is the Notes column by default.
		You can adjust the width of columns and rearrange the order of columns by dragging and dropping.
13	Unselected marker	Gray indicates a marker that is not selected.
14	Restriction	A restriction is displayed in several ways:
		• The restriction is displayed at the timecode where it starts. The IN and OUT column shows the span of the restriction. The far left column is colored dark orange.
		• A warning icon is displayed in the Color column.
		• If there are markers within the restricted span, the far left column is colored orange, and the bottom of the last marker row in the span is marked by a thin yellow line.
		In the illustration, the last marker in the restriction is in edit mode. The Notes column for the marker is white.
		See "Working with Restrictions" on page 268.

To close the Logging pane:

▶   Click the X in the pane's tab.

To open the Logging pane:

▶   Select Panes > Logging.

Adding, Saving, and Deleting Markers

How you add markers depends on your workflow. You can add a marker to a clip, subclip, or sequence. You can add markers while video plays or you can scrub through the video and add markers at appropriate locations. You can control the video, add markers, and delete markers by using the mouse or the keyboard. For example, while in the Log layout, you can use Ctrl+J, Ctrl+K, or Ctrl+L keys to control video while you type marker text. For a list of keyboard shortcuts, see "Logging Pane (Interplay | Production) Shortcuts" on page 495.

Adding text in the Notes column is optional. You can add marker text immediately, or you can add a marker without text and then add text later.

When you add a marker without text, the marker is saved automatically. When you add a marker with text, the marker is saved automatically and the text is saved if you save the marker manually or if you step out of a marker (exit edit mode) by using Ctrl+Enter.

Edit mode refers to the state in which the cursor appears in the Notes field and you can enter text.

You can select which color you want to use for the marker icon. This can be useful if you want to establish particular meanings for particular colors — for example, red for restrictions or blue for audio.

The Marker Color button indicates the currently selected color for the marker icon. To change the color, click the button and select a different color.

Changing the color affects only the next marker you set. Existing markers are not changed.

To add a marker, do one of the following:

▶ Click the Create Marker button.

▶ Press Ctrl+M.

▶ Press Ctrl plus a key on the numeric keypad that is associated with the color you want to use for the marker icon. You can also press Ctrl plus a number key from the top row of the keyboard. For example, press Ctrl+3 to create a marker with a red icon. See "Logging Pane (Interplay | Production) Shortcuts" on page 495.

After you create a new marker, the focus is in the first column to the right of the OUT column. By default this is the Notes column. The cursor appears in the Notes field and you can begin typing.

You can add another marker while in edit mode. After you create a new marker, the old marker is automatically saved and the cursor appears in the Notes field of the new marker.

To enter edit mode and edit marker text, do one of the following:

▶ Double-click the Notes field.

▶ Select a marker and press Enter.

To save marker text, do one of the following:

▶ Click the Save button. Text is saved and you exit edit mode.

▶ Press Ctrl+S. Text is saved and you remain in edit mode.

▶ Press Ctrl+Enter to exit edit mode.

▶ Use the mouse to select a different marker.

▶ Add a new marker.

   If you are adding markers to a sequence in Output mode, saving markers in the Logging pane also saves the sequence, including markers. Similarly, saving a sequence in Output mode also saves the markers in the sequence.

To delete a marker, select one or more markers and do one of the following:

▶ Press the Delete key (Windows), Backspace (Macintosh), or fn+Backspace (MacBook).

▶ Right-click and select Delete.

To change the color of a marker icon, do one of the following:

▶ Double-click the Color field for the marker whose color you want to change, then double-click the color you want to use.

▶ Use the arrow keys to navigate to the Color field you want to change, press Enter, use the arrow keys to select the color you want, and press Enter again.

▶ Select one or more markers, right-click, select Change Color, and double-click the color you want to use.

Working with Restrictions
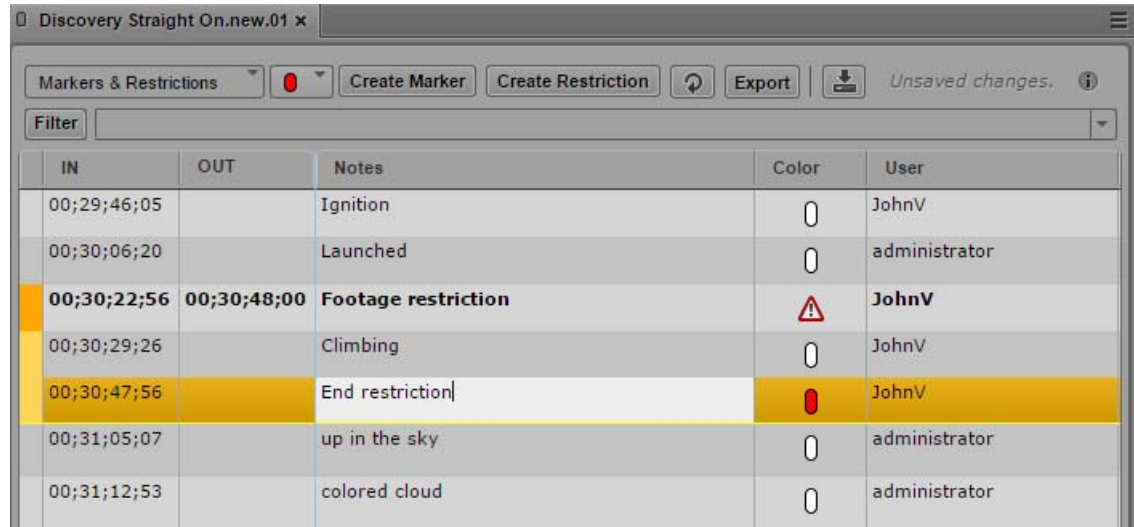
A *restriction* is a span of an asset that indicates a clip, or a portion of a clip, whose use is limited in some way, such as through intellectual property rights management or content compliance.

The following topics describe working with restrictions:

• "Understanding Restrictions in MediaCentral | UX" on page 269

• "Adding, Saving, and Deleting Restrictions" on page 272

Understanding Restrictions in MediaCentral | UX

In MediaCentral UX, you can add, modify, save, and delete restrictions in the Logging pane, similarly to the way you work with markers. The following illustration shows a restriction labeled "Footage restriction" that includes two markers.

Note the following:

- The restriction is displayed at the timecode where it starts. The far left column is colored dark orange. The IN and OUT columns show the span of the restriction. If the position indicator is within a restriction, the restriction is displayed in bold.

- A warning icon is displayed in the Color column.

- If there are markers within the restricted span, the far left column is colored orange, and the bottom of the last marker row in the span is marked by a thin yellow line.

  In the previous illustration, there are two markers in the span of the restriction.

Restrictions are also marked in light red in the timeline in the Media pane, as shown in the following illustration.

You can create a restriction within another restriction, or add a restriction that overlaps another restriction. In this case, the enclosed restriction or the overlapping area is indicated by a darker shade of red in the Media Timeline.

Text for the restriction is shown on top of the Media viewer, preceded by a red triangle that indicates a restriction.

- If there are overlapping restrictions, text for the first restriction is displayed until the start of the second restriction

- If one restriction encloses another, text for the enclosing restriction is displayed.

The following illustration shows the Logging pane and the Media pane for a clip named "Discovery Straight On.new.01." This clip includes markers and two restrictions, labeled "Restriction 1" and "Restriction 2." These restrictions overlap briefly; the overlap area is indicated in the Media Timeline by a darker shade of red. The position indicator is parked on a marker that is enclosed by the first restriction. The restriction text is shown at the top of the viewer, and the marker text is shown at the bottom.
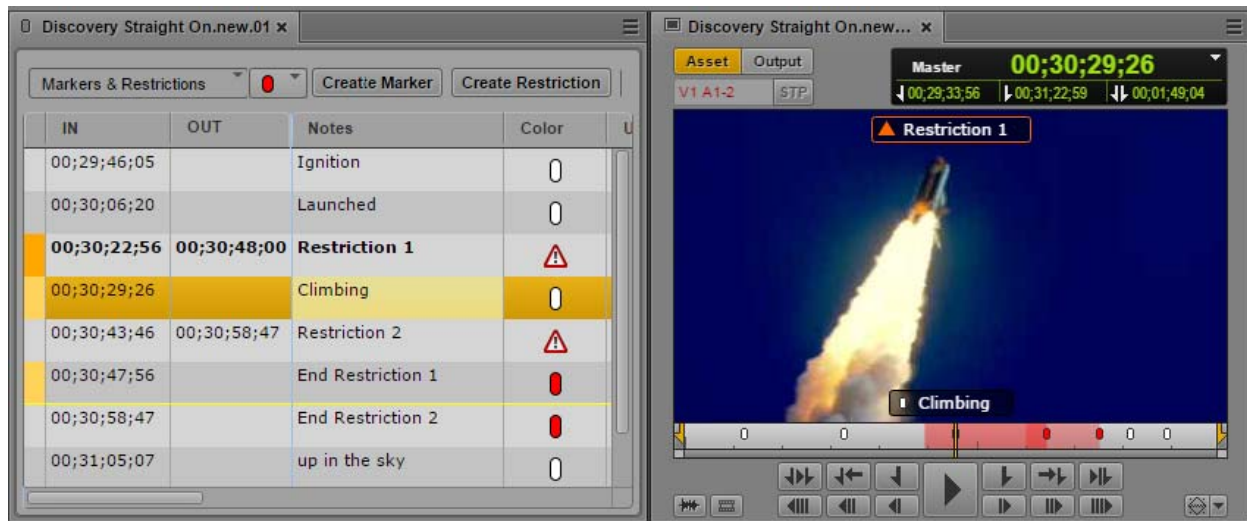
The following illustration shows the same master clip listed in the Assets pane. An orange triangle in the State column indicates that the clip contains a restriction.

The restriction icon in the State column is displayed only for master clips that include a restriction, not subclips or sequences.

This icon is also displayed in the DRM column, if the column is selected for display.

Requirements

To create and modify restrictions, a MediaCentral UX user's Interplay Production account must be configured with the following permissions:

- Can create restrictions
- Can modify restrictions

If a user does not have these permissions, the Create Restriction button is grayed out and a tool tip states that the user does not have permission to create a restriction.

To delete restrictions, the user's Interplay Production account must be configured with the following permission:

• Can modify restrictions

An Interplay Production administrator sets these permissions in the Instinct/Assist User Settings view of the Interplay Administrator. For more information, see the *Interplay | Engine and Interplay | Archive Engine Administration Guide* or the Interplay | Production Help.

Adding and Editing Text

Adding text in the Notes column is optional. You can add restriction text immediately, or you can add a restriction without text and then add text later.

When you add a restriction without text, the restriction is saved automatically. When you add a restriction with text, the restriction is saved automatically and the text is saved if you save the restriction manually or if you step out of a restriction (exit edit mode) by using Ctrl+Enter.

Master Clips and Subclips

You can add restrictions to master clips or subclips. Master clips and subclips are linked, so that restrictions added or changed in a master clip are added or changed in the corresponding subclip. Similarly, any restrictions added or changed in a subclip are added or changed in the master clip.

Group Clips

You can view and edit restrictions for a master clip that is included in a group clip. A column labeled Angle displays the name of the master clip for each marker or restriction, as shown in the following illustration. There are two restrictions, on two different master clips.

You can add a new restriction to a master clip by selecting it as the active angle, either in single-angle view or multi-angle view. Master clips and group clips are linked, so that restrictions added or changed in a master clip are added or changed in the group clip.

You cannot add a restriction to a group clip itself.

Restrictions are shown in the Media viewer for the master clip that is selected as the active angle, in both Asset mode and Output mode.

You work with markers in the same way you work with restrictions. For more information, see "Markers and Restrictions for Group Clips" on page 224.

Sequences

If you edit a master clip or subclip with a restriction into a sequence, the restriction is carried over to the sequence. Information in the source clip remains linked to the clip in the sequence, so that if there is any change to a restriction in the source clip, the information is changed in the sequence.

If the Media pane is in Output mode, any restrictions in the sequence are shown in the Logging pane, along with any markers included in the sequence. The restriction remains displayed if you trim away part of the restricted area and remains until there is no part of the restriction remaining in the sequence.

You cannot edit restrictions on sequence level. You cannot add a restriction directly to a sequence. The Create Restriction button is inactive.

If you open an unsupported sequence, such as one edited in Media Composer, a message is displayed at the top of the viewer that states "This sequence contains restricted clips." Markers are shown in the Logging pane, but restrictions are not.

Adding, Saving, and Deleting Restrictions

If your Interplay Production account includes the proper permissions (see "Understanding Restrictions in MediaCentral | UX" on page 269), you can add, modify, save, and delete restrictions in MediaCentral UX.

To add a restriction to a master clip or subclip:

1. Load a master clip or subclip in the Media pane.

   If you add a restriction to a subclip, the restriction is also added to the source master clip.

2. Set In and Out points to mark the region to which you want to add a restriction.

3. Click the Create Restriction button.

   A beginning and end point are set for the restriction in the Logging pane and the restriction is automatically saved. The cursor is positioned in the Notes area so you can immediately add text for the restriction, if the Notes column is immediately to the right of the OUT column.

4. (Optional) Type text for the restriction in the Notes column, then press Ctrl+Enter.

   The following illustration shows a restriction that was created by setting In and Out points, and is labeled "restriction."
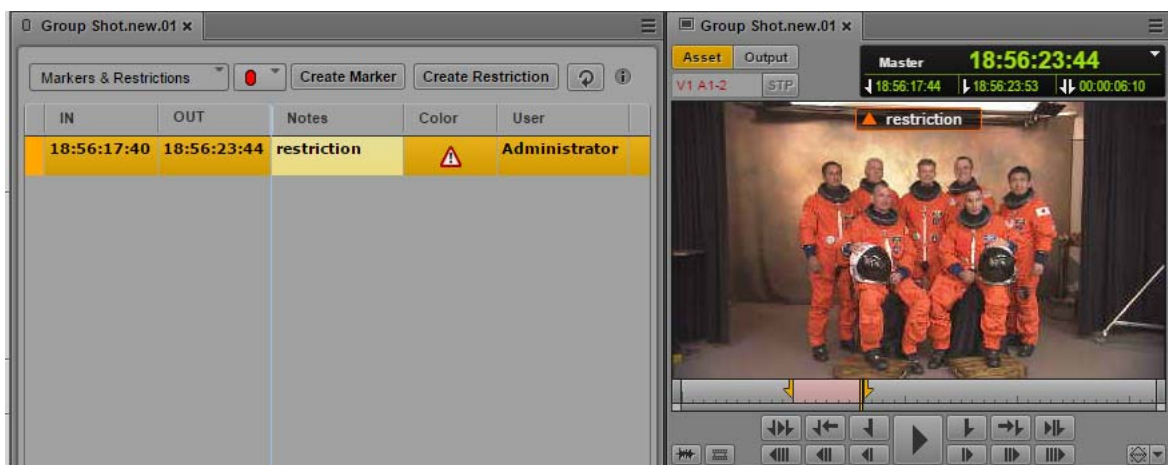
To enter edit mode and edit restriction text:

▶ Double-click the Notes field.

📄 *Edit mode refers to the state in which the cursor appears in the Notes field and you can enter text.*

📄 *You cannot edit the start and end of a restriction. To change the start or end point, delete the restriction and create it again.*

To save restriction text, do one of the following:

▶ Click the Save button. Text is saved and you exit edit mode.

▶ Press Ctrl+S. Text is saved and you remain in edit mode.

▶ Press Ctrl+Enter to exit edit mode.

▶ Use the mouse to select a different restriction or a marker.

▶ Add a new restriction or marker.

To delete a restriction, select the restriction and do one of the following:

▶ Press the Delete key (Windows), Backspace (Macintosh), or fn+Backspace (MacBook).

▶ Right-click and select Delete.

Cutting, Copying, and Pasting Text

You can use standard keyboard shortcuts to cut text or copy text to the system clipboard, or paste text from the system clipboard. This includes the ability to copy text from external sources such as documents or Web pages and to paste the text as marker notes. The text is pasted without formatting.

You can also do the reverse: copy marker text and paste it into an external source, such as Notepad. If you work on a story in the Story layout, you can copy and paste text into the Script Editor. You can also copy and paste entire markers (timecode and text). When you paste an entire marker into a document, the pasted text includes the clip name and frame rate.

To cut text:

▶ Select the text and press Ctrl+X.

To copy text:

▶ Select the text and press Ctrl+C.

To copy markers:

▶ Select one or more markers and press Ctrl+C. Use Shift+click to select contiguous markers, and Ctrl+click to select non-contiguous markers.

To paste text:

▶ Press Ctrl+V.

For a complete list of keyboard shortcuts, see "Logging Pane (Interplay | Production) Shortcuts" on page 495.

Navigating by Markers in the Log Layout

You can use the mouse or keyboard to navigate by marker through a clip or sequence. A marker selected in the timeline is also selected in the Logging pane. When you select a marker in the Logging pane, the same marker is selected in the timeline and the Media viewer displays the corresponding frame.

To navigate to the previous marker, do one of the following:

▶ With the focus in the Logging pane, press the Up Arrow key.

▶ With the focus in the Media pane, press Shift +Left Arrow.

To navigate to the next marker, do one of the following:

▶ With the focus in the Logging pane, press the Down Arrow key.

▶ With the focus in the Media pane, press Shift+Right Arrow.

In the Story layout, use Shift+Left Arrow and Shift+Right Arrow to navigate by markers.

Filtering the Markers List

You can use the filtering feature to display only markers created by specific users or that are marked with specific colors.

Filtering does not apply to restrictions.

To filter the markers list:

1. Click the down arrow in the Filter Criteria list.
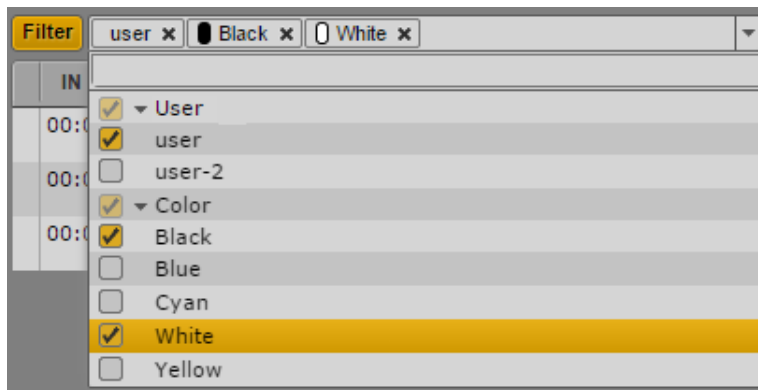
2. Select the criteria you want to use. You can select any of the available users or colors. This list is determined by the markers in the loaded asset.

   The criteria are displayed as buttons in the Filter Criteria list, the Filter button turns orange, and the list is filtered.

   After you set the criteria, you can turn filtering off by clicking the Filter button so that it turns gray. To turn filtering on again, click the Filter button so that it turns orange.

To remove a criterion, do one of the following:

▶ Click the x on the criterion button.

▶ Click the down arrow in the Filter Criteria list and deselect the criterion.

The list is filtered according to the new criteria.

Exporting Markers

You can export a list of markers in one of the following formats:

- Plain text file (.txt) that lists the timecode and text for each marker.

- A tab-delimited text file (.txt) that you can import into Media Composer or another Avid editing application. For more information, see the documentation for the Avid editing application.

- CSV (comma-separated value) file that you can open as a Microsoft Excel spreadsheet.

- XML file for use in other applications.

You can also export a list of markers as a formatted Microsoft Excel file. Select one or more Interplay Production assets in the Assets pane or in Search results (federated or indexed search), right-click, and select Export Logs. A spreadsheet named logs.xlsx is created and downloaded to your browser's default download location. For multiple assets, each log is written on its own worksheet tab. This feature applies to master clips, subclips, group clips, and sequences.

You can copy complete markers (timecode and text) to the system clipboard and paste them into another application. You can also copy and paste marker text.

To export markers for a single asset as a file:

1. Load a clip or sequence that includes markers in the Media viewer.

2. Click the Export button.

   The Export dialog box opens.
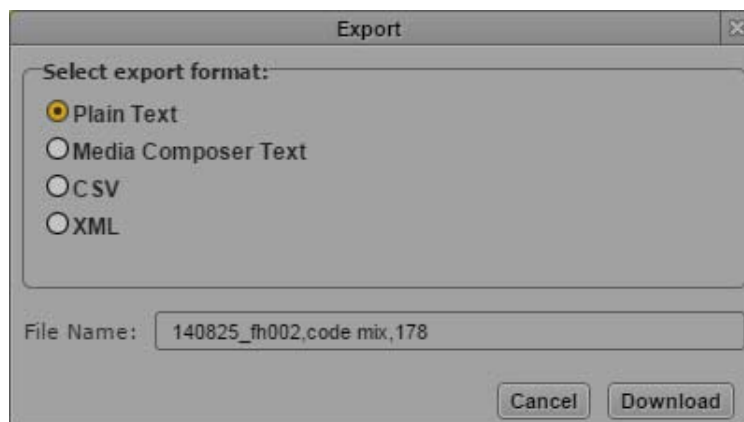
3. Select the type of file you want to export: Plain Text, Media Composer Text, CSV, or XML.

4. Type a file name. You do not need to add an extension.

5. Click Download.

   The file is saved to your default download folder.

The dialog box remembers the format you selected. This format is automatically selected the next time you open the dialog box.

To export markers for one or more assets as an .xlsx file:

1. In the Assets pane or in the search results list, select one or more assets that include markers.

2. Right-click and select Export Logs.

   A file named logs.xlsx is saved to your default download folder.

To copy one or more markers as text to the clipboard:

▸ Select one or more markers and press Ctrl+C.

   You can use the mouse or keyboard to select multiple markers:

   - Select a marker, then press Shift+Up Arrow or Shift+Down Arrow to select a range.

   - Select a marker, then press Shift+click to select a range or Ctrl+click to select individual markers.

   You can then use Ctrl+V to paste the timecode and text to another document or application.

To copy marker text to the clipboard:

1. Double-click the Notes field for the marker whose text you want to copy.

2. Select the text you want to copy.

   You can then use Ctrl+V to paste the text to another document or application.

Entering Marker Text in Right-to-Left Languages

You can enter, display, and edit marker text in right-to-left languages (for example, Arabic or Hebrew). MediaCentral UX recognizes right-to-left characters (RTL). If more than 50 percent of all marker text for an asset consists of right-to-left characters, the text direction in the Notes column changes to right-to-left after you do one of the following:

• Click the Refresh button in the Logging pane toolbar

• Reload the asset from the Assets pane

All markers in a single asset change to use the same text direction.

You can also use one of the following the keyboard shortcuts to change the text direction:

• Ctrl+Shift+D (Windows)

• Command+Shift+D (Macintosh)

Text direction persists for all markers in a single asset unless the proportion of marker text changes or you manually change the direction. If the first marker you enter uses right-to-left, the next marker will begin with right-to-left, unless more than 50 percent of the text consists of left-to-right characters or you manually change the direction.

You can copy and paste right-to-left text. If you paste text into the first marker of an asset, you need to use a keyboard shortcut to change the direction of the text. After that, the next marker will use right-to-left direction.

You can export the marker text, and the right-to-left direction is retained.

📄 *Overlay text in the Media viewer is displayed only as left-to-right.*

To manually change text direction for all marker text:

▶ Press Ctrl+Shift+D

If the direction is left-to-right, pressing the keyboard shortcut changes direction to right-to-left. If the direction is right-to-left, pressing the keyboard shortcut changes direction to left-to-right.

Unicode Support for Marker Text

MediaCentral UX v1.2 and later supports input and display of Unicode characters when you create marker text. As a result, any characters that you use for marker text in MediaCentral UX are displayed correctly in the following products:

• MediaCentral UX

• Interplay Assist

• Avid Instinct

• Interplay Access

Media Composer, Symphony, and NewsCutter display Unicode characters only if you set the operating system to the same locale in which the text was created.

MediaCentral UX correctly displays any characters used for marker text created in other products.

📄 *In an Interplay Production workgroup, all clients and applications except MediaCentral UX must use the same locale, either English or one other locale.*

Creating Subclips

You can create a subclip from a clip that you load in the Media pane and store it in an existing folder in the Interplay Production database. You can create the subclip by dragging and dropping or by using a dialog box. or by using a dialog box.

After you create a subclip, the original clip remains in the Media viewer. This is useful if you are creating a series of subclips from the same master clip. A newly created subclip is automatically selected in the Assets pane. Double-click the subclip to load it in the Media viewer.

📄 *Creation of subclips from sequences or group clips is not currently supported. You can create a subclip from a subclip.*

📄 *For limitations on creating subclips from in-progress clips, see the* MediaCentral Platform Services ReadMe.

To create a subclip by dragging and dropping:

1. Set an In point and an Out point for a clip that is loaded in Asset mode.

2. In the Assets pane, display the folder in which you want to store the subclip.

3. Click anywhere in the Media viewer and drag the thumbnail from the Media pane to the folder, or to the line in the Assets pane that holds the folder.
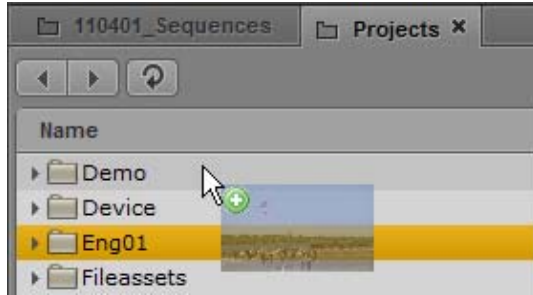
Use the mouse pointer to precisely indicate the target location. If you hover over a folder, the folder opens. If a folder is already open in the Assets pane, drag the thumbnail anywhere in the Assets pane (except to a subfolder) to add it to the folder. A green plus sign indicates a valid location for the subclip.

You can also click the Media Pane Menu button while you are in Asset mode and select Create Subclip. The Select Folder for Subclip dialog box allows you to specify a folder for the subclip.

The subclip is added to the database, with the extension .Sub added to the clip name. Any other subclips you create from the same clip include an incremented extension, for example, .Sub.01, .Sub.02, and so on.

4. (Option) Rename the clip by doing one of the following:

▶ Select the subclip in the Assets folder, click the name of the clip, and type the new name,

▶ Select the subclip in the Assets folder, press F2 (Windows) or Enter (Macintosh), and type the new name.

To create a subclip by using a dialog box:

1. Set an In point and an Out point for a clip that is loaded in Asset mode.

2. Do one of the following:

▶ Click the Media Pane menu button and select Create Subclip.

▶ With focus in the Media pane, press the S key.

The Select Folder for Subclip dialog box opens.
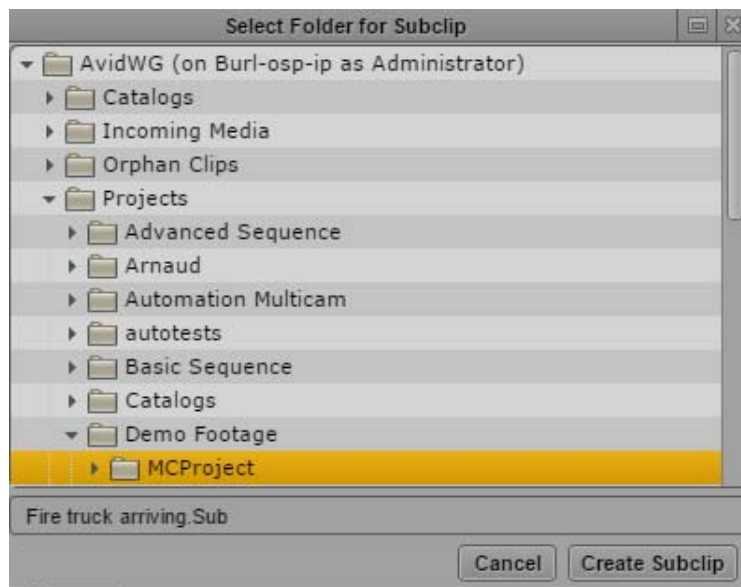
The subclip is added to the database, with the extension .Sub.01 added to the clip name. Any other subclips you create from the same clip include an incremented extension, for example, .Sub.02.

3. Select the folder or subfolder in which you want to save the subclip. By default, the folder that holds the master clip is selected.

4. A default name is supplied, with the extension .Sub added to the clip name. Any other subclips you create from the same master clip include an incremented extension, for example, .Sub.01, .Sub.02, and so on. Rename the clip if you want.

5. Click Create Subclip.

The subclip is added to the database.

11 Logging Interplay | MAM Assets

The following main topics describe features you use when logging Interplay MAM assets.

- Understanding Strata
- Logging Overview (Interplay | MAM Assets)
- The Logging Pane (Interplay | MAM)
- Understanding Segmentation Principles
- Locking a Stratum
- Working with Segments
- Navigating by Segments
- Annotating Text Fields
- Annotating Using Tags
- Defining Merge Rules for Annotated Segments
- Exporting Strata

The following topic lists the keyboard shortcuts used for logging:

- "Logging Pane (Interplay | MAM) Shortcuts" on page 497

Understanding Strata

Logging Interplay MAM assets is based on a few fundamental concepts, the most significant of which is *stratification*. Stratification allows annotation of parts of video objects along their timeline, at any segment defined by an In timecode and an Out timecode. These annotations are similar to Interplay Production markers; the difference is that an Interplay Production marker is associated to a single frame, while an Interplay MAM annotation is associated to a sequence of frames.

Annotations might vary in their semantic meaning. For example, you can provide keywords that specifically describe a part of the material, name the location visible in a scene, or define the rights situation for a given segment. To keep these kinds of annotations semantically separated, Interplay MAM and MediaCentral allow you to layer any number of such annotations on top of the timeline, where each layer is dedicated to annotations of a specific kind. These layers are called *strata*.

Strata Types

Interplay MAM provides three types of strata that can be displayed and edited in MediaCentral UX. These differ from each other as follows:

- Simple strata: Simple strata have only one property assigned to them. The property can be any data type used throughout Interplay MAM, such as "text," "timecode," "date," "legal list (selection list)," and so on.

- Structured strata: Structured strata can have multiple properties assigned to them.

- Strata groups: You can combine several strata in a strata group. The segmentation across the strata within a strata group is always synchronized. Restriction: You cannot combine strata that allow "overlapping segments" with strata that do not allow overlapping segmentation in a strata group.

The strata types and specific strata provided by Interplay MAM depend on how they are configured on site.

Segmentation

Depending on the stratum type, you can create sequential or overlapping segments. Segments can be annotated at any time.

Interplay MAM has two segmentation modes: Segmentation without gaps, and segmentation with gaps. If gaps between segments are not allowed in a stratum, segments cannot be deleted from the stratum.

Segments can be asynchronously distributed across different strata, but segmentation across the strata of a strata group is always synchronous. The segmentation in an entire strata group can be asynchronous compared to the segmentation in the strata outside the group. For more information, see "Understanding Segmentation Principles" on page 286.

Annotation

Annotation refers to the process of adding information to a segment. The kind of annotation that can be performed depends on the types and number of properties assigned to a stratum. In MediaCentral UX, segments can be annotated within all strata in the Logging pane. Annotation related to the entire asset can be entered and edited in the Metadata pane. For more information, see "Editing Metadata" on page 64.

Logging Overview (Interplay | MAM Assets)

In MediaCentral UX, *logging* Interplay MAM assets refers to the process of segmenting strata and adding information to them. This information includes text and other properties, which you can use for reference during story creation and media editing.

MediaCentral UX enables fast, flexible logging. Keyboard shortcuts give you a quick way to create segments and controlling media playback while logging.

Strata and Avid Applications

Users can view and edit strata and segments in the following Avid applications:

- Interplay MAM Cataloger (view strata contents and edit segmentation)
- MediaCentral UX (view strata contents and edit segmentation)

Segments and annotation added to strata in either of these products can be searched and viewed in Interplay MAM Desktop.

Permissions

To edit a stratum, a MediaCentral UX user's Interplay MAM account must be configured with the following permissions:

Setting	Description
Strata/READ_<stratum name>	Grants the right to see the stratum
Strata/WRITE_<stratum name>	Grants the right to edit the stratum. To edit strata pooled in a strata group you need the WRITE permission for all strata in the group.
Stratum/WRITE_RULE_<expression>	Grants the right to edit the stratum if any of the conditions defined in the expression are true to users that do not have the general editing right on that stratum.

Properties assigned to a stratum can additionally be restricted by separate read/write permissions.

If a user does not have at least one of the permissions listed in the table above, the controls for creating segments or editing properties are grayed out in the Logging pane and a tool tip states that the user does not have permission to edit the stratum.

An Interplay MAM administrator defines expressions and sets permissions on the property level in Interplay MAM Datamodel Administrator and sets permissions on the strata level in the Interplay MAM User Manager. For more information, see the *Interplay | MAM Datamodel Administrator User's Guide* and the *Interplay | MAM User Manager User's Guide*.

Configuration

Logging can be processed in two modes: Gaps Allowed and Gaps Not Allowed. Which mode is active in MediaCentral UX is configured in the Interplay MAM System Administrator.

An Interplay MAM administrator can configure if a stratum allows overlapping segments in the Interplay MAM Datamodel Administrator.

For more information, see the *Interplay | MAM Datamodel Administrator User's Guide*, *Interplay | MAM System Administrator User's Guide*, and *Interplay | MAM Configuration Settings Reference*.

Keyboard Shortcuts

When logging Interplay MAM assets you work with the Logging pane and Media pane. Both panes are synchronized: When you select a segment in the Logging pane, the same segment is selected in the Media Timeline and the Media Viewer displays the segment's start frame. And a segment selected in the Media Timeline is also selected in the Logging pane.

You can accomplish most functions for logging and controlling playback using keyboard shortcuts. For more information, see "Media Pane Shortcuts" on page 492 and "Logging Pane (Interplay | MAM) Shortcuts" on page 497.

The Logging Pane (Interplay | MAM)

The *Logging pane* provides you with an arrangement of controls defined for use in logging Interplay Production assets or Interplay MAM assets. The layout of the Logging pane adapts automatically depending on the asset you open:
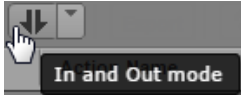
- If you open an asset from an Interplay Production database, you can create, view, and edit markers and restrictions. See "Logging Interplay | Production Assets and Creating Subclips" on page 259.

- If you open an asset from an Interplay MAM database, you can create, view, and edit segments and segment annotation.

The following illustration shows a series of segments for an Interplay MAM asset in the Logging pane. Displays and controls are described in the accompanying table.
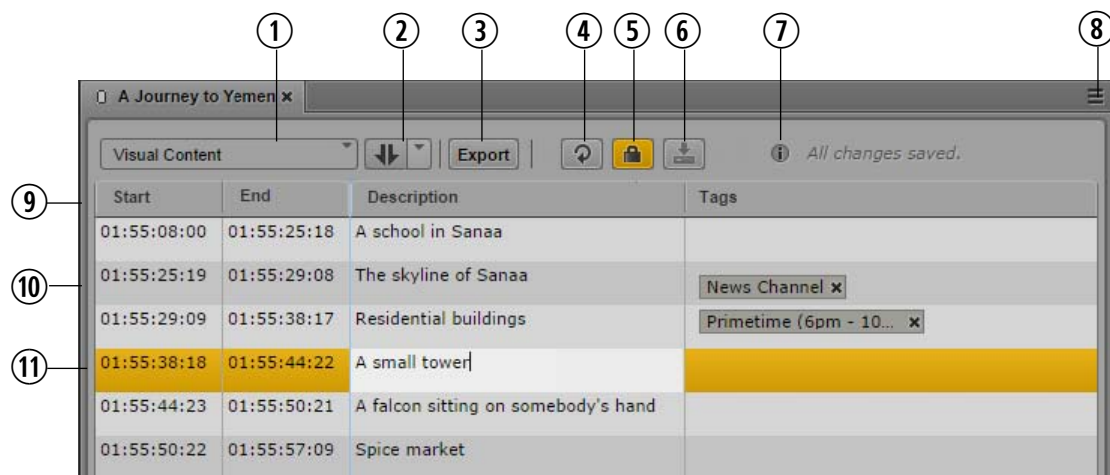
	Display or Control	Description
1	Strata list	Contains the strata and strata groups configured for editing. The name of the selected stratum or strata group is shown on the collapsed list.
2	New Segment control	Is shown when logging is configured to allow gaps and for strata that allow overlapping segments. Creates a new segment with one of the following options:
		• In and Out mode: Sets the In and Out marks at the positions you defined in the Media Timeline.

Display or Control	Description
	• Playhead position mode: Sets the In mark at the current playhead position but does not define an Out mark. You see the selected mode when you hover the mouse pointer over the New Segment control. See "Creating Segment (Gaps Allowed)" on page 292.
3 Export button	Displays options for exporting strata information. See "Exporting Strata" on page 307.
4 Refresh button	Updates the display of segments saved for the selected stratum. This control is especially useful when you switch to a stratum that is currently edited by another user who is adding segments to the same clip. If the focus is in the Logging pane, you can also press F5 to update the display.
5 Lock button	Locks or unlocks the selected stratum and indicates if the stratum is already locked for editing. See "Locking a Stratum" on page 290. • Gray: You can manually set a lock by clicking the Lock button. If the stratum is already locked, for example, because another user is already editing the stratum, a tooltip is shown when you click the button. • Orange: The stratum is currently being edited by you and therefore locked for other users. As soon as you start editing a stratum it is locked and the Lock button is colored orange. You can manually unlock the stratum by clicking the Lock button. The lock is automatically released when you select another stratum or close the Logging pane.
6 Save button	Saves all changes without unlocking the stratum.
7 Info icon and status message	Provides information about the editing status: • Displays the name of the selected stratum when you hover the mouse pointer over the Info icon. • Displays messages when a selected editing option cannot be applied; for example, if creating an overlapping segment is not allowed. • Displays whether or not changes for the segment are saved. The messages are "Unsaved changes," "Saving," or "All changes saved."

	Display or Control	Description
8	Pane Menu button	The Pane menu for the Logging pane contains the following options.

- Undo. Undoes segment operations.

- Redo. Redoes segment operations.

- Add Or Remove Columns. Shows or hides columns in the Segment List area.

- Split at current playhead position. Splits the current segment into two adjacent segments. The timecode selected in the Media pane is set as the In mark of the new segment. The annotation of the original segment is copied to the new segment. See "Splitting Segments" on page 295.

- Merge with next. Merges a selected segment with the segment to its right on the timeline. A gap between the segments is also merged. See "Merging Segments" on page 296.

- Delete (Gaps Allowed Mode only). Deletes the selected segment and creates a gap on the timeline. See "Deleting Segments" on page 296.

- Set In. Sets the timecode of the current position in the Media Timeline as the new In mark for the selected segment. In Gaps Not Allowed mode, it lets you resize adjacent segments by automatically moving the Out mark of the previous segment. See "Resizing Segments (Gaps Allowed Mode)" on page 293, "Resizing Segments (Gaps Not Allowed Mode)" on page 293 and "Resizing Overlapping Segments" on page 294.

- Set Out. Sets the timecode of the current position in the Media Timeline as the new Out mark for the selected segment. In Gaps Not Allowed mode, it lets you resize adjacent segments by automatically moving the In mark of the following segment.

- Merge rules. Lets you define how the annotation of segments is handled when the segments are merged. See "Defining Merge Rules for Annotated Segments" on page 306.

- Help. Displays a Help topic describing controls in the Logging pane. From this topic you can access the entire MediaCentral UX Help system.

	Display or Control	Description
9	Segment List columns	The Logging pane shows the following columns: • Start: Displays the start timecode of the segment. • End: Displays the end timecode of the segment. • Text ("Comment" in the illustration): Displays the text associated with the segment. A separate column is shown for each property of type "text" assigned to the selected stratum or strata group. You can cut, copy, and paste this text. See "Annotating Text Fields" on page 298. • Tags: Displays properties others than type "Text" added to the segment. See "Annotating Using Tags" on page 299. Start and End are shown for all strata by default, Text and Tags are shown according to the configuration of the stratum.You can configure which columns are displayed by using the Logging pane menu's Add Or Remove Columns feature.
10	Unselected segment	Gray indicates a segment that is not selected.
11	Selected segment in edit mode	A selected segment is colored orange. When you are actively editing text for the segment, the text field is white.

To close the Logging pane:

▶ Click the X in the pane's tab.

To open the Logging pane:

▶ Select Panes > Logging.

To add or remove columns in the Segment List:

1. Click the Pane Menu button in the top right corner of the Logging pane and select Add or Remove Columns.

   The Add Or Remove Columns window opens.

2. Select the columns you want to add or deselect the columns you want to remove.

3. Click the Close box or click anywhere outside the window to save your settings.

Understanding Segmentation Principles

In Interplay MAM an entire video clip is considered one segment. A segment can be any size, from one frame to all frames of a video. You can create segments in all available strata.

For all strata types, Interplay MAM can be customized to allow or exclude gaps between segments. The default setting excludes gaps between segments. Segments can be created or changed in a stratum, but not deleted. If gaps are not allowed, segmentation is always *frame-accurate,* meaning the Out mark and the In mark of adjacent segments are always adjacent frames of the video clip. When the default setting is changed to allow gaps between segments, it is up to you to decide if you want gaps between segments or not.

Segmentation - No Gaps Allowed

You can create, resize, or merge segments when gaps are not allowed. Segments cannot be deleted from a stratum.

- Creating segments: As gaps between segments are not allowed, "Split" is the only method you can use to create segments. To create segments, start by splitting the entire stratum into two segments. Then, split one of the two segments into another two, and so on. See "Creating Segments (Gaps Not Allowed)" on page 291.

- Resizing segments: You can resize adjacent segments by moving the segment border (Out mark/In mark) between the segments to the left or right. See "Resizing Segments (Gaps Not Allowed Mode)" on page 293.

- Merging segments: You can merge adjacent segments by applying the "Merge" function, which deletes the segment border (Out mark/In mark) between the segments. See "Merging Segments" on page 296.

The No Gaps Allowed mode is reflected in the UI by the following elements: The Logging pane does not show a New Segment control and the timeline in the Media pane only shows alternating orange and blue segments.
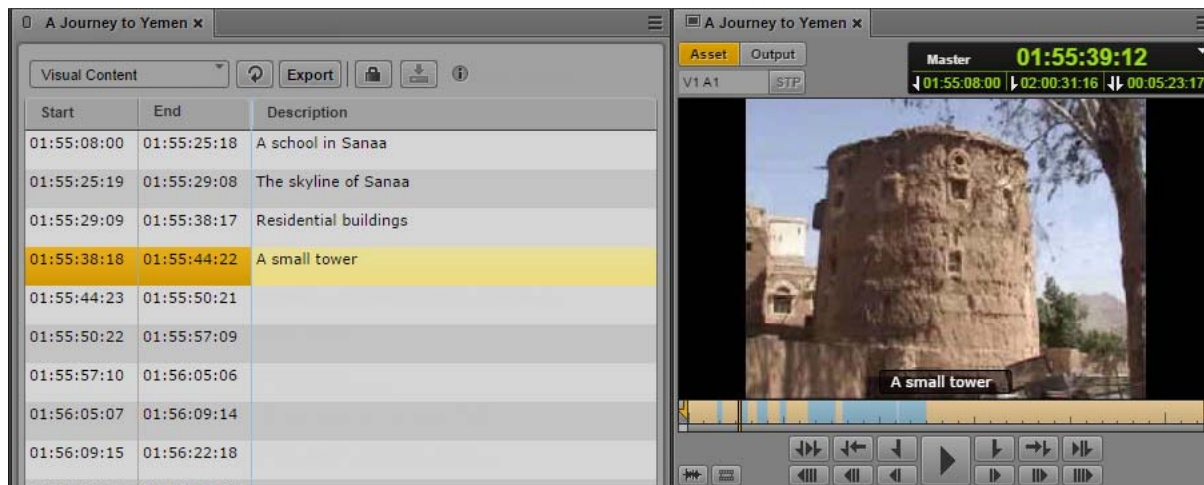
Segmentation - Gaps Allowed

Interplay MAM by default does not allow gaps between segments. The Out mark and In mark of adjacent segments are always adjacent frames.

When the setting is changed to allow gaps between segments, you can still segment in a stratum as if gaps were not allowed, but the major purpose is to be able to create segments with gaps between them.

When you segment in a stratum you can have a gap before the first segment, after the last segment, or between any two segments after the first or before the last segment, as illustrated:
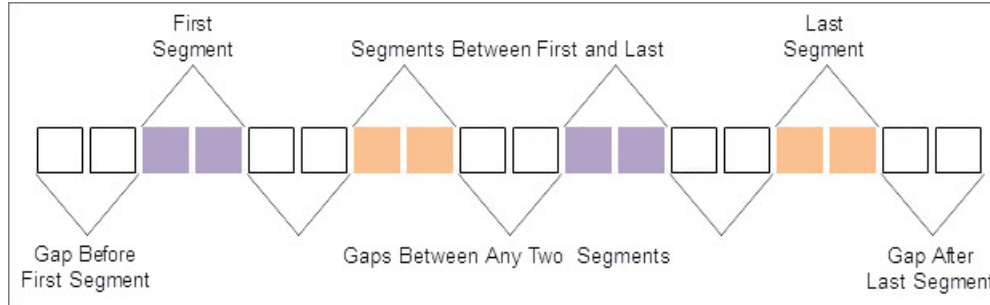
Instead of starting or ending with a gap, you can also start or end with a segment.

The Logging pane provides the following segmentation functions when gaps are allowed. You can apply them to simple strata and structured strata:

- Creating segments: You can use the "New Segment" control to create a new segment. See "Creating Segment (Gaps Allowed)" on page 292.

- Resizing segments: You can use the "Set In" function to move the start of a segment to the left or right; the Out mark of the previous segment is not affected. You can use the "Set Out" function to move the end of a segment to the left or right; the In mark of the following segment is not affected. See "Resizing Segments (Gaps Allowed Mode)" on page 293.

- Splitting segments: You can use the "Split" function to create two adjacent segments. See "Splitting Segments" on page 295.

- Merging segments: You can use the "Merge" function to concatenate a selected segment with its neighboring segment to the right. A gap between the segments is integrated into the merged segment. See "Merging Segments" on page 296.

- Deleting segments: Use "Delete" to create a gap between adjacent segments or resize the gaps to the right, or left, or both sides of the selected segment. See "Deleting Segments" on page 296.

The Gaps Allowed mode is reflected in the UI by the following elements: The Logging pane shows a New Segment control and the timeline in the Media pane shows light gray sections between the alternating orange and blue segments.
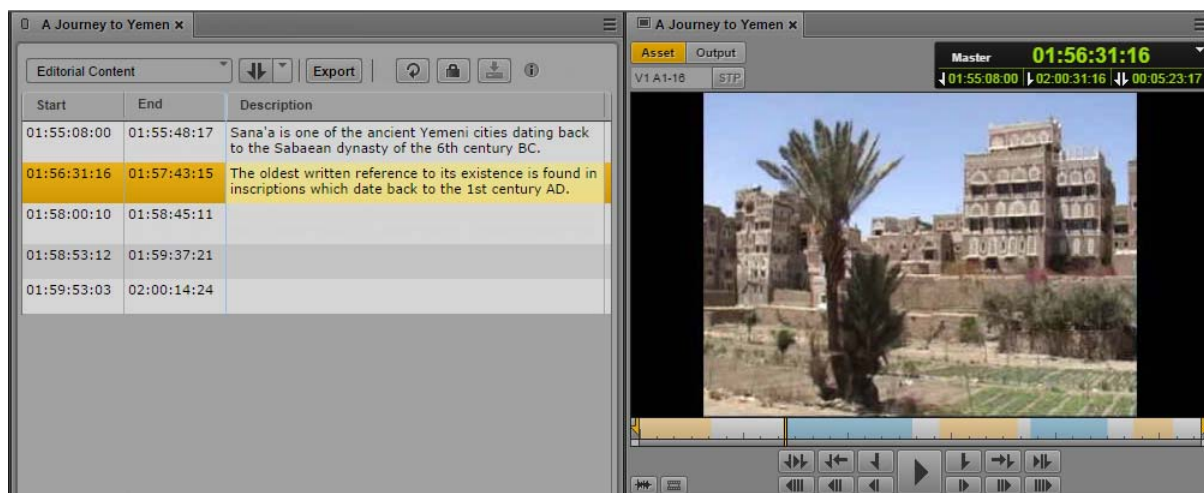
Overlapping Segmentation

Independently from Gaps Allowed and Gaps Not Allowed mode, each stratum can be configured individually to allow "overlapping segments" — segments that share one or more frames in a stratum. When such a stratum is selected in the Logging pane, gaps are automatically allowed. This means that the "overlapping segments" setting overwrites the Gaps Not Allowed configuration mode. You can create any kind of segment sequences in a stratum that allows overlapping segments: Segments can be adjacent, have gaps between them, or they can overlap. These different sequences can be combined across any section of the video, or across the entire video.

The diagram represents a section with five overlapping segments that share at least one frame with each other. Segments 2 and 3 are the only segments that do not overlap with each other. If considered separately, they are not adjacent, because there is a gap between them.
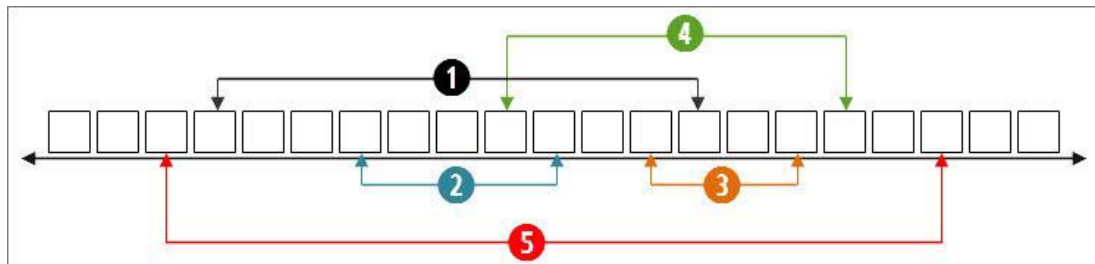
The following illustration shows five overlapping segments on the Logging pane and the Media Timeline. The timeline in the Media pane shows alternating orange and blue sections that represent the individual segments of the selected stratum. Overlapping segments are represented by a darker shade of the same color.

Segmenting in Strata Groups

In the Logging pane, you segment in a strata group the same way you segment in a single stratum. If strata are pooled in a group, the Strata selection list lets you select the strata group but not the individual strata of the group. Example: You have a strata group Stratagroup_Demo containing two strata SG_Subtitle and SG_Description. Then the Strata selection list will only offer Stratagroup_Demo for selection. The segmentation is always passed on to all strata of the group.

In the Media pane, you can only select an individual stratum to be displayed on the Media Timeline. In the example, only the strata SG_Subtitle and SG_Description can be selected but not Stratagroup_Demo. It is sufficient to display only one stratum since the segmentation across the strata within that group is synchronized.

Locking a Stratum

If you are logging an Interplay MAM asset, the stratum is locked to prevent other users from editing the stratum at the same time. The lock is automatically set when you begin editing the stratum. You can manually set a lock before beginning editing by clicking the Lock button.

If another user opens the stratum while it is locked, and clicks the Lock button or tries to edit the stratum, the tool tip for the Lock button reads "Cannot lock. The stratum is locked by user <name>."

The stratum remains locked until you do one of the following:

- Select another stratum
- Load another asset in the Logging pane
- Close the Logging pane
- Log off from MediaCentral UX.

To manually lock a stratum:

▶ Click the Lock button.

When the stratum is locked, the Lock button turns orange.

You can manually unlock the stratum by clicking the Lock button. If you make an edit, the lock is automatically set again.

Working with Segments

Segmenting strata and editing segmentation are the primary tasks when logging assets in the Logging pane. The following topics provide information on how to create and edit segments:

- "Creating Segments (Gaps Not Allowed)" on page 291
- "Creating Segment (Gaps Allowed)" on page 292
- "Resizing Segments (Gaps Not Allowed Mode)" on page 293
- "Resizing Segments (Gaps Allowed Mode)" on page 293
- "Resizing Overlapping Segments" on page 294
- "Splitting Segments" on page 295
- "Merging Segments" on page 296

- "Deleting Segments" on page 296
- "Segmenting During Ingest" on page 297

Creating Segments (Gaps Not Allowed)

Since only splitting segments from the very beginning is possible in No Gaps Allowed mode, a virtual segment that spans the entire stratum is created when you start editing a stratum for the first time.
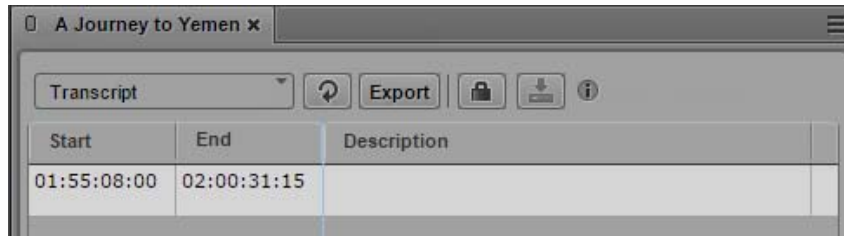
To create segments:

1. Load an asset in the Logging pane and Media pane.

2. In the Logging pane, select the stratum in which you want to segment.

3. In the Media pane, select the same stratum to be displayed on the Media Timeline.

4. Use the transport controls of the Media pane to move through the video and pause at the desired position.

5. To create segments by splitting the virtual segment, do one of the following in the Logging pane:

   ▶ Click the Pane menu and select Split at current playhead position.

   ▶ Right-click and select Split at current playhead position from the context menu.

   ▶ With the focus in the Logging pane, press Ctrl+E.

   The stratum is locked. The virtual segment is split into two segments. The current frame is used as In mark of the second segment, the Out mark of the first segment is set to one frame before. The second segment is selected in the Segment List.
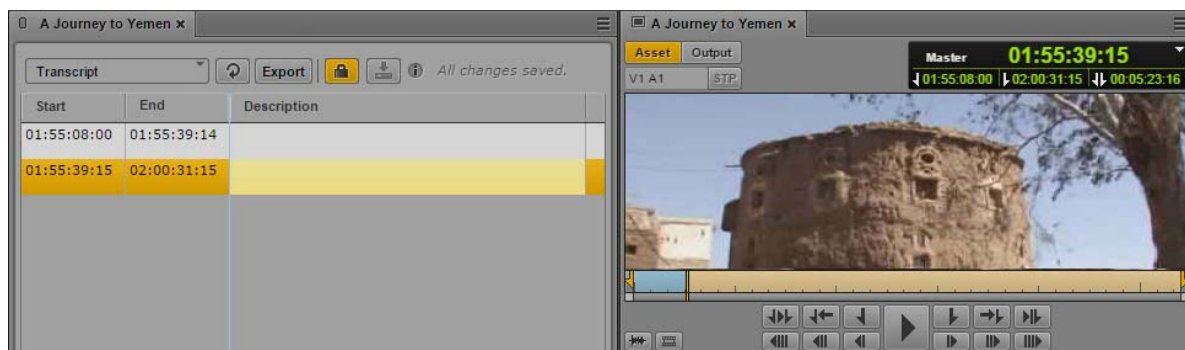
Currently you must reload the asset to make a new segment visible on the Media Timeline.

6. (Option) Annotate the segment. For more information, see "Annotating Text Fields" on page 298 and "Annotating Using Tags" on page 299.

7. Repeat steps 4 and 5 to create new segments by applying the split function.

Creating Segment (Gaps Allowed)

In Gaps Allowed mode you can explicitly define In and Out marks of new segments. Therefore you do not need a virtual segment to split when you segment a stratum in Gaps Allowed mode for the first time.
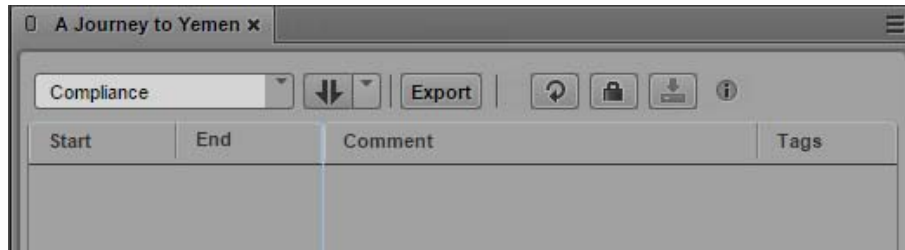
When you are creating segments in a stratum that allows overlapping segments, you automatically have all Gaps Allowed options. Additionally you can create new segments within already existing segments.

To create segments:

1. Load an asset in the Logging pane and Media pane.

2. In the Logging pane, select the stratum in which you want to segment.

3. In the Media pane, select the same stratum to be displayed on the Media Timeline.

4. Use the transport controls of the Media pane to move through the video and set In and Out points to mark the start and end of the segment you want to create.

5. To create a segment with the given In and Out marks, do one of the following in the Logging pane:

   ▶ Press the Tab key.

   ▶ Press Ctrl+M.

   ▶ In the New Segment control, select In and Out mode and click the control.

   The stratum is locked. A segment is created with the given In and Out marks and shown in the Logging pane's Segment List.
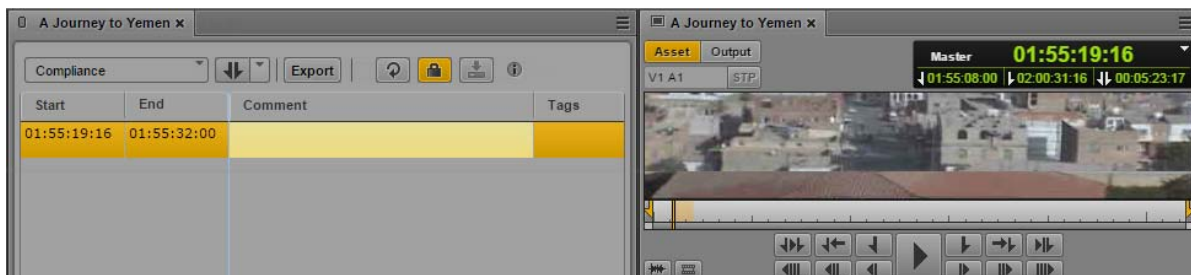
Currently you must reload the asset to make a new segment visible on the Media Timeline.

6. (Option) Annotate the segment. For more information, see "Annotating Text Fields" on page 298 and "Annotating Using Tags" on page 299.

7. In the Media pane, navigate through the asset and stop at a position where you want to start a new segment.

8. To create a segment at the current playhead position, do one of the following:

   ▶ Press Ctrl+Shift+M.

   ▶ In the New Segment control, select Playhead position mode and click the control.

   A segment with the given In mark but without Out mark is created and shown in the Logging pane's Segment List.

9. (Option) Annotate the segment.

10. To close the open segment, navigate through the asset in the Media pane, stop at a position where you want to close the segment and do one of the following:

    ▶ Press Ctrl+Alt+M.

    The Out mark for the segment is set to the current frame.

    ▶ Press Ctrl+Shift+M or click the New Segment control (Playhead position mode).

    The Out mark for the segment is set to one frame before the current frame. A new segment is created with the In mark set to the current frame.

Resizing Segments (Gaps Not Allowed Mode)

When editing in Gaps Not Allowed mode, you can move the In and Out mark only within the selected segment. Restriction: You cannot move the In mark of the first segment, and you cannot move the Out mark of the last segment.

To resize a segment:

1. Load an asset in the Logging pane and Media pane.

2. In the Logging pane, select the stratum in which you want to resize segments.

3. In the Media pane, select the same stratum to be displayed on the Media Timeline.

4. Select the segment to be resized.

   The segment is highlighted in the Logging pane. In the Media pane the position indicator is set to the first frame of the segment.

5. Set the position indicator within the segment.

6. In the Logging pane, do one of the following:

   ▶ Right-click the segment and select Set In or click the Pane Menu and select Set In.

   ▶ Right-click the segment and select Set Out or click the Pane Menu and select Set Out.

   The segment's In or Out mark is moved to the current position. If you moved the In mark, the Out mark of the previous segment is also moved. If you moved the Out mark, the In mark of the next segment is also moved.

Resizing Segments (Gaps Allowed Mode)

When you want to resize segments in Gaps Allowed mode, select the frames you want to use as the new In or Out mark from the Media pane. You can extend the segment into a gap but you cannot extend the segment into another segment. This is only possible for strata that allow overlapping segments. See "Resizing Overlapping Segments" on page 294.

To resize a segment:

1. Load an asset in the Logging pane and Media pane.

2. In the Logging pane, select the stratum in which you want to resize segments.

3. In the Media pane, select the same stratum to be displayed on the Media Timeline.

4. Select the segment to be resized.

   The segment is highlighted in the Logging pane. In the Media pane the position indicator is set to the first frame of the segment.

5. To move the segment's In mark, set the position indicator either within the segment or in the gap before the segment.

6. In the Logging pane, do one of the following:

   ▶   Right-click the segment and select Set In.

   ▶   Click the Pane Menu and select Set In.

   The segment's In mark is moved to the current position.

7. To move the segment's Out mark, select the segment to be resized and set the position indicator either within the segment or in the gap after the segment.

8. In the Logging pane, do one of the following:

   ▶   Right-click the segment and select Set Out.

   ▶   Click the Pane Menu and select Set Out.

   The segment's Out mark is moved to the current position.

Resizing Overlapping Segments

Each of the overlapping segments can be resized, by moving its In mark or Out mark to the right or left. Only when a stratum is configured to allow overlapping segments you can extend a segment into another segment. To achieve this, the synchronization between the Media Timeline and the Logging pane is partially disabled as shown in the following procedure.

To resize an overlapping segment:

1. Load an asset in the Logging pane and Media pane.

2. In the Media pane, select the stratum to be displayed on the Media Timeline.

3. In the Logging pane, select the same stratum.

4. Select the segment to be resized.

   The segment is highlighted in the Logging pane. In the Media pane the position indicator is set to the first frame of the segment.
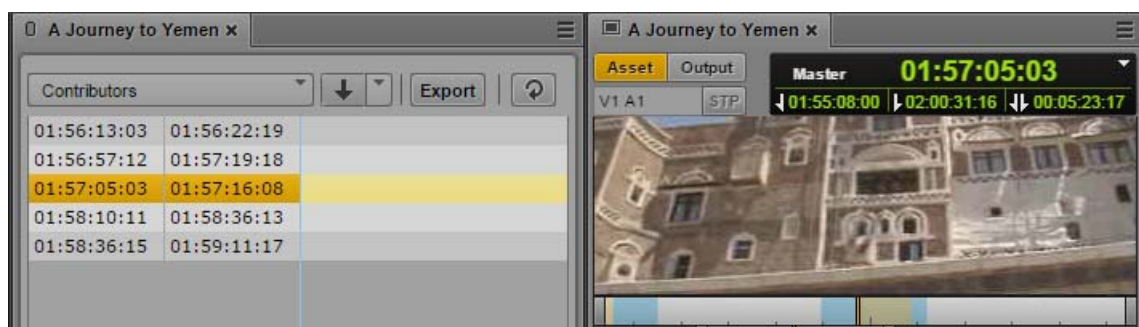
5. To move the segment's In mark, set the position indicator to the desired position.

    Even if another segment is reached in the Media Timeline, the originally selected segment stays selected in the Logging pane.
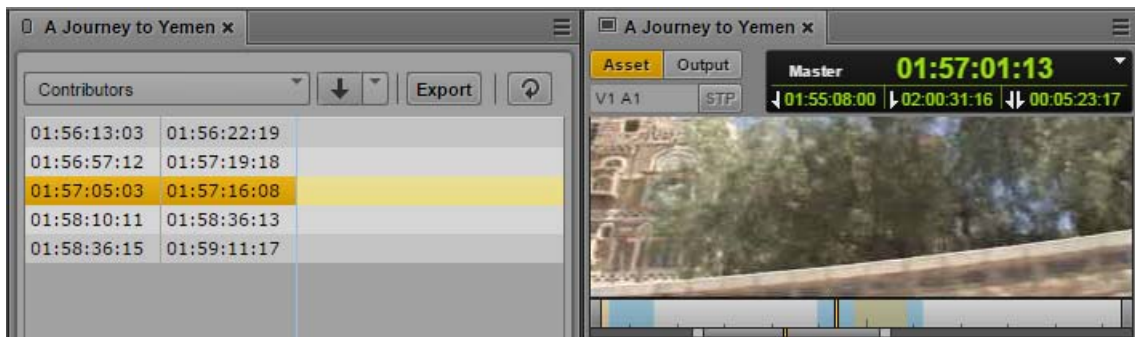
6. In the Logging pane, do one of the following:

    ▶ Right-click the segment and select Set In.

    ▶ Click the Pane Menu and select Set In.

    The segment's In mark is moved to the current position.
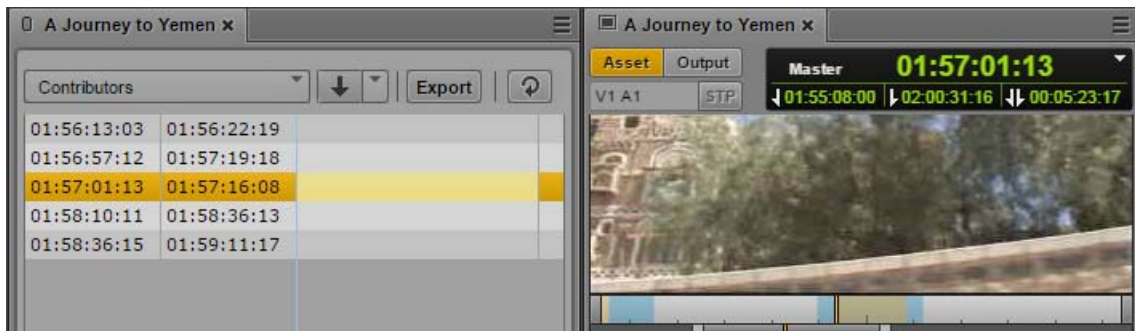
7. To move the segment's Out mark, select the segment in the Logging pane and and set the position indicator to the desired position in the Media pane.

8. In the Logging pane, do one of the following:

    ▶ Right-click the segment and select Set Out.

    ▶ Click the Pane Menu and select Set Out.

    The segment's Out mark is moved to the current position.

Splitting Segments

The Split Segment function, which is offered when gaps are allowed, works like it does when gaps are not allowed: it always defines the Out mark for the left segment and the In mark for the right segment.

To split within a segment:

1. Load an asset in the Logging pane and Media pane.

2. In the Logging pane, select the stratum in which you want to segment.

3. In the Media pane, select the same stratum to be displayed on the Media Timeline.

4. In the Logging pane, select the segment which you want to split.

5. Move through the segment in the Media pane to select the frame at which you want to split the segment.

6. To set the split, do one of the following in the Logging pane,:

▶ Click the Pane menu and select Split at playhead position.

▶ Right-click and select Split at playhead position.

▶ Press Ctrl+E.

The segment is split into two segments. The former In mark remains the In mark of the new left segment, and the former Out mark remains the Out mark of the right segment. The frame that was selected in the Media pane is set as the In mark of the new right segment, and the frame adjacent to the left of this In mark is set as the Out mark of the new left segment.

The annotation of the original segment is copied to the newly created segment.

Merging Segments

When you merge segments, the selected segment is always concatenated with the segment to its right on the timeline. The In mark of the selected segment remains the In mark, and the Out mark of the right segment remains the Out mark of the new segment. If you merge segments across a gap, the gap between the two is overridden and integrated into the new segment. How the annotation is merged is defined by the Merge Rules you can set. See "Defining Merge Rules for Annotated Segments" on page 306.

To merge segments:

1. Select the stratum in which you want to merge segments.

2. Select the segment you want to merge with the segment to its right.

3. Do one of the following:

▶ Click the Pane menu and select Merge with next.

▶ Right-click the segment and select Merge with next.

The segments are merged and the former gap is overridden.

Deleting Segments

Any segment in a stratum can be deleted if logging is configured to Gaps Allowed mode. Depending on the position of the segment you want to delete, you will have different results:

• If the segment starts at the beginning of the video and has an adjacent segment, you create a gap the size of the deleted segment.

• If the segment starts at the beginning of the video and is followed by a gap, the gap is resized and starts at the first frame of the video.

• If the segment ends at the end of the video and has an adjacent segment, you create a gap the size of the deleted segment.

• If the segment ends at the end of the video and is preceded by a gap, the gap is resized and ends at the last frame of the video.

• If the segment has adjacent segments to its left and right, you create a gap between the segments.

• If the segment is preceded or followed by a gap, the corresponding gap is resized.

To delete segments:

▶ Select one or several segments you want to delete and do one of the following:

- Click the Pane menu and select Delete.

- Right-click a segment and select Delete.

- Press the Delete key.

Segmenting During Ingest

MediaCentral UX lets you view and edit a clip while it is still being captured through an ingest device. The process of working with it is called *edit while capture* (EWC).

If you view a clip that is still being captured in the Media pane, the ends of the Media Timeline pulse with a purple glow while the capture is in progress.

During the capture, the visible region of the Media Timeline (the zoom region) remains constant to make the viewing and editing easier. The zoom bar shrinks as the duration of the clip grows. You can use the zoom bar to change the zoom region during the capture.

You can reduce the zoom region and view new material as it becomes available. For example, if you zoom in to view the last 5 minutes of a clip and play near the end, the visible region of the timeline displays the last 5 minutes of the available media during the entire capture operation.

You can edit a clip while being captured in the Logging pane. You can apply all features that are also available for ingested MAM assets: creating, resizing, merging, splitting, and deleting segments, depending on the configured segmenting mode (Gaps Allowed, No Gaps Allowed, and Overlapping segments).

The following illustrations show two examples for segments on the Media Timeline created in edit while capture mode: overlapping segments and segments with gaps.
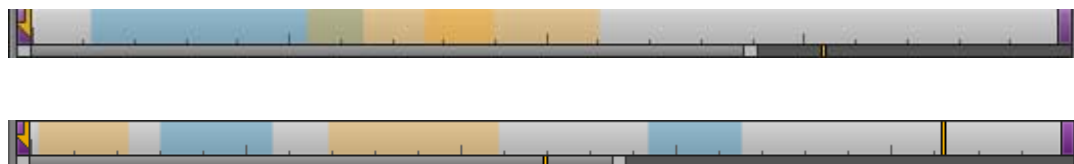
Navigating by Segments

You can use the mouse or keyboard to navigate by segment borders through a clip.

• When you select a segment in the Logging pane, the same segment is selected in the Media Timeline and the Media Viewer displays the segment's start frame.

• A segment selected in the Media Timeline is also selected in the Logging pane. Note that this synchronization is not valid for strata that allow "overlapping segments."

• If segments in a stratum contain several property fields, you can also step through the property fields.

To navigate to the previous segment, do one of the following:

▶ With the focus in the Logging pane, press the Up Arrow key.

▶ With the focus in the Media pane, press Shift+Left Arrow.

To navigate to the next segment, do one of the following:

▶ With the focus in the Logging pane, press the Down Arrow key.

▶ With the focus in the Media pane, press Shift+Right Arrow.

To navigate to the next property, do one of the following:

▶ With the focus in the Logging pane, press the Left or Right Arrow key.

Annotating Text Fields

When editing text fields of a segment, most common features of text editing tools are available, such as inserting text at a selected position, marking text you want to overwrite, copying, pasting, and deleting, and so on.

You can use standard keyboard shortcuts to cut text or copy text to the system clipboard, or paste text from the system clipboard. This includes the ability to copy text from external sources such as documents or Web pages and to paste the text as segment annotation. The text is pasted without formatting. You can also do the reverse: copy segment text and paste it into an external source, such as Notepad.

📖 *You can apply the cut, copy, and paste options only to properties of type "text".*

To edit text fields:

1. Do one of the following:

   ▶ Double-click the text field.

   ▶ Select a segment and press Enter.

   The text field is set to edit mode which is indicated by a white background color.

2. If the field is still empty, type the text.

3. If the field already contains text, do one of the following:

   ▶ To add text, select the position at which you want to insert the text and start typing.

   ▶ To change text, mark and overwrite the existing text.

   ▶ To delete text, mark it and press the Delete or Backspace key.

4. Press Ctrl+Enter to leave edit mode and save your changes.

To cut text:

▶ Select the text and press Ctrl+X.

To copy text:

▶ Select the text and press Ctrl+C.

To paste text:

▶ Press Ctrl+V.

For a complete list of keyboard shortcuts, see

Entering Segment Text in Right-to-Left Languages

You can enter, display, and edit segment text in right-to-left languages (for example, Arabic or Hebrew). MediaCentral UX recognizes right-to-left characters (RTL). If more than 50 percent of all segment text for a stratum consists of right-to-left characters, the text direction in the Text column changes to right-to-left after you do one of the following:

• Click the Refresh button in the Logging pane toolbar

• Reload the asset from the Assets pane

All segments in a stratum change to use the same text direction.

You can also use the following keyboard shortcut to change the text direction:

• Ctrl+Shift+D

Text direction persists for all segments in a stratum unless the proportion of segment text changes or you manually change the direction. If the first segment text you enter uses right-to-left, the next segment text will begin with right-to-left, unless more than 50 percent of the text consists of left-to-right characters or you manually change the direction.

You can copy and paste right-to-left text. If you paste text into the first segment of a stratum, you need to use a keyboard shortcut to change the direction of the text. After that, the next segment will use right-to-left direction.

Overlay text in the Media viewer is displayed only as left-to-right.

To manually change text direction for segment text, do one of the following:

▶ Press Ctrl+Shift+D.

If the direction is left-to-right, pressing the keyboard shortcut changes direction to right-to-left. If the direction is right-to-left, pressing the keyboard shortcut changes direction to left-to-right.

Annotating Using Tags

The Logging pane provides a Tags column to add tags to the stratum annotation. *Tags* are values of properties that are not from type text, for example, date, timecode, or dictionaries. Tags help avoid typos, secure that terms are used consistently across all assets, and can be added faster than when typing manually. Which tags you can add to a stratum depends on the configuration of the stratum in Interplay MAM Datamodel Administrator.

For a list of keyboard shortcuts you can use when working with tags, see

Adding, Replacing, and Deleting Tags

You can add, replace, and delete tags from a segment at any time. Note that you can only add one tag of the same type to a segment at a given time; adding a second tag of the same type replaces the original tag. When you work with segments of a strata group, you can add a tag of the same type for each stratum pooled in the group. For example, if your strata groups contains three strata which all have a "date" property, you can have three tags of type "date."

To add a tag to a segment:

1. Do one of the following:

   ▶ Right-click a segment and select Add Tag from the context menu.

   ▶ Double-click the Tags field of a segment.

   ▶ Click the Tags field of a segment and press Enter.

   ▶ Select a segment and press the Insert key.

   The Tags selector window opens. It shows all properties that are configured for the stratum and up to five recently used tags.
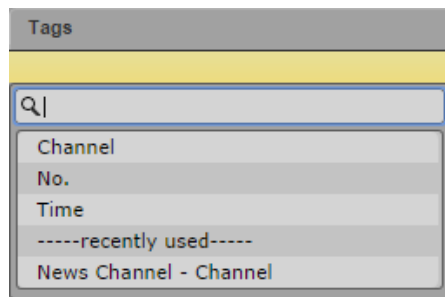
2. Do one of the following:

   ▶ Double-click the property.

   ▶ Navigate down the list using the Down Arrow key until you reach the desired property and press Enter.

   ▶ Start typing the name of the property in the search box to filter the list, select the property, and press Enter.

   ▶ (Option) Double-click a recently used tag to insert it directly into the segment.

3. Type or select the value in the input control that opens.

4. Press Enter.

   The tag is added to the segment.

To add a tag to several segments at the same time:

1. To select several segments, done of the following:

   ▶ Click a segment and use the Up Arrow or Down Arrow key to select a series of segments.

   ▶ Shift+click the two segments that begin and end the series of segments you want to select.

   ▶ Ctrl+click the segments you want to select, regardless of order or arrangement.

   ▶ Press Ctrl+A to select all segments.

2. Open the Tags selector window.

3. Do one of the following:

    ▶   Double-click a recently used tag.

    ▶   Double-click a property, type or select the value, and press Enter.

    The tag is added to all selected segments.

To replace tags:

1. Select one or several segments.

2. Open the Tags selector window.

3. Do one of the following:

    ▶   Double-click a recently used tag.

    ▶   Double-click a property, type or select the value, and press Enter.

    The original tag is replaced by the new tag in all selected segments.

To cancel tag insertion:

▶   Press the Esc key.

▶   Click outside the Tags selector window.

To delete a tag:

▶   Click the tag's X button.

Editing Integer or Floating Point Values

Figures are the only values that can be entered into integer fields. Figures and decimal points can be entered into floating point fields. When these fields are preformatted, the periods (such as in 2.3) are set automatically.

To enter an integer or floating point value:

▶   Type the figures, and if necessary, the decimal point.

▶   Press the Up Arrow or Down Arrow key to increase or decrease the figures.

    The control replaces the old figures from right to left.

Editing Timecode or Duration Values

By default, Timecode and Duration fields are preformatted for different timecode types (PAL, NTSC). They also support pasting copied timecodes.
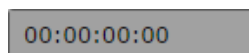
To enter a timecode or duration:

▶   Type in the figures, including "0", from right to left.

    The control replaces the old figures starting with the frames value from right to left.

▶ Highlight the timecode and press Ctrl+V to paste a copied timecode. If you paste an invalid timecode, the field shows a zero timecode.

Selecting Boolean Values

Boolean values are "True" or "False." You can select them from a drop-down list.
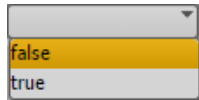
To set a Boolean value:

▶ Click the value in the list that opens.

▶ Press the Up Arrow or Down Arrow key to select a value and press Enter.

Editing Time Values

By default, the time fields are preformatted. The display format depends on the locale of your account.
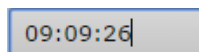
To enter a time:

▶ Highlight the figures you want to change and type in the new figures.

Editing Date and Date/Time Values

By default, the Date and Date/Time fields are preformatted. The display format depends on the locale of your account. You can enter the entire Date or Date/Time values manually, or select the date value from a calender tool.
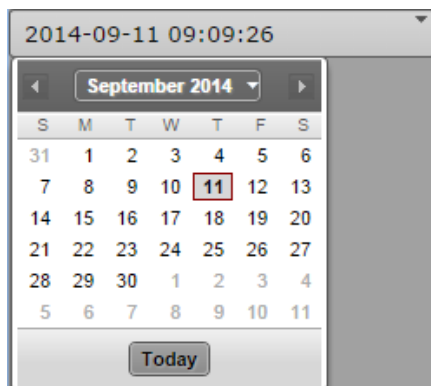
To assign a date or date/time value manually:

1. Highlight the figures you want to change and type in the new figures.

2. Press Enter to insert the tag.

To assign the current day using the calendar control:

1. To open the Calendar control, do one of the following:

   ▶ Click the field's Down Arrow button.

   ▶ With the focus in the field press the Down Arrow key.

2. Do one of the following:

   ▶ Click the outlined number.

   ▶ Click the Today button.

   ▶ Press the spacebar.

   The Calendar control is closed and the current date is entered in the date or date/time field.

To assign another date using the calendar control:

1. Open the Calendar control.

2. To select a year:

   ▶ Press Ctrl+Up key (previous year) or Ctrl+Down key (next year).

   ▶ Click the calendar's Month/Year indicator, select the year, and click OK.

3. To select a month:

   ▶ Press Ctrl+Left key (previous month) or Ctrl+Right key (next month).

   ▶ Click the calendar's Previous Month or Next Month arrow button.

   ▶ Click the calendar's Month/Year indicator, select the month, and click OK.

4. To select a day:

   ▶ Click the day.

   ▶ Press the Left Arrow key (previous day), Right Arrow key (next day), Up Arrow key (this day a week ago), or Down Arrow key (this day next week) and press Enter.

   The Calendar control is closed and the selected date is entered in the date or date/time field.

Assigning Values from Drop-Down Lists

Drop-down lists provide the available values of a property. When you open a property of type legal list, the Tags selector window initially shows a search box and all values of the property. If you type a letter, MediaCentral UX filters the values starting with that letter. As you continue to type, MediaCentral UX continues to filter the list according to the letter you type.
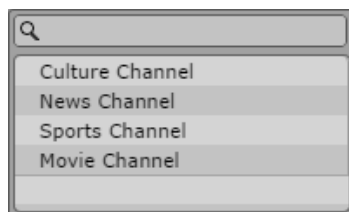
To assign a value from a list, do one of the following:

▸ Double-click the value.

▸ Navigate down the list using the Down Arrow key until you reach the desired value and press Enter.

▸ Start typing the name of the value in the search box to filter the list, select the value, and press Enter.

Assigning a Master Data Value

Master data, for example, data records about producers, actors, and so on, consist of multiple distinct values. These multiple values are represented by one master data value, when used for annotation. When you open a property of type master data, the Tags selector window initially shows an empty search box.
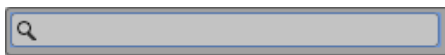
To assign a master data value:

1. Start typing the name of the value in the search box. MediaCentral UX searches the values starting with that letter. As you continue to type, MediaCentral UX continues to filter the list according to the letter you type.
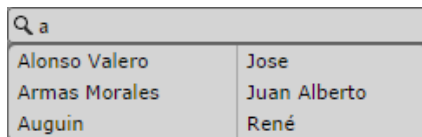
2. Do one of the following:

▸ Double-click the value.

▸ Navigate down the list using the Down Arrow key until you reach the desired value and press Enter.

Assigning the Term of a Thesaurus

Thesauruses are mostly used to provide larger sets of invariant terms that can be assigned as values to a property. When you open a property of type thesaurus, the Tags selector window shows a search box and the name of the thesaurus.
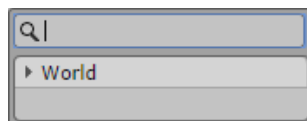
To assign a thesaurus term:

1. Do one of the following:

    ▶ Navigate the thesaurus using the Arrow keys: Press the Up Arrow or Down Arrow key to move up and down, press the Right Arrow or Left Arrow key to expand or collapse a node.

    ▶ Start typing the name of the term in the search box. MediaCentral UX searches the terms starting with that letter. As you continue to type, MediaCentral UX continues to filter the list according to the letter you type. The Tags selector window additionally shows the path of the term within the thesaurus.
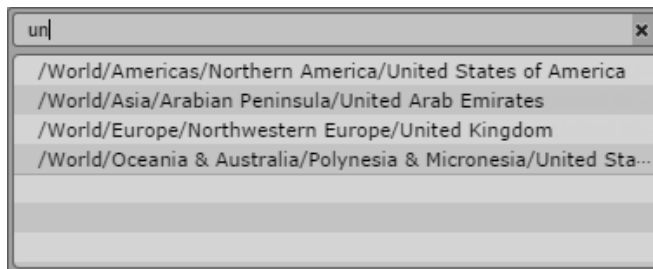
2. Do one of the following:

    ▶ Double-click the term.

    ▶ Navigate down the list using the Down Arrow key until you reach the desired term and press Enter.

Defining Merge Rules for Annotated Segments

The Logging pane provides rules to deal with annotation when you merge annotated segments. These rules apply to the properties provided in a Merge Rules dialog box.

The Use Left and Use Right rules are the same for all property types:

- When you select Use Left, the annotation of the left segment is assigned to the merged segment.
- When you select Use Right, the annotation of the right segment is assigned to the merged segment.

You can also apply property type specific rules:

Property type	Rule	Result
Text	Concatenate	The annotation of both segments is assigned to the merged segment.
Boolean	AND	"True" is only assigned to the merged segment if it was set in both original segments.
	OR	"True" is assigned to the merged segment if it was set in one of the original segments.
DateTime	Use Earlier Use Later	The earlier/later date is assigned to the merged segment. Is also applied to Timecode properties.
Numbers	User Lower User Higher	The lower/higher number is assigned to the merged segment.

To define merge rules:

1. Click the Pane menu and select Merge Rules.

   The Merge Rules dialog box opens.

2. Select the merge rule for each property type you want to change.

3. Click outside the dialog box or click the X button to close the Merge Rules dialog box.

The merge rules are saved in your user settings and are automatically applied when you merge annotated segments. For more information on how to merge segments, see "Merging Segments" on page 296.

Exporting Strata

You can export strata annotation together with the metadata of an asset as an Attribute Exchange Format (AXF) file. You have the following options:

- Normal: All strata and metadata information are written to the AXF file. For data types that use internal references (for example, thesauruses), the IDs are exported.

- Localized: Instead of IDs, the localized labels are exported for data types that use internal references.

To export strata as a file:

1. Load an asset that includes annotated strata in the Logging pane.

2. Do one of the following:

   ▶ Click the Export button.

   ▶ Click the Pane Menu button and select Export.

   The Export dialog box opens.
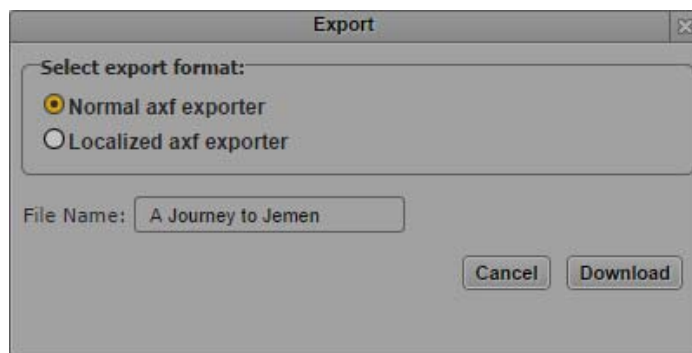
3. Select the export format: Normal AXF Export or Localized AXF Export.

4. Type a file name. You do not need to add an extension.

5. Click Download.

   The file is saved to your default download folder.

   The dialog box remembers the format you selected. This format is automatically selected the next time you open the dialog box.

12 Working with Associations (Interplay | MAM)

The following main topics provide information about working with associations between Interplay MAM assets in MediaCentral UX:

Understanding Associations

Associations are relations between assets that help structure your assets. Associations also allow easy and quick navigation (without searching) between assets.

The associations available are determined by the underlying data model. Associations can be non-directional, directional, or hierarchical. The Interplay MAM default data model uses hierarchical and directional associations.

- Hierarchical: Assets are associated in a superior and subordinate way. Hierarchical associations automatically establish the corresponding reverse association. Example: When asset C "contains" asset D, then automatically asset D "belongs to" asset C.

- Directional: Assets are associated in a sequential way. Directional associations automatically establish the corresponding reverse association. Example: When asset A "refers to" asset B, then automatically asset B "is referred to by" asset A.

The Interplay MAM default data model generally supports associations between assets of the same class (for example, between two videos) and between different classes (for example, between video and audio, or between video and basic sequence). The classes associated are determined by the underlying data model. The data model also determines the icons and labels that are used for the associations.

Associations can be created automatically by the system or manually in Interplay MAM Desktop and MediaCentral UX. Which associations can be edited and created manually depends on the system configuration. Once set, the references can be used in MediaCentral UX to navigate between associated assets.

📄 *In a default configuration, hierarchical associations are automatically created between assets in the following hierarchy lines: Series > Season > Episode > Episode Version, Commercial > Commercial Version, and Feature > Feature Version. You cannot create or delete associations for assets of these asset classes in the Associations pane.*

The Associations Pane

The Associations pane is used to show you all assets that are associated with the selected asset. You can review, change, and delete the displayed associations and navigate and browse the associated assets. The following illustration shows several examples of what you might encounter when displaying associations in the Associations pane.
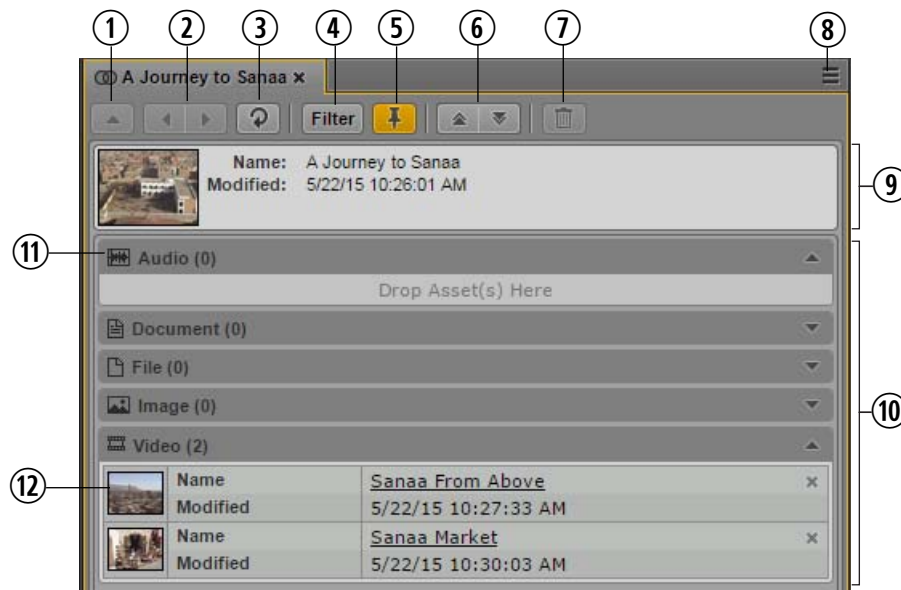
	Display or Control	Description
1	Parent button	Navigates to the parent of the asset in the pane (hierarchical associations only). The button is only enabled if the asset that is open in the pane has one parent asset. If it has no parent or more than one parent asset, the button is disabled.
2	Navigation buttons	Back button toggles the current view to the previous view in the pane.
		Next button toggles the current view to the next view in the pane.
3	Refresh button	Refreshes the current view in the pane.

	Display or Control	Description
4	Filter button	Toggles the filter for associated asset types on or off. When toggled on, the button is colored orange, and the configured filter is applied. When toggled off, the button is colored gray, and all associated assets types of the asset that is open in the pane are shown. See "Filtering the Displayed Associated Asset Types" on page 313.
5	Pin button	Toggles pinning of the current asset on or off. When pinning is toggled on, the button is colored orange. Pinning prevents the current asset from being replaced by an asset from another pane. Pin the current asset to create associations. See "Creating Associations" on page 316.
6	Expand All and Collapse All buttons	Expand All button expands all associations types and shows all associations in the pane. See "Viewing Associated Assets" on page 312. Collapse All button hides all associations from the pane and shows only the Association types.
7	Delete button	Deletes the selected associations. See "Deleting Associations" on page 317.
8	Pane Menu button	The Pane menu for the Associations pane contains the following options: • Add or Remove Filters. Allows you to apply an association type-based or content-based filter to the Associations pane. See "Filtering the Displayed Associated Asset Types" on page 313. • Actions. Creates a process in the MAM system and attaches the assets that are selected in the Associations pane to the process. See "Creating Processes" on page 378. • Delete. Deletes the selected associations. • Help. Displays a Help topic describing controls in the Associations pane. From this topic you can access the entire MediaCentral UX Help system.
9	Current Asset ("Source Asset")	Shows metadata of the asset that is currently open in the Associations pane ("source asset").
10	Associations List	Shows all assets associated with the current asset grouped by association types. You can expand and collapse all association types in the Associations List using the toolbar Expand and Collapse buttons.

	Display or Control	Description
11	Association Types	Each association type that can be set for the current asset is shown as a separate group. For each association type, the following are shown:
		• An association type icon
		• The association type name followed by the number of associations in brackets
		• An Expand/Collapse toggle button. Use the button to show and hide the associations of the associations type. As long as no association is created, the Drop Assets Here area is shown. See "Creating Associations" on page 316.
12	Associations	Each associated asset ("association") is shown as an asset card. For each association, the following are shown:
		• A header frame or placeholder icon. Double-click the header frame to open the asset in another pane. See "Opening Associated Assets in Other Panes" on page 315.
		• The asset name. Click the asset name link to open the asset in the Associations pane. See "Switching Between Associated Assets" on page 316.
		• The Modified date
		• A Delete button. See "Deleting Associations" on page 317.

Working in the Associations Pane

The Associations pane is divided into the Asset Details and Associations List areas, which are both shown at the same time.

To open the Associations pane:

▶ Select Panes > Associations.

To close the Associations pane:

▶ Click the X in the pane's tab.

To open an asset in the Associations pane:

▶ Double-click an asset in the Assets or Search pane.

  You see the following:

  - If the Associations pane is empty, the asset opens in the pane.

  - If an asset is already open in the Associations pane and the asset is not pinned, the new asset opens in the pane.

  - If an asset is already open in the Associations pane and the asset is pinned, the new asset does not open in the pane.

To show and hide associations:

▶ Click the Expand All button to expand all association types and show all associations in the Associations List.

▶ Click the Collapse All button to collapse all association types and hide all associations from the Associations List.

To select several associations:

▶ Ctrl+click the associations you want to select, regardless of order or arrangement.

▶ Click an association and then Shift+click the association that ends the series of associations you want to select.

▶ Shift+click an association above or below the highlighted selection.

To remove the selection, click the Refresh button or collapse the association type that includes selected associations.

To navigate through the Association pane history:

▶ Click the Back button to navigate to the previous view in the pane.

▶ Click the Next button to navigate to the next view in the pane.

To navigate to the parent asset in the pane (hierarchical associations only)

▶ Click the Parent button.

To refresh the displayed associations:

▶ Click the Refresh button.

Viewing Associated Assets

The Associations pane lets you see all associations of the asset currently open in the pane. By default, the pane shows all association types that can be set for the asset in collapsed mode. Which association types can be set is defined by the underlying Interplay MAM data model.

To display associated assets:

1. Open the asset for which you want to see the associations in the Associations pane.

2. Do one of the following:

   ▶ Click the Expand All button.

   All association types are expanded and all associations are shown in the Associations List.

   ▶ Click the Expand button of an individual association type.

   The association type is expanded and its associations are shown in the Associations List.

Each association is displayed as an asset card that provides basic information on the associated asset and a link to open the asset in the Associations pane.

Filtering the Displayed Associated Asset Types

The Associations pane lets you see all associations of the asset currently open in the pane. By default, the pane shows all associated asset types that can be set for the asset. You can apply a filter to do the following:

- Show and hide associated asset types for which no associations are currently defined

- Show and hide specific associated asset types

Use the Add or Remove Filters window to formulate filters. Note the following:

- The filter window shows all associated asset types that are configured for the Interplay MAM system of the source asset that is open in the pane. It is not limited to the associated asset types that can be set for the asset.

- The filter window allows selecting and applying filters based on associated asset types and content. The groups are cumulative: You select the associated asset type and decide then if it has to be empty or populated so that it can be shown.

- The filter window does not prevent you from formulating an invalid filter (for example, if you deselect both content types). If you create an invalid filter, the Associations pane does not show any associated asset type at all after the filter is applied.

- The filter persists from one session to another.

To filter the displayed associated asset types:

1. Open the asset for which you want to see the associations in the Associations pane.
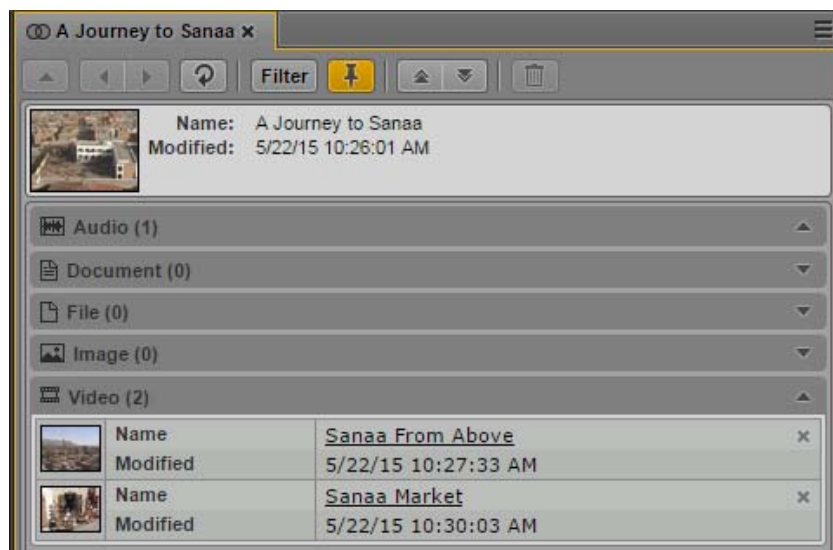
2. Click the Pane Menu button.

3. Select Add or Remove Filters.

   The Add Or Remove Filter window opens. It shows the name of the system from which the source asset was opened. The filter list is divided in Association Types and Content.
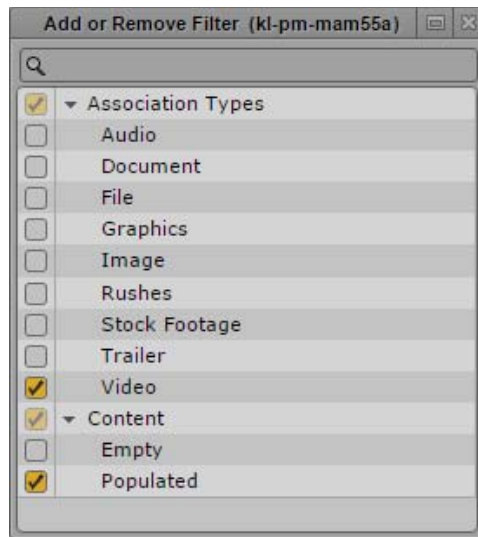
4. Select the filter you want to apply or deselect the filter you want to cancel:

   ▶ To apply an associated-asset-type filter, expand Association Types and select the associated asset types you want to show. All associated asset types are selected by default.

   ▶ To apply a content filter, expand Content and select Empty or Populated. Both content types are selected by default.

   You can use the search box to find a particular filter.

5. Click the Close box or click anywhere outside the window to save your settings and apply the filter.

   The Associations pane shows the associations that match the selected filter. This setting persists from one session to another.
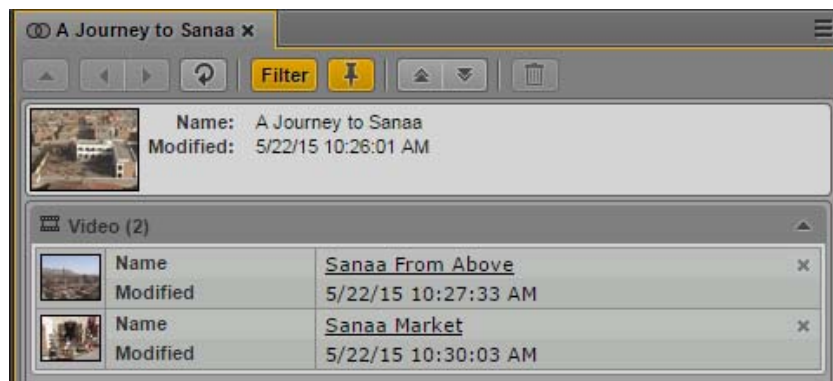
6. To display all associated asset types again, click the orange Filter button so that it turns gray.

Opening Associated Assets in Other Panes

You can use the existing associations to directly open connected assets. As a result, you do not have to search for them again and again. Pinning the source asset has no effect on how associated assets are opened in other panes. Note that you can also open the source asset in other panes.

To open associated assets in other panes:

1. (Option) Open all panes you want to use for the associated asset. For example, for a video asset, open the Media pane, Metadata pane, and Thumbnails pane.

2. Open the asset for which you want to see the associations in the Associations pane.

3. Expand the association types in the Associations List.

4. Double-click the header frame of the association.

   The associated asset is opened in each appropriate pane that is open in MediaCentral UX. The source asset is still displayed in the Associations pane.

Reusing Associated Assets in Other Panes

You can reuse assets that are shown in the Associations pane (the source asset and its associated assets) directly in other panes. You can add assets to a folder in the Assets pane, add them as attachments to a task in the Tasks pane, or add an asset as attachment to a message in the Messages pane.

You can select assets of the same and different associations types at the same time. Note that clicking an association type or including an association type in a multi-selection series does not select the associations in it; you must expand the association type and select the individual assets in it.

To reuse associated assets in other panes:

1. Open all panes in which you want to reuse associated assets (Assets pane, Tasks pane, or Messages pane).

2. Open the asset from which you want to reuse associated assets in the Associations pane.

3. Expand the association types in the Associations List.

4. Do one of the following:

   ▶ Select one or several assets and drag them to the asset area of a task in the Tasks pane.

   A head frame of the video asset or a clip icon of an audio asset is displayed in the asset area, along with metadata describing the asset. If you dragged an invalid asset type, a message is displayed and the asset is not attached.

   ▶ Select one or several assets, drag them to the name or icon of the folder into which you want to paste the asset reference in the Assets pane, and release the mouse button.

   Valid asset references are pasted into the folder, and references to assets that are not allowed as contents of the folder are not pasted. If there is already a reference to an asset with the same identifier in the folder, a message is displayed and the asset is not pasted.

   ▶ Select an asset and drag it to the asset area of the message in the Messages pane.

   A head frame of the video asset or a clip icon of an audio asset is displayed in the message, along with metadata describing the asset.

Switching Between Associated Assets

You can use the Associations pane to switch between the source asset and an associated asset directly within the Associations pane. Pinning the source asset has no effect on whether it is replaced by the associated asset.

If the asset is included in a hierarchical association, you can directly open the parent asset in the Associations pane. The Parent button is enabled only if the asset open in the pane has one parent asset. If the asset has no parent or more than one parent asset, the button is disabled.

To navigate using associations:

1. Open the asset for which you want to see the associations in the Associations pane.

2. Expand the association types in the Associations List.

3. Click the linked name of the associated asset you want to open in the Associations pane.

   The asset is opened and set as new source asset in the Associations pane.

4. (Option) Click the Back button to open the previously displayed asset in the Associations pane again.

5. (Option) Click the Parent button to navigate to the parent asset of the asset open in the pane.

   The parent asset is opened and set as the new source asset in the Associations pane.

Creating Associations

You can create new associations in the Associations pane. Note the following limitations:

- You must have the proper permissions in Interplay MAM.

- Which asset types can be associated is defined and restricted by the underlying Interplay MAM data model.

- You can only associate assets from the same Interplay MAM system.

To allow previewing assets without loading them in the Associations pane (for example, for a review before setting the association), the current asset can be pinned: if the asset is pinned, loading new assets is ignored.

To create associations:

1. Open the asset for which you want to create new associations in the Associations pane.

2. To turn pinning on, click the Pin button so that it turns orange.

3. Expand the associations types in the Associations List.

4. Display the assets you want to use for creating new associations in other panes:

   ▶ Open the folder containing the assets in the Assets pane.

   ▶ Search for the assets in the Search pane.

   ▶ Open the asset in the Media pane.

   ▶ Open the Tasks pane and display the attachments of a task.

   ▶ Open the Messages pane.

5. Do one of the following:

   ▸ Click one or several assets in the Assets pane and drag them to the associations of the desired association type in the Associations pane.

   ▸ Click one or several assets in the Search pane and drag them to the associations of the desired association type in the Associations pane.

   ▸ Click the asset displayed in the Media viewer in Asset mode and drag it to the associations of the desired association type in the Associations pane.

   ▸ Click one or several assets in the Task pane's assets area and drag them to the associations of the desired association type in the Associations pane.

   ▸ Click the asset attached to a message in the Messages pane and drag them to the associations of the desired association type in the Associations pane.

The associations (or the Drop Assets Here area, if there is no association until yet) are highlighted in orange, and a green icon indicates if dropping is possible.
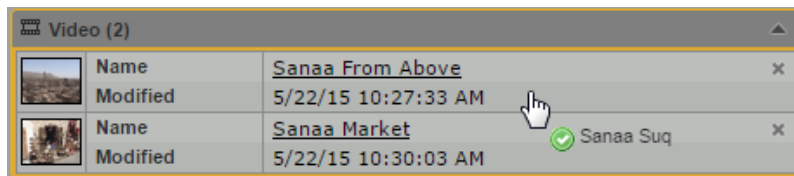
For each association an asset card is shown. A head frame of the video asset or a clip icon of an audio asset is displayed, along with metadata describing the asset and a link that you can use to open the associated asset in the Associations pane.

If you dragged an invalid asset type or an asset that is already associated, a message is displayed and the association is not created.

Deleting Associations

You can delete associations if you have the proper permissions in Interplay MAM. If deleting associations is not allowed, the assets cards do not show a Delete button.

To delete an association:

1. Open the asset from which you want to delete an association in the Associations pane.

2. Expand the association types in the Associations List.

3. Click the Delete button of the association you want to delete.

   The association is deleted. The Associations pane is updated and the association is no longer displayed.

To delete associations:

1. Open the asset from which you want to delete an association in the Associations pane.

2. Expand the association types in the Associations List.

3. Select the associations you want to delete.

4. Do one of the following:

   ▸ Click the Associations Pane Delete button.

   ▸ Click the Pane Menu button and select Delete.

   The associations are deleted. The Associations pane is updated and the associations are no longer displayed.

13 Working with the File Info Pane (Interplay | MAM)

The following main topics provide information about working with essences of Interplay MAM assets in MediaCentral UX:

Understanding Essences and Essence Packages

The File Info pane provides information about video, audio, image, and text files. In Interplay MAM, such files are described as essences. The File Info pane shows in detail how the essence files that belong to the asset open in the pane are organized.

Essences

In Interplay MAM, *essence* refers to the pure media data of an asset without any descriptive metadata, for example, a video file. Essences are organized in essence packages. Essences are added to essence packages when they are ingested or imported.

Essence Packages

An *essence package* is a group of essences classified semantically. Each essence package contains a set of essences that represent the same content and share the same general purpose.

An asset can contain a number of essence packages and each essence package can contain an unlimited number of essences, but they should be of the same content; examples are movie, trailer, stills, script, and so on. The essences within a package can differ in technical features, such as resolution, quality (HiRes or Browse), format, bit rate, and more, but they still represent the same content. For example, the script for a movie should not be in the same essence package as the movie itself, even though they both belong to the same asset. The keyframes of a video are always stored in the same essence package as the video itself. They are considered a different representation of the same content.

Representative Essence Package

One essence package is defined as the *representative essence package* of the asset. The representative essence package contains the essences that represent the purpose of the asset. The essences in this package are opened by default when an essence or essence package is requested by an other component. The representative essence package can be changed manually or by workflow.

Timecode Handling in Essence Packages

The metadata of an essence package can contain information on the start of content (SOC), end of content (EOC), and the timecode master. This information is then used to handle requests for timecodes of the essences in the essence package.

SOC and EOC define the accessible area of the essences in the package. This indicates that SOC and EOC are the same for all essences of an essence package. If two essences of the same asset have different SOC and EOC, they must be stored in different essence packages.

A *timecode master* is the essence within an essence package that is used to determine timecodes, timecode leaps, and so on. This essence has been video-analyzed, or will be video-analyzed when the video analysis is triggered. Requests for or calculations of timecodes are answered by the timecodes of the timecode master essence.

Locations, Carriers, and Pools

The essences are managed in locations on carriers and pools. A *carrier* is a physical medium that stores essence files. Carriers can be disks, tapes, or even entire tape archive systems. The scope of a carrier depends on the granularity that is required to access an essence. A *pool* is a device or part of a device that holds one or more carriers.

The File Info Pane

The File Info pane displays all essences that are managed for the selected asset and how they are organized. You can display detail information, inspect properties, and edit properties. The following illustration shows several examples of what you might encounter when displaying essences in the File Info pane.

	Display or Control	Description
1	Refresh button	Refreshes the current view in the pane.
2	Expand All and Collapse All buttons	The Detail areas of the File Info pane are collapsed when you open the pane.
		• Expand All button expands all Detail areas (Essence Package Details, Essence Details, and Location Details) and shows all detail information in the pane.
		• Collapse All button hides all detail information from the pane and shows only the information in the Overview areas.
3	Save button	Saves the changes you made to the properties of the essence in the Essence Package Details and Essence Details areas. The status message beside the Save button displays whether or not changes are saved. The messages are "Unsaved changes," "Saving," or "All changes saved."

	Display or Control	Description
4	Pane Menu button	The Pane menu for the File Info pane contains the following options: • Actions. Creates a process in the MAM system and attaches the asset that is open in the File Info pane to the process. See "Creating Processes" on page 378. Use the Actions menu item if you want to clean up essence packages. See "Cleaning Up Essence Packages" on page 328. • Help. Displays a Help topic describing controls in the File Info pane. From this topic you can access the entire MediaCentral UX Help system.
5	Essence Packages	Shows the essence packages of the asset that is currently open in the File Info pane in read-only mode. The topmost essence package is selected and highlighted by default. See "Information in the Essence Packages area" on page 323.
6	Essence Package Details	Shows detail information for the essence package selected in the Essence Packages table. If you have the appropriate privileges in Interplay MAM, you can edit the essence package details. See "Editing the Properties of an Essence Package" on page 327.
7	Essences	Shows the essences of the essence package that is selected in the Essence Packages table in read-only mode. The topmost essence is selected by default. See "Information in the Essences area" on page 324.
8	Essence Details	Shows detail information for the essence selected in the Essences table. Which information is shown depends on the stream class of the selected essence. If you have the appropriate privileges in Interplay MAM, you can edit the essence details. See "Editing the Properties of an Essence" on page 329.
9	Locations	Shows the locations of the essence that is selected in the Essences table in read-only mode. The topmost location is selected by default. See "Information in the Locations area" on page 326.
10	Location Details	Shows detail information for the location selected in the Locations table in read-only mode. See "Displaying Locations Details for an Essence" on page 331.

Information in the Essence Packages area

The Essence Packages area shows the following information for all essence packages of the open asset in read-only mode:

	Display	Description
1	Name	The name of the essence package. It is set automatically to "Main package" when the essence package is created by a workflow. You can change the name.
2	Classification	Essence packages are classified according to semantic criteria — for example, the purpose for which their essences are used. The classification is selected from a list. In the default configuration, the list contains the following values: • MAIN • COLLATERAL
3	Representative	For every asset there is exactly one representative essence package. The representative essence package is designated by a check mark in the Representative column.
4	SOC	The Start of Content (SOC) displays the start timecode of the accessible area of the essence that is contained in the essence package. It can be set manually or by a workflow; for example, to exclude color bars at the beginning of a video.
5	EOC	The End of Content (EOC) displays the end timecode of the accessible area of the essence that is contained in the essence package. It can be set manually or by a workflow; for example, to exclude black frames at the end of a video.

Information in the Essences area

The Essences area shows the following information for the essence package that is selected in the Essence Packages area in read-only mode:

	Display	Description
1	Name	Shows the original name of the essence file. This is the name of the essence when it was imported or created in Interplay MAM.
2	Timecode Master	If the asset is a video or audio, an essence packages contains the essence for which the timecode is referred; for example, when a basic sequence is created. This essence is designated as the timecode master by a check mark in the Timecode Master column. The Timecode Master essence is determined automatically but you can change the assignment.
3	Preferred Usage	The intended usage of the essence. The usage is assigned to an essence when it is imported or created in Interplay MAM. It is extracted from the essence's stream type and mapped to a fixed list of values:

- Archive (PRESERVE, usage: preservation, archiving)

- Editing (EDIT, usage: editing)

- Distribution (DISTR, usage: transmission)

- Preview (BROWSE, usage: browsing)

- Thumbnail (THUMB, usage: representative image)

- Auxiliary File (AUX, usage: auxiliary file within a stream consisting of multiple files)

- File (ANY, usage: not defined or unknown usage, application may interpret from essence parameters)

	Display	Description
4	Stream Class	The stream class of the essence. It is assigned to an essence when it is imported or created in Interplay MAM. It gives a top level indication of the primary content of the essence and is detailed by the stream type. The following stream classes are supported:

- Video: visual, time- and spatial-coded content which usually contains sub content streams

- Audio: audible, time-coded content

- Image: visual, spatial-coded content

- Image Sequence: visual, spatial-coded content with several pages (such as multi-paged TIFF, animated GIF)

- Document: legible, formatted content, may be spatial-coded and paged (for example PDFs)

- Text: legible unformatted content (without paging information), such as plain text or HTML (excluding referenced media)

- Key Frames: visual, time- and spatial-coded discontinuous content

- File: any other digital content

	Display	Description
5	Stream Type	The file format of the essence. The stream type is recognized when an essence is imported or created in Interplay MAM. The base for determining the essence's stream type is its file extension. Interplay MAM's standard configuration provides a preconfigured mapping of file extensions and stream types.

Information in the Locations area

The Locations area shows the following information for the essence that is selected in the Essences area in read-only mode:

	Display	Description
1	Name	Shows the file name of the essence's copy on that location.
2	HSM State	Hierarchical Storage Management state. Indicates the online status of the essence's copy on that specific location: • Online • Near Online • Offline
3	Recording	Indicates whether the file is still being recorded to the specific location: • Recording • Complete
4	Size	Size of the essence's copy on that location.

Working in the File Info Pane

The File Info pane is divided into the Overview and Detail areas. The Overview areas provide information in read-only mode; if you have the appropriate privileges in Interplay MAM, you can edit essence properties in the Detail areas. For easier comprehension, the Detail areas of the File Info pane are collapsed when you open the pane. In the Overview areas the topmost entry is selected and highlighted by default.

To open the File Info pane:

▸ Select Panes > File Info.

To close the File Info pane:

▸ Click the X in the pane's tab.

To open an asset in the File Info pane:

▸ Double-click an asset in the Assets, Associations, Search, or Tasks pane.

You see the following:

- If the File Info pane is empty, the asset opens in the pane.

- If an asset is already open in the File Info pane, the new asset opens in the pane.

To show and hide details:

▶ Click the Expand All button to expand all details and show all information in the Essence Package Details, Essence Details, and Location Details areas.

▶ Click the Collapse All button to collapse all details and hide all detail information from the Essence Package Details, Essence Details, and Location Details areas.

▶ Click the Expand/Collapse toggle button of an individual Details area to show or hide its details.

To refresh the displayed files and information:

▶ Click the Refresh button.

Editing the Properties of an Essence Package

The File Info pane lets you see all essence packages of the asset currently open in the pane. For the essence package selected in the Essence Packages area, you can show and edit properties in the Essence Package Details area; by default the Essence Package Details area is collapsed. In the File Info pane, if a property is editable, a text box, drop-down menu, or other input control is displayed. Your ability to edit essence package properties depends on Interplay MAM user privileges and rules.

To edit essence package properties:

1. Open the asset for which you want to edit essence package properties in the File Info pane.

2. Select the essence package in the Essence Packages area.

3. Click the Expand button of the Essence Package Details area to display the details of the selected essence package.

4. Do one of the following:

▶ Click in the Name field and type the new name.

Name is a mandatory field and cannot be empty.

▶ Click the Classification list and double-click the desired value or check its check box.

Classification is a mandatory field and cannot be empty.

▶ Select the Representative check box.

Since an asset can have only one representative essence package, if you select this check box, you automatically remove the representative flag from another essence package when you save your changes.

▶ Click in the SOC field, enter the desired value for the start timecode by typing the first digit, and continue typing until you have typed 8 digits.

    ▶   Click in the EOC field, enter the desired value for the end timecode by typing the first digit, and continue typing until you have typed 8 digits.

To save changed properties:

▶   Click the Save button.

The save status message changes from "Unsaved changes" to "All changes are saved."

If you have unsaved changes and select another essence package, load another asset, or close the File Info pane, you are prompted to save the changes.

Cleaning Up Essence Packages

You can delete files from essence packages in MediaCentral UX. For example, if you want to run a process that imports a modified video file into an existing asset, the process might require that the MAIN essence package is empty. To do so, you can start a Cleanup essence packages process from different panes:

•   In the File Info and Media pane, you can clean up the essence packages of the asset open in the pane.

•   In the Associations, Assets, and Search panes, you can clean up the essence packages of up to 50 assets at the same time.

Note the following limitations:

•   You can clean up essence packages if you have the proper permissions in Interplay MAM.

•   You can clean up essence packages of Interplay MAM assets only. In addition, this requires you to select the clean up process from the same MAM system that also manages the assets.

•   The cleanup essence package process removes all files from the essence package but it does not delete the essence package itself.

📄   *If you plan to trigger the Cleanup essence packages process from a pane other than the File Info pane, check the essence packages to be cleaned up prior to invoking the clean up process.*

To clean up essence packages:

1. Do one of the following:

   ▶   Open an asset in the File Info pane.

   ▶   Open an asset in the Media pane.

   ▶   Open an asset in the Associations pane and select the assets whose essence packages you want to clean up (the source asset and any of its associated assets).

   ▶   In the Assets pane, navigate to the desired folder and select the assets whose essence packages you want to clean up.

   ▶   In the Search pane, conduct a search and select the assets whose essence packages you want to clean up.

2. Do one of the following:

   ▶   Click the Pane Menu button and select Actions.

   ▶   (Assets and Search pane only) Right-click and select Actions.

3. (Option) Select the MAM system on which the process is to be created. This must be the system from which the asset was opened.

4. Select the Cleanup Essence Packages process type.

    The Cleanup Essence Packages process dialog box opens and shows the selected assets as attachments.
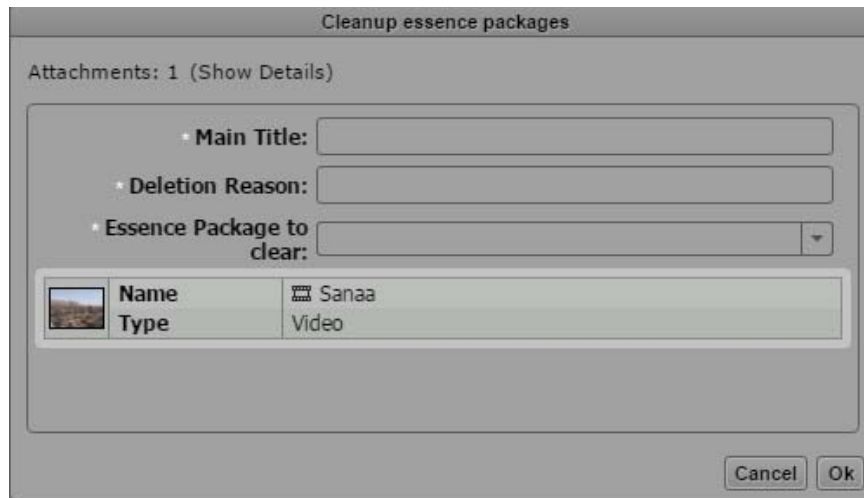
5. Provide a main title and a cleanup reason.

6. Click the Essence Package to Clear list and select one of the following:

    ▶ Representative: Clean up the representative essence package.

    ▶ Collateral: Clean up all essence packages that are not marked as representative.

    ▶ All: Clean up all essence packages.

7. Click OK.

    The Cleanup Essence Packages process dialog box is closed and the cleanup process is triggered.

8. (Option) Open the Progress pane and monitor the progress of the cleanup process.

    When all essence packages are cleared, the Progress pane shows a "Finished" message.

After cleaning up a representative essence package, you cannot play back the asset in the Media pane any longer. When you try to open the asset, the Media pane shows "Media Offline."

Editing the Properties of an Essence

In the File Info pane, for the essence package selected in the Essence Packages area all essences are shown in the Essences area in read-only mode. For the essence selected in the Essences area, you can show properties in the Essence Details area; by default the Essence Details area is collapsed.

Use the Essence Details area to get an overview on technical properties of the essence and its values that are normally set by workflows and processes. In cases where the automatic classification was not correct, you can use the Essence Details area to correct values, for example, if a preferred usage was incorrectly assigned or to delete a timecode leap.

Your ability to edit essence properties in the Essence Details area depends on Interplay MAM user privileges and rules. For security reasons, the edit essence property privilege is not assigned to a user group by default but must be explicitly assigned to administrators in Interplay MAM. In the File Info

pane, if a property is editable, a text box, drop-down menu, or other input control is displayed. For information on the different metadata fields and input controls, see "Viewing and Editing Interplay | MAM Metadata" on page 61.

To edit the properties of an essence:

1. Open the asset for which you want to edit essence properties in the File Info pane.

2. Select the essence package in the Essence Packages area.

3. Select the essence in the Essences area.

4. Click the Expand button of the Essence Details area to display the details of the selected essence.

   For each stream class the relevant properties are shown. Therefore the displayed properties differ depending on the stream class of the selected essence, as shown in the following examples.
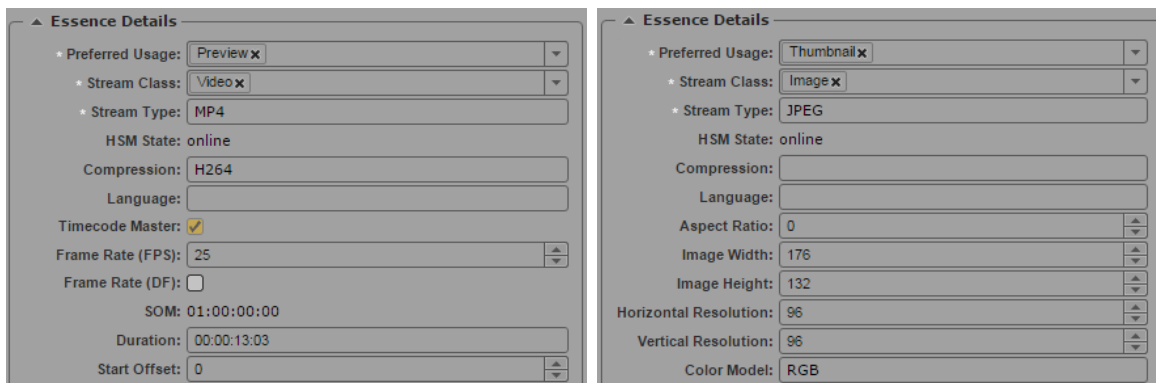
5. To change an essence property, click in the respective field and modify the value as needed.

6. The timecode leaps define discontinuities of the timecode labels, where the first one at frame 0 defines the Start of Media (SOM). To edit timecode leaps, do one of the following:

   ▶ To add a timecode leap, go to the Timecode Leaps table, click the Plus button, and enter the Frame number and the corresponding Timecode.

   ▶ To remove a timecode leap, go to the Timecode Leaps table, select the row and click the Minus button
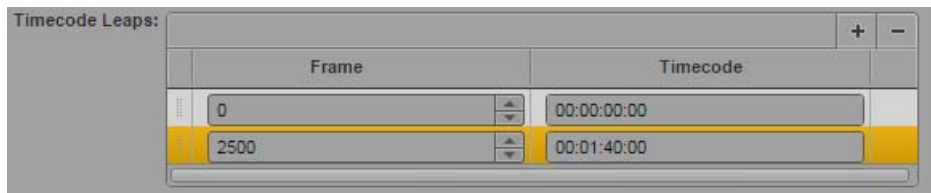
To save changed properties:

▶ Click the Save button.

   The save status message changes from "Unsaved changes" to "All changes saved."

   If you have unsaved changes and select another essence package, load another asset, or close the File Info pane, you are prompted to save the changes.

Displaying Locations Details for an Essence

In the File Info pane, for the essence package selected in the Essence Packages area, all essences are shown in the Essences area, and for the essence selected in the Essences area, the locations where it has been saved are shown in the Locations area. For the location selected in the Locations area, you can display technical data in the Location Details area; by default the Location Details area is collapsed. All location and location details data is read-only.

To display location details for an essence:

1. Open the asset for which you want to display location details in the File Info pane.

2. Select the essence package in the Essence Packages area.

3. Select the essence in the Essences area.

4. Select the location in the Locations area.

5. Click the Expand button of the Location Details area to display the location details.

Locations			
Name	HSM State	Recording	Size
Avid_MPI_1a_DNxHD-185_108...	Online	Complete	241.1 MB
Avid_MPI_1a_DNxHD-185_108...	Near Online	Complete	241.1 MB

▲ **Location Details**

Name: Avid_MPI_1a_DNxHD-185_1080i25_10s_20151110121319.mxf

Size: 241,097,204 bytes

Carrier: HIRES

Path: 2015/11/10

Online State: Available

Near Online State: Not available

Recording State: Complete

Location GUID: 6c3c5a3b-8fac-4072-8fc6-a54d8e7a25e1

Registration Creation: 10.11.2015 12:13:20 +01:00

Registration Modification: 10.11.2015 12:13:34 +01:00

Registration Last Access: 10.11.2015 12:13:20 +01:00

Registration Audit: 10.11.2015 12:13:20 +01:00

The following location details are shown:

- Name: Shows the file name of the essence's copy on that location. During its lifecycle the essence may have been renamed in Interplay MAM. The original name of the essence is shown as value of the Original Name property in the Essence Details area.

- Size: Size of the essence's copy on that location in bytes.

- Carrier: A GUID for the carrier to identify references to essences by locations contained on that carrier; it also specifies which pool a carrier currently resides in.

- Path: The path where the essence's copy is located. This can be either a UNC path or a relative file path. For files located directly in the essence pool's root, the path is empty.

- Online State: Indicates the online status of the essence's copy on that specific location: Available or Not Available.

- Near Online State: Indicates the near online status of the essence's copy on that specific location: Available or Not Available.

- Recording State: Indicates whether the file is still being recorded to the specific location: Recording or Complete.

- Location GUID: The Globally Unique Identifier of the location. The location GUID is used internally by Interplay MAM to exactly define and identify the location, for example if path names are changed.

- Registration Creation: Date and time when the essence file was registered on that location.

- Registration Modification: Date and time when the essence registration for that location was modified for the last time.

- Registration Last Access: Date and time when the essence registration for that location was opened or accessed for the last time.

- Registration Audit: Date and time when the essence file on that location was checked during an audit by the Essence Server managing that location for the last time.

14 Working with Closed Captions in MediaCentral | UX

The following main topics describe working with closed captions:

- Basics of Closed Captioning
- Closed-Captioning Workflows for MediaCentral | UX
- How the CCCS Works with Closed-Caption Files
- Creating and Editing Closed Captions

Basics of Closed Captioning

MediaCentral UX provides controls for viewing, creating, editing, and outputting closed captions. The purpose of closed captions is to make video accessible to those who are deaf or hard of hearing, for viewers whose native language is not English, and for instances when the audio cannot be heard due to noise (restaurants, public spaces) or a need for quiet (libraries, hospitals). The following illustration shows a closed caption displayed in the MediaCentral UX media viewer.
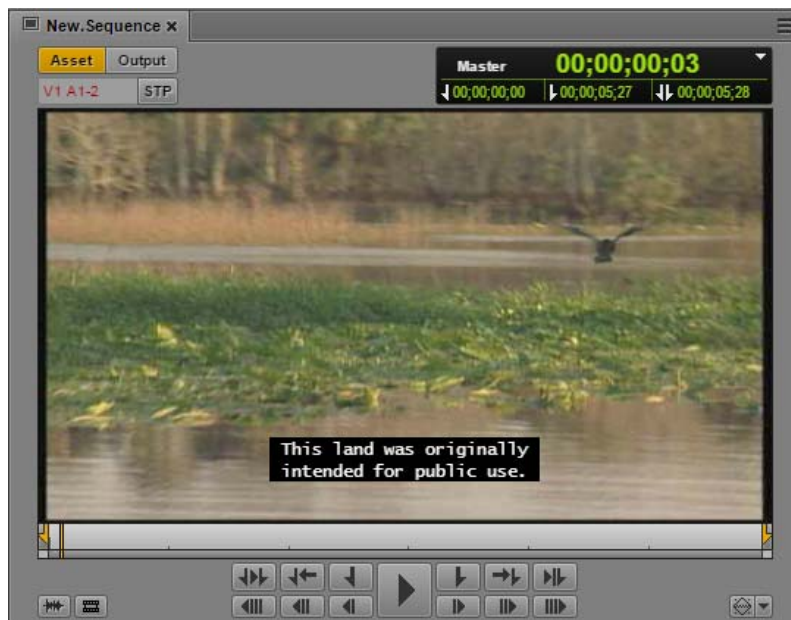
The term "closed captions" indicates that the captions are not visible until they are turned on by the viewer, usually through a remote control or menu option. "Open captions" are "burned in" (visible to all viewers) and cannot be turned off.

In the United States and Canada, "subtitles" are distinguished from closed captions by using subtitles to refer specifically to translation of dialog. In other areas, subtitles can also refer to closed captions, as in "Subtitles for the hard of hearing."

The FCC (Federal Communications Commission) requires the majority of English and Spanish programming seen on broadcast TV in the United States to be closed captioned. The CRTC (Canadian Radio-television and Telecommunications Commission) requires the same for Canadian broadcasts. Many other countries have their own requirements as well.

Types of Closed Captions

Closed captions can be displayed as one to four rows at any one time. Typically, up to three rows are shown. There are three styles of presenting closed captions:

- Pop-on: One or more rows of a caption are displayed ("pop on") at the same time. A new caption completely replaces an old caption.

- Roll-up: Rows of a caption move up the screen one line at a time, giving an appearance of rolling up the screen. Up to three rows are shown.

- Paint-on: Each row of a caption is displayed from left to right, one character at a time.

MediaCentral UX currently supports pop-on captions, and roll-up captions that are imported from and exported to SCC files.

Position of Closed Captions

Closed captions can be displayed in various places around the screen, depending on factors like positioning the caption closer to a speaker, centering a caption when a speaker is off screen, or positioning the caption so it does not block content like bugs or burned-in titles.

MediaCentral UX lets you position a closed caption in one of nine positions: top, middle, bottom, and left, center, and right. MediaCentral UX preserves other locations if these positions were set in the original file, but if you change the positioning in MediaCentral UX you cannot restore the original location.

Appearance of Closed Captions

A fixed-width font is used for closed captioning. The specific font depends on the display device. The Media viewer in MediaCentral UX uses the Lucida Console font. Text is displayed as white text on a black box. You can mark text as italics or underscored. You can also add a musical note. Captions that you edit in MediaCentral UX are saved, repackaged, or exported as default normal text, with italics and underscores as applied.

The standard closed caption display can use up to four rows, but typically three or fewer rows are used. Each line can have a maximum of 32 characters, including spaces. To comply with EIA-608 standards, a space before and after italicized or underscored words is required. A space is also required before the first word in the sentence, but not at the end of a sentence. If you do not include a required space, MediaCentral UX displays a message informing you that a space is required.

MediaCentral | UX Closed Caption Editing

Following is important information for working with closed captions in MediaCentral UX v2.4.

- Closed caption editing requires Interplay Production v3.3 or later. If the Closed Captioning pane is open, and you try to load a sequence stored in an Interplay Production database earlier than v3.3, a message tells you that Interplay Production v3.3 is required.

- You can edit or create closed captions only for Interplay Production sequences. You need to open the sequence in Asset mode. This prevents video or audio editing, so that a user working with closed captions cannot modify the sequence itself.

⚠ **There is no locking mechanism for sequences, so other users can edit the sequence while it is open for closed-caption editing. Also, a sequence saved with closed captions can be opened and edited by another user, possibly changing the timing of the closed captions.**

- You cannot edit closed captions when a sequence is in Output mode. Switch the Media Pane to Asset mode and load the sequence into the Media viewer.

- You can edit or create closed captions for sequences in the following formats:
  - NTSC formats with a frame rate of 29.97 fps (drop frame or non-drop frame). This support includes 1080i/59.94, which uses a frame rate of 29.97 fps.
  - PAL formats 720p/50 and 1080i/50. 1080i/50 uses a frame rate of 25 fps. Send to playback is not currently supported for PAL formats.

- You cannot edit or create closed captions for master clips, group clips, subclips, or Interplay MAM assets. If you open one of these assets, the message "This asset type is not supported" is displayed in the Closed Captioning pane.

- MediaCentral UX supports all special characters in English and characters used in the following languages:
  - Danish
  - French
  - German
  - Italian
  - Portuguese
  - Spanish

📖 *These characters are listed in technical standard CEA-608-C.*

You can mix characters and languages in a single closed caption or a set of closed captions.

All text is displayed in a single set of closed captions. You cannot currently switch between two sets of closed captions (for example, English and Spanish).

- Unsupported characters are replaced by a blank when imported or extracted.

- Closed-caption editing requires that the ISIS hostname configured for the MCS server use all lower case letters. This is set in the Virtual Host Name in the MediaCentral UX System Settings. Select ICPS > Playback Service.

- If you are working in a multi-zone environment, you cannot edit closed captions for sequences stored on a remote Interplay Production system.

- Currently, only Avid AirSpeed is supported as a playback device.

- Currently, only SCC (Scenarist Closed Caption) files are supported for import. SCC and TTML files are supported for export.

- A sequence must be dynamically relinked in Media Composer and must be checked into the Interplay Production database before you can extract or add closed captions. If a sequence is transferred from one workgroup to another (such as through Interplay Delivery), a Media Composer system must be available in the target workgroup so that the sequence can be dynamically relinked before you can extract or add closed captions.

- If an imported SCC file contains segments with timecodes beyond the end of the sequence, these segments will be lost after a repackaging or export operation.

Closed Captioning Support in Interplay | Access

Interplay Access and Interplay Engine v3.3 and later include features to identify sequences that include closed captions created or edited in MediaCentral UX. These features do not apply to assets that have closed captions created or edited in other applications.

- You can use Interplay Access to search for sequences that include closed captions created or edited in MediaCentral UX. To enable this Advanced search feature, select either or both of the following new properties as Available in the System Properties tab of the Interplay Administrator:

  - Has Closed Captions: The criterion in search is displayed as "Closed Captions" with options "Has Closed Captions" and "does not have Closed Captions."

  - Closed Captions Modification Time: The criterion in search is displayed as "CC Modification Time" with options for setting the date and time.

- Sequences with closed captions that were created or edited in MediaCentral UX are indicated by a thin line under the normal icons.

Closed-Captioning Workflows for MediaCentral | UX

The following illustration displays the basic closed-captioning workflow for closed captions that have been created in an SCC file or in the D track of an Interplay Production sequence.
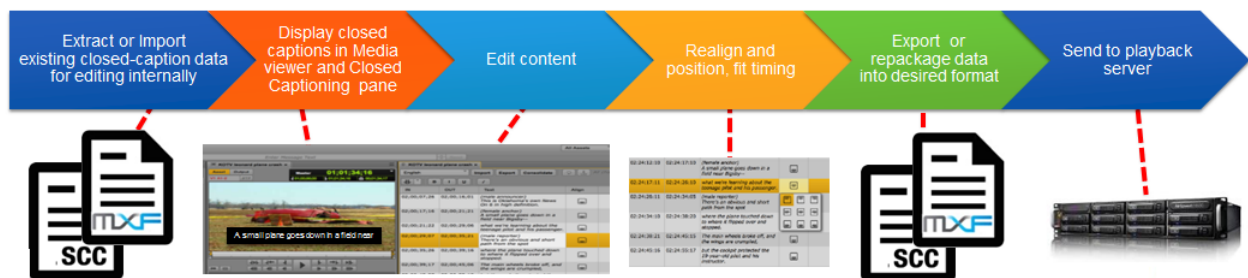
The following sections provide more details. Specific instructions for working with closed captions are included in "Creating and Editing Closed Captions" on page 341.

⚠ **To avoid problems with another user editing a sequence, add closed captions only after all video, audio, and effects editing are completed. Also, the sequence must be dynamically relinked in Media Composer and must be checked into the Interplay Production database.**

Extract Closed Captions from an Interplay Production Sequence
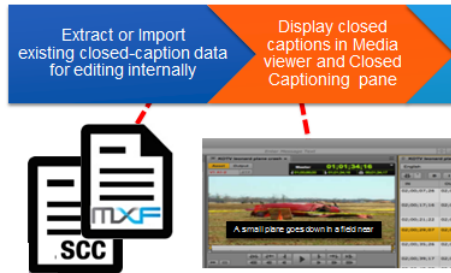
You can work with sequences that are already associated with closed captions. The following steps describe a possible workflow.

1. A Media Composer editor creates a sequence with existing closed captions, and checks it into an Interplay Production database.

   Technically, the closed captions are embedded in the D tracks of the clips that make up the sequence.

   Sequences that include closed captions are marked by an overlay icon in the Interplay Production Assets tree.

2. A MediaCentral UX user opens the sequence in Asset mode, opens the Closed Captioning pane, and clicks the Extract button.

   The MediaCentral UX editor can now review and edit the closed captions in the Closed Captioning pane.

   Technically, the Extract operation uses the text in the D tracks to create Timed Text Markup Language (TTML) data. This "mezzanine file" is what MediaCentral uses for editing. The data is stored in the TTML format and is associated with the sequence in the Interplay Production database (similarly to an AAF file).

After editing is complete, several options are possible:

- Close the Closed Captioning pane. This action saves any edits you made. The TTML data remains associated with the sequence in the Interplay Production database and can be edited as needed.

- Repackage the edited closed captions with the sequence. See "Repackage Edited Closed Captions with an Interplay Production Sequence" on page 340.

- Export the edited closed captions as an SCC file. See "Export an SCC File or TTML file from MediaCentral" on page 340.

After you extract the closed captions once, you do not have to extract them again. If you start another extract operation, MediaCentral UX warns you that you will overwrite the existing data.

Import an SCC File into MediaCentral
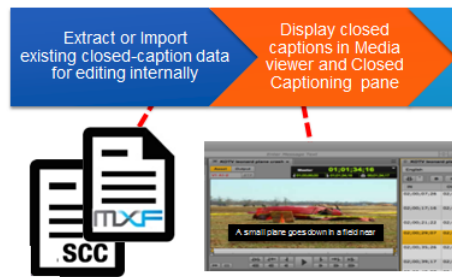
An SCC (Scenarist Closed Caption) file is a common file format for closed captions. The following steps describe a workflow for importing closed captions from an SCC file.

1. SCC files are created and saved in a location that is accessible to the MediaCentral UX user.

   SCC files use the file extension .scc.

2. The MediaCentral UX user loads an Interplay Production sequence in Asset mode and opens the Closed Captioning pane.

3. The user clicks the Import button, locates the SCC file, and imports the file.

   The MediaCentral UX editor can now review and edit the closed captions in the Closed Captioning pane.

   Technically, the Import operation uses the text in the SCC file to create TTML data, which is associated with the sequence in the Interplay Production database (similarly to an AAF file).

After editing is complete, several options are possible:

• Close the Closed Captioning pane. This action saves any edits you made. The TTML data remains associated with the sequence in the Interplay Production database and can be opened and edited as needed.

• Repackage the edited closed captions with the sequence. See "Repackage Edited Closed Captions with an Interplay Production Sequence" on page 340.

• Export the edited closed captions as an SCC file. See "Export an SCC File or TTML file from MediaCentral" on page 340.

Create New Closed Captions in MediaCentral

You can create a new set of closed captions by using the Closed Captioning pane. The following steps describe a possible workflow.

1. The MediaCentral UX user loads an Interplay Production sequence in Asset mode and opens the Closed Captioning pane.

2. The user creates closed captions in the Closed Captioning pane.

   Technically, adding closed captions in the Closed Captioning pane creates data that is stored in the TTML format.

3. After editing is complete, the user can do one of the following:

   - Close the Closed Captioning pane. This action saves any edits you made. The TTML data remains associated with the sequence in the Interplay Production database and can be opened and edited as needed.

   - Repackage the edited closed captions with the sequence. See "Repackage Edited Closed Captions with an Interplay Production Sequence" on page 340.

   - Export the edited closed captions as an .scc file. See "Export an SCC File or TTML file from MediaCentral" on page 340.

Repackage Edited Closed Captions with an Interplay Production Sequence
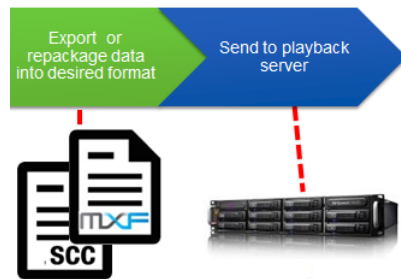
Repackaging integrates edited closed captions into a new D track MXF file. Before repackaging, the sequence was associated with a D track file for each clip. Repackaging creates a single D track file for the sequence. The following steps describe a possible workflow:

1. Load closed captions into the Closed Captioning pane in one of the following ways:

   - Extract

   - Import

   - Create new captions

2. After editing is complete, the user clicks the Repackage button.

   Technically, text from the TTML data is integrated into a new MXF D track file. The sequence and its metadata is checked into the Interplay Production database.

   The sequence can then be sent to playback or used in other Interplay Production operations. See .

Export an SCC File or TTML file from MediaCentral
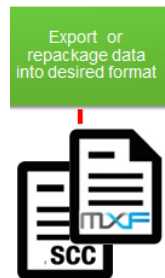
You can export closed captions from various sources as an SCC file or a TTML file. The following steps describe a possible workflow:

1. Load closed captions into the Closed Captioning pane in one of the following ways:

   - Open a sequence with closed captions already edited in MediaCentral UX.

   - Extract closed captions from D tracks in the sequence.

   - Import an SCC file.

   - Create new closed captions.

2. After editing is complete, the user clicks the Export button.

An SCC file or a TTML file is downloaded to your browser download location. Technically, text from the TTML data is transcoded to an SCC file (with the extension .scc) or a TTML file (with the extension .ttml).

How the CCCS Works with Closed-Caption Files

The Closed Caption Conversion Service (CCCS) is a Linux service that is installed with other MediaCentral Platform Services. The CCCS does the work of importing SCC files or extracting closed captions from the D tracks of a sequence, and converting them to data in the Timed Text Markup Language (TTML) format.

The TTML data is associated with the sequence in the Interplay Production database. If you save a sequence with closed captions, the next time you open it the closed captions from the TTML data will be displayed in the Closed Captioning pane.

The CCCS also does the work of exporting the edited file back to the SCC format or repackaging the edited file with the Interplay Production sequence. This sequence can then be viewed in Media Composer, or sent to a playback device.

The edited sequence points to new standalone D track. Closed caption information is not written back to the D tracks of the master clips that compose the sequence.

Creating and Editing Closed Captions

The following topics describe how to edit and create closed captions in MediaCentral UX:

- "The Closed Captioning Pane" on page 342
- "Importing and Exporting Closed-Caption Files" on page 344
- "Extracting and Repackaging Closed-Caption Data" on page 344
- "Creating Closed-Caption Segments" on page 345
- "Editing the Text and Position of Closed Captions" on page 346
- "Editing the Timing of Closed Captions" on page 348
- "Working with Multiple Caption Blocks" on page 349
- "Support for Roll-Up Captions" on page 350

For important information about the current implementation of closed captioning, see "MediaCentral | UX Closed Caption Editing" on page 334.

The Closed Captioning Pane

You view, edit, and create closed captions in the Closed Captioning pane.

	Display or Control	Description
1	Closed-caption type	Displays the type of closed caption currently loaded: Pop On or Roll Up.
2	Extract button	Click this button to extract closed captions from an Interplay Production sequence and display them in the Closed Captioning pane.
3	Repackage button	Click this button to combine the edited closed captions with the Interplay Production sequence.
4	Import button	Click this button to import closed captions from a SCC file and display them in the Closed Captioning pane.
5	Export button	Click this button to export closed captions from MediaCentral UX to an SCC file or a TTML file.
6	Refresh button	Updates the display of closed captions. If the focus is in the Closed Captioning pane, you can also press F5 to update the display.
7	Save button	Saves closed captions as data that is associated with the Interplay Production sequence and exits edit mode. *Edit mode refers to the state in which the cursor is displayed in the Text field, the text field is colored white, and you can enter text.* *Captions are automatically saved when you exit edit mode by pressing Ctrl + Enter or by clicking outside of the text box.*
8	Save status message	Displays whether closed captions have been saved as data. The messages are "Unsaved changes," "Saving," or "All changes saved."

	Display or Control	Description
9	Pane Menu button	The following options are available: • Add or Remove Columns. Select the columns you want to display. • Split at Current Playhead position. Divides a closed-caption segment into two, based on the location of the position indicator. The complete text for the segment is copied to the new segment, and you need to edit the text as desired. You can also use Ctrl+E or right-click a selected segment. The position indicator must be located within the closed-caption segment. • Modify Start Timecode. Changes the In point for the first closed caption to match the start timecode of the sequence. The change affects all subsequent closed-caption segments. See "Editing the Timing of Closed Captions" on page 348. • Delete. Deletes the selected closed-caption segment. Functions the same as the Delete key (Windows), Backspace (Macintosh), or fn+Backspace (MacBook). • Set In, Set Out Modifies the start or end of a closed-caption, segment depending on the location of the position indicator. See "Editing the Timing of Closed Captions" on page 348. • Close Gap: Modify In, Close Gap: Modify Out Closes a gap between two closed captions by changing the In point or the Out point. See "Editing the Timing of Closed Captions" on page 348. • Change Alignment. Opens a grid from which you can select where to position the closed caption. See "Editing the Text and Position of Closed Captions" on page 346 • Help. Displays a Help topic describing controls in the Closed Captioning pane. From this topic you can access the entire MediaCentral UX Help system.
10	(From left to right)	
	Create Segment button	Creates a closed-caption segment. Use the drop-down menu to set how you want to create the segment: through In to Out points or by the location of the position indicator (playhead). See "Creating Closed-Caption Segments" on page 345.
	Italics button	Changes the selected text to italics.
	Underscore button	Adds underscoring to selected text.
	Musical note	Inserts an eighth note (U+266A) that is a standard symbol to indicate music in a closed caption.
11	Closed-caption list	Displays the In point, Out point, text and alignment for each closed-caption segment. If you scroll down the closed-caption list or scrub video in the Media viewer, the closed-caption list and video display stay in sync.

	Display or Control	Description
12	Align column	Displays the positioning of the closed caption. To change the alignment, select one or more closed captions, double-click the Align column, and select one of the nine positions.

Importing and Exporting Closed-Caption Files

You can import an SCC (Scenarist Closed Caption) file and edit the closed captions that it contains. You can associate these captions with a sequence and edit the timing as needed. You can then repackage them as part of the sequence, export an SCC file, or export a TTML file.

📄 *Currently only pop-on and roll-up captions are supported. If you try to import a file that includes paint-on captions, a message is displayed, stating that only pop-on and roll-up captions are supported.*

To import an SCC file:

1. Load an Interplay Production sequence in Asset mode.

2. Click the Media Pane menu and select Closed Captions to display closed captions in the Media pane.

3. Open the Closed Captioning pane.

4. Click Import.

   The browser's Open dialog box is displayed, with SCC File selected as a filter (labeled Custom Files).

   If closed captions are already listed in the Closed Captioning pane, a message asks if you want to overwrite the existing text segments. Click Cancel or Overwrite.

5. Navigate to the SCC file and click Open.

   The SCC file is converted, and the Closed Captioning pane displays timecode, text, and alignment for the closed-caption segments.

To export a closed-caption file:

1. Click Export.

   The Export dialog box is displayed.

2. Select SCC or TTML, accept the default file name (the name of the Interplay Production sequence) or provide a new one, and click Download.

   The closed-caption data is converted and saved as an SCC file or a TTML file. The file is saved in your browser download location.

Extracting and Repackaging Closed-Caption Data

If closed captions are included in the D tracks of an Interplay Production sequence, the Closed Caption Conversion Service (CCCS) lets you extract closed captions and display them in the Closed Captioning pane. You can then repackage the closed captions as part of the sequence, export an SCC file, or export a TTML file.

You can also repackage a sequence if you create new closed captions for a sequence.

📄 *Currently roll-up captions are supported only when imported from SCC files.*

Closed captions created in the Closed Captioning pane are saved in the Interplay Production database. Repackaging is required if you want to use the sequence for Interplay Production operations /such as the following:

- Send to playback

- Interplay Transcode operations (including Mixdown)

- Interplay Delivery operations

- Viewing closed captions in Media Composer.

If you repackage a basic sequence, the sequence can no longer be edited. This limitation does not apply to advanced sequences.

To extract closed captions from an Interplay Production sequence:

1. Load an Interplay Production sequence that includes closed captions in Asset mode.

2. Click the Media Pane menu and select Closed Captions to display closed captions in the Media pane.

3. Click Extract.

   The data is extracted and the Closed Captioning pane displays timecode, text, and alignment for the closed-caption segments.

   If the sequence is edited after you have extracted the closed captions, you need to extract the closed captions again.

To repackage closed captions with an Interplay Production sequence:

▶ Click the Repackage button.

   During the repackaging process, the button is grayed out. It becomes active again when the process is completed. Repackaging typically takes only a few seconds.

   The repackaging operation creates a new D-track clip, named *.cc.*nn*, in the same folder as the sequence. This clip includes any other ancillary data included in the master clips in the sequence. A corresponding MXF media file is created in the workspace specified in the Interplay Administrator > Application Database view > Editing Settings tab > Audio–general settings > Media Creation workspace.

Creating Closed-Caption Segments

You can create closed-caption segments for an Interplay Production sequence that does not have closed captions already associated with it, or create new segments for an existing set of closed captions. There are two ways to create a closed-caption segment: through In and Out marks or through the position indicator.

Make sure that the segment is long enough to display the text for the viewer. As a guideline, use a minimal duration of 2 seconds for each full line of 32 characters. For example, a caption that consists of two rows with 32 characters each should be contained in a 4-second segment. If the segment duration is not long enough to display the text, the text might be merged into the previous segment or lost during repackaging.

📄 *To display a closed caption, EIA-608 standards require a buffering area of a minimum one frame duration for 2 characters, plus 7 frames of control codes for each segment. For example, a 10-character segment has an approximate minimal duration of 5+7=12 frames.*

To create new closed captions:

1. Load an Interplay Production sequence in Asset mode.

2. Click the Media Pane menu and select Closed Captions to display closed captions in the Media pane.

3. Do one of the following:

   ▶ Set an In point and an Out point in the Media pane, set the Create Segment button to In and Out mode, then click the button. If focus is in the Closed Captioning pane, press Ctrl+. (period).
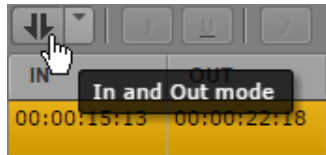
   A closed-caption segment is created. You can add text and set alignment now or edit the segment later.

   ▶ Set the position indicator where you want the closed caption text to start, set the Create Segment button to Playhead position mode, then click the button. If focus is in the Closed Captioning pane, press Ctrl+Shift+. (period).
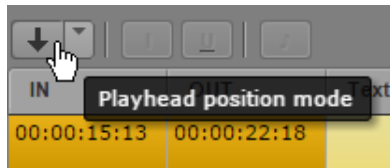
   An In point is set. You can add text and set alignment now or edit the segment later. Click the Save button to save an open segment.

   To set an Out point, move the position indicator to where you want the closed caption text to end, and click the Create Segment button. If focus is in the Closed Captioning pane, press Ctrl+Alt+. (period). The segment is now complete, an In point is set for the next segment, and the segment is automatically saved.

Editing the Text and Position of Closed Captions

If you have extracted, imported, or created closed-caption segments, you can edit them in the Closed Captioning pane using the following procedures. Make sure you select Closed Captions from the Media Pane menu to display closed captions in the Media pane.

To enter edit mode and edit closed-caption text, do one of the following:

▶ Double-click the Text field.

▶ Select the Text field of a closed-caption segment and press Enter.

The Text field turns white and you can type the text. Use the Italic button and the Underscore button to format the text. Click the musical note button to add a musical note. Press the Enter key to start a new line.

MediaCentral UX limits the display to four rows, with of 32 characters per row, including spaces. A space is also required before the first word in the sentence, but not at the end of a sentence. If you do not include a required space, MediaCentral UX displays a message informing you that a space is required.

📄 *If you add a blank line in a caption segment, two different captions are displayed.*

📄 *If you apply formatting to two words in a closed caption (for example, an underscore), then repackage and extract the closed captions, the formatting is applied to the space between the words. This is as designed.*

To save closed-caption text, do one of the following:

▶ Press Ctrl+S. Text is saved and you remain in edit mode.

▶ Click the Save button. Text is saved and you exit edit mode.

▶ Press Ctrl+Enter to exit edit mode.

▶ Use the mouse to select a different closed-caption segment.

▶ Add a new closed-caption segment.

To position a closed caption:

1. Do one of the following:

   ▶ Select a closed-caption segment and double-click in the Align box.

   ▶ Select a closed-caption segment, right-click, and select Change Alignment.

   ▶ Click the Align field of a closed caption segment and press Enter.

   ▶ Select a closed-caption segment, click the Closed Caption Pane menu button, and select Change Alignment.

   A nine-position alignment grid is displayed. Choices are top, middle, bottom, left, center, and right.
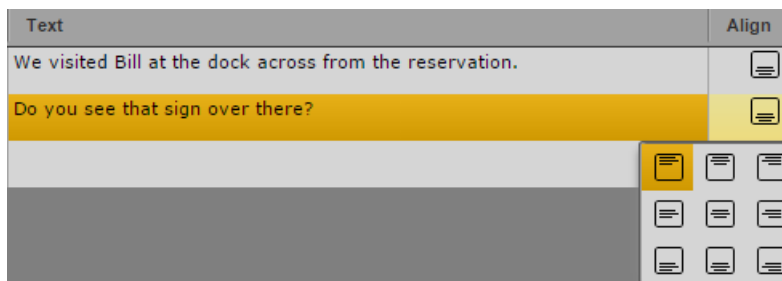
You can select multiple closed-caption segments and change the alignment for all of them with the same selection.

2. Select a position from the grid.

MediaCentral UX aligns the caption or captions according to your selection. Captions are aligned within the standard video safe area. You can view safe area grids in the Media viewer by clicking the Media Pane menu button and selecting Safe Areas. This display can help if you need to review previously positioned captions or create new ones. The following illustration shows the safe area outlines. The inner outline is the safe title area. The outer outline is the safe action area.
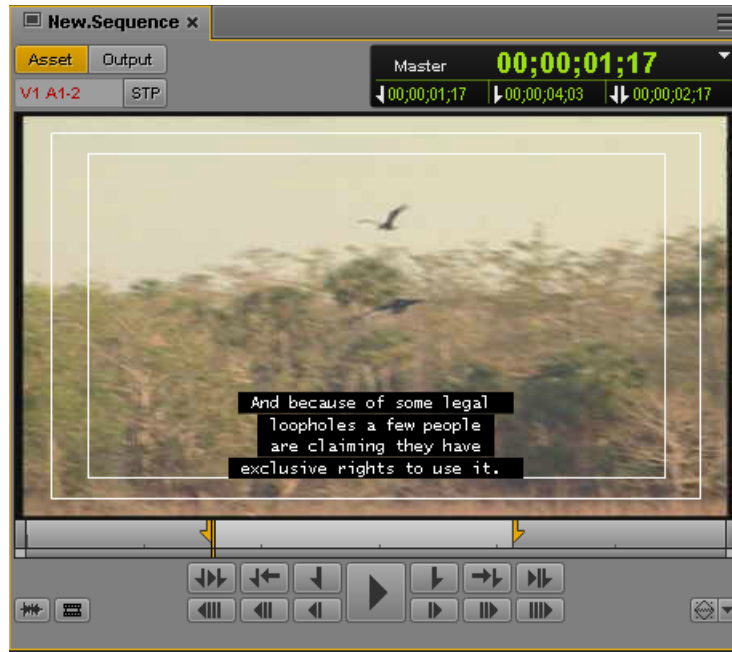
If closed captions were extracted or imported, and they differ from the nine available positions in MediaCentral UX, MediaCentral UX preserves the original positions. If you change the positioning in MediaCentral UX, you cannot restore the original location.

To delete a closed caption, select the closed-caption segment and do one of the following:

▶ Press the Delete key.

▶ Right-click and select Delete.

▶ Click the Closed Captioning Pane menu button and select Delete.

To save closed-caption segments:

▶ Click the Save button.

The save status message changes from "Unsaved Changes" to "All Changes Saved."

Changes are automatically saved whenever you exit edit mode or perform other edits, such as changing alignment or deleting a closed-caption segment.

Editing the Timing of Closed Captions

When you edit closed captions, you might need to change the timing, as described in the following procedures. Make sure you select Closed Captions from the Media Pane menu to display closed captions in the Media pane.

To change an In point or an Out point, do one of the following:

▶   Move the position indicator to the timecode where you want to set the new In point, select the closed-caption segment in the Closed Captioning pane, right-click, and select Set In.

▶   Move the position indicator to the timecode where you want to set the new Out point, select the closed-caption segment in the Closed Captioning pane, right-click, and select Set Out.

These commands are also available from the Closed Captioning Pane menu.

To close a gap between closed-caption segments, do one of the following:

▶   To close a gap by extending the end of a closed-caption segment, right-click on the segment and select Close Gap: Modify Out.

The Out point is changed to one frame before the following segment's In point.

▶   To close a gap by extending the beginning of a segment, right-click on the segment and select Close Gap: Modify In.

The In point is changed to one frame after the previous segment's Out point.

These commands are also available from the Closed Captioning Pane menu. If the commands are not displayed (context menu) or are disabled (Pane menu), there is no gap between segments.

To change the start timecode of the first closed-caption segment:

1. Click the Closed Captioning Pane menu button and select Modify Start Timecode.

   The Modify Start Timecode dialog box is displayed.

2. Enter the desired format for the start timecode by typing the first digit and continue typing until you have typed 8 digits.

   For example, a sequence might start with 01:00:00:00, but the first closed caption starts with 00:00:00:00. In this case, type 01:00:00:00. The change affects all subsequent closed-caption segments.

3. Click OK.

Working with Multiple Caption Blocks

If two or more closed caption segments share a simultaneous time span, all captions are displayed in the Media viewer. For example, in a scene with two speakers, you can align one caption left and one caption right, as shown in the following illustration.

Text for each caption is entered on a separate segment in the Closed Captioning pane, with the desired alignment set in the Align column. The following example shows the Closed Captioning pane for the above illustration:
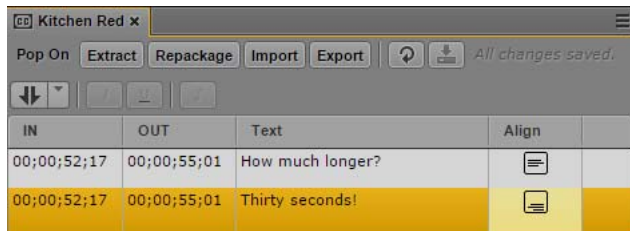
Note the following:

• If multiple captions share the same line (top, middle, or bottom), they will be merged into a single line as part of the repackaging or export process. To avoid this, change the alignment so each caption is on a different line.

• If multiple captions share the same line (top, middle, or bottom), the total number of characters per line is limited to 32.

• All segments must share the same In point and Out point. You cannot currently edit the In point and Out point of simultaneous segments after you have set them once.

• Multiple caption blocks are limited to a total of four rows. Additional rows are not displayed."O

Support for Roll-Up Captions

Captions created as roll-ups in SCC files can be imported, displayed, edited, and exported in SCC files. Captions are displayed as single row segments in the Closed Captioning pane, and are displayed in up to three rows in the Media viewer.

If you change the alignment for one segment of a roll-up, the same alignment is applied to all segments.

Gaps between segments prevent roll-ups from displaying correctly. Use the Close Gap command in the Closed Captioning pane to correct this.

15 Sharing MediaCentral | UX Messages

The following topics describe how to use the Messages pane to send messages to MediaCentral UX users and how to send messages to users logged in to MediaCentral UX and using an Avid editing application.

- MediaCentral | UX Messages
- Using the Messages Pane
- Configuring E-Mail Forwarding
- Using E-Mail Forwarding

MediaCentral | UX Messages

MediaCentral UX provides users with a messaging service that delivers messages to other users, including those connected to MediaCentral UX and using iNEWS or an Avid editing application such as Avid Media Composer. This allows you to share Interplay Production or Interplay MAM assets with a wide range of MediaCentral UX users. You can send text messages to another Interplay Production, Interplay MAM, or iNEWS user or to multiple users, and your messages can carry links to Internet sites using Universal Resource Locators (URLs) as well as links to Interplay Production assets or Interplay MAM folders and assets. These links, which function as deep links when clicked, can open specific assets in the MediaCentral UX media viewer, in an Avid editing application monitor, or in a browser (for URLs).

You can also configure e-mail forwarding so that you can receive MediaCentral UX messages when you are not logged in to the system.

You can drag assets from the Asset pane or the Media viewer to the Messages pane, or you can search MediaCentral UX and then drag an asset from the Search pane to the Messages pane. The message displays a head frame of the video asset, the asset name and metadata, as well as a text message added by the sender. If you added a link to an Interplay MAM folder, the message displays a folder icon, the folder name, and metadata, as well as a text message added by the sender.

If you have desktop notifications enabled in your browser, a notification is displayed when you receive a message. You can click on the notification to display the message in the Messages pane. For more information, see "Showing Desktop Notifications from Panes" on page 33.

Using the Messages Pane

The Messages pane displays a message box for sending both text messages and media asset links. It also lists all received messages, with the most recent messages at the top of the list.

Messages sent by you display in the message list with a blue background, while messages received by you display with a green background.
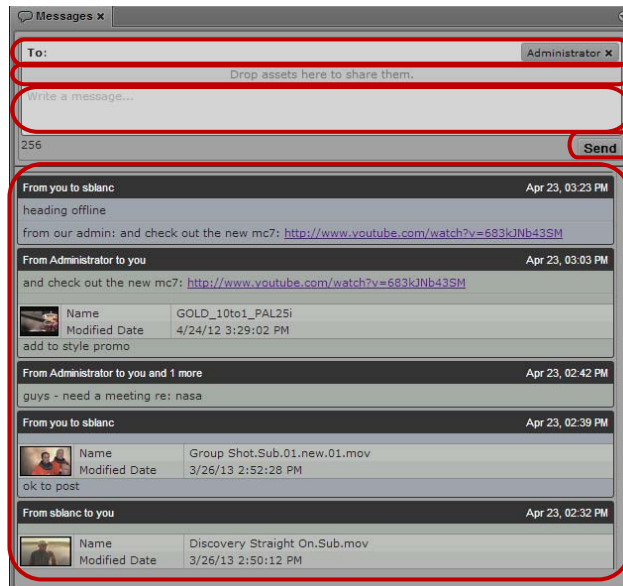
Messages pane (top to bottom): address text box, asset area, message text box, Send button, message list

To display the Messages pane and read messages, do the following:

▶ Select Panes > Messages.

The Messages pane opens in the mode and orientation in which it was set when you signed out of the application. A notification bar above the list appears if you have any new messages.
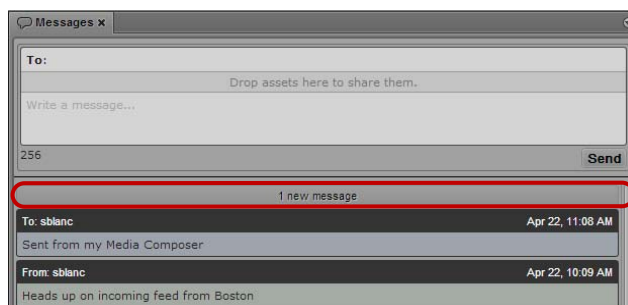
Messages pane, with the notification bar indicating one new message

Viewing Messages and Linked Assets

When you receive messages sent by other MediaCentral UX users, the Messages pane displays a notification at the top of the message list indicating unread messages. Clicking the notification or scrolling up loads the messages, with the most recent ones at the top of the message list.

To view messages:

1. Open the Messages pane.

2. If you received messages since the last time you logged in to MediaCentral UX, click the notification bar or scroll up.

   New messages display in the message list, with the most recent message at the top.
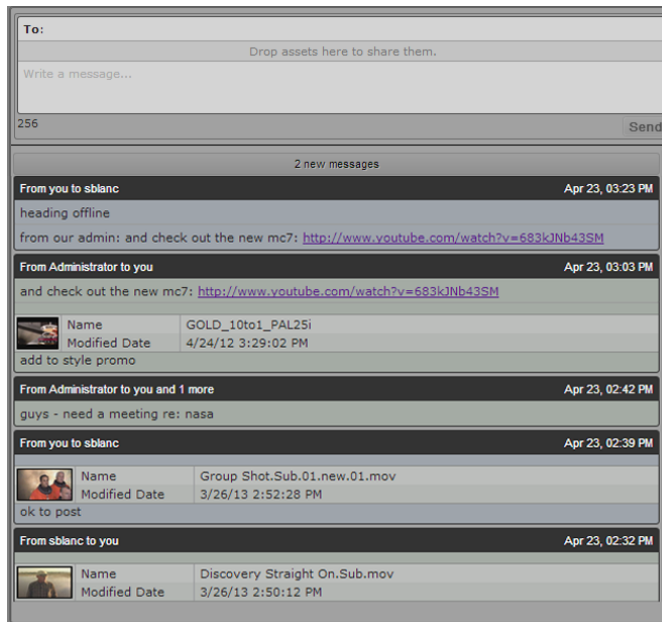
3. If the message includes a media asset, do one of the following:

   ▶ Double-click the head frame in the asset area to view the media or story.

   ▶ Right-click and select "Open in Enclosing Folder."

   Double-clicking the asset opens the clip in the Media pane. For an Interplay Production asset, the Assets pane updates to the location of the clip in the Interplay Production database and selects the linked clip. For an Interplay MAM asset, the Metadata pane shows the metadata of the asset, and if the asset is a basic sequence it is shown on the Sequence pane.
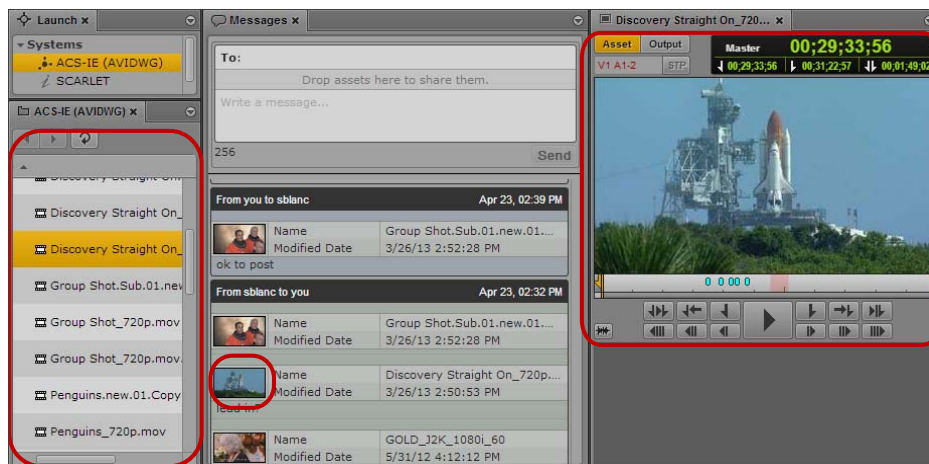
Left to right: Asset pane with the linked clip highlighted, head frame of the linked clip in the asset area of the message, and the linked clip viewed in the Media pane.

If you open the asset in an enclosing folder, a new Asset pane opens and highlights the asset.

📄 *You must have the appropriate privileges to view media checked in to Interplay Production or Interplay MAM.*

4. (Interplay MAM only) If the message includes a link to a folder, double-click the folder icon in the asset area.

   The Assets pane navigates to the folder in Interplay MAM and shows the asset references saved in the folder.

5. If the message includes a link to an external Web site (using a URL), you can click the link to open the Web page in a separate browser tab.

Sending Messages

The Messages pane allows you to share text messages, Interplay Production assets, Interplay MAM assets, and links to Web pages with other MediaCentral UX users. You can also share messages with Avid Media Composer users who log on to MediaCentral UX.

You can also send messages without opening the Messages pane if you want to send a media asset to another user.

When you share an Interplay Production or Interplay MAM asset, the recipient can double-click to open it in the Media pane. A media asset shared with a Media Composer user opens in the Source/ Record monitor in the Avid editing application.

To write a new message:

1. Do one of the following:

   ▶ Open the Messages pane.

   ▶ Right-click an asset in the Assets pane and select Share.

   ▶ (Interplay MAM only) Right-click a folder in the Assets pane and select Share.

   If you open the Messages pane, an address text box appears at the top of the pane. If you just want to share an asset, an address text box opens.
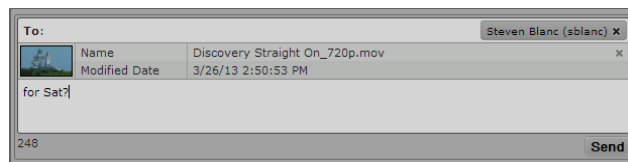
2. In the address text box, start typing the name of the recipient for your message.

   A list of MediaCentral UX users displays as you type.

📄 *If you type an invalid name, the name changes to red and you receive an error message. You can only send messages to recipients on the MediaCentral UX user list.*

3. Select a name from the list or complete the name by typing it in the address box.

📄 *You can add multiple names to the address box.*

4. If you want to share a media asset, do one of the following:

   ▶ Click the asset in the Assets pane and drag it to the asset area of the message.

   ▶ Click the asset in the Search pane and drag it to the asset area of the message.

   ▶ Click the asset displayed in the Media viewer in Asset mode and drag it to the asset area of the message.

   ▶ (Interplay MAM only) Click the asset in the Tasks pane's asset area and drag it to the asset area of the message.

   A head frame of the video asset or a clip icon of an audio asset displays in the message, along with metadata describing the asset.

   You can remove the asset by clicking the Remove button in the asset area.
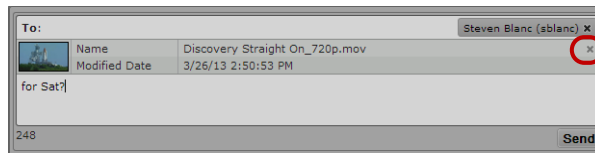
Asset area of the message, with the Remove button

5. In the message text box, type your message.

   A character count below the message displays the number of characters allowed in your message. You can type a total of 256 characters.

6. Click Send.

   The message is sent to the MediaCentral UX users listed in the address test box and displays as a sent message at the top of your message list. Messages sent by you display with a blue background.

To reply to a message:

1. Position the mouse pointer over the address line of the message to which you want to reply.

   The Reply button displays on the right side of the address line.
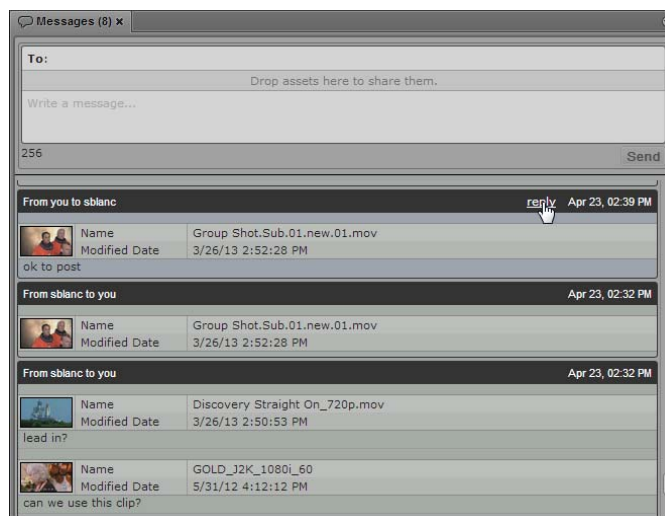
2. Click Reply.

   The address text box in the top of the Messages pane automatically adds the names of the recipients from the selected message.

3. In the message text box, type your message. You can also share a media asset by dragging it to the asset area of the message.

   A character count below the message displays the number of characters allowed in your message. You can type a total of 256 characters. If you share an asset, a head frame of video clip or a clip icon for an audio clip displays in the message

4. Click Send.

   The message is sent to the MediaCentral UX users listed in the address text box and displays as a sent message at the top of your message list.

Configuring E-Mail Forwarding

E-mail forwarding requires an administrator to enable e-mail forwarding and to assign a valid SMTP server. When your MediaCentral UX administrator enables e-mail forwarding in the System Settings, you can then use the User settings to enable e-mail forwarding for your account and specify an e-mail address to which you want your messages sent when you are not logged in to MediaCentral UX. When you send an e-mail to an offline user, the message is forwarded with your configured e-mail address listed as the account from which the message is sent.

If you do not configure e-mail forwarding, any messages you send use the e-mail address used for your MediaCentral UX account. You can override the default MediaCentral UX account by specifying a new one.

To configure e-mail forwarding for user accounts:

1. Select Home > User Settings.

   The User Settings dialog box opens.

2. In the Name column, select Messages & Sharing.

   The User Settings dialog box displays the Messages & Sharing settings.
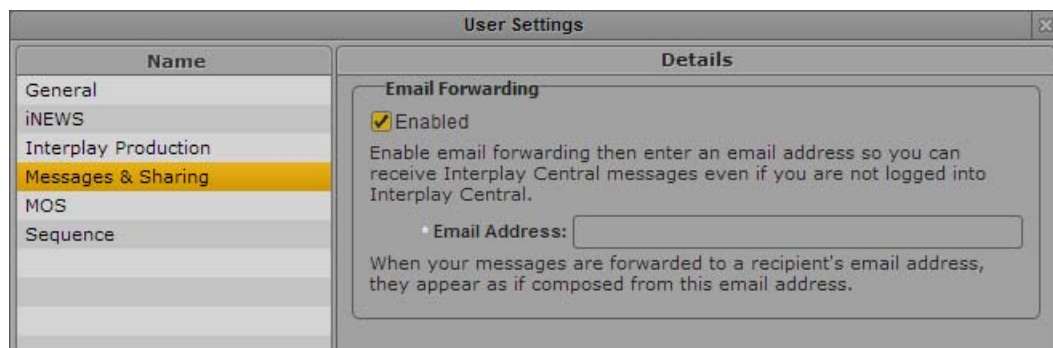
The Messages & Sharing settings display a message if your Interplay Production administrator has not enabled e-mail forwarding,

3. Select Enabled.

4. In the Email Address text box, type the e-mail address from which you want your e-mails forwarded.

5. Click Apply.

Using E-Mail Forwarding

If e-mail forwarding has been enabled for your workgroup and you have enabled e-mail forwarding to your personal e-mail account, you can receive messages sent from MediaCentral UX users when you are not logged in to MediaCentral UX. E-mail forwarding sends messages to your e-mail account with the subject line, "MediaCentral UX Message: [*sender name*]."

If the message includes a media asset, the forwarded e-mail provides you with a link to the asset in MediaCentral UX. You can open this link only if your operating system browser is supported by MediaCentral UX (Internet Explorer is not currently supported).

Starting with MediaCentral UX v2.6, an administrator has the ability to customize an e-mail message with the following options:

• Disable the inclusion of an asset link. This option removes the asset link to prevent a problem opening the link in an unsupported browser. You can open the link when you view the message in MediaCentral UX.

• Add a custom default header and footer to the message. This option can be especially useful if the administrator disables inclusion of an asset link. In this case, the administrator can add default text informing users that the link has been removed from the message.

For more information, see "Configuring E-Mail Options" in the *Avid MediaCentral | UX Administration Guide.*

To view an asset included in a forwarded e-mail:

1. Open the forwarded e-mail in the account specified in your MediaCentral UX User settings (see "Configuring E-Mail Forwarding" on page 356).

2. Click the URL link included in the message.

Your browser opens and displays the MediaCentral UX sign-in screen.

3. Type your user name and password.

4. Click Sign In, or press Enter or Return (Macintosh).

After a few moments, the MediaCentral UX application opens and displays the asset in the Media pane. The asset is also highlighted in the Asset pane.

16 iNEWS Messaging

The following main topics describe how to use the iNEWS messaging feature.

- Sending Messages
- Viewing and Replying to Received Messages

Sending Messages

MediaCentral UX provides you with two messaging features for communicating with other users working on iNEWS and MediaCentral UX. You can use the Messages pane to send messages and media assets to other MediaCentral UX users and to Avid editing applications connected to MediaCentral UX. For information on using the Messages pane, see "Sharing MediaCentral | UX Messages" on page 351.

You can also use the Message bar at the top of the application to send messages, reply to messages, or view messages received during your current session.
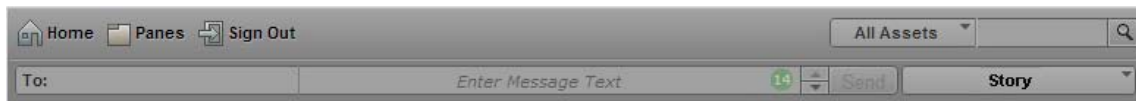
A message can be composed of a maximum of 70 characters on a single line, and can be sent to only one other person.

📃 *Access to an iNEWS system is required for the messaging feature to work. Messages can be sent only to a user with an iNEWS account.*

To send a message:

1. Click the To: field of the Message bar, and select the user to whom you want to send a message.

   All iNEWS user accounts are shown in the list. Colored dots appear next to names in the list to indicate which users are available to receive messages through MediaCentral UX. A green dot indicates a signed-in user, and a red dot indicates users who are not signed in.

2. Click the Enter Message Text field and type your message.

3. Click Send.

   After the message is sent, the bar turns pale blue.
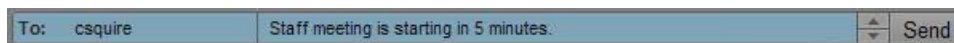
Viewing and Replying to Received Messages

When messages are received, the Message bar turns a pale green, and a numerical value appears near the right end of the bar to show you how many unread messages you have. The following illustration shows 10 unread messages.

From: monitor	Invalid style	10	Send

To view received messages:

▸ Use the Arrow buttons located near the right end of the Message bar to scroll through any received messages.

To reply to a received message:

▸ Click in the bar where the received message is located, type your message, and click Send.

17 Sending to Playback

The following main topics provide information about sending a sequence to a playback device:

- Specifying Send to Playback Settings
- Sending a Sequence to a Playback Device
- Sending a Mixed-Resolution Long GOP Sequence to a Playback Device
- Sending Master Clips or Subclips to a Playback Device
- The Progress Pane
- Interplay Services in the Media Services and Transfer Status Tool

Specifying Send to Playback Settings

When you are finished editing a sequence, you can transfer it to a playback device or playout server for broadcast. This process is called *send to playback*, or STP. You can also send sequences created in other Avid applications to a playback device if they are playable in MediaCentral UX. For more information, see "Playback of Simple and Complex Sequences" on page 172.

When you send to playback, you use a profile that is created by a MediaCentral UX administrator.

You select a profile and other options in the Send to Playback Settings dialog box.

Starting with MediaCentral UX v2.6, an administrator can specify which users are allowed to send to playback (STP). If you try to send to playback and do not have permission, the following message is displayed: "Your user group does not have permission to send to any playback device (STP)."

To specify send-to-playback settings:

1. Click the Pane Menu button and select Send to Playback Settings.

2. Supply the following information:

Setting	Description
Name	Automatically supplied when you select a sequence for send to playback.
	You can copy text from the Name field into the paste buffer. For example, if the Video ID field is empty, you can paste the clip or sequence name into the Video ID field.
Video ID	Required to send a sequence to playback.
	• Script sequences: Automatically supplied when you select a script sequence if the video ID is already assigned to the story. The video ID is equivalent to the tape ID in Avid editing systems.
	If the Settings dialog box opens after you begin a send-to-playback operation, and there is no video ID assigned for a script sequence, a blue link is displayed in the Video ID field. Click this link to display and enable the Video ID field within the story form of the corresponding story. Then enter the correct video ID.
	• Other sequences: If there is no video ID assigned for a sequence not associated with a story, type the video ID in the Video ID field.
	Valid characters for the Video ID field are alphanumeric characters, hyphen, and underscore. If invalid characters are used in the clip or sequence name, they are removed before the text is pasted into the Video ID field. You cannot type invalid characters in the Video ID field.
Profile	Select the profile that you want to use for the send-to-playback operation. Profiles are created by a MediaCentral UX administrator. Settings for the selected profile are displayed in the section below the profile name.
Overwrite	(Optional) Select Overwrite if you want to automatically overwrite any sequence with the same Tape ID already sent to the playback device.
	If you try to send a sequence with the same Tape ID as one already sent to the playback device, you receive an error message. Select the Overwrite option only if you are sure you want to overwrite any sequences with the same Tape ID.
High Priority	(Optional) Select High Priority if you want the sequence to be transferred as quickly as possible and to play on the playback device before the transfer is finished (also known as "play while transfer").

If the Send to Playback Settings dialog opens after you send a sequence to playback, either the resolution of the sequence does not match the selected profile or the video ID is missing, or both. If you supply the correct settings, you can click the Send button to start the send to playback process.

3. Click the Close button at the top right of the dialog box or click in another area of the application.

If a sequence is loaded in Output mode, the resolution for the selected profile is displayed in the Video Format display. Move the mouse pointer over the display, and the complete resolution is shown in an overlay.

Move the mouse pointer over the STP button, and a summary of the selected profile is shown in an overlay.

Sending a Sequence to a Playback Device

You can send a sequence to a playback device if the sequence fulfills the following requirements:

- The media format of the sequence must match the media format specified in the selected send-to-playback profile. The format for the currently selected STP profile is displayed in the Video Format display. If the format of the sequence matches the format of the STP profile, the display is black.

For a mixed-resolution Long GOP sequence, this display is red. However, you can send the sequence to playback so long as all clips in the sequence use the same frame rate. See .

- The sequence must have a video ID. If the sequence does not already have a video ID, you can add one during the STP process.

The sequence does not need to be associated with an iNEWS story. You can send any sequence to playback that fulfills these requirements.

If the media format of the sequence does not match the media format specified in the profile, the Video Format display is red. To send the sequence to playback, select a different profile or replace the media in the sequence. For more information, see "Specifying Send to Playback Settings" on page 360.

You can preview a sequence before sending it to playback. For more information, see "Reviewing in the STP Target Resolution" on page 186.

If a sequence includes closed captions, you must repackage it before you can send it to playback. For more information, see "Extracting and Repackaging Closed-Caption Data" on page 344.

To send a sequence to a playback device:

1. Load a sequence into the Media pane.

   You can load a sequence into Output mode or Asset mode. To load a sequence into Asset mode from the Assets pane, right-click the sequence and select Open in Asset Mode.

2. Do one of the following:

   ▸ Click the STP button.

   ▸ Click the Pane Menu button and select Send to Playback *(profile-name)*.

   If the sequence has unsaved changes, a dialog box is displayed. Click Save to save the sequence and continue the STP operation.

   If the sequence does not have a video ID, the Send to Playback Settings dialog box opens. Supply the correct settings and click Send.

   If there is no video ID assigned for a script sequence, a blue link is displayed in the Video ID field. Click this link to display and enable the Video ID field within the story form of the corresponding story. Then enter the correct video ID and start the send-to-playback operation again.

   If the sequence contains gaps of video black, and your MediaCentral UX administrator has configured the option to detect these, an error message is displayed. For more information, see the *Media Central | UX Administration Guide*.

   If you try to send to playback and do not have permission, the following message is displayed: "Your user group does not have permission to send to any playback device (STP)." Contact your MediaCentral UX administrator. For more information, see the *Media Central | UX Administration Guide*.

   If the sequence includes a video ID, and the media formats match the requirements of the profile, the sequence is sent to the Interplay Transfer service, from which it is sent to the selected playback device. You can continue working while the transfer is taking place.

   For information on monitoring the send-to-playback operation, see "The Progress Pane" on page 366.

Sending a Mixed-Resolution Long GOP Sequence to a Playback Device

There are limitations on the types of media you can add to a sequence for a successful send-to-playback operation. In most cases, all media used in the sequence must be available in the target resolution to start an STP operation.

However, when you select a Long GOP resolution as a target resolution, you can mix media of different resolutions if the frame rates match. For example, if the target resolution is XDCAM-HD 1080i, you can include both XDCAM 1080i clips and DV25 411 NTSC clips in the same sequence. Both use an actual frame rate of 29.97 fps.

The DV25 clips do not need to be transcoded to XDCAM 1080i before the STP operation begins. For Long GOP sequences, any necessary transcoding takes place during the STP operation.

You can determine the frame rate of a clip in the MediaCentral UX Assets pane. Open the Interplay Production database and check the FPS column. If the column is not displayed, click the Assets Pane menu and select Add or Remove Columns.

Note the following:

- Video Format display: In the Media panel, the Video Format display shows the STP target resolution. If the media format of any clip in the sequence does not match the media format specified in the profile, the Video Format display is red.
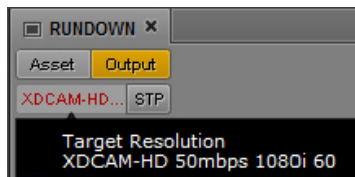
  For a mixed-resolution Long GOP sequence, this display is red. However, you can send the sequence to playback so long as all clips in the sequence use the same frame rate.

- Aspect ratio: There is no aspect ratio conversion. 4:3 clips are stretched to 16:9.

- Review for Playback: In the Media panel Output mode, when you click the Review for Playback button, all objects of the sequence that are available in the target resolution are played in the target resolution. Objects that are not available in the target resolution are replaced by the message "Media Offline." To see all parts of the sequence in review mode, clips not in the target resolution need to be transcoded to the target resolution, for example, by using the Interplay Transcode feature in an Avid editing system.

For target resolutions other than Long GOP, all objects in the sequence must be available in the target resolution before an STP operation can begin.

Sending Master Clips or Subclips to a Playback Device

If you load a clip or a subclip in Asset mode, you can send it to a playback device (STP). This feature lets you send to playback without cutting a clip or subclip into a sequence.

You can send a master clip or subclip to a playback device if the clip fulfills the following requirements:

- The media format of the clip must match the media format specified in the selected send-to-playback profile. The format for the currently selected STP profile is displayed if you hover the mouse pointer over the STP button. If the format of the clip matches the format of the STP profile, the track display is black.

- The clip must have a video ID. If the clip does not already have a video ID, you can add one during the STP process.

📄 *You cannot send a group clip or audio-only clip to playback.*

If the media format of the clip does not match the media format specified in the profile, the track display is red. To send the clip to playback, select a different profile. For more information, see "Specifying Send to Playback Settings" on page 360.

You can preview a clip before sending it to playback. For more information, see "Reviewing in the STP Target Resolution" on page 186.

To send a master clip or subclip to a playback device:

1. Load a clip into the Media pane.

   The clip loads in Asset Mode.

2. Do one of the following:

   ▶ Click the STP button.

   ▶ Click the Pane Menu button and select Send to Playback.

   If the clip does not have a video ID, the Send to Playback Settings dialog box opens. Supply the correct settings and click Send.

If the clip includes a video ID, and the media formats match the requirements of the profile, the clip is sent to the Interplay Transfer service, from which it is sent to the selected playback device. You can continue working while the transfer is taking place.

The Progress Pane

The Progress pane is used to monitor sequence mixdowns and send to playback processes as they happen. If necessary, you can also cancel a process that is underway or restart a job directly from the pane. The following illustration shows several examples of what you might encounter when monitoring processes with the Progress pane.
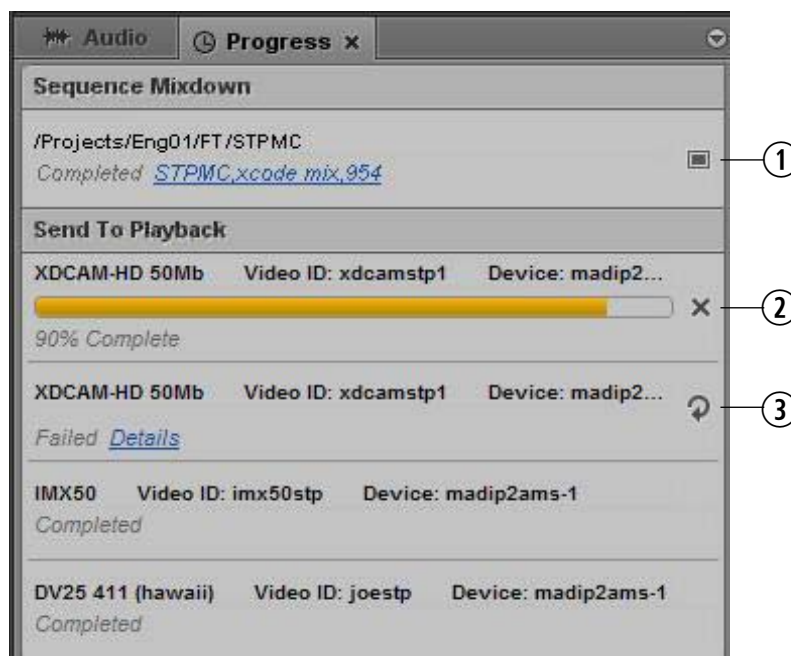
1	Monitor button	3	Resend button
2	Cancel button		

📄 *Clicking the link for successfully finished Sequence Mixdown jobs opens the folder containing the newly created clip in the Assets pane.*

Processes are grouped according to the type of job, such as Sequence Mixdown or Send to Playback. Single job groups can be collapsed to get a better overview by selectively displaying only one section. You can display all job groups again manually or from the Pane menu. For example, select Show Job Groups to open all sections.

In the case a problem occurs, the Details link displays the error message that is reported from the MediaCentral UX system. In case of Sequence Mixdown, this is the same error message displayed for the failed transcode job in the Interplay Production Services and Transfer Status tool. For send to playback (STP) this is the error message that is passed by the MediaCentral Distribution Service.

You can set your browser preferences to show desktop notifications for jobs in the Progress pane as browser alerts. See "Showing Desktop Notifications from Panes" on page 33.

📄 *If an STP job uses Interplay Transcode and STP Encode to prepare the job for transfer, the Transcode and STP Encode jobs are listed in the Media Services and Transfer Status Tool. For more information, see "Interplay Services in the Media Services and Transfer Status Tool" on page 367.*

To open the Progress pane:

▶ Select Panes > Progress.

To cancel a process underway:

▶ Click the Cancel button located to the right of the active process.

To retry a failed process:

▶ Click the Resend button located to the right of the process.

To open the new master clip after a mixdown process:

▶ Click the Monitor button located to the right of the process. For more information, see "Transcoding Assets" on page 189.

To remove a job from the list in the Progress pane:

▶ Right-click the finished process and select Clear Job.

To remove all non-running processes from the list in the Progress pane:

1. Click the Pane Menu button.
2. Select Clear Inactive Jobs.

Interplay Services in the Media Services and Transfer Status Tool

A Send to Playback (STP) job might use Interplay Transcode and STP Encode to prepare the STP job for transfer. When this occurs, the Transcode and STP Encode jobs are listed in the Media Services and Transfer Status Tool while processing, but are removed from the jobs list after processing is complete. This behavior is different from typical job status reporting, in which jobs persist after processing is complete.

A similar situation occurs for a Delivery job that uses Mark In to Mark Out. These jobs use Interplay Consolidate and Interplay Production Services Automation to prepare the files for delivery. An Interplay Consolidate job is deleted after processing is complete. An Interplay Production Services Automation job persists.

For both STP and Delivery, progress of the entire job is displayed in the MediaCentral Progress pane.

18 Delivering Assets and Media

The following main topics describe how to deliver assets and media from one Interplay Production workgroup to another:

- Understanding MediaCentral Delivery
- Delivering Assets and Media to a Remote Workgroup
- Delivering Assets and Media to a Local Workgroup

Understanding MediaCentral Delivery

MediaCentral UX has two options for delivering assets and media:

- Deliver to a remote workgroup. If your organization is configured to include multiple Interplay Production workgroups, you can use MediaCentral UX to transfer assets and media from your current workgroup to another workgroup. You use the Deliver To command. For information about configuring multiple workgroups, see the Interplay Production documentation.

- Deliver from a remote workgroup to a local workgroup. If your MediaCentral server is part of a multi-zone environment, you can search Interplay Production databases across all zones, view remote assets, and deliver them to your local Interplay Production workgroup. You use the Deliver to Me command. For information about multi-zone configuration, see the *Avid MediaCentral Platform Services Installation and Configuration Guide*.

Note the following:

- If you attempt to transfer a sequence before you save it, MediaCentral UX asks if you want to save the file. If you click yes, MediaCentral UX saves the file and then begins the transfer.

- If the Delivery Service is not available, a message "No profiles available" is displayed instead of the list of profiles. If the Delivery Service cannot be found, the menu options "Deliver To" and "Deliver to Me" are grayed out.

- You cannot play a clip or sequence in the Receiver workgroup until the delivery process is complete.

Interplay Delivery Service and Delivery Receiver Service

MediaCentral UX uses the Interplay Delivery service to perform workgroup-to-workgroup transfers of master clips, subclips, cuts-only sequences, and their media files. The Interplay Delivery Receiver service must be running on a server in the workgroup to which you are delivering the assets and media. These services are installed and configured as Interplay Production Services in an Interplay Production workgroup.

For complete information on Interplay Delivery, see "Working with the Delivery Service" in the Interplay | Production Services Setup and User's Guide *or the Interplay | Production Help.*

Deliver From Mark In to Mark Out

You can deliver a part of a clip by marking In and Out points and selecting the Deliver from Mark In to Mark Out option. If you use this feature, MediaCentral UX uses two additional services: Interplay Production Services Automation and Interplay Consolidate. For more information about these services, see the *Avid Media | Index Configuration Guide*.

Sequences and subclips are not supported for delivery from Mark In to Mark Out.

You cannot use MediaCentral Delivery to deliver Apple ProRes media if you select "Deliver from Mark In to Mark Out." The Consolidate service does not support ProRes as a source or target resolution.

Delivery Profiles and Consolidate Profiles

When you use MediaCentral UX to transfer media, you select a Delivery profile that includes the target workgroup, target video quality, and other information. An Interplay Production administrator creates these Delivery profiles in the Production Services and Transfer Status Tool. These profiles are created and stored in the local Interplay Production workgroup.

In some situations, a Consolidate profile is used to determine the target resolution. An Interplay Production administrator must create at least one Consolidate profile in the Production Services and Transfer Status Tool. This profile must be named "default_for_delivery." The resolution specified in this profile is displayed in the Deliver To and Deliver To Me dialog boxes.

If this default profile is not created, the parameter "Consolidate Target Video Quality" is blank. If you attempt a delivery using Deliver from Mark In to Mark Out, the job fails with an error message.

The following illustration shows the Deliver To dialog box, with parameters taken from the Delivery profile and the Consolidate profile.
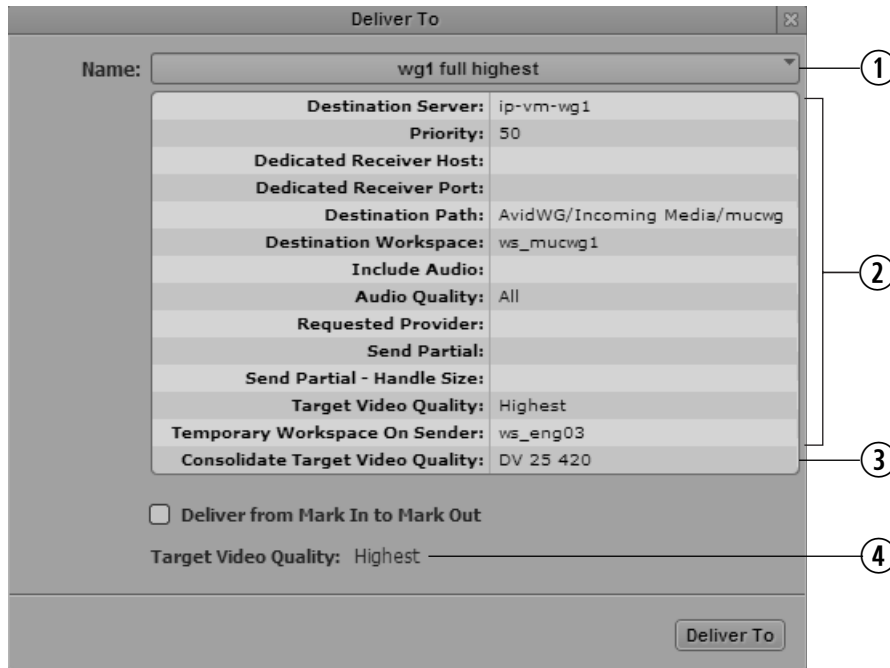
1	Delivery profile list	3	Parameter from default Consolidate profile
2	Parameters from selected Delivery profile	4	Resolution for media that will be delivered

The following illustration shows two Deliver To dialog boxes:

- The dialog box on the left is using the Delivery profile "wg1 full highest" for its information. The highest resolution associated with the selected clip will be delivered.

- The dialog box on the right is using the same Delivery profile but has the option "Deliver from Mark In to Mark Out" selected. The target resolution (DV25 420) is taken from the default Consolidate profile. Consolidate creates new media. A DV25 420 clip will be delivered.
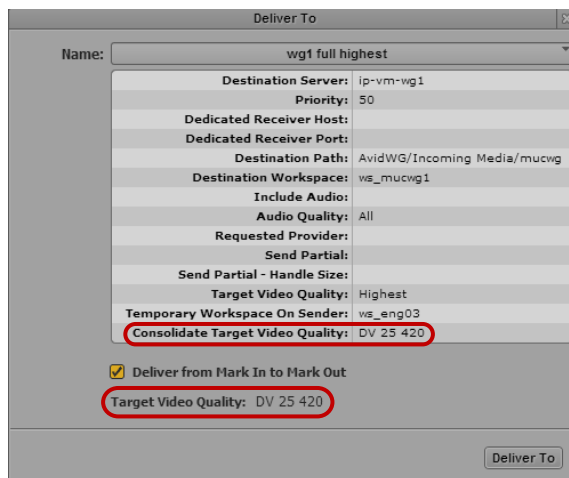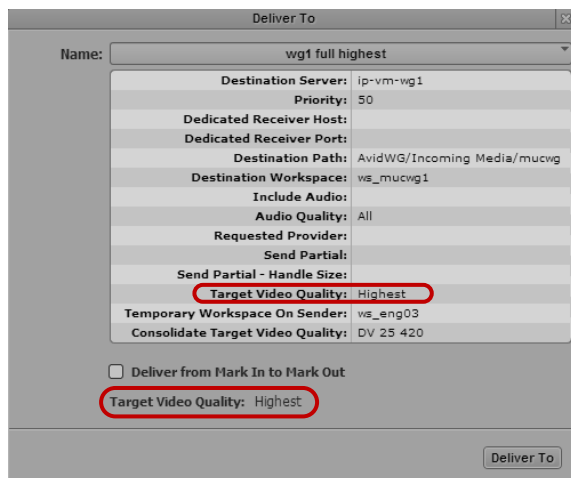
📄 *For more information on creating profiles for Interplay Consolidate, see the* Avid Media | Index Configuration Guide*.*

Deliver from Mark In to Mark Out Workflows

If you select "Deliver from Mark In to Mark Out," the Consolidate service creates new clips and new assets, using information in the Consolidate profile. The following table describes several different workflows.

Delivery Profile	Media Status	Consolidate Output
The Delivery profile includes a specific Target Video Quality.	Media exists in the specified resolution.	Consolidate creates a new asset and new media of the specified length.
	Media does not exist in the specified resolution.	Consolidate creates a new asset and new media of the specified length, in the specified resolution.
		If a Consolidate profile with the specified resolution does not exist, it is automatically created, using the parameters of the default profile.
The Delivery profile does not include a specific Target Video Quality (for example, it uses "all" or "highest").	Media exists in the resolution specified in the Consolidate profile.	Consolidate creates a new asset and new media of the specified length.
	Media does not exist in the resolution specified in the Consolidate profile.	Consolidate creates a new asset and new media of the specified length, in the specified resolution.

Note the following:

- The new asset created by the Consolidate service is appended with "new,*n*." For example, for a clip named "myclip" the resulting target clip will be named "myclip,new,1". Subsequent assets created from other parts of the clip will be named "myclip,new,2", "myclip,new,3", and so on.

- Clips that are created by Mark In to Mark Out do not display headframes after they are delivered.

Delivering Assets and Media to a Remote Workgroup

If your organization is configured to include multiple Interplay Production workgroups, you can use MediaCentral UX to transfer assets and media from your current workgroup to another workgroup.

You can transfer assets and media from the Media pane, the Assets pane, or the Search pane.

- In the Media pane, you can transfer from Asset mode or from Output mode. You can transfer only the currently loaded asset. For clips, you can use the Deliver from Mark In to Mark Out feature. Sequences and subclips are not supported for delivery from Mark In to Mark Out.

- In the Assets pane or Search pane, you can select one asset or multiple assets.

You can track the status of the transfer in the Progress pane.

By default, a Delivery provider is configured to run one job at a time. You can change this value by editing an .ini file. For more information, see the Interplay Delivery documentation.

To deliver to a remote workgroup from the Media pane:

1. Load an asset in either Asset mode or Output mode.

2. (Optional) If you want to deliver only part of a clip loaded in Asset mode, set In and Out marks. You cannot set In and Out marks on sequences or subclips.

3. Click the Pane Menu button and select Deliver To.

   The Deliver To dialog box opens and displays the parameters of the selected profile.

4. From the Name list, select the Delivery profile that you want to use for the transfer.

   Profiles are created by an Interplay Production administrator. The video format that will be delivered is displayed as Target Video Quality at the bottom of the dialog box.

5. (Optional) To deliver part of a clip, select Deliver from Mark In to Mark Out.

   If you use this option, the Target Video Quality is taken from the Consolidate profile. See "Understanding MediaCentral Delivery" on page 368

6. Click Deliver To.

   The job is submitted. You can view the status of the delivery in the Progress pane.

To deliver to a remote workgroup from the Assets pane or the Search pane:

1. Select one or more assets.

2. Do one of the following:

   ▶ Right-click a selected asset and select Deliver To.

   ▶ Click the Pane Menu button and select Deliver To.

   The Deliver To dialog box opens and displays the parameters of the selected profile.

3. From the Name list, select the Delivery profile that you want to use for the transfer.

   Profiles are created by an Interplay Production administrator. The video format that will be delivered is displayed as Target Video Quality at the bottom of the dialog box.

4. Click Deliver To.

   The job is submitted.

To view the status of the delivery:

▶ In the Progress pane, click the Pane Menu button and select Show Job Groups > Delivery.
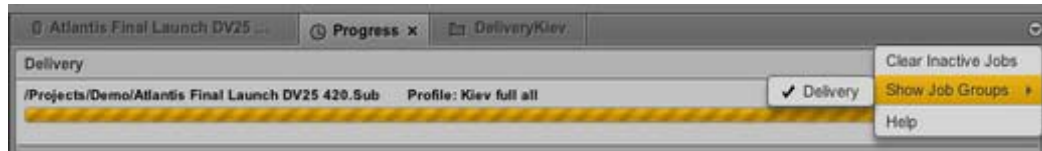
📄 *Delivery jobs that use Mark In to Mark Out use Interplay Consolidate and Interplay Production Services Automation to prepare the files for delivery. These jobs are displayed in the Interplay Media Services and Transfer Status tool. An Interplay Consolidate job is deleted after processing is complete. An Interplay Production Services Automation job persists.*

Delivering Assets and Media to a Local Workgroup

If your MediaCentral server is part of a multi-zone environment, you can search Interplay Production databases across all zones, view remote assets, and deliver them to your local Interplay Production workgroup.

When you select a profile, the list of profiles is determined by the profiles that exist on the remote Production Services Engine and that have the local Production Services Engine set as the target.

To deliver to a local workgroup from the Media pane:

1. Perform a search that includes another MediaCentral zone.

   For more information, see .

2. Load an asset in either Asset mode or Output mode.

3. (Optional) If you want to deliver only part of a clip loaded in Asset mode, set In and Out marks. You cannot set In and Out marks on sequences or subclips.

4. Click the Pane Menu button and select Deliver To Me.

   The Deliver To Me dialog box opens and displays the parameters of the selected profile.

5. From the Name list, select the Delivery profile that you want to use for the transfer.

   Profiles are created by an Interplay Production administrator. The video format that will be delivered is displayed as Target Video Quality at the bottom of the dialog box.

6. (Optional) To deliver part of a clip, select Deliver from Mark In to Mark Out.

   If you use this option, the Target Video Quality is taken from the Consolidate profile. See "Understanding MediaCentral Delivery" on page 368

7. Click Deliver To Me.

   The job is submitted.

To deliver to a local workgroup from the Search pane:

1. Perform a search that includes another MediaCentral zone.

   For more information, see "Searching for Assets" on page 229.

2. Select one or more assets.

3. Do one of the following:

   ▶ Right-click a selected asset and select Deliver To Me.

   ▶ Click the Pane Menu button and select Deliver To Me.

   The Deliver To Me dialog box opens and displays the parameters of the selected profile.

4. From the Name list, select the Delivery profile that you want to use for the transfer.

   Profiles are created by an Interplay Production administrator. The video format that will be delivered is displayed as Target Video Quality at the bottom of the dialog box.

5. Click Deliver To Me.

   The job is submitted.

To view the status of the delivery

▶ In the Progress pane, click the Pane Menu button and select Show Job Groups > Deliver To Me.

Delivery jobs that use Mark In to Mark Out use Interplay Consolidate and Interplay Production Services Automation to prepare the files for delivery. These jobs are displayed in the Interplay Media Services and Transfer Status tool. An Interplay Consolidate job is deleted after processing is complete. An Interplay Production Services Automation job persists.

19 Working with Interplay | MAM Processes and Tasks

The following main topics provide information about working with processes that you created in Interplay MAM Desktop or MediaCentral UX and the individual user tasks that are part of MAM processes:

- Understanding Processes, Tasks, and Actions
- Creating Processes
- Using File Attachments During Process Creation
- Getting Information on Allowed Attachments
- Using the Quick Send Feature
- Monitoring Processes in the Progress Pane
- Working with Tasks

Understanding Processes, Tasks, and Actions

Processes allow flexible user activities and automated workflows to be used in Interplay MAM.

Processes, Tasks, and Actions

A *process* is a defined set of automated workflows and manual activities to achieve a specific goal; it defines the states, tasks, and the control flow that are used to achieve the goal. For example, you are finished creating a basic sequence, and want to send it to a reviewer to get approval before the sequence is transferred to a editing device. You can create a process to achieve this goal. Processes are modeled to mirror specific business workflows of customers with specific user interactions.

Interplay MAM processes contain *tasks*, which are elementary steps within a process that are carried out either automatically (based on workflow scripts) or by user actions. A task that is performed by a manual user action is called a *user task*.

Actions are items that you select to create a process.

Creating Processes

Your ability to create and initiate processes depends on Interplay MAM user privileges and rules. For example, the credentials you use to sign in to the Interplay MAM database must allow creation of processes. Beyond that, the configuration of the process in Interplay MAM determines which action can be applied and the number and type of assets that can be attached to a process (for example MAM basic sequence, MAM video or audio, mixed attachments, or Interplay Production assets).

Panes that support the creation of processes provide an Actions menu item (Media pane, Assets pane, Search pane, File Info pane) or Create Process menu item (Tasks pane) to let you select the MAM system running the process and the configured process types.

- If there is one MAM system connected to MediaCentral UX that allows creating processes, the process types are listed as submenu entries in the Actions or Create Process menu item.

- If there are several MAM systems connected to MediaCentral UX that allow creating processes, a submenu entry with the system name is shown for each system. Within the individual system entries the process types are listed as submenu entries.

If only one of the connected systems allows creating processes, one submenu entry with the system name is shown. Within the system entry the process types are listed as submenu entries.

- If a process type provides options (for example, different targets or file types for an export process), the process options are listed as submenu entries in the process type menu item.
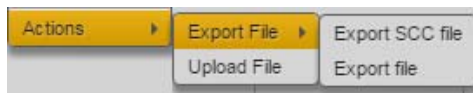
- If no MAM system supports process creation or no process type is applicable, the menu item is disabled; if an issue occurs while the process types are loaded, this is indicated by an (Error) or (Timeout) suffix in the disabled menu item.

For more information, see "Creating Processes" on page 378.

Assets and Files as Attachments

Depending on the process configuration, you can attach assets or files or both to processes and user tasks. Note the following differences between asset and file attachments:

- Assets: Assets are registered, saved, and searchable in the Interplay MAM database. You can attach assets during process creation or in the context of a user task.

  - During process creation you can see the attached assets but cannot add assets or delete attached assets in the process creation dialog box.

  - In context of a user task you can apply actions, reuse assets in other MediaCentral UX panes, and delete them from the task. See "Adding and Editing User Task Attachments" on page 396 and "Deleting Attachments" on page 399. You cannot download assets.

  In the process creation dialog box and the Task pane's Task Attachment area, for each attached asset, a header frame or clip icon (MAM assets only), the file name, and status are shown. A Delete button might also be shown (Task pane only).

	Name	🖳 8AudioChannels	✕
	Type	Video	
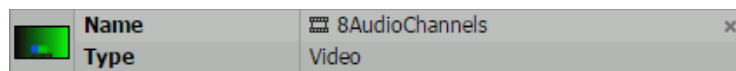
- Files: Files only "exist" in the context of a process. You can upload files to a process or a task, but they do not reside in the system, are not searchable, and cannot be reused in other MediaCentral UX panes. You can delete file attachments from the process creation dialog box and the Tasks pane. You can download file attachments only from the Tasks pane. See "Using File Attachments During Process Creation" on page 381, "Uploading Files as Attachments" on page 397, "Downloading File Attachments" on page 398, and "Deleting Attachments" on page 399.

  In the process creation dialog box and the Task pane's Task Attachment area, for each attached file, the file name, size, and status are shown. A Delete button and (only in the Tasks pane) a Download button might be shown.

	Name	applet.png	⬇ ✕
	Size	5.0 KB	
	Status	Completed	

Creating Processes

When you create a process, you select the process type, which was created in Interplay MAM. You automatically attach the asset that is open (Media pane, File Info pane) or selected (Assets pane, Search pane) to the process. Use the Tasks pane if you want to create a process without attachments. See "Understanding Processes, Tasks, and Actions" on page 376.

Starting with MediaCentral UX version 2.4, you can also attach Interplay Production assets or iNEWS stories to a process if the process is configured accordingly in Interplay MAM. Use the same procedure for creating processes for MAM assets and assets from other systems.

Starting with MediaCentral UX version 2.6, you can also upload files to a process during process creation if the process is configured accordingly in Interplay MAM. See "Using File Attachments During Process Creation" on page 381.

You can monitor the status of your processes in the Progress pane and track if additional user tasks resulted from processes in the Tasks pane. See "Monitoring Processes in the Progress Pane" on page 385 and "The Tasks Pane" on page 387.

To create a process from the Assets pane:

1. Select one or more assets.

2. Do one of the following:

   ▶ Right-click a selected asset and select Actions.

   ▶ Click the Pane Menu button and select Actions.

3. (Option) Select the MAM system on which the process is to be created.

4. Select the process type.

5. (Option) If the process type provides a submenu, select the desired menu item; for example, select an export target for an export process.

6. (Option) Upload files to the process.

7. Supply the required information in the process dialog box and click OK.

   The process is created and shown in the Progress pane. If the process requires you to take additional user actions, the corresponding task is shown in the Tasks pane.

To create a process from the Search pane:

1. Conduct a search for the assets you want to use.

2. Select one or more assets in the Search Results list.

3. Do one of the following:

   ▶ Right-click a selected asset and select Actions.

   ▶ Click the Pane Menu button and select Actions.

4. (Option) Select the MAM system on which the process is to be created.

5. Select the process type.

6. (Option) If the process type provides a submenu, select the desired menu item; for example, select an export target for an export process.

7. (Option) Upload files to the process.

8. Supply the required information in the process dialog box and click OK.

   The process is created and shown in the Progress pane. If the process requires you to take additional user actions, the corresponding task is shown in the Tasks pane.

To create a process from the Associations pane:

1. (Option) To ensure you see all available associations, expand all association types.

2. Select one or more assets.

   You can select the source asset and any of its associated assets.

3. Click the Pane Menu button and select Actions.

4. (Option) Select the MAM system on which the process is to be created.

5. Select the process type.

6. (Option) If the process type provides a submenu, select the desired menu item. For example, select an export target for an export process.

7. (Option) Upload files to the process.

8. Supply the required information in the process dialog box and click OK.

   The process is created and shown in the Progress pane. If the process requires you to take additional user actions, the corresponding task is shown in the Tasks pane.

To create a process from the File Info pane:

1. Open an asset in the pane.

2. Click the Pane Menu button and select Actions.

3. (Option) Select the MAM system on which the process is to be created.

4. Select the process type.

5. (Option) If the process type provides a submenu, select the desired menu item. For example, select an export target for an export process.

6. (Option) Upload files to the process.

7. Supply the required information in the process dialog box and click OK.

   The process is created and shown in the Progress pane. If the process requires you to complete additional user actions, the corresponding task is shown in the Tasks pane.

To create a process from the Media pane:

1. Load an asset in Asset mode or a or basic sequence in Output mode.

   If you load and edit a basic sequence, save any changes made to the sequence prior to invoking the process.

2. (Option) If you select a process that takes into account your selection of Mark-In, Mark-Out, and the current playback position, set these positions prior to invoking the process. For proper results, it is recommended to pause playback.

3. Click the Pane Menu button and select Actions.

4. (Option) Select the MAM system on which the process is to be created.

5. Select the process type.

6. (Option) If the process type provides a submenu, select the desired menu item; for example, select an export target for an export process.

7. (Option) Upload files to the process.

8. Supply the required information in the process dialog box and click OK.

   The process is created and shown in the Progress pane. If the process requires you to complete additional user actions, the corresponding task is shown in the Tasks pane.

To create a process without attachments from the Tasks pane:

1. Click the Pane Menu button and select Create Process.

2. (Option) Select the MAM system on which the process is to be created.

3. Select the process type.

4. (Option) If the process type provides a submenu, select the desired menu item.

5. (Option) Upload files to the process.

6. Supply the required information in the process dialog box and click OK.

   The process is created and shown in the Progress pane. If the process requires you to complete additional user actions, the corresponding task is shown in the Tasks pane.

Using File Attachments During Process Creation

When you create a process in the Assets pane, Search pane, Media pane, or File Info pane, you attach at least one asset to it. When you create a process in the Tasks pane, the process has no attachment. In each pane, if a process is configured accordingly in Interplay MAM, you can upload files to the process during process creation. In the process dialog box an Upload button is shown and dropping files to the process dialog box is enabled. See "Assets and Files as Attachments" on page 378.

When you use file attachments for a process, you can finish process creation only if the following conditions are met:

• All file attachments are completely uploaded.

• The number of attachments complies with the allowed limits. See "Getting Information on Allowed Attachments" on page 383.

If a requirement is not fulfilled, the process dialog box's OK button is disabled.

To upload files to a process:

1. Create a process to open a process dialog box.

   The following illustrations show a sample process that allows uploading one file.
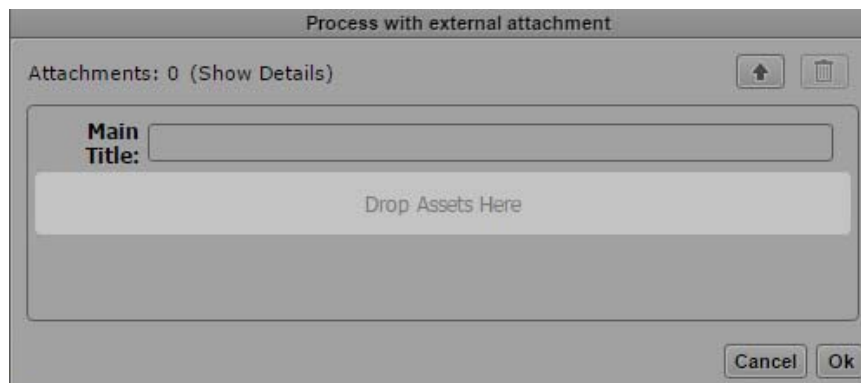
2. Do one of the following:

▶ Click the Upload button in the process dialog box and select the files to be uploaded in the Open dialog box.

▶ Open the Explorer (Windows) or Finder (Mac), select one or several files and drag them to the process dialog box.

The drop zone is outlined in orange, the Attachment area (or the Drop Assets Here area, if there is no attachment yet) is highlighted in orange, and a Move icon indicates if dropping is possible.

For each file an asset card shows the file name, file size, and the upload status.

The status can be one of the following:

- Waiting: A loading indicator for files that have not been uploaded. A Cancel button is shown beside the loading indicator.

- In Progress: A progress bar during the upload. A Cancel button is shown beside the progress bar.

- "Completed" for successfully uploaded files.
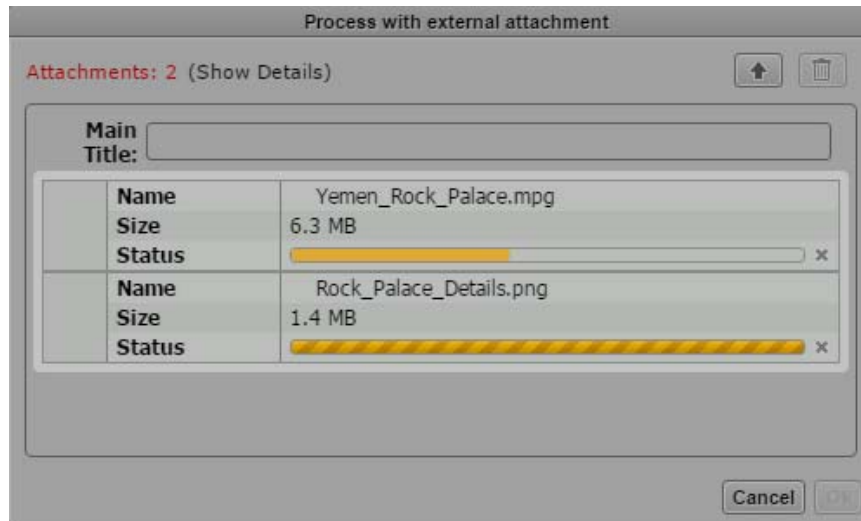
- "Failed" for failed uploads.

If a file with the same name was already uploaded, an "Overwrite file" prompt opens. Click Yes to overwrite the original file attachment, click No to keep the original attachment.

3. (Option) To cancel the upload, click the Cancel button beside the Loading indicator or progress bar of the file attachment.

The upload is canceled and the attachment's assets card removed from the process dialog box.

4. Check the Attachments count to ensure that the number of attachments complies with the allowed limits. If the Attachment count is shown in red, it exceeds the limits. In this case, delete files from the process dialog box.

5. (Option) To delete file attachments, do one of the following:

▶ To delete a single attachment, click the Delete button on the attachment asset card.

▶ To delete several attachments at the same time, select the attachments in the Attachments area, and click the Delete Attachment button.

All deletable attachments are deleted. The process dialog box is updated and the attachments are no longer displayed.
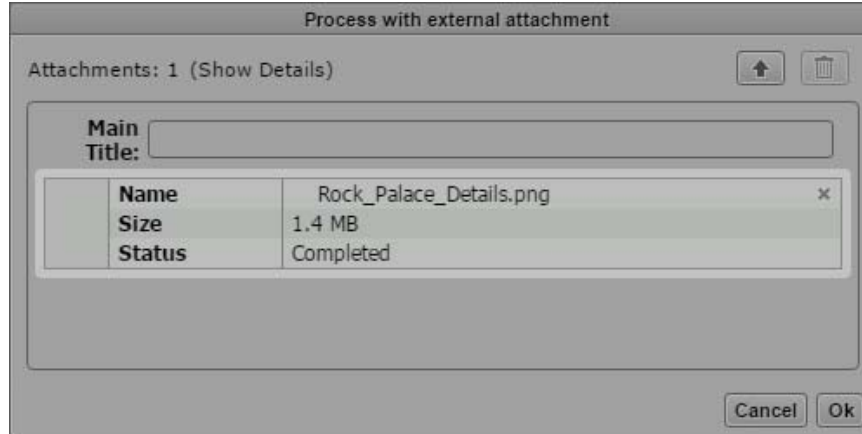
Getting Information on Allowed Attachments

When you create a process, the Create Process dialog box shows the number of attachments (assets and files) in the Attachments count. The same information is provided in the Tasks pane when you select a task. See .

In both environments, if the number of attachments does not comply with the allowed limits, the "Attachments" count is shown in red. An Allowed Attachment Types window provides details, including the reason why the limit is exceeded.

To get information on the allowed attachments:

1. Do one of the following:

   ▶   Open the Create Process dialog box.

   ▶   Open the Tasks pane and select a task in the Task List.

   The Attachments count shows the number of attached item and the attached items are shown as "asset cards" in the Attachments area.

2. Click the Show Details link beside the Attachments count.

   The Allowed Attachments Type window provides detailed information on the number and type of allowed attachments. Each row represents a rule. Note that file attachments are not configured as separate rules, but are evaluated in the total number of allowed attachments.

- System: Type (Interplay MAM, Interplay Production, iNEWS) and name of the system to which the rule applies. If the rule applies to all systems of a type, the prefix "Any" is shown.

- Asset Types: Name of the allowed asset type or "any" if there is no restriction.

- Allowed Range: Number and range of allowed attachments (none, any, exactly *n*, up to *n*, from *n*-to *m*).

- Total: The maximum number of attachments allowed for the process.

Rules that do not comply with the allowed limits are shown in red.

Click the Close box or click anywhere outside the window to close the Allowed Attachments Types window.

Using the Quick Send Feature

For a quick transfer of material to a certain destination, users of Interplay MAM Desktop can just set In and Out points and then initiate the transfer. Starting with version 2.4, MediaCentral UX also provides a "Quick Send" feature for Interplay MAM assets.

Your ability to create and initiate Quick Send processes depends on Interplay MAM user privileges and rules. For example, the credentials you use to sign in to the Interplay MAM database must allow creation of Quick Send processes. Beyond that, Quick Send requires a specific configuration since Interplay MAM provides only a sample Quick Send process.

If Quick Send is configured, the Media pane provides a Quick Send menu item for a fast process creation for an asset. Other than the Actions Menu, Quick Send offers only a limited set of processes for MAM assets. If no process type is applicable, the menu item is disabled. When you create a Quick Send process, you select the process type and attach the asset that is open in the Media pane to the process, but you do not need to provide additional data in a Create Process dialog box. Information about In and Out points, the position indicator, and other default settings of the attributes of the configured Quick Send template are passed to the process.

Note the following:

• Quick Send is available only in the Media pane.

• Quick Send applies only to MAM assets.

• Quick Send fetches processes only from the MAM system from which the asset was loaded.

To create a Quick Send process from the Media pane:

1. Load an MAM asset in Asset mode.

2. Set the In and Out marks and the position indicator in the Media player.

3. Click the Pane Menu button, select Quick Send and the process type.
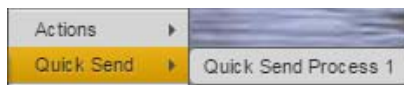
The process is created and shown in the Progress pane with the title <asset name> <In point>-<Out point>. If the process requires you to complete additional user actions, the corresponding task is shown in the Tasks pane. See "Monitoring Processes in the Progress Pane" on page 385 and "The Tasks Pane" on page 387.

Monitoring Processes in the Progress Pane

The Progress pane is used to monitor the processes that you created in Interplay MAM Desktop or MediaCentral UX and are active or were completed during the last 24 hours. If necessary, you can also cancel a process that is underway directly from the pane. The following illustration shows several examples of what you might encounter when monitoring MAM processes with the Progress pane.
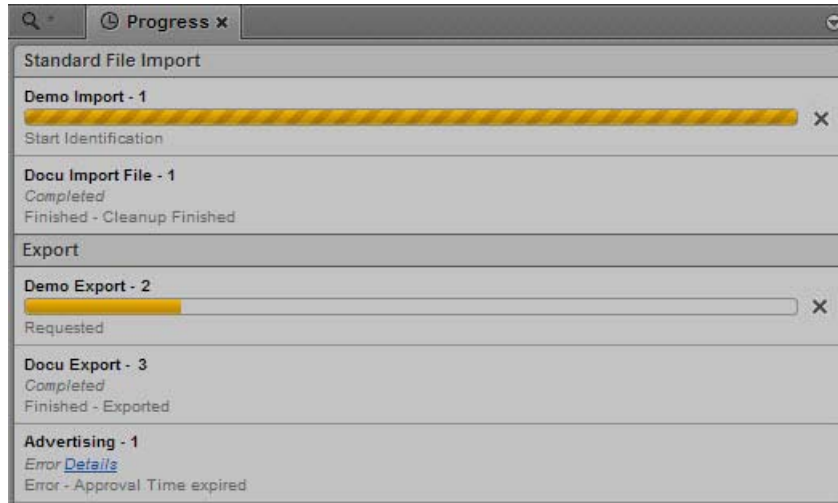
📖 *If your user account also allows you to work with Interplay Production processes, such as Sequence Mixdown and Send To Playback, Interplay MAM and Interplay Production processes can be displayed in the Progress pane at the same time. For more information, see "The Progress Pane" on page 366.*

Processes are grouped according to the group property. If a group property is not set, processes are grouped by their process type, such as Export or Import. In MediaCentral UX, the term "job groups" is used for process types and "job group names" are used for process type labels. Single job groups can be hidden to get a better overview by selectively displaying only one section. You can display all job groups again from the Pane menu.

For each process, the Progress pane shows the process title, the number of assets that are attached to it (if there are any), and information about its life cycle and status. For initialized and running processes, a progress bar is also shown. For active processes that allow cancellation a Cancel button is shown to the right of the process.

In case a problem occurs, and the Details property field is supplied in Interplay MAM, the Details link displays the error message that is reported from the Interplay MAM system.

If activated, notifications about completed or failed processes are shown as browser alerts. For additional information, see "Showing Desktop Notifications from Panes" on page 33.

To open the Progress pane:

▶ Select Panes > Progress.

The pane displays all active or completed processes that you created during the last 24 hours.

To filter the displayed job groups:

▸ Select Panes > Show Job Groups and click the job group name.

The pane hides all processes of the selected job group or displays them again if you click an inactive (non-checked) job group name.

To cancel a process underway:

▸ Click the Cancel button located to the right of the active process.

The Cancel button is removed. A process cancel request is sent.

To remove all non-running processes from the list in the Progress pane:

1. Click the Pane Menu button.
2. Select Clear Inactive Jobs.

All completed processes are removed from the Progress pane.

Working with Tasks

The Tasks pane shows you all tasks that allow you to complete an action. These tasks can be part of processes that you created or have been created by other users and delegated or assigned to you. All options for working with tasks depend on rules: the configuration of the corresponding processes must allow assigning, delegating, and applying actions to user tasks. The process configuration also determines which actions are available for a task and the results of the task execution.

To prevent different users from editing a task simultaneously, tasks are automatically locked for other users as soon as the task is edited. The Lock Indicator icon indicates the lock status of each selected task.

Notifications about new tasks that appear in your tasks list can be shown as browser alerts if the Tasks pane is open but not visible. For additional information, see "Showing Desktop Notifications from Panes" on page 33.
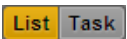
The following topics provide information about the options you have when working with user tasks:

The Tasks Pane

The Tasks pane is used to show you all user tasks that allow you to complete an action. You can review and filter the displayed tasks and review the details of a selected task. If necessary, you can also edit task data and attachments, or assign and delegate tasks directly to other users and groups, or apply other actions directly from the pane. The following illustration shows several examples of what you might encounter when editing tasks with the Tasks pane.

	Display or Control	Description
1	List and Task button	Toggles display of the Task List and Task Details on or off. When toggled on the button is colored orange.
		You can have both the List and Task buttons simultaneously toggled on but not toggled off. When only one is on and you click that button, the system automatically toggles that display off and the other display on.
2	Refresh button	Refreshes the display of active tasks in the Task List.
3	Lock Indicator icon	Indicates if the selected task is currently locked for editing.
		The task is free for editing.
		You are currently editing the task and it is therefore locked for other users. As soon as you start editing a task it is locked and the Lock Indicator icon is colored orange.
		The task cannot be edited because it is already locked — for example, because another user is already editing the task. In this case you see a message when you hover the mouse pointer over the Lock Indicator icon.
		The lock is released after you successfully applied an action or delegated the task, when you select another task, or close the Tasks pane.

	Display or Control	Description
4	⬆	Uploads files as attachments to the task. See "Uploading Files as Attachments" on page 397.
5	⬇	Downloads the selected file attachments. See "Downloading File Attachments" on page 398.
6	🗑	Deletes the selected attachments from the task. See "Deleting Attachments" on page 399.
7	⬇	Saves the task data without leaving the edit field. See "Displaying and Editing User Task Data" on page 395.
8	My Tasks button	Toggles the My Tasks filter on or off. • When toggled on, the button is colored orange, and the Tasks List shows only the tasks that are assigned to you or the group you are member of. • When toggled off, the Tasks List shows all tasks that you are allowed to edit. See "Filtering Displayed User Tasks" on page 391.
9	Pane Menu button	The Pane menu for the Tasks pane contains the following options: • Add or Remove Filters. Allows you to apply a time-based or task type-based filter to the Task List. See "Filtering Displayed User Tasks" on page 391. • Add or Remove Columns. Shows or hides columns in the Task List. • Delegate To. Allows you to delegate a selected task to another user or group. See "Delegating User Tasks" on page 392. • Create Process. Creates a process without attachments in the MAM system. If several MAM system are connected to MediaCentral UX, for each MAM system a separate entry is shown in the Create Process menu item. See "Understanding Processes, Tasks, and Actions" on page 376 and "Creating Processes" on page 378. • Upload File. Uploads files as attachments to the task. See "Uploading Files as Attachments" on page 397. • Download File. Downloads the selected file attachments. See "Downloading File Attachments" on page 398. • Delete Attachment. Deletes the selected attachments from the task. See "Deleting Attachments" on page 399. • Help. Displays a Help topic describing controls in the Tasks pane. From this topic you can access the entire MediaCentral UX Help system.

	Display or Control	Description
10	Task List	Displays active and finished tasks in an overview table, depending on the filter applied to the pane. The Task List has the following columns:
		• Name: Displays the name of the task.
		• Task Status: Displays the status of the task.
		• Task Start: Displays the date and time when the task was started.
		• Task Due: Displays the planned end date and time of the task (only for active tasks).
		• Task End: Displays the date and time when the task was finished.
		• Assignee: Displays the name of the user to which the task is assigned.
		• Assigned Group: Displays the name of the group to which the task is assigned.
		• Next User: Displays the name of the user which is set as assignee of the next upcoming task.
		• Next Group: Displays the name of the group which is set as assigned group of the next upcoming task.
		• System Name: Displays the name of the MAM system on which the process was created.
		• Process Name: Displays the name of the process the task belongs to.
		• Process Type: Displays the type of process the task belongs to.
		• Process Status: Displays the status of the process the task belongs to.
		• Process Creation: Displays the date and time when the process was created.
		• Process Modification: Displays the date and time when the process was modified.
		• Process Last Modified By: Displays the name of the service or user who modified the process for the last time.
		• Process Created By: Displays the name of the service or user who created the process.
		You can configure which columns are displayed by using the Tasks pane menu's Add Or Remove Columns feature.
11	Task Details	Displays details of the task selected in the Task List. Depending on the task type, the Task Details can be split into the Task Information and Task Attachments areas. If you select several tasks in the Task List, the Task Details area does not show information or is cleared.
12	Breadcrumbs	Show the names of the current and preceding tasks of the process to give context information. The current task is the last (right-most) in the list. Breadcrumbs are shown for active and completed tasks.

	Display or Control	Description
13	Attachment count	Shows the number of attached assets. If the number of attachments does not comply with the allowed limits, the Attachments count is shown in red.
		The Show Details links opens a window that provides details, including the reason why the limit is exceeded. See "Adding and Editing User Task Attachments" on page 396.
14	Task Information	Displays the metadata assigned to the task. See "Displaying and Editing User Task Data" on page 395.
15	Task Attachments	Displays the attachments of the task as *asset cards.* For each attached asset, the following are shown:
		• A header frame or clip icon (MAM assets only)
		• The asset name and type
		• A remove button (optional)
		For each attached file, the following are shown:
		• The file name, size, and status
		• A download button (optional)
		• A remove button (optional)
		Provides controls to delete attachments from and add new attachments to an active task; allows you to open attachments of active and completed tasks. See "Adding and Editing User Task Attachments" on page 396, "Uploading Files as Attachments" on page 397, "Downloading File Attachments" on page 398, and "Deleting Attachments" on page 399.
16	Action buttons	Trigger an action on the task. Which actions are available is determined by the task type. See "Applying Actions to User Tasks" on page 394.

Working in the Tasks Pane

The Tasks pane is divided into the Task List and Task Details areas, which can be shown separately or both at the same time.

To open the Tasks pane:

▶ Select Panes > Tasks.

To show and hide the Task List and Task Details areas:

▶ Click the List button.

The Task List area is shown.

▶ Click the Task button.

The Task Details area is shown displaying the details of the task selected in the Task List area.

▶ To hide an area, click the button again.

You cannot hide both areas at the same time.

To add or remove property columns in the Task List:

1. Click the Pane Menu button in the top right corner of the Tasks pane and select Add or Remove Columns.

   The Add Or Remove Columns window opens. The list is divided in Common Properties and MAM Tasks.

2. Select the columns you want to add or deselect the columns you want to remove.

   You can use the search box to find a particular column.

3. Click the Close box or click anywhere outside the window to save your settings.

To sort the Task List:

1. Click the heading of the column you want to sort by.

   An arrow appears in the column. How the column sorts the results depends on the content of the column. For example, the Name column sorts results alphabetically, starting from the lowest number and the first letter or the reverse.

2. To reverse the sorting order, click the heading of the column again.

Filtering Displayed User Tasks

The Tasks pane shows you all user tasks that you are allowed to see and that require you to complete an action. You can apply filters to the tasks displayed in the Tasks List:

- My Tasks filter: Displays only the tasks where you or the group you are member of are set in the "Assignee" or "Group" property; hides all tasks that are not explicitly assigned to you or your group.
- Status- and Type-based filter: Allows selecting and applying filters based on the status and type of the user task shown in the Tasks List.

Both filters are cumulative. For example, if you apply the My Tasks filter and then a status-based filter, the status-based filter is applied to the already filtered Tasks List. Each filter is saved as user setting and persists from one session to another.

To apply the My Tasks filter:

▸ Click the My Tasks button so it turns orange.

   The Tasks List shows only the tasks that are assigned to you or the group you are member of.

▸ To display all tasks again, click the orange My Tasks button so that it turns gray.

To apply a status- or type-based filter:

1. Click the Pane Menu button.
2. Select Add or Remove Filters.

   The Add Or Remove Filter window opens. The list is divided in Task Status and Task Type.
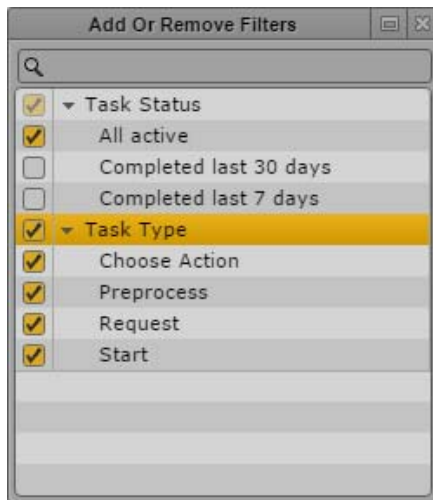
3. Select the information you want to display or deselect the information you want to hide:

   ▶ To apply a status- and time-based filter, expand Task Status and select "All active," "Completed last 30 days," or "Completed last 7 days." "All active" is selected by default and therefore only tasks that still require an action are shown. The two other options show completed user tasks that can no longer be edited.

   ▶ To apply a task-type-based filter, expand Task Type and select one of the task types (for example, Request or Start). All task types are selected by default.

   You can use the search box to find a particular filter.

4. Click the Close box or click anywhere outside the window to apply the filter and update the Task List. This setting persists from one session to another.

Delegating User Tasks

You can delegate user tasks to another user or user group. This means that you can delegate an action that has to be performed during the process execution to another user or group. Delegating changes the access to the task. Your ability to delegate a task depends on rules: the process configuration must allow the delegation of the selected task.

To delegate tasks:

1. Select one or several tasks in the Task List.

2. Click the Pane Menu button.

3. Select Delegate To.

   The list shows all users and groups to which the selected tasks can be delegated. If delegation is not restricted to individual users, "Any user" is shown in the list.
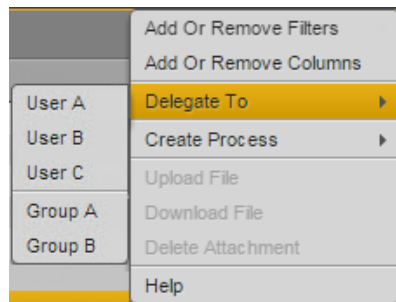
4. Select the user or group to which you want to delegate the task.

   After the delegation is successfully completed for at least one task, the Task List is refreshed. In most cases, delegated tasks are removed from the Task List. However, if you delegate a task to a group and you are member of that group, the task will not be removed from the Task List.

Assigning User Tasks to Users and Groups

You can assign user tasks to another user or user group. This means that you can place a user or group in charge of performing the action that has to be performed during the process execution. Assignment does not change the access rights to the task; users who are not in charge may also perform the task, if they are allowed to perform it. Your ability to assign a task depends on rules: the process configuration must allow assigning the selected task.

Use the Tasks Details area to edit the task assignment. Depending on the configuration of the task template, you can set the following:

- Assignee: The name of the user to which the task is to be assigned.

- Assigned Group: The name of the group to which the task is to be assigned.

- Next User: The name of the user which is to be set as assignee of the next upcoming task.

- Next Group: The name of the group which is to be set as assigned group of the next upcoming task.

Additionally information on the Previous User (the performer of the previous user task) and Previous Group (the group that was set as performer of the previous user task) can be shown. These are read-only properties and cannot be edited.

To assign tasks:

1. Select a task in the Task List.

   The Task Details area shows the metadata fields that are configured for the task.

2. Click in the Assignee, Assigned Group, Next User, or Next Group field and start typing the name of the name or group in the search box to filter the list.

   When you type a letter, MediaCentral UX filters the list to all values containing that letter. As you continue to type, MediaCentral UX continues to filter the list according to the letters you type.

3. Do one of the following:

   ▶ Double-click the value or check its check box.

   ▶ Navigate down the list using the Down Arrow key until you reach the desired value and press Enter.

   The field shows the real name with the user's login name or group ID in brackets.

4. Click outside the metadata field.

   The Task List is refreshed and shows the corresponding assignment information. If you filled in the Assignee or Assigned Group field, a copy of the task with set Task End date is created. It is shown in the Task List if the filter is set to show completed tasks.

Applying Actions to User Tasks

You can apply actions to active user tasks, for example, a Send Request, Approve, or Reject action. Which action can be applied depends on the configuration of the process to which the task belongs in Interplay MAM.

To apply an action to a task:

1. Select a task in the Task List.

   The Task Details area shows an Action button for each allowed action that can be applied. If the task is locked by another user, the buttons are grayed out. If no actions are allowed for the selected task, no buttons are shown.

2. Do one of the following:

   ▶ Right-click the selected task in the Task List and select the action that you want to apply.

   ▶ Click the button of the action you want to apply at the bottom of the Task Details area.
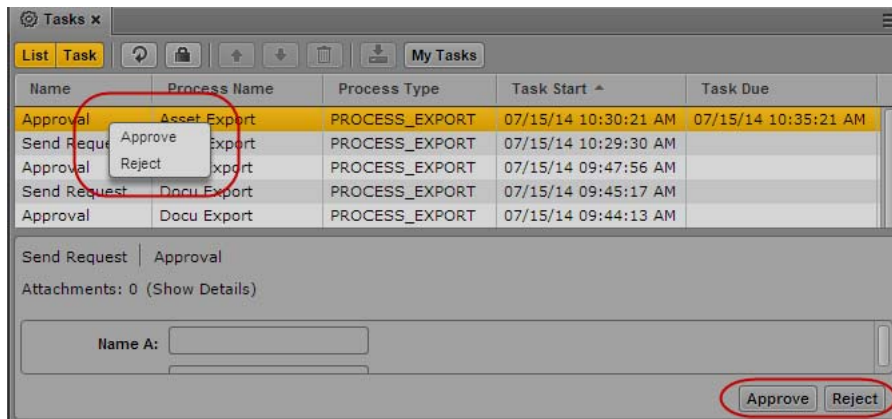
While the action is applied, the task is locked and all action controls are disabled. After the action is successfully applied, the lock is released and the Task List and Task Details areas are refreshed. Depending on the filter applied to the Tasks pane and the process configuration, the task might be removed from the Task List or a new user task might be created and shown.

Displaying and Editing User Task Data

You can view and edit task metadata in the Task Details area. Which metadata fields are shown and can be edited depends on the configuration of the task template in Interplay MAM.

To display and edit the task metadata:

1. Select a task in the Task List.

   The Task Details area shows the metadata fields that are configured for the task.

2. Click in a metadata field and type or edit the value; for example, type a reject reason as shown in the following illustration.

   For information on the different metadata fields, see "Viewing and Editing Interplay | MAM Metadata" on page 61.
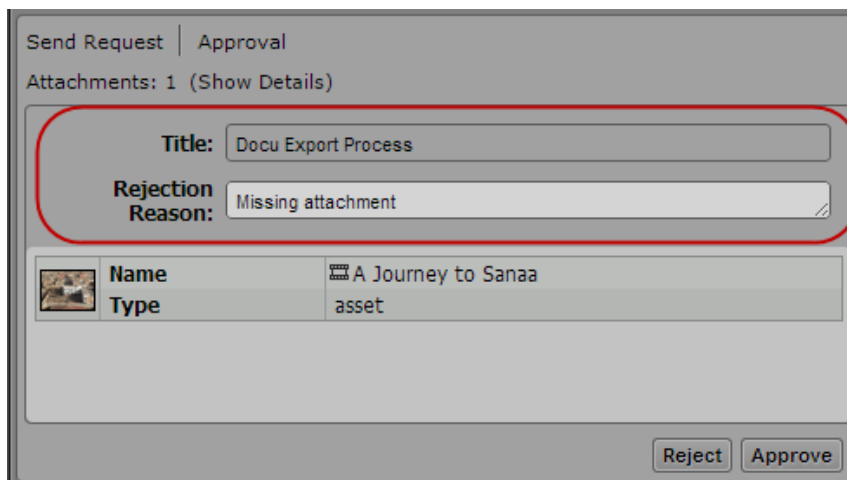
3. To save your changes, do one of the following:

    ▶   Click the Save button.

    ▶   Press Ctrl+S (Windows) or Cmd+S (Macintosh).

    ▶   Click outside the metadata field.

    If you do not save your changes and apply an action or delegate the task, select another task, close the Tasks pane, or log off, a message is displayed that asks you to save the changes.

Adding and Editing User Task Attachments

When you create a process, you attach at least one asset to it. If a user task results from the process, you can edit the attachment within the context of the user task: You can view the attached asset, remove the asset from the user task, or add new assets in the Tasks pane. Which and how many assets can be added depends on the configuration of the process to which the task belongs in Interplay MAM.

To add media to a task and view the attached asset:

1. Select a task in the Task List.

    The Task Details area shows the number of attached assets in the header area, and attached assets as "asset cards" in the Attachments area.

2. If want to view an media asset attached to the task, double-click the head frame in the Attachments area.

    The asset (video or audio clip, or basic sequence) opens in the Media pane.

3. If you want to add a media asset to the task, do one of the following:

    ▶   Click one or several assets in the Assets pane and drag them to the Attachments area of the task.

    ▶   Click one or several assets in the Search pane and drag them to the Attachments area of the task.

    ▶   Click one or several assets in the Associations pane and drag them to the Attachments area of the task.

    ▶   Click the asset displayed in the Media viewer in Asset mode and drag it to the Attachments area of the task.

    A head frame of the video asset or a clip icon of an audio asset is displayed in the Attachments area, along with metadata describing the asset. If you dragged an invalid asset type, a message is displayed and the asset is not attached.

    When you apply an action to the task, for example, you click the Approve or Send Request button, the range of allowed attachments is checked. If the number of attached assets violates the configured limit, a corresponding message is displayed.

To add an attached asset to a folder in the Assets pane:

1. Select a task in the Task List.

2. Select the attached asset in the assets area, drag it to the name or icon of the folder into which you want to paste the asset reference, and release the mouse button.

    Valid asset references are pasted into the folder, and references to assets that are not allowed as contents of the folder are not pasted. If there is already a reference to an asset with the same identifier in the folder, a message is displayed and the asset is not pasted. For more information, see "Adding Assets to a Folder" on page 56.

To use an attached asset to create an association:

1. Select a task in the Task List.

2. Select the attached asset in the assets area, drag it to the associations of the desired association type in the Associations pane, and release the mouse button. For more information, see "Creating Associations" on page 316.

Uploading Files as Attachments

You can edit the process attachments within the context of the user task: You can upload files to the task and download attached files from the task. Note the following:

• Which and how many files can be uploaded depends on the configuration of the process to which the task belongs in Interplay MAM.

• You can only cancel the upload for files in status "Waiting" and "In Progress."

• You can overwrite attached files in status "Waiting," "in Progress," and "Completed."

For each selected task, the Tasks pane shows the number of attachments in the header of the Task Details area. If the number of attachments does not comply with the allowed limits, the "Attachments" count is shown in red. See "Getting Information on Allowed Attachments" on page 383.

To upload files:

1. Select a task in the Task List.
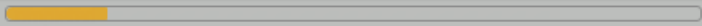
   The Task Details area shows the number of attached items in the header area, and attached items as "asset cards" in the assets area.

2. Do one of the following:

   ▶ Click the Upload button on the Tasks pane toolbar or click the Pane menu and select Upload File, then select the files to be uploaded in the Open dialog box.

   ▶ Open the Explorer (Windows) or Finder (Mac), select one or several files and drag them to the Attachment area in the Tasks pane.

   The Attachment area (or the Drop Assets Here area, if there is no attachment until yet) is highlighted in orange, and a Move icon indicates if dropping is possible.

For each file an asset card shows the file name, file size, and the upload status.

The status can be one of the following:

- Waiting: A loading indicator for files that have not been uploaded. A Cancel button is shown beside the loading indicator.

- In Progress: A progress bar during the upload. A Cancel button is shown beside the progress bar.

- "Completed" for successfully uploaded files

- "Failed" for failed uploads

If the same file was already uploaded or is in status Waiting or In Progress, a "Overwrite file" prompt opens. Click Yes to overwrite the original file attachment, click No to keep the original attachment.

To cancel an upload:

▸ Click the Cancel button beside the Loading indicator or progress bar of the file attachment.

The upload is canceled and the attachment's assets card removed from the assets area.

Downloading File Attachments

You can edit the process attachments within the context of the user task: You can upload files to the task and download attached files from the task. Note the following:

• If files can be downloaded depends on the configuration of the process to which the task belongs in Interplay MAM.

• You can only download files from a task; assets cannot be downloaded.

• You can only download files with status "Completed" or "Downloaded."

To download files:

1. Select a task in the Task List.

   The Task Details area shows the number of attached items in the header area, and attached assets and files as "asset cards" in the Attachments area.

2. To download a single file, do one of the following:

   ▸ Click the Download button on the file attachment asset card.

   ▸ Right-click the file attachment asset card and select Download File from the pop-up menu.

3. To download several files at the same time, select the file attachments in the Attachments area, and do one of the following:

▶ Click the Download File button on the Tasks pane toolbar.

▶ Click the Pane menu and select Download File.

▶ Right-click the file attachment asset card and select Download File from the pop-up menu.

While the download is initiated, a "Preparing download" message is displayed. A message is displayed if the download cannot be started. When the download starts, the file status changes to "Downloaded."

The files are downloaded to the default download folder on your computer, as specified by your browser. Several files are downloaded as ZIP archive, a single file is downloaded in unzipped format. For a ZIP archive, "TaskFileAttachments_<Process ID>.zip" is shown as name; for a single downloaded file, the original file name is shown.

Deleting Attachments

You can delete attachments (assets as well as files) if the configuration of the process to which the task belongs allows deletion. Note the following:

- The Deletion controls are not enabled and the assets cards do not show a Delete button if the task is locked by another user, is already completed, or does not allow deletion of attachments by configuration.

- Depending on the process configuration, a task might show attachments that you can delete and non-deletable attachments at the same time.

- If you select several attachments, the Deletion controls are enabled if at least one attachment of the selection can be deleted.

To delete attachments:

1. Select a task in the Task List.

   The Task Details area shows the number of attached items in the header area, and attached assets and files as "asset cards" in the Attachments area.

2. To delete a single attachment, do one of the following:

   ▶ Click the Delete button on the attachment asset card.

   ▶ Right-click the attachment and select Delete.

   The attachment is deleted. The Tasks pane is updated and the attachment no longer displayed.

3. To delete several attachments at the same time, select the attachments in the Attachments area, and do one of the following:

   ▶ Click the Tasks pane Delete Attachment button.

   ▶ Click the Pane Menu button and select Delete Attachment.

   ▶ Right-click the selection and select Delete.

   All deletable attachments are deleted. The Tasks pane is updated and the attachments are no longer displayed.

20 MediaCentral | UX Mobile Application for the iPhone

The MediaCentral UX mobile app provides a native user interface designed to run on your iPhone and enable direct, secure access to your station's iNEWS newsroom computer system and the Interplay Production database.

The following main topics describe basic user information about the device and mobile app.

- Connection Basics
- Starting MediaCentral | UX on the iPhone
- The Sidebar
- Buttons of the User Interface
- Customizing MediaCentral | UX Settings
- Accessing the iNEWS Database
- Editing Stories
- Approving Stories
- Working with Favorites
- Working Offline with Cached Queues and Stories
- MediaCentral | UX and Interplay | Production

Connection Basics

You can use the MediaCentral UX mobile application to perform many actions supported by MediaCentral UX:

- Create, edit and approve news stories.
- Navigate the news directory.
- Play video sequences associated with scripts.
- Navigate the Interplay Production directory.
- View and play media assets from the Interplay Production database.

If your MediaCentral UX system is licensed for an iNEWS- only configuration, you cannot preview or play sequences or other media assets.

The MediaCentral UX iPhone application uses one of several connection options, including Wi-Fi or carrier-specific cellular service (such as 4G).

The application automatically selects the first available connection from the list of options according to the priority shown in the list.

The iPhone

The iPhone has very few exterior buttons. You navigate content with touch gestures — for example, tapping an icon to start an application. Some gestures perform standard functions, such as displaying different menu icons, and some perform functions specific to an application.

Button	Description
	The Home button wakes the iPhone when it is sleeping and exits applications, returning you to the home screen.

Remember, the more applications that you have running, the more memory and battery power your device uses. To optimize the performance of your device, try to close applications when you finish with them.

Gestures for the Mobile Application

Applications for touchscreen mobile devices let users accomplish certain tasks utilizing various gestures like fingertip swipes or taps. What these gestures do can differ from one application to another. The following table describes what certain gestures do depending on where you use the gesture within the MediaCentral UX mobile application.

Location	Gesture	Description
Sidebar	Tap the Back button	Navigates to the location named on the Back button.
Sidebar	Touch and hold the Back button	Navigates back to the Launch pane, regardless of your position in the file structure.
Sidebar	Tap stars (while in edit mode)	Selects or deselects items as Favorites.
Launch pane	Tap name of a Favorite item (while in edit mode)	Lets you modify the item's name as it appears in the Favorites list.
Script Editor	Swipe Left	Displays the Cue List.
Script Editor	Tap and hold	Opens a menu allowing you to cut, copy, and paste text, as well as modify text formats.
Script Editor (Cue List sub-section)	Tap a production cue or machine control instruction	Auto-scrolls the story text so that the associated production cue marker comes into view.
Script Editor (Story sub-section)	Tap a production cue marker	Auto-scrolls the cue list so that the production cue or machine control instruction associated with that marker comes into view.
Media Viewer	Touch and drag in the timeline	Moves to new position in viewer's video playback timeline.
Media Viewer	Tap in the timeline	Moves the Playhead to that position on the timeline.
Media Viewer	Pinch in on full screen viewer	Minimizes viewer back to original size and position within the Script Editor.

Installing MediaCentral | UX on the iPhone

The following procedure assumes licensing, setup, and configuration of the MediaCentral and iNEWS servers have already been completed.

⚠ **If you are updating your MediaCentral UX iOS app, Avid recommends backing up your apps before upgrading. For information on backing up your apps on your iOS device, see the Apple support Web site for your device.**

To install MediaCentral UX on the iPhone:

1. Open iTunes (the Apple market).

2. Locate the MediaCentral UX application.

3. Tap Download.

   When the MediaCentral UX application is installed on your touch-screen device, an icon representing the application is also installed on the home screen. You can move it to another position or a new screen like icons for other applications.

Starting MediaCentral | UX on the iPhone

When you install MediaCentral UX, an icon representing the application displays on your iPhone's home screen. If you previously set your Interplay Production account, you can connect to MediaCentral UX by selecting the MediaCentral icon on your device. To browse iNEWS or Interplay Production assets, you can sign in with your MediaCentral UX credentials.

MediaCentral UX supports iNEWS communities. The iNEWS Community feature allows customers with multiple iNEWS systems to share content and collaborate on stories.

MediaCentral UX requires you to supply credentials to sign in to one iNEWS system. This system is considered your *local system*. If your local system is configured in an iNEWS community, you are able to automatically sign in to other systems in the community. These systems are considered your *remote systems*. In the MediaCentral UX Launch pane, your local iNEWS system is listed first, followed by the remote systems. To connect to a remote system, tap the system name.

For more information on iNEWS Community, see "Support for iNEWS Communities" on page 32.

You can also choose to work offline. This allows you to view queues and stories listed in the Favorites list that you have cached locally on your device. If you select 'Work Offline" in the sign in screen, MediaCentral UX uses the credentials last used to sign in to MediaCentral UX. For more information, see "Working Offline with Cached Queues and Stories" on page 422.

If your connection to MediaCentral UX is restored, you can sign in by tapping the Actions button and selecting Sign In.

To start MediaCentral UX:

1. Select the MediaCentral icon to start the mobile application.

   The sign-in screen appears.

MediaCentral | UX

| MediaCentral Server |
| User Name |
| Password |

| **Sign In** |
| **Work Offline** |

2. Type the MediaCentral UX Server name.

3. Type your MediaCentral UX user name and password.

4. Do one of the following:

   ▸ Tap the Sign In button.

      After you sign in, MediaCentral UX connects to the selected Interplay Production server or iNEWS system. All servers display in the Sidebar.

If your MediaCentral UX credentials are incorrect or missing in your MediaCentral UX account, you receive a message: "Authentication Failed: The user name or password you entered is incorrect." When you click OK, the sign-in screen appears and allows you to enter valid credentials.

   ▸ Tap the Work Offline button.

      MediaCentral UX uses the credentials you used the last time you signed in, and it displays any cached queues and stories in the Favorites list.

To view the help system:

1. Tap the Profile button.

2. Select Help.

To sign out:

1. Tap the Profile button.

2. Select Sign Out.

The Sidebar

After you sign in to the MediaCentral UX mobile application on an iPhone, you can view the sidebar, located along the left side of the screen when displayed. This allows you to navigate various systems integrated with MediaCentral UX, such as an iNEWS newsroom computer system or an Interplay Production database The Launch pane also includes any iNEWS projects and iNEWS servers that are part of an iNEWS community.

The top level of the sidebar contains the Launch pane. The following illustration shows the Launch pane with an available Interplay Production database and an iNEWS newsroom computer system, as well as a couple of user-defined Favorites.
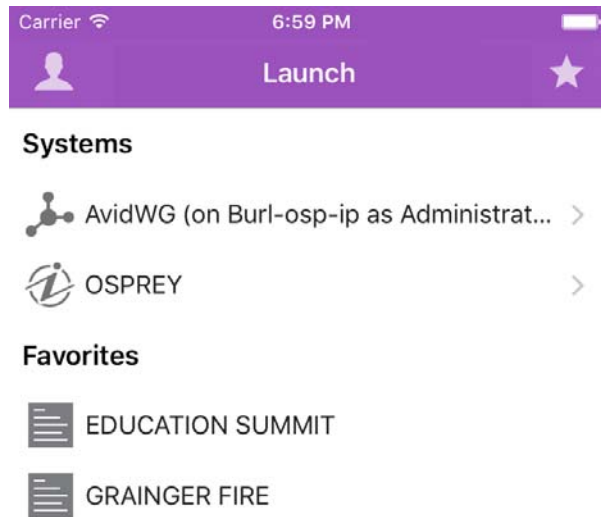
From the Launch pane, you can navigate through the file structure and open assets. After opening assets, you can view the sidebar at any time by swiping your finger across the screen to the right. You can also use the Show/Hide button to toggle the display of the sidebar.

The look of this button changes depending on the display status of the sidebar.

Button	Description
	Tap the Profile button to display a list of options: • Send Log: Allows you to send log files to Avid to help troubleshoot problems. The Send Log option is active only if you enable logging in the MediaCentral UX settings. For more information, see "Customizing MediaCentral | UX Settings" on page 405. • Help: Opens the online help. • Sign Out: Signs you out of your MediaCentral system and ends your session. *The Profile button is available only when the Launch pane displays.*
	Tap the Back button to navigate up one level in the project hierarchy in the sidebar. Tap and hold the Back button to return to the Launch pane. *The Back button is not available on the Launch pane.*
	Tap the Edit button to create or delete favorites.
	Tap the Refresh button to refresh the list of queues, stories, and media assets.

You can use the Refresh button to update the queues and stories displayed in the iNEWS database or the media assets displayed in the Interplay Production database by clicking the Refresh button. This allows you to view any changes made to stories or any new iNEWS or Interplay Production assets.

In edit mode, the plus symbol located at the bottom of the sidebar operates as the Add Story button. Users can tap it to create a new blank story.

Buttons of the User Interface

The MediaCentral UX mobile application provides a small toolbar of buttons in the top right corner area of the user interface. The following table describes the buttons and their uses.

Button	Description
✓	The Approve Story button lets a user approve stories within that queue. The user must have write access to the queue. 📄 *The Approve Story button's icon appears orange for an approved story and white for an unapproved story.*
✏	The Edit Story button enables editing of an opened story by displaying the Edit toolbar and a virtual keyboard.
aA	The Change Text Size button allows you to increase or decrease the size of the text used for your stories.
⋮	The Actions button opens a menu of options that include Reload and Edit Slug.

Customizing MediaCentral | UX Settings

You can modify some settings in MediaCentral UX.

To modify MediaCentral UX mobile application settings on the iPhone:

1. Start MediaCentral UX.
2. Tap the Settings icon.
3. Select MediaCentral UX in the list of applications.

The following table provides information about general settings.

General Settings	Description
Version	For display purposes only, this value shows the currently installed version of the mobile application.
Logging	If set to On, MediaCentral UX keeps logs on session activities, which you can use to troubleshoot issues.
	If you tap the Actions button, a Send Log option appears that lets you e-mail the logs directly to Avid. If the log file is more than 15 MB, you cannot send it directly. Use the iTunes File Sharing feature as described later in this topic.
	If set to Off (default), logging and the Send Log option are disabled.
Logging Level	This setting determines how much information is logged if you enable logging. Options include: Verbose, Info, Warn, and Error.
Request Timeout	Options are intervals of 10, 20, or 30 seconds, 1 minute, or 2 minutes.
Keep me signed in	Set to On if you want MediaCentral UX to keep you signed in after you first sign in.

The following table provides information about the settings for editing.

Editing Settings	Description
Autosave Stories	If set to On, MediaCentral UX automatically saves a story if you navigate away from the modified story to other assets in the system. If set to Off, MediaCentral UX prompts you to save your modifications. The default setting is On.

To send log files to Avid:

1. Connect your device to a Macintosh computer.
2. Open iTunes and navigate to Device > Apps.
3. In the Apps list, select MediaCentral UX.
4. In the MediaCentral UX Documents list, select the Logs folder.
5. Click "Save to" or drag the folder to a location on your computer.
6. Zip the folder and send it to Avid as an e-mail attachment.

Accessing the iNEWS Database

The iNEWS database is the backbone of your iNEWS system. You save the data created in your newsroom — stories, scripts, and rundowns — in the database on the iNEWS Server. Queues contain stories, and directories (also known as folders) store the queues.

When viewed with the mobile application, available iNEWS systems appear in the sidebar, along with any of their directories and queues. For MediaCentral UX v1.7 and later, queues marked to automatically refresh when changes are made display without pagination in the sidebar. You can scroll continuously to view all stories in these queues.

> *If the queue contains more than 1000 stories, it might take some time for MediaCentral UX to receive and display them. You might need to increase the Request Timeout value in the MediaCentral UX settings. For more information, see "Customizing MediaCentral | UX Settings" on page 405.*

The application uses different icons to distinguish between directories, queues, and stories.

Icon	Description
	Directories hold queues or other subdirectories. Unlike queues, directories do not directly contain stories. For example, the Wires folder contains queues with incoming wire stories.
	Queues let you organize stories in detailed categories. A show's rundown is one example of a queue.
	Stories — for example, wire stories — contain text, such as contact information or a description of a news event. Any story can become a script for a show. Scripts contain additional data beyond text, including production cues, machine control instructions, presenter instructions, and associated video sequences.

Destinations in the iNEWS system directory selected for the Favorites list have a star on the right of the directory, queue, or story.

> *While viewing the top level of an iNEWS system directory in the sidebar, the Back button displays the word Launch, which means you can tap it to return to the previous view of the Launch pane. However, the button's name changes the further you navigate down the system directory.*

You can open directories, queues, and stories from the MediaCentral UX mobile application. Directories and queues open within the sidebar. Stories open to the right of the sidebar in the Script Editor.

To open a directory:

1. Navigate to the directory.

2. Tap a folder on screen to open it.

As you navigate the system's directory structure, the application displays your path or location within the database at the top of the screen.

The following illustration shows the Wires directory opened to view numerous queues containing incoming wire stories.

Wires directory on the BSI-C3PO iNEWS server, with the back button at the top of the list

To back out of a directory or queue:

▶ Tap the Back button.

The Back button does not display the word "Back" on it, but rather the name on the button changes as a user navigates further into the directory.

To open a queue:

1. Navigate to the queue inside a directory.

2. Tap the queue to open it.

   The following illustration shows an example of a rundown queue.

To open an existing story:

1. Navigate to the story in a queue.

A story icon with a check mark indicates that the story has been "approved." You can approve stories from an iNEWS workstation or from MediaCentral UX.

2. Tap the story to open it.

   The story opens in the Script Editor, which has two sections:

   - The Story, which contains the text of the story, any presenter instructions, and production cue markers.

   - The Cue List, which contains any production cues or machine control instructions.

The following illustration shows the Script Editor open with the Story section displayed containing a story with production cue markers identified numerically.
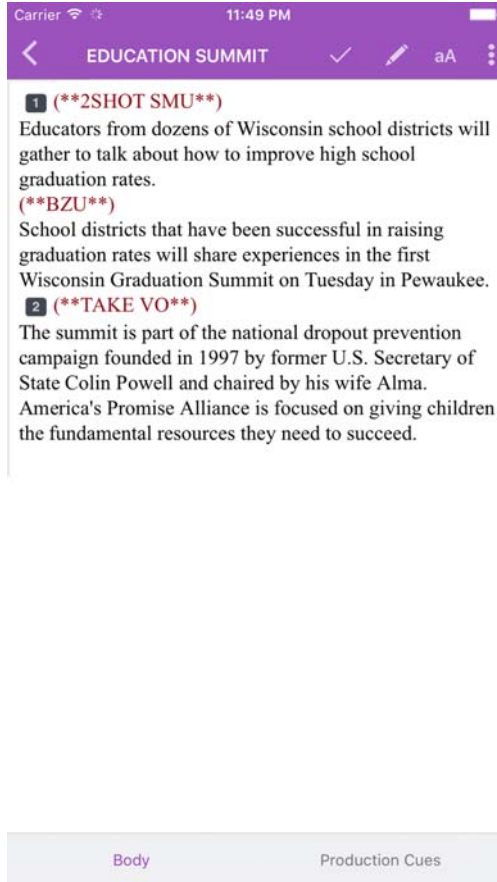
Presenter instructions appear as red text in the body of the story.

3. While viewing the story, swipe left to view the Cue List.
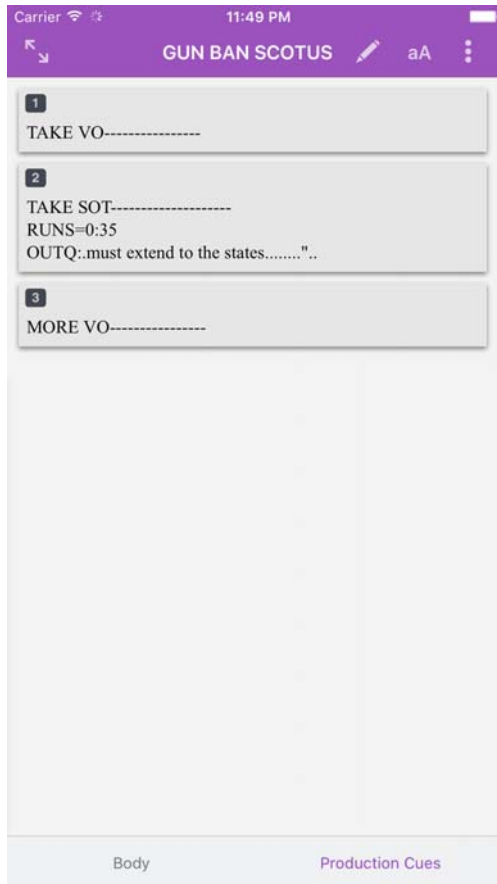
The numerical production cue markers within the story align with production cues and machine control instructions displayed in the Cue List to the right of the story. Black text indicates production cues. Blue text indicates machine control instructions (if any).

Because of limited screen size on the iPhone, the mobile application does not display the sidebar with the Script Editor. To view the sidebar at any time, swipe right from the Story section or use the Show/Hide button (see "The Sidebar" on page 403).

To reload a story:

1. Tap the Actions button.

2. Tap Reload.

To adjust the size of the text of your story:

aA 1. Tap the Change Text Size button.

The Change Text Size controls open.
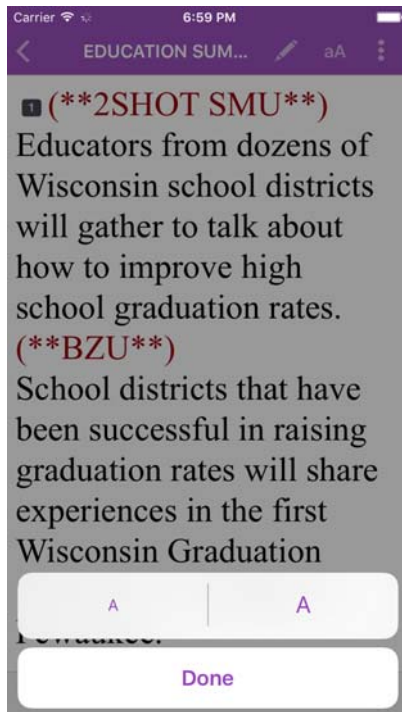
2. Do one of the following:

▸ Tap the smaller letter icon to reduce the text size.

▸ Tap the larger letter icon to increase the text size

You can tap the letter icons multiple times to reduce or increase text to the appropriate size.

3. Tap Done.

To add a new story:

1. Tap the story in the queue below which you want to insert the new story.

+ 2. Tap the Add Story button, located at the bottom of the sidebar.

The Edit Slug dialog box opens.

3. Add a name for the story, and then tap OK.

Viewing Video Associated with a Script

When sequences have been associated with stories in the MediaCentral UX Web application, you can preview the stories in the media viewer in MediaCentral UX.

📄 *If your MediaCentral UX system is licensed for an iNEWS- only configuration, you cannot preview or play sequences or other media assets.*

When you associate video with a script, you use the Open Sequence button to open the viewer full screen and preview sequences. The following table describes buttons available to open and use the media viewer.

Button	Description
▶	The Play button plays the sequence so you can preview the video associated with the story. This button changes to a Pause button while the sequence plays.
●	The Playhead allows you to navigate to a new position in the viewer's video playback timeline.
⤢	The Maximize button expands the viewer to full screen. This button changes to the Minimize button when the viewer expands to full screen.

You can view video sequences created in the following way:

•   You created and modified the sequence in MediaCentral UX.

•   You created the sequence in MediaCentral UX and modified it in NewsCutter or Media Composer. In this case, you might not see some effects in the media viewer.

•   You created the sequence in Instinct and modified it in MediaCentral UX.

You cannot view video sequences created directly in NewsCutter or Media Composer, and you cannot play back shotlists created in Interplay Assist or Interplay Access.

To view video sequences associated with a script:

1. Tap Video at the bottom of the Script Editor, and then tap the Play button.

2. (Optional) Tap the Maximize button in the viewer to open the viewer full screen.

3. (Optional) If you expand the viewer, you can tap the Minimize button to restore the viewer to its original size and location within the Script Editor.

To regenerate the sequence video proxy for playback:

1. Tap the Actions button.

2. Tap Reload.

Editing Stories

Using the mobile application, you can create a new story or edit an existing one. You can also change the title of story.

The system obtains an edit lock when you edit a story, which prevents other users from altering a story while you work on it. The edit lock applies only to the story body when you edit the body, and it applies only to the story title (the slug) when you edit the title in the sidebar or when you approve a story. When you start a new story, the edit lock applies both to the story body and the story title. Saving and closing the story, or discarding your changes, releases the edit lock.

 MediaCentral UX supports the standard editing features found in most text editing applications, including cut, copy, and paste.

You can use cut, copy, and paste to move text around within a single story or from one story to another. When cutting or copying text, the system stores the text in the clipboard. The clipboard stores only one block of text at a time, so whenever you cut or copy something new, the clipboard overwrites the previously stored text.

To edit an existing story:

1. Navigate to the existing story in the queue and open it.

2. Tap the Edit Story button.

3. Tap in the story to begin editing the text.

   The app enters edit mode and displays the Edit toolbar and a virtual keyboard.

4. After you complete your modifications, save the story. For more information, see "Ways of Saving Stories" on page 416.

To edit text:

1. Tap and hold in the story to select text.

2. Select one of the following:

   ▶ Tap the Cut button.

   ▶ Tap the Copy button.

   ▶ Tap the Paste button.

To add a new story:

1. Tap the Edit Story button.

2. Tap the Add Story button, located at the bottom of the sidebar.

The Add Story button only appears in the sidebar after you tap the Edit button in the sidebar.

The Edit Slug dialog box opens.

3. Type the title of your story, and then tap OK.

   A blank story is added to the current queue with edit mode already activated for the story. An edit lock prevents others from changing the story while you edit. The cursor moves to the blank title field.

When in edit mode (in the Script Editor), the app displays the Edit toolbar and a virtual keyboard.
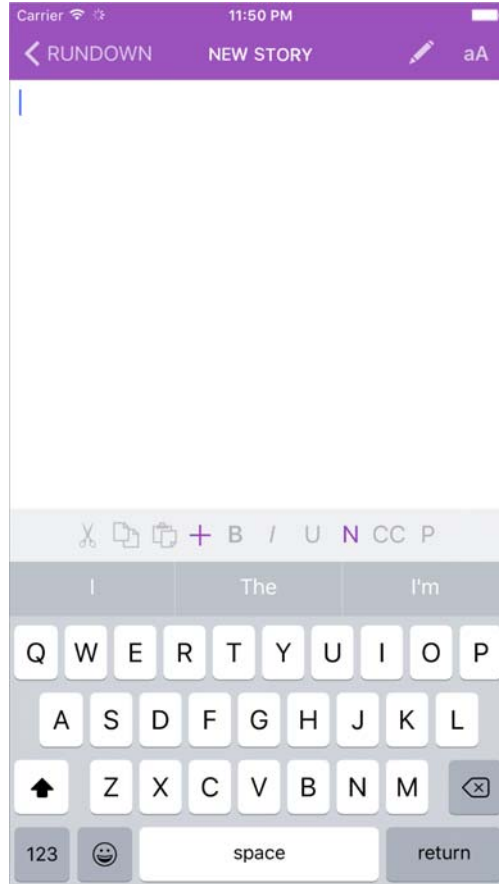
📑 *The MediaCentral UX mobile app can also be used with a Bluetooth keyboard.*

4. (Optional) Enter any production cues or machine control instructions.

5. Save the story. For more information, see "Ways of Saving Stories" on page 416.

To edit the title (slug) of a story:

1. Tap the Actions button.

2. Tap Edit Slug.

An edit lock on the story form in iNEWS prevents others from changing the story title while you edit.

3. When cursor appears, you can change the name of the story.

4. Tap OK.

Ways of Saving Stories

You can save newly created stories or change existing stories by tapping the Edit Story button after modifying a story while in edit mode. A message appears asking you to confirm whether to save the changes. You can choose to save the story or exit edit mode without saving your changes.

Your story also is saved when the following occurs:

• You change to another app or send MediaCentral UX to the background by pressing the Home button.

• Your device goes to sleep due to Auto-Lock timeout.

If you enable Autosave Stories in the MediaCentral UX Settings, you can save newly created stories or change existing stories in multiple ways:

• The application automatically saves a modified story when you tap on a different story in the queue.

• The application automatically saves a modified story when you select an asset from the Interplay Production server to view.

• The application automatically saves a modified story when you change your role from Launch pane.

• The application automatically saves a modified story when you sign out of the application.

Formatting a Script

When you write a story, text appears in the default text style. However, you can alter the look of the text, such as changing the default font to bold. When formatting a story as a script for a news broadcast, you often distinguish certain text by using various specialized styles of text, such as instructions for presenters or closed captioning.

You use presenter instructions commonly as brief, special instructions to news presenters (also known as news anchors). The text for presenter instructions appear red, in reverse video on the teleprompter. This text does not affect how the system calculates the read time.

You use closed captioning commonly for sound-bite transcription. The text for closed captioning appears green, and the system sends it to a closed caption encoder if your station uses such a device to broadcast scripts for the hearing-impaired. Closed captioning text does not appear in the teleprompter, nor does it affect how the system calculates the read time.

📄 *The system sends the default text style to both the teleprompter and to any closed caption encoder used at the station.*

In the mobile application, an Edit toolbar provides buttons that let you modify the format of the text into bold text, italicized text, and underlined text, and lets you format text specialized for broadcast scripts.

To format text, select the appropriate text and do one of the following:

▶ To bold text, tap and hold. and then select the B button.

▶ To italicize test, tap and hold, and then select the I button.

▶ To underline text, tap and hold, and then select the U button.

▶ To mark text as a presenter instruction, tap and hold, and then select P for presenter.

▶ To mark text as a closed captioning text, tap and hold, and then select CC for closed captioned.

▶ To mark text as a normal text, tap and hold, and then select N for normal.

You can choose the format before typing your text as well. Any new text you type appears in the format you selected. To change the format of the text you type at any time, select another format.

Adding Production Cues

When you format a story as a script for a news broadcast, you can add production cues to provide valuable information to technical staff as well as machine control commands for devices, such as character generators.

In the mobile application on an iPhone, the menu provides a the Plus (+) button that lets you add this information to scripts.

You add production cues to scripts from the Story area and edit them in the Cue List area of the Script Editor. When added to a script, each production cue has an associated number. The number appears as a production cue marker in the script, which corresponds to the insertion location of the production cue's text box in the Cue List. You can select each marker and move it within or remove it from the story if necessary. If moved or deleted, the text associated with the marker moves or is deleted.

To insert a production cue into a script:

1. Position your cursor in the story where you want to insert the production cue marker.

2. Tap the Plus button.

   MediaCentral UX adds a production cue marker with a number into the story at the cursor position. The marker corresponds to the production cue with the same number located in the Cue List

3. Tap Production Cue at the bottom of the Script Editor.

4. Enter the production cue information — for example, Take VO, On Camera, Take SOT, or Take Live.

The application automatically saves information in the newly inserted production cue when you navigate elsewhere within the application. If you attempt to sign out or close the application, a message appears prompting you to either save or discard your changes.

To move a production cue in a script:

▶ Select the production cue marker, and then cut it and paste it in another location within the script.

To delete a production cue from a script, do one of the following:

▶ Position cursor to the right of the production cue marker and press the Delete key.

▶ Select the production cue marker and tap the Delete key.

Adding Machine Control Instructions

If your station integrates with a broadcast control system, such as iNEWS Command, the production cues might include machine control instructions.

You should precede these instructions with an asterisk (*) and write them in a format that begins with a command for a device — for example, CG for a character generator. After the command the format specifies a particular item or template, such as 2line for a template that contains two lines for fulfillment data. Additional information or comments follow on succeeding lines in the same production cue text box.

The following procedure uses the example of a machine control instruction for a 2-line character generator graphic. The first line calls up the correct template and the subsequent lines of text provide the fulfillment data that appears in the graphic.

To add machine control instructions for a CG event:

1. Add or open a production cue in the script.

2. Tap Production Cue at the bottom of the Script Editor.

3. Type your machine control command — for example, `*CG 2line` — and then press Return.

Typing an asterisk (*) automatically switches the text you type from Normal to Machine Control format, which appears as blue font. The menu also has an MC option that you can select to format text as a machine control instruction within a production cue.

4. Type the first line of text that should appear on the 2-line CG graphic — for example, `John Smith` — and then press Return.

5. Type the second line of text for the 2-line CG graphic — for example, `Pleasantville, USA`.

   Your CG machine control instruction appears in blue font.

Working with Links in Stories

A story can contain more than simple text. It can contain a URL to a Web page or an e-mail address to a contact you might need. When Web links or e-mail addresses are included in stories, they become dynamic links. You can use them to open your device's browser or to open an e-mail window.

To open a Web link from a story:

▶ Tap the link in the story.

   The device's Web browser opens and loads the Web page.

To e-mail a contact from a story:

1. Tap the e-mail address in the story.

   The application opens an e-mail window, using your device's default e-mail application.

2. Write your e-mail.

3. Tap Send.

Approving Stories

Endorsing or approving stories allows news producers to identify which scripts in a show have been reviewed prior to broadcast. You can approve stories from an iNEWS workstation or from the MediaCentral UX application on an iPad or an iPhone.

📄 *The ability to approve stories requires write access to the queue for the selected story.*

To approve a story from the mobile application:

1. Open the story you want to approve.

2. Tap the Approve Story button, and then swipe right to turn on the Approve option.
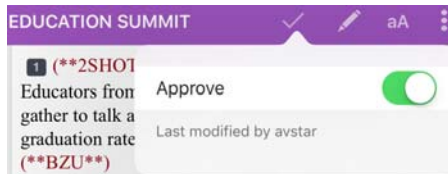
To remove approval for a story from the mobile application:

1. Open the story for which you want to remove approval.

2. Tap the Approve Story button, and then swipe left to turn off the Approve option.

Working with Favorites

To make navigation easier, you can designate certain locations in the newsroom system or Interplay Production as Favorites, which appear in a list on the Launch pane.
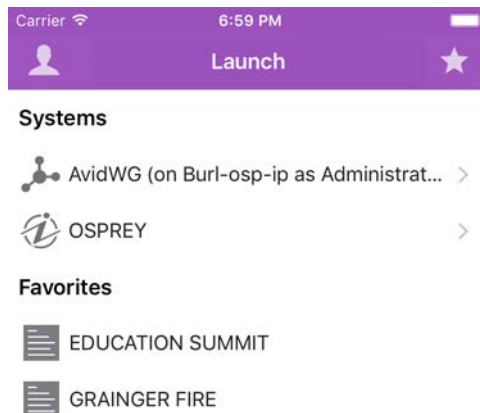
From the mobile application, you can use your Favorites list to navigate quickly to your most often used assets, directories, queues, or stories. You can edit your Favorites list by creating new ones, editing their names, or deleting existing ones from the list.

To create a Favorite:

1. Tap the Edit button.

2. Tap the gray star next to the directory, asset, queue, or story you want to designate as a favorite destination. You can select more than one at a time.

3. Tap the Done button.

   All selections appear in your Favorites list in the Launch pane. A star appears next to each icon of favorite destinations in the system directory.

To edit the name of a Favorite:

1. Tap the Edit button.

2. Tap the name in the list you want to edit.

3. When the cursor appears, you can change the name.

For example, if you plan to have multiple rundown queues in your Favorites list, some might share the same queue name. You can edit each one in the list to distinguish which rundown applies to the morning show, midday show, and evening newscast.

4. Tap the Done button.

The name of the Favorite changes. This does not affect the name of the asset, story, queue, or rundown in iNEWS or Interplay Production.

To delete a Favorite:

1. Tap the Edit button.

2. Tap to the left of the directory, queue, or story you want to remove as a favorite destination. You can select more than one at a time.

The selected item displays a check mark next to the title; gray circles indicate those not chosen.

3. Tap the Trash button.

The app deletes the selected items from your Favorites list.

4. Tap Done.

Working Offline with Cached Queues and Stories

You can use the MediaCentral UX mobile application to view queues and stories cached locally to your mobile device without being connected to your station's iNEWS newsroom computer system.

The Launch panel displays cached queues and stories in the Favorites list when you work in offline mode.

The following notes apply to caching queues and stories:

- You can work in presenter mode from a cached queue in offline mode.

- Caching a queue might take some time, depending on the length of the queue. You can manually cancel a cache operation. For more information, see "Caching Queues and Stories" on page 422.

- If you manually cancel a cache operation, no part of the queue or story is saved.

- You can cache a queue of up to 1000 stories. If a queue contains more than this limit, MediaCentral UX caches only the first 1000 stories.

- If an error occurs while caching stories — for example, if you lose your connection to the server or if you lock your device — the cache operation is interrupted.

- MediaCentral UX updates the cache contents only in the case of an successful operation. If you have cached the same queue or story before, you can still access the old cache.

- If a story or part of a story has been deleted from a queue marked for caching, it is skipped by the cache operation.

- If you designate both a queue and a story from the queue as favorites, the cache operation creates two separate cached versions of the story, one within the cached queue and another for the individually-cached story.

Caching Queues and Stories

To view queues and stories in offline mode, you must set them as Favorites before they can be cached locally and viewed when you do not have a connection to server (see "Working with Favorites" on page 419).

You can delete a cache for a queue or story by deleting the item from the Favorites list.

To cache a queue or story in the Favorites list:

1. In the Launch pane, tap the Edit button, and tap to the left of the queue or story in the Favorites list you want to cache. You can select more than one queue or story at a time.

   The queue or story displays a check mark next to the title.

2. Tap the Cache button.

A progress bar indicates the status of the cache operation. To stop the cache operation, tap the Cancel button.

```
BREAK ONE
_____

Cancel
```

When the caching completes, a dialog box appears with the results of the operation.

3. Click OK.

To remove a cache from your device:

1. In the Launch pane, tap the Edit button, and then select the queue or story in the Favorites list you want to delete.

The queue or story displays a check mark next to the title.

Favorites

○ 📑 EDUCATION SUMMIT
2/19/2016

○ 📑 GRAINGER FIRE

✓ 📄 RUNDOWN   >

2. Tap the Trash button.

The queue or story is removed from the Favorites list and the cache is deleted.

Viewing Queues and Stories in Offline Mode

When you lose your connection to MediaCentral UX, you can choose to work offline. This allows you to view queues and stories that have been cached on your mobile device.

To view cached queues and stories after your lose your connection to MediaCentral UX:

1. In the sign-in screen, tap Work Offline.

MediaCentral | UX

MediaCentral Server

User Name

Password

Sign In

Work Offline

MediaCentral UX displays the Launch pane, with all cached queues and stories in the Favorites list.

2. Tap a queue or story to open it.

MediaCentral | UX and Interplay | Production

You can access media assets stored in an Interplay Production database, such as video clips, audio clips, and graphics. When viewed with the mobile application, available Interplay Production systems appear in the sidebar, along with any of their directories and media assets.

Different icons are used to identify Interplay Production assets:

Icon	Description
	Directories hold media assets or other subdirectories.
	An audio clip references audio media files formed from captured audio or imported files. Audio clips display in the Media viewer as an audio clip icon.
	A master clip references audio and video media files formed from captured footage or imported files.
	A subclip references a selected portion of a master clip.
	A sequence represents an edited program, partial or complete, that you create from other clips.
	An effect clip references an unrendered effect that you create. You cannot preview an effect clip in the Media viewer.
	A group clip contains two or more grouped clips, strung together sequentially according to common timecodes.
	An in-progress clip, also known as an edit while capture (EWC) clip, is available for viewing and for use in editing while the capture is still in progress.

Destinations in the Interplay Production system directory selected for the Favorites list have a star next to their icons.

While viewing the top level of an asset directory in the sidebar, the Back button displays the word Launch, which means you can tap it to return to the previous view of the Launch pane. However, the button's name changes the further you navigate down the system directory.

Viewing Media Assets with MediaCentral | UX

You can open directories and media assets stored in the Interplay Production database using MediaCentral UX. Directories and a list of assets open within the sidebar. You can view and play assets in the Media viewer.

Media viewer — Action button, Media player, media controls

To open a directory:

1. Navigate to the directory.

2. Tap a folder on screen to open it.

As you navigate the system's directory structure, the application displays your path or location within the database at the top of the screen.

The following illustration shows the News Media directory opened to view one subdirectory and multiple media assets.

To back out of a directory:

▸ Tap the Back button.

🖹 *The Back button does not display the word "Back" on it, but rather the name on the button changes as a user navigates further into the directory.*

To open and play a media asset:

1. Navigate to the asset in a directory.

2. Tap the video or audio asset.
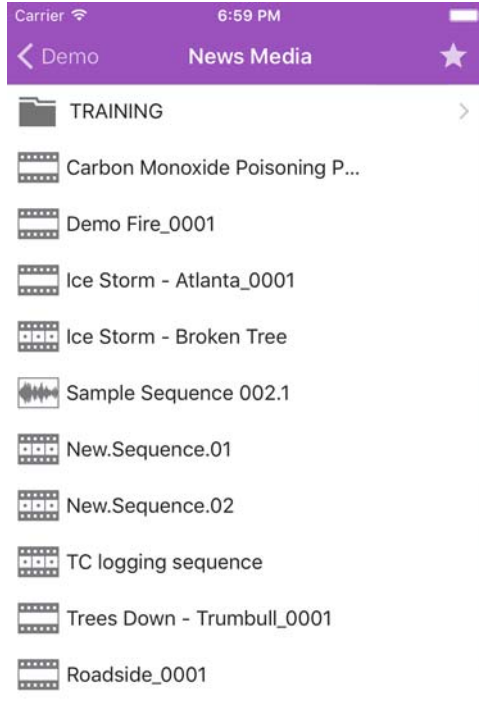
   The asset opens in the Media viewer, which replaces the asset list in the sidebar.

Media controls: Play button, position indicator, Full Screen button

3. Tap the Play button to play the asset.

4. If you want to scrub through the media asset, or if you want to jump to a specific position in the clip, tap and hold the position indicator and drag it to a new location.

5. If you want to view a video clip in full screen mode, tap the Full Screen button.

   The Media viewer expands to fill the device screen and the video clip starts playing.

To reload an asset:

1. Tap the Actions button.

2. Tap Reload.

Troubleshooting Video Playback Problems on the iPhone

If you experience playback problems with the MediaCentral iOS app, you can try to reload the asset. This forces the MediaCentral server to reload the full video clip and begin streaming it again. You can also try playing the asset in a browser to determine if the problem is related to the app or your connection, or if the problem exists with the MediaCentral server.

To reload an asset:

1. Tap the Actions button.

2. Tap Reload.

To play an asset in a browser:

1. On your iOS device, tap the Settings icon.

2. Select MediaCentral UX in the list of apps.

   The MediaCentral Settings screen opens.

GENERAL

Version	2.5(215)
Logging	⬤
Logging Level	Verbose >
Request Timeout	10 seconds >
Keep me signed in	◯

3. Set Logging to On.

4. Select the Logging Level to Verbose.

5. Start the MediaCentral UX mobile app.

6. Navigate to an asset in one of the directories.

7. Tap the video asset.

The asset opens in the Media viewer.

8. Tap the Play button to play the asset, and make a note of the time playback begins.

9. Tap the Actions button, and then tap Send Log to send an e-mail with the log file directly to an e-mail account.

10. Open the e-mail on your Macintosh system, and then use a text editor to open the attached log file.

11. Find a link with .m3u8 suffix that is located on the line marked with the time playback started — for example:

```
07-02 16:15:29.830 [ . . . ] http://123.45.678.910/download/
0e41028f99738669c581c50388e80d36/060a2b340101010101010f0013-000000-
92dede5ab6034faa-b737d720c291-4093_1920x1080-
fps25.00_from_0_to_7501_quality_0_video_-1_audio_-1_h264_aac_ts_.m3u8
```

12. Copy this link, and then paste it into the address field in a browser.

13. Edit link in address field by typing **-WIFI** before the .m3u8 suffix — for example:

```
http://123.45.678.910/download/0e41028f99738669c581c50388e80d36/
060a2b340101010101010f0013-000000-92dede5ab6034faa-b737d720c291-
4093_1920x1080-fps25.00_from_0_to_7501_quality_0_video_-1_audio_-
1_h264_aac_ts_-WIFI.m3u8
```

"WIFI" is case-sensitive.

14. Press Enter to go to the URL in the address field.

> *The Safari browser supports native playback for .m3u8 files. Other browsers — for example, Chrome, Firefox, Internet Explorer, or Opera — do not. If you are not working on a computer running Mac OS X, you can use your browser to download the file to your system and play it in a media player that support .m3u8 video files.*

15. Play back the asset.

    If playback produces the same problem seen when you played the asset on your mobile device, the source of the problem is the MediaCentral server and not the app. If the asset plays back without issues, then the source of the problem is the mobile app, your connection, or your device.

21 **MediaCentral | UX Tablet Application for the iPad**

The MediaCentral UX tablet app provides a native user interface designed to run on your iPad tablet and enable direct, secure access to your station's iNEWS newsroom computer system and the Interplay Production database.

The following main topics describe basic user information about the device and tablet app.

- Connection Basics
- Installing MediaCentral | UX on the iPad
- Starting MediaCentral | UX on the Tablet
- The Sidebar
- Buttons of the User Interface
- Customizing MediaCentral | UX Settings
- Accessing the iNEWS Database
- Editing Stories
- Approving Stories
- Entering Presenter Mode
- Working with Favorites
- Working Offline with Cached Queues and Stories
- MediaCentral | UX and Interplay | Production

Connection Basics

You can use the MediaCentral UX tablet app to perform many actions supported by the MediaCentral UX Web application:

- Create, edit and approve news stories.
- Navigate the news directory.
- Play video sequences associated with scripts.
- View a show's scripts in presenter mode while signed in to your station's iNEWS newsroom computer system.
- Navigate the Interplay Production directory.
- View and play media assets from the Interplay Production database.

If your MediaCentral UX system is licensed for an iNEWS- only configuration, you cannot preview or play sequences or other media assets.

MediaCentral UX uses one of several connection options, including Wi-Fi or carrier-specific cellular service (such as 4G).

The app automatically selects the first available connection from the list of options according to the priority shown in the list.

The iPad

The iPad has very few exterior buttons. You navigate content with touch gestures — for example, tapping an icon to start an app. Some gestures perform standard functions, such as displaying different menu icons, and some perform functions specific to an app.

Button	Description
	The Home button wakes the tablet when it is sleeping and exits apps, returning you to the home screen.

Remember, the more apps that you have running, the more memory and battery power your tablet uses. To optimize the performance of your tablet, try to close apps when you finish with them.

Gestures for the Tablet App

Apps for touchscreen tablets let users accomplish certain tasks utilizing various gestures like fingertip swipes or taps. What these gestures do can differ from one app to another. The following table describes what certain gestures do depending on where you use the gesture within the MediaCentral UX mobile app.

Location	Gesture	Description
Sidebar	Tap the Back button	Navigates to the location named on the Back button itself.
Sidebar	Touch and hold the Back button	Navigates back to the Launch pane regardless of how far down the file structure you've gone.
Sidebar	Tap stars (while in edit mode)	Selects or deselects items as Favorites.
Launch pane	Tap name of a Favorite item (while in edit mode)	Lets you modify the item's name as it appears in the Favorites list.
Script Editor	Tap and hold	Opens a menu allowing you to cut, copy, and paste text, as well as modify text formats.
Script Editor (Cue List sub-section)	Tap a production cue or machine control instruction	Auto-scrolls the story text so that the associated production cue marker comes into view.
Script Editor (Story sub-section)	Tap a production cue marker	Auto-scrolls the cue list so that the production cue or machine control instruction associated with that marker comes into view.
Media Viewer	Touch and drag in the timeline	Moves to new position in viewer's video playback timeline.
Media Viewer	Tap in the timeline	Moves the Playhead to that position on the timeline.

Location	Gesture	Description
Media Viewer	Pinch out on viewer embedded in the Script Editor above the Cue List sub-section	Expands the viewer to full screen.
Media Viewer	Pinch in on full screen viewer	Minimizes viewer back to original size and position within the Script Editor.
Presenter Mode	Swipe left or tap on right edge of screen	Navigates to next page.
Presenter Mode	Swipe right or tap on left edge of screen	Navigates to previous page.
Presenter Mode	Pinch in on full screen	Exits full screen presenter mode.

Installing MediaCentral | UX on the iPad

The following procedure assumes licensing, setup, and configuration of the MediaCentral UX and iNEWS servers have already been completed.

⚠ **If you are updating your MediaCentral UX iOS app, Avid recommends backing up your apps before upgrading. For information on backing up your apps on your iOS device, see the Apple support Web site for your device.**

To install MediaCentral UX on the iPad:

1. Open iTunes (the Apple market).
2. Locate the MediaCentral UX mobile app.
3. Tap Download.

   When the MediaCentral UX app is installed on your touch-screen tablet, an icon representing the app is also installed on the home screen. You can move it to another position or a new screen like icons for other apps.

Starting MediaCentral | UX on the Tablet

When you install MediaCentral UX, an icon representing the app displays on your iPad's home screen. If you previously set your Interplay Production account, you can connect to the MediaCentral UX server by selecting the MediaCentral icon on your device. To browse iNEWS or Interplay Production assets, you can sign in with your MediaCentral UX credentials.

MediaCentral UX supports iNEWS communities. The iNEWS Community feature allows customers with multiple iNEWS systems to share content and collaborate on stories.

MediaCentral UX requires you to supply credentials to sign in to one iNEWS system. This system is considered your *local system*. If your local system is configured in an iNEWS community, you are able to automatically sign in to other systems in the community. These systems are considered your *remote systems*. In the MediaCentral UX Launch pane, your local iNEWS system is listed first, followed by the remote systems. To connect to a remote system, tap the system name.

For more information on iNEWS Community, see .

You can also choose to work offline. This allows you to view queues and stories listed in the Favorites list that you have cached locally on your device. If you select 'Work Offline" in the sign in screen, the MediaCentral UX mobile app uses the credentials last used to sign in to the MediaCentral UX Web application. For more information, see "Working Offline with Cached Queues and Stories" on page 453.

If your connection to MediaCentral UX is restored, you can sign in by tapping the Actions button and selecting Sign In.

To start MediaCentral UX:

1. Select the MediaCentral icon to start the tablet app.

   The sign-in screen appears.

MediaCentral | UX

| MediaCentral Server |
| User Name |
| Password |

Sign In

Work Offline

2. Type the MediaCentral UX Server name.

3. Type your MediaCentral UX user name and password.

4. Do one of the following:

   ▶ Tap the Sign In button.

      After you sign in, MediaCentral UX connects to the selected Interplay Production server or iNEWS system. All servers display in the Sidebar.

If your MediaCentral UX credentials are incorrect or missing in your MediaCentral UX account, you receive a message: "Authentication Failed: The user name or password you entered is incorrect." When you click OK, the sign-in screen appears and allows you to enter valid credentials.

   ▶ Tap the Work Offline button.

      MediaCentral UX uses the credentials you used the last time you signed in, and it displays any cached queues and stories in the Favorites list.

To view the help system:

1. Tap the Profile button.

2. Select Help.

To sign out:

1. Tap the Profile button.

2. Select Sign Out.

The Sidebar

After you sign in to MediaCentral UX on an iPad, you can view the sidebar, located along the left side of the screen when displayed. This allows you to navigate various systems integrated with MediaCentral UX, such as an iNEWS newsroom computer system or an Interplay Production database. The Launch pane also includes any iNEWS projects and iNEWS servers that are part of an iNEWS community.

The top level of the sidebar contains the Launch pane. The following illustration shows the Launch pane with an available Interplay Production database and iNEWS newsroom computer systems, as well as two user-defined Favorites.
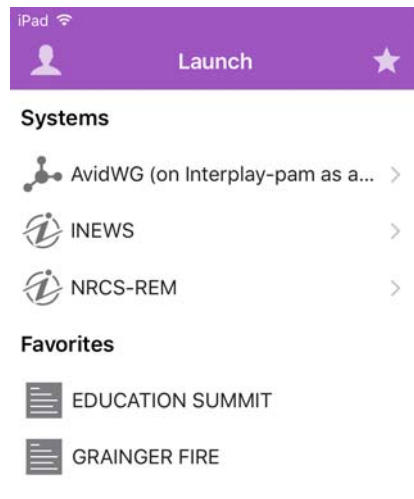
From the Launch pane, you can navigate through the file structure and open assets. In Portrait mode, you can swipe left to hide the sidebar at any time to increase the screen real estate for viewing assets on the tablet.

Button	Description
	Tap the Profile button to display a list of options: • Send Log: Allows you to send log files to Avid to help troubleshoot problems. The Send Log option is active only if you enable logging in the MediaCentral UX settings. For more information, see "Customizing MediaCentral | UX Settings" on page 436. • Help: Opens the online help. • Sign Out: Signs you out of your MediaCentral system and ends your session. *The Profile button is available only when the Launch pane displays.*
	Tap the Back button to navigate up one level in the project hierarchy in the sidebar. Tap and hold the Back button to return to the Launch pane. *The Back button is not available on the Launch pane.*
	Tap the Edit button to create or delete favorites.
	Tap the Refresh button to refresh the list of queues, stories, and media assets.

You can use the Refresh button to update the queues and stories displayed in the iNEWS database or the media assets displayed in the Interplay Production database by clicking the Refresh button. This allows you to view any changes made to stories or any new iNEWS or Interplay Production assets.

In edit mode, the plus symbol located at the bottom of the sidebar operates as the Add Story button. Users can tap it to create a new blank story.

Buttons of the User Interface

When you browse or edit stories in MediaCentral UX, a small toolbar of buttons displays in the top right corner area of the user interface. The following table describes these buttons and describes their uses.

Button	Description
✓	The Approve Story button lets a user approve stories within that queue. The user must have write access to the queue. 📄 *The Approve Story button's icon appears orange for an approved story and white for an unapproved story.*
✏	The Edit Story button enables editing of an opened story by displaying the Edit toolbar and a virtual keyboard.
aA	The Change Text Size button allows you to increase or decrease the size of the text used for your stories.
👤	The Presenter Mode button opens a show's rundown of stories in presenter mode to the current selected story in the sidebar. This button is enabled only for queues set to automatically refresh.
⋮	The Actions button opens a menu of options that include Reload and Edit Slug.

Customizing MediaCentral | UX Settings

You can modify some settings in MediaCentral UX.

To modify MediaCentral UX settings on the iPad:

1. On the Home screen, tap the Settings icon.
2. Select MediaCentral UX in the list of apps.

The following table provides information about general settings.

General Settings	Description
Version	For display purposes only, this value shows the currently installed version of the tablet app.
Logging	If set to On, MediaCentral UX keeps logs on session activities, which you can use to troubleshoot issues. If you tap the Actions button, a Send Log option appears that lets you e-mail the logs directly to Avid. If the log file is more than 15 MB, you cannot send it directly. Use the iTunes File Sharing feature as described later in this topic. If set to Off (default), logging and the Send Log option are disabled.
Logging Level	This setting determines how much information is logged if you enable logging. Options include: Verbose, Info, Warn, and Error.
Request Timeout	Options are intervals of 10, 20, or 30 seconds, 1 minute, or 2 minutes.
Keep me signed in	Set to On if you want MediaCentral UX to keep you signed in after you first sign in.

The following table provides information about the settings for editing.

Editing Settings	Description
Autosave Stories	If set to On, MediaCentral UX automatically saves a story if you navigate away from the modified story to other assets in the system. If set to Off, MediaCentral UX prompts you to save your modifications. The default setting is On.

The following table provides information about the settings for presenter mode.

Presenter Mode Settings	Description
Font Size	Options for presenter mode are 18, 22, 26, 32, and 38.
Normal Text	Normal text is the default text format of the story. Options are Black on White or White on Black.
Presenter Text	Presenter text is most often used for special instructions to presenters in scripts. Options are White on Black, Black on White, or Red on White.
Closed Captioning Text	Closed captioning is text sent to a closed caption encoder if your station uses such a device to broadcast text for the hearing-impaired. Options are White on Black, Black on White, or Green on White.
Skip Blank Stories	If set to On, presenter mode skips any stories that have no text or production cues.

To send log files to Avid:

1. Connect your device to a Macintosh computer.

2. Open iTunes and navigate to Device > Apps.

3. In the Apps list, select MediaCentral UX.

4. In the MediaCentral UX Documents list, select the Logs folder.

5. Click "Save to" or drag the folder to a location on your computer.

6. Zip the folder and send it to Avid as an e-mail attachment.

Accessing the iNEWS Database

The iNEWS database is the backbone of your iNEWS system. You save the data created in your newsroom — stories, scripts, and rundowns — in the database on the iNEWS server. Queues contain stories, and directories (also known as folders) store the queues.

When viewed with the tablet app, available iNEWS systems appear in the sidebar, along with any of their directories and queues. For MediaCentral UX v1.7 and later, queues marked to automatically refresh when changes are made display without pagination in the sidebar. You can scroll continuously to view all stories in these queues.

If the queue contains more than 1000 stories, it might take some time for MediaCentral UX to receive and display them. You might need to increase the Request Timeout value in the MediaCentral UX settings. For more information, see "Customizing MediaCentral | UX Settings" on page 436.

The app uses different icons to distinguish between directories, queues, and stories.

Icon	Description
	Directories hold queues or other subdirectories. Unlike queues, directories do not directly contain stories. For example, the Wires folder contains queues with incoming wire stories.
	Queues let you organize stories in detailed categories. A show's rundown is one example of a queue.
	Stories — for example, wire stories — contain text, such as contact information or a description of a news event. Any story can become a script for a show. Scripts contain additional data beyond text, including production cues, machine control instructions, presenter instructions, and associated video sequences.

Destinations in the iNEWS system directory selected for the Favorites list have a star on the right of the directory, queue, or story.

📄 *While viewing the top level of an iNEWS system directory in the sidebar, the Back button displays the word Launch, which means you can tap it to return to the previous view of the Launch pane. However, the button's name changes the further you navigate down the system directory. You can return to the Launch pane at any time by tapping and holding the Back button.*

You can open directories, queues, and stories from MediaCentral UX. Directories and queues open within the sidebar. Stories open to the right of the sidebar in the Script Editor.

To open a directory:

1. Navigate to the directory.

2. Tap a folder on screen to open it.

📄 *As you navigate the system's directory structure, the app displays your path or location within the database at the top of the screen.*

The following illustration shows the Wires directory opened to view numerous queues containing incoming wire stories.

Wires directory on the BSI-C3PO iNEWS server, with the back button at the top of the list

To back out of a directory or queue:

▶   Tap the Back button.

The Back button does not display the word "Back" on it, but rather the name on the button changes as a user navigates further into the directory.

To open a queue:

1. Navigate to the queue inside a directory.

2. Tap the queue to open it.

   The following illustration shows an example of a rundown queue.

To open an existing story:

1. Navigate to the story in a queue.

> *A story icon with a check mark indicates that the story has been "approved." You can approve stories from an iNEWS workstation or from MediaCentral UX.*

2. Tap the story to open it.

   The story opens in the Script Editor, which has two sections:

   - The Cue List, located on the left side, which contains any production cues or machine control instructions.

   - The Story, located on the right side, which contains the text of the story, any presenter instructions, and production cue markers.

   In portrait view, the sidebar is hidden by default. You can swipe right to display or swipe left to hide the sidebar in portrait view.

The following illustration shows the Script Editor with a story containing production cue markers identified numerically. These markers align with production cues and machine control instructions displayed in the Cue List to the left of the story. Blue text indicates machine control instructions. Black text indicates production cues. Red text in the body of the story indicates presenter instructions.
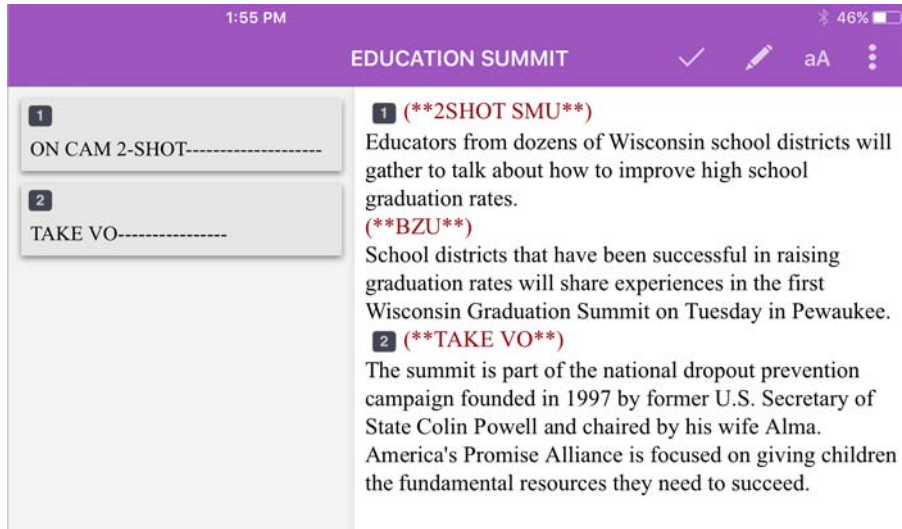
To reload a story:

1. Tap the Actions button.

2. Tap Reload.

To adjust the size of the text of your story:

1. Tap the Change Text Size button.
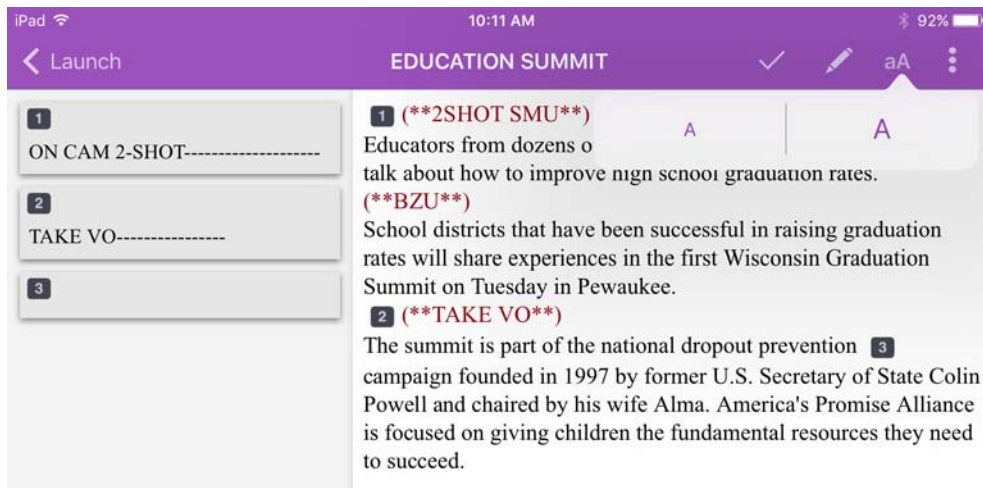
   The Change Text Size controls open.

2. Do one of the following:

▶ Tap the smaller letter icon to reduce the text size.

▶ Tap the larger letter icon to increase the text size

You can tap the letter icons multiple times to reduce or increase text to the appropriate size.

3. Tap anywhere on the screen to dismiss the Change Text Size controls.

To add a new story:

1. Tap the story in the queue below which you want to insert the new story.

+ 2. Tap the Add Story button, located at the bottom of the sidebar.

The Edit Slug dialog box opens.

3. Add a name for the story, and then tap OK.

Viewing Video Associated with a Script

When sequences have been associated with stories in the MediaCentral UX Web application, you can preview the stories in the media viewer in the MediaCentral UX mobile app.

If your MediaCentral UX system is licensed for an iNEWS- only configuration, you cannot preview or play sequences or other media assets.

In landscape mode, a small media viewer appears above the Cue List sub-section of the Script Editor, but you can expand the viewer to full screen. In portrait mode, you must the Open Sequence button to open the viewer full screen and preview sequences.

The viewer appears in landscape mode. and the Open Sequence button is enabled in either mode, only when a video script sequence is associated with the open story.

The following table describes buttons available to open and use the media viewer.

Button	Description
▶	The Play button plays the sequence so you can preview the video associated with the story. This button changes to a Pause button while the sequence plays.
●	The Playhead allows you to navigate to a new position in the viewer's video playback timeline.
⤢	The Maximize button expands the viewer to full screen. This button changes to the Minimize button when the viewer expands to full screen.

You can view video sequences created in the following way:

• You created and modified the sequence in MediaCentral UX.

• You created the sequence in MediaCentral UX and modified it in Avid NewsCutter or Avid Media Composer. In this case, you might not see some effects in the media viewer.

• You created the sequence in Instinct and modified it in MediaCentral UX.

📄 *You cannot view video sequences created directly in NewsCutter or Media Composer, and you cannot play back shotlists created in Interplay Assist or Interplay Access.*
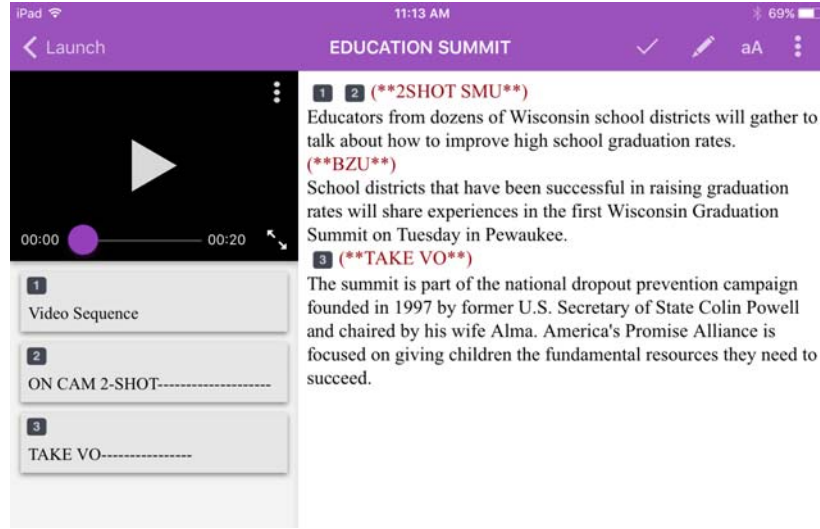
To view video sequences associated with a script:

1. Do one of the following:

   ▸ Tap the Play button in the viewer located above the Cue List sub-section of the Script Editor.

   ▸ Tap the Maximize button in the viewer to open the viewer full screen. Then tap the Play button.

2. (Optional) If you expand the viewer, you can tap the Minimize button to restore the viewer to its original size and location within the Script Editor.

To regenerate the sequence video proxy for playback:

1. Tap the Actions button.

2. Tap Reload.

Editing Stories

Using the tablet app, you can create a new story or edit an existing one. You can also change the title of story.

The system obtains an edit lock when you edit a story, which prevents other users from altering a story while you work on it. The edit lock applies only to the story body when you edit the body, and it applies only to the story title (the slug) when you edit the title in the sidebar or when you approve a story. When you start a new story, the edit lock applies both to the story body and the story title. Saving and closing the story, or discarding your changes, releases the edit lock.

MediaCentral UX supports the standard editing features found in most text editing applications, including cut, copy, and paste.

You can use cut, copy, and paste to move text around within a single story or from one story to another. When cutting or copying text, the system stores the text in the clipboard. The clipboard stores only one block of text at a time, so whenever you cut or copy something new, the clipboard overwrites the previously stored text.

To edit an existing story:

1. Navigate to the existing story in the queue and open it.

2. Tap the Edit Story button.

3. Tap in the story to begin editing the text.

   The app enters edit mode and displays the Edit toolbar and a virtual keyboard.

4. After you complete your modifications, save the story. For more information, see "Ways of Saving Stories" on page 446.

To edit text:

1. Tap and hold in the story to select text.

2. Select one of the following:

   ▸ Tap the Cut button.

   ▸ Tap the Copy button.

   ▸ Tap the Paste button.

To add a new story:

1. Tap the Edit button in the sidebar.

2. Tap the Add Story button, located at the bottom of the sidebar.

The Add Story button only appears in the sidebar after you tap the Edit button in the sidebar.

The Edit Slug dialog box opens.

Edit Slug

Story Slug

Cancel   OK

3. Type the title of your story, and then tap OK.

   A blank story is added to the current queue with edit mode already activated for the story. An edit lock prevents others from changing the story while you edit. The cursor moves to the blank title field.

When in edit mode (in the Script Editor), the app displays the Edit toolbar and a virtual keyboard.

The MediaCentral UX mobile app can also be used with a Bluetooth keyboard.

4. (Optional) Enter any production cues or machine control instructions.

5. Save the story. For more information, see "Ways of Saving Stories" on page 446.

To edit the title (slug) of a story:

1. Tap the Actions button.

2. Tap Edit Slug.

An edit lock on the story form in iNEWS prevents others from changing the story title while you edit.

3. When cursor appears, you can change the name of the story.

4. Tap OK.

Ways of Saving Stories

You can save newly created stories or change existing stories by tapping the Edit Story button after modifying a story while in edit mode. A message appears asking you to confirm whether to save the changes. You can choose to save the story or exit edit mode without saving your changes.

Your story also is saved when the following occurs:

• You change to another app or send MediaCentral UX to the background by pressing the Home button.

• Your device goes to sleep due to Auto-Lock timeout.

• If you use a Smart Cover and close the cover, sending the device to sleep.

If you enable Autosave Stories in the MediaCentral UX Settings, you can save newly created stories or change existing stories in multiple ways:

• The app automatically saves a modified story when you tap on a different story in the queue.

• The app automatically saves a modified story when you tap the Presenter Mode button.

• The app automatically saves a modified story when you select an asset from the Interplay Production server to view.

• The app automatically saves a modified story when you change your role from Launch pane.

• The app automatically saves a modified story when you sign out of the app.

Formatting a Script

When you write a story, text appears in the default text style. However, you can alter the look of the text, such as changing the default font to bold. When formatting a story as a script for a news broadcast, you often distinguish certain text by using various specialized styles of text, such as instructions for presenters or closed captioning.

You use presenter instructions commonly as brief, special instructions to news presenters (also known as news anchors). The text for presenter instructions appear red, in reverse video on the teleprompter. This text does not affect how the system calculates the read time.

You use closed captioning commonly for sound-bite transcription. The text for closed captioning appears green, and the system sends it to a closed caption encoder if your station uses such a device to broadcast scripts for the hearing-impaired. Closed captioning text does not appear in the teleprompter, nor does it affect how the system calculates the read time.

The system sends the default text style to both the teleprompter and to any closed caption encoder used at the station.

In the tablet app, the Edit toolbar provides buttons that let you modify the format of the text into bold text, italicized text, and underlined text, and lets you format specialized for broadcast scripts.

To format text, select the appropriate text and do one of the following:

▶ To bold text, tap and hold. and then select the B button.

▶ To italicize test, tap and hold, and then select the I button.

▶ To underline text, tap and hold, and then select the U button.

▶ To mark text as a presenter instruction, tap and hold, and then select P for presenter.

▶ To mark text as a closed captioning text, tap and hold, and then select CC for closed captioned.

▶ To mark text as a normal text, tap and hold, and then select N for normal.

> *You can choose the format before typing your text as well. Any new text you type appears in the format you selected. To change the format of the text you type at any time, select another format.*

Adding Production Cues

When you format a story as a script for a news broadcast, you can add production cues to provide valuable information to technical staff as well as machine control commands for devices, such as character generators.

In the tablet app, the Edit toolbar provides a the Plus (+) button that lets you add this information to scripts.
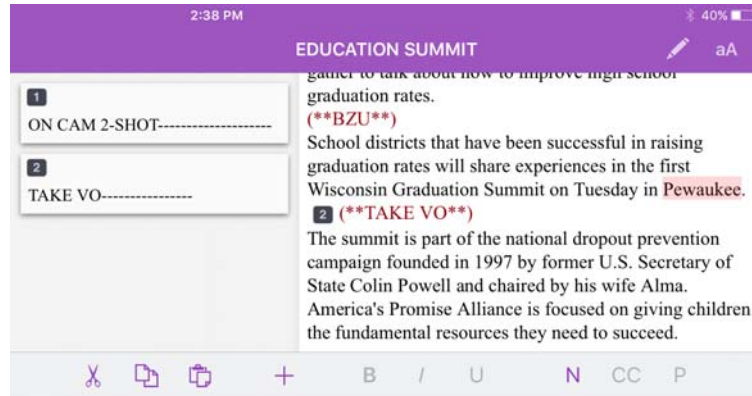
You add production cues to scripts from the Story area and edit them in the Cue List area of the Script Editor. When added to a script, each production cue has an associated number. The number appears as a production cue marker in the script, which corresponds to the insertion location of the production cue's text box in the Cue List. You can select each marker and move it within or remove it from the story if necessary. If moved or deleted, the text associated with the marker moves or is deleted.

To insert a production cue into a script:

1. Position your cursor in the story where you want to insert the production cue marker.

2. Tap the Plus button.

3. Enter the production cue information — for example, Take VO, On Camera, Take SOT, or Take Live.

> *The app automatically saves information in the newly inserted production cue when you navigate elsewhere within the app. If you attempt to sign out or close the app, a message appears prompting you to either save or discard your changes.*

To move a production cue in a script:

▶ Select the production cue marker, and then cut it and paste it in another location within the script.

To delete a production cue from a script, do one of the following:

▶ Position cursor to the right of the production cue marker and press the Delete key.

▶ Select the production cue marker and tap the Delete key.

Adding Machine Control Instructions

If your station integrates with a broadcast control system, such as iNEWS Command, the production cues might include machine control instructions.

You should precede these instructions with an asterisk (*) and write them in a format that begins with a command for a device — for example, CG for a character generator. After the command the format specifies a particular item or template, such as 2line for a template that contains two lines for fulfillment data. Additional information or comments follow on succeeding lines in the same production cue text box.

The following procedure uses the example of a machine control instruction for a 2-line character generator graphic. The first line calls up the correct template and the subsequent lines of text provide the fulfillment data that appears in the graphic.

To add machine control instructions for a CG event:

1. Add or open a production cue in the script.

2. Do one of the following:

   MC
   ▶ With your cursor in the production cue area, tap the MC (machine control).

   ▶ Type an asterisk (*), which automatically switches the text you type from Normal to Machine Control format.

   Machine Control format appears as blue font
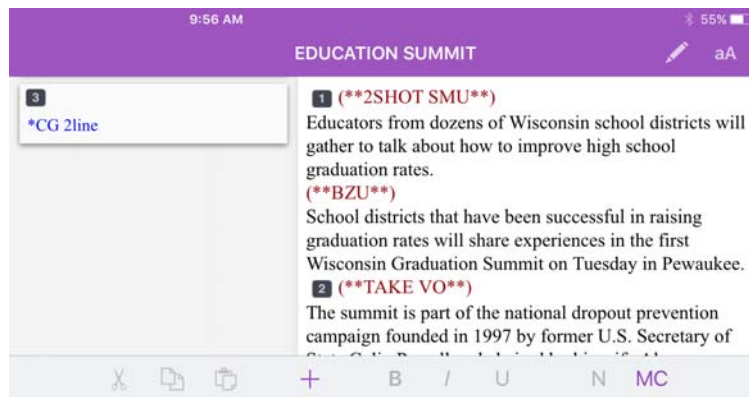
3. Type your machine control command — for example, **`*CG 2line`** — and then press Return.

4. Type the first line of text that should appear on the 2-line CG graphic — for example, **`John Smith`** — and then press Return.

5. Type the second line of text for the 2-line CG graphic — for example, **`Pleasantville, USA`**.

   Your CG machine control instruction appears in blue font.

Working with Links in Stories

A story can contain more than simple text. It can contain a URL to a Web page or an e-mail address to a contact you might need. When Web links or e-mail addresses are included in stories, they become dynamic links. You can use them to open your tablet's browser or to open an e-mail window.

To open a Web link from a story:

▶ Tap the link in the story.

The tablet's Web browser opens and loads the Web page.

To e-mail a contact from a story:

1. Tap the e-mail address in the story.

   The tablet opens an e-mail window, using your tablet's default e-mail application.

2. Write your e-mail.

3. Tap Send.

Approving Stories

Endorsing or approving stories allows news producers to identify which scripts in a show have been reviewed prior to broadcast. You can approve stories from an iNEWS workstation or from the MediaCentral UX app on an iPad or an iPhone.

📄 *The ability to approve stories requires write access to the queue for the selected story.*

To approve a story from the tablet app:

1. Open the story you want to approve.

2. Tap the Approve Story button, and then swipe right to turn on the Approve option.
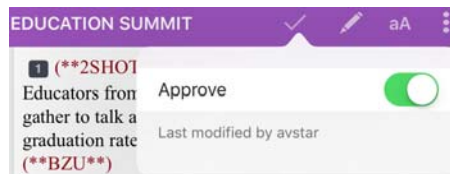
To remove approval for a story from the tablet app:

1. Open the story for which you want to remove approval.

2. Tap the Approve Story button, and swipe left to turn off the Approve option.

Entering Presenter Mode

The MediaCentral UX mobile app lets users view a show's scripts in a page-by-page layout, similar to printed scripts used by news presenters. This method of viewing stories from a rundown is known as presenter mode. When in presenter mode, MediaCentral UX automatically updates stories and story positions in a rundown, although it ignores updates for the currently viewed story. If a different user makes changes to the stories in the rundown, MediaCentral UX automatically updates them in the background.

Also, MediaCentral UX caches stories locally on the tablet for offline use while you work in presenter mode. This allows you to continue working if you lose your connection to the server as long as you remain in presenter mode. However, if you lose the connection to your server, updates do not occur.

To enter presenter mode:

1. Open a show's rundown.

2. Tap the Presenter Mode button.

   Presenter mode opens on the story selected by the user in the sidebar. The app displays a progress dialog as it loads the rest of the stories in the rundown in order to cache them locally on your device. When the cache operation completes, the progress dialog closes.

   Stories load in the following order:

   - Load the previous story — the one before the selected story in the rundown.

   - Load the next story — the one after the selected story in the rundown.

   - Load the second story after the selected story in the rundown.

   - Continue incrementally after throughout the rest of the rundown.

   - Load the second story before the selected story in the rundown.

   - Continue incrementally before throughout the rest of the rundown.

To navigate through scripts in presenter mode:

▸ Swipe left or tap right edge of the touch screen to go to the next page.

▸ Swipe right or tap the left edge of the touch screen to go to the previous page.

To exit presenter mode:

▸ Pinch in on the screen.

You can customize the appearance of text in presenter mode by modifying some MediaCentral UX settings. Additionally, you can opt to skip blank stories while in presenter mode. For more information, see "Customizing MediaCentral | UX Settings" on page 436.

Working with Favorites

To make navigation easier, you can designate certain locations in the newsroom system or Interplay Production as Favorites, which appear in a list on the Launch pane.
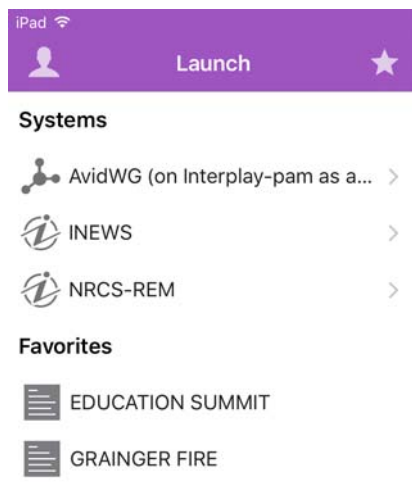
From the tablet app, you can use your Favorites list to navigate quickly to your most often used assets, directories, queues, or stories. You can edit your Favorites list by creating new ones, editing their names, or deleting existing ones from the list.

To create a Favorite:

1. Tap the Edit button.

2. Tap the gray star next to the directory, asset, queue, or story you want to designate as a favorite destination. You can select more than one at a time.

3. Tap the Done button.

All selections appear in your Favorites list in the Launch pane. A star appears next to each icon of favorite destinations in the system directory.

To edit the name of a Favorite:

1. Tap the Edit button.

2. Tap the name in the list you want to edit.

3. When the cursor appears, you can change the name.

For example, if you plan to have multiple rundown queues in your Favorites list, some might share the same queue name. You can edit each one in the list to distinguish which rundown applies to the morning show, midday show, and evening newscast.

4. Tap the Done button.

The name of the Favorite changes. This does not affect the name of the asset, story, queue, or rundown in iNEWS or Interplay Production.

To delete a Favorite:

1. Tap the Edit button.

2. Tap to the left of the directory, queue, or story you want to remove as a favorite destination. You can select more than one at a time.

   The selected item displays a check mark next to the title; gray circles indicate those not chosen.

   Favorites

   ✓ 📄 EDUCATION SUMMIT

   ○ 📄 GRAINGER FIRE

3. Tap the Trash button.

   The app deletes the selected items from your Favorites list.

4. Tap Done.

Working Offline with Cached Queues and Stories

You can use the MediaCentral UX mobile app to view queues and stories cached locally to your mobile device without being connected to your station's iNEWS newsroom computer system.

The Launch panel displays cached queues and stories in the Favorites list when you work in offline mode.

The following notes apply to caching queues and stories:

• You can work in presenter mode from a cached queue in offline mode.

• Caching a queue might take some time, depending on the length of the queue. You can manually cancel a cache operation. For more information, see "Caching Queues and Stories" on page 454.

• If you manually cancel a cache operation, no part of the queue or story is saved.

• You can cache a queue of up to 1000 stories. If a queue contains more than this limit, MediaCentral UX caches only the first 1000 stories.

• If an error occurs while caching stories — for example, if you lose your connection to the server or if you lock your device — the cache operation is interrupted.

• MediaCentral UX updates the cache contents only in the case of an successful operation. If you have cached the same queue or story before, you can still access the old cache.

• If a story or part of a story has been deleted from a queue marked for caching, it is skipped by the cache operation.

• If you designate both a queue and a story from the queue as favorites, the cache operation creates two separate cached versions of the story, one within the cached queue and another for the individually-cached story.

Caching Queues and Stories

To view queues and stories in offline mode, you must set them as Favorites before they can be cached locally and viewed when you do not have a connection to server (see "Working with Favorites" on page 451).

You can delete a cache for a queue or story by deleting the item from the Favorites list.

To cache a queue or story in the Favorites list:

1. In the Launch pane, tap the Edit button, and tap to the left of the queue or story in the Favorites list you want to cache. You can select more than one queue or story at a time.

   The queue or story displays a check mark next to the title.

   Favorites

   ○ 📄 EDUCATION SUMMIT
      2/19/2016

   ○ 📄 GRAINGER FIRE

   ✓ 📄 RUNDOWN   ›

2. Tap the Cache button.

   A progress bar indicates the status of the cache operation. To stop the cache operation, tap the Cancel button.

   ```
   BREAK ONE
   _____

   Cancel
   ```

   When the caching completes, a dialog box appears with the results of the operation.

3. Click OK.

To remove a cache from your device:

1. In the Launch pane, tap the Edit button, and then select the queue or story in the Favorites list you want to delete.

   The queue or story displays a check mark next to the title.

   Favorites

   ○ 📄 EDUCATION SUMMIT
      2/19/2016

   ○ 📄 GRAINGER FIRE

   ✓ 📄 RUNDOWN   ›

2. Tap the Trash button.

   The queue or story is removed from the Favorites list and the cache is deleted.

Viewing Queues and Stories in Offline Mode

When you lose your connection to MediaCentral UX, you can choose to work offline. This allows you to view queues and stories that have been cached on your mobile device.

To view cached queues and stories after your lose your connection to MediaCentral UX:

1. In the sign-in screen, tap Work Offline.

MediaCentral | UX

MediaCentral Server

User Name

Password

Sign In

Work Offline

MediaCentral UX displays the Launch pane, with all cached queues and stories in the Favorites list.

2. Tap a queue or story to open it.

MediaCentral | UX and Interplay | Production

You can access media assets stored in an Interplay Production database, such as video clips, audio clips, and graphics. When viewed with the tablet app, available Interplay Production systems appear in the sidebar, along with any of their directories and media assets.

Different icons are used to identify Interplay Production assets:

Icon	Description
	Directories hold media assets or other subdirectories.
	An audio clip references audio media files formed from captured audio or imported files. Audio clips display in the Media viewer as an audio clip icon.
	A master clip references audio and video media files formed from captured footage or imported files.
	A subclip references a selected portion of a master clip.
	A sequence represents an edited program, partial or complete, that you create from other clips.
	An effect clip references an unrendered effect that you create. You cannot preview an effect clip in the Media viewer.

Icon	Description
	A group clip contains two or more grouped clips, strung together sequentially according to common timecodes.
	An in-progress clip, also known as an edit while capture (EWC) clip, is available for viewing and for use in editing while the capture is still in progress.

Destinations in the Interplay Production system directory selected for the Favorites list have a star next to their icons.

While viewing the top level of an asset directory in the sidebar, the Back button displays the word Launch, which means you can tap it to return to the previous view of the Launch pane. However, the button's name changes the further you navigate down the system directory.

Viewing Media Assets with MediaCentral | UX

You can open directories and media assets stored in the Interplay Production database using MediaCentral UX. Directories and a list of assets open within the sidebar. You can view and play assets in the Media viewer.

Media viewer — top: selected directory, Action button; middle: selected asset, Media player; bottom: Media controls

To open a directory:

1. Navigate to the directory.

2. Tap a folder on screen to open it.

As you navigate the system's directory structure, the app displays your path or location within the database at the top of the screen.

The following illustration shows the News Media directory opened to view one subdirectory and multiple media assets.
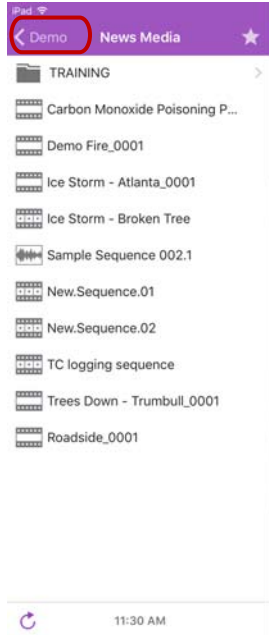
News Media directory on the Interplay Production server, with the back button at the top of the list indicating the parent directory

To back out of a directory:

▶   Tap the Back button.

The Back button does not display the word "Back" on it, but rather the name on the button changes as a user navigates further into the directory.

To open and play a media asset:

1. Navigate to the asset in a directory.

2. Tap the video or audio asset.

   The asset opens in the Media viewer.

Media controls: Play button, position indicator, Full Screen button

3. Tap the Play button to play the asset.

4. If you want to scrub through the media asset, or if you want to jump to a specific position in the clip, tap and hold the position indicator and drag it to a new location.

5. If you want to view a video clip in full screen mode, tap the Full Screen button.

   The Media viewer expands to fill the tablet screen and the video clip starts playing.

Troubleshooting Video Playback Problems on the iPad

If you experience playback problems with the MediaCentral iOS app, you can try to reload the asset. This forces the MediaCentral server to reload the full video clip and begin streaming it again. You can also try playing the asset in a browser to determine if the problem is related to the app or your connection, or if the problem exists with the MediaCentral server.

To reload an asset:

1. Tap the Actions button.

2. Tap Reload.

To play an asset in a browser:

1. On your iOS device, tap the Settings icon.

2. Select MediaCentral UX in the list of apps.

   The MediaCentral Settings screen opens.

3. Set Logging to On.

4. Select the Logging Level to Verbose.

5. Start the MediaCentral UX mobile app.

6. Navigate to an asset in one of the directories.

7. Tap the video asset.

   The asset opens in the Media viewer.

8. Tap the Play button to play the asset, and make a note of the time playback begins.

9. Tap the Actions button, and then tap Send Log to send an e-mail with the log file directly to an e-mail account.

10. Open the e-mail on your Macintosh system, and then use a text editor to open the attached log file.

11. Find a link with .m3u8 suffix that is located on the line marked with the time playback started — for example:

```
07-02 16:15:29.830 [ . . . ] http://123.45.678.910/download/
0e41028f99738669c581c50388e80d36/060a2b340101010101010f0013-000000-
92dede5ab6034faa-b737d720c291-4093_1920x1080-
fps25.00_from_0_to_7501_quality_0_video_-1_audio_-1_h264_aac_ts_.m3u8
```

12. Copy this link, and then paste it into the address field in a browser.

13. Edit link in address field by typing **-WIFI** before the .m3u8 suffix — for example:

```
http://123.45.678.910/download/0e41028f99738669c581c50388e80d36/
060a2b340101010101010f0013-000000-92dede5ab6034faa-b737d720c291-
4093_1920x1080-fps25.00_from_0_to_7501_quality_0_video_-1_audio_-
1_h264_aac_ts_-WIFI.m3u8
```

> *"WIFI" is case-sensitive.*

14. Press Enter to go to the URL in the address field.

> *The Safari browser supports native playback for .m3u8 files. Other browsers — for example, Chrome, Firefox, Internet Explorer, or Opera — do not. If you are not working on a computer running Mac OS X, you can use your browser to download the file to your system and play it in a media player that support .m3u8 video files.*

15. Play back the asset.

If playback produces the same problem seen when you played the asset on your mobile device, the source of the problem is the MediaCentral server and not the app. If the asset plays back without issues, then the source of the problem is the mobile app, your connection, or your device.

22 MediaCentral | UX for Android Devices

MediaCentral UX provides a native user interface designed to run on your Android device and enable direct, secure access to your station's iNEWS newsroom computer system.

The following main topics describe basic user information about the device and mobile application.

- Connection Basics
- Installing MediaCentral | UX on Your Android Device
- Starting MediaCentral | UX on the Android Device
- The Navigation Drawer and Directory Panel
- Buttons of the User Interface
- Customizing MediaCentral | UX Settings
- Accessing the iNEWS Database
- Viewing Video Associated with a Script
- Working with Stories
- MediaCentral | UX and Interplay | Production

Connection Basics

You can use the MediaCentral mobile application to browse your iNEWS database and to view rundowns and stories.

You can use the MediaCentral mobile application to perform many actions supported in a MediaCentral workflow:

- Navigate the news directory.
- Edit news stories.
- Navigate the Interplay Production directory.
- View and play media assets from the Interplay Production database.

If your MediaCentral UX system is licensed for an iNEWS- only configuration, you cannot preview or play sequences or other media assets.

The MediaCentral Android application uses one of several connection options, including Wi-Fi or carrier-specific cellular service (such as 4G). If you use an unsecured Wi-Fi connection — for example, a public or mobile network — you must connect to your MediaCentral server through a virtual private network (VPN) connection.

The application automatically selects the first available connection from the list of options according to the priority shown in the list.

Android Devices

Android devices usually include very few exterior buttons. You navigate content with touch gestures — for example, tapping an icon to start an application. Some gestures perform standard functions, such as displaying different menu icons, and some perform functions specific to an application.

Remember, the more applications that you have running, the more memory and battery power your device uses. To optimize the performance of your device, try to close applications when you finish with them.

Gestures for the Mobile Application

Applications for touchscreen mobile devices let users accomplish certain tasks utilizing various gestures like fingertip swipes or taps. What these gestures do can differ from one application to another. The following table describes what certain gestures do depending on where you use the gesture within the MediaCentral mobile application.

Location	Gesture	Description
Navigation drawer	Tap the name of an iNEWS server.	Opens the Directory panel, which allows you to navigation queues and open rundowns and stories.
Directory panel	Tap the Back button on your Android device.	Navigates to the last location selected in the Directory panel. If your location is the root position in the Directory panel, tapping the Back button closes the app.
Body tab	Swipe left.	Displays the Production Cues tab.
Production Cues tab	Swipe left.	Displays the Sequence tab for assets associated with a story.
Body tab	Swipe right.	Displays the navigation drawer. You can swipe left to hide the navigation drawer.
Production Cues tab	Swipe right.	Displays the Body tab.
Sequence tab	Swipe right.	Displays the Production Cues tab.
Directory panel	Tap the Up button or swipe right.	Displays the navigation drawer with any Interplay Production or iNEWS servers, regardless of your position in the directory structure.
Body or Production Cues tab	Tap the Up button.	Displays the navigation drawer. You can swipe left to hide the navigation drawer.
Navigation drawer	Tap the Back button on your Android device.	Closes the Navigation drawer.
Script Editor	Swipe Left	Displays the Cue List.
Script Editor	Tap and hold	Selects the word you tap and allows you to select text and modify text formats.

Location	Gesture	Description
Media Viewer	Touch and drag in the timeline	Moves to new position in viewer's video playback timeline.
Media Viewer	Tap in the timeline	Moves the Playhead to that position on the timeline.

Installing MediaCentral | UX on Your Android Device

The following procedure assumes licensing, setup, and configuration of MediaCentral have already been completed.

To install MediaCentral UX on the Android device:

1. Open the Android Play Store.

2. Locate the MediaCentral UX application in the Apps section.

3. Tap Install.

When MediaCentral UX is installed on your Android device, an icon representing the application is also installed on the home screen. You can move it to another position or a new screen like icons for other applications.

Starting MediaCentral | UX on the Android Device

When you install MediaCentral UX, an icon representing the application displays on your Android device's home screen. If you previously set your MediaCentral account, you can connect to your MediaCentral server by selecting the MediaCentral UX icon on your device. To browse iNEWS or Interplay Production, you can sign in with your MediaCentral credentials.

MediaCentral UX supports iNEWS communities. The iNEWS Community feature allows customers with multiple iNEWS systems to share content and collaborate on stories.

The MediaCentral mobile application requires you to supply credentials to sign in to one iNEWS system. This system is considered your local system. If your local system is configured in an iNEWS community, you are able to automatically sign in to other systems in the community. These systems are considered your remote systems. In the MediaCentral UX navigation drawer, your local iNEWS system is listed first, followed by the remote systems. To connect to a remote system, tap the system name.

For more information on iNEWS Community, see .

When you log in to MediaCentral UX, you might be required to accept Avid's End-User License Agreement (EULA). The EULA appears when you first log in to a MediaCentral server or when you first log in after updating the MediaCentral UX mobile app on your Android device.

If you lose your connection to MediaCentral after you have signed in and try to navigate to a new location, a dialog box displays the message: `The app cannot load the content. Try Again.`

To start MediaCentral UX:

1. Select the MediaCentral UX icon to start the mobile application.

   The sign-in screen appears.

MediaCentral | UX

12.345.678.90
administrator
• • • • • • •

Sign In

2. Type the MediaCentral server name.

3. Type your MediaCentral user name and password.

4. Tap the Sign In button.

If your MediaCentral credentials are incorrect or missing in your MediaCentral account, you receive a message: "Authentication Failed: The user name or password you entered is incorrect." When you click OK, the sign-in screen appears and allows you to enter valid credentials.

If you are signing in with the MediaCentral mobile application for the first time and use incorrect credentials, you might not see an error message and the navigation drawer does not display any iNEWS servers. The iNEWS sign in screen displays and you must log in with the correct credentials. The iNEWS sign in screen displays until you enter your correct user name and password.

After you sign in, the MediaCentral mobile application connects to the selected Interplay Production or iNEWS system. All servers display in the navigation drawer.

To view the help system:

1. Tap the Action overflow button.

2. Select Help.

To sign out:

1. Tap the Action overflow button.

2. Select Sign Out.

To exit the application, do the following:

▸ Tap the Home button on your Android device.

The Navigation Drawer and Directory Panel

After you sign in to MediaCentral on your Android device, you can view the navigation drawer, located along the left side of the screen when displayed. From the navigation drawer, you can connect to various systems integrated with MediaCentral, such as iNEWS newsroom computer systems or an Interplay Production database. The navigation drawer also includes any iNEWS servers that are part of an iNEWS community.

The following illustration shows the navigation drawer.
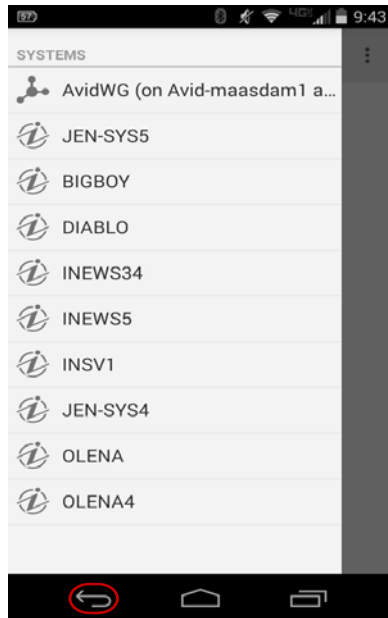
The navigation drawer with the Android Back button

From the navigation drawer, you can open the Directory panel to navigate through the directory structure and open assets. After opening assets, you can view the navigation drawer at any time by swiping your finger across the screen to the right or by tapping the Up button.

Buttons of the User Interface

The MediaCentral mobile application provides buttons in the user interface that allow you to access the features of the app. The following table describes the buttons and their uses.

Button	Description
	The Up button lets users return to the navigation drawer when browsing the iNEWS or Interplay Production database. It also lets users show the navigation drawer when a queue, story, or asset is open.
	The Edit Story button enables editing of an opened story by displaying the Edit toolbar and a virtual keyboard.
	The Add Story button opens a new story at the top of the queue (for tablets, the story is added either at the top of the queue or above the selected story), and allows you to name the slug. If you use an Android tablet, the new story opens in Story view.
	The Save Story button displays in Edit mode and allows you to save your changes to a story.
	The Action overflow button opens a menu of options: • Reload — refreshes the display to reflect any changes in the stories or queues (see "Starting MediaCentral | UX on the Android Device" on page 463). • Edit Slug — allows the user to edit the story title (the slug). This option only appears in edit mode. • Send Log — allows the user to send a log file to Avid Customer Support to help troubleshoot any issues (see "Customizing MediaCentral | UX Settings" on page 466). • Legal Notices — displays the copyright notices for Avid's Android application. • Sign Out — allows the user to end the current session (see "Starting MediaCentral | UX on the Android Device" on page 463). • Settings — opens the Preferences dialog box (see "Customizing MediaCentral | UX Settings" on page 466). • Help — opens the online help system (see "Starting MediaCentral | UX on the Android Device" on page 463).

Customizing MediaCentral | UX Settings

You can modify some settings in the MediaCentral mobile application.

To modify MediaCentral UX settings on an Android device:

1. Start MediaCentral UX.

2. Tap the Action overflow button, and then select Settings.

3. Select the appropriate settings option.

The following table provides information about general settings.

General Settings	Description
Version	For display purposes only, this value shows the currently installed version of the mobile application.
Keep me signed in	Set to On if you want MediaCentral UX to keep you signed in once you first sign in to MediaCentral.
Logging	If selected, MediaCentral UX keeps logs on session activities, which you can use to troubleshoot issues.
	If you tap the Action overflow button, a Send Log option appears that lets you e-mail the logs directly to Avid.
	If the option is deselected (default), logging is disabled.
Logging Level	This setting determines how much information is logged if you enable logging. Options include: Verbose, Info, Warn, and Error.
Request Timeout	Options are intervals of 10, 20, or 30 seconds, 1 minute, or 2 minutes.

The following table provides information about the settings for editing.

Editing Settings	Description
Autosave Stories	If set to On, MediaCentral UX automatically saves a story if you navigate away from the modified story to other assets in the system. If set to Off, MediaCentral UX prompts you to save your modifications. The default setting is On.

To send log files to Avid:

1. Click the Action overflow button and select Send Log.

    The MediaCentral Log dialog box opens, displaying your e-mail and text options.

2. Tap the icon for the app you want to use to send the log.

    The app opens on your Android device.

3. Depending on the app, you can add a note or comment, and then send the log to Avid.

Accessing the iNEWS Database

The iNEWS database is the backbone of your iNEWS system. You save the data created in your newsroom — stories, scripts, and rundowns — in the database on the iNEWS server. Queues contain stories, and directories (also known as folders) store the queues.

When viewed with the mobile application, available iNEWS systems appear in the navigation drawer. Tapping the name of a server opens the Directory panel, which displays directories and queues. Queues marked to automatically refresh when changes are made display without pagination in the Directory panel. (Automatic updating of iNEWS stories is not supported with this version of the MediaCentral mobile application.) You can scroll continuously to view all stories in these queues.

If the queue contains more than 1000 stories, it might take some time for the MediaCentral mobile application to receive and display them. You might need to increase the Request Timeout value in the MediaCentral mobile application settings. For more information, see "Customizing MediaCentral | UX Settings" on page 466.

The application uses different icons to distinguish between directories, queues, and stories.

Icon	Description
	Directories hold queues or other subdirectories. Unlike queues, directories do not directly contain stories. For example, the Wires folder contains queues with incoming wire stories.
	Queues let you organize stories in detailed categories. A show's rundown is one example of a queue.
	Stories — for example, wire stories — contain text, such as contact information or a description of a news event. Any story can become a script for a show. Scripts contain additional data beyond text, including production cues, machine control instructions, presenter instructions, and associated video sequences.
	Floated stories are stories kept in the queue but which have removed the stories' time from the show timing, causing them to be ignored by machine control and the network prompters.
	Break stories have designated rows in their queues that form a "break" in the show — for example, a commercial break.
	Approved stories have been endorsed for broadcast. Only individuals authorized by the iNEWS system administrator can approve a story.

The following illustration shows an example of the iNEWS Directory panel with queues and folders displayed.
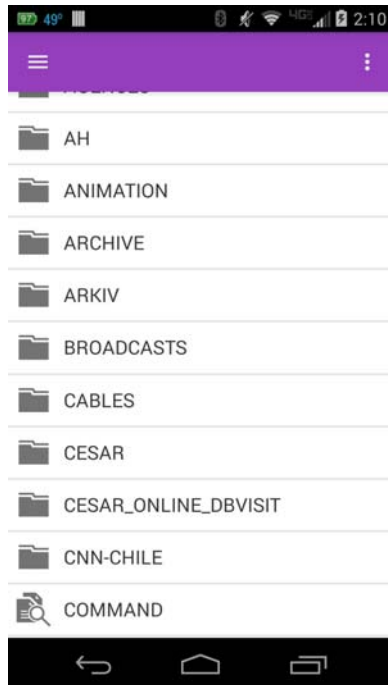
While viewing an iNEWS system directory in the Directory panel, you can tap the Up button to display to the navigation drawer. You can also tap the Back button to navigate back through the directory.

You can open directories, queues, and stories from the MediaCentral mobile application. Directories and queues open within the Directory panel. When you tap a story, it displays in Story view in the Body tab.

If you try to open an iNEWS story that has an edit key lock applied to it, a dialog box opens and allows you to type the key used to open the story for editing. Once you open the locked story, you do not need to enter the key again during your current work session. If you attempt to open an easy locked story, a message box informs you that the story is locked and cannot be opened.

To open a directory:

1. Tap the iNEWS server in the Navigation drawer you want to use, and then tap items in the Directory panel to navigate to the directory.

2. Tap a folder on screen to open it.

   The following illustration shows the Wires directory opened to view numerous queues containing incoming wire stories.
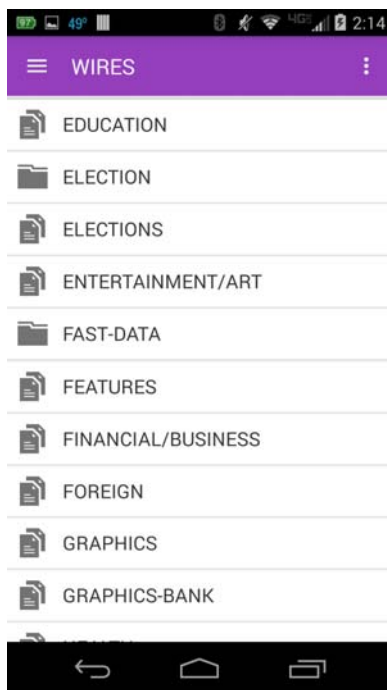
To back out of a directory or queue:

▶ Tap the Back button on your Android device.

To open a queue:

1. Tap in the Directory panel to navigate to the queue inside a directory.

2. Tap the queue to open it.

   The following illustration shows an example of a rundown queue.

To open an existing story:

1. Tap in the Directory panel to navigate to the story in a queue.

A story icon with a check mark indicates that the story has been "approved." You can approve stories from an iNEWS workstation.

2. Tap the story to open it.

   The story opens in Story view in the Body tab.

The following illustration shows the Body tab containing a story with production cue markers identified numerically.
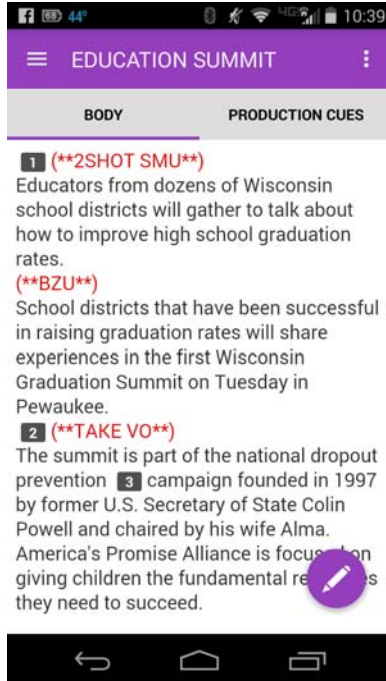
3. While viewing the story, do one of the following to view the Production Cues tab.

▶ Tap the Production Cues tab.
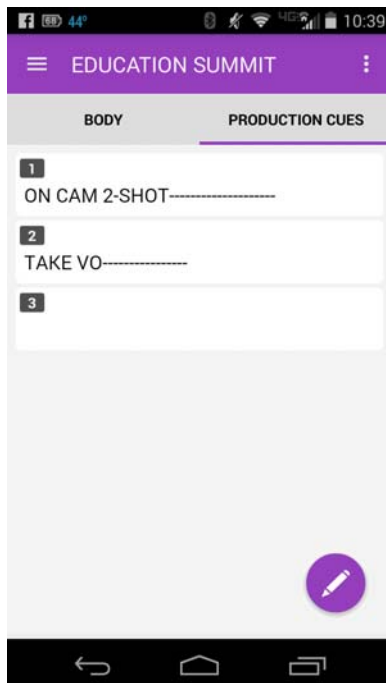
▶ Swipe Left.

The numerical production cue markers within the story align with production cues and machine control instructions displayed in the Production Cues tab. Black text indicates production cues. Blue text indicates machine control instructions (if any).

Because of limited screen size on Android devices, the mobile application does not display the Directory panel with the story. You can view the Navigation drawer at any time by swiping right from the Body or the Production Cues tab or use the Up button (see "The Navigation Drawer and Directory Panel" on page 465).

To reload a story:

1. Tap the Action overflow button.
2. Tap Reload.

Viewing Video Associated with a Script

When sequences have been associated with stories in the MediaCentral UX Web application, you can preview the stories in the media viewer in the MediaCentral Android application.

If your MediaCentral system is licensed for an iNEWS- only configuration, you cannot preview or play sequences or other media assets.

When you open a story with an associated video with a script, you use the Sequence tab to open the viewer and preview the sequence. The Sequence tab displays only for stories that have an associated sequence.

Button	Description
	The Play button plays the sequence so you can preview the video associated with the story. This button changes to a Pause button while the sequence plays.
	The Playhead allows you to navigate to a new position in the viewer's video playback timeline.
	The Maximize button expands the viewer to full screen.

You can view video sequences created in the following way:

- A sequence created and modified the sequence in MediaCentral UX.

- A sequence created in MediaCentral UX and modified it in NewsCutter or Media Composer. In this case, you might not see some effects in the media viewer.

- A sequence created in Instinct and modified it in MediaCentral UX.

You cannot view video sequences created directly in NewsCutter or Media Composer, and you cannot play back shotlists created in Interplay Assist or Interplay Access.

To view video sequences associated with a script:

1. Tap the Sequence tab to open the viewer.
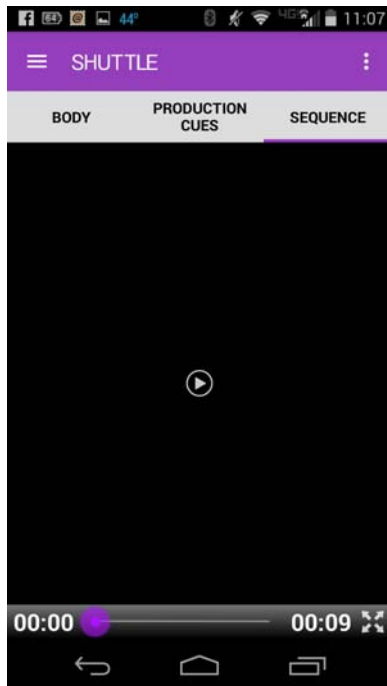
2. Tap the Play button.

   The sequence plays in the viewer. You can rotate your Android device to view the video in landscape or portrait mode. The viewer controls do not display after 3 seconds of play. The controls display when you tap the device screen or pause playback.

3. (Optional) If you expand the viewer, the orientation adjusts to display the video in landscape mode. You can tap the Minimize button on the viewer or the Back button on your device to restore the original size and orientation within the Sequence tab.

Working with Stories

Using the mobile application, you can create a new story or edit an existing one. You can also change the title of story.

The system obtains an edit lock when you edit a story, which prevents other users from altering a story while you work on it. The edit lock applies only to the story body when you edit the body, and it applies only to the story title (the slug) when you edit the title. When you start a new story, the edit lock applies both to the story body and the story title. Saving and closing the story, or discarding your changes, releases the edit lock.

The MediaCentral UX mobile app can also be used with a Bluetooth keyboard.

Using the edit toolbar, you can cut, copy, and paste text, production cues, and segment breaks within the story while in edit mode.

To edit an existing story:

1. Tap in the Directory panel to navigate to an existing story in the queue and open it.

2. Tap the Edit Story button.

   The story opens in edit mode. An edit lock prevents others from changing the story while you edit.

3. Tap in the story to begin editing the text.

4. If you want to cut, copy, or paste text, do the following:

   a. Tap and hold in the story where you want to edit the text.

   The selection arrows and the edit toolbar display.
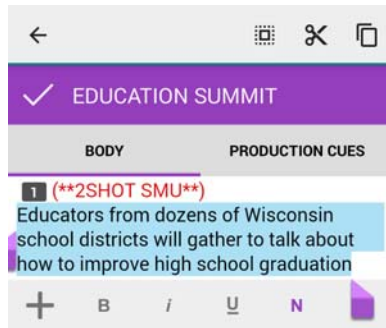
Edit mode, with the edit toolbar with Select All, Cut, Copy, and Paste buttons.

   b. Tap and hold the selection arrows, and then drag them to highlight the text you want to edit or to place them at the location in the text where you want to perform an edit. You can cut, copy, and paste any text in the story, including production cues and segment breaks.

   c. Tap the appropriate button in the edit toolbar.

5. After you complete your modifications, tap the Save Story button to save the story. For more information, see "Ways of Saving Stories" on page 476.

To add a new story:

1. Tap the Add Story button.

   The Edit Slug dialog box opens.

2. Type the title of your story, and tap OK.

   A blank story is added to the current queue.

3. Tap the new story to open it, and then tap the Edit Story button.

   When in edit mode (in the Script Editor), the application displays a virtual keyboard.

   An edit lock prevents others from changing the story while you edit.The cursor moves to the blank title field.

4. (Optional) Enter any production cues or machine control instructions.

5. Save the story. For more information, see "Ways of Saving Stories" on page 476.

To edit the title (slug) of a story:

1. Navigate to an existing story in the queue and open it.

2. Tap Action overflow button.

The Action overflow button is not accessible in Edit mode.

3. Tap Edit Slug.

The Edit Slug dialog box opens, and the application displays a virtual keyboard.
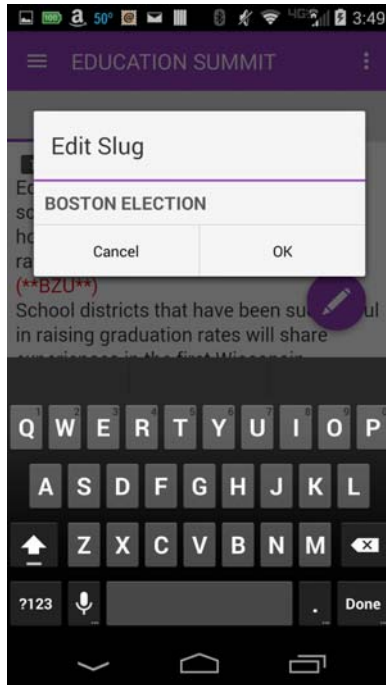
4. Edit the story title, and then tap OK.

Ways of Saving Stories

You can save newly created stories or change existing stories by tapping the Save Story button after modifying a story while in edit mode. You can also save your story when you change to another app or send the MediaCentral mobile application to the background by pressing the Home button. If you tap the Back button when you have turned off the Autosave Stories option in the settings, a message appears asking you to confirm whether to save the changes. You can choose to save the story or exit edit mode without saving your changes.
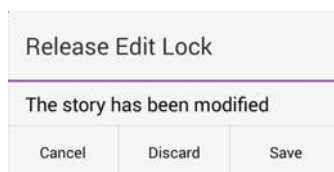
If you enable Autosave Stories in the MediaCentral UX Settings, you can save newly created stories or change existing stories in multiple ways:

• The application automatically saves a modified story when you tap the Save Story button.

• The application automatically saves a modified story when you change to another app or send the MediaCentral mobile application to the background by pressing the Home button.

Formatting a Script

When you write a story, text appears in the default text style. However, you can alter the look of the text, such as changing the default font to bold. When formatting a story as a script for a news broadcast, you often distinguish certain text by using various specialized styles of text, such as instructions for presenters or closed captioning.

You use presenter instructions commonly as brief, special instructions to news presenters (also known as news anchors). The text for presenter instructions appear red, in reverse video on the teleprompter. This text does not affect how the system calculates the read time.

You use closed captioning commonly for sound-bite transcription. The text for closed captioning appears green, and the system sends it to a closed caption encoder if your station uses such a device to broadcast scripts for the hearing-impaired. Closed captioning text does not appear in the teleprompter, nor does it affect how the system calculates the read time.

The system sends the default text style to both the teleprompter and to any closed caption encoder used at the station.

In the mobile application, a toolbar provides buttons that let you modify the format of the text into bold text, italicized text, and underlined text, and lets you format text specialized for broadcast scripts.
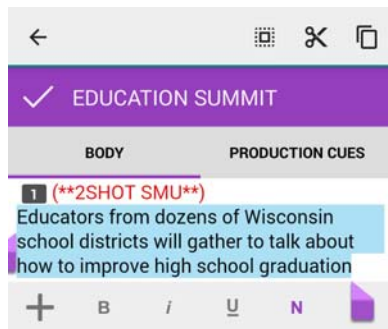
To format text, tap and hold to select the appropriate text and do one of the following:

▸ To bold text, and then select the B button.

▸ To italicize test, and then select the I button.

▸ To underline text, and then select the U button.

▸ To mark text as a normal text, and then select N for normal.

▸ To mark text as a presenter instruction, and then select P for presenter.

You can choose the format before typing your text as well. Any new text you type appears in the format you selected. To change the format of the text you type at any time, select another format.

If you tap the Back button when you have turned off the Autosave Stories option in the settings, a message appears asking you to confirm whether to save the changes. You can choose to save the story or exit edit mode without saving your changes.

Release Edit Lock

The story has been modified

Cancel   Discard   Save
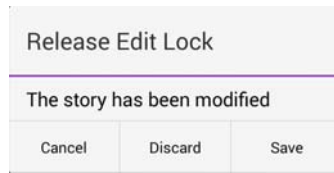
Adding Production Cues

When you format a story as a script for a news broadcast, you can add production cues to provide valuable information to technical staff as well as machine control commands for devices, such as character generators.

You add production cues to scripts from the Story area and edit them in the Cue List area of the Script Editor. When added to a script, each production cue has an associated number. The number appears as a production cue marker in the script, which corresponds to the insertion location of the production cue's text box in the Cue List.

To insert a production cue into a script:

1. Position your cursor in the story where you want to insert the production cue marker.

2. Tap the Plus button.

   The MediaCentral mobile application adds a production cue marker with a number into the story at the cursor position. The marker corresponds to the production cue with the same number located in the Cue List.

3. Swipe left to view the Cue List and edit the production cue.

4. Enter the production cue information — for example, Take VO, On Camera, Take SOT, or Take Live.

   The application automatically saves information in the newly inserted production cue when you navigate elsewhere within the application. If you tap the Back button when you have turned off the Autosave Stories option in the settings, a message appears asking you to confirm whether to save the changes. You can choose to save the story or exit edit mode without saving your changes.

Release Edit Lock

The story has been modified

Cancel   Discard   Save
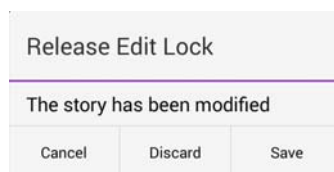
Adding Machine Control Instructions

If your station integrates with a broadcast control system, such as iNEWS Command, the production cues might include machine control instructions.

You should write your instructions in a format that begins with a command for a device — for example, CG for a character generator. After the command the format specifies a particular item or template, such as 2line for a template that contains two lines for fulfillment data. Additional information or comments follow on succeeding lines in the same production cue text box.

The following procedure uses the example of a machine control instruction for a 2-line character generator graphic. The first line calls up the correct template and the subsequent lines of text provide the fulfillment data that appears in the graphic.

To add machine control instructions for a CG event:

1. Add or open a production cue in the script.

2. Swipe left to view the Cue List with your production cue.

3. Select MC, and then type your machine control command — for example, `CG 2line` — and then press Return.

   An asterisk (*) is automatically added and your text appears as blue font.

4. Type the first line of text that should appear on the 2-line CG graphic — for example, `John Smith` — and then press Return.

5. Type the second line of text for the 2-line CG graphic — for example, `Pleasantville, USA`.

   Your CG machine control instruction appears in blue font.

Working with Links in Stories

A story can contain more than simple text. It can contain a URL to a Web page. When Web links are included in stories, they become dynamic links. You can use them to open your device's browser.

You cannot add a link to a Web page using the MediaCentral mobile app.

To open a Web link from a story:

▶ Tap the link in the story.

   The device's Web browser opens and loads the Web page.

MediaCentral | UX and Interplay | Production

You can access media assets stored in an Interplay Production database, such as video clips, audio clips, and subclips. When viewed with the mobile app, available Interplay Production systems appear in the sidebar, along with any of their directories and media assets.

Different icons are used to identify Interplay Production assets:

Icon	Description
	Directories hold media assets or other subdirectories.
	An audio clip references audio media files formed from captured audio or imported files. Audio clips display in the Media viewer as an audio clip icon.
	A master clip references audio and video media files formed from captured footage or imported files.
	A subclip references a selected portion of a master clip.
	A sequence represents an edited program, partial or complete, that you create from other clips.
	A clip that references an effect media file generated when you render an effect. You cannot preview an effect clip in the Media viewer.
	An effect clip that references an unrendered effect that you create, including motion effects. You cannot preview an effect clip in the Media viewer.
	A group clip contains two or more grouped clips, strung together sequentially according to common timecodes. You cannot preview a group clip in the Media viewer.
	A graphics clip references an image imported from a graphics file. You cannot preview a graphics clip in the Media viewer.
	An in-progress (edit while capture or EWC) clip references a clip you create using Frame Chase capture capabilities, either on an Avid editing application or with a line feed or ingest device such as an Avid AirSpeed.

📑 *While viewing an Interplay Production directory in the Directory panel, you can tap the Up button to display to the navigation drawer. You can also tap the Back button to navigate back through the directory.*

You can open directories and media assets from the MediaCentral mobile application. Directories open within the Directory panel. When you tap a media asset, it displays in the Media viewer.

Viewing Media Assets with MediaCentral | UX

You can open directories and media assets stored in the Interplay Production database using MediaCentral UX. Directories and a list of assets open within the Directory panel. You can view and play assets in the Media viewer.
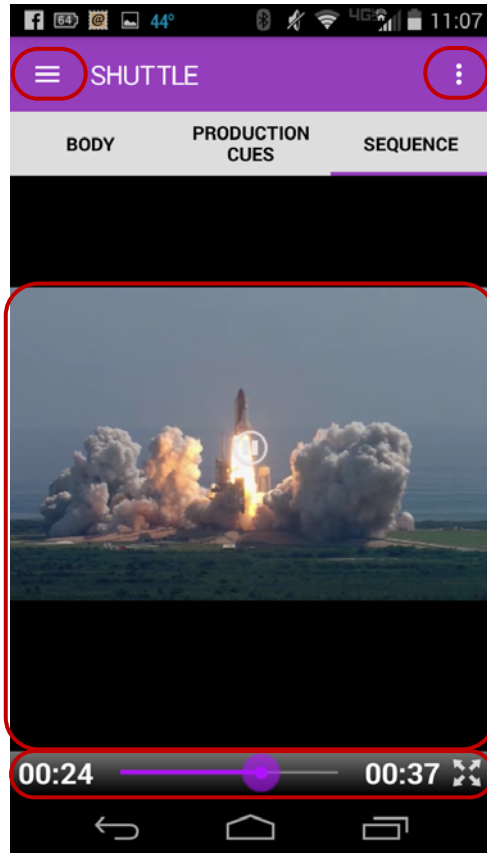
Media viewer — top: Up button, Previous/Next buttons; Action overflow button; middle: Media player; bottom: Media controls

To open a directory:

1. Tap the Interplay server in the Navigation drawer you want to use, and then tap items in the Directory panel to navigate to the directory.

2. Tap a folder on screen to open it.

The following illustration shows the Workflows directory opened to view multiple subdirectories and media assets.
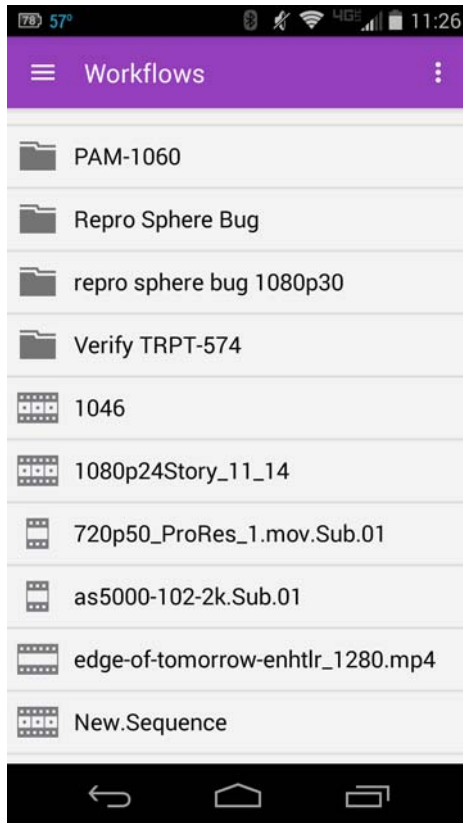
To back out of a directory:

▶ Tap the Back button on your Android device.

To open and play a media asset:

1. Tap in the Directory panel to navigate to the asset in a directory.

2. Tap the video or audio asset.

   The asset opens in the Media viewer.

Media controls: Play button, position indicator, Full Screen button

3. Tap the Play button to play the asset.

4. If you want to scrub through the media asset, or if you want to jump to a specific position in the clip, tap and hold the position indicator and drag it to a new location.

5. If you want to view a video clip in full screen mode, tap the Full Screen button.

   The Media viewer expands to fill the tablet screen and the video clip starts playing.

6. If you want to view the previous or next video or audio asset in the Asset pane, tap the Previous or Next button.

Troubleshooting Video Playback Problems on the Android Device

If you experience playback problems with the MediaCentral Android app, you can try to reload the asset. This forces the MediaCentral server to reload the full video clip and begin streaming it again. You can also try playing the asset in a browser to determine if the problem is related to the app or your connection, or if the problem exists with the MediaCentral server.

To play an asset in a browser:

1. Start the MediaCentral UX mobile app.

2. Tap the Action overflow button, and then select Settings.

   The Preferences window opens.
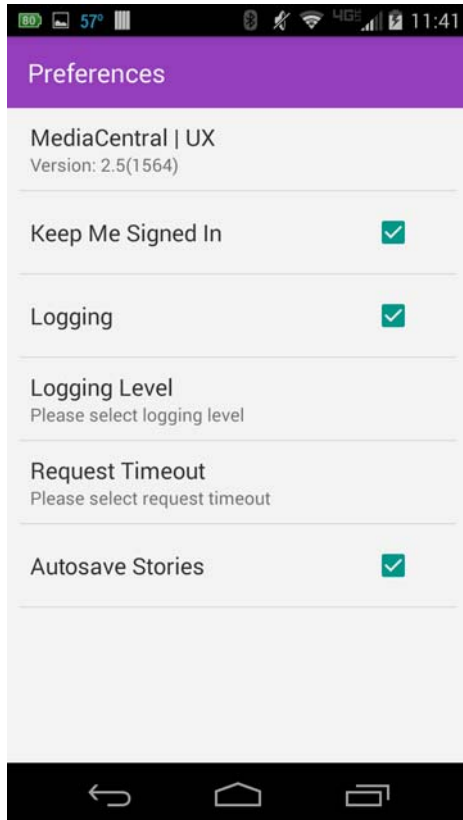
3. Select Logging to enable logging.

4. Tap Logging Level and then select Verbose.

5. Click the Back button to return to MediaCentral UX.

6. Navigate to an asset in one of the directories.

7. Tap the video asset.

The asset opens in the Media viewer.

8. Tap the Play button to play the asset, and make a note of the time playback begins.

9. Click the Action overflow button and select Send Log to send an e-mail with the log file directly to an e-mail account.

The MediaCentral Log dialog box opens, displaying your e-mail and text options.

10. Tap the icon for the app you want to use to send the log.

The app opens on your Android device.

11. Send the log to your e-mail account.

12. Open the e-mail on your system, and then use a text editor to open the attached log file.

13. Find a link with .m3u8 suffix that is located on the line marked with the time playback started — for example:

```
07-02 16:15:29.830 [ . . . ] http://123.45.678.910/download/
0e41028f99738669c581c50388e80d36/060a2b3401010101010f0013-000000-
92dede5ab6034faa-b737d720c291-4093_1920x1080-
fps25.00_from_0_to_7501_quality_0_video_-1_audio_-1_h264_aac_ts_.m3u8
```

14. Copy this link, and then paste it into the address field in a browser.

15. Edit link in address field by typing **-WIFI** before the .m3u8 suffix — for example:

```
http://123.45.678.910/download/0e41028f99738669c581c50388e80d36/
060a2b340101010101010f0013-000000-92dede5ab6034faa-b737d720c291-
4093_1920x1080-fps25.00_from_0_to_7501_quality_0_video_-1_audio_-
1_h264_aac_ts_-WIFI.m3u8
```

> *"WIFI" is case-sensitive.*

16. Press Enter to go to the URL in the address field.

> *The Safari browser supports native playback for .m3u8 files. Other browsers — for example, Chrome, Firefox, Internet Explorer, or Opera — do not. If you are not working on a computer running Mac OS X, you can use your browser to download the file to your system and play it in a media player that support .m3u8 video files.*

17. Play back the asset.

    If playback produces the same problem seen when you played the asset on your mobile device, the source of the problem is the MediaCentral server and not the app. If the asset plays back without issues, then the source of the problem is the mobile app, your connection, or your device.

A **User Settings**

You can access and modify user settings in the User Settings dialog box. To open the User Settings dialog box, select Home > User Settings.After you change a user setting, click Apply to save your changes.

The following table describes these user settings.

Settings Group	Setting	Description
General	Language	Controls the language used for the Web application user interface. Select the language you want from the drop-down menu.
	Time Zone	Controls the display of dates and times. This setting is used by the indexed search in MediaCentral UX to display dates and other formatted data according to your selection. Select the time zone you want from the drop-down menu. *The default time zone is set by the MediaCentral UX administrator in the System Settings.The default setting is "Use System Timezone," which uses the time zone that is set by the computer's operating system.*
	Date Format	Works with the time zone setting to display dates and times according to your selection. Select the format you want from the drop-down menu. *The default date format is set by the MediaCentral UX administrator in the System Settings..For more information, see the MediaCentral	UX Administration Guide.*
	Password	Changes the password for your MediaCentral UX account. The new credentials are not in effect until you sign out and sign in again.
iNEWS	iNEWS Credentials	Sets the user name and password for access to the Avid iNEWS server. The user name and password must match the user name and password of an iNEWS account. An option lets you set your MediaCentral UX user name and password to access the iNEWS server.
	Sequence: Autoload Sequence	Determines if a script sequence is automatically opened in the Sequence pane and Media pane if its associated iNEWS story is opened.

Settings Group	Setting	Description
Interplay | Production	Interplay Production credentials	Sets the user name and password for access to the Interplay Production server. The user name and password must match the user name and password of an Interplay Production account. An option lets you set your MediaCentral UX user name and password to access the Interplay Production server.
	Search Result Filter: Show only one representation for each asset found	Sets that only one representation (link) for an asset should be shown in the Interplay Production search results. Selecting this option can improve the search response time.
	Search Criteria: Time Range	Sets the time range for an asset's created or modified date when you perform a search of the Interplay Production database. The default setting is "Last 14 days." A small time range can improve the search response time. This setting is used for a search unless you specify a range using the search criteria Modified Date. For more information, see "Conducting a Search" on page 239.
	Referenced Assets	Determines if referenced assets are displayed in the Assets tab. Referenced assets are assets that are referenced by another asset in the same Interplay Production folder, such as clips that are included in a sequence. The default is to hide referenced assets.
Media | Distribute	User Profile Name	Lists the Media Distribute profiles for publication types — for example, Twitter or Facebook. You can use this settings group to create personal accounts for Media Distribute publication.
Messages and Sharing	Email Forwarding	Enables or disables e-mail forwarding. When you use the Messages pane to send messages, e-mail forwarding allows you to receive messages at the specified e-mail address when you are not logged in to MediaCentral UX.
MOS	MOS: MOS enabled	(Chrome 44 and earlier only) Enables use of MOS plug-ins, such as the Avid Deko Select plug-in. For more information, see "Using Plug-ins and MOS Integration" on page 31 and the documentation for your plug-in.
Sequence	Effects: Dissolve Duration	Sets the default duration for video dissolves that can be used to transition between segments in a sequence. By default, the duration is set to 20 frames. You can override the default when you apply a dissolve to a sequence.

Settings Group	Setting	Description
Timeline	Enable paging	Enables a paging display during playback in the Sequence Timeline. This feature is useful when you are zoomed in to a sequence and you want to display the area around the position indicator. For more information, see "Timeline Paging During Playback" on page 110.

B Keyboard Shortcuts

The following main topics provide information about keyboard shortcuts:

- Queue/Story Pane Shortcuts
- Assets Pane Shortcuts
- Media Pane Shortcuts
- Logging Pane (Interplay | Production) Shortcuts
- Logging Pane (Interplay | MAM) Shortcuts
- Sequence Pane Shortcuts
- Closed Captioning Pane Shortcuts

These keyboard shortcuts can be used on Windows systems or Macintosh systems, unless otherwise noted. The Macintosh generally uses the Command key in place of the CTRL key, however, you can still use the CTRL key shortcut. For example, on a Macintosh, you can save a story by pressing either CTRL+S or Command+S.

Safari on the Macintosh currently has a known issue with Command (CMD) keyboard shortcuts. In some cases complex key combinations with more that one additional key (CMD+J+K) fail to register correctly when one of the additional keys is held for a longer time. This should not occur if all keys are pressed approximately at the same time and released immediately.

Using the Tab Key in a Browser Window

By default, the Tab key works differently in Chrome and Safari:

- In both browsers, you can use the Tab key to move from one text field to the next text field.
- In Chrome, you can also use the Tab key to move from one screen object to the next, such as tabbing from a text field to a button. To match this behavior in Safari, do one of the following:
    - Use Option+Tab
    - In the Preferences > Advanced settings panel, select the following setting: "Press Tab to highlight each item on a Webpage."

The behavior described for Chrome also applies to Chrome Frame in Internet Explorer.

Queue/Story Pane Shortcuts

Keyboard shortcuts available when working in the Queue/Story pane are listed in the following table. Some keystroke combinations only work when the cursor is located in a certain section of the pane; the Focus column in the table specifies the section of the pane when that is the case. For more information on the pane and its sections, see "The Queue/Story Pane" on page 74.

Shortcut	Description	Focus
Ctrl+S	Save story	Queue/Story pane
Ctrl+E	Toggle the story's edit lock on and off	Queue/Story pane
Shift+Left Arrow	Select text one character at a time moving backward	Story
Shift+Right Arrow	Select text one character at a time moving forward	Story
Shift+Up Arrow	Select text one line at a time moving upward	Story
Shift+Down Arrow	Select text one line at a time moving downward	Story
Ctrl+]	Split the segment	Story
Ctrl+X	Cut selection	Story
Ctrl+C	Copy selection	Queue/Story pane
Ctrl+V	Paste selection	Story
Ctrl+Z	Undo previous change	Queue/Story pane
Ctrl+Y	Redo previous change	Queue/Story pane
Ctrl+B	Set selected text to bold	Story
Ctrl+I	Italicize selected text	Story
Ctrl+U	Underline selected text	Story
Ctrl+Alt+P	Turn on Presenter Instruction mode or mark selected text as presenter instructions	Story
Alt+Insert	Insert production cue	Story
Ctrl+Alt+M	Mark selected text as machine control instructions	Cue List
Ctrl+Alt+C	Turn on Closed Captioning mode or mark selected text as closed captioning text	Story
Ctrl+Alt+N	Turn on Normal text mode or change selected text to normal font	Story
Ctrl+Alt+G	Create a Story Group	Queue/Story pane
Ctrl+Alt+V	Dissolve a Story Group	Queue/Story pane
Tab	Move to next form field	Story Form
Shift+Tab	Move to previous form field	Story Form

Assets Pane Shortcuts

Keyboard shortcuts available when working with the Assets pane are listed in the following table. For more information on the pane and its sections, see "Working with Assets" on page 36.

Shortcut	Description	Focus
Up Arrow	Move the selection highlight up and select an item.	Assets pane
Down Arrow	Move the selection highlight down and select an item.	Assets pane
Right Arrow	Expand a folder	Assets pane
Left Arrow	Collapse a folder	Assets pane
F2 (Windows) Return (Macintosh)	Rename an asset or folder.	Assets pane

▤ *In MediaCentral UX V1.2 and earlier, pressing the Return key on a Macintosh loaded a selected asset into the Media Pane. In MediaCentral UX V1.3 and later, pressing the Return key lets you rename an item.*

▤ *In MediaCentral UX V1.3 and later, there is currently no keyboard shortcut for loading a selected asset into the Media pane (Windows or Macintosh). Double-click the asset to load it into the Media pane.*

Media Pane Shortcuts

Keyboard shortcuts available when working with the Media pane are listed in the following tables.

For more information on the pane and its sections, see "The Media Pane" on page 161.

Shortcuts with Focus in the Media Pane

The following table lists shortcuts you can use when the focus is in the Media pane.

Shortcut	Description	Focus
Space bar	Play or pause play.	Media pane
Home fn+Left Arrow (MacBook)	Move to the beginning of a clip or sequence.	Media pane
End fn+ Right Arrow (MacBook)	Move to the end of a clip or sequence.	Media pane
I E	Insert an In point.	Media pane
O R	Insert an Out point.	Media pane
Left Arrow	Move 1 frame back	Media pane
Right Arrow	Move 1 frame forward	Media pane

Shortcut	Description	Focus
Down Arrow	Zoom in to a section of the timeline by 50 percent.	Media pane
Up Arrow	Zoom out from a section of the timeline by 50 percent.	Media pane
Shift+Up Arrow	Zoom to show the entire sequence	Media pane
J, K, L	See "Using the J-K-L Keys for Playback" on page 170.	Media pane
Shift+Left Arrow	Go to the previous marker.	Media pane
Shift+Right Arrow	Go to the next marker.	Media pane
Alt+Left Arrow	Move 10 seconds back	Media pane
Alt+Right Arrow	Move 10 seconds forward	Media pane
Alt+E Alt+I Q	Go to In point	Media pane
Alt+R Alt+O W	Go to Out point	Media pane
Esc	Switch between Asset mode and Output mode	Media pane
Enter (Windows) Return (Macintosh)	Select the timecode display to enable keyboard entries.	Media pane
S	Open the Select Folder for Subclip dialog box.	Media pane
Group clip shortcuts		
Alt+1 through Alt+9	Select the active angle of a group clip. These keystrokes apply only to camera angles 1 through 9. *In a multi-angle view, camera angles are numbered from upper left and left to right.*	Media pane
Alt+Up Arrow	Select the previous angle of a group clip in the current bank.	Media pane
Alt+Down Arrow	Select the next angle of a group clip in the current bank.	Media pane
Alt+, (comma)	Display the previous bank of camera angles	Media pane
Alt+. (period)	Display the next bank of camera angles	Media pane

Shortcuts with Focus Outside the Media Pane

The following table shows keyboard shortcuts you can use to control playback when focus is not in the Media pane, for example, when you are logging in the Logging pane.

Some keyboard shortcuts work differently when you are working in the Logging pane in edit mode. See "Logging Pane (Interplay | Production) Shortcuts" on page 495.

Some keyboard shortcuts work differently when you are working in the Sequences pane. See "Sequence Pane Shortcuts" on page 501.

Shortcut	Description	Focus
Ctrl +space bar	Play or pause play.	Global
Ctrl+Home fn+Left Arrow (MacBook)	Move to the beginning of a clip or sequence.	Global
Ctrl+End fn+Right Arrow (MacBook)	Move to the end of a clip or sequence.	Global
Ctrl+I	Insert an In point.	Global
Ctrl+O	Insert an Out point.	Global
Ctrl+Left Arrow	Move 1 frame back *On Macintosh systems, to use Ctrl+Left Arrow or Ctrl+Right Arrow to move 1 frame, you need to deselect the Mission Control option in System Settings > Keyboard. By default, Ctrl+ arrow key will switch you one space in the direction of the arrow key selected.* *This shortcut does not work when you are typing text into a marker (edit mode).*	Global
Ctrl+Right Arrow	Move 1 frame forward *This shortcut does not work when you are typing text into a marker (edit mode).*	Global
Ctrl+Down Arrow	Zoom in to a section of the timeline by 50 percent.	Global
Ctrl+Up Arrow	Zoom out from a section of the timeline by 50 percent.	Global
Ctrl+J, Ctrl+K, Ctrl+L	See "Using the J-K-L Keys for Playback" on page 170.	Global
Ctrl+Shift+Left Arrow	Go to the previous marker.	Global
Ctrl+Shift+Right Arrow	Go to the next marker.	Global
Ctrl+Alt+Left Arrow	Move 10 seconds back	Global
Ctrl+Alt+Right Arrow	Move 10 seconds forward	Global
Ctrl+Alt+E, Ctrl+Alt+I	Go to In point	Global
Ctrl+Alt+R, Ctrl+Alt+O	Go to Out point	Global

Logging Pane (Interplay | Production) Shortcuts

For shortcuts that you can use to control playback while logging, see "Shortcuts with Focus Outside the Media Pane" on page 494.

Shortcuts for Working with Markers

Some of the following keystroke combinations work when the cursor is anywhere in the application and others work only when the cursor is located in the Logging pane. The Focus column in the table describes the focus required for each keystroke combination.

Shortcut	Description	Focus
Ctrl+M (Windows and Macintosh) Command+M (Macintosh)	Create a new marker	Global
Ctrl +number (top-row or numeric keypad)	Create a marker and set the icon color as follows: • Ctrl+0: Last color picked. If no previous color was selected in a session, the color is white. • Ctrl+1: White • Ctrl+2: Black • Ctrl+3: Red • Ctrl+4: Green • Ctrl+5: Blue • Ctrl+6: Cyan • Ctrl+7: Magenta • Ctrl+8: Yellow The NumLock state must be enabled to use these commands on the numeric keypad.	Global
Delete key (Windows) Backspace key (Macintosh) fn+Backspace key (MacBook)	Delete the selected marker or markers	Logging pane
Up Arrow	Move to and select previous marker	Logging pane
Down Arrow	Move to and select next marker	Logging pane
Left Arrow	Move left one column and then up to next marker	Logging pane
Right Arrow	Move right one column and then down to next marker	Logging pane
Enter	Enter edit mode	Logging pane
Ctrl+Enter (Windows and Macintosh) Command+Enter (Macintosh)	Exit edit mode and save	Logging pane
Esc	Exit edit mode without saving	Logging pane

Shortcut	Description	Focus
Ctrl+S (Windows and Macintosh) Command+S (Macintosh)	Save markers and text without exiting edit mode	Logging pane
F5	Reload the content of the Logging pane	Logging pane

Shortcuts for Working with Marker Text

The following table lists keyboard shortcuts that you use while working with marker text in edit mode.

📖 *"Edit mode" refers to the mode in which the Notes column is selected and the insert bar is displayed.*

Shortcut	Description	Focus
Enter, Alt+Enter	Create a line break	Logging pane
Ctrl+Left Arrow (Windows) Alt+Left Arrow (Macintosh)	Go to previous word	Logging pane
Ctrl+Right Arrow (Windows) Alt+Right Arrow (Macintosh)	Go to next word	Logging pane
Up Arrow	Go to previous line	Logging pane
Down Arrow	Go to next line	Logging pane
Ctrl+Shift+Up Arrow (Windows) Alt+Shift+Up Arrow (Macintosh)	Select previous paragraph	Logging pane
Ctrl+Shift+Down Arrow (Windows) Alt+Shift+Down Arrow (Macintosh)	Select next paragraph	Logging pane
Ctrl+Shift+Home (Windows) Ctrl+Shift+Pos1 (Windows) Command+Shift+Up Arrow (Macintosh)	Select text from the beginning to the current position	Logging pane
Ctrl+Shift+End (Windows) Command+Shift+Down Arrow (Macintosh)	Select text from the current position to the end	Logging pane
Shift+Left Arrow	Select text one character at a time moving backward	Logging pane
Shift+Right Arrow	Select text one character at a time moving forward	Logging pane
Ctrl+Shift+Left Arrow (Windows) Alt+Shift+Left Arrow (Macintosh)	Select text one word at a time moving backward	Logging pane
Ctrl+Shift+Right Arrow (Windows) Alt+Shift+Right Arrow (Macintosh)	Select text one word at a time moving forward	Logging pane
Shift+Up Arrow	Select text one line at a time moving upward	Logging pane
Shift+Down Arrow	Select text one line at a time moving downward	Logging pane

Shortcut	Description	Focus
Ctrl+A (Windows) Command+A (Macintosh)	Select all text	Logging pane
Delete key	Delete one letter or space forward	Logging pane
Backspace key	Delete one letter or space backward	Logging pane
Ctrl+X	Cut selection	Logging pane
Ctrl+C	Copy selection	Logging pane
Ctrl+V	Paste selection	Logging pane
Ctrl+Shift+D (Windows) Command+Shift+D (Macintosh)	Change the direction of the text (right-to-left or left-to-right)	Logging pane

For more information on the Logging pane and its sections, see "The Logging Pane for Interplay | Production Assets" on page 264.

Logging Pane (Interplay | MAM) Shortcuts

For shortcuts that you can use to control playback while logging, see "Media Pane Shortcuts" on page 492.

Shortcuts for Working with Segments

Some of the following keystroke combinations work when the cursor is anywhere in the application and others work only when the cursor is located in the Logging pane. The Focus column in the table describes the focus required for each keystroke combination.

Shortcut	Description	Focus
Ctrl+M (Windows and Macintosh) Command+M (Macintosh)	Create a new segment with the given In and Out marks	Global
Ctrl+Shift+M	Create a new segment: Sets the In mark at the current playhead position but does not define an Out mark	Global
Ctrl+Alt+M	Close the segment by setting an Out mark at current the playhead position	Global
Tab key	Create a new segment with the given In and Out marks	Logging pane
Ctrl+E	Split segment	Logging pane
Ctrl+Z	Undo segment operation	Logging pane
Ctrl+Y	Redo segment operation (see above)	Logging pane
Insert key	Opens the Tag selector window to add a tag to a single segment or multiple segments at once (requires selecting multiple segments first using Ctrl+click or Shift+Click)	Logging pane

Shortcut	Description	Focus
Delete key (Windows) Backspace key (Macintosh) fn+Backspace key (MacBook)	Delete the selected segment or segments	Logging pane
Up Arrow	Move to and select previous segment	Logging pane
Down Arrow	Move to and select next segment	Logging pane
Left Arrow	If the segment contains several properties, move to the previous property field	Logging pane
	If the segment contains only one property field, move to and select previous segment	
Right Arrow	If the segment contains several properties, move to the next property field	Logging pane
	If the segment contains only one property field, move to and select next segment	
Enter	Enter edit mode (text field) or open Tags selector window (tags field)	Logging pane
Ctrl+Enter (Windows and Macintosh) Command+Enter (Macintosh)	Exit edit mode and save (when the focus is in a text field)	Logging pane
Esc	Exit edit mode or close Tag selector window without saving	Logging pane
Ctrl+S (Windows and Macintosh) Command+S (Macintosh)	Save segment and text without exiting edit mode	Logging pane
F5	Reload the content of the Logging pane	Logging pane

Shortcuts for Working with Segment Text

The following table lists keyboard shortcuts that you use while working with segment text in edit mode.

📄 *"Edit mode" refers to the mode in which the text field of a segment is activated for text input (indicated by white field color).*

Shortcut	Description	Focus
Enter	Create a line break	Logging pane
Up Arrow	Go to previous line	Logging pane
Down Arrow	Go to next line	Logging pane
Home or Pos1 (Windows)	Go to the beginning of the current line	Logging pane
End (Windows)	Go to the end of the current line	Logging pane
Ctrl+Shift+Up Arrow (Windows) Alt+Shift+Up Arrow (Macintosh)	Select previous paragraph	Logging pane

Shortcut	Description	Focus
Ctrl+Shift+Down Arrow (Windows) Alt+Shift+Down Arrow (Macintosh)	Select next paragraph	Logging pane
Ctrl+Shift+Home (Windows) Ctrl+Shift+Pos1 (Windows) Command+Shift+Up Arrow (Macintosh)	Select text from the beginning to the current position	Logging pane
Ctrl+Shift+End (Windows) Command+Shift+Down Arrow (Macintosh)	Select text from the current position to the end	Logging pane
Shift+Left Arrow	Select text one character at a time moving backward	Logging pane
Shift+Right Arrow	Select text one character at a time moving forward	Logging pane
Ctrl+Shift+Left Arrow (Windows) Alt+Shift+Left Arrow (Macintosh)	Select text one word at a time moving backward	Logging pane
Ctrl+Shift+Right Arrow (Windows) Alt+Shift+Right Arrow (Macintosh)	Select text one word at a time moving forward	Logging pane
Shift+Up Arrow	Select text one line at a time moving upward	Logging pane
Shift+Down Arrow	Select text one line at a time moving downward	Logging pane
Ctrl+A (Windows) Command+A (Macintosh)	Select all text	Logging pane
Delete key	Delete one letter or space forward	Logging pane
Ctrl+Delete key	Delete one word forward	Logging pane
Backspace key	Delete one letter or space backward	Logging pane
Ctrl+Backspace key	Delete one word backward	Logging pane
Ctrl+X	Cut selection	Logging pane
Ctrl+C	Copy selection	Logging pane
Ctrl+V	Paste selection	Logging pane
Ctrl+Shift+D	Change the direction of the text (right-to-left or left-to-right)	Logging pane

Shortcuts for Working with Segment Tags

The following table lists keyboard shortcuts that you use while working with segment tags.

Shortcut	Description	Focus
Down Arrow	Set focus from search field into list of properties/ tags selecting the first item in the (filtered) list	Tags selector window
Enter	Open input control for the selected property	Tags selector window
Esc	Close Tags selector window without inserting a tag	Tags selector window
Enter	Insert selected value as tag	All input controls
Alphabetic key	Navigate to the first element beginning with the typed letter	Thesaurus
Tab	Autocomplete the typed word	Thesaurus
Up Arrow	Select previous thesaurus entry	Thesaurus
Down Arrow	Select next thesaurus entry	Thesaurus
Right Arrow	Expand thesaurus node	Thesaurus
Left Arrow	Collapse thesaurus node	Thesaurus
Alphabetic key	Navigate to the first element beginning with the typed letter	Legal list
Tab	Autocomplete the typed word	Legal list
Up Arrow	Select previous list entry	Legal list
Down Arrow	Select next list entry	Legal list
Alphabetic key	Navigate to the first element beginning with the typed letter	Master data
Up Arrow	Select previous list entry	Master data
Down Arrow	Select next list entry	Master data
Down Arrow	Opens the calendar control	Date or Date/ Time field
Spacebar	Insert current day	Calendar
Ctrl+Up Arrow	Go to previous year	Calendar
Ctrl+Down Arrow	Go to next year	Calendar
Ctrl+Left Arrow	Go to previous month	Calendar
Ctrl+Right Arrow	Go to next month	Calendar
Up Arrow	Select the highlighted day a week ago	Calendar
Down Arrow	Select the highlighted day next week	Calendar

Shortcut	Description	Focus
Left Arrow	Select previous day	Calendar
Right Arrow	Select next day	Calendar
Up Arrow	Increase the figures by one unit	Integer or Floating point field
Down Arrow	Decrease the figures by one unit	Integer or Floating point field

For more information on the Logging pane and its sections, see "Logging Interplay | MAM Assets" on page 280.

Sequence Pane Shortcuts

Keyboard shortcuts available when working with the Sequence pane are listed in the following table. For more information on the pane and its sections, see "Using the Sequence Pane" on page 102.

Shortcut	Description	Focus
Ctrl+S (Windows) Command+S (Macintosh)	Save the sequence.	Sequence pane
Delete Backspace (Windows)	Delete the selected segment.	Sequence pane
backslash (\)	Insert a video dissolve.	Sequence pane
Ctrl+E (Windows) Command+E (Macintosh)	Split a segment into two segments	Sequence pane
Ctrl+Shift+X (Windows) Command+Shift+X (Macintosh)	Extends a segment into another timing block.	Sequence pane
B	Perform an overwrite edit	Sequence pane
N	Perform a replace edit.	Sequence pane
Shift+drag	In an insert edit, override snap (sticky) points.	Sequence pane
Up arrow	Zoom out of a sequence	Sequence pane
Down arrow	Zoom in to a sequence	Sequence pane
Alt+drag zoom handle	Enlarge or reduce one end of the zoom region (asymmetrical zoom)	Sequence pane
Right arrow	Move 1 frame forward	Sequence pane
Left arrow	Move 1 frame back	Sequence pane
Space bar	Play or pause play	Sequence pane

Shortcut	Description	Focus
Ctrl+Z (Windows) Command+Z (Macintosh)	Undo an action	Sequence pane
Ctrl+Y (Windows) Command+Y (Macintosh)	Redo an action	Sequence pane
With trim indicators active		
M	Trim the segment's selected end by 10 frames earlier.	Sequence pane
comma (,)	Trim the segment's selected end one frame earlier.	Sequence pane
period (.)	Trim the segment's selected end one frame later.	Sequence pane
slash (/)	Trim the segment's selected end 10 frames later.	Sequence pane
Shift+[	Trim from start of segment to the position indicator (trim top).	Sequence pane
Shift+]	Trim from the position indicator to the end of a segment (trim tail).	Sequence pane
With double-sided trim indicators active		
Shift+M	Trim the segment's selected end by 10 frames earlier.	Sequence pane
Shift+ comma (,)	Trim the segment's selected end one frame earlier.	Sequence pane
Shift+period (.)	Trim the segment's selected end one frame later.	Sequence pane
Shift+slash (/)	Trim the segment's selected end 10 frames later.	Sequence pane

Closed Captioning Pane Shortcuts

Keyboard shortcuts available when working in the Closed Captioning pane are listed in the following table.

Shortcut	Description	Focus
Ctrl+. (period) (Windows) Command|+. (Macintosh)	(In and Out mode) Creates a closed-caption segment using In and Out marks	Closed Captioning pane
Ctrl+Shift+. (period) Command+Shift_. (Macintosh)	(Playhead position mode) Creates a closed caption with an In point only.	Closed Captioning pane
Ctrl+Alt+.(period)	(Playhead position mode) Creates an Out point for a closed caption.	Closed Captioning pane
Ctrl+E (Windows) Command+E. (Macintosh)	Divides a closed-caption segment into two, based on the location of the position indicator. The complete text for the segment is copied to the new segment, and you need to edit the text as desired.	Closed Captioning pane

C Icons

This topic provides a quick reference guide to icons or buttons you might encounter when using MediaCentral UX. They are grouped in the following topics:

- Pane Type Icons
- Launch Pane Icons
- Assets Pane Icons
- Associations Pane Icons
- File Info Pane Icons
- Media Pane Icons
- Logging Pane Icons (Interplay | Production Assets)
- Logging Pane Icons (Interplay | MAM Assets)
- Progress Pane Icons
- Sequence Pane Icons
- Tasks Pane Icons
- Media | Distribute Icons

Pane Type Icons

The follow icons are used to identify the various types of panes you might have open in the MediaCentral UX user interface. For more information about these panes, see "Understanding Layouts and Panes" on page 21.

Icon	Description
	Assets pane
	Associations pane
	Audio pane
	Closed Captioning pane
	Combined Messages pane (Media Distribute)
	File Info pane
	Help pane

Icon	Description
	Launch pane
	Logging pane
	Media pane
	Messages pane
	Metadata pane
	Progress pane
	Project/Story pane
	Queue/Story pane
	Search pane
	Sequence pane
	Social Messages pane (Media Distribute)
	Tasks pane
	Thumbnails pane
	Web Story pane (Media Distribute)

Launch Pane Icons

The following icons are used in the Launch pane.

Icon	Description
	Connected Interplay Production system
	Disconnected Interplay Production system
	Connected Interplay MAM system
	Connected iNEWS system
	Disconnected iNEWS system

Icon	Description
	Project in the iNEWS database
	iNEWS Project (not started)
	iNEWS Project (expired)

Assets Pane Icons

Various icons are used distinguish between the different types of assets accessible via MediaCentral UX. Other icons are used to show the state of an asset. These type and status icons are displayed in the Assets pane in either the Name or State columns.

Interplay | Production Assets

Icons for Interplay Production assets appear in the Name and State columns.

Icon	Description	Column
	Audio asset	Name
	Video asset: master clip.	Name
	Video asset: subclip	Name
	Video asset: sequence	Name
	Video asset: in-progress clip (Edit While Capture)	Name
	Video asset: group clip	Name
	Video asset: effect	Name
	Remote asset: downward-pointing arrow for each asset type	Name
	Supported	State
	Reservation	State
	Restriction	State

iNEWS Assets

All icons for iNEWS assets appear in the Name column.

Icon	Description
	Directory or subfolder in the iNEWS database
	Indexed Directory
	Queue in the iNEWS database
	Indexed Queue (also BUCKET queue)
	Locked Queue
	Indexed and Locked Queue
	Facet in the iNEWS database
	Facet (not started)
	Facet (expired)
	QUERY Search Queue

Interplay | MAM Assets

Icons for Interplay MAM assets appear in the Name, Thumbnail, and Rights columns.

Icon	Description	Column
	Audio asset	Name
	Commercial or Commercial Version asset	Name
	Document asset	Name
	Episode or Episode Version asset	Name
	Feature or Feature Version asset	Name
	File asset or Default placeholder icon	Name
	Graphics asset	Name
	Image asset	Name
	Season asset	Name

Icon	Description	Column
	Sequence asset (audio or video)	Name
	Series asset	Name
	Stock Footage asset	Name
	Trailer asset	Name
	Video or Rushes asset	Name
	Audio asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Basic Sequence asset placeholder icon.	Thumbnail
	Commercial or Commercial Version asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Document asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Episode or Episode Version asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Feature or Feature Version asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	File asset or Default placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Graphics asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Image asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Season asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Series asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Stock Footage asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail
	Trailer asset placeholder icon. Is shown until a specific image is assigned as a thumbnail	Thumbnail
	Video or Rushes asset placeholder icon. Is shown until a specific image is assigned as a thumbnail.	Thumbnail

Icon	Description	Column
✅	Usage right "Free for use"	Rights
❓	Usage right "Not evaluated so far"	Rights
⚠️	Usage right "Parts need to be licensed"	Rights
❌	Usage right "Contains restricted parts"	Rights

Associations Pane Icons

The following icons are used in the Associations pane.

Icon	Description
▲	The Parent button navigates to the parent asset in the pane (hierarchical associations only).
◄ ►	The Back and Next buttons toggle the current view to the previous view and next view in the pane.
↻	Refreshes the current view in the pane.
Filter	Toggles display of empty association types on or off. When toggled on, the button is colored orange, and empty association types are not shown.
📌	Toggles pinning of the current asset on or off. When pinning is toggled on, the button is colored orange.
▲ ▼	Expand All button expands all associations types and shows all associations in the pane. Collapse All button hides all associations from the pane and shows only the Association types.
🗑	Deletes the selected associations.
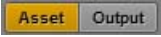
File Info Pane Icons

The following icons are used in the File Info pane.

Icon	Description
↻	Refreshes the current view in the pane.
▲ ▼	Expand All button expands all Detail areas (Essence Package Details, Essence Details, and Location Details) and shows all detail information in the pane. Collapse All button hides all detail information from the pane and shows only the information of the Overview areas.
⬇	Saves changes.

Media Pane Icons

The following icons are used in the Media pane.

Buttons	Description
Asset Output	The Asset and Output buttons let you switch between a loaded asset and a loaded sequence.
▶	Plays the asset or the story sequence. The Play button changes to a Pause button while the asset or story sequence is being played.
	Plays from an In point to an Out point.
	Moves the position indicator to the In point.
	Marks an In point.
	Marks an Out point
	Moves the position indicator to the Out point.
	Plays the last three seconds before the Out point.
	Steps back 10 seconds.
	Steps back 1 second
	Steps back 1 frame
	Steps forward 1 frame
	Steps forward 1 second
	Steps forward 10 seconds
	Displays the Audio pane
	Displays the voice-over controls
	Displays the selected sequence to review for playback in the target resolution
	Loads a master clip that contains a selected frame of a sequence or subclip (Match Frame).
	Displays a group clip in single-angle view (1x1)
	Displays a group clip in a 2x2 grid.

Buttons	Description
▦	Displays a group clip in a 3x3 grid.
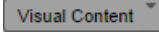
Logging Pane Icons (Interplay | Production Assets)

The following icons are used in the Logging pane.

Icon	Description
▯ ▾	Insert Marker and Select Marker Color
⚠	Add Restriction
↻	Refresh
✕	Cancel

Logging Pane Icons (Interplay | MAM Assets)

The following icons are used in the Logging pane.

Button	Description
Visual Content ▾	Lets you select the stratum for editing
⬇ ▾	Creates a new segment (In and Out mode): Sets the In and Out marks at the positions you defined in the Media Timeline (Gaps Allowed mode only).
↓ ▾	Creates a new segment (Playhead position mode): Sets the In mark at the current playhead position but does not define an Out mark (Gaps Allowed mode only).
↻	Refresh
🔒	Indicates the lock status of the stratum and lets you manually lock and unlock the stratum
Export	Exports stratified annotation and all other metadata

Progress Pane Icons

The following icons are used in the Progress pane.

Icon	Description
	Open in Media pane
	Cancel
	Resend/Retry
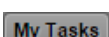
Sequence Pane Icons

The following icons are used in the Sequence pane.

Icon	Description
	Adds a dissolve
	Divides a segment into two segments at the position indicator.
	Performs an Overwrite edit.
	Performs a Replace edit.
	Deletes the segment
	Shows Audio pane
	Saves the sequence
	Extends or retracts a segment.
	Shows or hides empty timing blocks

Tasks Pane Icons

The following icons are used in the Tasks pane.

Icon	Description
List Task	Toggles display of the Task List and Task Details on or off.
Refresh icon	Refresh
Lock icon	The Lock Indicator icon indicates if the selected task is currently locked for editing. If a task is free for editing, the icon shown in the table is displayed. If a task is locked by you, the Lock Indicator icon is colored orange. If a task is locked by another user, the Lock Indicator icon is grayed out.
Upload icon	Uploads new files as attachments to the task.
Download icon	Downloads the selected file attachments.
Delete icon	Deletes the selected file attachments from the task.
Save icon	Saves changes made to items in the pane.
My Tasks	Toggles the My Tasks filter on or off. When toggled on, the Tasks List shows only the tasks that are assigned to you or your group. When toggled off, the Tasks List shows all tasks that you are allowed to edit.

Media | Distribute Icons

The following icons are used in Media Distribute:

Icon	Description
Social Messages icon	Shows the Social Messages pane.
Web Story icon	Shows the Web Story pane.
Combined Messages icon	Shows the Combined Messages pane.
House icon	Indicates a system profile, which contains credentials for a target — for example, a corporate Twitter account — associated with a corporate or group house account and accessible by multiple users.
User icon	Indicates a user profile, which contains credentials for a specific target — for example, a personal Facebook account — and associated with a specific user.

MediaCentral Glossary

A B C D E F G I J L M N O P Q R S T U V W Z

A

Administrators group

A default group used for MediaCentral UX user management that contains users with administrative privileges.

active angle

In a group clip, the camera angle selected for single-angle view and the angle displayed when you add the clip to a sequence.

advanced sequence

A sequence you create in MediaCentral UX that includes a timeline with one video track and user-specified audio tracks. By default, these tracks are named NAT, SOT, and VO for use with iNEWS stories. However, you can rename these and use the sequence independently from an iNEWS story

angle

In a group clip, one of the individual clips, each of which has a different camera angle.

area

A section of the MediaCentral UX Web application. You can customize the application to reduce or expand the number of areas. Also referred to as a *pane area*.

asset

An object that you can use to create stories and sequences. There are different types of assets, such as video media, audio media, graphics, images, and text. Asset usually refers to objects or also lists of objects, such as rundowns, that are stored in an asset management database.

Asset mode

If you click the Asset button in the Media pane, you can view media for the currently loaded asset and use controls that apply specifically to assets, such as controls for setting In and Out points. Compare with the definition of Output mode.

Assets pane

A pane in the client application that displays assets. These assets can result from a search or from browsing. Assets are displayed in a folder hierarchy, if applicable to the assets displayed.

associations

Relations between assets that help structure your Interplay MAM assets. Associations also allow easy and quick navigation (without searching) between assets. The associations available are determined by the underlying Interplay MAM data model.

Associations pane

A pane in the client application that shows all assets that are associated with the selected Interplay MAM asset. You can review, change, and delete the displayed associations and navigate and browse the associated assets.

audio follows video

An audio setting that allows the audio mapping for a track in a group clip to automatically "follow" any active angle change and use the audio from the new active angle.

authentication provider

A server that checks the credentials (user name and password) of a user and allows access. A MediaCentral UX administrator designates an authentication provider for imported users, such as a Windows Domain server.

B

basic sequence

A sequence you create in MediaCentral UX that includes a timeline with one video track and one audio track. This single audio track represents all source audio tracks. Typically you use it to create a simple sequence (sometimes referred to as a cut list, a shotlist, or an EDL).

C

carrier

In Interplay MAM, a physical medium that stores essence files. Carriers can be disks, tapes, or even entire tape archive systems. The scope of a carrier depends on the granularity that is required to access an essence.

Closed Captioning pane

A pane that displays closed captions for the Interplay Production asset loaded in the Media pane. The Closed Captioning pane lists timecode and text for the closed captions and includes controls for importing, exporting, editing, and positioning.

Contacts list

In the Message bar, a list of iNEWS users from which you can select a recipient of a message.

Cue List

The area in the Script Editor in which the journalist adds or edits production cues and machine control events, such as those for a character generator (CG).

D

Details pane

A pane in the Users layout and the System Settings layout that displays information and settings for a selected item.

drop zone

The part of an area into which you can move a pane. Each area has five drop zones: center, top, bottom, left, and right.

E

Edit Decision List (EDL)

Basic sequence created in Interplay MAM Desktop. See basic sequence.

edit while capture (EWC)

See Frame Chase editing.

essence

In Interplay MAM, "essence" describes the pure media data of an asset without any descriptive metadata, for example, a video file. Essences are organized in essence packages. You can display essences and edit their properties in the File Info pane.

essence package

In Interplay MAM, an essence package is a group of essences classified semantically. Each essence package contains a class of essences that represent the same content and share the same general purpose. One essence package is defined as the representative essence package of the asset. The representative essence package contains the essences that represent the purpose of the asset.You can display essence packages and edit their properties in the File Info pane.

F

facet

A subtopic of an iNEWS project that provides additional granularity. Any stories associated to a facet are automatically associated to that facet's parent project. See also project.

federated search

A search that uses the search capabilities of the MediaCentral Platform to provide the full search functionality that individual databases provide.

file-based playback

Playback mode where media is downloaded to your workstation for playback. File-based playback provides good quality in low-bandwidth situations.

File Info pane

A pane in the client application that provides information about video, audio, image, and text files. In Interplay MAM, such files are described as essences. The File Info pane shows in detail how the essence files that belong to the asset open in the pane are organized.

frame-based playback

Playback mode where media is streamed directly from the server for playback. Frame-based playback provides high quality but requires a higher bandwidth than file-based playback.

Frame Chase editing

A feature that lets you view and edit media while it is being captured from a line feed or ingest device. Also known as edit while capture (EWC).

G

group clip

A master clip created in Media Composer or another Avid editing application by syncing a group of clips based on common source timecode, auxiliary timecode, or marks placed in the footage.

I

indexed search

A search that queries a central index synced with multiple databases and finds anything stored in the index. It does not directly search Interplay Production databases. See also Media | Index

J

J-K-L play

The J-K-L keys on the keyboard allow you to play and shuttle through media at varying speeds. This feature is also referred to as *three-button play* or *variable-speed play*.

L

Launch pane

A pane in the client application from which you navigate to various locations. This pane displays remote file systems, local files systems, and other locations for assets.

Layout

A collection of panes designed for a specific purpose, such as a layout for journalists or a layout for administrators.

Layout selector

A list from which you select the layout that you want to work in.

L-cut

A split edit between two clips in which the video transition and the audio transition do not occur simultaneously. The audio transition can occur before the video transition or the video transition can occur before the audio transition.

locator

See marker.

Log layout

A layout that a media logger or journalist uses to view and create markers.

logging

1. Interplay Production: Adding information to clips, subclips, and sequences. This information includes markers, restrictions, and text, which can be used for reference during story creation and media editing.

2. Interplay MAM: Segmenting strata and adding information to them. This information includes text and other properties.

Logging pane

A pane that provides a media logger or journalist with an arrangement of controls defined for use in logging Interplay Production assets or Interplay MAM assets. The layout of the Logging pane adapts automatically depending on the asset open.

M

marker

An indicator added to a selected frame to mark a particular location in a clip, subclip, or sequence. Markers can be different colors and can be associated with user-defined text. Markers are displayed in the Media Timeline and marker text is displayed as an overlay in the Media viewer. Formerly called *locator*.

master clip

A media object that contains pointers to media files in which the actual digital video and audio data is stored.

Match Frame

A feature that lets you load a source clip, a portion of which is contained in a sequence.

MediaCentral Distribution Service (MCDS)

An Interplay Production service that coordinates jobs with Interplay Production Services for send to playback.

MediaCentral Platform

The software infrastructure that supports MediaCentral products and services

MediaCentral User Management Service (UMS)

One of the MediaCentral Platform services. It provides the ability to create and manage users and groups and authenticate users across multiple systems.

MediaCentral Zone

A MediaCentral zone consists of the following configuration:

- One MediaCentral server or MediaCentral cluster server
- One Interplay | Production engine, one iNEWS database, or both
- One or more ISIS storage systems

By default, a MediaCentral system is configured as a single zone. Large organizations can combine two or more single-zone systems into a multi-zone environment.

Media Distribute layout

A layout that displays different options for publishing to multiple platforms. The layout includes the Social Message, Web Story, and Packages panes used for publishing media packages.

Media controls

In the Media pane, controls that let you play and move through an asset and edit an asset for use in creating a sequence. Which controls are displayed depends on the selected asset.

Media | Index

A search engine that allows users to search a central index for multiple Interplay Production databases over multiple zones. See also indexed search.

Media pane

A pane in the client application in which you can view and edit media assets, using the Media controls.

Media viewer

The section of the Media pane used to view an asset.

Media Timeline

In the Media pane, a graphical representation of the length and time spans of an asset or sequence.

Media zoom bar

In the Media pane, a control located below the Media Timeline that lets you enlarge a section of the Media Timeline so you can work more easily with long clips. See also Sequence zoom bar.

Message bar

A section of the client application in which you can send and receive messages. The Message bar consists of the To field, the Message field, and the Send button.

Menu bar

A section of the client application from which you can select various menu options.

Message History

In the Message bar, arrow buttons are provided to let you read recent messages. A numerical indicator appears when multiple unread messages exist.

Messages pane

A pane in the client application that displays a message box for sending both text messages and media asset links to other MediaCentral UX users. It also lists all received messages.

metadata

Data that describes an asset. Metadata includes properties, reservations, restrictions, and other information.

Metadata pane

A pane that displays properties that are associated with a selected asset in an Interplay MAM or Interplay Production database, such as Start Timecode or Comments.

mixdown

A process in which multiple video tracks, multiple audio tracks, and effects are combined into a new master clip with one video track and a reduced number of audio tracks.

N

NAT (natural sound)

Audio recorded at the same time as the video, often by a microphone built in to a camera. Compare with the definition of SOT (sound on tape).

O

Output mode

If you click the Output button in the Media pane, you can view media for the currently loaded sequence and use controls that apply specifically to sequences, such as voice-over controls. Compare with the definition of Asset mode.

P

package

In Media Distribute, a collection of text (messages or stories), images, video, and audio, all associated with a common iNEWS story and Interplay Production master clip or sequence.

Packages pane

A pane in the client application that displays a history of packages ready for publication and already published. The pane also allows you to review and approve packages submitted for publication.

pagination

A system setting the specifies the maximum number of items listed in the Queue/Story pane or the Project/Story pane.

pane

A section of the MediaCentral UX Web application. An area contains one or more panes. Multiple panes can be layered within an area, with the names of each pane appearing on tabs that the user can select to view.

Pane menu

A menu of commands that are available for each pane. To access the menu, click the Pane Menu button.

pool

In Interplay MAM, a device or part of a device that holds one or more carriers. See carrier.

position indicator

A vertical bar in the Media Timeline that indicates the location of the frame displayed in the Media viewer. The Sequence Timeline also includes a position indicator, which can be vertical or horizontal, depending on the orientation of the Sequence pane. You can drag the position indicator to scrub through a clip or sequence.

presenter mode

A feature of the MediaCentral UX tablet application lets users view a show's scripts in a page-by-page layout, similar to printed scripts used by news presenters.

production cue

An object in an iNEWS story that provides important information to technical staff as well as machine control commands for devices, such as character generators.

process

In Interplay MAM, a defined set of automated workflows and manual activities to achieve a specific goal; it defines the states, tasks, and the control flow that are used to achieve the goal.

Progress pane

A pane in the client application that displays the progress and status of MediaCentral UX processes such as sequence mixdown and send to playback.

Project/Story pane

A pane in the client application that displays the contents of a project, its facets, and any associated stories.

project

An iNEWS term for a group of stories categorized by topic so that news teams working on a particular topic can find everything related to it in a single place. See also facet.

Q

Queue/Story pane

A pane in the client application that displays the contents of a queue with the contents of the story, including the story form.

queue

A subfolder in an iNEWS database that contains stories.

R

read-only sequence

1. A sequence that you open from an Interplay Production folder but cannot edit or save because you do not have a read/write role for the folder.

2. A sequence that you open from an Interplay MAM database for which you do not have write permission or that represents an external sequence.

You can play the sequence but you cannot edit or save it. See also uneditable sequence.

restriction

A set of two markers that indicate clips whose use is limited in some way, such as through intellectual property rights management or content compliance.

role

A set of features, privileges, and layouts that are assigned to a user by a MediaCentral UX administrator. An administrator can create MediaCentral UX roles based on roles within an organization.

rundown

A lineup or timed list of scripts indicating the order in which they will be aired during a news program.

Rundown layout

A layout that a journalist uses to edit and create stories.

S

script

The text that is read on air. Also the content for organizing a feature.

Script Editor

A section of the Queue/Story pane in which a journalist creates and organizes the elements of a story. There are four sub-sections of the Script Editor: Story Form, Cue List, Story, and Sequence Timeline.

script sequence

A series of video, audio, and images that you compose in the Sequence pane and play in the Media pane. Script sequences are saved in the Interplay Production database and can be sent to a playback device.

Search bar

A section of the client application in which you can conduct a search for assets that match specific criteria.

Search pane

1. A pane that lets a user search for information and assets.
2. A pane in the Users layout that lets an administrator search for MediaCentral UX groups and users.

Send button

In the Message bar, the button you click to send a message.

segment

1. In a rundown, a portion of the show aired between commercial breaks.

2. A portion of the story body/text. A journalist uses segments to time the text and integrate it with video, audio, and production cues. Multiple timed segments are combined to form the overall story.

3. In a sequence, a portion of media contained on a track.

4. In a stratum, a portion of media defined by an In and Out mark. Segments contain annotation that is associated to a sequence of frames.

send to playback (STP)

The process of transferring a sequence to a playback device or playout server for broadcast.

sequence

Video, images and audio clips, or any combination, arranged in a series. See also basic sequence and advanced sequence.

Sequence pane

A pane in which you can work with video and audio clips to create or edit a sequence. You can associate the sequence with a new story as a *script sequence* or store it as an independent asset in an Interplay Production database.

Sequence Timeline

The area of the Sequence pane that hold the video and audio clips. The Sequence Timeline includes a video track, one or three audio tracks, and a timing track.

Sequence zoom bar

The Sequence zoom bar is located below the Sequence Timeline for horizontal orientation or to the right of the timeline for vertical orientation. You can use the zoom bar to enlarge a section of the Sequence Timeline so that you can work more easily with long sequences or make precise edit decisions. See also Media zoom bar.

Settings pane

A pane in the System Settings layout from which you can select a group of settings to view or edit.

shuttle

To view media at speeds slower or faster than real time. In MediaCentral UX you can use the J, K, and L keys to shuttle through a clip or sequence.

sidebar

A feature of the MediaCentral UX mobile application from which you can navigate various systems integrated with MediaCentral UX, such as an iNEWS newsroom computer system

simple sequence

See basic sequence.

Social Message pane

A pane in the client application that allows you to create packages for publication to social media sites, such as Facebook or Twitter.

SOT (sound on tape)

Audio recorded at the same time as the video, often by a microphone separate from the one built in to a camera. Compare with the definition of NAT (natural sound).

source clip

A video clip or audio clip that is used as part of a sequence.

story

A compilation of elements that includes the script that is sent to the teleprompter and read on air, any video and audio that is broadcast with the script, as well as production cues and machine control instructions associated with the queue. A story can also be created as a feature that uses the script to organize the feature.

Story Form

A section of the Script Editor that provides story information in fields that are predetermined by the iNEWS system administrator for each queue in the database.

Story layout

A layout that a journalist uses to edit and create stories that include video and audio.

STP (send to playback)

The process of transferring a sequence to a playback device or playout server for broadcast.

strata

Annotation layers that build the basis for logging Interplay MAM assets. Each stratum allows you to view information about an asset from a specific perspective.

subclip

A clip created by marking IN and OUT points in a master clip and saving the frames between the points. The subclip does not contain pointers to media files. The subclip references the master clip, which contains pointers to the media files.

System Settings layout

A layout that a MediaCentral UX administrator uses to specify various configuration settings.

T

task

An elementary step within a process that is carried out either automatically (based on workflow scripts) or by a user action.

Tasks pane

A pane in which a user can view and edit user tasks of Interplay MAM processes created by him or user tasks that have been assigned to him by other users.

Thumbnails pane

A pane that displays small images of an asset that is loaded in the Asset mode of the Media pane. Images are displayed by timecode, marker, or both.

Timecode displays

In the Media pane, displays that provide timecode information for the loaded asset or sequence.

Timecode Master

In Interplay MAM, the timecode master is the essence within an essence package that is used to determine timecodes, This essence has been video-analyzed, or will be video-analyzed when the video analysis is triggered. Requests for or calculations of timecodes are answered by the timecodes of the timecode master essence. You can display and set the timecode master in the File Info pane.

timing block

A section of a script sequence that corresponds in duration to the read rate of a story segment. A timing block serves as a container for editing actions.

track selector

In the Audio pane, a drop-down menu that lets you map an audio track of a group clip to the corresponding audio track of any other angle in the group clip.

trim indicator

In the Sequence Timeline, a mark that appears at the beginning or end of a clip in the video column or audio column when hovering over that area with the mouse pointer. You can trim video and audio together, or you can trim them separately to create an L-cut.

U

Unassigned group

A default group used for MediaCentral UX user management that includes users that were removed from a group but are not members of any other groups.

uneditable sequence

A sequence created on Media Composer or another Avid editing application that cannot be edited in MediaCentral UX, such as a sequence that includes rendered effects. Uneditable sequences are colored dark red in the Sequence Timeline. See also read-only sequence.

User Management Service (UMS)

See MediaCentral User Management Service (UMS).

user task

A task that requires a user action and is completed by a user action. See task.

User Tree pane

A pane in the Users layout that displays groups and users in a hierarchical layout.

Users layout

A layout for MediaCentral UX user management that a MediaCentral UX administrator uses to import, create, and manage users and group.

V

Voice-over controls

Controls that let you record a voice-over and adjust its volume.

W

Web Story pane

A pane in the client application that allows you to create packages for publication to Web Content Management Systems.

window

The primary user interface element of the application.

Z

zoom bar

See Media zoom bar and Sequence zoom bar.

Index