Avid® iNEWS®

User's Guide

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Contents

Using This Guide

Congratulations on your purchase of your Avid iNEWS newsroom computer system.

Avid iNEWS newsroom computer system offers a considerable amount of functionality for the state-of-the-art newsroom, including newsroom system integration with playout control software, and mobile or web-based applications. With Avid iNEWS, newsroom personnel can easily create and manage rundowns for news broadcasts, create and edit stories, monitor wires, and so forth.

This publication provides information on how to use the Avid iNEWS system.

The documentation describes the standard features of a basic system configuration. Therefore, your system might contain certain features and hardware that are not covered in the documentation.

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.

Symbol or Convention	Meaning or Action
(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.

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1 iNEWS System

The iNEWS system is a modular newsroom computer system that is a powerful tool for aggregating research material, creating rundowns, and editing stories. When combined with other Avid systems, such as iNEWS | Command or MediaCentral | UX, it provides journalists, producers, directors, and various technical personnel in the newsroom an array of high quality tools to make their jobs easier.

While daily work is done at an iNEWS Workstation, it is still useful for you to have an understanding of the larger architecture, which makes up the system.

The following topics provide more information on the iNEWS system:

- Newsroom System Overview
- Terms and Concepts

Newsroom System Overview

Before discussing basic procedures and operations of iNEWS, it is important to describe the components that make up the system and to review common terms and concepts specific to iNEWS.

The iNEWS Workstation

The iNEWS newsroom computer system primarily consists of iNEWS Workstations, which connect to iNEWS Servers. Journalists working at iNEWS Workstations can simultaneously monitor news wires, work on stories, search archives, and access an array of online information sources.

From individual workstations, producers and news directors can plan and monitor the progress of shows by viewing their rundowns. Color highlights on the workstation screen show critical status information, making it easy to see the current state of the show and production devices.

The iNEWS system enables users to collaborate on all aspects of the show production process. Mail and messaging capabilities make group communication fast and efficient. And with the iNEWS Community feature, personnel in various newsrooms can communicate and share data across multiple iNEWS systems.

Access to the iNEWS database is not limited to workstations in the newsroom because iNEWS seamlessly integrates with another Avid product; MediaCentral | UX is a cloud-based, web front-end that lets you connect from a desktop computer, laptop, or mobile device for real-time access to production assets, metadata, and iNEWS stories.

The iNEWS Server

The iNEWS Server manages all of the day-to-day activities of the newsroom. System administrators can create forms-based displays and customize rundowns specific to their newsrooms.

The data you and others in your newsroom create—stories, scripts, news rundowns, etc.—are saved in a database (file system) on the iNEWS Server. When the iNEWS Server receives new information, such as additions or changes to stories, that information is immediately available to all newsroom personnel.

Although iNEWS Server is referred to as a singular unit, an iNEWS system typically consists of two or more computers called servers—all of which run the iNEWS Server software. Each computer acts as a backup for the other to protect the overall stability of the system as a whole.

The iNEWS system protects your information by mirroring the database across all of the servers within the system. The mirroring process provides redundancy, ensuring that any information you add to your stories or rundowns is actually stored in multiple locations. Should anything happen to one of the servers, the other servers can maintain services and ensure the integrity of the database.

The iNEWS Community

The fast-paced nature of the news business requires the ability to turn content around quickly and efficiently. Broadcasters must be able to gather news from a vast range of resources and engage in collaborative efforts with others located in remote newsrooms.

The iNEWS Community feature eliminates communication barriers by allowing news teams to drag and drop stories directly between systems, easily access and duplicate stories from other iNEWS systems, and build shortcuts to remote locations. Journalists and producers at station groups and large broadcast sites can access, view, edit, monitor and search for content across various locations in a seamless fashion, thus enabling them to identify breaking news more quickly, reducing the time and costs associated with getting stories to air. Users logged in to systems within the same community can also communicate via the messaging feature of iNEWS.

Terms and Concepts

The following iNEWS terms and concepts are used throughout iNEWS documentation and are provided here as a convenience.

Term	Description
Directory Panel	The Directory panel is one of the three primary panels that make up the iNEWS workspace. It has two tabs: the Directory tab, which is your guide to the iNEWS database, organized in a tree-style structure and consisting of directories, sub-directories, and queues; and the Projects tab, which displays projects and facets in a similar tree-style structure.
Directories	Like a file drawer in a file cabinet, a directory is a storage space. Directories can contain several levels of subdirectories and one or more queues.
Queues	Like a folder in a file drawer, queues are the lowest level in a file structure and contain one or more stories. A queue is an area of the database that contains related stories, such as wire stories, search queries, or a show rundown of scripts. The name assigned to a queue should identify its contents. Whatever a queue's contents, the detailed information of each story is visible only in the Story panel. Use the Queue panel to manage stories in a queue, such as the order, and so forth.

Term	Description
Queue Panel	The Queue panel is one of the three primary panels that make up the iNEWS workspace. The Queue panel displays a list of the stories in a queue. Stories are added, deleted, moved, and ordered through this panel.
Stories	A story is a document listed in a queue in the database. It might contain any type of information from scripts with production cues to contact names and addresses. A story may be displayed in its entirety in the Story panel of the iNEWS workspace.
Story Panel	The Story panel displays a story's form, text, and any other pertitent information, such as production cues. Of the three main panels that make up the iNEWS workspace, the Story panel is unique because it may be divided into three sub-panels, the Story Form panel, Instruction panel, and Story Text panel.
Story Form Sub-Panel	The Story Form sub-panel contains metadata fields for describing the story, such as a script's page number, slug or title, format, Video ID, and so forth. The data also appears in tabular form in the Queue panel.
Instruction Sub-Panel	The Instruction sub-panel contains production cues or machine control instructions for production devices, such as character generators.
Story Text Sub-Panel	The Story Text sub-panel contains the text or script of a news story that is sent to closed captioning and to the teleprompter to be read on-air. It is the only part of the Story panel that is always displayed—unlike the Story Form and Instruction panels, both of which can be hidden based on the nature of the story or the user's preferences.
Rundown	The Rundown (also known as Running Order or Lineup) is a queue with specific form fields and characteristics, which allow an ordered list of scripted stories to be organized as a timed show. The timed-out list of scripts indicate the order in which they will run during a news program. The rundown is viewed in the Queue panel of the iNEWS workspace.
Monitor Server	The monitor server is a utility program, running on the iNEWS Server. When turned on, it checks its assigned rundown for machine control events, reports any errors, and creates a playlist. When "loaded", the monitor server sends its playlist to a specified device automation system, such as iNEWS	Command or ControlAir.
Project	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 the original source information from its current location in the database. Projects and facets are displayed on the Projects tab in the Directory panel.
Facet	Facets are sub-topics, providing additional granularity to projects.

2 Getting Started

The following topics provide more information on using the iNEWS system:

- Logging In to iNEWS
- The iNEWS Workstation's Main Window
    - Status Bar

- iNEWS Navigation Made Easy
    - Using the Directory Panel
    - Using the Go To Menu

- Changing Your Password
- Logging Out of iNEWS

Logging In to iNEWS

When you are ready to begin your iNEWS session by logging in, first start the application.

To start the application:

▶   Do one of the following:

-   Double-click the iNEWS Workstation icon, usually located somewhere on the desktop.

-   Select Start > Programs > Avid > iNEWS.

📖   *If the icon is not on the desktop or iNEWS is not located in the Start menu, check with your system administrator to determine if the program is installed on the computer.*

The iNEWS Server Connection dialog box appears.

You must then log in.

To log in to iNEWS:

1. From the iNEWS Server Connection dialog box, enter your user name in the User text box.

📖   *In most cases, the next two steps can be skipped. Typically, you will not have to choose a server or local database. If you need to do so, and do not know the name of the server or local database, contact your system administrator.*

2. If necessary, choose a server to connect your workstation to the shared iNEWS Server database.

3. If necessary, choose a local database to connect to a database stored on your workstation. For more information about local databases, see "Local Databases" on page 202.

4. Enter your password in the Password text box. As you type in the password, symbols display on screen in place of what you type to ensure confidentiality.

5. Click the Login button. One of the following will occur:

- A dialog box might prompt you to change your password. If this happens, follow the procedure found in .

- The Message of the Day might appear, which displays information such as: daily staff notes, updates, and so forth. It can contain one or several messages, as determined by your system administrator. If multiple messages exist, Previous and Next buttons are provided so you can scroll through them. Otherwise, once you've read the messages, click the Close button to continue on to the iNEWS Workstation's main window.

- The iNEWS Workstation's main window appears, containing the iNEWS Workspace. This will happen automatically if there is no Message of the Day.

The iNEWS Workstation's Main Window

Becoming familiar with the layout of the iNEWS Workstation and its main window will help you navigate through the program more effectively. All of the work you do at an iNEWS Workstation is performed in the application's main window. From this window you can navigate through your system—or another iNEWS system in your community—open queues and stories, edit and print scripts, prepare broadcasts, send and receive messages or email, and search the database.
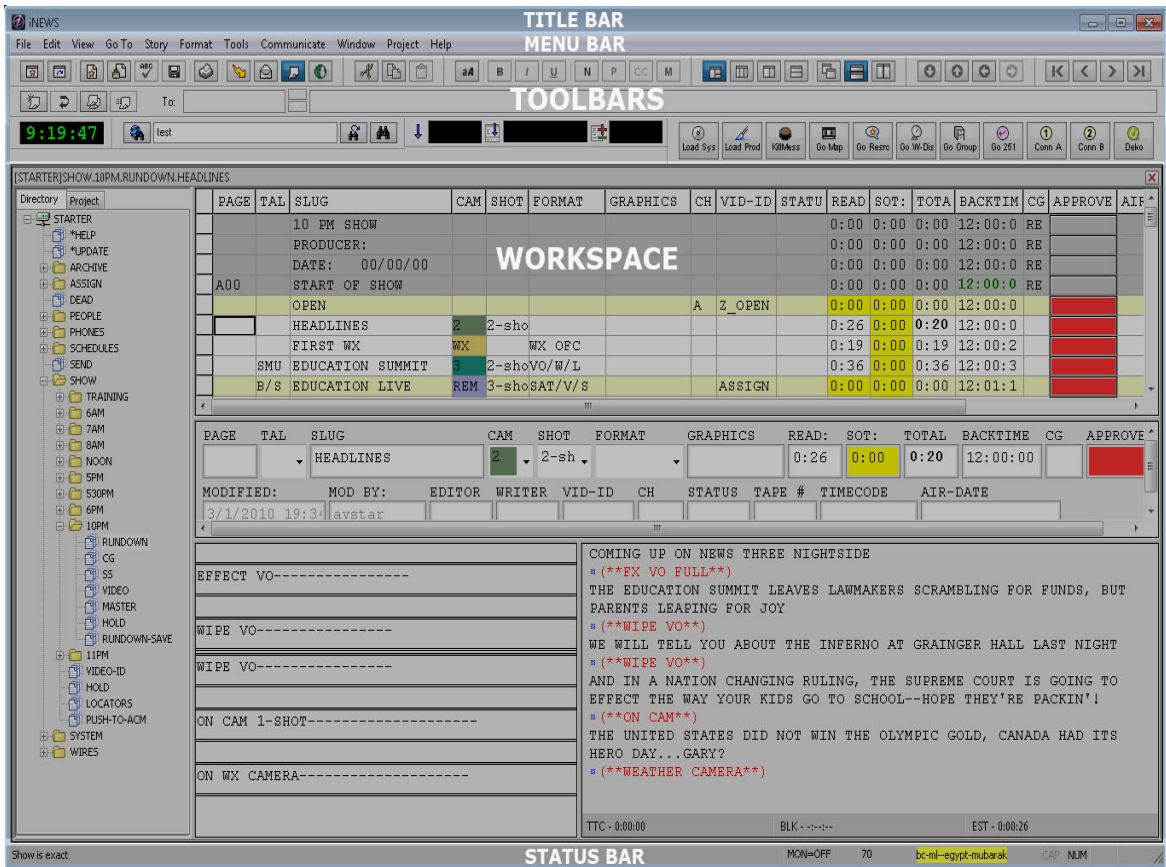
The main window is made up of five components, including toolbars and workspaces.

Component	Description
Title bar	A title bar appears at the top of every open workspace and window—including the main window, which shows the name of the application.
Menu bar	The menus appear at the top of the main window, directly under the window's title bar. Each menu has a list of commands to choose from. You can initiate commands from the menu bar with the mouse or the keyboard. An arrow to the right of a menu command indicates that another menu, called a submenu, appears when you choose that command.

Component	Description
Toolbar(s)	The toolbar area is located directly under the menu bar. Toolbars have buttons that display icons representing the tasks they perform. Toolbar buttons offer a fast way to perform common tasks. When certains tasks are unavailable, the buttons representing those tasks appear gray. The iNEWS system provides several standard toolbars, but you can create custom toolbars as well. You can also customize whether toolbars are displayed. For more information, see "Toolbars" on page 45.
Workspace(s)	The workspace is the area of the main window in which you perform all of your work, from editing and creating stories to reading wires or searching the database. For more information, see "The iNEWS Workspace" on page 34.
Status bar	The status bar is an at-a-glance indicator, which appears at the bottom of the main window. When urgent stories come in over the news wires, for instance, notices appear in the status bar. For producers, the status bar displays important show timing information and monitor status related to machine control integration.

Status Bar
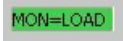
The iNEWS status bar is your key to vital information in an instant. It displays up-to-date information related to urgent wires coming into the priority queue, monitor status for machine control integration, and other important system messages as they happen. What appears will vary depending on where you are working within the iNEWS application.
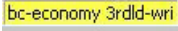
The status bar is divided into three areas where information can appear: the left end, the center, and the right end.

Area	Description
Left end	Displays Ready or a show's timing information.
Center	Displays a notice if the user receives new mail.
Right end	Segmented in eleven sections, with each designed to display certain types of status notifications.

The following table explains the types of data provided in the sections on the right end of the status bar.

Status	Description
Monitor	Displays the monitor server's status:

- MON=ON (as shown in previous graphic), which means the monitor server has been turned on for the current rundown queue.

- MON=LOAD (as shown at left), which means a rundown's playlist has been successfully loaded to all designated production devices, and the monitor server is monitoring the situation. This section of the status bar appears green when this status is displayed.

- MON=ERROR, which means an error has occurred and a problem exists between iNEWS and the production device(s) for the current rundown queue. This section of the status bar appears red when this status is displayed.

- MON=PARTIAL, which means a rundown's playlist has been partially loaded or loaded to only some of the designated production devices. This section of the status bar appears yellow when this status is displayed.

Production Lock	Displays PRD when the production lock is set for the opened queue. When not locked this field appears blank.
Queue Info.	Displays a numerical value representing the number of non-floated stories in a rundown queue. (The monitor server does not load production cue data in floated stories.)

The letters WAT appears in this section of the status bar when the user opens a queue with the Watch Appends attribute, such as the WIRES.ALL queue.

Sort/Order	Displays the queue status:

- SRT, which means the queue the user has navigated to is sorted.

- ORD is displayed if the queue is manually ordered.

- If neither, then this field appears blank.

Status	Description
Priority Queue bc-economy 3rdld-wri	Displays various information related to urgent wire stories coming in to the priority queue. • When an urgent wire story arrives, the title of the story—often truncated—is shown and the section appears in different colors, such as yellow or orange. • When multiple urgent, unread wire stories are in the priority queue, a lightning bolt icon appears along with the number of unread stories available (as shown in previous graphic). Double-clicking on this section will open the priority queue in a new workspace. Right-clicking on this section will open the last 10 urgent stories in Alerts History dialog box. Also displays broadcast messages and technical warnings when received from system administrators or the system itself.
Body Lock fiatala	Appears empty unless the user has locked the body of the story, which is being edited. When locked, the user's ID appears next to the Body Lock icon.
Form Lock fiatala	Appears empty unless the user has locked the story form. When locked, the user's ID appears (as shown at left).
Caps Lock	Displays CAP when Caps Lock is activated on the keyboard. When not activated this field appears blank.
Number Lock	Displays NUM when the Number Lock is activated on the numerical keypad. When not activated this field appears blank.
Overwrite	Displays OVR when the word processing status is set to overwrite text as a user types. When set to insert, this field on the status bar appears blank.
Mail/Message	Displays an open envelope icon when the user receives new mail. If a new instant message is received, then the section on the status bar displays an icon that looks like a white sheet of paper. Both icons blink if the mail or messages are unread.

Displaying or Hiding the Status bar

While the iNEWS system provides the status bar to display vital, instant information, you can decide whether to display or hide the status bar at any workstation.

To display or hide the status bar:

▶   Select View > Status bar.

The status bar, when unchecked, will not be displayed as part of the main window.

iNEWS Navigation Made Easy

The iNEWS system offers numerous ways to navigate through the system, view directories, open queues, and display stories without scrolling through the entire database.

The various methods include the Directory panel and the Go To menu. The Urgent button on the Main toolbar enables users to navigate to wires and view urgent stories or news flashes. Users can also create their own customized toolbars to navigate to specified locations with a single click of shortcut buttons. For more information, see "Custom Toolbars" on page 50.

Using the Directory Panel

The Directory panel, which is part of the iNEWS workspace, has two tabs. The Directory tab outlines the contents (or file structure) of your host system's news database. If you are familiar with Microsoft Windows, you will be familiar with the tree-like structure of the iNEWS directory. The Projects tab displays projects and facets in a similar, expandable structure. For more information on the Projects tab, see "Overview of Projects and Facets" on page 110.

The Directory tab information in the Directory panel is grouped into local systems and Communities, each with directories (or folders) and queues.

Icon	Description
	Indicates a local iNEWS system or a remote system in a Community on the local system. The green light on the server icon appears red if the system is unavailable.
	Indicates a directory or subordinate folders. Each directory can contain subordinate folders and queues. An exclamation mark in a blue square appears over the folder icon if the directory is indexed.
	Indicates a queue. An exclamation mark in a blue square appears over the queue icon if the queue is indexed.
	Indicates a search queue.

You can use your mouse or keyboard to easily navigate within the Directory panel. Here are some common navigation keys:

Key	Action
Home	Moves the cursor to the top of the directory

Key	Action
Up arrow	Moves the cursor up one item in the directory
End	Moves the cursor to the bottom of the directory
Down arrow	Moves the cursor down one item in the directory
Page Up	Scrolls up one screen
Left arrow	Closes an expanded directory
Page Down	Scrolls down one screen
Right arrow	Opens the selected directory or queue

Opening a Directory

Open a directory when you want to work with the queues and stories it contains.

To open a directory:

1. Select the directory you want to open.

2. Do one of the following:

    ▶ Double-click the directory.

    ▶ Click the plus (+) sign to the left of the directory you want to open.

    ▶ Press the right arrow key.

    The directory expands to show you all of the subfolders and queues in it.

Pressing the right arrow key on the keyboard when a queue is selected in the Directory panel will open the queue. When you open a queue from the Directory panel, the contents of the queue automatically open in the Queue panel, and the first story in that queue appears in the Story panel.

Closing a Directory

Close a directory when you are finished working in it or if you want to view other information in the Directory panel.

To close a directory:

▶ Click the minus sign (-) to the left of the directory you want to close.

▶ Press the left arrow key.

    The directory collapses and hides all of the subdirectories and queues in it.

Using the Go To Menu

The Go To menu allows you to quickly move through the system and access any user-specified queue via the Destination command. It also provides quick access to the priority queue, which is where the urgent news wires are located; by using this menu, you can either open the priority queue to view all urgent wires or view a truncated list (last 10 urgent wire stories) in the Alerts History dialog box.

When in the Queue panel, you can use the Go To > Time command to navigate to the next story in the queue based on how old the story is.

To access the priority queue:

▶   Select Go To > Priority Queue.

The priority queue of urgent wire stories is also available via the Urgent button on the Main toolbar.

To open the Alerts History dialog box:

▶   Select Go To > Alerts History.

Using the Destination Command

The Destination command takes you directly to a specified queue or folder.

To use the Destination command:

1. Select Go To > Destination.

    The Go to Queue or Folder dialog box opens.
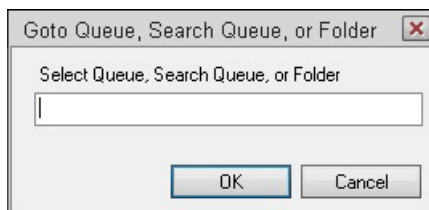
2. Specify the pathname of the queue or folder you want to open in the Destination text box. You may not have to type the entire pathname; as you type, the iNEWS system's auto-complete feature will check the database and fill in the field as soon as a match is found.

3. Click OK.

    The dialog box will close and the specified queue or directory will open.

📑 *If the destination you specify is located in a locked queue, you must enter the correct password to open the queue.*

Changing Your Password

You can change your password at any time. Your password should be alphanumeric and can contain punctuation marks—such as a period, hyphen, asterisk, question mark, and so forth—but it cannot contain any spaces. Any attempt to include a space is rejected with a warning that appears in a dialog box, as shown:
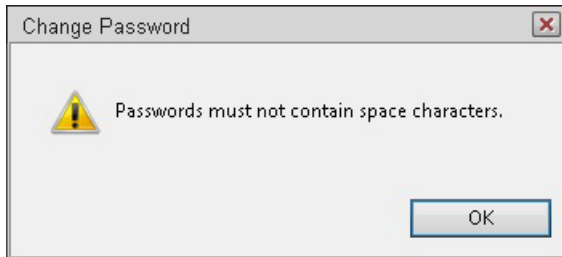
By default, your password must be at least five characters and no more than 12 characters—*unless* your system administrator specifies other requirements.

To change your password:

1. Select Tools > Options > Change Password.

   The Change Password dialog box opens.
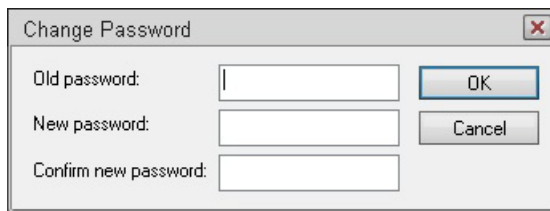
2. In the Old Password field, type your current password.

3. In the New password field, type your new password.

4. In the Confirm new field, type your new password again.

5. Click OK.

   The next time you log in to iNEWS you will be required to enter your new password.

Logging Out of iNEWS

When you finish working with iNEWS, end your session by logging out.

To log out of iNEWS:

1. Do one of the following:

   ▶ Select File > Exit.

   ▶ Click the X button in the upper right corner of the main window.

   ▶ Press Alt+F4.

It is possible for the system administrator to reconfigure the function of Alt+F4 to do something else other than close the program. By default, this keystroke combination will close the program.

The system automatically saves your work.

A message box might open, telling you that your session will end.

Users can modify their preferences to turn off this message box so that it doesn't appear, in which case step 2 would no longer be necessary.

2. Click Yes to end the session and exit the iNEWS newsroom computer system.

3 The iNEWS Workspace

The iNEWS software is a Windows-based application, which means it uses windows, menus, and toolbars to manipulate and display information. All iNEWS windows contain several components, which include: toolbars, the menu and status bars, and workspaces.

The following topics provide more information on the iNEWS workspace:

- Overview of an iNEWS Workspace
- Opening an iNEWS Workspace
    - Changing Workspace Color Settings
- Working with Panels
    - Changing the Layout of Panels
    - Resizing a Panel in the Workspace
    - Zooming in on a Panel
    - Moving From Panel to Panel in Zoom Mode
    - Zooming out of a Panel
    - Displaying a Context Menu
- Arranging Multiple Workspaces
    - Switching Between Workspaces
- Closing a Workspace

Overview of an iNEWS Workspace

The primary workspace is known as the iNEWS workspace, but workspaces for other plug-ins, such as Avid Deko Select, may also be viewed in the iNEWS window. Users may also have multiple iNEWS workspaces open simultaneously within the window.

The following image shows a typical iNEWS workspace with its three primary panels identified.
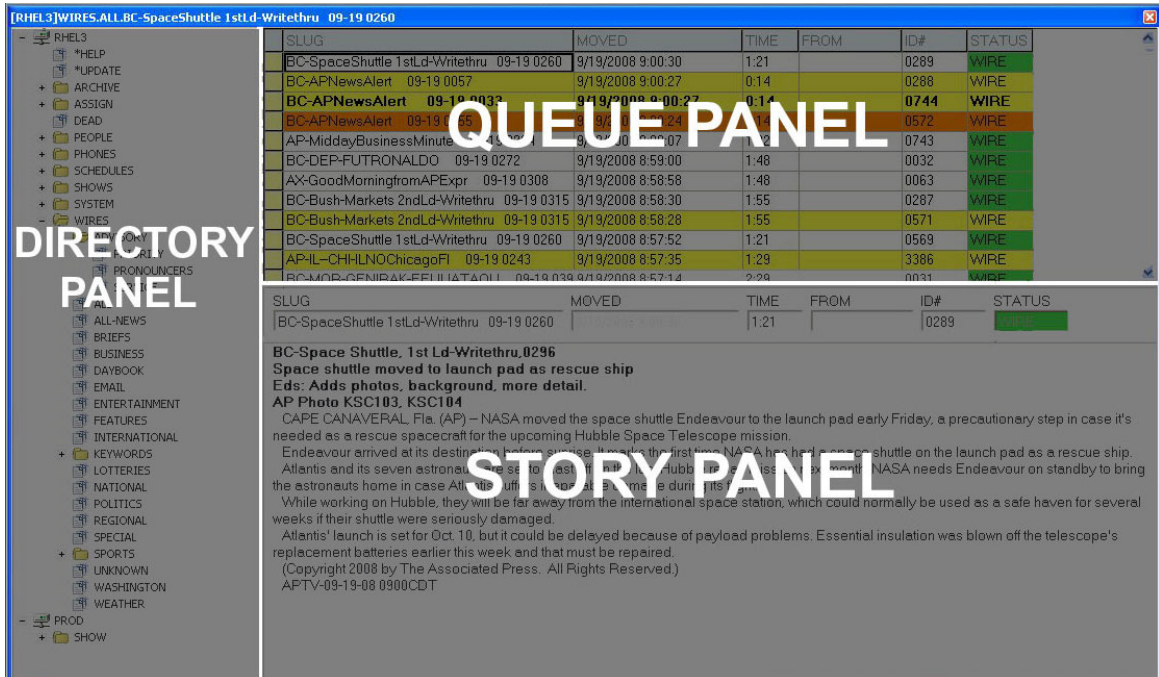
The iNEWS workspace's panels display various information stored in the iNEWS database. The three primary panels available in a workspace are:

Panels	Description
Directory	Displays the directory or file structure of the iNEWS newsroom computer system on the Directory tab. Use it to navigate through the iNEWS database. Projects are also displayed in this panel on the Projects tab. By default this panel appears on the left side of the iNEWS workspace.
Queue	Displays a list of the stories in a queue in a spreadsheet format. Stories are added, deleted, moved, and ordered through this panel. By default this panel appears on the top right side of the iNEWS workspace.

Panels	Description
Story	Displays the story's text and any other pertinent information, such as production cues. By default this panel appears on the bottom right side of the iNEWS workspace. Of the three main panels that make up the iNEWS workspace, the Story panel is unique because it may be divided into three sub-panels, which are called: Story Form, Instruction, and Story Text. Of the three sub-panels, only the Story Text sub-panel remains visible within the Story panel all of the time. A user may hide the other two.
	If a story is associated with a project or facet, the Story panel becomes tabulated with two tabs: Story and Project, both of which are displayed side-by-side in this panel when a user opens the story. The Story tab appears on top by default and displays the body of the story as usual, including production cues and machine instructions, if any. Users can click a story's Project tab to view the projects and facets with which that story is associated, along with related stories, if any. For more information, see "Associating Stories with Projects or Facets" on page 117.

A user can choose to view only one primary panel at a time or arrange the panels in one of four different layouts. The layout options are defined in more detail in "Changing the Layout of Panels" on page 39.

Opening an iNEWS Workspace

Open a workspace when you want to view an area of the iNEWS database in a specific layout. Users can open multiple workspaces within a single session of iNEWS.

To open a new workspace, using the default layout:

▶ Do one of the following:

- Click the New Workspace button on the Main toolbar to open a new workspace without specifying a queue.

- Press Shift+Ctrl+N.

The workspace will open in the default layout without displaying a specific queue in the Queue panel or any story in the Story panel. The iNEWS directory will appear in the Directory panel so the user can then navigate to any folder and queue in the database.

To open a workspace to a specific queue:

1. Do one of the following:

   ▶ Click the Open Workspace button on the Main toolbar.

   ▶ Select Window > Open Workspace.

▶ Press Shift+Ctrl+O.

The Open Workspace dialog box opens.
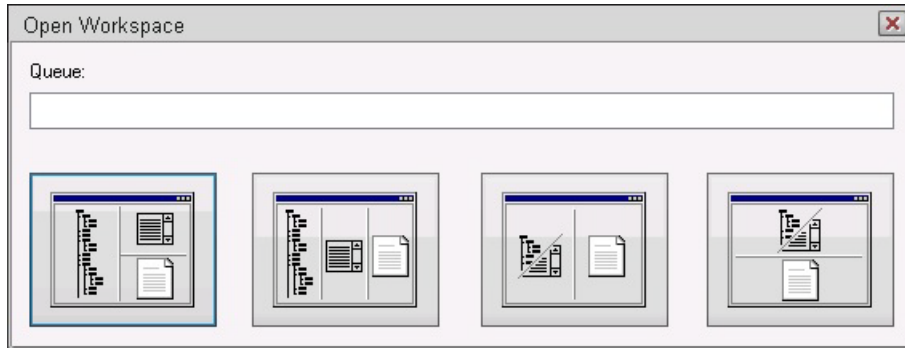
2. Enter the directory path of the queue you want to open.

3. Click a layout to open the workspace with that layout.

Changing Workspace Color Settings

You can change the color of the text and highlighting as it is displayed in iNEWS. Any changes you make affect only your user account and will follow your login.

To change workspace color settings:

1. Select Tools > Options > Colors.

The Color Rules dialog box opens.
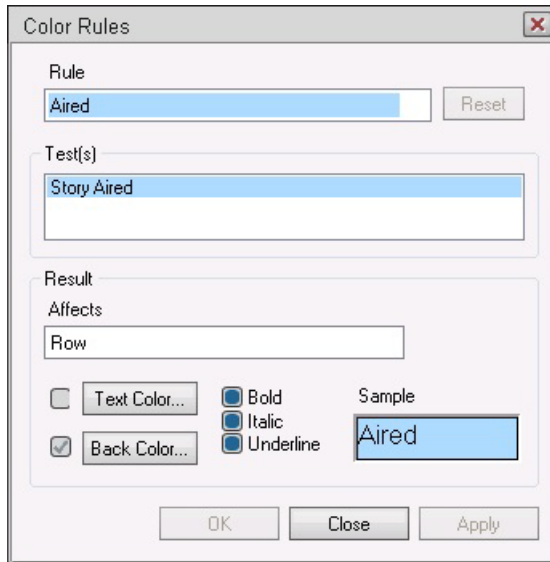
2. Select a color rule from the Rule list.

   The Test(s) and Affects fields change with your selection, and a sample of the rule you selected appears in the Sample field.

3. Click Text Color to change the text color, or click Back Color to change the highlight color.

   The Color dialog box opens.
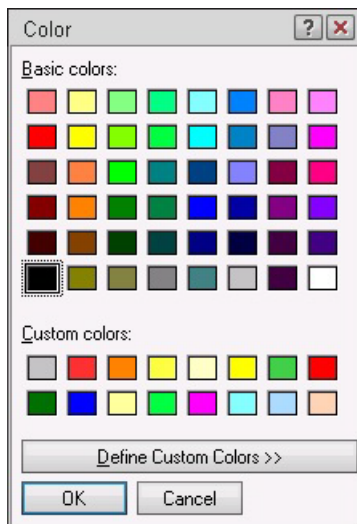
4. Select a color and click OK.

The Sample field in the Color Rules dialog box displays the color you selected.

5. Click Bold, Italic, or Underline if you want to apply that attribute to the text.

6. Do one of the following:

  ▶ Click Apply to make this change and continue making color changes.

  ▶ Click OK to make this change and close the dialog box.

Working with Panels

The workspace provides iNEWS users the chance to arrange its panels in a variety of ways to best suit the needs of the user. Panel sizes can be modified, the layout altered, or users can zoom in on a single panel.

Changing the Layout of Panels

The iNEWS system gives you several ways to view your workspace layout. You can change the layout at any time. The layout you choose remains until you log out of the system.

There are four possible layout options:

Option	Icon	Description
#1		The default layout provides the Directory panel on the left, the Queue panel on the top right, and the Story panel on the bottom right side of the iNEWS workspace.
#2		The second option positions the panels in a 3-wide, vertical split with the Directory panel on the left, the Queue panel in the middle, and the Story panel on the right.
#3		The third option provides a two-panel simultaneous view, with a vertical split. In this layout, the Story panel remains on screen on the right side of the workspace. The user can toggle between viewing the other two panels (Directory and Queue panels) on the left side of the workspace by selecting that side and pressing Alt+Right or Left arrow.
#4		The fourth option provides a two-panel simultaneous view with a horizontal split. In this layout, the Story panel remains on screen at the bottom of the workspace. The user can toggle between viewing the other two panels (Directory and Queue panels) on the top half of the workspace by selecting that side and pressing Alt+Right or Left arrow.

To change the layout of panels in an open workspace:

1. Select View > Layout or press Shift-Ctrl+L.

   The Select Workspace Layout dialog box opens.
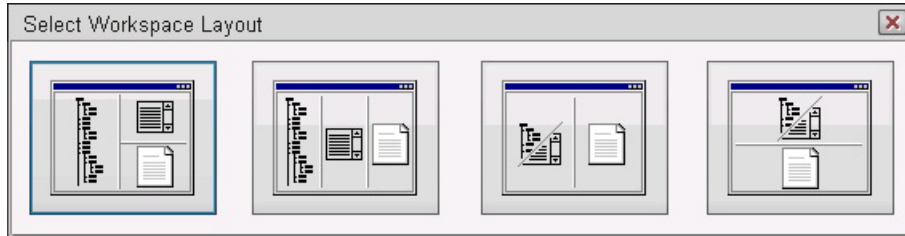
2. Click the workspace layout you want. The workspace is changed to the layout you selected.

The first four buttons on the left of the Layout toolbar (shown below) can also be used to change the layout of panels within the workspace.

The other three buttons pertain to arranging multiple workspaces. See "Arranging Multiple Workspaces" on page 42 for more information.

Resizing a Panel in the Workspace

Resize a workspace panel when you need to view more of one panel and less of another.

To resize a workspace panel:

1. Place your cursor along border of the panel you want to resize.

   As you move your cursor over the border, the cursor changes from a pointer to a splitter bar.

2. When the splitter bar is active, click the border and move it to resize the panels.

3. Release the button at the new position.

   The workspace panel is resized until the next time you resize the panels.

Zooming in on a Panel

You might want to zoom in on a panel when you want to concentrate on information in a particular panel. When you zoom in on a panel, it occupies the entire workspace and hides the other panels.

To zoom in on a panel:

1. Click on the panel you want to zoom in on.

2. Do one of the following:

   ▶ Select View > Zoom.

   ▶ Press Alt+Z.

   The panel you chose now occupies the workspace.

📄 *You can press Alt+Z again to toggle back to the original multi-panel view.*

Moving From Panel to Panel in Zoom Mode

You can move from one panel to another in zoom mode. This is helpful if you want to view detailed information for each panel.

To move from panel to panel in zoom mode:

1. Zoom in on a panel.

2. Do one of the following:

   ▶ To move left, press Alt+Left arrow.

   ▶ To move right, press Alt+Right arrow.

   ▶ To move from the story body to the story form, press Alt+Up arrow.

   The pattern for navigating while in zoom mode is:

   Directory panel ↔ Queue panel ↔ Story panel

📄 *Navigation between the three main panels while in zoom mode does not loop. In other words, pressing Alt+Right arrow while zoomed in to the Story panel will not move to the Directory panel. If you are zoomed in to the Story panel and want to view the Directory panel, press the Alt+Left arrow keystroke combination twice.*

Zooming out of a Panel

When you want to return to a normal two- or three-panel view of the workspace, you can zoom out of a panel.

To zoom out of a panel:

▶ Select View > Zoom.

▶ Press Alt+Z.

📄 *You can press Alt+Z again to toggle back to the single-panel view.*

Displaying a Context Menu

A context menu contains frequently used commands, making those commands readily accessible in the panel in which you work. The command options available will vary depending on what panel the mouse pointer is in when you right click.

To display a context menu:

▸ Right-click on the panel in which you want to work, and then select a command from the context menu.

📄 *In the Directory panel, when you display the context menu, the options will reflect the location of your cursor. For example, when you select a queue icon, the Properties menu option will apply to that queue. If a folder icon is selected, the Properties menu option will apply to the directory and its contents.*

Arranging Multiple Workspaces

In iNEWS, you can arrange many workspaces in the main window. This allows you to work on several stories at once with the workspace layout you like best.

To arrange multiple workspaces:

▸ Do one of the following:

  - Select Window > Auto Arrange > *option* (either Off, Horizontally, or Vertically).

  - Select one of the three arrangement buttons on the right of the Layout toolbar, shown below:

The open workspaces are arranged according to the arrangement choice you made.

Switching Between Workspaces

While the iNEWS Workstation allows you to open up several workspaces at once, to work in a particular workspace, that workspace must be active. A workspace is active when its title bar is a different color from the other workspaces.

To switch between workspaces:

▸ Click on any part of the workspace.

▶ Press Ctrl+Tab.

Closing a Workspace

You can close any workspace in the main window without exiting iNEWS.

To close a workspace:

1. In the main window, click the workspace you want to close. Ensure that its title bar is highlighted. Usually, it will appear blue when active.

2. Do one of the following:

   ▶ Click the X button in the upper right corner of the workspace you want to close.

   ▶ Select Window > Close.

   The workspace closes, with any changes saved automatically. Any other open workspaces will remain open in the main window.

By default, pressing Ctrl+F4 will close the active workspace, unless the system administrator has reconfigured the Ctrl+F4 keystroke combination to do something else.

To close all workspaces simultaneously:

1. Do one of the following:

   ▶ Select Window > Close All.

   ▶ Press Alt+W, then type L.

Working with Multiple Monitors

Users, such as news producers, might want to run iNEWS at workstations with multiple monitors. Avid iNEWS does support this option; however, there are some things one must keep in mind if running iNEWS client software on a dual monitor workstation.

• If the application is maximized at close, it will be maximized on the primary monitor when it is reopened, regardless of which monitor it was on when closed.

• Moving a user from a dual monitor workstation to a single monitor computer, such as an undocked laptop, could result in the application opening to a screen that no longer exists.

To move iNEWS to single available screen:

1. Right click on iNEWS in the Windows taskbar.

2. Select Move.

3. Press on of the Arrow keys on the keyboard; this will lock the application's window to the mouse pointer.

4. Use mouse to position mouse pointer onto the screen and the iNEWS main window will move with it.

4 Toolbars

In iNEWS, the standard toolbars allow you to easily access many of the same options you'll find in the menu. You can also create your own custom toolbars and shortcut buttons, utilizing macros, to help speed up your productivity.

The following topics provide more information on toolbars:
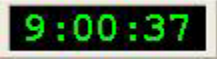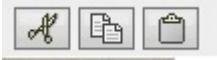
- Standard Toolbars
  - Displaying or Hiding a Toolbar
  - Moving a Toolbar

- Custom Toolbars
  - Creating a Custom Toolbar
  - Modifying a Custom Toolbar

- Shortcut Button Images
  - Creating a Shortcut Button
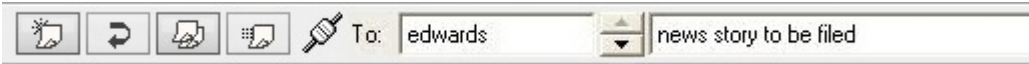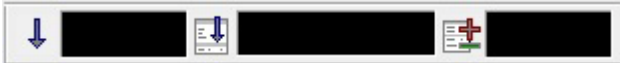
Standard Toolbars

The iNEWS system provides ten standard toolbars with which you can access many of the same options you'll find in the menus; however, some buttons on toolbars are distinct from menu commands.

Toolbars make it easy for you to quickly perform a function. By dragging and dropping a toolbar, you can place it anywhere in the workspace to suit your needs. You can also choose to remove toolbars that you don't need to conserve screen space. By positioning the mouse pointer over any button on a toolbar, you can view a tooltip that briefly describes the function of each button.

The standard toolbars cannot be altered, but they can be hidden or moved within the iNEWS Workspace. Each standard toolbar is described in the following table:

Toolbar	Description
Browse	Lets you move easily among stories. Options include: First, Previous, Next, and Last.

Clock	Displays the workstation clock time.

Edit	Gives you quick access to editing tasks, such as: Cut, Copy, and Paste.

Find	Searches queues and story panels for text you specify.

Format	Lets you add styles and colors to text. Options include: Font, Bold, Italic, Underline, Normal, Presenter Instruction, Closed Caption, and Machine Control Instructions.

Toolbar	Description
Layout	Lets you change the workspace layout and the arrangement of the window.

Toolbar	Description
Main	Lets you perform standard iNEWS tasks. Options include: Create a new workspace, Open an existing workspace, Create a new story, Edit lock/unlock, Check spelling, Save a story, and Print to a local printer. Additionally, the Main toolbar provides buttons for viewing priority wires stories, such as bulletins, accessing your mail and messages, and opening a Web browser within iNEWS. Icons on some buttons will blink when new, unread data is received, such as urgent wires, mail, or messages.

Toolbar	Description
Messages	Lets you view and send instant messages between you and other iNEWS users.

Toolbar	Description
Navigation	Lets you navigate around the workspace. The Up and Down Arrow buttons move you through the panels of the workspace and back again. The Right and Left Arrow buttons may be used to navigate back and forth between previously viewed queues within the current session.

Toolbar	Description
Timing	Lets you view—from left to right—the item countdown, segment countdown, and over/under times in a rundown. The show timing clocks are blank (as shown) when show timing is off.

Displaying or Hiding a Toolbar

You can display or hide any toolbar to help manage your work.

To display a toolbar:

1. Select View > Toolbars.

   The Toolbars dialog box opens.
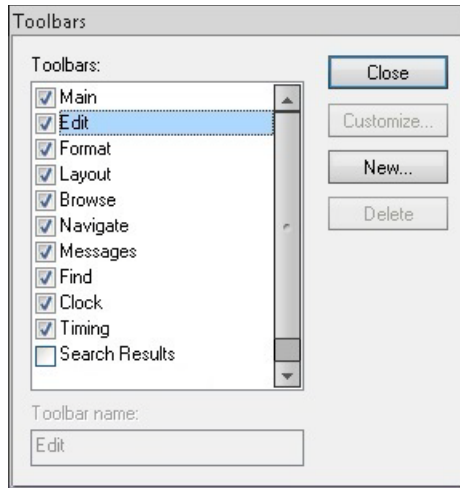
The toolbars that are already displayed have a checked box next to the toolbar name.

Search Results, although listed in the Toolbars dialog box, is not a toolbar. It is a special pane that, like toolbars, can be displayed or hidden within the iNEWS window. For more information, see "Search Results Pane" on page 191.

2. Click a toolbar check box to display that toolbar.

3. Click Close.

   The toolbar you selected appears in the toolbar area of the main window.

To hide a toolbar:

1. Select View > Toolbars.

   The Toolbars dialog box opens.
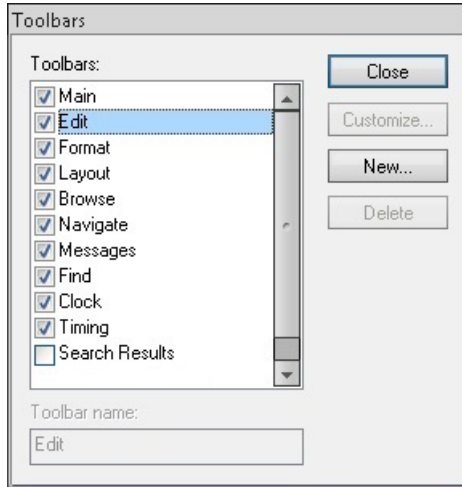
The toolbars that are already displayed have a checked box next to the toolbar name.

2. Click the box next to the toolbar you want to hide.

   When the box is blank, that toolbar will not be displayed.

3. Click Close.

   The toolbar you deselected no longer appears in the toolbar area.

You can right-click anywhere in the toolbar area at the top of the main window to access a context menu with a list of toolbars and a customize option. Selecting the customize option will open the Toolbars dialog box, allowing you to customize the display of toolbars or create new custom ones.

Moving a Toolbar

You can arrange the toolbar section of iNEWS to meet your needs. In addition to displaying and hiding toolbars, you can also rearrange the order of the toolbars to appear in any order at the top or on the side of the workspace. You can only move toolbars when they are displayed in the workspace.

To move a toolbar:

1. Click anywhere just outside of the buttons in the toolbar you want to move.

2. Drag the toolbar and drop it in its new location.

   Your new toolbar arrangement will be displayed until the next time you rearrange the toolbars.

Custom Toolbars

A custom toolbar helps you work more effectively. The buttons you create will take you to specific places in the database. Instead of navigating through the directory panel, you can go to a queue with a single click of a button.

When adding or modifying a shortcut button on a custom toolbar, you will define the:

• Button name

• Queue directory path

• Tooltip description for the button

• Button image

You can also delete a shortcut button when it is no longer useful.

Creating a Custom Toolbar

Create a custom toolbar for those tasks that you need to perform or destinations you need to access often in iNEWS.

To create a custom toolbar:

1. Select View > Toolbars.

   The Toolbars dialog box opens, showing standard system toolbars. Any custom toolbars you create will appear at the end of the list.
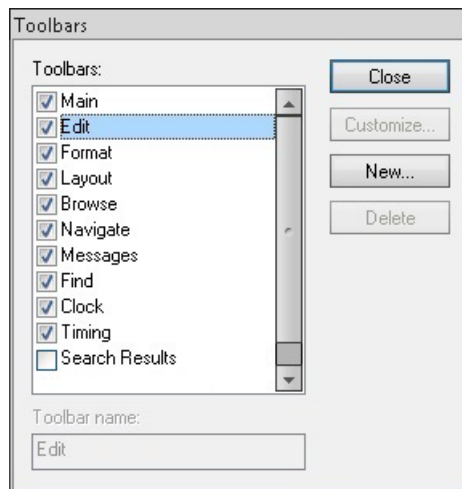
2. Click New to add a custom toolbar name to the list.

The New Toolbar dialog box opens.
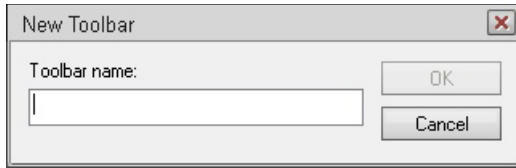
3. Type the name you want to assign to the toolbar you are creating.

4. Click OK.

   The Customize Toolbar dialog box opens.
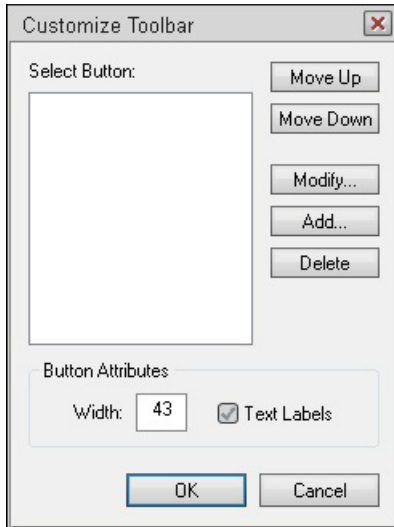
5. You can now create shortcut buttons for your toolbar.

   For more information, see "Creating a Shortcut Button" on page 54.

6. Click OK to return to the Toolbars dialog box.

7. If it is not already checked, click the check box to the left of the toolbar you just created.

8. Click Close to close the Toolbars dialog box and return to the main window.

   The toolbar you created appears at the top of the Directory panel. The following image is an example of a custom toolbar displayed horizontally. Custom toolbars can be positioned within the workspace vertically too.

9. Click the title bar of the new toolbar and drag it to the toolbar area of the iNEWS Workspace.

Modifying a Custom Toolbar

If you have the proper security access, you can make modifications to a custom toolbar to fit your needs. For instance, you can change the order in which the buttons appear in a custom toolbar, or you can delete a button that you never use. See your system administrator to find out if you are able to modify custom toolbars.

To modify a custom toolbar:

1. Select View > Toolbars.

   The Toolbars dialog box opens.
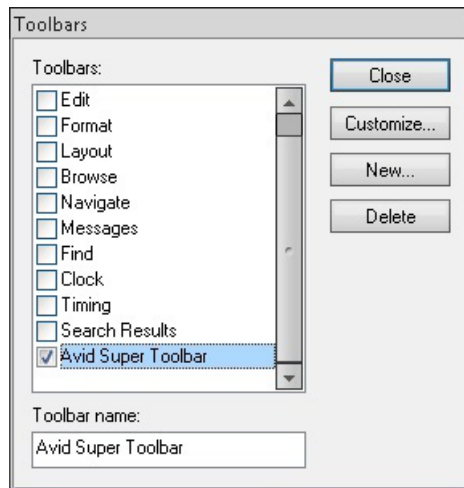
2. Click the check box to the left of the customized toolbar you want to modify.

   You cannot modify standard system toolbars; therefore, the Customize and Delete buttons are only enabled when you select a customizable toolbar.

3. Click Customize.

   The Customize Toolbar dialog box opens.
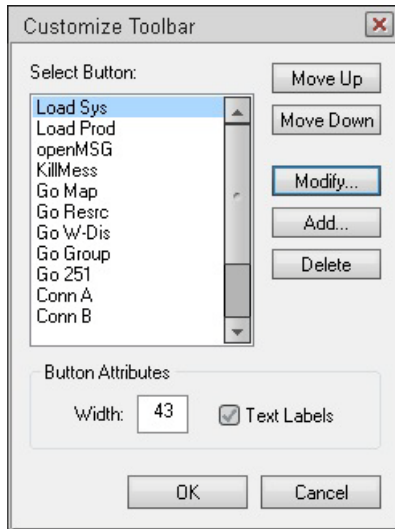
4. In the Customize Toolbar dialog box, you can move, modify, add, or delete buttons from the toolbar, and specify where to show text labels for toolbar buttons. Select the option you want to perform.

5. If you modify or add a button, complete the Custom Toolbar Button dialog box and click OK twice to return to the Toolbars dialog box.

   If you selected any other option, click OK to return to the Toolbars dialog box.

6. If it is not already selected, click the toolbar you just modified to have it appear in the main window.

7. Click Close.

   The toolbar appears with the modifications you made to it. The following image is an example of a custom toolbar displayed horizontally. Custom toolbars can be positioned within the workspace vertically too.

It is strongly recommended that you log out after making any toolbar modifications so the changes to custom toolbars during the current session are permanently saved into the system. Should the workstation become disconnected without you properly logging off, those alterations would be lost, forcing you to have to repeat the modifications.

Creating a Shortcut Button

Shortcut buttons can be created on any custom toolbar in iNEWS. Customization is not permitted on the standard toolbars.

These buttons can be used to shorten tasks, such as initiate macros, opening sessions, or navigating to specific locations in the database. The procedure in this section covers the button creation for all possible options. For information on an alternative procedure for creating a "navigation shortcut button", see "Creating a Navigation Shortcut Button" on page 119.

If you just created the toolbar, and the Toolbars dialog box is already open, you can skip steps 1 and 2, and begin with step 3.

To create a shortcut button:

1. Select View > Toolbars, or right-click on any customizable iNEWS toolbar.

    The Toolbars dialog box opens.
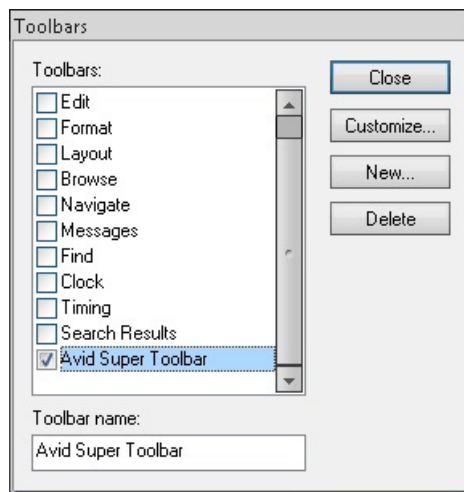
2. Click the check box next to the customizable toolbar you want to work with.

3. Click Customize.

    The Customize Toolbar opens.
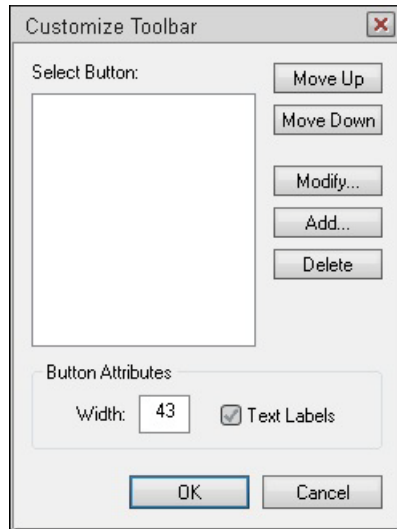
4. Select Text Labels if you want your customized shortcut buttons to have text titles.

After selecting the Text Labels check box, you can modify the width of the shortcut buttons, such as changing the size of the default width of 16 pixels to a larger size of 43 pixels.

5. Click Add.

The Customize Toolbar Button dialog box opens.

6. In the Name field, enter a button name.

📖 *The name you type here will appear on the button if you select the Text Labels check box in the Customize Toolbar dialog box.*

7. In the Tooltip Text field, enter a description for the button.

   This description appears on-screen when the mouse pointer rests on the button.

8. In the Action section, click one of the following radio buttons to select it:

Button	Action
Navigate to:	Enter the directory path of the queue you want the button to open. You can also click the queue in the Directory panel and drag it into this field.
	For more information on creating this button for navigation to projects or facets, see "Creating a Navigation Shortcut Button" on page 119.

Button	Action
Session:	Select the session you want the button to open.
Command Line:	Type the keyboard shortcut or name for the command or program you want the button to open. For instance: `iexplore.exe`.
Options:	Type an additional Web address or filename to open, such as `www.avid.com`.
Macro:	Type the macro commands you want the button to perform. For more information on writing macros, see "Creating a Macro" on page 172.

📑 *The information in Options is dependent on data supplied in the Command Line. For instance, you cannot type notepad.exe, which is the Notepad program, in the Command Line and then type the name of a DOC file, such as script.doc, in Options because Notepad cannot open Word DOC files. (Notepad can be used to open TXT files and view the source of HTML files.)*

9. In the Image field, click one of the following radio buttons to select it:

Button	Action
Predefined List:	Select an image from the list provided in the Customize Toolbar Button dialog box.
User defined:	Browse through directories to find a bitmap image of your own. See "Shortcut Button Images" on page 57 for more information about these images.

10. Click OK.

    The new button appears in the Current Buttons list of the Configure Shortcut Bar dialog box.

11. Click OK again.

    The Toolbars dialog box opens.

12. Click the check box next to the new toolbar.

    The new toolbar opens in the main window.

13. Click Close to return to the main window.

Shortcut Button Images

Custom toolbars have shortcut buttons that, like standard toolbar buttons, require some type of image or icon used to represent the button's purpose. When creating a shortcut button, you can select an image that will appear on the button from the standard iNEWS list, or you can import an image. The same image can be used on several buttons.

If you choose to import your own image, the image must meet the following requirements:

- File format is Device Independent Bitmap (DIB)

- Bitmap is 16 pixels wide by 15 pixels high

- No more than 8 bits per pixel, uncompressed

- Background pixels must have the RGB value of (192, 176, 192)

The bitmap images will not be visible to multiple users at multiple workstations unless the bitmaps are loaded in the same place on every workstation or in a shared network directory.

5 | **Working with Queues**

A queue is an area of the database that contains related stories, such as wire stories or a show rundown of scripts. The name assigned to a queue should identify its contents. Whatever a queue's contents, the detailed information of each story is visible only in the Story panel. Use the Queue panel to manage stories in a queue, such as the order, and so forth.

A special type of queue known as search queues can be created to store pre-defined queries of indexed queues. For information on this type of queue, see "Search Queues" on page 193.

The following topics provide more information about queues:

- Changing Forms for Viewing Queues
- Changing the Width of a Queue Form Field
- Easy Locking a Queue
- Key Locking a Queue
- Moving a Queue
- Opening a Queue
- Refreshing a Queue
- Searching for Text in a Queue
- Specifying a Destination Queue
- Unlocking a Queue
- Using Abstract Display in Queue
- Using Currency Total
- Viewing Queue Properties

Changing Forms for Viewing Queues

Anytime a user opens a queue, it is displayed using its default queue form. The system administrator sets up the default. A user can choose to display a queue's contents in the Queue panel using a different form.

When a user has changed forms for a queue, they can return to the default form by exiting the queue and reopening it.

You can only change forms for a queue when your cursor is in the Queue panel.

To change the form you use to view a queue's contents:

1. Select View > Use Forms > Forms.

2. Select the form you want to use.

3. Click OK.

To return to the default form:

▶   Select View > Use Forms > Normal.

Changing the Width of a Queue Form Field

Occasionally, you might need to change the width of a form field in the Queue panel to view all the information in a column. This change will last only as long as you are in the queue, and cannot be saved or viewed by other users. Only your system administrator can make permanent changes to forms.

To change the width of a queue form field:

1. Open the queue you want to change.

   For more information, see "Opening a Queue" on page 62.

2. In the Queue panel, locate the field you want to widen or narrow and click it.

3. Move the cursor to the edge of the form field. When the cursor changes to a cross, click and drag the column until it is as wide or narrow as you want it.

Easy Locking a Queue

Easy lock a queue when you want to limit other people's access to a queue while you are working in it. Easy lock limits access to your user name. This means that only someone signed on with your user ID can open the queue after it has been easy locked. Remember, though, that your system administrator can access your locked queue.

To easy lock a queue:

1. Open the queue you want to lock.

   For more information, see "Opening a Queue" on page 62.

2. Select Tools > Lock Queue.

   The User Lock Queue dialog box opens.
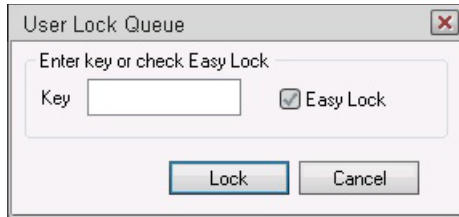
3. Click the Easy Lock check box.

4. Click Lock.

   The queue you selected is now locked, and only you can open it.

Key Locking a Queue

Key lock a queue when you want to limit other people's access to a queue while you are working in it. Unlike easy locking a queue, however, anyone who knows the "key" can open the queue you key locked.

Your system administrator can access any key-locked queue at any time.

To key lock a queue:

1. Open the queue you want to lock.

   For more information, see "Opening a Queue" on page 62.

2. Select Tools > Lock Queue.

   The User Lock Queue dialog box opens.
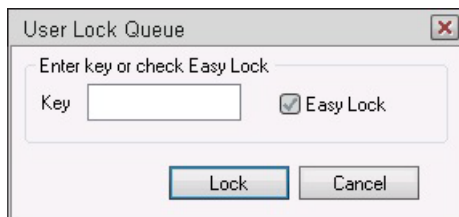
3. Create a "key" by entering a password between 1 and 12 characters.

   The key can contain numbers, letters, and some punctuation marks. As you enter the key, asterisks replace the text you are typing. This is to secure your key from others.

4. Click Lock.

   The Confirm Key dialog opens.
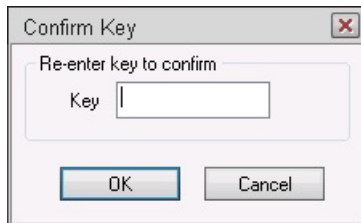
5. Re-enter your key to confirm the code.

   The queue you selected is now locked, and can only be opened by individuals who know the key.

Moving a Queue

When you move a queue, you remove its contents, such as stories, from their original directory and add them to the destination directory. The queue itself is not moved. Any queue that is locked or requires write-permission will be copied rather than moved.

To move a queue:

1. Click the queue you want to move.

2. Press and hold the Shift key, and drag the queue to the destination directory.

   The queue's contents are moved to the destination directory.

Opening a Queue

Queues are located within directories in the Directory panel. Open a queue when you want to work with the stories in it.

In iNEWS, you can open a queue in two ways:

- When you open a queue from the Directory panel, you must first open directories and subdirectories where the queue resides.

- When you open a queue using the Go To menu, you type the path to the queue you want to open rather than clicking in the Directory panel until you locate the queue.

To open a queue from the Directory panel:

1. In the Directory panel, double-click the directory containing the queue you want to open, or click the plus (+) sign next to the directory to expand it.

   A list of queues, and possibly subdirectories, appears.

2. Do one of the following:

   ▶ If the queue resides in a subdirectory, first double-click the subdirectory to expand it and then double-click the queue to open it.

   ▶ If the queue resides in the directory you just opened, double-click the queue to open it.

To open a queue using the Go To menu:

1. Select Go To > Destination.

   The Goto Queue or Folder dialog box opens.
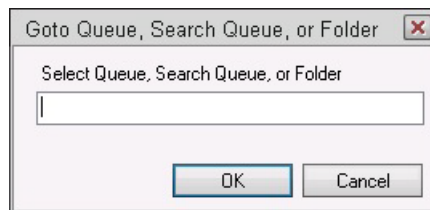
2. In the Destination drop-down list, click the queue you want to open.

3. Click OK.

   The queue and all the stories within it appear.

Refreshing a Queue

While you are working in a queue, other users may also be adding, deleting, renaming or rearranging stories within the same queue. To see any changes that have been made to a queue by others, you will need to refresh the queue periodically to update the information in it.

To refresh a queue:

▶ Choose Refresh from the View menu (or press F5).

📄 *Pressing the up arrow key when the cursor is at the top of a non-refresh queue will refresh the queue.*

The queue is updated and displays any changes that have been made since you opened the queue.

Searching for Text in a Queue

To search for text in a queue:

1. Open the queue you want to work with.

   For more information, see "Opening a Queue" on page 62.

2. Select Edit > Find (or press Ctrl+F).

   The Find dialog box opens.
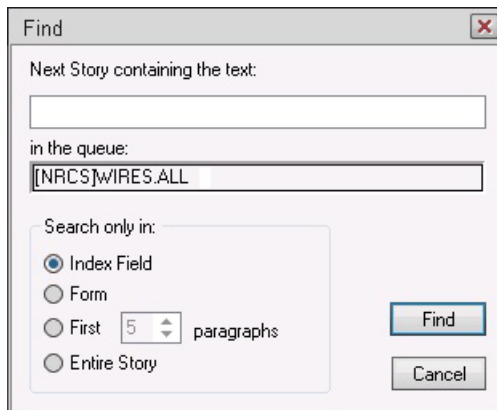
3. In the Next Story Containing the Text field, enter the text you want to search for.

4. In the Search only in section, click a radio button to limit the parameters of your search.

5. Click Find.

   The selection box moves to the first occurrence of the search text and highlights the text.

Specifying a Destination Queue

You can quickly move between queues by using the Go To option.

To specify a destination queue:

1. Select Go To > Destination.

   The Go To Queue or Folder dialog box opens.
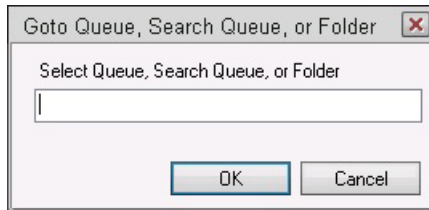
2. Select a path from the Destination list, or type the path of the queue you want to open.

   Use periods to separate the directory names (for example: "show.6p.rundown"). If typing the name, the system will automatically complete the directory or queue name as soon as it detects a match. These destinations will be held in memory during the current session and can be selected again by clicking the drop-down arrow. The destinations are cleared from memory when the user logs out.

3. Click OK.

Unlocking a Queue

Unlock a queue when you no longer want to prevent another user from accessing the queue.

To unlock a queue:

1. Open the directory containing the queue you want to unlock.

2. In the Directory panel, click the locked queue.

3. Select Tools > Unlock Queue.

   The User Unlock Queue dialog box opens.
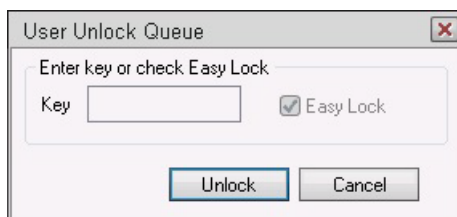
4. Do one of the following:

   ▶ If you key locked the queue, enter the key in the Key field.

▶ If you easy locked the queue, click the Easy Lock box.

5. Click Unlock.

Using Abstract Display in Queue

The Abstract Display in Queue feature gives you the ability to display a selected number of lines of story body for each story in the queue view.

To enable abstract display in queue:

1. Select Tools > Options > Preferences.

2. Click on the Layout tab.

3. Click in the Preview Lines - Use Default check box.

4. Click OK.

5. To check the number of preview lines defined, right-click in the queue and select Queue Properties to bring up the Queue Properties dialog and click on the User Interface tab.

   Preview Lines shows the number of lines defined.

6. Select View > Story Preview to temporarily change the number of preview lines.

   If you leave the queue you are on and return to it, the preview lines setting returns to the default.

   The Story Preview dialog opens.
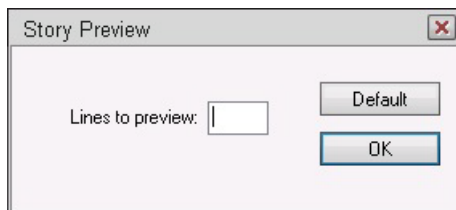
7. Click in the Lines to preview text box and type a new number.

8. Click OK to register your change.

   If you click on the Default button the queue's Property default will be selected.

Using Currency Total

Currency total allows you to click on individual cells or full columns in the Queue panel and total these items.

To use currency total:

1. Click on the cells you want to total in the Queue panel (use the Ctrl key to select several rows or columns simultaneously).

2. Right-click in the Queue panel, and select Total to Clipboard.
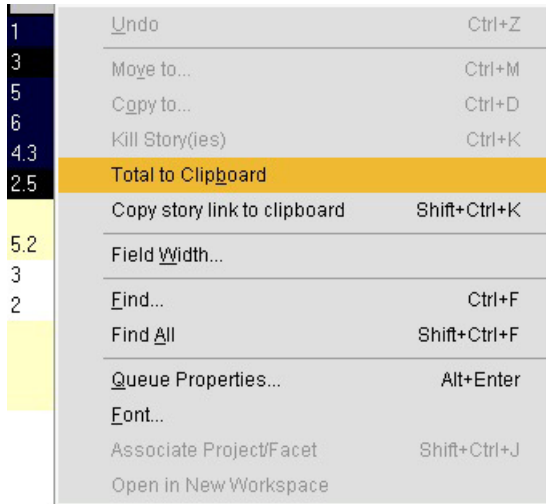
The total= appears in a tooltip with the sum of the values in the selected cells or columns.

The total of the cells or columns selected is copied to the clipboard.

Cells can contain currency or decimal numbers but should not be used with date or time values.

Viewing Queue Properties

You can view queue properties that are both administrator-controlled—such as sort characteristics and printing capabilities—and user-controlled, such as production lock.

You do not need to open a queue to view its properties. Right-click on any queue in the Directory panel and select Properties from the pop-up menu. The Queue Properties dialog box appears.

For information on altering queue properties, see the iNEWS Newsroom Computer System Operations Manual.

To view queue properties from the Queue panel:

1. Open the queue whose properties you want to view.

   For more information, see .

2. Do one of the following:

▶   Right-click in the Queue panel and select Properties.

▶   Select Edit > Properties (or press Alt+Enter).

The Queue Properties dialog box opens.

You can view information about queue forms, locks, sorting, and other properties associated with the queue. These properties are described in more detail in the *Avid iNEWS Setup and Configuration Guide*.

📄   *If viewing properties for search queues, only two tabs appear: Forms and Groups. The others do not apply to search queues.*

3. Click Close when you are finished viewing the queue properties.

6 Working with Wires

The iNEWS system lets journalists monitor news wires from workstations and easily transition that information into stories for broadcast.

The following topics provide more information on wires in the iNEWS system:

- Viewing Priority Wire Stories
- Viewing the Ten Most Recent Priority Wires

Viewing Priority Wire Stories

Priority wire stories include bulletins, urgents, and flashes. They are incoming wire stories coded as high priority by a wire service and placed in the priority queue. Each alert is color-coded depending on whether it is a bulletin, urgent, or flash. The color is determined by your system administrator.

When priority wire stories arrive, you are notified by an audio signal—usually a beep—and a flashing Urgent icon. This icon looks like a yellow lightning bolt with an arrow tip. You can see this icon in two locations of the user interface: on the Bulletin button in the Main toolbar or on the status bar at bottom right of the iNEWS window. In the status bar, the number of priority wire stories are also provided next to the Urgent icon.
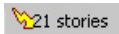
For more information about what appears on the status bar, see "Status Bar" on page 26.

You can open the priority queue to view the stories at any time.

To open a priority wire story:

1. Do one of the following:

   ▶ Click the Bulletin button in the Main toolbar.

   ▶ Click the Urgent icon in the status bar.

   ▶ Select Go To > Priority Queue, or press F7.

   A new workspace containing the priority queue opens, displaying a list of wire stories.

2. Double-click which wire story you want to view.

Viewing the Ten Most Recent Priority Wires

Use Alert History when you want to know immediately what the ten most recent priority wire stories are.

To view the ten most recent priority wires:

1. Select Go To > Alerts History, or press Shift+F7.

   The Alerts History dialog box opens with a list of the ten most recent priority wires.
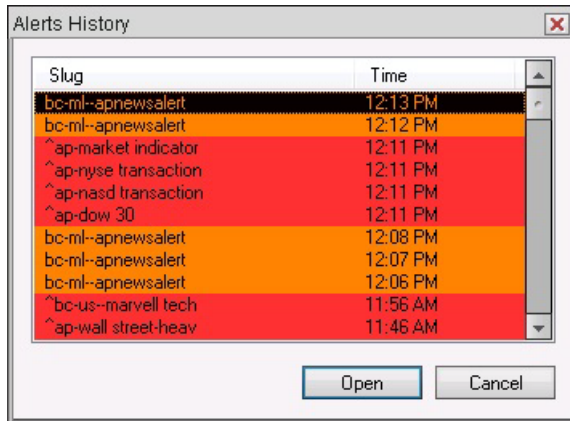
2. Do one of the following:

   ▶ Select a wire story and click Open.

   ▶ Double-click a wire story to display it in your workspace.

7 Stories - Creation and Modification

You can create and edit stories from within a queue. When you create new stories, you can save them to the iNEWS Server for future review by you or others. The basics of editing stories includes: creating a story, opening existing stories, navigating through stories, and editing text in stories. In iNEWS, stories are created and edited in the Story panel and its three sub-panels.

The following topics provide more information about the creation and modification of stories:

Understanding the Story Panel

The Story panel is the area of the workspace where you write and edit stories. Stories are either scripted or unscripted. Unscripted stories do not contain production cues or machine control instructions. A scripted story is a production version of the story that contains instructions for broadcasting.

The Story panel can be divided into as many as three sub-panels, which display the various information that is found within scripted and unscripted stories:

*   Story Form - located across the top of the Story panel

*   Story Text - located on the bottom (right side) of the Story panel.

*   Instruction - located on the bottom (left side) of the Story panel.

The Story Text sub-panel is the only one that is always visible. Displaying either of the other two is optional.

Sub-panel	Description
Story Form	The Story Form sub-panel contains fields for data that can also appear in the rundown's Queue panel, such as a script's slug or story title, Video ID, status, etc.
	The system manager defines the content and layout of the form fields, which can be text fields or drop-down lists of predefined options. Some fields may also be read only. Although you can change the appearance of some fields during a session, you cannot save these changes.

Sub-panel	Description
Story Text	The Story Text sub-panel contains the text or script of the story and is the only part that is always displayed as part of the Story panel. This area is blank when you create a new story. As you type, the text automatically wraps to the next line and scrolls down to keep the current line visible on the screen.
Instruction	The Instruction sub-panel contains production cues or machine control data for still store, video, and character generator devices. These instructions appear for scripted stories only.

Displaying Story Form Sub-Panel

The Story Form sub-panel is typically visible for both scripted and unscripted stories; however, you can hide it to conserve space.

To hide the Story Form sub-panel:

▸ Select Story > Hide Form Area.

▸ Right click in the Story Form sub-panel and select Hide Form Area.

To show a hidden Story Form sub-panel:

▸ Select Story > Show Form Area.

Displaying Instruction Sub-Panel

The Instruction sub-panel, which appears to the left of the Story Text sub-panel when displayed, is typically hidden for unscripted stories and is only pertinent when writing or editing scripts that contain production cues and machine control instructions. You can display it at any time, regardless of whether the story contains such instructions, or hide it to conserve space.

To hide the Instruction sub-panel:

▸ Right click in the Instruction or Story Text sub-panels and select Hide Production Cues.

To show a hidden Instruction sub-panel:

▸ Right click in the Story Text sub-panel and select Show Production Cues.

The Instruction sub-panel will automatically appear whenever you add a production cue marker to a story.

Navigating the Story Panel

Various keystroke combinations are available for navigating within the Story panel.

To scroll through a story's text:

▶ Press Ctrl+Up Arrow

▶ Press Ctrl+Down Arrow

📖 *If your computer's mouse has a scroll wheel, you can roll the wheel towards you to scroll down and away from you to scroll up. If you want the cursor to move, use the Up and Down Arrow keys*

To navigate to the first or last production cue, ensure the cursor is in the Instruction sub-panel, then:

▶ Press Ctrl+Page Up to go to the first production cue in a script.

▶ Press Ctrl+Page Down to go to the last production cue in a script.

To navigate through the production cues, ensure the cursor is positioned within a production cue, then:

▶ Press Tab to go to the next production cue.

▶ Press Shift+Tab to go to the previous production cue.

Changing Tab Settings for Story Text Sub-panel

Tab stops are the measurement by which the cursor will indent on a line when the user presses the Tab key. Indentation settings determine left and right margins for text in the Story Text sub-panel, as well as any indentation for first line of paragraphs.

The Tabs option allows a user to change tab stop and indentation settings for their Story Text sub-panel. After these are set, they are part of that user's preferences.

To change settings for tab stops:

1. Select Format > Tabs.

   The Tabs and Indentation dialog box opens.
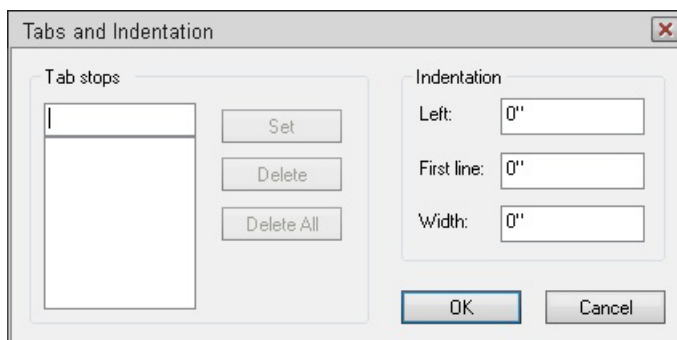
⊟ *The Tabs option will only appear enabled in the Format menu when there is a story open in the Story panel and your cursor is located in the Story Text sub-panel.*

2. In the Tab stops section, type the length that a tab should indent, such as `0.5″`.

3. Click Set.

4. Click OK.

To change settings for indentations:

1. Select Format > Tabs.

   The Tabs and Indentation dialog box opens.

2. In the Indentation section, type the length you want for margins or indentation in the appropriate field, such as `0.5″` for the first line of each paragraph.

3. Click OK.

Creating a New Story

In addition to opening existing stories, you can create new stories in a queue.

To create a story:

1. Open the queue in which you want to create a story.

2. Position your cursor in the queue below where you want the new story created.

3. Do one of the following:

   ▶ Select File > New Story.

   ▶ Press Ctrl+N.

   ▶ Press the Insert key.

   A new queue entry appears in the Queue panel as a blank row, and a blank story appears in the Story panel.

4. In the Slug column of the Queue panel, enter the new story's title.

5. Enter any other important information in the remaining columns for the new story.

6. In the Story panel, enter the story's text.

⊟ *Avid iNEWS supports the use of hyperlinks in the story body. Links can be in the form of http:// or www. E-mail addresses are also recognized. A user preference is available, defining whether clicked links will open into an Internet Explorer workspace within the iNEWS application or into the user's default browser outside of the iNEWS application.*

Creating Story Links

When the cursor is on a line in the Queue panel or in the Story Text sub-panel, the "Copy story link to clipboard" option is available in both the context menu and Story menu. When this option is selected, it creates a story link on the user's clipboard, which can be pasted into another story. You may also press Shift+Ctrl+K to create a link.

Story links appear as: `inews://<server>/<path>/<story>`. Clicking the link will create a new workspace displaying the linked story.

Opening a Story

In iNEWS, you can open any unlocked stories in a queue. Open a story when you want to view, edit, or delete information in the story.

To open a story:

1. Open the queue containing the story you want to open.

   For more information, see .

   A list of stories appears in the Queue panel.

2. Click a story to open it in the Story panel.

📖 *If your have zoomed in to the Queue panel, you can open a story by double-clicking on the selector button to left of the story you want to open.*

Changing Case of Text in Stories

There are four case formats for text within a story:

Format	Description
Upper case	Changes case so all letters are capitalized.
Lower case	Changes case so all letters are lower case.
Title case	Changes case so the first letter of each word is capitalized. This can be useful for character generator (CG) data, since many stations type their CGs in title-case format.
Sentence case	Changes case so the first letter of the first word at the beginning of each sentence is capitalized.

To capitalize all letters of a selected portion of text, do the following:

1. Highlight the text you want to change.

2. Do one of the following:

   ▶ Select Format > Case > UPPER CASE.

   ▶ Press Alt+O, then S, then U.

To lower case all letters of a selected portion of text, do the following:

1. Highlight the text you want to change.

2. Do one of the following:

   ▶ Select Format > Case > lower case.

   ▶ Press Alt+O, then S, then L.

To title case all letters of a selected portion of text, do the following:

1. Highlight the text you want to change.

2. Do one of the following:

   ▶ Select Format > Case > Title Case.

   ▶ Press Alt+O, then S, then T.

To sentence case all letters of a selected portion of text, do the following:

1. Highlight the text you want to change.

2. Do one of the following:

   ▶ Select Format > Case > Sentence Case.

   ▶ Press Alt+O, then S, then S.

Formatting Text

You can format text in a story when you want to give it characteristics different from the rest of the text. For instance, use different formats to indicate script directions, instructions for the crew, or information for news presenters.

You format options are described in the following table:

Format	Keystroke	Description
Select Typeface		Selecting a different typeface is a user customization that only applies to your workstation. Selecting a different typeface has no effect on printing.

Format	Keystroke	Description
Boldface	Ctrl+B	Displays and prints bold text.
Italic	Ctrl+I	Displays and prints italic text.
Underline	Ctrl+U	Displays and prints underlined text.
Normal	Ctrl+Alt+N	Displays and prints normal text.
Presenter	Ctrl+Alt+P	Identifies instructions for the news presenters. Presenter text can appear on the teleprompter, but it does not get timed or go to closed captioning.
Closed Captioning	Ctrl+Alt+C	Identifies text that can be used for closed captioning.

To format text:

1. Open the queue that contains the story you want to work with.

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it.

3. In the Story panel, highlight the text you want to format.

4. Do one of the following:

   ▶ Click on the appropriate formatting button located in the Format toolbar, if displayed.

   ▶ Select Format, and then select the format you want to apply to the text.

If you find that text placed in tables runs together and doesn't display properly, select a non-proportional typeface, such as Courier or Arial Monospaced, for viewing the story.

Searching for Text in a Story

Use the Find command to find individual occurrences of text within a story (for example, to find all occurrences of the misspelled word *seperate* and change them to *separate*).

To search for text in a story:

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

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it and then click in the Story panel.

3. Select Edit > Find (or press Ctrl+F).

   The text Find dialog box opens.
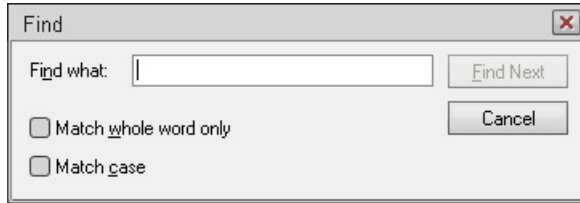
4. In the Find what field, enter the text you want to search for.

5. If you want the search to find text that exactly matches the word(s) you entered, click the Match whole word only check box.

6. If you want the search to find only words that match the case you designated, click the Match case check box.

7. Click Find Next.

   The first occurrence of the search text is highlighted. If the search is unsuccessful, the message "Finished Searching the story" appears.

You can press the Esc key to cancel a Find command search process within a few seconds.

Replacing Text in a Story

You can search for text in a story and replace it with alternative text that you specify. For example if you write a story containing the word "Nelson" and you discover that the correct spelling of the name is "Neilson," you can use the Replace command to make the correction.

To replace text in a story:

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

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it.

3. Click anywhere in the Story panel.

4. Select Edit > Replace.

   The Replace dialog box opens.
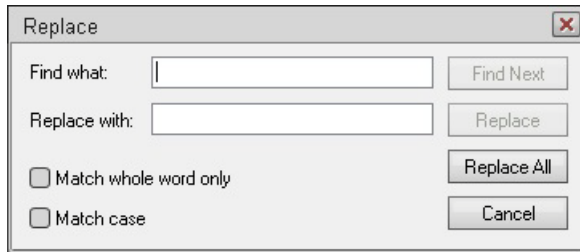
5. In the Find what field, enter the text you are searching for.

6. In the Replace with field, type the replacement text exactly as you want it to appear.

7. To ignore occurrences of the text inside a longer word ("honey," and not "Mahoney," for example), click the Match whole word only check box.

8. To ignore occurrences of text with a different case ("US" and not "us," for example), click the Match case check box.

9. Click Find Next to go to the story's first occurrence of the text you specified.

10. Do one of the following:

   ▶ Click Replace to change the highlighted text and search for the next occurrence.

   ▶ Click Find Next to skip to the next occurrence without changing the highlighted text.

   ▶ Click Replace All to replace all occurrences of the specified text with the new text.

Using iNEWS Scratchpad

The iNEWS Scratchpad feature lets you copy multiple items, store them, and then paste them into a story. Copy text to it when you want to gather information to insert into a story.

To copy text to the iNEWS Scratchpad:

1. Open the queue that contains the story you want to work with.

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it.

3. In the story panel, select the text to be copied.

4. Select Edit > Scratchpad > Copy to Scratchpad (or press Shift+Ctrl+C).

   The text is copied. Continue selecting and copying text until all the text you want to copy has been placed on the scratch pad.

Pasting Text from the iNEWS Scratchpad

When you have copied text to the iNEWS Scratchpad, you can retrieve that text from it and place the text into a story.

To paste text from the iNEWS Scratchpad:

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

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it.

3. In the Story panel, click in the story where you want to paste the text.

4. Select Edit > Scratchpad > Paste from Scratchpad (or press Shift+Ctrl+V).

   The text is pasted into the text area you selected.

Erasing the iNEWS Scratchpad

You can erase the iNEWS Scratchpad after you have pasted text from it into another story.

To clear the iNEWS Scratchpad:

▶ Select Edit > Scratchpad > Erase Scratchpad (or press Shift+Ctrl+Delete).

All of the text is deleted from it.

Inserting a Time Stamp

A user can insert the current time, based on their workstation clock, into a story using the Time Stamp function.

The time stamp will be inserted at the current cursor location.

To insert a time stamp, do one of the following:

▶ Press Ctrl+T

▶ Select Edit > Time Stamp.

Adding Page Breaks to a Story

You can manually force page breaks into a story where you want them to appear. Usually, you add page breaks when you are preparing to print the story.

To add a page break when printing to a local printer:

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

   For more information, see "Opening a Queue" on page 62.

2. Select a story, and open it into the Story panel.

3. Do one of the following:

   ▶ Press Ctrl+Alt+B.

   ▶ Select Story > Page Break.

   A visible page break for local printing is added.

Spell-Checking a Story

The iNEWS system allows you to check the spelling in a story to ensure that it has no spelling errors.

To spell-check a story:

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

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it and then click at the beginning of the story in the Story panel.

📄 *Spell check begins at wherever the cursor is. To check the spelling in production cues, you have to click at the beginning of the first production cue in the story.*

3. Select Tools > Spelling.

   The Spelling dialog opens, with the first unrecognized word highlighted.
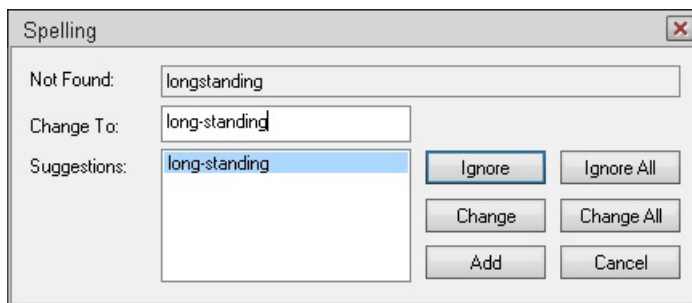
4. Use the spelling tool to check all words in the story.

   ▶ If a word is correct in the story but not recognized by the spelling tool, click Ignore, or Ignore All to ignore all occurrences of the word in the story.

▶ If a word is incorrectly spelled in the story, enter the correct spelling of the word in the Change To field or click a suggested word. Then click Change, or Change All to make a global replacement of the word in the story.

▶ If a word is correct in the story, is unrecognizable by the spelling tool, but is used often in many stories (your last name, for example), click Add to add it to your custom dictionary.

When you have checked the entire story, a message box opens.
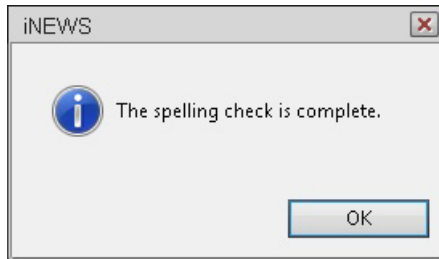
5. Click OK.

Creating a Custom Dictionary

Each user has a custom dictionary, which can be used to store words. These words are considered additional listings to the standard dictionary installed with the software, and are used by the system's spell checker. Each custom dictionary is associated with a specific user, and is applied only when that user is logged on.

To create a custom dictionary, or add words to a custom dictionary:

1. Click the Tools menu.

2. Select Custom Dictionary. The Custom Dictionary dialog box will appear.
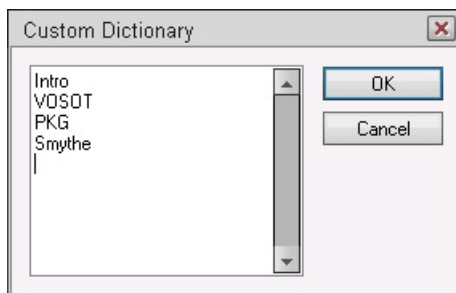
3. Type in your list of words, pressing Enter between each one.

4. Click OK.

To delete a word from your custom dictionary:

1. Click the Tools menu.

2. Select Custom Dictionary. The Custom Dictionary dialog box will appear.

3. Select a word in the listing, and delete it.

4. Click OK.

Saving a Story

Whenever you create or modify a story, you should save your changes frequently.

To save a story:

▶ Do one of the following:

- Select File > Save Story.

- Press Ctrl+S.

- Click the Save Story button on the Main toolbar.

The system is designed to automatically save your changes when you navigate out of a story.

Saving a Message as a Story

You can save a message or messages from the Message History dialog box as a story in the iNEWS system. For more information on how to do this, see "Saving a Message as a Story" on page 158.

8 Moving Stories

When working in iNEWS, you will find it is often necessary to move or duplicate text, entire stories, and entire queues from one location to another.

The following topics provide more information about the moving of stories or queues within the iNEWS database:

Selecting a Story

Select a story any time you want to open, move, copy, mail, float, or delete the story.

To select a story:

1. Open the queue containing the story you want to select.

   For more information, see "Opening a Queue" on page 62.

2. In the Queue panel, locate the story you want to select and click the selector button to the left of the story.

While in the Queue panel, holding the Shift key down and pressing the Space bar can also be used to select a story.

The text of the highlighted story appears in the Story panel.

Selecting Several Stories in a Sequence

At times, you might want to select many stories grouped together in a Queue panel. You might, for instance, want to move or copy them simultaneously rather than selecting each one manually.

To select several stories in a sequence:

1. Open the queue containing the stories you want to select.

   For more information, see "Opening a Queue" on page 62.

2. In the Queue panel, locate the first story in the sequence of stories you want to select and click the selector button to the left of that story.

3. Move to the last story in the sequence of stories and, while pressing the Shift key, click the selector button to the left of that story.

   All the stories between those you selected manually are also selected. Now you can move, copy, or otherwise work with those selected stories.

Selecting Several Stories out of Sequence

At times, you might want to select many stories within a queue that are located within in a Queue panel but are not grouped together. You may, for instance, want to move or copy them simultaneously rather than selecting each one manually.

To select several stories out of sequence:

1. Open the queue containing the stories you want to select.

   For more information, see "Opening a Queue" on page 62.

2. In the Queue panel, locate the first story you want to select and click the selector button to the left of that story.

3. While pressing the Ctrl key, click the selector button to the left each story you want to highlight.

   All the stories you selected manually are highlighted. Now you can move, copy, or otherwise work with those selected stories.

Copying a Story

You can copy a story from one queue to another within a workspace or across multiple workspaces. When you copy a story, you duplicate the story from the source queue and add it to the destination queue. The source queue remains unchanged in the database.

To copy a story:

1. Open the queue containing the story you want to copy.

   For more information, see "Opening a Queue" on page 62.

2. In the Queue panel, highlight the story by doing one of the following:

   ▶ Click on the selector button next to the story you want to copy.

   ▶ Press Shift+Space.

3. Click again and, holding the selector button, drag the story to the destination queue.

   The story is copied to the destination queue.

📄 *You can also copy a story by selecting Edit > Copy To, or by pressing Ctrl+D after selecting the story to copy from one queue to another destination.*

Copying Several Stories in a Sequence

At times, you might want to copy multiple stories grouped together in a Queue panel. You might, for instance, want to copy them all together rather than copying each one manually.

To copy several stories in a sequence:

1. Open the queue containing the stories you want to copy.

   For more information, see "Opening a Queue" on page 62.

2. In the Queue panel, locate the first story in the sequence of stories you want to copy and click the selector button to the left of that story.

3. Move to the last story in the sequence of stories and, while pressing the Shift key, click the selector button to the left of that story.

All the stories between those you selected manually are also selected.

	PAGE	TAL	SLUG	CAM	SHOT	FORMAT	GRAPHICS	CH	VID-ID	STATUS	READ:	SOT:
	A03		H1-					AM	100411AT		0:00	0:00
	A04		H2-					AM	100411AT		0:00	0:00
	A05		H3-					AM	100411AT		0:00	0:00
	A06		FIRST WX	WX		WX OFC					0:15	0:00
	A07		HAWAII STORY					AM	4865272		0:05	0:00
	A09	B/S	EDUCATION LIVE	REM	3-shot	SAT/V/S		AM	100411AT		0:00	0:00
	A10	LI	EDUCATION TAG	REM							0:05	0:00
	A11	BZU	EDUCATION SIDE	1		GFX FULL	EDUCATION				0:26	0:00
	A12	BZU	GRAINGER FIRE	1	OTS	VO	FIRE	AM	100411AT		0:50	0:00
	A13	SMU	GUN BAN SCOTUS	3	OTS	VO/W/L	G172	AM	100411AT		1:04	0:35
	A08	SMU	EDUCATION SUMMIT	4	3-shot	VO/W/L	OTS	AM	11100300		0:30	0:00

4. Do one of the following:

▶ Select Edit > Copy To.

▶ Press Ctrl+D.

The Copy Stories To Queue dialog box opens.

5. In the Destination Queue field, select a queue from the menu or enter the destination queue's directory path, such as: **ARCHIVE.2014.JUN**.

6. In the Distribution Code field, select a code from the menu or enter the code you want to assign to the story.

7. Click OK.

The stories are copied to the destination queue.

Copying Several Stories out of Sequence

At times, you may want to select multiple stories within a queue that are located within in a Queue panel but are not grouped together. You may, for instance, want to copy them all together rather than copying each one manually.

To copy several stories out of sequence:

1. Open the queue containing the stories you want to copy.

   For more information, see "Opening a Queue" on page 62.

2. In the Queue panel, locate the first story you want to copy and click the selector button to the left of that story.

3. While pressing the Ctrl key, click the selector button to the left each story you want to highlight

   All the stories you selected manually are highlighted.

	PAGE	TAL	SLUG	CAM	SHOT	FORMAT	GRAPHICS	CH	VID-ID	STATUS	READ:	SOT:
	A03		H1-					AM	100411AT		0:00	0:00
	A04		H2-					AM	100411AT		0:00	0:00
	A05		H3-					AM	100411AT		0:00	0:00
	A06		FIRST WX	WX		WX OFC					0:15	0:00
	A07		HAWAII STORY					AM	4865272		0:05	0:00
	A09	B/S	EDUCATION LIVE	REM	3-shot	SAT/V/S		AM	100411AT		0:00	0:00
	A10	LI	EDUCATION TAG	REM							0:05	0:00
	A11	BZU	EDUCATION SIDE	1		GFX FULL	EDUCATION				0:26	0:00
	A12	BZU	GRAINGER FIRE	1	OTS	VO	FIRE	AM	100411AT		0:50	0:00
	A13	SMU	GUN BAN SCOTUS	3	OTS	VO/W/L	G172	AM	100411AT		1:04	0:35
	A08	SMU	EDUCATION SUMMIT	4	3-shot	VO/W/L	OTS	AM	11100300		0:30	0:00

4. Do one of the following:

   ▶ Select Edit > Copy To.

   ▶ Press Ctrl+D.

   The Copy Stories To Queue dialog box opens.

5. In the Destination Queue field, select a queue from the menu or enter the destination queue's directory path, such as: **ARCHIVE.2014.JUN**.

6. In the Distribution Code field, select a code from the menu or enter the code you want to assign to the story.

7. Click OK.

   The stories are copied to the destination queue.

Moving a Story

When you move a story, you remove it from its original location and place it in its new location. Stories can be moved within a single queue or between queues.

For instance, as stories in a rundown queue develop, the order they will be presented in a newscast can change. Authorized individuals (usually production staff) can rearrange the order of stories in a queue by moving them around in the Queue panel until the order works for that newscast. Another possibility is when a story, written for one show, will actually be used in another show, in which case a user could move the story from the original rundown queue to the other.

You must have write permission to both the source and destination locations to move a story or stories. Any stories that are locked or require write-permission will be copied rather than moved.

To move a story:

1. Open the queue containing the story you want to move.

   For more information, see "Opening a Queue" on page 62.

2. In the Queue panel, click the selector button to the left of the story you want to move.

If your cursor is on a row, you can select entire row by pressing Shift+Spacebar. If the row is within a story group, holding the Shift down and pressing Spacebar twice will select all stories (rows) in the story group.

3. Do one of the following:

   ▶ Drag the story to the new location within the queue.

   ▶ Press and hold the Shift key, then drag the story to another destination queue in the Directory panel.

   ▶ If you have a second workspace open, you can drag the story from its original queue to a destination queue opened in the other workspace.

If stories are dragged to a queue in a position within a story group, the stories will be added to that story group. For more information on story grouping, see "Grouping Stories" on page 95.

The story is moved to its new location. The backtime of each story in a Queue panel is automatically adjusted to reflect any changes made when the order of stories is changed.

📖 *Another method of moving stories in a queue is to cut and paste them from the Queue panel, using the editing buttons on the toolbar or Ctrl+X to cut and Ctrl+V to paste.*

You can also use Ctrl+M and type the pathname of the destination queue to move a story between queues. See "Moving Several Stories in a Sequence" on page 92 and "Moving Several Stories out of Sequence" on page 93 for more information.

Moving Several Stories in a Sequence

At times, you might want to move many stories grouped together in a Queue panel. You can move a group of stories easily in iNEWS. Any stories that are locked or require write-permission will be copied rather than moved.

To move several stories in a sequence:

1. Open the queue containing the stories you want to move.

   For more information, see "Opening a Queue" on page 62.

2. In the Queue panel, locate the first story in the sequence of stories you want to move and click the selector button to the left of that story.

3. Move to the last story in the sequence of stories and, while pressing the Shift key, click the selector button to the left of that story.

   All the stories between those you selected manually are also selected.

SLUG	CREATE-BY	ID#	MOVED	TIME	STATUS
^AP-Daybook-Fri-White House,0192<	BPAP-Daybook	–r	2/27/2014 13:37:17	1:15	WIRE
^AP-Daybook-Fri-Highlights,0140<	BPAP-Daybook	–r	2/27/2014 13:37:16	0:43	WIRE
^AP-Daybook-Fri-Agencies,0594<	**BPAP-Daybo**	**–r**	**2/27/2014 13:32:17**	**3:32**	**WIRE**
^AP-Daybook-Fri-Congress-Senate,0071<	BPAP-Daybook	–r	2/27/2014 13:32:17	0:32	WIRE
^AP-Daybook-Fri-Congress-House,0850	**BPAP-Daybo**	**–r**	**2/27/2014 13:32:17**	**5:25**	**WIRE**
^AP-NV—Right Now,1123<	**BPAP-NV—Ri**	**-nr**	**2/27/2014 13:32:17**	**6:35**	**WIRE**
^AP-Daybook-Fri-TV,0044<	BPAP-Daybook	–r	2/27/2014 13:32:17	0:20	WIRE
^AP-Daybook-Fri-General,3036<	BPAP-Daybook	–r	2/27/2014 13:32:17	18:35	WIRE
^*1102< ^AP-LT-Venezuela-Opposition-Crucibl	BPBC-LT—Vene	–r	2/27/2014 13:32:17	0:55	WIRE

4. Do one of the following:

   ▸ Select Edit > Move To.

   ▸ Press Ctrl+M.

   The Move Stories To Queue dialog box opens.

Drag and drop is another alternative that may be used to move stories. See "Moving a Story" on page 91 for more information.

5. In the Destination Queue field, select a queue name from the menu or enter a queue name, such as: `ARCHIVE.2008.JUN`.

6. In the Distribution Code field, select a story from the menu or enter the code you want to assign to the story.

7. Click OK.

    The stories are moved to the destination queue.

Moving Several Stories out of Sequence

At times, you might want to move many stories within a queue that are located within in a Queue panel but are not grouped together. You can move a group of stories easily in iNEWS. Any stories that are locked or require write-permission will be copied rather than moved.

To move several stories out of sequence:

1. Open the queue containing the stories you want to move.

    For more information, see "Opening a Queue" on page 62.

2. In the Queue panel, locate the first story you want to move and click the selector button to the left of that story.

3. While pressing the Ctrl key, click the selector button to the left each story you want to highlight.

    All the stories you selected manually are highlighted.

	SLUG	CREATE-BY	ID#	MOVED	TIME	STATUS
	^AP-Daybook-Fri-White House,0192<	BPAP-Daybook –r		2/27/2014 13:37:17	1:15	WIRE
	^AP-Daybook-Fri-Highlights,0140<	BPAP-Daybook –r		2/27/2014 13:37:16	0:43	WIRE
	^AP-Daybook-Fri-Agencies,0594<	BPAP-Daybook –r		2/27/2014 13:32:17	3:32	WIRE
	^AP-Daybook-Fri-Congress-Senate,0071<	BPAP-Daybook –r		2/27/2014 13:32:17	0:32	WIRE
	^AP-Daybook-Fri-Congress-House,0850<	BPAP-Daybook –r		2/27/2014 13:32:17	5:25	WIRE
	^AP-NV–Right Now,1123<	BPAP-NV–Right-nr		2/27/2014 13:32:17	6:35	WIRE
	^AP-Daybook-Fri-TV,0044<	BPAP-Daybook –r		2/27/2014 13:32:17	0:20	WIRE
	^AP-Daybook-Fri-General,3036<	BPAP-Daybook –r		2/27/2014 13:32:17	18:35	WIRE
	^*1102< ^AP-LT-Venezuela-Opposition-Crucibl	BPBC-LT–Vene –r		2/27/2014 13:32:17	0:55	WIRE

4. Do one of the following:

   ▶ Select Edit > Move To.

   ▶ Press Ctrl+M.

   The Move Stories To Queue dialog box opens.

📖 *Drag and drop is another alternative that may be used to move stories. See "Moving a Story" on page 91 for more information.*

5. In the Destination Queue field, select a queue name from the menu or enter a queue name, such as: **ARCHIVE.2008.JUN**.

6. In the Distribution Code field, select a story from the menu or enter the code you want to assign to the story.

7. Click OK.

   The stories are moved to the destination queue.

Grouping Stories

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

The following partial image of a rundown shows three story groups: the first with three stories about Education, the second with three stories about a gun ban, and the third with only two stories about an earthquake in Chile.

After a group is created, the group may be moved together within a queue or dragged and dropped from one queue to another. Stories may also be created within an existing group or removed from a story group.

To create a group from existing stories:

1. In the Queue panel, highlight two or more consecutive stories by doing one of the following:

   ▸ Click on the selector buttons next to the stories you want to group together.

   ▸ Press Shift+Space to select a row and then press the Up or Down Arrow buttons to complete your selection of stories.

2. Do one of the following:

   ▸ Right-click and select Create Story Group.

   ▸ Select Tools > Create Story Group.

To add a story or stories to an existing group:

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

▸ Drag and drop a story or selection of stories in between 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, use the selector buttons to select it along with the story group, then do one of the following:

- Select Tools > Create Story Group.

- Right-click and select Create Story Group.

To dissolve a group of stories:

▶ In the Queue panel, position your cursor on a story within the group and select Tools > Dissolve Story Group.

▶ Right-click on any story within the group and select Dissolve Story Group.

To move a story group:

1. In the Queue panel, click on any square within the Story Group column (2nd column) to select the group.

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

   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.

📄 *Using the selector buttons (1st column) to move a block of stories containing two or more stories in a group will retain the story group association. If using the selector buttons to select a block of stories in which only one is in a group, moving the block will dissolve any story group association for that story.*

To remove a story from a group:

▶ Click the story's selector button, then drag it out of the group and to a new location in the queue.

Importing a Story

You can import files from your PC to the iNEWS newsroom computer system. After the files are imported, they appear as stories in the active queue.

To import a story:

1. Open the queue into which you want to import a story.

   For more information, see "Opening a Queue" on page 62.

2. In the Queue panel, click where you want to insert the imported story.

   It will be inserted above the selected story.

3. Select File > Import Story.

The Import Story dialog box opens.
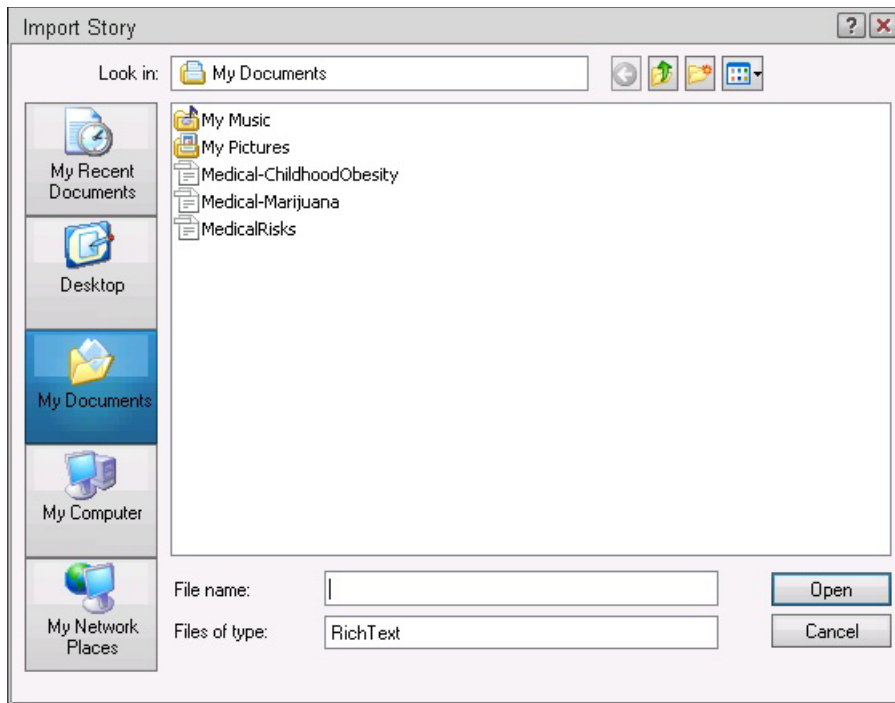
4. Select a location from the Look in list.

5. Select the "Rich Text" or "Text only" (RTF or TXT) file to import.

6. Click Open.

The imported story is inserted and its contents appear in the Story panel.

Exporting a Story

You can export a story or stories from the iNEWS database to your local hard drive. When the story has been exported as a file to your local hard drive, you can open it in other applications.

To export a story:

1. Open the queue from which you want to export a story.

   For more information, see "Opening a Queue" on page 62.

2. Click the story you want to export.

3. Do one of the following:

▸ Select File > Export Story if you want to export just the information from the Story Text panel (right-hand side of the Story panel).

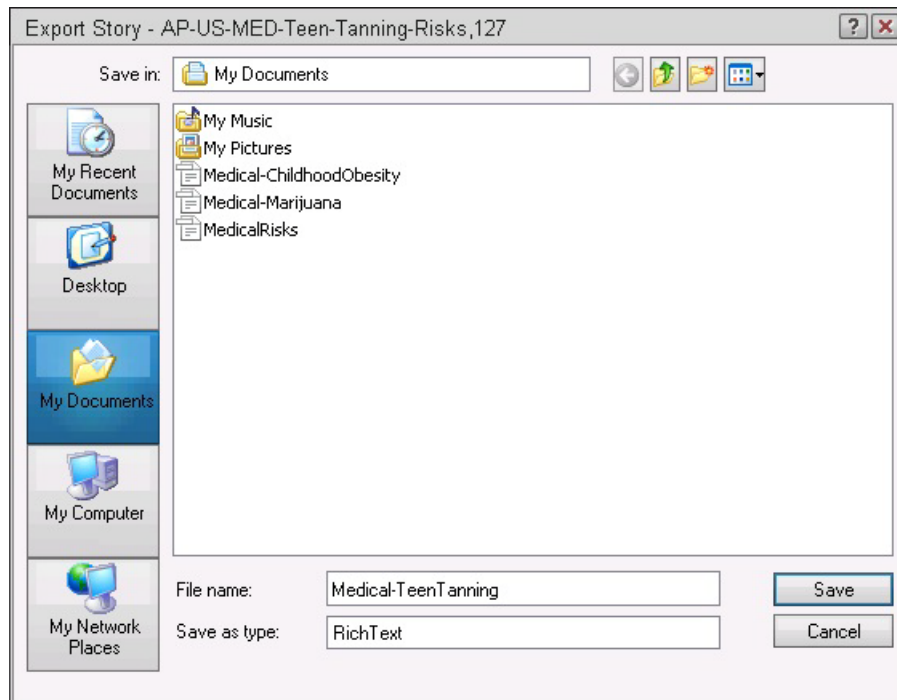▸ Select File > Export Story Extended if you want to export the production cues in the Instruction sub-panel (left-hand side of the Story panel) as well as the information from the Story Text panel.

The Export Story dialog box opens.

4. Select a destination from the Save in list.

5. In the File Name field, enter the name under which you want to save the exported file.

6. Select either "Rich Text" or "Text only" (RTF or TXT) from the Save as type list.

7. Click Save (or press Ctrl+S).

The story is converted to the file type you selected and is exported to the destination you specified.

Exporting Multiple Stories

The steps are the same as exporting a single story, except that you select multiple stories in the queue, using the selection buttons in the Queue panel. This feature allows you to select and export all stories in a queue or selected segments. When exporting multiple stories, you will not

be prompted to save each story; rather, the system will save all stories automatically using their titles from iNEWS. If you specify a different filename in the Export Story dialog box, the system will use that name and append numbers, such as -1, -2, or -3, to distinguish between each subsequent story.

Mailing a Copy of a Story

You may want to pass along a story to another user of the system. Use the Mail option to copy a story to another user.

To mail a copy of a story:

1. 1.Open the queue containing the story you want to mail.

   For more information, see "Opening a Queue" on page 62.

2. In the Queue panel, click the story you want to mail.

3. Select Story > Mail.

   A mail workspace opens with the story's contents in the text area of a new mail message. You might have to close a workspace or rearrange the mail workspace to see the entire mail window.

4. In the To field, enter the name of the user to whom you want to send the story.

5. In the Subject field, enter a subject.

6. In the CC field, enter a user name if you want to send the copy to another user.

7. Click Send to send a copy of the story to the user.

You can also mail a story including the story's form content and production cues by selecting Mail Extended from the Story menu. When this is done, the form content and production cue instructions are sent as text with the story content. For instance, the example below shows story form content at the beginning, followed by the story text and production cues, which appear in triple angle brackets.

Page: B18

Shot: B2/C1

Tal: D/M

Slug: LUNG-TREATMENT

Format: VO

Video ID: LUNG-TM

Vid Stat:

Status: READY

Audio: 0:42

Backtime: 17:35:23

Date: 10/4/14 14:41:46

Mod by: dm58

WR: dm58

App.: dm58

Cumetime: 0:04:07

```
<<< ON CAM >>>
```

((ON CAM))

PROMISING RESEARCH RESULTS INDICATE A NEW PILL CALLED "TRACLEER" COULD TRANSFORM THE TREATMENT OF PULMONARY HYPERTENSION, A RELATIVELY RARE BUT POTENTIALLY FATAL LUNG DISORDER.

```
<<< TAKE VO >>>
```

((TAKE VO))

```
<<< *CG 2LINE
```

PULMONARY HYPERTENSION

NEW TREATMENT >>>

THE ONLY TREATMENT CURRENTLY AVAILABLE HAS TO BE CONSTANTLY INFUSED INTO THE BLOOD VIA A PERMANENT TUBE IN A VEIN IN THE NECK OR CHEST THAT IS ATTACHED TO A PUMP STRAPPED TO THE BODY.

IN THIS WEEK'S ISSUE OF THE LANCET MEDICAL JOURNAL, SCIENTISTS DESCRIBE HOW PATIENTS WHO TOOK "TRACLEER" HAD DRAMATIC IMPROVEMENTS IN THEIR BLOOD TESTS, THEIR EXERCISE CAPACITY AND THEIR ABILITY TO DO EVERYDAY TASKS WITHOUT SHORTNESS OF BREATH.

"TRACLEER" IS IN THE FINAL STAGES OF APPROVAL BY THE FOOD AND DRUG ADMINISTRATION AND SHOULD BE AVAILABLE IN THE UNITED STATES IN A FEW MONTHS. EUROPEAN APPROVAL IS EXPECTED NEXT YEAR.

9 Stories - Protection

In iNEWS, stories that contain sensitive or restricted information can be locked. The system also provides ways for users to protect vital stories from deletion or methods for retrieving deleted stories.

The following topics provide more information about securing vital stories:

- Easy Locking a Story
- Edit Locking a Story
- Key Locking a Story
- Removing an Edit lock from a Story
- Unlocking a Story
- Protecting a Story from Being Deleted
- Backing up a Story
- Recovering a Backed-Up Story
- Killing a Story
- Retrieving a Killed Story
- Versions of Stories

Easy Locking a Story

Easy lock a story when you want to limit other people's access to that story while you are working in it or reading it. Easy lock limits access to your user name. This means that only someone signed on with your user ID can open the story after it has been easy locked. Remember, though, that your system administrator can access your locked story.

To easy lock a story:

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

   For more information, see "Opening a Queue" on page 62.

2. Open story, placing focus inside the story.

3. Select Tools > Lock Story.

   The User Lock Story dialog box opens.
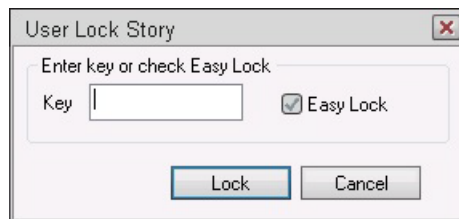
4. Click Easy Lock to restrict access to your user name.

5. Click Lock.

Edit Locking a Story

When you make changes to a story, it is automatically placed in edit lock mode. However, you can also edit lock a story while reading it so that no one else can make changes to the story. For example, if a producer is reading a story and does not want the writer to make any changes while the review is in progress, the producer can edit lock the story during the review and unlock it when the review is complete.

Segment edit lock (SEL) is an extension of story edit lock. You can now lock the story body and production cues independently from the story form. The lock for the story body and production cues is called the "body lock," and the edit lock for the form is called the "form lock." These locks are applied automatically when a user begins editing the story in these sections.

One user can acquire the body lock and edit the story body while another user with the form lock can edit the story's form data. When one of these locks is applied, the person's user name appears at the bottom right corner of the workspace in the Status bar. Pressing the Edit Lock button manually locks both form and story sections.

To edit lock a story:

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

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it.

3. Select Story > Edit Lock (or press Ctrl+E).

   The story is edit locked.

To unlock a story that has been manually edit locked, do one of the following:

▶   Press Ctrl+E.

▶   Navigate to another story.

▶   Click on the Unlock button in the toolbar.

Key Locking a Story

When you create a story that you want to prevent from being accessed by another individual, you can key lock the story so that unauthorized individuals cannot open, edit, move, duplicate, print, or delete it. Only those users who know the "key" can unlock a key-locked story.

Your system administrator can access any story, including a locked story, at any time.

To key lock a story:
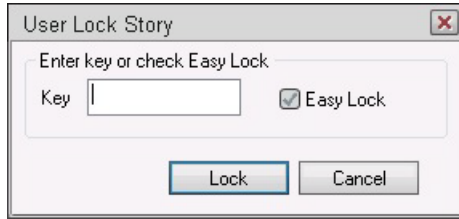
1. Open the queue containing story with which you want to work.

   For more information, see "Opening a Queue" on page 62.

2. Open the story and click on it so your cursor appears in the Story panel.

If you select the story in the Queue panel only, the following option in step 3 will not appear in the Tools menu.

3. Select Tools > Lock Story.

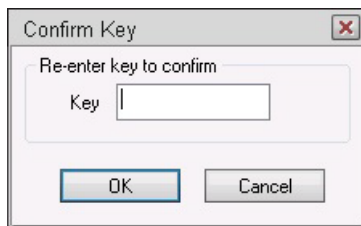   The User Lock Story dialog box opens.

4. Create a "key" by entering a password between 1 and 12 characters.

   The key can contain numbers, letters, and some punctuation marks. As you enter the key, you will notice that asterisks replace the text you are typing to secure your confidentiality from possible onlookers.

5. Click Lock.

   The Confirm Key dialog box opens.

6. Type the key again in the Confirm Key dialog box.

7. Click OK.

Removing an Edit lock from a Story

There are a few ways to remove an edit lock when you are finished reviewing a story.

To remove the edit lock from a story, do one of the following:

▶ Navigate to another story in the queue and open it.

   Any changes made to the edit locked story will automatically be saved first.

▶ Select Story > Edit Unlock.

▶ Type Ctrl+E.

   Any of these options will release the edit lock from the story.

Only the user who edit locked a story can remove the edit lock from a workstation; otherwise, a system administrator can "unbusy" the story by removing the edit lock from the iNEWS console.
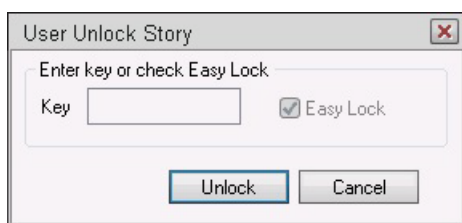
Unlocking a Story

To unlock a story:

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

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it.

3. Select Tools >Unlock Story.

   The Unlock Story dialog box opens.

4. If you key locked the story, type the key in the Enter Key field.

5. Click Unlock.

Protecting a Story from Being Deleted

Stories are periodically deleted or purged from the database. Your system administrator determines the interval between purges. To prevent a story from being purged, you can place it on hold. You can also remove its hold status when the story is no longer needed so the story will be purged.

To protect a story from being deleted:

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

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it.

3. Select Story > Hold. This places a check mark by the Hold option in the menu.

   Now the story cannot be purged by the system.

To remove the "hold" on a story:

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

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it.

3. Select Story > Hold again. This removes the check mark by the Hold option in the menu.

Backing up a Story

Back up a story when you want to save a copy of the story to your workstation's hard drive. Back up stories frequently to ensure that a recent copy of the story is available if your network connection to the iNEWS Server is lost.

You can back up only those stories for which you have write permission.

To back up a story:

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

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it.

3. Click anywhere in the Story panel.

4. Select File > Backup Story.

   A copy of the story is saved on your local drive.

Recovering a Backed-Up Story

If your workstation loses its network connection to the server or if your news story is corrupted due to an unexpected system problem, use the Recover Story option to recover the most recently backed-up story.

To recover a story:

1. Open the queue containing the story with which you are working.

   For more information, see "Opening a Queue" on page 62.

2. Select File > Recover Story.

   The iNEWS system inserts the recovered file into the story body.

Killing a Story

Killing (or deleting) a story removes it from a queue and places it in the Dead queue. You can delete a story only if you have write access to the queue and the story.

To delete a story:

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

   For more information, see "Opening a Queue" on page 62.

2. Click the selection button in first column to the left of a story to choose it for deletion.

   To delete multiple stories, press and hold the Ctrl key as you select the stories.

3. Select Edit > Kill (or press Ctrl+K).

4. (Optional) If you have previously set your confirmation options to display a confirmation prompt when you delete a story, a confirmation message appears. Click OK to delete the selected stories.

Retrieving a Killed Story

If you delete a story by mistake, you may be able to retrieve it from the Dead queue if you act quickly. The Dead queue is purged periodically, when the system requires more space. The sooner you act, the more likely it is you will be able to retrieve your story.

Your system administrator controls whether or not you have access to the Dead queue.

Versions of Stories

Certain queues are configured to keep previous versions of each story. These queues may be set to hold all previous versions, only the most recent version, or only the first version of each story.

To open a workspace containing all of the previous versions of a selected story, do one of the following:

▶ Select Story > Show Versions.

▶ Press Alt+S, then V.

To get an old version—swap the current version of a selected story with the most recent version—do one of the following:

▶ Select Story > Get Old Version.

▶ Press Alt+S, then G.

To get all versions — append all the previous versions of a selected story in the Story panel:

▶ Select Story > Get All Versions.

To reuse legacy story data, copy the data from the old version into a new or existing story by doing the following:

1. Select legacy data you want to copy from the old version.

2. Copy the data by doing one of the following:

   ▶ Select Edit > Scratchpad > Copy to Scratchpad.

   ▶ Press Shift+Ctrl+C.

3. Open an existing story or create a new story in which you want to paste the legacy data.

4. Paste the data into the new or existing story by doing one of the following:

   ▶ Select Edit > Scratchpad > Paste from Scratchpad.

   ▶ Press Shift+Ctrl+V.

5. Save the story.

10 iNEWS Projects

The iNEWS Project feature is 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 database. Facets are sub-topics, providing additional granularity to projects.

Before users can benefit from the Projects feature, the iNEWS database must be set up to properly handle projects and their facets. For information on how to set up the database, see the "Projects" chapter in the *Avid iNEWS Setup and Configuration Guide*. This chapter covers the use of projects and facets within an iNEWS system.

This chapter contains the following main sections:

- Overview of Projects and Facets
- Creating Projects
- Creating Facets
- Associating Stories with Projects or Facets
- Creating a Navigation Shortcut Button

Overview of Projects and Facets

At an iNEWS Workstation, projects appear in a tree-style structure in the Directory panel via the Project tab. Like directories, projects are expandable, which lets users view each project's ALL queue, QUERY queue, BUCKET, and sub-topics, known as facets. The following graphic shows a variety of sample projects and facets.
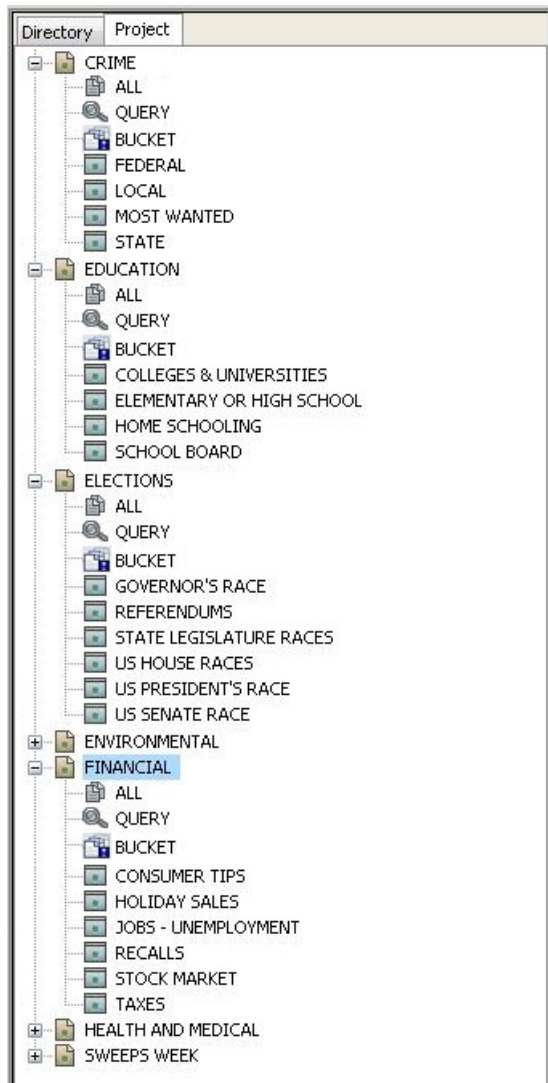
For instance, the Financial project has facets for topics like Consumer Tips, Recalls, Stock Market, and Taxes.

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 database; they do not actually reside in the ALL queue. Stories associated with a project also retain their original source permissions; therefore, 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.

Every project has a BUCKET queue, which is an indexed queue that acts as the repository for stories that do not exist anywhere else in the 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. After the database restore (*`dbrestore`*), the system administrator must run the command* `dblines c:` *to index the new BUCKET queues. After that an iNEWS user will be able to go to the BUCKET queues and select their preferred index base.*

Creating Projects

Before you can create projects, you must be logged in to an iNEWS Workstation as a user with proper permission (user trait) to manage projects.

To create a project:

1. Select the Project tab.

2. Select Project > New Project from the menu bar.

   The Create New Project/Facet dialog box appears.

3. Type the name of the project. Project names can be up to 40 characters in length and can contain spaces, hyphens (-), or ampersands (&), but they cannot contain periods.

You cannot create a facet for the project until after the project itself is created. Therefore, the Facet and Facet Form fields will appear disabled when creating a project.

4. (Optional) Enter a description of the project.

5. Click Modify to create a query for the project.

The Set Query String dialog box appears in which you can select the indexed queue or queues you want to query and the search criteria you want to use.
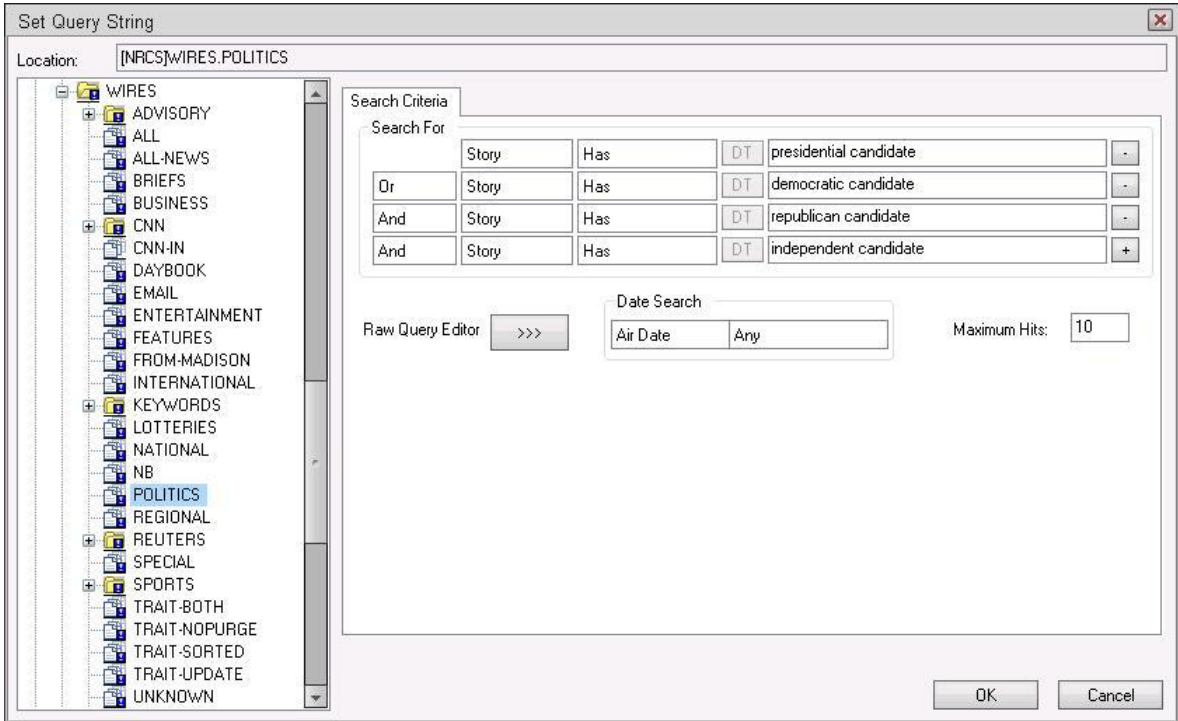
For instance, if you are creating a project for your planned news coverage of upcoming elections, you can create a query to search through political wires for various candidates.

To select multiple queues, hold the Control key down and click two or more indexed queues you want to query.

You can use the Search For area of the Search Criteria tab to define the query, or write it out using the Raw Query Editor.

The Date Search area lets you define a time frame for the query; you can search by the date a story aired or was created, or by last date a story was modified.

For more information about the options for date variables, see "Date Variables for Searching" on page 114.

Maximum hits can also be set in the Set Query String dialog box.

6. Click OK. Your search criteria is saved and the Set Query String dialog box closes.

7. In the Create New Project/Facet dialog box, continue the configuration by setting a read group, if any. The default is ! <none>. If set to ! <none>, no read group is defined; therefore, no restriction is applied to the project, so all users will be able to see the project and its facets.

8. Set the start and end date, if necessary. These dates define the date range in which the project appears in iNEWS Workstations. Projects will no longer appear after midnight (00:00) on the morning of the end date. Projects cannot have an end date prior to the start date.

📧 *Users can view expired projects and facets by right-clicking on one and selecting Show Expired Projects.*

9. Define which forms should be used for the ALL, BUCKET, and QUERY queues.

10. The Notify Users box defines who receives notifications when project stories are added or modified. These notifications appear in the status bar of iNEWS Workstations. As the project administrator creating the project, you can select individual users or groups of users to add to the Notify Users list, but after the project is created, users with read access to the project can subscribe to receive notifications by right-clicking on the project in the Directory panel.

11. After you've completed setting up your project, click OK to save it. The project will appear on the Project tab in the Directory panel.

Date Variables for Searching

The options for searching by date are documented in more detail in the following table:

Option	Description
Today	Range = 00:00:00 through 23:59:59 of present day
Tomorrow	Range = 00:00:00 through 23:59:59 of tomorrow
Yesterday	Range = 00:00:00 through 23:59:59 of yesterday
Next Week	Range = 00:00:00 of next Sunday through 23:59:59 of next Saturday
This Week	Range = 00:00:00 of this Sunday through 23:59:59 of this Saturday
Last Week	Range = 00:00:00 of prior Sunday through 23:59:59 of prior Saturday

Option	Description
Next Month	Range = 00:00:00 of the first day of next month through 23:59:59 of the last day of next month
This Month	Range = 00:00:00 of the first day of this month through 23:59:59 of the last day of this month
Last Month	Range = 00:00:00 of the first day of prior month through 23:59:59 of the last day of prior month
Next Quarter	Range = 00:00:00 of the first day of first month of next quarter through 23:59:59 of the last day of last month of next quarter
This Quarter	Range = 00:00:00 of the first day of first month of this quarter through 23:59:59 of the last day of last month of this quarter
Last Quarter	Range = 00:00:00 of the first day of first month of prior quarter through 23:59:59 of the last day of last month of prior quarter

⬒ *Note: Quarters are defined as:*
1st quarter = January 1st through March 31st
2nd quarter = April 1st through June 30th
3rd quarter = July 1st through September 30th
4th quarter = October 1st through December 31st

Option	Description
Next Year	Range = 00:00:00 January 1st through 23:59:59 December 31st of next year
This Year	Range = 00:00:00 January 1st through 23:59:59 December 31st of this year
Last Year	Range = 00:00:00 January 1st through 23:59:59 December 31st of prior year

⬒ *These variables apply to Date Search options in both the Search Queue Setup and the Find All dialog boxes accessible via an iNEWS Workstation.*

Creating Facets

Facets are sub-topics within a project that enable additional granularity in organization. You can create a facet after the parent project to which that facet will belong is created.

To create a facet:

1. Select the Project tab.

2. Right-click on the parent project.

3. Select New Facet.

The Create New Project/Facet dialog box appears with some information already filled in and displayed as read only.

For instance, the following example shows the dialog box as it would appear when creating a new facet for a project called Elections.

4. Type the name of the facet in the Facet field. Facet names can be up to 40 characters in length and can contain spaces, hyphens (-), or ampersands (&), but they cannot contain periods.

5. Set the start and end date, if necessary. These dates define the date range in which the facet appears in iNEWS Workstations. Facets will no longer appear after midnight (00:00) on the morning of the end date. Facets cannot have an end date prior to the start date. Facets also cannot have start or end dates beyond those defined by their parent projects.

Users can view expired projects and facets by right-clicking on one and selecting Show Expired Projects.

6. Define which queue form should be used for facets.

7. The Notify Users box defines who receives notifications when facet stories are added or modified. These notifications appear in the status bar of iNEWS Workstations. As the project administrator creating the facet, you can select individual users or groups of users to add to the Notify Users list, but after the facet is created, users with read access to the project can subscribe to receive notifications by right-clicking on the facet in the Directory panel.

8. After you have completed setting up your facet, click OK to save it. The facet will appear on the Project tab in the Directory panel.

Creating a New Story inside a Project

Avid iNEWS lets users create new stories inside of projects in either the ALL or FACET queues, as well as in the queue that exists in all projects.

To create a new story inside of a project:

1. In the Directory panel, select the Project tab and navigate to the project's queue—such as BUCKET, ALL, or FACET—in which you want to add the story.

2. Create a new story. The procedure for this is the same as creating a story in any queue of iNEWS.

   - New stories created in either the BUCKET or ALL queues are automatically associated to the project and cannot be de-associated from it, although they can be associated to any other project or facet as well.

   - New stories created in the FACET queue are associated to the facet by default and displayed inside of it. De-association of a story created in the FACET queue does not delete the story from the project's BUCKET queue.

Associating Stories with Projects or Facets

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

**To associate an indexed story to a project or facet:**

1. From an iNEWS Workstation, navigate to an indexed queue in the Directory panel, and open it.

2. In the Queue panel, right-click on the story and select Associate Project/Facet.

3. When iNEWS requests confirmation that you want to edit the story, click Yes.

   The Associate Projects to Current Story dialog box appears.
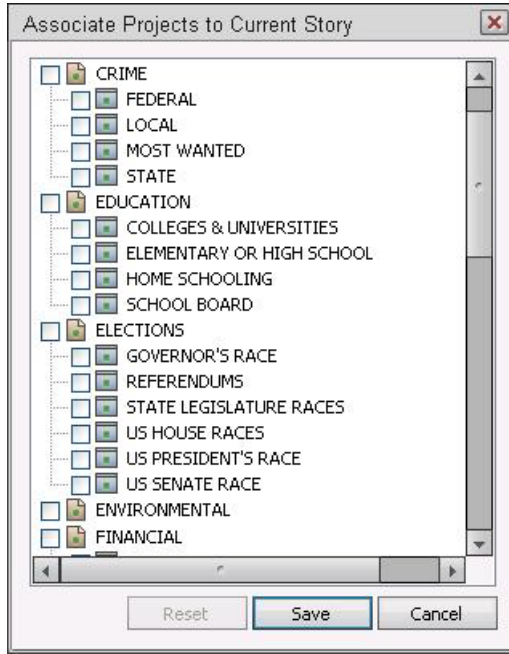
4. Select the project(s) or facet(s) to which you want to associate the story.

5. Click Save.

If a story is associated with a project or facet, a Project tab is displayed in the Story panel next to the Story tab when a user opens that story. The Story tab appears on top by default and displays the body of the story as usual, including production cues and machine instructions, if any. Users can click a story's Project tab to view the projects and facets with which that story is associated, along with related stories, if any.
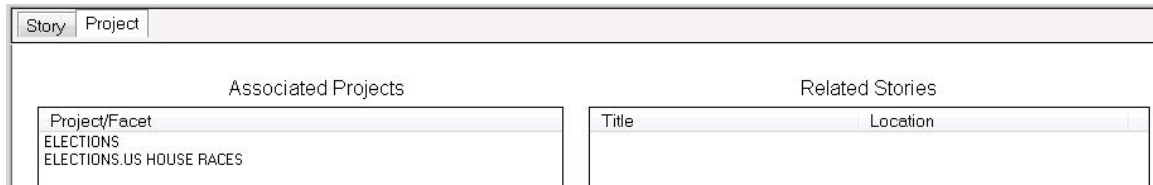
Users can also use the Shift+ALT+Left or Right Arrow keystroke combinations to navigate between the Story and Project tabs.

Creating a Navigation Shortcut Button

Shortcut buttons can be created on any custom toolbar in iNEWS and used to navigate to a directory, queue, project or facet in the iNEWS database. Customization is not permitted on the standard toolbars. For more information on creating shortcut buttons, see "Creating a Shortcut Button" on page 54.

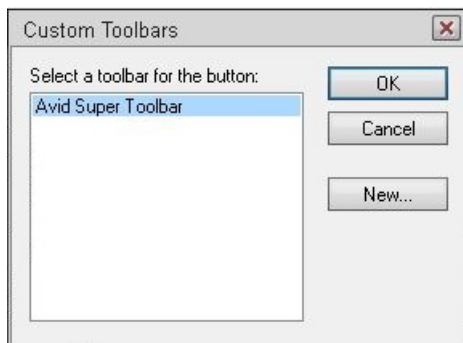**To add a shortcut button:**

1. At an iNEWS Workstation, in the Directory panel, right-click on the project, facet, or queue.

New Facet	Ctrl+Alt+F
Properties	Alt+Enter
Delete Facet	Ctrl+Alt+D
Subscribe to Facet	Ctrl+Alt+S
Unsubscribe to Facet	Ctrl+Alt+U
Show Expired Projects	Ctrl+Alt+E
Create Toolbar button...	
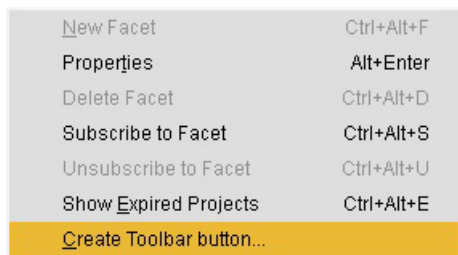
2. Select Create Toolbar button.

   The Customize Toolbars dialog box opens.

3. Select your custom toolbar and click OK.

📧 *If the custom toolbar you want is not shown, you can create it by clicking the New button.*

   The Customize Toolbar Button dialog box opens with the navigation path already filled in for you. This path could appear as a sting of alphanumeric characters.
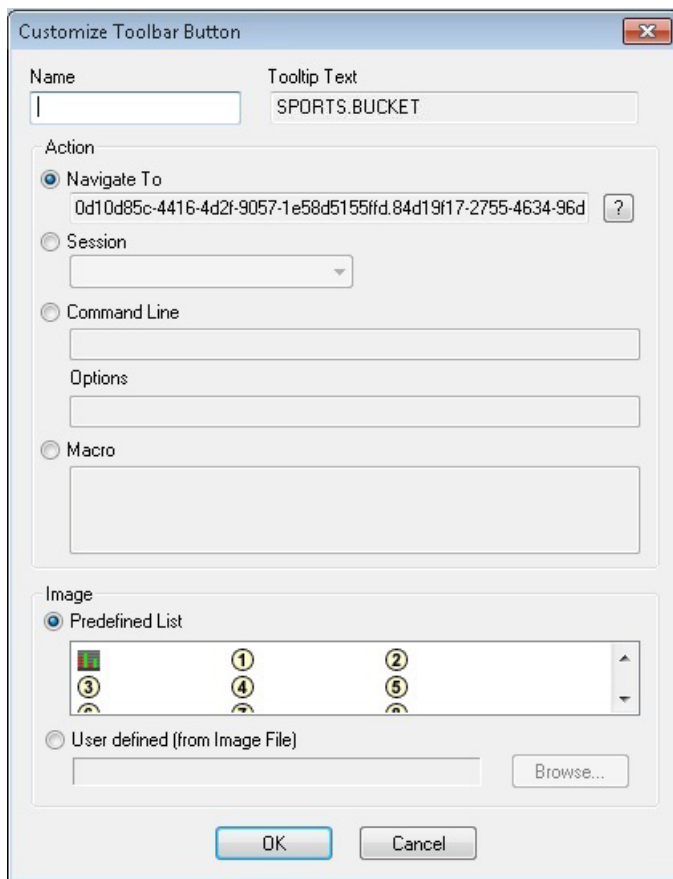
4. In the Name field, enter a name for the button.

📖 *The Tooltip Text is filled in automatically based on the project, facet, or queue on which you right-clicked. In the sample image, that was the Bucket queue in a project called Sports.*

5. (Optional) Select an image for the button from the Predefined List.

6. Click OK.

The button will appear automatically in the custom toolbar. If the toolbar is not displayed, such as would be the case if you created a new custom toolbar, a dialog will appear asking whether you want to display it now. Click OK to do so.

11 Scripted Stories

You can create and edit stories from within a queue. A scripted story is a production version of a story. It contains broadcast instructions, called production cues. When you edit a scripted story, the iNEWS system displays the production instructions.

The following topics provide more information about queues:

- Displaying a Production Cue
- Enabling Autoscript
- Adding a Production Cue to a Story
- Adding a CG Production Cue
- Adding a Video Production Cue
- Adding a Still Store Production Cue
- Moving a Production Cue
- Deleting a Production Cue
- Using Script Templates
- Using CG Title Entry
- Primary Machine Control Event Placeholder
- Using MOS Placeholders
- Unscripting a Story

Displaying a Production Cue

The iNEWS system provides a scripting function that places a production cue area to the left of the story text. When you add production instructions to a script, the production cue area, known as the Instruction sub-panel, must be open in your workspace.

To display a production cue:

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

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it.

3. Click anywhere in the Story panel.

4. Select Story > Show Production Cues.

   The production cue area appears in the Story panel. If any cues have been placed in the story, they are displayed in the window.

Enabling Autoscript

The iNEWS system has an autoscript function that will automatically display the production cues area of the Story panel. When autoscript is enabled, the production cues area appears whenever you open a story containing production instructions. You can deselect Autoscript on the Story menu to hide production cues.

To enable autoscript:

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

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it and then click anywhere in the Story panel.

3. Select Story > Autoscript.

Adding a Production Cue to a Story

Production cues are playback instructions for devices such as video servers, still stores, and character generators. When you insert production cues, they appear in the area to the left of the text in the Story panel. In addition, a production cue marker appears in the story text to indicate where each production cue belongs in the story.

To add a production cue:

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

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it.

3. In the Story panel, position the cursor in the story text where you want the production cue marker to appear.

4. Do one of the following:

   ▶ Select Story > Insert Production Cue.

   ▶ Press Alt-Insert.

   A production cue marker appears at the location in the story text, and the Instruction sub-panel appears with the cursor in a Production Cue text box (or area) to the left of the Story Text panel.

5. Type the production cue in the box.

   For the correct format of production cues, contact your system administrator.

Adding a CG Production Cue

A delimiter character must be used to introduce each production cue that is for a machine, such as a character generator. The default character is an asterisk (*), but your system administrator may select another character.

Here's an example of a 2-line name CG:

```
*cg 2line John McCain
R-Arizona
```

📖 *Some sites are configured to provide users with a graphical CG titling feature called CG Title Entry. For more on how to use this tool to add CG production cues to stories, see Using CG Title Entry.*

To add a CG production cue, in the Production Cue text box, do the following:

1. Type an asterisk (*).

2. Type CG (or the name of the device) followed by a space, then the template name, such as 2line or loc1.

3. Type another space, then the first line of the character generator data, such as a person's name.

4. Press Enter.

5. On the second line of the production, you can write the word or words that should appear on the second line of the CG on-air.

6. Continue repeating steps 4 and 5 until all lines available in the chosen CG template are filled appropriately.

Adding a Video Production Cue

The video production cue consists of the name of the video server and the video ID. In most cases, the video production cue information is entered into the story form, using the field labeled Video ID or Clip ID.

Alternately, a video production cue can be inserted as an instruction within the story text. In this case, a delimiter character must be used to introduce each production cue that is for a video machine. The default character is an asterisk (*), but your system administrator may select another character.

To add a video production cue, in the Production Cue text box, do the following:

1. Type an asterisk (*).

2. Type video (or the name of the device) followed by a space, then the video ID.

Adding a Still Store Production Cue

The still store production cue consists of the name of the still store machine (typically called SS), and the still number.

A delimiter character must be used to introduce each production cue that is for a machine, such as a still store. The default character is an asterisk (*), but your system administrator may select another character.

To add a still store production cue, in the Production Cue text box, do the following:

1. Type an asterisk (*).

2. Type SS (or the name of the device) followed by a space, then the still number.

Moving a Production Cue

In iNEWS, you can move a production cue from one place in the script to another, just as you can with text. When you move a production cue marker, you also move its associated production cue instructions.

To move a production cue:

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

   For more information, see .

2. Click a story to select it.

3. In the text portion of the Story panel (on the right side), select the production cue marker.

4. Select Edit > Cut (or press Ctrl+X).

   The production cue marker and its instructions are removed from the Story panel.

5. Click in the story text where you want to insert the production cue marker.

6. Select Edit > Paste (or press Ctrl+V).

   The marker and its associated production cue instructions are placed back into the script, exactly where you want them.

Deleting a Production Cue

In iNEWS, when you delete a production cue marker from the story text, you also delete its corresponding production cue data located in the Instruction sub-panel and vice versa.

To delete a production cue:

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

   For more information, see m,.

2. Click a story to select it.

3. In the Story Text sub-panel (on the right side), highlight the production cue marker.

4. Select Edit > Cut (or press Ctrl+X).

   The production cue marker and its instructions are removed.

A production cue may also be deleted by using the Backspace or Delete keys.

Using Script Templates

Script templates are templates created by an administrator for users to quickly insert predefined text into stories. The database structure for script templates is the same as the structure used for forms and lists:

```
SYSTEM.SCRIPT-TEMPLATES.<first letter>.<name>
```

For example, if a standard weather story has a set of production cues and presenter text that are always the same, your system administrator (or any user with access to the SYSTEM queue) can create a story in SYSTEM.SCRIPT-TEMPLATES.W.WEATHER. In this story, place the standard text, presenter text, and production cues found in the weather story. After the template story is saved, the template is available to users via the Story menu or through an option in the Story Text sub-panel's context menu.

To use a script template:

1. Right-click in the Story Text sub-panel.

2. Select Insert Script Template. A Templates dialog box will appear with a list of all available templates.
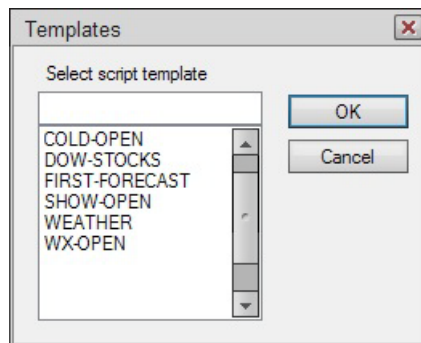
3. Enter the name or select the template from the list.

4. Click OK.

   After the template is chosen, the template is inserted in the story's body at the cursor position.

This feature can replace the use of complex macros used to insert template material.

Using CG Title Entry

The CG Title Entry tool enables newsroom personnel to simulate character-generated graphics at the iNEWS workstation. The CG Title Entry dialog box displays sample templates, complete with backgrounds and text fields, similar to the actual CG templates that appear on air. These templates are configured and modified by your system administrator. Producers can use the Title Entry dialog box to check the appearance prior to airing the production cue.

Most CGs are comprised of both background graphics and text fields. A background graphic could be a small color bar that spans the bottom third portion of the television screen, a full-screen graphic, a logo in the corner of the screen, and so on.

An example of a standard CG template is a two-line lower-third CG. In the following example, the bar separating the two rectangular boxes makes up the background. The boxes are the text fields, which you can fill in.
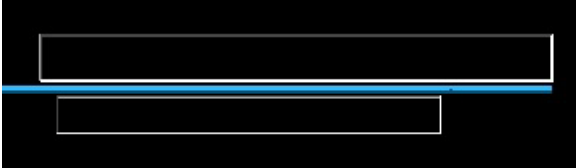
📖 *At least one valid CG Device entry must be present in SYSTEM.MAP before CG Title Entry will launch properly. The Title Entry tool can only be accessed when your cursor is located in the Story panel of the iNEWS Workspace. Access to Title Entry can also be limited to certain users.*

To launch CG Title Entry:

1. Do one of the following:

    ▸ Position your cursor in the Story panel where you want the CG production cue to be located.

    ▸ Position the cursor in an existing cue to edit it.

2. Select Tools > Titling (or press Shift+Ctrl+T).
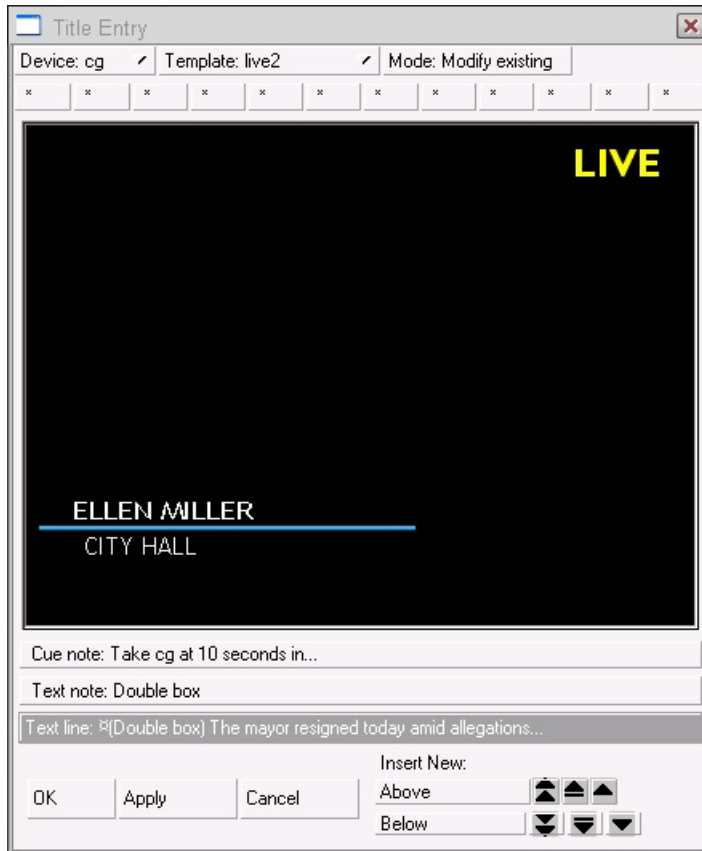
The Mode field displays the current mode, which will be "Modify Existing," "Insert New," or "Read Only," depending on your cursor position in Step 1. Read Only mode appears when you open CG Title Entry from a story that is edit-locked by another user.

3. Click on the Device drop-down list to select a CG device for the current rundown, or press Ctrl+Home.

4. Click on the Template drop-down list to select a predefined CG template, or press Alt+Home.

Shortcut buttons located at the top of the Title Entry dialog box are called Favorites. These buttons can be used to set up a quick toolbar, within the Title Entry dialog box, for templates used often. Once you select a template from the drop-down list and it is open in the dialog box, you can assign it to a button by clicking on any unassigned button (one with an asterisk *). The button can then be used to pull up a template instead of using the Template drop-down list. To unassign a button, open the assigned template in the dialog box and click the button again.

5. Click in the existing text boxes to enter text.

6. (Option) Add a Cue note (a production cue comment in black font) and a Text note (a note to the presenter in red font).

7. Do one of the following:

   ▸ Click OK to register changes and close the Title Entry dialog box.

   ▸ Click Cancel to exit the Title Entry dialog without saving your changes.

   ▸ Click Apply to save your changes without exiting the dialog box.

8. If you applied changes and want to add another CG cue, use the arrows to navigate to the new location, and repeat steps 3-8. Use the arrows to move between stories, cues, and text.

Button	Description
	Previous Story
	Next Story
	Previous CG Cue
	Next CG Cue
	Previous Line Anchor Text
	Next Line Anchor Text

9. Click on the Insert New Above or Below buttons to insert new production cue data above or below existing fields.

   Tip: Use the Tab key to move to different areas of the Title Entry dialog box.

Primary Machine Control Event Placeholder

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 a user wants the machine control event associated with the story form to appear in a position other than first in the event list, a placeholder may be inserted in the Story panel with Shift+Alt+Insert. If a placeholder is used, the system will insert the story form machine control event at that location in the event list.

Using MOS Placeholders

Avid iNEWS lets users insert MOS object placeholders within iNEWS stories in either the story form or as a story's production cue.

To insert a MOS object placeholder:

1. Right-click while mouse pointer is either in the Story Form sub-panel or in the Story Text sub-panel.

2. Select Insert Placeholder.

3. Select the MOS device.
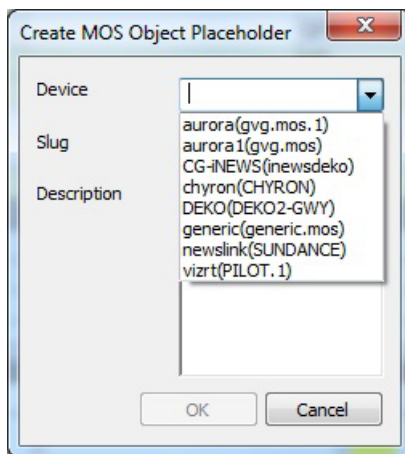
4. Enter a new slug or use the default.

5. (Optional) Enter a description.

6. Click OK.

   If you right-clicked in the Story Form sub-panel, the new MOS object placeholder appears in the story form.

📄 *If the form field MOS-ACTIVE is not present, the Insert Placeholder submenu option will be disabled (grayed out).*

   If you right-clicked in the Story Text sub-panel, the new MOS object placeholder appears as a production cue in the Instruction sub-panel.

The MOS device user can update the placeholder with a real ID and object by turning on or loading the monitor server. MOS Gateway will then return data back to iNEWS where the placeholder is located in either the story form (below at left) or production cue (below at right).

Unscripting a Story

Unscripting is a slightly misleading term used for actually hiding a story's production cues in the iNEWS workspace—not removing them—so only the story's body of text is visible. When you hide the production cues, all of the instructions still remain in the story as evidenced by the presence of corresponding production cue markers within the text of the story. Unscripting a story merely hides the Instruction sub-panel so that production cues are not visible in the Story panel.

To unscript a story:

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

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it and then click in the Story panel.

3. Select Story > Hide Production Cues.

   The production cue area, known as the Instruction sub-panel, disappears from the Story panel.

You can repeat these steps to "Show Production Cues" again.

12 Production Tasks

The following topics provide more information on production issues:

- Endorsing a Story
- Inserting a Break Line
- Ordering a Queue
- Calculating Backtime from Out Time
- Displaying the Show Timing Clocks
- Establishing Broadcast Control in a Queue
- Loading a Rundown Queue into Broadcast Control
- Placing a Rundown Queue in Show Timing Mode
- Production Locking a Queue
- Setting Clock for Show Timing
- Setting Story Start Times in a Rundown Queue
- Synchronizing a Story
- Synchronizing the First Story
- Synchronizing a Rundown Queue During Broadcast
- Timing Story Text
- Timing a Show
- Floating a Story
- Tracking a Show

Producer Basics

This section provides an overview of production-based features of iNEWS and typical news production tasks performed by news staff.

- Rundown Queues
- Scripting
- Broadcast Control
- Field Separators

Rundown Queues

When you produce a show, you use a rundown queue to prepare the show for broadcast. Rundown queues vary in appearance and function based on the needs of each show. Your system administrator should know the rundown queues you need to use for each show.

You can add stories to the rundown queue by creating a story within the rundown queue or by moving or copying a story from another queue and adding it to the rundown queue.

Scripting

When the news staff scripts a story, they enter production cues into the scripts. Production cues contain plain text production instructions and machine instructions used to control production devices, called event requests.

These event requests are then compiled into event lists and downloaded to the iNEWS | Command system as playlists.

Broadcast Control

As a producer, you should already be familiar with the following terms:

- Super: a complete display stored on a character generator. Also known as preset mattes.
- Character Generator Template: Refers to templates, or macros, stored on a character generator. Templates contain fields to which you add text. When you add text to a character generator template, the character generator uses the text and the template to build a super.

Avid iNEWS integrates with broadcast control systems, such as iNEWS | Command, that let you create production cues to display supers. They also let you create production cues that build supers out of character generator templates and text that you supply. The iNEWS | Command system controls playback on a wide range of graphics and video devices without sacrificing functionality.

Field Separators

Your system administrator may define a character on your keyboard, like the "at" sign (@), to act as a field separator to allow you to fit the contents of more than one field on a single line in a character generator production cue. (The default is the carriage return.)

Field separators can be used to define a character generator display that has multiple items on one line (such as a number of sports scores).

Using field separators in this way has no effect on the super itself, but it can help you to format the text items correctly in a production cue.

Endorsing a Story

Endorsing a story means approving it for broadcast. Only individuals authorized by the system administrator can endorse a story, by using the Endorse-By field, which is optional for rundowns. See your system administrator to find out if this field is used at your site and whether you have the authority to endorse a story.

To endorse a story:

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

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it.

3. In the Queue panel, do one of the following:

   ▶ Locate the Endorse-By field and click it for the story you selected.

   ▶ Select Story > Approve.

   The blank field is replaced with your user ID and the color changes to green.

To remove the endorsement of a story:

1. Open the story.

2. Locate the Endorse-By field in the Story Form sub-panel and delete the user name that appears in it.

   This changes the field back to red.

Inserting a Break Line

It is possible to change any line in a rundown queue into a break line, such as for a commercial.

📖 *These commands are toggles, so they can also be used to change a break line back into a regular line within a rundown.*

To change a line in a rundown queue into a break line, do one of the following:

▸ Select Story > Break.

▸ Press Alt-S, then B.

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 authorized by the system administrator 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. An ordered queue can also be locked to prevent changes to the story sequence.

To order a queue:

1. Open the queue you want to order.

   For more information, see "Opening a Queue" on page 62.

2. Select the stories you want to order.

3. With the stories selected, drag the stories and drop them at the new location.

   Show timing is automatically recalculated to reflect any change made to the order of stories in the queue.

📖 *Users can also cut (Ctrl+X) and paste (Ctrl+V) selected stories into place within a queue.*

Calculating Backtime from Out Time

To calculate backtime from out time:

1. Open the queue you want to work with.

   For more information, see "Opening a Queue" on page 62.

2. Click the last story in the queue panel.

3. In the backtime field of the last story, enter the end time of the show in hours, minutes, and seconds.

4. Scroll to the top of the queue and select the first story.

5. Check the start time of the first story.

   - If the start time matches the show's scheduled start, the show has budgeted enough time.

- If it is earlier than the scheduled start, the show has budgeted too much time.
- If it is later that the scheduled start, the show has not budgeted enough time.

Displaying the Show Timing Clocks

To display the show timing clocks in view-only mode:

1. Open the queue you want to work with.

   For more information, see "Opening a Queue" on page 62.

2. Select View > Toolbars.

   The Toolbars dialog box opens.
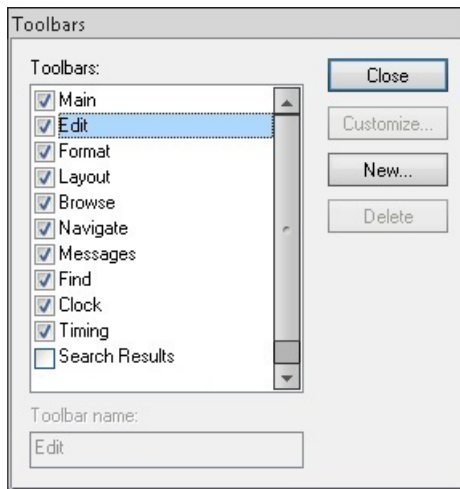
3. Ensure the Timing check box is selected.

   As soon as you click the check box, the show timing clocks appear on screen.

4. Click Close.

   You are now ready to view the timing clocks, being run by the producer.

Displaying the show timing clocks in this manner does not allow the user to control the show's timing. This is done by using the Show Timing option found in the Tools menu.

Establishing Broadcast Control in a Queue

When producing a show, you must establish a connection for the machine or broadcast control system your station uses. In iNEWS, you can start and stop the monitor server that establishes broadcast control in a rundown queue.

The Monitor dialog box indicates the monitor quit time in 24-hour time format. This is the time set by your system administrator to automatically shut off broadcast control if either the producer or character generator operator forgets to turn the monitor server off at the end of the show. You can manually turn off broadcast control at any time by using the Monitor command on the Tools menu. You should manually shut off the monitor server when you are done with the show rather than relying on the automatic shutoff.

To start or stop the monitor server:

1. Open a rundown queue.

2. Select Tools > Monitor.

   The Monitor dialog box opens.
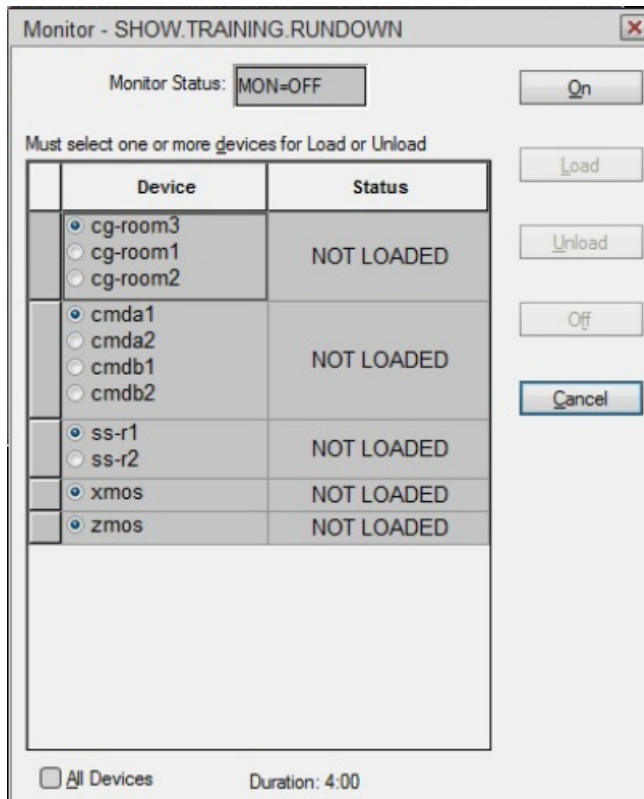
▤ *The previous sample illustration shows a setup that utilizes the Choice feature, as defined by system administrators in SYSTEM.MAP. If only one choice per device is defined for the rundown, then users will not be given radio button options to select in the dialog, as shown in the following image.*
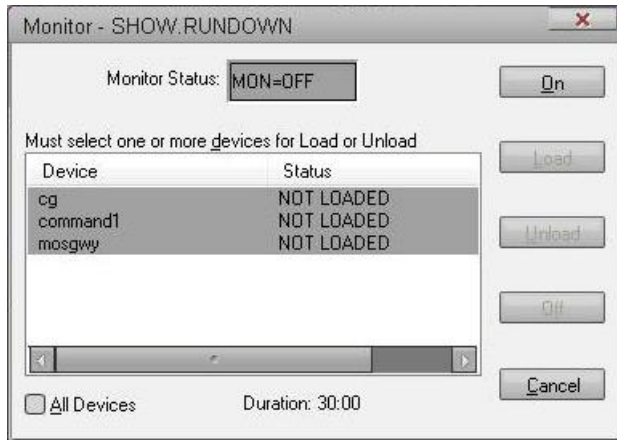
3. Choose a broadcast control mode in the Monitor Mode section:

Mode Choice	Result
On	Creates an event list for each device in the rundown queue.
Load	Raises the priority of the monitor server and downloads the event lists to the devices you select.
Unload	Clears device play lists without turning off broadcast control.
Off	Turns off the monitor server. This option overrides the automatic shutoff time that appears in the Quit Time field.

If you choose Monitor Load, specify the device to load from the Devices list, or check All Devices to load all devices. To select more than one device, hold down Control while you select up to three devices.

4. Click OK.

Loading a Rundown Queue into Broadcast Control

To load the rundown queue into broadcast control:

1. Select Tools > Monitor.

   The Monitor dialog box opens.

2. Do one of the following:

   ▶ Click the All Devices button to load all devices.

   ▶ In the Devices box select one or more devices that must be loaded. To make a selection
     in the Monitor dialog, users must click the selector button to the left of the row. Clicking
     in a Device or Status cell will not select the row.
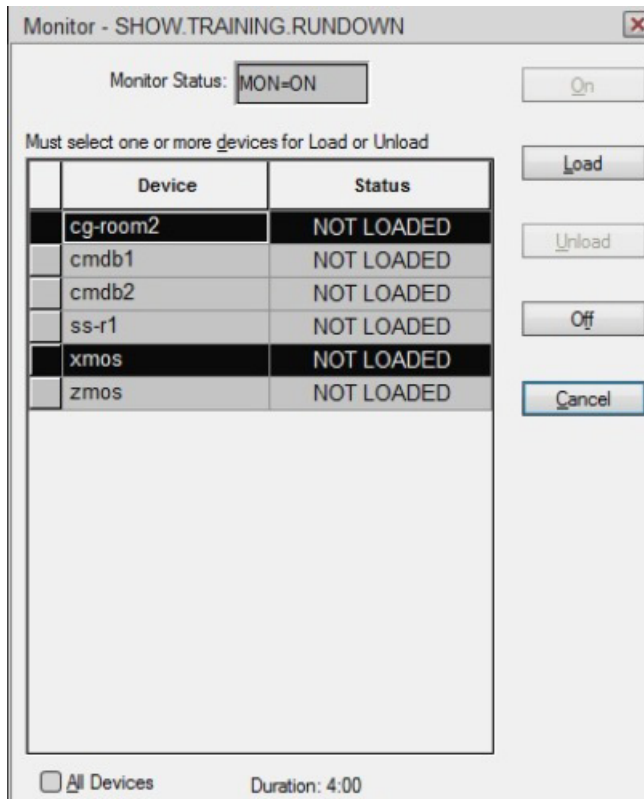
3. Click Load.
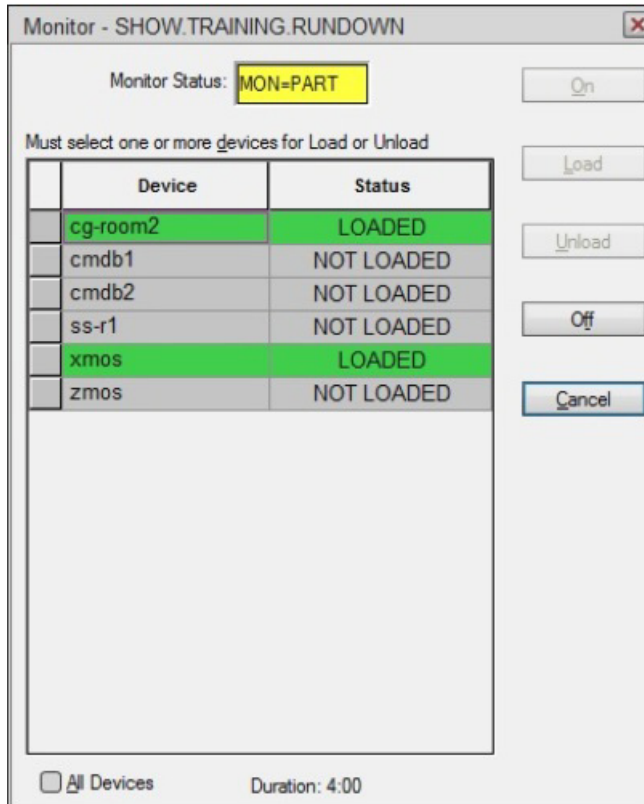
Placing a Rundown Queue in Show Timing Mode

In order to accurately time the rundown, place the rundown queue in show timing mode, download the events list to the devices selected, and synchronize the first story.

Use the show timing bar to track the progress of the show and synchronize the rundown to the actual broadcast. Synchronized stories are stamped with the aired date and time, so that anyone watching the queue is automatically updated when the queue is refreshed.

To place the rundown queue in show timing mode:

1. Open the rundown queue.

2. Select Tools > Show Timing.

   The show timing clocks appears. The cursor moves to the first non-floating story in the rundown with a total time greater than zero. The show timing bar appears on each story as it is synchronized.

Production Locking a Queue

Use a production lock on a queue when that queue is ready for broadcast and you do not want the order of the rundown queue to be altered by other users. Production locking a queue also prevents approved stories from being killed. Only users with the authority to order stories can place a production lock on a queue.

When you place a production lock on a queue, "PRD" appears in the Status bar. Another user will be told the user name of the user who has the production lock when they attempt to set the production lock on a queue that is production locked by another session.

When you production lock a sorted queue, it permanently disables sorting. Sorting can be reactivated only by your system administrator.

To production lock a queue:

1. Open the queue you want to work with.

   For more information, see "Opening a Queue" on page 62.

2. Select Tools > Production Lock.

   The queue will remain locked until you remove the production lock (by repeating step 2).

Setting Clock for Show Timing

By default, the Show Timing Clock matches the workstation time. The Set Clock option allows a user to change the time, which may need to be done in the control room prior to the on-air timing of a show.

To set the clock, do the following:

1. Ensure that you have the Show Timing Clocks displayed.

   For more information, see "Displaying the Show Timing Clocks" on page 137.

2. Select Tools > Set Clock.

3. If the show is broadcast live, enter the desired time, using either 12-hour or 24-hour clock. If the show is pre-taped, select Time to Duration. This will set the clock to zero, and it will be activated when the first story is synchronized.

4. Click OK.

Setting Story Start Times in a Rundown Queue

You can anchor a story in a rundown queue so that it has a fixed beginning time (also called a hard start). All other stories will be timed relative to the story's fixed time.

To set a hard start time for a story:

▸ Manually enter the story's starting time in the backtime or cume time field.

Synchronizing a Story

When a show is timed and the events list downloaded to the devices, you are ready to broadcast the show. To begin the broadcast, you must synchronize the first story. You can use the Show Timing bar to track the progress of the show and synchronize the rundown to the actual broadcast.

To synchronize a story:

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

   For more information, see "Opening a Queue" on page 62.

2. Click on a story.

3. Select Tools > Sync Timing (or press the space bar).

   The highlight box moves to the next event.

4. Repeat step 2 to broadcast the next event.

Synchronizing the First Story

To synchronize the first story:

1. Open the queue you want to work with.

   For more information, see "Opening a Queue" on page 62.

2. Select Tools > Show Timing.

   The first story is automatically selected.

3. Select Tools > Sync Story.

4. Click OK.

Synchronizing a Rundown Queue During Broadcast

You can make changes to an on-air story in the rundown queue and synchronize the show timing to take that change into account.

The Sync Timing command synchronizes the current story indicator with the current on-air story while you are tracking the progress of a show. The Sync Timing command is only available when the Show Timing command is active.

To synchronize a rundown queue with a broadcast:

1. Open the queue containing the story you want to make the current on-air story.

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it.

3. Select Tools > Sync Timing (or press the space bar).

   The story becomes the current story, and the digital clocks in the show timing toolbar are updated. The show timing continues from the new location.

Timing Story Text

There are three clocks for timing that appear at the bottom of the Story panel:

- TTC – Time to cursor
- BLK – Time of blocked (selected) text
- EST – Total estimated time of story

These clocks may or may not appear, depending on certain assigned queue properties. Display of the "Text Timing" clocks may be turned on or off on a per-queue basis by your system administrator.

In the event that these clocks are not displayed, you can still time a block of text in a story by using the following procedure:

To time a block of text in a story:

1. Highlight a block of text in a story by clicking on it and dragging your mouse pointer over the selection.

2. Do one of the following:

   ▶ Select Story > Block Time (or press Shift+Ctrl+B).

   ▶ Right-click in the story view window, and select Block Time

A tool tip appears over the text that shows the total amount of BlockTime=X:XX. This is the Presenter's read-time.
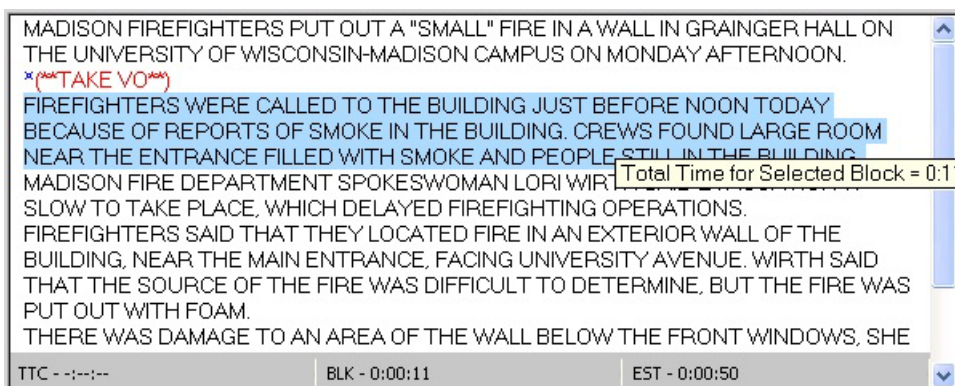
> If you choose the Block Time feature without a block of selected text, the read-time displayed is calculated for the block of text that goes from the beginning of the story to the current cursor position. If you change the length of a story, the block time will be refreshed automatically.

Timing a Show

To time a show, you can use either cume (cumulative) time, backtime, or time it to duration:

- Cume time: When you time a rundown queue cumulatively, you calculate the elapsed time accumulated from the beginning of the show to the end of the show. Any queue with a cume time field automatically calculates cume time.

    To automatically calculate a show's cumulative time, you can set the show start time as 00:00:00, or specify a hard start time (such as 04:00:00) for the show start time. You can also set a hard start time for a specific story to affect the cume time calculation of stories below it.

- Backtime: When you backtime a rundown queue, you calculate the time at which each story must start for the show to remain on schedule. Backtime is calculated as elapsed time.

    To calculate backtime, the queue must have a backtime field. If you reorder stories in the queue, the backtime is automatically adjusted.

- Duration: When you want the clock in the iNEWS toolbar to remain at 00:00 until you start sync time, at which time the clock will begin counting up. The Time to Duration option can be used with either the cume time or backtime fields. If cume time is used, a hard start time of zero (0) must be entered for the first item of the show. If backtime is used, a hard out time equal to the duration of the show must be entered in the last item of the show.

One constraint of timing to duration is that if a show begins before midnight and ends after midnight, then all of the air times for that show will have the same air date, the date the show was started.

To time a show to duration, ensure the Time to duration check box is selected by selecting Tools > Set Clock.

Floating a Story

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 "Opening a Queue" on page 62.

2. Click a story to select it.

3. Select Story > Float.

   The story you chose is now floating, or removed from the show's timing. The timing for the rundown is adjusted accordingly and the floated story appears in a different color from the rest of the stories.

4. To add the story time back to the rundown, select Float again.

Tracking a Show

When a show is on the air, use the three digital clocks on the Show Timing bar to track the progress of the show. The clock readouts appear red if you are running overtime, and green if you are running at or under time. The digital readouts display asterisks (**:**) for any value greater than 60:00.

- The Item Countdown clock on the left displays the time remaining for the current story.

- The Elapsed Segment Time clock in the middle displays the time remaining until the next hard out.

- The Over/Under clock on the right displays the time that the show is over or under—red for overtime and green for under or on time.

13 Printing

The iNEWS Newsroom Computer System can use your local printers. A local printer is any printer that is accessible from your Windows PC. Controlled by the Microsoft Windows operating system, they are available for any program on your workstation. Local printers can be connected to your PC, shared on another PC, or connected directly to your local area network (LAN).

When you print stories, the print commands on the File menu display printer dialog boxes where you can set print parameters. If you are using the printer buttons on the main toolbar to print, be aware that they default to the setup of the last print job.

Local printing, also called Windows printing, provides a dialog box with numerous options, such as selecting a predefined style. These features require some setup preparation or alterations, usually done by system administrators. For example, there are print style options that must be defined in SYSTEM.STYLES. Information on these style options are provided in detail in the "Printers" chapter of the *Avid iNEWS Setup and Configuration Guide*.

Local printing is not available when your cursor is located in the Directory panel, unless it is on a queue currently loaded (displayed) in the Queue panel. Local printing is not recommended for stories larger than 10 kilobytes or 5 minutes, according to iNEWS timing. The iNEWS system will print these files, but because local printing is not handled in the background, it might cause your workstation to appear frozen or locked up while the system processes the print job.

The following topics provide more information on printing:

*   Local Printing Dialog
*   Local Printing a Queue
*   Local Printing a Story

Local Printing Dialog

The Local Printing dialog box is divided into five sections: Scope, Options, Story Preview, Copies, and Grid. There are also three buttons: Print Preview, Network, and Default. The Copies section allows you to determine the number of copies printed and whether multiple pages are collated.
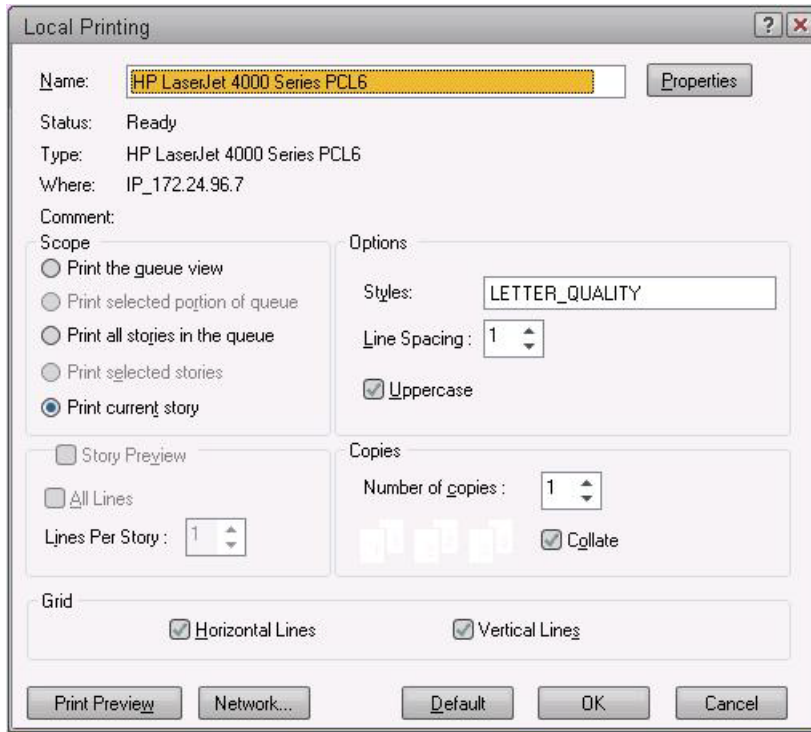
Scope Section

In the Scope section you can select one of five radio button options:

Option	Description
Print the queue view	This option is always available regardless of cursor location.
	Tip: The Print the queue view option determines whether the Story Preview check box is available.
Print selected portion of queue	This option is only available if multiple stories are selected in the queue panel via the row selector buttons. This option will send the selected queue view portion to the printer in "Print the queue view" format.
Print all stories in the queue	This option is available from the directory panel or queue panel if the queue has the printable (+p) database trait enabled. This option will send the text of all the stories that are in the queue to the printer.
Print selected stories	This option is only available if multiple stories are selected in the queue panel via the row selector buttons. This option will send the text of the selected stories in the queue to the printer.
Print current story	This option is available in all three panels of the iNEWS workspace. This option will send the story that currently appears in the story panel to the printer.

Default Settings

- From the Directory panel, if the queue has the printable dbtrait, it defaults to "Print all stories." If the queue does not have the printable dbtrait, it defaults to "Print current story."

- From the Queue panel, with one or more stories selected by the row tab, it defaults to "Print selected stories."

- From the Queue panel with no stories selected, it defaults to "Print current story."

- From the Story Panel, it defaults to "Print current story."

Story Preview Section

Story Preview allows you to print a preview or sample of each script, as part of the queue image. This section is only enabled if the "Print the queue view" option is enabled in the Scope section of the Local Printing dialog. Otherwise, it will appear gray and be unavailable.

Story Preview has three items you can define, depending on how you want the queue view printed:

Option	Description
Story Preview	iNEWS prints lines of each story, along with the queue view, as defined in the Story Preview section.
All lines	iNEWS prints all lines of each story, along with the queue image. When you select this option, the remaining option called Lines Per Story appears gray and is unavailable.
Lines per story	When enabled, iNEWS will print the specified number of lines of each story, along with the queue view. Lines of the story will be printed below the row that corresponds to it in the queue view. This option is disabled (appears gray) when the All Lines option is checked.

Example: To see the first few lines of each story, in addition to a show's lineup, select the "Print the queue view" radio button in the Scope section of the dialog box, select the Story Preview check box, set the Lines Per Story setting to 3, and click OK to print it. The iNEWS system will print the first row of the lineup (or fields of the story form), followed by three lines of that story, then the second row and three lines of the second story, and so forth.

Options Section
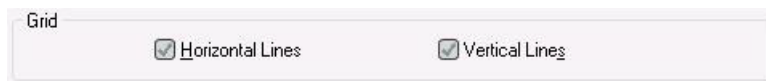
The Options section of the Local Printing dialog box contains three choices:

Option	Description
Styles	Allows the user to select a print style from a list of predefined styles.

Option	Description
Line spacing	You can configure how much space appears between lines of text. A setting of one results in single-spaced text, two is double-spaced text, and so on. Decimals may also be used, such as 2.5, in line spacing. This option overrides any line spacing predefined in the chosen print style.
	The maximum number for line spacing allowed by default in the dialog box is 10. A print style can exceed this maximum and that setting will appear in the Line Spacing box when that style is chosen. However, if you choose to manually override the style setting by changing it in the Local Printing dialog box, the default maximum of 10 will again take effect.
Uppercase	iNEWS prints all text in uppercase when this check box is enabled.

Grid section

The Grid section of the dialog box contains two choices:

Option	Description
Horizontal	Horizontal grid lines are printed when printing the queue view image.
Vertical	Vertical grid lines are printed when printing the queue view image.

Default behavior of these check boxes is based on a user's preferences.

Print Preview, Network, and Default Buttons

Button	Description
Print Preview	Use this button to preview what will be printed before actually printing.
	Tip: To exit Print Preview mode, press Esc.
Network	Use this button to select a printer. You can select a printer in the drop-down list at the top of the Local Printing dialog box, which displays a list of printers loaded on, or locally connected to, the computer you are on. The Network button allows you to select any printer available through the network.
Default Button	Returns settings of the Print dialog box back to your default preferences.

Local Printing a Queue

To local print a queue:

1. Open the queue you want to print in the Queue panel.

   For more information, see "Opening a Queue" on page 62.

2. Select File > Print > Local Print (or press Ctrl+P).

   The Local Printing dialog box opens.
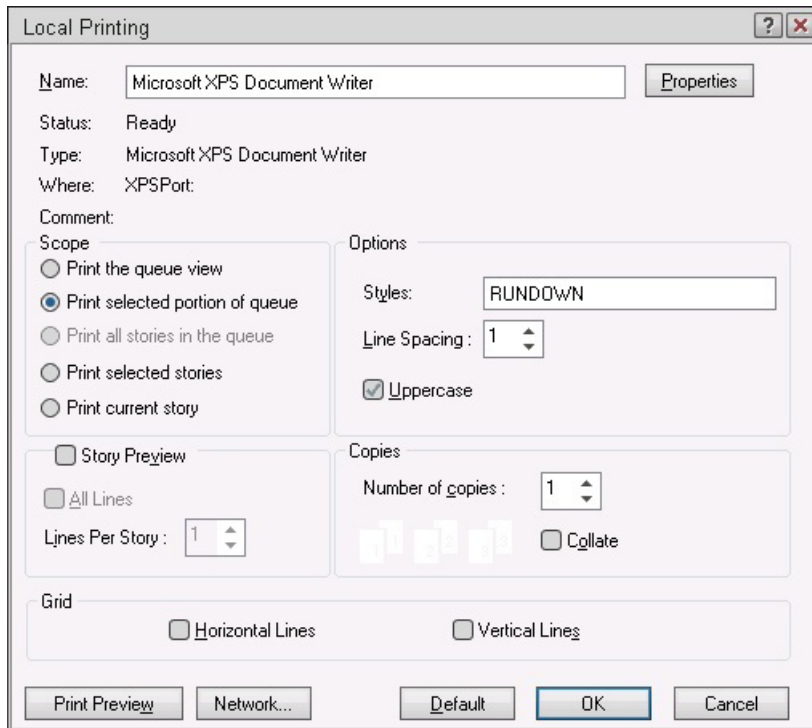
3. Select the print options according to what you want to print. Availability of certain options depends on what is or isn't selected in the queue when the dialog box is opened.

4. (Optional) Click Print Preview to view what will be printed before sending data to the printer. If acceptable, click Print; Clicking Close will exit the preview and close the Local Printing dialog box without printing anything.

5. Click OK to print.

Local Printing a Story

To local print a story:

1. Open the queue containing the story you want to print.

   For more information, see "Opening a Queue" on page 62.

2. Click a story to select it.

3. Select File > Print >Local Print (or press Ctrl+P).

   The Print dialog box opens.
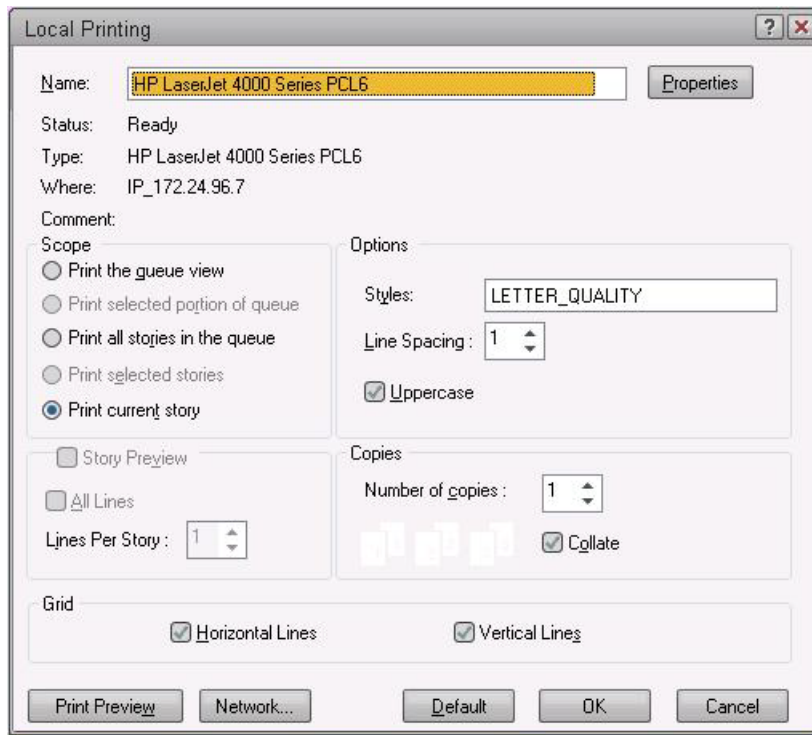
4. Choose the appropriate option in the Scope section, such as "Print current story."

5. Select other print options according to how you want the story printed, such as the number of copies you want printed.

6. (Optional) Click Print Preview to view what will be printed before sending data to the printer. If acceptable, click Print; Clicking Close will exit the preview and close the Local Printing dialog box without printing anything.

7. Click OK.

14 Messages and Mail

You can communicate with other iNEWS users by using the message and mail features. Use the message feature to send short notes to one person. Use the mail feature for text longer than a line or two or to contact many users.

The following topics provide more information on messages and mail:

- Checking User Names for Validity
- Sending a Message
- Replying to a Message
- Recalling a Message
- Saving a Message as a Story
- Sending an Intersystem Message
- Sending Mail
- Reading Mail
- Replying to Mail
- Forwarding Mail
- Deleting Mail
- Setting Mail Options

Checking User Names for Validity

If you do not know the correct user name for a person to whom you want to send a message, you can check the name against the local system.

This feature does not check Community systems for possible matches.

To check a user name:

1. In the Messages toolbar on your iNEWS workspace, enter part or all of a user's username in the To field.

2. Select Communicate > Messages > Check Name (or press Ctrl+W).

   The system checks the database for the name you entered.

   If the user name is recognized by the system, the Check Name dialog box appears, listing the user names that are similar to the name you entered. It also indicates who is logged in and who is not. A check mark to the left of the name indicates that the user is logged in. An "X" next to the name indicates that the user is logged out.
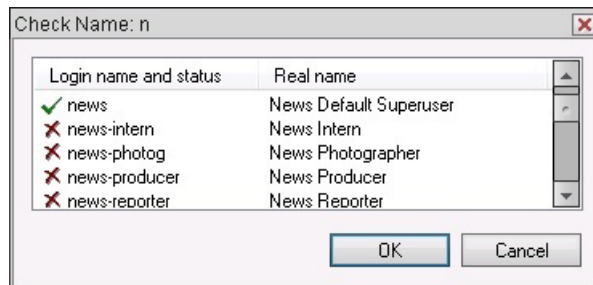
If the name is not recognized by the system, the Check Name warning dialog box appears stating that no match was found.

3. Click the name of the user to whom you want to send a message.

4. Click OK.

   The name is entered into the To field of the Messages toolbar. You can now type your message and send it to the user whose name you validated.

Sending a Message

Messages are a quick way for users to communicate information to each other. Use the Message option if you are sending quick, short messages.

To send a message:

1. In the To field of the Messages toolbar, enter a user name, and then press Tab to move the cursor to the text box.

   If the user is logged into either the local system or a remote system in a local Community, the Connect icon appears to the left of the address box. This lets you know the user will receive the message immediately. Similarly, if the user is logged out, a Disconnect icon appears, and if the name is not recognized as a valid user, a Question Mark icon appears. See "Message Indicators" on page 156 for more information.

2. In the text box, type the text of your message.

📖 *You can also type or paste a URL into your messages, and iNEWS will provide the information as a link.*

3. Click the Send button or press Enter.

4. At any time, you can erase the current message and send a new one by clicking New Message on the Messages toolbar.

📖 *If the Messages toolbar is not displayed at the top of your workspace, you can display it by pressing the F8 key. See also "Displaying or Hiding a Toolbar" on page 47 for more information.*

Message Indicators

In the Messages toolbar, one of three message indicators appears to the left of the To: text box, depending on what you type in the To: text box.

Each possible indicator is explained as follows:

Indicator	Description
🔌	Indicates that the user, whose name was typed in the To: text box, is logged in to iNEWS.
🔌	Indicates that the user, whose name was typed in the To: text box, is not logged in.
?	Indicates that you entered an invalid user name in the To: text box.

Replying to a Message

Messages are a quick way for users to communicate information to each other. When you get a message, the down arrow on the Messages toolbar blinks as does the icon on the Message Bar button in the Main toolbar; this icon (which looks like a single sheet of paper) also blinks in the status bar when new unread messages are received. The blinking stops after the message is read.

When getting a new message, you can reply to it immediately. The Reply option is only activated in iNEWS if you have received a message.

To reply to a message:

1. On the Messages toolbar on your iNEWS workspace, click Reply.

   Remember that the Reply button is only activated in iNEWS if you have received a message.

2. Enter your reply in the message box.

3. Click the Send button on the Messages toolbar or press Enter.

   Your reply is sent back to the original sender of the message.

Recalling a Message

When you log out of iNEWS, all the messages you have already read are erased unless you have saved them. However, while you are still logged in, you can recall a message from Message History if you want to review the contents of the message.

To recall a message:

▶ Select Communicate > Messages > Show History (or press Shift-F8).

The Message History dialog box opens.
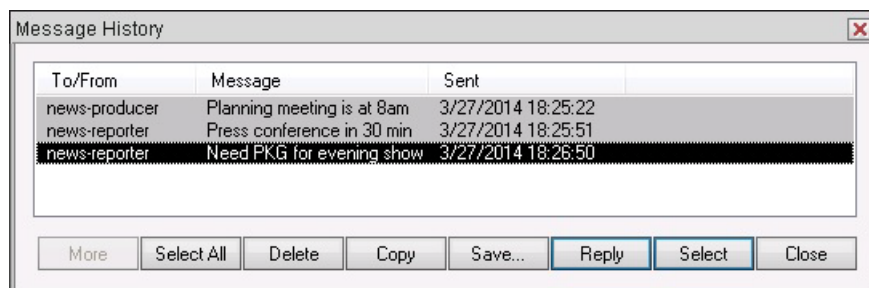
Saving a Message as a Story

Unless you save a message you have read, it will be erased when you log out of iNEWS.

To save a message as a story:

1. Select Communicate > Messages > Show History (or press Shift-F8).

   The Message History dialog box opens.
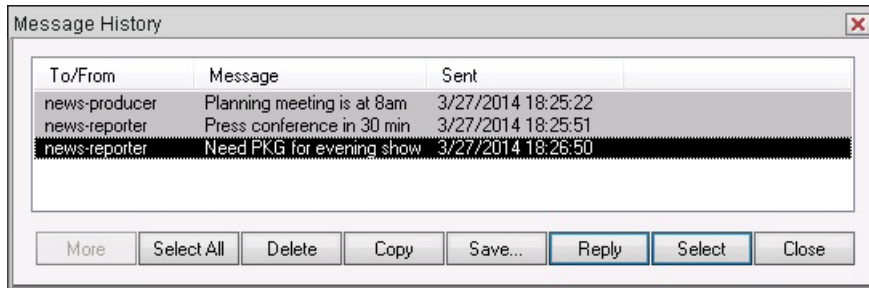
2. Select the message you want to save.

3. Click Save.

   When you save a message from the Message History dialog box, the iNEWS system displays a Select Queue dialog box, where you can specify the queue the story to which it should belong. The iNEWS system gives the message the name of "Saved Messages" and enters your name as the writer in the story form.

   One or more messages can be saved as a story in iNEWS. When multiple messages are saved, each message will generate a line that has the time stamp of when the message was sent and by whom.

Sending an Intersystem Message

Intersystem Messaging is a feature for iNEWS that allows you to exchange messages with another user on a remote iNEWS system or other third-party system with a compatible interface. Intersystem messages can be sent from iNEWS Workstation sessions, and from the console send utility.

An intersystem send is attempted whenever a message send request has a recipient name which includes a @ symbol. Intersystem messages are sent in the form:

<user name>@<system name>

where <user name> is a user name on the <system name> system. The system name can be an IP address in standard "dot" notation, such as 172.161.131.2, but is typically the call letters of the TV station.

This syntax is not necessary if the remote iNEWS system is added to a Community on the local iNEWS system, which can be done by your system administrator.

To send an intersystem message:

1. In the To: text box, also known as the address box, of the Messages toolbar, enter a user name. Then press Tab to move the cursor to the text box.

   If the user is logged in, the Connect icon appears to the left of the address box. This lets you know the user will receive the message immediately. If the user is logged out, a Disconnect icon appears. See message indicators for more information.

2. In the text box, type your message text.

   At any time, you can erase the current message and send a new one by clicking New Message on the Messages toolbar.

3. Click Send Message.

   If the user name in the address box is not valid, the Question Mark icon appears. Verify the user name of the person you are sending to and resend the message.

Sending Mail

Use the Mail option when you need to send messages that are more than a single line long, when you need to send to multiple recipients, or when you want the message to persist until the recipient deletes it.

To send mail:

1. Select Communicate > Open Mail (or press F9).

   The Mail window opens. The left panel displays a list of mail that has been sent to you. Information in the list includes from whom the mail was sent, the subject of the mail, and the date it was sent.

2. In the right panel, click New to activate the Sending a Message section.

3. Do one of the following;

   ▸ To send mail to a single user, enter the name of the user in the To field.

   ▸ To send mail to multiple users, enter each name in the To field, and separate each name with a comma, a space, or both.

   To send mail to multiple users who belong to a specific group, such as producers, you can use the group name. Contact your system administrator for available group names.

4. To send copies of the mail to other users, type their names in the CC field, separating each name with a comma, a space, or both.

5. In the Subject field, enter the subject.

6. In the text panel, enter the text of the mail you want to send.

7. Click Send.

   A blinking Mail icon in the status bar of their workspace notifies the users who receive your mail.

Reading Mail

When another user sends you mail, you will be notified by a blinking icon (that looks like an open envelope) in the status bar and on the Mail Window button in the Main toolbar. Both continue blinking until you read your mail.

To read your mail:

1. Select Communicate > Open Mail (or press F9).

   The Mail window opens. The left panel displays a list of mail that has been sent to you. Information in the list includes from whom the mail was sent, the subject of the mail, and the date it was sent.

2. Click the mail you want to read.

   The bottom-right panel displays the contents of the mail you selected.

Replying to Mail

You can reply to any mail message that's been sent to you.

To reply to mail:

1. Select Communicate > Open Mail (or press F9).

   The Mail window opens. The left panel displays a list of mail that has been sent to you. Information in the list includes from whom the mail was sent, the subject of the mail, and the date it was sent.

2. Click the mail you want to reply to.

   The right panel displays the Sending a Message section and a panel that displays the selected mail message.

3. Do one of the following:

   ▶ To reply to the sender, click Reply.

▶ To reply to the sender and all other recipients of the original mail, click Reply to All.

4. Type the text of the reply in the text box.

5. Click Send.

Forwarding Mail

Forward mail when you want another user to see the mail message.

To forward mail to another user:

1. Select Communicate > Open Mail (or press F9).

   The Mail window opens. The left panel displays a list of mail that has been sent to you. Information in the list includes from whom the mail was sent, the subject of the mail, and the date it was sent.

2. Click the mail you want to forward.

   The right panel displays the Sending a Message section and a panel that displays selected mail messages.

3. Click Forward.

4. In the To field of the Sending a Message section, type the name or the Internet address of the person you want to receive the forwarded mail. To send to multiple users, separate each name with a comma, a space, or both.

5. In the Subject field, enter the subject.

6. In the text box, type comments that you want to add to the original mail.

7. Click Send.

Deleting Mail

Delete mail when you no longer need to view it or keep a copy of it.

To delete mail:

1. Select Communicate > Open Mail (or press F9).

   The system displays a list of mail that has been sent to you. Information in the list includes from whom the mail was sent, the subject of the mail, and the date it was sent.

2. Do one of the following:

   ▶ If you want to delete all mail in the list, click Select All.

   ▶ If you want to delete one piece of mail in the list, click it to select it.

3. Click Delete.

   The mail you selected is deleted from your mail list.

Setting Mail Options

You can personalize the way iNEWS handles mail by setting the mail options.

To set your mail options:

1. Select Communicate > Mail Options.

   The Mail Options dialog box opens.
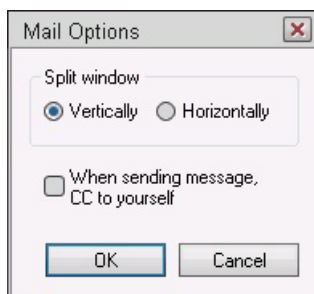
2. In the Split Window section, click a radio button to choose that display option:

   ▶ Horizontally: to display the mail list above the text entry window.

   ▶ Vertically: to display the mail list on the left and the text entry window on the right.

3. If you want to save a copy of mail you send, click the "When sending message, CC to yourself" check box.

4. Click OK.

15 Sessions and Preferences

The appearance of the main window are elements of an iNEWS session—from the layout of panels, arrangement of toolbars, and number of workspaces, to which queues are opened. As you work in iNEWS, you might find that arranging a workspace in a certain way works better than others for specific tasks, or that opening one or more specific queues will help you perform certain tasks.

The following topics provide more information on sessions:

- Working with Sessions
- Customizing User Preferences
    - Setting Session Preferences
    - Setting Confirmation Preferences
    - Setting Backup Preferences
    - Setting Refresh Preferences
    - Setting Layout Preferences
    - Setting Search Preferences

Working with Sessions

Sessions can be saved to your user's account, so they follow you regardless of what workstation you use to log in. You can customize a session to best suit your needs, assign a name to that session, and save it, giving you a way to return to those elements quickly. For instance, if you changed the workspace layout for a session, you can save that session so you do not have to duplicate your setup every time.

To save a session:

1. When you are in a session that you want to save, select File > Save Session As.

    The Save Session As dialog box opens.
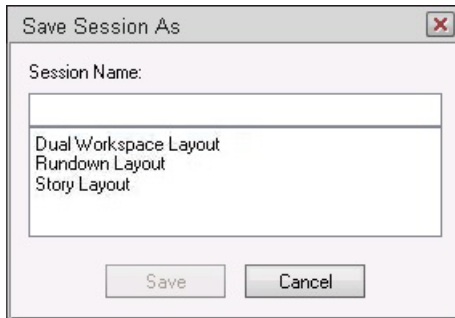
2. In the Session Name text box, enter the session name.

3. Click Save.

    The session you defined has been saved. You can now open the session any time you need it.

To open a saved session:

1. Select File > Sessions.

    The Sessions dialog box opens.
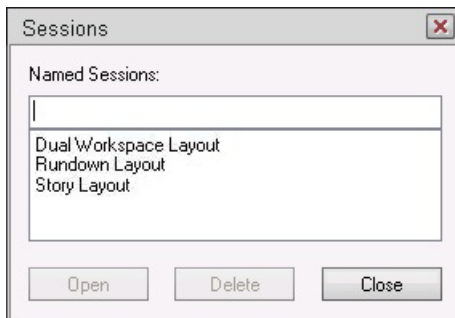
2. Select the session you want to open.

3. Click Open.

Customizing User Preferences

You can customize several features of your iNEWS environment as part of your user preferences. The system saves your settings to your user's account. The iNEWS system lets you customize sessions, confirmations, backup information, and refresh options.

Setting Session Preferences

Set session preferences when you want to change workspace characteristics, such as the macro keyboard and print style settings. For more information on macros, see "Macros" on page 171.

To set session preferences:

1. Select Tools > Options > Preferences.

   The Preferences dialog box opens.
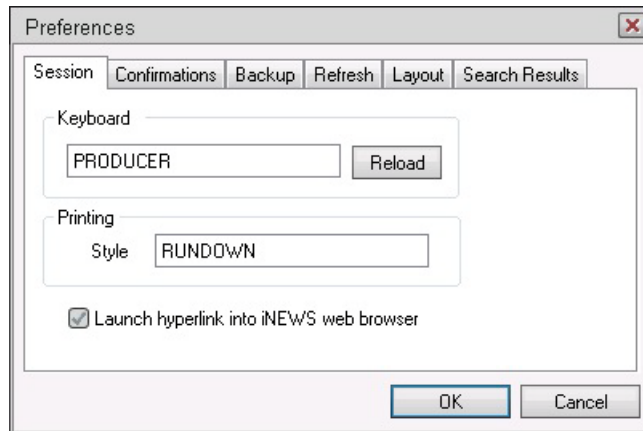
2. Select the Session tab if it is not already displayed.

3. Select a keyboard setting and click Reload.

4. Set the print style to use when printing.

5. Select or de-select the Launch hyperlink into iNEWS web browser check box to determine whether clicked links will open into an Internet Explorer workspace within the iNEWS application, or into the user's default browser outside of the iNEWS application.

6. Click OK.

Setting Confirmation Preferences

When you set confirmation preferences, you can choose whether the system displays a confirmation message for certain commands, such as move, copy, close, or delete a story or queue.

To set confirmation preferences:

1. Select Tools > Options > Preferences.

   The Preferences dialog box opens.
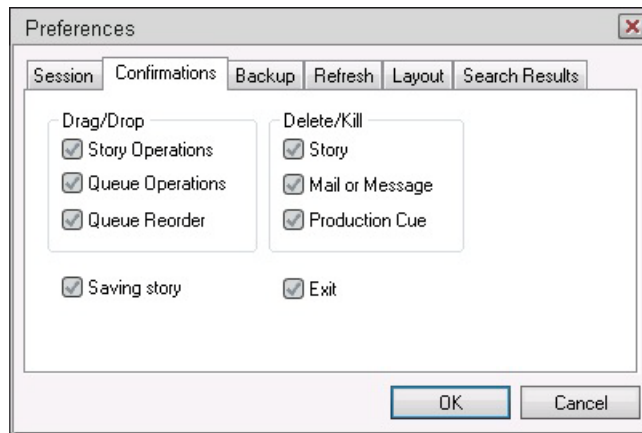
2. Click the Confirmations tab.

3. Click any of the following check boxes:

   ‣ Saving Story if you want iNEWS to display a confirmation message asking whether you want to save changes to a story. Otherwise, stories are automatically saved.

   ‣ Exit if you want iNEWS to display a confirmation message when you exit iNEWS to make sure you want to end your work session.

4. In the Drag/Drop section, click any of the following check boxes:

   ‣ Story Operations if you want iNEWS to display a confirmation message before moving a story to another folder or queue.

   ‣ Queue Operations if you want iNEWS to display a confirmation message before moving all stories in a queue to their new position.

   ‣ Queue Reorder if you want iNEWS to display a confirmation message before reordering a queue.

5. In the Delete/Kill section, click any of the following check boxes:

   ‣ Story if you want iNEWS to display a confirmation message before a story is deleted.

- ▸ Mail or Message if you want iNEWS to display a confirmation message before deleting e-mail or instant messages.

- ▸ Production Cue if you want iNEWS to display a confirmation message before deleting a production cue (and its marker) from a story.

6. Click OK.

Setting Backup Preferences

Set backup preferences when you want the system to automatically create—at specific intervals—a backup copy of a story you are editing. Backup copies are useful if your iNEWS application is ever inadvertently closed prior to you saving your edits. If this happens, the software will prompt you to recover the story when you restart the application and log in again.

You can also choose to manually back up an open story you're editing by selecting File > Back up Story. If you have manually backed up a story and want to recover that copy, select File > Recover Story.

▤ *The Back up Story and Recover Story options appear gray in the menu when not available.*

Backup copies are placed on your local computer's drive in a default location or at another location that you can specify.

To set backup preferences:

1. Select Tools > Options > Preferences.

   The Preferences dialog box opens.
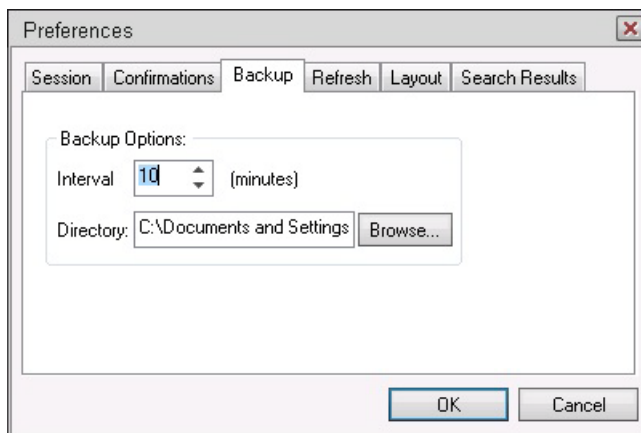
2. Click the Backup tab.

3. Set the number of minutes between automatic story backups. The default is 10 minutes. To turn off automatic backups, set the interval to zero (0) minutes.

4. A default location for backup copies is created on your local disk when iNEWS is installed. The default location appears in the Directory text box. If you want to accept the default, you can skip this step. Otherwise, specify where to store backup copies by doing either of the following:

   ‣ Type the directory path name.

   ‣ Click the Browse button and select a location on your local PC.

5. Click OK.

Setting Refresh Preferences

You can set the minimum time between screen refreshes. On a slower workstation PC, if you are working in a busy rundown queue, this option is advantageous because you can delay screen refreshing to show many changes at once rather than interrupting your workstation for each refresh event.

To set refresh preference:

1. Select Tools > Options > Preferences.

   The Preferences dialog box opens.
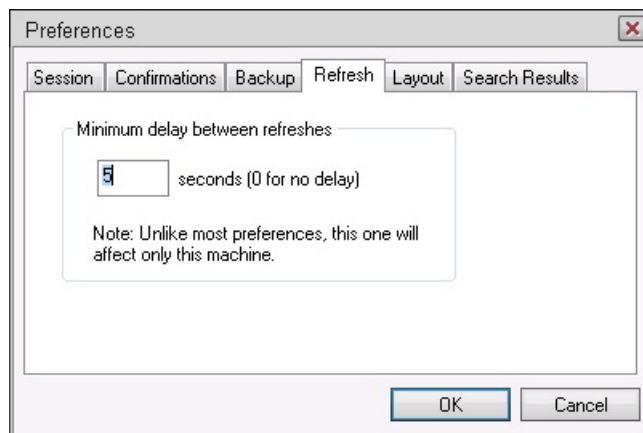
2. Click the Refresh tab.

3. Enter the minimum delay, in seconds, until the next story refreshes.

   The default is five, which means the system will refresh every five seconds. To change the minimum delay between refreshes, enter a new number.

4. Click OK.

Setting Layout Preferences

When you set layout preferences, you can set your iNEWS Workstation to open with a specified session each time you log in, to open with a certain layout arrangement each time you open a new or another workspace, and to display gridlines in the Queue panel.

To set layout preferences:

1. Select Tools > Options > Preferences.

   The Preferences dialog box opens.
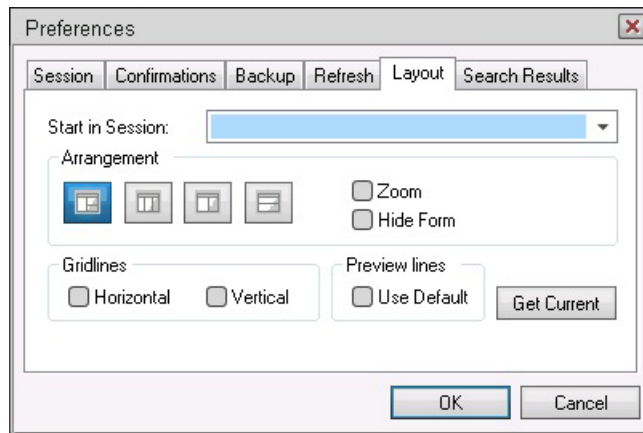
2. Click the Layout tab.

3. Click the down arrow button to see the Start in Session drop-down list and select a session to start with at log in.

4. Choose one of the layout buttons to determine the Arrangement of the Directory, Queue, and Story panels for the session.

5. Select the Zoom check box if you want to start out zoomed in to the Directory panel when a new workspace opens.

6. Select the Hide Form check box if you want the Story Form sub-panel hidden when a new workspace opens.

7. Select Horizontal or Vertical gridlines or both if you want gridlines to appear in the Queue panel.

8. Select the Preview lines - Use Default check box if you want to automatically enable preview lines for each queue.

9. Click OK to accept changes.

📖 *The Get Current button restores the previous settings (except for the layout buttons) of the Layout tab before you made changes and before you click OK.*

Setting Search Preferences

When you set search preferences, you can choose the default form used in the Queue panel of the Search Results workspace.

To set search preferences:

1. Select Tools > Options > Preferences.

   The Preferences dialog box opens.
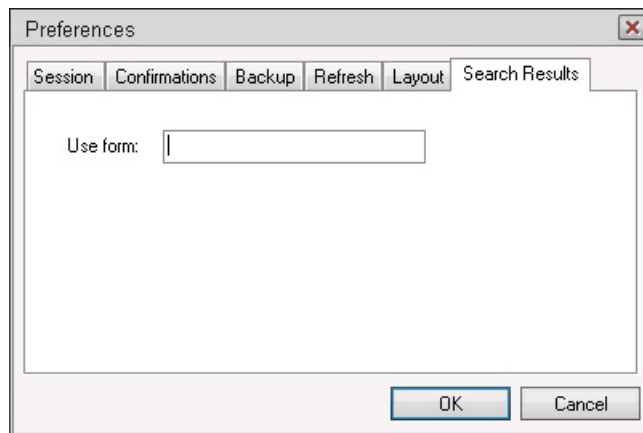
2. Click the Search Results tab.
3. In the Use form section, click on the drop-down list to choose a form.

   This form is used to display results from searches in iNEWS. If you do not know which form to select, contact your system administrator.

📖 *Forms available to choose from are those created by system administrators and stored in SYSTEM.FORMS.*

16 Macros

Macros are time-saving routines you can assign to programmable key(s) on your computer keyboard, which then can be invoked with one or two simple keystrokes, or with the click of a button on a customized toolbar. A single macro can be the shortcut to an entire command sequence.

The following topics provide more information on macros:

- Types of Macros
- Creating a Macro
- Using the State Keys in Macros

Types of Macros

There are two types of macros.

- A macro assigned to a key or keystroke combination is known as a *keyboard macro*.

- A macro assigned to a customized toolbar button is known as a *toolbar macro*.

Each keyboard macro allows a user to enter many characters and commands with the press of a single key or keystroke combination. In most cases, your system administrator will create multiple keyboard macros as a set of macros called a *keyboard* that is stored in the system directory. Each keyboard, or set of keyboard macros, typically contains macros grouped according to a specific job or task, such as a Producer keyboard.

Once created, a keyboard can then be selected as part of your user preferences. XREF

The system administrator can assign macros to function keys, such as F1, F2, F3, and so on, across the top of the keyboard and to numeric keys on the numeric keypad, located at the right side of the keyboard.

Users can create their own toolbar macros—using techniques similar to those used by system administrators who write keyboard macros—and assign them to customized toolbar buttons.

Creating a Macro

An iNEWS Workstation keyboard can contain more than 100 macros, representing possible states of the 12 function keys plus the 10 numeric keypad keys. Even more macros can be created as buttons on customized toolbars.

Keyboard Macros

Keyboard macros begin with the "at" symbol (@) and are written in segments, which make up a *macro definition*. Segments include a Key Indicator, a Separator symbol known as a tilde (~), an Action, and an optional Comment. Segments must appear in the proper order for the macro to work correctly.

For instance: *<Key Indicator> <Separator> <Action> <Comment>*

An example of a macro definition is:

```
@{f4}~{alt gd} wires.all{enter};Go to wires.all
```

This macro allows you to press F4 to navigate to the WIRES.ALL queue rather than completing the longer process—typing Alt+G+D to open the Destination dialog box, then typing **WIRES.ALL**, and pressing Enter—to do the same thing. Each segment of the sample macro definition are explained in this table:

Macro Segment	Function
@{f4}	The key indicator begins the macro definition line with the at symbol (@). Then, {f4} indicates the macro is invoked when a user presses and releases the key(s) defined within the braces—in this case, the F4 key. Braces ({ }) are used to group letters together as one key or combination of keys.
~	The separator is the tilde character (~), and it divides the key indicator you are defining from the action the macro is to perform.
{alt gd}wires.all{enter}	The action includes a series of keystroke combinations. In the example, {alt gd} presses the Alt key, then types **gd** for the Go To, Destination menu options, and releases the Alt key. That part of the action opens the Destination dialog box. Then, **wires.all** is typed in the text field of the dialog box, and {enter} presses the Enter key and releases it.
;Go to wires.all	The optional comment begins with the semicolon (;) and provides a description of what the macro does.

Toolbar Macros

Toolbar macros use only the Action section of the macro definition. The Action is entered in the Customize Toolbar Button dialog box, in the Macro section. For instance:

<Action>;<Comment>

```
{alt gd} wires.all{enter};Go to wires.all
```

Characters Available for Macros

You can use alphabetic and numeric keys, and most punctuation marks in a macro. However, some punctuation marks are reserved for specific functions within a macro. For instance, because the open and close braces ({ }) and the tilde (~) are characters that have special meanings, you cannot use them as plain text in a macro. You can use the at symbol (@) in the action of the macro—to the right of the separator—but not as plain text on the left-side of the separator, where it indicates the start of a new macro definition.

Do not use the semicolon character in a macro. If you include a semicolon (;) in a description line, everything following that character is considered a comment by the system and is ignored.

If you create a macro longer than 80 characters, let the system wrap the cursor around to the next line.

Using Plain Text in Macros

Besides using individual keys and key combinations in a macro definition, you can also have the macro enter plain text. This could be text you include in stories often or text you enter in fields of a dialog box in iNEWS. Example:

```
@{ctrl{f9}}~{space} Roll tape - Sound up full {space}{enter}
```

Whenever you include plain text in a macro, all spaces in the text are preserved. The case (lowercase or uppercase) is preserved as well.

Dialog Wait Macros

Some macros might attempt to send keystrokes to dialogs before the dialog boxes are available, but there is a way to prevent that behavior. In the button or keyboard macro definition, a macro can be instructed to wait for a dialog box. For instance, if a macro should wait for the Local Printing dialog box before continuing, the syntax is: {window Local Printing}. This entry will cause the macro to pause until the named dialog is available. Place the instruction immediately following the keystroke that launches the dialog. For instance: {ctrl p}{window Local Printing}. The text following the word window must match exactly the title of the dialog box. If the text does not match, the macro will pause indefinitely until the user presses the Escape key to exit the macro.

Using the State Keys in Macros

The Alt, Shift, and Ctrl keys are known as *state keys*, because their state affects what happens when another key is pressed, whether they are pressed or not.

To include a state key in a macro:

1. Begin with an open brace ({) to indicate that a key is being pressed.

2. Follow the open brace with the name of the state key, such as Alt.

3. Since a state key does not do anything by itself, enter the name of the next key pressed along with it. Enclose this key in another set of braces ({ }) if it is a function or numeric keypad key, such as F7 or kp1.

4. End with a closing brace (}) to indicate the release of the state key. So you'd have something similar to this: {alt{f7}}.

17 Searching in iNEWS

The following topics provide more information on searching the iNEWS database:

- Types of Searches
  - Basic Word Searches
  - Seek Queries
  - Indexed Queries
- The Find/Find Next Command
  - Find/Find Next Search String
  - Using Find/Find Next in the Story Panel
  - Using Find/Find Next in the Queue Panel
- Using the Find All Command
  - Find All Search String
  - Find All Dialog Box
- Using the Find Global Command
- Search Results Pane
- Search Queues
- Word Delimiters
- Basic Proximity Searches
- Field Searches
- Searching Older Stories

Types of Searches

There are several ways to search for information in the iNEWS databases. Each way operates in different environments and with different kinds of data. First decide the type of search you want to perform. Most often, you will perform either seek queries or indexed queries, depending on the server (or servers) your site has available, the information you are looking for, and the way you want the system to process your search request.

You can search for information using these Find commands:

- Find/Find Next — Find looks for an occurrence of a given search string in a story or queue. Find Next keeps repeating the previous find until you change the search parameters. It is only used with the Find command.
- Find All looks for all occurrences of a given search string in a queue or directory, either of which can be indexed or non-indexed.
- Find Global looks for all occurrences of a given search string within all indexed queues in the database. It will execute the query and search through every single indexed queue.

Find Toolbar

To access the Find commands, select a Find command from the Edit menu or use the Find toolbar.

If the Find toolbar is not displayed in the main window, display it be selecting View > Toolbars and then clicking on the Find option in the Toolbars dialog.

Basic Word Searches

To search for individual occurrences of a word in a story you are working on, use the Find/Find Next command (Ctrl+F). All iNEWS users can use this command. The system presents each occurrence of your search string as it is found. This search is done in the foreground, which means you cannot perform other work while searching. Do this interactive type of search only when you need to search a limited number of queues or stories, and if you intend to do something with the information as you find it.

For example, you want to create a background story that will include text from a number of prior stories on the same subject. As you find a relevant story dealing with your topic, say "earthquakes," you will pause in your search and copy text from a prior story to the one you're in the process of writing.

Simple Word Syntax

You perform a simple word search whenever you search for a simple string of characters in a story, queue, or directory, depending on where your cursor is located in the iNEWS workspace. Basic searches are not case sensitive.

For example, enter `snow` to find stories containing the word "snow."

Seek Queries

To perform Seek queries, use the Find All (Ctrl+Shift+F) command. This command can be used by any iNEWS user with any level of user privileges. Seek queries are performed by the Seek server and are done on what are called non-indexed queues. You provide your search criteria and the program carries out your search request in the background, which means you can perform other work while this search program operates. The Seek server scans the regular iNEWS database, story by story.

Seek queries are generally slower than Indexed queries and do not support pattern-matching.

Indexed Queries

If your site has a Fast Text Search (FTS) server, you can execute indexed queries, which are fast, efficient background searches through large quantities of text. If you invoke a background search (Find All - Ctrl+Shift+F and Find Global - Ctrl+Shift+G) for material in a folder or queue marked with the Indexed icon, iNEWS will send your search request to the FTS server. The FTS server looks up words you specified in the index and return a list of resulting stories to iNEWS.

In contrast to Seek queries, the list of operators is extensive, and they can be combined as well as nested within others. In these searches any white space between words equals the operator OR, and you can also use abbreviated operators (& | !). For more information on abbreviated operators, see "Phrase Searches" on page 178.

Unlike a Seek query, an Index query supports pattern-matching.

An Indexed query acts like an index in a book. The Indexed search stores references to where information you seek is stored. For instance, if you search for the word "Bush," the FTS server will note the word appears in stories 1, 8, 12, and 16. If you look for the word "Cheney," the Indexed query finds the word in stories 2, 8, and 12. If you look for stories containing "Bush & Cheney," you can look at stories that appear in both lists, such as stories 8 and 12 in this example.

Not all queues can be searched with the Indexed query, because it takes space and effort to maintain an index. Your system administrator might decide to index only those queues searched often.

Pattern Matching Searches

Complex word searches are called Indexed queries and can only be done on indexed queues. They use the question mark or asterisk characters to perform pattern-matching searches.

Use of Question Mark

The question mark character (?) allows any character to be in a particular position in a matching string for the search pattern. It can be used to represent any single character, and you can use it if you aren't sure of a word's spelling ("advis?r" or "station?ry").

For example, the query `s?ow` finds "snow," "slow," "show," "stow," and so on

Use of Asterisk

To search for stories containing variations of a word, add an asterisk (*) to the word. The asterisk represents any number of characters in a search (including none).

For example, the query `snow*` finds "snow," "snowing," and "snowstorm, " while the query `*storm` finds "brainstorm," "snowstorm," and "windstorm. The query `s*ow` finds "snow," "show," "stow," "slow," and "sorrow."

Phrase Searches

Phrase searches are Indexed queries which can only be done on indexed queues. They can conform to either a *Basic syntax* or *Advanced (Complex) syntax*. Basic syntax uses the operators, AND, OR, NOT, and ANDNOT. With advanced syntax you can use the abbreviated operators (& | !). The (&) character is equivalent to AND. The (|) character is equivalent to OR. The (!) character is equivalent to NOT.

To search for a phrase, you must enclose it in generic double quotes
(" "). Example: "White & House". Special characters, if used, will retain their meaning when in a phrase search. Special words in the query language will be derived from a site-specific dictionary. These words are not case-sensitive. To include them in a search, they must be escaped by the backslash character (\ ).

To query text containing quotation marks, for example: he said "all good things"

You must remove the quotation marks, as they are not indexed, or the search will not yield any results. Instead, use: "he said all good things"

Like the Find All and Seek features of iNEWS, the FTS server has special words, such as AND, OR, NOT, NEAR, and so on. Such words are not case-sensitive, but to be included as words to match in a search, they must be preceded by the backslash character (\ ).

Plus Sign (+)

To specify that a word must be found in a matching document, prefix the word with a plus sign (+), a special character.

The query "all +good things" will find all stories with *good* that also have either *all* or *things* in them. Make sure you include the space before the plus sign. Otherwise, it will be treated as part of the preceding word.

Minus Sign (-)

To specify that a word must be excluded from all matching documents, prefix the word with a minus sign (-).

The query "all -good things" will find all stories with *good* that also have either *all* or *things* in them. Again, white space is needed before the minus sign.

Basic Combinations - Boolean Operators

To search for stories containing any combination of a set of words, use the vertical bar character (|) with a space on either side of it.

The query snow | sleet | hail will find stories containing *snow*, *sleet*, or *hail* (or any combination thereof)

To search for stories containing all words in a given set, use the ampersand character (&) with a space on either side of it.

The query weather & climate will find stories containing both *weather* and *climate*.

Complex Combinations

To specify the order in which you want the expression to be evaluated, use parentheses.

The query (give & receive) | lonely will find stories containing both the words *give* and *receive*, as well as stories containing the word *lonely*.

The query share & (give | receive) will find stories containing the words *share* and *give*, as well as stories containing the words *share* and *receive*.

Negation

To negate the sense of a search term, use the exclamation point (!) or the special word NOT. They can be used in conjunction with either an individual word or a parenthesized search expression.

Examples:

!Clinton

not Clinton

These examples will produce a list with all stories that do not contain the word Clinton.

And Negation

To negate the sense of a search term in combination with another search term, the caret (^) or the special word ANDNOT can be used. It is always used in conjunction with two terms.

Examples:

Bush andnot Laura

Bush ^Laura

Either of these examples will produce a list with all stories containing the word *Bush*, except those stories that also contain the word *Laura*.

Bush ^Laura | Barbara

In the preceding example, the operators have left-to-right precedence. The example searches for stories with *Bush* and not *Laura* or with stories containing *Barbara*.

To clarify the example, items are "grouped" as follows:

(Bush ^Laura) | Barbara

Complex Phrases

Complex phrases use special characters and special words to refine the relationships between words you are looking for, including spanning value.

Spanning Value

A spanning value can be added to find the specified words in order, but with intervening words. *Spanning value* refers to the number of words allowed between any adjacent pair of words in the phrase.

The query "give liberty death :3" will find stories containing the phrases *give me liberty or give me death* and also *give me liberty but Andrew death*.

The Find/Find Next Command

To search for individual occurrences of text in a story, use the Find/Find Next Command (Ctrl+F). Find/Find Next locates the first or next match between your search text and information in stories in the iNEWS database.

When you are using Find/Find Next, your cursor must be located in one of the following places:

- In the story panel, looking for matches within a single story
- In the queue panel, looking for stories with information matching your search text

Type text you want to find in one of the following places:

- A dialog box
- The Find toolbar text box

Press F3 as a shortcut to Find Next. For more information, see "Search Keyboard Shortcuts" on page 222.

Find/Find Next Search String

With Find/Find Next you can search for a single word or part of a word in a story, or search for multiple words at the queue level.

For example, a single word might be: Bush

Part of a word might be: airp (this would find airplane and airplay), quake (this would find quake and earthquake), or Pat (this would find Patrick and Patrice).

Using Find/Find Next in the Story Panel

To search an individual story:

1. Select Edit > Find (or press Ctrl+F).

   The Find dialog box opens.

Find	✕
Fin̲d what: [	]	[Find Next]
☐ Match w̲hole word only	[Cancel]
☐ Match c̲ase	

2. In the Find what text box, type the search text.

3. Click Match whole word only to match the search text exactly.

4. Click Match case to match the search text case exactly.

5. Click Find Next.

   The first occurrence of the search text is highlighted. Or, if the search is unsuccessful, the message "Finished Searching the story" appears.

6. To repeat the search, click Find Next, or press F3.

You can press the Esc key to cancel a Find command search process within a few seconds.

Using Find/Find Next in the Queue Panel

To search stories in the queue panel:

1. Select Edit > Find (or press Ctrl+F).

   The Find dialog box opens.
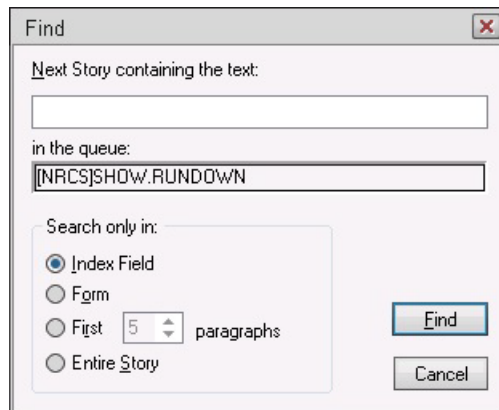
2. In the "Next Story containing the text" box, type the search text.

3. Click the appropriate Search only in button to choose the selection field.

Selection field	Options
Next Story containing the text	Type search text with operators, if any.
Search only in:	
Index field	Limit search to text in Index field (usually the story title).
Form	Limit search to text in story form.

Selection field	Options
First x paragraphs	Limit search to text in first x paragraphs.
Entire Story	Search entire story for specified search text.

4. Click Find.

   The selection box moves to first occurrence of search text, which is highlighted. Or, if the search is unsuccessful, the message "Can't find string" appears. If the queue is a locked queue, you will get results, but will be notified the information is unavailable when you attempt to open the search results.

5. To repeat the search, select Edit > Find again or press F3.

Using the Find All Command

To use the Find All command:

1. Select Edit > Find All (or press Ctrl+Shift+F).

   The Find All dialog box opens.
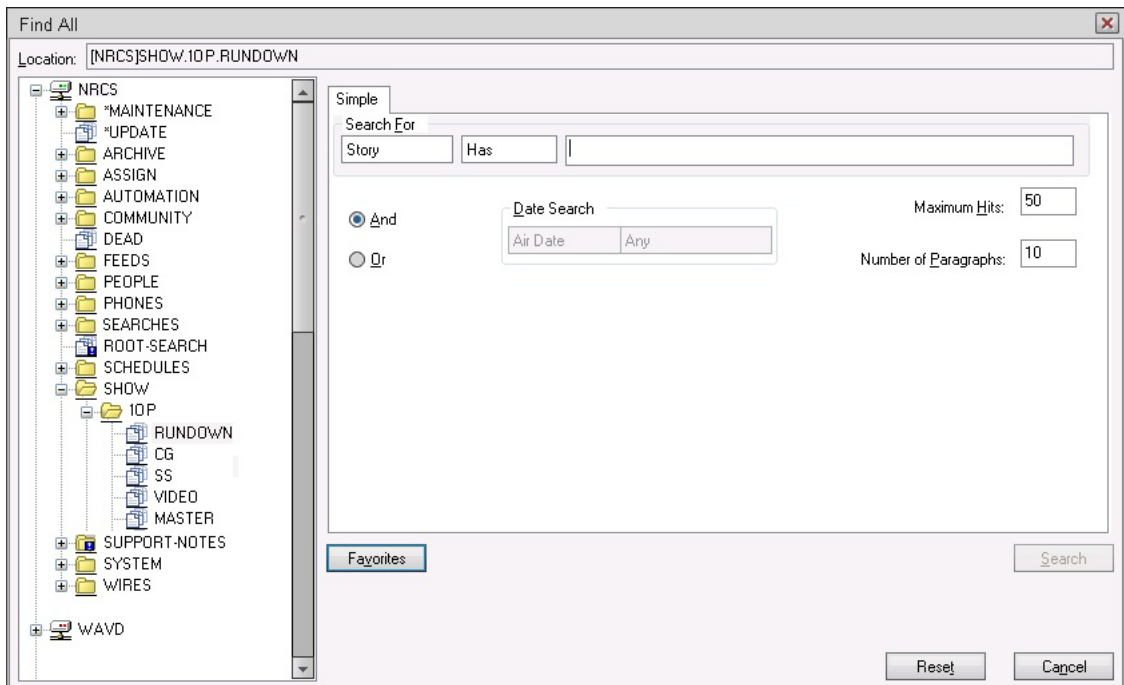
2. On the Simple tab or Advanced tab, fill in the search criteria you want to use.

   The Find All dialog box lets you perform both simple and advanced searches, depending on whether the chosen queue in which you want to search is indexed; the Advanced tab appears if one or more indexed queues are selected. See "Find All Dialog Box" on page 185 for more information.

3. If the queue name in the Location section is not the queue you want, you can choose a new one. Select multiple folders or queues by holding down the CTRL key while selecting them with the mouse.

   You cannot search simultaneously in indexed and non-indexed queues. Indexed queues are indicated in the Location section by a blue square with white exclamation point over the icon.

4. Click OK.

📖 *When several users are performing Find All searches simultaneously, a message may appear stating there are other search requests ahead of your search. This means you must wait until other searches are completed before yours will be performed. Your search will then start to generate results.*

   As iNEWS finds search results, they will appear in the Search Results pane. When the search is complete, you can see the number of results at the top of the Search Results pane.

5. To open a story in the Results list, double-click on it.

6. To repeat your search, press Ctrl+Shift+F. Click the Favorites button, select Last Query, and click OK.

Find All Search String

With Find All, you can search for:

- A single word (or part of a word)
- Multiple words

Single-Word Search Strings

A single word can be "Bush" or "earthquake" and part of a word can be "airp" which would find "airplane" and "airplay."

Multiple-Word Search String

Find All permits the use of Boolean (or logical) operators to help you use multiple words to refine your search. Use these operators only when searching from the queue panel. Valid Boolean operators are:

Link two terms with:	Search retrieves:
and	Any story that contains both terms. For example, "roses and lilacs" finds instances where both "roses" and "lilacs" occur.
or	Any story that contains either term. For example, "roses or lilacs" finds instances where either "roses" or "lilacs" occur.
not	Any story that contains the first term but not the other term. For example, "roses not lilacs" finds instances where "roses" occurs except instances where "lilacs" also occurs.

Find All allows words separated by a single operator or by combinations of the operators "and," "or," and "not." This command also allows use of parentheses to specify evaluation order. For example, you can search for "(reagan or bush) and policy" or "(clinton not chelsea) and whitewater."

Find All Dialog Box

The Find All dialog box is divided into several sections/tabs:

- Location section
- Simple tab
- Advanced tab
- Search For section
- Favorites

Location Section

The iNEWS directory appears in the Location section. Use the Location section to select a folder or queue in which to search. When searching non-indexed folders or queues, only one may be selected at a time. If searching indexed queues, then multiple indexed folders/queues may be chosen.

Simple Tab

The Simple tab provides a quick and easy way to do basic searches in both indexed and non-indexed folders/queues.

In the Search For section, you can select to search in the story itself or the story form and whether it "Has" or "Has Not" the string of text you enter in the provided text field.

The And and Or radio buttons let you combine multiple words in the search string.

The Date Search lets you search for results that match specified date criteria.

The number you enter in Maximum Hits determines the maximum number of results the system will return.

📝 *Your system administrator can set a limit to the maximum number of results in a search. So, if you request a maximum of 50 search results, and your system administrator has set the maximum limit to 40, you will only see 40 search results.*

The numerical value you set in Number of Paragraphs determines how many paragraphs, starting from the beginning of a story, are searched before moving on to the next story. For instance, if you enter a 10 in this field, a search will occur only within the first 10 paragraphs of a story. A match occurring in the 11th paragraph would not be recognized. To search all paragraphs, enter a number well beyond the number of paragraphs known to be in the story being searched, such as 1000.

📝 *The Number of Paragraphs box will appear gray (disabled) when the folder or queue selected in the Location section is indexed.*

Advanced Tab

The Advanced tab can only be used when searching in indexed folders or queues. It will not appear in the dialog box if a non-indexed folder or queue is selected in the Location section.

The Advanced tab provides more advanced options than the Simple tab, such as the Raw Query Editor ability to add multiple rows of search criteria parameters.

To add a row to Search For section, click the Plus button (+) provided at the end of the last row. The Plus button will change to a Minus button, which can be used to remove a row from the Search For section.

The Raw Query Editor lets you view and/or modify the raw search criteria text.

Tip: You can set up a complex search, select the text in the Raw Query Editor box, copy that text into a mail story and send it to another user so they can execute the same complex search.

If using the Raw Query Editor, you should be familiar with syntax and operators used in Find All searches, since they are the same for defining raw queries. For instance, the following characters are used for the operators: And, Or, And Not, and Has Not.

Operator	Character
And	Ampersand (&)
Or	Pipe symbol (|)
AndNot	Caret symbol (^)
Has Not	Exclamation mark (!)

Parentheses are used to specify evaluation order. For instance, you want to search for stories that mention either Hillary or Bill Clinton, but you only want stories that do not also mention their daughter, Chelsea.

You could enter: **(Hillary & Clinton) | (Bill & Clinton) &!(Chelsea)**

The combination &! accomplishes the same thing as the caret symbol (^) would in a query. Another example is a query that searches for stories about domestic policies or domestic agenda, but not domestic abuse. In this example the query might be written this way:

(domestic & agenda) | (domestic & policy) ^ (domestic & abuse)

An asterisk (*) may be used as a wildcard for partial spellings, such as **airp*** to find stories with words such as airport, airplane, and airplay.

Favorites

You can use the Favorites button to restore all search criteria set in the Find All dialog box during the Last Query run in the current session. The Favorites button also lets you save your favorite searches for use again at a later date. For more information, see "Managing Your Favorite Searches" on page 188.

Managing Your Favorite Searches

When you have a search that you want to keep to use again at a later date, you can save that search as a favorite, using the Favorite button in the Find All dialog box.

To add a search to Favorites:

1. Set the search criteria in the Find All dialog box.

2. Click Favorites.

3. Select Add to Favorites.

To run a favorite search:

1. Open the Find All dialog box.

2. Click Favorites.

3. Select one of the favorite searches in the context menu's list.

4. Click Search.

To organize favorite searches:

1. In the Find All dialog box, click Favorites.

2. Select Organize Favorites.
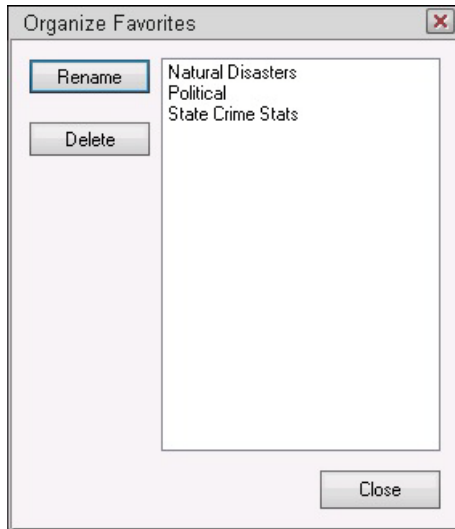
3. (Optional) Select favorites and click Rename to modify their names.

4. (Optional) Select favorites and click Delete to remove it from your list of favorite searches.

5. Click Close.

Date Variables for Searching

These variables apply to Date Search options in both the Search Queue Setup and the Find All dialog boxes, accessible via an iNEWS Workstation. The options for searching by date are documented in more detail in the following table:

Option	Description
Today	Range = 00:00:00 through 23:59:59 of present day
Tomorrow	Range = 00:00:00 through 23:59:59 of tomorrow
Yesterday	Range = 00:00:00 through 23:59:59 of yesterday
Next Week	Range = 00:00:00 of next Sunday through 23:59:59 of next Saturday
This Week	Range = 00:00:00 of this Sunday through 23:59:59 of this Saturday
Last Week	Range = 00:00:00 of prior Sunday through 23:59:59 of prior Saturday
Next Month	Range = 00:00:00 of the first day of next month through 23:59:59 of the last day of next month

Option	Description
This Month	Range = 00:00:00 of the first day of this month through 23:59:59 of the last day of this month
Last Month	Range = 00:00:00 of the first day of prior month through 23:59:59 of the last day of prior month
Next Quarter	Range = 00:00:00 of the first day of first month of next quarter through 23:59:59 of the last day of last month of next quarter
This Quarter	Range = 00:00:00 of the first day of first month of this quarter through 23:59:59 of the last day of last month of this quarter
Last Quarter	Range = 00:00:00 of the first day of first month of prior quarter through 23:59:59 of the last day of last month of prior quarter

📖 *Note: Quarters are defined as:*
1st quarter = January 1st through March 31st
2nd quarter = April 1st through June 30th
3rd quarter = July 1st through September 30th
4th quarter = October 1st through December 31st

Next Year	Range = 00:00:00 January 1st through 23:59:59 December 31st of next year
This Year	Range = 00:00:00 January 1st through 23:59:59 December 31st of this year
Last Year	Range = 00:00:00 January 1st through 23:59:59 December 31st of prior year

Using the Find Global Command

Find Global is used to search all indexed queues in the iNEWS system.

To use Find Global:

1. Select Edit > Find All or press Ctrl+Shift+F.

   The Find All dialog box opens.
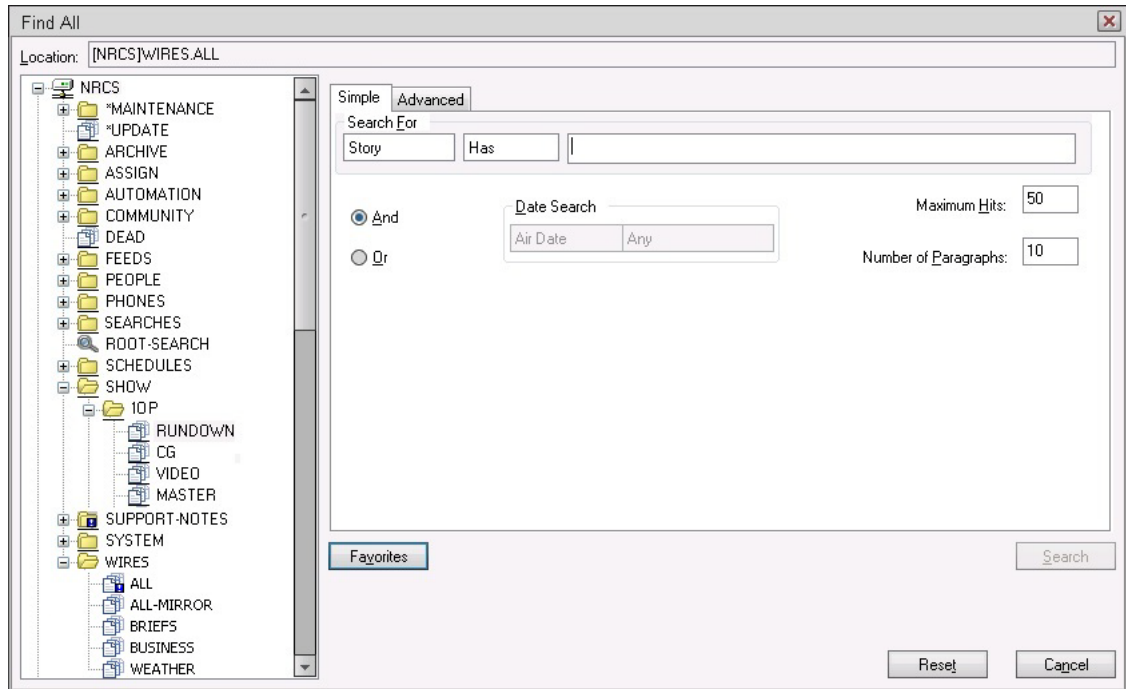
2. In the Location section, select the top of the directory tree.

📄 *Selecting anything other than the top of the directory tree will result in a Find All search of the selected folder or queue.*

3. In the Search For section's text box, type the search text.

4. Click OK to send the search.

   As iNEWS finds search results, they will appear in the Search Results pane. When the search is complete, you can see the number of results at the top of the Search Results pane.

5. To open a story in the Results list, double-click it.

6. To repeat your search, press Ctrl+Shift+F. Click the Favorites button, select Last Query, and click OK.

Search Results Pane

When you initiate a search, results will appear in the Search Results pane. You can move, resize, dock, or undock this pane. It is made visible when you initiate a search. Show or hide this pane by pressing Ctrl+R.

📑 *You can configure the form used for the Search Results pane by selecting Tools > Options > Preferences and clicking on the Search Results tab.*

Refine:		✕
Serv...	**SLUG**	▲
	Search is Done	
NRCS...	AP-Tournament-Scorecard	04:
NRCS...	AP-Tournament-Scorecard	04:
NRCS...	AP-Tournament-Scorecard	04:
NRCS...	AP-Tournament-Scorecard	04:
NRCS...	AP-Tournament-Scorecard	04:
NRCS...	BC-BKC–FinalFour-UConn	04-
NRCS...	AP-Tournament-Scorecard	04:
NRCS...	AP-Tournament-Scorecard	04:
NRCS...	AP-Tournament-Scorecard	04:
NRCS...	AP-Tournament-Scorecard	04:
NRCS...	BC-BKC–WakeForest-Manni	0

Results Pane Description

Item	Description
Refine	Use this box to enter additional words to your search, to further refine it. You'd want to use this box if your initial search produces too many results. For example, if your original search included "clinton" OR "gore" but you only wanted stories that contain the word "scandal" and either "clinton" or "gore," you would add "scandal" to the Refine box. The search will look in the Search Results pane for your previous search results, then further refine those results as you indicated in the Refine box. To start the refined search, type a space in the Refine box or press Enter on the keyboard.
Results List	Contains fields from the form you selected to display your results. (The default form to use is defined in your user preferences, under "Search Results." It can also be temporarily changed by right-clicking on the results in the Search Results pane and selecting "Use Form.") Click on any column to sort the list by that criterion. To open an item in the list, select it and press Enter, or double-click it. This will navigate in the currently selected workspace to the story you've selected. You can also select multiple stories in the Results list and move, copy, or delete selected items.
Clear/Stop button	This button is located at the bottom of the Search Results pane and toggles, depending on whether or not a search is in progress. When a search is not in progress, the Clear button lets you clear all items in the Results list. When a search is in progress, the Stop button lets you stop the search.

Results Pane Description

Item	Description
Status Box	Located at the bottom of the Search Results pane, next to the Clear/Stop button, this box displays current search state. If there are errors in the search, or if you stop a search, the appropriate message displays. If the Seek server is busy when you start your search, you will be notified in this box.

Search Queues

A search queue is a special queue that stores a pre-defined query of indexed queues, along with its own queue form and read group.

When users with proper read access open a search queue, a fast text search (FTS) is activated, and the results are delivered to the workspace in the Queue panel instead of the Search Results pane. The results can then be copied, moved, deleted, and edited from the workspace. How fast the results are returned depends on the speed of your FTS system, the size of your index, and the number of areas that is being searched, but the usual time frame is between one and 15 seconds.

Some users can create a search queue. To do so, the user must have proper permissions for creating queues and write access to the parent directory in which the search queue will be created.

To create a search queue:

1. At an iNEWS Workstation, in the Directory panel, right-click on a folder in which you want the search queue created.

2. Select New Search Queue.

   The New Search Queue dialog box appears.
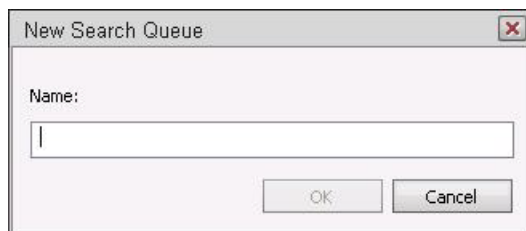
3. Type the name of the new search queue and click OK. The naming restrictions for search queues are the same for those of directories and other queues.

The Search Queue Setup dialog box opens with the name of the search queue appearing in square brackets in the title bar. For instance, CRIME is the search queue name in the following sample image.
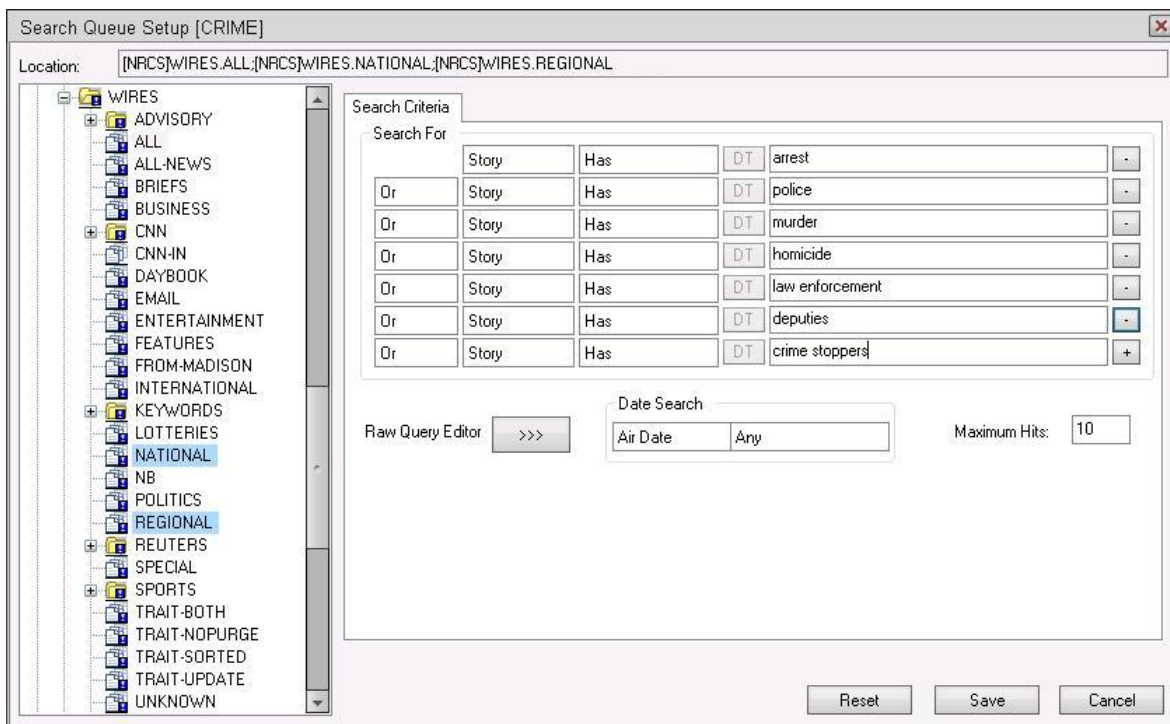
4. Select the indexed queue or queues you want to search from your site or a Community site, if available. To choose multiple queues, press and hold the Control key while clicking on your selections.

5. Use the Search For area of the Search Criteria tab to set the filters for your search. Otherwise, you can type in your query using the Raw Query Editor. For more information on this editor, see the Advanced Tab information in "Find All Dialog Box" on page 185.

6. Use the Date Search area to define a time frame for the query; you can search by the date a story aired or was created, or by last date a story was modified. For more information, see "Date Variables for Searching" on page 189.

7. (Optional) Maximum hits can also be altered in the Search Queue Setup dialog box. The default is 10. When a user opens a search queue, the search's result count is displayed in the status bar.

8. Click Save to save your new search queue. It will appear in the Directory panel.

Search queues are distinguished from other types of queues by its magnifying glass icon.

The following example shows two search queues created in the WIRES directory, each for a different topic: one regarding the New York Stock Exchange, the other on topics about terrorism.
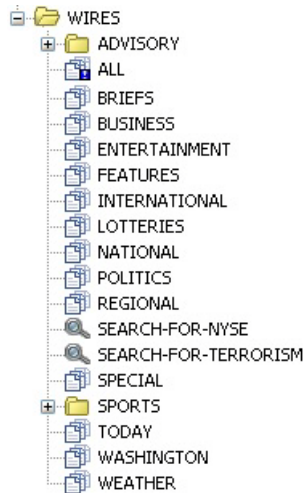
9. After the search queue is created, by default it will use the queue form and read group already associated with the parent directory in which the search queue was created. You can view these properties or modify them by doing the following:

   a. Right-click on the new search queue in the Directory panel.

   b. Select Properties.

      An abbreviated version of the Queue Properties dialog box opens, showing only the Forms and Groups tabs.

Only the queue form property on the Forms tab may be altered for a search queue. Though the other properties are displayed, they are read-only and not used by the system.

On the Groups tab, only the read group property may be altered. A setting of `!<none>` means no read group is defined; therefore, there is no restriction, and every user can see the search queue.

c. Click OK. If any settings were modified, they will be saved. To close without saving, click Cancel.

Word Delimiters

When words are separated by white space and/or special characters, the white space, whether tabs or spaces, is equivalent to a single separator and is called a "word delimiter." Word delimiters are never indexed as part of a word and should not be used in search expressions.

In the name, "O'Connor," for example, the apostrophe is a word delimiter and is not indexed. It is the two words "O" and "Connor," which are indexed. To search for this word, you would do a phrase search for "o connor". Double quotes are part of the search expression and indicate a phrase: in this case, two adjacent words in the story, "o" and "connor".

The set of characters used to isolate words when indexing includes the spacebar character and the following 32 characters:

' ~ ! @ # $ % ^ & * ( ) " ' | \ + = - _ ; : / ? < > , . [ ] { }

If you use any word delimiters in a search string it will yield unpredictable results. An error may appear that states, "Find can't do searches with NOT," or "Operator can't follow operator in search."

Special characters, when used, must be preceded by a backslash \ or removed.

Basic Proximity Searches

If you use the last word in a paragraph and the first word in the following paragraph in a proximity query, you must use a spanning value of at least 5 to find the story (1 for the first word, 2 for the end of the paragraph, and 2 for the start of the paragraph). A spanning value of less than 5 will always fail.

Brackets

To search for stories containing a set of words near each other in any order, enclose the word set in square brackets ([...]).

The query: [taxes deductions] will find stories containing *taxes after all the deductions* and *deductions figured from state taxes*.

*The maximum number of words allowed from the start of the first expression in the range to the start of the last expression in the range is 10. The default will allow 9 words **between** the first and last words in the brackets.*

Near Value

You can also use the special word NEAR between words or phrases that must be within 10 words of each other, but in the same order.

For example, taxes NEAR deductions will find stories containing *taxes after all the deductions*, but NOT *deductions figured from state taxes*

Field Searches

Field searches look in specified Form fields (such as Writer, Endorsed-By, Title, Tape ID, and so on) or in virtual fields (such as Form, Cues, and Body) for information you request.

Field Operator

To search for stories containing field values matching a particular pattern, precede the pattern by the field name, using the colon (:) as a separator. All field operators **must not** have any white space between the field name and the operator. You can have white space after the operator (before the value). If there are multiple field operators, they must not have any white space between them, as in:

:= :! :!= ~! :# ::

Example, a query using a colon, such as title:scotus, will find stories in which the *title* field has the value *scotus* (Supreme Court of the United States). The field name is not case-sensitive.

This construct will also work for any arbitrary search subexpression. So, you can combine it with other operators such as OR or NOT, and use grouping such as parentheses or square brackets as in this example:

writer: (eric* | *smith)

This example will find all stories where the writer's user ID either begins with *eric* or ends with *smith*, such as *eric*, *erics*, *ericsmith*, *eric-s*, *ericson*, *smith*, *esmith*, *bobsmith*, and so on.

As another example, the colon (:) can be augmented by the negation operators (! or NOT).

For example, writer:!esmith will find all stories for which the writer was not esmith.

Here is another example: Endorsed-by:!*

This example will list all stories that have not been endorsed (nothing in the Endorsed-By field).

Values in Fields: Alphanumeric vs. Numeric

Some fields in a story form will always contain strictly numeric data such as the audio time (a number of seconds) or a line count. Other standard date fields, such as Modified-By, will be converted to strictly numeric fields by the indexer. Still other fields, such as *Title* or *Writer*, are usually letters, but may have some combination of letters and numbers (for example, a user could have the alphanumeric username of *steve3*).

There is a major difference between numbers parsed by the indexer and numbers left alone. Only numbers parsed can be used in the numeric syntax.

Number Operator

The Number operator (#) expresses values the FTS server looks for.

Numeric Expressions

This expression:	Means this:
#!=	is not equal to
#==	is equal to
#<=	is less than or equal to
#<	is less than
#>=	is greater than or equal to
#>	is greater than

If a field contains multiple number operators separated by delimiters, the first complete number read is used.

For all table entries above, query syntax requires "#" immediately following ":", and white space may be included after the "#", as in:

Tape-ID:# == 4375

Date-Time Field Values

You can express date and time values in any format understandable by Microsoft Windows. These include, but are not limited to, the following:

25 January 2014

8:30:00

20:30:00

January 25, 2014 8:30:00

8:30:00 Jan. 25, 2014

1/25/2014 8:30:00

📖 *These formats are localized for other languages as well, so that "25 janvier 2014" will work if your locale is French, and "25.1.2014" will be understood as well.*

In the raw query format, date and time values are expressed as numeric values in search expressions. The form of the number is:

yyyymmddhhmmss.

This value:	Signifies this:
yyyy	4-digit representation of the year
mm	2-digit month (01 is January and 12 is December)
dd	2-digit day of the month (starting at 01)
hh	2-digit hour (00 is midnight, 23 is 11:00 p.m.)
mm	minute (00 to 59)
ss	second (00 to 59)

📖 *Any omitted information at the end of the value will be filled in by the Fast Text Search server with the earliest possible value.*

For example, 2014 will be converted to *20140101000000* or *January 1, 2014 at midnight*.

Another example, the query Modify-Date:# > 20140403 will find all stories in which the Modify-Date field is later than the first second of April 3, 2014.

And the query Modify-Date:# > "201404031000" will find all stories in which the Modify-Date field is later than 10:00 a.m. and 0 seconds on April 3, 2014.

Searching Older Stories

The find process normally begins:

- At the top of a queue if you are in the Directory panel and have selected but not yet opened a queue (Find All only)

- In the queue panel, at the first story below the selected story

- At your cursor position, if you are in a story

If you are in the queue panel and want to start a search (either Find or Find All) with a story older than the one you have currently selected, use the following procedure to access the Go To Time dialog box, where you can select a story "x" hours older than the one currently selected. Your search starts from the older story.

To start a search from an older story:

1. Select Go To > Time.

   The Go To Time dialog box opens.
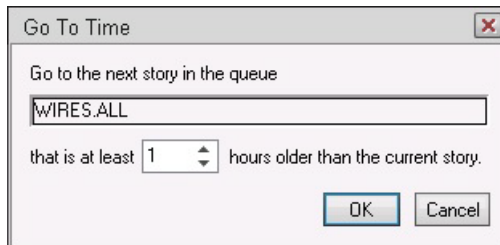
2. Click on the up or down Spin buttons to select the correct number of hours.

3. Click OK.

18 Local Databases

With a local database you can create queues and edit stories before placing them on the iNEWS Server where all users share information.

While daily work is done at an iNEWS Workstation, it is still useful for you to have an understanding of the larger architecture, which makes up the system.

The following topics provide more information about working with local databases:

- Local Database Structure
- Local Database Security
- Creating a Local Database
- Logging into a Local Database
- Creating a Folder in Your Local Database
- Creating a Queue in Your Local Database
- Deleting a Folder or Queue from a Local Database

Local Database Structure

You must build a local database on a user's computer before the user can create or copy stories to and from the regular server database. In some cases, your system administrator(s) will want to create a standard local database for all users as a "starter" database.

For the average user the following local database structure would be more than adequate:

```
C:\Generic

Scripts
Notes
Rolodex
```

You could also create queues for various projects a user is working on, such as:

```
Mayors-race
Restaurants
```

Or you might decide to create a local database that resembles your iNEWS Server database. If so, here's an example of the file structure for both an iNEWS Server and local database (`C:/Generic`) as they might appear in the Directory panel of iNEWS:
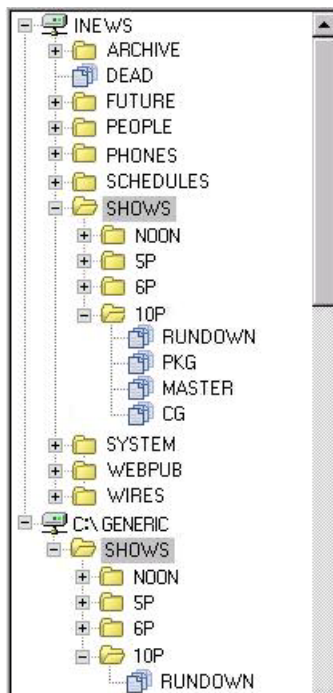
For instructions on creating folders and queues in your local database, see "Creating a Folder in Your Local Database" on page 207 and "Creating a Queue in Your Local Database" on page 208.

Forms and Print Styles for Local Databases

In iNEWS, forms are created and assigned to queues to customize the type of information that appears in the stories in those queues. These forms must be synchronized with forms in the server database and assigned to local queues; otherwise, story forms might look unfamiliar in the local database. Systems often contain many forms, but not all forms are necessary for a local database.

Also, styles, defined in the server database for the purpose of printing stories, should be synchronized so that those styles are accessible in the Local Printing dialog box when printing stories from the local database.

When forms and styles are locally synchronized, copies of forms (`FORMS.QUE`) and styles (`Styles.FLD`) on the remote server are copied to the local computer—the location varies depending on the computer's operating system—after which, you can select forms, via the Queue Properties dialog box, to assign them to queues in the local database and choose styles when printing stories from your local database.

To locally synchronize forms and styles, contact your system administrator.

In some cases, your system administrator will create a "starter" local database, synchronize forms and styles, and assign forms to that local database's queues. This starter database can be kept as a master copy, and a batch file can be created that copies it to multiple workstations so that all users begin with identical local databases. The system administrator might also want to open `FORMS.QUE` for the "starter" local database to remove unnecessary forms and reduce the local database size.

After the local database folder, forms, and styles are on the PC's hard drive, you can choose the local database when you log in to iNEWS.

Local Database Security

The system's database has security on the iNEWS Server. Directories and queues in the database on the remote server can be protected by read and write groups. In addition, users can lock their queues and individual stories if they want.

However, local databases do not have the same security protection because they are not part of the database on the iNEWS Server. Because they are not on the iNEWWS Server, it is not possible to assign read or write groups to local databases, and users cannot lock queues or stories in the local database.

Security on the local database is completely controlled by the security measures provided by the PC's operating system. Consequently, users should consider local databases unsecure and the data contained within them available to any user of the PC.

Creating a Local Database

You can create a local database on any local drive accessible to your workstation.

Local databases cannot be locked, and anyone who starts up the workstation can log in to the local database, unless you protect the database using the security features of the workstation's operating system.

To create a local database:

1. Double-click the iNEWS icon on the desktop.

   The Server Connection (standard log in) dialog box opens.
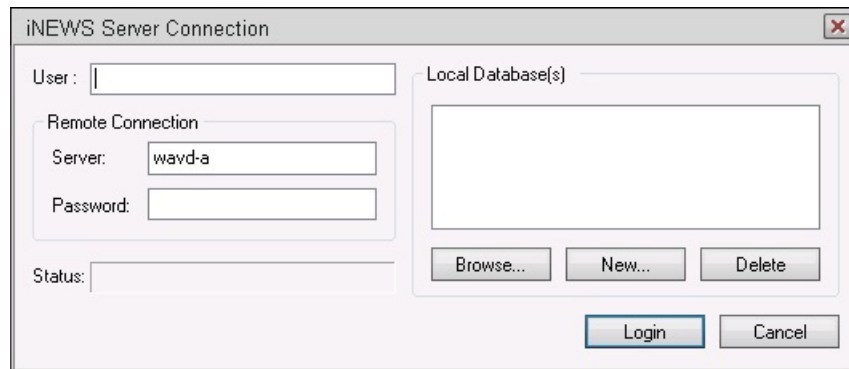
2. Click New.

   The Specify New Local Database dialog box opens.
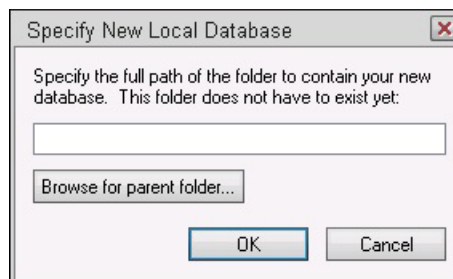
3. Do one of the following:

▶ Type the path to the folder where the new local database will be.

📄 *The iNEWS Workstation will display the entire path to the local database, so if more than one database is created in the same folder location, such as My Documents, the directory display will look identical for both unless the user hovers the mouse pointer over each one.*

▶ Click Browse and select the folder in the Browse for Folder dialog box.

4. Click OK.

The new database appears in the Local Database(s) list with a check mark in its check box.
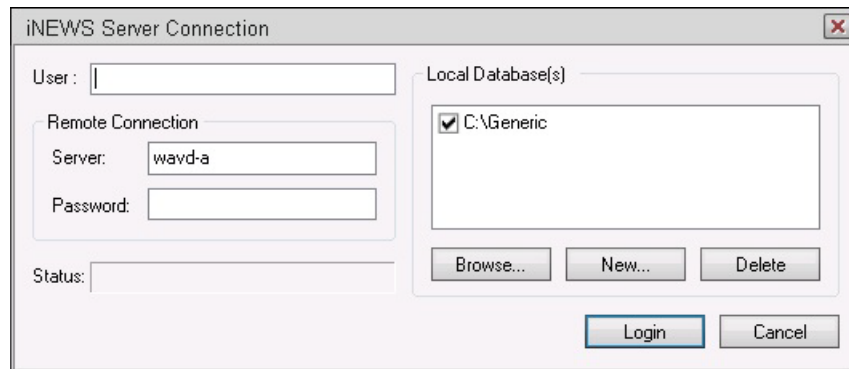
Logging into a Local Database

You can simultaneously log into the iNEWS Server database and one or more local databases stored on your workstation's hard drive.

📄 *You must be on the network with your server to open both a local database and a server database at the same time.*

The procedure for simultaneously opening a server database and local database(s) requires a server designation in the Server field and one or more local databases checked in the Local Database(s) section. You must also enter a user password to connect to an iNEWS Server before clicking Login.

Perform the following login procedure whenever you only want to open one or more local databases.

To log into only a local database:

1. Double-click the iNEWS icon on the desktop.

The Server Connection (standard log in) dialog box opens.
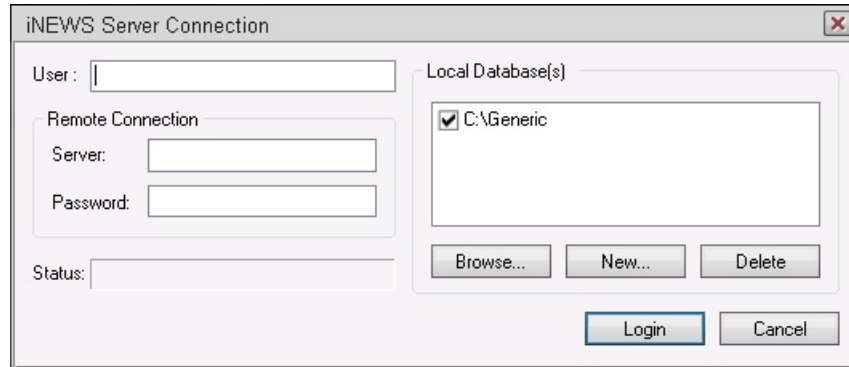
2. Enter a User ID in the User field.

3. Delete any information from the Server and Password fields in the Remote Connection section.

You do not need a password to log into a local database; however, you must clear the Server field in the iNEWS Server Connection dialog box to only log in to the local database.

4. Select the local database to which you want to log in from those shown in the Local Database(s) section.

5. Click Login.

Creating a Folder in Your Local Database

In iNEWS, the Directory panel lists the contents of the local database. From an iNEWS Workstation, you can create a new directory (folder) in the Directory panel.

To create a new directory:

1. Select the directory under which you want the new folder to be created.

If you are creating a new top-level directory, be sure to select the local database instead, such as `C:\Generic`*, rather than a folder.*

2. Do one of the following:

▶ Select Tools > New Folder.

▶ Right click on the directory—or database, if you are creating a new first-level folder—and choose New Folder from the context menu.

A new folder is created in the database file structure, at the end of any existing folders. The title, New-Folder, is highlighted, so you can rename it.
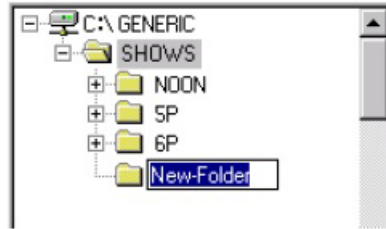
3. Type the name of the new folder, such as **10P**.

4. Press Enter to save the new folder name. The newly created folder will inherit the database traits of its parent directory initially. You can open the new queue by double-clicking on it.

Creating a Queue in Your Local Database

You can create a new queue, such as a rundown queue for your 10PM show, in your local database from the Directory panel of the iNEWS Workspace.

To create a new queue:

1. Select the directory in which you want the new queue to be created.

2. Do one of the following:

   ▶ Select Tools > New Queue.

   ▶ Right click on the folder and choose New Queue from the context menu.

     A new queue is created in the database file structure, at the end of any existing queues. The title, New-Queue, is highlighted, so you can rename it.

3. Type the name of the new folder, such as **RUNDOWN**.

4. Press Enter to save the new queue name. The newly created queue will inherit the database traits of its parent directory initially. You can open the new queue by double-clicking on it.

Deleting a Folder or Queue from a Local Database

A directory (folder) must be empty before you can delete it.

To delete a folder or queue:

1. In the Directory panel of the iNEWS Workspace, select the folder or queue you want to remove from the local database.

2. Select Tools > Delete.

All stories in a queue must be deleted before you can delete the queue.

19 Connecting to a Remote Service

Remote service is a console for remotely accessing the iNEWS Servers. Connect to a remote service to access data, send commands to the service, and capture information from it. You can read the attributes of the connection session and select the service.

To connect to a remote service:
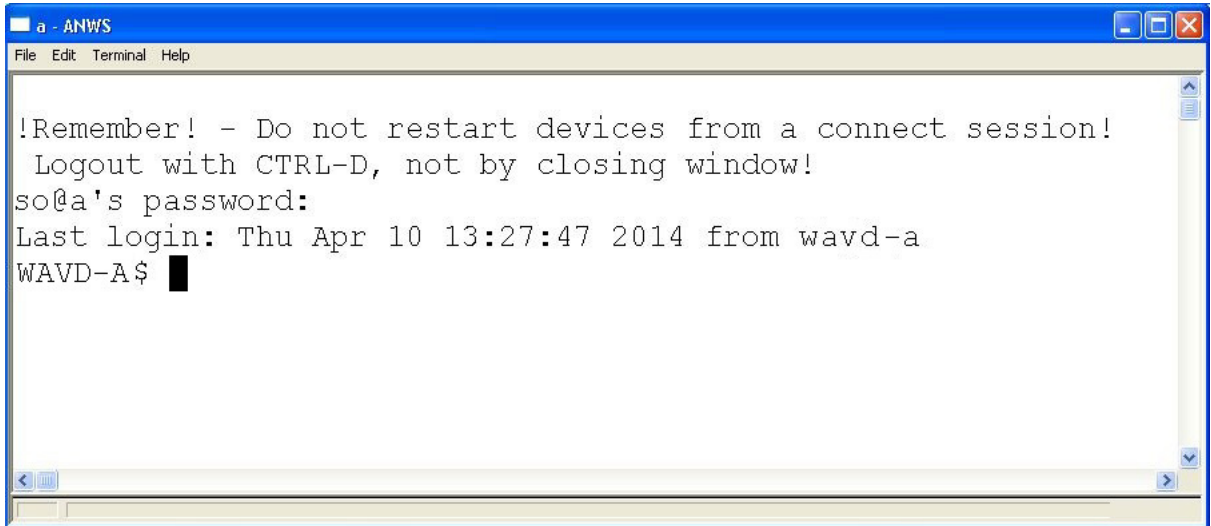
1. Select Communicate > Connect to Service.

   The Connect to Service dialog box opens.
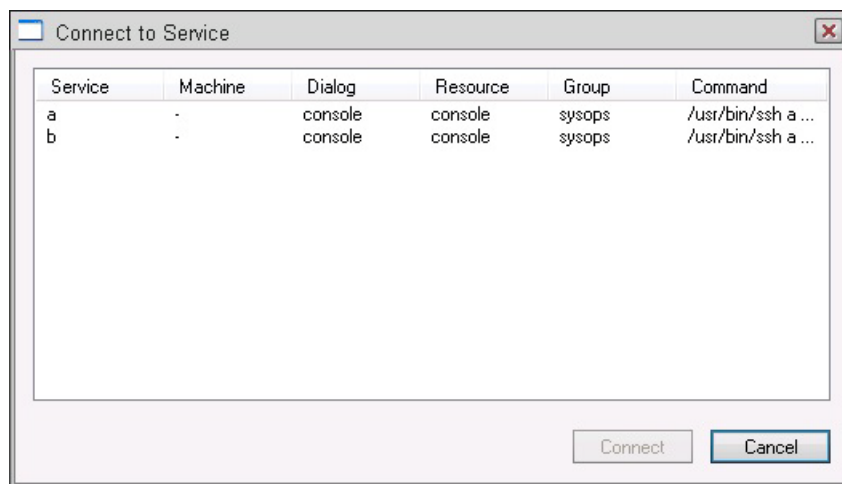
2. Click a service from the list of available services.

3. Click Connect.

   A console window opens.

```
a - ANWS                                                        _ □ X
File  Edit  Terminal  Help

!Remember! - Do not restart devices from a connect session!
 Logout with CTRL-D, not by closing window!
so@a's password:
Last login: Thu Apr 10 13:27:47 2014 from wavd-a
WAVD-A$ █
```

Disconnecting from a Remote Service

When you are done with your connect session, log out of the remote service as directed by your system administrator. If the remote session window doesn't close by itself within 30 seconds, type Ctrl+] to display the command prompt. Then type quit, such as: cmd> quit

- Do not select File > Exit to end a session. Exit only closes the window, but it does not log you out. Your session could be left running on the computer to which you are connected.

- Also, do not click on the X button to end a session. Although the button is used to close applications on Microsoft Windows-based operating systems, it will only close the window, not log you out. Your session could be left running on the computer to which you are connected.

A System Shortcuts

In iNEWS, there are several ways to perform almost any action. This is because different users like to work within the system in different ways. The iNEWS system lets you perform system actions in the following ways:

- Press a key or combination of keys on the keyboard

  For example, press Ctrl+N to create a new story.

- Use your cursor to click on a menu and a command within the menu

  For example, select File > New Story.

- Use the toolbar buttons

  For example, click the New Workspace button on the Main toolbar.

- Right-click an area to access a context menu

  For example, right-click on a queue to get field width and properties commands.

System shortcuts allow you to work on the system in the fastest, easiest way for you. This means that you can concentrate on the tasks at hand rather than having to learn a prescribed way to use the system.

The system shortcuts perform different tasks, depending on which panel is active in the workspace. The following charts detail the system shortcuts as they work within each element of the system.

The following topics describe the system shortcuts in detail:

- Directory Panel Shortcuts
- Message and Mail Shortcuts
- Queue Panel Shortcuts
- Story Panel Shortcuts
- Workspace Shortcuts
- Search Keyboard Shortcuts

Directory Panel Shortcuts

Directory panel shortcut keys allow you to move quickly within the Directory panel. The Directory panel must be active in order for these shortcut keys to work as described below.

To:	Press this on the keyboard:
Expand a folder (if your cursor is on a directory)	Right arrow
Open and display a queue (if your cursor is on a queue)	Enter
Collapse a folder (if your cursor is on a directory)	Left arrow
Display the previous screen	Ctrl+Page Up
Display the next screen	Ctrl+Page Down
Move to the top of the directory tree	Home
Move to the bottom of the directory tree	End
Move up one screen	Page Up
Move down one screen	Page Down
Move to the previous item in a directory	Up arrow
Move up one item on the previous screen	Ctrl+Up arrow
Move to the next item in a directory	Down arrow
Move down one item on the next screen	Ctrl+Down arrow

Message and Mail Shortcuts

Message and Mail shortcut keys let you move quickly within the Mail panel. The Mail panel must be active in order for these shortcut keys to work as described below.

To:	Press this on the keyboard:	Use this menu and command:	Use this toolbar and button:	Right-click to access this context menu command:
Check name in message system	Ctrl+W	Communicate > Messages > Check Name		Check Name

To:	Press this on the keyboard:	Use this menu and command:	Use this toolbar and button:	Right-click to access this context menu command:
Move to the left side of a mail window	Alt+Left arrow			
Move to the right side of a mail window	Alt+Right arrow			
Open the Message History dialog box	Shift+F8	Communicate > Messages > Show History	Message > History	
Toggle the Message toolbar to be displayed or hidden	F8	View > Message Bar, or Communicate > Messages > Message Bar	Main > Message Bar	
Toggle the Mail workspace open or closed	F9	Communicate > Open Mail	Main > Mail Window	
View users who are logged in to the message system	Ctrl+L	Communicate > Messages > Logged in Users		

Queue Panel Shortcuts

The Queue panel displays information in columns and rows, all of which cannot be displayed at once. Queue panel shortcut keys let you move quickly within the Queue panel so you can easily get to information that may not be displayed. The Queue panel must be active in order for these shortcut keys to work as described below.

To:	Press this on the keyboard:	Use this menu and command:	Use this toolbar and button:	Right-click to access this context menu command:
Copy selected stories to a queue	Ctrl+D	Edit > Copy to...		Copy to
Create and insert a new story where your cursor is	Ctrl+N	File > New Story	Main > New Story	

To:	Press this on the keyboard:	Use this menu and command:	Use this toolbar and button:	Right-click to access this context menu command:
Delete a selected story	Delete or Ctrl+K	Edit > Kill		Kill Story(ies)
Display the Queue Properties window for a selected queue	Alt+Return (or Alt+Enter)	Edit > Properties		Properties
Edit lock a story	Ctrl+E	Story > Edit Lock	Main > Edit Lock/Unlock	
Open the Find dialog box	Ctrl+F	Edit > Find	Find > Find	Find
Open the system print dialog box	Shift+Ctrl+P	File > Print > System Print	Main > System Print	
Open the local print dialog box	Ctrl+P	File > Print > Local Print	Main > Print	
Repeat current Find parameters	F3	Edit > Find Next	Find > Find Next	
Refresh a Queue or Story panel display	F5	View > Refresh		
Select a current story and the entire row of information	Shift+Spacebar		Selector button (1st column of queue)	
Select a current story group	Shift+Spacebar+ Spacebar		Group buttons (2nd column of queue)	
Move a display up one screen	Page Up			
Move a display down one screen	Page Down			
Move to the first (left-most) field in the current row	Home			
Move to the top story (slug) in a queue	Ctrl+Home			
Move to the last (right-most) field in the current row	End			
Move to the last story (slug) in a story	Ctrl+End			
Move selected stories	Ctrl+M	Edit > Move to		Move to

To:	Press this on the keyboard:	Use this menu and command:	Use this toolbar and button:	Right-click to access this context menu command:
Create story group	Ctrl+Alt+G	Group Stories > Create		Create Story Group
Dissolve story group		Group Stories > Dissolve		Dissolve Story Group

Story Panel Shortcuts

Story panel shortcut keys let you move quickly within the Story panel. The Story panel must be active in order for these shortcut keys to work as described below.

To:	Press this on the keyboard:	Use this menu and command:	Use this toolbar and button:	Right-click to access this context menu command:
Assign channel	Shift+Alt+C	Story > Production Cue > Assign Channel		Assign Channel
Bold text	Ctrl+B	Format > Bold	Format > Bold	Format > Bold
Delete a production cue	Alt+Delete	Story > Production Cue > Delete		Delete Production Cue
Copy selected text to the Clipboard	Ctrl+C	Edit > Copy	Edit > Copy	Copy
Copy selected text to the Scratchpad	Shift+Ctrl+C	Edit > Copy to Scratchpad		Scratchpad > Copy to Scratchpad
Cut selected text to the Clipboard	Ctrl+X	Edit > Cut	Edit > Cut	Cut
Cut selected text to the Scratchpad	Shift+Ctrl+X	Edit > Cut to Scratchpad		Scratchpad > Cut to Scratchpad
Delete selected text	Delete	Edit > Cut	Edit > Cut	Cut

To:	Press this on the keyboard:	Use this menu and command:	Use this toolbar and button:	Right-click to access this context menu command:
Edit lock the active story	Ctrl+E	Story > Edit Lock	Main > Edit Lock/Unlock	
Erase the Scratchpad	Shift+Ctrl+Delete	Edit > Erase Scratchpad		Scratchpad > Erase Scratchpad
Find All looks for search string in queue or directory (indexed or non-indexed)	Shift+Ctrl+F	Edit > Find All	Find > Find All	
Find Global looks for search string within all indexed queues in database	Shift+Ctrl+G		Find > Find Global	
Find text in the active story	Ctrl+F	Edit > Find	Find > Find	
Insert a production cue	Alt+Insert	Story > Insert Production Cue		Insert Production Cue
Insert/Overtype text	Insert			
Italicize text	Ctrl+I	Format > Italic	Format > Italic	Format > Italic
Launch CG Title Entry	Ctrl+Shift+T	Tools > Titling		Titling
Navigate up	Alt+Up			
Paste text from the Scratchpad into the insertion point in a story	Shift+Ctrl+V	Edit > Paste from Scratchpad		Scratchpad > Paste from Scratchpad
Paste text from the Clipboard into the insertion point in a story	Ctrl+V	Edit > Paste	Edit > Paste	Paste
Refresh a Queue or Story panel display	F5	View > Refresh		
Repeat current Find parameters	F3	Edit > Find Next	Find > Find Next button	
Save a story	Ctrl+S	File > Save Story	Main > Save Story	
Switch between left and right script columns	F6, Shift+F6			

To:	Press this on the keyboard:	Use this menu and command:	Use this toolbar and button:	Right-click to access this context menu command:
Timing a block of text	Shift+Ctrl+B	Story > Block Time		Block Time
Underline text	Ctrl+U	Format > Underline	Format > Underline	Format > Underline
Undo the previous action	Ctrl+Z	Edit > Undo		Undo

Story Panel Shortcuts: Navigation

To move:	Press this on the keyboard:	Use this menu and command:	Use this toolbar and button:
To the beginning of the current line in a story	Home		
To the beginning of a story	Ctrl+Home		
To the end of the current line in a story	End		
To the end of a story	Ctrl+End		
To the next story	Alt+Page Down	Story > Show Other > Next	Browse > Next
To the next tab stop	Tab		
From the story form to the story body	Alt+Down arrow	Story > Show Other > Last	
From the story body to the story form	Alt+Up arrow		
Up one screen	Page Up		
To the top of the Story panel	Ctrl+Page Up		
Down one screen	Page Down		
To the end of the last line in the Story panel	Ctrl+Page Down		
Left one character	Left arrow		

To move:	Press this on the keyboard:	Use this menu and command:	Use this toolbar and button:
To the beginning of the previous word	Ctrl+Left arrow		
Right one character	Right arrow		
To the beginning of the next word	Ctrl+Right arrow		
Up one line	Up arrow		
Up one paragraph	Ctrl+Up arrow		
Down one line	Down arrow		
Down one paragraph	Ctrl+Down arrow		

Story Panel Shortcuts: Opening Stories

To open:	Press this on the keyboard:	Use this menu and command:	Use this toolbar and button:
The first story in a queue	Alt+Home	Story > Show Other > First	Browse > First
The previous story	Alt+Page Up	Story > Show Other > Previous	Browse > Previous
The last story in a queue	Alt+End	Story > Show Other > Last	Browse > Last
The Wires Priority window	F7	GoTo > Priority Queue	Main > Bulletin
The Wire Alerts History window	Shift+F7	GoTo > Alerts History	

Story Panel Shortcuts: Selecting Items

To select:	Press this on the keyboard:	Use this menu and command:	Use this toolbar and button:	Right-click to access this context menu command:
All	Ctrl+A	Edit > Select All		Select All
Text, a character at a time, moving backward (to the left)	Left arrow			
Text, a word at a time, moving backward (to the left)	Ctrl+Left arrow			

To select:	Press this on the keyboard:	Use this menu and command:	Use this toolbar and button:	Right-click to access this context menu command:
Text, a character at a time, moving forward (to the right)	Right arrow			
Text, a word at a time, moving forward (to the right)	Ctrl+Right arrow			
Text, a line at a time, moving up (toward the beginning of a story)	Up arrow			
Text, a paragraph at a time, moving up (toward the beginning of a story)	Ctrl+Up arrow			
Text, a line at a time, moving down (toward the end of a story)	Down arrow			
Text, a paragraph at a time, moving down (toward the end of a story)	Ctrl+Down arrow			

Story Panel Shortcuts: Turning On Modes

To turn on:	Press this on the keyboard:	Use this menu and command:	Use this toolbar and button:	Right-click to access this context menu command:
Presenter Instructions text mode in a story	Ctrl+Alt+P	Format > Presenter Instructions	Format > Presenter Instructions	Format > Presenter Instructions
Closed Caption text mode in a story	Ctrl+Alt+C	Format menu, Closed Caption	Format > Closed Caption	Format > Closed Caption
Normal text mode in a story	Ctrl+Alt+N	Format > Normal Text	Format > Normal Text	Format > Normal Text

Project Shortcuts

The Project tab shortcut keys let you create new projects or facets, delete them, and so forth. The Project tab must be active in order for these shortcut keys to work as described below.

📑 *Access to context menus depend on position within the user interface.*

To:	Press this on the keyboard:	Use this menu and command:	Use this toolbar and button:	Right-click to access this context menu command:
Create a new project	Ctrl+Alt+J	Project > New Project		
Create a new facet	Ctrl+Alt+F	Project > New Facet		New Facet
Associate story to project or facet	Shift+Ctrl+J			Associate Project/Facet
View properties of a project or facet	Alt+Enter	Project > Properties		Properties
Subscribe to a facet	Ctrl+Alt+S			Subscribe to Facet
Unsubscribe to a facet	Ctrl+Alt+U			Unsubscribe to Facet
Delete a project or facet	Ctrl+Alt+D	Project > Delete Project		Delete Facet
Show expired projects	Ctrl+Alt+E	Project > Delete Project		Show Expired Projects

Workspace Shortcuts

Workspace shortcut keys let you move quickly within an active workspace. The workspace you want to work within must be active in order for these shortcut keys to work as described below.

To:	Press this on the keyboard:	Use this menu and command:
Close an active workspace	Ctrl+F4	Window > Close

To:	Press this on the keyboard:	Use this menu and command:
Exit iNEWS	Alt+F4	File | Exit
Undo the last action	Ctrl+Z	Edit | Undo
Zoom in or out of a window	Alt+Z	View | Zoom
Adjust splitter above a selected panel	Ctrl+Alt+Up arrow to activate, then continue to press Up arrow to adjust.	
Adjust splitter below a selected panel	Ctrl+Alt+Down arrow to activate, then continue to press Down arrow to adjust.	
Adjust splitter to the left of a selected panel	Ctrl+Alt+Left arrow to activate, then continue to press Left arrow to adjust.	
Adjust splitter to the right of a selected panel	Ctrl+Alt+Right arrow to activate, then continue to press Right arrow to adjust.	
Move to the previous window	Alt+Left arrow	
Move to the next window	Alt+Right arrow	

Search Keyboard Shortcuts

Search shortcut keys let you invoke search tasks using keystrokes instead of menu commands.

To:	Press this on the keyboard:
Find	Ctrl+F
Find Next	F3
Find All	Shift+Ctrl+F
Find Global	Shift+Ctrl+G
Show/Hide Results Window	Ctrl+R

B Icons

The following topics offer a quick reference guide to the icons you will encounter while working in iNEWS.

This reference does not provide details for the many buttons seen on toolbars within the iNEWS user interface. For information about these buttons and their functions, see "Toolbars" on page 45.

- Directory Panel Icons
- Messaging and Mail Icons
- Queue Panel Icons

Directory Panel Icons

Directory panel icons help to identify elements within the iNEWS database, such as queues, projects, and facets.

Icon	Description
	Indicates a local iNEWS system or a remote iNEWS system in a Community on the local system. The green light (or dots) on the server icon appears red if the system is unavailable.
	Indicates a directory or subordinate folders. Each directory can contain subordinate folders and queues.
	An exclamation mark in a blue square appears over the folder icon if the directory is indexed.
	Indicates a queue.
	An exclamation mark in a blue square appears over the queue icon if the queue is indexed. An example of this type of queue is the BUCKET found in every project created in iNEWS.
	Indicates a search queue. An example of this type of queue is the QUERY queue found in every project created in iNEWS.
	Indicates a project.
	Indicates a facet.
	Indicates the ALL queue within a project.

Messaging and Mail Icons

Icons related to messaging appear in the Messages toolbar, the Main toolbar, the status bar, and in the Check Name dialog box. The Mail icon is a blinking icon that appears on the Main toolbar as well as in the status bar.

Icon	Description
	Indicates that the user, whose name was typed in the To: text box of the Messages toolbar, is logged in to iNEWS.
	Indicates that the user, whose name was typed in the To: text box of the Messages toolbar, is not logged in.
	Indicates that you entered an invalid user name in the To: text box of the Messages toolbar.
	Indicates the user listed in the Check Name dialog box is logged in and available to receive messages.
	Indicates the user listed in the Check Name dialog box is logged out and unavailable to receive messages.
	Indicates new unread message by blinking in both the status bar and Main toolbar.
	Indicates new unread mail by blinking in both the status bar and Main toolbar.

Queue Panel Icons

The Queue panel displays information in cells that form columns and rows, like a spreadsheet, and uses color to often indicate varying status of stories, such as altering the color of text for floated stories. However under certain circumstances, there is one icon that can appear in the Queue panel in cells of the first column.

Icon	Description
	Indicates a story in the queue that has been either easy locked or key locked.

Glossary

account
A level of authorization assigned to individuals using iNEWS, it determines the types of information they can access and the actions they can perform. Account types include User, User Manager, Superuser, and System Administrator.

alias
A code of up to 12 alphanumeric characters, it substitutes individual user names and automates the distribution of a mail story to a group of people.

anchor
1. The person who presents a newscast on-air to a television audience. Also called a presenter or talent.
2. In iNEWS, it is also the indicator in a Story panel that links a script to production information.

auto-backup
A function in iNEWS that writes a backup copy of an open story to a user's local disk at specified time intervals.

auto-refresh
A queue attribute that automatically redisplays a queue whenever changes are made to the queue.

autoscript
A mode in which the Instruction panel of a story is automatically displayed if production cues are in the story. If there are no production cues added to a story, the story is displayed unscripted.

backtime
The exact time when a story in a newscast must start in order for the show to remain on schedule. Television newscasts typically use back-time to ensure that the newscast ends precisely as scheduled.

Broadcast Control System
Command is a broadcast control system produced by Avid. It works with iNEWS to run a show's production devices, such as character generators, still-stores, and video tape devices.

bulletin
An incoming wire story coded as high-priority by a wire service, it is fed directly into the iNEWS "priority" queue. Users are informed with both an audio signal and lightning bolt icon in the status portion of the workspace.

connect
Establish a line of communication between two points in a wired system, such as between a server and a workstation (client PC) on a network.

	To call a service that is either local (such as an archive system) or remote (such as Nexis). In iNEWS, users connect to services to access data.
cue	See *production cue*.
cume time	The amount of airtime required from the beginning of the show up to a certain point in the show in order for the show to remain on-schedule. It is displayed in an optional field with each entry in a rundown queue.
	Cume time is used by some producers when building, ordering, or airing a newscast.
dead queue	A queue containing stories that have either been deleted by users or purged automatically by the system. As new space is required, these stories are recycled automatically from the Dead queue.
directory panel	An area in the workspace that displays the hierarchy of folders and queues in iNEWS. Users can use the Directory panel to navigate through the system.
distribution code	A word or string of characters used by distribution servers to control where stories are sent and filed. When users move or duplicate ("dupe") a story to a queue, they can add a distribution code so that additional copies of the story can be forwarded.
duration	The length of a show or story. It is calculated by using the elapsed time in a broadcast when a story begins.
easy lock	A feature that allows a user to open a queue or story while preventing others from doing the same. It is similar to a key lock, but is created without a key. Therefore, others cannot be granted access. See also *lock*, *key lock*.
edit lock	A feature that prevents two people from working in a story simultaneously. The iNEWS system automatically places a story in edit-lock mode when a user is working in a story, and a user can also manually edit lock a story.
float	To temporarily suspend a story. Its time is removed from the show timing. Float time is also ignored by the teleprompter and machine control. Floating is used when you are not sure whether or where to put a story in a rundown.
form	A template that contains the fields and field positions, such as title, writer, etc., required for a story.
grommet	Marker in the story that indicates placement of a production cue. It may appear in blue or pink, depending on whether it is selected.
hard-out time	A story in a newscast that has a fixed start time, usually at the end of a segment or show. It is manually entered into the system.

instruction panel	One of three sub-panels of the Story panel, which contains production cues of a story for various devices that interface with iNEWS.
key	A special alphanumeric code between 1 and 12 characters that a user assigns to a queue or story to lock it. To open, or unlock, a queue or story, a user must have the key. See also *lock*, *easy lock*, *key lock*.
key lock	A feature that allows a user to lock a queue. To open the key-locked queue, all users (including the individual who put the key lock on the queue) must know the "key" if they want to open, move, duplicate, print, or delete the queue. See also *lock*, *easy lock*.
kill	To delete a story and place it in the dead queue. Killing an endorsed story requires confirmation by the user performing the command. Killing an approved story in a production-locked queue is prohibited for all but the owner of the production lock.
lineup	An outline of stories included in a newscast. A lineup usually contains a back-time or cume-time form field to display the timing of the newscast. See also *rundown*.
lock	To protect a queue or story from access by unauthorized users. A queue or story can be locked and unlocked with a key or by a user-name specific lock. See also *key*, *easy lock*, *key lock*.
machine control	See *production cue*.
messge of the day	A window that displays one or more messages for iNEWS users when they log in to the system.
iNEWS	Acronym for iNEWS Newsroom Computer System.
order lock	A temporary lock iNEWS places on a queue when a user changes a sequence of stories in that queue. Order locking does not prevent other users from accessing the queue, but does prevent them from ordering the same queue simultaneously.
out time	The total length of time (shown in hours, minutes, and seconds) for a show, or the actual time by which a show must end (shown in 12-hour clock time). See also *backtime*.
panel	A part of a workspace. In iNEWS, the three primary panels are the Directory panel, Queue panel, and Story panel. The Story panel can also be divided into three sub-panels called Story Form, Story Text, and the Instruction.
password	A word users enter when logging in to iNEWS. Passwords are alphanumeric and must be between five and 12 characters long.

path name	The hierarchical name of the directory and queue in which a story is located. For instance, the pathname for the yankees queue is WIRES.SPORTS.STORIES.YANKEES.
priority queue	1. An area where iNEWS places copies of wire stories (usually in WIRES.ADVISORY.PRIORITY). 2. It is also a queue designated to be read first by a server program for new stories.
production cue	A prompt to start a story element, such as a video playback. In iNEWS, it is typically to the left of a scripted story in the Instruction panel, and provides information for other devices controlled in the rundown. Production cues are usually prefaced by a grommet.
production lock	A type of lock that prevents other users accessing a queue while it is in production. Setting a production lock does three things: • Prevents other users from reordering a queue. • Prevents other users from killing an approved story without explicitly removing the endorsement on them first. • Allows only the user who placed the lock to use show timing.
purge	To remove old stories from queues and place them in the dead queue. Purged stories are recycled as needed as new space is required.
purge interval	A queue trait that indicates the time after which a story is considered "old." The iNEWS system will scan the entire database hourly and purge old stories from a queue.
query language	Query language is the unique, formal language that enables you to request information from files created in iNEWS.
queue	An area of the database containing stories related to a similar general topic.
queue form	The area used to display the contents, size, and labels of a Queue panel.
queue panel	An area in the iNEWS workspace that contains a list of the stories in a queue. Users can add, delete, and sequence stories in the Queue panel.
queue property	A trait that controls characteristics of a queue. Queue properties include the refresh trait, read-only purge interval, sorting, and so on.
read access	Authority granted to users that allows them to read and duplicate the contents of a directory, queue, or story.

read rate	The number of words per minute that a presenter can read a news story. The iNEWS system determines the total running time of a newscast based on the read rate of the assigned presenter.
refresh	A queue property or trait that automatically updates your terminal's display of the queue when changes are made to that queue by another user or by the system.
remote service	An archival system, bulletin board, or any information service that allows you to establish a connection to another service.
results queue	An area in iNEWS in which the results from a Find All search are placed.
rundown	A lineup of stories included in a newscast. A rundown queue usually contains a back-time or cume-time form field to display the timing of the newscast. See also *lineup*.
scratch pad	A buffer in which text or notes are stored until the appropriate recovery procedures is performed. Deleted text and notes can be stored in the scratch pad. It is separate from the Windows Clipboard and allows clippings to be accumulated.
script	A story that is read on the air. Typically, a script also contains production cues and references to the related media annotations.
selection bar	The column of plain selector buttons at the left edge of a Queue panel that, when each one is clicked, selects a story and all of that story's details. The top button in the column selects the queue's entire contents.
server	A special program the system uses to handle the distribution of stories internally.
session	The way in which a workspace is customized. Toolbars, workspace layout, and preferences can be customized and saved with a session.
sorted queue	A queue in which stories are organized by iNEWS according to criteria specified by a system administrator.
source queue	A queue from which stories are copied or moved.
story	A uniquely identified file that may contain text, production cues, or form field data. Stories are grouped in queues.
story form sub-panel	An area at the top of a Story panel that contains fields with information about a story, such as its title, length, or status. You can turn display of this sub-panel on or off.
story panel	One of three primary areas (panels) in the iNEWS workspace that displays the story form, text, and production cues of a story. It is the only primary panel that can be divided into sub-panels, called: Story Form, Story Text, and the Instruction.

Glossary

story text sub-panel One of three sub-panels of the Story panel, which contains text of the story read on-air by the presenter.

superuser A user account that is given access to restricted functions in iNEWS. Superuser status can be assigned by a system administrator or another superuser.

syntax Syntax is the systematic way in which linguistic elements are put together to form search phrases or clauses.

system administrator An individual who is responsible for maintaining iNEWS and keeping all functions operating properly.

user An individual with a valid user account in iNEWS.

user ID A special alphanumeric code that identifies a user account in iNEWS. A user ID can be up to 20 characters long.

user manager A user ID given the authority to add, modify, delete, and search for information about user accounts. User manager status can be assigned by a system administrator only.

wire bulletin See *bulletin*.

word delimiter When words are separated by white space and/or special characters, the amount of white space, whether tabs or spaces, is equivalent to a single separator and is called a *word delimiter*.

workspace The area within the main window consisting of the Directory panel, Queue panel, and Story panel. This area is where users can view, add, edit, and delete information.

write access Authority given to users that allows them to add or delete stories, queues, or directories or to edit existing stories in a particular queue.

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