Northwestern | QATAR

Production and Digital Media Services

Newsroom User Operational Guide

Operational Focus: ENPS Newsroom Computer System

Contents

Introduction

The purpose of this document is to guide students, staff and faculty on how to:

- Login into the newsroom machines
- Use Adobe premiere pro editing software to:
    - Ingest rushes from smartphones
    - Ingest rushes from Reuters and AFP news agencies
    - Export edited rushes to EVS
- Ingest and export image to Chyron graphics system
- Use A|P ENPS news gathering software to:
    - Create and publish rundowns in ENPS

Prerequisites

None

SECTION 01- Logging into newsroom machine

The username and password for all the newsroom machines is available on the label, which can be located as shown in the picture below.

For instance, the newsroom machine 1 credentials are:
Username: news1
Password: NUQ@123

Note: For operational convenience, the password is same for all the newsroom machines.

Each workstation is equipped with a:

- Adobe Premier Pro logical keyboard
- Scroll control mouse
- Sony professional dynamic stereo headphones

The newsroom is equipped with a **A4 printer** directly attached to the newsroom 1 machine.

SECTION 02- Launching Adobe Premier Pro 2019

Opening the default adobe project in desktop

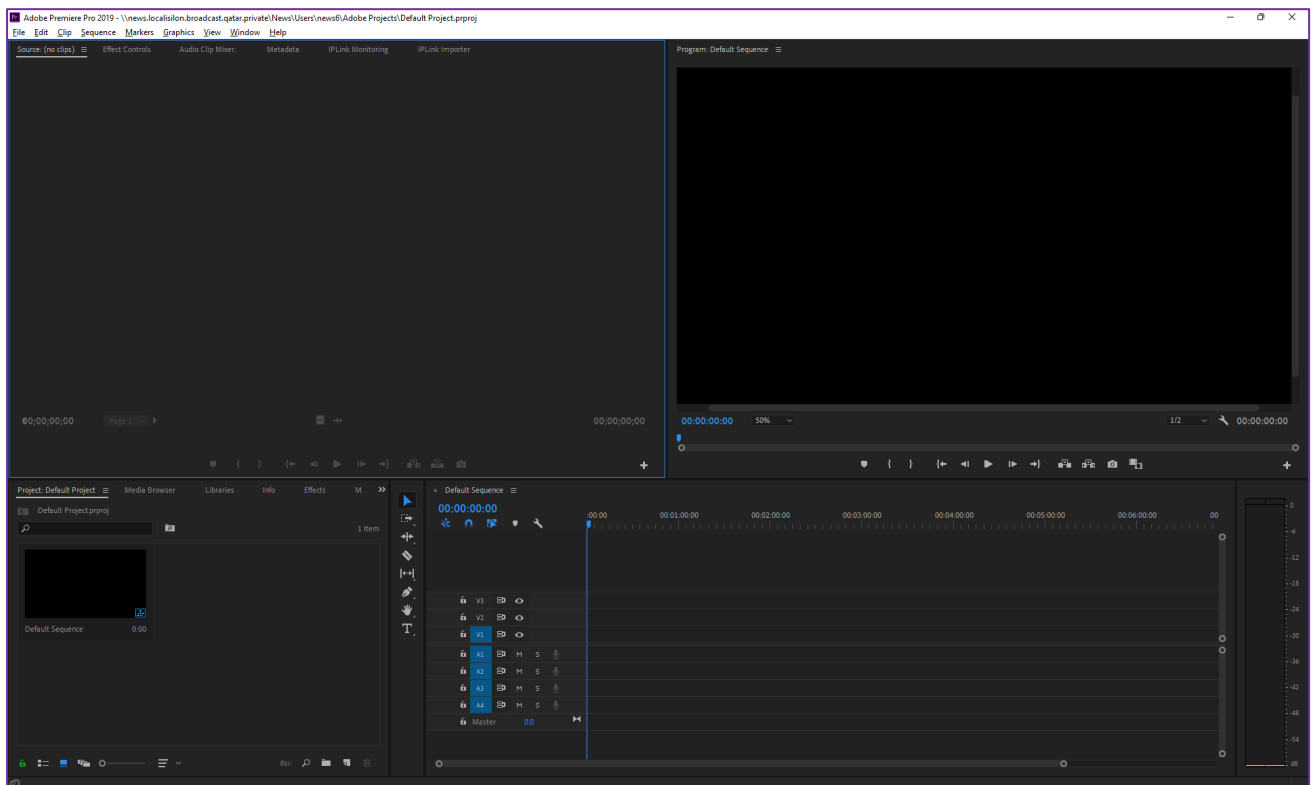Open "Default Project Shortcut" by double clicking the Icon located on the desktop.

Note: If prompted for sign-in, login with your Adobe ID credentials.

Adobe Premiere pro will launch with the Production defined default layout and settings
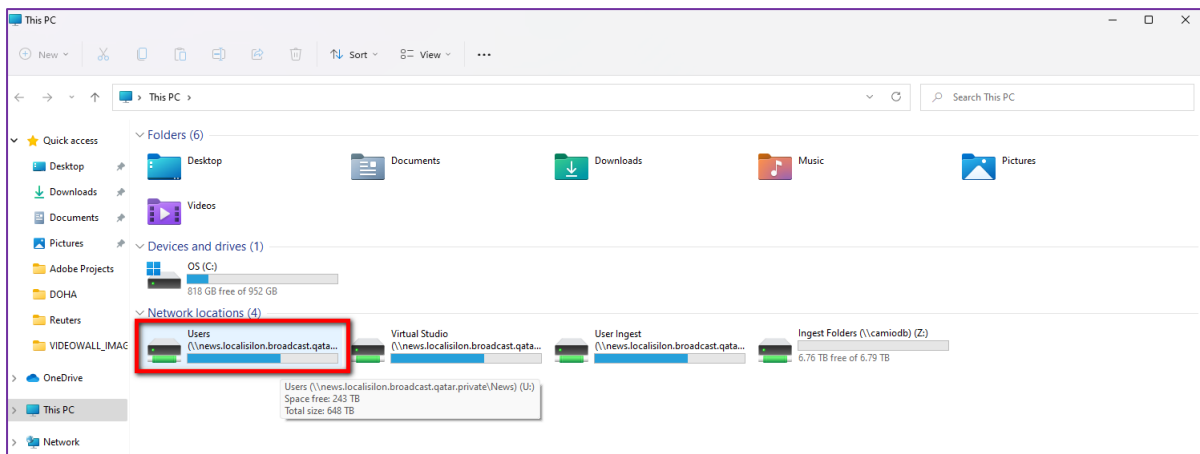
Moving Adobe projects from one user to another

Note: Existing Adobe projects can be accessed in the "Users" folder. If you have saved a project in a different newsroom workstation, you can copy it to your respective machine.
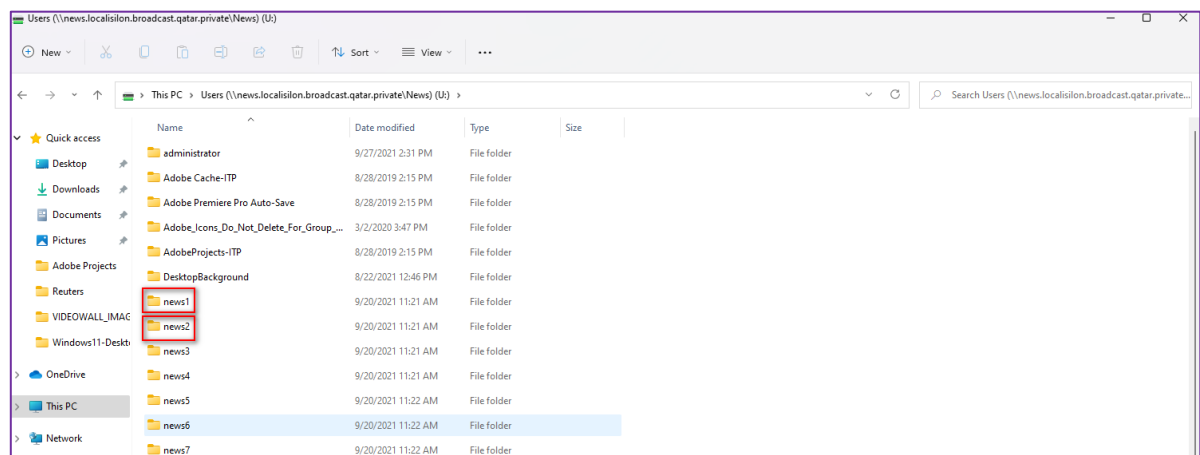
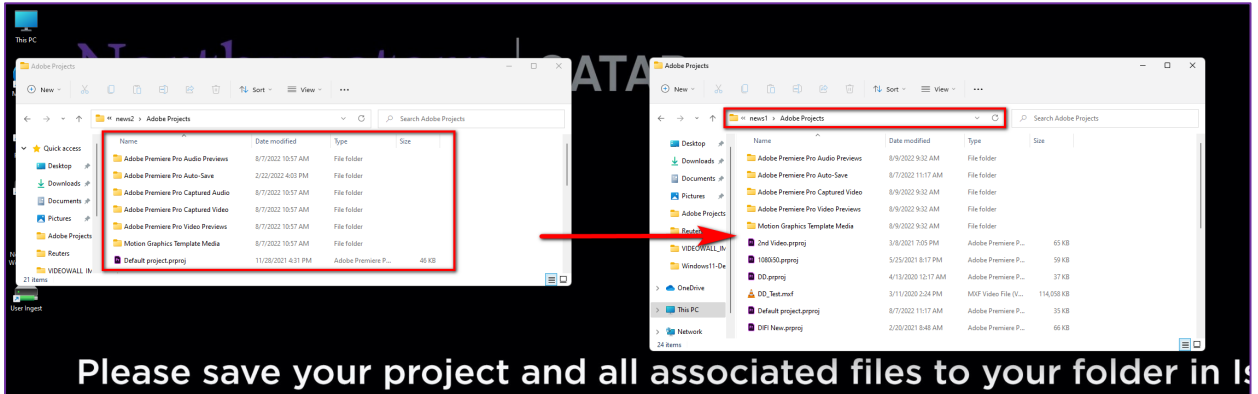1. Double click **"This PC"** icon in the desktop
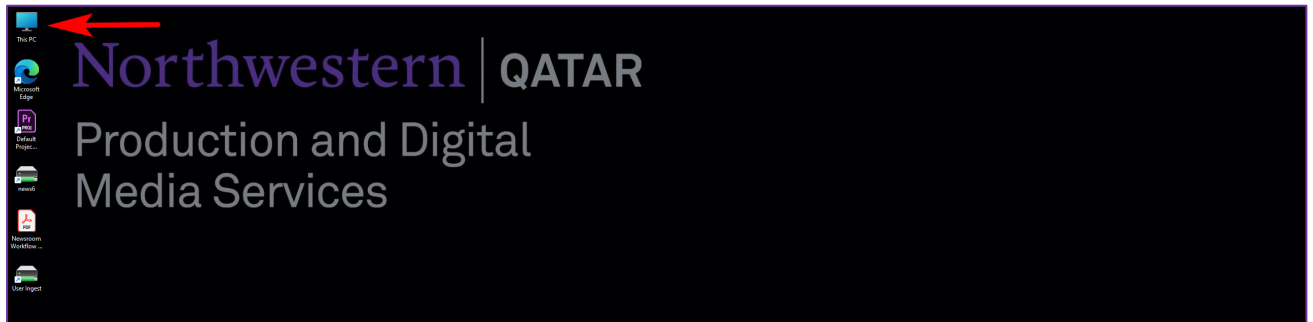
2. Open the mapped network drive **"Users"**

3. Navigate to the desired user folder to copy the project to your user folder.
For instance, the picture below shows copying a project from **news2 user to the news1 user folder**
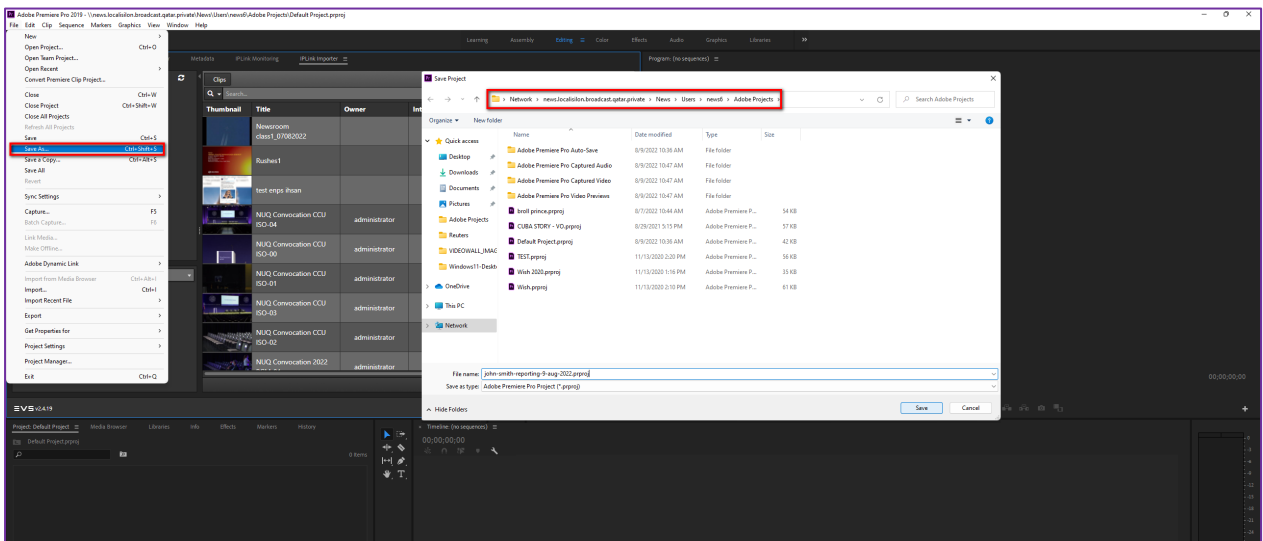
4. Copy from the desired user folder to the current user folder

Saving an Adobe project

1. Navigate to File then click on Save As:
2. Name your Project using your Name, Project Name and Date
   For instance: **John Smith Reporting 9-aug-2022** (location will be set as default in News folder >> Adobe Projects) and click Save
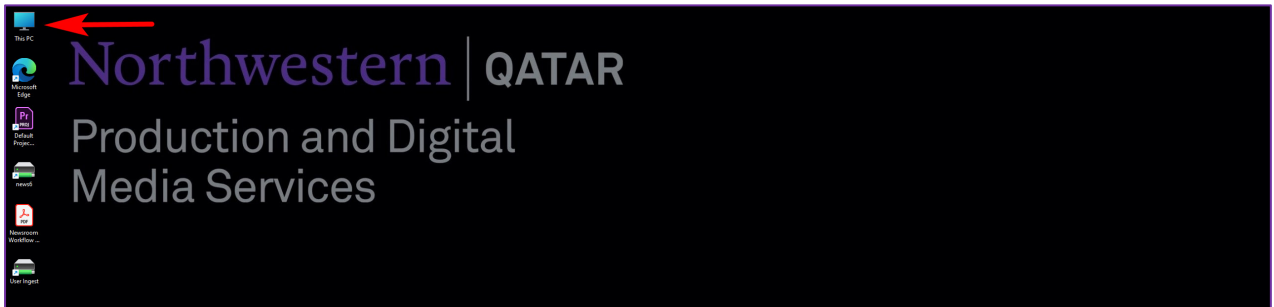
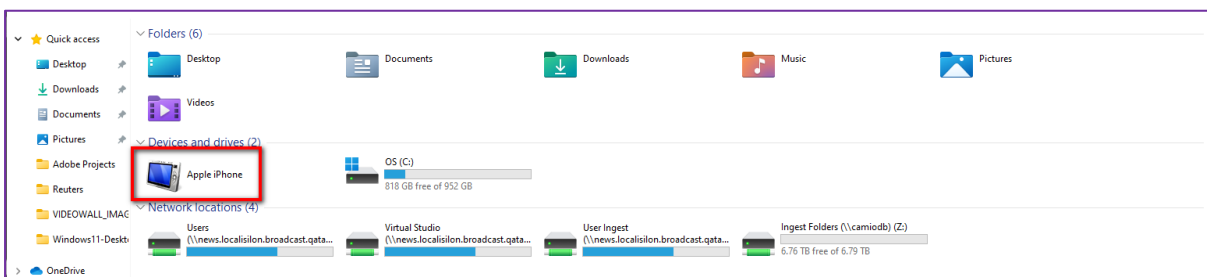## SECTION 03- Ingesting videos (Rushes) to EVS

From smartphones

1. Plug your smartphone to the computer with a USB cable.

Note: If prompted, allow access for USB file transfer and storage access from the smartphone.

2. Double click **"This PC"** icon in the desktop

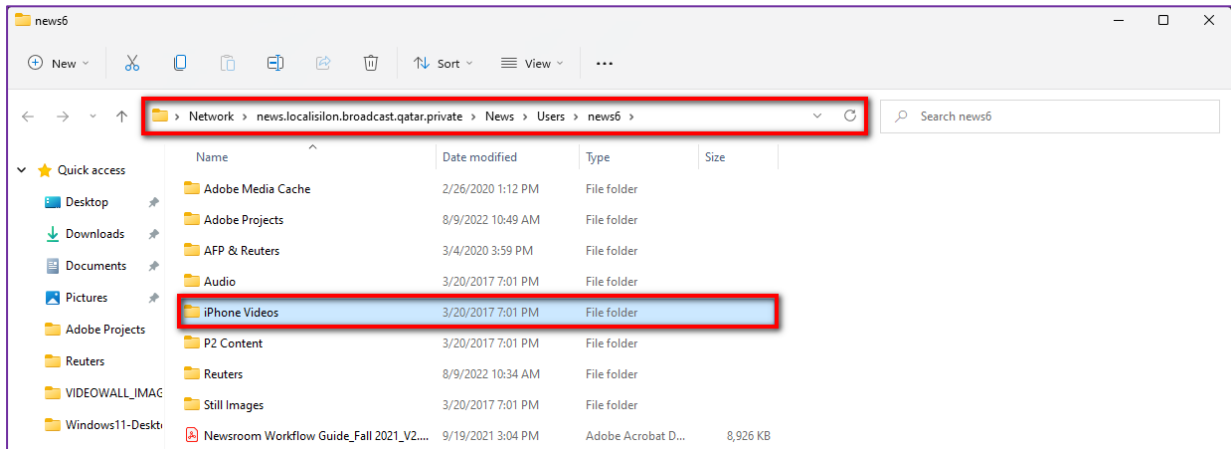3. Make sure the smartphone is visible in the explorer

4. Double click the mapped network user shortcut in the desktop. For example, the image shows the news6 mapped network user shortcut.

5. Open the **"iPhone Videos"** folder

6. Create a new Folder in the "iPhone Videos" folder with the title of your project and the date. i.e., "Project Name 09-aug-2022"
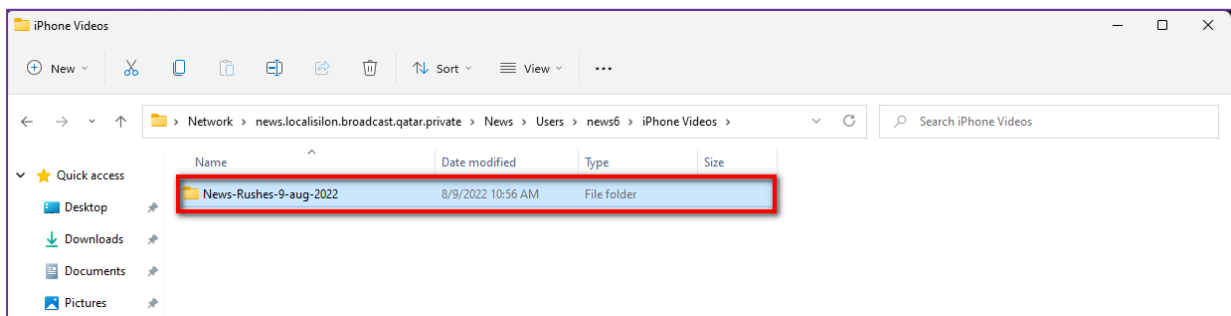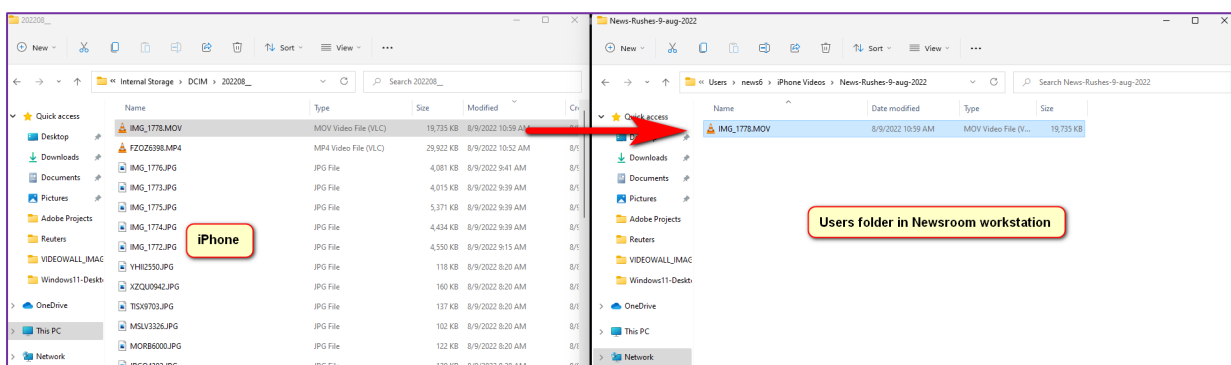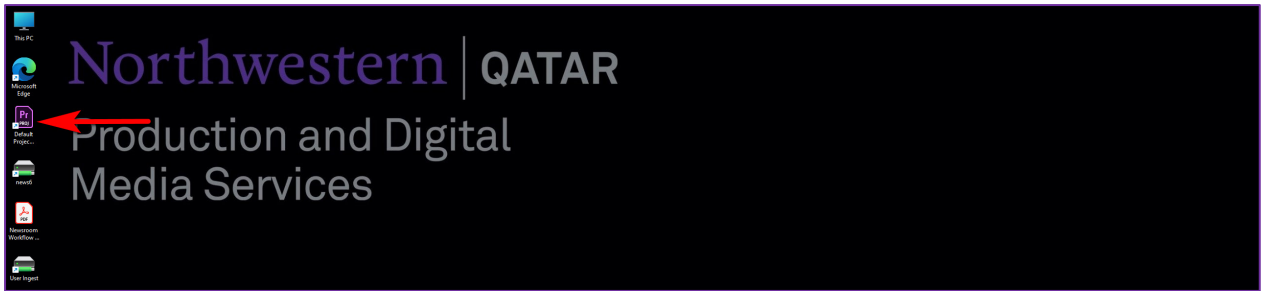

7. Copy the desired files from your smartphone to your newly created project folder i.e., "Project Name 09-aug-2022"
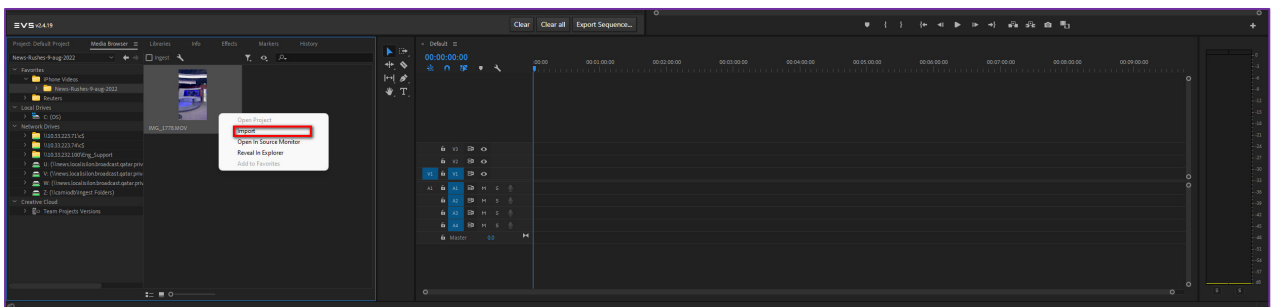

8. Eject your iPhone from the computer, this will ensure that you are no longer editing with the media directly from your iPhone
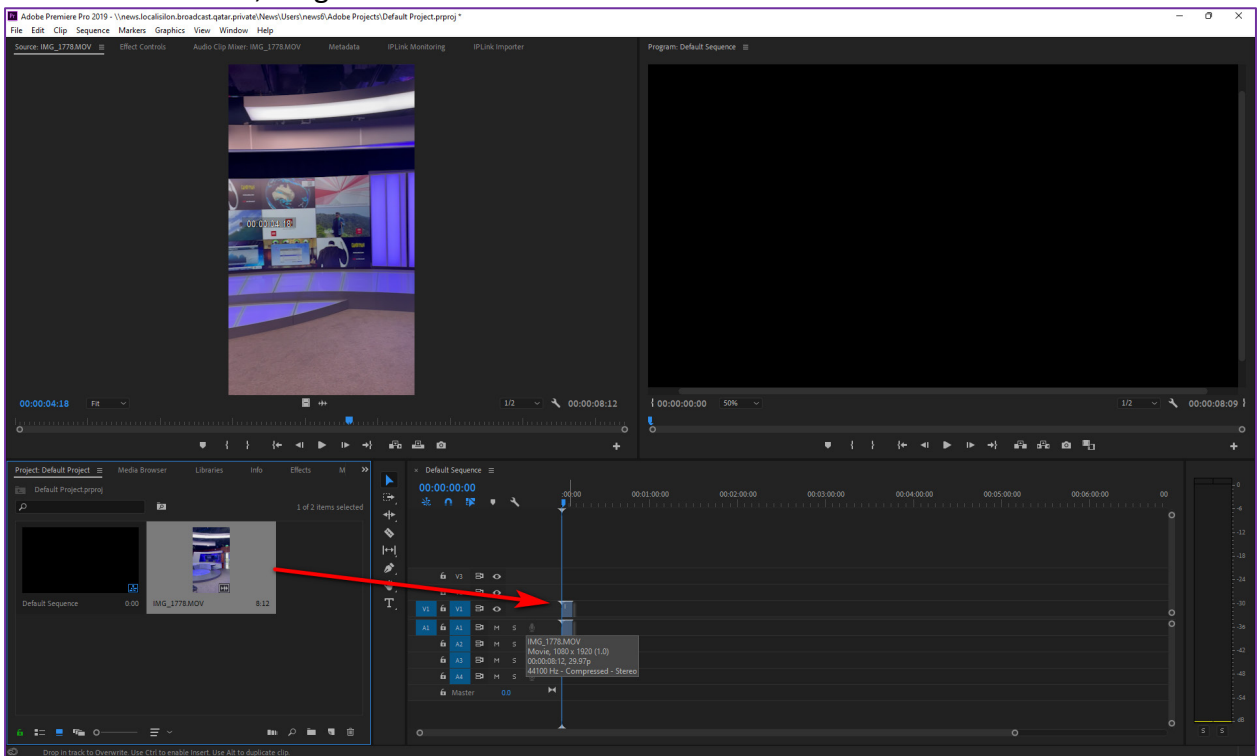9. Double click adobe premiere pro desktop shortcut

10. Navigate to the **Media Browser** window and under **Favorites** locate:
- iPhone Videos -> "newly created project folder"
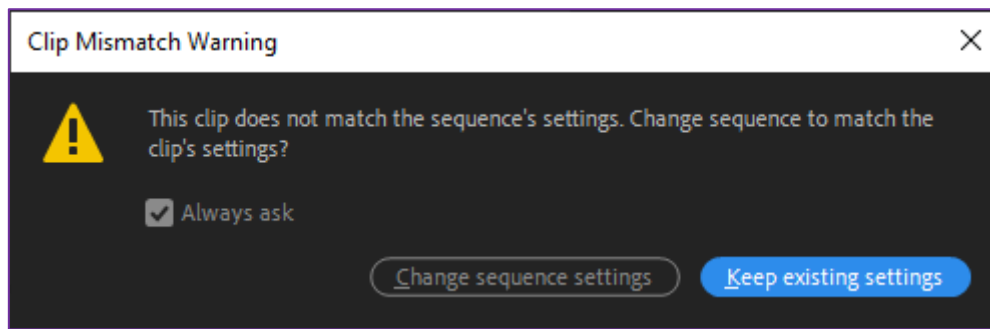- Right click on the videos and click **Import**

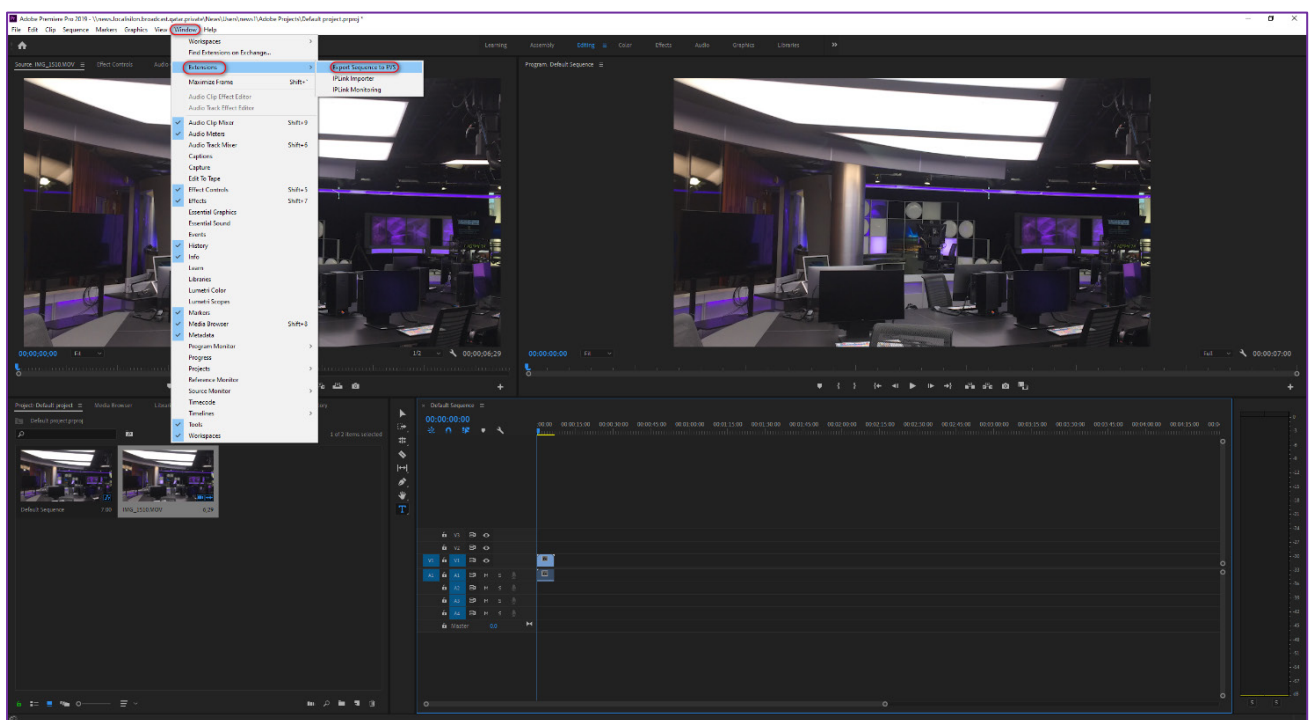## Exporting video to EVS using Adobe Premiere Pro
- Frist double click the video
- Next, drag the video to the timeline window

11. If prompted with Clip Mismatch Warning, click on **Keep existing settings**.
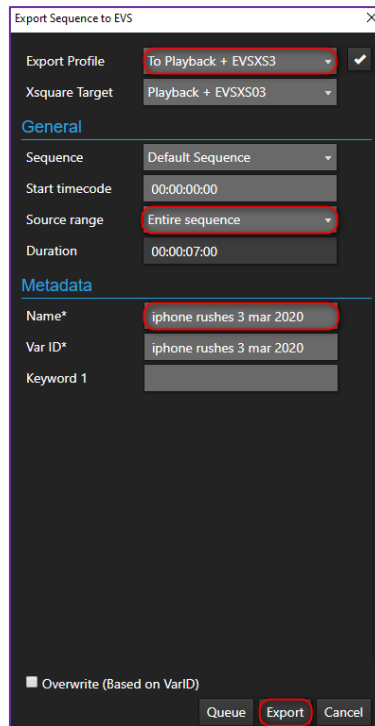

12. Click on **Window -> Extensions -> Export Sequence to EVS** from the toolbar.
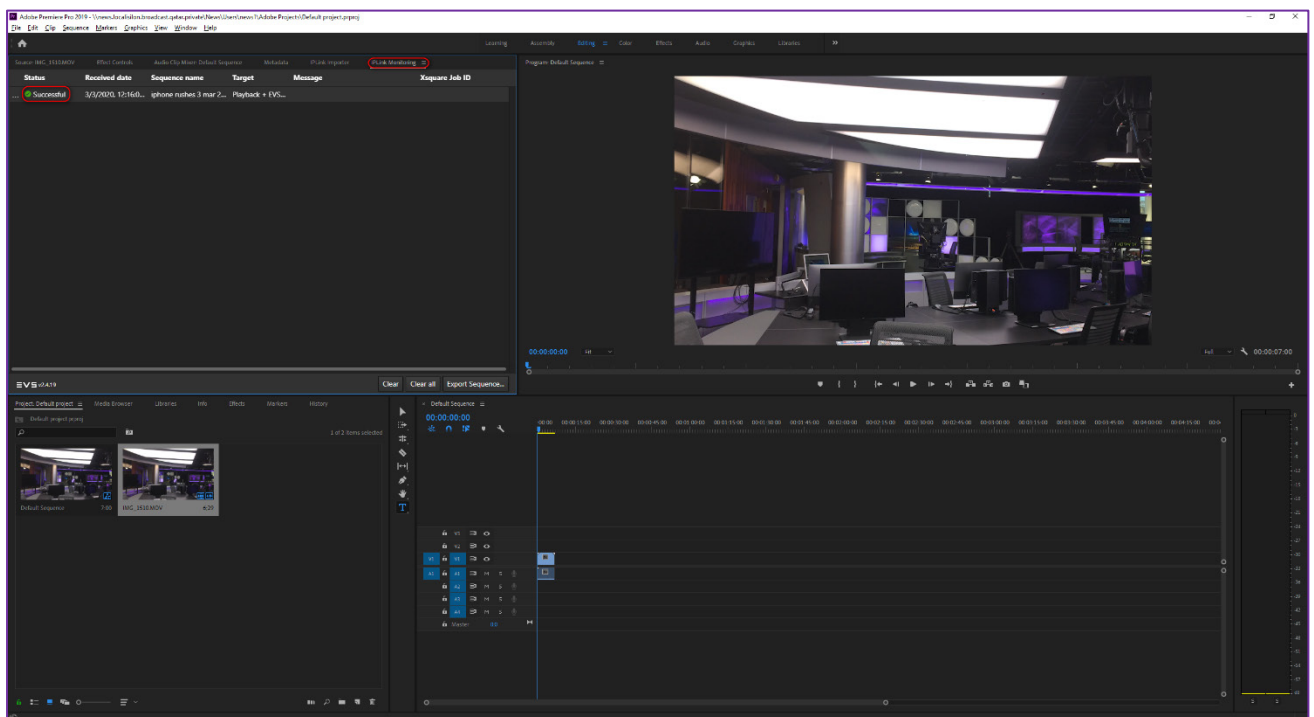

13. Set the following parameters on the Export pane
- Export Profile - **To Playback + EVSX3**
- Source range – **Entire sequence** or IN/OUT if marked
- Name* - **Project name**
- All other fields are auto filled
- Finally click on **Export**

14. Click on IPLink Monitoring tab in the preview window and make sure a **green tick** with a **Successful status** appears
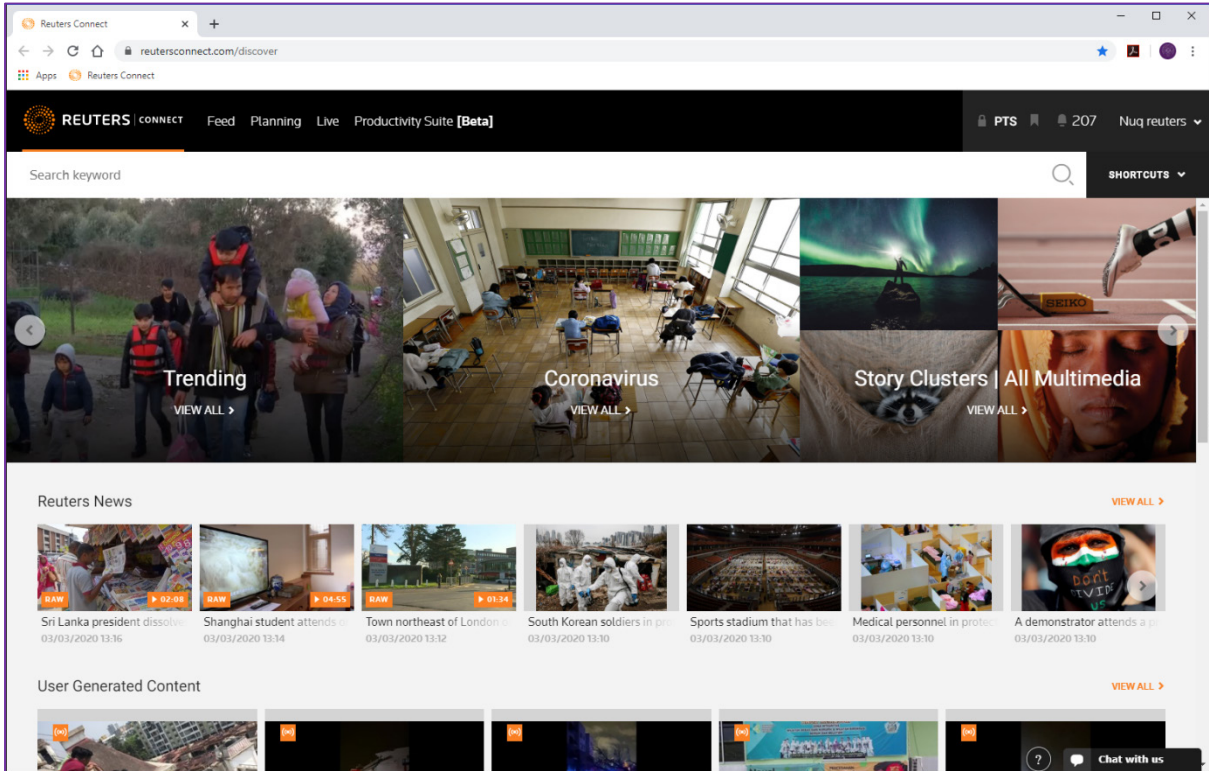

Now the video is ready for use in ENPS rundown

In case of errors in export, reach out to production@qatar.northwestern.edu

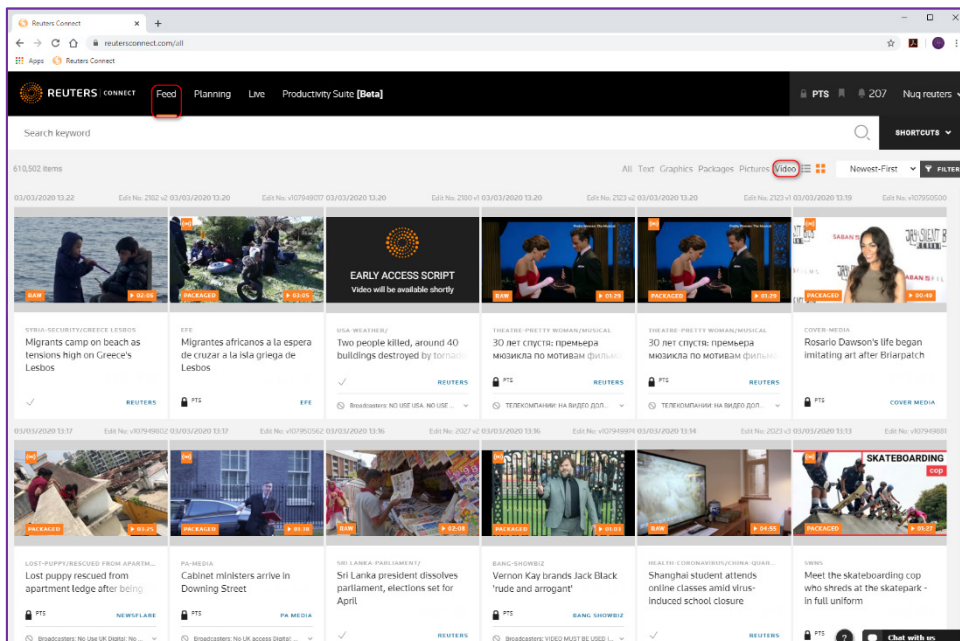## From Reuters news agency

1. Open google chrome web browser by clicking the Google Chrome icon in the taskbar

2. The custom tab set to https://www.reutersconnect.com/all will appear
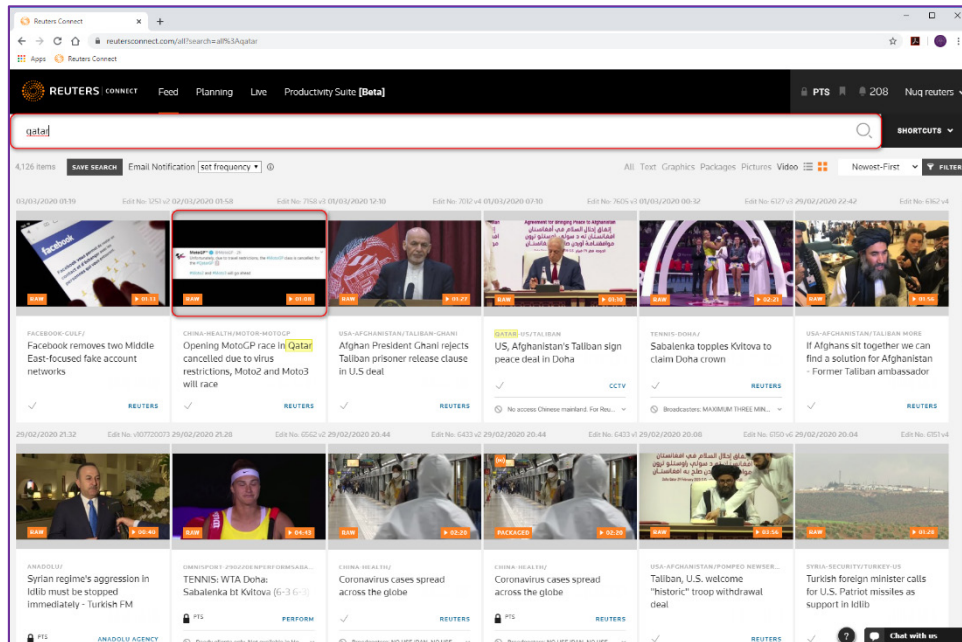

If prompted for a username and password use the following credentials:
Login: nuq.reuters
Password: Password123

3. Click on **Feed** and then **Video**

4. Select the desired video to download by clicking on the thumbnail [Alternatively, you can type in Search box to get the desired content]

Note: Some videos will not be available for download due to geographical and copyright limitations. Ideally, look for RAW footages to avoid any such limitations or use the "**MY SUBSCRIPTION**" filter.
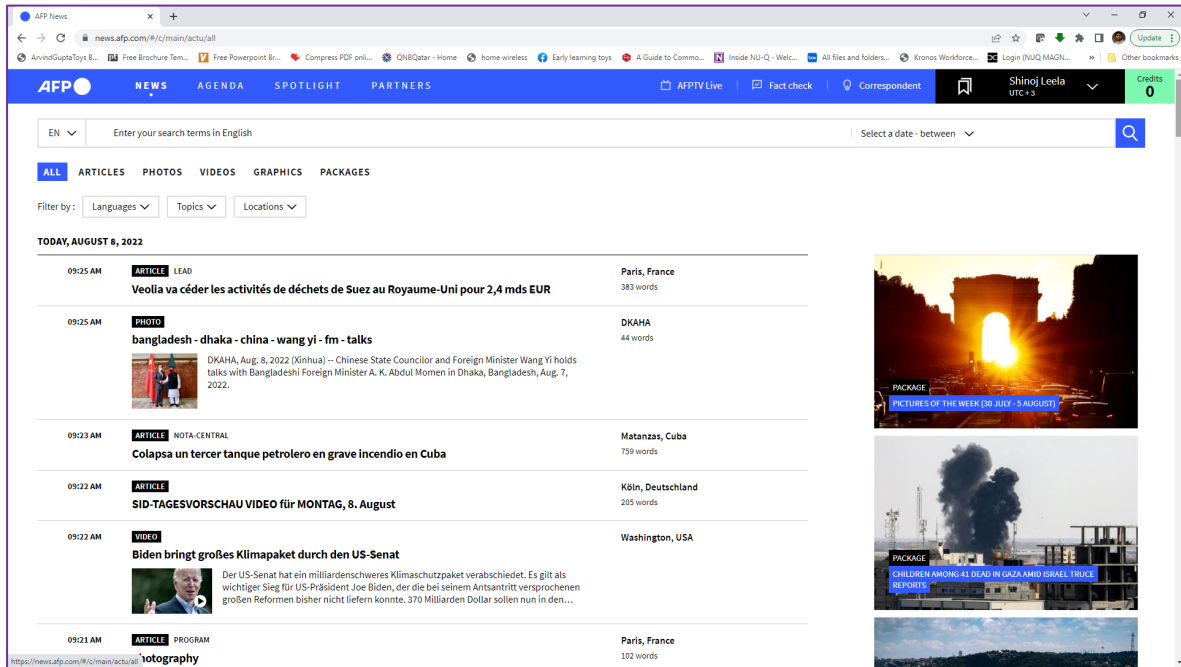
5. Click on "Download HD 50FPS (MP4)"
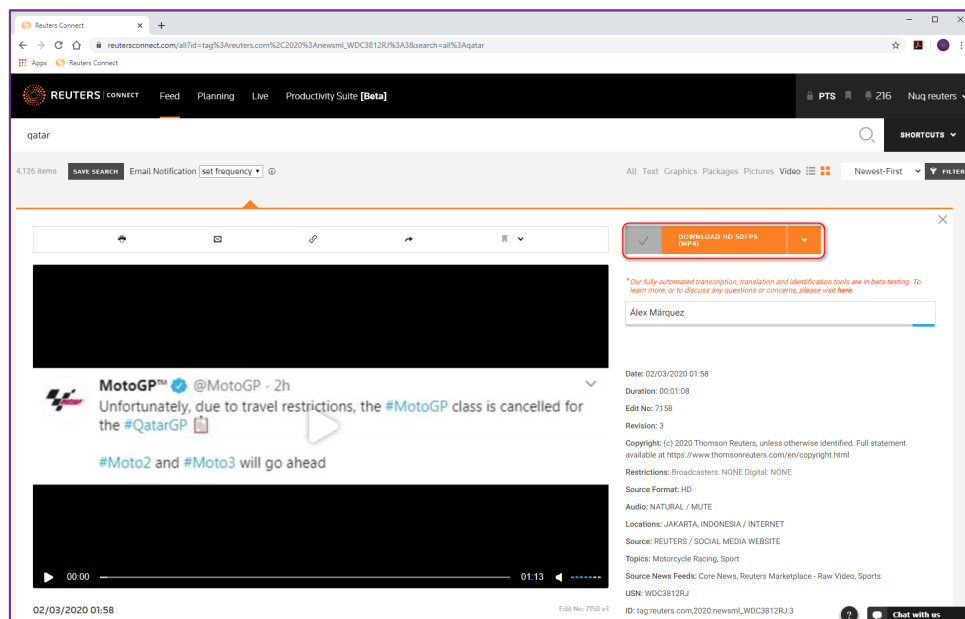
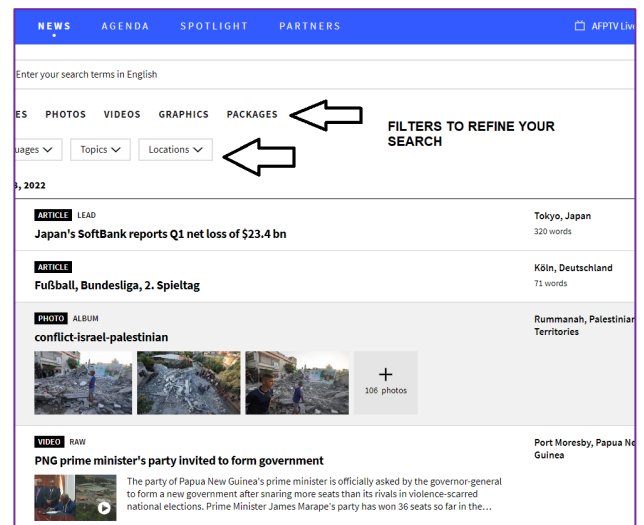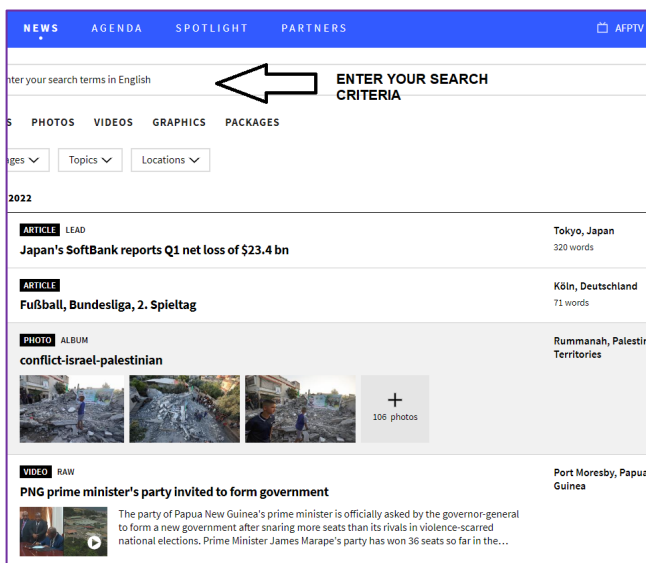6. The video will be downloaded to the "**AFP & Reuters**" folder of the respective user.

From AFP news agency

1. Open google chrome web browser by clicking the Google Chrome icon in the taskbar

2. The custom tab set to https://news.afp.com/ will appear

If prompted for a username and password use the following credentials:
Login: prodeng-alerts@qatar.northwestern.edu
Password: Password123

3. Once logged in to the AFP Forum website, insert the search criteria:
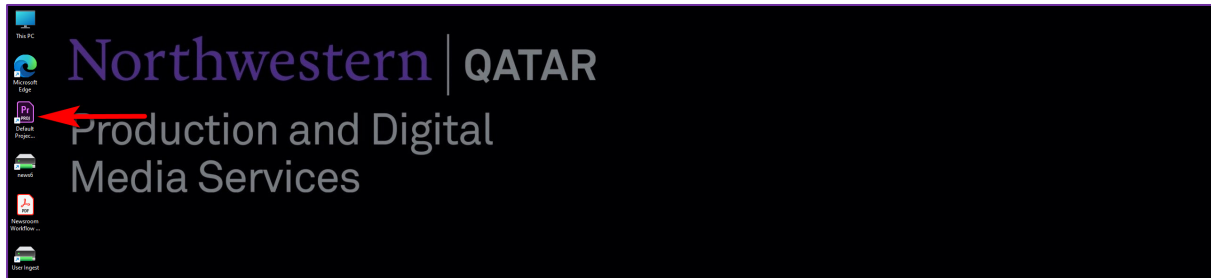4. You can refine your search by using the below options.

5   Once the video content is identified, click the "Download" icon below the corresponding content.
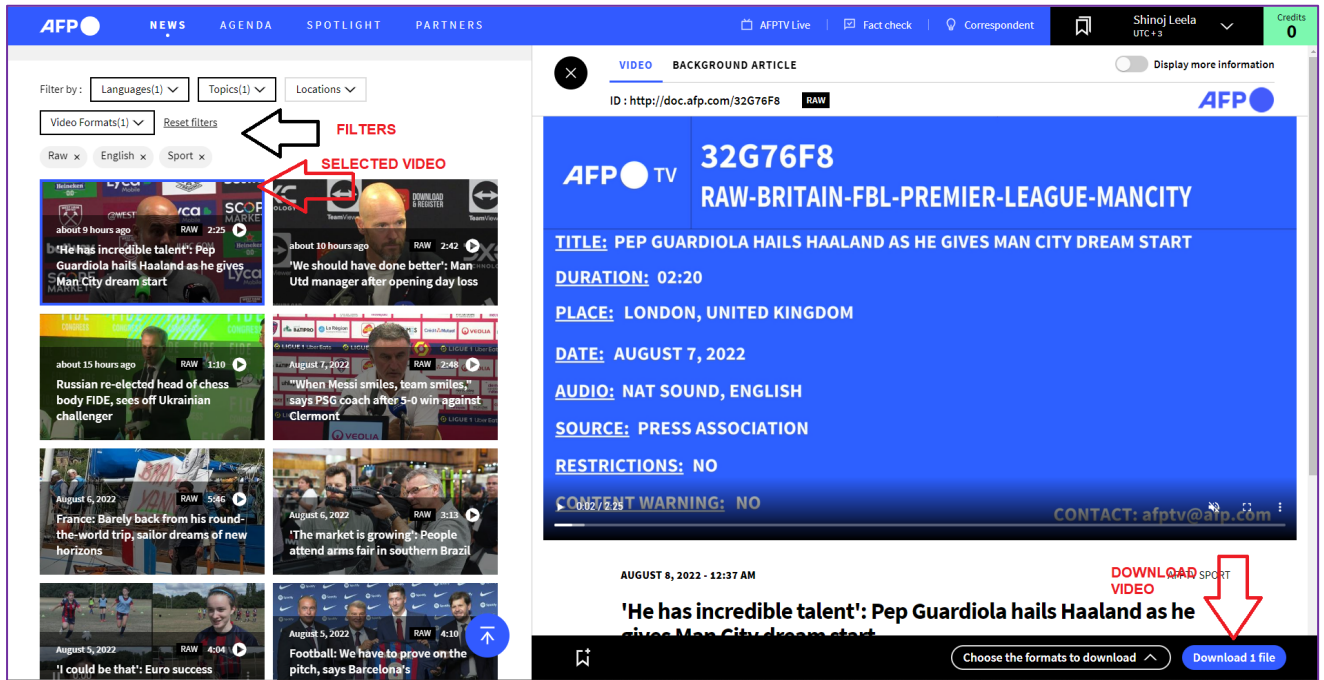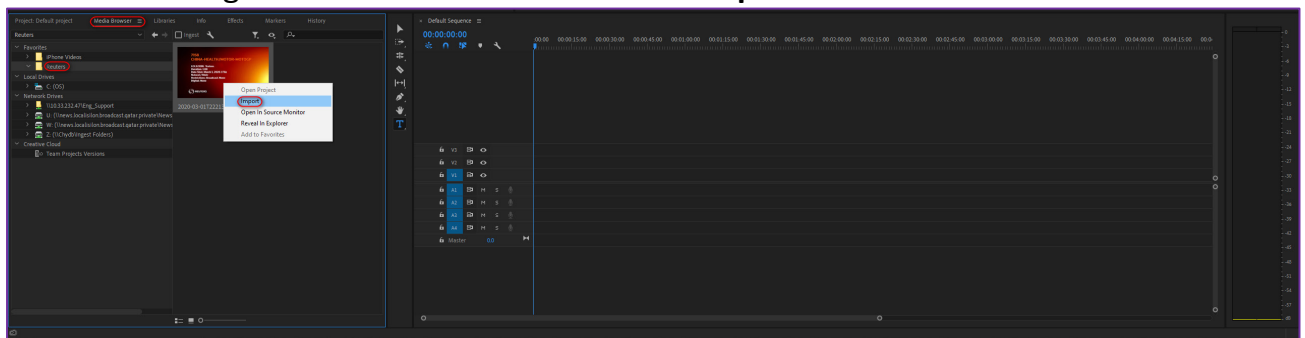

6   The video will be downloaded to the "AFP & Reuters" folder of the respective user.

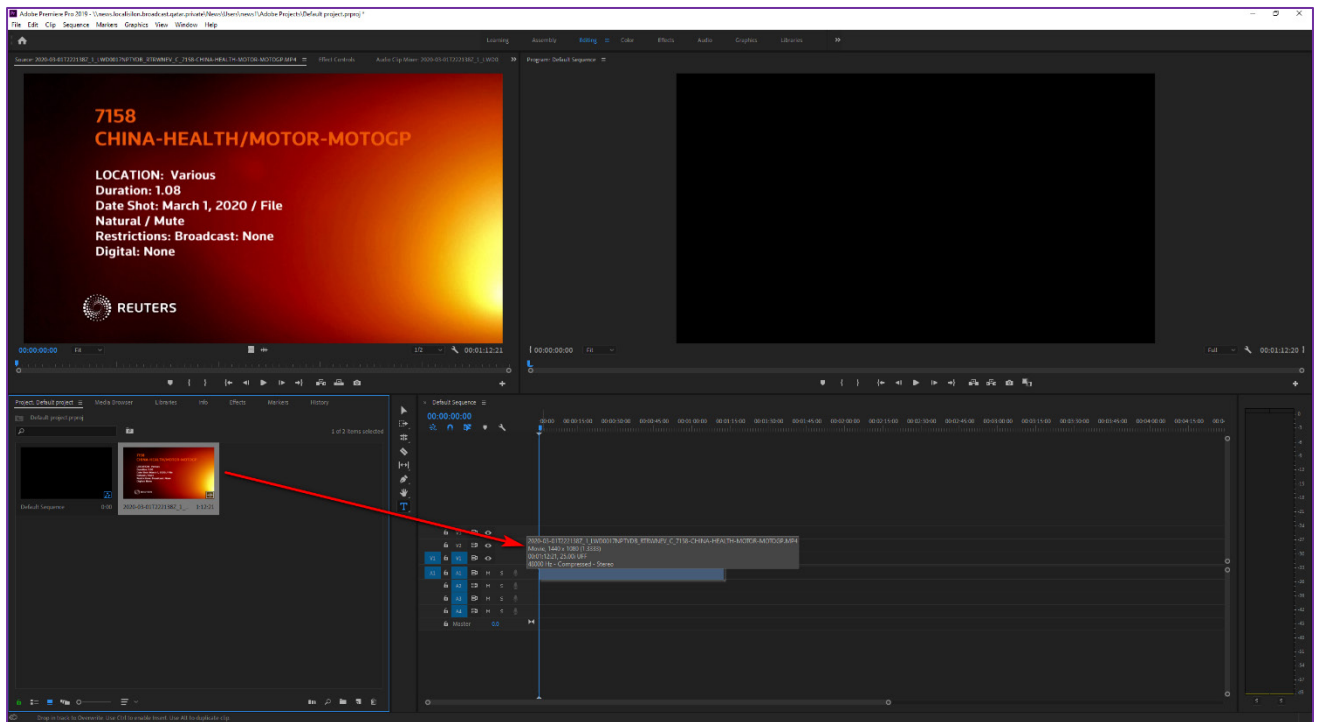## Exporting video to EVS using Adobe Premiere Pro

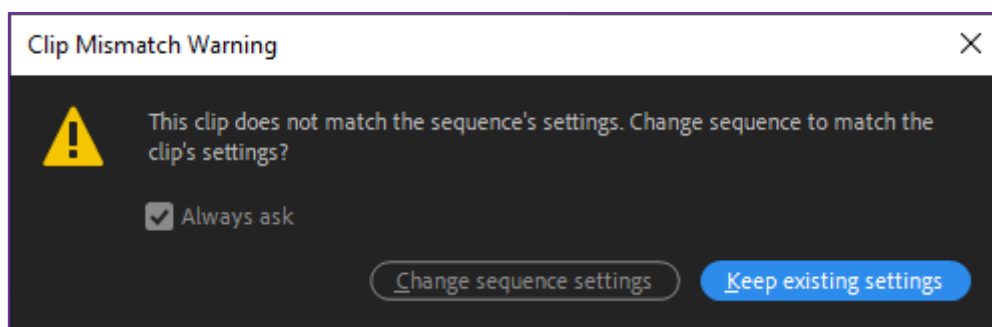1. Double click the Adobe Premiere Pro Default Project in the desktop

2. Navigate to the **Media Browser** window and under **Favorites** locate:
    -   AFP & Reuters -> "the video file"
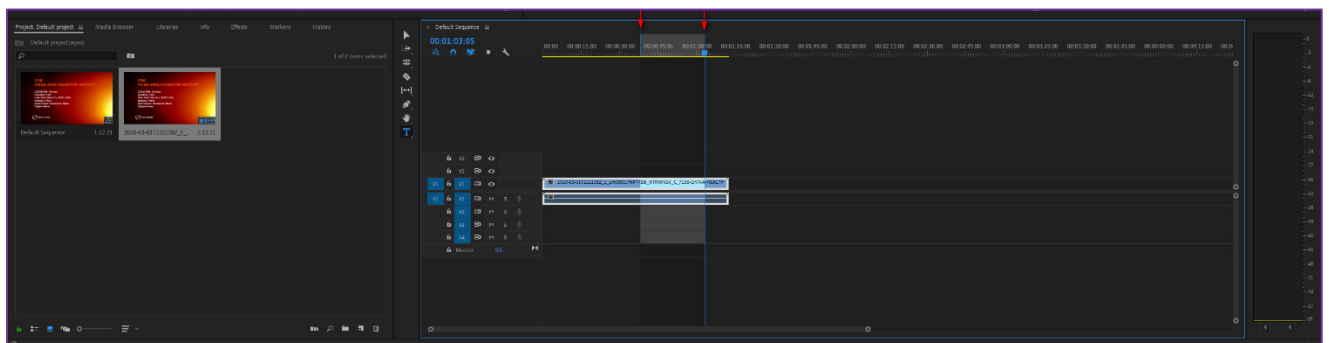   -   Right-click the video file and select **Import**"

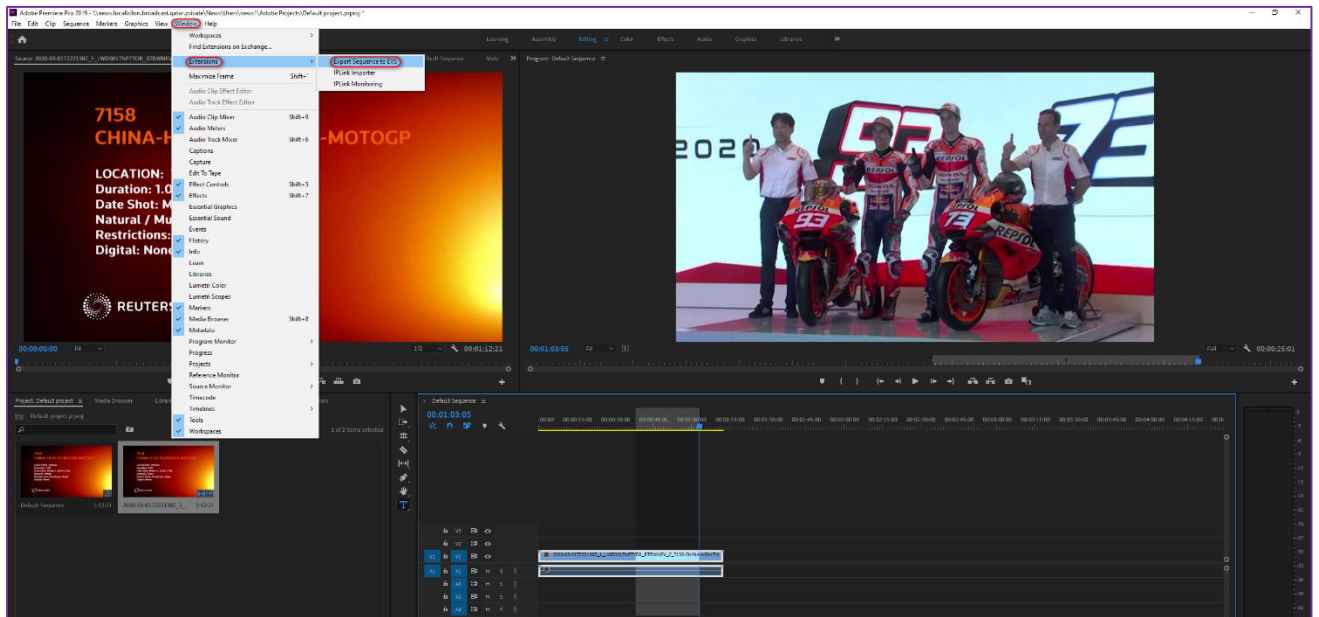3. Double click the video and drag the video to the timeline window

4. If prompted with Clip Mismatch Warning, click on **Keep existing settings**.

5. Mark the IN and OUT from the timeline window as required
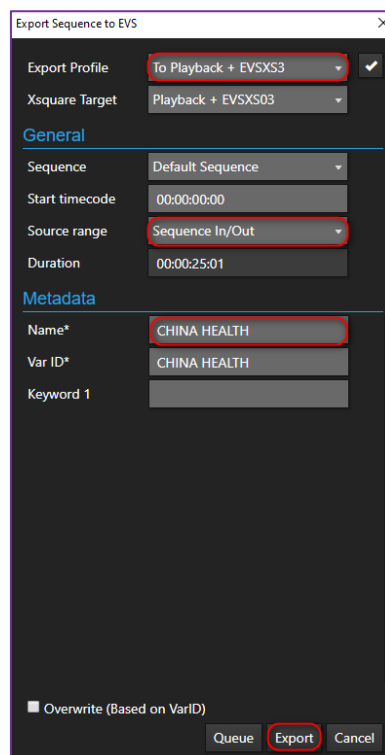
6. Click on **Window -> Extensions -> Export Sequence to EVS** from the toolbar.
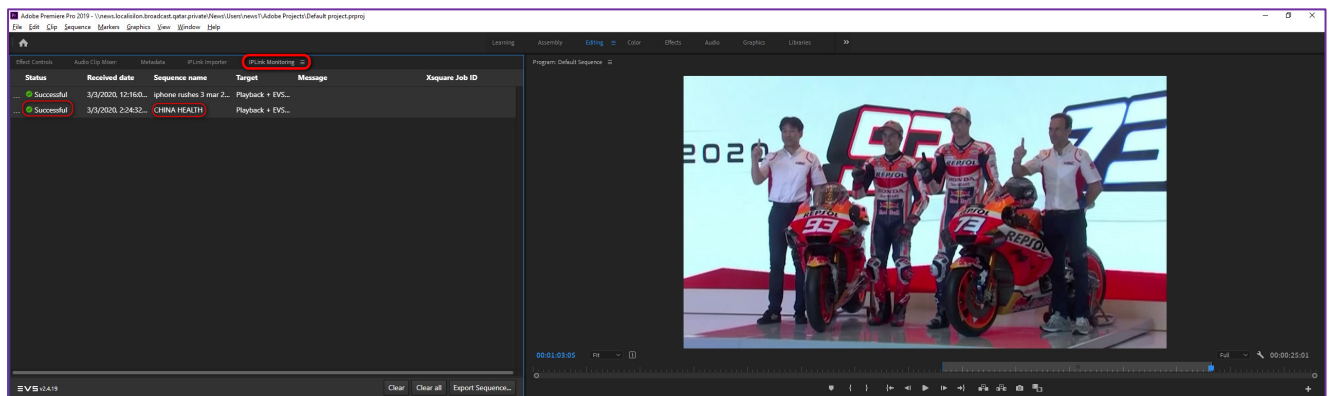

7. Set the following parameters on the Export pane
   - Export Profile - **To Playback + EVSX3**
   - Source range – **Entire sequence** or **Sequence In/Out** if marked
   - Name* - **Project name** or **Story Name** as instructed
   - All other fields are auto filled
   - Finally click on **Export**

8. Click on IPLink Monitoring tab in the preview window and make sure a **green tick**
    with a **Successful status** appears

Now the video is ready for use in ENPS rundown

In case of errors in export, reach out to production@qatar.northwestern.edu

SECTION 04 – Ingesting images for Chyron graphics templates

Image download recommendation

Always choose a standard resolution image while using for the chyron templates.
One tip is to suffix 1920X1080 to the search.
This can help narrow down the search and find the image with the industry standard resolution.

For instance, instead of typing Qatar Flag in the search engine, type Qatar Flag 1920X1080 to obtain a HD image
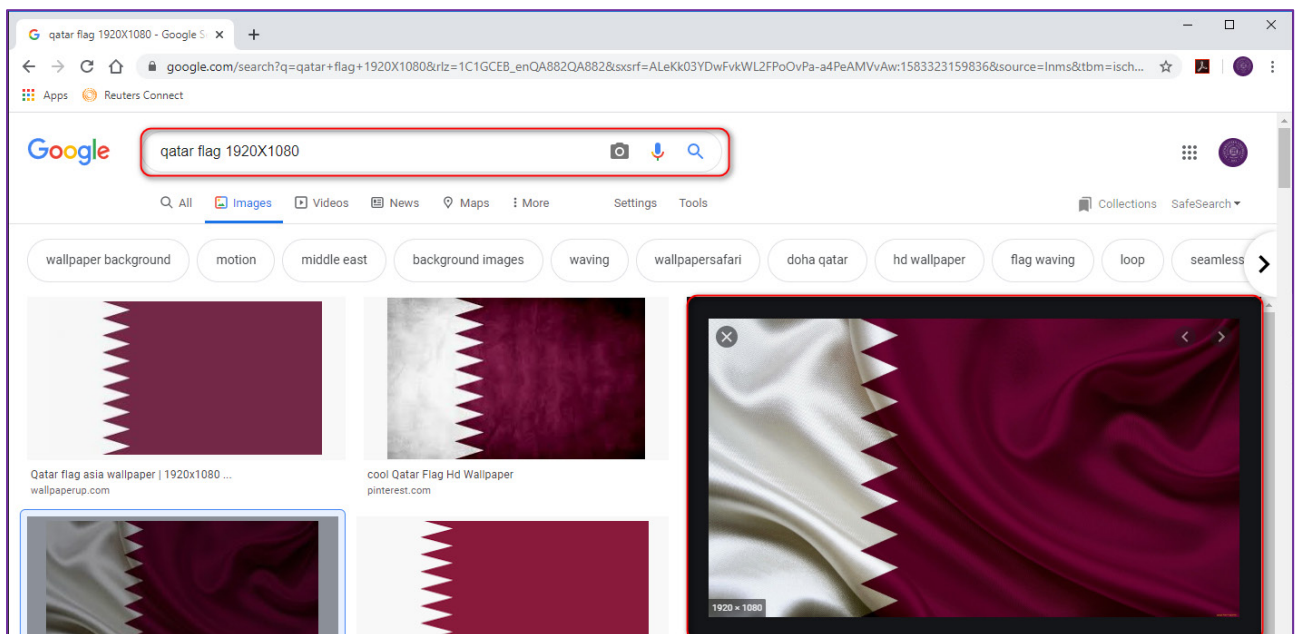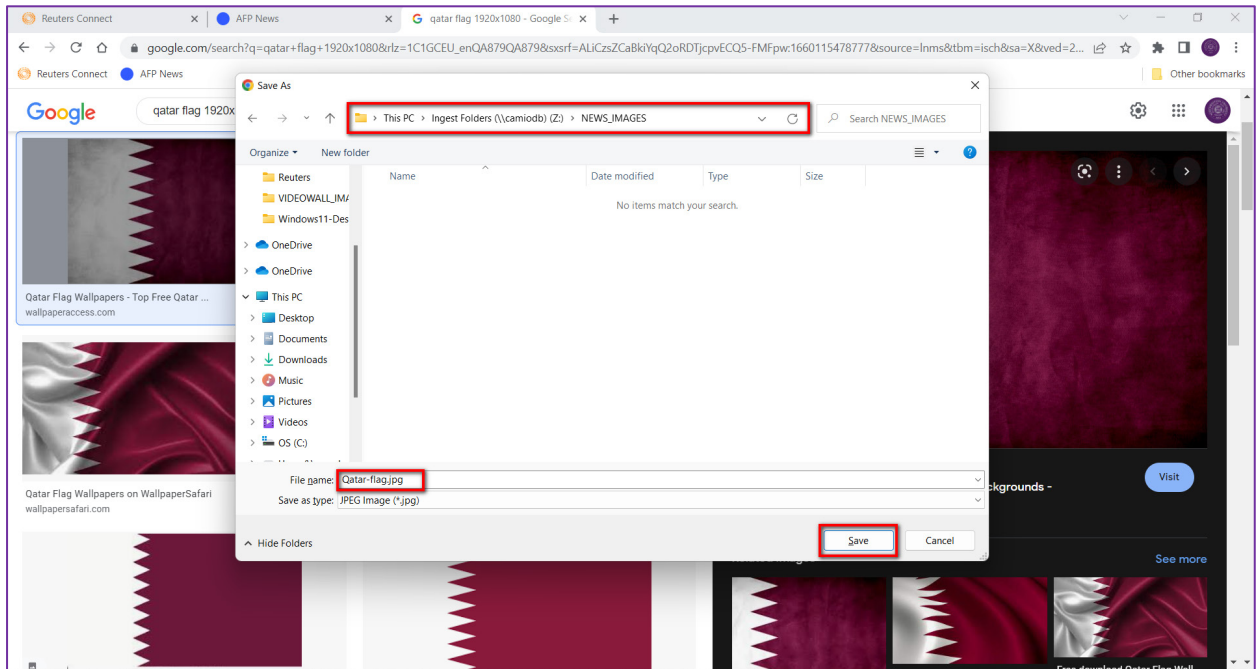

Save the image in the mapped network drive Z:

1. Right click and click **Save image as**
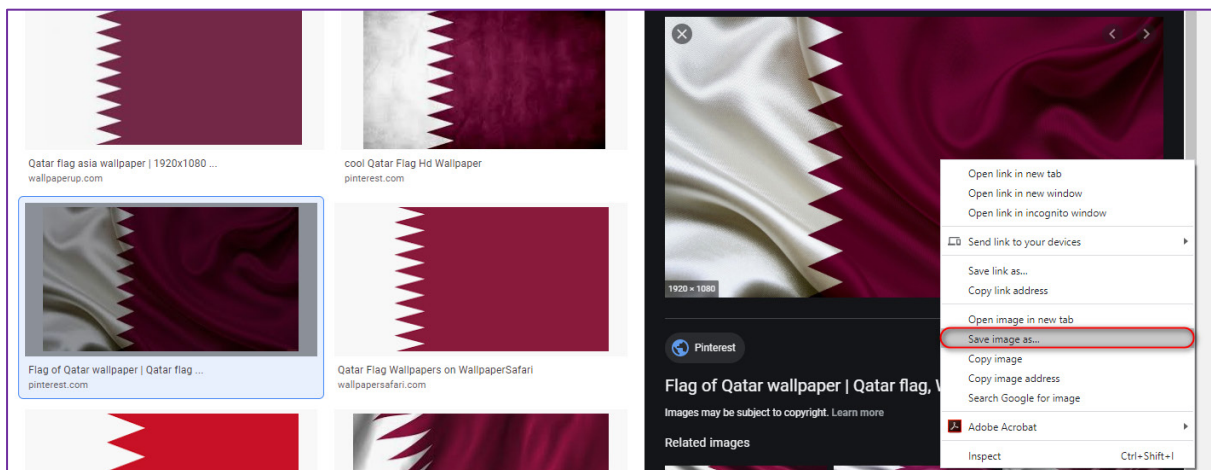
2. Navigate to Z: mapped drive and open **NEWS_IMAGES** give it a logical name and save
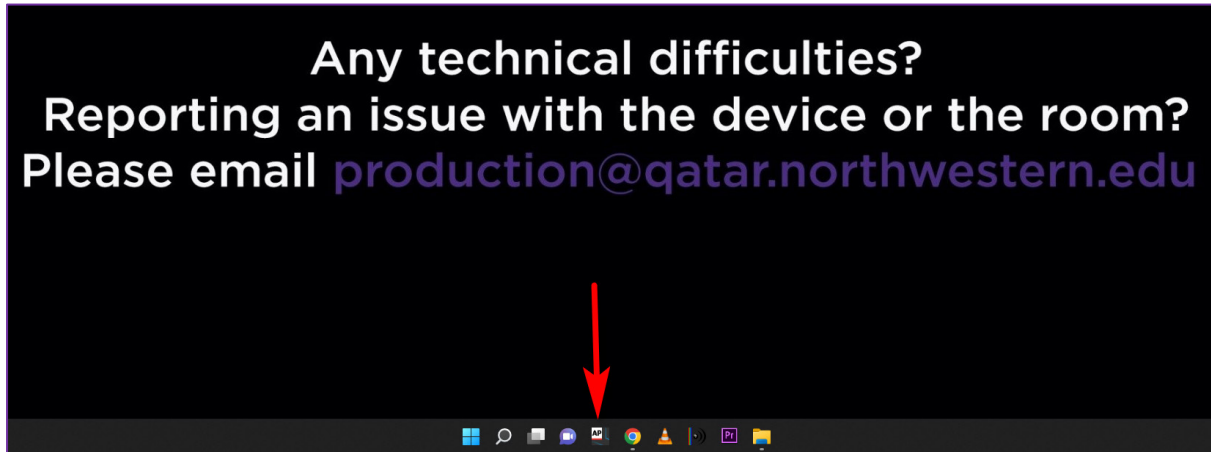

Now the image is ready to be used in a Chyron template.
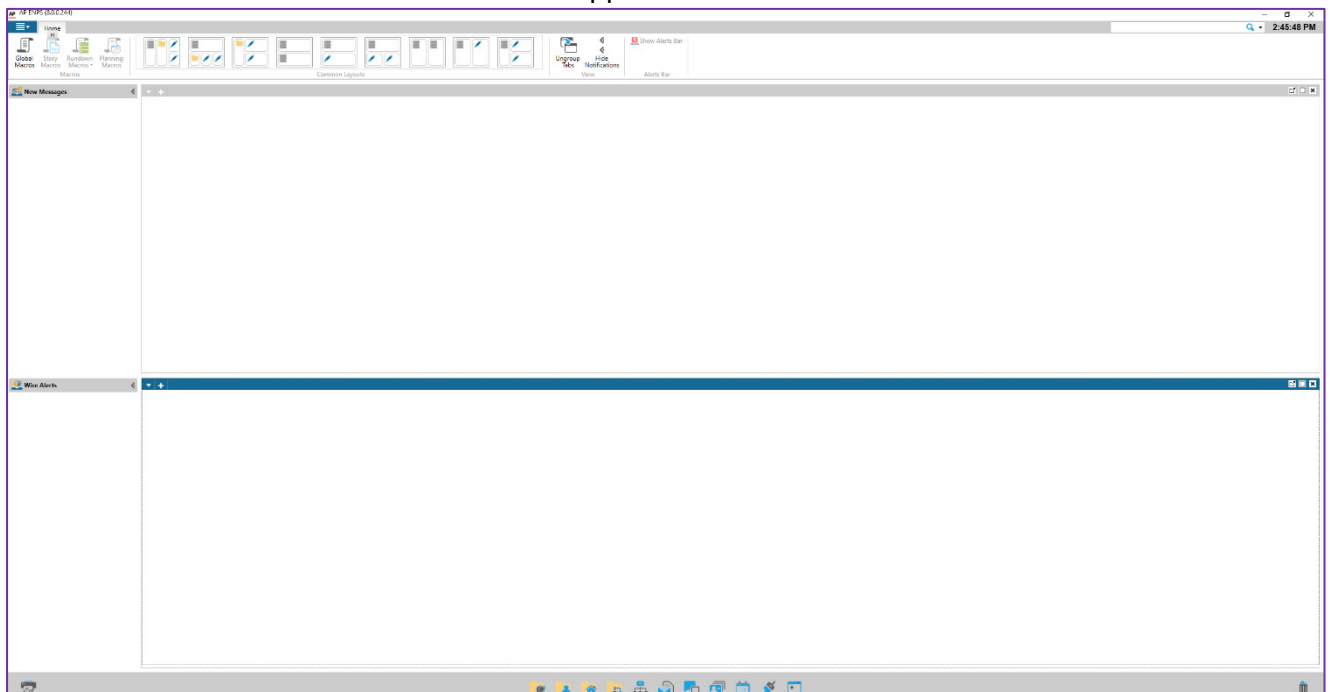To use image as a graphics element in the ENPS rundown refer to section Adding images to news graphics template

SECTION 05- ENPS – Getting Started

Launching the ENPS application
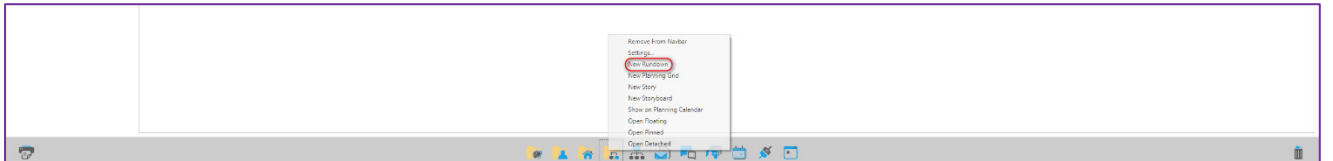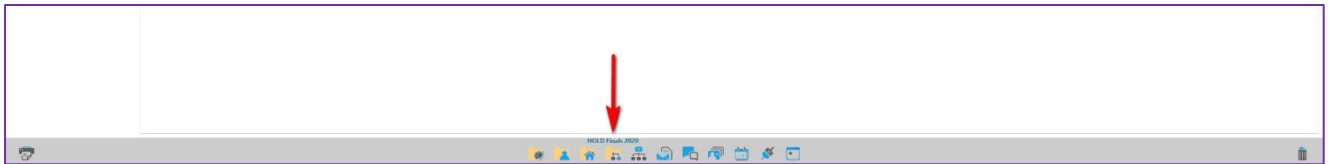
1. Click on the AP|ENPS icon in the taskbar

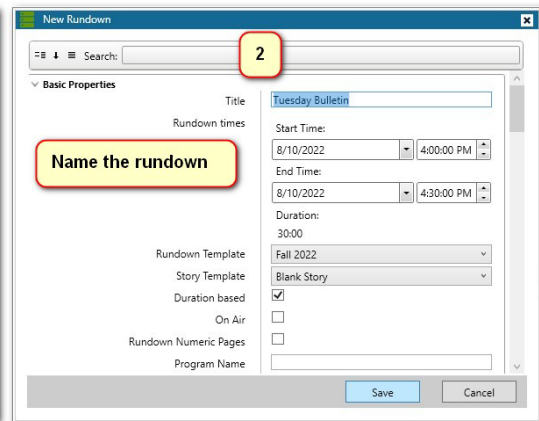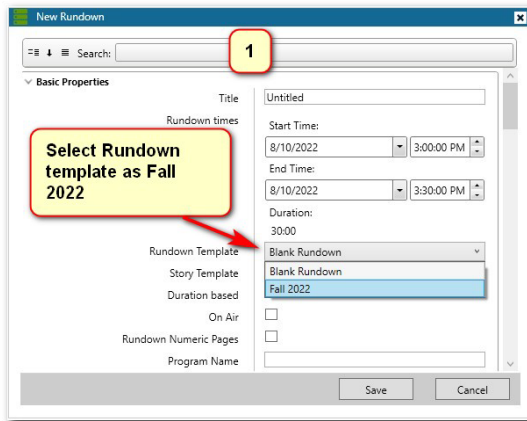2. A custom created ENPS window will appear

Creating a new rundown in ENPS

1. Right click on the folder icon named **HOLD Finals 2022** in the Navbar and select **New Rundown**
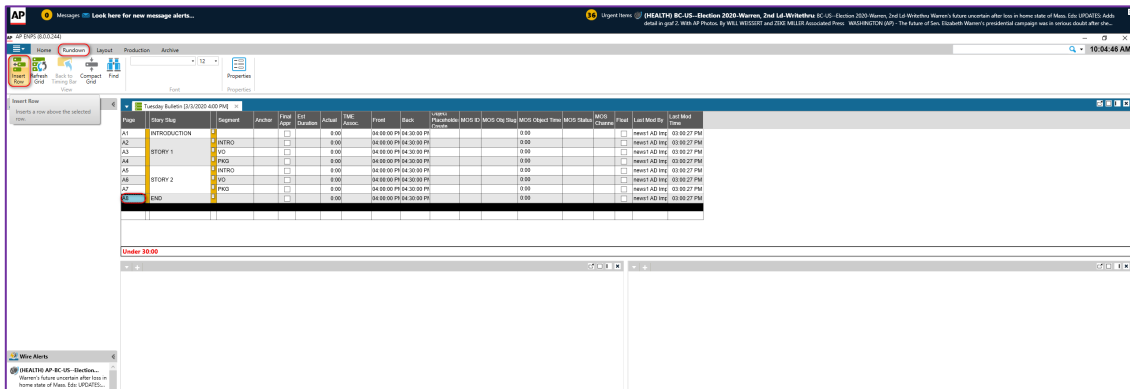

2. Select **Fall 2022** from the rundown template and give a **Title** for the rundown.
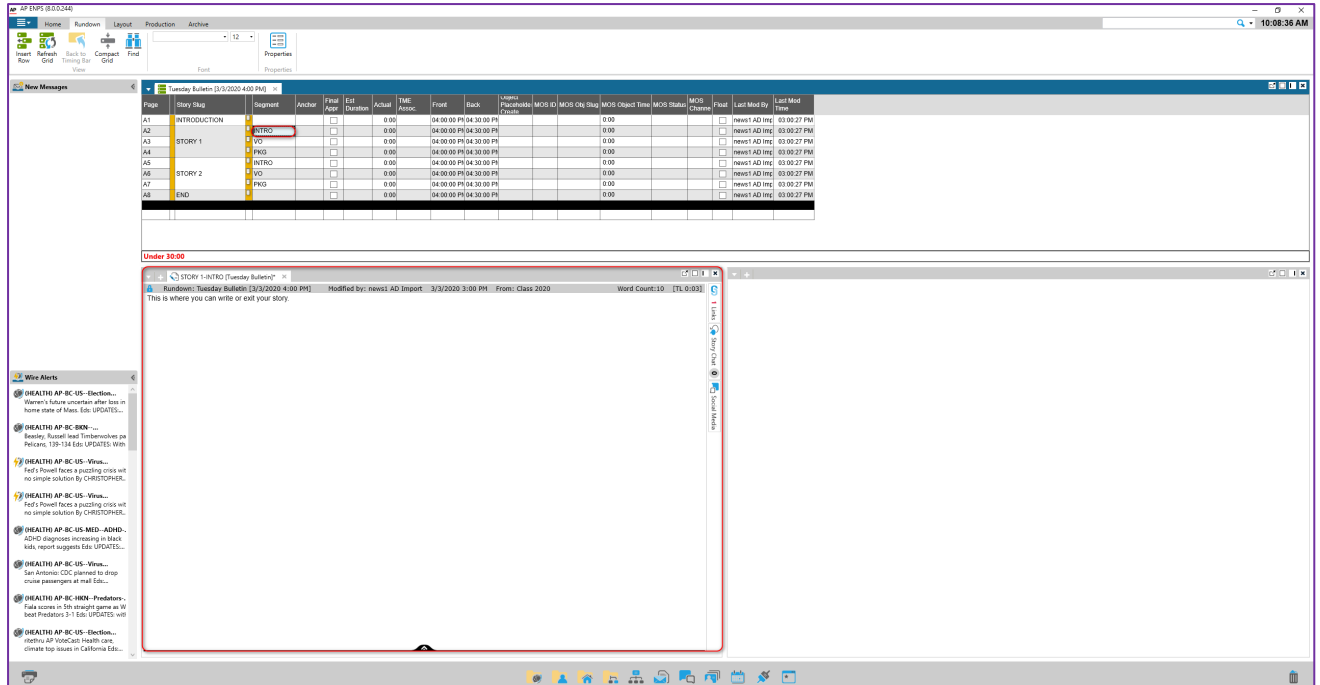

Inserting rows in ENPS rundown

1. **Select the Row** from the rundown where the new row is desired [The new row will be inserted before the selected row]
2. Select **Rundown tab** from the ribbon
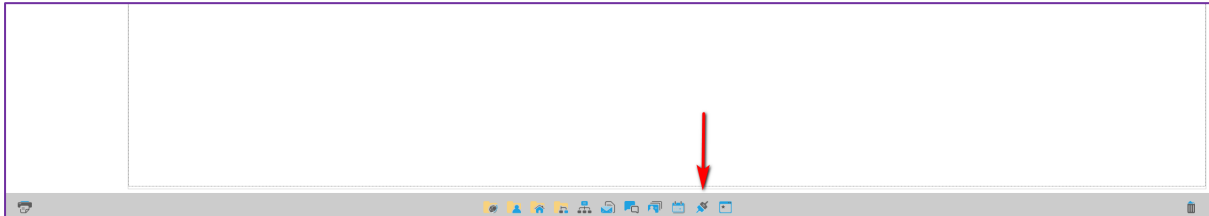3. Select **Insert Row**

Writing and editing a story in ENPS rundown

1. **Double click** on the segment that you want to edit
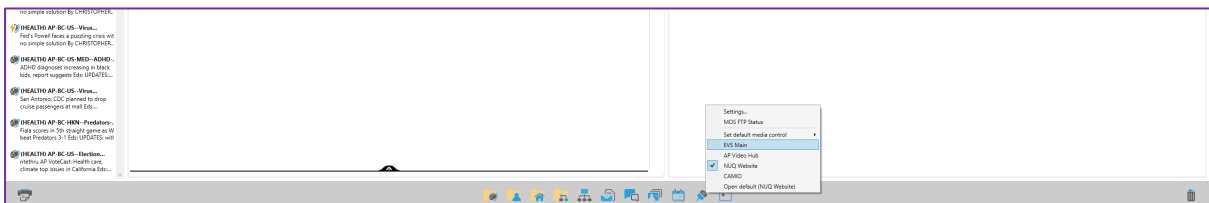2. Write or edit your story in the script pane

Adding video packages to the story using EVS MOS

1. Refer SECTION 03 to make videos available for your story in ENPS
2. Open the story that you want to add video packages
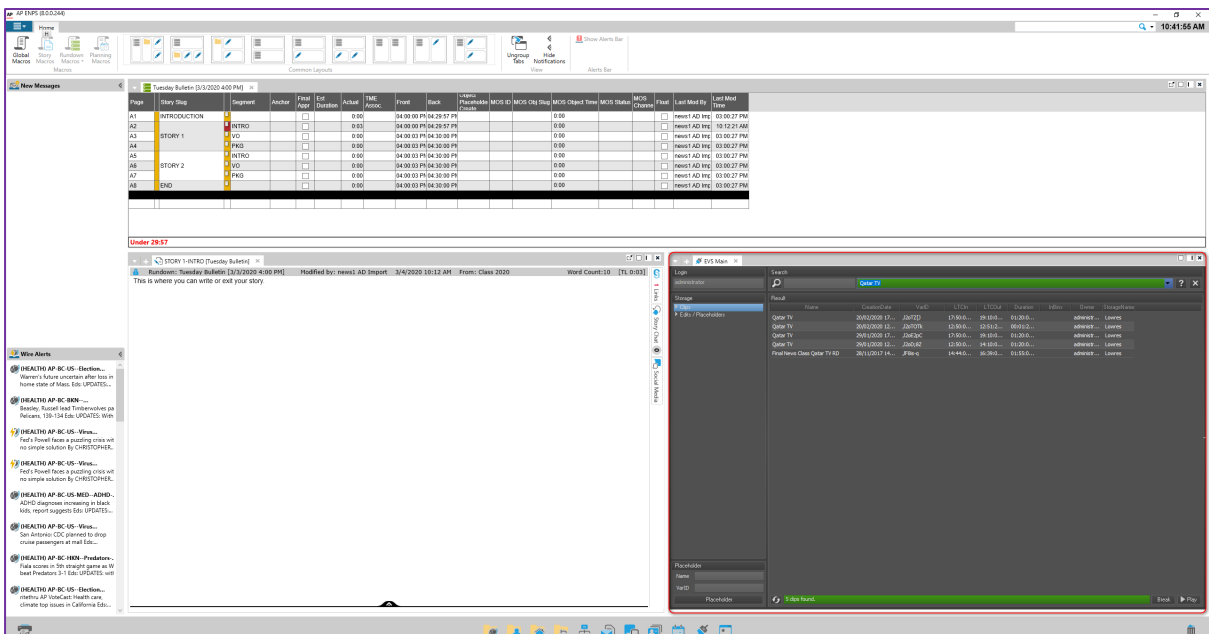3. Locate the **MOS** icon in the Navbar

4. **Right-click** the **MOS** Icon and click **EVS Main**

5. The EVS window will appear with all the video packages in its database.
6. Use the Search pane to locate the file that was ingested by **Name**. In this case searching by the name Qatar brought the below mentioned results.

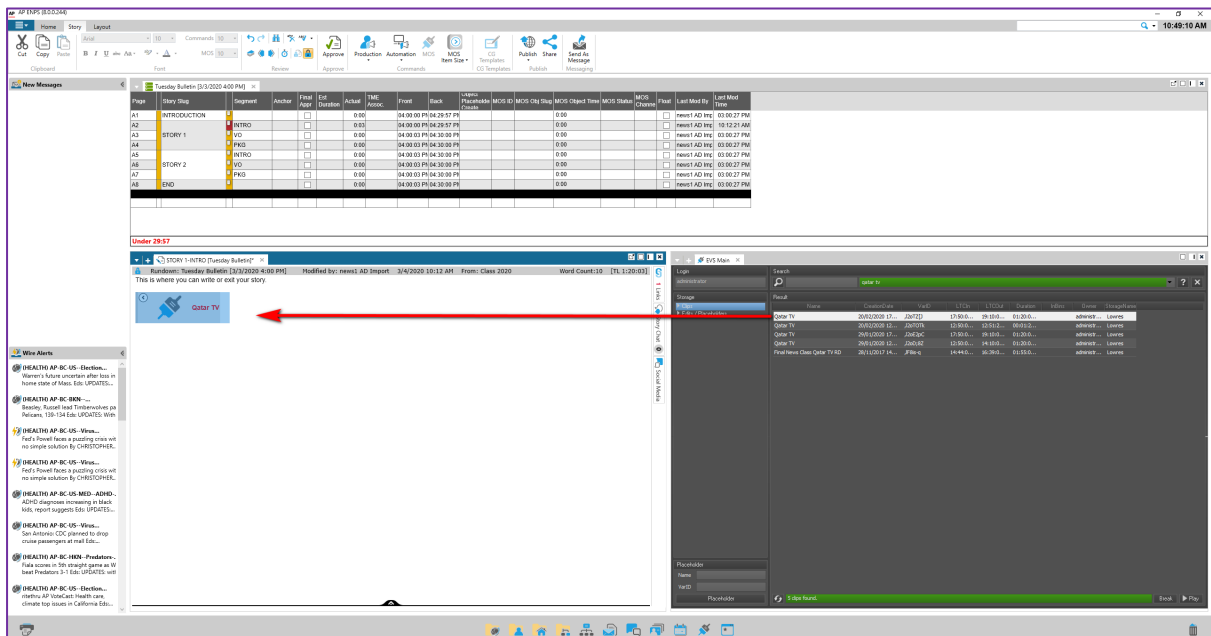Note: The search is NOT case-sensitive

Quality check the video package and drag it to your story

Double click the package and the EVS player opens with the package. Play the clip and check if the package is as intended.
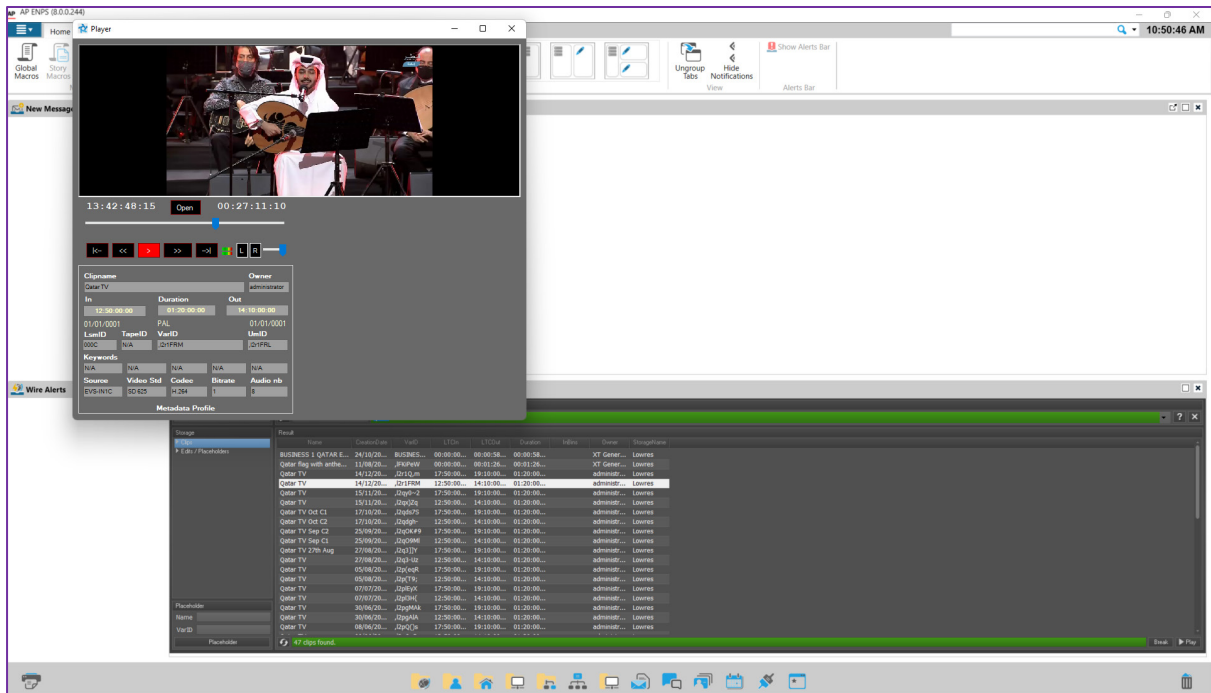
**Left click** the desired video package and **drag it** to the story pane


Press **"CTRL+S"** to save the story

Note: <u>Always remember to save the story before publishing</u>. Failing to do so will render the story null.

Adding news graphics [Lower thirds, OTS, Full Frame] to the story using Chyron CAMIO Plugin
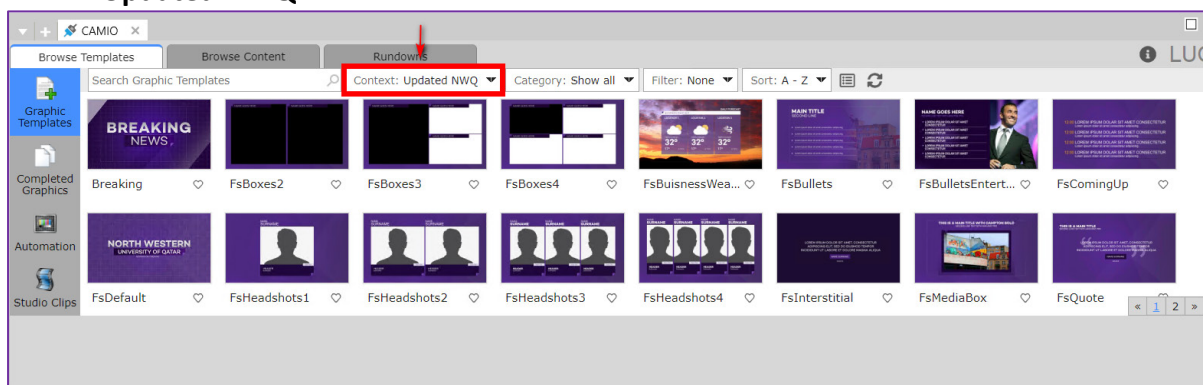
1. Open the story that you want to add graphics.
2. Locate the **MOS** icon from the Navbar and left click or right click and select **CAMIO.**
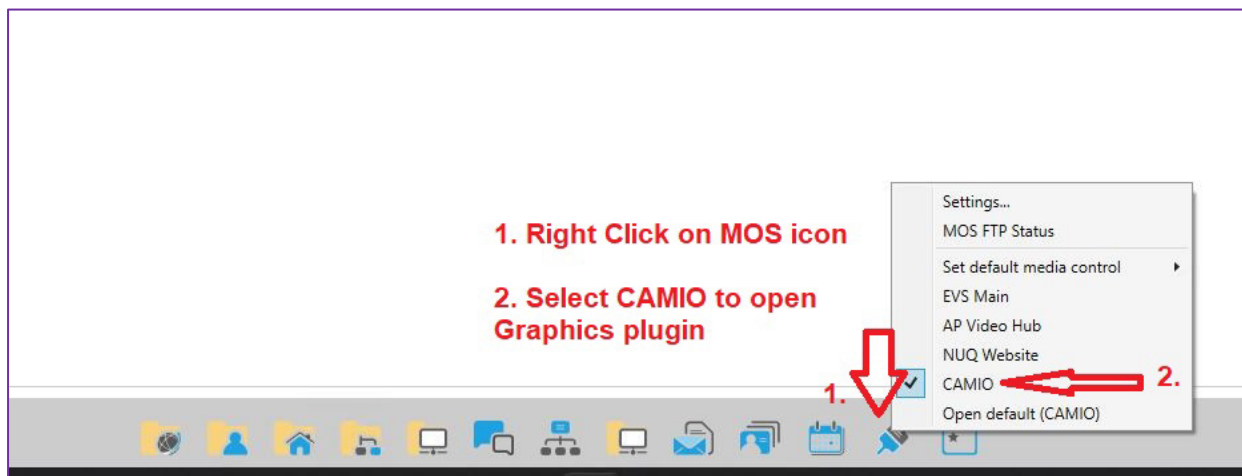
3. If asked for username type "admin" and click the login button.
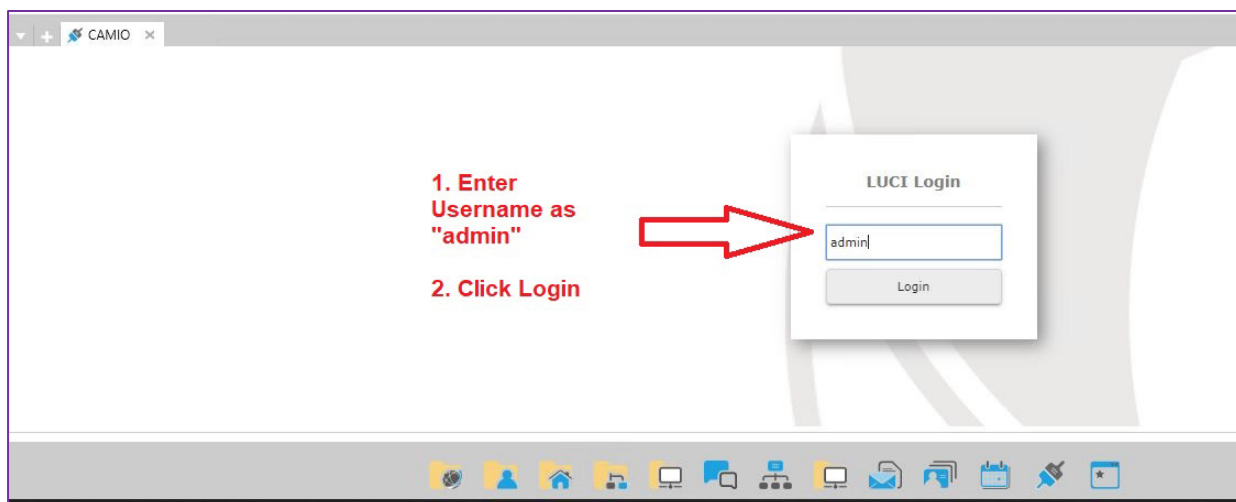
4. Choose the desired template from the Context drop down menu by selecting **Updated NWQ.**

Double click the desired template. For instance, choose **Lower Third, fill the text contents,** and make sure the Channel and Layer is selected as 1 according to the below picture
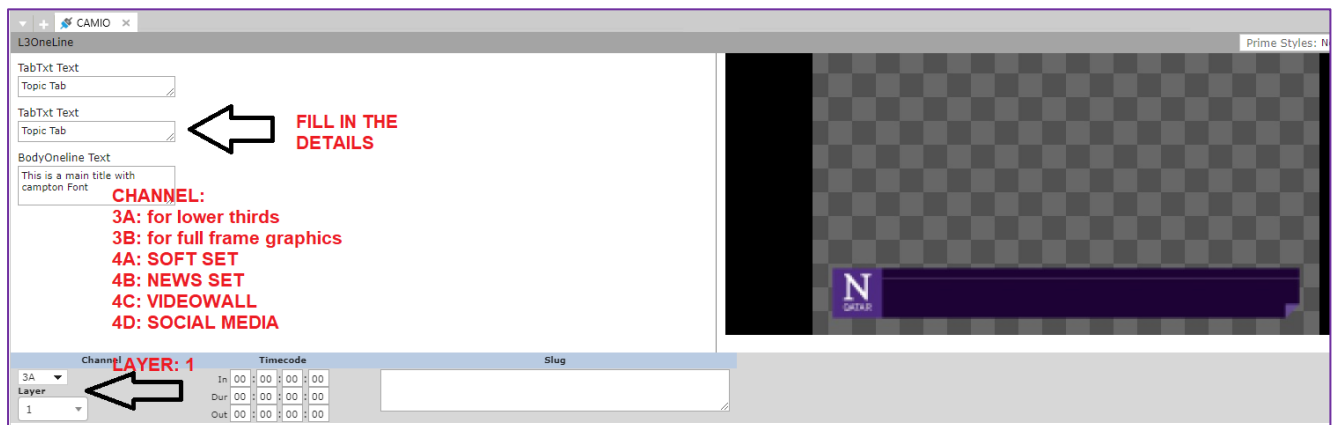
Channels:

3A: for Lower Third Graphics

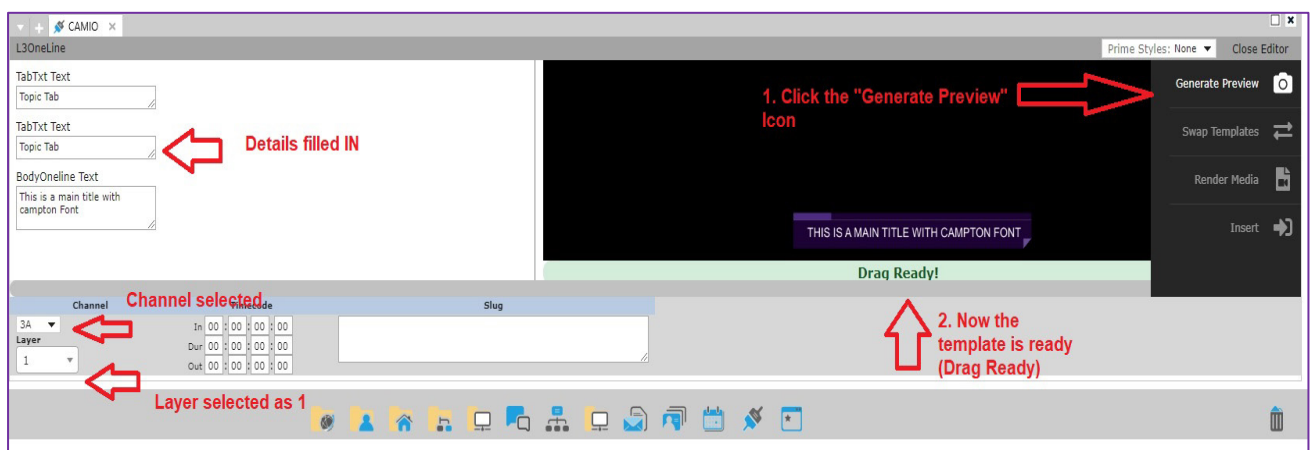3B: for Full screen Graphics

4A: for Soft Set Graphics

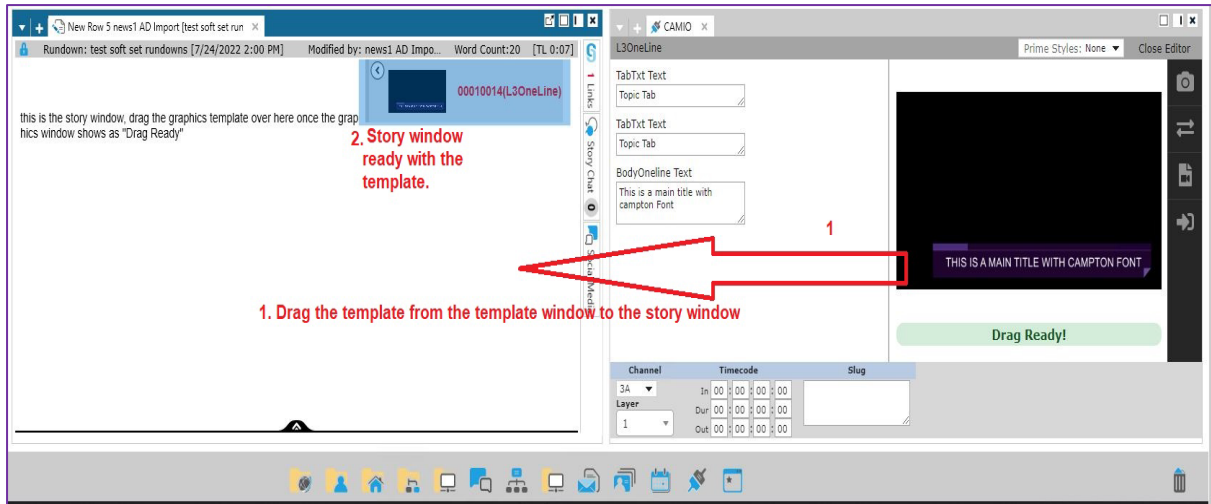4B: for News Desk screen Graphics

4C: for Videowall Graphics

4D: for Social Media Graphics

5. After filling in the details, selecting the channel and layer, click on "**Generate Preview**" icon to create the thumbnail

6. Now the template is ready to be inserted in the required rundown story. Open the story and drag the template onto the story window.

7. Press "**CTRL+S**" in keyboard to save the update in ENPS.

Adding images to news graphics template

Note: Before you begin, reach out to Production department at production@qatar.northwestern.edu to know which Chyron graphics templates can accept images.

1. Refer SECTION 04 to make images available for your story in ENPS
2. Follow till step 3 in Adding news graphics section
3. Select the desired graphics template to use the image in. For instance, double click on **FsWeatherMap** template from the News templates.
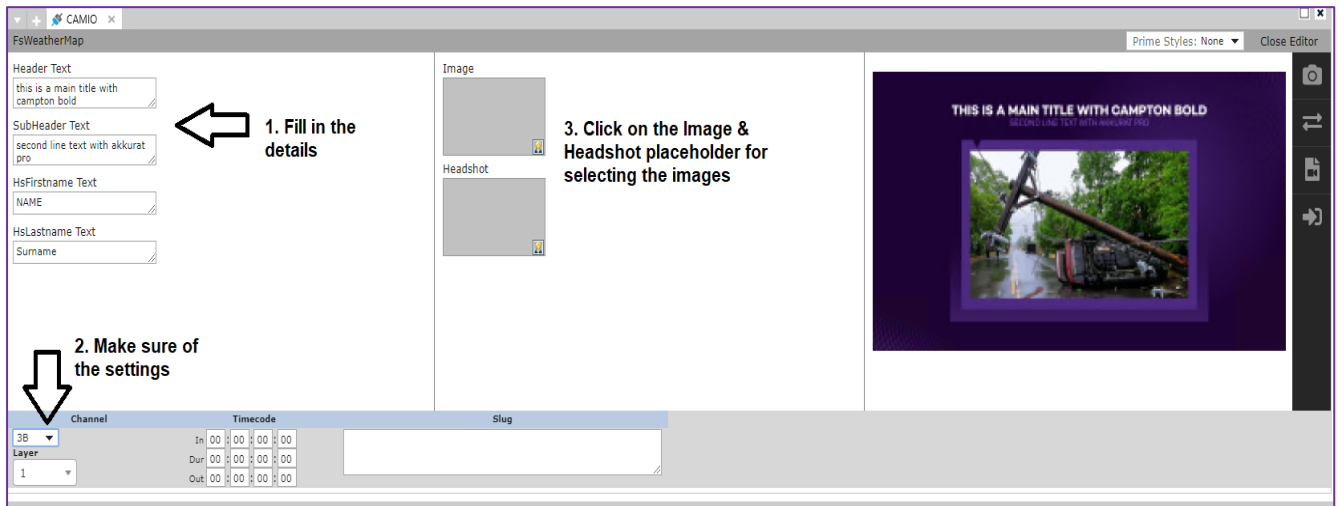

4. Click on the Image & Headshot placeholder which will navigate to select Images
5. Choose the context as "News" or select "Show All"
6. Search for the name of the image that was ingested in SECTION 04
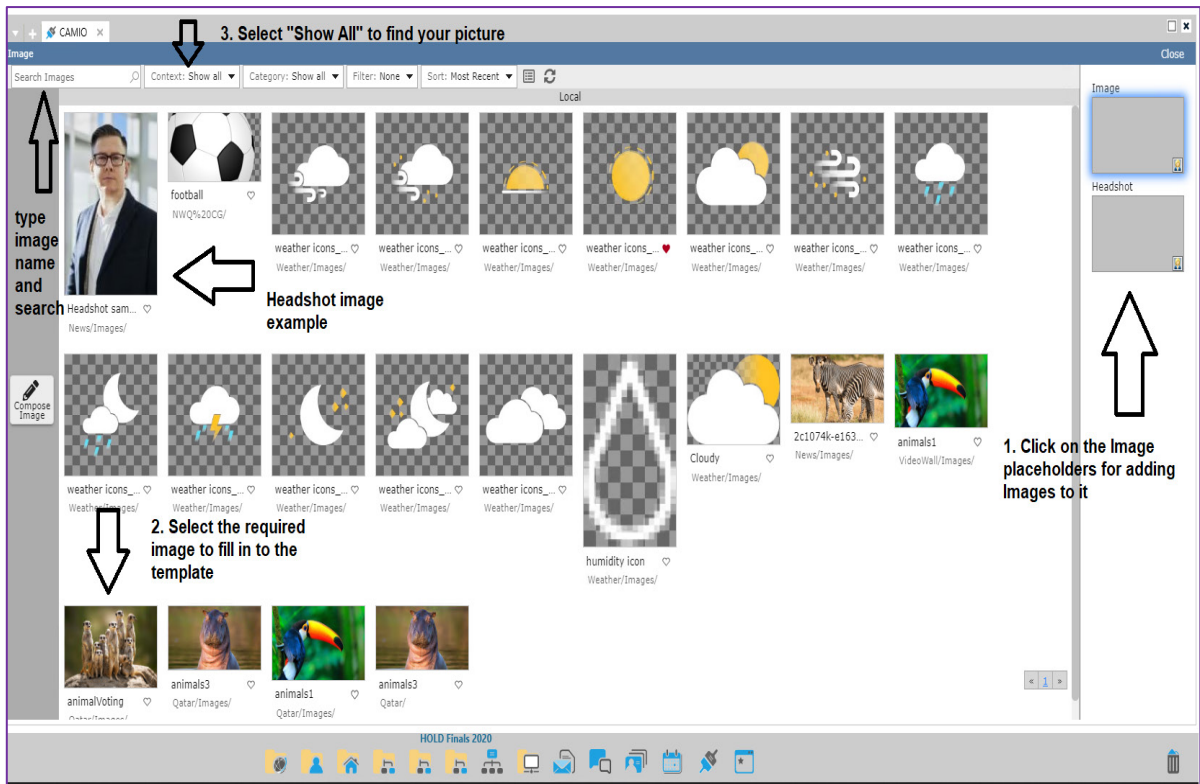
7. Selected image/images will then update on the relevant fields as shown below, close the image selection window (or **double click on the image**) once its updated.
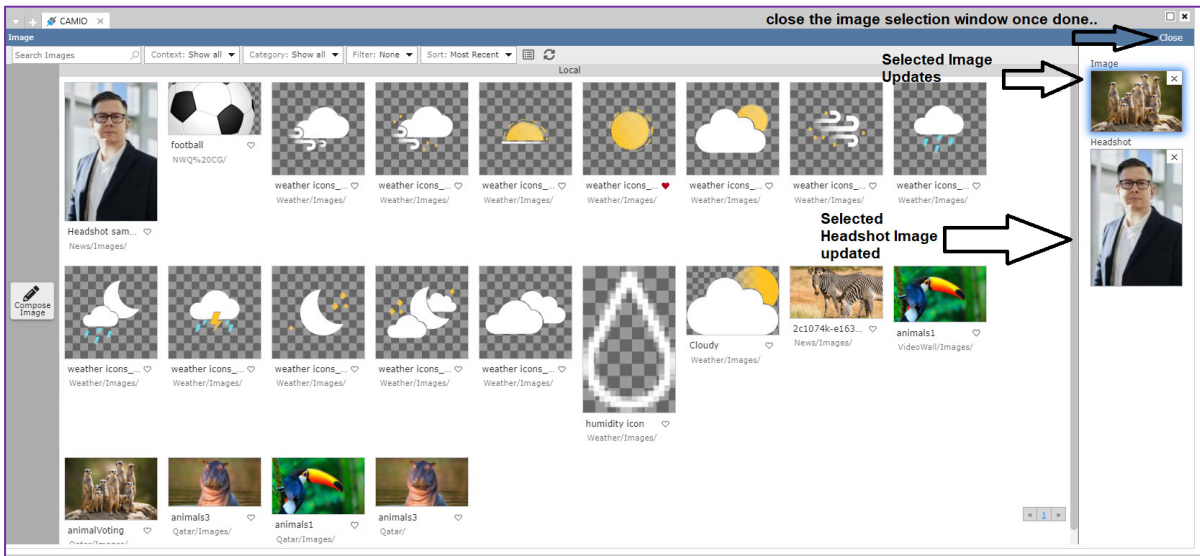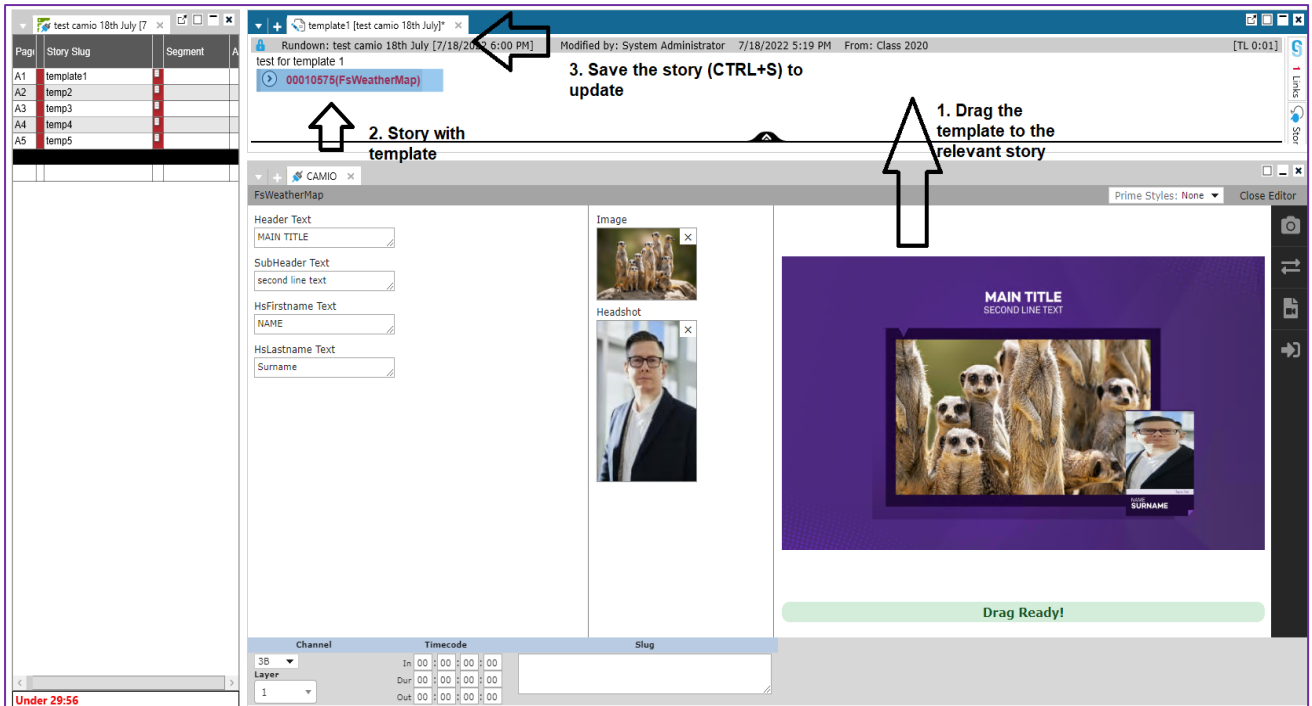

8. Click on "Generate Preview" icon to create the thumbnail.
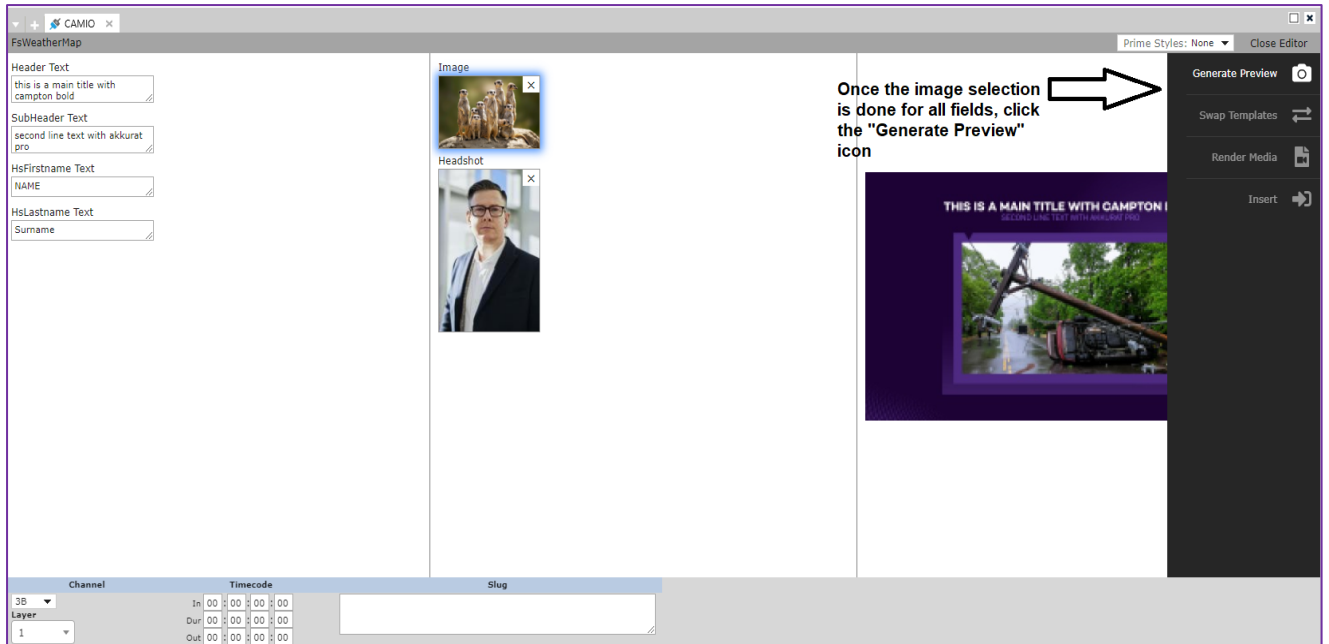
9. Thumbnail creates and "Drag Ready" message appears which means the template is ready to be inserted in ENPS
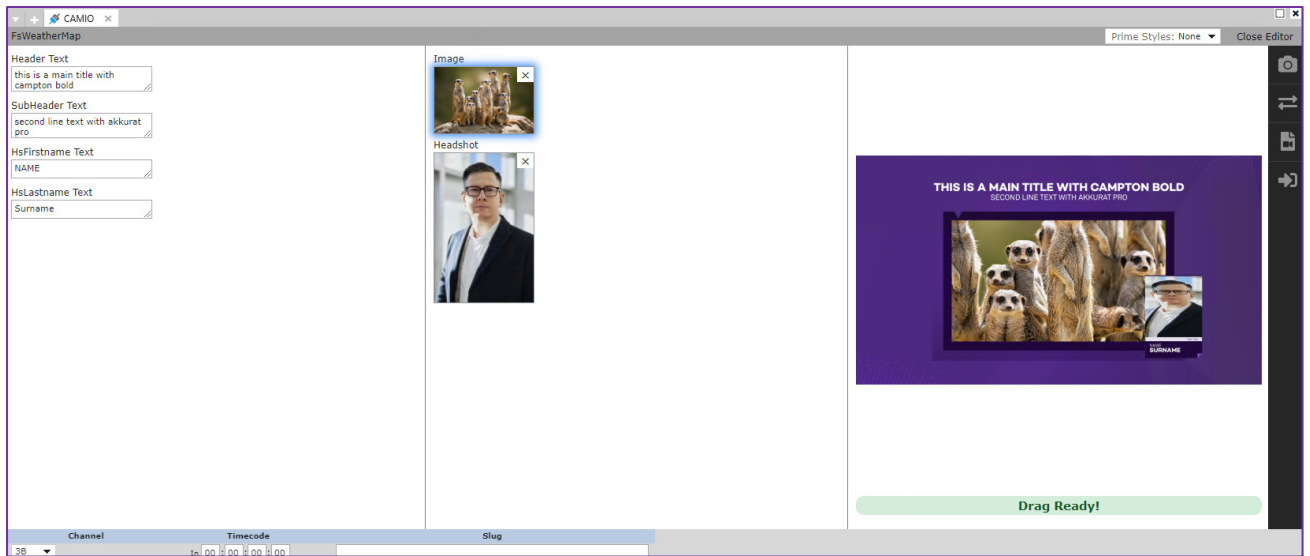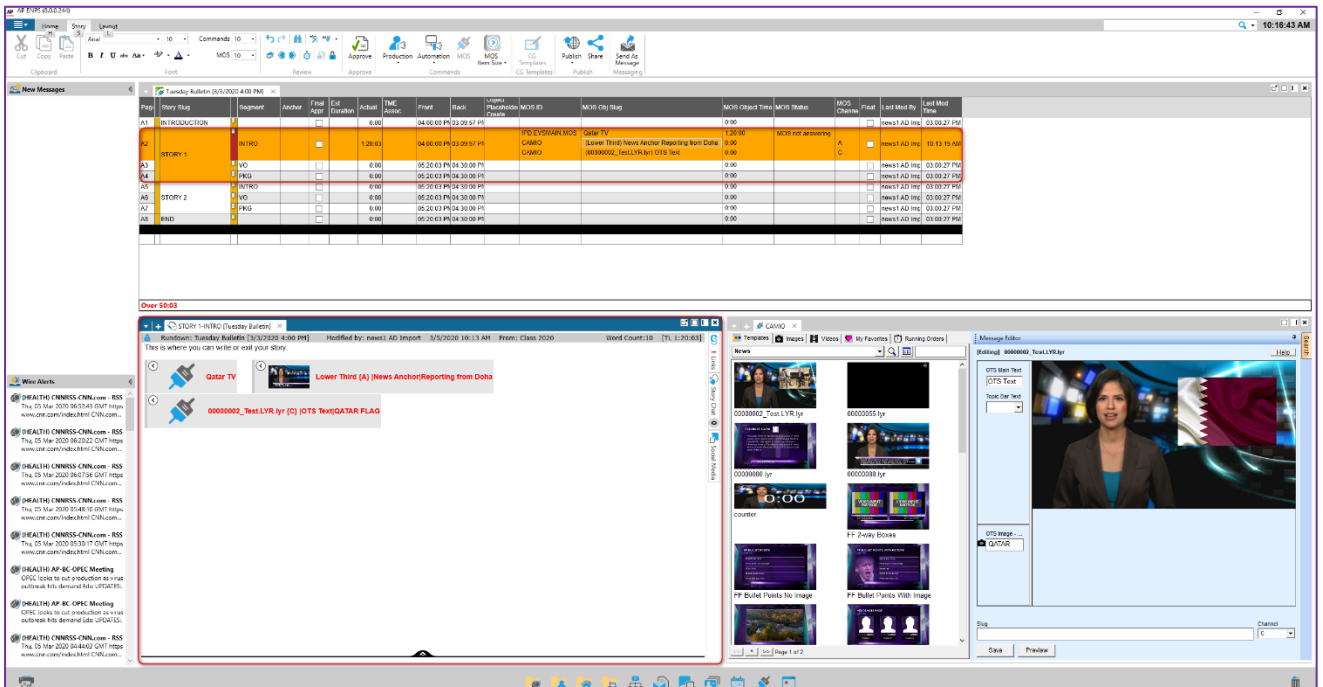

10. Now drag the template preview to the relevant story and hit "**CTRL+S**" to save the update in ENPS.

Saving the story in ENPS

1. Click in the story pane and hold **CTRL+S** to save the story
2. The row and the slug will **flash orange three times** indicating the save
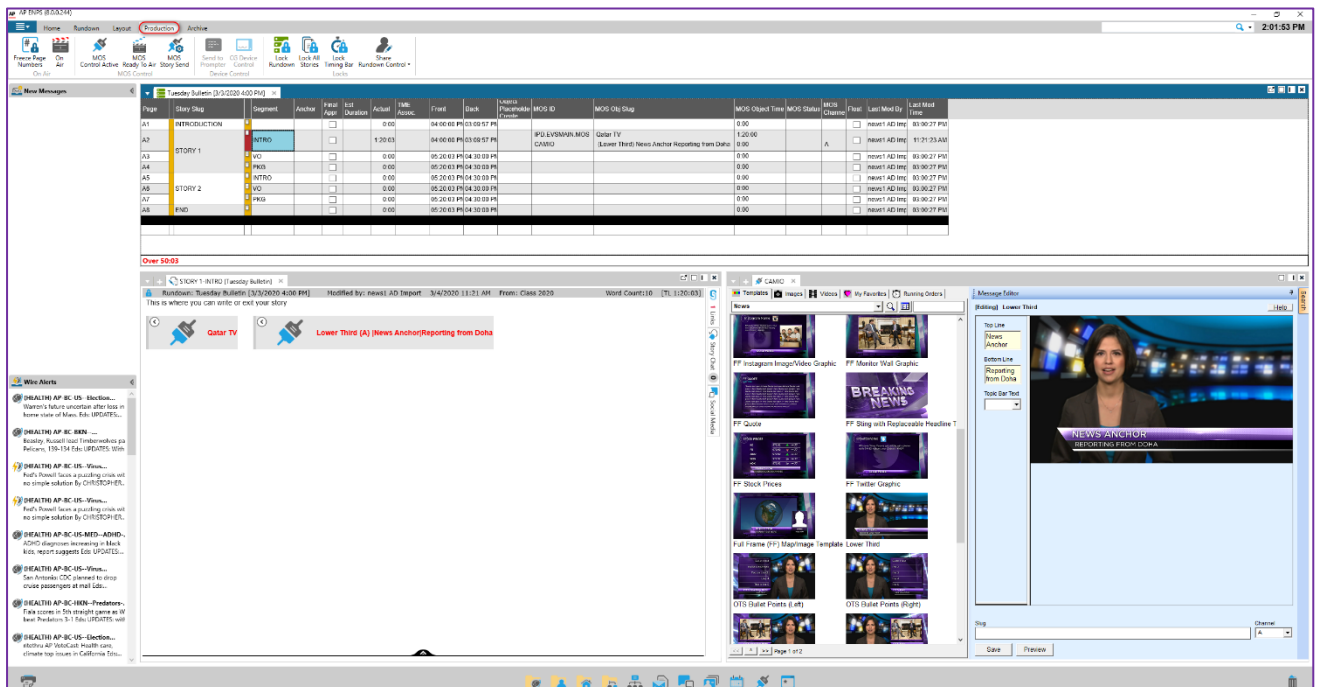3. In turn, the orange bar in the segment will turn **Red** indicating the same

Note: <u>Always remember to save the story before publishing</u>. Failing to do so will render the story null.
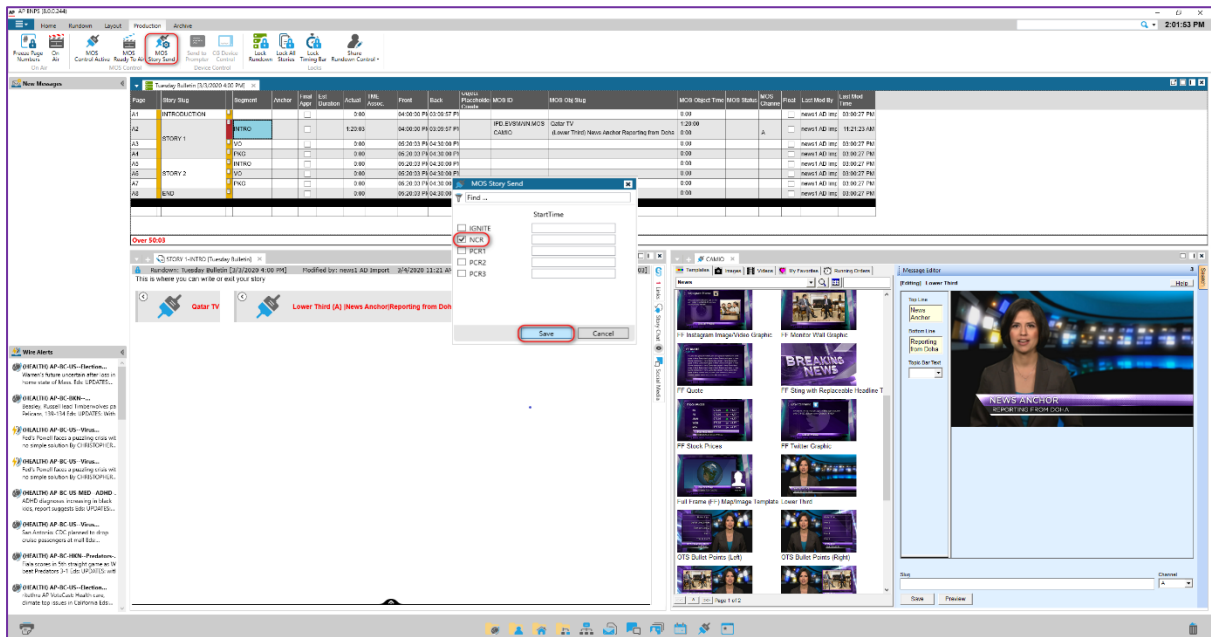
Publishing the rundown in ENPS

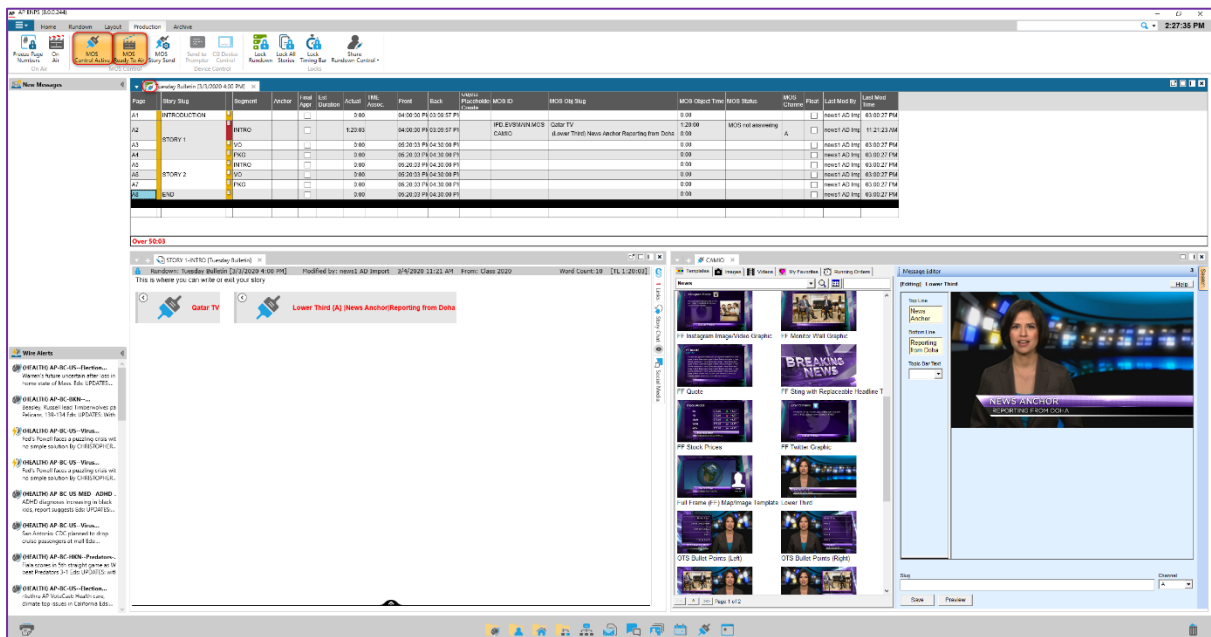1. Click the **rundown tab** of the rundown that needs to be published
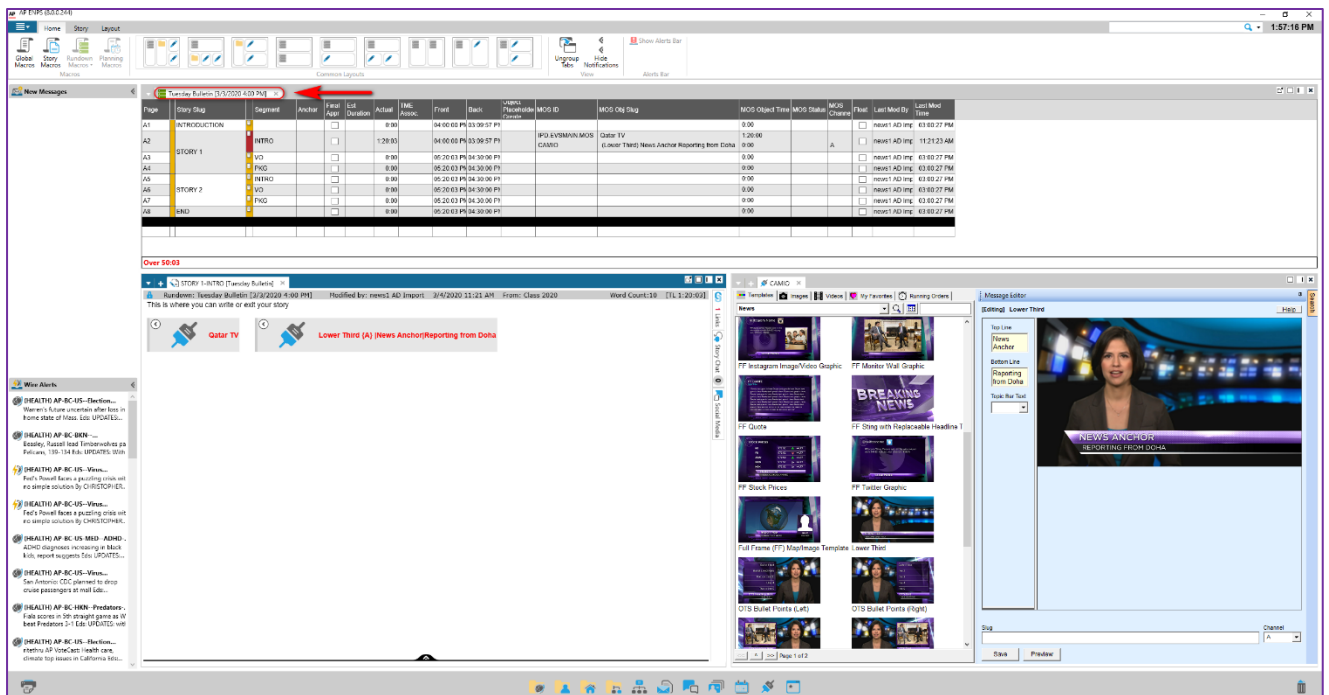
2. Locate and select the **Production tab** in the top ribbon

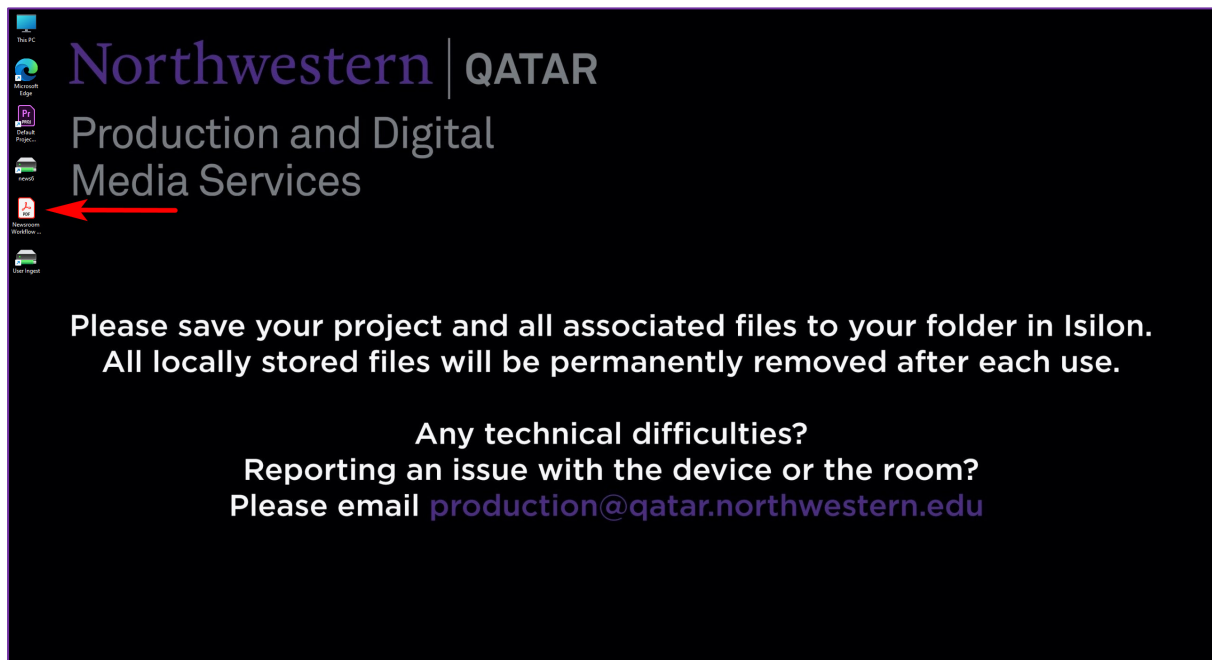3. Click **MOS Story Send**, tick **NCR,** and **Save**

Click on **MOS Ready To Air** and **MOS Control Active**

Document repository

The document is available in Isilon central storage and in the desktop of all the newsroom machines when logged in as a news user.

Desktop

Isilon

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Support

For any technical and operation support, email Production helpdesk at production@qatar.northwestern.edu