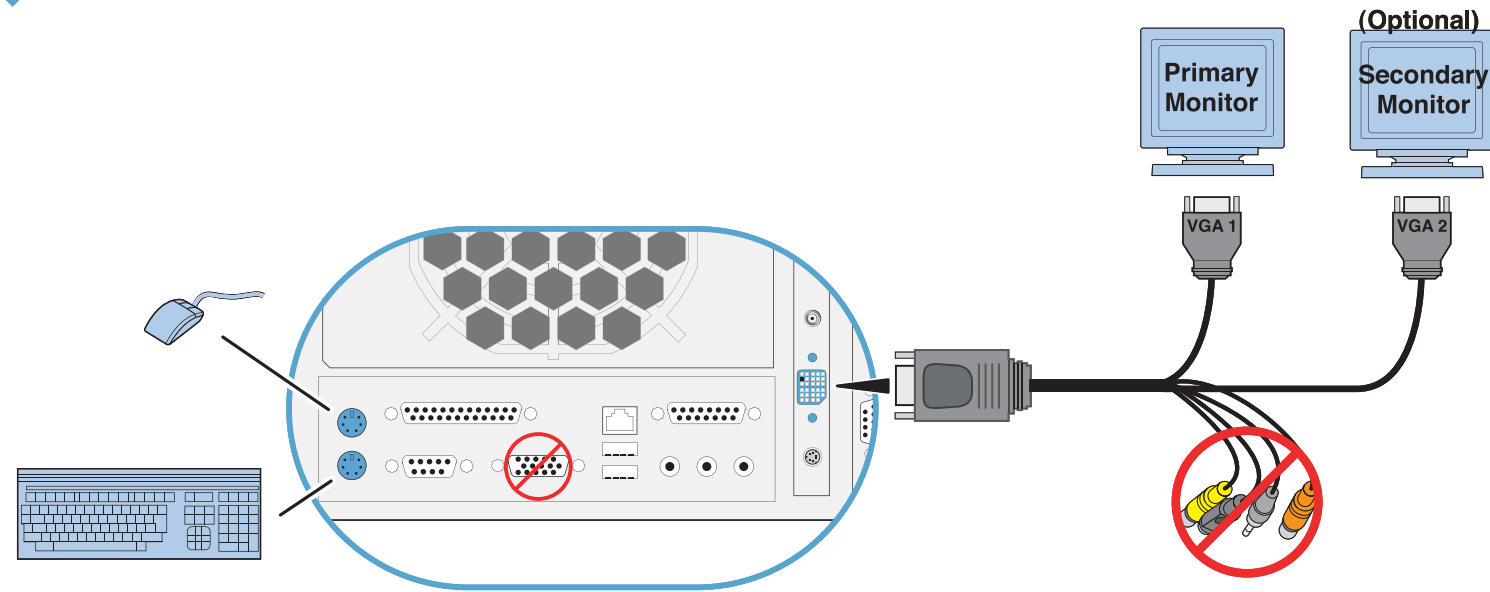
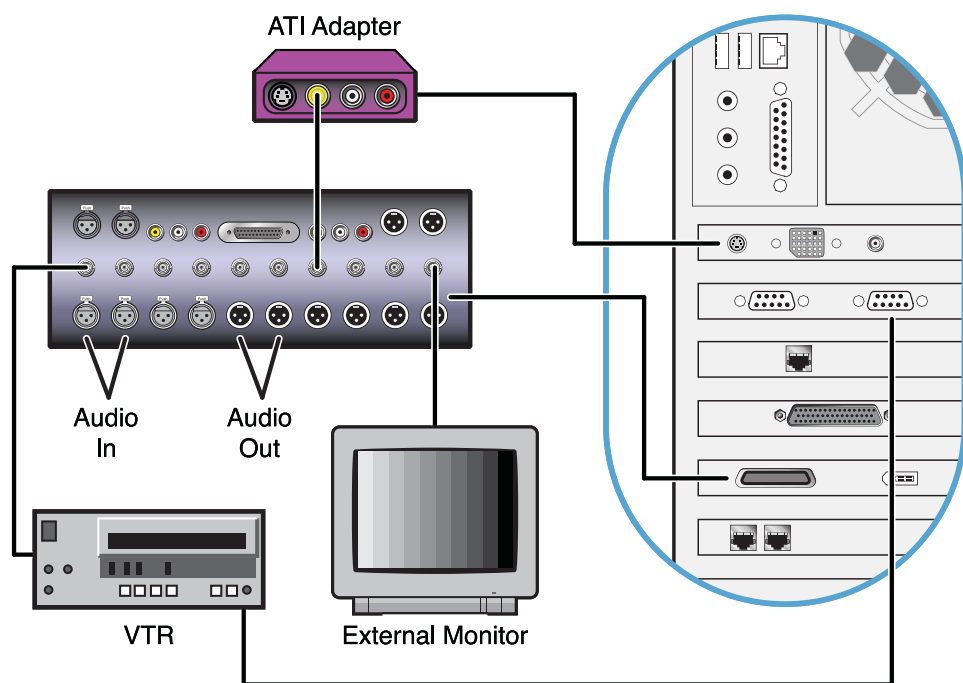


# NewsroomSuite Quick Start Guide

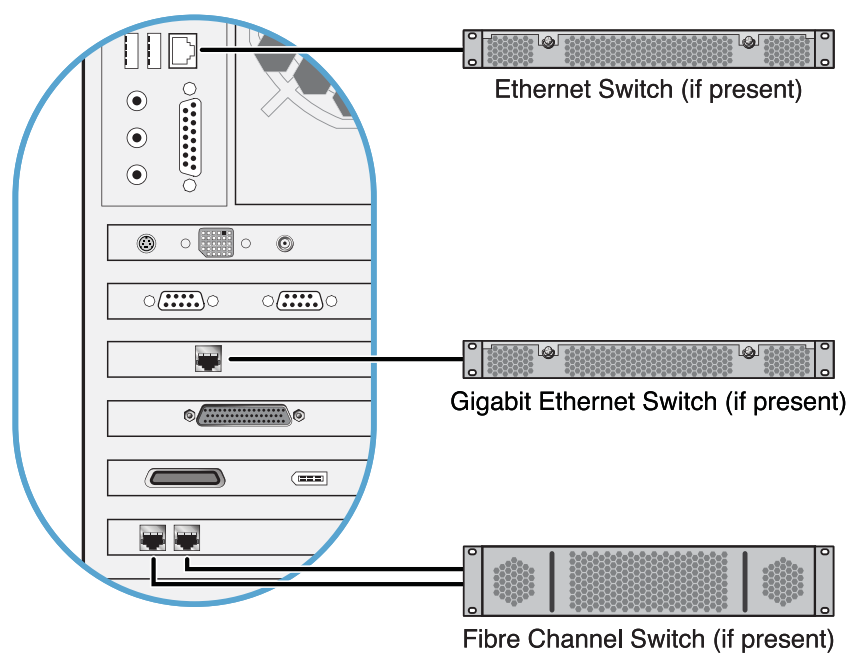
## 1 Connect the keyboard, mouse, and monitor



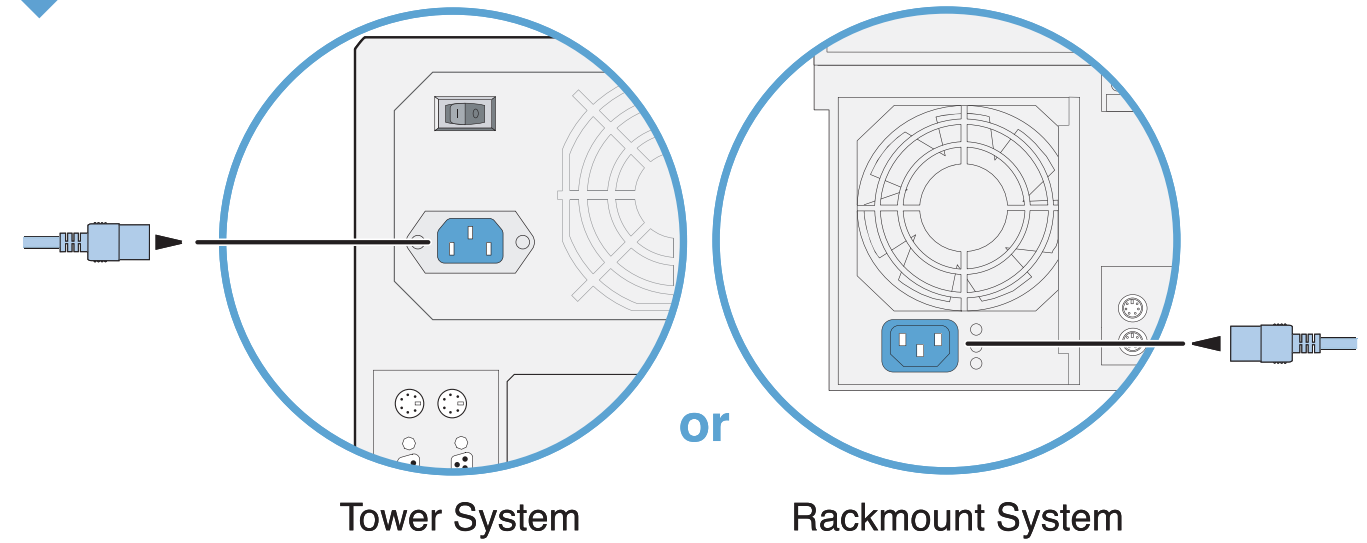
## 2 Connect audio and video cables



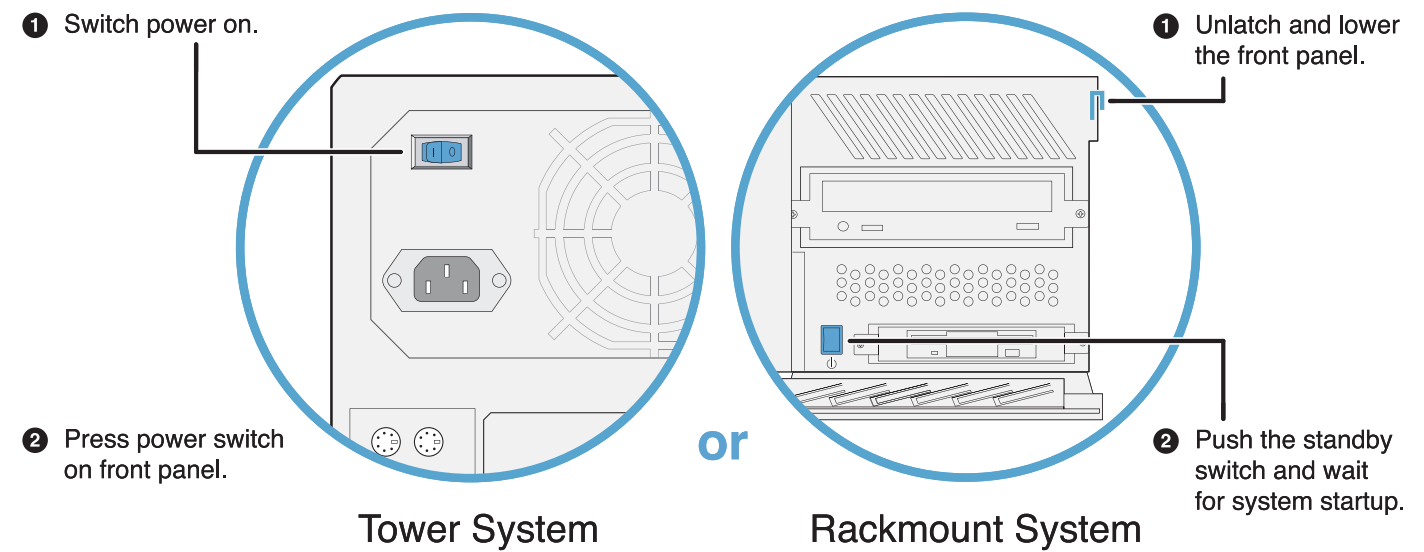
## 3 Connect network cables



## 4 Connect power cable



## 5 Switch power on



## 6 Establish Network Connectivity

- Open C:\WINNT\System32\Drivers\etc\hosts in a text editor.
- For each NewsroomSuite computer and Profile server on your network, add a line as follows:

Type the IP address, press TAB, and then type the hostname followed by the suffix \_XXX from the table below (e.g., NewsEdit1\_FC0) to specify the network type.

Suffix	Network Type
FC0	Fibre Channel
HE0	Gigabit Ethernet
LE0	Ethernet

```

# Copyright (c) 1993-1999 Microsoft Corp.
# This is a sample HOSTS file used by Microsoft TCP/IP for Windows.
# This file contains the mappings of IP addresses to host names. Each
# entry should be kept on an individual line. The IP address should
# be placed in the first column followed by the corresponding host name.
# The IP address and the host name should be separated by at least one
# space.
# Additionally, comments (such as these) may be inserted on individual
# lines or following the machine name denoted by a '#' symbol.
# For example:
#      102.54.94.97      rhino.acme.com      # source server
#      38.25.63.10     x.acme.com        # client host

150.234.187.36 vman2_man_broker_fc0
10.16.56.179   gv004739_fc0
150.234.187.21 pvs10000_fc0
150.234.187.22 vman2_pvs1000_fc0
150.234.187.23 vman2_pvs1000_fc0
150.234.187.31 vman_demo1_fc0
150.234.187.32 DEMONNEWSEDIT2_fc0
150.234.187.33 vman_demo3_fc0
150.234.187.34 vman_demo4_fc0
150.234.187.35 gv005906_fc0
150.234.187.36 vman2_gv011265_fc0
150.234.187.37 vman_prog_fc0
150.234.187.38 vman2_demo5
150.234.187.42 vman2_xre1650_fc0
150.234.187.43 vman_ne6_fc0
150.234.187.34 vman2_demo4_fc0
150.234.187.110 pdr200_2_fc0
10.16.56.174   nbc11ent
    
```

- Save the file and close the text editor.
- Open a COMMAND window and PING each address to verify connectivity.
- Copy the hosts file to each NewsroomSuite computer on your network.

# Using NewsEdit

## 1 Set Up Your Bins

1 Click **New Bin** in Bin toolbar

2 Name the Bin

3 Enter information about the Bin

4 Click **Browse** and select a location for the Bin, if different from the default

5 Click **OK**

6 Set up the following Bin structure (or your news station structure):

Bin	Description
1-Monday - 7-Sunday	Used for daily stories
Imports	Single location where other workstations can send clips
Misc.	Holds clips to be saved, such as Whiteflash, black, color bars, etc.
HFR (Hold for Release)	Used when editing a story on one day but airing it on another
Effects	Holds saved video effects

## 2 Configure NewsEdit Options

1 From the NewsEdit toolbar, choose **Tools | Options**

2 Go through each tab and configure your system:

Tab	Options to Set
General	Video Format Has Setup Database Connection Mode Default Bins Location NTSC Timecode (if applicable) Prompt Before Deleting Items
Video Settings	Compression Type Bit Rate Chroma Format Video Aspect Video Resolution
Output	Video Connections Audio Connections
Workgroup	Click <b>Update Workgroup List</b>
Send Tab	Click <b>Add</b> and create your send locations
Handles	Leave at default settings
Timeline	Leave at default settings
Graphics	If have Titling option, check if Templates Folder is correct
Controller	If using external controllers, set appropriate ports
NewsQ Pro	If using NewsQ Pro for layout, set up servers according to NewsQ Pro set up instructions

3 Click **OK** when done configuring options

## 3 Create Sources

1 From the NewsEdit toolbar, choose **View | Sources**

2 Click **Add**

3 Go through each tab and configure your source

Tab	Options to Set
General	Source Name Source Type
Connections	Video Input Audio Input Deck Protocol Comm Port
Record Channels	Set channels to be recorded
Preroll	Check <b>Get Preroll From Deck</b> to use preroll times from your tape deck or set Preroll and Aux Preroll times (which override the source's Preroll setting if Get Preroll From Deck is unchecked)
Record Handles	Leave at default seconds

4 Click **OK** to create your source

5 Repeat to create additional sources

## 4 Check Record Connections and Record Test Clips

1 Select a Bin to record clips into

2 Click **Record to Bin** in the NewsEdit toolbar

3 Select your source

4 Use the motion controls to test control of the deck

5 Click **Mark In** to set a starting place for the clip

6 Click **Record** to start recording video footage

7 Click **Stop Recording** to create the clip

7 Create a few sample recordings several seconds in length

## 5 Create a New Sequence

1 In Bin toolbar click **New Sequence**

2 Enter information about the sequence

3 Select the number and type of tracks

4 Click **OK**

## 6 Add Clips and a Transition to Your Sequence

1 Drag clips onto the Timeline to create sequence

2 Click **Transition Tool**

3 With transition icon click on a cut line between clips to create default transition

4 Click **Play From Start** to preview sequence

5 Click **Save**

## 7 Send Your Sequence

1 Press **F2** on your keyboard

2 Select send locations

3 Click to send sequence