

River Region Evening Edition
Inscriber Graphics

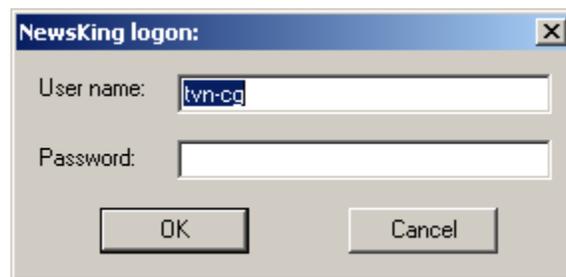
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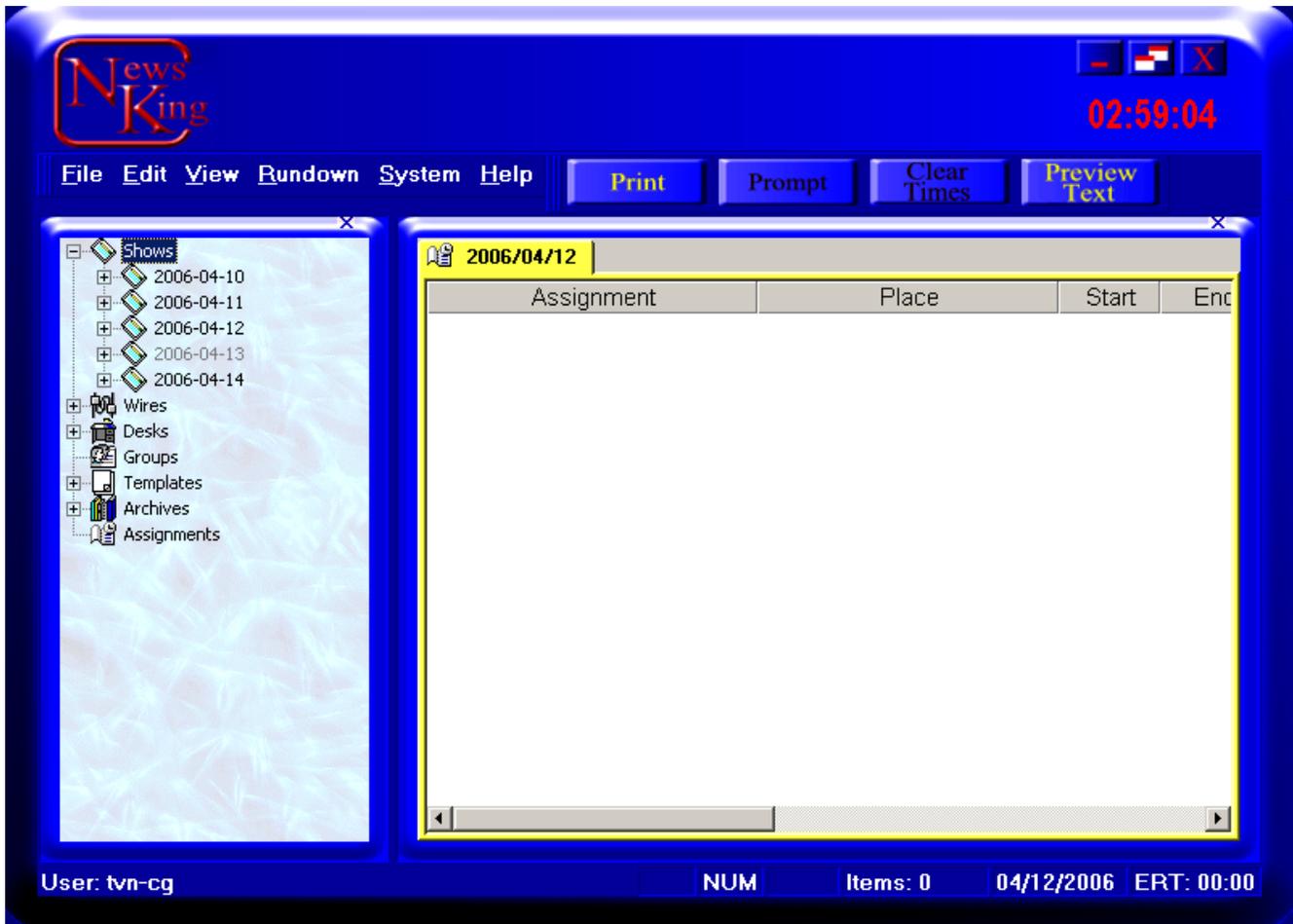
When you first arrive for River Region, go into the Post Production room and open Inscribe. [Refer to page 8 for instructions on doing this.] Click on the second image, and drag it to the right checkerboard box on the bottom of the Inscribe screen. This is all that is required of you for the tease program at 4:30.

When you begin setting up the graphics, you will need to log in to the computer, possibly two times. If the computer is not logged into Windows XP, the User name is **tvn-cg**, with no password. To make a printout of the graphics used within the show, find the NewsKing icon on the Start bar, which is an icon with the letters 'NK.'

The user name to login to this program is also **tvn-cg**, with the password being **rree**, in both in lower capital letters.



The screen you will see will be similar to the one below. To open a show, double click on the plus box next to the 'Shows' text; find today's date, and double click on the date.



Now, you will need to open the show's run down, which contains the contents of the show. For River Region Evening Edition, the identification for the run down is TVN-Evening Edition. Double click on this, and the screen should be similar to the one below.

ITM	VTR	Notes	App	S	Slug	Format	Cam	Talent
				X	---TOS---			
				X	A BLOCK			
				X	HEADS	SOT		
			---	X	OPEN	ANIM		
				X	INTRO STATE	RDR		MAN KUK
				X	STATE OF UN...	PKG		
		CS	ejh	X	OMAHA FIRE	FB		
		JN	ew	X	RYAN UPDATE	RDR		
				X	DCFS AUDIT	RDR		
		rf	ew	X	MALPRACTICE	RDR		
		JN	ew	X	CLINTON DR...	FB		
		rf	w	X	HOAY	VO		

To print out a “stills list” run down, click once on the “---TOS---” (Top Of Show) 'Slug'. Then, scroll down to the bottom of the list, and, while holding down the Shift button on the keyboard, click on the 'Slug' “---EOS---” (End Of Show).

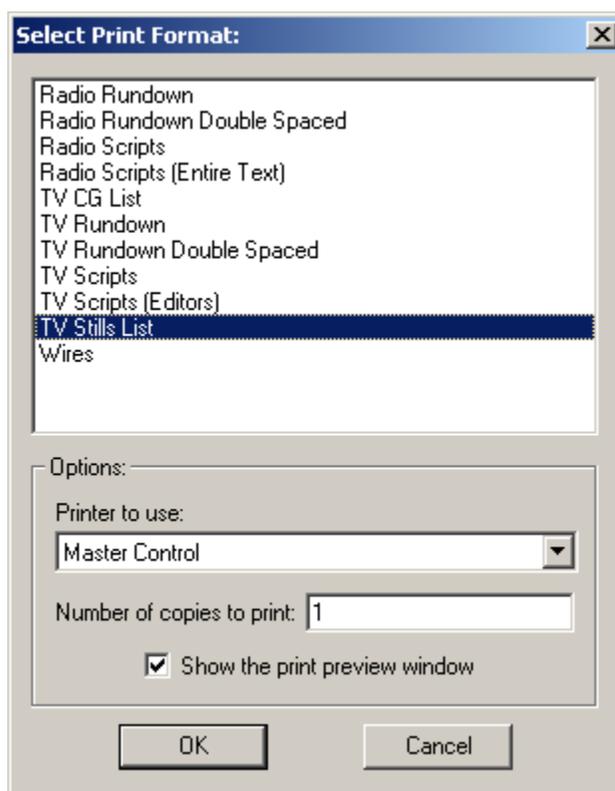
ITM	VTR	Notes	App	S	Slug	Format	Cam	Talent
			---	X	SPORTS OUT	RDR		3SPT
		dm/...	ejh	X	NEWSHOUR	RDR		MAN
				X	TEASE FOUR	VO		2SHT
				X	BREAK FOUR			
				X	E BLOCK			
				X	COMING UP	RDR		KUK
		h...	ejh	X	SHUTTLE	VO		
			---	X	WEATHER RE...	FSC		ALL
				X	CLOSE	RDR		MAN KUK
				X	---EOS---			
				X	CREDITS			
				Y	CNNIAD WIPES			

NOTE: Printing out the “stills list” run down is somewhat awkward, so be sure to do it in the following way. Highlighting the script backwards (“---EOS---” to “---TOS---”) will cause the stills list to be out of order.

The stories below the EOS are usually segments that have been dropped from the day's news by the producer, so you won't need to know that information. To print out the stills list, with the news items highlighted, click on the Print button at the top of the screen.

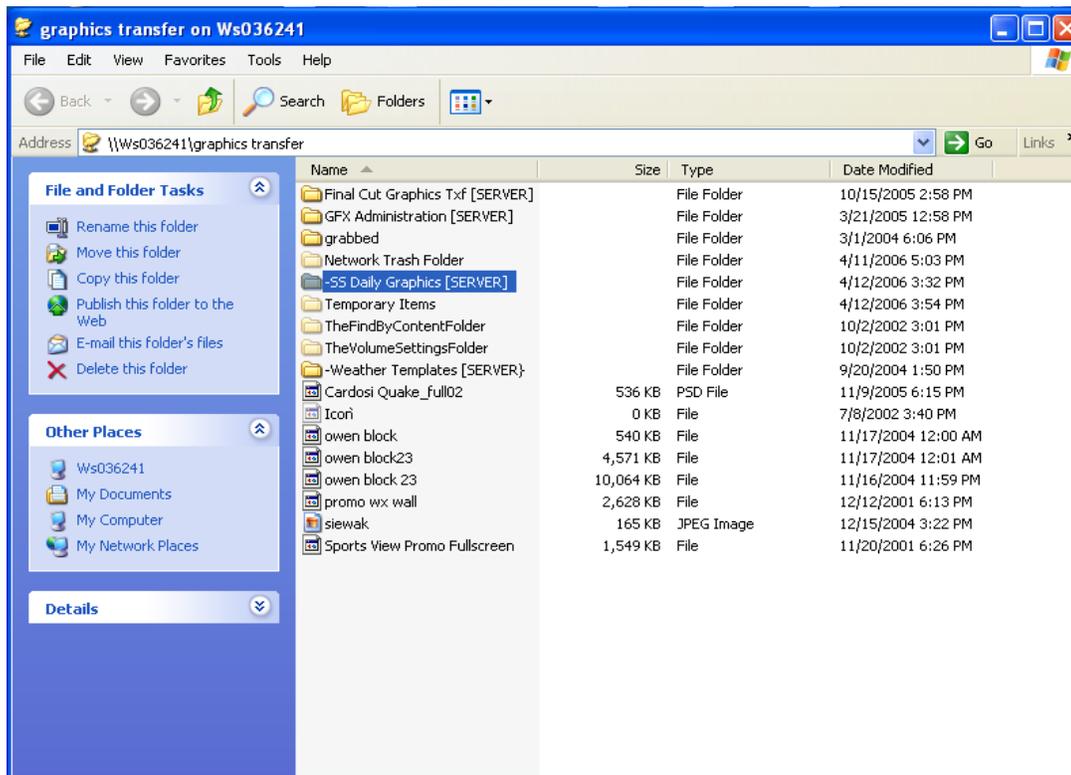


You will get a pop up box similar to the one below; to print out a stills list, you will want to select the option, "TV Stills List". The 'printer to use' option should automatically be Master Control; if it is not, click on the arrow on the right, and select that printer. Another thing to be sure that you do is to check the box which says, "Show the print preview window". The program may not format this correctly, so this will help you to be sure it is correct.

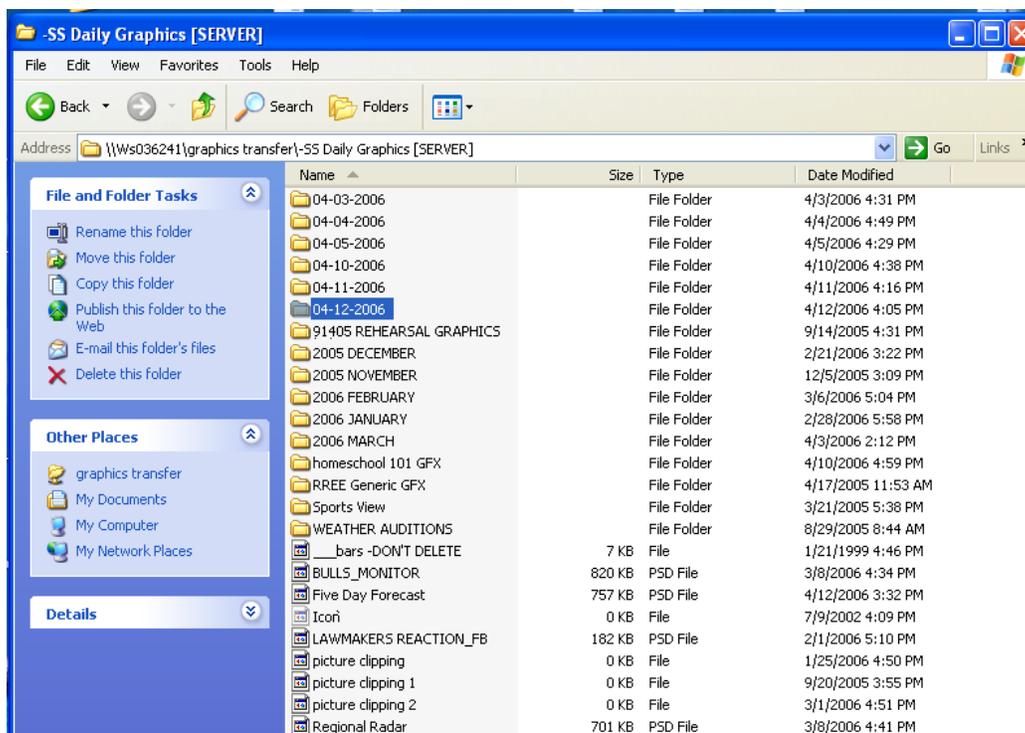


The print preview screen will take a while to be displayed. Once it has loaded, look over the list. River Region newscasts will typically be about five pages, and the page numbers will be on top. It is possible to have more or less pages, but the normal range of pages for stills will be four to six. Check the list to make sure that there are no more than one gap between pages; this will happen almost always between the second and third page, due to the number of graphics used for the weather wall. If there is more than one gap, close the window, follow the same steps to print out the list. This will usually fix any problems which have occurred. The printer is located in room 1071.

The Graphics Transfer folder will look something like the one below. You will want to open the folder **-SS Daily Graphics [SERVER]** by double clicking on it.



The next screen you will see should be similar to the one below; you will want to open the folder which is today's date.



At about 4:20pm, you will want to compare the stills list with the stills available on the server. Most of these will have the same name as the story it is used in, but some may not. Sometimes stills are not marked on the script, but stills are available within the folder. In this case, make note of this on your stills list so that you include it when you are setting up the show. Other times, stills may not be available, yet they are marked to have stills on the script. If this happens, make a call to the River Region newsroom (the number is 3-6541), and let them know of any graphics that are missing.

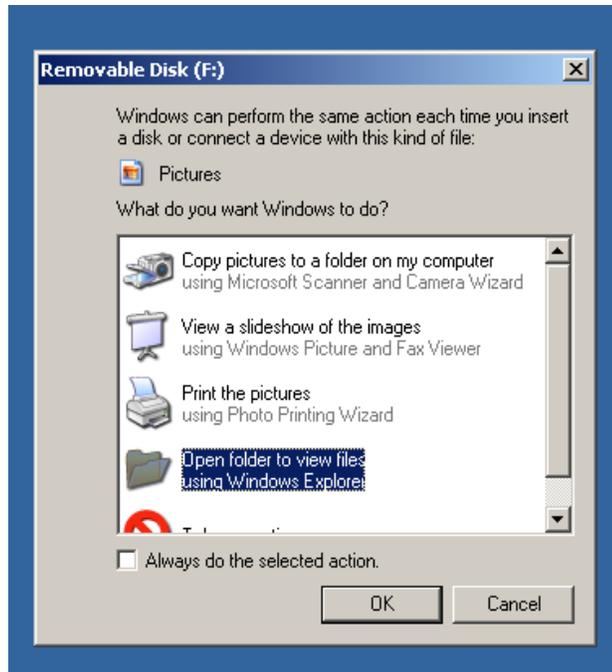
NOTE: The River Region Generic Monitor, the Sports Monitor, and the Coming Up floating boxes will not be available on the server; these are already available on the computer where you will be setting up the show.

When I do this, I highlight the stills from the server and mark those off on the script. If there are not any stills that are not highlighted after going through the stills list, you should be all set for running the show. From here, you will want to copy the stills from the folder, and paste them onto the USB thumb drive.

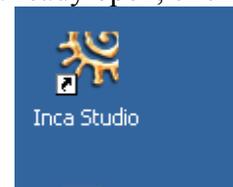
Next, remove the thumb drive from the computer, and bring it into Master Control. There is a USB port in the room which connects to the computer which you will be working on during the show. As of April 2006, this is located on the right side of the room, on the third panel in. Its location may change in the future, though. If it does change, ask someone where it has moved to, and they should be able to help you.

Next, you will be setting up the sequence of the show, and is done within the Post Production room of WSIU.

Once in Post Production, you will want to go to the Windows computer on the raised platform. You should have a box like the one below. Click on 'Open folder to view files,' and copy all of the items from your stills list. Then, go to “D:/Media/News/daily transfer”, and paste these files.



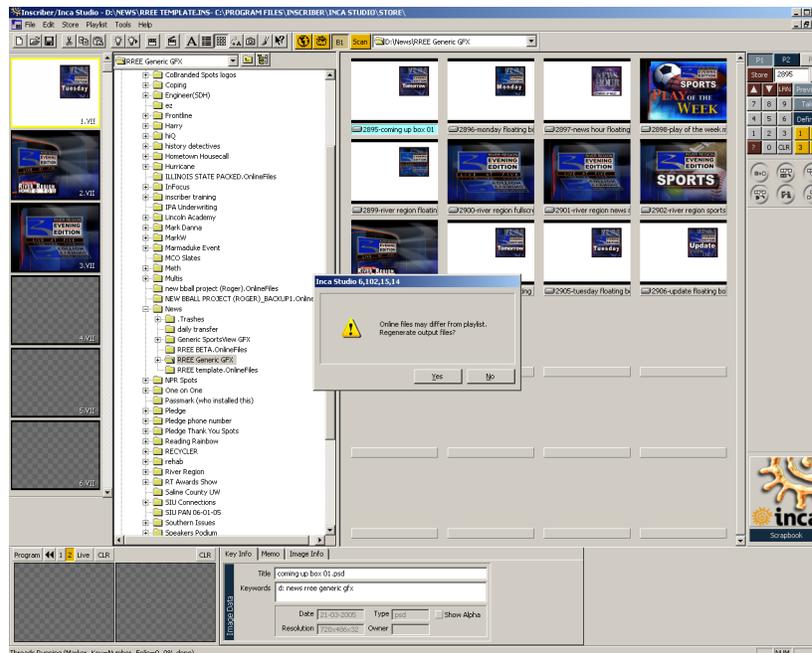
The next step you should do is open Inca Studio, which is the program you use to set up, run and advance the graphics during the show. To launch the program, if it is not already open, click on the icon on the desktop or in the Start bar that looks like a gear, like this one.



Once loaded, in the menu bar, select **File**, then **Open**. Go to the “D:/Media/News/” folder, and open the “RREE_template” file. This will set up the graphics to the proper transitions and their times.

You may get a message saying, “*ERROR: The following project file(s) could not be located!*” with the file name being “d:\news\daily transfer\thursday's forecast.psd”. Press OK, to dismiss the prompt.

Then, a prompt saying, “*Online files may differ from playlist. Regenerate output files?,*” may appear; press 'Yes' and Inscrber will go through the playlist to generate the images.



Now, you can begin the task of setting up the show.

Using the folder tree in Inscrber, look to the “D:/Media/News/daily transfer” folder for your graphics.

Using your stills list, put the stills in the order they appear by dragging them into the panels on the left with the checkerboard pattern.

After having the show set up, go to the list view of the graphics by clicking on the button with three lines below the menu bar. By looking through this list, find any graphics that end in either '_monitor.psd' or '_fb.psd', and, while holding 'Control' on the keyboard, highlight each one.

In the graphic information box, there is two buttons of '1' and '2'. Click on '2' with the graphics highlighted to set those graphics into the second graphics channel.

NOTE: The first graphic channel contains the graphics which are displayed on the green screen (for the weather segment, or package introductions) and fullscreens, while the second graphics channel displays the graphics which appear on the monitor or as a floating box during news items.

What you'll want to do now is click on the lightbulb icon to begin running the show. It will ask you again to generate the output files, and you will want to click on 'Yes'. A button will then be available to run the program, where all that you have to do is press the space bar to advance a graphic.

NOTE: It may be helpful to cross off the graphics once they have been used on air, either in the monitors, weather walls, or in full screens. This can help you during the sports block, where there can be several monitor and full screen graphics.

After the live broadcast, the graphics that you will use are fairly similar to the live broadcast. On Monday, Tuesday and Wednesday will have three promos, Tuesday and Wednesday, will have a fourth.

The Weather Promo is a quick recap of the weather segment. The graphics required for this are Tonight's Forecast, Tomorrow's Forecast, Tomorrow Night's Forecast, and the Five Day Forecast. Find and double click on Tonight's Forecast within the panels on the left, run the program, and listen to the audio of the weather anchor on when to advance the graphics.

The River Region Evening Edition Promo is a tease for the upcoming stories for the next day. The only graphic required here is the generic weather wall, which should be the first or second graphic in the timeline.

Early recap is a three minute segment which gives a summary of the stories told on the day's broadcast. Stories which had floating boxes or full screen graphics appearing in the live broadcast typically also have those graphics, but this is not always the case. Look over the rundown for the graphics required. The only constant graphic you will have here will be the Weather Recap Tease.

Late recap is a seven minute segment, and is similar to the Early recap. Again, look over the rundown for graphics required. The weather segment in this program is essentially the graphics from the live broadcast starting at the Right Now graphic.

Before leaving, the last things that you have to do are to erase the files that were transferred to the computer, both from the "D:/Media/News/daily transfer" folder, and from the USB drive. Once you have done both, return the USB drive to the location that it came from.