

***Newsroom User Operational Guide***  
***Operational Focus: ENPS Newsroom Computer System***



## Contents

- Introduction..... 3**
- Prerequisites..... 3**
- SECTION 01- Logging into newsroom machine ..... 4**
- SECTION 02- Launching Adobe Premier Pro 2019 ..... 5**
  - Opening the default adobe project in desktop..... 5
  - Signing into Adobe with NU-Q NetID..... 6
  - Moving Adobe projects from one user to another ..... 8
  - Saving an Adobe project ..... 10
- SECTION 03- Ingesting videos (Rushes) to EVS..... 11**
  - From smartphones ..... 11
    - Exporting video to EVS using Adobe Premiere Pro..... 14
  - From Reuters news agency..... 17
    - Exporting video to EVS using Adobe Premiere Pro ..... 20
- SECTION 04 – Ingesting images for Chyron graphics templates ..... 25**
  - Image download recommendation..... 25
  - Save the image in the mapped network drive Z: ..... 26
- SECTION 05- ENPS – Getting Started ..... 28**
  - Launching the ENPS application ..... 28
  - Creating a new rundown in ENPS ..... 29
  - Inserting rows in ENPS rundown..... 32
  - Writing and editing a story in ENPS rundown ..... 33
  - Adding video packages to the story using EVS MOS..... 34
  - Adding news graphics [Lower thirds, OTS, Full Frame] to the story using Chyron CAMIO Plugin.... 36
  - Adding images to news graphics template ..... 39
  - Saving the story in ENPS ..... 42
  - Publishing the rundown in ENPS..... 43
- Document repository ..... 45**
- Escalation Matrix..... 46**



## Introduction

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

- Login in to the newsroom machines
- Use Adobe premiere pro editing software to:
  - Ingest rushes from smartphones and Reuters news agency
  - 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

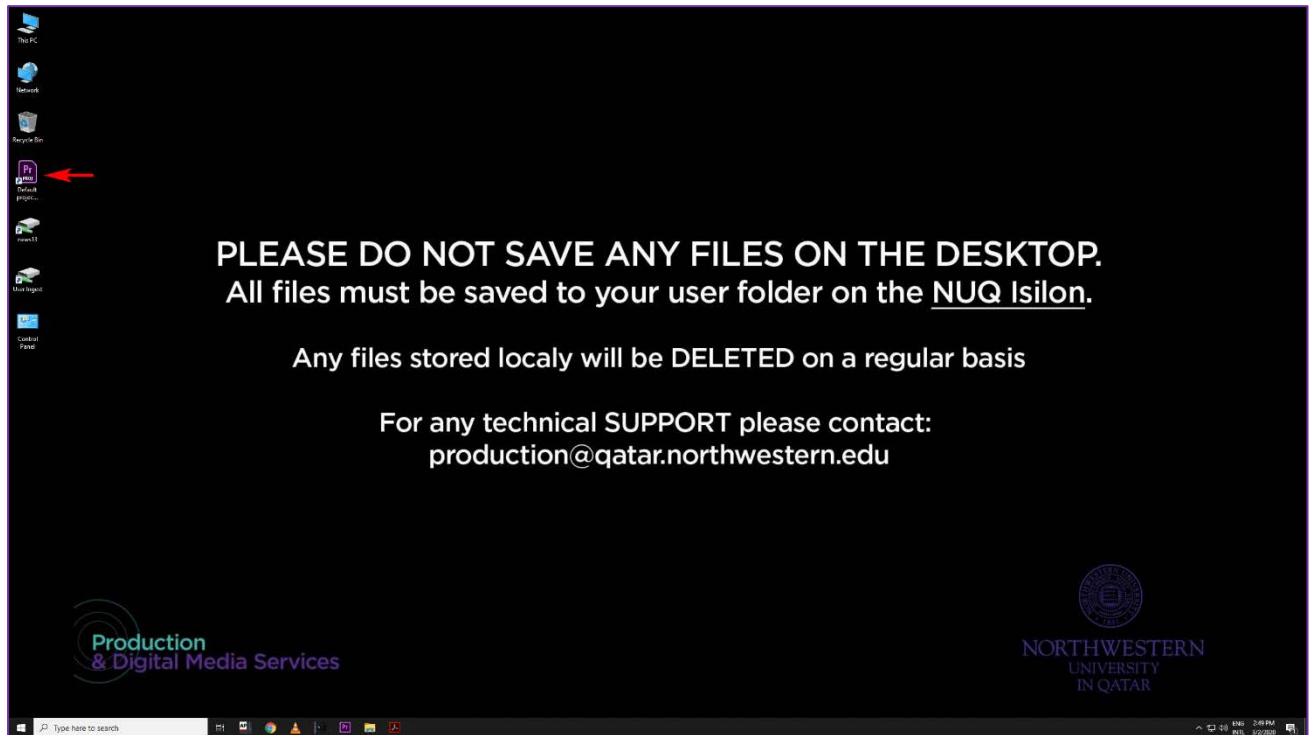
A printer is available only for the newsroom1 workstation



## SECTION 02- Launching Adobe Premier Pro 2019

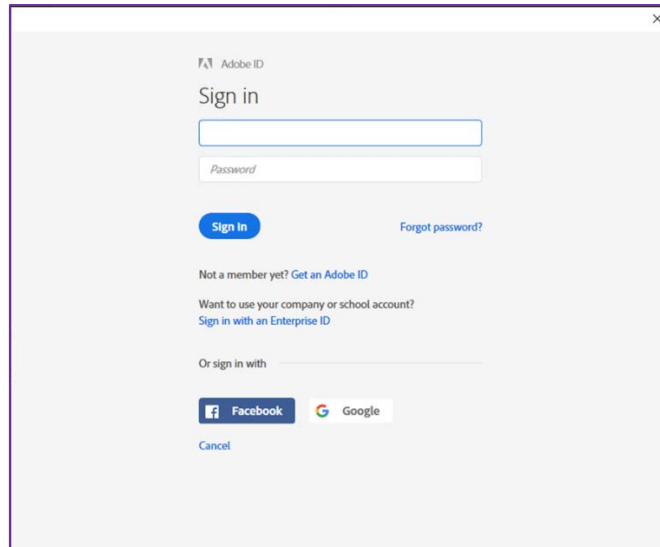
Opening the default adobe project in desktop

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



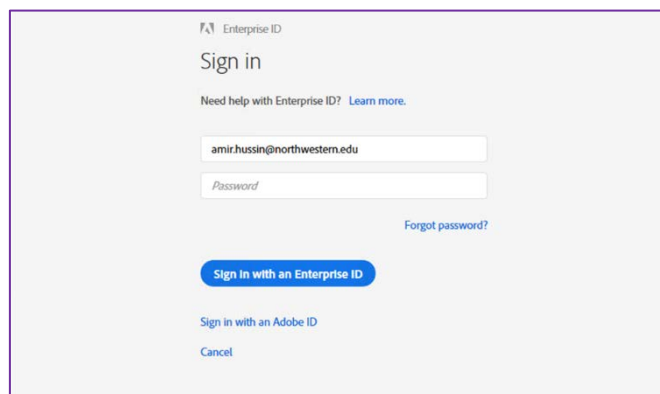
## Signing into Adobe with NU-Q NetID

1. If prompted to sign in, select the "Sign in with Enterprise ID" option.



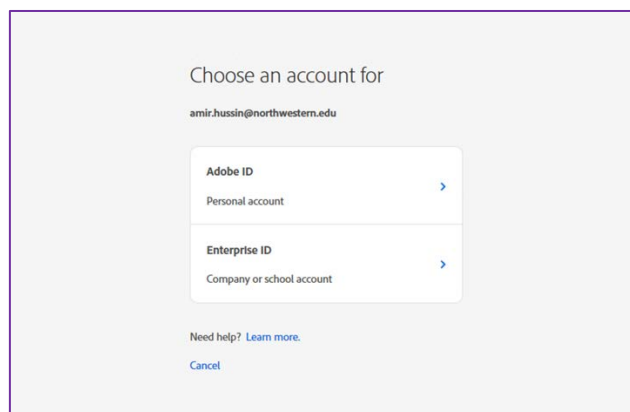
The screenshot shows the Adobe ID sign-in interface. At the top, it says "Adobe ID" and "Sign in". There are input fields for email and password. Below the password field is a blue "Sign in" button and a link for "Forgot password?". Further down, it asks "Not a member yet? Get an Adobe ID" and "Want to use your company or school account? Sign in with an Enterprise ID". At the bottom, there are options to "Or sign in with" Facebook or Google, and a "Cancel" link.

2. Enter your **Northwestern university email address** in the email field and leave the password field blank.



The screenshot shows the Enterprise ID sign-in interface. It says "Enterprise ID" and "Sign in". There is a link for "Need help with Enterprise ID? Learn more.". The email field is filled with "amir.hussin@northwestern.edu". The password field is blank. Below the password field is a blue "Sign in with an Enterprise ID" button and a link for "Forgot password?". At the bottom, there are options to "Sign in with an Adobe ID" and "Cancel".

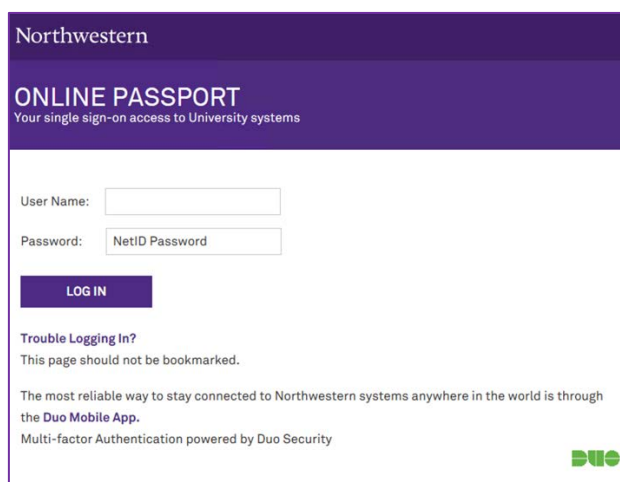
3. Select "Enterprise ID for Company or school account"



The screenshot shows the "Choose an account for" screen. It says "Choose an account for" and "amir.hussin@northwestern.edu". There are two options: "Adobe ID" (Personal account) and "Enterprise ID" (Company or school account). The "Enterprise ID" option is selected. Below the options is a link for "Need help? Learn more." and a "Cancel" link.



4. A redirected Northwestern SSO page will appear where you can sign in with your NetID and password.



Northwestern

## ONLINE PASSPORT

Your single sign-on access to University systems


User Name:

Password:

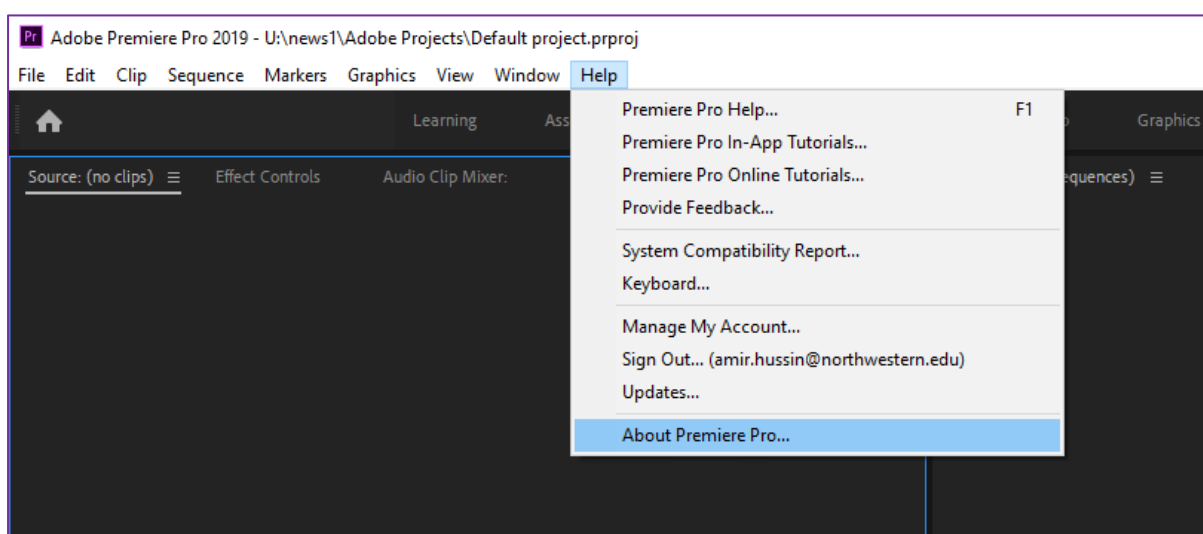
**LOG IN**

[Trouble Logging In?](#)  
This page should not be bookmarked.

The most reliable way to stay connected to Northwestern systems anywhere in the world is through the **Duo Mobile App**.  
Multi-factor Authentication powered by Duo Security



5. Once you have signed in successfully, Adobe should be online. More information in the Help section of the toolbar.



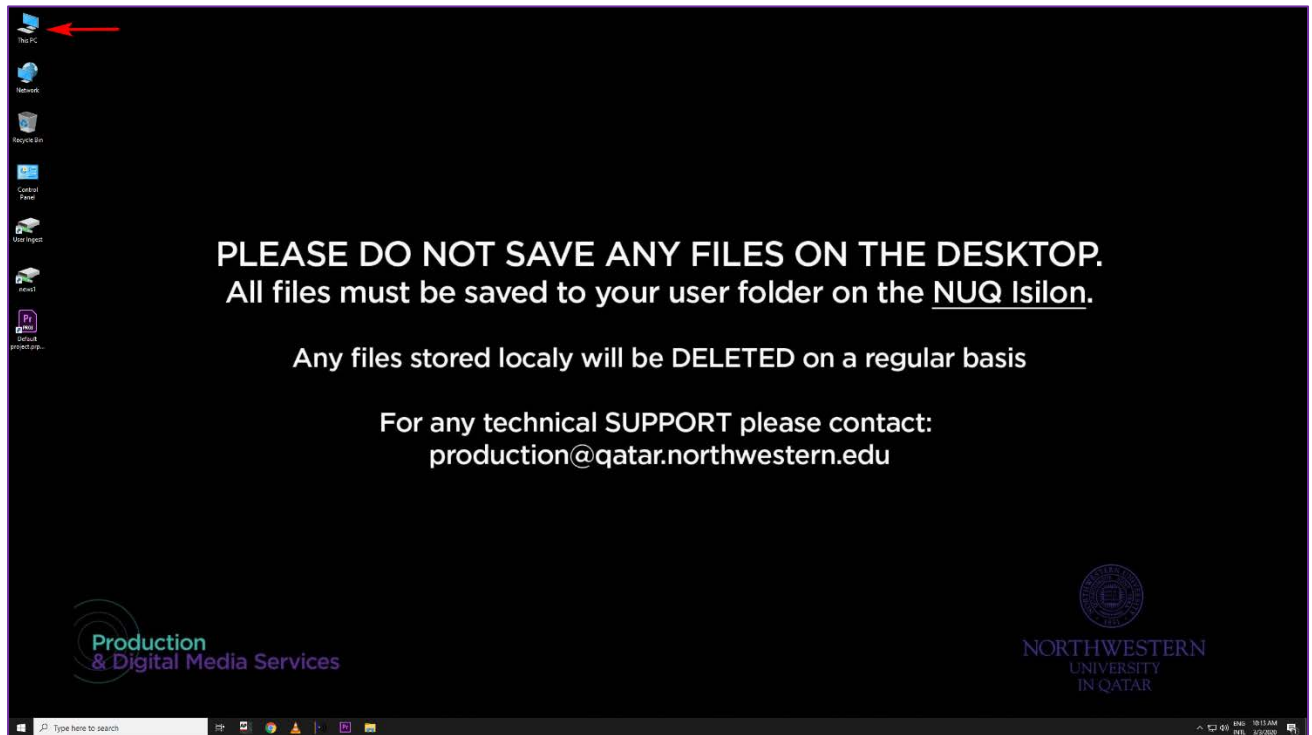


# Production & Digital Media Services

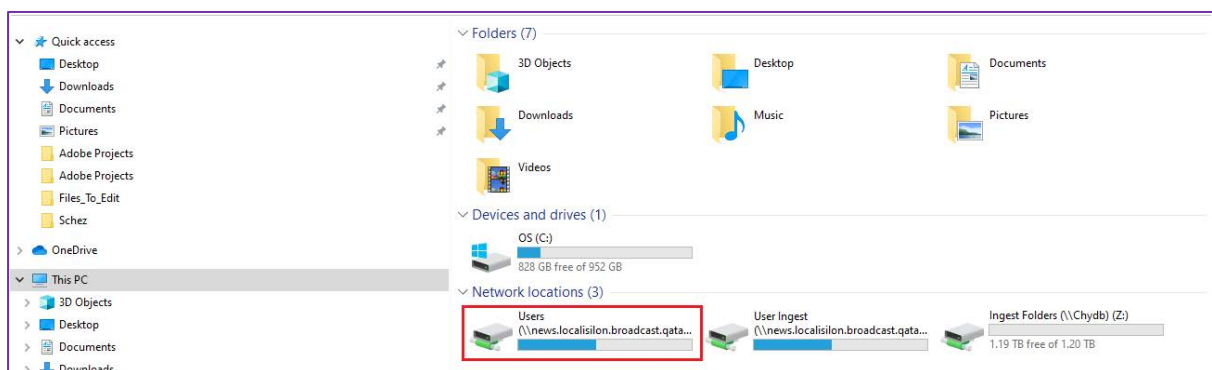
## Moving Adobe projects from one user to another

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.

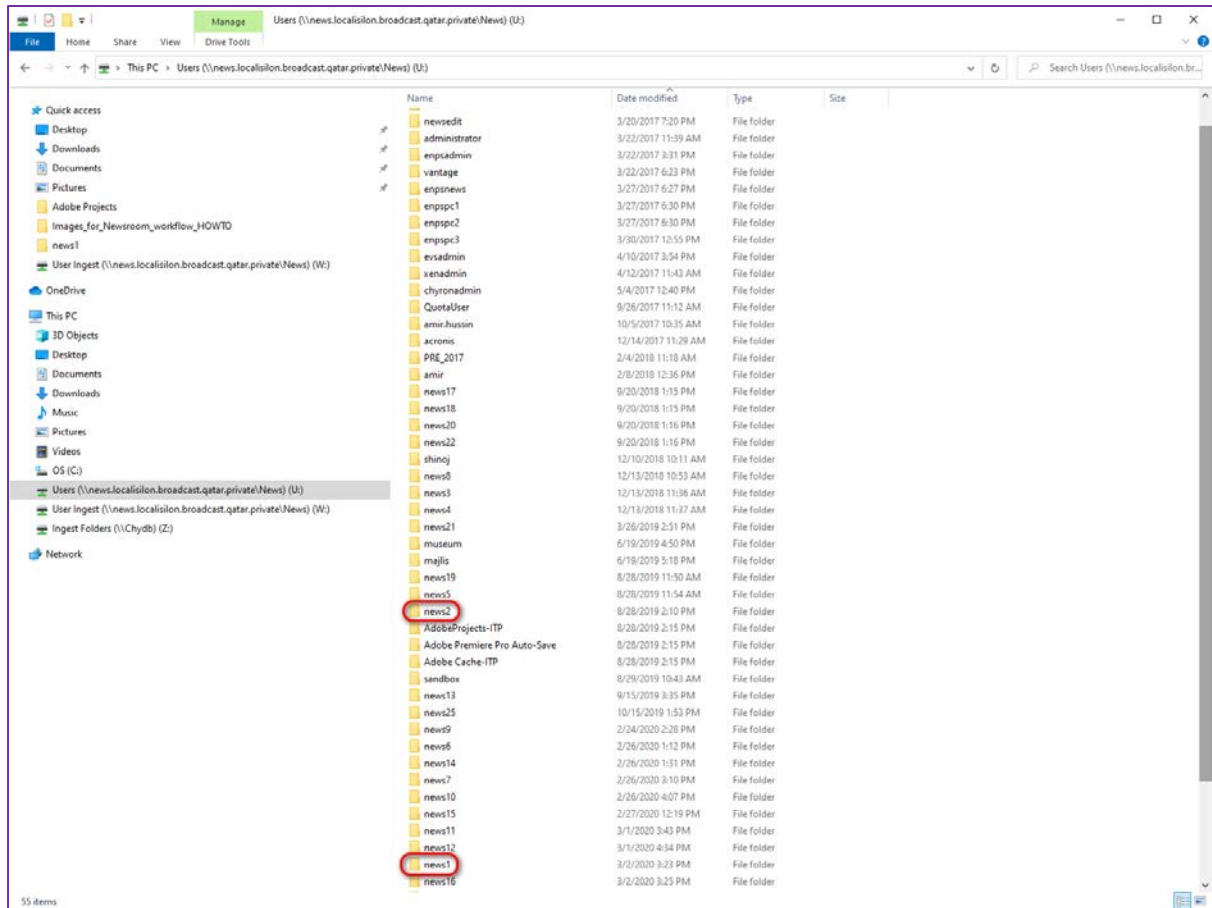
1. Double click **“This PC”** icon in the desktop



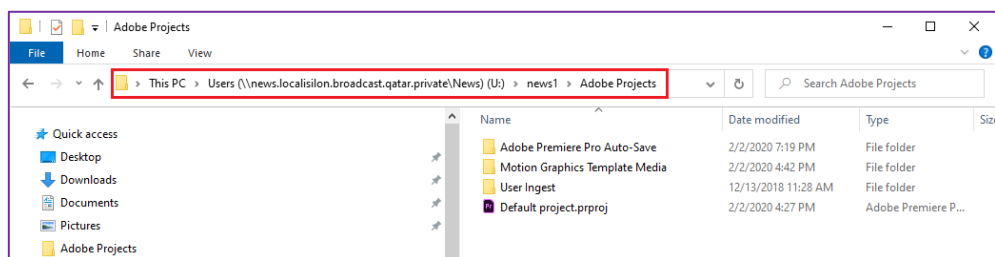
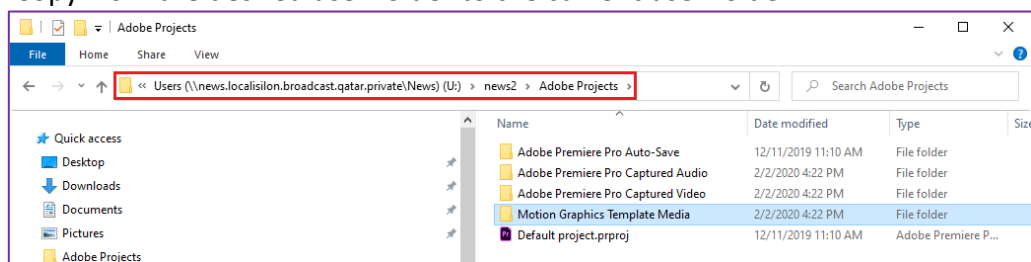
2. Open the mapped network drive **“Users”**



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



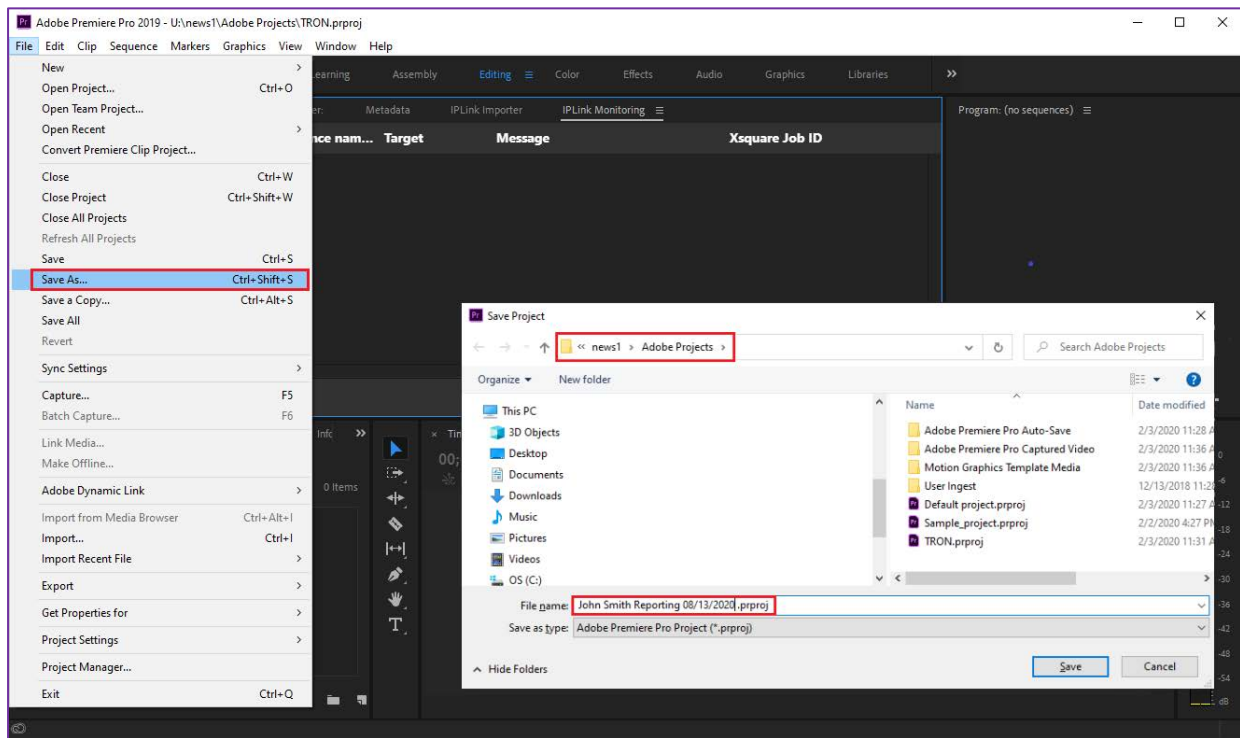
4. Copy from the desired user folder to the current user folder



## 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 08-13-2020** (location will be set as default in News folder >> Adobe Projects) and click Save



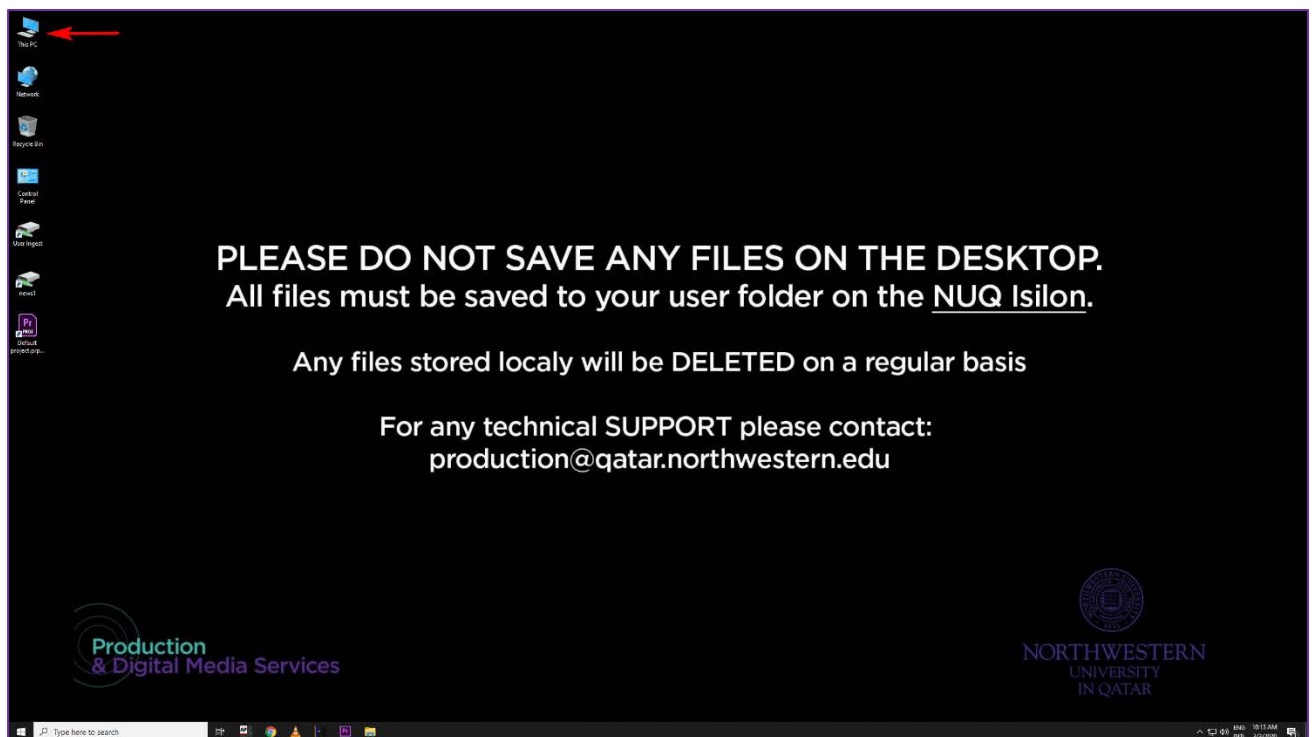
## SECTION 03- Ingesting videos (Rushes) to EVS

### From smartphones

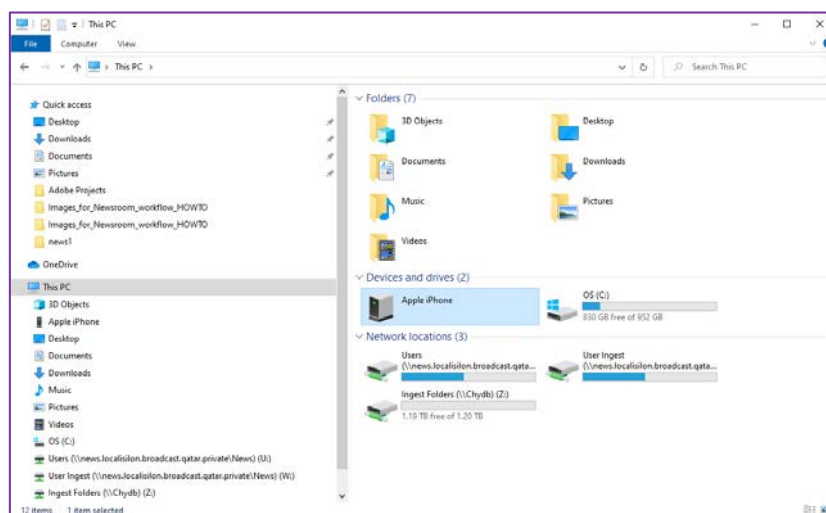
1. Plug your smartphone to the computer with a USB cable.

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

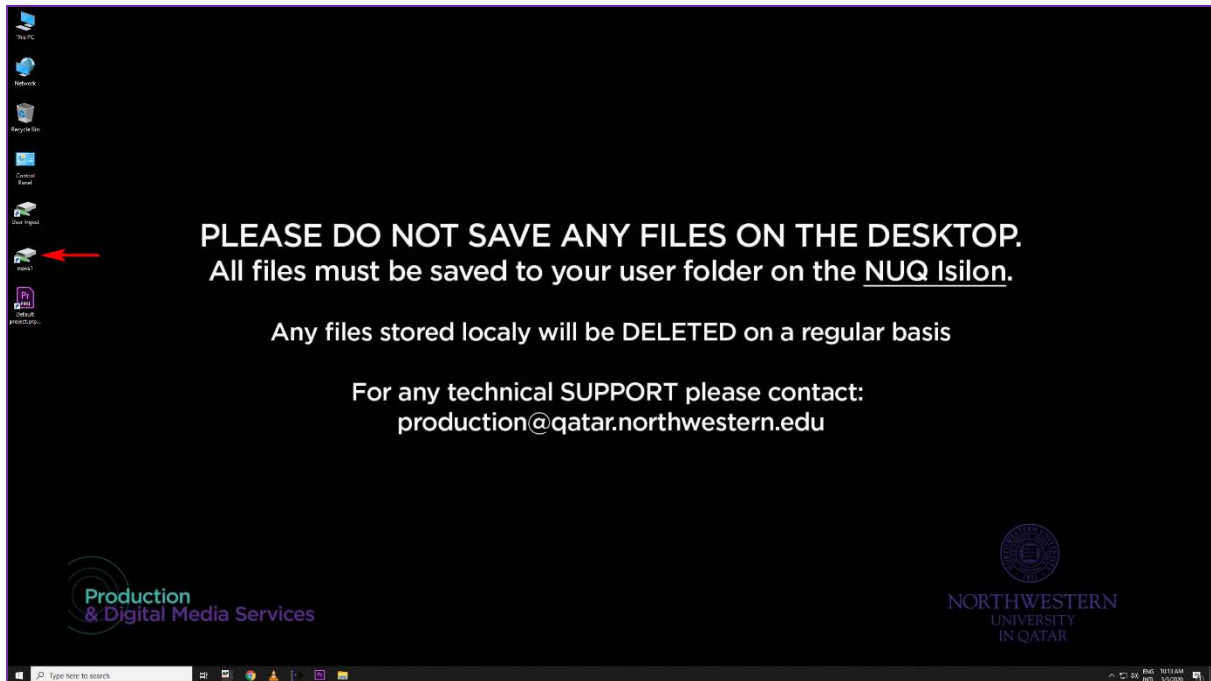
2. Double click **"This PC"** icon in the desktop



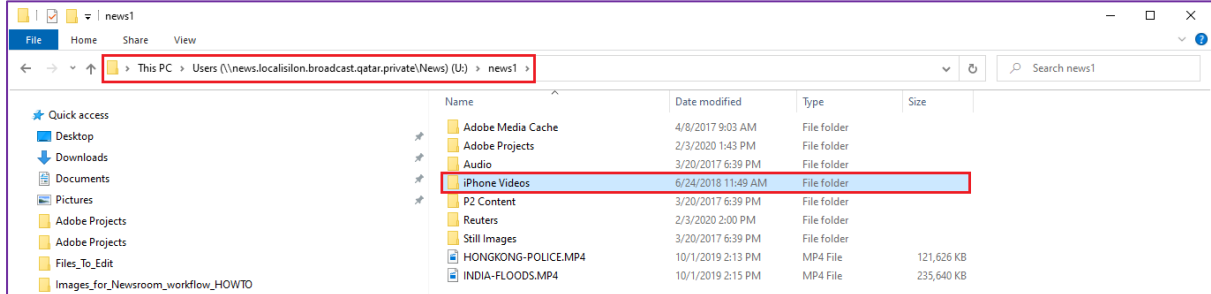
3. Make sure the smartphone is visible in the explorer



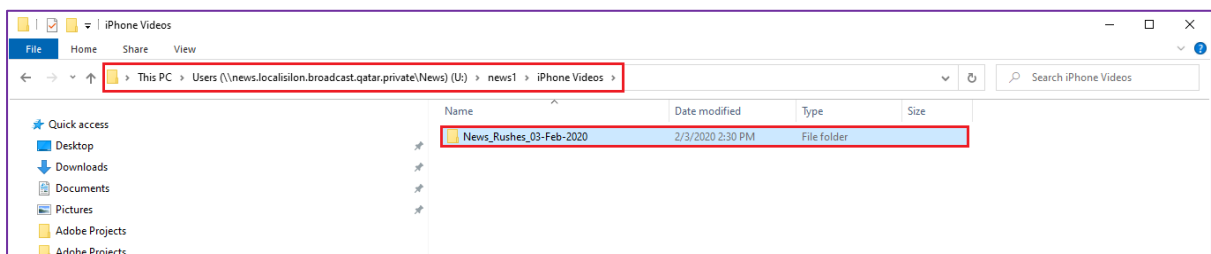
- Double click the mapped network user shortcut in the desktop. For example, the image shows the news1 mapped network user shortcut.



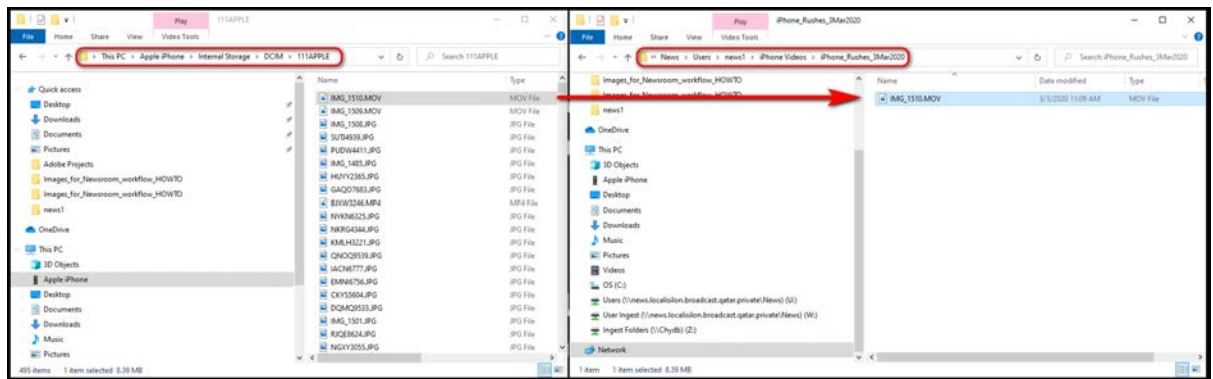
- Open the “iPhone Videos” folder



- Create a new Folder in the “iPhone Videos” folder with the title of your project and the date. i.e. “Project Name 03-Feb-2020”



- Copy the desired files from your smartphone to your newly created project folder i.e. "Project Name 03-Feb-2020"



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

**PLEASE DO NOT SAVE ANY FILES ON THE DESKTOP.**  
All files must be saved to your user folder on the NUQ Isilon.

Any files stored locally will be **DELETED** on a regular basis

For any technical **SUPPORT** please contact:  
[production@qatar.northwestern.edu](mailto:production@qatar.northwestern.edu)

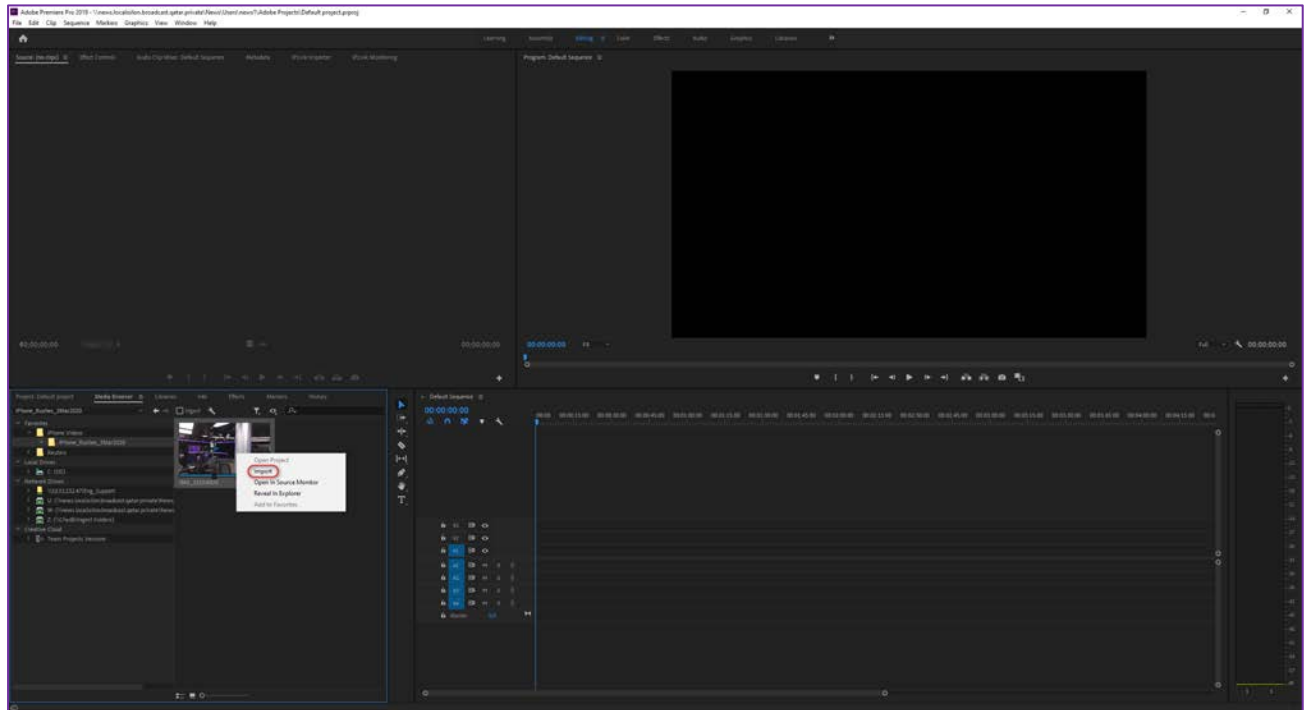
Production  
& Digital Media Services

NORTHWESTERN  
UNIVERSITY  
IN QATAR

The image is a screenshot of a Windows desktop. On the left side, there is a vertical taskbar with several icons. A red arrow points to the Adobe Premiere Pro icon, which is labeled 'project.prg...'. The background of the desktop is dark with white text. At the bottom, there is a search bar and a taskbar with various icons.

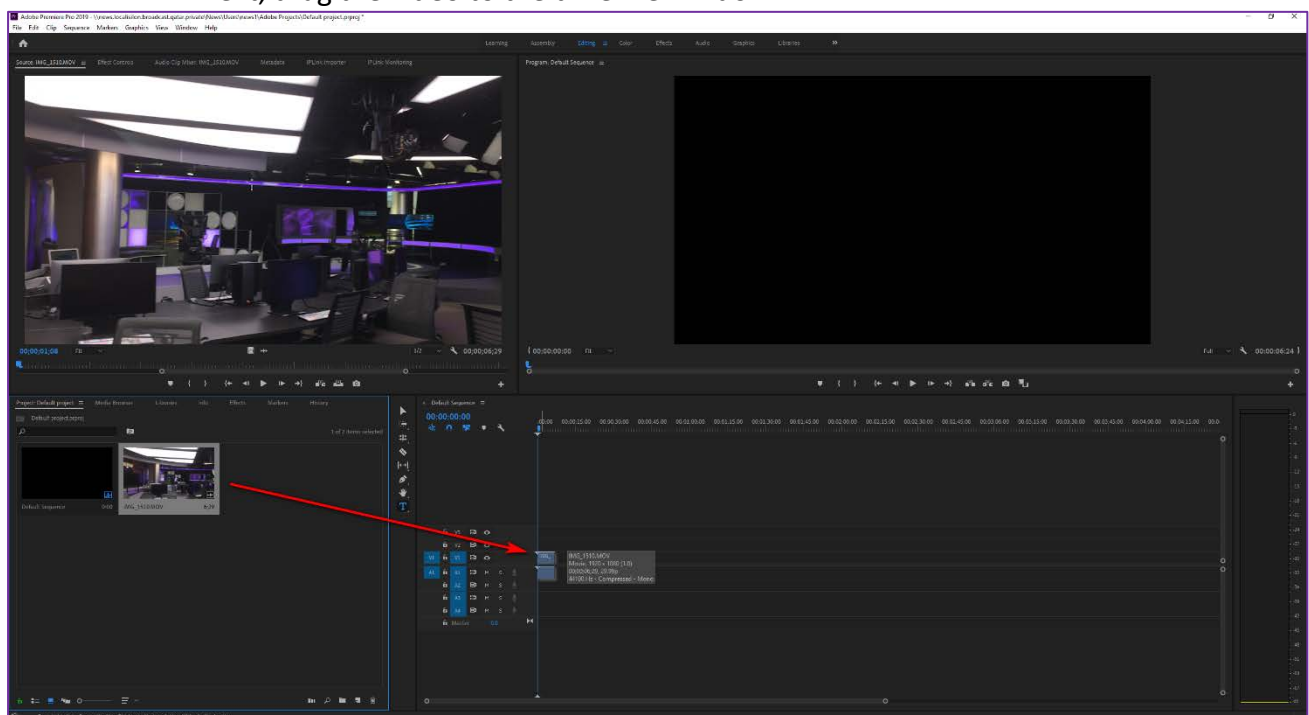
10. Navigate to the **Media Browser** window and under **Favorites** locate:

- iPhone Videos -> “newly created project folder”
- Right click on the videos and click **Import**

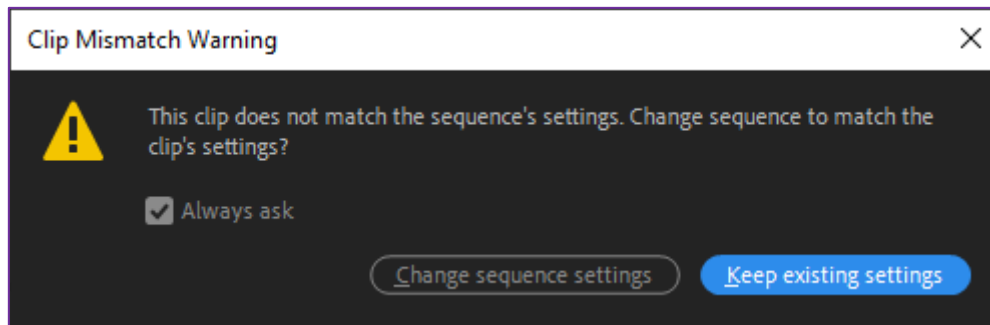


Exporting video to EVS using Adobe Premiere Pro

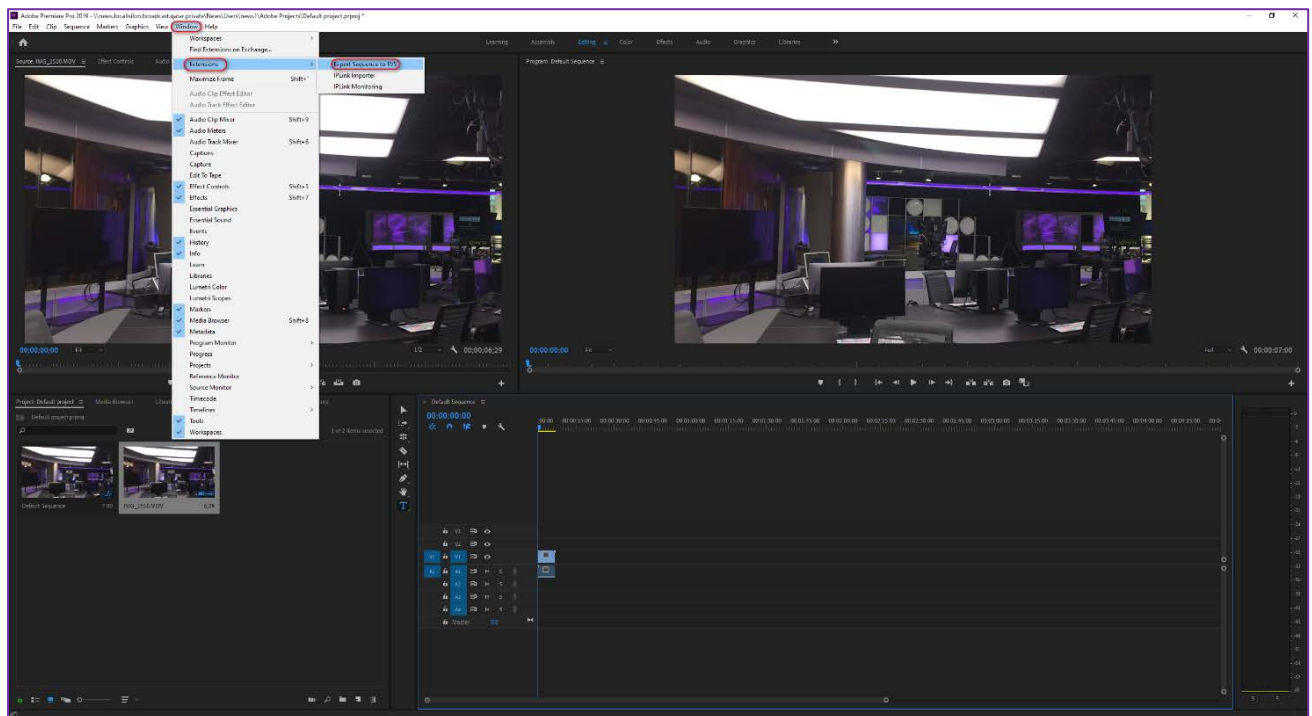
- First double click the video
- Next, drag the video to the timeline window



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

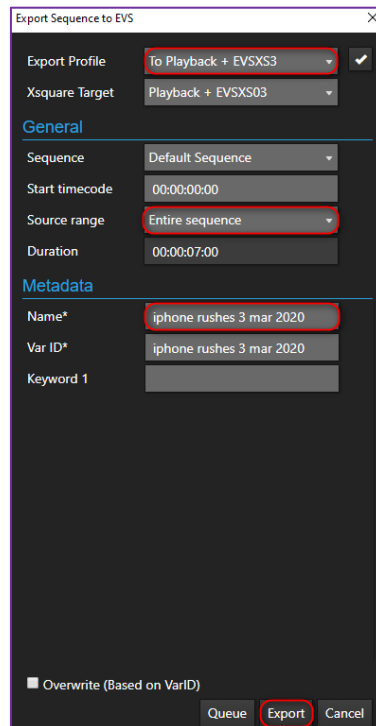


12. Click on **Window -> Extensions -> Export Sequence to EVS** from the toolbar.

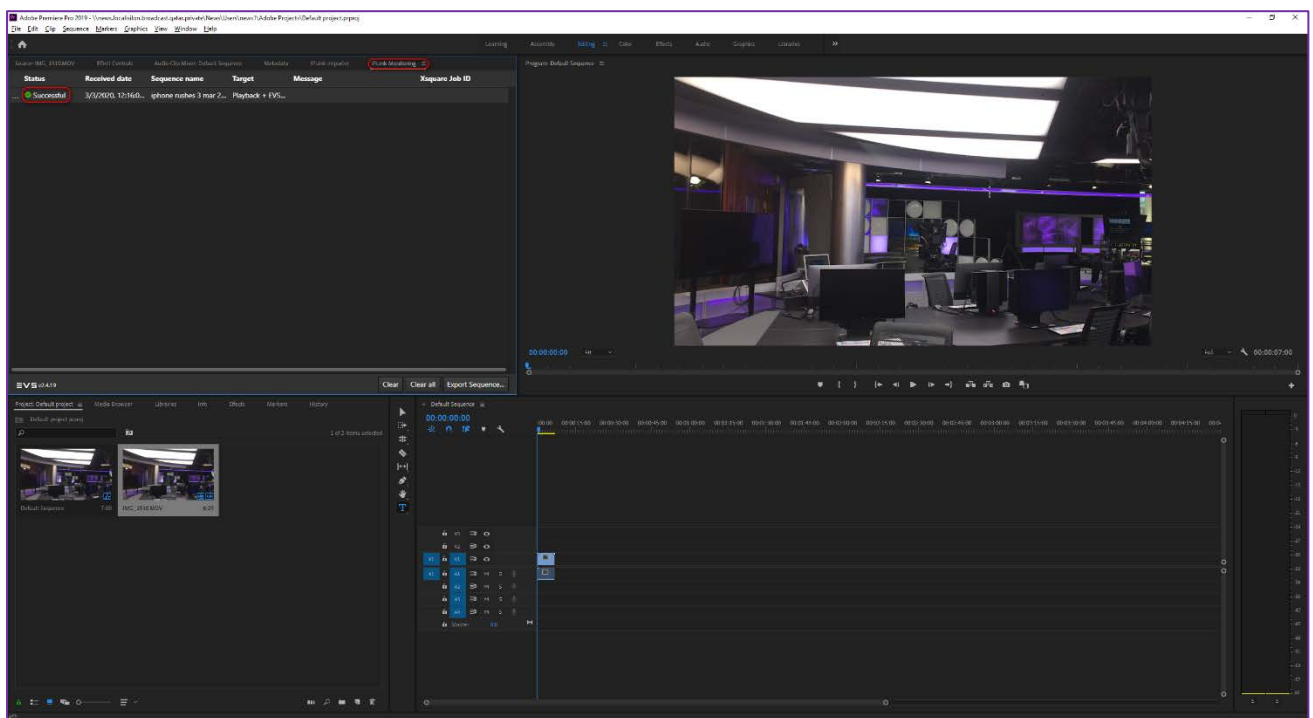


13. Set the following parameters on the Export pane

- 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



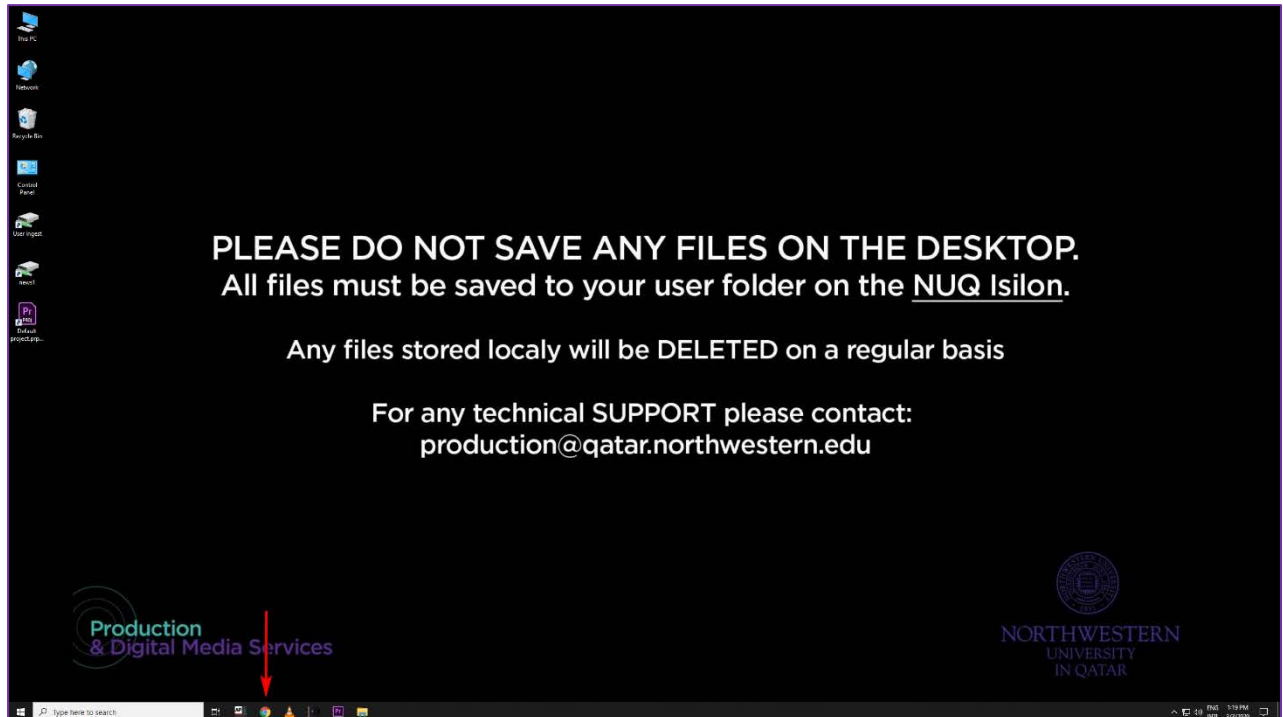
Now the video is ready for use in ENPS rundown

In case of errors, email Production helpdesk at [qatar.northwestern.edu](mailto:qatar.northwestern.edu)

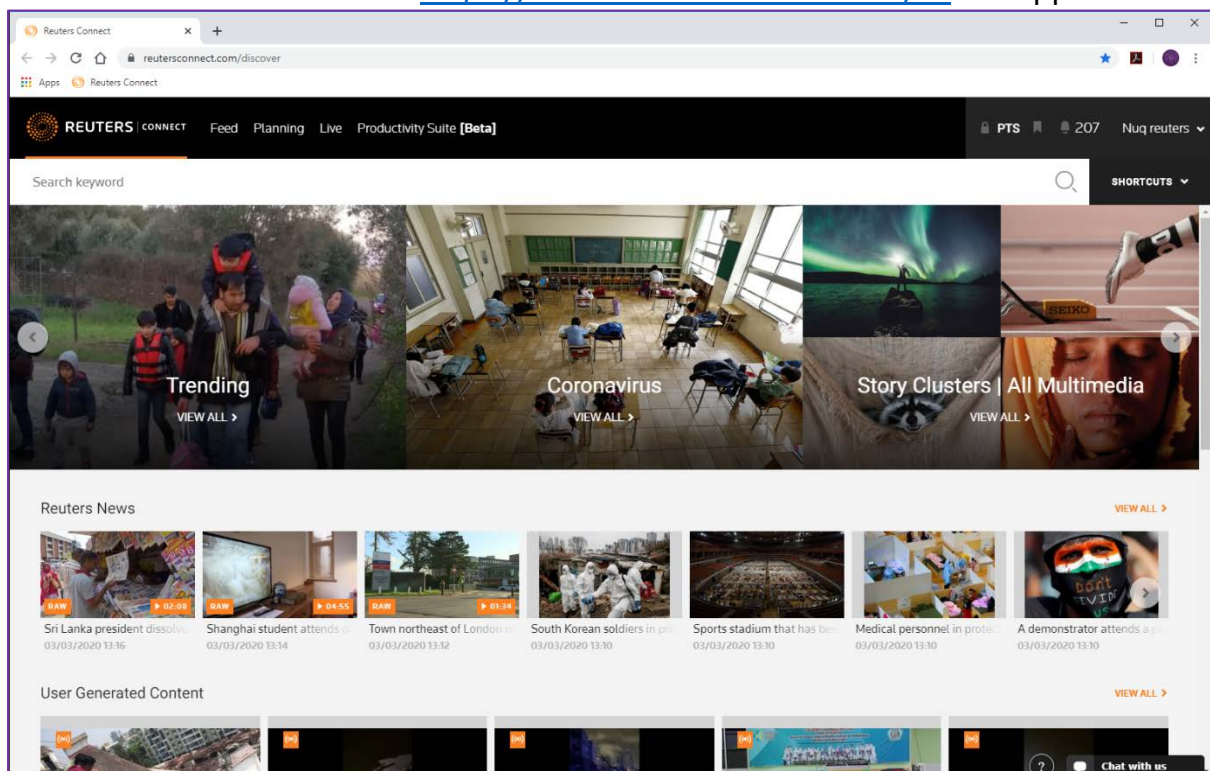


From Reuters news agency

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

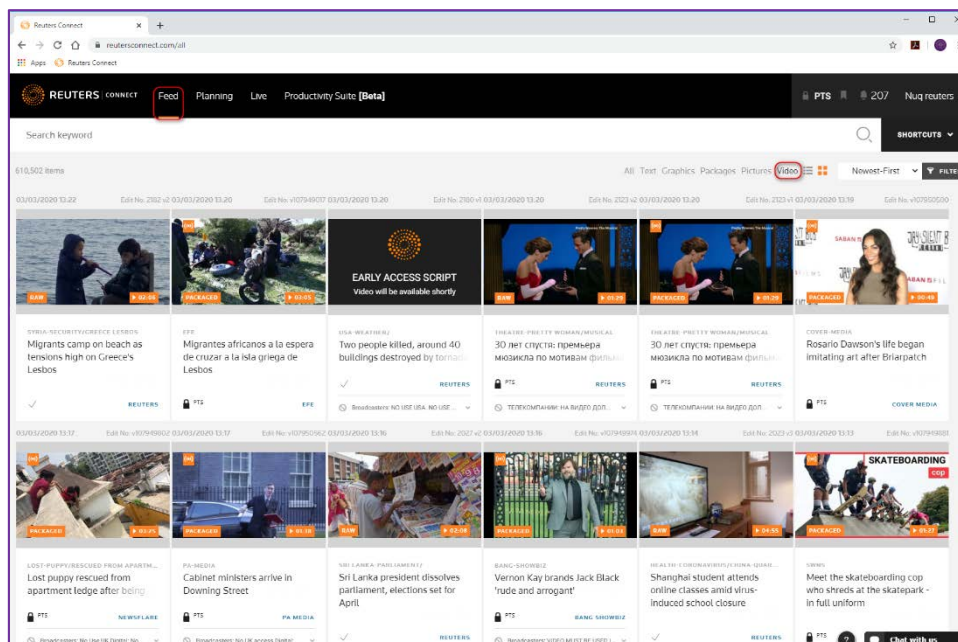


2. The custom tab set to <https://www.reutersconnect.com/all> will appear

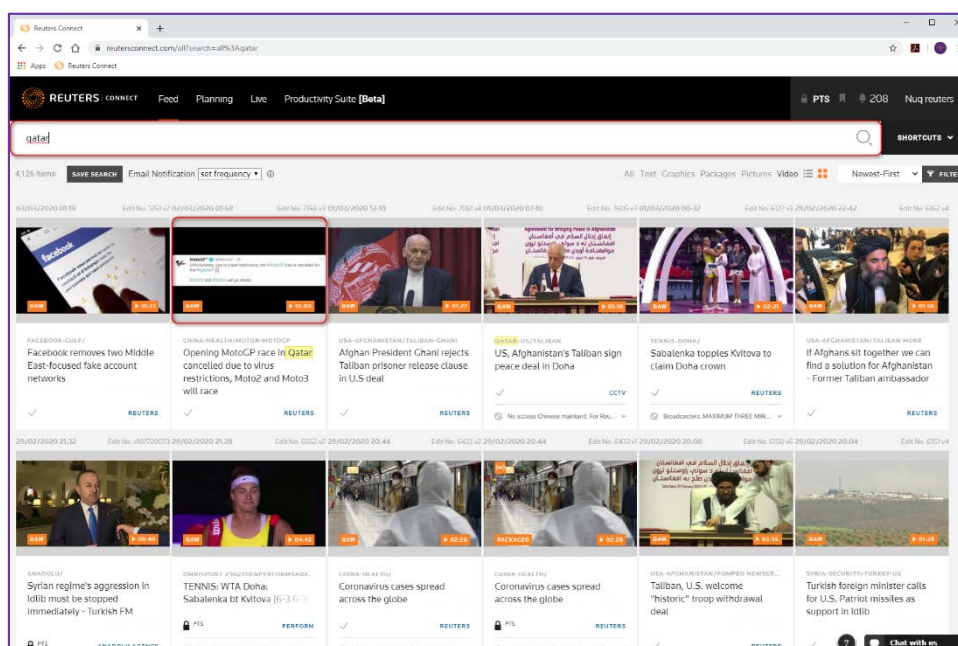


If prompted for a username and password use the following credentials:  
Login: nuq.reuters  
Password: nuQatar2008

### 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.

5. Click on “Download HD 50FPS (MP4)”

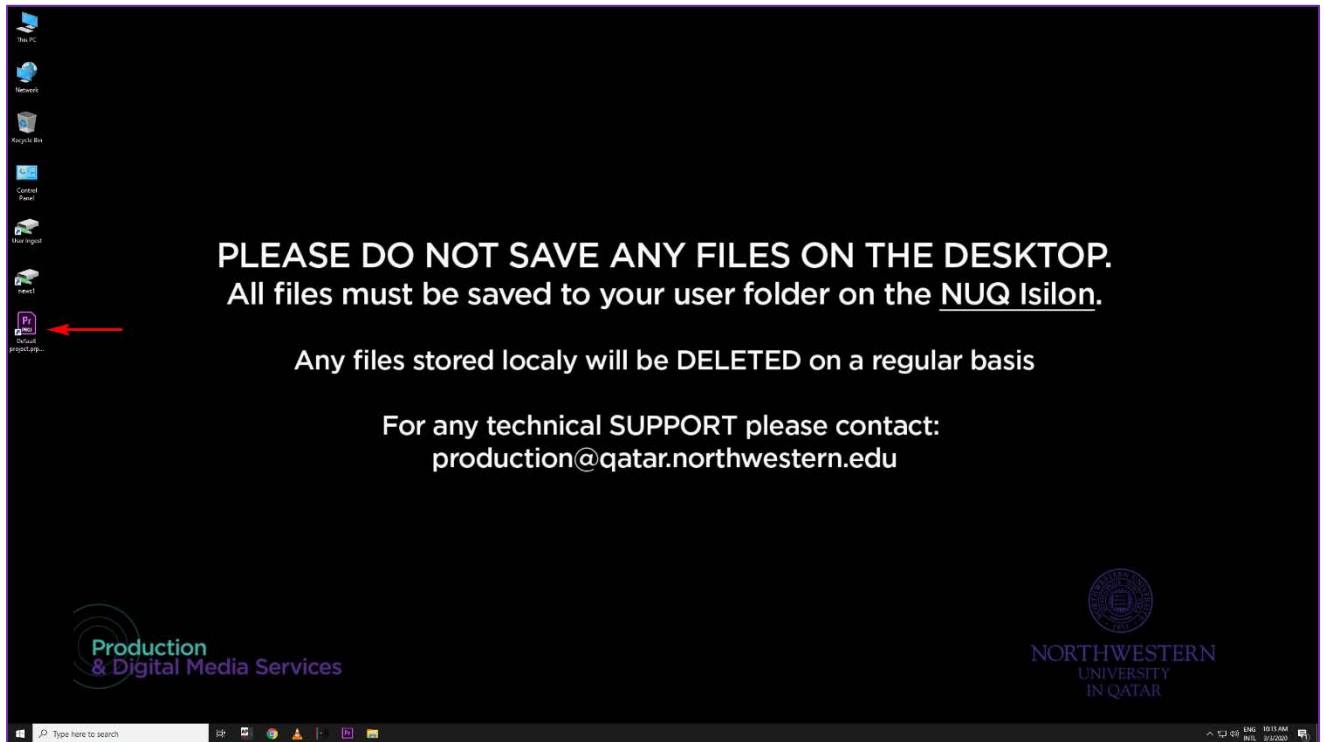
The screenshot shows the Reuters Connect web application. At the top, there's a navigation bar with 'REUTERS CONNECT', 'Feed', 'Planning', 'Live', and 'Productivity Suite [Beta]'. A search bar contains the word 'qatar'. Below the search bar, there's a 'SAVE SEARCH' button and an 'Email Notification' dropdown set to 'frequency'. A 'SHORTCUTS' dropdown is also visible. The main content area features a video player with a tweet from @MotoGP. The tweet text reads: 'Unfortunately, due to travel restrictions, the #MotoGP class is cancelled for the #QatarGP. #Moto2 and #Moto3 will go ahead'. To the right of the video player, there's a 'DOWNLOAD HD 50FPS (MP4)' button. Below the button, there's a text input field containing 'Alex Márquez'. To the right of the input field, there's a list of metadata: Date: 02/03/2020 01:58, Duration: 00:01:58, Edit No: 7158, Revision: 3, Copyright: (c) 2020 Thomson Reuters, unless otherwise identified. Full statement available at https://www.thomsonreuters.com/en/copyright.html, Restrictions: Broadcasters: NONE Digital: NONE, Source Format: HD, Audio: NATURAL / MUTE, Locations: JAKARTA, INDONESIA / INTERNET, Source: REUTERS / SOCIAL MEDIA WEBSITE, Topics: Motorcycle Racing, Sport, Source News Feeds: Core News, Reuters Marketplace - Raw Video, Sports, USN: WDC3812RJ, ID: tag.reuters.com,2020.newsml,WDC3812RJ.3. At the bottom right, there's a 'Chat with us' button.

6. The video will be downloaded to the **Reuters** folder of the respective user. Use Adobe Premiere Pro to export the video to EVS



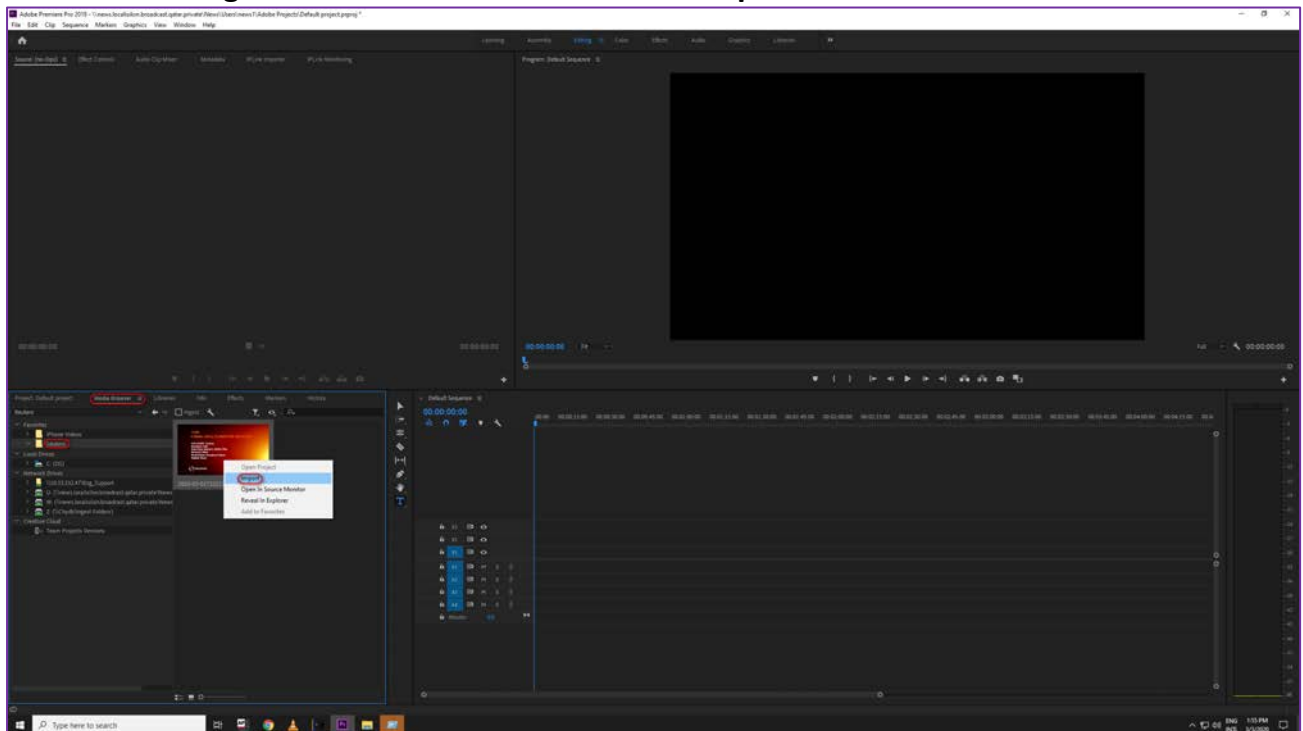


1. Double click the Adobe Premiere Pro Default Project in the desktop

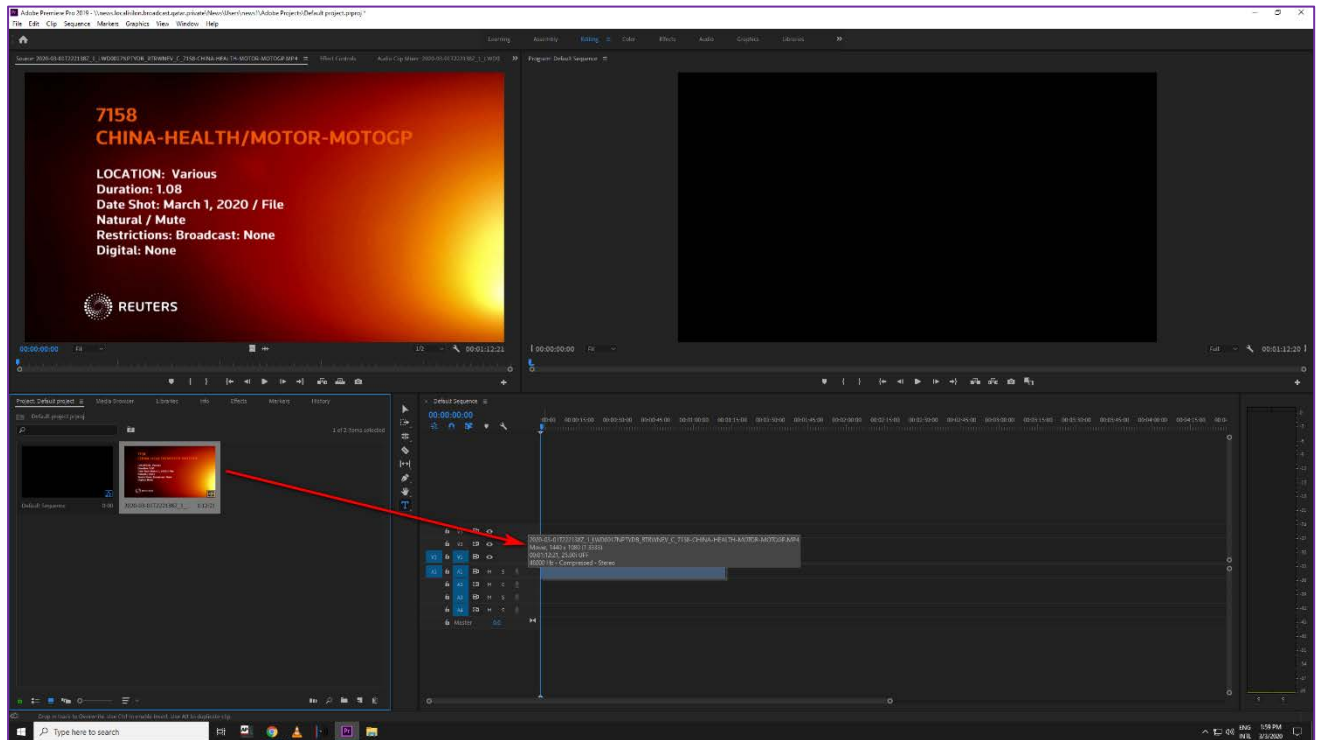


2. Navigate to the **Media Browser** window and under **Favorites** locate:

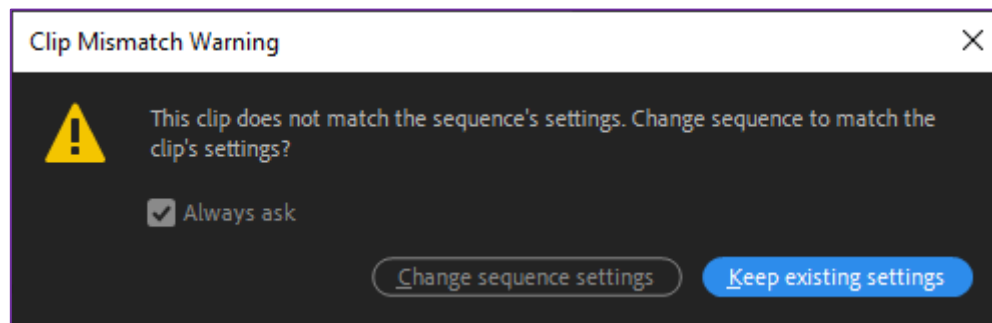
- Reuters -> “the video file
- Right-click the video file and select **Import**”



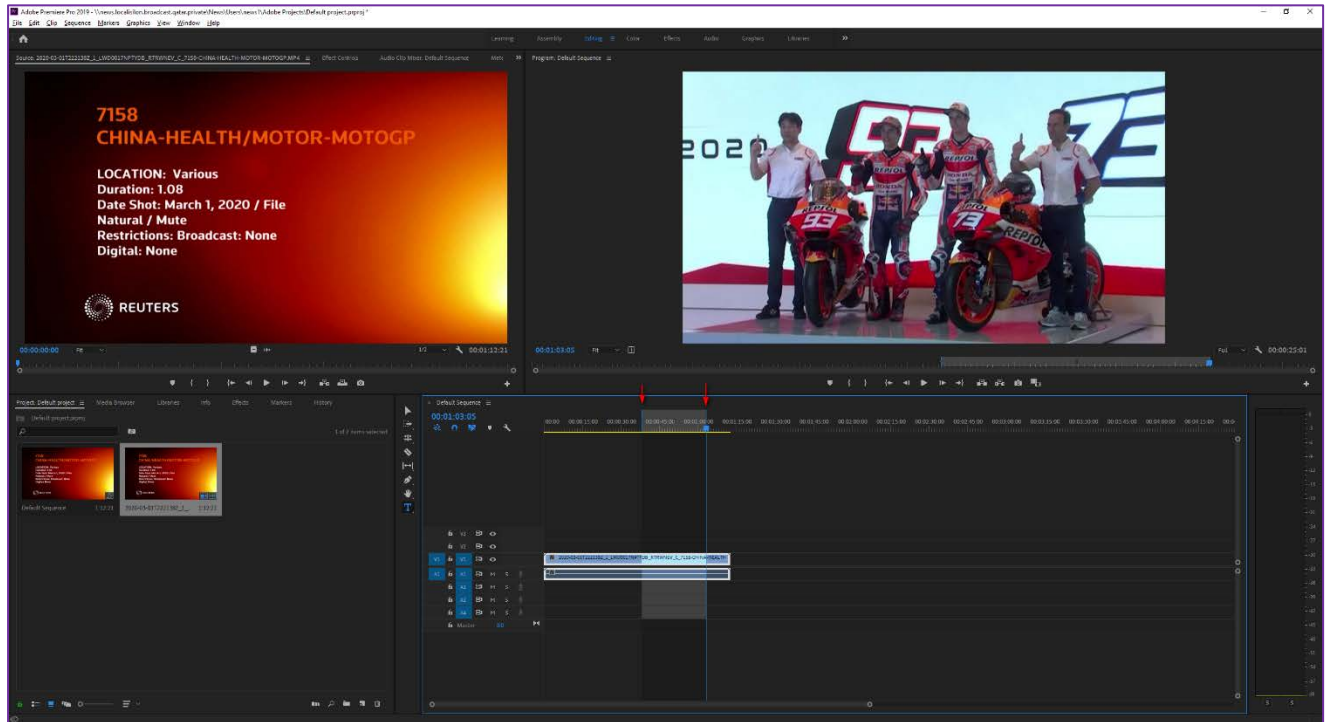
3. Double click the video and drag the video to the timeline window



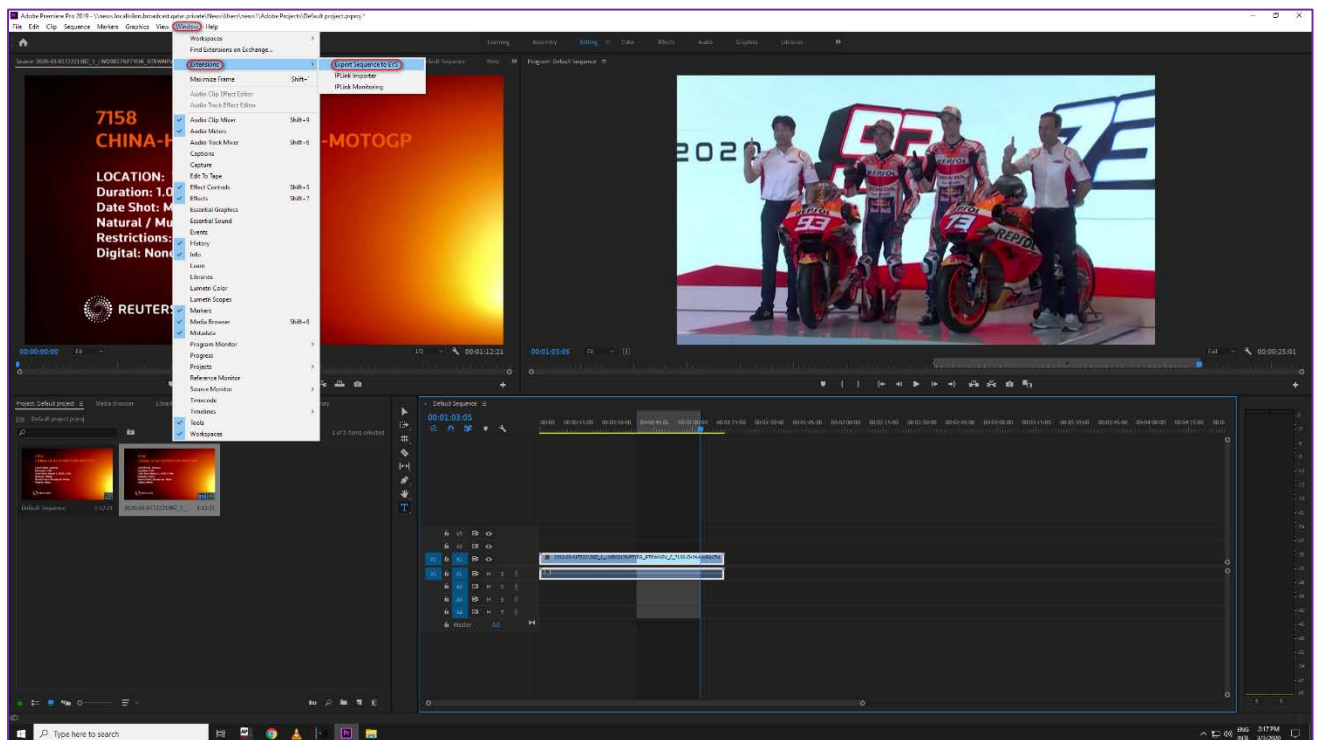
4. If prompted with Clip Mismatch Warning, click on **Keep existing settings**.



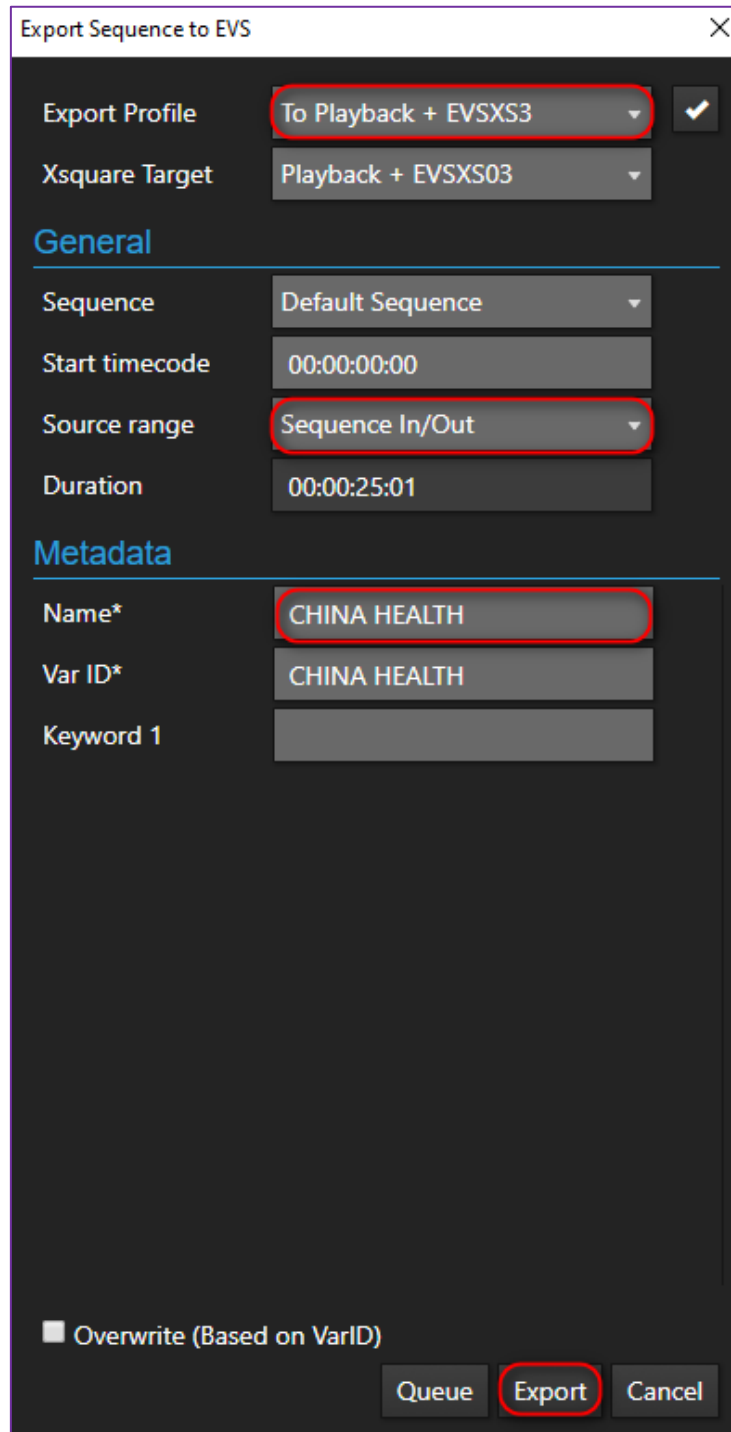
5. Mark the IN and OUT from the timeline window as required



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**
  - All other fields are auto-filled
  - Finally click on **Export**



Export Sequence to EVS

Export Profile: To Playback + EVSXS3 ✓

Xsquare Target: Playback + EVSXS03

**General**

Sequence: Default Sequence

Start timecode: 00:00:00:00

Source range: Sequence In/Out

Duration: 00:00:25:01

**Metadata**

Name\*: CHINA HEALTH

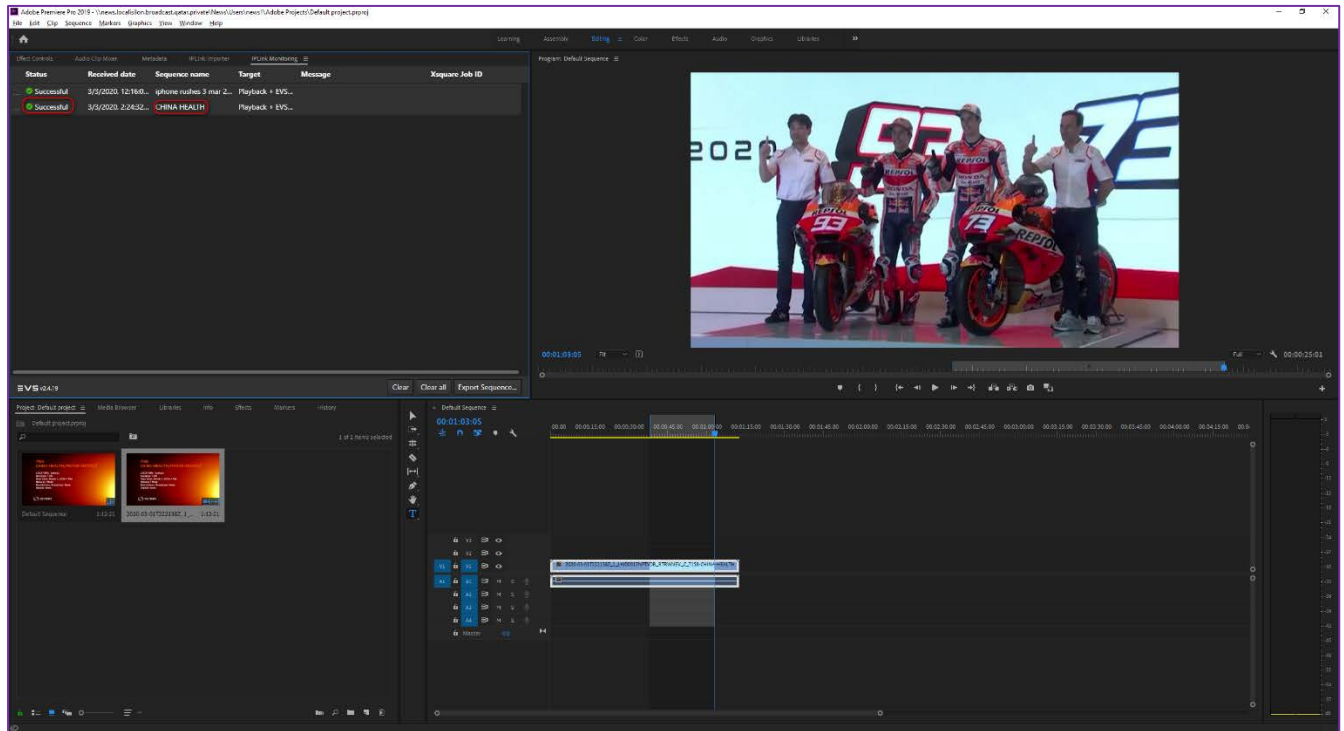
Var ID\*: CHINA HEALTH

Keyword 1:

☐ Overwrite (Based on VarID)

Queue Export Cancel

- 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, email Production helpdesk at [qatar.northwestern.edu](mailto:qatar.northwestern.edu)

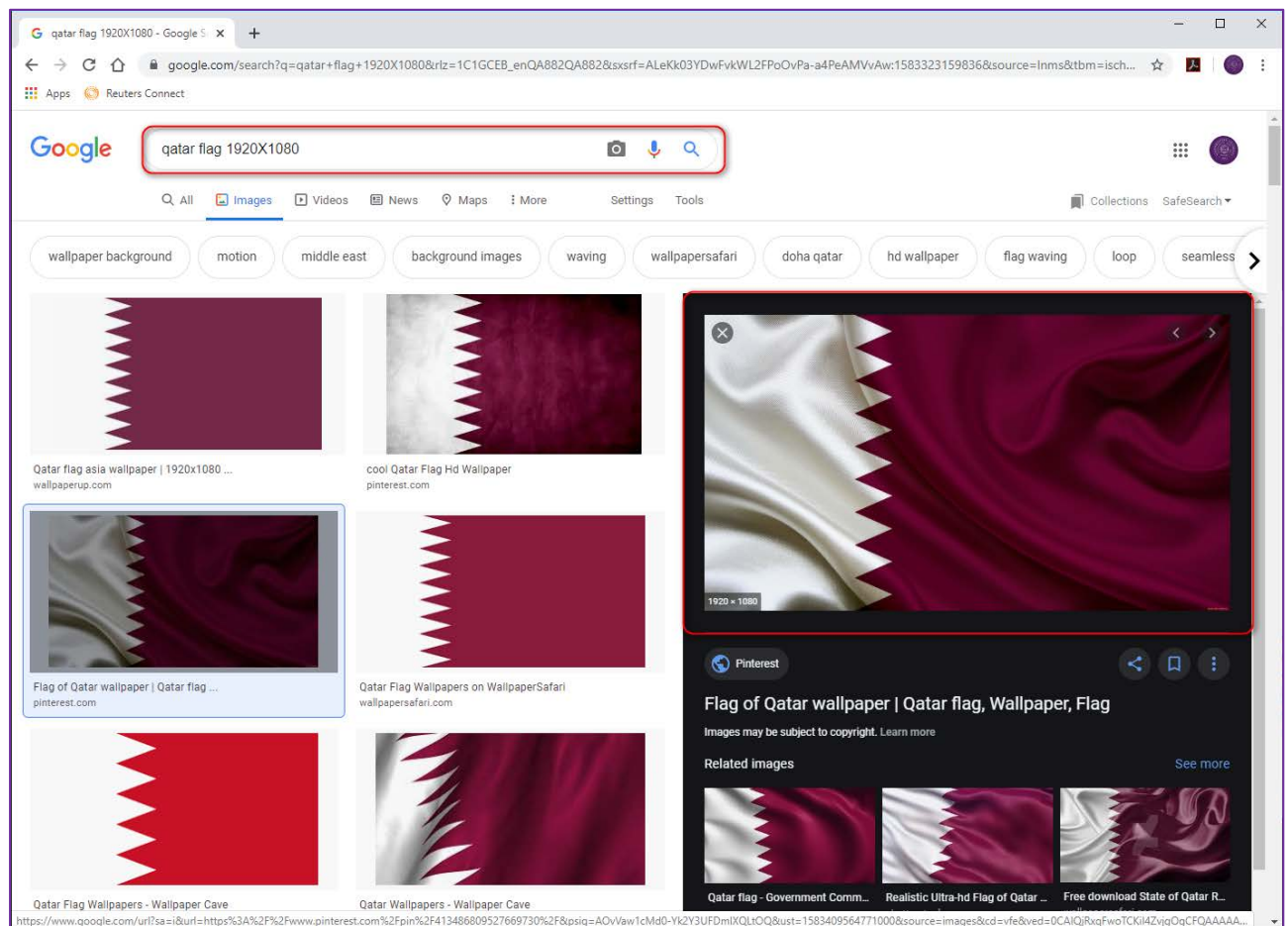


## SECTION 04 – Ingesting images for Chyron graphics templates

### Image download recommendation

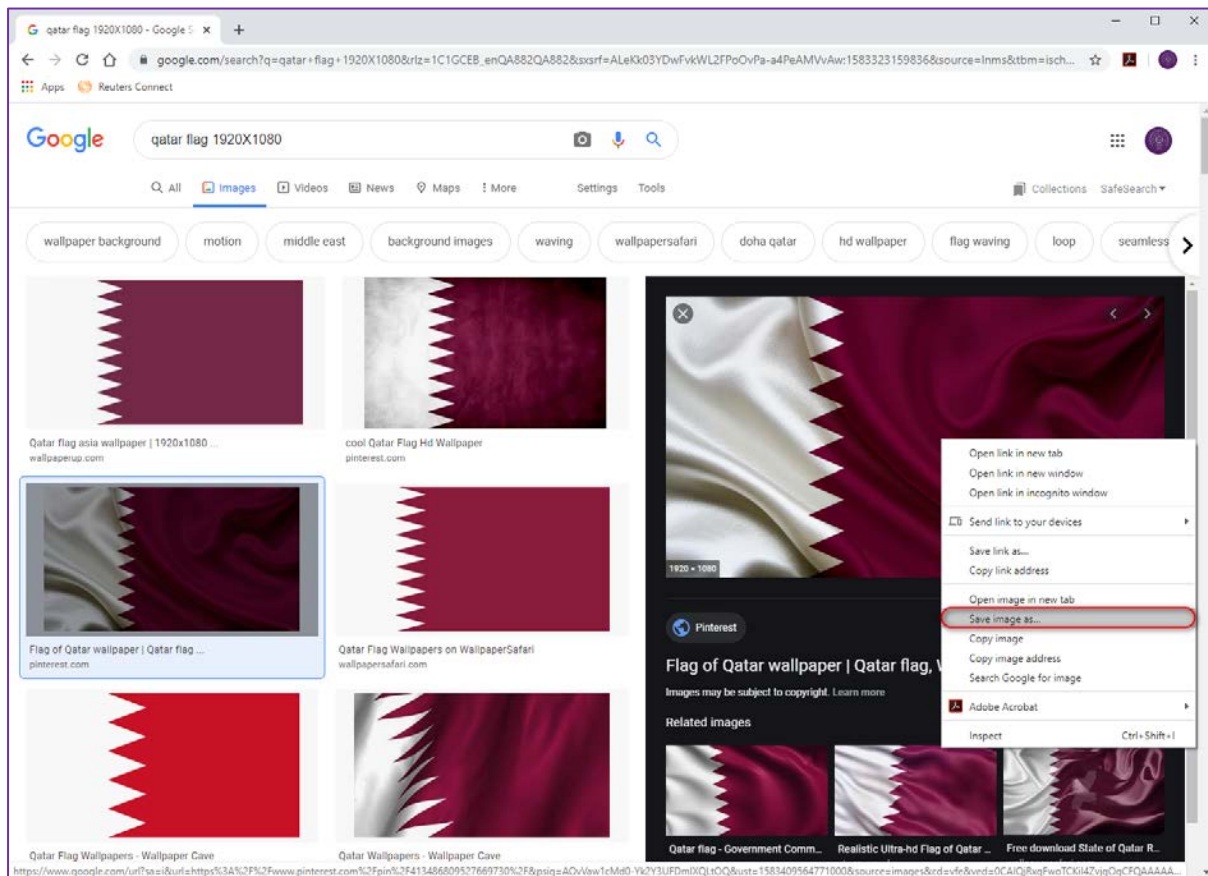
Always choose a standard resolution image while using for the chyron templates. One tip is to suffix 1920X1080 to the search. This can help narrow down the search and find the image with the industry standard resolution.

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

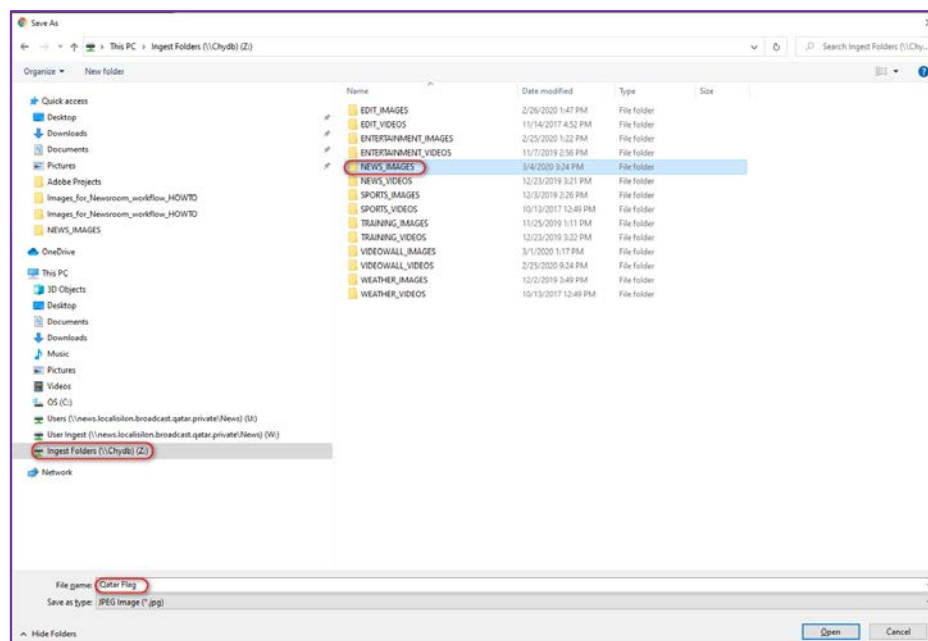


Save the image in the mapped network drive Z:

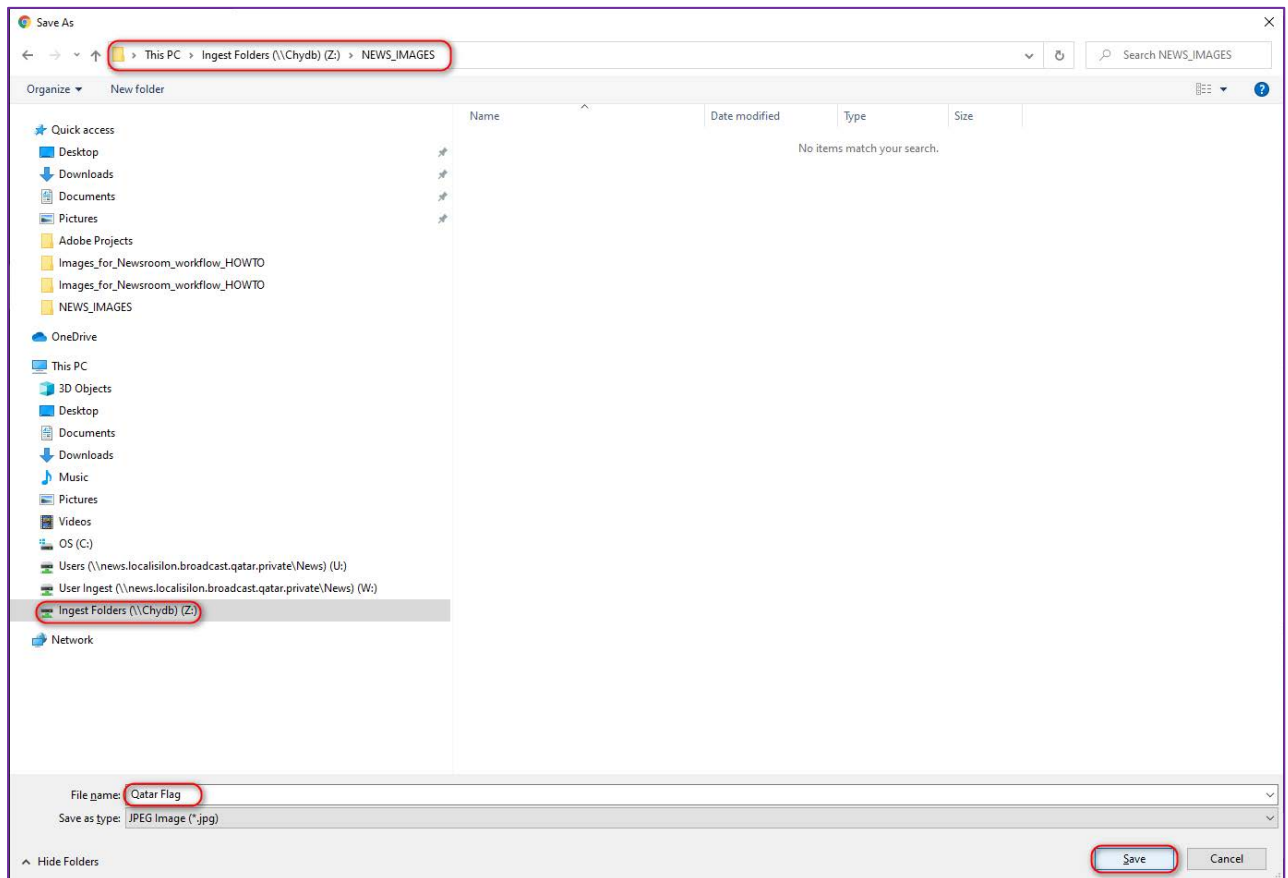
1. Right click and click **Save image as**



2. Navigate to Z: mapped drive and open **NEWS\_IMAGES**



3. Give a credible name to the image and Save it



Now the image is ready to be used in a Chyron template.

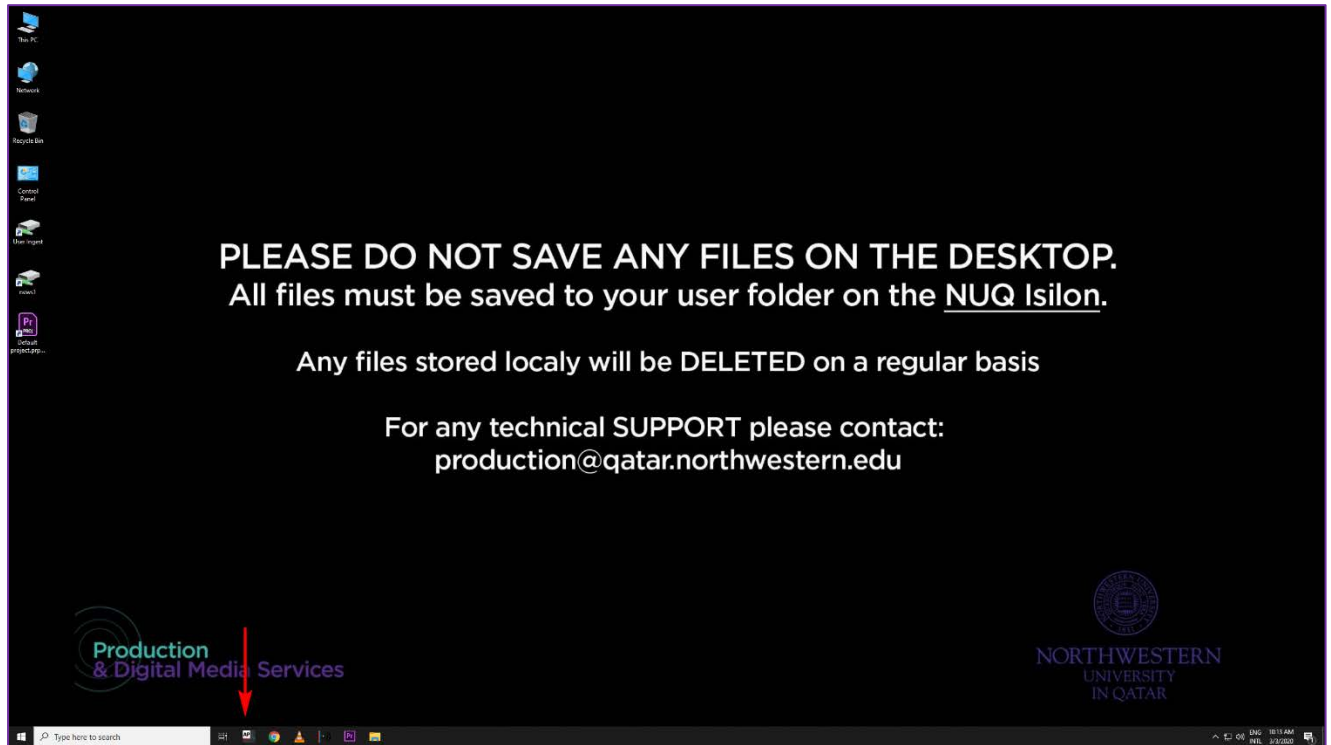
To use image as a graphics element in the ENPS rundown refer to section [Adding images to news graphics template](#)



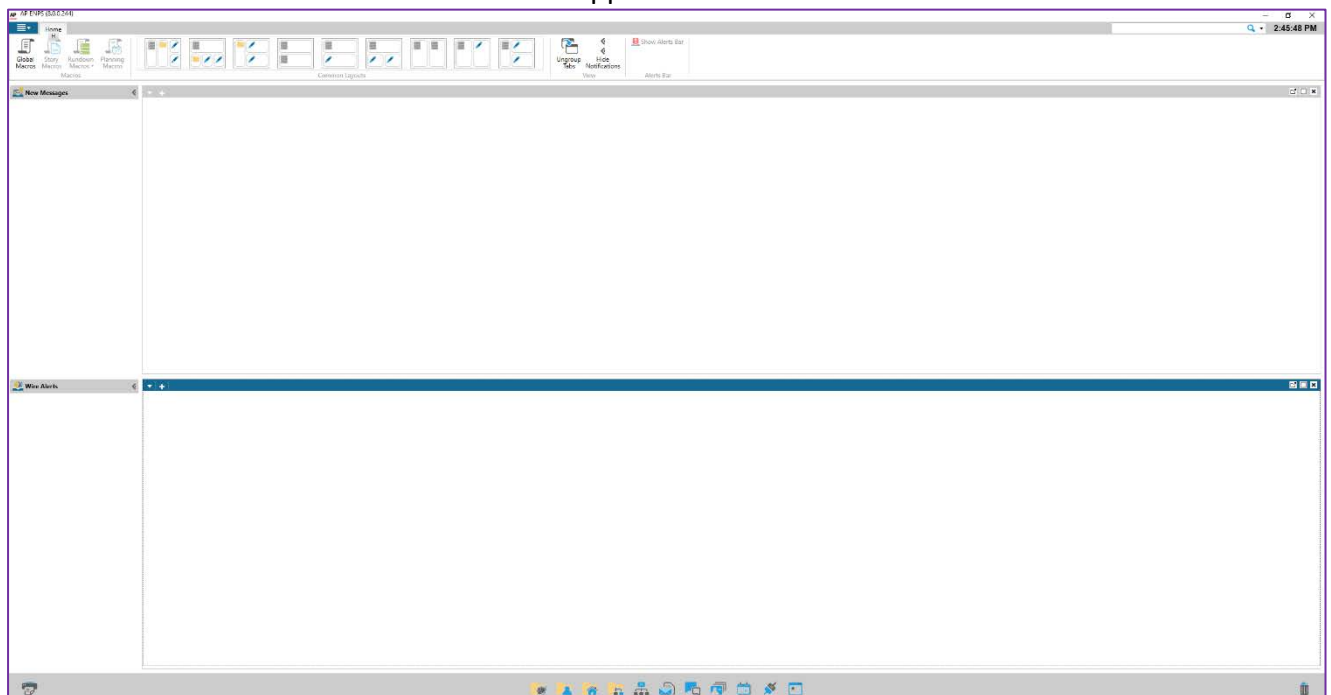
## SECTION 05- ENPS – Getting Started

## Launching the ENPS application

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

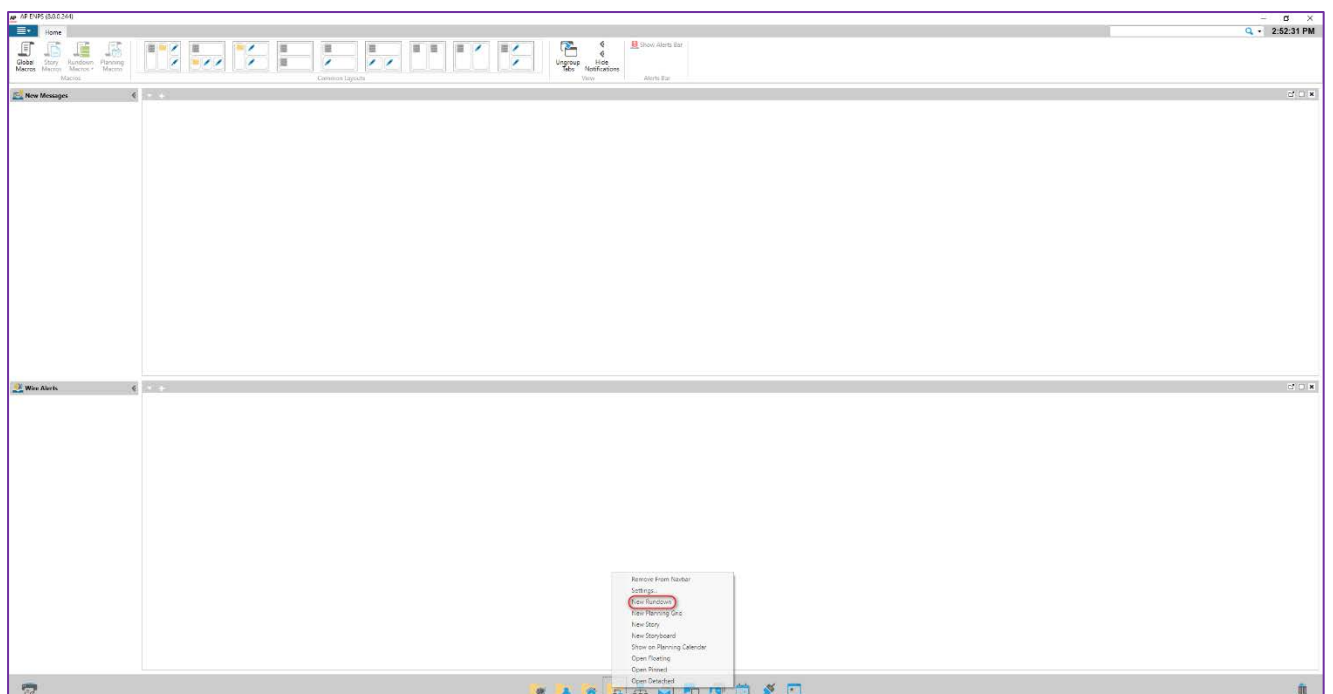
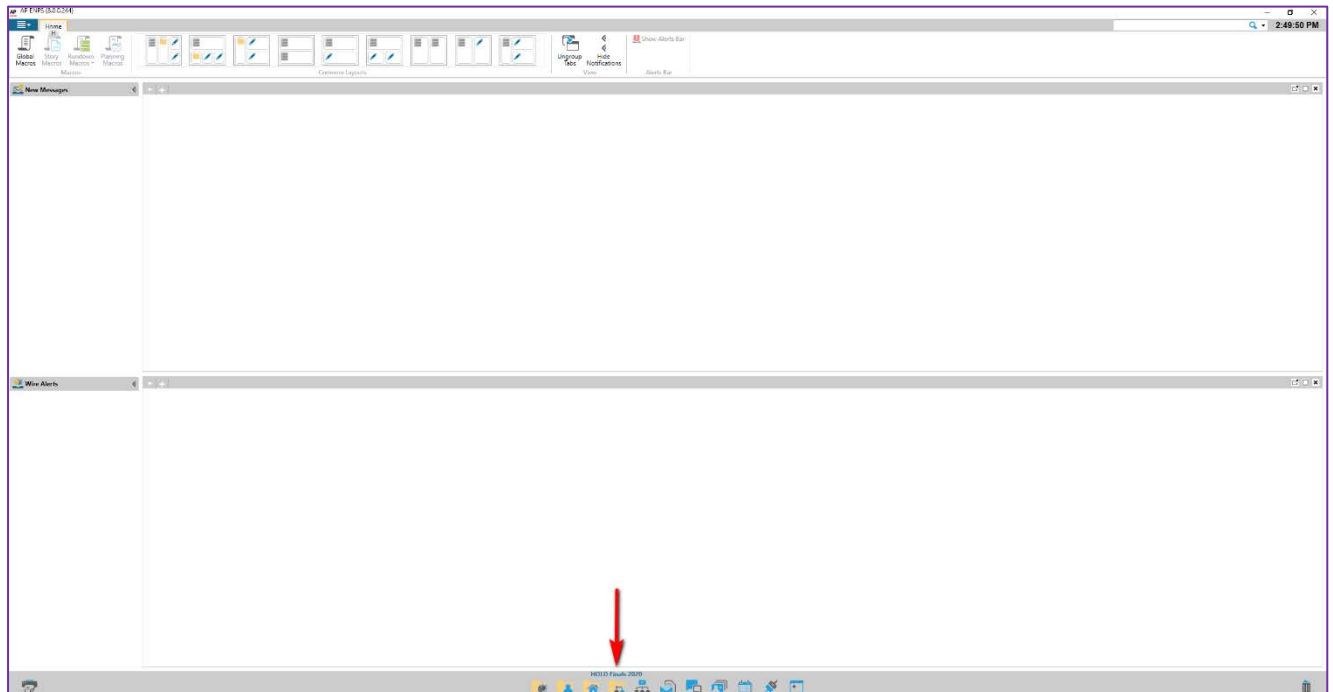


2. A custom created ENPS window will appear

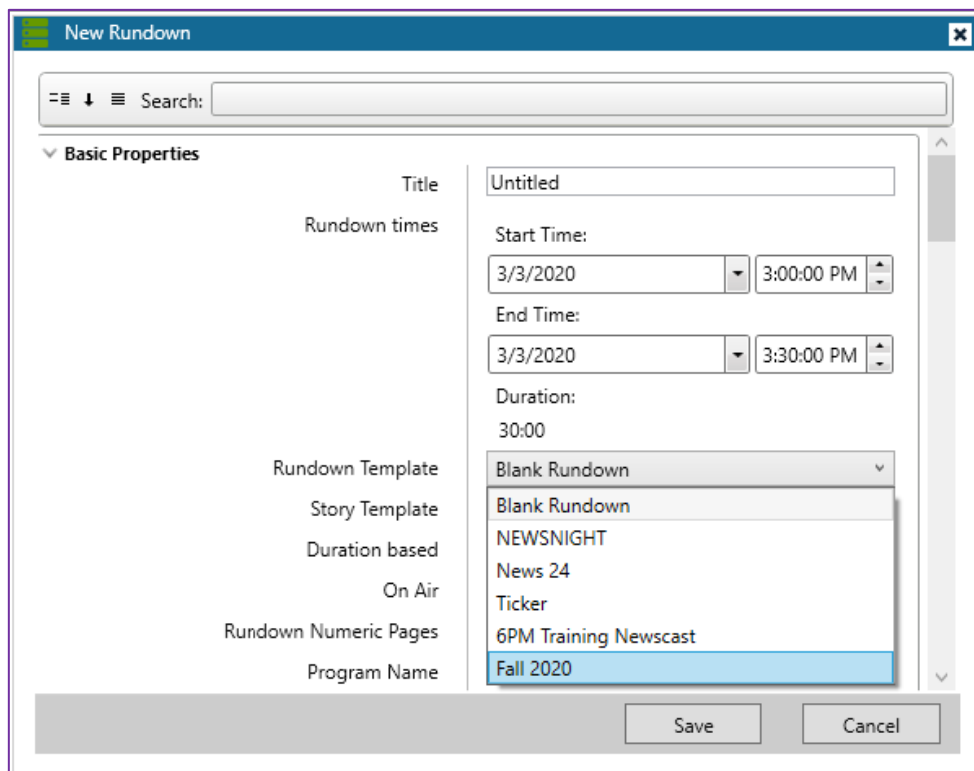


## Creating a new rundown in ENPS

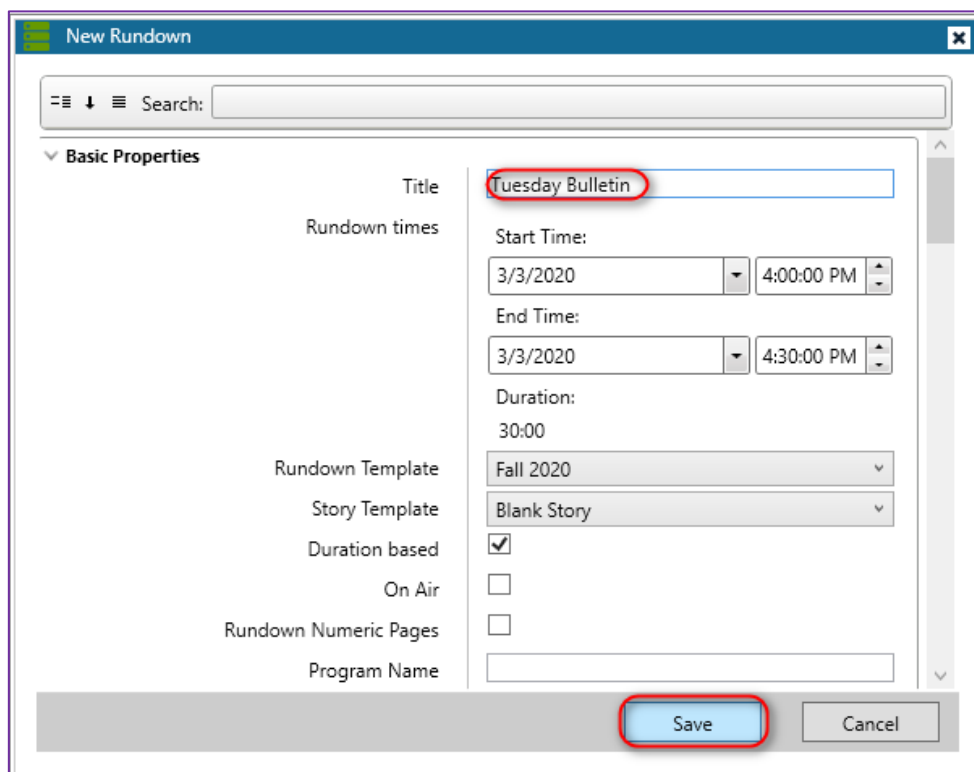
1. Right click on the folder icon named **HOLD Finals 2020** in the Navbar and select **New Rundown**



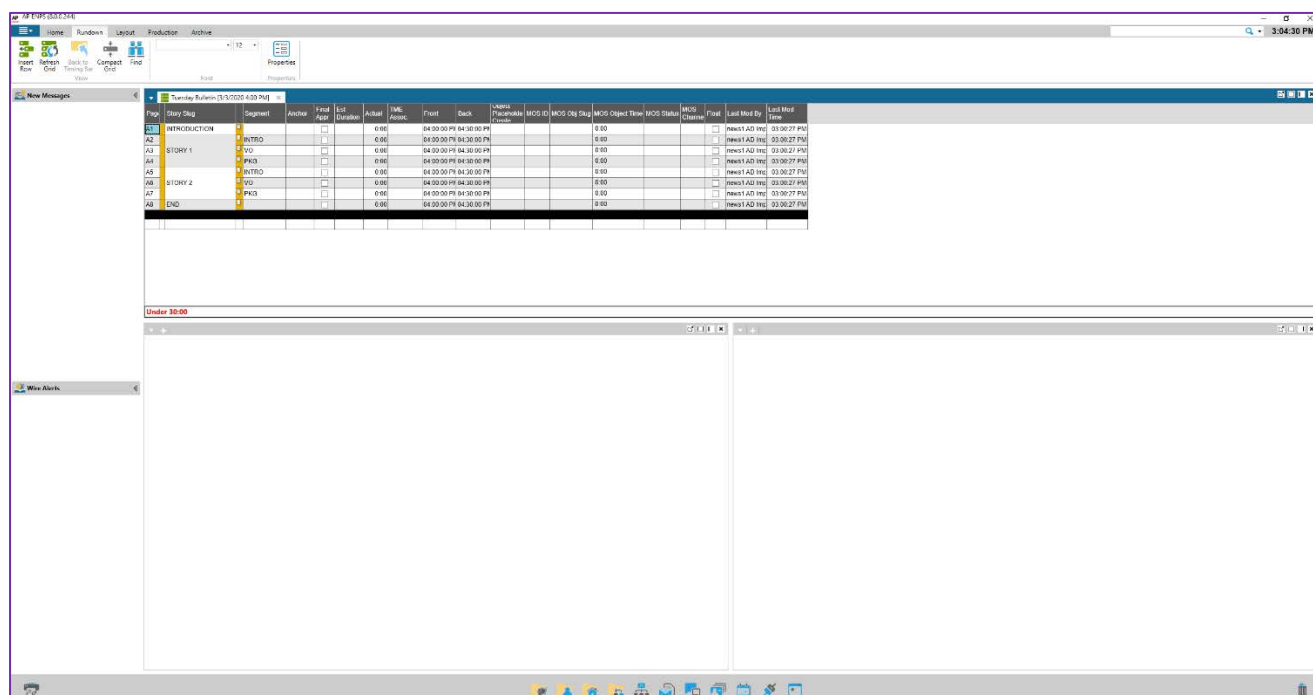
2. In the New Rundown tab select the **Rundown Template as Fall 2020**



3. Input a name for the rundown in the **Title bar** and click **Save**



## 4. A pre-defined template will appear which can be edited to create new stories



The screenshot shows a video production software interface with a pre-defined template for a story. The interface includes a menu bar at the top with options like Home, Rundown, Layout, Production, and Archive. Below the menu bar is a toolbar with icons for various functions. The main area displays a table with columns for Page, Story Step, Segment, Anchor, First Start, Last Variable, Actual, IMC, First, Back, Pages, Chapters, MCOS ID, MCOS Obj, MCOS Obj Dup, MCOS Object Time, MCOS Start, MCOS Channel, Final, Last Mod By, and Last Mod Time. The table contains data for a story titled 'STORY 1' and 'STORY 2', with segments like INTRO, VEO, and PICS. The table also shows a timeline for the story, with a 'Under 30:00' label indicating the total duration. The interface also includes a 'New Messages' panel on the left and a 'Wire Alerts' panel at the bottom.

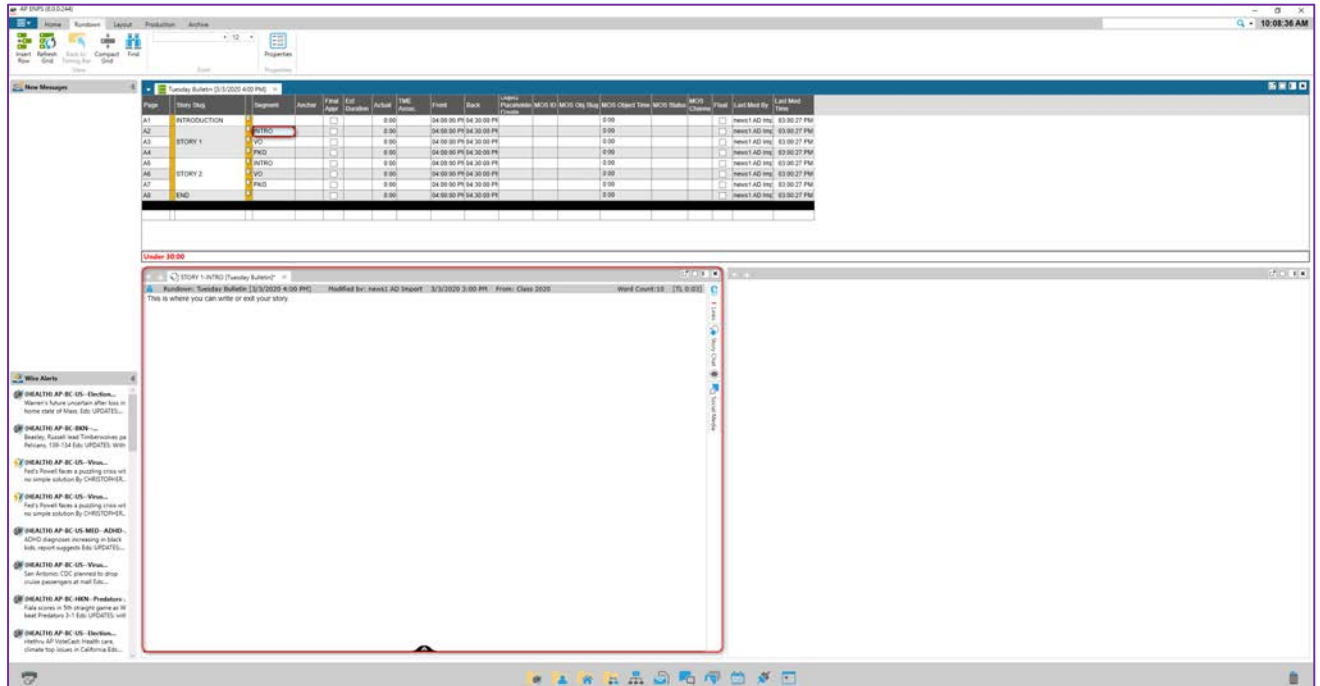
Page	Story Step	Segment	Anchor	First Start	Last Variable	Actual	IMC	First	Back	Pages	Chapters	MCOS ID	MCOS Obj	MCOS Obj Dup	MCOS Object Time	MCOS Start	MCOS Channel	Final	Last Mod By	Last Mod Time
21	INTRODUCTION	INTRO		0:00		04:00:00 PM 04:30:00 PM									0:00				News1 AD Inc	03:00:27 PM
22	STORY 1	VEO		0:00		04:00:00 PM 04:30:00 PM									0:00				News1 AD Inc	03:00:27 PM
23	STORY 1	PICS		0:00		04:00:00 PM 04:30:00 PM									0:00				News1 AD Inc	03:00:27 PM
24	STORY 2	INTRO		0:00		04:00:00 PM 04:30:00 PM									0:00				News1 AD Inc	03:00:27 PM
25	STORY 2	VEO		0:00		04:00:00 PM 04:30:00 PM									0:00				News1 AD Inc	03:00:27 PM
26	STORY 2	PICS		0:00		04:00:00 PM 04:30:00 PM									0:00				News1 AD Inc	03:00:27 PM
27	END			0:00		04:00:00 PM 04:30:00 PM									0:00				News1 AD Inc	03:00:27 PM

## 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**

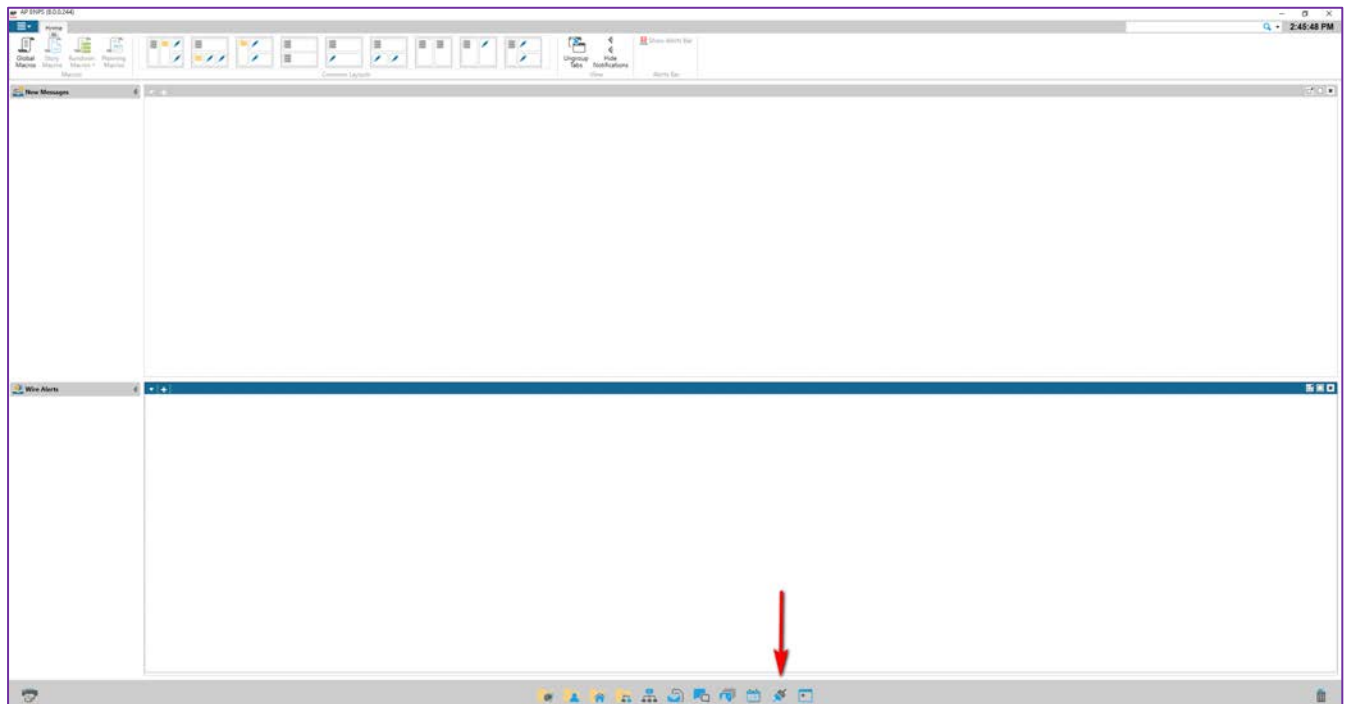
## Writing and editing a story in ENPS rundown

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

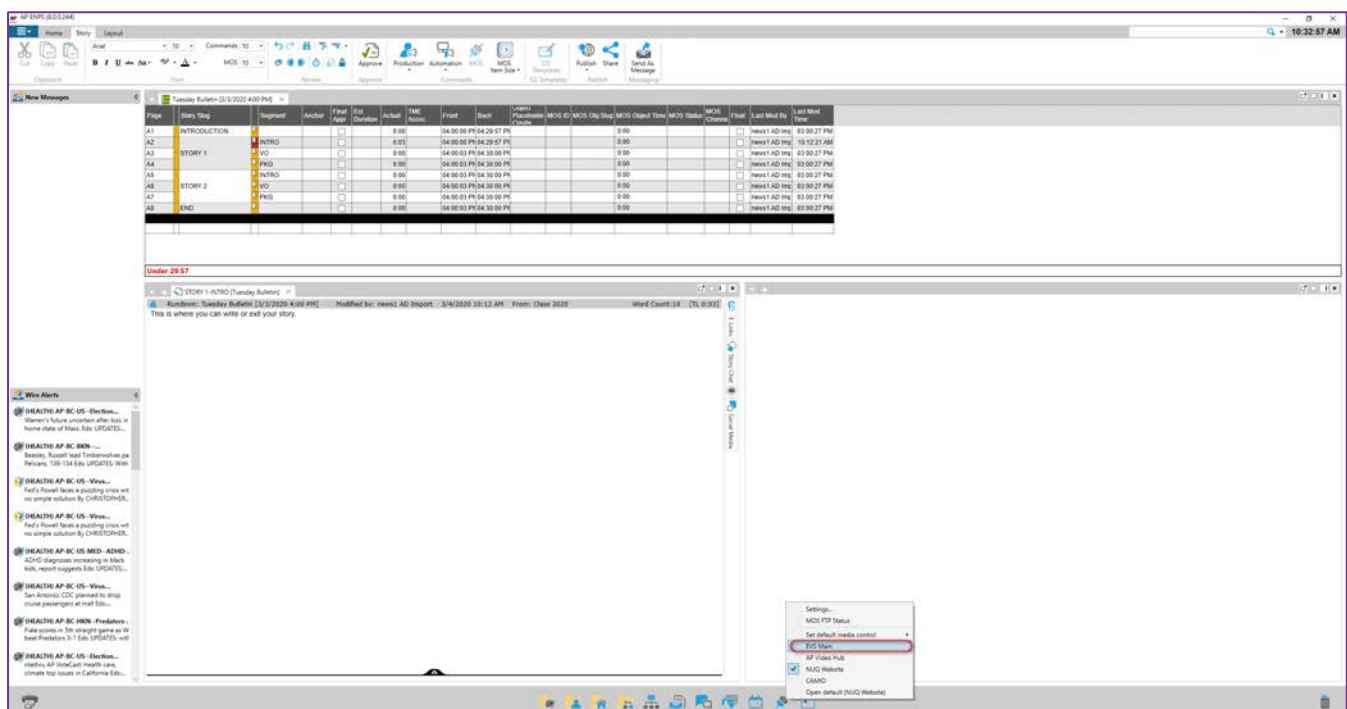


## Adding video packages to the story using EVS MOS

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



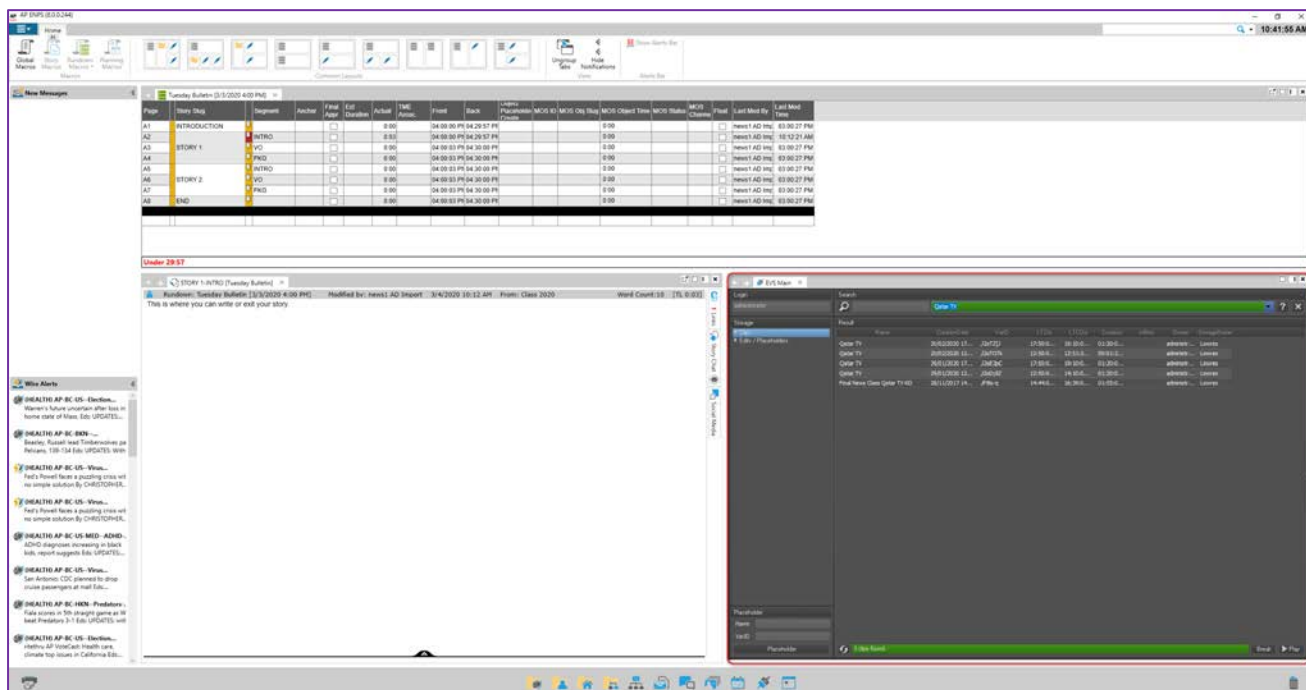
4. **Right-click** the MOS Icon and select **EVS MAIN**



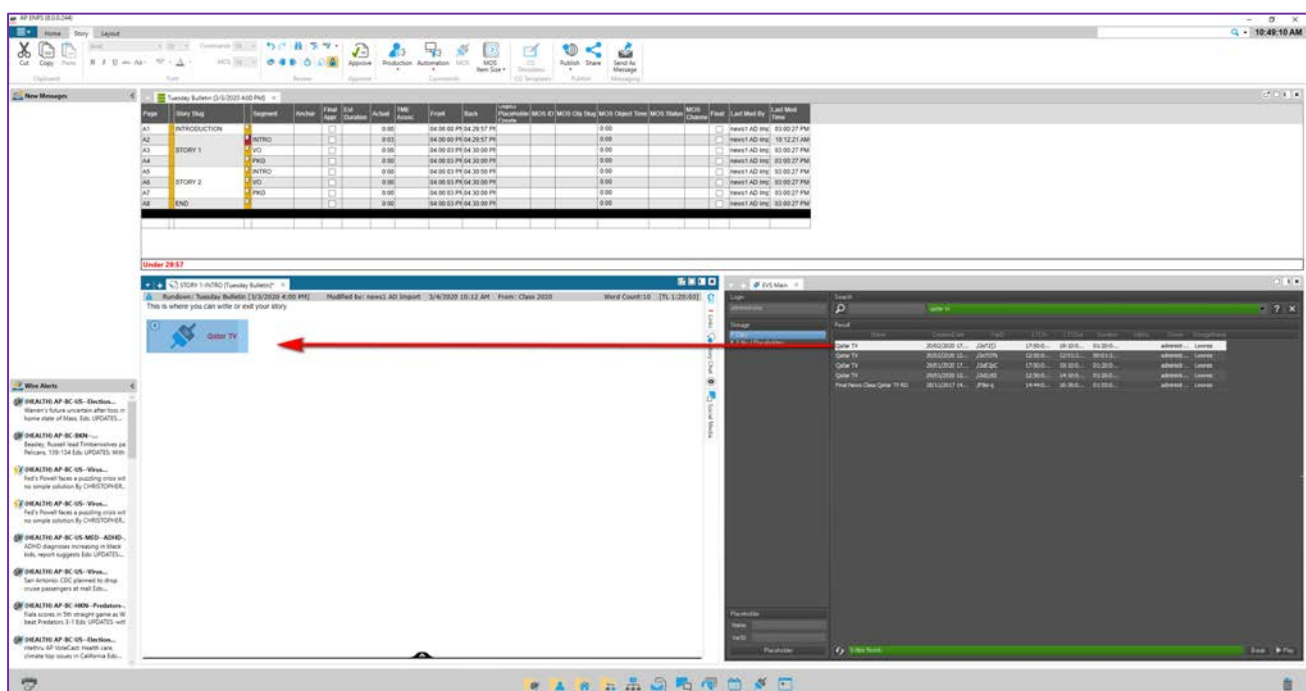
# Production & Digital Media Services

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 TV brought the below mentioned results.

Note: The search is NOT case-sensitive

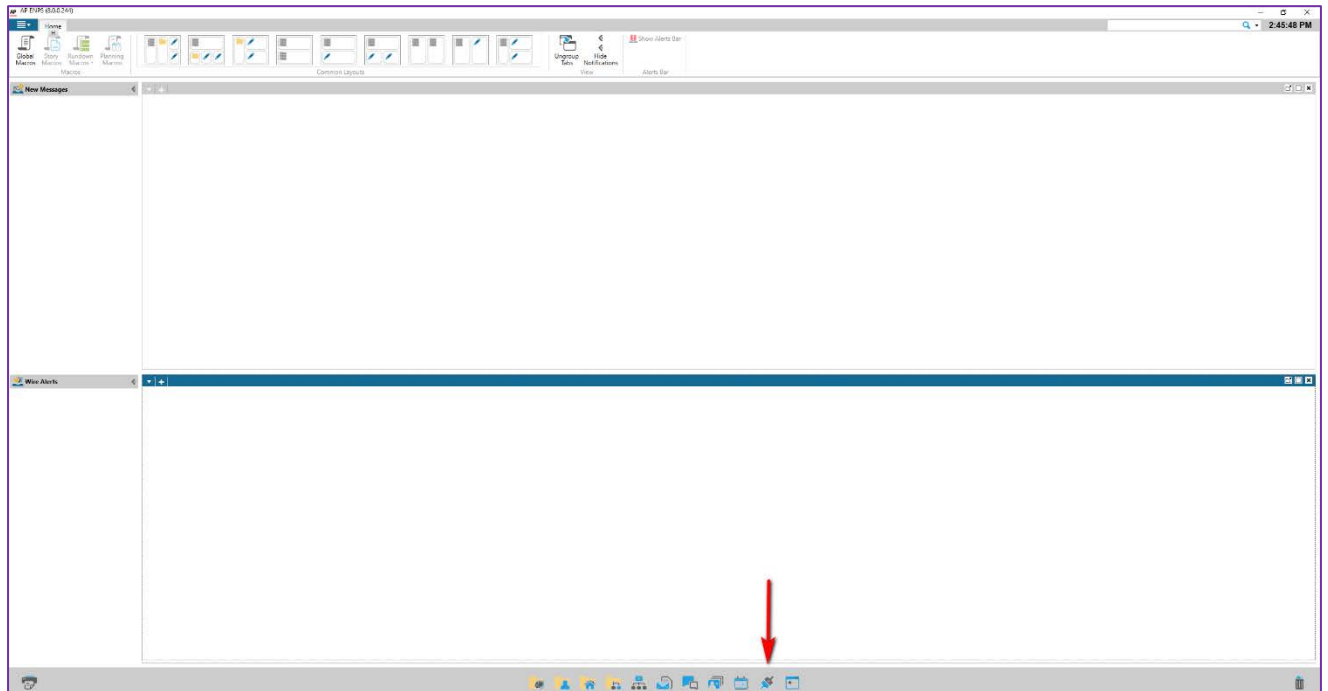


7. Left-click the desired video package and **drag it** to the story pane

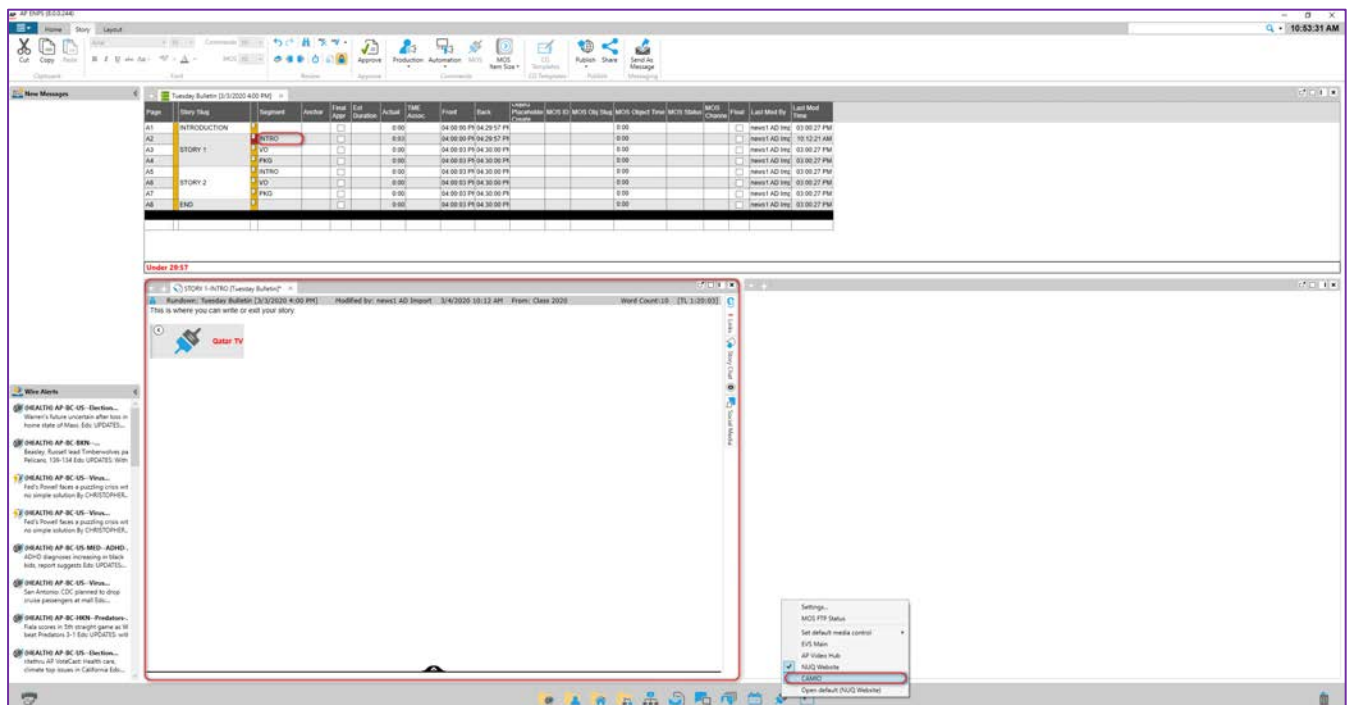


## Adding news graphics [Lower thirds, OTS, Full Frame] to the story using Chyron CAMIO Plugin

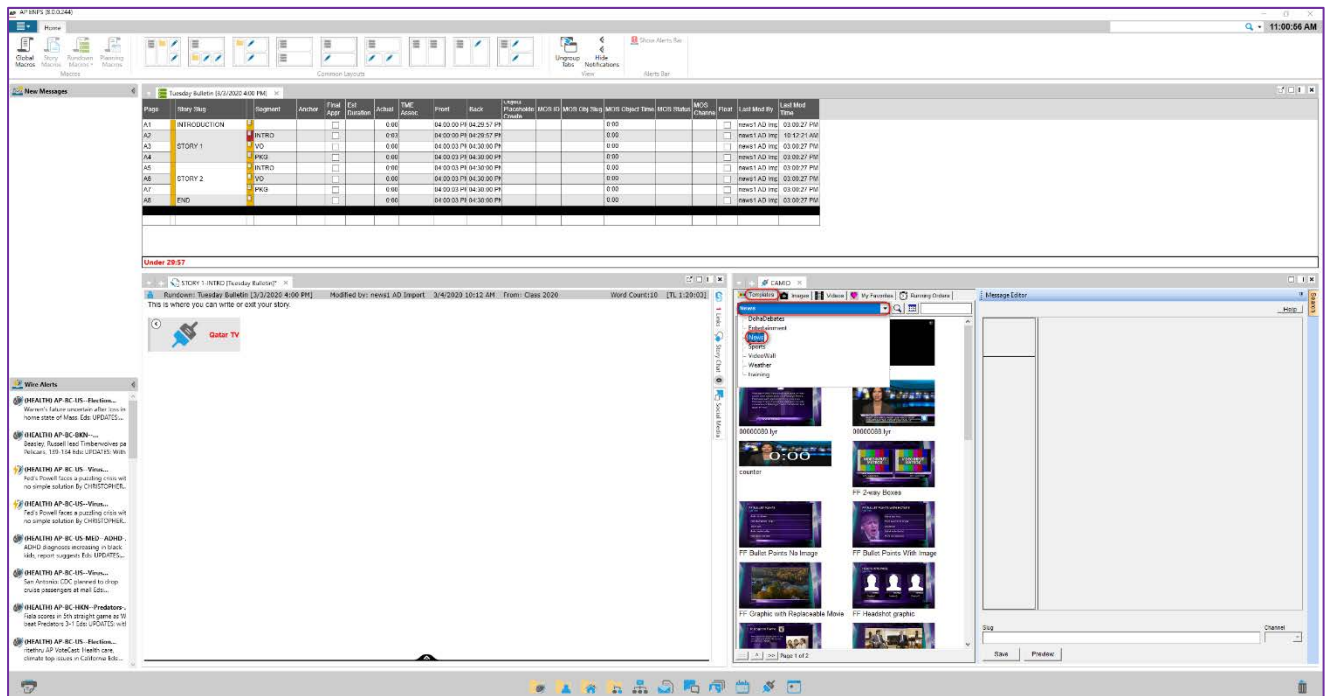
1. Open the story that you want to add graphics.
2. Locate the **MOS** icon from the Navbar



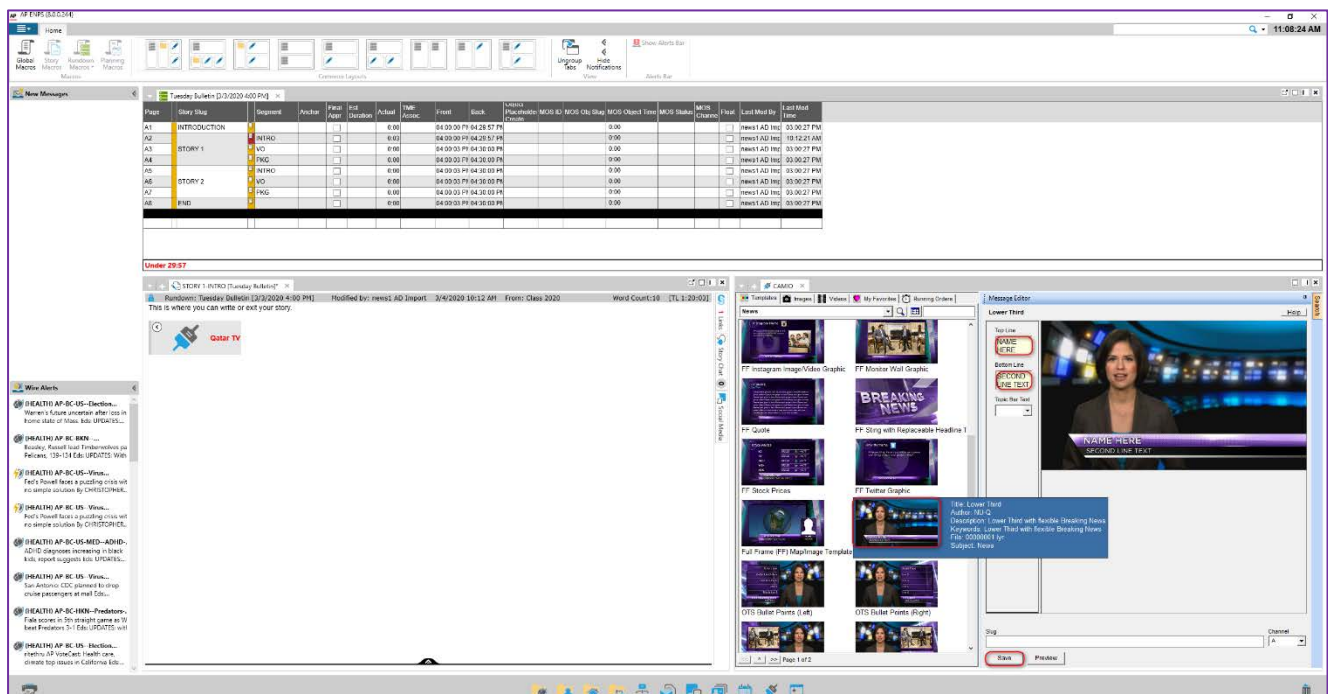
3. Right click the MOS icon and **select CAMIO**



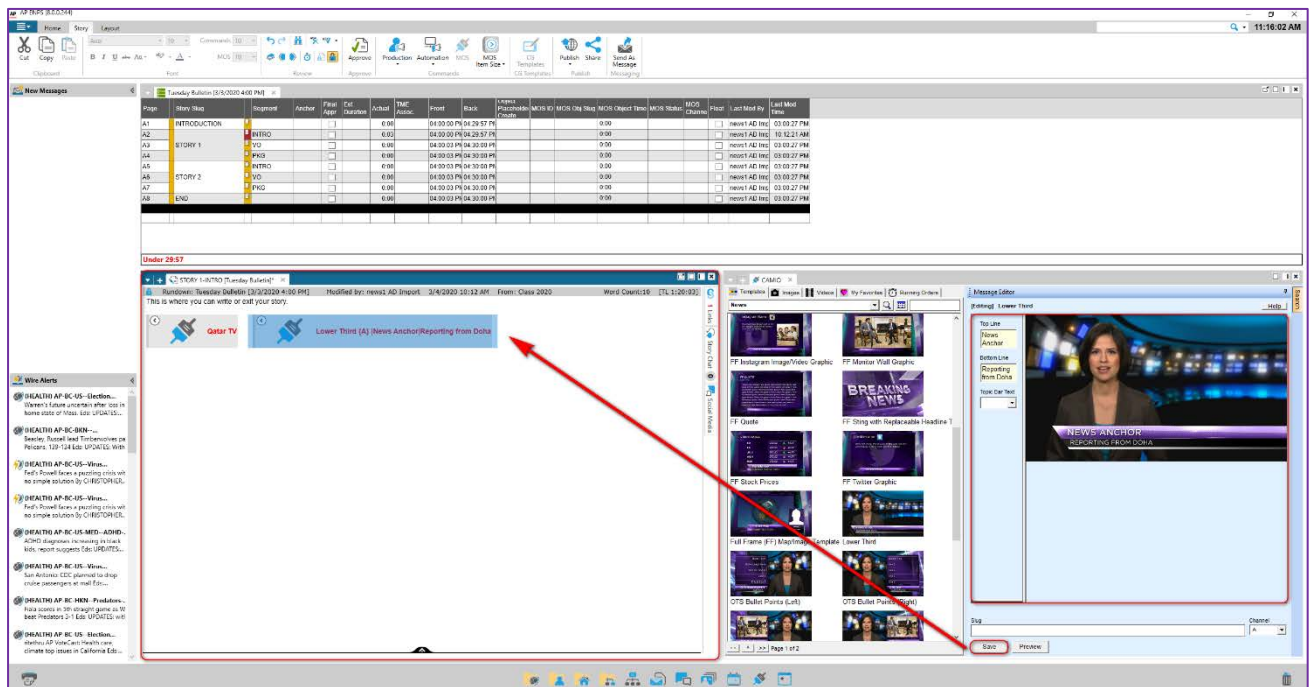
## 4. Choose the desired template from the Templates tab. For instance, choose **News**



Double click the desired template. For instance, choose **Lower Third**, fill the text contents and click **Save**



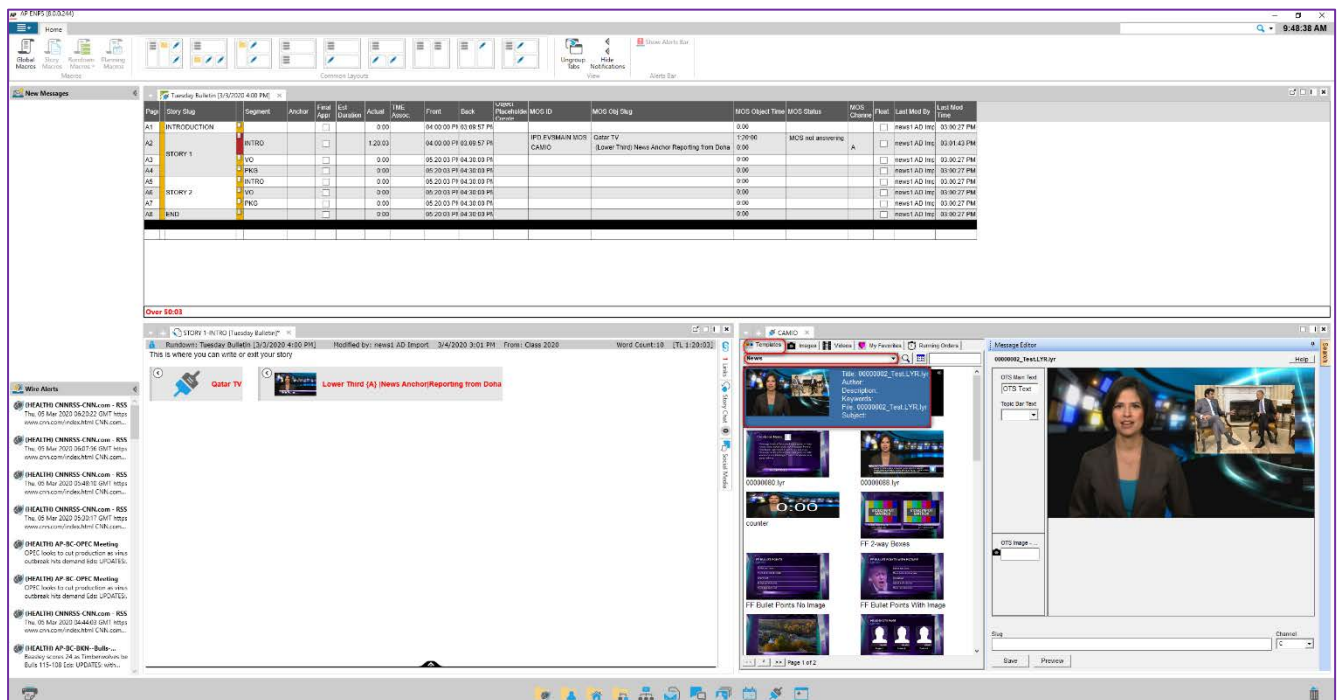
- Once you click the Save button, the filled template will be added to the story. A **local preview** can be generated by **double clicking** the graphics element in the story.



## Adding images to news graphics template

Note: Before you begin, reach out to Production department to know which Chyron templates can accept images.

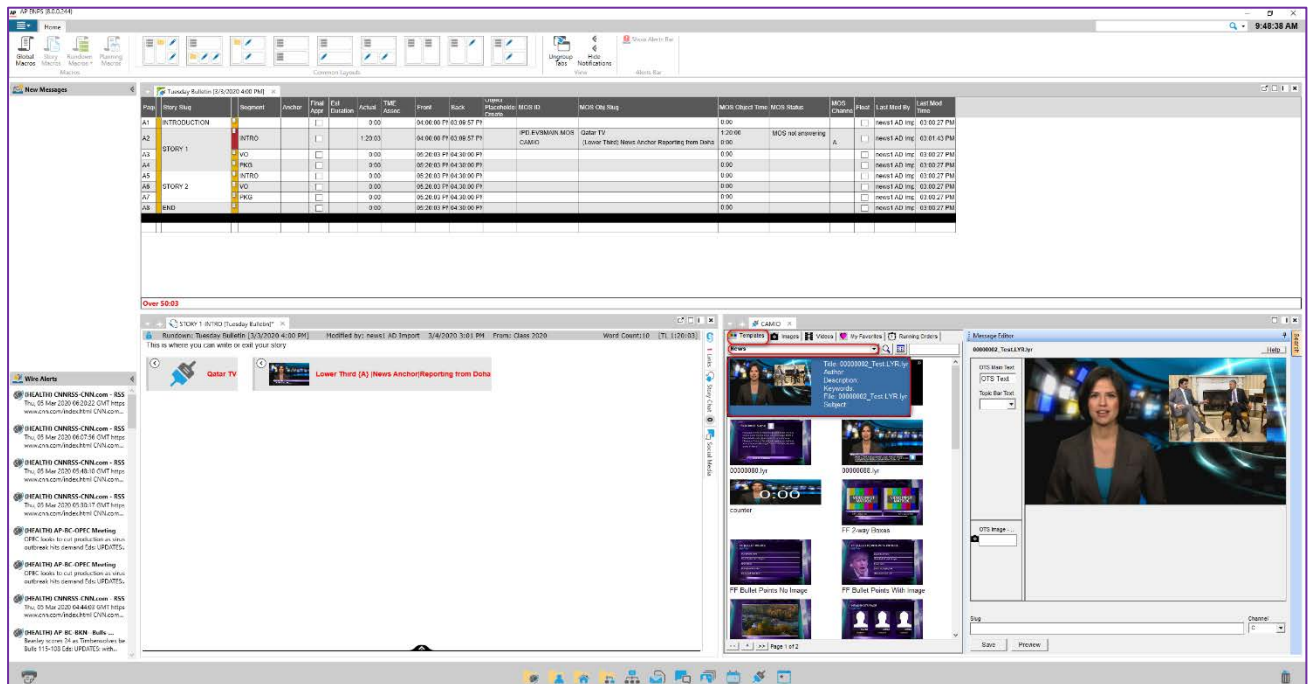
1. Refer [SECTION 04](#) to make images available for your story in ENPS
2. Follow till step 3 in [Adding news graphics section](#)
3. Select the desired graphics template to use the image in. For instance, double click on an **OTS** template from the News templates.



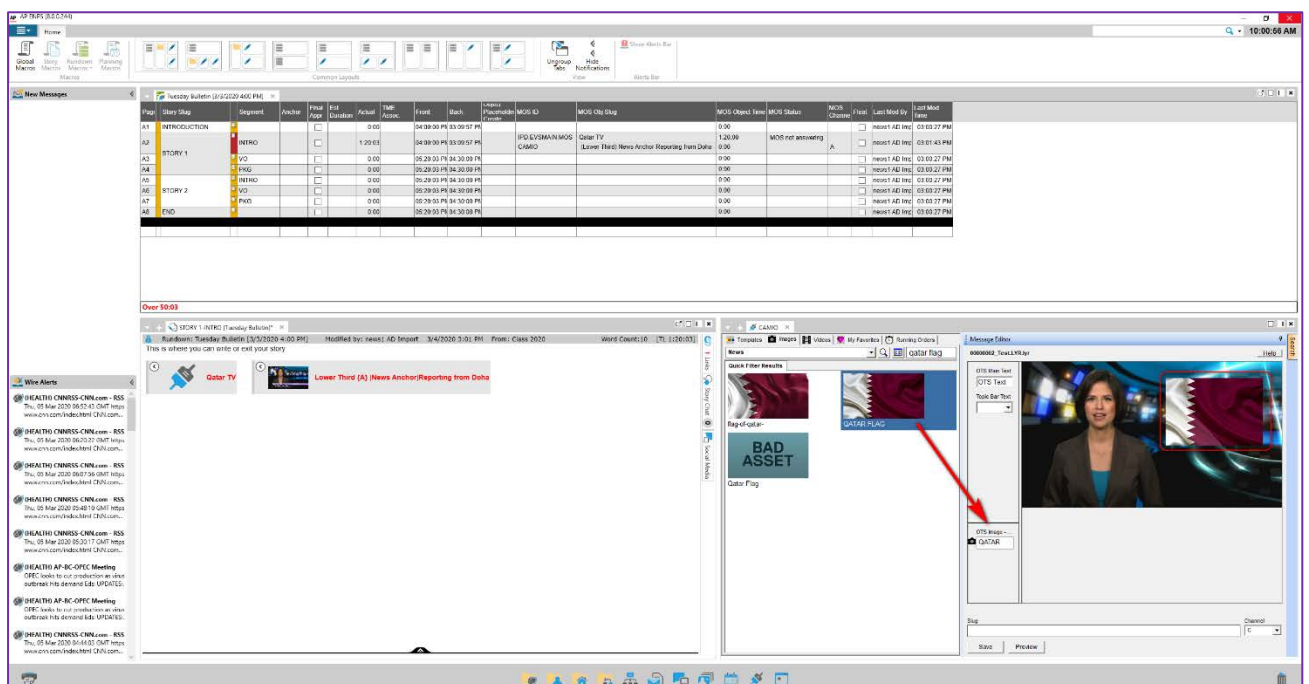
4. Navigate to the Images tab
5. Choose the category as News
6. Search for the name of the image that was ingested in [SECTION 04](#)



# Production & Digital Media Services



7. Drag the image and drop it in the OTS image section of the template. Fill the OTS text tab.



Note: It immediately gives you a preview of the image in the template



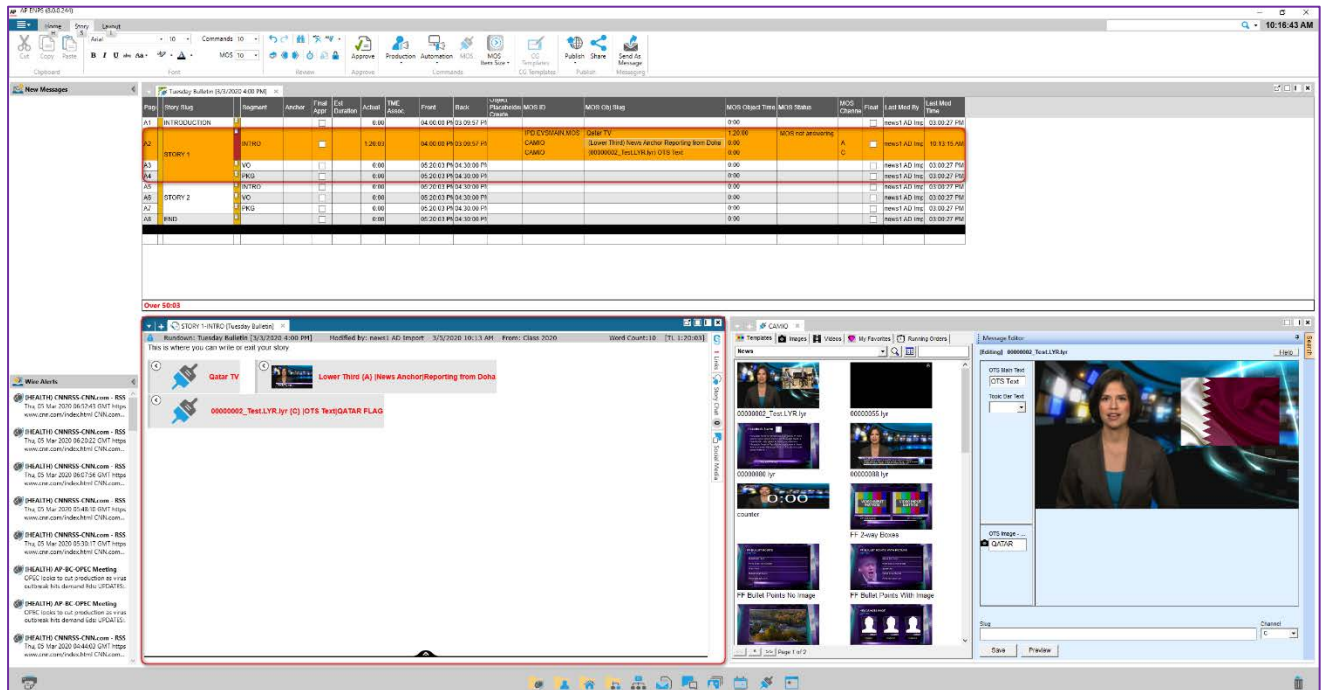
Click **Save** and the template will be added to the story

The screenshot displays the SAP News Editor interface. At the top, there's a menu bar with options like Home, Story, Layout, and a toolbar with various editing tools. Below the menu, a 'New Messages' pane shows a list of messages. The main area features a table with columns for Page, Story Step, Segment, Anchor, Final Page, Edit, Actual, TLE, Notes, Post, Rank, News, Parameters, MDS ID, MDS CN, Flag, MDS Object Time, MDS Status, MDS Create, Post, Last Mod By, and Last Mod Time. The table contains data for 'STORY 1' and 'STORY 2', including segments like 'INTRO', 'VO', and 'PKG'. Below the table, a 'Wire Alerts' pane lists alerts from 'HEALTHY CNN'. The right side of the interface shows a preview area with a video player and a 'Message Editor' pane. A red arrow points to the 'Save' button in the bottom right corner of the preview area.

Page	Story Step	Segment	Anchor	Final Page	Edit	Actual	TLE	Notes	Post	Rank	News	Parameters	MDS ID	MDS CN	Flag	MDS Object Time	MDS Status	MDS Create	Post	Last Mod By	Last Mod Time	
A1	INTRODUCTION	INTRO				1:29:03	04:00:03 PM	03:08:57 PM			IFD EVJWAM	MDS	Qatar TV			1:29:00	MDS not ascending					
A2	STORY 1	VO				9:00	05:20:03 PM	04:30:03 PM								0:00						
A3	STORY 1	PKG				9:00	05:20:03 PM	04:30:03 PM								0:00						
A4	STORY 2	INTRO				9:00	05:20:03 PM	04:30:03 PM								0:00						
A5	STORY 2	VO				9:00	05:20:03 PM	04:30:03 PM								0:00						
A6	STORY 2	PKG				9:00	05:20:03 PM	04:30:03 PM								0:00						
A7	END					9:00	05:20:03 PM	04:30:03 PM								0:00						

## Saving the story in ENPS

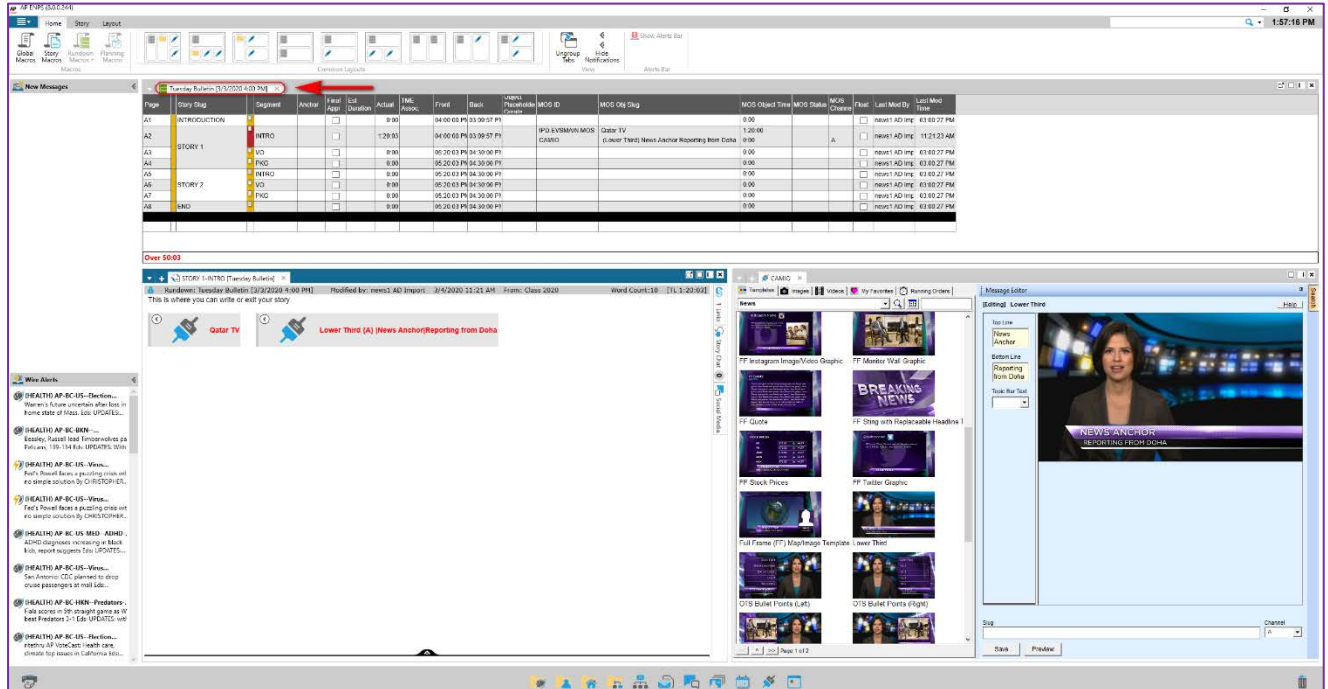
1. Click in the story pane and hold **CTRL+S** to save the story
2. The row and the slug will **flash orange three times** indicating the save
3. In turn, the orange bar in the segment will turn **Red** indicating the same



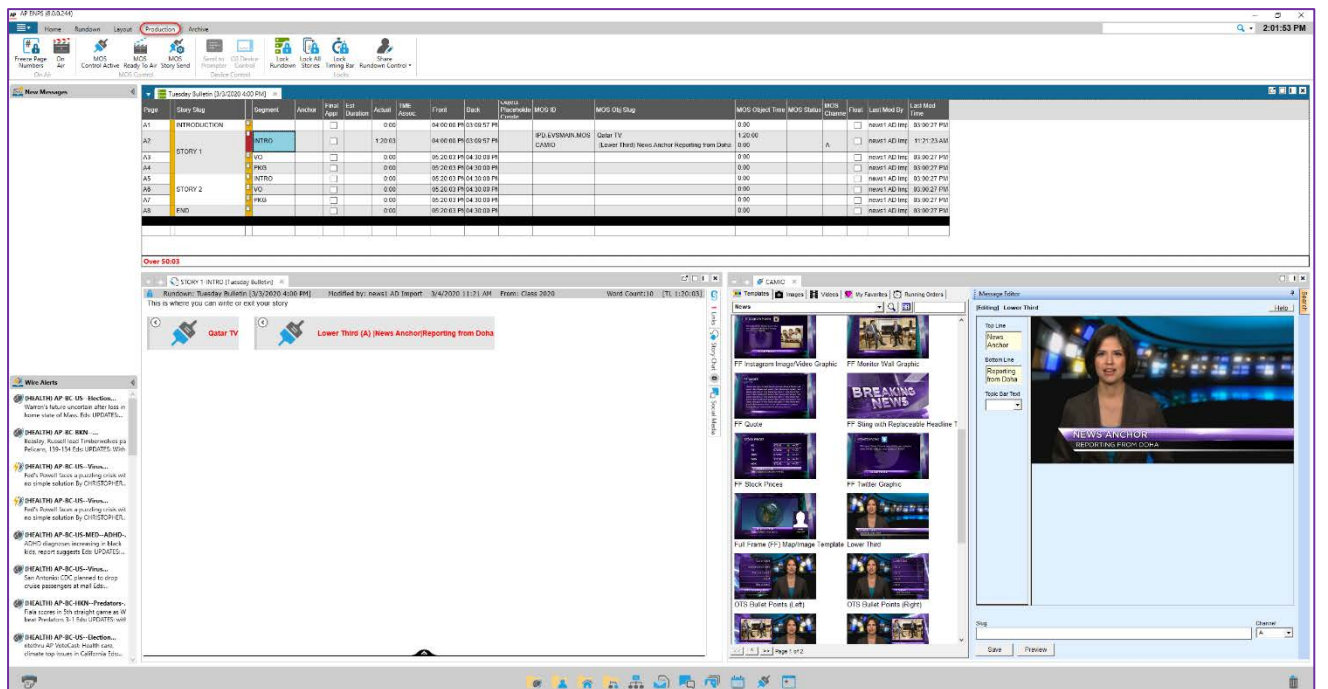
**Note: Always remember to save the story before publishing. Failing to do so will render the story null.**



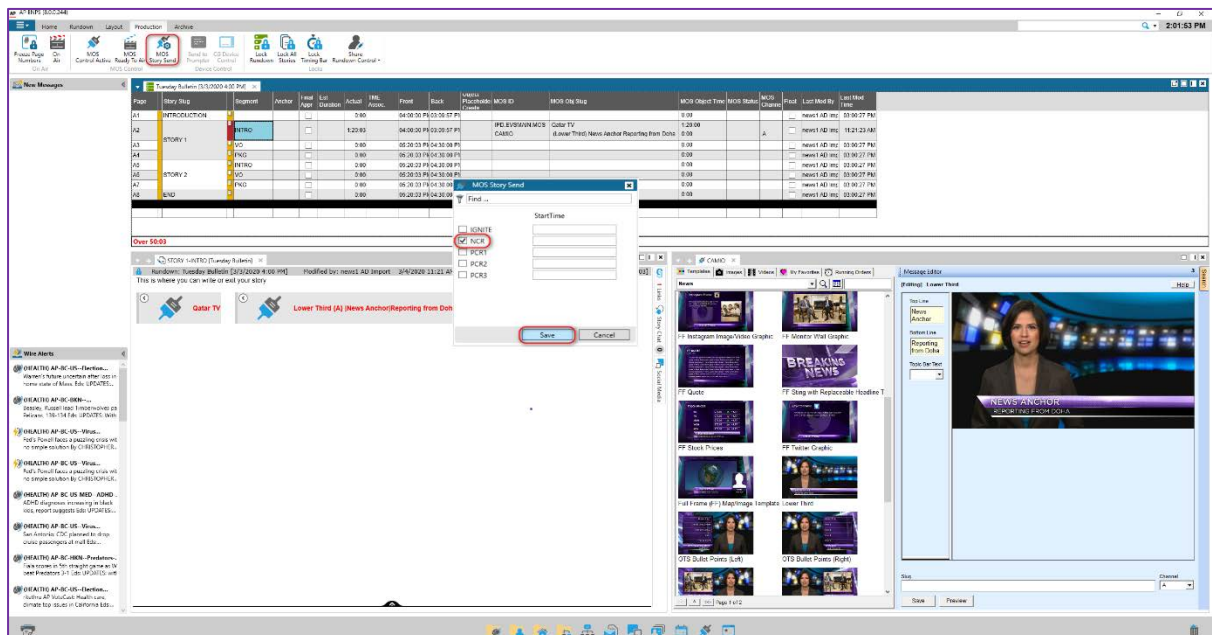
1. Click the **rundown** tab of the rundown that needs to be published



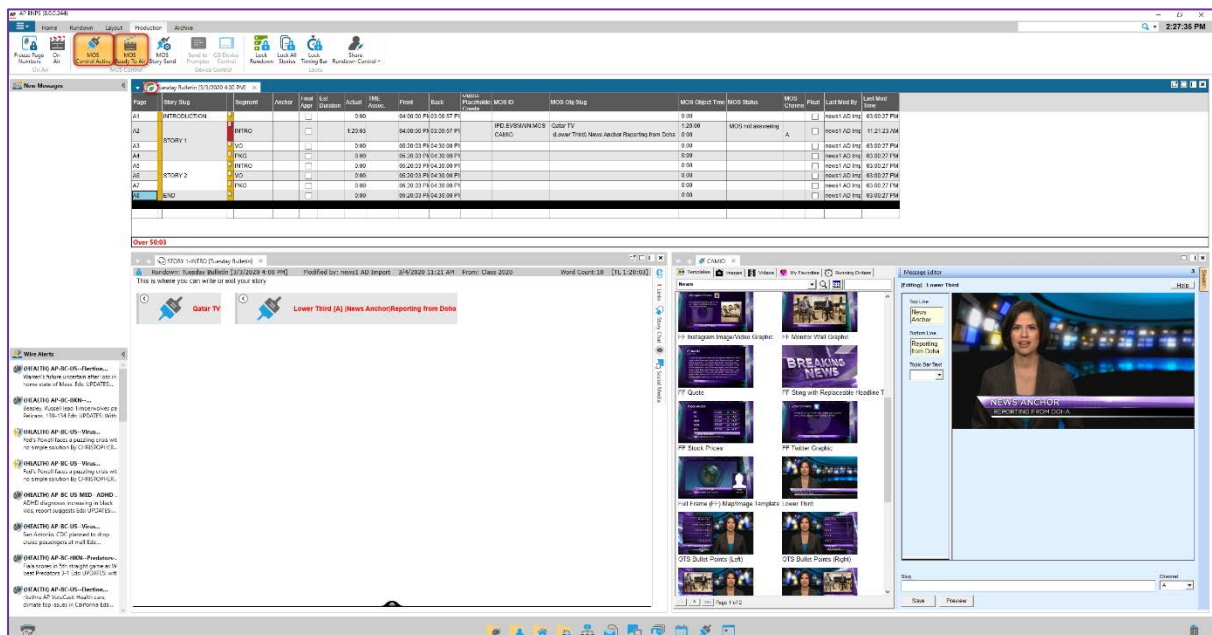
2. Locate and select the **Production** tab in the top ribbon



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



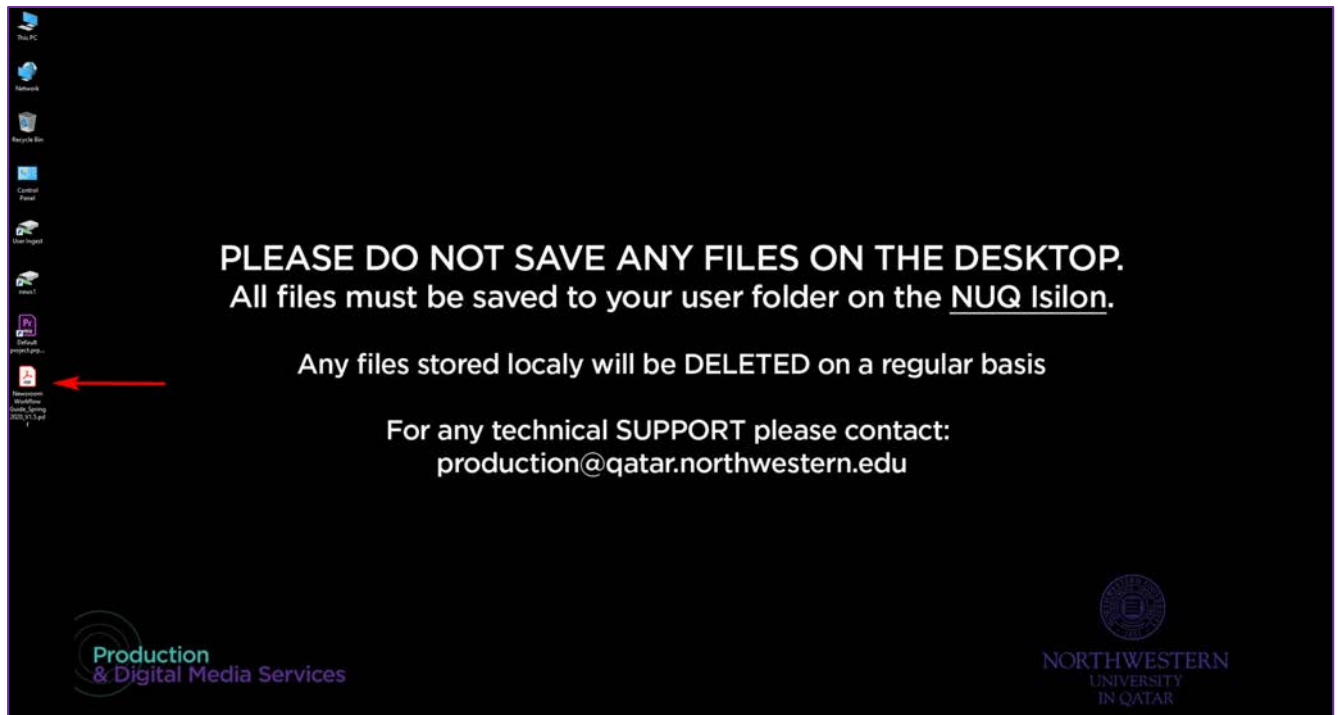
## Click on **MOS Ready To Air** and **MOS Control Active**



### 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

##### To access in windows:

\\news.localisilon.broadcast.qatar.private\news\users\Newsroom\_Opreational\_HOWTO

##### To access in mac:

smb:news.localisilon.broadcast.qatar.private/news/users/Newsroom\_Opreational\_HOWTO



# Production & Digital Media Services

## Escalation Matrix

For any technical and operation support, email Production helpdesk at [qatar.northwestern.edu](mailto:qatar.northwestern.edu)

