

REUTERS WORLD NEWS EXPRESS (VERSION 5.0)

USER GUIDE (PRINT VERSION)



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1 INTRODUCTION

1.1 Overview

Reuters World News Express (WNE) is a file-based video delivery system. In addition to delivering video stories (as Reuters journalists complete them), WNE also supplies video-related scripts which are accessible across the Newsroom, creating opportunities for collaboration. By permanently linking distribution rights, shot lists and script information to the file, WNE makes it easy to search, manage and store videos.

WNE gives access to:

- Advisories
- Scripts
- Videos (broadcast quality & preview)
- Tailored configuration settings

This help system explains how to use WNE to view, search, print and stay up-to-date with Reuters advisories and scripts. In addition, it explains how to preview videos or extract them as broadcast quality videos into the newsroom as either a linear signal or as files. User-editable configuration settings are also explained.

The screenshot shows the Reuters World News Express (WNE) interface. The top navigation bar includes links for 'About', 'Online Help', 'Contacts', and 'Login'. Below this, there are tabs for 'STORIES', 'ADVISORIES', 'PLAYOUT', 'HISTORY', and 'SUPPORT'. A search bar with the text 'Search Stories...' and a 'SEARCH' button is located on the right. A 'NOW PLAYING OUT' section displays 'KENYA-REFUGEE HOSPITAL' with a progress bar. The 'TOP NEWS' section shows 'KENYA-REFUGEE HOSPITAL - Continuing influx of Somali refugees...'. The main content area features a table of stories with columns for ID, TITLE, SERVICE, DURATION, ARRIVED, and TYPE. The table lists several stories, including 'NORWAY-HEALTH BRIEFING', 'IRAQ-TIKRIT BLAST CLEAN', 'UKFILE-NUCLEAR', 'UK-MURDOCH/BSKYB', 'KENYA-REFUGEE HOSPITAL', 'PHILIPPINES-CLASHES', and 'NORWAY-ISLAND/POLICE'. Red arrows point to various elements: 'Navigation' points to the top bar, 'Login' points to the 'Login' button, 'Search' points to the search bar, and 'Stories' points to the table of stories.

ID	TITLE	SERVICE	DURATION	ARRIVED	TYPE
4212WD	NORWAY-HEALTH BRIEFING - Shooting survivors may need future care - health director. (Rev. 2)	World Reuters	02:12	Jul 28 13:18	Video and Script
4223WD	IRAQ-TIKRIT BLAST CLEAN - Bombs kill at least 15 in Iraq's Tikrit - officials.	World Reuters	00:48	Jul 28 13:17	Early Access Script
4224WD	UKFILE-NUCLEAR - British nuclear veterans win right to appeal.	World Reuters	03:54	Jul 28 13:17	Early Access Script
4096FV	UK-MURDOCH/BSKYB - James Murdoch remains Sky chairman	Financial Reuters	01:46	Jul 28 13:16	Early Access Script
4220WD	KENYA-REFUGEE HOSPITAL - Continuing influx of Somali refugees into Kenya leaves aid agencies scrambling to provide health care.	World Reuters	03:01	Jul 28 13:15	Video and Script
4124AR	PHILIPPINES-CLASHES - مقتل سبعة جنود على الأقل في اعنف قاتل بين القوات الفلبينية ومشتبهين اسلاميين	Arabic Rep Reuters	01:32	Jul 28 13:15	Early Access Script
4222WD	NORWAY-ISLAND/POLICE - Norway ends search for bodies at island (Rev. 2)	World Reuters	04:15	Jul 28 13:15	Video and Script

This help system is divided into two key sections which describe the actions relevant to:

- **Newsroom Users** - these users are generally not logged into the WNE website, but are merely viewing, searching and printing scripts and advisories as well as previewing videos.
- **Production Users** - these users are logged into the WNE website with a specific user ID and are generally selecting videos manually for either linear playout or for file extraction.

Scripts can be:

- Viewed as soon as they arrive
- Searched
- Printed

Broadcast quality videos can be extracted from WNE either as:

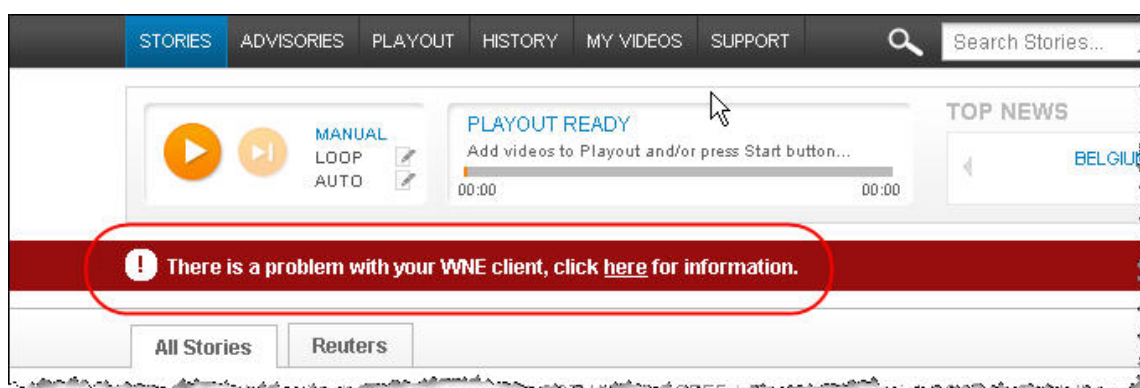
- Video and XML files using the copy function and/or FTP through an automated distribution process configured through the administration section.
- Playout as a linear signal through a Stradis Video Card or SDI signal through the Stradis and Blackmagic card.

Note Linear playout is not available on a Blackmagic card.

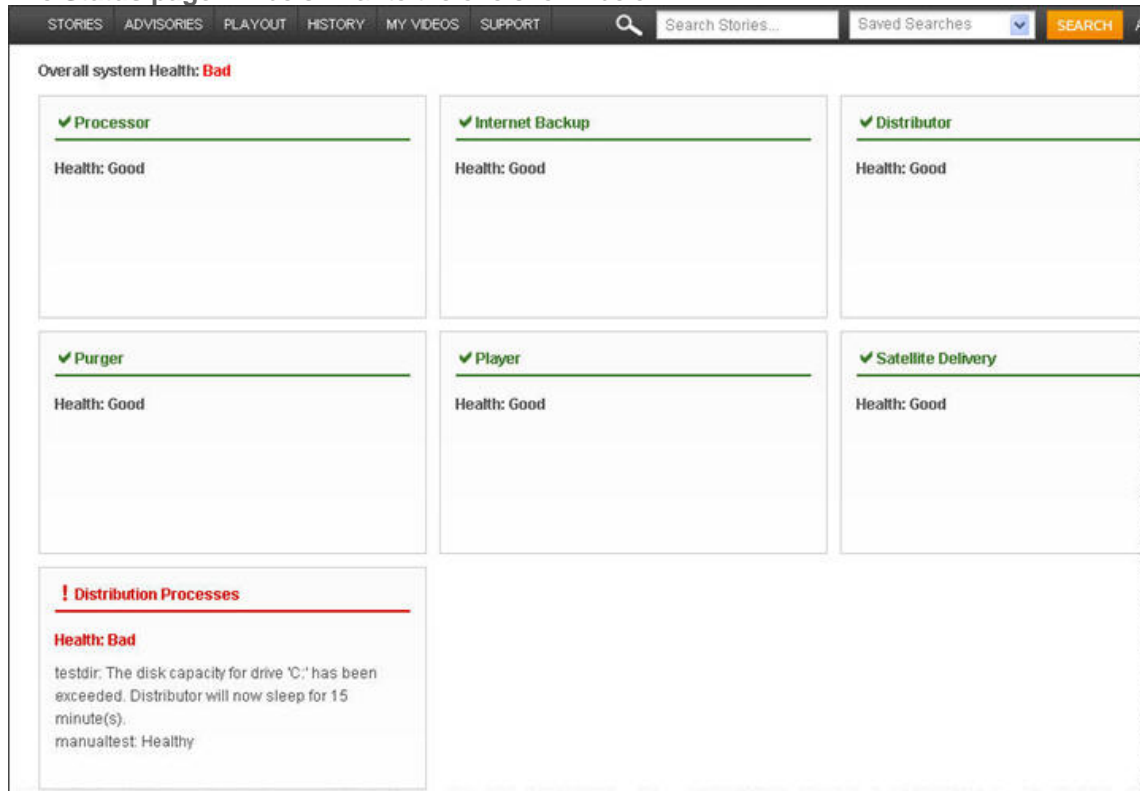
In addition, low resolution versions of the videos may be previewed via the *Preview* function. This option requires internet access from your desktop PC.

1.2 Error Messages

The WNE website displays the following error message when various error conditions exist. This banner will be shown at the top of all pages. Clicking the link in the message will take you to the **Status page** which will point out the exact component of failure.



The **Status page** will be similar to the one shown below:

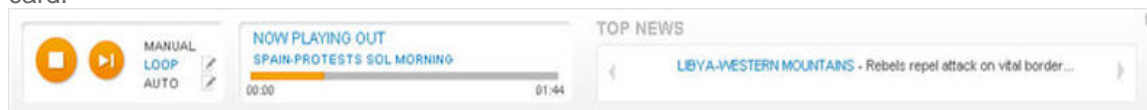


Green denotes that the components are in good health. **Red** denotes an issue. Self-explanatory error messages accompany the fault components. If you are unable to troubleshoot the problems, contact Thomson Reuters Customer Support @ + 1 800 738 837 70.

You can also access the Status Page by clicking the **SUPPORT** tab and accessing the link under **System Status**.

1.3 Player Module

The Player Module is the visual indicator of the video stories being played out via the Stradis / Blackmagic card.



The Player allows you to:

- View the current WNE Video story being played out to a monitor in the newsroom from the WNE PC.
- View the day's top news stories under TOP NEWS section within the Player module. If a user is not authorised to view the top news, they will be shown the latest top fifteen stories they are permitted to instead.
- Hide or show the Player module (via the button on the upper right).
- Stop playout (only available when logged in).
- Skip the current video story that is being played out (only available when logged in).
- Set the playout mode to Manual, Loop or Auto (only available when logged in).
- Change the number of video stories to be played in Loop playout mode (only available when logged in).

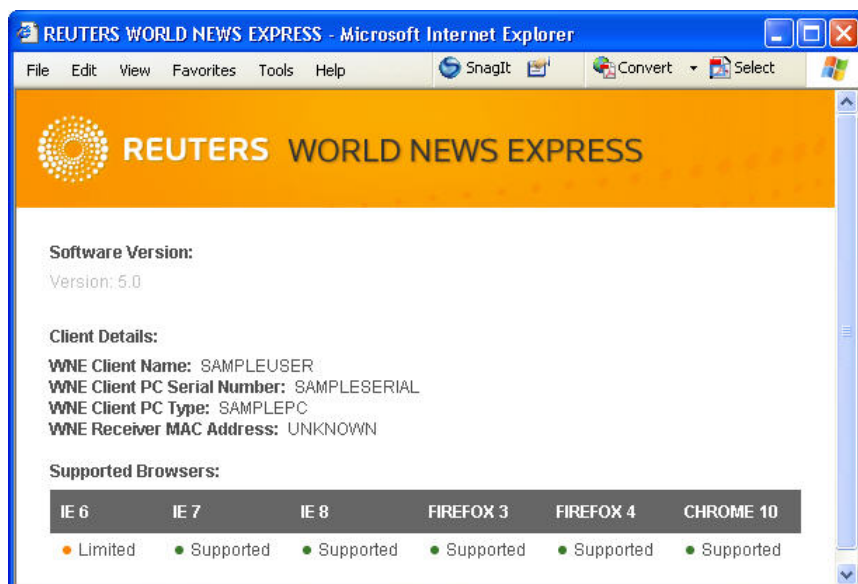
The Stradis Card / Blackmagic Card

The playout of videos from the WNE PC is managed via the Player Module. Depending on the model of the WNE installed on your site, the video card used is either a Stradis or a Blackmagic video playout card. Both cards play out MPEG2 video files and support SDI playout. The Stradis card continues support for composite playout. The playout of videos can be captured for taping or transcoding purposes.

1.4 About WNE

This help system reflects WNE version 5.0

When you click the **About** link in the top navigation bar of the WNE Client, it displays the following pop-up window which has details about the WNE Client and the list of supported browsers and their versions.



2 NEWSROOM USERS

2.1 Overview - Newsroom Users

Newsroom users do not require a username and password (i.e., do not need to be logged into WNE). They can:

- View advisories and preview videos as soon as they are delivered.
- Search story scripts, advisories and history.
- Read scripts and view important story information such as *Usage Terms*.
- Preview videos in low resolution via the internet (*this option is only available if you have internet access from your desktop PC*).
- View what is currently playing out, what has played out and what is due to payout next.
- Contact Reuters for support.

Note If you wish to change the WNE website settings or manually add videos to the playout list or distribution folder, you must log in. Refer to the **Production Users** section of this help system for a description of the actions available to users logged in to the WNE website.

2.2 To view all stories

The STORIES page represents the WNE Homepage and displays the latest videos, scripts and advisories information from Reuters. On this homepage, all stories presented to the user are grouped by contributor and subscribing service.

- Click **All Stories** tab to view all the stories. This is the default page that you will land on in the WNE Client. All the scripts and their videos from all the contributors and services to which you are permissioned will be displayed here.
- You will see the message 'Early Access Script' being displayed in the ACTIONS column for scripts whose corresponding videos are yet to arrive. You can choose to hide / show them using the toggle menu option *Hide Early Access Scripts / Show Early Access Scripts*:

ALL SERVICES - Show Advisories Hide Early Access Scripts					
ID	TITLE	SERVICE	DURATION	ARRIVED	TYPE
2228WD	SPAIN-DRUGS - Spain cracks Colombian drug-laundering ring	World Reuters	00:46	Jul 26 12:14	Early Access Script
22245LL	GREECE-TAXI STRIKE - Striking taxi drivers surround	Europe	02:28	Jul 26 10:43	Video and Script

To sort stories

You can sort the stories under **All Stories** tab based on the following columns

- ID
- Title
- Service
- Duration
- Arrived

Actions on Stories

Production users can take the following actions on the stories:

- Add a story to the Playout list, Distribution list or My Videos
- Add the entire page of stories to Playout list or Distribution list
- Play out a story now

2.3 To preview videos

You may preview a low resolution version of any video shown on the **Stories** or **Playout** tabs.

To preview a video story from the full list of videos available:

1. Select the **Stories** tab.
2. Locate the video story you wish to preview on the **All Stories** sub-tab. Click its title.

ID	TITLE	SERVICE	DURATION
3190LI	USA FILE-MARILYN MONROE PHOTOS - New cache of Marilyn Monroe photos debut on star's 85th birthday. (Rev. 2)	Life! Reuters	05:18

- The video you have selected will then be played in a separate window.

- All the available revisions for that video will be displayed in tabs.
- When you click the ASK A QUESTION button, you will be taken to the **Reuters Video Point** site where you can ask a question to the editors on specific stories or general topics.

Note To limit the list of videos displayed to a particular service (e.g., *Sports*), click the name of that service. To view all stories in all services to which you subscribe, click **All**. To suppress the display of advisories from the Stories sub-tab and limit the display to video stories, click the Turn Off Advisories link.

To preview a video story from the current payout list:

1. Select the **Playout** tab.
2. Locate the video story you wish to preview. Click its title.
3. The video you have selected will then be played in a separate window.

Note The videos that are displayed on the NOW PLAYING OUT tab will be determined by your Playout mode setting (e.g., *Manual*, *Loop* or *Auto*). For a description of what each of these playout mode settings mean, refer to the **Playout Modes** topic.

2.4 To search for videos

1. Enter the name or partial name of the video story you wish to locate (in the field labelled **Search Stories...**) and click the SEARCH button. WNE will search for the term(s) you enter in the Item ID, Title, Slug line, Headline and body of the video.
2. To limit your search to videos in a particular service (e.g., *Sports*), select the desired service from the menu (by default, WNE will search in all services to which you subscribe). Otherwise, to search for videos in all services to which you subscribe, select *All* from the menu.
3. Click **Search**.
4. All videos that match the criteria you entered will be displayed on the **All Stories** sub-tab of the **Stories**. To view any video in the list, click its title. The search terms will be highlighted in the story pop-up.
5. The search results can be added in bulk to the Playout list and Distribution list by clicking the **Add Page to Playout** and **Add page to Distribution** links respectively present in the SEARCH RESULTS tab.
6. You can use the following filter options in search terms.

FILTER OPTION	DESCRIPTION	EXAMPLE
AND	All the terms must be present to return a match	<i>Iceland AND volcano</i> will return results only if both <i>Iceland</i> and <i>volcano</i> are present.
OR	The presence of any of the term will return a match	<i>Iceland OR volcano</i> will return " <i>Iceland central bank failure</i> ", " <i>Indonesian volcano close to eruption</i> ", " <i>airports closed due to Iceland volcano eruption</i> " etc.
NOT	The terms following the word NOT will be excluded from the search results.	<i>"President Obama" NOT Senator</i> will only return instances of the phrase " <i>President Obama</i> " where the word " <i>Senator</i> " is not present.
Phrase search	When a specific phrase is entered within quotes, any instance of that exact phrase, in the exact same sequence will return a match.	<i>"George Bush"</i> should only find instance of " <i>George</i> " followed immediately by " <i>Bush</i> ". By contrast, a script containing " <i>George Clooney meets Kate Bush</i> " will not return a match.
Truncation	When an asterisk is entered at the end of a string, all words beginning with that string will be returned.	<i>crash*</i> will return a match for <i>crash</i> , <i>crashes</i> , <i>crashed</i> and <i>crashing</i> .

Note The following advanced options are present in the **Advanced Search** page.

To search for videos in a particular date range

1. In the DATE RANGE tab, select **Return stories added** if you want to search for stories added in the past 'n' amount of hours or days.
And choose the timings available in the drop-down menu.
2. Select **Return stories added between** if you want to search for stories added between a specific time range. Click the calendar icon to choose the *From* and *To* dates. Note that *From* date should be lesser than the *To* date.

Limiting search to a particular service

Under SERVICES, select only those services in which you want to search.

To sort the search results

Under SORT BY, choose to sort the search results by date in ascending or descending order.

2.4.1. SAVING SEARCH TERMS

Production users have the option to save their search terms so as to access them easily at a later point of time. They can also add the search results to the Playlist and Distribution list.

Note: You can save your search results only when you are logged in.

- Enter the search term in the SEARCH FOR text box
- At the bottom of the page, in SAVE THIS SEARCH? text box, enter a name to identify the above given search term provided and click SAVE.

SAVE THIS SEARCH?

SAVE



SEARCH NOW

- A message YOUR SEARCH HAS BEEN SAVED will be displayed. You have the option to execute the search from the link provided there.
- All saved searches will be displayed under **Saved Searches** tab next to **Advanced Search**. You can click the name to run the search again and ADD NEW button to create a new saved search.

Advanced Search	Saved Searches	
-----------------	----------------	--

Saved Searches

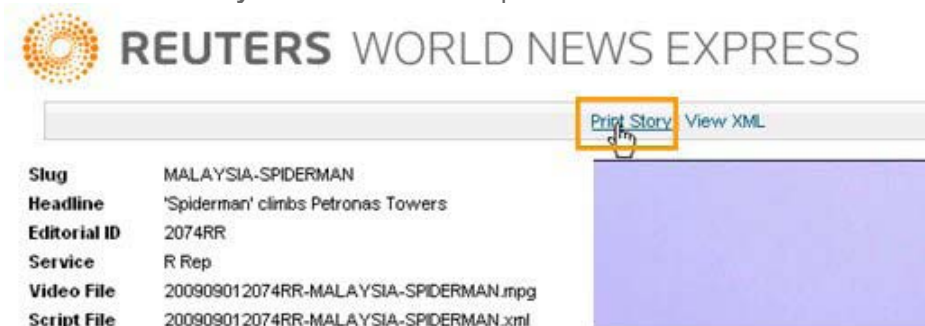
+ ADD NEW

NAME	SEARCH TERMS	ACTIONS
sports	cricket OR tennis	 

2.5 To print a video script

You can print the text script associated with a video story. This is done from the Video Preview window (that opens when you click on a video's title). For instructions on how to preview a video, refer to the section '**To preview videos**'. When the Video Preview window is displayed:

1. Click the **Print Story** link above the video preview.



2. The Video text script will be displayed. Click **Print** to print the script.
3. Click the back button on the browser window to return to the video preview.

2.6 To view the videos in the playlist

1. Select the **Playlist** tab.
2. A list of the stories currently being played out (or queued to be played out) will be displayed. Your player will be in one of 3 possible playlist modes. Depending on which playlist mode your WNE player is in, different content will be shown in the list. If your player is currently in:
 - **MANUAL** playlist mode - the list will show the videos that have been manually selected for playlist by Production users. Additional videos may be manually added to the playlist list by any Production user.
 - **LOOP** playlist mode - the list will show the most current 1-15 videos that are being played in a continuous loop. The number of videos to be played out in the loop can be changed by Production users.

- **AUTO** playout mode - the list will show the most recent videos. If additional videos are shown, these are queued up to be played out once the current one has been played out. If no videos are shown, then no additional videos are currently available and the most recent one has already been played out.

Playout Modes

Playlist

ORDER	ITEM ID	TITLE	SERVICE	DURATION	ARRIVED
	4153ME	EGYPT-REVOLUTION LANTERNS (A) - Egyptians add revolutionary twist to traditional Ramadan lanterns.	Mid East Reuters	03:05	Jul 28 13:38
	4229SP	PHILIPPINES-SOCCER - Kuwait shatter the Philippines' World Cup dreams.	Sport Reuters	01:59	Jul 28 13:40
	4093SE	INDIA-PAKISTAN FM/ SHRINE VISIT - Pakistan Foreign Minister offers prayer at shrine of a Sufi saint in northwestern India.	Subcon Extra Reuters	01:29	Jul 28 13:34

2.7 To view advisories

1. Click the **ADVISORIES** tab.
2. A list of the most recent advisories will be displayed.
3. To view the full text of a particular advisory, click it.
4. If multiple pages of advisories exist, use the <<**Prev** and **Next**>> links to view additional advisories.

Note Alternately, you can also view advisories via **STORIES-->All Stories** tab (click Show Advisories if advisories are not displayed on this sub-tab)

To search for Advisories

1. Enter the name or partial name of the advisory you wish to locate (in the field labelled **Search Advisories ...**).
2. Click **Search** or press **Enter**
3. The advisories that match the term(s) you entered will be displayed on the **Advisories** sub-tab of the **Advisories** tab. To view any advisory in the list, click it.

2.8 Playout modes (for Newsroom Users)

The Stradis / Blackmagic card (in your WNE PC) can be set to one of 3 regular playout modes:

- **Manual playout mode** - In this mode, Production users can manually add videos to the playout list. Only the videos that have been manually added to the playout list will be played out.

Videos played out manually will be denoted by an icon as shown below:

ID	TITLE		SERVICE	DU
2264AM	USA-ARIZONA WILDFIRE - Arizona fire burns nearly 350 square miles.		America Reuters	
2258IV	USA-LAPPING DOGS-TRACKED - Dogs may slobber but use science to slurp		Innovations Reuters	Played out using Manual mode or 'Payout Now' function
2188SP	AZERBAIJAN-GERMANY SOCCER - German perfection sink Azerbaijan (Rev. 2)		Sport Reuters	
2257IV	USA-LAPPING DOGS - Dogs may slobber but use science to slurp		Innovations Reuters	

Note If the payout mode is changed from *Manual* to *Loop* or *Auto* and then subsequently changed back to *Manual*, all videos that were originally in the Manual payout list (as well as their sequence in the list) will be maintained.

- **Loop payout mode** - In this mode, the most current videos will be played in a continuous loop for display on a newsroom monitor. The loop will consist of the most current 1-15 videos (depending on the setting selected by Production users). Priority is given to the most recently delivered videos. As a result, in periods of high video story volume, certain videos may never be played (as they may never qualify as the most recent).

In this mode, the slug will be displayed on the video payout thus clearly highlighting the subject of the video (in Blackmagic Card ONLY).



Note *Loop* payout mode is intended as a visual cue of Reuters most recent videos for the newsroom. It is not designed to be used as a method of capture.

- **Auto payout mode** - In this mode, the Stradis / Blackmagic card will play out each video which is delivered as soon as it arrives (provided high volume does not create a large queue of video stories). There will generally only be one video in the Auto payout list at a time. However, during high volume periods, a backlog of videos may accumulate.

Note When *Auto* mode is first initiated, every video from the last 30 minutes which has not been played out in either *Loop* or *Auto* mode will be added to the Auto payout list (the most recent will appear at the top of the list). *Auto* payout mode will only queue videos for a maximum of 30 minutes (unless your WNE PC is configured by your administrator to store videos for a longer period of time).

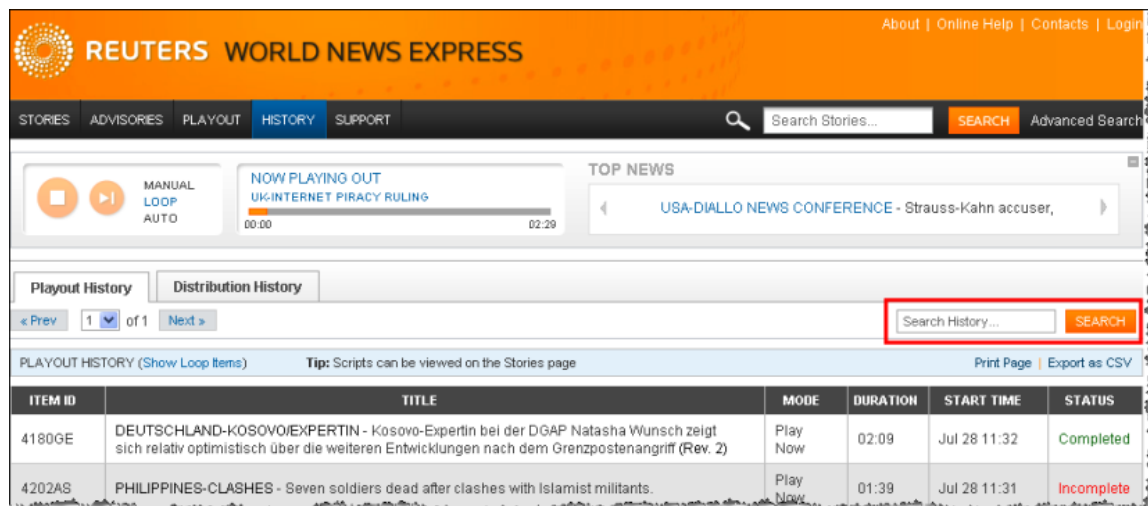
Playout Now

This feature allows a Production user to temporarily override any of the playout modes to immediately playout a particular video of his/her choosing.

2.9 To search for videos on the History tab

The **HISTORY** tab maintains a list of every video which has been played out or moved to the Distribution folder. The maximum number of videos that will be maintained here is determined by settings configured by your WNE Administrator.

1. Click the **HISTORY** tab.
2. Click the relevant sub-tab (**Playout History** or **Distribution History**).
3. Enter the name or partial name of the video story you wish to locate (in the field labelled **Search History...**). WNE will search for the term(s) you enter in the Item ID, Title, Slug line, Headline and body of the video.
4. Press the **Enter** key or click **Search**
5. All videos that match the criteria you entered will be displayed on the relevant sub-tab.



Loop playout mode

By default, videos that have been played out via *Loop* playout mode are not shown on the **Playout History** sub-tab. To display these videos, click the **Show Loop Items** link.

Note If playout has been disabled by your WNE Administrator, the Playout History sub-tab will not appear. If a distribution process has not been configured by your WNE Administrator, the Distribution History sub-tab will not appear. If playout has been disabled AND if the distribution process has not been configured by your WNE Administrator, the HISTORY tab will not appear.

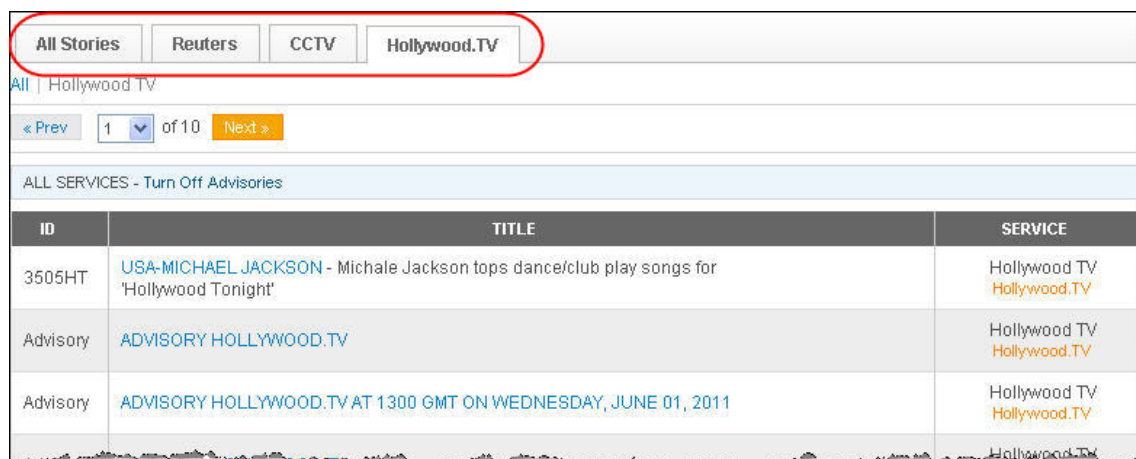
Actions on Video History

- To print your Playout or Distribution History, click **Print Page**.
- To export your Playout or Distribution History to a CSV file, click **Export as CSV**.
- Production users have the option to delete the Playout History and completed Distribution history items by clicking **Clear Playout History** and **Clear Completed Items** respectively.

2.10 To view third party videos

Note This is applicable only for those WNE servers permissioned to view third-party videos.

To view third party videos, click on the third party contributor tab as shown below. All the services form that particular contributor will be displayed as sub-menus.



Navigation tabs: All Stories, Reuters, CCTV, **Hollywood.TV**

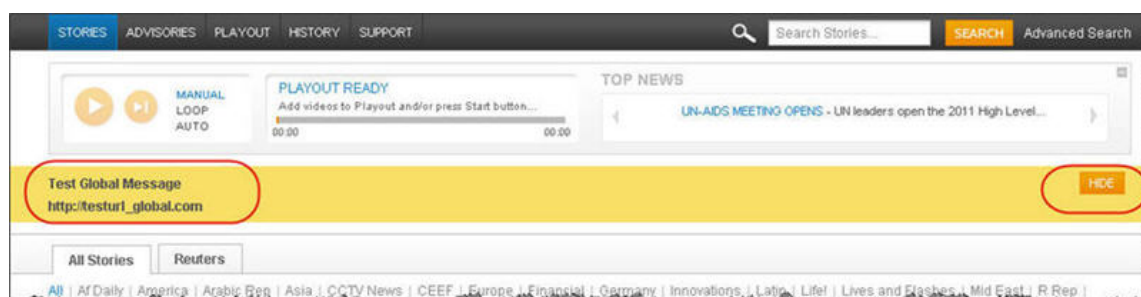
Page: 1 of 10

ALL SERVICES - Turn Off Advisories

ID	TITLE	SERVICE
3505HT	USA-MICHAEL JACKSON - Michale Jackson tops dance/club play songs for 'Hollywood Tonight'	Hollywood TV Hollywood.TV
Advisory	ADVISORY HOLLYWOOD.TV	Hollywood TV Hollywood.TV
Advisory	ADVISORY HOLLYWOOD.TV AT 1300 GMT ON WEDNESDAY, JUNE 01, 2011	Hollywood TV Hollywood.TV

2.11 To view broadcast messages

Whenever there is a need to relay messages to the users, it will be broadcast via a banner which will be visible from all the pages of the WNE Client.



Navigation tabs: **STORIES**, ADVISORIES, PLAYOUT, HISTORY, SUPPORT

Search: Search Stories... **SEARCH** Advanced Search

MANUAL LOOP AUTO

PLAYOUT READY
Add videos to Playout and/or press Start button...

TOP NEWS
[UN-AIDS MEETING OPENS](#) - UN leaders open the 2011 High Level...

Test Global Message
http://testurl_global.com **HIDE**

Navigation tabs: All Stories, Reuters

Footer: All | Af Daily | America | Arabic Rep | Asia | CCTV News | CEEF | Europe | Financial | Germany | Innovations | Latin | Life | Lives and Estates | Mid East | R Rep |

If you see software upgrade information in the banner, contact your newsroom IT support staff to upgrade to the latest release. Clicking HIDE will hide the message and provide you with an option to view it again in 24 hours or hide it until you get a new message.

3 PRODUCTION USERS

3.1 Overview - Production Users

Production users can log into the WNE Browser which enables them to perform additional actions.

Logging into WNE

- Click the Login link on the top right corner of the screen to log in to the WNE client.
- Enter the login name and password provided to you. If you select 'Remember me on this computer', you will not need to re-enter your login credentials on subsequent visits.

Production users (i.e., users logged into WNE) can perform all actions available to *Newsroom Users*. In addition, they can also:

For broadcasters using the linear Playout function:

- Change the playout mode between Manual, Loop or Auto.
- Set the number of videos to be cycled through in Loop playout mode.
- Configure to exclude certain services, sensitive videos and script revisions in the Loop playout mode.
- Add videos to, remove videos from or change the order of videos in the Playout list (while in Manual playout mode only).

3.2 To preview videos [Production Users]

You may preview a browser version of any video shown on the **Stories** or **Playout** tabs.

To preview a video story from the full list of videos available:

1. Select the **STORIES** tab.
2. Locate the video story you wish to preview on the **All Stories** sub-tab. Click the title.

ID	TITLE	SERVICE	DURATION
3190LI	USA FILE-MARILYN MONROE PHOTOS - New cache of Marilyn Monroe photos debut on star's 85th birthday. (Rev. 2)	Life! Reuters	05:18

- The video you have selected will then be played in a separate window.

The screenshot displays the WNE interface for a video story. At the top, there are tabs for 'Revision 2' and 'Revision 1'. The left panel contains the following metadata:

- Slug:** USA FILE-MARILYN MONROE PHOTOS
- Headline:** New cache of Marilyn Monroe photos debut on star's 85th birthday.
- Item ID:** 3190LI
- Service:** Life!
- Video File:** 201106013190LI-USA_FILE-MARILYN_MONROE_PHOTOS.mpg
- Script File:** 201106013190LI-USA_FILE-MARILYN_MONROE_PHOTOS.xml
- Arrived:** 2011-06-01 22:04:34
- Revision:** 2
- Sensitive:** None
- Duration:** 05:18
- Audio:** NATURAL WITH ENGLISH SPEECH / PART MUTE
- Location:** NEW YORK CITY, NEW YORK, UNITED STATES / LONDON, ENGLAND, UNITED KINGDOM
- Script source:** Reuters
- Video source:** Reuters
- Usage Terms:** NONE

The right panel shows a video preview window with a play button icon. Below the video, a text note reads: "This is a preview. For broadcast quality, please use the Playout function." At the bottom of the interface, there is a button labeled "ASK A QUESTION" with a question mark icon.

- When you click the ASK A QUESTION button, you will be taken to **Reuters Video Point** site where you can ask a question to the editors on specific stories or general topics.

Note To limit the list of videos displayed to a particular service (e.g., *Sports*), click the name of that service. To view all stories in all services to which you subscribe, click **All**. To suppress the display of advisories from the Stories sub-tab and limit the display to video stories, click the **Turn Off Advisories** link.

To preview a video story from the current playout list:

- Select the **Playout** tab.
- Locate the video story you wish to preview. Click its title.
- The video you have selected will then be played in a separate window.

Note The videos that are displayed on Now Playing tab will be determined by your Playout mode setting (e.g., *Manual*, *Loop* or *Auto*). For a description of what each of these play mode settings represent, refer to the topic '**To set the playout mode**'.

3.3 To search for videos

- Enter the name or partial name of the video story you wish to locate (in the field labelled **Search Stories...**) and click the SEARCH button. WNE will search for the term(s) you enter in the Item ID, Title, Slug line, Headline and body of the video.
- To limit your search to videos in a particular service (e.g., *Sports*), select the desired service from the menu (by default, WNE will search in all services to which you subscribe). Otherwise, to search for videos in all services to which you subscribe, select *All* from the menu.
- Click **Search**.
- All videos that match the criteria you entered will be displayed on the **All Stories** sub-tab of the **Stories**. To view any video in the list, click its title. The search terms will be highlighted in the story pop-up.
- The search results can be added in bulk to the Playout list and Distribution list by clicking the **Add Page to Playout** and **Add page to Distribution** links respectively present in the SEARCH RESULTS tab.
- You can use the following filter options in search terms.

FILTER OPTION	DESCRIPTION	EXAMPLE
AND	All the terms must be present to return a match	<i>Iceland AND volcano</i> will return results only if both <i>Iceland</i> and <i>volcano</i> are present.
OR	The presence of any of the term will return a match	<i>Iceland OR volcano</i> will return " <i>Iceland central bank failure</i> ", " <i>Indonesian volcano close to eruption</i> ", " <i>airports closed due to Iceland volcano eruption</i> " etc.
NOT	The terms following the word NOT will be excluded from the search results.	<i>"President Obama" NOT Senator</i> will only return instances of the phrase " <i>President Obama</i> " where the word " <i>Senator</i> " is not present.
Phrase search	When a specific phrase is entered within quotes, any instance of that exact phrase, in the exact same sequence will return a match.	<i>"George Bush"</i> should only find instance of " <i>George</i> " followed immediately by " <i>Bush</i> ". By contrast, a script containing " <i>George Clooney meets Kate Bush</i> " will not return a match.
Truncation	When an asterisk is entered at the end of a string, all words beginning with that string will be returned.	<i>crash*</i> will return a match for <i>crash</i> , <i>crashes</i> , <i>crashed</i> and <i>crashing</i> .

Note The following advanced options are present in the Advanced Search page.

To search for videos in a particular date range

1. In the DATE RANGE tab, select **Return stories added** if you want to search for stories added in the past 'n' amount of hours or days.
And choose the timings available in the drop-down menu.
2. Select **Return stories added between** if you want to search for stories added between a specific time range. Click the calendar icon to choose the *From* and *To* dates. Note that *From* date should be lesser than the *To* date.

Limiting search to a particular service

Under SERVICES, select only those services in which you want to search.

To sort the search results

Under SORT BY, choose to sort the search results by date in ascending or descending order.

3.3.1. SAVING SEARCH TERMS

Production users have the option to save their search terms so as to access them easily at a later point of time. They can also add the search results to the Playlist and Distribution list.

Note You can save your search results only when you are logged in.

- Enter the search term in the SEARCH FOR text box
- At the bottom of the page, in SAVE THIS SEARCH? text box, enter a name to identify the above given search term provided and click SAVE.

SAVE THIS SEARCH?

SAVE

SEARCH NOW



- A message YOUR SEARCH HAS BEEN SAVED will be displayed. You have the option to execute the search from the link provided there.
- All saved searches will be displayed under **Saved Searches** tab next to **Advanced Search**. You can click the name to run the search again and ADD NEW button to create a new saved search.

Advanced Search

Saved Searches

Saved Searches

+ ADD NEW

NAME	SEARCH TERMS	ACTIONS
sports	cricket OR tennis	 

3.4 To set the playout mode

1. Your WNE player can be in one of 3 playout modes. These modes are displayed to the right of the **Next** button. To set your WNE player to one of these playout modes, click the name of the desired playout mode:
 - **Manual** playout mode - In this mode, you can manually add videos to the playout list or reorder the sequencing of videos in the list. Only the videos that have been manually added to the playout list will be played.

Note If your player was previously in Manual playout mode, any videos that were added to the playout list at that time will remain in the playout list and WNE will begin playing them once you switch back to Manual playout mode.

- **Loop** playout mode - In this mode, the most current videos will be played in a continuous loop. The loop consists of the most current 1-15 videos depending on which setting you have selected. You can interrupt *Loop playout* mode to play an individual video of your choice by clicking the **Playout Now** button on the **Stories** tab (once that video has been played out, WNE will revert to the videos in the loop).
- **Auto** play mode - In this mode, the most recent video(s) will be played. If additional videos are shown, these are queued up to be played out once the most current one has been played out. If no videos are shown, then no additional videos are currently available and the most recent one has already been played out. You can interrupt *Auto* mode to play out an individual video of your choice by clicking the **Playout Now** button on the **Stories** tab (once that video has been played out, WNE will revert to the most current videos in *Auto* mode).

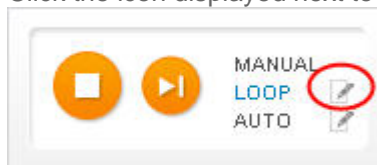
Note When *Auto* mode is first initiated, every video from the last 30 minutes which has not been played out in either *Loop* or *Auto* mode will be added to the *Auto* playout list (the most recent will appear at the top of the list). *Auto* playout mode will only queue videos for a maximum of 30 minutes (unless your WNE PC is configured by your administrator to store videos for a longer period of time).

2. You will be notified that you are about to change the playout mode. Click **Yes** to continue. If another user of your WNE system has disabled this warning, this message will not be displayed.

3.5 To configure settings in Loop mode

To configure settings in the *Loop* mode:

1. Click the icon displayed next to LOOP in the player.



2. The *Configure Loop Settings* box will be displayed.

 A screenshot of a 'Configure Loop Settings' dialog box. At the top, it has a title bar with a close button. Below the title bar, there is a 'Loop Count' section with a dropdown menu set to '5'. Underneath is a 'Do not play script revisions' section with a dropdown menu set to 'Enabled'. A note below this states: '*NOTE: This setting impacts both Loop and Auto modes.' The 'Exclusions' section contains four checkboxes: 'Violence', 'Nudity', 'Language', and 'Death', all of which are currently unchecked. The 'Services' section contains a list of checkboxes arranged in three columns: 'All', 'World', 'Sport', 'Arabic Rep', 'Support Services', 'Lives and Flashes', 'Af Daily', 'America', 'Germany', 'Subcon Extra', 'R Rep', 'Latin', 'Asia', 'Mid East', 'Innovations', 'Subcon', 'Life!', 'Showbiz', 'Financial', 'CEEf', and 'Europe'. All checkboxes in the 'Services' section are unchecked. At the bottom right, there are two buttons: 'SUBMIT' (orange) and 'CANCEL' (blue).

To change the number of videos played in Loop playout mode:

In the **Loop Count** option, select the desired value (1 - 15) from the drop-down menu. Click **Submit**.

The number of videos in the loop will be changed accordingly.

To exclude videos from being played out for script revisions

By default, videos will be played every time its corresponding script is revised, even though the video has not changed. To exclude videos from being played out for script revisions, select **Disabled** in the drop-down menu for **Do not play script revisions**. Click **Submit** button

Note These changes are also applicable to Auto mode settings.

To exclude certain services from loop


In the **Services** option, un-check the Services that needs to be excluded from being played out in the Loop mode. Click **Submit**.

Note These changes are also applicable to Auto mode settings.



3.6 To create a list of favourite videos

You can create a list of your favourite videos by adding them to **My Videos**. This will be specific to the user. You can later add these videos to the playout list or the distribution list.


To add videos to My Videos

1. Go to **All Stories** tab.
2. Click the  icon under **ACTIONS** tab.


Actions on My Videos

- To play out a video from this list now, click the  icon.
- To add a video to the playout list, click the  icon
- To add the entire list of videos in the page to the playout list, click **Add all to Playlist** link.

Note The *Add all to Playlist* link will be available only in the *Manual* playout mode.

- To add a video to the Distribution list, click the  icon.
- To add the entire list of videos in the page to the Distribution list, click **Add all to Distribution** link.

Note The *Add all to Distribution* link will be available only if you have a *Manual Distribution* process configured.

- To delete a video, click the  icon.
- To reorder the videos, drag and drop the individual videos to the desired location.


My Videos						
MY VIDEOS (Total Duration: 21:49)			Tip: Drag & drop to change the order		Print Clear Add all to Distribution	
ORDER	ITEM ID	TITLE	SERVICE	DURATION	ARRIVED	ACTIONS
6	7168SP	FRANCE-TENN TENNIS REACTIONS - Victorious Nadal and defeated Federer talk about their tennis. (Rev. 2)	Sport Reuters	03:20	Jun 06 10:38	   
7	4096CE	CZECH REPUBLIC-GOLDEN LANE - Famous Prague Golden Lane reopens after reconstruction. (Rev. 3)	CEEF Reuters	02:19	Jun 02 10:56	   

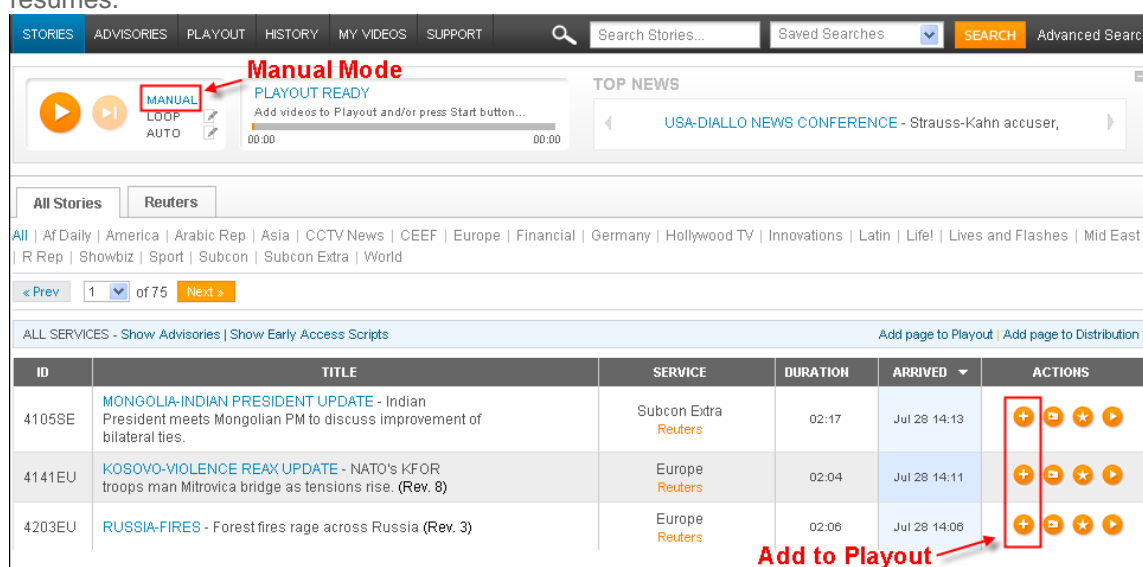
3.7 To manually add videos to the playout list

Note WNE must be set to *Manual* playout mode for you to be able to manually add videos to the playout list. If you wish to interrupt *Manual*, *Loop* or *Auto* modes in order to playout a particular video now, click the **Playout now** button (or refer to the procedure in section '**To play a video now [in any mode]**').

1. Ensure the playout mode is set to *Manual*.
2. Select the **Stories** tab.
3. Locate the video story you wish to add to the playout list on the **Stories** sub-tab.

Note To limit the list of videos displayed to a particular service (e.g., *Sports*), click the name of that service. To view all stories in all services to which you subscribe, click **All**. To suppress the display of advisories from the Stories sub-tab and limit the display to video stories, click the **Turn Off Advisories** link.

4. Click the **Add to playout**  button next to the video you want to add to the Playout list. The video will be added to the Playout list and a confirmation pop up will be displayed in the bottom right-hand portion of the page.
 - If the Manual playout list is currently playing, the newly added video will be played out once it has progressed through to the top of the queue.
 - If the Manual playout list is stopped (not playing out), the newly added video will be added to the Manual playout list. It will not play out until the **Start Playout** button is clicked and the playout resumes.



Manual Mode
PLAYOUT READY
Add videos to Playout and/or press Start button...













TOP NEWS
USA-DIALLO NEWS CONFERENCE - Strauss-Kahn accuser,

All Stories Reuters

All | Af Daily | America | Arabic Rep | Asia | CCTV News | CEEF | Europe | Financial | Germany | Hollywood TV | Innovations | Latin | Life! | Lives and Flashes | Mid East | R Rep | Showbiz | Sport | Subcon | Subcon Extra | World

< Prev 1 of 75 Next >

ALL SERVICES - Show Advisories | Show Early Access Scripts Add page to Playout | Add page to Distribution

ID	TITLE	SERVICE	DURATION	ARRIVED	ACTIONS
4105SE	MONGOLIA-INDIAN PRESIDENT UPDATE - Indian President meets Mongolian PM to discuss improvement of bilateral ties.	Subcon Extra Reuters	02:17	Jul 28 14:13	   
4141EU	KOSOVO-VIOLENCE REAX UPDATE - NATO's KFOR troops man Mitrovica bridge as tensions rise. (Rev. 8)	Europe Reuters	02:04	Jul 28 14:11	   
4203EU	RUSSIA-FIRES - Forest fires rage across Russia (Rev. 3)	Europe Reuters	02:06	Jul 28 14:06	   

Add to Playout

Note If playout is switched into *Manual* mode, the player will automatically be stopped. Once you have manually constructed your playout list, click the Start Playout button in the Player to start playout. By default, videos that are added to the Manual playout list will appear in the order in which they were manually added. To change the order of videos in the Manual playout list, refer to the procedure in the section '**To change the order of videos in the Manual playout list**'.

3.8 To play out a video now [in any mode]

The *Playout Now* function allows you to immediately playout any video you select. This will temporarily interrupt the playout mode you are currently in. Once the video you selected is played out, WNE will return to its original playout mode activity. You may use the Playout now function in any playout mode.

1. Select the **All Stories** tab.
2. Locate the video story you wish to playout now on the **Stories** sub-tab.

Note To limit the list of videos displayed to a particular service (e.g., *Sports*), click the name of that service. To view all stories in all services to which you subscribe, click **All**. To suppress the display of advisories from the Stories sub-tab and limit the display to video stories, click the **Turn Off Advisories** link.

3. Click the **Playout Now** button next to the video you wish to playout now.
4. You will be notified that this action will interrupt the current playout. Click **Yes** to continue. If you (or another Production user) have previously disabled this warning, this message will not be displayed.
5. The video is added to the Playout list and played out immediately.

ID	TITLE	SERVICE	DURATION	ARRIVED	ACTIONS
4233WD	USA-DIALLO NEWS CONFERENCE - Strauss-Kahn accuser says, "God, why me?" (Rev. 2)	World Reuters	05:19	Jul 28 14:18	[+][x][*][▶]
4215WD	LIBYA-MISRATA MINES - Libyan car mechanic leads Misrata minesweepers. (Rev. 2)	World Reuters	03:49	Jul 28 14:18	[+][x][*][▶]
4105SE	MONGOLIA-INDIAN PRESIDENT UPDATE - Indian President meets Mongolian PM to discuss improvement of bilateral ties.	Subcon Extra Reuters	02:17	Jul 28 14:13	[+][x][*][▶]

Playout Now

3.9 To remove a video from the playout list

Note WNE must be set to *Manual* playout mode for you to be able to manually remove videos from the Manual playout list. You cannot remove videos from the playout list if you are in *Loop* or *Auto* playout modes.

1. Ensure that the playout mode is set to *Manual*.
2. Select the **Playout** tab.
3. Locate the video story you wish to remove from the playout list on the **Now Playing** sub-tab.
4. Click the **Remove video from manual playlist** button next to the video you wish to remove from the Manual Playout list. A confirmation popup will appear and the video will be removed from the Playout list.

3.10 To change the order of videos in the Manual playout list

Note WNE must be set to *Manual* playout mode in order to edit the sequence of videos in the playout list. By default, videos that are added to the Manual playout list will appear in the order in which they were manually added.

1. Click the **Playout** tab. If your Manual playout list does not yet have any video stories in it, refer to the procedure in the section **'To manually add videos to the playout list'**.
2. Click on the video story you wish to move up or down in the Manual playout list. While holding down the left mouse button, drag the story to the desired location in the Manual playout list.
3. Release the left mouse button. The selected video story will be repositioned in the Manual playout list.


3.11 To add videos to Distribution Process

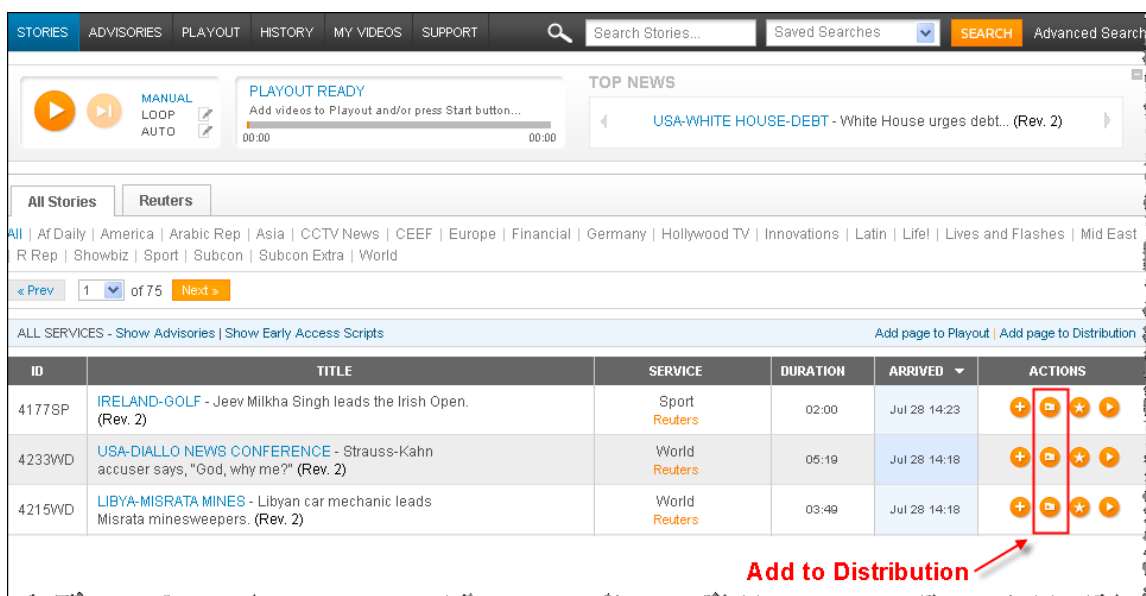
The distribution process allows Production users to distribute videos (and their associated script files) from the WNE Server onto other external systems.

Note Your WNE Server must have a Manual Distribution process configured to support adding files to distribution. Contact your Newsroom support staff / administrator if you wish to use the Add to Distribution function and your WNE server has not yet been configured to support it. You may use the Add to Distribution function in any playlist mode.

1. Select the **All Stories** tab.
2. Locate the video story you wish to add to distribution process on the **Stories** sub-tab.

Note To limit the list of videos displayed to a particular service (e.g., *Sports*), click the name of that service. To view all stories in all services to which you subscribe, click **All**. To suppress the display of advisories from the Stories sub-tab and limit the display to video stories, click the **Turn Off Advisories** link.

3. Click the **Add to Distribution**  button next to the video you want to add. Alternatively, to add *all* items on a given Story page to the Distribution process, click **Add page to Distribution**.
4. A status message will be displayed while the video is added. The files will be added to the manual distribution process configured.



The screenshot shows the WNE Server interface. At the top, there are tabs: STORIES, ADVISORIES, PLAYOUT, HISTORY, MY VIDEOS, and SUPPORT. Below these is a search bar and a 'PLAYOUT READY' status indicator. The main content area shows a list of video stories under the 'All Stories' tab. The first story is 'IRELAND-GOLF - Jeev Milkha Singh leads the Irish Open. (Rev. 2)' from the 'Sport Reuters' service. A red box highlights the 'Add to Distribution' button (a camera icon) in the 'ACTIONS' column for this story. A red arrow points to this button with the text 'Add to Distribution'.

ID	TITLE	SERVICE	DURATION	ARRIVED	ACTIONS
4177SP	IRELAND-GOLF - Jeev Milkha Singh leads the Irish Open. (Rev. 2)	Sport Reuters	02:00	Jul 28 14:23	+ [Add to Distribution] ☆ ▶
4233WD	USA-DIALLO NEWS CONFERENCE - Strauss-Kahn accuser says, "God, why me?" (Rev. 2)	World Reuters	05:19	Jul 28 14:18	+ [Add to Distribution] ☆ ▶
4215WD	LIBYA-MISRATA MINES - Libyan car mechanic leads Misrata minesweepers. (Rev. 2)	World Reuters	03:49	Jul 28 14:18	+ [Add to Distribution] ☆ ▶

Refer to the *Installation and Configuration Guide* (located at www.reuters.com/tvdocs) for information on how to configure a Distribution Process.

