Quick Start Guide to Using INEWS with Autoscript WINPLUS



This guide is intended to be a brief overview of the Winplus features which will be most commonly used for news operation. The 'Help' section within Winplus gives a fuller description of other features available.

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Opening a Script:

- Open the 'Winplus' programme via desktop shortcut or programme menu.
- Click on the 'iNEWS' button on the toolbar to open the FTP Window and log in with your iNews login.
- To open a runorder (RO) Either:
 - **1)** Manually type in the Queue location on the FTP login window,
 - 2) Select the RO from the Drop Down Menu if it has been saved, or,
 - 3) Navigate through the folder system to your RO once you have logged in.

NB. The RO is selected once you have clicked on the Rundown folder and can see the story items in the right hand side of the INEWS FTP window.

- To load the RO click on the 'Enable Remote Polling' button in the top left of the window which will turn red and the RO will load into Winplus.
- Minimise the INEWS FTP window.

NB. Do not close the INEWS FTP window as this will disable polling which means any changes to the RO in INEWS will not update automatically.

- To start the prompter (if it is not enabled to start automatically), either:
 - o Cick on the 'Start Prompting' symbol on the toolbar (Looks like an egg timer) or,
 - \circ $\,$ Depress both the up & down buttons on the hand control simultaneously.

NB – Please refer to '**INews – FTP operation**' in the Winplus help section for a full description of all the button functions on the iNews FTP Window.

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Adjusting Fonts & Font Sizes:

This menu is accessed by double clicking on the font setting at the top of the script window. *'Prompt Size'* affects the font size seen on the output monitor. *'Edit Size'* affects only the font size seen by the operator on the script Window.

N.B. If 'Save as Default' is selected the same font settings will be loaded up each time a run order is opened.

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Adjusting text justification:

Left & Right Justification:

Text will appear as left hand justified by default, but this can be altered by highlighting text in Winplus and using the Justification buttons on the toolbar.

Centre Justification:

It is possible to centre justify text by selecting '*Prompt'* > '*Centre Justify*' from the toolbar. Deselect to turn this feature off.

Assigning the Function Button:

The yellow function button on the hand control can be assigned to execute a number of shortcut functions such as '*Pause/Start Scrolling*' by selecting '*Options*' > '*Function Button*'.

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Moving Around a Running Order:

There are a number of ways to move around the programme run order quickly:

- 1) Use the '*Prev*' and '*Next*' buttons on the handcontrol to move up or down one story at a time, or the '*Run Order Top*' button to move to the first story.
- 2) Double click on the 'Stat' column of the Run order to take the prompter instantly to that Story.
- 3) Use the 'Restart Prompting' button on the toolbar (Shortcut F9) which will take the prompter instantly to the cursor position.

N.B. There are shortcut keys for most functions in Winplus and it is the quickest way to move around and manipulate a script effectively. A full list of current Winplus shortcut keys is included at the end of this guide.

Adjusting the Prompt Output Cursor Position:

The cursor position can be adjusted by clicking on the 'Speed Control' Button on the toolbar (Yellow circle with an arrow across the top). The yellow up and down arrows on the pop up window adjust the positioning.

The cursor should normally be in the top third of the screen and when operating the hand control the words currently being spoken should be in line with the cursor as a general rule. This allows the presenter time to read ahead and looks more natural.



Prompt Menu on Toolbar:

'Remove Blank Lines' - This option will remove any blank lines on the operator's script view so that no gaps appear on the prompt output.

'Inverse Video' – This option reverses the appearance of the prompt output so that it shows either white text on black background or visa-versa.

'Reset Prompt Card' - This option can be used to restart the card in the event of any system freezes or unexpected software problems.



Options Menu on Toolbar:

'Cloak All Sluglines' – Selecting this option will cloak all sluglines in the run order so that although visible on the operator's script view they will not appear on the prompt output.

'Save Setup on Exit' – Selecting this option will save all the currently in use settings when Winplus is exited such as font, font size and all options in the configuration settings.

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Configuration Settings in Winplus:

Many formatting and prompting setting can be chosen via 'Options' > 'Configurations'. Here are a few useful settings for RTE's purposes and a description of their functions.

'Constants' Tab:

'Left Prompt Margin' & 'Right Prompt Margin' can be amended from this tab.

NB. Please refer to 'Constants' in the Winplus help sectiong for a full description of all options on this tab.

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'Script' Tab:

'Prompt Slugline as Inverse' – Selecting this option shows the slugline as a different inverse to the main script, (ie. Black on white rather than white on black).

'*Truncate Slugline to one Prompt Line*' – Selecting this option will only show the slugline as one line on the prompt output no matter how long the story name (ie. It will not take up unnecessary room on the screen).

NB. Please refer to 'Scripts' in the Winplus help sectiong for a full description of all options on this tab.

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'Template' Tab:

'Template Mask Enabled' – Selecting this option enables all other template settings on this tab.

'New Line on Dot- Space' – The prompter will start a new line at every occurrence of '.' Plus a space.

'Auto Prompt Restart' – The prompter will start automatically at the first story when a new run order is loaded.

'Force text to Font' and 'Force Slug to Font' – These settings can be used to force the slug font and script font to a preset font.

NB. Please refer to 'Template' in the Winplus help section for a full description of all options on this tab.

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<u>'iNews' Tab</u>

'Cloak Empty Stories' – Run order stories with no text items will be automatically cloaked on the Prompt Output.

N.B. Individual lines can be cloaked from Winplus '*Edit'* > '*Toggle Cloak Line*(s)' (Shortcut CTRL & F10). Whole Stories can also be cloaked from '*Edit'* > '*Cloak Story*' (Shorcut CTRL & F2). The disadvantage of cloaking within Winplus is that if a script update is sent from iNews any local changes in Winplus will be overridden.

'Accept & Cloak Floated Stories' – floated stories will appear in the WInplus Run order but will be cloaked on the prompt output. If this happens to an on air story (ie. One the prompter is sitting on) the prompter will move on to the next uncloaked story.

NB. If this option is not selected floated stories will disappear from the WInplus RO. If this happens to an on air story it will drag the story to the bottom of the run order and the operator must manually move to the correct position.

'Clear script on Logon' – After Logging on any previously loaded scripts in the last user session will be deleted.

'Auto logon' – Enabling this function will automatically open the iNews FTP window when Winplus is started but only if a login name, server and password have been saved. It will then automatically open the last accessed RO.

NB. Please refer to 'INEWS Configuration' in the Winplus help section for a full description of all options on this tab.

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News for the Deaf:

Because of the way in which RTE news generates it's subtitling from the deaf directly from the prompter it is necessary to cloak all of the sluglines of stories in that category. This can be achieved in of two ways in Winplus, either:

- 1) Cloak individual sluglines one by one by selecting them in the script window and using 'Edit' > 'Toggle Cloak Line' (Shorcut CTRL & F10).
- 2) From the 'Edit' menu select 'Select all sluglines' (SHIFT & CTRL & S) and 'Toggle Cloak Line' (CTRL & F10)

Irish Character Symbols:

Because Winplus is Unicode Compliant Irish accented character symbols can be inserted using the Winows shortcut keys which are as follows:

Capital Consonants: CTRL & ALT & SHIFT & A, E, I, O or U.

Lower Case Consonants: CTRL & ALT & A, E, I, O or U.

Adjusting the screen layout:

To Increase Left Margin: CTRL & SHIFT & C To Decrease Left Margin: CTRL & SHIFT & D

To Increase Right Margin: CTRL & SHIFT & E To Decrease Right Margin: CTRL & SHIFT & F

To Increase Width: CTRL & SHIFT & RIGHT ARROW To Decrease Width: CTL & SHIFT & LEFT ARROW

Script Host debug:

This programme is opened via 'View' > 'Host Debug'.

It creates a text file of the communication log between iNews & Winplus. If you ever experience problems with the formatting of the scripts or any anomalies you can use the debug to save a file and email to Autoscript Technical Support at support@autoscript.tv with a description of what the issue is.

WinPlus Hot Keys:

- F1 Help
- F2 spare
- F3 Shift Focus between Run Order and Edit screen
- F4 spare
- F5 Drop Story from Run Order

F6	Toggle	Snapshot status
F7	Print St	ory
F8	Turn Pr	ompt Track On
F9	Turn Pr	ompting On
F10	Trigger	MOS Event
F11	Master,	/Slave Mode
F12	Toggle	Closed Caption Access
End	Insert A	fter On-Air Story
Ctrl+F1	Help	
Ctrl+F2	spare	
Ctrl+F3	Reform	at Script
Ctrl+F4	Used by	/ WINDOWS
Ctrl+F5	Create	Siugline
	USED D	windows to shift focus detween widi torms
		ompt Track Off
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		Toggle Cloaked Line status
	1	Toggle Closed Cantion status of edit line
	<u>-</u> 2	Δhort Διιτο Story Playout
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Ctrl+Shi	ift+F1	Help
Ctrl+Shi	ift+F2	IME debug
Ctrl+Shi	ift+F3	Toggle Bookmark status of edit line
Ctrl+Sh	ift+F4	Used by Windows
Ctrl+Shi	ift+F5	spare
Ctrl+Shi	ift+F6	Used by Windows
Ctrl+Shi	ift+F7	Set Edit Screen to the Prompt Preview Window
Ctrl+Shi	ift+F8	Edit Return
Ctrl+Shi	ift+F9	Insert Multiple Blank Lines
Ctrl+Shi	ift+F10	Set Edit Screen to next Slugline
Ctrl+Shi	ift+F11	Set Edit Screen to previous Slugline
Ctrl+Shi	ift+F12	Remote Closed Caption connect
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Shift+F:	1	Help
Shift+F2	2	Create Singlines from lines starting with a number in [] brackets
Shift+F	5	Display Remote Input Directory
Shift+F4	+	Display Program Names
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Shift+F	0 7	Display officiale value of character at caret Print Dun Order
Shift+F	ו ס	Find Run Vider
	5	Toggle Right to Left text Toggle Blank Screen
Shift+E	10	Noger Biank Succil
Shift+F	11	Spare Force Scrolling On - just in case the hand control freezes
Shift+F	12	Toggle Keyhoard
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Ctrl+2	Execute Macro 2
Ctrl+3	Execute Macro 3
Ctrl+4	Execute Macro 4
Ctrl+5	Execute Macro 5
Ctrl+6	Execute Macro 6
Ctrl+7	Execute Macro 7

Ctrl+8	Execute	Macro 8
Ctrl+9	Execute	Macro 9
Ctrl+10	Execute	Macro 10
Ctrl+-	Execute	Macro 11
Ctrl+=	Execute	Macro 12
Ctrl+Enter	Generat	e New Line
Ctrl+/	Insert St	tudio Mark
Ctrl+Shift+1		Display Prompt Message 1
Ctrl+Shift+2		Display Prompt Message 2
Ctrl+Shift+3		Display Prompt Message 3
Ctrl+Shift+4		Display Prompt Message 4
Ctrl+Shift+5		Display Prompt Message 5
Ctrl+Shift+6		Display Prompt Message 6
Ctrl+Shift+7		Display Prompt Message 7
Ctrl+Shift+8		Display Prompt Message 8
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Ctrl+Snift+=	_	
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Ctrl+Snift+Enter		Insert Hard Blank Line
Ctrl+Snift+/		Remove Studio Wark
Ctrl+Snift+Left A	Arrow	Set Prompt Screen Narrower
Ctri+Snift+Right	Arrow	Set Prompt Screen wider
Ctrl+A	Solect A	ll Text
	Set Bold	
	Conv to	l ocal Clinboard
Ctrl+D		Bookmark Display
Ctrl+F	File Ann	end
	Find	enu
Ctrl+G	Insert H	ard Return
Ctrl+H	Find and	1 Replace
Ctrl+I	Set Itali	rs
Ctrl+I	Select S	entence
Ctrl+K	Select P	aragranh
Ctrl+I	Select S	tory
Ctrl+M	Select P	rogram
Ctrl+N	File New	/ – Clear Script
Ctrl+O	File Ope	n
Ctrl+P	Insert Pa	age Break
Ctrl+Q	Toggle r	naximum Prompt Preview height
Ctrl+R	Toggle F	Prompt Control display
Ctrl+S	Save Sc	ript
Ctrl+T	Save Sto	ory (Remote)
Ctrl+U	Set Und	erline
Ctrl+V	Paste fr	om Local Clipboard
Ctrl+W Set Inve	rse	
Ctrl+X	Cut to L	ocal Clipboard
Ctrl+Y	Delete v	vhole line
Ctrl+Z	Undelet	e
Ctrl+Delete	Delete t	o end of line if no highlighted text
		Increment vertical grid spacing
		Decrement vertical grid spacing
		Decrement Left Prompt margin
		Decrement Lett Prompt margin
		Increment Right Prompt margin
		Decrement Right Prompt margin
		Increment Background Wessage Vertical position
CITI+SHITT+H		Decrement background wessage vertical position

Ctrl+Shift+I	Toggle Inverse Video
Ctrl+Shift+J	Increment Run Order Track offset
Ctrl+Shift+K	Decrement Run Order Track offset
Ctrl+Shift+L	Cloak All Sluglines
Ctrl+Shift+M	Toggle Presenter Instruction Status
Ctrl+Shift+N	Create new line as Package Text
Ctrl+Shift+O	Delete all Tablet data on current line
Ctrl+Shift+P	Insert Camera Card Page Break
Ctrl+Shift+Q	Create new line as Presenter Instruction
Ctrl+Shift+R	Insert Recording Break
Ctrl+Shift+S	Select All Sluglines
Ctrl+Shift+T	Toggle Package Text Status
Ctrl+Shift+U	Delete all Tablet data
Ctrl+Shift+V	Toggle VGA Dual Screen Prompt Preview display
Ctrl+Shift+W	Turn on Edit Sets Prompt mode
Ctrl+Shift+X	spare
Ctrl+Shift+Y	Shift Studio Instructions Up
Ctrl+Shift+Z	Shift Studio Instructions Down
Alt+G	Set Hard Returns on all lines
Alt+H	Clear Hard Returns from all lines
Alt+M	Create Bookmark
Alt+N	Start Prompting from next Bookmark
Alt+P	Start Prompting from previous Bookmark