

# 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.**

[www.autoscript.tv](http://www.autoscript.tv)

Autoscript  
Unit 2  
Heathlands Close  
Twickenham  
TW1 4BP  
UK  
Tel +44 (0)208 891 8900  
Fax +44(0)208 891 8901

[www.autoscript.tv](http://www.autoscript.tv)

Autoscript  
16 Progress Drive  
Shelton, Connecticut  
CT 06484  
USA

TEL: 1-203-926-2400

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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.

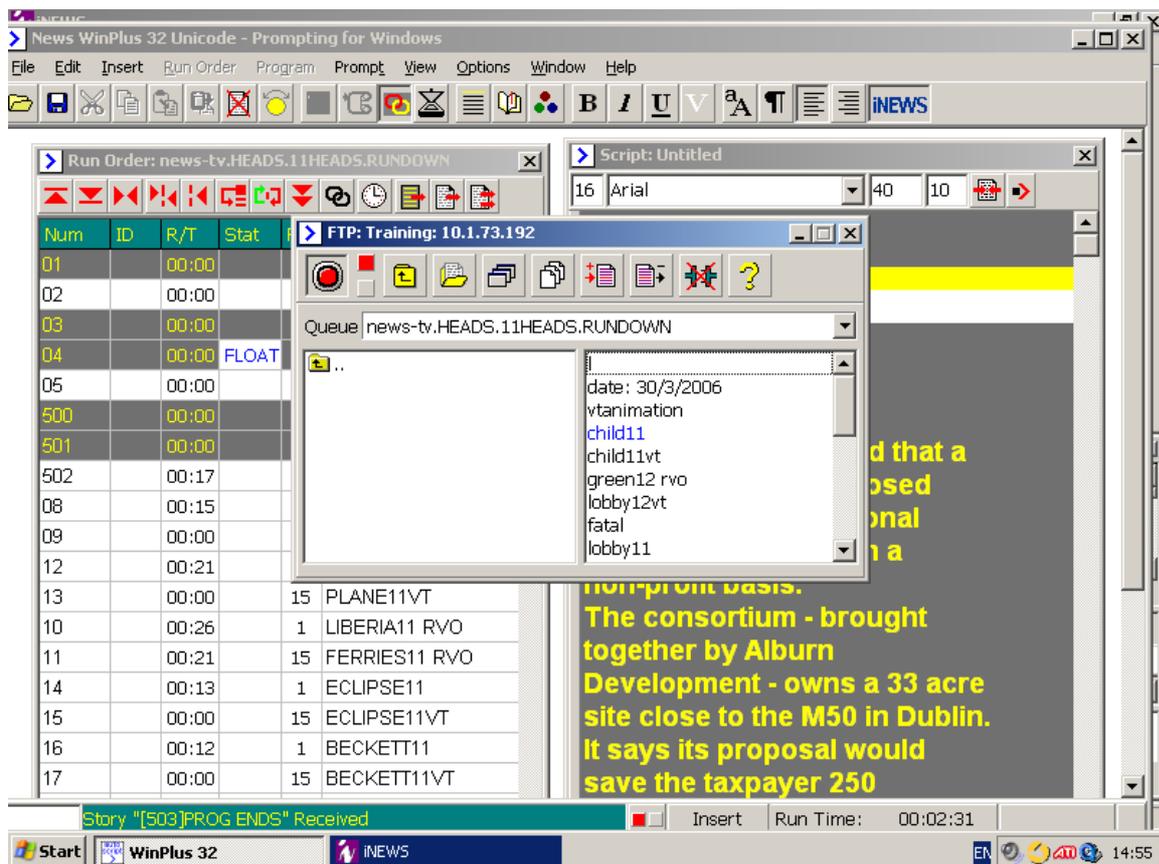
NB. The RO is selected once you have clicked on the Rundown folder and can see the story items in the right hand side of the INEWS FTP window.

- 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:
  - Click on the 'Start Prompting' symbol on the toolbar (Looks like an egg timer) or,
  - 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.



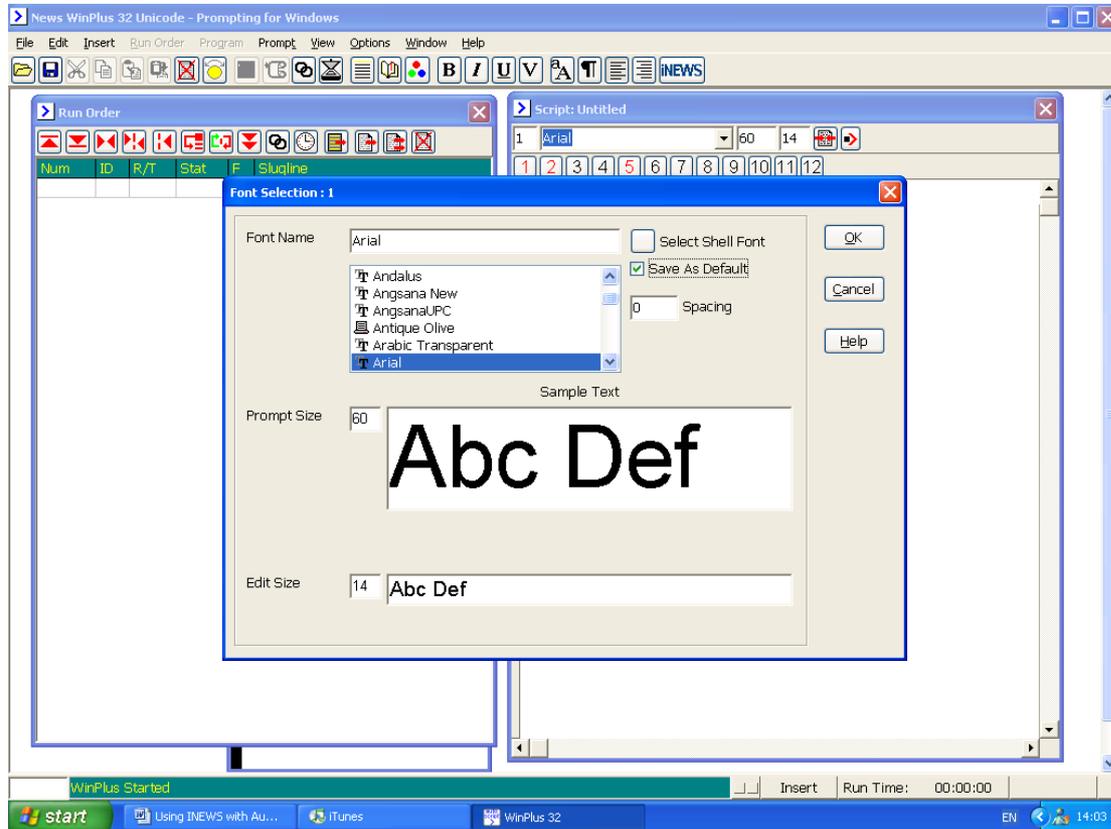
## Adjusting Fonts & Font Sizes:

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.



## Adjusting text justification:

### Left & Right Justification:

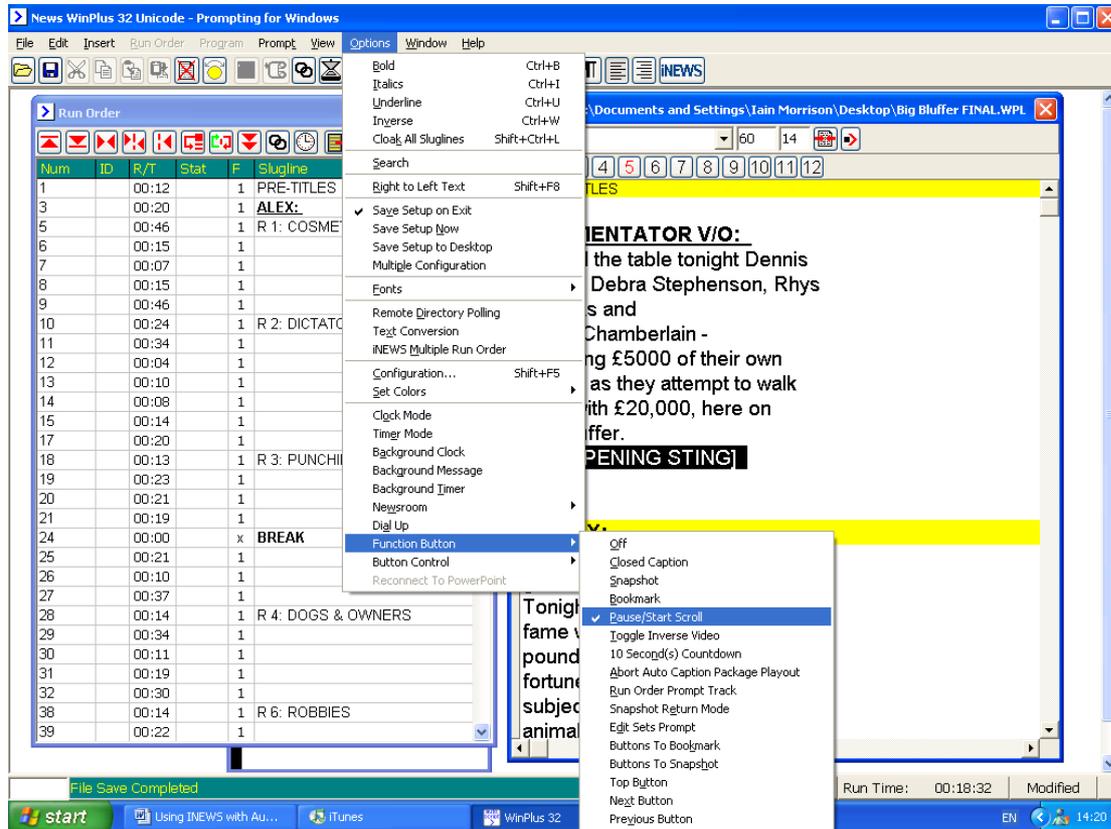
Text will appear as left hand justified by default, but this can be altered by highlighting text in Winplus and using the Justification buttons on the toolbar.

### 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'.



## 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.

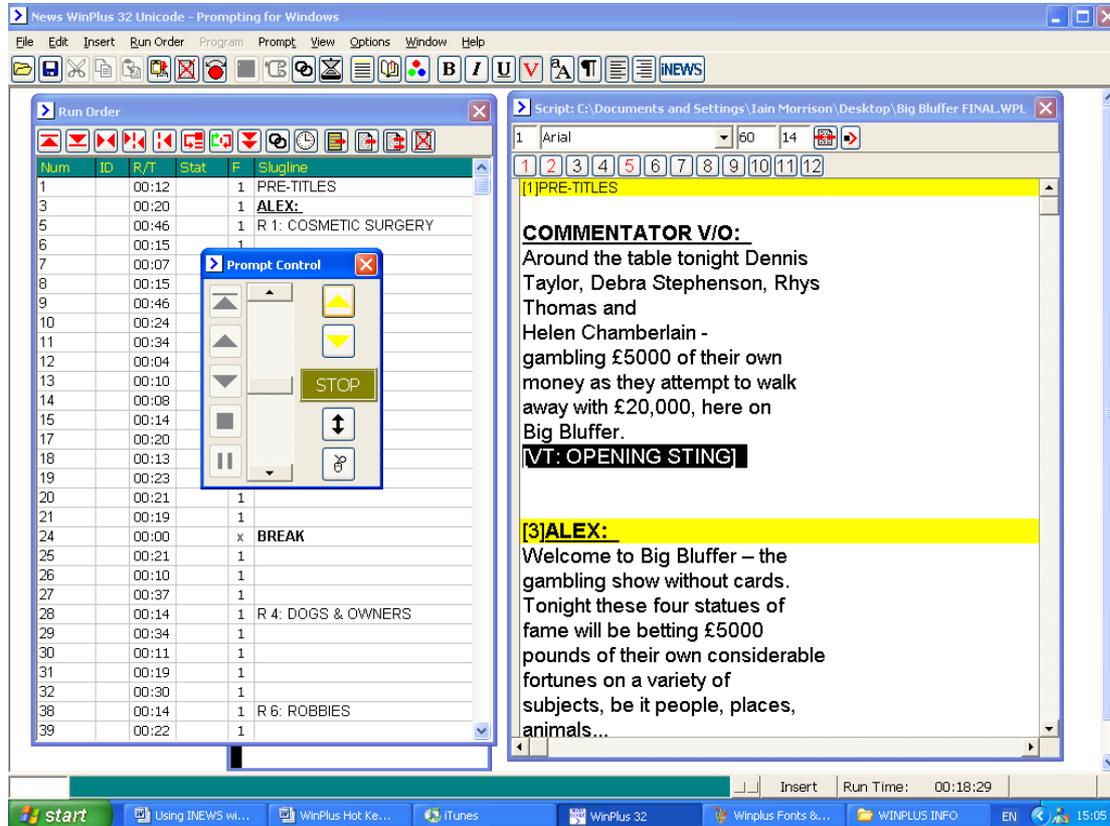
N.B. There are shortcut keys for most functions in Winplus and it is the quickest way to move around and manipulate a script effectively. A full list of current Winplus shortcut keys is included at the end of this guide.

## 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.

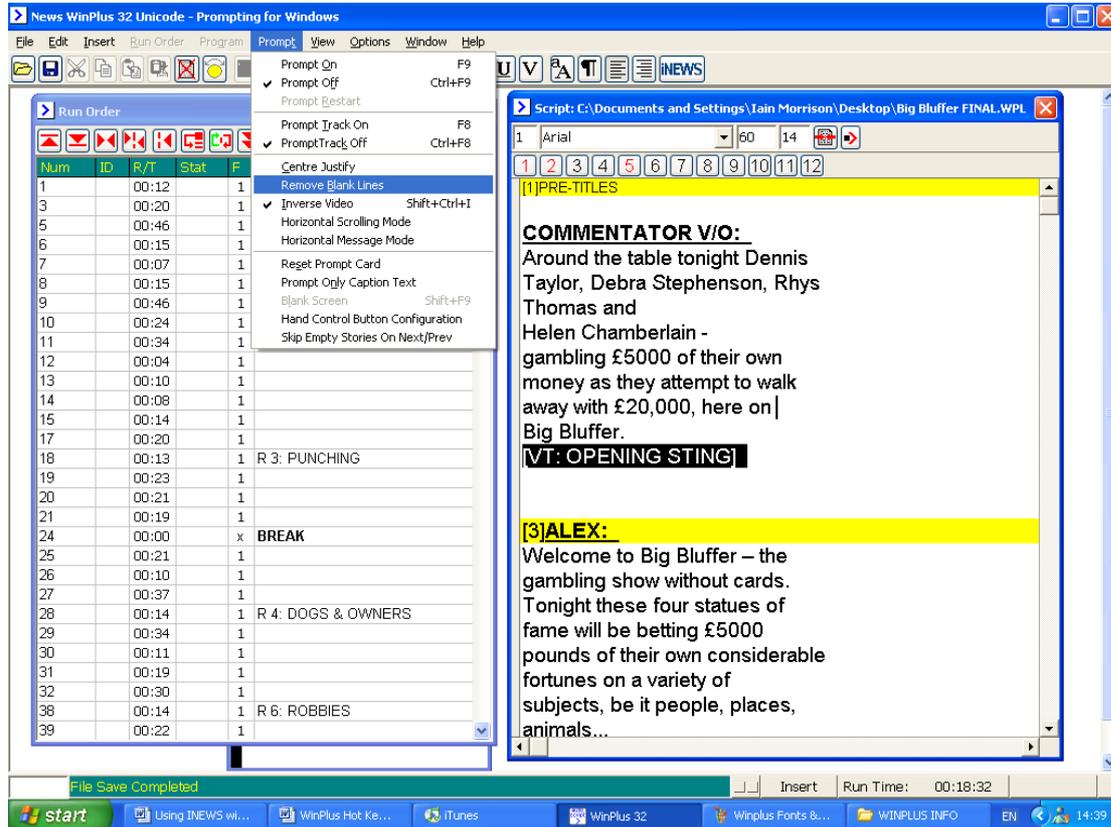


**Prompt Menu on Toolbar:**

'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.

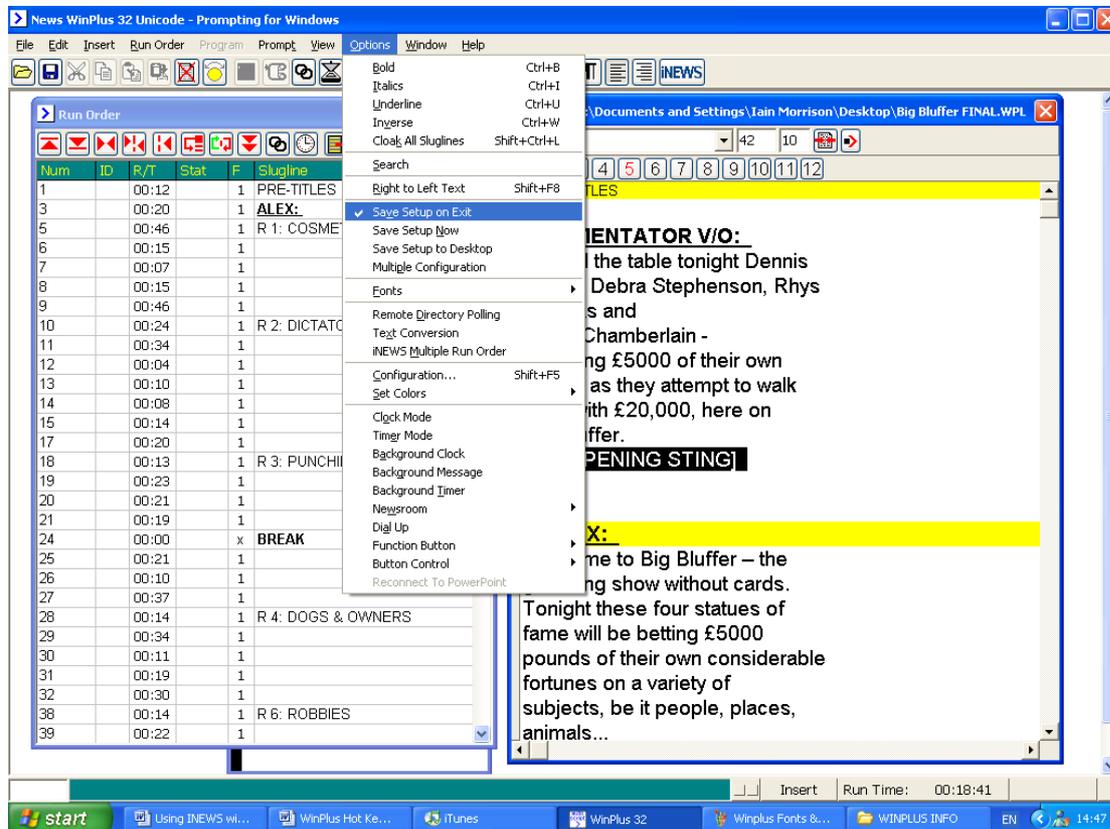
'Reset Prompt Card' - This option can be used to restart the card in the event of any system freezes or unexpected software problems.



**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.



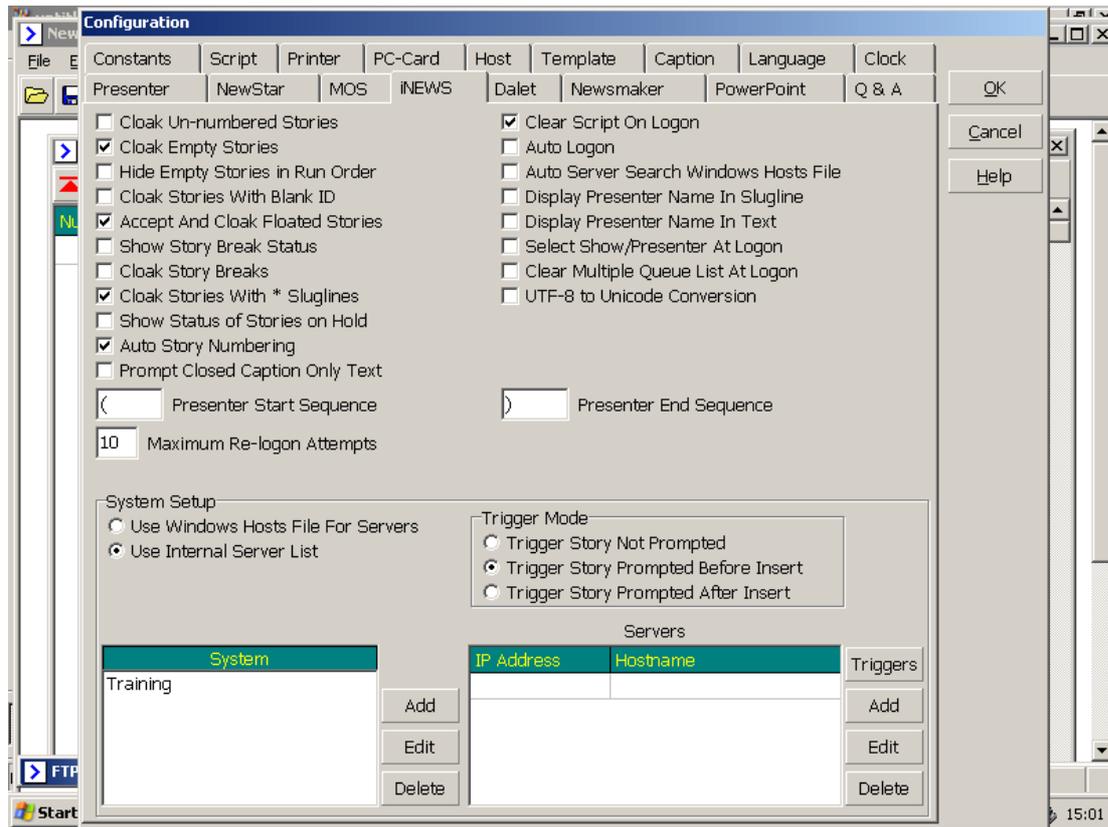
**Configuration Settings in Winplus:**

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 section for a full description of all options on this tab.

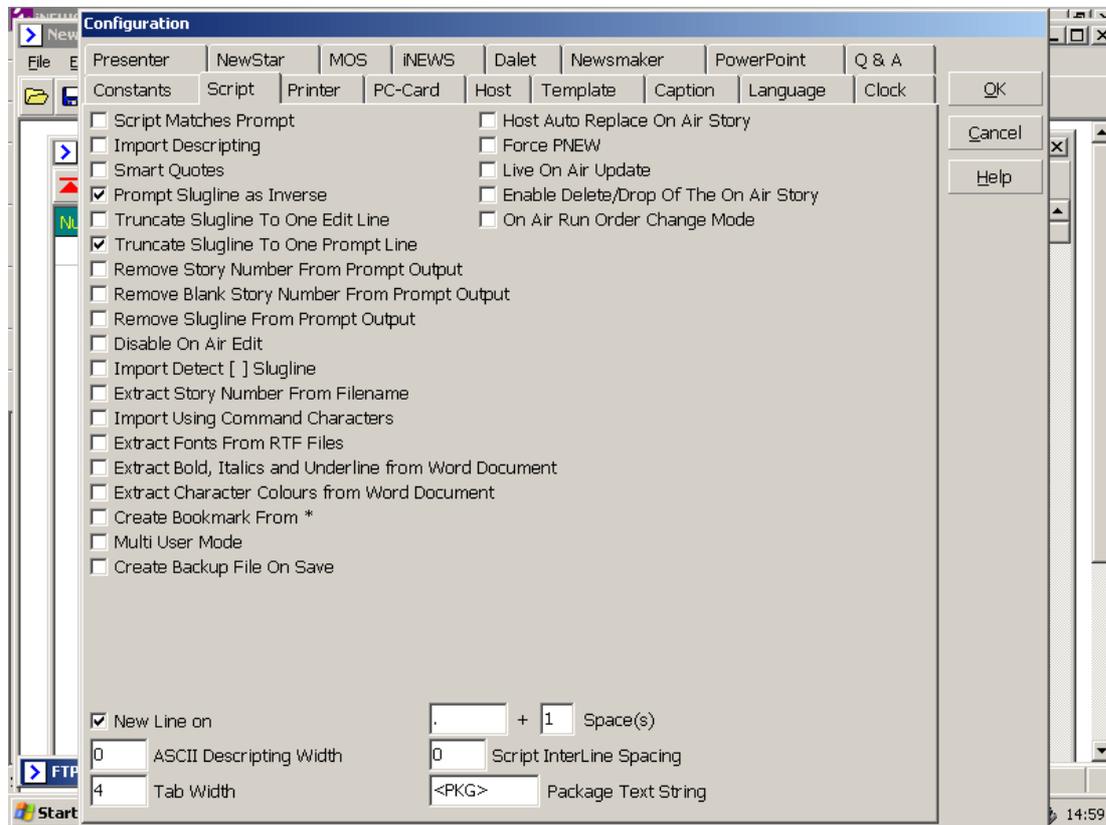


**'Script' Tab:**

**'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 section for a full description of all options on this tab.



#### **'Template' Tab:**

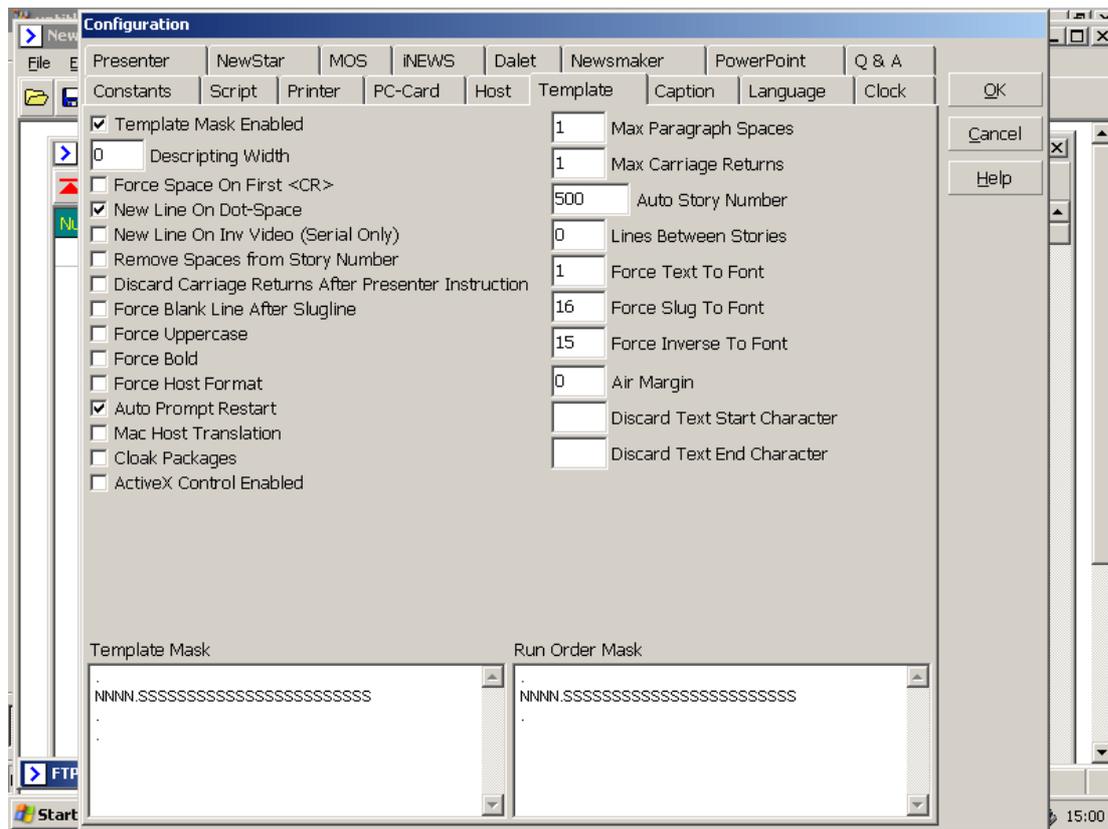
**'Template Mask Enabled'** – Selecting this option enables all other template settings on this tab.

**'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.



### 'iNews' Tab

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



- 1) Cloak individual sluglines one by one by selecting them in the script window and using 'Edit' > 'Toggle Cloak Line' (Shortcut 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](mailto: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 Story  
F8 Turn Prompt Track On  
F9 Turn Prompting On  
F10 Trigger MOS Event  
F11 Master/Slave Mode  
F12 Toggle Closed Caption Access

End Insert After On-Air Story

Ctrl+F1 Help  
Ctrl+F2 spare  
Ctrl+F3 Reformat Script  
Ctrl+F4 Used by Windows  
Ctrl+F5 Create Slugline  
Ctrl+F6 Used by Windows to shift Focus between MDI forms  
Ctrl+F7 Print Script  
Ctrl+F8 Turn Prompt Track Off  
Ctrl+F9 Turn Prompting Off  
Ctrl+F10 Toggle Cloaked Line status  
Ctrl+F11 Toggle Closed Caption status of edit line  
Ctrl+F12 Abort Auto Story Playout

Ctrl+Shift+F1 Help  
Ctrl+Shift+F2 IME debug  
Ctrl+Shift+F3 Toggle Bookmark status of edit line  
Ctrl+Shift+F4 Used by Windows  
Ctrl+Shift+F5 spare  
Ctrl+Shift+F6 Used by Windows  
Ctrl+Shift+F7 Set Edit Screen to the Prompt Preview Window  
Ctrl+Shift+F8 Edit Return  
Ctrl+Shift+F9 Insert Multiple Blank Lines  
Ctrl+Shift+F10 Set Edit Screen to next Slugline  
Ctrl+Shift+F11 Set Edit Screen to previous Slugline  
Ctrl+Shift+F12 Remote Closed Caption connect

Shift+F1 Help  
Shift+F2 Create Sluglines from lines starting with a number in [ ] brackets  
Shift+F3 Display Remote Input Directory  
Shift+F4 Display Program Names  
Shift+F5 Display WinPlus Configuration  
Shift+F6 Display Unicode value of character at caret  
Shift+F7 Print Run Order  
Shift+F8 Toggle Right to Left text  
Shift+F9 Toggle Blank Screen  
Shift+F10 spare  
Shift+F11 Force Scrolling On – just in case the hand control freezes  
Shift+F12 Toggle Keyboard

Alt+F4 Used by Windows to Close Application

Ctrl+1 Execute Macro 1  
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	Generate New Line
Ctrl+/ Ctrl+Shift+1	Insert Studio Mark
Ctrl+Shift+2	Display Prompt Message 1
Ctrl+Shift+3	Display Prompt Message 2
Ctrl+Shift+4	Display Prompt Message 3
Ctrl+Shift+5	Display Prompt Message 4
Ctrl+Shift+6	Display Prompt Message 5
Ctrl+Shift+7	Display Prompt Message 6
Ctrl+Shift+8	Display Prompt Message 7
Ctrl+Shift+9	Display Prompt Message 8
Ctrl+Shift+0	Insert Hard Hyphen
Ctrl+Shift+1	Insert Hard Space
Ctrl+Shift+2	Insert Hard Blank Line
Ctrl+Shift+3	Remove Studio Mark
Ctrl+Shift+4	Set Prompt Screen Narrower
Ctrl+Shift+5	Set Prompt Screen Wider
Ctrl+A	Select All Text
Ctrl+B	Set Bold
Ctrl+C	Copy to Local Clipboard
Ctrl+D	Toggle Bookmark Display
Ctrl+E	File Append
Ctrl+F	Find
Ctrl+G	Insert Hard Return
Ctrl+H	Find and Replace
Ctrl+I	Set Italics
Ctrl+J	Select Sentence
Ctrl+K	Select Paragraph
Ctrl+L	Select Story
Ctrl+M	Select Program
Ctrl+N	File New – Clear Script
Ctrl+O	File Open
Ctrl+P	Insert Page Break
Ctrl+Q	Toggle maximum Prompt Preview height
Ctrl+R	Toggle Prompt Control display
Ctrl+S	Save Script
Ctrl+T	Save Story (Remote)
Ctrl+U	Set Underline
Ctrl+V	Paste from Local Clipboard
Ctrl+W	Set Inverse
Ctrl+X	Cut to Local Clipboard
Ctrl+Y	Delete whole line
Ctrl+Z	Undelete
Ctrl+Delete	Delete to end of line if no highlighted text
Ctrl+Shift+A	Increment vertical grid spacing
Ctrl+Shift+B	Decrement vertical grid spacing
Ctrl+Shift+C	Increment Left Prompt margin
Ctrl+Shift+D	Decrement Left Prompt margin
Ctrl+Shift+E	Increment Right Prompt margin
Ctrl+Shift+F	Decrement Right Prompt margin
Ctrl+Shift+G	Increment Background Message vertical position
Ctrl+Shift+H	Decrement Background Message vertical position

<b>Ctrl+Shift+I</b>	<b>Toggle Inverse Video</b>
<b>Ctrl+Shift+J</b>	<b>Increment Run Order Track offset</b>
<b>Ctrl+Shift+K</b>	<b>Decrement Run Order Track offset</b>
<b>Ctrl+Shift+L</b>	<b>Cloak All Sluglines</b>
<b>Ctrl+Shift+M</b>	<b>Toggle Presenter Instruction Status</b>
<b>Ctrl+Shift+N</b>	<b>Create new line as Package Text</b>
<b>Ctrl+Shift+O</b>	<b>Delete all Tablet data on current line</b>
<b>Ctrl+Shift+P</b>	<b>Insert Camera Card Page Break</b>
<b>Ctrl+Shift+Q</b>	<b>Create new line as Presenter Instruction</b>
<b>Ctrl+Shift+R</b>	<b>Insert Recording Break</b>
<b>Ctrl+Shift+S</b>	<b>Select All Sluglines</b>
<b>Ctrl+Shift+T</b>	<b>Toggle Package Text Status</b>
<b>Ctrl+Shift+U</b>	<b>Delete all Tablet data</b>
<b>Ctrl+Shift+V</b>	<b>Toggle VGA Dual Screen Prompt Preview display</b>
<b>Ctrl+Shift+W</b>	<b>Turn on Edit Sets Prompt mode</b>
<b>Ctrl+Shift+X</b>	<b>spare</b>
<b>Ctrl+Shift+Y</b>	<b>Shift Studio Instructions Up</b>
<b>Ctrl+Shift+Z</b>	<b>Shift Studio Instructions Down</b>

<b>Alt+G</b>	<b>Set Hard Returns on all lines</b>
<b>Alt+H</b>	<b>Clear Hard Returns from all lines</b>
<b>Alt+M</b>	<b>Create Bookmark</b>
<b>Alt+N</b>	<b>Start Prompting from next Bookmark</b>
<b>Alt+P</b>	<b>Start Prompting from previous Bookmark</b>

<b>Ctrl+Alt+B</b>	<b>Toggle Bijoy Keyboard</b>
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