

LineupNX 2

Installation and Setup

Jan 2011

Setting up your software
to best meet your actual
operational needs

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Introduction

This guide will show you the various installation options you have with LineupNX. LineupNX can be installed and run as a stand-alone program or on a network and can be used in *local* and *network modes*. In *local mode* the workstation keeps all its files on a local drive and does not communicate with other computers on the network that are running LineupNX. The LineupNX CD ROM installation program lets you select the options you prefer.

Additionally, many LineupNX features can be customized. You will find a guide to the custom features in version 2.0 starting on Page 9.

After setting up all the computers on your network with LineupNX, please keep this installation guide in a safe place in case you need to restore settings at a later time.

Before installing

If you intend to run LineupNX on a network with more than one user sharing access to rundowns and associated files, you should make several decisions about file storage in advance. Whoever is installing the software should have access to the following information.

Full path to the location on the network that will keep rundowns, scripts and other associated file.

The folder you select will have to be shared for both read and write and should not be in one of the Windows special folders such as the shared user folder or 'My Documents' on an individual computer.

You may install the network shared files on a computer that also runs LineupNX but please do not use My Documents or Shared Files/Libraries as the locations.

`c:\Rundowns\` is OK

`c:\My Documents\Rundowns\` is not

Full path to central location where digital video is stored

This location will have to be shared for read privileges and should not be in a Windows special folder.

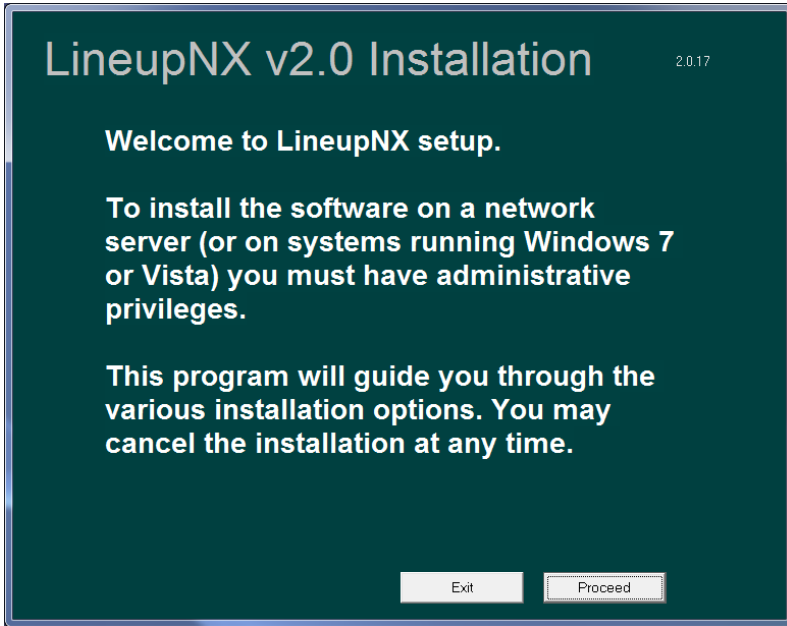
Full path to locations for graphics and still store images

These will almost always be on a shared, network location.

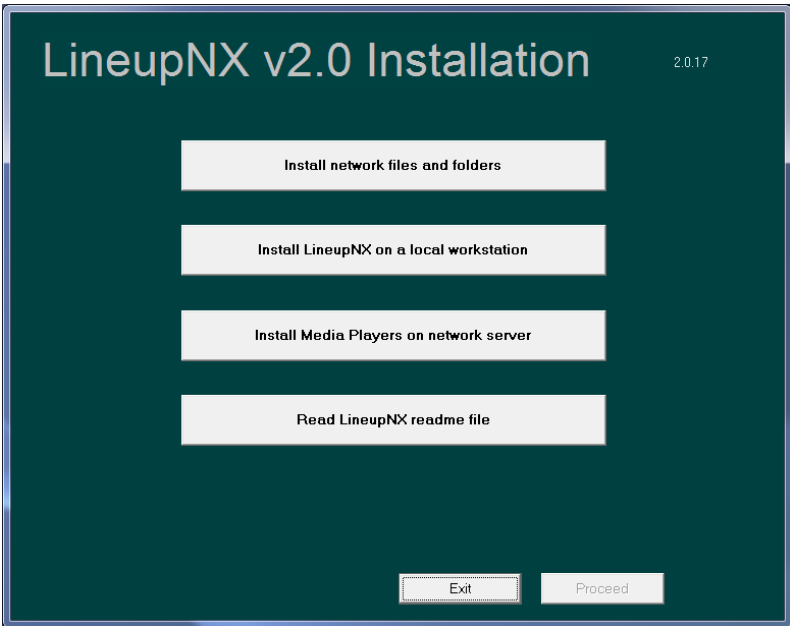
You may record these locations on Page 18 of this guide.

Using the Installation program

Insert the installation CD into your CD or DVD Drive. If the installation program does not start automatically, open the CD icon and double-click on *Install.exe*. You should then see the installation welcome screen.



Selecting *Proceed* brings up the menu of available options.



Setting up shared file space

The installation program lets you install the standard LineupNX file structure to a predetermined folder as mentioned above. You do this by clicking *Install network files and folders*. After accepting the license conditions, navigate to the folder you have decided on in the previous section and click **OK**. The LineupNX installation program will create a central file folder structure and copy sample files for you to use in the tutorials or as templates for your own work.

Note, this does not install the program itself. However, stand-alone copies of the program which you install on each workstation on the network will access these shared folders and files.

Stand-alone installation

After setting up the shared file structure, LineupNX must also be installed on each computer on the network as an application. To do this click on *Install LineupNX on a local workstation*. This will start a separate LineupNX installer to put the program on the workstation. You can adjust the location where LineupNX will be installed but usually the default location will be fine.

After this installer is finished, you will be offered options to install the **VLC** media player/server and the **mPlayer** media player locally. If you do not intend to use these programs you can skip their installation. They are intended for use in digital video preview on local work stations but you may also use the standard Windows Media Player or any other media player you already have installed. We will explain how to set which media player LineupNX will use later in this Installation Guide.

Install Media Players on network server

In addition to local installation, the LineupNX installer can setup **VLC** and **mPlayer** on a video server. If you are streaming your production to the Internet, either of these programs could work as your streaming server.

A note about VLC and mPlayer

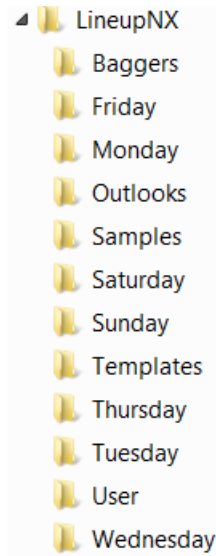
These two programs are open source media players licensed under the GNU General Public License (GPL) and are provided "as is" by Baobab Productions Inc. Each program comes with its own installer written by its development team. If you wish to take advantage of these programs, it is your responsibility to keep them up-to-date. Baobab productions will not inform you about updates or bug fixes to either of these programs.

Please check the respective developer's websites regularly for update information.

Read LineupNX readme file

This selection displays a document called *Readme.txt* which has last minute information about your version of LineupNX that might not be included in the User Guide. It also has information about bug fixes and the revision history of the program.

Default file management structure



While you may use any file and folder system you like, LineupNX has been optimized for use on a daily program with separate folders for each day of the week. All data related to a particular edition of a show are stored in a folder for the day of the week that show will air. This includes the rundowns, the intros, voice over copy and research notes that are background to an item in the show, as well as any spreadsheets with shot data and contacts that are attached to items.

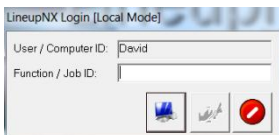
Along with *day-of-week* folders, LineupNX creates several other folders, one to store show layouts or *Templates*, one for *Outlooks* and future files and one for *Baggers*—stories that do not yet have an air-day, one called *User* that you can use for anything you like and finally one called *Samples* where we store material you can use in the

tutorials and exercises we have created. You can use the installation program to create these folders or you can do it manually. During LineupNX installation, however, many sample files and examples are also copied into some of the folders.

You may create other folders at your discretion under this structure and LineupNX will find them. For example, if you produce several weekly shows, rather than a daily one, you can create separate folders for each of the shows.

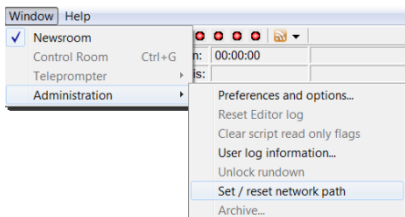
Telling LineupNX about the network

After you install LineupNX on a workstation, you will have to tell that workstation how to find the network file location. On each computer start LineupNX and login as the *Administrator / Executive Producer* in the



Function / Job ID: field. Note that the program starts in local mode. The user or computer name will appear on the Login screen. When we ship LineupNX, the preset Function / Job ID is for the Administrator / Executive Producer is

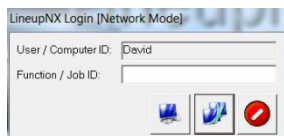
admin. This will give access to the administrative functions of the program. When the program has loaded, select **Window > Administration > Set / reset network path** as shown below. This will open a file explorer window in which you can navigate to the network location. LineupNX will store



information about this location in the local computer's central registry.

As an alternative to using this procedure, you may also use the registry file that the installation program creates when you set up

the network file location. The file is called *networkpath.reg* and can be found in the directory you designated for LineupNX network use. You will only be able to use this file if you set up the network files on a different computer than the one that was running the installation program. This is because of the way Windows names disk drives versus network locations. If your copy of *networkpath.reg* was created by running *Install* on one computer but you selected a network path on a separate computer or server on the network, you can run this file on each computer on the network to set the LineupNX network path. When this is done all workstation running *LineupNX* will be able to find and save the files used in the common network location.



When LineupNX detects the network folders on startup it will enable the network login and you will be able to start LineupNX in either local or network mode.

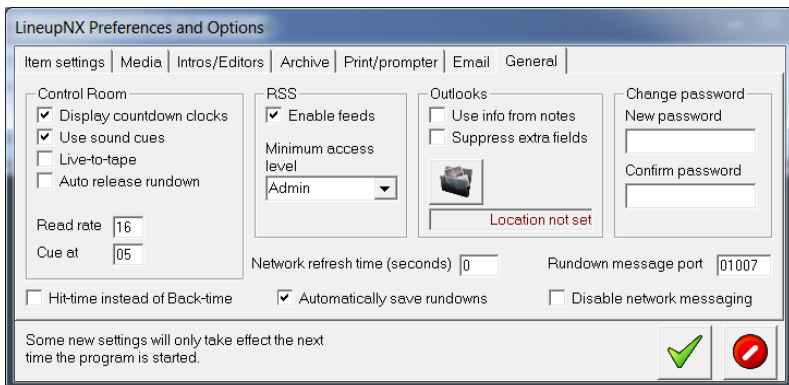
Setting preferences and options

At any time, the *Administrator / Executive Producer* can set preferences and options for the program. If LineupNX is installed on each workstation, you can actually have two sets of options, one for local operation and one for network operation. In network mode, all logged-in computers use a common configuration. To set options for the full network, login as the administrator (*admin*) and click the Network button to go to network mode. If the Network button is grayed out, it means that either the particular workstation has not yet been setup to run in network mode or the network folder is for some reason not accessible to that workstation. Assuming you do have network access, select **Window > Administration > Preferences and Options...**

You will see a screen similar to the one on the next page.

Note that not all tabs are necessarily available in every edition of LineupNX and your version may have options not shown in this guide.

Here are the most commonly used functions as of version 2.0



Tab: General

- Change password
We ship LineupNX with *admin* preset as the administrator's password. We suggest you change the password to something different to prevent unauthorized changes being made to the program settings.
- RSS Enable feeds
Check this box if your computers are connected to the Internet and you want users to have access to the RSS news feed features of LineupNX.
- Minimum access level
Not everyone in the production team should edit, add or delete RSS feeds. The default is to permit just the *Administrator / Executive* producer to do this. But you can open the process to others on the team by selecting from an entry in the drop-down box.
- Outlooks
 - Check *Use info from notes* if you want the first paragraph of the item note file to be included in a printed outlook. You can use the first paragraph of a note file to describe the item in more detail than may be given by the item slug.
 - Check *Suppress extra fields* to reduce the number of headings printed in the outlook.
The *file folder* icon lets you set the folder to which all outlook reports will be saved.

➤ Control Room

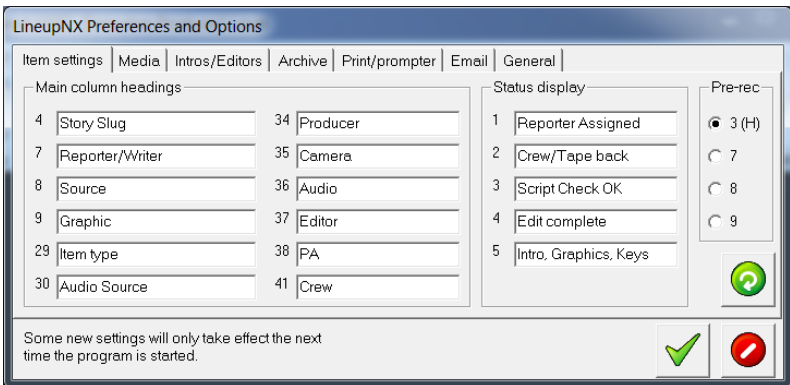
- Check *Display countdown clocks* to include large countdown clocks in the control room display.
- Check *Use sound cues* if you want audible warnings at a preset number of seconds before the end of a tape that is rolling.
- Check *Live-to-tape* if you are recording live-to-tape.
- Check *Auto release rundown* if you want to ensure control of the rundown is passed to the control room, even if the lineup desk forgets to do it. When checked, the lineup is automatically transferred to the control room five minutes before airtime if it has not been released previously.
- *Read rate*: Set the teleprompter script read rate here. The units are arbitrary and the default number is 16. This number is used to calculate the Estimated Read time (ERT) for items in the rundown. If you find that your anchors regularly read faster than the ERTs that LineupNX predicts, you should set the read rate to a higher number. If your talent consistently reads more slowly then reduce the number.
- *Cue at*: This is the number of seconds before the end of an item that a warning will be given shown on the control room timing screen. Usually the warning is a change in color of the numbers on the countdown clock.

➤ Miscellaneous

- *Network refresh time*: LineupNX can use two different methods to update computers on the network with rundown changes. You can set the Network refresh time to the number of seconds you want each logged in workstation to check for rundown updates. Setting the time to 0 seconds turns this update feature off.
- *Disable network messaging*: The primary tool LineupNX uses to keep workstations updated about rundown changes is an internal communications system. Every time the rundown is saved, the computer from which it was saved sends a message to all other computers on the network to update themselves. this is usually faster than using the network refresh time method but for reasons of network security, some locations may not want to use it.
- Check *Disable network messaging* if you want to turn off the internal communications system.
- *Rundown message port* is the internal communications port used by LineupNX. The default is port 1007 but it can be changed to any other free port if that one is already in use by

other programs on the network.

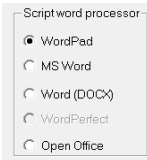
- Check *Automatically save rundowns* if you want each change to the rundown saved right away. If this box is not checked, the person making changes will have to save manually. The status of the rundown is shown on title bar of the main rundown screen. [Changed] indicates that the rundown has not yet been saved.
- Check *Hit-time instead of Back-time* if your unit prefers to have the time a video item should roll rather than the top of the copy on the page for an item timing.



Tab: Item Settings

- Rundown column headings
Here you can override some of the column settings that ship with LineupNX. The current headings display when you open the tab. Just type in the new column headings you want to use.
- Status display
The main screen in LineupNX includes five status lights corresponding to five checkpoints in the development of a story for broadcast. You can define what these checkpoints are. They will be displayed on the item data form that is completed for every story in the rundown. The default settings for column headings and status display can be restored from the *Defaults* button.
- Pre-rec column
This setting is used to generate sub-rundowns in the special pre-production mode for LineupNX. Here you designate the column that will contain information about items that have been pre-recorded to tape or server.

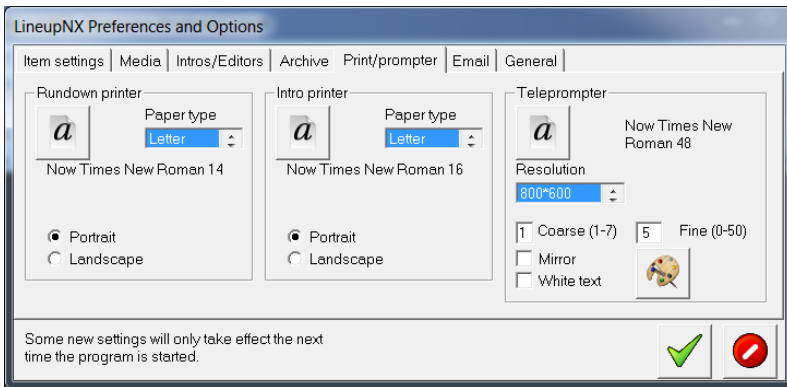
Tab: Script Editor



By default, LineupNX uses the Windows WordPad for writing copy for prerecorded packages such as a reporter's story. That is because WordPad is installed on all Windows systems. Unfortunately, WordPad has limited formatting capability and has no spell-checker. If you have Microsoft Word, Corel WordPerfect or Open Office installed

LineupNX will detect their presence and enable the option on this tab. You can choose to use one of them instead as the standard editor for voice-over material. This selection will also be used to determine which spreadsheet program LineupNX uses to keep extra data about stories. If you select MS Word, then LineupNX will also use Microsoft Excel. With WordPerfect LineupNX selects Quattro Pro and with Open Office Writer it selects Open Office Calc. If you choose to stay with WordPad, LineupNX will not use the spreadsheet function unless you have Excel installed.

Note: LineupNX will not work with any of the Microsoft Works file formats.



Tab: Print / prompter settings

➤ Rundown and Intro printers

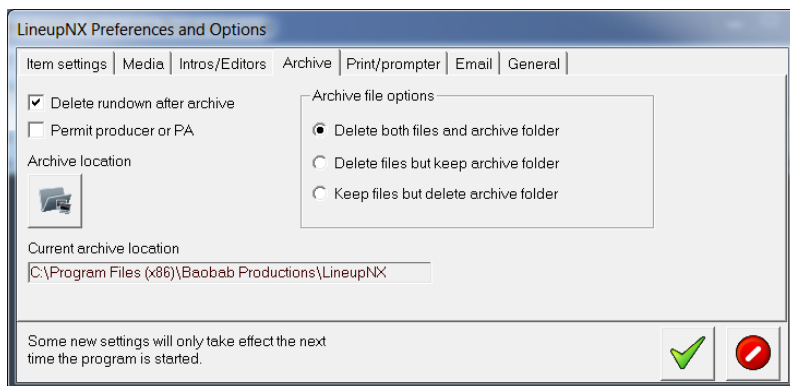
LineupNX lets you preset options for the printer that will print rundowns and the one for announcer copy (Intro printer). These could be two different printers (selected at the time of printing). The settings here are straightforward. You may need to experiment with fonts and font sizes depending on your specific setup. LineupNX displays the current setting for each of the printers.

Note: Settings for the Intro printer do not apply to the font used on the teleprompter. If you have separate rundown and

copy printers, you could set each as the default printer from a different workstation. For example the main desk could print rundowns while the production assistant's workstation could be used as the source for multi-part copy.

➤ **Teleprompter**

- *Font* button lets you set the font and font size for the teleprompter. This setting is independent of the settings for the intro copy printer
- *Coarse (1-7)* sets large speed steps for the prompter.
- *Fine (0-50)* trims the prompter speed. The settings here should be made after testing with various newsreaders. They are the starting points only. The teleprompter operator can adjust the speed settings during the show to match individual readers.
- *Mirror*: Check this box if by default you want the teleprompter to display text as a mirror image to compensate for prompter displays that lack this capability. The prompter operator can change this setting while the show is on the air (can help with cuing copy).
- *White text*: When this is checked the prompter puts white text on a dark background. If it is not checked the text is black on a white background.
- *Resolution*: This list lets you select the best screen resolution for your teleprompter. LineupNX supports resolutions from 320x240 to 1024x768
- The *Palette* button lets you select a second color for the teleprompter display. The second color is used to display text that is not to be read by the talent. For example a direction or the cues for a video playback. the user guide illustrates what such color coding might look like.



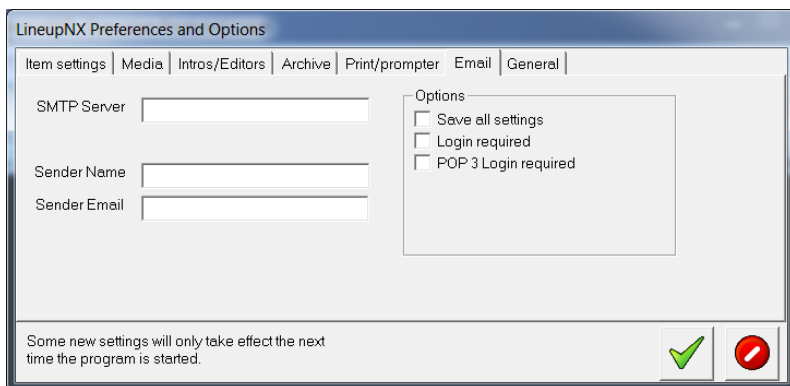
Tab: Archive

- Archive file options
 - *Delete both files and archive folder*: LineupNX deletes the original script, notes, intro, and lineup files and keeps only a zipped archive file of the entire show.
 - *Delete files but keep archive folder*: LineupNX keeps an uncompressed folder containing all the original show files but in a folder named for the show and its airdate in addition to the zipped archive file.
 - *Keep files but delete archive folder*: With this selection, the original files and folders are maintained as well as the zipped archive.
- Delete rundown after archive

All script, notes and intro files are retained as is but the rundown itself is deleted from the broadcast day folder. It can, of course, be restored from the archived zip file
- Permit PA

This lets a member of the team with Production Assistant login to perform the archive function, rather than the Show Administrator.
- Archive location.

This button lets you choose the location on the network for archival storage.



Tab: Email

Set up this tab if you want to use the built-in feature to email rundowns and outlooks to a distribution list right from LineupNX.

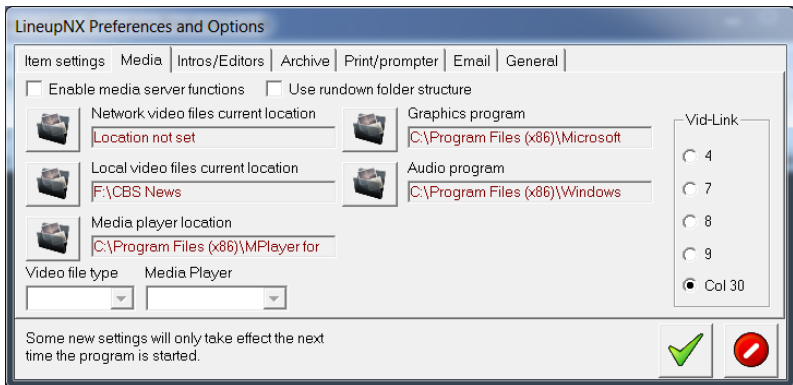
- Options
 - *Save all settings*: Keeps a record of all your email settings in the initialization file. This is not secure but is very convenient.
 - *Login required*: Check this if your email service requires you to login each time.
 - *POP3 Login required*: Some mail servers require this before permitting you to send email.
 - *User Name and Password* fields will be displayed if you have checked one of the login options.
- SMTP Server

This is the internet address of the server you use to send email
- POP3 Server

This is the internet address of the server you use to receive email. It may not be necessary for sending, depending on the security settings of your email system.
- Sender name

This is the name you want those who receive your email to see. It could be the name of the show
- Sender email

This is the reply email address you want recipients to use. If it is blank, your personal email address (associated with the POP3 password login) might appear.



Tab: Media

This tab is where you set the key storage locations and programs for various media formats. When these are set, LineupNX will be able to launch media players and other programs directly from the rundown so it is easy to preview various digital file attachments.

- **Enable media server functions**
If you wish to use LineupNX to preview video you must check this box. Because some of the video functions take time and memory LineupNX will not use them unless specifically instructed to do so. If you do not need media functions then leave this unchecked.
- **Use rundown folder structure**
When this box is checked, LineupNX will look in the designated network video file location for video files with names that match the slugs assigned in the rundown and on the same day of the week. If it finds such a file it automatically links it to the rundown. You do not have to use this structure or naming convention for video but if you do, LineupNX will tag the video automatically. You can link video manually for each item in the rundown via the item data screen.
- **Video file type**
Most productions will have a common file type for all their digital video media. It could be a QuickTime format or a Windows AVI file or one of the mpeg formats. Use the dropdown box to select the standard video file extension that your productions will use. This way the media player and server will always be set for the type of video files you use.
- **Media player**

Select your media player from the ones listed in the drop-down box. LineupNX will use that player for video previews.

- Network video files current location
This is the directory where LineupNX expects to find your digital video files on the network.
- Local video files current location
Set the directory on individual workstations for storage of local video. these could be offline proxies for video that will be edited and played to air.
- Media player location
Tell LineupNX where to find the media player named in the Media Player drop down box.
- Graphics program
Each workstation can have a designated graphics viewer which is set here. If the workstation will actually do graphic composition and editing, the program could be Photoshop or Illustrator and so on. If the workstation is used by the editorial desk or by reporters then a simple viewer program like the QuickTime picture viewer or the viewer provided with Microsoft Office programs could suffice.
- Audio program
You can designate an audio player or editor here. It will be used to playback audio files tagged in the data screen for an item in LineupNX. Again, each workstation can have a different audio program designated. For those who need to edit audio it could be a program like Audition or Audacity. For regular playback it could be Windows Media Player or even mPlayer.
- Vid-Link
You can designate several of the LineupNX item fields to hold video file path information. The default is column 30 which is the video tag box on the item data screen. But you can designate one of the other headings visible on the main rundown screen instead.

Note: Other tabs and settings not documented here may be available with your version of LineupNX. Conversely, some tabs may display but not have functionality in your version of the program

Special configuration files

The following files are used by LineupNX and should not be deleted. They are located in the same directory as the *LineupNX.exe* program file or in the directory that stores network rundowns and other files.

- *lnx.cfg* stores settings common to workstations on the network. A separate version of this file is also created for local use. It is located in the same directory as network rundowns or local rundowns. You may edit in Notepad but only do this for the following entries:
[Item Types]—You may replace any of the 11 entries with ones more meaningful to your production environment.
[Video Server Settings]—PlayerCmd =: add a special command line for your preferred media player.
- *RSS.dat* stores the current RSS feed information.
- *Media_players.dat* is a list of media players you may use with LineupNX.
- *Media_extensions.dat* is a list of possible video file extensions. If your file extension does not appear on the list you may edit it in Windows Notepad.
- *MPlayer.txt* is a brief help file that LineupNX loads any time mPlayer.exe is run from within LineupNX.
- *mplayercmdline.txt* is a file you can use to configure how mPlayer behaves.
- A folder of icons used by Windows to identify LineupNX documents.

Transition for users of LineupNX 1.xx

LineupNX 2 can open LineupNX 1.xx rundowns and templates and save them in its new format. It can also read and convert older teleprompter copy but there are some things you should know when making the transition. This release note provides several options from which you can choose.

Simplest changeover

- Keep current installation of LineupNX 1.xx on each network computer.
- Keep current network file location and structure but make a backup
- Install LineupNX 2.0 on each workstation. LineupNX 2 installs in a different directory than LineupNX 1.xx and keeps local rundowns in a new location.
- Open every network template and rundown and save it to convert to the new format

You must changeover all networked computers and stop using LineupNX 1.xx when you do this. That is because once converted, rundowns and templates will no longer open in LineupNX 1.xx. Your old configuration settings will still be valid though LineupNX 2 has many new options you will want to set. If you decide to revert to LineupNX 1.xx for any reason, just copy your backup files to the network location and uninstall LineupNX 2 (Do not delete any shared files).

Fresh start installation

- Backup any locally stored rundowns, templates, notes and scripts that you want to keep to another location. This is just a precaution.
- Use Windows control panel to remove the current LineupNX 1.xx installation from each workstation.
- Install the network file structure for LineupNX 2. Do not choose the same root folder that you used for LineupNX 1.xx
- Install LineupNX 2 on each workstation and point it to the new network folder.
- Copy any of the old rundowns and templates you wish to use from the old network location to the new one.

Installing this way means you can reinstall LineupNX 1.xx if necessary and you will not have lost the original rundowns. One advantage of this changeover is that the LineupNX installer will create a file folder structure that includes the new *User*, *Samples*, and *My rundowns* folders on the network server.

Hybrid installation

- Backup any locally stored rundowns, templates, notes and scripts that you want to keep to another location. This is just a precaution.
- Use Windows control panel to remove the current LineupNX 1.xx installation from each workstation.
- Install LineupNX 2 on each workstation and continue to use the existing network folder
- Move the local rundowns, templates and scripts that you saved into the new local folder structure.

Dual installation

You may keep both versions of LineupNX running if you want to spend some time familiarizing your team with the new program while still producing with your current version. This will give everyone a chance to play with the new features without jeopardizing current productions.

- Install LineupNX 2 on each workstation and use it in local mode only, keeping LineupNX 1.xx for network use.
- Use the LineupNX 2 installer to make a new set of folders on your network. Specify a new location so as not to overwrite the current one used by LineupNX 1.xx
- When you are ready to make the complete transition, point the LineupNX 2 program to the new network file system
- Backup any LineupNX 1.xx templates and rundowns you want to keep
- Copy them to the appropriate locations in the new network rundown structure
- Uninstall LineupNX 1.xx being sure not to uninstall any shared system files.

Your custom settings

Make a record of your settings here for future reference

General

Network path:

Network video files path:

Network still store / graphic files path:

Teleprompter

Font _____ Size _____

Coarse (1-7) _____

Fine (0-50) _____

Screen resolution: 320 640 800 1024

Mirror White text

Outlooks

Where: _____

Suppress extra fields

Use first paragraph of notes

RSS

Enable feeds

Minimum access level: _____

Item settings

Rundown column headings

Col 4 _____ Col 34 _____

Col 7 _____ Col 35 _____

Col 8 _____ Col 36 _____

Col 9 _____ Col 37 _____

Col 29 _____ Col 38 _____

Col 30 _____ Col 41 _____

Status display

Status 1 _____ Status 3 _____

Status 2 _____ Status 4 _____

Pre-rec column ____

Script word processor

WordPad MS Word WordPerfect Open Office

Print settings

Rundown printer

Font _____

Size _____

Bold Italic Other _____

Paper size _____

Orientation: Portrait Landscape

Intro printer

Font _____

Size _____

Bold Italic Other _____

Paper size _____

Orientation: Portrait Landscape

Email settings

SMTP Server _____

POP3 Server _____

User Name _____

Password _____

From (Name) _____

From (Email) _____

Save settings Server Authentication POP3 Authentication

Media settings

Media server functions Rundown folder structure Vid-Link _____

Video file type: _____ Media Player: _____

Local video path: _____

Notes: