

LineupNX

version 1.7

Installation and setup guide

Setting up the software to meet
your operational needs, including
customized preferences

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Introduction

This guide will show you the various installation options you have with LineupNX. Choose the one that best suits your operation. In addition, many LineupNX features can be customized. You will find a guide to the custom features in version 1.7 starting on Page 7.

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.

Client installation with shared file space

This is the preferred installation method. You install the file structure on a central server but use stand-alone copies of the program on each workstation. You do have to set up each individual workstation version so that when the program starts, it can easily find the shared workspace.

Stand-alone installation

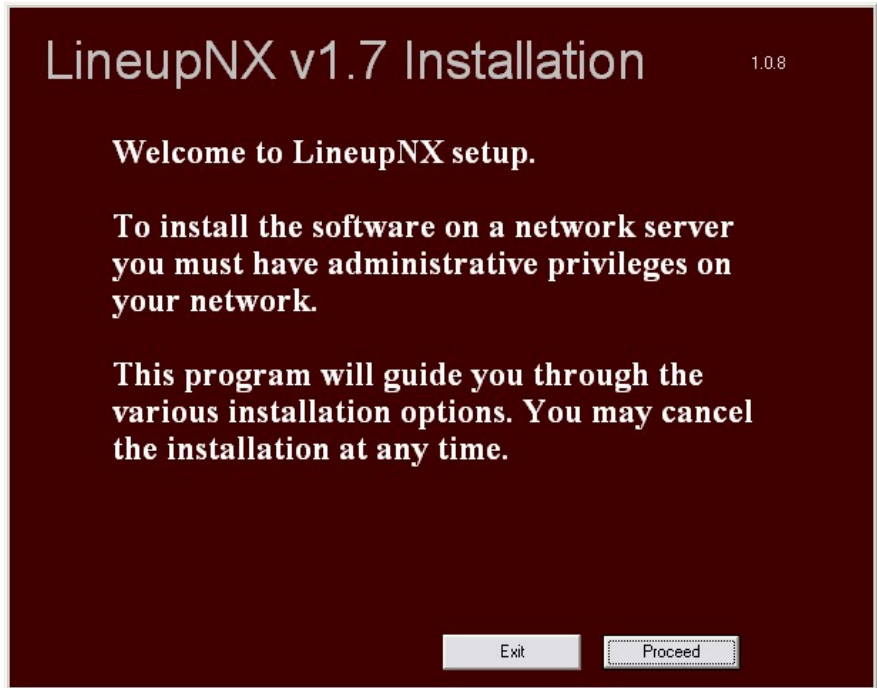
LineupNX may be installed on each computer on the network as a stand-alone application. It is often useful to use LineupNX as a non-networked program, working with local files, usually on future broadcasts. Any stand-alone installation can be configured to use the network as well.

Single server installation

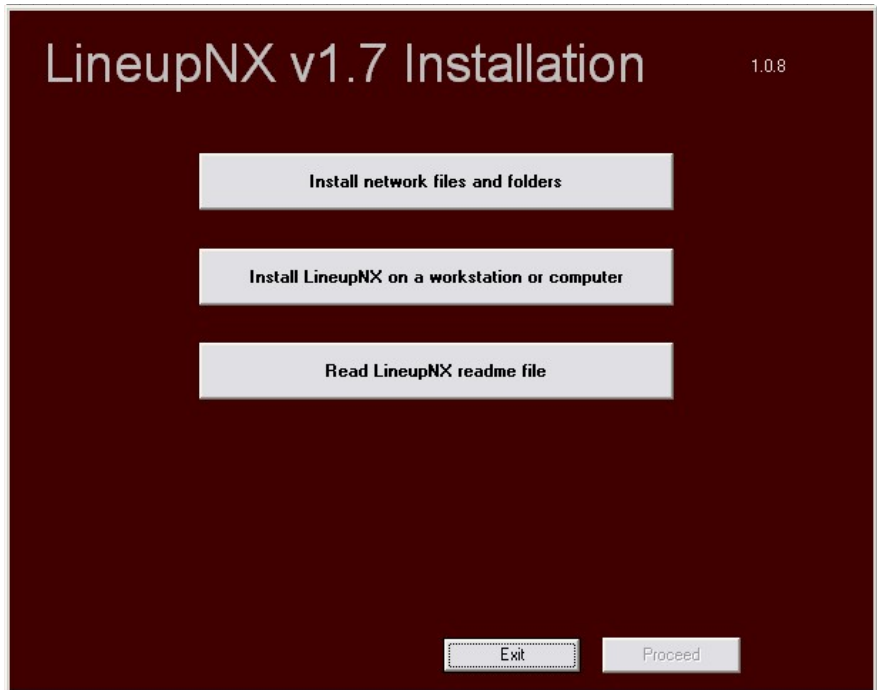
This installation puts the master program and files on your network server. You put a shortcut on each workstation to point to the master version of the program. The advantage is that this is the simplest way to do a network installation. The disadvantage is that if you have a large number of simultaneous users over the network, the system could be sluggish. In fact, you should probably also have a stand-alone installation on each workstation, to ensure that copies of all the required libraries are available and that the program can be used on projects that are not part of the current show that is being produced.

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 and double-click on *Install.exe*. You should then see the installation welcome screen.



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



Install network files and folders

This creates the LineupNX file folder structure in the location of your choice. LineupNX files should be accessible to all computers in the newsroom and control room. You will need to set the share properties of the LineupNX documents folder properly.

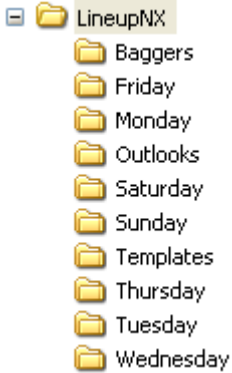
Install LineupNX on a workstation or computer

This installs stand-alone versions of LineupNX on individual computers and sets up a local file management structure on each one. This lets you use LineupNX without a network connection.

Read LineupNX readme file

This selection displays the file 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.

The file management structure



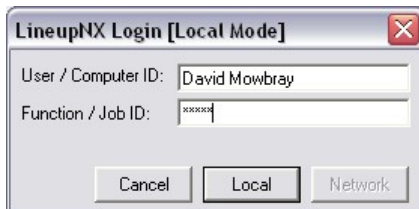
All data related to a particular edition of a show are stored in a folder for the day of the week that show will air. This includes the rundowns, the intros, voice-over copy and any research notes that are background to an item in the show. In addition, LineupNX uses three other folders, one to store show layouts or templates, one for outlooks and future files and one for baggers—stories that do not yet have an air-day. 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.

The *Sunday* folder includes scripts, prompter copy and rundowns needed for the tutorials. Sample templates, future files and outlooks are also copied to the appropriate folders.

Server only installation

You can have full network functionality by installing LineupNX on the network server using the *Install LineupNX on a workstation or computer* option. This will create the file directory structure and copy the program, help file and all related files and documents to the network server. You must then put a short-cut on each workstation that needs access to the program. Note that depending on which version of Windows you are using on the workstations, you may have to perform a local installation as well. This is because LineupNX uses the Visual Basic 6 runtime and older versions of Windows may not have the files required. Installing LineupNX automatically installs the latest runtime files for you.

Workstation only installation

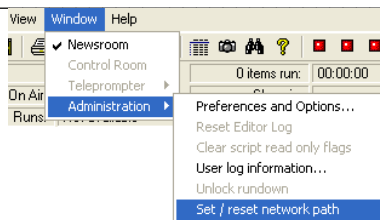


If you run LineupNX from each workstation (recommended) and not from a server, you will have to tell each workstation how to find the network file location. On each computer start LineupNX and login as the *Administrator / Executive Producer*.

When we ship LineupNX, the preset password is *admin*. This will give access to the administrative functions of the program. Note that the program starts in local mode. You do not need to enter a username. LineupNX will insert the network username or name of the computer.

When the program has loaded, select *Window > Administration > Set / reset network path* as shown. 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 use. Run this file from each computer on the network and then LineupNX will be able to find and save the files it uses in the common network location.

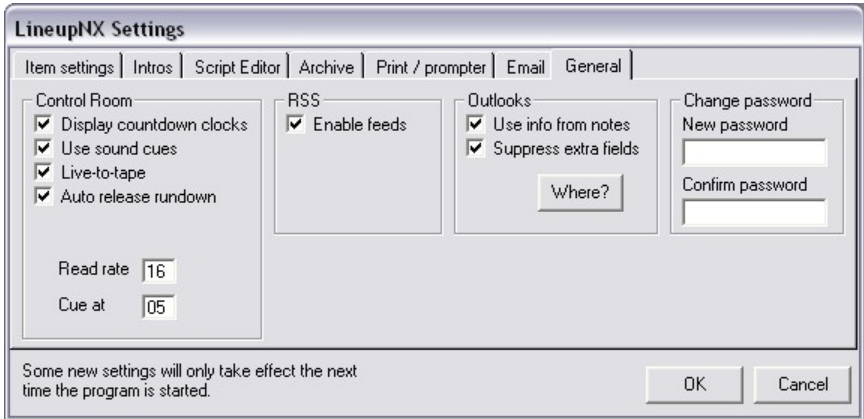
Once this is done, you will be able to start LineupNX in either *local* or *network* mode.

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 and select *Network* to go to network mode. If the *Network* button is grayed out and not available, 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.

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 1.7.



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

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

► Outlooks

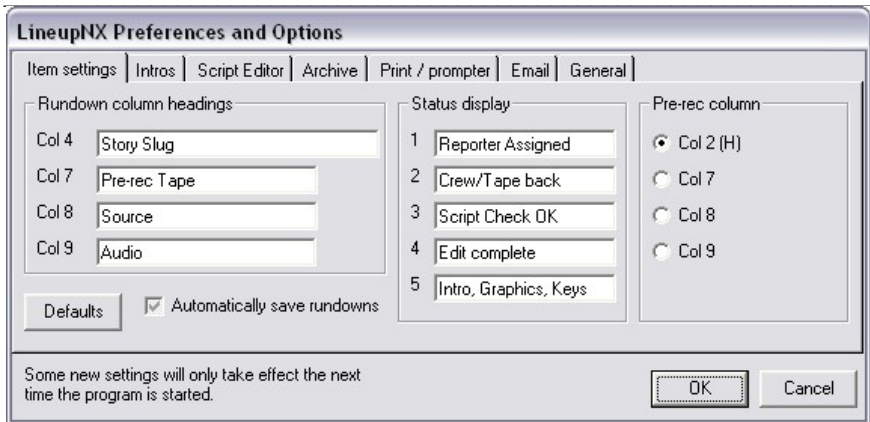
Check *Use info from notes* if you want the first paragraph of the item note file to be included in a printed outlook. You can use the first paragraph of a note file to describe the item in more detail than may be given by the item slug. Check *Suppress extra fields* to reduce the number of headings printed in the outlook. *Where?* 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 *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.



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

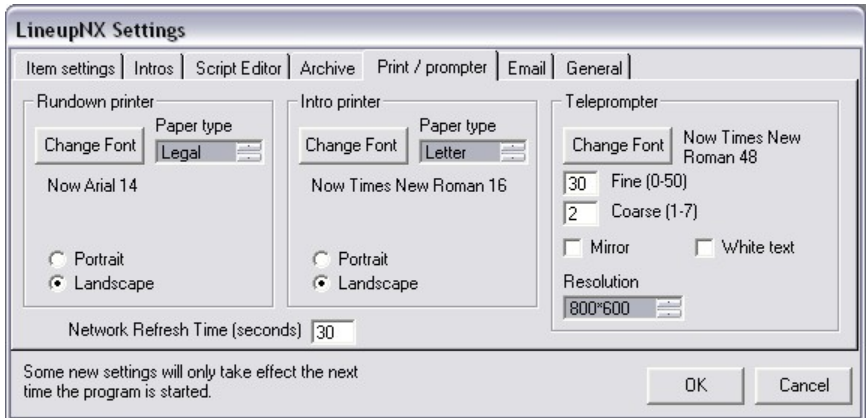


Tab: Script Editor

By default, LineupNX uses the Windows WordPad for writing copy for prerecorded packages such as a reporter's story. Word Pad has limited formatting capability and has no spell-checker. If you have Microsoft Word, Corel WordPerfect or Open Office installed, you can choose to use one of them instead as the standard editor for voice-over

material.

Note: at the present time LineupNX does not fully support the .docx format of Word 2007. It will detect and use Word 2007 but .docx documents are saved with .doc as an extension. This is fine for Word 2007 but if you have a network with earlier versions of Word you may have difficulty opening documents created within the LineupNX framework with those earlier versions of MS Word.



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

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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**

Change Font lets you set the font and font size for the teleprompter. This setting is independent of the settings for the intro copy printer

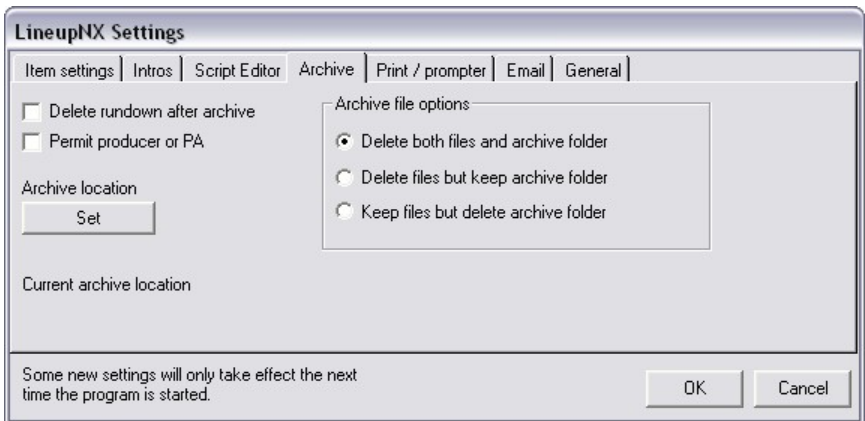
Coarse speed (1-3) sets large speed steps for the prompter.

Fine speed (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



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 lets you choose the location on the network for archival storage

The screenshot shows the 'LineupNX Settings' dialog box with the 'Email' tab selected. The dialog has several tabs: 'Item settings', 'Intros', 'Script Editor', 'Archive', 'Print / prompter', 'Email', and 'General'. Under the 'Email' tab, there are four text input fields for 'SMTP Server', 'POP3 Server', 'Sender Name', and 'Sender Email'. To the right, there is an 'Options' section with three checkboxes: 'Save all settings' (unchecked), 'Login required' (unchecked), and 'POP 3 Login required' (checked). Below these are two more input fields: 'User Name' and 'Password' (masked with asterisks). At the bottom of the dialog, there is a message: 'Some new settings will only take effect the next time the program is started.' and two buttons: 'OK' and 'Cancel'.

Tab: Email

► **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

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

Your custom settings

Make a record of your settings here for future reference

General

Teleprompter

Font _____ Size _____

Coarse speed (1-3) _____

Fine speed (0-50) _____

Screen resolution 320 640 800 1024

Mirror White text

Outlooks

Where: _____

Suppress extra fields

Use first paragraph of notes

RSS

Enable feeds

Item settings

Rundown column headings

Col 4 _____

Col 7 _____

Col 8 _____

Col 9 _____

Status display

Status 1 _____

Status 2 _____

Status 3 _____

Status 4 _____

Status 5 _____

Pre-rec column _____

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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

Notes