MYRIAD NEWS V4 USER GUIDE

V1.1 P SQUARED LTD © 2014

CONTENTS

Introduction4
OVERVIEW
Collation12
Viewing Items13
Searching13
CREATION15
Adding A New Local Story15
Audio19
Notes
Attach
Other19
Adding Audio to your Stories20
Add audio you already have on your Audio Wall20
Importing an Audio Cut21
Recording directly Into Myriad News23
Grabbing a section of a cart to be used as a new cart24
Bulletin Creation27
Creating a Bulletin for reading and playout directly from within Myriad News27
Create a standard bulletin for delivery from the newsbooth using Myriad Playout
(sending to a log)29
Creating a Bulletin for delivery from the broadcast studio
Resetting Bulletins
DISTRIBUTION - Online Content
Adding text to be included on any Web published outlets41
To send an individual Story to your website43
To send an entire bulletin to your website43
Adding Pictures To Stories44
Social Media - Sending Tweets from Myriad News47
Social Media - Sending Story to Facebook47
Social Media - Send Audio to Audioboo48
AND FINALLY

Contacts	49
Creating	49
Creating a new contact category	51
Websites	52
Creating	52
Creating a new Website category	53

INTRODUCTION

This user guide is split into parts. The Overview gives you the ability to quickly see the main elements of the interface and what you can do with them to get you going straight away.

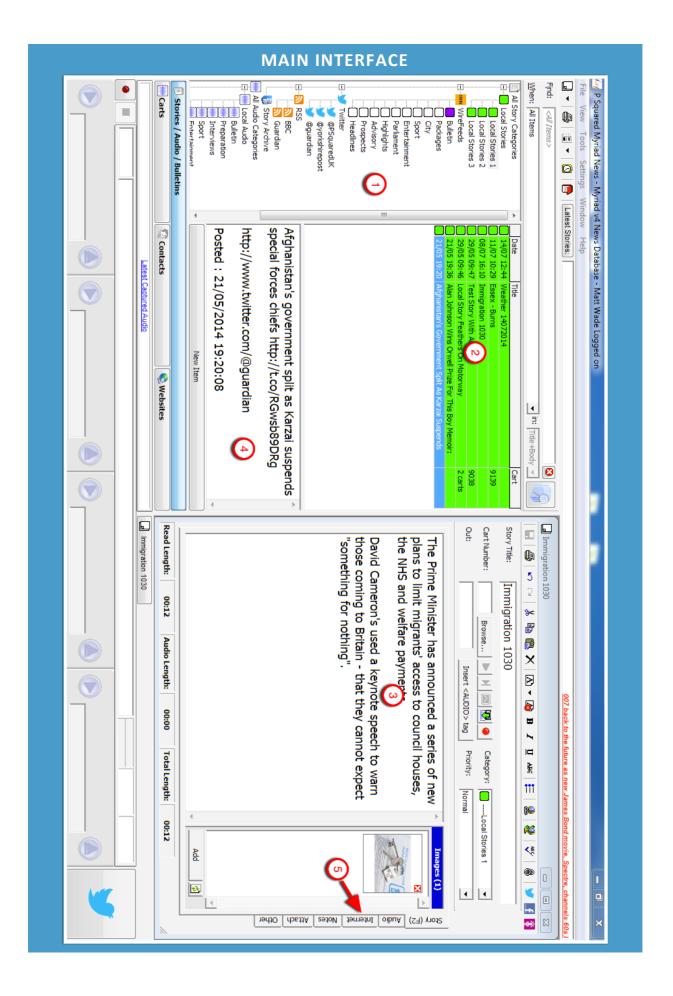
You can then jump to specific chapters around the collation, creation, editing, building of bulletins and the social media elements of Myriad News v4 allowing you to dig deeper.

This guide is based on Myriad News v4.0.23.

Anything written in **bold italics** is a menu command or keyboard shortcut and there will be some 'info' and 'tip' boxes throughout the guide giving extra info for you to use.

OVERVIEW

The following pages give a high level view of the main interface windows in Myriad News.



1 – **Category Tree.** Enables you to view stories, audio and news sources by category. Clicking on the top category shows you all items contained within that Category type.

For example clicking on *Local Stories* shows all local stories you have in the database based on the time specified in the *When* dropdown. To narrow in on your results you can click on *Local Stories 1* to just show items from that specific Category.

2 – **Story List**. Shows the results of any searches performed. Stories or Items are colour coded to allow for easy identification alongside a customizable icon to assist further. Clicking on the column titles sorts the list in A-Z order or time order dependent on the field selected.

3 – **Story View/Edit Panel**. Double clicking on an item in the Story List will open it into this panel for review or editing.

4 – **Preview Panel**. When a story is selected it shows a preview of the story text. You can scroll up and down in the text in order to read the story or double click on it to open in the Story View/Edit Panel (3).

5 – **Additional Information Tabs**. A variety of tabs to allow you to add further information to a story. This could include text to be sent to the Web if you publish your stories and also an area to enter any non-broadcast information to help fellow journalists in the station.

STORY EDIT TOOLBAR

	$3 \stackrel{(4)}{\bullet} 6 \stackrel{(6)}{\bullet} 7 \stackrel{(8)}{\bullet} 9 \stackrel{(0)}{\bullet} 11 \stackrel{(12)}{\bullet} 13 \stackrel{(4)}{\bullet} 15 \stackrel{(6)}{\bullet} 17 \stackrel{(8)}{\bullet} 19 \stackrel{(20)}{\bullet} 21 \stackrel{(22)}{\bullet} 22 \stackrel{(22)}{\bullet} 22 \stackrel{(23)}{\bullet} 22 \stackrel{(23)}{$
Story Title:	Immigration 1030
Cart Number:	Browse Browse Category: Category: Category: Category:
Out:	Insert <audio> tag Priority: Normal</audio>

1 – Save. Also keyboard shortcut *Ctrl+Enter*.

- 2 Print.
- 3 **Undo.**
- 4 **Redo.**
- 5 **Cut**
- 6 **Copy**
- 7 Paste
- 8 Delete. Removes the Story Title.

9 – **Font**. Brings up the HTML font chooser with a dropdown to choose the size.

- 10 **Reset Font to the default.** Resets the story font to the default.
- 11 **Bold**
- 12 Italics
- 13 Underlined
- 14 Strike-Through

15 – **Bullet Points**. Produces a bulleted list from selected text or starts of a series of bullet points.

16 – **Insert/Change Hyperlink**. Brings up Hyperlink dialog box allowing you to add in a hyperlink to the selected text.

17 – Publish this Story to a Website.Sends the story to your website if setup.More details in <u>this chapter</u>.

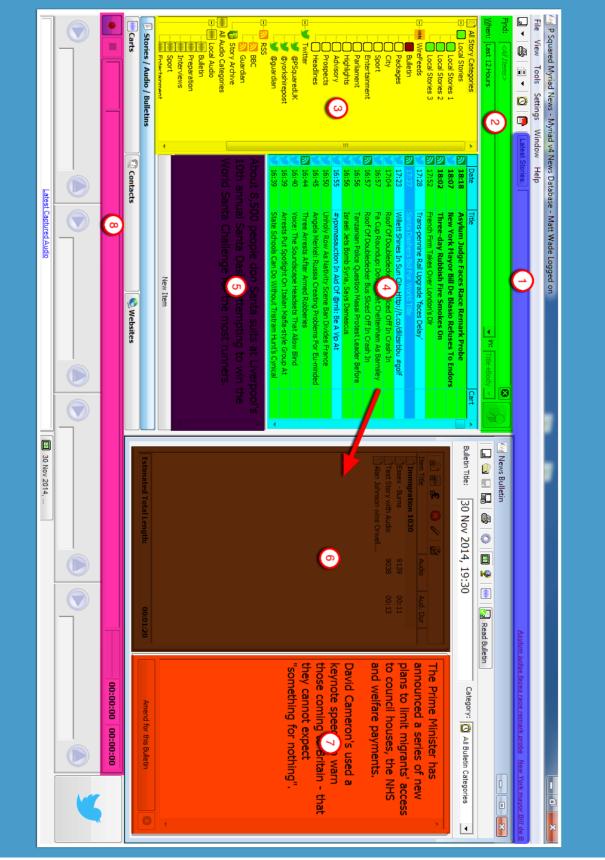
18 – **Check the spelling of the Story.** Spell checks the story.

19 – **Lock this Story.** Locks the story to stop any further editing.

20 – Post to Twitter 21 – Post to Facebook 22 – Post to Audioboom

19,20 and 21 are all detailed in <u>this</u> <u>chapter</u>





1 – **Latest Stories Ticker.** Shows a scrolling ticker of the latest stories received by Myriad News from all sources, local or external feeds. This remains in the top right of the screen when Myriad News is minimized.

2 – **Search Window.** Enables you to find stories containing text typed into the find window and gives you a dropdown as to how old the stories are that you want to find.

3 - **Category Tree.** Enables you to view stories, audio and news sources by category. Clicking on the top category shows you all items contained within that Category type.

For example clicking on *Local Stories* shows all local stories you have in the database based on the time specified in the *When* dropdown. To narrow in on your results you can click on *Local Stories 1* to just show items from that specific Category.

4 – **Story List**. Shows the results of any searches performed. Stories or Items are colour coded to allow for easy identification alongside a customizable icon to assist further. Clicking on the column titles sorts the list in A-Z order or time order dependent on the field selected.

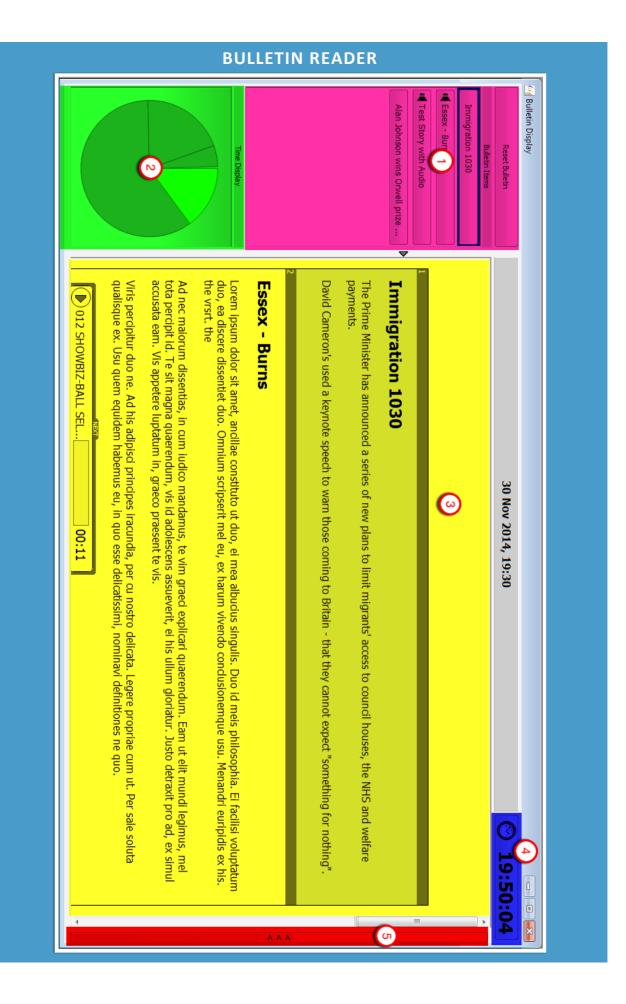
5 – **Preview Panel**. Shows a preview of the story text if you single click on an item in the Story List. You can scroll up and down in the text in order to read the story or double click on it to open in the Story View/Edit Panel.

6 – **Bulletin Running Order.** This shows the story and item order for the Bulletin being prepared. Items can be dragged up and down in the list to re-order them. Estimated length is updated at the bottom of the list as items are dragged from the Story List on the left.

7 – **Preview Panel**. Shows a preview of the story you have selected with a single click in the Bulleting Running Order (6). You can scroll up and down in the text in order to read the story or double click on it to open in the Story View/Edit Panel.

8 – **Item Tabs.** Enables you to change what you see in the right hand panel. Click on any of the open items to view them.

9 – **Quick Record.** You can easily go into record and record a story audio piece. When in record it shows the cart number being recorded into and the audio levels.



1 – **Bulletin Running Order.** Shows the bulletin story order. Stories can be left clicked on to jump to story in main reader panel.

2 – Bulletin Graphical Progress. Shows the progress through the whole bulletin.

3 – Bulletin Reader Panel.

4 – **Clock.** Shows current time by default. If clicked on starts timer.

5 – **Instant Carts Browser.** When clicked on exposes the Instant Carts view enabling the playing and creation of instant cart sets.

COLLATION

Myriad News has the ability to import story feeds from a variety of sources including Sky News/IRN, Email, RSS and twitter feeds. It can also be used to share stories between group stations. To add new sources contact your system administrator and they can contact <u>P</u> <u>Squared</u> for support and configuration files.

VIEWING ITEMS

The Stories List on the left hand side of Myriad News is used to view and access Stories and Audio that has been captured in to the system or been generated within Myriad News. The Stories List is divided into Categories via the 'category tree' in the left panel, a list of Stories or Audio contained within the selected category tree are listed in the right hand panel. The story list view can be sorted in Time, Title or Cart Number order. An icon appears to the left of the time column which helps you to identify the category that the story or audio belongs to.

Alongside the Story List Panel the latest stories appear on the ticker at the top of the screen just below the menus and you can directly click on the item in the ticker to open it into the View/Edit Panel. Clicking on the *Latest Stories* button next to the ticker turns it off.

To see a preview of the story left click on it once and it will show in the preview window below the story list panel. If you wish to open it for further review or editing double click on it and the View/Edit panel will open on the right hand side of the main Myriad News program.

If the item is audio double clicking on it will load up SmoothEdit, the Myriad News built in audio editor. This can be used to edit Cart information, edit audio, add timing or change the audio category.

SEARCHING

You can select the Category Top Level Name (wirefeeds, for example) to show all stories held within that Category and the sub-categories or narrow down the search by clicking on one of the sub categories within the main Category (City, for example). This will dynamically update the Story List on the right.

You can also use the Find panel at the top of the Stories List to type in a search for Stories based on their title and body, entire story or the author of the story, just by selecting the one you need from the drop down menu. The results can be filtered by story age using the 'when' drop down menu.



The 'when' drop down menu can be customised to be different timeframes to suit your operation by using *Tools>Customise Myriad* and the 'News' tab.

If you have the rights you can also choose for certain keywords to be highlighted in a different font within text stories. The highlighting will be shown in the Story Preview window and the View/Edit Panel. To do this go to *Settings>News Database Settings* and select the 'Stories (Text)' tab.

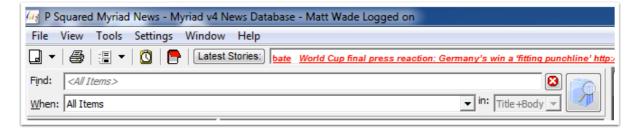


Figure 1: Search Window

CREATION

ADDING A NEW LOCAL STORY

You can create a new Local Story in several ways.

Firstly you can click on the New Item button on the menu tool bar below the *File* menu. You can also click on the 'New Item' button below the Story Preview Window or press *Ctrl* + *N* on your keyboard.

Please note that the unless you use the drop down list to the right of the button the function of this button changes depending on what is selected in the Story List left hand pane. If a Story, Twitter or RSS Category is selected then clicking this button will open a new Story. If an Audio Category is selected then clicking this button will open a new Audio Cart.

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Figure 2: New Item Dialog

The other way to create a new Story is to use the File Menu and select *File>New>New Story.*

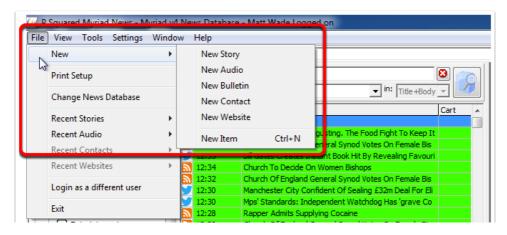


Figure 3

When you are presented with the New Story Window the cursor is ready for you to type the name of your story.

Story Windo		B / U ARC 🗄 🏖 💱	
Story Title:			
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			Story (F2) Audio Internet Notes Attach Other
Read Length:	00:00 Audio Length: 00	:00 Total Length: 00:00	/ii

Figure 4: Story Window

Once titled you can hit **tab** to move to the 'Cart' window or click on the next item you wish to edit. If you have previously recorded some audio into a Cart on the Audio Wall then you can enter the cart number or click on 'browse' to search for a cart on the Audio Wall which can then be selected to be added to the story. You can also record or import into an empty cart (see <u>Audio section</u> below).

Now *tab* to or select the Category drop down and choose which category you would like the story to be within. You can scroll up and down in the list by using the up and down arrow keys on your keyboard if preferred.



If you had previously selected a category from the Category Tree and you click on the 'New Item' button below the Story Preview window then this previously selected category will be chosen automatically. However if you created a new story in any other way it will be stored in your default category which can be changed via the *Tools>Customize Myriad* menu.

The next box is 'Out' and is used for typing in the last few words of any audio you have associated with the story which may help you to know when to pick up after playing the cart. If there is no audio for the story just leave it blank.

There is then a button to insert an <AUDIO> tag which can be used when you are writing the story or cue to show at which point to play the audio from.

Finally there is a priority drop down list where you can choose the stories importance. Once chosen you may *tab* or click into the main story text window and start to type your story.

As you type your text in the '*Read length*' will increase to show the time it would take you to read the story. There is also an '*Audio length*' box which includes the duration of any audio associated with the story and a '*Total Length*' box which adds the two values together. This timing information is useful if you need to create a bulletin to a certain duration or keep an individual story to within a time constraint.

□ 012 RIVER CRONIN □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □ □
Cart Number: 9046 Browse Image: Category: WireFeeds Out: got there Insert <audio> tag Priority: Normal Two bodies have been found by dive teams looking for two missing teenagers in Images (0) Story (2)</audio>
the River Wear. The girls were seen getting into trouble in an area of Washington at around 3 o'clock yesterday afternoon.
Witness Paul Cronin says he - and others - tried to help:
[Take AUDIO NUMBER: 012 OUT WORDS: got there Duration: 16"]
Read Length: 00:15 Audio Length: 00:16 Total Length: 00:31

Figure 5: Story Window showing times

Once the story is written make sure you save it by clicking on the \square icon in the toolbar at the top of the Story Edit window or use keyboard shortcut *Ctrl+Enter*.

Once saved you can spellcheck the story and use a variety of formatting options contained in the <u>Story Edit Toolbar</u>. You may also choose to print the story out straight away.

To create your next story select *Ctrl+N* or choose New Item and you will get a new blank Story Edit window.

If you will be using this Story to generate News content for your website or you wish to send details of it to social media outlets take a look at the <u>Website/Social Media</u> chapter.

There are a series of tabs down the right hand side of the Story Edit Text window. If you are not going to be using Myriad News to generate online content the 'Internet' Tab can be ignored but the others are useful and described below:-

AUDIO

If your story is going to contain more than one piece of audio you can use the Audio tab to add and order your audio cart numbers. More details in the <u>Adding Audio to your Stories</u> chapter.

NOTES

These are used only within Myriad News and are for adding any comments you wish for internal use - perhaps as part of a handover to a colleague who will be producing bulletins later in the day or the following morning for example. It also shows a history of that story and who has worked on it.

ATTACH

This is for again for internal use and may be a press release that you used a reference when creating the story or some photos which you decided not to use at the time but thought worth including with the story for archival purposes. By default it is designed for look for images files but you can put other files in there however you will need to download the file before viewing them in another application whereas images files are displayed within Myriad News.

OTHER

Gives you details, should you be sending stories around a group of stations, of where the story has been sent and when plus any audio cut number that has been sent to another destination.

ADDING AUDIO TO YOUR STORIES

ADD AUDIO YOU ALREADY HAVE ON YOUR AUDIO WALL

If the story only contains one piece of audio then either type the number into the 'cart' field at the top of the story window or click on browse and navigate to it using the News Audio Browser.

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Figure 6: News Audio Browser

Double click on the audio you require.

You can then use the buttons to the right of the Browse box to:-

- Play the whole cart.
- Play the last 5 seconds of the audio enabling you to write into the 'out' field what the last few words were.
- Open the audio into SmoothEdit for further editing.
- Import a new piece of audio onto that cart number
- Live record into the cart more on that later in the guide.

Story Title:	S013 S-BOURN	EMOUTH SILVER
Cart Number:	9049 Browse	► N ■ .
Out:	front teeth	Insert <audio> tag</audio>

Figure 7: Audio Options

If the story is to have multiple pieces of audio in it use the Audio Tab to the right of the main story text window. You can click on the + button to the right of the empty window or the browse button in the story window or choose *View>Audio Browser* or keyboard shortcut *Ctrl + F1* to bring up the Audio Browser and drag and drop the carts into the list. You can rearrange the order of these carts by left clicking and dragging them up or down.

IMPORTING AN AUDIO CUT

There are a number of methods for importing audio into the system but here are the most commonly used:-

• Drag and Drop: You can drag an audio file from Windows Explorer into the 'blank background' area in Myriad News. This will import the audio into the default Audio Category.

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Figure 8: Drag and Drop

• Drag and Drop Multiple Audio Cuts: You can import more than one audio cut into Carts on the system by highlighting several audio files in Windows Explorer and dragging them into the 'blank background' area of Myriad News. This will trigger the Import Wizard which can be used to import multiple audio cuts into multiple Carts in Myriad News.

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	015 EMERGENCY MOORE.txt	24/07/2013 08:51	Text Document	1 KB		
	018 ROYAL BABY WORSLEY.mp2	24/07/2013 08:51	MP3 Format Sound	218 KB		
	018 ROYAL BABY WORSLEY.bt	24/07/2013 08:51	Text Document	1 KB		
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3 items selecte	ed Size: 684 KB Date modif	fied: 24/07/2013 08:52				

Figure 9: Multiple Audio File Import

• Using The Audio Wall Browser: Click on the *Carts* button at the bottom of the Story List section to access the Audio Wall Browser. Browse to the empty Cart you want to import into, then right click and select '*Import into this Cart*'.

9045 006 RURAL MCINTOSH.m	np2, irn content, ** POSSIBLY CORRUPTED **	00:12 i h 🌿	Cart Number: 9050
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9049 S013 S-BOURNEMOUTH	SILVERWOOD.mp2, im content	00:15 i h 📡	the region.
9050		Discost	
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9053		Update Database Information	
9054		Find Stories using this Cart	m.
9055		Find Audio using this Cart	
		Jump to next Empty Person Jump to next Empty Cart	al Cart
item(s) selected of 11		Export Audio to a File	

Figure 10: Import Cart

• Import directly into a story: Open a Story and then use the Import Audio button to Import an audio cut Into a Cart that will be associated with the Story.

📕 S013 S-BOU	IRNEMOUTH SILVE	ER	
88	י 👗 🖻 🛍 🕻	🗙 🖾 = 🌆 B 🖌 🗄	U
Story Title:	S013 S-BOU	RNEMOUTH SILVER	R
Cart Number:	9049 Browse	> N 🗗 🗷 🕨	
Out:	front teeth	Insert <audio> tag</audio>	1

Figure 11: Import audio from Story Window

RECORDING DIRECTLY INTO MYRIAD NEWS

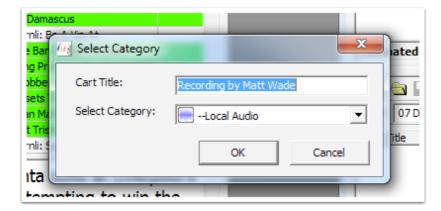
You can record directly into Myriad News in several different ways but the most commonly used methods include:

Quick Record Button - Use the quick record button to start recording into the first empty Cart in your user range.

📃 Stories / Audio / Bulle
Carts



When you click this button you will be asked for a title and location to save the audio shown in the next figure.



Record directly into a story - You can also record directly into a Story using the Record button on the main Story window.

	n XI	6 🖻 🗙		B	1	П
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Story Title:	S013	S-BOUR	NEMOU	TH SI	LVE	ER
			-	1-1-1	6	
Careb Missish and	9049	Browse				a
Cart Number:	19049	browse			P	2.5

Figure 13: Record Button in Story Window

GRABBING A SECTION OF A CART TO BE USED AS A NEW CART

If you have an audio item that you want to just want to use a small section of (say an interview) then follow these steps:

1. Open the full length Cart by finding it in the Audio Categories section of the Stories List and double clicking on it. This will open the SmoothEdit window.



To see more of the SmoothEdit window click on the 'Display the main Tab Pane' button in the main toolbar below the **Tools** file menu.

This is the SmoothEdit Preview window which can be used for setting timing but not for audio editing.

4 P Squared Myriad News - Myriad v4 News Database - Matt Wade Logged	on	
File View Tools Settings Window Help		
🖬 💌 🎒 🖫 🖉 📑 Latest Stories:		
Cart 9139 - 012 SHOWBIZ-BALL SELF2 - Preview		
Cart No: 9139 🔛 🗊 👻 👯 📲 🗙 🕈 🎦 🕄		+ +
General)	Other
Item Title: 012 SHOWBIZ-BALL SELF2		Default Content Type: <any></any>
Item Artists: (Imported)		Category:
Description: time will tell		🔮 🎽 🛕 End Type: 🔞 Not Specified 🔽 🕨
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		Current: 00:00:00.00
		Length: 00:00:10.84
Weather 14072014	l	Essex - Burns Cart 9139 - 01
	() ()	

Figure 14: SmoothEdit in Preview Mode

2. You need to click on the '*Open for full audio editing*' button (highlighted above) to edit the audio. Once the waveform has loaded, highlight the section you want to export and click on the '*Export the section to another cart*' button.

		riad News - Myriad v4 News Datal	oase - Matt Wade Logged o	n							- 0 ×
File Vi	ew Too 🚭 🗄	sls Settings Window Help									
		12 SHOWBIZ-BALL SELF2									[X]
Cart No			es 📰 🚯	1	(m)		D				
			General	-	Which Cart do you want to co	py the audio	-	Other			
Item T	tle:	012 SHOWBIZ-BALL SE	LF2	Sec. 1			9	Default	Content Type:	<any></any>	•
Item A	rtists:	(Imported)			Find: (All Audio)		2		Category:		
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time		0:01.0 0:02.0		04.0	9058 670547, (Imported)	00:11 i h 🌿	80	0:09.0	0:10.0	- 100	
			•		9059 670553, (Imported)	00:12 i h 🌿		•	•		▶ Intro
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_	ther 1407	2014				Ess	ex - Burns	Cart 9139	9 - 01		
•											
)			

Figure 15: Export section to another Cart

3. This opens the Audio Browser and you can navigate to an empty cart number or type in a specific cart number you want the audio to be copied to. Double click on the empty cart to export it.

For more in depth details of the editing capabilities of SmoothEdit take a look at the <u>Myriad</u> <u>Playout v4 User Guide</u> available at the P Squared website - <u>www.psquared.net</u>

CREATING A BULLETIN FOR READING AND PLAYOUT DIRECTLY FROM WITHIN MYRIAD NEWS

This will create a one off bulletin which you can only use if you have Myriad News in your News booth or broadcast area and the PC output is connected to a mixer.

- Click on the New Item drop down list and select 'New Bulletin' or go to File>New>New Bulletin.
- 2. This will create a blank bulletin and automatically title it with the date and a guess at the time that bulletin it to be read at (it uses either the top of the hour or 30 minutes past whichever is sooner). Choose which category you would like to save it in using the drop down list.

W News Bulletin	
	Read Bulletin
Bulletin Title: 06 Dec 2014, 11:30	Category: 🔯Local Bulletins 💌
Item Title Audio Aud. Dur	
R	
	-
Estimated Total Length: 00:00:00	D Amend for this Bulletin
L	



3. Find the Stories you want to use in the All Story Categories section of Story List and drag them into the Bulletin Builder. You can also replace items by dragging things on

top of them. To change the order of items in the list, simple drag them up or down the list. As you add items the Estimated Length will increase (highlighted above).

- 4. Once you are happy with your Bulletin, click on the I icon to save it and then the 'Read Bulletin' Button in the toolbar. In order to see the text full width click on the 'Display the main Tab' button underneath the *Tools* menu to toggle the width of the window.
- 5. Use the up and down arrow keys to move around the bulletin and spacebar to play any audio contained within the bulletin.

There are numbers at the top of each story to show you which number item it is and how many total items there are in the bulletin. Before you go into the Bulletin reader you can choose to amend the story text just for that bulletin (see screenshot below)

Title +Body V	In News Bulletin
	🖵 🚔 🔚 🎒 🔇 🔲 🏆 📄 🛛 🛃 Read Bulletin
Cart A	Bulletin Title: 30 Nov 2014, 19:30
bu #golf sh In s Barnsley sh In ader Before it france r Eu-minded Group At t's Cynical at Liverpool's I to win the runners.	Immigration 1030 Essex - Burns 9139 00:11 Test Story with Audio 9038 00:13 Alan Johnson wins Orwell David Cameron's used a keynote speech to warn those coming to Britain - that they cannot expect "something for nothing".
	Estimated Total Length: 00:01:20 Amend for this Bulletin
	30 Nov 2014,

Figure 17: Amend Story



Use the 'Save a copy of this Bulletin' icon to save a copy of the bulletin you can then add or replace items as appropriate.

CREATE A STANDARD BULLETIN FOR DELIVERY FROM THE NEWSBOOTH USING MYRIAD PLAYOUT (SENDING TO A LOG)

1. Click on the New Item drop down list and select 'New Bulletin' or go to *File>New>New Bulletin.*

To open an existing Bulletin or Bulletin Template, click on the open button in the News Bulletin Toolbar (see <u>creating templates</u> later in this guide if you don't see any).

e Tite 05 16:30 _temp - Pm Bulletins 5 16:30 _temp - Am Bulletins 6 Select Bulletin	Cart (n/a) (n/a) Bulletin Title: 16 Jul 2	014, 19:45 c
Decal Bulletins Cocal Bulletins Templates	Title 21 May 2014, 19:30 19:30:00 0830 bull 11 Jul 2014, 14:15 Copy of 11 Jul 2014, 14:15 Latest Stories at 0800 31/08/2014 0830 bulltosend _temp - PM Bulletins _Temp - AM Bulletins	Last Modified 21/05/2014 18:28 29/05/2014 08:49 08/07/2014 15:29 11/07/2014 13:16 11/07/2014 13:25 11/07/2014 16:23 14/07/2014 11:49 16/07/2014 18:34 16/07/2014 18:34
	×	OK Cancel
ntacts 🛛 🛇 Websites	Estimated Length:	00:00:00

Figure 18: Open Bulletin Dialog Box

OR

 Click on the 'All Bulletin Categories' section of the Category Tree and select the Bulletin or Bulletin Template you want by double clicking. The Bulletin will load to the right.
 You can delete bulletins by clicking on them once and using the X button underneath the list.



Save your templates with the naming convention of '_temp-xxxx' to help with finding or sorting your list of bulletins or create a Category called 'Templates' to store all your templates in.

3. The blank Bulletin Template should look like the image below. If there is content already in the Template then it can be reset to the default state using the Reset Template button (highlighted in image).

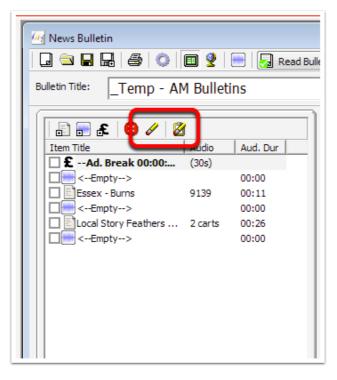


Figure 19: Template with a couple of added stories

4. Find the Stories you want to use in the All Story Categories section of Story List and drag them into the empty placeholders in the Bulletin Template. You can also replace items by dragging things on top of them. To change the order of items in the list, simple drag them up or down the list.

5. Once you are happy with your Bulletin either click 'Save' to save your new bulletin or the 'Save a copy of this Bulletin' icon if you are using a bulletin template. If you do accidentally save it then it is no problem because you can always reset it (see <u>Resetting a bulletin</u> later in this guide).

in: Title+Body v Car	царана и страна и ст	News Bulletin ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	1730	
yay 2 ca		Item Title	Audio	Aud, Dur
For This Boy Memoir:		□ £Ad. Break 00:00:	(30s)	
As Karzai Suspends		<empty></empty>		00:00
		Essex - Burns	9139	00:11
		Empty>		00:00
		Local Story Feathers	2 carts	00:26
What do you want to ca Copy of 20/07/2014 Cancel		e current Bulletin?		00:00
osed this morning				

Figure 20: Save a copy as..

6. Click on the Print button to print the scripts ready for reading.

7. Next click on the 'Send to Log' button to post the Bulletin into the 'News' Myriad Playout log. Double check that the time and date are correct for the hour you want to push into.

Image: Second state st				
][
Item Title	Audio	Aud. Dur		
🗌 £Ad. Break 00:00:	(30s)			
S024 S-ATHLETICS TH	9048	00:14		
🔲 📄 Biz - Mortgages				
COI - Inland Revenue	1018	00:30		
Essex - Burns	9139	00:11		
🔲 🖃 Biz - Banks				
Generic Weather BED	32	01:04		
Immigration 1030				
Weather OUT STAB	33	00:06		

Figure 21: Send To Log



You can send 'Fixed' or 'Dynamic' bulletins to the Pad or Log. If you need to change the type of bulletin used click on the 'Cog' icon.

Mews Bulletin					
	ſ				
Item Title	Audio	Aud. Dur			
🗌 £Ad. Break 00:00:	(30s)				
S024 S-ATHLETICS TH	9048	00:14			
Biz - Mortgages					
COI - Inland Revenue	1018	00:30			
Essex - Burns	9139	00:11			
🔲 🗖 🖹 Biz - Banks					
Generic Weather BED	32	01:04			
Immigration 1030					
Weather OUT STAB	33	00:06			

Figure 22: Bulletin Settings



If you need to change the bulletin order for a bulletin already in the log it will ask you if you want to replace the existing bulletin.

CREATING A BULLETIN FOR DELIVERY FROM THE BROADCAST STUDIO (SEND TO PAD)

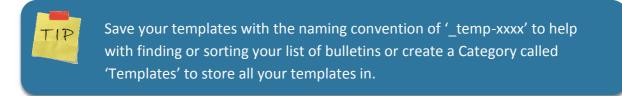
 Click on the New Item drop down list and select 'New Bulletin' or go to *File>New>New Bulletin.* Open an existing Bulletin or Bulletin Template by clicking on the open button in the News Bulletin Toolbar (see <u>creating templates</u> later in this guide if you don't see any).

05 16:30	Title temp - Pm Bulletins temp - Am Bulletins	Cart (n/a) Un/a) Builletin Title: 16	
	Select Bulletin Select Bulletin Categories Control Local Bulletins Templates	Title 21 May 2014, 19:30 19:30:00 0830 bull 11 Jul 2014, 14:15 Copy of 11 Jul 2014, 14:15 Latest Stories at 0800 31/08/20 0830 bulltosend _temp - PM Bulletins _Temp - AM Bulletins	Last Modified 21/05/2014 18:28 29/05/2014 08:49 08/07/2014 15:29 11/07/2014 13:25 114 11/07/2014 13:25 14/07/2014 11:49 16/07/2014 18:34 16/07/2014 18:34
ntacts	🔊 Websites	×	OK Cancel
19	:36:22	Estimated Length	: 00:00:00

Figure 23: Open Bulletin Dialog

OR

2. Click on the All Bulletin Categories section of the Category Tree and select the Bulletin or Bulletin Template you want by double clicking. The Bulletin will load to the right.



3. The blank Bulletin Template should look like the image below. If there is content already in the Template then it can be reset to the default state using the Reset Template button.

Mews Bulletin		
	Audio	Aud. Dur
•-Ad. Break 00:00: •-Empty> ••Essex - Burns ••• <empty> •••Cord Story Feathers •••<empty></empty></empty>	(30s) 9139 2 carts	00:00 00:11 00:00 00:26 00:00

Figure 24: Bulletin Template with some stories added

4. Find the Stories you want to use in the All Story Categories section of Story List and drag them into the empty placeholders in the Bulletin Template. You can also replace items by dragging things on top of them. To change the order of items in the list, simple drag them up or down the list.

5. Once you are happy with your Bulletin either click 'Save' to save your new bulletin or the 'Save a copy of this Bulletin' icon if you are using a bulletin template. If you do accidentally save it then it is no problem because you can always reset it (see <u>Saving and Resetting a bulletin</u> later in this guide).

6. Next click on the 'Send The Bulletin to a Pad Run' button to send the Bulletin Audio to a Pad List.

🕼 News Bulletin		+ Read Bulletin
	Pad Classical Sector	
CEmpty	670963, (Imported) <pause> 670901, (Imported) <pause></pause></pause>	00:10 00:13 00:00 00:14 00:00
	Hooks)
		00:00:00
Estimated Total	Length:	00:01:57

Figure 25: Send to Pad Button

7. You will then see the Pad list you have created. You can close this window by clicking on the red X in the top right hand corner of the Pad window. You do not need to save it as it has already been saved to the default Pad name and location.

8. If you need to add any other items or change the order of the audio, by left clicking on the item and dragging up or down, you will need to click on the Floppy Disk to save the Pad list and select either the default pad list and overwrite it or create a new pad list.

The Pad list is essentially a list of Carts you want to work with in Myriad Playout. In the broadcast studio, the presenter will be able to load up this list so that they can drag the Carts into the main broadcast log or play from the Pad directly.

CREATING A TEMPLATE BULLETIN

Click on the New Item drop down list and select 'New Bulletin' or go to *File>New>New Bulletin.*

An empty bulletin will appear and the default Bulletin Category will be assigned to it and a date and time will be automatically inserted as the title of the bulletin. Rename it by highlighting the Title and typing in whatever you want it called.



Save your templates with the naming convention of '_temp-xxxx' to help with finding or sorting your list of bulletins or create a Category called 'Templates' to store all your templates in.

Click on the clog icon in the Bulletin Window to open up settings for the bulletin and choose the bulletin type to be 'Fixed' and choose whether you would like the bulletin to be sent directly to a log database or to a pad list or both. Then, click on OK.

Bulletin Settings	X	
General Settings:		
Bulletin is for a specific Time:	09:00:00 ÷	
Record this Bulletin into Cart:	Browse	
Max Recording Length:	00:03:00 * Post-Rec	
Bulletin Type:		
O Dynamic		
Easily add and remove fully p to the Bulletin	repared News Items	
• Fixed		
Add 'Empty' News Items as pla later fill in with prepared News		
Allow 'Sending' to a Station Dat	abase:	
HotFMNews		
☑ Import Adverts from Advert Lo	ogs	
Allow 'Sending' to a Pad List: —		
news	<u></u>	
☑ Insert Pauses between each it	em.	
	OK Cancel	

Figure 26: Bulletin Settings

You can then add placeholders into the bulletin window. Perhaps your local news is after the main national news and you need to play an advert to separate them. If so start the bulletin with an advert slot. You may then want 2 stories then a station id and then the rest of the stories before you then finish with a weather credit and the weather read.

7						
- 🦛 N	Mews Bulletin					
	🖻 🖬 🖫 🗁 🛛	🗉 🔮 🛛	📑 📲 📲 🛃 Rez			
Bulle	tin Title:temp - PM	Bulletin	S			
	🗐 🕞 象 😣 🖉	ſ	[
I	tem Title	Audio	Aud. Dur			
	🗜Ad. Break 00:00:	(30s)				
	National DAB ID	30	00:04			
] 🔄 <empty></empty>					
] 🔄 <empty></empty>					
] 🔄 <empty></empty>					
] 🔄 <empty></empty>					
] 🔄 <empty></empty>					
	🔚 Generic Weather BED	32	01:04			
] 🔄 <empty></empty>					
	Weather OUT STAB	33	00:06			

Figure 27: Template

You can then click on \square to save the bulletin template.

RESETTING BULLETINS

If you have accidentally saved over the top of one of your templates don't worry as you can reset the template back to its default state. To do this make sure that any content that you don't want to be reset has a tick in the box beside it. If you only want to reset one item click on the left hand icon of the two highlighted.

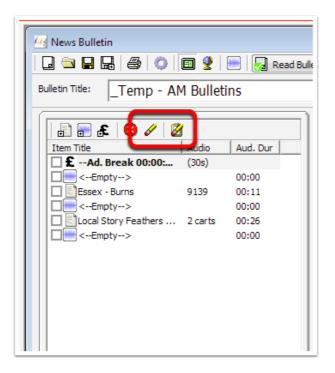


Figure 28: Reset and Reset All

To reset, click on the Reset All button to reset everything back to the original place holders.



Once you have created a template view it in the Category Tree. Right click on it and 'lock bulletin' then when the bulletin template is opened you are immediately asked to save the bulletin as a different name and location.

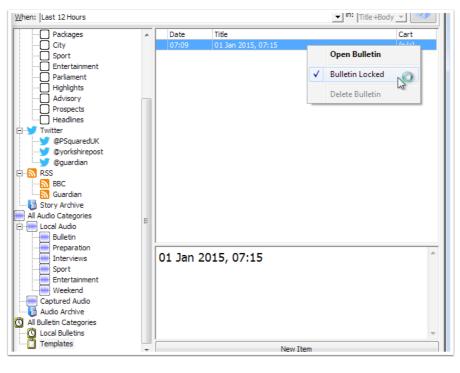


Figure 29: Locking a bulletin

BULLETIN MANAGER

If you are compiling bulletins for multiple stations, or want the same stories to go across several bulletins, you can use the bulletin manager by going to *View>Display Bulletin Manager*. Then drag in the items/stories you require into the individual bulletins (you can choose the number of bulletins on screen in *Settings>Myriad News Program Settings*).

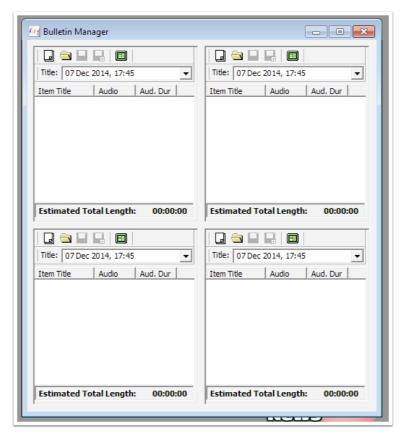


Figure 30: Bulletin Manager

DISTRIBUTION - ONLINE CONTENT

Myriad News recognises that delivering news content to websites and via Social Media is an integral part of radio stations activities and so has many ways of getting your news content out to the audience not necessarily in a position to hear your news bulletins at the time. Myriad News can publish full text stories including pictures and audio to your station website and is able to push tweets, Facebook posts and audio to Audioboom for social sharing.

ADDING TEXT TO BE INCLUDED ON ANY WEB PUBLISHED OUTLETS

1. Select the Internet Tab to the right of the main story text window

If you wish to have the Story title on your website to be the same as it is titled within Myriad News you can click on the copy button at the end of the *Web Title* field. You can edit it further afterwards if required. Otherwise just type in the name you want the story to be called.

Story Title:	Show- Par	tridge					
Cart Number:	Bro	wse 🕨 🕅	3 🖳 🧕	Category:	Local Stories 2	-	
Out:				Priority:	Normal	•	
Web Title: Sł	now-Partridge						ę
Sub Title:							÷.
Web Body:							(F2)
						~ <u>P</u>	Audio
							Internet
							Notes
							Attach Other
							<u>₽</u>
							Othe
Web Body (Sh	ort Summary):					Ť	
						A 4	
						Ŧ	
Read Length:	00:14	Audio Length:	00:00	Total Len	gth: 00:14		. //.

Figure 31: Internet Tab Page

- 2. Enter a Sub Title if required
- 3. Enter Web Body (the main text of your story)

For the web body you have the option as you did for *Web Title* to copy across the entire text from your main text story using the Copy button. Again you may wish to edit it further once done.

Story Title: Show- Partridge	
Cart Number: Browse Browse Category: Category: Category:	•
Out: Priority: Normal	•
Web Title: Show- Partridge	
Sub Title:	Story (F2
Web Body:	
Fictional DJ Alan Partridge is attempting to put Norwich on the	
map today.	Internet
Comedian Steve Coogan will appear in character at the	
premiere of the new film Alpha Papa.	Notes
It's being held in Norfolk - rather than London - following a	Attach
Twitter campaign dubbed "Anglia Square Not Leicester Square".	
	Other
I Web Body (Short Summary):	
	<u>∧</u> ↓
	-
Read Length: 00:14 Audio Length: 00:00 Total Length: 00:14	
Neue Eengen volkt naaio Eengen voloo Total Eengen volkt	

Figure 32: Web Body Copy button

4. Enter a Web Body (Short Summary)

You can either type something in yourself or use the button to the right of the window to choose a paragraph from the story to be copied into this field. You may then edit it further as required. This should act as a tease to the reader to find out more.

Story Title:	Show- Pa	rtridge					
Cart Number: Out:	Bro	owse > >	- 💆 鱼	Category: Priority:	Local Stories 2	•	
Web Title: s Sub Title: Web Body:	how-Partridge				INOTTINAI		Story (F2)
map to Comedi premier It's beir	map today. Comedian Steve Coogan will appear in character at the premiere of the new film Alpha Papa. It's being held in Norfolk - rather than London - following a Twitter campaign dubbed "Anglia Square Not Leicester Square".						Audio Internet Notes Attach Othe
Web Body (Si	nort Summary):	Audio Lengun	Comediar	Steve Coo	idge is attemptin gan will appear in cha iolk - rather than gun ov.14		

Figure 33: Web Body (Short Summary) paragraph choice

Once you have this information in you can either send up each story individually or once you have compiled a bulletin you can send it all up in one go.

TO SEND AN INDIVIDUAL STORY TO YOUR WEBSITE

Click on the 'Publish this story to a website' icon in the Story Edit window.



This will upload your story plus any images and audio if this has been selected in your News Database settings to be sent alongside the text and will take you to the live website where you should see your content. If you want to add any images see below.

TO SEND AN ENTIRE BULLETIN TO YOUR WEBSITE

Go to the News Bulletin window click on the 'Publish this bulletin to a website' icon. This will produce a preview of how the bulletin will look online using the built in web browser. You may want to go full size on this window by clicking on the 'Display the main tab pane' icon underneath the Tools menu. At this point you can still add or remove stories to the bulletin and retitle it something more appropriate for your website if required. None of the images or audio will be playable at this stage but you get a good idea of where it will place things.

Image: News Bulletin Image: Dec 2014 Bulletin Title:	2	Read Bulletin Category: CLocal Bulletins
Item Title Duccal Story Feathers Test Story with Audio Essex - Burns	Audio Aud. Dur	P News Square Refresh
		Headlin

Figure 34: Publish Bulletin to a Website

When you are happy click on 'Publish' and follow the instructions. You will be asked if you are sure you want to publish the bulletin and if you click on Yes it will start the ftp upload to your website of the stories etc. Once this is complete it will take you to the website to show you the live webpages for further review.

News Home	P Squared Latest Headlines		^
Top Headlines	Last Updated: 20.08 18 July 2014		
<u>S024 S-ATHLETICS THOMAS</u> Biz - Mortgages Essex - Burns Biz - Banks	2000 16072014		
Immigration 1030	S024 S-ATHLETICS THOMAS		
	Jessica Ennis-Hill will make her long awaited comeback from an ankle injury this evening.		
		more	
	Biz - Mortgages		
	The number of mortgages approved by banks to home buyers has risen to a 17-month high.		
	Frank Durne	more	
	Essex - Burns		I
	Lorem ipsum dolor sit amet, ancillae constituto ut duo, ei mea albucius singulis. Duo id meis philosophia. Ei facilisi voluptatum duo, ea discere dissentiet duo. Omnium scrip mel eu, ex harum vivendo conclusionemque usu. Menandri euripidis ex his.	pserit	l
	Die Deute	more	
	Biz-Banks		
	Britain's major banks are to publish data on how much money they lend in certain postcodes.		
	Immigration 1030	more	
	miningrauon 1030		
	The Prime Minister has announced a series of new plans to limit migrants' access to council houses, the NHS and welfare payments.		

Figure 35: Bulletin Website view

ADDING IMAGES TO STORIES

Open the Story that you want to add an image to. On Story tab, at the bottom of the Images column click on the *Add* button in the right hand bottom corner.



Figure 36: Add image

You can then browse to the picture you want to add, highlight it and click on Open. Alternatively you can open up a Windows Explorer window and drag the photo or photos (max default is 3) into the Images window to add them. You can move them up and down in order by clicking on the red up or down arrows.

Right click on an image and select 'Edit' which will bring up an image editor. This window allows you to crop the image to the aspect ratio defined in the database settings (which is set as part *Settings>News Database Settings* Advanced tab).

If size, if not set, will default to 800 x 600 pixels. You can also pan the image to ensure it is centred within the crop lines.



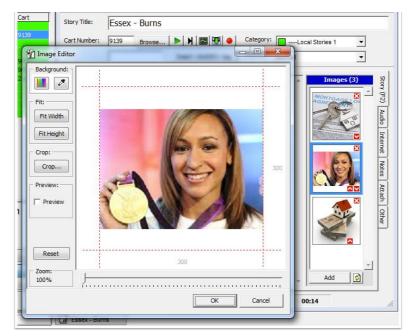


Figure 37: Image Editor

SOCIAL MEDIA - SENDING TWEETS FROM MYRIAD NEWS

If your system has been setup to be able to send Tweets to Twitter from Myriad News you will see a Twitter icon along the Story Edit Window toolbar. Clicking on this will load up the Twitter publishing window and preview what you tweet will look like based on the settings in your News Database settings. You can edit the tweet and then when happy click on 'Tweet'.

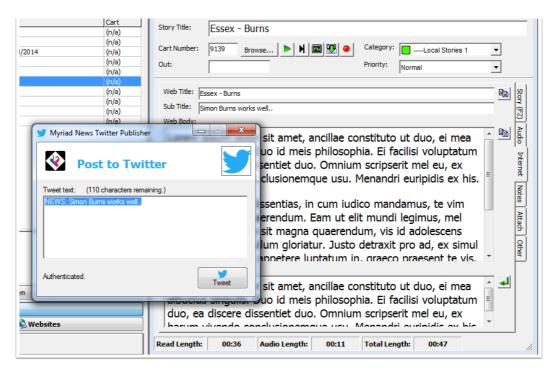


Figure 38: Twitter Publishing

SOCIAL MEDIA - SENDING STORY TO FACEBOOK

If your system has been setup to be able to send Facebook Posts from Myriad News you will see a Facebook icon along the Story Edit Windows Toolbar. Clicking on this will load up the P Squared Poster and you can choose where on Facebook you will be sending your post. You can edit the text you are going to send and it will show the image it will post (this is the first image if there is multiple images). When happy, click on 'Post'.

Cart Story Title: Essex - Burns	
P Squared Poster	Category:Local Stories 1
😵 Post to Facebook	Priority: Normal
Text to post / Image Caption:	(F2)
Lorem ipsum dolor sit amet, ancillae constituto ut duo, ei mea albucius singulis. Duo id meis philosophia. E facilisi voluptatum duo, ea discere dissentiet duo. Omnium scripsent mel eu, ex harum vivendo conclusionemque usu. Menandri euripidis ex his.	t amet, ancillae constituto ut duo, ei mea
	ntiet duo. Omnium scripserit mel eu, ex usionemque usu. Menandri euripidis ex his.
	endum. Eam ut elit mundi legimus, mel
	m gloriatur. Justo detraxit pro ad, ex simul petere luptatum in. graeco praesent te vis.
Post	t amet, ancillae constituto ut duo, ei mea) id meis philosophia. Ei facilisi voluptatum ntiet duo. Omnium scripserit mel eu, ex
	dio Length: 00:11 Total Length: 00:47

Figure 39: Facebook Poster

SOCIAL MEDIA - SEND AUDIO TO AUDIOBOOM

If your system has been setup to be able to send Audioboom Posts from Myriad News you will see an Audioboom icon along the Story Edit Window toolbar. Clicking on this will load up the Audioboom Publisher allowing you to title, set the category, check the image associated with the audio and add extra tags as appropriate to the audio. When happy click on 'Publish'.

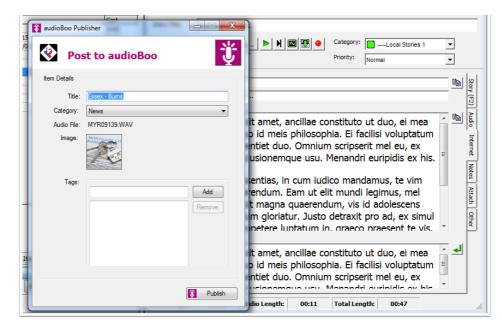


Figure 40: Audioboom Publisher

AND FINALLY...

CONTACTS

Myriad News has the ability to create Shared or Personal contacts. You can create multiple categories if this helps make it easier to find the contacts you are after.

CREATING

Either - go to the File menu and select *File>New>New Contact* or click on the drop down list next to the New icon below the File menu and choose New Contact.

You can also switch to the Contacts list on the left hand panel by clicking on the Contacts button the select a contact category in the top section and select 'New Contact'.

A new Contact window will open. You can now fill in the details for your contact.

🧟 Contact						
General Login Settings Notes						
Contact Name:						
Company:						
Job Title:						
Phone Numbers:						
Mobile Number:						
E-Mail 1: 💌 🖅						
Web Site 1:						
Address:						
Category: General Contacts ▼ New						
Personal: This will hide this Contact from other users						
🔟 2000 16072014 🔲 Essex - Burns 🏾 🦿 (Contact)						

Figure 41: Contact Window

Once you have filled out the details you have for the contact and you have assigned them to the correct category and ticked the box to state whether you want this to be a personal or shared contact, click on the \square to save it.



You can create a new category from within the contact card if you have forgotten to set one up before you created your new contact.



For news contact you need only fill in details on the first and last tabs as 'Login' and 'Settings' are only used for internal staff that need to access to products in the Myriad suite.

CREATING A NEW CONTACT CATEGORY

In the Top Category panel right click and choose *New>New Category* and title your new category.

File View Tools Settings Window Help			
🔻 🗕 🗄 🛛 🚺 📑 Latest Stories:			
Find: KAII Contacts>	0		
All Categories			
General Contacts	0		
Press Offices	Categories		
	×		
	\dashv		
Name			
Guest User			
Matt Wade			
Matt Wade	S S		
Myriad News Capture on MATTWADE-PC	Shared		
P Squared Ltd (+44)(0)1482 350700			
Developers of playout, logging, scheduling and newsroom software, P Squared Ltd.			
	Ы		
	Personal		
	na		
New Contact			
New Contact			

Figure 42: Contact Category Window

WEBSITES

Myriad News has the ability to create Shared or Personal website bookmarks. You can create multiple categories if this helps make it easier to find the websites you are after.

CREATING

Either - go to the File menu and select *File>New>New Website* or click on the drop down list next to the New icon below the File menu and choose New Website.

You can also switch to the Websites list on the left hand panel by clicking on the Websites button then select a website category in the top section and select 'New Website'.

A new website window will open. You can now fill in the address.

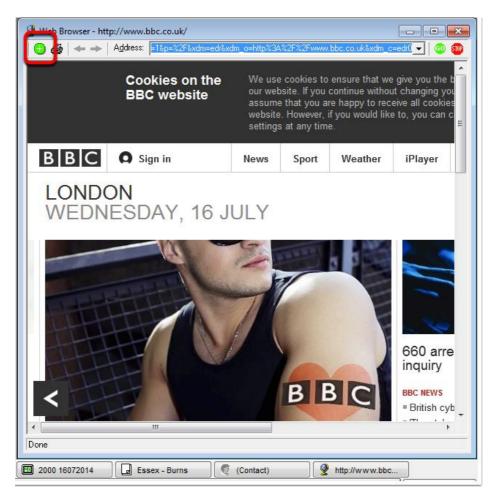


Figure 43: In-built Web Browser

Then click on the + icon (highlighted above) to save it as a link within Myriad News.

CREATING A NEW WEBSITE CATEGORY

In the Top Category panel right click and choose *New>New Category* and title your new category.

File View Tools Settings Window Help					
Find: KAll We			_		
All Cat	Open Category		2 2		
	New	New Category	Categories		
	Delete Category Rename Category	New Website	is		
	Developers of world class playout in	noing scheduling and newsroom	oftware		
P Squared -	Product Updates and Support				
Share					