

MYRIAD NEWS V4 USER GUIDE

V1.1
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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.

MAIN INTERFACE

The screenshot displays the main interface of the Myriad News software. The interface is organized into several sections:

- Top Panel:** Includes a menu bar (File, View, Tools, Settings, Window, Help) and a status bar showing the user is logged on.
- Left Panel:** Contains navigation buttons for 'Stories / Audio / Bulletins', 'Carts', 'Contacts', and 'Websites'. A 'Latest Captured Audio' link is also present.
- Central Panel:**
 - Top:** A tree view for 'All Story Categories' with sub-items like Local Stories 1, 2, 3, WiveFeeds, Bulletin, Packages, City, Sport, Entertainment, Parliament, Highlights, Advisory, Prospects, and Headlines. A red circle '1' highlights the 'Headlines' category.
 - Middle:** A table listing items with columns for Date, Title, and Cart. A red circle '2' highlights the entry for 'Immigration 1030'.
 - Bottom:** A preview area showing a news article titled 'Afghanistan's government split as Karzai suspends special forces chiefs' with a URL and a post date. A red circle '4' highlights the URL.
- Right Panel:**
 - Top:** A 'Find:' search bar.
 - Middle:** A detailed view of the selected 'Immigration 1030' story, including its title, cart number, and a text preview. A red circle '3' highlights the text 'David Cameron's used a keynote speech to warn those coming to Britain - that they cannot expect "something for nothing".'.
 - Bottom:** An 'Images (1)' section showing a thumbnail of a person. A red circle '5' highlights this image.
- Bottom Panel:** A control bar for the audio player, showing 'Read Length: 00:12', 'Audio Length: 00:00', and 'Total Length: 00:12'. It also includes a Twitter icon.

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.

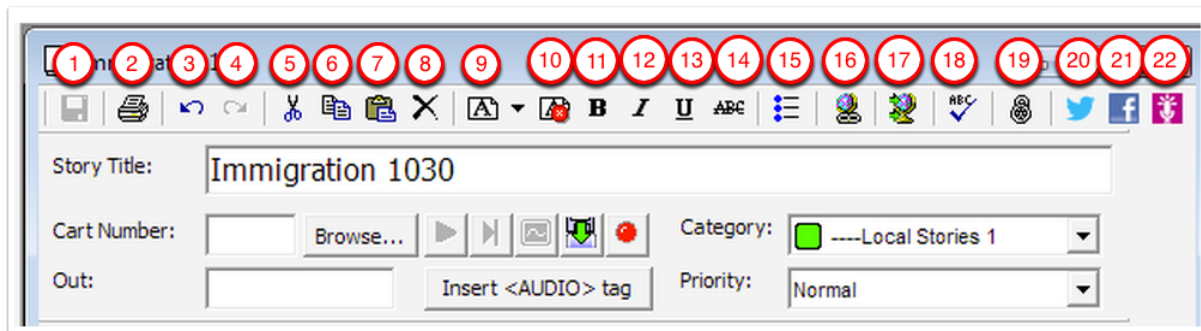
2 – **Story List.** Shows the results of any searches performed. Stories or Items are colour coded to allow for easy identification alongside a customizable icon to assist further. Clicking on the column titles sorts the list in A-Z order or time order dependent on the field selected.

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



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 [this chapter](#).

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 [this chapter](#)

BULLETIN BUILDER

The screenshot shows the 'Bulletin Builder' interface for Myriad News. The interface is divided into several sections:

- Top Bar:** Contains menu options like 'File', 'View', 'Tools', 'Settings', 'Window', and 'Help'. A status bar on the right indicates the user is logged on.
- Left Panel (1):** A vertical toolbar with icons for various actions like 'Find', 'Add Items', 'Delete', 'Copy', 'Paste', 'Undo', 'Redo', 'Print', and 'Read Bulletin'.
- Main Content Area (2):** A list of news items with columns for 'Date', 'Title', and 'Cart'. A red circle '2' is placed over the top of this list.

Date	Title	Cart
18:18	Asylum Judge Faces Race Remark Probe	
18:07	New York Mayor Bill De Blasio Refuses To Endors	
18:02	Three-day Rubbish Fire Smokes On	
17:52	French Firm Takes Over London's Dir	
17:28	Trans-Genne Rail Upgrade 'faces Delay'	
17:27	Santa Suits Bid For Liverpool's	
17:23	Wlett Shines In Sun Q... http://k.co/dllsrbou_gof	
17:04	Roof Of Doubledec... http://k.co/dllsrbou_gof	
16:57	Roof Of Doubledec... http://k.co/dllsrbou_gof	
16:57	Roof Of Doubledec... http://k.co/dllsrbou_gof	
16:56	Tanzanian Police Question Masai Protest Leader Before	
16:55	Israel Sets Bomb Snares Says Damascus	
16:45	Angela Merkel: Russia Creating Problems For Eurozone	
16:44	Three Arrests After Armed Robberies	
16:40	Voice: The Soundscape Headsets That Allow Blind	
16:39	Arrests Put Spotlight On Italian Mafia-style Group At	
16:35	State Schools Can Do Without Tristen Hunt's Cynical	
- Right Panel (3):** A sidebar with a tree view of categories like 'All Story Categories', 'Local Stories', 'Sport', 'Entertainment', etc. A red circle '3' is placed over this sidebar.
- Bottom Left Panel (4):** A preview window showing a snippet of text: "About 8,500 people don Santa suits at Liverpool's 10th annual Santa Dash. Attempting to win the World Santa Challenge has been the most runners." A red circle '4' is placed over this preview.
- Bottom Center Panel (5):** A table showing item details for the selected item. A red circle '5' is placed over the table.

Item Title	Audio	Aud. Dur
Immigration 1030	9139	00:11
Essex - Burns	9038	00:13
Text Story with Audio		
Alan Johnson wins Orwell...		
- Bottom Right Panel (6):** A preview window showing a snippet of text: "The Prime Minister has announced a series of new plans to limit migrants' access to council houses, the NHS and welfare payments. David Cameron's used a keynote speech to warn those coming to Britain - that they cannot expect 'something for nothing'." A red circle '6' is placed over this preview.
- Bottom Bar (7):** A pink horizontal bar with navigation arrows and a 'Latest Captured Audio' link. A red circle '7' is placed over this bar.
- Bottom Right Bar (8):** A blue horizontal bar with a Twitter icon and a '30 Nov 2014, 19:30' timestamp. A red circle '8' is placed over this bar.

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 Bulletin 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.

BULLETIN READER

The screenshot shows the Bulletin Reader interface. At the top, there is a 'Bulletin Display' header. Below it, a list of items is shown, including 'Reset Bulletin', 'Bulletin Items', 'Immigration 1030', 'Essex - Burns', 'Test Story with Audio', and 'Alan Johnson wins Orwell prize ...'. A red circle with the number '1' is next to 'Essex - Burns'. To the right of the list, a 'Time Display' section shows a green circular progress indicator with a red circle and the number '2' in the center.

Below the list, the main article is displayed. The title is 'Immigration 1030' with a red circle and the number '3' next to it. The article text reads: 'The Prime Minister has announced a series of new plans to limit migrants' access to council houses, the NHS and welfare payments. David Cameron's used a keynote speech to warn those coming to Britain - that they cannot expect "something for nothing".'

Below the article, there is a section titled 'Essex - Burns' with a red circle and the number '2' next to it. The text reads: 'Lorem ipsum dolor sit amet, ancillae constituto ut duo, ei mea albuclius singulis. Duo id meis philosophia. Ei facilisi voluptatum duo, ea discere dissentiet duo. Omnium scripserit mel eu, ex harum vivendo conclusionemque usu. Menandri euripidis ex his. the vrsit. the Ad nec maiorum dissentias, in cum iudico mandamus, te vim graeci explicari quaerendum. Eam ut elite mundi legimus, mel tota percipit id. Te sit magna quaerendum, vis id adolescens assueverit, ei his ullum gloriatur. Justo detraxit pro ad, ex simuli accusata eam. Vis appetere luptatum in, graeco praesent te vis. Viris percipitur duo ne. Ad his adipisci principes iracundia, per cu nostro delicata. Legere propriae cum ut. Per sale soluta qualisque ex. Usu quem equidem habemus eu, in quo esse delicatissimi, nominavi definitiones ne quo.'

At the bottom of the interface, there is a 'NEXT' button with a red circle and the number '4' next to it, and a '012 SHOWBIZ-BALL SEL...' button with a red circle and the number '5' next to it. The time display shows '30 Nov 2014, 19:30' and '19:50:04'.

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 [P Squared](#) 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.

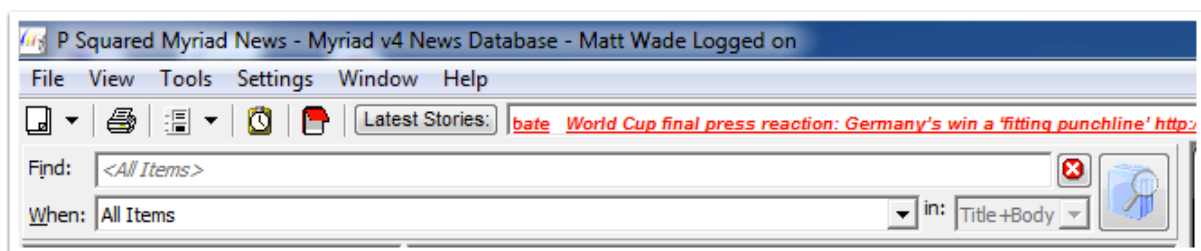


Figure 1: Search Window

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 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.

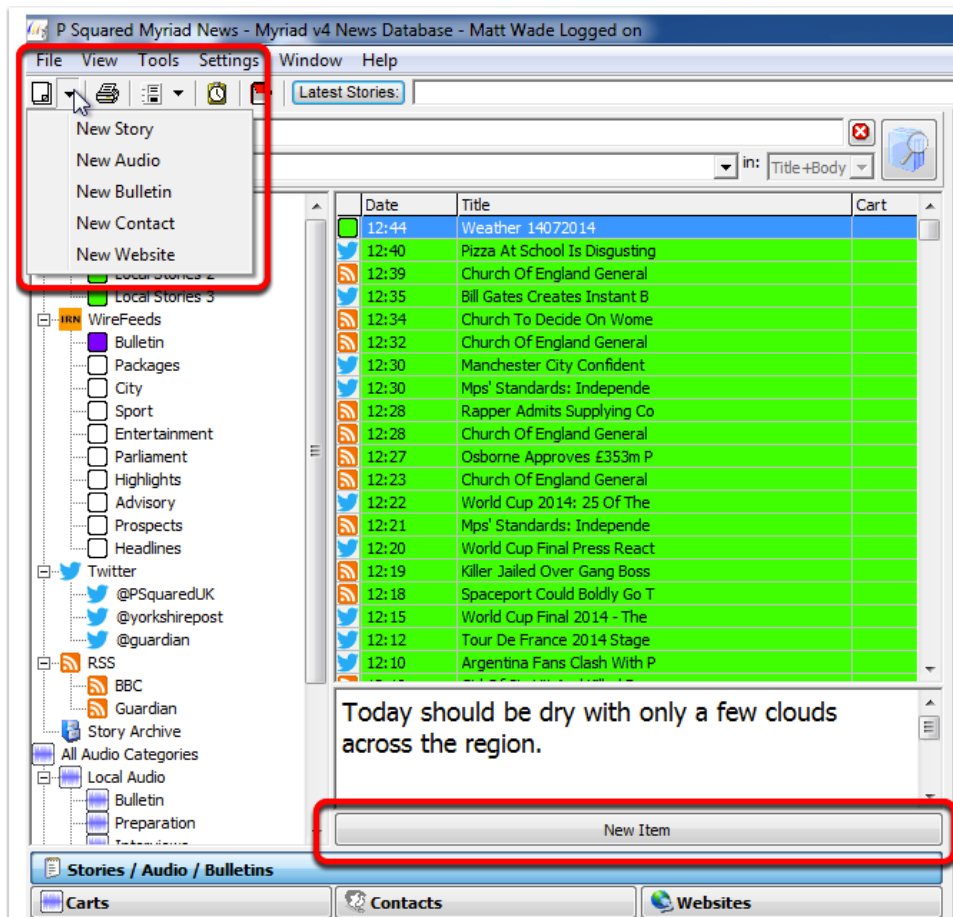


Figure 2: New Item Dialog

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

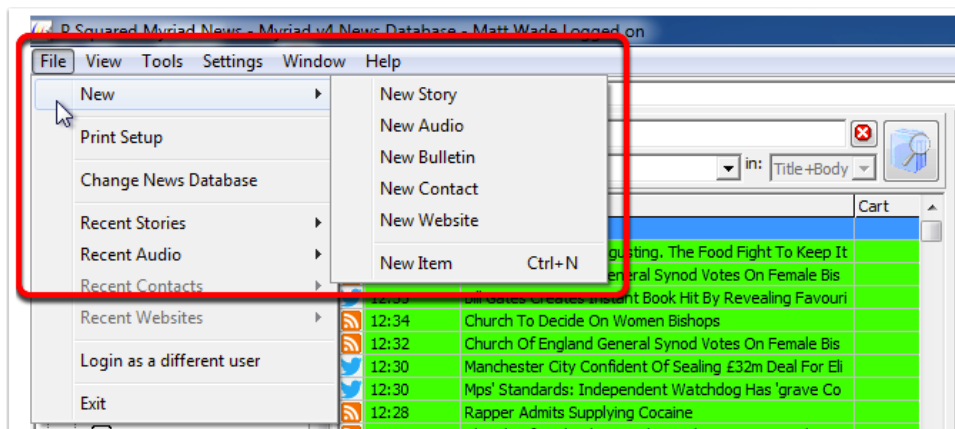


Figure 3

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

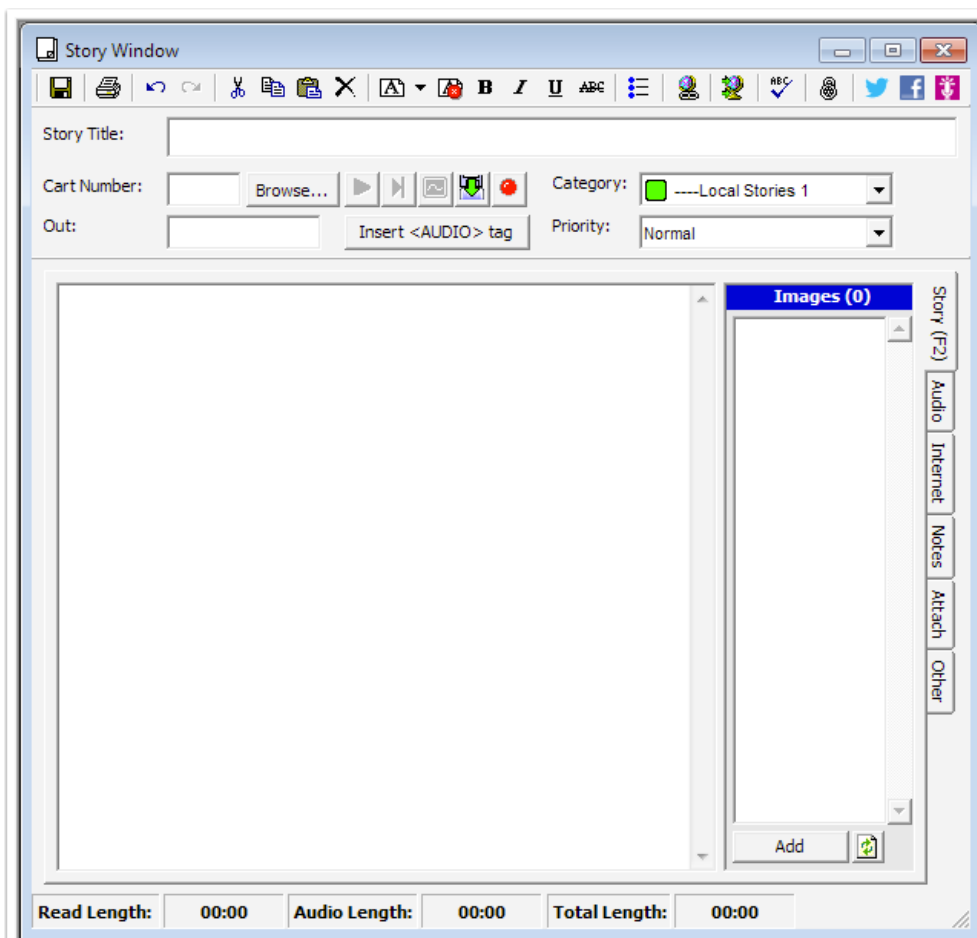


Figure 4: Story Window

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 [Audio section](#) 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.

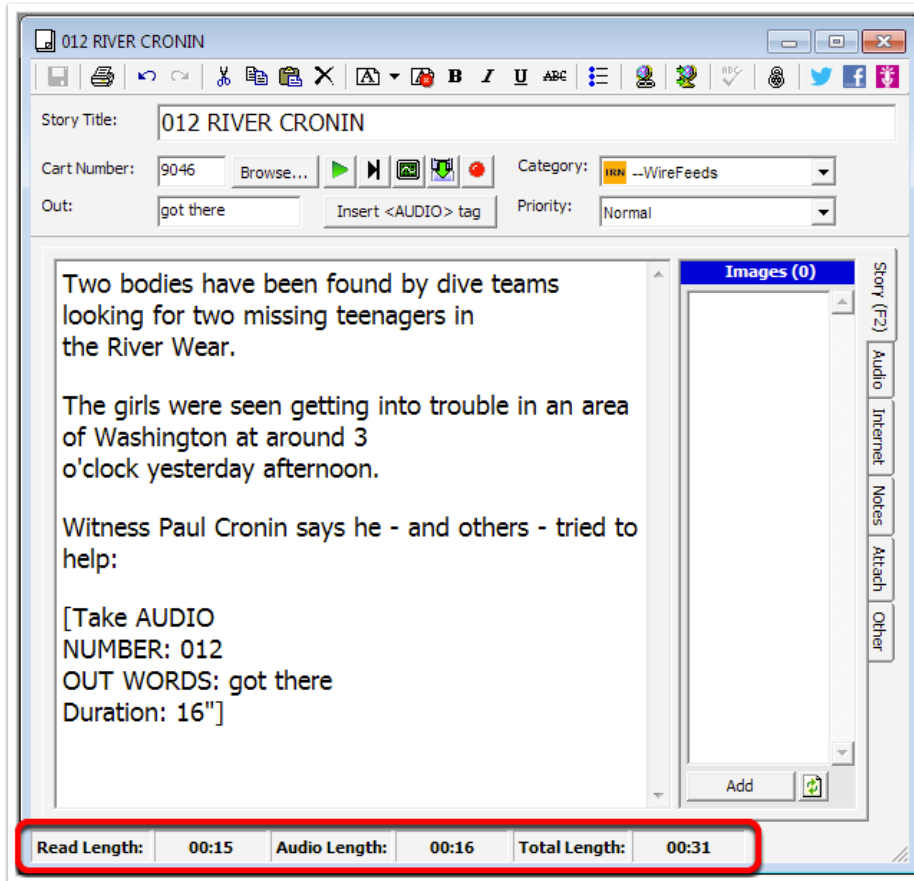



Figure 5: Story Window showing times

Once the story is written make sure you save it by clicking on the  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 Story Edit Toolbar. 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 Website/Social Media 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 cut numbers. More details in the [Adding Audio to your Stories](#) 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.

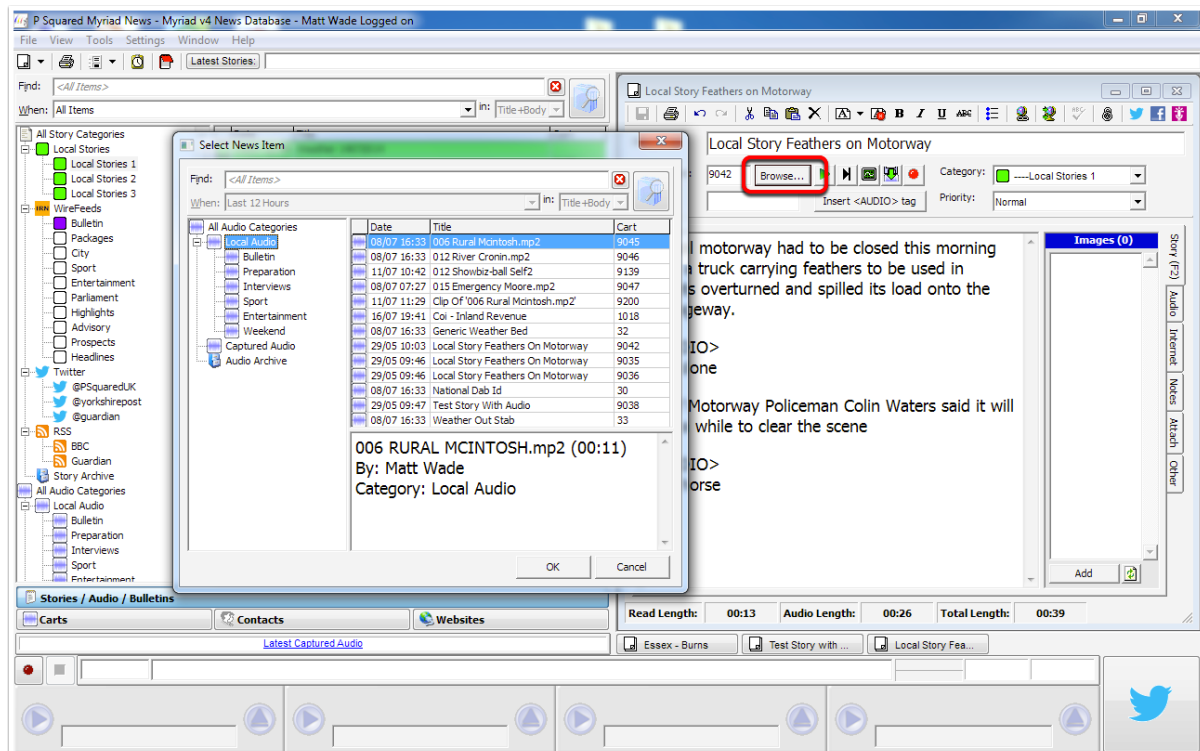


Figure 6: News Audio Browser

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.

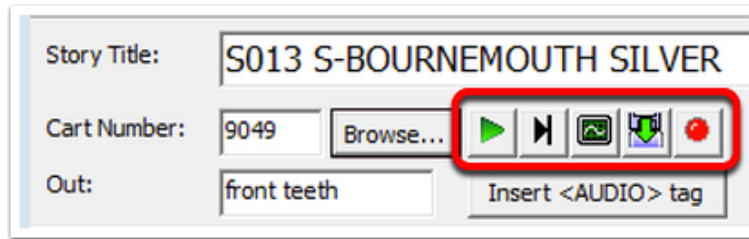


Figure 7: Audio Options

If the story is to have multiple pieces of content 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.

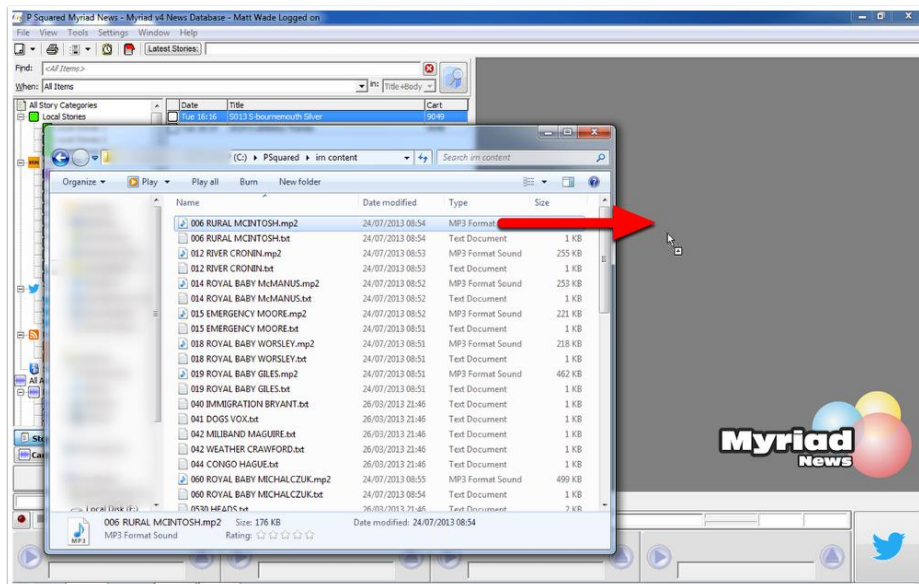


Figure 8: Drag and Drop

- 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.

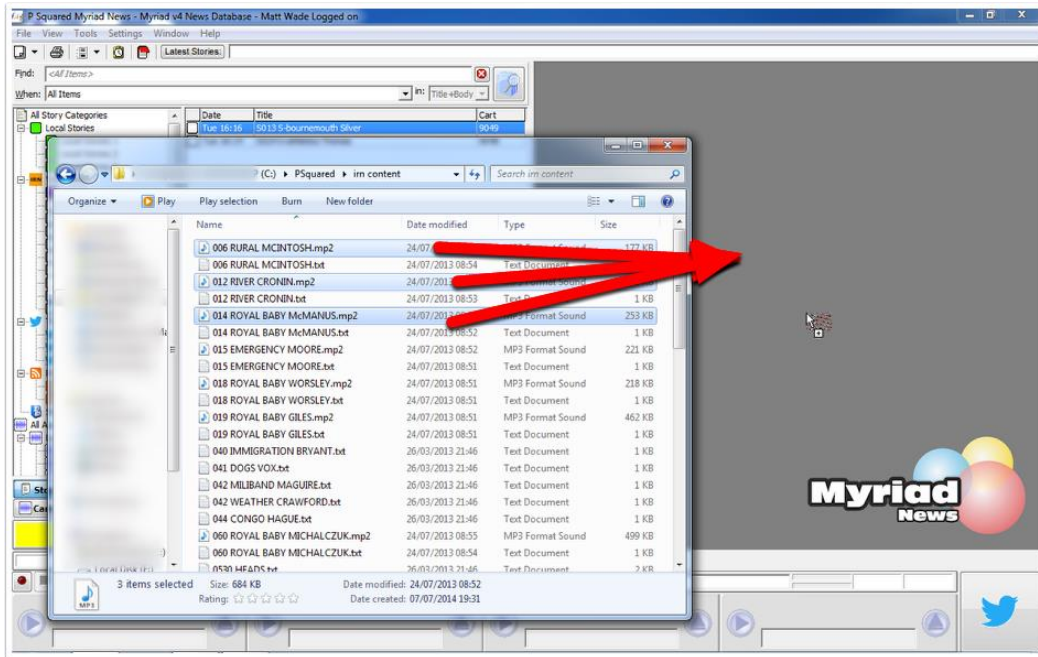


Figure 9: Multiple Audio File Import

- 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'**.

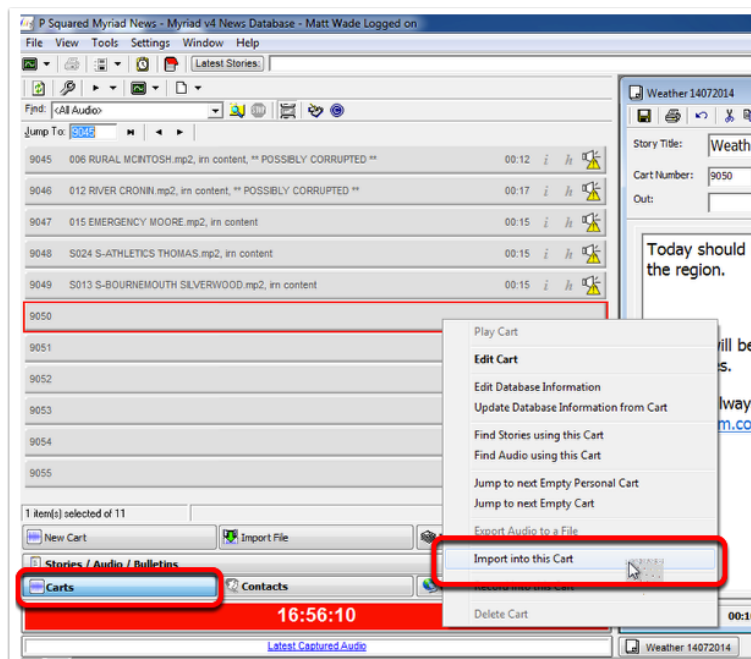


Figure 10: Import Cart

- 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.

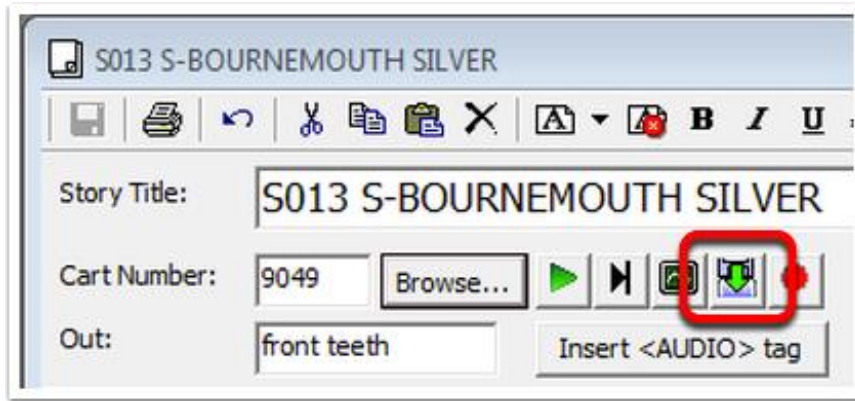


Figure 11: Import audio from Story Window

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.

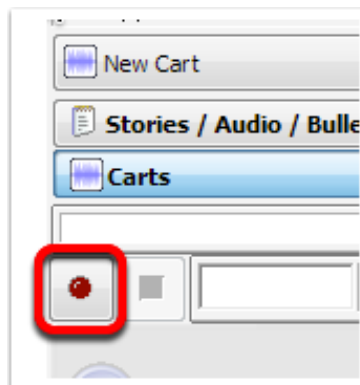
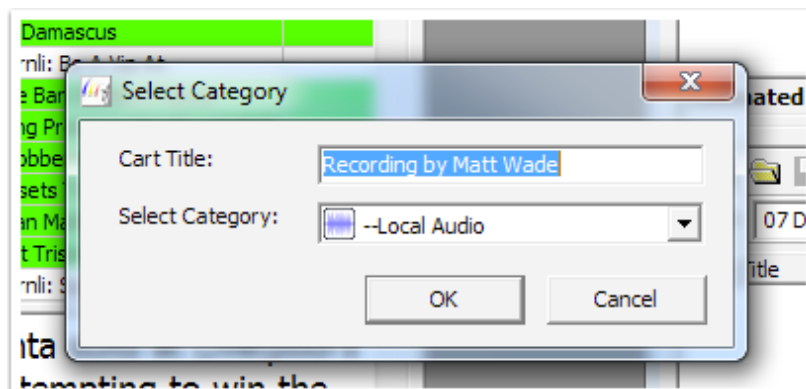


Figure 12: Quick Record Button

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.

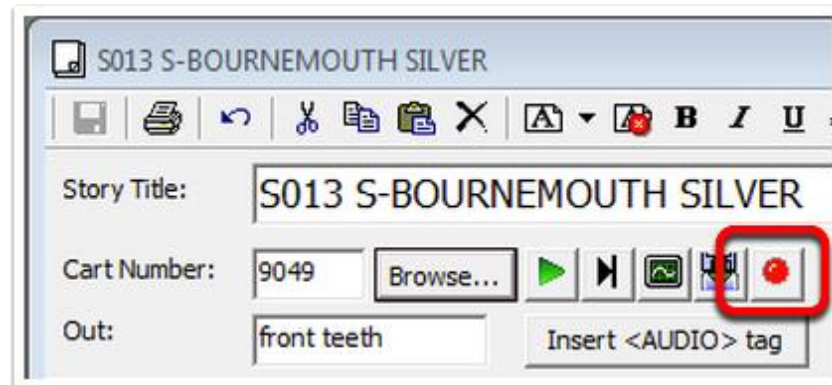


Figure 13: Record Button in Story Window

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.

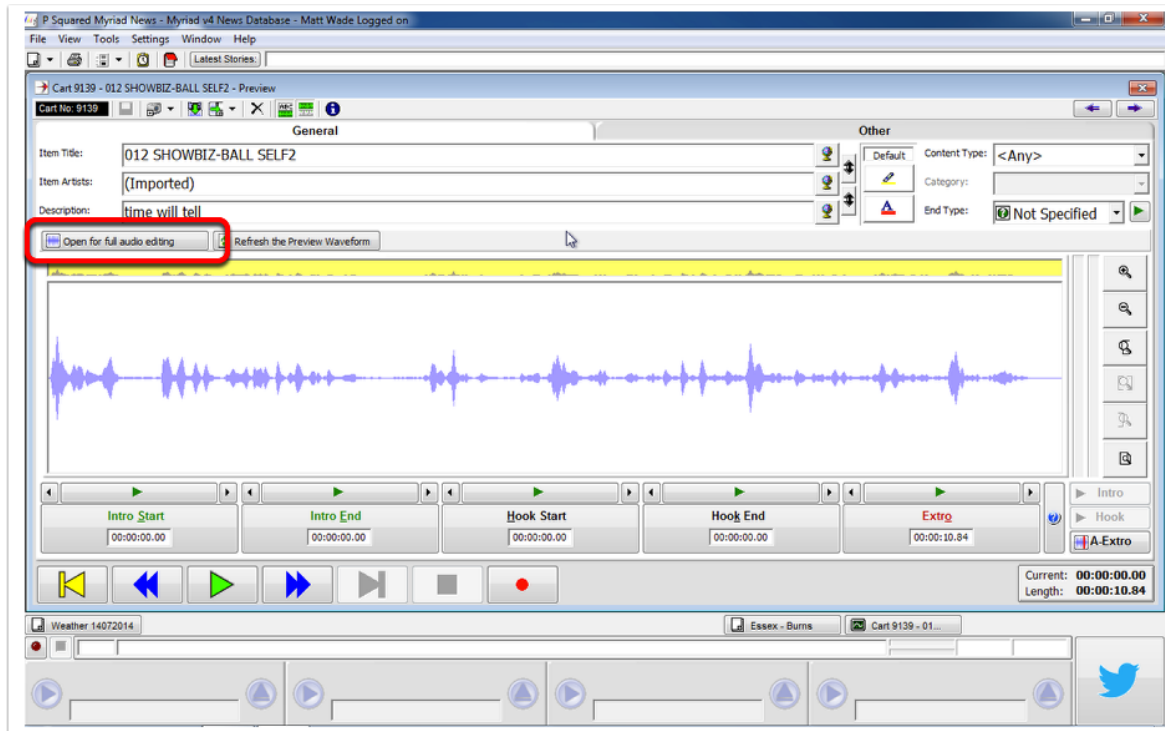


Figure 14: SmoothEdit in Preview Mode

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.

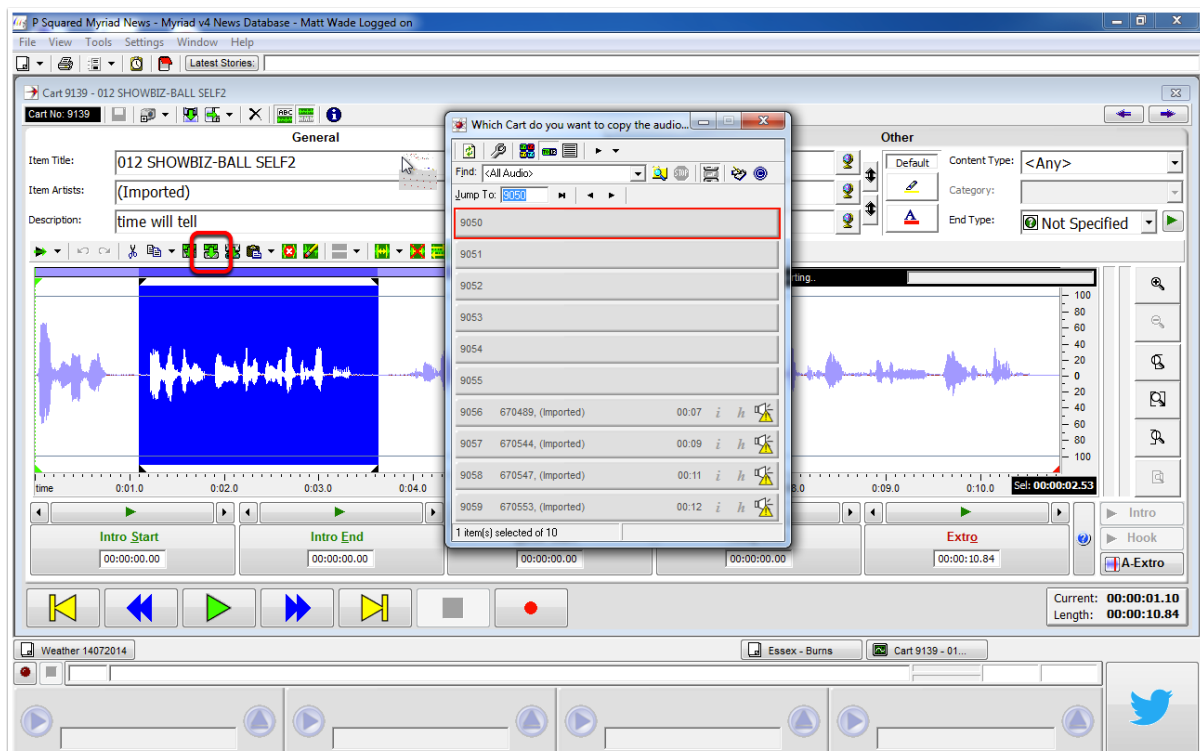


Figure 15: Export section to another Cart

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 [Myriad Playout v4 User Guide](#) available at the P Squared website - www.psquared.net

BULLETIN CREATION

CREATING A BULLETIN FOR READING AND PLOUT 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.

1. 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.

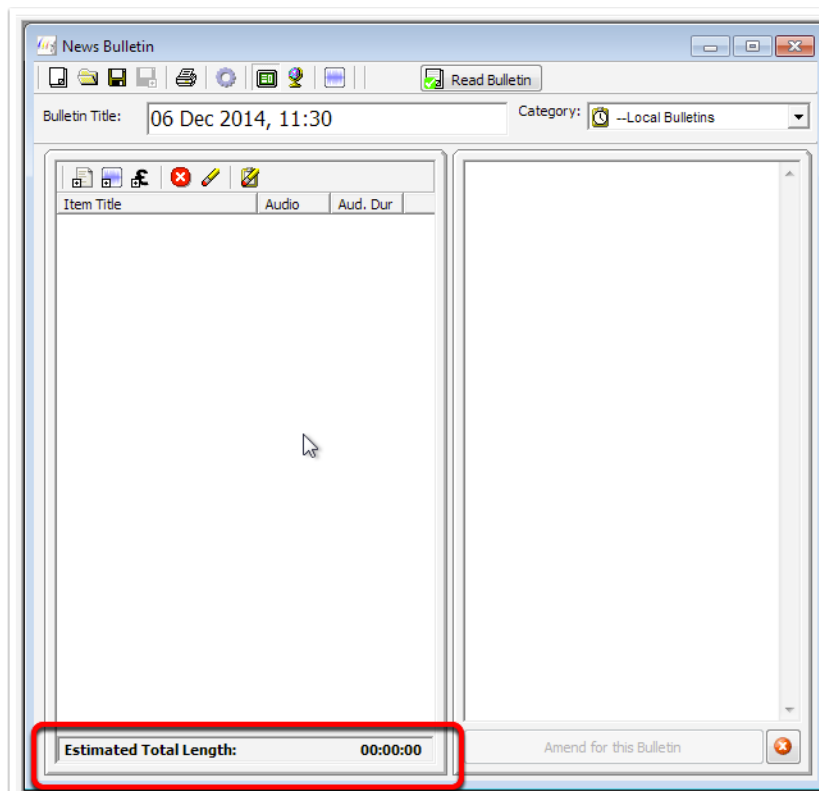



Figure 16: Bulletin Builder

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, simply 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  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)

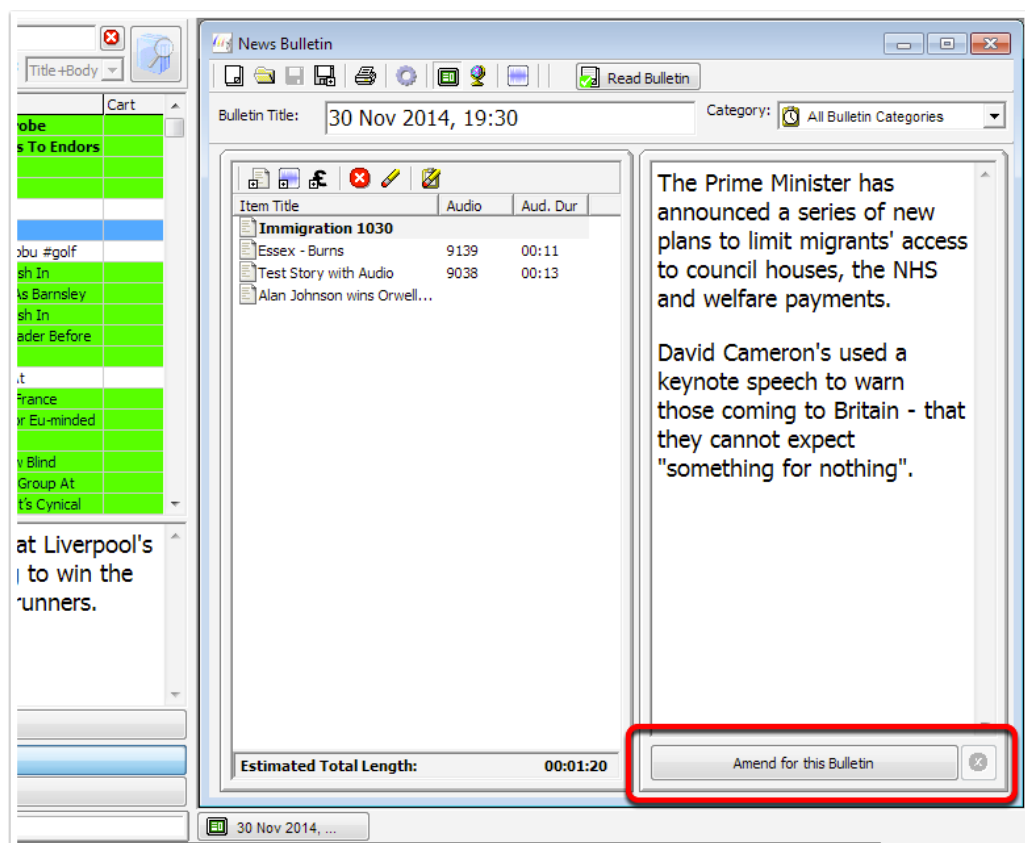


Figure 17: Amend Story



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 [creating templates](#) later in this guide if you don't see any).

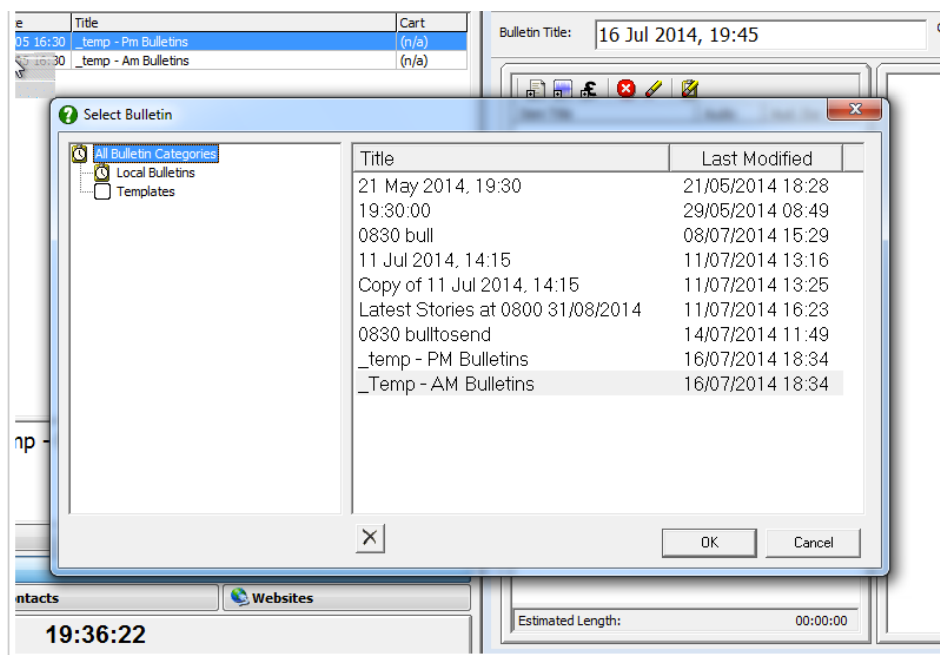


Figure 18: Open Bulletin Dialog Box

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. 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).

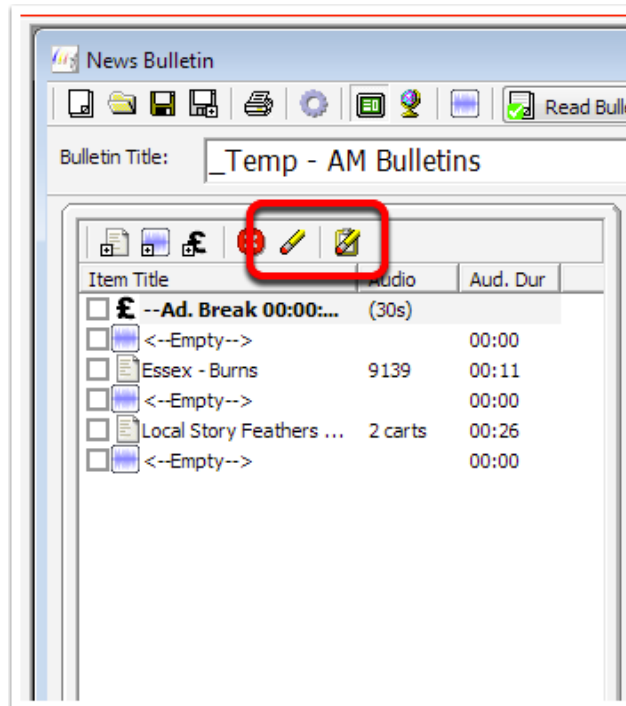


Figure 19: Template with a couple of added stories

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 [Resetting a bulletin](#) later in this guide).

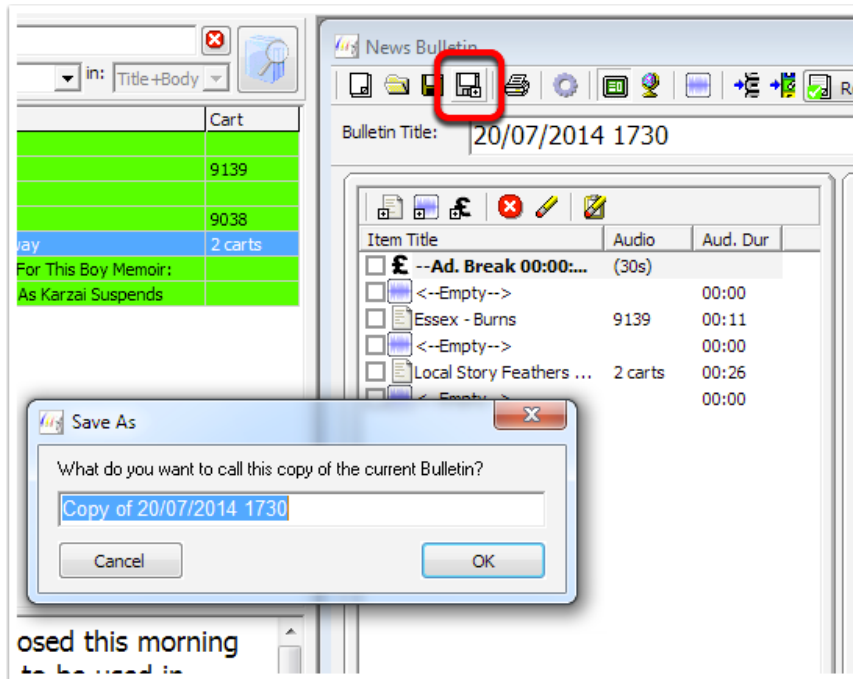


Figure 20: Save a copy as..

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 Payout log. Double check that the time and date are correct for the hour you want to push into.

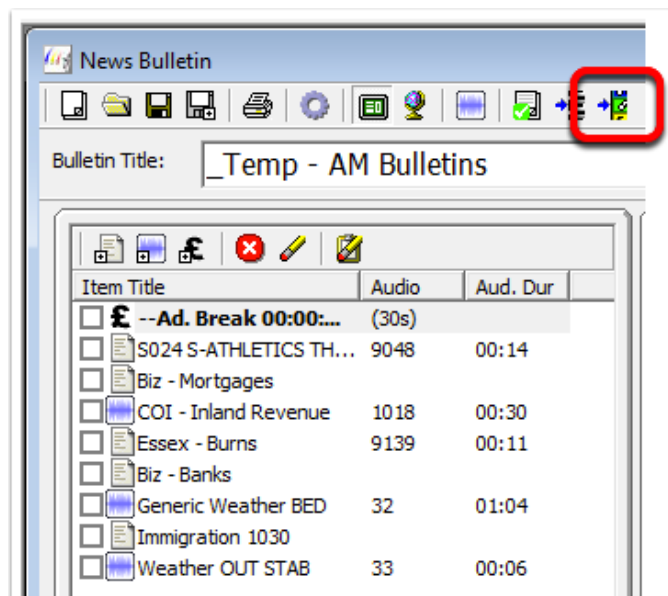



Figure 21: Send To Log

 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.

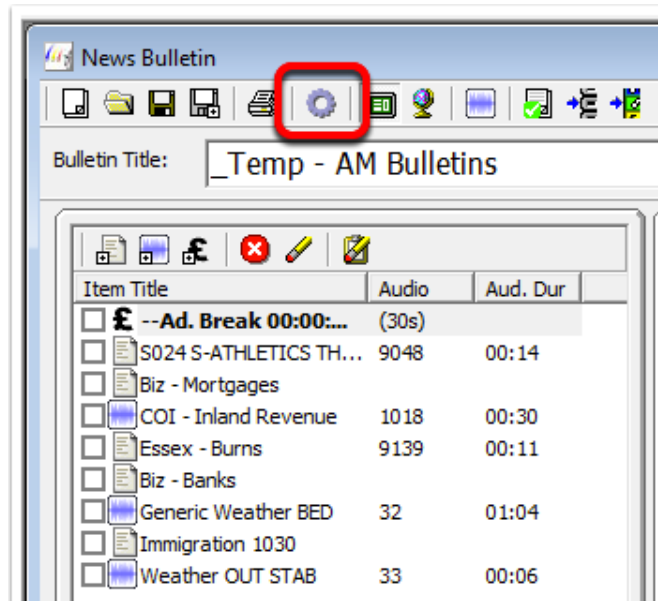


Figure 22: Bulletin Settings



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.

1. 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 [creating templates](#) later in this guide if you don't see any).

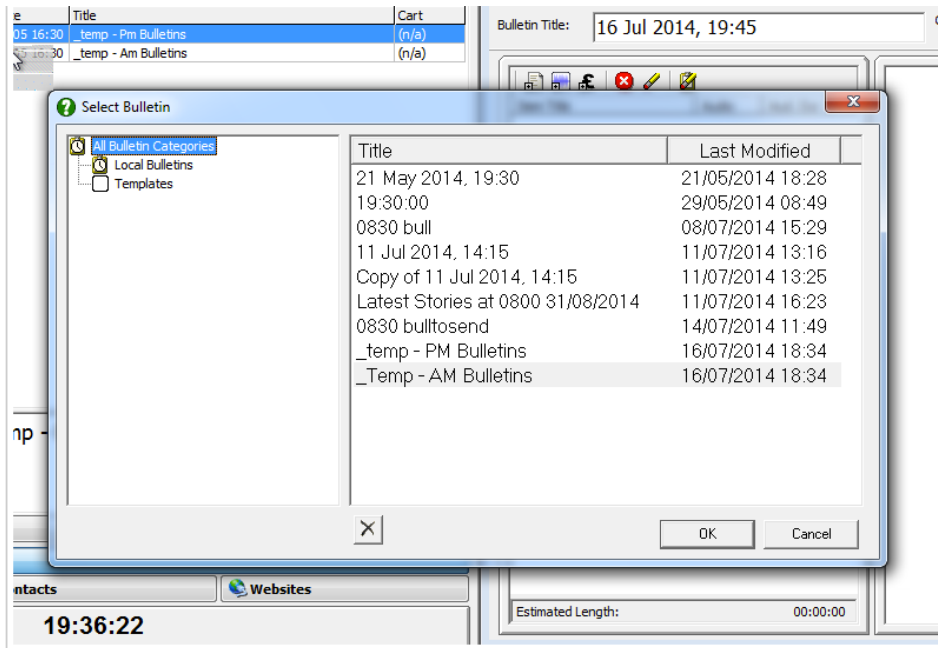


Figure 23: Open Bulletin Dialog

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.



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.

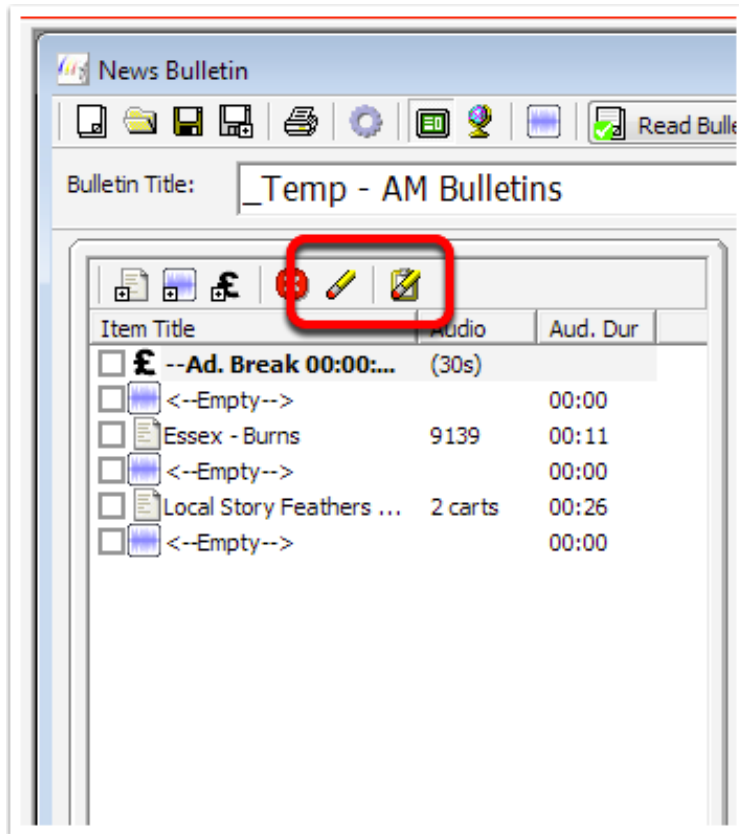


Figure 24: Bulletin Template with some stories added

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 [Saving and Resetting a bulletin](#) 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.



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 Payout. 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.

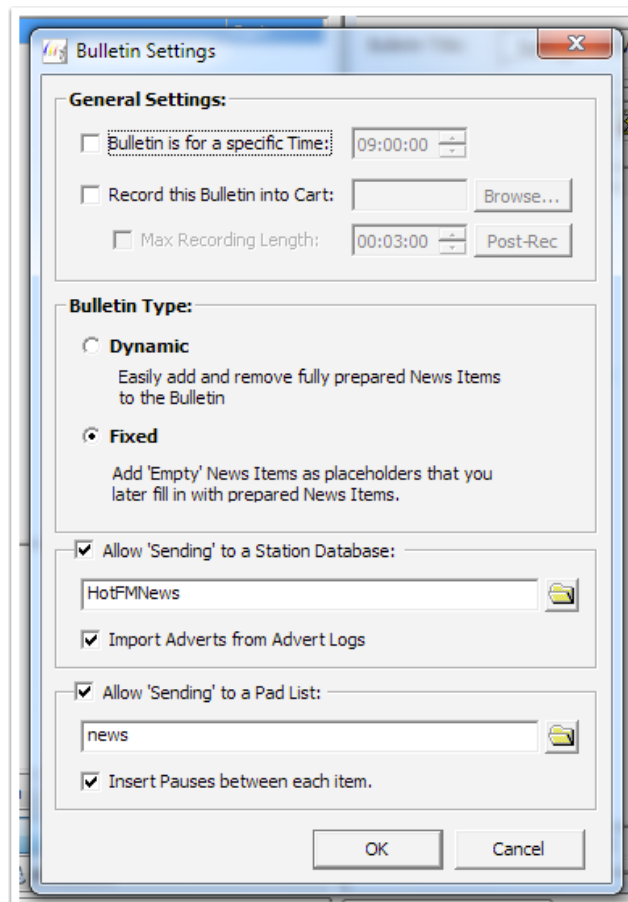


Figure 26: Bulletin Settings

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.

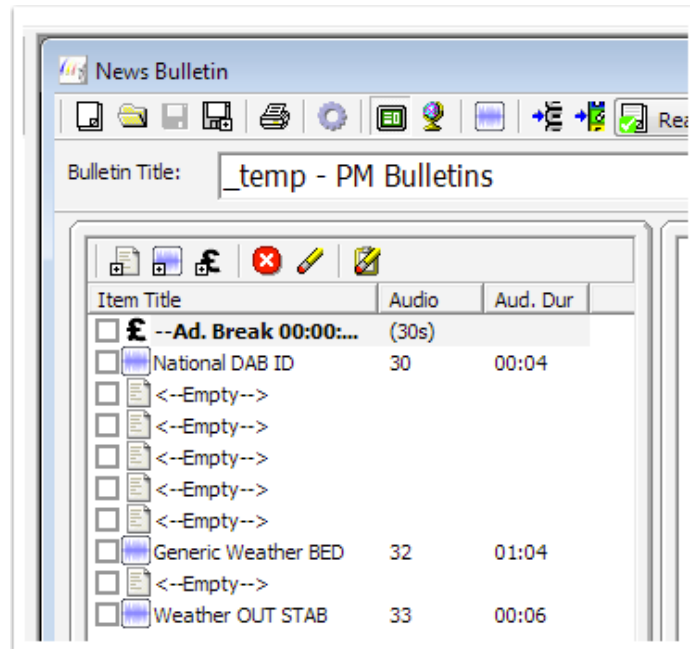



Figure 27: Template

You can then click on  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.

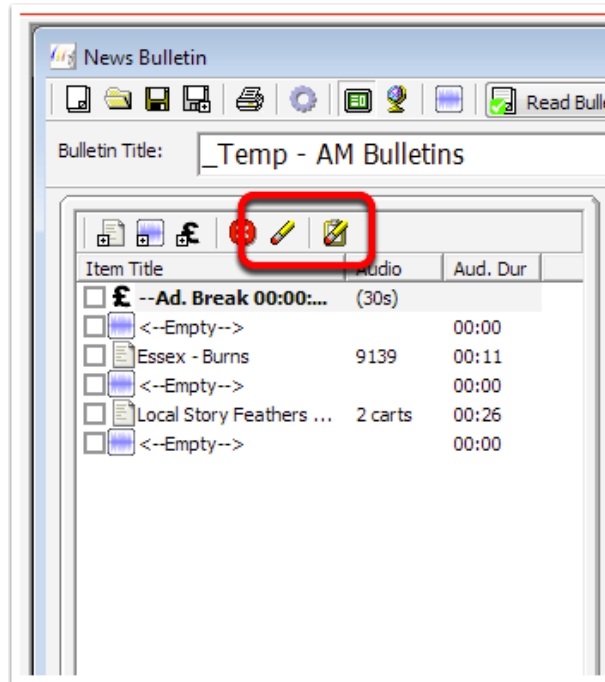


Figure 28: Reset and Reset All

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.

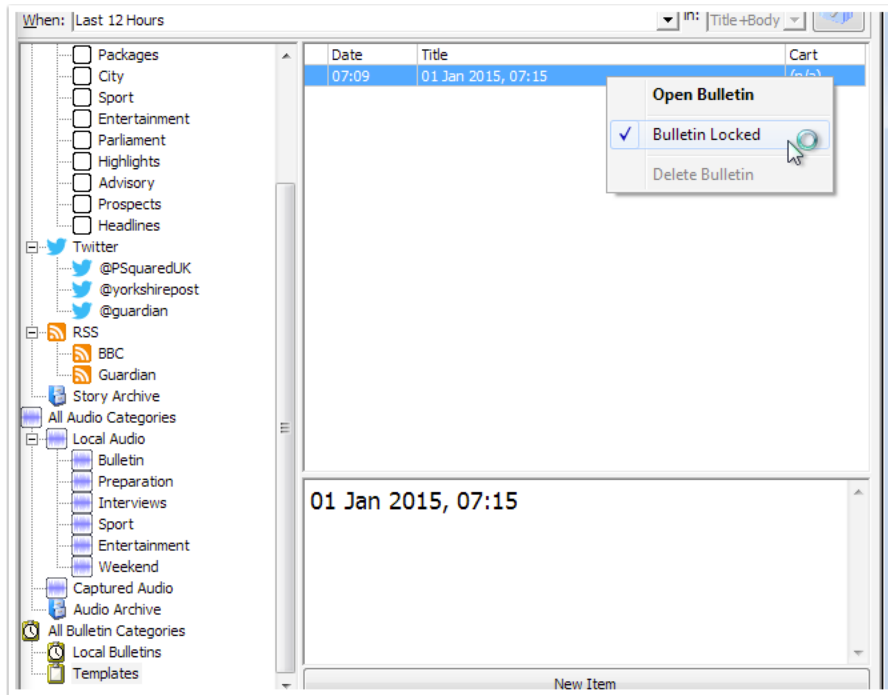


Figure 29: Locking a bulletin

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**).

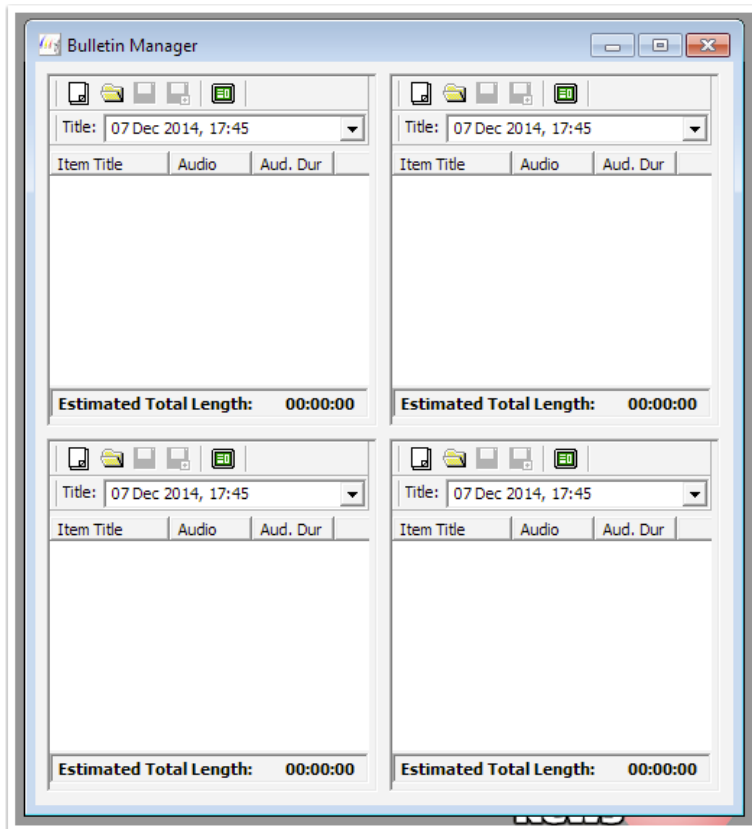


Figure 30: Bulletin Manager

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.

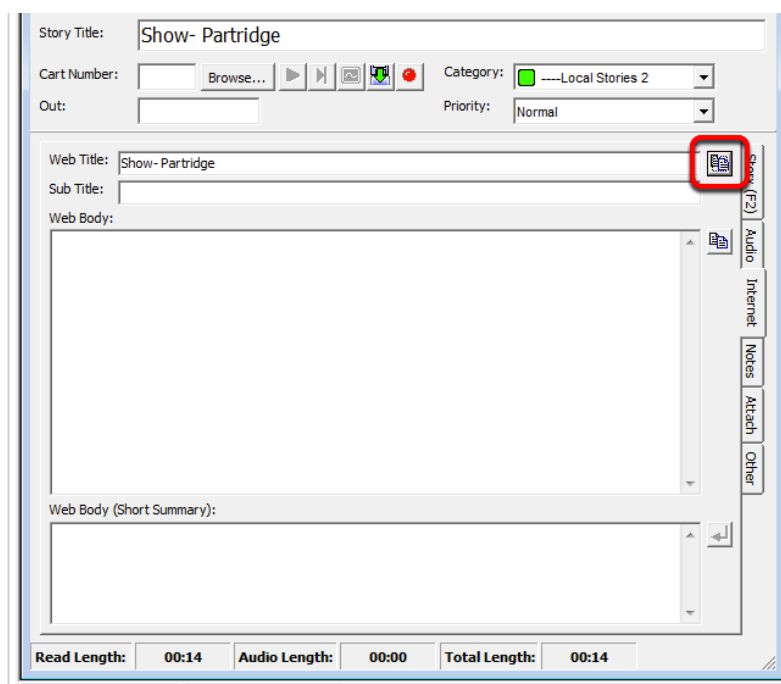


Figure 31: Internet Tab Page

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.

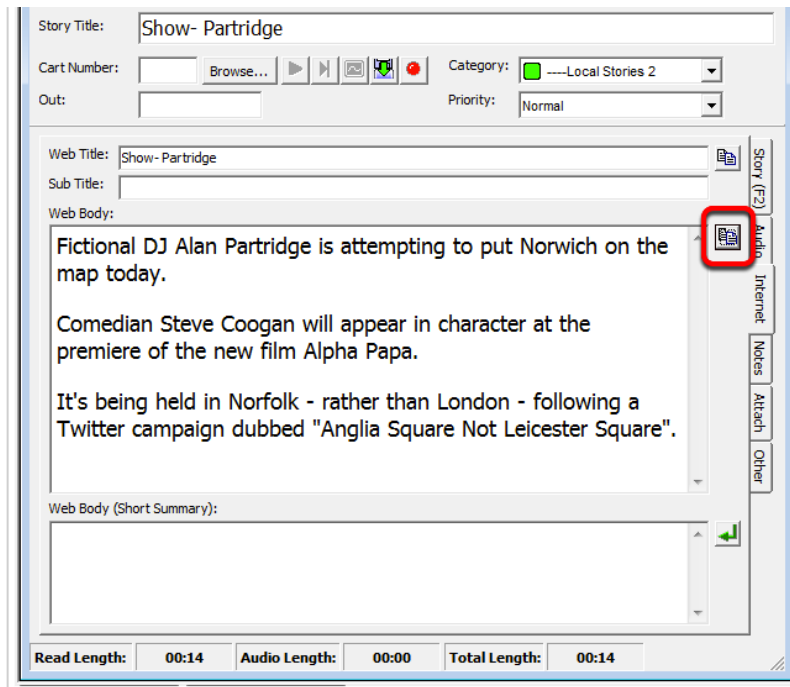


Figure 32: Web Body Copy button

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.

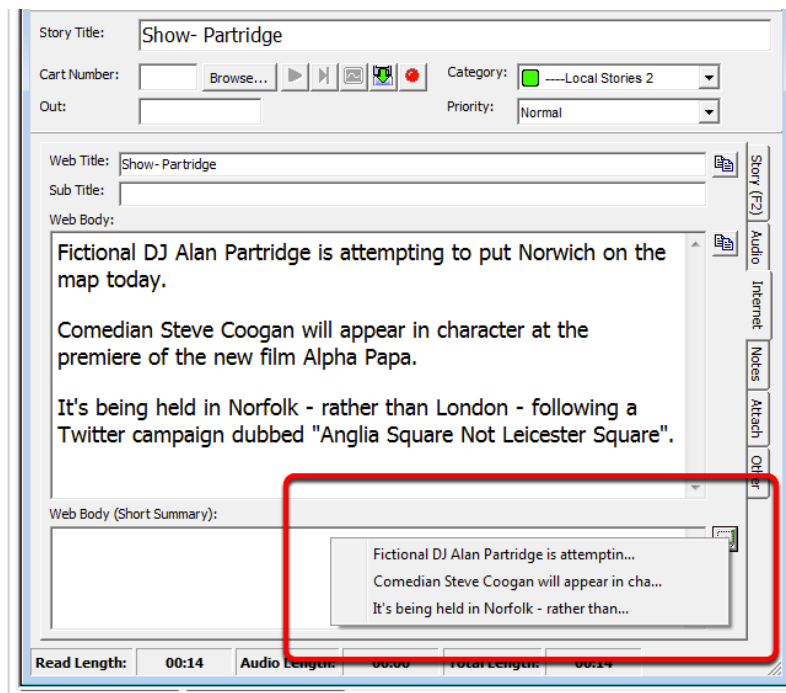


Figure 33: Web Body (Short Summary) paragraph choice

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.

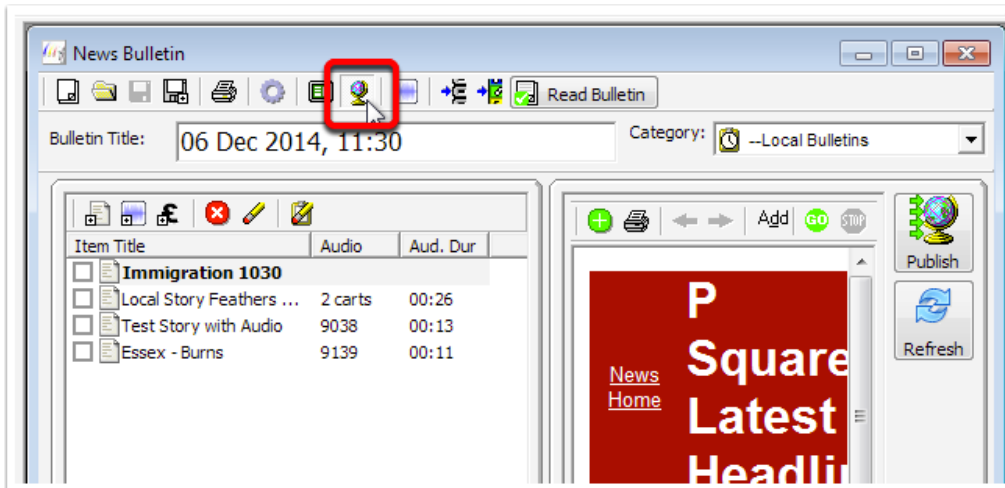


Figure 34: Publish Bulletin to a Website

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.

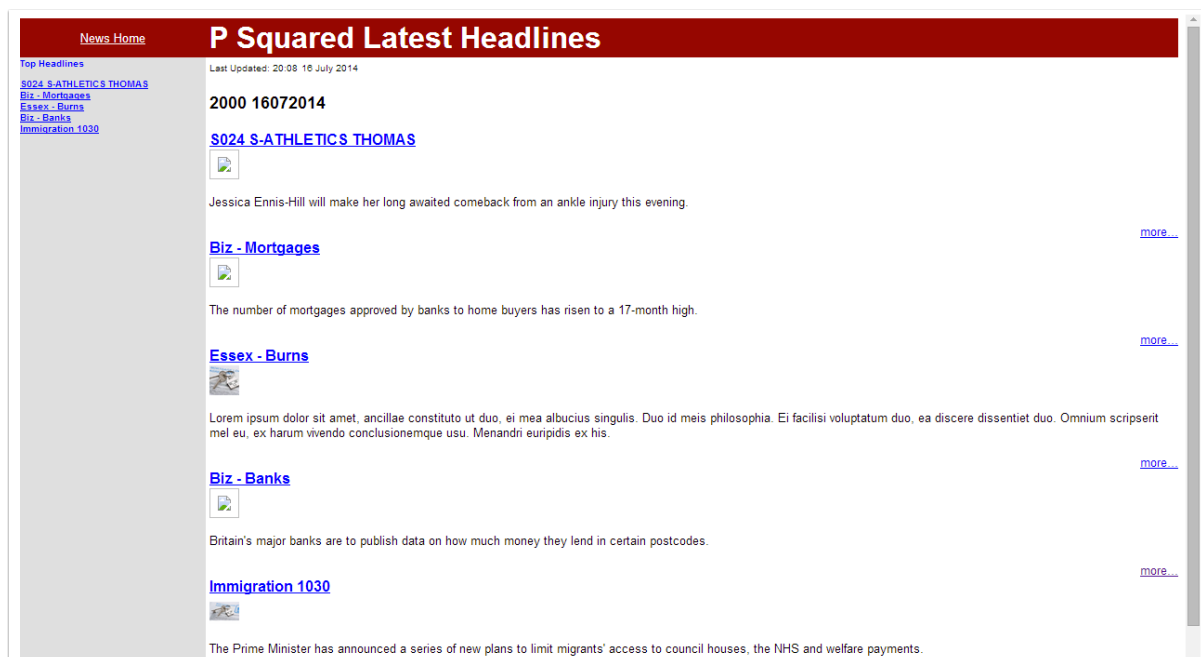


Figure 35: Bulletin Website view

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.

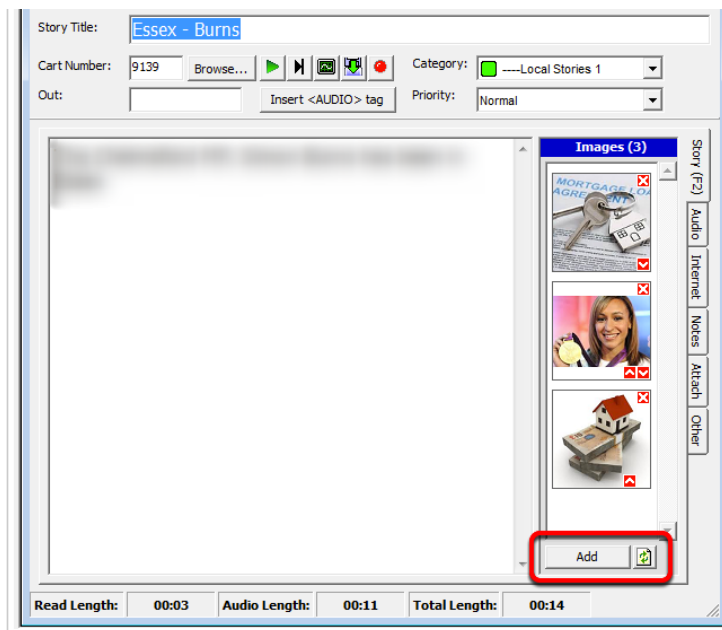


Figure 36: Add image

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.



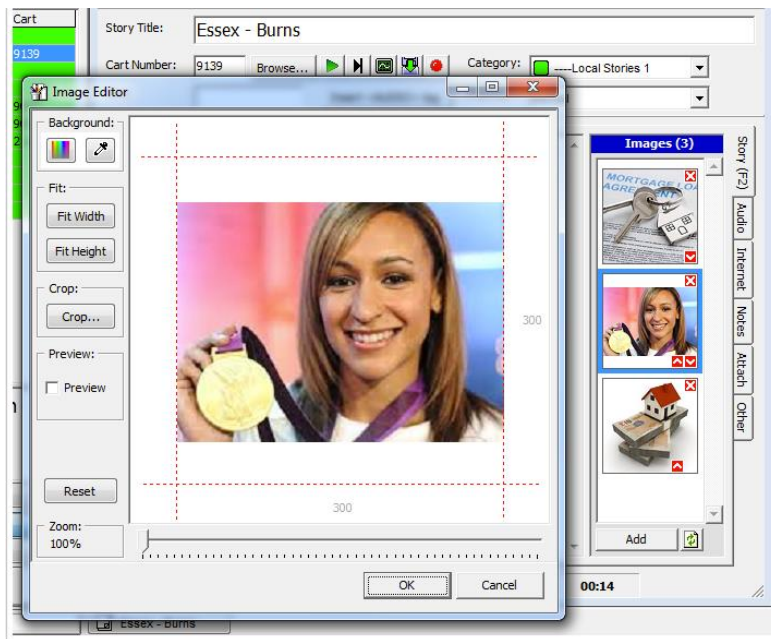


Figure 37: Image Editor

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'.

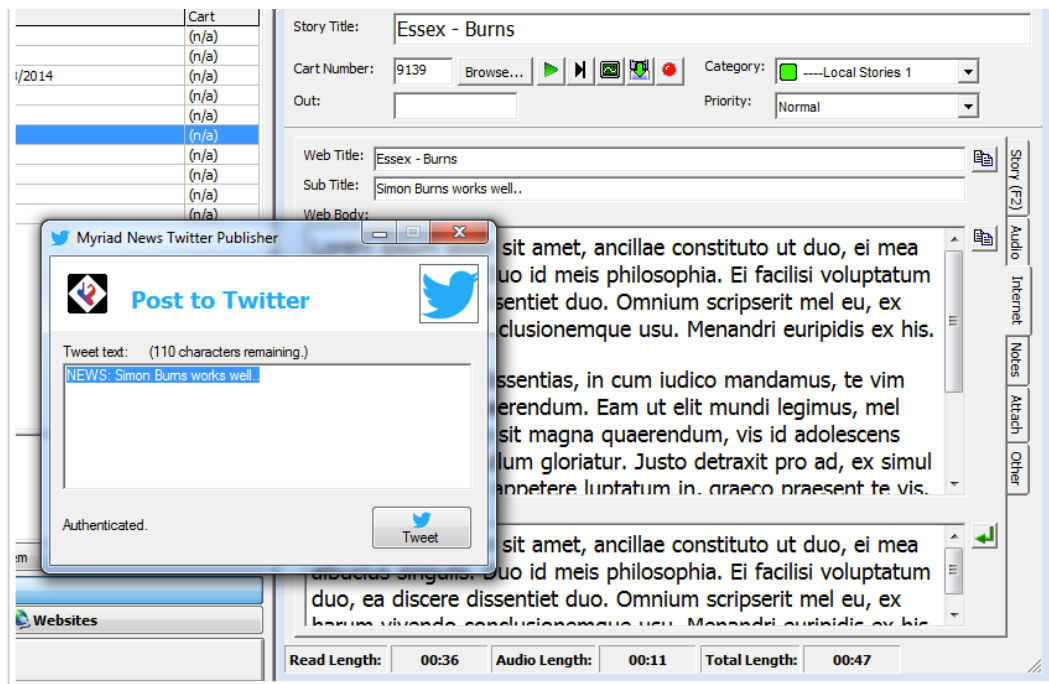


Figure 38: Twitter Publishing

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'.

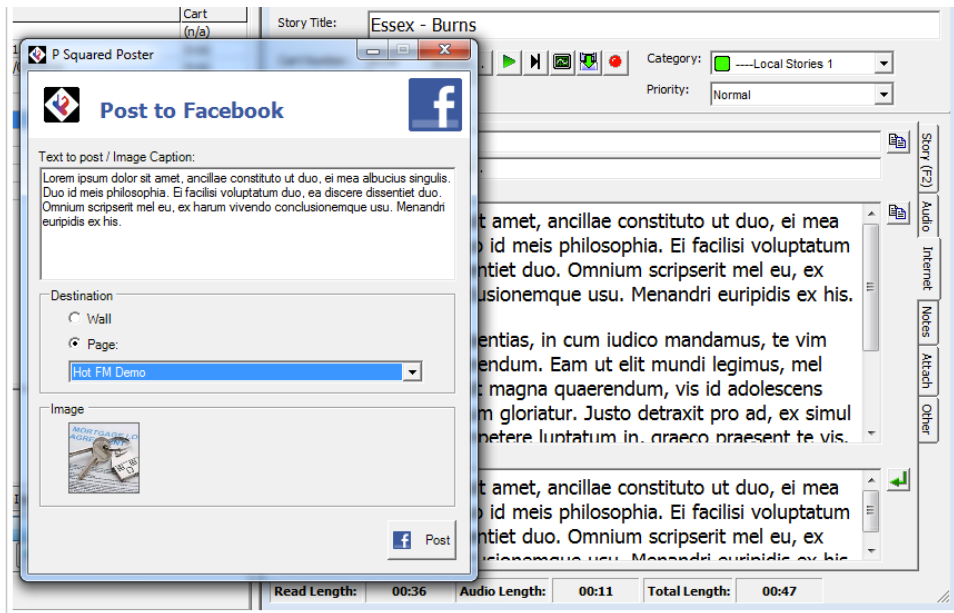


Figure 39: Facebook Poster

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'.

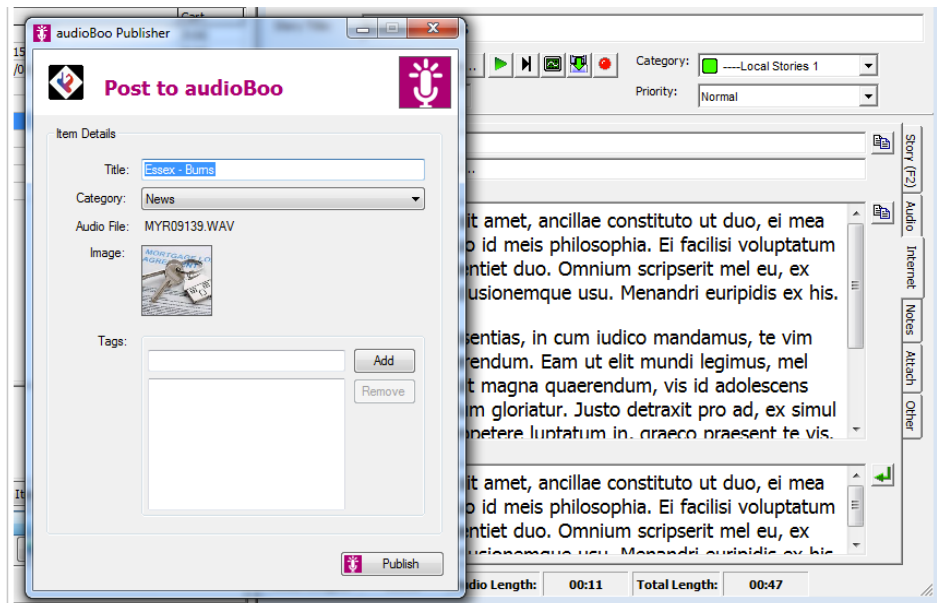


Figure 40: Audioboom Publisher

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 then 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.

The screenshot shows a 'Contact' window with the following fields and options:

- General** (selected tab)
- Contact Name:** [Text input field]
- Company:** [Text input field]
- Job Title:** [Text input field]
- Phone Numbers:** [Text input field]
- Mobile Number:** [Text input field]
- Fax:** [Text input field]
- E-Mail 1:** [Text input field with dropdown arrow]
- Web Site 1:** [Text input field with dropdown arrow]
- Address:** [Large text area]
- Category:** [Dropdown menu showing 'General Contacts' and a 'New...' button]
- Personal:** This will hide this Contact from other users

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  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.

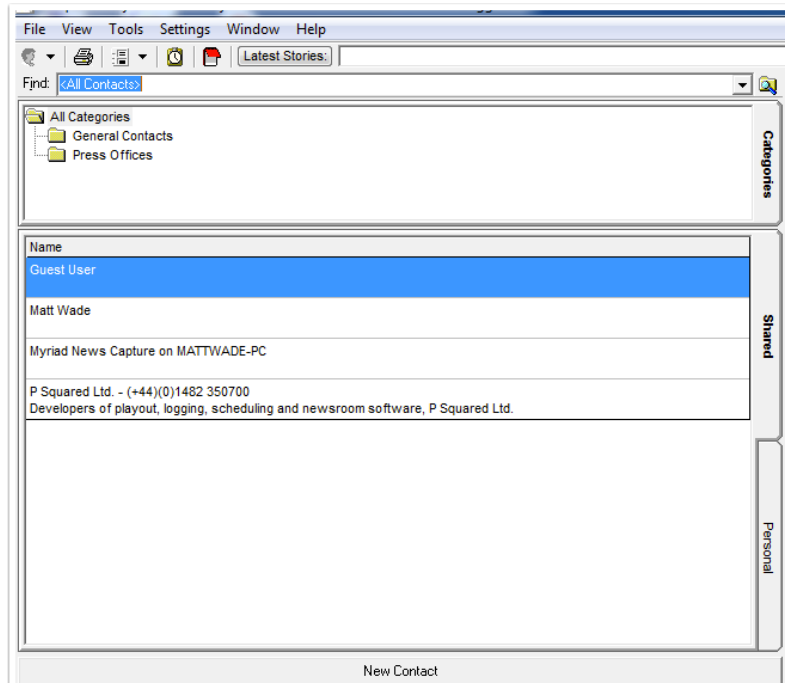


Figure 42: Contact Category Window

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.

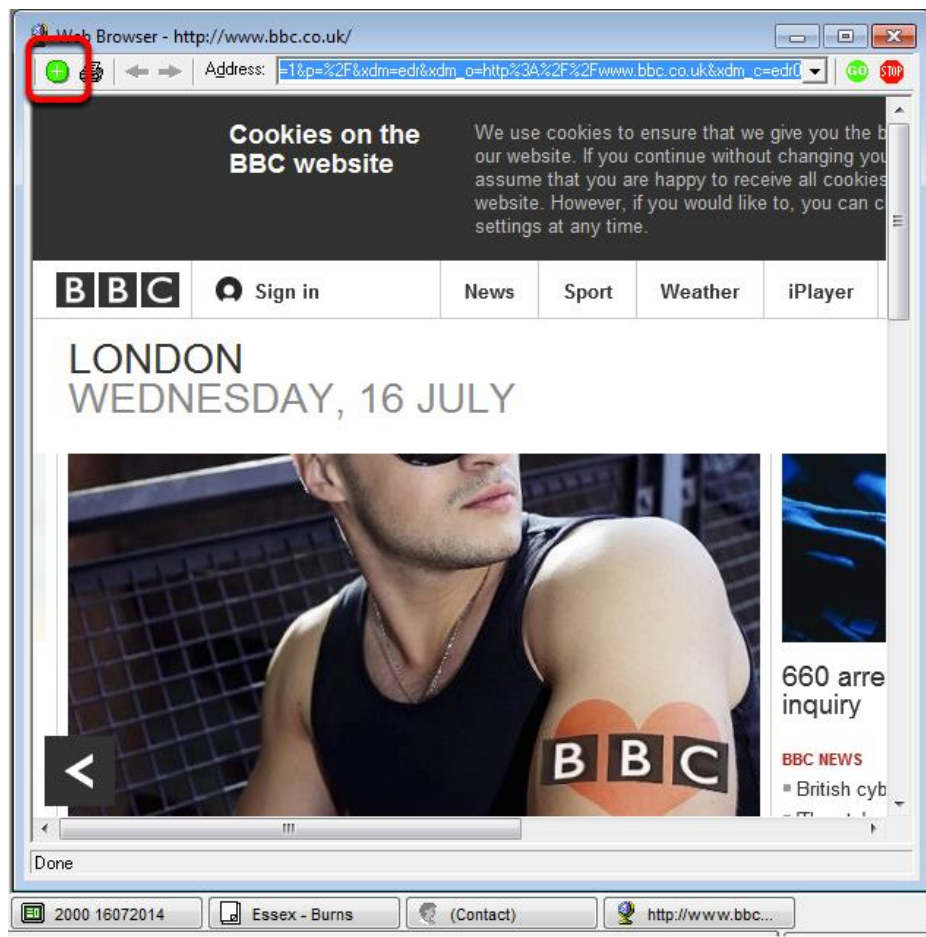


Figure 43: In-built Web Browser

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.

