Simple Scoop Installation And Configuration Guide
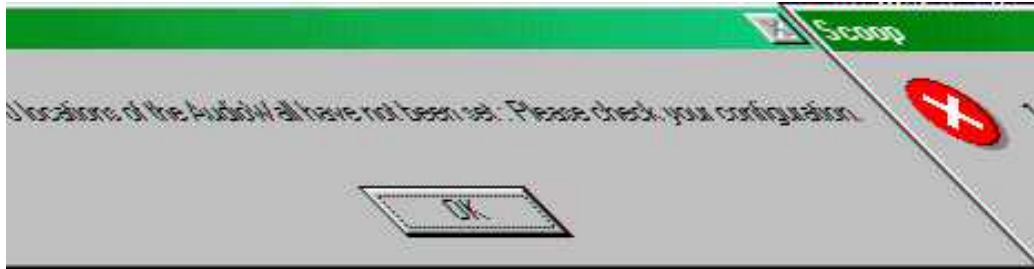
Scoop Installation

To install Scoop, follow these simple steps.

1. Put the Scoop Installation CD into the computers CD ROM

2. The P Squared Product Installer Screen should appear automatically. If not, use Windows Explorer to explore the CD ROM, run AUTORUN.EXE in the root directory of the CD ROM

3. Click on the Install Scoop button

4. Make sure that no other programs are running, once you are sure, click on the Yes button to proceed with the installation.

5. The next screen allows you to choose an installation folder for Scoop. If you are happy with the default folder then click on the Computer Icon Button to proceed. If not, click on the Browse button to choose another folder before proceeding.

6. Scoop will now automatically install. Follow any additional on screen prompts for disks.

7. Finally, you will be asked to re-start your computer to complete the installation, click on the Yes button to re-start.

8. You have now finished the installation phase of setting up Scoop.

9. Before you run Scoop for the first time, you should install Cool Edit. To do this, insert the Cool Edit CD or floppy disk into the drive and run the Setup program. Follow the on screen instructions to complete the installation.
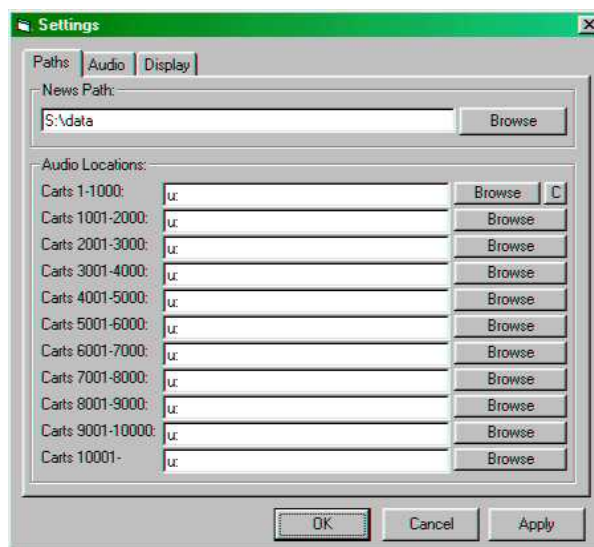
Scoop Configuration

Configuring Scoop to link with Scoop Server and an existing Myriad system is very simple and should only take you a few minutes. Simply follow these steps.

1. Click on the Scoop icon on the Start Menu

2. As it is the first time you have run Scoop, the system will ask you a few questions to ensure that your system is linked correctly with the Scoop Server and (if you have one) an existing Myriad system.

3. *The Settings Window* - Scoop automatically opens the Scoop Settings Window on the Paths tab.
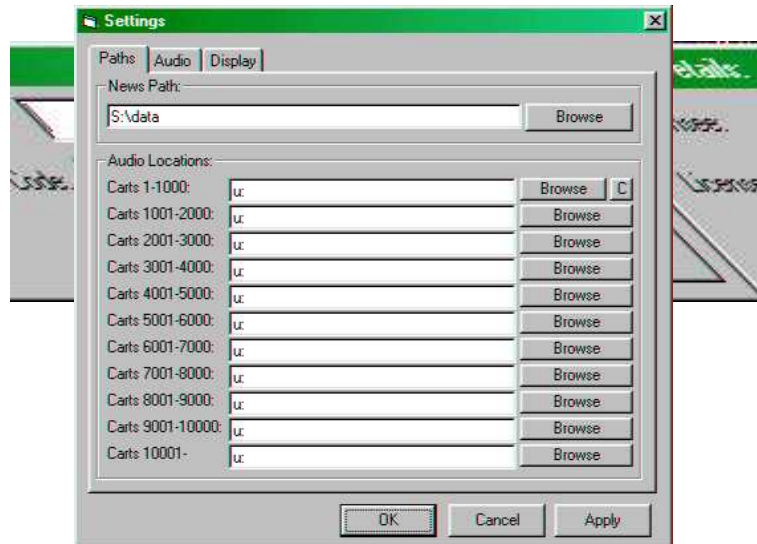
4. *News Path* - The News Path is the path to the folder that all the Scoop stories are stored. This location is usually on the Scoop Server and is usually also where Scoop Server stores all the new stories that it receives from it's data sources.
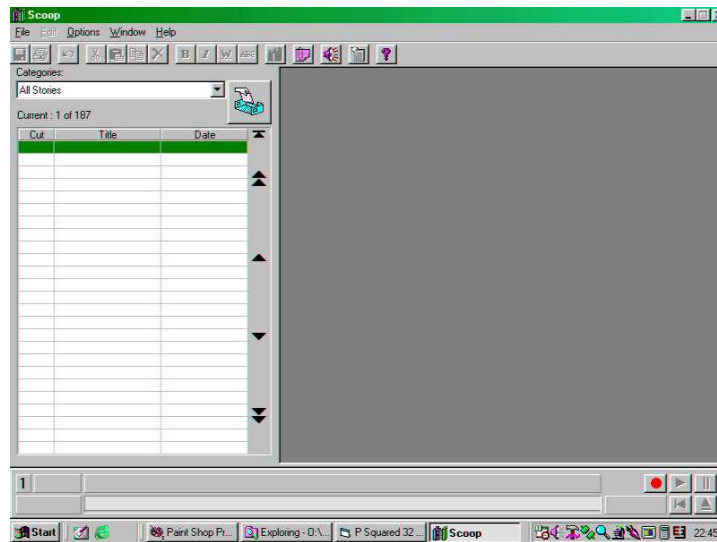

5. *Audio Locations* - Myriad users will be familiar with the Audio Locations setup screen (see below) but for those who are not, Myriad and Scoop both share a common Audio Wall format. Each 'chunk' of 1000 carts can be configured to point at a different folder or drive. This box allows you to set these chunks as appropriate. If you have a Myriad system, the majority Audio Locations will be the same as on your Myriad system. If not then you can set the Audio Locations to point at

any accessible drive with sufficient space to store the audio for your stories. Once you have set the Audio Locations, click on the OK button.

6. *License Details* - The first time you run a fresh install of Scoop, you will also be asked to enter a license name (Licensee) and a License Code. Licenses are available from P Squared and each License is only valid for a single workstation.
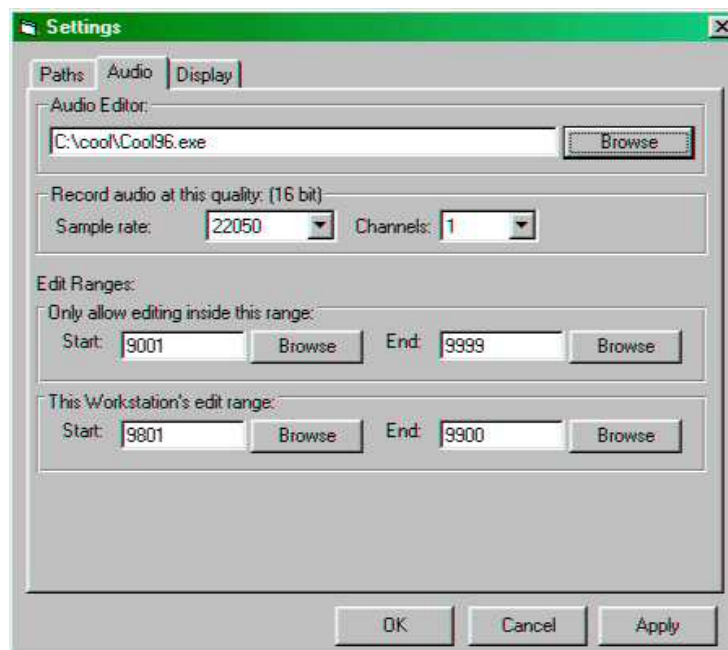
7. *Your First Look At Scoop*   - Once you have entered a valid License Code, Scoop will finish loading and you will get your first look at Scoop.

8. *Next Stage* - Scoop is now running but is not totally configured. Click on the Options Menu and select Settings.

9. *Audio Settings* - Click on the Audio Tab to set the Scoop Audio Settings.
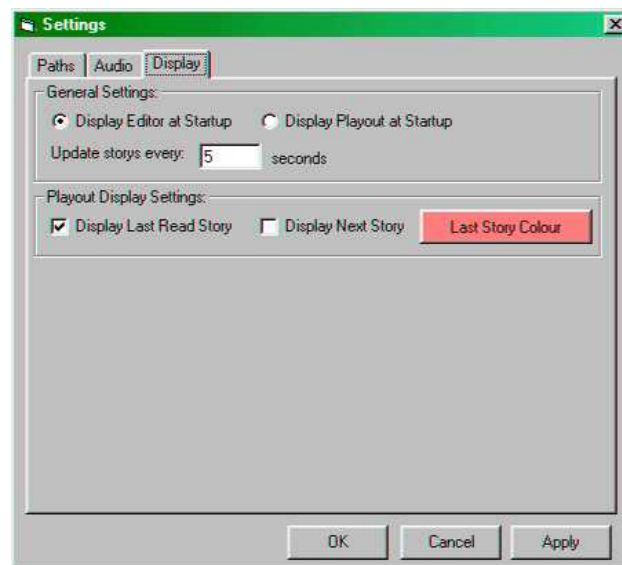
10. *Audio Editor* - Click on the Browse button to find the Audio Editor program you wish to use with Scoop. In most cases this would be either Cool Edit or Cool Edit Pro but other audio editors can also be used in conjunction with Scoop.

11. *Record Quality* - Use the Drop Down Menus to select the audio quality that you want the Scoop workstation to record audio at.

12. *Edit Ranges : Only Allow Editing Inside The Range* - Scoop can be configured to only allow editing of Carts within a specific range. This allows you to specify a range of Carts on the Audio Wall as News Carts, Carts not in this specified range can not be edited by Scoop.

13. *This Workstations Edit Range* - This range outlines more specifically, what area of the general News Range is reserved for this workstation. When you use Scoops quick record feature, Scoop will automatically find a free Cart inside this range to record into.

14. *Display* - The final Tab on the Settings Window allows you to configure how Scoop looks when it first fires up and also how the Bulletin Playout Window appears. None of the settings on this Tab are essential to the setup of Scoop and are better left to the preference of the individual scoop user.

15. *Thats It* - You have now set all the basic options you need to run the program. Happy Scooping!