



Quick Users Guide

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Getting Started

Introduction

Scoop Edit is the complete radio news preparation and delivery system designed for stations of all types and sizes. When coupled with Scoop Capture, Scoop Edit provides a scalable solution for the capture, processing, compilation and delivery of news bulletins as well as offering the ability to publish news bulletins to your stations web site.

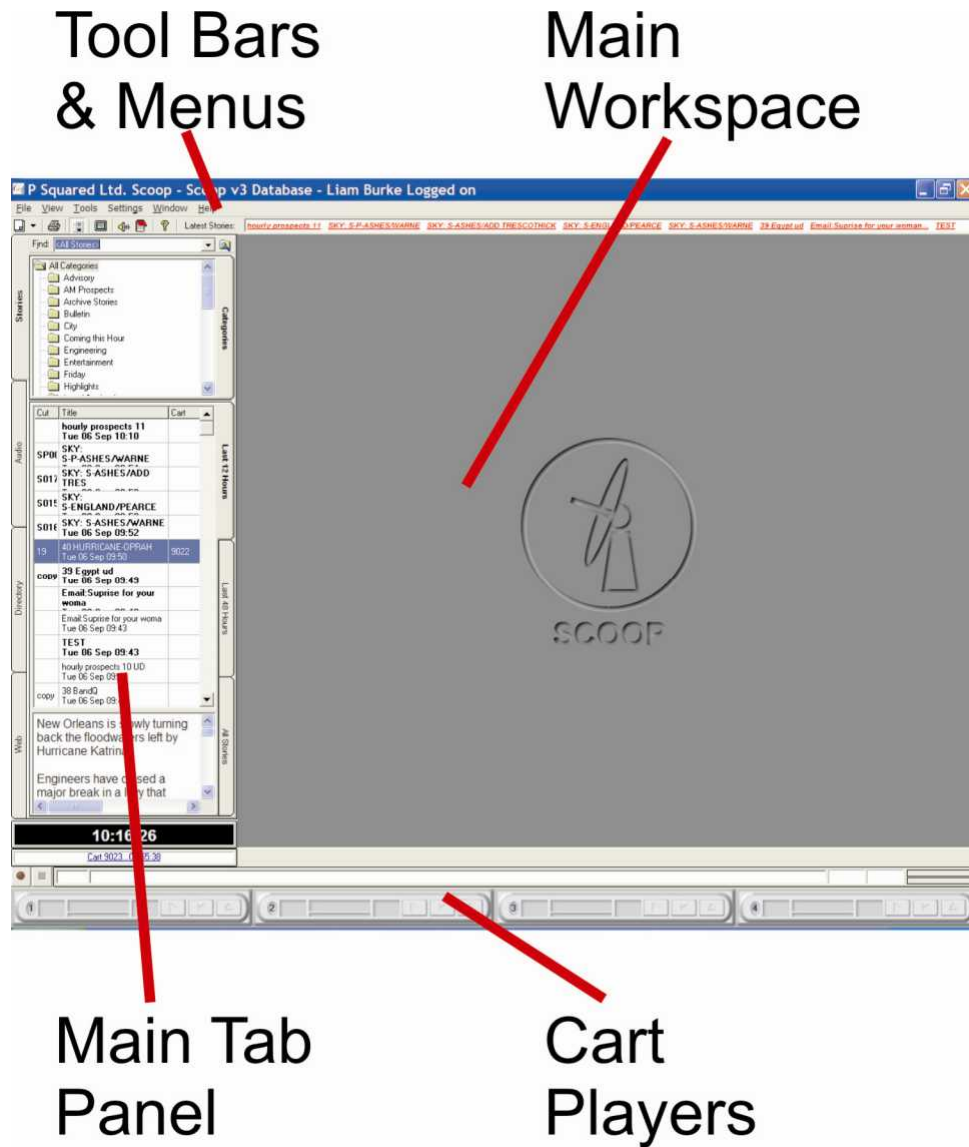
Scoop Edits key features are:

- Real time updated list of incoming stories from all sources.
- Powerful search facilities to allow you to find the story you need.
- Stories containing key words are highlighted to bring them to your attention.
- Stories are categorised for your convenience.
- Displays incoming emails (including attachments) from a standard POP3 email server.
- Displays incoming faxes from a compatible fax server (such as MS Fax Server).
- Edit existing stories and add new stories at the touch of a button.
- Powerful text editing tools including spell checking facilities.
- Create 'web' versions of your stories for publishing to the Internet.
- Browse and record audio with the Audio Wall and quick record facilities.
- Import audio directly from hard disk based audio devices (such as USB hard disks etc).
- Built in audio editor (SmoothEdit) for fast, efficient audio editing.
- Assign multiple audio cuts to a single text story.
- Complete contacts management system built in to the system.
- Integrated web browsing so you never need to leave Scoop.
- Compile bulletins for 'live reads' and publishing to the web.
- Live news scripts are displayed on screen with the audio cuts automatically cued when you need them.
- Control the entire live bulletin with just two buttons on the keyboard.
- Publish your bulletins to your stations web site with no knowledge of how to build a web page (just hit publish and Scoop does the rest).
- Scoop allows a small newsroom to get big newsroom results without working the journalists to death!

Scoop Edit General Screen Layout

Once Scoop Edit is installed and configured to work with Scoop Capture, you are ready to start working with Scoop to view and edit captured stories, add your own content and create final bulletins to deliver 'live on air' and to your stations web site.

The main Scoop Edit window is divided in to four main areas as shows below.



Each of these areas offers a number of tools and options which will be covered in more detail later in full User Guide but in brief, each area performs the following roles.

Tool Bar & Menus

The Tool Bar and Menu section of the Scoop Window provides a whole host of tools and options for using and configuring Scoop.

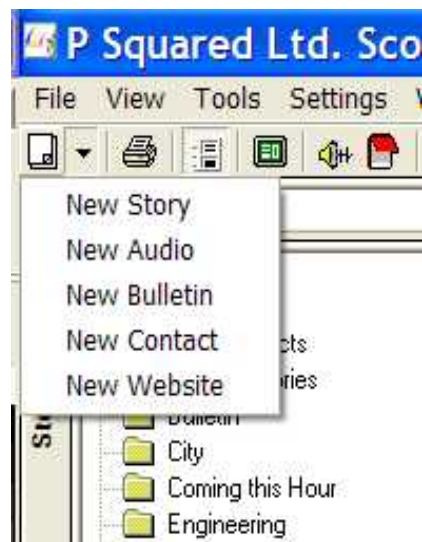
The Tool Bar and Menu system general layout is outlined below.



New Element

This allows you to add a new element to Scoop. The button is context sensitive so it will open a new version of whatever element you are working on. If for example, you are currently working with SmoothEdit then clicking on this button will open a new audio cut.

You can also use the drop down list to select the type of new element you want Scoop to open.

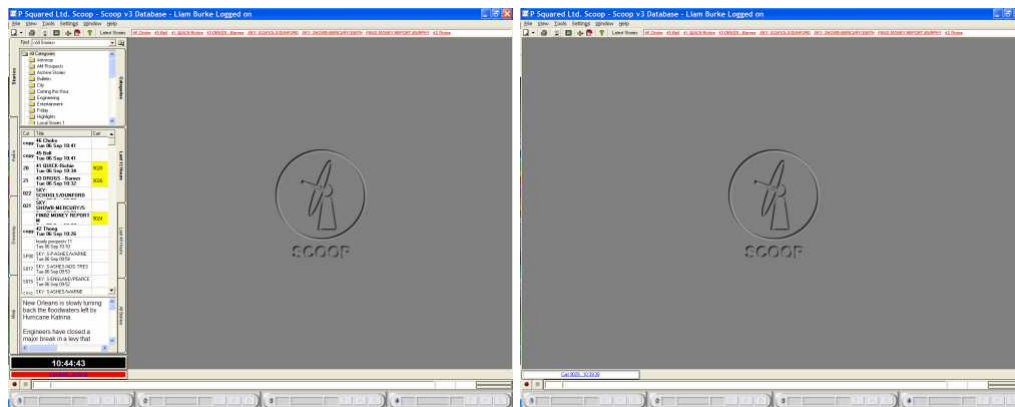


Print

The Print button will send the currently highlighted document to the printer. To select the printer that you want to use, click on the Print Setup option on the File menu.

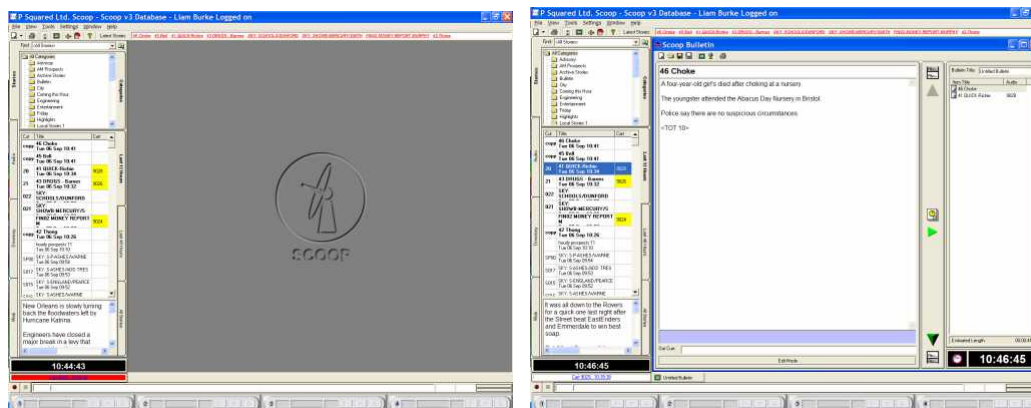
Display Main Tab Panel

This button toggles the Main Tab panel between being visible and hidden. You may wish to hide the Main Tab Panel when you are working on a story and need more space in the Main Workspace area, or when you are using the Bulletin window to deliver a 'live' bulletin.



Open Bulletin Window

This button toggles the Bulletin window between being visible and hidden. The Bulletin window is used to prepare bulletins for both live reading and publishing to a web site. It is also used to deliver live bulletins using the built in Playout mode.



Display Audio Browser

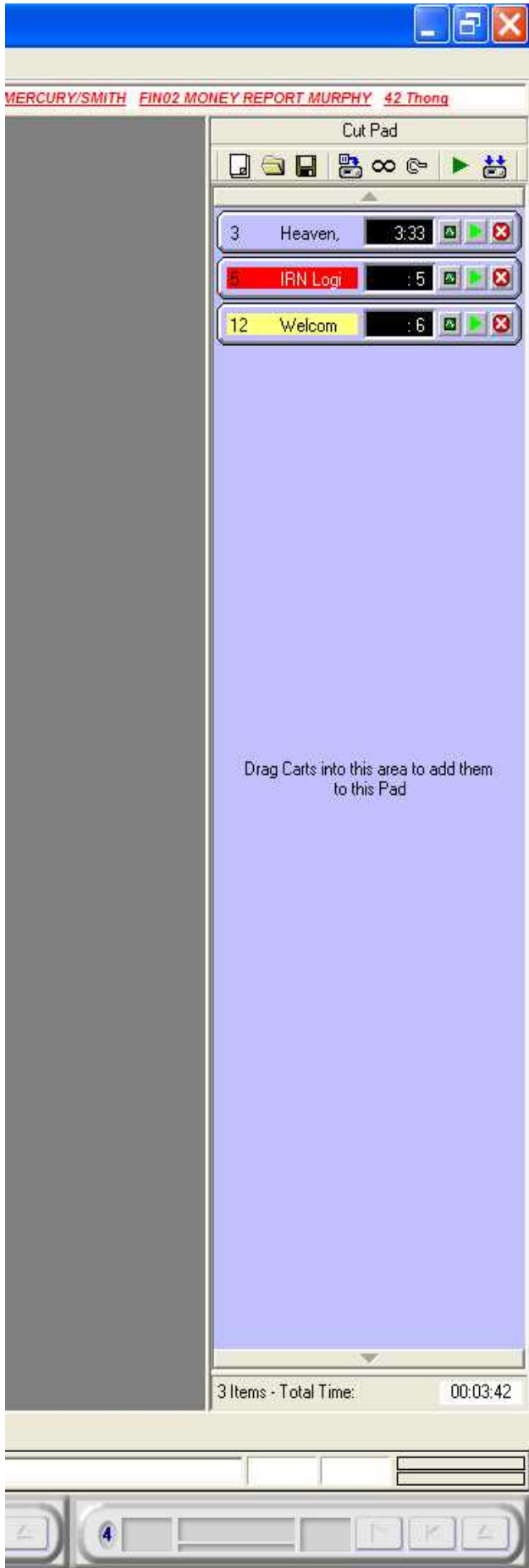
This button opens the Audio Browser which is a tool that is used to browse and search the Audio Wall that Scoop is using to store audio cuts.

For more details on the Audio Browser, see the Audio Tab section of this document.



Display Cart Pad

This button opens a Pad window which can be used to play several audio Carts 'back to back' or even compile them in to a single Cart. The Pad is covered in more detail in the Main User Guide.



Latest Story Ticker

The Latest Story Ticker shows a list of the most recently captured Stories so that you are always up to date. The list only shows Stories that have not been viewed yet and is updated automatically as new Stories arrive. It also shows incoming emails and faxes (if your system is configured to include these).

You can click on the Stories in the Latest Stories Ticker to open them in the Main Workspace area.

If you minimise Scoop Edit to work with another windows application, the Latest Stories Ticker remains on screen to alert you to the latest captured Stories.

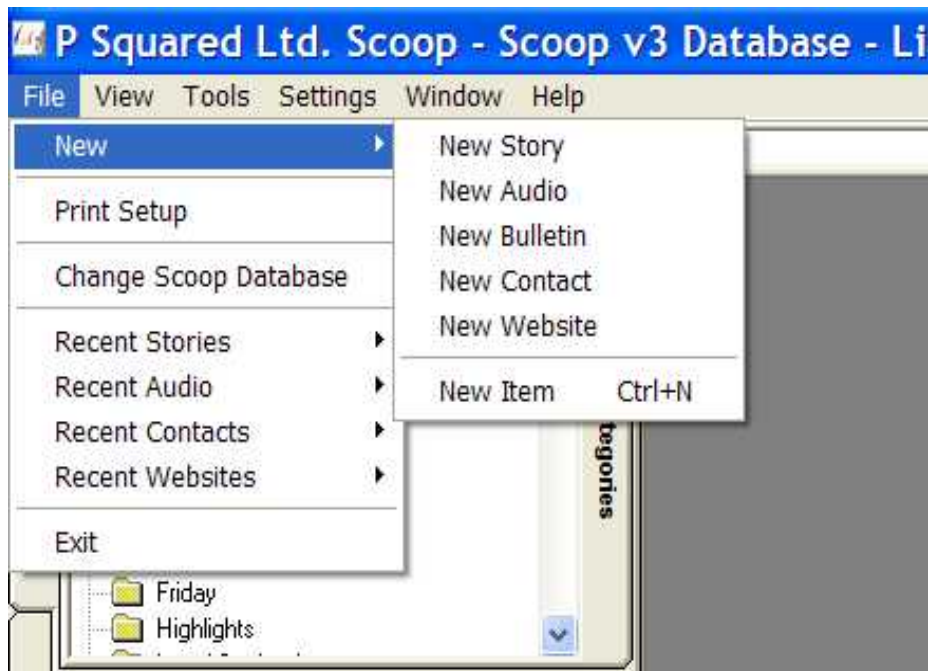


The Menu System

The Menu system is used to provide alternative access to Scoop's tools and facilities, as well as to configure Scoop and customise it to your needs. The Menu system is covered in depth in the Main documentation but is outlined below.

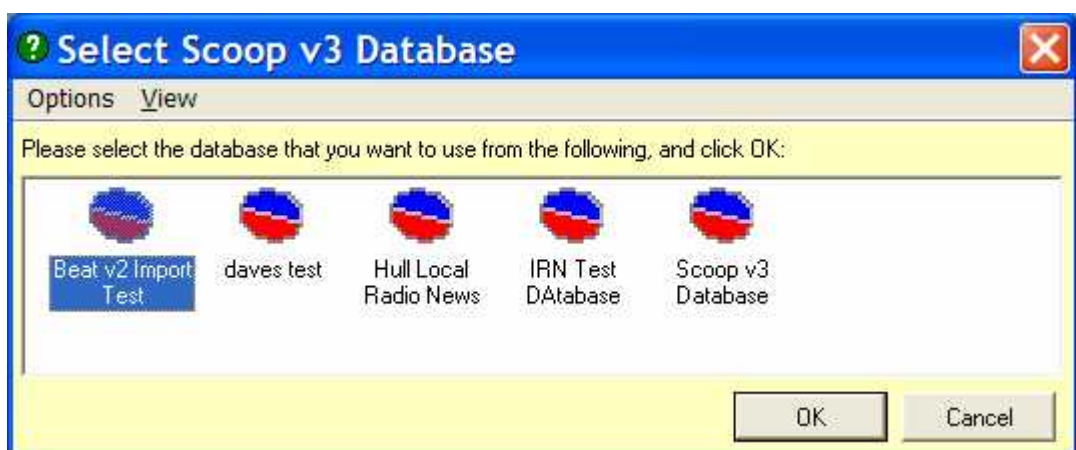
The File Menu

The File menu provides primary access to the Scoop file options and allows you to change the Scoop Database that you are working with.



The options are outlined below:

- New – This menu option allows you to create a new Scoop Element. Use the pop out menu to select the type of new Element you wish to create.
- Print Setup – This allows you to set and configure the printer that Scoop will use.
- Change Scoop Database – This allows you to close the current Scoop Database and select an alternative database. You can also copy and manage your Scoop Database using the Options menu on the Select Database window that this option opens.

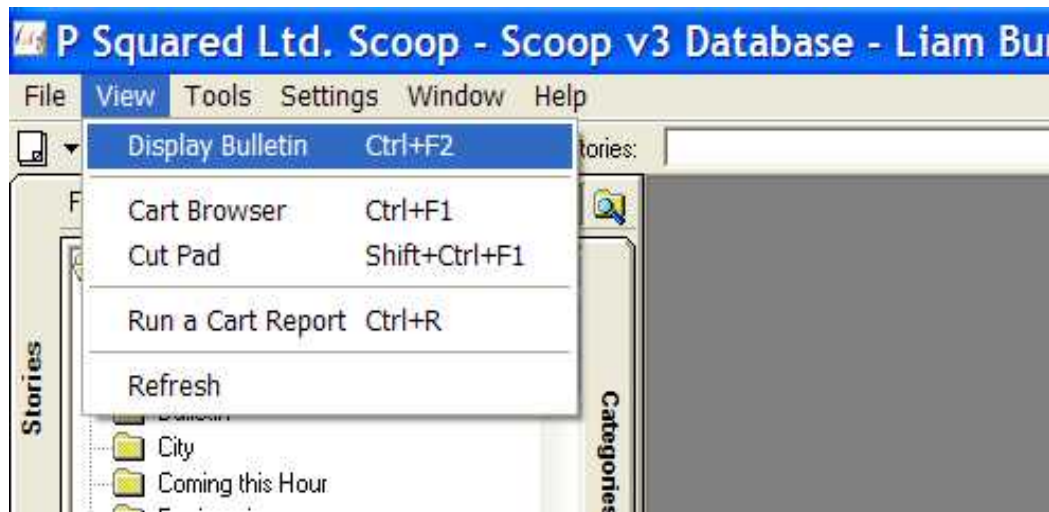


- Recent Stories – Shows a list of recent Stories.
- Recent Audio – Shows a list of recent Audio Carts.
- Recent Contacts – Shows a list of recent Contacts.
- Recent Web – Shows a list of recent Stories.

- Exit – Closes Scoop.

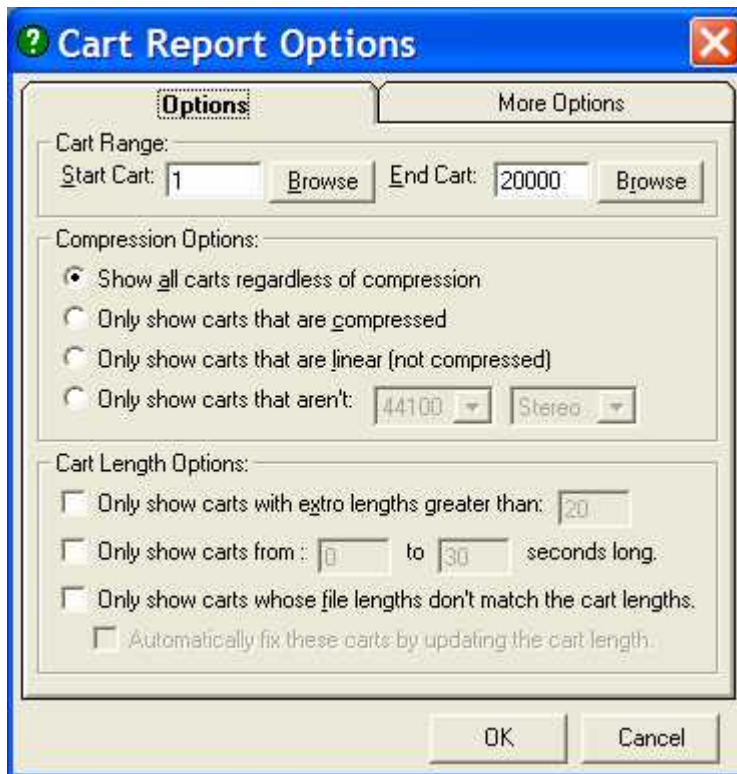
The View Menu

The View menu allows you to view various parts of Scoop.



The options are:

- Display Bulletin – Opens the Bulletin window.
- Cart / Audio Browser – Opens the Audio Browser window.
- Cut Pad – Opens the Pad window.
- Run Cart Report – Opens the Cart Report window which allows you to extract several information reports on the Carts on your Audio Wall.



To use this too, tick the options or criteria that you wish to use for the Cart Report and then click on the OK button.

The results are displayed in the Cart Report window.

Cart	Line 1	Line 2	Line 3	Len...
1	Sky News jingle	No bed		2:24
2	IDENT - DRY	ALL HITS BREAKFAST - ...		:6
3	Heaven	DJ Sammy & Yanou feat. Do		3:37
4	IDENT - DRY	ALL HITS BREAKFAST - ...		:6
5	IRN Logic Test	Logic Line 1	Set	:6
6	IRN Logic Test	Logic Line 1	Clear	:6
7	IRN Logic Test	Logic Line 2	Set	:6
8	IRN Logic Test	Logic Line 2	Clear	:6
9	IRN Logic Test	Logic Line 3	Set	:17
10	IRN Logic Test	Logic Line 3	Clear	:17
11	47 ASHES - Warne			:11
12	Welcome	2 Purg	Stab	:6
13	Murderers	Over Here	Stab	:17
14	Purgatory	Soon Get Used	Stab	:14
15	Purgatory Music Sweep N...	Sweep Now	Stab	:6
16	Purgatory	High Energy	Stab	:9
17	Hello			:9
18	Purgatory	A Bit Hot	Cyberman	:9
19	Purgatory Music Sweep N...	Sweep Now	Stab	:6
21	Purgatory Music Sweep N...	Sweep Now	Stab	:6
25	Short Sweeper		Purg FM	:2
27	Purgatory FM		Sweeper	:2
28	Purgatory FM	Quick Sweep		:2
29	Quick Stab		Sweeper	:2

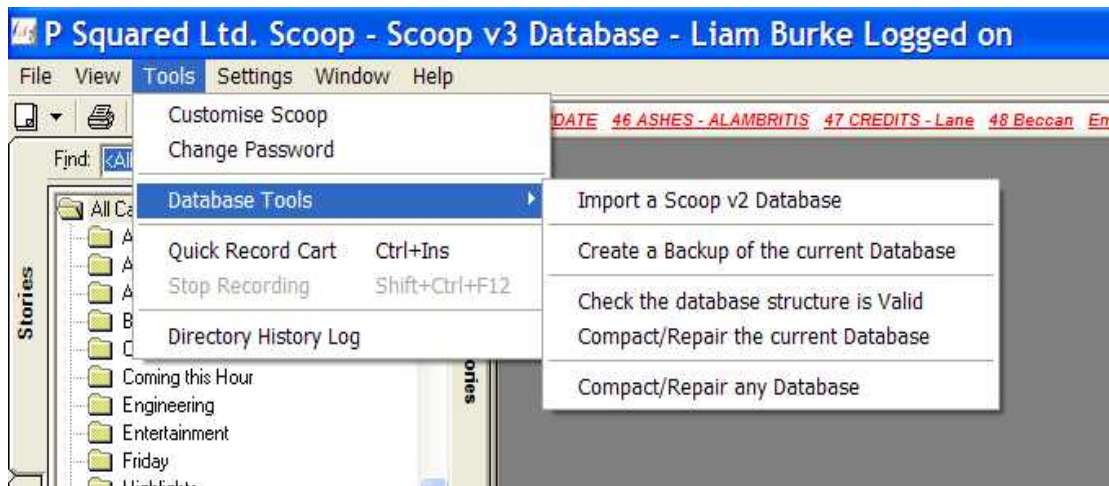
1 cart(s) selected.

The Cart Report window provides a number of powerful tools via the tool bar at the top of the window. You can select multiple Carts in the main part of the window and then click on the tools on the tool bar. Hover over each tool to see what it does.

- Refresh – Reloads the information in the Main Tab Panel.

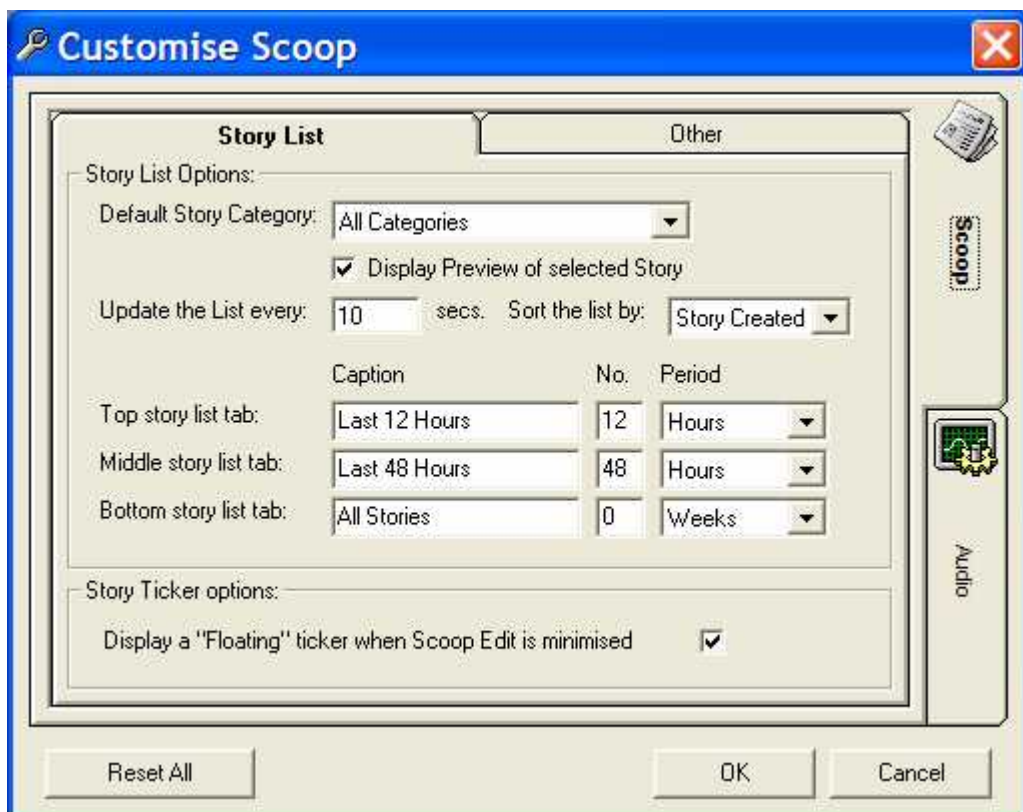
The Tools Menu

The Tools menu provides access to a range of tools in Scoop.



The options are outlined below:

- **Customise Scoop** – The Customise Scoop option opens the Customise Scoop window which allows you to alter a range of settings and options on a per User basis. Options changed in the Customise Scoop window are only applied to the User logged in at the time.



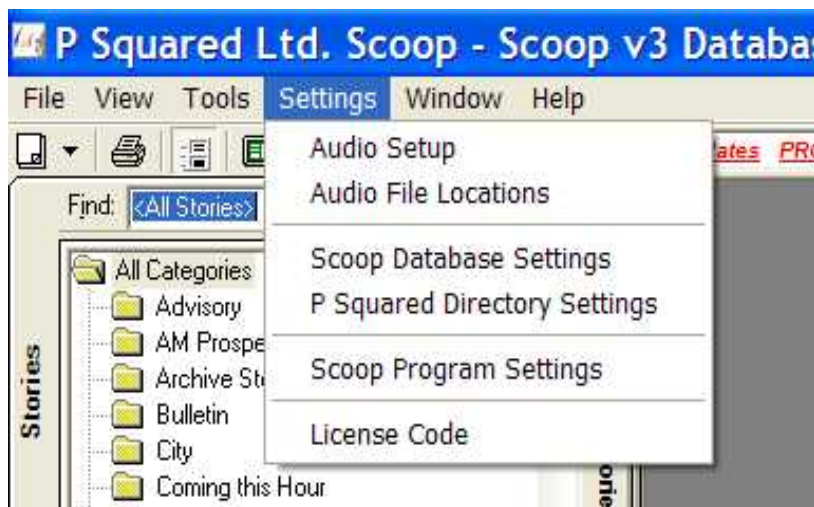
For full details on these options, please refer to the full Scoop documentation.

- **Change Password** – This allows you to change the Password of the currently logged in User.

- Database Tools – This pop out menu offers a range of database related tools.
 - Import A Scoop v2 Database – Imports an older Scoop v2 stories database.
 - Create A Backup Of The Current Database – Creates a backup of the currently open Scoop database.
 - Check The Database Structure Is Valid – Checks the currently open database for problems or incompatibility.
 - Compact / Repair The Current Database – This option will compact the currently open database and repair any problems that it encounters.
 - Compact / Repair Any Database – This option performs the same Compact / Repair operation as the previous option but it allows you to select the database that you want to perform the repair on.

The Settings Menu

The Settings menu provides access to the Scoop Settings options.

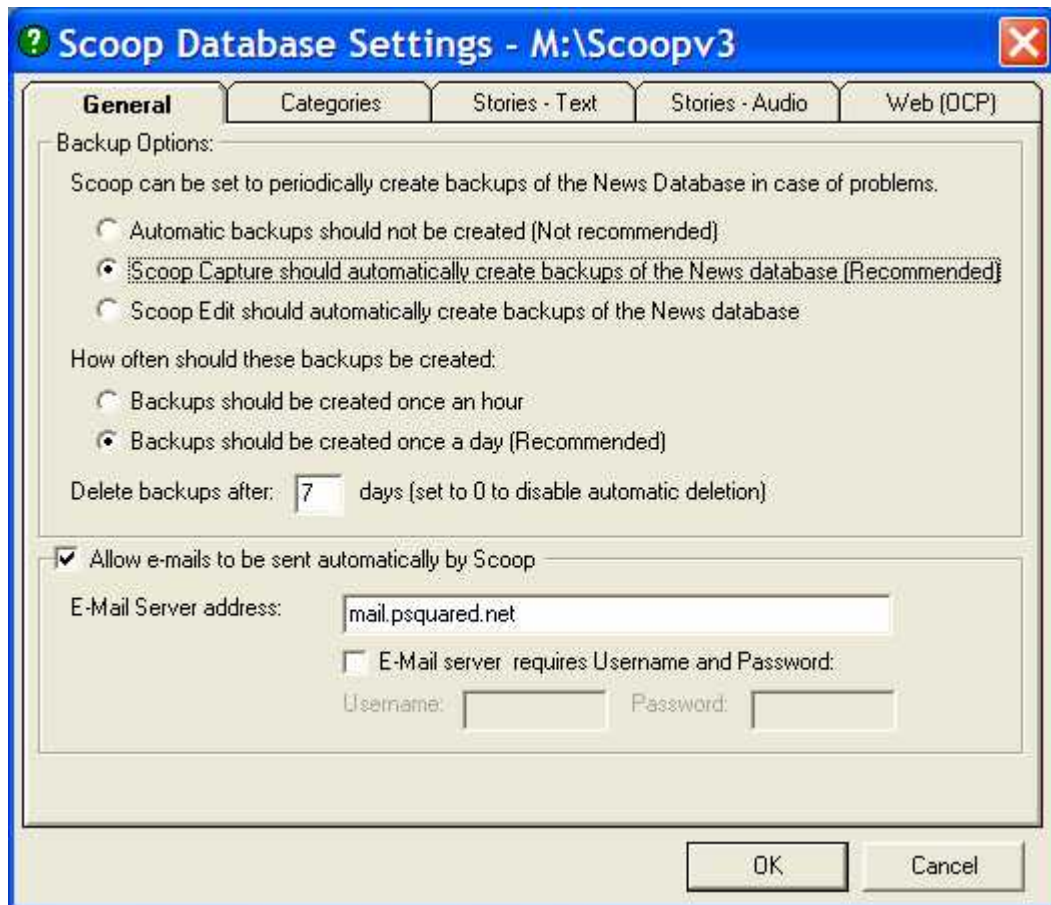


These options will be configured when the system is installed and should not be altered unless directed to by a P Squared support engineer.

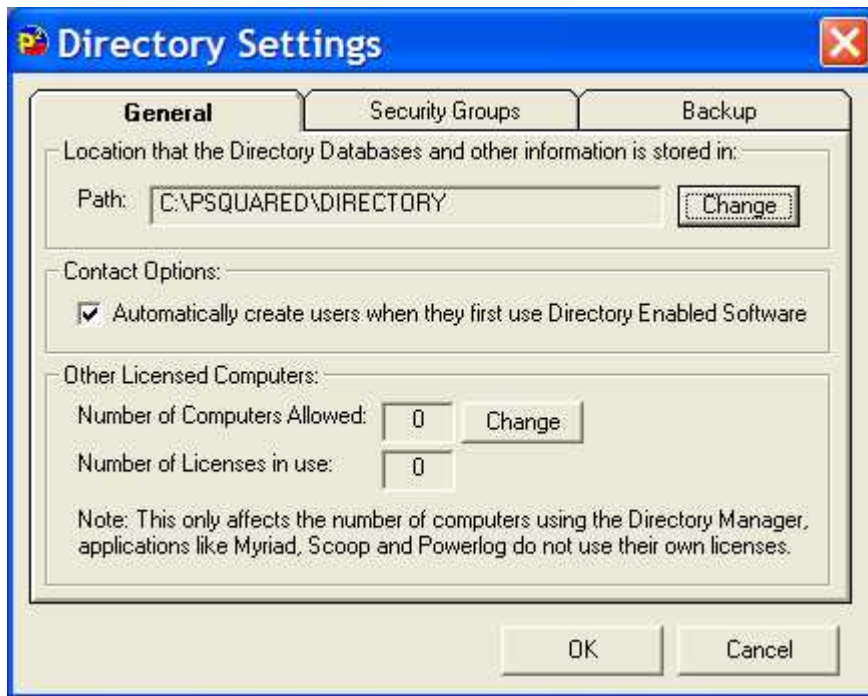
The options are:

- Audio Setup – This allows you to setup and alter the audio related Scoop features including the setup of Cart Players and recording options.
- Audio File Locations – This option is used to set the location of the audio files used by Scoop. This is more commonly known as the Audio Wall.

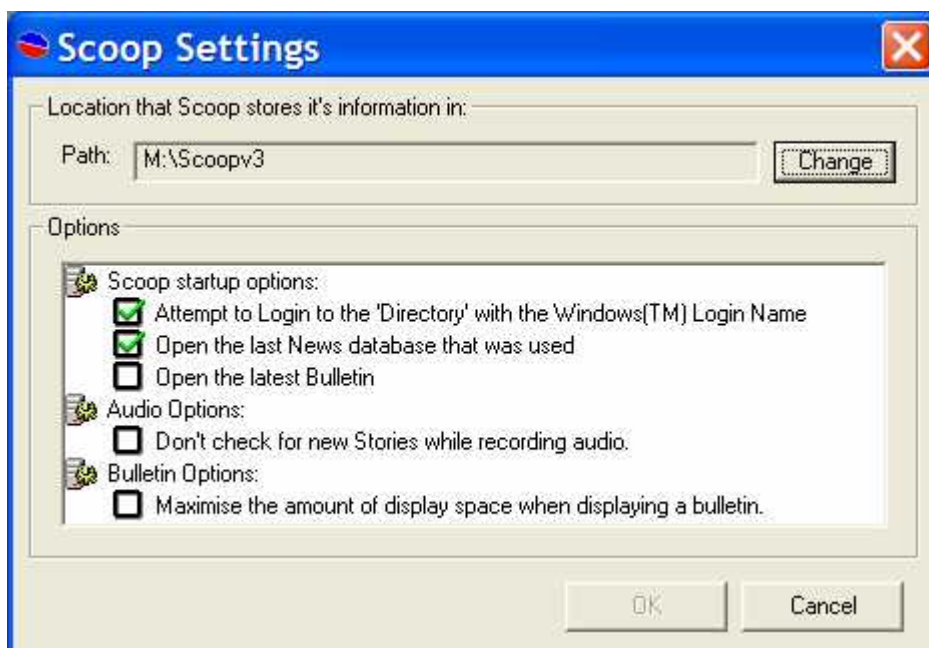
- Scoop Database Settings – This offers a large range of Scoop options and settings that relate to the Scoop Database. These will apply on a system level basis, so changes made in this section will effect all Scoop workstations accessing the Database.



- P Squared Directory Settings – The P Squared Directory is a centralised directory of Scoop Users. It is used to manage the security groups that Scoop Users belong to, which in turn controls the level of access the User has to the system.



- Scoop Program Settings – This allows you to set options that relate to the current workstation only (regardless of who is logged in). This allows you to vary settings for workstations in different roles.



You also use this to set the location that Scoop uses to store the Scoop Database.

- License Code – This option is used to access the P Squared License wizard which is used to enter and update the periodic License Codes issued by P Squared.

The Windows Menu

The Windows menu offers a range of options relating to the different windows that are contained within Scoop. These are usually Element windows such as Story or Audio Cart windows that are open within the Main Scoop Workspace.

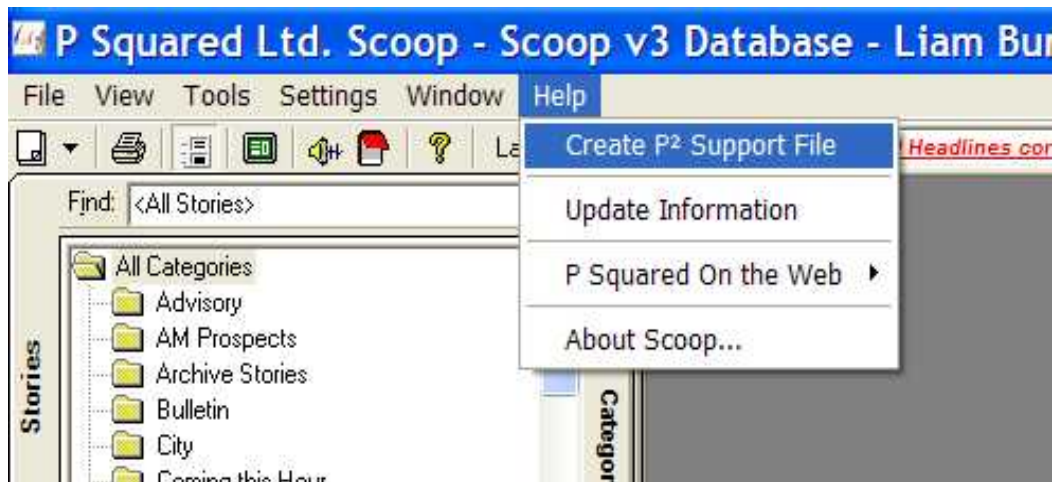


The options are outlined below:

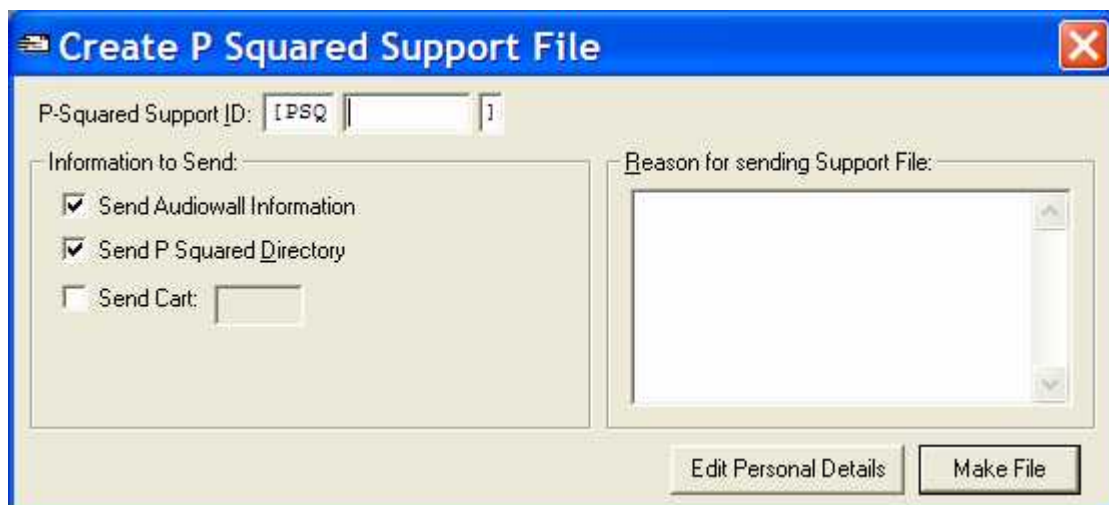
- Cascade – The windows are ‘cascaded’ over the Main Workspace Area.
- Tile Side By Side – The windows are arranged side by side across the Main Workspace Area.
- Tile Full Width – The windows are arranged one above the other across the Main Workspace Area.
- Arrange Icons – This option arranges the icons for minimised Elements along the bottom of the Main Workspace Area tidying it up.
- Close All Stories – This option closes all open Story Elements. Any Stories that have not been saved will be flagged up before they are closed to offer you the chance to save them.

The Help Menu

The Help Menu offers access to the help and support features in Scoop.

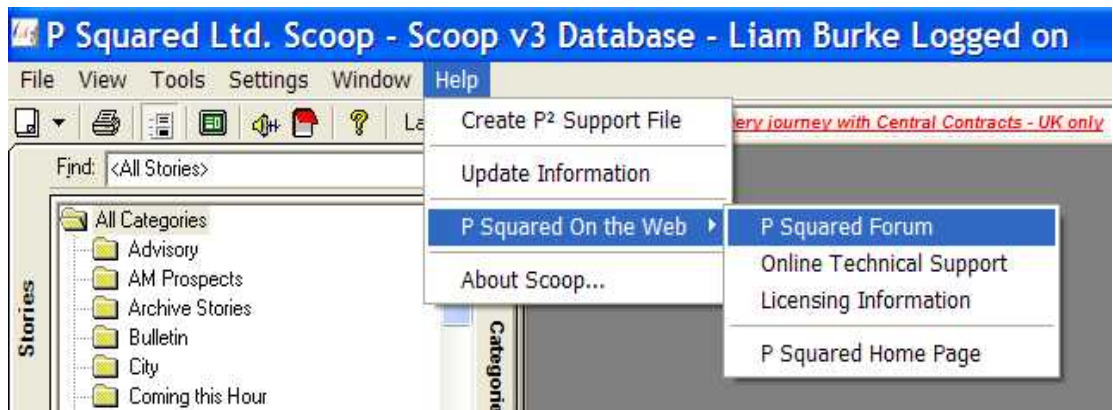


- Create P2 Support File – This is a very useful feature that automatically gathers together information about your Scoop system and sends it to P Squared for analysis. You may be asked to create a Support File by a P Squared engineer as part of the support diagnosis process. If so, then click on the option and fill in the P Squared Support ID number that the engineer gives you.

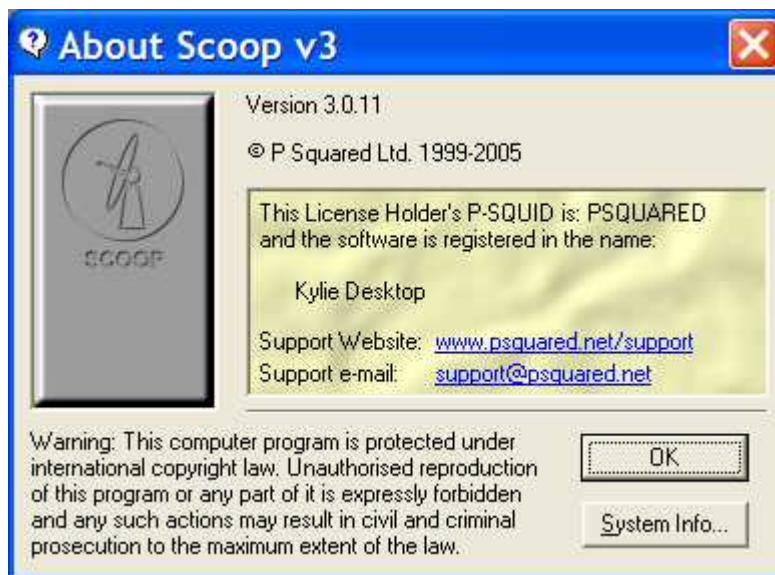


Follow the support engineers guidance to fill in the additional fields and then click on the Make File button. The Support File will be created and automatically sent to the P Squared support team.

- Update Information – Clicking this option will display the latest Update Information file which lists the version history for the product. Check this file to see the latest additions and fixes to the system directly after you have upgraded to a new version.
- P Squared On The Web – This pop out menu option allows you to visit some of the P Squared web sites.



- Help – This accesses the Scoop help system.
- About Scoop – Displays version information about the currently installed version of Scoop. You should know what version of Scoop you are using before you contact P Squared for support.



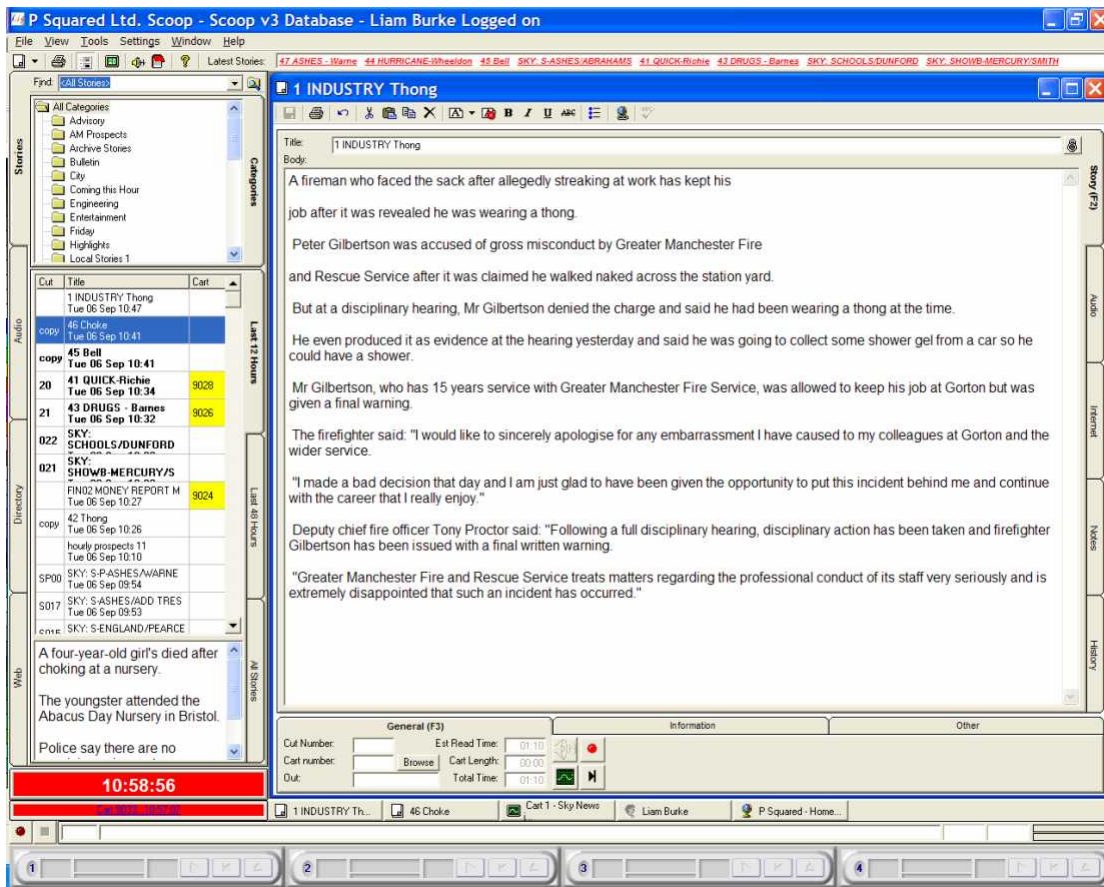
The Main Workspace Area

The Main Workspace Area is the area of the central screen that is used to display and work on the elements that make up Scoop edit. These include:

- Text Stories
- Audio Carts
- Contact Details
- Web Pages
- Emails
- Faxes

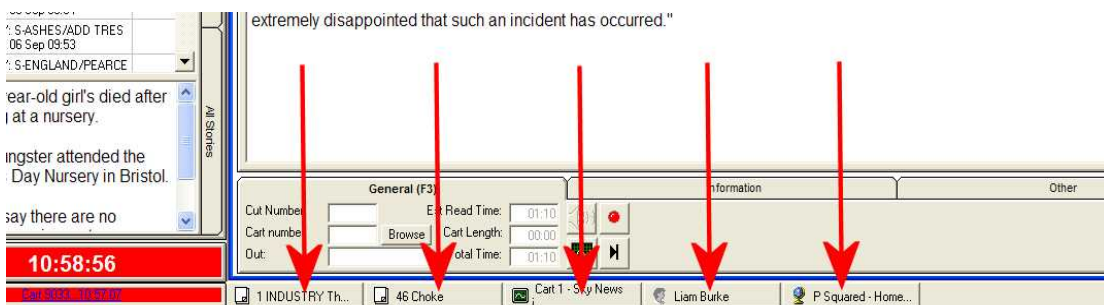
- Bulletins
- Web Previews

The Main Workspace area is used to display all of these elements.



You can open multiple elements in the Main Workspace at the same time. In the example above, there are several Stories open as well as an audio Cart, a Contact Detail and a Web page.

Each of these open elements is represented on the Switch Bar that runs along the bottom of the Main Workspace area.



You can switch between these elements by clicking on them on the Switch Bar.

The Main Tab Panel

The Main Tab Panel is used to display, manage and access all of the Stories, audio Carts, Contacts and Web pages that are available from Scoop. The Main Tab panel is divided in to four tabs to represent the different types of element that are available. These tabs are:

- Stories – Displays all text stores (both captured and manually typed), emails and faxes.
- Audio – Displays all of the audio Carts that are available.
- Directory – Shows Contact Details for both Scoop users and useful contacts for the newsroom.
- Web – Shows useful web pages that can be accessed directly from within Scoop.

To access the different elements using the Main Tab Panel, click on the corresponding tab.

The Stories Tab

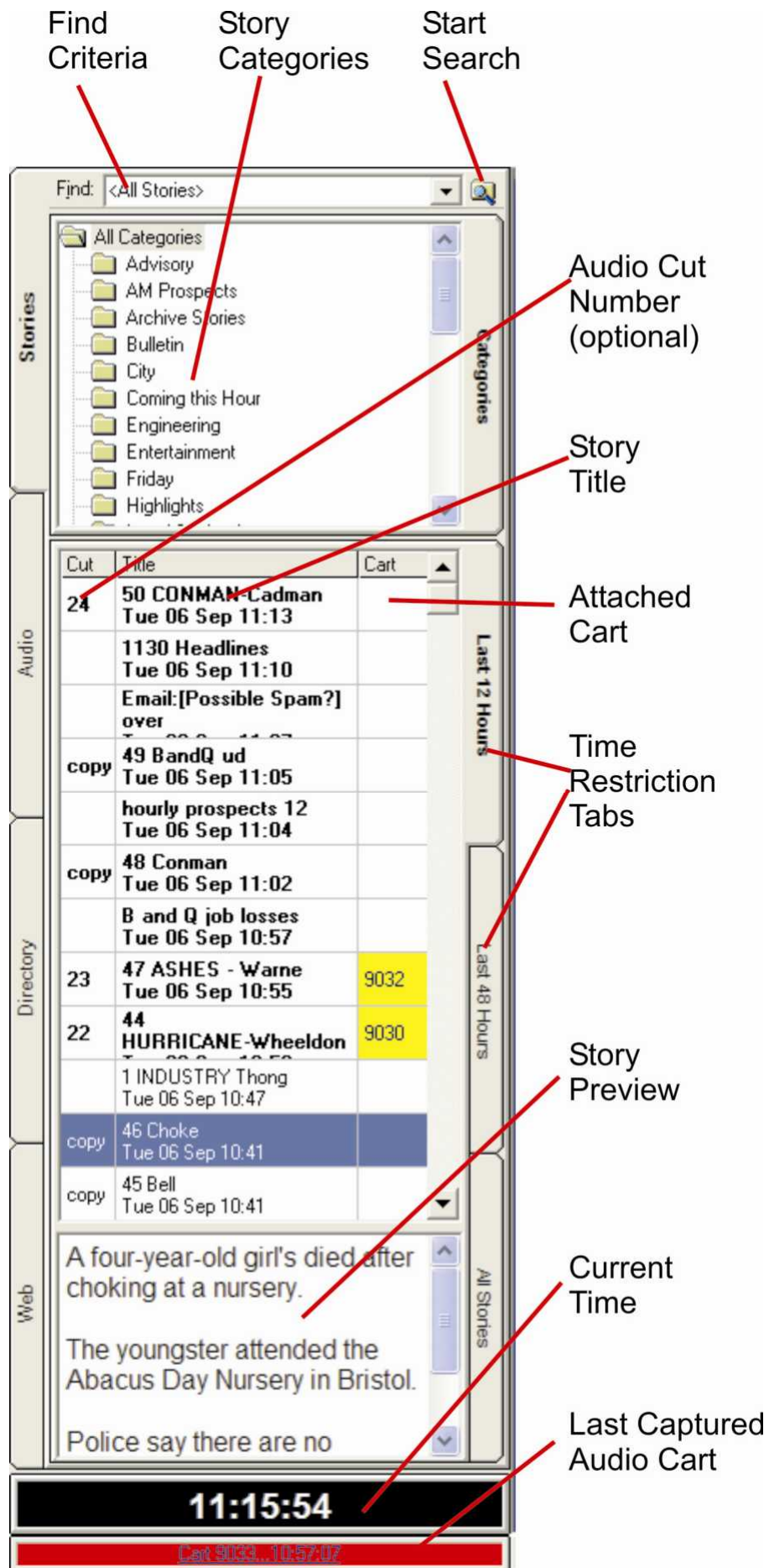
The Stories Tab shows all of the text Stories that are stored on the system. These include Stories captured from one or more 'news wire' services (such as IRN Net Newsroom or Sky News) as well as Stories that have been manually added by journalists.

It also includes emails that have been captured from a POP3 email server and if you have it configured, from a fax server as well.

The Stories tab allows you to view the Stories by Category as well as when they arrived. You can also use Find facility to search for Stories that contain key words or phrases.

The Stories Tab Layout

The Stories tab layout is outlined below.



Audio Cut Number (optional)

Story Title

Attached Cart

Time Restriction Tabs

Story Preview

Current Time

Last Captured Audio Cart

The layout is explained in more detail below.

Find Criteria

The Find Criteria field allows you to type in a word or phrase that you want to search the Stories on Scoop for. Once the search is completed, the Stories tab will only display Stories that contain the word or phrase that you have searched for.

You can use the drop down list to view and reuse Find Criteria that you have used recently.

The interface consists of several sections: a search bar at the top, a 'Categories' list on the right, a table of search results in the center, and a 'Web' section at the bottom. The search results table is divided into three time-based filters: 'Last 12 Hours', 'Last 48 Hours', and 'All Stories'.

Left Screenshot (Find: <All Stories>):

Cut	Title	Cart
	1 COURTS Conman Substitu	
24	50 CONMAN-Cadman Tue 06 Sep 11:13	9034
	1130 Headlines Tue 06 Sep 11:10	
	Email:[Possible Spam?] over	
copy	49 BandQ ud Tue 06 Sep 11:05	
	hourly prospects 12 Tue 06 Sep 11:04	
copy	48 Conman Tue 06 Sep 11:02	
	B and Q job losses Tue 06 Sep 10:57	
23	47 ASHES - Warne Tue 06 Sep 10:55	9032
22	44 HURRICANE-Wheeldon Tue 06 Sep 10:50	9030
	1 INDUSTRY Thong Tue 06 Sep 10:47	
copy	46 Choke Tue 06 Sep 10:41	

Right Screenshot (Find: hurricane):

Cut	Title	Cart
	1130 Headlines Tue 06 Sep 11:10	
	hourly prospects 12 Tue 06 Sep 11:04	
22	44 HURRICANE-Wheeldon Tue 06 Sep 10:50	9030
	hourly prospects 11 Tue 06 Sep 10:10	
19	40 HURRICANE-OPRAH Tue 06 Sep 09:50	9022
	hourly prospects 10 UD Tue 06 Sep 09:41	
	SKY: Tue 06 Sep 09:30	
	AM PROSPECTS 06.09.05 Tue 06 Sep 09:08	
	0830 Headlines Tue 06 Sep 08:50	
15	32 HURRICANE - Robert Tue 06 Sep 08:25	9015
	hourly prospects 9 Tue 06 Sep 08:06	
13	30 HURRICANE rs-Penn Tue 06 Sep 07:52	9012

At the bottom of each screenshot, a black bar displays the time: **11:24:45** on the left and **11:25:28** on the right. A red arrow points from the left screenshot to the right one.

Once you have typed in the Find Criteria, click on the Start Search button to begin the search (or press <Enter> on the keyboard with the Find field in focus).

To return to listing all Stories in the Stories Tab, select <All Stories> from the Find drop down list, or perform a search with the Find field empty.

Start Search Button

Click on the Start Search button to begin the search process (see above).

Audio Cut Number

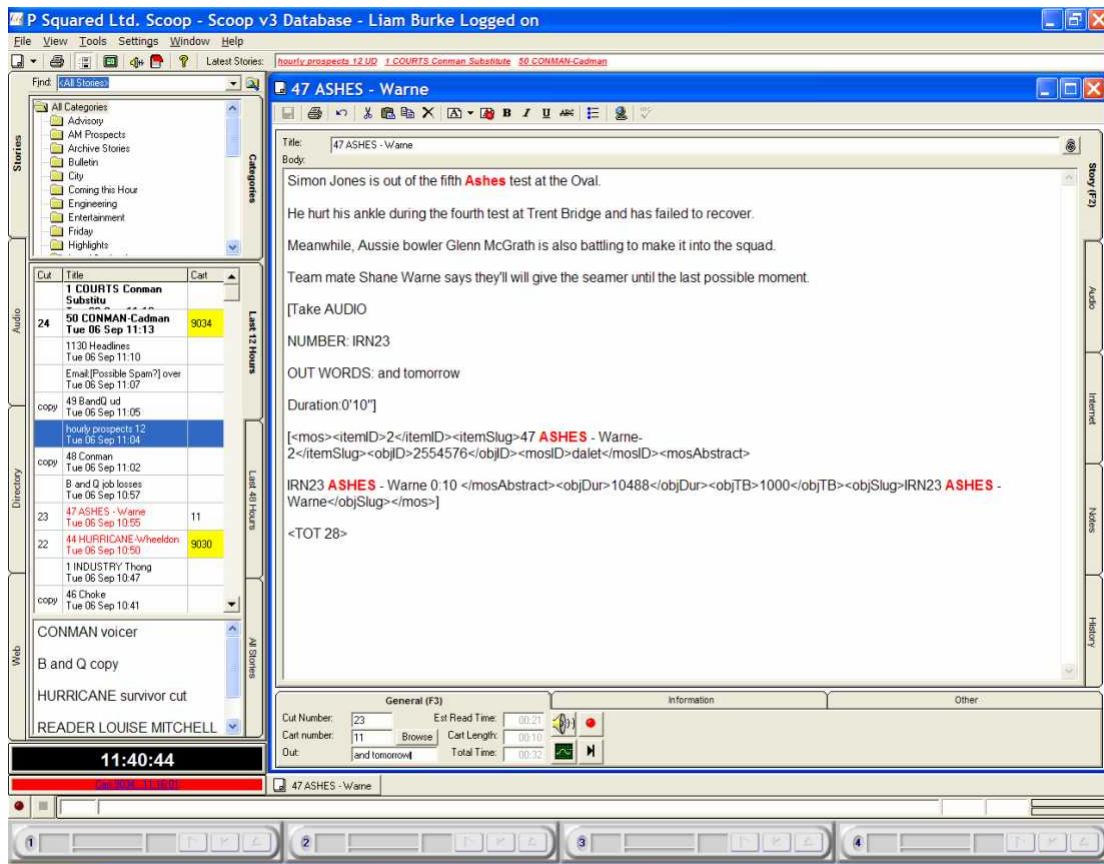
This field is automatically provided by some 'wire feed' news services and usually refers to the accompanying audio cut for the Story. It can also be manually entered on to Stories using the Stories tab when the Story is open.

Story Title

This displays the Stories title as provided by the 'wire feed' service or the Story author. You can alter a Stories title by opening it and typing in a new title in to the Title field.

Stories that have not been viewed will be indicated by the Title appearing in bold in the Stories list.

Stories that contain one or more of the Key Words that Scoop Capture is searching incoming Stories for will appear with the Title in red text.



Also, Stories that of a non standard Priority (see Information tab on the actual Story window) will have a coloured background to the Title section to indicate the Priority of the Story.

Attached Cart

The Attached Cart field shows the Cart number of an Audio Cart that is attached to the Story, or if more than one Cart is attached to the Story then it indicates the amount of Carts attached. If the field is blank then it indicates that the Story currently does not have a Cart attached.

The Attached Cart field is also used to show if the Cart that is attached is in the Scoop Capture - range of Carts and so is not a 'safe' Cart. If the Cart attached to a Story is in the Scoop Capture range then there is a chance that Scoop Capture could erase it to replace it with another Captured Cart, so the Cart should be moved to a safer area on the Audio Wall as soon as possible. This is indicated by the background to the Attached Cart Field being yellow.

If you open a Story in this state (by double clicking on it), you will be asked if you wish Scoop to move the Cart for you.



Time Restriction Tabs

These customisable tabs allow you to restrict the Stories listed to within a set time frame. The default for this is:

- Last 24 Hours – Only display Stories added in last 24 hours.
- Last 48 Hours – Only display Stories added in last 48 hours.
- All Stories – Display all Stories regardless of when they were added.

These descriptions and time frames can be customised to your needs.

The reason for this feature is that as time goes by, your entire Scoop database is likely to get very large and displaying all the Stories would be slow, and would be largely irrelevant most of the time. This feature allows you to decide the time frames that are most important to your newsroom, and allows you to concentrate on only the current stories whilst still giving access to all Stories should you need it.

You can switch between these three time frames by clicking on the appropriate tab.

N.B. When switching to All Stories, it is normal for Scoop to take several seconds to compile the list of Stories.

Story Preview

This provides a preview of the highlighted Story text to allow you to read through and ensure it is the Story you are after before you open it.

Current Time

This clock shows the current time, but it also turns red 5 minutes from the top of the hour to indicate that a bulletin may be due soon.

Last Captured Cart

This indicates the location of the last audio Cart captured by Scoop Capture. If the Cart has not been auditioned then it will flash to indicate that it is new. Click on the Cart to open it using SmoothEdit.

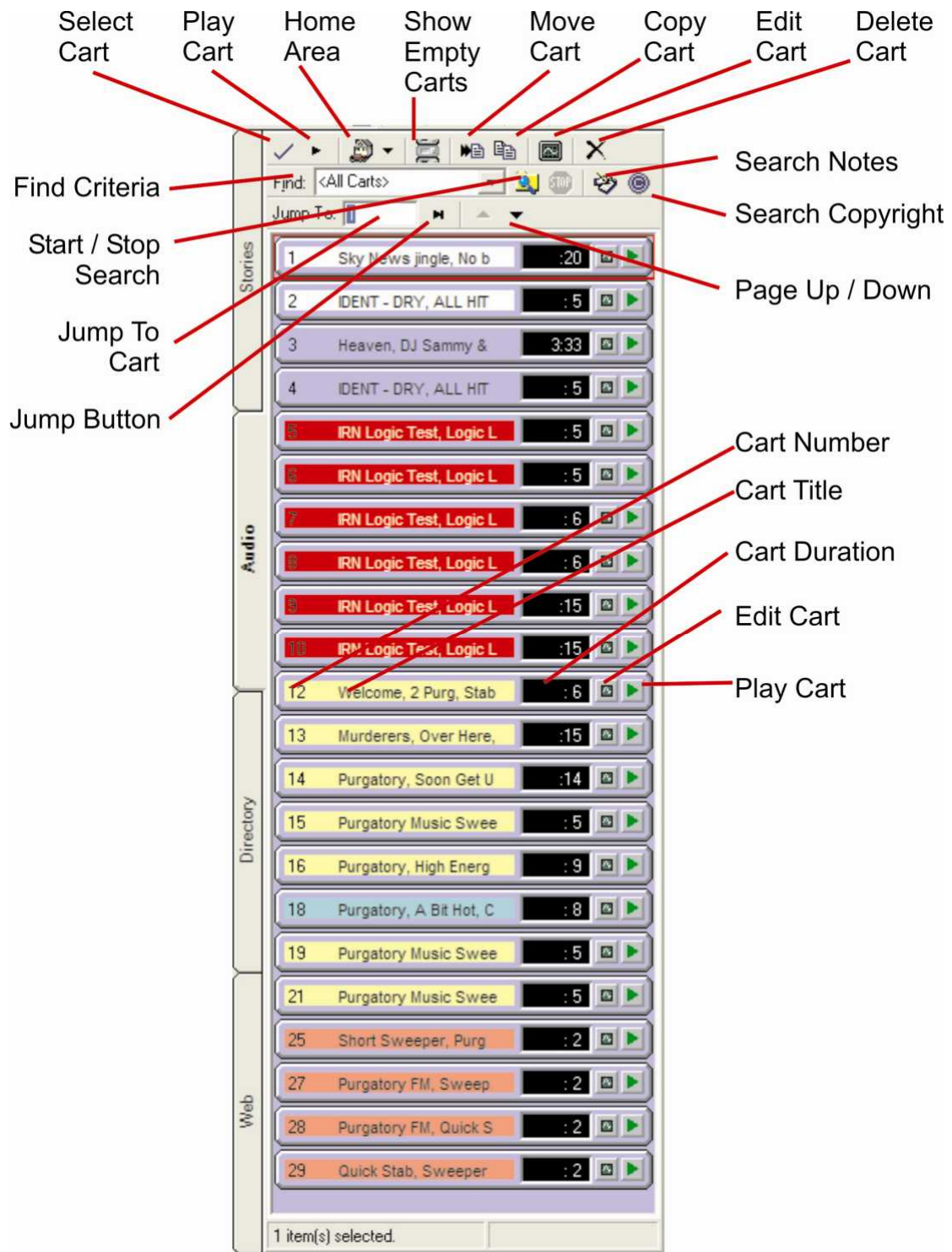
The Audio Tab

The Audio Tab is used to browse and access the audio Carts that Scoop uses. Carts are stored on the Audio Wall which is a list of numerically ordered Carts of up to 100,000. The Audio Wall can be configured to be 'stand alone' for Scoop use only, or if you also have Myriad or AutoTrack Pro then the Audio Wall can be shared between products to provide greater flexibility and integration.

The Audio Tab is used to browse the Audio Wall, but it is also used to allow you to edit Carts using SmoothEdit (double click on them) and assign them to Stories by dragging Carts from the Audio Wall directly on the Audio tab for the Story.

The Audio Tab Layout

The Audio Tab layout is outlined below.



These options are outlined below.

Select Cart

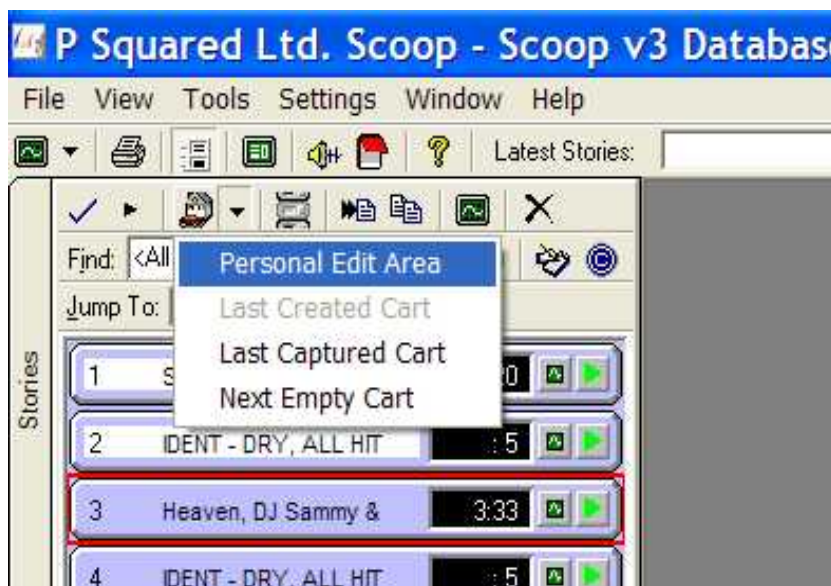
The Select Cart button opens the highlighted Cart using SmoothEdit to allow you to edit the Audio or Cart details.

Play Cart

The Play Cart button will play the highlighted Cart using one of the free Cart Players located at the bottom of the Scoop Edit screen.

Home Area

Clicking on this button will jump the highlighted Cart to the Home area of the currently logged on User. You can also use the drop down option on this button to access additional Home Area options.



These options are:

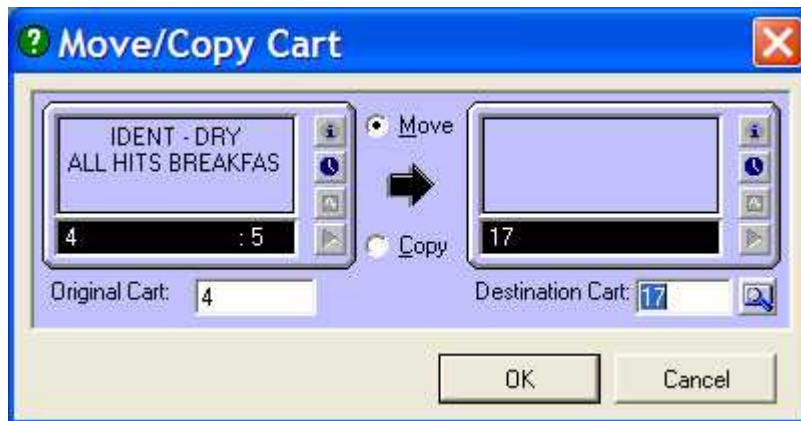
- Personal Edit Area – Jump to the beginning of the personal area of the logged on User.
- Last Created Cart – Jump to the last Cart created or recorded on the system.
- Last Capture Cart – Jump to the last Cart captured by Scoop Capture.
- Next Empty – Jump to the next empty Cart on from the currently highlighted Cart.

Show Empty Carts

This option toggles the Audio Tab to display Carts slots that are currently empty. If this option is turned off then the Audio tab will only display Carts that contain audio.

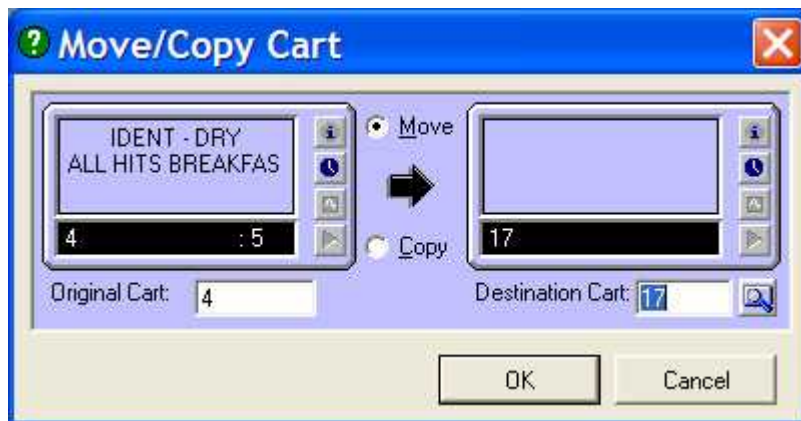
Move Cart

This option will move the highlighted Cart to another position on the Audio Wall. To use this option, click on the Move button and then type in the Destination Cart that you want to move it to. Then click on OK



Copy Cart

The Copy Cart option allows you to copy the contents of a Cart to another Cart slot on the Audio Wall. To use this feature, click on the Copy button and type in the Destination Cart that you want to copy the Cart to, then click on OK.



Edit Cart

Clicking on this button will open the highlighted Cart in SmoothEdit to allow you to edit the audio or Cart Details.

Delete Cart

The Delete Cart option allows you to delete the highlighted Cart removing it completely from the system (and Audio Wall).

CAUTION – Once a Cart has been deleted there is no way to recover it.

You will need appropriate access rights to use this feature.

Find Criteria

You can use this facility to search for Carts on the Audio Wall that contain a specific word or phrase in the Title, Artist or Description fields and optionally in the Notes and Copyright fields.

To use this facility, type in the word or phrase you wish to search for and then either click on the Start Search button (see below) or press the <Enter> key on the keyboard.

Once the search is complete, the Audio Browser will only display Carts that contain the specified word or phrase.

Start / Stop Buttons

The Start button is used to start a search based on the Find Criteria (see above). Once started, the Stop button becomes enabled which allows you to stop the search mid way through. Any Carts that have been already found will remain visible in the Audio tab.

Search Notes

This option can be toggled on and off, and allows you to specify whether Scoop should also check Cart Notes when searching for Carts that contain the Find Criteria. When this button is depressed, Scoop will search the Cart Notes as well as the standard Cart Description fields.

Copyright Notes

This option can be toggled on and off, and allows you to specify whether Scoop should also check the Copyright details when searching for Carts that contain the Find Criteria. When this button is depressed, Scoop will search the Copyright details as well as the standard Cart Description fields.

Jump To Cart

This field allows you to type in a specific Cart number to jump the highlighted Cart to. Once you have typed in the Cart number you wish to jump to, click on the Jump button or press the <Enter> key on the keyboard.

Jump Button

This button is used in conjunction with the Jump To Cart field to allow you to jump the highlighted Cart to a specific Cart slot on the Audio Wall.

Page Up / Down Buttons

These buttons scroll up or down the Audio Wall a page at a time. You can do the same thing with the <Page Up> and <Page Down> buttons on the keyboard.

Cart Number

Shows the Cart Number for the Cart on the Audio Wall.

Cart Title

This field displays the Title and (if possible) the Artist for the Cart on the Audio Wall.

Cart Duration

This field shows the duration of the Cart on the Audio Wall. If the Cart has an Extro set then this will be the length of time from the beginning of the audio file to the Extro point. If no Extro is set then this will be the overall length of the audio file.

Edit Cart

Clicking on this button will open the Cart in SmoothEdit to allow you to edit the audio or the Cart Details.

Play Cart

The Play Cart button will load the Cart into one of the free Cart Players at the bottom of the screen.

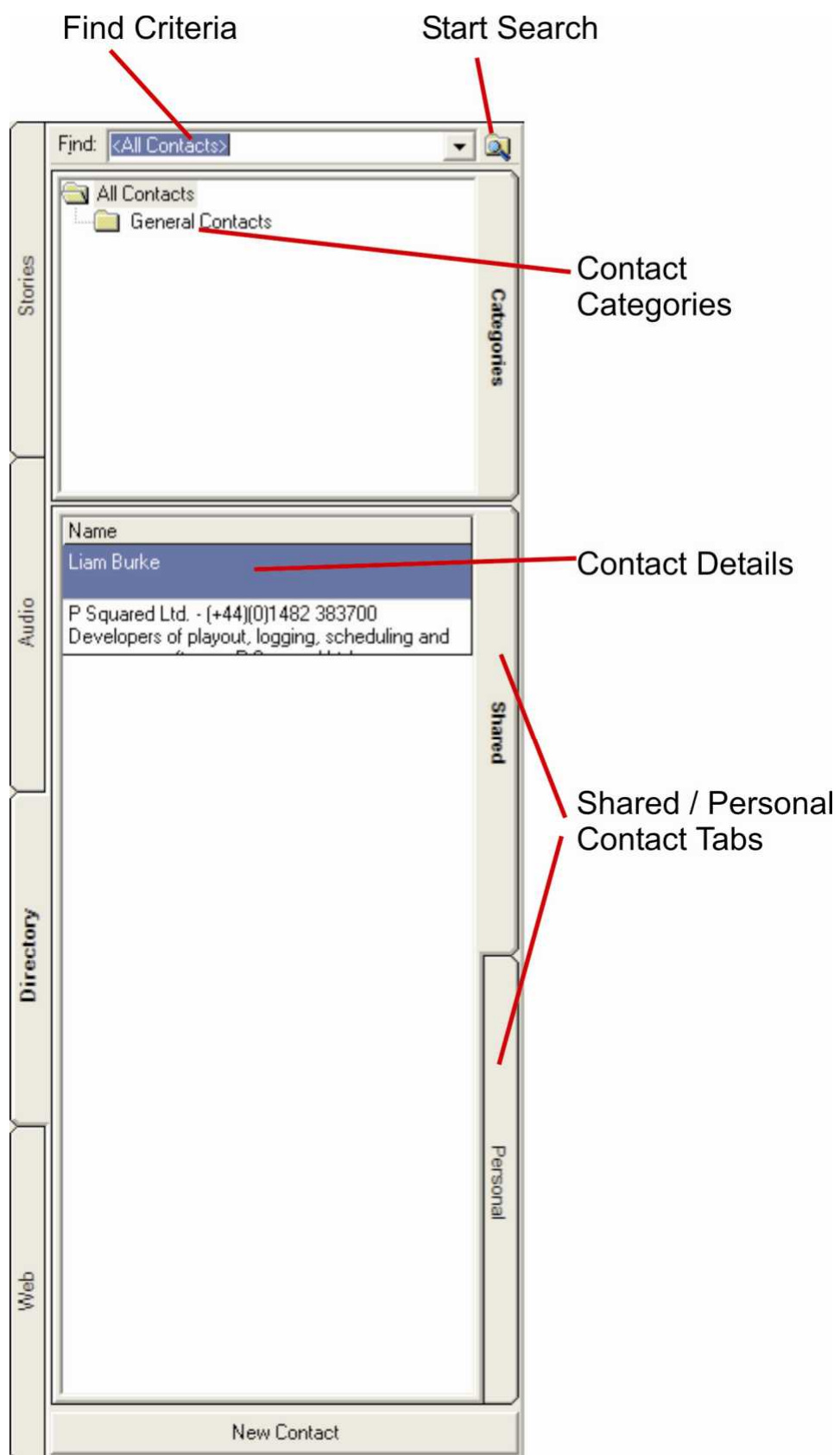
The Directory Tab

The Directory tab is used to view, edit and manage the P Squared Directory database, which is a contact database that allows you to keep track of peoples contact details and where appropriate, their access to the Scoop system.

The Directory database can be used to store contact details for Scoop Users, but also for any other people or organisations that your journalists will find useful. This means that as well as the staff contact details, it might also include the local police and council contacts and the late night take away shop.

The Directory Tab Layout

The Directory tab layout is outlined below.



Find Criteria

You can search the contacts listed in your Directory using the Find Criteria field. Type in the name or word that you want to look for in to the Find field and then click on the Start Search button or press the <Enter> key.

You can use the Find drop down list to view and select recently used Find Criteria.

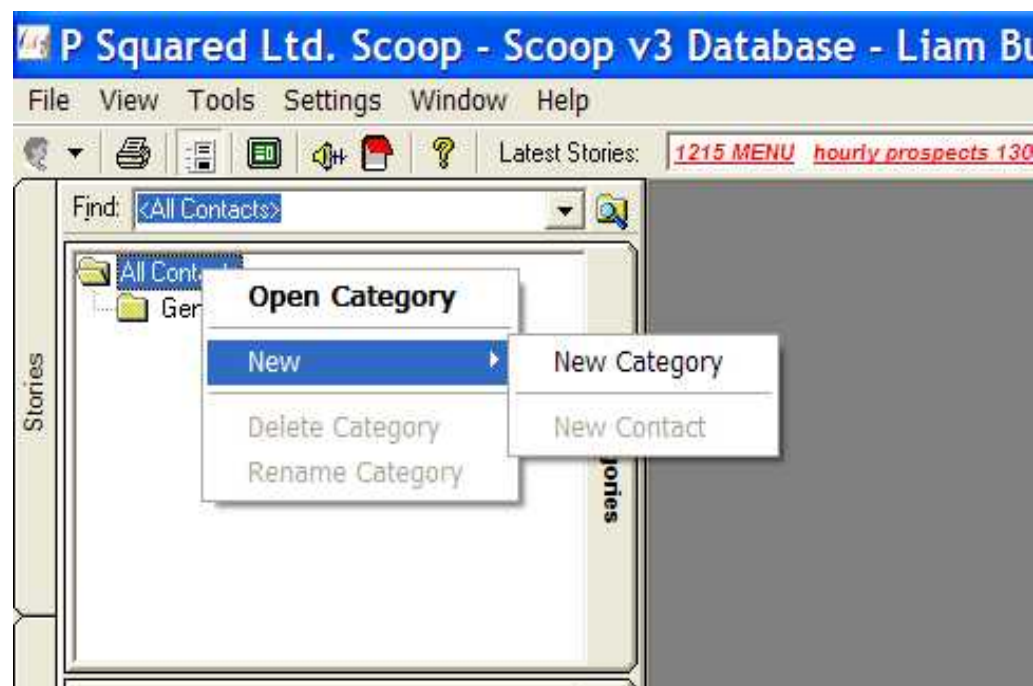
Start Search

Used in conjunction with the Find Criteria, the Start Search button is used to start a search of the Directory for the specific name or word.

Contacts Categories

In order to help you navigate the Contacts Directory, it can be organised in to Contacts Categories. Contacts can be added to specific Categories and the Contacts Categories 'tree view' can be used to navigate through these categories.

To add a new Contacts Category or manage existing Categories, use the right click menu.



The options are:

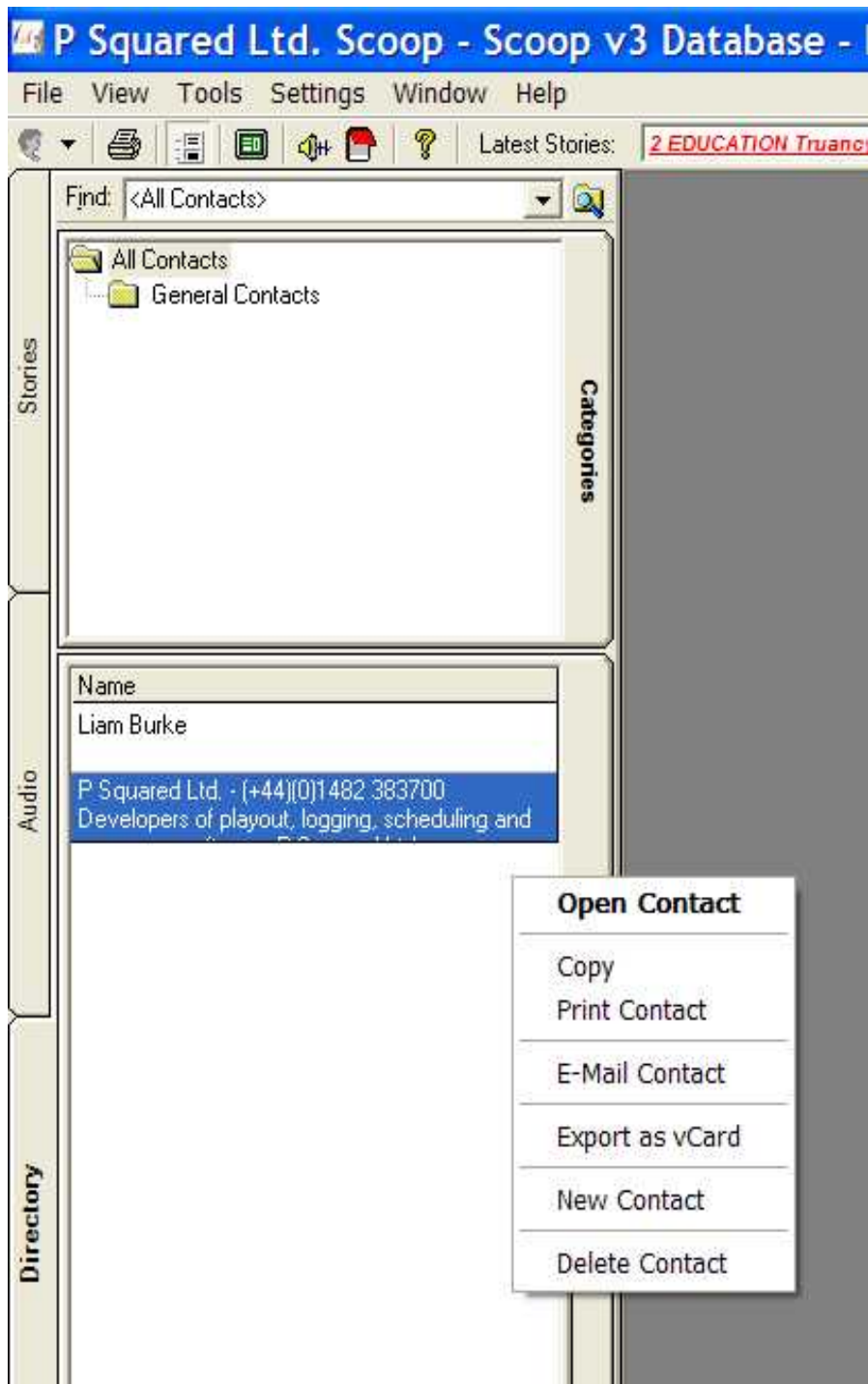
- Open Category – Opens the selected Category.
- New – Allows you to add a new Contact or a new Category.
- Delete Category – Deletes the highlighted Category.
- Rename – Renames the highlighted Category.

Contact Details

The Contact Details section shows a list of all of the Contacts that are in the selected Category or meet the Find Criteria (or both).

To open the Contact Details for a Contact just double click on it in this list.

You can also right click in this area to access the right click menu.



This offers a range of options to allow you to manage and export contact details.

You can also drag Contacts from the Contact Details area in to the Contact Categories folders (directly above) in order to move Contacts around in different Contact Categories,

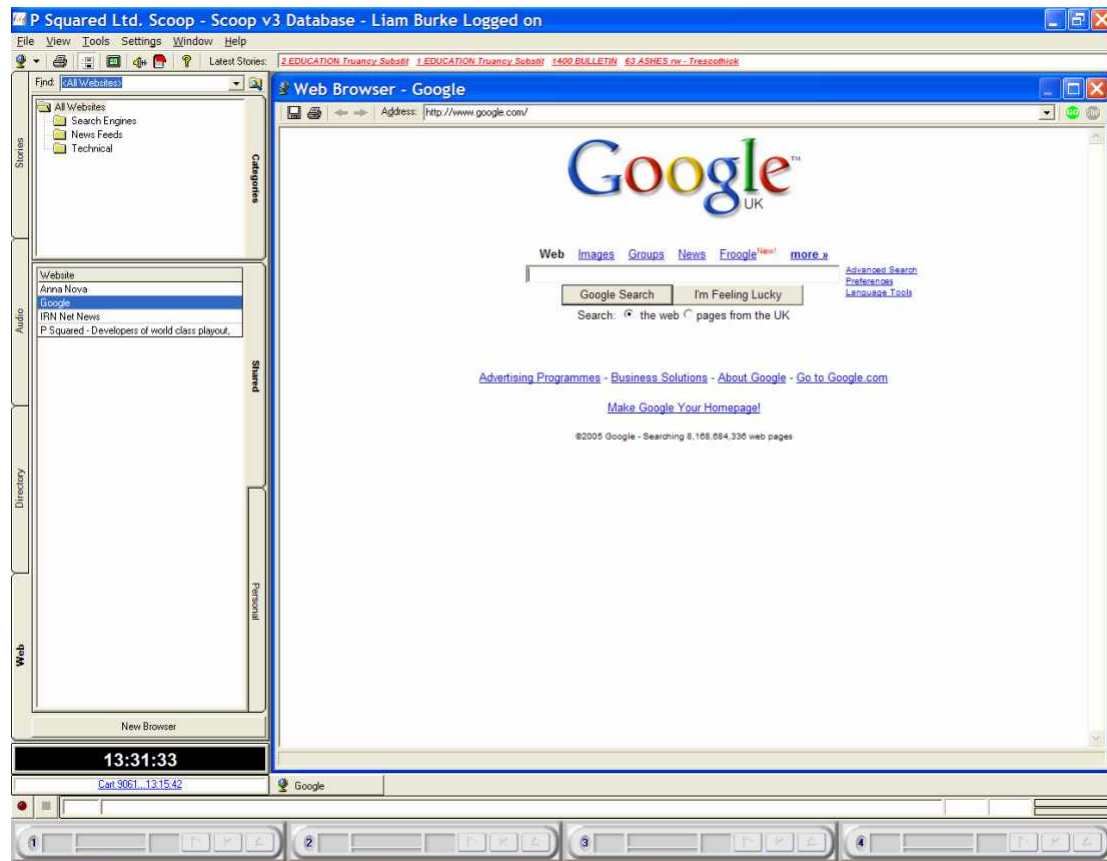
Shared / Personal Contact Tabs

Scoop allows you to specify whether a Contact is Shared (available to all Users on all Scoop workstations) or Personal (only available to the person logged in). The Shared / Personal tabs allow you to select whether you wish to view Shared Contacts or Personal Contacts.

The Web Tab

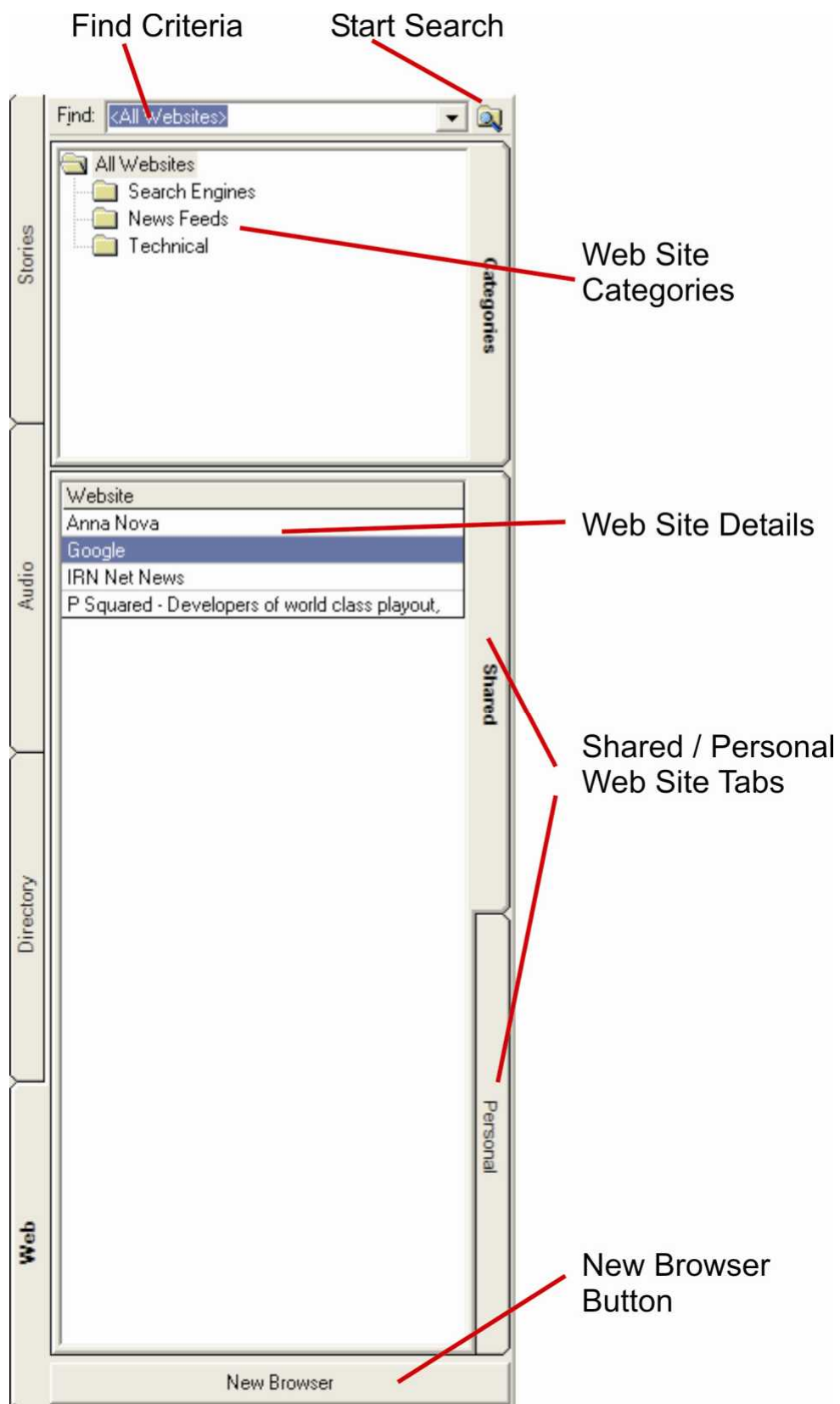
The Web Tab provides access to Scoops web browser, and also an enhanced web site listing system that is a little like the favourites section of Internet Explorer but can be more customised to your needs.

The idea behind the inclusion of the web browser in Scoop is that you can research stories and drag text from a web page directly in to a Story without ever leaving Scoop.



The Web Tab Layout

The Web Tab layout is outlined below.



These features are explained in more detail below.

Find Criteria

As with all the other tabs we have looked at, you can search the list of web sites on the Web tab for a web site that has a word or phrase in the title or address.

To use this facility, type in the word or phrase that you are looking for in the Find field and click on the Start Search button or press the <Enter> key.

You can use the drop down list to view and select Find Criteria you have used recently.

Once the search is completed, the results are displayed in the Web Site Details section of the tab.

Start Search

Used in conjunction with the Find Criteria, the Start Search button initiates the search of the listed web sites looking for one or more that match the criteria.

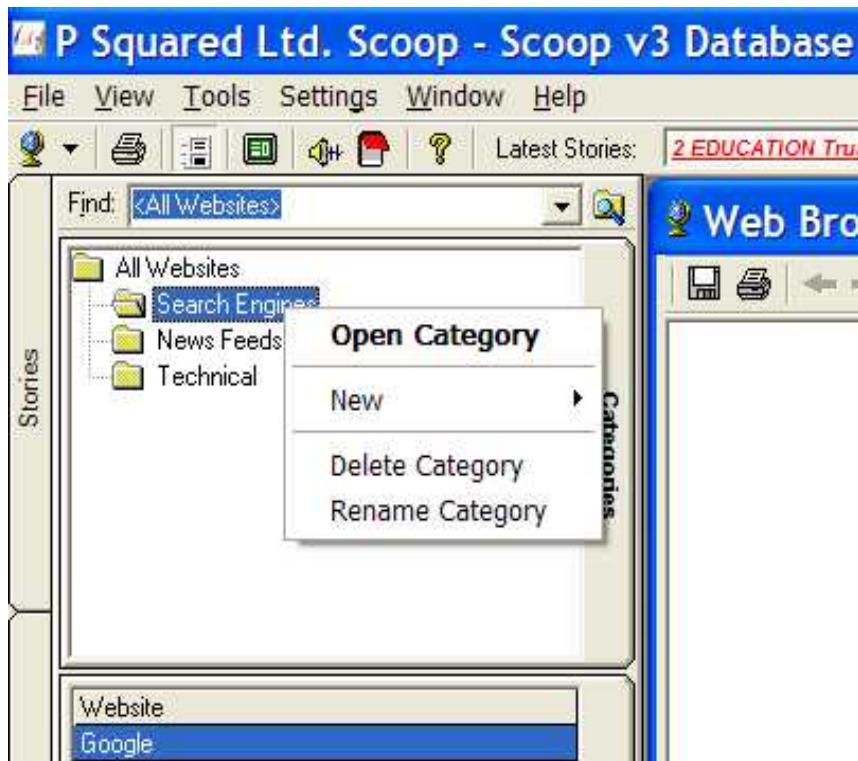
Web Site Categories

Just as with the Contacts we looked at in the last section, Scoop allows you to organise the web sites that you have listed in to categories to make viewing and managing them simpler.

The Categories are organised in to a 'tree' structure, with navigation working by way of clicking on folders to expand the list of web sites in that Category.

You can drag Web sites from the Web Site Details (lower) section in to the Category Folders to move Web sites from one Category to another.

You can add and manage Web Site Categories using the right click menu.



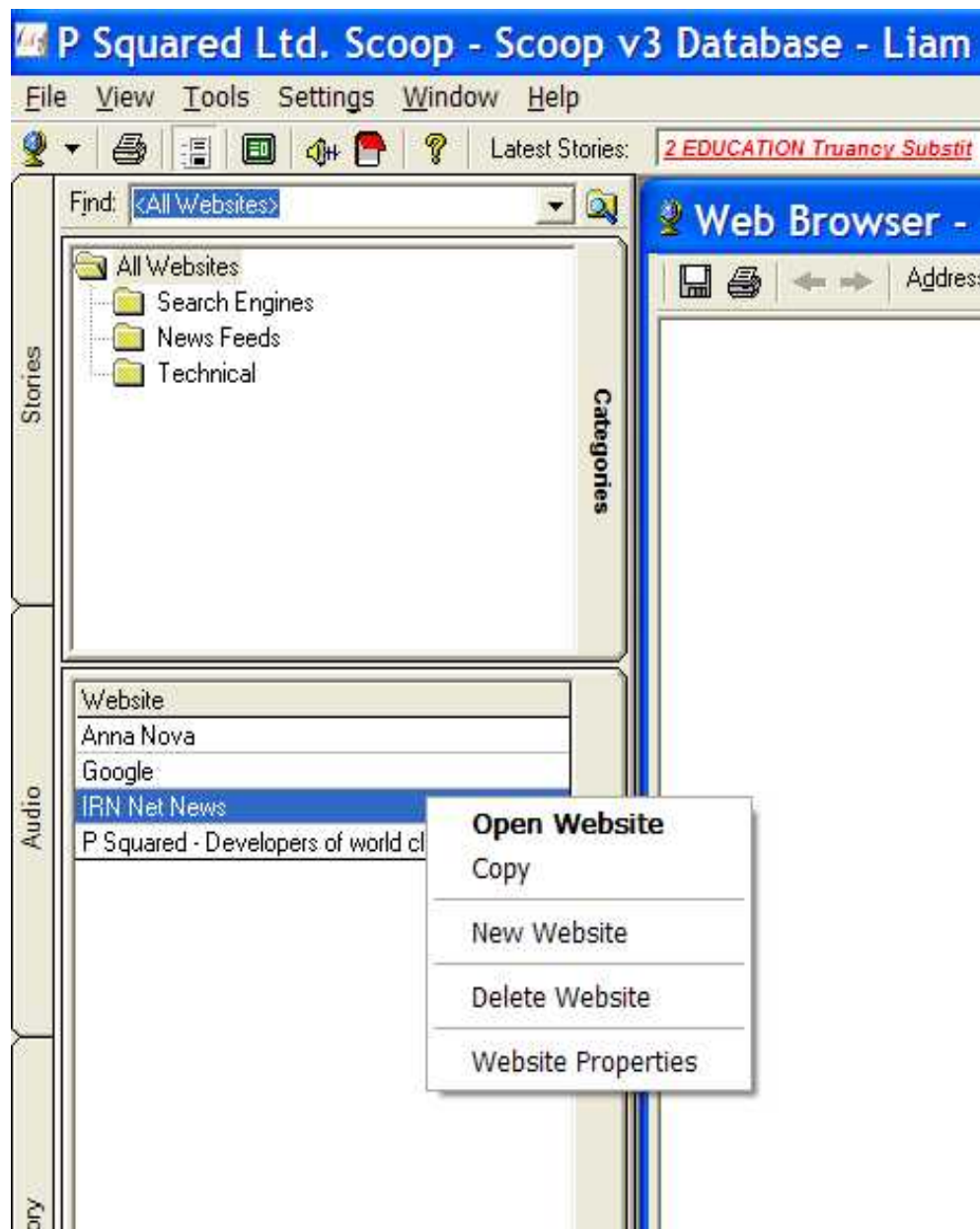
The right click options are:

- Open Category – Opens the selected Category.
- New – Allows you to add a new Contact or a new Category.
- Delete Category – Deletes the highlighted Category.
- Rename – Renames the highlighted Category.

Web Site Details

This section lists all of the Web Sites that are in the selected Category or meet the Find Criteria (or both). You can open a Web Site by double clicking on it. You can also move a Web Site in to a different Category by dragging it from the Details section in to the desired Web Category Folder in the upper 'tree view' section.

There is also a right click menu in the Web Site Details section to allow you to add, edit and manage your Web Sites.



When you add a new Web Site to the system, you are asked for some simple information about the site. Fill in this information and the site will be added.



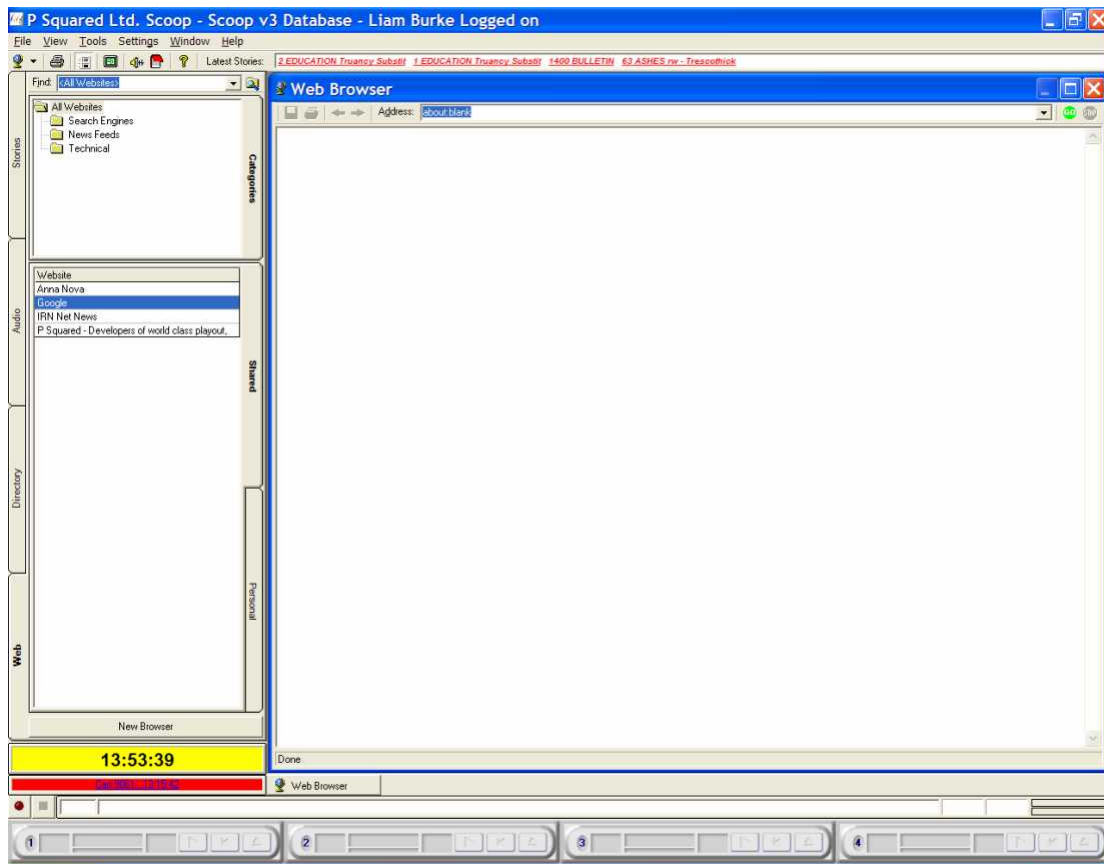
Shared / Personal Web Sites

When you add a new Web Site to the system, you set whether or not the Web Site is to be added as a Personal Web Site. If you add a Site as a Personal site, it will only be available to you. Other Users will not be able to see it listed. If not then the Web Site will be visible to all Users on all workstations.

You can use the Personal / Shared tab to switch between viewing the Shared Web Sites and your Personal Web Sites.

New Browser

Clicking the New Browser button will open the Scoop Web Browser which will allow you to 'surf' the web.

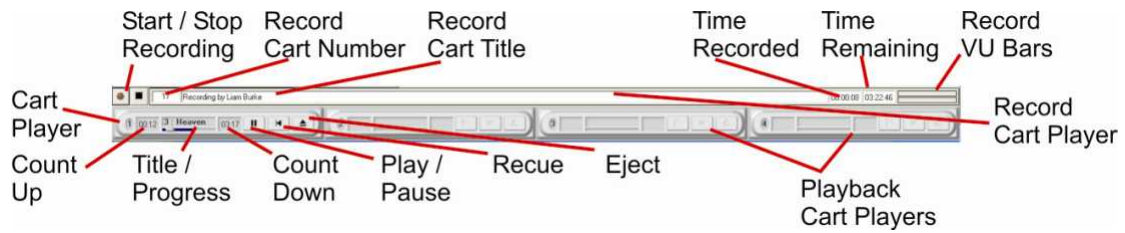


The Cart Players

The Cart Players are used by Scoop to play all audio that is not played directly in the SmoothEdit window. The amount of Cart Players that you have configured will depend on the type of sound card that you use and the role that the Scoop workstation plays, it is recommended that all Scoop workstations are configured to have at least two Cart Players.

The Cart Players Layout

The Cart Players are common to Myriad, Scoop and AutoTrack Pro although the look may differ slightly between products. The general Cart Player layout is outlined below.



The top section of the Cart Players panel contains the Record Cart Player which is used to manually record incoming audio in to Scoop.

The bottom section is dedicated to the Cart Players which are used to play audio Carts out from Scoop.

Each section is covered in more detail below.

Start / Stop Recording Buttons

These two buttons are used to Start and Stop Recording respectively. When you click on the Record button (the circle), Scoop automatically finds the next free Cart in your User Edit Range, and then allows you to type in a name for the Cart you are about to record.



When you are happy, click on OK.

Depending on how your Scoop is configured, you may be asked whether you wish to use 'trigger level' recording, which means that Scoop will not start recording until audio is detected.



If you click on Yes then Scoop will not start recording until audio is detected, if you click on No then Scoop will start recording immediately.

When you are ready to stop recording click on the Stop button (the square). You will then be asked whether you wish to save the recorded audio.



Click on Yes if you wish to save it and No if you wish to discard it.

Record Cart Number

This indicates the Cart Number that the Record Cart Player is currently recording in to.

Record Cart Title

This displays the Title for the Cart that is currently being recorded. You can edit this field even while the Cart is being recorded.

Time Recorded

This indicates the total time recorded so far.

Time Remaining

This indicates the record time remaining available to the system, but it only operates when there is less than three hours available so unless this number is low you can ignore it.

Record VU Bars

The Record VU bars provide a general indication as to the level of the incoming audio that is being recorded. If you can not see any VU bars then Scoop is recording silence.

Record Cart Payer

The Record Cart Player is located above the main Cart Players and there is only ever one Record Cart Player in Scoop.

Playback Cart Players

The Playback Cart Players are used to play all audio in Scoop except when it is played directly in the SmoothEdit window.

You can configure Scoop to have between one and six Cart Players, although it is recommended that all workstations are configured to have at least two Cart Players.

Cart Player

This number indicates the number of the Cart Player (e.g. 1 to 6 etc).

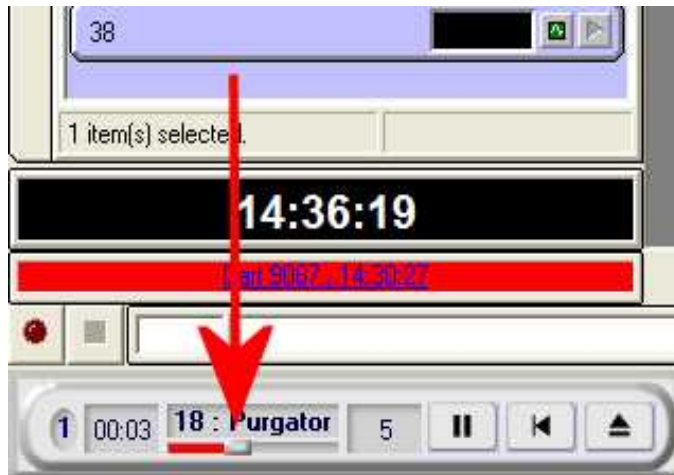
Count Up

The Count Up timer counts up from zero as the Cart is played.

Title / Progress

The Title section displays the Cart number for the Cart that is playing, along with as much of the Cart Title as can be fitted on screen.

The progress bar underneath shows the current position of playback of the Cart in respect to the overall length. It also shows the 'Jog' button which is a small slider that you can drag left or right using the mouse to 'jog' forwards or backwards in the Cart.



This lets you fast forward through a section of the Cart without having to listen to it all.

Count Down

The Count Down timer shows a count down to zero as the Cart is played.

Play / Pause

This button is a dual function button. When a Cart is cued but not playing, it is a play button (>) and pressing it will start the Cart playing. Once the Cart is playing it changes to a Pause button (||) and pressing it will pause playback at the current point in the Cart. In this state, the button returns to a Play state.

Recue

The Recue button will recue the Cart back to the beginning ready to be played again.

Eject Button

The Eject button is used to Eject the Cart from the Cart Player.

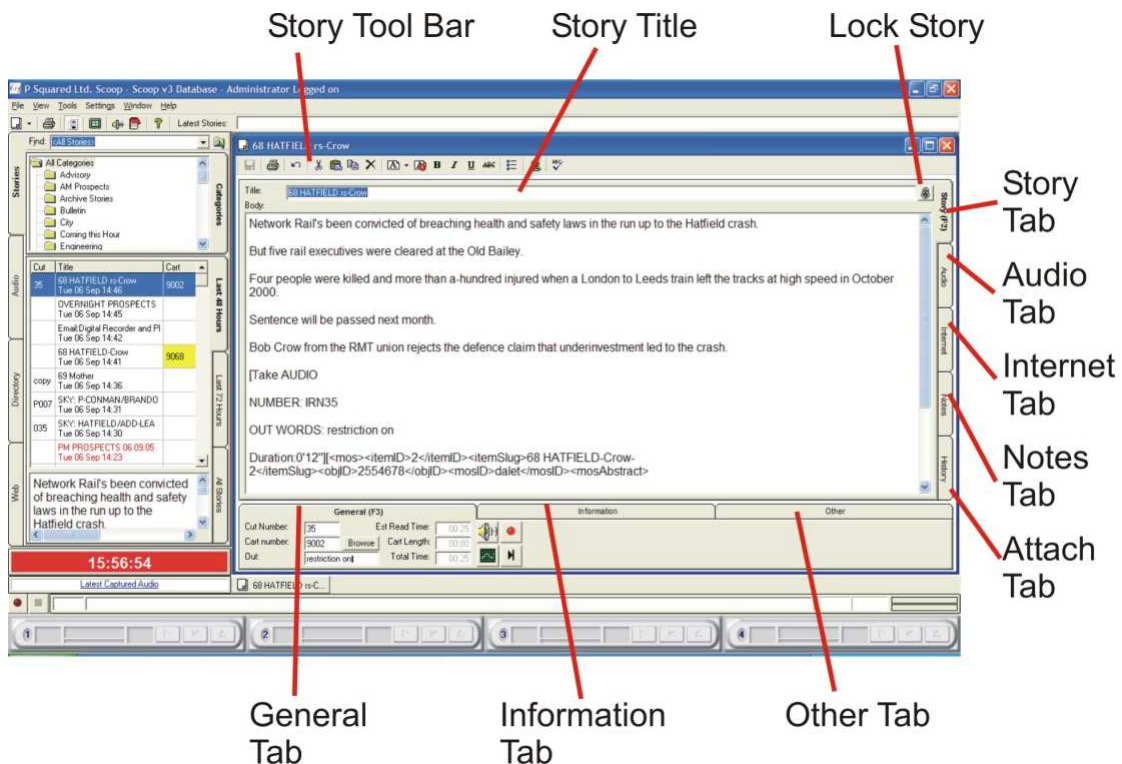
The Stories Window

The Stories window is the window that opens when you double click on a Story on the Stories tab. The Stories window allows you to work on existing Stories as well as add new Stories to the system. You can also create web versions of Stories and add audio Carts to your Stories using the Stories window.

So let's get started with the general layout.

The Stories Window General Layout.

The general layout of the Stories window is outlined below.



When working with the Stories window, the tabs down the right hand side are used to switch the content of the main section of the window between the following parts of the Story.

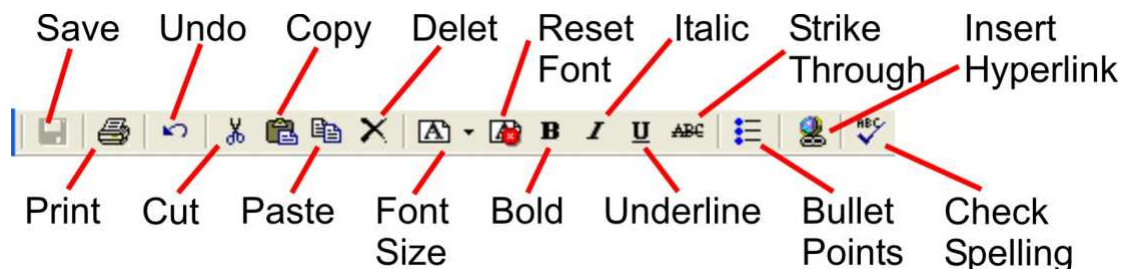
- Story – The Title and main body of text that is used as the script when reading 'live' bulletins.
- Audio – This is used to attach one or more Carts to the Stories.
- Internet – The Internet tab is used to create a web version of the Story that Scoop can publish to your stations web site.
- Notes – This is where you add additional Notes to the Story. It also incorporates the Story History which shows when a Story has been edited and by who.
- Attach – This allows you to attach other file types to a Story. This file is then stored alongside the Story and is available to other users. This allows you to add additional documents (like PDF's etc) to Stories that Scoop does not necessarily support.

The other sections of the window remain visible regardless of what right hand tab is selected.

The Story Tool Bar

The Story Tool Bar offers a range of tools that relate to the management and manipulation of Stories.

The Story Tool Bar is outlined below.



Save

This button saves the current Story. It will only be enabled once you have made a change of some kind to the Story.

Print

This will print the current Story to the Scoop default printer. You can change the default print using the Print Setup option on the File menu.

Undo

The Undo button will undo your last action with the Story you are working on.

N.B. The Undo is field specific so if you typed in some text in to the main body of text, then type some text in the Title field and then go back in to the main body field and click on Undo, it will delete the last section of text you typed in to the main body section.

The Undo only applies to text and will not undo changes to the Audio tab or the Attach tab.

Cut

The Cut button will remove the selected text from the Story but will add it to the windows clipboard.

Copy

This button copies the selected text to the windows clipboard so that you can paste it somewhere else.

Paste

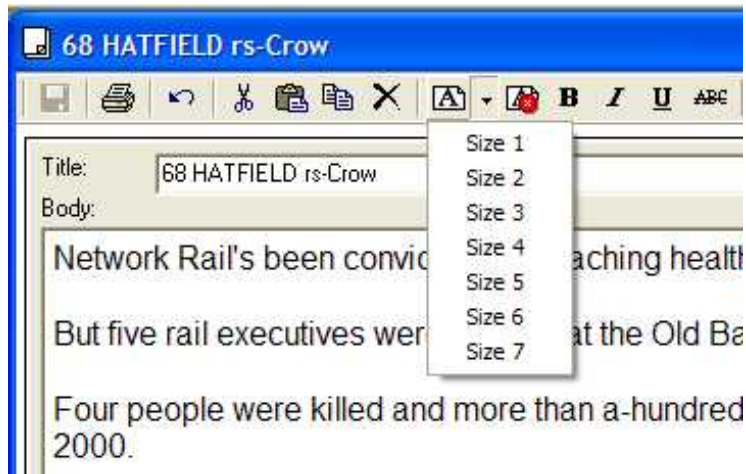
This copies the contents of the windows clipboard to the highlighted section of the Story.

Delete

The Delete option will delete the highlighted section of text.

Font Size

The Font Size drop down tool allows you to select a different size for the selected text.



To use this tool, highlight the text that you want to change the size of and then click on the drop down tool and select the new size for the text.

N.B. Because Scoop text is HTML based, the web standard font size system is used in place of the more common font size number.

Reset Font

Clicking on this option will return a selected section of text back to the default text size for Scoop.

Bold

Clicking this option will make the selected text bold.

Italic

This option is used to add italic style to the selected text.

Underline

This option will underline the selected text.

Strike Through

Use this option to add strike through effect to the selected text.

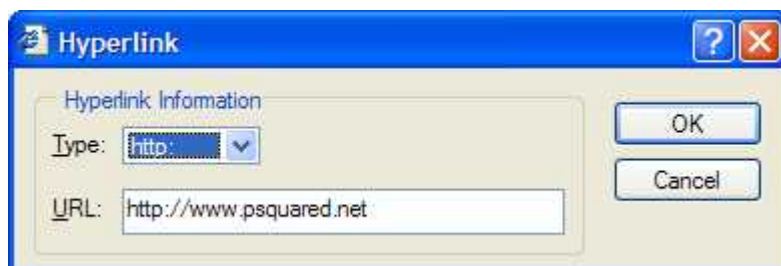
Bullet Points

If you click on this option then you can add bullet points to the Story.

Insert Hyperlink

This option allows you to add a hyperlink to a selected section of text. This is particularly useful when you are working on a web version of a Story.

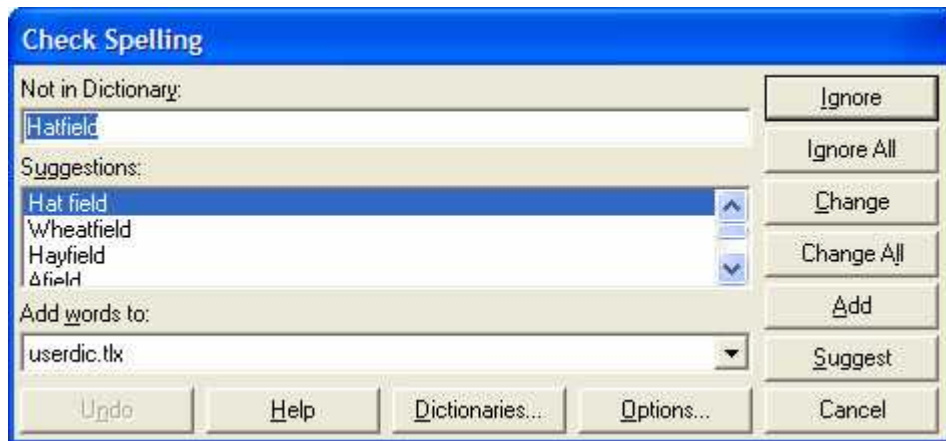
To use this facility, highlight the section of text you want to use for the link and then click on the Hyperlink button. You can then add the intended address for the hyperlink as well as the standard to use, using the popup window.



Check Spell

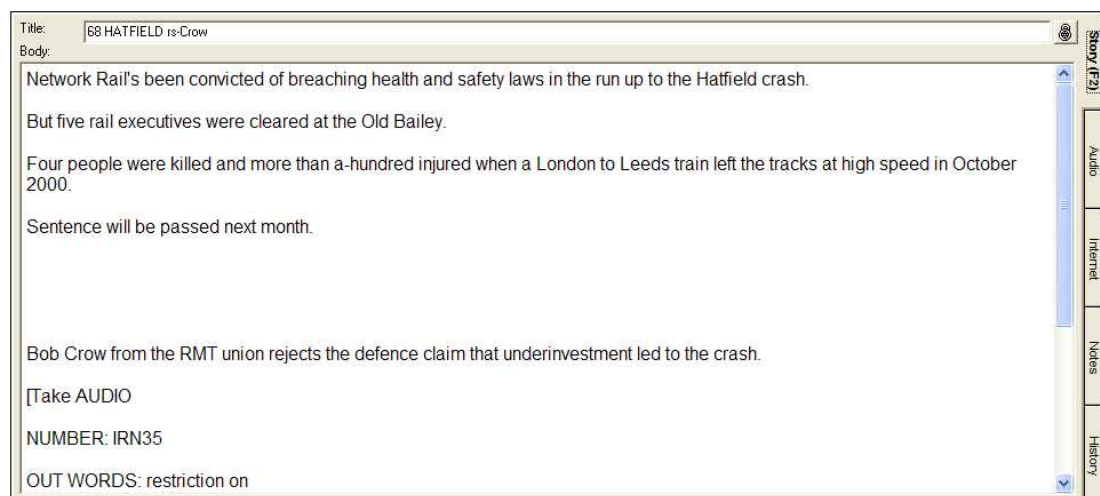
This option allows you to check the spelling for a selected section of text.

To use this option, select the section of text you want to check and then click on the button.



The Stories Tab

The Stories tab is used to view and edit the main body of text for the Story. This is the text that is used for the scripts when you are reading bulletins 'live' on air.



Story Title

The Story Title field is used to display the Story Title. You can edit this by typing in the field.

Lock Story

This option locks the Story so that it can not be edited by other Users. Once a Story is locked, a padlock icon is displayed in the Story Tab on the Main Tab panel to indicate that it is locked to other Users.



Cut	Title	Cart
	68 HATFIELD rs-Crow Tue 06 Sep 14:46	9019
	OVERNIGHT PROSPECTS Tue 06 Sep 14:45	
	Email:Digital Recorder and PI Tue 06 Sep 14:42	
	68 HATFIELD-Crow Tue 06 Sep 14:41	9068
	69 Mother	

If a locked Story is opened then a padlock icon is displayed in the middle of the main body of text and the Story can not be edited without unlocking it first.

Main Body

The Main Body is the main text part of the Story and can (in most cases) be edited as you see fit.

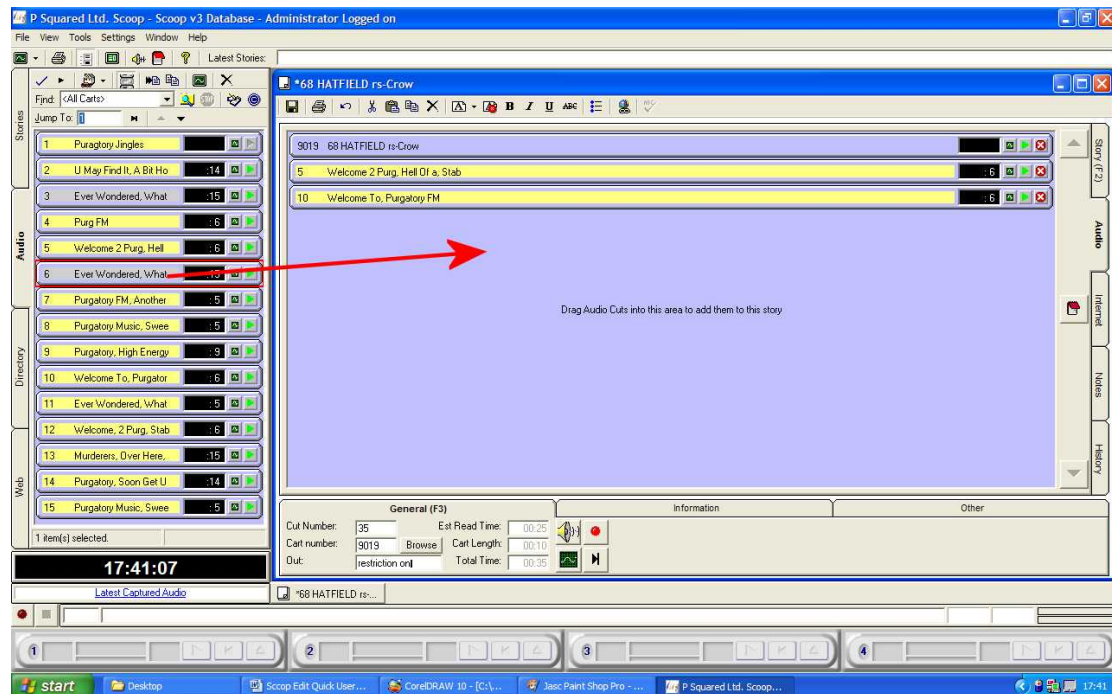
The Audio Tab

The Audio Tab allows you to add one or more Audio Carts to your Story. You can also review and reorder the Carts attached to a Story as well as open them in SmoothEdit for editing the audio or Cart Details.

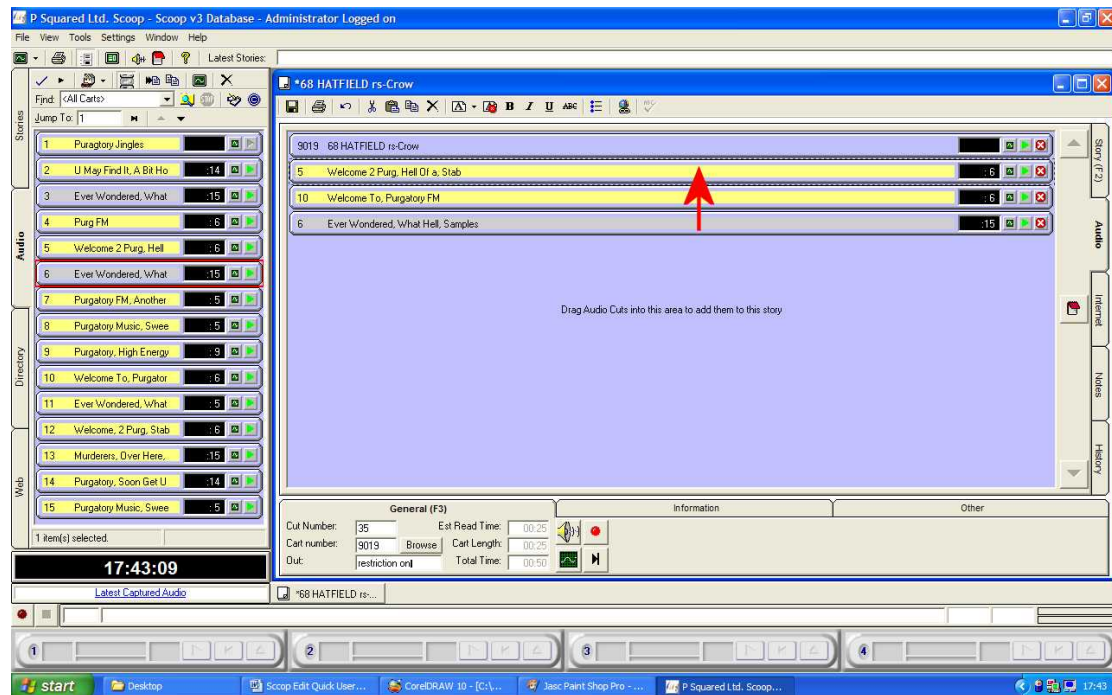


Adding A Cart To A Story

To add a Cart to a Story, locate Cart that you want to add using the Audio Browser and then drag it on to the Audio tab on the Story window.

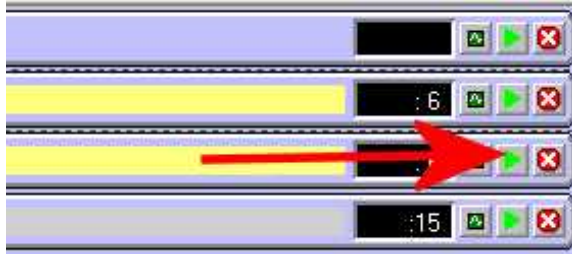


You can also change the order of the Carts attached to the Story by dragging the Carts up or down the list.

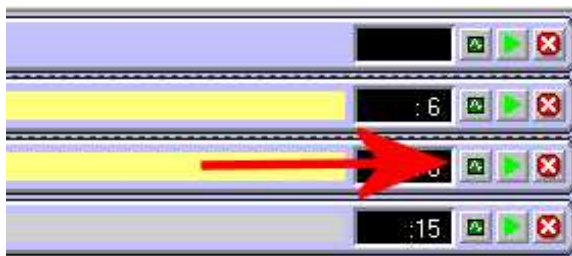


Playing And Editing And Removing Carts From Stories

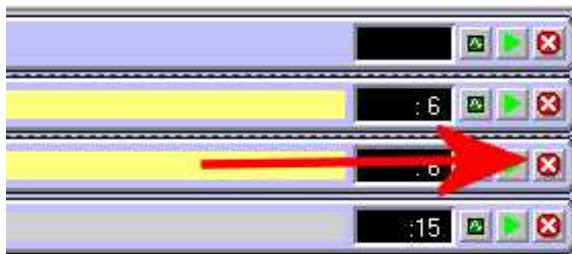
You can review a Cart listed in the Audio tab by clicking on the Play button on the Cart itself.



You can open the Cart in SmoothEdit to allow you to edit the audio or Cart Details by clicking on the Edit Cart button.



You can remove the Cart from the list by clicking on the Remove button.



You can also add the Carts listed in to the Cart Pad by clicking on the Pad button.



The Internet Tab

The Internet Tab is used to create an alternative web version of the Story. This will then be used by Scoop when it publishes the Story to your stations web site as part of a bulletin.

Web Title:	68 HATFIELD rs-Crow	Story (F 2)
Sub Title:		Audio
Web Body:	<p>Network Rail's been convicted of breaching health and safety laws in the run up to the Hatfield crash.</p> <p>But five rail executives were cleared at the Old Bailey.</p> <p>Four people were killed and more than a-hundred injured when a London to Leeds train left the tracks at high speed in October 2000.</p> <p>Sentence will be passed next month.</p>	Internet
Web Body (Short Summary):	Network Rail's been convicted of breaching health and safety laws in the run up to the Hatfield crash.	Notes
		History

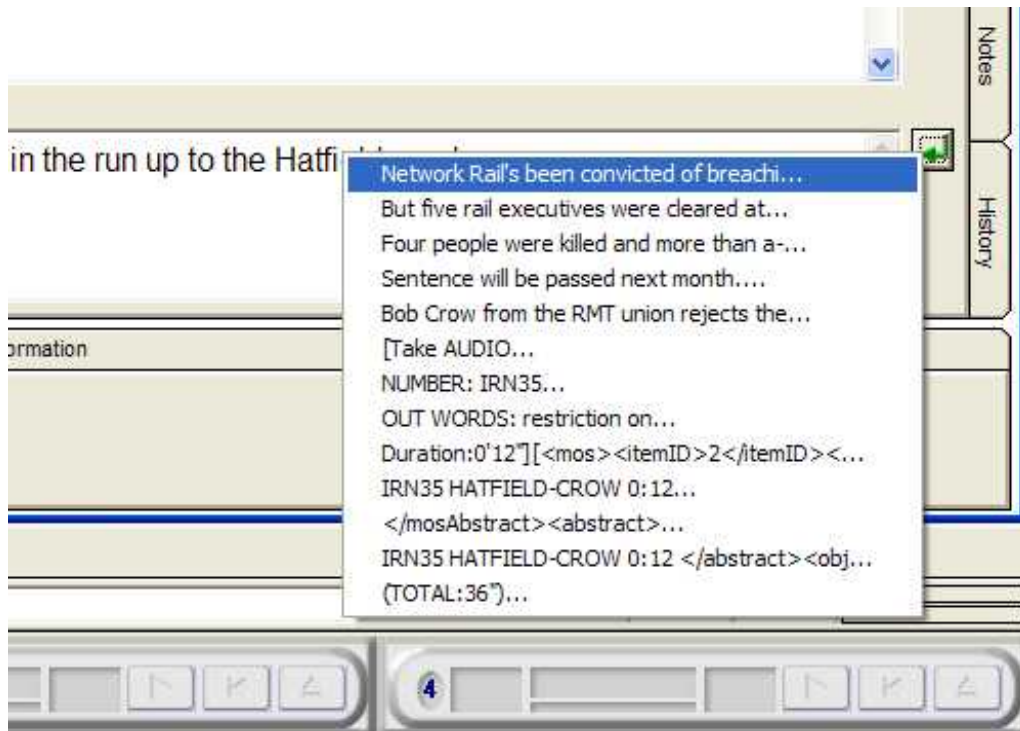
When you first visit this tab, all of the fields will be blank. This is so that you can create a totally new version of the Story for the web site. If you wish to use the standard Story text as a basis for the web version, you can copy the text using the Copy buttons on the Web Title and Web Body fields.

Web Title:	68 HATFIELD rs-Crow	Story (F 2)
Sub Title:		Audio
Web Body:	<p>Network Rail's been convicted of breaching health and safety laws in the run up to the Hatfield crash.</p> <p>But five rail executives were cleared at the Old Bailey.</p> <p>Four people were killed and more than a-hundred injured when a London to Leeds train left the tracks at high speed in October 2000.</p> <p>Sentence will be passed next month.</p>	Internet
Web Body (Short Summary):	Network Rail's been convicted of breaching health and safety laws in the run up to the Hatfield crash.	Notes
		History

You can also add in a Sub Title if you wish.

The Web Body Short Summary field is used to provide a short summary of the Story. This is used by Scoop when it generates the News Headline page which features bulletin Story Titles and a short summary along with a link to the full Story.

The Short Summary should be just a few lines that puts across the premise of the Story. You can use the Copy Paragraph button to select a single paragraph to use as the Short Summary.



To use this feature, click on the Copy Paragraph button and select the paragraph you want to copy from the menu that pops out.

The Notes Tab

The Notes tab provides access to additional Notes for the Story as well as a history of when the Story has been edited and who was logged in at the time.

The Attach Tab

The Attach tab shows a list of all the files that are attached to a Story. The attached files are presented as a list and if the file is in a format that Scoop can handle then you will also see a preview of the file. If the File is in a format that Scoop does not recognise, you will see a link to the file. If you click on that link then the file will be opened using the default windows application for files of that type.

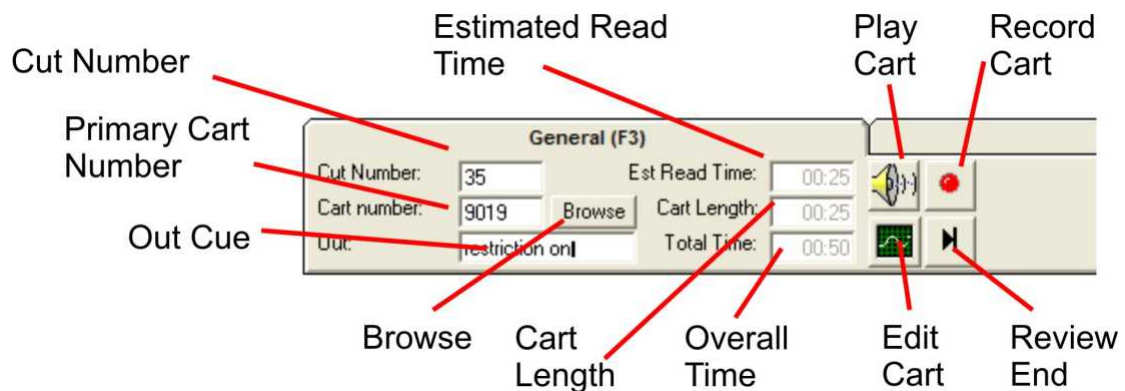
The General Tab

The General tab is used to set general information about the Story and a summary of the primary Cart attached to the Story. The General tab is useful as it allows you to add and review a single Cart attached to a Story without

having to switch to the Audio tab and as most Stories only have one audio Cart, it can save time.

The General Tab Layout

The General tab layout is outlined below.



Primary Cart Number

This field shows the Cart number for the first Cart listed on the Audio tab on the Stories window. You can also type in a Cart number in to here as an alternative to dragging a Cart from the A Browser to the Audio tab on a Story.

Cut Number

The Cut Number is a reference for the audio cut that is often supplied by the 'wire feed' service.

Out Cue

The Out Cue is usually used to indicate the last word spoken in an audio Cart, and this in turn acts for a cue to the journalist when they are using the audio Cart in a live bulletin. This information is often provided as part of a 'wire feed' service.

Browse

This button opens the Audio Browser which allows you to browse the Audio Wall and select a Cart to attach to the Story.

Estimated Read Time

This is an estimate made by Scoop as to how long the text for the Story will take to read.

Cart Length

This shows a total length of all the audio Carts that are attached to the Story.

Overall Length

This adds the Estimated Read Time to the Cart Length to give you an overall estimated length for the Story.

Play Cart

This will play the Primary Cart using one of the Cart Players.

Edit Cart

This will open the Primary Cart in to SmoothEdit allowing you to edit both the audio and Cart Details.

Review End

The Review End button will load the Primary Cart in to a Cart Player and play the last few seconds of the Cart to allow you to review how the Cart will end.

Record Button

The Record button is used to record in to the Cart number specified in the Primary Cart field or if no Cart Number is specified, in to the next free Cart in your User Edit Range.

The Information Tab

The Information tab is used to view and modify some additional information about the Story.

Category: Bulletin Priority: Normal
Author: VYDELI

Category

The drop down Category list allows you to alter the Category that a Story is in.

Author

The Author field allows you to alter the authors name for the Story.

Priority

The Priority drop down list allows you to alter the priority applied to the Story.

The Other Tab

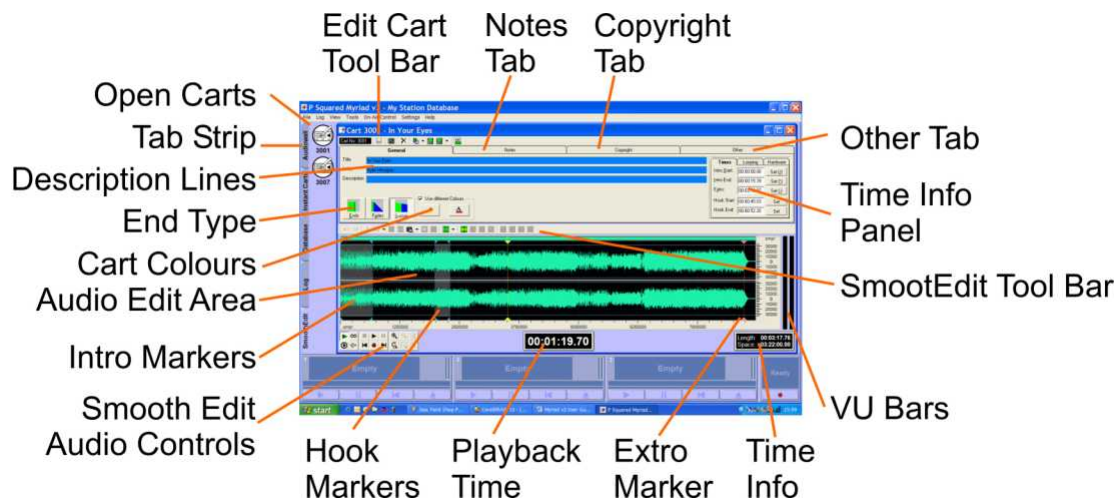
The Other tab provides some summary information about the Story.

Created: 06/09/2005 14:46:00
Last Edited: 06/09/2005 17:23:03
Destination:

The SmoothEdit Window (Edit Cart)

The SmoothEdit screen (also sometime called the Edit Cart) is used to view and edit the details and setting for Carts and also edit the actual audio should you wish to.

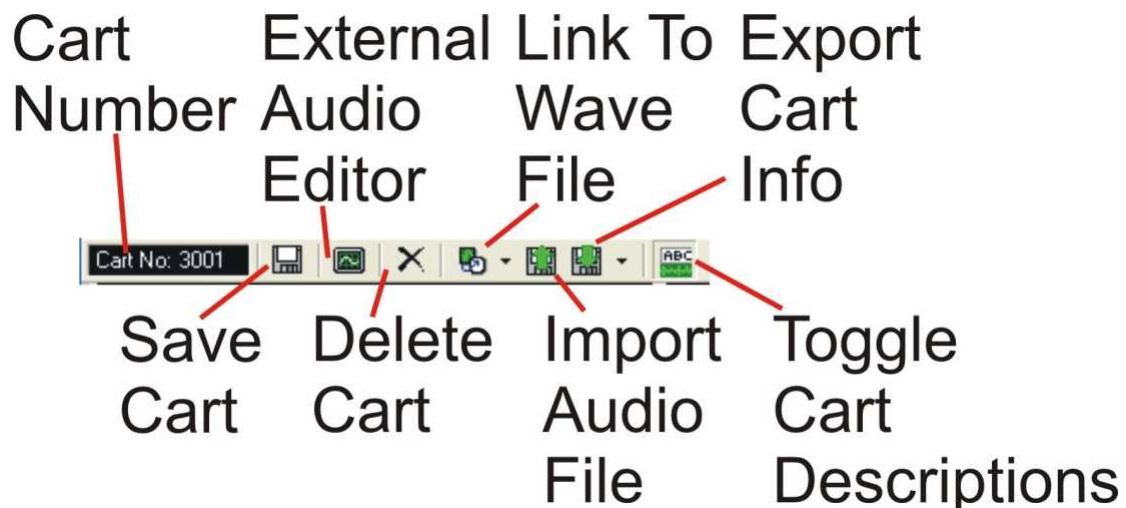
A good working knowledge of SmoothEdit is essential for getting the most from your system but as the SmoothEdit screen plays a big role in adding Carts to your system, you are likely to be familiar with it fairly quickly. The picture below shows the standard SmoothEdit screen layout.



N.B. This screen shot is taken from the SmoothEdit running in Myriad but the layout is the same in Scoop

Edit Cart Tool Bar

The Edit Cart Tool Bar offers a range of tools designed to help you when working with Carts in general. The Edit Cart Tool Bar differs from the SmoothEdit Tool Bar (see below) in that the Edit Cart tool Bar tends to deal with the Carts as a whole (text, audio, pictures etc) as opposed to the SmoothEdit Tool Bar which concentrates on offering audio editing tools.



Cart Number

The Cart Number box shows the Cart Number of the Cart that you are currently working on.

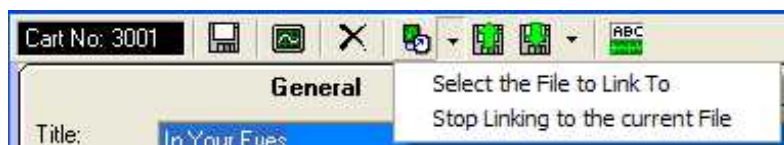
External Audio Editor

Whilst Scoop Edit does offer the ability to edit the audio in Carts due to having P Squared's SmoothEdit audio editor built in, but there may be times when you need a more powerful audio editor or you would prefer to work with an audio editor that you are familiar with. In these circumstances, Scoop can be configured to launch a 3rd party external audio editor by clicking on the External Audio Editor button.

Link To Wave File

There are two ways that Scoop can deal with the audio that is associated with a Cart. The audio file can either be imported in to Scoop in which case a copy of the original audio file is made and stored in the Audio Wall Location. The alternative way is to Link to the original audio file which does not duplicate the file and Scoop uses a reference to that file instead. This method is potentially more efficient in terms of hard drive resources but does offer more potential for problems, in that the Audio Wall is not centrally located and it is easy to delete a file that is linked to without realising it.

The Link To Wave File option has a drop down menu.



The options are:

- Select the file to link to.
- Stop linking to the current file.

Export Cart Info

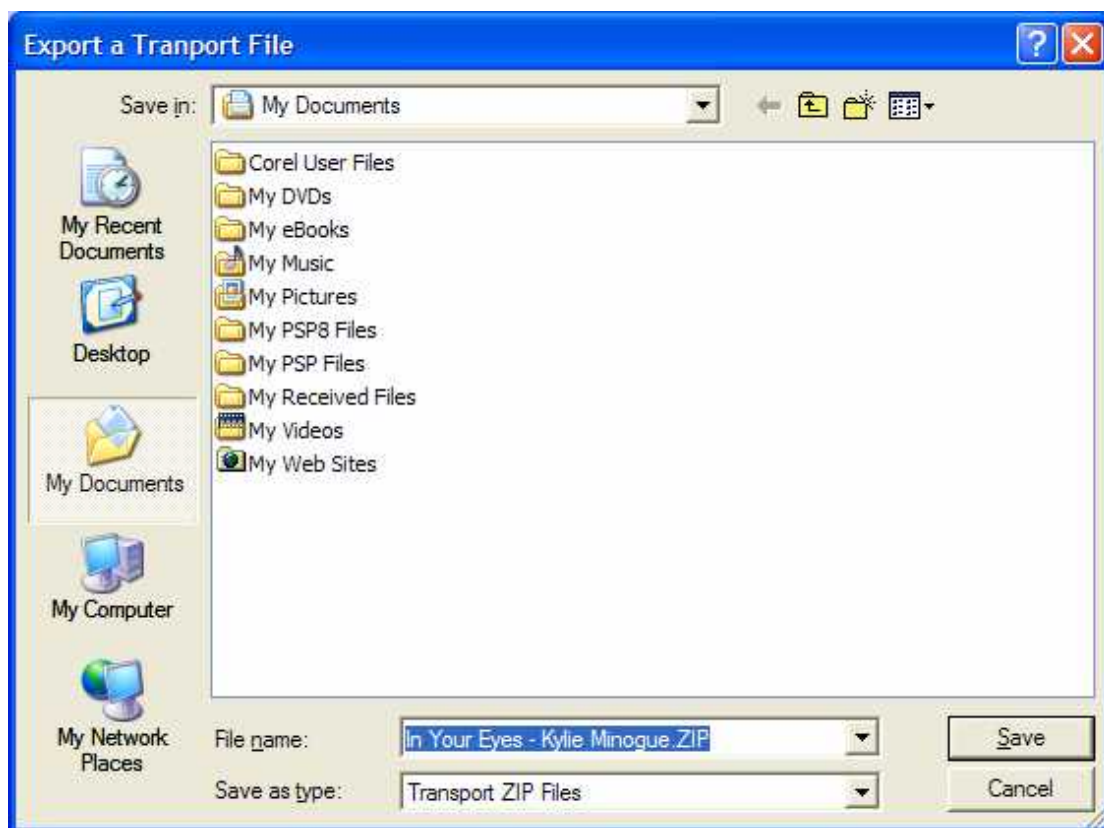
The Export Cart Info option on the Edit Cart Tool Bar allows you to export the Cart that you are working on as either a Transport File or an Audio File.



If you select Transport File then all of the Cart details will be added to a '.zip' file in such a way that other Scoop systems will be able to import them. Transport Files contain all information about Carts including copyright details, notes, timing information and pictures.

If you select Audio File then the Cart will be exported as a '.wav' file which can be used by most software systems. When Scoop creates an audio file, it also embeds some key information about the Cart in to the 'header' of the actual audio file using a convention called Cart Chunk. This means that key information such as description lines, and timing information will be retained and can be extracted by other Cart Chunk compliant software (and other Scoop systems) but some information such as pictures, notes and copyright information will be lost.

In both cases, once you have selected the format, all you have to do is set the name and location that you want the Cart to be exported to.



Save Cart

The Save Cart option is only enabled once you have altered the audio or data for the Cart you are working on. You can click on the Save Cart button any

time to save the changes to the Cart you are working on. If you attempt to close a Cart (that you have altered) without saving, you will be prompted to do so. You can then decide whether to save your changes or not bother and discard the changes you have made.

Delete Cart

The Delete Cart button will delete all audio and data from the Cart Slot you are working on, leaving it blank.

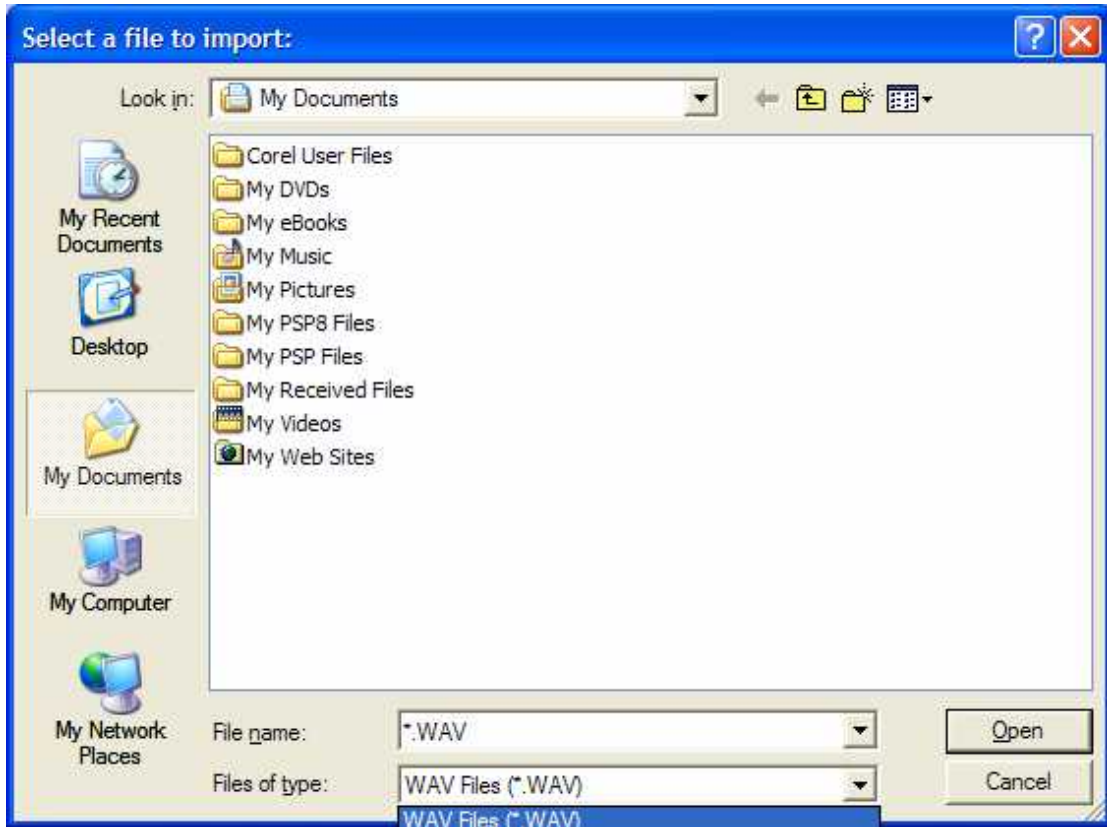
If you click on the Delete Cart button, you will be asked to confirm your actions before the Cart is deleted.

Caution: Once a Cart is deleted, it can not be recovered so please be careful.

Import Audio File

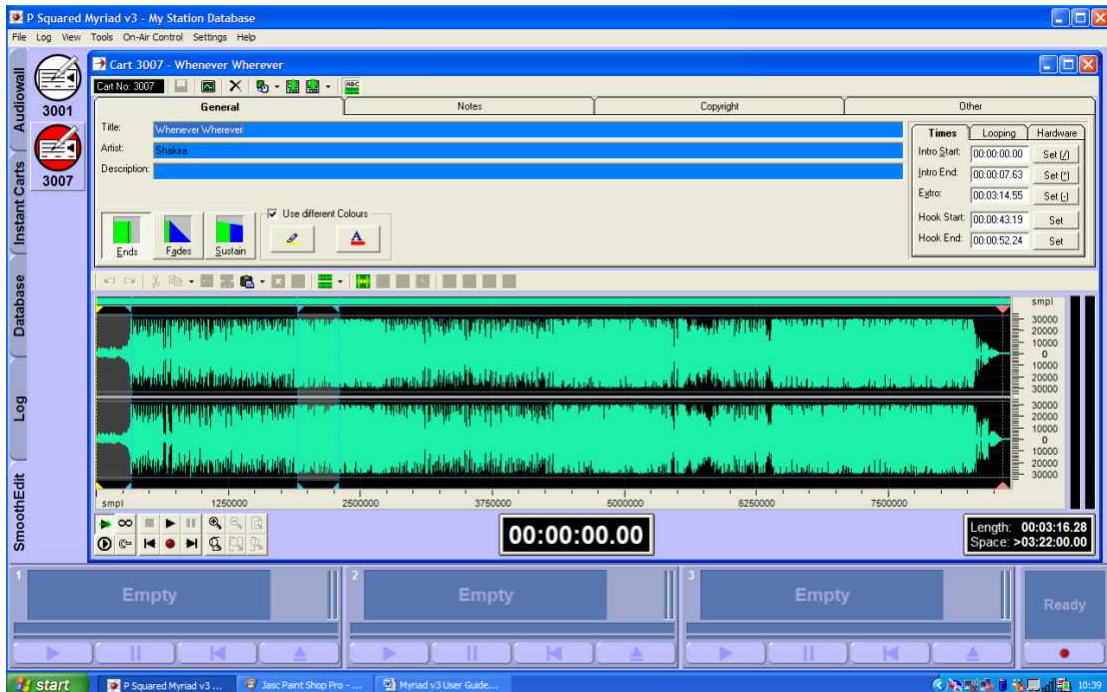
This option allows you to import either an audio (wav) file or a transport (zip) file in to the Cart you are working on. You can either start with a blank Cart or a populated Cart depending on whether you want the imported audio to be a new Cart or replace an existing Cart on the system.

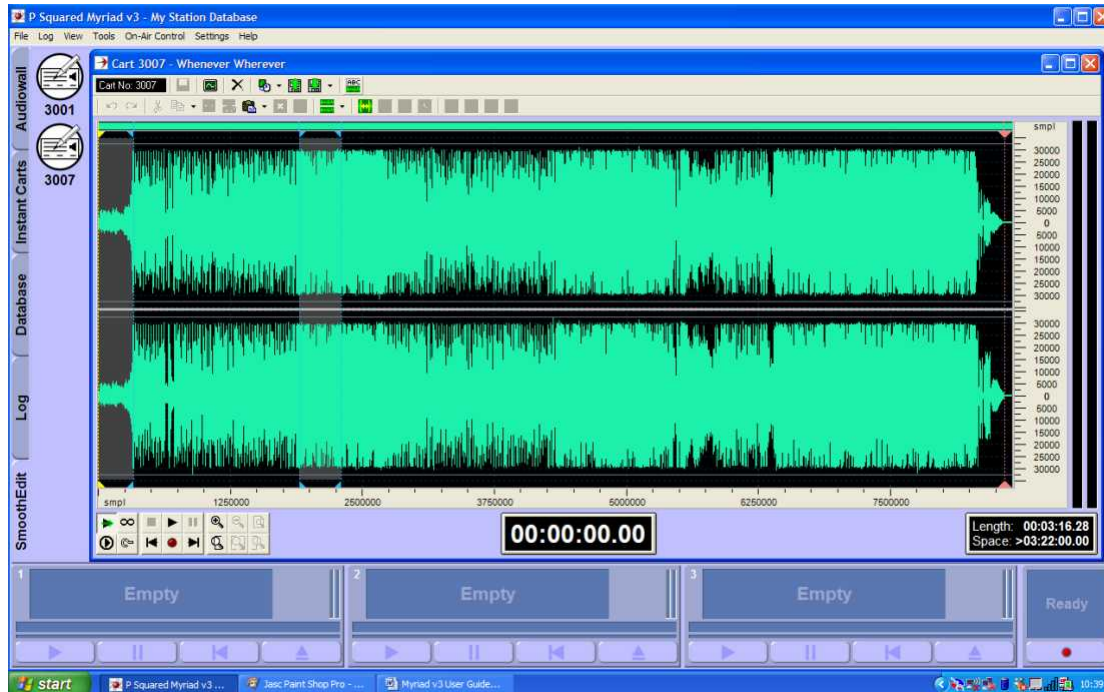
When you click on the Import Cart option, you will first be warned that importing over an existing Cart will erase all previous data. Once you have confirmed this, simply use the explorer windows that opens to locate the audio (wav) or Transport (zip) file that you want to import.



Toggle Cart Description

The Toggle Cart Description option allows you to toggle the Cart Description information area between visible and hidden. This is useful if you are working on audio editing and want the edit window to be larger. The two screen shots below show Edit Cart in both states.





The General Tab

The General Tab is used to set the most general information about the Cart you are working on such as the Title and Artists, the End Type and the colour of the Cart as it appears on the Audio Wall. Crucially, the General Tab also includes the Timing Info Panel which includes all the Timing information such as Intro and Extro points as well as information about hardware points, Hooks and Loops.

Title, Artist & Description Lines

These are used to add the primary description that is displayed on the Audio Wall and all places in Scoop where the Cart is used.

In general, the first description line is used for Title whilst the second and third are used for Artists and Description.

This can be important as there are areas in Scoop where only the first Description line is displayed and more importantly, if you are using AutoTrack or AutoTrack Pro, the first Description line is typically imported as Title whilst the second and third are imported as Artists one and two.

When you are adding the descriptions for Carts that are not Songs, you can use the Description lines in which ever way suits your needs best.

You do not have to use all description lines although it is a good idea to fill in at least one on each Cart. Each description line is limited to 50 characters.

End Type

This option allows you to select the type of ending that best describes the Cart you are working on. There are five options:

- Ends (E) – The Cart comes to an abrupt end.
- Fades (F) – The Cart fades out at the end.
- Sustain (S) – The Cart's ending is sustained for a period at the end.
- Slow Fade (SF) – The Cart fades out over a longer period at the end.
- Not Specific (blank) – The ending has not been specified.

Custom Colours

The Custom Colours section allows you to set a specific colour for the background and text for Cart as it appears on the Audio Wall. Tick this option to enable it, then click on the following buttons:

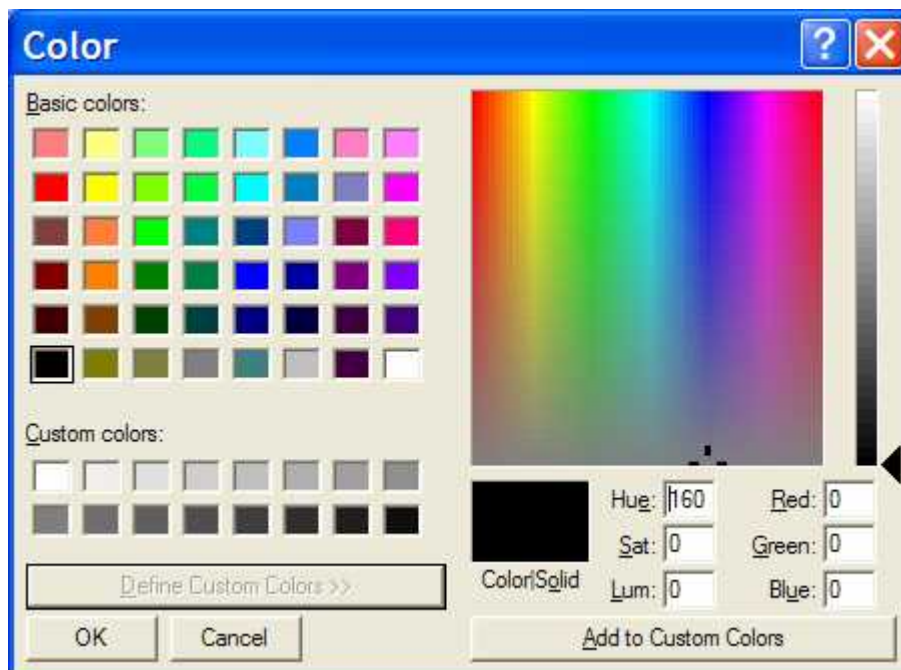


To change the background colour of the Cart.



To change the text colour for the Cart.

In either case, select the colour you want to use with the colour pallet window.



Time Info Panel

The Time Info Panel is an essential part of the Cart information as it contains the Timing information that Scoop will use when playing Carts. It also includes additional information about Looping Carts and also Hardware Events that can be associated with certain Timing events.

The Timing Tab

The Timing tab contains the main Timing information for the Cart you are working on.

Times	Looping	Hardware
Intro Start:	00:00:00.00	Set (L)
Intro End:	00:00:07.63	Set (R)
Extro:	00:03:14.55	Set (C)
Hook Start:	00:00:43.19	Set
Hook End:	00:00:52.24	Set

The key Timing events are:

- **Intro Start** – The beginning of the Intro (bit you can talk over). This is usually set to zero (beginning of the song) unless the song has a specific start that you do not want presenters or sweepers to clash with.
- **Intro End** – This is normally defined as the place in the song where you would want your DJ's to stop talking or your sweepers to finish playing. Typically it is when the vocals start or maybe a drum beat kicks in.
- **Extro** – This is the point that Scoop will start the next item when it is performing an automated segue. It is typically very close to the end of the song, maybe as it is fading out.
- **Hook Start** – The Hook is the most recognisable part of the Song and is often used as a 'teaser' for what is going to be played soon. Scoop has the ability to play Hooks as part of an automated run so this is a useful addition to the Cart. The Hook start marks the beginning of the Hook.
- **Hook End** – This marks the end of the Hook.

If you click on the play button on SmoothEdit (see Smooth Edit Audio Controls) you can then click on the 'Set' button at the appropriate time to set each of the Timing events. You can fast forward and rewind using '<' and '>'

keys on the key board or by clicking in the Audio Editing Area. Finally, you can adjust the Timing events by using the Audio Editing Area.

The Looping Tab

Scoop also allows you to mark a section of a Cart to be looped when it is played. This is most commonly used to create dynamic 'music beds' and is covered in greater detail in Chapter 2 but in brief, you can mark a section to be looped using the Loop tab. When Scoop plays this Cart, it will repeat the looped section for either a set amount of iterations or until the presenter presses the Play button on the Cart Player that is playing the Cart.

The Looping information and settings are set on the Loop tab.



The Loop start and end times can be either typed in or set using the Set buttons during playback (see Timing tab). Once they have been set, it is worth reviewing the Loop using the Play button and if necessary, fine tuning the Loop start and end using the Edit Audio Area.

Once you have set the start and end, decide how many times you want the loop to happen (e.g. 10 times) and finally whether you want playback to jump to the Loop End point when a User clicks the Play button on the Cart Player (tick option) or whether you would prefer for the Cart to continue normally from the point that the Play button is ticked (leave option unticked).

The Hardware Tab

The Hardware tab allows you to add special Hardware Events to the Timing Events described earlier (in the Timing tab section).



For each of the Timing events, you can use the drop down list to select a Hardware Line that you want to perform an action on, and then use the second drop down list to select the action that you want to take. The options are:

- **Set** – Turn on.
- **Clear** – Turn off.
- **Flash** – Flash on and off continuously.
- **Pulse** – Turn on for a short time, then turn off.

The most common use for attaching hardware events to timing events, is to use a single Cart to control the automated switching of external events such as a satellite news service.

The Notes Tab

The Notes tab allows you to add a range of additional notes to the Cart. Switching to the Notes tab shows the additional notes that you can add.



The notes fields on the Notes tab are outlined below.

- **Studio Notes for the presenter** – As the title suggests, these are notes that will displayed on the Log screen when the Cart is played and are intended to aid the presenter.
- **DAB Notes to be transmitted to compatible DAB transmitters** – These notes can be used by OCP (see The Standard Scoop Suite

earlier in this Chapter) to feed DAB transmitters with text information about the Cart being played.

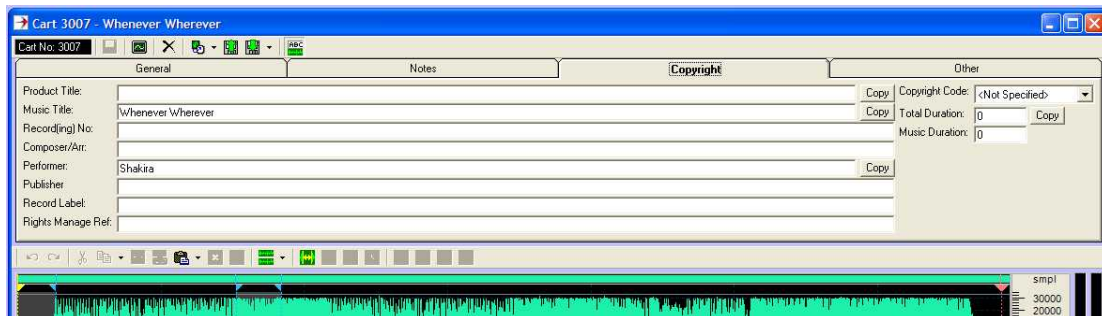
- **Information displayed on the web** – Again, these notes can be used by OCP to update your web site in real time, with information about the Cart that is playing or playing next.
- **Artist / Performer webpage** – This can be used by OCP but also may be useful for the presenter.
- **Online store reference** – This can be used to add unique ID's to Carts to allow you to link them to external music stores (such as www.amazon.co.uk).

The above is intended as a guide only. The Notes fields can be very personal to each station so use them in a way that is most appropriate to you.

The Copyright Tab

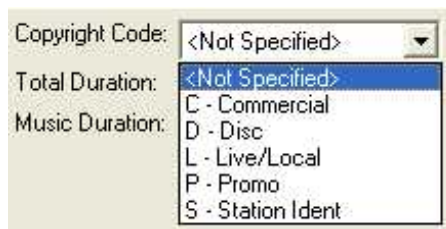
The Copyright tab is used to add copyright details to the Cart you are working on. This in turn, can be used by Scoop to generate accurate reports for the copyright agencies in your country (PRS/PPL/MCPS in the UK).

Each country has slightly different definitions for the fields that need to be included in the reports submitted to them by radio stations, so it may be that some of the fields listed below are not relevant to your situation.



- **Product Title** - The title of the Cart you are working on. Clicking on the Copy button will copy the Title of the Cart from the General tab.
- **Music Title** – The title of any music that are used in the Cart (like music used in a promo). Clicking on the Copy button will copy the Title of the Cart from the General tab.
- **Recording Number** – The unique reference for the original recording that you are using. These can usually be found on the spine of commercial CD's etc.
- **Composer/Arr** – The names of the composer or arranger if known.
- **Performer** – The name of the artist performing the music. Clicking on the Copy button will copy the Artist from the General tab.
- **Publisher** – The name of the company who published the music used.
- **Record Label** – The name of the record label promoting the music.
- **Rights Manage Reference** – The rights manage reference if known.

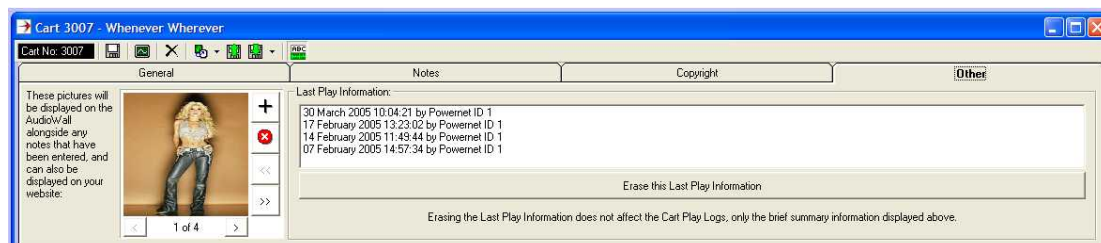
- **Copyright Code** – This drop down option allows you to select the copyright code that best describes the Cart you are working on.



- **Total Duration** – This allows you to set the total length of the Cart. Clicking on the Copy button will copy the total length of the Cart from the General tab.
- **Music Duration** – This option allows you to set the total duration of music used in the Cart. This is useful if you have a promo that is made up of speech and music as you can exclude the speech duration when calculating the copyright reports.

The Other Tab

The Other tab is used to add and display pictures that have been associated with Carts, and also to show the last five times the Cart has been played to provide an instant recent history for the Cart.

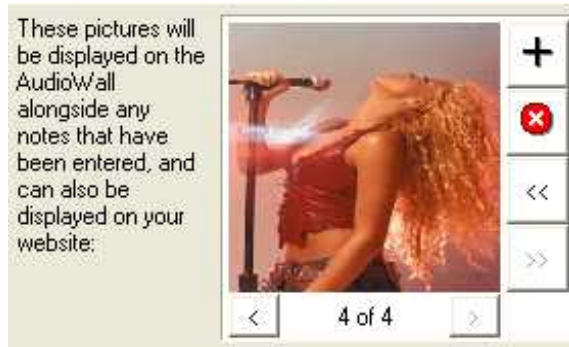


Pictures

The left side of the Other tab is dedicated to adding and viewing pictures that have been associated to Carts.

Why would you do this?

The answer is that OCP (see Myriad) can be used to do a variety of things, one of which is update your stations web site, in real time, with information about the Carts that are playing and Carts that will be playing soon. This information includes text, hyperlinks, online store references (click to buy this track etc) and of course pictures. So this means that you have to have a way to attach pictures to the Carts.



You can add new pictures to the Carts by clicking on the '+' button. You can remove pictures from the Cart by clicking the 'X' button.

The '<<' and '>>' buttons are used for changing the order that the pictures are arranged in on the Cart. Pressing the '<<' or '>>' buttons will move the visible picture in the selected direction in relation to the other pictures associated with the Cart.

The '<' and '>' buttons allows you to scroll through the available pictures attached to the Carts.

Pictures associated with Carts in Scoop must be in the JPEG (jpg) format.

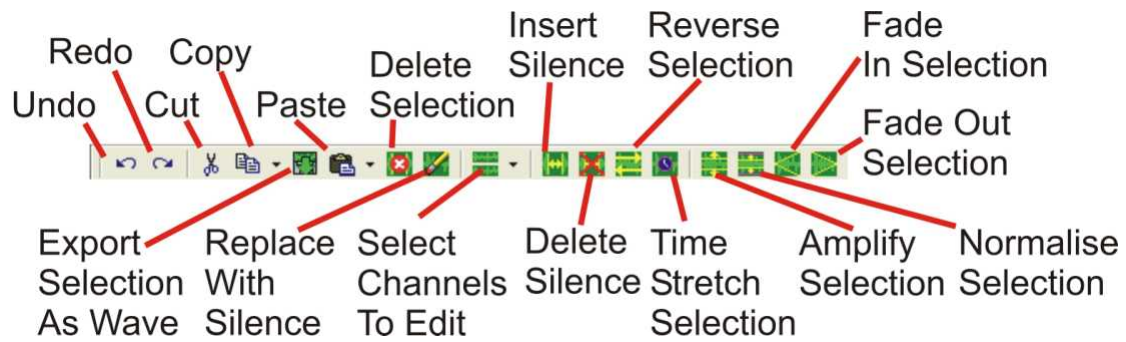
Last 5 Plays

The rest of the Others tab shows a brief history of the Cart including the date and time of the last five times that Cart was played. It also shows the Scoop workstation name of the PC that played them.

You can clear this recent history by clicking on the Erase This Last Play Information button which, will clear this history but will not affect the overall play logs that Scoop keeps so it will not impact on your copyright reports or scheduling system reconciliation.

Smooth Edit Tool Bar

The SmoothEdit Tool bar offers a range of tools that you can use when working with audio in the Audio Edit Area.



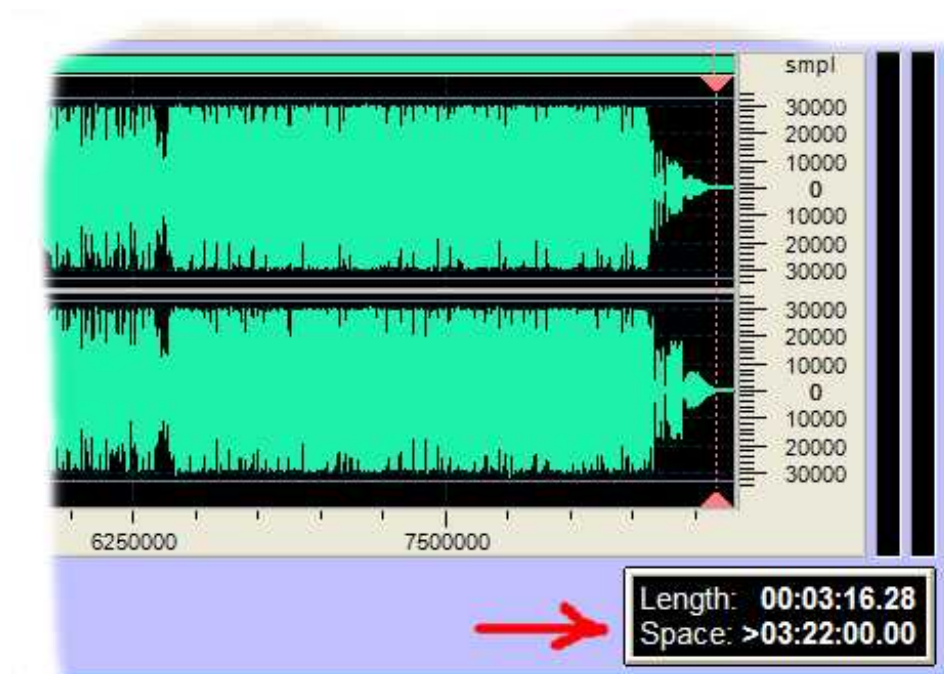
These are covered in more detail in the SmoothEdit manual which is available from the www.psquared.net web site.

VU Bars

The VU Bars show a graphical representation of the volume of the audio being played back in SmoothEdit. It should be regarded as a guide only as the VU Bars have not been calibrated.

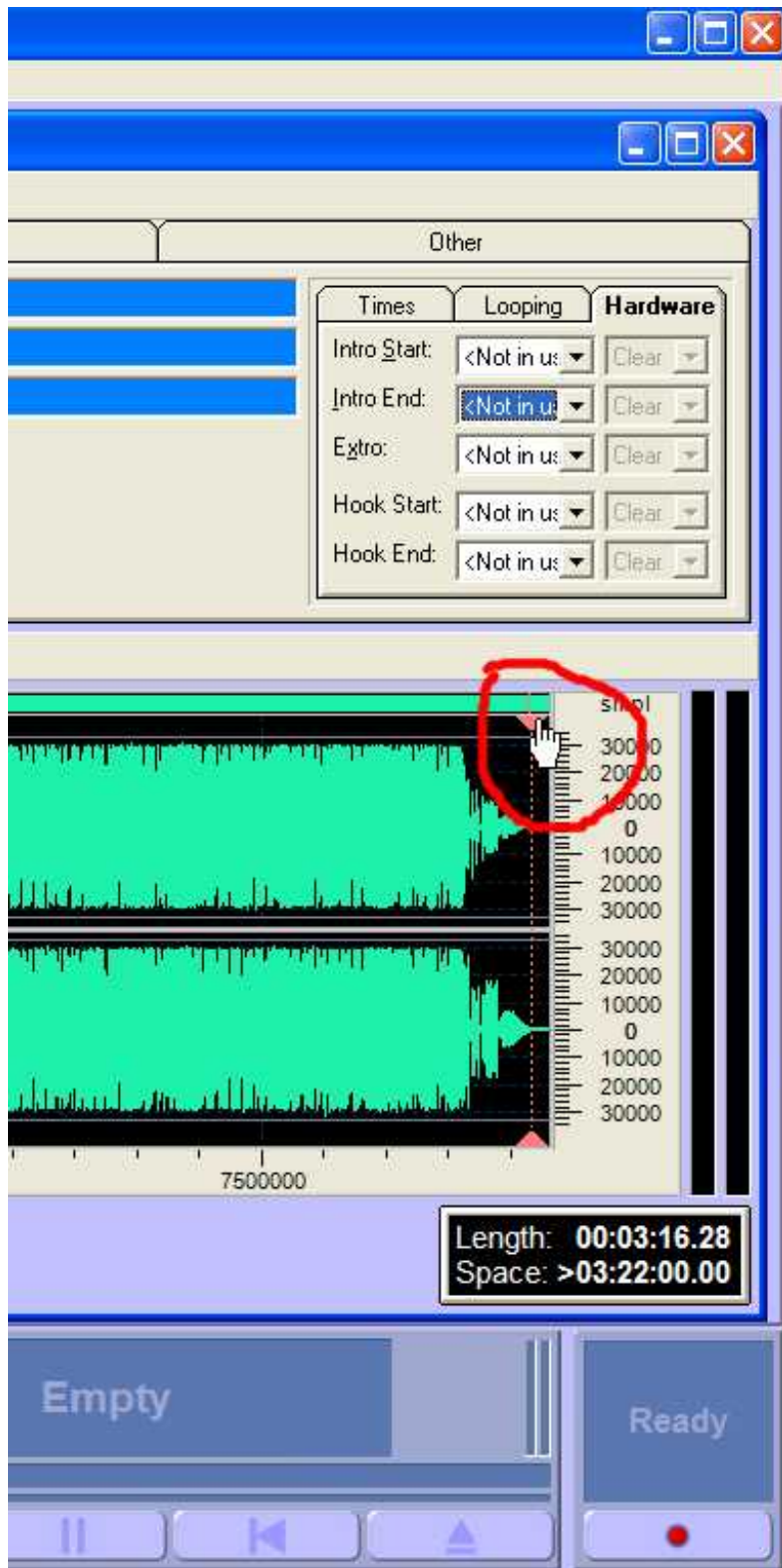
Time Info

The Time Info panel in the Audio Edit Area shows the overall length of the audio being edited. It also shows an estimate of the free disk space left available to the Audio Wall.



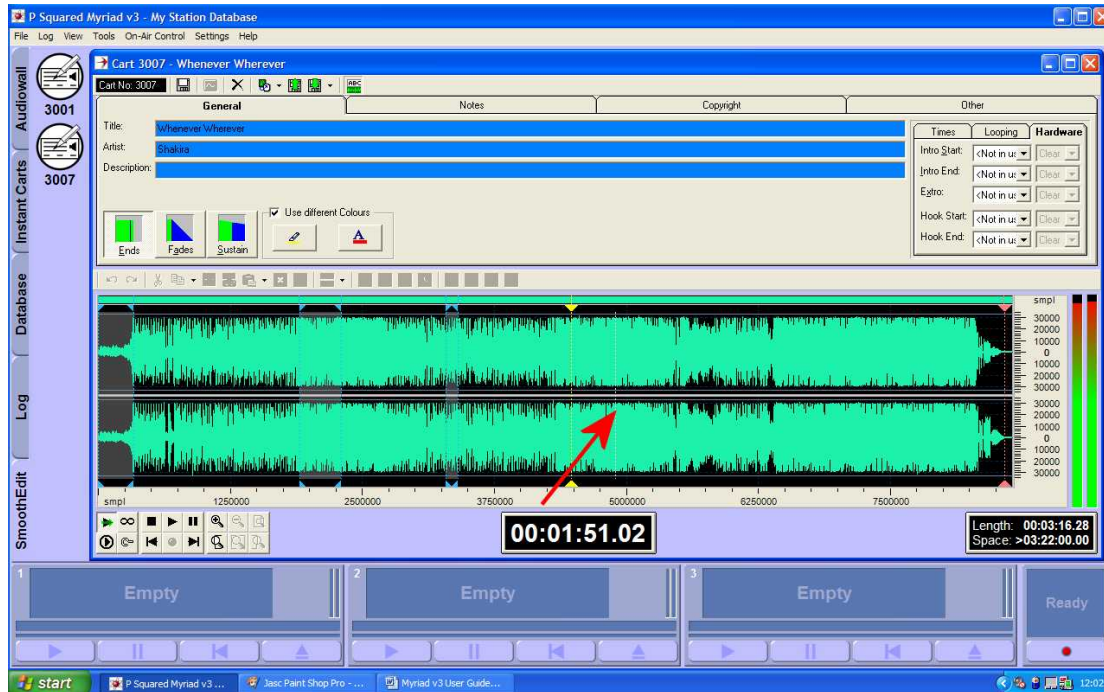
Extro Marker

The Extro Marker offers a visual representation of the Extro point on the Audio Edit Area (see The Timing Tab). The Extro Marker can be repositioned from within the Audio Edit Area by moving your mouse cursor to the top of the Extro Marker (until the hand icon cursor appears) and then dragging it left or right using the left mouse button.



Playback Time

The Playback Time panel in the Audio Edit Area displays the time of the current play point when audio is playing, or the last placed that you clicked in the Audio Edit Area when no audio is playing.

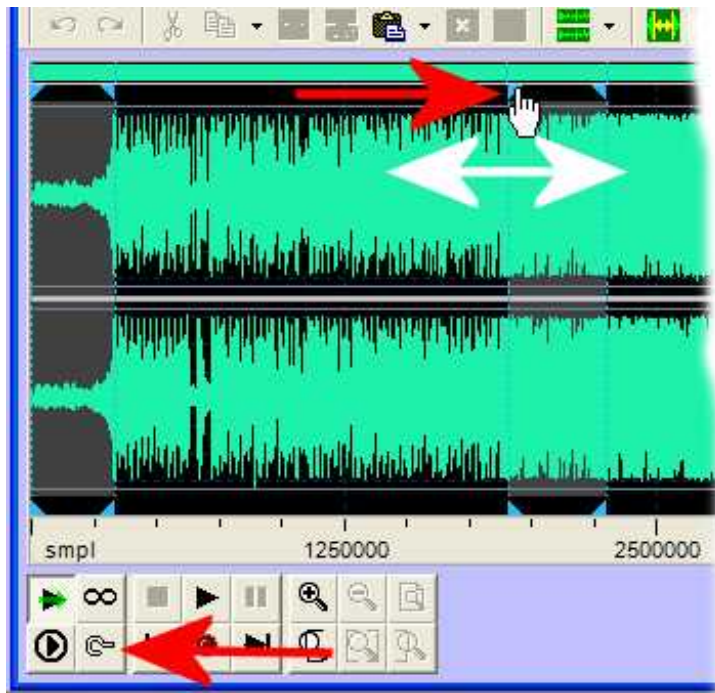


Hook Markers

The Hook Markers show a visual representation on the Audio Edit Area, of the Hook Start and End points that have been set on the Timing tab (see The Timing Tab).

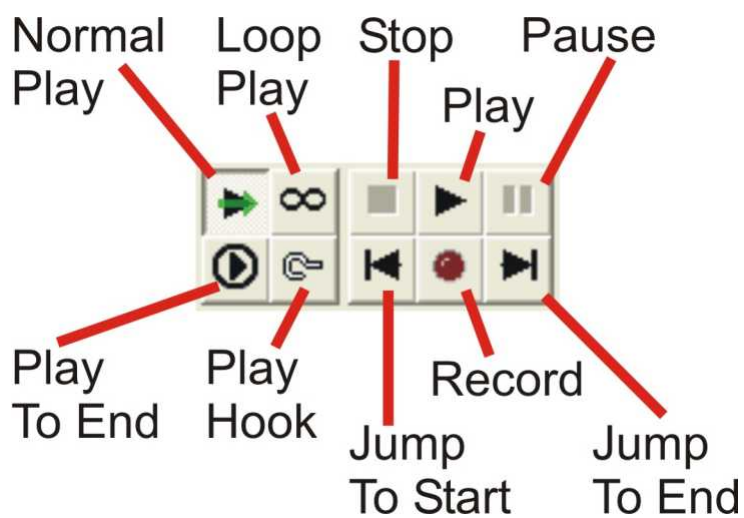
You can move the Hook Start and End points using the Audio Edit Area by moving your mouse cursor to the top of either marker until the cursor turns to a hand icon (see below). Then use the left mouse button to drag the Hook Start or End Marker to the left or right.

N.B. You can play just the Hook by clicking on the Hook button on the Smooth Edit Audio Controls.



Smooth Edit Audio Controls

The SmoothEdit Audio Controls includes all the controls you need to control audio playback in SmoothEdit. The buttons on the Playback Tool Bar not only allow you to control the playback of audio, but also to control the way in which SmoothEdit deals with playing audio.



Intro Marker

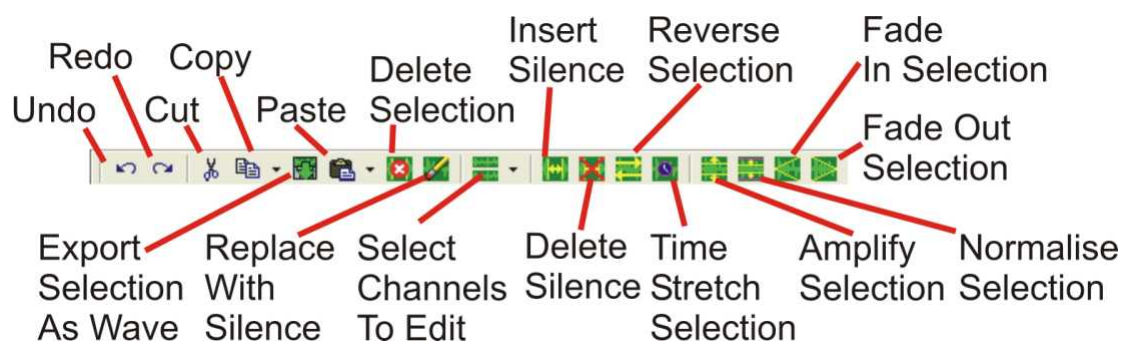
The Intro Marker shows a visual representation of the Intro Start and End points as set in the Timing Tab.

As with Hooks Markers, you can use the mouse to 'drag' these points around in the Audio Edit Area by moving the mouse cursor to the top of the Intro Marker (start or end) until the cursor changes to a hand icon, then using the left mouse button to drag the Intro Markers left or right (see picture in Hook Markers section for more detail).

Audio Edit Area

This is the section of the SmoothEdit screen where the audio wave form for the audio recorded in to the Cart, is displayed. The wave form represents a series of 'samples' that are used to describe the audio digitally. This information is then used by the Scoop to reproduce the sound perfectly every time the Cart is played.

The Audio Edit Area allows you to view the audio wave form and manipulate it using the tools provided on the SmoothEdit Tool Bar.



Key Timing events (such as Intro, Extro, Loop and Hooks) are also visually displayed in the Audio Edit Area.

Audio Editing is covered in much greater detail in the SmoothEdit manual which is available to download from the P Squared web site.

The Bulletin Window

The Bulletin window is used to compile bulletins for 'on air' broadcasts and publishing to your stations web site.

The Bulletin window actually performs several roles:

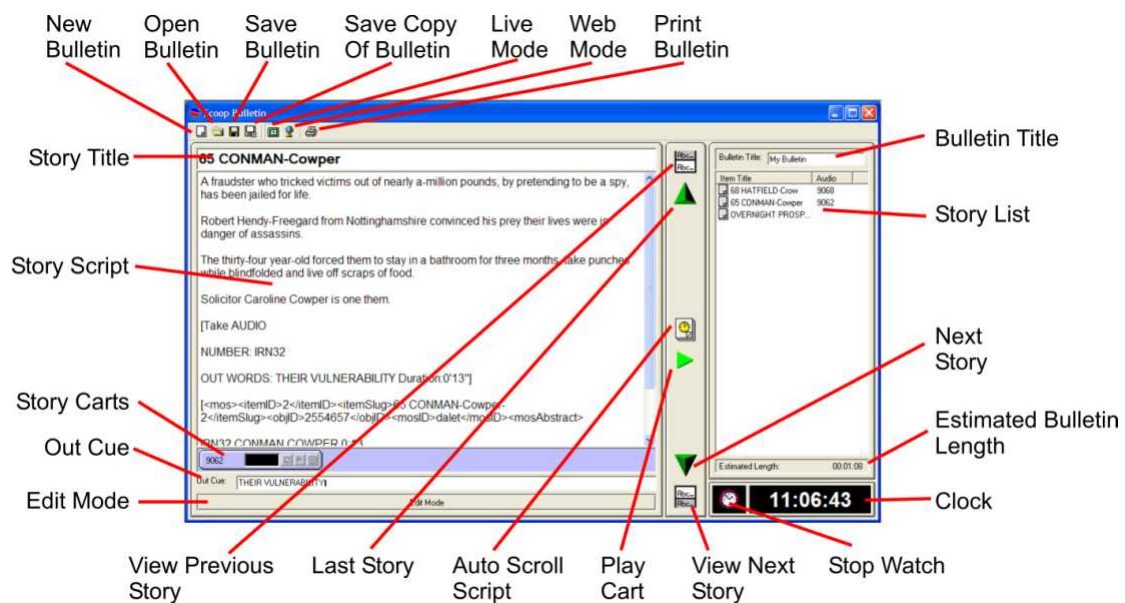
- Compile Bulletins – Create bulletins for either live broadcasts or publishing to a web site.

- Playout Mode – Displays scripts on screen and cues audio Carts to aid with live news bulletins.
- Publish bulletins to your stations web site.

Although the Bulletin window performs several roles, it is very easy to use as we will see.

The Bulletin Window General Layout

The Bulletin Window general layout is outlined below.



These options are explained in more detail below.

New Bulletin

This opens a new blank bulletin window.

Open Bulletin

This option allows you to open an existing Bulletin window.



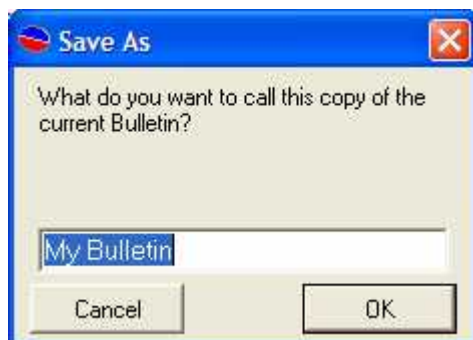
Click on the Bulletin that you want to open and click Ok.

Save Bulletin

Saves the current Bulletin.

Save Copy Of Bulletin

Saves the current info as a new Bulletin. To use this feature, click on the button and then type in the new Bulletin title.



Live Mode

The Live Mode button is used to switch to 'live' mode for reading scripts and playing audio as part of a live news bulletin.

Web Mode

The Web Mode button is used to switch the Bulletin Window in to Web mode. More on this later.

Print Bulletin

This button is used to print a hard copy of the active Bulletin.

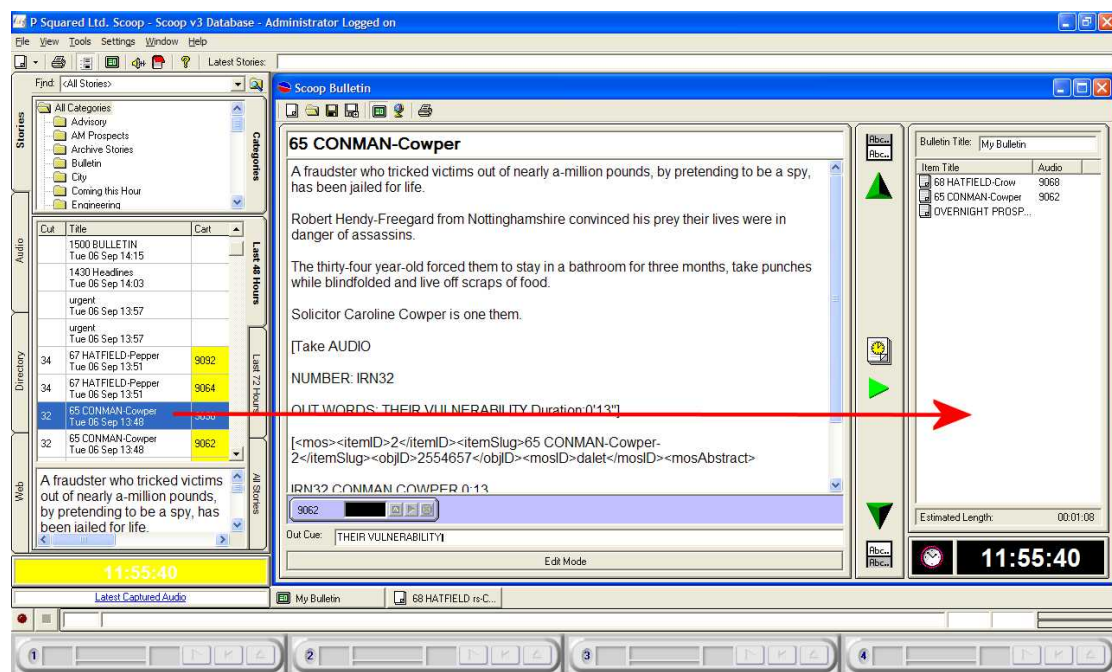
Bulletin Title

The Bulletin Title field is used to add or alter the Title for the Bulletin. This is also used if you Open the Bulletin at a later date.

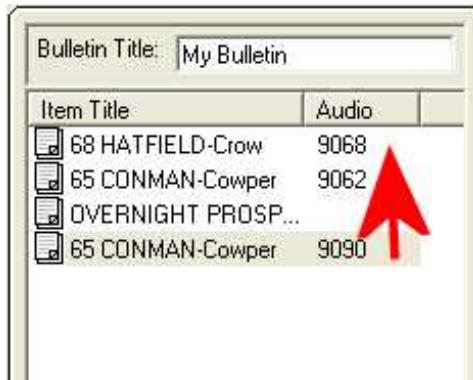
Story List

The Story List shows the list of Stories that form the current Bulletin.

You can drag new Stories in to the Story List from the Main Tab area.



You can also drag Stories within the Story List in order to alter the order of the Stories in the Bulletin.



If you alter the order of the Stories in the Story List, the Script will update accordingly.

Estimated Bulletin Length

This field displays the estimated overall length of the bulletin including all of the audio Carts and the estimated read speed of the scripts.

Clock

It's a clock!

Stop Watch

Clicking on the Stop Watch button will start a count up to allow you to time your news bulletin.



Click on the Stop Watch button again to stop the count up and return to the Clock.

Previous / Next Story Buttons

The Previous / Next Story buttons are used to move back to the previous or forward to the next Story in the Bulletin.

View Previous / Next Story Buttons

These buttons toggle a view of the previous and next Stories in the Bulletin.



Play Cart

The Play Cart button is used to play the next audio Cart in the current Story in the Bulletin.

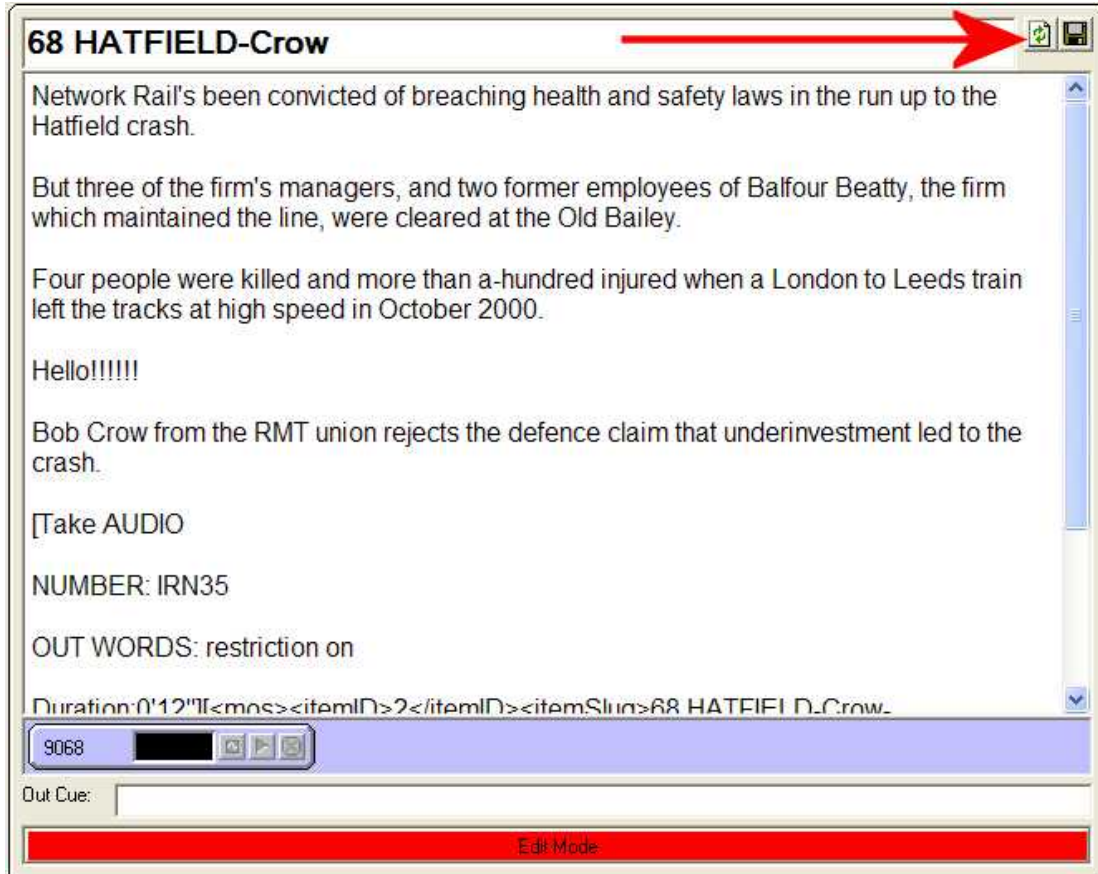
As each Story is loaded, the first Cart is automatically loaded in to a Cart Player. If a Story has several Carts attached then as each is played, the next is automatically loaded in to the Cart Players.

Auto Scroll Script

The Auto Scroll Script button toggles the automatic scrolling of the script in the main Story window.

Edit Mode

The Edit Mode button changes the Story window to be in edit mode which allows you to make alterations to the script.



Once in Edit mode, you can make alterations to the script. As soon as you make a change to the script, two buttons appear in the top right hand corner of the window. The first is the Reload button and is used to reload the original Story losing all of the changes you have just made. The second is the Save button and is used to save the changes you have made to the original Story.

If you want to leave the changes you have made but not over write the original Story, then simply come out of Edit mode by clicking on the edit button. This will leave your version of the Story for the duration of this bulletin but discard your changes when the bulletin is closed.

Out Cue

The Out Cue displays the Out Cue that has been set for the current Story.

Story Carts

This area shows the Carts that are attached to the current Story.



You can alter the order of the Carts in the list by dragging them left or right.

Story Script

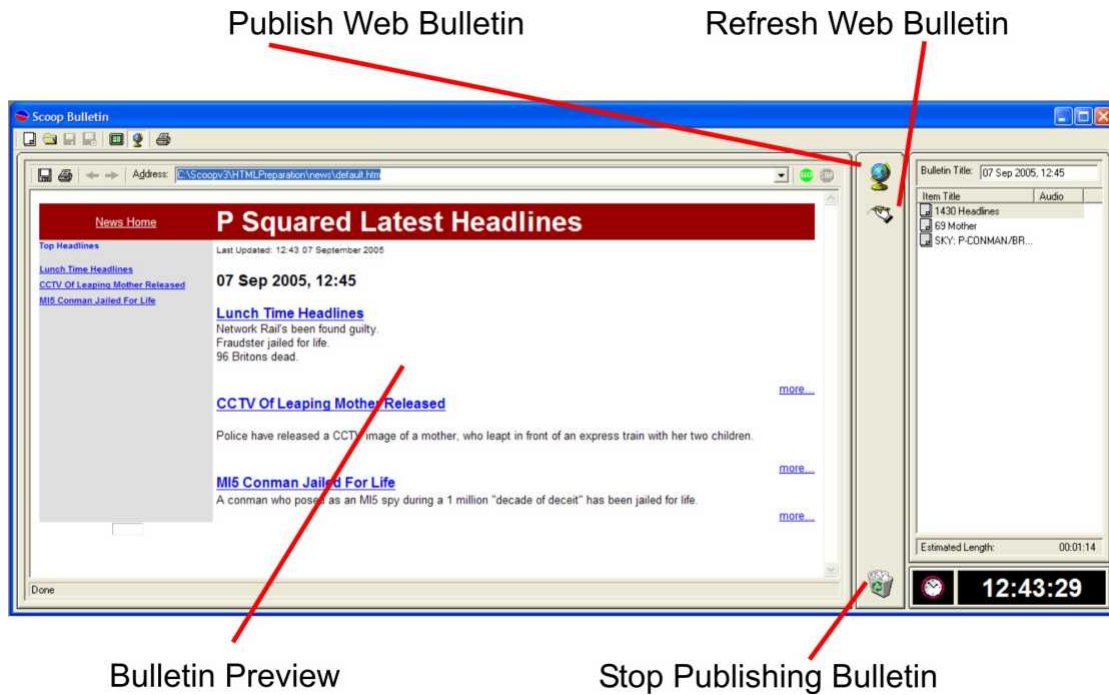
This main script area displays the script for the current Story in the Bulletin.

Story Title

The Story Title shows the Title of the current Story in the Bulletin.

Web Publish Mode General Layout

If you click on the Web mode button on the Bulletin window, it changes in to Web Bulletin mode to allow you to preview what the web version of the Bulletin will look like, and actually publish the Bulletin to your stations web site.



Publish Web Bulletin

Click on this button to publish the Web Bulletin to your stations web site.

Refresh Web Bulletins

This button will rebuild the preview of the web bulletin. This will happen automatically when you change the order of Stories using the Story List.

Stop Publishing Bulletin

Once you have stated publishing the web Bulletin, you can cancel the publish process by clicking on this button.

Bulletin Preview

This displays a preview of the web Bulletin so you can see how it will look on your stations web site.