Using CNN NewSource

(adapted from CNN NewSource handouts)


LOG IN TO THE CNN NEWSOURCE WEBSITE

1. Open a browser

2. Go to http://newsource.cnn.com

3. Disable your browser's pop-up blocker

4. Log in with the CNN Newsource provided username and password:
   USERNAME: scu
   PASSWORD: covet

NOTE: as part of the following download process, you may be asked to accept/install some small applets; say YES and install them.

The most important thing to know about Newsource is that it needs JAVA and SILVERLIGHT permissions to do what it needs to do, and this varies browser to browser; if you are unable to get video to download, try a different browser.
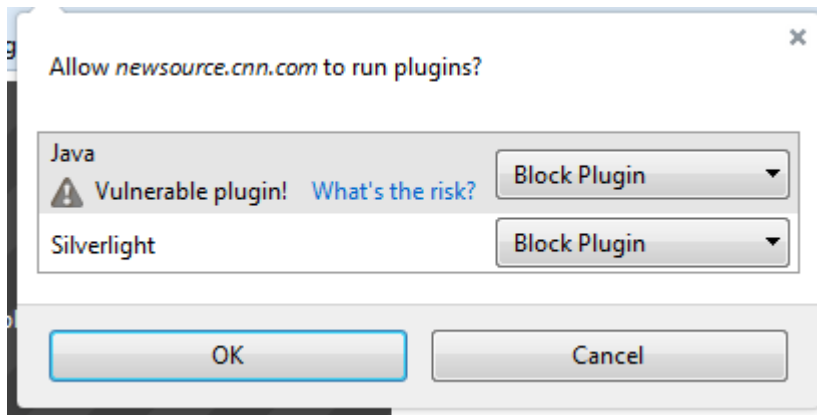
If you see a Java warning like this in the upper-left corner when you login, it must be addressed:
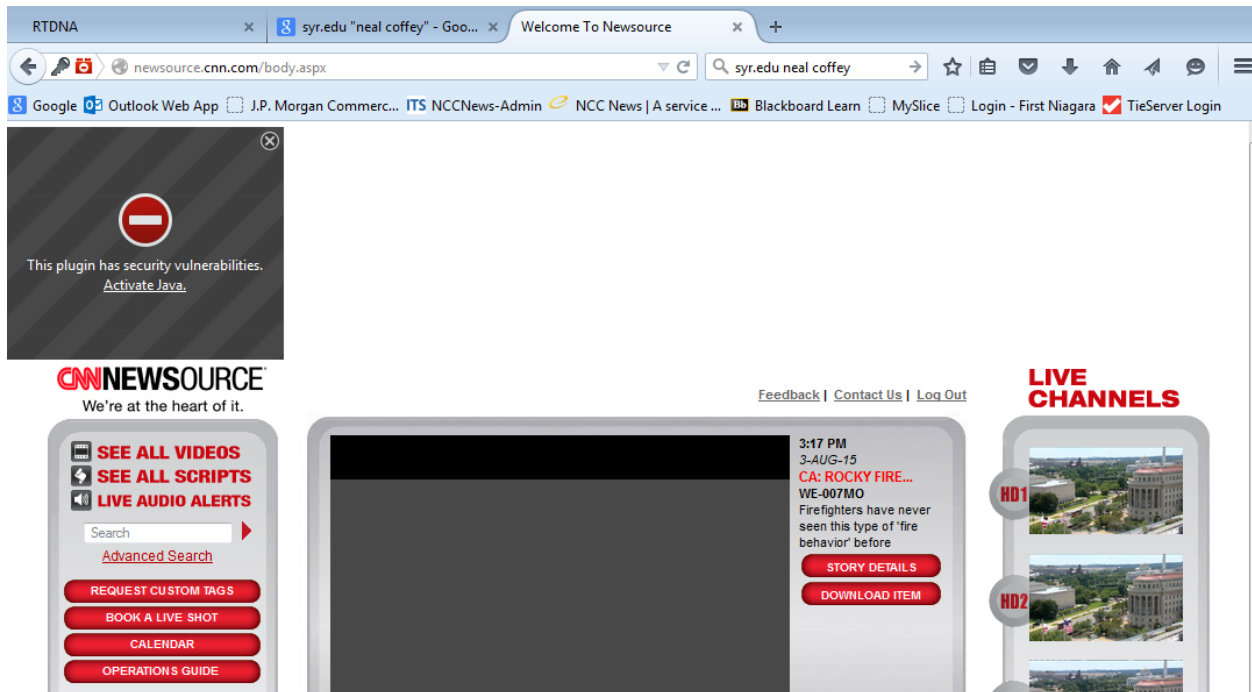
To fix it, click on ACTIVATE JAVA. At the next window, click on SHOW ALL:
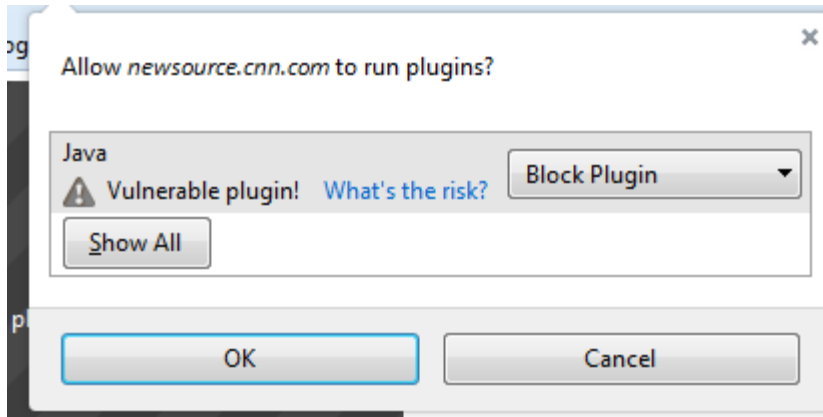
After selecting SHOW ALL, you should see the following:

Finally, where it says BLOCK PLUGIN, change both to ALLOW AND REMEMBER, and choose OK. Newsource should now work properly. If you are prompted again to accept JAVA, say YES, and ALLOW.
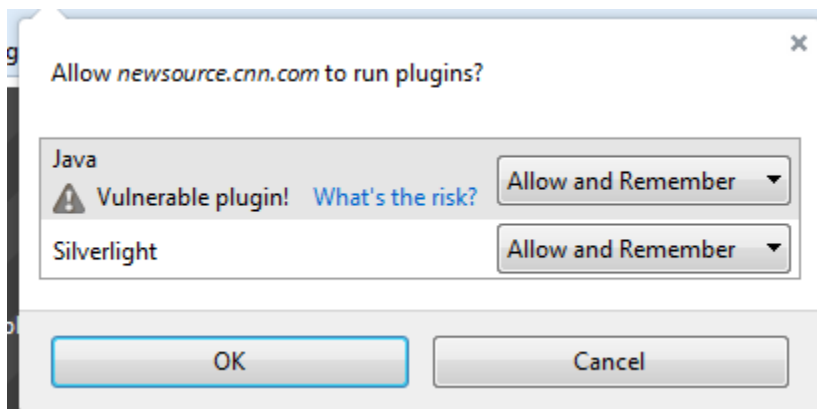
5. It's usually easiest to view all videos in a rundown fashion: click on SHOW ALL VIDEOS in the upper-left corner.

PREVIEW ITEMS AND REQUEST DOWNLOAD

2. You can preview an item from the page by double clicking on a slug to open the **Story Details** page. Here you can preview the item, proxy edit, view metadata or request a download.

3. To exit the **Story Details** page, click the **"Close"** button at the bottom or the "X" beside Story Details in the upper left. This will return you to the main webpage.

4. To add the video to a batch **Request List**, click ACTIONS>"**Add to Request List**"

5. Or, to begin a download of the selected video, click the **"Request"** button.
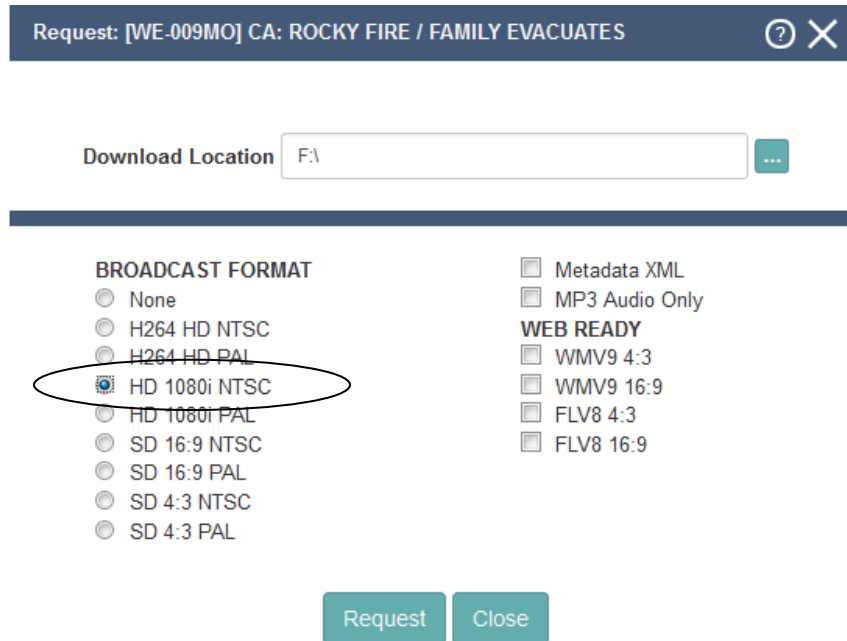
6. When you click on **"Request,"** a new window will open and allow you to select the desired video format and download destination.

7. To begin a download:
   - choose this video BROADCAST FORMAT: **HD 10801 NTSC**
   - choose the location for download –- MUST NOT BE THE C:\ DRIVE OR DESKTOP!!! Use your **external drive** -- and click the **"Request"** button.
   - Make sure your browser is not prompting you for action along the top; see the yellow bar in Firefox below?
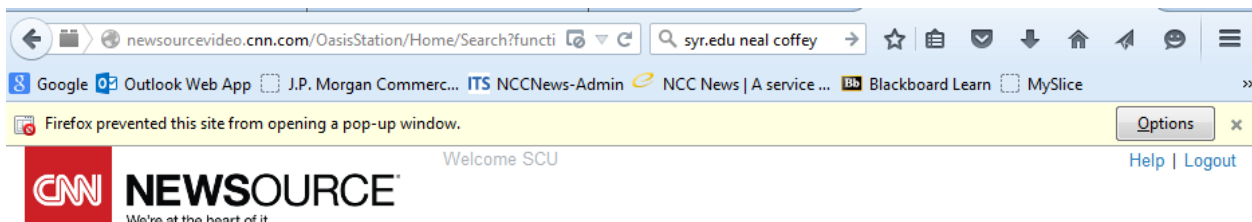
Choose OPTIONS>ALLOW POP-UPS FOR NEWSOURCE.CNN.COM

***NOTE:** The first time you request a video, you may be prompted to install a Java applet called Signiant or Silverlight, as seen below. Click the "Run" button to install the applet on your system. Check the "Do not show this again…" box.
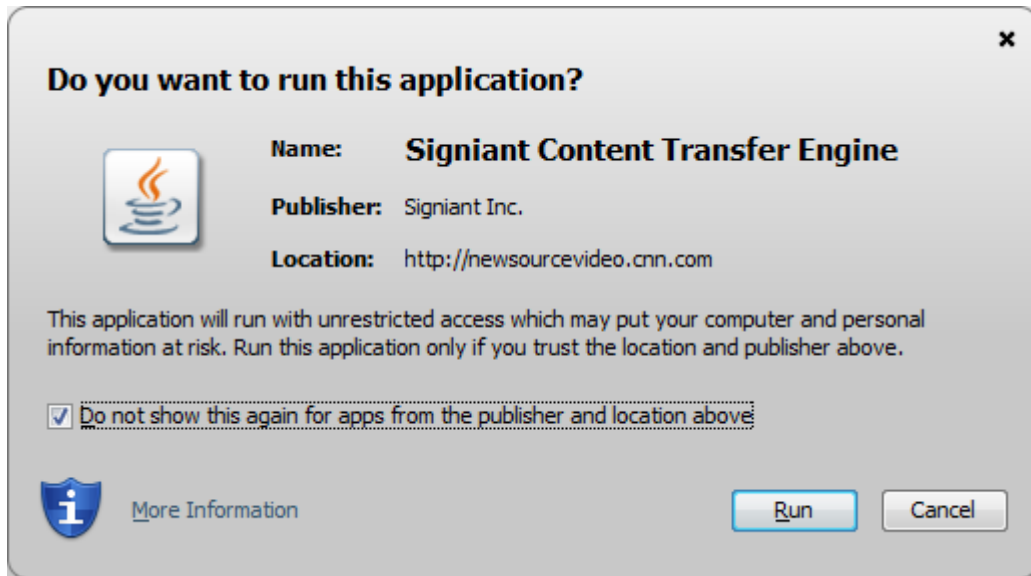
NOTE: if prompted by Windows Firewall, you MUST select CANCEL! It will still work OK.
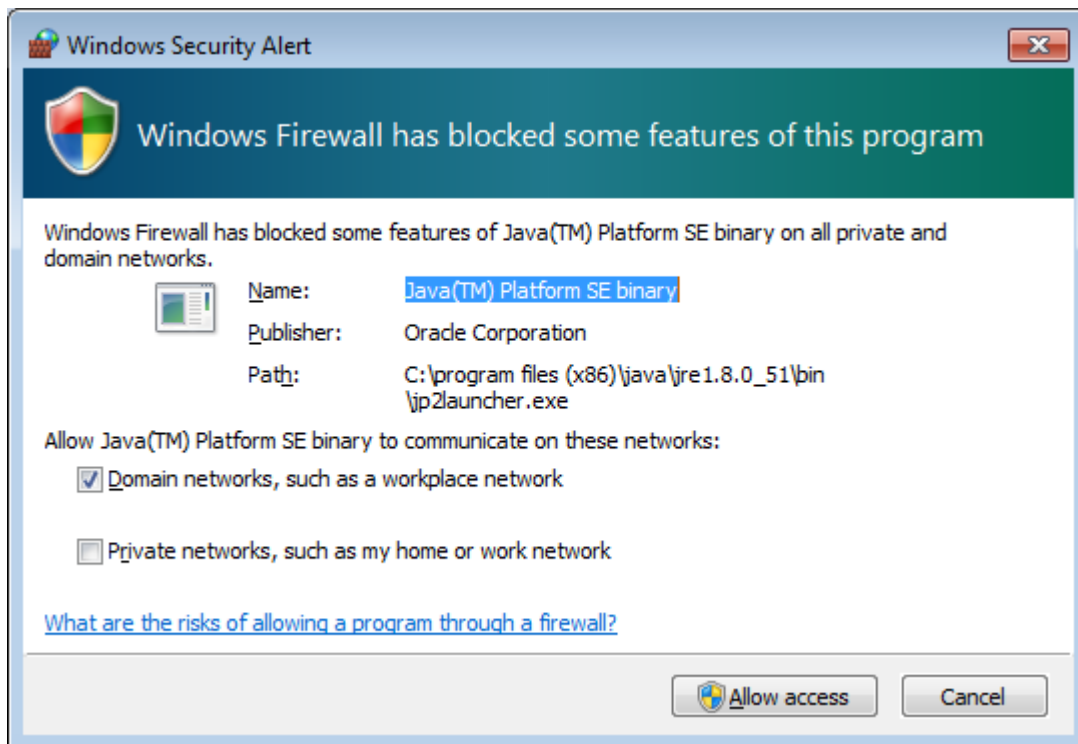
When finished, you'll see a messagfe that the video has been downloaded successfully.

PROXY (PARTIAL) DOWNLOADS
You can request a portion of a video by clicking on the **"Proxy Video Edit"** button below the video screen in Mini-viewer or large preview window.

1. Mark in and out points. Click the play button to preview the selection.

2. When you click on "**Request**," a new window will open and allow you to select the format (HD 1080i NTSC) and download destination for the proxy edit.
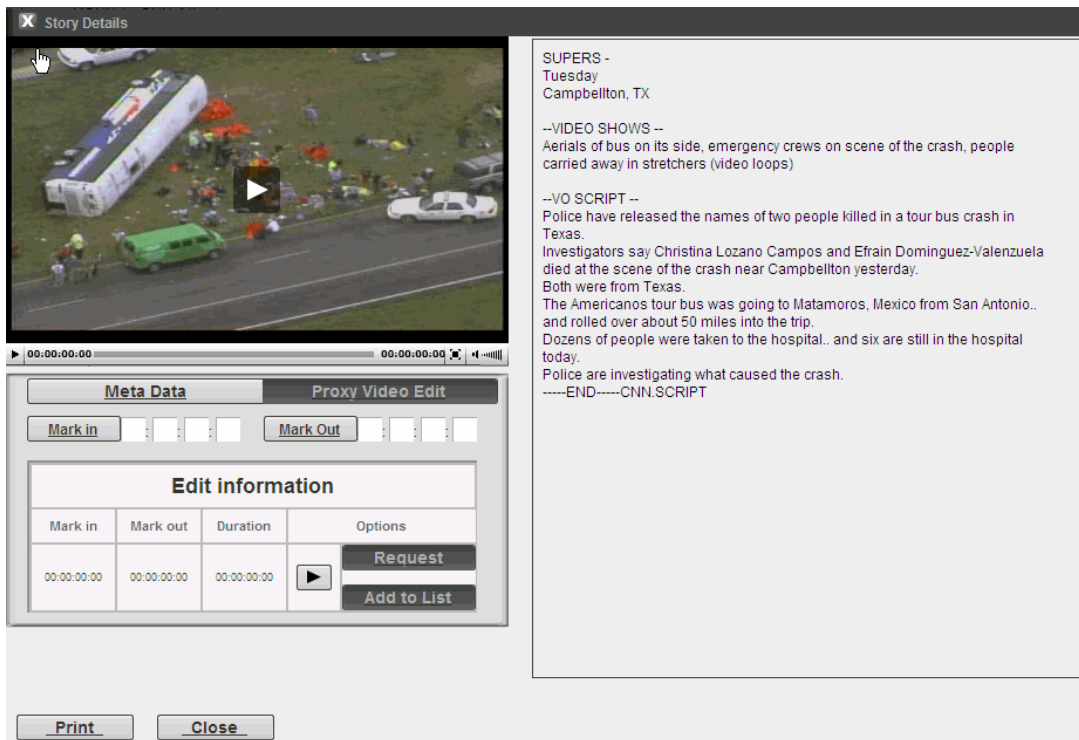
DOWNLOAD MANAGER

1. When you request a download, the **Download Manager** window opens in a new window. The "Status" column will say "Complete" when your item has been successfully downloaded.

2. The status of any previously requested item will be available in the **Download Manager** window for 72 hours.

3. Remove an item from the download list by clicking on the **(X)** next to the item.

4. Re-start a download by clicking on the green circle next to the item.

Story #	Story Slug	Target Path	Status	
TR-45WE	TX:TOYOTA BLACK BOXES	C:\Downloads	Request Complete	● ✕
PO-68WE	DC:OBAMA-TAOISEACH OF IRELAND MTG/HIR...	C:\Downloads	Request Complete	● ✕

5. If you select the check box above the top item in the **Request Manager**, it will select all items in your list. Choose your desired download destination – NOT YOUR C drive, ALWAYS your external drive -- and format(s) and then click **"Request"** to send all items to the **Download Manager** and start a download.

6. Remember to LOGOFF of CNN NewSource when done!!!