Using the BJ Lab to Produce Newscasts

DUMB but IMPORTANT rule: <u>KEEP ALL FOOD AND DRINK AWAY FROM COMPUTERS (in conference room or along side wall ONLY!!!)</u> (no drinks on floor under computer…)

12:00pm "feeds": local newscasts (Channel 9, 5)

- Usually viewed on a monitor in front of room; ask an IA or Prof Wenner to help set up if needed.
- log the feed
- Available to view or edit from on SnapStream:
  - See Snapstream handout
  - Download to your external drive, then import into Premiere.

NOTE: IN THE CASE OF BREAKING NEWS, IF YOU WANT TO RECORD A CHANNEL ON SNAPSTREAM, ASK YOUR PROFESSOR TO EMAIL KRISTEN NORTHRUP WITH THE REQUEST AT kmnorthr@syr.edu . ONLY IF YOUR PROFESSOR IS NOT AVAILABLE, THEN YOU MAY EMAIL HER YOURSELF. If no reply, email the Newhouse helpdesk at newhelp@ot.syr.edu .

1:00pm: Early draft of rundown should be completely finished, all cells filled in, for a technical review at conference table.

OTHER SOURCES OF VIDEO:
- BDJ 464 packages (check NCCNewsOnline)

WRITING FOR A NEWSCAST
- Do not write scripts in any old script library; write all stories in the rundown for your newscast! (Ask producer to put a slug in the rundown for you. If necessary, you can cut & paste scripts from one library to the rundown, but it's an awkward procedure.)
- ALWAYS BEGIN BY USING A MACRO OR TEMPLATE FOR A SCRIPT (A PRE-BUILT "SHELL" OF A SCRIPT THAT INCLUDES PROPER COMPUTER AND DIRECTOR COMMANDS.) It is much harder to add proper commands later.
- Check to make sure you add things like length of SOTs to the [Duration:] area so computer times your script better, etc.

GRAPHICS
- Add all lower-thirds, etc., through XPRESSION in your ENPS scripts
- To create graphics with images from your own story, you can take a still picture and use that, or you can export a freeze-frame directly from Premiere as a JPEG; ALWAYS use ONLY images that are horizontal (not up and down.)

- ALL XPRESSION images MUST be kept somewhere within the CLASS FILES>GRAPHICS folder.
- Do NOT rename or move the image after creating the XPRESSION graphic, or it won't be able to find/display the image during the newscast.

EDITING FOR A NEWSCAST
- <u>Remember to bring a portable drive to edit stories onto</u>, especially if you are a day-of reporter, until ISIS is in place.
- All franchise packages, etc., should be edited before class lab day.
- For BDJ 465/665, do NOT include a countdown on your final videofile!!
- FTP your final story to the VIDEO SERVER via Filezilla after checking it in MediaInfo.

NOTE: MAKE SURE THE STORY FILENAME INCLUDES THE 6 DIGIT DATE AND SHOW, AND CORRECTLY MATCHES THE RUNDOWN; YOU MIGHT NOT BE ABLE TO RENAME IT ONCE IT'S BEEN SENT TO THE SERVER FOLDER!!! MUST MATCH RUNDOWN SLUG and SEGMENT!

- It may take a couple of minutes or more to arrive at the server, based on package size and server traffic
- Video editors can find CNN NewSource video at: newsource.cnn.com , user: SCU password: covet

DURING THE NEWSCAST
- No junk on the desks near computers – THE REPORTER DESKS WILL BE SEEN DURING THE SHOW
- Must be quiet
- No weird gestures; you are visible in the background
- Don't grab mics and IFBs; *let the IA/floor manager give you one if we have one.* ALWAYS leave the mic at that same location when you're finished.