# XPression

## XPression Connect User Guide

**Version 11.0**

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David Ross
CEO, Ross Video
*dross@rossvideo.com*

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# XPression Connect · User Guide


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Patent numbers US 7,034,886; US 7,508,455; US 7,602,446; US 7,802,802 B2; US 7,834,886; US 7,914,332; US 8,307,284; US 8,407,374 B2; US 8,499,019 B2; US 8,519,949 B2; US 8,743,292 B2; GB 2,419,119 B; GB 2,447,380 B; and other patents pending.

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- **XPression Server** — 12 months
- **XPression Software Upgrades** — 12 months free of charge
- **System and Media hard drives** — 12 months

If an item becomes defective within the warranty period Ross will repair or replace the defective item, as determined solely by Ross.

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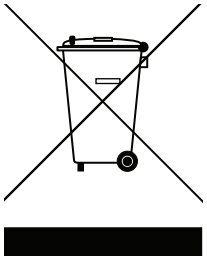
The crossed-out wheeled bin symbol invites you to use these systems.



If you need more information on the collection, reuse, and recycling systems, please contact your local or regional waste administration.

You can also contact Ross Video for more information on the environmental performances of our products.

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# Introduction

XPression Connect is a user controllable social media playout tool.

## About This Guide

This user guide describes the XPression Connect, its configuration, and functions.

If, at any time, you have a question pertaining to the installation or operation of the XPression Connect, please contact us at the numbers listed in the section "**Contacting Technical Support**" on page 1–2. Our technical staff are always available for consultation, training, or service.

## Documentation Conventions

Special text formats are used in this guide to identify parts of the user interface, text that a user must enter, or a sequence of menus and submenus that must be followed to reach a particular command.

| | |
|---|---|
| **Bold text** | Bold text is used to identify a user interface element such as a dialog box, menu item, or button.<br>For example:<br>In the **3D Model Files** section, use the **Mode** list to select the folder used to store 3D model files. |
| `Courier text` | Courier text is used to identify text that a user must enter.<br>For example:<br>Enter `localhost` when the DataLinq server is running of the same computer as XPression. |
| > | Menu arrows are used in procedures to identify a sequence of menu items that you must follow.<br>For example, if a step reads "**Display** > **Widgets**," you would click the **Display** menu and then click **Widgets**. |

## Getting Help

The ***XPression Connect User Guide*** is supplied as a print-ready PDF file. Locate the guide in the C:\Archive folder to open a guide PDF in Adobe® Reader® for viewing or printing.

# Contacting Technical Support

At Ross Video, we take pride in the quality of our products, but if problems occur, help is as close as the nearest telephone.

Our 24-hour Hot Line service ensures you have access to technical expertise around the clock. After-sales service and technical support is provided directly by Ross Video personnel. During business hours (eastern time), technical support personnel are available by telephone any time. After hours and on weekends, a direct emergency technical support phone line is available. If the technical support person who is on call does not answer this line immediately, a voice message can be left and the call will be returned shortly. This team of highly trained staff is available to react to any problem and to do whatever is necessary to ensure customer satisfaction.

- **Technical Support:**
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  - +800 1005 0100 (International)
- **After Hours Emergency:** (+1) 613-349-0006
- **E-mail:** techsupport@rossvideo.com
- **Website:** http://www.rossvideo.com

# User Interface Overview

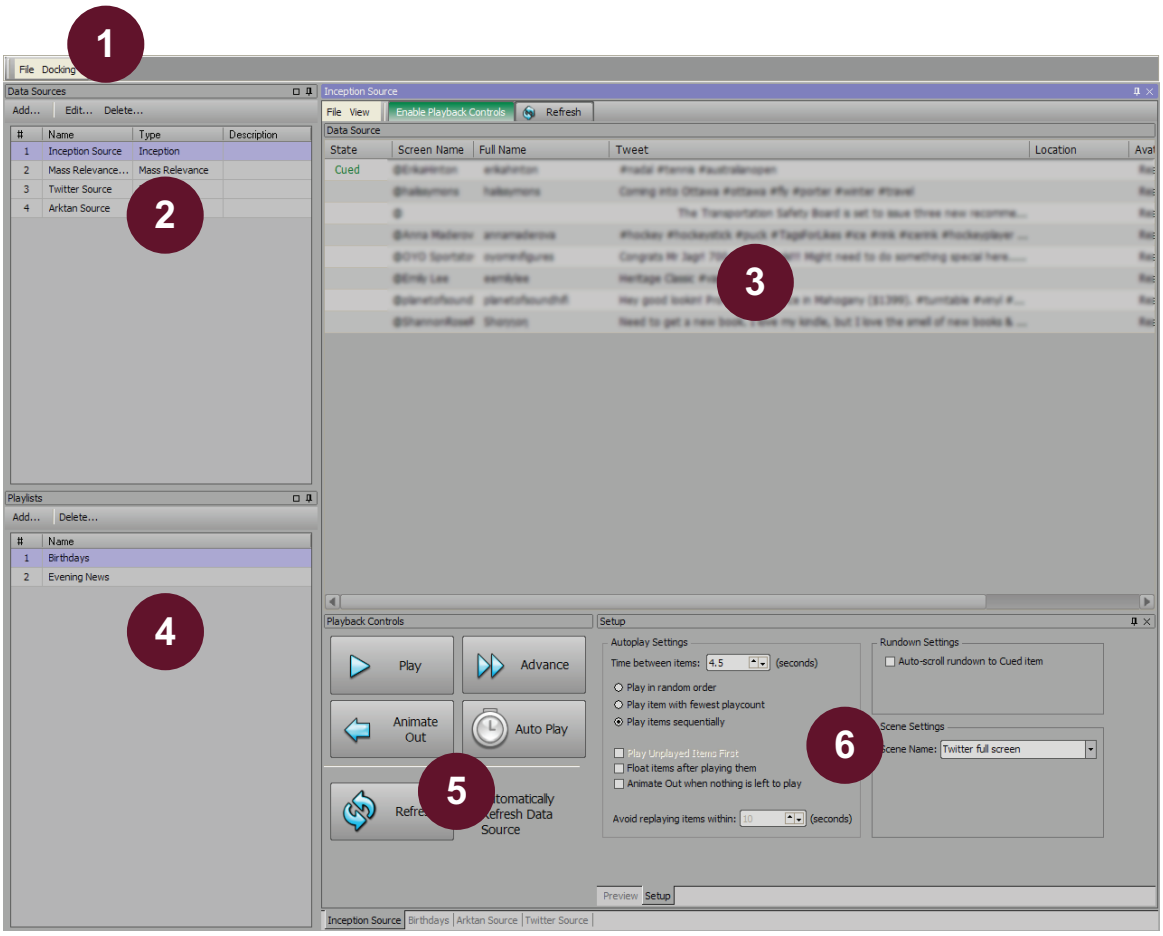
The XPression Connect interface is used for managing, previewing, and playing out social media feeds.

The following topic is discussed in this section:

- The XPression Connect User Interface

# The XPression Connect User Interface

The following screen capture displays the main elements of the XPression Connect user interface. Descriptions of individual elements are contained in the legend below the diagram.




1) **Menu Bar** — use this menu bar to access the File and Docking menus.
2) **Data Sources** — add or edit the data sources providing feeds for the rundown.
3) **Rundown Area** — use this area to select and cue items from a data source rundown or playlist rundown.
4) **Playlists** — use this area to create, edit, and select custom playlists made of items selected from feeds.
5) **Playback Controls** — use this area to control the playback of the rundown.
6) **Preview/Setup Area** — select the Preview tab to display a preview of an item or select the Setup tab and use the Setup options to configure XPression Connect settings.

# Setup

- If upgrading XPression Studio from 32-bit to 64-bit, a prompt to remove any previous 32-bit Studio installs will open. If removing a 32-bit version of Studio, new installs of XPression Connect will not launch unless 64-bit Studio is reinstalled again.

Before you start using XPression Connect, XPression and XPression Connect need to be configured to function together, data sources need to be added to XPression Connect, and rundowns need to be added. This section describes how to setup XPression Connect for playing social media feeds.

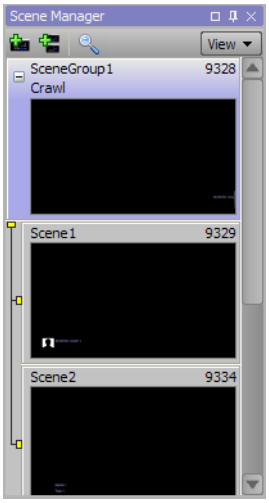
The following topics are discussed in this section:

- Setting Up an XPression Project for Use with XPression Connect
- Adding a Data Source
- Setting Up a Data Source Rundown
- Setting Up a Twitter Rundown
- Setting Up a Playlist Rundown

# Setting Up an XPression Project for Use with XPression Connect

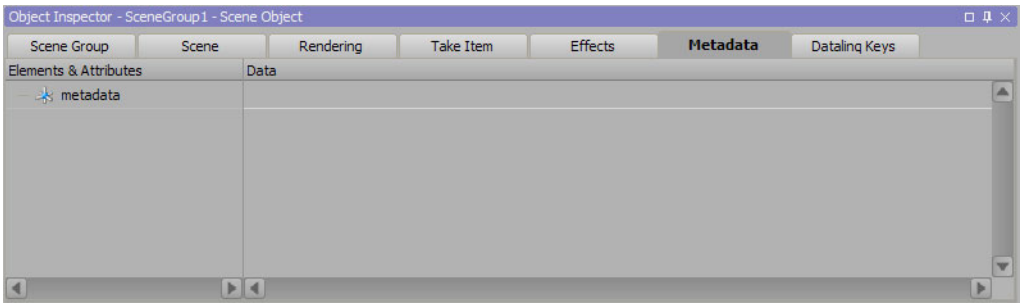
- XPression and XPression Connect must use the same version and build numbers.
- XPression Connect uses the default framebuffer and layer of the scene or scene group.

1. In **XPression**, open a project that contains the scene(s) for use with XPression Connect.
2. In the **Scene Manager**, select a scene or scene group.




3. In the **Object Inspector**, click the **Metadata** tab.

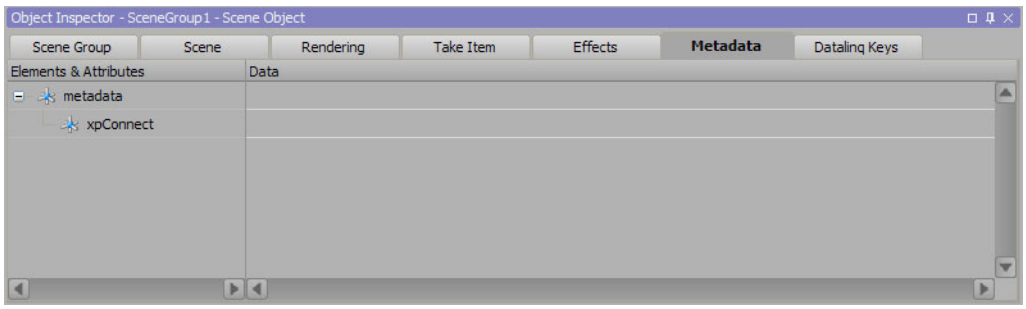
   The **Metadata** tab opens.




4. In the **Elements and Attributes** section, right-click on **metadata** and select **Add** > **Child Element**.

   A child element node is added to **metadata**.

5. Click inside **element** and enter the name `xpConnect`.

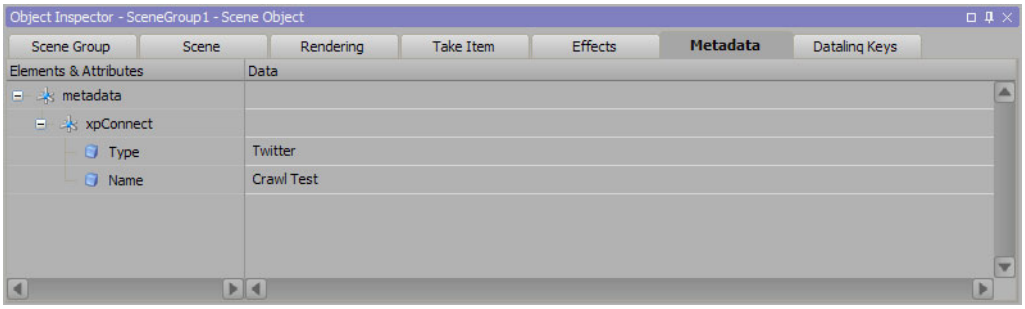



6. Right-click on the **xpConnect** element node and select **Add** > **Attribute**.

   An attribute node is added to the **xpConnect** element node.

7. Click inside **attribute** and enter the name `Name`.
8. Click inside the **Data** section and enter the value for the attribute. For example, Twitter.
9. Right-click on the **xpConnect** element node and select **Add** > **Attribute**.

   An attribute node is added to the **xpConnect** element node.
10. Click inside **attribute** and enter the name `Type`.
11. Click inside the **Data** section and enter `Crawl Test`.




## Adding Animation

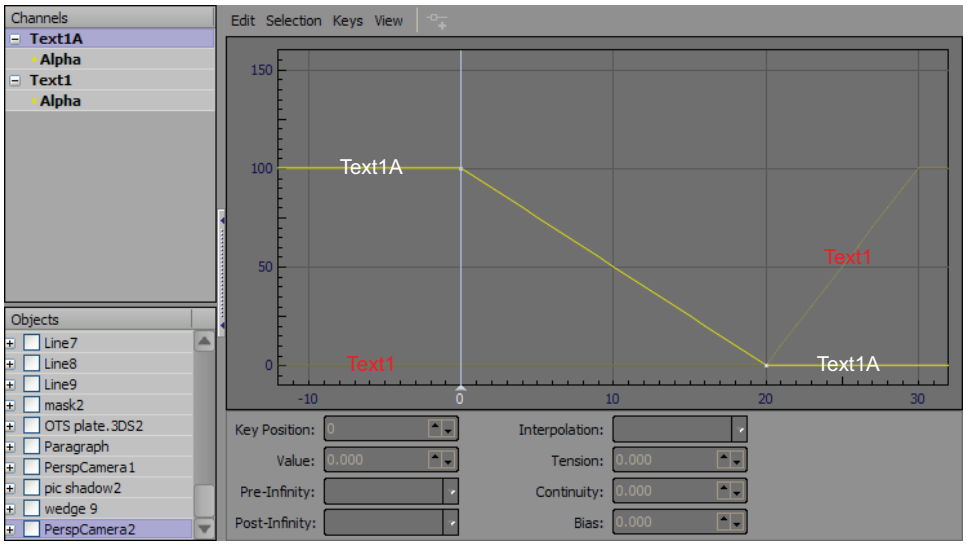
To assign animation to the scene or scene group, add three animation controllers named **In**, **Change**, and **Out**.

Ensure the following is set up for **In**, **Change**, and **Out** animations:

- The **In** animation brings in items from the data source (for example, Inception) such as ‘Text1’, ‘Avatar1’, ‘Name1’, etc.
- In the **Change** animation, ‘Text1’ from the **In** animation is now ‘Text1A’ and is in the same position as the next ‘Text1’ to follow ‘Text1A’.

  XPression Connect will copy data from **In** ‘Text1’ to **Change** ‘Text1A’, and copy new data to ‘Text1’. The same applies for Avatar1, Name1, etc.

  The following image from the **Key Graph Editor** provides a visual of the necessary setup for the **Change** animation, whereby ‘Text1A’ is transitioned out as ‘Text1’ is transitioned in:




- The **Out** animation has ‘Text1’ animated out, so that if the animation goes from **In** to **Out** without a change in between, ‘Text1’ is still taken out.

## Using a Roll/Crawl

For a crawl/roll:

- the object name for the text object for the social media feed must be ‘Name1’ in the **Object Manager**.
- the object name for the text object for the user handle/screen name must be ‘ScreenName1’ in the **Object Manager**.
- the object name for the quad object for an avatar must be ‘Avatar1’ in the **Object Manager**.

### Using Full Screen

For full screen:

- the object name for the text object for the social media feed must be ‘Text1A’ in the **Object Manager**.
- if there is a change animation in the scene or scene group, then a text object named ‘Text1B’ must be added in the **Object Manager**.

**For More Information on...**

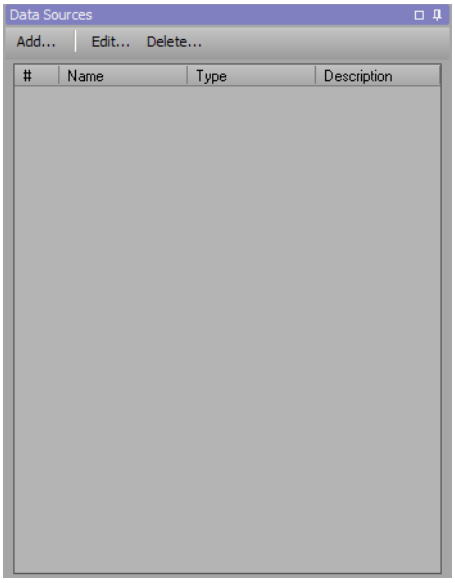
- XPression features and functions, refer to the ***XPression User Guide*** or Online Help.
- setting up data sources in XPression Connect, refer to “**Adding a Data Source**” on page 3–5.
- GPI controls, refer to “**XPression Connect Menu Bar**” on page 5–2.

# Adding a Data Source

✶ XPression must be launched and a project loaded before launching XPression Connect, or XPression Connect will not be able to display scenes in Scene Settings or Preview.

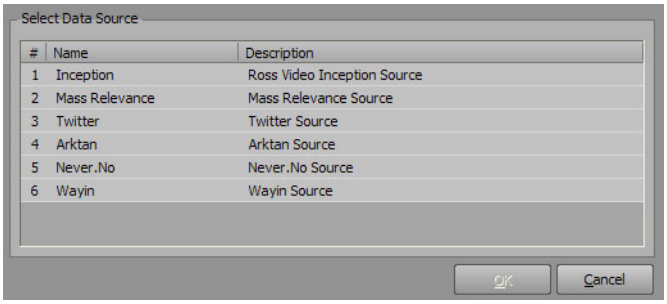
1. In **XPression Connect**, click the **Data Sources** tab.

   The **Data Sources** window opens.




2. Click **Add**.

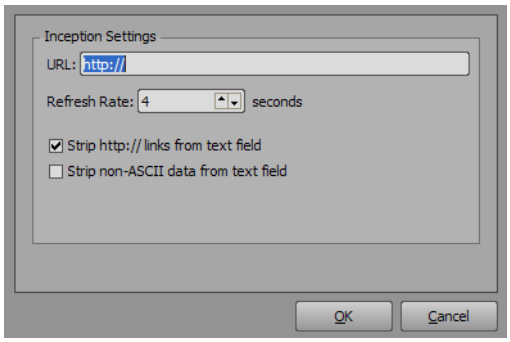
   The **Add Data Source** dialog box opens.




3. Select a data source from the list:
   - **Inception** — use feeds from the Inception social media tool.
   - **Mass Relevance** — use feeds from the MassRelevance social media tool.
   - **Twitter** — use feeds from the Twitter social media tool.
   - **Arktan** — use feeds from the Arktan social media tool.
   - **Never.No** — use feeds from the Never.No social media tool.
   - **Wayin** — use feeds from the Wayin social media tool.
4. Click **OK**.

   The dialog box for the selected data source opens.

### Inception, MassRelevance, Arktan, Never.No, & Wayin




**a.** In the **URL** box, enter the URL for the Inception, MassRelevance, Arktan, Never.No, or Wayin data source.

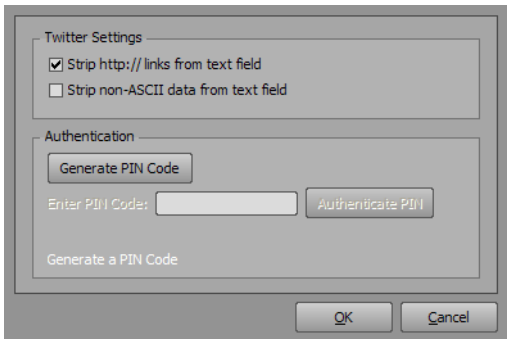
✶ XPression Connect will download attachments from Facebook, Twitter, and Instagram when using Inception data sources.

**b.** Use the **Refresh Rate** box to enter or select an amount of time between queries to the data source for the latest data.

**c.** Select the **Strip http:// links from text field** check box to remove URLs from the tweets in a rundown or playlist provided by the data source.

**d.** Select the **Strip non-ASCII data from text field** check box to remove any data from the tweets in a rundown or playlist provided by the data source that is not ASCII character encoding.

### Twitter




**a.** Select the **Strip http:// links from text field** check box to remove URLs from the tweets in a rundown or playlist provided by the data source.

**b.** Select the **Strip non-ASCII data from text field** check box to remove any data from the tweets in a rundown or playlist provided by the data source that is not ASCII character encoding.

**c.** Click **Generate PIN Code** to generate a user authentication code for the Twitter data source.

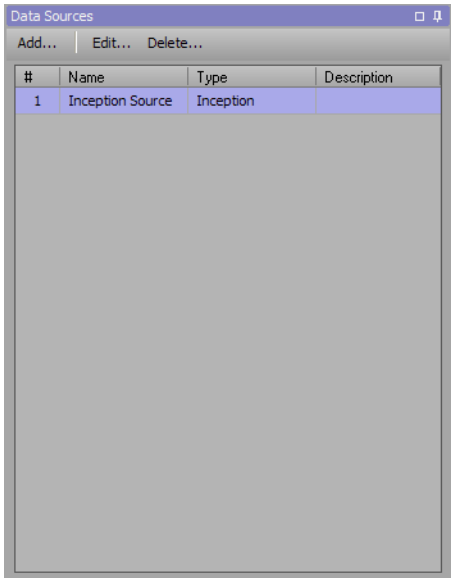
A Twitter URL is provided below the fields in the dialog box.

**d.** In the **Enter PIN Code** box, enter the PIN code available from the provided Twitter URL.

**e.** Click **Authenticate PIN** to access the Twitter data source.

5. Click **OK**.

   The dialog box for the selected data source closes and the data source is added to the **Data Sources** window.




**For More Information on...**

- setting up an XPression project for use with XPression Connect, refer to "**Setting Up an XPression Project for Use with XPression Connect**" on page 3–2.
- setting up a data source rundown, refer to "**Setting Up a Data Source Rundown**" on page 3–8.
- setting up a playlist rundown, refer to "**Setting Up a Playlist Rundown**" on page 3–13.

# Setting Up a Data Source Rundown

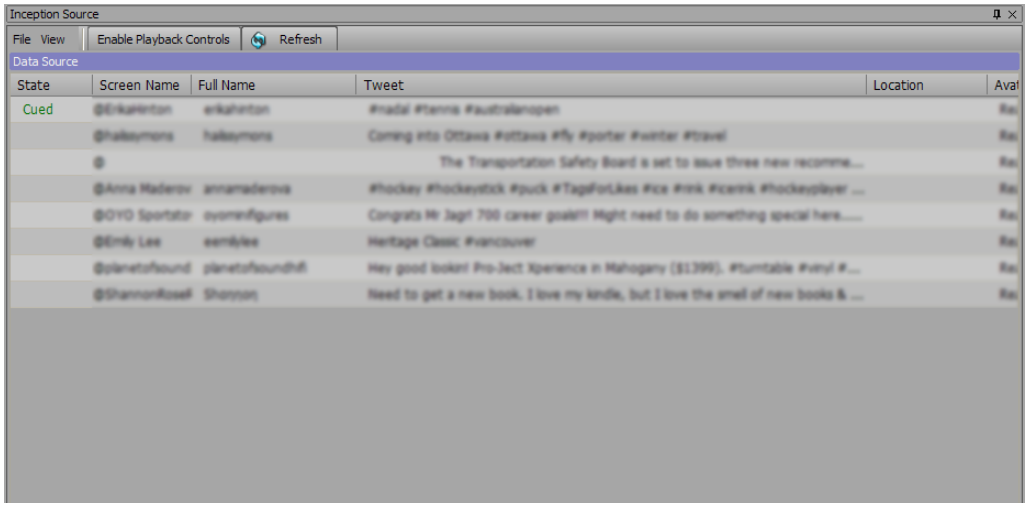
Use rundowns to play out social media provided by a data source.

- XPression must be launched and a project loaded before launching XPression Connect, or XPression Connect will not be able to display scenes in Scene Settings or Preview.

1. In **XPression**, open or set up a project to be used with **XPression Connect**.
2. In **XPression Connect**, add a data source. The options are:
   - Inception
   - MassRelevance
   - Arktan
   - Never.No
   - Wayin
3. In the **Data Sources** list, double-click the data source.

   The data source opens in the rundown area.
4. In the **Source** window, click the **Refresh** button in menu bar to load the Inception, MassRelevance, Arktan, Never.No, or Wayin data for the rundown.

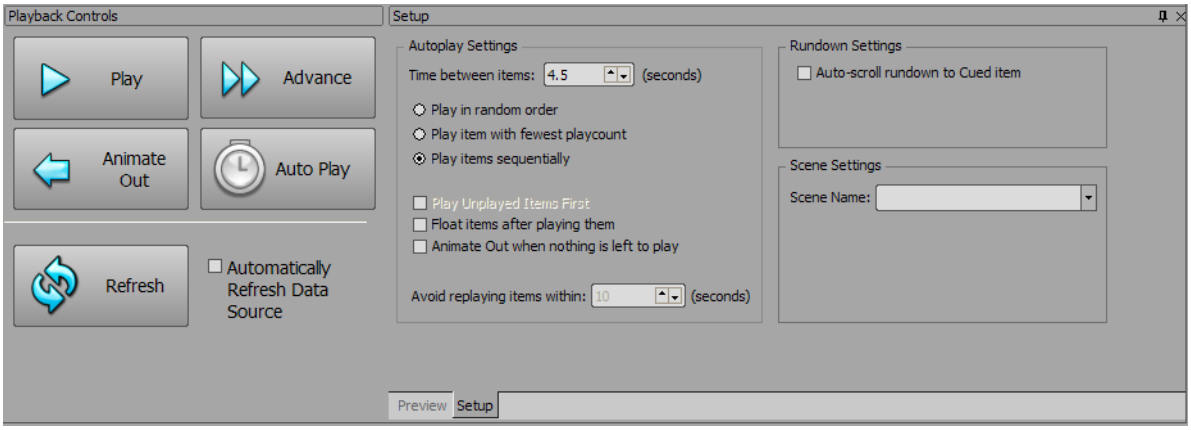
   The **Data Source** section of the **Source** window is populated with data.




- XPression Connect will download attachments from Facebook, Twitter, and Instagram when using Inception data sources.
- To clear a rundown, select **File** > **Clear all items** from the window menu.
- Cued items can be removed from the feed and the next item will be cued.

5. Click the **Enable Playback Controls** button in the menu bar.

   The **Playback Controls** and **Setup** windows open.




6. In the **Setup** window, configure the following options:

   **a.** In the **Autoplay Settings** section, use the **Time between items** box to enter or select a time in seconds between when an item is displayed and when the next item cued in the rundown is displayed.

   **b.** Choose one of the following playout settings:

   - **Play in random order** — display items from the rundown randomly.
   - **Play item with fewest playcount** — automatically display items with the least amount of play counts.
   - **Play items sequentially** — display items according to their order in the rundown.

   **c.** Configure the following autoplay settings:

   - If using **Play in random order** or **Play item with fewest playcount**, select the **Play Unplayed Items First** check box to play new and unplayed items first.
   - To drop items from being played in the rundown after they have already been played, select the **Float items after playing them** check box.
   - To automatically animate out after the last item at the end of a rundown has been played, select the **Animate Out when nothing is left to play** check box.
   - If using **Play in random order** or **Play item with fewest playcount**, use the **Avoid Replaying items within** box to enter or select a time in seconds before an item is replayed.

   **d.** In the **Rundown Settings** section, select the **Auto-scroll rundown to Cued item** check box to automatically scroll the **Rundown** window to the next item cued in the rundown.

   **e.** Use the **Max items in rundown** box to enter or select a maximum number of items to list in the rundown. This setting is not available if using Incpetion.

   **f.** In the **Scene Settings** section, use the **Scene Name** list to select a scene from the XPression project for displaying the item data.

✶ Select the **Preview** tab to open the **Preview** window and view the item in the selected scene from the XPression project. The **Preview** tab and window are not available when using a crawl in the **Scene Settings**.

**For More Information on...**

- setting up a Twitter rundown, refer to “**Setting Up a Twitter Rundown**” on page 3–10.
- setting up an XPression project for use with XPression Connect, refer to “**Setting Up an XPression Project for Use with XPression Connect**” on page 3–2.
- adding a data source, refer to “**Adding a Data Source**” on page 3–5.
- playback controls, refer to “**Playback Controls Window**” on page 4–2.

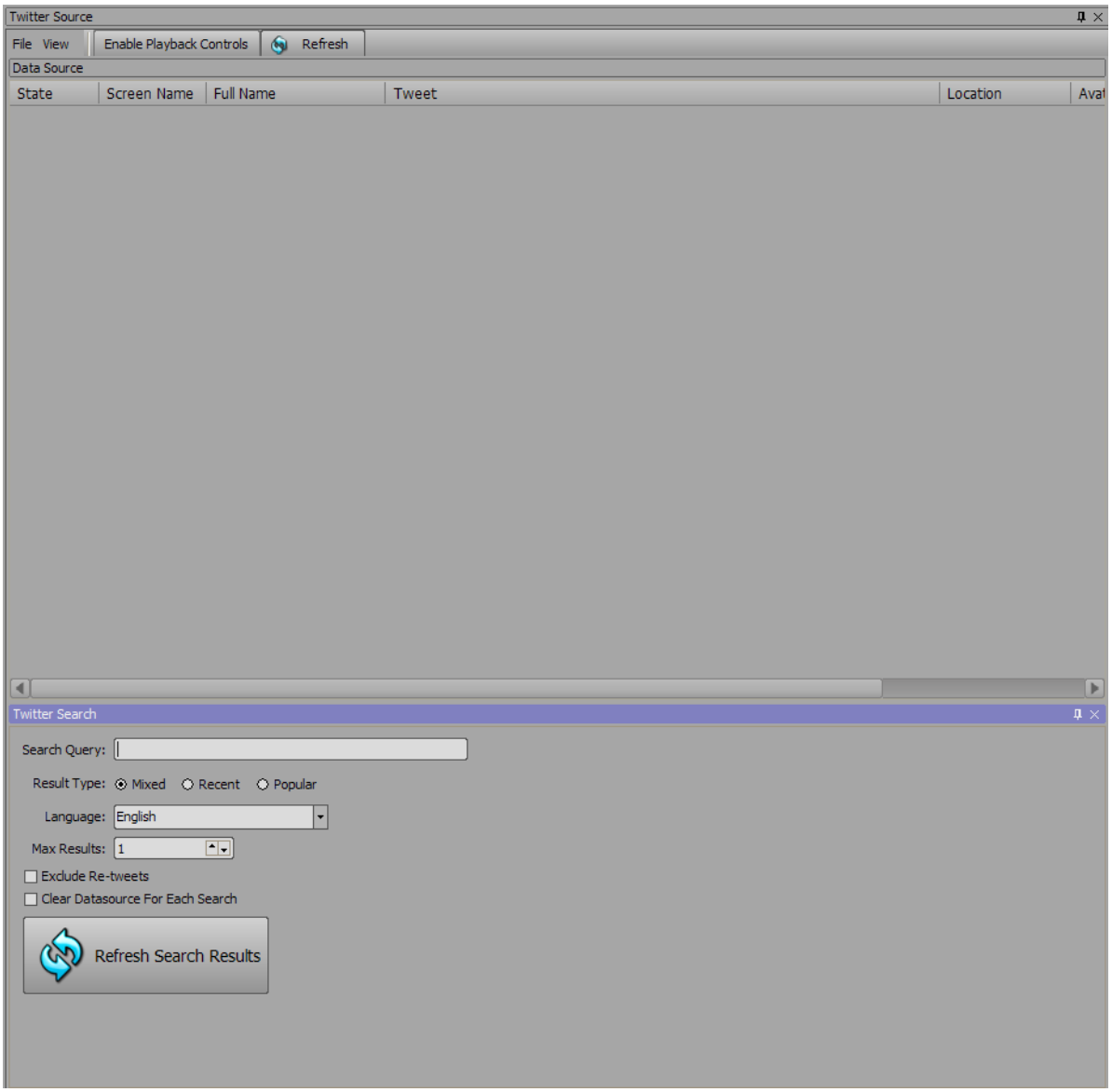
# Setting Up a Twitter Rundown

Use Twitter as a data source to play out tweets in a rundown.

✶ XPression must be launched and a project loaded before launching XPression Connect, or XPression Connect will not be able to display scenes in Scene Settings or Preview.

1. In **XPression**, open or set up a project to be used with **XPression Connect**.
2. In the **Data Sources** window, double-click a Twitter source.

   The **Twitter Source** and **Twitter Search** windows open in the rundown area.




3. Use the **Twitter Search** window to define the search criteria for the Twitter source rundown:
   a. In the **Search Query** box, enter a subject or topic to query Twitter for related results. For example, a sports league, etc.
   b. Select a **Result Type**:
      - **Mixed** — returns search results that include the most recent tweets and the most popular tweets.
      - **Recent** — returns search results that only include the most recent tweets.
      - **Popular** — returns search results that only include the most popular tweets.
   c. Use the **Language** menu to select a language for the tweets that are being searched.

d. Select the **Exclude Re-tweets** check box to only include original tweets in the rundown and not re-tweets.

e. In the **Max Results** box, enter or select the amount of search results to return.

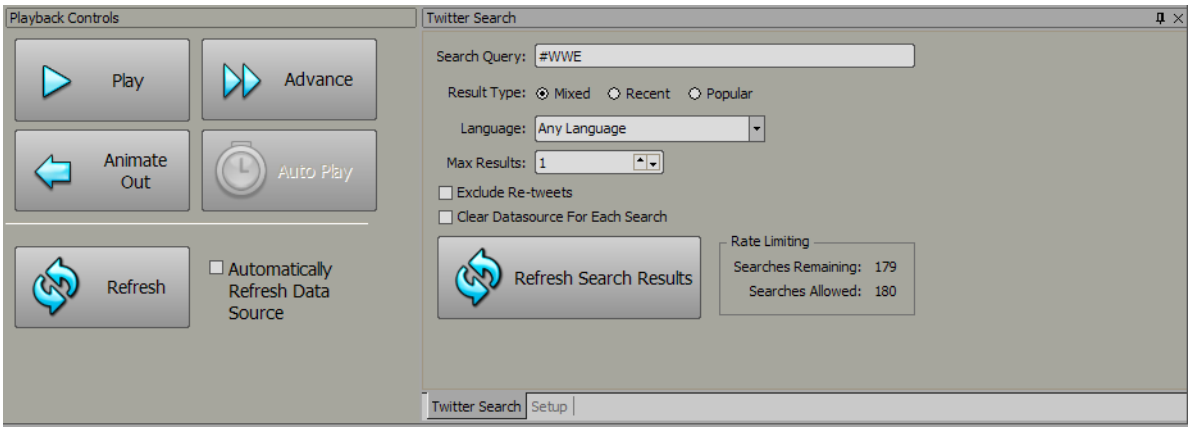
f. Select the **Clear Datasource For Each Search** check box to clear the tweets in the Data Source window every time a search query is performed.

g. Click the **Refresh Search Results** button to update the Data Source window with the most recent tweets.

- Twitter applies a limit on how many searches can be performed with the search tool within a 15 minute period. If this limit is exceeded, your Twitter account could become blacklisted. The **Rate Limiting** section in the **Twitter Search** window displays the amount of searches performed and remaining. This limit can change without notice at the discretion of Twitter.
- Twitter only makes tweets made within the last five to ten days available for searching.

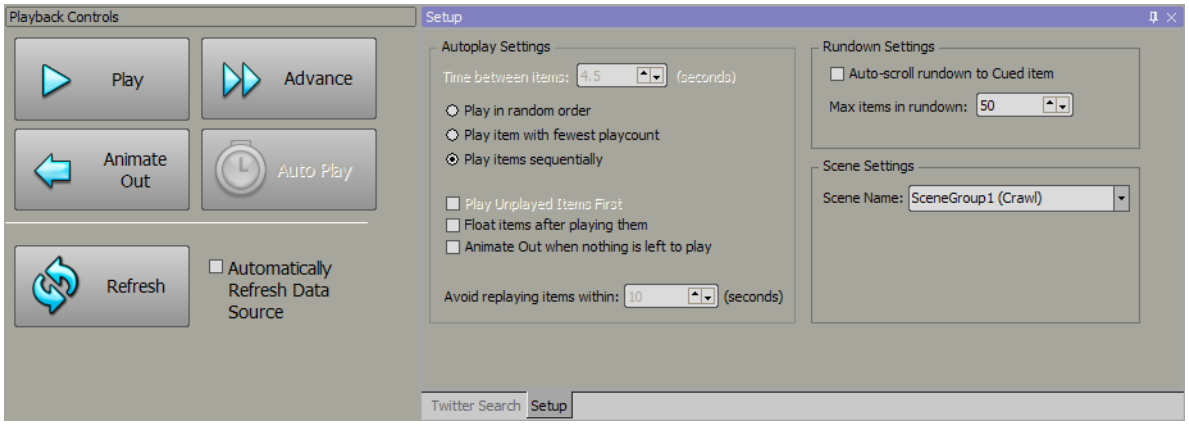
4. Click the **Enable Playback Controls** button in the menu bar.

   The **Playback Controls and Twitter Search/Setup** windows open.




5. Click the **Setup** tab.

   The **Setup** tab opens.




6. In the **Setup** window, configure the following options:

   a. In the **Autoplay Settings** section, use the **Time between items** box to enter or select a time in seconds between when an item is displayed and when the next item cued in the rundown is displayed.

   b. Choose one of the following playout settings:

   - **Play in random order** — display items from the rundown randomly.
   - **Play item with fewest playcount** — automatically display items with the least amount of play counts.
   - **Play items sequentially** — display items according to their order in the rundown.

c. Configure the following autoplay settings:

- If using **Play in random order** or **Play item with fewest playcount**, select the **Play Unplayed Items First** check box to play new and unplayed items first.
- To drop items from being played in the rundown after they have already been played, select the **Float items after playing them** check box.
- To automatically animate out after the last item at the end of a rundown has been played, select the **Animate Out when nothing is left to play** check box.
- If using **Play in random order** or **Play item with fewest playcount**, use the **Avoid Replaying items within** box to enter or select a time in seconds before an item is replayed.

d. In the **Rundown Settings** section, select the **Auto-scroll rundown to Cued item** check box to automatically scroll the **Rundown** window to the next item cued in the rundown.

e. Use the **Max items in rundown** box to enter or select a maximum number of items to list in the rundown. This setting is not available if using Incpetion.

f. In the **Scene Settings** section, use the **Scene Name** list to select a scene from the XPression project for displaying the item data.

✶ Select the **Preview** tab to open the **Preview** window and view the item in the selected scene from the XPression project. The **Preview** tab and window are not available when using a crawl in the **Scene Settings**.

✶ To clear a rundown, select **File** > **Clear all items** from the window menu.

✶ Cued items can be removed from the feed and the next item will be cued.

**For More Information on...**

- setting up an XPression project for use with XPression Connect, refer to “**Setting Up an XPression Project for Use with XPression Connect**” on page 3–2.
- adding a data source, refer to “**Adding a Data Source**” on page 3–5.
- playback controls, refer to “**Playback Controls Window**” on page 4–2.

# Setting Up a Playlist Rundown

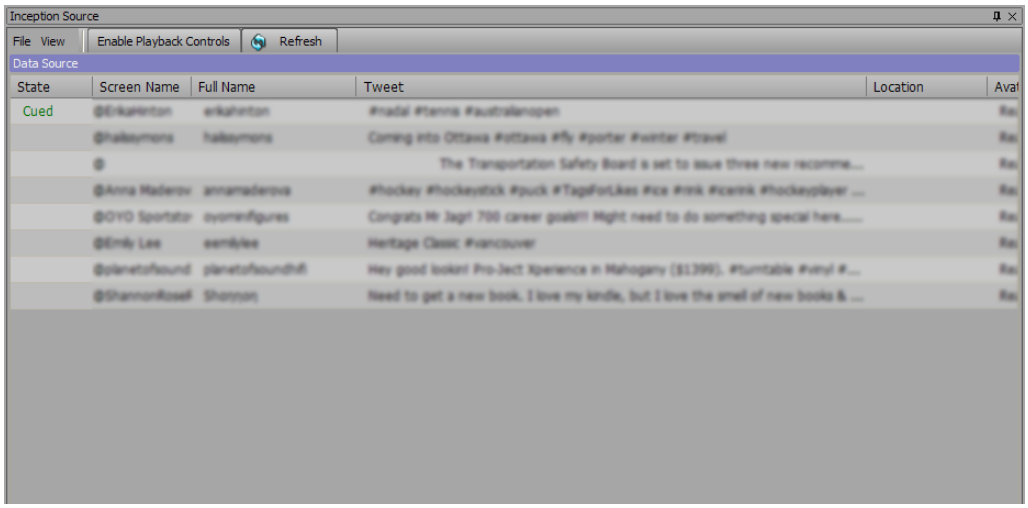
Use playlists to create custom rundowns from one or more data sources for specific topics. For example, a playlist specifically for birthday greetings.

- XPression must be launched and a project loaded before launching XPression Connect, or XPression Connect will not be able to display scenes in Scene Settings or Preview.

1. In **XPression**, open or set up a project to be used with **XPression Connect**.
2. In the **Data Sources** window, double-click a data source from the list to select it.

   The selected data source opens in the rundown area.
3. In the **Inception Source** / **Mass Relevance Source** / **Twitter** / **Arktan** / **Never.No** / **Wayin** window, click the **Refresh** button in menu bar to load the Inception or MassRelevance data for the rundown.

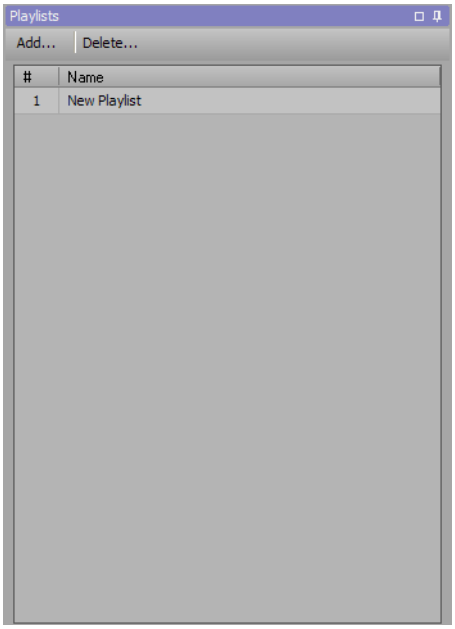
   The **Data Source** section of the **Inception Source** / **Mass Relevance Source** / **Twitter** / **Arktan** / **Never.No** / **Wayin** window is populated with data.




- To clear a rundown, select **File** > **Clear all items** from the window menu.
- Cued items can be removed from the feed and the next item will be cued.

4. In the **Playlists** window, click **Add**.

   A new playlist is added to the list.



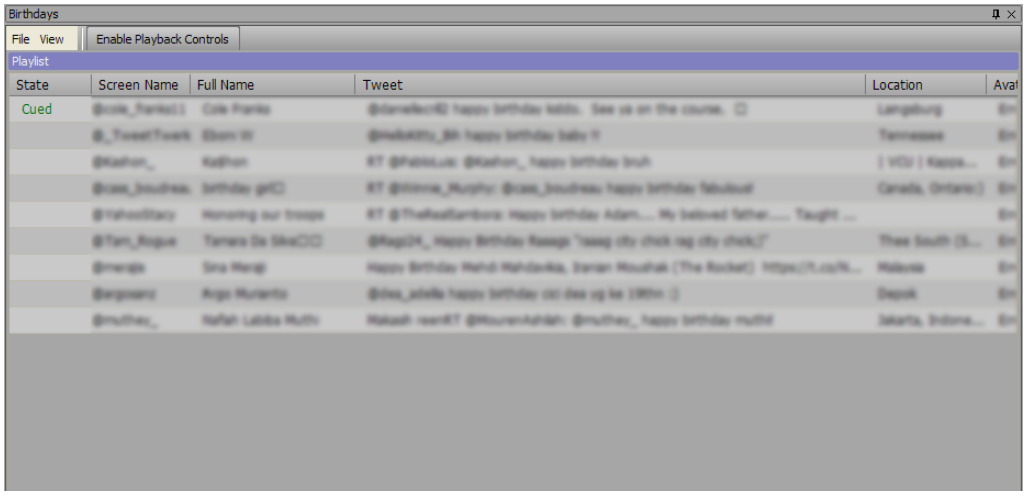

5. Right-click on **New Playlist** and select **Rename** from the shortcut menu.
6. Enter a name for the playlist (for example, ‘Birthdays’) and press **Enter**.
7. In the **Data Source** section of the **Source** window, right-click on an item and select **Add to Playlist** > ***Playlist***.

   To select multiple items:

   - select an item, hold **Shift**, and select another item further up or down the list to select a block of items; or
   - select an item, hold **Ctrl**, and select other individual items from the list to select a number of specific items.

   Repeat this step for as many items as your playlist requires.
8. In the **Playlists** window, double-click the playlist.

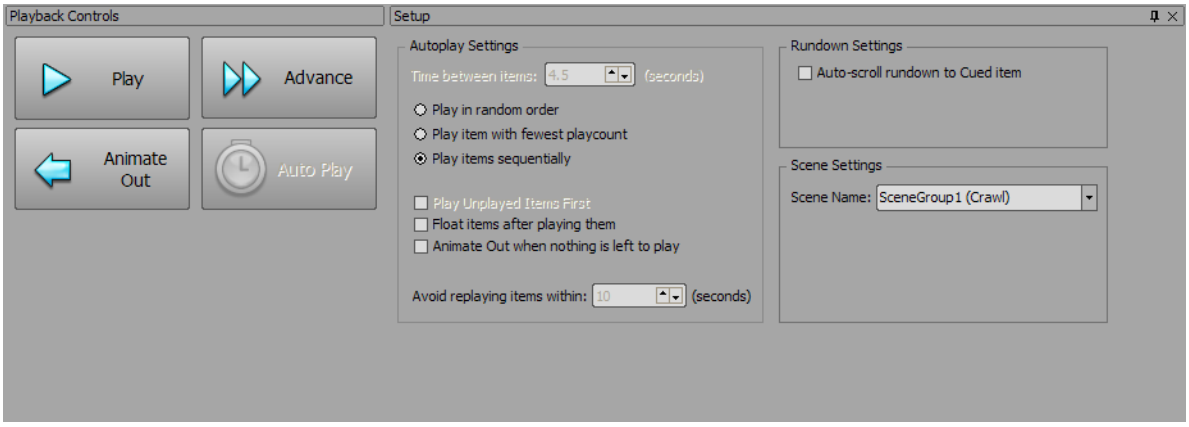
   The playlist opens in the rundown area.




✶ Right-click an item in the playlist and select **Edit Text** from the shortcut menu to open the Edit Text dialog box to edit the Tweet text.

9. Click the **Enable Playback Controls** button in the menu bar.

   The **Playback Controls** and **Setup** windows open.




10. In the **Setup** window, configure the following options:

    **a.** In the **Autoplay Settings** section, use the **Time between items** box to enter or select a time in seconds between when an item is displayed and when the next item cued in the rundown is displayed.

    **b.** Choose one of the following playout settings:

    - **Play in random order** — display items from the rundown randomly.
    - **Play item with fewest playcount** — automatically display items with the least amount of play counts.
    - **Play items sequentially** — display items according to their order in the rundown.

    **c.** Configure the following autoplay settings:

    - If using **Play in random order** or **Play item with fewest playcount**, select the **Play Unplayed Items First** check box to play new and unplayed items first.
    - To drop items from being played in the rundown after they have already been played, select the **Float items after playing them** check box.
    - To automatically animate out after the last item at the end of a rundown has been played, select the **Animate Out when nothing is left to play** check box.
    - If using **Play in random order** or **Play item with fewest playcount**, use the **Avoid Replaying items within** box to enter or select a time in seconds before an item is replayed.

    **d.** In the **Rundown Settings** section, select the **Auto-scroll rundown to Cued item** check box to automatically scroll the **Rundown** window to the next item cued in the rundown.

    **e.** In the **Scene Settings** section, use the **Scene Name** list to select a scene from the XPression project for displaying the item data.

✶ Select the **Preview** tab to open the **Preview** window and view the item in the selected scene from the XPression project. The **Preview** tab and window are not available when using a crawl in the **Scene Settings**.

✶ To clear a playlist, in the playlist window select **File** > **Clear all items**.

**For More Information on...**

- setting up an XPression project for use with XPression Connect, refer to "**Setting Up an XPression Project for Use with XPression Connect**" on page 3–2.
- adding a data source, refer to "**Adding a Data Source**" on page 3–5.
- playback controls, refer to "**Playback Controls Window**" on page 4–2.

# Playback Controls

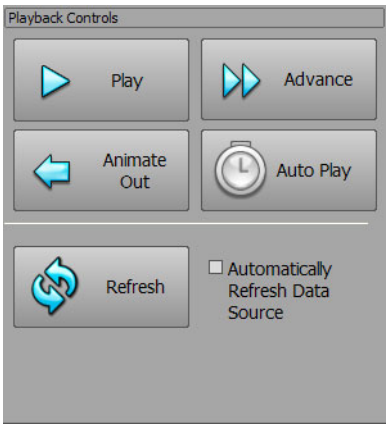
This section describes the Playback Controls and options of XPression Connect.

The following topics are discussed in this section:

- Playback Controls Window

# Playback Controls Window

Use the Playback Controls window to playout a rundown from a data source or playlist.




**Play** — click this button to play a selected item from the rundown.

- An item can also be played by double-clicking the item when the Playback Controls are enabled in the data source rundown or playlist rundown. Enable the playback controls by clicking the **Enable Playback Controls** button in the **Inception Source** / **Mass Relevance Source** / **Twitter** / **Arktan** / **Never.No** / **Wayin** / ***Playlist*** window menu.

**Advance** — click this button to advance to the next cued item in the rundown.

**Animate Out** — click this button to animate the item out.

**Auto Play** — click this button to auto play the items in the rundown.

**Refresh** (data source rundowns only) — click this button to refresh the data source and update the rundown. This button does not apply to playlists.

**Automatically Refresh Data Source** (data source rundowns only) — select this check box to automatically refresh the data and update the rundown with newly added items. This option does not apply to playlists.

# Menus and Keyboard Shortcuts

This section describes the various menus and keyboard controls of XPression Connect.

The following topics are discussed in this section:

- XPression Connect Menu Bar
- Rundown Area
- Keyboard Shortcuts

# XPression Connect Menu Bar

The XPression Connect menu bar, located at the top of the XPression Connect interface, contains a File menu and Docking menu.

## File Menu

Use the File menu to configure the GPI connection settings and exit XPression Connect.

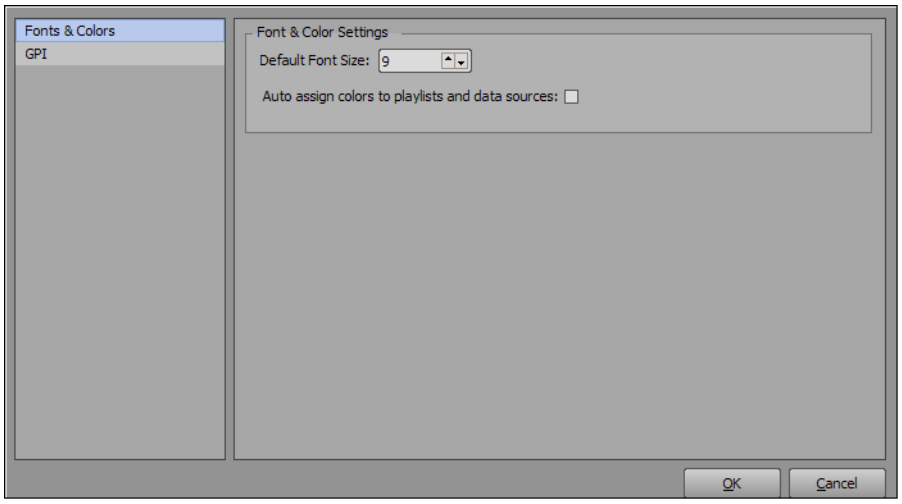
**File** > **Configure** — select this option to open the **Connect Configuration** dialog box and configure the fonts and colors and the GPI settings.

**File** > **Exit** — click this button to close XPression Connect.

### Connect Configuration

#### Fonts & Colors Settings

Use the **Fonts & Colors** section to set the default font size and configure color settings.

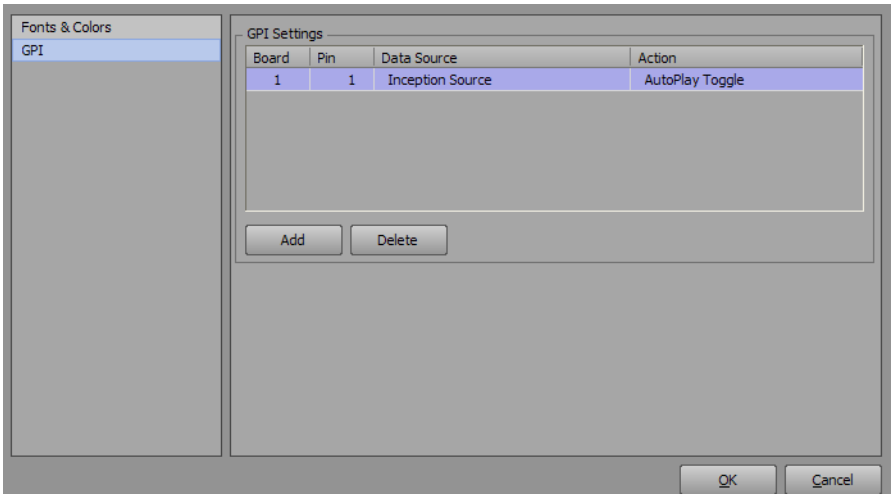



**Default Font Size** — in this box, enter or select the default font size for the rundown items.

**Auto assign colors to playlists and data sources** — select this check box to automatically assign a color to playlists and data sources.

#### GPI Settings

Use the **GPI** section to configure the GPI connection to XPression.



**Board** — click inside a cell and enter a board number.

**Pin** — click inside a cell and enter a pin number for the board.

**Data Source** — click inside a cell and use the list to select a configured data source.

**Action** — click inside a cell and use the list to select a playback option for the GPI. The options are as follows:

- **Animate On**
- **AutoPlay On**
- **AutoPlay Off**
- **AutoPlay Toggle**
- **Animate Off**
- **Advance**
- **Refresh Data Source**

**Add** — click this button to add another row to the GPI Settings table.

**Delete** — click this button to delete a selected row from the GPI Settings table.

**OK** — click to apply the changes and close the Connect Configuration dialog box.

**Cancel** — click to close the Connect Configuration dialog box without applying any changes.

### Docking Menu

Use the Docking menu to reset the XPression Connect layout.

**Docking** > **Reset Layout** — select this to reset XPression Connect to the default layout.

## Rundown Area

The Rundown Area menu bar is located at the top of the Inception Source / MassRelevance Source/ *Playlist* window. It contains a File menu and functional buttons for the rundown. The Rundown Area shortcut menu is available by selecting an item in the rundown and right-clicking.

### Menu Bar

Use the menu bar to access the File menu to export the rundown to a text file and to clear the items in the rundown. The menu bar is also used to open the Playback Controls and Preview/Setup windows, as well as refresh the data source list.

**File** > **Export to Text** — select this command to export the rundown to a text file. This is helpful in the event the rundown needs to be printed or saved as a file.

**File** > **Clear all items** — select this command to remove all items from the rundown. This is useful for clearing floated items and to clear space for new items.

**View** > **Increase Font Size** — select this command to increase the font size of the text in the rundown.

**View** > **Decrease Font Size** — select this command to decrease the font size of the text in the rundown.

**View** > **Edit Background Color** — select this command to open the **Edit Background Color** dialog box and choose a background color for the **Data Source** / **Playlists**, **Playback Controls**, and **Setup** windows.

**View** > **Row Colors** — select this command to choose a color for the rows in the rundown. The available colors are:

- **No Color**
- **Yellow**
- **Red**
- **Blue**
- **Orange**
- **Green**
- **Purple**

**Enable Playback Controls** — click this button to open the Playback Controls and Preview/Setup windows to control the playback of the rundown, to configure the autoplay, rundown, and scene settings, and to access the Preview window.

**Refresh** (data source rundowns only) — click this button to refresh the data source and update the rundown. This button does not apply to playlists.

**For More Information on...**

- Playback Controls, refer to "**Playback Controls Window**" on page 4–2.
- the Setup window, refer to "**Setting Up a Data Source Rundown**" on page 3–8 or "**Setting Up a Playlist Rundown**" on page 3–13.

### Shortcut Menu

Use the shortcut menu to cue, float, unfloat, edit, and delete items, as well as add items to a rundown.

**Set as Next Item** — select this to cue the item as the next item to be played in the rundown.

**Float** — select this to drop the item from being played in the rundown.

**Unfloat All** — select this to reactivate any floated items back into the rundown.

**Add To Playlist** — select this to add an item or selected items to a playlist.

**Edit Text** (playlist rundowns only) — select this to open the **Edit Text** dialog box and edit the text of an item. This option is not available for data source rundowns.

**Delete** — select this to delete the item from the rundown.

## Keyboard Shortcuts

Use the following keyboard shortcuts to quickly perform tasks for items in a rundown:

- **F4** — edit text
- **F5** — refresh (data source rundowns only)
- **Ctrl + F** — Float

***Notes:***

***Notes:***

***Notes:***

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